

**GUILDFORD BOROUGH COUNCIL**



**MIAH  
MAYOR**

Contact Officer:

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

17 July 2023

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 25 JULY 2023** commencing at 7.00 pm.

Tom Horwood  
Chief Executive

Millmead House  
Millmead  
Guildford  
Surrey GU2 4BB

**[www.guildford.gov.uk](http://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

<b>Time limits on speeches at full Council meetings:</b>	
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

## **AGENDA**

### **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 9 - 26)**

To confirm the minutes of the Selection meeting of the Council held on 17 May, and the special meeting held on 1 June 2023.

**4. MAYOR'S COMMUNICATIONS**

To receive any communications or announcements from the Mayor.

**5. LEADER'S COMMUNICATIONS**

To receive any communications or announcements from the Leader of the Council.

**6. PUBLIC PARTICIPATION**

To receive questions or statements from the public.

**7. QUESTIONS FROM COUNCILLORS**

To hear questions from councillors of which due notice has been given.

**8. GENERAL FUND BUDGET UPDATE (Pages 27 - 70)**

**9. APPOINTMENTS TO EXTERNAL ORGANISATIONS 2023-27  
(Pages 71 - 116)**

**10. APPOINTMENT OF PARISH MEMBERS TO THE CORPORATE  
GOVERNANCE AND STANDARDS COMMITTEE (Pages 117 - 126)**

**11. MINUTES OF THE EXECUTIVE (Pages 127 - 146)**

To receive and note the attached minutes of the meetings of the Executive held on 16 March, 20 March, and 22 June 2023.

**12. NOTICE OF MOTION DATED 13 JULY 2023: 7 DAY PLANNING  
NOTIFICATION PROCEDURE**

In accordance with Council Procedure Rule 11, Councillor Bob Hughes to propose, and Councillor Richard Mills to second, the following motion:

“Council notes that on 22<sup>nd</sup> February 2023, the Council voted to remove the Member reference process known as the 7-day procedure. This decision removed a key part of democratic decision making from the planning process.

Council further notes that the decision was taken without any consultation of the public, or Parish Councils. It is likely that many including newly elected Councillors will believe that this Ward Councillor consultation process is still in place as it is still happening with older planning applications.

**Therefore, this Council resolves to:**

- (1) Reinststate the Member reference process (7-day procedure).
- (2) Apply the process to all current applications which are still to be determined following the decision taken by the Council on 22<sup>nd</sup> February 2023”.

**13. NOTICE OF MOTION DATED 13 JULY 2023: NORTH STREET**

In accordance with Council Procedure Rule 11, Councillor Matt Furniss to propose, and Councillor Richard Mills to second, the following motion:

**“North Street**

**Background**

Create Streets is an organisation that exists to help solve the housing crisis and to help neighbourhood, communities, landowners, councils and developers create and manage beautiful, sustainable places of gentle density that will be popular, are likely to be correlated with good wellbeing and public health outcomes and which are likely to prove good long-term investments based on the historical data of value appreciation and maintenance costs.

Create Streets was appointed by Surrey County Council to design The Healthy Streets for Surrey Guide, using their expertise to co-create beautiful, sustainable, prosperous, economically and socially successful places with strong local support.

On 25 October 2022, Surrey County Council’s Cabinet endorsed The Healthy Streets for Surrey Guide and agreed adoption of the guide as County Council policy for the design of streets in all new development in the county. The digital version is now live <https://healthystreets.surreycc.gov.uk/> .

It is design guidance to create healthier and more sustainable streets for residents by prioritising air quality, physical activity and community wellbeing. The guidance discusses ways to achieve sustainable streets, such as developing safer walking and cycling routes, promoting public transport, and engaging with local communities.

Department for Levelling Up, Housing and Communities showcased The Healthy Streets for Surrey Guide on 22 June as one of the 25 Pathfinder Councils for showing leadership at the local level. By using design codes, we will enter a virtuous cycle of regenerative development. Design coding is a linchpin in Government's ambitions for changes to the planning system. It is proposed to be mandatory for all local authorities in the Levelling-Up and Regeneration Bill. Associated themes of placemaking and beautiful and sustainable design are already embedded in the National Planning Policy Framework.

**Therefore, this Council resolves to:**

- (1) Appoint Create Streets to act as a 'critical friend' to review and make recommendations on the new North Street application submitted by St Edwards to the Council.
- (2) Add their comments to the appealed scheme which can be used in the Council's evidence to defend the appeal.
- (3) Ask the Executive to endorse Surrey County Council's Healthy Streets for Surrey Guide.

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## GUILDFORD BOROUGH COUNCIL

Minutes of the Selection meeting of Guildford Borough Council held in the Council Chamber, Millmead House, Millmead, Guildford, Surrey GU2 4BB on Wednesday 17 May 2023

\* The Mayor, Councillor Masuk Miah

\* The Deputy Mayor, Councillor Sallie Barker MBE

- \* Councillor Bilal Akhtar
- \* Councillor Phil Bellamy
- \* Councillor Dawn Bennett
- \* Councillor Joss Bigmore
- \* Councillor David Bilbé
- \* Councillor Honor Brooker
- \* Councillor James Brooker
- \* Councillor Philip Brooker
- \* Councillor Ruth Brothwell
- Councillor Yves de Contades
- \* Councillor Amanda Creese
- \* Councillor Geoff Davis
- \* Councillor Jason Fenwick
- \* Councillor Matt Furniss
- \* Councillor Angela Goodwin
- Councillor Lizzie Griffiths
- \* Councillor Gillian Harwood
- \* Councillor Stephen Hives
- \* Councillor Catherine Houston
- \* Councillor Bob Hughes
- \* Councillor Tom Hunt
- \* Councillor James Jones
- \* Councillor Vanessa King
- \* Councillor Steven Lee
- \* Councillor Sandy Lowry
- \* Councillor Richard Lucas
- \* Councillor Julia McShane
- \* Councillor Richard Mills
- \* Councillor Carla Morson
- \* Councillor Danielle Newson
- \* Councillor Patrick Oven
- \* Councillor George Potter
- \* Councillor Maddy Redpath
- \* Councillor Merel Rehorst-Smith
- \* Councillor David Shaw
- \* Councillor Joanne Shaw
- \* Councillor Howard Smith
- \* Councillor Katie Steel
- \* Councillor Cait Taylor
- \* Councillor Jane Tyson
- \* Councillor James Walsh
- \* Councillor Fiona White
- \* Councillor Dominique Williams
- \* Councillor Keith Witham
- \* Councillor Sue Wyeth-Price
- \* Councillor Catherine Young

\*Present

### **CO10 APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of Councillors Yves de Contades and Lizzie Griffiths, and from Honorary Aldermen Catherine Cobley, Jayne Marks, Tony Phillips, Lynda Strudwick and Jenny Wicks.

**CO11 DISCLOSURES OF INTEREST**

There were no disclosures.

**CO12 MINUTES**

The Council confirmed, as a correct record, the minutes of the Annual Meeting held on 10 May 2023. The Mayor signed the minutes.

**CO13 APPOINTMENT OF DEPUTY MAYOR 2023-24**

Councillors were reminded that, at its Annual Meeting on 10 May 2023, the Council had deferred consideration of the appointment of the Deputy Mayor for the 2023-24 Municipal Year to this meeting.

Following the Annual Meeting, nominations had been invited, and Councillor Sallie Barker MBE had been nominated.

Upon the motion of Councillor Philip Brooker, seconded by Councillor Matt Furniss, the Council unanimously

RESOLVED: That Councillor Sallie Barker MBE be appointed Deputy Mayor for the municipal year 2023-24.

Councillor Barker made the statutory Declaration of Acceptance of Office, took the Oath of Allegiance, and took her seat on the dais.

**CO14 MAYOR'S COMMUNICATIONS**

The Mayor thanked everyone who had attended the Annual Meeting on 10 May, and the Civic Service on Sunday 14 May 2023.

**CO15 ELECTION OF THE LEADER OF THE COUNCIL**

The Council noted that, in respect of the election of the Leader of the Council, Councillor Julia McShane had been nominated.

Upon the motion of Councillor Catherine Houston, seconded by Councillor George Potter, the Council unanimously

RESOLVED: That Councillor Julia McShane be elected Leader of the Council for a period ending on the day of the next post-election annual meeting of the Council.

Councillor McShane took her seat on the dais.

**CO16 LEADER'S COMMUNICATIONS**

Councillor McShane congratulated Councillor Barker on her appointment as Deputy Mayor.

Councillor McShane expressed thanks to the Council for her election as Leader. As Leader she highlighted the new administration's focus on making the borough greener, fairer and thriving for all communities.

The Leader indicated that the administration would always seek to work collaboratively with those who were interested in working to make the borough an even better place to live. The significant challenges facing the Council were understood, with performance issues in planning the pressure on finances and recruitment issues impacted by housing affordability. The Council would continue to be committed to the collaboration with Waverley Borough Council and to driving forward proposals to enable more effective working across both councils.

The Council needed to ensure that its finances were sustainable and that public services were protected, particularly those that had a direct and positive impact on the health and wellbeing of the most vulnerable residents.

The Council's housing stock and services to tenants would continue to be a high priority, as would the determination to ensure homes were available for those who needed safe, secure and affordable places to live.

The Leader indicated that the Council would strengthen further the already strong relationships with other authorities and organisations such as the University of Surrey, the Royal Surrey Hospital and Surrey County Council.

By continuing to work together better provision could be made for more affordable homes, access to GP and dental provision, sustainable transport such as improved bus and train services, walking and cycling routes, and improvements to air quality. The Council would continue to support and develop the positive working relationships with parish councils and residents' groups, and would create more opportunities to engage with other groups who had interests in areas of culture, heritage and sport, which contributed so much to the life of Guildford and the villages.

The Leader expressed a wish to create a new Younger Persons' Champion, and Diversity and Inclusion Champion.

The Leader was confident that all councillors had the best interests of the borough at heart and that councillors could work constructively together for the next four years in a culture of positive, collaborative and respectful relationships.

The Leader announced that the following councillors would serve on the new Executive:

- Councillor Tom Hunt (Deputy Leader of the Council)
- Councillor Angela Goodwin
- Councillor Catherine Houston
- Councillor Richard Lucas
- Councillor Carla Morson
- Councillor George Potter
- Councillor Merel Rehorst-Smith

The Leader would announce details of their portfolio responsibilities in the following week.

#### **CO17 PUBLIC PARTICIPATION**

(a) Ruth Stone, Founder of Burpham Wellbeing made a statement to the Council in respect of the need for greater access to public facilities in Burpham to enable more community use and connections. Ms Stone made the following points:

- Grateful to the Council for supporting Burpham Wellfest with grants for the past two years
- Following difficulties in hiring Sutherland Memorial Hall, the Burpham Community Hub was established, and it recently secured a lease to manage the Hall pending final agreement of terms and conditions.
- From its inception the Burpham Community Hub had applied to manage all of Sutherland Memorial Park's facilities for the benefit of the community, including three tennis courts, the Hall and a cricket pavilion.
- The tennis courts are not used most days because they need to be booked by an e-mail system which operates during office hours only.
- Since Wellfest was established, three years ago, the cost of hiring the Park had increased by 400%.
- If the Council did not have the resources to manage these assets, there was a committed community body that could manage them for the community's benefit.

The Leader of the Council responded by stating that she had listened carefully to the representations made. The Leader was in the process of putting the new administration together, and that the new Lead Councillor for this area, once appointed, would wish to look into these matters and communicate with Ms Stone and the local community.

(b) Gavin Morgan, Guildford Heritage Forum made a statement to the Council in respect of seeking the Council's continued commitment to supporting Guildford's heritage. Mr Morgan made the following points:

- Whilst events such as Heritage Open Day and Car Free Day were good examples of how the Council and the community could work together in a meaningful way, it was clear that an honest partnership was needed between the Council and the community, drawing on the community's considerable experience and knowledge.
- The Council was urged not to focus on just the heritage itself but on the value that heritage could bring to the town

The Leader of the Council responded by referring to her earlier statement that the Council would create more opportunities to engage with other groups who had interests in areas such as culture and heritage. The Leader welcomed the creation of a partnership between the Council and the community to take this further and would be happy to organise some meetings in that regard.

(c) Charlie Pope, representative of Burpham Football Club made a statement to the Council in respect of Football Facilities in Burpham and, in particular, Sutherland Memorial Park. Mr Pope made the following comments:

- Sutherland Memorial Park pitch facilities were widely considered among the worst pitches in the area.
- Fees for hiring the pitches were to increase by nearly 20% next season.
- The changing facilities were in desperate need of updating. The Football Foundation Guildford report had described them as "poor quality". The position had been compounded by the loss of one of the changing rooms to the bowls club, which now meant that there was only one full size changing room, supplying two pitches.
- It was not possible to use the training facilities in the winter due to the floodlights on one side of the Park not being maintained and the astroturf being of very poor quality.

- For the past few years, the Club had not been able to access Sutherland Memorial Hall, which had been used previously as a clubhouse.
- It was hoped that this would change due to the work of the Burpham Community Hub.
- These issues also affected other sports groups that used the facilities.
- It was hoped that a plan could be devised with the Council to look at ways of providing and funding better facilities for sports in the area.

The Leader of the Council responded by acknowledging the issues and difficulties that Burpham Football Club was facing regarding the facilities at Sutherland Memorial Park. The Leader appreciated that such facilities were often required to be shared or have a dual use to enable other groups to use them. The Leader reiterated the need to have conversations with the users of these facilities in order to find a way forward.

(d) Matt Trevail, resident of Burpham, made a statement to the Council in respect of reduced public tennis facilities in Burpham and concerns over the Council's role in getting better use out of sporting facilities. Mr Trevail made the following comments:

- Concern over the Council's increasing lack of support or future planning had become extremely frustrating in recent years, with many issues having been raised in discussions and in emails with the MP, council officers, and the former lead councillor, including the re-opening of Sutherland Memorial Hall.
- Mr Trevail asked why the Council was forcing tennis out of Burpham and refusing to properly explore established online court and pitch management systems, which could be provided at no cost by the Lawn Tennis Association.
- The Council missed out on the chance to get involved in the recent Tennis Opened-up Project, which was a joint project with the government and the LTA involving Parks Tennis investment of £30.5 million.
- As a direct result of the pandemic Burpham Football Club was unfortunately, forced to fold with no support from the Council. Residents had been left with poorly maintained courts and artificial pitch with no booking system and poor management structure.
- The Council had recently decided to spend £15,000 pounds on a fence to separate one tennis court from the other two without any consultation with local users or experts from the LTA or FA.
- Concern that the Council had indicated that no tennis facilities would be available during the winter months.

- Whilst the Council had allowed one non-local commercial company to undertake, on an ongoing trial basis, the management of tennis facilities at Stoke Park, it would not allow any form of trial for the management of Sutherland facilities for local community groups who were dedicated to improving the facility for use by local people.
- Request that the Council reappoints somebody to take direct responsibility for sports development in the borough.

The Leader of the Council responded by stating that there would be a need for the new administration to review services across all service areas, particularly within the challenging financial constraints the Council was currently facing together with other issues such as inflation, and the cost of living. The Leader agreed that these facilities and sport were very important, as were so many of the other services that the Council provided.

#### **CO18 QUESTIONS FROM COUNCILLORS**

- (a) Councillor Philip Brooker asked the Leader of the Council the following question:

*“Can the Leader confirm what her plans are to increase social housing in the Borough? How many social houses do you intend to provide on a year-on-year basis over the next four years, what sites have been allocated for this, and how will it be financed?”*

- (b) Councillor Bilal Akhtar asked the Leader of the Council the following question:

*“Can the Leader confirm the number of staff currently employed in the Council’s planning enforcement team and also outline any intention to recruit additional staff to the Council’s planning enforcement team?”*

- (c) Councillor Bob Hughes asked the Leader of the Council the following question:

*“Can the Leader please confirm how much the Council has so far spent on agency and temporary staff in 2022/23 across the organisation? What is the projected budget for 2023/24? And can you confirm how much the Council has spent so far on consultants in 2022/23? What is the projected budget for 2023/24?”*

As notice of the above questions was received on Friday 12 May, and that the Council had elected Councillor McShane as Leader at this meeting, the Mayor informed the Council that the newly elected Leader would circulate to all councillors a written response to each question.

### **CO19 APPOINTMENTS TO COMMITTEES 2023-24 AND OTHER APPOINTMENTS**

The Council considered a report on the appointment of councillors to committees for the municipal year 2023-24. Councillors noted the political composition of the Council following the Borough Council elections on 4 May 2023, and the details of each of the political groups on the Council, which were set out in the Order Paper circulated at the meeting.

Details of the proposed committees and their respective size and terms of reference were set out in the report submitted to the Council, including details of the numerical allocation of seats on the committees to the political groups. The Order Paper also included details of each group's nominations to fill those seats (and substitutes where appropriate), together with the nominations for election of committee and sub-committee chairmen and vice-chairmen.

Upon the motion of the Leader of the Council, Councillor Julia McShane, and seconded by the Deputy Leader of the Council, Councillor Tom Hunt, the Council:

RESOLVED:

- (1) That, for the 2023-24 municipal year and subject to paragraph (2) below, the Council agrees to appoint the committees referred to in the table set out in paragraph 4.1 of the report submitted to the Council, and agrees their respective size referred to therein and the proposed terms of reference, as indicated in Appendix 1 to the report.
- (2) That the Service Delivery Executive Advisory Board be re-named the "Community Executive Advisory Board" and the Strategy and Resources Executive Advisory Board be re-named the "Resources Executive Advisory Board" and that their respective remits be aligned with the current Joint Management Team structure as indicated below:

"Community EAB" to cover the following service areas:

- Communications and Customer Services
- Community Services
- Environmental Services
- Housing Services



- Regulatory Services
- Commercial Services

“Resources EAB” to cover the following service areas:

- Planning Development
- Regeneration and Planning Policy
- Assets
- Finance
- Legal & Democratic Services
- Organisational Development

(3) That the following numerical allocation of seats on committees to each political group on the Council be approved for the 2023-24 municipal year:

Committee	Lib Dem	Con	R4GV	GGG	Labour
Corp Gov & Standards	4	1	1	0	1
Employment	2	1	0	0	0
Community EAB	6	3	2	0	1
Resources EAB	6	3	2	1	0
Joint Appointments	2	1	0	0	0
Joint Governance	3	1	1	1	0
Licensing	8	3	2	1	1
Overview & Scrutiny	6	2	2	1	1
Planning	8	3	2	1	1
<b>Total no. of seats on committees</b>	<b>45</b>	<b>18</b>	<b>12</b>	<b>5</b>	<b>5</b>

(4) That the nominations for membership and (where applicable) substitute membership of the committees, Executive Advisory Boards, and the joint committees, for the 2023-24 municipal year, be approved in accordance with the wishes of the political groups as indicated below:

**Corporate Governance and Standards Committee**

Appointed Members:

Councillor Phil Bellamy  
 Councillor Joss Bigmore  
 Councillor Bob Hughes  
 Councillor James Jones  
 Councillor George Potter  
 Councillor James Walsh  
 Councillor Fiona White

Substitute Members:

Councillor Bilal Akhtar  
 Councillor Honor Brooker  
 Councillor Ruth Brothwell  
 Councillor Amanda Creese  
 Councillor Vanessa King  
 Councillor Richard Mills  
 Councillor Howard Smith  
 Councillor Katie Steel

**Employment Committee**

Appointed Members:

Councillor Philip Brooker  
Councillor Julia McShane  
Councillor Katie Steel

Substitute Members:

Councillor Bilal Akhtar  
The Deputy Mayor, Councillor Sallie Barker MBE  
Councillor Angela Goodwin  
Councillor Bob Hughes  
Councillor James Jones  
Councillor George Potter  
Councillor Cait Taylor  
Councillor Keith Witham

**Community Executive Advisory Board**

Appointed Members:

The Deputy Mayor, Councillor Sallie Barker MBE  
Councillor Dawn Bennett  
Councillor David Bilbé  
Councillor Honor Brooker  
Councillor Amanda Creese  
Councillor Gillian Harwood  
Councillor Steven Lee  
Councillor Sandy Lowry  
Councillor David Shaw  
Councillor Joanne Shaw  
Councillor Katie Steel  
Councillor Cait Taylor

Substitute Members:

Councillor Bilal Akhtar  
Councillor Philip Brooker  
Councillor Ruth Brothwell  
Councillor Geoff Davis  
Councillor Matt Furniss  
Councillor Lizzie Griffiths  
Councillor Steve Hives  
Councillor Bob Hughes  
Councillor James Jones  
The Mayor, Councillor Masuk Miah  
Councillor Richard Mills  
Councillor Danielle Newson  
Councillor Howard Smith  
Councillor Jane Tyson  
Councillor James Walsh  
Councillor Dominique Williams  
Councillor Keith Witham  
Councillor Catherine Young

**Resources Executive Advisory Board**

Appointed Members:

Councillor Phil Bellamy  
Councillor James Brooker  
Councillor Ruth Brothwell  
Councillor Yves de Contades  
Councillor Geoff Davis  
Councillor Matt Furniss  
Councillor Steve Hives  
Councillor Vanessa King  
Councillor Richard Mills  
Councillor Joanne Shaw  
Councillor Jane Tyson

Substitute Members:

Councillor Bilal Akhtar  
The Deputy Mayor, Councillor Sallie Barker MBE  
Councillor Dawn Bennett  
Councillor David Bilbé  
Councillor Honor Brooker  
Councillor Philip Brooker  
Councillor Jason Fenwick  
Councillor Lizzie Griffiths  
Councillor Gillian Harwood  
Councillor Bob Hughes  
Councillor James Jones

Appointed Members:

Councillor Catherine Young

Substitute Members:

Councillor Steven Lee

Councillor Patrick Oven

Councillor David Shaw

Councillor Katie Steel

Councillor Cait Taylor

Councillor Dominique Williams

Councillor Keith Witham

**Guildford and Waverley Joint Appointments Committee**

Appointed Members:

Councillor Philip Brooker

Councillor Julia McShane

Councillor Fiona White

**Guildford and Waverley Joint Governance Committee**

Appointed Members:

Councillor Joss Bigmore

Councillor Philip Brooker

Councillor Jason Fenwick

Councillor Julia McShane

Councillor Danielle Newson

Councillor Merel Rehorst-Smith

**Licensing Committee**

Appointed Members:

Councillor Bilal Akhtar

Councillor Amanda Creese

Councillor Gillian Harwood

Councillor Catherine Houston

Councillor Bob Hughes

Councillor Tom Hunt

Councillor Sandy Lowry

The Mayor, Councillor Masuk Miah

Councillor Patrick Oven

Councillor David Shaw

Councillor Katie Steel

Councillor Jane Tyson

Councillor Keith Witham

Councillor Dominique Williams

Councillor Catherine Young

**Overview and Scrutiny Committee**

Appointed Members:

Councillor Honor Brooker  
 Councillor Jason Fenwick  
 Councillor Matt Furniss  
 Councillor Lizzie Griffiths  
 Councillor Gillian Harwood  
 Councillor Steven Lee  
 Councillor Maddy Redpath  
 Councillor Katie Steel  
 Councillor James Walsh  
 Councillor Fiona White  
 Councillor Dominique Williams  
 Councillor Sue Wyeth-Price

Substitute Members:

All non-Executive councillors not appointed to this Committee may substitute for any member of the Committee from the same political group

**Planning Committee**

Appointed Members:

Councillor Bilal Akhtar  
 Councillor David Bilbé  
 Councillor Lizzie Griffiths  
 Councillor Steve Hives  
 Councillor James Jones  
 Councillor Vanessa King  
 Councillor Richard Mills  
 Councillor Patrick Oven  
 Councillor George Potter  
 Councillor Maddy Redpath  
 Councillor Joanne Shaw  
 Councillor Howard Smith  
 Councillor Cait Taylor  
 Councillor Fiona White  
 Councillor Sue Wyeth-Price

Substitute Members:

The Deputy Mayor, Councillor Sallie Barker MBE  
 Councillor Phil Bellamy  
 Councillor Joss Bigmore  
 Councillor James Brooker  
 Councillor Philip Brooker  
 Councillor Ruth Brothwell  
 Councillor Amanda Creese  
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 Councillor Matt Furniss  
 Councillor Catherine Houston  
 Councillor Bob Hughes  
 Councillor Richard Lucas  
 Councillor Merel Rehorst-Smith  
 Councillor Jane Tyson  
 Councillor James Walsh  
 Councillor Keith Witham  
 Councillor Catherine Young

- (5) That, for the 2023-24 municipal year, the councillors indicated in the table below be elected as chairman of the committees/sub-committees/ EABs referred to therein:

<b>Committee</b>	<b>Chairman</b>
Employment Committee	Clr Julia McShane
Community EAB	Clr Katie Steel
Licensing Sub-Committee (up to 7 designated sub-committee chairmen)	Clr Amanda Creese Clr Gillian Harwood Clr Masuk Miah

Committee	Chairman
	Cllr Patrick Oven Cllr Katie Steel Cllr Keith Witham Cllr Catherine Young
Planning Committee	Cllr Fiona White

- (6) That the election of vice-chairman of the Employment Committee, Community EAB, and Planning Committee be dealt with at their first meetings of the municipal year.
- (7) That the Council re-appoints Murray Litvak as a co-opted independent member of the Corporate Governance and Standards Committee for the four-year period 2023-2027.
- (8) That the Council re-appoints Julia Osborn (Send Parish Council), Ian Symes (Effingham Parish Council), and Tim Wolfenden (Shalford Parish Council) as co-opted parish members on the Corporate Governance and Standards Committee for a period up to the appointment of their successors.
- (9) That the Council appoints Councillor Honor Brooker as Older Persons' Councillor Champion for 2023-24.
- (10) That, in accordance with Section 28 (7) of the Localism Act 2011, the Council appoints the following persons as Independent Persons for a four-year term of office expiring in May 2027:
  - Andrea Armstrong
  - Vivienne Cameron
  - Jane Clarke
  - Bill Donnelly
  - John Smith
- (11) That the Council agrees that the time at which Council and Committee meetings shall normally begin shall remain at 7pm.

Reasons for Recommendation:

- To comply with Council Procedure Rules 23 and 29 of the Constitution in respect of the appointment of committees and election of chairmen and vice-chairmen

- To enable the Council to comply with its obligations under the Local Government and Housing Act 1989 in respect of the political proportionality on its committees.
- To enable the Council to comply with the requirements of the Police Reform and Social Responsibility Act 2011.
- To enable the Council to comply with its obligations under Section 28 (7) of the Localism Act 2011.

