



www.guildford.gov.uk

Contact: Annette Metcalfe

Committee Services

01483 444058

30 August 2017

Dear Councillor

Your attendance is requested at a meeting of the **SOCIETY, ENVIRONMENT, AND COUNCIL DEVELOPMENT EXECUTIVE ADVISORY BOARD** to be held in Council Chamber, Millmead House, Millmead, Guildford, Surrey GU2 4BB on **THURSDAY, 7 SEPTEMBER 2017 at 7.00 pm.**

Yours faithfully

James Whiteman
Managing Director

MEMBERS OF THE EXECUTIVE ADVISORY BOARD

Chairman: Councillor Adrian Chandler
Vice-Chairman: Councillor Pauline Searle

Councillor Angela Gunning
Councillor Christian Holliday
Councillor Gordon Jackson
Councillor Jennifer Jordan
Councillor Sheila Kirkland

Councillor Dennis Paul
Councillor Tony Phillips
Councillor David Quelch
Councillor David Reeve
Councillor David Wright

Authorised Substitute Members:

Councillor Nils Christiansen
Councillor Colin Cross
Councillor Andrew Gomm
Councillor Angela Goodwin
Councillor David Goodwin
Councillor Gillian Harwood
Councillor Liz Hogger
Councillor Liz Hooper
Councillor Mike Hurdle

Councillor Julia McShane
Councillor Susan Parker
Councillor Mike Parsons, The Deputy Mayor
Councillor Mike Piper
Councillor Jo Randall
Councillor Caroline Reeves
Councillor James Walsh
Councillor Jenny Wicks

WEBCASTING NOTICE

This meeting will be recorded for live and/or subsequent broadcast on the Council's website. 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 make a representation to the meeting you will be deemed to have consented to being recorded. By entering the Council Chamber, you are also consenting to being recorded and to the possible use of those images and sound recordings for webcasting and/or training purposes.

If you have any queries please contact Committee Services on 01483 444102.

QUORUM: 4



THE COUNCIL'S STRATEGIC FRAMEWORK

Vision – for the borough

For Guildford to be a town and rural borough that is the most desirable place to live, work and visit in South East England. A centre for education, healthcare, innovative cutting-edge businesses, high quality retail and wellbeing. A county town set in a vibrant rural environment, which balances the needs of urban and rural communities alike. Known for our outstanding urban planning and design, and with infrastructure that will properly cope with our needs.

Five fundamental themes that support the achievement of our vision:

- **Our Borough** – ensuring that proportional and managed growth for future generations meets our community and economic needs
- **Our Economy** – improving prosperity for all by enabling a dynamic, productive and sustainable economy that provides jobs and homes for local people
- **Our Infrastructure** – working with partners to deliver the massive improvements needed in the next 20 years, including tackling congestion issues
- **Our Environment** – improving sustainability and protecting our countryside, balancing this with the needs of the rural and wider economy
- **Our Society** – believing that every person matters and concentrating on the needs of the less advantaged

•
Your Council – working to ensure a sustainable financial future to deliver improved and innovative services

Values for our residents

- We will strive to be the best Council.
- We will deliver quality and value for money services.
- We will help the vulnerable members of our community.
- We will be open and accountable.
- We will deliver improvements and enable change across the borough.

Mission – for the Council

A forward looking, efficiently run Council, working in partnership with others and providing first class services that give the community value for money, now and in the future.

AGENDA

**ITEM
NO.**

1 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

2 LOCAL CODE OF CONDUCT AND DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS

In accordance with the revised 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.

3 MINUTES (Pages 1 - 6)

To confirm the minutes of the Executive Advisory Board meeting held on 13 July 2017.

4 SUSTAINABILITY AND GREEN ENERGY

(Presentation)

5 EAB WORK PROGRAMME (Pages 7 - 12)

To consider and approve the EAB's draft work programme. Details of future Executive decisions are included.

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

This page is intentionally left blank

13 JULY 2017

**SOCIETY, ENVIRONMENT, AND COUNCIL DEVELOPMENT
EXECUTIVE ADVISORY BOARD**

13 July 2017

* Councillor Adrian Chandler (Chairman)
* Councillor Pauline Searle (Vice-Chairman)

* Councillor Angela Gunning	Councillor Dennis Paul
Councillor Christian Holliday	Councillor Tony Phillips
Councillor Gordon Jackson	* Councillor David Quelch
* Councillor Jennifer Jordan	* Councillor David Reeve
Councillor Sheila Kirkland	* Councillor David Wright

*Present

Councillor Matt Furniss was also in attendance.

