

# GUILDFORD BOROUGH COUNCIL



## MOSELEY MAYOR

Contact Officer:

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

20 July 2021

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 in the **Council Chamber, Millmead House, Millmead, Guildford, Surrey GU2 4BB** on **WEDNESDAY 28 JULY 2021** commencing at 7.00 pm.



James Whiteman  
Managing Director

Millmead House  
Millmead  
Guildford  
Surrey GU2 4BB

[www.guildford.gov.uk](http://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:

- |                     |  |
|---------------------|--|
| <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.

<b>Time limits on speeches at full Council meetings:</b>	
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
Secunder 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
Secunder 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 - 20)**

To confirm the minutes of the combined Annual/Selection meeting of the Council held on 19 May 2021, and the minutes of the Extraordinary Meeting of the Council held on 6 July 2021.

### **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 (if any) from councillors of which due notice has been given.

8. **LOCAL GOVERNMENT COLLABORATION UPDATE** (Pages 21 - 66)
9. **PERIODIC ELECTORAL REVIEW OF GUILDFORD BOROUGH COUNCIL - WARDING PATTERNS SUBMISSION** (Pages 67 - 104)
10. **OVERVIEW & SCRUTINY ANNUAL REPORT 2020-21** (Pages 105 - 118)
11. **APPOINTMENT OF HONORARY ALDERMEN** (Pages 119 - 122)
12. **MINUTES OF THE EXECUTIVE/EXECUTIVE DECISIONS** (Pages 123 - 136)  
To receive and note the attached minutes of the meeting of the Executive held on 20 April 2021, together with the respective statements of executive decisions taken by the Leader on 25 May, by the Deputy Leader in the absence of the Leader on 22 June, and by the Leader on 6 July 2021.
13. **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

Draft Minutes of the forty-eighth Annual Meeting of Guildford Borough Council held at Guildford Baptist Church, Millmead, Guildford, Surrey, GU2 4BE on Wednesday 19 May 2021

- \* The Mayor, Councillor Richard Billington
- \* The Deputy Mayor, Councillor Marsha Moseley

- |                                  |                               |
|----------------------------------|-------------------------------|
| * 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 Guida Esteves       | * Councillor Maddy Redpath    |
| * Councillor Graham Eyre         | * Councillor John Rigg        |
| Councillor Andrew Gomm           | * Councillor Tony Rooth       |
| * Councillor Angela Goodwin      | * Councillor Will Salmon      |
| Councillor David Goodwin         | * Councillor Deborah Seabrook |
| * Councillor Angela Gunning      | * Councillor Pauline Searle   |
| Councillor Gillian Harwood       | * Councillor Paul Spooner     |
| * Councillor Jan Harwood         | * Councillor James Steel      |
| * Councillor Liz Hogger          | * Councillor Cait Taylor      |
| * Councillor Tom Hunt            | * Councillor James Walsh      |
| * Councillor Diana Jones         | * Councillor Fiona White      |
| Councillor Steven Lee            | * Councillor Keith Witham     |
| * Councillor Nigel Manning       | * Councillor Catherine Young  |

\*Present

Before proceeding to the principal business of the meeting:

- the Council observed a minute's silence in memory of former councillor Auriol Earle, who had passed away on 30 April 2021; and
- the Mayor received the reports of the Honorary Remembrancer for the municipal year 2019-20, and the municipal year just ending and conveyed to Mr Matthew Alexander, the Council's appreciation of his excellent and informative reports.

### **CO1 ELECTION OF MAYOR**

Upon the motion of Councillor Nigel Manning, seconded by Councillor Jo Randall, the Council unanimously

RESOLVED: That Councillor Marsha Moseley be elected Mayor for the municipal year 2021-22.

Councillor Richard Billington vacated the chair.

Having been invested with the Mayoral Chain of Office, Councillor Marsha Moseley made the statutory Declaration of Acceptance of Office and took the Oath of Allegiance. The Mayor then took the chair.

The Mayor asked the Council to record their appreciation of services rendered by the retiring Mayor, Councillor Richard Billington over the past two municipal years and invested him with the past Mayor's badge.

**CO2 APPOINTMENT OF DEPUTY MAYOR**

Upon the motion of The Mayor, Councillor Marsha Moseley, seconded by Councillor Richard Billington, the Council unanimously

RESOLVED: That Councillor Dennis Booth be appointed Deputy Mayor for the municipal year 2021-22.

Having been invested with the Deputy Mayor's Chain of Office, Councillor Dennis Booth made the statutory Declaration of Acceptance of Office and took the Oath of Allegiance.

**CO3 APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of Councillors Tim Anderson, David Bilbé, Andrew Gomm, David Goodwin, Gillian Harwood, and Steven Lee; Honorary Freeman Andrew Hodges, Jen Powell, and David Watts; Honorary Aldermen Mrs Catherine Cobley, Sarah Creedy, Jayne Marks, Terence Patrick, Lynda Strudwick, and Nick Sutcliffe; and the Honorary Recorder, His Honour Judge Robert Fraser.

**CO4 DISCLOSURES OF INTEREST**

There were no disclosures of interest.

**CO5 MINUTES**

The Council confirmed, as a correct record, the minutes of the meeting held on 13 April 2021. The Mayor signed the minutes.

**CO6 MAYOR'S COMMUNICATIONS**

The Mayor formally welcomed to the meeting the three new borough councillors for the Friary and St Nicolas, Pirbright, and Send wards, namely Councillors Cait Taylor, Keith Witham, and Guida Esteves respectively.

The Mayor informed councillors that whilst, in normal circumstances, the Council would hold the traditional Civic Service on the Sunday following the Annual Meeting, this year the Service would be held at 10am on Sunday 12 September 2021. The Civic Secretary would be sending invitations to this event to councillors, Honorary Freeman, and Honorary Aldermen shortly.

The Mayor indicated that she was very much looking forward to the resumption of mayoral engagements across the borough, and was delighted that her first face-to face engagement as Mayor, would be the re-opening of the Sime Gallery at Worplesdon Memorial Hall on Sunday 23 May.

Finally, the Mayor thanked the Guildford Baptist Church for kindly agreeing to host the meeting at relatively short notice, which was greatly appreciated.

**CO7 LEADER'S COMMUNICATIONS**

The Leader expressed his pleasure in seeing councillors in person noting that this was another milestone on the road to recovery from the pandemic. The gradual relaxation of restrictions had not yet resulted in unexpected consequence in our area and was pleased to see local businesses open and busy again. The Leader urged residents to shop and eat locally in support of those businesses over the coming months.

The Leader noted that whilst the vaccination programme continued at pace locally with over 75,000 residents of the Borough having received their first vaccination and nearly 40,000 already enjoying the protection of a second dose, there were still a significant number of people who had not yet received an injection and urged everyone to remain vigilant and observant of current restrictions.

The Leader thanked the Returning Officer, the electoral services team, and many other officers from across the Council on the successful delivery of the very complex and challenging series of elections and referendums on 6 May 2021.

**CO8 BY-ELECTIONS: RETURNING OFFICER'S REPORT**

The Council received the report of the Returning Officer upon the election of Borough Councillors to the Friary and St Nicolas, Pirbright, and Send wards held on Thursday 6 May 2021.

**CO9 MAYOR'S CHAPLAIN**

The Mayor announced the appointment of Reverend Canon Robert Cotton, Rector of Holy Trinity Church, Guildford, as her Chaplain for the 2021-22 municipal year.

**CO10 APPOINTMENT OF HONORARY REMEMBRANCER**

Upon the motion of the Mayor, Councillor Marsha Moseley, seconded by the Deputy Mayor, Councillor Dennis Booth, the Council unanimously

RESOLVED: That Mr Matthew Alexander be appointed Honorary Remembrancer for the municipal year 2021-22.

**CO11 PUBLIC PARTICIPATION**

No questions or requests to make statements had been received from the public.

**CO12 QUESTIONS FROM COUNCILLORS**

Councillor Catherine Young asked the Lead Councillor for Development Management, Councillor Tom Hunt, the following question:

*"The LGA Peer review on Guildford's planning process suggested that it would be appropriate to give a representative from our Parish Councils an automatic right to speak on major planning applications, in addition to ward councillors and public speakers. This is normal for many boroughs, and given that each ward is no longer represented on our Planning Committee, this would help re-establish a local link so that local knowledge and information about planning applications can be shared and taken on board as part of the committee process.*

*In view of the scale of development proposed across our ward in Clandon and Horsley, a number of our Parish Councils have expressed concern that they may not get an opportunity to speak as the places are limited to those who are quickest off the mark in terms of booking a slot.*

*Given that some important planning issues are coming forward in the short term (e.g. Wisley and Garlick's Arch), can I ask the Lead Councillor to ensure that planning procedures are amended with immediate effect, on a provisional basis subject to future ratification, to allow Parish Councils the automatic right to speak on each major application, to include windfall and applications proposing infilling?"*

The Lead Councillor's response was as follows:

*“Councillor Young correctly observes that the LGA Peer Review did consider that, in view of the great interest parish councils take in planning in Guildford and their wish for a permanent slot in public speaking at the Planning Committee, possible changes be made to Committee procedures to allow for this.*

*The Peer Review recommendations (including recommendation 11: “Review public speaking opportunities for Parish councils and special interest groups”) are to be considered by the Planning Committee Review Working Group. The Working Group’s recommendations will be referred to the relevant decision makers for consideration in due course.*

*As the Lead Councillor for Development Management, I have no powers to amend Procedure Rules, either on a permanent or provisional basis. Any proposed change in Public Speaking Procedure Rules arising from the Working Group’s deliberations would require formal approval from the full Council.*

*However, as you are aware, there is provision within Public Speaking Procedure Rules (Rule 4 (b)) for a committee to suspend any of those Procedure Rules as regards any business at the meeting where its suspension is moved. It is therefore possible, prior to consideration of an application before the Planning Committee, for a member of that Committee to move the suspension of Public Speaking Procedure Rules to allow a spokesperson from the relevant parish council to address the Committee in addition to any other public speakers who had registered to speak. If the Committee agreed to the suspension, a parish council spokesperson (if present) would be invited to address the Committee in respect of that application”.*

Councillor Tom Hunt  
Lead Councillor for Development Management

### **CO13 APPOINTMENT TO COMMITTEES 2021-22**

The Council considered a report on the appointment of councillors to committees for the municipal year 2021-22.

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 revised numerical allocation of seats on the committees to the political groups following the three by-elections held on 6 May 2021. 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 Joss Bigmore, and seconded by the Deputy Leader of the Council, Councillor Jan Harwood, the Council:

RESOLVED:

- (1) That, for the municipal year 2021-22, 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.
- (2) That the following numerical allocation of seats on committees to each political group on the Council, be approved for the 2021-22 municipal year:



Committee	Guildford Liberal Democrats	Residents for Guildford & Villages	Conservatives	Guildford Greenbelt Group	Labour
Total no. of seats on the Council	17	16	9	4	2
% of no. of seats on the Council	35.42%	33.33%	18.75%	8.33%	4.17%
Total number of seats on committees (Total: 86)	30	29	16	7	4
Corporate Governance & Standards Committee (7 seats)	2	2	1	1	1
Employment Committee (3 seats)	1	1	1	0	0
Service Delivery EAB (12 seats)	4	5	2	1	0
Strategy and Resources EAB (12 seats)	4	4	2	1	1
Guildford Joint Committee (10 seats)	4	3	2	1	0
Licensing Committee (15 seats)	6	5	3	1	0
Overview & Scrutiny Committee (12 seats)	4	4	2	1	1
Planning Committee (15 seats)	5	5	3	1	1
Total no. of seats on committees	30	29	16	7	4

- (3) That the nominations for membership and substitute membership (where applicable) of the committees, Executive Advisory Boards, and the Guildford Joint Committee for the 2021-22 municipal year, be approved as set out and indicated below:

**Corporate Governance and Standards Committee**

Appointed Members:

Councillor David Goodwin  
 Councillor Nigel Manning  
 Councillor Susan Parker  
 Councillor George Potter  
 Councillor John Redpath  
 Councillor Deborah Seabrook  
 Councillor James Walsh

Substitute Members:

Councillor Jon Askew  
 Councillor Ruth Brothwell  
 Councillor Colin Cross  
 Councillor Guida Esteves  
 Councillor Andrew Gomm  
 Councillor Angela Gunning  
 Councillor Liz Hogger  
 Councillor Masuk Miah  
 The Mayor, Councillor Marsha Moseley  
 Councillor Ramsey Nagaty  
 Councillor Jo Randall  
 Councillor Tony Rooth  
 Councillor Catherine Young

**Employment Committee**

Appointed Members:

Councillor Joss Bigmore  
 Councillor Jan Harwood  
 Councillor Paul Spooner

Substitute Members:

Councillor Tim Anderson  
 Councillor Christopher Barrass  
 Councillor David Bilbe  
 Councillor Richard Billington  
 Councillor Graham Eyre  
 Councillor Tom Hunt  
 Councillor Nigel Manning  
 Councillor Julia McShane

Councillor John Redpath  
Councillor John Rigg  
Councillor Fiona White

### **Service Delivery Executive Advisory Board**

#### Appointed Members:

Councillor Paul Abbey  
The Deputy Mayor, Councillor Dennis Booth  
Councillor Andrew Gomm  
Councillor Angela Goodwin  
Councillor Ann McShee  
Councillor Bob McShee  
Councillor Ramsey Nagaty  
Councillor George Potter  
Councillor Jo Randall  
Councillor Tony Rooth  
Councillor Pauline Searle  
Councillor Fiona White

#### Substitute Members:

Councillor David Bilbé  
Councillor Richard Billington  
Councillor Chris Blow  
Councillor Ruth Brothwell  
Councillor Colin Cross  
Councillor Guida Esteves  
Councillor Graham Eyre  
Councillor Gillian Harwood  
Councillor Liz Hogger  
Councillor Diana Jones  
Councillor Steven Lee  
Councillor Nigel Manning  
Councillor Masuk Miah  
The Mayor, Councillor Marsha Moseley  
Councillor Susan Parker  
Councillor Maddy Redpath  
Councillor Will Salmon  
Councillor Paul Spooner  
Councillor Cait Taylor  
Councillor Keith Witham  
Councillor Catherine Young

### **Strategy and Resources Executive Advisory Board**

#### Appointed Members:

Councillor Ruth Brothwell  
Councillor Will Salmon  
Councillor Jon Askew  
Councillor Christopher Barrass  
Councillor Richard Billington  
Councillor Graham Eyre  
Councillor Angela Gunning  
Councillor Diana Jones  
Councillor Steven Lee  
Councillor Masuk Miah  
Councillor Maddy Redpath  
Councillor Catherine Young

#### Substitute Members:

Councillor Paul Abbey  
Councillor David Bilbé  
Councillor Chris Blow  
The Deputy Mayor, Councillor Dennis Booth  
Councillor Colin Cross  
Councillor Guida Esteves  
Councillor Andrew Gomm  
Councillor Angela Goodwin  
Councillor Gillian Harwood  
Councillor Liz Hogger  
Councillor Nigel Manning  
Councillor Ted Mayne  
Councillor Ann McShee  
Councillor Bob McShee  
The Mayor, Councillor Marsha Moseley  
Councillor Ramsey Nagaty  
Councillor Susan Parker  
Councillor Jo Randall  
Councillor Tony Rooth  
Councillor Paul Spooner  
Councillor Cait Taylor  
Councillor James Walsh  
Councillor Fiona White  
Councillor Keith Witham

### **Guildford Joint Committee**

#### Appointed Members:

Councillor Chris Blow  
Councillor David Goodwin  
Councillor Jan Harwood

Councillor Steven Lee  
Councillor Ramsey Nagaty  
Councillor Jo Randall  
Councillor John Rigg  
Councillor Tony Rooth  
Councillor Paul Spooner  
Councillor James Steel

### **Licensing Committee**

#### Appointed Members:

Councillor Tim Anderson  
The Deputy Mayor, Councillor Dennis Booth  
Councillor David Goodwin  
Councillor Gillian Harwood  
Councillor Nigel Manning  
Councillor Ted Mayne  
Councillor Ann McShee  
Councillor Bob McShee  
Councillor Masuk Miah  
The Mayor, Councillor Marsha Moseley  
Councillor Maddy Redpath  
Councillor Will Salmon  
Councillor James Steel  
Councillor Keith Witham  
Councillor Catherine Young

### **Overview and Scrutiny Committee**

#### Appointed Members:

Councillor Chris Blow  
Councillor Colin Cross  
Councillor Angela Goodwin  
Councillor Guida Esteves  
Councillor Graham Eyre  
Councillor George Potter  
Councillor Tony Rooth  
Councillor Will Salmon  
Councillor Deborah Seabrook  
Councillor Paul Spooner  
Councillor James Walsh  
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 Bilbé  
Councillor Chris Blow  
Councillor Ruth Brothwell  
Councillor Colin Cross  
Councillor Angela Goodwin  
Councillor Angela Gunning  
Councillor Liz Hogger  
The Mayor, Councillor Marsha Moseley  
Councillor Ramsey Nagaty  
Councillor Maddy Redpath  
Councillor Pauline Searle  
Councillor Paul Spooner  
Councillor Fiona White

#### Substitute Members:

Councillor Tim Anderson  
Councillor Richard Billington  
The Deputy Mayor, Councillor Dennis Booth  
Councillor Guida Esteves  
Councillor Graham Eyre  
Councillor Andrew Gomm  
Councillor Steven Lee  
Councillor Nigel Manning  
Councillor Ted Mayne  
Councillor Bob McShee  
Councillor Susan Parker  
Councillor Jo Randall  
Councillor Tony Rooth  
Councillor Will Salmon  
Councillor Deborah Seabrook  
Councillor Cait Taylor

Councillor James Walsh  
Councillor Catherine Young

- (4) That the councillors indicated in the table below be elected as chairman and vice-chairman, as appropriate, of the committees/sub-committees/EABs referred to therein:

Committee	Chairman	Vice-Chairman
Corp. Governance & Standards Ctte	Cllr George Potter	Cllr Deborah Seabrook
Employment Committee	Cllr Joss Bigmore	Cllr Jan Harwood
Service Delivery EAB	Cllr Angela Goodwin	Cllr Ramsey Nagaty
Strategy & Resources EAB	Cllr Ruth Brothwell	Cllr Will Salmon
Guildford Joint Committee	Cllr Jan Harwood	
Licensing Committee	Cllr David Goodwin	The Deputy Mayor, Cllr Dennis Booth
Licensing Sub-Ctte/Licensing Regulatory Sub-Ctte (up to 6)	Cllr Tim Anderson The Deputy Mayor, Cllr Dennis Booth Cllr David Goodwin Cllr Nigel Manning Cllr Will Salmon Cllr Catherine Young	
Overview & Scrutiny Committee	Cllr Paul Spooner	Cllr James Walsh
Planning Committee	Cllr Fiona White	Cllr Colin Cross

- (5) That the Council appoints Councillor Champions for 2021-22 as follows:

Armed Forces:	Cllr Tom Hunt The Deputy Mayor, Cllr Dennis Booth (Deputy)
Historic Environment and Design:	Cllr Bob McShee Cllr Fiona White (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
- 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.

**CO14 'MAKE' (ADOPT) THE LOVELACE, PUTTENHAM AND SEND NEIGHBOURHOOD PLANS**

The Council noted that neighbourhood plans were development plans produced by parish/town councils or neighbourhood forums. Ripley and Ockham parish councils had produced the Lovelace Neighbourhood Plan covering the Lovelace Neighbourhood Area (Lovelace ward, which encompassed the parishes of Ripley, Ockham, and Wisley). Puttenham Parish Council had produced the Puttenham Neighbourhood Plan covering the Puttenham Neighbourhood Area (Puttenham Parish). Send Parish Council had produced the Send Neighbourhood Plan covering the Send Neighbourhood Area (Send Parish).

To meet the requirements of The Neighbourhood Planning (General) Regulations 2012 (as amended) ("the Regulations"), the Council held six-week consultations and arranged for an examination for each of the plans. The plans were then amended in line with the examiner's

recommendations and then subject to a referendum of local government voters within the respective neighbourhood areas on 6 May 2021.

In response to the referendum question “Do you want Guildford Borough Council to use the Neighbourhood Plan for the [Lovelace or Puttenham or Send] Neighbourhood Area to help it decide planning applications in the neighbourhood area?” The following percentages of those voting voted “Yes”: Lovelace 82.33%, Puttenham 87.62% and Send 81.15%.

By virtue of the Planning and Compulsory Purchase Act 2004 (as amended) (“the Act”) and the Regulations, the Council must ‘make’ (adopt) the Plans as soon as reasonably practicable after the referendum is held and, in any event, not later than the last day of the period of 8 weeks from the day after the referendum. The Council did not need to make a neighbourhood plan if it considered that the making of it would be a breach, or would otherwise be incompatible with, any EU obligations (as incorporated into UK law) or any human rights obligations. Officers were of the view that making the plans would not breach these obligations. The Council must therefore decide whether or not to make the relevant neighbourhood plans.

As a result of amendments to the Regulations, neighbourhood plans now formed part of the statutory Development Plan and carried full weight in planning decisions as soon as they were approved at a referendum, rather than when they are made by the Council at the final stage of the process. Applications for planning permission must be determined in accordance with the Development Plan unless material considerations indicate otherwise.

Upon the motion of the Deputy Leader of the Council, Councillor Jan Harwood, seconded by the Leader of the Council, Councillor Joss Bigmore, the Council:

RESOLVED: That the Council resolves to ‘make’ (adopt) the Lovelace, Puttenham and Send neighbourhood plans.

Reason:

To meet the requirements of the Planning and Compulsory Purchase Act 2004 (as amended) and The Neighbourhood Planning (General) Regulations 2012 (as amended)

**CO15 REVIEW OF PROCUREMENT PROCEDURE RULES**

The Council noted that its expenditure on goods, works, and services was approximately £50 million per annum and the Procurement Strategy adopted by the Executive on 26 May 2020 provided a strategic approach to sourcing in order to demonstrate best value and meet the requirements of the Public Contract Regulations 2015.

A need had been identified to update the Procurement Procedure Rules, which formed part of the Council’s Constitution, in line with the adoption of the Procurement Strategy and subsequent shift to strategic sourcing as the last substantial review of those Rules had been undertaken in 2016.

The Council considered a report which set out the proposed key changes to the Procedure Rules, a summary of which was as follows:

- Update to threshold for procurement advice
- Defining the role of Corporate Procurement Board
- Update to Tendering thresholds
- Updated exemption grounds
- Specific inclusion of embedding Social Value
- Specific inclusion of adopting Modern Slavery
- Specific inclusion of Climate change considerations

By adopting the updated Procurement Procedure Rules, the Council would bring them in line with current practices and commit to delivering a robust approach to Commissioning and

Agenda item number: 3

Procurement. Compliance with the Public Contract Regulations 2015 would be achieved, significant savings realised, and commercial opportunity maximised.

Upon the motion of the Leader of the Council, Councillor Joss Bigmore, seconded by the Lead Councillor for Economy, Councillor John Redpath, the Council:

RESOLVED: That the updated Procurement Procedure Rules, as set out in Appendix 1 to the report submitted to the Council, be adopted.

Reason:

The current Procurement Procedure Rules were last subject to a full review in 2016, there are therefore substantial changes and updates required in order to align with the Procurement Strategy adopted by the Executive on 26 May 2020.

**CO16 COUNCILLORS' CODE OF CONDUCT - ACCEPTANCE OF GIFTS AND HOSPITALITY**

Councillors were reminded that, at its meeting on 6 October 2020, the Council had considered a report on the outcome of a review by the Corporate Governance Task Group of the Councillors' Code of Conduct, including the policy on acceptance of gifts and hospitality by councillors.

As well as including a new requirement for the registration and declaration of certain non-pecuniary interests, the revised code made some significant changes to provisions on the acceptance of gifts and hospitality. However, following the Council meeting on 6 October, officers identified an anomaly in the interpretation of this part of the Code, which required clarification.

The Task Group had considered the matter again and had recommended some further remedial alterations to the Code, details of which were set out in the report submitted to the Council.

Upon the motion of Councillor Deborah Seabrook, seconded by Councillor Nigel Manning, the Council:

RESOLVED: That the proposed revisions to the Acceptance of Gifts and Hospitality section of the Councillors' Code of Conduct, as set out in paragraph 4.10 of the report submitted to the Council, be adopted and implemented with immediate effect.

