

**STATEMENT OF EXECUTIVE DECISIONS**

Thursday, 16th May, 2024

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

Members of the Executive

Chairman:

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

Vice-Chairman:

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

Councillor Angela Goodwin, Lead Councillor for Engagement and Customer Services \*

Councillor Catherine Houston, Lead Councillor for Commercial Services \*

Councillor Richard Lucas, Lead Councillor for Finance and Property  
Councillor Carla Morson, Lead Councillor for Community and Organisational Development \*

Councillor George Potter, Lead Councillor for Environment and Climate Change \*

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

Councillor Fiona White, Lead Councillor for Planning \*

\*Present

Councillors Sallie Barker, Richard Lucas and Joanne Shaw were also in virtual attendance.

**Agenda****Item****No.****Officer(s)****to action****Item****1. Apologies for absence**

Apologies for absence were received from Councillor Richard

Lucas.

## **2. Local Code of Conduct - Disclosable Pecuniary Interest**

Councillor Catherine Houston declared a non-pecuniary interest in regard to agenda item 4 as one of the individuals named in the report was known to her.

## **3. Leader's Announcements**

This month the council moved from Disability Confident Committed (Level 1) to Disability Confident Employer (Level 2). The government scheme encouraged employers to think differently about disability and take action to improve how they recruit, retain and develop disabled people.

Following on from the public engagement event held by the Environment Agency in April, the [Guildford Flood Alleviation Scheme feedback form](#) would close on Friday 24 May. Residents were encouraged to complete the form as their feedback would help inform the design options of the scheme. Posts on the progress of the scheme could be liked and shared on X (Twitter) by following [@GuildfordFS](#)

This week the Mayor formally opened the Yalp Sona interactive dance and play arch at Stoke Park gardens. The equipment was designed to be all inclusive so that anyone could use it. The arch, inspired by the Lord of the Rings' magical gate was the only one of its kind in Surrey. Multiple games encouraged problem solving, creativity and physical movement. No matter what someone's ability, children, parents, carers, and grandparents would have fun using this interactive playground equipment. Thanks were given to the Parks and Street Scene team who researched, sourced, and installed the cutting-edge equipment.

The second Guildford and Waverley Business Question time event would take place on Monday 3 June at the University of Surrey from 5pm until 7pm. This event was a free networking event for businesses that would provide valuable advice and guidance about current issues and opportunities faced by the business sector. To book a free space

[search EventBright website for Guildford and Waverley Business question time in Guildford.](#)

**4. Consideration of Confirmation for an Article 4 Direction on land on the south and east sides of Chase Cottage, Sutton Place, Abinger Hammer, Dorking, RH5 6RP**

Decision:

Darren  
Gregory

That the Assistant Director of Planning Development be authorised to take all reasonable steps to confirm the Article 4 Direction made on 12 December 2023 in respect of Land on the south and east sides of Chase Cottage, Sutton Place, Abinger Hammer, Dorking, RH5 6RP registered at H.M. Land Registry under Title Number SY739199 (“the Land”) (“the Article 4 Direction”) as shown edged in red on the plan attached to the Article 4 Direction.

Reasons:

1. To protect the openness of the Green Belt, the landscape value of the Surrey Hills National Landscape (SHNL) (formerly Area of Outstanding Natural Beauty) and Area of Great Landscape Value (AGLV) and potential harm to the setting of a Grade II\* Listed Building, Usherwood, Sutton Place that would result from the subdivision of the Land.
2. Whilst the registered owner has not explicitly stated that they object to the Article 4 Direction, given correspondence received by the council, the Assistant Director of Planning Development had taken the decision to not use delegated powers and therefore sought authority to confirm the Article 4 Direction.
3. The development which the Article 4 Direction controlled, would be prejudicial to the proper planning of the area and constitute a threat to the local amenity of the area by potentially causing harm to the designated Green Belt and its openness, the landscape value of the SHNL, AGLV and the setting of a Grade II\* Listed Building. It was considered necessary to confirm the Article 4 Direction in order to continue the protection offered to these important matters.

Other options considered and rejected by the Executive:

None.

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

Councillor Catherine Houston declared a non-pecuniary interest in that one of the individuals named in the report was known to her.

**5. Legal and Democratic Services: Resourcing and Structure Proposals \***

Decision:

Susan Sale

Executive approved:

1. The Joint Head of Paid Service's proposal to create a role of Joint Executive Head / Assistant Director - Legal as set out in para 15.1 of the report submitted to the Executive;
2. The Joint Head of Paid Service's proposal to create a role of Joint Executive Head / Assistant Director - Democracy & Governance as set out in para 15.1 of the report;
3. The Joint Head of Paid Service's proposal to create a Joint Executive Advisory and Support team as set out in para 6.4 of the report to include two new posts of Joint Executive Advisory and Support Manager and Joint Executive Advisor. The Joint Executive Advisory and Support Manager would provide advisory support as well as management of the existing Joint Executive support team;
4. The Head of Paid Service's proposal to create a new post of Joint Head of Governance as set out in para 15.2 of the report;
5. The Head of Paid Service's proposal to amend the existing three Waverley Borough Council posts of Senior Governance Officer, Senior Corporate Governance Lawyer and Monitoring Officer assistant to be joint roles operating across Waverley and Guildford Councils;
6. To delegate authority to the Monitoring Officer to amend

the current inter-authority agreement between Guildford Borough Council and Waverley Borough Council to include the new joint roles as set out in the report.