S8 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

Councillors Christian Holliday, Gordon Jackson, Sheila Kirkland and Tony Phillips submitted apologies for absence.

In accordance with Procedure Rule 23(j), Councillor Jenny Wicks attended as a substitute on behalf of Councillor Sheila Kirkland.

S9 LOCAL CODE OF CONDUCT AND DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS

There were no declarations of disclosable pecuniary interest.

S10 MINUTES

The minutes of the meeting held on 25 May 2017 were confirmed as a correct record and were signed by the Chairman.

S11 RECYCLING IMPROVEMENTS: REVIEW OF REFUSE AND RECYCLING SERVICE

The Waste and Fleet Services Manager gave an overview of the recycling and waste service. In 2009, alternate weekly collections of refuse and recycling began, with weekly recycling of food waste. Guildford was the first borough in the country to offer a design of vehicle and approach to service that later became the standard across the UK. By 2010, Guildford was able to evidence a satisfaction rate of 90%; by 2012 a more comprehensive service was delivered, and the satisfaction rate increased further to 94%. The current vehicle fleet was introduced in 2013, and was a big success. Moving from a box system to a separated system saved around 30% of staffing costs. The comingled system included in-cab reporting that allowed crews to report contaminated bins, and generated automatic letters to residents. The system had also led to a reduction in staff sickness levels associated with manual handling. Recycling rates were 56%, with a satisfaction rate of 97%. The latest data was still to be ratified by DEFRA, but indicated a recycling rate of 59.7%, which compared well with the highest performing authorities in the UK. However, 59% of bins were not full when put out for emptying, 55% of items put into black bins could have been put into green bins for recycling, and there was scope to increase levels of food waste recycling.

13 JULY 2017

The Recycling and Waste Officer reported that there were some emerging challenges linked to the finances of Surrey County Council, and this Council was working with the County Council and various project teams to deal with issues. The current vehicle fleet would be due for replacement in 2019, and it was unlikely that the purchase of new vehicles could be delayed beyond that point. Therefore, this Council was actively looking at securing the right solution for Guildford for 2020-2027, bearing in mind that the decision-making process would take around 12 months, with a 6-month build time for new vehicles. Examples from other councils were provided to illustrate some of the potential options available. The Recycling and Waste Officer explained how waste was dealt with at the recycling plant, and agreed to circulate details of the end destination of items recycled.

The Lead Councillor for Infrastructure and Governance confirmed that this agenda item had been brought before the Board at a very early stage, with plenty of time to determine areas of focus, such as using emerging green/hybrid technologies, improving recycling rates, changing collection intervals or tackling food waste. Electric buses were being trialled in London, meaning that the technology may extend to refuse vehicles by 2019.

The Board discussed some of the issues raised in the presentation, and was cognisant that the health and safety of employees was extremely important, including minimising the risks to refuse collectors associated with manual handling. Street cleansing was also discussed: recyclable materials such as cans, plastic bottles, grit and hard-core, were removed from street sweepings and included in the overall recycling figures. Work was in progress to improve recycling for residents of flats, with positive results.

The Waste and Fleet Services Manager informed the Board that the UK was performing better than countries such as the USA, but not as well as some European countries such as Germany and Switzerland. However, some of the systems successfully used in other areas would not be appropriate in Guildford, due to the rural nature of the Borough. It was acknowledged that there was still scope for improvement locally, particularly around the amount of recyclable materials and food waste put out with the refuse, although this would require major behavioural change, supported by education. There was a perception that reducing refuse capacity might lead to more contamination of the recycling stream, but this dynamic had not been fully researched. In terms of the cost of kerbside recycling, this could potentially be an expensive option as it was a labour intensive process. Similarly, using coloured bags was also expensive, although they had been used successfully in the past. Wheeled bins were used to maximise efficiency and the current design had evolved from decades of use. The Board was advised that recycling of absorbent hygiene products was difficult, as the specialist company dealing with them had closed down. The Board was also reminded about arrangements for recycling various items, e.g. printer cartridges, batteries, waste electrical and electronic equipment, and plastic bottles.

