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Contact: Andrea Carr
Committee Services
01483 444058

10 February 2021

Dear Councillor

Your attendance is requested at a remote meeting of the **SERVICE DELIVERY EXECUTIVE ADVISORY BOARD** to be held on **THURSDAY 18 FEBRUARY 2021** at **7:00 pm**. The meeting can be accessed remotely via Microsoft Teams in accordance with the provisions of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

If for any reason Councillors lose their wi-fi connectivity to the meeting and are unable to re-join using the link in the Outlook calendar invitation, please re-join using the telephone number 020 3855 4748. You will be prompted to input a conference ID: 138 972 622#

Yours faithfully

James Whiteman
Managing Director

MEMBERS OF THE EXECUTIVE ADVISORY BOARD

Chairman: Councillor Angela Goodwin
Vice-Chairman: Councillor Ramsey Nagaty

Councillor Paul Abbey
Councillor Dennis Booth
Councillor Andrew Gomm
Councillor Diana Jones
Councillor Ann McShee

Councillor Bob McShee
Councillor George Potter
Councillor Jo Randall
Councillor Pauline Searle
Councillor Fiona White

Authorised Substitute Members:

Councillor Jon Askew
Councillor Chris Blow
Councillor Ruth Brothwell
Councillor Colin Cross
Councillor Gillian Harwood
Councillor Tom Hunt
Councillor Steven Lee
Councillor Nigel Manning

Councillor Ted Mayne
Councillor Masuk Miah
Councillor Marsha Moseley
Councillor Susan Parker
Councillor Maddy Redpath
Councillor Tony Rooth
Councillor Will Salmon
Councillor Catherine Young

QUORUM: 4



WEBCASTING NOTICE

This meeting will be recorded for live and/or subsequent broadcast on the Council's website in accordance with the Council's capacity in performing a task in the public interest and in line with the Openness of Local Government Bodies Regulations 2014. The whole of the meeting will be recorded, except where there are confidential or exempt items, and the footage will be on the website for six months.

If you have any queries regarding webcasting of meetings, please contact Committee Services.

Please contact us to request this document in an alternative format

THE COUNCIL'S STRATEGIC FRAMEWORK

Vision – for the borough

For Guildford to be a town and rural borough that is the most desirable place to live, work and visit in South East England. A centre for education, healthcare, innovative cutting-edge businesses, high quality retail and wellbeing. A county town set in a vibrant rural environment, which balances the needs of urban and rural communities alike. Known for our outstanding urban planning and design, and with infrastructure that will properly cope with our needs.

Three fundamental themes and nine strategic priorities that support our vision:

- | | |
|---------------------|--|
| Place-making | Delivering the Guildford Borough Local Plan and providing the range of housing that people need, particularly affordable homes |
| | Making travel in Guildford and across the borough easier |
| | Regenerating and improving Guildford town centre and other urban areas |
| Community | Supporting older, more vulnerable and less advantaged people in our community |
| | Protecting our environment |
| | Enhancing sporting, cultural, community, and recreational facilities |
| Innovation | Encouraging sustainable and proportionate economic growth to help provide the prosperity and employment that people need |
| | Creating smart places infrastructure across Guildford |
| | Using innovation, technology and new ways of working to improve value for money and efficiency in Council services |

Values for our residents

- We will strive to be the best Council.
- We will deliver quality and value for money services.
- We will help the vulnerable members of our community.
- We will be open and accountable.
- We will deliver improvements and enable change across the borough.

The information contained in the items on this agenda has been allowed into the public arena in a spirit of openness and transparency to gain broad input at an early stage. Some of the ideas and proposals placed before this Executive Advisory Board may be at the very earliest stage of consideration by the democratic decision-making processes of the Council and should not be considered, or commented on, as if they already represent either Council policy or its firm intentions on the issue under discussion.

The Executive Advisory Boards do not have any substantive decision-making powers and, as the name suggests, their purpose is to advise the Executive. The subject matter of the items on this agenda, therefore, is for discussion only at this stage and any recommendations are subject to further consideration or approval by the Executive, and are not necessarily in final form.

AGENDA

ITEM NO.

1 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

2 LOCAL CODE OF CONDUCT AND DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS

In accordance with the local Code of Conduct, a councillor is required to disclose at the meeting any Disclosable Pecuniary Interest (DPI) that they may have in respect of any matter for consideration on this agenda. Any councillor with a DPI must not participate in any discussion or vote regarding that matter and they must withdraw from the meeting immediately before consideration of the matter.

If that DPI has not been registered, the councillor must notify the Monitoring Officer of the details of the DPI within 28 days of the date of the meeting.

Councillors are further invited to disclose any non-pecuniary interest which may be relevant to any matter on this agenda, in the interests of transparency, and to confirm that it will not affect their objectivity in relation to that matter.

3 MINUTES (Pages 5 - 8)

To confirm the minutes of the Executive Advisory Board meeting held on 10 December 2020.

4 PROPOSED MANDATE TO MAINTAIN THE EXISTING SPECTRUM LEISURE CENTRE (Pages 9 - 20)

5 EXECUTIVE FORWARD PLAN (Pages 21 - 56)

6 EAB WORK PROGRAMME (Pages 57 - 60)

To consider and approve the EAB's draft work programme with reference to the Executive Forward Plan.

10 DECEMBER 2020

SERVICE DELIVERY EXECUTIVE ADVISORY BOARD

10 December 2020

- * Councillor Angela Goodwin (Chairman)
- * Councillor Ramsey Nagaty (Vice-Chairman)

- | | |
|---------------------------|-----------------------------|
| * Councillor Paul Abbey | * Councillor Bob McShee |
| * Councillor Dennis Booth | * Councillor George Potter |
| * Councillor Andrew Gomm | * Councillor Jo Randall |
| * Councillor Diana Jones | * Councillor Pauline Searle |
| * Councillor Ann McShee | * Councillor Fiona White |

* Present

Councillors Joss Bigmore, Gordon Jackson, Julia McShane, John Redpath, Caroline Reeves, Tony Rooth, Paul Spooner and James Steel were also in attendance.

SD7 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

There were no apologies for absence or notification of substitute members.

SD8 LOCAL CODE OF CONDUCT AND DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS

There were no declarations of disclosable pecuniary or non-pecuniary interests.

SD9 MINUTES

The minutes of the meeting of the Executive Advisory Board held on 15 October 2020 were confirmed as a correct record, and would be signed by the Chairman at the earliest opportunity.

SD10 COUNCILLOR WORKING GROUPS

The Executive Advisory Board (EAB) considered a report which was prepared annually to invite the Executive to review the work carried out over the past twelve months by the various working groups (including boards and panels) that had been established by the Executive, the Leader or Lead Councillors, together with the work they were likely to undertake over the next twelve months. As part of this review the report also requested the Executive to determine whether these groups should continue as presently constituted and, if so, to make or confirm appointments to them and to identify any changes required to their terms of reference. The requirement to submit this report to the Executive was in accordance with Council Procedure Rule 24 (j).

