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Contact: Andrea Carr
Committee Services
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1 October 2021

Dear Councillor

Your attendance is requested at a remote meeting of the **STRATEGY AND RESOURCES EXECUTIVE ADVISORY BOARD** to be held on **MONDAY 11 OCTOBER 2021 at 7:00 pm**. The meeting can be accessed remotely via Microsoft Teams.

If for any reason Councillors lose their wi-fi connectivity to the meeting and are unable to re-join using the link in the Outlook calendar invitation, please re-join using the telephone number 020 3855 4748. You will be prompted to input a conference ID: 420 290 270#

Yours faithfully

James Whiteman
Managing Director

MEMBERS OF THE EXECUTIVE ADVISORY BOARD

Chairman: Councillor Ruth Brothwell
Vice-Chairman: Councillor Will Salmon

Councillor Jon Askew
Councillor Christopher Barrass
Councillor Richard Billington
Councillor Colin Cross
Councillor Graham Eyre

Councillor Angela Gunning
Councillor Diana Jones
Councillor Steven Lee
Councillor Masuk Miah
Councillor Catherine Young

Authorised Substitute Members:

Councillor Paul Abbey
Councillor David Bilbé
Councillor Chris Blow
Councillor Dennis Booth
Councillor Guida Esteves
Councillor Andrew Gomm
Councillor Angela Goodwin
Councillor Gillian Harwood
Councillor Liz Hogger
Councillor Nigel Manning
Councillor Ted Mayne
Councillor Ann McShee

Councillor Bob McShee
Councillor Marsha Moseley
Councillor Ramsey Nagaty
Councillor Susan Parker
Councillor Jo Randall
Councillor Maddy Redpath
Councillor Tony Rooth
Councillor Paul Spooner
Councillor Cait Taylor
Councillor James Walsh
Councillor Fiona White
Councillor Keith Witham

QUORUM: 4

WEBCASTING NOTICE

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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.

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

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

AGENDA

ITEM NO.

1 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

2 LOCAL CODE OF CONDUCT AND DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS

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

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

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

3 MINUTES (Pages 5 - 10)

To confirm the minutes of the Executive Advisory Board meeting held on 9 August 2021.

4 CITIZENS' ADVICE FUNDING (Pages 11 - 22)

5 VOLUNTARY GRANTS SCHEMES (Pages 23 - 34)

6 EXECUTIVE FORWARD PLAN (Pages 35 - 66)

7 EAB WORK PROGRAMME (Pages 67 - 70)

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

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STRATEGY AND RESOURCES EXECUTIVE ADVISORY BOARD

9 August 2021

* Councillor Ruth Brothwell (Chairman)
Councillor Will Salmon (Vice-Chairman)

- | | |
|----------------------------------|------------------------------|
| * Councillor Jon Askew | * Councillor Angela Gunning |
| * Councillor Christopher Barrass | Councillor Diana Jones |
| Councillor Richard Billington | * Councillor Steven Lee |
| Councillor Colin Cross | * Councillor Masuk Miah |
| * Councillor Graham Eyre | * Councillor Catherine Young |

* Present

Councillors Julia McShane, Ramsey Nagaty, John Redpath and John Rigg were also in attendance.

SR18 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

Apologies for absence were received from Councillors Colin Cross, Diana Jones and Will Salmon. Councillor Tony Rooth was present as a substitute for Councillor Diana Jones.

SR19 LOCAL CODE OF CONDUCT AND DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS

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

SR20 MINUTES

The minutes of the meeting of the Executive Advisory Board held on 14 June 2021 were confirmed as a correct record, and would be signed by the Chairman at the earliest opportunity. In this connection, it was confirmed that the request that consideration be given to introducing a Borough wide blanket Tree Preservation Order across the Council's entire wooded estate to protect trees would be brought to the attention of the Tree Officer.

SR21 PUBLIC SPACE PROTECTION ORDER (PSPO)

The EAB considered a report which provided it with the opportunity to examine the process followed in reviewing the current Guildford town centre Public Space Protection Order (PSPO) and invited it to advise and comment on the adherence to, and appropriateness of, the process followed in relation to the statutory guidance and the Council's obligations.

The report set out the context of the Council's existing PSPOs together with the legal framework and the statutory guidance relevant to the review of a PSPO. The Anti-social Behaviour, Crime and Policing Act 2014 had introduced PSPOs as a tool for councils to address anti-social behaviour in their areas. The legislation included statutory requirements for councils to adhere to when reviewing, developing, and implementing PSPOs. The Local Government Association (LGA) had produced guidance for councils based on the legislation and statutory requirements.

The Council had utilised the guidance to inform its approach to reviewing the current town centre PSPO. The report set out how the Council had approached the review and adhered to the statutory guidance and provided a summary of the consultation undertaken in the process to date and concluded by setting out the next steps to be progressed in the review. The key risks associated with this review and the mitigations were also addressed.

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The Policy Officer – Community and Events gave a supporting presentation to summarise the contents of the report and to inform the related discussion. The presentation outlined the background to the review, legal tests, process to date, impact of Covid-19, key risks, next steps, conclusion and a recommendation seeking the EAB's related considerations and comments.

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

1. The geographical area covered by the current PSPO was confined to Guildford town centre, however, in the event that a new PSPO was adopted or the current one amended, the associated review would consider the area to which it would relate. Data was currently being gathered in order to identify where problem behaviours occurred to inform the area(s) to which a new or amended PSPO would apply.
2. Anti-social behaviour by youths as a result of excess alcohol consumption was regularly experienced at Tongham Recreation Ground and other parts of the Borough. Although Tongham Parish Council had discussed the matter with the police, minimal progress had been achieved to date and the advice received had been to continue reporting such incidents to the police, which was the case. This type of anti-social behaviour and possible related crime appeared to occur in generational cycles. It was confirmed that parish councils had been consulted in respect of the current review of the PSPO, in accordance with the statutory requirement. There was awareness of these issues around the Ash and Tongham areas and the Joint Action Group (JAG) was the appropriate channel for reporting incidents of this nature. The JAG would consider what anti-social behaviour tools were available to tackle the problems in the most appropriate manner. PSPOs had not been suggested by any partners recently as the best tool to tackle related issues. Dispersal Orders were an alternative to PSPOs and although they could be effective in the area where they were applied, they could result in anti-social behaviour being displaced to another location.
3. Fly tipping was raised as an anti-social behaviour issue that was brought to ward councillors' attention on a regular basis.
4. As the enforcement policy relating to the current PSPO had not been reviewed in recent years, it required updating to meet current needs and legal stipulations. However, some remedial action had been taken in 2020 to extend it to ensure that there was sufficient enforcement coverage leading to recognition that a full review was necessary. The enforcement policy regarding any revised or new PSPO would need to include a communications strategy and reflect joint partnership working involving the Safer Guildford Partnership (SGP) and JAG to ensure that every aspect of enforcement was implemented. The success of engagement and joint working with partners was reflected in Guildford's Purple Flag status.
5. In terms of communicating and working with town centre alcohol providers, this was undertaken through Experience Guildford (the local Business Improvement District), Pub Watch and other partners forming the SGP together with operational groups such as the JAG. However, the extent to which this liaison influenced alcohol sales and income, which could not be controlled by the SGP, was unknown.
6. Two consultation surveys had been undertaken in respect of the review of the PSPO. The first survey, of partners, attracted 22 responses from consultees including the police, Experience Guildford, Pub Watch, Street Angels, Riverside and the University of Surrey. The second survey was a public survey which received over 600 responses, 90% of which were from Borough residents.
7. Further to the reference in the report to only 'interested people' being able to challenge the PSPO, it was explained that the definition of interested people was set out in statutory guidance and referred to those who lived in, or regularly worked in or visited, the area. The grounds for challenge were that the Council did not have the power to make / vary the PSPO, or to include particular prohibitions or requirements within it, or that the statutory requirements were not complied with. There had been instances of