RESOLVED:

The Board agreed to invite the Waste and Fleet Services Manager to provide a further update on the review of the refuse and recycling service at its meeting to be scheduled in July 2018.

S12 12 MONTH REVIEW OF COUNCIL'S REVISED GOVERNANCE ARRANGEMENTS

The Democratic Services Manager reminded councillors that, following a scrutiny review of the Council's governance arrangements in 2015, the Council had introduced, with effect from January 2016, a hybrid arrangement involving two Executive Advisory Boards (EABs) and a single Overview and Scrutiny Committee (OSC). The Council had also agreed that the new arrangements should be reviewed after a 12-month period of operation.

13 JULY 2017

As part of the 12-month review, a seminar for all councillors was held on 07 March 2017. Comments from that seminar, together with recommendations from the Corporate Governance and Standards Committee (15 June 2017) had resulted in a set of recommendations to be considered by this Board, as well as the Borough EAB and the OSC, prior to final consideration by full Council on 25 July 2017. Having met on 10 and 11 July respectively, the Borough EAB and the OSC had proposed some amendments to the recommendations, details of which were included in the agenda for this meeting.

The Board went on to discuss each recommendation.

The Board agreed that webcasts allowed for transparency and public engagement, and that it would not be appropriate to remove a facility after it had already been made available to the public. Where it was necessary to discuss exempt or confidential material at an EAB meeting, this could be done in private session, or task groups could be set up to provide a forum for more detailed discussion. The Board recognised that topics discussed at EAB were often at an early stage of development, and agreed that this could be made clear to webcast viewers to prevent potential misunderstandings.

The Board agreed with the OSC and the Borough EAB that meetings between the Executive and the EAB/OSC chairmen and vice-chairmen should be on a six-monthly rather than annual basis in order to have a continuity of relationship. The purpose of these meetings was to put forward ideas and suggestions for the Work Programme, and for that reason, the Board also recommended that a representative from CMT should attend.

The Board endorsed the amendments recommended by the Borough EAB and OSC in respect of improving the arrangements for topic selection and broadening the approach to the development of the OSC work programme.

The Lead Councillor for Infrastructure and Governance reminded the Board that lead councillors were ultimately responsible for the topics discussed at EAB meetings, and therefore should normally take the lead on presenting matters, with support from officers.

The Board agreed that lead councillors should be involved in task groups, and since such groups would only be set up to consider significant matters, it was likely that lead councillors would wish to participate.

In respect of the recommendation that the focus for public engagement should be aimed more at OSC than EABs, the Board agreed with the Borough EAB and OSC that this recommendation be removed from the list of recommendations to be considered by full Council.

The Board agreed that proactive measures for public engagement were relevant to the work of both the EABs and OSC, and that progress on matters previously considered by EABs should be reported back to them when appropriate. Furthermore they agreed that a briefing note should be provided to officers invited to attend OSC meetings, to ensure there was full comprehension of the process.

RESOLVED: That the following recommendations be submitted for consideration by full Council on 25 July 2017:

- (1) That the Council continues the public webcasting of meetings of the EABs.
- (2) That a six-monthly meeting between all members of the Executive and the EAB and OSC chairmen and vice-chairmen, together with one representative from the

13 JULY 2017

Corporate Management Team, be established to discuss topic areas for future work programmes and to discuss how the EABs and OSC could make a more effective contribution to the decision-making process.

- (3) That, in order to improve the arrangements for topic selection and agenda planning, the Executive/CMT be requested to provide suggestions for topic areas for EABs drawn from the (revised) Corporate Plan Action Plan for consideration at future work programme meetings and to have a CMT (as well as Executive) representative attend those meetings.
- (4) That the approach to the development of the O&S Committee work programme be broadened, by amending O&S Procedure Rules to introduce a more flexible approach to topic selection through replacing the topic selection flow chart in OSC Procedure Rules with the PAPER tool.
- (5) That, in addition to raising questions at meetings, OSC members should have an opportunity for putting written questions to lead councillors attending OSC meetings in advance so that written answers may be prepared.
- (6) That lead councillors should normally present matters, with officer support, for discussion at EAB meetings and engage actively in a dialogue with the EABs regarding those matters, and that the terms of reference of the EABs be amended accordingly.
- (7) That EABs be encouraged to set up task groups to research and review areas for policy development, subject to:
 - (a) consideration of implications for staff resources, and
 - (b) to the relevant lead councillors attending meetings of such task groups in an ex officio capacity as appropriate.
- (8) That more proactive measures for public engagement in respect of the work of the OSC and the EABs be established by:
 - (a) inviting suggestions for the OSC work programme from the public and partners as well as officers and councillors, and
 - (b) alerting the public about OSC and EAB agenda topics on days leading up to the meeting, on the day of the meeting and action agreed at the meeting through press releases/social media.
- (9) That progress on matters previously considered by EABs be reported back to them when appropriate.
- (10) That a briefing note be provided to those officers invited to attend OSC meetings to ensure there is full comprehension of the process, including the role of scrutiny and the Scrutiny Officer.