Reason:

To address and correct the anomaly in respect of acceptance of gifts and hospitality in the revised code of conduct agreed by the Council on 6 October 2020.

**CO17 MINUTES OF THE EXECUTIVE**

The Council received and noted the minutes of the meetings of the Executive held on 23 March 2021.

**CO18 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 8.12 pm

Signed .....  
Mayor

Date .....

## GUILDFORD BOROUGH COUNCIL

Draft minutes of an extraordinary meeting of Guildford Borough Council held at Lecture Theatre No. 03MS01 at the University of Surrey - Rik Medlik Building (Block MS), Stag Hill Campus, Guildford on Tuesday 6 July 2021

\* The Mayor, Councillor Marsha Moseley (Mayor)

\* The Deputy Mayor, Councillor Dennis Booth (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 Richard Billington	Councillor Susan Parker
* Councillor Chris Blow	* Councillor George Potter
* Councillor Ruth Brothwell	* Councillor Jo Randall
* Councillor Colin Cross	* Councillor John Redpath
* Councillor Guida Esteves	Councillor Maddy Redpath
* Councillor Graham Eyre	* Councillor John Rigg
* Councillor Andrew Gomm	* Councillor Tony Rooth
* Councillor Angela Goodwin	* Councillor Will Salmon
Councillor David Goodwin	* Councillor Deborah Seabrook
* Councillor Angela Gunning	* Councillor Pauline Searle
* Councillor Gillian Harwood	* Councillor Paul Spooner
* Councillor Jan Harwood	Councillor James Steel
Councillor Liz Hogger	* Councillor Cait Taylor
* Councillor Tom Hunt	* Councillor James Walsh
* Councillor Diana Jones	* Councillor Fiona White
Councillor Steven Lee	* Councillor Keith Witham
* Councillor Nigel Manning	Councillor Catherine Young

\*Present

### **CO19 APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of Councillors Paul Abbey, David Goodwin, Liz Hogger, Steven Lee, Susan Parker, Maddy Redpath, James Steel, and Catherine Young.

### **CO20 DISCLOSURES OF INTEREST**

There were no disclosures of interest.

### **CO21 MAYOR'S COMMUNICATIONS**

The Mayor noted that it was good to see that Guildford was beginning to “open up” as we learnt to live with Covid. Since the last Full Council meeting, The Mayor had been kept busy with a number of engagements, including having the pleasure of opening the Hope Garden at St. Mary’s Church, the new Lidl’s Supermarket at Ladymead and Montezuma’s Chocolate Shop in the High Street. She had also met up with some fantastic volunteers at the Waterside Centre and Abbot’s Hospital.

The Mayor had also enjoyed some ‘live’ entertainment provided by the Guildford Shakespeare Company’s first outside production for over a year, and the Guildford Chamber Choir’s “delayed” 40<sup>th</sup> anniversary concert. The Mayor was particularly pleased that the Guildford Fringe Festival had returned this year, and would be running until 25 July with a huge variety of events, some of which were free.

On 3 July 2021, a bucket collection at Tesco, Ashenden Road in aid of the Mayor's chosen charity, Shooting Star Children's Hospices, had raised £562.68. The Mayor thanked friends, volunteers from the charity, and fellow councillors Ann McShee, Chris Blow, Gillian Harwood and Masuk Miah, for giving up their time to support this very worthy charity and the families it supported.

The Mayor reminded councillors that, due to the England v Denmark Euro 2020 semi-final, the start time of tomorrow evening's briefing for councillors on the warding patterns being proposed by the electoral review working group had been brought forward from 7pm to 6.15pm.

Finally, the Mayor thanked the University of Surrey, and especially their events team, for their help in kindly agreeing to host this meeting.

## **CO22 LEADER'S COMMUNICATIONS**

The Leader reported that 11 July 2021 was the official day of remembrance marking the 26<sup>th</sup> anniversary of the genocide of muslim men and boys in Srebrenica in Bosnia and Herzegovina.

The Leader commented that, on 19 July 2021, it was very likely that there would be a significant reduction in the restrictions under which we were current living due to the pandemic, at the same time as the number of infections was increasing both locally and nationally. However, due to the vaccination programme, hospital admissions had thankfully not increased, and cases generally had predominantly affected younger people. The Council was working with Healthcare partners and Surrey County Council to target areas of vaccine hesitancy to encourage more people to be vaccinated.

The Leader noted that this week, the Council was asking residents to submit names of loved ones who had died in military service since the end of World War II, which would be added to the War Memorial in the Castle Grounds.

The Leader reported that the Charlotteville Cycling Club would be holding their Annual Town Centre Cycle Race on the evening of 7 July.

## **CO23 PUBLIC PARTICIPATION**

No questions or requests to speak had been received from the public.

## **CO24 QUESTIONS FROM COUNCILLORS**

No questions had been received from councillors.

## **CO25 OPTIONS FOR COLLABORATION WITH WAVERLEY BOROUGH COUNCIL**

Following consideration of opportunities for greater partnership working with Waverley Borough Council by the Joint Executive Advisory Board (EAB) and Executive in February 2021, the Council considered an update report on an initial options appraisal developed by the Local Government Association and Local Partnerships (LGA). The report had sought direction on the next steps for collaboration.

The Council was reminded of the events of 2020 that led to the eleven district councils in Surrey commissioning a report on local government collaboration by KPMG. The KPMG report presented a strong case for councils to work together more closely in the context of continued funding reductions from central government and the financial consequences of the Covid pandemic. It was notable and unsurprising that KPMG identified that Guildford and Waverley Boroughs could be natural partners, given the geography, infrastructure links and similar sizes. Despite the councils having made efficiencies and cut costs in recent years, both faced extremely difficult financial challenges. In this context, the political leaderships of the two



councils, supported by senior officers, held initial discussions in an informal working group about how the two councils might collaborate in the future. The expected outcomes of this work were the retention of two separate democratic councils, but with greater sharing of resources and staffing. It was quickly identified that there were two broad approaches to the transformation needed to sustain services and delivery of financial savings at scale, namely a process by which business cases for shared services could be considered jointly on a Service-by-Service basis; or a single management team to progress the full integration of the officer teams in both councils into one.

The Executives of both councils had agreed that further work was required to assess the two options and the LGA was invited to support this work and to provide independent input. The LGA facilitated two workshops so that the two Executives could meet together and articulate a 'vision statement' reflecting their preferred ambitions, copy of which was attached to the report submitted to the Council.

The LGA, through its consultancy arm, Local Partnerships, had also been asked for a high-level financial appraisal, a copy of which was also attached to the report. The appraisal had recommended that a shared officer structure would provide the most potential for savings.

As some of the potential ways forward could have implications for the employment status of some employees, South East Employers had been engaged to provide human resources advice to the two Executives, with the support of both councils' senior HR professionals. A copy of that advice (which contained exempt information) had also been attached to the report.

In considering a way forward for future collaboration with Waverley Borough Council, the following options had been discussed at a meeting of the Joint Executive Advisory Board (JEAB) on 24 June by way of a mandate, and separately with each political group:

- Option A: Do nothing further
- Option B: Commission further research with a defined scope
- Option C: Shared services
- Option D: Shared headquarters
- Option E: Single management team
- Option F: Single staffing team

A summary of the points raised by the JEAB was included in the report. The matter had also been considered formally by the Leader of the Council, on behalf of the Executive earlier in the day. The Leader's recommendations had been included on the Order Paper for this meeting, together with further details of the potential financial and HR implications of appointing a single joint Chief Executive (acting as Head of Paid Service for both Guildford and Waverley Borough Councils).

The Leader of the Council, Councillor Joss Bigmore, proposed, and the Deputy Leader of the Council, Councillor Jan Harwood seconded, a motion in accordance with the Leader's recommendations.

During the debate some councillors expressed concern that there was insufficient information provided on which to make a decision, other than to commission further research (Option B above).

It was also necessary for the Council, upon the motion of the Mayor, Councillor Marsha Moseley, seconded by the Deputy Mayor, Councillor Dennis Booth, to

**RESOLVE:** That under Section 100A(4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for consideration of Appendix 3 to the report submitted to the Council and the additional HR information circulated with the Order Paper on the grounds

that it involved the likely disclosure of exempt information, as defined in paragraph 4 of Part 1 of Schedule 12A to the 1972 Act.

Following consideration of the exempt information, the meeting resumed in public.

Having considered the matter, the Council

RESOLVED:

- (1) That Full Council agrees to pursue the option of creating a single management team with Waverley Borough Council, comprised of statutory officers (Head of Paid Service; Chief Finance Officer; Monitoring Officer), directors and heads of service as the most appropriate means for bringing forward business cases for future collaboration.
- (2) That Full Council authorises the Council's Lead Specialist - HR to take the necessary action, in consultation with Waverley Borough Council and with the support and advice from South East Employers and as set out within the addendum to Appendix 3 of the report, to begin making arrangements for a recruitment and selection of a single joint Chief Executive (acting as Head of Paid Service for both Guildford and Waverley Borough Councils) in accordance with the table showing the anticipated stages in the process and approximate timelines referred to in the "Not for Publication" Appendix to the Order Paper circulated to councillors prior to the meeting.
- (3) That a report be submitted to the Council at its next meeting on 28 July 2021 on the following matters:
  - (a) heads of terms for the proposed inter-authority agreement to establish governance arrangements for joint working;
  - (b) the proposed job description and terms and conditions in respect of the appointment of a Joint Chief Executive; and
  - (c) the establishment of a joint appointments committee, including its composition and terms of reference.

Reason:

To seek direction on the next steps for collaboration with Waverley Borough Council.

**CO26 TERMS OF REFERENCE OF THE CORPORATE GOVERNANCE AND STANDARDS COMMITTEE**

Councillors noted that, under the Accounts and Audit Regulations 2015, the Council was required to prepare an Annual Governance Statement (AGS) detailing 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 2015 Regulations also required the Council to publish the AGS alongside the adopted statement of accounts each year.

In recent years, the Executive had approved the AGS on the recommendation of the Corporate Governance and Standards Committee. Officers were now of the view that approval of the AGS was probably a non-Executive function and should be carried out either by the full Council or, in common with many councils which had delegated the function to an audit (or equivalent) committee, by the Corporate Governance and Standards Committee.

The Council was also required by the 2015 Regulations to ensure that it had a sound system of internal control which:

- (a) facilitates the effective exercise of its functions and the achievement of its aims and objectives;
- (b) ensures that the financial and operational management of the authority is effective; and
- (c) includes effective arrangements for the management of risk.

The Council must review of the effectiveness of the system of internal control for each financial year and at the same time prepare the AGS. The AGS was the mechanism by which this review was undertaken.

It was clear that the relevant item in the existing terms of reference of the Corporate Governance and Standards Committee required an update to actually refer to the AGS. The terms of reference currently stated under Corporate Governance Activity:

*“(14) To consider the Council’s statement on internal control and to recommend its adoption.”*

Upon the motion of the Chairman of the Corporate Governance and Standards Committee, Councillor George Potter, seconded by the Vice-Chairman of that Committee, Councillor Deborah Seabrook, the Council

RESOLVED: That the following paragraph be substituted in place of the existing paragraph (14) of the terms of reference of the Corporate Governance and Standards Committee (under Corporate Governance Activity):

*“(14) To consider and approve the Council’s Annual Governance Statement in advance of the formal approval of the Council’s Statement of Accounts”.*

**Reason:**

To ensure the efficient and effective consideration and approval of the Council’s Annual Governance Statement each year.

**CO27 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 8.16 pm

Signed .....  
Mayor

Date .....

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Council Report

Ward(s) affected: All

Report of Director of Resources

Author: Claire Morris / John Armstrong

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Lead Councillor responsible: Joss Bigmore, Leader of the Council

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Date: 28 July 2021

## Local Government Collaboration Update

### Executive Summary

Following consideration of opportunities for greater partnership working with Waverley Borough Council, the Council at its extraordinary meeting on 6 July 2021 resolved:

- (1) That Full Council agrees to pursue the option of creating a single management team with Waverley Borough Council, comprised of statutory officers (Head of Paid Service; Chief Finance Officer; Monitoring Officer), directors and heads of service as the most appropriate means for bringing forward business cases for future collaboration.
- (2) That Full Council authorises the Council's Lead Specialist - HR to take the necessary action, in consultation with Waverley Borough Council and with the support and advice from South East Employers and as set out within the addendum to Appendix 3 of the report, to begin making arrangements for a recruitment and selection of a single joint Chief Executive (acting as Head of Paid Service for both Guildford and Waverley Borough Councils) in accordance with the table showing the anticipated stages in the process and approximate timelines referred to in the "Not for Publication" Appendix to the Order Paper circulated to councillors prior to the meeting.
- (3) That a report be submitted to the Council at its next meeting on 28 July 2021 on the following matters:
  - (a) heads of terms for the proposed inter-authority agreement to establish governance arrangements for joint working;
  - (b) the proposed job description and terms and conditions in respect of the appointment of a Joint Chief Executive; and
  - (c) the establishment of a joint appointments committee, including its composition and terms of reference.

This report provides an update on the collaboration and sets out the information that Council requested be submitted for further agreement.

### **Recommendation**

The Council is asked to consider this report and the attached appendices and

- (1) To note the early draft of the Heads of Terms of the Inter Authority Agreement contained in Appendix 1 to this report, and that significant further work is necessary to clarify the detail required to agree the Heads of Terms, and that a further report will be submitted to the Council to agree the final Heads of Terms.
- (2) To approve the draft job description, subject to consultation, in respect of the appointment of a Joint Chief Executive as set out in Appendix 2; and to agree the following as recommended by South East Employers in their paper outlining human resources issues which is attached as Appendix 3:
  - (a) That the title of the new role be Joint Chief Executive (rather than Joint Managing Director).
  - (b) That the employing authority should be the existing employer if an internal candidate is appointed.
  - (c) That the salary for the new Joint Chief Executive post be a spot salary of £150,000 p.a. including all allowances, duties, and statutory responsibilities with the exception of election duties.
  - (d) That the new Joint Chief Executive post is ring-fenced for recruitment from the internal pool of affected employees in the first instance and that if no internal appointment is made then the role shall be advertised externally.
  - (e) That, subject to final approval by the Joint Appointments Committee the terms and conditions of employment for an internal appointment will be the existing terms and conditions of the employing authority.
- (3) To approve the establishment of a Joint Appointments Committee and its proposed composition and terms of reference, as set out in Appendix 4.
- (4) Subject to paragraph (3) above, to confirm the following appointments to the Joint Appointments Committee:
  - The Leader of the Council, Councillor Joss Bigmore
  - The Deputy Leader of the Council, Councillor Jan Harwood
  - Councillor Paul Spooner
- (5) To agree that redundancy and any settlement costs incurred as a result of moving to a Joint Chief Executive shall be shared equally between the Councils and that any pension strain costs (if applicable) will remain the responsibility of the employing authority of the affected officer. It is noted that the cost sharing arrangement for the remainder of the collaboration project will form part of the Inter Authority Agreement.
- (6) To agree that the costs referred to in paragraph (5) above be funded from General Fund reserves.

Reason for Recommendation:

To approve the initial documents and governance required to progress the collaboration with Waverley Borough Council.

**Is the report (or part of it) exempt from publication?**

Yes, in part, Appendices 1, 2 and 3

- (a) The content is to be treated as exempt from the Access to Information publication rules because the proposed transaction is commercially sensitive and is therefore exempt by virtue of paragraphs 3 and 4 of Part 1 of Schedule 12A to the Local Government Act 1972 as follows:
  - 3. “Information relating to the financial or business affairs of any particular person (including the authority holding that information).”
  - 4. “Information relating to any consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority”.
- (b) The content is restricted to all councillors.
- (c) The information will not be made available to the public until after the consultations have concluded.
- (d) The decision to maintain the exemption may be challenged by any person at the point at which the Council is invited to pass a resolution to exclude the public from the meeting to consider the exempt information.

**1. Purpose of Report**

- 1.1 At its extraordinary meeting held on 6 July 2021, the Council considered an initial options appraisal by the Local Government Association, together with advice from South East Employers, and agreed to progress the next steps for collaboration with Waverley Borough Council. In particular the Council agreed to progress towards the establishment of a Single Management Team (Option E) comprising a chief executive, directors, and heads of service, as the most appropriate means for bringing forward business cases for future collaboration. The two councils will share a management structure, which will be responsible for recommending any further collaboration, service-by-service.
- 1.2 This report provides an update on the development of the collaboration by proposing a job description and terms and conditions for a joint chief executive and the terms of reference for a joint appointments committee. The report also sets out an early draft of the heads of terms for an inter-authority agreement but notes that there are a number of areas where further detail is required before heads of terms can be agreed.

## **2. Strategic Priorities**

- 2.1 Guildford's Corporate Plan includes a strategic priority to use innovation, technology, and new ways of working to improve value for money and efficiency in Council services. This specifically refers to developing options for alternative methods of delivery for relevant services, including joint working, shared services, trusts, mutuals, and joint venture companies. These principles will continue to guide our approach to this project.

## **3. Background**

- 3.1 Previous reports have described the events of 2020 that led to the eleven district councils in Surrey commissioning a report from KPMG on local government collaboration. The KPMG report presented a strong case for councils to work together more closely in the context of continued funding reductions from central government and the financial consequences of the Covid pandemic. It was notable and unsurprising that KPMG identified that Guildford and Waverley Boroughs could be natural partners, given the geography, infrastructure links and similar sizes. Despite both councils having made efficiencies and cut costs in recent years, both face extremely difficult financial challenges. In this context, the political leaderships of the two councils, supported by senior officers, held initial discussions in an informal working group about how the two councils can collaborate in the future. The expected outcomes of this work are the retention of two separate democratic councils, but with greater sharing of resources and staffing. Council also set out a vision statement which articulated the key drivers for collaboration as more than just financial and articulated that the Councils had an ambition to "protect, improve, and expand discretionary services, and explore new services".
- 3.2 The report to Council on 6 July set out two broad approaches and a range of options as to how collaboration between the two councils could proceed. After considering the options for a way forward both Councils decided that 'Option E', which was to establish a single shared management team, comprising a chief executive, directors and heads of service, as the most appropriate means for bringing forward business cases for future collaboration. The two councils will share a management structure, who will be responsible for recommending further collaboration, service by service.
- 3.3 Following the agreement to proceed with the collaboration, and in line with the Council resolution, officers have commenced the process of bringing forward an appropriate governance model that will eventually include setting up a formal joint committee (powers to be agreed) and an inter-authority agreement covering how the partnership will be governed, including cost and risk-sharing, dispute resolution and exit clauses will be required. Officers have also started to progress the recruitment of a joint chief executive who will then progress the collaboration.

### **Inter-Authority Agreement (IAA)**

- 3.4 Guildford and Waverley officers have jointly instructed external solicitors to advise on and draft an IAA, including heads of terms, and to provide advice on their content. Initial advice has confirmed the views of internal Legal Services officers that the negotiation and agreement of the IAA will take time, with elements such as the financial agreement



between the authorities requiring significant detail in order to agree an IAA. Once the IAA has been fully drafted, we will bring it, together with a detailed business case, to Council for agreement. As a result, a high-level early draft of the Heads of Terms is contained in Appendix 1 (exempt) which will be populated when further information becomes available following the production of the detailed business case.

### **Job Description**

- 3.5 The first stage of the recruitment process is for both Councils to agree the job description and terms and conditions for a joint chief executive. Officers sought the advice of South East Employers (SEE) in determining an appropriate job description, based on experience of other Councils who have decided to collaborate, and requested that SEE propose a salary and terms and conditions for the post. The proposed job description is contained in Appendix 2 (exempt) and a report from SEE providing human resources advice to both Councils is contained in Appendix 3 (exempt). The report at Appendix 3 makes a number of recommendations to Council including:
- (a) That the title of the new role be Joint Chief Executive (rather than Joint Managing Director)
  - (b) That the employing authority should be the existing employer if an internal candidate is appointed.
  - (c) That the salary for the new Joint Chief Executive post be a spot salary of £150,000 p.a. including all allowances, duties, and statutory responsibilities with the exception of election duties
  - (d) That the new Joint Chief Executive post is ring-fenced for recruitment from the internal pool of affected employees in the first instance and that if no internal appointment is made then the role will should be advertised externally
  - (e) That, subject to final approval by the Joint Appointments Committee, the terms and conditions of employment for an internal appointment will be the existing terms and conditions of the employing authority.

### **Joint Appointments Committee**

- 3.6 Officers have discussed with the Leaders of the two Councils the proposed terms of reference for the Joint Appointments Committee which will oversee the recruitment and selection process for the joint chief executive, making recommendations to both Councils on the final appointment, and any joint statutory officer and director posts. The terms of reference are contained in Appendix 4 for Council approval.
- 3.7 It is recommended that this Council is represented on the Joint Committee by the Leader of the Council, Councillor Joss Bigmore, the Deputy Leader, Councillor Jan Harwood, and Councillor Paul Spooner, all of whom are currently members of the Council's Employment Committee.
- 3.8 The Employment Committee will be meeting on 22 July 2021 to consider the proposed job description for the Joint Chief Executive appointment and the draft terms of reference for the Joint Appointments Committee, and any comments or recommendations will be reported on the Order Paper.

#### **4. Consultations**

- 4.1 No consultation process has taken place on this report. Subject to the approval of the job description for the Joint Chief Executive, a consultation process with the affected employees will begin in August for a period of 30 days.

#### **5. Key Risks**

- 5.1 Appendix 4 to the report to Council on 6 July contained the risks associated with the collaboration. There are no further risks identified at this stage.

#### **6. Financial Implications**

- 6.1 The Chief Finance Officer's advice to Council on 6 July was that from the point of decision to collaborate and appoint a joint chief executive, costs incurred for the employment of the new post will be split on an equal basis (50/50) between each authority. The CFO also proposed that any redundancy or financial settlement incurred as a result of moving to a joint chief executive be shared equally between the Councils regardless of which post is affected and that any pension strain costs (if applicable) remain the responsibility of the employing authority.
- 6.2 It should be noted that the Inter Authority Agreement will deal, amongst other things, with the treatment of costs and liabilities arising from other aspects of the collaboration process.
- 6.3 The saving applicable on the appointment of a joint chief executive will be reported to a later meeting once an appointment to the role is proposed.

#### **7. Legal Implications**

- 7.1 In relation to shared services and staffing, Section 113 of the Local Government Act 1972 provides that any local authority may enter into an agreement with another local authority for the placing at the disposal of the latter for the purposes of their functions on such terms as may be provided by the agreement, of the services of officers employed by the former. The starting point for the shared arrangement agreed by Council on 6 July is the creation of an Inter Authority Agreement under Section 113 of the Local Government Act 1972 and establishment of a Joint Appointments Committee under Section 101 of the Local Government Act 1972. In either case an established method of governance, strategic and operational management, decision-making, financial and any other working arrangements would need to be agreed between the two authorities and included in the agreement. These arrangements have been put in place by many local authorities across the country in a variety of partnerships.
- 7.2 The Inter Authority Agreement outline Heads of Terms are attached at Appendix 1 (exempt), a detailed business case is required before the Heads of Terms can be populated. Details of who will be the employing authority and how staff are shared as well as budget, savings, and liabilities apportionment in particular are required.
- 7.3 The proposal for the joint chief executive is that if an internal candidate is appointed to the role then the current employing Council will remain as the employing authority. If

officers do change employer this will be a TUPE scenario and terms and conditions of transferring officers will be protected. Equal pay issues will need to be looked into to ensure officers doing the same work are treated equally. Changes to terms and conditions will require consultation. Further specific legal advice should be taken in relation to potential redundancies and varying of terms and conditions.

- 7.4 The Councils will remain as separate democratic entities with their own constitutions to be followed. Officers working across the Councils will need to be aware of the differences and to ensure that decisions are taken in accordance with the relevant constitution.

## **8. Human Resource Implications**

- 8.1 South East Employers has been engaged to provide human resources advice to the two Councils, with the support of both councils' senior HR professionals. South East Employers' report setting out their advice on the job description, terms and conditions and selection and appointment process for the joint chief executive, is attached as Appendix 3.