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the PSPOs of other councils being challenged on the grounds that they targeted specific groups of people e.g. the homeless.

8. With regard to breaches of PSPOs, penalties were dictated by statute and would be framed in the enforcement policy. Work was currently taking place with partners, particularly the Council's Enforcement Team and the police who were the primary enforcers, to identify the best approach being mindful of the people most likely to be affected. Possible penalties included confiscating alcohol or issuing warnings or Fixed Penalty Notices (fines) which could ultimately lead to court hearings. However, issuing warnings or Fixed Penalty Notices were only two of a number of responses and were seen as a last resort as the PSPO was primarily intended to be an educational tool.

In conclusion, the EAB agreed that officers should:

- Send to the EAB the existing PSPO together with the associated map depicting the geographical area to which it related to enable councillors to suggest any possible expansion of the area covered by the PSPO.
- Circulate to the EAB and to ward and parish councillors a comprehensive e-mail providing information regarding the reporting of anti-social behaviour, support for victims and the role of the JAG (including a referral form) together with directions to the Council's new webpages at www.guildford.gov.uk/pspo for further information as part of the communications plan for the SGP.
- Follow up previous notifications to Tongham Parish Council advising of the route to report anti-social behaviour issues and, if deemed appropriate, draw its attention to the possibility of introducing a PSPO in the future to tackle related problems.
- Consider adding fly tipping to the list of anti-social behaviour issues felt to be in need of addressing in the Borough.

SR22 HIGHWAY AND TRANSPORT SCHEMES CRITICAL TO LOCAL PLAN DELIVERY

Having received a report regarding a priority list of highway and transport schemes critical to the delivery of the Guildford Borough Local Plan at its meeting held on 20 July 2021, the Executive deferred consideration of the report to its next meeting, taking place on 24 August 2021, to enable the matter to be considered by the Strategy and Resources Executive Advisory Board (EAB) in the interim.

Accordingly, the EAB considered the report at its meeting held on 9 August 2021. As part of his presentation of the report, the Transport Planner (Consultant) highlighted the following five highway and transport schemes, in no particular order of importance, that were likely to be critical priorities to enable the Local Plan to maintain its housing trajectory and remain up to date. The EAB was invited to support the five priority schemes in principle.

- SRN2 - M25 Junction 10/A3 Wisley Interchange 'Road Investment Strategy' scheme.
- NR2 and NR3 - New railway stations at Guildford West (Park Barn) and Guildford East (Merrow).
- SMC 1-6 - Sustainable Movement Corridor.
- SRN7 and SRN8 - A3 northbound on and off slip roads at A247 Clandon Road (Burnt Common).
- LRN19 – New road bridge and footbridge scheme to enable level crossing closure on A323 Guildford Road adjacent to Ash railway station.

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

1. Although there was a long list of infrastructure projects attached to the Local Plan, many of which would be delivered by developers, the five priority schemes had been

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- selected as they had been identified as requiring intervention at a high level by the Council and its strategic partners to facilitate implementation.
2. In terms of the proposed new railway stations at Guildford West and Guildford East, a councillor expressed the view that the Guildford West station should be prioritised as it would serve more commuters, being in the vicinity of any new development at Blackwell Farm, the Royal Surrey County Hospital and the Guildford Business Park, thereby offering greater viability and value for money than the Guildford East station. In response, the Strategic Services Director advised that both stations were important for different reasons and Guildford East station formed part of planning policy for the related site and the developer was obliged to make land available for the station and contribute towards its cost. Guildford West station was included in the Capital Programme and the Council would shortly be invited to determine whether it wished to release further funding to enable the scheme to progress to the next GRIP stage.
 3. Concerns were expressed in relation to the level of engagement with highway partners and a perceived lack of project modelling, valid cost estimates, availability of funding, other infrastructure to support the schemes and related impacts on local road networks. It was confirmed that the Council was holding discussions with representatives of Surrey County Council (SCC) as the local highway authority, Highways England (HE), the Department of Transport and Network Rail to progress the schemes. The priority schemes had been informally shared with colleagues at SCC who were broadly in agreement with them and favoured initiatives such as the railway stations and the sustainable movement corridor as they would reduce car use. Securing and demonstrating an alignment of priorities between this Council, SCC and other parties offered the best opportunity to access funding from strategic partners. Although all of the priority schemes had been reviewed as part of the Local Plan and benefited from an evidence base, detailed modelling would not be undertaken until the schemes had received final approval to proceed.
 4. The review of the Local Plan was continuing and would not be negated by the five priority schemes.
 5. Following the deletion of the previous A3 road widening scheme from the Government's Road Investment Strategy 2 programme, the Council had recently agreed to participate in a new study with HE and SCC to address the future of the A3 through Guildford, particularly the stretch between the A31 and Stoke Interchange. This study would include the impacts of cumulative growth associated with the Local Plan. Air quality, which was linked to climate change, was an issue related to the A3 which needed addressing.
 6. Discussions were currently taking place regarding modelling of a new transport assessment initiative which would enable proposed public transport schemes to be assessed. Also, SCC was currently developing a new model which would allow exploration of the implications of modal shift and would lead to the preparation of sub-area models to undertake strategic transport assessments, following the agreement of the related model evaluation report and assessment methodology by this Council and HE.
 7. SCC's perceptions around the key highway and transport issues and areas to focus spending were welcomed.
 8. Local Plan infrastructure project AM2, Comprehensive Guildford Borough Cycle Network, should be put forward as an additional priority to reflect the importance of encouraging cycling through strategic sites and across the Borough in the interests of reducing traffic congestion and improving air quality.
 9. The viability of the former Wisley Airfield site could be dependent upon whether the M25 Junction 10 Development Consent Order was endorsed by the Secretary of State, who had twice delayed making a decision in this regard pending additional environmental information. In the event that the scheme was not endorsed, it would be for the developer to fund substantial improvements to the northbound carriageway of the A3 between Ockham and the A3 / M25 junction in addition to improving the A3 /

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M25 roundabout junction. This factor highlighted the possibility of potential delays and difficulties associated with housing delivery owing to infrastructure issues.

