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Contact: Andrea Carr  
Committee Services  
01483 444058

16 April 2021

Dear Councillor

Your attendance is requested at a remote meeting of the **STRATEGY AND RESOURCES EXECUTIVE ADVISORY BOARD** to be held on **MONDAY 26 APRIL 2021 at 7:00 pm**. The meeting can be accessed remotely via Microsoft Teams in accordance with the provisions of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

If for any reason Councillors lose their wi-fi connectivity to the meeting and are unable to re-join using the link in the Outlook calendar invitation, please re-join using the telephone number 020 3855 4748. You will be prompted to input a conference ID: 440 888 963#

Yours faithfully

James Whiteman  
Managing Director

**MEMBERS OF THE EXECUTIVE ADVISORY BOARD**

Chairman: Councillor Angela Gunning  
Vice-Chairman: Vacancy

Councillor Jon Askew  
Councillor Christopher Barrass  
Councillor Ruth Brothwell  
Councillor Graham Eyre  
Councillor Diana Jones

Councillor Steven Lee  
Councillor Masuk Miah  
Councillor Maddy Redpath  
Councillor Will Salmon  
Councillor Catherine Young

**Authorised Substitute Members:**

Councillor Paul Abbey  
Councillor David Bilbé  
Councillor Richard Billington  
Councillor Chris Blow  
Councillor Dennis Booth  
Councillor Colin Cross  
Councillor Angela Goodwin  
Councillor Gillian Harwood  
Councillor Liz Hogger  
Councillor Ann McShee

Councillor Bob McShee  
Councillor Ramsey Nagaty  
Councillor Susan Parker  
Councillor George Potter  
Councillor Tony Rooth  
Councillor Pauline Searle  
Councillor Paul Spooner  
Councillor James Walsh  
Councillor Fiona White

**QUORUM: 4**



**WEBCASTING NOTICE**

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

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

**Please contact us to request this document in an alternative format**

## THE COUNCIL'S STRATEGIC FRAMEWORK

### Vision – for the borough

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

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

- |                     |  |
|---------------------|--|
| <b>Place-making</b> | 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   |
| <b>Community</b>    | Supporting older, more vulnerable and less advantaged people in our community  |
|                     | Protecting our environment   |
|                     | Enhancing sporting, cultural, community, and recreational facilities   |
| <b>Innovation</b>   | Encouraging sustainable and proportionate economic growth to help provide the prosperity and employment that people need       |
|                     | Creating smart places infrastructure across Guildford  |
|                     | Using innovation, technology and new ways of working to improve value for money and efficiency in Council services             |

### Values for our residents

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

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

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

## **AGENDA**

### **ITEM NO.**

**1 APPOINTMENT OF VICE-CHAIRMAN**

To appoint a Vice-Chairman for the remainder of the 2020-21 municipal year.

**2 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS**

**3 LOCAL CODE OF CONDUCT AND DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS**

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

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

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

**4 MINUTES (Pages 7 - 10)**

To confirm the minutes of the Executive Advisory Board meeting held on 12 October 2020.

**5 INTRODUCTION TO THE STRATEGIC SERVICES DIRECTOR**

To meet Dawn Hudd, Strategic Services Director, to learn about her role and the Directorate's future work streams.

**6 EXECUTIVE FORWARD PLAN (Pages 11 - 42)**

7 **EAB WORK PROGRAMME** (Pages 43 - 46)

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

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## STRATEGY AND RESOURCES EXECUTIVE ADVISORY BOARD

12 October 2020

- \* Councillor Angela Gunning (Chairman)
- \* Councillor Gordon Jackson (Vice-Chairman)

- |                                  |                              |
|----------------------------------|------------------------------|
| * Councillor Jon Askew           | * Councillor Steven Lee      |
| * Councillor Christopher Barrass | Councillor Masuk Miah        |
| * Councillor Ruth Brothwell      | * Councillor Maddy Redpath   |
| * Councillor Graham Eyre         | * Councillor Will Salmon     |
| * Councillor Diana Jones         | * Councillor Catherine Young |

\* Present

Councillors Angela Goodwin, John Redpath, John Rigg and Pauline Searle were also in attendance.

### **SR1 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS**

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

### **SR2 LOCAL CODE OF CONDUCT AND DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS**

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

### **SR3 MINUTES**

The minutes of the meeting of the Executive Advisory Board held on 7 September 2020 were confirmed as a correct record and would be signed by the Chairman at the earliest opportunity.

### **SR4 NEW PROJECT MANAGEMENT ARRANGEMENTS**

The Interim Project Manager gave a presentation providing an update in respect of Project and Programme (PPM) Governance, which was itself the theme of a business change project, mainly examining the Council's capital programme major project portfolio. New project governance arrangements had stemmed from Phase A of the Future Guildford programme which had created a team to implement new governance and to support and deliver projects and ambitions without wasting time and resources. The purpose of the presentation was to introduce the EAB to the evolving PPM process and to obtain its views thereon as a precursor to subsequent opportunities for early involvement in the development of project mandates.

