

GUILDFORD BOROUGH COUNCIL



BOOTH MAYOR

Contact Officer:

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

3 October 2022

To the Councillors of Guildford Borough Council

You are hereby summoned to attend a meeting of the Council for the Borough of Guildford to be held in the **Council Chamber, Millmead House, Millmead, Guildford, Surrey GU2 4BB** on **TUESDAY 11 OCTOBER 2022** commencing at 7.00 pm.

Tom Horwood
Joint Chief Executive of Guildford and Waverley Borough Councils

Millmead House
Millmead
Guildford
Surrey GU2 4BB

www.guildford.gov.uk

WEBCASTING NOTICE

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

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

THE COUNCIL'S STRATEGIC FRAMEWORK (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

Time limits on speeches at full Council meetings:	
Public speaker:	3 minutes
Response to public speaker:	3 minutes
Questions from councillors:	3 minutes
Response to questions from councillors:	3 minutes
Proposer of a motion:	10 minutes
Seconder of a motion:	5 minutes
Other councillors speaking during the debate on a motion:	5 minutes
Proposer of a motion's right of reply at the end of the debate on the motion:	10 minutes
Proposer of an amendment:	5 minutes
Seconder of an amendment:	5 minutes
Other councillors speaking during the debate on an amendment:	5 minutes
Proposer of a motion's right of reply at the end of the debate on an amendment:	5 minutes
Proposer of an amendment's right of reply at the end of the debate on an amendment:	5 minutes

A G E N D A

1. APOLOGIES FOR ABSENCE

2. DISCLOSURES OF INTEREST

To receive and note any disclosable pecuniary interests from councillors. 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 - 10)

To confirm the minutes of the extraordinary meeting of the Council held on 22 September 2022.

4. MAYOR'S COMMUNICATIONS

To receive any communications or announcements from the Mayor.

5. ELECTION OF LEADER OF THE COUNCIL

Following the resignation of Councillor Joss Bigmore as Leader of the Council on 22 September 2022, there is a vacancy in the position of Leader. In accordance with Article 6 of the Constitution, the new Leader will be elected at the first meeting of the Council following such vacancy for a term of office expiring on the day of the post-election annual meeting which follows his or her election.

The Council will receive the report of the Democratic Services and Elections Manager on nominations received in respect of the election of the Leader of the Council.

Council Procedure Rule 21 (b) requires that a councillor proposing to nominate another councillor as Leader must notify the Democratic Services and Elections Manager of their nomination before the meeting at which the election is to be held.

As at the date of publication of this agenda, one nomination had been received as follows: Councillor Julia McShane (proposed by Councillor Steven Lee).

Any further nominations received will be reported on the Order Paper.

6. LEADER'S COMMUNICATIONS INCLUDING APPOINTMENT OF DEPUTY LEADER AND LEAD COUNCILLORS ON THE EXECUTIVE

The newly elected Leader of the Council to announce the appointment of the Deputy Leader and Lead Councillors on the Executive and the titles of the portfolios assigned to them, together with any other communications or announcements.

7. PUBLIC PARTICIPATION

To receive questions or statements from the public.

8. QUESTIONS FROM COUNCILLORS

To hear questions (if any) from councillors of which due notice has been given.

9. REVIEW OF COUNCILLORS' ALLOWANCES 2023 - APPOINTMENT OF THE INDEPENDENT REMUNERATION PANEL (Pages 11 - 22)

10. REVIEW OF NUMERICAL ALLOCATION OF SEATS ON COMMITTEES TO POLITICAL GROUPS: 2022-23 (Pages 23 - 34)

11. TIMETABLE OF COUNCIL AND COMMITTEE MEETINGS 2023-24 (Pages 35 - 38)

12. APPOINTMENT OF HONORARY FREEMAN (Pages 39 - 44)

13. MINUTES OF THE EXECUTIVE (Pages 45 - 56)

To receive and note the attached minutes of the meeting of the Executive held on 23 June, 21 July, and 25 August 2022.

14. EXCLUSION OF THE PUBLIC

The Council is asked to consider passing the following resolution:

“That under Section 100A(4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information, as defined in paragraphs 1 and 4 of Part 1 of Schedule 12A to the 1972 Act.”

15. APPROVAL OF TERMINATION PAYMENT ABOVE £95,000 (Pages 57 - 60)

16. COMMON SEAL

To order the Common Seal to be affixed to any document to give effect to any decision taken by the Council at this meeting.

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GUILDFORD BOROUGH COUNCIL

Minutes of an extraordinary meeting of Guildford Borough Council held at Council Chamber, Millmead House, Millmead, Guildford, Surrey GU2 4BB on Thursday 22 September 2022

- * The Mayor, Councillor Dennis Booth
- * The Deputy Mayor, Councillor Masuk Miah

- | | |
|----------------------------------|-------------------------------|
| Councillor Paul Abbey | * Councillor Julia McShane |
| * Councillor Tim Anderson | * Councillor Ann McShee |
| * Councillor Jon Askew | * Councillor Bob McShee |
| * Councillor Christopher Barrass | Councillor Marsha Moseley |
| * Councillor Joss Bigmore | * Councillor Ramsey Nagaty |
| * Councillor David Bilbé | * Councillor Susan Parker |
| Councillor Chris Blow | * Councillor George Potter |
| * Councillor Ruth Brothwell | * Councillor Jo Randall |
| Councillor Colin Cross | * Councillor John Redpath |
| Councillor Guida Esteves | * Councillor Maddy Redpath |
| Councillor Graham Eyre | * Councillor John Rigg |
| * Councillor Andrew Gomm | * Councillor Tony Rooth |
| * Councillor Angela Goodwin | * Councillor Will Salmon |
| Councillor David Goodwin | * Councillor Deborah Seabrook |
| * Councillor Angela Gunning | * Councillor Pauline Searle |
| * Councillor Gillian Harwood | * Councillor Paul Spooner |
| Councillor Jan Harwood | * Councillor James Steel |
| Councillor Liz Hogger | * Councillor Cait Taylor |
| * Councillor Tom Hunt | * Councillor James Walsh |
| * Councillor Diana Jones | Councillor Fiona White |
| * Councillor Steven Lee | Councillor Keith Witham |
| Councillor Nigel Manning | Councillor Catherine Young |
| * Councillor Ted Mayne | |

