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Contact: Andrea Carr  
Committee Services  
01483 444058

30 August 2023

Dear Councillor

Your attendance is requested at a meeting of the **COMMUNITY EXECUTIVE ADVISORY BOARD** to be held in This meeting will be held via MSTeams on **THURSDAY 7 SEPTEMBER 2023 at 7.00 pm.**

Yours faithfully

Tom Horwood  
Joint Chief Executive

**MEMBERS OF THE EXECUTIVE ADVISORY BOARD**

Chairman: Councillor Katie Steel

Vice-Chairman:

Councillor Sallie Barker MBE  
Councillor Dawn Bennett  
Councillor David Bilbe  
Councillor Honor Brooker  
Councillor Amanda Creese  
Councillor Gillian Harwood

Councillor Steven Lee  
Councillor Sandy Lowry  
Councillor David Shaw  
Councillor Joanne Shaw  
Councillor Cait Taylor

**Authorised Substitute Members:**

Councillor Bilal Akhtar  
Councillor Philip Brooker  
Councillor Ruth Brothwell  
Councillor Geoff Davis  
Councillor Matt Furniss  
Councillor Lizzie Griffiths  
Councillor Stephen Hives  
Councillor Bob Hughes  
Councillor James Jones

The Mayor, Councillor Masuk Miah, The Mayor  
Councillor Richard Mills  
Councillor Danielle Newson  
Councillor Howard Smith  
Councillor Jane Tyson  
Councillor James Walsh  
Councillor Dominique Williams  
Councillor Keith Witham  
Councillor Catherine Young

**WEBCASTING NOTICE**

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

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

**QUORUM: 4**



## **THE COUNCIL'S STRATEGIC FRAMEWORK (2021- 2025)**

### **Our Vision:**

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

### **Our Mission:**

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

### **Our Values:**

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

### **Our strategic priorities:**

#### Homes and Jobs

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

#### Environment

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

#### Community

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

## AGENDA

### ITEM NO.

- 1 **APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS**
- 2 **APPOINTMENT OF VICE-CHAIRPERSON**
- 3 **LOCAL CODE OF CONDUCT AND DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS**

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 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.

- 4 **MINUTES** (Pages 5 - 10)  
To confirm the minutes of the Executive Advisory Board meeting held on 9 March 2023.
- 5 **RECYCLING POLICY CHANGES**  
To receive a presentation with discussion options relating to Recycling Policy Changes.
- 6 **EXECUTIVE FORWARD PLAN** (Pages 11 - 46)
- 7 **EAB WORK PROGRAMME** (Pages 47 - 50)  
To consider and approve the EAB's draft work programme with reference to the Executive Forward Plan.

**Please contact us to request this document in an alternative format**

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9 MARCH 2023

**SERVICE DELIVERY EXECUTIVE ADVISORY BOARD**

9 March 2023

\* Councillor Angela Goodwin (Chairman)  
Councillor Ramsey Nagaty (Vice-Chairman)

Councillor Paul Abbey	* Councillor Ann McShee
Councillor Dennis Booth	* Councillor Bob McShee
Councillor Andrew Gomm	Councillor Tony Rooth
Councillor Gillian Harwood	* Councillor Pauline Searle
* Councillor Diana Jones	* Councillor Fiona White

\* Present

Councillor John Redpath was also in attendance.

**SD67 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS**

Apologies for absence were received from Councillors Andrew Gomm, Gillian Harwood, Ramsey Nagaty and Tony Rooth. There were no notifications of substitutions.

**SD68 LOCAL CODE OF CONDUCT AND DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS**

There were no declarations of disclosable pecuniary or non-pecuniary interests.

**SD69 MINUTES**

The minutes of the meeting of the Service Delivery Executive Advisory Board (EAB) held on 19 May 2022 were confirmed as a correct record, and would be signed by the Chairman at the earliest opportunity.

**SD70 COMMUNITY ASSET TRANSFER POLICY**

The Service Delivery Executive Advisory Board (EAB) was invited to consider the Council's Community Asset Transfer Policy together with a covering report, which were introduced and presented by the Asset and Property Manager.

9 MARCH 2023

The report explained that the Council currently did not have a policy outlining the approach and decision-making process governing applications for the transfer of freehold assets owned by, or under stewardship of, the Council that were deemed suitable for community asset transfer. Accordingly, a new policy had been drafted to guide the process and ensure that a consistent approach was pursued by officers and councillors when considering applications for a community asset transfer by a voluntary or community organisation. The Policy was attached at Appendix 1 to the report for deliberation by the EAB prior to its submission to the Executive for adoption.