The presentation explained progress to date and next steps; portfolio, programme and project governance; possible PPM governance issues; benefits of improved PPM governance; common project lifecycle and approval gates; the purpose of a mandate; principles of accountability / ownership; proposed approvals workflow; and implementation of the PPM Governance Project Plan Jan 2020 – Dec 2020.

Progress to date was as follows:

- January and February - Review of major projects performance.
- March and April - Governance issues agreed.
- May and June - Consultation with key stakeholders.

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- July and August - Pilot of new governance tools.
- September and October - Delivery of training and business change.
- November and December - Handover and close.

The definitions of projects, programmes and portfolios, which were separate aspects of projects and related disciplines, were explained. Project management was the management of budget, schedule and resources to deliver required capabilities. Programme management was the grouping of projects into a programme that were necessary and sufficient to achieve desired business outcomes and create value. Portfolio management was the objective comparison and selection of investments to optimise business value by proactive monitoring, management and adjustment of the portfolio of investments to maintain business alignment. These sought to achieve the desired outcomes effectively and efficiently in the correct right way.

Possible PPM governance issues were the absence of mandates, unified lifecycles, robust business cases, audit trails for decision-making, standardised methodologies and clear transparent pipelines of work. The impact of these could include: unclear problem definition, outcomes required, scope, strategic alignment or priority; lack of ability to direct and control the project; absence of a robust rationale for proceeding with no baseline to manage delivery, change or resources and inability to know longer term cost implications; misdirection and misunderstanding; stakeholder challenge, friction and delays; project manager frustration and low morale; and inability for enablers such as finance and procurement to engage sufficiently early in the project lifecycle.

The benefits of improved PPM governance included improved value for money; reduced financial losses by not investing in poorly scoped projects not resourced for delivery; avoidance of ambiguity, scope creep and increasing costs; improved engagement with councillors and key external stakeholders for strategic direction and coherent support; transparency of delivery plan and pipeline to improve alignment with key stakeholder views to prevent costly delays; ability to engage enablers in the Council's Resource Directorate and other key stakeholders earlier in the process; reduced time spent reporting and resolving issues; improved performance and morale for those seeking to deliver projects and change; and enhanced council communications and reputation for delivery.

Common project lifecycle and approval gates, which required approval of certain documentation, consisted of radar awareness of the need for a project, initiation, feasibility, design, procurement, delivery, handover, closure and post project evaluation of the effectiveness of delivery.

All projects were triggered as a result of an initiative for improvement or a requirement to solve a problem and required a mandate. The purpose of a mandate was to ensure a controlled commencement, middle stage and conclusion of a project and it provided the terms of reference for the proposed project in addition to identifying the owner and governance arrangements. A mandate would clearly articulate the problem or initiative, convey the importance, complexity, scale and any assumptions regarding the proposed project and should be generated by those with the appropriate level of understanding, authority and information. A business case was created based on the information contained in the mandate and assessed against it. The amount of work effort expended would depend upon the level of complexity and detail required to convey the problem or initiative. Further discussion would be required in the event that key stakeholders did not agree with a mandate. When the information upon which a mandate was based changed, this could lead to reconsidering or ceasing the project triggering a premature closure, possibly resulting in a new mandate and business case.



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There was an accountability matrix which identified Directors' / Service Leaders' areas of accountability in relation to assets, housing, parks, parking, leisure, and regeneration and infrastructure.

The proposed approvals workflow diagram identified the approval stages of the mandate approval process which consisted of review by governance, enablers, Service Leaders, the Corporate Management Team, the Executive / Management Team Liaison Group, the EABs and the Executive leading to the commencement of the business case and onward reporting process.

In terms of the implementation of the PPM Governance Project Plan Jan 2020 – Dec 2020, the Governance and Stakeholders, Governance Product Development, training delivery, and PPM framework and integrated reporting elements were largely completed or on schedule to date. However, the preparation of Service Plans 2020/21 was considered to be at risk of meeting its timelines and the mandates and business cases (pipeline) for the delivery of the Spectrum, Cathedral Walk, Stoke Park and Guildford Park projects were at risk or overdue.