The EAB was recommended to consider the report and make comments and recommendations as appropriate to be submitted to the Executive when it considered this matter on 5 January 2021.

In his introduction to the report, the Leader of the Council drew attention to the proposal to disband the Museum Working Group (MWG) and expressed a view that, although delivery of the Museum Project was currently unlikely owing to challenging circumstances, there remained a need for a MWG to guide the future direction of the Museum service. The Leader also highlighted proposals to establish two new working groups. The purpose of the first working group was to give detailed consideration to the recommendations of the recent Local Government Association (LGA) Planning Committee Peer Review whilst the

10 DECEMBER 2020

second working group would oversee the Boundary Commission's electoral review of the Borough.

The Democratic Services and Elections Manager advised that, although this review would normally take place in May of each year, on this occasion it had been delayed owing to the Coronavirus pandemic and any membership changes the Executive agreed in January 2021 would remain in place until the commencement of the next municipal year.

Nikki Nelson-Smith, a co-opted member of the MWG, was present at the meeting and invited to speak in that respect by the Chairman. Ms Nelson-Smith spoke in support of continuing the MWG, which she believed was a beneficial sounding board for the relevant Lead Councillor and would inform the future development of the Museum service. She was of the opinion that the Group should have a wide remit and endeavour to improve the visitor experience and heritage attraction which could potentially enhance tourism and attract visitors to the town thereby building the local economy. The Board was advised that the Museum had undergone a refurbishment whilst it was closed and that consultants and experts had concluded that Guildford deserved a museum and that its collection included objects of national significance. Research had confirmed that the Museum's current location within a scheduled ancient monument site sharing a curtilage with the Castle was beneficial with the potential to string together the heritage buildings of the town. A Forward Plan had been drafted to inform how the service may move forward and to develop the policies to underpin this. Museum staff were commencing the process of digitally recording the collection by entering details onto a Collection Management software system which had been funded by the Friends of Guildford Museum and would aid decisions in respect of collection displays. The Museum service was valued by many residents from within and beyond the Borough boundaries who were keen to work to support it on a voluntary basis.

Numerous councillors spoke in support of continuing the MWG to bring a strategic view to protecting the Museum and related heritage whilst guiding its future development involving the implementation of the Museum Forward Plan to deliver an inexpensive Museum service within the parameters of the current financial constraints. Although it was recognised that it was not currently possible to deliver the earlier strategy for the expansion and enhancement of the Museum site and offering owing to the current circumstances and financial limitations, it was hoped that the Council would continue to focus on this vision in the long term with a view to delivery at some point in the future. As the development of the Museum would not be progressed for the time being, councillors felt that it was not currently appropriate for the MWG to remain part of the Major Projects Portfolio Board and it was suggested that its remit may need to be reconsidered accordingly.

The Lead Councillor confirmed the benefit of continuing and invigorating the MWG to ensure the delivery of a Museum service to meet public expectations at a reasonable cost. Nikki Nelson-Smith's secondment onto the Working Group was welcomed in acknowledgement of her valuable knowledge and experience.

The importance of the Collection Management software system to identify and itemise the Museum's collection was recognised and it was agreed that the Council's gratitude to the Friends of Guildford Museum for funding the system be recorded.

In this connection, reference was made to the future storage, cataloguing and display of the Council's art collection and it was suggested that the MWG should initially assess the collection to recommend a way forward. The Lead Councillor indicated that he was content with this suggested approach.

10 DECEMBER 2020

Although Phase B of the Future Guildford transformation and the Coronavirus lockdowns had impacted on the progress achieved by many of the Working Groups, it was anticipated that affected groups would resume their work when possible.

Having discussed and reviewed each Working Group listed in the report in the light of the above factors and updates from councillors with experience as Working Group members, the EAB agreed the following comments and recommendations to the Executive:

- The MWG should be retained to guide the future direction of the Museum service and consideration be given to its future membership, including co-optee(s), to utilise the existing knowledge base and experience of members. The MWG should cease reporting to the Major Projects Portfolio Board as it no longer constitutes a major project. The Council's art collection be considered initially by the MWG to inform decisions around its future management and display.
- The membership of the Weyside Urban Village Development Portfolio Programme Board be reviewed and expanded to include cross-party representation and non-Executive members.
- The Major Projects Portfolio Board should resume regular meetings with the existing membership to consider related current issues.
- Relevant information be fed from the Surrey County Council Health and Wellbeing Board to the Aspire Health and Wellbeing Board to facilitate information sharing and joined up working.
- Once the Arts Development Strategy and Public Art Strategy Board, the Electric Theatre Monitoring Group and the Town Twinning Working Group resume operation following the completion of Phase B of Future Guildford and an improvement in the Coronavirus pandemic situation, the opportunity be taken to review their membership with a view to accommodating the involvement of non-Executive members.
- The membership of the Sports Development Strategy Group be reviewed, and increased if considered necessary.
- Owing to the success of work stemming from the Play Development Strategy and Fixed Play Equipment Group, it should continue to operate.
- A Boundary Commission Review Working Group be established and all councillors be invited to submit expressions of interest to join it with the aim of securing a membership mix to reflect differing experience levels and to balance political group and urban and rural ward representation. The Working Group should elect its chairman when its composition is finalised.
- A Planning Committee Review Working Group be constituted along the lines set out in the report to consider and take forward the recommendations of the recent LGA Planning Committee Peer Review.

SD11 EXECUTIVE FORWARD PLAN

The Chairman advised that she and the Director of Service Delivery were holding discussions in respect of Forward Plan items which might usefully come before the EAB for consideration and members were welcome to suggest any discussion topics to the Chairman or Vice-Chairman.

SD12 EAB WORK PROGRAMME

The EAB work programme was noted and the Chairman expressed the Board's gratitude to the officers who had assisted and supported the EAB throughout the past year.

Agenda item number: 3

SERVICE DELIVERY EXECUTIVE ADVISORY BOARD

10 DECEMBER 2020

The meeting finished at 8.42 pm

Signed

Date

Chairman

Proposed Mandate to Maintain Existing Spectrum (Leisure Centre)

Page 9

A proposal to agree the strategy and funding for a Strategic Outline Business Case that will present the options for capital works to the building as part of the overall strategy for ongoing management of, and delivery of services through, Spectrum 1 Leisure Centre.

Agenda item number: 4

28 January 2021 v 0.24

Introduction - Spectrum 1

Guildford's Spectrum Leisure Centre has always been regarded as having a **high social to the community and was a positive contributor financially, as a GBC owned asset**. It attracts 1.7m local and regional visitors annually. Its **importance and social value** was reaffirmed by the EAB in Feb 2019 and the Executive in March 2019 based on the findings of a feasibility report into the consideration of the viability of a potential replacement venue ([Report - Agenda item 7](#)). It is 27 years into its 40-50 year anticipated life-span (Definitions of 'lifespan' at **Annex A**) and is contributing to 50% of the Council's energy consumption and associated emissions which GBC are committed to reducing by 2030.