Community asset transfer involved the transfer of assets to voluntary or community based organisations which were seeking Council land or buildings from which to deliver community based objectives. In such circumstances, the Council would look to grant a lease or sell the freehold ownership of its land or buildings to such organisations to facilitate their purposes.

In terms of national and local policy, the majority of local authorities, including Waverley Borough Council, had a Community Asset Transfer Policy in place and the Policy being proposed for Guildford fell in line with that.

The EAB was advised that the Council could lease its assets to community organisations by means other than through the Community Asset Transfer Policy such as granting leases at less than best consideration or at commercial levels. The Policy related to where the Council wished to divest itself in the long term of an asset to a community group to enable it to achieve its objectives. The Policy set out the criteria under which it would consider an asset transfer to a community group.

The following points arose from ensuing questions, comments and discussion for forwarding to the Executive:

1. The EAB welcomed and expressed its support for the Policy, which was considered to be clear, accessible and aligned with associated legislation, offering opportunities for local community groups to assume the operation of assets, possibly saving a building for community purposes which would otherwise be leased or sold commercially. However, it was wished that the Government would simplify the legislation to render it more legible to local organisations.

9 MARCH 2023

2. The principles behind the community asset transfer legislation and the related 2007 Quirk Review confirmed the Government's wish for local authorities to facilitate the transfer of assets to community groups meeting the required criteria and to mitigate the risks associated with the process.
3. Councillors acknowledged that some local communities or existing voluntary groups may experience difficulties with establishing the type of organisation that was required to operate a community asset following transfer unless they possessed the necessary level of expertise and funding.
4. Although the Council could not offer direct financial assistance to local community groups wishing to pursue an asset transfer, it could provide other forms of assistance such as signposting to financial and other available resources. Also, measures such as short-term leases, initial rent free periods and leases at nil, or less than best, consideration could be granted to offer financial assistance to community groups expressing an interest in acquiring assets. There were a number of existing examples of such support methods in place. However, it was expected that community groups seeking a transfer in respect of larger buildings would have the necessary funding provision organised prior to application.
5. In the event that funding for community groups to acquire a transferrable asset was dependent upon the prior agreement of a lease from the Council, which may not be forthcoming without evidence of funding provision in place, this issue could be dealt with under the terms of the associated legal agreement, subject to Executive approval.
6. The Policy featured stringent criteria and thorough processes in order to mitigate against the operation of a transferred community asset failing. As transfers were dealt with by way of a lease in most cases, break and surrender clauses or other legal mechanisms could be incorporated into leases to offer some protection against operational failures following transfer.
7. It was highlighted that the Council was able to grant leases or agreements to local community organisations outside the parameters of the Policy and this was currently the case concerning negotiations with Burpham Community Hub in respect of the lease of Sutherland Memorial Hall.
8. In the expectation that the Policy was adopted, it was felt that local community groups wishing to submit an expression of interest in respect

9 MARCH 2023

of acquiring community assets should be directed initially to the relevant local ward councillors who would have knowledge of existing community groups and assets in their ward and be able to offer assistance and advice in respect of pursuing the process in the first instance. Related information published on the Council's website should include initially directing applicants to their local ward councillors for assistance.

9. In this connection, reference was made to Surrey County Council's 'Your Fund Surrey' initiative which also focused on the early involvement of local councillors to assist residents with grant applications.
10. With regard to the classification of Council owned premises, few were designated as community assets. The majority stemmed from service areas advising the Assets and Property section of buildings and land which were surplus to service requirements and could be offered for community asset transfer. Others were the subject of speculative expressions of interest from community groups and could be converted to community assets and offered to local organisations to operate. There was a necessity to advertise unused Council property available for community asset transfer on the open market nationally, including those sites where expressions of interest had been received, in the pursuit of transparency and free opportunity. In the event that the Council wished to transfer a particular asset, it would be advertised locally and steps would be taken to engage local ward councillors with a view to identifying a local organisation to assume the operation of the asset.
11. In accordance with the transparency agenda, the Council's website published a list of all of its freehold and leasehold buildings and land which would inform any community groups seeking to pursue a community asset transfer.
12. In terms of communications, all of the Council's policies were available to view on its website in the interests of transparency and consideration was being given to creating a designated area of the website in respect of community asset transfers. The Assets and Property section had been tasked with ensuring that all associated information which the Council wished to publicise was included on the website as many queries were received in relation to the property and land within the Council's ownership. A 'Question and Answer' section was welcomed to improve accessibility as the Policy was high level and technical in places. It was intended that a cross reference link to the list of the Council's assets



