

GUILDFORD BOROUGH COUNCIL



BILLINGTON MAYOR

Contact Officer:

John Armstrong,
Democratic Services and Elections Manager
Tel: 01483 444102

20 July 2020

To the Councillors of Guildford Borough Council

You are hereby summoned to attend a meeting of the Council for the Borough of Guildford to be held remotely via Microsoft Teams on **TUESDAY, 28 JULY 2020** commencing at 7.00 pm.



James Whiteman
Managing Director

Millmead House
Millmead
Guildford
Surrey GU2 4BB

www.guildford.gov.uk

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.

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.

Time limits on speeches at full Council meetings:	
Public speaker:	3 minutes
Response to public speaker:	3 minutes
Questions from councillors:	3 minutes
Response to questions from councillors:	3 minutes
Proposer of a motion:	10 minutes
Seconder of a motion:	5 minutes
Other councillors speaking during the debate on a motion:	5 minutes
Proposer of a motion's right of reply at the end of the debate on the motion:	10 minutes
Proposer of an amendment:	5 minutes
Seconder of an amendment:	5 minutes
Other councillors speaking during the debate on an amendment:	5 minutes
Proposer of a motion's right of reply at the end of the debate on an amendment:	5 minutes
Proposer of an amendment's right of reply at the end of the debate on an amendment:	5 minutes

AGENDA

1. APOLOGIES FOR ABSENCE

2. DISCLOSURES OF INTEREST

To receive and note any disclosable pecuniary interests from councillors. 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 also 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 - 26)

To confirm the minutes of the meeting of the Council held on 5 May 2020 and the Selection Meeting held on 19 May 2020.

4. MAYOR'S COMMUNICATIONS

To receive any communications or announcements from the Mayor.

5. LEADER'S COMMUNICATIONS

To receive any communications or announcements from the Leader of the Council.

6. PUBLIC PARTICIPATION

To receive questions or statements from the public.

7. QUESTIONS FROM COUNCILLORS

To hear questions from councillors of which due notice has been given.

8. REVIEW OF ALLOCATION OF SEATS ON COMMITTEES 2020-21 (Pages 27 - 42)

9. ELECTION OF VICE-CHAIRMAN OF THE PLANNING COMMITTEE 2020-21

Councillors will recall that, at its Selection Meeting on 19 May 2020, the Council failed to elect a vice-chairman of the Planning Committee.

In accordance with Council Procedure Rule 29 (a), the Council will elect the vice-chairman of the Planning Committee for the remainder of the 2020-21 municipal year.

The only nomination received is: Councillor Colin Cross.

10. OVERVIEW AND SCRUTINY ANNUAL REPORT 2019-20 (Pages 43 - 54)

11. CORPORATE MANAGEMENT TEAM PAY AWARD 2020-21 (Pages 55 - 58)

12. NOTICE OF MOTION DATED 10 JULY 2020: REVISED COLLECTION OF COUNCIL TAX ARREARS GOOD PRACTICE PROTOCOL (Pages 59 - 68)

13. MINUTES OF THE EXECUTIVE (Pages 69 - 78)

To receive and note the attached minutes of the meetings of the Executive held on 21 April, 26 May, and 23 June 2020.

14. COMMON SEAL

To order the Common Seal to be affixed to any document to give effect to any decision taken by the Council at this meeting.

GUILDFORD BOROUGH COUNCIL

Minutes of a meeting of Guildford Borough Council held via remote access using Microsoft Teams. on Tuesday 5 May 2020

- * Councillor Richard Billington (Mayor)
- * Councillor Marsha Moseley (Deputy Mayor)

- | | |
|----------------------------------|-------------------------------|
| * Councillor Paul Abbey | Councillor Ted Mayne |
| * Councillor Tim Anderson | * Councillor Julia McShane |
| * Councillor Jon Askew | * Councillor Ann McShee |
| * Councillor Christopher Barrass | * Councillor Bob McShee |
| * Councillor Joss Bigmore | * Councillor Masuk Miah |
| * Councillor David Bilbé | * Councillor Ramsey Nagaty |
| * Councillor Chris Blow | * Councillor Susan Parker |
| * Councillor Dennis Booth | * Councillor George Potter |
| * Councillor Ruth Brothwell | * Councillor Jo Randall |
| * Councillor Colin Cross | * Councillor John Redpath |
| * Councillor Graham Eyre | * Councillor Maddy Redpath |
| * Councillor Andrew Gomm | * Councillor Caroline Reeves |
| * Councillor Angela Goodwin | * Councillor John Rigg |
| * Councillor David Goodwin | Councillor Tony Rooth |
| Councillor Angela Gunning | Councillor Will Salmon |
| * Councillor Gillian Harwood | * Councillor Deborah Seabrook |
| * Councillor Jan Harwood | * Councillor Pauline Searle |
| * Councillor Liz Hogger | * Councillor Patrick Sheard |
| * Councillor Tom Hunt | * Councillor Paul Spooner |
| * Councillor Gordon Jackson | * Councillor James Steel |
| * Councillor Diana Jones | * Councillor James Walsh |
| * Councillor Steven Lee | * Councillor Fiona White |
| * Councillor Nigel Manning | * Councillor Catherine Young |

*Present

CO119 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Angela Gunning, Ted Mayne, and Will Salmon.

CO120 DISCLOSURES OF INTEREST

There were no disclosures of interest.

CO121 MINUTES

The Council confirmed, as a correct record, the minutes of the budget meeting held on 5 February 2020. The Mayor signed the minutes.

CO122 MAYOR'S COMMUNICATIONS

COVID-19

On behalf of the Council, the Mayor expressed sincere condolences to all those who had been, or were being, affected by COVID-19; especially those who had lost a loved one. The Mayor thanked the NHS and all front-line workers, including borough council staff, who were working hard day after day to ensure that essential services were provided to residents during this difficult time.

As the Coronavirus continued to make an unprecedented impact on our lives, the Mayor had been impressed by the strength and resilience that the people of Guildford had shown during

the lockdown period and was absolutely delighted to see how local communities had come together to help each other.

Victory in Europe Day Commemoration and Celebration

Although, the restrictions, whilst necessary, had been challenging, they had inspired us to find new ways of coming together to enjoy important moments. The Mayor therefore hoped that councillors would take the opportunity to ‘virtually’ commemorate and celebrate the hugely important 75th anniversary of Victory in Europe Day on 8 May and throughout the weekend.

End of Mayoral Year

The Mayor reported that it had been a strange end to his Mayoral year but expressed his gratitude to the huge number of people who had made it such a pleasure and had supported him throughout. The Mayor announced that due to incredible support over £28,000 had been raised for his chosen charities – The Prostate Project, Royal Surrey County Hospital Charity and The Mayor of Guildford’s Local Distress Fund.

New Mayoral Year

The Mayor was looking forward to sharing the mayoral responsibility with the Deputy Mayor, Cllr Marsha Moseley for the 2020-21 municipal year, and once again visiting communities across our borough and thanking them personally for their efforts during the pandemic.

CO123 LEADER'S COMMUNICATIONS

The Leader informed the Council that, following Councillor Fiona White’s decision to stand down as deputy leader on 19 March 2020, she had appointed Councillor Jan Harwood as deputy leader. The Leader announced that, with immediate effect, Councillor Joss Bigmore had been appointed deputy leader of the Council, and that the following changes had been made to the Executive:

Lead Councillor	Portfolio	Responsibilities
Cllr Tim Anderson	Resources	Finance & Asset Management
Cllr Joss Bigmore	Service Delivery	Customer service, execution of corporate plan, governance
Cllr John Redpath	Economy	business development & economic support (also working with the Lead Councillor for Environment on tourism)
Cllr John Rigg	Regeneration	Major projects
Cllr Jan Harwood	Climate Change	Climate Change and planning policy
Cllr James Steel	Environment	Licensing, waste & recycling, street cleaning, allotments, parks and countryside (also working with the Lead Councillor for Economy on tourism)
Cllr Caroline Reeves	Housing and Development Control	all aspects of our council and private housing services including advice and support, and homeless
Cllr Julia McShane	Community	social enterprise, safeguarding, environmental health, emergency planning

The Leader placed on record her personal thanks for the hard work and achievements of the outgoing members of the Executive: Councillors Angela Goodwin, David Goodwin, Pauline Searle, and Fiona White.

CO124 PUBLIC PARTICIPATION

There were no questions or requests to make statements from the public.

CO125 QUESTIONS FROM COUNCILLORS

No questions on notice had been received from councillors under Council Procedure Rule 13.

CO126 COVID19 EMERGENCY BUDGET

The Council considered the Chief Finance Officer's report on the need for the Council to approve an emergency budget due to the COVID 19 crisis.

Councillors noted that Guildford Borough Council was a category 1 responder to civil emergencies under the Civil Contingencies Act 2004. This meant that the Council had a vitally important role in responding locally to COVID19, to save lives, protect the NHS, and ensure our residents were protected wherever possible. We also had a duty to ensure that crucial council services continued to operate in these unprecedented times.

The purpose of the report was to set out the Council's response so far to COVID-19, and the impact on services, for which an emergency budget was sought in order to support the response.

The report noted that the Council's response to the pandemic had been intense and wide ranging across a number of critical services. Officers had predicted a range of financial implications for the Council depending on how long the government restrictions were in place. The financial implications could be between £5million and £13.8million (10% to 31% of the Council's Net budget requirement).

Councillors were informed that the Council had received two general non-ringfenced grants totalling £1.523million. Whilst this covered the majority of the costs being incurred, it did not cover the projected loss of income. The availability of further funding from government remained uncertain.

Consequently, officers had recommended that the Council puts in place an emergency budget of up to £13.8million funded from reserves to cover both the costs being incurred and the potential loss of income from the COVID19 Pandemic.

Upon the motion of Councillor Joss Bigmore, seconded by Councillor Caroline Reeves, the Council:

RESOLVED:

- (1) That the Council's duties and response so far in dealing with the COVID19 pandemic be noted.
- (2) That the initial assessment of the impact on Guildford Borough Council's short-term financial position be noted.
- (3) That a revenue supplementary estimate of £13.8million to be funded from general fund reserves, be approved and that such funding be drawn down only if further government support is not forthcoming or is insufficient to cover the financial impact of COVID19 on the Council and sufficient cost savings cannot be found.

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- (4) That the advice of the Chief Finance Officer in paragraph 5.18 of her report regarding the level of reserves and the potential need to rebuild reserves to a sufficient level if government grant support falls short, be noted.
- (5) That the changes to Local Authority powers and duties introduced by the Coronavirus Act 2020 be noted and that the Managing Director, in consultation with the Leader of the Council, be authorised to amend service provision in accordance with the Council's statutory duties as these may be varied by the Act, regulations and guidance made thereunder.

Reason:

To enable the Council to continue to respond to the COVID19 emergency.

Under the Remote Meetings Protocol, a roll call was taken to record the vote on this matter, the results of which were 43 councillors voting in favour, none against, and one abstention, as follows:

For the motion	Against the motion	Abstentions
Cllr Paul Abbey		Cllr Richard Billington
Cllr Tim Anderson		
Cllr Jon Askew		
Cllr Christopher Barrass		
Cllr Joss Bigmore		
Cllr David Bilbé		
Cllr Chris Blow		
Cllr Dennis Booth		
Cllr Ruth Brothwell		
Cllr Colin Cross		
Cllr Graham Eyre		
Cllr Andrew Gomm		
Cllr Angela Goodwin		
Cllr David Goodwin		
Cllr Gillian Harwood		
Cllr Jan Harwood		
Cllr Liz Hogger		
Cllr Tom Hunt		
Cllr Gordon Jackson		
Cllr Diana Jones		
Cllr Steven Lee		
Cllr Nigel Manning		
Cllr Julia McShane		
Cllr Ann McShee		
Cllr Bob McShee		
Cllr Masuk Miah		
Cllr Marsha Moseley		
Cllr Ramsey Nagaty		
Cllr Susan Parker		
Cllr George Potter		
Cllr Jo Randall		
Cllr John Redpath		
Cllr Maddy Redpath		
Cllr Caroline Reeves		
Cllr John Rigg		

For the motion	Against the motion	Abstentions
Cllr Deborah Seabrook		
Cllr Pauline Searle		
Cllr Patrick Sheard		
Cllr Paul Spooner		
Cllr James Steel		
Cllr James Walsh		
Cllr Fiona White		
Cllr Catherine Young		

CO127 REGULATION 18 CONSULTATION ON LOCAL PLAN: DEVELOPMENT MANAGEMENT POLICIES

The Council considered a report on the proposed Regulation 18 Consultation on The Local Plan: Development Management Policies ('the draft Local Plan'), which was the second part of Guildford's Local Plan. Once adopted, it would together with the recently adopted Local Plan: Strategy and Sites document (LPSS), fully supersede the existing Local Plan 2003 as the Council's Development Plan. The draft Local Plan provided the more detailed policies to be used by Development Management in the determination of planning applications. Councillors noted that the LPSS included a small number of development management policies where these were necessary in implementing the strategic policies, for example in relation to Green Belt, employment and retail.

The structure of the draft Local Plan was consistent with that contained in the LPSS. The chapters therefore consisted of: Housing, Protecting, Economy, Design, and Infrastructure and Delivery. A list of all the proposed policies and a brief summary as to their aims and how they sought to achieve those aims was appended to the report.

The Regulation 18 Consultation included both 'issues, options' and goes on to suggest a 'preferred option' for each policy. This approach was designed to generate meaningful comments and concerns that would enable the Council to move straight to a Regulation 19 'proposed submission' document. This, in turn, would increase the possibility of being able to progress the plan to Examination without the need for main modifications and a further round of consultation.

In considering the report, the Council noted that the draft Local Plan had been put before the Place Making and Innovation Executive Advisory Board (EAB) on 17 February 2020. The report had included the comments submitted by the EAB which had been extracted from their draft minutes – due to the COVID-19 pandemic, the EAB had not had the opportunity of confirming the minutes by the time of this Council meeting. Some councillors had disputed the accuracy of some of the comments attributed to the EAB.

It was noted that a further opportunity for the EAB to comment on the draft policies, once developed, would arise during the preparation of the Plan for regulation 19 consultation.

Councillors noted that paragraph 6.4 of the report referred to the current COVID 19 related constraints under which the Council was operating and stated that we would be unable to provide public events as part of the proposed Regulation 18 Consultation, or make available for public inspection hard copies of the consultation documents during the COVID 19 lockdown. The report had set out details of how the Council intended to mitigate the impact of this by enhancing the online consultation with the information that the Council was intending to provide at the public events, together with other measures to assist stakeholders in making formal responses to the consultation.

