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Contact:

James Dearling

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8 October 2021

Dear Councillor,

Your attendance is requested at a meeting of the **OVERVIEW AND SCRUTINY COMMITTEE** to be held in the Council Chamber, Millmead House, Millmead, Guildford, Surrey GU2 4BB on **TUESDAY, 19 OCTOBER 2021 at 7.00 pm.**

Yours faithfully,

James Whiteman
Managing Director

MEMBERS OF THE OVERVIEW AND SCRUTINY COMMITTEE

Chairman: Councillor Paul Spooner
Vice-Chairman: Councillor James Walsh

Councillor Chris Blow
Councillor Guida Esteves
Councillor Graham Eyre
Councillor Angela Goodwin
Councillor George Potter

Councillor Maddy Redpath
Councillor Tony Rooth
Councillor Will Salmon
Councillor Deborah Seabrook
Councillor Fiona White

Authorised Substitute Members

For the Overview and Scrutiny Committee, there is no limit on the number of substitute members for each political group on the Council.

QUORUM: 4

WEBCASTING NOTICE

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

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

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 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 Committee meeting held on 14 September 2021.

4 **RESPONSE TO COVID 19 – UPDATE**

5 **MENTAL HEALTH IMPROVEMENT PROGRAMME** (Pages 11 - 18)

Considering the impact of the pandemic on mental illness and mental health services, and the Surrey Mental Health Partnership Board (MHPB) review and consequent improvement plan agreed by Surrey Health and Wellbeing Board (and its delivery).

6 **AIR QUALITY STRATEGY ACTION PLAN UPDATE** (Pages 19 - 36)

7 **OVERVIEW AND SCRUTINY WORK PROGRAMME** (Pages 37 - 56)

To agree the draft Overview and Scrutiny work programme.

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

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OVERVIEW AND SCRUTINY COMMITTEE

14 September 2021

- * Councillor Paul Spooner (Chairman)
- * Councillor James Walsh (Vice-Chairman)

- | | |
|-----------------------------|-------------------------------|
| * Councillor Chris Blow | * Councillor Maddy Redpath |
| * Councillor Guida Esteves | * Councillor Tony Rooth |
| Councillor Graham Eyre | * Councillor Will Salmon |
| * Councillor Angela Goodwin | * Councillor Deborah Seabrook |
| * Councillor George Potter | * Councillor Fiona White |

*Present

Councillors Jan Harwood (Deputy Leader of the Council and Lead Councillor for Climate Change), Julia McShane (Lead Councillor for Community and Housing), Ramsey Nagaty, and James Steel (Lead Councillor for Environment) were also in attendance.

In accordance with Council Procedure Rule 23(i), the Mayor, Councillor Marsha Moseley, attended as a substitute for Councillor Graham Eyre.

OS25 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

The Committee was advised of an apology for absence from Councillor Graham Eyre and a substitution as detailed above.

OS26 LOCAL CODE OF CONDUCT AND DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS

There were no declarations of Disclosable Pecuniary Interests.

OS27 MINUTES

The minutes of the Overview and Scrutiny Committee meeting held on 13 July 2021 were agreed.

The Chair informed the Committee that he had agreed Councillor Seabrook could make a statement to the meeting. Councillor Seabrook apologised for any insult that may have been caused to the Council's then Parks and Landscape Manager by her questions during the Committee's consideration of the review of the Guildford Crematorium project [Minute OS63, Guildford Crematorium Redevelopment Post Project Review, 2 March 2021 refers]. Councillor Seabrook indicated that the then Parks and Landscape Manager had acknowledged and accepted her private apology and requested it be repeated in public. Councillor Seabrook then clarified the meaning of her questions to the then Parks and Landscape Manager and her misunderstanding about his previous project management experience; she confirmed that her intention had been to highlight the need for the Council to resource projects sufficiently and not ask officers to run them in addition to their core job.

OS28 RESPONSE TO COVID-19 – UPDATE

The Deputy Leader of the Council and Lead Councillor for Climate Change briefly introduced the item before the Managing Director gave a presentation on the current COVID-19 situation and the Council's response, beginning with an update on local cases.

The Managing Director indicated that the COVID-19 infection rate in Surrey was 280.4 per 100,000, lower than the national rate of 331.6 per 100,000 and the South East rate of 300.9 per 100,000, while Guildford's rate was 264.1 per 100,000. The Managing Director advised that in the previous week there had been 3,365 new cases in Surrey, of which 394 were in Guildford. The meeting was informed that as at 12 September there were 2,950 registered COVID-related deaths in Surrey, with 250 in Guildford.

The Managing Director advised the meeting of two key COVID-19 issues: vaccination and testing; and events. The meeting was advised that the vaccination centre at Artington was open. He indicated that vaccination rates in Guildford were in line with local, regional, and national rates with 82 per cent of those aged over 16 having had their first jab and 74 per cent their second. The meeting was advised that the Legends Festival on 28 and 29 August was the first large-scale event to return to the Borough. The Managing Director stated that the government was monitoring the number of cases relating to large scale events, but it was too early to determine their impact on case numbers.

In response to a question about providing councillors with information on the government's winter COVID plan so they might better advise residents, the Managing Director indicated that such opportunities would be explored. The Senior Specialist Public Health advised the meeting that information would be within the weekly Community COVID champions briefing email.

A Committee member asked about the compulsion of care homes to ensure workers were vaccinated against COVID-19, the current vaccine uptake by care home workers locally and likely impact on care homes, and for details of the areas of low vaccine uptake in the Borough. In response, the Senior Specialist Public Health advised the meeting that she would obtain the relevant information about care home workers and share with Committee members. In addition, the Committee was advised that detailed information on vaccine uptake locally was included within the weekly Community COVID champions briefing email.

In reply to a question, the Senior Specialist Public Health confirmed that the highest number of COVID cases in Guildford was in the 10–19-year-old age group.

In response to a question, the Senior Specialist Public Health advised the meeting that anti-vaccination activity in the Borough had been minimal. The Senior Policy Officer advised the meeting of the process to report anti-vaccination publicity.

RESOLVED: That the Committee continue to receive updates on the response to COVID-19.

OS29 LEAD COUNCILLOR QUESTION SESSION

The Chair introduced the Lead Councillor for Environment and reminded the meeting of Councillor Steel's areas of responsibility: waste; licensing (including health and safety regulation); parking; parks and leisure; arts and tourism; bereavement; and environmental health and protection.

The session began with questions about the waste and recycling service. In response to a question about delays in supplying new bins and difficulties in collections, the Lead Councillor for Environment stated that the Council were struggling to get hold of some containers and bins. He indicated that there were supply issues due to a global plastics shortage, an international shipping container shortage, and a shortage of haulage due to issues with drivers. The Lead Councillor for Environment provided the Committee with details of the availability of containers, including food waste caddies, sharps boxes, and refuse, recycling, and garden bins. The meeting was informed that the delays on some

container types and the issues with securing supplies were likely to continue for a number of months.

In reply to a query about the disruption of waste and recycling collections, the Lead Councillor for Environment indicated that the Borough had not witnessed service disruption from a shortage of drivers. The meeting was advised that post-Covid use of leave combined with some isolating staff and sickness had occasionally impacted services. The Lead Councillor for Environment indicated that there was a risk of future service disruption if drivers left for higher paying driver roles elsewhere as had occurred in some neighbouring boroughs.

In reply to a question, the Lead Councillor for Environment suggested that missed bin collections could be reported through MyGuildford online or by contacting the Council by telephone.

In reply to questions about recycling, the Lead Councillor for Environment indicated that the amount of recycling contaminated by the wrong items being recycled was low. He advised the Committee that the issue of contaminated recycling was addressed through identifying the source and providing educational information to the property or business concerned. In addition, the Lead Councillor for Environment indicated that the Surrey Environmental Partnership provided key recycling literature to all properties across the county.

In response to a question about benchmarking recycling rates, the Lead Councillor for Environment advised the meeting that Guildford was currently ranked third among waste collection authorities in Surrey and nineteenth nationally.

In reply to a question about the recycling of the Borough's plastic waste, the Lead Councillor for Environment confirmed that plastic waste export details and end destinations were published as part of the waste data flow reports to Defra.

A member of the Committee questioned whether the decision to replace the Council's waste fleet vehicles with fossil-fuelled vehicles was being reconsidered. In response, the Lead Councillor for Environment indicated that the diesel waste fleet vehicles had been purchased last year and were currently in use. He stated that this was expected to be the last fleet of new diesel waste vehicles purchased by the Council. The Lead Councillor for Environment advised the meeting that there were no viable hydrogen-powered dustcarts available to purchase. In addition, he advised the Committee of issues installing the infrastructure for hydrogen or electric powered vehicles at the Council's current depot. The Lead Councillor for Environment indicated that he believed it would be achievable, subject to funding being available, to decarbonise almost all the Council's fleet of vehicles by 2030.

With reference to the increase in the minimum charge for off-street car parking introduced in the winter, a member of the Committee asked whether there were statistics to show whether car park use had increased or fallen. The Lead Councillor for Environment indicated that car park usage was approximately eighty per cent of pre-Covid levels. The Lead Councillor for Environment undertook to provide details of usage levels to the Committee members.

A member of the Committee asked for an update on the return of the park and ride service. The Lead Councillor for Environment indicated that the capacity at Artington was reduced due to the vaccination centre, Onslow not operational and was being used by the NHS as a testing centre, Merrow was back up and running, and Spectrum was operating at a reduced level. The Lead Councillor for Environment undertook to provide fuller details to the Committee members.

In reply to a question about the possible closure of the Tourism Information Centre (TIC), the Lead Councillor for Environment advised the meeting that there were efforts underway to maximise the digital impact of the TIC. He indicated that there was currently a desire to have a physical form of TIC to provide an in-person service for members of the public who required it.

A member of the Committee asked the Lead Councillor for Environment to outline his visitor and tourism strategy and update the Committee on his interactions with counterparts across the county and at Surrey County Council. In response, the Lead Councillor for Environment confirmed meeting the Chairman of Visit Surrey and advised the Committee that the tourism and visitor strategy across Guildford and Surrey should be technologically advanced. He advocated the importance of tourism being eco-friendly and sustainable.

[At this point in the meeting the Lead Councillor for Environment had internet connection difficulties and the Committee considered the next item of business before concluding the question session as below].

In reply to a question about a lack of data for the Council's performance indicators for statutory nuisance investigations, the Lead Councillor for Environment stated that as part of implementing the new structure and forming the new team within Environment and Regulatory Services a comprehensive set of KPIs and performance measures were being developed including COM18 about statutory nuisance. He indicated that councillors would start seeing regular performance data in corporate reports.

The Lead Councillor for Environment advised the meeting that his current portfolio priorities were the contract extensions involving G Live and Freedom Leisure and responding to the national waste strategy.