*Present

Following the very sad passing of Her Majesty Queen Elizabeth II on 8 September 2022, the Council stood to observe a minute's silence in memory of the long and dedicated service to this country, and to the Commonwealth, of Her Majesty the Queen.

CO42 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Paul Abbey, Chris Blow, Colin Cross, Graham Eyre, David Goodwin, Liz Hogger, Nigel Manning, Marsha Moseley, Fiona White, Keith Witham, and Catherine Young, and also from Honorary Freeman Jen Powell and Honorary Aldermen Catherine Cobley, Jayne Marks, Terence Patrick, Tony Phillips, and Lynda Strudwick.

CO43 DISCLOSURES OF INTEREST

There were no disclosures of interest.

CO44 MINUTES

The Council confirmed, as a correct record, the minutes of the meeting held on 26 July 2022. The Mayor signed the minutes.

CO45 MAYOR'S COMMUNICATIONS

The Mayor reflected on the very sad death of Her late Majesty Queen Elizabeth II, and, as First Citizen of the borough it had been his honour and privilege to carry out several duties locally to mark the passing of Her Majesty.

On behalf of the people of Guildford, the Mayor had sent a hand-written message of condolence to His Majesty King Charles III, and to all members of The Royal Family.

Following the announcement from Buckingham Palace, the Union flag had been flown at half-mast from our buildings and then raised briefly to mark the Accession, when the new King was proclaimed at St James' Palace. Books of Condolence were opened at our sites as soon as we had received official notification of Her late Majesty's death.

The following day, the Mayor was honoured to attend the reading of the proclamation by the High Sheriff at Guildford Cathedral, in the presence of the Lord Lieutenant of Surrey and following this, felt deeply privileged to have discharged the same duty for the people of the Borough of Guildford, from the steps of Holy Trinity Church.

It was clear from the public reaction that Her late Majesty's passing had been felt personally by many, and for some it would also have brought back the memory of losing those that they have loved. With that in mind, on 16 September, the Mayor spent some time at The Hive, catching up with residents – young and old, who were keen to share their thoughts and memories.

On the eve of Her late Majesty Queen Elizabeth's funeral, the Mayor joined others once again on the steps of Holy Trinity Church, for a moment of silent reflection, to give thanks and remember that as well as our Sovereign, Her Majesty Queen Elizabeth II was also a beloved Mother, Grandmother and Great-Grandmother.

The Mayor thanked everyone who had worked behind the scenes to ensure that the people of Guildford marked this most historic time together, safely, and respectfully.

CO46 LEADER'S COMMUNICATIONS

The Leader thanked the Mayor, Kate Foxton and the Civic team for all their work in relation to organising and attending the events locally to mark the passing of Her Majesty Queen Elizabeth II and the accession of King Charles III.

The Leader reminded councillors of the arrangements agreed between the two main political parties in terms of the planned transfer of leadership, which had been agreed should take place at the next full Council meeting on 11 October 2022 and indicated that he intended to formally resign as Leader of the Council following the meeting of the Executive that evening.

The Leader commented on the unique challenges faced by the Council over the past two years and was proud of the way that the borough and the Council had worked together to overcome these challenges not least in the response to the pandemic and progression of a number of important projects during that time.

The collaboration with Waverley Borough Council was progressing well and would provide significant financial benefits whilst improving the resilience of our services.

The Leader thanked councillors and officers for all the advice and support given to him during his time as Leader.

CO47 PUBLIC PARTICIPATION

No members of the public had indicated a wish to ask a question or make a statement to the Council.

CO48 QUESTIONS FROM COUNCILLORS

There were no questions from Councillors.

CO49 APPOINTMENT OF JOINT SECTION 151 OFFICER

The Council considered a report on the proposed appointment of a Joint Section 151 Officer and was reminded that in July and August 2021, Guildford and Waverley Borough Councils had considered options for collaboration, and both had agreed to put in place governance arrangements for the partnership, and to create a Joint Management Team (JMT) comprising Chief Executive, Directors and Heads of Service.

The current phase of implementation was to appoint the Joint Executive Heads of Service which included the statutory posts of S151 Officer (the Chief Finance Officer) and Monitoring Officer.

The Local Authorities (Standing Orders) (England) Regulations 2001, provided that matters relating to the appointment of a Section 151 Officer were reserved to the Full Council. Therefore, following the assessment process with the candidate for the position of Joint Executive Head of Finance, which included the statutory role of S151 Officer, the Joint Appointments Committee, at its meeting held on 22 August 2022 had recommended the appointment of Peter Vickers for confirmation at both Councils' meetings on 22 and 26 September 2022 respectively.

Councillors also noted that the full Council may only make or approve the appointment where no well-founded objection had been made by the Leader on behalf of the Executive in accordance with the provisions of Part II of Schedule 1 of the Local Authorities (Standing Orders) (England) Regulations 2001. The report had indicated that the Leaders of both councils had confirmed that no such objection had been received.