In conclusion, it was agreed that the Executive be advised that:

- the EAB supports the five priority highway and transport schemes critical to the delivery of the Local Plan in principle.
- Guildford West station should be prioritised over Guildford East station.
- Local Plan infrastructure project AM2 (Comprehensive Guildford Borough Cycle Network) should be included as an additional priority scheme.

SR23 EXECUTIVE FORWARD PLAN

The Executive Forward Plan was noted without comment.

SR24 EAB WORK PROGRAMME

In response to a request from a councillor, the Strategic Services Director undertook to ascertain when the responses of the Planning Policy Team to the Regulation 19 consultation in respect of the draft Local Plan: Development Management Policies document would be published and inform the EAB accordingly.

The meeting finished at 9.00 pm

Signed

Date

Chairman

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CITIZENS' ADVICE FUNDING

1 OCTOBER 2021 (VERSION 6)

Introduction – Citizens’ Advice Funding

We are the principal funders of Guildford and Ash Citizens Advice (CA). Each CA is a separate independent charity and (in common with other CAs) neither organisation would be viable without substantial funding from the Council.

In 2021/22 (subject to confirmation by the Executive), our core grant support totals £300,000 (Guildford £225,000 and Ash £75,000). Separately, we have a funding agreement with Ash CA for £63,000 per annum to provide a money advice service for homelessness prevention, which is funded through government grant. That is outside the scope of this mandate.

Whilst all Surrey district and borough councils provide financial support to CAs, our own funding is significantly higher than elsewhere. Although direct comparisons are not straightforward (e.g. some councils may provide free accommodation in addition to financial support), it is clear that total funding of £250,000 would be more in line with other councils (although still at the higher end). Appendix 1 provides further information.

As a Council, we have had to deliver significant savings ourselves through channel shift, modernisation and new ways of working. With our support, the CAs (and Waverley CA) have been discussing closer joint working and mergers to reduce costs. We have also encouraged them to consider new service delivery options by adopting a more outreach-based approach. Changes could deliver savings in terms of staffing and accommodation. Guildford CA currently occupies Council-owned premises for which it pays an annual rent of £41,400 and service charge of £10,941 (covered by our grant). (The market rental is estimated at £53,000 per annum.). Without significant change, there are questions about the ongoing viability of Guildford and Ash CAs in their current form.

This mandate sets out the options for future funding of the CAs in the context of our extremely challenging financial position and corporate priorities.

Introduction – Citizens' Advice Funding (continued)

As part of the consideration of the mandate, it is important to note the benefits that the CAs provide to our residents and the contribution they make to our own corporate priorities.

Citizens' Advice is a network of independent charities that gives free, confidential information and advice to assist people with money, legal, consumer and other problems. Primary issues include debt management, welfare benefits, housing, immigration and asylum, employment, consumer complaints and landlord-tenant disputes. Services provided by CAs can help address issues such as social exclusion and child poverty, mental health, homelessness and housing conditions, older people and those with long term illnesses and disabilities accessing welfare benefits and care advice.

Guildford and Ash CAs provide support to 4,000 to 5,000 clients each year. A significant proportion of those will be referrals from the Council and many will also be our tenants. Although we have no statutory obligation to fund CAs, there is no doubt that demand for our services would increase markedly without the advice and support they provide.

CITIZENS' ADVICE FUNDING - STRATEGY

1. Why should a programme/project be started now?

A decision is required on future funding of Guildford and Ash CAs to inform discussions about future joint working and collaboration and to deliver potential savings as part of our Savings Strategy.

2. What is the good idea or problem to be solved?

In the context of the challenging financial position facing the Council and its corporate priorities, to determine the appropriate level of future funding for Citizens Advice services in the borough.

3. What is the purpose of the project and what outputs and outcomes will it deliver?

Depending on the preferred option, the decision could deliver financial savings to the Council of at least £50,000 per annum. It will also inform discussions between the CAs on joint working and new delivery options to ensure services are provided in the most cost-effective way.

4. What priority, corporate objective or strategy is fulfilled by this project?

A reduction or cessation of funding would contribute to savings required as part of the Council's Medium Term Financial Plan.

Services provided by the CAs are highly valued and contribute to our priorities of supporting our most vulnerable residents.

CITIZENS' ADVICE FUNDING - OPTIONS

5. What are the strategic options available to GBC to deliver a solution?

a) **Do Nothing**

Continue with existing funding levels for the CAs of £300,000.

b) **Do Something**

Introduce a phased reduction of funding for the CAs to bring Guildford's funding more into line with other councils and deliver some financial savings:

£300,000 (2021/22) £275,000 (2022/23) £250,000 (2023/24)

c) **Do More (1)**

Make more substantial reductions to CA funding. The viability of the CAs could be threatened beyond certain funding levels and there would be an increased impact on capacity and service quality. This could result in increased demand for Council services.

d) **Do More (2)**

Explore alternative ways of providing existing CA services (e.g. in-house or formal procurement exercise)

c) **Do Most**

Discontinue all CA funding. Although delivering savings of £300,000 per annum, this would lead to the closure of the CAs and place increased demand on Council services.

The Executive Liaison Group considered this mandate at its meeting on 30 June 2021 and expressed support for Option (b).

CITIZENS ADVICE FUNDING - CONSIDERATIONS

6. Who are the lead Director and Service Manager who will lead and direct the project and use/maintain the projects products once they are handed over?

Dawn Hudd, Strategic Services Director

Steve Benbough, Strategy and Communications Manager

7. What are the impacts on other Operational Service Leaders or projects?

Page 16 Reductions in CA funding that resulted in significant impacts on service delivery could place increased demands on Council services, such as housing and debt advice, family support and community services.

8. What general approach will the project take to deliver?

Any decision will be implemented and managed by the Strategy and Communications Manager. The Strategy and Communications Manager and Community Services Manager will offer to support the CAs in discussions on joint working, mergers and new service delivery models.

9. When and why must the project start and finish?

A decision is required now to inform ongoing discussions between the CAs and to assist with their future financial planning. Any changes to funding will need to be incorporated in the Council's own budget preparations for 2022/23.

CITIZENS' ADVICE FUNDING - RESOURCES

10. Which stakeholders are or will need to be involved in the project?

Corporate Management Team
Lead Councillor/Executive
Council representatives on the Guildford and Ash CA Boards
Guildford, Waverley and Ash CAs

11. What specialist resources (internal and external) are needed to consider this mandate and develop a strategic outline business case?

A strategic outline business case will not be required and any decisions will be taken forward as part of the Council's savings strategy.

Legal support will be needed to prepare a funding agreement to reflect any agreed changes.

12. What Rough Order of Magnitude (ROM) are the likely Whole Life Costs (WLC) of the project and live service?

Current funding of Guildford and Ash CAs is £300,000 per annum. The preferred option within this mandate suggests potential savings of up to £50,000 per annum.

