



**STATEMENT OF EXECUTIVE DECISIONS**

Tuesday 24 November 2020

The decisions summarised below were taken by the Executive at the above-mentioned meeting and, subject to the call-in procedure referred to in Overview and Scrutiny Procedure Rule 17 and to the Notes at the end of this document, shall have effect five working days after the meeting. Details of any recommendations to Council are also included for completeness.

Members of the Executive

Chairman:

\*Councillor Joss Bigmore  
(Leader of the Council and Lead Councillor for Service Delivery)

Vice-Chairman:

\*Councillor Caroline Reeves  
(Deputy Leader of the Council and Lead Councillor for Housing & Development Control)

- \*Councillor Tim Anderson, (Lead Councillor for Resources)
- \*Councillor Jan Harwood, (Lead Councillor for Climate Change)
- \*Councillor Julia McShane, (Lead Councillor for Community)
- \*Councillor John Redpath, (Lead Councillor for Economy)
- \*Councillor John Rigg, (Lead Councillor for Regeneration)
- \*Councillor James Steel, (Lead Councillor for Environment)

\*Present

Councillors Chris Blow, Angela Goodwin, Angela Gunning, Ramsey Nagaty, Deborah Seabrook, Tony Rooth, Paul Spooner, James Walsh and Catherine Young were also in attendance.

**Agenda  
Item No.**

**Officer(s) to  
action Item**

**1. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**2. LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTEREST**

There were no declarations of interest

**3. MINUTES**

The minutes of the meeting held on 27 October 2020 were confirmed as a correct record. The Chairman signed the minutes.

**4. LEADER'S ANNOUNCEMENTS**

The Leader thanked all residents of the Borough, including Council

employees for their commitment to abide by the lockdown restrictions. He reflected that the lockdown had been hard on residents and local business, but at least there was an end in sight on this occasion. Whilst it was unclear at this stage into which Tier the Borough would emerge next week; Guildford case numbers had been showing a steady decline and the Leader was hopeful there would be significant easing of the restrictions locally.

The temporary lane closures on Bridge Street put in place by Surrey County Council were expected to be removed next week. The Leader considered that the traffic impact outweighed any benefit from increased pavement width and that Guildford should be as welcoming as possible to support retailers.

Future Guildford, the Council's transformation project was in its final stage. This fundamental review of the Council's organisational structure and ways of working was on track to deliver almost £9m of annual savings to the budget. The Leader considered the next challenge would be to demonstrate that the Council would maintain the high quality of service provision that Guildford residents expected.

In reference to the Christmas lights turned on last week, the Leader hoped that everyone who had not been able to enjoy the event in person had been able to via the GBC Christmas video available through social media channels, and any funds raised would be directed to the Mayor's Charities.

The Leader provided an update on the recovery of the Mayor, Cllr Richard Billington. The Mayor had informed the Leader that his operation had been successful in removing the majority of his tumour and that he had an appointment with specialists this week to discuss further treatment.

The Leader relayed a personal message from the Mayor as follows,

"I knew I had good friends but I was surprised by just how many, Lynda and I have been overwhelmed with your messages of support and they helped us get through some of the darker times. I was especially touched by my family at Guildford Borough Council, officers and councillors across the political spectrum you have been a big part of my convalescence and we will be forever grateful for the kindness you have shown us."

## **5. WEYSIDE URBAN VILLAGE PROGRAMME - FINANCIAL GATEWAY REVIEW**

### Decision:

- (1) That the current financial position of WUV at the planning application gateway as outlined in the report submitted to the Executive, be endorsed.
- (2) That £10.2m be transferred from the provisional capital programme to the approved capital programme for infrastructure fees and payments which the Council is obliged to make to Thames Water under the TW Agreement.

Michael Lee-  
Dickson

Reasons:

- (1) To report to councillors the financial position of the WUV at the planning application gateway.
- (2) To ensure that there is sufficient funding in the approved programme to cover the phase 1 Infrastructure fees and the payments which the Council is obliged to make to Thames Water under the Thames Water Agreement in the current year.

Other options considered and rejected by the Executive:

To cease the project, retaining the site in its existing state.