Upon the motion of the Leader of the Council, Councillor Joss Bigmore, seconded by the Deputy Leader, Councillor Julia McShane, the Council:

RESOLVED: That, in the light of the decision of Guildford and Waverley Borough Councils to form a Joint Management Team, Peter Vickers be appointed to the role of Joint Executive Head of Finance which includes the duties of the S151 officer.

Reason:

To appoint a permanent Joint Executive Head of Finance including the duties of the S151 officer for Guildford and Waverley Borough Councils.

CO50 COMMON SEAL

The Council

RESOLVED: That the Common Seal of the Council be affixed to any documents to give effect to any decisions taken by the Council at this meeting.

The meeting finished at 7.20 pm

Signed
Mayor

Date

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Council Report

Ward(s) affected: All

Report Joint Strategic Director (Transformation and Governance)

Author: Carrie Anderson

Tel: 01483 444078

Email: carrie.anderson@guildford.gov.uk

Lead Councillor responsible: Joss Bigmore

Tel: 07974 979369

Email: joss.bigmore@guildford.gov.uk

Date: 11 October 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.

At its meeting on 22 September 2022 the Executive considered this matter and endorsed the recommendations below.

Recommendation to Council

- (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 Democratic Services and Elections Manager be authorised to advertise for candidates from the general public and a wide range of organisations, including the local business community and voluntary organisations, for the appointment of up to two other members of the Joint Independent Remuneration Panel to serve for a period of up to four years commencing with the 2023-24 municipal year, and together with the Leaders and Deputy Leaders of both councils to shortlist, interview, and recommend for selection up to two nominees for appointment to the Joint Independent Remuneration Panel.
- (5) That the nominees for appointment to the Joint Independent Remuneration Panel referred to in paragraph (4) above be subject to formal approval by the Council at its full council meeting in February 2023.
- (6) That the honorarium to be paid to each Panel member be set at £1,500, the cost of which shall be divided equally between the two councils.
- (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 2023 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 maximum 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 Democratic Services and Elections Manager, 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	G & W Leaders and Deputy Leaders to agree shortlist of candidates for interview
w/c 9 Jan 2023	Interviews of short-listed candidates by 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 Joint panel in respect of Guildford's review of allowances will be provided from within existing staffing resources in Democratic 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 within 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.

DRAFT

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Council Report

Ward(s) affected: n/a

Report of Joint Strategic Director (Transformation and Place)

Author: John Armstrong (Democratic Services and Elections Manager)

Tel: 01483 444102

Email: john.armstrong@guildford.gov.uk

Date: 11 October 2022

Review of Numerical Allocation of Seats on Committees to Political Groups: 2022-23

Executive Summary

At its meeting on 26 July 2022, the Council agreed a numerical allocation of seats on committees to the political groups on the Council for the remainder of the 2022-23 municipal year (see **Appendix 1**). Since then, councillors will be aware that on 27 September 2022, the proper officer (Democratic Services and Elections Manager) received notice in writing from Councillor Diana Jones that, with immediate effect, she no longer wished to be treated as a member of the Residents for Guildford and Villages group and wished to be regarded as a member of the Green Party.

Therefore, the political balance on the Council is now:

Guildford Liberal Democrats: 16
Residents for Guildford and Villages: 15
Conservatives: 8
Guildford Greenbelt Group: 4
Labour: 2
Green: 1
Independent: 1
Vacancy: 1

Under Council Procedure Rule 23, whenever there is a change in the political constitution of the Council, the Council must, as soon as reasonably practicable, review the allocation of seats on committees to political groups.

Prior to 27 September, Councillor Jones occupied one seat allocated to the Residents for Guildford and Villages Group on the Strategy & Resources EAB.

This report sets out, in **Appendix 2**, the notional calculation of the numerical allocation of seats on committees based on the percentage of seats to which each political group, and to the single Green Party member and independent member, would be entitled when applying the normal rounding up/down rules.

The notional calculation invariably requires refinement in terms of adjustments to

meet the required number of members on committees etc. To that end, **Appendix 3** sets out a proposed calculation of numerical allocation of seats on committees to political groups and to the single Green Party member and independent member, for approval by the Council. Following approval, the relevant political groups will be invited to appoint councillors to any vacant seats, or make any other adjustments, as appropriate.

Recommendation to Council:

The Council is invited to approve a revised calculation of the numerical allocation of seats on committees to each political group on the Council, and to the single Green Party member and independent member independent member, pending a further review at the 6 December Council meeting following the outcome of the Tillingbourne ward by-election.

Reason for Recommendation:

To enable the Council to comply with Council Procedure Rule 23 in respect of the appointment of committees and with its obligations under the Local Government and Housing Act 1989 in respect of the political proportionality on its committees.

1. Purpose of report

- 1.1 The Council is asked to review the numerical allocation of seats on committees to political groups in the light of the resignation, on 27 September 2022, of Councillor Diana Jones as a member of the Residents for Guildford and Villages group and her wish to be regarded as a Green Party member.

2. Background

- 2.1 Under Council Procedure Rule 23, the Council is required to review the allocation of seats on committees to political groups at its annual Selection meeting and as soon as reasonably practicable following any change in the political constitution of the Council or as otherwise required by statute. Wherever such a review is required, the Democratic Services and Elections Manager will submit a report to the Council showing what allocation of seats would best meet, as far as reasonably practicable, the requirements for political balance.