Prior to Covid19, the Spectrum Leisure Centre would receive approx. 1.7m visits annually, approx. 60% from the local area (long standing estimate). It was also a significant income generator raising £1m in revenue for GBC annually. Since March 2020 there has been no GBC income and currently GBC are paying the provider £250k per month to stay afloat. The annual cost to GBC to keep it open, if the current Covid19 climate persists, are estimated in the region of £4.25m p/a.

In December 2020, CMT and the Executive Liaison Group agreed that due to Covid 19, at least 2 years should pass before a replacement was given any further serious consideration. Consequently, this mandate does not assume that there will necessarily be a Spectrum 2 replacement.

It was also agreed the Service Leader should proceed with a contract renewal process to ensure continued provision of services for at least the next 2 years. Therefore this mandate sets out the strategic direction for developing the options for capital works to the building and funding approvals for development of the Strategic Outline Business Case for work to proceed to the next stage. An allocation of £300k for Spectrum 2 work is now available to be redirected to cover the cost of proceeding with this higher priority project.

1. Why should a programme/project be started now? The building opened in 1993 but poor build quality and lack of investment means additional back-log maintenance will be required for building to last to the end of its anticipated 40 to 50-year lifespan. Without this, increasing reactive maintenance and repair costs may continue to escalate and any failure to undertake necessary maintenance and repairs would increase safety concerns. The centre is currently contributing to over half of GBC's carbon emissions which we have committed to reducing by 2030.

2. What is the good idea, opportunity or problem to be solved? There is an obligation on GBC to maintain the safety of the current community leisure provision and to maintain the value of the asset whilst being mindful of the Council's mission to reducing carbon emissions.

3. What is the purpose of the programme/project and what outcomes or outputs will it deliver? List Success Criteria. To know what needs to be done to the building in order to deliver a safe continuation of service to the public?. To identify the on-going running costs to GBC of continuing to provide the Spectrum 1 Leisure Service to the community.

Illustrative Success Criteria for Building Project – Life Expectancy (Building XX%) Service Levels (Quality XX%), Meeting Climate change objectives (Environmental XX%) Costs (Costs XX%) – these are due to be discussed and agreed with Exec/CMT members in success criteria workshop on 28th January 2021 – agenda **Annex B**

4. What priority, corporate objective or strategy is fulfilled by this project? High priority in Corporate Plan and key strategic objective pre-covid (Enhancing sporting cultural, community and recreational facilities). In the long term the local plan delivers more housing and increased population with subsequent increased need for leisure facilities which are expected to be delivered, at least in part, by Spectrum. A GBC owned asset, valued by the community, which the Council have an obligation to make decisions about. Some Councils have been forced to close leisure facilities, either short or long term. A new strategy and direction is required.

Revised Options Evaluation (Jan 2021)

5. What are the potential strategic options to deliver a solution for Spectrum1?

Option 1. Retire the asset/facility early – Shut the centre and save on running costs and cut carbon emissions to zero. Significant winding down costs would be incurred, and potentially significant liabilities could remain.

Option 2. Sell it – Shut the centre and sell the land to save on costs and raise net revenue. Significant community reaction anticipated – no market for this.

Option 3. Do Minimum – Required preventative works which would be unlikely to significantly reduce carbon emissions

Option 4. Do More – Refurbishment that seeks to increase the current facilities 'life span', reduce carbon emissions

Please note: You only need to narrow options at this stage and give a direction of travel.

Having agreed to renew the operator contract, GBC is now obliged to ensure safety and provision of services with a sound building (hence Options 1&2 are red). The approach to identifying and delivering the necessary works should be developed through a business case. Hence, this mandate is being put forward for consideration; to undertake a Strategic Outline Business Case to determine the options for capital works that would be required to the building to ensure it remains safe and operable until the end of its expected lifespan or other agreed date. It has been agreed that a suitable building condition survey of the existing MEP (Mechanical, Electrical, Plumbing) to the building, along with surveys of the building fabric, and facilities & equipment to establish its condition and the optimum scheduling of works should be undertaken to inform any business case and subject to staged approvals. This could also include surveys in relation to carbon emissions if this is determined to be a priority.

Considerations

6. Who is the lead Director & Service Manager who will lead and direct the project and who will be managing/using the projects products once they are handed over? – Lead Director is Ian Doyle. Service Leader is Jonathan Sewell.

7. What impact assessments have been undertaken and what are the impacts on other Service Leaders and/or other programmes/projects?

Spectrum is located on the Stoke Park site. The Programme Business Case for Stoke Park Master plan has been placed on hold. If revisited it may need to be cognisant this mandate. Aside from 'general use' the venue has numerous partnerships, stakeholders and outputs for the council which impact on other services and strategies e.g. sports, Health and Wellbeing, Tourism and Visitor. Equality Impact Assessments must be undertaken on all shortlisted options.

8. What general approach will the projects take to deliver?

Business case development owned by the leisure services team with the support of Asset Management and Corporate Programmes.

9. When and why must the project start and finish? – ASAP – a 2-year operating contract extension is in the process of being agreed this provides a window to make decisions about the building.

10. Which stakeholders are or, will need to be, involved in the project - For the capital works project the only major stakeholder is Freedom Leisure.

The fuller list of wider stakeholders for the venue includes but is not limited to Sports England, Executive Councillors, General customers, Sports club regular bookers, Freedom Leisure - Leisure contract and catering partner, GLL - Leisure contract partner, FL - casual staff, Guildford Flames, Guildford City Swim Club, Professional ice coaches, User groups, Guildford Community, Ward Councillors, Surrey CC, GCFC, GGAC, County Sports Partnership[(Active Surrey), Local Sports Council (Active Guildford), Blue Light Services

Page 14
11. What specialist resources (internal and external) are needed to consider this mandate and develop a strategic outline business case?

Internal Staffing – Leisure Services (JS/CB), Governance (SB/SA), Asset Management (MVdR/DB), Legal (DO), Finance (CM/VW), Procurement (FG), Corporate Programmes (EF/CF) (full list at **Annex C**). To undertake and complete the SOC, there will be a need to recruit additional staff members in Asset Management and Corporate Programmes.

External Consultants – Specialist Leisure operating and construction consultants; Technical consultants including building, M&E and engineering. Carbon audit specialist.

12. What Rough Order of Magnitude (ROM) are the likely Whole Life Costs (WLC) of the project and live service? –

WLC includes design and delivery costs for refurbishment estimated between £10m - £50m+

Potential costs to proceed to the next stage to develop the Strategic Outline Case for capital works

Resource costs to progress to the next stage/gate and develop the Strategic Outline Business Case (SOC) – conditions surveys will inform the Outline Business Case (OBC) i.e. the stage at which the preferred option will be chosen. The Full Business Case can then be produced prior to any procurement.

