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Contact Officer:

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

15 September 2021

Dear Councillor

Your attendance is requested at a meeting of the **CORPORATE GOVERNANCE AND STANDARDS COMMITTEE** to be held in the Council Chamber, Millmead House, Millmead, Guildford, Surrey GU2 4BB on **THURSDAY, 23 SEPTEMBER 2021 at 7.00 pm.**

Yours faithfully

James Whiteman
Managing Director

MEMBERS OF THE COMMITTEE

Chairman: Councillor George Potter

Vice-Chairman: Councillor Deborah Seabrook

Councillor David Goodwin
Councillor Nigel Manning
Councillor Susan Parker
Councillor John Redpath
Councillor James Walsh

+Maria Angel MBE
+Murray Litvak
^Julia Osborn
^Ian Symes
^Tim Wolfenden

*Independent member

^ Parish member

Authorised Substitute Members:

Councillor Jon Askew
Councillor Ruth Brothwell
Councillor Colin Cross
Councillor Guida Esteves
Councillor Graham Eyre
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

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.

QUORUM 3



THE COUNCIL'S STRATEGIC FRAMEWORK

Vision – for the borough

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

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

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

Values for our residents

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

AGENDA

ITEM

1 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

2 LOCAL CODE OF CONDUCT - DISCLOSURE OF INTERESTS

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

If that DPI has not been registered, you 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

To follow.

4 CORPORATE PERFORMANCE MONITORING (Pages 5 - 58)

5 FREEDOM OF INFORMATION COMPLIANCE UPDATE (Pages 59 - 64)

**6 DATA PROTECTION AND INFORMATION SECURITY UPDATE REPORT
(Pages 65 - 68)**

**7 FINANCIAL MONITORING 2021-22 PERIOD 4 (APRIL TO JULY 2021) (Pages
69 - 120)**

8 COUNCILLOR TRAINING AND DEVELOPMENT UPDATE (Pages 121 - 136)

**9 PROTOCOL ON THE APPOINTMENT, ROLE, STATUS, RIGHTS AND
OBLIGATIONS OF HONORARY FREEMEN AND HONORARY ALDERMEN
(Pages 137 - 148)**

10 WORK PROGRAMME (Pages 149 - 156)

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Corporate Governance and Standards Committee Report

Ward(s) affected: n/a

Report of Director of Strategic Services, Dawn Hudd

Author: Andrea Barnett, Policy Officer

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Lead Councillor responsible: Joss Bigmore

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Date: 23 September 2021

Performance Monitoring Report 2021-22 Quarter 1

Executive Summary

The quarter 1 Performance Monitoring Report (attached as Appendix 1) is presented to the Corporate Governance and Standards Committee for their review and to be noted.

Recommendation to Committee

The Committee is requested to review and note the contents of this report along with the Performance Monitoring Report for 2021-22 quarter 1 (Appendix 1).

Reason(s) for Recommendation:

To support our new corporate performance monitoring framework and enable the Committee to monitor the Council's performance against key indicators, as well as review key data relating to the 'health' of the borough.

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

Committee members please note: should any members of the Committee have any queries about specific performance indicators detailed in the Performance Monitoring Report, please submit these to andrea.barnett@guildford.gov.uk at least two days prior to the Committee meeting to enable an explanation to be given.

1. Purpose of Report

- 1.1 This report is accompanied by the Performance Monitoring Report for quarter 1 of the financial year 2021-22 (Appendix 1). The Committee is asked to review the attached report and note its contents.

- 1.2 Councillors will be able to monitor, on an ongoing basis, our performance against the indicators set out in the framework as the Performance Monitoring Report will be presented to this Committee on a quarterly basis.
- 1.3 The Performance Monitoring Report will be a public document which shows the Council's progress against a variety of performance indicators.

2. Introduction

- 2.1 The accompanying Performance Monitoring Report is the third report to the Committee as part of our new performance monitoring framework. As part of the framework, we will continue to present the report to Committee on a quarterly basis for review.

3. Strategic Priorities

- 3.1 The Council's performance management arrangements support the priority of providing efficient, cost effective and relevant quality public services that give the community value for money.
- 3.2 The performance management framework will help the Council to deliver value for money and efficiency in our services by tracking our progress against each indicator. Over time, as trends develop, we will be able to build a bigger picture of our performance to help inform and shape future activity and decision making.
- 3.3 The performance management framework supports all aspects of the Council's strategic priorities by ensuring that we stay on track in delivering key outcomes shown in our corporate and service plans. By monitoring key performance indicators, we can celebrate our successes and identify any broad trends or key issues. This will support us in being an efficient, focussed organisation delivering high quality services.

4. Background

- 4.1 Our second Performance Monitoring Report was received positively by Corporate Management Team and Corporate Governance and Standards Committee and prompted a good discussion with the Committee about the PIs captured and information which would be useful in future, as well as constructive feedback.
- 4.2 In particular, the Committee was keen for the report to include commentary where PIs are not meeting a target/ not heading in the preferred direction of travel. This information has now been provided by Service Leads when they submit their PI data in their Service Plans.
- 4.3 Following feedback from the KPMG audit report, we have also made some changes to the report to ensure it is more clearly presented, and we have redefined some PIs so that they give a clearer reflection of what is being recorded. Further details on the changes made are highlighted in section 1.4 of the Performance Monitoring Report.

- 4.4 Unfortunately, the report for quarter 1 is still showing some PIs without data (for a variety of reasons) and where this is due to data not being provided, Directors have been made aware.

5. Financial Implications

- 5.1 No financial implications apply.

6. Legal Implications

- 6.1 No legal implications apply.

7. Human Resource Implications

- 7.1 The report provides an overview on a number of key workforce indicators, such as staff sickness and turnover.

8. Equality and Diversity Implications

- 8.1 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.

9. Climate Change/Sustainability Implications

- 9.1 The report will show our performance across a range of environmental indicators, such as energy use and waste.

10. Conclusion

- 10.1 Our new performance monitoring framework provides us with the tools to ensure we our delivering what we set out to do in key areas. As the picture of data is built up, we will be able to identify and assess trends for each performance indicator.
- 10.2 With ongoing review by Corporate Management Team and the Corporate Governance and Standards Committee we can ensure that the Council's performance is monitored and discussed at the highest level, thus helping to embed performance management into the culture of the organisation and allowing us to celebrate success and remedy any issues.
- 10.3 We are keen to receive continuous feedback on the new performance monitoring framework and welcome comments and questions from the Committee.

11. Background Papers

None.

12. Appendices

Appendix 1: Performance Monitoring Report Quarter 1, 2021-22

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Guildford Borough Council – Performance Monitoring Report Quarter 1, 2021-22

1. Introduction

The Council's performance monitoring framework incorporates a range of performance indicators (PI) aligned under four broad themes: Environment, Homes and Jobs, Community and Council. The PI data shows how the Council is performing in various service areas along with indicators giving a broad picture of the 'health' of Guildford borough. Our framework comprises a total of 69 PI: 61 recorded quarterly and 8 annually.

This report incorporates an 'at a glance' [scorecard summary](#) of the rating of each of our PI, with more detailed information and a chart table for each quarterly indicator shown in [section 5](#). An explanation of the rating for each PI is included in section 1.2, as is an overview of our [current position](#) and an [exception summary](#) showing where PI data has not been submitted for reporting on this occasion.

Section 1.4 gives details on changes which have been made to the report/ PI since the previous iteration. Finally, each PI has a designated Service Lead who is ultimately responsible for the PI and submission of data for each report, this information is included in [section 7](#).

This report will be submitted to Corporate Management Team and our Corporate Governance and Standards Committee on a quarterly basis for their comment and review.

1.1 External factors






Whilst COVID-19 restrictions have lifted, it is still worth bearing in mind that the Council has been operating in an exceptional environment for much of the financial year 2020/21 and for Quarter 1 of 2021-22. During this time, frontline services gave priority to ensure our communities were supported and provided for during the pandemic and restrictions. This may have had (and will continue to have) an impact on performance against some indicators below and this has been noted where relevant.

The Government restrictions also had a direct impact on Council services in a variety of ways including the forced closures of visitor attractions/ public buildings, an increased need to support vulnerable people and providing financial support to businesses. Inevitably, the pandemic has also meant that some 'business as usual activities', including contributing to this report, may have become less of a priority in some areas although we are aiming to get back on track in 2021-22.

1.2 Performance indicator rating

To show the status of individual indicators we have assessed each one against a red, amber, or green (RAG) rating. Where the indicator has a target, it will be RAG rated against this, otherwise it will be rated against the preferred direction of travel (i.e. increasing or decreasing).

The RAG ratings applied to this report are detailed below:

-  Green: on, or over, target or heading in the preferred direction of travel (including for annual targets)
-  Amber: up to 5% off target, or the same as the previous quarter/ year
-  Red: more than 5% off target or heading in the wrong direction of travel
-  Data only, or no data to compare with
-  No data submitted for this quarter

1.3 Performance monitoring themes

To help categorise our PI we have grouped them under the headings shown below. These themes are broadly aligned to our current Corporate Plan.

Environment (section 5.1)	ENV
Homes and Jobs (section 5.2)	H&J
Community (section 5.3)	COM
Council (section 5.4)	COU

1.4 Changes from our previous report

As our performance monitoring framework and associated reporting is still developing, we accept that it will evolve and that there will be changes to the report and PI to ensure that it continues to provide the right information and detail required.

For quarter 1, changes include:

- PI reference: ENV4 – definition changed to ‘Number of outstanding statutory nuisance investigations (all noise (except in street), bonfires, light, odour, living conditions prejudicial to health, insects and accumulations) to better reflect what is being recorded within this PI.
- PI reference: ENV9 – definition changed to better reflect what is going to be recorded. Changed to ‘Energy use by the Council; gas, electricity and fleet’. As detailed in the comments section of this PI, it is anticipated that we will know by September 2021 what data can be reported.
- PI reference: H&J4 – this PI has now been split into two to provide a clearer definition as follows:
 - H&J4 – this PI will continue to be ‘affordable new homes completed each year’. This data will be provided by Housing Advice within Housing Services.

- H&J20 – this is a new PI and will be a ‘percentage of affordable housing units granted planning permission on eligible sites’. This data will be provided by Planning Policy and will be measured against the targets set in the Local Plan. As detailed in the comments section of this PI, we are putting systems in place so that from Quarter 2 we will be able to provide the figures quarterly, when we will be able to provide figures for both Q1 and Q2.
- PI reference: H&J19 (Domestic abuse victims prioritised for housing) – this is a new PI for 2021-22. There is a countywide review of Domestic Abuse services being led by Surrey County Council (as required by law) and a health audit, following which, we will have a better idea on the preferred direction of travel and areas for improvement.
- PI reference: COU15 (Number of web page views) – Following a substantial review and page reduction of our website, it relaunched on 29 April meaning residents and businesses can more easily find the information they need. The reduced amount of web views is a positive direction of travel and this trend will continue as more residents and businesses register for ‘MyGuildford’ (the new self-service portal) and additionally can more easily find what they need first time. These figures are shown at PI reference COU22 (Number of online customers) and are well on track to meet the target of 10,000 customers in the first year.
- During Q3 we will also be reviewing this PI to provide a clearer breakdown of the customer journey to better reflect and measure success.
- New PIs – there are 9 new PIs for 2021-22 which are categorised within the ‘no data’ category as there is currently no data to compare them against.

2. Scorecard summary

The table below provides an overview of the RAG rating for each PI for each quarter of 2020/21 and quarter 1 of 2021-22. Where an indicator is recorded annually, the rating for each quarter has been greyed out in the table and has not been shown in section 5 for this period.

For quarter 1 there may be no means of assessing the RAG rating against a preferred direction of travel if we do not have data for the preceding quarter 4. Where this is the case, quarter 1 data has been rated as 'data only' (i) and is shown in the chart table accompanying each PI in section 5.

There are some new PI for this quarter and where these PI do not have data for 2020/21 'n/a' is noted in the table.

Ref no	Theme	Performance indicator	2020/21				2021-22
			Q1	Q2	Q3	Q4	Q1
ENV1	Environment	Kilograms of domestic residual waste collected, per household, from the kerbside	(i)	✓	✗	✗	■
ENV2	Environment	Household waste recycled and composted	(i)	✗	✗	✗	■
ENV3	Environment	Number of fly tips	(i)	✗	✓	✓	■
ENV4	Environment	Number of outstanding statutory nuisance investigations (all noise (except in street), bonfires, light, odour, living conditions prejudicial to health, insects and accumulations)	■	■	■	■	(i)
ENV5	Environment	Total number of 'Green Flag' open spaces					
ENV6	Environment	Conservation sites in positive management					
ENV7	Environment	Nitrogen dioxide concentration at monitoring site(s) at risk of exceeding limits					
ENV8	Environment	CO2 emissions from Council operations					
ENV9	Environment	Energy use by the Council; gas, electricity and fleet	■	■	■	■	■

Ref no	Theme	Performance indicator	2020/21				2021-22
			Q1	Q2	Q3	Q4	Q1
H&J1	Homes & Jobs	Average time to let void housing properties					
H&J2	Homes & Jobs	Number of empty homes					
H&J3	Homes & Jobs	Number of net new additional homes					
H&J4	Homes & Jobs	Affordable new homes completed each year					
H&J5	Homes & Jobs	Number of homeless families placed in B&B					
H&J6	Homes & Jobs	Average waiting time for Council housing					
H&J7	Homes & Jobs	Total number of households on the housing needs register					
H&J8	Homes & Jobs	Total number of households on the housing transfer register					
H&J9	Homes & Jobs	Working age population claiming key out of work benefits					
H&J10	Homes & Jobs	Local Council Tax Support claimants - pension and working age					
H&J11	Homes & Jobs	Food businesses with a food hygiene rating of 3 or over					
H&J12	Homes & Jobs	Non-domestic (business) rates collected					
H&J13	Homes & Jobs	Total number of empty days in rateable properties					
H&J14	Homes & Jobs	Number of empty rateable properties					
H&J15	Homes & Jobs	Net change in completed commercial and business floorspace (B1, B2 and B8)					

Ref no	Theme	Performance indicator	2020/21				2021-22
			Q1	Q2	Q3	Q4	Q1
H&J16	Homes & Jobs	Percentage of vacant town centre retail units	■	❌	❌	✅	❌
H&J17	Homes & Jobs	Visits to town centre car parks	❌	✅	❌	❌	✅
H&J18	Homes & Jobs	Guildford town centre footfall	n/a	n/a	n/a	n/a	✅
H&J19	Homes & Jobs	Domestic abuse victims prioritised for housing	n/a	n/a	n/a	n/a	ℹ️
H&J20	Homes & Jobs	Percentage of affordable housing units granted planning permission on eligible sites	n/a	n/a	n/a	n/a	■
COM1	Community	Number of customers taking part in day care activities	ℹ️	✅	❌	❌	✅
COM2	Community	Number of community transport single journeys	ℹ️	✅	✅	❌	✅
COM3	Community	Number of community hot meals delivered	ℹ️	❌	❌	❌	❌
COM4	Community	Number of handyperson jobs completed	■	■	■	■	ℹ️
COM5	Community	Number of Care and Repair jobs completed	■	■	■	■	ℹ️
COM6	Community	Number of public sector home adaptations completed	■	■	■	■	ℹ️
COM7	Community	Number of households living in temporary accommodation	✅	❌	✅	□	✅
COM8	Community	Snapshot of rough sleepers	❌	✅	✅	✅	❌
COM9	Community	Number of successful homelessness outcomes	✅	✅	✅	✅	■
COM10	Community	Council tax collected	ℹ️	✅	✅	□	✅
COM11	Community	Number of planning applications	n/a	n/a	n/a	n/a	ℹ️

Ref no	Theme	Performance indicator	2020/21				2021-22
			Q1	Q2	Q3	Q4	Q1
COM12	Community	Total attendance at G Live	■	■	■	■	■
COM13	Community	Total visits to sports and leisure venues	■	■	■	■	■
COM14	Community	Total visits to heritage venues	✘	✔	✔	✘	✔
COM15	Community	Total number of attendances at events, engagements and outreach sessions delivered by Heritage Services	✘	✘	✔	✘	✔
COM16	Community	Number of bookings of sports pitches and courts	■	■	■	■	ℹ
COM17	Community	Total visitor numbers to parks and countryside sites	✔	✔	✔	✔	✔
COU1	Council	Staff sickness absence	✔	■	✔	✔	✔
COU2	Council	Staff turnover	✘	■	✘	✘	✘
COU3	Council	Council suppliers paid within 30 days	■	■	✘	✘	✘
COU4	Council	Council sundry debt collected within 30 days	■	■	✘	✘	✘
COU5	Council	Time taken to assess new Housing Benefit claims	✘	✘	✘	✘	✘
COU6	Council	Rent collection rate – rent collected in year	✔	✔	✔	✔	✔
COU7	Council	Rent collection rate – rent collected in year plus arrears brought forward	✔	✔	✔	✔	✔
COU8	Council	Financial return on commercial property investments					
COU9	Council	Vacancy rates of commercial property investments	✔	✘	✔	✔	✔
COU10	Council	Speed of determining applications for major development	✔	✔	✔	✔	✔

Ref no	Theme	Performance indicator	2020/21				2021-22
			Q1	Q2	Q3	Q4	Q1
COU11	Council	Speed of determining applications for minor development	✓	✓	✓	✗	✗
COU12	Council	Speed of determining applications for other development	✓	□	□	✗	✗
COU13	Council	Appeals dismissed against the Council's refusal of planning permission	ⓘ	ⓘ	ⓘ	ⓘ	ⓘ
COU14	Council	Percentage of Freedom of Information and Environmental Information Regulation requests responded to within statutory timeframes	✗	✗	✗	✓	✓
COU15	Council	Number of web page views	ⓘ	✗	✓	✓	✗
COU16	Council	Total number of social media followers	ⓘ	✓	✓	✓	✓
COU17	Council	Number of customer complaints received	n/a	n/a	n/a	ⓘ	✗
COU18	Council	Percentage of customer complaints upheld	n/a	n/a	n/a	✓	□
COU19	Council	Number of Ombudsman complaints upheld	✓	✓	✓	✗	✓
COU20	Council	Enquiries resolved at first contact	n/a	n/a	n/a	■	■
COU21	Council	Transactions through digital channels	n/a	n/a	n/a	n/a	✓
COU22	Council	Number of online customer accounts	n/a	n/a	n/a	n/a	ⓘ
COU23	Council	Satisfaction with online services	n/a	n/a	n/a	n/a	■

3. Current position

Each quarter we will present the current position of our performance indicators which will show, broadly speaking, our overall progress against each RAG rating. This will also be considered in relation to previous quarters where relevant.

3.1 Quarter 1

At the end of quarter 1 we have been able to give a RAG rating to all 61 of our quarterly recorded PIs which are shown in the table below.

Quarter	RAG Rating				
	Green	Amber	Red	Data only	No data
1	20	2	16	12	11
	32.8%	3.3%	26.2%	19.7%	18.0%

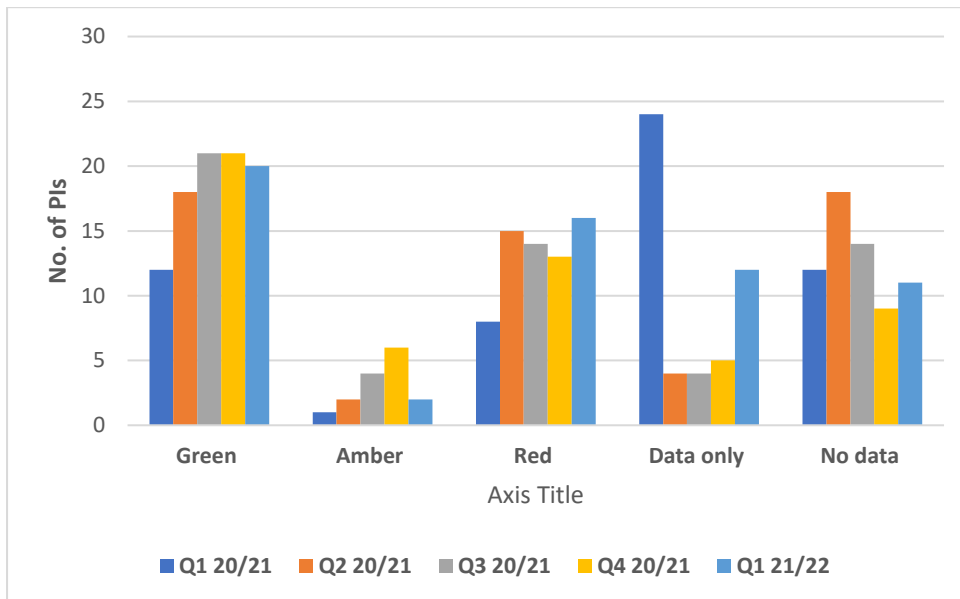
In the table above, over a third (36.1%) of quarterly PI are showing a positive green or amber rating. Data only PI has increased, which is partly due to the introduction of 9 new PIs from 2021-22, where in the majority of cases there is no data to compare with, together with data being unavailable due to venue closures and the introduction of new systems.

3.2 Previous quarters

Previously for quarters 1 to 3 for 2020/21 there were 57 PIs and for quarter 4 there were 54 PIs, but following the additions and amendments in this report, some data is now not reported. There are 61 PIs for quarter 1 of 2021-22. The table below focusses on the quarterly recorded PI to provide a comparison across the year. The change in the number of PIs from 2020/21 and quarter 1 2021-22 is due to the deletion of some PIs which were for covid monitors, plus the addition of new PIs. Data omitted from/ updated since our previous report has been included in the table where possible.

Year	Quarter	RAG Rating				
		Green	Amber	Red	Data only	No data
2020/21	Q1	12	1	8	24	12
	57 PI	21.1%	1.8%	14.0%	42.1%	21.1%
	Q2	18	2	15	4	18
	57 PI	31.6%	3.5%	26.3%	7.0%	31.6%
	Q3	21	4	14	4	14
	57 PI	36.8%	7.0%	24.6%	7.0%	24.6%
	Q4	21	6	13	5	9
	54 PI	38.9%	11.1%	24.1%	9.3%	16.7%
2021-22	Q1	20	2	16	12	11
	61 PI	32.8%	3.3%	26.2%	19.7%	18.0%

The data above is also demonstrated in the chart shown overleaf:



When comparing quarter 1 for 2021-22 against quarter 4 in 2020/21, the most significant change has shown an increase in quarter 1 by over 10% of data only PI compared to quarter 4. This is largely due to new PIs, the provision of data from Environment and Regulatory Services for the first time, together with the resumption of some operations following Covid-19 related closures.

4. Exception summary

This section highlights any indicators where data has not been submitted for the period of this report (2021-22 quarter 1). The exception summary below covers quarterly PI, i.e. the situation at the end of quarter 1.

Four categories of 'exceptions' have been used in this summary:

Reason	Explanation
Time lag in data provision	There is a period of lag in data for this PI being available/ recorded
Data not currently available/ possible to record	Data is not available or the capacity/ ability to record data for this PI is not possible currently
No reason given	Data has not been submitted and no further explanation has been given
Responding to COVID-19	Data has not been provided due to a focus on responding to COVID-19

A fourth category of 'time lag in data provision' was added in Quarter 4 to the exception summary for this quarter to show more clearly where data will be provided but has a time lag (usually between 1 and 3 months). This data will appear in a report from quarter 2, 2021-22 onwards.

We have a total of 61 PI reportable for quarter 1 and 18% of these PI had no data provided. We have relied on Service Leads to communicate any reason for the non-submission of data for this quarter. We have not made any assumptions about the priorities a specific service area may have and therefore why data has not been submitted on this occasion.

Reason	Number	Percentage
Time lag in data provision	4	40%
Data not currently available/ possible to record	6	60%
No reason given	0	-
Responding to COVID-19	0	-
Total	10	100%

The tables below show the exception summary by directorate and service area.

Reason	Directorate	
	Service Delivery	Strategic Services
Time lag in data provision	3	1
Data not currently available/ possible to record	5	1
No reason given	0	0
Responding to COVID-19	0	0
Total	8	2

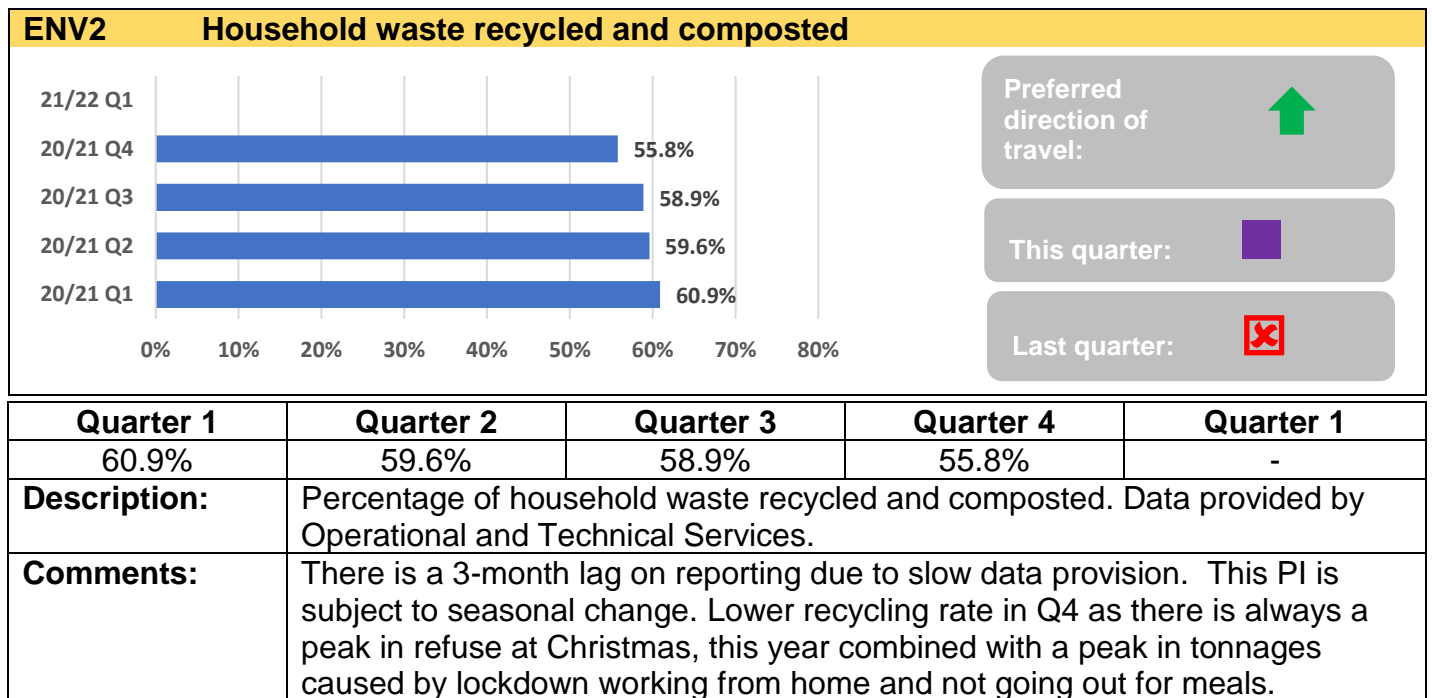
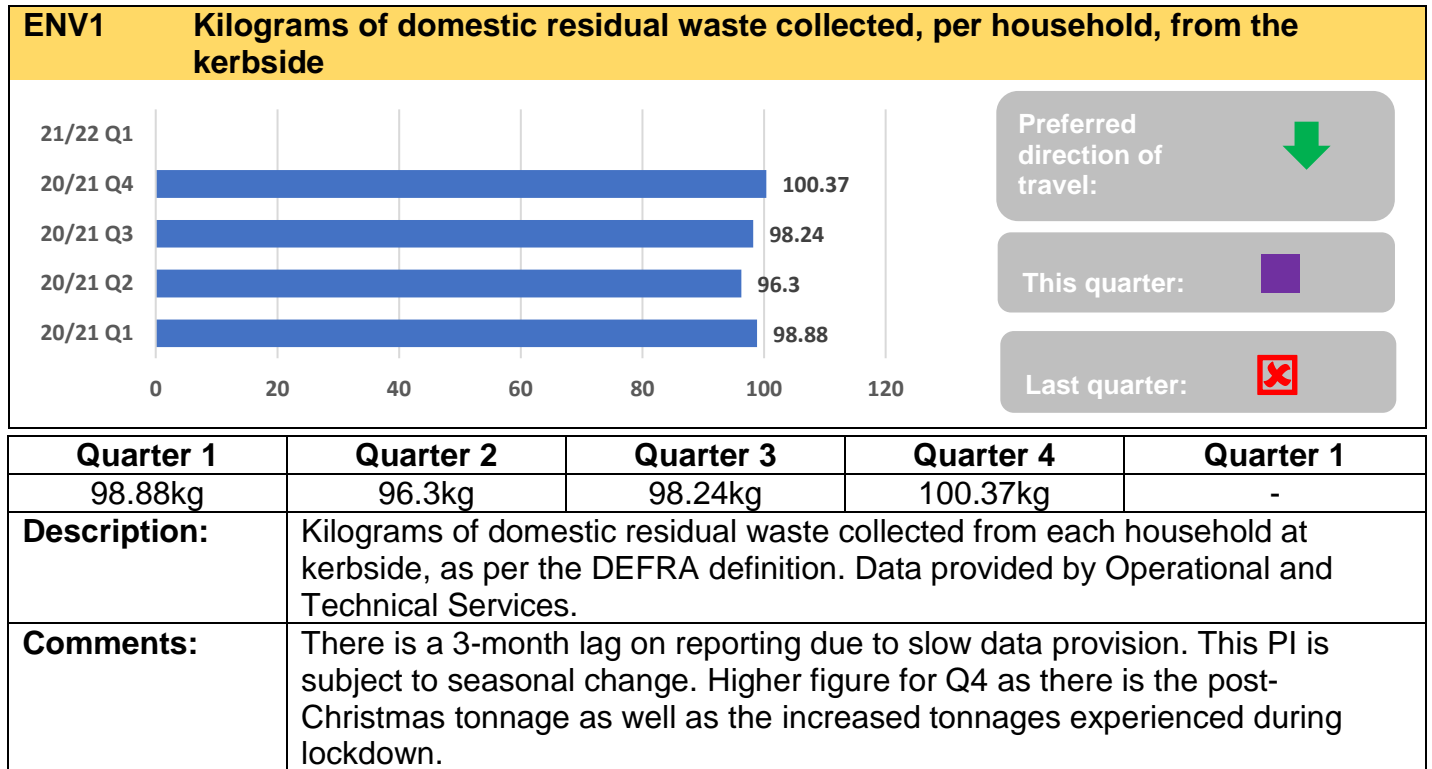
Service Area	Time lag in data provision	Data not currently available	No reason given
Asset Management		1	
Culture, Heritage and Leisure		2	
Customer, Case and Parking		2	
Environment and Regulatory			
Housing		1	
Operational and Technical	3		
Planning Policy	1		
Strategy and Communications			

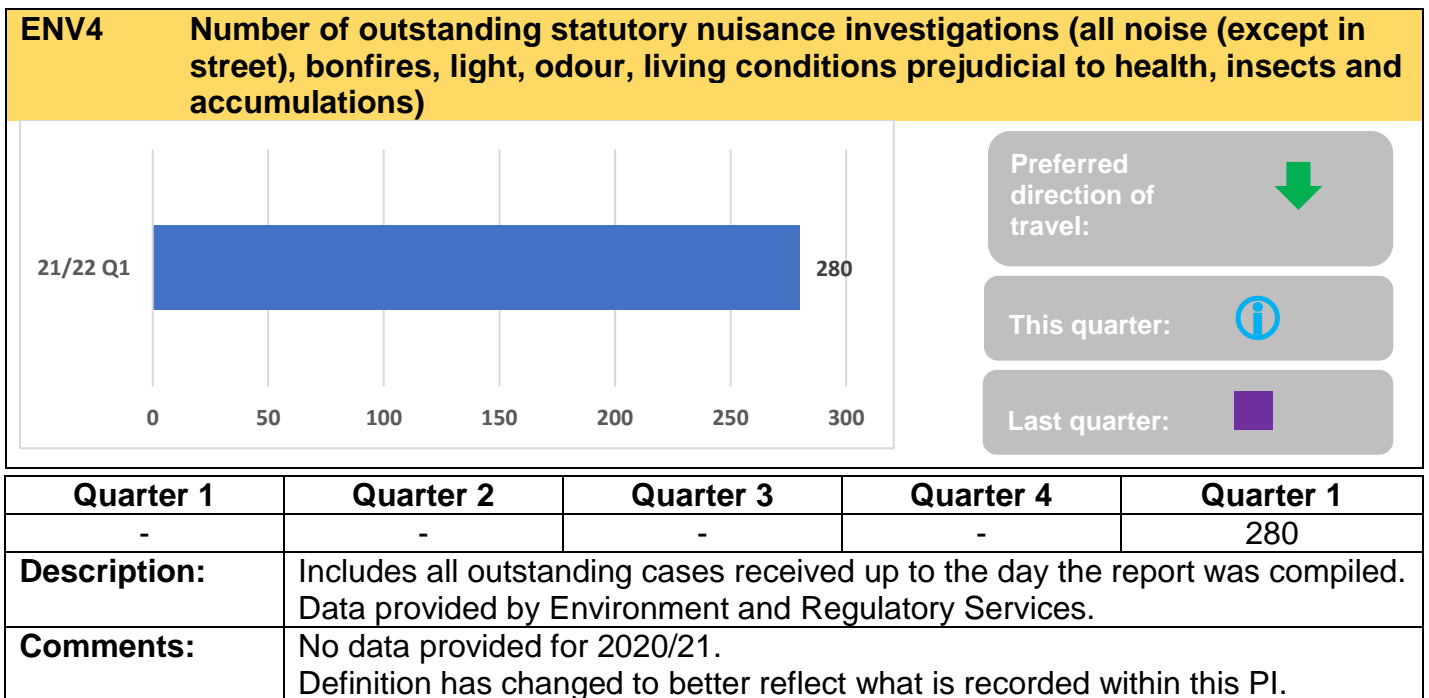
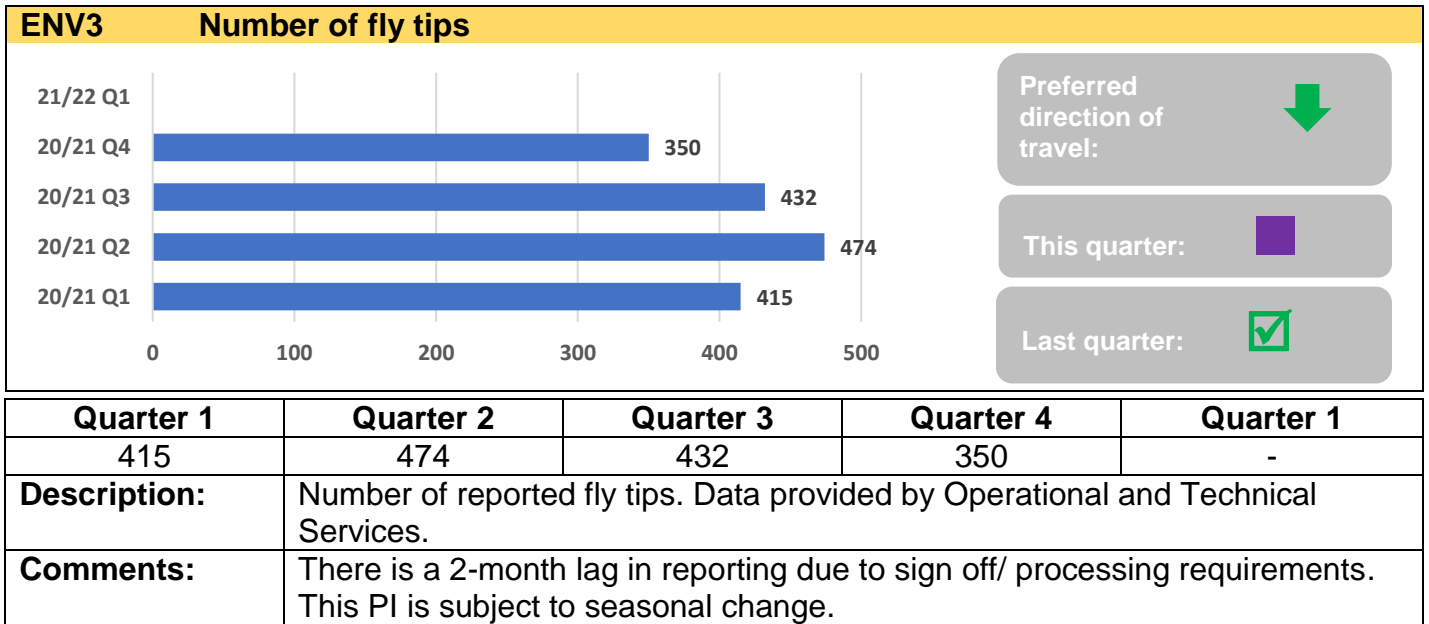
Every effort will continue to be made to encourage the owners of the corporate PI to submit data for inclusion in the next monitoring report. We will work more closely with Service Leads and Directors to identify any issues with reporting/ gathering data and support them where possible to bring a more complete performance picture in future reports.

5. Performance monitoring data


5.1 Environment


This section includes all performance indicators with a broad environmental theme.






ENV9 Energy use by the Council; gas, electricity and fleet <i>Data not provided for 2020/21 or Q1 for 2021-22</i>

Preferred direction of travel: 

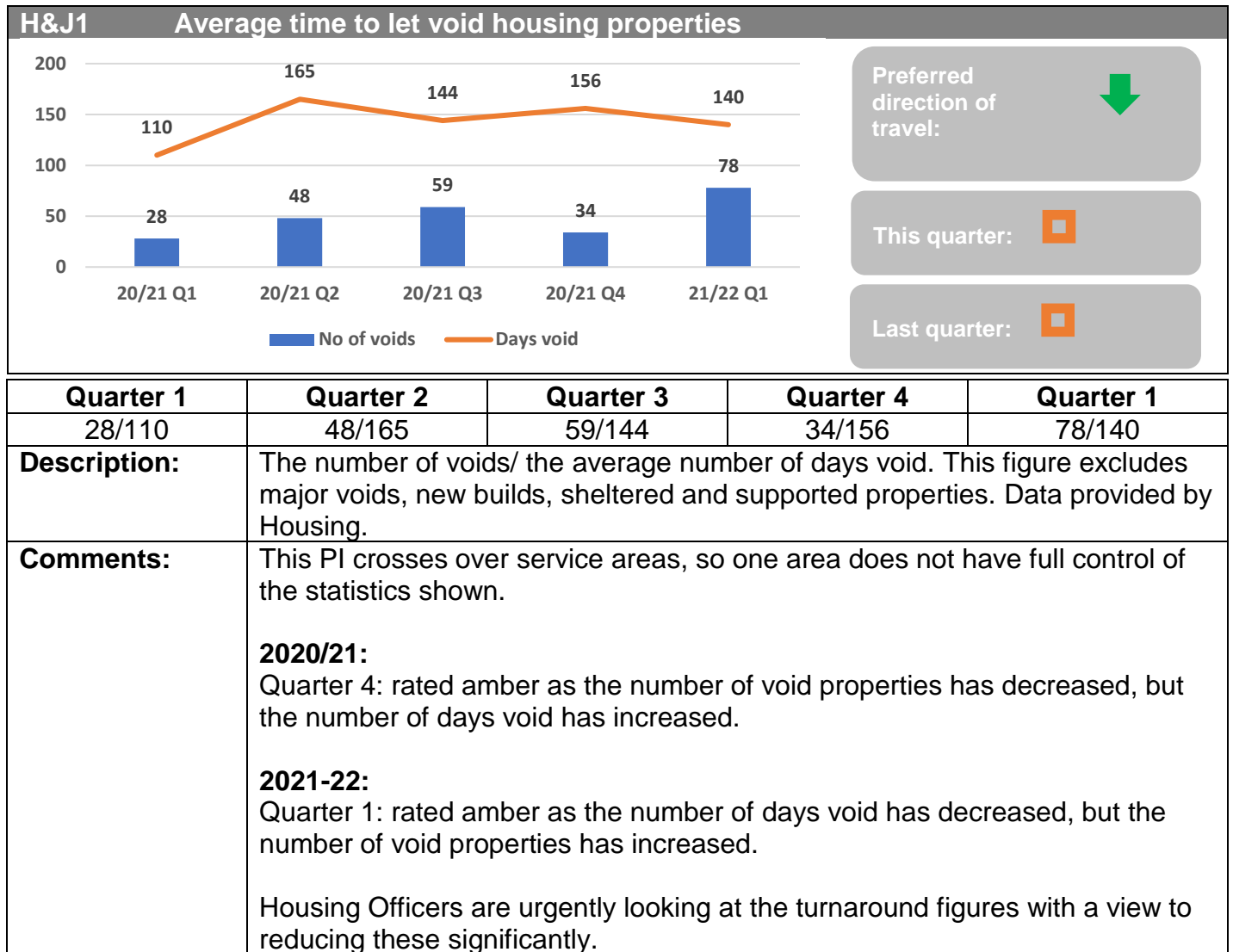
This quarter: 

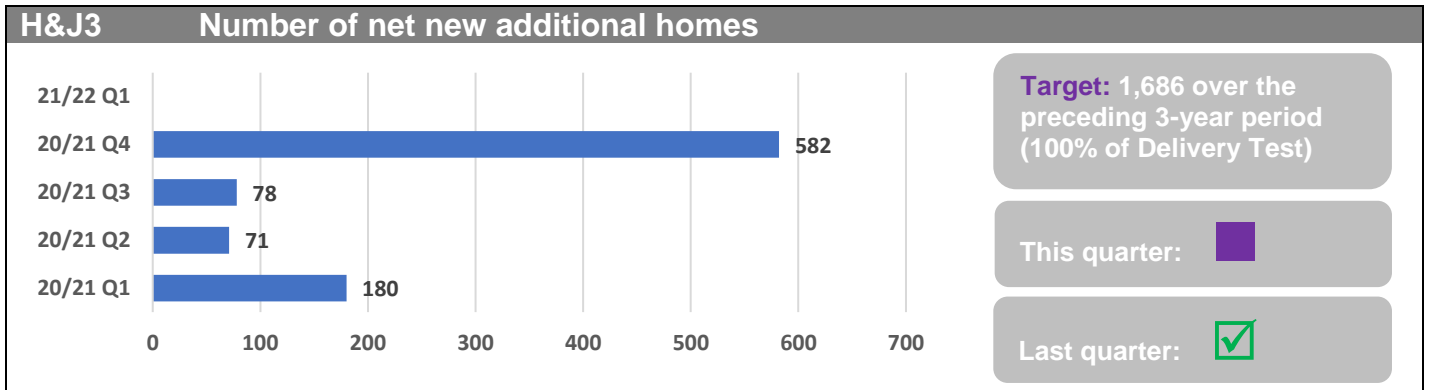
Last quarter: 

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1
-	-	-	-	-
Description:	Data provided by Asset Management.			
Comments:	<p>2021-22 – Definition changed to PI to reflect what is going to be recorded.</p> <p>We are developing our energy monitoring capabilities, having meetings with relevant stakeholders and training with APSE, and anticipate we will know by September 2021 on what basis quarterly consumption data is feasible and how long after the end of each quarter we could report this. This will include defining what is included - gas and electricity consumption on all metered sites (i.e. excluding lamp-posts) plus fleet fuel consumption and best unit measure for energy use. We could convert data into a single energy figure, but this would hide the detail and so plan to report the three figures separately each quarter (gas and electricity in KWHrs and fuel usage in litres for the fleet).</p> <p>Please note, energy consumption will vary with season and usage meaning that it is not a particularly definitive performance indicator for the team, however it would demonstrate how the Council is performing in relation to its climate targets. It would be best used relative to the corresponding quarters in other years.</p>			