## **9. Equality and Diversity Implications**

- 9.1 Equality impact assessments are carried out when necessary across the Council to ensure service delivery meets the requirements of the Public Sector Equality Duty under the Equality Act 2010. There are no immediate equality, diversity, or inclusion implications in this report's recommendations. Impact assessments may be required as proposals are developed and implemented and will be reported as appropriate.

## **10. Climate Change/Sustainability Implications**

- 10.1 The climate change emergency declaration and the urgent target for net zero carbon by 2030 is a critical objective for both councils. While no specific impacts on the climate emergency declaration have been identified as a consequence of this report's recommendations, the Council will be assessing and prioritising the environmental, climate and carbon impacts of any proposals that emerge. It may be noted that Waverley Borough Council, like Guildford, has declared a climate emergency and stated an ambition to "work towards making the Council's activities net-zero carbon by 2030"; potential synergies across the two councils can be explored as part of this project.

## **11. Summary of Options**

- 11.1 The alternatives would be to not appoint a joint chief executive and not progress the collaboration option agreed by Council on 6 July or to reconsider the options set out to Council on 6 July.

## **12. Conclusion**

- 12.1 The Council is asked to consider this report and the attached appendices and to agree the recommendations set out in the executive summary in order to progress the collaboration with Waverley Borough Council.

**13. Background Papers**

None

**14. Appendices**

Appendix 1: Early draft of Heads of Terms for the Inter Authority Agreement [Exempt]

Appendix 2: Draft Job Description for new joint chief executive [Exempt]

Appendix 3: Human Resources Advice from South East Employers [Exempt]

Appendix 4: Joint Appointments Committee Terms of Reference

By virtue of paragraph(s) 3, 4 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Agenda item number: 8  
Appendix 1

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By virtue of paragraph(s) 3, 4 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Agenda item number: 8  
Appendix 2

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By virtue of paragraph(s) 3, 4 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Agenda item number: 8  
Appendix 3

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**GUILDFORD BOROUGH COUNCIL AND WAVERLEY BOROUGH COUNCIL  
JOINT APPOINTMENTS COMMITTEE  
COMPOSITION AND TERMS OF REFERENCE**

This Joint Committee is to be established in accordance with Section 102 (1) (b) of the Local Government Act 1972 (Appointment of committees)

**MEMBERS:** 6

The Joint Appointments Committee shall comprise the respective Leaders of both councils plus two members appointed by Guildford Borough Council and two members appointed by Waverley Borough Council (one of whom will be the Leader of Waverley's Principal Opposition Group)

Appointments shall be made in accordance with the Local Government (Committees and Political Groups) Regulations 1990

**QUORUM:** 3 (subject to each council being represented at a meeting by at least 1 member)

**PLACE OF MEETINGS:** The venue for meetings of the Joint Appointments Committee shall normally alternate between the two councils with the host Leader chairing the meeting. The venue for the first meeting shall be at Waverley Borough Council offices

**CHAIRMAN:** The Joint Appointments Committee shall be chaired alternately between the councils by their respective Leaders

**GENERAL ROLE:** Adopting and exercising such of the functions of Guildford Borough Council and Waverley Borough Council ("the councils") as can be delegated by those councils in respect of the appointment of the councils' Joint Chief Executive/Head of Paid Service and any Joint Statutory Officer and Director posts as are covered by the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended) or any successor regulations

**FREQUENCY OF MEETINGS:** As and when required

**SUBSTITUTES:** Substitutes shall not be appointed

ROLE AND FUNCTION:

Appointment of Joint Chief Executive/Head of Paid Service

- (i) Subject to (ii) below, to undertake and determine on behalf of the councils all aspects of the process for the recruitment and selection of the Joint Chief Executive/Head of Paid Service, including final approval of the terms and conditions of employment (based on current provisions) for that post
- (ii) The final decision as to the appointment of the joint Chief Executive/Head of Paid Service shall be reserved to full meetings of both councils, and subject to no material or well-founded objection to the making of an offer of appointment being received by either Leader on behalf of their respective executives
- (iii) To determine pension discretions relating to the Joint Chief Executive/ Head of Paid Service
- (iv) To consider any financial settlement of an affected employee who is unsuccessful in respect of the selection of the Joint Chief Executive/Head of Paid Service, and to make recommendations as appropriate for formal approval by each council
- (v) To confirm into post, or otherwise, the successful candidate following any probationary or trial period
- (vi) To be responsible for ad-hoc employment matters affecting the Joint Chief Executive/Head of Paid Service post, including consideration and determination of any 'cost of living' pay award

Appointment of any Joint Statutory Officer<sup>1</sup> posts

- (i) Subject to (ii) below, to undertake and determine on behalf of the councils all aspects of the process for the appointment of any Joint Statutory Officer posts
- (ii) The final decision as to the appointment of any Joint Statutory Officer posts shall be reserved to full meetings of both councils and, where the provisions of Part II of Schedule 2 to the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended) apply to any such appointment, subject to no material or well-founded objection to the making of an offer of appointment being received by either Leader on behalf of their respective executives

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<sup>1</sup> Section 151/Chief Finance Officer and Monitoring Officer

- (iii) To determine pension discretions relating to any Joint Statutory Officer posts
- (iv) To consider any financial settlement of an affected employee who is unsuccessful in respect of the selection of any Joint Statutory Officer posts, and where necessary to make recommendations as appropriate for formal approval by each council
- (v) To be responsible for ad-hoc employment matters affecting any Joint Statutory Officer posts

Appointment of any Joint Directors

- (i) Subject to (ii) below, to undertake and determine on behalf of the councils all aspects of the process for the appointment of any Joint Directors
- (ii) The appointment of any Joint Directors shall be subject to no material or well-founded objection to the making of an offer of appointment being received by either Leader on behalf of their respective executives
- (iii) To determine pension discretions relating to any Joint Directors
- (iv) To consider any financial settlement of an affected employee who is unsuccessful in respect of the selection and appointment of any Joint Directors, and where necessary to make recommendations as appropriate for formal approval by each council
- (vii) To be responsible for ad-hoc employment matters affecting any Joint Director posts

SERVICING THE JOINT APPOINTMENTS COMMITTEE: The Joint Appointments Committee shall be serviced by committee staff from the council hosting the relevant meeting.

MEETINGS OF THE JOINT APPOINTMENTS COMMITTEE SHALL BE CONDUCTED IN ACCORDANCE WITH THE FOLLOWING PROCEDURE:

Agenda item number: 8  
Appendix 4

1. A meeting of the Joint Appointments Committee shall be summoned by the relevant officer of the Council hosting the meeting who shall give a minimum of five clear working days' notice (or less in the case of urgency)
2. Meetings of the Joint Appointments Committee shall be held in public except in so far as the matters for decision relate to issues which can be dealt with in private in accordance with Section 100A (4) and (5) of the Local Government Act 1972 (as amended)
3. The Joint Appointments Committee shall have no function or power delegated to it in any circumstance where a majority decision cannot be made without the need for the chairman or person presiding having to exercise their second or casting vote
4. The order of business at meetings of the Joint Appointments Committee shall include the following:
  - (a) Apologies for Absence
  - (b) Disclosures of Interest
  - (c) Adoption of the Minutes of the previous meeting
  - (d) Matters set out in the agenda for the meeting
  - (e) Matters not set out in the agenda for the meeting but which the chairman agrees pursuant to Section 100B (4) (b) of the Local Government Act 1972 (as amended) should be considered at the meeting as a matter of urgency
5. Any matter will be decided by a simple majority of those members of the Joint Appointments Committee present and voting at the time the question was put. A vote shall be taken either by show of hands or, if there is no dissent, by the affirmation of the meeting

Council Report

Ward(s) affected: All

Report of Managing Director

Author: John Armstrong, Democratic Services and Elections Manager

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Date: 28 July 2021

## **Periodic Electoral Review of Guildford Borough Council: Warding Patterns Submission**

### **Executive Summary**

This report sets out the product of the work of the Electoral Review Working Group in respect of the Council's proposed submission to the Local Government Boundary Commission for England (LGBCE) on ward patterns.

The purpose of an electoral review is to consider the total number of councillors elected to the council, the names, number and boundaries of the wards, and the number of councillors to be elected to each ward.

The Council at its extraordinary meeting held on 17 December 2021 approved a submission on a future council size of 48 councillors to the LGBCE. The LGBCE announced on 19 January 2021 that it was minded to make a recommendation that the Council's future size remains at 48 councillors.

As part of the next process of the Electoral Review, the LGBCE began a consultation on ward patterns for a council size of 48 councillors on 26 January 2021, ending on 2 August 2021.

At its meeting on 5 January 2021, the Executive established a cross-party Electoral Review Working Group to produce a warding patterns submission. The Working Group comprises Councillors Tony Rooth (Chairman), Liz Hogger, Nigel Manning, Ramsey Nagaty, and Angela Gunning. The Working Group has met on eight occasions to produce and refine the warding patterns submission attached as **Appendix 1** to this report, together with the accompanying maps at **Appendix 2**.

An informal briefing of all councillors was held on 7 July 2021 to enable the Working Group to share their initial proposals, including maps showing proposed alterations to ward boundaries and a discussion of the approach taken by the Working Group in arriving at their proposals. All councillors were sent a link to the recording of the briefing, together with a link to view the

various maps, and asked to submit any comments or proposals to the working group for consideration. A number of suggested adjustments to boundaries was suggested and these were investigated further by the Working Group, and have resulted in a modification of the proposed pattern of wards.

### **Recommendation to Council**

That the Warding Patterns Submission, attached at Appendix 1, be approved and presented to the Local Government Boundary Commission for England, together with the accompanying maps at Appendix 2.

#### Reason for Recommendation:

To respond to the LGBCE's invitation to make a Warding Patterns submission as part of the periodic electoral review of Guildford Borough Council.

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

## **1. Purpose of Report**

- 1.1 To provide an opportunity for the Council to suggest to the LGBCE a warding patterns proposal for consideration as part of the current electoral review.

## **2. Strategic Priorities**

- 2.1 The review will ensure that the Council's size and pattern of wards is appropriate for ensuring that the Council is able to deliver on its corporate priorities and in a manner consistent with the Council's desire to be open and accountable to its residents.

## **3. Background**

- 3.1 The purpose of an electoral review is to consider the total number of councillors elected to the council, the names, number and boundaries of the wards, and the number of councillors to be elected to each ward.
- 3.2 The last electoral review of this Council in 1998 established the current Council size of 48 councillors, representing 22 wards, of which 9 were three-member wards, 8 were two-member wards, and 5 were single-member wards. These arrangements came into effect at the Borough Council elections in 2003.

## **4. Part 1: Council Size**

- 4.1 The first part of the process is the invitation from LGBCE for the Council to make a submission on Council size, that is the total number of councillors to be elected to the Council.
- 4.2 The Council at its extraordinary meeting held on 17 December 2021 approved a submission on a future council size of 48 councillors to the LGBCE. The LGBCE announced on 19 January 2021 that it was minded to make a recommendation that the Council's future size remains at 48 councillors.



**5. Part 2: Warding Patterns**

- 5.1 As part of the next process of the Electoral Review, the LGBCE began a consultation on ward patterns for a council size of 48 councillors on 26 January 2021, ending on 2 August 2021.
- 5.2 At its meeting on 5 January 2021, the Executive established a cross-party Electoral Review Working Group to produce a warding patterns submission. The Working Group comprises Councillors Tony Rooth (Chairman), Liz Hogger, Nigel Manning, Ramsey Nagaty, and Angela Gunning. The Working Group has met on eight occasions to produce and refine the warding patterns submission attached as **Appendix 1** to this report.
- 5.3 An informal briefing of all councillors was held on 7 July 2021 to enable the Working Group to share their initial proposals, including maps showing proposed alterations to ward boundaries and a discussion of the approach taken by the Working Group in arriving at their proposals. All councillors were sent a link to the recording of the briefing, together with a link to view the various maps, and asked to submit any comments or proposals to the working group for consideration. A number of suggested adjustments to boundaries was suggested and these were investigated further by the Working Group and have resulted in a modification of the proposed pattern of wards. Maps showing the boundaries of each ward are attached as **Appendix 2**.
- 5.4 The Working Group has proposed a pattern of 20 wards comprising 9 three-member wards, 10 two-member wards and one single-member ward.
- 5.5 The LGBCE will use responses to the current consultation to draw up draft recommendations for new ward boundaries across our area, which provide the best balance of the statutory criteria within which they must make their decisions. The criteria include three main elements:

- ***Delivering electoral equality for local voters***

This means ensuring that each councillor represents roughly the same number of voters so that the value of an elector’s vote is the same regardless of where they live in the local authority area. Based on the recommended council size of 48, and the forecast electorate for 2026 of 118,225 (based on electorate projections which include the effects of expected housing developments in the Borough up to 2026), the target average electorate per councillor is 2,463. The Commission will allow a variance of up to +/-10% from the target ratio:

<b>Ward</b>	<b>-10%</b>	<b>Target ratio</b>	<b>+10%</b>
1 member	2,217	2,463	2,709
2 member	4,433	4,926	5,419
3 member	6,650	7,389	8,128

- ***Interests and identities of local communities***

This means establishing electoral arrangements which, as far as possible, avoid splitting local ties and where boundaries are easily identifiable.

- ***Effective and convenient local government***

This means ensuring that the wards can be represented effectively by their elected representative(s) and that the new electoral arrangements, including both the council size decision and warding arrangements, allow the local authority to conduct its business effectively.

Parished areas

5.6 In the parished areas, the parish boundaries often represent the extent of a community. In fact, the LGBCE often uses parishes as the building blocks of wards. The LGBCE have limited powers in relation to parish councils. They can neither create nor abolish a parish council; nor can they change the external boundary of an existing parish. However, when making recommendations about the electoral arrangements of a principal local authority, the LGBCE can make recommendations about the electoral arrangements of any parish councils that might be directly affected by new district ward boundaries. In effect, this primarily means creating new parish wards or changing the boundaries of existing parish wards.

5.7 A review undertaken by the LGBCE can have consequences for parishes and their councils, and the legislation requires them to make recommendations to the effect that:

- every ward of a parish having a parish council must lie wholly within a single ward of the relevant district council; and
- every parish which is not divided into parish wards must lie wholly within a single ward of the district council.

Further Public Consultation on Draft Recommendations

5.8 After receiving all submissions in respect of the warding patterns consultation, the LGBCE will then hold a further public consultation on their draft recommendations (from 2 November 2021 to 10 January 2022) during which time we will be able to comment on them and, if necessary, propose alternatives. After the close of that consultation, the LGBCE will publish its final recommendations on 29 March 2022, and prepare a draft order giving effect to the recommendations to be laid before Parliament. The changes will be implemented at the next borough council elections in May 2023.

**6. Financial Implications**

6.1 There are no financial implications arising directly from the making of this submission. The costs associated with the review will be met from within existing budgets.

**7. Legal Implications**

7.1 The LGBCE operates under the provisions of Part 3 of the Local Democracy, Economic Development & Construction Act 2009 (the 2009 Act). This established the LGBCE in place of the former Boundary Committee of the Electoral Commission.

- 7.2. Under S56(1) of the 2009 Act, the LGBCE must, from time to time, conduct a review of the area of each principal council, and recommend whether a change should be made to the electoral arrangements. In this regard, “electoral arrangements” means:
- The total number of Councillors
  - The number and boundaries of electoral areas<sup>1</sup> for the election of Councillors
  - The number of Councillors to be returned by any electoral area
  - The name of the electoral area
- 7.3 The legislation does not set out how many councillors each authority (or type of authority) will have. It is the LGBCE’s responsibility to determine the appropriate number of councillors for each authority. The LGBCE’s recommendation on council size (the retention of 48 councillors) will not be formalised until their final recommendations are agreed and published at the end of the process. This is because the number of councillors may change marginally (generally  $\pm 1$ ) from the initial recommendation if it is felt that modifying the number of councillors may provide for a pattern of wards that better reflects the three statutory criteria referred to in paragraph 5.4 above.
- 7.4 Schedule 2 to the 2009 Act states that the LGBCE must have regard to any change to the number or distribution of electors that is likely to take place within the five-year period following the making of recommendations by the LGBCE in respect of the review (expected in November 2021). This requirement means that, at the start of the review in 2020 the LGBCE asked us to provide them with six-year forecasts of electorate changes in all polling districts, i.e. up 2026.
- 7.5 A number of councillors have expressed concern that anticipated housing development beyond 2026 is not taken into account by the LGBCE in the review process. However, it is worth pointing out that the Council could request a further review at a point in time after 2026 as further development takes place and electorates increase. The LGBCE itself will also take action by conducting a further review when the electoral variances in representation across a local authority become notable. Their criteria for initiating a review in those circumstances are as follows:
- Where more than 30% of a council’s wards have an electoral imbalance of more than 10% from the average ratio for that authority; and/or
  - Where one (or more) wards has an electoral imbalance of more than 30%; and
  - the imbalance is unlikely to be corrected by foreseeable changes to the electorate within a reasonable period.

The LGBCE monitor the levels of electoral imbalance across all principal local authorities in England annually, and those that meet the above-mentioned criteria will, at some point, be included in their review programme.

## **8. Human Resource Implications**

- 8.1 There are no HR implications arising directly from the proposals contained in this report.

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<sup>1</sup> In this context an electoral area means a ward

## **9. Equality and Diversity Implications**

9.1 Under the Equality Act 2010, Section 149, a public authority must, in the exercise of its functions, have due regard to the need to:

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

9.2 In this regard, the Council must consider whether the decision will or could have a differential impact on: racial groups; gender; people with disabilities; people of a particular sexual orientation; people due to their age; people due to their religious belief; or people who are pregnant.

9.3 It is not considered that an equality impact assessment is necessary for the purpose of responding to the LGBCE on the patterns of ward boundaries.

## **10. Climate Change/Sustainability Implications**

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

## **11. Summary of Options**

11.1 The Council essentially has two options:

Option 1:

To approve the Warding Patterns Submission attached as Appendix 1 to this report.

Option 2:

To approve the Warding Patterns Submission, with amendments.

11.2 The Electoral Review Working Group recommends Option 1.

## **12. Background Papers**

None

## **13. Appendices**

Appendix 1: Draft Warding Patterns Submission to the Local Government Boundary Commission for England

Appendix 2: Maps showing the proposed wards to accompany the Submission

Proposed Draft Warding Patterns Submission proposed by the Electoral Review Working Group for approval by Council on 28 July 2021

Ward name	Estimated 2026 Electorate	Number of councillors (48)	No. of electors per councillor	Variance against average electorate per councillor <sup>1</sup>	Comments
<b>Western Parishes</b>					
Ash South & Tongham	8,046	3	2,682	+8.8%	<p>If the current Ash South and Tongham ward was left unchanged, the electoral variance expected in 2026 would be +17% over the average variance. In order to address this, we are proposing that the Rowan Field parish ward moves into the Ash Wharf ward. However, this will have a consequential impact on the Ash Wharf and Ash Vale wards</p> <p>We have looked at possibly combining the Tongham parish with the Pilgrims ward, but do not feel that this best fits the community identity criterion, where we feel that there is a greater affinity between the communities of Tongham and Ash than between Tongham and neighbouring parishes in the Pilgrims ward. We also think that the A31 is a logical boundary between wards in this area.</p>
Ash Vale	5,330	2	2,665	+8.2%	<p>We are proposing that rather than using Vale Road as part of the ward boundary between Ash Vale and Ash Wharf wards, the existing Basingstoke Canal boundary should be extended northwards to a point just north of the northern boundary of the Foxhurst Road cul-de-sac, and for the Ash Vale ward to take in a number of roads to the east of Vale Road (south of Heathvale Bridge Road) that are currently in Ash Wharf Ward.</p>
Ash Wharf	5,391	2	2,696	+9.4%	<p>See comment above re: Ash Vale Ward. The addition of the Rowan Field parish ward into Ash Wharf Ward, together with the removal of a number of roads from Ash Wharf ward into</p>

<sup>1</sup> The average electorate per councillor across the borough is expected to be 2,463

Ward name	Estimated 2026 Electorate	Number of councillors (48)	No. of electors per councillor	Variance against average electorate per councillor <sup>1</sup>	Comments
					Ash Vale Ward will increase the electoral variance to just within the +10% tolerance
Normandy & Pirbright	4,687	2	2,344	-4.8%	<p>If the current Normandy and Pirbright wards were left unchanged, the electoral variance expected in 2026 would leave Normandy at +6%, but leave Pirbright at -16%. The proposed merger of the two wards into one resolves the variance.</p> <p>Pirbright borders with Woking and Surrey Heath to its north, east, and west, and with Normandy and Worplesdon to the south and south-east, although Normandy has by far the longer boundary. As we are suggesting making no change to the Worplesdon ward (see below), we believe that merging Pirbright with Normandy best meets the statutory criteria.</p> <p>The respective wards each have a distinctive village with outlying smaller settlements and share similar topography. Travel between the two neighbouring parishes and wards is easy via the A324.</p>
Shalford & Pilgrims	6,799	3	2,266	-7.9%	<p>If the current Shalford and Pilgrims wards were left unchanged, the electoral variance expected in 2026 would leave Shalford at -4% but leave Pilgrims at -16%. The proposed merger of the two wards into one resolves the variance.</p> <p>Both Shalford and Pilgrims wards have a significant southern border with Waverley and are predominantly rural. Currently, Shalford ward comprises of three parishes</p>

Ward name	Estimated 2026 Electorate	Number of councillors (48)	No. of electors per councillor	Variance against average electorate per councillor <sup>1</sup>	Comments
					<p>and Pilgrims has four, with Shalford itself being the larger of the villages that would comprise the new ward.</p> <p>As mentioned above, we have looked at possibly combining the Pilgrims ward with Tongham parish, but do not feel that this best fits the community identity criterion, where we feel that there is a greater affinity between the communities of Tongham and Ash than between Tongham and neighbouring parishes in the Pilgrims ward. We also think that the A31 is a logical boundary between wards in this area. In the absence of any other logical, alternative pairing of wards, we believe that merging Shalford with Pilgrims best meets the statutory criteria.</p> <p>Travel between the two neighbouring wards is easy via the A3, A31, and B3000.</p>
Worplesdon	7,443	3	2,481	0%	We are not proposing any changes to the electoral arrangements in respect of this ward.
<b>Western Parishes Total:</b>	<b>37,696</b>	<b>15</b>	<b>2,513</b>	<b>+2%</b>	
<b>Guildford Town Area</b>					
Burpham	4,996	2	2,498	+1.4%	With the anticipated electorate in 2026 of 4,532 in the existing Burpham ward (-8% under the average variance), we felt there was scope to bring the variance closer to the average, whilst rationalising the boundary between the Burpham ward and the new Holy Trinity & Christchurch ward by aligning the south-western boundaries of both Burpham and the Merrow wards. This involves extending the Burpham ward by bringing its south-western boundary with the new Holy Trinity & Christchurch Ward south-westwards to the

Ward name	Estimated 2026 Electorate	Number of councillors (48)	No. of electors per councillor	Variance against average electorate per councillor <sup>1</sup>	Comments
Friary	5,037	2	2,519	+2.2%	<p>railway bridge in Boxgrove Road taking in roads down to Westward Ho, Abbotswood, and Boxgrove Avenue.</p> <p>With the anticipated electorate in 2026 of 9,420 in the existing Friary &amp; St Nicolas ward (+27% over the average variance), we realised that we would need to propose a division of the ward into two separate new wards and a rearrangement of boundaries with neighbouring wards.</p> <p>We took the view that the River Wey should form the western boundary of the new Friary ward from Bridge Street to the south, northwards to the bridge taking the railway over the river meaning that the river continues to form a natural ward boundary from the boundary with Shalford ward through the town centre to the railway bridge. We suggest using the railway line as the ward boundary between the Friary ward and new St. Nicolas &amp; Riverside ward and Onslow ward.</p>
Holy Trinity & Christchurch	7,485	3	2,495	+1.2%	<p>If the current Holy Trinity and Christchurch wards were left unchanged, the electoral variance expected in 2026 would leave Christchurch at 0%, but leave Holy Trinity at -11%. It was also clear that some change to the ward boundaries would be necessary to accommodate the proposed boundary for the new Friary ward and changes in the adjoining Burpham and Merrow wards.</p> <p>We considered retaining two separate wards with Holy Trinity as a 2 member ward and Christchurch as a single member ward, but felt that having a single member ward in the town area would not be appropriate.</p>