CITIZENS' ADVICE FUNDING – RISKS, ASSUMPTIONS & ISSUES

13. What are the strategic Risks, Assumptions, Issues, Dependencies, Constraints & Opportunities?

Risks

Criticism from Guildford and Ash CAs, other stakeholders and press about any reduction of funding.

A fast and substantial reduction of funding may place the viability of the CAs at risk.

Withdrawal of services caused by substantial funding reductions may place increased demand on Council services.

Assumptions

That the Council wishes to review CA funding in light of current financial constraints.

That there is a wish by all parties for the CAs to deliver cost-effective services for vulnerable residents in future.

That the Council will continue to provide substantial funding to the CAs in future

That significant opportunities exist for cost savings by the CAs through joint working or mergers, new service delivery models and rationalisation of accommodation needs.

Issues

Any merger involving Waverley CA would require consideration of equitable funding by Guildford and Waverley Borough Councils.

To determine whether an equality impact assessment is required.

Public consultation may be required if funding reductions led to closures or loss of services.

CITIZENS' ADVICE FUNDING – DEPENDENCIES, CONSTRAINTS AND OPPORTUNITIES

Dependencies

There are no specific dependencies (other than the assumption that the CAs are able to deliver the efficiencies required to enable the ongoing provision of services).

Constraints

Long-term financial pressures.

Viability of the CAs would be put at risk by substantial funding reductions.

Opportunities

To deliver financial savings required as part of the Council's savings strategy and within the 2022/23 budget.

More cost-effective delivery of services by the CAs through collaboration and new delivery models.

Guildford CA could make significant cost savings by vacating its current accommodation in Hayden Place and this would allow the Council to consider alternative uses of the premises.

Internal GBC Stakeholders (Contributors to this Issue/Mandate)

Involved or sighted so far

Steve Benbough, Strategy and Communications Manager (author)
Sam Adam, PMO Officer
Faye Gould, Procurement Manager
Dawn Hudd, Strategic Services Director
Samantha Hutchison, Community Services Manager
JP James, Senior Policy Officer (Strategy)
Sobhan Kennedy, Housing Advice Manager
Claire Morris, Director of Resources
Louise Odell, Interim Project Officer
Diane Owens, Lead Specialist Legal
Marieke van der Reijden, Head of Asset Management
Vicky Worsfold, Lead Specialist Finance
Corporate Management Team
Councillor Joss Bigmore, Leader of the Council
Councillor Julia McShane

To be consulted at the next step

Executive Liaison Group
Strategy and Resources EAB

Citizens Advice Bureau Funding (Appendix 1)

Borough / District Council	Total CA Funding	Total Number of Clients
Guildford	£368,410 (2020/21)	3,072 (2018/19) (Guildford)
		1,340 (Ash) (2019/20)
Woking	£239,500 + accommodation (2020/21)	6,632 (2019/20)
Waverley	£210,000 (2020/21)	4,332 (2018/19)
Elmbridge	£195,180 (2020/21)	4,204 (2019/20)
Runnymede/ Spelthorne	£178,700 + rental support (2020/21)	3,177 (2019/20)
Epsom and Ewell	£134,473 + office space (2019/20)	3,232 (2019/20)
Mole Valley	£120,000 (2020/21)	3,035 (2018/19)
Tandridge	£111,802 (2020/21)	
Reigate and Banstead	£111,000 (2020/21)	4,460 (2019/20)
Surrey Heath	£80,000 (2019/20)	4,472 (2019/20)

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GRANTS TO VOLUNTARY ORGANISATIONS

1 OCTOBER 2021 (VERSION 4)

Introduction – Grants to Voluntary Organisations

As part of a review of grants, in January 2020, the Executive discontinued the Voluntary Grants Scheme (£179,000 per annum) and Community Grants Scheme (£168,000 per annum) in their existing forms. Instead, it was agreed that annual grants to organisations delivering against our strategic priorities (homelessness, mental health services, vulnerable families and services for the elderly) would be replaced by rolling agreements (totalling £190,000) to provide greater certainty over future funding. Organisations benefitting from that change are shown in Appendix 1.

At that time, the Executive also agreed to establish a new smaller Aspire Grants Scheme (£30,000 per annum) to support small scale local community projects and also to retain a reduced Voluntary Grants Scheme (£50,000 per annum) to provide some funding for other organisations delivering services for our priority groups. The establishment of a new crowdfunding platform for a two year trial period with an annual budget of £80,000 funded through the New Homes Bonus was also approved. The overall financial implications of these changes are shown in Appendix 2.

As background, it should be noted that the original Voluntary Grants Scheme was established as a tri-partite funding body along with Surrey County Council (SCC) and the NHS. Both SCC and NHS withdrew funding in recent years leaving the Borough Council as the only contributor. Whilst the scheme continues to provide support to organisations working with vulnerable residents, as a legacy of its former composition, grant funding does not necessarily closely support our own priorities or core client groups. Many grants are more health service focussed. Grants awarded in the current year are shown in Appendix 3.

With priority groups and services now being supported through funding agreements, the proposed establishment of a new crowdfunding platform to support voluntary and community organisations in Autumn 2021 and our increased financial challenges, this mandate considers options for future grant funding.

GRANTS TO VOLUNARY ORGANISATIONS - STRATEGY

1. Why should a programme/project be started now?

We provide extensive support to voluntary organisations through funding agreements and grant schemes. We also provide funding through Guildford Philanthropy (with an annual budget of £35,000 to match-fund private donations) and manage the Guildford Community Lottery as a vehicle for local organisations to raise funds. We are planning to launch a new Guildford Crowdfunding Platform in Autumn 2021 (with a two year budget of £160,000) to provide an additional source of funding for community projects and activities. Given the financial challenges facing the Council and that this is a discretionary area of spend, a decision is required on future financial support for grants to external organisations as part of our savings strategy.

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2. What is the good idea or problem to be solved?

In the context of the challenging financial position facing the Council, its corporate priorities and the outcomes of the consultation with residents on future spending priorities, to review the extent and focus of future funding for voluntary and community organisations.

3. What is the purpose of the project and what outputs and outcomes will it deliver?

Depending on the preferred option, the decision will deliver financial savings to the Council and/or confirm the priorities for future funding of community and voluntary organisations.

4. What priority, corporate objective or strategy is fulfilled by this project?

A reduction in funding would contribute to savings required as part of our Savings Strategy and Medium Term Financial Plan and 2022/23 budget. However, any decision needs to be taken in the context that tackling inequality and working with our communities to support our elderly and most vulnerable residents are high corporate priorities.