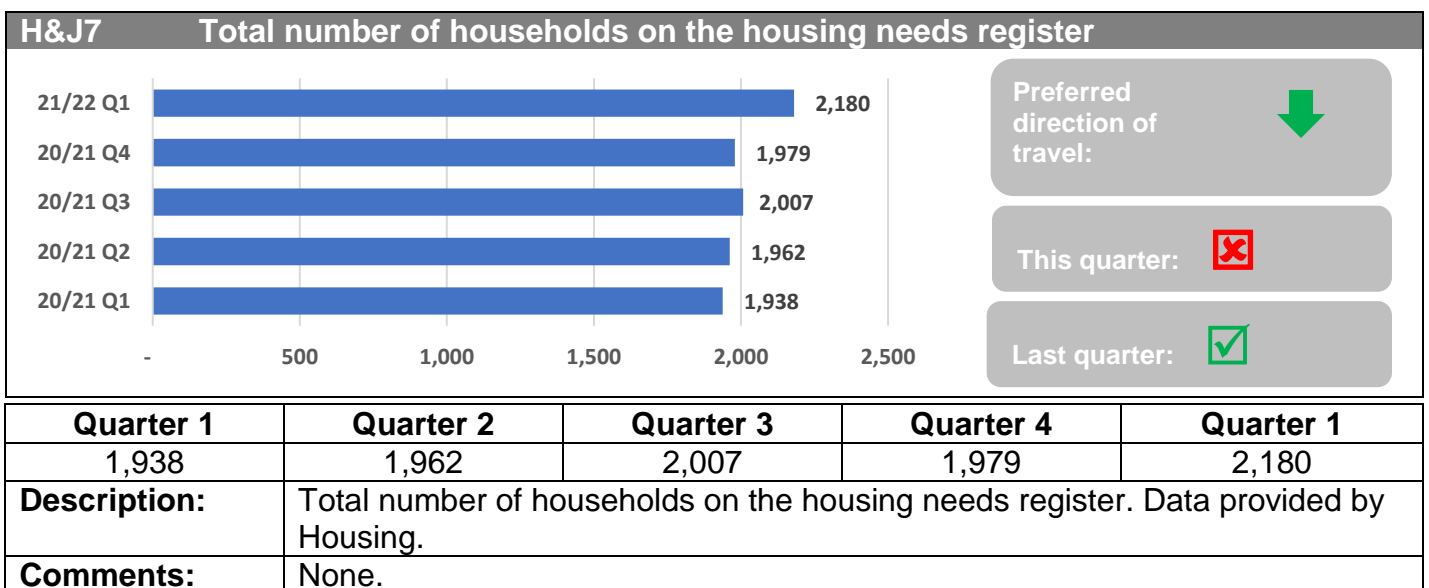
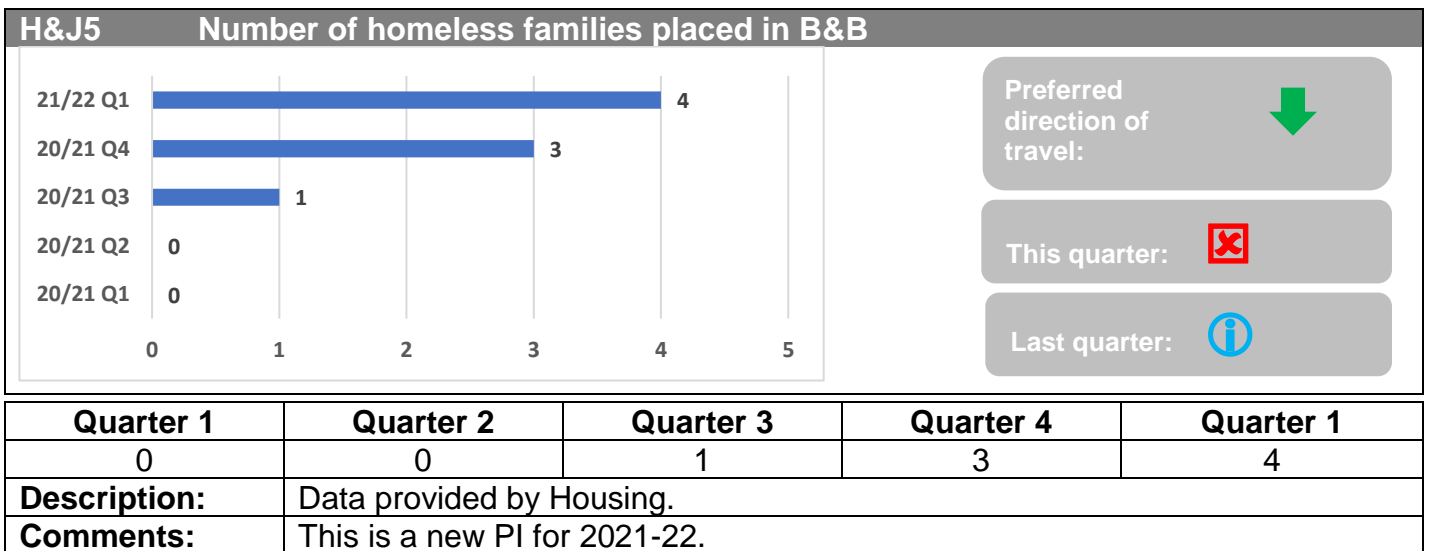
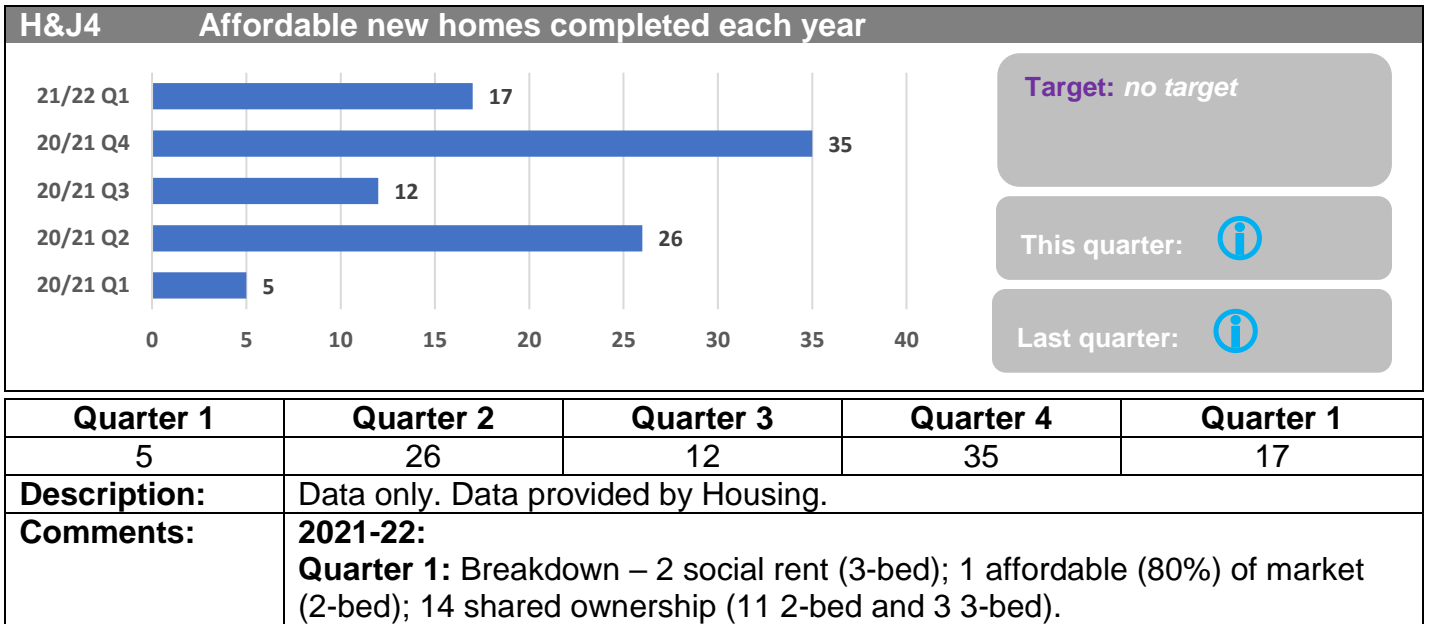
5.2 Homes and Jobs

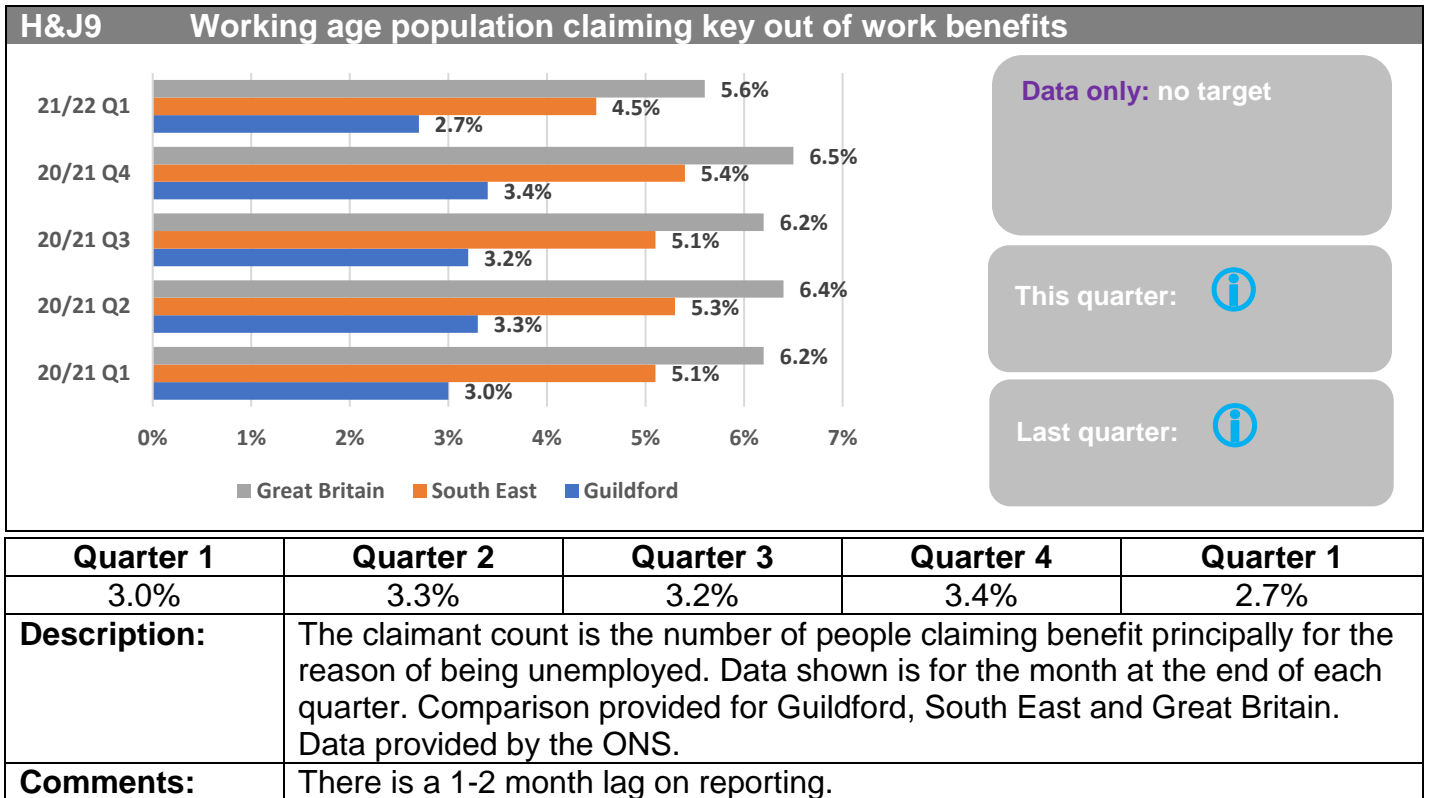
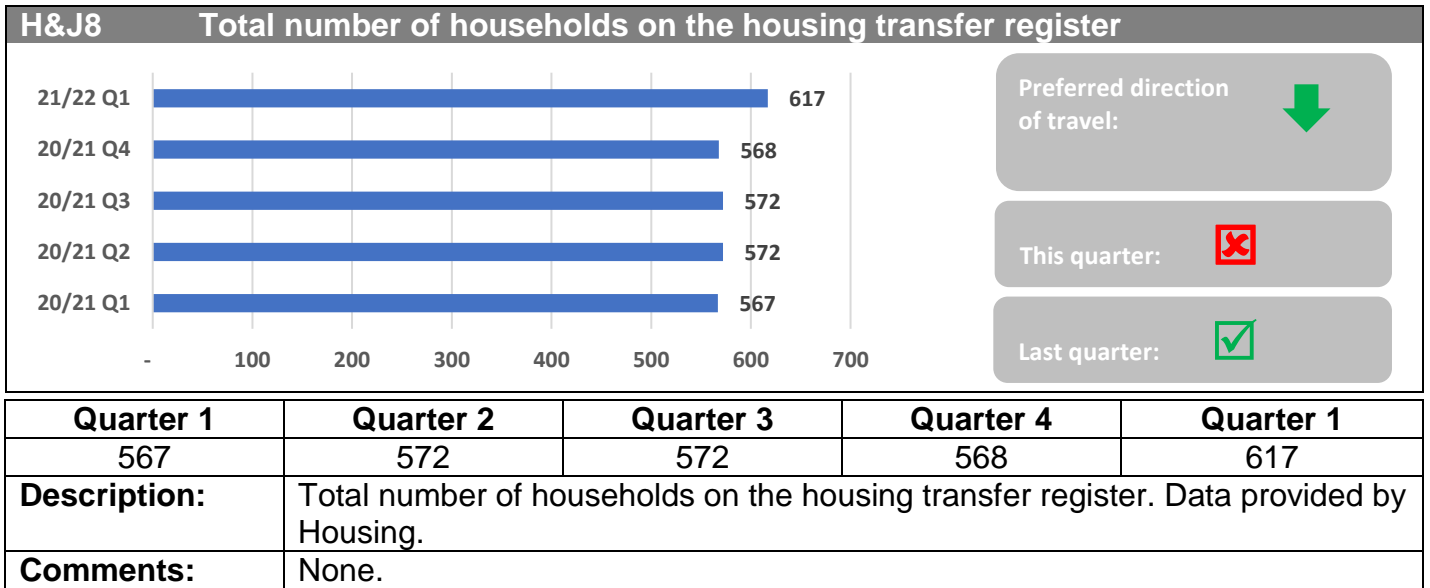
This section includes all performance indicators with a broad homes and jobs theme.

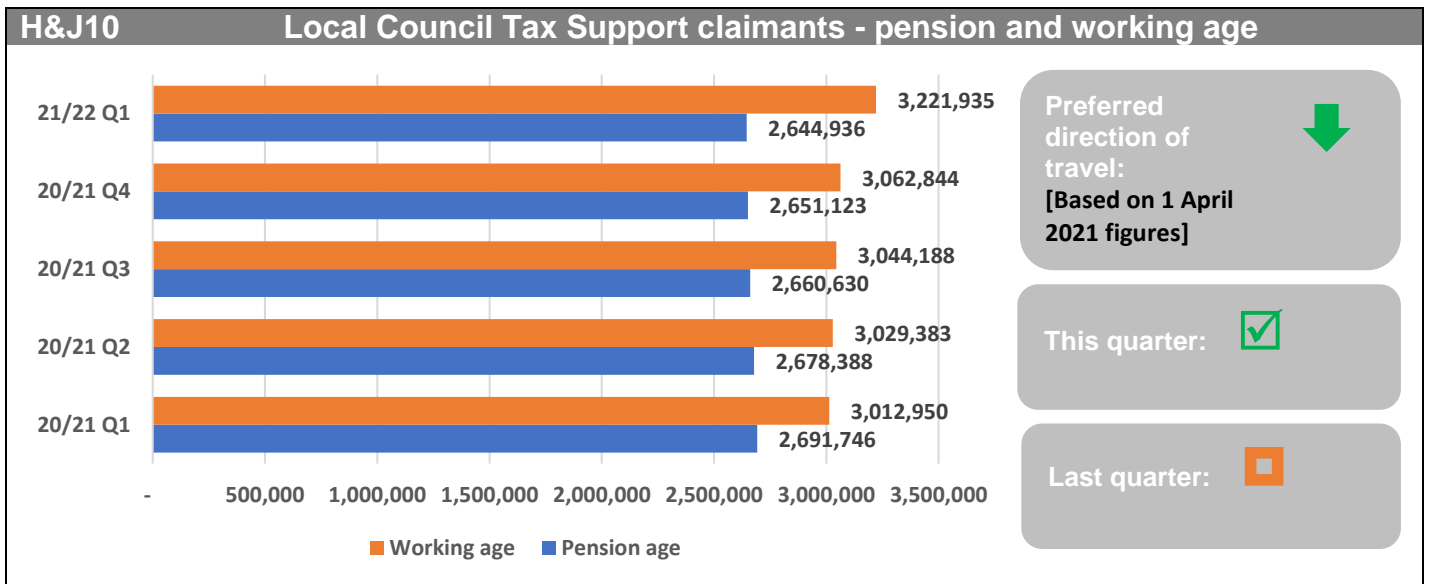




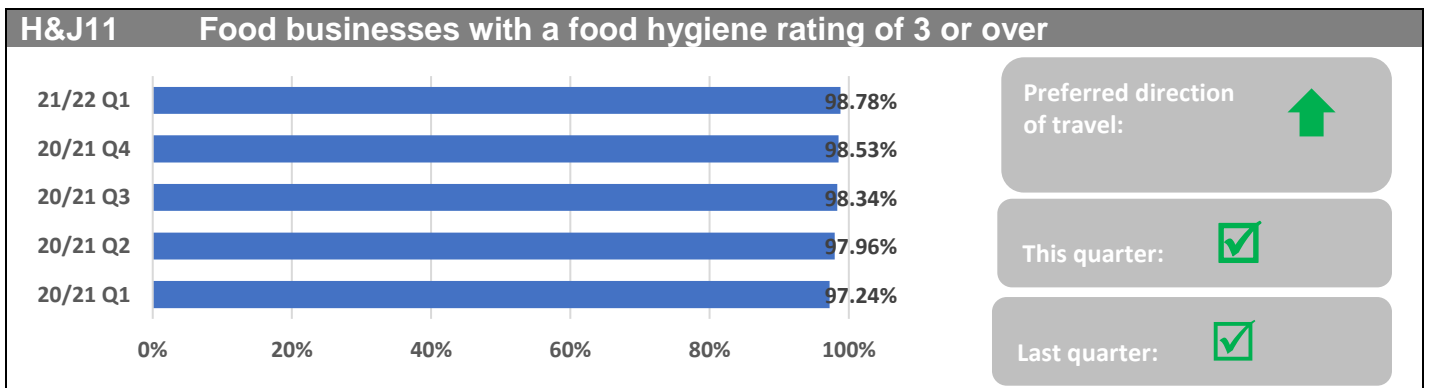
Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1
180	71	78	582	-
Description:	This is the calculation of all new residential properties built, or created through change of use to residential use, minus all residential properties demolished in the year. This equals the net new additional homes. Data provided by Planning Policy.			
Comments:	<p>2021-22</p> <p>Quarter 1: There is up to 3-months reporting lag with housing completion data due to the way completions are reported.</p> <p>Quarter 4 includes 280 'normal' C3 dwellings plus 302 'C3 equivalent dwellings' derived from applying the conversion factor to new purpose-built student accommodation. This is calculated at a ratio of 1:1 for self-contained studios and 3.1 bedspaces:1 C3 equivalent dwelling for cluster flats. We can now count these towards our housing target based on how many homes the student accommodation releases in general market housing. It should be noted that the 'C3 equivalent dwellings' from student accommodation is only calculated annually so was not necessarily all completed in Q4. These two figures sum to 582.</p> <p>Q1 – Q4 2020/21 - The 2020/21 year-end total (Q1-Q4) is 609 'normal' C3 dwellings plus 302 'C3 equivalent dwellings'.</p> <p>Combining the two figures gives a 2020/21 year end total of 911 completions.</p> <p>This uplift in housing delivery compared to previous years means we are now heading in the preferred direction of travel. This scale of delivery is consistent with the expected housing trajectory from the Local Plan and is necessary to ensure that we maintain positive results in both the Housing Delivery Test and the five-year housing land supply. Poor performance against either test would result in the 'tilted balance' or presumption in favour of sustainable development being applicable when determining planning applications for housing. This is the first of the completions from the temporary bulge in student accommodation permissions that we expect to be completed over the short term, and which contribute to maintaining a healthy supply of homes during the lead in time necessary before the strategic sites can start delivering homes in order to meet the anticipated trajectory in the adopted Local Plan.</p>			



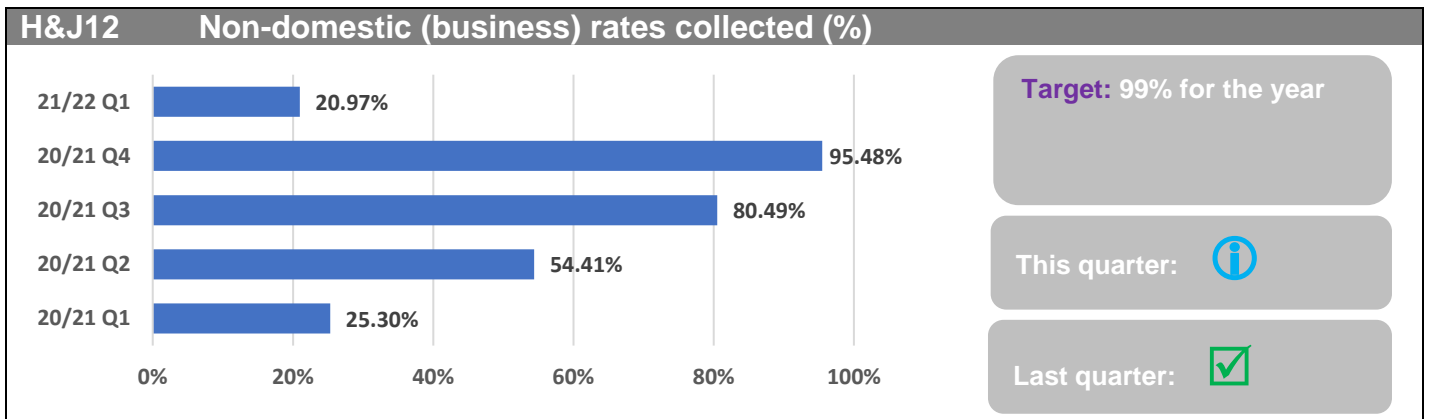




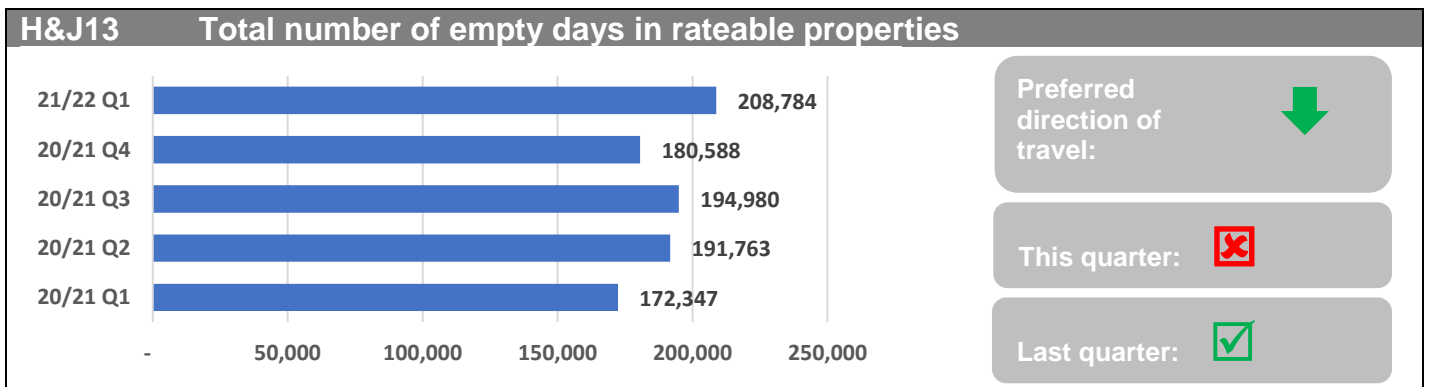
Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1
£3,012,950/ £2,691,746	£3,029,383/ £2,678,388	£3,044,188/ £2,660,630	£3,062,844/ £2,651,123	£3,221,935/ £2,644,936
Description:	Local Council Tax Support claimants are defined as a monetary value for the year, rather than the number of claimants, and split between working and pension age. In a normal year this declines slightly over the year. The above are the amounts granted so far this year until the end of the financial year (i.e. not just the amounts that relate to the elapsed year so far). Data provided by Revenues and Benefits within Housing.			
Comments:	This was introduced as a COVID monitor as it gives an indication of whether more help is being provided to council taxpayers on low incomes. It should not be compared to 2020 Q4 but to 1 April 2021 figures, this is because the Council Tax increased and we amended the scheme to give some additional help in 2021. Preferred direction of travel is therefore based on the 1 April 2021 figures, Working Age £3,301,965 and Pension Age £2,657,914.			



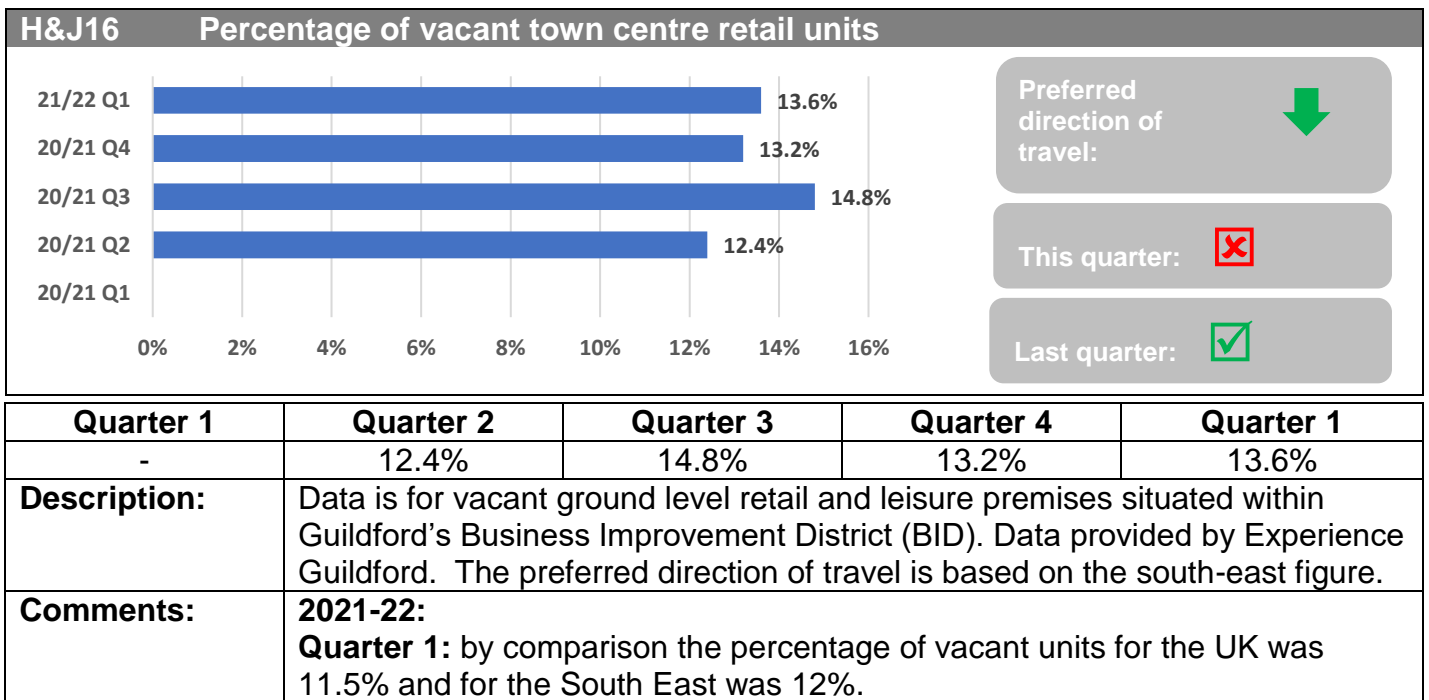
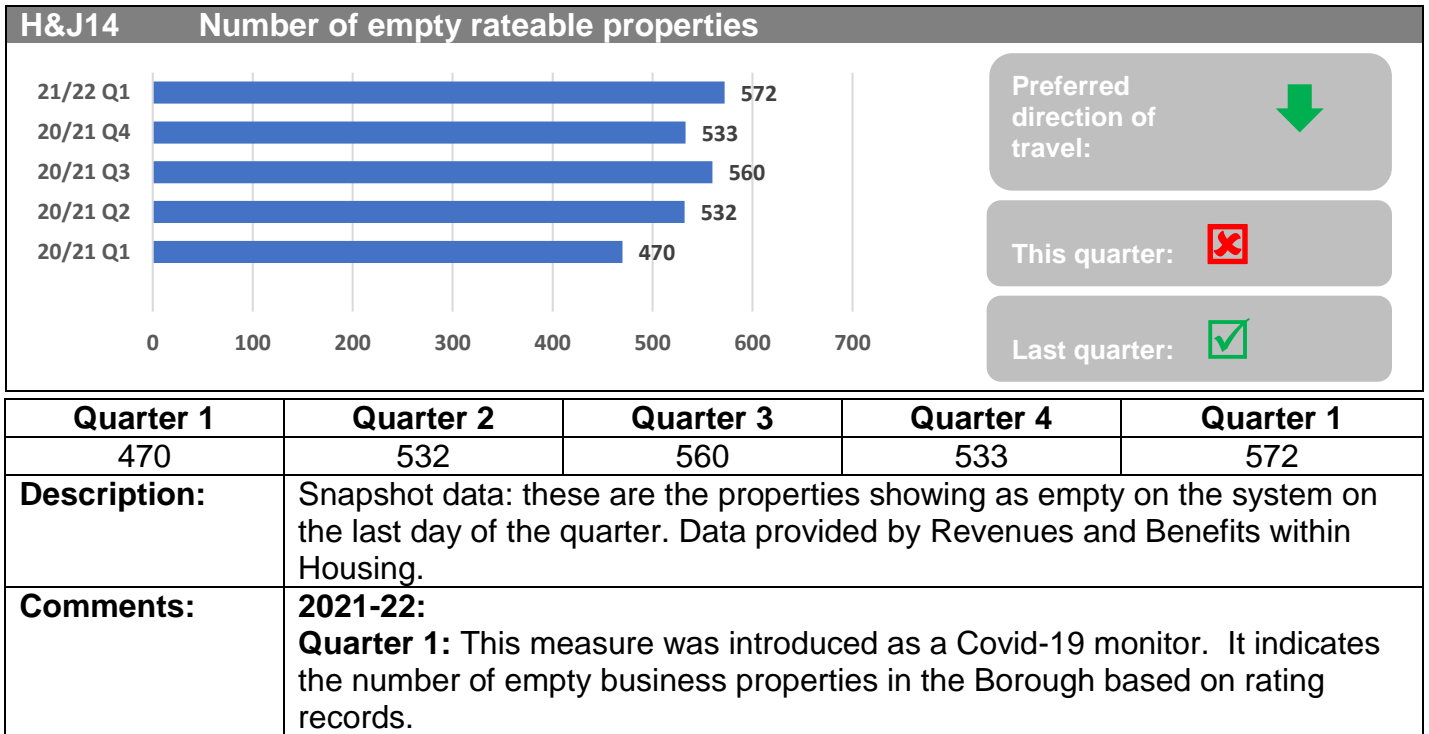
Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1
97.24%	97.96%	98.34%	98.53%	98.78%
Description:	Percentage of establishments with a rating of 3 (generally satisfactory) or better under the Food Hygiene Rating Scheme (previously known as 'scores on the doors'). Data provided by Environment and Regulatory Services.			
Comments:	None.			

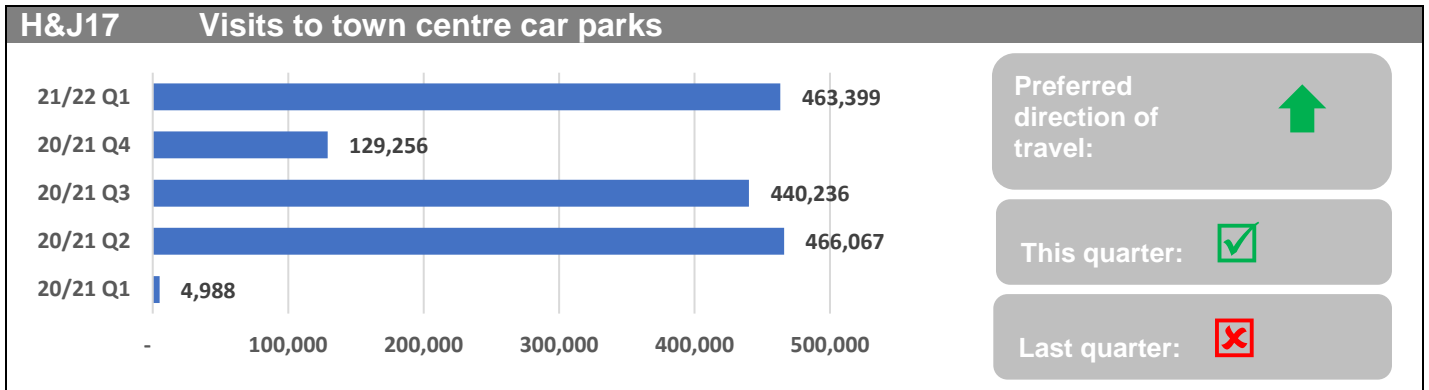


Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1
25.30%	54.41%	80.49%	95.48%	20.97%
Description:	Percentage calculated, as a cumulative year-to-date figure, from the total council tax payments received compared to the total amounts payable in that year. Data provided by Revenues and Benefits within Housing.			
Comments:	For 2021-22 there is a target of 99% for the year whereas previously this PI had a preferred direction of travel as increasing.			

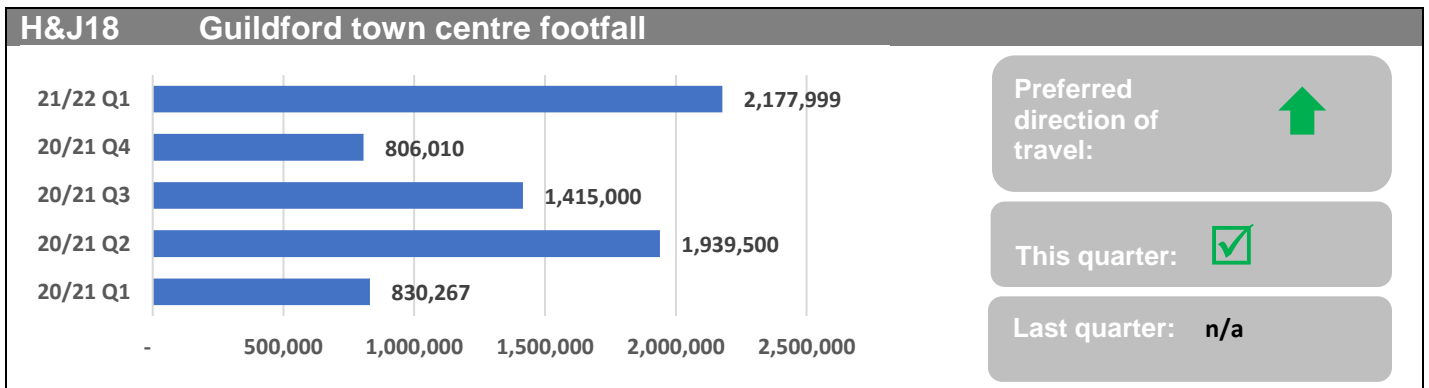


Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1
172,347	191,763	194,980	180,588	208,784
Description:	Snapshot data: this is the total number of empty days for the financial year on the last day of the quarter (i.e. it assumes a lot of empty days in future, which may not happen). Data provided by Revenues and Benefits within Housing.			
Comments:	<p>2021-22:</p> <p>Quarter 1: This measure was introduced as a Covid-19 monitor. It indicates the number of empty business properties in the Borough based on rating records. The indication is that the number of empty properties is still increasing. The number of days monitored is most accurate in Q4. In Q1 the assumption for rating is that the property will be empty for the rest of the financial year and this only changes when it becomes occupied again. This assumption inflates the empty days figure.</p>			

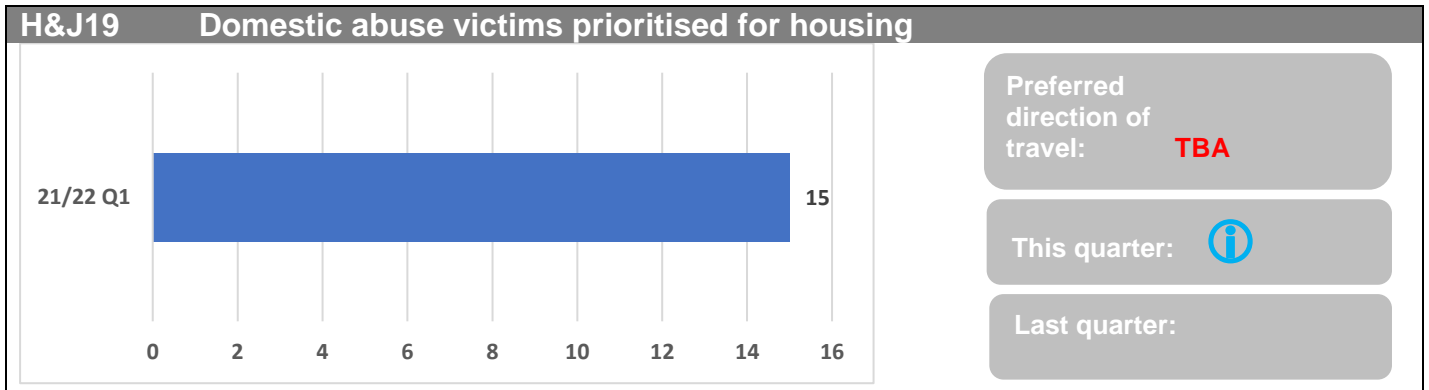




Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1
4,988	466,067	440,236	129,256	463,399
Description:	Ticket sales for town centre car parks. Data provided by Customer, Case and Parking Services.			
Comments:	None.			



Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1
830,267	1,939,500	1,415,000	806,010	2,177,999
Description:	Footfall across High Street and North Street combined (this is an industry standard measure of heads passing a beam across the street; one in front of M&S and the other at the back of House of Fraser). Data provided by Experience Guildford.			
Comments:	This is a new PI for 2021-22 but data has been provided for 2020/21 for comparison /information purposes.			



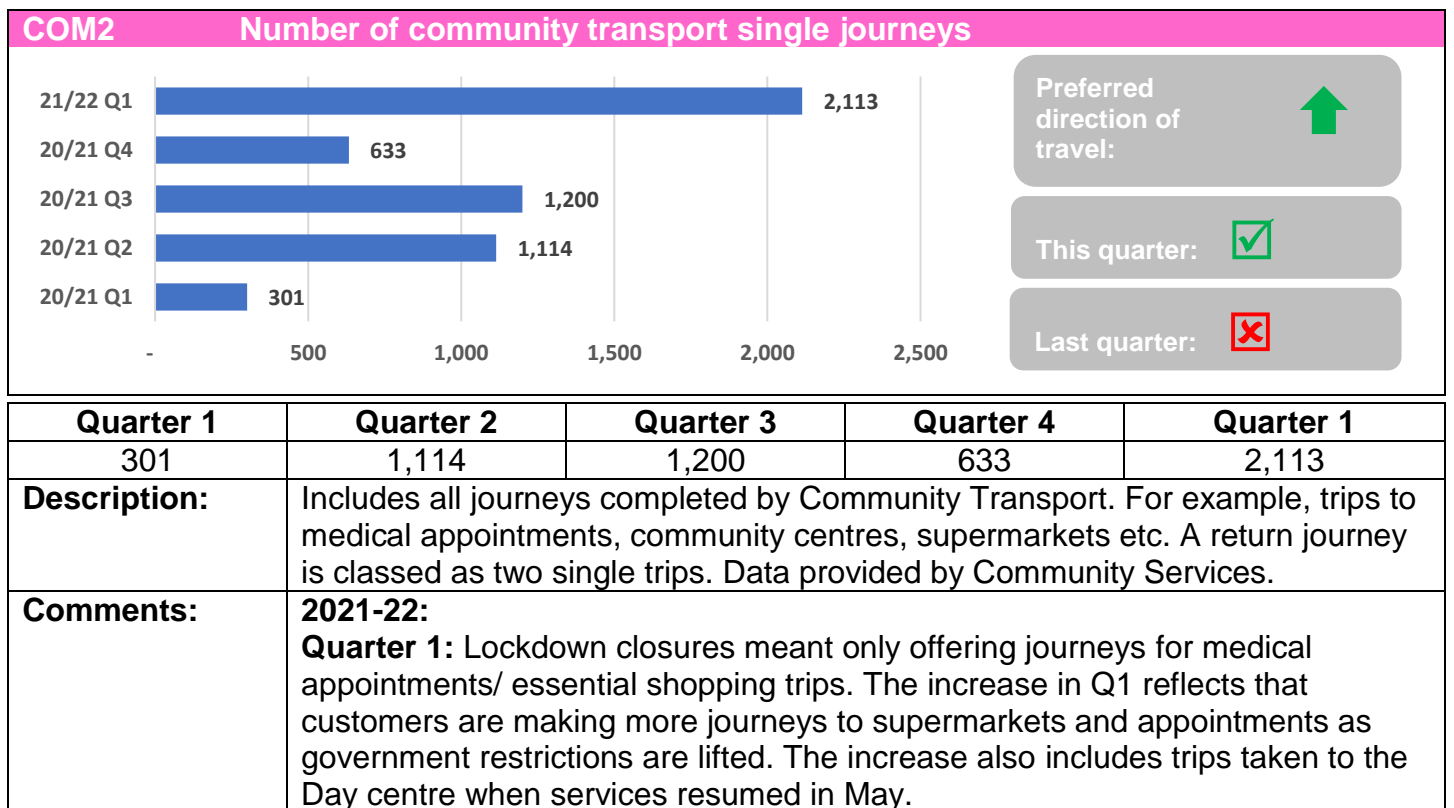
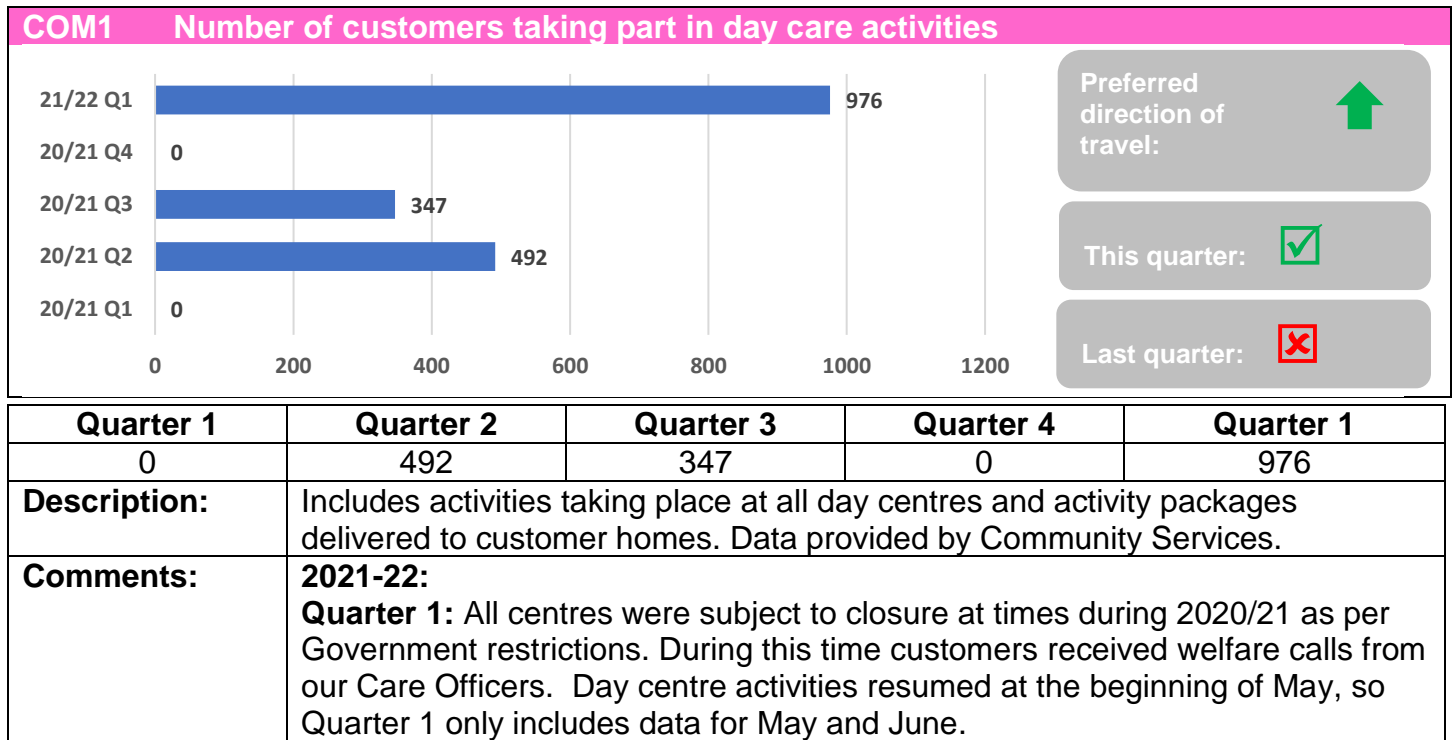
Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1
-	-	-	-	15 (subject to MHCLG approval)
Description:	Data provided by Housing.			
Comments:	<p>New PI for 2021-22: Quarter 1: The Housing IT system is currently being revised and updated and as a result of this work it is not possible to report for this quarter, on completion of the current work we will be able to report this new indicator.</p> <p>We are also currently going through a countywide review of Domestic Abuse services led by SCC (as required by law) and a health audit, following which, we will have a better idea on the direction of travel and areas for improvement.</p>			