Ward name	Estimated 2026 Electorate	Number of councillors (48)	No. of electors per councillor	Variance against average electorate per councillor <sup>1</sup>	Comments
Merrow	7,282	3	2,427	-1.4%	If the current Merrow ward was left unchanged, the electoral variance expected in 2026 would be -14% under the average variance. In order to address this, we are proposing to bring the variance closer to the average, whilst rationalising the boundary between the Merrow and Burpham wards by aligning their south-western boundaries. This involves extending the Merrow ward by bringing its south-western boundary with the new Holy Trinity & Christchurch ward south-westwards to Boxgrove Road, whilst maintaining the railway line as the strong boundary between the Merrow and Burpham wards.
Onslow	7,356	3	2,452	0%	Although the electoral variance expected in 2026 in the existing Onslow ward was acceptable (+1%), it was clear that some change to the ward boundary would be necessary to accommodate changes in adjoining wards. It was also felt that the natural community within the ward lay to the east of the A3 (Onslow Village and Guildford Park areas), and that the logical ward boundary should be the A3, the A31 and the railway to create a triangular shaped ward. The area to the west of the A3 currently in the Onslow ward should form part of the revised area for the Westborough ward (see below).
St Nicolas & Riverside	4,772	2	2,386	-3.1%	With the anticipated electorate in 2026 of 9,420 in the existing Friary & St Nicolas ward (+27% over the average variance), we realised that we would need to propose a division of the ward into two separate new wards and a rearrangement of boundaries with neighbouring wards. We are proposing that the northern boundary between this ward and Onslow ward should comprise the A31 Farnham

Ward name	Estimated 2026 Electorate	Number of councillors (48)	No. of electors per councillor	Variance against average electorate per councillor <sup>1</sup>	Comments
					<p>Road from the bridge over the railway westwards to Down Lane. The “Riverside” area of the new ward includes the “finger” of land comprising the railway station area and properties along Walnut Tree Close to the west of the river and east of the railway line.</p> <p>We believe that these boundaries are clear and logical.</p>
Stoke	4,951	2	2,476	0%	We are not proposing any changes to the electoral arrangements in respect of this ward
Stoughton North	4,687	2	2,344	-4.8%	<p>Although the electoral variance expected in 2026 in the existing Stoughton ward was acceptable (-2%), it was felt that changes were necessary to accommodate the proposed revised warding arrangements for Westborough, and to rationalise the boundary using the A323 Aldershot Road as the new boundary to take into Stoughton parts of the current Westborough ward that are regarded on maps as being part of Stoughton – notably the Stoughton Recreation Ground (which includes the Stoughton Youth and Community Centre). However, this would take the Stoughton ward significantly over the 10% variance threshold.</p> <p>We therefore propose splitting Stoughton into two 2 member wards using the A322 Worplesdon Road, and the Stoughton Road eastwards to the railway as the boundary between Stoughton North and Stoughton South wards.</p>
Stoughton South	4,557	2	2,279	-7.4%	See comments re: Stoughton North above and Westborough below.
Westborough	6,850	3	2,283	-7.3%	With the anticipated electorate in 2026 of 6,711 in the existing Westborough ward very close to the -10% tolerance

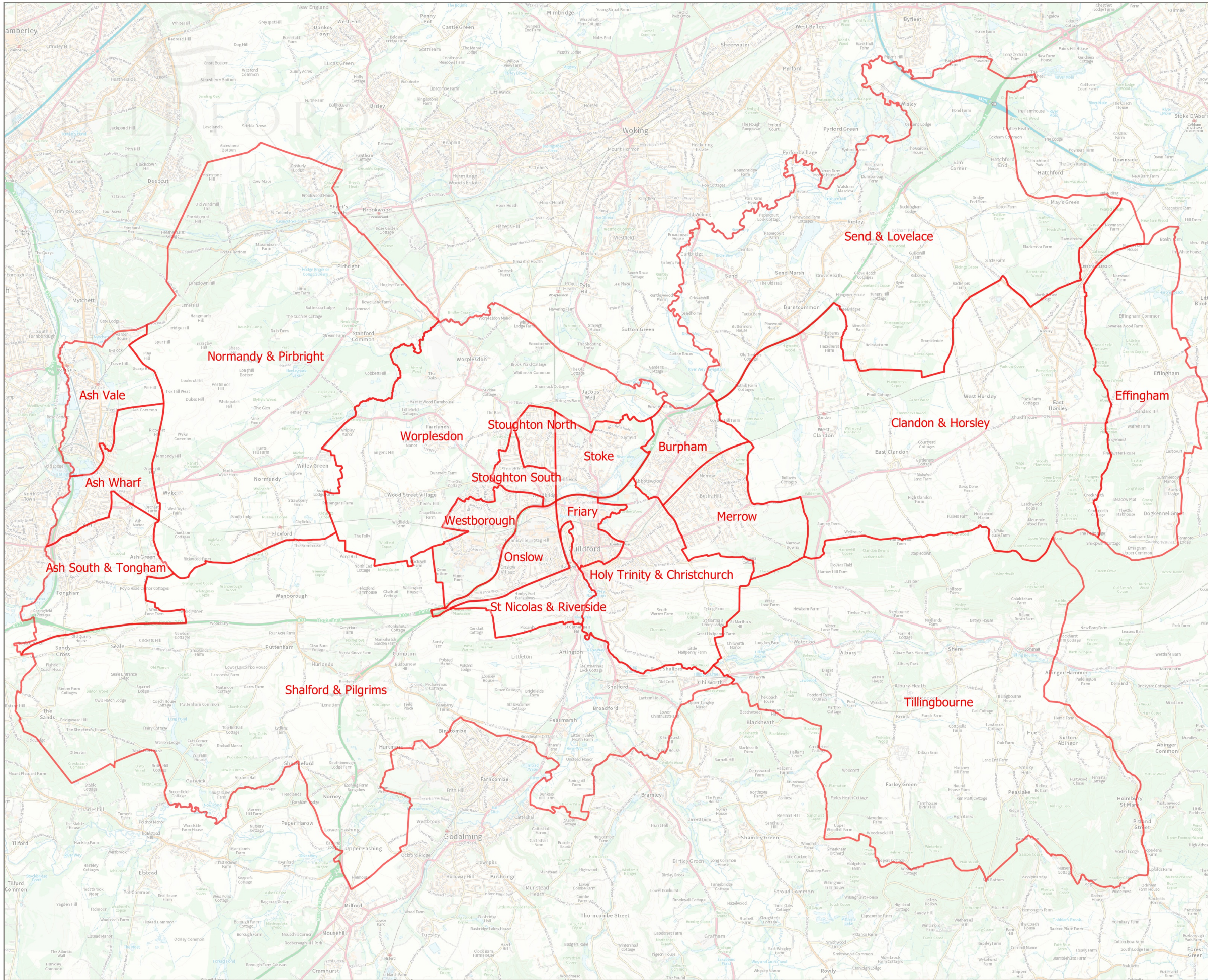
Ward name	Estimated 2026 Electorate	Number of councillors (48)	No. of electors per councillor	Variance against average electorate per councillor <sup>1</sup>	Comments
					<p>(-9% under the average variance), coupled with the proposed change to the boundary between the Onslow and Westborough wards (see above), we realised that significant changes to the Westborough ward boundary would be required. We looked at two options for the Westborough Ward:</p> <p>Option A (the favoured option) involved re-drawing the northern boundary of Westborough ward so that the A323 Aldershot Road forms the new boundary between Westborough and the proposed new Stoughton South ward, and the A3 becomes the new south-eastern boundary with Onslow ward taking in that part of the current Onslow ward located to the west of the A3.</p> <p>Option B involved maintaining the current northern and eastern boundary between Westborough and Stoughton wards and then dissecting the ward via a north-south route along Foxburrows Avenue, westwards using the railway as a boundary to Egerton Road, and then south and eastwards to include the Ashenden estate. This new ward was to be named “Westborough East”. The remaining Park Barn part of Westborough, including that part of the current Onslow ward located to the west of the A3 (excluding the Ashenden estate) was to remain the “Westborough ward”.</p> <p>However, it was recognised that the ward names might cause some confusion, so it was suggested that “St Clare ward” might be a better name for Westborough, and “Westborough</p>

Ward name	Estimated 2026 Electorate	Number of councillors (48)	No. of electors per councillor	Variance against average electorate per councillor <sup>1</sup>	Comments
					East” would revert to being “Westborough”. As this option would result in the St Clare ward being almost at -10% tolerance and given that Option A had a better ward configuration for the Stoughton area, we favoured Option A.
<b>Guildford Town Total:</b>	<b>57,973</b>	<b>24</b>	<b>2,416</b>	<b>-2%</b>	
<b>Eastern Parishes</b>					
Clandon & Horsley	7,805	3	2,602	+5.6%	<p>The only change to the ward boundary being proposed is to align the boundary between Clandon &amp; Horsley ward and Effingham ward in the Effingham Junction area so that it is coterminous with the revised parish boundary between the parishes of East Horsley parish and Effingham, which was approved by the Council as part of a community governance review completed in December 2019, and is due to come into effect in April 2023.</p> <p>We looked at alternative warding patterns for the eastern parishes which included:</p> <ul style="list-style-type: none"> <li>• a new 3 member ward comprising the parishes of Ripley, Send, and East and West Clandon, which would have resulted in a variance of +3.6%.</li> <li>• a new 2 member ward comprising Effingham, the existing M5 polling district of the Clandon &amp; Horsley ward, plus the parishes of Ockham and Wisley, which would have resulted in a variance of +8%.</li> <li>• A new 2 member ward comprising the current parish of West Horsley plus East Horsley parish, excluding the existing M5 polling district, which would have resulted in a variance of +7%.</li> </ul>

Ward name	Estimated 2026 Electorate	Number of councillors (48)	No. of electors per councillor	Variance against average electorate per councillor <sup>1</sup>	Comments
					However, we were not convinced that these alternative warding patterns were reflective of current community identities, and would have resulted in splitting East Horsley parish across two borough wards, and the imposition of parish wards for East Horsley Parish Council.
Effingham	2,585	1	2,585	+4.9%	See comments in respect of Clandon & Horsley ward above. Other than the proposed minor change to the boundary between Clandon & Horsley and Effingham wards arising from the 2019 community governance review, no other change is recommended in respect of Effingham ward.
Send & Lovelace	7,610	3	2,537	+3%	See comments in respect of Clandon & Horsley ward above. If the current Send and Lovelace wards were left unchanged, the electoral variance expected in 2026 would leave Send at -14% and Lovelace at +36%. The proposed merger of the two wards into one resolves the variance.  The respective wards each have distinctive villages with outlying smaller settlements and travel between the neighbouring parishes of Send and Ripley (Lovelace) is easy via the A3 and the B2215.
Tillingbourne	4,672	2	2,336	-5.1%	We are not proposing any changes to the electoral arrangements in respect of this ward.
<b>Eastern Parishes Total:</b>	<b>22,672</b>	<b>9</b>	<b>2,519</b>	<b>+2%</b>	

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# Boundary Review 2021: Proposed Warding Patterns for Guildford Borough



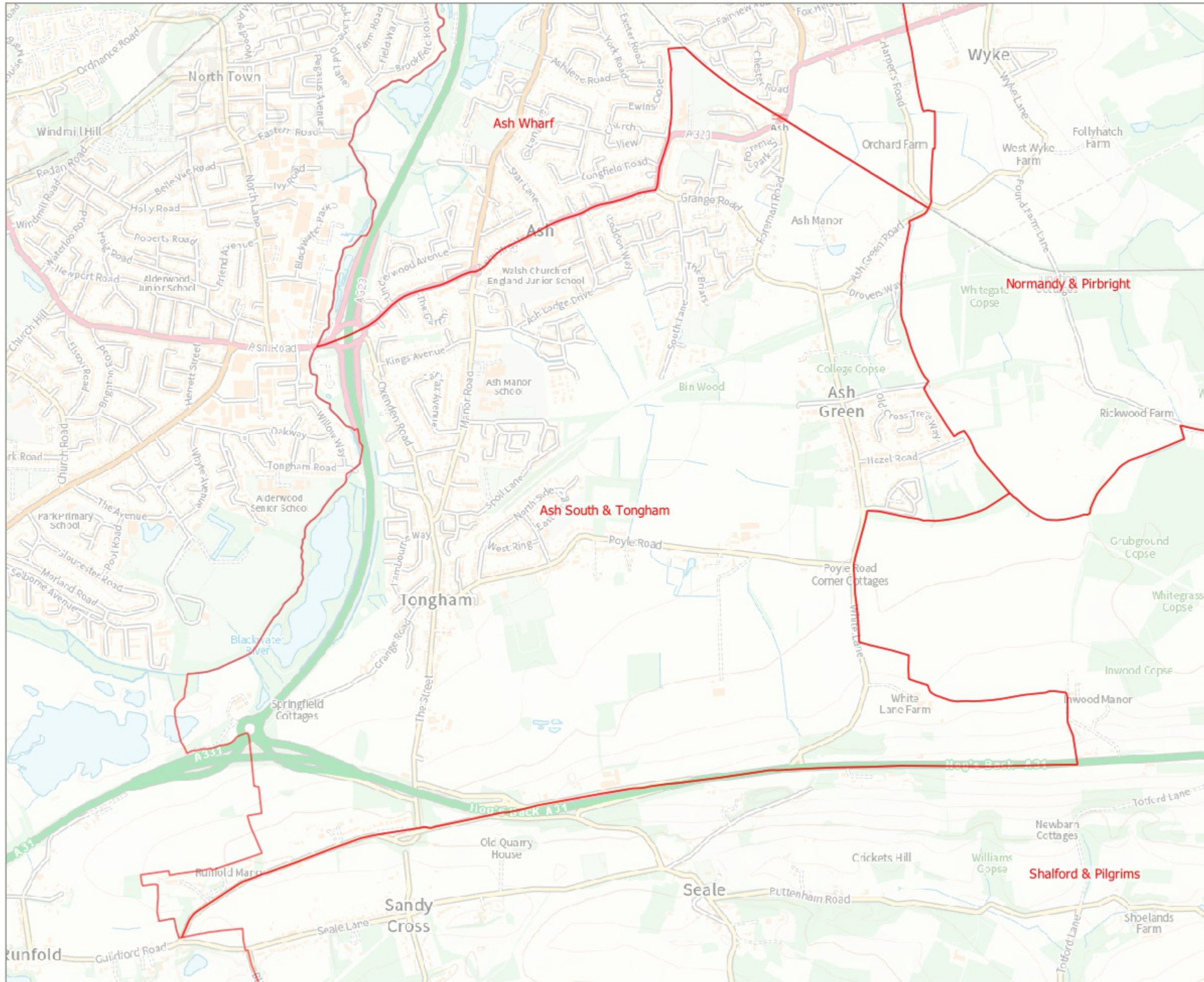
**Legend**  
Proposed Ward Boundary

Publication Date: 2021-07-19  
Scale at A3:  
1:80000

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Boundary Review 2021: Proposed Revised Warding Pattern of Ash South & Tongham Ward



**Legend**  
 Proposed Ward Boundary

**Key Statistics**  
 Estimated 2026 Electorate: 8046  
 Number of Councillors: 3  
 Electors per Councillor: 2,682  
 Variance: +8.8%

Publication Date: 2021-07-19

Scale at A3:  
 Diagrammatic

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Boundary Review 2021: Proposed Revised Warding Pattern of Ash Vale Ward



**Legend**  
 Proposed Ward Boundary

**Key Statistics**  
 Estimated 2026 Electorate: 5330  
 Number of Councillors: 2  
 Electors per Councillor: 2665  
 Variance: +8.2%

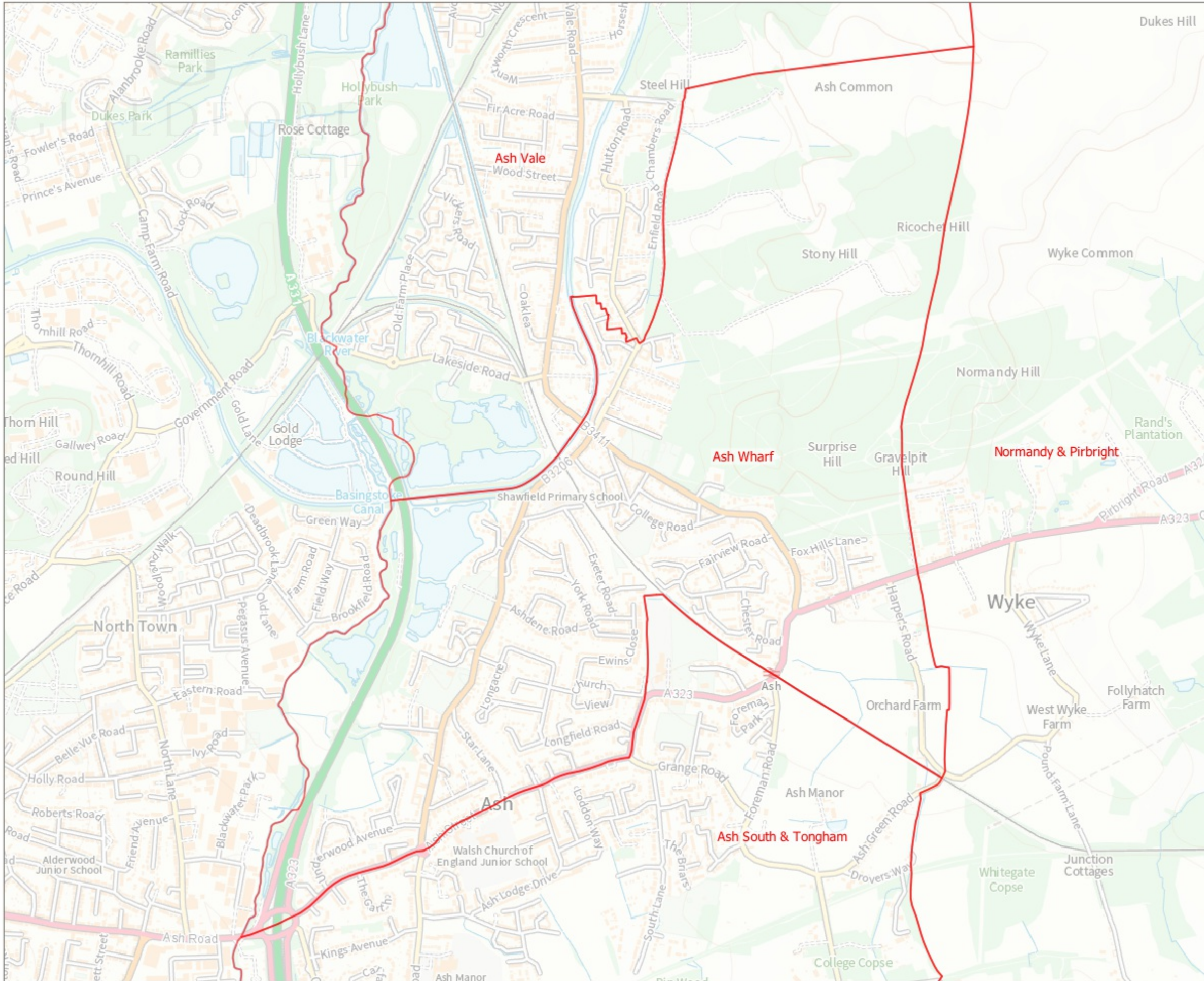
Publication Date: 2021-07-19

Scale at A3:  
 Diagrammatic

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Boundary Review 2021: Proposed Revised Warding Pattern of Ash Wharf Ward



**Legend**  
 Proposed Ward Boundary

**Key Statistics**  
 Estimated 2026 Electorate: 5391  
 Number of Councillors: 2  
 Electors per Councillor: 2696  
 Variance: +9.4%

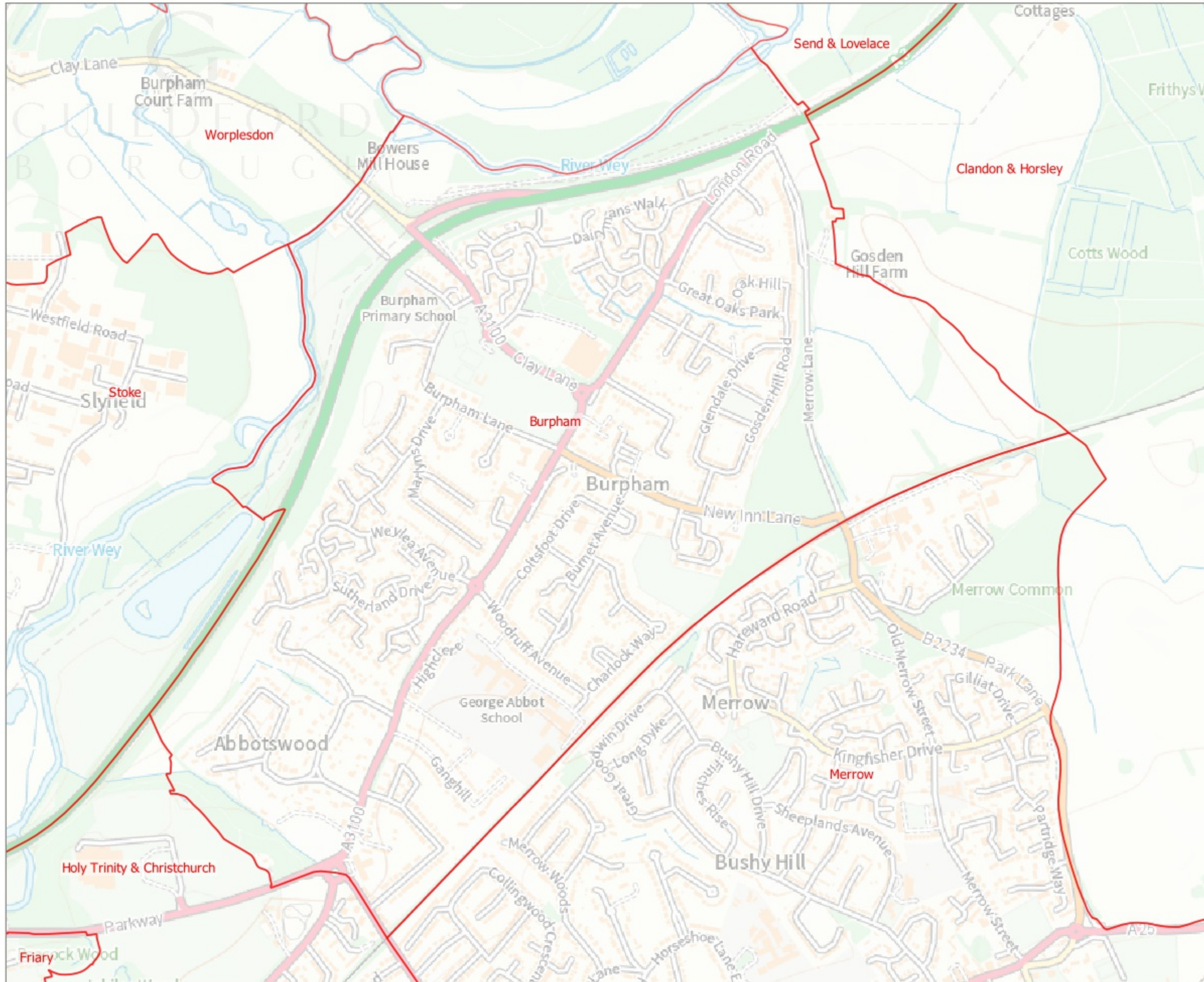
Publication Date: 2021-07-19

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Boundary Review 2021: Proposed Revised Warding Pattern of Burpham Ward



Legend

Proposed Ward Boundary

Key Statistics

Estimated 2026 Electorate: 4996  
 Number of Councillors: 2  
 Electors per Councillor: 2498  
 Variance: +1.4%