9 MARCH 2023

would be included. The availability of community assets should be publicised as widely as possible commencing with the notification of ward councillors to enable them to commence discussions with local groups who may be interested in acquiring an asset. Most approaches from community groups were via ward councillors, providing early member engagement, and progressed through the chain of relevant officers. The Community Services team, which led on community based objectives and had been involved in the preparation of the Policy, was an initial officer contact point.

13. There was an existing questionnaire template for completion by local community groups seeking to lodge an expression of interest regarding a possible asset transfer. The questionnaire featured specific tailored criteria set by the relevant service area team against which any applying groups would be scored. The template would be published on the Council's website and distributed to property agents and other interested parties.
14. The decision-making path relating to the transfer of assets commenced with the Property Review Group, which would reach a decision in principle for recommending to the Executive for final approval, in consultation with local ward councillors.

In summary, the EAB particularly emphasised and agreed the importance of early ward councillor engagement in respect of community asset transfers in order to inform and assist local community groups expressing interest in this regard and to facilitate possible transfers. Related communications, featuring the Council's website and involving local residents and ward councillors, were also highlighted as a priority.

#### **SD71 EXECUTIVE FORWARD PLAN**

The Executive Forward Plan was noted without comment.

#### **SD72 EAB WORK PROGRAMME**

The EAB was invited to submit any suggestions for future Work Programme items to the Chairman and Vice-Chairman to pursue as appropriate.

#### **SD73 THANK YOU**

9 MARCH 2023

As this was the last meeting of the EAB prior to the forthcoming local Election, the Chairman took the opportunity to thank the members, Lead Councillors and Andrea Carr, Democratic Services Officer, for their hard work and contributions over the past four years.

The meeting finished at 7.50 pm

Signed .....

Date .....

Chairman



## THE FORWARD PLAN

### (INCORPORATING NOTICE OF KEY DECISIONS TO BE TAKEN BY THE EXECUTIVE AND NOTICE OF INTENTION TO CONDUCT BUSINESS IN PRIVATE)

Schedule 1 to this document sets out details of the various decisions that the [Executive](#) and full [Council](#) are likely to take over the next twelve months in so far as they are known at the time of publication. Except in rare circumstances where confidential or exempt information is likely to be disclosed, all decisions taken by the Executive and full Council are taken in public, and all reports and supporting documents in respect of those decisions are made available on our website.

Members of the public are welcome to attend and, in most cases, participate in all of our meetings and should seek confirmation as to the timing of any proposed decision referred to in the Forward Plan from the Committee Services team by telephone on 01483 444102, or email [committeeservices@guildford.gov.uk](mailto:committeeservices@guildford.gov.uk) prior to attending any particular meeting (see note below for special arrangements for remote meetings during the Coronavirus crisis).

Details of the membership of the Executive and the respective areas of responsibility of the Leader of the Council and the lead councillors are set out in Schedule 2 to this document.

#### Key decisions

As required by the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, this document also contains information about known key decisions to be taken during this period.

A key decision is defined in the Council's Constitution as an executive decision which is likely to result in expenditure or savings of at least £200,000 or which is likely to have a significant impact on two or more wards within the Borough.

A key decision is indicated in Schedule 1 by an asterisk in the first column of each table of proposed decisions to be taken by the Executive.

In order to comply with the publicity requirements of Regulation 9 of the 2012

Agenda item number: 6  
Regulations referred to above, we will publish this document at least 28 clear days before each meeting of the Executive by making it available for inspection by the public on our website: <http://www.guildford.gov.uk/ForwardPlan>

### **Availability of reports and other documents**

Subject to any prohibition or restriction on their disclosure, copies of, or extracts from, any document to be submitted to a decision-maker for consideration in relation to a matter in respect of which a decision is to be made will normally be available for inspection on our website five clear working days before the meeting, or the date on which the proposed decision is to be taken. Other documents relevant to a matter in respect of which a decision is to be made may be submitted to the Executive, or to an individual decision maker, before the meeting or date on which the decision is to be taken, and copies of these will also be available online.