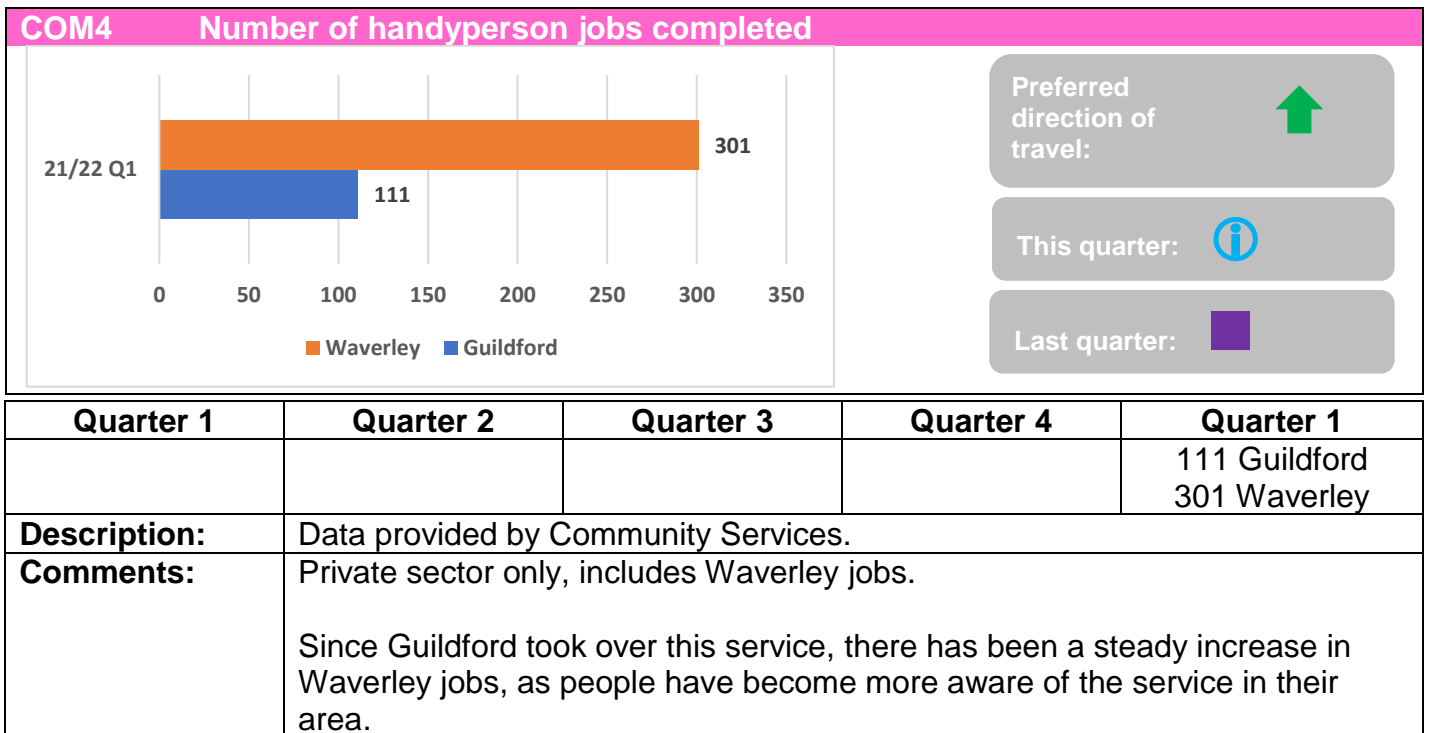
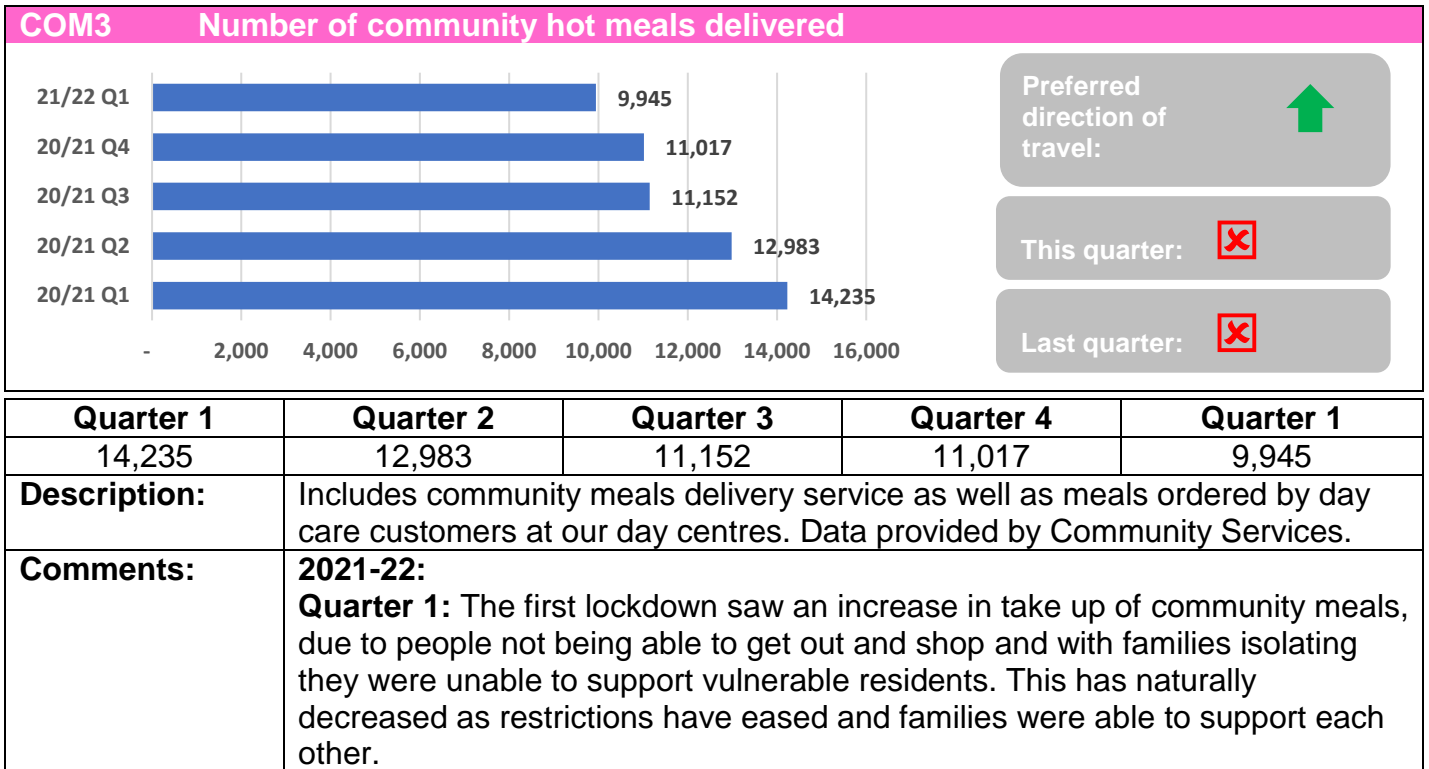


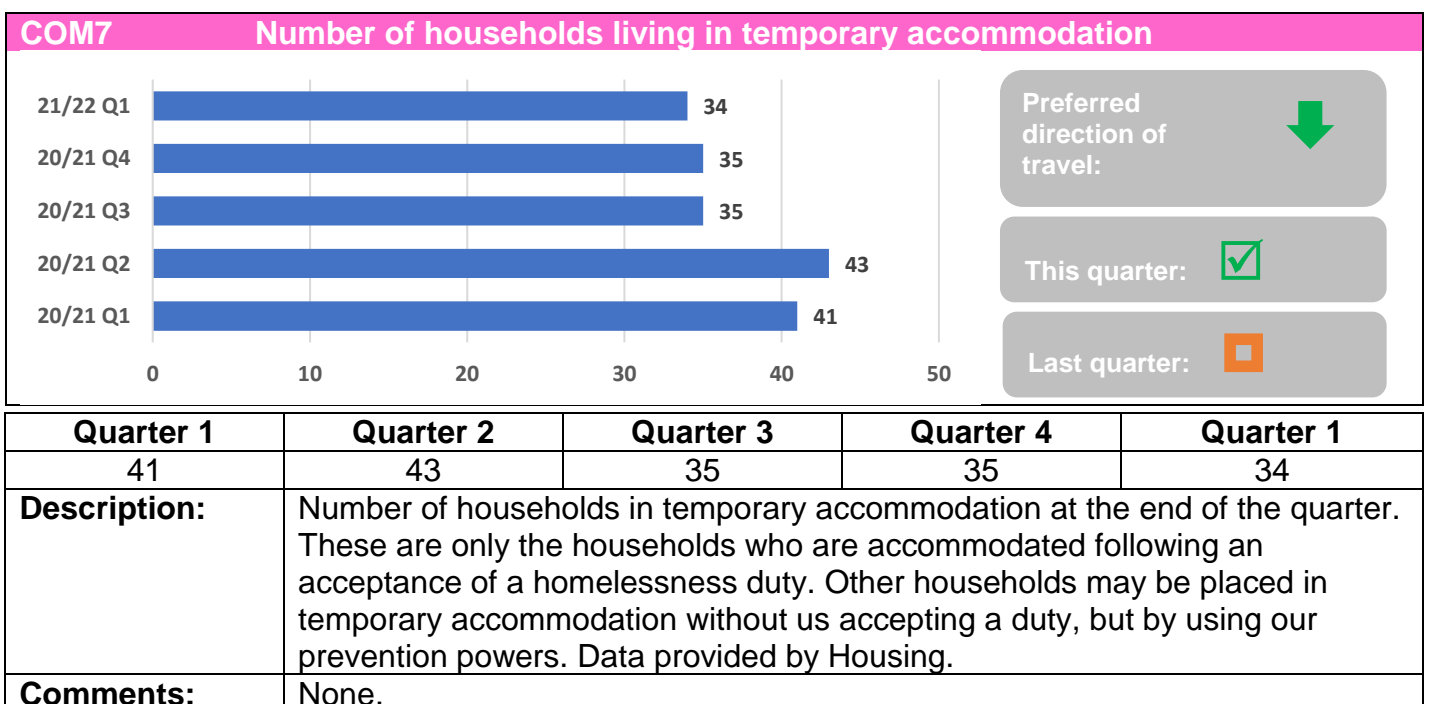
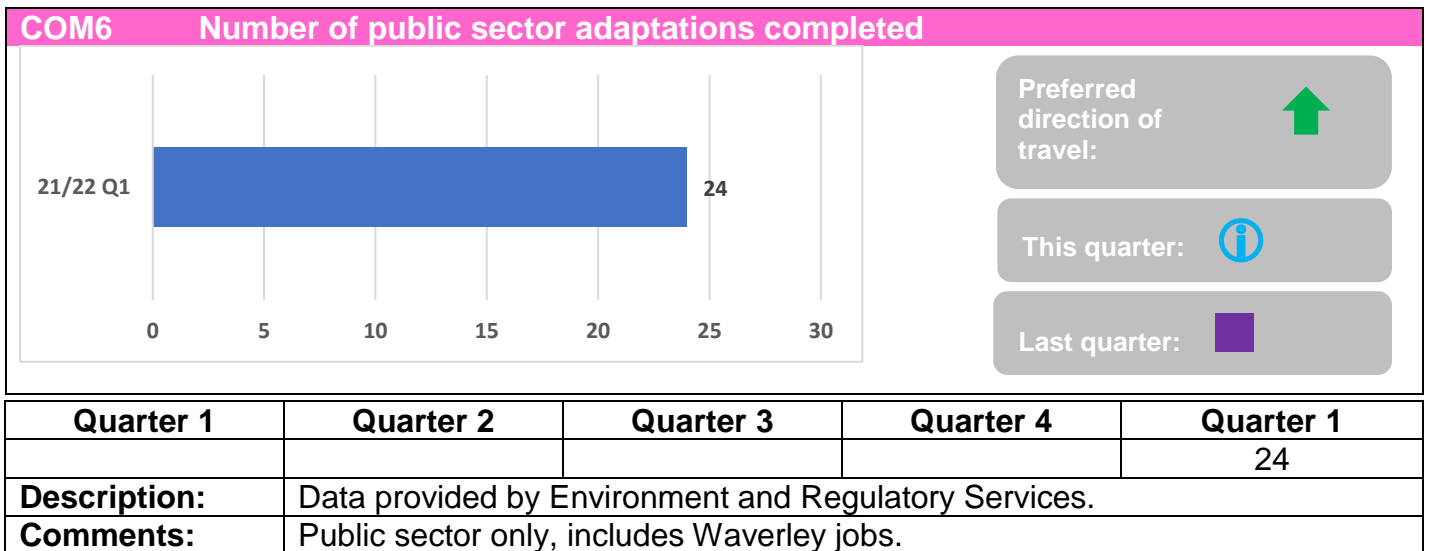
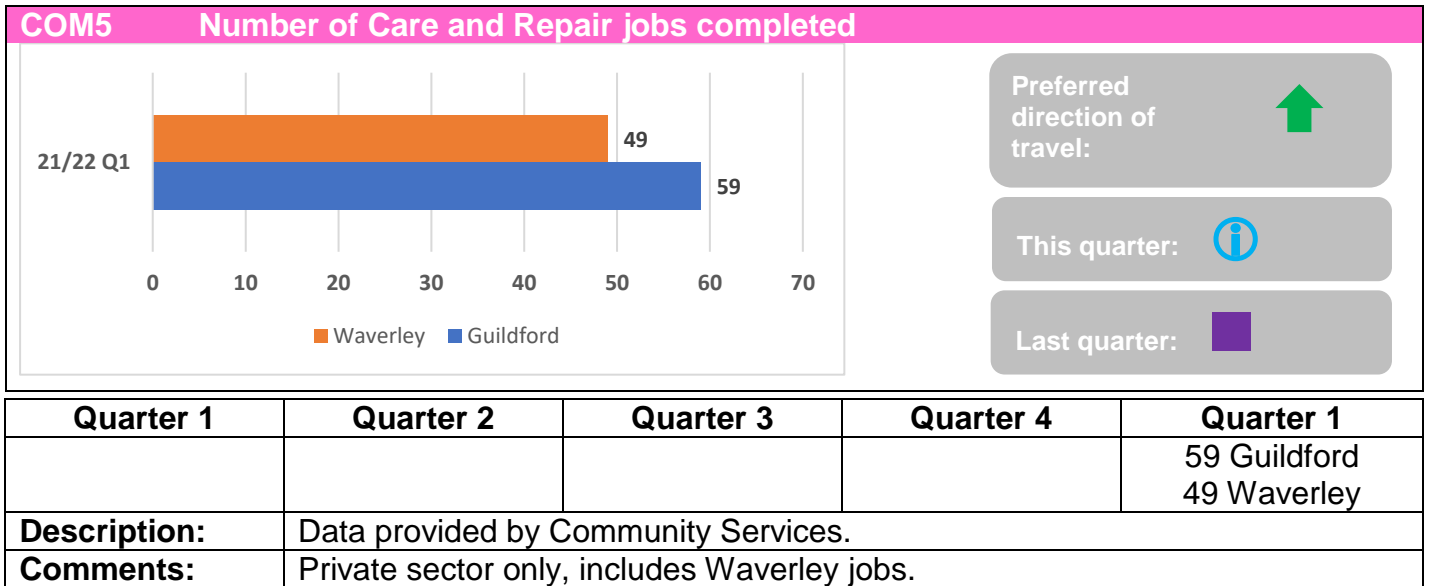
Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1
n/a	n/a	n/a	n/a	-
Description:	Data provided by Planning Policy.			
Comments:	<p>Quarter 1: As this is a new indicator for 2021-22, we are unfortunately not in a position yet to report on Q1. We are putting systems in place so that from Q2 we will be able to provide the figures quarterly. At Q2 we will provide Q1 and Q2 figures.</p>			

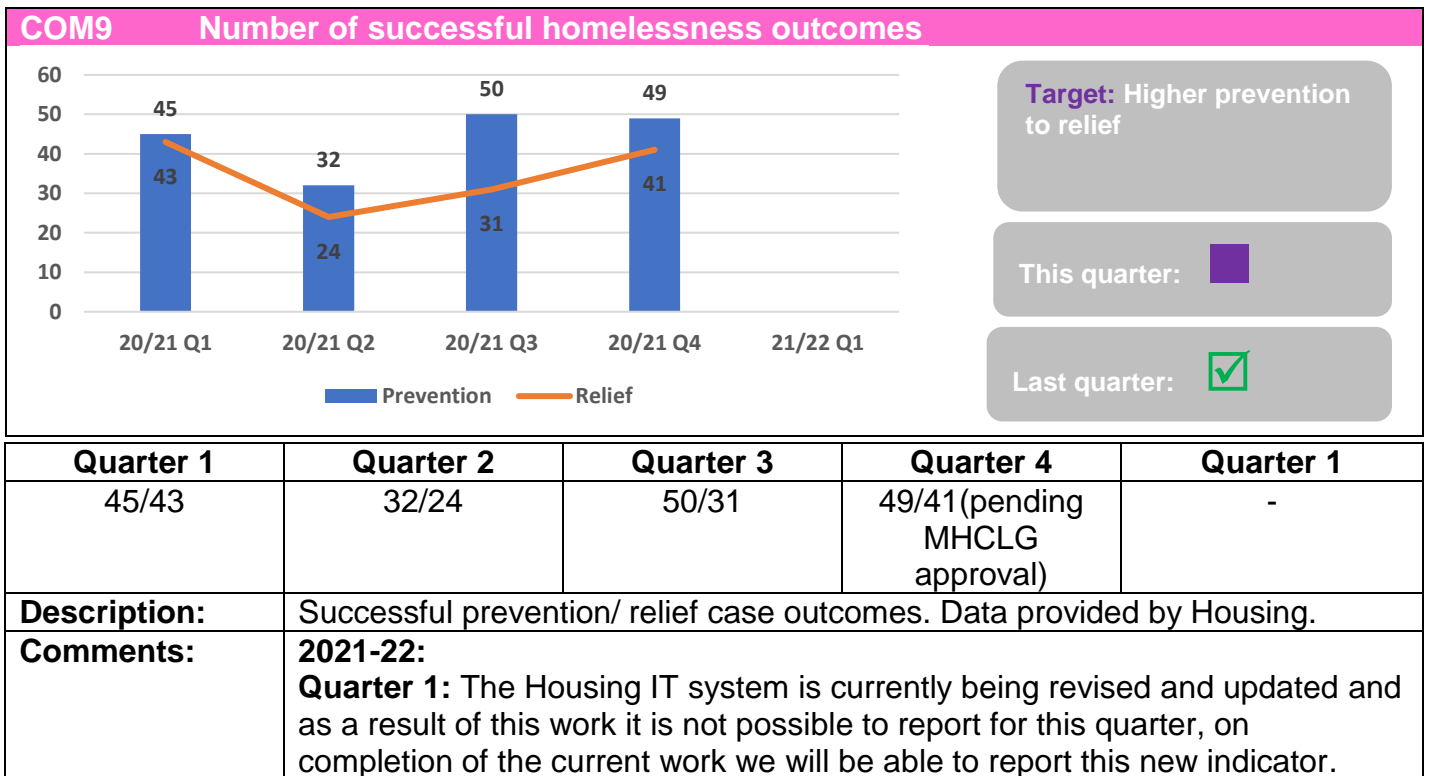
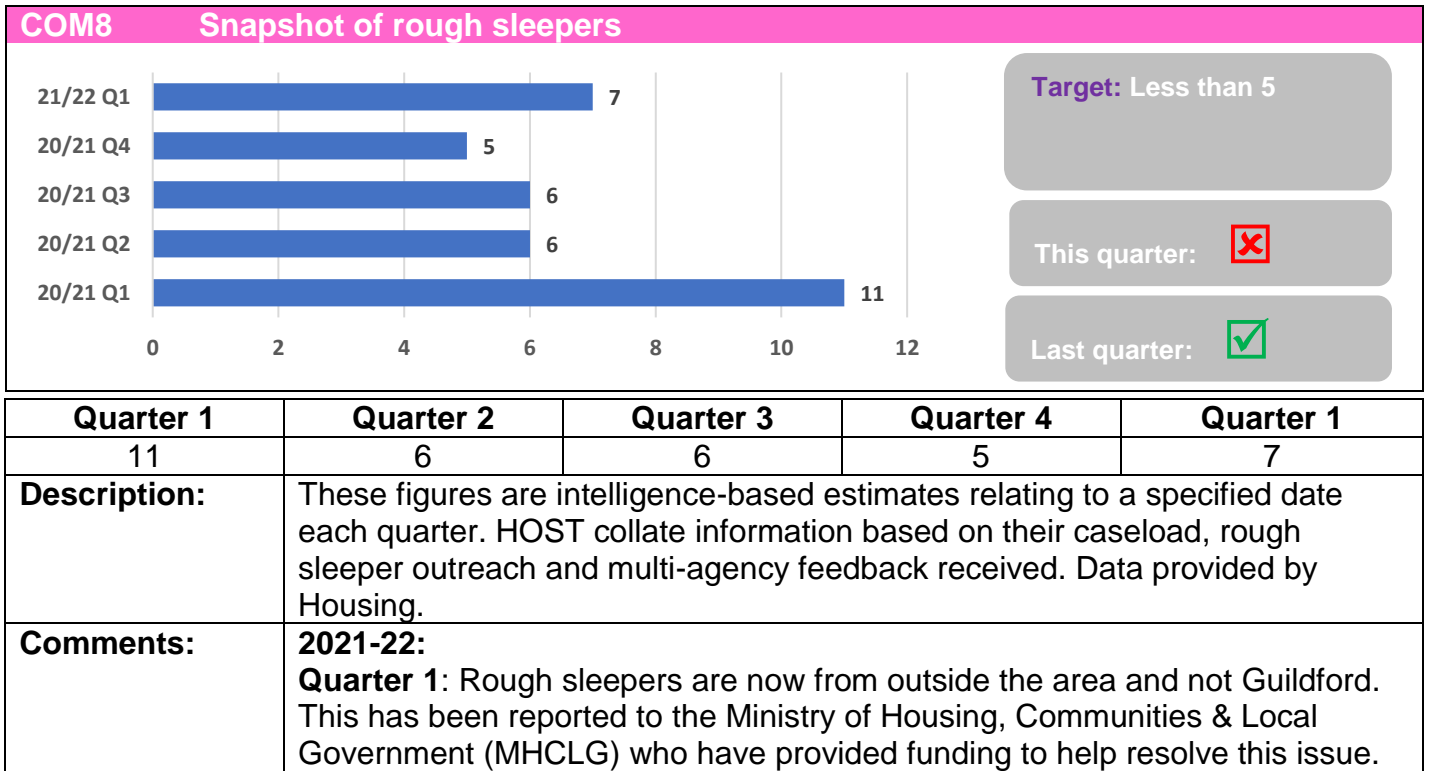
5.3 Community

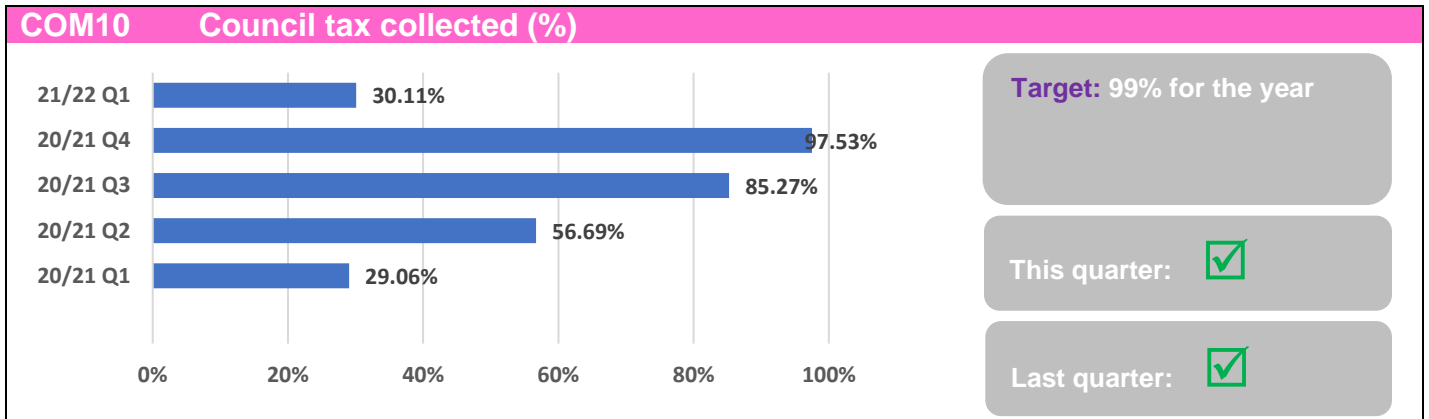
This section includes all performance indicators with a broad community theme.



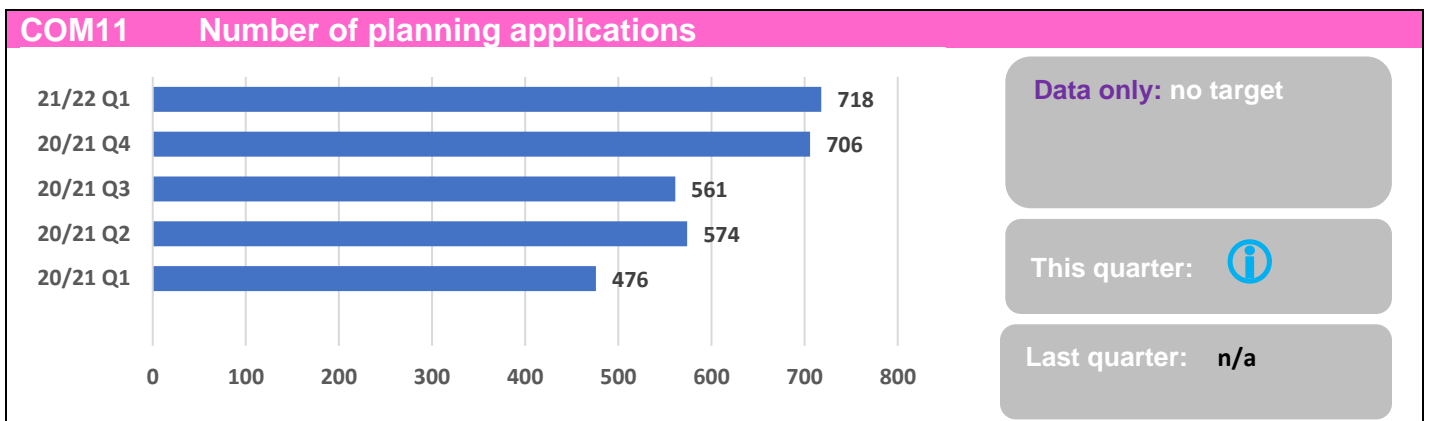








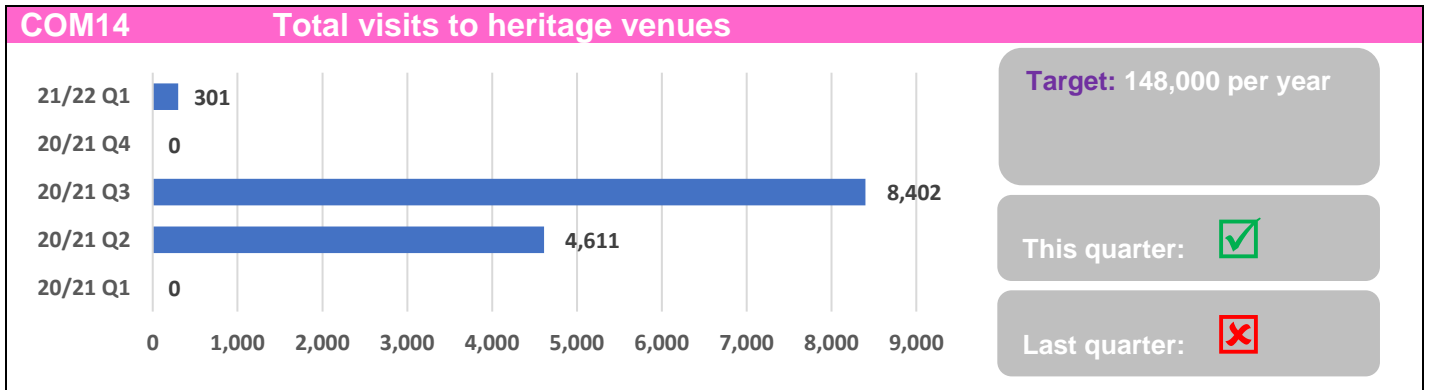
Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1
29.06%	56.69%	85.27%	97.53%	30.11%
Description:	Percentage calculated, as a cumulative year-to-date figure, from the total business rates payments received compared to the total amounts payable in that year. Data provided by Revenue and Benefits within Housing.			
Comments:	For 2021-22 there is a target of 99% for the year whereas previously this PI had a preferred direction of travel as increasing.			



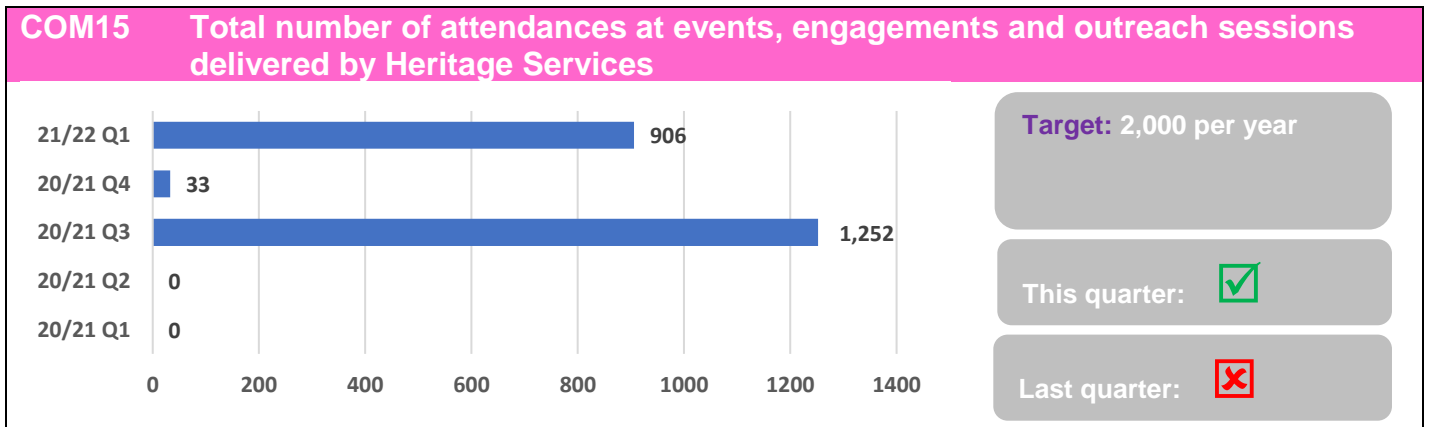
Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1
476	574	561	706	718
Description:	Relates to number of planning applications validated during this period. Data provided by Place Services. No target – data only.			
Comments:	This is a new PI for 2021-22 but data has been provided for 2020/21 for comparison /information purposes.			

COM12 Total attendance at G Live				
<p>Data not provided for 2020/21 and Q1 of 2021-22 due to venue closures</p> <div style="float: right; border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0; border-radius: 10px; width: fit-content;"> <p>Target: 230,000 per year</p> </div> <div style="float: right; border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0; border-radius: 10px; width: fit-content; margin-top: 10px;"> <p>This quarter: </p> </div> <div style="float: right; border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0; border-radius: 10px; width: fit-content; margin-top: 10px;"> <p>Last quarter: </p> </div>				
Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1
-	-	-	-	-
Description:	Ticket sales plus estimates of other events (includes door counters and booking sources). Data provided by Culture, Heritage and Leisure Services (from HQ Theatres).			
Comments:	<p>HQ Theatres data collection is approximately 6 weeks behind.</p> <p>2021-22: No data available due to venue closure during pandemic. Due to reopen in August 2021.</p>			

COM13 Total visits to sports and leisure venues (Spectrum, Lido, Ash Manor)				
<p>Data not provided for 2020/21 and Q1 of 2021-22 due to venue closures</p> <div style="float: right; border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0; border-radius: 10px; width: fit-content;"> <p>Target: TBC</p> </div> <div style="float: right; border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0; border-radius: 10px; width: fit-content; margin-top: 10px;"> <p>This quarter: </p> </div> <div style="float: right; border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0; border-radius: 10px; width: fit-content; margin-top: 10px;"> <p>Last quarter: </p> </div>				
Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1
-	-	-	-	-
Description:	Ticket sales plus estimates of other events (includes door counters and booking sources). Data provided by Culture, Heritage and Leisure Services (from Freedom Leisure).			
Comments:	<p>Freedom Leisure data collection is around 2 months behind.</p> <p>2021-22: No data available due to venue closure during pandemic. Data not currently available from the contractor.</p>			

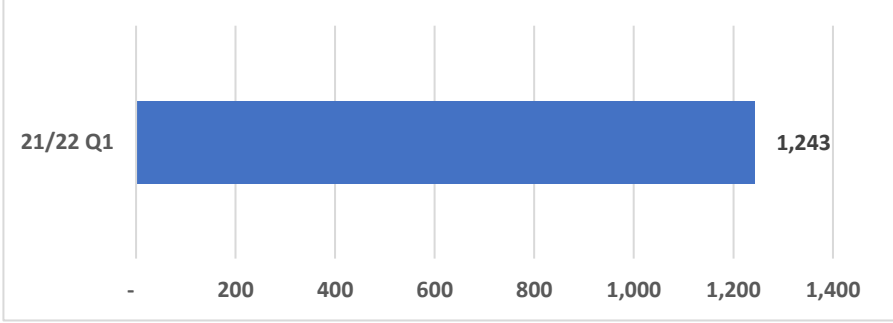


Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1
0	4,611	8,402	0	301
Description:	Total visits to heritage venues including the Castle, Guildford House Gallery, the Museum and the Guildhall. Data is collected through visitor and door counters at Guildford House Gallery, Museum, Castle and the Guildhall. Data provided by Culture, Heritage and Leisure Services.			
Comments:	2021-22: Quarter 1: All Heritage venues have been subject to closure at times during 2020/21 and Q1 of 2021-22 as per the Government restrictions, followed by staff reduction and seasonal closure. The Museum re-opened to the public on May 26 with reduced days and hours: Wed to Sat, 12 noon to 4.30pm. Guildford House Gallery remains closed due to ongoing lighting system installation and structural works. Commercial hire of the Guildhall affected by covid closures and therefore the number of events attendances at the venue reduced.			



Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1
0	0	1,252	33	906
Description:	Total attendance at events, engagement and outreach sessions delivered by Heritage Services. Attendances are recorded by facilitators or through bookings and include virtual attendance. Data provided by Culture, Heritage and Leisure Services.			
Comments:	2021-22: Quarter 1: Face to face outreach sessions have not yet been possible due to covid restrictions, but the digital programme has increased.			

COM16 Number of bookings of sports pitches and courts



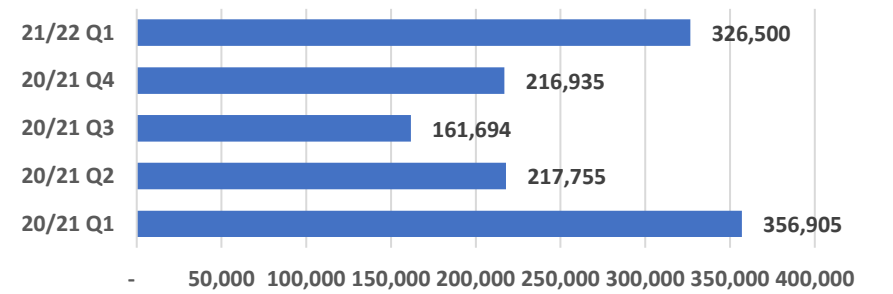
Target: 3,300 per year

This quarter:

Last quarter:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1
-	-	-	-	1,243
Description: Data collated from pitch/ court booking system. Excludes tennis court bookings at Stoke Park Gardens (these have been contracted out). Data provided by Customer, Case and Parking Services.				
Comments: None.				

COM17 Total visitor numbers to parks and countryside sites



Target: 945,000 per year

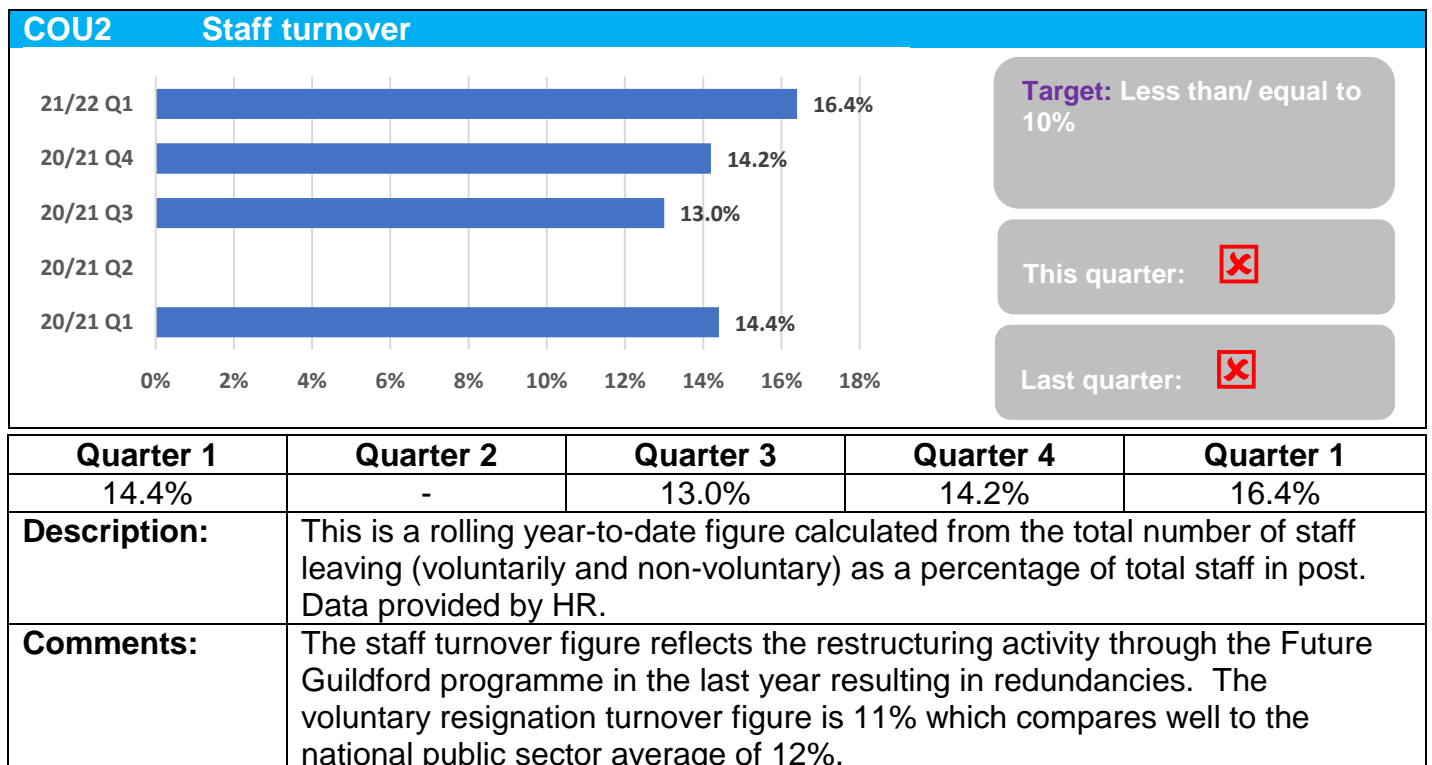
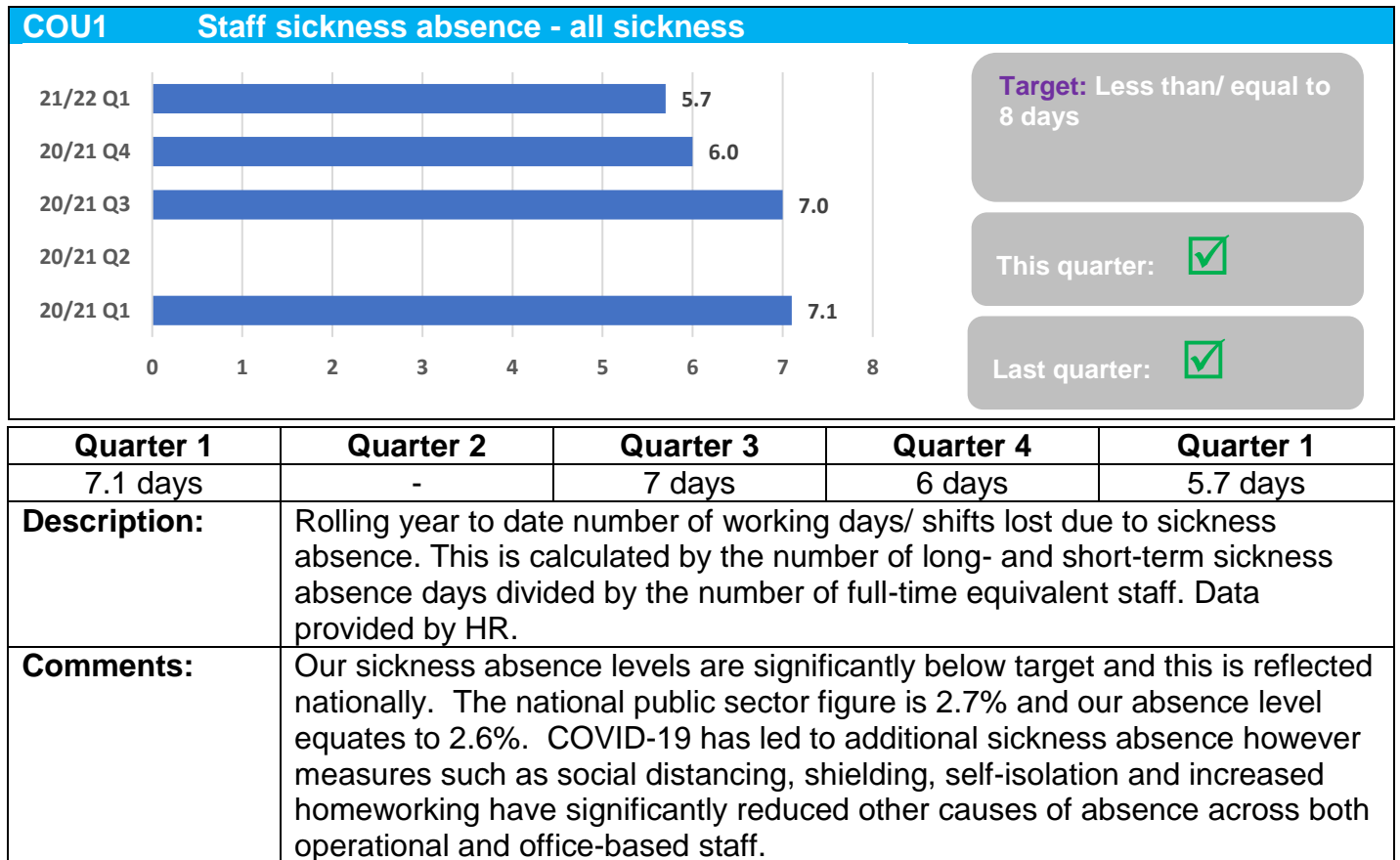
This quarter:

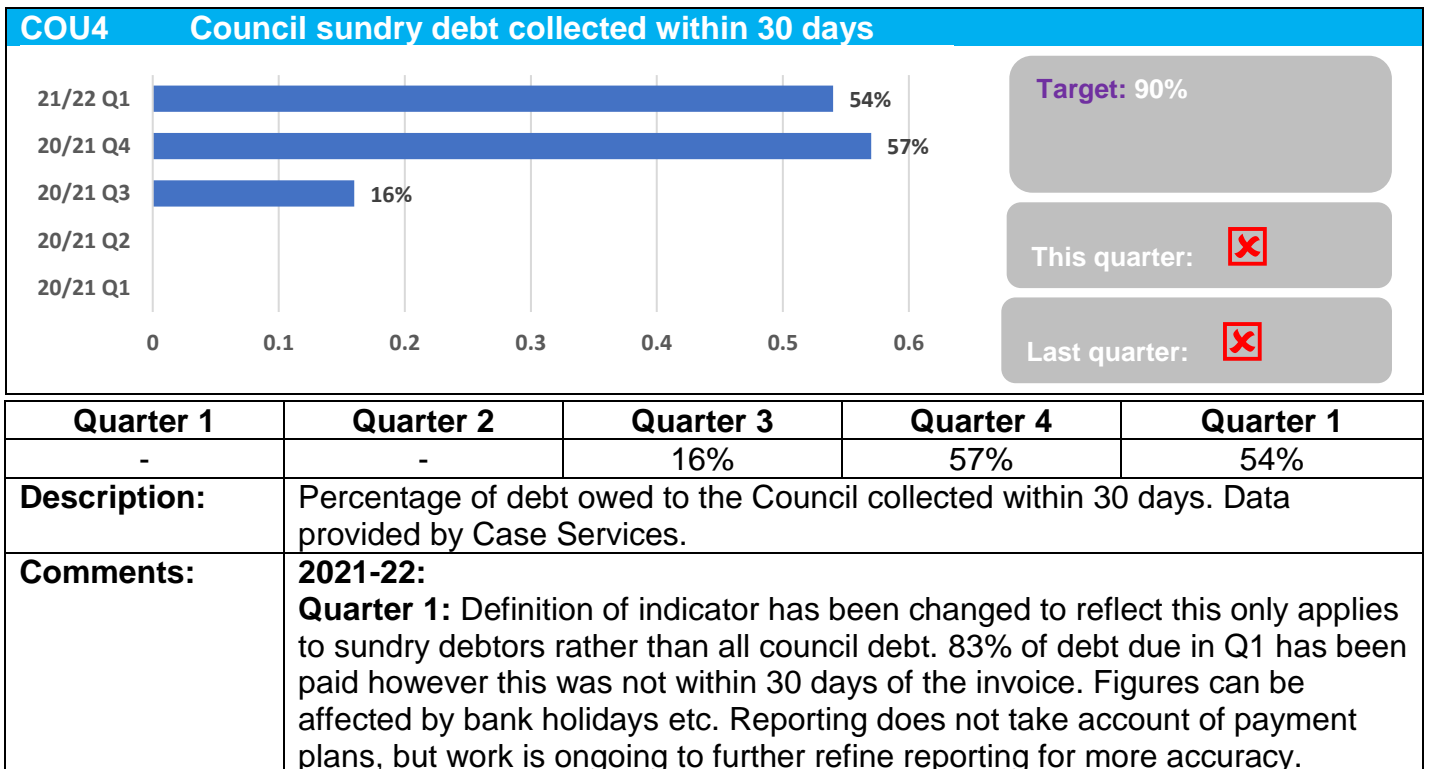
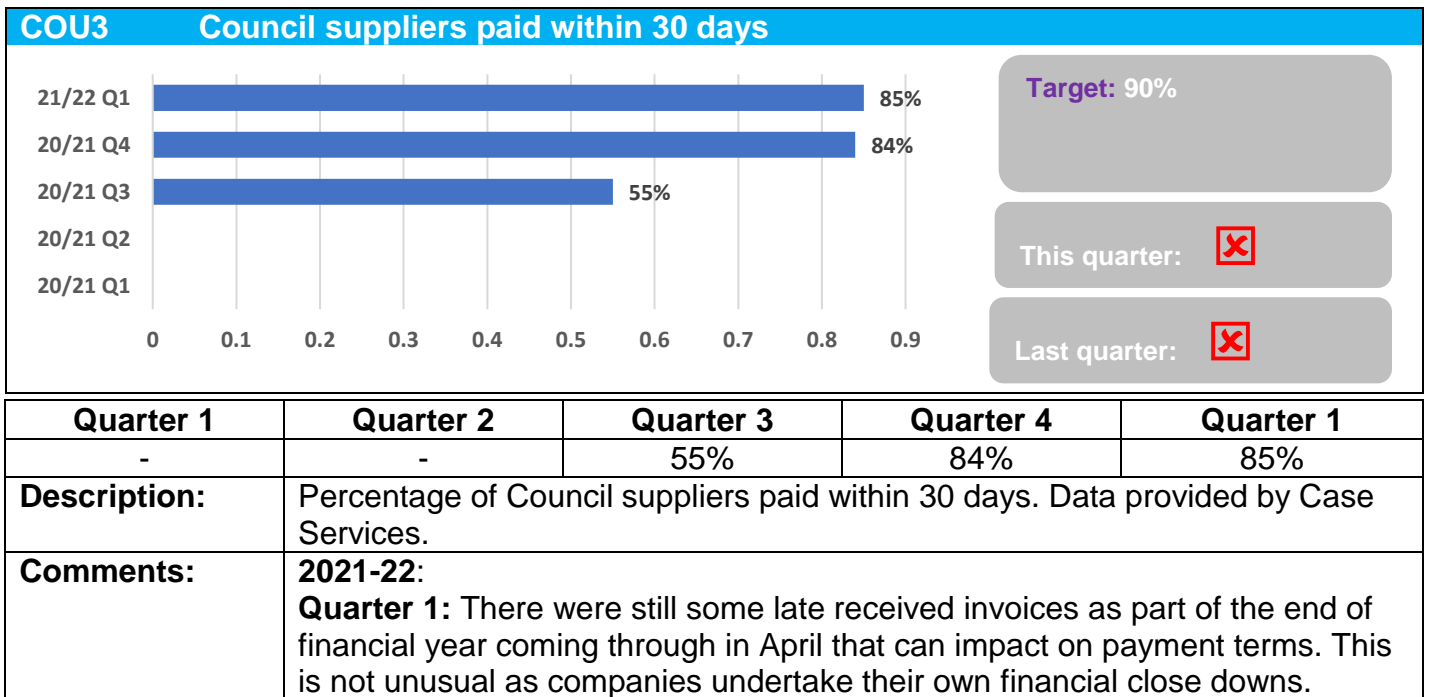
Last quarter:

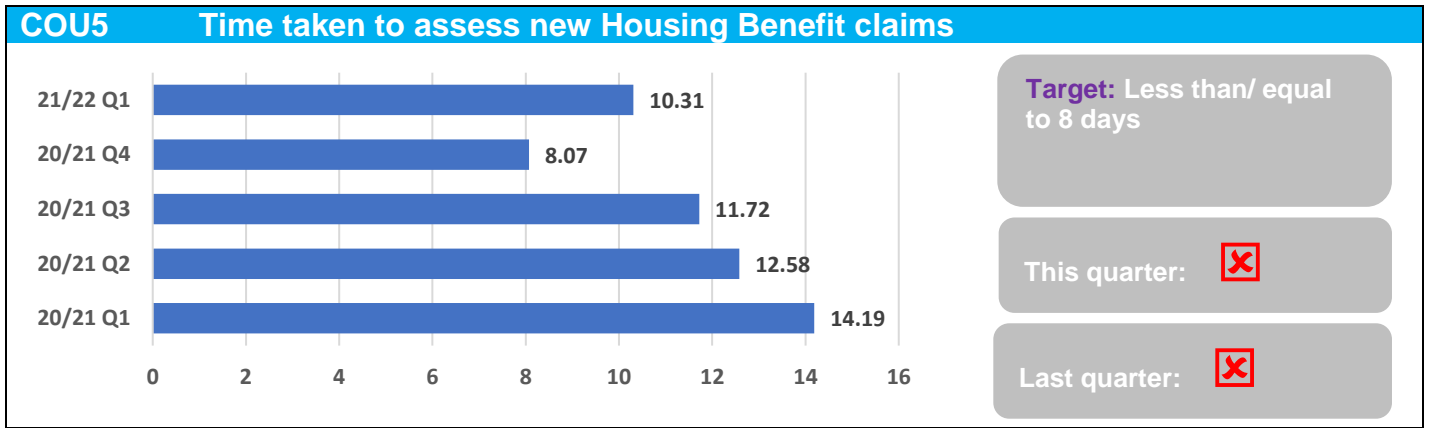
Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1
356,905	217,755	161,694	216,935	326,500
Description: Based on counters at Stoke Park Gardens and Castle Grounds and the SANG sites of Chantry Wood and Riverside Nature Reserve. It is not a true reflection of total visitor numbers to all our sites. Data provided by Culture, Heritage and Leisure Services.				
Comments: None.				

5.4 Council

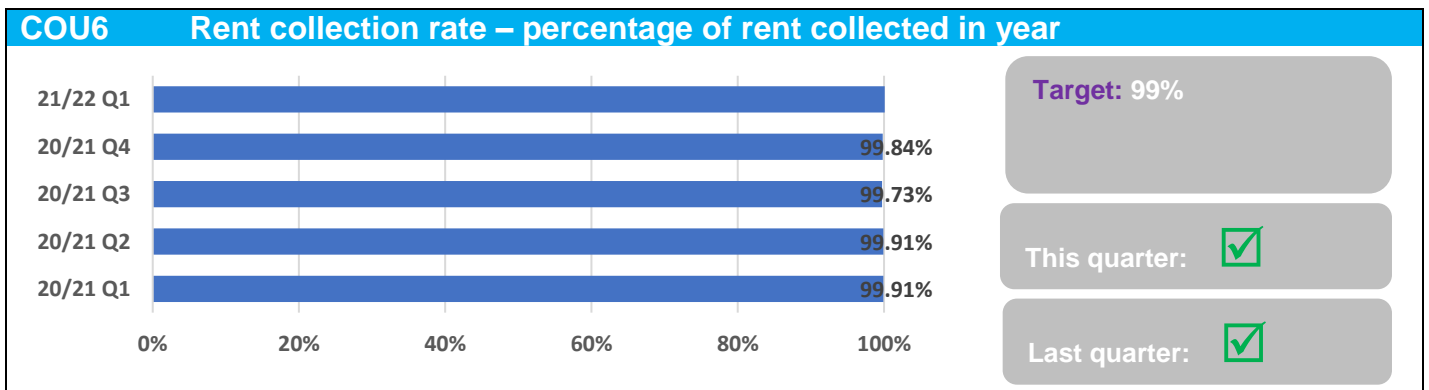
This section includes all performance indicators with a broad Council theme.





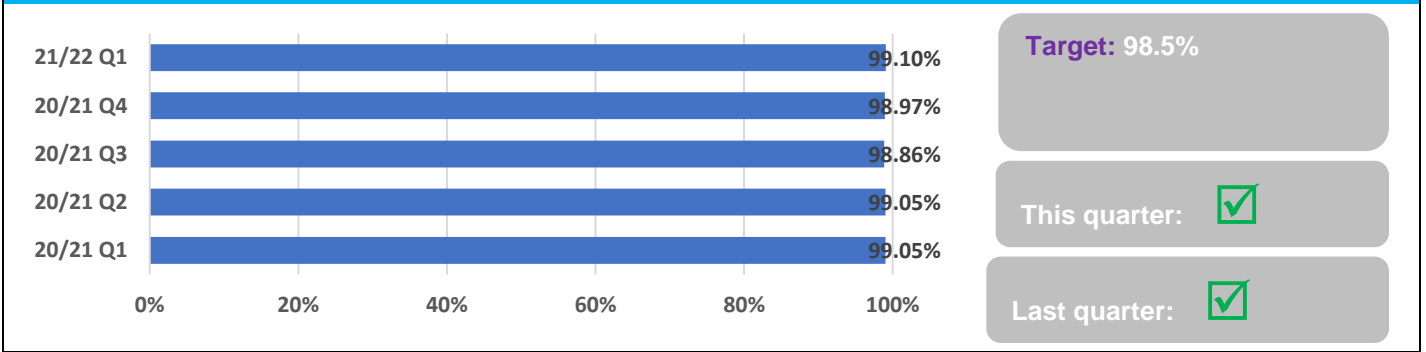


Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1
14.19 days	12.58 days	11.72 days	8.07 days	10.31 days
Description:	Days taken to process new Housing Benefit claims. Data provided by Revenues and Benefits within Housing.			
Comments:	2021-22: Quarter 1: Temporary resources have been put in place and outstanding work is being monitored in order to reduce the time taken to process claims.			



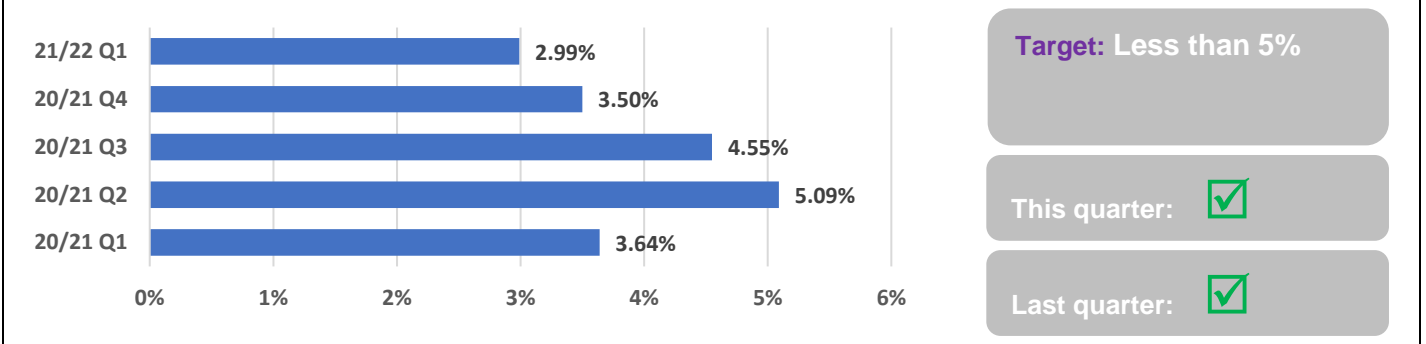
Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1
99.91%	99.91%	99.73%	99.84%	100.09%
Description:	Percentage of council house rent collected in year. Data provided by Housing.			
Comments:	2021-22: Quarter 1: The level of rent due is based on the amount due in the period, therefore where payments are made in advance or arrears are paid this results in a level of income over 100%.			

COU7 Rent collection rate – percentage of rent collected in year, plus arrears brought forward



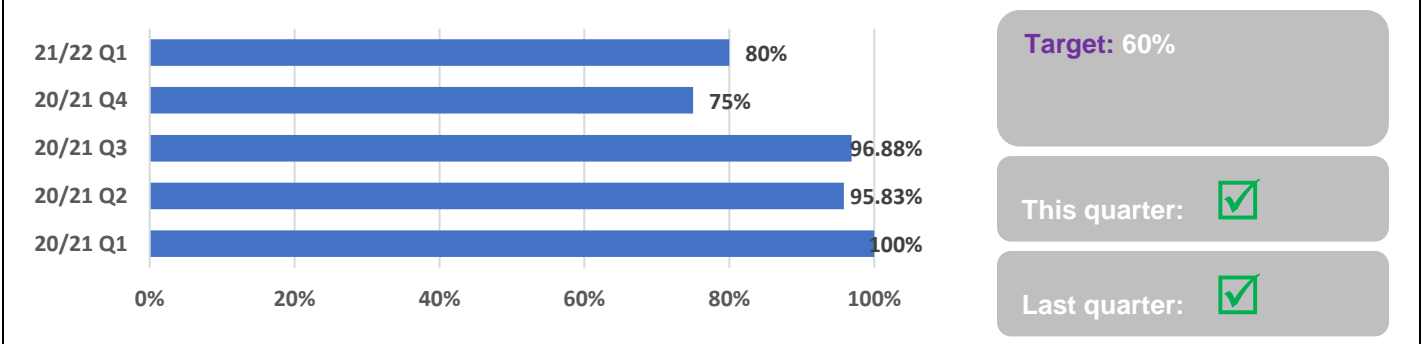
Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1
99.05%	99.05%	98.86%	98.97%	99.10%
Description:	Percentage of council house rent collected in year including arrears brought forward. Data provided by Housing.			
Comments:	None.			

COU9 Vacancy rates of commercial property investments



Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1
3.64%	5.09%	4.55%	3.50%	2.99%
Description:	Percentage vacancy rates based on days per property, excluding intentional voids. Incorporating the number of properties, potential and actual vacant days. Data provided by Asset Management.			
Comments:	None.			

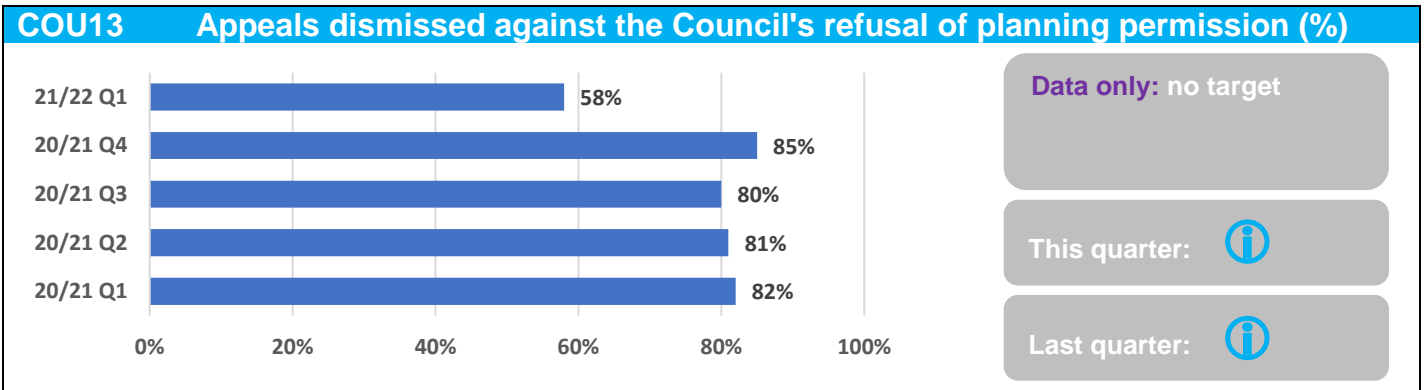
COU10 Speed of determining planning applications for major development (%)



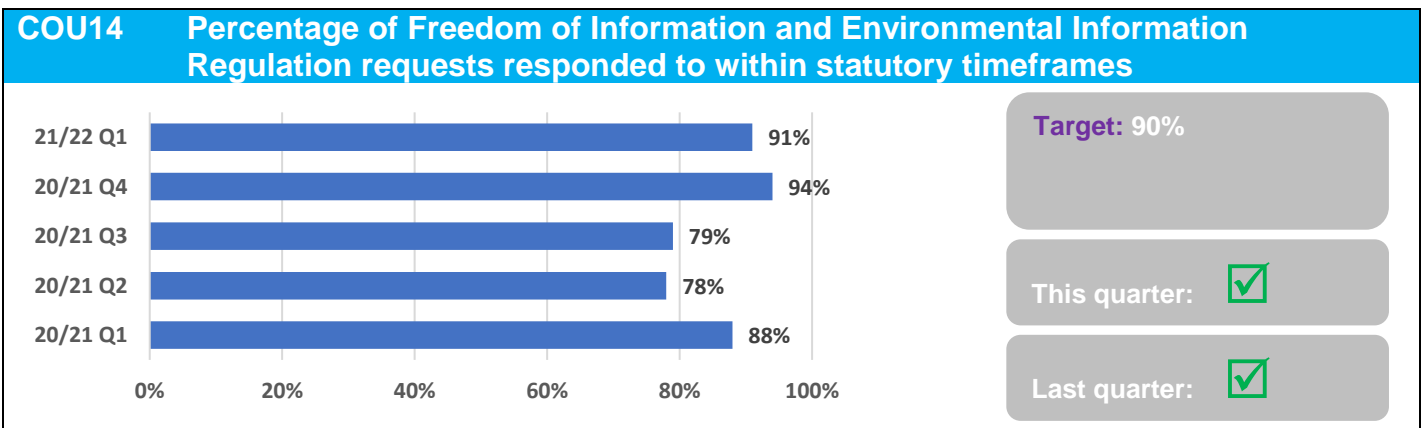
Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1
100%	95.83%	96.88%	75%	80%
Description:	Figure for each quarter (as per the Combined Development Control (PS1 and PS2) Form) of the percentage of decisions on applications made within 13 weeks. Data provided by Place Services.			

Comments:	2021-22: Quarter 1: exceeding the target.															
COU11 Speed of determining planning applications for minor development (%)																
<table border="1"> <thead> <tr> <th>Quarter</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>21/22 Q1</td> <td>52.38%</td> </tr> <tr> <td>20/21 Q4</td> <td>54.93%</td> </tr> <tr> <td>20/21 Q3</td> <td>75.17%</td> </tr> <tr> <td>20/21 Q2</td> <td>81.19%</td> </tr> <tr> <td>20/21 Q1</td> <td>80.23%</td> </tr> </tbody> </table> <p>Target: 70%</p> <p>This quarter: <input checked="" type="checkbox"/></p> <p>Last quarter: <input checked="" type="checkbox"/></p>					Quarter	Percentage	21/22 Q1	52.38%	20/21 Q4	54.93%	20/21 Q3	75.17%	20/21 Q2	81.19%	20/21 Q1	80.23%
Quarter	Percentage															
21/22 Q1	52.38%															
20/21 Q4	54.93%															
20/21 Q3	75.17%															
20/21 Q2	81.19%															
20/21 Q1	80.23%															
Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1												
80.23%	81.19%	75.17%	54.93%	52.38%												
Description:	Figure for each quarter (as per the Combined Development Control (PS1 and PS2) Form) of the percentage of decisions on applications made within 8 weeks. Data provided by Place Services.															
Comments:	2021-22: Quarter 1: This PI was set up pre-pandemic and relates to 'normal' performance. Current levels are below PI expectations due to higher than normal application levels. Not expected to see performance return to pre-pandemic levels until Q3 at the earliest.															

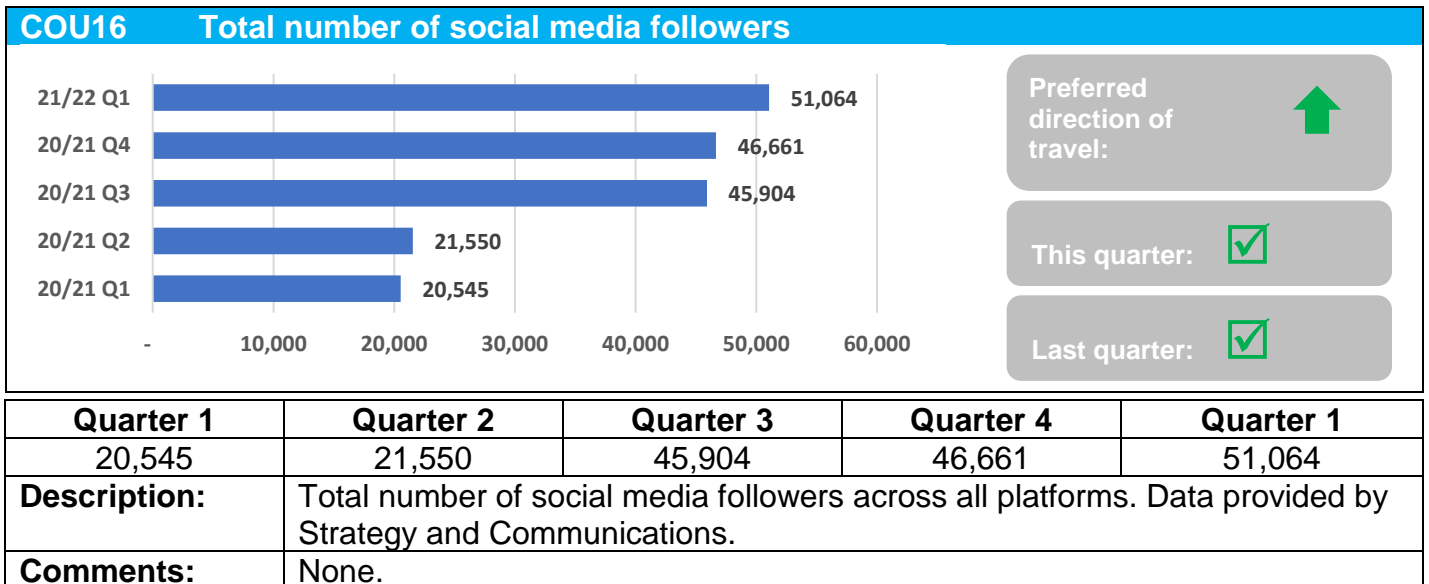
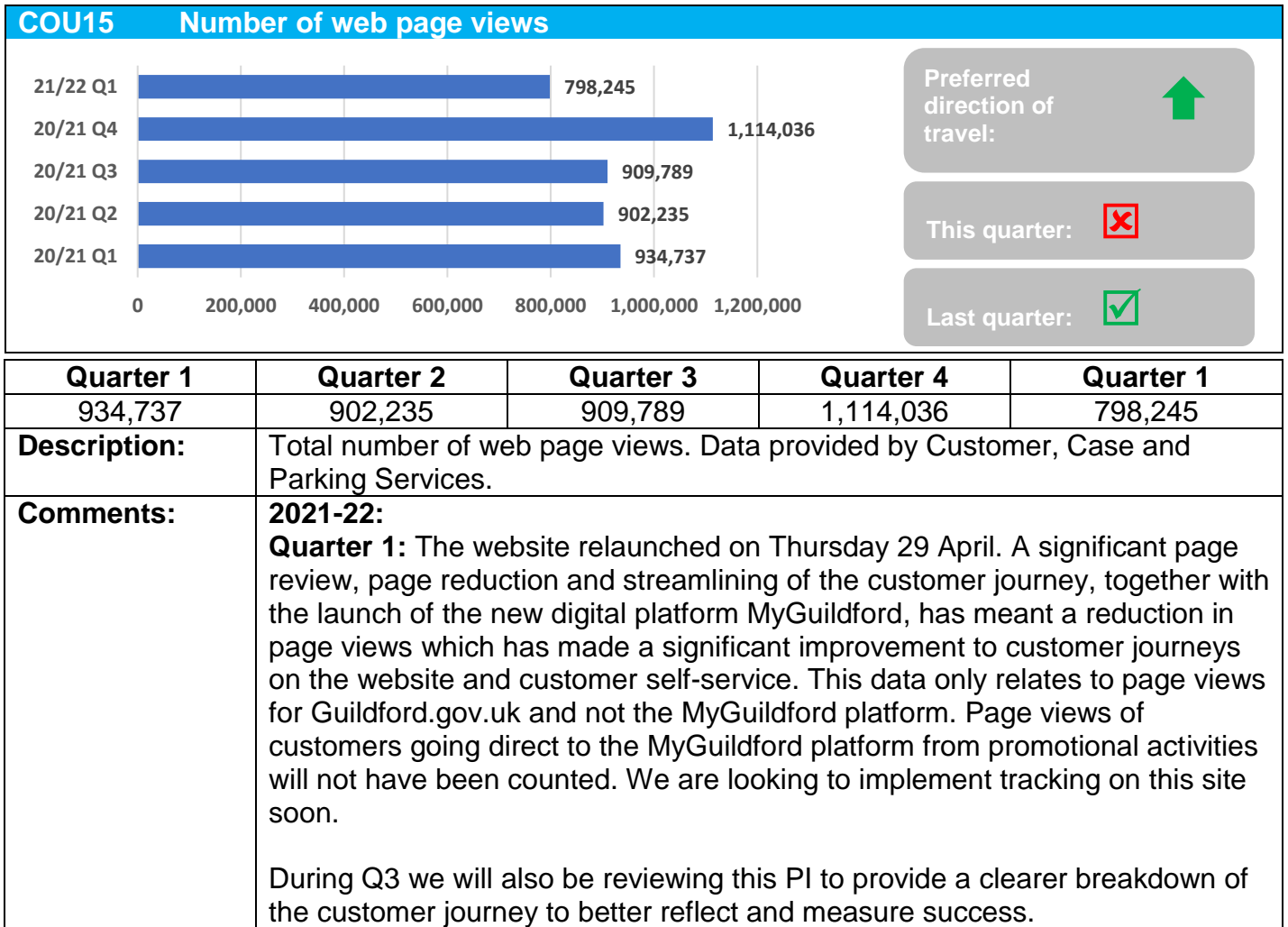
COU12 Speed of determining planning applications for other development (%)																
<table border="1"> <thead> <tr> <th>Quarter</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>21/22 Q1</td> <td>60.27%</td> </tr> <tr> <td>20/21 Q4</td> <td>66.89%</td> </tr> <tr> <td>20/21 Q3</td> <td>82.69%</td> </tr> <tr> <td>20/21 Q2</td> <td>83.39%</td> </tr> <tr> <td>20/21 Q1</td> <td>88.35%</td> </tr> </tbody> </table> <p>Target: 85%</p> <p>This quarter: <input checked="" type="checkbox"/></p> <p>Last quarter: <input checked="" type="checkbox"/></p>					Quarter	Percentage	21/22 Q1	60.27%	20/21 Q4	66.89%	20/21 Q3	82.69%	20/21 Q2	83.39%	20/21 Q1	88.35%
Quarter	Percentage															
21/22 Q1	60.27%															
20/21 Q4	66.89%															
20/21 Q3	82.69%															
20/21 Q2	83.39%															
20/21 Q1	88.35%															
Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1												
88.35%	83.39%	82.69%	66.89%	60.27%												
Description:	Figure for each quarter (as per the Combined Development Control (PS1 and PS2) Form) of the percentage of decisions on applications made within 8 weeks. Data provided by Place Services.															
Comments:	2021-22: Quarter 1: This PI was set up pre-pandemic and relates to 'normal' performance. Current levels are below PI expectations due to higher than normal application levels. Not expected to see performance return to pre-pandemic levels until Q3 at the earliest.															

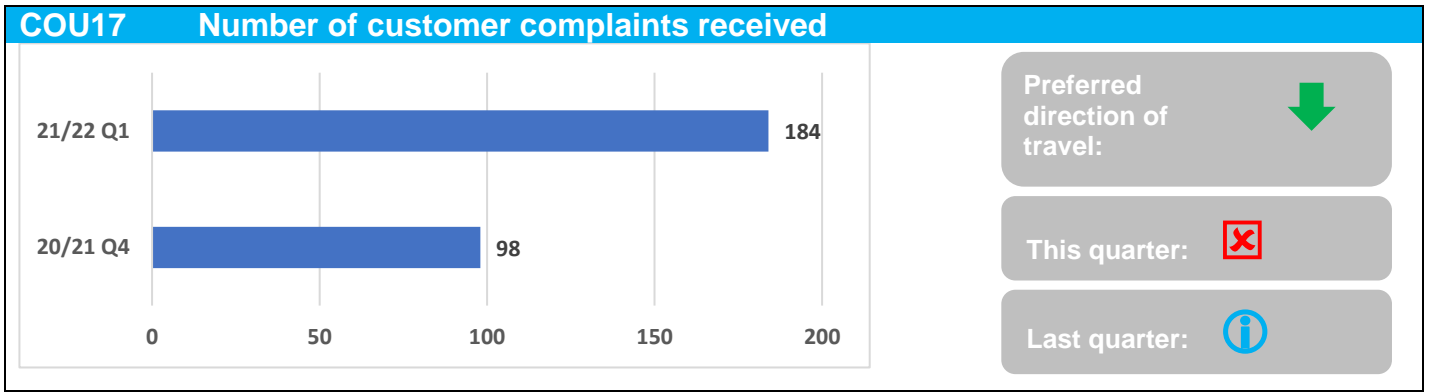


Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1
82%	81%	80%	85%	58%
Description:	Percentage of appeals dismissed where the Council has refused planning permission. This is a cumulative figure for the year. Data provided by Place Services.			
Comments:	<p>2021-22:</p> <p>Quarter 1: There were 12 appeal decisions received in total, 5 were allowed, 7 dismissed. 2 of the allowed appeals were committee overturn decisions. On another, officers sought advice over a potential legal challenge. Legal advice stated that whilst there was an error in law this would be unlikely to result in a successful challenge so not pursued. However, officers consider that decision to be an error and not material to any future decisions.</p>			

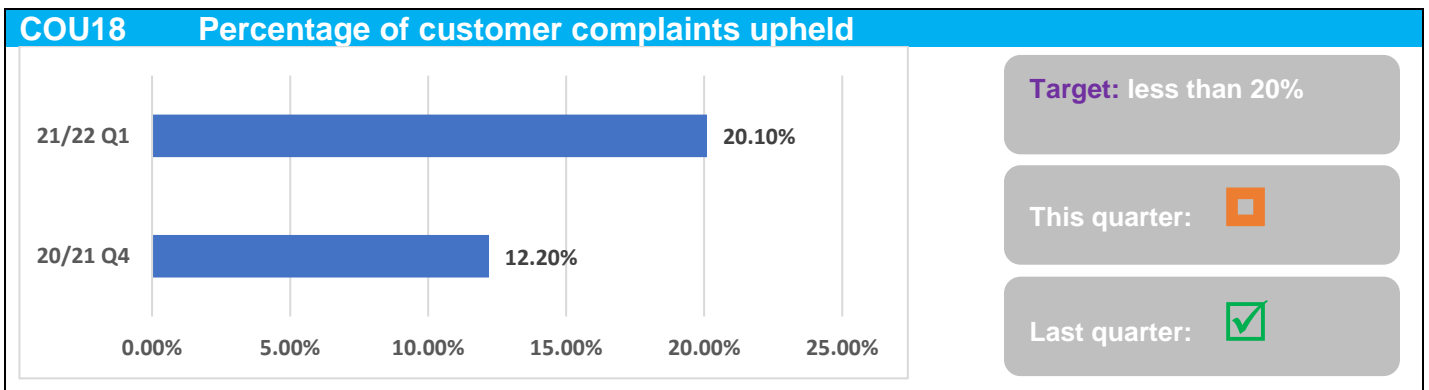


Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1
88%	78%	79%	94%	91%
Description:	Percentage of FOI/ EIR responses given within the statutory timeframe of 20 days. Data provided by Strategy and Communications.			
Comments:	Reporting lag of 1 month due to 20 working day deadline (some FOIs will still be within their due date after the month ends). During the pandemic the ICO stated that councils did not have to respond to FOI requests in the normal timescales.			

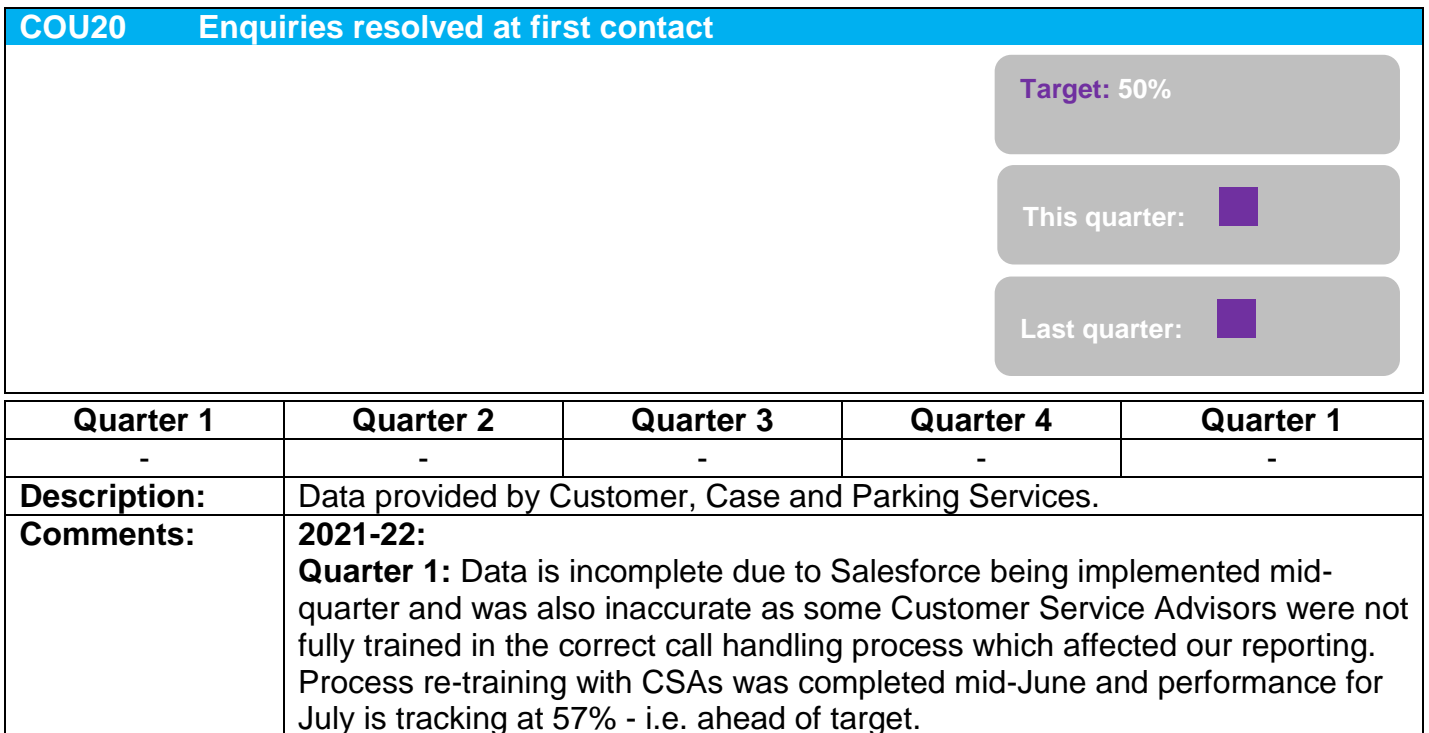
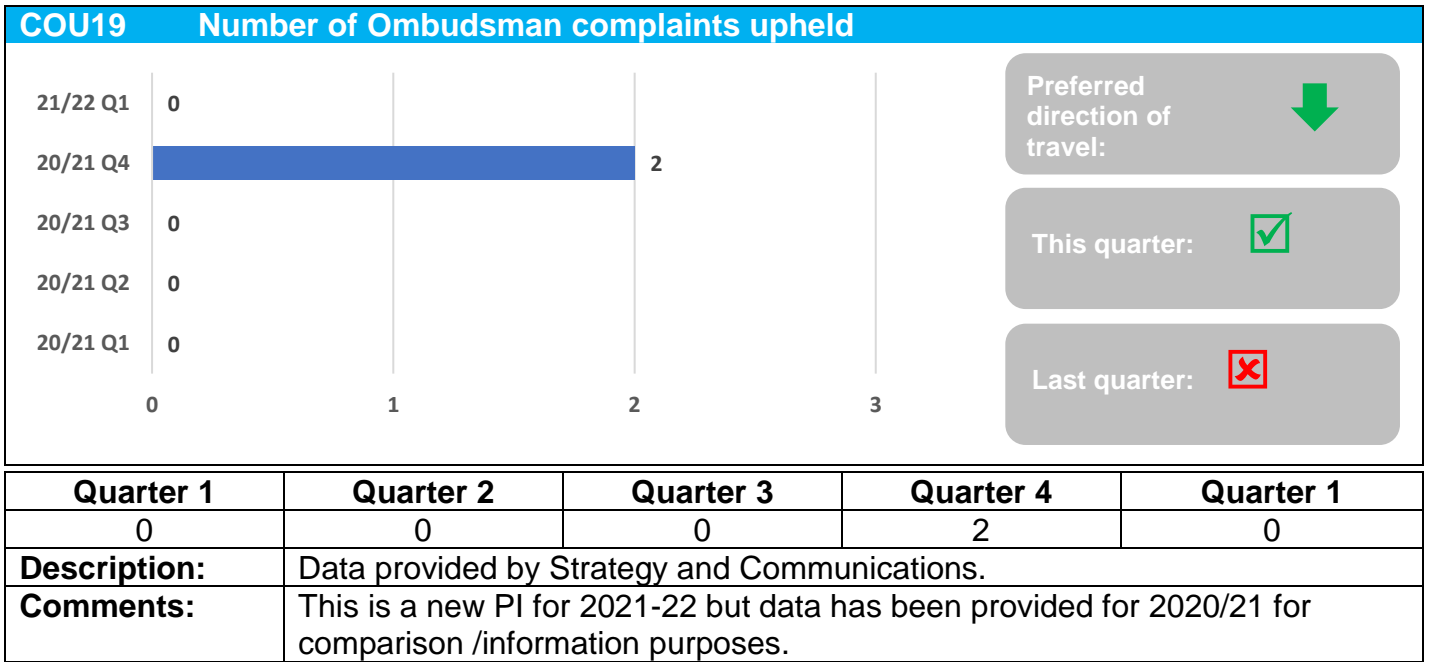




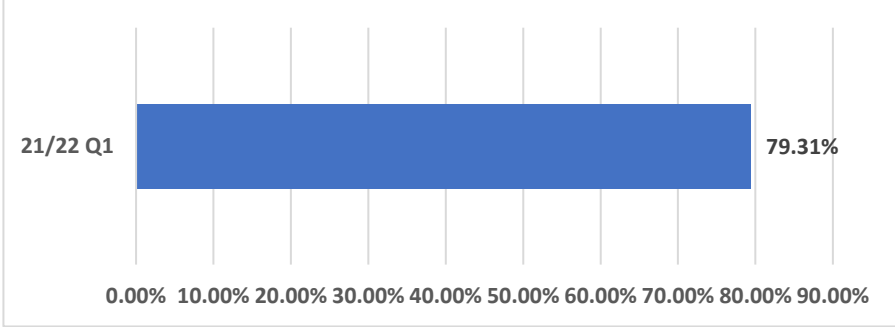
Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1
-	-	-	98	184
Description:	This includes complaints received through our formal complaints system (currently eCase). It excludes general enquiries received through the complaints system and specific enquiries which already have remedial action in place e.g. missed bin collections. All complaints are dealt with inside of 10 working days (as per our complaints process) unless an extended deadline has been given to the complainant. Data provided by Customer, Case and Parking Services.			
Comments:	2021-22: Quarter 1: The increase in complaints is due to high demand for several service areas (predominantly Planning, Waste, Council Tax) which has in turn created backlogs and delays in response times via Customer Services and delivery times from other services. Bin shortages and our inability to supply new ones for an extended period as well as issues with the telephony system and long call queue times also generated higher than usual complaints. We are expecting complaint volumes to settle back to somewhere closer to normal in Q2.			



Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1
-	-	-	12.20%	20.10%
Description:	The data relates to the complaints upheld in each quarter; it does not include partially upheld complaints. Data provided by Customer, Case and Parking Services.			
Comments:	2021-22: Quarter 1: The percentage of complaints upheld is high mainly due to service delivery delays and the time taken for us to respond to customer requests. We have 63 open cases under investigation so the percentage upheld will be adjusted ahead of Quarter 2 reporting.			



COU21 Transactions through digital channels



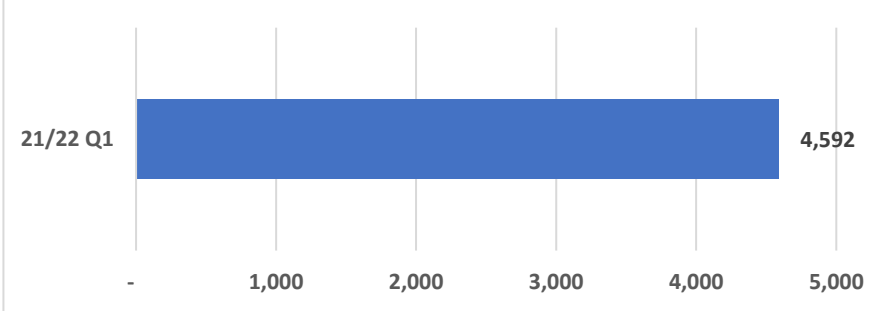
Target: 75%

This quarter:

Last quarter:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1
-	-	-	-	79.31%
Description: Data provided by Customer, Case and Parking Services.				
Comments: This is a new PI for 2021-22. Quarter 1: We are reporting on Salesforce transactions only and will likely continue to do so until Q4.				

COU22 Number of online customer accounts



Target: 10,000 within one year

This quarter:

Last quarter:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1
-	-	-	-	4,592
Description: Data provided by Customer, Case and Parking Services.				
Comments: This is a new PI for 2021-22. Quarter 1: The Customer Portal went live on 30 April 2021, so this data relates to 2 months of the quarter.				

COU23 Satisfaction with online services				
New PI for 2021-22				
<div style="background-color: #D3D3D3; border-radius: 10px; padding: 5px; display: inline-block;">Target: 70%</div>				
<div style="background-color: #D3D3D3; border-radius: 10px; padding: 5px; display: inline-block;">This quarter: </div>				
<div style="background-color: #D3D3D3; border-radius: 10px; padding: 5px; display: inline-block;">Last quarter:</div>				

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1
-	-	-	-	-
Description:	Data provided by Customer, Case and Parking Services.			
Comments:	<p>This is a new PI for 2021-22.</p> <p>Quarter 1: CSAT is currently tracking at 5.5 (55%). We are only measuring against the online form submission process, but we will be looking to expand to more customers in Q3.</p>			

6. Conclusion

This report has shown that for this quarter there have been a number of improvements for quarter 1 showing over a third (36.1%) of all PIs were on target or within tolerances and just over a quarter (26.2%) were off track, or not meeting targets.

In comparison to quarter 1 of 2020/21 of all PIs in quarter 1 for 2021-22, showed an increase in PIs on target or within tolerances, by over 13%.

Those PIs which, for quarter 1, were rated as 'no data' (i.e. no data was submitted for this report) made up 18% of all PIs, which showed a small increase of 1.6% on quarter 4. The primary reason for the lack of data submission was due to data not currently available/ possible to record (for example because of system issues/ venue closures).

As the performance monitoring framework and reporting cycle continue to embed within the organisation, we aim to continue to reduce the amount of data not submitted by working closely with Service Leads and Directors and providing them with support to gather and submit data required. As a result, we hope to be able to present a fuller picture of our performance in future reports. We also aim to further improve performance across the Council, as we identify trends, issues, and relevant remedial action where necessary.

7. Annex – PI and their responsible owners and councillors

For each PI the table below shows the relevant Service Lead ‘owner’ and appropriate Lead Councillor.

