



GUILDFORD
BOROUGH

Tom Horwood
Joint Chief Executive
Guildford & Waverley
Borough Councils

www.guildford.gov.uk

Contact Officer:

John Armstrong, Democratic Services &
Elections Manager

13 September 2022

Dear Councillor

Your attendance is requested at a meeting of the **EXECUTIVE** to be held in the Council Chamber, Millmead House, Millmead, Guildford, Surrey GU2 4BB on **THURSDAY, 22 SEPTEMBER 2022** at 7.30 pm.

Yours faithfully

Tom Horwood
Joint Chief Executive
Guildford & Waverley
Borough Councils

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)

WEBCASTING NOTICE

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

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

QUORUM 3

The Council's Strategic Framework (2021- 2025)

Our Vision:

A green, thriving town and villages where people have the homes they need, access to quality employment, with strong and safe communities that come together to support those needing help.

Our Mission:

A trusted, efficient, innovative, and transparent Council that listens and responds quickly to the needs of our community.

Our Values:

- We will put the interests of our community first.
- We will listen to the views of residents and be open and accountable in our decision-making.
- We will deliver excellent customer service.
- We will spend money carefully and deliver good value for money services.
- We will put the environment at the heart of our actions and decisions to deliver on our commitment to the climate change emergency.
- We will support the most vulnerable members of our community as we believe that every person matters.
- We will support our local economy.
- We will work constructively with other councils, partners, businesses, and communities to achieve the best outcomes for all.
- We will ensure that our councillors and staff uphold the highest standards of conduct.

Our strategic priorities:

Homes and Jobs

- Revive Guildford town centre to unlock its full potential
- Provide and facilitate housing that people can afford
- Create employment opportunities through regeneration
- Support high quality development of strategic sites
- Support our business community and attract new inward investment
- Maximise opportunities for digital infrastructure improvements and smart places technology

Environment

- Provide leadership in our own operations by reducing carbon emissions, energy consumption and waste
- Engage with residents and businesses to encourage them to act in more environmentally sustainable ways through their waste, travel, and energy choices
- Work with partners to make travel more sustainable and reduce congestion
- Make every effort to protect and enhance our biodiversity and natural environment.

Community

- Tackling inequality in our communities
- Work with communities to support those in need
- Support the unemployed back into the workplace and facilitate opportunities for residents to enhance their skills
- Prevent homelessness and rough-sleeping in the borough

Agenda

ITEM NO.

1 APOLOGIES FOR ABSENCE

2 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTEREST

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

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

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

3 MINUTES (Pages 7 - 12)

To confirm the minutes of the meeting of the Executive held on 25 August 2022.

4 LEADER'S ANNOUNCEMENTS

5 TO CONSIDER ANY RECOMMENDATIONS FROM THE OVERVIEW AND SCRUTINY COMMITTEE (Pages 13 - 20)

6 CORPORATE REGULATORY ENFORCEMENT POLICY * (Pages 21 - 46)

7 EXPERIENCE GUILDFORD: BUSINESS IMPROVEMENT DISTRICT (BID) BALLOT * (Pages 47 - 84)

8 SHAPING GUILDFORD'S FUTURE STAGE 3 FUNDING *

This report is to follow.

9 BUDGET PRESSURES 2022-23 AND MEDIUM-TERM FINANCIAL PLAN

This report is to follow.

10 REVIEW OF COUNCILLORS' ALLOWANCES - PROPOSED APPOINTMENT OF A JOINT INDEPENDENT REMUNERATION PANEL (Pages 85 - 96)

11 DRAFT TIMETABLE OF COUNCIL AND COMMITTEE MEETINGS FOR 2023-24 (Pages 97 - 100)

Key Decisions:

Any item on this agenda that is marked with an asterisk is a key decision. The Council's Constitution defines a key decision as an executive decision which is likely to result in expenditure

or savings of at least £200,000 or which is likely to have a significant impact on two or more wards within the Borough.

Under Regulation 9 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, whenever the Executive intends to take a key decision, a document setting out prescribed information about the key decision including:

- the date on which it is to be made,
- details of the decision makers,
- a list of the documents to be submitted to the Executive in relation to the matter,
- how copies of such documents may be obtained

must be available for inspection by the public at the Council offices and on the Council's website at least 28 clear days before the key decision is to be made. The relevant notice in respect of the key decisions to be taken at this meeting was published as part of the Forward Plan on 25 August 2022.

EXECUTIVE

- * Councillor Joss Bigmore (Chairman)
- * Councillor Julia McShane (Vice-Chair)

Councillor Tim Anderson	* Councillor John Rigg
* Councillor Tom Hunt	* Councillor James Steel
Councillor John Redpath	Councillor Cait Taylor

*Present

Councillor Angela Goodwin was also in remote attendance.

EX22 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Tim Anderson, John Redpath and Cait Taylor.

EX23 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTEREST

There were no declarations of interest.

EX24 MINUTES

The minutes of the meeting held 21 July 2022 were confirmed as a correct record. The Chairman signed the minutes.

EX25 LEADER'S ANNOUNCEMENTS

The Leader thanked the Guildford and Waverley teams involved in the response to the major incident in Netley Watermill treatment works over the previous weekend, which clearly demonstrated the benefits of collaborative working.

The Leader announced that the Household Support Fund was now open for applications, with the scheme running until 30 September 2022, or until all funds have been allocated. Residents can submit one application per household and grants of up to £300 were available. Those with highest need would be prioritised, such as households with children and those with pensioners. More information on the scheme could be found on the website, where there was a link to the Household Support Fund.

The Leader noted that the Council was currently out for consultation on an on-street parking review in partnership with Surrey County Council, which involved 27 proposals. The deadline for feedback on the consultation was 9 September 2022.

Crowdfund Guildford was now open for a new funding round with the deadline for applications being 28 September 2022. An online workshop would take place on 8 September 2022 for any groups or residents interested. The Leader was pleased to announce that another £2,000 had been allocated to a crowdfunding project in Merrow to rebuild the War Memorial in time for Remembrance Sunday.

The Leader thanked the team in the Parks and Countryside service for their work in securing the award of Green Flag status for seven of the Council's parks again this year.

Zero Carbon Guildford were launching a sustainable business network to establish a community led climate action plan. The official launch for the event would be held on 14 September 2022.

The Leader also announced that Guildford Heritage Open weekend would be held on 9 to 11 September. Events over the Heritage Open Days offered free entry to more than 50 locations in the borough and was England's largest celebration of history and culture.

The Guildford Design Awards exhibition would be taking place at the Guildhall on 9 September in collaboration with the Guildford Society. The exhibition would highlight those buildings in the borough that had won awards for good design. The exhibition would also visit five Surrey villages.

Car-free day would be held on 25 September with further details to be released soon.

The Leader noted that September was also Walking Festival month, with a different walk organised for every day in September, with further details from the Tourist Information Centre.

EX26 TO CONSIDER ANY RECOMMENDATIONS FROM THE OVERVIEW AND SCRUTINY COMMITTEE

The intention of the 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 agreed the response to the recommendations on 22 March 2022.

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

EX27 MIDLETON INDUSTRIAL ESTATE REDEVELOPMENT

The report was introduced by the Leader of the Council in the absence of the Lead Councillor for Resources.

The Middleton Industrial Estate comprised around 5.7 acres within the Council's freehold ownership and the Executive had approved a business case for its redevelopment on 24 January 2017.

The Estate was divided in accordance with the long leaseholds previously granted but Officers have been pursuing a phased development of the Estate in line with when existing leases have expired.

The Executive considered a report outlining progress with the delivery of the project, including the current spend, the works completed to date as well as the remaining

scope of works to be delivered during 2022-23. The work had been tendered and awarded to Francis Construction Limited.

The Executive was asked to approve the transfer of £5,557,000 from the provisional capital programme to the approved capital programme to complete the fourth and final phase of the redevelopment. It was anticipated that when the final phase was complete the site would raise over £1 Million per year in income for the Council.

There would be a additional check to ensure that the necessary power supplies were in operation prior to the commencement of Phase 4 as there had been an issue previously which had delayed the project.

Thereafter, the Executive was content to,

RESOLVE:

- (1) That the urgency decision of the Director of Resources to transfer the sum of £5.557 million from the provisional capital programme to the approved capital programme be ratified to enable the completion of the design and construction of phase four of the Midleton Industrial Estate redevelopment, as detailed in the report submitted to the Executive.
- (2) That the Joint Strategic Director (Place) be authorised, in consultation with the Lead Councillor for Resources, to enter into such contracts as are necessary to enable the transactions to be completed within the allocated budget.

Reason(s):

To complete the redevelopment of Midleton Industrial Estate, to enhance both the capital value and rental income of the Council's property holding.

EX28 WEY HOUSE: PROPOSED SURRENDER OF EXISTING AND RE-GRANT OF A NEW LEASE

The Leader of the Council introduced the report in the absence of the Lead Councillor for Resources.

Wey House, Park Street was a prominent office building providing 45,382 sq. ft. of accommodation (net internal area excluding communal space) spread over four floors located in the heart of the town centre on the gyratory opposite Guildford's mainline station.

The property was purchased by the Council as an investment asset in 2016 for £22.65 million and was the biggest single income producing property asset within the Council's portfolio. The outcome of the Asset Management Plan recommended retention due to its significant income return, strong tenant covenant and minimal management costs.

The building was let in its entirety as the HQ premises for Stevens & Bolton LLP, an established legal firm, on a lease dated 3 March 2010 which would expire on 2 March 2027. The tenant held an Option for a Reversionary Lease for a term of 10 years from 3 March 2027 subject to a tenant only break clause on 3 March 2032. Stevens & Bolton paid a rent of £1.3 million per annum which was due for review in March 2025. Recent

agreement had been reached for the top two floors of the building to be sub-let to Media Molecule (a gaming company owned by Sony Corporation).

The tenant had approached the Council with a proposal to remain in the building beyond the expiry date of the current lease in March 2027 subject to upgrading the heating and air conditioning system along with installation of Cat A low energy LED lighting throughout the building to be carried out at the Council's cost. The cost of these works was estimated to be £800,000. Consequently, officers agreed terms with the tenant to surrender the current lease and enter a new lease for a term of 15 years without break at a rental income of £1.3 million per annum subject to a 12-month rent free period, upwards only rent reviews in March 2025 and 5 yearly thereafter, and a landlord's contribution to tenant works up to a maximum of £800,000.

The risk of not renewing the tenancy would result in a potentially empty building with the Council still committed to undertaking the upgrade to the facilities. On balance, the Executive agreed that the new arrangements would provide a longer-term level of certainty over income, would also retain a significant local business in the town centre and there would be a level of control over the maintenance of the building.

It was noted that under legislation the EPC rating for the building would need to be improved during the lifetime of the lease. The detail of the responsibility for those improvements should be included in the new lease.

The Leader of the Council was pleased to see the transparency of the reporting in this matter.

Officers were commended for the negotiation of the new arrangements.

RESOLVED:

- (1) That the surrender of the existing lease to Stevens & Bolton and a simultaneous re-grant of a new 15-year lease with no break clause at the current passing rent of £1.3 million per annum be approved, subject to an upwards only rent review in 2025 and 5 yearly thereafter with 50% reduced rent over the first two years.
- (2) That the Head of Asset Management (Climate Change Lead) be authorised to take such actions as are required to negotiate any minor amendments and finalise terms referred to in the report submitted to the Executive for the surrender and re-grant of a lease to Stevens & Bolton subject to being satisfied that the Council will receive the best consideration reasonably obtainable and in consultation with the Lead Councillor for Resources, the Joint Strategic Director (Place) and the Chief Finance Officer.
- (3) That the spending of the approved Property Acquisitions budget to fund a landlord's capital contribution towards tenant improvement works be approved.

Reason(s):

To secure the rental income of £1.3 million per annum for a further 10 years beyond the expiry of the existing lease in place, which will be subject to upwards only rent reviews in 2025 and 5 yearly thereafter. Thus, it will remove the risk of the building falling vacant in 2027 when the current lease expires, and the likely significant level of investment required to refurbish the building (estimated at £5 million) to attract a new tenant. It is

therefore considered the most financially advantageous option to the Council and will improve the investment performance of the asset for the next 15 years.

EX29 GUILDFORD LIDO DRAINAGE AND MODERNISATION PROJECT

The report was introduced by the Lead Councillor for Environment.

Guildford Lido was a popular local attraction built in the 1930s. There was a 50-metre open air swimming pool which was set in 6 acres of grounds. A survey had identified that the original drainage had failed and needed to be replaced. To access the drainage significant demolition was required. This presented an opportunity to update and modernise the changing, toilet and shower space at the Lido. The timetable of works was challenging but it was hoped that completion would be by April 2023 in readiness for the summer season. The 'Friends of Guildford Lido' has been engaged with the proposed changes and upgrades to the site.

The scheme has been subject to an open tender process and nine tenders were received. The tenders were all significantly over budget. For the scheme to go ahead, a virement of £600,000 was required from the capital contingency to supplement the use of £1.5 million from the ear-marked Leisure Partnership Reserve.

The Executive noted the impact of the current rates of inflation on any construction project at present as well as obstacles to supply chains which could cause delays. The Leader observed that the increased costs had accounted for additional working hours to try to mitigate challenges and to deliver on time. It was noted that leisure services were discretionary but that the Council recognised the value of the site to local residents.

The loss of revenue to the Council whilst works were undertaken could be estimated on last year's figures which provided an income from the Lido of £636,000 (to be validated in Freedom Leisure's Annual Report). The Council supported the Lido within the Management fee to Freedom Leisure at around £182,000 per year. Visitor numbers were variable and dependent upon the summer weather ranging between 60,000 and 140,000 visits. It was estimated the Lido made a surplus on average every three years, but that given the investment in facilities proposed this could see an improvement in future years as a more attractive offer to the customer and the operator.

Consequently, the Executive,

RESOLVED:

That a virement of £600,000 from the capital contingency fund for the Lido Drainage and Modernisation Project be approved to enable the project to start on time and hopefully be completed during the winter period to ensure the minimum disruption to the potential customers of the venue.

Reason(s):

The Lido cannot operate without satisfactory drainage, it is recognised that replacement of the failed below ground drainage is not practicable without the corresponding demolition of the changing facilities and breaking out of the existing concrete floor slab that sit directly above. The external changing facilities are beyond their economical and

useful life expectancy. The existing facilities fall short of expected modern standards, which can be addressed as part of the process.

The meeting finished at 7.31 pm

Signed

Date

Chairman

Recommendations to the Executive from the Overview and Scrutiny Committee

Document Purpose

The intention of this document is 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's agreed response to the recommendations will be fed back to the Overview and Scrutiny Committee, and relevant officers.

Explanatory note:

Progress Status: This column indicates individual progress status for each recommendation and will present one of three options:

- Awaiting Executive Consideration
- Accepted or Approved by the Executive
- Rejected by the Executive

Suggested Response to Recommendation and Reasons: This column indicates what action, if any, the Executive proposes to take or may already have been taken in response to the recommendation and the reasons) for the action, or no action.