Details of any conflict of interest declared by the Leader or lead councillors and any dispensation granted:

None

**6. OFF-STREET PARKING BUSINESS PLAN 2021-22**

Decision:

- (1) To continue with the proposed short stay car park price increase as set out in option 2, but to authorise the Waste Parking and Fleet Services Manager, in consultation with the relevant lead councillor and Director of Resources, to review the charge in January 2021 and to cancel the increase if the recovery from Covid is likely, in their view, to be negatively affected by this increase.
- (2) To make no changes to Sunday tariffs for all car parks.
- (3) To reallocate Leapale Road as "short stay" and bring prices into line with neighbouring short stay surface car parks.
- (4) To introduce a new shopper offer, Monday to Saturday, based on the flat rate option 3 in paragraph 12.3 of the report submitted to the Executive.
- (5) To note the performance of Parking Services in 2019-20, as detailed in Appendix 1 to the report.
- (6) To continue with cash car park payments for the present but keep under review as part of ongoing developments in this area.

Chris  
Wheeler

Reasons:

- To respond to the impact of the Covid-19 pandemic;
- To support local business and residents
- To support the recovery and stabilisation of the town

Other options considered and rejected by the Executive:

Option 1 - No increase on pricing, no change to current situation. If Option 1 was chosen, the forecasted 2020-21 budget for off-street would have been circa £8,366,420, which is based on actuals from 2019-20,

prior to Covid19 impact. However, Covid19 and uncertainty over the speed and scale of economic recovery makes it difficult to predict the likely revenues with any degree of certainty.

Option 2 – to further increase the rate for the 4 most convenient surface car parks in the town centre by 10 pence per hour for the first 3 hours, it is estimated to generate a 3.2% increase in revenue of £41,000 per annum if 2019/20 figures are used to predict.

Details of any conflict of interest declared by the Leader or lead councillors and any dispensation granted:

None

## 7. **SPEND UPDATE ON CONSULTANTS AND AGENCY STAFF**

Decision:

- (1) That the key findings in the report submitted to the Executive be noted.
- (2) That the options in section 6 of the report be implemented.

Faye Gould

Reason:

To better control costs and provide a more robust governance approach to spend in this area.

Other options considered and rejected by the Executive:

None.

Details of any conflict of interest declared by the Leader or lead councillors and any dispensation granted:

None

## 8. **LOCAL COUNCIL TAX SUPPORT SCHEME 2021-22**

Decision:

That the Executive recommends to full Council on 8 December 2020:

Belinda  
Hayden

- (1) That the current Local Council Tax Support scheme be amended for 2021-22, as set out in detail in Appendix 1 to the report submitted to the Executive, with effect from 1 April 2021.
- (2) That the Council maintains a discretionary hardship fund in 2021-22, increases it to £60,000, and carries forward any residual 2020 COVID19 Council Tax Hardship Funds.

Reasons:

- (1) To ensure that the Council complies with government legislation to implement a LCTS scheme from 1 April 2021.
- (2) To maintain a discretionary fund to help applicants suffering from

severe financial hardship.

Other options considered and rejected by the Executive:

None.

Details of any conflict of interest declared by the Leader or lead councillors and any dispensation granted:

None

## **9. CONCURRENT FUNCTIONS GRANT APPLICATIONS 2021-22**

Decision:

- (1) That the Concurrent Functions Grant budget for 2021-22 of £80,814 be approved, subject to final confirmation at budget Council in February 2021.
- (2) That the parish council requests for grant aid for 2021-22, as set out in Appendix 3 to the report, be approved.

Claire Morris

Reasons:

- to assist parish councils with expenditure on concurrent function schemes in 2021-22.
- to enable parish councils to take account of financial assistance from Guildford Borough Council when calculating their precept requirements for 2021-22.

Other options considered and rejected by the Executive:

None

Details of any conflict of interest declared by the Leader or lead councillors and any dispensation granted:

None

## **10. SELECTION OF THE MAYOR AND THE DEPUTY MAYOR 2021-22**

Decision:

That the Executive recommends to full Council on 8 December 2020:

- (1) That the Deputy Mayor, Councillor Marsha Moseley be nominated for the Mayoralty of the Borough for the 2021-22 municipal year.
- (2) That Councillor Dennis Booth be nominated for the Deputy Mayoralty of the Borough for the 2021-22 municipal year.