Agenda item number: 5

GRANTS TO VOLUNTARY ORGANISATIONS - OPTIONS

5. What are the strategic options available to GBC to deliver a solution?

a) **Do Nothing**

Retain the existing Voluntary Grants Scheme (£50,000 per annum) and Aspire Community Grants Scheme (£30,000).

b) **Discontinue the Voluntary Grants Scheme**

Given that we have entered into funding agreements with voluntary organisations delivery our priority services (homelessness, mental health services, support for vulnerable families and services for the elderly), discontinue the Voluntary Grants Scheme to deliver an annual saving of £50,000 per annum. Maximum grants under this scheme are £5,000 and the focus is on organisations providing support to elderly, vulnerable and disadvantaged residents.

c) **Discontinue the Aspire Community Grants Scheme**

Discontinue the Aspire Community Grants Scheme to deliver an annual saving of £30,000 per annum. Maximum grants under this scheme are £1,000 and these are focused on small community projects that bring health and wellbeing benefits to residents. These are often the type of projects that could benefit through the proposed new crowdfunding platform.

d) **Do Most**

Discontinue the Voluntary Grants Scheme (£50,000 per annum) and Aspire Community Grants Scheme (£30,000).

The Executive Liaison Group considered this mandate at its meeting on 30 June 2021 and expressed support for Option (b).

GRANTS TO VOLUNTARY ORGANISATIONS - CONSIDERATIONS

6. **Who are the lead Director and Service Manager who will lead and direct the project and use/maintain the projects products once they are handed over?**

Dawn Hudd, Strategic Services Director

Steve Benbough, Strategy and Communications Manager

7. **What are the impacts on other Operational Service Leaders or projects?**

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The Aspire Community Grants Scheme supports the work of the Community Services Manager. However, the planned new crowdfunding platform will provide an alternative mechanism for funding projects that build and strengthen communities.

8. **What general approach will the project take to deliver?**

Any decision will be implemented and managed by the Strategy and Communications Manager.

9. **When and why must the project start and finish?**

A decision is required as part of the preparation of the draft 2022/23 budget.

The planned launch of the new crowdfunding platform in Autumn 2021 provides the changed context in which to review our grant support to external organisations at the present time.

GRANTS TO VOLUNTARY ORGANISATIONS - RESOURCES

10. Which stakeholders are, or will need to be, involved in the project?

Community Services Manager
Corporate Management Team
Lead Councillor/Executive

11. What specialist resources (internal and external) are needed to consider this mandate and develop a strategic outline business case?

A strategic outline business case will not be required and any decisions will be taken forward as part of the Council's savings strategy.

12. What Rough Order of Magnitude (ROM) are the likely Whole Life Costs (WLC) of the project and live service?

Current funding for our grant schemes (and the full scope of potential savings) is £80,000 per annum.

GRANTS TO VOLUNTARY ORGANISATIONS - RISKS, ASSUMPTIONS & ISSUES

13. What are the strategic Risks, Assumptions, Issues, Dependencies, Constraints & Opportunities?

Risks

Criticism about any cessation or reduction of funding for voluntary organisations caring for vulnerable people.

Crowdfunding is not as successful as planned in leveraging alternative funding for community projects that support corporate priorities.

Assumptions

That the Council wishes to review priorities for funding in light of current financial constraints, particularly discretionary services and grants.

As the schemes only provide small grants their discontinuation will not threaten the existence of any specific organisations.

Grant recipients are aware that they cannot rely on annual grant schemes for ongoing core funding.

Crowdfunding will provide an alternative source of funding (together with the Guildford Community Lottery).

Issues

Grants for priority organisations are provided through funding agreements (outside grant schemes).

Guildford is the only funder of some county-wide or multi-borough voluntary organisations applying for grants.

The Voluntary Grants Scheme is a legacy of a former tripartite scheme with SCC and NHS and supports organisations beyond our remit outside our own key responsibilities.

GRANTS TO VOLUNTARY ORGANISATIONS – DEPENDENCIES, CONSTRAINTS AND OPPORTUNITIES

Dependencies

None (although the successful launch of a crowdfunding platform would mitigate some of the risks).

Constraints

Decisions required as part of the 2022/23 budget preparation process.

Long-term financial pressures and the need to focus on discretionary spend as part of our savings programme.

Opportunities

To deliver financial savings required as part of the Council's Medium-Term Financial Plan and savings strategy.

To encourage and support organisations to use the Guildford Community Lottery and crowdfunding platforms as fundraising tools.

INTERNAL GBC STAKEHOLDERS (CONTRIBUTORS TO THIS ISSUE/MANDATE)

Involved or sighted so far

Steve Benbough, Strategy & Comms Manager (author)
Sam Adam, PMO Officer
Faye Gould, Procurement Manager
Dawn Hudd, Strategic Services Director
Sam Hutchison, Community Services Manager
Jo James, Senior Policy Officer (Strategy)
Yasmin Makin, Policy Officer (Strategy)
Louise Odell, Interim Project Officer
Dianne Owens, Lead Specialist Legal
Vicky Worsfold, Lead Specialist Finance
Corporate Management Team
Councillor Joss Bigmore, Leader of the Council
Councillor Julia McShane, Lead Councillor

To be consulted at the next step

Executive Liaison Group

APPENDIX 1 – NEW SERVICE LEVEL AGREEMENTS

Guildford Action Day Service <i>(Day service provision for people at risk of homelessness.)</i>	£90,000
Citizens Advice County Court Service <i>(Guildford County Court helpdesk service – particularly housing and homelessness advice.)</i>	£5,000
Oakleaf <i>(Social inclusion activities and services for people with mental health problems.)</i>	£20,000
Canterbury Care Centre <i>(Support services and drop-in-centre for people with mental health problems.)</i>	£20,000
Guildford Action for Families <i>(Support for vulnerable parents and children in a home setting or community group.)</i>	£30,000
Homestart <i>(Support for vulnerable families.)</i>	£5,000
Home Support Services Guildford <i>(Home support service for the elderly)</i>	£20,000

APPENDIX 2 – PREVIOUS REVIEW OF GRANTS

Annual Expenditure	£	Annual Savings	£
New Funding Agreements	190,000	Former Voluntary Grants Scheme	178,870
New Voluntary Grants Scheme	50,000	Former Community Grants Scheme	168,360
Increased Core Funding for CABs	28,340		
New Aspire Grants Scheme	30,000		
New Crowdfunding Platform	80,000		
Total	378,340		347,230

APPENDIX 3 – VOLUNTARY GRANTS SCHEME 2021/22

Ash, Ash Vale, Ash Green Coronavirus Support Group (support and food parcels)	£5,000
CHIPS Guildford (supporting vulnerable children and families in North Guildford)	£5,000
Surrey Welfare Rights Unit (local advice support)	£5,000
Crossroads Care Surrey (support for carers)	£5,000
Disability Challengers (support for disabled children)	£2,500
Horsley and Bookham Riding for the Disabled Association (support for the disabled)	£2,500
ThriveFit Charity (support for those with cancer and mental health issues)	£2,500
Shooting Star Children's Hospice's (emergency respite care)	£2,000
TALK Surrey (stroke support groups)	£2,000
Age UK Surrey (Men in Sheds)	£2,000
The Brigitte Trust	£2,000
Sight for Surrey (support for the blind/partially sighted)	£1,500
St John the Evangelist Church Merrow (support for babies of less advantaged families)	£1,000
Autism All Stars Foundation (support for children with autism)	£1,000
Appeer CIC (support for autistic and neurodiverse girls)	£1,000
Guildford Baptist Church (Millmead Holiday at Home)	£600