Having considered this further and with due regard to:

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- (i) the intended scope of the consultation being open to all residents in Guildford (amongst a range of other stakeholders);
- (ii) the Local Planning Authority's (LPA's) obligations in terms of the Public Sector Equality Duty (PSED) under s149 of the Equality Act 2010; and
- (iii) the potential issues that may arise in respect of the PSED, specifically the need for the LPA to have due regard to the need to advance equality of opportunity,

officers considered that it would be appropriate to further enhance the Council's consultation process beyond that which was proposed in the report.

In the current circumstances, including the lack of access to hard copies of the document, the aim of these further enhancements was to seek to ensure that both the notification of the consultation and relevant consultation documentation were more accessible to proposed consultees who might find online formats a significant challenge (including the elderly who might be unfamiliar with the technology or those with particular disabilities). In this regard, the following additional activities would be undertaken:

- Notification of the consultation in the local press, along with relevant Council contact information;
- Posting letter notifications to all those consultees on the Council's consultation database without an email address and incorporating additional consultation material as part of this which provided a hard copy summary of the policies similar to Appendix 1 to the report, adapted to allow it to be used as a template for an easy written response that could be submitted as part of the consultation process.
- Posting letter notifications (and additional consultation material, as above) as well as sending email notifications to all parish councils with a request to make this available to local people, where it was within their means to do so taking into account current circumstances.
- Including in all notifications, as well as the planned press release, contact information for the Council should consultees have difficulties accessing the online documents and wish to discuss the contents of the consultation document. As part of this discussion it may be considered necessary to provide a hard copy summary of the policies to be posted to them.
- Maintaining the planned 7-week consultation period

Further to the above enhancements, officers had advised that the Council should, as a matter of good governance, update its Statement of Community Involvement (SCI) to accommodate changes to how planning policy documents will be publicised for consultation purposes during circumstances such as this. It would, therefore, be necessary to take a report to the next meeting of the Executive on 26 May 2020 to seek approval of an updated SCI.

Upon the motion of the Lead Councillor for Climate Change, Councillor Jan Harwood, seconded by the Leader of the Council, Councillor Caroline Reeves, the Council

RESOLVED:

- (1) That, subject to approval by the Executive on 26 May 2020 of updates to the Council's adopted Statement of Community Involvement including changes to how we will publicise planning policy documents for consultation purposes during the COVID-19 crisis or similar periods of national or local emergency, the draft Local Plan: Development Management Policies document, be approved for Regulation 18 public consultation for a seven-week period beginning as soon as is practicable.
- (2) That the Planning Policy Manager be authorised to make such minor alterations to improve the clarity of the draft Local Plan: Development Management Policies document as he may determine in consultation with the Lead Councillor.

Reasons:

Undertaking a public consultation on the draft Local Plan is a statutory requirement placed on Local Planning Authorities under Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012 ('Local Planning Regulations') and will enable the Council to move closer to adopting the second part of the Local Plan.

Under the Remote Meetings Protocol, a roll call was taken to record the vote on this matter, the results of which were 39 councillors voting in favour, none against, and five abstentions, as follows:

For the motion	Against the motion	Abstentions
Cllr Paul Abbey		Cllr Richard Billington
Cllr Tim Anderson		Cllr Colin Cross
Cllr Jon Askew		Cllr Andrew Gomm
Cllr Christopher Barrass		Cllr Ramsey Nagaty
Cllr Joss Bigmore		Cllr Patrick Sheard
Cllr David Bilbé		
Cllr Chris Blow		
Cllr Dennis Booth		
Cllr Ruth Brothwell		
Cllr Graham Eyre		
Cllr Angela Goodwin		
Cllr David Goodwin		
Cllr Gillian Harwood		
Cllr Jan Harwood		
Cllr Liz Hogger		
Cllr Tom Hunt		
Cllr Gordon Jackson		
Cllr Diana Jones		
Cllr Steven Lee		
Cllr Nigel Manning		
Cllr Julia McShane		
Cllr Ann McShee		
Cllr Bob McShee		
Cllr Masuk Miah		
Cllr Marsha Moseley		
Cllr Susan Parker		
Cllr George Potter		
Cllr Jo Randall		
Cllr John Redpath		
Cllr Maddy Redpath		
Cllr Caroline Reeves		
Cllr John Rigg		
Cllr Deborah Seabrook		
Cllr Pauline Searle		
Cllr Paul Spooner		
Cllr James Steel		
Cllr James Walsh		
Cllr Fiona White		
Cllr Catherine Young		

CO128 NON-ATTENDANCE AT MEETINGS: PROPOSED DISPENSATION FROM THE REQUIREMENTS OF SECTION 85 LOCAL GOVERNMENT ACT 1972

Under the provisions of Section 85(1) of the Local Government Act 1972, if a councillor failed throughout a period of six consecutive months from the date of their last attendance to attend any meeting of the authority, they shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority.

Due to the coronavirus outbreak, the Council was requested to agree that any councillor unable to attend a meeting for a period greater than six months for COVID 19 related reasons, should receive a dispensation from the requirements of section 85 until 9 December 2020 (the day after the date of the scheduled full Council meeting in December). The Council could, if necessary, review the position at its meeting on 8 December.

Upon the motion of the Leader of the Council, Councillor Caroline Reeves, seconded by Councillor Jan Harwood, the Council

RESOLVED: That the Council waives the requirements of Section 85(1) of the Local Government Act 1972 and agrees that any councillor unable to attend a meeting for a period greater than six months for COVID 19 related reasons, receives a dispensation from the requirements of section 85 until 9 December 2020.

Reason:

To avoid triggering Councillor disqualifications due to non-attendance at meetings for COVID 19 related reasons.

Under the Remote Meetings Protocol, a roll call was taken to record the vote on this matter, the results of which were 40 councillors voting in favour, two against, and two abstentions, as follows:

For the motion	Against the motion	Abstentions
Cllr Paul Abbey	Cllr Nigel Manning	Cllr Richard Billington
Cllr Tim Anderson	Cllr Paul Spooner	Cllr Marsha Moseley
Cllr Jon Askew		
Cllr Christopher Barrass		
Cllr Joss Bigmore		
Cllr David Bilbé		
Cllr Chris Blow		
Cllr Dennis Booth		
Cllr Ruth Brothwell		
Cllr Colin Cross		
Cllr Graham Eyre		
Cllr Andrew Gomm		
Cllr Angela Goodwin		
Cllr David Goodwin		
Cllr Gillian Harwood		
Cllr Jan Harwood		
Cllr Liz Hogger		
Cllr Tom Hunt		
Cllr Gordon Jackson		
Cllr Diana Jones		
Cllr Steven Lee		
Cllr Julia McShane		
Cllr Ann McShee		
Cllr Bob McShee		

For the motion	Against the motion	Abstentions
Cllr Masuk Miah		
Cllr Ramsey Nagaty		
Cllr Susan Parker		
Cllr George Potter		
Cllr Jo Randall		
Cllr John Redpath		
Cllr Maddy Redpath		
Cllr Caroline Reeves		
Cllr John Rigg		
Cllr Deborah Seabrook		
Cllr Pauline Searle		
Cllr Patrick Sheard		
Cllr James Steel		
Cllr James Walsh		
Cllr Fiona White		
Cllr Catherine Young		

CO129 DESIGNATION OF THE COUNCIL'S MONITORING OFFICER

The Council was informed that the Resources Specialist Services Manager (formerly the Council Solicitor and Monitoring Officer), Robert Parkin, had left the Council on 20 March 2020 to take up an appointment elsewhere.

The Director of Resources had undertaken and implemented a restructure of the legal specialist team which had been agreed with the Corporate Management Team, details of which were set out in the Order Paper circulated to all councillors prior to the meeting.

Councillors noted that Section 5 of the Local Government and Housing Act 1989 required the Council to designate one of its officers as monitoring officer. Under the restructure, the Council needed to put in place an arrangement that was flexible and provided a development opportunity for the two Senior Specialists – Legal (Sarah White and Diane Owens) both of whom were highly performing and suitably qualified members of staff.

At its meeting on 6 March 2020, the Employment Committee had supported the recommendation that Sarah White (Senior Specialist Legal – (Lawyer - Planning, Regeneration & Litigation)) be designated as the Monitoring Officer for the Council with effect from her return to work in May 2020 on a part-time basis following maternity leave. Diane Owens, who had been acting monitoring officer following Mr Parkin’s departure would be the principal Deputy Monitoring Officer in Sarah White’s absence.

Upon the motion of the Leader of the Council, Councillor Caroline Reeves, seconded by Councillor Jan Harwood, the Council

RESOLVED: That Sarah White (Senior Specialist - Legal (Lawyer - Planning, Regeneration & Litigation)) be designated as the Monitoring Officer for the Council with effect from her return to work following maternity leave in May 2020.

Reason:

To comply with the requirements of the Local Government and Housing Act 1989 (as amended).

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CO130 MINUTES OF THE EXECUTIVE

The Council received and noted the minutes of the meetings of the Executive held on 7 and 21 January and 18 February 2020, together with the list of decisions taken by the Leader of the Council on 24 March 2020.

CO131 COMMON SEAL

The Council

RESOLVED: That the Common Seal of the Council be affixed to any documents to give effect to any decisions taken by the Council at this meeting.

The meeting finished at 9.05 pm

Signed
Mayor

Date

GUILDFORD BOROUGH COUNCIL

Minutes of the Selection Meeting of Guildford Borough Council held virtually using Microsoft Teams on Tuesday 19 May 2020

- * Councillor Richard Billington (Mayor)
- * Councillor Marsha Moseley (Deputy Mayor)

- | | |
|----------------------------------|-------------------------------|
| * Councillor Paul Abbey | * Councillor Ted Mayne |
| * Councillor Tim Anderson | * Councillor Julia McShane |
| * Councillor Jon Askew | Councillor Ann McShee |
| * Councillor Christopher Barrass | * Councillor Bob McShee |
| * Councillor Joss Bigmore | * Councillor Masuk Miah |
| * Councillor David Bilbé | * Councillor Ramsey Nagaty |
| * Councillor Chris Blow | * Councillor Susan Parker |
| * Councillor Dennis Booth | * Councillor George Potter |
| * Councillor Ruth Brothwell | * Councillor Jo Randall |
| * Councillor Colin Cross | * Councillor John Redpath |
| * Councillor Graham Eyre | * Councillor Maddy Redpath |
| * Councillor Andrew Gomm | * Councillor Caroline Reeves |
| * Councillor Angela Goodwin | * Councillor John Rigg |
| * Councillor David Goodwin | * Councillor Tony Rooth |
| * Councillor Angela Gunning | * Councillor Will Salmon |
| * Councillor Gillian Harwood | * Councillor Deborah Seabrook |
| * Councillor Jan Harwood | * Councillor Pauline Searle |
| * Councillor Liz Hogger | Councillor Patrick Sheard |
| * Councillor Tom Hunt | * Councillor Paul Spooner |
| Councillor Gordon Jackson | * Councillor James Steel |
| * Councillor Diana Jones | * Councillor James Walsh |
| * Councillor Steven Lee | * Councillor Fiona White |
| * Councillor Nigel Manning | * Councillor Catherine Young |

*Present

CO1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Gordon Jackson, Ann McShee, and Patrick Sheard.

CO2 DISCLOSURES OF INTEREST

There were no disclosures of interest.

CO3 MAYOR'S COMMUNICATIONS

The Mayor was delighted to announce that during his second year in office, he would be supporting the Coronavirus Response Fund, which had been set up by the Community Foundation for Surrey to support local charities and voluntary organisations that were helping vulnerable, elderly and isolated residents affected by the Coronavirus pandemic.

In keeping with his new Mayoral theme '*Supporting communities – supporting each other*' the Fund planned to tackle local need in three phases:

- response,
- recovery and
- resilience.

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Those wishing to make a donation could find more information on the Council's website and Guildford Borough Council would match fund donations pound for pound, for as long as the budget allowed.

Following the huge success of Guildford Live earlier this month, the Council was proud to be supporting Guildford Live II on Facebook on Thursday 28 May.

CO4 LEADER'S COMMUNICATIONS

The Leader announced that updates to the respective portfolio responsibilities would be issued to the Democratic Services and Elections Manager for circulation. The Leader indicated that, due to the need for flexibility in the Council's response to the ongoing COVID 19 pandemic, it was likely that portfolio responsibilities would need to change accordingly.

CO5 PUBLIC PARTICIPATION

There were no questions or requests to make statements from the public.

CO6 QUESTIONS FROM COUNCILLORS

(1) Councillor Angela Gunning asked the Leader of the Council, Councillor Caroline Reeves, the following question:

"Can the Leader of the Council ensure that information on the Council's response to COVID-19 will be shared on a weekly basis with all Councillors? To date this information has been shared with Group Leaders only, and they have been expected to forward this to members of their Groups. It is not clear that this is the best means to reach all Councillors"

The Leader of the Council's response was as follows:

"Thank you for your question Councillor Gunning. We did discuss this same question at the Group Leaders' meeting last week and the majority were in favour of group leaders forwarding to their group so that any comments could be circulated at the same time. I currently forward these updates by email to Councillor Jackson as he has no group leader. I'm sure that Steve Benbough can also forward them to Councillor Walsh as well as yourself if that is requested."

Councillor Caroline Reeves
Leader of the Council

In response to a supplementary question from Councillor Gunning, in which she asked to what extent honorary aldermen and parish councils featured in the distribution of information on the Council's response to COVID-19, the Leader confirmed that the information was updated on a weekly basis on the Council's website.

(2) Councillor James Walsh asked the Leader of the Council, and Lead Councillor for Housing and Development Control, Councillor Caroline Reeves, the following question:

"Can the Lead Councillor for Housing and Development Control describe what additional measures the Council will take to help Guildford's homeless to access accommodation when the Lock-down is finished? Guildford's hotels have been helpful in offering rooms to those in need, but obviously will not be able to continue indefinitely. What measures are being taken to provide long-term accommodation for the homeless?"

The Leader of the Council's response was as follows:

“The Council and partners first met on Friday 13 March 2020 to share information and discuss arrangements for rough sleepers and people living in hostels. We have worked with our partners to identify all known rough sleepers and emergency COVID-19 accommodation has been provided for them. This work was started prior to the Government announcement that all rough sleepers should be accommodated.

The Council is taking action now as the amount and complexity of work involved in securing appropriate move-on accommodation for rough sleepers is very time consuming.

We have developed a housing pathway plan for each person currently in COVID-19 accommodation. Examples of accommodation include:

- *shared or self-contained private rented accommodation with move-in support (e.g. furniture, food and household items) and ongoing floating support*
- *supported shared housing or hostel accommodation*
- *the Number Five Hub*
- *Social housing*

Due to the limited availability of appropriate accommodation for people with higher support needs, we have had to work with the local hostels to identify people who are ready to move on and offer them accommodation. This frees up spaces in supported housing and creates flow through the system to enable us to house people with higher needs.