Reason for Recommendation:

To ensure that the Council's decision-making processes remain accessible, robust and accountable to local people.

S13 PROGRESS ON COUNCILLOR INVOLVEMENT IN THE PREPARATION OF THE BUDGET

The Democratic Services Manager explained that both EABs had agreed to establish a politically balanced Joint EAB Budget Working Group in September 2016, comprising four councillors appointed by each EAB. The Board agreed to continue with this arrangement, and was asked to appoint one Conservative member, one Liberal Democrat member, one Labour member and one Guildford Greenbelt Group member to a new Joint EAB Budget Task Group.

13 JULY 2017

RESOLVED:

That Councillors Angela Gunning, David Quelch, David Reeve and Caroline Reeves be appointed to the Joint EAB Budget Task Group for 2017-18.

Reason for Decision:

To ensure backbench councillor involvement in the budget setting process.

S14 PROGRESS ON ITEMS PREVIOUSLY CONSIDERED BY THE EAB

The Board discussed the progress on items previously considered and agreed that topics that had been superseded should be removed from the list. Progress on the Electric Theatre was discussed, and a new working group had been set up to monitor compliance with the terms of the lease recently granted to the Academy of Contemporary Music. On 23 February 2017 the Board had received an update on the Health and Wellbeing Strategy and were awaiting details of successes and more information on preventing carer strain, which the Democratic Services Manager agreed to follow up.

S15 EAB WORK PROGRAMME

In considering its work programme, the Board discussed the possibility of taking forward a proposal to develop a Strategy for the Borough's Elderly, and agreed that this should be discussed at the forthcoming Work Programming meeting. At that meeting, the Director of Resources would suggest that the unscheduled item on sustainability issues could be included in the agenda for the Society EAB meeting on 07 September 2017.

The Board was asked to submit suggestions for topics to include within the current Work Programme.

The meeting finished at 9.23 pm

Signed

Date

Chairman

This page is intentionally left blank

EAB WORK PROGRAMMES

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

BOROUGH, ECONOMY, AND INFRASTRUCTURE EAB

13 SEPTEMBER 2017					
Item	Additional information	Corporate Plan Priority	Relevant Councillor(s)	Lead officer	Target completion
Bike Share Scheme/ Electric cars	To determine whether the EAB would wish in principle to support a bike share scheme and to discuss implications for Guildford of the increasing use of electric cars and the need for charging points, special parking arrangements, preferential access etc,	Yes	Cllr Matt Furniss	Zac Ellwood Major Projects Portfolio Manager	
16 OCTOBER 2017					
Item	Additional information	Corporate Plan Priority	Relevant Councillor(s)	Lead officer	Target completion
Community Right to Bid	To consider the policy and procedures to be adopted in relation to the determination of compensation under Section 99 of the Localism Act, together with any publicity requirements in relation to Community Right to Bid	Yes	Cllr Matt Furniss	Joyce Hamilton	
Public Arts Strategy	To consider and approve a five-year strategy which will assist the Council and its partners to enhance the Council's arts and cultural programme and the local environment by identifying key priorities for the provision of public art in the borough.	Yes	Cllr Nikki Nelson-Smith	Hannah Dix and Su Kelland	November 2017
Design Guide	To consider the first draft	Yes	Cllr Matt Furniss	Meave Faulkner	
23 NOVEMBER 2017 **** JOINT EAB ****					
Item	Additional information	Corporate Plan Priority	Relevant Councillor(s)	Lead officer	Target completion
Outline Budget 2018-19*	To consider the outline budget	No	Cllr Michael Illman	Head of Financial Services	February 2018