#### Contested Appointments: Committee Chairmen

The Council was invited to vote on the contested elections in respect of the chairmen of the following committees:

- Corporate Governance and Standards Committee
- Resources EAB
- Licensing Committee
- Overview & Scrutiny Committee

The Council

RESOLVED:

- (1) That Councillor Phil Bellamy be elected chairman of the Corporate Governance & Standards Committee for the 2023-24 municipal year, and Councillor Bob Hughes be elected vice-chairman.
- (2) That Councillor Ruth Brothwell be elected chairman of the Resources EAB for the 2023-24 municipal year, and Councillor Richard Mills be elected vice-chairman.
- (3) That Councillor Catherine Young be elected chairman of the Licensing Committee for the 2023-24 municipal year, and Councillor Keith Witham be elected vice-chairman.
- (4) That Councillor James Walsh be elected chairman of Overview & Scrutiny Committee for the 2023-24 municipal year, and Councillor Matt Furniss be elected vice-chairman.

#### Appointment of Representative on the Surrey Police and Crime Panel

The Council was also invited to vote on the contested appointment of the Council's representative on the Surrey Police and Crime Panel for the period 2023-2027.

The Council

RESOLVED: That Councillor Danielle Newson be appointed the Council's representative on the Surrey Police & Crime Panel for the period 2023-2027.

Appointment of Councillor Champions

The Council was also invited to vote on the contested appointment of Councillor Champions for the 2023-24 municipal year.

The Council

RESOLVED:

- (1) That Councillor Steve Hives be appointed as Armed Forces Champion for the 2023-24 municipal year, and the Deputy Mayor, Councillor Sallie Barker MBE be appointed as the deputy Armed Forces Champion.
- (2) That Councillor Howard Smith be appointed as Historic Environment & Design Champion for the 2023-24 municipal year, and Councillor Richard Mills be appointed as the deputy Historic Environment & Design Champion.

**CO20 APPOINTMENT OF HONORARY FREEMAN**

The Council considered a report on a nomination received for the appointment of Mr David John Goodwin as Honorary Freeman of the Borough. Councillors were reminded that, under the Council's adopted Protocol on the appointment, role, status, rights and obligations of Honorary Freemen and Honorary Aldermen, a person shall be deemed eligible for appointment as an honorary freeman provided that they met all of the following requirements:

The person shall:

- be a person of distinction
- have given eminent service to the borough; and
- 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.

Details of Mr Goodwin's eminent and distinguished service to the Borough, were appended to the report submitted to the Council.

Agenda item number: 3

Upon the motion of Councillor Fiona White, seconded by Councillor Julia McShane, the Council

RESOLVED: That a special meeting of the Council be convened on Thursday 1 June 2023 at 7pm at the Guildhall for the purpose of conferring upon Mr David Goodwin the title of Honorary Freeman of the Borough.

Reason:

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

**Note:** By reason of the special circumstances described below, the Mayor considered that this item should be dealt with at this meeting as a matter of urgency pursuant to Section 100B 4 (b) of the Local Government Act 1972.

**Special Circumstances:** To enable the Council to consider as expeditiously as possible the nomination submitted.

The meeting finished at 8.07 pm

Signed .....  
Mayor

Date .....



## GUILDFORD BOROUGH COUNCIL

Minutes of a special meeting of Guildford Borough Council held at the Guildhall, High Street, Guildford, Surrey, GU1 3AA on Thursday 1 June 2023

\* The Mayor, Councillor Masuk Miah

\* The Deputy Mayor, Councillor Sallie Barker MBE

Councillor Bilal Akhtar	Councillor Steven Lee
* Councillor Phil Bellamy	Councillor Sandy Lowry
Councillor Dawn Bennett	Councillor Richard Lucas
Councillor Joss Bigmore	* Councillor Julia McShane
Councillor David Bilbe	Councillor Richard Mills
Councillor Honor Brooker	* Councillor Carla Morson
Councillor James Brooker	Councillor Danielle Newson
Councillor Philip Brooker	Councillor Patrick Oven
* Councillor Ruth Brothwell	* Councillor George Potter
* Councillor Yves de Contades	Councillor Maddy Redpath
Councillor Amanda Creese	Councillor Merel Rehorst-Smith
Councillor Geoff Davis	Councillor David Shaw
Councillor Jason Fenwick	Councillor Joanne Shaw
Councillor Matt Furniss	Councillor Howard Smith
* Councillor Angela Goodwin	Councillor Katie Steel
* Councillor Lizzie Griffiths	Councillor Cait Taylor
* Councillor Gillian Harwood	* Councillor Jane Tyson
Councillor Stephen Hives	Councillor James Walsh
* Councillor Catherine Houston	* Councillor Fiona White
* Councillor Tom Hunt	* Councillor Dominique Williams
Councillor Bob Hughes	Councillor Keith Witham
* Councillor James Jones	Councillor Sue Wyeth-Price
* Councillor Vanessa King	* Councillor Catherine Young

\*Present

The following were also in attendance:

Honorary Freeman Keith Churchouse  
Honorary Freeman David Watts  
Honorary Alderman Vivienne Johnson  
Honorary Alderman David Wright

**CO21 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bilal Akhtar, Dawn Bennett, Joss Bigmore, Honor Brooker, Philip Brooker, Matt Furniss, Steven Lee, Richard Lucas, Danielle Newson, Maddy Redpath, Merel Rehorst-Smith, Joanne Shaw, Howard Smith, Katie Steel, Cait Taylor, James Walsh, Keith Witham and Sue Wyeth-Price. Apologies were also received from Honorary Aldermen Keith Childs, Catherine Cobby, Sarah Creedy, Jayne Marks, Terence Patrick, Tony Phillips, Lynda Strudwick, Keith Taylor, and Jenny Wicks, and from the Honorary Remembrancer Matthew Alexander.

**CO22 DISCLOSURES OF INTEREST**

There were no disclosures of interest.

**CO23 MAYOR'S COMMUNICATIONS**

The Mayor reported that, on Sunday 21 May, he had attended the Ukrainian Sunday School at the Hive, Park Barn to celebrate Vyshyvanka Day with local Ukrainian families. Many of them wore their traditional colourful embroidered shirts. It had been a very happy occasion, which contrasted with all the dreadful things going on in their country.

**CO24 APPOINTMENT OF HONORARY FREEMAN**

Before proceeding to the principal business of the meeting, the Council heard a summary of the origins, history, and development of the office of Honorary Freeman.

Upon the motion of Councillor Fiona White, seconded by Councillor Julia McShane, the Council unanimously

RESOLVED: That, pursuant to the provisions of Section 249(5) of the Local Government Act 1972, the title of Honorary Freeman be conferred upon David John Goodwin in recognition of the distinguished and eminent service he has rendered to the Borough of Guildford as a councillor from 1999 to 2023.

In the absence of Mr Goodwin due to ill health, the Mayor presented a commemorative Scroll of Freedom to his wife, Councillor Angela Goodwin. The meeting finished at 7.25 pm

Signed .....

Mayor

Date .....

# Guildford Borough Council

Report to: Council

Date: 25 July 2023

Ward(s) affected: All

Report of Chief Finance Officer and Chief Executive

Author: Peter Vickers, CFO

Tel: 01483 444027

Email: peter.vickers@guildford.gov.uk

Lead Councillor responsible: Richard Lucas (Finance and Property), Julia McShane (Leader)

Email: Richard.lucas@guildford.gov.uk

Email: julia.mcshane@guildford.gov.uk

Report Status: Open

## General Fund Budget Update

### 1. Executive Summary

- 1.1 All district and borough councils face severe financial challenges in the next few years because of increasing demand for services, the state of the UK economy over the last year (with high inflation and rising interest rates), and a succession of government funding reductions over many years. As previously reported to councillors, Guildford Borough Council's challenge is greater and more urgent than most councils due to these factors and a legacy of ambitious decisions to support infrastructure and regeneration that have increased our requirement to finance the Council's overall debt (c. £300 million), which is expected to rise further. For context, CIPFA reports that Surrey councils' debts in 2021-22 ranged from £0 in Reigate & Banstead to £1.9bn in Woking. The total debt of all Surrey's eleven district and borough councils and Surrey County Council was £5.5bn. Following a detailed review commissioned by

the new Joint Management Team (JMT), the Council is imposing financial controls and seeking further external support and advice. While a Section 114(3) notice – a formal statement by the Chief Finance Officer that expenditure cannot be met by resources – is not required for the financial year 2023-24, we are gravely concerned about the Council's financial position in the medium term (2-4 years). We will reconsider the issue of such a notice in time for the 10 October full Council meeting, which will consider a revised Medium Term Financial Plan, in the light of the progress that has been made to set the Council on a more sustainable footing.

- 1.2 At its budget meeting on 8 February 2023, full Council approved the 2023-24 budget and Medium-Term Financial Plan (MTFP) including an **£18.3m** projected deficit to be resolved, underwritten by an estimated **£32m** cash backed usable reserves and **£3.75m** General Fund working balance reserve. At that point in time, the reasonable worst-case scenario was that the Council's expenditure could be met by the resources currently available to it in the immediate term.
- 1.3 Full Council approved a recommendation for the JMT to undertake a comprehensive financial review to identify a set of measures to address this deficit and present a revised budget and MTFP to Full Council in July 2023. That work has progressed, and this report sets out the findings and actions to be taken, including a 2023-24 General Fund budget revision for Full Council approval.
- 1.4 This budget was set in the context of uncertainty, resulting from a delay in the external audit of the accounts since the last sign off in 2019-20. Notable change has happened in the Council since then and the 2020-21 accounts were audited in March/April 2023. This identified several historical accounting errors requiring restatement of the accounts that negatively impacted the projected £32million usable reserve balance.
- 1.5 Due to several events detailed in this report, projected cash-backed reserves at **31 March 2024** are now projected to **be £8.5m assuming there is no deficit in 2023-24 and no added cost pressures** (compared to the reported £32m in February 2023) and less than the projected February MTFP deficit of £18.3m. While the Budget for

2023-24 can be covered, the Council therefore faces a serious financial situation in the next few years.

- 1.6 The Council's Chief Finance Officer (Section 151 Officer) has a statutory duty to consider issuing a Section 114(3) Notice, where in his view, the current or future expenditure of the authority incurred (including expenditure it proposes to incur) in a budget year is likely to exceed resources (including sums borrowed) available to it to meet that expenditure.
- 1.7 A S114(3) Notice is extremely serious and has far-reaching implications for the Council. It requires the Council to cease all non-essential expenditure and reduce operational and service delivery costs immediately. That said, the Council cannot go into Administration or Liquidation as it is backed by government and taxation. This means all contracts in flight and creditors are secure, staff will continue to be paid and deliver statutory services, particularly to the vulnerable and homeless.
- 1.8 As proposed in this report, the Council can balance the 2023-24 General Fund budget, with the use of cash-backed reserves if necessary, avoiding the issuing of a S114(3) in this financial year. However, the ability to resolve the MTFP deficit is also a S114(3) consideration in respect of the wider financial sustainability and reserves position, and this is much more challenging to assess in respect of several significant and specific financial issues. This report provides an opportunity for councillors to support the robust steps initiated by the Corporate Management Board<sup>1</sup> now to avoid at best and delay at worst the requirement to issue a S114(3) Notice. Since the new JMT was created in 2022, we have been reviewing the Council's financial position and reporting to the Executive and the

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<sup>1</sup> The Corporate Management Board is the senior group of officers who advise the Executive and Council on policy and strategy. Since the collaboration with Waverley Borough Council commenced in October 2022, it has comprised the following shared officers: Chief Executive, three Strategic Directors, and the other two statutory officers of S151 Officer and Monitoring Officer.

Corporate Governance & Standards Committee, the latter acting as the Council's statutory audit committee. We will continue to be open with councillors and the public about the situation facing the Council and resolute in applying remedies to put the Council on an even keel.

- 1.9 This report sets out the circumstances contributing to the serious financial situation along with an immediate action plan until there is more clarity on longer-term issues and a detailed longer term action plan. If these action plans are not adhered to or do not achieve the required outcomes a S114(3) Notice will need to be issued.
- 1.10 These action plans will need to be jointly owned by officers and councillors and be the primary focus of the Council moving forward to drive the change and transformation required to support recovery. The Council still has the responsibility to provide statutory services to its residents and this must remain the focus of the management team and the whole organisation, with a taskforce set up to deliver the action plans.
- 1.11 This report contains the following Appendices:
  - Appendix 1: General Fund Summary
  - Appendix 2: Detailed budget adjustments
  - Appendix 3: Summary of non-staff expenditure supporting Appendix 1
- 1.12 This report will also be considered by the Corporate Governance & Standards Committee at its special meeting on 18 July, and by the Executive at its meeting on 20 July. Their comments and recommendations will be included on the Order Paper for the Council meeting.

## **2. Recommendation**

That the Council resolves:

- 2.1. To approve the restated 2023-24 General Fund Revenue budget.
- 2.2. To approve the repurposing of earmarked reserves as detailed in this report.

- 2.3. To endorse the findings in this report.
- 2.4. 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.
- 2.5. 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.
- 2.6. 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.
- 2.7. To note that an informal cross-party councillor reference group has been set up 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 and beyond
- 2.8. 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.
- 2.9. 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.
- 2.10. 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.

- 2.11. 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.

### **3. Reason for Recommendation:**

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

### **4. Exemption from publication**

- 4.1. None.

### **5. Purpose of Report**

- 5.1. This report sets out the Council's serious financial situation and action plans to resolve this as soon as possible.

### **6. Strategic Priorities**

- 6.1. The budget underpins the Council's strategic framework and delivery of the Corporate Plan.

### **7. Introduction and Background**

- 7.1. At its budget meeting on 8 February 2023, full Council approved the 2023-24 budget and Medium-Term Financial Plan (MTFP) including an £18.3m projected deficit to be resolved, underwritten by an estimated £32m cash-backed usable reserves and £3.75m General Fund working balance reserve. As reported to the Council at that time, the integrity of the budget was a substantial risk, and a commitment was given to complete a financial review and report back to full Council in July 2023 with the findings, and a plan to resolve the budget gap. This report fulfils that commitment.



- 7.2. The Joint Management Team (JMT) had been in role for three months prior to the budget report being produced. An interim Section 151 Officer was employed to cover a vacancy in that role from July to October 2022; the current post-holder commenced on 1 October 2022 and is due to leave in early September 2023. Publication of the 2021-22 accounts was delayed past the statutory deadline (July) and not ready for publication. The 2020-21 accounts had not been audited and 2022-23 budget monitoring indicated a significant overspend by period 4.
- 7.3. The interim Section 151 Officer began undertaking due diligence on the projected overspend and identified a £1.9m payroll error in the 2022-23 budget, which was reported to the Corporate Governance and Standards Committee, acting as the Council's statutory audit committee. With the support and oversight of the new Corporate Management Board, this due diligence work was carried on by the new Executive Head of Finance (Section 151 Officer) and an internal audit was commissioned on the cause of the payroll error and the significant projected budget overspends, specifically looking at the financial control environment. The payroll audit by KPMG as the Council's then internal auditors reported with the lowest-possible assurance level. In hindsight, it is the view of the S151 Officer that subsequent research has found deeper malaise in GBC's financial accounting and reporting than the assurance suggested.
- 7.4. The financial review included a detailed review overseen by the Corporate Management Board of every budget. A strategic review of how services are being delivered is currently near completion. External assistance has been commissioned from LG Futures Ltd. to review collection fund (business rates) accounting and CIPFA (Chartered Institute of Public Finance & Accountancy) has reviewed the major capital projects and capital strategy. As a result of these reviews, it has been established that the financial position of the Council is significantly worse than the position set out in February 2023 for the reasons set out below.

### **Key issues resulting from the financial review**

- 7.5. The drivers of the MTFP deficit go back several years. The key issues that have become known from the financial review are as follows:
- 7.6. The Council underwent a restructure programme from 2018 to 2021 (“Future Guildford”) aimed at achieving revenue savings from headcount reduction of circa £10m to meet an expected revenue gap. This entailed a complete service redesign in how the Council operates, effectively moving to a model where all staff are assigned to either specialist teams or generic case management teams to cover administrative work (i.e., staff can cover non-technical work across several services to achieve economies of scale and utilise IT (Information Technology) systems to improve self-service and efficiency). This model has proven to be problematic for some functions where teams are small and the demarcation between specialist/technical and administrative is not clear cut, resulting in significant workarounds, silo management and disruption to productivity which has driven up costs.
- 7.7. Future Guildford implementation required investment in a case management system, “workflow”, accounting ledgers and HR/payroll systems as its core IT systems to support the new operating model. It is now apparent that the case management and workflow system chosen in 2019 was less than required to deliver the assumed economies of scale and replace staff posts. The cost of the system, designed for larger organisations is high for a council with circa 150,000 residents and 59,000 dwellings.
- 7.8. The implementation of the new systems was not fully mature by the end of the project in 2021 and, as acknowledged to the Overview and Scrutiny Committee on 18 January 2022, the changes in business processes were not fully “embedded” (paras 6.1 and 8.2 of that report<sup>2</sup>), including the cultural changes necessary for the new model to operate. The internal ability/capacity to support and administer these new systems was not built into the operating model, resulting in

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<sup>2</sup> <https://democracy.guildford.gov.uk/documents/s23067/Item%2007%20-%20Future%20Guildford%20OSC%20Jan%202022.pdf>

a costly reliance on third party and interim (via agency) staff support that was not reflected in the base budget. Whilst budgets were cut, staff reductions were not fully implemented as planned and system workarounds were developed within the services affected, causing significant expenditure above budget. Overall, the Council's financial returns to Government suggest that GBC's total service expenditure (including staffing, IT, and other costs) in 2021-22 was £17.5m, which was lower than 2017-18's £19.8m,<sup>3</sup> a reduction of £2.3m.

- 7.9. In addition, Finance team capacity was depleted (some moved into the generic case team and other vacant roles deleted) in favour of services using IT systems via self-service, including financial management and outturn forecasting. Budgets were rolled forward based upon the new operating model costed by the project team without reference to the Finance team. Core technical financial controls such as bank and income-related reconciliations are being performed by non-accountants without specialist finance oversight in the new model.
- 7.10. The Future Guildford IT system refresh programme was developed to replace software, hardware and networks across the Council funded from an IT renewals reserve topped up from the revenue account each year. This resulted in a lack of strategic management oversight and transparency on the level of expenditure and activity. This has resulted in an average annual IT spend of more than £2m per year and a legacy of an expensive hardware replacement cycle that will need to be interrogated as part of the cost-reduction programme.
- 7.11. The finance review, commenced by the Section 151 Officer and the Corporate Management Board in January 2023, involved detailed and strategic reviews of all council General Fund services, involving all new Executive Heads and many other managers. These reviews will be completed by mid-July and the outcome assimilated into schedules of requested growth and savings. Councillors will be involved in

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<sup>3</sup> <https://www.gov.uk/government/statistics/local-authority-revenue-expenditure-and-financing-england-2021-to-2022-budget-individual-local-authority-data>

reviewing both schedules as part of the financial recovery plans being put forward. There will inevitably be some growth to be accepted into the MTFP service cost to achieve a more sustainable position.

- 7.12. The Council’s capital programme has been ambitious to date resulting in a significant need to borrow and driving up the requirement to provide for debt repayment (Minimum Revenue Provision - MRP) from £1.38m in 2021-22 to £2.73m by 2026-27 using an updated profile of expenditure to be reflected in the revised MTFP. This is reflected in the MTFP presented to the Council on 8 February 2023. This investment has not resulted in a commensurate uplift in income to the Council, resulting in a legacy cost pressure that is substantial for a district council. The Council’s debt must be reduced to achieve a sustainable position and the Corporate Management Board is intent on doing so at pace. The table below is illustrative of the increase in the capital programme from 2016 and does not show pre-2016 debt or short-term borrowing, all of which contribute to the total debt for the Council, which is £300m as of July 2023.

	Pre 2016	2016	2017	2018	2019	2020	2021	2022	2023	2024	Total
Property	30,773	9,682	28,008	3,036	20,404	4,126		5,994	2,278	1,972	<b>106,273</b>
NDH			2,400	2,101	3,201	5,941	4,154	4,296	2,429		<b>24,522</b>
Walnut Bridge			177						1,075		<b>1,251</b>
	<b>30,773</b>	<b>9,682</b>	<b>30,585</b>	<b>5,137</b>	<b>23,605</b>	<b>10,067</b>	<b>4,154</b>	<b>10,290</b>	<b>5,782</b>	<b>1,972</b>	<b>132,046</b>
ARB								3,638	1,453	24,573	<b>9,822</b>
WUV		86	149	1,035	1,962	8,278	8,899	10,728	16,620	43,849	<b>79,870</b>
Major projects	0	86	149	1,035	1,962	8,278	8,899	14,366	18,073	68,422	<b>89,692</b>
<b>Total debt funded</b>	<b>30,773</b>	<b>9,768</b>	<b>30,733</b>	<b>6,172</b>	<b>25,566</b>	<b>18,345</b>	<b>13,053</b>	<b>24,656</b>	<b>23,854</b>	<b>70,394</b>	<b>221,738</b>

- 7.13. The current treasury management strategy (approved 2023) has not been adjusted to reflect the changing external financial market conditions and rapid and significant changes in the Council’s cash requirements exclusively driven by the ambitious capital investment programme. Whilst there has been an in-depth quarterly review of treasury performance by the Corporate Governance and Standards Committee, supported by external treasury advisors, the focus of the Committee appears to have been on the detail of the investments,

rather than the strategic oversight of the future cash needs resulting from the planned capital investment programme.

- 7.14. The Council has a stable service base cost (with circa £4million overspending in each of the last two years, 2020-22), its operating cash flow should be positive and earning a significant interest income for the Council of circa £2million per year. However, the treasury strategy has tied up funds in long term investments and financed a significant element of the capital programme (as an alternative to external long-term borrowing), resorting to borrowing short term funds for cashflow purposes. This strategy was appropriate whilst the base rate was significantly below the Public Works Loan Board (PWLb) long-term borrowing rate and stable. This has increasingly become a high-risk strategy that has not adjusted to current and projected interest rates and capital investment resulting in the net interest earned on treasury management becoming a significant net short-term borrowing cost as can be seen in the MTFP presented to February Council – “interest earned from treasury management”. The Council will have to externally borrow long term to finance internally financed capital investment (represented by the Capital Financing Requirement - CFR) or sell assets to generate capital receipts to replace the cash.
- 7.15. The current level of internal borrowing is £76m. The Council has no financial capacity to borrow at the current market rates as this will increase the charge to the revenue account as assumed in the MTFP presented to February Council – “interest paid on capital programme financing”.
- 7.16. The treasury management issue represents an underlying insufficient focus and transparency in risk management, reporting and mitigation. More of this is covered in the Governance section in paragraphs 7.32 to 7.35 below.
- 7.17. There has been an absence of active balance sheet management within the finance team since before 2020-21 resulting in debt balances increasing without actions to resolve, reserve movements not reconciled and reported, high value Covid grants accounting has not been adequately managed and reviewed, cash control account

reconciliations relating to treasury investments, council tax and housing benefit administration have not been adequately performed since 2019. Collectively this has exposed the Council to monetary loss through write-down of balances/differences that cannot be resolved due to poor record keeping and time limits. Full detail of these movements is given in the Deficit section in paragraphs 7.36 to 7.42 below. The absence of an External Audit of the financial statements since 2019-20 has played a part in this degradation of controls and oversight. Internal Audit has reported control issues to the Corporate Governance and Standards Committee.

- 7.18. The Council operates a wholly owned housing company called North Downs Housing Ltd (NDH), established by the Executive on 23 February 2016. The investment in NDH is a mix of equity share holding and loans funded by the Council from internal borrowing (i.e., the Council's cash flow) and PWLB borrowing. The Council receives approximately £1.25million annually in interest on the loans and payment for services to manage the company. This is factored into the Council's baseline budget and must be reviewed for recoverability. The NDH Ltd Board has commissioned a review of its financial position, a move which the Council welcomes. The loans made to NDH are due to be refinanced in January 2025 and the interest payments are overdue and being accrued on the balance sheet. Within the next 6 months, the Council will have to decide on how it will proceed with this company. The Council will have to protect the public purse and satisfy the statutory best value duty. A write down in value of debt/equity - yet to be fully explored - would result in an unaffordable one-off impact on the General Fund cash-backed reserves.
- 7.19. Weyside Urban Village (WUV): this scheme was approved by the Executive in stages since April 2006 and especially in March 2015, September 2016 (as "Slyfield Area Regeneration Project") and February 2020. There is a significant borrowing requirement to fund this project, the projected deficit is c.£50m at 5.5% borrowing rate, the timing and values of land sale receipts is uncertain, and this impact is not currently factored into the MTFP due to the current capitalisation of financing costs until land sales begin in a possible 6

years from now. At best, such a deficit will impact the General Fund budget by £3.75m per year if it is permissible to finance and amortise over 50 years from the point the ability to capitalise borrowing costs ceases. Technical advice is being sought on this matter.

- 7.20. Ash Road Bridge is due for completion next budget year. The scheme was included in the Local Plan in April 2019, and approved in December 2019, and April 2021, following Council proposals and consultations from 2016 to 2018, and the finances were reviewed by the Full Council on 16 March 2023, which voted to support the project's continuation. The costs of construction have increased to £44.5m and circa £790,000 per year has been factored into the MTFP, the full cost will be ascertained in the MTFP refresh.
- 7.21. The Council is required by statute to provide for repayment of debt principal, known as Minimum Revenue Provision or MRP. The assumptions used to calculate this charge to revenue and MTFP projections are currently being reviewed against the revised capital investment programme. Historically, the schedules and assumptions in line with the annually adopted MRP policy were not shared with the Corporate Management Board or the Corporate Governance & Standards Committee. Clarity is being sought on how investment in NDH has been treated, including MRP provision, to ensure it is legal and within the rules.

### **Key Challenges**

- 7.22. Change/transformation: a significant risk to balancing the budget is the ability to deliver the identified savings included in the revised 2023-24 budget and to address the £18.3m MTFP deficit over a three-year period. This equates to 145% of the Council's net budget. This will fundamentally change the services the Council delivers and will require political will and a step change in activity to reconfigure services accordingly. The Council is currently developing further projects to support its collaboration with Waverley, which has already saved over £800,000 per year across the partnership in the costs of senior management. A GBC-focused programme of transformation aimed at cost reduction and balancing the MTFP must be coordinated with the partnership transformation and

- collaboration programme if it is to deliver optimal mutual benefit for both councils.
- 7.23. A balanced budget can be achieved in 2023-24 and potentially in 2024-25 using reserve balances to bridge the budget shortfall, including a significant reduction in the cost of capital financing from the sale of assets. There is only a possible two-year window to work on the implementation of strategic recovery plans. However, in the added context of historical and continuing funding reductions from Government, time is not a luxury the Council has.
- 7.24. The immediate priority of the Council must be the financial and commercial considerations to deliver financial recovery which places a strain on service delivery. The focus of the councillor and officer leadership team is on managing the Council's services on behalf of its communities in a sustainable and affordable way. The budget situation will require a meaningful change programme to be rolled out. It is imperative commitment and priority is given to setting and achieving net cost reductions at pace. This is to give the Council a fighting chance to remain solvent in the coming years.
- 7.25. A balance must be struck between organisational and service redesign and the urgent need to deliver cashable savings that would lead to a sustainable budget. Consistently applying the programme management approach adopted by the new JMT to delivering change in accordance with best practice will ensure this is delivered at pace and within acceptable financial parameters. Close alignment of the work of the programme management and the finance functions are key. The PMO (Programme Management Office) team will need to act as an internal consultancy to support the benefits realisation and changes that must be delivered. The role of the new Section 151 Officer and the Executive Head of Organisational Development will be critical to this, and the programme will be overseen by the Strategic Director for Transformation and Governance.
- 7.26. The current modest finance team have limited experience, knowledge, and capacity to deliver the type of financial information that is required and there is a lack of management accountancy experience. Interim staff have been brought in and have made a



positive difference to the skills required within the Council. Despite this, there is not enough capacity to manage the considerable number of financial issues the Council is facing.

