

**STATEMENT OF EXECUTIVE DECISIONS**

Thursday 22 September, 2022

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

Members of the Executive

Chairman:

\* Councillor Joss Bigmore (Leader of the Council)

Vice-Chairman:

\* Councillor Julia McShane (Deputy Leader of the Council and Lead Councillor for Community and Housing)

\* Councillor Tim Anderson, (Lead Councillor for Resources)

\* Councillor Tom Hunt, (Lead Councillor for Development Management)

\* Councillor John Redpath, (Lead Councillor for Economy)

\* Councillor John Rigg, (Lead Councillor for Regeneration)

\* Councillor James Steel, (Lead Councillor for Environment)

\* Councillor Cait Taylor, (Lead Councillor for Climate Change)

\*Present

The Deputy Mayor, Councillor Masuk Miah, and Councillors Christopher Barrass, Ruth Brothwell, Angela Gunning, Gillian Harwood, Ramsey Nagaty, George Potter, Tony Rooth, Will Salmon, Deborah Seabrook, and Pauline Searle were also in attendance.

Councillor Chris Blow was in virtual attendance.

**Agenda  
Item No.**

**Officer(s) to  
action Item**

**1. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

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

There were no disclosures of interest.

### **3. MINUTES**

The minutes of the meeting held 25 August 2022 were confirmed as a correct record. The Chairman signed the minutes.

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

The Leader thanked everybody that helped organise and attend the events of the past 10 days as we mourned the passing of H M Queen Elizabeth II and mark the accession of King Charles III, with particular thanks to the Mayor, Kate Foxton, and the Civic team.

The Leader reminded councillors that the Household Support Fund was still open for applications until 30 September 2022. Residents could submit one application per household and a maximum grant of up to £300 pounds per household was available. Priority would be given to those with high needs such as households with children and pensioners. More information and how to apply could be found on the Council's website.

The Leader also reminded councillors that the deadline for applications to the next round of crowdfunding under Crowdfund Guildford was 28 September 2022. Most recently, this source of funding had been used to fund repairs to the war memorial in Merrow which hopefully should be completed in time for Remembrance Sunday.

The Leader noted that the Council would be promoting its second Car Free Day on Sunday 25 September from 10am to 4.30pm

Finally, the Leader commented that the Guildford Design Award exhibition scheduled to take place at the Guildhall had to be cancelled following the death of H M Queen Elizabeth II. The travelling exhibition of awards was now moving around the borough's villages on various dates in September and October.

### **5. TO CONSIDER ANY RECOMMENDATIONS FROM THE OVERVIEW AND SCRUTINY COMMITTEE**

The intention of this report was to collate and track progress of all recommendations made by the Overview and Scrutiny Committee to the Executive throughout the year, and to log the Executive decisions on the submitted matters.

The Executive noted the report and that there had been no updates since the previous meeting.

## 6. CORPORATE REGULATORY ENFORCEMENT POLICY

### Decision:

That the revised Regulatory Enforcement Policy, as set out in Appendix 1 to the report submitted to the Executive, be adopted.

Dympna  
Sanders

### Reason(s):

The policy provides a clear framework for the way the Council undertakes its regulatory functions and is in line with The Legislative and Regulatory Reform Act 2006 which advocates that enforcement should be carried out in a transparent, accountable, proportionate and consistent manner that is targeted only where action is needed

### Other options considered and rejected by the Executive:

- To amend the revised policy
- To reject the revised policy; and retain the policy agreed in 2018.

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

None.

## 7. \* EXPERIENCE GUILDFORD: BUSINESS IMPROVEMENT DISTRICT (BID) BALLOT

### Decision:

- (1) To endorse the Experience Guildford BID Business Plan 2023-28, as set out in Appendix 2 to the report submitted to the Executive.
- (2) To use the Council's 27 votes to vote in favour of the proposal to renew the experience Guildford Business Improvement District (BID) for Guildford town centre for 2023-2028.
- (3) To delegate the decision to vote in the BID ballot to the Leader of the Council.
- (4) To note the Council's business rates levy of £38,289 per annum for 2023-28, to be accommodated within the existing overall budget.

Dawn Hudd

### Reason:

To secure the long-term economic prosperity of the Town Centre

and to continue the effective management partnership developed over the previous 10 years.

Other options considered and rejected by the Executive:

To vote against the renewal of the BID.

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

None.

**8. \* SHAPING GUILDFORD'S FUTURE (FORMERLY GERP) STAGE 3 FUNDING**

Decision:

- (1) To endorse the Stage 2 Shaping Guildford's Future report and approve proceeding to Stage 3. Abi Lewis
- (2) To approve the transfer of £3.070 million from the provisional to the approved capital programme to enable the Council to deliver Stage 3 of the programme.
- (3) To authorise the Joint Strategic Director of Place, in consultation with the Lead Councillor for Regeneration, to finalise Heads of Terms, Memorandums of Understanding, Terms of Reference, negotiate, sign and complete legal agreements relating to the Shaping Guildford's Future programme.
- (4) To authorise the Joint Strategic Director of Place, in Consultation with the Lead Councillor for Regeneration, to enter into contracts and legal agreements connected with the Shaping Guildford's Future project as may be necessary at reasonable costs within the approved budget.
- (5) To authorise the Joint Strategic Director of Place, in consultation with the Lead Councillor for Regeneration, to review all governance arrangements in relation to the Shaping Guildford's Future programme.