This is an ongoing piece of work that we are undertaking with housing partners and Surrey County Council who commission and fund Housing Related Support services.

We still have people presenting to our service as homeless due to non COVID-19 related matters and have to date managed to accommodate avoiding the use of B&B or hotels. When the lockdown lifts we may face an increase in this area of work e.g. families who are under notice in the private rented sector.

Homeless prevention officers are working closely, including an out of hours provision, with Housing Environmental Health Officers to stop illegal evictions and ultimately homelessness happening in the first instance.”

Councillor Caroline Reeves

Leader of the Council and Lead Councillor for Housing and Development Control

- (3) Councillor James Walsh asked the Leader of the Council, and Lead Councillor for Housing and Development Control, Councillor Caroline Reeves, the following question:

“Can the Lead Councillor for Housing and Development Control describe what advice and assistance the Council will provide to private renters who may find themselves in arrears and possibly with other financial difficulties when the no-eviction period elapses?”

The Leader of the Council’s response was as follows:

“We would encourage people in the private rented sector experiencing difficulties to get in touch with us at the earliest opportunity on 01483 444244. There is a lot of help available and our experience is that people are aware of the specific COVID-19 help available.

The sort of advice and assistance we would give:

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- *Check benefit entitlements are maximised*
- *Affordability issues*
- *Whether a referral for specialist money advice to Citizens Advice would be appropriate to determine whether previous issues had been made worse due to COVID-19*
- *Negotiation with the Landlord to resolve issues*

Social Media communications have been utilised by Housing Standards to signpost the most relevant guidance published by the Ministry of Housing, Communities and Local Government regarding financial difficulties and paying rent during the pandemic”.

Councillor Caroline Reeves

Leader of the Council and Lead Councillor for Housing and Development Control

In response to a supplementary question the Leader confirmed that officers would be doing all they could to help people facing an uncertain situation and would keep Councillor Walsh updated as the position became clearer.

- (4) Councillor Angela Gunning asked the Leader of the Council, and Lead Councillor for Housing and Development Control, Councillor Caroline Reeves the following question:

“Would the Lead Councillor for Housing and Development Control consider setting up guidance and standards for private landlords in Guildford for a compassionate handling of rent arrears – for example a proposal for guidelines on waiving arrears? Consultations with private landlords and their tenants on their current financial situation would be an essential contribution to the formulation of guidelines.”

The Leader of the Council’s response was as follows:

“I can confirm that such guidance is issued at a national level and we understand that further guidance is due to be issued by the Government.

We understand the from the Select Committee report on 11 May 2020 that the Minister for Rough Sleeping and Housing (Luke Hall MP) pointed to the proposed pre-action protocol for the Property Redress Scheme as one of the primary methods of preventing evictions. He could not currently give clarity on whether this would be a change to civil procedure rules, or a change to primary legislation, advising that this is being looked at.

The main thrust of the pre-action protocol is the requirement for landlords and tenants to work together in a compassionate way to prevent evictions.

Even though lockdown has been extended to July at least, there is currently no extension to the moratorium on evictions which is still due to cease at the end of June. Landlords will have been issuing notices with the end of June in mind, so we will have to see whether they will be able to start court action during the extended lockdown.

We have also been advised that guidance will be issued to assist us post lockdown to deal with eviction from the private rented sector.

We have always handled the issue of rent arrears sensitively as a local authority and we feel that we should continue to tailor our approach on a case by case basis. Anyone that we have placed with landlords, as far as we are aware, are not facing any issues specifically as a result of COVID-19.

There may be people, including landlords, who may feel they cannot continue to rent or rent out properties as they are unable to meet their financial responsibilities. We always ask that those in difficulty contact us at the earliest opportunity as earlier intervention reduces complexity and increases the time we have to find a solution.

The government has increased the local housing allowance to fall in line with the market rent. However, this has not covered people who are subject to the shared housing rate. This change has helped some avoid potential rent arrears due to the shortfall between a household's income and rental outgoings.

The current guidance states that rent arrears and personal financial matters are to be resolved between private renters and their landlords. Reasonable payment plans should be arranged between those parties. It is envisioned that most renters will come to common sense and pragmatic resolutions. Whilst Housing Standards do not have the powers to investigate financial disputes, the team will investigate any illegal evictions that may arise from financial implications of the pandemic."

Councillor Caroline Reeves
Leader of the Council and Lead Councillor for Housing and Development Control

Councillor Gunning asked a supplementary question enquiring as to the meaning of "Housing Standards" in the Leader's response and whether the response applied equally to Council tenants. The Leader confirmed that she would come back to Councillor Gunning with a written response to her supplementary question.

CO7 APPOINTMENTS TO COMMITTEES 2020-21

The Council considered a report on the appointment of councillors to committees for the municipal year 2020-21.

Details of the proposed committees and their respective size and terms of reference were set out in the report submitted to the Council, including details of the numerical allocation of seats on the committees to the political groups. The report also included details of each group's nominations to fill those seats (and substitutes where appropriate), together with the nominations for election of committee and sub-committee chairmen and vice-chairmen. Details of the contested elections in respect of Committee Chairmen were set out on the Order Paper circulated at the meeting

Upon the motion of the Leader of the Council, Councillor Caroline Reeves, and seconded by the Deputy Leader of the Council, Councillor Joss Bigmore, the Council:

RESOLVED:

- (1) That, in accordance with the provisions of Regulation 4(2) 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, the Council notes that Councillors Richard Billington and Marsha Moseley shall continue in their respective roles as Mayor and Deputy Mayor of Guildford for the municipal year 2020-21.
- (2) That, for the municipal year 2020-21, the Council agrees to appoint the committees referred to in the table set out in paragraph 4.1 of the report submitted to the Council, and agrees their respective size referred to therein and the proposed terms of reference, as indicated in Appendix 1 to the report.
- (3) That, until such time as the Council determines otherwise,
 - (a) the Licensing Committee shall be politically balanced;
 - (b) the Licensing Sub-Committee and Licensing Regulatory Sub-Committee need not be politically balanced.

- (4) That the following numerical allocation of seats to each political group on the Council, be approved for the municipal year 2020-21:

Committee	Lib Dem	R4GV	Con	GGG	Lab	Ind
Total no. of seats on the Council	17	16	8	4	2	1
% of no. of seats on the Council	35.42%	33.33%	16.67%	8.33%	4.17%	2.08%
Corp Gov & Standards Cttee (7 seats)	2	2	1	1	1	0
Employment Cttee (3 seats)	1	1	1	0	0	0
Community EAB (12 seats)	4	5	2	1	0	0
Place Making & Innovation EAB (12 seats)	4	4	1	1	1	1
Guildford Joint Cttee (10 seats)	4	3	2	1	0	0
Licensing Cttee (15 seats)	6	5	2	1	0	1
Overview & Scrutiny Cttee (12 seats)	4	4	2	1	1	0
Planning Cttee (15 seats)	5	5	3	1	1	0
Total no. of seats on committees (Total: 86)	30	29	14	7	4	2

- (5) That the nominations for membership and substitute membership (where applicable) of the committees, Executive Advisory Boards, and the Guildford Joint Committee, together with the nominations for election of committee chairmen and vice-chairmen for the 2020-21 municipal year, be approved as set out and indicated below:

Corporate Governance and Standards Committee

Appointed Members:

Councillor Liz Hogger
 Councillor Nigel Manning
 Councillor Ramsey Nagaty
 Councillor George Potter
 Councillor John Redpath
 Councillor Deborah Seabrook (**Vice-Chairman**)
 Councillor James Walsh

Substitute Members:

Councillor Jon Askew
 Councillor Richard Billington
 Councillor Ruth Brothwell
 Councillor Colin Cross
 Councillor Graham Eyre
 Councillor Angela Gunning
 Councillor Tom Hunt
 Councillor Masuk Miah
 Councillor Susan Parker
 Councillor Jo Randall
 Councillor Tony Rooth
 Councillor Patrick Sheard
 Councillor Catherine Young

Employment Committee

Appointed Members:

Councillor Caroline Reeves (**Chairman**)
 Councillor John Rigg (**Vice-Chairman**)
 Councillor Paul Spooner

Substitute Members:

Councillor Tim Anderson
 Councillor Christopher Barrass
 Councillor Joss Bigmore

Councillor David Bilbe
Councillor Graham Eyre
Councillor Jan Harwood
Councillor Nigel Manning
Councillor Marsha Moseley
Councillor John Redpath
Councillor Fiona White

Community Executive Advisory Board

Appointed Members:

Councillor Paul Abbey
Councillor Dennis Booth
Councillor Andrew Gomm
Councillor Angela Goodwin **(Chairman)**
Councillor Diana Jones
Councillor Ann McShee
Councillor Bob McShee
Councillor Ramsey Nagaty **(Vice-Chairman)**
Councillor George Potter
Councillor Jo Randall
Councillor Pauline Searle
Councillor Fiona White

Substitute Members:

Councillor Jon Askew
Councillor David Bilbe
Councillor Richard Billington
Councillor Chris Blow
Councillor Ruth Brothwell
Councillor Colin Cross
Councillor Graham Eyre
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 Patrick Sheard
Councillor Paul Spooner
Councillor Catherine Young

Place-Making and Innovation Executive Advisory Board

Appointed Members:

Councillor Jon Askew
Councillor Christopher Barrass
Councillor Ruth Brothwell
Councillor Graham Eyre
Councillor Angela Gunning
Councillor Gordon Jackson **(Vice-Chairman)**
Councillor Diana Jones
Councillor Steven Lee
Councillor Masuk Miah
Councillor Maddy Redpath
Councillor Will Salmon
Councillor Patrick Sheard

Substitute Members:

Councillor Paul Abbey
Councillor David Bilbe
Councillor Richard Billington
Councillor Chris Blow
Councillor Dennis Booth
Councillor Colin Cross
Councillor Andrew Gomm
Councillor Angela Goodwin
Councillor Gillian Harwood
Councillor Liz Hogger
Councillor Tom Hunt
Councillor Nigel Manning
Councillor Ann McShee
Councillor Bob McShee
Councillor Marsha Moseley
Councillor Ramsey Nagaty
Councillor Susan Parker
Councillor George Potter
Councillor Jo Randall
Councillor Tony Rooth
Councillor Pauline Searle
Councillor Paul Spooner
Councillor James Walsh
Councillor Fiona White
Councillor Catherine Young

Guildford Joint Committee

Appointed Members:

Councillor Joss Bigmore
Councillor Julia McShane
Councillor Bob McShee
Councillor Susan Parker
Councillor George Potter
Councillor Jo Randall
Councillor Caroline Reeves
Councillor John Rigg
Councillor Pauline Searle
Councillor Paul Spooner

Licensing Committee

Appointed Members:

Councillor Tim Anderson
Councillor Dennis Booth (**Vice-Chairman**)
Councillor David Goodwin (**Chairman**)
Councillor Gillian Harwood
Councillor Gordon Jackson
Councillor Nigel Manning
Councillor Ted Mayne
Councillor Ann McShee
Councillor Bob McShee
Councillor Masuk Miah
Councillor Marsha Moseley
Councillor Maddy Redpath
Councillor Will Salmon
Councillor James Steel
Councillor Catherine Young

Designated Sub-Committee Chairmen:

Councillor Tim Anderson
Councillor Dennis Booth
Councillor David Goodwin
Councillor Marsha Moseley
Councillor Will Salmon
Councillor Catherine Young

Overview and Scrutiny Committee

Appointed Members:

Councillor Dennis Booth
Councillor Colin Cross
Councillor Graham Eyre
Councillor Angela Goodwin
Councillor Tom Hunt
Councillor George Potter
Councillor Tony Rooth
Councillor Deborah Seabrook
Councillor Patrick Sheard
Councillor Paul Spooner (**Chairman**)
Councillor James Walsh (**Vice-Chairman**)
Councillor Fiona White

Substitute Members:

All non-Executive councillors not appointed to this Committee may substitute for any member of the Committee from the same political group

Planning Committee

Appointed Members:

Councillor Jon Askew
Councillor Christopher Barrass
Councillor David Bilbe
Councillor Chris Blow
Councillor Ruth Brothwell
Councillor Colin Cross
Councillor Angela Gunning
Councillor Jan Harwood
Councillor Liz Hogger
Councillor Marsha Moseley

Substitute Members:

Councillor Tim Anderson
Councillor Richard Billington
Councillor Dennis Booth
Councillor Graham Eyre
Councillor Andrew Gomm
Councillor Angela Goodwin
Councillor Steven Lee
Councillor Nigel Manning
Councillor Bob McShee
Councillor Ramsey Nagaty

Councillor Susan Parker
 Councillor Maddy Redpath
 Councillor Caroline Reeves
 Councillor Paul Spooner
 Councillor Fiona White

Councillor Jo Randall
 Councillor Tony Rooth
 Councillor Will Salmon
 Councillor Deborah Seabrook
 Councillor Pauline Searle
 Councillor Patrick Sheard
 Councillor James Steel
 Councillor James Walsh
 Councillor Catherine Young

- (6) That Councillor Nigel Manning be elected Chairman of the Corporate Governance and Standards Committee for the municipal year 2020-21.

As this election was contested, councillors were invited to use the Meeting Chat facility to record their vote. The votes cast for each candidate were 20 votes for Councillor Nigel Manning, 19 votes for Councillor George Potter and six abstentions, as follows:

Cllr Nigel Manning	Cllr George Potter	Abstentions
Cllr Tim Anderson	Cllr Jon Askew	Cllr Paul Abbey
Cllr Christopher Barrass	Cllr Angela Goodwin	Cllr Richard Billington
Cllr Joss Bigmore	Cllr David Goodwin	Cllr Colin Cross
Cllr David Bilbé	Cllr Gillian Harwood	Cllr Diana Jones
Cllr Chris Blow	Cllr Jan Harwood	Cllr Maddy Redpath
Cllr Dennis Booth	Cllr Liz Hogger	Cllr Tony Rooth
Cllr Ruth Brothwell	Cllr Tom Hunt	
Cllr Graham Eyre	Cllr Steven Lee	
Cllr Andrew Gomm	Cllr Ted Mayne	
Cllr Angela Gunning	Cllr Julia McShane	
Cllr Nigel Manning	Cllr Masuk Miah	
Cllr Bob McShee	Cllr Ramsey Nagaty	
Cllr Marsha Moseley	Cllr Susan Parker	
Cllr Jo Randall	Cllr George Potter	
Cllr John Redpath	Cllr Caroline Reeves	
Cllr John Rigg	Cllr Will Salmon	
Cllr Deborah Seabrook	Cllr Pauline Searle	
Cllr Paul Spooner	Cllr James Steel	
Cllr James Walsh	Cllr Fiona White	
Cllr Catherine Young		

- (7) That Councillor John Rigg be elected Chairman of the Guildford Joint Committee for the municipal year 2020-21.