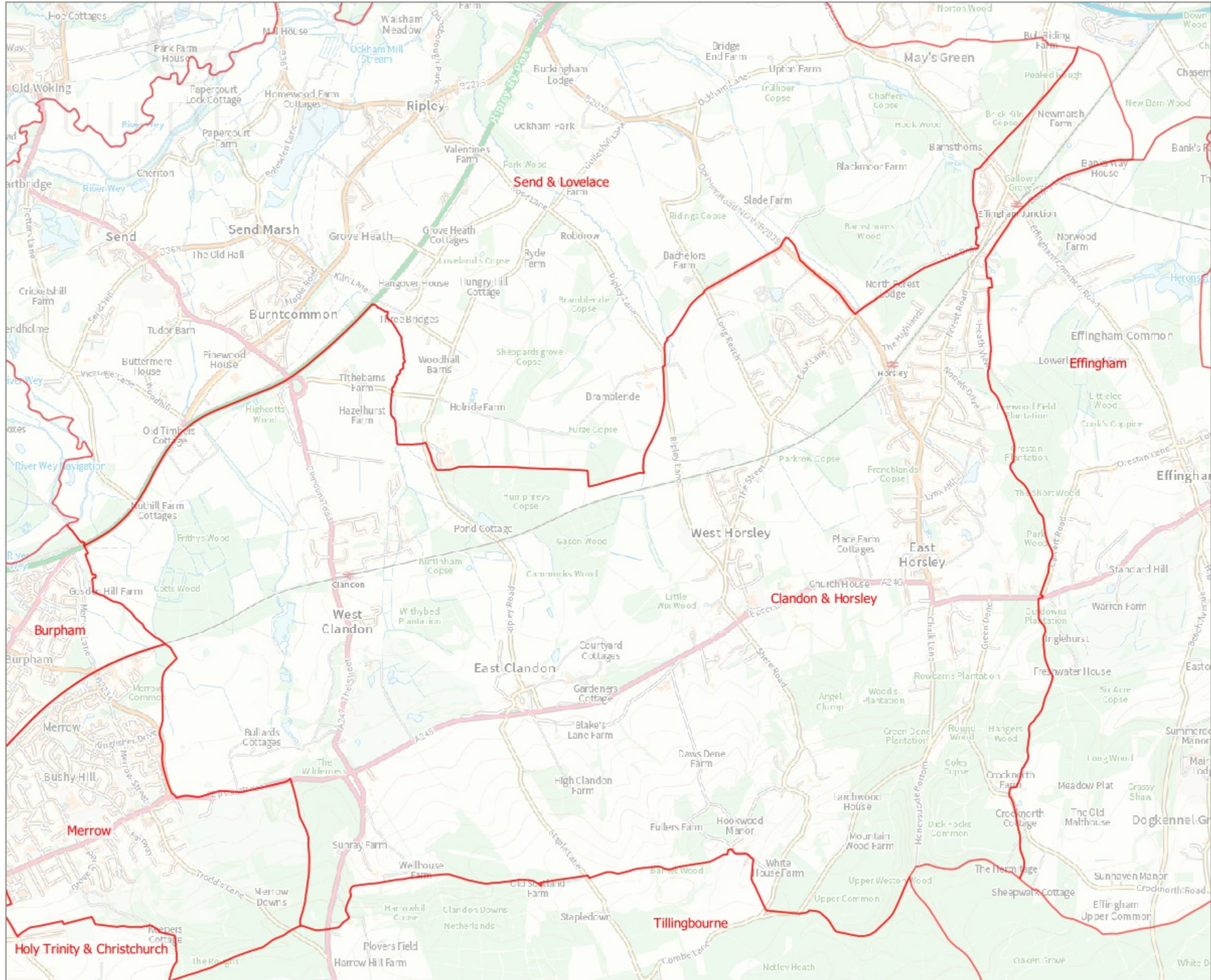
Publication Date: 2021-07-19


Scale at A3:  
 Diagrammatic

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Boundary Review 2021: Proposed Revised Warding Pattern of Clandon & Horsley Ward



**Legend**  
 Proposed Ward Boundary

**Key Statistics**  
 Estimated 2026 Electorate: 7805  
 Number of Councillors: 3  
 Electors per Councillor: 2,602  
 Variance: +5.6%

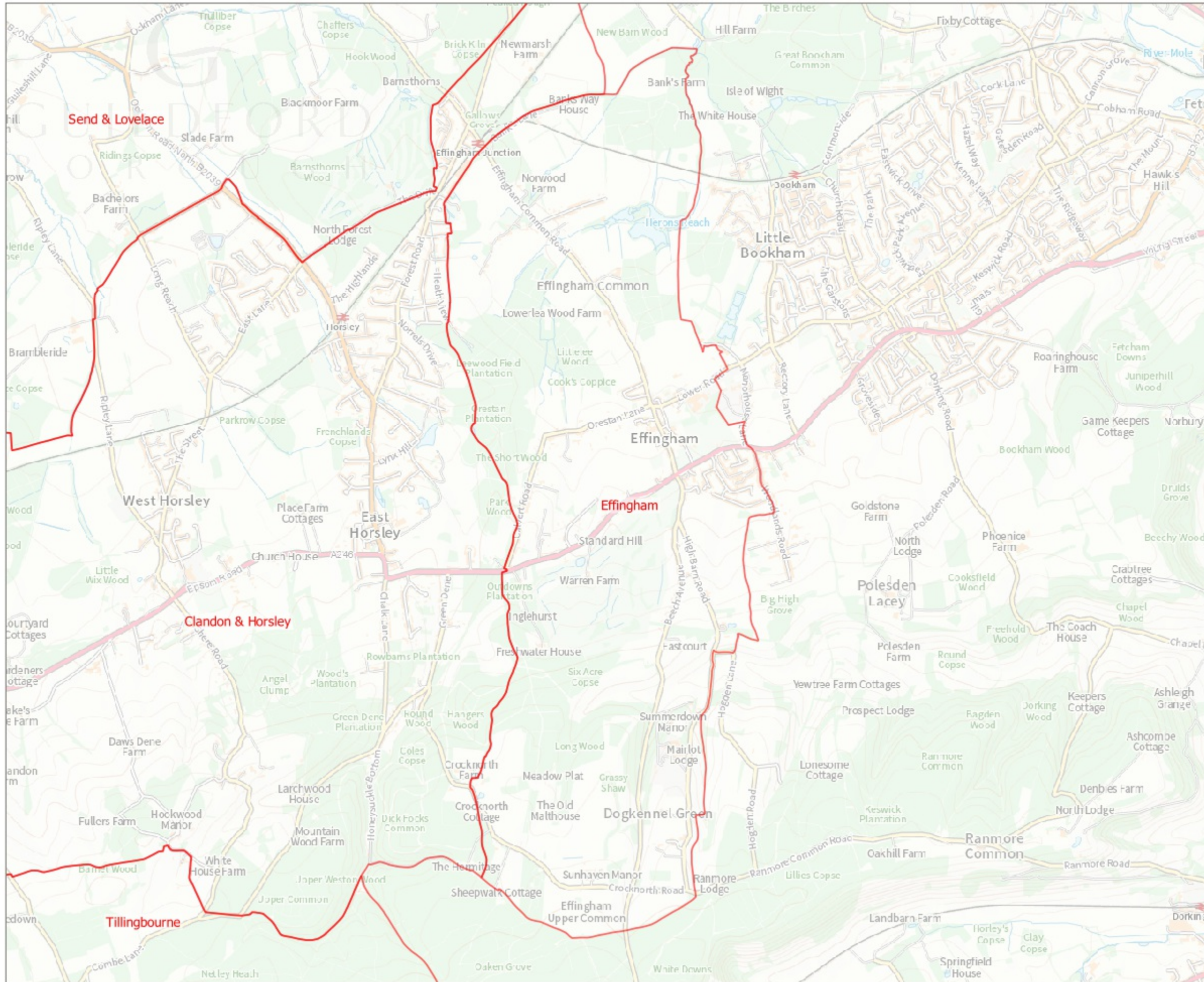
Publication Date: 2021-07-19

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 Diagrammatic

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Boundary Review 2021: Proposed Revised Warding Pattern of Effingham Ward



**Legend**  
 Proposed Ward Boundary

**Key Statistics**  
 Estimated 2026 Electorate: 2585  
 Number of Councillors: 1  
 Electors per Councillor: 2,585  
 Variance: +4.9%

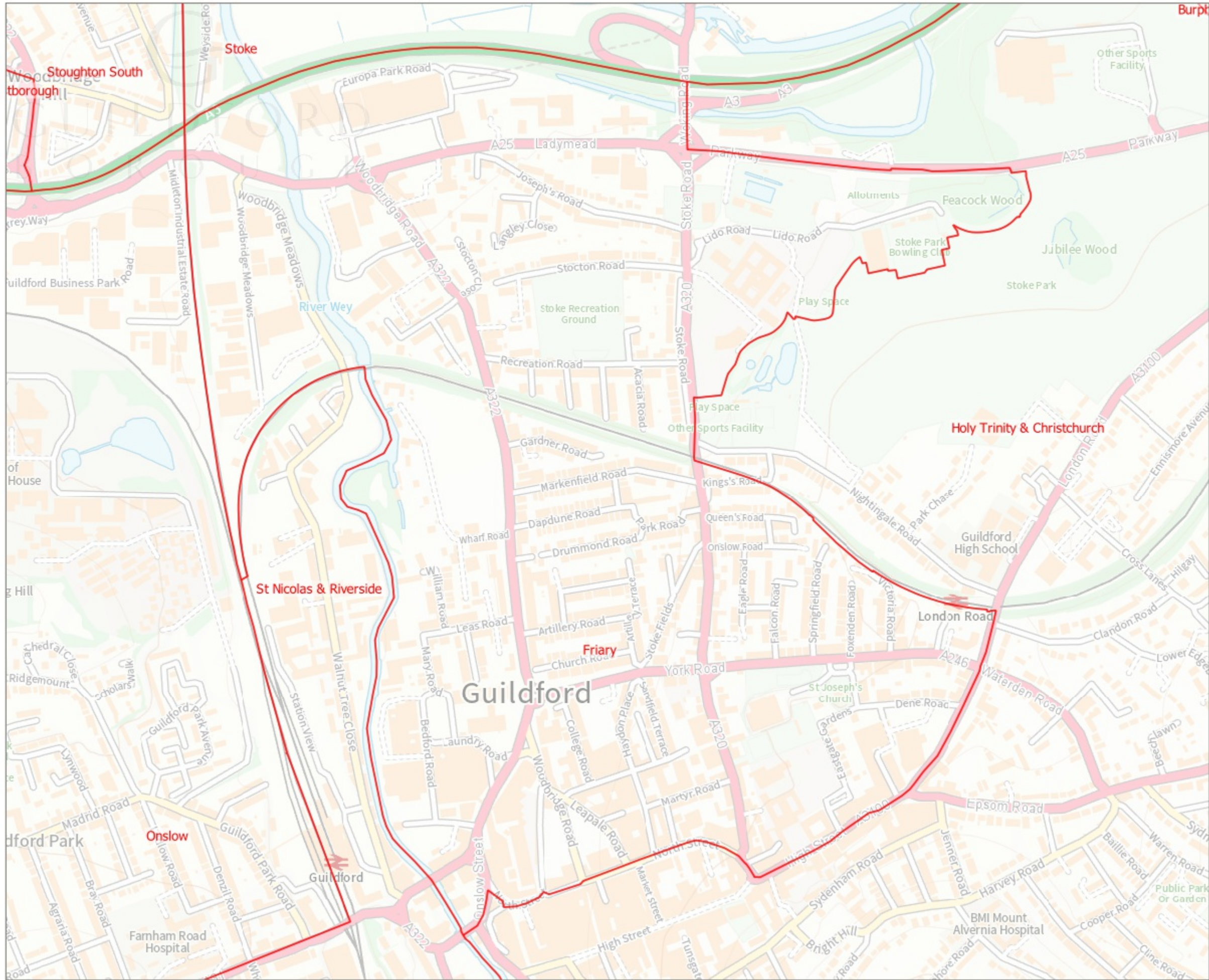
Publication Date: 2021-07-19

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Boundary Review 2021: Proposed Revised Warding Pattern of Friary Ward



**Legend**  
 Proposed Ward Boundary

**Key Statistics**  
 Estimated 2026 Electorate: 5037  
 Number of Councillors: 2  
 Electors per Councillor: 2,519  
 Variance: +2.2%

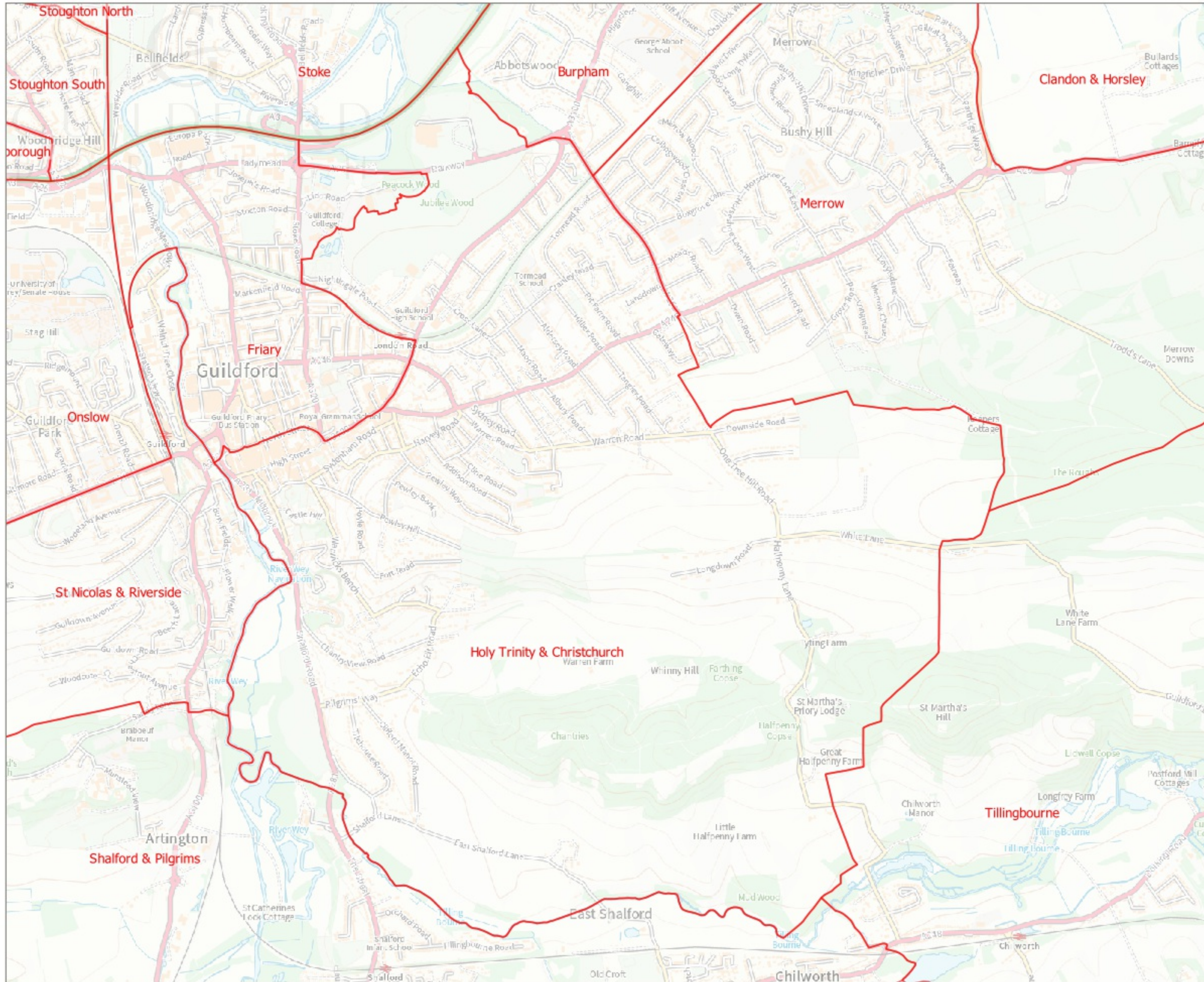
Publication Date: 2021-07-19

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Boundary Review 2021: Proposed Revised Warding Pattern of Holy Trinity & Christchurch Ward



Legend

Proposed Ward Boundary

Key Statistics

Estimated 2026 Electorate: 7 485  
 Number of Councillors: 3  
 Electors per Councillor: 2,495  
 Variance: +1.2%

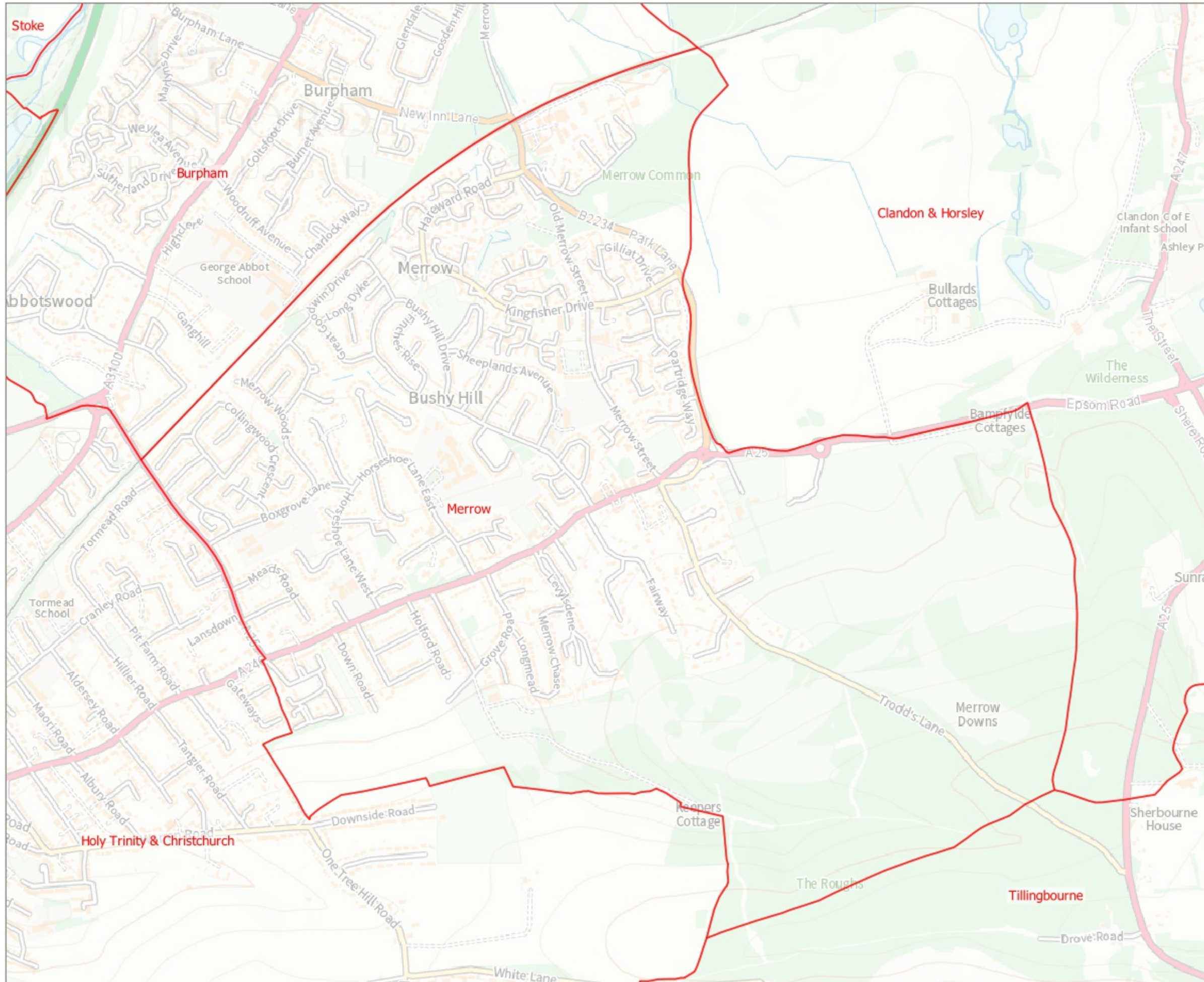
Publication Date: 2021-07-19

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Boundary Review 2021: Proposed Revised Warding Pattern of Merrow Ward



**Legend**  
 Proposed Ward Boundary

**Key Statistics**  
 Estimated 2026 Electorate: 7282  
 Number of Councillors: 3  
 Electors per Councillor: 2,427  
 Variance: -1.4%

Publication Date: 2021-07-19

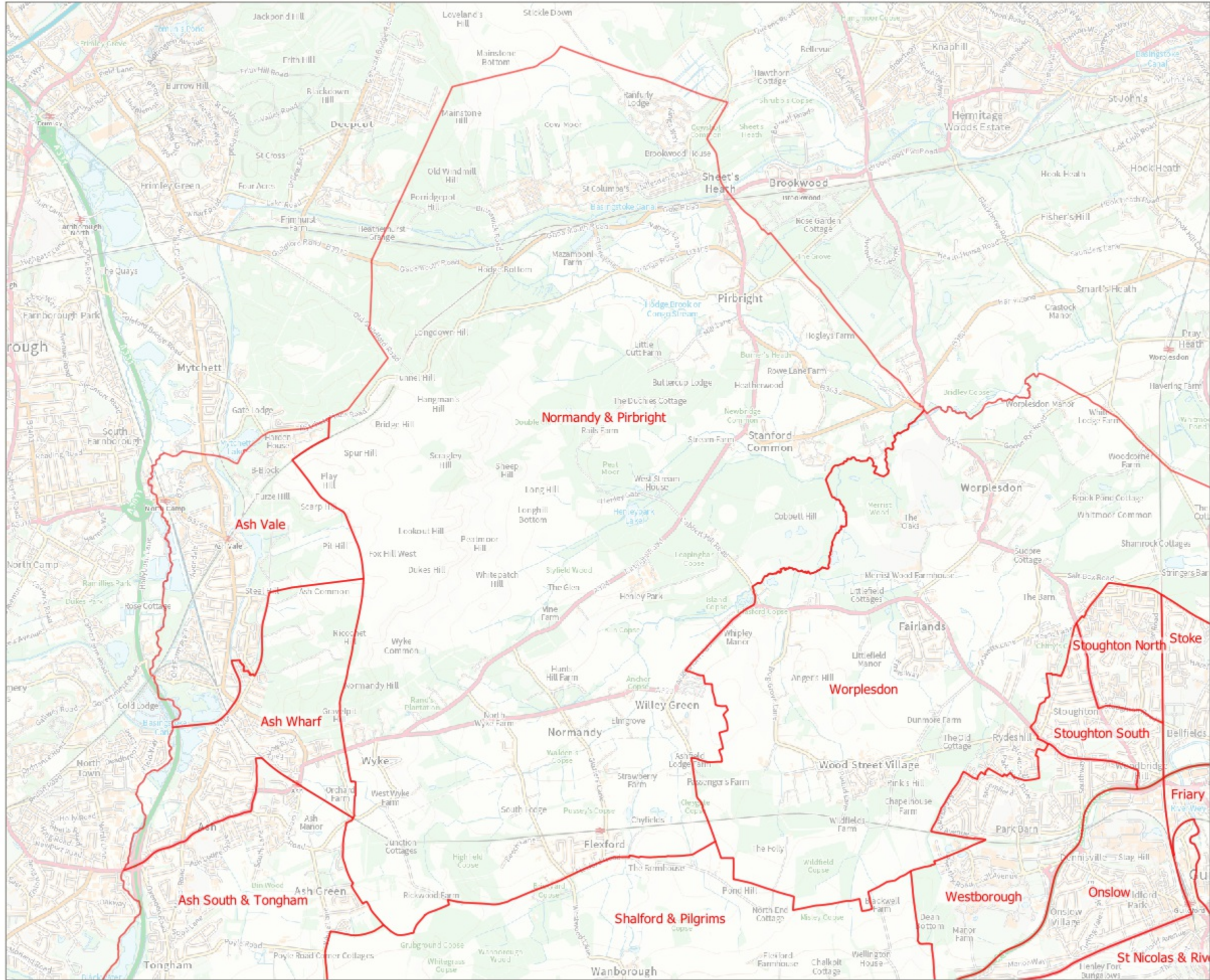
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Boundary Review 2021: Proposed Revised Warding Pattern of Normandy & Pirbright Ward



**Legend**  
 Proposed Ward Boundary

**Key Statistics**  
 Estimated 2026 Electorate: 4687  
 Number of Councillors: 2  
 Electors per Councillor: 2,344  
 Variance: -4.8%