Approved Recommendations:

O&S Meeting Date /O&S Minute No.	O&S Agenda Item	O&S Recommendation	Considered by Executive on	Progress Status	Suggested Response to Recommendation and Reasons	Key Officer responsible for the item
2 March 2021 Reference OS63	Guildford Crematorium Redevelopment	That the Executive be requested to ensure that:	22 March 2022	Executive approved suggested response.	The Future Guildford Programme implemented the Council's transformation plan.	Abi Lewis/ Directors

O&S Meeting Date /O&S Minute No.	O&S Agenda Item	O&S Recommendation	Considered by Executive on	Progress Status	Suggested Response to Recommendation and Reasons	Key Officer responsible for the item
	Post Project Review	<p>1.Council projects are accurately scoped and well-defined at the outset and any extension of scope is assessed carefully.</p> <p>2.Council projects go beyond legal minimum standards and aspire to be the best possible.</p> <p>3.Senior officers be held accountable for ensuring that resources in place for projects are adequate.</p>			<p>As part of Phase A of the Programme, a new Project and Performance Management (PPM) Governance team was established in 2020 which has undertaken extensive work to implement a new PPM Governance Framework to improve the delivery of all GBC projects and programmes to achieve the strategic objectives set out in the Corporate and Local Plans. Now an Enterprise Portfolio Structure has been defined, work is underway to rationalise boards and clarify decision-making.</p> <p>The following specific processes implemented help to ensure the right project controls are in place from the outset:</p> <ul style="list-style-type: none"> • A start-up process to control the number of projects initiated • A mandate being developed for each project for consideration by service leaders and Councillors helping to develop a common understanding of 	

O&S Meeting Date /O&S Minute No.	O&S Agenda Item	O&S Recommendation	Considered by Executive on	Progress Status	Suggested Response to Recommendation and Reasons	Key Officer responsible for the item
					<p>objectives and anticipated outcomes of projects.</p> <ul style="list-style-type: none"> • The Business Case, developed from the Strategic, through the Outline Business Case and confirmed at Full Business Case is a clear statement of scope and baselines and a robust rationale for proceeding with the project. • Progress through the stages is controlled by gates, these are managed by the Corporate Governance Team. <p>The project mandate will provide a broad definition of a project’s objectives, scope, constraints, benefits, risks and costs – which are further defined in the development of the business case. Aspirations to exceed minimum standards tends to come at the cost of time and money. The business case should recommend the option that provides best social value or best value for money and responds to any statutory requirements.</p>	

O&S Meeting Date /O&S Minute No.	O&S Agenda Item	O&S Recommendation	Considered by Executive on	Progress Status	Suggested Response to Recommendation and Reasons	Key Officer responsible for the item
					<p>The new PPM Governance Framework provides the opportunity for officers across the organisation to review project mandates and business cases, and to consider the potential impact of the proposals on their service area. This includes consideration of whether the project is achievable within the existing resources (financial and staffing) and whether mitigation is required to deliver the preferred option successfully. This might include highlighting a need to recruit to fill a specialist skillset that is necessary for the project and the required budget to enable this. The internal project governance structures ensure officers provide regular updates on the status of projects and provide the opportunity for risks and issues to be escalated to senior decision makers as necessary. An Enterprise Portfolio Board is being considered to ensure that resource constraints are understood across all GBC service areas before a project is initiated.</p>	

O&S Meeting Date /O&S Minute No.	O&S Agenda Item	O&S Recommendation	Considered by Executive on	Progress Status	Suggested Response to Recommendation and Reasons	Key Officer responsible for the item
9 November 2021 reference OS46	Guildford Crematorium Air Quality Audit	<p>That the following recommendations within section 3 of the SLR audit at Appendix 1 of the report submitted to the O&S Committee be endorsed:</p> <ul style="list-style-type: none"> • That measures or procedures are reviewed and where necessary improved, to allow Regulatory Services to satisfy themselves that work undertaken on their behalf has been undertaken in a comprehensive and technically robust manner, such as: • requiring evidence of the audit procedure, and documented audit trail; and 	22 March 2022	Executive approved suggested response.	<p>GBC's current Standard Selection Questionnaire (SSQ) - used at the outset of a procurement process to determine compliance of a potential supplier with any mandatory requirements - does not request confirmation of statutory or regulatory certification.</p> <p>However, the subsequent technical evaluation process is tailored according to the specifics of the project and the scope of services being procured. Where appropriate, confirmation and evidence of accreditation will be requested and evaluated. If works are procured via a framework e.g. construction works, the contractors are subject to significant scrutiny and vetting before being accepted onto the framework. If a project is particularly complex or technical, the Council will need to consider what specialist resource is needed to support the drafting of technical evaluation criteria</p>	Abi Lewis/ Directors

O&S Meeting Date /O&S Minute No.	O&S Agenda Item	O&S Recommendation	Considered by Executive on	Progress Status	Suggested Response to Recommendation and Reasons	Key Officer responsible for the item
		<ul style="list-style-type: none"> requiring contractors to have a quality assurance system certified to a recognised standard (e.g., ISO 9001). 			<p>and the evaluation of tender responses. This would be established at the mandate stage.</p> <p>The Corporate Procurement Board acts as a gateway for projects that are above a certain financial threshold, or constitute high risk or sensitivity, providing further scrutiny over the most appropriate route to engage a supplier.</p> <p>The new project management and governance toolset, Verto, has the functionality to capture decisions made to ensure that there is an audit trail throughout the project lifecycle.</p>	
9 November 2021 reference OS47	Update on Project & Programme Management Governance	<ul style="list-style-type: none"> That the Executive be requested to ensure that in relation to the closure and evaluation stages of Council projects the author of both the lessons learned report 	22 March 2022	Executive approved suggested response.	The Council's implemented PPM Governance Framework outlines the project lifecycle and approval gates that projects will ensure all lifecycle stages are undertaken for all projects, including closure, evaluation and lessons learned.	Abi Lewis/ Directors

O&S Meeting Date /O&S Minute No.	O&S Agenda Item	O&S Recommendation	Considered by Executive on	Progress Status	Suggested Response to Recommendation and Reasons	Key Officer responsible for the item
		<p>and the post-project evaluation be someone unconnected to the project.</p> <ul style="list-style-type: none"> • That further training and information on the Council's project and programme management be organised for Councillors. 			<p>Going forward the governance team can provide independent review at project closure stage and report to the Enterprise Portfolio Board if that is established.</p> <p>A series of formal training sessions explaining the reasons for mandates and business cases was delivered in November 2020 to introduce the new PPM governance arrangements. Follow up sessions relating to improving their understanding of programme and project governance in order to streamline governance and improve reporting were held for Councillors in December 2021. These sessions outlined the work done on the development of the governance structure and provided a demonstration of the reporting deck that is presented at Major Projects Portfolio Board. Ongoing training is being provided to induct new</p>	

O&S Meeting Date /O&S Minute No.	O&S Agenda Item	O&S Recommendation	Considered by Executive on	Progress Status	Suggested Response to Recommendation and Reasons	Key Officer responsible for the item
					Councillors and keep all Councillors up to date with developments.	

Executive Report

Ward(s) affected: All wards

Report of Strategic Director – Place

Author: Dympna Sanders

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Lead Councillor responsible: James Steel

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Date: 22 September 2022

Corporate Regulatory Enforcement Policy

Executive Summary

This report details the review on the Corporate Enforcement Policy that was implemented in 2018. It is good practice for Local Authorities to review and update their Enforcement Policy periodically.

The main proposed change to the policy is reflected in Section 6, which introduces a graduated enforcement approach to Public Space Protection Orders.

The draft policy went out to public consultation in April 2022 for 3 weeks, the findings of which are presented in Appendix 3 of this report for the Executive's consideration. The policy has been revised to reflect the feedback received.

Recommendation to Executive

The Executive is asked to agree the adoption of the revised policy.

Reason(s) for Recommendation:

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.

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

No

1. Purpose of Report

- 1.1 This report sets out the review of the Corporate Enforcement Policy that was approved by the Executive on 2 January 2018 and proposes a revised Policy for consideration.
- 1.2. The Policy will provide the basis for a consistent approach to the full range of regulatory functions that the Council carries out.

2. Strategic Priorities

- 2.1. The Enforcement Policy supports the following strategic priorities:
 - a. **Homes and Jobs** – support our business community and create employment opportunities through regeneration.
 - b. **Environment** – engage with residents and businesses to encourage them to act in more environmentally sustainable ways through their waste, travel and energy choices whilst making every effort to protect and enhance our biodiversity and natural environment.
 - c. **Community** – empowering communities and supporting people in need.

3. Background

- 3.1. The Legislative and Regulatory Reform Act 2006 (“the Act”) imposes a duty on anyone exercising a specified regulatory function to have regard to the principles of good regulation. The principles provide that regulation should be carried out in a way that is transparent, accountable, proportionate and consistent and should be targeted only at cases in which action is needed.
- 3.2. Under Section 23 of the Act, the Minister issued a Regulators’ Code in 2014, which gives guidance on exercising regulatory functions. As a regulatory body, the Council is under a duty to have regard to the Code in exercising regulatory powers, setting standards or giving general advice.
- 3.3. If adopted, the Enforcement Policy will apply to all our regulatory functions, excluding civil parking enforcement, which has a standalone policy that was last reviewed by Guildford Joint Committee in September 2018.
- 3.4. Representatives from different regulatory functions and all Heads of Service across the Council have been given the opportunity to provide feedback on the revised policy and this has been incorporated into the final draft.

4. Key Amendment to Policy

- 4.1. Section 6 of the revised policy specifically introduces enforcement of Public Space Protection Orders (PSPOs). A reviewed PSPO came into force in Guildford's town centre in April 2022. The revised enforcement policy introduces a mechanism for dealing with persistent offenders of anti-social behaviour in the town centre by escalating enforcement action but also considering support for individuals to steer them away from the criminal justice system.

5. Consultations

- 5.1. The proposed enforcement strategy relating to the Town Centre PSPO was discussed and agreed with partners including Surrey Police, Experience Guildford, Sheltered Housing providers and voluntary groups as part of the PSPO consultation process. Lead and ward Councillors were kept informed regarding the implementation of the PSPO.
- 5.2. The Head of Environment and Regulatory Services authorised the draft Corporate Enforcement Policy, outlined in Appendix 1, to go out to consultation under her delegated powers in Part 3, paragraph 7 on page 3/58 of Guildford Borough Council's [Constitution](#).
- 5.3. The draft policy went out to public consultation for 3 weeks on 19 April 2022 to get the views of our customers and businesses on its implications and to ensure that it is fair and proportionate. A press release was issued alerting businesses and residents to the consultation, the link of which was published on the Council's website. The licensed trade was also informed via the Licensing Newsletter. A total of 5 consultation responses were received, which are detailed in Appendix 3.
- 5.4. The diversity of regulatory powers makes it difficult to encapsulate detailed processes in this policy. Often there are detailed processes that need to be followed, dependent on the particular law and statutory guidance. For this reason, whilst the policy sets out principles that will be followed, more detail may be contained in service specific policies and procedures.

6. Key Risks

- 6.1. This policy does not present a fundamental change in how we carry out our Regulatory Functions and so it does not represent any new risks to the Council. Officers will continue to be appointed to carry out regulatory functions in line with their training and/or competency in line with the Council's constitution.

7. Financial Implications

- 7.1. A short consultation has been conducted in response to this revised policy, but these costs will be absorbed by the Environment and Regulatory Service and Communications Team. There are no additional financial implications arising from consulting on or implementing the policy.

8. Legal Implications

- 8.1. The Act requires the Council to have regard to the regulatory principles and the Regulators' Code when exercising our regulatory functions. Whilst it is not a legal requirement to have an Enforcement policy, the adoption of a Corporate Enforcement Policy, which incorporates the principles of the Regulators' Code and sets out how we will apply them, will help to ensure compliance with our legal duty.
- 8.2. Although the proposed policy is based on the principles of the Regulators' code, an Equalities Impact Assessment has been carried out, which is outlined in Annex 1 of the Enforcement Policy.

9. Human Resource Implications

- 9.1. The proposed policy will not have any additional human resource implications.

10. Equality and Diversity Implications

- 10.1. Public authorities are required to have due regard to the aims of the Public Sector Equality Duty (Equality Act 2010) when making decisions and setting policies. An Equalities Impact Assessment has been carried out and is outlined in Appendix 3.
- 10.2. The Council will always seek to behave in a reasonable and proportionate manner to all individuals and businesses with whom they interact. In following the Crown Prosecution's criteria for prosecution decisions, all enforcement decisions will also be taken in light of the public interest test.
- 10.3. **Disability** – Where necessary and appropriate, the Council will endeavour to ensure that any person with physical, mental health and/or learning disabilities have access to a responsible person to assist and support their needs and understanding. The Council will explore support services that may be available to support potentially vulnerable people through safeguarding referrals to MASH (Multi-Agency Support Hub) and/or CHaRMM (Community Harm Reduction Management Meeting) before escalating issues to prosecution. The Council is undertaking a review of its website to improve the accessibility of information.
- 10.4. **Race** - Where English is not a person's first language, there are a number of ways that we can seek to communicate with them informally:
 - Seek assistance from colleague who speaks the relevant language;
 - Use mobile phone translation Apps; and / or
 - Use [Interpreting & Translation Services | LanguageLine UK](#).

Should an investigation require a formal interview, the Officer will ask the person being interviewed whether they need the assistance of an independent, registered interpreter to ensure that the person fully understands the implications of the process and to enable them to fully exercise their rights. The cost of this service will be paid for by the Council but may be added to the Council's costs schedule should the matter being investigated go to court.

10.5. **Age** - Our policy is not to serve Fixed Penalty Notices to children under the age of 18 years. Where there are persistent issues with a child breaking the law, other avenues will be explored prior to formal enforcement action, including:

- Safeguarding referrals through MASH and/or CHaRMM
- Consideration of taking action against the parent and/or guardian of the child, where appropriate.

11. Climate Change/Sustainability Implications

11.1 This policy in isolation does not have relevant climate change and/or sustainability implications, however, the Council is responsible for enforcing aspects of the law that will contribute to this agenda, including:

- declaration of air quality management areas
- approval of processes under Part B of the Environmental Protection Act 1990.
- licensing of private hire vehicles and Hackney Carriages

12. Summary of Options

12.1 The following options are available to the Executive in consideration of this policy:

1. The Executive adopts the revised policy;
2. The Executive amends the revised policy; or
3. The Executive rejects the revised policy; retaining the policy agreed in 2018.

13. Conclusion

13.1. The amended Enforcement Policy will continue to provide the framework for transparency and consistency in our approach to exercising regulatory functions.

14. Background Papers

Guildford Borough Council's [Corporate Enforcement Police 2018](#)

Regulators Code 2014

Regulators Code: Summary of regulators and regulatory functions covered 2014

Legislative and Regulatory Reform Act 2006

Legislative and Regulatory Reform (Regulatory Functions) Order 2007

Legislative and Regulatory Reform (Regulatory Functions) (Amendment) Order 2009

Legislative and Regulatory Reform (Regulatory Functions) (Amendment) Order 2011

Legislative and Regulatory Reform (Regulatory Functions) (Amendment) Order 2014

Equalities Impact screening assessment

15. Appendices

Appendix 1: Draft Corporate Enforcement Policy

Appendix 2: Equalities Impact Assessment

Appendix 3: Consultation feedback and responses

Service	Sign off date
<i>Finance / S.151 Officer</i>	<i>R Stubbs 19/7/22</i>
<i>Legal / Governance</i>	<i>N. Joss 22/8/22</i>
<i>HR</i>	
<i>Equalities</i>	
<i>Lead Councillor</i>	
<i>CMT</i>	<i>07/22</i>
<i>Executive Liaison</i>	<i>31/08/22</i>
<i>Committee Services</i>	



Guildford Borough Council

Regulatory Enforcement Policy

Document Information

Origination/author:	Compliance Lead
Policy Owner – Service:	Environmental and Regulatory Services
This document replaces:	Regulatory Enforcement Policy, approved on 2 January 2018
Committee approval:	Pending 22 September 2022
Last Review Date:	2 January 2018
Next Review Date:	2025 or earlier if legislation change requires a review

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1. Purpose

- 1.1 The Regulatory Enforcement policy contributes to the Corporate Plan 2021-2025 and its strategic themes of Community and Environment by providing a regulatory framework that supports economic prosperity by providing a level playing field for businesses to thrive whilst protecting residents, workers and visitors to the Borough.
- 1.2 This policy sets out the Council's approach to securing compliance with regulatory requirements and applies to all our regulatory functions. It applies to all services where the Council can enforce against a person, organisation or company to make them comply with the law. Any services where the Council has a legal duty or power to ensure compliance are included. Services that are relevant to a Borough Council include, but are not limited to:
- a. Abandoned Vehicles
 - b. Animal Welfare
 - c. Environmental Health including statutory nuisance, food safety, health and safety, public health, infectious diseases, and contaminated land
 - d. Environmental Permitting
 - e. Housing: Private rented sector and Council tenants
 - f. Licensing including Hackney Carriage, Private Hire Vehicle, Premises and Street Trading
 - g. Development Management and Building Control
 - h. Planning Enforcement
 - i. Waste offences including dog fouling, fly tipping and littering
 - j. Anti-social behaviour relating to the above subjects and in relation to the enforcement of Public Space Protection Orders.
 - k. Anti-social behaviour relating to the above and in relation to Community Triggers
 - l. Revenues and benefits
 - m. Unauthorised encampments
- 1.2 More detailed service specific enforcement options in respect of particular areas such as health and safety, food safety, licensing, housing, planning and building control will be set out in service specific policies under the umbrella of this corporate policy.
- 1.3 This policy and service-specific enforcement policies have, and will continue to have, regard to the statutory Regulators' Code, issued by the Minister of State for the Department for Business, Innovation and Skills (formerly the Department for Business, Enterprise and Regulatory Reform) under section 22(1) of the Legislative and Regulatory Reform Act 2006 ("the Act").
- 1.4 It is ultimately the responsibility of individuals and businesses to comply with the law.

2. Legal and Policy context

- 2.1 Section 21 of the Act requires the Council to have regard to the way it carries out regulatory functions and to do so in a way which is transparent, accountable, proportionate, consistent and targeted at cases where action is needed.
- 2.2 Section 22 of the Act requires us to have regard to the Regulators' Code in determining any general policies or principles by reference to which we exercise regulatory functions.