- 7.27. The finance team within the Council is small with the shared Section 151 officer having responsibility for the Finance, the Revenues and Benefits Service, Procurement, Insurance, and the Internal Audit service. The finance function has no management accountancy or commercial finance expertise. With the reduction in government funding since 2009 and the additional freedoms in the Localism Act 2011, the Council was among those that embraced the move to commercialism with significant investments. The team was not geared up to deal with the scale of the investments made by the Council, nor was the function strengthened to effectively manage those investments.
- 7.28. The Council's investment and borrowing decisions leave a legacy for the Council and pose the biggest threat to its future financial resilience. There has been a long-term regeneration focus, which has the potential to deliver significant community and economic benefit to the borough. However, it is the view of the S151 Officer and the Corporate Management Board that the Council has given insufficient attention to its short-term financial viability and the associated risks of the scale of these investments on the Council's own budget in an uncertain national economic environment. Not enough attention has been given to consider the Council's financial resilience and its risk profile. As we have seen with other notable examples across the country, this Council has pursued a debt-backed commercial investment strategy to generate income more than its borrowing costs and made loans to NDH Ltd without enough consideration of the full longer term debt risks. The Council is financially overstretched, and the full extent of the legacy is still being assessed. The current Corporate Management Board is determined to resolve this situation and bring the finances of the Council under control and appears to have the understanding and encouragement of councillors to do so.

- 7.29. There is a requirement for further support for major projects in the form of additional skills and capacity to continue to find a resolvable solution and for the council to take greater control of its major projects. Investments over many years have been made with insufficient provision or consideration of Council capacity and capability to manage these programmes effectively and efficiently. In-house capacity and skills were not sufficiently strengthened to deal with investments of this magnitude. The Council lacked the project grip and commercial skills in-house to manage these developments. Both Weyside Urban Village and Ash Road Bridge projects experienced significant scope creep and cost pressures over years resulting in the debt requirement being considerably higher than first envisaged in the initial reports.
- 7.30. Cost of capital financing is significant in 2024-25 at 74% of the reported projected £8.7m deficit and 83% of the £5.9m 2025-26 projected deficit. Borrowing interest and MRP are still being worked through to ensure they are accurately reflecting proper accounting practice and prudence (including legality and any restatement) and future capital commitments that must be factored into the MTFP (capital programme). The ability to divest assets and reduce the cost of capital is being evaluated.
- 7.31. In July 2021, Guildford Borough Council and Waverley Borough Council agreed to collaborate, firstly on sharing a management team, which was in place in October 2022. This initiative has already reduced the costs of senior management for GBC by over £420,000 per year. This initiative of sharing services and staffing with a partner that provides the same services in a neighbouring borough should still be part of GBC's solutions financially and will require investment to achieve the councils' stated aims.

### **Governance**

- 7.32. Internal Audit are tasked with providing an independent review of the financial and governance controls to ensure they are fit for purpose and operating effectively. In March this year, two audits were finalised with the following outcomes:

- an audit was completed on the key financial controls, providing a rating of “Significant assurance with minor improvement opportunities” and the following description of the control weakness: “Through testing a sample of monthly reconciliations we found not all reconciliations between the ledger and key subledger, accounts and systems had been consistently performed. We also note that there is no segregation of duties ensuring that reconciliations are performed and reviewed and approved by separate individuals.”
- the payroll budget discrepancy was reviewed against the expected control environment and provided “partial assurance with improvements required” Future Guildford was outsourced to a third-party contractor. Based on our review of the information flow between the project team and Finance, it is recommended that the Council formalises Finance oversight of corporate programmes to ensure that Finance has appropriate oversight of financial implications to the Council.

7.33. External audit is provided by Grant Thornton. The last set of accounts to be audited was 2019-20. Delays in external audit reports is an increasing concern across the local government sector in recent years and this has been acknowledged recently by the Department for Levelling Up, Housing and Communities. The Council has been through significant transformation since that time, change in several senior finance officers and statutory officers and reduction in capacity. The absence of external oversight on financial controls, and the assurances and working papers to support balance sheet positions means the Council’s financial position is at further risk.

7.34. During this period the Council has not had a sufficiently robust risk management framework in operation, given the scale of the Council, its operations, and commitments. Risk registers have been completed and, the 2022-23 budget papers included a detailed risk register. However, it is only ever going to be as effective as the management oversight applied to the review and management of risks. Since the creation of the JMT in 2022, oversight for risk and governance are being strengthened, with development of a risk management

framework and policy, which must now be embedded further within the Council.

- 7.35. It is the role of Corporate Governance and Standards Committee to review and have oversight of financial governance documents. Improvements are needed to ensure these documents meet the needs of decision makers through suitable transparency, clarity and due diligence as the Council moves through the recovery process. The new Corporate Management Board, shared with Waverley Borough Council, has embarked on a systematic and whole systems approach to establish and address the Council's financial challenges and to fundamentally redesign governance. The support of councillor leadership is required to carry this forward and to put in place a more sustainable financial footing for the Council.

### **The Deficit**

- 7.36. It should be noted the figures quoted in the following paragraphs will change as the ongoing work of the Financial Review continues in the period ahead. However, the matters defined so far do not allow any doubt as to the scale and breadth of the financial challenge described in this report.
- 7.37. The MTFP approved in February is presented below. This will be updated and reported to the October Full Council including progress on the long-term recovery plan.

Medium Term Financial Plan 2023/24 – 2026/27						
	Approved	Approved	Forecast Estimates:			
Anticipated Budget variations:	2022/23	2023/24	2024/25	2025/26	2026/27	Total
	2022/23 Base	Changes from 2022/23 base	Changes from 2023/24 base	Changes from 2024/25 base	Changes from 2025/26 base	
	£'000	£'000	£'000	£'000	£'000	£'000
<b>Base budget:</b>	11,105	11,024	11,393	11,851	12,207	
<b>Changes at Directorate level:</b>						
Inflation and contractual increases		820	851	443	452	2,565
Payroll error		1,849	-	-	-	1,849
Utilities		2,000	232	243	153	2,628
Pay Award		3,267	278	800	822	5,167
Net changes in service provision		(225)	-	-	-	(225)
<b>Total: Changes at Directorate level</b>	<b>0</b>	<b>7,711</b>	<b>1,361</b>	<b>1,486</b>	<b>1,427</b>	<b>11,984</b>
<b>Corporate financing:</b>						
Interest earned from treasury management	(1,002)	(2,489)	1,721	555	(644)	(856)
HRA share of interest earned	54	1,539	350	(153)	(352)	1,385
Interest paid on capital programme financing	450	245	4,204	2,004	404	6,856
Minimum Revenue Provision (Loan principal repayment)	1,545	236	230	2,149	79	2,694
Revenue funding of capital schemes	1,008	(508)	-	-	-	(508)
<b>Transfers to and from reserves:</b>	<b>1,891</b>	<b>(2,631)</b>	<b>63</b>	<b>63</b>	<b>63</b>	<b>(2,443)</b>
<b>Central Government funding:</b>						
Retained Business rates	(2,929)	(223)	(59)	118	-	(164)
Services grant	(199)	85	-	-	-	85
Lower tier services grant	0	134	-	-	-	134
Revenue Settlement Grant	(134)	(114)	-	-	-	(114)
New Homes Bonus grant	(766)	(516)	1,283	-	-	766
<b>Total: Anticipated Budget variations:</b>	<b>(81)</b>	<b>3,469</b>	<b>9,152</b>	<b>6,221</b>	<b>976</b>	<b>7,835</b>
<b>Total budget requirement:</b>	<b>11,024</b>	<b>14,493</b>	<b>20,545</b>	<b>18,072</b>	<b>13,184</b>	
<b>Less council tax</b>	<b>(11,024)</b>	<b>(11,393)</b>	<b>(11,851)</b>	<b>(12,207)</b>	<b>(12,575)</b>	
<b>Deficit/(Surplus) in year</b>	<b>0</b>	<b>3,100</b>	<b>8,694</b>	<b>5,865</b>	<b>609</b>	
<b>Cumulative Deficit/(Surplus)</b>		<b>3,100</b>	<b>11,794</b>	<b>17,659</b>	<b>18,268</b>	

7.38. The service provision cost pressures (and potential savings) are being worked through in detail via strategic service reviews and must be factored into the MTFP. The service provision cost pressure in the MTFP 2024-25 is 16% of the projected £8.7m deficit and 25% of the £5.9m projected 2025-26 deficit, excluding the outcome of the strategic service challenges. This is contrasted against a gross service cost of £63m excluding HB subsidy, depreciation, and capital financing costs, as proposed in the July 2023 budget restatement. There is scope to reduce spending and it will require tough decisions to be taken. A fully revised MTFP will be reported to the October Full Council.

7.39. Additional work is underway to assess the accuracy of the assumptions and costings in the MTFP including external review of the accounting practices and calculation for debt interest and MRP.

7.40. The February 2023 budget was approved with a £3.1m budget gap to close. Work has been completed on this through the finance review.

The table below shows the changes in the budget resulting in a £1.64m budget gap to be resolved. The proposed resolution is provided at the foot of the table. These mitigation measures are priority budgets to be closely managed, the spend controls will deliver more than these indicated amounts this year. The revised General Fund Summary is presented in Appendix 1 and a detailed list of budget adjustments summary in the table below are on Appendix 2.

<b>GBC General Fund Budget- July Restatement</b>	£
<b>2023/24 Deficit to be resolved as at February</b>	<b>3,100,776</b>
<b>Specific budget items - alignment:</b>	
Recharges: accounting errors	1,057,471
Planning & Development establishment increase	700,000
Feb payroll was more than Feb payroll budget	267,000
Collection fund - council tax deficit not included in Feb budget	140,061
Depreciation not fully contra'd - error	17,034
Corporate expenditure - net adjustment	(109,212)
Asset Management - recharge to capital	(140,621)
HRA debt interest adjustment	(217,220)
Utilities - budget adjustment based upon pricing reduction	(1,044,676)
HRA recharge: basis adjustment	(1,140,207)
<b>Directorates controllable budgets - net adjustments</b>	
Assets and Property	(334,379)
Commercial Services	111,024
Communication & Customer Services	92,033
Community Services	141,015
Environmental Services	(151,774)
Finance	(68,708)
Housing Services	(819,503)
Legal & Democratic Services	91,765

<b>GBC General Fund Budget- July Restatement</b>	£
Organisational Development	93,435
Planning & Development	186,633
Regeneration & Planning Policy	(52,715)
Regulatory Services	(304,269)
<b>July budget deficit to be resolved</b>	<b>1,614,963</b>
<b>Potential Budget Mitigation (to be agreed):</b>	
Climate - uncommitted budget	131,000
Feasibility Studies - no commitments	54,000
Identified Non-Staff expenditure savings	588,000
Property repairs and maintenance target reduction from £2m budget	500,000
Non-Staff expenditure savings target based upon £10m budget	500,000
<b>Total Mitigation to close the budget</b>	<b>1,773,000</b>

7.41. The 2022-23 General Fund outturn summary shows an overall overspend (deficit) of £6,998,793 against approved budget. The General Fund working balance is at its minimum of £3.75million and therefore the overspend had been funded by repurposing of earmarked reserves where there is currently no contractually committed expenditure supported by the reserve.

<b>General Fund: 2022/23 outturn Summary</b>	<b>Approved budget</b>	<b>2022/23 outturn</b>	<b>Variance</b>
Directorates - Net Expenditure	9,126,700	12,464,547	3,337,846
Balance Sheet corrections and additional provisions	0	4,717,334	4,717,334
Net external interest (receivable)/payable	(497,160)	(1,225,650)	(728,490)
Minimum Revenue Provision	1,545,213	1,550,271	5,058
Revenue Contributions to Capital Outlay (RCCO)	1,008,000	2,408,915	1,400,915
Transfers to and from reserves:	1,890,913	(5,107,880)	(6,998,793)

Government grants	(1,099,405)	(946,803)	152,602
Parish Council Precepts	2,029,250	2,029,250	0
Retained Business Rates	(950,493)	(2,836,966)	(1,886,473)
Collection Fund (surplus): Council Tax	(125,455)	(125,455)	0
<b>TOTAL NET BUDGET</b>	<b>12,927,563</b>	<b>12,927,563</b>	<b>0</b>
<b>Funded by Council Tax Precept</b>	<b>12,927,563</b>	<b>12,927,564</b>	<b>0</b>
Borough Council demand	10,898,314	10,898,314	0
Parish Council Precepts	2,029,250	2,029,250	0
<b>Total council tax Precept</b>	<b>12,927,564</b>	<b>12,927,564</b>	<b>0</b>

7.42. The net write down of unsupported debt and balances resulting from a detailed balance sheet review is the single most significant contributing item to the deficit. A fully detailed 2022-23 outturn report will be taken to the Corporate Governance and Standards Committee, including details of the balance sheet review. The 2023-24 restated budget has been informed by detail in the 2022-23 outturn.

### **Earmarked Reserves**

7.43. There is £15.2million cash backed reserves at 31 March 2023 (compared to the reported £32m in February 2023) and less than the projected MTFP deficit of £18.3m. The table below summarises the movements in earmarked reserves during 2022-23 from the £32million reported at February budget. A considerable number of reserves have been earmarked historically for a variety of reasons, operational issues and ringfencing of budgets, and not reviewed and written back to the General Fund balance when not drawn down. Due to the significant financial pressures, it is necessary to repurpose these reserves to fund the 2022-23 deficit and support the financial recovery plan and have therefore been transferred to a new MTFP reserve.



	Earmarked Reserves		
	Usable	Ringfenced	Total:
<b>8 February reported estimated reserves as at 31/3/2023:</b>	<b>(28,866,543)</b>	<b>(3,321,251)</b>	<b>(32,187,794)</b>
<b>Opening balance sheet reserves 1 April 2022</b>	<b>(14,748,704)</b>	<b>(27,442,311)</b>	<b>(42,191,015)</b>
s31 grant incorrectly credited to reserves repaid to DHLUC		10,215,308	<b>10,215,308</b>
<b>2022-23 year-end movements</b>			
Business Rates Equalisation		9,619,229	<b>9,619,229</b>
General Fund deficit:	6,281,675	840,291	<b>7,121,966</b>
<b>Net reserves at 31/3/2023:</b>	<b>(8,467,029)</b>	<b>(6,767,483)</b>	<b>(15,234,512)</b>
<b>General Fund Working Balance</b>	<b>(3,750,000)</b>		

7.44. A £10.2million accounting error was discovered in the treatment of a Covid related grant due to be repaid to government resulting in an overstatement of the 1 April 2022 reserves balance. The grant was incorrectly included in earmarked reserves and should have been a creditor balance. There was also a £9.6million Covid-related accounting adjustment not considered in the reported reserve balance and the 2022-23 outturn deficit £7million funded from reserves, resulting in a net £16million reduction from the reported £32million available to support the MTFP deficit. This has reduced the Council's capacity to respond to the financial pressures.

7.45. Details of reserves, as at 31 March 2023, are provided in the table below.

<b>Ringfenced Reserve:</b>	<b>£</b>	<b>Purpose:</b>
Business Rates Equalisation	(2,930,539)	LG Futures - Projected deficit on 2024/25 Business Rates collection fund
Carried Forward Items	(870,238)	Cover cost of Interim Finance and due diligence
Spectrum	(773,352)	Unplanned maintenance and repairs
Insurance	(500,000)	Insurance excess reserve, can be released if insurance is transferred to LB Sutton
Refugee Support	(393,316)	Carry forward of Government Ukrainian Refugee support funding
Business Rates - Covid grant schemes administration	(330,462)	Debt recovery capacity funding
Salix Reserve	(314,796)	Match Funding for Salix (Carbon Trust) match funding grants
Election Costs Reserve	(265,897)	Provide for Borough elections 4-year cycle and by- elections
HLS	(231,696)	Natural England grants towards parks and countryside schemes
G Live Sinking Fund	(130,000)	Required by G live operating agreement
Safer Guildford Partnership	(27,186)	
	<b>(6,767,482)</b>	
<b>Usable reserves:</b>		
MTFP Reserve	(6,086,670)	Amalgamation of smaller reserves
Car Parks Maintenance	(1,975,540)	To be managed through spend control process
IT Renewals	(404,820)	To be managed through spend control process
	<b>(8,467,029)</b>	

### Financial Controls

7.46. A series of Financial Controls will be imposed until the Council has had the opportunity to meet and consider a report in October from the Executive Head of Finance (Section 151 Officer) on how the Council should proceed. Many of these Financial Controls will need

to remain after the Council has met. This is because the Council will lack the resources to maintain spending in all areas moving forward.

7.47. The Financial Controls will be exercised by a Financial Control Panel (FCP) and apply from the date of this report. The FCP will comprise a small team of senior officers selected and chaired by the Section 151 Officer. The controls – which would be a statutory requirement if a Section 114 Report is issued – are as follows and have been endorsed by the Corporate Management Board:

- A. No new agreement or commitment for expenditure shall be entered into without the explicit agreement of the Section 151 Officer until further notice.
- B. Temporary Measures are in force from the date of this report such that all non-essential expenditure will stop with immediate effect without the written confirmation of the Section 151 Officer. For the avoidance of doubt non-compliance with this requirement will be considered a disciplinary matter by the Council.
- C. No recruitment to vacancies or temporary staffing recruitment, or renewal of contracts may happen without the explicit approval of Corporate Management Board.
- D. These controls do not apply to the HRA function and NDH Ltd unless they are in the case or customer service team.
- E. There will be an immediate suspension of the Council's General Fund Investment Programme unless Executive Heads of Service can evidence the Council is in contract with suppliers for the delivery of construction works or professional services essential to the continuation of works for which the Council is in contract. That judgement will be exercised by the Section 151 Officer in consultation with the Monitoring Officer.
- F. The Financial Controls described apply to all Council services, including statutory services except HRA function and NDH Ltd. The control framework will be set in place to ensure this happens

while ensuring key services to vulnerable people and those who are homeless are not affected by these controls.

- G. Spending controls will need to remain in place for the near future i.e., at least for 2023-24 and a progress report on the wider Recovery Plan including progress with the Financial Recovery Plan will be made to Full Council on a quarterly basis moving forward.

- 7.48. If the Financial Controls are not adhered to or do not achieve the required outcomes a Section 114(3) report will need to be considered.

### **Financial Recovery Plan**

- 7.49. The work required to deliver the Financial Recovery Plan includes:
  - a. Seeking external advice to support and develop a property sales strategy and a property income optimisation strategy to deliver the best returns for the “public purse”.
  - b. Developing an Organisational Development and Change plan to support the Council and its managers reconfigure services so they can be managed within the financial resources available to the Council.
  - c. Establishment of a process to undertake gateway reviews of every service and every budget in the Council to establish Minimum Viable service levels and options for savings and income growth in the General Fund budget.
- 7.50. A task force is to be set up led by the Joint Strategic Director (Transformation and Governance) with the objective to set out and implement a programme to identify savings to bridge the £18.3m budget gap. This must complement the internal governance around the joint Transformation and Collaboration programme with Waverley Borough Council.
- 7.51. Councillors should expect to receive proposals to manage the budget shortfall that:

- (a) Recognise the Council will no longer be able to afford to deliver the current range of services or maintain some services at existing levels and significant rationalisation of the current service offer will be required to live within a reduced financial envelope.
  - (b) Prioritise services that deliver statutory obligations as a borough council to protect the most vulnerable residents.
  - (c) Transform remaining services to ensure they are as efficient and cost effective as possible, continuously benchmarking cost against peers, and recognising the importance and opportunities of collaboration with Waverley Borough Council and other public service organisations.
  - (d) Maximise and leverage resources within the community and partners including the private and third sector.
- 7.52. The output from this programme will be reported in the Medium-Term Financial Strategy report to the October 2023 meeting of Council.
- 7.53. To provide the capacity required, the Corporate Management Board will work with the JMT to implement a task force to deliver this programme, including where necessary external specialists. This work can be funded initially from an earmarked reserve (based upon a deliverable and costed plan to recover the expenditure and replenish the reserve) to enable the Council to support 'invest to save' transformation work without placing an additional burden on the revenue budget. This work will need to complement our wider programme of transformation and collaboration with Waverley Borough Council and others.
- 7.54. Proposals for additional interim staffing capacity required have been developed. The overall funding is estimated to cost £2m (funded from earmarked reserves and replenished) over a two-year period. This must be seen in the context of the need to reduce the debt burden and potential S114(3) position. This 'invest to save' funding is

required to enable the Council to realise the targets for balancing the budget over the three-year period.

7.55. The principal elements of the Financial Recovery Plan comprise:

- A. Definition of the Minimum Revenue Position, Asset Impairment, and other input variables to enable the overall MTFP deficit to be adopted for financial accounting and planning purposes.
- B. Re-modelling and adjustment of prior year financial statements (Prior Period Adjustments) as part of a review of accounting policies and procedures.
- C. The revision of a regular timetable for financial reporting and budget setting and review.
- D. A review of treasury operations.
- E. A review of capital planning methodology.
- F. Maintenance and improvement of suitable expenditure controls into the medium term.
- G. Management of the Council's balance sheet.
- H. Improvements in the quality of working papers, documents, and reconciliations through establishment of new standards for these materials.
- I. Development of financial skills within the Council.
- J. Design and consultation on the structure of the finance service at a suitable juncture.
- K. A review of the Council's management of insurance.

#### **Section 114**

7.56. Section 114 (3) of the Local Government Finance Act 1988 requires that: "The chief finance officer of a relevant authority shall make a report under this section if it appears to him that the expenditure of

the authority incurred (including expenditure it proposes to incur) in a financial year is likely to exceed the resources (including sums borrowed) available to it to meet that expenditure.”.

- 7.57. The purpose of issuing a S114 Notice would be to make it clear to members of the Council that following events that have played out over time as described in this report, the Council faces a financial situation of an extremely serious nature. In summary, the council faces a projected financial shortfall that may not be funded from resources available to the Council.
- 7.58. It may be argued that many councils will be in a comparable situation in the coming years; however, it is the view of the S151 Officer and the Corporate Management Board that Guildford Borough Council’s position is at a higher and more urgent level of risk than most councils of a comparable size and scale.
- 7.59. The council can balance the 2023-24 General Fund budget, with the use of cash backed reserves if necessary. However, this is not the only S114 consideration. The MTFP approved on 8 February 2023 projected a £18.3m deficit in the period to 31 March 2027. This position is more challenging to assess in respect of a S114 timing and this report provides an opportunity for the Council to take radical steps to avoid at best and delay at worst the requirement to issue a S114(3) Notice.
- 7.60. The process for issuing a S114 report and the effect of it are set out in various sections under the 1988 Act. Subsection 3(A) requires the Chief Finance Officer to consult, as far as reasonably practicable, the Head of Paid Service and the Monitoring Officer. Both statutory officers have been fully briefed and consulted in the preparation of this report. Further, the Corporate Management Board has been fully briefed on the content of this report, have similarly been consulted, and endorse it.
- 7.61. The issuing of a S114 report is a serious matter and would impact on how the Council operates. Local authorities however cannot go into

Administration or Liquidation as they are backed by taxation and Government. This means all creditors are secured, contracts in flight are secure and the Council will continue to pay staff and deliver its statutory services, particularly services to the vulnerable and homeless.

- 7.62. If a S114 Notice is served, the Council is required under legislation to hold a meeting of Full Council scheduled for the purpose of considering the S114 report and the Chief Executive's Response to this report so the Council can decide on any action to be taken as a result.
- 7.63. The Chief Finance Officer will monitor in line with the responsibilities of his office the Council's financial situation on an ongoing basis to ensure sufficient action is taken at pace to address the issues identified. If he is not able to see satisfactory progress, he would consider the issuing of a S114 report.

## **8. Consultations**

- 8.1. Consultation between the Council's Statutory Officers has taken place in producing this report. The Directors and Statutory Officers endorse the findings of this report. The Council's Executive has been kept apprised as this review has developed, before and since the May 2023 elections. The Chief Executive has invited political group leaders to either attend or nominate a councillor as a member of an internal councillor reference group to be updated on progress and to inform internal and external communications. Appropriate conversations are taking place with the Council's Internal and External Audit functions.
- 8.2. With consent of the portfolio holder and Leader, officers are briefing the Executive of Waverley Borough Council, as Guildford BC's favoured partner.

## **9. Key Risks**

- 9.1. Due to the format of the current monitoring reports, it is important the changes to financial and performance reporting are implemented



as soon as possible to improve detailed and accurate scrutiny. These reports are required to effectively understand and monitor financial and operational performance as well as the delivery of the savings required.

- 9.2. The biggest risks to the revenue budget position are the performance of the commercial investment estate and the parking income, both have been rebased in the July budget restatement. It is important the Council guards against optimism bias and continues to monitor the revenue position closely.
- 9.3. The ability to deliver savings included in the 2023-24 Budget and to deliver the target of £18.3m over the three-year period. This will change what the Council can deliver and will require political will and a step change in activity to identify savings and reconfigure services.
- 9.4. External Audit work on 2020-21 Accounts has not been signed off, and the 2021-22 and shortly 2022-23 Accounts will then need to be completed. This results in three sets of annual accounts being open, which is a risk to the Council's awareness of its financial baseline.

## **10. Financial Implications**

- 10.1. The Section 151 Officer has set down his advice in the report and has no further matters to report currently.

## **11. Legal Implications**

- 11.1. Section 151 Local Government Act 1972 requires the Council to make arrangements for the proper administration of their financial affairs and to secure that one officer has the responsibility for those affairs (the s151 officer).
- 11.2. The Council's legal duty to set a balanced budget is set out in section 31 Local Government Finance Act 1992, which provides that the Council must balance its expenditure with its revenue.
- 11.3. Section 114(3) Local Government Finance Act 1988 requires that: "The chief finance officer of a relevant authority shall make a report under this section if it appears to him that the expenditure of the

authority incurred (including expenditure it proposes to incur) in a financial year is likely to exceed the resources (including sums borrowed) available to it to meet that expenditure.”.