### **Taking decisions in private**

Where, in relation to any matter to be discussed by the Executive, the public may be excluded from the meeting due to the likely disclosure of confidential or exempt information, the documents referred to above may not contain any such confidential or exempt information.

In order to comply with the requirements of Regulation 5 of the 2012 Regulations referred to above, Schedule 1 to this document will indicate where it is intended to deal with any matter in private due to the likely disclosure of confidential or exempt information. Where applicable, a statement of reasons for holding that part of the meeting in private together with an invitation to the public to submit written representations about why the meeting should be open to the public when the matter is dealt with will be set out on the relevant page of Schedule 1.

### **Tom Horwood**

Joint Chief Executive of Guildford and  
Waverley Borough Councils

Guildford Borough Council  
Millmead House  
Millmead Guildford  
GU2 4BB

Dated: 24 August 2023

**EXTRAORDINARY COUNCIL: 30 August 2023**

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Page 13	Weyside Mitigation Strategy	To agree to report back to Council in Autumn 2023 in regard to risks and mitigations and to agree the delegations relating to Weyside Urban Village	No	Report to Executive  (23/11/23)  Report to Council  (30/08/23)	Abi Lewis  01483 444908  abi.lewis@guildford.gov.uk
	Appointment of Interim Section 151 Officer	To appoint the Interim Section 151 Officer for Waverley and Guildford Borough Councils	No	Report to Council  (30/08/23)	Jon Formby  01483  jon.formby@guildford.gov.uk

**EXECUTIVE: 21 September 2023**

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*	Public Realm CCTV	To consider the existing provision and the Council's options.	No	Report to Executive  (21/09/23)	Chris Wheeler  01483 445030  chris.wheeler@guildford.gov.uk
	Annual Governance Statement 2022- 23	To consider the Council's Annual Governance Statement 2022-23	No	Report to Executive  (21/09/23)	Victoria Worsfold  01483 444834  victoria.worsfold@guildford.gov.uk

*	Annual Weyside Urban Village Report	To discuss the delivery of Weyside	Yes	Report to Executive (21/09/23)  Report to Council (10/10/23)	Abi Lewis  01483 444908  abi.lewis@guildford.gov.uk
	Medium Term Financial Plan	To review the mid-term budget	No	Report to Executive (21/09/23)  Report to Council (10/10/23)	Richard Bates  01483 444026  richard.bates@guildford.gov.uk

**COUNCIL: 10 October 2023**

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*	Annual Weyside Urban Village Report	To discuss the delivery of Weyside	Yes	Report to Executive  (21/09/23)  Report to Council  (10/10/23)	Abi Lewis  01483 444908  abi.lewis@guildford.gov.uk
	Medium Term Financial Plan	To review the mid-term budget	No	Report to Executive  (21/09/23)  Report to Council  (10/10/23)	Richard Bates  01483 444026  richard.bates@guildford.gov.uk



	Annual Report of the Corporate Governance and Standards Committee	To consider the first Annual Report.	No	Report to Council (10/10/23)	John Armstrong 01483 444056 john.armstrong@guildford.gov.uk
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**EXECUTIVE: 19 October 2023**

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Page 18	Presentation on Recycling Policy Changes	To review options	No	Report to Community EAB  (07/09/2023)  Report to Executive  (19/10/23)	Liz Mockeridge  01483 445088  liz.mockeridge@guildford.gov.uk
	Housing Revenue Account Final Accounts 2022- 23	To approve	No	Report to Corporate Governance and Standards Committee  (28/09/23)  Report to Executive  (19/10/23)	Victoria Worsfold  01483 444834  victoria.worsfold@guildford.gov.uk

	Capital and Investment Outturn Report 2022-23	To recommend the approval of the Capital and Investment outturn report 2022-23 to Council at its meeting in October 2023.	No	Report to Corporate Governance and Standards Committee (28/09/23) Report to Executive (19/10/23) Report to Council (05/12/23)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
Page 19	Revenue Outturn Report 2022-23	To approve the Revenue Outturn Report 2022-23	No	Report to Corporate Governance and Standards Committee (28/09/23) Report to Executive (19/10/23)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
*	Guildford & Waverley Transformation & Collaboration Programme	Adoption of the Transformation & Collaboration Programme including: To seek agreement to the GBC and WBC Executives working more jointly on	No	Report to Executive (19/10/23)	Robin Taylor  robin.taylor@guildford.gov.uk

these matters in the future  
e.g., by way of simultaneous  
meetings.