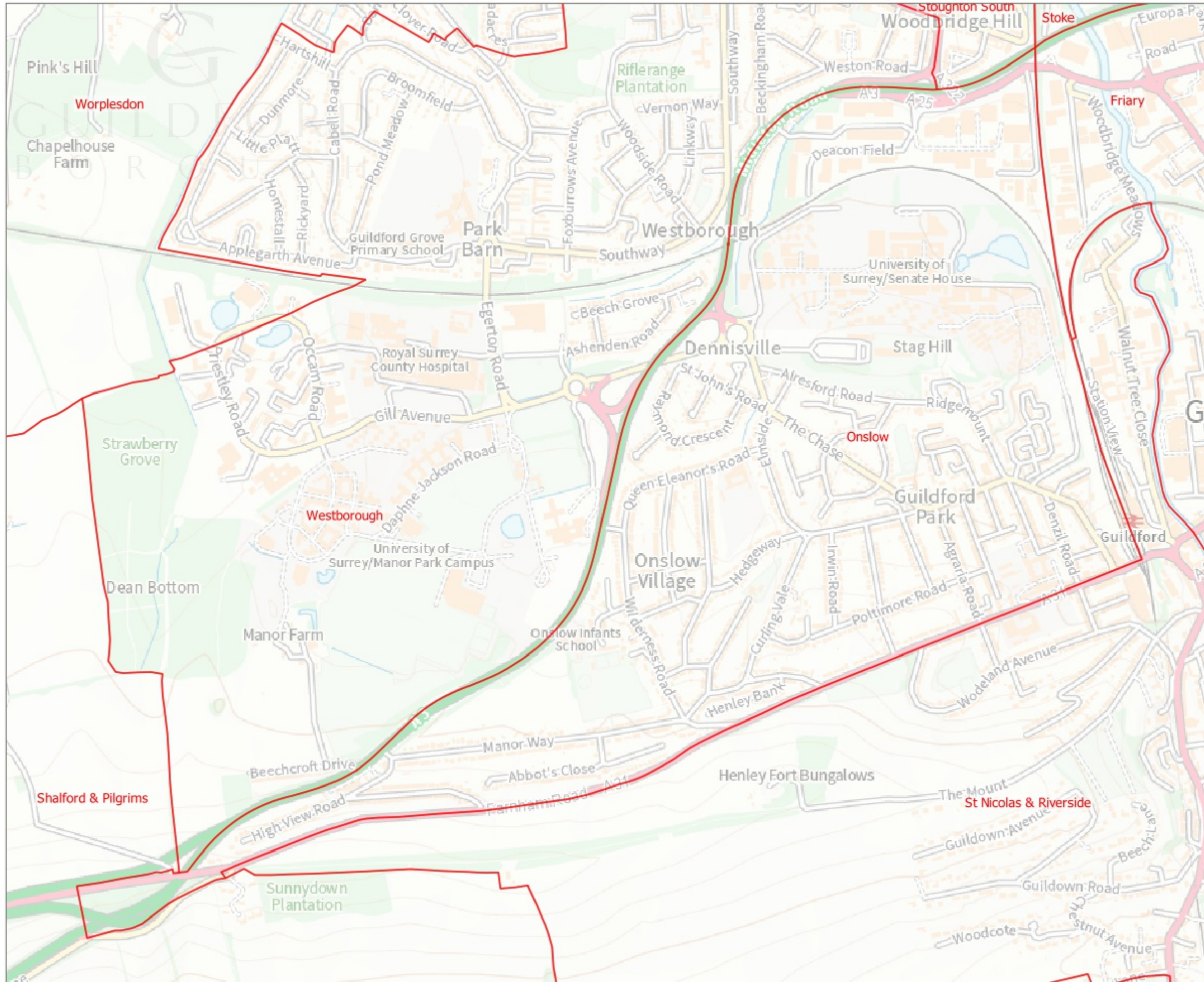
Publication Date: 2021-07-19

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 Diagrammatic

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Boundary Review 2021: Proposed Revised Warding Pattern of Onslow Ward



**Legend**  
 Proposed Ward Boundary

**Key Statistics**  
 Estimated 2026 Electorate: 7356  
 Number of Councillors: 3  
 Electors per Councillor: 2,452  
 Variance: 0%

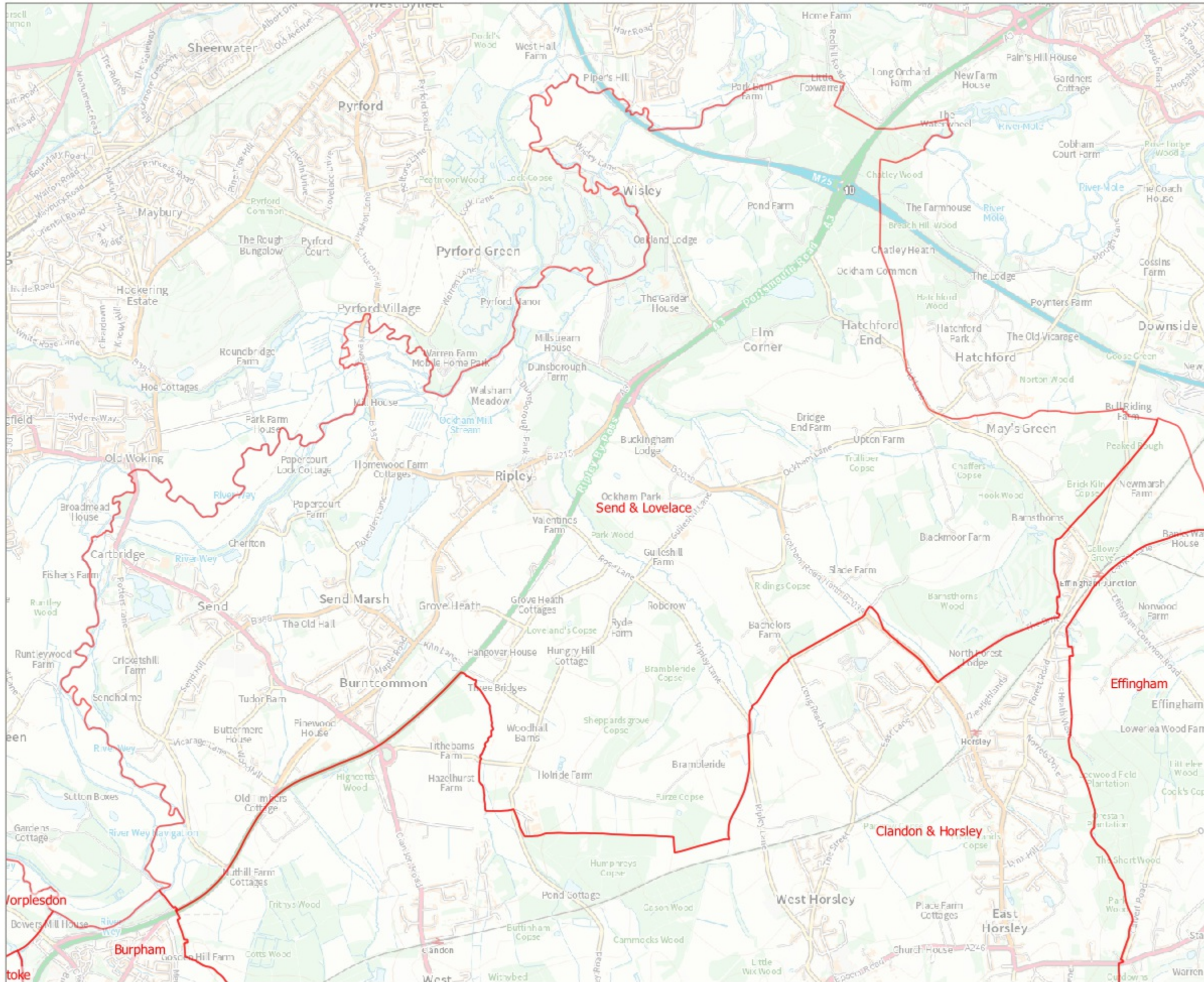
Publication Date: 2021-07-19

Scale at A3:  
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Boundary Review 2021: Proposed Revised Warding Pattern of Send & Lovelace Ward



**Legend**  
 Proposed Ward Boundary

**Key Statistics**  
 Estimated 2026 Electorate: 7610  
 Number of Councillors: 3  
 Electors per Councillor: 2,537  
 Variance: +3%

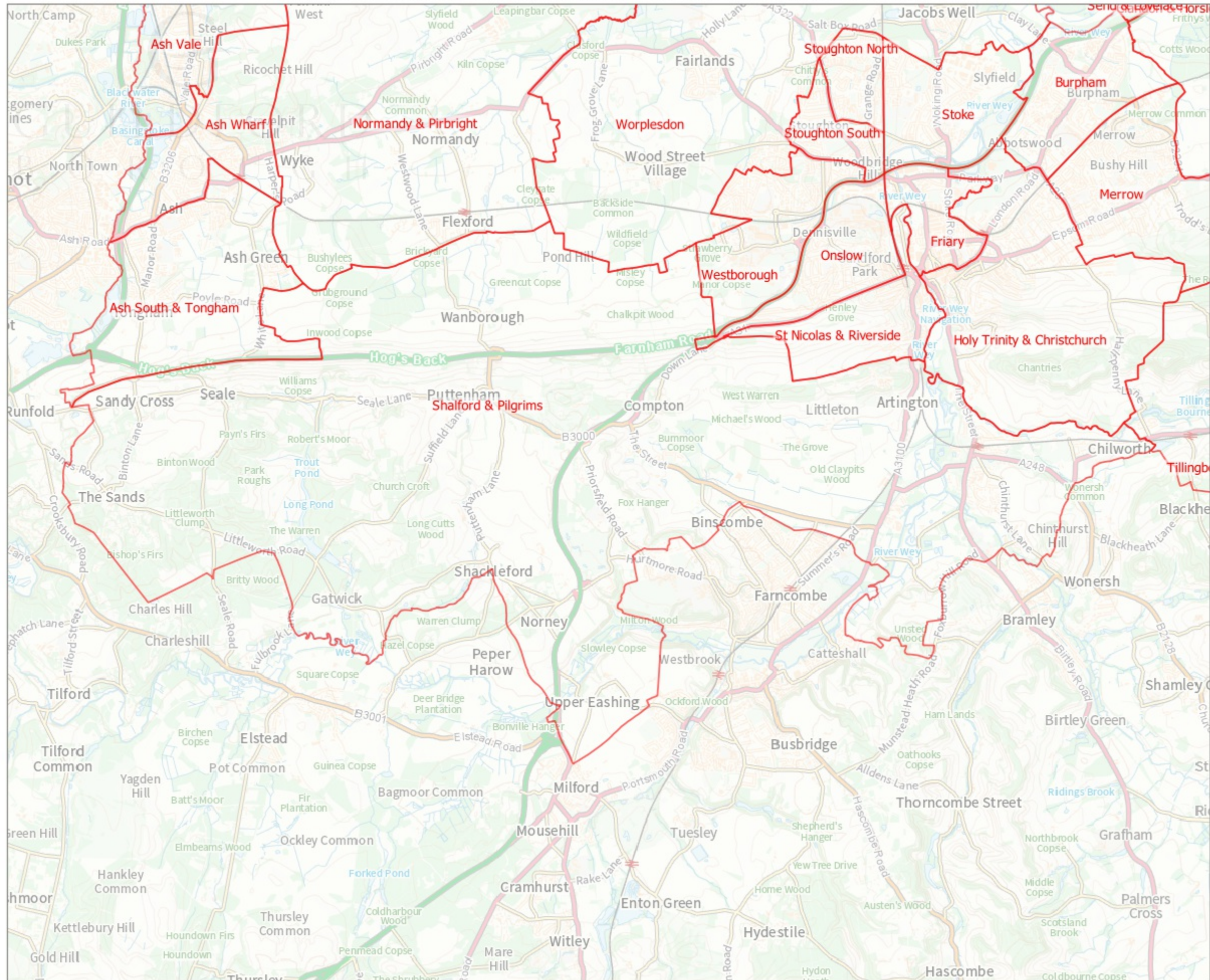
Publication Date: 2021-07-19

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Diagrammatic

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Boundary Review 2021: Proposed Revised Warding Pattern of Shalford & Pilgrims Ward



**Legend**  
 Proposed Ward Boundary

**Key Statistics**  
 Estimated 2026 Electorate: 6799  
 Number of Councillors: 3  
 Electors per Councillor: 2,266  
 Variance: -7.9%

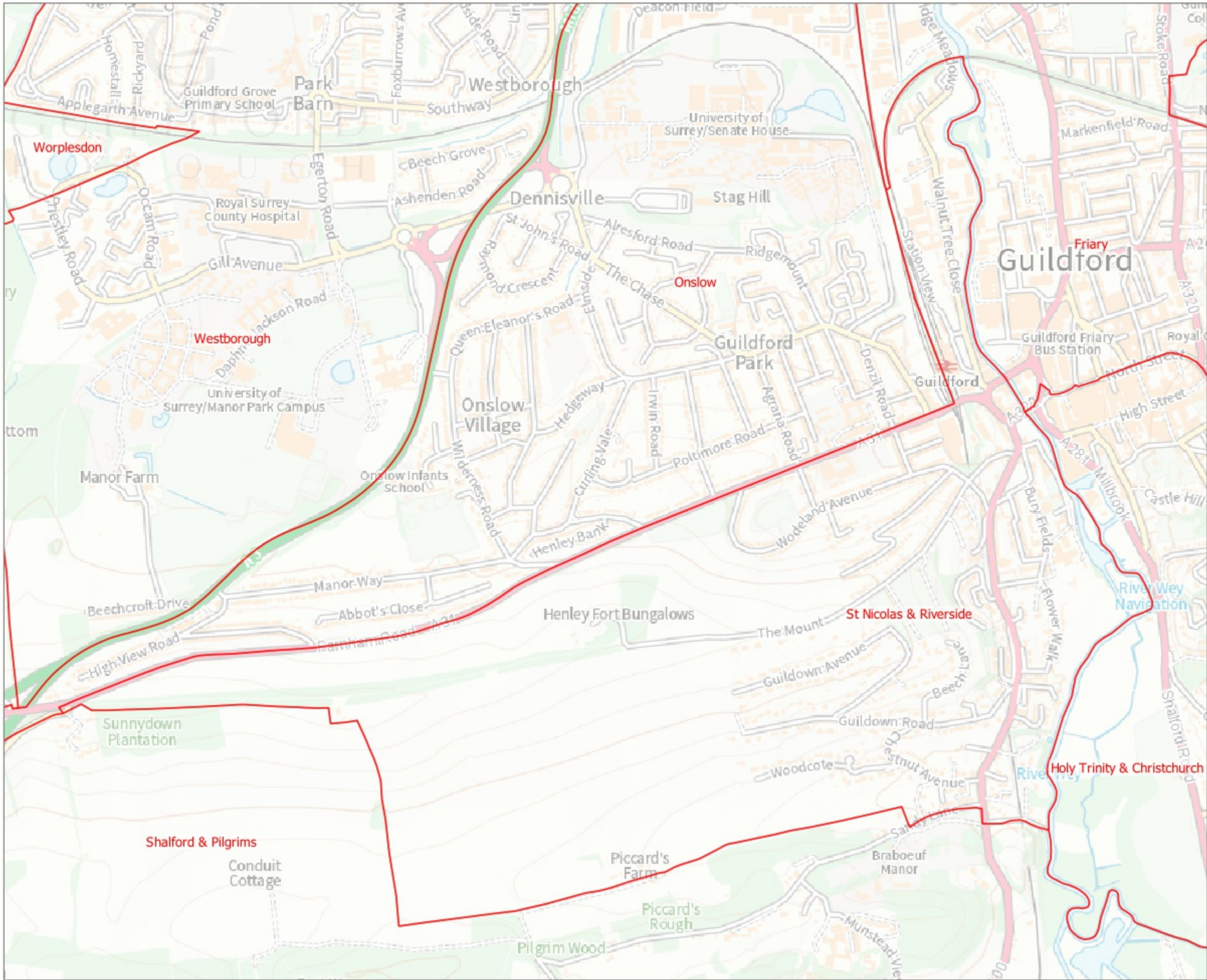
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Boundary Review 2021: Proposed Revised Warding Pattern of St Nicolas & Riverside Ward




**Legend**

 Proposed Ward Boundary

**Key Statistics**

Estimated 2026 Electorate: 4772  
 Number of Councillors: 2  
 Electors per Councillor: 2,386  
 Variance: -3.1%

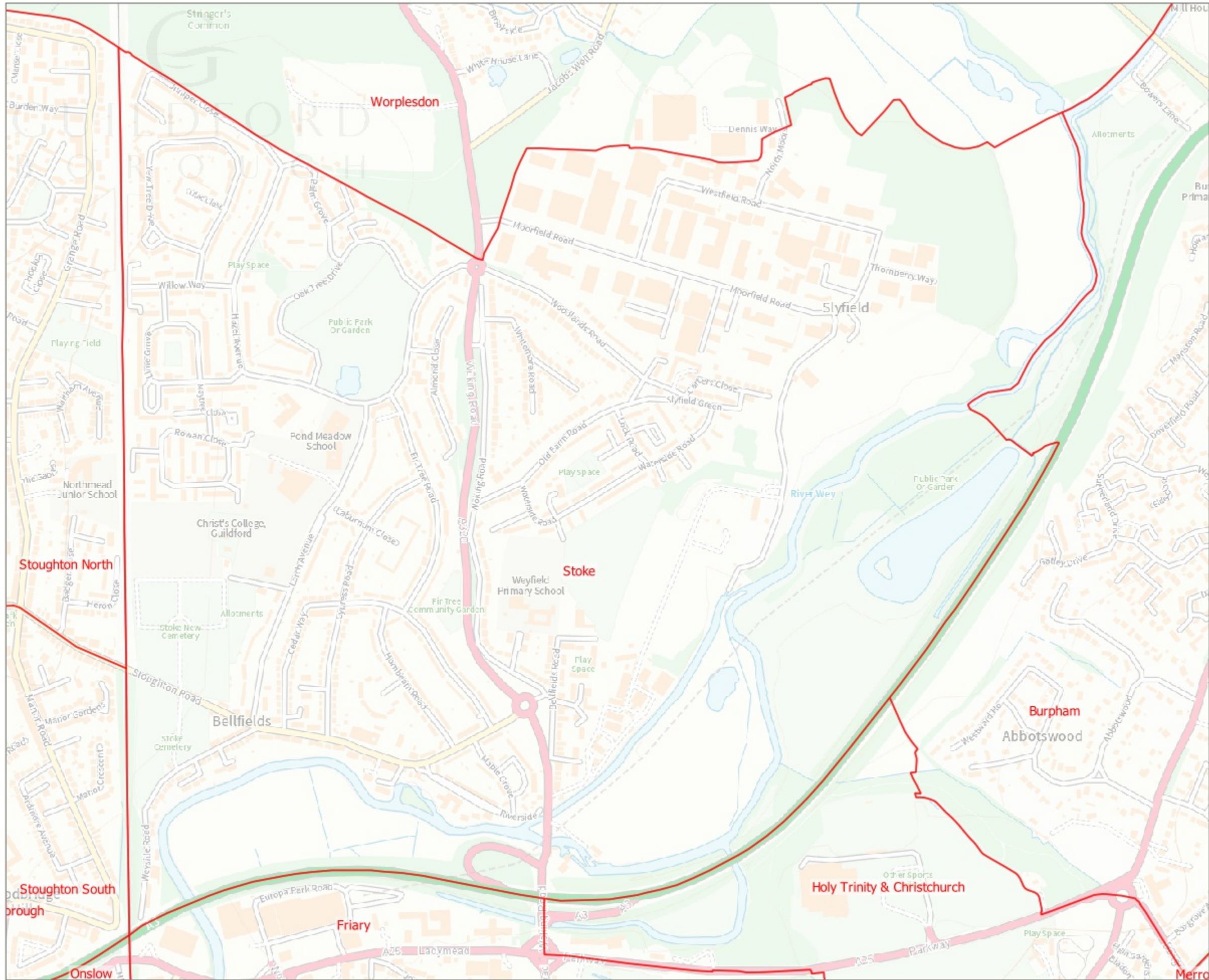
Publication Date: 2021-07-19

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Boundary Review 2021: Proposed Revised Warding Pattern of Stoke Ward



**Legend**  
 Proposed Ward Boundary

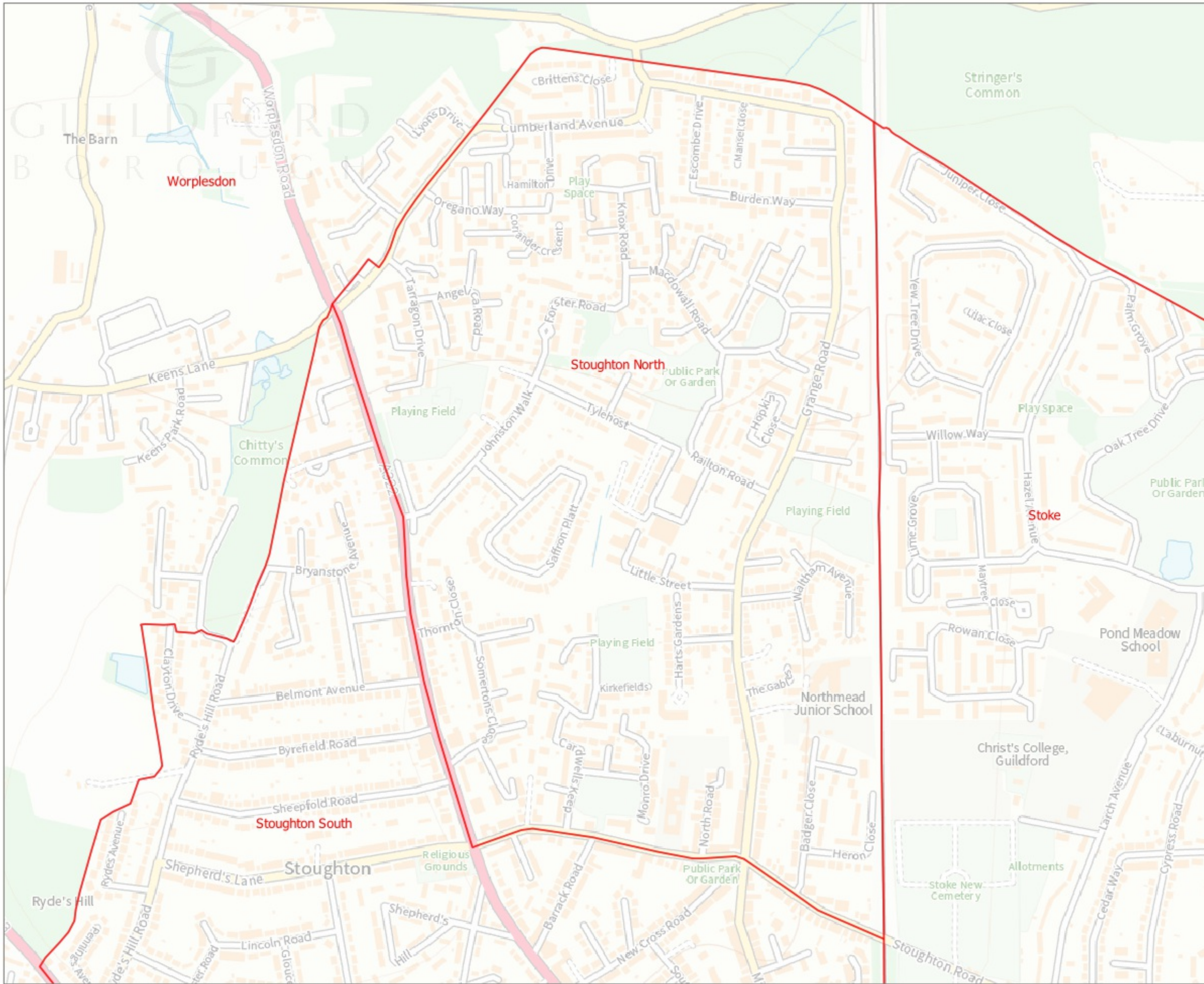
**Key Statistics**  
 Estimated 2026 Electorate: 4951  
 Number of Councillors: 2  
 Electors per Councillor: 2476  
 Variance: 0%

Publication Date: 2021-07-19  
 Scale at A3:  
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Boundary Review 2021: Proposed Revised Warding Pattern of Stoughton North Ward