3. Our Approach

- 3.1 Effective and well-targeted regulation is essential in promoting fairness, protection from harm and protecting the amenity of the area. Our aim is to work in a transparent, accountable, proportionate and consistent way, to assist individuals and businesses to comply with relevant legislation.
- 3.2 We do this by:
- helping and encouraging regulated bodies, businesses and individuals to understand and meet regulatory requirements more easily; and
 - responding proportionately to regulatory breaches.
- 3.3 We will normally take a supportive approach to achieving compliance with regulatory requirements, especially with those who take positive steps/actions and actively take steps to achieve compliance. Where required, however, we will consider the use of all necessary and proportionate enforcement action against those who commit serious breaches, flout the law, or take no steps to achieve compliance in a timely manner.
- 3.4 Compliance services will carry out their duties in support of the Council's strategic aims and objectives, which are drawn up in consultation with the public and are set out in:
- The Corporate Plan and strategic decisions
 - Corporate priorities
 - Service-specific service plans and inspection policies, which reflect the above priorities as well as the statutory enforcement functions for each service.

4. Achieving Compliance

- 4.1 We undertake a range of activities to help achieve compliance with legislation. These include:
- Provision of advice and guidance;
 - Training and education;
 - Programmed and responsive inspections;
 - Intelligence led inspections and investigations;
 - Responding to complaints;
 - Sharing intelligence and resources with our partners; and
 - Area patrols.
- 4.2 Where we discover non-compliance, the options to promote/seek compliance will include:
- undertaking pro-active educational activities;

- explaining legal requirements and, where appropriate, the means to achieve compliance;
- providing an opportunity to discuss points in issue where appropriate;
- consideration of alternative means and reasonable timescales to achieve compliance;
- service of advisory letters, warnings, statutory notices or prohibitions detailing non-compliance and requiring action to be taken to achieve compliance;
- consideration and consultation on the implementation of a Public Space Protection Order to offer flexible enforcement tools; and
- enforcement actions including, but not limited to, formal caution, seizure of documents or goods, closure of premises, fixed penalty notices, civil enforcement penalties, eviction of unauthorised encampments, prosecution and/or injunction.

4.3 We are unable to offer legal advice and will advise individuals and businesses to seek their own, independent, legal advice.

4.4. Whilst we aim to assist individuals and businesses to comply, we may take immediate, without notice, enforcement action where this is deemed necessary, reasonable and proportionate.

5. Enforcement action

5.1 Where we discover non-compliance, the decision about the most appropriate enforcement action will be made on a 'case by case' basis and in accordance with this policy, legislation, statutory guidance and any service specific procedures that are relevant.

5.2 Enforcement decisions and actions will be made with due regard to the provisions of:

- the Human Rights Act 1998
- the Crime and Disorder Act 1998
- Anti-social Behaviour, Crime and Policing Act 2014
- Equality Act 2010
- service-specific legislation
- all other relevant legislation applicable from time to time

5.3 We aim to relate the level of enforcement action to the risks presented. The action we take will be proportionate to the seriousness of the breach and in reaching a decision we will consider:

- the risk that non-compliance poses to the safety, health, or economic welfare of the public or individuals;
- the effect on the environment or community;
- evidence that suggests that there was pre-meditation in the commission of an offence;
- whether the offence involved a failure to comply in full or in part with the requirements of a statutory notice or order;
- whether there is a history of previous warnings or the commission of similar offences;
- aggravated circumstances such as obstruction of an officer or aggressive behaviour towards the public;

- whether the offence, although not serious, is widespread in the area where it is committed and enforcement action will help dissuade others from committing the same offence;
 - the gravity of the alleged offence, taken together with the seriousness of any actual or potential harm;
 - the general record and approach of the offender;
 - whether there has been reckless disregard of requirements;
 - whether there has been a repetition of a breach that was subject to previous warning or formal action; and/or
 - whether false information has been supplied willfully, or there has been an intent to deceive.
- 5.4 Consideration will be given to the appropriateness of serving Community Protection Warnings in relation to behaviour and/or offences of an on-going nature with a view to improving future conduct.
- 5.5 Any decision to prosecute will be taken in accordance with the Code for Crown Prosecutors and in line with this policy.
- 5.6 Where we take legal action, we will normally seek to recover the costs of doing so.
- 5.7 Information concerning non-compliance may be shared with other enforcement agencies. Any such action will only be undertaken in the public interest and in compliance with the Data Protection Act 1998. For example, banned taxi and/or private hire vehicle drivers will be shared with the Local Government Association for inclusion on their [National Register of Taxi and Private Hire Licence Revocations and Refusals](#). Where a landlord of a property agent has received a banning order, the Local Authority must make an entry onto the [Database of rogue landlords and property agents under the Housing and Planning Act 2016](#).
- 5.8 Wherever possible and appropriate we will co-ordinate visits and enforcement action with other services and agencies.
- 6. Public Space Protection Orders**
- 6.1 Due to the nature and complexity of behaviours encompassed within the definition of *anti-social behaviour*, the responsibility for dealing with it is often shared between agencies including: the police, councils and social landlords. Section 59 of the Anti-social Behaviour Crime and Policing Act 2014 empowers Councils to create and enforce Public Spaces Protection Orders (PSPOs) in consultation with the public and its partners. A PSPO can give local Councils and police additional powers to tackle anti-social behaviour in specific locations to regulate activities that are having a detrimental effect on the local community.
- 6.2 Two conditions must be met:
- 6.2.1 activities carried on in a public place within the authority's area have had, or likely to have, a detrimental effect on the quality of life of those in the locality; and
- 6.2.2 the effects, or likely effects, of the activities:
- a. is, or is likely to be, of a persistent or continuing nature; and/or
 - b. is, or is likely to be, such as to make the activities unreasonable; and/or
 - c. justifies the restrictions imposed by the Order.

- 6.3. Please see the link to [Guildford Borough Council's current PSPOs](#).
- 6.4. The aim of the PSPO is to provide officers with additional tools to deal with anti-social behaviour when they witness it. When supported by appropriate evidence that the PSPO has been breached, for example, an officer directly witnessing a breach and the offender being accurately identified, the Council, or its partners, will consider serving a Fixed Penalty Notice (FPN) to the responsible individual. A Community Protection Warning (CPW) may also be issued at the same time.
- 6.5. Where breaches occur by those under the age of criminal responsibility and under the age of 16 years, parents or guardians will be informed as well as any relevant Services, such as Children and Families. The appropriateness of issuing a CPW to the parent and/or guardian in these circumstances should be considered.
- 6.6. Where a person has breached the PSPO for a second time, a Fixed Penalty Notice may be served on the responsible individual. A Community Protection Notice (CPN) will also be considered at the same time. A referral to the multi-agency Community Harm and Risk Management Meeting (CHaRMM) should be considered at this stage. CHaRMM would discuss and agree potential actions to reduce the negative impact that problem individual(s) are having on the community through their anti-social behaviour.
- 6.7. A third breach of the PSPO and subsequent breach of the CPN will prompt consideration of legal proceedings, including the application to the courts for a Criminal Behaviour Order. Breach of a Criminal Behaviour Order may result in immediate arrest and imprisonment of the offender.

7. Fixed Penalty Notice Offences

- 7.1 We carry out a range of enforcement duties where legislation prescribes fixed penalty offences. Paying a fixed penalty for criminal offences, such as fly tipping or littering, is an admission that an offence has been committed but avoids the need for an individual to be prosecuted, for which they would receive a criminal conviction.
- 7.2 Where we have evidence that an offence has been committed, we will normally issue a fixed penalty notice, if applicable, unless there are exceptional circumstances to justify not doing so.
- 7.3 Where penalties are not paid, we will normally prosecute for the offence.
- 7.4 Any income from the issue of fixed penalty notices will be used to support enforcement activities.

8. Civil Penalty Offences

- 8.1 The Council has the power to impose civil penalties as an alternative to prosecution for certain offences. For example, it may be more appropriate to use civil injunctions against known individuals who persistently breach PSPOs or persistently trespass on Council land.
- 8.2 Where a civil penalty is applied, the level of penalty will be determined using the relevant charging structure, developed in accordance with the guidance issued to local authorities and approved by the Council.

9. Works in Default / Direct Action

- 9.1 Where we carry out works in default or direct action for non-compliance with statutory notices or in the case of an emergency, we will seek to recover the full cost of these works including the cost of time, materials or reports associated with the works.

10. Authorisation of Officers

- 10.1 Delegation of powers to enforcement officers is in accordance with the scheme of delegation within the Council's Constitution.
- 10.2 Only officers who are competent through training, qualification and/or experience will be authorised to take enforcement action and are required to show their written authorisation on demand. Officer authorisations will be reviewed annually to ensure that they are up to date.
- 10.3 Officers will also have sufficient training and understanding of this enforcement policy to ensure a consistent approach to their duties.

11. Status and Review

- 11.1 This policy was adopted by the Executive on [pending 22 September 2022](#).
- 11.2 This policy will be reviewed every three years, or sooner if there are substantial legislative changes to the legislative framework.
- 11.3 Any changes or reviews to this policy will be approved by the Executive.

12. Complaints

- 12.1 Any dissatisfaction with enforcement action taken should initially be discussed with the officer, as there are often genuine misunderstandings that can be resolved.
- 12.2 If this does not achieve a resolution then complaints concerning the application of this enforcement policy will be dealt with in accordance with the Council's customer complaints procedure. Details of the procedure are available on the Council's website: [Make a complaint to the council - Guildford Borough Council](#).

13. Measurement and Impact

- 13.1 Our enforcement activities will be monitored through the annual service planning process and related performance management systems.
- 13.2. All enforcement related procedures and decisions will be in line with this policy. In exceptional circumstances, where there is a justifiable reason to step outside this policy, the rationale for any decision will be fully documented and approved by the relevant Head of Service or Portfolio Holder in line with Guildford Borough Council's Constitution.

- 13.3. Complaints against our services will be used as an opportunity, where appropriate, to review our policies and procedures to ensure that they: do not have any unintended consequences; and are fair and equitable to all our service users.
- 13.4. Following the introduction of PSPOs, the impact on the issues that they were designed to redress will be reviewed periodically and Members informed.

14. Equalities

- 14.1. We recognise that we serve a diverse community that has diverse needs. We regard diversity as a strength in our community and we will work hard to ensure that the community that we serve, whether residents or visitors to our Borough, face no unjustifiable barriers in accessing our services and those that others provide on our behalf.

When making decisions and setting policies, the Council has a statutory duty under Section 149 of the Equality Act 2010, 'the Public Sector Equality Duty', to 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 include age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Please see Annex 2 for the Equalities Impact Assessment for this policy.

GLOSSARY OF LEGISLATION

All enforcement activities, including investigations and formal actions, will be conducted in compliance with delegated statutory powers and codes of practice made under this legislation in so far as they relate to the Council's enforcement powers and responsibilities. Legislation and guidance include, but is not limited to:

Regulators Code 2014
Anti-Social Behaviour, Crime and Policing Act 2014
Code for Crown Prosecutors
Co-ordination of Regulatory Enforcement (Procedure for References to LBRO) Order 2009 SI670/2009 (The CRE LBRO Order)
Crime and Disorder Act 1998
Criminal Justice and Police Act 2001
Criminal Procedure and Investigations Act 1996
Data Protection Act 2018
The Enforcement Concordat: Good Practice Guide for England and Wales
Human Rights Act 1998
Legislative and Regulatory Reform Act 2006 (LRRRA)
Legislative and Regulatory Reform (Regulatory Functions) Order 2007
Legislative and Regulatory Reform (Regulatory Functions) (Amendment) Order 2009
Legislative and Regulatory Reform (Regulatory Functions) (Amendment) Order 2011
Legislative and Regulatory Reform (Regulatory Functions) (Amendment) Order 2014
Police and Criminal Evidence Act 1984
Primary Authority: A guide for Local Authorities
Protection of Freedoms Act 2012 (Code of Practice – Powers of Entry December 2014)
Regulation of Investigatory Powers Act 2000
Regulators' Code, 6 April 2014 • The Regulatory Enforcement and Sanctions Act 2008 (The RES Act).
Regulatory Reform Co-ordination of Regulatory Enforcement (Enforcement Action) Order 2009SI665/2009 (The CRE Enforcement Order).

Appendix 2

Equality Impact Assessment

The purpose of an assessment is to understand the impact of the Council's activities* on people from protected groups and to assess whether unlawful discrimination may occur. It also helps to identify key equality issues and highlight opportunities to promote equality across the Council and the community. The assessment should be carried out during the initial stages of the planning process so that any findings can be incorporated into the final proposals and, where appropriate, have a bearing on the outcome.

(*Activity can mean strategy, practice, function, policy, procedure, decision, project or service)

Name of person completing the assessment	Dympna Sanders	Date of assessment	2 February 2022
Name of the proposed activity being assessed	Enforcement Policy Review	Is this a new or existing activity?	Existing
Who will implement the activity and who will be responsible for it?	Service Delivery Director will delegate authority to relevant Heads of Service and Lead Officers to implement this policy.		

1. Determining the relevance to equality

What are the aims, objectives and purpose of the activity?	<p>The Enforcement Policy review aims to providing a regulatory framework that supports the economic prosperity of the Borough by providing a level playing field for businesses to thrive whilst protecting residents, workers and visitors to the Borough.</p> <p>This policy sets out the Council's approach to securing compliance with regulatory requirements for which GBC is responsible and applies to all our regulatory functions. It applies to all services where the Council can enforce against a person, organisation or company to secure compliance with the law.</p>		
Is this a major activity that significantly affects how services or functions are delivered?	The framework will apply to all of GBC's regulatory functions, except civil parking enforcement.	Who will benefit from this activity and how?	Businesses, residents, workers and visitors to the Borough will be protected through this framework.
Does it relate to a function that has been identified as being important to people with particular protected characteristics?	No	Who are the stakeholders? Does the activity affect employees, service users or the wider community?	Businesses, residents, workers and visitors to the Borough. GBC's partners including Surrey police and Surrey CC

Based on the above information, is the activity relevant to equality?

Yes	Yes		
<p>2. Is the proposed activity accessible for all the protected groups listed below? <i>(Consider in what ways the activity might create difficulties or barriers to parts of the workforce, community or protected groups. How might one or more groups be excluded because of the activity?)</i></p>			
Protected groups	Yes	No	Evidence
Disability		X	Should a person have mental health issues or learning difficulties that impair their judgement or make it difficult for them to understand the implications of a particular situation.
Race		X	According to the 2011 Census 92.6% of people living in Guildford Borough speak English as a first language. However, this may not be reflected in the workforce; owners of micro businesses; and visitors to the Borough.
Gender	X		
Sexual Orientation	X		
Age		X	
Religion / Belief	X		
Transgender / Transsexual	X		
Marriage / Civil Partnership	X		
Pregnancy / Maternity	X		

3. Is it likely the proposed activity will have a negative impact on one or more protected groups?			
Protected groups	Yes	No	Evidence
Disability	x		
Race	x		
Gender		x	This is a revised policy, no previous issues raised in relation to this group.
Sexual orientation		x	This is a revised policy, no previous issues raised in relation to this group.
Age	x		
Religion or belief		x	This is a revised policy, no previous issues raised in relation to this group.
Transgender or transsexual		x	This is a revised policy, no previous issues raised in relation to this group.
Marriage and civil partnership		x	This is a revised policy, no previous issues raised in relation to this group.
Pregnancy or maternity	x		

4. What action can be taken to address any negative impact? What measures could be included to promote a positive impact? *(Consider whether it is possible to amend or change the activity due to the likely adverse impact whilst still delivering the objective. Is it possible to consider a different activity which still achieves the aims but avoids an adverse impact? Is an action plan required to reduce any actual or potential adverse impact?)*

Disability

The Council will ensure that any person with physical, mental health and/or learning disabilities are accompanied by a responsible person to assist and support their needs and understanding.

The Council will explore support services that may be available to support potentially vulnerable people through safeguarding referrals to MASH (Multi-Agency Support Hub) and/or CHaRMM (Community Harm Reduction Management Meeting) before escalating issues to prosecution.

The Council is undertaking a review of its website to improve the accessibility of information.

Race

Where English is not a person’s first language, there are a number of ways that we can seek to communicate with them informally:

- Seek assistance from colleague who speaks the relevant language;
- Use mobile phone translation Apps; and / or

- Use [Interpreting & Translation Services | LanguageLine UK](#).

Should an investigation require a formal interview, the Officer will ask the person being interviewed whether they need the assistance of an independent, registered interpreter to ensure that the person fully understands the implications of the process and to enable them to fully exercise their rights. The cost of this service will be paid for by the Council but may be added to the Council's costs schedule should the matter being investigated go to court.

Age

Our policy is not to serve Fixed Penalty Notices to children under the age of 18 years.

Where there are persistent issues with a child breaking the law, other avenues will be explored prior to formal enforcement action, including:

- Safeguarding referrals through MASH and/or CHaRMM
- Consideration of taking action against the parent and/or guardian of the child, where appropriate.

All Groups

The Council will always seek to behave in a reasonable and proportionate manner to all individuals and businesses with whom they interact. In following the Crown Prosecution's criteria for prosecution decisions, all enforcement decisions will also be taken in light of the public interest test.

