

STATEMENT OF EXECUTIVE DECISIONS

Thursday 20 July 2023

The decisions summarised below were taken by the Executive at the above-mentioned meeting and, subject to the call-in procedure referred to in Overview and Scrutiny Procedure Rule 16 and to the Notes at the end of this document, shall have effect five working days after the meeting. Details of any recommendations to Council are also included for completeness.

Members of the Executive

Chairman:

Councillor Julia McShane (Leader of the Council & Lead Councillor for Housing)

Vice-Chairman:

Councillor Tom Hunt (Deputy Leader of the Council & Lead Councillor for Regeneration)

Councillor Angela Goodwin, Lead Councillor for Engagement and Customer Services

Councillor Catherine Houston, Lead Councillor for Commercial Services

Councillor Richard Lucas, Lead Councillor for Finance and Property

Councillor Carla Morson, Lead Councillor for Community & Organisational Development

Councillor George Potter, Lead Councillor for Planning, Environment and Climate Change

Councillor Merel Rehorst-Smith, Lead Councillor for Regulatory and Democratic Services

**Agenda
Item
No.**

**Officer(s)
to action
Item**

1. APOLOGIES FOR ABSENCE

Apologies for absence received from Councillors Tom Hunt and Carla Morson.

2. LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTEREST

There were no declarations of interest.

3. MINUTES

The minutes of the meeting held on 22 June 2023 were agreed as a correct record. The Chairman signed the minutes.

4. LEADER'S ANNOUNCEMENTS

The Leader informed the Executive that the Community Wellbeing team had just been named a finalist in the prestigious BBC "Make a Difference Awards". Out of thousands of nominations, Community Wellbeing really stood out as a shining example of dedication and commitment to improving the lives of those around us. The Leader congratulated the team for this amazing nomination.

Residents would shortly be asked to check that their electoral registration details were up to date. From 4 August we would begin emailing or writing to every household in the borough, encouraging residents to respond as soon as they could. In particular, we would like potential first-time voters to be aware of their right to register. This included 16-17 year olds who could register ahead of their 18th birthday.

The Leader noted that there was potential funding available for climate change projects, and organisations and community groups were encouraged to contact our Climate Change Officer to find out more nat.prodger@guildford.gov.uk.

Last month, the Surrey Environment Partnership (SEP) waste reduction scheme, Rethink Waste, was rolled out to the whole of Surrey. Any resident with a Surrey postcode could now join the scheme, take part and start receiving rewards for reducing their waste. Further details were available on the SEP website.

5. GENERAL FUND BUDGET UPDATE

Decision:

To recommend to full Council on 25 July 2023:

- (1) To approve the restated 2023-24 General Fund Revenue budget, including the business case for additional planning resources.
- (2) To approve the repurposing of earmarked reserves as detailed in the report.
- (3) To endorse the findings in the report.
- (4) To note the response by the Chief Finance (Section 151) Officer to the S114(3) duty and his recommended immediate actions including a range of expenditure controls, which will be managed through a Financial Control Panel consisting of Senior Officers and chaired by the Section 151 Officer.
- (5) To note that a financial recovery plan is being developed by the Chief Finance Officer in liaison with the Joint Management Team, together with milestones and delivery targets, to be reported to October Full Council for approval.
- (6) To endorse the management action of establishing a task force to deliver the financial recovery plan at pace, to provide the capacity, skills, and capability to support recovery.
- (7) To note that the Executive will set up an executive working group for the following purposes:
 - a) to receive and comment on regular updates on the Council's preparations for the Medium-Term Financial Plan restatement in October and its implementation;
 - b) to provide a sounding board for the Executive and officers on the options that are coming forward to close the projected financial gap; and
 - c) to guide wider communication with councillors

Peter
Vickers

and beyond

- (8) To note that expenditure controls as a feature of how the Council conducts its business will remain in place until such time that the MTFP is balanced, and that such controls shall be determined by the Chief Finance Officer and the Chief Executive, in consultation with the Lead Councillor for Finance and Property.
- (9) To authorise the Chief Finance Officer and Chief Executive to draw down earmarked funding to provide capacity to address and deliver the financial recovery plan and note that the Chief Finance Officer will continue to engage with expert external assistance and advice.
- (10) To endorse the proposal to develop an asset disposal strategy to optimise the revenue impact from the divestment (via sale or otherwise) of the Council's assets and address the need to pay off debt, utilising external advice and support to ensure that best value returns are achieved.
- (11) To agree that a revised Medium-Term Financial Plan be brought to the Executive and Council in October 2023 and then reported quarterly to the Corporate Governance and Standards Committee.

Reason:

To enable the Council to set a balanced budget, which is a statutory requirement and a robust Medium-Term Financial Plan.

Other options considered and rejected by the Executive:

None.

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

None.

6. TEMPORARY SHARED STAFFING ARRANGEMENTS

Decision:

- (1) That the principle of sharing staff between Guildford Borough Council and Waverley Borough Council, on a temporary basis, where appropriate to support the collaboration programme be approved.
- (2) That the Joint Chief Executive be authorised to approve, subject to a business case, future temporary staff sharing arrangements between Guildford Borough Council and Waverley Borough Council, to support the collaboration and transformation programme.
- (3) That the Joint Executive Head of Legal and Democratic Services be authorised to enter into an agreement between Guildford Borough Council and Waverley Borough Council for the sharing of their staff on a temporary basis.

Susan Sale

Reasons:

- (1) To ensure that officers have sufficient agility in operational decision making to embrace opportunities that may arise regarding temporary staffing arrangements, that are likely to be beneficial to both councils in terms of cost, efficiency and skills, whilst retaining flexibility for any future longer-term arrangements brought about through the Transformation and Collaboration Programme.
- (2) To ensure that there is a robust governance process around the sharing of staff on an interim basis, including arrangements for the sharing of costs, terminating any such agreements and resolving any disputes in a fair and transparent manner.

Other options considered and rejected by the Executive:

None.

Details of any conflict of interest declared by the Leader or

lead councillors and any dispensation granted:

None.

7. APPOINTMENTS TO EXTERNAL ORGANISATIONS 2023-27

Decision:

That Councillor Vanessa King be appointed to the Guildford Philanthropy Fund Panel for the period 2023-2027, and that should he choose to accept, Councillor Geoff Davis be appointed as deputy.

John
Armstrong

Reason:

To ensure that the Council is represented on the Guildford Philanthropy Fund Panel.

Other options considered and rejected by the Executive:

None

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

None

NOTES:

- (a) Any decision marked “#” means that the item was deemed by the Chief Executive and agreed by the Executive and Chairman of the Overview and Scrutiny Committee to be a matter of urgency for the reason indicated and, in accordance with Overview and Scrutiny Procedure Rule 16 (h), such decision takes effect immediately and is therefore *not* subject to the call-in procedure.
- (b) The call-in procedure is as follows:
- (i) the Chairman of the Overview and Scrutiny Committee; or
 - (ii) a minimum of five members of the Council
- may require that a decision be referred to the Overview and Scrutiny Committee for review.
- (c) Councillors wishing to exercise their right to call-in a decision taken by the Executive must give notice in writing to the Democratic Services & Elections Manager. The reason for a councillor calling-in a decision shall accompany any such request and must meet one of the following criteria:
- (a) that there was insufficient, misleading or inaccurate information available to the decision-maker;
 - (b) that all the relevant facts had not been taken into account and/or properly assessed;
 - (c) that the decision is contrary to the budget and policy framework and is not covered by urgency provisions; or
 - (d) that the decision is not in accordance with the decision-making principles set out in the Constitution.

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

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