THE FORWARD PLAN

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

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

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

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

Key decisions

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

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

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

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

Availability of reports and other documents

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

Taking decisions in private

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

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

James Whiteman
Managing Director

Guildford Borough Council
Millmead House
Millmead Guildford
GU2 4BB

Dated: 28 September 2021

SCHEDULE

COUNCIL: 5 October 2021

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Capital and Investment outturn report 2020-21	To approve the Capital and Investment outturn report 2020-21	No	Report to Council (05/10/2021) Incorporating comments/ recommendations of Corporate Governance and Standards Committee (29/07/2021) And Executive (24/08/2021)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
Guidance for Councillors on Email Signatures	To approve the guidance for Councillors on Email Signatures	No	Report to Council (05/10/2021) Incorporating comments/ recommendations of Executive (21/09/2021)	Diane Owens 01483 444027 diane.owens@guildford.gov.uk

Review of the Protocol on the appointment, role, status, rights and obligations of Honorary Freemen and Honorary Aldermen	To review the protocol.	No	Report to Council (05/10/2021) Incorporating comments/ recommendations of Corporate Governance and Standards Committee (23/09/2021)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
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EXECUTIVE: 26 October 2021

Key Decision (asterisk indicates that the decision is a key)	Subject	Decision to be taken	Is the matter to be dealt with in private ?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Page 39	Local Plan Development Management Policies	To consider the Regulation 19 proposed submission plan.	No	Report to Executive (26/10/2021) and Council (1/11/2021) Incorporating comments/ recommendations of Joint EAB (20/09/2021)	Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk
	Review of the Local Development Scheme	To review the Local Development Scheme	No	Report to Executive (26/10/2021)	Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk
	The Corporate Plan 2021-25	To recommend to Council the approval of the Corporate Plan 2021-25.	No	Report to Executive (26/10/2021) and Council (01/11/2021)	Steve Benbough 01483 444052 stephen.benbough@guildford.gov.uk

*	Guildford City Status	To consider the submission of a bid.	No	Report to Executive (26/10/2021)	Steve Benbough 01483 444052 stephen.benbough@guildford.gov.uk
	Licensing of Sex Establishments: Statement of Licensing Policy 2022-25	To approve the Licensing of Sex Establishments: Statement of Licensing Policy 2022-25	No	Report to Executive (26/10/2021) Incorporating comments/ Recommendations of Licensing Committee (29/09/2021)	Mike Smith 01483 444387 mike.smith@guildford.gov.uk
Page 40	Freedom of Information Publication Scheme	To approve the Freedom of Information Publication Scheme	No	Report to Executive (26/10/2021)	Ciaran Ward 01483 444072 ciaran.ward@guildford.gov.uk

<p>*</p>	<p>North Street Development</p>	<p>(1) To agree the heads of terms, which include:</p> <ul style="list-style-type: none"> • Refurbished new bus facility • Pedestrianisation of North Street. • Leapale Road widening. • New North Street / Leapale Road junction. • Landscaping and associated grant of long lease. • Grant of long lease to create a new area of public realm. <p>(2) To undertake further work to establish a clear understanding of the scope, extent and estimated costs of any public works and services included in the proposed development and, subject to obtaining this information, to consider options for procuring the delivery of any public works and services to ensure compliance with the Find a Tender rules and the Council's procurement policies.</p> <p>(3) To authorise the Strategic Services Director to agree any minor variations to the heads of terms to address any specific points arising during the course of contractual negotiations with the Purchaser.</p> <p>(4) To authorise the Strategic Services Director to negotiate and enter into all associated property/contractual documentation required in order to facilitate the sale of the North Street Development Site, subject to receiving final valuation advice from the Council's external advisors confirming that the transaction amounts to the best consideration reasonably obtainable.</p> <p>(5) To establish a working group consisting of stakeholders, Councillors and officers to make recommendations to the Executive in respect of the design of the refurbished bus station (including the associated access and public realm improvements) and the proposed pedestrianisation of North Street.</p> <p>(6) To develop and take forward a plan for engagement with market traders impacted by the development.</p> <p>(7) To note the Council's public sector equality duties under section 149(1) of the Equality Act 2010.</p>	<p>Yes</p>	<p>Report to Executive (26/10/2021)</p>	<p>Andrew Tyldesley 01483 444617 andrew.tyldesley@guildford.gov.uk</p>
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*Information regarding this item is considered to be commercially sensitive and contain details of privileged legal advice and therefore exempt from publication. The item will, if councillors wish, be discussed in private as it will involve the likely disclosure of this exempt information as defined in paragraphs 3 and 5 of Schedule 12A to the Local Government Act 1972, namely:

- “(3) Information relating to the financial or business affairs of any particular person (including the authority holding that information)” and
- “(5) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings”

Any person wishing to make representations in relation to this part of the meeting being held in private for consideration of the above-mentioned matter, must do so in writing to: Carrie Anderson, Senior Democratic Services Officer by email: carrie.anderson@guildford.gov.uk by no later than midday Friday 15 October 2021.

EXTRAORDINARY MEETING OF COUNCIL: 1 November 2021

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Local Plan Development Management Policies	To approve the Regulation 19 proposed submission plan for public consultation.	No	Report to Council (01/11/2021) Incorporating comments/ recommendations of Joint EAB (20/09/2021) and Executive (26/10/2021)	Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk
The Corporate Plan 2021-25	To approve The Corporate Plan 2021-25.	No	Report to Council (01/11/2021) Incorporating comments/ recommendations of Executive (26/10/2021)	Steve Benbough 01483 444052 stephen.benbough@guildford.gov.uk
Guildford / Waverley Collaboration	To consider the recommendation of the Joint Appointments Committee in respect of approval of the appointment of a Joint Chief Executive	No	Report to Council (1/11/2021) Incorporating comments/ recommendations of the Joint Appointments Committee (13/10/2021)	Francesca Smith 01483 444014 francesca.smith@guildford.gov.uk

EXECUTIVE: 23 November 2021

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
	Public Space Protection Order (PSPO)	To approve the Public Space Protection Order (PSPO)	No	Report to Executive (23/11/2021) Incorporating comments/ recommendations of Strategy EAB (09/08/2021)	Yasmine Makin 01483 444070 yasmine.makin@guildford.gov.uk
	Timetable of Council and Committee Meetings 2022-23	To recommend to Council the approval of the timetable of Council and Committee Meetings 2022-23	No	Report to Executive (23/11/2021) and Council (07/12/2021)	Carrie Anderson 01483 444078 carrie.anderson@guildford.gov.uk
	Local Council Tax Support Scheme 2022-23	To consider the statutory annual review of the Local Council Tax Support Scheme 2022-23.	No	Report to Executive (23/11/2021) and Council (07/12/2021)	Belinda Hayden 01483 444867 belinda.hayden@guildford.gov.uk