	Q4 (20/21)	Q1 (21/22)	Q2 (21/22)	Q3 (21/22)	Total	Please note it is possible these estimated figures could be subject to significant change in the event of changes or in light of more information.
Internal staffing costs	Existing internal staffing not costed but not to be under-estimated.				-	These are the costs of in-house permanent staff time - Project Board = CMT, Exec, Legal, Procurement time - SLs = Jonathan Sewell, Marieke vdR, Elizabeth Fleming - Preparing brief for conditions surveys/business case writer = DB/JS - Additional building surveyor for Asset Management (part time) - Additional project manager (part time)
	Additional building surveyor and project manager are costed				£50k £70k	
Specialist external consultants costs					£60k £120k	These are specialist resources we don't have in house and need to buy in to proceed - Specialist leisure operating and construction consultants - Building, M&E and Engineering consultants to conduct condition surveys and produce reports & carbon audit specialist
Total					£300k	Approval of this mandate provides the budget and delegated authority to commit additional staffing resources and buy-in external consultants.

Agenda item number: 4

Issues, Assumptions & Risks

13. What are the strategic Risks, Assumptions, Issues,

Issues

- There is a constantly changing, and **uncertain**, health, environmental, financial, economic and political environment due to Covid.
- The current impact of Covid is causing serious **financial issues** for GBC, the operators and stakeholders
- There is a huge gap in understanding of the issues facing this project and **expectations** for outcomes between key stakeholders.

Assumptions

- Page 16
- That GBC **want to continue** to provide leisure services on this site as Spectrum facilities will be a key part of resident's recovery from Covid.
 - That GBC can afford to keep the Spectrum open.
 - There is an assumption that this fits with the Stoke Park Master Plan
 - That Spectrum will remain open during any refurbishment
 - That the 'business model' for offering community leisure services will be able to resume when the Covid pandemic has abated

Risks

- There is a risk that cost estimates could be significantly different
- There is a risk that the level of uncertainty in relation to Covid impacts and restrictions makes this a very difficult business case to write.
- There is a risk that Local Authority operating models may fundamentally change e.g. Mergers or Unitary.
- There is a risk that this mandate underestimates the strength of stake-holders views and community impact on how we go forwards

Dependencies, Constraints & Opportunities

Dependencies

- GBC climate change target for 2030 has dependencies on this project
- There is a strategic dependency between this project and the BAU project to renew the operator contract which is being managed by Jonathan Sewell. This will ensure decisions about the building align optimally with operator contract discussions.

Constraints

- **Covid impacts** will constrain demand, volumes, commercial viability, design and deliverability.
- The renewed **Operating Contract will expire October 2023** (potential max 2 year extension).
- The Surrey Act 1985 - any covenants/planning affecting Stoke Park or other planning issues.

Opportunities

- A refurbishment option may offer unexpected opportunities for some new services.

Annex A - Explanation of the term 'Lifespan' in relation to buildings

- Originally anticipated 'Lifespan' when it was built can be significantly affected by how it is maintained.
- Different components will have different, wide-ranging lifespans.

Annex B – Outcome of CMT/Exec Critical Success Factor Workshop 28 January 2021

- Approval of revised mandate
- Approval of high-level brief for Conditions Surveys (scope & nature)
- Agreement on critical success factors for the SOC and the project.
 - Optimum life expectancy of components (and the site as a whole)
 - Service quality
 - Cost implications
 - Climate change emissions impacts

Annex C - Qu 11. Cont. GBC Internal Stakeholders (Reviewer List)

Involved or Sighted so far and to be updated on changes

- Jonathan Sewell – Leisure Services Manager / Staff
- Mike Miles – Corp Programmes
- Louise Odell – Corp Governance
- Stephen Benbough – PPM Governance Service Leader
- Elizabeth Fleming – Corporate Programmes Service Leader
- Claudia Frost – Corp Progs PMO Lead
- Victoria Worsfold – Finance Service Leader
- Ian Doyle - Operational Services Director
- James Whiteman – Managing Director
- Claire Morris – Resources Director
- Dawn Hudd – Strategy Director
- Paul Stacey – Parks, Recreation and Heritage (Stoke Park link)
- Marieke van der Reijden - Asset Management Service Leader
- Darren Burgess – Building Surveyor Manager – Assets
- Paul Taylor-Armstrong – Climate Change Officer - Assets
- Faye Gould – Procurement Lead
- Diane Owens – Legal Lead
- John Armstrong – Democratic Services Service Leader
- Stuart Harrison – Planning Policy
- All other Operational Service Leads



THE FORWARD PLAN

(INCORPORATING NOTICE OF KEY DECISIONS TO BE TAKEN BY THE EXECUTIVE AND NOTICE OF INTENTION TO CONDUCT BUSINESS IN PRIVATE)

Schedule 1 to this document sets out details of the various decisions that the [Executive](#) and full [Council](#) are likely to take over the next twelve months in so far as they are known at the time of publication. Except in rare circumstances where confidential or exempt information is likely to be disclosed, all decisions taken by the Executive and full Council are taken in public, and all reports and supporting documents in respect of those decisions are made available on our website.

Members of the public are welcome to attend and, in most cases, participate in all of our meetings and should seek confirmation as to the timing of any proposed decision referred to in the Forward Plan from the Committee Services team by telephone on 01483 444102, or email committeeservices@guildford.gov.uk prior to attending any particular meeting (see note below for special arrangements for remote meetings during the Coronavirus crisis).

Details of the membership of the Executive and the respective areas of responsibility of the Leader of the Council and the lead councillors are set out in Schedule 2 to this document.

Key decisions

As required by the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, this document also contains information about known key decisions to be taken during this period.

A key decision is defined in the Council's Constitution as an executive decision which is likely to result in expenditure or savings of at least £200,000 or which is likely to have a significant impact on two or more wards within the Borough.

A key decision is indicated in Schedule 1 by an asterisk in the first column of each table of proposed decisions to be taken by the Executive.

In order to comply with the publicity requirements of Regulation 9 of the 2012 Regulations referred to above, we will publish this document at least 28 clear days before each meeting of the Executive by making it available for inspection by the public on our website: <http://www.guildford.gov.uk/ForwardPlan>

Availability of reports and other documents

Subject to any prohibition or restriction on their disclosure, copies of, or extracts from, any document to be submitted to a decision-maker for consideration in relation to a matter in respect of which a decision is to be made will normally be available for inspection on our website five clear working days before the meeting, or the date on which the proposed decision is to be taken. Other documents relevant to a matter in respect of which a decision is to be made may be submitted to the Executive, or to an individual decision maker, before the meeting or date on which the decision is to be taken, and copies of these will also be available online.

Taking decisions in private

Where, in relation to any matter to be discussed by the Executive, the public may be excluded from the meeting due to the likely disclosure of confidential or exempt information, the documents referred to above may not contain any such confidential or exempt information.

In order to comply with the requirements of Regulation 5 of the 2012 Regulations referred to above, Schedule 1 to this document will indicate where it is intended to deal with any matter in private due to the likely disclosure of confidential or exempt information. Where applicable, a statement of reasons for holding that part of the meeting in private together with an invitation to the public to submit written representations about why the meeting should be open to the public when the matter is dealt with will be set out on the relevant page of Schedule 1.