In response to questions about Spectrum 2.0, the Lead Councillor for Environment stated that the rebuild project had been paused until assessments of the current building had been completed. He advised the meeting that the results of surveys of Spectrum should be available in early or mid-2023. The Lead Councillor for Environment referred to options for the future management of the Council's leisure facilities, including collaboration between Guildford Borough Council and Waverley Borough Council.

The Chair thanked the Lead Councillor for Environment for attending and answering questions.

OS30 SAFER GUILDFORD PARTNERSHIP ANNUAL REPORT

The Lead Councillor for Community and Housing introduced the item, advising the meeting that the achievements of the Safer Guildford Partnership (SGP) for the past year were set out within the report submitted to the Committee. She indicated that the report included the draft Safer Guildford Partnership Plan setting out the priorities for the period 2021-24. The Lead Councillor for Community and Housing praised the Partnership's operational delivery groups, highlighted the contribution of councillors at the Joint Action Group (JAG), and suggested councillors share the information and updates provided by the Partnership with residents.

The Senior Policy Officer gave a presentation summarising the content of the report submitted to the Committee. She indicated that the purpose of the report was to provide the Committee with the opportunity to examine the activities of the SGP in the last year and to advise and comment on the appropriateness of the draft priorities for the coming three years. The Senior Policy Officer highlighted outcomes achieved in the previous year and key challenges faced by SGP partners in the last year.

The Senior Policy Officer advised the meeting that when setting the future priorities and resources of the SGP key considerations included being realistic about the additional resources each partner could provide and ensuring the work of the SGP added value to single agency day to day work.

As part of the presentation from the Senior Policy Officer, the Committee was reminded of the five draft key priorities for the next three years: continued response to the impact of Covid-19 on people's safety; responding to Domestic abuse; protecting our communities from ASB/ Community Harm; protecting our communities from serious harm; and encouraging our communities to help themselves. In outlining the key risks for the SGP over the next twelve months, the Senior Policy Officer acknowledged that all partners were likely to have less resources and increased financial pressures.

During the ensuing discussion a number of points and clarifications were made:

- A member of the Committee asked whether increased ASB interventions reflected an increased focus by the SGP or increasing issues. In reply, the Senior Policy Officer referred to the difficulties of answering such a question and suggested that the work and effectiveness of the SGP was increasing. Inspector Sam Turner, Surrey Police, advised the Committee that there were increasing reports to police and partner agencies in Surrey year-on-year. He indicated that he did not focus on the number of issues reported and instead was encouraged by the positive outcomes from action by the SGP and the resulting number of closures or convictions.
- The Senior Policy Officer confirmed that learnings from the ongoing Domestic Homicide Review established in 2020-21 would be shared with all agencies involved.
- The Committee was informed that Community Triggers were generally submitted by residents experiencing anti-social behaviour. The Senior Policy Officer advised that full information, including the application form, was provided online. She informed the meeting that numbers of Community Triggers within the Borough were higher than in some neighbouring partnerships due to better promotion.
- In response to questions, Inspector Turner outlined the steps taken to tackle county lines, including helping children and vulnerable residents who may become involved as victims, and advised the Committee of the outcomes of two recent convictions. He indicated that county lines was not a matter that could be solved and was a national issue. In addition, he indicated that illegal drugs were not an issue that arrests would solve and that it was in part a social and public health issue.
- The Senior Policy Officer informed the meeting that in Surrey the allocation of funding to help local authorities meet the requirements of the Domestic Abuse Act 2021 was currently being determined. She indicated that domestic abuse was the responsibility of all SGP partners to tackle. Inspector Turner advised the meeting of the recent introduction of a dedicated domestic abuse team within Surrey Police following a restructure.
- A member of the Committee suggested the value of the Junior Citizens scheme and questioned whether stopgap measures could be undertaken while the scheme was under review. The Senior Policy Officer indicated that the content and delivery of the scheme was included within the review and the review would continue over the next year. She advised the meeting that the scheme was in addition to outreach work by SGP partners. Inspector Turner advised the meeting of the police's youth engagement officers in the Borough and their role and he suggested they were

intended to target youth-related issues rather than deliver a scheme such as Junior Citizens.

- A member of the Committee suggested using analytics to measure the effectiveness of social media campaigns for referrals to the SGP and thereby improve key performance indicators. In response, the Senior Policy Officer indicated she would take away the suggestions put forward and noted that the SGP's role was to enhance and support the communications of its partners.
- Committee members praised the annual report and the outcomes and achievements detailed within it.

The Lead Councillor for Community and Housing praised the officers and partners involved in the SGP and thanked the Committee members for their questions.

The Chair thanked the Lead Councillor for Community and Housing, Inspector Turner, and the Senior Policy Officer for attending.

RESOLVED: That the draft Safer Guildford Partnership Plan 2021-24 as set out in section five of the annual report submitted to the Committee be supported.

OS31 OVERVIEW AND SCRUTINY WORK PROGRAMME

The Chair introduced the item. He reminded the Committee that the next work programme meeting of the chairs and vice-chairs of the Overview and Scrutiny Committee and the Executive Advisory Boards was the following day.

With reference to the re-scheduling to next year of the Committee's consideration of Future Guildford, a member of the Committee suggested that an update on the Council's customer service be provided to members. The Chair confirmed that a briefing note would be requested for Committee members.

A verbal update on the Affordable Housing task and finish group was provided to the Committee by the vice-chair of the task group. The Chair indicated that the terms of reference for the task group would be submitted to the Committee for information.

With reference to the timescale for determining the future of the Spectrum as announced by the Lead Councillor for Environment earlier in the meeting, a member of the Committee suggested scheduling an item to review the potential options for the management of the Spectrum. The Chair indicated that the matter would be discussed at the work programme meeting of the chairs and vice-chairs of the Overview and Scrutiny Committee and the Executive Advisory Boards the following day.

RESOLVED: That the work plan as presented in the report submitted to the Committee be approved.

The meeting finished at 9.20 pm

Signed

Date

Chairman

Mental Health Improvement Programme

For Guildford Overview and Scrutiny Committee

19th October 2021

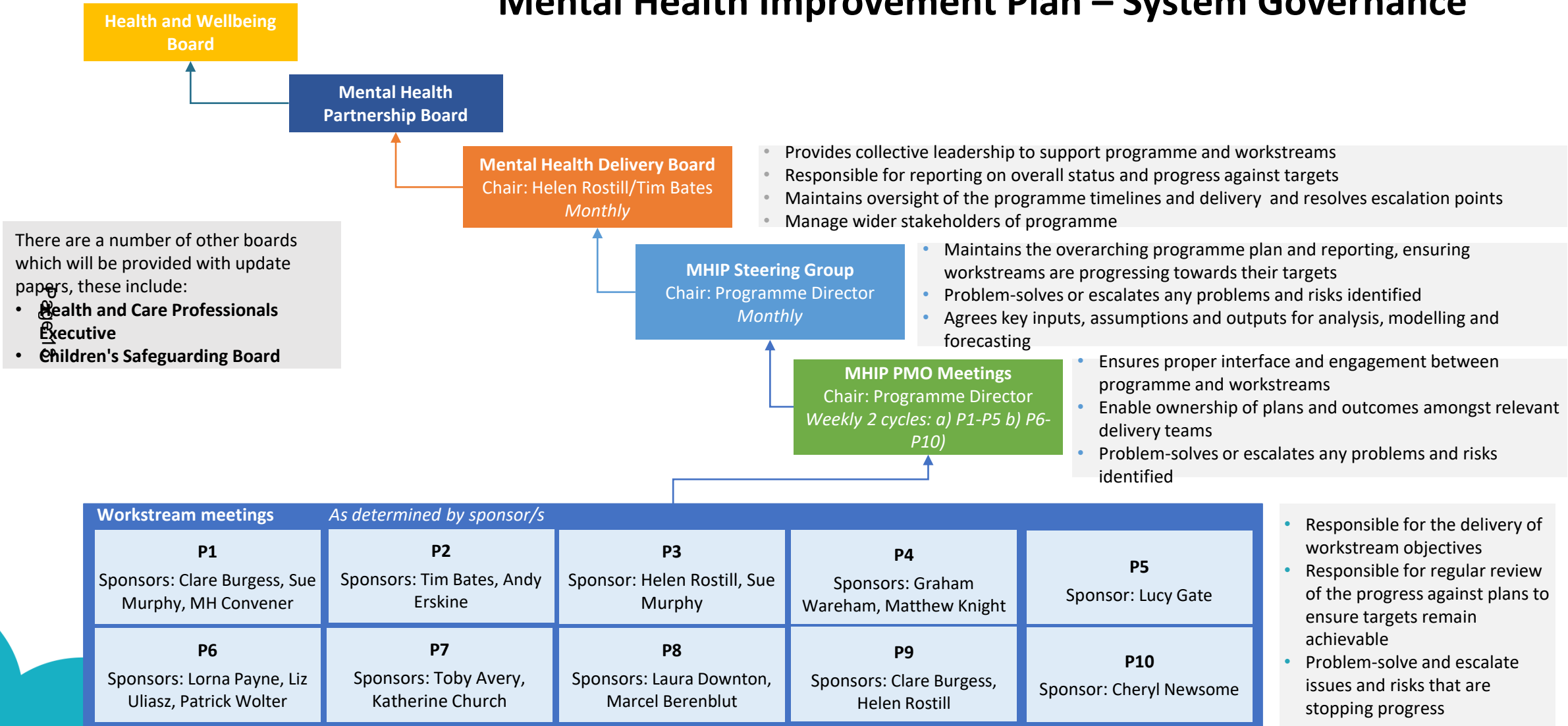
Background and Context

- In November 2020, Surrey held a Mental Health Summit which led to a renewed commitment by partner agencies to work together as system partners to design and invest in transformative solutions to improve emotional wellbeing and mental health outcomes for residents of Surrey.
- In December 2020, the Surrey Heartlands ICS Board called for an independently chaired partnership board to be established with accountability to the Health and Wellbeing Board (HWB).
- The Mental Health Partnership Board (MHPB) commissioned a Peer-led Review to enable effective engagement and understanding of issues and experiences from all partner agencies, carers and those with lived experience and residents with no experience of mental health problems.
- This review along with its findings and recommendations were published by the MHPB in May 2021 and approved by the HWB in June 2021.
- The Mental Health Improvement Plan (MHIP) is the programme that has been created to lead the system approach in transforming MH services