3. Main Considerations

Requirement for political balance and numerical allocation of seats on committees

- 3.1 Section 15 of the Local Government and Housing Act 1989 sets out how committees must be constituted when the Council is divided into one or more political groups. The Council must give effect, *as far as reasonably practicable*, to the following four principles in constituting its committees or sub-committees:
- (a) that not all of the seats on any committee are allocated to the same political group;

- (b) that if a political group has a majority on the Council, it must have a majority of seats on all committees;
- (c) that, subject to (a) and (b) above, the number of seats allocated to a political group across all the committees must reflect their proportion of the authority's membership; and
- (d) that, subject to (a) to (c) above, the number of seats allocated to a political group on each committee is as far as possible in proportion to the group's membership of the authority.

3.2 The Local Government (Committees and Political Groups) Regulations 1990 (as amended) make provision for securing the political balance on councils and their committees and for determining the voting rights of members of certain committees.

3.3 Details of the current numerical allocation of seats on the committees to the political groups, which were approved by the Council at its meeting on 26 July 2022, are shown in **Appendix 1** to this report.

3.4 In light of Councillor Jones's resignation from the Residents for Guildford and Villages group and her wish to be regarded as a Green Party member, the political complexion of the Council is now as follows:

Guildford Liberal Democrats:	16
Residents for Guildford and Villages:	15
Conservatives:	8
Guildford Greenbelt Group:	4
Labour:	2
Green:	1
Independent:	1
Vacancy:	1

3.5 The first stage of the review is to make a *notional* calculation of the numerical allocation of seats based on the percentage of seats to which each political group would be entitled when applying the normal rounding up/down rules. This notional calculation is set out in **Appendix 2**.

3.6 The **notional calculation** shows that the following adjustments are necessary:

- To increase the allocation of seats on the Corporate Governance and Standards Committee by one
- To increase the allocation of seats on the Guildford Joint Committee by one
- To reduce the allocation of seats to the Conservative group by two as that group is only entitled to sixteen seats overall
- To increase the allocation of seats to the Guildford Liberal Democrat group by one as that group is entitled to thirty-two seats overall
- To reduce the allocation of seats to the Residents for Guildford and Villages group by one as that group is now entitled to thirty seats overall
- To reduce the allocation of seats to the Labour group by one as that group is only entitled to four seats overall
- To make provision for the allocation of two seats to the Green Party member
- To make provision for the allocation of two seats to the independent member

- 3.7 Taking all this into account, the second stage of the review is to agree a numerical allocation of seats to political groups on committees that meets, as far as reasonably practicable, the requirements for political balance. Options for addressing the adjustments referred to in paragraph 3.6 above are set out in the table below:

	Adjustment to notional allocation	Options
1	To increase the allocation of seats on the Corporate Governance and Standards Committee by one.	To allocate the 7 th seat on the Committee to the Labour group. This would reflect the current allocation on this Committee.
2	To increase the allocation of seats on the Guildford Joint Committee by one.	To allocate the 10 th seat on the Guildford Joint Committee to the independent member. This would reflect the current allocation on this Committee.
3	To reduce the allocation of seats to the Conservative group by two as that group is entitled to sixteen seats overall (NB. Under the notional calculation, the Conservative group is entitled to a total of 16.17 seats)	To reduce the number of seats allocated to the Conservative group on the Licensing Committee by one. This would reflect the current allocation on this Committee. This would leave the total number of seats allocated to the Conservative group at 17, one more than they are notionally entitled.
4	To increase the allocation of seats to the Guildford Liberal Democrat group by one as that group is entitled to thirty-two seats overall (NB. Under the notional calculation, the Liberal Democrat group is entitled to a total of 32.34 seats)	To allocate an additional seat on the Licensing Committee to the Guildford Liberal Democrat group, bringing their total allocation up to 32. This would reflect the current allocation on this Committee.
5	To reduce the allocation of seats to the Residents for Guildford and Villages group by one as that group is entitled to thirty seats overall (NB. Under the notional calculation, the Residents for Guildford and Villages group is entitled to a total of 30.31 seats)	To reduce the number of seats allocated to the Residents for Guildford and Villages group on the Strategy & Resources EAB by one.

	Adjustment to notional allocation	Options
6	To reduce the allocation of seats to the Labour group by one as that group is only entitled to four seats overall	To allocate one seat to the Labour group on each of the following committees: <ul style="list-style-type: none"> • Corporate Governance & Standards • Strategy & Resources EAB • Overview & Scrutiny • Planning <p>This would reflect their current allocation.</p>
7	To make provision for the allocation of two seats to the independent member	To allocate the 10 th seat on the Guildford Joint Committee and a seat on the Licensing Committee to the independent member. <p>This would reflect the current allocation of seats to the independent member.</p>
8	To make provision for the allocation of two seats to the Green Party member	To allocate a seat on each EAB to the Green Party member.

3.8 Following consultation with political group leaders, a proposal for consideration that addresses, as far as practicable, the required adjustments referred to above, is set out in **Appendix 3**. Councillors will note that this proposal makes no changes to the current allocation of seats to the Liberal Democrat group, Conservative group, the Guildford Greenbelt Group, and the Labour group.

3.9 At the Council meeting, the Leader of the Council will propose a motion setting out for debate a draft calculation of the numerical allocation of seats on committees pending a further review at the Council meeting on 6 December 2022 following the outcome of the Tillingbourne ward by-election.

4. Legal implications

4.1 As the Council’s membership is divided into political groups, it is required by sections 15 and 16 of the Local Government and Housing Act 1989 and related regulations, to ensure that appointments to fill seats on committees are allocated in the same proportion as that in which the Council as a whole is divided, and to give effect, *as far as reasonably practicable*, to the four principles referred to in paragraph 3.1 above.