To seek a mandate to  
progress the issues of co-  
location and single officer  
structure and receive a  
report back in October 2023.

**EXECUTIVE: 23 November 2023**

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Page 21	Weyside Mitigation Strategy	To agree to report back to Council in Autumn 2023 in regard to risks and mitigations and to agree the delegations relating to Weyside Urban Village	No	Report to Executive  (23/11/23)  Report to Council  (30/08/23)	Abi Lewis  01483 444908  abi.lewis@guildford.gov.uk
	Corporate Safeguarding Policy and Procedure	To approve the Policy and Procedure	No	Report to Executive  (23/11/23)	Sam Hutchison  01483 444385  sam.hutchison@guildford.gov.uk

	Weyside Annual Finance Update	To consider	No	Report to Executive (23/11/23)  Report to Council (05/12/23)	Abi Lewis  01483 444908  abi.lewis@guildford.gov.uk
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**COUNCIL: 05 December 2023**

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Page 23	Capital and Investment Outturn Report 2022-23	To recommend the approval of the Capital and Investment outturn report 2022-23 to Council at its meeting in October 2023.	No	Report to Corporate Governance and Standards Committee  (28/09/23)  Report to Executive  (19/10/23)  Report to Council  (05/12/23)	Victoria Worsfold  01483 444834  victoria.worsfold@guildford.gov.uk

	Weyside Annual Finance Update	To consider	No	Report to Executive (23/11/23)  Report to Council (05/12/23)	Abi Lewis  01483 444908  abi.lewis@guildford.gov.uk
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**EXECUTIVE: 25 January 2024**

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Page 25	Business Planning - General Fund Budget 2024-25	To approve	No	Report to Joint EAB (08/01/24) Report to Corporate Governance and Standards Committee (18/01/24) Report to Executive (25/01/24) Report to Council (07/02/24)	Victoria Worsfold  01483 444834  victoria.worsfold@guildford.gov.uk
	Capital and Investment Strategy (2024- 25 to 2027-28)	To approve	No	Reports to: Joint EAB (08/01/24) Corp Gov & Standards Ctte (18/01/24) Report to Executive (25/01/24) Report to Council (07/02/24)	Victoria Worsfold  01483 444834  victoria.worsfold@guildford.gov.uk

	<p>Housing Revenue Account Budget 2024-25</p>	<p>To approve</p>	<p>No</p>	<p>Reports to: Joint EAB (08/01/24) Report to Executive (25/01/24) Report to Council (07/02/24)</p>	<p>Victoria Worsfold  01483 444834  victoria.worsfold@guildford.gov.uk</p>
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**COUNCIL: 07 February 2024**

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Page 27	Business Planning - General Fund Budget 2024-25	To approve	No	Reports to: Joint EAB (08/01/24) Corp Gov & Standards Ctte (18/01/24) Report to Executive (25/01/24) Report to Council (07/02/24)	Victoria Worsfold  01483 444834  victoria.worsfold@guildford.gov.uk
	Capital and Investment Strategy (2024- 25 to 2027-28)	To approve	No	Report to Corporate Governance and Standards Committee (18/01/24) Report to Executive (25/01/24) Report to Council (07/02/24)	Victoria Worsfold  01483 444834  victoria.worsfold@guildford.gov.uk

	Housing Revenue Account Budget 2024-25	To approve	No	Reports to: Joint EAB (08/01/24) Report to Executive (25/01/24) Report to Council (07/02/24)	Victoria Worsfold  01483 444834  victoria.worsfold@guildford.gov.uk
	Pay Policy Statement 2023-24	to approve	No	Report to Council  (07/02/24)	Francesca Chapman  01483 444014  francesca.chapman@guildford.gov.uk
Page 28	Annual Report of the Corporate Governance and Standards Committee	To receive an update	No	Report to Council  (07/02/24)	John Armstrong  01483 444102  john.armstrong@guildford.gov.uk

**EXECUTIVE: 14 March 2024**

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Page 29	Draft Communications Strategy 2023-24	To consider the new draft Communications Strategy	No	Report to Executive  (14/03/24)	Nicola Haymes  01483 444500  nicola.haymes@guildford.gov.uk

**NOTICE OF OFFICER KEY DECISIONS TO BE TAKEN**

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Date the Decision is to be taken on	Contact Officer
*	One year extension of PPG Decorative materials on PFH Framework agreement	To extend contract	31.08.2023	paul.puttock@guildford.gov.uk
*	Supply of disabled adaption materials from AKW Medicare	New four year supply contract on PFH framework	31.08.2023	paul.puttock@guildford.gov.uk
*	B5 41 Moorfield Road, New contracted out Lease	Grant of new contracted out lease	06.09.2023	faye.gunner@guildford.gov.uk