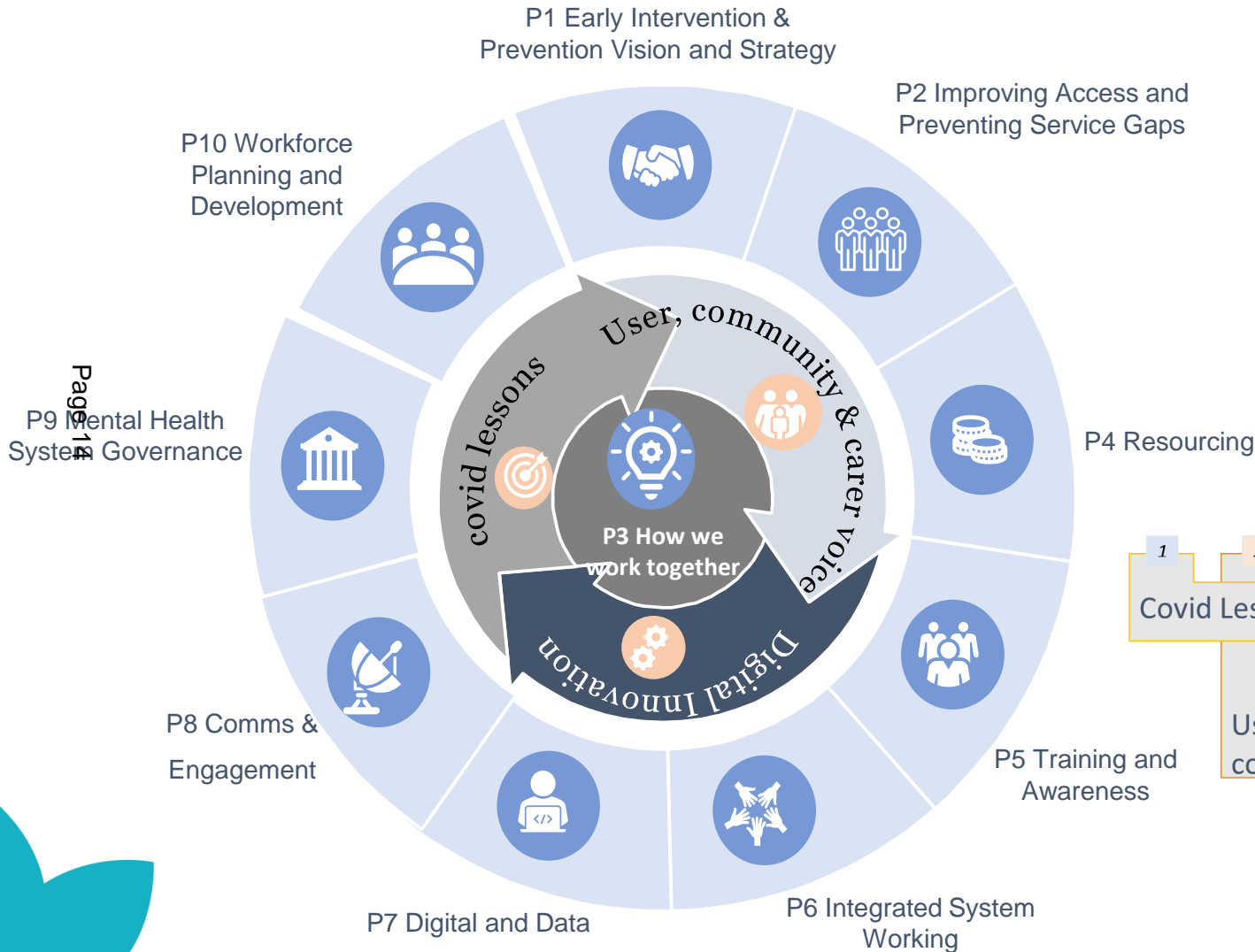
The full Report and Improvement Plan can be read via the following links:

- [Item 6 - Annex 1 - Mental Health Partnership Board Report.pdf \(surreycc.gov.uk\)](#)
- [Item 6 - Annex 2 - MHPB Improvement Programme.pdf \(surreycc.gov.uk\)](#)

Mental Health Improvement Plan – System Governance

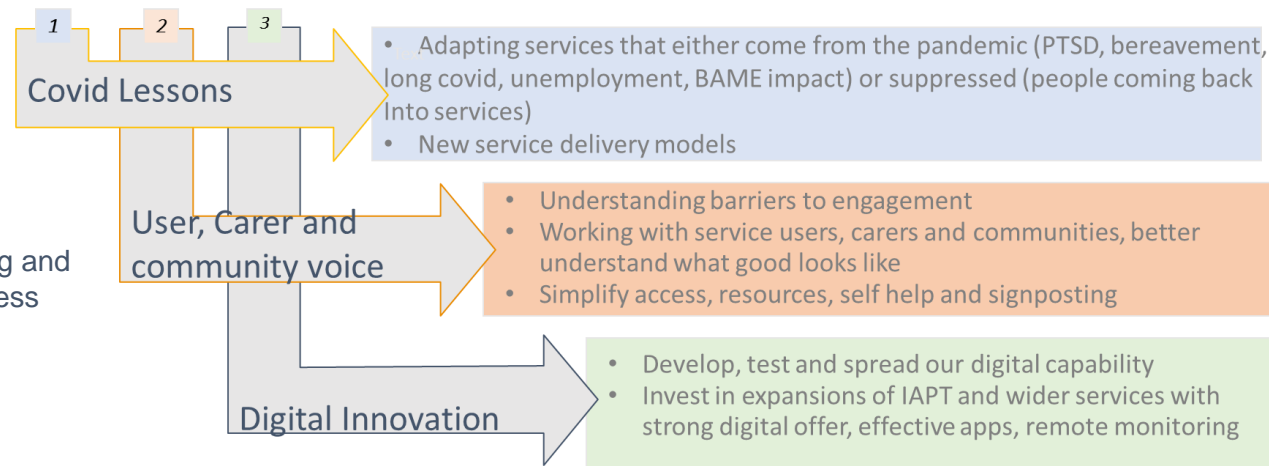


Mental Health Improvement Plan Programme Structure



We have taken the 19 thematic improvement recommendations from the Independent Review and identified:

- ❖ 10 Programme areas
- ❖ 3 cutting themes



Mental Health Improvement Plan Programme Delivery Architecture

Core Programme Delivery

Early Intervention and Prevention P1
SROs – Clare Burgess, Sue Murphy

Improving Access and Preventing Service Gaps P2
SROs – Tim Bates, Andy Erskine

Integrated System Working P6
SROs – Lorna Payne, Liz Uliasz, Patrick Wolter

Digital and Data P7
SROs – Toby Avery, Katherine Church

Comms and Engagement P8
SROs – Marcel Berenblut, Laura Downton

Measurement, Benefits realisation and monitoring

Enabling Programmes

How We Work Together P3
SROs – Helen Rostill, Sue Murphy

NB. Linguistic Landscapes appointed and supporting

Resourcing P4
SROs – Graham Wareham, Matthew Knight

NB. Carnall Farrar appointed and supporting

Workforce Plan P10
SRO – Cheryl Newsome

Training and Awareness P5
SRO – Lucy Gate

MH System Governance P9
SROs – Helen Rostill, Clare Burgess

Programme Delivery Structure

- Mobilise project resources around the workstreams that will have direct impact on patients and service users
- Digital and data cuts across all workstreams
- Extend the Comms and Engagement workstream to include the communication with key stakeholders across the system on the outputs of the programme
- Introduce a Measurement, Benefits realisation and monitoring workstream to support Core and Enabling programme teams
- Enabling programme are not directly patient or service user facing. in the programme structure wont be prioritised over the core programme delivery during Phase 1
- Merge the workforce planning workstream will incorporate the Training and Awareness workstream into its structure.

The inclusion of User community and carer voice is implicit in every workstream

Lessons learnt from Covid will be built into every workstream

| Programme | Focus | Proposed Sponsors |
|--|--|---|
| P1 Early Intervention and Prevention vision and strategy | <ul style="list-style-type: none"> More preventative and early help approach Shared co-ordinated vision | Claire Burgess, Sue Murphy, MH Convenor |
| P2 Improving access and preventing service gaps | <ul style="list-style-type: none"> Resilience, early support and helping people understand and access it No bounce backs and pass arrounds of referrals Address barriers to service access Focussed work on scaling IAPT, GPIHMS and reviewing and improving S136, all age crisis and inpatient provision and support to schools | Tim Bates, Andy Erskine |
| P3 How we work together | <ul style="list-style-type: none"> Improve individual and organisational working relationships and address findings from relational diagnostics outputs- Linguistic Diagnostics being commissioned | Helen Rostill, Sue Murphy |
| P4 Resourcing | <ul style="list-style-type: none"> Stand up Resourcing T&F group to focus on : 1) Demand and capacity modelling (outsourced)2) Funding review – with support from health economist (centre for mental Health) and 3) workforce review | Graham Wareham and Matthew Knight |
| P5 Training and Awareness | <ul style="list-style-type: none"> Develop a training collaborative to have a more joined up approach to upskill workforce | Lucy Gates |
| P6 Integrated system working | <ul style="list-style-type: none"> Improved place based join up of care, planning and resourcing Embed and use Surrey Multi- Agency Information Sharing Protocol (MAISP) Develop a system wide population based needs approach to planning | Lorna Payne, Liz Uliasz, Patrick Wolter |
| P7 Data | <ul style="list-style-type: none"> Stand up data group to shape mental health data systems and integrations Address the culture, behaviour and systems to improve accurate collection and use of relevant MH data sets | Katherine Church, Toby Avery. |
| P8 Communications and Engagement | <ul style="list-style-type: none"> Develop public comms and engagement strategy and campaign | Laura Downton, Marcel Berenblut |
| P9 Mental Health system governance | <ul style="list-style-type: none"> Refresh and streamline Mental health system governance Ensure user voice centre piece | Clare Burgess, Helen Rostill |
| P10 Workforce planning and delivery | <ul style="list-style-type: none"> Build on system wide people plan to improve recruitment, retention and development of workforce Develop more “grow your own” projects and further development of experts by experience and advocacy roles | Cheryl Newsome |

Key Areas of Progress

| Project | Programme Area | Description |
|--|----------------|---|
| Vision | P1 | <ul style="list-style-type: none"> Engagement work with service users, carers, and the wider system has been undertaken to gain their views on the suggested vision. Following this, three proposals for a new vision were presented to Mental Health Delivery Board for comment. A new vision has been drafted based on all feedback which will be presented to the Mental Health Partnership Board at the end of October for approval. |
| Linguistics Landscapes page 17 | P3 | <ul style="list-style-type: none"> Being commissioned to gather deeper insights to understand what changes we need to make to our current ways of working both across and within organisations to improve user experience within the mental health system A few scoping workshops took place end of August/beginning of September. Horizontal and vertical sampling templates circulated to workshop group – no responses, so deadline extended and sent out again for feedback. |
| User-led co-design project within SABP | P3 | <ul style="list-style-type: none"> SABP are working with the Independent Mental Health Network, Surrey Minority Ethnic Forum and Healthwatch Surrey to assist with user-led design within the organisation. This work commenced at the beginning of September – a co-production project team has been formed, paid and voluntary roles are being recruited |
| Demand and Capacity | P4 | <ul style="list-style-type: none"> Carnell Farrer has been appointed to undertake a piece of Demand and Capacity Modelling. This work commenced w/c 18th September. The Centre for Mental Health will be informing this work. |
| Public Digital Workshops | P7 | <ul style="list-style-type: none"> Public Digital have been commissioned to run a series of short workshops with stakeholders to create the new mental health service model for Surrey Heartlands ICS based on a shared understanding of the current challenges and aspirations and agree what data and digital infrastructure and capability will be needed across the system to support a new service model. First workshop took place virtually on 27th September. |

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Overview and Scrutiny Committee Report

Ward(s) affected: all

Report of Director of Service Delivery

Author: Justine Fuller, Head of Environment and Regulatory Services

Tel: 01483 444370

Email: Justine.fuller@guildford.gov.uk

Lead Councillor responsible: Jan Harwood

Tel: 07507 505363

Email: jan.harwood@guildford.gov.uk

Date: 19 October 2021

Air Quality Strategy Action Plan Update

Executive Summary

This report provides the Committee with an update on the implementation of the action plan within the Air Quality Strategy 2017-2022 adopted by Executive on 28 November 2017 and an update on emerging air quality actions since the adoption of the policy.