4.2 There is also a duty to review annually the allocation of seats on committees to political groups or following any change in the political constitution of the Council.

5. Financial Implications

5.1 There are no financial implications arising from this report.

6. Human resource Implications

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

7. Background Papers

None

8. Appendices

Appendix 1: Current numerical allocation of seats on committees to political groups for 2022-23 as agreed by Council on 26 July 2022

Appendix 2: Notional Calculation of the Numerical Allocation of Seats on Committees to political groups

Appendix 3: Proposed Calculation of the Numerical Allocation of Seats on Committees to political groups

CURRENT Numerical Allocation of Seats to Political Groups on Committees 2022-23 (as agreed by Council on 26 July 2022)

Committee	Guildford Lib Dems	R4GV	Conservatives	GGG	Labour	Ind
Total no. of seats on the Council (47 + 1 vacancy)	16	16	8	4	2	1
% of no. of seats on the Council	34.04%	34.04%	17.02%	8.51%	4.25%	2.13%
Notional number of seats on committees (Total: 95)	32	32	16	8	4	2
Corporate Governance & Standards Committee (7 seats)	2	2	1	1	1	0
Employment Committee (3 seats)	1	1	1	0	0	0
Service Delivery EAB (12 seats)	4	5	2	1	0	0
Strategy and Resources EAB (12 seats)	4	4	2	1	1	0
Guildford Joint Committee (10 seats)	3	3	2	1	0	1
Joint Appointments Committee (3 seats)	1	1	1	0	0	0
Joint Governance Committee (6 seats)	2	2	1	1	0	0
Licensing Committee (15 seats)	6	5	2	1	0	1
Overview & Scrutiny Committee (12 seats)	4	4	2	1	1	0
Planning Committee (15 seats)	5	5	3	1	1	0
Total no. of seats on committees	32	32	17	8	4	2

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NOTIONAL Revised Calculation of the Numerical Allocation of Seats to Political Groups on Committees 2022-23

Committee	Guildford Liberal Democrats	Residents for Guildford & Villages	Conservatives	Guildford Greenbelt Group	Labour	Green	Independent	Adjustment required
Total no. of seats on the Council (47 + 1 vacancy)	16	15	8	4	2	1	1	
% of no. of seats on the Council	34.04%	31.91%	17.02%	8.51%	4.25%	2.13%	2.13%	
Notional number of seats on committees (Total: 95)	32 32.34	30 30.31	16 16.17	8 8.08	4 4.04	2 2.02	2 2.02	+1
Corporate Governance & Standards Committee (7 seats)	2 2.38	2 2.12	1 1.19	1 0.6	0 0.3	0 0.15	0 0.15	+1
Employment Committee (3 seats)	1 1.02	1 0.96	1 0.51	0 0.26	0 0.13	0 0.06	0 0.06	
Service Delivery EAB (12 seats)	4 4.08	4 3.83	2 2.04	1 1.02	1 0.51	0 0.26	0 0.26	
Strategy and Resources EAB (12 seats)	4 4.08	4 3.83	2 2.04	1 1.02	1 0.51	0 0.26	0 0.26	
Guildford Joint Committee (10 seats)	3 3.4	3 3.19	2 1.7	1 0.85	0 0.42	0 0.21	0 0.21	+1
Joint Appointments Committee (3 seats)	1 1.02	1 0.96	1 0.51	0 0.26	0 0.13	0 0.06	0 0.06	
Joint Governance Committee (6 seats)	2 2.04	2 1.91	1 1.02	1 0.51	0 0.26	0 0.13	0 0.13	
Licensing Committee (15 seats)	5 5.1	5 4.79	3 2.55	1 1.28	1 0.64	0 0.32	0 0.32	
Overview & Scrutiny Committee (12 seats)	4 4.08	4 3.83	2 2.04	1 1.02	1 0.51	0 0.26	0 0.26	
Planning Committee (15 seats)	5 5.1	5 4.79	3 2.55	1 1.28	1 0.64	0 0.32	0 0.32	
Total no. of seats on committees	31	31	18	8	5	0	0	+2

PROPOSED Revised Calculation of the Numerical Allocation of Seats to Political Groups on Committees 2022-23

Committee	Guildford Liberal Democrats	Residents for Guildford & Villages	Conservatives	Guildford Greenbelt Group	Labour	Green	Independent
Total no. of seats on the Council (47 + 1 vacancy)	16	15	8	4	2	1	1
% of no. of seats on the Council	34.04%	31.91%	17.02%	8.51%	4.25%	2.13%	2.13%
Notional number of seats on committees (Total: 95)	32	30	16	8	4	2	2
Corporate Governance & Standards Committee (7 seats)	2	2	1	1	1	0	0
Employment Committee (3 seats)	1	1	1	0	0	0	0
Service Delivery EAB (12 seats)	4	4	2	1	0	1	0
Strategy and Resources EAB (12 seats)	4	3	2	1	1	1	0
Guildford Joint Committee (10 seats)	3	3	2	1	0	0	1
Joint Appointments Committee (3 seats)	1	1	1	0	0	0	0
Joint Governance Committee (6 seats)	2	2	1	1	0	0	0
Licensing Committee (15 seats)	6	5	2	1	0	0	1
Overview & Scrutiny Committee (12 seats)	4	4	2	1	1	0	0
Planning Committee (15 seats)	5	5	3	1	1	0	0
Total no. of seats on committees	32	30	17	8	4	2	2

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Council Report

Ward(s) affected: N/A

Report of Joint Strategic Director (Transformation and Governance)