The following points arose from related questions, comments and discussion:

- Project timelines and speed of delivery were a source of some concern and it was suggested that further consideration be given to identifying alternative project management tools and methodologies, such as Agile, Waterfall or Scrum, including a possible hybrid approach, to achieve a more rapid and responsive system.
- Training for all involved in project management was welcomed.
- Engagement of project managers and a structured approach were necessary to deliver projects effectively.
- Distancing of projects from Service Leaders and their capacity and skill set to pursue several projects at once were perceived as possible issues. However, understanding of processes, structures and behaviours would enhance engagement. It was felt that project leaders could possibly manage two or three projects simultaneously depending upon the size, scale, lifecycle stages and complementary nature of the projects in question.
- Projects were affected by some uncertainty and change associated with the Coronavirus and also shifts in political and strategic policy direction.
- Continuity of relevant councillor and officer involvement would be beneficial, particularly in the case of more significant projects. However, mandates and business cases gave assurances and should assist new officers and councillors to adopt and pursue projects in the full knowledge of why they were selected and what they sought to achieve.
- Although it was possible to discontinue a project if that was felt to be the best outcome, project cancellation became more difficult to pursue over time as more resources were invested.
- A more concise approach to the presentation of project documentation was welcomed as lengthy detailed papers were time consuming to prepare and read. This could be achieved through mandates which distilled information to a level required for transparent decision-making.

The Strategy and Communications Manager confirmed that this PPM governance project was a pilot and was therefore constantly evolving and that the following views expressed by the EAB to inform its development would be taken into account by officers and forwarded to the relevant Lead Councillor(s) where appropriate:

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- Training for all involved in project management was welcomed and should be pursued.
- Further consideration should be given to identifying alternative project management tools, methodologies and disciplines, including a possible hybrid approach, to avoid delays in project delivery by ensuring use of a rapid and responsive system to speed project timelines and decision-making.
- There should be awareness of the project management effects of, or on, the Future Guildford programme.
- Project continuity should be preserved with the involvement of the same officers and councillors where possible, particularly in the case of major projects.
- A concise approach to the presentation of project documentation should be adopted in the interests of readability, clarity and transparency of decision-making.

**SR5 EXECUTIVE FORWARD PLAN**

It was noted that the Cathedral Walk Mandate item had been delayed owing to the need to obtain further information.

**SR6 EAB WORK PROGRAMME**

The EAB's Work Programme was noted without comment.

The meeting finished at 8.20 pm

Signed .....

Date .....

Chairman



## THE FORWARD PLAN

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

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

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

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

#### Key decisions

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

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

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

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

#### Availability of reports and other documents

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

### **Taking decisions in private**

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

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

James Whiteman  
Managing Director

Guildford Borough Council  
Millmead House  
Millmead Guildford  
GU2 4BB

Dated: 27 April 2021

### **Special Arrangements to be put in place during Coronavirus crisis**

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

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

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

**SCHEDULE**

**COUNCIL: 19 May 2021 (Joint Annual and Selection Council Meeting)**

<b>Subject</b>	<b>Decision to be taken</b>	<b>Is the matter to be dealt with in private?</b>	<b>Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.</b>	<b>Contact Officer</b>
Election of Mayor and appointment of Deputy Mayor 2021-22	To elect a Mayor and appoint a Deputy Mayor for the municipal year 2021-22.	No	Report to Council (19/05/2021)	John Armstrong 01483 444102 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>
Appointment of Honorary Remembrancer 2021-22	To appoint the Honorary Remembrancer for the municipal year 2021-22	No	Report to Council (19/05/2021)	John Armstrong 01483 444102 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>
Appointments to committees 2021-22	To agree the numerical allocation of seats to political groups on committees and to agree the membership and (where appropriate) substitute membership of those committees, including the election of committee chairmen and vice-chairmen	No	Report to Council (19/05/2021)	John Armstrong 01483 444102 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>
Appointments to outside bodies 2021-22	To agree the appointment to outside bodies 2021-22	No	Report to Council (19/05/2021)	Carrie Anderson 01483 444078 <a href="mailto:carrie.anderson@guildford.gov.uk">carrie.anderson@guildford.gov.uk</a>

Lovelace, Puttenham and Send Neighbourhood Plans	To adopt the Lovelace, Puttenham and Send Neighbourhood Plans.	No	Report to Council (18/05/2021)	Dan Knowles 01483 444605 <a href="mailto:dan.knowles@guildford.gov.uk">dan.knowles@guildford.gov.uk</a>
The Council's Constitution: Review of Procurement Procedure Rules	To review and update the Procurement Procedure Rules.	No	Report to Council (18/05/2021) Incorporating comments/ recommendations of Corporate Governance and Standards Committee (22/4/2021)	Faye Gould 01483 444120 <a href="mailto:faye.gould@guildford.gov.uk">faye.gould@guildford.gov.uk</a>
Councillors' Code of Conduct	To agree the wording in the Code of Conduct respect of acceptance of gifts and hospitality	No	Report to Council (18/05/2021)	John Armstrong 01483 444102 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>