- 11.4. The Council appears to be able to balance the 2023-24 General Fund budget, with the use of cash backed reserves if necessary, and therefore the chief finance officer is not making a report under s114 at the current time. However, the MTFP projects an £18.3m deficit in the period to 31 March 2027. This position of the MTFP is more challenging to assess whether the chief finance officer’s statutory obligation will become relevant and whether there will be a requirement to report in accordance with s114 in due course.
- 11.5. The process for the issuing of a s114 report is set out in the Local Government Finance Act 1988. Section 115 provides that the chief finance officer must consult in preparing such a report with the Council’s head of paid service and the monitoring officer. The chief finance officer must provide a copy of their s114 report to the Council’s auditors as well as to every elected member of the Council. The Act provides that the Council must meet within 21 days and decide whether it agrees or disagrees with the views contained in the report and what action it proposes to take, including financial controls. There is a prohibition of incurring any expenditure under any new agreement, other than in respect of funding statutory services, between the date of the report and the Council meeting without the authority of the chief finance officer.
- 11.6. The Council must continue to act lawfully in making decisions on service delivery, regardless of any s114 report. There continues to be a requirement to conduct needs assessments, undertake consultation where appropriate, assess and have regard to equalities implications, and take into account all other relevant considerations to inform their decisions about service delivery.

## **12. Human Resource Implications**

- 12.1. As this report notes, the Council is required reduce operational and service delivery costs immediately. These measures may impact on workforce matters, including the recruitment of directly employed

staff, as well as contingency workers, i.e., agency staff, interims, and consultants, although the risks of doing so will have to be considered before individual decisions are taken. It is important to confirm that staff will continue to be paid.

- 12.2. The current arrangements in place for recruitment to vacant posts through the Employee Change Form will need to remain and requested through the Financial Control Panel.
- 12.3. Further consequences arising from this report, and consequent actions, may impact upon the existing workforce, as the Council consults on implementing measures to reduce cost overheads. The Council will need to ensure careful and consistent communications to staff and unions.
- 12.4. The Council has a change management policy which will need to be applied to changes arising from actions taken because of this report.

### **13. Equality and Diversity Implications**

- 13.1. This report sets out several actions that will lead to changes to the services and provisions the Council provides for residents across Guildford. These proposals are subject to further work and decisions in relation to the budget are reserved for Council.
- 13.2. As a public body, the Council is required to comply with the Public Sector Equality Duty (PSED), as set out in the Equality Act 2010. The PSED requires the Council to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between different people when carrying out their activities. Failure to meet these requirements may result in the Council being exposed to costly, time consuming and reputation-damaging legal challenges.
- 13.3. The Council must, therefore, ensure that it has considered any equality implications prior to decisions taken on proposals that will arise from these actions.

## **14. Climate Change/Sustainability Implications**

- 14.1 This report sets out several actions that will lead to changes to the services and provisions the Council provides for residents across Guildford. These proposals are subject to further work and decisions in relation to the budget are reserved for Council.
- 14.2 As a public body, the Council is required to comply with the Public Sector Equality Duty (PSED), as set out in the Equality Act 2010. The PSED requires the Council to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between different people when carrying out their activities. Failure to meet these requirements may result in the Council being exposed to costly, time consuming and reputation-damaging legal challenges.
- 14.3 The Council must, therefore, ensure that it has considered any equality implications prior to decisions taken on proposals that will arise from these actions.

## **15. Summary of Options**

- 15.1 Set out within this report.

## **16. Conclusion**

- 16.1 Having a robust, sustainable budget is essential to deliver all aspects of the Corporate Plan and the MTFP set out in this report is at the heart of its delivery.

## **17. Background Papers**

None.

## **18. Appendices**

Appendix 1: General Fund Summary

Appendix 2: Detailed Budget Adjustments

Appendix 3: Summary of non-staff expenditure supporting Appendix 1

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Appendix 1

Appendix 1

2023/24 General Fund budget	February Budget 2023		July Budget 2023		Appendix 1 Change £
	£	£	£	£	
<b>Staff costs:</b>					
Establishment	30,827,555		31,795,451		967,896
Casual and Overtime	1,186,029		1,289,056		103,027
Agency	1,455,305		1,334,720		(120,585)
Consultancy	1,042,768		1,131,643		88,875
Pension fund backfunding	2,170,484		1,960,411		(210,073)
Joint Management Team	1,142,390		1,142,390		0
Vacancy Credit	(675,589)		(684,110)		(8,521)
<b>Total: Staff costs:</b>		37,148,942		37,969,561	
<b>Staff non pay:</b>					
Car Leasing	34,568		34,569		0
Apprenticeship Levy	110,000		110,000		0
Transport Allowances	189,560		149,530		(40,030)
Training and HR related staff costs	427,436		434,849		7,413
<b>Total: Staff non pay</b>		761,564		728,948	
<b>Non staff expenditure (appendix 3)</b>		26,717,974		24,576,687	(2,141,287)
<b>Recharge to HRA and capital</b>		(5,096,702)		(5,032,778)	63,924
<b>Government Grants:</b>					
Retained Business rates	(3,152,126)		(3,152,126)		0
Specific service delivery grants	(2,043,792)		(2,523,406)		0
New Homes Bonus grant	(1,282,629)		(1,282,629)		0
<b>Total: Grants:</b>		(6,478,547)		(6,958,161)	
<b>Council Tax</b>		(11,392,761)		(11,252,700)	140,061
<b>Net Interest earned from treasury management</b>		(1,897,000)		(2,114,220)	(217,220)
<b>Interest paid on external borrowing</b>		695,490		695,490	0
<b>Minimum Revenue Provision</b>		1,780,745		1,780,745	0
<b>Non grant income:</b>					
Property income	(11,348,909)		(11,332,308)		16,601
Off Street Parking	(9,895,161)		(9,915,772)		(20,611)
Other fees and charges	(5,114,148)		(5,076,847)		37,301
Building Maintenance: HRA	(4,078,765)		(4,039,978)		38,787
Crematorium	(1,850,882)		(1,825,720)		25,162
Leisure Management Contract	(1,861,830)		(1,793,750)		68,080
Development Control	(1,860,161)		(1,665,161)		195,000
Trade Refuse and Recycling	(1,589,014)		(1,589,014)		0
Garden Waste	(1,299,999)		(1,299,999)		(0)
<b>Total: Non grant income:</b>		(38,898,869)		(38,538,549)	
<b>Transfer to/from Reserves</b>		(240,060)		(240,060)	0
<b>Deficit to be mitigated</b>		<b>3,100,777</b>		<b>1,614,963</b>	<b>(1,485,814)</b>

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**Detailed Budget Adjustments**

	<b>February 2023 budget</b>	<b>July 2023 Budget</b>	<b>Appendix 2 Budget adjustment</b>
<b>Recharges: accounting errors</b>	<b>2,217,225</b>	<b>3,274,696</b>	<b>1,057,471</b>
Environmental Control - contractors budget align	0	45,000	45,000
Not valid recharge	(17,940)	0	17,940
Other minor growth/savings	0	(30)	(30)
Printing & Photocopy - budget align	163,535	66,500	(97,035)
Procurement savings target not substantiated	(401,497)	0	401,497
Recharge error - depot	(593,990)	(532,781)	61,209
Recharge error - Engineering	0	145,700	145,700
Recharge error - fleet admin	(24,186)	(157,420)	(133,234)
Recharge error - Overcharged Procurement	915,421	880,482	(34,939)
Recharge error - Performance management		226,940	226,940
Recharge error - printing	(219,500)	(88,705)	130,795
Recharge error - recharge credit no longer required without debit	(28,210)	0	28,210
Recharge error - repair vehicles	223,242	(107,802)	(331,044)
Recharge error - snow & ice	(55,140)	(43,205)	11,935
Recharge error - snow and Ice		31,466	31,466
Recharge error - transport plan	(5,880)	0	5,880
Recharge error - Transport Pool Hire	2,261,370	2,808,551	547,181
<b>Planning - additional staff</b>	<b>460,535</b>	<b>1,160,535</b>	<b>700,000</b>
<b>Establishment register aligned to budget</b>	<b>0</b>	<b>267,000</b>	<b>267,000</b>
<b>Collection fund - council tax deficit not included in Feb budget</b>	<b>0</b>	<b>140,061</b>	<b>140,061</b>
<b>Depreciation error, should net out to zero</b>	<b>(8,789,970)</b>	<b>(8,772,936)</b>	<b>17,034</b>
<b>Corporate expenditure - net adjustment</b>	<b>3,621,591</b>	<b>3,512,380</b>	<b>(109,211)</b>
Bank charges aligned to cost	177,480	256,500	79,020
Housing Benefits - external audit cost increase	28,350	43,000	14,650
Business Rates on corporate properties budget alignment	0	(83,503)	(83,503)
Caseworker - ICT hardware	0	50,000	50,000
Corporate - Never had interns	22,110	0	(22,110)
Corporate - subscriptions budget align	5,000	16,314	11,314
Franking - budget align	130,580	55,180	(75,400)
Guildford and Waverley Collaboration savings target alignment	(210,000)	0	210,000
Handyperson - recharges	(24,000)	(44,000)	(20,000)
ICT - software and support	1,671,893	1,373,600	(298,293)
ICT - telephones and broadband	204,471	181,120	(23,351)
Insurance - budget aligned to 2023/24 proposal	1,059,831	1,126,660	66,829
Other minor growth/savings	40,862	31,071	(9,791)
Other Staff cost - central budget	462,368	477,151	14,783
Printing & Photocopy - budget align	55,900	20,570	(35,330)
Salix Carbon Trust budget alignment	(50,000)	(31,000)	19,000
Stationery - Budget align	45,757	39,717	(6,040)
Other minor growth/savings	990	0	(990)
<b>Asset Management - recharge to capital</b>	<b>(109,379)</b>	<b>(250,000)</b>	<b>(140,621)</b>
<b>HRA share of interest earned</b>	<b>1,593,180</b>	<b>1,375,960</b>	<b>(217,220)</b>
<b>Utilities - market recovered</b>	<b>3,479,687</b>	<b>2,435,011</b>	<b>(1,044,676)</b>
<b>HRA recharge: basis adjustment</b>	<b>1,991,053</b>	<b>850,846</b>	<b>(1,140,207)</b>
Legal - recharge 2 full time staff to HRA	0	(104,528)	(104,528)

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Appendix 2

	February 2023 budget	July 2023 Budget	Appendix 2 Budget adjustment
<b>Detailed Budget Adjustments</b>			
Insurance Recharge to HRA	(57,320)	(570,156)	(512,836)
IT renewals fund recharge removed	47,400	(48,391)	(95,791)
Joint Management Team Recharge to HRA		(216,980)	(216,980)
Pension Fund back funding - HRA proportion	2,000,974	1,790,901	(210,073)
<b>Directorates controllable budgets - net adjustments</b>			
<b>Assets and Property</b>	<b>(2,343,022)</b>	<b>(2,677,401)</b>	<b>(334,379)</b>
Asset Maintenance on central reserve	2,316,006	1,911,132	(404,874)
Engineering - Millmead weirs river control	16,500	21,840	5,340
Engineering - Water course maintenance	33,200	46,200	13,000
Industrial Estates - income	0	(16,126)	(16,126)
Investment Property - building expense align with service charge	5,100	20,000	14,900
Millmead House - cleaning	3,240	300	(2,940)
Millmead House - equipment	19,670	9,670	(10,000)
Millmead House - no longer canteen	14,430	1,000	(13,430)
Millmead House - postage alignment	3,840	0	(3,840)
Millmead House - Surrey Lifelong Learning terminated	14,200	0	(14,200)
Other minor growth/savings	(4,797,866)	(4,802,277)	(4,411)
Property - condition survey alignment	15,400	8,000	(7,400)
Property - Income Recovery budget align	(59,120)	(69,321)	(10,201)
Property - Rental Income alignment	(16,500)	0	16,500
Property - Valuers Fees (Midleton and on lease renewal)	105,000	192,000	87,000
Slyfield Industrial - consultancy	9,200	0	(9,200)
Staff Travel	1,200	180	(1,020)
Toll House Turbine - income down until fixed	(26,522)	1	26,523
<b>Commercial Services</b>	<b>(4,371,348)</b>	<b>(4,260,324)</b>	<b>111,024</b>
Advertising and publications alignment	15,340	5,200	(10,140)
Building Control - consultant pick up regular work	20,000	40,000	20,000
Building Control - subscriptions budget alignment	3,710	7,710	4,000
Car Parks Admin - budget align ground maintenance	20,400	0	(20,400)
Events - new pricing structure	(35,001)	(45,001)	(10,000)
Events - UK transparency fund grant (Visit Surrey/Business Support)	0	(25,000)	(25,000)
G Live - Profit share budget alignment	(31,827)	(56,827)	(25,000)
G Live - subsidy to Trafalgar Theatres budget alignment	257,330	275,000	17,670
Guildford House - budget alignment	(48,981)	(8,756)	40,225
Guildford in Bloom - transition complete	1,350	0	(1,350)
Guildhall - budget alignment	(17,604)	(4,128)	13,476
Museum - budget alignment	15,030	8,968	(6,062)
Off street - cleaning markets as trader do own cleaning	26,500	0	(26,500)
Off street - general upkeep saving	35,100	16,300	(18,800)
Off street - Income Bright Hill closing mid year	(7,373)	2,627	10,000
Off street - income due to close mid year - North St	(11,507)	(10,007)	1,500
Off street - income due to close mid year - Old Police Stn	(7,169)	(5,669)	1,500
Off street - income Farnham Rd Mscp due to temp close of railway station parking	(1,404,936)	(1,704,936)	(300,000)
Off street - Income increase over sites	(51,224)	(69,945)	(18,721)
Off street - income on WBC offstreet	0	(70,000)	(70,000)
Off street - Income York Road Mscp due to change commuter work patterns	(1,218,779)	(818,779)	400,000
Off street - Millmead income NHS give back spaces	(51,175)	(67,355)	(16,180)
Off street - Portsmouth Rd income	(336,817)	(362,817)	(26,000)
Off street - rent payable Commercial Rd close mid year	40,800	20,000	(20,800)
Off street - services budget align	6,600	17,600	11,000
Off street - Tesla charging Point income Spectrum park and ride	0	(12,000)	(12,000)
Other minor growth/savings	(157,544)	(162,429)	(4,885)
Park and Ride Service contribution to SCC/transport provision	139,500	192,000	52,500
Spectrum - budget alignment	12,000	0	(12,000)



**Appendix 2  
Budget**

**Detailed Budget Adjustments**

	<b>February 2023 budget</b>	<b>July 2023 Budget</b>	<b>Appendix 2 Budget adjustment</b>
Spectrum - consultancy dilapidations, Specturm 2	5,040	17,040	12,000
Spectrum - contract extended rates	(860,790)	(910,040)	(49,250)
Spectrum - expenses recovered	(822,200)	(731,500)	90,700
Spectrum - utility recharge on mobile mass budget alignment	(44,580)	(17,580)	27,000
Woodbridge Road - budget alignements	18,458	0	(18,458)
Woodbridge Road - lease cover losses	119,000	220,000	101,000

**Communication & Customer Services**

	<b>48,817</b>	<b>140,850</b>	<b>92,033</b>
Caseworker - consultancy needed only for restructur	11,000	0	(11,000)
Caseworker - rebate on procurement card budget align	(5,950)	0	5,950
ICT - no longer subscribe to SE Employers	6,250	650	(5,600)
ICT - penetration test for Cyber essentials	750	7,920	7,170
ICT - Salesforce support	0	102,000	102,000
Other minor growth/savings	2,037	1,170	(867)
Public Relations - budget align	18,000	11,000	(7,000)
Reprographics - budget align to contract on machines	2,700	15,700	13,000
Shredding - budget alignment	6,610	2,110	(4,500)
Staff travel - budget align	7,420	300	(7,120)

**Community Services**

	<b>(256,492)</b>	<b>(115,477)</b>	<b>141,015</b>
Advertising and publications - budget alignment	4,230	200	(4,030)
Care and repair - 3rd party contractors	0	30,000	30,000
Careline - income down with fewer customers	(385,234)	(300,234)	85,000
Community Development - no longer subsidised Southway Bike Project	5,100	0	(5,100)
Community Hub - income budget align	(45,767)	(11,825)	33,942
Community Hub - misc day services income budget align	(17,940)	(1,800)	16,140
Community Hubs, Meals - Catering food inflation	154,320	175,000	20,680
Community Safety - domestic abuse grant	0	(20,000)	(20,000)
Community Safety - Events	44,070	30,765	(13,305)
Community Safety - Partnerships	32,100	20,000	(12,100)
Community Transport - income budget align	(81,764)	(51,764)	30,000
Community Wellbeing - Equipment budget align	0	5,000	5,000
Community Wellbeing - income	0	(7,500)	(7,500)
Fire Protection - budget align	1,365	4,600	3,235
Grant income - Careline and Community transport budget align	(41,830)	(84,030)	(42,200)
Handyperson - materials budget align	18,000	4,000	(14,000)
Handyperson - sales to WBC	(40,314)	(65,314)	(25,000)
Handyperson - service from depot	12,210	112,210	100,000
Other minor growth/savings	(16,131)	(28,020)	(11,889)
Overtime, casuals and agency	82,728	67,000	(15,728)
Play development - catering budget align	4,200	0	(4,200)
Safer Guildford Partnership - grant	14,165	6,235	(7,930)

**Environmental Services**

	<b>1,850,822</b>	<b>1,699,048</b>	<b>(151,774)</b>
Cemeteries & crematorium - agency for business continuity	0	24,000	24,000
Cemeteries & crematorium - casuals	(19,500)	10,500	30,000
Cemeteries & crematorium - contractor to unlock and lock	0	13,166	13,166
Cemeteries & crematorium - ground maintenance	1,630	8,630	7,000
Cemeteries & Crematorium - income align	(22,005)	1,054	23,059
Cemeteries & crematorium - other	18,550	20,480	1,930
Cemeteries & crematorium - webcast, music, pool and water, ft, cctv	0	65,544	65,544
Fleet - equipment budget align	10,000	0	(10,000)
Fleet - services budget align	34,400	13,399	(21,001)
Garden Waste - agency	140,800	40,800	(100,000)
MOT - equipment budget align	6,460	2,000	(4,460)
MOT - Income align	(65,000)	(75,000)	(10,000)

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Appendix 2

	February 2023 budget	July 2023 Budget	Appendix 2 Budget adjustment
<b>Detailed Budget Adjustments</b>			
MOT - services budget align	0	2,500	2,500
MOT bay - overtime & agency	7,240	3,500	(3,740)
Other minor growth/savings	63,815	57,130	(6,685)
Parks & Countryside - clothing and uniforms	17,300	13,000	(4,300)
Parks & Countryside - equipment	83,630	15,110	(68,520)
Parks & Countryside - external services	134,840	101,290	(33,550)
Parks & Countryside - external vehicle hire	5,500	13,000	7,500
Parks & Countryside - income budget align	(129,899)	(99,957)	29,942
Parks & Countryside - income SCC	(337,817)	(348,817)	(11,000)
Parks & Countryside - income Surrey roundabout sponsorship	(59,570)	(42,570)	17,000
Parks & Countryside - overtime	12,526	6,526	(6,000)
Parks & Countryside - Pesticide Free Guildford	305,858	377,858	72,000
Parks & Countryside - Stoke Park paddling pool chemicals	3,060	11,060	8,000
Parks & Countryside - Stoke Park pest control	1,000	5,000	4,000
Parks & Countryside - waste removal	20,630	20,230	(400)
Refuse - advertising	13,000	3,000	(10,000)
Refuse - agency	480,600	450,000	(30,600)
Refuse - external vehicle hire with breakdowns	8,190	15,190	7,000
Refuse - fuel	599,066	502,531	(96,535)
Refuse - other budget alignments	12,990	0	(12,990)
Refuse - overtime (incl additional bank holiday)	173,104	223,104	50,000
Street cleansing - budget align	148,280	93,000	(55,280)
Vehicle workshop - equipment and services	185,090	159,090	(26,000)
Vehicle workshop - selling fuel to contractors	0	(10,000)	(10,000)
Woking Rd Depot - rent income from cottage now demolished	(14,410)	0	14,410
Woking Rd Depot - staff onsite to do ground maintenance	11,465	0	(11,465)
Woking Rd Depot - waste removal budget align	0	3,700	3,700
<b>Finance</b>	<b>(260,116)</b>	<b>(328,824)</b>	<b>(68,708)</b>
Benefit - LA AHP funding	0	(31,625)	(31,625)
Benefits - CIPFA on demand	0	31,625	31,625
Benefits - DWP & LCTS grant	(344,100)	(317,316)	26,784
Benefits - no longer need for auditors to do a pre-check	8,000	0	(8,000)
Benefits - shredding budget align	2,520	320	(2,200)
ICT -BW consultancy budget align	272,250	150,000	(122,250)
Other minor growth/savings	45,640	43,590	(2,050)
Revenues - BEIS grants	(227,327)	(217,118)	10,209
Revenues - BID income recovery	(27,850)	(22,000)	5,850
Revenues - external services budget align	8,640	3,090	(5,550)
Revenues - overtime for annual billing	0	3,000	3,000
Revenues - postage budget align	2,110	27,610	25,500
<b>Housing Services</b>	<b>415,020</b>	<b>(404,483)</b>	<b>(819,503)</b>
Building maintenance - agency	40,700	0	(40,700)
Building maintenance - equipment budget align	5,000	2,500	(2,500)
Building maintenance - never had income	(38,787)	0	38,787
Homelessness - budget alignments	19,330	4,190	(15,140)
Homelessness - grant was not in budget	0	(445,173)	(445,173)
HRA staff maintaining Housing Register - never been charged	350,000	0	(350,000)
Old Manor House - income budget align	(6,700)	0	6,700
Other minor growth/savings	5,477	7,000	1,523
Town Centre CCTV - budget align	40,000	27,000	(13,000)
<b>Legal &amp; Democratic Services</b>	<b>(98,076)</b>	<b>(110,839)</b>	<b>91,765</b>
Electoral - grant not confirmed	(20,000)	0	20,000
Electoral - Services budget align	20,690	690	(20,000)

## Appendix 2

	February 2023 budget	July 2023 Budget	Budget adjustment
<b>Detailed Budget Adjustments</b>			
Legal - electron publications budget align	28,200	32,200	4,000
Legal - income from s106 & unilater planning doing self	(148,526)	(48,526)	100,000
Other minor growth/savings	21,560	9,325	(12,235)
<b>Organisational Development</b>	<b>130,260</b>	<b>223,695</b>	<b>93,435</b>
Corporate - Verto software	0	35,000	35,000
HR - DBS checks	0	3,700	3,700
HR - Max Cross - BW HR support	0	45,000	45,000
Insurance - staff budget align	0	7,500	7,500
Other minor growth/savings	130,260	128,995	(1,265)
Surrey Learn Partnership - budget align	0	3,500	3,500
<b>Planning &amp; Development</b>	<b>(1,768,433)</b>	<b>(1,581,800)</b>	<b>186,633</b>
Development Control - Staff advertising 32% increase applications	25,000	40,000	15,000
Development Control - consultant on major applications	21,000	35,000	14,000
Development Control - pre apps stopped until Q2	(1,859,100)	(1,664,100)	195,000
Development Control - staff cost/training	4,967	0	(4,967)
Development Control - Transport Allowances no cost	39,000	6,000	(33,000)
Other minor growth/savings	700	1,300	600
<b>Regeneration &amp; Planning Policy</b>	<b>323,375</b>	<b>270,660</b>	<b>(52,715)</b>
Business - Rotunda rent income budget align	(8,380)	0	8,380
Local Plan - no inspector cost	25,000	0	(25,000)
Major Projects - consultancy	299,160	269,160	(30,000)
Other minor growth/savings	7,595	1,500	(6,095)
<b>Regulatory Services</b>	<b>21,092</b>	<b>(283,177)</b>	<b>(304,269)</b>
Civil - Emergencies Joint contract with WBC	36,225	25,825	(10,400)
Dog Control - budget alignments	13,788	1,948	(11,840)
Environmental Control - Air Quality Action Planning	59,500	19,500	(40,000)
Environmental Control - contractors budget align	135,000	70,000	(65,000)
Environmental Control - noise meter equipment	28,500	15,000	(13,500)
H&S - budget for unknow risks released	15,100	10,050	(5,050)
Licence Fee - income budget align	(205,804)	(190,804)	15,000
Other minor growth/savings	32,236	21,565	(10,671)
Pest Control - budget align	29,581	(609)	(30,190)
Private sector housing std - bathing advisor	0	7,000	7,000
Private sector housing std - income due to additional HMOs, mould	(106,302)	(250,000)	(143,698)
Private sector housing std - income recovery budget align	(15,450)	0	15,450
Taxi licence - income private hire	(2,652)	(18,652)	(16,000)
Taxi licence - Medical consultant	1,370	6,000	4,630
<b>Total budget adjustments</b>			<b><u>(1,485,814)</u></b>

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Appendix 3

<b>Non Staff expenditure: Summary</b>	<b>2023 February</b>	<b>2023 July</b>	<b>Change</b>
Discretionary Housing Payments	2,290	0	(2,290)
Energy Performance	2,500	585	(1,915)
Consultancy	4,750	0	(4,750)
Consultations	5,400	0	(5,400)
Accreditations	9,890	6,800	(3,090)
ICT Hardware And Consumables	11,560	51,560	40,000
Hire	12,590	15,340	2,750
Council Tax	12,719	12,719	(0)
Licences	12,840	47,861	35,021
Irrecoverable VAT	14,800	14,800	0
Building Expenses	24,343	45,048	20,705
Enforcement	24,610	8,110	(16,500)
Contribution To Salix	31,860	30,999	(861)
Cleaning Materials	35,968	38,595	2,627
Stationery & Paper	45,857	39,717	(6,140)
Homesles Deposit/Bonds	46,000	36,000	(10,000)
SANG Endowment	50,000	50,000	0
Furniture	51,830	24,611	(27,219)
Cleaning Contractors	54,370	23,580	(30,790)
External Vehicle Hire	57,420	74,660	17,240
Waste Removal	68,550	80,150	11,600
Events	72,128	64,098	(8,030)
Postage	72,790	94,430	21,640
Publications	76,520	80,590	4,070
Maintenance Contracts	92,331	160,795	68,464
Specialist Services	100,590	91,000	(9,590)
Clothing & Uniform	104,463	94,923	(9,540)
Brokers Commission	105,000	105,000	0
Printing, Photocopying And Reprographics	115,826	80,496	(35,330)
Valuers Fees	135,150	224,150	89,000
Rents Payable	141,168	139,918	(1,250)
Emergency Accomodation	152,918	150,000	(2,918)
Franking	157,640	82,240	(75,400)
ICT Support & Maintenance	173,860	209,966	36,106
Audit Fees	178,350	193,000	14,650
Park and Ride Service contribution to SCC	179,500	232,000	52,500
Catering	197,637	193,670	(3,967)
Contractors	204,270	176,686	(27,584)
Stock For Re-Sale	210,308	123,578	(86,730)
Advertising, Publicity & Promotion	217,849	181,731	(36,118)
Partnerships	272,950	246,650	(26,300)
Inflation Allowance	289,900	289,900	0
Expenses	312,417	380,528	68,111
Bank Charges	339,110	418,130	79,020
Grounds Maintenance	375,048	433,615	58,567
Equipment	377,550	332,320	(45,230)
Telephones & Broadband	408,268	384,917	(23,351)
Councillor Allowances and Subsistences	482,490	482,490	0
Vehicle Operating Costs	997,228	893,692	(103,536)
Insurance All Risks	1,059,831	1,126,660	66,829
Grants And Subscriptions	1,432,465	1,423,911	(8,554)
ICT Software	1,797,624	1,476,324	(321,300)
Materials	2,007,570	1,980,470	(27,100)

Agenda item number: 8  
Appendix 3

	<b>Appendix 3</b>		
<b>Non Staff expenditure: Summary</b>	<b>2023 February</b>	<b>2023 July</b>	<b>Change</b>
GF Assets - Maintenance	2,316,007	1,911,131	(404,876)
Business Rates on operational assets	2,994,880	2,911,377	(83,503)
Services	3,891,422	3,539,218	(352,204)
Utilities	4,111,800	3,065,948	(1,045,852)
<b>Total:</b>	<b>26,735,007</b>	<b>24,576,687</b>	<b>(2,158,320)</b>

# Guildford Borough Council

**Report to:** Council

**Date:** 25 July 2023

Ward(s) affected: n/a

**Report of Director:** Transformation & Governance

**Author:** John Armstrong, Democratic Services & Elections Manager

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**Lead Councillor responsible:** Merel Rehorst-Smith

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**Report Status:** Open

## Appointments to External Organisations 2023-27

### 1. Executive Summary

1.1 The Council appoints councillors to a number of external organisations for which they undertake a range of governance or advisory roles.