Agenda item number: 6

*	Guildford West Station	GRIP 3 Outcome report (update report) and future procurement of GRIP stages.	No	Report to Executive (23/11/2021)	Mike Miles 01483 444077 mike.miles@guildford.gov.uk
	Pre-Election Publicity Guidance	To recommend to Council the approval of the Pre-Election Publicity Guidance	No	Report to Executive (23/11/2021) and Council (07/12/2021)	Diane Owens 01483 444027 diane.owens@guildford.gov.uk

SPECIAL MEETING OF COUNCIL: 2 December 2021

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Appointment of Honorary Aldermen	To approve the appointment of the Honorary Aldermen	No	Report to Council (02/12/2021)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

Agenda item number: 6

COUNCIL: 7 December 2021

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Gambling Act 2005: Statement of Principles 2022-25	To adopt the Gambling Act 2005: Statement of Principles 2022-25	No	Report to Council (07/12/2021) Incorporating comments/ recommendations of Licensing Committee (24/11/2021)	Mike Smith 01483 444387 mike.smith@guildford.gov.uk
Timetable of Council and Committee Meetings 2022-23	To recommend to Council the approval of the timetable of Council and Committee Meetings 2022-23	No	Report to Council (07/12/2021) Incorporating comments/ recommendations of Executive (23/11/2021)	Carrie Anderson 01483 444078 carrie.anderson@guildford.gov.uk
Appointment of External Auditors	To consider options for the appointment of external auditors	No	Report to Council (07/12/2021) Incorporating comments/ recommendations of Corporate Governance and Standards Committee (18/11/2021)	Claire Morris 01483 444827 claire.morris@guildford.gov.uk

Local Council Tax Support Scheme 2022-23	To approve the statutory annual review of the Local Council Tax Support Scheme 2022-23.	No	Report to Council (07/12/2021) Incorporating comments/ recommendations of Executive (23/11/2021)	Belinda Hayden 01483 444867 belinda.hayden@guildford.gov.uk
The Council's Constitution: Review of Financial Procedure Rules	To review and update the Financial Procedure Rules	No	Report to Council (07/12/2021) Incorporating comments/ recommendations of Corporate Governance and Standards Committee (18/11/2021)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
Pre-Election Publicity Guidance	To approve the Pre-Election Publicity Guidance	No	Report to Council (07/12/2021) Incorporating comments/ recommendations of Executive (23/11/2021)	Diane Owens 01483 444027 diane.owens@guildford.gov.uk

EXECUTIVE: 4 January 2022

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

EXECUTIVE: 25 January 2022

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Page 50	Annual Audit Letter 2020-21	To approve the Annual Audit Letter 2020-21.	No	Report to Executive (25/01/2022) Incorporating comments/ Recommendations of Corporate Governance and Standards Committee (20/01/2022)	Claire Morris 01483 444827 claire.morris@guildford.gov.uk
	Capital and Investment Strategy (2022-23 to 2025-26)	To recommend to Council the approval of the Capital and Investment Strategy (2022-23 to 2025-26)	No	Report to Executive (25/01/2022) and Council (09/02/2022) Incorporating comments/ Recommendations of Joint EAB (10/01/2022) Corporate Governance and Standards Committee (20/01/2022)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk

	Housing Revenue Account Budget 2022-23	To recommend to Council approval of the HRA Revenue estimates, associated fees and charges, changes to rents of Council dwellings and approval of Housing Capital Programme for 2022-23.	No	Report to Executive (25/01/2022) incorporating comments/ recommendations of the Joint EAB (10/01/2022) and Council (09/02/2022)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
Page 51	Business Planning – General Fund Budget 2022-23	To recommend to Council: <ul style="list-style-type: none"> • Approval of the general fund revenue budget for 2022-23 • Agreement of a council tax requirement for 2022-23 • Declaration of any surplus/deficit on the collection fund 	No	Report to Executive (25/01/2022) Incorporating comments/ Recommendations of Joint EAB (10/01/2022) and Council (09/02/2022)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
	Periodic Electoral Review of Guildford Borough Council	To recommend to Council to approve the Council's submission in response to the Local Government Boundary Commission's draft recommendations in respect of the periodic review	No	Report to Executive (25/01/2022) and Council (09/02/2022)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

COUNCIL: 9 February 2022 (Budget Council)

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

Pay Policy Statement 2022-23	To approve the Pay Policy Statement 2022-23	No	Report to Council (09/02/2022)	Francesca Smith 01483 444014 francesca.smith@guildford.gov.uk
Periodic Electoral Review of Guildford Borough Council	To approve the Council's submission in response to the Local Government Boundary Commission's draft recommendations in respect of the periodic review	No	Report to Council (09/02/2022) Incorporating comments/ Recommendations of Executive (25/01/2022)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

EXECUTIVE: 22 February 2022

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

Agenda item number: 6

COUNCIL: 23 February 2022 (Reserve Budget Date)

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

EXECUTIVE: 22 March 2022

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

COUNCIL: 5 April 2022

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

EXECUTIVE: 26 April 2022

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

Agenda item number: 6

COUNCIL: 11 May 2022 (Annual Council Meeting)

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

UNSCHEDULED ITEMS – EXECUTIVE/COUNCIL

Agenda item number: 6

Key Decision (asterisk indicates that the decision is likely to be a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision- maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
	Ash Road Bridge and Footbridge Update	To receive an update	No	Report to Executive	Michael Miles 01483 444077 michael.miles@guildford.gov.uk

Key Decision (asterisk indicates that the decision is likely to be a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision- maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*	Bridges – Inspection and Remedial Work	<p>(1) To approve appointment of consultants to:</p> <ul style="list-style-type: none"> (a) carry out inspections (b) cost immediate and long-term works (c) advise on future inspection frequency <p>(2) To approve works that arise from inspections</p> <ul style="list-style-type: none"> (a) Move money from provisional to approved capital programme. 	No	Report to Executive	<p>Helen Buck 01483 444720 helen.buck@guildford.gov.uk</p>
u	The Housing Allocation Scheme	<p>Executive to agree updated scheme for Housing Allocation.</p> <p><i>Scheme will not come forward until 2022.</i></p>	No	Report to Executive Incorporating comments/ Recommendations of Service Delivery EAB	<p>Siobhan Kennedy 01483 444247 siobhan.kennedy@guildford.gov.uk</p>