**EXECUTIVE: 25 May 2021**

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*  Page 15	Guildford Economic Regeneration Programme (GERP)	The Executive is asked to endorse -  1. The Guildford Economic Regeneration Gateway 1 Report 2. Approval of the Report Recommendations 3. Approval of budget for Gateway 2 workstreams	No	Report to Executive (25/05/2021)	Michael Lee-Dickson 01483 444123 <a href="mailto:michael-lee.dickson@guildford.gov.uk">michael-lee.dickson@guildford.gov.uk</a>
	Surrey Leaders' Group Nominations 2021-22	To receive nominations to the following outside bodies from 2021-22:  1. The High Sheriff's Award 2. The SCC Pension Fund 3. The Active Surrey Sports Partner Forum 4. The Surrey Civilian Military Partnership	No	Report to Executive (25/05/2021)	John Armstrong 01483 444102 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>

**EXECUTIVE: 22 June 2021**

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*	Annual Governance Statement 2020-21	To adopt the Council's Annual Governance Statement for 2020-21	No	Report to Executive (22/06/2021) incorporating comments/ recommendations of Corporate Governance and Standards Committee (17/06/2021)	John Armstrong 01483 444102 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>
Page 16	Capital and Investment outturn report 2020-21	To recommend the approval of the Capital and Investment outturn report 2020-21 to Council at its meeting in July 2021.	No	Report to Executive (22/06/2021) Incorporating comments/ Recommendations of Corporate Governance and Standards Committee (17/06/2021) and Council (27/07/2021)	Victoria Worsfold 01483 444834 <a href="mailto:victoria.worsfold@guildford.gov.uk">victoria.worsfold@guildford.gov.uk</a>

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

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*	Savings Strategy	To consider the progress and implementation of the Council's savings strategy.	No	Report to Executive (22/06/2021) Incorporating comments/recommendations of Strategy and Resources EAB (14/06/2021)	Steve Benbough 01483 444052 <a href="mailto:stephen.benbough@guildford.gov.uk">stephen.benbough@guildford.gov.uk</a>

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**EXECUTIVE: 20 July 2021**

<b>Key Decision (asterisk indicates that the decision is a key decision)</b>	<b>Subject</b>	<b>Decision to be taken</b>	<b>Is the matter to be dealt with in private?</b>	<b>Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.</b>	<b>Contact Officer</b>
*	Guildford West Station	GRIP 3 Outcome report (update report) and future procurement of GRIP stages.	No	Report to Executive (20/07/2021)	Mike Miles 01483 444077 <a href="mailto:mike.miles@guildford.gov.uk">mike.miles@guildford.gov.uk</a>

**COUNCIL: 28 July 2021**

<b>Subject</b>	<b>Decision to be taken</b>	<b>Is the matter to be dealt with in private?</b>	<b>Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.</b>	<b>Contact Officer</b>
Capital and Investment outturn report 2020-21	To approve the Capital and Investment outturn report 2020-21.	No	Report to Council (28/07/2021) Incorporating comments/ recommendations of Corporate Governance and Standards Committee (17/06/2021) Executive (22/06/2021)	Victoria Worsfold 01483 444834 <a href="mailto:victoria.worsfold@guildford.gov.uk">victoria.worsfold@guildford.gov.uk</a>
Modern Slavery Policy	To consider the implementation of this policy.	No	Report to Council (28/7/2021) Incorporating comments/ recommendations of Overview and Scrutiny Committee (8/6/2021)	Faye Gould 01483 444120 <a href="mailto:faye.gould@guildford.gov.uk">faye.gould@guildford.gov.uk</a>

**EXECUTIVE: 24 August 2021**

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

**EXECUTIVE: 21 September 2021**

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
	Policy on Debt Recovery	To develop a policy on how the Council manages debt recovery	No	Report to Executive (21/09/2021) Incorporating comments/recommendations of Service Delivery EAB (09/09/2021)	Siobhan Rumble 01483 444296 <a href="mailto:siobhan.rumble@guildford.gov.uk">siobhan.rumble@guildford.gov.uk</a> Belinda Hayden 01483 444867 <a href="mailto:belinda.hayden@guildford.gov.uk">belinda.hayden@guildford.gov.uk</a>
Page 22	Council Tax CAB Protocol	To consider and approve the protocol.	No	Report to Executive (21/09/2021) Incorporating comments/recommendations of Service Delivery EAB (09/09/2021)	Belinda Hayden 01483 444867 <a href="mailto:belinda.hayden@guildford.gov.uk">belinda.hayden@guildford.gov.uk</a>

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**SPECIAL MEETING OF EXECUTIVE: 30 September 2021**

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*	Local Plan Panel	To consider the Regulation 19 proposed submission plan.	No	Report to Executive (30/09/2021) Incorporating comments/recommendations of Joint EAB (20/09/2021)	Stuart Harrison 01483 444512 <a href="mailto:stuart.harrison@guildford.gov.uk">stuart.harrison@guildford.gov.uk</a>