5. What are the main sources of evidence that have been used to identify the likely impacts on the different protected groups? *(Use relevant quantitative and qualitative information that is available from sources such as previous EIA's, engagement with staff and service users, equality monitoring, complaints, comments, customer equality profiles, feedback, issues raised at previous consultations and known inequalities).*

Census 2011 information,

6. Has any consultation been carried out (e.g. with employees, service users or the wider community)? Please provide details

This document forms part of the Enforcement Policy, which will be subject to public consultation.

7. Is further consultation required as a result of any negative impact identified? If so, what groups do you intend to engage with and how?

To await feedback from consultation and will review as necessary.

8. Conclusion of Equality Impact Assessment - please summarise your findings

Whilst there are some potential impacts to groups with special characteristics, particularly in relation to: disability, race and age, I believe that these have been mitigated so far as possible to enable individuals and businesses to understand their rights and to be treated fairly throughout our interactions with them.

Name of person completing assessment: Dympna Sanders

Date: 2 February 2022

Job title: Compliance Lead

Signature: *D. Sanders*

Senior manager name: Justine Fuller

Date: 12 July 2022

Job title: Head of Environment and Regulatory Services

Signature:

Enforcement Policy Consultation Feedback

1. Do you agree with our approach to enforcement?

Answer Choices		Response Percent	Response Total
1	Yes	33.33%	2
2	Don't know	66.67%	4

No - please explain your reasons (6)

1	22/04/2022 16:50 PM ID: 189870707	Not applicable as answered 'Yes'
2	23/04/2022 16:25 PM ID: 189907545	Does the weasel-words mean that GBC will only enforce what it chooses to enforce, as against fully enforcing the appropriate regulations?
3	24/04/2022 09:20 AM ID: 189920415	There appears to be no real determination to sort out problems, particularly in the case of the fields at Wanborough where illegal encampments have been established
4	24/04/2022 10:34 AM ID: 189922502	?
5	29/04/2022 10:02 AM ID: 190316868	Too focused on punishment, should be more about engaging and explaining.
6	10/05/2022 12:13 PM ID: 191010451	No As a resident I have not been treated fairly on two separate occasions. There seems to be a bias to some people and not others.

Response

Guildford Borough Council will take enforcement in line with this enforcement policy, underlined by the overarching principles of transparency, accountability, proportionality, consistency and the targeting of resources.

The policy is general and is not designed to include subject specific procedures by which enforcement action will be undertaken.

Wanborough Field is a specific case. The Local Enforcement Plan for planning enforcement is currently being reviewed and will be going out to consultation in the next few months. We would encourage those who feel that we have not dealt with issues effectively or expediently to use the Corporate Compliments and Complaints procedure to raise their dissatisfaction via: [Make a complaint to the council - Guildford Borough Council](#).

Only in the most serious cases will be go straight to formal enforcement action. For the majority of cases, we will enforce the law by offering advice and guidance. Guildford Borough Council wants to support individuals and businesses to comply with the law.

It is not possible to respond to feedback with details of the allegation where the individual was not treated fairly. We have a compliments and complaints procedure, and we would encourage those who feel that they have not been treated fairly to use this process to air their dissatisfaction.

2. Does the proposed policy create the right balance between taking an informal and formal approach to enforcement?

Answer Choices		Response Percent	Response Total
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2. Does the proposed policy create the right balance between taking an informal and formal approach to enforcement?

1	Yes		33.33%	2
2	Don't know		66.67%	4
			answered	6
			skipped	0

No - please outline how this balance could be redressed. (6)

1	22/04/2022 16:50 PM ID: 189870707	Not applicable as answered 'Yes'
2	23/04/2022 16:25 PM ID: 189907545	Who determines the 'right balance?' If Legislation exists and is breached than it should be enforced.
3	24/04/2022 09:20 AM ID: 189920415	You need to take real steps to stop fly tipping and illegal developments on land
4	24/04/2022 10:34 AM ID: 189922502	?
5	29/04/2022 10:02 AM ID: 190316868	No - GNC should focus on educating and warning people rather than issuing FPNs.
6	10/05/2022 12:13 PM ID: 191010451	No It depends whether it is developed without corruption.. or biases from current employees

Response

The Council will aim to resolve issues efficiently and expediently by providing information and guidance and using the statutory legislation where informal means fail to redress the issue. In more serious issues, for example, where there is imminent risk to public health, the Council may decide to use formal powers straight away to resolve the issue. Many aspects of enforcement are supplemented by procedures, which outline the escalation process. It is not always possible to predict every case scenario; in these cases, the officer with the appropriate delegated authority will review the case and decide on the best course of action. Some cases may require Executive approval, particularly where it requires significant Council funding.

We welcome reports of fly tipping [Report an issue - Guildford Borough Council](#) and encroachment onto land [Report a suspected planning breach - Guildford Borough Council](#) via our webforms.

All decisions taken outside of this policy will be recorded and rationale for the decision justified.

3. Do you have any suggestions on how this document could be improved?

Answer Choices		Response Percent	Response Total
1	Open-Ended Question	100.00%	6
1	22/04/2022 16:50 PM ID: 189870707	Parking enforcement is by far the largest statutory enforcement activity that GBC undertake, both in terms of volume and revenue. However, GBC's existing and proposed corporate enforcement policies do not make any reference to this. This being the case, perhaps it would be useful to clarify the situation better by re-naming the document 'Corporate Enforcement Policy (excluding Civil Parking and Moving Traffic Enforcement)', or something of that ilk. Alternatively, perhaps the title should highlight more clearly the areas that the corporate policy does cover.	
2	23/04/2022 16:25 PM ID: 189907545	It appears to be designed to elicit the answer GBC wishes to receive. If legislation exists and it is the responsibility to enforce it, then it should do so in an open and transparent way, without applying its own interpretation.	
3	24/04/2022 09:20 AM ID: 189920415	The document is irrelevant and just a load of 'woolly PC speak' Residents want a council that takes action	
4	24/04/2022 10:34 AM ID: 189922502	Above all, enforcement action must be and be seen to be EFFECTIVE which it is not at present.	
5	29/04/2022 10:02 AM ID: 190316868	The document says, "Paying a fixed penalty is an admission that an offence has been committed but avoids the need for an individual to be prosecuted". This is incorrect - paying a fixed penalty notice is not an admission of guilt. That sentence should be omitted from the consultation document.	
6	10/05/2022 12:13 PM ID: 191010451	Yes Let more residents be involved	

Response

Parking Enforcement does not form part of this enforcement policy. Details of Guildford Borough Council's enforcement approach taken on parking contraventions and moving traffic violations can be obtained from the Council's Parking Lead.

Please refer to previous responses to questions 1 and 2 Re: enforcement approach.

We would welcome feedback on specific cases where we did not meet expectations via our compliments and complaints procedure at: [Make a complaint to the council - Guildford Borough Council](#)

Fly-Tipping Fixed Penalty Notices are designed to give an offender the opportunity to discharge any liability to conviction for an offence - which means that by admitting the offence and paying the fine, an offender can avoid being prosecuting for that offence. The sentence will be amended for accuracy.

We would welcome constructive suggestions on how residents can be involved in and support our enforcement activities.

4. Are you confident that this policy will make sure that individuals and businesses will be treated fairly by us, Guildford Borough Council?

Answer Choices		Response Percent	Response Total
1	Yes, individuals and businesses will be treated fairly	16.67%	1
2	Individuals will be treated fairly, but not businesses	0.00%	0
3	Businesses will be treated fairly, but not individuals	33.33%	2
4	Neither individuals nor businesses will be treated fairly	50.00%	3
		answered	6
		skipped	0

Please give a reason for your answer (4)

1	23/04/2022 16:25 PM ID: 189907545	If the choice of enforcement is for GBC, how can it be determined that the Council isn't acting in a prejudicial way against individuals or businesses. The appropriate legislation should be enforced without a GBC 'filter' applied
2	24/04/2022 09:20 AM ID: 189920415	Criminals and law breakers will flourish, residents are being ignored
3	24/04/2022 10:34 AM ID: 189922502	It is too impersonal for individuals and biased against them
4	10/05/2022 12:13 PM ID: 191010451	WHY IS IT NOT POSSIBLE TO ANSWER 'NO' It seems it's who you know within the council rather than situations being fair. Bullying and hiding behind various excuses seem to be acceptable by employees of the council. Whereas the residents are expected to pay, be out of pocket, not treated fairly and discriminated against and accept all of these negative behaviours.

Response

There are lots of offences where we can take a rules-based approach to enforcement, however, where officer judgement and assessment is required against legislation and statutory guidance, it is not always straight forward. In this instance we aim to employ professional and competent officers, coupled with systems and procedures, to deal with matters in the most effective and expedient manner to resolve the issue. It is common practice to discuss more complex cases with colleagues and Lead Officers to ensure that there is a fair and consistent approach to enforcement between officers and the Council's legal team. Where it is deemed that there is no offence, we will aim to advise the complainant as soon as practicable.

We would welcome feedback on specific cases where residents have been ignored in order to inform our policies and procedures to ensure that this imbalance is redressed.

We take allegations of bullying very seriously and would welcome feedback on specific circumstances when this has occurred.

Guildford Borough Council wants to treat all people equally and encourage diversity, ensuring there are no barriers to people complying with the law and seeking justice. All of staff are trained in relation to our Equality and Diversity Policy. We take allegations of discrimination and bias very seriously and, where there is evidence to substantiate it, will take robust action to tackle this behaviour.

Executive Report

Ward(s) affected: Friary & St Nicolas and Holy Trinity

Report of Joint Strategic Director of Place

Author: Dawn Hudd

Tel: 01483 444888

Email: dawn.hudd@guildford.gov.uk

Lead Councillor responsible: John Redpath

Tel: 01483 533448

Email: john.redpath@guildford.gov.uk

Date: 22 September 2022

Experience Guildford: Business Improvement District (BID) Ballot

Executive Summary

Experience Guildford was first successfully voted in by ballot in October 2012. All eligible businesses within the Business Improvement District (BID) area were issued with postal ballot papers and asked whether they were in a favour of Guildford becoming a BID. For the ballot to have been successful, two conditions had to be met – the first was that more than 50% of the businesses that voted had to be in favour in terms of number. The second condition was that of those that voted ‘yes’, they had to have a greater total Rateable Value than the businesses which voted ‘no’.

Experience Guildford’s first term commenced in 2013 and with strong support the BID was renewed at ballot again in 2017. The current term will come to an end on 31 January 2023, at which time all activities will cease if they do not renew. The attached briefing note gives further background to the BID history and the BID renewal.

The next BID renewal ballot will take place in October 2022. Guildford Borough Council has 27 properties subject to business rates in the BID area and therefore has 27 votes in the ballot. The BID levy of 1%, raises up to £600,000 per annum. This report seeks support from the Executive to cast the Council’s votes in favour of the BID renewal.

Recommendation to Executive:

That the Executive agrees:

- (1) To endorse the Experience Guildford BID Business Plan 2023-28, as set out in Appendix 2 to this report.
- (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.

Reason(s) for Recommendation:

To secure the long-term economic prosperity of the Town Centre and to continue the effective management partnership developed over the previous 10 years.

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

No

1. Purpose of Report

- 1.1 The report seeks approval from the Executive to vote in favour of the BID re-ballot and to delegate the authority to cast the vote to the Leader of the Council. The Executive is also asked to note the £38,289 per annum budget for the BID levy for 2023-18.

2. Strategic Priorities

- 2.1 This proposal will support the Council's Corporate Plan theme of 'Homes and Jobs', specifically the priorities to revive Guildford town centre to unlock its full potential, create employment opportunities through regeneration and support our business community and attract new inward investment.

3. Background

- 3.1 The attached briefing note at Appendix 1 sets out the background to BIDS and the history of Experience Guildford.
- 3.2 Appendix 2 is the experience Guildford Business Plan 2023-2028 that will form the basis of the 2022 re-ballot for the Experience Guildford BID. The postal ballot will take place between 29 September and 27 October 2022.

4. Consultations

- 4.1 The Strategy & Resources Executive Advisory Board received a presentation from the BID Chief Executive on 13 June 2022 and was asked to review the Draft Business Plan and to comment and make appropriate contributions to the consultation process.
- 4.2 The Lead Councillor for Economy, Customer Service & Heritage, Councillor John Redpath, has been consulted, as has Councillor Tom Hunt who is the Councillor representative on the BID board, along with the Strategic Services Director who also has a seat on the BID Board.

5. Key Risks

- 5.1 If the Council were not to vote in favour of the BID renewal and the continuation of a sustainable solution to town centre management, Guildford's position as one of the premier shopping destinations in the south-east could be eroded, along with the Council's reputation.
- 5.2 There is also a risk that if the BID were to cease there would be an expectation that the Council would pick up the work and activity of the BID which it would be unable to do as it would not have the resources or budget to step into the areas that the BID funds. This could lead to further reputational damage.

6. Financial Implications

- 6.1 The Council has 27 properties in the BID area. The BID levy for these properties is £38,289. The Bid levy is included in the overall budget for Business Rates across the Council. The Council has a budget of £2.997million for business rates in 2022-23. The cost of running the BID ballot and collecting the business rate levy will be met by the BID

7. Legal Implications

- 7.1 There are no direct legal implications other than the formal decision to vote in the ballot.

8. Human Resource Implications

- 8.1 The organisation of the formal postal ballot rests with the Electoral Services team, although this is outsourced to Civica Election Services. The responsibility for collecting the business rate levy falls to the Council and the Finance team are prepared up to do this.

9. Equality and Diversity Implications

- 9.1 There is no need for an equalities impact assessment as the proposal increases participation and involvement of the wider community

10. Climate Change/Sustainability Implications

- 10.1 No such implications apply.

11. Executive Advisory Board comments

- 11.1 Strategy and Resource EAB on 13 June 2022 received a presentation from the Experience Guildford Chief Executive. The EAB's comments from that meeting are attached at Appendix 3.

12. Summary of Options

- 12.1 Option 1: to vote in favour of the BID renewal, this is the recommended option for the reasons outlined in this report.
- 12.2 Option 2: to vote against the renewal of the BID.

13. Conclusion

- 13.1 Supporting the BID renewal will enable the Council to continue its commitment to the Town Centre and the partnership approach which has been developed over the last 10 years.

14. Background Papers

None

15. Appendices

- Appendix 1: BID Briefing note 2022
- Appendix 2: EXPERIENCE Guildford BID re-ballot Business Plan 2022
- Appendix 3: Extract from Strategy & Resources Executive Advisory Board minute 13 June 2022



Business Improvement Districts (BID)

A BID is where businesses come together and decide what additional improvements they want to make to their town. They decide what it will cost them, as well as how these improvements and projects will be managed and delivered. BIDs are funded by the businesses that benefit from them, and the money is ringfenced so it can only be spent in the BID area, and on projects that they have agreed to in the Business Plan. Since BIDs were first introduced to the UK as part of a pilot scheme in 2005, more than 150 BIDs have successfully been established. BIDs last for 5 years, and after this the businesses must hold another ballot if they wish for a BID to continue.

BIDs are not for profit companies formed within a defined geographical area that deliver a programme of agreed actions set out in an approved business plan. The business plan might include projects supporting access and visitor facilities, safety, security and cleanliness, marketing and promotional activities. The BID is formed following a vote of all eligible businesses liable for business rates within the BID area and will generate sufficient funding to implement the business plan. In formulating the scope of the business plan and the thresholds for inclusion in the BID, once approved through a ballot, all business rate payers will contribute within the defined area.

The Guildford BID

Experience Guildford was successfully voted in by ballot in October 2012. All eligible businesses within the BID area were issued with ballot papers and simply asked whether they were in a favour of Guildford becoming a BID. For the ballot to have been successful, two conditions had to be met – the first was that more than 50% of the businesses that voted had to be in favour in terms of number. The second condition was that of those that voted 'yes', they had to have a greater total Rateable Value than the businesses which voted no. The result was 83% voting yes by number and 91% voting yes by Rateable Value.

Experience Guildford's first term commenced in 2013 and with strong support the BID was renewed at ballot again in 2017. The current term will come to an end on 31 January 2023, at which time all activities will cease if they do not renew. Therefore, they needed to develop a new business plan that will be subject to a vote in October 2022. During the first half of 2022 they communicated with levy payers regarding this process, as part of this they issued a survey so that they could ensure that they are clear about what they do well, what they can improve on and what new things levy payers want them to deliver for the next 5 years. They also held a number of BID renewal workshops. The Council's, Strategy & Resources Executive Advisory Board received a presentation from the BID CEO and was

asked to review the Draft Business Plan and to comment and make appropriate contributions to the consultation process.

The BID levy of 1%, raises up to £600,000 per annum and has been bolstered further by grants and other income of over £50,000.

Further Background Information

In June 2012, the Executive resolved to support the creation of a BID in Guildford and to become a stakeholder. The Leader of the Council votes in the BID ballot.