John  
Armstrong

Reason:

To make early preparations for the selection of the Mayor and Deputy Mayor for the municipal year 2021-22.

Other options considered and rejected by the Executive:

None.

Details of any conflict of interest declared by the Leader or lead

councillors and any dispensation granted:

None

**11. TIMETABLE OF COUNCIL AND COMMITTEE MEETINGS 2021-22**

Decision:

That the Executive recommends to full Council on 8 December 2020, that the proposed timetable of Council and Committee meetings for the 2021-22 municipal year, as set out in Appendix 1 to the report including the suggested additional meeting of the Corporate Governance & Standards Committee, be approved.

John  
Armstrong

Reason:

To assist with the preparation of individual committee work programmes.

Other options considered and rejected by the Executive:

None

Details of any conflict of interest declared by the Leader or lead councillors and any dispensation granted:

None

**12. GENERAL FUND OUTLINE BUDGET 2021-22 AND BUSINESS PLANNING 2021-22 TO 2024-25**

Decision:

- (1) That the budget assumptions used in the preparation of the 2021-22 outline budget and three year forward projections, be approved.
- (2) That the current position on the outline budget for 2021-22 and the budget shortfall anticipated over the 3 years to 2024-25, be noted.
- (3) That the savings strategy for 2021-22 through to 2024-25 (referred to in Section 13 of the report and Appendix 3) be approved.
- (4) That the proposal to Council to make the contributions to/from the Council's various earmarked reserves for specific purposes as set out in section 9 of the report be approved as part of the budget report in February 2021.
- (5) That the use of the Council's earmarked reserves as set out in section 10 of the report to fund the cost of the COVID19 Pandemic be approved, in line with the supplementary estimate agreed by Council in May 2020.

Claire Morris

Reason:

To assist the Executive in the preparation of the General Fund estimates for 2021-22.

Other options considered and rejected by the Executive:

None

Details of any conflict of interest declared by the Leader or lead councillors and any dispensation granted:

None

NOTES:

- (a) Any decision marked “#” means that the item was deemed by the Managing Director and agreed by the Executive and Chairman of the Overview and Scrutiny Committee to be a matter of urgency for the reason indicated and, in accordance with Overview and Scrutiny Procedure Rule 17 (h), such decision takes effect immediately and is therefore *not* subject to the call-in procedure.
- (b) The call-in procedure is as follows:
- (i) the Chairman of the Overview and Scrutiny Committee; or
  - (ii) a minimum of five members of the Council
- may require that a decision be referred to the Overview and Scrutiny Committee for review.
- (c) Councillors wishing to exercise their right to call-in a decision taken by the Executive must give notice in writing to the Democratic Services and Elections Manager. The reason for a councillor calling-in a decision shall accompany any such request and must meet one of the following criteria:
- (a) that there was insufficient, misleading or inaccurate information available to the decision-maker;
  - (b) that all the relevant facts had not been taken into account and/or properly assessed;
  - (c) that the decision is contrary to the budget and policy framework and is not covered by urgency provisions; or
  - (d) that the decision is not in accordance with the decision-making principles set out in the Constitution.
- Such notice should be marked for the attention of John Armstrong who can be contacted by e-mail on [john.armstrong@guildford.gov.uk](mailto:john.armstrong@guildford.gov.uk)
- (d) On receipt of a call-in request, the Monitoring Officer will decide, in consultation with the chairman of the Overview and Scrutiny Committee, whether it is valid and will notify the councillors concerned accordingly.
- (e) In the case of a valid call-in, the decision shall be referred to a special Call-in meeting of the Overview and Scrutiny Committee, which shall be held within 21 days of the decision on validity referred to in paragraph (d) above.
- (f) A decision marked with an asterisk denotes that the matter is a “Key Decision” which is defined in the Council’s Constitution as an executive decision:
- (i) which is likely to result in significant expenditure or savings (of at least £200,000) having regard to the budget for the service or function to which the decision relates; or
  - (ii) which is likely to have a significant impact on two or more wards within the Borough.