**EXTRAORDINARY MEETING OF COUNCIL: 30 September 2021**

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Local Plan Panel	To recommend to Council the approval of the Regulation 19 proposed submission plan.	No	Report to Council (30/09/2021) Incorporating comments/recommendations of Joint EAB (20/09/2021) and Executive (30/09/2021)	Stuart Harrison 01483 444512 <a href="mailto:stuart.harrison@guildford.gov.uk">stuart.harrison@guildford.gov.uk</a>

**COUNCIL: 5 October 2021**

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
The Council's Constitution: Review of Financial Procedure Rules	To review and update the Financial Procedure Rules	No	Report to Council (05/10/2021) Incorporating comments/recommendations of Corporate Governance and Standards Committee (23/09/2021)	Victoria Worsfold 01483 444834 <a href="mailto:victoria.worsfold@guildford.gov.uk">victoria.worsfold@guildford.gov.uk</a>

**COUNCIL: 26 October 2021**

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



**EXECUTIVE: 23 November 2021**

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

**COUNCIL: 7 December 2021**

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

**EXECUTIVE: 4 January 2022**

<b>Key Decision (asterisk indicates that the decision is a key decision)</b>	<b>Subject</b>	<b>Decision to be taken</b>	<b>Is the matter to be dealt with in private?</b>	<b>Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.</b>	<b>Contact Officer</b>
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**EXECUTIVE: 25 January 2022**

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Page 27	Annual Audit Letter 2020-21	To approve the Annual Audit Letter 2020-21.	No	Report to Executive (25/01/2022) Incorporating comments/ Recommendations of Corporate Governance and Standards Committee (20/01/2022)	Claire Morris 01483 444827 <a href="mailto:claire.morris@guildford.gov.uk">claire.morris@guildford.gov.uk</a>
	Capital and Investment Strategy (2022-23 to 2025-26)	To recommend to Council the approval of the Capital and Investment Strategy (2022-23 to 2025-26)	No	Report to Executive (25/01/2022) and Council (09/02/2022) Incorporating comments/ Recommendations of Joint EAB (10/01/2022) Corporate Governance and Standards Committee (20/01/2022)	Victoria Worsfold 01483 444834 <a href="mailto:victoria.worsfold@guildford.gov.uk">victoria.worsfold@guildford.gov.uk</a>

	Housing Revenue Account Budget 2022-23	To recommend to Council approval of the HRA Revenue estimates, associated fees and charges, changes to rents of Council dwellings and approval of Housing Capital Programme for 2022-23.	No	Report to Executive (25/01/2022) incorporating comments/ recommendations of the Joint EAB (10/01/2022) and Council (09/02/2022)	Victoria Worsfold 01483 444834 <a href="mailto:victoria.worsfold@guildford.gov.uk">victoria.worsfold@guildford.gov.uk</a>
Page 28	Business Planning – General Fund Budget 2022-23	<p>To recommend to Council:</p> <ul style="list-style-type: none"> <li>• Approval of the general fund revenue budget for 2022-23</li> <li>• Agreement of a council tax requirement for 2022-23</li> <li>• Declaration of any surplus/deficit on the collection fund</li> </ul>	No	Report to Executive (25/01/2022) Incorporating comments/ Recommendations of Joint EAB (10/01/2022) and Council (09/02/2022)	Victoria Worsfold 01483 444834 <a href="mailto:victoria.worsfold@guildford.gov.uk">victoria.worsfold@guildford.gov.uk</a>

Agenda item number: 6

**COUNCIL: 9 February 2022 (Budget Council)**

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

Pay Policy Statement 2022-23	To approve the Pay Policy Statement 2022-23	No	Report to Council (09/02/2022)	Francesca Smith 01483 444014 <a href="mailto:francesca.smith@guildford.gov.uk">francesca.smith@guildford.gov.uk</a>
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Agenda item number: 6

**EXECUTIVE: 22 February 2022**

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

**COUNCIL: 23 February 2022 (Reserve Budget Date)**

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

**EXECUTIVE: 22 March 2022**

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

**COUNCIL: 5 April 2022**

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

Agenda item number: 6

**EXECUTIVE: 26 April 2022**

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



**COUNCIL: 11 May 2022 (Annual Council Meeting)**

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

**UNSCHEDULED ITEMS – EXECUTIVE/COUNCIL**

Agenda item number:

Key Decision (asterisk indicates that the decision is likely to be a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*	Bridges – Inspection and Remedial Work	(1) To approve appointment of consultants to: (a) carry out inspections (b) cost immediate and long-term works (c) advise on future inspection frequency  (2) To approve works that arise from inspections (a) Move money from provisional to approved capital programme.	No	Report to Executive	Helen Buck 01483 444720 <a href="mailto:helen.buck@guildford.gov.uk">helen.buck@guildford.gov.uk</a>
*	Local Plan Panel	To consider the Regulation 19 proposed submission plan.	No	Special Meeting of Executive and Council (September 2021 to be scheduled)	Stuart Harrison 01483 444512 <a href="mailto:stuart.harrison@guildford.gov.uk">stuart.harrison@guildford.gov.uk</a>
u	New Corporate Priorities and Corporate Plan	To consider the schedule for the adoption of the new Corporate Plan.	No	Report to Executive	Steve Benbough 01483 444052 <a href="mailto:stephen.benbough@guildford.gov.uk">stephen.benbough@guildford.gov.uk</a>