Recommendation to Committee

That the Committee notes the report on the air quality actions completed in the last 12 months and endorses the proposed review of the Air Quality Strategy 2017-2022 adopted by Executive on 28 November 2017.

Reason for Recommendation:

To ensure the Air Quality Strategy 2017-2022 action plan is being implemented.

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

No

1. Purpose of Report

- 1.1 The report aims to provide the Committee with an update on progress with the air quality action plan and emerging air quality priorities.

2. Strategic Priorities

- 2.1 Implementing the air quality action plan supports three key priorities of the Council:

- Climate Change and Environment particularly: working with residents and businesses towards becoming a carbon neutral borough, protecting our environment and making travel easier and more sustainable
- Housing and Community by keeping the community active and well
- Economy and Regeneration particularly: encouraging sustainable and clean economic growth

3. Background

- 3.1 On the 28 November 2017, Executive approved an Air Quality Strategy drafted in consultation with the Air Quality Executive Working Group and departments across the Council.
- 3.2 On the 9 January 2018 the Committee agreed to annually monitor progress with implementation of the Air Quality Strategy work plan. This report follows previous updates to the Committee on 10 July 2018, 15 January 2019, 15 September 2020.
- 3.3 The report focuses on reviewing progress with the existing air quality action plan and provides an update on emerging issues which primarily focus on statutory air quality activities.

4. Update on action plan

- 4.1 Since the last update there has been limited progress with measures in the action plan as we have had to target resources on activities where there are breaches of air quality limits which are detailed below. An update on all the measures in the action plan is in Appendix 1.
- 4.2 Whilst we have been focused on other matters this year, over the life of the action plan 21 of the actions are either completed, in progress or ongoing.
- 4.3 The Air Quality Strategy and accompanying action plan are due for review in 2022 during which a new action plan will be produced. It may include the 4 incomplete measures if these are considered a priority and appropriate resources are allocated.

5. Emerging priorities

A3 – through Guildford

- 5.1 Where the A3 passes through Guildford there is a higher level of congestion due to the volumes of strategic and local traffic. Defra's Pollution Climate Mapping (PCM) model shows exceedances of the annual mean limit value for nitrogen dioxide (NO₂). The Council are working in partnership with National Highways (formerly Highways England) and Surrey County Council to address the breaches by implementing measures to achieve compliance with air quality limit values.

- 5.2 The Council completed a study, with grant funding from of £30,000 from National Highways, to assist with the development of measures to improve air quality in specified locations along the A3 as it passes through Guildford.
- 5.3 The study explored the nature of the traffic on the A3, this understanding then allowed us to evaluate the long list of measures and produce a list short list of measures that could achieve compliance on this stretch of road. The partnership are currently preparing grant funding bids for resources to implement these measures.

Proposed Air Quality Management Area - Guildford Town Centre

- 5.4 On the 21 October 2021 the Guildford Joint Committee (GJC) will receive a report recommending the declaration of an Air Quality Management Area in Guildford Town Centre. The Council conducted a detailed air quality assessment which showed that the annual air quality objective for nitrogen dioxide is being exceeded at a number of sensitive locations on a number of main roads leading into the Guildford town centre gyratory system where residential or locations of public exposure in close proximity to the road.
- 5.5 If approved by The Guildford Joint Committee, the Council have one year to submit an Air Quality Action Plan (AQAP) to Defra of measures to bring the area into compliance with air quality limit values.
- 5.6 A technical officer working group will draft the AQAP with the input of key stakeholders. The draft AQAP will be presented to the GJC in March 2022 seeking approval for consultation and then return to the GJC after consultation seeking approval to submit to Defra. Officers are engaging with officers across the Council to ensure that linkages with other policies and projects is considered.

Implementing Compton and Shalford Air Quality Action Plans

- 5.7 Implementing the Air Quality Action Plan for Shalford has been delayed during 2021 as we have had to target resource in other areas. Steps will be taken to progress implementation of the measures during 2022 particularly as we understand the communities desires for improvements in the air quality.
- 5.8 The effectiveness of the ban of the right hand turn into Down Lane, Compton to reduce nitrogen dioxide limits in the Compton AQMA cannot be full assessed due to the change in travel patterns during the coronavirus pandemic. We will continue to monitor the air quality during 2022 to determine if levels of nitrogen dioxide no longer exceed limits.
- 5.9 When there is no longer an exceedance of the air quality standard for nitrogen dioxide the Council can revoke an AQMA.

6. Consultations

- 6.1 The Lead Councillor has approved the report and will continue to monitor progress with implementation throughout the year.

7. Key Risks

- 7.1 Insufficient human and financial resource to fully implement the Air Quality Strategy action plan, emerging priorities and Air Quality Action Plans to achieve compliance with air quality standards within existing.
- 7.2 Significant challenges in coordinating the measures required in Guildford Town Centre and the A3 to ensure they do not have a negative impact on each other.

8. Financial Implications

- 8.1 The current action plan can be delivered within existing resources but additional funding via grants, other organisations or an internal growth bid/supplementary estimate would be required to complete actions in action plans linked to the AQMA or Air Quality Strategy.

9. Legal Implications

- 9.1 The provisions of Part IV of the Environment Act 1995 established a national framework for air quality management, which requires all local authorities in England, Scotland and Wales to conduct local air quality reviews. Whilst an Air Quality Strategy is not a legal requirement, it is good practice and helps provide a clear pathway for improving air quality.

10. Human Resource Implications

- 10.1 There are no human resource implications arising from the report. Consideration must be given to the resources available to deliver the action plan within any new air quality strategy.

11. Equality and Diversity Implications

- 11.1 There are no equality and diversity implications arising from the report.

12. Climate Change/Sustainability Implications

- 12.1 Implementing actions within the action plan will improve air quality and reduce carbon emissions across the Borough and the wider area as residents, workers and visitors to the Borough change their behaviours.

13. Conclusion

- 13.1 Resources have been focused on areas of air quality where there are breaches of legal limits, meeting our statutory duties and responding to the pandemic. There has been limited progress implementing the air quality strategy action plan this year but over the life of the strategy the majority of the actions have been completed or embedded.

- 13.2 A review of the Air Quality Strategy and accompanying action plan is scheduled for 2022, however the primary focus must remain on meeting our statutory duties and areas where there are exceedances of air quality limit values.

14. Background Papers

Guildford Joint Committee – 12 December 2018

<https://mycouncil.surreycc.gov.uk/ieListDocuments.aspx?CId=751&MId=6884&Ver=4>

Guildford Joint Committee – 19 September 2018

<https://mycouncil.surreycc.gov.uk/ieListDocuments.aspx?CId=751&MId=6883&Ver=4>

Overview and Scrutiny Committee – 15 January 2019

<https://www2.guildford.gov.uk/councilmeetings/ieListDocuments.aspx?CId=262&MId=772&Ver=4>

Overview and Scrutiny Committee – 10 July 2018

<http://www2.guildford.gov.uk/councilmeetings/ieListDocuments.aspx?CId=262&MId=769&Ver=4m>

Overview and Scrutiny Committee – 9 January 2018

<http://www2.guildford.gov.uk/councilmeetings/ieListDocuments.aspx?CId=262&MId=634&Ver=4>

Executive – 28 November 2017

<http://www2.guildford.gov.uk/councilmeetings/ieListDocuments.aspx?CId=132&MId=608&Ver=4>

Local Air Quality Management, Policy Guidance (PG 16) Defra

https://consult.defra.gov.uk/communications/laqm_changes/supporting_documents/LAQM%20Policy%20Guidance%202016.pdf

Local Air Quality Management, Technical Guidance (TG 16) Defra

<https://laqm.defra.gov.uk/documents/LAQM-TG16-April-16-v1.pdf>

15. Appendices

Appendix 1 – Update on Air Quality Action Plan measures

The impact of COVID-19 on air quality is a significant emerging issue but has not been covered within the report as its long-term impact is unknown at this stage. It is too early to know if the reduced use of public transport and vehicle use due to increased home working and less travel for social and business purposes will be sustained. The Council will continue to monitor air quality within the borough to determine the long-term impact and where appropriate identify new priorities and propose changes to the action plan in future years.