As this election was contested, councillors were invited to use the Meeting Chat facility to record their vote. The votes cast for each candidate were 21 votes for Councillor John Rigg, 21 votes for Councillor Pauline Searle, and three abstentions, as follows:

Cllr John Rigg	Cllr Pauline Searle	Abstentions
Cllr Paul Abbey	Cllr Jon Askew	Cllr Richard Billington
Cllr Tim Anderson	Cllr Angela Goodwin	Cllr Jo Randall
Cllr Christopher Barrass	Cllr David Goodwin	Cllr Tony Rooth
Cllr Joss Bigmore	Cllr Angela Gunning	
Cllr David Bilbé	Cllr Gillian Harwood	
Cllr Chris Blow	Cllr Jan Harwood	
Cllr Dennis Booth	Cllr Liz Hogger	
Cllr Ruth Brothwell	Cllr Tom Hunt	

Cllr John Rigg	Cllr Pauline Searle	Abstentions
Cllr Colin Cross	Cllr Steven Lee	
Cllr Graham Eyre	Cllr Ted Mayne	
Cllr Andrew Gomm	Cllr Julia McShane	
Cllr Diana Jones	Cllr Masuk Miah	
Cllr Nigel Manning	Cllr Susan Parker	
Cllr Bob McShee	Cllr George Potter	
Cllr Marsha Moseley	Cllr Caroline Reeves	
Cllr Ramsey Nagaty	Cllr Will Salmon	
Cllr John Redpath	Cllr Pauline Searle	
Cllr Maddy Redpath	Cllr James Steel	
Cllr John Rigg	Cllr James Walsh	
Cllr Deborah Seabrook	Cllr Fiona White	
Cllr Paul Spooner	Cllr Catherine Young	

As the vote was tied, lots were drawn to determine the outcome of the election in accordance with Council Procedure Rule 29 (a).

- (8) That Councillor Angela Gunning be elected Chairman of the Place Making and Innovation Executive Advisory Board for the municipal year 2020-21.

As this election was contested, councillors were invited to use the Meeting Chat facility to record their vote. The votes cast for each candidate were 21 votes for Councillor Angela Gunning, 21 votes for Councillor Steven Lee, and two abstentions, as follows:

Cllr Angela Gunning	Cllr Steven Lee	Abstentions
Cllr Christopher Barrass	Cllr Tim Anderson	Cllr Paul Abbey
Cllr David Bilbé	Cllr Jon Askew	Cllr Tony Rooth
Cllr Chris Blow	Cllr Joss Bigmore	
Cllr Dennis Booth	Cllr Angela Goodwin	
Cllr Ruth Brothwell	Cllr David Goodwin	
Cllr Colin Cross	Cllr Gillian Harwood	
Cllr Graham Eyre	Cllr Jan Harwood	
Cllr Andrew Gomm	Cllr Liz Hogger	
Cllr Angela Gunning	Cllr Tom Hunt	
Cllr Diana Jones	Cllr Steven Lee	
Cllr Nigel Manning	Cllr Ted Mayne	
Cllr Bob McShee	Cllr Julia McShane	
Cllr Marsha Moseley	Cllr Masuk Miah	
Cllr Susan Parker	Cllr Ramsey Nagaty	
Cllr Jo Randall	Cllr George Potter	
Cllr John Redpath	Cllr Caroline Reeves	
Cllr Maddy Redpath	Cllr John Rigg	
Cllr Deborah Seabrook	Cllr Will Salmon	
Cllr Paul Spooner	Cllr Pauline Searle	
Cllr James Walsh	Cllr James Steel	
Cllr Catherine Young	Cllr Fiona White	

As the vote was tied, lots were drawn to determine the outcome of the election in accordance with Council Procedure Rule 29 (a).

- (9) That Councillor Fiona White be elected Chairman of the Planning Committee for the municipal year 2020-21.

As this election was contested, councillors were invited to use the Meeting Chat facility to record their vote. The votes cast for each candidate were 9 votes for Councillor Marsha Moseley, 33 votes for Councillor Fiona White, and three abstentions, as follows:

Cllr Marsha Moseley	Cllr Fiona White	Abstentions
Cllr David Bilbé	Cllr Paul Abbey	Cllr Richard Billington
Cllr Graham Eyre	Cllr Tim Anderson	Cllr Dennis Booth
Cllr Andrew Gomm	Cllr Jon Askew	Cllr Tony Rooth
Cllr Angela Gunning	Cllr Christopher Barrass	
Cllr Nigel Manning	Cllr Joss Bigmore	
Cllr Marsha Moseley	Cllr Chris Blow	
Cllr Jo Randall	Cllr Ruth Brothwell	
Cllr Paul Spooner	Cllr Colin Cross	
Cllr James Walsh	Cllr Angela Goodwin	
	Cllr David Goodwin	
	Cllr Gillian Harwood	
	Cllr Jan Harwood	
	Cllr Liz Hogger	
	Cllr Tom Hunt	
	Cllr Diana Jones	
	Cllr Steven Lee	
	Cllr Ted Mayne	
	Cllr Julia McShane	
	Cllr Bob McShee	
	Cllr Masuk Miah	
	Cllr Ramsey Nagaty	
	Cllr Susan Parker	
	Cllr George Potter	
	Cllr John Redpath	
	Cllr Maddy Redpath	
	Cllr Caroline Reeves	
	Cllr John Rigg	
	Cllr Will Salmon	
	Cllr Deborah Seabrook	
	Cllr Pauline Searle	
	Cllr James Steel	
	Cllr Fiona White	
	Cllr Catherine Young	

(10) That the Council appoints Councillor Champions for 2020-21 as follows:

- | | |
|----------------------------------|--|
| Armed Forces: | Cllr Tom Hunt
Cllr Dennis Booth (Deputy) |
| Historic Environment and Design: | Cllr Caroline Reeves
Cllr Bob McShee (Deputy) |
| Older Persons': | Cllr Maddy Redpath
Cllr Ted Mayne (Deputy) |

Reasons:

- To comply with Council Procedure Rules 23 and 29 of the Constitution in respect of the appointment of committees and election of chairmen and vice-chairmen

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- To enable the Council to comply with its obligations under the Local Government and Housing Act 1989 in respect of the political proportionality on its committees.

CO8 COMMON SEAL

The Council

RESOLVED: That the Common Seal of the Council be affixed to any documents to give effect to any decisions taken by the Council at this meeting.

The meeting finished at 8.14 pm

Signed
Mayor

Date

Council Report

Ward(s) affected: n/a

Report of Director of Resources

Author: John Armstrong (Democratic Services and Elections Manager)

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Lead Councillor responsible: Joss Bigmore

Tel: 07974 979369

Email: joss.bigmore@guildford.gov.uk

Date: 28 July 2020

Review of Allocation of Seats on Committees: 2020-21

Executive Summary

At its Selection Meeting on 19 May 2020, the Council agreed the numerical allocation of seats on committees to the political groups on the Council as set out in **Appendix 1**.

On 5 June 2020, Councillor Patrick Sheard passed away, which has resulted in the reduction in the membership of the Guildford Greenbelt Group on the Council to three. In normal circumstances, following the death of a councillor, a vacancy is declared by way of a public notice and, upon receipt of a written request for an election signed by two registered local government electors within the borough, a by-election is held to fill the vacancy within 35 working days.

Following Councillor Sheard's funeral, we published a notice of vacancy on 29 June 2020 in respect of the vacant seat in the Send ward. However, due to the ongoing COVID-19 pandemic, it is not currently possible to hold a by-election until 6 May 2021.

On 2 July 2020, the proper officer¹ received notice signed by Councillors David Bilbe, Richard Billington, Graham Eyre, and Paul Spooner that they wished to be treated as members of a new political group on the Council, namely the "Conservative Independent Group". Councillor Spooner is the leader, and Councillor Bilbe, the deputy leader of the new group.

Taking into account Councillor Sheard's death, and the constitution of the new political group, the political balance on the Council is now:

Guildford Liberal Democrats: 17
Residents for Guildford and Villages: 16
Conservative Group: 4
Conservative Independent Group: 4
Guildford Greenbelt Group: 3
Labour: 2
Independent: 1
Vacancy: 1

¹ the Democratic Services and Elections Manager

Under Council Procedure Rule 23, whenever there is a change in the political constitution of the Council, the Council must, as soon as reasonably practicable, review the numerical allocation of seats on committees to political groups.

This report sets out, in **Appendix 2**, the notional calculation of the numerical allocation of seats on committees based on the percentage of seats to which each political group and the independent member would be entitled when applying the normal rounding up/down rules.

The notional calculation invariably requires refinement in terms of adjustments to meet the required number of members on committees etc.

It has been suggested, in discussions with group leaders following Councillor Sheard's death, that there should be no change in the Guildford Greenbelt Group's current allocation of seats pending a by-election, which is unlikely to take place until May 2021. It is possible for the Council to determine that no changes be made to the current numerical allocation of seats to the Guildford Greenbelt Group until a by-election is held, provided that no councillor votes against the proposal. If that were agreed, the Council would then have to agree a numerical allocation of seats on committees to accommodate the new Conservative Independent Group for the remainder of the 2020-21 Municipal Year, which could be done by way of a simple majority vote.

Option 1 set out in **Appendix 3** sets out a proposed calculation of numerical allocation of seats which:

- accommodates the making of no changes to the Guildford Greenbelt Group's current allocation of seats,
- allocates seats to the new Conservative Independent Group,
- reduces the number of seats allocated to the Conservative Group and in so doing, makes the least number of changes to existing committee memberships

If any councillor voted against the proposal to make no change to Guildford Greenbelt Group's current allocation of seats, Option 2 as shown in **Appendix 4** sets out a suggested numerical allocation of seats on committees to political groups that would best meet, as far as reasonably practicable, the requirements for political balance for the remainder of the 2020-21 Municipal Year.

Recommendation to Council:

- (1) The Council is invited first to consider in the light of the vacancy in the Send ward caused by the death of Councillor Patrick Sheard and the postponement of any by-election to fill that vacancy until 6 May 2021, whether any change should be made to the Guildford Greenbelt Group's current allocation of seats on committees for the 2020-21 municipal year as shown in **Appendix 1**.

[NB. For paragraph (1) to take effect, it would need to be carried with no councillor voting against]

If paragraph (1) is carried.

- (2) The Council is then invited to consider in the light of the constitution of the new Conservative Independent Group the proposed numerical allocation of seats on committees for the remainder of the 2020-21 Municipal Year, which is referred to as Option 1 in **Appendix 3** to this report.

If paragraph (1) is not carried.

- (3) The Council would then be invited to consider in the light of the vacancy in the Send ward and the constitution of the new Conservative Independent Group the proposed numerical allocation of seats on committees for the remainder of the 2020-21 Municipal Year shown as Option 2 in **Appendix 4** to this report.

[NB. For paragraphs (2) or (3) to take effect, a simple majority of councillors voting would be required]

Reason for Recommendation:

To enable the Council to comply with Council Procedure Rule 23 in respect of the appointment of committees and with its obligations under the Local Government and Housing Act 1989 in respect of the political proportionality on its committees.

1. Purpose of report

- 1.1 The Council is asked to review the numerical allocation of seats on committees to political groups following:

- (a) the death of Councillor Patrick Sheard on 5 June 2020; and
(b) the constitution of the new Conservative Independent Group on 2 July 2020.

2. Background

- 2.1 Under Council Procedure Rule 23, the Council is required to review the allocation of seats on committees to political groups at its annual Selection meeting and as soon as reasonably practicable following any change in the political constitution of the Council or as otherwise required by statute. Wherever such a review is required, the Democratic Services and Elections Manager will submit a report to the Council showing what allocation of seats would best meet, as far as reasonably practicable, the requirements for political balance.

3. Main Considerations

- 3.1 Details of the current numerical allocation of seats on the committees to the political groups, which were approved by the Council at its Selection Meeting on 19 May 2020, are shown in **Appendix 1** to this report.

Death of Councillor Patrick Sheard

- 3.2 Councillor Sheard passed away on 5 June 2020. In normal circumstances, following the death of a councillor, a vacancy is declared by way of a public notice and, upon receipt of a written request for an election signed by two registered local government electors within the borough, a by-election is held to fill the vacancy within 35 working days.
- 3.3 Following Councillor Sheard's funeral, the proper officer² published a notice of vacancy on 29 June 2020 in respect of the vacant seat in the Send ward. However, due to the ongoing COVID-19 pandemic, it is not currently possible to hold a by-election until 6 May 2021. Consequently, the Council must determine any revised numerical allocation of seats on committees for the remainder of the 2020-21 municipal year based on a total of 47 councillors.

² In this case the proper officer is the returning officer

Constitution of a new political group on the Council

- 3.4 On 2 July 2020, the proper officer³ received notice signed by Councillors David Bilbe, Richard Billington, Graham Eyre, and Paul Spooner that they wished to be treated as members of a new political group on the Council, namely the Conservative Independent Group. Councillors Spooner is the leader, and Councillor Bilbe, the deputy leader of the new group. This notice also had the effect of simultaneously ceasing the membership of Councillors Bilbe, Billington, Eyre, and Spooner of the Conservative group.
- 3.5 Taking into account Councillor Sheard's death, and the constitution of the new political group, the political balance on the Council is now:

Guildford Liberal Democrats: 17
Residents for Guildford and Villages: 16
Conservative Group: 4
Conservative Independent Group: 4
Guildford Greenbelt Group: 3
Labour: 2
Independent: 1
Vacancy: 1

Reviewing the numerical allocation of seats on Committees

- 3.6 The first stage of the review is to make a *notional* calculation of the numerical allocation of seats based on the percentage of seats to which each political group and the independent member would be entitled when applying the normal rounding up/down rules. This notional calculation is set out in **Appendix 2**.
- 3.7 The **notional calculation** shows that the following adjustments are necessary:
- To increase the allocation of seats on the Employment Committee by one
 - To increase the allocation of seats on the Licensing Committee by one
 - To increase the allocation of seats on the Planning Committee by one
 - To increase the allocation of seats to the Guildford Liberal Democrat Group by one as that group is now entitled to thirty-one seats overall
 - To increase the allocation of seats to the Residents for Guildford and Villages Group by one as that group is entitled to twenty-nine seats overall
 - To reduce the allocation of seats to the Guildford Greenbelt Group (GGG) by two as that group is now only entitled to five seats overall
 - To reduce the allocation of seats to the Labour Group by one as that group is only entitled to four seats overall
 - To make provision for an allocation of two seats to the independent member
- 3.8 Taking all this into account, the second stage of the review is to agree a numerical allocation of seats to political groups on committees that addresses the need for the adjustments and meets, as far as reasonably practicable, the requirements for political balance for the remainder of the 2020-21 municipal year.
- 3.9 In the light of the very unfortunate circumstances leading to the vacancy and given that a by-election to fill the vacancy is unlikely to be held before 6 May 2021, group leaders have discussed the matter informally and have indicated that they would be happy to recommend to their respective groups that no change be made to the number of seats

³ the Democratic Services and Elections Manager

allocated to the GGG approved by the Council at the Selection Meeting on 19 May 2020 (i.e. seven in total), which is shown in **Appendix 1**. However, as this would not strictly be in accordance with the political balance requirements, a motion to make no such change would need to be carried with no councillor voting against the motion.