James Whiteman
Managing Director

Guildford Borough Council
Millmead House
Millmead Guildford
GU2 4BB

Dated: 23 February 2021

Special Arrangements to be put in place during Coronavirus crisis

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ["the Regulations"] allow local authorities to hold meetings remotely, including by (but not limited to) telephone conferencing, video conferencing, live webcast, and live interactive streaming.

The Regulations further modify existing legislative provisions to remove the requirement for local authorities to hold annual meetings, and to enable requirements for public and press access to local authority meetings and associated documents to be complied with through remote means and website access.

The Regulations apply to meetings of the Council, the Executive, Guildford Joint Committee, and all committees or sub-committees of these bodies, including Executive Advisory Boards.

SCHEDULE

GUILDFORD JOINT COMMITTEE: 17 March 2021

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
	Guildford Family Support Programme	The Joint Committee is asked to agree - <ol style="list-style-type: none"> 1. The Service Level Agreement for the delivery of the Supporting Families Programme is approved 2. Members note and comment on the financial arrangements and Outcome Measure Framework 	No	Report to GJC (17/03/2020)	Beejal Soni 01483 444036 Beejal.soni@guildford.gov.uk Samantha Hutchison 01483 444385 samantha.hutchison@guildford.gov.uk

EXECUTIVE: 23 March 2021

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*	Guildford Economic Regeneration (GER)	The Executive is asked to endorse - 1. The Guildford Economic Regeneration Gateway 1 Report 2. Approval of the Report Recommendations 3. Approval of budget for Gateway 2 workstreams	No	Report to Executive (23/03/2020)	Michael Lee-Dickson 01483 444123 michael.lee-dickson@guildford.gov.uk
* Page 24	Ash Road Bridge Update	To agree: <ul style="list-style-type: none"> • Funding for the Project • Procurement of Contractor and Consultant Fees 	Yes	Report to Executive (23/03/2020) and Council (13/04/2021)	Mike Miles 01483 444077 mike.miles@guildford.gov.uk
*	Guildford Spectrum Mandate	To agree a proposed strategy and funding for a Strategic Outline Business Case that will present the options for capital works to the existing Spectrum building as part of the overall strategy for the ongoing management of, and delivery of services through, Spectrum 1 Leisure Centre.	No	Report to Executive (23/03/2021) Incorporating comments/ recommendations of Service Delivery EAB (18/02/2021)	Stephen Benbough 01483 444052 stephen.benbough@guildford.gov.uk

Agenda item number: 5

*Information regarding this item is considered to be commercially sensitive and will, if councillors wish, be discussed in private as it will involve the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A to the Local Government Act 1972, namely: "Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Any person wishing to make representations in relation to this part of the meeting being held in private for consideration of the above-mentioned matter, must do so in writing to: Carrie Anderson, Senior Democratic Services Officer by email: carrie.anderson@guildford.gov.uk by no later than midday Thursday 18 March

COUNCIL: 13 April 2021

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
The Council's Constitution: Review of Financial Procedure Rules	To review and update the Financial Procedure Rules	No	Report to Council (13/4/2021) Incorporating comments/ recommendations of Corporate Governance and Standards Committee (22/4/2021)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
The Council's Constitution: Review of Procurement Procedure Rules	To review and update the Procurement Procedure Rules.	No	Report to Council (13/4/2021) Incorporating comments/ recommendations of Corporate Governance and Standards Committee (22/4/2021)	Faye Gould 01483 444120 faye.gould@guildford.gov.uk

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer	Agenda item number: 5
Ash Road Bridge	That the Council approves the new budget as set out in the Exec report.		Report to Council (13/04/2021) Incorporating comments/recommendations of Executive (23/03/2021)	Mike Miles 01483 444077 mike.miles@guildford.gov.uk	

EXECUTIVE: 20 April 2021

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
* Page 27	Bridges – Inspection and Remedial Work	(1) To approve appointment of consultants to: (a) carry out inspections (b) cost immediate and long-term works (c) advise on future inspection frequency (2) To approve works that arise from inspections (a) Move money from provisional to approved capital programme.	No	Report to Executive (20/04/2021)	Elizabeth Fleming 01483 44528 elizabeth.fleming@guildford.gov.uk
*	Guildford West Station	GRIP 3 Outcome report (update report) and future procurement of GRIP stages.	No	Report to Executive (20/04/2021)	Mike Miles 01483 444077 mike.miles@guildford.gov.uk

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
	Annual Audit Letter 2019-20	To approve the Annual Audit Letter for 2019- 20.	No	Report to Executive (20/04/2021) and Corporate Governance and Standards Committee (25/03/2021)	Claire Morris 01483 444827 claire.morris@guildford.gov.uk

Agenda item number: 5

COUNCIL 12 May 2021 (Annual Council Meeting)

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Election of Mayor and appointment of Deputy Mayor 2021-22	To elect a Mayor and appoint a Deputy Mayor for the municipal year 2021-22.	No	Report to Council (12/05/2021)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
Appointment of Honorary Remembrancer 2021-22	To appoint the Honorary Remembrancer for the municipal year 2021-22	No	Report to Council (12/05/2021)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

COUNCIL: 18 May 2021 (Selection Council Meeting)

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Appointments to committees 2021-22	To agree the numerical allocation of seats to political groups on committees and to agree the membership and (where appropriate) substitute membership of those committees, including the election of committee chairmen and vice-chairmen	No	Report to Council (18/05/2021)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

EXECUTIVE: 25 May 2021

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*	Annual Governance Statement 2020-21	To adopt the Council's Annual Governance Statement for 2020-21	No	Report to Executive (25/05/2021) incorporating comments/ recommendations of Corporate Governance and Standards Committee (22/04/2021)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

Agenda item number:

5

EXECUTIVE: 22 June 2021

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Page 31	Capital and Investment outturn report 2020-21	To recommend the approval of the Capital and Investment outturn report 2020-21 to Council at its meeting in July 2021.	No	Report to Executive (22/06/2021) Incorporating comments/ Recommendations of Corporate Governance and Standards Committee (17/06/2021) and Council (27/07/2021)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
	Revenue Outturn Report 2020-21	To approve the Revenue Outturn Report 2020-21.	No	Report to Executive (22/06/2021) Incorporating comments/ Recommendations of Corporate Governance and Standards Committee (17/06/2021)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
	Housing Revenue Account Final Accounts 2020-21	To approve the Housing Revenue Account Final Accounts 2020-21	No	Report to Executive (22/06/2021) Incorporating comments/ Recommendations of Corporate Governance and Standards Committee (17/06/2021)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk

Agenda item number: 5

EXECUTIVE: 20 July 2021

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Page 33					

COUNCIL: 27 July 2021

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Capital and Investment outturn report 2020-21	To approve the Capital and Investment outturn report 2020-21.	No	Report to Council (27/07/2021) Incorporating comments/ recommendations of Corporate Governance and Standards Committee (17/06/2021) Executive (22/06/2021)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
Modern Slavery Policy	To consider the implementation of this policy.	No	Report to Council (27/7/2021) Incorporating comments/ recommendations of Overview and Scrutiny Committee (8/6/2021)	Faye Gould 01483 444120 faye.gould@guildford.gov.uk

EXECUTIVE: 24 August 2021

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Page 35					

EXECUTIVE: 21 September 2021

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
	Policy on Debt Recovery	To develop a policy on how the Council manages debt recovery	No	Report to Executive (21/09/2021) Incorporating comments/ recommendations of Service Delivery EAB (09/09/2021)	Siobhan Rumble 01483 444296 siobhan.rumble@guildford.gov.uk Belinda Hayden 01483 444867 belinda.hayden@guildford.gov.uk
Page 36	Council Tax CAB Protocol	To consider and approve the protocol.	No	Report to Executive (21/09/2021) Incorporating comments/ recommendations of Service Delivery EAB (09/09/2021)	Belinda Hayden 01483 444867 belinda.hayden@guildford.gov.uk

Agenda item number: 5

COUNCIL: 5 October 2021

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer

COUNCIL: 26 October 2021

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer

EXECUTIVE: 23 November 2021

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer

Agenda item number: 5

COUNCIL: 7 December 2021

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer

EXECUTIVE: 4 January 2022

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer

EXECUTIVE: 25 January 2022

Agenda item number: 5

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Page 40	Annual Audit Letter 2020-21	To approve the Annual Audit Letter 2020-21.	No	Report to Executive (25/01/2022) Incorporating comments/ Recommendations of Corporate Governance and Standards Committee (20/01/2022)	Claire Morris 01483 444827 claire.morris@guildford.gov.uk
Page 40	Capital and Investment Strategy (2022-23 to 2025-26)	To recommend to Council the approval of the Capital and Investment Strategy (2022-23 to 2025-26)	No	Report to Executive (25/01/2022) and Council (09/02/2022) Incorporating comments/ Recommendations of Joint EAB (10/01/2022) Corporate Governance and Standards Committee (20/01/2022)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk

	Housing Revenue Account Budget 2022-23	To recommend to Council approval of the HRA Revenue estimates, associated fees and charges, changes to rents of Council dwellings and approval of Housing Capital Programme for 2022-23.	No	Report to Executive (25/01/2022) incorporating comments/ recommendations of the Joint EAB (10/01/2022) and Council (09/02/2022)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
Page 41	Business Planning – General Fund Budget 2022-23	To recommend to Council: <ul style="list-style-type: none"> • Approval of the general fund revenue budget for 2022-23 • Agreement of a council tax requirement for 2022-23 • Declaration of any surplus/deficit on the collection fund 	No	Report to Executive (25/01/2022) Incorporating comments/ Recommendations of Joint EAB (10/01/2022) and Council (09/02/2022)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk

COUNCIL: 9 February 2022 (Budget Council)

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Capital and Investment Strategy (2022-23 to 2025-26)	To approve the Capital and Investment Strategy (2022-23 to 2025-26)	No	Report to Council (09/02/2022) Incorporating comments/ Recommendations of Corporate Governance and Standards Committee (17/01/2022) And Executive (25/01/2022)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
Housing Revenue Account Budget 2022-23	To recommend to Council approval of the HRA Revenue estimates, associated fees and charges, changes to rents of Council dwellings and approval of Housing Capital Programme for 2022-23.	No	Report to Council (09/02/2022) incorporating comments/ recommendations of the Joint EAB (10/01/2022) and Executive (25/01/2022)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
Business Planning – General Fund Budget 2022-23	To approve: <ul style="list-style-type: none"> • the general fund revenue budget for 2022-23 • a council tax requirement for 2022-23 Declaration of any surplus/ deficit on the collection fund	No	Report to Council (09/02/2022) incorporating comments/ recommendations of the Executive (25/01/2022)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk

Pay Policy Statement 2022-23	To approve the Pay Policy Statement 2022-23	No	Report to Council (09/02/2022)	Francesca Smith 01483 444014 francesca.smith@guildford.gov.uk
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EXECUTIVE: 22 February 2022

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer

COUNCIL: 23 February 2022 (Reserve Budget Date)

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer

Agenda item number: 5

EXECUTIVE: 22 March 2022

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer

COUNCIL: 5 April 2022

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer

EXECUTIVE: 26 April 2022

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
	Annual Governance Statement 2021-22	To adopt the Council's Annual Governance Statement for 2021-22	No	Report to Executive (26/04/2022) Incorporating comments/recommendations of Corporate Governance and Standards (24/03/2022)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

Agenda Item number: 5

COUNCIL: 11 May 2022 (Annual Council Meeting)

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Election of Mayor and appointment of Deputy Mayor 2022-23	To elect a Mayor and appoint a Deputy Mayor for the municipal year 2022-23.	No	Report to Council (11/05/2022)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
Appointment of Honorary Remembrancer 2022-23	To appoint the Honorary Remembrancer for the municipal year 2022-23.	No	Report to Council (11/05/2022)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

UNSCHEDULED ITEMS – EXECUTIVE/COUNCIL

Key Decision (asterisk indicates that the decision is likely to be a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision- maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*	Local Plan Panel	To consider the Regulation 19 proposed submission plan.	No	Joint EAB (15/03/2021) Special Meeting of Executive and Council (September 2021 to be scheduled)	Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk

Key Decision (asterisk indicates that the decision is likely to be a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
u	North Street Update	<p>1. To receive an update on progress with negotiations in respect of property/contractual documentation required to facilitate the sale of the North Street Development Site since the 22 September report to the Executive.</p> <p>2. To authorise the Managing Director to agree any minor amendments to the conditional sale agreement and related documentation in order to finalise the transaction.</p> <p>3. To accept the Council's additional responsibilities in respect of the bus station including making an allowance of an additional budget to cover the interim costs associated with its management and maintenance.</p>	No	Report to Executive	<p>Andrew Tyldesley 01483 444617 andrew.tyldesley@guildford.gov.uk</p>
u	New Corporate Priorities and Corporate Plan	To consider the schedule for the adoption of the new Corporate Plan.	No	Report to Executive	<p>Steve Benbough 01483 444052 stephen.benbough@guildford.gov.uk</p>