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Appendix 1: Air Quality Action Plan Measures

Key

| | |
|--|--|
| | Initiative type |
| | Guildford Borough Council – existing project |
| | Guildford Borough Council – new |
| | Guildford Borough Council and partner - existing project |
| | Guildford Borough Council and partner – new |

| Measure No. | Measure | EU Category | EU Measure Classification | Lead Department | Implementation Phase | Key Performance Indicator | Costs | Progress to Date | Estimated Completion Date | Comments |
|-------------------------------|--|---|--|---|----------------------|---------------------------|-------------------------|---|---------------------------|----------|
| Short term (2017-2018) | | | | | | | | | | |
| 1 | Air quality is consideration at pre-application and application stage to allow effective use of planning conditions. | Policy Guidance and Development Control | Air Quality Planning and Policy Guidance | Planning Services and Regulatory Services | 2017 | | Within current resource | <ul style="list-style-type: none"> Service Level Agreement between Planning Development and Regulatory Services from March 2017 with quarterly monitoring meetings including an air quality update In areas where air quality is a concern Regulatory Services recommend an air quality assessment as a pre-application condition and across the borough electric charging points in developments of 10 or more properties Completed – ongoing | 2017 - completed | |

| Measure No. | Measure | EU Category | EU Measure Classification | Lead Department | Implementation Phase | Key Performance Indicator | Costs | Progress to Date | Estimated Completion Date | Comments |
|--------------|--|---|---|-----------------------|----------------------|---|-------------------------|---|---------------------------|--|
| 2 | Work with other local authorities, land managers, and highway authorities to develop a framework to monitor forecast improvements in roadside air quality around the Thames Basin Heaths Special Protection Area to confirm that forecast improvements are being delivered and, if required, to identify and deliver supplementary measures. | Policy Guidance and Development Control | Air Quality Planning and Policy Guidance | Planning Services | Ongoing | Establishment of a framework for monitoring forecast improvements in roadside air quality | Within current resource | <ul style="list-style-type: none"> The target is a requirement stemming from the Habitats Regulations Assessment for the Local Plan: strategy and sites 2015-2034. The plan was adopted in April 2019. (Dan Knowles) In progress | | |
| 3 Page 26 | Green scheme parking fees for electric vehicles in GBC car parks | Traffic Management | Emission based parking or permit charges | Parking Services | 2016 | | | <ul style="list-style-type: none"> Owners of electric vehicles can apply for a parking permit to obtain reduced fees There are 6 operationally charging points in Guildford car parks (Chris Wheeler/Andy Harkin) Completed – ongoing | 2019 - completed | https://www.guildford.gov.uk/carparks |
| 4 | Parking App to direct users to closest and cheapest spaces | Traffic Management | Other | Parking Services | 2016 | | | <ul style="list-style-type: none"> The App is operational and available to download Completed – ongoing | 2019 - completed | Chris Wheeler/Andy Harkin https://www.guildford.gov.uk/parkingapp |
| 5 | Education in communities to change behaviours | Promoting Travel Alternatives | Promotion of cycling, Promotion of walking, Workplace Travel Planning | Community Development | Ongoing | | Within current resource | <ul style="list-style-type: none"> In conjunction with Guildford Borough Council and Surrey County Council, Performance in Education's production of 'Abbie Ayre and the Shed of Science' toured six local primary schools (Ash Grange Primary School, Queen Eleanor's Junior School, Tillingbourne Junior School, Holy Trinity Pewley Down School, Rydes Hill Prep School and Worplesdon Primary School) during February 2020. Completed | 2021 - completed | |

| Measure No. | Measure | EU Category | EU Measure Classification | Lead Department | Implementation Phase | Key Performance Indicator | Costs | Progress to Date | Estimated Completion Date | Comments |
|-------------|---|---|-------------------------------------|---------------------|----------------------|--|--------------------------|--|---------------------------|---|
| 6 | Bringing services to the communities to reduce car journeys | Promoting Travel Alternatives | Other | Community services | Ongoing | | Within current resource | •Project Aspire encouraging partners to increase use of local facilities within communities to reduce journeys Completed – ongoing | 2019 - completed | |
| 7 | GBC Air Quality Strategy | Policy Guidance and Development Control | Other policy | Regulatory Services | 2017 | Strategy adopted by Executive November 2017 | Within current resources | •Air Quality Strategy adopted on 28 November 2017. •Implementation monitored by Overview and Scrutiny Committee Completed | 2017 - completed | |
| 8 | Declaration of Air Quality Management Area in Compton | Traffic Management | Other – defined in action plan | Regulatory Services | 2017 | AQMA to be declared by Executive November 2017 Compliance with Action Plan | | •Air Quality Management Air declared on 28 November 2017 •Consultation conducted on action plan and feedback reviewed • Officer steering group established •Action plan to be presented to 20 March 2019 Guildford Joint Committee for approval Completed | 2017-completed | Air Quality Action Plan measure of banning the right hand turn into Down Lane has been implemented and impact will be reviewed. |
| 9 | Facilitate and promote home, mobile, remote and flexible working within the Council | Promoting Travel Alternatives | Encourage / Facilitate home-working | HR & IT | 2018 | Adopt and implement 'Home, Mobile, Remote and Flexible Working Policy' 2019 Reduction in mileage claims, increase public transport claims | | •ICT support all staff to work remotely •ICT refresh programme with over £1 million financial investment •Regulatory Services and Licensing – local procedure implemented (Darren Spice) Completed | 2020 - completed | |

| Measure No. | Measure | EU Category | EU Measure Classification | Lead Department | Implementation Phase | Key Performance Indicator | Costs | Progress to Date | Estimated Completion Date | Comments |
|---------------|---|---|--|------------------------------|----------------------|---|---|---|---------------------------|--|
| 10 | Promote alternative travel to work at the Council | Promoting Travel Alternatives | Workplace Travel Planning | HR | 2018 | Adopt and implement a 'Staff Travel Plan' by December 2018 | Initial start up fee within current resource from savings in other areas in 19/20 budget. | <ul style="list-style-type: none"> easitGUILDFORD, launched in March 2019, gives businesses and organisations across Guildford the opportunity to secure travel discounts for their staff. The Council is a member of the scheme. https://www.easit.org.uk/network/easitGUILDFORD-23 Alternative transport to work promoted: bike to work scheme (salary sacrifice scheme to buy bike) and provision of lockers, changing and shower facilities to support cyclists, runner, walkers. Completed and ongoing | 2020 – completed | The pandemic has had an impact on membership and work patterns have changed significantly since the start of the pandemic. |
| 11 Page 28 | Air quality modelling of Surrey for PM10, PM2.5, NO2 | Policy Guidance and Development Control | Regional Groups Co-ordinating programmes to develop Area wide Strategies to reduce emissions and improve air quality | All Surrey Local Authorities | 2017 | Model delivered by December 2017 | £4,000 per Local Authority (already in budget) | <ul style="list-style-type: none"> The final report was received in November 2019. 12 Diffusion tube monitoring locations have been instated where modelling predicted potential exceedance of NO₂ at the relevant receptor locations. (Anjana Papnai) Completed | 2019 – completed | New monitoring locations instated for Local Air Quality Management monitoring and will be continually reviewed. |
| 12 | Compliance with nitrogen dioxide air quality limits on A331 – straight line exceedance as identified in 'UK plan for tackling roadside nitrogen dioxide concentrations' | Traffic Management | Other – unknown at this time | Regulatory Services | 2017-19 | A331 compliant with nitrogen dioxide air quality limits by 2020 | Initial Defra grant to Guildford Borough Council of £50,000 to conduct feasibility study proposal. £600,000 grant to all three Local Authorities from Defra to conduct Outline Business Case. | <ul style="list-style-type: none"> The Council worked in partnership with Rushmoor BC, Surrey Heath BC, Surrey CC and Hampshire CC to submit the Strategic Outline Case by 31 March 2018 and the Outline Business Case by 31 December 2018. The Council were not required to submit the Full Business Case due in May 2019 with other partners as no measures could be implemented before the section of A331 within the boundary of Guildford borough would be become compliant without any measure. Completed | 2019 - completed | |

| Measure No. | Measure | EU Category | EU Measure Classification | Lead Department | Implementation Phase | Key Performance Indicator | Costs | Progress to Date | Estimated Completion Date | Comments |
|------------------------------|---|--------------------|---------------------------|---------------------|----------------------|---------------------------|--------------------------|--|---------------------------|--|
| 13 | Participate in the University of Surrey iSCAPE Living Lab project. Guildford Living Lab aims to raise citizen awareness about air quality and the impact of green infrastructure to reduce air pollution and improve health and well-being. | Public Information | Via other mechanisms | Regulatory Services | 2017 | | Within current resources | <ul style="list-style-type: none"> •Behaviour Study completed in partnership with the University of Surrey. Review to improve and repeat in the future •Assist with research projects e.g. site locations for testing new technologies •Interactive display located in Council reception during the summer months of 2019. Completed and ongoing | 2020 – completed | Continue to work in partnership with the University of Surrey. More information on the project https://www.iscapeproject.eu/ |
| 14 Page 29 | Anti vehicle idling, for example at level crossings, taxi ranks, the station, bus stops and outside schools. | Traffic Management | Other | GBC and SCC | 2017 | Reducing emissions | £3,000 for signs. | <ul style="list-style-type: none"> • Plan being drafted for signage and campaign to promote. Not started | | Three level crossings in the Borough (Ash and Chilworth X 2) have been identified for the potential scheme. |
| Medium Term (2019-20) | | | | | | | | | | |

| Measure No. | Measure | EU Category | EU Measure Classification | Lead Department | Implementation Phase | Key Performance Indicator | Costs | Progress to Date | Estimated Completion Date | Comments |
|-------------|---|---|--|----------------------|----------------------|---|-------|---|---------------------------|---|
| 15 | Adopt GBC Policy lease car and fleet vehicles procurement | Promoting Low Emission Transport and Vehicle Fleet Efficiency | Company Vehicle Procurement - Prioritising uptake of low emission vehicles Procuring alternative Refuelling infrastructure to promote Low Emission Vehicles, EV recharging, Gas fuel recharging | Operational Services | 2019 | GBC adopt Policy on procuring lease case and fleet vehicles | | <ul style="list-style-type: none"> •There are 10 electric vehicles in the Council fleet, with another 10 electric Mini Buses imminent •Currently there are 12 charging points across Council sites with 10 more planned at Park Barn including 2 rapid charge points •Revised lease car scheme to allow reduced emissions vehicles only. Scheme now limited to Electric, PHEV and Hybrid •Fleet vehicles under 2000kg now electric by default (Chris Wheeler/Andy Mintram) Completed | 2020 - completed | The lease car policy has not been changed to reflect reduce emission vehicles only, and that both lease car and fleet reduced emissions are documented in the transport policy statement currently under review. |
| 16 | Review/Create GBC policy for travelling to meetings, seminars and training courses | Promoting Travel Alternatives | Workplace Travel Planning | HR | 2019 | Revised policy implemented in 2019 | | <ul style="list-style-type: none"> •There are examples of good practice around the Council but no consistency or formal policy. Not formally commenced | | <p>Implement Travel Policy for training courses, seminars and meeting – to include increase e-learning, in house provision, use of public transport when travelling. Incentivise non-car use.</p> <p>The COVID-19 restrictions have resulted in positive changes such as video conferencing for meetings and training becoming normal practice.</p> |
| 17 | Service delivery review to reduce public journeys to Council properties where appropriate | Promoting Travel Alternatives | Personalised travel planning | Regulatory Services | 2019 | Policy adopted and implemented | | <ul style="list-style-type: none"> •The Council does not have a formal policy but the Future Guildford model has implemented these principle to reduce journeys to the Council offices by providing services remotely and online. Implementation of Phase B will deliver more change in this area. • COVID-19 restrictions have also lead to the closing many Council receptions and buildings. In progress | 2021 | |