Ref no	Theme	Performance indicator	Directorate	Lead Councillor	Service Lead	Service area/ source
ENV1	Environment	Kilograms of domestic residual waste collected, per household, from the kerbside	Service Delivery	James Steel	Chris Wheeler	Operational & Technical Services
ENV2	Environment	Household waste recycled and composted	Service Delivery	James Steel	Chris Wheeler	Operational & Technical Services
ENV3	Environment	Number of fly tips	Service Delivery	James Steel	Chris Wheeler	Operational & Technical Services
ENV4	Environment	Number of outstanding statutory nuisance investigations (all noise (except in street), bonfires, light, odour, living conditions prejudicial to health, insects and accumulations)	Service Delivery	James Steel	Justine Fuller	Environment & Regulatory Services
ENV5	Environment	Total number of 'Green Flag' open spaces	Service Delivery	James Steel	Jonathan Sewell	Culture, Heritage & Leisure Services
ENV6	Environment	Conservation sites in positive management	Service Delivery	James Steel	Jonathan Sewell	Culture, Heritage & Leisure Services
ENV7	Environment	Nitrogen dioxide concentration at monitoring site(s) at risk of exceeding limits	Service Delivery	James Steel	Justine Fuller	Environment & Regulatory Services
ENV8	Environment	CO2 emissions from Council operations	Strategic Services	Jan Harwood	Marieke van der Reijden	Asset Management
ENV9	Environment	Energy use by the Council; gas, electricity and fleet	Strategic Services	Jan Harwood	Marieke van der Reijden	Asset Management
H&J1	Homes & Jobs	Average time to let void housing properties	Service Delivery	Julia McShane	Matt Gough	Housing
H&J2	Homes & Jobs	Number of empty homes	Service Delivery	Julia McShane	Justine Fuller	Environment & Regulatory Services
H&J3	Homes & Jobs	Number of net new additional homes	Strategic Services	Jan Harwood	Stuart Harrison	Planning Policy

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Ref no	Theme	Performance indicator	Directorate	Lead Councillor	Service Lead	Service area/ source
H&J4	Homes & Jobs	Affordable new homes completed each year	Service Delivery	Jan Harwood	Matt Gough	Housing
H&J5	Homes & Jobs	Number of homeless families placed in B&B	Service Delivery	Julia McShane	Matt Gough	Housing
H&J6	Homes & Jobs	Average waiting time for Council housing	Service Delivery	Julia McShane	Matt Gough	Housing
H&J7	Homes & Jobs	Total number of households on the housing needs register	Service Delivery	Julia McShane	Matt Gough	Housing
H&J8	Homes & Jobs	Total number of households on the housing transfer register	Service Delivery	Julia McShane	Matt Gough	Housing
H&J9	Homes & Jobs	Working age population claiming key out of work benefits	Strategic Services	Joss Bigmore	Steve Benbough	ONS
H&J10	Homes & Jobs	Local Council Tax Support claimants - pension and working age	Service Delivery	Julia McShane	Matt Gough	Housing (Revenue and Benefits)
H&J11	Homes & Jobs	Food businesses with a food hygiene rating of 3 or over	Service Delivery	James Steel	Justine Fuller	Environment & Regulatory Services
H&J12	Homes & Jobs	Non-domestic (business) rates collected	Service Delivery	Tim Anderson	Matt Gough	Housing (Revenue and Benefits)
H&J13	Homes & Jobs	Total number of empty days in rateable properties	Service Delivery	John Redpath	Matt Gough	Housing (Revenue and Benefits)
H&J14	Homes & Jobs	Number of empty rateable properties	Service Delivery	John Redpath	Matt Gough	Housing (Revenue and Benefits)
H&J15	Homes & Jobs	Net change in completed commercial and business floorspace (B1, B2 and B8)	Strategic Services	Jan Harwood	Stuart Harrison	Planning Policy
H&J16	Homes & Jobs	Percentage of vacant town centre retail units	Strategic Services	John Redpath	Steve Benbough	Experience Guildford
H&J17	Homes & Jobs	Visits to town centre car parks	Service Delivery	James Steel	Ed Meyrick	Customer, Case & Parking Services
H&J18	Homes & Jobs	Guildford town centre footfall	Strategic Services	John Redpath	Steve Benbough	Experience Guildford
H&J19	Homes & Jobs	Domestic abuse victims prioritised for housing	Service Delivery	Julia McShane	Matt Gough	Housing

Ref no	Theme	Performance indicator	Directorate	Lead Councillor	Service Lead	Service area/ source
H&J20	Homes & Jobs	Percentage of affordable housing units granted planning permission on eligible sites	Strategic Services	Jan Harwood	Stuart Harrison	Planning Policy
COM1	Community	Number of customers taking part in day care activities	Service Delivery	Julia McShane	Samantha Hutchison	Community Services
COM2	Community	Number of community transport single journeys	Service Delivery	Julia McShane	Samantha Hutchison	Community Services
COM3	Community	Number of community hot meals delivered	Service Delivery	Julia McShane	Samantha Hutchison	Community Services
COM4	Community	Number of handyperson jobs completed	Service Delivery	Julia McShane	Samantha Hutchison	Community Services
COM5	Community	Number of Care and Repair jobs completed	Service Delivery	Julia McShane	Samantha Hutchison	Community Services
COM6	Community	Number of public sector home adaptations completed	Service Delivery	Julia McShane	Justine Fuller	Environment & Regulatory Services
COM7	Community	Number of households living in temporary accommodation	Service Delivery	Julia McShane	Matt Gough	Housing
COM8	Community	Snapshot of rough sleepers	Service Delivery	Julia McShane	Matt Gough	Housing
COM9	Community	Number of successful homelessness outcomes	Service Delivery	Julia McShane	Matt Gough	Housing
COM10	Community	Council tax collected	Service Delivery	Tim Anderson	Matt Gough	Housing (Revenue and Benefits)
COM11	Community	Number of planning applications	Service Delivery	Tom Hunt	Tim Dawes/ Dan Ledger	Place Services
COM12	Community	Total attendance at G Live	Service Delivery	James Steel	Jonathan Sewell	Culture, Heritage & Leisure Services
COM13	Community	Total visits to sports and leisure venues	Service Delivery	James Steel	Jonathan Sewell	Culture, Heritage & Leisure Services
COM14	Community	Total visits to heritage venues	Service Delivery	John Redpath	Jonathan Sewell	Culture, Heritage & Leisure Services

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Ref no	Theme	Performance indicator	Directorate	Lead Councillor	Service Lead	Service area/ source
COM15	Community	Total number of attendances at events, engagements and outreach sessions delivered by Heritage Services	Service Delivery	John Redpath	Jonathan Sewell	Culture, Heritage & Leisure Services
COM16	Community	Number of bookings of sports pitches and courts	Service Delivery	James Steel	Ed Meyrick	Customer, Case & Parking Services
COM17	Community	Total visitor numbers to parks and countryside sites	Service Delivery	James Steel	Jonathan Sewell	Culture, Heritage & Leisure Services
COU1	Council	Staff sickness absence	Resources	Joss Bigmore	Francesca Smith	HR
COU2	Council	Staff turnover	Resources	Joss Bigmore	Francesca Smith	HR
COU3	Council	Council suppliers paid within 30 days	Resources	Tim Anderson	Nicola Haymes	Case Services
COU4	Council	Council debt collected within 30 days	Resources	Tim Anderson	Nicola Haymes	Case Services
COU5	Council	Time taken to assess new Housing Benefit claims	Service Delivery	Julia McShane	Matt Gough	Housing (Revenue and Benefits)
COU6	Council	Rent collection rate – rent collected in year	Service Delivery	Tim Anderson	Matt Gough	Housing
COU7	Council	Rent collection rate – rent collected in year plus arrears brought forward	Service Delivery	Tim Anderson	Matt Gough	Housing
COU8	Council	Financial return on commercial property investments	Strategic Services	Tim Anderson	Marieke van der Reijden	Asset Management
COU9	Council	Vacancy rates of commercial property investments	Strategic Services	Tim Anderson	Marieke van der Reijden	Asset Management
COU10	Council	Speed of determining applications for major development	Service Delivery	Tom Hunt	Tim Dawes/ Dan Ledger	Place Services
COU11	Council	Speed of determining applications for minor development	Service Delivery	Tom Hunt	Tim Dawes/ Dan Ledger	Place Services
COU12	Council	Speed of determining applications for other development	Service Delivery	Tom Hunt	Tim Dawes/ Dan Ledger	Place Services

Ref no	Theme	Performance indicator	Directorate	Lead Councillor	Service Lead	Service area/ source
COU13	Council	Appeals dismissed against the Council's refusal of planning permission	Service Delivery	Tom Hunt	Tim Dawes/ Dan Ledger	Place Services
COU14	Council	Percentage of Freedom of Information and Environmental Information Regulation requests responded to within statutory timeframes	Strategic Services	Joss Bigmore	Steve Benbough	Strategy & Communications
COU15	Council	Number of web page views	Service Delivery	Joss Bigmore	Ed Meyrick	Customer, Case & Parking Services
COU16	Council	Total number of social media followers	Strategic Services	Joss Bigmore	Steve Benbough	Strategy & Communications
COU17	Council	Number of customer complaints received	Service Delivery	Joss Bigmore	Ed Meyrick	Customer, Case & Parking Services
COU18	Council	Percentage of customer complaints upheld	Service Delivery	Joss Bigmore	Ed Meyrick	Customer, Case & Parking Services
COU19	Council	Number of Ombudsman complaints upheld	Strategic Services	Joss Bigmore	Steve Benbough	Strategy & Communications
COU20	Council	Enquiries resolved at first contact	Service Delivery	Joss Bigmore	Ed Meyrick	Customer, Case & Parking Services
COU21	Council	Transactions through digital channels	Service Delivery	Joss Bigmore	Ed Meyrick	Customer, Case & Parking Services
COU22	Council	Number of online customer accounts	Service Delivery	Joss Bigmore	Ed Meyrick	Customer, Case & Parking Services
COU23	Council	Satisfaction with online services	Service Delivery	Joss Bigmore	Ed Meyrick	Customer, Case & Parking Services

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Appendix 1

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Corporate Governance and Standards Committee Report

Ward(s) affected: n/a

Report of Director of Strategic Services

Author: Ciaran Ward

Tel: 01483 444072

Email: ciaran.ward@guildford.gov.uk

Lead Councillor responsible: Joss Bigmore

Date: 23 September 2021

Freedom of Information Compliance: Update Report

Executive Summary

This is a regular report to monitor the Council's performance in dealing with Freedom of Information (FOI) and Environmental Information Regulations (EIR) requests.

Following a fall in performance standards during 2020-21 largely due to the Covid pandemic lockdown and recent corporate restructures, performance rates for timely delivery of FOI/EIR requests have since improved over the period of the first half of the calendar year 2021.

Recommendation to Committee

That the Committee notes the officer actions and continues to receive regular updates.

Reasons for Recommendation:

- To ensure that the Committee is kept up to date with developments in the FOI/EIR framework.
- To ensure that the Committee has the necessary information to enable requests for information to be made easily to the Council and properly responded to .
- To assist with learning lessons and improving performance following requests for information made to the Council.

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

1. Purpose of Report

- 1.1 The Corporate Governance and Standards Committee has requested this report to ensure the Council improves its response timescales for FOI and EIR requests.
- 1.2 Promoting openness and transparency in Council policy and decision-making is essential to promote public confidence within the Borough in order to improve

prosperity and well-being as outlined in the Strategic Framework – i.e. the Council “will be open and accountable”.

- 1.3 Effective compliance with information governance, including the management of the Council’s FOI/EIR regime plays a key part in achieving these objectives.

2. Background

- 2.1 The Council is required to respond to FOI and EIR requests within 20 working days – subject to certain exceptions as long as the requester is kept informed – for example extra time can be taken to consider the Public Interest Test.

3. Update on progress in 2021

- 3.1 The Council received 299 FOI/EIR requests during the first half of 2021. This marks a 21% increase in volume from the equivalent period last year when 247 requests had been received.
- 3.2 The Council’s performance rate for 2021 so far (figures covering January to June 2021) stands at 93% of FOI/EIR requests being answered on time. This compares favourably with the overall figure of 80% for the calendar year of 2020. The Council therefore now exceeds both the Information Commissioner’s performance indicator of 85%, and the 90% target agreed by Corporate Management Team.
- 3.3 To tackle the fall in performance rates last year new measures were introduced – upcoming deadlines were more closely monitored and where necessary line managers were involved. Underperforming service areas were investigated, and their performance was discussed at monthly Information Risk Group (IRG) meetings with input from the Council’s Senior Information Risk Owner (SIRO). The improved statistics demonstrate that these measures have so far been successful.

4. Requests received by Service Areas, January – June 2021

- 4.1 Planning received the most requests over the six-month period with a total of 39 (13% of the total requests received across all service areas).
- 4.2 The second busiest service area was Environmental Health/Licensing which received 29 requests, followed by Business Rates with a total of 28.
- 4.3 21 service areas have exceeded the Information Commissioner’s Office regulatory performance target of 85%. Notably, 11 service areas deserve special commendation for achieving a 100% compliance rate.
- 4.3 17 service areas are currently performing above the target of 90% as set by Corporate Management Team. See table in Appendix 1 for full details.

5. Exemptions

- 5.1 The most frequently used exemption under the Freedom of Information Act used for withholding requested information (either partially or completely) was section

- 21 (information available by other means), which was used on 28 occasions - marking a very similar trend to previous years.
- 5.2 This is largely due to the information being readily available on the Council's website – e.g., information on expenditure, procurement, business rates, public health funerals, planning applications, houses in multiple occupation (HMOs).
 - 5.3 The next most commonly applied exemptions were section 31 (law enforcement/prevention of crime), which was used on 9 occasions, and section 40 (where third party personal data is involved) – used on 5 occasions.

6. Categories of Requester

- 6.1 The highest proportion of requests during the first six months of 2021 came from private companies accounting for 40% of all FOI/EIR requests. This was followed by members of the public at 35% of the total. See table below for full figures – which reveals a broadly similar pattern to that of previous years.

Fig 1 – Categories of Requester

Correspondent Group	No. of requests	%
Private Company	120	40%
Charity/Campaign Group	10	3.5%
Media	23	8%
“WhatDoTheyKnow”	26	8.5%
Academic	9	3%
Member of the Public	106	35%
Legal/trade unions/political	5	1.5%

7. Subject Access Requests (SARs)

- 7.1 The Council received 8 SARs (i.e. requests for personal information relating to an individual) in the first six months of 2021. All requests were dealt with within the standard time limit.

8. Equality and Diversity Implications

- 8.1 No Equality and Diversity Implications apply to this report.

9. Financial Implications

- 9.1 There are no financial implications to this report.

10. Legal Implications

- 10.1 Failure to respond to FOI/EIR requests within 20 working days is a breach of the respective legislation. Requesters whose FOIs/EIRs have not been answered within the statutory time limit have the right to request an internal review and/or to make a formal complaint to the Information Commissioner's Office (ICO). There

are therefore direct legal implications associated with the risk of reputational damage to the Council, adverse publicity and active monitoring by the ICO.

11. Human Resource Implications

11.1 There are no proposals in this report with any direct HR implications.

12. Conclusion

12.1 Now that performance levels have improved and reverted to expected standards in terms of target attainment, it is imperative that these standards are maintained. The appropriate measures will continue to be carried out in order to achieve this.

12.2 Approaching deadlines will continue to be closely monitored and enforced if necessary.

12.3 Directors will ensure requests in their service areas remaining overdue or approaching their deadline date are resolved as soon as possible so that standards can be maintained, and if possible, improved on.

13. Background Papers

None

14. Appendices

Appendix 1: FOI/EIR Requests received by service area, 01/01/21 – 30/06/21

Freedom of Information Compliance: Update Report, 23 September 2021

FOI/EIR Requests received by service area, 01/01/21 – 30/06/21

Service Area	Total requests	Total answered in time	Percentage
Asset Management	5	4	80%
Benefits	11	10	91%
Bereavement	11	10	91%
Business Rates	28	25	89%
Comms	2	2	100%
Community Services	3	2	67%
Council Tax	8	6	75%
Democratic Services	7	7	100%
Engineers	1	1	100%
Env Health/Licensing	29	25	86%
Finance	11	10	91%
Fleet & Waste	21	19	90%
Housing Advice	17	15	88%
Human Resources	19	17	89%
ICT	15	12	80%
Information Governance	1	1	100%
Legal	5	5	100%
Leisure Services	2	2	100%
Major Projects	1	1	100%
Neighbourhood & Housing Management	15	14	93%
Parking Services	6	5	83%
Parks & Countryside	5	5	100%
Planning	39	33	84.5%
Policy/Strategy	2	2	100%
Private Sector Housing	9	9	100%
Procurement	10	8	80%
Regulatory Services	15	14	93%
Web Team	1	1	100%
TOTAL/AVERAGE	299	265	93%

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Corporate Governance and Standards Committee Report

Ward(s) affected: n/a

Report of Director of Strategic Services

Author: Ciaran Ward

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Lead Councillor responsible: Joss Bigmore

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Date: 23 September 2021

Data Protection and Information Security Update Report

Executive Summary

The transactions and interactions customers, residents, and staff make with the Council often involves the sharing of personal data – e.g. in relation to council tax accounts, housing agreements, employment contracts.

It is therefore important that this data is used only in ways reasonably expected, and that it stays safe. Similarly, the secure collection, storage, and transfer must be executed with regard to sound cybersecurity practices.

Recommendation to Committee

To note this report

Reason for Recommendation:

To ensure that the Committee is kept up to date with developments in the Council's data protection and information security framework.

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

1. Background

- 1.1 It is now over three years since the General Data Protection Regulation (GDPR) came into force. Various positive advances have taken place within the Council since then.
- 1.2 This report will cover developments in data protection and information security within the Council since the last report of April 2021.

2. Update on Progress

Information Governance Successes since April 2021

- The Salesforce customer service platform has now gone live following approval of GDPR/information security compliance and the sign-off of detailed risk and data privacy impact assessments, plus various related due diligence exercises.
- Virus scanning technology has been implemented into Salesforce to minimise the risk of viruses or malware being spread through documents uploaded to Salesforce.
- Privacy and Data Protection Policy updated to include electronic card payment transactions thus ensuring GDPR compliance and improved governance of data processing (final sign-off pending).
- Planning applications published on website being reviewed so that a previous policy of redacting photos is replaced with a policy of only redacting photos that contain personally identifiable data or images (e.g. vehicle registration numbers, private areas of properties/gardens not visible from public roads).
- Information Asset Registers (IARs) – process of updating IARs to reflect structural, procedural and legal changes implemented since 2018 is progressing.
- Internal data sharing form containing guidance on the sharing of sensitive information between internal service areas now published on intranet.
- All-Staff emails from the Data Protection Officer have been used to encourage staff to delete files that are no longer required. These have been timed to remind staff as teams look to move their data from old, shared drives to Microsoft 365 services as part of the ICT Refresh Programme.
- Improvement in Freedom of Information performance rates post-covid (see accompanying FOI report for further details).
- Successful uptake of data protection refresher training open to all employees and delivered virtually via Microsoft Teams – publicised through all-staff emails and now run on a quarterly basis.
- Various Data Sharing Agreements (DSAs) between the Council and other organisations – e.g. Surrey County Council (for local Covid track and trace testing), housing associations, Waverley Borough Council, parish councils, etc – have been drawn up to ensure compliance and best practice.

Objectives for the next 6 months:

- Finish review and update of Information Asset Registers.

- Review and where necessary update information governance-related policies and Council publication scheme.
- Finalise info sharing agreements with Waverley Borough Council as part of wider collaboration project.
- Agree the timing and scope of routine third party Penetration Tests (security scans) of the Council internal and external networks with the Cabinet Office (for Public Sector Network access).
- Finalise potential joint recruitment decision with Waverley to provide coverage of the currently vacant Information Assurance Officer post.
- Pilot of Multi-Factor Authentication for Councillor access to Council systems (e.g. e-mail), aligning the security controls for access across staff and Councillors, and enabling Councillor access to the latest ICT policies.

3. Background Papers

None

4. Appendices

None

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Corporate Governance and Standards Committee Report

Ward(s) affected: All

Report of Director of Resources

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Date: 23 September 2021

Financial Monitoring 2021-22 (April to July 2021)

Executive Summary

The report summarises the projected outturn position for the Council's general fund revenue account, based on actual and accrued data for the period April 2021 to July 2021.

Officers are projecting an increase in net expenditure on the general fund revenue account of £3,043,550.

Covid-19 continues to impact the Council. The direct expenditure incurred by the Council in the current financial year stands at £236,022. The Council has received a grant of £622,690 to finance direct Covid-19 costs for 2021-22.

The indirect costs of Covid-19, particularly the loss of income is reflected in the services forecasting. Estimates for losses in income and increased costs have been made with the best information available, these are subject to change as the year progresses. The Council will be able to make a claim for some of the income loss for the 3 months of April to June, under the Sales, Fees and Charges (SFC) compensation scheme; however, officers are waiting for the government to issue guidance on this scheme for 2021-22. An estimated claim of £300,000 is currently included within the projection. Officers are currently projecting a loss of income for the full year of around £4.2 million. At present the Government does not appear to have any plans to extend the SFC compensation scheme beyond June 2021.

This report considers the expenditure and income forecasted up to 31 July 2021 and is potentially subject to movement depending on the success of the Government's roadmap for lifting all Covid restrictions.

There is a reduction (£217,940) in the statutory Minimum Revenue Provision (MRP) charge to the general fund to make provision for the repayment of past capital debt reflecting a re-profiling of capital schemes.

A surplus on the Housing Revenue Account will enable a projected transfer of £7.9 million to the new build reserve and meet the forecasted £2.5 million to the reserve for future capital at year-end. The transfer to the New Build reserve is £501,000 lower than budgeted due to a forecast reduction in rental income.

Progress against significant capital projects on the approved programme as outlined in section 7 is underway. The Council expects to spend £116.573 million on its capital schemes by the end of the financial year.

The Council's underlying need to borrow to finance the capital programme is expected to be £71.686 million by 31 March 2022, against an estimated position of £94.59 million. The lower underlying need to borrow is a result of slippage on both the approved and provisional capital programme as detailed in paragraphs 7.3 to 7.6 of the report.

The Council held £190 million of investments and £348 million of external borrowing on 31 July 2021, which includes £193 million of HRA loans. Officers confirm that the Council has complied with its Prudential indicators in the period, which were set in February 2021 as part of the Council's Capital and Investment Strategy.

Recommendation to Committee

That the Committee notes the results of the Council's financial monitoring for the period April 2021 to July 2021 and makes any comments it feels appropriate.

Reason for Recommendation:

To allow the committee to undertake its role in relation to scrutinising the Council's finances.

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

1. Purpose of Report

- 1.1 Recommendation 8 of the 2015 Council Governance Review was: 'That the importance of the Corporate Governance and Standards Committee to the Council be recognised, particularly in the way in which it supports the overview and scrutiny function through ongoing scrutiny of financial matters, including its proposed expanded remit on the treasury management function and budget monitoring.'
- 1.2 This Committee started its enhanced review of our financial management at its meeting on 24 September 2015. This report covers the period April 2021 to July 2021.

2. Strategic Priorities

- 2.1 Councillors have reviewed and adopted a corporate plan for the period 2018-2023. The plan includes many significant projects and aspirations that will challenge us financially. Monitoring of our financial position during the financial

year is a critical part of the management of resources that will ultimately support delivery of the corporate plan.

3 Background

- 3.1 The Council undertakes regular financial monitoring in the following ways:
- (a) reporting the General Fund and Housing Revenue Account position projected for the full year based on actual expenditure in the reporting periods on a bimonthly basis [periods 3, 4, 6, 8 and 10]. This report covers the period to July 2021 [period 4].
 - (b) Bi-monthly monitoring of the capital programme
 - (c) monthly and quarterly monitoring of its treasury management activity
- 3.2 The Council's Corporate Management Team (CMT), Chief Finance Officer and deputy, and officer capital programme monitoring group review monitoring reports. Financial monitoring for all services is reported to this Committee on a regular basis.
- 3.3 This report sets out the financial monitoring and covers:
- (a) general fund revenue monitoring (section 4)
 - (b) housing revenue account monitoring (section 5)
 - (c) treasury management (section 6)
 - (d) capital programmes (section 7)

4 General Fund Revenue Account monitoring

- 4.1 Officers are projecting an increase in net expenditure on services, net of reserve transfers of £3,043,550.
- 4.2 The direct costs associated with the Covid-19 pandemic in the current financial are £236,022 and are included in the forecast for the Resources Directorate. The breakdown of the direct costs to date are shown in the table below along with an estimated forecast for the year. The forecast assumes that we will spend the grant money that we have received from Government.

Description	Actual £	Forecast £
Housing		20,000
Emergency Accommodation	800	
Culture		240,000
Leisure costs	42,696	
Other lockdown compliance		149,000
Equipment, materials, contractors	160,026	
Public Health		220,000
Track and Trace	32,500	
Gross Expenditure	236,022	629,000

- 4.3 **Appendix 1** shows the summary monitoring report for the general fund revenue account. Officers have prepared the projected outturn on four months' actual and accrued data.
- 4.4 Net external interest is currently projected to be in line with our original estimate.
- 4.5 The Minimum Revenue Provision (MRP) based on the Capital Financing Requirement (CFR) on 31 March 2021 for the purposes of this report is shown as £1.317 million. This is £217,940 lower than originally estimated. The reduction is due to slippage in the capital programme experienced during 2020-21.
- 4.6 **Appendix 2** shows the financial performance of each service against the revised budget. We monitor the projected outturn against the revised (or latest) budget as this takes into account any virement or supplementary estimates approved since the original budget was set in February 2021.
- 4.7 The tables below show the supplementary estimates and virements approved to date.

Supplementary Estimates 2021-22

Service/Description	Approval Date	Committee	Value £
Nil			
TOTAL			NIL

Virement Record 2021-22

Service/Description	Nature of Virement	Approved by	Date of Approval	Value £
Homicide review	Revenue	CFO	23-04-2021	12,000
Stoney Castle	Revenue	MD	21-06-2021	180,000
TOTAL				192,000

- 4.8 **Appendix 2** provides detailed information on variances at service level. The table below summarises the variances against the revised budgeted directorate level expenditure on each of the services in 2021-22 before any changes to reserves.

Directorate	Revised Budget, £	Projected Outturn, £	Variance, £
Resources	1,803,740	3,148,540	1,344,800
Services	16,796,462	21,946,180	5,149,718
Strategy	(7,323)	(22,282)	(14,959)
Totals	18,592,878	25,072,438	6,479,559

- 4.9 The main variances which contribute towards the overspend (that are not offset by transfers from reserves) are: -
- i. Planning development control - £538,863 overspend due to additional expenditure on agency staff and consultants to support major planning

- applications (partially offset by income from planning performance agreements) and loss of income due to suspending the pre-application advice service to deal with an increase in planning application volumes
- ii. Leisure Management Contract - £866,432 overspend due to the loss of income from the contract because of Covid-19 and a lower management fee income on extension of the contract
 - iii. Offstreet & On-Street parking income - total of £3.4 million overspend due to loss of parking fee income projected due to Covid-19 and an expectation that income levels will not fully recover to pre-covid levels this financial year
 - iv. Miscellaneous income - £1.25 million underspend – this is the central income contingency budget which partially offsets the overspends in each service area above

Use of Reserves

- 4.10 At its meeting on 24 August 2021, the Executive agreed to finance the overspend of £6,515,531 for 2020-2021 from reserves in line with previous decisions. The table below reflects the changes to reserves that have been applied.

Reserve	Original Balance at 31st March 2021	Used to fund Overspend	Revised Balance at 31st March 2021
Budget Pressures	-1,426,415	1,426,415	0
Legal actions	-812,223	812,223	0
Car Parks Maintenance	-4,427,536	861,158	-3,566,378
Carried Forward Items	-828,028	828,028	0
New Homes Bonus	-3,134,506	2,387,708	-746,798
		6,315,532	

- 4.11 As part of the budget setting process for 2021-22 it was anticipated that £16.975 million would be transferred from earmarked reserves during the year. Major movements anticipated at this point in the year are explained in the table below.

Reserve	Variance (£000)	Explanation
On Street Parking Reserve	260	Surplus income not expected
Car Park Maintenance	-2421	Revenue contributions to capital spending.
IT Renewals	-831	IT expenditure
New Homes Bonus	-200	Ripley Village Hall offset by less expenditure expected on the Town Centre masterplan.
Spectrum Reserve	-277	Capital financing costs

Reserve	Variance (£000)	Explanation
Invest to Save Reserve	-2,527	Future Guildford implementation cost - offsets expenditure on the Business Improvement service
Other Reserves	-109	To finance SPA site maintenance
Net movement	(6,105)	Movement from reserve

- 4.12 The forecast level of reserves for the 31 March 2022 is shown below. The forecast assumes that the overspend currently projected would need to be financed from the General Fund Reserve if no action is taken to mitigate the overspend.

Forecast Level of Reserves 31 March 2022	Balance 31.3.21, £000	Net Movement 2021-22, £000	Expected Balance 31.3.22, £000	Usable amount, £000
Business Rates equalisation	24,040	-17,641	6,399	2,899
Car Parks Maintenance	3,566	-2,295	1,271	0
Interest Rate Movements	1,197	0	1,197	0
New Homes Bonus	747	-565	182	182
Insurance	976	0	976	0
IT Renewals	544	-288	256	0
Invest to Save	2,420	-2,277	143	143
Spectrum	2,012	-616	1,396	0
COVID grants	2,385	0	2,385	0
SPA Reserves	10,213	0	10,213	0
Other reserves	7,623	164	7,788	300
TOTAL Earmarked Reserves	55,722	-23,517	32,205	3,524
General Fund Reserves	3,748	-3,044	704	704
TOTAL GENERAL FUND RESERVES	59,470	-26,561	32,909	4,228

- 4.13 As part of the budget report to Council in February 2021, the Chief Finance Officer advised that based on a risk analysis of the Council's budget the Council should seek to hold a minimum level of reserves of £12 million. The Council is forecast to have £32.9 million in total reserves for the general fund at the end of this financial year; however, £10.2 million of those reserves relate to SPA sites where the Council needs to hold the reserve 'in perpetuity' to fund site maintenance and

£18.2 million of reserves are held to offset future expenditure which we are committed to under various contracts, legislation or grant determinations meaning that those reserves would need to be replaced to meet the commitments if they were used. This leaves a balance of usable reserves of £4.2 million.

5 Housing Revenue Account

HRA Budget	2021-22 Estimate	2021-22 Projection	Variance
Income	(£33,732,537)	(£33,141,991)	£ 590,546
Expenditure on Housing Services	£ 17,710,972	£ 17,622,397	(£88,575)
HRA Share of CDC	£256,800	£256,800	0
Net Interest	£4,543,970	£4,543,970	0
Net reserves transfer	£11,008,504	£10,506,532	(£501,972)
Net HRA Budget	(£212,291)	(£212,292)	(£1)

5.1 **Appendix 3** shows the budget monitoring report for the Housing Revenue Account (HRA) for the period to July 2021. The report shows that HRA gross service expenditure, projected outturn is 99% of the budgeted level arising from a likely underspend in repairs due to access restrictions because of Covid 19, whilst income is projected to be 98% of the budgeted level, with a likelihood of increased bad debt provision. The projected outturn would enable a transfer of around £7.9 million to the new build reserve and £2.5 million to the reserve for future capital expenditure.

- The rental income estimates for 2021-22 included a revised prudent allowance for Right to Buy (RTB) sales and the re-commissioning of new units. Rental income from dwellings is currently projected to be £29.97 million - a 2% change from the original forecast of £30.5 million. This is due to changes in the economic landscape, especially in employment, lending, and property market due to the Covid-19 pandemic.
- Emphasis continues to be on planned rather than responsive maintenance, supported by the benefits accruing from past levels of expenditure on planned capital and revenue maintenance works. Looking at last year's out-turn we are forecasting a modest increase in budget but slightly below last year's expenditure on repairs.
- The tenant services underspend is due to the economic impact of Covid-19.
- Apart from receipts from RTB sales, the estimates for the year do not provide for any repayment of HRA debt principal or for setting aside any amounts towards the repayment of debt. This is consistent with the HRA Business Plan, which prioritised the provision of additional housing. This approach will be subject to regular review and an updated business plan will be submitted reflecting constraints placed on the HRA by the prevailing legislation.

- 5.2 Tenancy arrears remain stable and are consistent with the assumptions contained in the business plan. Particular attention is paid to introductory tenancies (tenants of less than 12 months), as they often have no previous experience of managing a household budget or of renting a property.

6 Treasury Management

- 6.1 The Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management ("the Code") recommends that Councillors are informed of treasury management activities at least twice a year. This report therefore ensures the Council is embracing best practice in accordance with CIPFA's recommendations by reporting quarterly to Councillors.

Debt management

- 6.2 We have a substantial long-term PWLB debt portfolio for the HRA totalling £193 million. Currently, the general fund is only borrowing short-term for cash flow purposes. There is no cost of carry on our short-term borrowing. The Council held £155.5 million short term loans and making total borrowing, as at 31 July 2021, of £347.9 million. **Appendix 13** shows the schedule of loans.

Investment activity

- 6.3 During the period, we have continued with the diversification of our in-house investment portfolio into secure instruments such as bonds and secure bank deposits (not subject to bail-in) in line with our Treasury Management Strategy. The Council held £22.6 million of strategic investments and £167.35 million of in-house investments as at 31 July 2021. **Appendix 14** shows the schedule of investments.

Prudential Indicators

- 6.4 Officers confirm that the Council has complied with its Prudential indicators in the period, which were set in February 2021 as part of the Council's Treasury Management Strategy Statement.

Authorised limit and Operational Boundary for External Debt

- 6.5 The Local Government Act 2003 requires the Council to set an Affordable Borrowing Limit, irrespective of their indebted status. This is a statutory limit, which we should not breach.
- 6.6 The Council's authorised borrowing limit was set at £531 million for 2021-22.
- 6.7 The Operational Boundary is based on the same estimates as the Authorised Limit but reflects the most likely, prudent but not worst-case scenario without the additional headroom included in the Authorised Limit.
- 6.8 The operational boundary was set at £477 million for 2021-22.

6.9 The Chief Financial Officer confirms that there have been no breaches to the authorised limit and operational boundary during the year.

7 Capital Programmes

7.1 **Appendices 4 to 9** of this report set out the following for each scheme on the Council's capital programme

- the gross estimate for the scheme approved by the Executive
- the cumulative expenditure to 31 March 2022 for each scheme
- the estimate for 2021-22 as approved by Council in February 2021
- the 2021-22 revised estimate which considers the approved estimate, any project under spends up to 31 March 2021, and any virement or supplementary estimates
- 2021-22 current expenditure
- 2021-22 projected expenditure estimated by the project officer

7.2 The table below summarises the current position on the various strands of the Council's capital programme. A detailed explanation is provided in paragraphs 7.3 to 7.11 below.

CAPITAL EXPENDITURE SUMMARY	2021-22 Approved £000	2021-22 Revised £000	2021-22 Outturn £000	2020-21 Variance £000
General Fund Capital Expenditure				
- Main Programme	66,654	70,705	67,911	-2,794
- Provisional schemes	79,669	79,817	44,734	-35,083
- Schemes funded by reserves	1,975	3,807	3,751	-56
- S106 Projects	0	235	177	-58
Total Expenditure	148,298	154,564	116,573	-37,991
Housing Revenue Account Capital Expenditure				
Approved programme	17,988	24,936	16,208	-8,728
Provisional programme	33,437	33,687	0	-33,687
Total Expenditure	51,425	58,623	16,208	-42,415

Approved (main) programme (Appendix 4)

7.3 Expenditure is expected to be £67.911 million representing a £2.794million variance to the revised estimate of £70.705 million. If a project is on the approved programme, it is an indicator that the project has started or is near to start following the approval of a final business case by the Executive. Whilst actual expenditure for the period of £10.264 million may seem low, several significant projects are in progress. These include:

- OP6 – Vehicles, Plant & Equipment Replacement (£1.4m) – to include the replacement of minibuses and sweepers.
- P5 – Walnut Bridge replacement (£2.1m) – works are progressing and the timeframe for completion by 31 March 2022. This project is part grant funded from the Enterprise M3 Local Enterprise Partnership (LEP). As

part of the grant funding agreement there are specific milestones that must be met in the delivery of the project and any slippage in delivery of the programme to the milestones may result in the loss of grant funding. The Major Projects Portfolio Board is monitoring the progress of this project.

- P21 – Ash Road Bridge (£10.5 million) – work is progressing on this scheme. This project is part grant funded from Homes England Housing Infrastructure Fund (HIF). As part of the grant funding agreement there are specific milestones that have to be met in the delivery of the project and any slippage in delivery of the programme to the milestones may result in the loss of grant funding. Officers complete regular monitoring reports to Homes England and the Major Projects Portfolio Board on the progress of the project.
- ED6 – WUV (£0 million) and (New GBC Depot (£2.421 million) - work is progressing on the detailed design, pre-planning and site investigation work for this scheme to inform the final business case. An update report is due at Executive in September 2021 to move funds from the provisional to the approved programme and reprofile expenditure. This project is also part grant funded from Homes England Housing Infrastructure Fund (HIF). As part of the grant funding agreement there are specific milestones that have to be met in the delivery of the project and any slippage in delivery of the programme to the milestones may result in the loss of grant funding. Officers complete regular monitoring reports to Homes England, the WUV programme Board and the Major Projects Portfolio Board on the progress of the project.
- P12 – Strategic Property Acquisitions (£25.2 million).
- North Downs Housing (£4.038 million) and Guildford Holding Ltd (£2.687 million) – target to purchase further properties this financial year.
- ED49 – Midleton Industrial Estate redevelopment (£4 million) – Phase 4 due to go out to tender, report to be prepared to move remaining budget from provisional programme.
- P16 – A331 Hotspots (£3.579 million) – scheme is being delivered by SCC and amounts will be payable upon request from SCC. This project is part grant funded from the Enterprise M3 Local Enterprise Partnership (LEP). As part of the grant funding agreement there are specific milestones that have to be met in the delivery of the project and any slippage in delivery of the programme to the milestones may result in the loss of grant funding.
- FS1 – Capital Contingency Fund – (£5 million).
- P22 – Guildford Economic Regeneration Programme - (£1.1 million).

7.4 In addition to the schemes outlined above, the re-profiling of the following significant amounts that were due to be spent on schemes or projects in 2021-22 will now be carried forward into 2022-23 or future years:

- Sustainable Movement Corridor (£2.836 million) – Currently estimated spend in 2021-22 is £200,000 the remaining budget has been reprofiled to 2022-23 we are awaiting decision on progression and scope of the scheme. This project is part grant funded from the Enterprise M3 Local Enterprise Partnership (LEP). As part of the grant funding agreement

there are specific milestones that have to be met in the delivery of the project and any slippage in delivery of the programme to the milestones may result in the loss of grant funding.

Provisional programme (Appendix 5)

- 7.5 Expenditure on the provisional programme is expected to be £44.734 million, against the revised estimate of £79.817 million, representing a variance of £35.083 million. These projects are still at feasibility stage and will be subject to Executive approval of a business case before they are transferred to the approved capital programme. It is only once the business case is approved that the capital works can begin. Monitoring the progress of these projects is key to identifying project timescales.

The re-profiling of schemes has resulted in a lower level of expenditure than planned in 2020-21.

- 7.6 A number of projects, that were also anticipated to start in 2021-22 have been re-profiled into future years including:
- PL21(p) - Ash Road Footbridge (£4.521 million)
 - P12(p) – Strategic Property Acquisitions (£28.292 million)
 - North Street/ Bus Station relocation (£1 million)

S106 (Appendix 6)

- 7.7 Capital schemes funded from s106 developer contributions are expected to total £177,000. Developer contributions are time limited and if they are not used within the timescales to fund a capital project then they will need to be repaid to the developer. As a result, it is important that the Council closely monitors the S106 funds it has and puts plans in place to spend the contributions within the required timescales.

Reserves (Appendix 7)

- 7.8 Some capital schemes are funded from the Council's specific reserves. The outturn is anticipated to be £3.751 million. The main projects are:
- expenditure on car parks £2.016 million
 - ICT renewals and infrastructure improvements £831,000

Capital resources (Appendix 8)

- 7.9 When the Council approved the budget in February 2021, the estimated underlying need to borrow for 2021-22 was £94.593 million. The current estimated underlying need to borrow is £71.686 million. The reduction is due to slippage in the programme where schemes have been re-profiled into future years.

Housing Investment Programme Approval Capital (Appendix 9)

7.10 The HRA approved capital programme is expected to outturn at £16.208 million against a revised estimate of £24.936 million. Several projects are in progress. These include:

- Guildford Park – (£660k) this scheme is awaiting decision regarding progression of works and new planning approval. The complete budget for this scheme has been moved to the HRA capital programme, a significant amount of the cost of this project is still on the provisional capital programme awaiting final business case approval. (£2.6 million has been reprofiled to future years)
- Various small site projects – (£800k) there is slippage on these projects. (£5.6 million has been reprofiled to future years)
- Acquisitions of Land and Buildings – (£4.886 million) spend is dependent on availability of sites, we are currently actively purchasing suitable properties to mitigate slippage on building projects.
- Major Repairs & Improvements – (£9.2 million) outturn is expected to be on budget as works delayed due to COVID can now be progressed.

The Guildford Park, various small site new build projects and acquisition of land and buildings into the HRA is partially funded by receipts generated through Right to Buy (RTB) Sales of Council Houses. With the recent changes on Right to Buy Pooling the Council now has 5 years in which it can spend RTB receipts and can fund 40% of the cost of replacement housing from the RTB receipts. Should the Council not spend enough money on its Housing Investment Programme in order to utilise its RTB receipts within the timescales then they will need to be repaid to government with interest at base rate plus 4%. The RTB schedule below details

- the amount of expenditure required to avoid repayment, based on actual spend to date and assumption of 20 RTB sales per year, and
- A forecast of expenditure to be incurred as detailed on the approved housing capital programme.

Based on this scenario there is no current risk of repayment; however, should the capital programme be subject to delay and slippage this risk will increase **(Appendix 12)**.

Reconciliation of Spend to RTB (DELTA MHCLG)	2021-22 £000	2022-23 £000	2023-24 £000	2024-25 £000	2025-26 £000	2026-27 £000
HIP Expenditure required to avoid RTB repayments	0	0	2,851	5,418	1,771	4,992
Forecast HIP Expenditure from the Approved Capital programme	5,874	10,716	6,117	1,400	400	0
Cumulative Expenditure forecast	5,874	16,590	22,707	24,107	24,507	24,507
Difference Expenditure required and Forecasted Expenditure	-5,874	-16,590	-19,856	-18,689	-22,736	-19,515
Repayment risk (40% of difference)	0	0	0	0	0	0

Housing Investment Programme Provisional Capital (Appendix 10)

7.11 The provisional programme revised estimate is £33.687 million with no expenditure anticipated this financial year to date. The reprofiling of schemes will result in a lower level of expenditure in 2021-22.

- Guildford Park – (£14.499 million) - this scheme is awaiting decision regarding progression of works and new planning approval. (£14.499m has been reprofiled to future years)
- Bright Hill & Redevelopment Bids – (£14.558 million) - reprofiled to future years

The two projects above are partially funded by RTB receipts, there is a significant risk that repayment of RTB receipts will be necessary in future years if project delivery continues to be significantly behind schedule.

Housing Revenue Account Resources (Appendix 11)

- 7.12 Appendix 11 shows how the HRA capital programme is financed and the projected balances on reserves at the end of the financial year.

Summary of Housing Revenue Account Capital Expenditure and Financing (Appendix 12)

- 7.13 The summary shows the overall expenditure and financing of the Housing Investment Programme and the Overall HRA Capital programme for the current financial year and how the projected expenditure on the Housing Investment Programme relates to what is required to be spent as per the RTB model to avoid repayment of RTB receipts.

8 Consultations

- 8.1 The finance specialists prepare the budget monitoring in consultation with the relevant service managers.

9 Equality and Diversity Implications

- 9.1 There are no direct equality and diversity implications as a result of this report. Each service manager will consider these issues when providing their services and monitoring their budgets.

10 Financial Implications

- 10.1 The financial implications are contained throughout the report.

11 Legal Implications

- 11.1 The Local Government Act 1972, Section 151 states that each local authority has a statutory duty to make arrangements for the proper administration of their financial affairs. In addition, the Accounts and Audit Regulations 2015 impose an explicit duty on the Council to ensure that financial management is adequate and effective and that they have a sound system of internal control, including arrangements for the management of risk.
- 11.2 Proper administration is not statutorily defined; however, there is guidance, issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) on the

responsibilities of the Chief Financial Officer (CFO). This states that local authorities have a corporate responsibility to operate within available resources and the CFO should support the effective governance of the authority through development of corporate governance arrangements, risk management and reporting framework. Regular monitoring of the Council's actual expenditure to budget and forecasting of the expenditure for the full year is part of the proper administration and governance of the Council.