The main benefits of a BID to the Council were defined as follows:

- An open and accountable partnership.
- An ability to plan long term as the funding would last for five years.
- An equitable share of the BID costs amongst all eligible businesses.
- A distinction between the Council's base line services and enhanced services to encourage economic prosperity for Guildford.
- Increased scope for sustainable economic development through inward investment.
- Enhanced infrastructure investment.

Experience Guildford also regularly monitor the health of the retail sector, looking at footfall and occupancy rates.

The 2018-2023 Business Plan set out some key themes under which all the BIDs work has been carried out.

- Promoting Guildford and organising events to build upon its reach and appeal
- Enhancing the cleanliness and safety of the town
- Improving the parking and access in the town
- Providing business support for BID members

More information about 'Experience Guildford initiatives can be found on the website at the following link

<http://experienceguildford.co.uk .com>

The Draft Business Plan for 2023-2028 can also be viewed on the website at the following link:

<https://www.experienceguildford.com/about-experience-guildford/ballot-2022/>

Together

experience**eg**uildford™

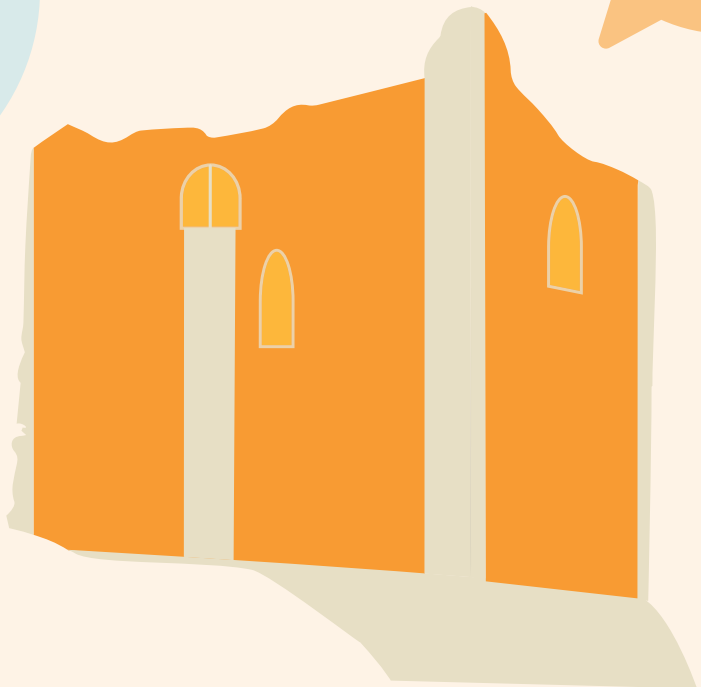
Business Plan 2023-2028



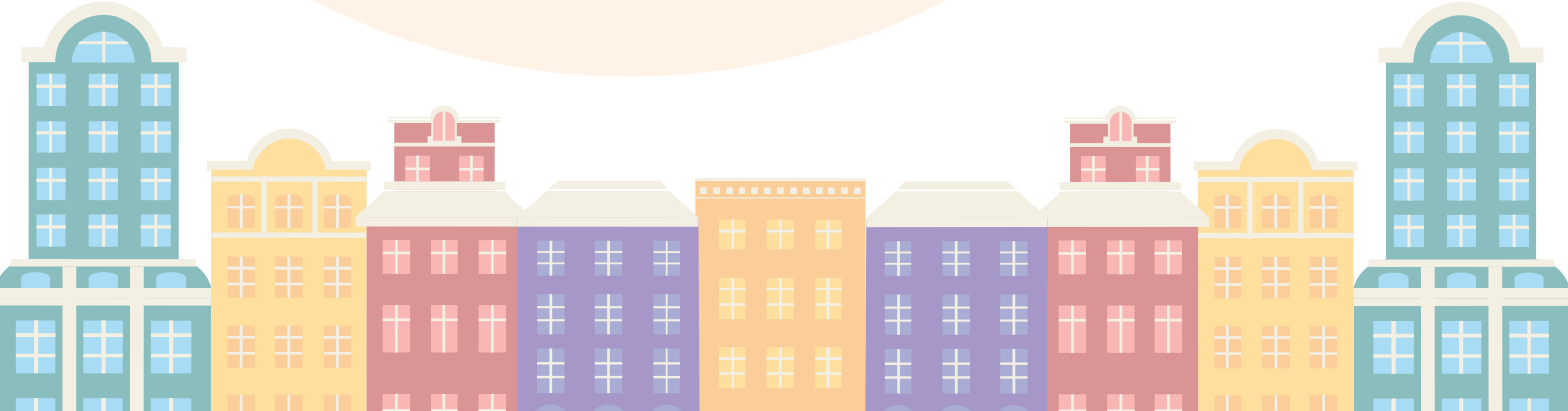
240
retailers

3
shopping centres

3
theatres & a cinema



100
places to eat & drink



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INTRODUCTION

The Experience Guildford BID (Business Improvement District) is now nearing the end of our second, five year term and we ask you to support us once again so that we can continue all we do for the retail and leisure business community. We want to continue to build upon the work that we have done to market and promote our town centre and help keep it a safe, clean and friendly environment so that customers will want to visit, and businesses have the chance to prosper.

Working in collaboration with a range of other partners, the Experience Guildford Board of Directors (drawn from local business representatives who work on a voluntary basis) have diligently delivered the business plan projects and more.

Your BID levy raises over £500,000 each year to deliver the projects that you voted for. When this is coupled with additional income, it totals a spend and investment of over £3m during the course of its lifetime.

Post COVID, the team has focussed on the re-opening and recovery of our High Street to ensure that we can welcome back customers to a safe town centre and build on what we had already achieved. We continue to look at ways to support our levy payers with both the opportunities and challenges they face. As predicted previously, and accelerated by COVID, Guildford, like other centres is experiencing changes as peoples' shopping habits move and their choices change. Current pressures such as the 'cost of living' crisis, unpredictable energy and supply chain challenges can further complicate matters. With the BID, Guildford is better placed to address these issues, adapt and thrive.

On behalf of the Board of Directors and the BID Team, I am now asking you once again to consider this business plan and vote YES for another five years of the BID. It is only by you voting 'YES' for a third term that Guildford continues to be a leading shopping and leisure destination.

Thank you for taking the time to read our business plan for the new Business Improvement District (BID) term and I hope you will find it informative, interesting and above all inspiring and worthy of your support once again.



Claire Suggitt
Chair, Experience Guildford BID

“

The BID has become an increasingly important element of the business community over the last 10 years and our role in supporting businesses, not only through our plans, but the unexpected challenges brought about by COVID has grown.

I am very proud of the achievements of the Experience Guildford BID both prior to and during the pandemic. The BID has gone from strength to strength in the last decade and I firmly believe it is a tremendous asset to our businesses, giving us a firm advantage in this ever changing environment.

Claire Suggitt
Chair, Experience Guildford BID

”





“

The team were incredible in dealing directly with the council for grants during lock-down and that is worth every penny I have ever contributed to the BID.

Darren Ayres
Five & Lime

”

WHAT IS A BUSINESS IMPROVEMENT DISTRICT (BID)?

A Business Improvement District, or BID, is an arrangement whereby businesses collaborate to decide what services and improvements (in addition to those already provided by the public agencies) they wish to make in their location, how they are going to manage and deliver those improvements and what they are prepared to pay to make them happen. This information forms a business plan that will be voted upon by all prospective levy payers. If the majority vote YES by both number and rateable value a BID comes into being and exists for a maximum of 5 years and must spend the funding raised within the BID area and in accordance with the agreed business plan.

An Investment in Your Business

This document aims to both review the success of Experience Guildford BID and offer the opportunity to all in the BID area to secure a third term for the BID. A chance to invest nearly £3m in the next 5 years to secure the firm foundation we have laid and to build upon it. Together we can continue to improve footfall, increase sales, reduce business costs, and not only sustain the Town Centre but be aspirational for it and our businesses.

The Funding - Your Money, Your Say

As central and local government funds steadily decrease, a great many town centres are deciding to adopt or continue this private sector management model called BIDs, to better fulfil the wishes and wants of their business community. Experience Guildford BID is an example of this and is funded by retail and leisure businesses in the area that pay a set levy based upon their rateable value. This investment is ring-fenced and can only be spent within the BID area on the ideas and themes agreed and voted upon in the business plan.

The BID Company

Experience Guildford BID is managed by a Board of Directors (on a voluntary basis) drawn from local large and small businesses from within the BID area. The BID is a private, not for profit, independent company. Any levy payer is eligible to become a member of the BID Company and can then be put forward to serve as a Director of the BID.

The Vote

If you are eligible to pay the levy, you are eligible to vote, so you decide if the BID continues. Of those that vote, if a majority of businesses vote in favour of the BID by number and by total rateable value, the levy will be mandatory on all businesses in the BID area apart from those that are exempt.

1
PROMOTING
awareness of
the town

2
ENHANCING
the safety &
cleanliness of
the town

3
IMPROVING
town parking
& access

4
PROVIDING
business support
for BID members

If you value the services that Experience Guildford BID provides, please vote YES.



“

During the first lockdown, without the help of Experience Guildford, Biddles of Guildford Ltd probably wouldn't be here! We'd been made redundant, the business was to close, we needed ideas quickly and for us to re-open Biddles under staff ownership. A quick call into Experience Guildford and within days Amanda had set up a meeting for us with Crowdfunder and as they say 'the rest is history'.

We have chosen to take part in many of the initiatives offered by Experience Guildford, over the years, our thinking is 'if we are paying for a service we like to make the most use of it to the benefit of our business.' We're keen to see more and we would be happy to take part in, trails and competitions so that we get people walking around Guildford discovering the character of Guildford via it's independents.

Also, the Rangers are the public face, providing assistance around town, reporting problems to GBC that would go unreported until they became a real issue.

David Goddard
Biddles of Guildford

”

EXPERIENCE GUILDFORD DELIVERS

Vote YES for Experience Guildford BID 3 to see these services and projects continue and new ones developed. A great deal of our time and effort is operational, delivering those services that you believe are so important for the success of your business and the town. These are all over and above the services provided by the public agencies.

By investing your levy payments into the town centre, your BID has a significant impact on the marketing, promotion, safety and cleanliness of the town centre, meaning that Guildford is a better place in which you can do business.

As the BID matured for a second term, we continued to build on our early successes and focus on the priorities that you identified as being most important to your business.

When COVID restrictions came into play in 2020-21, much of our normal work had to pivot to support business during these unprecedented times. The BID team was flexible and versatile and was able to support businesses through the COVID pandemic by diversifying and adapting to an ever-changing economy.

We have a track record of delivering and below are the themes Guildford BID focused on during the second term and the results were achieved.



If you value the services that Experience Guildford BID provides, please vote YES.



Marketing, Promotion and Events

- We have continued to support our small businesses through the **Proudly Independent** campaign and promotions.
- 2022 saw the introduction of **Fun Time Thursdays** giving free activities for families across the town.
- **Guildford-on-Sea** grew between 2018 and 2019 and we were delighted to be able to add 'Guildford-on-Sea Sundown Sessions' to support the evening economy, which included a charity volleyball tournament for local businesses with over **1250 attendees**.
- Annual sponsorship of footfall driving events including; **Guildford Fringe Festival and Guildford Shakespeare Company** attracting over **5,000 visitors** into town.
- **Guildford in Bloom** 40 additional planters/baskets provided in addition to those provided by the Council).
- Supported Guildford Walkfest which drew over **600 attendees**.
- The **Events Guide** was published bi-monthly.
- We have expanded the **Christmas lights** offer. In 2021 we supported **Tunsgate Quarter Twinkle** and will continue to support and enhance all partners' activities.
- We have averaged 132 offers in the Little Book of Offers each year. In 2019, 40,000 books were printed and nearly 7,000 vouchers were redeemed, representing a 28% increase on 2018.
- We have continued to promote your business through our social media channels. Our **social media** channels gained a combined **reach of over 220,000**.
- The Official Guildford App has been downloaded over 6,000 times.
- With the exception of the pandemic years, we delivered our successful annual **Customer Service Awards**.
- The Night Time Economy has been supported with our **Best Bar None awards** and the **Purple Flag** scheme.
- Additionally, we have supported ad hoc events including the **Innovate Guildford/Innovation Awards**.





Safe, Clean and Welcoming

5
Town Rangers

118
rubbish issues
dealt with in
a year

236
Guildford Business
Crime Reduction
Partnership (BCRP)
members



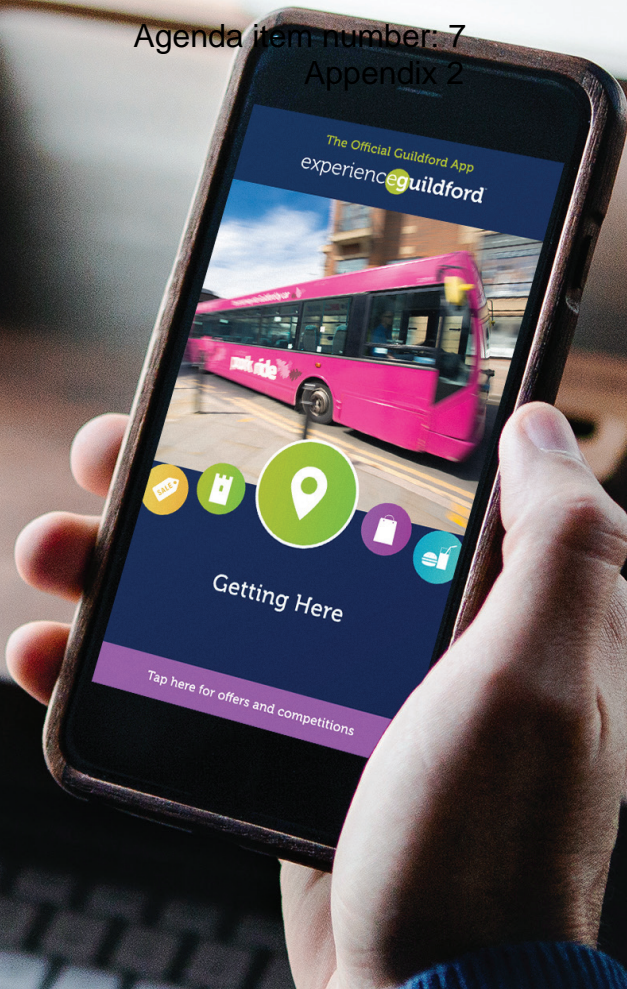
- In a typical year our 5, hard-working Town Rangers make approximately **450 business visits each**. They actively support BID businesses and the public. They are your designated eyes and ears on the street, and a friendly and approachable presence in the town who are always happy to help.
- In the last 12 months our Town Rangers have attended **25 first aid** incidents, reported **118 rubbish** issues, **80 environmental** hazards, **30 graffiti** removal incidents and **10 pavement** defects to the Council, plus **3 Thames Water** issues.
- Our **Town Rangers** continue to work in partnership with local agencies, the homeless outreach team, neighbourhood police and fire service teams.
- We liaise with Guildford Borough Council to ensure that the streets and street furniture are cleaned quickly to the expected standard.
- **Guildford Business Crime Reduction Partnership** (BCRP) has gone from strength-to-strength, providing a secure platform through the DISC system to share information on people shoplifting and about criminal and antisocial behaviour. The BCRP now has **236 members** logging in regularly to help reduce business crime.
- The **Real Change Guildford** initiative has reduced begging and homelessness on our streets, whilst helping many take new steps to a brighter future.
- We have continued to work with partners and businesses to retain the town's **Purple Flag** status.
- We continue to support the town's evening economy by providing **Taxi Marshalls** on Friday and Saturday nights along with additional security for the late bus on Wednesday and Friday evenings to ensure your safety.
- We continue to support our night time economy with the **Best Bar None** scheme, highlighting the excellence across our licensed industry.

experience**guildford**



FREE parking in Guildford town centre

Every Thursday in August **4, 11, 18** and **25** from 10am when you park with RingGo in selected car parks.
Choose which 3 hour slot you want to enjoy up to 10pm.



Brought to you by
experienceguildford



FREE
parking
incentive for
shoppers



2,000
plus employees
given training



Access and Car Parking

- We continue to lobby for car parking and access improvements.
- Signage has been used to promote **Secret Guildford** and the businesses that operate off the High Street and North Street.
- We have delayed the parking charge increase for the town centre and are lobbying to achieve a staff travel scheme.
- **Free parking after 4pm at Christmas and Free parking on Thursdays throughout August**, partnering with RingGo.