*	The Bridge - Bridge Street, Guildford	Grant of a new Protected Lease to M F Strawson Limited over The Bridge, Bridge Street, Guildford	18.09.2023	mark.appleton@guildford.gov.uk
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**UNSCHEDULED ITEMS - EXECUTIVE/COUNCIL**

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*	New Housing Strategy (including Homelessness Prevention and Rough Sleeping Strategies) 2020-2025	To develop a new housing strategy to include the statutory elements of homelessness prevention and rough sleeping.	No	O&S & Executive	Andrew Smith  andrew.smith@guildford.gov.uk
*	Charging for Regulatory Services	To consider proposal to charge for pre-application advice.	No	Council	Richard Homewood  richard.homewood@guildford.gov.uk



*	Community Infrastructure Levy Charging Schedule	To adopt the Community Infrastructure Levy Charging Schedule	No	Council	Stuart Harrison stuart.harrison@guildford.gov.uk
*	Marketing Requirements SPD	To adopt the Marketing Requirements SPD	No	Council	Stuart Harrison stuart.harrison@guildford.gov.uk
*	Planning Contributions SPD	To adopt the Planning Contributions SPD	No	Council	Stuart Harrison stuart.harrison@guildford.gov.uk

*	Green and Blue Infrastructure SPD	To adopt the Green and Blue Infrastructure SPD	No	Council	Stuart Harrison stuart.harrison@guildford.gov.uk
*	Green Belt SPD	To adopt the Green Belt SPD	No	Council	Stuart Harrison stuart.harrison@guildford.gov.uk
* Page 34	Community Infrastructure Delivery	(1) To agree a statement of priority for the delivery of infrastructure described in the GBC Infrastructure Delivery Plan and informed by the GBC Regulation 123 list (2) To discuss and propose strategies for securing additional funding necessary for that	Yes	Council	Stuart Harrison stuart.harrison@guildford.gov.uk

		delivery			
Page 35	North Downs Housing Options Report	Review and next steps	No	Council	Andrew Smith andrew.smith@guildford.gov.uk
	Careline Mandate	To approve the tender	No	Council	Sam Hutchison sam.hutchison@guildford.gov.uk

	The Council's Constitution: Review of Financial Procedure Rules	To review and update the financial procedure rules	Yes	Executive	Richard Bates richard.bates@guildford.gov.uk
	Houses in Multiple Occupation (HMOs) Controls	Further to the report considered by the EAB on 4 November 2021, to consider an update report concerning controls relating to HMOs.	No	Council	Sean Grady sean.grady@guildford.gov.uk
Page 36	Review of Refuse and Recycling Services	To consider future options and proposals for the refuse and recycling service	No	Council	Liz Mockeridge liz.mockeridge@guildford.gov.uk

	Domestic Abuse Policy	To approve the Domestic Abuse Policy	No	Council	Sam Hutchison sam.hutchison@guildford.gov.uk
	Careline Mandate	To consider the mandate	No	Council	Sam Hutchison sam.hutchison@guildford.gov.uk
Page 37	Pest Control Charges and Service Review	To decide whether to continue with the charging for rodent treatments in residential properties as implemented on 1 July 2021. Plus to decide whether the chemical treatment of wasp nests should continue as a Council service.	No	Council	Gary Durrant gary.durrant@guildford.gov.uk

	Off-Street Parking Business Plan 2023-24	To approve the Off-Street Parking Business Plan 2023-24	No	Council	Andy Harkin andy.harkin@guildford.gov.uk
	Shawfield Road Mandate	To consider the mandate	No	Council	Matt Gough/Sam Hutchison <a href="mailto:matt.gough@guildford.gov.uk">matt.gough@guildford.gov.uk/</a> sam.hutchison@guildford.gov.uk
Page 38 *	Development of small sites	Presenting an updated Business Case that seeks approval from the Executive to move the sites into delivery phase, and procure all necessary works and service to get the sites built out	No	Council	Rachel Harper rachel.harper@guildford.gov.uk