- 3.10 The proposed numerical allocation of seats on committees to political groups referred to as Option 1 and set out in **Appendix 3**:
- accommodates the making of no change to the GGG's current allocation of seats,
 - allocates seats to the new Conservative Independent Group and
 - reduces the number of seats allocated to the Conservative Group
- 3.11 Councillors will note that Option 1 retains, as far as possible, existing committee memberships of councillors in the Conservative Group and the Conservative Independent Group, with the only changes necessary being to the Licensing Committee and the Overview and Scrutiny Committee.
- 3.12 The Licensing Committee currently includes Councillors Manning and Moseley (both Conservative Group members). This would change to one Conservative Group member and one Conservative Independent Group member on that Committee. Similarly, the Overview and Scrutiny Committee currently includes Councillors Spooner and Eyre (both Conservative Independent Group members). This would change to one Conservative Group member and one Conservative Independent Group member on that Committee.
- 3.13 If any councillor voted against the proposal to make no change to Guildford Greenbelt Group's current allocation of seats, Option 2 shown in **Appendix 4** sets out a suggested numerical allocation of seats on committees to political groups that would best meet, as far as reasonably practicable, the requirements for political balance for the remainder of the 2020-21 Municipal Year.
- 3.14 Options are not exhaustive as other permutations are possible which could still meet, as far as reasonably practicable, the requirements for political balance.

4. Legal implications

Requirement for political balance and numerical allocation of seats on committees

- 4.1 Section 15 of the Local Government and Housing Act 1989 sets out how committees must be constituted when the Council is divided into one or more political groups. The Council must *give effect so far as reasonably practicable*, to the following four principles in constituting its committees:
- (a) that not all of the seats on any committee are allocated to the same political group;
 - (b) that if a political group has a majority on the Council, it must have a majority of seats on all committees;
 - (c) that, subject to (a) and (b) above, the number of seats allocated to a political group across all the committees must reflect their proportion of the authority's membership; and
 - (d) that, subject to (a) to (c) above, the number of seats allocated to a political group on each committee is as far as possible in proportion to the group's membership of the authority.

- 4.2 Once it has determined the allocation of seats to different political groups, section 16 of the 1989 Act places a duty on the Council to allocate those seats in accordance with the wishes of the political groups.
- 4.3 Section 17 of the 1989 Act empowers the Council to make arrangements different from those prescribed provided that no member of the Council votes against those different arrangements. Regulations made under the 1989 Act⁴, make provision, amongst other matters, for securing the political balance on committees and the procedure for alternative arrangements not in accordance with the political balance rules.
- 4.4 There is also a duty to review annually the allocation of seats on committees to political groups or following any change in the political constitution of the Council.
- 4.5 In relation to the current vacancy in the Send ward caused by the recent death of Councillor Patrick Sheard, as stated in paragraph 3.9 above, it will not be possible to hold a by-election to fill the vacancy until 6 May 2021⁵. However, the provisions in the regulations may be reviewed and the May 2021 date could be brought forward if medical and scientific advice leads to the relaxation of social distancing rules.

5. Financial Implications

- 5.1 There are no financial implications arising from the recommendations in this report.

6. Human resource Implications

- 6.1 There are no human resource implications arising from the recommendations in this report.

7. Equality and Diversity Implications

- 7.1 There are no equality and diversity implications arising from the recommendations in this report.

8. Climate Change/Sustainability Implications

- 8.1 There are no climate change/sustainability implications arising from the recommendations in this report.

9. Background Papers

None

10. Appendices

Appendix 1: Current numerical allocation of seats on committees to political groups for 2020-21 as agreed by Council on 19 May 2020

Appendix 2: Notional Calculation of the Numerical Allocation of Seats on Committees to political groups for the remainder of 2020-21

Appendix 3: Draft Calculation of the Numerical Allocation of Seats on Committees to political groups for the remainder of 2020-21

⁴ The Local Government (Committees and Political Groups) Regulations 1990 (as amended),

⁵ By virtue of *The Local Government and Police and Crime Commissioner (Coronavirus) (Postponement of Elections and Referendums) (England and Wales) Regulations 2020* (Regulation 5)

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CURRENT Numerical Allocation of Seats on Committees to political groups for 2020-21 as agreed by Council on 19 May 2020

Committee	Lib Dem	R4GV	Con	GGG	Lab	Ind
Total no. of seats on the Council	17	16	8	4	2	1
% of no. of seats on the Council	35.42%	33.33%	16.67%	8.33%	4.17%	2.08%
Corp Gov & Standards Cttee (7 seats)	2	2	1	1	1	0
Employment Cttee (3 seats)	1	1	1	0	0	0
Community EAB (12 seats)	4	5	2	1	0	0
Place Making & Innovation EAB (12 seats)	4	4	1	1	1	1
Guildford Joint Cttee (10 seats)	4	3	2	1	0	0
Licensing Cttee (15 seats)	6	5	2	1	0	1
Overview & Scrutiny Cttee (12 seats)	4	4	2	1	1	0
Planning Cttee (15 seats)	5	5	3	1	1	0
Total no. of seats on committees (Total: 86)	30	29	14	7	4	2

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NOTIONAL Calculation of the Numerical Allocation of Seats on Committees to political groups for the remainder of the 2020-21 Municipal Year

Committee	Guildford Liberal Democrats	Residents for Guildford & Villages	Conservatives	Conservative Independent Group	Guildford Greenbelt Group	Labour	Independent	Adjustment	
Total no. of seats on the Council	17	16	4	4	3	2	1		
% of no. of seats on the Council	36.17%	34.04%	8.51%	8.51%	6.38%	4.26%	2.13%		
Notional total number of seats on committees (Total: 86)	31.11 Rounded down to 31	29.27 Rounded down to 29	7.32 Rounded down to 7	7.32 Rounded down to 7	5.49 Rounded down to 5	3.66 Rounded up to 4	1.83 Rounded up to 2		
Corporate Governance & Standards Committee (7 seats)	2.53 seats rounded up to 3	2.38 seats rounded down to 2	0.6 seat rounded up to 1	0.6 seat rounded up to 1	0.45 seat rounded down to 0	0.3 seat rounded down to 0	0.15 seat rounded down to 0		
Employment Committee (3 seats)	1.09 seats rounded down to 1	1.02 seats rounded down to 1	0.26 seat rounded down to 0	0.26 seat rounded down to 0	0.19 seat rounded down to 0	0.13 seat rounded down to 0	0.06 seat rounded down to 0	+1	
Community EAB (12 seats)	4.34 seats rounded down to 4	4.08 seats rounded down to 4	1.02 seats rounded down to 1	1.02 seats rounded down to 1	0.77 seat rounded up to 1	0.51 seat rounded up to 1	0.26 seat rounded down to 0		
Place Making & Innovation EAB (12 seats)	4.34 seats rounded down to 4	4.08 seats rounded down to 4	1.02 seats rounded down to 1	1.02 seats rounded down to 1	0.77 seat rounded up to 1	0.51 seat rounded up to 1	0.26 seat rounded down to 0		
Guildford Joint Committee (10 seats)	3.62 seats rounded up to 4	3.4 seats rounded down to 3	0.85 seat rounded up to 1	0.85 seat rounded up to 1	0.64 seat rounded up to 1	0.43 seat rounded down to 0	0.21 seat rounded down to 0		
Licensing Committee (15 seats)	5.43 seats rounded down to 5	5.1 seats rounded down to 5	1.28 seats rounded down to 1	1.28 seats rounded down to 1	0.96 seat rounded up to 1	0.64 seat rounded up to 1	0.32 seat rounded down to 0	+1	
Overview & Scrutiny Committee (12 seats)	4.34 seats rounded down to 4	4.08 seats rounded down to 4	1.02 seats rounded down to 1	1.02 seats rounded down to 1	0.77 seat rounded up to 1	0.51 seat rounded up to 1	0.26 seat rounded down to 0		
Planning Committee (15 seats)	5.43 seats rounded down to 5	5.1 seats rounded down to 5	1.28 seats rounded down to 1	1.28 seats rounded down to 1	0.96 seat rounded up to 1	0.64 seat rounded up to 1	0.32 seat rounded down to 0		
Total	30	28	7	7	6	5	0	Total: 8	
Variance	-1	-1			+1	+1	-2		

Agenda item number 8 Appendix 2

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**OPTION 1: Proposed Calculation of the Numerical Allocation of Seats on Committees to political groups
for the remainder of the 2020-21 Municipal Year**

Committee	Guildford Liberal Democrats	Residents for Guildford & Villages	Conservatives	Conservative Independent Group	Guildford Greenbelt Group	Labour	Independent
Total no. of seats on the Council	17	16	4	4	3	2	1
% of no. of seats on the Council	36.17%	34.04%	8.51%	8.51%	6.38%	4.26%	2.13%
Corporate Governance & Standards Committee (7 seats)	2	2	1	0	1	1	0
Employment Committee (3 seats)	1	1	0	1	0	0	0
Community EAB (12 seats)	4	5	2	0	1	0	0
Place Making & Innovation EAB (12 seats)	4	4	0	1	1	1	1
Guildford Joint Committee (10 seats)	4	3	1	1	1	0	0
Licensing Committee (15 seats)	6	5	1	1	1	0	1
Overview & Scrutiny Committee (12 seats)	4	4	1	1	1	1	0
Planning Committee (15 seats)	5	5	1	2	1	1	0
Total no. of seats on committees (86 seats)	30	29	7	7	7	4	2

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**OPTION 2: Proposed Calculation of the Numerical Allocation of Seats on Committees to political groups
for the remainder of the 2020-21 Municipal Year**

Committee	Guildford Liberal Democrats	Residents for Guildford & Villages	Conservatives	Conservative Independent Group	Guildford Greenbelt Group	Labour	Independent
Total no. of seats on the Council	17	16	4	4	3	2	1
% of no. of seats on the Council	36.17%	34.04%	8.51%	8.51%	6.38%	4.26%	2.13%
Corporate Governance & Standards Committee (7 seats)	2	2	1	0	1	1	0
Employment Committee (3 seats)	1	1	0	1	0	0	0
Community EAB (12 seats)	4	5	2	0	1	0	0
Place Making & Innovation EAB (12 seats)	5	4	0	1	0	1	1
Guildford Joint Committee (10 seats)	4	3	1	1	1	0	0
Licensing Committee (15 seats)	6	5	1	1	1	0	1
Overview & Scrutiny Committee (12 seats)	4	4	1	1	1	1	0
Planning Committee (15 seats)	5	5	1	2	1	1	0
Total no. of seats on committees (86 seats)	31	29	7	7	6	4	2

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Report to Council

Report of Director of Finance

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Date: 28 July 2020

Overview and Scrutiny Annual Report 2019-20

Executive Summary:

This report outlines the work undertaken by overview and scrutiny (O&S) during the past municipal year and its future work programme in the current circumstances.

Decisions taken during the past municipal year under the 'urgency' provisions and the use of 'call-in' are listed within the report and detailed at Appendix 2. In 2019-20, four decisions were taken under the Constitution's urgency provisions, while there was one call-in.

This report was also considered by the Overview and Scrutiny Committee (OSC) at its meeting on 7 July 2019. The OSC updated the scheduling of its work plan and commended the report to Council.

Recommendations to Council

- (1) That this report be commended as the annual report of the Overview and Scrutiny Committee; and
- (2) That the current rules relating to call in or urgency provisions remain unchanged.

Reasons for Recommendation:

Article 8.2(d) of the Council's Constitution requires the Council's Overview and Scrutiny Committee to report annually to Full Council on the work undertaken during the year, its future work programme, and amended working methods if appropriate.

Overview and Scrutiny Procedure Rule 16(i), requires the operation of the provisions relating to call-in and urgency to be monitored annually and a report submitted to Full Council with proposals for review if necessary.

1 Purpose of report

- 1.1 This report has been prepared in accordance with Article 8.2(d) of the Constitution which requires the Council's Overview and Scrutiny Committee (OSC) to report annually to Full Council on the work undertaken during the year, its future work programme, and amended working methods if appropriate.

- 1.2 Overview and Scrutiny Procedure Rule 16(i) requires that the provisions relating to 'call-in' and 'urgency' are monitored annually and reported to Full Council with proposals for review if necessary.¹

2. The Council's strategic framework

- 2.1 The O&S function strengthens the position of the Council to ensure that we are able to deliver our strategic priorities. For example, O&S assists the Council in improving services and helps to ensure we are open and accountable to our residents.

3. Work of the OSC in 2019-20

- 3.1 Overview and Scrutiny Procedure Rule 7 requires the chairmen and vice-chairmen of the OSC and the Executive Advisory Boards (EABs) to hold joint work programme meetings. The purpose of these meetings is to exchange, discuss, and agree work programmes for submission to the OSC and EABs respectively. Joint work programme meetings were held on three occasions in 2019-20 (26 May 2019, 11 November 2019, and 3 February 2020).

- 3.2 The O&S work programme has principally been prepared and progressed through frequent meetings between the O&S Chairman, Vice-Chairman, and Senior Democratic Services Officer (Scrutiny).

- 3.3 Lead Councillor question sessions continued at OSC meetings in 2019-20, with three members of the Executive attending such individual sessions, including the Leader of the Council (twice). These sessions gave an opportunity for non-Executive Councillors (and members of the public²) to question a member of the Executive about decisions and performance. Questioning can focus on targets and performance over time; particular decisions, initiatives, or projects; or on a section of a Lead Councillor's portfolio.

- 3.4 The formal issues and topics considered by the OSC in 2019-20 include:

- The Council's Future Guildford transformation programme
- The Call-in of the Executive's Decision: Walnut Bridge – Application for additional funding
- Final report of the Food Poverty task and finish group³ and monitoring of its recommendations
- Safer Guildford Partnership Annual Report 2019
- Support for Care Leavers
- Review of the Joint Enforcement Team (JET)
- Review of Grants
- Review of the Council's ICT refresh project
- Operation of the Leisure Management Contract 2018-19
- Review of the Annual Report and Monitoring arrangements for the operation of the G Live contract, 2018-19

¹ Urgency provisions refers to the circumstances set out in the Access to Information Procedure Rules 15 (General Exception) and 16 (Special Urgency) and Overview and Scrutiny Procedure Rule 16(h) Call-in. [Guildford Constitution](#), Part 4, Procedure Rules.