Key Decision (asterisk indicates that the decision is likely to be a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
u	The Housing Allocation Scheme	Executive to agree updated scheme for Housing Allocation.	No	Report to Executive Incorporating comments/ Recommendations of Service Delivery EAB	Siobhan Kennedy 01483 444247 <a href="mailto:siobhan.kennedy@guildford.gov.uk">siobhan.kennedy@guildford.gov.uk</a>
*u	New Housing Strategy (including Homelessness Prevention and Rough Sleeping Strategies) 2020-2025	To develop a new housing strategy to include the statutory elements of homelessness prevention and rough sleeping.	No	Report to Executive Incorporating comments/ Recommendations of Service Delivery EAB	Siobhan Kennedy 01483 444247 <a href="mailto:siobhan.kennedy@guildford.gov.uk">siobhan.kennedy@guildford.gov.uk</a>
u	Sutherland Memorial Park	To renew the lease to Guildford City Youth Project  <i>Under review.</i>	No	Executive Shareholder and Trustee Committee	Beejal Soni 01483 444036 <a href="mailto:beejal.soni@guildford.gov.uk">beejal.soni@guildford.gov.uk</a>
u	Foxenden Tunnels	To consider the potential alternative future uses of the Shelter, possibly including a heritage element.  <i>This project is completely dependent on the Covid19 situation, Consequently, the project has been deferred. No date.</i>	No	Executive Shareholder and Trustee Committee (TBA)	Scott Jagdeo 01483 444586 <a href="mailto:scott.jagdeo@guildford.gov.uk">scott.jagdeo@guildford.gov.uk</a>

Key Decision (asterisk indicates that the decision is likely to be a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision- maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
u	Charging for Regulatory Services	To consider proposal to charge for pre- application advice.  <i>Not a priority at this time.</i>	No	Executive	Justine Fuller 01483 444370 <a href="mailto:Justine.fuller@guildford.gov.uk">Justine.fuller@guildford.gov.uk</a>
*u	Transfer of Gosden Common to Bramley Parish Council	To consider and approve the transfer of Gosden Common to Bramley Parish Council –  <i>Officers are obtaining a legal quote for specialist legal advice so the item can be progressed.</i>	No	Executive	Fiona Williams 01483 444999 <a href="mailto:fiona.williams@guildford.gov.uk">fiona.williams@guildford.gov.uk</a>

Agenda item number: 6

Key Decision (asterisk indicates that the decision is likely to be a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*u	Surrey Waste Partnership – Inter Authority Agreement	To confirm the formation of a Joint Committee to replace the Surrey Waste Partnership, to seek sign up to a relevant IAA and to agree what decisions around waste and what services we want delivered via a joint approach.  <i>Report estimated Spring 2022.</i>	No	Executive	Chris Wheeler 01483 445030 <a href="mailto:chris.wheeler@guildford.gov.uk">chris.wheeler@guildford.gov.uk</a>
*u	Resurfacing of Westfield and Moorfield Roads	To agree the budget to be transferred from the provisional to the approved budget.  <i>Currently waiting for the completion of phase 1, following which a review will be made relating to programme for phase 2.</i>	No	Executive	Michael Lee-Dickson 01483 445123 <a href="mailto:michael.lee-dickson@guildford.gov.uk">michael.lee-dickson@guildford.gov.uk</a>
*u	Industrial Estates	To consider strategies for the future development of individual industrial estates  <i>Report estimated 2022.</i>	No	Report to Executive Incorporating comments/ recommendations of Strategy and Resources EAB	Melissa Bromham 01483 444587 <a href="mailto:melissa.bromham@guildford.gov.uk">melissa.bromham@guildford.gov.uk</a>
*u	Future Residential Housing developments (HRA)	To consider proposals on a site by site basis <i>Awaiting officer advice.</i>	No	Report to Executive	Ian Doyle 01483 444669 <a href="mailto:ian.doyle@guildford.gov.uk">ian.doyle@guildford.gov.uk</a>
*u	Community Infrastructure Levy Charging Schedule	To adopt the Community Infrastructure Levy Charging Schedule  <i>No schedule yet.</i>	No	Report to Executive Incorporating comments/ recommendations of Guildford Joint Committee	Stuart Harrison 01483 444512 <a href="mailto:stuart.harrison@guildford.gov.uk">stuart.harrison@guildford.gov.uk</a>