1.2 Following a major review in 2016-17, the Council made a number of changes both to the type of external organisation to which councillors were appointed, and to the manner by which those appointments were made.

1.3 In essence, these changes were as follows:

- To appoint councillors only to such external organisations that:
  - (i) support the Council's Corporate priorities, and/or
  - (ii) assist in delivery of Council services, and/or

(iii) are using Council facilities

- To categorise certain appointments as Council appointments and others as Executive appointments.
- To appoint one councillor to each of these external organisations (plus a deputy) for a four-year term of office following Borough Council elections and that, should a vacancy arise during a term of office, the deputy appointee (where applicable) will normally assume the role of the appointee for the term of office remaining.
- To ask each of the external organisations to complete a 'person profile' to ensure that the appointment is a suitable match to the requirements of the organisation and the capacity of the individual councillor in terms of skills, experience and time commitment.
- Where appointments are contested, to allow each nominee the opportunity to make either a written or an oral personal statement to the meeting in support of their nomination before the vote is taken, with any oral statement taking no longer than three minutes.
- To authorise the Democratic Services and Elections Manager to determine uncontested appointments to external organisations.

1.4 Following the review, the Council appoints councillors to a number of external organisations, which include local charities, community groups and joint local authority advisory bodies. Most councils appoint councillors to external organisations with a view to developing positive working relationships with them for the benefit of their residents and local communities.

1.5 The updated person profile forms in respect of the various external organisations to which the Council makes appointments have been sent, on request, to councillors who have expressed an interest in particular external organisations. Each form sets out details of the organisation in terms of:



- Accessibility to meetings
  - Frequency and location of meetings
  - Role of the appointee
  - Main tasks and responsibilities of the organisation
  - Required skills, abilities, qualities and experience of appointee
  - Induction, training and support provided by the organisation
  - Whether safeguarding checks are required and provided
- 1.6 On each of these forms, the councillor nominated for appointment must complete the last page which invites them to set out their relevant experience, skills and qualities that they would bring to the appointment taking into account the requirements of the organisation.
- 1.7 The deadline for submission of completed person profile nomination forms was Friday 7 July 2023. As stated above, the Democratic Services & Elections Manager has delegated authority to confirm all uncontested appointments. Where an appointment is contested, those appointments designated as 'Council appointments', are to be determined by full Council, and those designated as 'Executive appointments' will be determined by the Executive. There is only one contested 'Executive appointment', which will be dealt with by the Executive at its meeting on 20 July 2023.
- 1.8 Details of all uncontested appointments are set out, for information, in **Appendix 2**. These will be confirmed formally before 25 July 2023.
- 1.9 Details of the contested 'Council appointments', together with copies of the completed person profile forms from the respective nominees, are set out in **Appendix 3** to this report.
- 1.10 As stated above, in respect of the contested appointments, each nominee shall have the opportunity to make either a written or an oral personal statement to the meeting in support of their nomination before the vote is taken, with any oral statement taking no longer than three minutes. Any written personal statements will be included on the Order Paper.

## **2. Recommendation to Council**

- 2.1. That full Council, after due consideration of any presentations provided by nominated members, appoints one councillor and a deputy to each of the external organisations referred to in **Appendix 3** to this report for a term of office expiring in May 2027.

## **3. Reason(s) for Recommendation:**

- 3.1. To ensure that, in the best interests of local people, the Council maintains and develops its relationship with key local organisations.

## **4. Exemption from publication**

- 4.1. No part of this report is exempt from publication.

## **5. Purpose of Report**

- 5.1. To ask the Council to consider nominations in respect of contested appointments to external organisations. These are set out in **Appendix 3** to this report.

## **6. Strategic Priorities**

- 6.1 Working with the various external organisations to which the Council appoints councillors will assist in the delivery of the Council's Values and Strategic Priorities.

## **7. Background**

### The 2017 Review

- 7.1 In 2017, the Council undertook a review of the process of appointing councillors to external organisations and revised the protocol guidance, which can be found in Part 5 of the Council's Constitution (see **Appendix 1**). It is important that councillors read and understand this protocol, which provides guidance and informs councillors on matters to take into account when contemplating accepting an appointment. In particular, councillors should ensure

they are aware of any legal implications should they undertake a formal role such as 'Director' or 'Trustee'.

- 7.2 Two important objectives of the review were, first, to update the list of organisations to which the Council had routinely appointed. Some appointments were historical and no longer relevant to the Council's strategic objectives. Secondly, to seek ways in which the skills and experience of councillors could create a more productive match with the business of the organisations to which the Council makes appointments.
- 7.3 The review created some partnerships with new external organisations, but also set up a process whereby all participating organisations could submit a 'person profile' of the skills and experience that would most productively engage with their business.

#### Appointments to external organisations 2023-2027

- 7.4 The 'person profiles' in respect of the external organisations to which the Council is being asked to make appointments for the four-year period 2023-2027 have been made available to all councillors on request to assist them in deciding if they are interested in an appointment.
- 7.5 The deadline for submission of completed person profile nomination forms was Friday 7 July 2023. The Democratic Services & Elections Manager has delegated authority to confirm all uncontested appointments. Where an appointment is contested, those appointments designated as 'Council appointments', are to be determined by full Council, and those designated as 'Executive appointments' will be determined by the Executive. Details of all uncontested appointments are set out, for information, in **Appendix 2**. These will be confirmed formally before 25 July 2023.
- 7.6 Details of the contested 'Council appointments', together with copies of the completed person profile forms from the respective nominees,

are set out in **Appendix 3** to this report. In summary, these are as follows:

- 1 Farnborough Aerodrome Consultative Committee  
Cllr Yves de Contades  
Cllr Geoff Davis
  
  - 2 Guildford Action for Community Care  
Cllr Bilal Ahktar  
Cllr James Jones  
Cllr Cait Taylor
  
  - 3 Guildford Poyle Charities  
Cllr Ruth Brothwell  
Cllr Amanda Creese
  
  - 4 Oakleaf Enterprise  
Cllr Bilal Ahktar  
Cllr Angela Goodwin
  
  - 5 Watts Gallery (Limnerslease Management Committee)  
Cllr Honor Brooker  
Cllr Danielle Newson
  
  - 6 Yvonne Arnaud Theatre Management Ltd & Yvonne Arnaud Theatre Trust  
Cllr Honor Brooker  
Cllr Steven Lee
- 7.7 As stated above, each nominee in respect of the contested appointments shall have the opportunity to make either a written or an oral personal statement to the meeting in support of their nomination before the vote is taken, with any oral statement taking no longer than three minutes. Any written personal statements will be included on the Order Paper.
- 7.8 Details of the appointment in respect of the position of Governor on the Royal Surrey County Hospital NHS Foundation Trust were received on 14 July and circulated to all councillors. Details of nominations received will be reported at the meeting.

## **8. Consultations**

- 8.1 As agreed previously by the Council, political group leaders shall liaise between themselves to ensure that individual councillors' interest in specific nominations are shared between them before the meeting at which any contested appointments are to be determined.

## **9. Equality and Diversity Implications**

- 9.1 Public authorities are required to have due regard to the aims of the Public Sector Equality Duty when making decisions and setting policies. The Council has a statutory duty under section 149 of the Equality Act 2010 which provides that a public authority must, in exercise of its functions, have due regard to the need to:

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The relevant protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

- 9.2 There are no equality and diversity implications associated with the decision on this matter.
- 9.3 Those organisations to which the council appoints have stated in the 'profile' form that they operate in compliance with the Council's Equality Statement.

**10. Financial Implications**

10.1 There are no financial implications arising from this report.

**11. Legal Implications**

11.1 There are no legal implications arising from this report.

11.2 As stated in paragraph 7.1 above, individual councillors should ensure they are aware of any legal implications should they undertake a formal role such as 'Director' or 'Trustee' (as set out in the Protocol on Councillor Appointments to External Organisations attached as **Appendix 1**).

**12. Human Resource Implications**

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

**13. Climate Change/Sustainability Implications**

13.1 There are no climate change/sustainability implications associated with the decision on this matter.

**14. Summary of Options**

14.1 Council should consider and agree, taking into account the completed person profiles, the most suitable nominee for each contested appointment.

14.2 Should Council find that none of the nominees are suitable for the appointment it may decline to appoint.

**15. Conclusion**

15.1 The adopted procedure for appointment of councillors to external organisations for the period 2023-2027, as described in this report, has been followed. The Council is now invited to make the final decision as to contested appointments.

**16. Background Papers**

None

**17. Appendices**

Appendix 1: Protocol on Councillor Appointments to External Organisations

Appendix 2: Uncontested appointments 2023-2027

Appendix 3: Contested appointments 2023-2027 with completed person profiles

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## **GUILDFORD BOROUGH COUNCIL**

### **PROTOCOL ON COUNCILLOR APPOINTMENTS TO EXTERNAL ORGANISATIONS**

#### **Introduction**

1. The Council has extensive involvement with a wide range of external partnerships and organisations. Councillors may be informally involved on an individual basis with many organisations including community organisations, sports and recreation clubs, housing associations charitable trusts and companies. This Protocol relates to the formal appointment of councillors to external organisations by the Council. The main objective of these appointments is for the Council to develop positive relationships with local organisations in the interests of the local community.
2. Formal appointments include various roles ranging from advisory to membership of management committees as trustees or as company directors. Some roles will have legal duties and responsibilities which must be properly discharged and which can have implications for the Council as well as for the individuals themselves. Consequently, with any relationship involving external organisations there must be a clear definition of roles, responsibilities and accountabilities. This Protocol aims to assist councillors serving on external organisations to be clear on these matters and includes guidance for dealing with any conflicts of interest between the Council and the external organisations.
3. The main purposes of this Protocol are:
  - (i) to ensure that the Council's and individual councillors' interests are properly safeguarded and represented;
  - (ii) to ensure, whenever a councillor is appointed to an external organisation, that all such appointments are properly authorised, recorded and managed; and
  - (iii) to provide a formal procedure with relevant guidance to appointees.

#### **Existing Guidance for Councillor Appointees**

4. The matter of councillors' conduct is addressed by the Council's own local code of conduct ("the Councillors' Code"), which was adopted by the Council pursuant to Section 27 of the Localism Act 2011. The Councillors' Code appears in Part 5 of the Council's Constitution and covers matters of propriety in office, the acceptance of gifts and hospitality and rules relating to disclosable pecuniary interests. The Councillors' Code does not directly address the matter of any conflict between the interests of the Council and those of the external organisation to which a councillor has been appointed. An appointment to an external organisation does not necessarily mean that the councillor will be representing the Council's interests on that external organisation. Indeed, a councillor appointed by the Council to a decision making role in an external organisation (for example, as a director of a company or as a trustee) has a duty to act in the best interests of the organisation notwithstanding a conflict between these interests and those of the Council. This may mean, in some instances, that a councillor cannot participate in a decision of the Council which affects or relates to that external organisation. Importantly, when acting for the other organisation, the appointee has no power to commit the Council to any particular course of action: their role is to exercise independent judgement when deciding issues and to contribute to the decision-making of the other organisation, not to represent the Council in discussions or negotiations within that organisation.

## Types of External Organisation

5. There are a number of types of organisation to which the Council may appoint councillors. Some common examples are:
  - National or regional body
  - Charitable Trust
  - Company limited by shares
  - Company limited by guarantee
  - Unincorporated association
  - Industrial and provident society (mainly housing associations)

## Legal Structures

6. In all cases it is essential that those accepting an appointment to an external organisation should have absolute clarity of the legal status of the organisation concerned and the nature and responsibilities of the appointment itself of the appointment itself. Those proposing to take up appointments must ensure that they possess and have read an up-to-date copy of the organisation's governance documentation, the skills and experience required by the organisation and fully understand all obligations and including any implications relating to personal liability.

### Charitable Status

7. Many organisations with which the Council becomes involved are registered charities. Charities are not themselves a separate category of organisation. Charitable status is a characteristic, which can be attached to a number of different types of organisation provided they are set up for specified, and purely charitable purposes and fulfil the various requirements of the Charity Commission.

There are four main structures available for charities and community groups. These are:

- Unincorporated Association
  - Charitable Trust
  - Charitable Incorporated Organisation (CIO)
  - Charitable Company
8. Organisations that are '*unincorporated*' are associations having no separate legal existence and remain for most purposes a collection of individuals and committee members hold personal liability. Any property or contracts would be held by individuals on behalf of the group. Any legal proceedings taken against the group would be taken against the individuals themselves, making them personally liable. An '*incorporated*' organisation has limited personal liability, a clear statutory framework and clear accountability both to members/shareholders and to a regulatory body. Incorporated charities are registered as companies with Companies House as well as the Charity Commission. If a charity is incorporated, the organisation, rather than individual trustees, is liable for debts and other costs.
  9. Those managing a charitable organisation have the duties and responsibilities of company directors, management committee members or trustees, and are subject to the legal requirements placed upon those organisations by charity law and/or company law as appropriate.

10. The duties of a charity trustee do not differ in principle from those of a non-charitable trustee - to execute the duties of the trust in accordance with its terms of reference and within the law in the interests of the intended beneficiaries. In doing so, they are subject to the jurisdiction of the Charity Commission. In particular, charity trustees may be held personally liable when charity assets are misapplied. This may be so even in some cases where the misapplication has been inadvertent (e.g., where the trustees honestly but mistakenly apply the assets other than for a charitable purpose). It is important to note that charity trustees who suffer financial loss as a result of such a breach are not entitled to be indemnified out of the charity's property.

#### Company Status

11. Charitable companies (those incorporated as a company limited by guarantee) must comply with provisions in the Companies Acts 1985, 1989, 2006. Alongside compliance with charity law, they are required to register details of trustees as directors at Companies House. Councillors appointed to such organisations should ensure they are registered as directors and, in due course, ensure their names have been removed should they step down from the role.
12. Individuals appointed to positions within companies or industrial and provident societies (collectively referred to here as companies) should be mindful of Part V of the Local Government and Housing Act 1989 and the Local Authorities (Companies) Order 1995 and Part 1 of the Localism Act 2011. This legislation provides a framework for regulating local authorities' interests in companies, access to its information, the treatment of its accounts, and the stated association with the local authority. The law in this area will determine if a company has become a "regulated company". This means the degree to which local authorities or persons "associated" with local authorities are involved with the company. For these purposes, "associated" persons are current councillors, officers, and anyone who has been a councillor in the past four years, together with certain employees of local authority-controlled companies. A company would be deemed regulated if "associated" persons make up 20% or more of the directors/management committee members or shareholders or hold 20% or more of the voting rights. Appointees should inform the Monitoring Officer should any resignation or appointment lead to the 20% threshold being reached. This information should also be readily available at board/management committee meetings and be properly minuted.

#### **Duties and Responsibilities of Directors and Trustees**

13. A councillor appointed as a director of a company must act in the best interests of the company. The main duties of a director are:
  - to act honestly and in good faith and in the best interests of the organisation as a whole;
  - a duty not to make a personal profit and to take proper care of the organisation's assets;
  - to attend board meetings and follow the rules on the declaration of interests;
  - to exercise reasonable skill and care (this is a subjective test based upon the individual's own knowledge and experience and involves due diligence in the performance of his/her duties as a director); and
  - to comply with statutory obligations imposed by the Companies Acts, other legislation and any procedural rules set out in the governing document.
14. A councillor appointed as a trustee of a charity has duties that are generally the same as for a director. In addition, he/she must ensure the trust acts in accordance with the aims

and objectives of the trust and should ensure that he/she has a clear understanding of what these are (there is normally a trust deed which sets these out).

### **General Duties of an Appointee to an External Organisation**

15. In carrying out the duties of a Trustee or Director of an external organisation, decisions must be taken without being influenced by the fact that you are a councillor. The primary duty as an appointee making management decisions for the external organisation is to make these decisions in the interests of the organisation. Councillors should always ensure that their fellow directors/trustees are aware of the fact that they are councillors. In these cases, the councillor must act in the interests of that organisation and exercise independent judgement in making decisions, in accordance with a duty of care to the organisation. The councillor appointee is not there just to vote in accordance with the Council's wishes. You may have regard to the interests of the Council, but only insofar as those interests directly coincide with those of the organisation. In some cases, voting in the Council's interests could be a breach of a director's duty to a company.
16. In other cases, the Council may have expressed a view or formulated a policy and would expect the councillor appointee to convey that view or policy to the external organisation. This is acceptable if it does not conflict with the particular duties as director or trustee, or where it is not contrary to the interests of the organisation. The overriding responsibility is to seek to avoid a situation where duty and interest conflict and therefore if the appointee is unsure about declaring an interest, it would be wise to declare it and leave the meeting during consideration of the business. Correspondingly, where a given decision of the Council may directly affect the company, this may place the councillor acting as a director or trustee in a situation of conflict when making decisions. Advice should be taken from the Monitoring Officer on how to manage this situation.
17. Councillors (and officers) are under a specific obligation as a result of the Local Authorities (Companies) Order 1995 to provide such information about the company as is needed in relation to their role. That obligation is best met by an annual report to the relevant Portfolio Holder and subsequently to Council. While the law now makes this a requirement for involvement in outside companies, it is self-evident that the requirement to report back should apply to involvement in all outside bodies.

### **Appointment Procedure**

18. Councillors will normally be appointed to such external organisations that:
  - (i) Support the Council's Corporate priorities, and/or
  - (ii) Assist in delivery of Council services, and/or
  - (iii) Are using Council facilities
19. All appointees to external organisations shall be sitting borough councillors.
20. When an appointment is made, there shall normally be one councillor appointee and a deputy appointed to each external organisation.
21. The Council shall appoint to external organisations for a four-year term of office following Borough Council elections at the first ordinary Council meeting after the Selection Council meeting. Should a vacancy arise during a term of office, then where applicable the deputy appointee will normally assume the role of the appointee for the term of office remaining and group leaders will be asked to submit nominations for the appointment of a new deputy appointee.

22. The Council or Executive shall approve all contested appointments as appropriate. In relation to contested nominations, each nominee shall have the opportunity to make either a written or an oral personal statement to the appropriate meeting in support of their nomination before the vote is taken, with any oral statement taking no longer than three minutes.
23. The Democratic Services Manager, under delegated authority, will determine uncontested appointments to external organisations.
24. A 'person profile' (as shown in Appendix 1 to this Protocol) shall be completed by each external organisation to ensure that the appointment is a suitable match to the requirements of the organisation and the capacity of the individual councillor in terms of skills, experience and time commitment.
25. It is the expectation of the Council that an induction and suitable training shall be provided for the councillor appointee by the external organisation, which shall include any legal responsibilities, budget and financial issues, information sharing with the council or other bodies and accountability.
26. It is the expectation of the Council that the external organisation will undertake any required and appropriate safeguarding arrangements with regard to the appointment and the appointee.
27. 'Appointments to External Organisations' will be covered in the Council's new councillor induction programme following local Borough elections.
28. Councillors shall not accept an appointment to an external organisation unless there is a full understanding of the commitments and requirements for the role between all parties.
29. Political group leaders shall liaise between themselves to ensure that individual councillor's interest in a specific nomination is shared between them before the meeting at which any contested appointments are to be determined.
30. Councillors appointed to an external organisation shall each year provide written feedback on the work of those organisations over the previous twelve months.
31. Councillor appointees are responsible for ensuring that their appointment has been approved and properly effected in accordance with the external organisation's own rules and procedures.
32. When an appointment ceases for whatever reason (including when that person ceases to be a councillor), the councillor concerned will be responsible for ensuring that it is properly terminated both with the Council and with the external organisation. It is not sufficient simply to cease to attend meetings of the organisation, as this is unlikely to extinguish the individual's legal responsibilities, where these apply.

### **Following Appointment**

33. All appointments approved by the Council, Executive or under authority by officer delegation will be recorded in writing, published in the public domain and the Monitoring Officer informed. Appointments made in accordance with this Protocol will be held on a register of appointments. This register will be publicly available on the Council website and kept up to date by the Democratic Services Manager.

34. Appointees should play an active role in the external organisation particularly by way of regular attendance at meetings and reporting back to the Council. In particular, the appointee should report immediately if there are any material changes in the organisation or its relationship with the Council that would affect the reason they are appointed.

### **Conflicts of Interest**

35. Disclosure of interests rules and the consequences of such disclosure in terms of speaking and voting on specific matters must be followed when working with the external organisation in the same way as council requirements as set out in the Councillors' Code.
36. Often, the purposes of the external organisation will coincide with the interests of the Council and conflicts should be rare. However, there may be difficulty in some circumstances if, for example
- The organisation is not complying with the terms and conditions of a funding agreement with the Council, or;
  - If the organisation is to appeal against a planning decision made by the Council, or;
  - If the organisation has wider objectives than the reason behind the Council's appointment and wishes to pursue activities which would conflict with Council policy.

Such circumstances should be managed appropriately and advice should always be sought from the Monitoring Officer. Resignation may be the outcome.

37. If the Council or Executive does not feel that a representative on an external organisation is properly fulfilling their role and responsibilities, e.g. the person is not attending meetings or is voting in ways which may be inappropriate, then the Council or Executive could choose to change its appointee to the external organisation.
38. If the Council considers an issue relating to or affecting the external organisation you must declare an interest if the matter relates to an approval, consent, licence, permission or registration. Unless the interest is a disclosable pecuniary interest as defined in the Councillors' Code of Conduct, you would still be able to participate and, where applicable, vote on the matter at the meeting, if in doubt you should seek the Monitoring Officer's advice.
39. The Local Authorities (Companies) Order 1995 provides that an appointment to regulated company must end if the appointment as councillor ends. It may be that, on appointment, the Council wishes to make appointment to a company coterminous with a councillor holding a particular role or portfolio as elected member – and to extend these rules to appointment to other external bodies/organisations.

### **Duties of Confidentiality and Conduct**

40. Confidential information must be treated with care and if there is any doubt over the status of any information passed to the councillor by the organisation then it should be kept confidential and a check made with the Data Protection Officer, whether or not it is something which is already in the public domain or which may be disclosed. The specific rules adopted by each organisation will vary and therefore you should ask for advice and guidance from the secretary of the organisation and/or the Monitoring Officer, as appropriate.

41. The legal position is that someone who has received information in confidence is not allowed to take improper advantage of it. Deliberate leaking of confidential information will be a breach of the Councillors Code of Conduct and a breach of the Data Protection Act 1998 and may result in legal action.
42. An appointee by the Council to an external organisation must comply with the Code of Conduct of that organisation, if it has one. If it does not, he/she must comply with the Councillors' Code of Conduct unless observance of the Code would conflict with any other obligations (i.e. the duty to act in the best interests of the external organisation).
43. Under the Code appointees must not:
  - disclose information given in confidence by anyone, or information acquired which is believed to be of a confidential nature, without the consent of a person authorised to give it, or unless required by law to do so;
  - prevent another person from gaining access to information to which that person is entitled by law.

Any correspondence an appointee may have with the relevant external body, if using their council email address or council headed paper may be the subject of a Freedom of Information (FOI) or Environmental Information Regulations (EIR) request from a member of the public. Councillors should therefore note that any written communications made using the council email system may be made publicly available if the council deems it to be captured under FOI or EIR, regardless of whether that councillor believes themselves to be acting outside of their capacity as a councillor.

44. Disclosing confidential information may also contravene other parts of the Code e.g. it may be regarded as bringing the office of Councillor or the Council into disrepute; may compromise the impartiality of people who work for the Council; may improperly confer or secure an advantage or disadvantage the appointee or any other person.
45. The external organisation may make it a condition of appointment that any person appointed or nominated to it is subject to a criminal record check from the Disclosure and Barring Service (DBS).

#### **Allowances, insurances and indemnities**

46. The Council has authorised attendance at meetings of external organisations as an approved duty for councillors, allowing travelling and/or subsistence allowances in connection with meetings of the organisation. Alternatively, the body itself, in accordance with its own rules, may defray any expenses. If the organisation does pay expenses, a claim may not be made from the Council. For further information on allowances, consult the Democratic Services Manager. The Local Authorities (Companies) Order 1995 places strict limits on the allowances permitted to be paid to councillors when appointed to regulated companies, requiring them to be in line with the rules of the Council in relation to a comparable duty.
47. In no instances are councillors who are appointed to external organisations by the Council provided with personal liability indemnity for decisions they make and actions which they take in their representative capacity. The external organisation may have insurance to cover personal liability in these cases and councillors should always check with the organisation itself.