11.3 There are no further direct legal implications because of this report.

12 Human Resource Implications

12.1 There are no human resource implications arising from this report.

13 Summary of Options

13.1 This report outlines the anticipated outturn position for the 2021-22 financial year based on three months actual data. There are no specific recommendations and therefore no options to consider.

14 Conclusions

14.1 The report summarises the financial monitoring position for the period April 2021 to July 2021 for the 2021-22 financial year.

14.2 Officers are currently projecting an increase in expenditure of £3,043,550 on the general fund revenue account. Mainly due to ongoing pressures on expenditure and particularly income in relation to Covid-19.

14.3 The Chief Financial Officer in consultation with the Lead Councillor for Resources will determine the treatment of any overspend as part of closing the 2021-22 accounts.

14.4 The surplus on the Housing Revenue Account will enable a transfer of £7.9 million to the new build reserve and £2.5 million to the reserve for future capital at year-end.

14.5 Actual expenditure incurred on our general fund capital programme for the period has been comparatively low against the programme envisaged at the 1 April 2021. Officers are making progress against significant capital projects on the approved programme as outlined in section 7. The Council expects to spend £116.573 million on its capital schemes by the end of the financial year.

14.6 It is anticipated that the Council's underlying need to borrow to finance the capital programme will be £71.686 million by 31 March 2022. The Council has complied with Prudential Indicators during the period.

14.7 At the end of July 2021, the Council had £190 million of investment balances, and £347.9 million borrowing.

15 Background Papers

None

16 Appendices

- Appendix 1 - General Fund Revenue Account Summary
- Appendix 2 - General Fund services - revenue detail
- Appendix 3 - Housing Revenue Account summary
- Appendix 4 - Approved capital programme
- Appendix 5 - Provisional capital programme
- Appendix 6 - Schemes funded from S106
- Appendix 7 - Capital reserves
- Appendix 8 - Capital resources
- Appendix 9 - Housing Revenue Account approved capital programme
- Appendix 10 - Housing Revenue Account provisional capital programme
- Appendix 11 - Housing Revenue Account resources
- Appendix 12 - Summary of HRA Capital Expenditure and Financing
- Appendix 13 - Schedule of loans
- Appendix 14 - Schedule of investments

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GENERAL FUND SUMMARY 2021 - 2022

Actual 2020-21 £	GENERAL FUND SUMMARY	Original Estimate 2021-22 £	Latest Estimate 2021-22 £	Projected Outturn 2021-22 £
14,563,951	Strategy Directorate	-100,753	-7,323	-22,282
24,570,453	Services Directorate	16,616,462	16,796,462	21,946,180
9,270,235	Resources Directorate	2,077,170	1,803,740	3,148,540
48,404,639	Total Directorate Level	18,592,879	18,592,879	25,072,438
	Growth to be allocated to services	0	0	0
	Savings to be allocated to services	0	0	0
-28,193,497	Depreciation (contra to Service Unit Budgets)	-8,791,000	-8,791,000	-8,213,830
20,211,142	Directorate Level excluding depreciation	9,801,879	9,801,879	16,858,608
-2,069,098	External interest receivable (net)	-682,726	-682,726	-682,726
11,437	Housing Revenue Account	481,700	481,700	481,700
1,288,064	Minimum Revenue Provision	1,534,915	1,534,915	1,316,975
313,003	Revenue income from sale of assets	0	0	0
	Revenue Contributions to Capital Outlay (RCCO)			
0	Met from: Capital Schemes reserve	0	0	0
0	Other reserves	537,000	537,000	2,847,000
0	General Fund	0	0	0
19,754,548	Total before transfers to and from reserves	11,672,768	11,672,768	20,821,557
	Transfers to and from reserves			
	Capital Schemes reserve			
0	Funding of Revenue Contribution to Capital Outlay Contribution in year	0	0	0
-599,781	Budget Pressures reserve	0	0	0
0	Business Rates Equalisation reserve	-17,640,564	-17,640,563	-17,640,578
-328,000	Car Park Maintenance reserve	63,000	63,000	-2,358,384
18,324,301	Election Costs reserve	63,000	63,000	63,000
191,572	Insurance reserve	0	0	0
62,500	IT Renewals reserve	543,000	543,000	-288,000
0	Invest to Save reserve	250,000	250,000	-2,277,000
-122,679	New Homes Bonus reserve	-298,000	-298,000	-498,000
-1,846,187	Energy Management reserve	0	0	0
-355,581	On Street Parking reserve	-260,000	-260,000	0
41,442	Pensions reserve (Statutory)	0	0	0
0	Recycling reserve	0	0	0
2,929,168	Spectrum reserve	193,000	193,000	-83,696
0	Carry Forward Items	0	0	0
6,493,702	Covid reserve			
1,005,458	Other reserves	112,000	112,000	2,856
45,550,464	Total after transfers to and from reserves	-5,301,797	-5,301,795	-2,258,245
	Business Rates Retention Scheme payments			
31,843,510	Business Rates tariff payment	31,844,000	31,844,000	31,844,000
0	Business Rates levy payment to MHCLG	100,000	100,000	100,000
0	Business Rates tariff payment/Safety net from MHCLG	0	0	0
	Non specific government grants			
0	s31 grant re BRR scheme	-1,308,138	-1,308,138	-1,308,138
0	s31 grant re council tax	-100,000	-100,000	-100,000
0	New Burdens grant	0	0	0
0	COVID Funding	-622,690	-622,690	-622,690
-18,870,985	Other government grant	-389,546	-389,546	-389,546
-851,019	New Homes Bonus grant	-192,251	-192,251	-192,251
89,515,480	GUILDFORD BOROUGH COUNCIL NET BUDGET	24,029,578	24,029,580	27,073,130
1,876,544	Parish Council Precepts	1,935,225	1,935,225	1,935,225
91,392,024	TOTAL NET BUDGET	25,964,803	25,964,805	29,008,355
-34,713,245	Business Rates - retained income	-33,727,000	-33,727,000	-33,727,000
-4,140,430	Collection Fund Deficit - Business Rates	20,120,077	20,120,077	20,120,077
0	Collection Fund Surplus - Council Tax	-30,274	-30,274	-30,274
52,538,349	COUNCIL TAX REQUIREMENT	12,327,606	12,327,608	15,371,158
	Projected (under)/over spend Movement in MRP and External Interest			3,043,550 (217,940)

Agenda item number: 7

Underlying Fund: 0000
Appendix 1
Overspend on services

3,261,490

Service Detail Summary**Resources Directorate**

Service	Original Budget	Revised Budget	Requisitions	Commitments	Actual Spend YTD	Projected Outturn	Variance
AUDIT - Audit Management	-41,990	-41,990	0	0	-25,456	-6,200	35,790
Service Comments: Future Guildford redundancy costs of £16k need to be funded from invest to save reserve at year end. Cost of KPMG contract is £114k against a budget of £100k. Will need to revise budget because contract was let for 3 years in 2020-21.							
BUSIMP - Business Improvement	-81,430	-81,430	200,042	452,851	1,332,618	1,905,554	1,986,984
Service Comments: Costs of Future Guildford fall within business improvement. These are funded from the Invest to Save and other earmarked reserves as per the business case and so are offset by a reserve transfer on the general fund summary. Redundancy costs will also be centralised into this service in due course.							
CASEWRK - Resources Caseworker	-206,181	-206,181	0	9,532	116,429	-1,394	204,787
Service Comments: Main adjustments have been made to salary costings, people budgeting will correct this.							
CORFIN - Corporate Financial	277,380	277,380	0	21,192	236,081	318,111	40,731
Service Comments: Increased costs of brokers commission and corporate subscriptions.							
CORSER - Corporate Services	1,015,460	1,015,460	600	11,791	676,804	1,291,627	276,167
Service Comments: Increased external audit fees, licences and bank charges. Staffing budget is also greater than budget, but will reduce as new budgets are loaded.							
FEASTU - Feasibility Studies	40,470	40,470	0	2,375	32,782	33,803	-6,667
Service Comments:							
FINAMN - Lead Specialist - Finance	-197,740	-197,740	0	79,220	174,871	36,779	234,519
Service Comments: Primarily agency staffing to assist in delivering savings, this will reduce once budgets are loaded.							
HR - Lead Specialist - HR	-176,751	-176,751	580	27	112,927	-12,274	164,477
Service Comments: Relates to management of the agency contract, these costs will be allocated across the relevant services over the coming months.							
ICT - Lead Specialist - ICT	435,907	435,907	8,593	105,258	456,795	586,056	150,150
Service Comments: £50k for Microsoft extended support for windows 2008 providing patching and support for old servers whilst services are migrated to new. £85k Business World application support contract for resolution of system defects and new functionality on the HR/Payroll side of the system.							
INSREV - Insurance Revenue Account	0	0	0	124,920	778,654	0	0
Service Comments: costs are recharged across services at the year end. Services will report spend against their budgets.							
ITREV - ICT Investment and Renewal Fund	21,190	21,190	0	0	-222,457	21,190	0
Service Comments:							
LEGAL - Lead Specialist - Legal	-226,600	-226,600	0	2,640	154,270	-90,348	136,252
Service Comments: The overspend is due to redundancies made within the team following a restructure as well as several adverts for vacancies. New software for online JCT's and electronic signatures will be offset by savings elsewhere in the budget.							

MISEXE - Miscellaneous Expenses	93,766	-98,234	17,975	30,336	-3,058,153	-1,349,164	-1,250,930
Service Comments: Miscellaneous expenses covers the COVID costs and budget, our central contingency budget for loss of income across services due to covid (which represents the fact we cannot claim the first 5% income loss and 25% of any income loss over 5% from the government under the SFC compensation scheme). Our central savings target for Future Guildford is also sat in this cost centre. Projected underspend assumes that the future Guildford savings target will be achieved once salary restructure done and therefore offsets assumptions across the rest of the services that salaries outturn will be within budget. In addition, underspend includes assumption that COVID income contingency budget will not be spent which offsets the assumptions of income loss across other services							
OTHEMP - Other Employee Costs	99,690	99,690	25	64	-68,105	99,690	0
Service Comments:							
PARISH - Parish Liaison	195,540	195,540	0	0	53,991	180,800	-14,740
Service Comments:							
UNALLO - Unallocatable Central Overhead	747,030	747,030	0	0	-16,312	134,310	-612,720
Service Comments: IAS superannuation adjustment removed.							
RESOURCE - Resources Directorate	1,995,740	1,803,740	227,815	840,206	-4,171,981	3,148,540	1,344,800

Services Directorate

Service	Original Budget	Revised Budget	Requisitions	Commitments	Actual Spend YTD	Projected Outturn	Variance
ARTDEV - Arts Development	117,920	117,920	0	0	16,035	91,539	-26,381
Service Comments: Salary budget to be reallocated. Potential underspend of approx. £20k on staffing.							
BUICON - Building Control	365,830	365,830	0	14,015	134,224	359,470	-6,360
Service Comments:							
BUIMAI - Building Maintenance	47,870	47,870	2,462	9,281	1,207,519	-476,732	-524,602
Service Comments: Helen Buck - Tech Services - D2003 increase in materials cost - predicted year end £1.2m Income K7001- Note: NDH work is not credited until year end, increase in Assets work to corporate property as from 1/6/21 following SLA agreement. Current income @ week 13 is £1,259,590 Inc. HRA							
BUSRAT - Business Rates	-22,920	-22,920	0	0	190,115	-36,030	-13,110
Service Comments:							
CARSIT - Traveller Caravan Sites	-97,041	-97,041	0	0	46,985	-60,303	36,738
Service Comments: Year end debtor outstanding from SCC for £30k not yet received.							
CASESVC - Case Services	0	0	0	0	421,732	421,732	421,732
Service Comments: Projections for year end will be made once budgets for this service have been set up in the system,							
CCTV - Town Centre CCTV	100,700	100,700	0	5,000	39,306	82,163	-18,537
Service Comments:							
CEMETE - Cemeteries	212,980	212,980	5,046	916	69,615	193,500	-19,480
Service Comments:							
CIVEMS - Civil Emergencies	61,440	61,440	0	0	26,517	63,511	2,071
Service Comments:							

CREMAT - Crematorium	-1,060,460	-1,060,460	52	79,253	-70,576	-937,860	122,600
Service Comments: Salary allocations under review. Depreciation over budget. Income on track							
CTAX - Council Tax	532,410	532,410	0	67,822	256,213	618,452	86,042
Service Comments: Staffing - some additional work may be needed once Phase B transition is complete to establish whether the projection is correct. Cost of Temps has been included to 1 October only. Income from Court Costs - less costs likely to be raised and recovered due to limited court time as a result of COVID. Includes redundancy costs of £50,476							
CUST - Customer Services	-67,950	-67,950	27	420	157,444	45,339	113,289
Service Comments: Adjustments need to be made to salary allocations. There are redundancy costs on this cost centre that will be moved to FG in due course							
DAYSER - Day Services	558,360	558,360	0	39,693	322,809	669,285	110,925
Service Comments: Redundancy included of £27,815. Salary budget reallocations to be completed to increase by approx. £90k							
DEVCON - Development Control	795,259	795,259	14,275	239,259	571,766	1,334,122	538,863
Service Comments: <u>Agency</u> Additional cost requirements since start of 2021 to assist service delivery with increased number of planning applications and COVID demands. Agency cost for majors team support brought online - cost to be recovered through Planning Performance Agreement income which is paid through instalments. Situation regarding work levels to be reviewed towards end Dec. Majors support to be retained depending on PPA income. Planning Enforcement Agency staff included in DM however now sit outside DM.							
<u>Consultants</u> Support on planning applications, significant amount will be funded through PPA income Viability consultants are charged to applicants therefore cost will be met Additional legal support on major applications required, some cost will be met through S.106 legal fees Barrister support on major applications such as Garlicks Arch with attendance at planning committee							
<u>Income</u> Pre-app suspended since April resulting in reduced income, to be reviewed end of August Planning application numbers are higher, however, these are mainly at householder level where fees are set at a lower level Planning Performance Agreement fees continue with phased payments expected on larger schemes							
DIGITAL - Digital Services	238,770	238,770	0	1,650	149,405	247,350	8,580
Service Comments:							
EMECOM - Emergency Communications	-123,790	-123,790	3,568	166	-59,770	-123,790	0
Service Comments:							
EMISER - EMI Services	111,370	111,370	0	0	61,540	120,989	9,619
Service Comments: Includes redundancy costs of £18,544							
ENGTRA - Engineering and Transportation Services	-41,570	-41,570	0	0	43,328	-4,289	37,281
Service Comments: Lower staffing levels after FG leading to a lower recharge level than budgeted							
ENVHEA - Environmental Health	453,680	633,680	0	16,926	484,874	751,137	117,457
Service Comments: Increased costs of Stoney Castle and redundancy costs which will be centralised.							
FAMSUP - Family and Refugee Support Programme	106,270	106,270	0	27	176,876	190,231	83,961
Service Comments: Includes redundancy costs of £25,085 which will be centralised for period 6 monitoring. Year end debtor not yet received of £255k .							
FLEMAN - Fleet Management	66,863	66,863	395	0	-250,300	52,000	-14,863
Service Comments:							

FOODSF - Food Safety	375,070	375,070	0	45	111,863	373,814	-1,256
Service Comments:							
GLIVE - G Live	1,722,570	1,722,570	0	64,980	507,734	1,527,850	-194,720
Service Comments: Income affected by Covid							
GUIHOU - Guildford House	399,679	399,679	0	73,895	191,119	512,197	112,518
Service Comments: Significant maintenance costs due to tiling and kitchen refurbishment							
GUILDH - Guildhall	146,450	146,450	0	10,838	34,433	183,553	37,103
Service Comments: Unforeseen asset management costs and the site has been affected by the closure due to the pandemic and works.							
HBEN - Housing Benefits	436,250	436,250	0	11,032	1,687,380	460,562	24,312
Service Comments: Staffing - some additional work may be needed once Phase B transition is complete to establish whether the projection is correct. Cost of Temps has been included to 1 October only with the exception of 0.5 FTE funded by a DWP grant for VEP work. Considerably more work is needed to establish what government grants are still to be paid. There was not time to do this in the forecasting window. In addition more work is needed to understand both Rent Allowances and Rent Rebates. The cost of paying Housing Benefit is broadly met by DWP Subsidy grant. Some work is needed to understand the interaction of overpayment recovery with the Subsidy, and the timing of payments. Includes redundancy costs of £10,637							
HEASAF - Corporate Health and Safety	9,200	9,200	0	0	24,451	9,200	0
Service Comments:							
HOMLES - Homelessness Support	857,890	857,890	0	273,183	-59,153	470,014	-387,876
Service Comments: MHCLG grant of 140K to cover extra duties for rough sleepers and top up for support for the first quarter 2021/22.e.g Additional emergency accommodation costs. Homelessness Prevention Grant of 417K will in part cover additional costs relating to Domestic abuse and use of sanctuary scheme .							
HOUADV - Housing Advice	350,160	350,160	0	0	30	350,160	0
Service Comments: Bought back to budget							
HOUASS - Affordable Housing	114,190	114,190	0	39,166	84,606	182,499	68,309
Service Comments: No anticipated rise in salary costs this year against established FTE. Any delay in confirmation of current post will be off set by MHCLG grant							
HOUSURV - Housing Surveying	-240	-240	0	308	83,306	118,964	119,204
Service Comments: Further investigations required for recharges as not fully up to date. Potential under achieve recovery of approx. £140k							
LANCHA - Land Charges	-13,670	-13,670	0	7,014	-14,414	-11,500	2,170
Service Comments:							
LANDRA - Land Drainage	294,970	294,970	0	2,300	60,927	270,874	-24,096
Service Comments:							
LEICOM - Leisure and Community	115,360	115,360	0	90	38,637	112,987	-2,373
Service Comments:							
LEIMAN - Leisure Management Contract	1,299,200	1,299,200	0	23,229	804,720	2,165,632	866,432
Service Comments: Utility costs and loss in income as a result of the ongoing impact of the pandemic.							
LEIPLY - Leisure Play	215,790	215,790	0	109	42,735	187,130	-28,660
Service Comments: Salary savings offset by redundancy costs of £19,573 which will be centralised by period 6 monitoring.							

LEIRAN - Leisure Rangers	231,260	231,260	0	0	102,334	226,240	-5,020
Service Comments:							
LEISPO - Leisure Sports	101,610	101,610	0	0	10,048	93,131	-8,479
Service Comments:							
LICENS - Licensing	162,140	162,140	0	18,540	85,101	186,102	23,962
Service Comments:							
MILLH - Millmead House	-272,831	-272,831	0	4,206	-199,273	-291,900	-19,069
Service Comments:							
MOTBAY - MOT Bay	2,210	2,210	0	0	11,729	27,636	25,426
Service Comments: Income reduced due to lower staffing levels and impacts from Covid							
MOWTPT - Community Meals and Transport	196,700	196,700	0	22,291	152,134	246,479	49,779
Service Comments: Salaries underbudgeted by approx. £40k							
MUSEUM - Guildford Museum	528,190	528,190	0	17,030	216,181	557,083	28,893
Service Comments: Asset maintenance costs							
OFFSTR - Off Street Parking	-4,641,431	-4,641,431	98,764	79,645	-920,168	-1,787,830	2,853,601
Service Comments: Income projected at £7,442,750 a shortfall of £2,791,886. Expenditure expected to be on budget but there are redundancy costs that will be moved to the FG cost centre in due course.							
ONSTR - On Street Parking	-336,750	-336,750	52,845	25,624	256,287	240,786	577,536
Service Comments: Income projected at £1.191m , a shortfall of £635,700. Expenditure under budget as no agency payments will be due but there are redundancy costs that will in due course be moved to the FG cost centre							
OSMAP - Ordnance Survey and Mapping	8,070	8,070	0	0	458	5,838	-2,232
Service Comments:							
PARKS - Countryside and Parks Services	2,120,107	2,120,107	3,482	90,672	864,815	2,171,860	51,753
Service Comments: There are redundancy costs included here which will be moved to the FG cost centre in due course.							
PARKSCS - Parks Countryside Management	1,647,776	1,647,776	73	71,904	407,751	1,623,940	-23,836
Service Comments:							
PARRID - Park and Ride Service	803,620	803,620	47	62,669	69,179	640,130	-163,490
Service Comments: savings in contribution to bus service							
PESCON - Pest Control	990	990	0	0	-11,153	990	0
Service Comments:							
PRIHOU - Private Sector Housing Maintenance	97,849	97,849	0	54,065	90,644	156,536	58,686
Service Comments: Includes redundancy costs of £12,028. Services underbudgeted approx. £56k. Materials underbudgeted approx. £25k							
PRIHOUS - Private Sector Housing	305,009	305,009	0	298	-87,298	309,846	4,837
Service Comments:							

PUBCON - Public Conveniences	293,209	293,209	0	4,541	101,416	355,019	61,810
Service Comments: £50k project management cost associated with review to be vired from the corporate inflation budget. £17k overspend in premises repairs including some vandalism.							
PUBHEA - Public Health	384,210	384,210	0	75	191,117	389,951	5,741
Service Comments:							
REFYCL - Refuse and Recycling	3,929,610	3,929,610	372	27,113	1,778,543	4,002,400	72,790
Service Comments: Additional cost related to Covid in staffing and agency							
RIVCON - River Control	27,240	27,240	0	0	10,253	28,487	1,247
Service Comments:							
ROAFOO - Roads and Footpaths	109,690	109,690	0	4,710	19,583	97,643	-12,047
Service Comments:							
SNOICE - Snow and Ice	-21,120	-21,120	0	0	13,176	-1,853	19,267
Service Comments:							
SPASIT - SPA Sites	24,550	24,550	0	10,024	-706,577	24,550	0
Service Comments:							
STRCLE - Street Cleansing	2,296,560	2,296,560	0	5,038	806,691	2,271,805	-24,755
Service Comments: savings in agency costs							
STRFUR - Street Furniture	111,390	111,390	0	0	22,341	96,155	-15,235
Service Comments:							
TAXLIC - Taxi Licensing	92,660	92,660	0	2,750	1,672	70,382	-22,278
Service Comments:							
TIC - Tourist Information Centre	255,280	255,280	0	75	77,063	218,900	-36,380
Service Comments: savings in salaries							
VEHMAI - Vehicle Maintenance	5,360	5,360	916	102,919	300,657	6,000	640
Service Comments:							
WASDEV - Waste and Fleet Business Development	-628,690	-628,690	0	52,958	-1,304,368	-577,740	50,950
Increased levels of garden waste sales but covid has affected trade waste income							
WRD - Woking Road Depot	103,249	103,249	217	3,652	-50,871	63,200	-40,049
Service Comments: there are salary savings in this service							
WRDSTO - Woking Road Depot Stores	-110	-110	0	0	-12,282	-21,337	-21,227
Service Comments: Potential salary savings of approx. £11k							
Service Delivery Directorate	16,616,462	16,796,462	182,540	1,641,414	9,893,394	21,946,180	5,149,718

Strategy Directorate

Service	Original Budget	Revised Budget	Requisitions	Commitments	Actual Spend YTD	Projected Outturn	Variance
BUSFOR - Business Forum	26,820	26,820	0	6,930	7,460	16,853	-9,967
Service Comments:							
CITADV - Citizens Advice Bureau	284,710	284,710	0	0	187,938	265,653	-19,057
Service Comments: Mandate to reduce being considered by Exec							
CIVEXP - Civic Expenses	211,110	211,110	255	1,011	57,596	190,275	-20,835
Service Comments: No longer require the £20k budget for mayor's theme.; I thought this had been removed in respect of the 2021-22 financial year. Feb council							
CLIMAT - Climate Change	45,030	45,030	85	5,650	44,810	47,690	2,660
Service Comments: Revised to be in line with budget. Leaver to reduce salary spend							
COMDEV - Community Development	150,770	150,770	0	42	51,010	141,783	-8,987
Service Comments:							
COMGFD - About Guildford	51,900	51,900	0	0	1,070	35,354	-16,546
Service Comments:							
COMLOT - Community Lottery	-100	-100	0	0	-853	-100	0
Service Comments:							
COMOUB - Public Relations	275,629	275,629	490	0	261,319	390,454	114,825
Service Comments: payroll costs predicted to be overspent, until budget allocations have been finalised.							
COMSAF - Community Safety	163,520	175,520	0	5,603	-17,592	103,321	-72,199
Service Comments: Salary budget of approx. £110k to be reallocated. Unbudgeted Grant income received of £37k							
COMSUP - Council and Committee Support	425,189	425,189	117	350	169,153	407,499	-17,690
Service Comments: A7129 Officer Committee Attendance Allowance: No budget provision has been made even though there has been spend so far this year, which will continue.							
CORPRO - Corporate Property Management	1,573,249	1,573,249	134	9,369	269,192	1,571,621	-1,628
Service Comments:							
DEMREP - Democratic Representation	818,820	818,820	0	1,445	310,407	769,737	-49,083
Service Comments: The budgets for f2121 d6451 Cllrs allowances and f2121 d8004 expenses have been transposed. Original budget for f2121 d6451 Cllrs allowances should have been £476,840original budget for f2121 d8004 expenses should have been £5,650.year to date spend on cll							
ELECTI - Elections	94,800	94,800	13,056	324	174,979	229,894	135,094
Service Comments: Includes costs of £117k for 4 yearly election costs where there isn't any budget. Costs to be recovered through recharges for elections already carried out. Calculations to be firmed up.							
ELECTO - Electoral Registration	275,670	275,670	0	86,400	69,586	323,937	48,267
Service Comments:							
EVENTS - Events	6,450	6,450	0	0	3,250	6,245	-205
Service Comments:							

GRANTH - Grants to Voluntary Organisations	483,540	483,540	0	74,669	48,355	392,474	-91,066
Service Comments:							
GRANTL - Leisure Grants to Voluntary Organisations	393,060	393,060	0	0	186,077	448,117	55,057
Service Comments:							
INDEST - Industrial Estates	-2,587,581	-2,587,581	2,254	18,509	-1,106,040	-2,587,581	0
Service Comments: Have bought this back to budget. Melissa has just started to review this area, and will need a lot of investigation. Would seem there are coding issues throughout this service area that will be resolved after a thorough review. Includes redundancy costs of £3,968							
INFORO - Lead Specialist - Information Governance	4,330	4,330	0	0	21,891	16,505	12,175
Service Comments:							
INVPRO - Investment Properties	-4,690,200	-4,690,200	0	80	-1,834,378	-5,391,512	-701,312
Service Comments:							
MAJPRO - Major Projects	629,950	629,950	190	79,002	317,435	1,626,507	996,557
Service Comments: consultant costs of £739,494 will be funded from reserves for GERP (£466,798.41) and Spectrum (£276,696.00). Unbudgeted agency costs £285,131 to cover vacant posts, salary savings are currently split over various cost centres which will partial mitigate these costs (need to be updated).							
MARKET - Markets	-3,600	-3,600	0	130	-6,278	-4,426	-826
Service Comments:							
OSHRA - Housing Outside the HRA	59,630	59,630	0	0	8,600	47,275	-12,355
Service Comments: MHCLG funding for 2 years to cover the cost of the hub prior to refurbishment. Year 2 remaining £46.670							
OTHPRO - Other Property	-597,270	-597,270	0	10,008	-410,800	-832,568	-235,298
Service Comments: Includes YE_RIA for Odeon Multiplex for £184k. £109k to be adjusted in Books for Electric theatre outturn (pay annually)							
POLICY - Planning Policy	1,376,230	1,376,230	0	2,640	381,651	1,081,580	-294,650
Service Comments: Printing savings. Inspector costs savings as processed delayed. NP adoption results in increased income of £80,000. Salaries reduction in Conservation and Design to reflect establishment posts.							
PROASP - Project Aspire	0	0	0	0	2,769	2,769	2,769
Service Comments:							
SAFGUI - Community Wellbeing	324,800	324,800	0	414	139,575	318,373	-6,427
Service Comments:							
TOUDEV - Tourism & Development	401,053	401,053	0	0	119,322	371,330	-29,723
Service Comments: Includes redundancy costs of £19,781							
TOWMAN - Town Centre Management	-216,841	-216,841	0	0	-28,234	-11,342	205,499
Service Comments: Reduction in Sponsorship income.							
YOUCOU - Youth Council	10	10	0	0	0	0	-10
Service Comments:							
Strategy Directorate	-19,323	-7,323	16,581	302,576	-570,729	-22,282	-14,959
Grand total	18,592,879	18,592,879	426,935	2,784,195	5,150,684	25,072,438	6,479,559

2019-20	2020-21	Analysis	2021-22	2021-22	Variance
Actual £	Projection £		Estimate £	Projection £	
Borough Housing Services					
793,019	668,787	Income Collection	684,649	690,068	5,419
1,164,320	1,230,913	Tenants Services	1,259,070	1,084,825	(174,245)
122,998	114,599	Tenant Participation	117,245	126,777	9,532
107,717	94,367	Garage Management	95,099	101,710	6,611
41,744	43,280	Elderly Persons Dwellings	43,779	53,417	9,638
575,851	601,168	Flats Communal Services	611,716	611,716	0
414,254	429,677	Environmental Works to Estates	430,894	444,460	13,566
6,265,983	3,793,321	Responsive & Planned Maintenance	5,857,920	5,873,419	15,499
137,128	147,322	SOCH & Equity Share Administration	150,489	139,820	10,669
9,623,015	7,123,434		9,250,861	9,126,212	(124,649)
Strategic Housing Services					
485,497	665,119	Advice, Registers & Tenant Selection	681,991	682,922	931
201,203	181,031	Void Property Management & Lettings	184,820	198,250	13,430
5,120	5,120	Homelessness Hostels	5,248	5,120	(128)
175,717	153,752	Supported Housing Management	157,954	160,901	2,947
527,717	467,493	Strategic Support to the HRA	476,346	476,346	0
1,395,255	1,472,515		1,506,359	1,523,539	17,180
Community Services					
883,927	734,460	Sheltered Housing	872,642	891,537	18,895
Other Items					
5,640,147	5,528,730	Depreciation	5,528,730	5,528,730	0
5,059,974	0	Revaluation and other Capital items	0	0	0
160,590	150,000	Debt Management	150,000	150,000	0
36,359	403,543	Other Items	402,380	402,380	0
22,799,267	15,412,682	Total Expenditure	17,710,972	17,622,397	(88,575)
(32,532,978)	(33,484,159)	Income	(33,732,537)	(33,141,991)	590,546
(9,733,711)	(18,071,477)	Net Cost of Services(per inc & exp a/c)	(16,021,565)	(15,519,594)	501,971
251,530	251,530	HRA share of CDC	256,800	256,800	0
(9,482,181)	(17,819,947)	Net Cost of HRA Services	(15,764,765)	(15,262,794)	501,971
(598,260)	(598,260)	Investment Income	(598,260)	(598,260)	0
5,131,995	5,675,260	Interest Payable	5,142,230	5,142,230	0
(4,948,446)	(12,742,947)	Deficit for Year on HRA Services	(11,220,795)	(10,718,824)	501,971
67,919	75,000	REFCUS - Revenue funded from capital	75,000	75,000	0
2,500,000	2,500,000	Contrib to/(Use of) RFFC	2,500,000	2,500,000	0
2,380,528	8,530,888	Contrib to/(Use of) New Build Reserve	8,433,504	7,931,532	(501,972)
0	0	Tfr (fr) to Pensions Reserve	0	0	0
0	1,637,058	Tfr (from)/to CAA re: Voluntary Revenue Provision	212,292	212,292	0
0	0	Tfr (from)/to CAA re: Revaluation	0	0	0
0	0	Tfr (from)/to CAA re: REFUS	0	0	0
0	0	Tfr (from)/to CAA re: Intangible assets	0	0	0
0	0	Tfr (from)/to CAA re: rev. inc. from sale of asset	0	0	0
0	0	HRA Balance	0	0	0
(2,500,000)	(2,500,000)	Balance Brought Forward	(2,500,000)	(2,500,000)	0
(2,500,000)	(2,500,000)	Balance Carried Forward	(2,500,000)	(2,500,000)	0
2019-20					
2020-21					
Analysis					
Borough Housing Services					
(29,570,473)	(29,967,996)	Rent Income - Dwellings	(30,507,420)	(29,977,450)	529,970
(208,349)	(159,003)	Rent Income - Rosebery Hsg Assoc	(212,100)	(208,350)	3,750
(225,551)	(316,830)	Rents - Shops, Buildings etc	(322,533)	(316,830)	5,703
(753,058)	(759,740)	Rents - Garages	(785,572)	(759,740)	25,832
(30,757,431)	(31,203,569)	Total Rent Income	(31,827,625)	(31,262,370)	
(113,577)	(144,180)	Supporting People Grant	(144,180)	(144,180)	0
(1,098,353)	(1,114,559)	Service Charges	(1,136,108)	(1,116,020)	20,088
(15,339)	0	Legal Fees Recovered	(28,840)	(28,840)	0
(53,277)	(506,317)	Service Charges Recovered	(58,769)	(57,409)	1,360
(495,001)	(515,534)	Miscellaneous Income	(537,015)	(533,172)	3,843
(32,532,978)	(33,484,159)	Total Income	(33,732,537)	(33,141,991)	590,546

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GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2021-22 to 2026-27

Ref	Directorate/Service and Capital Scheme name	Approved gross estimate (a) £000	Cumulative spend at 31-03-21 (b) £000	2021-22		Expenditure at P4 (e) £000	Projected exp est by project officer (f) £000	2022-23 Est for year (ii) £000	2023-24 Est for year (iii) £000	2024-25 Est for year (iv) £000	2025-26 Est for year (v) £000	2026-27 Est for year (v) £000	Future years est exp (g) £000	Projected expenditure total (b)+(f)+(g)= (h) £000	Grants / Contributions towards cost of scheme (i) £000	Funded from Reserves (j)	Net cost of scheme (h)-(i)-(j)= (k) £000
				Estimate approved by Council in February (c) £000	Revised estimate (d) £000												
APPROVED SCHEMES																	
COMMUNITY DIRECTORATE																	
General Fund Housing																	
	Disabled Facilities Grants		annual	605	605	219	605	605	605	605	-	1,815	2,420	(806)	-	1,614	
	Better Care Fund		annual	-	-	99	-	-	-	-	-	-	-	-	-	-	
	Home Improvement Assistance		annual	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Solar Energy Loans		annual	-	-	-	-	-	-	-	-	-	-	-	-	-	
	BCF TESH Project		annual	-	-	-	-	-	-	-	-	-	-	-	-	-	
	BCF Prevention grant		annual	-	-	14	-	-	-	-	-	-	-	-	-	-	
	SHIP		annual	-	-	-	-	-	-	-	-	-	-	-	-	-	
	General Grants to HAs		annual	100	100	-	100	100	100	100	-	300	400	-	-	400	
	General feasibility, site preparation costs for affordable housing		annual	120	-	-	-	-	-	-	-	-	-	-	-	-	
	Bright Hill Car Park Site			79	-	-	-	-	-	-	-	-	-	-	-	-	
	Garage Sites-General			163	-	-	-	-	-	-	-	-	-	-	-	-	
	Guildford Park feasibility			-	-	-	-	-	-	-	-	-	-	-	-	-	
	Shawfield			2	-	-	-	-	-	-	-	-	-	-	-	-	
	Site B10b feasibility			2	-	-	-	-	-	-	-	-	-	-	-	-	
	Redevelopment bid 13			193	-	-	-	-	-	-	-	-	-	-	-	-	
	Corporate Property			-	-	-	-	-	-	-	-	-	-	-	-	-	
ED14(e)	Void investment property refurbishment works	570	383	-	172	-	172	-	-	-	-	-	570	-	-	570	
ED14	5 High Street void works	-	-	11	13	-	13	-	-	-	-	-	-	-	-	-	
ED15	1 Midleton void works	-	-	-	2	-	2	-	-	-	-	-	-	-	-	-	
ED14	10 Midleton void works	230	222	-	8	-	8	-	-	-	-	-	230	(100)	-	130	
ED21	Methane gas monitoring system	100	45	51	51	-	51	-	-	-	-	-	100	-	-	100	
ED21a	Methane gas monitoring Depots	-	-	-	4	-	4	-	-	-	-	-	-	-	-	-	
ED22	Energy efficiency compliance - Council owned properties	245	82	163	163	-	163	-	-	-	-	-	245	-	-	245	
ED26	Bridges -Inspections and remedial works	317	201	100	116	2	116	-	-	-	-	-	317	-	-	317	
ED41	The Billings roof	200	29	170	171	3	171	-	-	-	-	-	200	-	-	200	
ED44	Broadwater cottage	319	300	-	19	29	19	-	-	-	-	-	319	-	-	319	
ED45	Gunpowder mills - scheduled ancient monument	222	196	-	26	-	6	-	-	-	-	-	202	-	-	202	
ED51(p)	Guildford House Exhibition lighting	50	-	-	50	51	50	-	-	-	-	-	50	-	-	50	
ED53	Tyting Farm Land-removal of barns and concrete hardstanding	200	143	-	57	0	57	-	-	-	-	-	200	-	-	200	
ED56	Foxenden Tunnels safety works	110	28	-	82	7	82	-	-	-	-	-	110	-	-	110	
ED57	Holy Trinity Church boundary wall	63	52	2	11	0	11	-	-	-	-	-	63	-	-	63	
CP1	SMP Ph1 Calorifer replacement	28	-	28	28	-	28	-	-	-	-	-	28	-	-	28	
CP2	SMP Main pavilion amenity club	50	3	-	47	4	47	-	-	-	-	-	50	-	-	50	
CP3	SMP cricket pavilion	120	4	116	116	20	116	-	-	-	-	-	120	-	-	120	
Office Services																	
COMMUNITY DIRECTORATE TOTAL																	
		2,824	2,126	1,466	1,841	449	1,821	705	705	705	0	0	2,115	5,624	-906		4,718
ENVIRONMENT DIRECTORATE																	
Operational Services																	
OP1/OP	Flood resilience measures (use in conjunction with grant)	445	324	121	121	-	121	-	-	-	-	-	445	-	-	445	
OP5	Mill Lane (Pirbright) Flood Protection Scheme	71	55	16	16	-	16	-	-	-	-	-	71	(19)	-	52	
OP6	Vehicles, Plant & Equipment Replacement Programme	10,665	9,242	566	1,423	799	1,423	-	-	-	-	-	10,665	(26)	-	10,639	
OP26	Merrow lane grille & headwall construction	60	3	57	57	-	57	-	-	-	-	-	60	-	-	60	
OP27	Merrow & Burpham surface water study	15	-	15	15	-	15	-	-	-	-	-	15	-	-	15	
OP28	Crown court CCTV	10	-	10	10	-	10	-	-	-	-	-	10	-	-	10	
OP22	Town Centre CCTV upgrade	250	-	250	250	-	250	-	-	-	-	-	250	-	-	250	
Parks and Leisure																	
PL11	Spectrum Roof replacement	4,000	1,783	151	168	5	168	-	-	-	-	-	3,100	-	-	3,100	
	Spectrum roof - steelwork ph2	-	409	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Spectrum roof - steelwork ph3	-	740	-	-	-	-	-	-	-	-	-	-	-	-	-	
PL15	Infrastructure works: Guildford Commons	150	4	-	2	-	2	-	-	-	-	-	6	-	-	6	
PL15(a)	Infrastructure works: Guildford Commons: Merrow	-	15	-	-	-	-	-	-	-	-	-	15	-	-	15	
PL15(b)	Infrastructure works: Guildford Commons: Shalford	-	129	-	-	-	-	-	-	-	-	-	129	-	-	129	
PL20(c)	Redevelopment of Westborough and Park barn play area	320	-	320	320	-	320	-	-	-	-	-	320	-	-	320	
PL34	Stoke cemetery re-tarmac	47	-	47	47	-	47	-	-	-	-	-	47	-	-	47	
PL35	Woodbridge rd sportsground replace fencing(complete)	280	278	-	3	-	3	-	-	-	-	-	280	-	-	280	
PL42	Pre-sang costs	100	57	-	43	26	23	20	-	-	-	20	100	-	-	100	
PL57	Parks and Countryside - repairs and renewal of paths,roads	295	150	130	145	14	145	-	-	-	-	-	295	-	-	295	
PL58	Shalford Common - regularising car parking/reduction of	121	26	99	95	-	5	30	60	-	-	90	121	-	-	121	
PL60	Traveller encampments	53	-	48	53	-	25	28	-	-	-	28	53	-	-	53	
PL60	Traveller transit site provision	127	-	75	127	-	127	-	-	-	-	-	127	-	127		
ENVIRONMENT TOTAL DIRECTORATE		17,009	13,216	1,905	2,895	845	2,757	78	60	-	-	-	138	16,111	(45)		15,939
FINANCE DIRECTORATE																	

GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2021-22 to 2026-27

Ref	Directorate/Service and Capital Scheme name	Approved gross estimate (a) £000	Cumulative spend at 31-03-21 (b) £000	2021-22		Expenditure at P4 (e) £000	Projected exp est by project officer (f) £000	2022-23 Est for year (ii) £000	2023-24 Est for year (iii) £000	2024-25 Est for year (iv) £000	2025-26 Est for year (v) £000	2026-27 Est for year (v) £000	Future years est exp (g) £000	Projected expenditure total (b)+(f)+(g) = (h) £000	Grants / Contributions towards cost of scheme (i) £000	Funded from Reserves (j)	Net cost of scheme (h)-(i)-(j) = (k) £000
				Estimate approved by Council in February (c) £000	Revised estimate (d) £000												
FS1	Financial Services Capital contingency fund	annual	-	5,000	5,000	-	5,000	5,000	5,000	5,000	-	-	15,000	20,000	-	-	20,000
RESOURCES DIRECTORATE TOTAL		0	0	5,000	5,000	0	5,000	5,000	5,000	5,000	0	0	15,000	20,000	0		20,000
DEVELOPMENT/INCOME GENERATING/COST REDUCTION PROJECTS																	
Development / Infrastructure																	
ED54	Rodboro Buildings - electric theatre through road and parking	450	27	422	423	4	423	-	-	-	-	-	-	450	-	-	450
P5	Walnut Bridge replacement	5,098	2,947	17	2,151	312	2,151	-	-	-	-	-	-	5,098	(2,456)	(950)	1,691
ED32	Internal Estate Road - CLLR Phase 1	11,139	10,913	-	226	32	226	-	-	-	-	-	-	11,139	(5,107)	-	6,032
	SMC(West) Phase 1	4,403	1,567	1,658	2,836	41	200	2,636	-	-	-	-	2,636	4,403	(3,228)	-	1,175
P16	A331 hotspots	3,930	351	500	3,579	0	3,579	-	-	-	-	-	-	3,930	(2,939)	-	991
P14	Town Centre Approaches	1,033	453	400	580	382	580	-	-	-	-	-	-	1,033	(700)	-	333
P22	Ash Bridge Land acquisition	120	104	-	16	4	16	-	-	-	-	-	-	120	-	-	120
P21	Ash Road Bridge	33,770	2,780	19,697	10,525	361	10,525	20,165	300	-	-	-	20,465	33,770	(30,400)	-	3,370
P21	Ash Road Footbridge	500	29	279	180	3	180	255	36	-	-	-	291	500	-	-	500
P11	Guildford West (PB) station	500	-	500	500	-	500	-	-	-	-	-	-	500	-	-	500
Development Financial																	
	Investment in North Downs Housing (60%)	15,180	11,142	1,682	4,038	1,408	4,038	-	-	-	-	-	-	15,180	-	-	15,180
	Equity shares in Guildford Holdings Ltd (40%)	10,120	7,433	1,117	2,687	942	2,687	-	-	-	-	-	-	10,120	-	-	10,120
ED49	Middleton Ind Est Redevelopment	9,350	5,319	3,700	4,031	2,176	4,031	-	-	-	-	-	-	9,350	-	-	9,350
P12	Property acquisitions	33,520	8,309	25,000	25,211	27	25,211	-	-	-	-	-	-	33,520	-	-	33,520
PL9	Rebuild Crematorium	11,822	10,909	-	127	16	127	-	-	-	-	-	-	11,036	-	-	11,036
ED27	North Street Development / Guild Town Centre regeneration	1,477	1,137	-	340	76	340	-	-	-	-	-	-	1,477	(50)	-	1,427
P22	Guildford Economic Regeneration (GER) Programme	1,100	-	1,100	1,100	-	1,100	-	-	-	-	-	-	1,100	-	-	1,100
ED6	Slyfield Area Regeneration Project (SARP)	31,259	8,420	2,211	-	1,504	-	3,005	3,436	-	-	-	6,441	31,459	(4,078)	-	27,381
ED6	WUV - Allotment relocation	200	612	-	-	557	-	-	-	-	-	-	-	-	-	-	-
ED6	WUV - Int roads, Site clearance	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ED6	WUV - New GBC Depot	2,480	59	-	2,421	413	2,421	-	-	-	-	-	-	2,480	-	-	2,480
ED6	WUV - Thames Water relocation	-	14,895	-	-	712	-	-	-	-	-	-	-	-	-	-	-
ED6	WUV - Land Purchase	-	1,091	-	-	-	-	-	-	-	-	-	-	-	-	-	-
DEVELOPMENT/INCOME GENERATING/COST REDUCTION		177,451	88,497	58,283	60,970	8,971	58,334	26,061	3,772	0	0	0	29,833	176,664	-48,958	-950	126,756
APPROVED SCHEMES TOTAL		197,283	103,839	66,654	70,705	10,264	67,911	31,844	9,537	5,705	0	0	47,086	218,398	-49,909	-950	167,412
non-development projects total		19,833	15,342	8,371	9,735	1,294	9,577	5,783	5,765	5,705	0	0	17,253	41,734	-951	0	40,656
development/infrastructure - non-financial benefit		60,943	19,171	23,473	21,015	1,140	18,379	23,056	336	0	0	0	23,392	60,942	-44,829	-950	15,162
development- financial benefit		116,508	69,326	34,810	39,955	7,831	39,955	3,005	3,436	0	0	0	6,441	115,722	-4,128	0	111,594
TOTAL		197,283	103,839	66,654	70,705	10,264	67,911	31,844	9,537	5,705	0	0	47,086	218,398	-49,909	-950	167,412
SUMMARY																	
APPROVED SCHEMES - TOTAL		197,283	103,839	66,654	70,705	10,264	67,911	31,844	9,537	5,705	-	-	47,086	218,398	(49,909)		167,412
GRAND TOTAL		197,283	103,839	66,654	70,705	10,264	67,911	31,844	9,537	5,705	-	-	47,086	218,398	(49,909)		167,412

GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2021-22 to 2026-27

Ref	Directorate / Service Units Capital Schemes	Gross estimate approved by Executive (a)	Cumulative spend at 31-03-21 (b)	2021-22		Revised estimate (e)	Expenditure at P4 (f)	Projected exp est by project officer (g)	2022-23 Est for year (i)	2023-24 Est for year (ii)	2024-25 Est for year (iii)	2025-26 Est for year (iv)	2026-27 Est for year (v)	Future years estimated expenditure (h)	Projected expenditure total (b)+(g)+(h)=(i) (j)	Grants or Contributions towards cost of scheme (k)	Net total cost of scheme to the Council (i) - (j) = (k) (l)
				Estimate approved by Council in February (c)	Estimate approved by Council in February (d)												
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
PROVISIONAL SCHEMES (schemes approved in principle; further report to the Executive required)																	
COMMUNITY DIRECTORATE																	
Corporate Property																	
ED21(P)	Methane gas monitoring system	150	-	-	-	-	-	-	150	-	-	-	-	150	150	-	150
ED22(P)	Energy efficiency compliance - Council owned properties	950	-	-	-	-	-	-	950	-	-	-	-	950	950	-	950
ED26(P)	Bridges	370	-	370	370	-	-	370	-	-	-	-	-	-	370	-	370
ED48(p)	Westfield/Moorfield rd resurfacing	3,152	-	-	-	-	-	-	3,152	-	-	-	-	3,152	3,152	-	3,152
ED56(p)	Land to the rear of 39-42 Castle Street	10	-	-	-	-	-	-	10	-	-	-	-	10	10	-	10
CP5	Energy & CO2 reduction in Council non HRA properties	2,268	-	768	768	-	-	768	500	500	500	-	-	1,500	2,268	-	2,268
Office Services																	
BS3(p)	Millmead House - M&E plant renewal	33	-	-	-	-	-	-	33	-	-	-	-	33	33	-	33
COMMUNITY DIRECTORATE TOTAL		6,933	-	1,138	1,138	-	-	1,138	543	4,752	500	-	-	5,795	6,933	-	6,933
ENVIRONMENT DIRECTORATE																	
Operational Services																	
OP5(P)	Mill Lane (Pirbright) Flood Protection Scheme	200	-	-	-	-	-	-	200	-	-	-	-	200	200	(20)	180
OP6(P)	Vehicles, Plant & Equipment Replacement Programme	780	-	780	780	-	-	780	-	-	-	-	-	-	780	-	780
OP21(P)	Surface water management plan	200	-	-	-	-	-	-	200	-	-	-	-	200	200	-	200
Parks and Leisure																	
PL16(P)	New burial grounds - acquisition & development	88	38	30	50	-	-	50	-	-	-	-	-	-	88	-	88
PL18(P)	Refurbishment / rebuild Sutherland Memorial Park Pavilion	150	-	-	-	-	-	-	-	-	150	-	-	150	150	-	150
PL41(P)	Stoke pk office accommodation & storage buildings	665	-	-	-	-	-	-	-	-	665	-	-	665	665	-	665
PL45(p)	Stoke Pk gardens water feature refurb	40	-	40	40	-	-	-	40	-	-	-	-	40	40	(29)	11
PL56(p)	Stoke Park Masterplan enabling costs	500	-	200	250	-	-	250	350	150	-	-	-	500	500	-	500
PL57(p)	Parks and Countryside - repairs and renewal of paths, roads and	1,442	-	992	1,042	-	-	192	250	250	250	250	250	1,250	1,442	-	1,442
PL58(p)	Sports pavilions - replace water heaters	154	-	42	70	-	-	-	-	-	154	-	-	154	154	-	154
PL59(p)	Millmead fish pass	60	-	60	60	-	-	-	60	-	-	-	-	60	60	-	60
ENVIRONMENT DIRECTORATE TOTAL		4,279	38	2,144	2,292	-	-	1,022	700	800	1,219	250	250	3,219	4,279	(49)	4,230
DEVELOPMENT/INCOME GENERATING/COST REDUCTION PROJECTS																	
Development / Infrastructure																	
Investment in North Downs Housing		30,100	-	5,518	5,518	-	-	5,518	12,539	-	-	-	-	12,539	18,057	-	18,057
Equity shares in Guildford Holdings Ltd		-	-	3,683	3,683	-	-	3,683	8,360	-	-	-	-	8,360	12,043	-	12,043
P10(p)	Sustainable Movement Corridor	6,045	-	-	-	-	-	-	-	6,045	-	-	-	6,045	6,045	-	6,045
P11(p)	Guildford West (PB) station	4,700	-	1,000	1,000	-	-	1,000	2,000	1,700	-	-	-	3,700	4,700	-	4,700
P14(p)	Guildford Gytratory & approaches	10,967	-	-	-	-	-	-	-	-	10,967	-	-	10,967	10,967	(5,000)	5,967
P17(p)	Bus station relocation	500	-	-	-	-	-	-	-	500	-	-	-	500	500	-	500
P21(p)	Ash Road Footbridge	4,521	-	4,521	4,521	-	-	-	183	4,288	50	-	-	4,521	4,521	(2,500)	2,021
Development Financial																	
ED49(p)	Redevelop Midleton industrial estate	5,557	-	5,557	5,557	-	-	5,557	-	-	-	-	-	-	5,557	-	5,557
PL51(p)	Stoke Park - Home Farm Redevelopment	4,000	-	-	-	-	-	-	-	-	4,000	-	-	4,000	4,000	-	4,000
ED16(P)	Slyfield Area Regeneration Project (SARP) (GBC share)	289,869	-	26,136	26,136	-	-	26,136	69,012	34,206	40,112	34,881	24,342	263,733	289,869	(52,300)	237,569
ED38(P)	North Street development	1,500	-	1,000	1,000	-	-	-	-	-	1,500	-	-	1,500	1,500	-	1,500
HC4(p)	Bright Hill Development	13,500	-	680	680	-	-	680	5,000	7,000	820	-	-	12,820	13,500	-	13,500
P12(p)	Property acquisitions	38,292	-	28,292	28,292	-	-	-	28,292	10,000	-	-	-	38,292	38,292	-	38,292
OPMENT/INCOME GENERATING/COST REDUCTION PROJECTS TOTAL		409,551	-	76,387	76,387	-	-	42,574	125,203	53,089	68,232	34,931	24,342	366,977	409,551	(59,800)	349,751
PROVISIONAL SCHEMES - GRAND TOTALS		420,763	38	79,669	79,817	-	-	44,734	126,446	58,641	69,951	35,181	24,592	375,991	420,763	(59,849)	360,914
non development projects																	
development/infrastructure - non-financial benefit		11,212	38	3,282	3,430	-	-	2,160	1,243	5,552	1,719	250	250	9,014	11,212	(49)	11,163
development- financial benefit		56,833	0	14,722	14,722	0	0	10,201	22,899	1,883	21,800	50	0	46,832	56,833	-7,500	49,333
TOTAL		352,718	0	61,665	61,665	0	0	32,373	102,304	51,206	46,432	34,881	24,342	320,346	352,718	-52,300	300,418
TOTAL		420,763	38	79,669	79,817	0	0	44,734	126,446	58,641	69,951	35,181	24,592	375,991	420,763	(59,849)	360,914
SUMMARY																	
PROVISIONAL SCHEMES - TOTAL		420,763	38	79,669	79,817	-	-	44,734	126,446	58,641	69,951	35,181	24,592	375,991	420,763	(59,849)	360,914
GRAND TOTAL		420,763	38	79,669	79,817	-	-	44,734	126,446	58,641	69,951	35,181	24,592	375,991	420,763	(59,849)	360,914

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GENERAL FUND CAPITAL PROGRAMME - S106 ESTIMATED EXPENDITURE 2021-22 to 2025-26

Ref	Service Units / Capital Schemes	Approved gross estimate	Cumulative spend at 31-03-21	2021-22 Estimate approved by Council in February	Revised estimate	Expenditure at P4	Projected exp est by project officer	2022-23 Est for year	2023-24 Est for year	2024-25 Est for year	2025-26 Est for year	2026-27 Est for year	Future years est exp	Projected expenditure total	Grants / Contributions towards cost of scheme	Net cost of scheme
		(a)	(b)	(c)	(d)	(e)	(f)	(i)	(ii)	(iii)	(iv)	(v)	(g)	(b)+(f)+(g) = (h)	(i)	(h)-(i)
		£000	£000	£000		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
	APPROVED SCHEMES (fully funded from S106 contributions)															
	ENVIRONMENT DIRECTORATE															
	Operational Services															
	Parks and Leisure															
S-PL36	Gunpowder mills - signage, access and woodland imp	36	22	-	14	-	5	9	-	-	-	-	9	36	(36)	-
S-PL38	Chantry Wood Campsite	36		-	36	-	-	36	-	-	-	-	36	36	(36)	-
S-PL51	Foxenden Quarry	101	3		98	-	98							101	(101)	
S-PL47	Fir Tree Garden	28	4	-	24	-	24							28	(28)	
S-PL48	Boardwalk Heathfield Nature Reserve	13			13	-	-	13					13	13	(13)	
S-PL49	Waterside Playarea Muti Unit	30			30	28	30						-	30	(30)	
S-PL50	Albury Playground Equip (PC)	23	17		5	-	5						-	23	(23)	
S-PL51	Lido Road Car Par	5			5	3	5						-	5	(5)	
S-PL52	West Horsley (PC) Planters	10			10	10	10						-	10	(10)	
	ENVIRONMENT DIRECTORATE TOTAL	282	46	-	235	41	177	58	-	-	-	-	58	281	(282)	-
	APPROVED S106 SCHEMES TOTAL	282	46	-	235	41	177	58	-	-	-	-	58	281	(282)	-

SUMMARY	
APPROVED S106 SCHEMES - TOTAL	
GRAND TOTAL	

46	-	235	41	177	58	-	-	-	-	-	58	281	(282)	-
46	-	235	41	177	58	-	-	-	-	-	58	281	(282)	-

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GENERAL FUND CAPITAL SCHEMES - PROJECTS FUNDED VIA RESERVES: ESTIMATED EXPENDITUR

Item No.	Projects & Sources of Funding	Approved gross estimate	Cumulative spend at 31-03-21	2021-22 Estimate approved by Council in February	Revised estimate	Expenditure at P4	Projected exp est by project officer	2022-23 Est for year	2023-24 Est for year	2024-25 Est for year	2025-26 Est for year	2026-27 Est for year	Future years est exp	Projected expenditure total
		(a)	(b)	(c)		(e)	(f)	(i)	(ii)	(iii)	(iv)	(v)	(g)	(b)+(f)+(g) = (h)
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
	COMMUNITY DIRECTORATE													
	<u>ENERGY PROJECTS per SALIX RESERVE:(PR220)</u>			-		-	-	-	-	-	-	-	-	-
R-EN12	LED lighting	44		-	44	-	44	-	-	-	-	-	-	44
R-EN13	ASHP CAB (no longer reqd)	28		28	28	-	28	-	-	-	-	-	-	28
R-EN14	MILLMEAD HOUSE & FARNHAM ROAD CP - PV	192	70		122	92	122	-	-	-	-	-	-	192
R-EN15	FARNHAM ROAD CP- PV													
	<u>ENERGY PROJECTS per GBC INVEST TO SAVE RESERVE:</u>													
	GBC 'Invest to Save' energy projects (to be repaid in line			-	-	-	-	-	-	-	-	-	-	-
R-EN14	SMP - air source heat pump	28	1	27	27	-	27	-	-	-	-	-	-	28
	ENERGY RESERVES TOTAL	292	71	55	221	92	221	-	-	-	-	-	-	292
	FINANCE DIRECTORATE													
	<u>INFORMATION TECHNOLOGY - IT Renewals Reserve (PR265) : approved annually</u>													
	Hardware / software budget	500		500	500	-	500	500	500	-	-	-	1,000	1,500
R-IT2	Hardware	annual	annual	-	-	-	-	-	-	-	-	-	-	-
R-IT2	Software	annual	annual	-	-	26	-	-	-	-	-	-	-	-
R-IT3	IDOX Acolaid to Uniform	275		-	275		275	-	-	-	-	-	-	275
R-IT4	LCTS alternative	56		-	56		56	-	-	-	-	-	-	56
	IT RENEWALS RESERVE TOTAL	831	-	500	831	26	831	500	500	-	-	-	1,000	1,831
	ENVIRONMENT DIRECTORATE													
	SPECTRUM RESERVE													
R-S14	Spectrum schemes (to be agreed with Freedom Leisure)	700	168	-	532	-	532	-	-	-	-	-	-	700
	Spectrum - Retaining Wall													
	SPECTRUM RESERVE TOTAL	700	168	-	532	-	532	-	-	-	-	-	-	700
	CAR PARKS RESERVE													
R-CP1	Car parks - install/replace pay-on-foot equipment	1,170	240	930	930	-	930	-	-	-	-	-	-	1,170
	Car Parks - Lighting & Electrical improvements:													
R-CP14	Lift replacement (PR000293)	841	676	-	165	40	165	-	-	-	-	-	-	841
R-CP17	Leapale rd MSCP drainage (PR000433)	90	26	-	64	-	8	-	-	-	-	-	-	34
R-CP19	Structural works to MSCP	300	50	100	250	-	250	-	-	-	-	-	-	300
R-CP20	MSCP- Deck surface replacement & barriers	652	526	-	126	-	126	-	-	-	-	-	-	652
R-CP21	Additional barriers Farnham Rd	15		-	15	-	15	-	-	-	-	-	-	15
R-CP22	Deck surface replacement (stair cores)Farnham Rd	70		-	70	-	70	-	-	-	-	-	-	70
R-CP23	Deck surface replacement Leapale Rd	400	8	390	393	129	393	-	-	-	-	-	-	400
R-CP25	Structural repairs roof turret timbers Castle St	60		-	60	-	60	-	-	-	-	-	-	60
	CAR PARKS RESERVE TOTAL	3,598	1,526	1,420	2,072	168	2,016	-	-	-	-	-	-	3,542

Appendix 7

Agenda item number: 7

GENERAL FUND CAPITAL SCHEMES - PROJECTS FUNDED VIA RESERVES: ESTIMATED EXPENDITURE

Item No.	Projects & Sources of Funding	Approved gross estimate	Cumulative spend at 31-03-21	2021-22 Estimate approved by Council in February	Revised estimate	Expenditure at P4	Projected exp est by project officer	2022-23 Est for year	2023-24 Est for year	2024-25 Est for year	2025-26 Est for year	2026-27 Est for year	Future years est exp	Projected expenditure total
		(a)	(b)	(c)		(e)	(f)	(i)	(ii)	(iii)	(iv)	(v)	(g)	(b)+(f)+(g)
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
	SPA RESERVE :													
	SPA schemes (various)	100	annual	-	151	-	151	-	-	-	-	-	-	151
R-SPA1	Chantry Woods					-	-							
R-SPA2	Effingham					-	-							
R-SPA3	Lakeside					-	-							
R-SPA4	Riverside					-	-							
R-SPA5	Parsonage					-	-							
	SPA RESERVE TOTAL	100	-	-	151	-	151	-	-	-	-	-	-	151
	GRAND TOTALS	5,521	1,765	1,975	3,807	287	3,751	500	500	-	-	-	1,000	6,516

Agenda item number: 7
Appendix 7

GENERAL FUND CAPITAL PROGRAMME : SUMMARY OF RESOURCES AND FINANCIAL IMPLICATIONS

1.0 AVAILABILITY OF RESOURCES - NOTES :

1.1 The following balances have been calculated taking account of estimated expenditure on the approved capital schemes

1.2 The actuals for 2020-21 have not been audited.

1.3 Funding assumptions:

1. All capital expenditure will be funded in the first instance from available capital receipts and the General Fund capital programme reserve.
2. Once the above resources have been exhausted in any given year, the balance of expenditure will be financed from borrowing, both internally and externally, depending upon the Council's financial situation at the time.

1.4 These projections are based on estimated project costs, some of which will be 'firmed up' in due course. Any variations to the estimates and the phasing of expenditure will affect year on year funding projections.

2.0 Capital receipts - Balances (T01001)

	2020-21 Actuals £000	2021-22 Budget £000	2021-22 Est Outturn £000	2022-23 Estimate £000	2023-24 Estimate £000	2024-25 Estimate £000	2025-26 Estimate £000	2026-27 Estimate £000
Balance as at 1 April	95	95	112	0	0	0	0	21,641
Add estimated usable receipts in year	2,571	0	50	0	0	0	21,641	27,117
Less applied re funding of capital schemes	-2,554	-95	-162	0	0	0	0	0
Balance after funding capital expenditure as at 31 March	112	0	0	0	0	0	21,641	48,758

Balance after funding capital expenditure as at 31 March

GENERAL FUND CAPITAL PROGRAMME : SUMMARY OF RESOURCES AND FINANCIAL IMPLICATIONS

during year = outturn (col v, actual = col u)

3.0 Capital expenditure and funding - summary

Estimated capital expenditure

Main programme - approved
Main programme - provisional
s106
Reserves
GF Housing

Total estimated capital expenditure

To be funded by:

Capital receipts (per 2.above)
Contributions
R.C.C.O.:
Other reserves

Balance of funding to be met from (i) the Capital Reserve, and (ii) borrowing

Total funding required

	2020-21 Actuals £000	2021-22 Budget £000	2021-22 Est Outturn £000	2022-23 Estimate £000	2023-24 Estimate £000	2024-25 Estimate £000	2025-26 Estimate £000	2026-27 Estimate £000
Main programme - approved	27,710	66,654	67,911	31,844	9,537	5,705	0	0
Main programme - provisional s106	0	79,669	44,734	126,446	58,641	69,951	35,181	24,592
Reserves	81	0	177	58	0	0	0	0
GF Housing	1,649	1,975	3,751	500	500	0	0	0
	0	0	0	0	0	0	0	0
Total estimated capital expenditure	29,440	148,298	116,573	158,848	68,678	75,656	35,181	24,592
To be funded by:								
Capital receipts (per 2.above)	-2,554	-95	-162	0	0	0	0	0
Contributions	-7,070	-51,415	-40,251	-25,910	-5,600	-6,620	0	0
<u>R.C.C.O.:</u>								
Other reserves	-6,164	-2,195	-4,474	-720	-720	-220	0	0
	0	0	0	0	0	0	0	0
	-15,787	-53,705	-44,887	-26,630	-6,320	-6,840	0	0
Balance of funding to be met from (i) the Capital Reserve, and (ii) borrowing	-13,653	-94,593	-71,686	-132,218	-62,358	-68,816	-35,181	-24,592
Total funding required	-29,440	-148,298	-116,573	-158,848	-68,678	-75,656	-35,181	-24,592

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4.0 General Fund Capital Schemes Reserve (U01030)

Balance as at 1 April
Add: General Fund Revenue Budget variations
Contribution from revenue

Less: Applied re funding of capital programme

Balance after funding capital expenditure etc.as at 31 March

	2020-21 Actuals £000	2021-22 Budget £000	2021-22 Est Outturn £000	2022-23 Estimate £000	2023-24 Estimate £000	2024-25 Estimate £000	2025-26 Estimate £000	2026-27 Estimate £000
Balance as at 1 April	600	0	0	0	0	0	0	0
Add: General Fund Revenue Budget variations	0	0	0	0	0	0	0	0
Contribution from revenue	0	0	0	0	0	0	0	0
	600	0	0	0	0	0	0	0
Less: Applied re funding of capital programme	-600	0	0	0	0	0	0	0
Balance after funding capital expenditure etc.as at 31 March	0	0	0	0	0	0	0	0

Estimated shortfall at year-end to be funded from borrowing

	13,053	94,593	71,686	132,218	62,358	68,816	35,181	24,592
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GENERAL FUND CAPITAL PROGRAMME : SUMMARY OF RESOURCES AND FINANCIAL IMPLICATIONS

5.0 Housing capital receipts (pre 2013-14) - estimated availability/usage for Housing, Affordable Housing and Regeneration projects - GBC policy	2020-21 Actuals £000	2021-22 Budget £000	2021-22 Est Outturn £000	2022-23 Estimate £000	2023-24 Estimate £000	2024-25 Estimate £000	2025-26 Estimate £000	2026-27 Estimate £000
Balance as at 1 April (T01008)	3,618	0	-0	-0	0	0	0	0
Add: Estimated receipts in year	0	0	0	0	0	0	0	0
Less: Applied re Housing (General Fund) capital programme	0	0	0	0	0	0	0	0
Less: Applied re Housing company	-3,618	0	0	0	0	0	0	0
	-0	0	-0	0	0	0	0	0
Less: Applied on regeneration schemes	0	0	0	0	0	0	0	0
Housing receipts - estimated balance in hand at year end	-0	0	-0	0	0	0	0	0

5.1 Housing capital receipts (post 2013-14) - estimated availability/usage for Housing, Affordable Housing and Regeneration projects only (statutory (impact CFR))	2020-21 Actuals £000	2021-22 Budget £000	2021-22 Est Outturn £000	2022-23 Estimate £000	2023-24 Estimate £000	2024-25 Estimate £000	2025-26 Estimate £000	2026-27 Estimate £000
Balance as at 1 April (T01012)	0	0	0	0	0	0	0	0
Add: Estimated receipts in year	544	289	502	289	292	295	298	301
Less: Applied re Housing (General Fund) capital programme	-123	-220	-100	-220	-220	-220	-220	-220
Less: Applied re Housing Improvement programme	-421	-69	-402	-69	-72	-75	-78	-81
	0	0	0	0	0	0	0	0
Less: Applied on regeneration schemes	0	0	0	0	0	0	0	0
Housing receipts - estimated balance in hand	0	0	0	0	0	0	0	0

Total £'000s

6.1 Estimated annual borrowing requirement	13,053	94,593	71,686	132,218	62,358	68,816	35,181	24,592	394,851
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GUILDFORD B.C. - HOUSING INVESTMENT PROGRAMME 2021-22 to 2026-27: HRA APPROVED PROGRAMME

	Project Budget £000	2020-21 Actual £000	Project Spend at 31-03-21 £000	2021-22 Estimate £000	Carry Forward £000	2021-22 Revised Estimate £000	Expenditure as at P4 £000	2021-22 Projected Outturn £000	2022-23 Estimate £000	2023-24 Estimate £000	2024-25 Estimate £000	2025-26 Estimate £000	2026-27 Estimate £000	Total Project Exp £000
Acquisition of Land & Buildings	15,900	5,276	7,414	4,800	86	4,886	886	4,886	1,800	1,800	0	0	0	15,900
New Build														
Appletree pub site	3,200	18	3,502	0	0	0	49	49	0	0	0	0	0	3,550
Fire Station/Ladymead	2,000	17	1,917	0	83	83	41	41	0	0	0	0	0	1,957
Guildford Park	75	0	75	0	0	0			0	0	0	0	0	75
Guildford Park (from GF)	6,500	3,148	3,148	2,806	546	3,352	50	660	650	2,042	0	0	0	6,500
Bright Hill	500	0	0	0	500	500	3	65	435	0	0	0	0	500
Foxburrows Redevelopment	533			0	533	533	0	533	0	0	0	0	0	533
Shawfield Redevelopment	300	4	4	0	296	296	0	0	296					300
Various small sites & feasibility/Site preparation	1,000		0	0	0	0	0	0	0	0	1,000	0	0	1,000
Pipeline projects:	9,425	61	115	3,325	2,285	5,610	0	300	7,135	1,875	0	0	0	9,425
Manor House Flats							9							
Banders Rise							1							
Station Road East							2							
Dunmore Garden Land							1							
Clover Road Garages							15							
Rapleys Field							0							
Georgelands 108							1							
27 Broomfield							2							
17 Wharf Lane							1							
Schemes to promote Home-Ownership								0						
Equity Share Re-purchases	annual	458	annual	400	0	400	0	400	400	400	400	400	0	annual
Major Repairs & Improvements				6,582	2,618	9,200		0						
Retentions & minor carry forwards	annual	0	annual				0	0						annual
Modern Homes - Kitchens, Bathrooms & Void refurb	annual	971	annual				369	3,191						annual
Doors and Windows	annual	241	annual				12	856						annual
Structural/Roof	annual	307	annual				20	1,053						annual
Energy efficiency: Central heating/Lighting	annual	1,262	annual				182	1,351						annual
General	annual	880	annual				319	2,749						annual
Grants														
Cash Incentive Scheme	annual	0	annual	75	0	75	0	75						annual
TOTAL APPROVED SCHEMES	39,433	12,643	16,174	17,988	6,948	24,936	1,961	16,208	10,716	6,117	1,400	400	0	39,740

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GUILDFORD B.C. - HOUSING INVESTMENT PROGRAMME 2020-21 to 2026-27: HRA PROVISIONAL PROGRAMME

	Project Budget	2020-21 Actual	Project Spend at 31-03-21	2021-22 Estimate	Carry Forward	2021-22 Revised Estimate	2021-22 Projected Outturn	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	2025-26 Estimate	2026-27 Estimate	Total Project Exp
	£000	£000	£000	£000		£000	£000	£000	£000	£000	£000	£000	£000
Acquisition of Land & Buildings	7,000	0	0	0		0	0	3,000	4,000	0	0	0	7,000
New Build													
Guildford Park	16,000	0	1,225	14,499	250	14,749	0	26	14,749	0	0	0	16,000
Guildford Park (from GF)	23,125			4,380		4,380	0	0	4,380	11,625	7,120	0	23,125
Bright Hill	3,000	0	0	3,000	0	3,000	0	3,000	0	0	0	0	3,000
Slyfield (25/26 £5m; 26/27 £44m)	1,000	0	0	0	0	0	0	1,000	0	0	0	0	1,000
Foxburrows Redevelopment	10,124			9,058		9,058	0	9,058	1,066	0	0	0	10,124
Shawfield Redevelopment	3,000			2,500		2,500	0	2,500	500	0	0	0	3,000
Major Repairs & Improvements													
Major Repairs & Improvements	annual		annual	0		0	0	5,500	5,500	5,500	5,500	5,500	annual
Retentions & minor carry forwards	annual		annual										annual
Modern Homes: Kitchens and bathrooms	annual		annual										annual
Doors and Windows	annual		annual										annual
Structural	annual		annual										annual
Energy efficiency: Central heating	annual		annual										annual
General	annual		annual										annual
Grants													
Cash Incentive Scheme	annual		annual	0			0	75	75	75	75	75	annual
Total Expenditure to be financed	63,249	0	1,225	33,437	250	33,687	0	24,159	30,270	17,200	12,695	5,575	63,249

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GUILDFORD B.C. - HOUSING INVESTMENT PROGRAMME 2021-22 to 2026-27: HRA RESOURCES AND FUNDING STATEMENT

	2020-21 Actual	2021-22 Estimate	2021-22 Projected Outturn	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	2025-26 Estimate	2026-27 Estimate
	£000	£000	£000	£000	£000	£000	£000	£000
EXPENDITURE								
Approved programme	12,685	17,988	16,208	10,716	6,117	1,400	400	0
Provisional programme	0	33,437	0	24,159	30,270	17,200	12,695	5,575
Total Expenditure	12,685	51,425	16,208	34,875	36,387	18,600	13,095	5,575
FINANCING OF PROGRAMME								
Capital Receipts	421	400	402	400	400	400	400	0
1-4-1 receipts	2,186	13,310	2,613	8,670	9,124	3,788	2,136	0
Contribution from Housing Revenue a/c (re cash incentives)	0	75	75	75	75	75	75	75
Future Capital Programme reserve	0	0	0	0	0	0	0	0
Major Repairs Reserve	3,662	6,582	9,200	5,500	5,500	5,500	5,500	5,500
New Build Reserve	4,818	31,058	3,920	20,230	21,288	8,838	4,984	0
Grants and Contributions	1,599	0	0	0	0	0	0	0
Total Financing (= Total Expenditure)	12,685	51,425	16,209	34,875	36,387	18,600	13,095	5,575

RESERVES - BALANCES

	2020-21 Actual	2021-22 Estimate	2021-22 Projected Outturn	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	2025-26 Estimate	2026-27 Estimate
	£000	£000	£000	£000	£000	£000	£000	£000
Reserve for Future Capital Programme (U01035)								
Balance b/f	35,829	38,329	38,329	40,829	43,329	45,829	48,329	50,829
Contribution in year	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Used in year	0	0	0	0	0	0	0	0
Balance c/f	38,329	40,829	40,829	43,329	45,829	48,329	50,829	53,329
Major Repairs Reserve (U01036)								
Balance b/f	9,852	8,526	6,190	2,625	2,760	2,760	2,760	2,760
Contribution in year	0	5,500	5,635	5,635	5,500	5,500	5,500	5,500
Used in Year	-3,662	-6,582	-9,200	-5,500	-5,500	-5,500	-5,500	-5,500
Balance c/f	6,190	7,444	2,625	2,760	2,760	2,760	2,760	2,760
New Build Reserve (U01069)								
Balance b/f	56,112	54,634	51,295	55,616	43,792	31,077	30,985	34,922
Contribution in year	0	8,406	8,241	8,406	8,574	8,746	8,921	9,099
Used in Year	-4,818	-31,058	-3,920	-20,230	-21,288	-8,838	-4,984	0
Balance c/f	51,295	31,982	55,616	43,792	31,077	30,985	34,922	44,021
Usable Capital Receipts: 1-4-1 receipts (T01011)								
Balance b/f	6,004	7,657	4,526	2,621	-3,440	-9,679	-10,705	-10,000
Contribution in year	708	2,609	708	2,609	2,884	2,762	2,841	2,898
Repayment in year	0	0	0	0	0	0	0	0
Used in Year	-2,186	-13,310	-2,613	-8,670	-9,124	-3,788	-2,136	0

Balance c/f	4,526	-3,044	2,621	-3,440	-9,679	-10,705	-10,000	-7,102
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Note: a contribution to this reserve is dependent on the number of RTB sales in the year determined in the HRA self financing model. There are many variables to the calculation of the 1:4:1 contribution. As an estimate, I have used a model provided by Sector which is based on our assumption of RTB sales

Usable Capital Receipts - HRA Debt Repayment (T01010)

Balance b/f	4,216	4,243	4,262	4,308	4,969	5,652	6,357	7,085
Contribution in year	46	661	46	661	683	705	728	752
Used in Year	0	0	0	0	0	0	0	0
Balance c/f	4,262	4,904	4,308	4,969	5,652	6,357	7,085	7,837

Note: each RTB sale generates a contribution to this reserve toward debt repayment determined in the HRA self financing model. A small number of sales are anticipated each year.

Usable Capital Receipts - pre 2013-14 (T01008)

Balance b/f	3,618	2,260	-0	-0	0	0	0	0
Contribution in year	0	0	0	0	0	0	0	0
Used in Year (HRA = above)	0	0	0	0	0	0	0	0
Used in Year (GF Housing Co)	-3,618	0	0	0	0	0	0	0
Used in Year (GF Housing - DFG)	0	0	0	0	0	0	0	0
Balance c/f	-0	2,260	-0	0	0	0	0	0

Note: Can only be used for HRA capital expenditure, affordable housing and regeneration schemes as set by GBC policy

Usable Capital Receipts - post 2013-14 (T01012)

Balance b/f	0	0	-0	-0	-0	-0	-0	-0
Contribution in year	542	289	502	289	292	295	298	298
Used in Year (HRA = above)	-419	-69	-402	-69	-72	-75	-78	-475
Used in Year (GF Housing)	-123	-220	-100	-220	-220	-220	-220	-220
Balance c/f	-0	0	-0	-0	-0	-0	-0	-397

Note: Can only be used for HRA capital expenditure, affordable housing and regeneration schemes as set by the Government

Use of Right to Buy Receipts Monitoring

Scheme	2021-22 £000		Carry Forwards from 2020-21	2021-22		Projected Outturn Spend 31.3.22	Difference	% Slippage	Future Years Budgets (All Years)		
	Approved	Provisional		TOTAL Budget (Approved & Provisional)	Forecasted spend @ P4 Monitoring				Approved	Provisional	TOTAL Future years (All years)
Acquisition of Land & Buildings	4,800		86	4,886	886	4,886	0	0%	3,600	7,000	10,600
New Build Programme											
Guildford Park		14,499	250	14,749	0	0	-14,749	100%	0	14,775	14,775
Guildford Park - moved from GF	2,806	4,380	546	7,732	50	660	-7,072	91%	2,692	23,125	25,817
Appletree pub site	0		0	0	49	49	49	0%	0		0
Fire Station/Ladymead	0		83	83	41	41	-43	51%	0		0
Bright Hill	0	3,000	500	3,500	3	65	-3,435	98%	435	3,000	3,435
Weyside Urban Village									0	1,000	1,000
Various small sites & feasibility/Site preparation	0			0	0	0	0		1,000		1,000
Pipeline projects:	3,325		2,285	5,610	0	300	-5,310	95%	9,010		9,010
Manor House Flats											
Banders Rise											
Station Road East											
Dunmore Garden Land											
Clover Road Garages											
Rapleys Field											
Georgelands 108											
27 Broomfield											
17 Wharf Lane											
Foxburrows Redevelopment	0	9,058	533	9,591	0	533	-9,058	94%	0	10,124	10,124
Shawfield Redevelopment	0	2,500	296	2,796	0	0	-2,796	100%	296	3,000	3,296
Equity Share repurchases	400			400	0	400	0	0%	1,600		1,600
SUB TOTAL Housing Investment Prog (HIP)	11,331	33,437	4,580	49,348	1,059	6,933	-42,414	86%	18,633	62,024	80,657
Major repairs and improvements	6,582		2,618	9,200	902	9,200	0	0%	0	27,500	27,500
HRA cash incentive grants	75			75	0	75	0	0%	0	375	375
TOTAL HRA Capital Programme	17,988	33,437	7,198	58,623	1,961	16,208	-42,414	72%	18,633	89,899	108,532

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Financing	2020-21 £000		TOTAL Budget Approved at Council	Forecasted spend @ P4 Monitoring	Projected Outturn Spend 31.3.22	Difference	% Slippage	Financing of future spend		
Capital Receipts			400		400	-0				1,600
1-4-1 receipts			13,310		2,613	-10,697	-80%			23,717
Contribution from Housing Revenue a/c (re cash incentives)			75		75	0				375
Future Capital Programme reserve			0		0	0				0
Major Repairs reserve			6,582		9,200	2,618				27,500
New Build Reserve			31,058		3,920	-27,138				55,340
Grants and Contributions			0		0	0				0
TOTAL Financing			51,425		16,208	-35,217				108,532

Reconciliation of Spend to RTB (DELTA MHCLG)	2021-22 £000	2022-23 £000	2023-24 £000	2024-25 £000	2025-26 £000	2026-27 £000
HIP Expenditure required to avoid RTB repayments	0	0	2,851	5,418	1,771	4,992
Forecast HIP Expenditure from the Approved Capital programme	5,874	10,716	6,117	1,400	400	0
Cumulative Expenditure forecast	5,874	16,590	22,707	24,107	24,507	24,507
Difference Expenditure required and Forecasted Expenditure	-5,874	-16,590	-19,856	-18,689	-22,736	-19,515
Repayment risk (40% of difference)	0	0	0	0	0	0

Note - no repayment will be required in 2021-22 - based on 20 RTB sales and only including current expenditure -repayment will not be required in future years unless actual expenditure does not occur in line with forecast.

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Loan Schedule

Lender	Amount £	Rate	Start	End
Temp (<365 days) Local authority				
Cambridge City Council	£5,000,000.00	0.05000%	09-Feb-21	09-Aug-21
MERSEYSIDE FIRE & RESCUE SERVICE	£2,000,000.00	0.30000%	19-Aug-20	18-Aug-21
South Derbyshire DC	£5,000,000.00	0.08000%	06-Apr-21	06-Jan-22
West Midlands Combined Authority	£10,000,000.00	0.07000%	21-May-21	21-Jan-22
North West Lancashire DC	£5,000,000.00	0.09000%	23-Apr-21	24-Jan-22
South Kesteven DC	£2,000,000.00	0.10000%	22-Jul-21	24-Jan-22
South Kesteven District Council	£2,000,000.00	0.10000%	22-Jul-21	24-Jan-22
LB Wandsworth	£5,000,000.00	0.12000%	22-Mar-21	22-Feb-22
North Yorkshire CC	£5,000,000.00	0.15000%	26-Feb-21	25-Feb-22
Warwickshire CC	£10,000,000.00	0.15000%	01-Mar-21	28-Feb-22
West Yorkshire CA	£15,000,000.00	0.07000%	02-Jun-21	02-Mar-22
Sheffield CC	£10,000,000.00	0.12000%	16-Mar-21	15-Mar-22
LB Wandsworth	£5,000,000.00	0.20000%	26-Mar-21	25-Mar-22
Wokingham BC	£10,000,000.00	0.08000%	19-Jul-21	19-Apr-22
Hampshire CC	£5,000,000.00	0.09000%	04-May-21	03-May-22
Oxfordshire CC	£10,000,000.00	0.10000%	01-Jul-21	13-May-22
Durham CC	£10,000,000.00	0.12000%	21-May-21	20-May-22
West of England Combined Authority	£10,000,000.00	0.15000%	08-Jun-21	07-Jun-22
Local Government Assocoation	£1,500,000.00	0.10000%	08-Jun-21	07-Jun-22
West of England Combined Authority	£10,000,000.00	0.15000%	08-Jun-21	07-Jun-22
North of Tyne Authority	£10,000,000.00	0.17000%	02-Jul-21	01-Jul-22
Nottingham office of PCC	£8,000,000.00	0.15000%	05-Jul-21	04-Jul-22
	£155,500,000.00			
Long-term (>365 days)				
Variable PWLB	£20,000,000.00	0.48000%	28-Mar-12	28-Mar-22
Variable PWLB	£25,000,000.00	0.48000%	28-Mar-12	28-Mar-22
Fixed PWLB	£10,000,000.00	2.70000%	28-Mar-12	28-Mar-24
Fixed PWLB	£10,000,000.00	2.82000%	28-Mar-12	28-Mar-25
Fixed PWLB	£10,000,000.00	2.92000%	28-Mar-12	28-Mar-26
Fixed PWLB	£10,000,000.00	3.01000%	28-Mar-12	28-Mar-27
Fixed PWLB	£25,000,000.00	3.15000%	28-Mar-12	28-Mar-29
Fixed PWLB	£25,000,000.00	3.30000%	28-Mar-12	28-Mar-32
Fixed PWLB	£25,000,000.00	3.44000%	28-Mar-12	28-Mar-37
Fixed PWLB	£15,000,000.00	3.49000%	28-Mar-12	28-Mar-41
Fixed PWLB	£17,435,000.00	3.50000%	28-Mar-12	28-Mar-42
	£192,435,000.00			
	£347,935,000.00			

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Schedules of investments @ 31/7/21

Lender	Amount £	Rate	Start	End
<u>Fixed deposits <365 days</u>				
Southern Housing Group Ltd	6,000,000	1.2931%	04-Feb-21	04-Aug-21
LA - Wokingham BC	5,000,000	0.2700%	10-Nov-20	09-Nov-21
LA - Brentwood Borough Council	5,000,000	0.0400%	16-Jun-21	11-Nov-21
LA - Thurrock Council	2,000,000	0.3800%	04-Jan-21	04-Jan-22
LA - Thurrock Council	4,000,000	0.3800%	12-Jan-21	12-Jan-22
LA - Aberdeen City	5,000,000	0.1000%	18-Jan-21	17-Jan-22
LA - IOW	5,000,000	0.1000%	20-Jan-21	19-Jan-22
West Dunbartonshire Council	3,000,000	0.0300%	23-Jul-21	24-Jan-22
LA - Thurrock Council	4,000,000	0.3800%	02-Feb-21	01-Feb-22
LA - Lancashire CC	5,000,000	0.0500%	21-Jun-21	21-Feb-22
LA - Lancashire CC	5,000,000	0.0600%	28-Jun-21	28-Feb-22
LA - Warrington BC	10,000,000	0.3000%	12-Mar-21	11-Mar-22
LA - LB Croydon	10,000,000	0.4500%	04-May-21	03-May-22
LA - Slough BC	5,000,000	0.1200%	28-May-21	27-May-22
	74,000,000			
<u>ST Bonds <365 days</u>				
Bank Of Nova Scotia	1,850,000	0.1297%	01-Jul-21	14-Sep-21
London Stock Exchange	2,000,000	0.1720%	19-Jan-21	02-Nov-21
Barclays Bank UK PLC	1,800,000	0.0838%	25-May-21	12-Jan-22
Lloyds Bank Plc	2,000,000	0.1178%	28-Jun-21	31-Mar-22
	7,650,000			
<u>LT Bonds</u>				
National Australia Bank	2,000,000	1.1250%	10-Nov-16	10-Nov-21
Commonwealth Bank of Australia	2,000,000	1.1250%	18-Jan-17	22-Dec-21
CIBC	2,000,000	1.1250%	17-Jul-17	30-Jun-22
Transport for London	1,500,000	0.3940%	08-Jun-21	09-Aug-22
Santander UK plc	1,000,000	0.3034%	16-Nov-17	16-Nov-22
Barclays Bank UK PLC	1,000,000	0.4771%	23-Oct-18	09-Jan-23
Lloyds	1,500,000	0.4255%	03-Feb-20	03-Feb-23
United Overseas Bank	1,000,000	0.3040%	01-Feb-19	28-Feb-23
Nationwide	850,000	0.4729%	12-Apr-18	12-Apr-23
Santander UK plc	1,000,000	0.7850%	12-Feb-19	12-Feb-24
Nationwide	1,500,000	0.6070%	10-Jan-20	10-Jan-25
Leeds BS	750,000	0.5967%	15-Jan-20	15-Jan-25
Coventry BS	500,000	0.5767%	15-Jan-20	15-Jan-25
National Australia Bank	1,000,000	0.5555%	04-Feb-20	04-Feb-25
Royal Bank of Canada*	1,500,000		13-Jul-21	13-Jul-26
Royal Bank of Canada*	500,000		13-Jul-21	13-Jul-26
	19,600,000			
* because SONIA is in arrears we don't yet know the quarterly yield				
<u>LT Fixed</u>				
Staffordshire Moorlands	1,500,000	1.3000%	20-May-20	20-May-22
Uttlesford DC - Saffron Walden	3,000,000	0.4500%	24-Nov-20	24-May-22
Mid Suffolk DC	5,000,000	0.3800%	05-Jul-21	05-Jul-23
Yorkshire Housing	5,000,000	1.0000%	09-Jun-21	09-Jun-23
People for Places	5,000,000	1.0000%	17-Jun-21	19-Jun-23
	19,500,000			
Call a/c	2,770,027			
MMF	40,829,000			
Notice a/c	3,000,000			
	46,599,027			
<u>Investment Funds</u>				
CCLA	6,467,694			
M&G	3,528,656			
Schroders	634,633			
UBS	2,234,848			
Fundamentum	1,970,000			
Royal London	2,317,949			
Federated cash plus	5,000,000			
Funding Circle	495,891			
	22,649,671			
Total investments	189,998,698			

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Corporate Governance and Standards Committee Report

Ward(s) affected: n/a

Report of the Strategic Services Director

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Date: 23 September 2021

Councillor Training and Development Annual Report 2021-22

Executive Summary

As agreed previously by the Corporate Governance and Standards Committee, the cross-party Councillor Development Steering Group will submit an annual report to consider matters relating to the ongoing councillor training and development programme.

This report outlines the work undertaken by the Steering Group to date.

At its meeting on 17 June, this Committee reviewed the task groups reporting to it, including the Councillor Development Steering Group and agreed that the Steering Group should continue with its work. The Committee approved the membership of the Steering Group for 2021-22 as follows, plus one nominated substitute per appointee:

Councillor Pauline Searle (Chairman),
Councillor Colin Cross,
Councillor Angela Gunning,
Councillor Jo Randall,
Councillor Catherine Young

Since the last annual report, it was noted how the coronavirus pandemic had changed the way in which the Council was able to offer training and development opportunities for councillors and staff. As with council and committee meetings, the councillor training sessions previously held in the Council Chamber had necessarily had to change to virtual sessions using online platforms such as Microsoft Teams. The benefits of being able to offer training online has offered greater flexibility to councillors and officers, avoiding the need for them having to spend time travelling to and from Guildford. Since the lifting of lockdown restrictions, we are looking to offer a blend of both online as well as in person training as appropriate.