Author: John Armstrong, Democratic Services and Elections Manager

Tel: 07970 516859

Email: john.armstrong@guildford.gov.uk

Lead Councillor responsible: Joss Bigmore

Tel: 07974 979369

Email: joss.bigmore@guildford.gov.uk

Date: 11 October 2022

Draft Timetable of Council and Committee Meetings for 2023-24

Recommendation to Council:

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

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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Report to Council

Report of Joint Strategic Director (Transformation and Governance)

Author: John Armstrong, Democratic Services and Elections Manager

Tel: 01483 444102

Email: john.armstrong@guildford.gov.uk

Lead Councillor responsible: Joss Bigmore

Tel: 01252 665999

Email: joss.bigmore@guildford.gov.uk

Date: 11 October 2022

Appointment of Honorary Freeman

Recommendation to Council:

To consider the nomination of Keith Churchouse for appointment as an Honorary Freeman and, if so minded, to agree to convene a special meeting of the Council on Thursday 1 December 2022 at 7pm at the Guildhall for the purpose of conferring upon him the title of Honorary Freeman.

Reason for recommendation:

To recognise formally Mr Churchouse's eminent and distinguished service to the Borough of Guildford.

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

1. Background

1.1 Under the provisions of Section 249 of the Local Government Act 1972, the Council may, by resolutions passed by not less than two-thirds of the councillors voting thereon at a meeting specially convened for the purpose:

- (i) admit to be Honorary Freemen of the Borough persons of distinction and persons who have, in the opinion of the Council, rendered eminent service to the Borough; and
- (ii) confer the title of Honorary Alderman upon persons who have, in the opinion of the Council, rendered eminent service to the Council as past councillors.

1.2 The Council, at its meeting on 10 April 2014, adopted a "Protocol on the appointment, role, status, rights and obligations of Honorary Freemen and Honorary Aldermen". The Protocol was subsequently reviewed and amended by the Council on 5 October 2021. The procedures set out in this report comply fully with the amended Protocol.

2. Honorary Freemen of the Borough

2.1 Since the 1974 re-organisation of local government, the Council has bestowed the office of Honorary Freeman upon the following persons:

- The Right Honourable the Lord Nugent of Guildford (12 June 1985)
- Mr Bill Bellerby MBE (25 March 1995)
- Mrs Doreen Bellerby MBE (25 March 1995)
- Mr David Watts (1 October 2003)
- Mr Andrew Hodges (22 November 2011)
- Mrs Jennifer Powell (3 November 2015)

2.2 In addition, the Council bestowed the freedom the Borough on the former Women's Royal Army Corps in 1988, and the Army Training Centre (Pirbright) in 2017.

2.3 Under the adopted Protocol (as amended), a person shall be deemed eligible for appointment as an honorary freeman provided that they meet all of the following requirements:

“The person shall:

- be a person of distinction
- have given eminent service to the borough during that period.
“Eminent service” in this context includes but is not limited to any of the following:
 - public service (including past distinguished service as a councillor or officer of the Council)
 - artistic and/or cultural endeavours
 - business, economic growth and prosperity
 - charitable work
 - improvement to the built and natural environment
 - political activities
 - religious and spiritual life
 - sporting activities
- have a strong and continuing connection with and commitment to the borough of Guildford, or have made a major contribution to national life and in doing so have enhanced the reputation of the borough.”

3. Nomination received for appointment of Honorary Freeman

3.1 In accordance with the Council's adopted Protocol, Councillor John Redpath has proposed, and Councillor Paul Spooner seconded, the nomination of Mr. Keith Churchouse for appointment as an Honorary Freeman of the Borough, in the light of his eminent and distinguished service to the Borough, full details of which are set out in Councillor Redpath's email dated 21 July 2022, attached as **Appendix 1**.

- 3.2 Mr Churchouse has indicated that he would be delighted to accept the appointment, and has confirmed that, subject to Council's approval, he is available to attend a special meeting of the Council on 1 December.

4. Financial Implications

- 4.1 There will be a need to purchase a Scroll of Freedom, which will cost in the region of £900. This, together with the cost of providing a finger buffet/ drinks reception for guests following the special meeting in honour of the new Honorary Freeman (£2,500), would cost in total approximately £3,400. The cost can be met from the Civic Support budget.
- 4.2 The incidental costs of staging a special meeting of the Council at the Guildhall can be met from within existing budgets.

5. Legal Implications

- 5.1 As stated above, in order to confer the title of Honorary Freeman on anyone, the Local Government Act 1972 requires the Council to adopt a resolution passed by not less than two-thirds of the councillors voting thereon at a meeting specially convened for the purpose.
- 5.2 Under the amended Protocol, any nomination received for appointment as Honorary Freeman shall provide evidence that the person nominated:
- (i) meets the eligibility requirements referred to in paragraph 2.3 above, and
 - (ii) will accept the appointment

Mr. Churchouse has indicated that he would be delighted to have the title of Honorary Freeman of the Borough conferred upon him.

6. Human Resource Implications

- 6.1 There are no human resource implications

7. Background papers

Protocol on the appointment, role, status, rights and obligations of Honorary Freeman and Honorary Aldermen (approved by Council on 10 April 2014 and as amended by Council on 5 October 2021)

8. Appendices

Appendix 1: Email dated 21 July 2022 from Councillor John Redpath confirming the nomination of Mr Churchouse as an Honorary Freeman including details of Mr Churchouse's eminent and distinguished service to the Borough

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From: John Redpath <john.redpath@guildford.gov.uk>
Sent: 21 July 2022 13:52
To: John Armstrong <John.Armstrong@guildford.gov.uk>
Cc: Paul Spooner <Paul.Spooner@guildford.gov.uk>
Subject: Keith Churchouse

Dear John,

I would like to nominate Keith Churchouse to become a Freeman of the Borough. Cllr Spooner (copied in) has offered to second the nomination. I have asked Keith if he would accept the honour and he said he would be more than pleased to.