Business Support

- We have provided extensive **PR and Marketing** support to our businesses including but not limited to, the introduction of a website directory, an app directory and promotion of offers. Our 'How To' guides have also supported you to write news stories to help promote your businesses.
- **COVID support work** including information on PPE's, **Social Distancing**, **Grants and Financial Support** and **Re-opening Campaigns**.
- **Welcome Packs** produced by the BID have been distributed by the **Town Rangers** to newly opened businesses, new managers and employees in the town.
- We have continued to communicate with you via a number of methods throughout this term including **weekly e-shots, monthly newsletters and events listings**.
- Experience Guildford team pro-actively promote the opportunity to have **job vacancies on our website** which attracts over 11,000 visitors.
- We lobby effectively at a local and national level to ensure that your business voice is heard. Additionally, we have provided businesses and external partners with industry leading statistics and **analysis of weekly and monthly footfall** on the High Street and other local shopping areas.
- The Experience Guildford website www.experienceguildford.com was redeveloped in 2020.
- A broad programme of free training to all BID members, covering **First Aid, Defibrillator use and Mental Health**, as well as **DOT Deaf Awareness, Dementia Awareness and Social Media**. Over the last 5 years we have organised the training of over 2,000 members of staff.



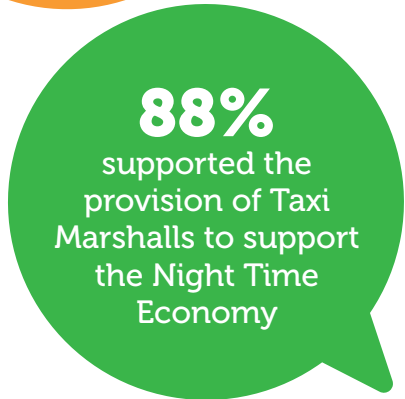
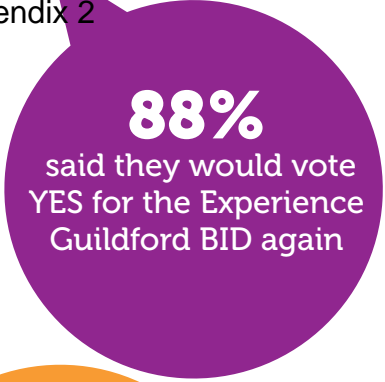


LISTENING TO YOU

We have consulted with you during the renewal process. In addition to our usual newsletters and daily contact with businesses, we have undertaken specific consultation and engagement with regard to renewing the BID. This has included:

- January 2022: Impact Assessment of current Business Plan completed with the Guildford BID Board which is made up of representatives of BID businesses and stakeholders.
- April 2022: Our Achievements Fact Sheet outlining the story so far, was sent to all businesses along with a Renewal Survey.
- May 2022: Engagement with public agencies to develop Baseline Statements, collection arrangements and conduct of the ballot.
- June 2022: Business Engagement workshops held.
- August 2022: Full Business Plan circulated to levy payers for consideration.

Over 150 businesses responded to our consultation. Here is a summary of the results:



THE NEXT FIVE YEARS

We have listened carefully to what you have had to say throughout the consultation process. You have told us that you are very pleased with the services that we deliver and that you would like us to continue to focus on what we do best in terms of promotions and events, and the look and feel of the place.

We are also very much aware that the changing nature of our town centres across the UK and consumer behaviour means we have to adapt and grow if we want to thrive. What will a **YES** vote mean for Guildford Town Centre?

In summary:

- Nearly £3 million of investment from the BID Levy and other income
- 550+ businesses will continue to be supported by the Experience Guildford BID
- The continuation of our existing popular projects and services

Below you will find further details of the projects and services we will undertake.

MARKETING, PROMOTION AND EVENTS

We will continue to deliver a programme of well-established events and develop new ones to attract and engage visitors and promote spend and footfall.

We will:

- Continue to promote your business via our social media channels, including Facebook, Instagram and Twitter. We will embrace new media to ensure we grow our engagement which is already strong with a reach of over 236,000 across the existing three platforms
- Further develop and invest in the Experience Guildford website
- Invest and improve The Official Guildford App
- Deliver seasonal events, markets, festivals and trails
- Sponsor events and awards
- Publish an Event Guide
- Provide Christmas lights across the town centre with a further investment in additional lights for North Street
- Support the Night Time Economy via the Purple Flag Scheme and awards



Agenda item number: 7 Appendix 2

SAFE, CLEAN & WELCOMING

You have told us that enhancing the cleanliness and safety of the town is important to you and we will continue to ensure that the town centre is clean, safe and welcoming.

We will:

- Provide Town Centre Rangers to liaise with businesses and customers to support crime reduction and ensure a safe, clean & welcoming town centre. Also, to monitor and report on town centre issues
- Liaise with Guildford Borough Council to ensure that the streets and street furniture are cleaned to an acceptable standard and in a timely manner
- Remove graffiti when it appears
- Continue to grow and lead the Business Crime Reduction Partnership (BCRP) with a view to reducing the amount of shoplifting and anti-social behaviour in the town
- Adopt initiatives to reduce the impact of begging and homelessness in the town centre
- Work with partners and businesses to retain Purple Flag Status
- Provision of Taxi Marshalls to ensure the student population are safe and continue to support the evening economy

CAR PARKING & ACCESS

Easy access into the Town Centre and the ability to move around freely and easily within it will always be a key part of the offer.

We will:

- Continue to lobby for car parking and access improvements
- Improve signage and add to the Secret Guildford campaign to highlight the smaller streets

- Develop car parking and public transport incentives where we can
- With the rise in the use of Electric Vehicles the BID will ensure that businesses are consulted on Surrey County Council proposals for EV chargers in the town centre and we will lobby as required. Our priority will be to ensure the installation of EV chargers encourages visitors to the town centre

BUSINESS SUPPORT

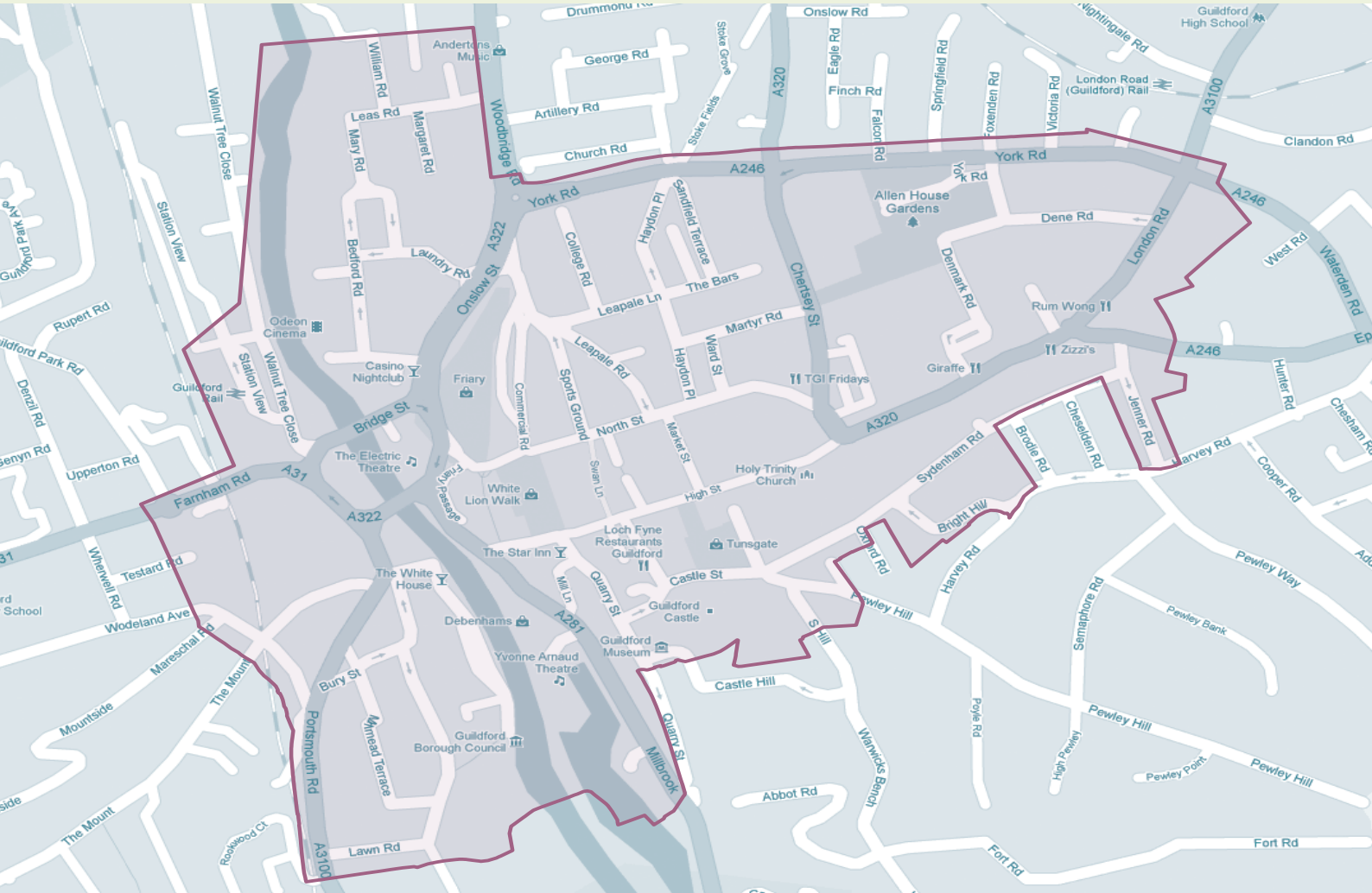
During the consultation period you told us how much you value the support that the BID provides and that you want us to continue with these services.

We will:

- Provide extensive PR and marketing support
- Training courses will be available to all businesses
- Produce welcome packs for distribution
- Promote your job vacancies, events and special offers on our website and on our social media channels
- Be your voice. Promoting and supporting your views and interests in response to official consultations from local and central Government
- Collect and share statistics and market data which will enable you to understand what is happening in your town centre compared to others
- Track footfall and movement via technology
- Invest further in the Experience Guildford website and The Official Guildford App.

THE BID AREA

The following streets are included in the BID in whole or in part. If you are unsure whether your business falls within the BID boundary, please get in touch with a member of the BID team.



Streets included in the BID area:

- Alexandra Terrace
- Angel Gate
- Bedford Road
- Bridge Street
- Bright Hill
- Bury Street
- Buryfields
- Castle Street
- Chapel Street
- Chertsey Street
- College Road
- Commercial Road
- Denmark Road
- Eastgate Gardens
- Epsom Road (part of)
- Farnham Road (part of)
- Friary Street
- Guildford Park Road (part of)
- Harvey Road
- Haydon Place
- High St
- Jeffries Passage
- Jenner Road
- Lawn Road
- Leapale Lane
- Leapale Road
- Leas Road
- London Road (part of)
- Margaret Road
- Market Street
- Mary Road
- Milkhouse Gate
- Mill Lane
- Millbrook
- Millmead
- North Street
- Onslow Street
- Pannells Court
- Park Street
- Phoenix Court
- Portsmouth Road (part of)
- Quarry Street
- Railway Approach
- Sandfield Terrace
- South Hill (part of)
- Station view (part of)
- Stoke Road (part of)
- Swan Lane
- Sydenham Road
- The Bars
- The Friary
- The Mount (part of)
- The Shambles
- Trinity Churchyard
- Tunsgate
- Tunsgate Quarter
- Walnut Tree Close (part of)
- Ward Street
- White Lion Walk Shopping Centre
- William Road (part of)
- Woodbridge Road (part of)
- York Road

THE BID LEVY

Every eligible BID business in the area shown on the map on the previous page will pay the BID levy which is calculated as 1% of the rateable value of its premises. This rate will not change throughout the duration of the BID term.

The levy will be collected by Guildford Borough Council on behalf of the Experience Guildford BID and will be transferred to the BID Company's bank account.

This income is then ring-fenced and used only to fund the projects included in this business plan.

The table below shows examples of what you will pay:

Rateable Value of Premises	Annual Levy Payable
Under £12,000	Exempt
£12,000	£120
£10,000	£100
£20,000	£200
£40,000	£400
£60,000	£600
£100,000	£1,000
£250,000	£2,500
£500,000+	£5,000

The Experience Guildford BID will raise approximately £580,000 per annum from the levy – nearly £3m over 5 years. We will use this income to deliver projects but also to leverage match funding, grants and any other additional funding as opportunities arise. We will also seek ways to generate additional income.

ADDITIONAL INCOME

BIDs across the UK on average generate 10% in additional income through their lifetime. Experience Guildford BID will endeavour to do this through sponsorship, grant funding and other income generating activities. It is expected that this form of income could generate an additional £50,000 per annum to be invested back into the projects outlined in this plan.

VOLUNTARY MEMBERSHIP

A voluntary investment can be made by businesses that are exempt such as those that have a rateable value under £12,000 and those outside the BID area. This will entitle them to selected projects and services outlined in this business plan as well as full rights as members in the management and governance of the BID company. Details and eligibility will be set by the Board.

BID BUDGET FORECAST 2023 – 2028

	Year 1	Year 2	Year 3	Year 4
Income				
BID Levy*	£580,000	£580,000	£580,000	£580,000
Additional Income**	£0	£0	£0	£0
Total Income	£580,000	£580,000	£580,000	£580,000
Expenditure				
Projects and Services				
Promotion & Events	£200,000	£200,000	£200,000	£200,000
Safe & Clean	£130,000	£130,000	£130,000	£130,000
Car Parking & Access	£50,000	£50,000	£50,000	£50,000
Business Support	£80,000	£80,000	£80,000	£80,000
Administration/Costs**	£100,000	£100,000	£100,000	£100,000
Contingency/Reserve	£20,000	£20,000	£20,000	£20,000
Total Expenditure	£580,000	£580,000	£580,000	£580,000

“

Experience Guildford is an invaluable support to small organisations and businesses like us! It offers so many fantastic opportunities to get involved and be a part of all the great things going on in the town – from Mi Rewards, to Proudly Independent and the Customer Service Awards. Nothing is ever too much trouble for the team, they are always on hand to assist and go above and beyond to promote what we do. Particularly during the pandemic, they were a great source of help to us. Being a BID member has really benefited our small charity – the support offered is second to none.

Emma Wilkinson
The Guildford Institute

”



**Agenda item number: 7
Appendix 2**

In order to stand for company positions and vote on company businesses all eligible levy payers are legally required to register as members of the company.

There will be regular updates via newsletters and e-bulletins. The annual reports and accounts will be produced at the end of each year and available to members.

If successful at renewal ballot the new term will commence on 01 February 2023. It will run for five years and then be required to seek renewal through a new ballot.

The Experience Guildford BID will have a staff team headed by the Chief Executive who will be responsible to the Board for managing the day-to-day implementation of the BID projects.

FINANCIAL MANAGEMENT ARRANGEMENTS

As a Company Limited by Guarantee we will ensure it meets all its statutory duties including filing of annual accounts. In relation to the BID Regulations of 2004 it will also ensure, with the Billing Authority, the sound management BID Revenue Account through a Monitoring Group, which will meet at least once a year as set out in the Operating Agreement.

BALLOT ARRANGEMENTS

The ballot will be held and conducted in accordance with The Business Improvement Districts (England) Regulations 2004 as amended. The ballot will be a postal ballot of all businesses in the BID area liable to pay the BID Levy. It will be conducted on behalf of the Returning Officer by Civica Election Services.

Ballot papers will be despatched on 29 September 2022 and you will have until 5pm on 27 October 2022 to cast your vote. All eligible businesses in the BID area entitled to vote will be notified of the ballot arrangements and will be sent the ballot papers. Proxy voting can be arranged for those that require it.

Year 5	5 Year Totals
£580,000	£2,900,000
£0	£0
£580,000	£2,900,000
£200,000	£1,000,000
£130,000	£650,000
£50,000	£250,000
£80,000	£400,000
£100,000	£500,000
£20,000	£100,000
£580,000	£2,900,000

The proposed budget for the new term is set out below.

*Based on 2022 Rateable Value list provided by Guildford Borough Council. Subject to change in accordance with alterations to the list. Correct at time of going to press.

** We have a commitment to aim to raise additional income of 10% from non-levy income sources annually. Only committed and fully disclosed sources of additional income may be included in the budget.

*** Includes levy collection costs, rent, rates, bank, insurance, renewal cost, etc.

BID GOVERNANCE & MANAGEMENT

THE BID COMPANY AND BOARD

Experience Guildford BID is managed by a Not for Profit, private company, limited by guarantee. The Board of Directors are drawn from businesses across the BID area and relevant public agencies. Board Director positions are unpaid and voluntary and include a mix of all sectors of business that operate within the BID area as well as the necessary skills and experience required to deliver the business plan.

FREQUENTLY ASKED QUESTIONS

The BID has been running for five years, why can't it just continue?

BIDs last for a maximum of five years, once that term is over the BID is legally required to review its projects, produce a new business plan, stating its objectives for the next term. This plan is then voted on by BID businesses that will be required to pay the levy. This is known as a renewal ballot.

Is this just another tax and will it substitute those services that Guildford Borough Council is responsible for providing?