Key Decision (asterisk indicates that the decision is likely to be a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*u	Marketing Requirements SPD	To adopt the Marketing Requirements SPD  No schedule yet.	No	Report to Executive	Gavin Stonham 01483 444464 <a href="mailto:gavin.stonham@guildford.gov.uk">gavin.stonham@guildford.gov.uk</a>
*u	Planning Contributions SPD	To adopt the Planning Contributions SPD  <i>No schedule yet.</i>	No	Report to Executive	Stuart Harrison 01483 444512 <a href="mailto:stuart.harrison@guildford.gov.uk">stuart.harrison@guildford.gov.uk</a>
*u	Green and Blue Infrastructure SPD	To adopt the Green and Blue Infrastructure SPD.  <i>No schedule yet.</i>	No	Report to Executive	Dan Knowles 01483 444605 <a href="mailto:dan.knowles@guildford.gov.uk">dan.knowles@guildford.gov.uk</a>
*u	Green Belt SPD	To adopt the Green Belt SPD  <i>No schedule yet.</i>	No	Report to Executive	Laura Howard 01483 444626 <a href="mailto:laura.howard@guildford.gov.uk">laura.howard@guildford.gov.uk</a>
*u	Review of Refuse and Recycling Service	<ul style="list-style-type: none"> <li>• To report back on Phase 2 of the review</li> <li>• To agree future waste collection methodology</li> </ul> <i>Report estimated Autumn 2021.</i>	No	Report to Executive incorporating comments/ recommendations from Service Delivery EAB	Chris Wheeler 01483 445030 <a href="mailto:chris.wheeler@guildford.gov.uk">chris.wheeler@guildford.gov.uk</a>

Agenda item number: 6

**UNSCHEDULED ITEMS – GUILDFORD JOINT COMMITTEE**

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

**SCHEDULE 2**

**MEMBERSHIP OF THE BOROUGH COUNCIL'S EXECUTIVE**

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

<b>Councillor</b>	<b>Areas of Responsibility</b>
<p><b>Leader of the Council and Lead Councillor for Service Delivery</b></p> <p>Councillor Joss Bigmore c/o Guildford Borough Council Millmead House Millmead Guildford GU2 4BB</p> <p>(Christchurch Ward)</p>	<p>Customer Service, Governance including corporate Health and Safety, Future Guildford, Human Resources, Partnerships, Web Services, Corporate Strategy and Communications</p>
<p><b>Deputy Leader of the Council and Lead Councillor for Climate Change</b></p> <p>Councillor Jan Harwood c/o Guildford Borough Council Millmead House Millmead Surrey GU2 4BB</p> <p>(Merrow Ward)</p>	<p>Innovation, Strategic Planning, Sustainable Transport, Housing Delivery</p>
<p><b>Lead Councillor for Resources</b></p> <p>Councillor Tim Anderson c/o Guildford Borough Council Millmead House Millmead Guildford GU2 4BB</p> <p>(Clandon &amp; Horsley Ward)</p>	<p>Finance, Commercial Asset Management, Procurement</p>
<p><b>Lead Councillor for Development Management</b></p> <p>Councillor Tom Hunt c/o Guildford Borough Council Millmead House Millmead Surrey GU2 4BB</p> <p>(Friary &amp; St.Nicolas Ward)</p>	<p>Development Control and Enforcement</p>



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

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EXECUTIVE ADVISORY BOARD WORK PROGRAMME

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

**STRATEGY AND RESOURCES EXECUTIVE ADVISORY BOARD**

<b>14 JUNE 2021</b>					
<b>Item</b>	<b>Additional information</b>	<b>Corporate Plan Priority</b>	<b>Relevant Lead Councillor(s)</b>	<b>Lead officer</b>	<b>Target completion</b>
Fundamental Review of the Local Council Tax Support Scheme	To contribute to the Fundamental Review of the Council Tax Support Scheme.	No	Cllr Tim Anderson	Belinda Hayden, Exchequer Services Manager	2021
Savings Strategy	Progress and implementation of the Council's Savings Strategy.	No	Cllr Tim Anderson	Claire Morris, Resources Director	
<b>9 AUGUST 2021</b>					
<b>Item</b>	<b>Additional information</b>	<b>Corporate Plan Priority</b>	<b>Relevant Lead Councillor(s)</b>	<b>Lead officer</b>	<b>Target completion</b>
<b>11 OCTOBER 2021</b>					
<b>Item</b>	<b>Additional information</b>	<b>Corporate Plan Priority</b>	<b>Relevant Lead Councillor(s)</b>	<b>Lead officer</b>	<b>Target completion</b>
<b>6 DECEMBER 2021</b>					
<b>Item</b>	<b>Additional information</b>	<b>Corporate Plan Priority</b>	<b>Relevant Lead Councillor(s)</b>	<b>Lead officer</b>	<b>Target completion</b>
<b>7 FEBRUARY 2022</b>					
<b>Item</b>	<b>Additional information</b>	<b>Corporate Plan Priority</b>	<b>Relevant Lead Councillor(s)</b>	<b>Lead officer</b>	<b>Target completion</b>
<b>4 APRIL 2022</b>					
<b>Item</b>	<b>Additional information</b>	<b>Corporate Plan Priority</b>	<b>Relevant Lead Councillor(s)</b>	<b>Lead officer</b>	<b>Target completion</b>