Recommendation to the Committee:

That the Committee notes the valuable work being undertaken by the Councillor Development Steering Group in developing a clear structured plan for councillor development that responds both to the Council's corporate priorities and councillors' individual training needs.

Reason for Recommendation:

To recognise the important and ongoing work of the Councillor Development Steering Group.

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

1. Purpose of report

1.1 The purpose of this report is to ask the Committee to consider matters relating to the ongoing councillor training and development programme.

2. Strategic Priorities

2.1 The training and development of councillors to equip them with the knowledge and skills to enable them effectively to carry out the various roles that they are expected to perform is consistent with the principles of good corporate governance and is referenced in the Annual Governance Statement as part of the arrangements the Council has for delivering good governance. The processes and procedures put in place for councillors' training and development provide a robust framework for responding to future challenges and legislative changes, which, in turn, help the Council to deliver on all of its strategic priorities.

3. Background

3.1 Any council that is serious about meeting the needs of its community through its corporate plan priorities must be committed to the ongoing training and development of its councillors. Most councils have some form of support programme in place. However, the approach and levels of commitment and effectiveness vary.

Councillors' Development Steering Group

3.2 It is essential that member development is member-led and, to that end, a small cross party steering group, currently comprising five councillors, supported by Committee Services officers, is responsible for overall co-ordination of member development at Guildford.

3.3 The Steering Group's current terms of reference were reviewed by this Committee at its meeting on 17 June and the following amendment was made:

*"To continue to support councillors in their ongoing development and training needs through a clear, structured Action Plan for councillor development that responds **to the Corporate Priorities of the Council.** ~~to the fundamental themes that support the vision of the Corporate Plan: Place-making, Community and Innovation.~~"*

3.4 The Steering Group normally meets on a quarterly basis and the standing items on each agenda include:

- Feedback from Councillor Training Events from the previous quarter
- The ongoing Councillors' Training and Development Programme

- Monitoring of expenditure against the Councillors' Training and Development Budget

Ongoing training and development programme

3.5 As stated in paragraph 3.4 above, the Steering Group considers the ongoing training and development programme for councillors at each of its meetings. The following training and development events for councillors have been held (or are planned to be held by the end of September 2021):

DATE	TITLE OF TRAINING
8 Sept 20	New Licensing Standards Training – QC Philip Kolvin
17 Sept 20	Planning Appeals and Decision Making –Craig Howell-Williams QC and Conor Fegan
5 Nov 20	Councillor and Officer Relationships : Working Effectively Together – Mark Palmer (South East Employers)
12 Nov 20	Ethical Standards Training for Parish Councillors – Sarah White (Monitoring Officer) and Diane Owens (Deputy Monitoring Officer)
19 Nov 20	Overview and Introduction to Investment and Strategy – David Green (ArlingClose)
3 Dec 20	Ethical Standards Training for Parish Councillors (repeat of 12 November session) – Sarah White (Monitoring Officer) and Diane Owens (Deputy Monitoring Officer)
11 Mar 21	New Modern.gov App Training – Martha Clampitt (Civica)
10 Jun 21	Code of Conduct Training – Diane Owens (Monitoring Officer) and Bridget Peplow (Deputy Monitoring Officer)
19 July 21	Equality and Diversity Refresher Training – Munira Thobani (LGiU)
27 July 21	Unauthorised encampments briefing – Stuart Craggs (GBC Enforcement Officer)
2 Sept 21	Recruitment and selection training for members of the recently appointed Joint Appointments Committee (with Waverley BC) – David Maycock (South East Employers)
7 Sept 21	Chairing Meetings Refresher Training – Mark Palmer (South East Employers)
13 Sept 21	Overview of Local Government Financial Reporting and Guide to the Accounting Statements – David Ellis (CIPFA)
29 Sept 21	Licensing Act 2003 Refresher Training – Mike Smith (Senior Specialist Licensing and Community Safety)

3.6 All of the above training has and is planned to be held online, apart from the Licensing Act 2003 Refresher training which will be held after the Licensing Committee meeting which has a light agenda. Since the lifting of restrictions we are therefore able to offer training in person and would look to do so where it was appropriate such as when councillors would already be in attendance for a committee meeting. The Coronavirus pandemic has caused the Council to look at new ways of working which provides flexibility and adaptability in the way we do things in future.

3.7 The provision of planning training is currently under review with the Development Management Lead and will look to host this online separate to Planning Committee meetings, bi-monthly. Online training can be held for longer than the 45 minutes previously allocated for bite-sized training that was traditionally held prior to a planning committee meeting which could become

difficult to manage when also welcoming public speakers and showing them where to speak from in the limited fifteen minute run up to a meeting. Topics have already been identified in the work currently being undertaken by the Planning Committee Review Working Group and will be taken forward shortly.

- 3.8 The Steering Group has been sharing training opportunities where possible with neighbouring authorities such as Waverley; however, uptake to date has been limited. Further work will be undertaken in this area to ensure that both councils, where practicable, share resources and opportunities for councillor training and development in future.
- 3.9 The 2021-22 Councillor Training Programme is attached at **Appendix 1**.

Dedicated Learning and Development section of Guildford Borough Council website

- 3.10 We have created a dedicated learning and development space on the Council's website that is password protected for councillors. The site is live on the Council's website and can be viewed here: <https://www.guildford.gov.uk/councillorspages>. Links to webcasts of training are listed here along with any learning materials such as powerpoint presentations. In addition, councillors can download copies of claim forms, find dates of forthcoming training, organisation charts as well as a list of key officer contact telephone numbers and other useful information.

The Charter for Elected Member Development

- 3.11 The Charter provides a robust, structured framework designed to help councils enhance and hone member development. The Charter is available for councils, police and fire authorities across the south-east region. To date, 18 councils in the South East (outside London) have achieved accreditation.
- 3.12 Guildford achieved full accreditation under the Charter initially in 2013 and achieved reaccreditation by demonstrating that we continued to meet the standards required 2016 and 2020.
- 3.13 The future priorities for the Councillor Development Steering Group, identified following the last reaccreditation, a large proportion of which have been met, are detailed in **Appendix 2**.

4. Financial Implications

- 4.1 The Councillors' Training and Development budget is currently £14,000 per annum. The Steering Group oversees and monitors how this is spent throughout the year.

5. Legal Implications

- 5.1 There are no legal implications arising from this report.

6. Human Resource Implications

- 6.1 There are no HR implications arising from this report. All officer support for councillors' development is met through existing staffing resources.

7. Climate Change/Sustainability Implications

- 7.1 There are no climate change implications arising from this report, although holding councillor training sessions remotely avoids the need for councillors to travel to Millmead House, thus making a marginal but positive impact on our carbon emissions.

8. Background papers

None

9. Appendices

Appendix 1: Current councillors' training and development programme
Appendix 2: Future priorities for the Councillor Development Steering Group.

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The Council's Strategic Framework is set out below. Within the draft programme the link between this framework and each of the planned training events is identified in the column with the appropriate reference.

*Reference	Strategic Framework
V1.	<p>Vision – for the borough</p> <p>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.</p>
<u>Three fundamental themes and nine strategic priorities that support our vision:</u>	
VI1.	<p>Place-making – delivering the Guildford Borough Local Plan and providing the range of housing that people need, particularly affordable homes.</p> <p>Making travel in Guildford and across the borough easier</p> <p>Regenerating and improving Guildford town centre and other urban areas</p>
VI2.	<p>Community – supporting older, more vulnerable and less advantaged people in our community</p> <p>Protecting our environment</p> <p>Enhancing sporting, cultural, community, and recreational facilities</p>
VI3.	<p>Innovation – Encouraging sustainable and proportionate economic growth to help provide the prosperity and employment that people need</p> <p>Creating smart places infrastructure across Guildford</p> <p>Using innovation, technology and new ways of working to improve value for money and efficiency in Council services.</p>
<u>Values for our residents</u>	
VA1.	We will strive to be the best Council.
VA2.	We will deliver quality and value for money services.
VA3.	We will help the vulnerable members of our community.
VA4.	We will be open and accountable.
VA5.	We will deliver improvements and enable change across the borough.
Mission – for the Council	
M1	A forward looking, efficiently run Council, working in partnership with others and providing first class services that give the community value for money, now and in the future.

Priority Scale:
High Priority 1-3
Low Priority 4-6

This plan should

- address development priorities
- set out how, when, where and who is responsible
- take account of access to development opportunities

External Internal

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	Training	Method	Approx Duration	Who	Priority	Potential Date	Lead Officer	Vision/ Mission/ Core Value or Strategic Priority*	Cost
Scrutiny & Challenge									
1.	Overview and Scrutiny Process	<p>A number of training sessions have been held to date with John Cade (Institute of Local Government Studies at the University of Birmingham) in relation to the Overview and Scrutiny process following the implementation of the new governance structure in January 2016.</p> <p>The Centre for Public Scrutiny (CfPS) is on the councillors' section of the Website to signpost councillors to courses which might be of interest to them: http://www.cfps.org.uk/events/</p>							
Political Understanding									
2.	Local Government Information Unit	<p>The LGiU run an extensive and popular programme of events, training and seminars. A link is provided on the councillors' section of the Website to signpost councillors to courses which might be of interest to them: http://www.lgiu.org.uk/events/</p>	As defined by Councillors own time commitments	All Councillors	3	N/A	Committee Services	M1 VA1 VA4	Costs: TBC

	Training	Method	Approx Duration	Who	Priority	Potential Date	Lead Officer	Vision/ Mission/ Core Value or Strategic Priority*	Cost
3.	E-Learning Distance Resources	The LGA has produced a series of distance learning materials, covering a number of topics, in the form of workbooks and e-learning modules. Both resources are aimed at all councillors and will be particularly useful to new councillors: https://www.local.gov.uk/our-support/highlighting-political-leadership/community-leadership/councillor-workbooks	As defined by Councillors	All Councillors	3	N/A	Committee Services	M1 VA1 VA4	No costs
Regulating and Monitoring									
4.	Planning	Online planning training to be arranged online bi-monthly and informed by work of Planning Committee Review Working Group.	1 hour	Planning Committee members	1	To be organised	Planning and Committee Services	M1 VA5 V13	TBC
5.	Licensing Act 2003 Refresher Training	To be delivered by Mike Smith, Senior Specialist – Licensing and Community Safety	1 hour	Licensing Committee members	1	Wednesday 29 September 21 (after the Licensing Committee meeting which	Licensing and Committee Services	M1 VA5 V13	No cost

	Training	Method	Approx Duration	Who	Priority	Potential Date	Lead Officer	Vision/ Mission/ Core Value or Strategic Priority*	Cost	Agenda item number: Appendix 1 8
						has a light agenda)				
6.	Accounting Skills Training	To be delivered by Mark Ellis (CIPFA)	3 hours	Corporate Governance and Standards Committee members	1	Monday 13 September 2021 6pm – 9pm	Committee Services	M1 VA5 V13	£834	
Communication										
7.	Chairing Skills Refresher Training	Refresher training to be provided by Mark Palmer (South East Employers)	1 hour 30 minutes	All existing Chairs and Vice-Chairs	1	Tuesday 7 September 2021 (Time TBC)	Committee Services	VA3 VA1 VA4	£700 - £800 approx	
8.	Media Skills Training: 1. Conducting an interview with the media 2. Using social media tools effectively	To be provided by Eagle Radio consultants	1 hour	All Executive members	1	TBC	Emma McBriarty, Senior Policy Officer, Communications	VA3 VA1 VA4	TBC	
Recruitment & Selection										
9.	Recruitment and selection training	To be delivered by David Maycock (South East Employers)	3 hours	members of the recently appointed Joint Appointments Committee (with	1	2 September 2021	Committee Services (GBC/WBC)	M1 VA1 VA2 VA5	TBC	

	Training	Method	Approx Duration	Who	Priority	Potential Date	Lead Officer	Vision/ Mission/ Core Value or Strategic Priority*	Cost
				Waverley BC)					
Local Leadership									
10.	Understanding the demands of the role of councillor	Within Political Group Mentoring within Political Groups	As necessary	All Councillors	1	As and when required by Councillors	Councillors on the Councillors Development Steering Group	VA1 M1	Internal Resource No financial cost
11.	Dealing with ward issues	Within Political Group Mentoring within Political Groups	As necessary	All Councillors	2	As and when required by Councillors	Councillors on the Councillors Development Steering Group	VA1 M1	Internal Resource No financial cost
Knowledge of the Council									
12.	Meet and Greet Officers/ Councillors following Phase B of Future Guildford	meeting sessions booked with Service Team Leaders and relevant officers	As necessary	All Councillors/ Relevant Officers	1	To be organised	Committee Services	VA1	No Costs

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ACTION PLAN

The following actions are derived from South East Employers suggested improvement areas following the Council's assessment in January 2020 and sets out the ongoing work to maintain the high level of Councillor Development opportunities available to all councillors.

	Action	Timescale	Source/Reason	Responsibility	Action Taken/To Be Taken
1.	The Elected Member Development Group (EMDG) to develop its role so it is strategically focused to deliver support and development to Councillors E.G. The EMDG has a key role in identifying the member development priorities arising from the Council's new Corporate Plan and its transformation programme 'Future Guildford'.	December 2020	To ensure that the new corporate priorities are reflected in the member development priorities arising from the Council's new Corporate Plan.	Councillor Development Steering Group	Awaiting confirmation as to when the new Corporate Priorities and Corporate Plan will be published.
2.	Consider how the 'Be A Councillor' events can be strategically aligned to the political group selection processes.	May 2023	To ensure that the 'Be a Councillor' events are scheduled after the political parties have agreed on their nominated candidates.	Councillor Development Steering Group and Committee Services	Contact with local parties nearer the time
3.	The Elected Member Development Group to lead on the refresh of the Councillor Development Policy that should be linked to the Corporate Plan and Priorities of the Council.	December 2020	To ensure that the Councillor Development Policy reflects the new Corporate Plan and Priorities of the Council.	Councillor Development Steering Group and Committee Services	The new Corporate Plan is unlikely to be finalised until 2021. The Councillor Development Policy will be refreshed at this time.

	Action	Timescale	Source/Reason	Responsibility	Action Taken/To Be Taken
4.	The Elected Member Development Group should identify opportunities for collaborative development with other Local Authorities across Surrey e.g. in respect of climate change/strategy.	Ongoing	To ensure that collaborative learning opportunities are made available to councillors.	Councillor Development Steering Group and Committee Services	The Steering Group are currently reviewing how we can better engage collaboratively on member training opportunities with other Surrey councils particularly Waverley Borough Council.
5.	Consideration should be given to the development of e learning resources and a new e learning provider.	Ongoing	To ensure that learning opportunities are made available to councillors.	Councillor Development Steering Group and Committee Services	Since Covid-19, virtual online training is now being provided by a host of training providers and has become the 'new normal'. The LGA also provide online training links which is currently listed on the Councillors' section of the website.
6.	Continue to take proactive steps to take forward a 'paperless Council' and ensure appropriate IT support for Councillors.	Ongoing	To promote a more ecologically minded Council and equip Councillors with the IT skills and support required to participate in virtual meetings.	Councillor Development Steering Group and Committee Services	All Councillors have the Mod.Gov App downloaded onto their laptops which gives them online access to all agendas and relevant committee papers. Councillors have also received training on how to participate in virtual meetings via MS Teams and how to toggle between their online papers and the meeting itself.

	Action	Timescale	Source/Reason	Responsibility	Action Taken/To Be Taken
7.	Further develop the support and development of all Councillors so that they further develop an understanding of the Planning process	Ongoing	To ensure that councillors are fully up to speed with the legislation and policies relevant to their role on the Planning Committee.	Councillor Development Steering Group and Committee Services	Bi-monthly online training will be arranged shortly on a range of topics pertinent to planning.
8	Consider an application for the Charter Plus Standard as the Council has already met most of the elements of the standard.	May 2023	To demonstrate and build upon the commitment the Council has for the future development of its councillors via the standards set by the Charter Plus.	Councillor Development Steering Group and Committee Services	The Steering Group will consider the benefits of applying for the Charter Plus assessment in due course.

Assessors comments:

- The Assessment Team were highly impressed with the evidence the Council had presented in advance of the assessment and this was verified by the Assessment Team during the interviews conducted on the Assessment Day.
- There was clear evidence of adaptability, progress and innovation since the Assessment Team last recommended the award of the Member Development Charter to Guildford in November 2016.

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Corporate Governance and Standards Committee Report

Ward(s) affected: N/A

Report of the Strategic Services Director

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Date: 23 September 2021

Review of the Protocol on the appointment, role, status, rights and obligations of Honorary Freemen and Honorary Aldermen

Executive Summary

In 2014, the Council adopted a Protocol on the appointment, role, status, rights and obligations of Honorary Freemen and Honorary Aldermen (see Appendix 1).

The Committee will recall that the Council at its meeting held on 28 July considered the nominations of five former councillors, who had given eminent service to the Council, for appointment as Honorary Aldermen, and agreed 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.

At the Council meeting, the Leader of the Council reiterated a comment he had made previously regarding the need for the Council to review the Protocol, particularly in relation to the requirement that Honorary Freemen and Aldermen refrain from making public statements which are critical of the Council. The Corporate Governance Task Group was asked to review the Protocol to enable any amendments to be approved by full Council before the Council meets formally on 2 December to confer the title of Honorary Alderman on the five nominees.

The Task Group is scheduled to meet on Monday 20 September and their recommendations will be reported to the Committee for consideration at its meeting.

Recommendation to Committee

The Committee is asked to review the Protocol, taking into consideration the recommendations of the Corporate Governance Task Group following its meeting on 20 September 2021, and submit recommendations as appropriate to full Council on 5 October 2021.

Reason for Recommendation:

To bring the Protocol up to date, including for the purpose of clarifying the rights and obligations placed upon Honorary Freemen and Honorary Aldermen.

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

1. Purpose of Report

- 1.1 To provide the Committee with the findings and recommendations of the Corporate Governance Task Group in respect of the review of the Protocol on the appointment, role, status, rights and obligations of Honorary Freemen and Honorary Aldermen.

2. Strategic Priorities

- 2.1 The review of the Protocol is consistent with the Council's desire to be open and accountable, and delivering improvements and enabling change.

3. Background

- 3.1 Under Section 249 of the Local Government Act 1972, the Council may, by a resolution passed by not less than two-thirds of the members voting at a meeting of the Council specially convened for that purpose:

- (a) admit to be Honorary Freemen of the Borough to those persons of distinction (including organisations) who have, in the opinion of the Council, rendered eminent services to the borough; and
- (b) confer the title of Honorary Aldermen on persons who have, in the opinion of the Council, rendered eminent services to it as past members

- 3.2 The current list of Honorary Freemen (including Honorary Freedoms in respect of organisations), and Honorary Aldermen is attached as Appendix 2 to this report.

- 3.3 Prior to 2014, it was acknowledged that the Council had, over the years, admitted as Honorary Freemen a very small number of persons and bestowed the title of Honorary Alderman on a small number of former councillors, but the question as to what constituted "eminent services" had never been defined. The introduction of the Protocol (see Appendix 1) clarified the criteria for the appointment of both honorary freemen and aldermen and to define their respective roles, status, rights and obligations.

- 3.4 The Committee will recall that the Council at its meeting held on 28 July considered the nominations of five former councillors, who had given eminent service to the Council, for appointment as Honorary Aldermen, and agreed 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.

- 3.5 At the Council meeting, the Leader of the Council reiterated a comment he had made previously regarding the need for the Council to review the Protocol, particularly in relation to the requirement that Honorary Freemen and Aldermen refrain from making public statements which are critical of the Council. The Corporate Governance Task Group¹ was asked to review the Protocol to enable any amendments to be approved by full Council before the Council meets formally on 2 December to confer the title of Honorary Alderman on the five nominees.
- 3.6 The Task Group is scheduled to meet on Monday 20 September and their recommendations will be reported to the Committee for consideration at its meeting.

4. Financial Implications

- 4.1 No financial implications apply.

5. Legal Implications

- 5.1 These are stated on paragraph 3.1 above.

6. Human Resource Implications

- 6.1 No human resource implications apply.

7. Equality and Diversity Implications

- 7.1 Public authorities are required to have due regard to the aims of the Public Sector Equality Duty (Equality Act 2010) when making decisions and setting policies. 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.

8. Climate Change/Sustainability Implications

- 8.1 No Climate Change or sustainability implications apply.

9. Summary of Options

- 9.1 The Committee may decide to make recommendations to Council to amend the Protocol in accordance with any recommendations submitted by the Task Group, or such other amendments as the Committee deems fit, or to make no recommendations to amend the Protocol.

10. Conclusion

- 10.1 The Protocol has not been reviewed since it was introduced in 2014. This review will provide an opportunity to bring the Protocol up to date and address any perceived anomalies or inconsistencies.

¹ The Task Group currently comprises Councillors Deborah Seabrook (Chairman), Will Salmon, Nigel Manning, Ramsey Nagaty, and James Walsh, together with Julia Osborn and Murray Litvak (Parish Council Representative and Independent Member respectively on this Committee)

11. Background Papers

None

12. Appendices

Appendix 1: Adopted Protocol

Appendix 2: "Honorary freemen, aldermen and officers" – extract from GBC website

Protocol on the appointment, role, status, rights and obligations of Honorary Freeman and Honorary Aldermen as approved by Council on 10 April 2014

The Council may, in accordance with Section 249 of the Local Government Act 1972, and the provisions of this protocol, admit a person of distinction as an honorary freeman of the borough in recognition of their eminent services to the borough; or confer the title of honorary alderman upon a past member of the Council in recognition of their eminent services to the Council.

1. Procedure for nomination and appointment

- a) Any person nominated for appointment as honorary freeman or honorary alderman must be proposed by a serving councillor and seconded by at least one other councillor and any such nomination must be put to the Democratic Services Manager in writing.
- b) The nomination referred to in a) above shall provide evidence that the person nominated:
 - (i) meets the eligibility requirements referred to in paragraph 2 of this protocol, and
 - (ii) will accept the appointment

(The 'person' nominated in respect of an appointment as honorary freeman may be an organisation.)
- c) Upon receipt of a nomination, the Democratic Services Manager shall prepare a report for the next appropriate ordinary Council meeting which shall set out details of the nomination and invite the Council:
 - (i) to give formal consideration to the nomination and
 - (ii) if so minded, to agree to arrange a meeting of the Council specially convened for the purpose of either admitting the nominee as an honorary freeman of the borough or conferring upon the nominee the title of honorary alderman, as appropriate.
- d) The formal admission of a person of distinction as an honorary freeman or conferment of the title of honorary alderman upon a past member of the Council shall be by a resolution of the Council passed by not less than two thirds of the councillors present and voting thereon.

2. Qualifications required for appointment

Honorary Freeman

A person shall be deemed eligible for appointment as an honorary freeman provided that they meet all of the following requirements:

The person shall:

- be a person of distinction
- have given eminent service to the borough during that period. "Eminent service" in this context includes but is not limited to any of the following:

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Appendix 1

- public service (including past distinguished service as a councillor or officer of the Council)
 - artistic and/or cultural endeavours
 - business, economic growth and prosperity
 - charitable work
 - improvement to the built and natural environment
 - political activities
 - religious and spiritual life
 - sporting activities
- have a strong and continuing connection with and commitment to the borough of Guildford, or have made a major contribution to national life and in doing so have enhanced the reputation of the borough

Honorary Alderman

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. Rights and Privileges

Honorary Freeman

An honorary freeman shall be entitled to the following rights and privileges:

- To enjoy the courtesy title of Honorary Freeman and to be so addressed.
- To have their name inscribed on the "Roll of Honorary Freemen of the Borough" kept at the Guildhall.
- To wear the robes of an honorary freeman at meetings of the Council held at the Guildhall and on other appropriate civic occasions and processions.
- To receive a copy of the agenda for each Council meeting and a copy of the Council Yearbook and Diary.
- To enjoy such other privileges as the Council may confer upon them from time to time.

Honorary Alderman

An honorary alderman shall be entitled to the following rights and privileges:

- To enjoy the courtesy title of Honorary Alderman and to be so addressed.
- To have their name inscribed on the "Roll of Honorary Aldermen of the Borough" kept at the Guildhall.
- To wear the robes of an honorary alderman at meetings of the Council held at the Guildhall and on other appropriate civic occasions and processions.
- To receive a copy of the agenda for each Council meeting and a copy of the Council Yearbook and Diary.
- To enjoy such other privileges as the Council may confer upon them from time to time.

4. Restrictions on rights and privileges

The restrictions set out in this part of this protocol apply only when the person concerned acts in their capacity as an honorary freeman or honorary alderman, as appropriate.

Honorary Freeman

Honorary freemen will be expected to conduct themselves in such a manner so as to not bring the office of honorary freeman or the Council into disrepute nor to use the title or allow it to be associated with any matter of public controversy or any matter which is in any way political in nature. The Council also expects honorary freemen to refrain from making public statements which are critical of the Council.

Honorary Alderman

The role of Alderman is an honorary one, but to the public is perceived to be representative of the Council. Part of this perception is historic and part because in the City of London the role of an Alderman is very active.

In taking up this role all Aldermen must agree and adhere to the protocol laid down by this Council. There are three key points:

- (1) That the person becoming an Alderman does so in the full knowledge that they are perceived to be representative of the civic element of the Council and must act to the highest standards.
- (2) In taking this role, the Alderman becomes apolitical in public; knowing that any views expressed may be interpreted as views of the Council. Aldermen are not to speak on behalf of the Council in any way whatsoever.
- (3) The Alderman is to seek to use the honorary title for civic events, which should be attended wherever possible, and in the furtherance of community activities for the benefit of society.

The role is an honour bestowed by Full Council and the recipient is aware that this honour can also be removed, either through transgression of this protocol or because the individual wishes to re-engage in an active political agenda (see section 5 below).

Section 249 of the Local Government Act 1972 provides that:

- (i) whilst an honorary alderman may attend and take part in such civic ceremonies as the Council may from time to time decide, they shall not, as such, have the right
 - to attend meetings of the Council or a committee of the Council in any capacity other than as a member of the public; or
 - to receive any allowances or other payments as are payable to councillors.
- (ii) No honorary alderman shall, while serving as a councillor, be entitled to be addressed as honorary alderman or to attend or take part in any civic ceremonies of the council as an honorary alderman.

Honorary aldermen will be expected to conduct themselves in such a manner so as to not bring the office of honorary alderman or the Council into disrepute nor to use the title or allow it to be associated with any matter of public controversy or any matter which is in any way political in nature. The Council also expects honorary aldermen to refrain from making public statements which are critical of the Council.

5. Withdrawal of honorary titles

- a) The offices of honorary freeman and honorary alderman are awarded for eminent service to the Borough and Council respectively, and are deemed by the Council to be non-political roles. As such, the Council considers that it is inconsistent for an honorary freeman or honorary alderman to be politically active. In the event of an honorary freeman or honorary alderman seeking election to the Council, or to any other local authority, or to Parliament or the European Parliament, he or she shall cease to hold the office of honorary freeman or honorary alderman (as the case may be) if he or she is still standing as a candidate immediately following the deadline for withdrawal of candidature. At that time, the entitlement to the rights and privileges referred to in paragraph 3 of this protocol shall cease automatically. The Democratic Services Manager shall delete the name of the person concerned from the Roll of Honorary Freemen of the Borough or Roll of Honorary Aldermen of the Borough, as appropriate, and advise that person accordingly.
- b) Subject to paragraph f) below, the Council may withdraw the title of honorary freeman or honorary alderman on a person, together with the associated rights and privileges. The question as to whether the respective title should be withdrawn shall be put by way of formal notice of motion, which must be submitted to the Monitoring Officer. The motion shall contain the reasons for such withdrawal. The Monitoring Officer shall ensure that the motion is included on the agenda for the next available meeting of the full Council. The formal withdrawal of the title of honorary freeman or honorary alderman from a person shall be confirmed only following a resolution of the Council passed by not less than two-thirds of the councillors present and voting thereon.
- c) The honorary freeman or honorary alderman who is the subject of a motion referred to in paragraph b) above shall be entitled, if they wish, to make representations to the Council when the motion is considered, for which they shall have five minutes immediately following the proposer and seconder's speeches. The honorary freeman or honorary alderman shall be granted a right of reply for a further period of five minutes at the end of the debate and before a final decision or vote is taken.

- d) On the passing of such resolution in accordance with paragraph b) above, the Democratic Services Manager shall delete the name of the person concerned from the Roll of Honorary Freemen of the Borough or Roll of Honorary Aldermen of the Borough, as appropriate, and advise that person accordingly.
- e) Notwithstanding paragraph a) above, a person appointed as an honorary alderman and subsequently re-elected as a councillor before the adoption of this protocol by the Council shall be entitled to be known as an honorary alderman once they cease to be a councillor. In all other cases, any person appointed as an honorary freeman or honorary alderman, who is subsequently re-elected as a councillor shall not automatically assume the title and status of honorary freeman or honorary alderman once they cease to be a councillor. The Council may, however, re-confer such title on the person concerned.
- f) Before the Council considers the formal withdrawal of an honorary title from an individual whom, it is alleged, has transgressed this protocol, the Monitoring Officer shall, subject to being satisfied that there is evidence of such transgression, contact them to remind them of the protocol and warning them that they risk censure by the Council and possible withdrawal of their title.

6. Resignation from the office of honorary freeman or honorary alderman

- a) An honorary freeman or honorary alderman may, at any time, tender their resignation from the respective offices of honorary freeman or honorary alderman which shall be given in writing to the Democratic Services Manager.
- b) Upon receipt by the Democratic Services Manager of the written notice of resignation referred to in a) above, the entitlement to the rights and privileges described in paragraph 3 of this protocol shall cease automatically. The Democratic Services Manager shall delete the name of the person concerned from the Roll of Honorary Freemen or the Roll of Honorary Aldermen of the Borough, as appropriate.

A copy of this protocol shall be sent to all honorary freemen and honorary aldermen and shall be posted on the Council's website.

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Extract from the Council's website:

Honorary freemen, aldermen and officers

Freedom of Entry

Freedom of Entry dates from the Middle Ages. It allowed special armed forces inside the boundaries of other towns as a mark of mutual trust. Today, Freedom of Entry is granted to military units for noticeable service and who are closely associated with the town.

Guildford had its first permanent barracks after the army reforms of 1871 and 1881. It became home to the Queen's Royal West Surrey Regiment at Stoughton. The successor regiment - the Queen's Royal Regiment - was granted the Freedom of Guildford in 1945. It exercised its right to march through the town for the first time on 29 September 1945.

The Queen's and the East Surrey Regiment amalgamated in 1959. The civic honours granted to them were extended to the successor Queen's Royal Surrey Regiment. They marched through Guildford on 28 April 1960, and again in 1966 on the formation of the Queen's Regiment. It was continued in 1992 following the formation of the Princess of Wales's Royal Regiment (PWRR).

On 22 June 1988, the Women's Royal Army Corps, based at Stoughton, was granted the Freedom of the Borough. The Corps was disbanded four years later.

On 6 March 2017, we granted the Freedom of the Borough to the Army Training Corps (Pirbright). Like the PWRR, they have the right to march through the town with "drums beating, colours flying, and bayonets fixed".

Honorary Freemen

As a council, we can give honorary titles to individuals who have made a contribution to the borough. In the past, the Freedom of the Borough of Guildford gave important privileges. For example, only freemen had a parliamentary vote and a tradesman had to be a freeman to set up a business in the town.

To become a freeman, a person had to be either:

- apprenticed to an existing freeman of the borough for at least seven years, or
- the eldest son of a freeman

Another way was by entry into the Corporation. This involved several years' unpaid service as a borough official or the payment of a fee. John Aylward, a London clockmaker, received freedom to trade in Guildford in 1683 by donating the Guildhall clock.

The Reform Act of 1832 and the Municipal Corporations Act of 1835 removed the benefits enjoyed by freemen. The Honorary Freedom of Boroughs Act 1885 introduced awarding the Freedom of a Borough as an honour.

In 1972, the Local Government Act gave councils power to make 'persons of distinction and persons who have rendered eminent services' Honorary Freemen. The decision had to be made by two-thirds of councillors passing a resolution at a specially convened meeting.

In recent years, the council has awarded the Freedom of the Borough to:

- the late Bill Bellerby MBE - past Mayor (twice), and councillor from 1953 to 1995
- the late Doreen Bellerby MBE - past Mayor, and councillor from 1954 to 1995
- David Watts - former Chief Executive of the council from 1984 to 2002
- Andrew Hodges - past Mayor, former leader of the council, and councillor from 1976 to 2011
- Jen Powell - past Mayor, and councillor from 1987 to 2015

Honorary Aldermen

The title 'alderman' comes from the Old English word *ealdorman*, meaning 'elder man'. The ealdorman was chief royal representative and presiding judge of the Anglo-Saxon shires. Often related to the king, the ealdorman became known as the *eorl* or earl. However, the role of earl became a title rather than an appointment. As the government of the City of London developed, the Court of Aldermen became the main governing body. Most of its powers were later taken over by the Court of Common Council.

In 1835, local government reform led to the Municipal Corporations Act. The act adopted the City of London as its model for all English corporations. Before 1835, Guildford had no aldermen - except for the years 1686-1688. In 1686, James II issued new charters to boroughs, giving them a constitution of mayor, aldermen and councillors. The charters gave the king the right to dismiss any member who displeased him.

James's borough charters were revoked in 1688. Guildford then went back to its old corporation of Mayor and Approved Men. The scarlet gowns now worn by the Honorary Aldermen are inspired by the 1686 charter. After 1835, one quarter of the council were aldermen, elected by the council. They did not represent specific wards and served a six-year term. Half of them were elected every third year at the council's annual meeting. It was thought that the councillors would choose people from outside the council. In practice, aldermen were usually long-serving councillors.

The Local Government Act of 1972 did away with aldermen. But, Section 249 of the act states that a council may:

"by a resolution passed by not less than two-thirds of the members voting at a specially-convened meeting, confer the title of Honorary Aldermen on persons who have 'rendered eminent services to the council as past members.'"

Honorary Aldermen do not have the right to attend meetings of the council. They can take part in civic ceremonies as an acknowledgement of esteem.

Current Honorary Aldermen

- Mrs T Baker MBE, councillor from 1991 to 2007
- Mr K Childs, councillor from 1991 to 2007
- Mrs C Cobley, councillor from 1979 to 1999
- Mrs S Creedy, councillor from 2003 to 2015
- Mrs V Johnson, councillor from 1991 to 2007
- Mrs J D Marks, councillor from 1986 to 2007
- Mr T Patrick, councillor from 2003 to 2015
- Mrs L Strudwick, councillor from 1983 to 2007
- Mr N Sutcliffe, councillor from 1999 to 2015
- Mr M A H M Williamson, councillor from 1979 to 1995

Corporate Governance and Standards Committee Report

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

Date: 23 September 2021

Corporate Governance and Standards Committee – 12 month rolling Work Programme

Executive Summary

The Committee is asked to consider its 12 month rolling work programme, which is set out in Appendix 1.

In considering the work programme at the last meeting, the Committee discussed how it could better monitor expenditure on:

- (a) Housing Capital Schemes to avoid repayment of RTB receipts to the Government,
- (b) Capital schemes funded by S106 contributions to avoid repayment to developers, and
- (c) Any other capital schemes reliant on grant funding which might need to be returned if monies are not spent within a specified timeframe.

It was suggested that this information could either be provided in the financial monitoring report, or in the case of (b) above, in a separate report prepared by the S106 Officer.

The Committee agreed that further consideration of how the Committee can better monitor expenditure on capital schemes referred to in (a) to (c) above be given at this meeting.

The Director of Resources will report further on this at the meeting.

Recommendation to Committee

- (1) That the Committee considers and approves its updated 12 month rolling work programme, as detailed in Appendix 1 to this report.
- (2) That further consideration be given as to how the Committee can better monitor expenditure on capital schemes referred to in (a) to (c) above.

Reason for recommendation:

To allow the Committee to maintain and update its work programme.

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

1. Purpose of report

- 1.1 The draft work programme attached as Appendix 1 sets out the items scheduled to be considered by this Committee at its meetings over the next 12 months.

2. Draft work programme

- 2.1 The draft work programme for the Corporate Governance and Standards Committee is set out in Appendix 1 to this report. The timing of the reports contained in the work programme is subject to change, in consultation with the chairman. The items to be considered include decisions to be made by the Executive and/or full Council, with consideration of any comments or recommendations made by this Committee.

3. Financial Implications

- 3.1 There are no financial implications arising directly from this report.

4. Legal Implications

- 4.1 There are no legal implications arising directly from this report.

5. Human Resource Implications

- 5.1 There are no human resources implications arising directly from this report.

6. Background Papers

- Guildford Borough Council Forward Plan
- Corporate Management Team Forward Plan

7. Appendices

Appendix 1: Corporate Governance and Standards Committee 12 month rolling work programme

CORPORATE GOVERNANCE AND STANDARDS COMMITTEE: 12 MONTH ROLLING WORK PROGRAMME

18 November 2021

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
2020-21 Audit Findings Report: Year ended 31 March 2021	To note the external auditor's findings and management's response in the Action Plan	Corporate Governance and Standards Committee	Victoria Worsfold 01483 444834
Final 2020-21 Audited Statement of Accounts	To approve the 2020-21 Statement of Accounts	Corporate Governance and Standards Committee	Victoria Worsfold 01483 444834
Planning Appeals	To monitor the Council's performance at appeals against refusal of planning permission by the Planning Committee (both in respect of officer recommendations for refusal and Committee overturns) including, where appeals are upheld, details of costs awarded against the Council and other associated legal/external adviser costs.	Corporate Governance and Standards Committee	Tim Dawes 01483 444650
Financial Monitoring 2021-22: Period 6 (April to October 2021)	To note the results of the Council's financial monitoring for the period April to October 2021	Corporate Governance and Standards Committee	Victoria Worsfold 01483 444834
Summary of internal audit reports (April to September 2021)	To consider the summary of internal audit reports and progress on the internal audit plan for April to September 2021, including update on complaints to the Local Government Ombudsman for that period.	Corporate Governance and Standards Committee	Neil Hewitson (KPMG) 0207 311 1791
Appointment of External Auditors	To consider options for the appointment of external auditors	Council 7 December 2021	Claire Morris 01483 444827
The Council's Constitution	To review and update Financial Procedure Rules	Corporate Governance and Standards Committee Executive: 23 November Council: 7 December 2021	Victoria Worsfold 01483 444834

CORPORATE GOVERNANCE AND STANDARDS COMMITTEE: 12 MONTH ROLLING WORK PROGRAMME

20 January 2022

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Annual Audit Letter 2020-21	To review the letter and make any comments to the Executive as appropriate.	Corporate Governance and Standards Committee Executive: 25 January 2022	Claire Morris 01483 444827
Capital and investment strategy (2022-23 to 2025-26)	To comment on various recommendations to the Executive and Council	Corporate Governance and Standards Committee Executive: 25 January 2022 Council: 9 February 2022	Victoria Worsfold 01483 444834
Financial Monitoring 2021-22 Period 8 (April to November 2021)	To note the results of the Council's financial monitoring for the period April to November 2021	Corporate Governance and Standards Committee	Victoria Worsfold 01483 444834
Gender Pay Gap Report 2022-23	To note the Council's gender pay gap report	Corporate Governance and Standards Committee	Francesca Smith 01483 444014
Corporate Performance Monitoring	To receive a quarterly report setting out the Council's performance against its Key Performance Indicators	Corporate Governance and Standards Committee	Andrea Barnett 01483 444062
Freedom of Information Compliance - Annual Report 2021	To consider the annual report for 2021 on the Council's performance in dealing with Freedom of Information requests.	Corporate Governance and Standards Committee	Ciaran Ward 01483 444072
Corporate Risk Register and Risk Management Strategy	To review the Corporate Risk Register and Risk Management Strategy	Corporate Governance and Standards Committee	Jo James 01483 444703

CORPORATE GOVERNANCE AND STANDARDS COMMITTEE: 12 MONTH ROLLING WORK PROGRAMME

24 March 2022

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Annual Governance Statement 2021-22	To adopt the Council's Annual Governance Statement 2021-22	Executive: 26 April 2022	John Armstrong 01483 444102
Financial Monitoring 2021-22 Period 10 (April 2021 to January 2022)	To note the results of the Council's financial monitoring for period April 2020 to January 2021	Corporate Governance and Standards Committee	Victoria Worsfold 01483 444834
Corporate Performance Monitoring	To receive a quarterly report setting out the Council's performance against its Key Performance Indicators	Corporate Governance and Standards Committee	Andrea Barnett 01483 444062
Audit Report on the Certification of Financial Claims and Returns 2020-21: Housing Benefit Subsidy and Pooling Housing Capital Receipts	To note the position regarding the certification of financial claims and returns for 2020-21	Corporate Governance and Standards Committee	Belinda Hayden 01483 444867
Planning Appeals	To monitor the Council's performance at appeals against refusal of planning permission by the Planning Committee (both in respect of officer recommendations for refusal and Committee overturns) including, where appeals are upheld, details of costs awarded against the Council and other associated legal/external adviser costs.	Corporate Governance and Standards Committee	Tim Dawes 01483 444650

CORPORATE GOVERNANCE AND STANDARDS COMMITTEE: 12 MONTH ROLLING WORK PROGRAMME

21 April 2022

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
External Audit Plan and Audit Update and Fee Letter 2021-22	To approve the external audit plan for 2021-22, and to note the content of the External Auditor's update report and make any appropriate comments. To consider the planned audit fee.	Corporate Governance and Standards Committee	Claire Morris 01483 444827
Data Protection and Information Security Update Report	To consider a six-monthly update on compliance with statutory requirements	Corporate Governance and Standards Committee	Ciaran Ward 01483 444072
Equality Scheme Action Plan	Annual monitoring report on the implementation of the actions in the Equality Scheme action plan approved in June 2021	Corporate Governance and Standards Committee	Ali Holman 01483 444008

June 2022

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Corporate Performance Monitoring	To receive a quarterly report setting out the Council's performance against its Key Performance Indicators	Corporate Governance and Standards Committee	Andrea Barnett 01483 444062
Review of Task Groups reporting to the Committee	To review the work carried out by the task groups over the past 12 months and work to be carried put in the next 12 months and appoint councillors to the groups	Corporate Governance and Standards Committee	John Armstrong 01483 444102

CORPORATE GOVERNANCE AND STANDARDS COMMITTEE: 12 MONTH ROLLING WORK PROGRAMME

July 2022

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Draft 2021-22 Statement of Accounts	To approve the draft 2021-22 Statement of Accounts for consultation	Corporate Governance and Standards Committee	Victoria Worsfold 01483 444834
Capital and Investment outturn report 2021-22	To submit any comments to the Executive.	Executive: August 2022 Council: October 2022	Victoria Worsfold 01483 444834
Revenue Outturn Report 2021-22	To submit any comments to the Executive.	Executive: August 2022	Victoria Worsfold 01483 444834
Housing Revenue Account Final Accounts 2020-21	To submit any comments to the Executive	Executive: August 2022	Victoria Worsfold 01483 444834
Financial Monitoring 2022-23 Period 2 (April/May 2022)	To note the results of the Council's financial monitoring for the period April/May 2022	Corporate Governance and Standards Committee	Victoria Worsfold 01483 444834
Summary of Internal Audit Reports October 2021 – March 2022	To consider the summary of internal audit reports for the period October 2021 to March 2022, including an update on complaints to the Local Government Ombudsman for that period	Corporate Governance and Standards Committee	Neil Hewitson (KPMG) 0207 311 1791
Corporate Risk Register and Risk Management Strategy	To consider a six monthly update of the Corporate Risk Register and Risk Management Strategy	Corporate Governance and Standards Committee	Jo James 01483 444703

CORPORATE GOVERNANCE AND STANDARDS COMMITTEE: 12 MONTH ROLLING WORK PROGRAMME

September 2022

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Financial Monitoring 2022-23 Period 4 (April to July 2022)	To note the results of the Council's financial monitoring for the period April to July 2022	Corporate Governance and Standards Committee	Victoria Worsfold 01483 444834
Corporate Performance Monitoring	To receive a quarterly report setting out the Council's performance against its Key Performance Indicators	Corporate Governance and Standards Committee	Andrea Barnett 01483 444062
Councillor Training and Development Update	To consider a report from the Councillors' Development Steering Group relating to councillor training and development	Corporate Governance and Standards Committee	Sophie Butcher 01483 444056
Data Protection and Information Security Update Report	To consider a six-monthly update on compliance with statutory requirements	Corporate Governance and Standards Committee	Ciaran Ward 01483 444072
Freedom of Information Compliance update	To consider the update report on the Council's performance in dealing with Freedom of Information requests (January to June 2022)	Corporate Governance and Standards Committee	Ciaran Ward 01483 444072