² The Committee may facilitate the asking of questions submitted in advance by members of the public. Council Constitution, Part 2 (Article 8), section 8.2(b)iii.

³ The report of the Food Poverty task group was completed in March 2019 but, due to pre-election restrictions, was not able to be considered (and adopted) by the OSC until June 2019.

- 3.5 Since 2016, the OSC has scrutinised the Council's G-Live and Leisure Partnership Agreement contracts monitoring through a working group reporting back to the Committee. In 2019 the Committee decided to establish separate working groups with different memberships to undertake this role.
- 3.6 Three issues were identified in 2019-20 for progression through an in-depth, task and finish group approach: Sustainable Transport; Social Housing – how to ensure truly affordable homes; and Governance of Major Projects. It needs to be noted that the OSC removed the Sustainable Transport task and finish group from its work plan in early 2020 to avoid duplicating the work of the Executive's Climate Change and Innovation Board.

Impact of COVID-19 on O&S work programme

- 3.7 The Social Housing and the Governance of Major Projects task groups were halted due to the COVID-19 crisis, in particular because it was felt that between the scoping and the delivery of the reviews the world will likely have changed in unpredictable ways and any recommendations put forward are invariably going to be subject to the impact from the COVID-19 crisis.
- 3.8 The OSC meeting scheduled for mid-April 2020 was one of the Council meetings cancelled due to COVID-19.

4. Current and future O&S work programme

- 4.1 Attached at Appendix 1 is the overview and scrutiny work programme for 2020-21 as developed thus far. It should be pointed out that the work programme scheduled prior to COVID-19 was effectively suspended, with all Councillors invited to an online discussion in May 2020 to start re-prioritising potential work programme items. (The business scheduled for the June 2020 OSC meeting was suspended to enable the Committee to focus on the Council's response to the COVID-19 crisis.)
- 4.2 The intention is for a long-term work programme that focuses on items that can make a tangible difference, but one flexible enough to accommodate urgent, short term issues that arise. The extent to which the OSC re-prioritises and adjusts its work plan to concentrate on COVID-19 issues, or holds additional Committee meetings, is for Councillors to determine.
- 4.3 A programme of Lead Councillor question sessions will be scheduled for 2020-21.
- 4.4 The working groups drawn from non-Executive Councillors to scrutinise the Council's Leisure Partnership Agreement and G-Live contracts monitoring are scheduled to report back to the OSC in November 2020 and January 2021 respectively.
- 4.5 The O&S work programme is considered regularly and agreed formally by the OSC. Topics are shortlisted with reference to a P.A.P.E.R. selection tool (attached as Appendix 3).

Resourcing of O&S

- 4.6 Research suggests the resource allocated to scrutiny is fundamental in determining how effective the function is. The Council has a Senior Democratic Services Officer post dedicated largely to scrutiny and a separate scrutiny budget (of £5,000 p.a.) for external advice and expertise.

Training for O&S councillors

- 4.7 The Council offers induction training and ongoing skills training to Councillors, usually facilitated by John Cade from the Institute of Local Government Studies (INLOGOV), University of Birmingham. All this training has been extremely well received by councillors and additional sessions on aspects of overview and scrutiny are anticipated during 2020-21.
- 4.8 In addition, Councillors are able to attend external O&S courses remotely (for example, with the Centre for Public Scrutiny and the Local Government Association).

5. Call-In Procedure and Urgency Provisions

- 5.1 The provisions relating to 'call-in' and 'urgency' are monitored on an annual basis and recommendations for changes will be submitted to the Council for consideration if necessary.

Call-in procedure

- 5.2 Call-in is the power of Overview and Scrutiny to scrutinise a decision by the Leader/ Executive or an individual Lead Councillor before it is implemented. The call-in provisions also apply to a decision made by an officer with delegated authority from the Leader/Executive.
- 5.3 The provisions relating to call-in are specified in the Overview and Scrutiny Procedure Rules contained in the Council's Constitution. The call-in mechanism enables non-Executive councillors to intervene when they feel that a decision being made by the Leader / Executive should be revisited or changed. The effect of call-in is to prevent implementation of a decision until the OSC has examined the decision. The OSC has the power to refer a decision back to the decision-maker or to refer a matter for further review by the Council.
- 5.4 The call-in procedure has been exercised at the Council once in 2019-20, in February to review the 'Walnut Bridge – Application for additional funding'. This is the first time since November 2012.
- 5.5 The call-in procedure was revised by the Council in October 2014 as part of a review of the Council's Constitution. In 2014, the call-in threshold was increased from three councillors to five, while retaining the call-in power of the OSC chairman and increasing the call-in period from 96 hours to 5 working days.
- 5.6 Having considered the statutory guidance on scrutiny⁴, the call-in enacted in February 2020, and the current and previously considered approaches to scrutiny at the Council, there are no changes proposed to the call-in procedure at this time.

Urgency provisions

- 5.7 The 'urgency' provisions are specified in the Access to Information Procedure Rules and Overview and Scrutiny Procedure Rules. A principal purpose of these provisions is to enable the Leader / Executive or individual Lead Councillor, with the consent of the chairman of the OSC, to agree to preclude the call-in of any particular executive

⁴ Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities issued in May 2019: <https://www.gov.uk/government/publications/overview-and-scrutiny-statutory-guidance-for-councils-and-combined-authorities>

decision in cases of urgency. In addition, these provisions enable key decisions to be taken with less than 28 days' notice: either with at least 5 clear days' notification or less notice with the agreement of the OSC Chairman.

5.8 During 2019-20, the urgency provisions were used on four occasions:

- Surrey Leaders' Group – Nominations for appointment to outside bodies 2019-20. Executive decision, May 2019.
- Acquisition of an Industrial Holding on Slyfield Industrial Estate Decision taken by Managing Director (under delegated authority), July 2019.
- Ash Road Bridge – Funding Report. Executive decision, September 2019.
- Lease of property in town centre. Executive decision, November 2019.

5.9 Further details of the four occasions during 2019-20 are attached at Appendix 2. This compares to five occasions in the 2018-19 municipal year.⁵

5.10 There are no changes proposed to the urgency provisions.

6. Legal Implications

6.1 This report on the operation of overview and scrutiny has been prepared in accordance with the requirements of the Council's Constitution. In particular, the Council's Overview and Scrutiny Procedure Rule 16(i) requires the operation of the provisions relating to call-in and urgency to be monitored annually and a report submitted to Full Council with proposals for review if necessary and Article 8.2(d) of the Council's Constitution requires the Council's Overview and Scrutiny Committee to report annually to Full Council on the work undertaken during the year, its future work programme, and amended working methods if appropriate.

6.2 The Council must 'have regard' to statutory guidance on O&S when exercising and reviewing its O&S function.⁶ This means that it is not necessary to follow every detail of the guidance, but it should be followed unless there is good reason not to do so.

7. Financial Implications

7.1 There are no financial implications arising directly from this report.

8. Human Resources Implications

8.1 There are no human resources implications arising from this report.

⁵ Surrey Leaders' Group – nominations for appointment to outside bodies, 2018-19. Executive decision, 22 May 2018. Main Modifications Consultation on the Submission Local Plan. Executive decision, 4 September 2018. Submission of Garden Village Bid for Wisley Airfield. Executive decision, 30 October 2018. Slyfield Area Regeneration Project. Executive decision, 7 March 2019. Acquisition of the Leasehold Interest in a Property Executive decision, 23 April 2019

⁶ Statutory guidance for O&S was published by the Ministry of Housing, Communities and Local Government in May 2019 under section 9Q of the Local Government Act 2000 and Schedule 5A paragraph 2(9) to the Local Democracy, Economic Development and Construction Act 2009. [Note 4 above refers].

9. Equality and Diversity Implications

9.1 The Council has a statutory duty under section 149 of the Equality Act 2010 which provides that a public authority must, in exercise of its functions, have due regard to the need to (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it. The relevant protected characteristics are: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

9.2 This duty has been considered in the context of this report and it has been concluded that there are no equality and diversity implications arising directly from this report.

10. Climate change / sustainability implications

10.1 There are no climate change / sustainability implications arising directly from this report.

11. Conclusion

11.1 Having considered the statutory guidance on scrutiny, the work undertaken during 2019-20 and its future work programme, together with current and previously considered approaches to scrutiny at the Council, officers recommend no change to O&S at this time.

11.2 Officers are not recommending any changes to call-in or urgency procedures at this juncture.

12. Background Papers

None.

13. Appendices

Appendix 1 – OSC work programme 2020-21, 7 July 2020.

Appendix 2 – Key decisions taken by Executive in 2019-20 under urgency provisions / call-in waived.

Appendix 3 – P.A.P.E.R. selection tool.

Overview & Scrutiny work programme, 2020-21

Overview and Scrutiny Committee Meetings
<p>2 June 2020</p> <ul style="list-style-type: none"> • Response to COVID-19
<p>7 July 2020</p> <ul style="list-style-type: none"> • COVID-19 response – update • North Downs Housing Ltd • Lead Councillor Question Session – Councillor James Steel, Lead Councillor for Environment • Overview and Scrutiny Annual Report, 2019-20
<p>15 September 2020</p> <ul style="list-style-type: none"> • COVID-19 response – update • Lead Councillor Question Session – Councillor Jan Harwood, Lead Councillor for Climate Change • Safer Guildford Partnership Annual Report 2020 • Air Quality Strategy action plan update • Property Investment Strategy
<p>20 October 2020 (additional meeting)</p> <ul style="list-style-type: none"> • COVID-19 response – update • Crematorium: post project review • Woodbridge Road Sportsground Pavilion Refurbishment: post project review • ICT Refresh Project – update • Spend on consultants and agency workers
<p>10 November 2020</p> <ul style="list-style-type: none"> • Lead Councillor Question Session – Councillor Julia McShane, Lead Councillor for Community • Evaluation of project Aspire • Operation of the Leisure Management contract, 2018-19 • Use of the New Homes Bonus • Submission of a Garden Village bid for Wisley Airfield
<p>19 January 2021</p> <ul style="list-style-type: none"> • Lead Councillor Question Session – (Lead Councillor tbc) • Food Poverty – update • Traveller encampments / Traveller strategy & policy • Annual report and monitoring arrangements for operation of the G-Live contract, 2018-19 • Houses in Multiple Occupation • Future Guildford [update following implementation of Phase B]
<p>2 March 2021</p> <ul style="list-style-type: none"> • Lead Councillor Question Session – (Lead Councillor tbc)
<p>19 April 2021</p> <ul style="list-style-type: none"> • Lead Councillor Question Session (Lead Councillor tbc)

Currently unscheduled items

- Access to GP surgeries within the Borough
- Post COVID-19 Homelessness strategy, housing strategy/policies
- Spectrum 2.0
- Visitor and Tourism Strategy
- Impact of Brexit

Task and finish groups (on hold)

Title	Update
Social Housing – how to ensure truly affordable homes	–
Governance of Major Projects	–

Executive meeting	Item of business	Decision taken (K) = Key Decision	Chair of O&S informed under General Exception provision of Access to Information Procedure Rule 15	Chair of O&S agreement obtained under Special Urgency provision of Access to Information Procedure Rule 16	Chair of O&S agreed to waive call-in
21 May 2019	Surrey Leaders' Group – Nominations for appointment to outside bodies 2019-20	To submit nominations to the Surrey Leaders' Group in respect of the appointments of district council representatives to various outside bodies	n/a	n/a	✓
31 July 2019 (Decision taken by Managing Director, under delegated authority)	Acquisition of an Industrial Holding on Slyfield Industrial Estate	(K) To agree (a) to the proposed purchase of an industrial holding located within the borough and the submission of a Council bid up to a specified maximum price; (b) to the transfer of a specified sum from the provisional to approved capital programme (scheme no. P12p – strategic property acquisitions) in order to facilitate the purchase; and (c) to authorise the Corporate Property Manager to take all necessary steps to complete the purchase, in consultation with the Chief Finance Officer and the Lead Councillor.	n/a	✓	✓

24 September 2019	Ash Road Bridge – Funding Report	(K) To enter into an agreement for the Housing Infrastructure Fund with Homes England in connection with a major project.	n/a	✓	✓
26 November 2019	Lease of property in town centre	(K) To agree terms of lease of a property in Guildford Town Centre.	✓	n/a	Call-in not waived

P.A.P.E.R. topic selection tool

Public interest: concerns of local people should influence the issues chosen

Ability to change: priority should be given to issues that the Committee can realistically influence

Performance: priority should be given to areas in which the Council and Partners are not performing well

Extent: priority should be given to issues that are relevant to all or a large part of the Borough

Replication: work programme must take account of what else is happening to avoid duplication or wasted effort

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Council Report

Ward(s) affected: n/a

Report of Managing Director (Head of Paid Service)

Author: Francesca Smith, Senior Specialist HR

Tel: 01483 444014

Email: francesca.smith@guildford.gov.uk

Date: 28 July 2020

Corporate Management Team Pay Award 2020-21

Recommendation to Council

That a pay award of 2% be approved for the Managing Director and the Director posts with effect from 1 July 2020 in accordance with the Council's adopted Pay Policy Statement.

Reason for Recommendation:

To apply a pay award to the Corporate Management Team posts.

Is the report (or part of it) exempt from publication? No

1. Purpose of Report

1.1 Under Section 39 of the Localism Act 2011, the Council is required to consider and approve a Pay Policy Statement for the financial year ahead and this was agreed by Council in February 2020 in respect of the statement covering 2020-21. The annual pay award date is 1 July and the Pay Policy Statement is therefore approved prior to the pay award. The pay award for all staff in the salary bands below Director level is agreed each year by the Managing Director in consultation with the Leader of the Council. Separate approval is required for this pay award to be applied to the Managing Director and Director posts.

1.2 This report was also considered by the Employment Committee at its meeting on 12 June 2020. The Committee endorsed the recommendation.

2. Strategic Priorities

2.1 The Council needs to demonstrate that we have effective governance in place to manage the pay and remuneration for our first and second tier officers.

3. Background

3.1 The contractual pay award date is 1 July each year and is agreed on behalf of the staff through a collective agreement pay negotiation process with Unison. The pay award of 2% was agreed earlier this year by the Managing Director under his delegated authority for all staff below Director level.

- 3.2 If approved, the pay award will also be applied to the annual salaries and allowances of the Managing Director and Director posts:

Managing Director pay scale	Director pay scale
£130201	£86758
£133255	£88754
£136383	£90842
	£92982
	£95169
	£97400
	£99686

Deputy Managing Director Payment	
Directors	£3325

Lump Sum Allowance	
With lease car	Without lease car
£1803	£4932

Lease Car Allowance	
Managing Director	£6120
Director	£5765

4. Equality and Diversity Implications

- 4.1 The Council's duty under section 149 of the Equality Act 2010 is to have due regard to the matters set out in relation to equalities when considering and making decisions. There are no direct equality impacts associated with agreeing the pay award.