A BID cannot replace or substitute local authority services i.e. those covered by your business rates. Guildford Borough Council has provided appropriate Baseline Statements as part of the BID renewal for both its statutory and discretionary services. These can be viewed on request. Experience Guildford can choose to enhance and add to these services using BID levy income.

How much will I pay?

On behalf of the BID, Guildford Borough Council will collect a levy from each BID business which will be transferred to the BID Company and used to implement the projects laid out in this plan. Eligible businesses in the BID area will pay 1% of their rateable value. This is collected annually for 5 years.

My business is not a part of the BID area, can I still take part?

Yes, any businesses that are formally exempt from paying the BID levy or not in the BID area can contribute voluntarily. If you join the BID in this way, you have exactly the same rights to the governance and management of the company as any other business. To discuss voluntary contributions please contact the BID Team using the contact details in this document.

When will the next mandate projects be delivered?

The current term of the BID is due to end on 31 January 2023. If the renewal ballot is successful, the new term will commence on 1st February 2023 for five years.



MEASURING PERFORMANCE

We recognise the importance of measuring our performance and demonstrating the return on your investment. Experience Guildford BID measures and provides industry leading data to keep businesses up to date on our activities and its impact.

Guildford's performance

We will continue to produce an annual barometer of performance, including footfall figures, consumer spend, visitor numbers and vacancy rates to provide vital intelligence on the town's trading performance.

We will undertake an annual town centre perception review which measures cleanliness, safety, access and navigation. We will share the results with you and relevant departments to review quality and management standards of the town's services.

BID Performance

The BID will provide robust appraisals of projects and will report to you through newsletters, via the website and production of an annual report.

The BID will hold an Annual Meeting where members will be encouraged to take part in company business and ask questions of the team's performance.

Events coordinated by the BID will be monitored using attendee numbers and reported to participating businesses.

The Official Guildford App download numbers will be reported on in newsletters, as will our click-through rates on experienceguildford.com, which we are aiming to increase by 10% each year.

We will report on the success of the Experience Guildford Business Crime Reduction Partnership by helping to lower crime and anti-social behaviour statistics.

We will continue to request business feedback using annual stakeholder surveys facilitated by an external contractor.

The CEO will meet quarterly with the local authorities to discuss the town and the BID's performance and review the baseline agreements to ensure the business plan is kept on track.



BID LEVY RULES & AND BALLOT

The BID Regulations of 2004 (as amended), approved by the Government, sets out the regulatory framework within which BIDs will have to operate, including the way in which the levy is charged and collected, and how the ballot is conducted.

- The BID will last for five years from 1st February 2023 until 31st January 2028.
- The BID levy will be applied to all eligible businesses within the defined area (see map) with a rateable value of £12,000 or more which are not classified as 'Offices' on the NNDR list. Retail and leisure includes the following sectors: retail, leisure, entertainment, accommodation, transport, education, food & drink, clubs & societies and car parks. Non-retail charities with no trading income, arm or facilities, not-for-profit subscription and volunteer based organisations will be exempt from paying the BID levy.
- The BID levy will be charged to any eligible business occupying any existing hereditaments within the BID area.
- New hereditaments will be charged from the point of occupation based upon the rateable value at the time it enters the rating list.
- Where a hereditament is deleted from the Non Domestic Rating List liability for the BID will end from the effective date used by the Valuation Office.
- Where a hereditament or hereditaments are reorganised by way of split, merger or other reorganisation, liability on the old hereditament(s) will cease from the effective date used by the Valuation Office. Liability for the new reorganised hereditament(s) will start from the effective date of change used by the Valuation Office and will be based on the new rateable value.
- Where a rateable value increases or decreases without a reorganisation, the new value will take effect from the start of the next levy period (i.e. 01 February annually).
- If a business ratepayer occupies a premise for less than one year, the levy paid will be calculated on a daily basis.
- Vacant properties, those undergoing refurbishment or being demolished will be liable to pay the BID levy via the registered ratepayer. Where a property has been demolished the last ratepayer remains liable until the following billing period.
- VAT will not be charged in the BID levy.
- The BID levy rate will not be subject to inflation.
- The BID levy rate will be 1% of the rateable value of each eligible business using the current Non Domestic Ratings List on 1st February annually, of the term, or for new entries, at the point of entry on the list.
- The BID levy is payable in one instalment, by the date specified in the invoice.
- The BID levy will not be affected by service charges paid to landlords, or any rate relief, exemptions, or discounts granted under the Local Government Finance Act 1988 as amended.
- Under the Government's BID Regulations 2004, Guildford Borough Council is the only authorised body able To collect the BID levy on behalf of the BID company.
- The BID funding will be kept in a separate BID account and transferred to the BID company.
- BID projects, costs and timescales may be altered by the Board of Directors, providing that they remain in line with overall BID objectives.
- The BID Board Directors will meet at least six times a year. Each levy paying business will be invited to become a member of the BID company which will entitle them to vote on company matters and be invited to the BID Annual Meeting.
- The Board will produce a set of annual accounts made available to all company members.

- The renewal ballot will take place between 29 September and 27 October 2022 and will be a postal vote.
- The eligible voter list will be provided from the Non Domestic Ratings List database provided by Guildford Borough Council.
- The BID area and an increase in liability for the levy cannot be changed without an alteration ballot. The BID projects, costs and timescales can be altered with the agreement of the BID Board. In these circumstances the Board will consult with the levy payers before changing the rules.
- The BID Proposer is Elevate Guildford Ltd which is a Company Limited by Guarantee and is not for profit.

BID Ballot

- Funds to carry out the renewal ballot will not be recovered from the levy in the new term.
- All eligible businesses will have the opportunity to vote.
- The postal ballot will be conducted by the Returning Officer at Guildford Borough Council (or their appointed agent), which is the responsible body as determined by the BID legislation.
- Each eligible business ratepayer will have one vote in respect of each hereditament within the BID area, provided they are listed on the National Non-Domestic Rates List for the defined area as provided by Guildford Borough Council.
- A proxy vote is available, and details will be sent out by Returning Officer.
- Ballot papers will be sent out to the eligible voters from 29 September 2022 and need to be returned no later than 5pm on 27 October 2022.
- For the BID to go ahead, two conditions must be met:
 - More than 50% of businesses that vote must vote in favour.
 - Of the businesses that vote, the 'yes' votes must represent more than 50% of the total rateable value of all votes cast.
- The results of the ballot will be declared on 28 October 2022.

NEXT STEPS

September 2022 - Final Business Plan mailed to all eligible businesses in the BID area

29 September 2022 – Despatch of Ballot Papers

27 October 2022 – Ballot closes

28 October 2022 – Declaration of results



What Happens if it is a 'NO' Vote

We very much hope that you will vote YES but this is not guaranteed. If there is a NO vote, the Guildford BID company will be wound down and will cease to exist. All of the BID projects and services on which you currently rely, will cease after 31st January 2023.

These include:

- We will lose our valuable Town Rangers from the town centre.
- The loss of nearly £3 million of BID levy investment to support businesses across the town centre.
- The website www.experienceguildford.com will close.
- Content creation for our successful Experience Guildford social media platforms, namely Facebook, Instagram and Twitter will stop.
- Popular footfall-driving events such as the Street Festivals and other seasonal events like the Easter Egg Hunt and White Rabbit Trail will end, as will our bi-monthly events guide.
- Guildford's Christmas campaign, including Little Book of Offers and the Christmas markets will simply stop.
- Our sponsorship of events like Guildford Fringe, Guildford Shakespeare Company Productions, Guildford in Bloom and Walkfest will cease.
- Our numerous campaigns to support independent retailers will end.
- The Privilege Card Scheme will not be available.
- We will be unable to support the Night Time Economy via awards and partnership working, including the hugely important Purple Flag accreditation and the Best Bar None awards.
- The enhanced level of service in regard to street cleansing, which is a result of the rangers being your ears and eyes on the street, will end. The BID will not be there to liaise with the Council to ensure that the streets are clean and the environment graffiti free.
- We will no longer be able to deliver The Business Crime Reduction Partnership or provide Taxi Marshalls.
- Lobbying for parking and access improvements will cease. Businesses will no longer have an organisation to represent them in these important discussions.
- The Business Support that we provide as a matter of course and which has been critical during the pandemic will cease. This includes all the communications that we have with you, the market intelligence we share, plus the training that we offer.
- Neighbouring towns with BIDs and associated investment will gain ground on Guildford.
- Free parking promotions will cease.

**THERE IS NO
PLAN B
AND NO OTHER
ORGANISATION WILL
REPLACE THESE
PROJECTS AND
SERVICES**

**VOTE
YES**

GET IN TOUCH

If you have any questions or require further information please call Amanda Masters, Chief Executive, Experience Guildford on 07885995711 or email: amanda@experienceguildford.com

For other information about Experience Guildford and to keep up to date, please visit our website:

www.experienceguildford.com



Experience Guildford has been a wonderful asset in supporting Lush Guildford. We've made full use of their training opportunities for our staff and, as a result, have developed a strong, knowledgeable team with outstanding customer service. The Experience Guildford team are always on hand to support us with anything from advertising events and vacancies to keeping our team safe. The hard work they put into fun initiatives like the Customer Service Awards never goes unnoticed and really helps motivate our entire store. We've built a strong relationship with the whole Experience Guildford team and their support has really helped develop our business as a whole. Experience Guildford is absolutely invaluable and we're incredibly grateful to have them.

Becky Craggs, Lush Guildford





We have been massive fans of the Experience Guildford Bid Group from day 1.

They are our first point of contact for all incidents, whether crime related, accident and injury, petty nuisance such as the failure of delivery of bin bags. No matter what our request/enquiry they always have an answer.

We know each of them by name and whenever we see those blue uniforms around town we feel supported.

We have been at No 2, Market Street for 22 years now and are now the longest established business in the street, we tell all newcomers to 'get to know these guys in blue, they will be your friends as you build your business'.

Susan Turner
Neal's Yard Remedies



**GUILDFORD BID BALLOT – CONSIDERATION OF DRAFT BUSINESS PLAN 2023-2028
- STRATEGY AND RESOURCES EAB MINUTE EXTRACT**

Amanda Masters, Chief Executive Officer of Experience Guildford Business Improvement District (BID), presented a briefing note in respect of the BID's re-ballot in 2022. The briefing note included a related consultation document, survey highlights and ballot timetable. The consultation document set out the BID's achievements against the current business plan and invited voters to give their feedback via a survey link. Although the survey had largely closed, it remained open for completion by councillors until 18 June 2022. Next, the BID would hold workshops to give businesses the opportunity to put forward their comments and ideas for the next term which would inform the new business plan to be published in July. The campaign would reach as many voters as possible, including a number of national retail head offices, ahead of the 28-day postal ballot in October in accordance with the timetable.

The EAB was advised that a BID was a business-led and business funded body formed to improve a defined commercial area, in this case Guildford town centre. The benefits of BIDs were wide-ranging and included:

- Businesses decided and directed what they wanted in their area.
- Businesses were represented and had a voice regarding issues affecting their trading area.
- BID levy money was ring-fenced for use only in the BID area.
- Increased footfall and spend.
- Improved staff retention.
- Enhanced marketing and promotion.
- Looking at infrastructure, pollution and movement.
- Guidance in place shaping vision activities.
- Facilitated networking opportunities with neighbouring businesses.
- Assistance in dealing with the Council, police and other public bodies.

The following key facts applied to BIDs:

- In the UK, the majority of BIDs existed in town and city centres, however, they were also in industrial, commercial and mixed-use locations.
- The BID mechanism allowed for a large degree of flexibility and as a result BIDs could vary in shape and size.
- The average size of a BID was 300-400 hereditaments, with some of the smallest having fewer than 50 hereditaments and the largest having over 1,000.
- Although annual income was typically between £200,000 and £600,000, it could be as low as £50,000 per annum or as much as £2 million or more.
- Legislation enabling the formation of BIDs was passed in 2003 in England and Wales (with subsequent regulations published in 2004 and 2005, respectively) and in 2006 in Scotland.

- BIDs were first established in Canada and the United States in the 1960s and now existed across the globe.

Every BID, once elected by relevant businesses, operated for a five-year term. During the term, eligible voters were legally mandated to pay an annual levy. In the case of Experience Guildford, this money was collected by the Council on the BID's behalf and spent by the BID on the town centre within the terms of the business plan. Following a successful initial ballot in October 2012, the Experience Guildford BID launched in early 2013 and had been in existence for approaching ten years, comprising two terms of five years each, and was preparing for its third ballot in October 2022.

Experience Guildford represented 560 businesses featuring retail, leisure and hospitality outlets. 24% of businesses had completed the survey to date and responses were generally positive and supportive of the BID moving forward for a further five year term, providing confidence that it could deliver the support sought by businesses. The next business plan was being prepared on the basis of survey results received. Owing to its property ownership in the town centre, mainly car parks, the Council was a significant stakeholder and entitled to a number of votes in the ballot.

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

1. Mosaic was a consultancy company employed by Experience Guildford to assist with the BID ballot process.
2. To date there had been approximately 130 responses to the BID survey, equating to a 24% response rate, which was considered to be a high level of response to a survey of this type. This response rate was supplemented by regular engagement and liaison with wider stakeholders via contact with Town Rangers and other means such as weekly e-communications, e-mails, telephone contacts or visits to venues according to the stakeholders' preference.
3. The Town Ranger service provided by Experience Guildford supported the daytime economy in the town centre and operated seven days per week until 6:00 pm. Although the Town Rangers did not have any enforcement powers, they liaised with businesses to provide an observation and incident reporting service with links to radio communication and CCTV camera systems. The BID also provided taxi marshals to safeguard the night time economy in liaison with door staff of club and bar venues. In addition, the BID offered some sponsorship to support the Street Angels initiative, which made a positive impact on any crime or anti-social behaviour occurring during evenings in the town centre.
4. In terms of performance indicators, to be successful a BID had to be voted in by the businesses in the BID area, with two measures being met. The first was that more than 50% of the businesses that voted had to be in favour in terms of number. The second condition was that of those that voted 'yes', had to have a greater total Rateable Value than the businesses which voted 'no'. There were four sets of visitor counting devices in the town centre indicating the level and location of footfall which was currently slightly below the figure recorded in 2019 prior to the pandemic. The Crime Reduction

Partnership assisted in this arena by providing a cost free disk system which enabled stakeholders to report anti-social behaviour, shoplifting and other crime which was utilised by the police as an evidence gathering tool. The BID's target to rollout the system to 200 businesses had been exceeded as it had been taken up by 350 businesses to date. Event management and creation were significant drivers of footfall in the town centre which were now flourishing following the limited opportunities during the previous two years owing to COVID-19.

5. Transformation and evolvment witnessed in respect of Guildford town centre since the pandemic indicated a move away from the traditional fashion outlets towards hospitality and other retail provision, utilised mainly by local residents.
6. Although Experience Guildford's promotional ballot booklet was directed towards the businesses represented by the BID, it also served the purpose of informing the public regarding the purpose and function of the BID. The booklet reflected the four key areas that businesses had identified as a future focus for the BID, namely, promoting awareness of the town; enhancing the safety and cleanliness of the town; improving town parking and access; and providing business support for BID members. In this connection, the EAB was advised that local businesses did not favour the recent and proposed changes to on and off-street parking arrangements, particularly given the current economic situation.
7. Although the Experience Guildford BID locality was a defined town centric area, businesses from slightly outside the designated area could voluntarily join the BID if they wished.

Amanda Masters was thanked for her presentation and councillors were reminded that the survey remained open for their completion until 18 June 2022.

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Executive Report

Ward(s) affected: All

Report Joint Strategic Director (Transformation and Governance)

Author: Carrie Anderson

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Lead Councillor responsible: Joss Bigmore

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Date: 22 September 2022

Review of Councillors' Allowances – Proposed appointment of a Joint Independent Remuneration Panel

Executive Summary

The Council is required to conduct the next review of councillors' allowances in 2023 following the local elections. Under The Local Authorities (Members' Allowances) (England) Regulations 2003 ("the 2003 Regulations"), the Council must appoint an independent remuneration panel to make recommendations as to the type and level of allowances to be included in the next scheme of allowances for councillors. The Council has a duty to have regard to the panel's recommendations.

Waverley Borough Council is also committed to conduct a review of allowances for its councillors following next year's local elections.

Taking account of the current collaborative arrangements for joint working between Guildford and Waverley, the Corporate Management Board supports the principle of establishing a Joint Independent Remuneration Panel to conduct separate reviews of the allowances payable to councillors of both authorities and make separate recommendations to both councils. The panel would also act as a parish remuneration panel and would be required to produce a separate report collectively for the parish councils in Guildford borough and another report for the town and parish councils in Waverley borough.

This report sets out a proposal to establish a joint independent remuneration panel, and seeks approval of its proposed terms of reference, a process for the recruitment of members to the Joint Independent Remuneration Panel (including the suggested re-appointment of three persons who have served previously on the independent remuneration panels for both Guildford and Waverley), level of honorarium to be paid

to each panel member, and a proposed timetable for the appointment process and for the review itself next year.