Reason(s):

- To support the delivery of the Council's Corporate Plan (2021-2025) priorities, by delivering a proactive strategy to address the economic and physical constraints facing the town.
- To ensure that governance arrangements around the Shaping Guildford's Future programme remain fit for purpose

Other options considered and rejected by the Executive:

OPTION 1: To not endorse the programme and cease work, thereby delaying the delivery of a strategy to support the economic regeneration of Guildford town centre which requires flooding remediation currently blighting major sites. However, it is likely that without such a strategy, sites will remain undeveloped, or development will come forward in an uncoordinated manner and fail to address the substantial existing constraints; and deliver the overarching objectives and greater benefits achievable through a masterplan approach. If the project is abandoned, there would be £2.1m “sunk costs” to be written off.

OPTION 2: To commit the secured SCC grant funding to progress with the Environment Agency Flood Alleviation Scheme feasibility work only. However, without the progression of the wider masterplan work, sites will remain undeveloped, and it would be challenging for the Council to apply for additional grant funding to complement EA funding to support the delivery of the FAS. The broader development potential associated with the flood alleviation work would also not be realised.

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

None.

**9. \* BUDGET PRESSURES 2022-23 AND MEDIUM-TERM FINANCIAL PLAN**

Decision:

- (1) To note the emerging position against the 2022/23 budget and the impact on the Council’s finances in future years.
- (2) To approve the high-level action plan set out in the report and to identify any further measures that should be taken.
- (3) To instruct officers to undertake a comprehensive mid-year review of the 2022/23 budget and to present this, and a revised Medium Term Financial Plan, to Council at its meeting on 6 December 2022.

Graeme  
Clark

Reason(s):

To ensure councillors are aware of the emerging budget pressures.

Other options considered and rejected by the Executive:

None

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

None.

**10. REVIEW OF COUNCILLORS' ALLOWANCES - PROPOSED APPOINTMENT OF A JOINT INDEPENDENT REMUNERATION PANEL**

Decision:

That the Executive recommends to Council (11 October 2022):

- (1) That the Council agrees to establish jointly with Waverley Borough Council a Joint Independent Remuneration Panel to conduct a review and make recommendations to each council on their respective scheme of allowances for councillors in 2023.
- (2) That the draft terms of reference of the Joint Independent Remuneration Panel, attached as Appendix 1 to the report submitted to the Executive, be approved.
- (3) That, subject to confirmation of their continued eligibility for appointment, Vivienne Cameron, Dennis Frost, and Gordon Manickam be appointed to the Joint Independent Remuneration Panel for a period of up to four years commencing with the 2023-24 municipal year.
- (4) That the Joint Executive Head of Legal and Democratic Services be authorised to advertise for candidates from the general public and a wide range of organisations, including the local business community and voluntary organisations, for the appointment of up to two other members of the Joint Independent Remuneration Panel to serve for a period of up to four years commencing with the 2023-24 municipal year, and together with the Leaders and Deputy Leaders of both councils to shortlist, interview, and recommend for selection up to two nominees for appointment to the Joint Independent Remuneration Panel.
- (5) That the nominees for appointment to the Joint Independent Remuneration Panel referred to in paragraph (4) above be subject to formal approval by the Council at its full council meeting in February 2023.
- (6) That the honorarium to be paid to each Panel member be set at £1,500, the cost of which shall be divided equally between the two councils.

John  
Armstrong

- (7) That the proposed timetable for appointment of the Joint Independent Remuneration Panel and review of Guildford's allowances set out in paragraph 4.13 of the report, be approved.
- (8) That provision be made in the 2023-24 revenue budget of £6,200 for the review of councillors' allowances.
- (9) That the Joint Monitoring Officer be authorised to make all arrangements for the establishment and appointment of future independent remuneration panels, including approval of terms of reference, honoraria for panel members, and timetables for appointment and reviews of allowances.

Reason:

To comply with the requirements of The Local Authorities (Members' Allowances) (England) Regulations 2003.

Other options considered and rejected by the Executive:

None

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

None.

**11. DRAFT TIMETABLE OF COUNCIL AND COMMITTEE MEETINGS FOR 2023-24**

Decision:

That the Executive recommends to Council (11 October 2022):

That the proposed timetable of Council and Committee meetings for the 2023-24 municipal year, as set out in Appendix 1 to the report submitted to the Executive, be adopted.

Carrie  
Anderson

Reason:

To assist with the preparation of individual committee work programmes.

Other options considered and rejected by the Executive:

None

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

None.

NOTES:

- (a) Any decision marked “#” means that the item was deemed by the Managing Director and agreed by the Executive and Chairman of the Overview and Scrutiny Committee to be a matter of urgency for the reason indicated and, in accordance with Overview and Scrutiny Procedure Rule 17 (h), such decision takes effect immediately and is therefore *not* subject to the call-in procedure.
- (b) The call-in procedure is as follows:
- (i) the Chairman of the Overview and Scrutiny Committee; or
  - (ii) a minimum of five members of the Council

may require that a decision be referred to the Overview and Scrutiny Committee for review.

- (c) Councillors wishing to exercise their right to call-in a decision taken by the Executive must give notice in writing to the Democratic Services and Elections Manager. The reason for a councillor calling-in a decision shall accompany any such request and must meet one of the following criteria:
- (a) that there was insufficient, misleading or inaccurate information available to the decision-maker;
  - (b) that all the relevant facts had not been taken into account and/or properly assessed;
  - (c) that the decision is contrary to the budget and policy framework and is not covered by urgency provisions; or
  - (d) that the decision is not in accordance with the decision-making principles set out in the Constitution.

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

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