| Measure No. | Measure | EU Category | EU Measure Classification | Lead Department | Implementation Phase | Key Performance Indicator | Costs | Progress to Date | Estimated Completion Date | Comments |
|-------------|---|----------------------------------|--|---------------------|----------------------|--|-------|--|---------------------------|--|
| 18 | Adopt GBC Electric Vehicle Charging Strategy | Promoting Low Emission Transport | Procuring alternative Refuelling infrastructure to promote Low Emission Vehicles, EV recharging, Gas fuel recharging | Regulatory Services | 2019 | | | Whilst the Council does not have an electric vehicle charging strategy the Council, as reported above have installed a number of electric charging points across the Council estate. Not formally commenced | | <p>Actions could include:</p> <ul style="list-style-type: none"> -Increase in: GBC sites, GBC car parks, GBC assets, GBC major projects -require as part of the planning process <p>Encourage businesses and residents to provide charging points</p> <p>Apply for grants if available</p> |
| 19 | To encourage employers to introduce travel plans. | Promoting Travel Alternatives | Workplace Travel Planning | Regulatory Services | 2019 | Target for number of companies with travel plans | | easitGUILDFORD, launched in March 2019, gives businesses and organisations across Guildford the opportunity to secure travel discounts for their staff. https://www.easit.org.uk/network/easitGUILDFORD-23 | 2020 – completed | The pandemic has had an impact on membership as work patterns have changed significantly since the start of the pandemic. |
| 20 | Work in partnership with local bus companies to bid to Defra for grant from the 'Low emissions bus scheme' to increase number of low and ultra-low emission buses in Guildford or Clean Bus Technology Fund 2017-2019 | Vehicle Fleet Efficiency | Promoting Low Emission Public Transport | Regulatory Services | 2017 | Reducing emissions | | <ul style="list-style-type: none"> •Initial scoping discussions with one operator and desk top review of grants available • Currently BC unable to progress due to state aid conflicts Completed | 2020 - completed | |

| Measure No. | Measure | EU Category | EU Measure Classification | Lead Department | Implementation Phase | Key Performance Indicator | Costs | Progress to Date | Estimated Completion Date | Comments |
|--------------------------|---------|-------------|---------------------------|-----------------|----------------------|---------------------------|-------|------------------|---------------------------|----------|
| Long term (2020-onwards) | | | | | | | | | | |

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 Appendix 1

| | | | | | | | | | | |
|--------------------------|--|--|---------------------|----------------------------------|------------------------|--|---------------------------------|--|----------------|--|
| <p>21</p> <p>Page 33</p> | <p>Improve sustainable transport opportunities in line with the Guildford Borough Transport Strategy</p> | <p>Policy Guidance and Development Control</p> | <p>Other policy</p> | <p>Planning and Regeneration</p> | <p>Present – 2035+</p> | <p>1. Increased rail patronage / Annual entries and exits at rail stations in Guildford borough / Office of Rail and Road – annual 2. Increased rail modal share / Rail modal share for travel to work journey in Guildford borough / Census – every 10 years 3. Increased bus modal share / Bus modal share for travel to work journey in Guildford borough / Census – every 10 years 4. Increased walking and cycling modal share / Walking and cycling modal share for travel to work journey in Guildford borough / Census – every 10 years</p> | <p>Existing and future bids</p> | <p>Progress with respect to Key Performance Indicators:-</p> <ul style="list-style-type: none"> • 1: Increased rail patronage, based on Annual entries and exits at rail stations in Guildford borough: 2014/15: 11,128,084 entries and exits: 2018/19: 10,845,312 entries and exits. • Census data used for indicators 2, 3 and 4 – next collected in 2021. <p>Progress with respect to delivering schemes providing capacity or quality improvements for rail, public transport and active modes, 2016/17-2019/20:-</p> <p>Schemes completed/ operational:</p> <ul style="list-style-type: none"> • Improvement of River Wey towpath around Parsonage Water meadows (linking A25 to A320) • North Downs Line (Great Western Railway) service frequency and timetable improvements (scheme NR6) • Tunsgate public realm scheme • Electric bus fleet operating on the Guildford Park and Ride network – part of Guildford Quality Bus Corridors project, itself part of Unlocking Guildford Package • Majority of A25 cycle corridor scheme – part of Guildford Town Centre Transport Package • Sustainable Movement Corridor: West – phase 1 Pedestrian/ cycle route across Bannisters Field and phase 2a Pedestrian/ cycle route between Ashenden Road and Guildford Park Road – part of Unlocking Guildford Package <p>Schemes under construction/ not yet operational:</p> | <p>Ongoing</p> | <p style="text-align: right;">Agenda item number: 6 Appendix 1</p> |
|--------------------------|--|--|---------------------|----------------------------------|------------------------|--|---------------------------------|--|----------------|--|

| Measure No. | Measure | EU Category | EU Measure Classification | Lead Department | Implementation Phase | Key Performance Indicator | Costs | Progress to Date | Estimated Completion Date | Comments |
|-------------|--|----------------------------------|--|-----------------|----------------------|---------------------------|-------|--|---------------------------|---|
| | | | | | | | | <ul style="list-style-type: none"> Walnut Tree Close experimental one-way closure – part of Guildford Town Centre Transport Package (Donald Yell) In progress | | |
| 22 | Taxi and Private Hire Licensing Policy | Promoting Low Emission Transport | Taxi and Private Hire Licensing Policy | Licensing | 2022 | Low emission taxi fleet | | <p>The Council's Taxi and Private Hire Licensing Policy is currently being reviewed and is due to be presented to Licensing Committee for Public Consultation in September 2020. (Mike Smith)</p> Completed | Completed 2021 | <p>The Policy proposed a two-stage plan to introduce an emissions standard in the licensed vehicle fleet:</p> <p>Firstly, from 1st April 2021 all newly licensed vehicles, and all renewal applications from 1 January 2025, must meet or exceed Euro 6 emission standards (Euro 6 compliant being registered on or after 6 Feb 2014).</p> <p>From 1 January 2030 the Council will only licence hackney carriage and private hire vehicles (new and renewal) which are Ultra Low Emission Vehicles.</p> |

Agenda item number: 6
Appendix 1

| Measure No. | Measure | EU Category | EU Measure Classification | Lead Department | Implementation Phase | Key Performance Indicator | Costs | Progress to Date | Estimated Completion Date | Comments |
|---------------|---|---------------------------------|---|---------------------|----------------------|--------------------------------|-------|--|----------------------------|--|
| 23 | Revise Green Scheme Parking to introduce differential charging according to emissions Extend policy to on-street parking permits | Traffic Management | Emission based parking or permit charges | Parking Services | 2020 | Uptake in reduced rate permits | | GBC do not have authority to extend scheme to on street and whilst GBC have raised this with SCC as part of a consultation of changes to permit schemes county wide, they have decided not to use this type of approach. (Chris Wheeler) Completed | 2020 - completed | |
| 24 | To encourage freight and delivery companies to introduce travel plans | Freight and Delivery Management | Route Management Plans/ Strategic routing strategy for HGVs/Delivery and Service plans | Regulatory Services | 2020 | | | None – new initiative | | |
| Page 35 25 | Research road configuration best practice to achieve improvements in air quality | Traffic Management | Strategic highway improvements, Re-prioritising road space away from cars, inc Access management, Selective vehicle priority, bus priority, high vehicle occupancy lane | Regulatory Services | 2020 | | | Ongoing | Ongoing - completed | Learn from best practice and up to date research when proposing new schemes. |

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Overview and Scrutiny Committee Report
Report of Director of Strategic Services
Author: James Dearling
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Date: 19 October 2021

Overview and Scrutiny Work Programme

Recommendation

That the Committee,

(I) consider the overview and scrutiny work programme attached at Appendix 1 and determine its work plan.

(II) note the terms of reference within the scoping document for the Affordable Housing task and finish group attached at Appendix 4.

Reason for Recommendation

To enable the Committee to review and agree its work programme for the coming months.

1. Purpose of Report

- 1.1 As approved by Council, the remit of the Overview and Scrutiny Committee (OSC) includes the specific responsibility to approve the overview and scrutiny work programme to ensure that the Committee's time is used effectively and efficiently.
- 1.2 A well-planned overview and scrutiny function will help both officers and members plan their workloads as well as providing a clear picture to the public of planned activity. An effective work programme is the foundation for a successful overview and scrutiny function.
- 1.3 This report sets out the overview and scrutiny work programme as developed thus far for the period 2021-22.
- 1.4 In addition, the report includes within Appendix 4 the scoping document for overview and scrutiny's Affordable Housing task and finish group. This scoping document includes the terms of reference for the task group's review (which were requested by members at the Committee's previous meeting on 14 September).

2. Work Programme Meetings

- 2.1 In addition, Council has agreed that the OSC is responsible for setting its own work programme in accordance with the following procedure:

The chairmen and vice-chairmen of the OSC and the Executive Advisory Boards and relevant officers shall normally meet at least bi-monthly to exchange, discuss and agree proposed rolling 12-18 month work programmes for submission periodically to the OSC (in respect of the OSC work programme) and to the Executive Advisory Boards (in respect of the EAB work programmes) for approval. The proposed work

programme for the OSC will be determined with reference to the P.A.P.E.R. selection tool, attached as Appendix 2 to these procedure rules [and as Appendix 2 to this report].

The chairman and vice-chairman of the OSC will ensure that all councillors are able to submit requests for alterations to the work programme for consideration at each of these work programme meetings.

- 2.2 The next work programme meeting of the chairmen and vice-chairmen of the OSC and the EABs is scheduled for 10 November 2021 with subsequent meetings on 19 January 2022 and 16 March 2022.
- 2.3 Councillors are encouraged to attend a work programme meeting to explain in more detail their proposal, including how it fulfils the criteria outlined in the mnemonic P.A.P.E.R. (Public interest; Ability to change; Performance; Extent; and Replication).
- 2.4 In addition to the work programme meetings in section 2.2 above, Councillors can discuss and submit proposals to the OSC Chairman and Vice-Chairman.

3. Financial Implications

- 3.1 There are no specific financial implications arising from this report.
- 3.2 The Council's governance arrangements review of 2015 led to the introduction of a discretionary budget for overview and scrutiny, set at £5,000 per annum. It is envisaged that the work programme, as drafted, is achievable within the existing financial resource.

4. Human Resource Implications

- 4.1 There are no specific human resources implications. It is envisaged that the work programme, as drafted, is achievable within the existing resources.
- 4.2 Overview and scrutiny will call on relevant officers during the conduct of its reviews. Individual scoping reports will seek to take additional resource requirements into account when drafted.

5. Equality and Diversity Implications

- 5.1 The Council has a statutory duty under section 149 of the Equality Act 2010 which provides that a public authority must, in exercise of its functions, have due regard to the need to (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it. The relevant protected characteristics are: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- 5.2 This duty has been considered in the context of this report and it has been concluded that there are no equality and diversity implications arising directly from this report. Future overview and scrutiny reviews will consider equality implications on a case-by-case basis.

6. Legal Implications

- 6.1 There are no specific legal implications.

7. Climate Change/Sustainability Implications

7.1 There are no specific climate change / sustainability implications.

8. Conclusion

8.1 Developing a work programme for the overview and scrutiny function is an essential stage in the scrutiny process. An effective overview and scrutiny work programme identifies the key topics to be considered over the coming months. In addition, it is suggested that a well-developed programme ensures that the views of councillors, partners, the public, and external organisations are represented effectively in the process.