**Legend**  
 Proposed Ward Boundary

**Key Statistics**  
 Estimated 2026 Electorate: 4687  
 Number of Councillors: 2  
 Electors per Councillor: 2,344  
 Variance: -4.8%

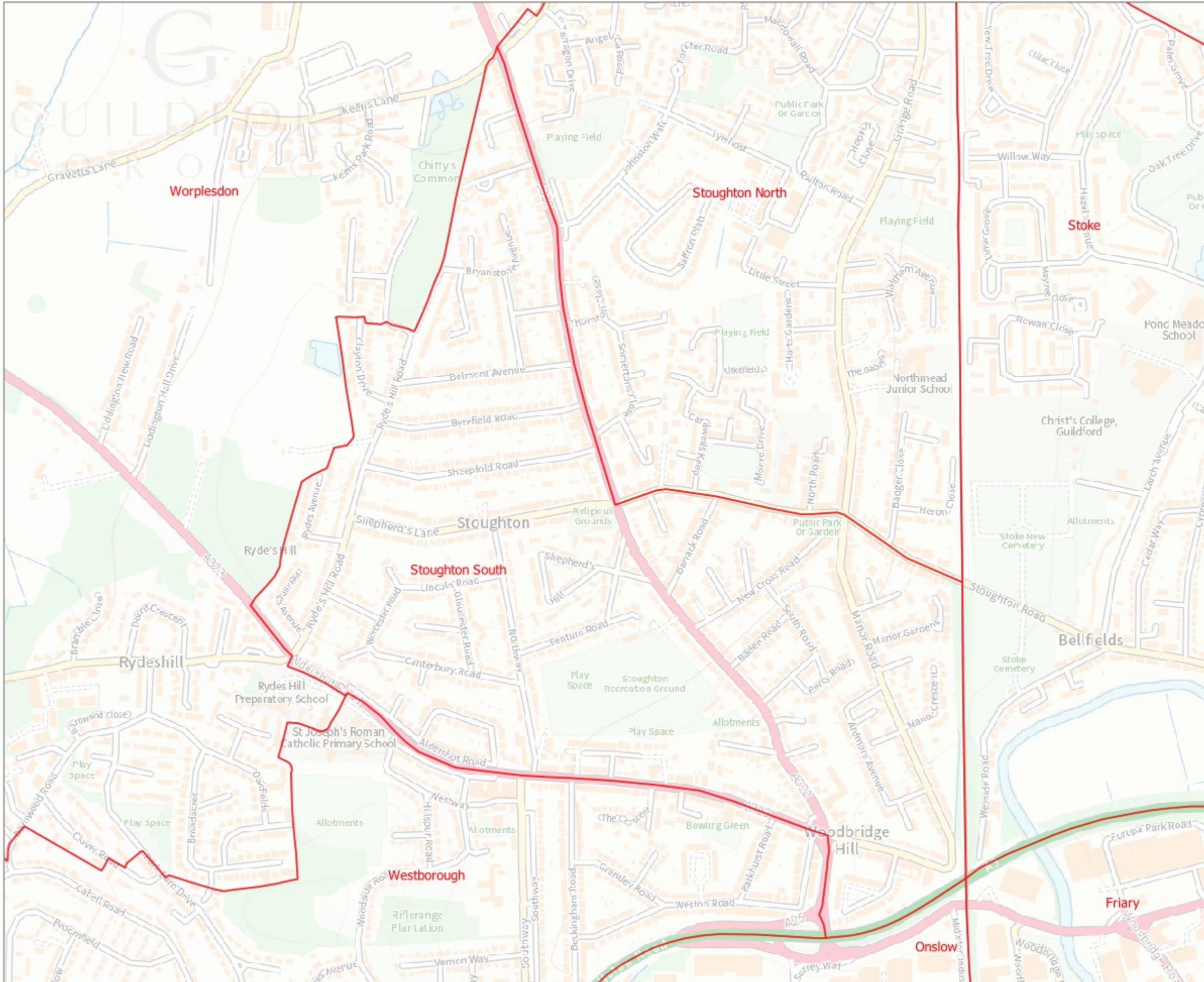
Publication Date: 2021-07-19

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Boundary Review 2021: Proposed Revised Warding Pattern of Stoughton South Ward



**Legend**  
 Proposed Ward Boundary

**Key Statistics**  
 Estimated 2026 Electorate: 4557  
 Number of Councillors: 2  
 Electors per Councillor: 2,279  
 Variance: -7.4%

Publication Date: 2021-07-19

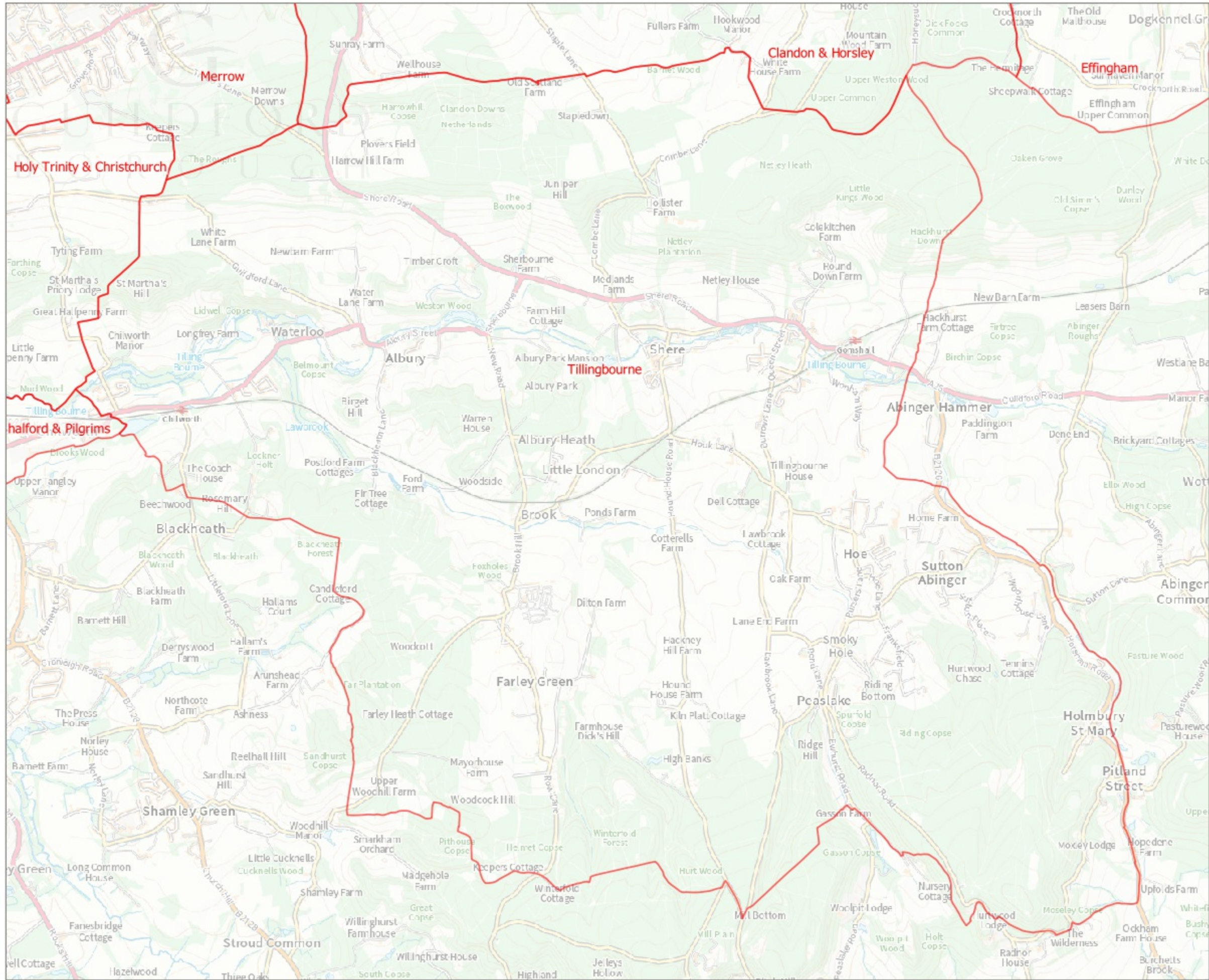
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Boundary Review 2021: Proposed Revised Warding Pattern of Tillingbourne Ward



**Legend**  
 Proposed Ward Boundary

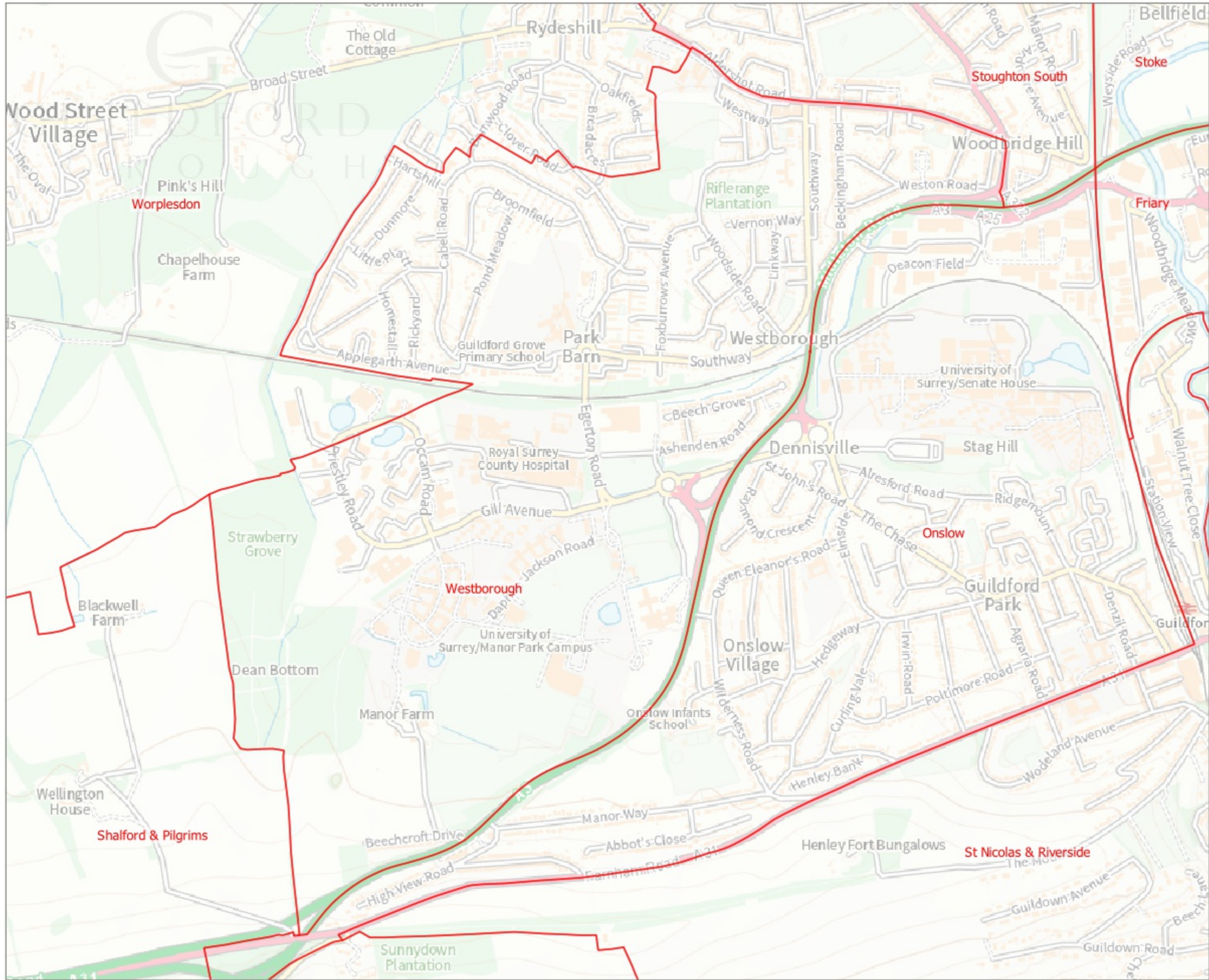
**Key Statistics**  
 Estimated 2026 Electorate: 4672  
 Number of Councillors: 2  
 Electors per Councillor: 2,336  
 Variance: -5.1%

Publication Date: 2021-07-19  
 Scale at A3:  
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Boundary Review 2021: Proposed Revised Warding Pattern of Westborough Ward



Legend

Proposed Ward Boundary

Key Statistics

Estimated 2026 Electorate: 6850  
 Number of Councillors: 3  
 Electors per Councillor: 2,283  
 Variance: -7.3%

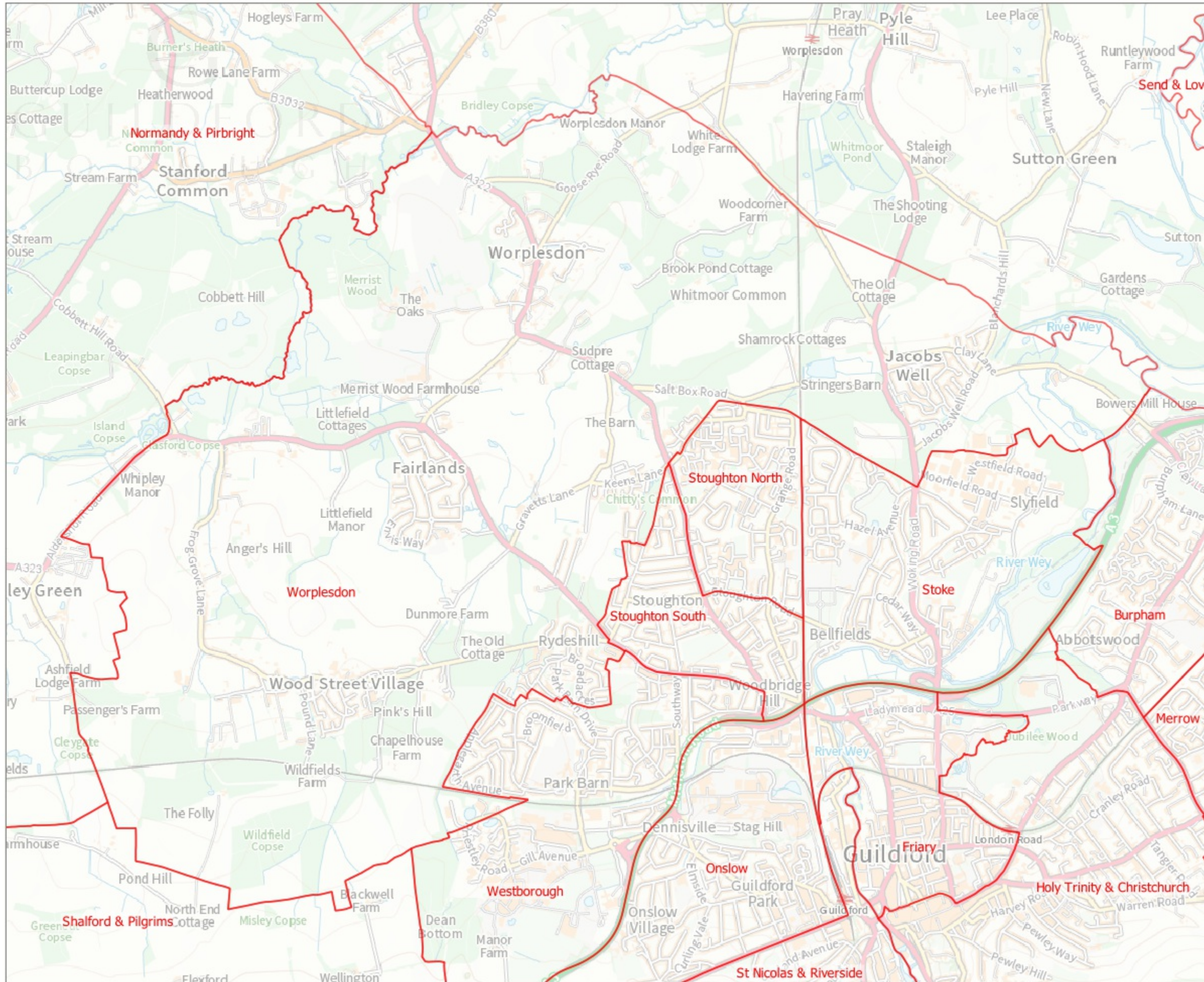
Publication Date: 2021-07-19

Scale at A3:  
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Boundary Review 2021: Proposed Revised Warding Pattern of Worplesdon Ward



**Legend**  
 Proposed Ward Boundary

**Key Statistics**  
 Estimated 2026 Electorate: 7 443  
 Number of Councillors: 3  
 Electors per Councillor: 2,481  
 Variance: 0%

Publication Date: 2021-07-19  
 Scale at A3:  
 Diagrammatic

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Council Report

Ward(s) affected: All

Report of Director of Strategic Services

Author: James Dearling, Senior Democratic Services Officer (Scrutiny)

Tel: 01483 444141

Email: james.dearling@guildford.gov.uk

Date: 28 July 2021

## Overview and Scrutiny Annual Report, 2020-21

### Executive Summary:

This report outlines the work undertaken by overview and scrutiny (O&S) during the past municipal year and its future work programme as thus far developed.

Decisions taken during the past municipal year under the 'urgency' provisions are listed within the report and detailed at Appendix 2. In 2020-21, call-in was waived by the O&S Committee Chairman on four occasions. No decisions were called-in for consideration by the O&S Committee during the past municipal year.

This report was also considered by the Overview and Scrutiny Committee (OSC) at its meeting on 13 July 2021. The OSC 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.

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

### 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.<sup>1</sup>

1.3 At its meeting on 13 July 2021, the OSC was asked to:

- (a) note the issues and topics considered by O&S during 2020-21;
- (b) consider and approve the future work programme for the OSC as developed thus far; and
- (c) review the operation of provisions relating to 'call-in' and 'urgency'.

The OSC has commended this annual report to the Council.

## **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 2020-21**

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 five occasions in the past municipal year (30 June 2020, 11 September 2020, 9 November 2020, 14 January 2021, and 18 March 2021).

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

3.3 Lead Councillor question sessions continued at OSC meetings in 2020-21, with five members of the Executive attending such individual sessions. These sessions gave an opportunity for non-Executive Councillors (and members of the public<sup>2</sup>) 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 2020-21 include:

- Response to COVID-19
- Guildford & Waverley Integrated Care Partnership – Primary Care Update
- Air Quality Strategy Action Plan
- Gypsy and Traveller Unauthorised Encampments and Possible Transit Site in Surrey
- Aspire – the Council's commitment to improving the quality of life of people who need our help

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<sup>1</sup> 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.

<sup>2</sup> 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.

- North Downs Housing Limited
- Guildford Crematorium Redevelopment Post Project Review
- Guildford Sportsground Pavilion Refurbishment
- Safer Guildford Partnership Annual Report 2020
- Review of the New Homes Bonus
- ICT Refresh Programme
- Spend on Consultants and Agency Workers
- Future Guildford Phase B
- Property Investment Strategy
- Review of the Annual Report and Monitoring arrangements for the operation of the G Live contract, 2019-20
- Operation of the Leisure Management contract, 2019-20

3.6 The business scheduled for the June 2020 OSC meeting was postponed to enable the Committee to focus on the Council's response to the COVID-19 crisis. The OSC continued to monitor the response to the pandemic throughout the year.

3.7 As a result of adjusting and re-prioritising its approach and work plan, the OSC members scheduled three additional Committee meetings in 2020-21. It might be noted that due to pre-election restrictions on publicity the April 2021 OSC meeting was moved to June 2021.

3.8 Two issues had been identified in 2019-20 for progression through an in-depth, task and finish group approach: Social Housing; and Governance of Major Projects. Due to the emerging project and programme governance changes at the Council the OSC removed Governance of Major Projects from its work plan as a task group in late 2020 and replaced it with the topic of Mental Health Provision in the Borough.

3.9 Both the Social Housing and Mental Health Provision in the Borough task groups began in early 2021.

#### **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. This includes a programme of Lead Councillor question sessions for 2021-22.

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.

4.3 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 2021 and January 2022 respectively.

4.4 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**

4.5 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**

- 4.6 The Council offers induction training and ongoing skills training to Councillors, which has traditionally been 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 to be hoped for during 2021-22.
- 4.7 In addition, Councillors are able to attend external O&S courses remotely (for example, with the Centre for Governance and 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 not been exercised at the Council in 2020-21. In the previous municipal year call-in was used just once; prior to this it was last exercised in late 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 scrutiny<sup>3</sup> 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

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<sup>3</sup> 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>



the chairman of the OSC, to agree to preclude the call-in of any particular executive 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 2020-21, the urgency provisions were used on four occasions:

- Surrey Leaders' Group – Nominations for appointment to outside bodies 2020-21. Executive decisions, May 2020 and January 2021.
- Ash Road Bridge: Project Update. Executive decision, March 2021.
- North Street Development Site, Guildford. Executive decision, March 2021.

5.9 Further details of the four occasions during 2020-21 are attached at Appendix 2. This compares to four occasions in the 2019-20 municipal year.

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.<sup>4</sup> 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.

## **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

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<sup>4</sup> 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 3 above refers].

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 2020-21 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 2021-22, June 2021.

Appendix 2: Key decisions taken by Executive in 2020-21 under urgency provisions / call-in waived.

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

## Overview & Scrutiny work programme, 2021-22

Overview & Scrutiny Committee items
<p><b>13 July 2021 meeting</b></p> <ul style="list-style-type: none"><li>• COVID-19 response</li><li>• Lead Councillor Question Session – Councillor Joss Bigmore, Leader of the Council and Lead Councillor for Service Delivery</li><li>• Lead Councillor Question Session – Councillor John Rigg, Lead Councillor for Regeneration</li><li>• Spend on consultants and agency workers – update</li><li>• Overview and Scrutiny Annual Report, 2020-21</li></ul>
<p><b>14 September 2021 meeting</b></p> <ul style="list-style-type: none"><li>• Lead Councillor Question Session – Councillor James Steel, Lead Councillor for Environment</li><li>• Implementation of Future Guildford</li><li>• Air Quality Strategy 2017-22 – monitoring progress</li><li>• Safer Guildford Partnership Annual Report 2021</li><li>• Update on unauthorised gypsy and traveller encampments and Surrey’s transit site</li></ul>
<p><b>9 November 2021 meeting</b></p> <ul style="list-style-type: none"><li>• Lead Councillor Question Session – Councillor Jan Harwood, Lead Cllr for Climate Change</li><li>• Spend on consultants and agency workers: 12-month review</li><li>• Operation of the Leisure Management contract, 2020-21</li><li>• Impact of Brexit</li><li>• Council’s project and programme governance</li><li>• Outcome of investigations into Guildford Crematorium stack height error</li></ul>
<p><b>18 January 2022 meeting</b></p> <ul style="list-style-type: none"><li>• Lead Councillor Question Session – Councillor Tim Anderson, Lead Councillor for Resources</li><li>• Annual report and monitoring arrangements for operation of the G-Live contract, 2020-21</li></ul>
<p><b>1 March 2022 meeting</b></p> <ul style="list-style-type: none"><li>• Lead Councillor Question Session – Councillor John Rigg, Lead Councillor for Regeneration</li></ul>
<p><b>Monday 25 April 2022 meeting</b></p> <ul style="list-style-type: none"><li>• Lead Councillor Question Session – Councillor John Redpath, Lead Councillor for Economy</li></ul>

### Currently unscheduled items

- Post COVID-19 Homelessness strategy, housing strategy/policies
- Spectrum 2.0
- Visitor and Tourism Strategy
- Councillor Tom Hunt, Lead Councillor Question Session

### Task and finish groups

Title	Update
Social Housing Issues in the Borough	Membership: Cllrs Ruth Brothwell, Angela Gunning, Ramsey Nagaty, George Potter (Vice-Chair), Jo Randall, Tony Rooth (Chair), and Cait Taylor.
Mental Health Provision in the Borough	Membership: Cllrs Paul Abbey and Richard Billington.