*	Guildford West Station	To consider moving to GRIP 4	No	Council	Abi Lewis abi.lewis@guildford.gov.uk
Page 39	To update on Guildford Borough Council Holdings Ltd.	To consider the update	No	Council	Claire Beesly claire.beesly@guildford.gov.uk
Page 39	Conversion of York Road Homelessness Units	To convert the York Road homelessness units to self-contained homelessness units, with additional units on top and a basement 'street homelessness' facility at ground/basement level.	No	Council	Andrew Smith andrew.smith@guildford.gov.uk

*	Bright Hill Car Park	To determine the future use of the site	No	Council	Rachel Harper Rachel.harper@guildford.gov.uk
*	The Future of Spectrum Leisure Centre	To consider the mandate	No	Council	Kelvin Mills kelvin.mills@guildford.gov.uk
Page 40	Home Farm Area	To agree a supplementary estimate	No	Council	Fiona Williams Fiona.williams@guildford.gov.uk



	West Lodge	25k Contribution towards SMPC for the refurbishment of West Lodge	No	Council	Marieke van der Reijden Marieke.van.der.reijden@guildford.gov.uk
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**SCHEDULE 2**

**MEMBERSHIP OF THE BOROUGH COUNCIL'S EXECUTIVE**

**AREAS OF RESPONSIBILITY FOR THE LEADER OF THE COUNCIL & LEAD COUNCILLORS GUILDFORD BOROUGH COUNCIL**

<b>Councillor</b>	<b>Areas of Responsibility</b>
<b>Leader of the Council and Lead Councillor for Housing</b> Councillor Julia McShane 75 Applegarth Avenue Park Barn Guildford Surrey GU2 8LX  (Westborough Ward)	Homelessness, Housing Advice, Landlord Services, Housing Maintenance and Repairs.

Councillor	Areas of Responsibility
<p><b>Deputy Leader of the Council and Lead Councillor for Regeneration</b></p> <p>Councillor Tom Hunt  c/o Guildford Borough Council  Millmead House  Millmead  Guildford  GU2 4BB</p> <p>(St Nicolas)</p>	<p>Corporate Capital Projects, Housing Delivery, Regeneration, Economic Development and Transport.</p>
<p><b>Lead Councillor for Engagement and Customer Services</b></p> <p>Councillor Angela Goodwin  27 Guildford Park Road  Guildford  Surrey  GU2 7NA</p> <p>(Onslow)</p>	<p>Communications and Engagement, Complaints, Ombudsman, Customer services, Case Management, Digital services, Freedom of Information, ICT and Business Systems.</p>

Councillor	Areas of Responsibility
<p><b>Lead Councillor for Commercial Development</b></p> <p>Councillor Catherine Houston</p> <p>c/o Guildford Borough Council Millmead House Millmead Surrey GU2 4BB (Shalford)</p>	<p>Building Control, Events, Heritage, Leisure and Off-Street Parking.</p>
<p><b>Lead Councillor for Finance and Property</b></p> <p>Councillor Richard Lucas</p> <p>“Yorkstones” Horseshoe Lane Ash Vale GU12 5LS  (Ash Vale Ward)</p>	<p>Finance and Accounting (General Fund/Housing Revenue Account), Internal Audit, Procurement, Revenues and Benefits, Property and Land Assets, Engineers and Facilities.</p>

Councillor	Areas of Responsibility
<p><b>Lead Councillor for Community and Organisational Development</b></p> <p>Councillor Carla Morson</p> <p>11 Foxhurst Road Ash Vale GU12 5DY</p> <p>(Ash Vale Ward)</p>	<p>Careline, Community Grants, Community Safety including Community Safety Partnership, Disabled Facilities Grants, Adaptations, Family Support, Health, Safeguarding, Supporting Vulnerable people, migrants and refugees, Business Transformation, HR, Learning and Development, Payroll, Strategy, Policy and Performance, Programme Assurance, Risk Management and Business Continuity.</p>
<p><b>Lead Councillor for Planning, Environment and Climate Change</b></p> <p>Councillor George Potter</p> <p>C/o Guildford Borough Council Millmead House Millmead Guildford GU2 4BB</p> <p>(Burpham Ward)</p>	<p>Planning Applications, Planning Enforcement, Planning Integration and Improvement, Planning Policy, Bereavement, Green Spaces, Parks, Countryside, Trees, Fleet Operations, Street Cleaning, Waste and Recycling and Climate Change.</p>

Councillor	Areas of Responsibility
<p><b>Lead Councillor for Regulatory and Democratic Services</b></p> <p>Councillor Merel Rehorst-Smith</p> <p>40 Norwood Road Effingham Surrey KT24 5NX</p> <p>(Effingham Ward)</p>	<p>Air Quality, Corporate Health and Safety, Emergency Planning, Environmental Health/Crime, Food Safety, Licensing, Private Sector Housing, Democratic and Committee Services, Elections, Executive and Civic Support, GDPR, Information Security, Governance, Legal, Overview and Scrutiny Support.</p>

EXECUTIVE ADVISORY BOARD WORK PROGRAMME

Corporate Plan and Forward Plan items are intended to give the EABs an early opportunity to consider major policies or projects.