EXECUTIVE ADVISORY BOARD WORK PROGRAMME

**JOINT EXECUTIVE ADVISORY BOARD**

<b>20 SEPTEMBER 2021</b>					
<b>Item</b>	<b>Additional information</b>	<b>Corporate Plan Priority</b>	<b>Relevant Lead Councillor(s)</b>	<b>Lead officer</b>	<b>Target completion</b>
Local Plan Development Management Policies	To consider the Regulation 19 proposed submission plan.	Yes	Cllr Jan Harwood	Stuart Harrison, Planning Policy Manager	
<b>11 NOVEMBER 2021</b>					
<b>Item</b>	<b>Additional information</b>	<b>Corporate Plan Priority</b>	<b>Relevant Lead Councillor(s)</b>	<b>Lead officer</b>	<b>Target completion</b>
Business Planning - General Fund Outline Budget 2022-23	To consider the outline budget and submit comments to the Executive	No	Cllr Tim Anderson	Claire Morris Resources Director	February 2022
<b>10 JANUARY 2022</b>					
<b>Item</b>	<b>Additional information</b>	<b>Corporate Plan Priority</b>	<b>Relevant Lead Councillor(s)</b>	<b>Lead officer</b>	<b>Target completion</b>
Housing Revenue Account Draft Budget 2022-23	To consider the Draft HRA budget and submit comments to the Executive.	No	Cllr Julia McShane / Cllr Tim Anderson	Ian Doyle Service Delivery Director	February 2022
Capital and Investment Strategy 2022-23 to 2026-27	To consider the Draft Capital and Investment Strategy and submit comments to the Executive.	No	Cllr Tim Anderson	Victoria Worsfold Lead Specialist - Finance	February 2022

EXECUTIVE ADVISORY BOARD WORK PROGRAMME

**UNSCHEDULED ITEMS**

**Strategy and Resources Executive Advisory Board**

<b>Item</b>	<b>Additional information</b>	<b>Corporate Plan Priority?</b>	<b>Relevant Lead Councillor(s)</b>	<b>Lead officer</b>	<b>Target completion</b>
Implications for Guildford of the 'Surrey Infrastructure Study'	The Surrey Infrastructure Study will be reviewed in the near future and to input into this at that stage.	Yes	Cllr Jan Harwood	Strategic Services Director	
Supplementary Planning Documents (SPDs)  <i>(There is currently no schedule for the SPD's preparation.)</i>	To consider the Planning Contributions, Green & Blue Infrastructure, Greenbelt and Parking SPDs developed to support the Local Plan.	No	Cllr Jan Harwood	Stuart Harrison, Policy Lead – Planning Policy	
Creation of Guildford Energy Company	To consider creating a Guildford energy company.	No	Cllr Jan Harwood	Head of Asset Management (Climate Change Lead)	
Industrial Estates  <i>(Report anticipated 2022.)</i>	To consider strategies for the future development of individual industrial estates.	Yes	Cllr Tim Anderson	Melissa Bromham Investment Property Manager	
Bright Hill and Guildford Park Road, Guildford.	To consider emerging plans for Bright Hill and Guildford Park Road.	No	Cllr John Rigg	Michael Lee-Dickson, SARP Regeneration Lead	
Car Free Day  <i>(Suggestion raised by a petition heard by Guildford Joint Committee. This will need joint co-ordination and support.)</i>	To consider proposals for a car free day in Guildford.	No	Cllr Jan Harwood	Jointly with Surrey County Council.	

EXECUTIVE ADVISORY BOARD WORK PROGRAMME

**Joint Executive Advisory Board**

<b>Item</b>	<b>Additional information</b>	<b>Corporate Plan Priority?</b>	<b>Relevant Lead Councillor(s)</b>	<b>Lead officer</b>	<b>Target completion</b>
Guildford Economic Regeneration (GER) Programme	To consider the economic regeneration of Guildford.	Yes	Cllr John Rigg	Michael Lee-Dickson, SARP Regeneration Lead	
North Street, Guildford, Development Site	To receive a briefing in respect of the North Street Development Site scheme.	Yes	Cllr John Rigg	Andrew Tyldesley, Town Centre Development Lead	
Sutherland Memorial Park	To consider the possible development of a masterplan for the Park to ensure a holistic approach.	No	Cllr John Redpath	Damien Cannell, Asset and Property Manager	