Agenda item number: 5

Key Decision (asterisk indicates that the decision is likely to be a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
u	The Housing Allocation Scheme	Executive to agree updated scheme for Housing Allocation.	No	Report to Executive Incorporating comments/ Recommendations of Service Delivery EAB	Siobhan Kennedy 01483 444247 siobhan.kennedy@guildford.gov.uk
*u	New Housing Strategy (including Homelessness Prevention and Rough Sleeping Strategies) 2020-2025	To develop a new housing strategy to include the statutory elements of homelessness prevention and rough sleeping.	No	Report to Executive Incorporating comments/ Recommendations of Service Delivery EAB	Siobhan Kennedy 01483 444247 siobhan.kennedy@guildford.gov.uk
*u	Pitch Strategy	To adopt a Pitch Strategy.	No	Executive Incorporating comments/ recommendations of Community EAB (04/07/2019)	Paul Stacey 01483 444720 paul.stacey@guildford.gov.uk
u	Proposed Cathedral Walk walking/cycle route	To consider the proposed draft Mandate to deliver Cathedral Walk walking/cycle route linking the A3 in the west to Yorkies Bridge in the east.	No	Executive and Strategy & Resources EAB	Stephen Benbough 01483 444052 stephen.benbough@guildford.gov.uk

Key Decision (asterisk indicates that the decision is likely to be a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
u	Sutherland Memorial Park	To renew the lease to Guildford City Youth Project <i>Under review.</i>	No	Executive Shareholder and Trustee Committee	Damien Cannell 01483 444553 damien.cannell@guildford.gov.uk
u	Lovelace Neighbourhood Plan Puttenham Neighbourhood Plan Send Neighbourhood Plan	To adopt the Lovelace, Puttenham and Send Neighbourhood Plans <i>The next stage is a referendum. The referendum is on hold due to the prohibition on polls until May 2021.</i>	No	Council	Lovelace NP: Dan Knowles 01483 444605 dan.knowles@guildford.gov.uk Puttenham NP: Dan Nunn 01483 444671 daniel.nunn@guildford.gov.uk Send NP: Gavin Stonham 01483 444464 gavin.stonham@guildford.gov.uk
u	Foxenden Tunnels	To consider the potential alternative future uses of the Shelter, possibly including a heritage element. <i>This project is completely dependent on the Covid19 situation, Consequently, the project has been deferred. No date.</i>	No	Executive Shareholder and Trustee Committee (TBA)	Scott Jagdeo 01483 444586 scott.jagdeo@guildford.gov.uk

Agenda item number: 5

Key Decision (asterisk indicates that the decision is likely to be a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*u	Crematorium Project	To approve the supplementary capital estimates.	No	Executive and Council	Paul Stacey 01483 444720 paul.stacey@guildford.gov.uk
u	Charging for Regulatory Services	To consider proposal to charge for pre-application advice. <i>Not a priority at this time.</i>	No	Executive	Justine Fuller 01483 444370 Justine.fuller@guildford.gov.uk
	Transfer from provisional to approved capital programme for the surfacing of Burchatt's Farm Barn car park	To agree the transfer from provisional to approved capital programme for the surfacing of Burchatt's Farm Barn car park. <i>Deferred in March 2020 – report estimate 2021</i>	*Yes Appendix 3	Executive	Sally Astles 01483 444728 sally.astles@guildford.gov.uk
*u	Transfer of Gosden Common to Bramley Parish Council	To consider and approve the transfer of Gosden Common to Bramley Parish Council – <i>Officers are obtaining a legal quote for specialist legal advice so the item can be progressed.</i>	No	Executive	Fiona Williams 01483 444999 fiona.williams@guildford.gov.uk
*u	Marketing Requirements SPD	To adopt the Marketing Requirements SPD No schedule yet.	No	Executive	Gavin Stonham 01483 444464 gavin.stonham@guildford.gov.uk

Key Decision (asterisk indicates that the decision is likely to be a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*u	Surrey Waste Partnership – Inter Authority Agreement	To confirm the formation of a Joint Committee to replace the Surrey Waste Partnership, to seek sign up to a relevant IAA and to agree what decisions around waste and what services we want delivered via a joint approach. <i>Report estimated Spring 2022.</i>	No	Executive	Chris Wheeler 01483 445030 chris.wheeler@guildford.gov.uk
*u	Resurfacing of Westfield and Moorfield Roads	To agree the budget to be transferred from the provisional to the approved budget. <i>Currently waiting for the completion of phase 1, following which a review will be made relating to programme for phase 2.</i>	No	Executive	Michael Lee-Dickson 01483 445123 michael.lee-dickson@guildford.gov.uk
*u	Parks Strategy	To adopt a Parks Strategy <i>Report estimated end of 2021.</i>	No	Report to Executive Incorporating comments/ recommendations of Community EAB (5/09/2019)	Paul Stacey 01483 444720 paul.stacey@guildford.gov.uk
*u	Industrial Estates	To consider strategies for the future development of individual industrial estates <i>Report estimated 2022.</i>	No	Report to Executive Incorporating comments/ recommendations of Strategy and Resources EAB	Melissa Bromham 01483 444587 melissa.bromham@guildford.gov.uk
*u	Future Residential Housing developments (HRA)	To consider proposals on a site by site basis <i>Awaiting officer advice.</i>	No	Report to Executive	Ian Doyle 01483 444669 ian.doyle@guildford.gov.uk

Agenda item number: 5

Key Decision (asterisk indicates that the decision is likely to be a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*u	Community Infrastructure Levy Charging Schedule	To adopt the Community Infrastructure Levy Charging Schedule <i>No schedule yet.</i>	No	Report to Executive Incorporating comments/ recommendations of Guildford Joint Committee	Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk
*u	Planning Contributions SPD	To adopt the Planning Contributions SPD <i>No schedule yet.</i>	No	Report to Executive	Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk
*u	Green and Blue Infrastructure SPD	To adopt the Green and Blue Infrastructure SPD. <i>No schedule yet.</i>	No	Report to Executive	Dan Knowles 01483 444605 dan.knowles@guildford.gov.uk
*u	Green Belt SPD	To adopt the Green Belt SPD <i>No schedule yet.</i>	No	Report to Executive	Laura Howard 01483 444626 laura.howard@guildford.gov.uk
*u	Review of Refuse and Recycling Service	<ul style="list-style-type: none"> To report back on Phase 2 of the review To agree future waste collection methodology <i>Report estimated Autumn 2021.</i>	No	Report to Executive incorporating comments/ recommendations from Service Delivery EAB	Chris Wheeler 01483 445030 chris.wheeler@guildford.gov.uk

UNSCHEDULED ITEMS – GUILDFORD JOINT COMMITTEE

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Community Infrastructure Delivery	(1) To agree a statement of priority for the delivery of infrastructure described in the GBC Infrastructure Delivery Plan and informed by the GBC Regulation 123 list (2) To discuss and propose strategies for securing additional funding necessary for that delivery <i>Anticipated to be produced in 12 months from current date 24/07/2020</i>	No	Report to Guildford Joint Committee	Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk

SCHEDULE 2

MEMBERSHIP OF THE BOROUGH COUNCIL'S EXECUTIVE

**AREAS OF RESPONSIBILITY FOR THE LEADER OF THE COUNCIL & LEAD COUNCILLORS
GUILDFORD BOROUGH COUNCIL**

Councillor	Areas of Responsibility
<p>Leader of the Council and Lead Councillor for Service Delivery</p> <p>Councillor Joss Bigmore c/o Guildford Borough Council Millmead House Millmead Guildford GU2 4BB</p> <p>(Christchurch Ward)</p>	<p>Customer Service, Governance including corporate Health and Safety, Future Guildford, Human Resources, Partnerships, Web Services</p>
<p>Deputy Leader of the Council and Lead Councillor for Housing and Development Control</p> <p>Councillor Caroline Reeves 31 Artillery Road Guildford Surrey GU1 4NW</p> <p>(Friary and St. Nicolas Ward)</p>	<p>Housing, Homelessness, housing standards (HMOs, private rented sector), Development Control and Enforcement, Public Relations and Communications</p>
<p>Lead Councillor for Resources</p> <p>Councillor Tim Anderson c/o Guildford Borough Council Millmead House Millmead Guildford GU2 4BB</p> <p>(Clandon & Horsley Ward)</p>	<p>Finance, Commercial Asset Management, Procurement</p>
<p>Lead Councillor for Climate Change</p> <p>Councillor Jan Harwood c/o Guildford Borough Council Millmead House Millmead Surrey GU2 4BB</p> <p>(Marrow Ward)</p>	<p>Innovation, Strategic Planning, Sustainable Transport, Housing Delivery</p>

Councillor	Areas of Responsibility
<p>Lead Councillor for Community Councillor Julia McShane 75 Applegarth Avenue Park Barn Guildford Surrey GU2 8LX (Westborough Ward)</p>	<p>Health, Wellbeing, Access and Disability, Safety, grants and voluntary services, Careline, Handyperson, Care and Repair</p>
<p>Lead Councillor for Economy Councillor John Redpath 12 Addison Road Guildford GU1 3QP (Holy Trinity Ward)</p>	<p>Economic Development, Social Enterprise, Rural Economy, Heritage and Community Assets</p>
<p>Lead Councillor for Regeneration Councillor John Rigg C/o Guildford Borough Council Millmead House Millmead Guildford GU2 4BB (Holy Trinity Ward)</p>	<p>Town Centre MasterPlan, Infrastructure, Major Projects, Strategic Asset Management</p>
<p>Lead Councillor for Environment Councillor James Steel c/o Guildford Borough Council Millmead House Millmead Surrey GU2 4BB (Westborough Ward)</p>	<p>Waste, Licensing (including Health and Safety regulation), Parking, Parks and Leisure, Arts and Tourism, Bereavement, Environmental Health and Protection.</p>

EXECUTIVE ADVISORY BOARD WORK PROGRAMME

Corporate Plan and Forward Plan items are intended to give the EABs an early opportunity to consider major policies or projects.

SERVICE DELIVERY EXECUTIVE ADVISORY BOARD

1 APRIL 2021			
Item	Additional information	Relevant Lead Councillor(s)	Lead officer
Public Conveniences Mandate	To consider the Public Conveniences project mandate.	Cllr John Rigg	Chris Wheeler Waste, Parking and Fleet Services Manager
20 MAY 2021			
Item	Additional information	Relevant Lead Councillor(s)	Lead officer
8 JULY 2021			
Item	Additional information	Relevant Lead Councillor(s)	Lead officer
9 SEPTEMBER 2021			
Item	Additional information	Relevant Lead Councillor(s)	Lead officer
Collection of Council Tax Arrears Good Practice CAB Protocol	To consider this Protocol.	Cllr Tim Anderson	Belinda Hayden, Exchequer Services Manager
Policy on Debt Recovery	To develop a policy on how the Council manages debt recovery.	Cllr Tim Anderson	Belinda Hayden, Exchequer Services Manager/Siobhan Rumble, Landlord Services Manager
4 NOVEMBER 2021			
Item	Additional information	Relevant Lead Councillor(s)	Lead officer
13 JANUARY 2022			
Item	Additional information	Relevant Lead Councillor(s)	Lead officer
10 MARCH 2022			
Item	Additional information	Relevant Lead Councillor(s)	Lead officer

JOINT EXECUTIVE ADVISORY BOARD

15 MARCH 2021			
Item	Additional information	Relevant Lead Councillor(s)	Lead officer
Local Plan Development Management Policies	To consider the Regulation 19 proposed submission plan.	Cllr Jan Harwood	Stuart Harrison, Planning Policy Manager
11 NOVEMBER 2021			
Item	Additional information	Relevant Lead Councillor(s)	Lead officer
Business Planning - General Fund Outline Budget 2022-23	To consider the outline budget and submit comments to the Executive	Cllr Tim Anderson	Claire Morris Resources Director
10 JANUARY 2022			
Item	Additional information	Relevant Lead Councillor(s)	Lead officer
Housing Revenue Account Draft Budget 2022-23	To consider the Draft HRA budget and submit comments to the Executive.	Cllr Caroline Reeves / Cllr Tim Anderson	Ian Doyle Service Delivery Director
Capital and Investment Strategy 2022-23 to 2026-27	To consider the Draft Capital and Investment Strategy and submit comments to the Executive.	Cllr Tim Anderson	Victoria Worsfold Lead Specialist - Finance

UNSCHEDULED ITEMS**Service Delivery Executive Advisory Board**

Item	Additional information	Relevant Lead Councillor(s)	Lead officer
Review of Refuse and Recycling Service <i>(Awaiting progress update from report author.)</i>	To consider future options and proposals for the Refuse and Recycling Service.	Cllr James Steele	Chris Wheeler Waste, Parking and Fleet Services Manager / Liz Mockeridge Waste Policy and Development Manager
Art Collection <i>(To receive initial consideration by the Museum Working Group.)</i>	To review the Council's art collection located at the Woking Road Depot (www2.guildford.gov.uk/boroughcollection/)	Cllr Julia McShane / Cllr John Redpath	Sarah Fairhurst, Collections Manager, Heritage Services
Housing Strategy 2020-2025 (including the Homelessness Prevention and Rough Sleeping Strategies)	To develop a new housing strategy to include the statutory elements of homelessness prevention and rough sleeping.	Cllr Caroline Reeves	Siobhan Kennedy, Housing Advice Manager

EXECUTIVE ADVISORY BOARD WORK PROGRAMME

Item	Additional information	Relevant Lead Councillor(s)	Lead officer
Housing Allocations Scheme	Review of the Housing Allocations Scheme to include legislative changes and potential new homelessness duties.	Cllr Caroline Reeves	Siobhan Kennedy, Housing Advice Manager
Domestic Abuse Bill	To consider work in relation to the Domestic Abuse Bill.	Cllr Julia McShane	Samantha Hutchison, Community Wellbeing Manager

Joint Executive Advisory Board

Item	Additional information	Relevant Lead Councillor(s)	Lead officer
Guildford Economic Regeneration (GER) Programme	To consider the economic regeneration of Guildford.	Cllr John Rigg	Michael Lee-Dickson, SARP Regeneration Lead
North Street, Guildford, Development Site	To receive a briefing in respect of the North Street Development Site scheme.	Cllr John Rigg	Andrew Tyldesley, Town Centre Development Lead

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