8.2 The Committee is requested to consider the work programme attached at Appendix 1 and determine its work plan.

8.3 For information, attached at Appendix 3 is the procedure which task and finish groups are expected to operate and report their findings in accordance with.

8.4 In addition, attached at Appendix 4 is the scoping document for the Affordable Housing task and finish group.

9. Background papers

None

10. Appendices

1. Overview and scrutiny work programme, September 2021
2. P.A.P.E.R. selection tool
3. Task group procedure [Appendix 4 of the Overview and Scrutiny Procedure Rules within the Council's Constitution].
4. Scoping document for Affordable Housing task group [complete with definitions paper, circulated by email to all councillors on 9 August 2021].

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Overview & Scrutiny work programme, 2021-22

| Overview & Scrutiny Committee items |
|--|
| <p>9 November 2021 meeting</p> <ul style="list-style-type: none">• Lead Councillor Question Session – Councillor Jan Harwood, Lead Cllr for Climate Change• COVID-19 response: update• Guildford & Waverley Collaboration: update• Operation of the Leisure Management contract, 2020-21• Council's project and programme governance• Guildford Crematorium – Air Quality Assessment External Audit |
| <p>18 January 2022 meeting</p> <ul style="list-style-type: none">• Lead Councillor Question Session – Councillor Tim Anderson, Lead Councillor for Resources• Guildford & Waverley Collaboration: update• Implementation of Future Guildford• Annual report and monitoring arrangements for operation of the G-Live contract, 2020-21• Update on unauthorised gypsy and traveller encampments and Surrey's transit site |
| <p>1 March 2022 meeting</p> <ul style="list-style-type: none">• Lead Councillor Question Session – Councillor John Rigg, Lead Councillor for Regeneration• Lead Councillor Question Session – Councillor Tom Hunt, Lead Councillor for Development Management• Guildford & Waverley Collaboration: update• Impact of Brexit |
| <p>Monday 25 April 2022 meeting</p> <ul style="list-style-type: none">• Lead Councillor Question Session – Councillor John Redpath, Lead Councillor for Economy• Guildford & Waverley Collaboration: update |
| <p>June 2022</p> <ul style="list-style-type: none">• Lead Councillor Question Session – Councillor tbc• Guildford & Waverley Collaboration: update• Annual Report: Charter Against Modern Slavery• Spend on consultants and agency workers, 2021-22 |
| <p>July 2022</p> <ul style="list-style-type: none">• Lead Councillor Question Session – Councillor tbc• Guildford & Waverley Collaboration: update• Overview and Scrutiny Annual Report, 2021-22 |

Currently unscheduled items

- Post COVID-19 Homelessness strategy, housing strategy/policies. [Housing Strategy 2020-2025 (including the Homelessness Prevention and Rough Sleeping Strategies) is an unscheduled item on Service Delivery EAB work plan]
- Visitor and Tourism Strategy

Task and finish groups

| Title | Update |
|--------------------|---|
| Affordable Housing | Membership: Cllrs Angela Gunning, Tony Rooth (Chair), Jo Randall, Ruth Brothwell, Cait Taylor, George Potter (Vice-Chair), and Ramsey Nagaty. |

Overview and Scrutiny Committee

P.A.P.E.R. selection tool

Public interest: concerns of local people should influence the issues chosen

Ability to change: priority should be given to issues that the Committee can realistically influence

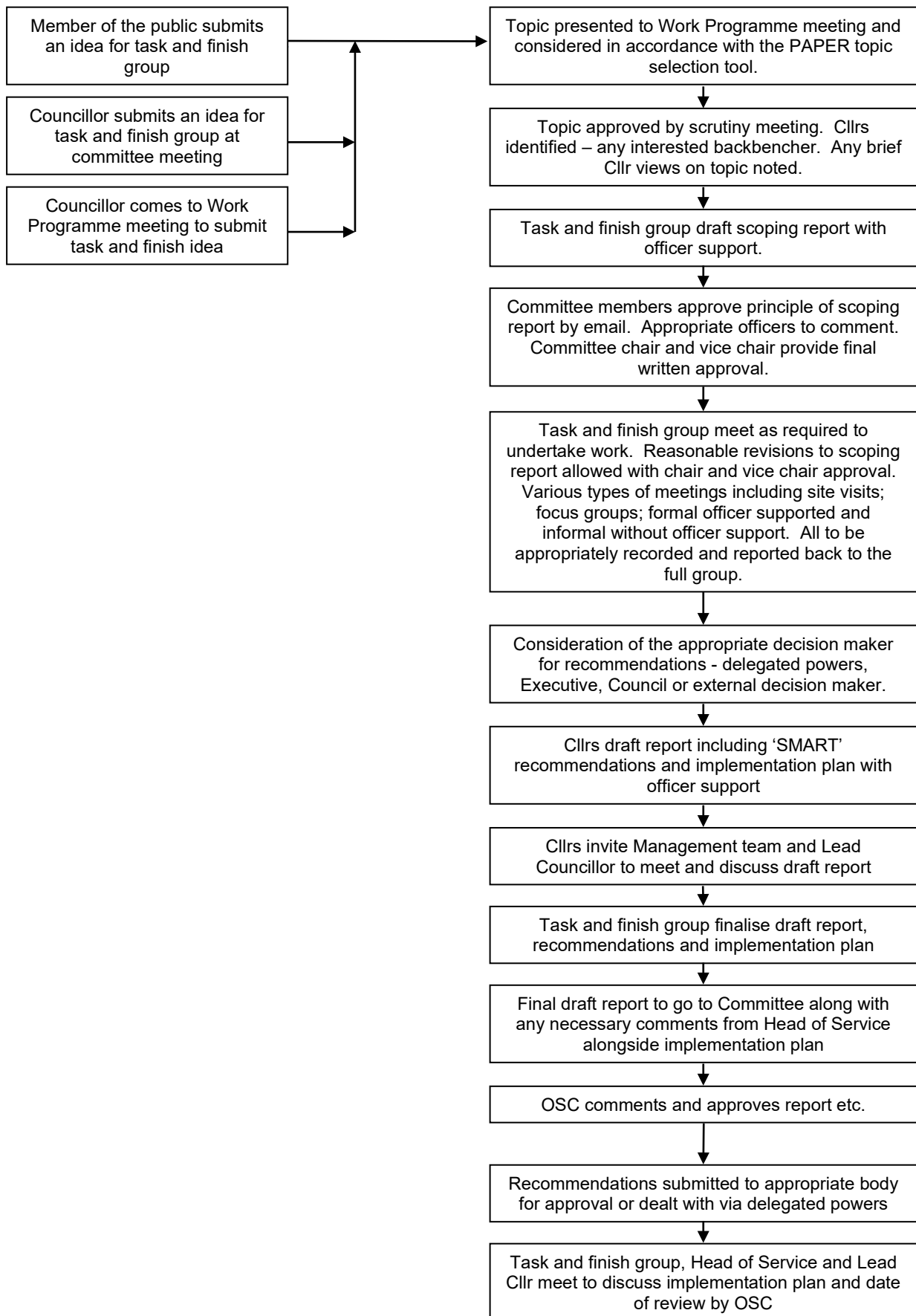
Performance: priority should be given to areas in which the Council and Partners are not performing well

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

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

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TASK AND FINISH GROUP FLOWCHART



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Proposed Scrutiny Review: Affordable Housing

1. Review Outline

| | |
|------------------------|--|
| Subject of review | Affordable Rented Housing in the Borough |
| Methodology / Approach | In-depth task and finish group to produce evidence-based recommendations relating to affordable rented housing, including the social-rented sector (local authority housing and other registered social landlords), and North Downs Housing Ltd. Otherwise, the review excludes the private rented sector, affordable home ownership, shared ownership, starter homes, homelessness, and supported living. |

1.1 Reasons for the Review

| | |
|---|--|
| Reasons for conducting this review | Shortage of and barriers to accessing suitable affordable rented homes for those living or wishing to live in the Borough. |
| Key question that the review is seeking to answer | What can be done to increase the availability of affordable rented housing for the Borough? |
| Objectives of review / Areas for investigation | <p>To understand:</p> <ul style="list-style-type: none"> • National and local policies, including county-wide – their effectiveness and priorities • Existing assessments of the issues (including the evidence used for housing strategy and planning policy, i.e., the assessment of housing and economic development needs and housing needs studies as they relate to affordable rented housing) • Residents’ needs and challenges relating to accessing affordable rented housing and any related barriers • Options for the delivery of rented affordable housing, including through the planning process and direct development |

If you would like to be involved in the review, please email james.dearling@guildford.gov.uk or call 01483 444141

| | |
|--|---|
| | <p>To recommend:</p> <ul style="list-style-type: none"> • Policy options and other measures to improve the access and supply of affordable rented housing in the Borough • Actions relating to North Downs Housing Ltd <p>To avoid:</p> <ul style="list-style-type: none"> • Scrutiny with an operational focus on Council provided social housing • Scrutiny on issues relating to the private rental market |
| <p>Outcomes expected from conducting this work</p> | <p>1. A report covering Objectives and Areas of investigation identified above</p> |

1.2 Possible sources of information

| |
|---|
| <p>Relevant Lead Councillors and lead officers Council partner registered social landlords Housing Associations Tenants and Residents Representatives [including, Guildford Tenants' Advisory Group] Charities in the housing sector Neighbouring and other local authorities, including Surrey County Council CC and parish councils Local residents Councillors</p> |
|---|

2. Project Plan and Resourcing

2.1 Councillor Involvement

| | |
|---|--|
| <p>O&S Councillor leading review</p> | <p>Councillor Tony Rooth (Chair), Councillor George Potter (Vice-Chair)</p> |
| <p>Other O&S Councillors involved</p> | <p>Councillors Ruth Brothwell, Angela Gunning, Ramsey Nagaty, Jo Randall, and Cait Taylor</p> |
| <p>Key Executive Councillors</p> | <ul style="list-style-type: none"> • Councillor Julia McShane (Lead Councillor for Community and Housing: responsibility for Health, Wellbeing, Access and Disability, Safety, grants and voluntary services, Careline, Handyperson, Care and Repair, Housing, Homelessness, housing standards (HMOs, private rented sector)) |

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Other Executive portfolios covered

| |
|---|
| <ul style="list-style-type: none"> Councillor Jan Harwood (Deputy Leader of the Council and Lead Cllr for Climate Change: responsibility for Innovation, Strategic Planning, Sustainable Transport, Housing Delivery). |
| Councillor Tom Hunt (Lead Councillor for Development Management: responsibility for Development Control and Enforcement) |

2.2 Officer Support and External Involvement

Lead Officers

- Dawn Hudd, Director of Strategic Services
- Ian Doyle, Director of Service Delivery
- Matt Gough, Interim Head of Housing
- Tim Dawes, Planning Development Manager
- Siobhan Kennedy, Housing Advice Manager
- Robert Johnson, Housing Strategy & Development Manager