Waverley Borough Council has delegated authority to its Monitoring Officer to establish an Independent Remuneration Panel. Waverley's Monitoring Officer will be invited to agree the process for the appointment of a Joint Independent Remuneration Panel as described in this report.

Recommendation to Executive

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 this report, 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 Councils 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.
- (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 this 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 for Recommendation:

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

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

1. Purpose of Report

1.1 This report asks the Council to approve a process for the appointment of a joint Independent Remuneration Panel (IRP) to conduct the forthcoming review (in 2023) of both Guildford's and Waverley's Scheme of Councillors' Allowances, together with the review of allowances paid to councillors of parish councils within this Borough and the town and parish councils within Waverley.

2. Strategic Priorities

2.1 The appointment and purpose of an IRP is to review and make recommendations on the scheme of allowances. This demonstrates that the Council's work is publicly accountable and presented with openness and transparency. Furthermore, the members of an IRP are required to be independent, and its recommendations must be publicised.

3. Background

3.1 In accordance with the 2003 Regulations, local authorities must establish an IRP to review councillors' allowances. A council cannot determine or amend a scheme of allowances until it has considered and had regard to the recommendations of its IRP.

3.2 Previously, this Council's IRP has reviewed the overall scheme of allowances for councillors on six occasions: 2001, 2003, 2007, 2011, 2015, and 2019. In addition, over the past 20 years the IRP has conducted a small number of separate reviews on specific elements of the scheme of allowances and submitted recommendations to Council.

3.3 In December 2019, following consideration of the IRP's most recent report, the Council approved the current Scheme of Allowances (which came into

effect on 1 April 2020). The Council also agreed to adjust the level of allowances annually in line with the percentage increase in staff salaries until the next formal review of the Scheme, which will take place in 2023 following the local elections.

4. Main Considerations

Appointing an IRP

- 4.1 Although the 2003 Regulations do not prescribe how a council should appoint IRP members, the associated Guidance advises that the appointment process should ensure the IRP is independent, qualified to discharge its functions, and representative of the diversity of the communities in the local authority's area. Candidates' knowledge of local government structures and functions is important, but a lack of familiarity with such matters should not be a bar to appointment.
- 4.2 The 2003 Regulations require that an IRP must have at least three members, but do not specify a maximum number. The Guidance advises avoiding unduly large Panels that would be unable to be an effective and publicly accountable source of clear recommendations.
- 4.3 Whilst experience and continuity are very important for an independent remuneration panel, it is also vital to ensure that a panel is refreshed periodically with new members with different outlooks and perspectives. Therefore, although the minimum number of members of an independent remuneration panel is three, Guildford and Waverley officers feel that a joint panel should ideally comprise of five members, particularly given that the joint panel would be expected to produce separate reports not only for the two borough councils but also, in their capacity as a parish remuneration panel, a separate report for the parish councils in Guildford borough and another report for the town and parish councils in Waverley borough.
- 4.4 Two or more local authorities are able, under the 2003 Regulations, to establish and maintain a joint independent remuneration panel to advise them on their respective schemes. Such a panel must make separate recommendations to the appointing authorities.
- 4.5 Taking account of the current collaborative working arrangements between Guildford and Waverley and given that both councils are committed to conducting a review of their respective schemes of allowances following next year's local elections, the Corporate Management Board supports the principle of establishing a joint independent remuneration panel to conduct separate reviews of allowances payable to councillors of both authorities and make separate recommendations to both councils.

- 4.6 Both councils appointed Mark Palmer of South East Employers to their respective IRPs to assist with the last formal reviews of allowances at Guildford and Waverley. Mr Palmer chaired both panels. Both councils also appointed Dennis Frost to their respective panels. The third member of Guildford's panel was Vivienne Cameron – who has been a panel member since 2007, and the third member of Waverley's panel was Gordon Manickam.
- 4.7 As all three of the current IRP members have indicated that they would be happy to continue in that capacity for the 2019 review, it is recommended that the Council confirms their appointment at this stage, with the recruitment process focusing on the appointment of up to two additional IRP members.
- 4.8 The Guidance asks local authorities to consider the term of office of members of the IRP, and suggests a period of 3-5 years. A period of four years is recommended.

Recruitment process

- 4.9 It is proposed that both councils advertise jointly for IRP candidates in the local press and ask a wide range of organisations, including those in the third sector and the local business community, to propose candidates. In addition, an advertisement would be placed on both councils' websites and sent to Parish and Town Councils in Guildford and Waverley for parish noticeboards.
- 4.10 It is suggested that the Joint Executive Head of Legal and Democratic Services, together with the Leaders and Deputy Leaders of both councils, be authorised to shortlist and interview candidates, and make recommendations to Council in February 2023 in respect of formal appointments to the Joint IRP for a period of four years commencing with the 2023-24 municipal year.

2023 Review

- 4.11 It is envisaged that the Joint IRP will undertake a full review of all current allowances payable to councillors as required by the 2003 Regulations. As stated above, the Joint IRP will also be appointed as the relevant Parish Remuneration Panel, with responsibility for making recommendations to parish councils within the borough as to the types and levels of allowances payable to parish councillors.
- 4.12 Whilst the 2003 Regulations do not require councils to include allowances payable to the Mayor and Deputy Mayor in any formal review, these allowances were included in previous reviews. In terms of openness,

transparency, and consistency it is appropriate to ask the Joint IRP to review these allowances as part of its forthcoming review.

Proposed Timetable for Appointment of a Joint IRP / conduct of the review

- 4.13 The proposed timetable for appointing the Joint IRP and conducting the review is set out below:

Date	Action
11 Oct 2022	Council to consider establishing a Joint IRP and appointment of three current IRP members to the new Joint IRP and authorise joint process for recruiting up to two additional Joint IRP members
31 Oct 2022	Advertise for applications for appointment to Joint IRP
2 Dec 2022	Closing date for receipt of applications (12 noon)
w/c 5 Dec 2022	Joint Exec Head of Legal & Democratic Services and G & W Leaders and Deputy Leaders to shortlist candidates for interview
w/c 9 Jan 2023	Interviews of short-listed candidates by Joint Exec Head of Legal & Democratic Services, and G & W Leaders and Deputy Leaders
13 Jan 2023	Confirmation of recommended candidates for appointment to Joint IRP
8 Feb 2023	Council to consider and approve up to two nominees for appointment to the Joint IRP
tbc Jun 2023	Induction training / briefing and first meeting of the Joint IRP
3 Jul 2023 – 29 Sep 2023	Joint IRP to review G & W Schemes of Allowances and compile separate draft report for each council
Nov 2023	G & W Executives to consider Joint IRP draft report
Dec 2023	G & W Full Council meetings to consider IRP draft report and to adopt new scheme of allowances
1 Apr 2024	New scheme of allowances comes into effect

5. Other considerations

Chairman of the IRP

- 5.1 In 2019, Council decided the IRP would elect its own Chairman. It is recommended that this should continue in respect of the 2023 review of allowances.

Honorarium

5.2 The Council is requested to consider the level of honorarium payable to IRP members. Since 2001, this has been set at £500 for each panel member. It is acknowledged that, in order to properly recognise the time commitment involved, the level of honorarium for each panel member should be increased to £750.

6. Consultations

6.1 There are no consultations to report at this point in the process.

7. Equality and Diversity Implications

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

7.2 Members of the IRP will be required to read and comply with this Council's Equality Scheme prior to commencement of the review process.

8. Financial Implications

8.1 The estimated costs associated with the appointment of the Joint IRP and the conduct of the review of allowances are set out in the table below:

	Total Cost	Cost to GBC
	£	£
Appointment of Joint IRP:		
• Advert in local newspaper (approx.)	500	250
• External induction training for Joint IRP (approx.)	900	450
• Honoraria for up to five Joint IRP members	7,500	3,750
Conduct of the Review:		
• Statutory public notices (approx.)	4,000	2,000
Total:	12,900	6,450

8.2 With the exception of the £250 in respect of the advertisement referred to above, all of the other costs (approximately £6,200) will be incurred in the 2023-24 financial year, for which budgetary provision will need to be made.

9. Legal Implications

- 9.1 The Council must appoint an independent remuneration panel to review its scheme of allowances, and make recommendations thereon, in accordance with the 2003 Regulations referred to above. The Council is permitted to establish and maintain a joint independent remuneration panel with Waverley to advise both councils separately on their respective schemes.

10. Human Resource Implications

- 10.1 The administrative support to the panel will be provided from within existing staffing resources in Committee Services.

11. Conclusion

- 11.1 The public perception of the independence of the Joint IRP and the robustness of the review process is important. It is essential for the Council to ensure that the Joint Panel remains representative and in touch with the issues and challenges faced by those making decisions.

12. Background Papers

- The report of the Independent Remuneration Panel appointed to review the allowances paid to Councillors of Guildford Borough Council, November 2019
- Report to Council 3 December 2019 (Minute No. CO86)

13. Appendices

Appendix 1: Draft Terms of Reference – Joint Independent Remuneration Panel for Guildford and Waverley



GUILDFORD
B O R O U G H



GUILDFORD AND WAVERLEY
JOINT INDEPENDENT REMUNERATION PANEL
PROPOSED TERMS OF REFERENCE

1. FUNCTION OF THE PANEL

Under The Local Authorities (Members' Allowances) (England) Regulations 2003 (as amended) ("the 2003 Regulations") a local authority must establish and maintain an Independent Remuneration Panel (IRP) either for itself or jointly with other local authorities. The purpose of an IRP is to make recommendations to the local authority about the authority's scheme of allowances for councillors.

2. MEMBERSHIP

Composition

The 2003 Regulations require that IRPs should have at least three members. Guildford and Waverley Borough Councils have agreed to establish a Joint IRP comprising of up to five members to make recommendations to each council on their respective scheme of allowances for councillors.

The Chairman shall be elected by the members of the Joint IRP.

Restriction on membership

Members of the Joint IRP cannot be:

- (a) councillors of any of the local authorities, or co-opted members of any committee or sub-committee of the local authorities in respect of which the Joint IRP makes recommendations; or
- (b) disqualified, by virtue of section 80 of the Local Government Act 1972, from being or becoming a councillor for the local authorities in respect of which the Joint IRP makes recommendations.

Each member of the Joint IRP shall be appointed for a period of up to four years.

Honorarium

Each member of the Joint IRP shall receive £750 from each Council by way of honorarium.

3. KEY RESPONSIBILITIES OF THE JOINT IRP

- (a) To review the Scheme of Allowances for Councillors of both Guildford and Waverley Borough Councils, taking into account the roles and responsibilities

of councillors both in their respective councils and in serving their local communities.

- (b) To make recommendations separately in a report to each council on:
- (i) the amount of Basic Allowance which should be paid to all councillors of each council;
 - (ii) the responsibilities or duties for which councillors of each council should receive:
 - a Special Responsibility Allowance
 - Travelling and Subsistence Allowance
 - Dependants' Carers' Allowanceand the amount of such allowances;
 - (iii) the responsibilities or duties in respect of which a Co-optees' Allowance should be available and the amount of such allowance;
 - (iv) whether, in the event of the Scheme of Allowances being amended, payment of allowances should be backdated to the beginning of the financial year; and
 - (v) whether adjustments to the level of allowances should be determined according to an index, and if so, which index and how long that index should apply, subject to a maximum of four years, before its application is reviewed;
- (c) To make recommendations on the level of personal allowance paid to the Mayor and Deputy Mayor for the purpose of meeting the expenses of those offices under Sections 3 (5) and 5 (4) of the Local Government Act 1972.
- (d) The Joint IRP may make different recommendations in relation to each of the authorities for which it exercises functions.

4. PARISH REMUNERATION PANEL

The Joint IRP shall also discharge the responsibilities of the parish remuneration panel under Regulation 27 of the 2003 Regulations in respect of the parish councils located with the borough of Guildford and the town councils and parish councils located within the borough of Waverley ("the parish and town councils").

The parish remuneration panel shall not include any member who is also a member of any of the parish council and town councils.

The principal responsibility of the parish remuneration panel is to produce a report in relation to the members of the parish and town councils making recommendations, as to:

- (a) the amount of parish basic allowance payable to members of such authorities;
- (b) the amount of travelling and subsistence allowance payable to members of such authorities;
- (c) whether parish basic allowance should be payable only to the chairman of any such authority or to all of its members;

- (d) whether, if parish basic allowance should be payable to both the chairman and the other members of any such authority, the allowance payable to the chairman should be set at a level higher than that payable to the other members and, if so, the higher amount so payable; and
- (c) the responsibilities or duties in respect of which members should receive parish travelling and subsistence allowance.

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Executive Report

Ward(s) affected: N/A

Report of Joint Strategic Director (Transformation and Governance)

Author: John Armstrong, Democratic Services and Elections Manager

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Lead Councillor responsible: Joss Bigmore

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Date: 22 September 2022

Draft Timetable of Council and Committee Meetings for 2023-24

Recommendation to Executive:

That the Executive recommends the proposed timetable of Council and Committee meetings for the 2023-24 municipal year, as set out in Appendix 1 to this report to Full Council for adoption.

Reason for Recommendation:

To assist with the preparation of individual committee work programmes.

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

1. Purpose of Report

- 1.1 To adopt a timetable of Council and Committee meetings for the 2022-23 municipal year.

2. Strategic Framework

- 2.1 Adoption of a timetable of meetings will enable key decisions to be programmed that will assist in working towards the delivery of the Council's vision and mission as set out in the revised Corporate Plan.

3. Main considerations

- 3.1 A draft timetable of meetings for the 2023-24 municipal year is attached as **Appendix 1** for the Council's consideration.
- 3.2 We have consulted with Waverley Borough Council, so as to avoid, as far as possible, diary conflicts for our Joint Management Team .

4. Financial Implications

4.1 There are no significant financial implications arising from the proposals in this report.

5. Legal Implications

5.1 In accordance with the Local Government Act 1972 (as amended), the Council is required to give public notice of meetings of the Council and its committees. Approval of our timetable of meetings for the next municipal year will enable us to publish the dates of these meetings at the Council offices and on the website well in advance.

6. Human Resource Implications

6.1 There are no significant human resource implications arising from this report.

7. Equality and Diversity Implications

7.1 There are no significant equality and diversity implications arising from this report.

8. Climate Change/Sustainability Implications

8.1 There are no significant climate change or sustainability implications arising from this report.

9. Background Papers

None

10. Appendices

Appendix 1: Draft timetable of Council and committee meetings for 2023-24.

DRAFT TIMETABLE OF COUNCIL AND COMMITTEE MEETINGS FOR THE 2023-24 MUNICIPAL YEAR

MEETING	PROPOSED DAY AND TIME	2023									2024				
		MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	
Council	Tuesday 7:00 p.m.	10+ 17\$		25			10		5		7 £ 21(r)		P	8+ 13\$	
Executive	Thursday 7:00 p.m.	25	22	20	24	21	19	23		4 25	22	14	P		
Strategy and Resources EAB	Monday 7:00 p.m.		12		7		9		4		5		P		
Service Delivery EAB	Thursday 7:00 p.m.	18		6		7		2		11		8	P		
Joint EAB	7:00pm							9 (Th)		8 (M)			P		
Overview & Scrutiny Committee	Tuesday 7:00 p.m.		6	11		12		7		16		5	P		
Planning Committee	Wednesday 7:00 p.m.	24	21	19	16	13	11	8	6	3 31	28	27	24		
Licensing Committee	Wednesday 7:00 p.m.	31		26		27		22		17		12 (T)	P		
Corporate Governance and Standards Committee	Thursday 7:00 p.m.		15	27		28		16		18		13 (W)	P		
Guildford Joint Committee (for information)	Wednesday 7:00 p.m.		TBC				TBC					TBC	P		
Notes: + Annual Council meeting at 12 noon on Wednesday 10 May 2023 and Wednesday 08 May 2024 \$ Selection Council meeting on Wednesday 17 May 2023 and 13 May 2024 to agree terms of reference and composition of, and make appointments to, committees £ Budget Council meeting on Wednesday 7 February 2024 (r) Reserve date for Budget Council meeting on Wednesday 21 February 2024 if Surrey Police & Crime Panel vetoes the Police & Crime Commissioner's precept for 2023-24 (M) Monday, (T) Tuesday, (W) Wednesday, (Th) Thursday P – Pre-Election Period - no meetings from approximately 19 March (date to be confirmed by the Returning Officer) to 2 May 2024 School Holidays: Summer half term: 29 May to 2 Jun 2023 / Summer: 21 Jul to 1 Sep 2023 / Autumn half term: 23-27 Oct 2023 / Xmas: 15 Dec 2023 to 2 Jan 2024 Spring Half term: 12-16 Feb 2024 / Easter: 28 March to 15 April 2024															

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