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**APPOINTMENTS TO EXTERNAL ORGANISATIONS 2023-2027**

**Council Appointments (uncontested)**

	<b>Organisation</b>	<b>Organisation Type</b>	<b>Role</b>	<b>Nominee</b>
1	Access Group, Guildford	Voluntary group	Councillor Representative	Cllr Bob Hughes
2	Guildford Arts	Registered charity	Councillor Representative	Cllr Dominique Williams
3	Guildford Twinning Association	Voluntary group	Committee Member	Cllr Jane Tyson
4	Guildford Sunset Homes	Charitable Housing Association	Non-Executive Board Member	Cllr Dawn Bennett
5	South East Employers	Regional Employers Organisation	Councillor Representative	Cllr David Shaw
6	Surrey County Playing Fields Association	Registered charity	Councillor Representative	Cllr James Jones
7	Surrey Hills AONB Board	Joint Committee	Councillor Representative	Cllr Catherine Young
8	Surrey Hills AONB Partnership	Joint Committee	Councillor Representative	Cllr Patrick Oven
9	Tourism South East	Company Limited by Guarantee	Councillor Representative	Cllr Yves de Contades

**Executive Appointments – for information**

	<b>Organisation</b>	<b>Organisation Type</b>	<b>Role</b>	<b>Nominee</b>
(a)	Blackwater Valley Advisory Committee for Public Transport	Local Authority Partnership	Board member	Cllr Fiona White
(b)	Blackwater Valley Countryside Partnership	Local Authority Partnership	Board member	Cllr Fiona White
(c)	Surrey Museums Partnership	Local Authority Partnership	Board member	Cllr Howard Smith
(d)	Basingstoke Canal Joint Management Committee	Local Authority Partnership	Board member	Cllr Richard Lucas
(e)	Experience Guildford (BID)	Company limited by guarantee	Director	Cllr Tom Hunt
(f)	Guildford Philanthropy Fund Panel*	Local Authority Partnership	Panel member	Cllr Geoff Davis Cllr Vanessa King

\* the Executive to agree this appointment as it is contested

**APPOINTMENTS TO EXTERNAL ORGANISATIONS 2023-2027**

**Council Appointments (Contested)**

	<b>Organisation</b>	<b>Organisation Type</b>	<b>Role</b>	<b>Nominees</b>
1	Farnborough Aerodrome Consultative Committee	Stakeholder Forum	Councillor Representative	Cllr Yves de Contades Cllr Geoff Davis
2	Guildford Action for Community Care	Registered charity & Company limited by guarantee	Trustee & Company Director	Cllr Bilal Ahktar Cllr James Jones Cllr Cait Taylor
3	Guildford Poyle Charities	Registered charity & Company limited by guarantee	Trustee	Cllr Ruth Brothwell Cllr Amanda Creese
4	Oakleaf Enterprise	Registered charity	Trustee	Cllr Bilal Ahktar Cllr Angela Goodwin
5	Watts Gallery (Limnerslease)	Registered Charity	Member of Advisory Committee	Cllr Honor Brooker Cllr Danielle Newson
6	Yvonne Arnaud Theatre Management Ltd and Yvonne Arnaud Theatre Trust	Registered charity & Company limited by guarantee	Trustee & Director	Cllr Honor Brooker Cllr Steven Lee

ORGANISATION NAME: Farnborough Aerodrome  
Consultative Committee

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CONTACT NAME: Whittacre Hope  
Secretary to the FACC ORGANISATION TYPE: Stakeholder Forum

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CHARITY REG. NO. N/A COMPANY REG. NO. N/A

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EMAIL: [REDACTED] TEL: [REDACTED]

Appointees Role Titles:	Councillor Representative and Deputy Councillor Representative
Responsible to:	Chairman
Where (Location):	Hart District Council Office / Microsoft Teams as convenient
Is full access available? (Meetings and documents - mobility/hearing or visually impaired)	Hart DC offices have no facilities for the visually or hearing impaired.  Wheelchair access.
Time commitment (frequency of meetings, time of day etc.):	Usually, 3 or 4 times per year during normal working hours.  There are sub-committees which would entail more meetings held via Teams if the representative chose to get involved.
Role description (eg, trustee, director, advisor etc.)	To be updated on operational activities and developments, to raise issues and ask questions on behalf of Guildford Borough Council, residents/electorate, local businesses and other stakeholders. To receive and manage questions on behalf of all stakeholders with regard to the airport and the committee.
Main tasks and responsibilities (including any budgetary and financial matters)	<ul style="list-style-type: none"> <li>To feedback and contribute</li> </ul>
Required skills, abilities, qualities and experience	<ul style="list-style-type: none"> <li>Aviation type business background preferable but not required</li> </ul>
Induction, training and support available	<ul style="list-style-type: none"> <li>DfT Guidelines attached. New representatives are invited to the airport to meet the senior managers and the FACC and receive a presentation on duties</li> </ul>
Are safeguarding checks for vulnerable people required and provided? (DBS)	<ul style="list-style-type: none"> <li>None</li> </ul>
Any other requirements of the organisation from the appointee	<ul style="list-style-type: none"> <li>None.</li> </ul>

EXTERNAL ORGANISATION APPOINTMENT PROFILE  
Appendix 3

Any restrictions on information sharing between the organisation and the council	None, unless advised by the Chairman.
Any personal liabilities, accountabilities or legal responsibilities involved in the role	None.
Is the councillor insured/indemnified by your organisation? <b>If yes, please forward a copy of the insurance documentation.</b>	No.
Is your organisation in compliance with equalities legislation?	Members are expected to behave with regard to their own organisations' code of conduct and standards.  FACC Constitution attached.
Any additional information regarding the appointment?	The size of the Committee has recently been increased to 30 members, although around 50 people would be in attendance at meetings.  The environmental lobby can be active around the business of the committee which should be noted.  Representatives who miss three consecutive meetings would no longer remain a member. An inability to attend by a member should result in the appointed deputy being asked to attend.

## **Councillor Yves de Contades – Person profile**

### **Farnborough Aerodrome Consultative Committee**

#### Skills

Travel Consultant, Marketing, PR, Website Design, Photography, Social Media, Server Management, CMS Management, International Travel Writer.

#### Experience

30 years of international travel consultancy, writing, marketing and services, including private jet travel.

#### Qualities

I speak English, French and Spanish. I am goal focused and possess a comprehensive knowledge of the international travel market.

#### Other Comments

I have a wide range of contacts in the travel industry, UK and internationally

## **Councillor Geoff Davis – Person profile**

### **Farnborough Aerodrome Consultative Committee**

#### Skills

A mature Chartered Surveyor, with much experience of property and planning matters.

A private helicopter pilot for some 43 years, at the moment current on the Bell LongRanger.

Most of my flying experience has been based at Fairoaks, where for five years I kept my own JetRanger.

More recently, based with Elite at Goodwood, having now typed on the LongRanger.

Have transited Farnborough on literally hundreds of occasions, and also flown as a passenger commercially from the field.

#### Experience

Over 50 years operated in Guildford and surrounding areas as an active and successful Chartered Surveyor, mostly involved with commercial property, planning, added value, valuer, arbitration, independent expert, etc.

Was a Guildford Borough Lead Councillor between 2015 and 2019, now re-elected.

#### Qualities

Professional, discrete, reliable, good attender, enthusiastic about all things flying..

#### Other Comments

Would much enjoy being involved with FACC for Guildford B.C., and would expect to be able to bring my skills and experience into play.

ORGANISATION NAME:     Guildford Action    

CONTACT NAME:     Matthew Johnson     ORGANISATION TYPE:     Charity    

EMAIL:     [REDACTED]     TEL:     [REDACTED]    

Appointee Role Title:	Trustee & Company director
Responsible to:	Chair of Trustees
Where (Location):	Beverley Hall, Haydon Place, Guildford
Is full access available? (Meetings and documents - mobility/hearing or visually impaired)	Venue is accessible.
Time commitment (frequency of meetings, time of day etc.):	Board meetings are every three months. We are flexible on the day of the week we meet, although always on a weekday at 6 . There may be occasional interactions as necessary.
Role description (eg, trustee, director, advisor etc.)	Trustee
Main tasks and responsibilities (including any budgetary and financial matters)	<ul style="list-style-type: none"> <li>• The Trustee Board has strategic overview of the organisation and the monitoring of the business plan.</li> <li>• The Board is responsible for ensuring the organisation carries out its purpose and complies with any relevant legislation</li> <li>• All trustees must act in the charity's best interest</li> <li>• They must comply with our governing document and the law</li> <li>• We have a treasurer but all Board members have a responsibility to make sure resources are used responsibly</li> </ul>
Required skills, abilities, qualities and experience	<ul style="list-style-type: none"> <li>• Trustees must subscribe to the objects of the charity, have an interest in furthering its work and have the time to devote to the role.</li> <li>• Knowledge or experience of the challenges faced by our service users would be an advantage</li> <li>• The ability to be non-judgemental and to be able to empathise with service users circumstances is essential</li> </ul>
Induction, training and support available	<ul style="list-style-type: none"> <li>• Induction meeting with Chair and CEO</li> </ul>
Are safeguarding checks for vulnerable people required and provided? (DBS)	<ul style="list-style-type: none"> <li>• No</li> </ul>



EXTERNAL ORGANISATION APPOINTMENT PROFILE  
Appendix 3

Any other requirements of the organisation from the appointee	•
Any restrictions on information sharing between the organisation and the council	No
Any personal liabilities, accountabilities or legal responsibilities involved in the role	We are a limited company so trustee liability is limited accordingly.
Is the councillor insured/indemnified by the organisation? <b>If yes, please forward a copy of the insurance documentation.</b>	All trustees are covered by our trustee liability insurance.
Is your organisation in compliance with equalities legislation?	Yes

**TO BE COMPLETED BY THE COUNCILLOR**

NAME: Bilal Hassan Akhtar ORGANISATION: Guildford Action

Please set out below the relevant experience, skills and qualities that you would bring to this appointment taking into account the requirements of the .

Skills	<ul style="list-style-type: none"> <li>• Leadership skills</li> <li>• Excellent communication within the meetings</li> <li>• Advance Computer literate</li> <li>• Excellent customer services</li> <li>• Organised and attention to details</li> <li>• Problem solver in any circumstances</li> <li>• Excellent negotiator within tough situations</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• I have got a degree in accounting but have worked in sales and management most of my life.</li> <li>• I have experience of working internationally where I have managed a company with more than 100 employees.</li> <li>• Currently running a recruitment firm in Surrey where we specialise in public sector recruitment.</li> <li>• I have helped local charities by raising funds for them by running London marathon on 23<sup>rd</sup> April 2023.</li> <li>• I have arranged open days for charities to increase the public awareness.</li> <li>• Helped local community during Covid to raise the fund for local charity.</li> </ul>
Qualities	<ul style="list-style-type: none"> <li>• I am an empathetic person which should be a must quality to help or work In a charity.</li> <li>• I am a creative person where I can bring different ideas to the table to help the charity to achieve their goals.</li> <li>• Passion for success is also an important quality to have for any role in life. I am a passionate person with full of energy to make sure work gets done.</li> <li>• Listening well is the key to effective communication. Focusing on both what people say and how they say it ensures that you understand the message people communicate to you.</li> <li>• Being in sales most of my life I am very persuasive person which always help working in a charity.</li> <li>• More importantly I am a kind, Honest and reliable person.</li> </ul>
Other comments	<p>I am very passionate about helping local families and offering personal support to any one in Guildford. One of my aims after becoming councillor was to help local charities because I strongly believe that once you help others either its financial or moral support it always give you inner peace and satisfaction of living life.</p> <p>I will be an excellent trustee for Guildford action to increase their public profile and help them to raise more funds in future.</p>

**TO BE COMPLETED BY THE COUNCILLOR**

NAME: James Jones ORGANISATION: Guildford Action

Please set out below the relevant experience, skills and qualities that you would bring to this appointment taking into account the requirements of the organisation.

Skills	Communication & presentation (written, verbal and through media platforms); Stakeholder management; Relationship building; Problem solving & troubleshooting; Critical thinking; Organisation & time management; Research (qualitative & quantitative).
Experience	<p>Charity experience - <i>Market Researcher for 'Home4U Cardiff' and 'Housing Justice Cymru' (6 months, part time volunteer).</i></p> <p>For this role, I was personally entrusted with the difficult task of formulating an evidence base which could be used for persuading new demographics to voluntarily host refugees in their homes. This evidence base detailed:</p> <ul style="list-style-type: none"> <li>• Who the most receptive people might be (demographics etc) – attained through detailed statistical analysis of government data and other publicly available information.</li> <li>• Which media platforms my target audience engaged with.</li> <li>• How the messaging in images, video and text could be tailored to have the greatest impact.</li> </ul> <p>During this time, I also built rapport quickly with various representatives from a large assortment of interest groups and organisations.</p>
Qualities	<p>Without sounding too generic, I am incredibly hardworking and particularly when working towards something I am truly passionate about.</p> <p>My greatest strength are my interpersonal skills – meeting new people and building positive relationships with them is something I really enjoy doing and actively look for in a professional environment.</p>
Other comments	<p>I only moved to Guildford at the start of the year but have already encountered the work of Guildford Action through my role as the Campaigns Organiser for the Liberal Democrats here. Their work is truly commendable, and they are an organisation which I have looked to for inspiration in my various responsibilities.</p> <p>I am truly passionate about charity work and more specifically, mental health and homelessness. I am one of the many who has suffered with mental health issues in the past and this has further fuelled my pre-existent determination to help others affected.</p> <p>It has always been a real mission of mine to help the downtrodden, and this is why I have done charity work in the past, as aforementioned. It is also the main reason I became a Councillor – in order to attain more influence so that I can do good for those in need.</p> <p>If successful in my application, I will work tirelessly towards this end, and I strongly believe I will be able to make a significant contribution towards the work of this amazing organisation.</p>

**TO BE COMPLETED BY THE COUNCILLOR**

NAME: Cait Taylor ORGANISATION: Guildford Action

Please set out below the relevant experience, skills and qualities that you would bring to this appointment taking into account the requirements of the organisation.

Skills	<p>I trained as lawyer and while I no longer practice, I work in the private housing sector concentrating on governance and compliance.</p> <p>My work requires that I assimilate relatively large volumes of technical information, analyse to work towards resolving problems or situations. I particularly enjoy finding novel solutions to intractable difficulties, though this is not always possible. Where this is the case, communication is key.</p>
Experience	<p>I do not have any direct experience, but I am very committed to promoting equality of opportunity for all and I believe that supporting those facing challenges or that haven't had the benefits others have, is fundamental to achieving this.</p> <p>I have carried out various volunteer roles previously but as this was some time ago, I am not sure how relevant this is now. The types of organisations I have volunteered with include Citizens Advice, Crisis at Christmas, and various PTAs when my children were of school age.</p>
Qualities	<p>I believe I am open-minded and non-judgemental, though I recognise the need to continually challenge my own views to ensure that complacency doesn't set in.</p>
Other comments	<p>I am very keen to promote the work done by Guildford Action and believe that by becoming a trustee will help towards this aim.</p>

EXTERNAL ORGANISATION PROFILE  
Appendix 3

ORGANISATION NAME:     Guildford Poyle Charities    

CONTACT NAME:     Caroline Hill     ORGANISATION TYPE:     Charity    

EMAIL:     [REDACTED]     TEL:     [REDACTED]    

Appointee Role Title:	Trustee
Responsible to:	Trustee board
Where (Location):	Guildford
Is full access available? (Meetings and documents - mobility/hearing or visually impaired)	There are stairs to the office and some meetings are held at the office. Other venues include Guildford BC offices and the Guildhall. Most documents are sent by email but paper copies can be provided. However, if someone had access requirements we could hold meetings at a different venue and provide information in a different format.
Time commitment (frequency of meetings, time of day etc.):	This would depend on which committee the Trustee sits on. During the year there are the following. Trustees are expected to attend Trustee meetings, AGM and away day and to sit on one other committee. Individual grant meetings = Approximately 8 per year Organisation Grant meeting = 4 Trustee board meetings = 4 Finance and General Purpose meetings = 4 AGM = 1 Away Day = 1  Meetings are held in the day most starting about 10am and take about 2 hours. But this does vary dependent on the meeting and agenda.
Role description (eg, trustee, director, advisor etc.)	See attached.
Main tasks and responsibilities (including any budgetary and financial matters)	<ul style="list-style-type: none"> <li>See Job Description.</li> </ul>
Required skills, abilities, qualities and experience	<ul style="list-style-type: none"> <li>We have a mix of skills/experience on the Trustee board including, legal, finance, knowledge of the local area, surveyors, charity experience.</li> </ul>
Induction, training and support available	<ul style="list-style-type: none"> <li>Induction provided which covers the aims and objectives of the role and explanation of Trustee responsibilities, shadowing an individual grants committee meeting. Email/telephone/face to face support from the Manager.</li> </ul>
Are safeguarding checks for vulnerable people required and	<ul style="list-style-type: none"> <li>Not required because the role does not have any direct contact with applicants for grants.</li> </ul>

Return completed form to: John Armstrong, Democratic Services Manager, Guildford Borough Council, Millmead, Guildford GU2 4BB Tel: 01483 444102 Email:john.armstrong@guildford.gov.uk

provided? (DBS)	
Any other requirements of the organisation from the appointee	<ul style="list-style-type: none"> <li>• None</li> </ul>
Any restrictions on information sharing between the organisation and the council	Due to data protection we would not share any details which are confidential or personal details of anyone working/volunteering/client details unless prior agreement from those concerned.
Any personal liabilities, accountabilities or legal responsibilities involved in the role	Any legal responsibility is provided by legal representation on the Trustee board or we will pay for legal advice. Trustees are required to work within charity governance as set out by the Charity Commission.
Is the councillor insured/indemnified by the organisation? <b>If yes, please forward a copy of the insurance documentation.</b>	Guildford Poyle Charity is a company limited by guarantee and this provides a limited liability framework for all of the trustees
Is your organisation in compliance with equalities legislation?	Yes. One of our objects is with regards to equality.

**TO BE COMPLETED BY THE COUNCILLOR**

NAME: RUTH BROTHWELL ORGANISATION: Guildford Poyle Charities

Please set out below the relevant experience, skills and qualities that you would bring to this appointment taking into account the requirements of the organisation.

Skills	ALREADY A TRUSTEE OF THIS CHARITY. DESPITE THE FORM STATING NO DBS REQUIRED I AM A HOLDER OF AN ENHANCED DBS BY VIRTUE OF MY CHURCH OF ENGLAND MINISTERIAL ROLE. ALTHOUGH NOT USUAL FOR TRUSTEES TO MEET APPLICANTS IT IS BEING DISCUSSED THAT IT CAN SOMETIMES BE HELPFUL TO SEE A PROJECT IN ACTION WHICH WOULD INVOLVE MEETING PEOPLE. ABILITY TO READ REPORTS ABILITY TO RISK ASSESS ABILITY TO READ BUDGETS MANAGER OF PEOPLE
Experience	CHURCH OF ENGLAND PRIEST WHICH TRAINS AND PREPARES FOR MANY EVENTUALITIES AMONG PEOPLE WITH HARDSHIP. PROJECT MANAGER OF SIMILAR WORKS IN LONDON BUDGETARY EXPERIENCE OF DELIVERING PROJECTS WORTH MANY £MILLIONS
Qualities	BUSINESS ACUMEN PEOPLE PERSON ABILITY TO SPEAK AND TO PREPARE COGENT ARGUMENTS KNOWLEDGE OF SOME OF THE AREAS OF NEED THROUGH WORKING AS A PRIEST IN GUILDFORD BOROUGH KNOWLEDGE OF BOTH GBC AND VARIOUS CHURCHES I THE BOROUGH WHO OFTEN REQUEST FUNDING ASSISTANCE THROUGH THE CHARITY
Other comments	THIS POSITION IS VERY REWARDING AS IT REACHES INTO THE HISTORICITY OF THE INTENTIONS OF THE ORIGINAL FUNDER. IT ENABLES A GROWING KNOWLEDGE OF THE BOROUGH ESPECIALLY WITH DEPRIVED AREAS AND NEEDS UNDER THE CURRENT COST OF LIVING CRISIS. BUT IT ALSO STANDS BACK AND EVALUATES APPLICATION FORMS SO CAN ASK INTELLIGENT QUESTIONS TO ENSURE THE FUNDERS INVESTMENT IS WISELY USED. IT ENABLES INTRODUCTIONS TO GROUPS SUPPORTING PROJECTS E.G. CITIZENS ADVICE, TENANTS COUNCILS, WHITE GOODS PROVIDERS, COMMUNITY CHAPLAINS AND PROJECT DELIVERERS TO NAME A FEW.

Return completed form to: John Armstrong, Democratic Services Manager, Guildford Borough Council, Millmead, Guildford GU2 4BB Tel: 01483 444102 Email:john.armstrong@guildford.gov.uk

**TO BE COMPLETED BY THE COUNCILLOR**

NAME: Amanda Creese ORGANISATION: Guildford Poyle Charities

Please set out below the relevant experience, skills and qualities that you would bring to this appointment taking into account the requirements of the organisation.

Skills	<p>Excellent verbal communication skills with the ability to deal with people at all levels and in difficult circumstances. Ability to interpret complex information and relay to clients.          Technical understanding of the menu of benefits provision.          Ability to make incisive decisions in difficult circumstances.          Ability to multitask and prioritise work          Good writing skills</p>
Experience	<p>I have worked most of my professional life in the delivery of social security benefits and housing with nearly 20 years working for Jobcentre Plus (and its departmental predecessors) as a benefits assessor, job coach through to team leader of a large processing team. I then worked in the prison estate as a housing advisor as part of the team assisting offenders on their release from custody and supporting them in the community with the aim of independence and employment. My final job was as a volunteer and then as a session supervisor at Guildford Citizens Advice. I therefore have a wide knowledge of the social security benefits system and social housing and assisting families and individuals in difficult circumstances. I have completed training in equalities and inclusion and safeguarding in addition to extensive training on specific benefits. I retired in 2018 and have been involved in various voluntary organisations and I am a trustee at Guildford Action.          I was elected as a councillor for the Bellfields and Slyfield ward in the election this year.</p>
Qualities	<p>Ability to empathise with individuals in difficult circumstances.          Honesty in all my dealings.          Accountability: I will take responsibility for my actions          Co-operative in working with colleagues and other organisations          Enthusiastic and committed to initiatives to improve live chances for all.          Curiosity and willingness to continue learning.</p>
Other comments	<p>My whole career has been in the area of welfare delivery and in 2000 I enrolled at Birkbeck College in London and completed my degree in Politics Philosophy and History achieving a 2:1 whilst still working full time. I subsequently took a Masters degree in History and wrote my dissertation on 19<sup>th</sup> Century Philanthropic Housing organisations and how they worked with their tenants. My interest in this opportunity is an opportunity for me to continue to be involved in the delivery of support for families and individuals in the community of Guildford and involved in an organisation with a historic attachment to Guildford and its residents.</p>



EXTERNAL ORGANISATION APPOINTMENT PROFILE  
Appendix 3

ORGANISATION NAME: Oakleaf Enterprise

CONTACT NAME: Lorraine Andrews ORGANISATION TYPE: Charity

EMAIL: [REDACTED] TEL: [REDACTED]

Appointee Role Title:	Trustee
Responsible to:	Chairman
Where (Location):	Guildford
Is full access available? (Meetings and documents - mobility/hearing or visually impaired)	Meetings currently aren't suitable for somebody with visual or hearing impairment. However, this is something that could be made possible if a Trustee required it.
Time commitment (frequency of meetings, time of day etc.):	Hours: approximately 5-6 hours per month. 1 annual away day Tenure: 1 year minimum with 3 months' notice period
Role description (eg, trustee, director, advisor etc.)	Trustee  To ensure that the organisation pursues its objects as defined in its governing document and complies with its policies, charity law, company law and any other relevant legislation or regulations.
Main tasks and responsibilities (including any budgetary and financial matters)	<ol style="list-style-type: none"> <li>1. To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations</li> <li>2. To ensure the organisation uses its resources exclusively in pursuance of its objects</li> <li>3. To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, and evaluating performance against agreed targets</li> <li>4. To safeguard the good name and values of the organisation.</li> <li>5. To ensure risks are managed and mitigated</li> <li>6. To ensure the effective and efficient administration of the organisation</li> <li>7. To ensure the financial stability of the organisation &amp; the correct use of its funds</li> <li>8. To protect and manage the property of the charity</li> <li>9. Act as an ambassador for the organisation at internal and external events</li> <li>10. Attend and contribute to fundraising events as and when necessary</li> <li>11. Provide a link into GBC to aid with the maintenance of a good relationship with one of Oakleaf's key contributors.</li> </ol>

Return completed form to: John Armstrong, Democratic Services Manager, Guildford Borough Council, Millmead, Guildford GU2 4BB Tel: 01483 444102 Email:john.armstrong@guildford.gov.uk

Required skills, abilities, qualities and experience	<p>Bringing impartiality and objectivity to decision-making</p> <p>Keeping an overview of the organisation's affairs and to provide support as appropriate</p> <p>Scrutinising board papers</p> <p>Leading discussions</p> <p>Focusing on key issues</p> <p>Providing guidance on new initiatives</p> <p>Ability to think creatively</p>
Induction, training and support available	Yes
Are safeguarding checks for vulnerable people required and provided? (DBS)	Not required
Any other requirements of the organisation from the appointee	None
Any restrictions on information sharing between the organisation and the council	None – except where there is an obvious conflict of interest
Any personal liabilities, accountabilities or legal responsibilities involved in the role	All Trustees have insurance
Is the councillor insured/indemnified by the organisation? <b>If yes, please forward a copy of the insurance documentation.</b>	Yes – will be forwarded on separately
Is your organisation in compliance with equalities legislation?	Yes

**TO BE COMPLETED BY THE COUNCILLOR**

NAME: Bilal Hassan Akhtar ORGANISATION: Guildford Borough Council

Please set out below the relevant experience, skills and qualities that you would bring to this appointment taking into account the requirements of the organisation.

Skills	<ul style="list-style-type: none"> <li>• Leadership skills</li> <li>• Excellent communication within the meetings</li> <li>• Advance Computer literate</li> <li>• Excellent customer services</li> <li>• Organised and attention to details</li> <li>• Problem solver in any circumstances</li> <li>• Excellent negotiator within tough situations</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• I have got a degree in accounting but have worked in sales and management most of my life.</li> <li>• I have experience of working internationally where I have managed a company with more than 100 employees.</li> <li>• Currently running a recruitment firm in Surrey where we specialise in public sector recruitment.</li> <li>• I have helped local charities by raising funds for them by running London marathon on 23<sup>rd</sup> April 2023.</li> <li>• I have arranged open days for charities to increase the public awareness.</li> <li>• Helped local community during Covid to raise the fund for local charity.</li> </ul>
Qualities	<ul style="list-style-type: none"> <li>• I am an empathetic person which should be a must quality to help or work In a charity.</li> <li>• I am a creative person where I can bring different ideas to the table to help the charity to achieve their goals.</li> <li>• Passion for success is also an important quality to have for any role in life. I am a passionate person with full of energy to make sure work gets done.</li> <li>• Listening well is the key to effective communication. Focusing on both what people say and how they say it ensures that you understand the message people communicate to you.</li> <li>• Being in sales most of my life I am very persuasive person which always help working in a charity.</li> <li>• More importantly I am a kind, Honest and reliable person.</li> </ul>
Other comments	<p>I am very passionate about helping local families and offering personal support to any one in Guildford. One of my aims after becoming councillor was to help local charities because I strongly believe that once you help others either its financial or moral support it always gives you inner peace and satisfaction of living life.</p> <p>I will be an excellent trustee for Oakleaf Enterprises to increase their public profile and help them to raise more funds in future.</p>

**TO BE COMPLETED BY THE COUNCILLOR**

NAME: Angela Goodwin ORGANISATION: Oakleaf Enterprise

Please set out below the relevant experience, skills and qualities that you would bring to this appointment taking into account the requirements of the organisation.