O&S officer

James Dearling, Senior Democratic Services Officer (Scrutiny)

Expert witnesses and possible co-optees

tbc

2.3 Council Services Expected to Contribute

| Contact / Council Service | Contribution Expected |
|---------------------------|------------------------|
| Housing Services | Information and advice |
| Planning Policy | Information and advice |
| Development Control | Information and advice |
| | |

2.4 External Organisations to be Invited to Contribute / Submit Evidence

| Contact / Organisation | Contribution |
|-----------------------------|------------------------|
| Shelter | Information and advice |
| Registered Social Landlords | Information and advice |
| North Downs Limited | Information and advice |
| | |

2.5 Publicity and Awareness of the Review

Publicity activities to be undertaken

Possible press release/ social media

If you would like to be involved in the review, please email james.dearling@guildford.gov.uk or call 01483 444141

2.6 Timetable for Core Phases of Review

| Phase | Time required | Completion Date |
|--|---------------|-----------------|
| Meetings and evidence gathering sessions | 6+ months | March 2022 |
| Evaluation of evidence and formulate recommendations | 1 month | April 2022 |
| Produce the draft report | 1 month | May 2022 |
| Witness / Executive comment on report | 1 month | June 2022 |
| Consideration of draft report by OSC | n/a | July 2022 OSC |
| Report to relevant decision makers | n/a | September 2022 |
| Schedule monitoring of the implementation outcomes | n/a | September 2022 |

2.7 Specific Costs Identified

Anticipated call on Scrutiny Budget

Minimal - possible site visits and external research/expertise.

2.8 Equalities Issues

Relevant equality and diversity issues in relation to the proposed scrutiny review

Social landlords are bound by the Equality Act 2010 which sets out protected characteristics: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

2.9 Constraints / Barriers / Risks

Including timing constraints to when the review can be carried out

Access to officer time and task group members' time commitments.
Unwillingness to engage with Overview and Scrutiny or a desire to pre-empt its recommendations

3. Signed Approval

Signed:

(By Chair on behalf of Overview and Scrutiny Committee)

Date Agreed:

(By Overview and Scrutiny Committee)

| |
|--|
| |
| |

If you would like to be involved in the review, please email james.dearling@guildford.gov.uk or call 01483 444141

Definitions

What Is Social or Affordable housing

There is no single statutory definition of what social or affordable housing is and there is considerable ambiguity about the way in which the terms are used and they are often interchanged.

A House of Commons Briefing Paper *What is Affordable Housing?* sets out one definition which is that the term affordable or social housing means:-

“housing that is provided with public subsidy, and it is used in a general way to describe housing of any tenure that is judged to be affordable to a particular household or group by analysis of housing costs, income levels and other factors.”¹

Whilst the Housing, Planning, Local Government and the Regions Select Committee’s inquiry that looked at the issue chose the following definition: -

“subsidised housing that meets the needs of those who cannot afford to secure decent housing on the open market either to rent buy”²

There are further definitions either adopted or proposed by a range of organisations, to reflect certain agendas, views or circumstances, and these will vary depending on a range of issues, which could include whether they are considering local, regional or local situations, are they providing or seeking provision, and the factor that most commonly causes discussion is what is meant by affordability.

To reflect these differing positions legislation uses differing definitions.

Legal Definitions

Affordable and social housing have been defined in different ways within legislation. However, the most commonly used include the one within the Housing and Regeneration Act

¹ [Wilson W and Barton C, 2021, What is affordable housing?, House of Commons Library, London](#)

² [HC 703-1, Third Report of 2005-06, 20 June 2006, p.5](#)

2008 that sets out the legislative framework within which social landlords operate and are regulated in and refers to social housing as being:-

*“low-cost rental and low-cost homeownership accommodation”*³

It goes on to confirm that the accommodation should be at rents below market rents and let to people whose needs are not adequately served by the commercial housing market. It goes on to confirm that low-cost homeownership is defined as including shared ownership, equity percentage arrangements and shared ownership trusts, and for both of these products they should be available to people whose needs are not adequately served by the commercial housing market. This legislation makes no reference to the term affordable housing.

However, where local planning authorities require that developers include an element of provision as part of the planning process usually through a s106 agreement under the Town and Country Planning Act 1990 (as amended) these are referred to as affordable housing. For these purposes, the definition of affordable housing is found in the 2019 National Policy Framework and is:-

*“housing for sale or rent, for those whose needs are not met by the market (including housing that provides a subsidised route to home ownership and/or is for essential local workers);”*⁴

The Framework then goes on to confirm that affordable housing for rent would include social rent and affordable rent or where the rent is set at least 20% below market rents (including service charges). It also confirms that the landlord should be a Registered Provider unless the homes are part of a Build to Rent scheme and the homes should remain at an affordable price for future eligible households.

For the purpose of the planning position affordable homes also includes Starter Homes as defined by the Housing and Planning Act 2016,⁵ discounted market sales housing and other affordable routes to home ownership which would include shared ownership, relevant equity loans, and other low cost homes for sale.

³ Housing and Regeneration Act 2008, section 68

⁴ HM Government, National Planning Policy Framework, Annex 2

⁵ Housing and Planning Act 2016, section 2

Therefore, the terms affordable and social housing are interchangeable in most instances, and cover properties that are rented, shared ownership or have certain types low cost homeownership and that are managed within the relevant legislative framework.

But under the wider terms affordable and social housing there are categories of housing which are defined in a clearer manner and are specific in most instances to a particular type of housing or the level of rent that is being charged in most cases by a registered social landlord. These are considered under 2 groups which are those dwellings which are rented and then other types.

Types of Rented Accommodation

Social Rent

This is housing that is available for rent and is owned and managed by a Registered Social Landlord, the rents for properties with these rents were calculated in 2002 using a Government formula which considered the number of bedrooms, average local earnings and the value of the property in 1999. Since this time these rents will have changed each April in accordance with the Governments recommended approach until 2016 when the Government imposed a requirement for rents to be cut by 1% each year, this approach then changed in April 2020 when the Government announced that these rents would increase by CPI plus 1%.⁶

Affordable Rents

As part of the 2010 spending review the Government announced the intention to introduce a new "intermediate rent" type of rented housing. This housing is offered at 80% of market levels within the local area. However, in Guildford the Council within the Local Plan state that affordable rents should be either at these levels or within the Local Housing Allowance whichever is the lower.⁷

The rationale for this change was that it increased the funds available for the reinvestment in the development of new social housing and moved the approach to funding new homes from a capital grant subsidy approach to a revenue subsidy. Housing Associations were also able to change their housing from social rented to affordable rent.

⁶ Policy Statement on rents for social housing, MHCLG, Feb 2019

⁷ Guildford borough Local Plan strategy and sites 2015-2034, April 2019, Appendix 2

Other types of Tenures

The National Planning Policy Framework sets out what other tenures and types of properties that are considered as affordable housing and these are also included within the Councils Local Plan as one of the following⁸:-

Starter Homes

These should meet the definition within the Housing and Planning Act 2016 and other subsequent of secondary legislation which is basically that these are new dwellings, available only to first-time buyers and that are sold at a discount of at least 20% of market value and below a cap price.

Discounted Market Sales Housing

These dwellings should be sold at a discount of at least 20% below market value, with provisions in place to ensure that the housing remains at a discount for eligible households.

Other Affordable Routes to Home Ownership

These are dwellings provided for sale through a route that allows a route to ownership and includes shared ownership, relevant equity loans, other low-cost homes for sales and rent to buy. These can be supported by the provision of grant and should either be available at affordable prices or any receipts should be used for alternative provision or refunded to the Government.

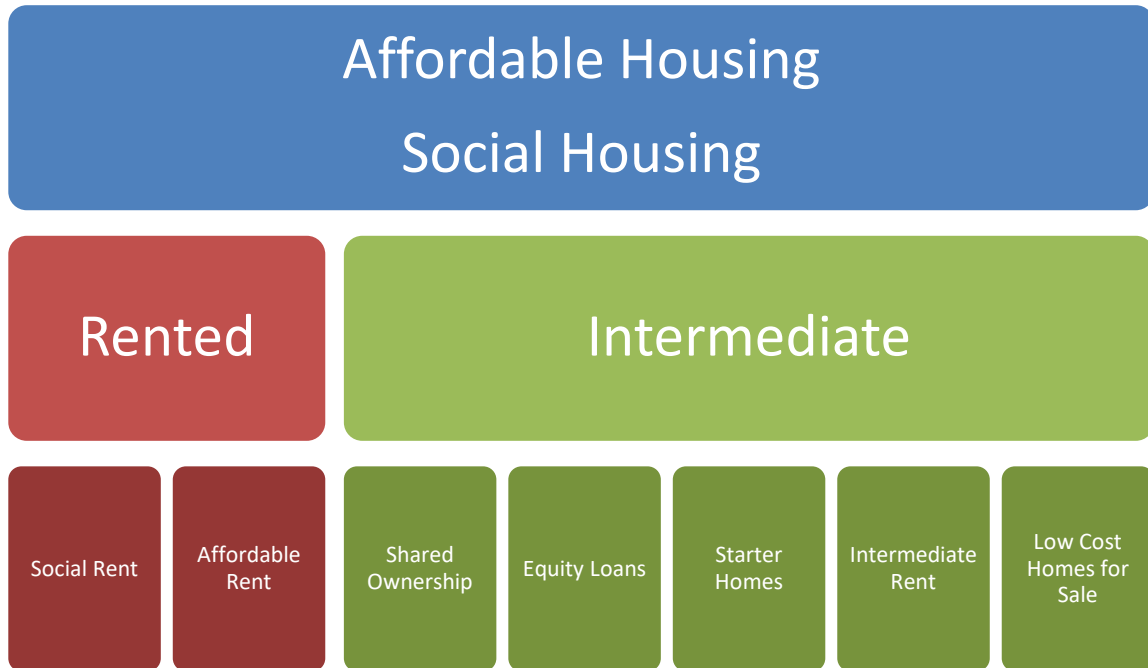
Summary

There is no single legal definition of either social or affordable housing, as any definitions used will reflect particular circumstances, however under the umbrella of social and affordable housing there are clear types of housing and these are defined through a combination of factors which usually include compliance with a framework for their management and this is usually through a registered social landlord. This is then usually combined with the type of agreement that covers their rental or ownership which has limitations on rent, cost or price of the dwellings along with a mechanism to allow for either provision in perpetuity or for the funding to be recycled.

⁸ Guildford borough Local Plan strategy and sites 2015-2034, April 2019, Appendix 2

The paper has not considered the further issues of what is affordable.

The diagram below sets out this framework, but it is for illustrative purposes, rather than as a definitive representation.



Prepared by

Matt Gough, Interim Head of Housing,
13 July 2021

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