**COMMUNITY EXECUTIVE ADVISORY BOARD**

<b>2 NOVEMBER 2023</b>				
<b>Item</b>	<b>Additional information</b>	<b>Relevant Lead Councillor(s)</b>	<b>Lead officer</b>	<b>Target completion</b>
Houses in Multiple Occupation (HMOs) Controls	Further to the report considered by the EAB on 4 November 2021, to consider an update report concerning controls relating to HMOs.	Cllr Merel Rehorst-Smith	Sean Grady, Private Sector Housing & Pollution Lead	
<b>11 JANUARY 2024</b>				
<b>Item</b>	<b>Additional information</b>	<b>Relevant Lead Councillor(s)</b>	<b>Lead officer</b>	<b>Target completion</b>
<b>7 MARCH 2024</b>				
<b>Item</b>	<b>Additional information</b>	<b>Relevant Lead Councillor(s)</b>	<b>Lead officer</b>	<b>Target completion</b>

EXECUTIVE ADVISORY BOARD WORK PROGRAMME

**JOINT EXECUTIVE ADVISORY BOARD**

<b>9 NOVEMBER 2023</b>				
<b>Item</b>	<b>Additional information</b>	<b>Relevant Lead Councillor(s)</b>	<b>Lead officer</b>	<b>Target completion</b>
<b>8 JANUARY 2024</b>				
<b>Item</b>	<b>Additional information</b>	<b>Relevant Lead Councillor(s)</b>	<b>Lead officer</b>	<b>Target completion</b>
Business Planning - General Fund Outline Budget 2024-25	To consider the outline budget and submit comments to the Executive.	Cllr Richard Lucas	Victoria Worsfold, Lead Specialist - Finance	February 2024
Capital and Investment Strategy (2024-25 to 2027-28)	To consider the Draft Capital and Investment Strategy and submit comments to the Executive.	Cllr Richard Lucas	Victoria Worsfold, Lead Specialist - Finance	February 2024
Housing Revenue Account Budget 2024-25	To consider the Draft HRA budget and submit comments to the Executive.	Cllr Julia McShane / Cllr Richard Lucas	Victoria Worsfold, Lead Specialist - Finance	February 2024



EXECUTIVE ADVISORY BOARD WORK PROGRAMME

**UNSCHEDULED ITEMS**

**Community Executive Advisory Board**

<b>Item</b>	<b>Additional information</b>	<b>Relevant Lead Councillor(s)</b>	<b>Lead officer</b>	<b>Target completion</b>
Domestic Abuse Bill	To consider work in relation to the Domestic Abuse Bill which is aligned to Housing.	Cllr Carla Morson	Jo James, Senior Policy Officer – Community and Events / Siobhan Kennedy, Homelessness, Advice and Allocations Lead	
Shawfield Road Site, Ash	To reconsider this mandate when the strategic direction has been further developed.	Cllr Tom Hunt / Cllr Richard Lucas	Marieke van der Reijden, Executive Head of Assets and Property	
Tourism, Visitor Information Service and Heritage Mandate	To reconsider this mandate when it has been further progressed to include Heritage Services.	Cllr Catherine Houston	Kelvin Mills, Executive Head – Commercial Services	

**Joint Executive Advisory Board**

<b>Item</b>	<b>Additional information</b>	<b>Relevant Lead Councillor(s)</b>	<b>Lead officer</b>	<b>Target completion</b>
Housing Strategy 2022-2027 (including the Homelessness Prevention and Rough Sleeping Strategies)	To develop a new housing strategy to include the statutory elements of homelessness prevention and rough sleeping.	Cllr Julia McShane	Robert Johnson, Housing Strategy and Enabling Manager	2022
Communications	To hold an informal meeting to discuss communications with housing tenants and generally.	Cllr Julia McShane	Annie Righton, Joint Strategic Director of Community Wellbeing	

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