Key Decision (asterisk indicates that the decision is likely to be a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision- maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*u	New Housing Strategy (including Homelessness Prevention and Rough Sleeping Strategies) 2020- 2025	To develop a new housing strategy to include the statutory elements of homelessness prevention and rough sleeping. <i>Dependent on Corporate Plan, maybe delivered at the end of 2021/start of 2022.</i>	No	Report to Executive Incorporating comments/ Recommendations of Service Delivery EAB	Siobhan Kennedy 01483 444247 siobhan.kennedy@guildford.gov.uk
u	Foxenden Tunnels	To consider the potential alternative future uses of the Shelter, possibly including a heritage element. <i>This project is completely dependent on the Covid19 situation, Consequently, the project has been deferred. No date.</i>	No	Executive Shareholder and Trustee Committee (TBA)	Darren Burgess 01483 444589 darren.burgess@guildford.gov.uk
u	Charging for Regulatory Services	To consider proposal to charge for pre- application advice. <i>Not a priority at this time.</i>	No	Executive	Justine Fuller 01483 444370 Justine.fuller@guildford.gov.uk

Key Decision (asterisk indicates that the decision is likely to be a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision- maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*u	Surrey Waste Partnership – Inter Authority Agreement	To confirm the formation of a Joint Committee to replace the Surrey Waste Partnership, to seek sign up to a relevant IAA and to agree what decisions around waste and what services we want delivered via a joint approach. <i>Report estimated Spring 2022.</i>	No	Executive	Chris Wheeler 01483 445030 chris.wheeler@guildford.gov.uk
*u	Industrial Estates	To consider strategies for the future development of individual industrial estates <i>Report estimated 2022.</i>	No	Report to Executive Incorporating comments/ recommendations of Strategy and Resources EAB	Melissa Bromham 01483 444587 melissa.bromham@guildford.gov.uk

Key Decision (asterisk indicates that the decision is likely to be a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer	Agenda item number
*u	Community Infrastructure Levy Charging Schedule	To adopt the Community Infrastructure Levy Charging Schedule <i>No schedule yet.</i>	No	Report to Executive Incorporating comments/ recommendations of Guildford Joint Committee	Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk	6
*u	Marketing Requirements SPD	To adopt the Marketing Requirements SPD No schedule yet.	No	Report to Executive	Gavin Stonham 01483 444464 gavin.stonham@guildford.gov.uk	
*u	Planning Contributions SPD	To adopt the Planning Contributions SPD <i>No schedule yet.</i>	No	Report to Executive	Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk	
*u	Green and Blue Infrastructure SPD	To adopt the Green and Blue Infrastructure SPD. <i>No schedule yet.</i>	No	Report to Executive	Dan Knowles 01483 444605 dan.knowles@guildford.gov.uk	
*u	Green Belt SPD	To adopt the Green Belt SPD <i>No schedule yet.</i>	No	Report to Executive	Laura Howard 01483 444626 laura.howard@guildford.gov.uk	

UNSCHEDULED ITEMS – GUILDFORD JOINT COMMITTEE

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Community Infrastructure Delivery	(1) To agree a statement of priority for the delivery of infrastructure described in the GBC Infrastructure Delivery Plan and informed by the GBC Regulation 123 list (2) To discuss and propose strategies for securing additional funding necessary for that delivery	No	Report to Guildford Joint Committee	Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk

SCHEDULE 2

MEMBERSHIP OF THE BOROUGH COUNCIL'S EXECUTIVE

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

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

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

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EXECUTIVE ADVISORY BOARD WORK PROGRAMME

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

STRATEGY AND RESOURCES EXECUTIVE ADVISORY BOARD

6 DECEMBER 2021				
Item	Additional information	Relevant Lead Councillor(s)	Lead officer	Target completion
Climate Change Programme	To consider this mandate.	Cllr Jan Harwood	Marieke van der Reijden, Head of Asset Management	
7 FEBRUARY 2022				
Item	Additional information	Relevant Lead Councillor(s)	Lead officer	Target completion
4 APRIL 2022				
Item	Additional information	Relevant Lead Councillor(s)	Lead officer	Target completion

EXECUTIVE ADVISORY BOARD WORK PROGRAMME

JOINT EXECUTIVE ADVISORY BOARD

11 NOVEMBER 2021				
Item	Additional information	Relevant Lead Councillor(s)	Lead officer	Target completion
Business Planning - General Fund Outline Budget 2022-23	To consider the outline budget and submit comments to the Executive	Cllr Tim Anderson	Claire Morris Resources Director	February 2022
10 JANUARY 2022				
Item	Additional information	Relevant Lead Councillor(s)	Lead officer	Target completion
Housing Revenue Account Draft Budget 2022-23	To consider the Draft HRA budget and submit comments to the Executive.	Cllr Julia McShane / Cllr Tim Anderson	Ian Doyle, Service Delivery Director	February 2022
Capital and Investment Strategy 2022-23 to 2026-27	To consider the Draft Capital and Investment Strategy and submit comments to the Executive.	Cllr Tim Anderson	Victoria Worsfold, Lead Specialist - Finance	February 2022

EXECUTIVE ADVISORY BOARD WORK PROGRAMME

UNSCHEDULED ITEMS

Strategy and Resources Executive Advisory Board

Item	Additional information	Relevant Lead Councillor(s)	Lead officer	Target completion
Implications for Guildford of the 'Surrey Infrastructure Study'	The Surrey Infrastructure Study will be reviewed in the near future and to input into this at that stage.	Cllr Jan Harwood	Dawn Hudd, Strategic Services Director	
Supplementary Planning Documents (SPDs) <i>(There is currently no schedule for the SPD's preparation.)</i>	To consider the Planning Contributions, Green & Blue Infrastructure, Greenbelt and Parking SPDs developed to support the Local Plan.	Cllr Jan Harwood	Stuart Harrison, Policy Lead – Planning Policy	
Industrial Estates <i>(Report anticipated 2022.)</i>	To consider strategies for the future development of individual industrial estates.	Cllr Tim Anderson	Melissa Bromham, Investment Property Manager	
Bright Hill and Guildford Park Road, Guildford.	To consider emerging plans for Bright Hill and Guildford Park Road.	Cllr John Rigg	Michael Lee-Dickson, SARP Regeneration Lead	
Green Electricity Supply	This mandate will be presented for consideration.	Cllr Jan Harwood	Marieke van der Reijden, Head of Asset Management	

EXECUTIVE ADVISORY BOARD WORK PROGRAMME

Joint Executive Advisory Board

Item	Additional information	Relevant Lead Councillor(s)	Lead officer	Target completion
Guildford Economic Regeneration (GER) Programme	To consider the economic regeneration of Guildford.	Cllr John Rigg	Michael Lee-Dickson, SARP Regeneration Lead	
North Street, Guildford, Development Site	To receive a briefing in respect of the North Street Development Site scheme.	Cllr John Rigg	Andrew Tyldesley, Town Centre Development Lead	
Sutherland Memorial Park	To consider the possible development of a masterplan for the Park to ensure a holistic approach.	Cllr James Steel	Jonathan Sewell, Head of Culture, Heritage and Leisure Services	