Skills	<p>A level education. Good listening and communication skills. Empathetic.</p> <p>8 years experience as a Borough Councillor, 6 years as a County Councillor. Used to dealing with – and helping people – from all walks of life, some of whom have mental ill health.</p>
Experience	<p>I have been a GBC representative at Oakleaf for approximately two years, and wish to continue in this role.</p> <p>As the Vice Chair of SCC’s Adults &amp; Health Select Committee, mental health / mental ill health is a common theme in our discussion both across adult social care and the NHS. I have a good awareness / understand of the challenges in the mental health arena.</p> <p>In 2019, this Select Committee set up a Task Group to look at the patient’s mental health journey; I was part of this group and our report / recommendations led to the introduction of the Mental Health Improvement Plan for Surrey.</p>
Qualities	<p>Community focussed person.</p> <p>Strong advocate of Oakleaf Enterprise and other mental health partnerships across Surrey.</p>
Other comments	<p>In January 2023, supported by Oakleaf, I completed the two-day Mental Health First Aider training.</p>

EXTERNAL ORGANISATION APPOINTMENT PROFILE  
Appendix 3

ORGANISATION NAME: Watts Gallery Trust

CONTACT NAME: Alistair Burtenshaw ORGANISATION TYPE: Charity

CHARITY REG. NO. 313612 COMPANY REG. NO. 6147572

EMAIL: [REDACTED] TEL: [REDACTED]

Appointee Role Title:	Member of the Limnerslease Advisory Committee
Responsible to:	Chair of Watts Gallery Trust
Where (Location):	Watts Gallery – Artists, Village, Down Lane, Compton, Surrey GU3 1DQ
Is full access available? (Meetings and documents - mobility/hearing or visually impaired)	Yes
Time commitment (frequency of meetings, time of day etc.):	Every six months
Role description (eg, trustee, director, advisor etc.)	Committee member
Main tasks and responsibilities (including any budgetary and financial matters)	<ul style="list-style-type: none"> <li>• Review activities taking place at Limnerslease;</li> <li>• Review the plan for the restoration and development of Limnerslease and its gardens and grounds;</li> <li>• An interest in the protection of the property and grounds of the wider Watts Gallery Trust estate;</li> <li>• Attend occasional public events at Limnerslease where possible;</li> </ul>
Required skills, abilities, qualities and experience	<ul style="list-style-type: none"> <li>• Interest in the arts and heritage</li> <li>• Understanding of charity governance</li> </ul>
Induction, training and support available	An induction to Watts Gallery Trust and the Limnerslease Project will be provided by the Director

Return completed form to: John Armstrong, Democratic Services Manager, Guildford Borough Council, Millmead, Guildford GU2 4BB Tel: 01483 444102 Email:john.armstrong@guildford.gov.uk

Are safeguarding checks for vulnerable people required and provided? (DBS)	Required
Any other requirements of the organisation from the appointee	None
Any restrictions on information sharing between the organisation and the council	There may be some confidential information
Any personal liabilities, accountabilities or legal responsibilities involved in the role	None
Is the councillor insured/indemnified by your organisation? <b>If yes, please forward a copy of the insurance documentation.</b>	The Councillor is indemnified by Watts Gallery Trust
Is your organisation in compliance with equalities legislation?	Yes
Any additional information regarding the appointment?	None

EXTERNAL ORGANISATION APPOINTMENT PROFILE  
Appendix 3

**TO BE COMPLETED BY THE COUNCILLOR**

NAME: Honor Brooker \_\_\_\_\_ ORGANISATION: Watts Gallery Trust \_\_\_\_\_

Please set out below the relevant experience, skills and qualities that you would bring to this appointment taking into account the requirements of the organisation.

Skills	People skills and a long-term interest in the Arts.
Experience	None as an advisory committee member, but a fresh perspective and common sense.
Qualities	Honesty, commitment and reliability. I believe that art is important for not just learning about history in a visual form, but it tells so many stories about life. I have always loved art in all forms including heritage arts like knitting and crochet and passing on these skills.
Other comments	

Return completed form to: John Armstrong, Democratic Services Manager, Guildford Borough Council, Millmead, Guildford GU2 4BB Tel: 01483 444102 Email:john.armstrong@guildford.gov.uk

**TO BE COMPLETED BY THE COUNCILLOR**

NAME: Danielle Newson ORGANISATION: Watts Gallery Trust

Please set out below the relevant experience, skills and qualities that you would bring to this appointment taking into account the requirements of the organisation.

Skills	<ul style="list-style-type: none"> <li>• I am a local resident and Guildford Borough Councillor with a strong interest in the Arts.</li> <li>• I also have a keen interest in architecture and sculpture.</li> <li>• I would be keen to help review activities taking place at Limnerslease including the restoration and development of Limnerslease and its gardens and grounds;</li> <li>• I would like to develop a programme to raise the profile of Limnerslease and encourage visitors to support the programme through donations, volunteering or being a Friend</li> <li>• I would love to attend occasional public events at Limnerslease where possible.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• I am a qualified Solicitor, non-practicing with training in Trust law and an understanding of legal structures to protect non profit bodies</li> <li>• I have long experience of dealing with drafting and analysing complex documents so can help review any paperwork involved in any restoration projects. This could assist the team to ensure the programmes are kept under review and meet their targets</li> <li>• I am a good team player as part of my legal work handling high value claims.</li> <li>• I am used to working with the local community to support them during times of transition.</li> <li>• I am on 3 local parish councils where my role is to reflect the views of the community and acting as a voice for their concerns.</li> <li>• I am a keen advocate of sustainability and environmental issues.</li> </ul>
Qualities	<ul style="list-style-type: none"> <li>• I have always appreciated the Arts growing up. I studied literature to A level standard including French literature.</li> <li>• I was a key member of an Arts Appreciation Society whilst a Scholarship Student at a public school. We arranged theatre trips on a regular basis.</li> <li>• I would like to encourage schools and young people to engage with the arts and the opportunities that are involved.</li> <li>• I also admire and feel inspired by the outdoors and feel this is beneficial for mental health.</li> </ul>
Other comments	<ul style="list-style-type: none"> <li>• I attended the recent press night for the Victorian Virtual reality exhibition on 3 July 2023</li> <li>• My family have an artistic background and I grew up in this environment. We lived as children near family who were part of an artistic community but they were not successful artists, painters and composers! I have an understanding of the challenges facing artists.</li> <li>• I have a cousin who is a self taught composer who later became the Composer in Residence at Queen’s University Belfast. He is also a photographer who has many portraits at eh National Gallery in London. Two of his sons are film editors who worked on many TV productions including Minder, Band of Brothers and Endeavour.</li> <li>• I view the Arts as a means of inspiring and encouraging the best development of children in terms of knowledge and confidence building. My daughter was lacking confidence as a child so I encouraged her to engage with drama groups and she attended these for about 10 years appearing in a variety of musical productions.</li> </ul>



EXTERNAL ORGANISATION APPOINTMENT PROFILE  
Appendix 3

ORGANISATION NAME:	Yvonne Arnaud Theatre Management Ltd	And	Yvonne Arnaud Theatre Trust
CONTACT NAME:	Joanna Read	ORGANISATION TYPE:	Theatre
CHARITY REG. NO.	200500	COMPANY REG. NO.	814453
EMAIL:	[REDACTED]	TEL:	[REDACTED]

Appointee Role Title:	Trustee
Responsible to:	Chairman of Yvonne Arnaud Theatre
Where (Location):	Guildford
Is full access available? (Meetings and documents - mobility/hearing or visually impaired)	No
Time commitment (frequency of meetings, time of day etc.):	Four times per annum
Role description (eg, trustee, director, advisor etc.)	Trustee of Yvonne Arnaud Theatre Trust  Director of Yvonne Arnaud Theatre Management Ltd
Main tasks and responsibilities (including any budgetary and financial matters)	<ul style="list-style-type: none"> <li>• Trust and Company are charities so Trustees / Directors have the responsibilities of a Charity Trustee</li> <li>• Budgets approved annually</li> </ul>
Required skills, abilities, qualities and experience	<ul style="list-style-type: none"> <li>• Love of / engagement with the Arts ideally Theatre</li> </ul>
Induction, training and support available	<ul style="list-style-type: none"> <li>• Trustees are supported by highly experienced theatre staff and by external advisors</li> </ul>
Are safeguarding checks for vulnerable people required and provided? (DBS)	<ul style="list-style-type: none"> <li>• Yes required</li> </ul>
Any other requirements of the organisation from the appointee	<ul style="list-style-type: none"> <li>• Trustees to be familiar with Charity Commission Guidance (CC3) – the Essential Trustee: What You Need to Know, What you Need to Do.</li> <li>• Observe the Nolan Principles of Public Life</li> <li>• To observe the theatre Equality, Diversity and Inclusivity Policy</li> <li>• To observe the theatre Conflict of Interest Policy</li> </ul>

Return completed form to: John Armstrong, Democratic Services Manager, Guildford Borough Council, Millmead, Guildford GU2 4BB Tel: 01483 444102 Email:john.armstrong@guildford.gov.uk

Any restrictions on information sharing between the organisation and the council	Business information will be shared with all Trustees at Board meetings. Trustees need to be able to prioritise the interests of the charity, which includes maintaining confidentiality on sensitive information. Councillors should seek approval from the Director and Chief Executive before sharing information.
Any personal liabilities, accountabilities or legal responsibilities involved in the role	Trustees / Directors have legal responsibilities as Charity Trustees and Company Directors
Is the councillor insured/indemnified by your organisation? <b>If yes, please forward a copy of the insurance documentation.</b>	Yes – AXA Insurance Management Liability Policy  (Certificate to be attached)
Is your organisation in compliance with equalities legislation?	Yes
Any additional information regarding the appointment?	

**TO BE COMPLETED BY THE COUNCILLOR**

NAME: Honor Brooker ORGANISATION: Yvonne Arnaud Theatre Trust

Please set out below the relevant experience, skills and qualities that you would bring to this appointment taking into account the requirements of the organisation.

Skills	People Skills and a long-term interest in the Theatre/Arts
Experience	None as a Trustee but a fresh perspective and common sense. I have had two careers firstly as an Air Stewardess with BA, secondly as a Registered Nurse at RSCH, I retired from this position in May this year. I sing with the Royal Surrey choir, raising money for charities at our twice-yearly concerts.
Qualities	Honesty, commitment and reliability. The ability to work as a member of a team and treat information confidentially.
Other comments	

**TO BE COMPLETED BY THE COUNCILLOR**

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NAME: Steven Lee ORGANISATION: Yvonne Arnaud Theatre Trust

Please set out below the relevant experience, skills and qualities that you would bring to this appointment taking into account the requirements of the organisation.

Skills	Experienced trustee of The YA Theatre.  Qualified Safeguarding
Experience	4 years in role
Qualities	I care about the theatre and its long term success
Other comments	

## **Guildford Borough Council**

Report to: Council

Date: 25 July 2023

Ward(s) affected: n/a

Report of Director: Transformation & Governance

Author: John Armstrong, Democratic Services & Elections Manager

Tel: 01483 444102

Email: john.armstrong@guildford.gov.uk

Lead Councillor responsible: Merel Rehorst-Smith

Tel: 01483 610581

Email: merel.rehorst-smith@guildford.gov.uk

Report Status: Open

### **Appointment of Parish Members to the Corporate Governance and Standards Committee**

#### **1. Executive Summary**

- 1.1 Article 10 of the Council's Constitution provides that the Corporate Governance and Standards Committee shall be comprised, amongst others, of up to three co-opted members of parish councils within the borough.
- 1.2 The term of office of the co-opted Parish Members is four years. At the Council meeting on 17 May, Council agreed to re-appoint to the Committee the current co-opted parish members (all of whom were re-elected to their respective parish councils in May) for a period up to the appointment of their successors.
- 1.3 Following the local elections in May, all parish councils in the borough were invited to submit nominations in respect of the three

Parish Member appointments. Serving parish members are eligible for re-appointment. Four nominations were received as follows:

- \*Julia Osborn – Send Parish Council
- Simon Schofield – Normandy Parish Council
- Penny Tompkins – Shere Parish Council
- \*Tim Wolfenden – Shalford Community Council

(\* serving parish members)

- 1.4 As there were more nominations received than there are places on the Committee, each nominee was invited to submit a personal statement in support of their nomination and copies of these were circulated to all parish clerks on 23 June 2023 (copies are also attached as **Appendix 1** to this report).
- 1.5 Each parish council was then asked to cast its vote as to its preferred three candidates. The deadline for receipt of ballot papers from the parish councils is 12 noon on Friday 21 July 2023. The results of the ballot will be reported on the Order Paper.
- 1.6 Article 10 of the Constitution also states that the results of the ballot shall inform the Council's decision as to the co-option of parish members to the Committee.

## **2. Recommendation to Council**

- 2.1. Taking into account the outcome of the ballot of parish councils, the Council is invited to appoint up to three of the nominees as co-opted parish members of the Corporate Governance & Standards Committee for a term of office expiring in May 2027.

## **3. Reason(s) for Recommendation:**

- 3.1. To ensure the composition of the Committee includes three co-opted parish members in accordance with Article 10 of the Council's Constitution.

#### **4. Exemption from publication**

- 4.1. No part of this report is exempt from publication.

#### **5. Purpose of Report**

- 5.1. To appoint up to three co-opted Parish Members to the Corporate Governance & Standards Committee, for a term of office expiring in May 2027.

#### **6. Strategic Priorities**

- 6.1. Involving representatives of our parish councils in the important work of the Corporate Governance & Standards Committee reflects our corporate values of:

- being open and accountable in our decision-making.
- spending money carefully and delivering good value for money services.
- working constructively with other councils, partners, businesses, and communities to achieve the best outcomes for all.
- Ensuring that our councillors and staff uphold the highest standards of conduct.

#### **7. Financial Implications**

- 7.1 Each co-optee on the Committee is entitled to receive a small co-optees' allowance, which is currently £419 p.a. They are also entitled to claim for mileage for attendance at meetings.

#### **8. Legal Implications**

- 8.1 Although there is no legal requirement to co-opt parish members to the Corporate Governance & Standards Committee, there is a requirement to do this by virtue of Article 10 of the Council's Constitution. Article 10 also prescribes the method of appointment

of parish members. The process described in this report is fully in accordance with Article 10.

- 8.2 Article 10 also provides that parish members have no voting rights at the meetings of the Corporate Governance & Standards Committee.

## **9. Human Resource Implications**

- 9.1 There are no human resource implications associated with the decision on this matter.

## **10. Equality and Diversity Implications**

- 10.1 Public authorities are required to have due regard to the aims of the Public Sector Equality Duty when making decisions and setting policies. The Council has a statutory duty under section 149 of the Equality Act 2010 which provides that a public authority must, in exercise of its functions, have due regard to the need to:

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The relevant protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

- 10.2 There are no equality and diversity implications associated with the decision on this matter.

## **11. Climate Change/Sustainability Implications**

- 11.1 There are no climate change/sustainability implications associated with the decision on this matter.



**12. Summary of Options**

- 12.1 The Council may choose to appoint up to three of the parish councillors nominated, taking into account the outcome of the ballot of parish councils.

**13. Conclusion**

- 13.1 The procedure for appointment of co-opted parish members to the Corporate Governance & Standards Committee, as described in this report, has been followed. The Council is now invited to make the final decision as to appointments.

**14. Background Papers**

Article 10 of the Council's Constitution

**15. Appendices**

Appendix 1: Personal Statements submitted by the four candidates for appointment

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Appendix 1  
PERSONAL STATEMENT

# JULIA OSBORN



## Who am I ?

I am a Parish Councillor and Chairman of Send Parish Council. I have served on the Corporate Governance and Standards Committee for the past four years, and on the task group to the committee. I am also a member of the "Parish Liaison Group for Climate Change" and recently I have been appointed to join the "Eight Parishes Group".

## Why am I standing again?

My aim will be to continue to represent parish council's interests at GBC. I will provide a strong voice for all parish councils; and especially for those facing unprecedented levels of change and development in their Parishes.

## Key achievements and contributions as a member of the committee include:

I have successfully lobbied GBC to include an item in the work programme of the committee for a **report on Section 106** monitoring. Previously, Section 106, a fund vital to all parish councils, had only been considered as a single line in the Appendix of the General Fund Financial Monitoring Report.

I was one of the first members of the Council to flag the issue of **non-determination** of planning applications in the Council Chamber in November 2021, along with the cost implications of defending appeals that were a result of non-determination and the increased spending on agency staff.

I have challenged proposals that I have considered would result in a loss of democratic accountability for elected members or reduce the opportunity for input by parish councils.

I have sought to ensure effective treasury management, risk management and that environmental monitoring is given greater priority in Council's actions and in committee reports.

As a member of the task group to the committee, I have reviewed many aspects of the Council's constitution and protocols seeking to improve transparency and enhance the role of parish councils.

## PROFILE

Julia has been a member of Send Parish Council for eight years. She has served in her Parish Council as Vice-Chair of the Send Neighbourhood Plan Steering Group, and Vice-Chair of the Planning Committee, and has recently been appointed Chairman of Send Parish Council at the Annual Meeting in May 2023. She also led the Save Send Action Group response to the Local Plan at the public inquiry in 2018-19.

## QUALIFICATIONS

Julia holds MSc in Public Administration from the University of London, and a BA in Politics and Social Policy. Her professional background is in undertaking research work.

## CONTACT

[julia.osborn@sendparishcouncil.gov.uk](mailto:julia.osborn@sendparishcouncil.gov.uk)

**Penny Tompkins – Personal Statement**

During my working life as a solicitor, I was Company Secretary of Unum Limited (income protection insurer in Dorking) and AXA Travel Insurance (part of the wider AXA Insurance Group). In these roles I was extensively involved in the establishment and maintenance of corporate governance standards and procedures, including the training of directors. These were both heavily regulated environments.

Once retired I became a trustee of the Dorking Society (a charity and also a company limited by guarantee). The Society runs the Dorking Museum and undertakes a wide range of activities within the local community. My primary role (aside from the general role as a trustee) was to introduce all necessary modern governance standards and practices (including training) in accordance with both the requirements of the Charity Commission and general company law.

I retired as a trustee of the Dorking Society when I became a Shere Parish Councillor.

## **Simon Schofield – Personal Statement**

The Corporate Governance and Standards Committee plays an important role in:

- Monitoring and reviewing Guildford Borough Council's corporate governance activity including the framework of internal audit control as well as the completeness, accuracy and validity of the risks identified in the Corporate Risk Register
- Considering and commenting on audit and accounts activity including financial monitoring and aspects of operational performance including complaint handling, planning enforcement and gender pay gap

My working background has been specialised in international taxation, finance and tax law for almost 30 years working for major accountancy firms (Ernst & Young, Deloitte) and multinationals (Samsung, Huawei, GE Capital) and where the most directly relevant role was 5 years as Vice President for European Taxation and Corporate (Internal) Audit at Samsung Electronics. This involved overseeing and undertaking internal audit activity across Europe to assess the effectiveness of the control environment as well as identifying and evaluating operational risk issues arising across all departments including finance. I've also acted as a private sector representative to the World Customs Organisation and worked with various trade associations on EU and OECD direct and indirect tax matters. My professional qualifications were as a Chartered Accountant (1997) and Chartered Tax Advisor (1994) which I held until my retirement two years ago (and graduated with a Mathematics degree from Emmanuel College in Cambridge back in 1991)

The main reason for standing as a parish representative is that I believe that I can make an effective contribution to the work of the committee based on my previous experience and that I can assist in the critical evaluation of the Council's operational performance. One point of note is that the Council's financial statements for the year ended 31<sup>st</sup> March 2021 have still not been fully audited at this point which has not been mentioned the last few sets of Committee minutes. The timeliness of local authority audits is being monitored by the Government Department for Levelling Up, Housing and Communities and the Public Sector Audit Appointments body responsible for managing audit quality (PSAA).

The Chair of the PSAA has stated "The scale of the backlog of outstanding opinions is such that it is beginning to seriously undermine the financial management, governance and accountability of local government bodies. As a result they are making decisions, managing multiple financial challenges and laying plans for the future with limited assurance about their underlying financial positions". For this reason I would be looking to have due attention focussed on managing the outstanding audit backlog as part of ongoing future work.

## **Tim Wolfenden - Personal Statement**

I have lived in Guildford for some 30 years, the majority of these in Shalford. I have a keen interest in local affairs. I have been a governor at Shalford Infant School (which all three of my children attended) and more recently at Guildford County School (currently attended by youngest child), where I chaired the Finance & Premises Committee. I have recently been re-elected onto Shalford Community (Parish) Council, and now chair the Finance Committee having previously chaired the Planning Committee. I am a keen cyclist and helped establish a local cycle campaign group; I am also very conscious of the current climate emergency and through work on the community council helped instigate the village's climate action group. Amongst other interests, my wife and I also have an allotment in Shalford.

A physicist by training, I retrained to be a school teacher five years ago and having started at Christ's College, Bellfields, am now a maths teacher at Guildford County School. Previously, I was Operations Director for a division of a global engineering company, with responsibility for day-to-day management of the business. During this time I implemented revised governance structures; I also represented the business on the audit committee. Earlier in my career as a business consultant I gained experience advising organisations on operational management and associated governance.

I have served as a co-opted member of the Corporate Governance and Standards Committee during the term of the last council and have enjoyed supporting it by applying a combination of my professional skills and local knowledge. Unfortunately long covid has severely curtailed my activity at times over the past couple of years, but I am confident that I am now once again able to fully commit to the committee and would like to have opportunity to continue for a further term supporting the work of the council and, through it, the wider borough community.

## EXECUTIVE

16 March 2023

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

Councillor Tim Anderson  
\* Councillor Tom Hunt  
\* Councillor George Potter

\* Councillor John Redpath  
\* Councillor John Rigg  
Councillor James Steel

\*Present

Councillor Fiona White was also in attendance. Councillors Ramsey Nagaty and Deborah Seabrook were in virtual attendance.

### **EX94 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Tim Anderson, Lead Councillor for Assets and Property and James Steel, Lead Councillor for Environment and Regulatory Services.

### **EX95 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTEREST**

There were no declarations of interest.

### **EX96 MINUTES**

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

### **EX97 LEADER'S ANNOUNCEMENTS**

The Leader deferred her announcements to the meeting of full Council.

### **EX98 TO CONSIDER ANY RECOMMENDATIONS FROM THE OVERVIEW AND SCRUTINY COMMITTEE**

There were no new recommendations from the Overview and Scrutiny Committee to consider. The paper was noted.

**EX99 GUILDFORD PARK ROAD REDEVELOPMENT - APPROVAL TO PROCEED TO NEXT STAGE**

The report sat within the lead councillor portfolios for Communities and Housing and Regeneration. The Leader of the Council began the introduction of the report as she held the Communities and Housing portfolio.

For many years, the Council had aspired to redevelop the surface car park at Guildford Park Road to make better use of the asset. Various schemes had been considered, but in 2021 a new Mandate and Strategic Outline Business Case (SOBC) were considered and approved by the Executive. This enabled the Council to re-initiate the project, to develop a new detailed planning application for the site and develop a wider business case for the post-planning delivery of the scheme.

The Executive considered the report that set out an updated SOBC including a proposed delivery strategy. The report sought Executive authorisation to commence implementation of the recommended delivery strategy and, specifically, to initiate a procurement exercise to select a Development Partner to deliver the scheme on behalf of the Council. The provision of new homes, particularly for those on the housing waiting list, was a priority for the Council.

The Lead Councillor for Regeneration endorsed the Leader's introduction and further explained that the recommendations in the report would reduce the Council's exposure by allowing a commercial private sector partner to undertake the risks involved in the development of the site. This was expected to be an agreeable arrangement for both parties since the majority of the development would be sold on the open market and the Council would buy back its allocation of Affordable stock. It was expected that there would still be a degree of risk with regard to the eventual price of the Affordable stock given the wider prevailing economic uncertainties.

The Executive noted a further risk in that the project may not attract a suitable Development Partner whilst it was in the pre-planning stages, however it was explained that pre-application advice had been received and that a dedicated Planning Officer had been employed. It was expected that a 'pre-app note' would be finalised within the coming two weeks.

It was emphasised that the Council desired 40% of the development to be designated Affordable and that construction and design should exceed the sustainability requirements necessary for Planning approval. In terms of massing and height, it was suggested that the ward councillors for Onslow be actively involved with consultation to be alert to any issues arising well before Planning



Committee stage. When appointed, the Development Partner would be contractually obliged to undertake extensive consultation with the local community and matters of height and massing should be discussed and resolved at this stage.

It was argued that the current design for Guildford Park Road included heights on a par with the North Street application that had recently been refused planning permission. Whilst some members felt that the Planning Committee should be free to judge each application on its merits, others suggested that it was imperative the Council have clear policy guidance on what it considered acceptable in this regard, especially when hoping to attract tenders from potential business partners.

Overall, the Executive was in favour of progressing the development and consequently,

**RESOLVED:**

1. To approve the Strategic Outline Business Case for the Guildford Park Road Redevelopment, attached as Appendix 1 to the report submitted to the Executive, and to endorse the recommended delivery strategy outlined within.
2. To endorse the revised planning strategy for the project.
3. To approve commencement of the procurement of a development partner to support the delivery of the Guildford Park Road housing project.
4. To approve the spend of up to £700,000, already allocated for the scheme within the Housing Revenue Account approved capital programme, to deliver the procurement activity.
5. To delegate to the Strategic Director of Place, in consultation with the Lead Councillor for Housing and Community and Lead Councillor for Regeneration, authority to enter into such other contracts and legal agreements connected with the Guildford Park Road housing project as may be necessary in compliance with Procurement Procedure Rules and within the approved budget.

**Reason(s):**

1. The Guildford Park Road redevelopment is a key scheme within the Housing Revenue Account Business Plan that will deliver a significant number of additional homes in the town centre. Officers currently have no authority to initiate the delivery phase of the scheme, and this authority is now sought from the Executive.

2. The recommendation will support the delivery of the Council's Corporate Plan (2021-2025) priorities by providing and facilitating housing that people can afford.