5. Financial Implications

- 5.1 The pay award has been included in the 2020-21 budget approved by Council at its meeting on 5 February 2020.

6. Legal Implications

- 6.1 The requirement to consider an annual pay award is contractual and is set out within the Pay Policy Statement.

7. Human Resource Implications

7.1 There are no additional human resource implications to agreeing the pay award.

8. Conclusion

8.1 The Council is fulfilling its obligation as set out in the Pay Policy Statement to consider making a pay award to the Managing Director and the Directors.

9. Background Papers

Pay Policy Statement 2020-21

10. Appendices

None

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Council Report

Ward(s) affected: n/a

Report of Director of Resources

Author: John Armstrong, Democratic Services and Elections Manager

Tel: 01483 444102

Email: john.armstrong@guildford.gov.uk

Date: 28 July 2020

Notice of Motion dated 10 July 2020: Revised Collection of Council Tax Arrears Good Practice Protocol

Executive Summary

In accordance with Council Procedure Rule 11, Councillor Angela Gunning to propose, and Councillor James Walsh to second, the following motion:

“At a time of increasing financial pressure and rising unemployment, it is important that safeguards are in place to protect and support residents facing the possibility of falling into debt.

The inability to pay council tax is something that can affect us all: from residents dealing with the stress and uncertainty of not being able to pay their bills, to councils increasingly dependent on local income following a decade of central government cuts.

The Citizens' Advice Bureau has worked with the Local Government Association to create a “Revised Collection of Council Tax Arrears Good Practice Protocol” which calls for councils to improve existing practices for offering advice, support and payment options for residents facing difficulties in paying their council tax. A copy is attached as **Appendix 1**.

While Guildford Borough Council has a good record in the collection of council tax arrears, the Labour Group believes that adopting the protocol will strengthen the process by linking debt advice to repayment schemes and enabling early intervention before a crisis point is reached. This will benefit both our residents and the council, which is under increasing pressure to collect as much income as possible to support local services.

To date, 61 councils of all political stripes across England have already adopted the policy and the Labour Group calls on Guildford Borough Council to adopt the protocol as soon as is practical.

This Council resolves to request the Executive:

(1) to adopt the CAB/LGA “Revised Collection of Council Tax Arrears Good Practice

Protocol” as set out in **Appendix 1**; and

- (2) to authorise the Director of Resources to report back to the Overview and Scrutiny Committee on the impact of the protocol on council tax collection rates and customer satisfaction one year following its implementation”.

Is the report (or part of it) exempt from publication? No

Council Tax Protocol

Revised Collection of Council Tax Arrears Good Practice Protocol



Agreed by:

Citizens Advice, June 2017

Local Government Association, June 2017



Council Tax Protocol

**We agree to adopt this protocol in
as our public commitment to its principles of fairness, partnership
working and transparency in local authority debt collection:**

Signature

.....

Local authority representative

Signature

.....

**Local Citizens Advice / advice
agency representative**

Signature

.....

**Enforcement agency
representative**

(where relevant)¹

Signature

.....

**External contractor
representative**

(where relevant)¹

Date:

¹ Enforcement agents and external contactors may sign this protocol if they and the authority agree that it is appropriate.

Council Tax Protocol

Revised collection of council tax arrears good practice protocol

Council tax payers receive a better level of service when local authorities², enforcement agencies and debt advice agencies work closely together. Early intervention and proactive contact with people struggling with bill payments can help prevent them incurring further charges and help alleviate stress. It can also potentially help reduce both collection costs and calls on local public services, particularly mental health services.

This good practice protocol makes a number of suggestions on how local partnerships can be strengthened and residents better supported. Developed through partnership work between the national bodies representing advice agencies, local government and enforcement agencies throughout England and Wales, it builds upon the previous protocol, which government recommended local authorities adopt in their 2013 guidance. The protocol reflects best practice at local level and is intended to facilitate regular liaison on practices and policy concerning council tax debt collection. In setting down clear procedures and keeping them regularly under review, all parties can ensure that cases of arrears are dealt with appropriately whilst complaints are handled efficiently.

By signing the protocol and adopting the practices set out below, local authorities, enforcement agencies and advice agencies can help taxpayers pay their council tax bills while accessing debt advice when needed.

² Where we use the term 'local authorities', this should also be read to cover a local authority's external contractors, where the local authority has contracted out the administration of some or all of its council tax collection process.

Partnership

To foster more effective partnership working:

1. Local authorities, enforcement agencies and advice agencies should meet regularly to discuss practical and policy issues with a recommendation to meet quarterly at officer level and annually with elected members.
2. All parties should have dedicated contacts accessible on direct lines and electronically so that issues can be taken up quickly.
3. All parties should promote mutual understanding by providing training workshops, undertaking exchange visits and sharing good practice.
4. As local authorities are responsible for the overall collections process, they should ensure all their staff, external contractors and enforcement agencies receive the appropriate training, particularly on vulnerability and hardship.
5. Advice agencies, enforcement agencies and local authorities should work together to develop a fair collection and enforcement policy, highlighting examples of vulnerable people or those who find themselves in vulnerable situations, and specifying clear procedures in dealing with them. Contractual arrangements with enforcement agents should specify procedures for the local authority to take back cases involving vulnerable people.
6. Local authorities should consider informal complaints as debtors may be afraid to complain formally where enforcement agent activity is ongoing. Informal complaints received from advice agencies can indicate problems worthy of further investigation both locally by the local authority and by referral to national bodies.

Information

To improve the information supplied to council tax payers about the billing process, how to get support and debt advice and to promote engagement:

1. All parties should work together to produce letters that clearly and consistently explain how council tax bills have been calculated (including any Council Tax Support award). Council tax bills should make clear council tax is a priority debt and explain the consequences of not making payment by the date specified. As far as possible within the constraints of systems, where a taxpayer has council tax arrears, the letters should explain how the debt has been accumulated and over which time period, the layout and language of bills and letters should be easy to understand, with any letters including a contact phone number and email address. All information should also be made available online in a clear format.
2. Local authorities should consider reviewing payment arrangements and offer more flexible options, including, subject to practicality, different payment dates within the month, spreading payments over 12 months and, potentially, different payment amounts to assist those on fluctuating incomes. This can allow people to budget more effectively.
3. Local authorities and enforcement agents should publicise local and national debt advice contact details on literature and notices. Advice agencies can help by promoting the need for debtors to contact their local authority promptly in order to agree payment plans. Parties can work together to ensure the tone of letters is not intimidating but encouraging of engagement.
4. Local authorities should ensure that enforcement agencies have appropriate information about the council tax debts they are recovering, so they can put this in letters they send to debtors and answer any questions.
5. Local authorities should consider providing literature about concerns council tax debtors may have about enforcement agents and enforcement. Information could cover charges enforcement agencies are allowed to make by law, how to complain about enforcement agent behaviour or check enforcement agent certification and further help available from the local authority or advice agencies.
6. All parties should work together to review and promote better engagement by council taxpayers. This should include information on how bills can be reduced through reliefs, exemptions and council tax support schemes, advising taxpayers that they should contact the local authority if they experience financial hardship and the consequences of allowing priority debts to accumulate. Information and budgeting tools should be made available on local authority and advice agency websites, via social media and at offices of relevant agencies. This is an opportunity for joint campaign work.

Recovery

If a council tax bill is not paid, then the local authority's recovery process comes into play. While local authorities strive to make early contact with a debtor, the first point of engagement by a debtor often only occurs when an enforcement agent visits the premises. Greater effort should be made at or before the Tribunal Courts and Enforcement Act's compliance stage, including debt and money advice referrals and to assess whether vulnerability or hardship applies, so as to avoid escalating a debt. Therefore:

1. Local authorities and enforcement agencies should work in partnership with advice agencies on the content, language and layout of all documents, produced by the local authority and agents acting on its behalf which are part of the enforcement process. This should aim to ensure that the rights and responsibilities of all parties, particularly those of the debtor, are clearly set out.
2. Enforcement agents should provide the debtor with a contact number and email address should they wish to speak to the local authority.
3. Local authorities should keep all charges associated with recovery under regular review to ensure they are reasonable and as clear and transparent as possible and reflect actual costs incurred. Enforcement agents should only make charges in accordance with council tax collection and enforcement regulations, particularly the Tribunal Courts and Enforcement Act.
4. Local authorities should periodically review their corporate policy on debt and recovery, particularly what level of debt (inclusive of liability order fees) should have accrued before enforcement agent action, as enforcement will add additional costs to a debt.
5. As part of their corporate policy on debt and recovery, local authorities should have a process for dealing with cases that are identified as vulnerable, bearing in mind that different local authorities may have different definitions of a vulnerable person or household. Any local definition of vulnerability should be developed in consultation with advice agencies and enforcement agencies and, wherever possible, the local authority should aim to publish clear guidelines on what constitutes vulnerability locally. Where a local authority's vulnerability criteria apply, In these cases, debts should be considered carefully before being passed to enforcement agencies. Where enforcement agents or other parties identify a vulnerable household, recovery action will be referred to the local authority.
6. Local authorities should regularly review and publish their policies which cover hardship, including how these relate to council tax arrears.

7. Where a household is in receipt of Council Tax Support, the local authority should consider matters carefully and determine whether to pass such cases to enforcement agents, based on the individual circumstances of the case.
8. The debtor may have outstanding claims for Universal Credit, Council Tax Support or other benefit(s) which are contributing to their arrears. Local authorities can suspend recovery once it is established that a legitimate and relevant claim is pending.
9. Local authorities and their enforcement agents should consider offering a 28 days hold or “breathing space” on enforcement action if debtors are seeking debt advice from an accredited advice provider.
10. Procedures should exist for debt advisers to negotiate payments on behalf of the taxpayer at any point in the process, including when the debt has been passed to the enforcement agent. In some cases, the debtor may only contact an advice agency following a visit from the enforcement agent.
11. Local authorities and enforcement agents should consider accepting and using the Standard Financial Statement (SFS) or Common Financial Statement in assessing ability to pay as long as this is consistent with securing value for money for all council tax payers.
12. Each case should be examined on its merits and repayment arrangements need to be affordable and sustainable, while ensuring that the debt is paid off within a reasonable period. Where appropriate, local authorities should provide the flexibility to spread repayments over more than a year, including beyond the end of a financial year.
13. Local authorities should prioritise direct deduction from benefits or attachment of earnings in preference to using enforcement agents. This avoids extra debts being incurred by people who may already have substantial liabilities.
14. Clarity should be provided to the debtor and enforcement agency as to which debts are being paid off, in what amounts and when, especially where a debtor has multiple liability orders. Where appropriate, debts should be consolidated before being sent to enforcement agents.
15. Local authorities should publish a clear procedure for people to report complaints about all stages of recovery action. Local authorities will regularly monitor and, subject to requirements of commercial confidentiality and the Data Protection Act, publish the performance (including complaints) of those recovering debts on their behalf and ensure that contractual and legal arrangements are met.

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We value diversity, champion equality, and challenge discrimination and harassment.

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Published June 2017

Citizens Advice is an operating name of The National Association of Citizens Advice Bureaux.

Registered charity number 279057.

EXECUTIVE

21 April 2020

- * Councillor Caroline Reeves (Chairman)
- * Councillor Jan Harwood (Vice-Chairman)

- | | |
|-----------------------------|-----------------------------|
| * Councillor Joss Bigmore | * Councillor John Rigg |
| * Councillor Angela Goodwin | * Councillor Pauline Searle |
| * Councillor David Goodwin | * Councillor James Steel |
| * Councillor Julia McShane | * Councillor Fiona White |

*Present

Councillors Tim Anderson, Chris Blow, Gordon Jackson, Susan Parker, Deborah Seabrook, Patrick Sheard and Catherine Young were also in attendance.

EX101 APOLOGIES FOR ABSENCE

There were no apologies for absence.

EX102 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTERESTS

There were no declarations of interest.

EX103 DECISIONS

The decisions taken by the Leader of the Council on 24 March 2020 were noted.

EX104 LEADER'S ANNOUNCEMENTS

The Leader made two announcements:

Firstly, the Leader made a statement on this Council's local response to the Covid 19 pandemic.

The community spirit and help being given by residents to support the most vulnerable people across the borough in difficult times was described as both outstanding and heart-warming. This spirit would be needed as the community finally emerged and recovered from the crisis.

The coronavirus pandemic had brought out a new respect for the value of public service, most visibly through the applause for the NHS and care workers on Thursday evenings. It was noted that importantly, other keyworkers were also being acknowledged. At a local level, people had been showing much gratitude and appreciation for Council staff delivering essential services. For example, notes had been attached to bins to thank refuse and recycling crews and there had been appreciation on social media from residents for the beautiful parks and countryside in the borough. There had been many messages of thanks received for the ways in which the Council had been supporting the community.

The Leader expressed sincere thanks to Council staff for maintaining essential services during the period of ongoing restriction. In addition, praise was given for the way in which the Council had, within a matter of weeks or even days in some cases, reorganised itself to deliver entirely new services to protect the most vulnerable residents. New community helplines had been installed and were being staffed seven days a week, local food distribution hubs had been

Agenda item number: 13

established, Spectrum was operating as the countywide base for distributing food to those who were shielding, meals on wheels had been stepped-up and guidance and advice was being provided to residents through Council communications like never before. The Council was receiving wonderful feedback from those who had received food parcels and phone calls.

An indication of the scale of change and adaptation by the Council in playing a part in supporting the community through this crisis was set out as follows:

- 4,919 telephone calls had been made to the most vulnerable residents
- 1,021 calls had been received by the vulnerable persons helpline and housing advice service
- 399 food parcel deliveries had been delivered to residents
- 1,087 food parcels had been delivered countywide from Guildford Spectrum
- 4,492 meals on wheels had been provided
- 88 urgent minor home adaptations had been completed to keep elderly and vulnerable residents safe
- 31,851 information leaflets had been delivered to households by staff and volunteers
- 41 homeless people had been placed in accommodation
- 85 staff had been redeployed to welfare hubs and the vulnerable persons helpline
- 40,613 web pages had been viewed on the coronavirus section of the Council's website
- 57,939 public engagements had been recorded with our social media activity
- 441 grants had been paid to local businesses totalling £6.4 million

The Leader thanked the Managing Director and all Council staff for the way in which they had stepped-up during such unprecedented times to protect and care for the most vulnerable people in the community. The strength and importance of local government across the country had been underlined and the Council had been part of that. Although this period was a time of great sadness because of the many lives lost and families bereaved, the Leader expressed pride in the way in which Guildford was playing its part in defeating the virus and the future recovery of the community.

Secondly, the Leader announced changes to be made in the coming weeks to Lead Councillor portfolios.