Name: Keith Geoffrey Churchouse

Keith moved to Guildford as a child and has run his own Financial Planning business in Guildford for around 20 years. He attended George Abbot School from 1979-1985.

Keith has been involved in many aspects of the town, maybe too many to list here but:

- Chair of Guildford Business Forum 2011 -2014
- President Guildford Branch Surrey Chamber of Commerce
- Founding Director of Experience Guildford (the Guildford BID)
- Trustee, and Chair (2013-2014), of Guildford Shakespeare Company 2011-2014
- Trustee, Chair and Treasurer of Headway Surrey from 2013 to 2020
- Sponsor of Lions Club Charity Firework event since 2017
- Keith supports Guildford in Bloom with his company Chapters providing sponsorship, advice and a prize
- He has offered support and advice to Guildford Shakespeare Company, the Guildford Sea Cadets and Headway Surrey
- Provided sponsorship and promotion for Guildford Town Centre Cycle Races

Keith continues to be actively involved in charity work:

- Child Poverty and Hunger as a result of the COVID-19 Pandemic
- Continues to be involved with Headway Surrey
- Fundraising for Seafarers UK in Guildford
- Involved in Theatre and the Arts including Guildford Fringe and Guildford Shakespeare Company
- Keith suffers from Spina Bifida but still entered the Great South Run (10 miles) to raise money for SHINE (the Spina Bifida and Hydrocephalus charity)

The list of Keith's support for events and charities could go on. All this he has done quietly and largely in the background always putting the cause he's supporting before any personal prestige.

If there's anything further you need from me, please let me know.

Kind regards,

John

John Redpath
Holy Trinity Ward Councillor
Lead Councillor for Economy, Customer Service & Heritage
Guildford Borough Council
Millmead House
Guildford GU2 4BB
01483 533448

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EXECUTIVE

23 June 2022

Councillor Joss Bigmore (Chairman)

* Councillor Julia McShane (Vice-Chairman) [in the chair]

* Councillor Tim Anderson
* Councillor Tom Hunt
* Councillor John Redpath

* Councillor John Rigg
* Councillor James Steel
* Councillor Cait Taylor

*Present

Councillors Tony Rooth and Paul Spooner were also in attendance. Councillors Angela Goodwin and Fiona White were in remote attendance.

EX10 Apologies for absence

Apologies for absence were received from Councillor Joss Bigmore, Leader of the Council.

EX11 Local code of conduct - disclosable pecuniary interest

There were no declarations of interest.

EX12 Minutes

The minutes of the meeting held 26 May 2022 were approved as correct. The Chairman signed the minutes.

EX13 Leader's announcements

The Deputy Leader made the following announcements:

Srebrenica Memorial week would run from 4-11 July. Friday 8 July marked the Srebrenica Genocide 27th anniversary. Residents were encouraged to pay respects and remember all those who lost their lives.

The Ahmadiyya Muslim Community was celebrating the Queen's Platinum Jubilee at the Mubarak Mosque in Tilford on the evening of Friday 8 July from 6pm and everyone was invited. There would be a free event including dinner, a children's fun fair, henna painting and much more. Booking was via EventBrite

<https://www.eventbrite.com/e/the-queen-jubilee-reception-at-islamabad-tilford-tickets-366754993057>

Remedial works began this Tuesday 21 June on Stoke Park paddling pool and this area of Stoke Park Gardens would be closed until Thursday 30 June. Completion of the works was expected to be within three weeks, but this would be dependent upon the weather.

To celebrate Armed Forces Day, the Mayor was joined by ex-service men and women for a public ceremony at the Guildhall Balcony at midday on Monday where the armed

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forces flag was raised to honour all who serve and have served in Her Majesty's Armed Forces.

A new funding round for Crowdfund Guildford, was open. Residents were encouraged to raise awareness amongst community groups to sign-up for the online 'Find out more' event: on 13 July 12-1pm. This workshop would discuss community project ideas.

EX14 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.

EX15 North Street Development Site, Guildford

The Executive considered a report seeking delegated authority to progress certain aspects of the scheme. The report was introduced by the Lead Councillor for Regeneration. It was explained that the Council performed two roles in the context of the development of North Street. First, as a corporate partner getting the best commercial opportunities for residents and second as the statutory local planning authority (LPA). Through good governance the Council would keep those roles strictly separate to avoid any confusion or risk a conflict of interest.

The North Street redevelopment project had run for over 3 years. The Council had held ownership of around 20% of the site and aimed to get best value from the sale. As a result of negotiation, the contract with St Edwards included delivery of a refurbished bus station, new access and exit road systems and improvements to the public realm. The Council had exchanged contracts with St Edwards on 8 March 2022, with St Edwards contractually required to deliver plans setting out a detailed specification for the bus interchange and pedestrianisation of North Street to the Council at least four weeks before any planning application was submitted. St Edwards had undertaken consultation with stakeholders, residents and councillors and was presently at 'pre-app' stage with the LPA. The Council must approve or reject the detailed plans submitted by St Edwards within fifteen working days. Should the Council not respond within that timescale then consent would be deemed to have been granted. The timescale for delivery of those plans to the Council was restrictive given the scheduled submission of a planning application in July. Therefore, to minimise the probability of the Council failing to meet its contractual obligations delegated authority was sought to enable a timely response.

