



**STATEMENT OF EXECUTIVE DECISIONS**

Tuesday 20 July 2021

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

**Members of the Executive**

Chairman:

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

Vice-Chairman:

\* Councillor Jan Harwood  
(Deputy Leader of the Council and Lead Councillor for Climate Change)

\* Councillor Tim Anderson, (Lead Councillor for Resources)  
Councillor Tom Hunt, (Lead Councillor for Development Management)  
\* Councillor Julia McShane, (Lead Councillor for Community and Housing)  
\* Councillor John Redpath, (Lead Councillor for Economy)  
\* Councillor John Rigg, (Lead Councillor for Regeneration)  
\* Councillor James Steel, (Lead Councillor for Environment)

\*Present

Councillors Chris Blow, Angela Gunning, Ramsey Nagaty, and Paul Spooner were also in attendance.

**Agenda  
Item No.**

**Officer(s) to  
action Item**

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Tom Hunt.

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

There were no disclosures of interest.

**3. MINUTES**

The minutes of the meeting held on 20 April 2021 were confirmed as correct record. The Chairman signed the minutes.

#### 4. LEADER'S ANNOUNCEMENTS

The Leader commented that having spent some time in Guildford High Street yesterday, both shopping and dining, he had been reassured to see most people still adhering to behaviour limiting the spread of Coronavirus. As at 16 July, Guildford had 235 Covid cases per 100,000 people – which was lower than the Surrey average of 294 and the national average of 386. Hospital admissions remained low but were increasing - averaging 7 admissions per day in the county over the last week.

As announced last week, the vaccination centre at G Live would close on 31 July having vaccinated 170,000 people; a temporary facility would open at George Abbot School before the opening of a new centre at the Artington Park and Ride site in August.

The Leader urged everyone to be vaccinated, as it was our best defence against the virus, and noted that there were still drop-in slots available.

The Leader reported that the Council was asking all residents to submit the names of loved ones who lost their lives in active service since the end of WWII to go on a special Memorial for Guildford. Further information could be obtained from [civicsecretary@guildford.gov.uk](mailto:civicsecretary@guildford.gov.uk).

MyGuildford was the new one-stop-shop to access a range of our services in one place on our website. Subscribers can make requests, track progress, view bills and update details. Over 5,500 resident had joined already. Information on how to register was available via [my.guildford.gov.uk](http://my.guildford.gov.uk).

Our Park Barn Community Centre had been relaunched as The Hive and everyone was welcome – we have a fantastic café and amazing cakes, a Community Fridge with free fresh food, and our 'Thrive at the Hive' service had pre-loved clothes, toys and homeware available to buy. Further details were available via our Community Wellbeing Team on social media, call 01483 444150 or email [Community.Wellbeing@guildford.gov.uk](mailto:Community.Wellbeing@guildford.gov.uk).

The Leader also informed councillors that Keep Britain Tidy's 'Love Parks Week' would begin on 23 July and, as schools break up, and residents were encouraged to use our award-winning parks and green spaces to enjoy the good weather and help their physical and mental health, but were requested to ensure that they either use the litter bins provided or take their rubbish home.

#### 5. COMMUNITY SPONSORSHIP PROGRAMMES

##### Decision:

- (1) To delegate authority to the Director of Service Delivery in consultation with the Lead Councillor for Housing and Community to give consent to future community sponsorship applications as part of the vulnerable persons resettlement scheme, subject to them meeting Home Office criteria.

Samantha  
Hutchison

- (2) To authorise the Head of Community Services to progress arrangements for consented community sponsorship with the Home Office and with Resettle@Guildford.

Reasons:

- The resettlement of refugee households in Guildford adds to the diversity of the area and the household will have the opportunity in the long term to contribute to the local economy through employment and voluntary work. This results in a vibrant local economy with thriving towns and villages. The VPRS and Community Sponsorship Scheme present opportunities to promote community spirit, to encourage individuals and families to welcome and support refugee households and to be more resilient in times of need.
- In granting delegated authority to the Director of Service Delivery in consultation with the Lead Member to give consent to community sponsors (such as Resettle@Guildford) alongside authorisation to the Head of Community Services to progress applications with the Home Office, this process can work efficiently and swiftly for the benefit of our communities.