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
26 May 2020	Surrey Leaders' Group – Nominations for appointment to outside bodies 2020-21	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	✓
5 January 2021	Surrey Leaders' Group – Nominations for appointment to outside bodies 2020-21	To submit a nomination to the Surrey Leaders' Group in respect of the appointment of a governor to the Surrey & Borders Partnership NHS Foundation Trust (Mental Health Foundation Trust)	n/a	n/a	✓
23 March 2021	Ash Road Bridge: Project Update	(1) To proceed with the project, including the Council entering into the Deed of Amendment to the Homes England Funding Agreement and to delegate authority to the Director of Strategic Services to negotiate to an agreed form and sign this draft Deed of Amendment with Homes England on behalf of the Council.	n/a	n/a	✓

		<p>(2) To approve the transfer of funds from provisional to approved programmes as set out in the funding section of the exempt (Part 2) report to allow the road bridge and footbridge to proceed.</p> <p>(3) To approve the budget and funding strategy as set out in the budget and funding sections of the exempt (Part 2) report (in so far as they fall within the Executive's power to approve).</p> <p>(4) To delegate authority to the Director of Strategic Services, in consultation with the Lead Councillor, to enter into such other contracts and legal agreements connected with this project as may be necessary within the approved budget.</p>			
23 March 2021	North Street Development Site, Guildford	<p>1) To note that the scheme is being redesigned and that this will require the Heads of Terms for the sale of the Council's land to be renegotiated with St Edward.</p> <p>2) To note that the following documents which relate to the</p>	n/a	n/a	✓

		<p>Friary Centre bus station transaction are being negotiated and agreed:</p> <ul style="list-style-type: none"><li>a) deed of surrender and variation of the Friary Centre headlease between M&amp;G and the Council.</li><li>b) new headlease of the bus station between the Council and St Edward.</li><li>c) new underlease of the bus station between St Edward and the Council; and</li></ul> <p>3) To authorise the transaction in respect of the Friary Centre bus station to proceed immediately and independently of the sale of the Council's interest in the Site.</p> <p>4) To authorise the Managing Director, in consultation with the Leader of the Council and Lead Councillor for Regeneration, to approve the final terms of the Friary Centre bus station documentation referred to in paragraph (2) above, and to finalise the transaction.</p> <p>5) To note the additional responsibilities on the part of</p>			
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		<p>the Council in respect of the bus station as set out in section 5 of the Executive report and to accept, including making an allowance of an additional budget of £60,000 to cover immediate costs associated with works to keep the bus station land safe and insured and £10,000 for ad hoc repairs, insurance and utilities.</p> <p>6) To agree a virement of £70,000 from the corporate inflation budget to the asset management budget to fund the bus station repair costs and provide an annual budget, and to note that there is also a potential £45,000 one off repair payment as detailed in paragraph 5.5 of the Executive report.</p> <p>7) To note the advice received from AECOM as set out in section 12 of the Executive report and to confirm that the Council will continue to identify and address equalities implications arising from the proposed transaction.</p>			
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## **P.A.P.E.R. topic selection tool**

**P**ublic interest: concerns of local people should influence the issues chosen

**A**bility to change: priority should be given to issues that the Committee can realistically influence

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

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

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

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Report to Council

Ward(s) affected: n/a

Report of Director of Strategic Services

Author: John Armstrong, Democratic Services and Elections Manager

Tel: 01483 444102

Email: john.armstrong@guildford.gov.uk

Lead Councillor responsible: Joss Bigmore

Tel: 07974 979369

Email: joss.bigmore@guildford.gov.uk

Date: 28 July 2021

## Appointment of Honorary Aldermen

### Recommendation to Council:

To consider five nominations for appointment of Honorary Aldermen and, if so minded, to agree to convene a special meeting of the Council for the purpose of conferring upon them the title of Honorary Alderman on Thursday 2 December 2021 at 7pm at the Guildhall.

### Reason for recommendation:

To recognise formally the eminent service to the Council of former councillors.

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

### 1. Background

- 1.1 Under the provisions of Section 249 of the Local Government Act 1972, the Council may, by resolution passed by not less than two-thirds of the councillors voting thereon at a meeting specially convened for the purpose confer the title of Honorary Alderman upon persons who have, in the opinion of the Council, rendered eminent service to the Council as past councillors.
- 1.2 The Council, at its meeting on 10 April 2014, adopted a "Protocol on the appointment, role, status, rights and obligations of Honorary Freemen and Honorary Aldermen". The procedures set out in this report comply fully with this Protocol.

### 2. Honorary Aldermen of the Borough

- 2.1 At present, there are ten Honorary Aldermen of the Borough as follows:

Name	Date of Appointment as Honorary Alderman	Period of Service as a Councillor
Catherine Cobley	22 March 2000	1979 - 1999
Malcolm Williamson	22 March 2000	1979 - 1995
Tamsy Baker MBE	27 November 2007	1991 - 2007
Keith Childs	27 November 2007	1991 - 2007
Jayne Marks	27 November 2007	1986 - 2007
Lynda Strudwick	27 November 2007	1983 - 2007
Vivienne Johnson	22 November 2011	1991 - 2007

Sarah Creedy	3 November 2015	2003 - 2015
Terence Patrick	3 November 2015	2003 - 2015
Nick Sutcliffe	3 November 2015	1999 - 2015

2.2 Under the adopted Protocol, a person shall be deemed eligible for appointment as an honorary alderman provided that they meet all of the following requirements:

“The person shall:

- not be a serving councillor
- have served as a Guildford Borough councillor for an aggregate total period of at least 12 years
- have given eminent service to the Council during that period. “Eminent service” in this context includes but is not limited to holding during their period of service as a councillor any of the following offices:
  - Mayor
  - Leader of the Council
  - Executive member/Lead Councillor
  - committee chairman”

**3. Nominations received for appointment of Honorary Aldermen**

3.1 The Mayor, Councillor Marsha Moseley has proposed, with Councillor Nigel Manning seconding, the nomination of the following former councillors for appointment as Honorary Aldermen, in the light of their eminent service to the Council:

- Vas Kapsalis
- Keith Taylor
- Jenny Wicks
- David Wright

3.2 Councillor Julia McShane has proposed, with Councillor George Potter seconding, the nomination of former councillor Tony Phillips for appointment as an Honorary Aldermen, in the light of his eminent service to the Council.

3.3 Details of the eminent service to the Council by the five nominees are set out in the table below:

Nominee	Period of time as a GBC councillor	Details of eminent service to the Council
Vas Kapsalis	12 years (1999-2011)	Lead Councillor for Communications and Human Resources (8 years)
Tony Phillips	36 years (1983-2019)	Mayor (2002-03) Chairman of the Planning Committee (4 years) Chairman of Corporate Improvement Scrutiny Committee (2 years) Chairman of Community & Health Scrutiny Committee (2 years) Chairman of Building & Works Committee (1 year)
Keith Taylor	32 years (1983-2015)	Mayor (2004-05) Chairman of the Planning Committee (6 years) Lead Councillor for Community Safety (1 year)

Nominee	Period of time as a GBC councillor	Details of eminent service to the Council
Jenny Wicks	24 years (1995-2019)	Lead Councillor for Environment and Planning Policy (9 years) Chairman of Policy Panel (Environment and Transport) (1 year) Chairman of the Borough, Economy & Infrastructure EAB (3 years)
David Wright	16 years (2003-2019)	Deputy Leader of the Council and Lead Councillor for Finance and Resources (1 year) Lead Councillor for Community Safety (3 years) Chairman of the Licensing Committee (2 years)

3.4 Subject to the Council agreeing to convene a special meeting for this purpose, it is suggested that this be held at the Guildhall on **Thursday 2 December 2021 at 7pm.**

**4. Financial Implications**

- 4.1 Officers have checked the existing Honorary Aldermen’s robes and hats and it is not anticipated that any new robes will be required.
- 4.2 It is customary for the Mayor to host an informal function in honour of any newly appointed Honorary Aldermen, immediately following the meeting. The estimated cost of this is likely to be in the region of £3,000. The cost can be met from the Civic Support budget.
- 4.3 The incidental costs of staging a special meeting of the Council at the Guildhall can be met from within existing budgets.

**5. Legal Implications**

- 5.1 As stated above, in order to confer the title of Honorary Alderman on anyone, the Local Government Act 1972 requires the Council to pass a resolution by not less than two-thirds of the councillors voting thereon at a meeting specially convened for the purpose.
- 5.2 Under the Protocol, any nomination received for appointment as Honorary Aldermen shall provide evidence that the person nominated:
  - (i) meets the eligibility requirements referred to in paragraph 2.2 above, as appropriate, and
  - (ii) will accept the appointment

All nominees have agreed, in writing, to have their names put forward and would be delighted to accept their appointment as Honorary Alderman.

**6. Human Resource Implications**

- 6.1 There are no human resource implications

**7. Background papers**

Protocol on the appointment, role, status, rights and obligations of Honorary Freemen and Honorary Aldermen (approved by Council on 10 April 2014)

**8. Appendices**

None

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## EXECUTIVE

20 April 2021

- \* Councillor Joss Bigmore (Chairman)
- \* Councillor Jan Harwood (Vice-Chairman)

- |                            |                           |
|----------------------------|---------------------------|
| * Councillor Tim Anderson  | * Councillor John Redpath |
| * Councillor Tom Hunt      | * Councillor John Rigg    |
| * Councillor Julia McShane | * Councillor James Steel  |

\*Present

Councillors Chris Blow, Colin Cross, Angela Goodwin, Nigel Manning, Ramsey Nagaty, Deborah Seabrook, and Paul Spooner were in attendance.

### **EX92 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

### **EX93 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTEREST**

There were no declarations of interest.

### **EX94 MINUTES**

The minutes of the meeting held on 23 March 2021 were confirmed as correct record. The Chairman signed the minutes.

### **EX95 LEADER'S ANNOUNCEMENTS**

The Leader welcomed the reopening of retail and hospitality outlets and encouraged residents to support local businesses to recover from lockdown.

A walk-in test centre would open from Wednesday 21 April in the Council Offices at Millmead. The centre would be located in the staff canteen and would provide testing Monday to Friday from 8am until 7.30pm. Free car parking would be available in front of Millmead house, but entry would be via the side entrance, not via reception.

Following the Council's agreement to review the Local Plan with a view to updating it, work would commence shortly to identify and gather evidence and the project plan would be shared publicly as soon as possible.

### **EX96 URGENT DECISION - GRANT OF PROTECTED LEASE OF LAND AT MIDLETON INDUSTRIAL ESTATE TO UKPN FOR A SUB-STATION**

Midleton Industrial Estate was being redeveloped in four phases, with a total of 37 new industrial units being constructed. To meet the power requirements for the development, a new sub-station was required for the site. UK Power Networks (UKPN) had been instructed by the Council to install the sub-station for the development. However, before this could be installed a lease was required between the Council and UKPN.

The lease would allow UKPN to install and maintain a sub-station on behalf of the Council. The installation had been paid for by the Council at a cost of £132,000 and the supply would only be for the benefit of the Council's development and the industrial units that were being constructed.

The lead-in time for construction of the sub-station was 34 weeks and work would only begin when the lease had been agreed. The Managing Director had taken an urgent decision under powers within the scheme of delegation to grant a lease to UKPN for 99 years at a peppercorn rent, which would allow rights of access to and from the sub-station.

The Executive

RESOLVED: That the use by the Managing Director of his urgent decision powers, in consultation with the Leader and the Monitoring Officer, on 26 March 2021 to approve the grant of a 99 year lease at a peppercorn to UKPN in respect of a small plot of land at the Midleton Industrial Estate, Guildford, be noted.

Reasons:

The approval of the new lease to UKPN provided a power supply and allowed the development to continue on schedule ensuring that there were no increased development costs caused by the delayed installation of the sub-station.

**EX97 GUILDFORD SPECTRUM REFURBISHMENT SURVEYS**

The Guildford Spectrum Leisure Complex was a unique and complex building offering a range of sports and leisure facilities. It was noted the complex had been visited around 45 million times. The venue's original life cycle was expected to be 40-50 years and at 28 years old a revised strategy for its ongoing repair or replacement was required. The venue was the greatest single carbon emissions contributor within the Council's property portfolio because of the nature of the facilities on site. The impact of Covid 19 in particular and future implications had necessitated a review of all options in respect of the long-term future of the existing building.

Funding of £300,000 originally set aside in 2019 to explore the feasibility of replacing the building remained available since that option was not presently being pursued. The Executive considered a report seeking approval for the transfer of that funding to undertake a range of specialist surveys to assess the anticipated life span of the venue (including the building fabric, the mechanical, electrical and plumbing systems) and what programme of investment might be required to extend the life expectancy of the building and plant. In addition, the surveys would identify opportunities to reduce carbon emissions and update the operational technology of the venue. Two part-time fixed-term members of staff in Asset Management and Corporate Programmes would coordinate the procurement of the surveys and the ultimate consolidation of the data into a report for councillors. Thereafter, there could be a need for further senior specialist external advice associated with the consolidation of the diverse data sources.

The Chairman of the Service Delivery Executive Advisory Board informed the meeting that the recommendations as set out for the Executive were supported by the EAB when considered previously.

The Executive requested that the reports and recommendations arising from the studies should be accessible with clear options for the Council to consider.

The Executive

RESOLVED:

- (1) That the spending of £300,000 from the carry forward reserve to enable the collection of comprehensive survey data on the existing venue, be approved.
- (2) That the procurement of a range of surveys from suitably qualified specialists, as detailed in paragraph 3.9 (a) to (h) inclusive of the report submitted to the Executive, be approved.



(3) That the appointment of two fixed-term part-time positions to facilitate this stage of the project, be approved.

Reasons:

This proposed collection of survey data is much more comprehensive than any survey process previously undertaken in respect of the venue. This will allow councillors to make an informed decision about the remaining lifespan of the existing facility and whether that lifespan can be effectively extended, and if so, for how long, within acceptable economic parameters. Any decision to refurbish such an important venue for the community must be made on the best available information as the investment to significantly extend the life of venue is likely to be substantial.

The meeting finished at 7.34 pm

Signed .....

Chairman

Date .....

## STATEMENT OF EXECUTIVE DECISIONS

Tuesday, 25th May, 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 Goodwin, Diana Jones, Nigel Manning, Ramsey Nagaty, George Potter, Tony Rooth, Deborah Seabrook, Paul Spooner were also in attendance.

### **Agenda Item No.**

### **Officer(s) to action Item**

#### **1. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

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

There were no declarations of interest.

#### **3. MINUTES**

The minutes of the meeting held on 20 April 2021 would be confirmed when the Executive next met collectively.

#### **4. LEADER'S ANNOUNCEMENTS**

The Leader provided an update regarding the Covid pandemic locally. There had been reports of surge testing in the area. There had been a small number of cases of the Indian variant of Coronavirus in North-East Hampshire. Hampshire County Council were leading on testing and as a precaution had extended the offer of tests to those on the Surrey-Hampshire border in the GU12 postcode, in Ash and Ash Vale. Those

who lived or worked in the GU12 postcode district of the borough who did not have Coronavirus symptoms could book a test from 26 May until 9 June. Information was available on the Council's social media pages and Hampshire County Council's website with details of how to book a test at sites in Aldershot, Farnborough, Fleet or Blackwater.

Surrey County Council's Symptom-Free Test Centre at Millmead was being closed on Friday, 28 May as residents preferred to test at home. Home Test kits were available from local pharmacies or could be ordered online.

The Leader reported that the paddling pool in Stoke Park had reopened in time for half-term. Safety measures were in place with visits of no more than one hour requested so as to avoid crowds.

Guildford Museum was reopening from midday on Wednesday 26 May and would be open Wednesday to Saturday each week, from 12pm until 4.30pm. Entry was free.

A new exhibition celebrated Guildford's most famous artist, Georgian portrait painter to the Royal Family, John Russell.

The Farmers' Market was back on the High Street from Tuesday 1 June, from 10.30am – 3.30pm with lots of delicious local produce. Safety measures would remain in place to help to protect visitors and stallholders.

**5. SURREY LEADERS' GROUP NOMINATIONS 2021-22**

John  
Armstrong

Decision:

The Leader noted the report with no further action required, although he would consider any late nominations up to the deadline of 8 June 2021.

Reason(s):

There were no councillor nominations received for the vacancies.

Other options considered and rejected by the Leader:

None

Details of any conflict of interest declared by the leader and any dispensation granted:

None

**6. URGENT DECISION ON THE GRANT OF TWO LICENCES OVER THE FORMER STAFF RESTAURANT AND CIVIC SUITE AT MILLMEAD HOUSE, GUILDFORD, TO SURREY COUNTY COUNCIL FOR USE AS A LATERAL FLOW TEST CENTRE**

Decision:

The Leader noted that the Managing Director, in consultation with the Leader of the Council and the Monitoring Officer, used his urgent decision powers to grant two licences at nil consideration to Surrey County Council for use of the former staff restaurant and subsequently the Civic Suite, at Millmead House, for use as a Lateral Flow Test Facility.

Mark  
Appleton

Reason:

The approval of the new licences to Surrey County Council would provide support to the County Council in the fight against the ongoing Covid Pandemic.

Other options considered and rejected by the Leader:

None

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

None

**7. GUILDFORD ECONOMIC REGENERATION PROGRAMME MASTER PLAN STRATEGY \***

Decision:

Michael Lee-  
Dickson

(1) To endorse the Stage 1 report and approve proceeding to Stage 2.

(2) To transfer a capital sum of £1.1 million from provisional to the approved capital programme to enable the Council to fund fees and surveys and deliver stage 2 of the programme.

Reasons:

- This programme has major benefits for Guildford's community and businesses by delivering a pro-active strategy to address the economic and physical constraints facing the town, including the retail downturn and the impact of the COVID19 situation.
- To support resolution C029 of the Council made 23 July 2019 (Notice of Motion: Town Centre Masterplanning).

Other options considered and rejected by the Leader:

To not endorse the programme and cease work thereby delaying the delivery of a strategy for the Economic Regeneration of Guildford town centre.

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

None

NOTES:

- (a) Any decision marked “#” means that the item was deemed by the Managing Director and agreed by the Executive and Chairman of the Overview and Scrutiny Committee to be a matter of urgency for the reason indicated and, in accordance with Overview and Scrutiny Procedure Rule 17 (h), such decision takes effect immediately and is therefore *not* subject to the call-in procedure.
- (b) The call-in procedure is as follows:
- (i) the Chairman of the Overview and Scrutiny Committee; or
  - (ii) a minimum of five members of the Council
- may require that a decision be referred to the Overview and Scrutiny Committee for review.
- (c) Councillors wishing to exercise their right to call-in a decision taken by the Executive must give notice in writing to the Democratic Services 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.

## STATEMENT OF EXECUTIVE DECISIONS

Tuesday, 22nd June, 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, Colin Cross, Angela Goodwin, Angela Gunning, Ramsey Nagaty and Maddy Redpath were also in attendance.

### **Agenda Item No.**

### **Officer(s) to action Item**

#### **1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from the Leader of the Council, Councillor Joss Bigmore.

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

There were no declarations of interest.

#### **3 MINUTES**

The decisions of the Leader of the Council made in consultation with the Executive on 25 May 2021 were as published.

#### **4 LEADER'S ANNOUNCEMENTS**

The Deputy Leader announced that the Surrey Heartlands Healthcare Team celebrated its one millionth Covid vaccination last week and was pleased to note that currently everyone over the age of eighteen years was now eligible to be vaccinated.

It was noted that this week was 'Armed Forces Week'. The Mayor,

Councillor Marsha Moseley, consort Councillor Nigel Manning and Armed Forces Champion Councillor Tom Hunt had all been present for the raising of the Union Flag over Guildford Castle in recognition. 'Armed Forces Day' would be held on Saturday 26 June.

**5 SHALFORD COMMON LAND MANAGEMENT**

Decision:

Hendryk Jurk

The Deputy Leader of the Council considered the consultation results and agreed:

1. The options for seven priority areas to carry out the next steps; and
2. To introduce new byelaws for Shalford Common to support the proposed actions

Reasons:

1. Compliance with the Council's statutory obligations as landowner to protect Shalford Common from encroachments in line with the Commons Act 2006 including the prevention of unauthorised parking
2. Reduction of conflicts and complaints regarding unauthorised car parking
3. Provision of car parking areas compliant with the Commons Act 2006
4. Protection of biodiversity on Shalford Common which is a designated Site of Nature Conservation Interest

Other options considered and rejected by the Deputy Leader:

None.

Details of any conflict of interest declared by the Deputy Leader and any dispensation granted:

None

**6 \*SAVINGS STRATEGY 2022-23 TO 2025-26**

Claire Morris

Decision:

To approve the updated savings strategy set out in the report and Appendix 1

Reason:

To ensure the Council remains financially sustainable into the medium term.

Other options considered and rejected by the Deputy Leader:

None

Details of any conflict of interest declared by the Deputy Leader and any dispensation granted:

None

## Agenda item number: 12

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



## STATEMENT OF EXECUTIVE DECISIONS

Tuesday, 6th 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, Diana Jones, Ramsey Nagaty, Deborah Seabrook, Paul Spooner and Catherine Young were in attendance.

**Agenda  
Item No.**

**Officer(s) to  
action Item**

**1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor James Steel, Lead Councillor for Environment.

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

There were no declarations of interest.

**3 LEADER'S ANNOUNCEMENTS**

The Leader of the Council made no announcements.

**4 LOCAL GOVERNMENT COLLABORATION \***

Decision of the Leader:

To recommend to Full Council:

1. That Full Council agrees to pursue the option of creating a single management team with Waverley Borough Council, comprised of statutory officers (Head of Paid Service; Chief Finance Officer;

Monitoring Officer), directors and heads of service as the most appropriate means for bringing forward business cases for future collaboration.

2. That Full Council authorises the Council's Lead Specialist - HR to take the necessary action, in consultation with Waverley Borough Council and with the support and advice from South East Employers and as set out within the addendum to Appendix 3 of the report, to begin making arrangements for a recruitment and selection of a single joint Chief Executive (acting as Head of Paid Service for both Guildford and Waverley Borough Councils) in accordance with the table showing the anticipated stages in the process and approximate timelines referred to in the "Not for Publication" Appendix to the Supplementary Information Sheet circulated to councillors prior to the meeting.
3. That a report be submitted to the Council at its next meeting on 28 July 2021 on the following matters:
  - (a) heads of terms for the proposed inter-authority agreement to establish governance arrangements for joint working;
  - (b) the proposed job description and terms and conditions in respect of the appointment of a Joint Chief Executive; and
  - (c) the establishment of a joint appointments committee, including its composition and terms of reference.

Reason:

To seek direction on the next steps for collaboration with Waverley Borough Council.

Other options considered and rejected by the Leader:

Option A: To do nothing further

Option B: Commission further research with a defined scope

Option C: A shared services approach on a specific set of shared services and procurements

Option F: Single staffing team serving two democratic councils

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

None.

**5 WEYSIDE URBAN VILLAGE DEVELOPMENT UPDATE  
AMENDMENTS TO THE TRANSACTION WITH THAMES WATER  
AND APPROPRIATION OF LAND FOR PLANNING PURPOSES # \***

Decision of the Leader:

1. That the Managing Director be authorised, in consultation with the Leader of the Council, to sign and complete the Deed of Variation to the Thames Water Agreement with Thames Water and to proceed with the implementation of the relocation of the Sewage Treatment Works and associated works.
2. That, pursuant to s122 of the Local Government Act 1972, the Council owned land shown outlined in blue on the plan at Appendix 1 to the report submitted to the Executive be

Michael Lee-  
Dickson

appropriated for planning purposes in connection with the implementation of the Weyside Urban Village in so far as it is not already held for those purposes.

3. That it be noted and recorded that the land to be acquired by the Council from Thames Water pursuant to the Thames Water Agreement (as varied) and any further land to be acquired by the Council for, or in connection with, the Weyside Urban Village development is to be acquired pursuant to s227 of the Town & Country Planning Act 1990 for planning purposes to enable the implementation of the Weyside Urban Village.
4. That the call in procedure be waived in respect of the decisions referred to in paragraphs (1) to (3) above.

Reason(s):

To enable the completion of the Deed of Variation at the earliest opportunity and to ensure that there is clarity as to the powers under which, and the purposes for which, land needed for or in connection with the Weyside Urban Village is held or acquired by the Council.

Other options considered and rejected by the Leader:

None

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

None

NOTES:

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  - (v) the Chairman of the Overview and Scrutiny Committee; or
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- (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.

## Agenda item number: 12

- (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:
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  - (ii) which is likely to have a significant impact on two or more wards within the Borough.