### **EX100 ASH ROAD BRIDGE SCHEME UPDATE AND BUDGET APPROVAL**

The Leader of the Council explained that the report before the Executive contained a significant amount of material that had been designated as exempt. To give full consideration to the matter would necessitate discussion in private. It was proposed that the Lead Councillor for Regeneration introduce the report in general terms, without reference to the exempt content. A public speaker would then address the meeting. Thereafter the Leader would propose the meeting be closed to the public for the duration of the discussion of the exempt material.

The Ash Road Bridge (ARB) scheme comprised a long-term infrastructure solution to the current and future issues posed by the Ash level crossing, including increased usage associated with housing growth in the Ash and Tongham area and greater barrier downtime resulting from enhanced rail use of the North Downs Line.

The Scheme was being delivered in two Stages. Stage 1 was the delivery of the road bridge over the railway line (and closure of the level crossing to motorised vehicles). Stage 2 was the delivery of the footbridge in the vicinity of Ash level crossing enabling the Ash level crossing to be closed permanently to all users.

The approved budget for the Scheme was £38.91 million, being £33.89 million for the road bridge (Stage 1) and £5.02 million for the footbridge (Stage 2) (excluding borrowing costs.) The road bridge budget was slightly higher than that which was approved by the Council in April 2021 (£38.79million) as the budget was subsequently combined with a separate approved budget for land acquisition costs for the Ash Road Bridge Scheme equivalent to £0.12 million.

The revised budget was £44.5 million, being £44.0 million for the road bridge and £0.5 million for the footbridge (excluding borrowing costs.) The increase to the budget was therefore £5.59 million.

The scheme had secured £23.9 million from Homes England (HIF) funding and recently a further £5 million from Surrey County Council (SCC) as set out in the Supplementary Information Sheet. In addition, the scheme had incurred substantial funding from the Council itself in the form of reserves, funds and borrowing. As with the Weyside Urban Village (WUV) scheme, ARB was an inherited commitment from the previous administration and was an integral part of Policy A31 in the adopted Local Plan to mitigate against existing and planned development to include the delivery of 1,750 new homes. It was argued that the

current administration might consider not proceeding with the scheme due to the economic situation and because it was solely infrastructure and not within the Council's duty to provide with little financial return for taxpayers.

The Lead Councillor for Regeneration described both WUV and ARB as worthy schemes and because they were both already underway, needed to be completed. Although the financial commitment and liabilities were significant, the costs to the residents of the borough of not proceeding, it was argued, would also have a significant impact. The loss to the Council of pre-development costs already committed to ARB and not recoverable should also be taken into account, the £23.9 million of HIF, £5 million from SCC would be lost and the Council would have to reimburse s106 contributions with no bridge to mitigate the increasing traffic and congestion issues as described.

The Lead Councillor for Regeneration recommended that the scheme be progressed, and the budget be increased to £44.5 million, despite the future revenue burden on the Council. It was noted there were contingencies built into the budget including optimism bias. There was also optimism that further funding could be available next year, although no allowance for this had been made in the estimates before the Executive. Negotiations continued with Network Rail with regard to contributions to the footbridge. Officers were commended for the detail and levels of scrutiny that had resulted in a robust report.

The Meeting was addressed by Sue Wyeth-Price from Ash Green Residents Association (AGRA). In her address, Ms Wyeth-Price urged the Executive to consider the long term debt to the Council should the recommendations be approved, alongside the uncertainty of increased futures costs as the scheme developed. She went on to challenge the assumptions of the scheme in terms of its benefits and mitigations. She proposed that the new road bridge would not be used by certain of the new developments already built but would support developments that had not yet received planning approval. In addition, she considered there were other congestion points locally that would not be improved by the ARB scheme and poor highway circulation in those areas would remain. She suggested that residents had not consulted over the scheme.

Members of the Executive discussed with Ms Wyeth-Price the concerns she had raised. With regard to consultation with residents, it was noted that Ash borough councillors previous and present and the County councillor for the area were all in favour of the ARB scheme. In addition, there had been public consultations and events run prior to 2019 to gauge local opinion along with a letter for Michael Gove MP written in support of the scheme. The need for the bridge had been tested through Policy A31 in the Local Plan, through the Planning Committee and through the course of three appeals. In conclusion, the Executive noted that the

recommendation to be considered at this meeting was not to retrospect on the merits of the bridge which had been proven, but to consider the budget and future funding of the scheme.

In consequence of the report having a number of appendices that had been designated as containing exempt material by the Monitoring Officer, the Leader of the Council proposed

That under Section 100A (4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for consideration of Appendices 2, 3, 4, and 5 to the report and the Appendix to the Supplementary Information Sheet on the grounds that they involved the likely disclosure of exempt information, as defined in paragraphs 3 and 5 of Part 1 of Schedule 12A to the 1972 Act.

The Executive was agreeable.

The project was substantial and complex. The Executive considered the contents of the entire report including the financial outlook for the project, along with external funding sources. Overall, the costs and benefits were evaluated and the Executive concluded that it was essential to proceed with the project to address and to mitigate against the volume of traffic around the level crossing which was predicted to increase in the future. The Ash Road Bridge would bring substantial improvements to the local community and economy and consequently the Executive,

**RESOLVED:**

1. To recommend that Full Council (at its extraordinary meeting on 16 March 2023) approve the budget and funding strategy as set out in Exempt Appendices 2 and 3 to the report, subject to the revisions to Appendix 3 as set out in the exempt Appendix 1 to the Supplementary Information Sheet circulated at this meeting.
2. To approve the transfer of the sum referred to in Paragraph 1 (Recommendations (Budget)) of the Exempt Appendix 2 to the report.
3. To delegate to the Strategic Director for Place, in consultation with the Lead Councillor for Regeneration, and Lead Councillor for Finance and Planning Policy, authority to enter into such other contracts and legal agreements connected with the Ash Road Bridge Scheme as may be necessary in compliance with Procurement Procedure Rules and within the approved budget.

Reason(s):

This was a unique opportunity to utilise £23.9 million of central government funding towards the Ash Road Bridge Scheme to deliver an alternative road crossing of the North Downs railway line in close proximity to the Ash level crossing. The Ash Road Bridge Scheme formed a requirement of Policy A31 of the Council's Local Plan which allocated land for housing in Ash. Delivery of this scheme would also enable the closure of Ash level crossing to motor vehicles, which would improve safety for highway and rail users and significantly reduce traffic congestion on the A323 and the use of alternative local roads to avoid the Ash level crossing in Ash.

The meeting finished at 11.08 am.

Signed .....

Date .....

Chairman

## EXECUTIVE

20 March 2023

Councillor Julia McShane (Chairman)

\* Councillor Joss Bigmore (Vice-Chairman) [in the chair]

Councillor Tim Anderson

\* Councillor John Redpath

Councillor Tom Hunt

\* Councillor John Rigg

\* Councillor George Potter

\* Councillor James Steel

\*Present

Councillor Ramsey Nagaty was in remote attendance.

### **EX101 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Julia McShane, Leader of the Council; Councillor Tim Anderson, Lead Councillor for Assets and Property and Councillor Tom Hunt, Lead Councillor for Planning Development, Legal and Democratic Services.

### **EX102 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTEREST**

There were no declarations of interest.

### **EX103 MINUTES**

The minutes of the meeting held 23 February 2023 were agreed as correct. The Chairman signed the minutes.

### **EX104 LEADER'S ANNOUNCEMENTS**

Leader's announcements were deferred to be delivered at full Council on 22 March 2023.

### **EX105 REPLACEMENT OF GUILDFORD SPECTRUM**

The report was withdrawn prior to the meeting as further work was required.

### **EX106 COMMUNITY ASSET TRANSFER POLICY**

The Council functioned as trustee for the land that it held on behalf of the community and presently had no Community Asset Transfer policy. The purpose

of a Community Asset Transfer policy was to set out a transparent and consistent approach to applications and a decision-making process governing the transfer of land to a Voluntary or Community Organisation (VCO). A policy in this regard would define which VCO's were considered suitable for consideration by the Council for a Community Asset Transfer and the types of land, buildings and circumstances that may be considered when a Community Asset Transfer application was received.

The draft policy was reviewed by the Service Delivery Executive Advisory Board (EAB) on 09 March 2023 and a minor amendment and the comments arising from the meeting were set out in the Supplementary Information Sheet.

In the absence of the Lead Councillor for Assets and Property, the Deputy Leader of the Council introduced the report.

The Executive heard that the draft policy aligned with the policy guidance adopted by Waverley Borough Council. The draft policy had been reviewed by the Lead Councillor for Assets and Property, the Property Review Group, the Council's policy team and EAB ward councillors. The Deputy Leader endorsed the draft policy as sound guidance for communities that set out a consistent framework for the Council.

Members of the Executive welcomed the draft policy but requested there should still be a less formal route for local people to follow when appropriate, for example where a regular request for use of a room in a property was made. Sutherland Memorial Hall was used as an example. This matter had been raised at the EAB meeting and members had been reassured that such circumstances fell outside of the draft policy guidance. In this particular instance the Council was working with Burpham Community Hub to arrive at a mutually satisfactory agreement for use of the building. The draft policy guidance set out in the report was intended for long-term leasehold or freehold arrangements.

It was noted that communities expressing an interest in taking over responsibility for a property would need to attract significant funding which would not be available from the Council itself, but the draft policy did direct interested parties to ward members in the first instance who may wish to familiarise themselves with the specific property and any external funding opportunities.

Thereafter, the Executive,

**RESOLVED:**

That the Community Asset Transfer Policy, as set out in Appendix 1 to the report, incorporating the updated wording to page 7. sub-paragraph 6, as set out in the Supplementary Information Sheet be approved.

Reason(s):

1. The Council did not currently have a policy on the transfer of assets to community groups.
2. To deliver community objectives.

**EX107 GUILDFORD'S UK SHARED PROSPERITY FUND AND RURAL ENGLAND PROSPERITY FUND**

The Lead Councillor for Lead Councillor for Climate Change and Organisational Development introduced the report in the absence of the Leader.

The Council was fortunate to have been awarded £1 million from the Department of Levelling Up, Housing and Communities' (DLUHC) UK Shared Prosperity Fund (UKSPF) to spend on capital and revenue activities between budget years 2022-23 to 2024-25, with the aim of 'building pride in places and increase life chances' through investment on three investment priorities: Communities, Local Businesses and People and Skills. In addition, a further £400,000 had been awarded to the Council from the Department of Environment, Food and Rural Affairs' (DEFRA) Rural England Prosperity Fund (REPF), and this allocation was to be spent on capital grants to support rural businesses and communities from 2023-24 to 2024-25.

To access its UKSPF and REPF allocation, the Council had submitted an investment plan and addendum, respectively, outlining the opportunities and challenges of the borough, as well as its investment priorities. The DLUHC had confirmed the validation of Guildford's UKSPF Investment Plan and the first year's allocation had been received. It was important that Council planned and divested the funding efficiently as any funds unspent by the 2025 deadline would have to be returned.

The report before the Executive set out detailed plans for the expenditure of both sets of funding. The REPF would target communities and micro/rural businesses particularly to stimulate growth and provide social support. Also included would be decarbonisation loans to support the climate change agenda, in some cases this would be in partnership with Surrey County Council (SCC). The UKSPF would similarly support decarbonisation schemes including support for an e-bike hire scheme for Guildford and Shalford (again in partnership with SCC) which was currently in an advanced project stage, the visitor economy (to include



business support and town centre improvements), a ringfenced sum for community and neighbourhood improvements.

The report had been considered and endorsed by the Strategy and Resources Executive Advisory Board meeting on 6 February 2023 and the comments arising from that meeting were set out in the Supplementary Information Sheet.

The Executive was supportive of the recommendations and especially of the e-bike project. It was noted that Guildford's streets were quite narrow and safety for all was emphasised. The project would work in partnership with the University of Surrey.

The Executive,

RESOLVED:

1. That the progression of Guildford's UKSPF and REPF plans, as outlined in the report, be approved.
2. That authority be delegated to the Strategic Director of Place, in consultation with the Leader, to enter into such other contracts and legal agreements connected with the UKSPF and REPF as may be necessary in compliance with Procurement Procedure Rules and within the allocated grant funding budget.

Reason(s):

1. The £1.4 million total funding Guildford Borough Council had been allocated from the UKSPF and REPF was a significant sum of money that could have a positive impact on the borough's local communities and businesses.
2. Grounded on insights from local stakeholders, partners and GBC Councillors and Officers, the projects put forward in Guildford's Investment Plan and REPF Addendum aligned with the borough's local priorities and intent to leverage collaboration with the Council's partners to maximise value for money.

#### **EX108 ADOPTION OF GUILDFORD BOROUGH LOCAL PLAN: DEVELOPMENT MANAGEMENT POLICIES**

The Local Plan: Development Management Policies (hereafter referred to as 'the LPDMP') was the second part of Guildford's Local Plan. If adopted by full Council on 22 March 2023 it would supersede the extant Local Plan 2003 policies and become part of the Council's Development Plan. The LPDMP provided the more detailed policies to be used by Development Management in the determination of planning applications. The Lead Council for Finance and Planning Policy introduced the report.

The intention of the policies was to provide the Council with the tools to secure good development across the borough covering a wide range of environmental, design, heritage and infrastructure matters. The policies would provide robust testing through the application process to obtain sustainable and attractive development. The policies would provide guidance to applicants for what the Council would like to see coming forward or reasons for refusal if applications did not meet the standards. The existing policies were nearly 20 years old and no longer fit for purpose.

The Executive noted the extensive consultation undertaken for the Regulation 18 and 19 process during the previous two years. Much work had been undertaken by councillors and officers to reach the point of submission to the Government appointed Planning Inspectorate in the summer of 2022. A series of public hearings had been heard with the inspector arriving at a number of recommendations for the Council concerning both minor and main modifications. The main modifications were subject to further public consultation concluding in early February 2023. The inspectors final report was received at the end of February and was published and circulated to all councillors. The final report found the Council's policies sound, subject to the main modifications being implemented.

The main modification for biodiversity net gain was highlighted to the Executive. The Council's draft policy set out a requirement for 20% across all developments. However, even if adopted by the Council, this could not be implemented until the Government policy of 10% was adopted. It was anticipated that would be in November 2023.

The draft policies were described by the Deputy Leader of the Council as robust having been through strenuous testing by officers, councillors and the public consultation process. It was acknowledged that not every suggestion submitted could have been included in the final drafts but that all suggestions had been considered through the consultation processes. The policies were commended to the Executive to recommend to full Council.

The Executive was also asked to consider and adopt a new Parking Policy Supplementary Planning Document (SPD). Whilst Policy ID10 did consider parking standards, it was considered preferable to retain a separate SPD which could be easily updated and was consequently more flexible and responsive. This had been approved by the inspector who required no main modifications to ID10 and had agreed to the split of guidance and policy. The adoption of the SPD was a matter for the Executive but that adoption remained dependent upon the overall adoption of the LPDMP by full Council because of the link of the guidance to the policy.

The LPDMP and the SPD were welcomed by the Executive, including the split in guidance and policy with regard to parking. It was noted that the biodiversity 20% net gain had been included in the Council's Climate Change SPD which had been previously adopted. Although this was guidance and not policy the Council had been able to signpost its preferences in this matter. It was reported that developers had taken notice and responded positively within planning applications.

The report would be considered by full Council on Wednesday 22 March 2023.  
The Executive,

**RESOLVED:**

1. That subject to the adoption of the Local Plan: Development Management Policies, the Parking Standards for New Development Supplementary Planning Document (SPD) (at Appendix 6) be adopted.
2. That the Lead Councillor with portfolio responsibility for Planning Policy be authorised, in consultation with the Joint Strategic Director of Place, to make such minor alterations to improve the clarity of the Parking Standards for New Development SPD as they may deem necessary.
3. That the Executive's comments be passed to the full Council meeting on 22 March 2023 via the Order Paper.

**Recommendation to Council:**

- (1) That the Local Plan: Development Management Policies (Appendix 4), which incorporates the Inspector's Main Modifications (at Appendix 2 to this report) and the Council's Minor Modifications (at Appendix 3 to this report), be adopted.
- (2) That the Secretary of State be requested to exercise his powers to revoke the 'residual' policies of the 2003 Local Plan.
- (3) That updates to the Guildford Borough Policies Map be adopted in line with the Local Plan: Development Management Policies including additions proposed at Appendix A of the Local Plan: Development Management Policies, as amended by the Inspector's main modification 6.
- (4) That the Lead Councillor with portfolio responsibility for Planning Policy be authorised, in consultation with the Joint Strategic Director of Place, to make such minor alterations to improve the clarity of the LPDMP as they may deem necessary.

Reason(s):

1. To enable the adoption of the Parking Standards for New Development SPD to provide further guidance regarding the implementation of LPDMP Policy ID11 [now Policy ID10]: Parking Standards for New Development.
2. To enable minor alterations to be made to the SPD should they be necessary prior to publication
3. To enable the adoption of the LPDMP in line with the Council's Local Development Scheme and for the plan to become part of the Council's development plan, carrying full weight in the determination of planning applications.
4. To enable the revocation of the 'residual' Local Plan 2003 policies that are not superseded by policies contained in the LPDMP.
5. To ensure that changes are brought about to the policies map in line with the adoption of the LPDMP.
6. To enable minor alterations to be made to the LPDMP should they be necessary prior to publication.

The meeting finished at 7.32 pm

Signed .....

Date .....

Chairman

## EXECUTIVE

22 June 2023

- \* Councillor Julia McShane (Chairman)
- \* Councillor Tom Hunt (Vice-Chair)

- |                                |                                  |
|--------------------------------|----------------------------------|
| * Councillor Angela Goodwin    | * Councillor Carla Morson        |
| * Councillor Catherine Houston | * Councillor George Potter       |
| * Councillor Richard Lucas     | * Councillor Merel Rehorst-Smith |

\*Present

Councillors Bilal Akhtar and Catherine Young were in attendance. Councillor Ruth Brothwell was in remote attendance.

### **EX1 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

### **EX2 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTEREST**

There were no declarations of interest.

### **EX3 MINUTES**

The minutes of the meeting held on 16 March and 20 March 2023 were confirmed as correct. The Chairman signed the minutes.

### **EX4 LEADER'S ANNOUNCEMENTS**

The Leader of the Council made the following announcements.

The Council was seeking a development partner for the Guildford Park Road housing scheme. The successful applicant would share the Council's commitment to producing high quality, sustainable homes and creating a strong sense of community on the site. Interested parties were invited to submit an initial questionnaire with a submission deadline of 20 July 2023.

There was a new digital magazine available for Guildford residents. 'About Guildford' was a quarterly e-newsletter featuring council and community stories, news items and updates. The stories would cover local events, activities, announcements and highlight the Council's priorities of community, climate change and the transformation of the borough. Residents could subscribe through the Council's website.

Congratulations were passed to colleagues in Planning Services following the Council's success in receiving a National Planning Award for the Weyside Urban Village (WUV) project. The award was for the best use of publicly owned land or property, Placemaking. The WUV project made excellent use of the brownfield

site. The project had been praised for its inclusivity. Once completed, the site would provide over 1,500 new homes, many of these would be affordable and low carbon. New green spaces would be created and over 1,200 new trees would be planted supporting wildlife.

The Council was seeking to improve its play areas in Westborough. A six-week consultation was up and running and the Leader urged residents to contribute. The consultation would close on 23 July 2023. More information was available on the Council's consultations webpage.

[Westborough play areas consultations - Guildford Borough Council](#)

Surrey Greener Futures had relaunched the solar panel group-buying scheme, 'Solar Together'. The scheme aimed to support residents to cut carbon and reduce their energy bills. More information was available from the website.

[Group-buying for solar | Solar Together Surrey](#)

It was noted that Guild Lido was celebrating its 90th birthday. In addition, there had been a makeover of the changing rooms. The Leader looked forward to seeing everyone enjoy the new facilities and thanked those involved in the makeover work and to residents for their patience.

#### **EX5 TO CONSIDER ANY RECOMMENDATIONS FROM THE OVERVIEW AND SCRUTINY COMMITTEE**

There were no new recommendations from the Overview and Scrutiny Committee to consider. The paper was noted.

#### **EX6 GRANTING A LEASE AT LESS THAN BEST CONSIDERATION TO YVONNE ARNAUD MANAGEMENT LIMITED AT OLD TOWN MILL**

The report was introduced by the Lead Councillor for Finance and Property.

The Council had leased the Old Town Mill Studio to the Yvonne Arnaud Management (YAM) at 50% below best consideration, amounting to £22,750 per annum. It was used as office space, storage and studio space, notably for the delivery of the Creative Learning Programme. The YAM would find it challenging to operate without this facility.

The building was classified as property type E and consequently could be developed by the Council for other purposes. An external market valuation put the potential income for lease of the building at £65,000 per annum. However, it was a Grade 2 Listed Building, which would impact any financial return and the manner of any redesign. It was also noted that the redevelopment of the Debenhams site next door would cause disruption to the immediate area for a number of years. For this reason, it would be difficult for the council to let the building at full market value for the next few years.

The Council wished to continue to support the theatre and to grant a new lease to the YAM. YAMs financial accounts had been reviewed and its level of affordability exceeded the maximum discount of the estimated annual market rental value that could be approved under officer delegation. Therefore, approval was sought from the Executive to grant a new lease to YAM for a term of 5 years at the current rate of less than best consideration.

It was noted that the detailed terms of the lease were the subject ongoing discussion between the council and the YAM.

RESOLVED:

To approve the grant of a new 5-year lease at less than best consideration to Yvonne Arnaud Management Limited at Old Town Mill.

Reason(s):

To support Yvonne Arnaud Management Limited.

**EX7 TYTING FARM SANG HABITAT BANK AND CHANGES TO SCHEME OF DELEGATION TO ENABLE DELIVERY OF FUTURE HABITAT BANKS**

Biodiversity Net Gain (BNG) was a requirement for developers to ensure that total biodiversity value would be higher following a development than at the outset. Both national and local policy set out that BNG was a planning requirement for new development. The Environment Act 2021 and the new Local Plan: Development Management Policies (LPDMP) would set minimum BNG levels for new development of 10% and 20% respectively from November 2023 (major development) and April 2024 (minor development). Developments that were unable to achieve the minimum BNG through bespoke works on or off site would need to purchase biodiversity. As a significant landowner, the Council had an opportunity to provide habitat banks funded through the sale of biodiversity credits to developers (and potentially others).

The Lead Councillor for Planning, Environment and Climate Change introduced the report who likened BNG to carbon off-setting. The Council was one of the first local authorities to create a habitat bank and the benefits were noted, since BNG could now be purchased within in Guildford rather than outside of the borough.

Tyting Farm was taken into public ownership by the Council some years ago to benefit residents and to create a wildlife habitat. It was stated that the Council saw a real opportunity via the BNG process to be able to maintain and to invest in the local ecology.

The Executive considered the report that sought authority to set up the habitat banks. A second recommendation would be submitted to the Executive in due

course with regard to a charging schedule for the BNG credits. It was noted that there would be no cost to the Council to manage the habitat banks as this would be funded by the BNG credits. The Council would be permitted to make a small profit, but credits should be competitively priced so as to encourage developers to purchase credit within the borough.

The Executive were in agreement that the proposal was positive for the borough and consequently,

**RESOLVED:**

1. Approved the creation of a habitat bank on Tyting Farm Suitable Alternative Natural Greenspace (SANG).
2. Authorised the Joint Executive Head of Environmental Services, in consultation with the Lead Councillor for Environment and relevant ward councillors, to deliver, manage, and operate habitat banks on appropriate council owned land.

**Reason(s):**

1. The proposed pilot habitat bank at Tyting Farm SANG would deliver tangible and significant environmental improvements that would not be delivered without the proposal. The project would be cost neutral or provide an income for the Council so can be considered a 'win-win' option.
2. The provision of habitat banks on Council land will generally provide strong environmental benefits, with wider direct and indirect social and economic benefits, and direct benefits for the Council.
3. Habitat banks would emerge regardless of Council action but by taking a leading position now the Council could ensure that the public good from BNG was maximised and that other planning benefits were not jeopardised by unreasonably high costs levied by private habitat banks seeking maximum profits.
4. The proposed pilot habitat bank at Tyting Farm SANG was considered a low-risk option as it would be cost neutral at worst, result in no opportunity cost, entail limited and manageable risks, and would enhance the existing SANG function.



**EX8 SUPPLEMENTARY ESTIMATE FOR FUNDS IN RESPECT OF POTENTIAL APPEAL AGAINST MEMBER OVERTURNED ITEM AND APPEAL AGAINST NON-DETERMINATION**

Applicants who submitted a planning application to the council could appeal against a refusal or non-determination of planning permission. Where an appeal was lodged, there was an expectation that the Council would legally defend its decision. Complex appeals would normally be dealt with at Public Inquiry. For Public Inquiries counsel would be appointed and possibly expert witnesses for which a budget was required.

An appeal had been made by Taylor Wimpey against the non-determination of the planning application relating to the redevelopment of Wisley Airfield. The Council had also been advised that an appeal would be lodged against the refusal of the North Street application should a second application be refused. Therefore, there was a need to make available funding to engage counsel and commence the preparatory work.

The report was introduced by the Lead Councillor for Planning, Environment and Climate Change and a revised paragraph 10 to the report setting out the financial implications had been included in the Supplementary Information Sheet.

It was explained that the costs as set out in the report were not definitive but were required immediately to begin legal preparation. The Council would robustly defend the decision of the Planning Committee and the work of Planning Services. Costs would be minimised wherever possible, including the avoidance of costs for unreasonable behaviour. Legally, the matter was now removed from the Planning Committee and taken over by the corporate body of the Council, but the Planning Committee would continue to be consulted throughout the process.

It was suggested that the Council had received an approach from Taylor Wimpy with regard to an extension of the Planning Performance Agreement (PPA) which could not be confirmed at the meeting. The lead councillor advised that a written question submitted in this regard would be appropriate and would allow sufficient time for the matter to be properly looked into. It was noted that the report before the Executive was recommending a supplementary estimate and not a discussion of prior events.

The Council could not defend an appeal with the in-house legal team. The procurement of outside counsel and specialist witnesses would be on an ad-hoc basis or 'pay as you go' so as to keep costs to a minimum. There would be specific briefs provided to expert witnesses with a one-off price agreed to assist with budgeting. The appeal process would be one of ongoing discussion with the appellant to seek and agree on common ground.

Agenda item number: 11

The Executive,

RESOLVED:

The Executive approved an initial supplementary budget of £350,000 to the Wisley Appeal and for the initial work to prepare for the North Street appeal.

Reason(s):

To enable a robust defence of the appeal against non-determination of the Wisley appeal and to do the initial work to prepare for the North Street appeal.

The meeting finished at 6.35 pm

Signed .....

Date .....

Chairman