Other options considered and rejected by the Executive:

None

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

None

**6. PRIORITY LIST OF HIGHWAY AND TRANSPORT SCHEMES CRITICAL TO LOCAL PLAN DELIVERY**

Decision:

That consideration of this matter be deferred to the next meeting of the Executive to be held on 24 August 2021.

Martin  
Knowles

Reason for Recommendation:

To enable the matter to be considered by the Strategy and Resources EAB on 9 August 2021.

Other options considered and rejected by the Executive:

To consider the matter at this meeting.

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

None

**7. ANNUAL GOVERNANCE STATEMENT 2020-21**

Decision:

That the Council's Annual Governance Statement for 2020-21, as set out

John  
Armstrong

in Appendix 1 to the report submitted to the Executive, be commended to the Corporate Governance and Standards Committee for adoption at its meeting on 29 July 2021, subject to the following comments:

- (a) In Part A of the table in Section 3 of the AGS, the Corporate Governance & Standards Committee does not appear to have considered the Email Signature Guidance for Councillors proposed by the Corporate Governance Task Group.
- (b) In Part B of the table in Section 3 of the AGS, add the following:
  - “The Council has a petition scheme to enable anyone who lives, works, or studies in the borough to create paper petitions, or use the e-petition facility, to ask the Council to take action in respect of any matter on which we have functions, powers, or duties.”
- (c) The Corporate Governance and Standards Committee to receive a mid-year update report on significant governance issues that arose in the financial year relating to the AGS.

Reason:

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

Other options considered and rejected by the Executive:

None

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

None

NOTES:

- (a) Any decision marked “#” means that the item was deemed by the Managing Director and agreed by the Executive and Chairman of the Overview and Scrutiny Committee to be a matter of urgency for the reason indicated and, in accordance with Overview and Scrutiny Procedure Rule 17 (h), such decision takes effect immediately and is therefore *not* subject to the call-in procedure.
- (b) The call-in procedure is as follows:
  - (i) the Chairman of the Overview and Scrutiny Committee; or
  - (ii) a minimum of five members of the Councilmay require that a decision be referred to the Overview and Scrutiny Committee for review.
- (c) Councillors wishing to exercise their right to call-in a decision taken by the Executive must give notice in writing to the Democratic Services and Elections Manager. The reason for a councillor calling-in a decision shall accompany any such request and must meet one of the following criteria:
  - (a) that there was insufficient, misleading or inaccurate information available to the decision-maker;
  - (b) that all the relevant facts had not been taken into account and/or properly assessed;
  - (c) that the decision is contrary to the budget and policy framework and is not covered by urgency provisions; or
  - (d) that the decision is not in accordance with the decision-making principles set out in the Constitution.

Such notice should be marked for the attention of John Armstrong who can be contacted by e-mail on [john.armstrong@guildford.gov.uk](mailto:john.armstrong@guildford.gov.uk)

- (d) On receipt of a call-in request, the Monitoring Officer will decide, in consultation with the chairman of the Overview and Scrutiny Committee, whether it is valid and will notify the councillors concerned accordingly.
- (e) In the case of a valid call-in, the decision shall be referred to a special Call-in meeting of the Overview and Scrutiny Committee, which shall be held within 21 days of the decision on validity referred to in paragraph (d) above.
- (f) A decision marked with an asterisk denotes that the matter is a “Key Decision” which is defined in the Council’s Constitution as an executive decision:
  - (i) which is likely to result in significant expenditure or savings (of at least £200,000) having regard to the budget for the service or function to which the decision relates; or
  - (ii) which is likely to have a significant impact on two or more wards within the Borough.