7. An additional one-off cost of £90,605 to Guildford Borough Council which is a 50% contribution towards the costs of two Interim Governance Officers for 6 months;

Executive noted:

8. That the implications of these proposals had been considered in the context of restructures already concluded in GBC and WBC Legal Services and work about to commence in Waverley Democratic Services.

Executive approved and recommended to Full Council meeting on 17 June 2024:

9. To approve the increase to the Legal & Democratic Services salary budget for 2024/25 of £357,318 as set out in para 10.6 of the report;
10. To approve the making of all necessary arrangements for the discharge of functions through joint arrangements between Waverley Borough Council and Guildford Borough Council, by officers of Waverley Borough Council, as set out in this report, and for such arrangements to be included in the inter-authority agreement in accordance with s113 Local Government Act 1972.

Reasons:

1. To respond to the Head of Paid Services' recent changes to his staff structure at Chief Officer level, effective 1 March 2024, which made the previous Joint Executive Head of Legal & Democratic Services the Joint Strategic Director of Legal & Democratic Services and the previous Joint Executive Head of Finance, the Joint Strategic Director of Finance. Whilst this had strengthened the Corporate Management Board and ensured that the governance functions were represented at the most senior level by the three statutory officers, it had also

created a gap at the Executive Head of Service / Assistant Director level for each of these disciplines, which could not be sustained.

2. To respond to the concerns raised in recent months by Statutory Officers in relation to the robustness of governance arrangements for both Waverley Borough Council and Guildford Borough Council which had resulted in the need for an improvement plan, and continuous improvement thereafter to ensure good governance, and compliance with the Council's statutory duties relating to best value.
3. To fund the growth needed to address 1 and 2 above in the Legal and Democratic Services function.
4. To deliver the capacity and capability to enable timely, effective, transparent and consistent decision making at all levels of both organisations, including at the most senior leadership levels.
5. To deliver the capacity and capability needed to embed successes in ongoing collaboration efforts and enhance the pace of future collaboration, transition to shared services and continuous improvement in service delivery and realisation of cashable and non-cashable savings.
6. To create the framework for the Legal and Democratic Services function which will reduce dependency on expensive external resources and further implement succession planning and career development which had already seen an increase in internal promotion appointments to vacancies in Waverley Legal Services.

Other options considered and rejected by the Executive:

Options 1 and 2.

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

None.

**6. Customer Services Charter**

Decision:

Nicola  
Haymes

That the new Customer Services Charter be adopted for implementation.

Reasons:

1. It was important that the council had a customer charter in place that supported its customers and ensured that the council was able to clearly manage expectations for its residents when they made contact.
2. The current charter was no longer fit for purpose and needed to be updated.

Other options considered and rejected by the Executive:

None.

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

None.

**7. Anti-Fraud and Corruption Policy and Strategy**

Decision:

Solomon  
Akuffo

That consideration of the adoption of the Anti-Fraud & Corruption Policy and associated policies be referred to the Leader of the Council for determination in consultation with Executive members and the Chairman of the Corporate Governance and Standards Committee.

Reason:

To ensure the comments made by the Corporate Governance and Standards Committee at its special meeting on 11 April 2024 were incorporated into the policy documents.

Other options considered and rejected by the Executive:

To adopt the policy as presented.

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

None.

NOTES:

- (a) Any decision marked “#” means that the item was deemed by the Chief Executive and agreed by the Executive and Chairman of the Overview and Scrutiny Committee to be a matter of urgency for the reason indicated and, in accordance with Overview and Scrutiny Procedure Rule 16 (h), such decision takes effect immediately and is therefore *not* subject to the call-in procedure.

The call-in procedure is as follows:

- (i) the Chairman of the Overview and Scrutiny Committee; or
- (ii) a minimum of five members of the Council

may require that a decision be referred to the Overview and Scrutiny Committee for review.

- (c) Councillors wishing to exercise their right to call-in a decision taken by the Executive must give notice in writing to the Democratic Services and Elections Manager. The reason for a councillor calling-in a decision shall accompany any such request and must meet one of the following criteria:

- (a) that there was insufficient, misleading or inaccurate information available to the decision-maker;
- (b) that all the relevant facts had not been taken into account and/or properly assessed;
- (c) that the decision is contrary to the budget and policy framework and is not covered by urgency provisions; or
- (d) that the decision is not in accordance with the decision-making principles set out in the Constitution.

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

- (d) On receipt of a call-in request, the Monitoring Officer will decide, in consultation with the chairman of the Overview and Scrutiny



Committee, whether it is valid and will notify the councillors concerned accordingly.

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