At the meeting of the Executive held on 18 February 2020, the Leader announced the need to make further changes to Lead Councillor Portfolios so that the political direction of the Council was consistent with the new directorate framework following Phase A of Future Guildford and the themes that were emerging from the new Corporate Plan. The development of portfolios was continuing and the final changes would be announced at the Council meeting on 5 May 2020.

The portfolio titles were likely to be centred around:

- Resources,
- Customer Service
- Economy

- Regeneration
- Climate Change
- Environment
- Housing and Development Control
- Community

EX105 REVOCATION OF THE TAXI RANK, GUILDFORD PARK ROAD

The Lead Councillor for Waste Licensing and Parking introduced the report and endorsed the recommendation.

The Executive was asked to consider the removal of the Hackney Carriage Stand (Taxi Rank) on Guildford Park Road, outside the rear entrance to Guildford Station following the completion of the required statutory consultation as part of the wider Sustainable Movement Corridor works. Having considered the single objection to the proposal, full details of which were included in the report, the Executive

RESOLVED: That the single objection received to the proposal be not supported and the revocation of the hackney carriage stand in Guildford Park Road, Guildford, as described in the report, be approved.

Reasons:

In support of the improvements for all modes of transport between the rail station, the University, Hospital and the Research Park. The removal of the taxi rank is part of a series of improvements proposed along Guildford Park Road.

EX106 COVID19 EMERGENCY BUDGET

The Executive noted that Guildford Borough Council was a category 1 responder to civil emergencies under the Civil Contingencies Act 2004. The Council had an important role in responding locally to COVID19. In addition, there was a duty to ensure that crucial council services continued to operate in such unprecedented times. The Executive was asked to consider the Council's response to COVID-19 to date, the impact on services and to approve an emergency budget to support the Council's response.

The Lead Councillor for Finance and Assets, Customer Service introduced the report and gave thanks to council teams, communities, public and private groups and individuals around the borough for their support and assistance during such unprecedented times. The best and worst impact on the council's budget was estimated to be between £5 million to £15 million respectively. Grants for business were still available and the lead councillor urged local businesses to contact the council in this regard.

The Executive unanimously

RESOLVED: That the following recommendation to full Council on 5 May 2020 be supported:

That the Council:

- 1) Notes the Council's duties and response so far in dealing with the COVID19 pandemic
- 2) Notes the initial assessment of the impact on Guildford Borough Council's short-term financial position
- 3) Approves a revenue supplementary estimate of £15million to be funded from general fund reserves, such funding to be drawn down only if further government support is not forthcoming or is insufficient to cover the financial impact of COVID19 on the Council and sufficient cost savings cannot be found

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-4)...Notes the advice of the Chief Finance Officer in paragraph 5.18 regarding the level of reserves and the potential need to rebuild reserves to a sufficient level if government grant support falls short
- 5) Notes the changes to Local Authority powers and duties introduced by the Coronavirus Act 2020 and delegates to the Managing Director, in consultation with the Leader of the Council, authority to amend service provision in accordance with the Council's statutory duties as these may be varied by the Act, regulations and guidance made thereunder.

Reason:

To enable the Council to continue to respond to the COVID19 emergency.

The meeting finished at 7.50 pm

Signed

Date

Chairman

EXECUTIVE

26 May 2020

- * Councillor Caroline Reeves (Chairman)
- * Councillor Joss Bigmore (Vice-Chairman)

- | | |
|----------------------------|---------------------------|
| * Councillor Tim Anderson | * Councillor John Redpath |
| * Councillor Jan Harwood | * Councillor John Rigg |
| * Councillor Julia McShane | * Councillor James Steel |

*Present

EX1 APOLOGIES FOR ABSENCE

There were no apologies for absence.

Councillors Chris Blow, Angela Goodwin, Diana Jones, Ramsey Nagaty, Susan Parker, Maddy Redpath, Deborah Seabrook, Paul Spooner and Catherine Young were also in attendance.

EX2 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTEREST

There were no disclosures of interests.

EX3 MINUTES

The minutes of the meeting held on 21 April were confirmed as a correct record.

EX4 LEADER'S ANNOUNCEMENTS

The Leader of the Council acknowledged the far-reaching impact and effect of the current Covid-19 crisis and noted that many of the Council's planned projects and schemes would have to be reviewed and new tasks would appear. With a long way to go before Council business could return to usual the situation meant that new ways of working were imperative. The Leader announced that there would be a review of what had been successful and what may not have worked as expected.

The Leader praised the many Council officers who had been redeployed, some of whom had been taken out of their comfort zone and noted the amazing work done by the Community and Housing teams in support of the most vulnerable in the Guildford community. The Leader thanked the teams who had kept the Council's core services going throughout the lockdown across the borough and emphasised the importance of maintaining and developing the newly found community spirit that the crisis had produced. The anticipated recession that may arise from the lockdown would mean the Council should continue to be innovative and flexible in helping those in need of support.

The newly appointed Executive would be working closely with officers to establish a recovery plan to deal with the changed world that all will face. It was also very important that the Executive work closely together across all portfolios to get the best results possible. This would be a challenging time and the Council must ensure that it works closely with everyone across the whole borough, residents and businesses alike.

The Leader expressed gratitude to all the residents and businesses who had expressed their thanks for the work that the Council had undertaken over the last weeks.

EX5 SURREY LEADERS' GROUP: NOMINATIONS FOR APPOINTMENT 2020-21

The Executive noted that the Council had been invited by the Surrey Leaders' Group to nominate representatives to serve on the SCC Adults and Health Select Committee and the Countryside Access Forum. The Surrey Leaders' Group was formed of the leaders of the twelve Surrey local authorities. The deadline for receipt of nominations was Friday 12 June 2020.

The Deputy Leader of the Council and Lead Councillor for Service Delivery introduced the report.

There were no nominations for either appointment.

RESOLVED:

(1) To invite group leaders to submit nominations in respect of the appointment of a district council representative to:

- a) The Surrey County Council Adults and Health Select Committee, and
- b) The Countryside Access Forum.

for determination by the Leader of the Council for onward submission to the Surrey Leaders' Group by the deadline of 12 June 2020.

(2) To agree that the call-in procedure shall not apply in respect of any decision taken by the Leader referred to in paragraph (1) above.

EX6 PARKING STUDY AND IMPACT ON GUILDFORD PARK ROAD AND BRIGHT HILL CAR PARKS

The meeting heard that the Council was in the process of developing Guildford Park Road Car Park (GPCP) for housing and replacement parking and was also considering developing Bright Hill Car Park (BHCP) for housing.

Since the original decision had been made to develop both sites, certain factors concerning costs and the demand for housing and parking had changed. Consequently, it was felt prudent to undertake an in-depth parking study to understand if existing plans were still appropriate. The Executive was asked to consider a report setting out the background and key information resulting from the Parking Study and the officer recommendations concerning the immediate decisions for both car parks and the development a medium to long term strategy for car park provision.

The Lead Councillor for Environment introduced the report.

Discussion centred on the matter of electrical charging facilities in the town. Also mentioned was the overall provision of parking and how this would interact with planning for the future of the town centre. The Waste, Parking and Fleet Services Manager noted the comments. The meeting heard that the Council was working in partnership with Surrey County Council to install on-street electric car charging facilities in residential areas of the town. It was expected these installations would be in place later this year. In addition, the Council had made charging facilities available in its own public car parks. These car parks were often located close to residential areas and it was proposed would provide additional amenity for residents.

Following a roll call, the Executive unanimously

RESOLVED:

- (1) With regard to Guildford Park Road Car Park (GPCP), to cease the development of the car park and authorise officers to seek planning permission for a purely residential scheme on the site.
- (2) With regard to Bright Hill Car Park (BHCP), to authorise the Waste, Parking and Fleet Services Manager in consultation with the Lead Councillor for Environment to agree the provision of public parking based purely on a standalone business case with a maximum payback period for any additional investment of 10 years.
- (3) To authorise the Waste, Parking and Fleet Services Manager to develop medium and long-term strategies and actions plans based on the Parking Study within the Parking Annual Business Plan for formal adoption by the Executive.

Reason:

To finalise the position for GPCP in relation to the provision of the car park and housing, set clear assessment criteria for parking at BHCP and to authorise officers to develop a medium to long term parking strategy based on the findings of the study.

EX7 STATEMENT OF COMMUNITY INVOLVEMENT

The Executive considered a report on the proposed revision of the Council's Statement of Community Involvement (SCI), which sets out how the Council would consult, engage and communicate with the public and statutory consultees on all planning matters. Officers had reviewed the existing SCI in light of the recent impact that COVID-19 had on the Council's ability to conduct consultation, as well as new legal requirements and current planning processes. As a result of this review, an updated Statement of Community Involvement (SCI) 2020 had been produced.

The Lead Councillor for Climate Change introduced the report.

The Executive noted that the revised document covered new ways of consulting and covered the entire planning process. With regard to questions raised about the scope of consultation for the revised SCI itself, the meeting heard that the Council would always consult with every party that was required by statute and in compliance with the General Data Protection Regulation and this remained unchanged.

Following a roll call, the Executive unanimously

RESOLVED:

- (1) To adopt the Statement of Community Involvement (2020) as set out at Appendix 1 to the report submitted to the Executive.
- (2) To authorise the Planning Policy Manager to make such minor alterations to improve the clarity of the document as he may determine in consultation with the relevant Lead Councillor.

Reasons:

Under the legislative requirements the Council is required to review the SCI every five years from the date of its adoption. This review has been undertaken and has led to certain updates being proposed. It is considered important to have an up to date, adopted SCI which sets out how the Council will consult, engage and communicate with the public and statutory consultees on planning matters. An up to date SCI, aligned to planning processes is also important to

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minimise the risk of legal challenge. Furthermore, adopting the SCI will enable the Council to commence the public consultation on the draft Local Plan Development Management Policies in line with the Council resolution on 5 May 2020.

EX8 LOCAL DEVELOPMENT SCHEME MAY 2020

The Executive considered a report which sought approval of an updated Local Development Scheme (LDS) for the new Local Plan: Development Management Policies. The LDS sets the timetable for plan production and opportunities for stakeholders to be involved in the process and the key milestones within that process.

The Lead Councillor for Climate Change introduced the report.

Following a roll call, the Executive unanimously

RESOLVED: To agree that the Local Development Scheme (LDS), as set out in Appendix 1 to the report submitted to the Executive shall have effect from 3 June 2020.

Reason:

To progress the consultation on the new Guildford Borough Local Plan: Development Management Policies by having a Local Development Scheme (LDS) with an up to date timetable for the Local Plan.

EX9 PROCUREMENT STRATEGY

The Executive considered a report that set out the key components of the draft Procurement Strategy 2020-2023 for formal adoption.

The draft Strategy's primary objective was to support the Council in delivering its strategic objectives and to ensure that in the procurement of goods, works and services the best value for money was achieved

Councillors noted that part of the Future Guildford programme was to deliver substantial savings. The Procurement Savings Strategy, which was appended to the report, had set a target of £1.2 million annually by 2022.

The report was introduced by the Lead Councillor for Resources.

The draft strategy was welcomed by the Executive as the Council continued to work through challenging budgetary circumstances. The matter of the Climate Emergency was recognised as being a key driver across all Council activities and a strong message that the Council would continue to send to those with whom it undertook business.

Following a roll call, the Executive unanimously

RESOLVED: To formally adopt the Procurement Strategy 2020-2023.

Reason:

In order to manage the Council's spend more effectively a strong Procurement function is necessary, the Procurement Strategy is required in order to support this.

The meeting finished at 8.07 pm

Signed

Date

Chairman

EXECUTIVE

23 June 2020

- * Councillor Caroline Reeves (Chairman)
- * Councillor Joss Bigmore (Vice-Chairman)

Councillor Tim Anderson
* Councillor Jan Harwood
* Councillor Julia McShane

* Councillor John Redpath
* Councillor John Rigg
* Councillor James Steel

*Present

Councillors Colin Cross, Graham Eyre, Angela Gunning, Ramsey Nagaty, Susan Park and Paul Spooner were in attendance.

EX10 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Tim Anderson, Lead Councillor for Resources.

EX11 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTEREST

There were no declarations of interest.

EX12 MINUTES

The minutes of the meeting held on 26 May 2020 were confirmed as a correct record.

EX13 LEADER'S ANNOUNCEMENTS

The Leader of the Council announced that residents in Ash had raised several key questions around a number of infrastructure projects, particularly with regard to the involvement of Surrey County Council. It was decided that it would be premature to make a final decision on the projects until those issues had been fully investigated and until it was possible to give the public answers to those questions. Therefore, the decision on the future of the projects in Item 6 would not be made until there was clarity on those key questions. For simplicity, the whole agenda item had been withdrawn and a new, revised paper covering all of the topics would be published in due course.

EX14 ANNUAL GOVERNANCE STATEMENT 2019-20

The Accounts and Audit Regulations 2015 required the Council to prepare an Annual Governance Statement (AGS) that detailed the governance framework and procedures that had operated at the Council during the year, a review of their effectiveness, significant governance issues that had occurred and a statement of assurance.

The Executive was asked to consider a report outlining the background to the AGS and the draft AGS 2019-20. The report included the Head of Internal Audit's Annual Opinion Report April 2019 to March 2020.

The report was introduced by the Deputy Leader of the Council. The draft AGS would be included in the Council's audited statement of accounts for 2019-20. The AGS concluded that the Council was well run with good governance processes in place; however, there had been a

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number of significant governance issues during the year, which were reported in Appendix 1 section 6.

The Corporate Governance and Standards Committee had also considered the AGS and had commended its adoption by the Executive, subject to a number of corrections and updates which were set out in the Supplementary Information Sheet which had been published before the Executive's meeting. The Supplementary information Sheet also contained an additional section describing the impact of COVID-19 on the delivery of good governance.

Having considered the AGS, the Executive

RESOLVED:

- (1) That, subject to paragraph (2) below, the Council's Annual Governance Statement for 2019-20, as set out in Appendix 1 to the report submitted to the Executive, be approved subject to the corrections and updates reported to the Corporate Governance and Standards Committee at its meeting on 18 June 2020 and set out in the Executive's Supplementary Information Sheet.
- (2) That the Democratic Services and Elections Manager be authorised, in consultation with the Lead Councillor with responsibility for governance and the Director of Resources, to update and amend the Annual Governance Statement for 2019-20 prior to the date of publication of the audited accounts for 2019-20 to reflect the ongoing assessment of the impact of the COVID-19 pandemic on the Council.

Reason

To comply with the Accounts and Audit Regulations 2015, the Executive must prepare, approve, and publish an Annual Governance Statement.

EX15 CORPORATE PROGRAMMES - COVID 19 PROJECTS REVIEW

This item was deferred to allow for discussion with partner organisations to take place and would be resubmitted when there was a clearer picture of future funding.

The meeting finished at 7.24 pm

Signed

Date

Chairman