The report also set out other associated matters where delegated authority was sought in relation to the market and taxi ranks to enable commencement of works and the implementation of a planning consent.

It was noted that the delegated authorities sought did not affect or impede the Local Planning Authority in deciding the developer's planning application in the normal way.

The Lead Councillor for Regeneration agreed that the Executive would be kept informed of delegated decisions taken under authority and all other councillors informed in due course, with regard to any commercial constraints, if the recommendations were approved.

The Executive was satisfied that the project to date had been transparent and the planning process would offer stakeholders an opportunity to comment on the detailed plans. Consequently, the Executive

Resolved:

To authorise the Strategic Services Director, in consultation with the Lead Councillor for Regeneration:

1. To approve the detailed plans and specification for the refurbished bus interchange.
2. To approve the detailed plans and specification for the proposed pedestrianisation of North Street.
3. To approve temporary North Street Market arrangements to facilitate the implementation of the developer's planning consent.
4. To approve any temporary taxi rank arrangements required to facilitate implementation of the developer's planning consent once all necessary statutory requirements have been followed.
5. To seek approval to remove the existing taxi rank in North Street that is located outside the Marks and Spencer store and to make any necessary arrangements and complete any agreements as necessary to proceed with seeking such approval to facilitate the North Street Development and to follow all necessary statutory requirements when seeking such approval.
6. To approve any temporary parking changes that are required to facilitate temporary market and taxi rank arrangements.

Reason(s):

To progress the scheme.

The meeting finished at 7.33 pm

Signed

Date

Chairman

EXECUTIVE

21 July 2022

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

* Councillor Tim Anderson
Councillor Tom Hunt
* Councillor John Redpath

Councillor John Rigg
Councillor James Steel
* Councillor Cait Taylor

*Present

EX16 Apologies for Absence

Apologies for absence were received from Councillors Tom Hunt, Julia McShane, John Rigg and James Steel.

Councillors Angela Gunning and Paul Spooner were in remote attendance.

EX17 Local Code of Conduct - Disclosable Pecuniary Interest

There were no declarations of interest.

EX18 Minutes

The minutes of the meeting held on 23 June 2022 were confirmed as correct. The Chairman signed the minutes.

EX19 Leader's Announcements

The Leader thanked those council officers who had worked hard to support residents and businesses during the recent heatwave. It was noted that refuse workers had started work at 5am and no route had been missed. Praise was also directed to the Fire Service for its swift responses to numerous calls around the borough.

It was announced that the Council Tax Discretionary Energy Rebate had been extended to include properties in bands E, F, G or H. The Council would proactively be contacting eligible residents with information, but residents were advised to check criteria requirements on the Council's website and, if eligible, apply before 12 August 2022.

The Safer Guildford Partnership had updated the Guildford town centre Public Space Protection Order (PSPO). The order gave police and some council officers power to tackle anti-social behaviour. This included confiscating alcohol and legal highs and fines up to £1,000 might be imposed if warnings about anti-social behaviour were ignored.

Saturday 23 July was 'County Flag Day'. Local resident Neil Thompson was thanked for suggesting the Council take part and the Surrey county flag would be flown at various locations.

The re-opening of the galleries at Guildford House was celebrated with two exhibitions. 'Georgian Women, Portraits by John Russell' was open from 16 July until 8 October 2022. Alongside this, 'Fifty Years of Friendship' showcased a selection of artwork

acquired with support from 'The Friends of Guildford House'. This was open from 21 July until 8 October.

'Videogames - Made in Guildford' was Guildford Museum's latest exhibition. The display was open between 2 July and 24 September and gave a snapshot into the thriving videogame sector in Guildford and the local area.

Guildford Castle was to reopen from 27th July and it would be possible to climb to the top of the tower for views across the town until the end of October (Wednesday to Saturday).

There had been a memorial service at the Holy Trinity Church on 18th July to remember former Mayor Councillor Richard Billington.

Resources Director and s151 officer, Claire Morris would be leaving the Council at the end of July and the Leader paid tribute to her work over the past nine years.

Finally, the Leader was able to confirm that Police had used new powers awarded to them through s.60c of the Criminal Justice and Public Order Act 2022 to remove an illegal traveller encampment on Stoke Park.

EX20 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.

EX21 Annual Governance Statement 2021-22

The Accounts and Audit Regulations 2015 required the Council to prepare an Annual Governance Statement (AGS) detailing the governance framework and procedures that had operated at the Council during the year; a review of their effectiveness; any significant governance issues that had occurred and a statement of assurance. The draft AGS would be included in the Council's statement of accounts for 2021-22

The Executive considered a report that outlined the background to the AGS; and set out in Appendix 1, the AGS for 2021-22. The Leader of the Council introduced the report and it was explained that action to further develop the Council's governance framework would be implemented where areas for further improvement had been identified.

The Executive was invited to comment on the AGS and make any recommendations, as appropriate, to the Corporate Governance & Standards Committee at its meeting on 28 July 2022.

RESOLVED

To recommend to the Corporate Governance & Standards Committee:

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1. That the Committee adopts the Council's Annual Governance Statement for 2021-22, as set out in Appendix 1 to this report, and publishes the Annual Governance Statement alongside the adopted statement of accounts for 2021-22.
2. That the Committee approves the self-assessment of the Council's compliance with the CIPFA financial management code reported at Appendix 2.

Reason for Recommendation:

To comply with the Accounts and Audit Regulations 2015, the Council must

The meeting finished at 7.12 pm

Signed

Date

Chairman

EXECUTIVE

25 August 2022

- * 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

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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

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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

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