EAB WORK PROGRAMMES

8 JANUARY 2018					
Item	Additional information	Corporate Plan Priority	Relevant Councillor(s)	Lead officer	Target completion
General Fund and HRA Capital Programmes	Consider the General Fund and HRA capital programmes	No	Cllr Michael Illman	Head of Financial Services	February 2018
19 FEBRUARY 2018					
Item	Additional information	Corporate Plan Priority	Relevant Councillor(s)	Lead officer	Target completion
9 APRIL 2018					
Item	Additional information	Corporate Plan Priority	Relevant Councillor(s)	Lead officer	Target completion
The Future of Guildford Museum Update	To receive an update on the Fundraising Strategy Committee in terms of identifying and securing external grants and funding improvements for the museum	Yes	Cllr Nikki Nelson-Smith	Jill Draper Heritage Manager	2017
21 MAY 2018 tbc					
Item	Additional information	Corporate Plan Priority	Relevant Councillor(s)	Lead officer	Target completion
2 JULY 2018 tbc					
Item	Additional information	Corporate Plan Priority	Relevant Councillor(s)	Lead officer	Target completion

EAB WORK PROGRAMMES

SOCIETY, ENVIRONMENT, AND COUNCIL DEVELOPMENT EAB

07 SEPTEMBER 2017					
Item	Additional information	Corporate Plan Priority	Relevant Councillor(s)	Lead officer	Target completion
Sustainability and Green Energy	Ensure that Council decisions include an impact assessment on whole life energy costs, environmental sustainability and resilience to climate change and that appropriate planning for adaption measures is undertaken	Yes	Cllr David Bilbé	Kevin Handley	May 2017
19 OCTOBER 2017					
Item	Additional information	Corporate Plan Priority	Relevant Councillor(s)	Lead officer	Target completion
Strategy for the Elderly/Later Life		Yes	Cllr Nikki Nelson-Smith	Philip O'Dwyer	
Air Quality Strategy	To consider the Air Quality Strategy for Guildford, including measures to reduce or mitigate health risks to residents where appropriate.	Yes	Cllr Philip Brooker	John Martin	November 2017
Art Development Draft Strategy	To consider and approve a five-year strategy and work programme, which is fit for purpose, managed effectively and assists the Council and its partners to enhance arts and cultural opportunities for the community. The strategy will highlight the importance of the arts and allow the Council and its partners to identify and secure resources for the arts in the future.	Yes	Cllr Nikki Nelson-Smith	Hannah Dix and Su Kelland	November 2017
23 NOVEMBER 2017 **** JOINT EAB ****					
Item	Additional information	Corporate Plan Priority	Relevant Councillor(s)	Lead officer	Target completion
Outline Budget 2018-19*	To consider the outline budget	No	Cllr Michael Illman	Head of Financial Services	February 2018
11 JANUARY 2018					
Item	Additional information	Corporate Plan Priority	Relevant Councillor(s)	Lead officer	Target completion

EAB WORK PROGRAMMES

22 FEBRUARY 2018					
Item	Additional information	Corporate Plan Priority	Relevant Councillor(s)	Lead officer	Target completion
05 APRIL 2018					
Item	Additional information	Corporate Plan Priority	Relevant Councillor(s)	Lead officer	Target completion
17 MAY 2018 tbc					
Item	Additional information	Corporate Plan Priority	Relevant Councillor(s)	Lead officer	Target completion
05 JULY 2018 tbc					
Item	Additional information	Corporate Plan Priority	Relevant Councillor(s)	Lead officer	Target completion
Recycling Improvements: Review of Refuse and Recycling Service	(a) Review core recycling services to ensure that they remain fit-for-purpose. (b) Carry out doorstep surveys in 2017 and 2019 to identify residents' views on current and future recycling services	Yes	Cllr Matt Furniss	Chris Wheeler	2019

Unscheduled items

Borough EAB

Item	Additional information	Corporate Plan Priority?	Relevant Lead Councillor(s)	Lead officer	Target completion
Stoke Park Masterplan (TBC)	First taken to the Board July 2016. Request to return in approximately 1 year	Yes	Cllr Richard Billington	Paul Stacey	2020
LEP's wider picture/Ensuring a sustainable economy	Co-ordinate the LEP relationship and maximise funding opportunities to support Guildford as a smart growth hub	Yes	Cllr Paul Spooner	Local Economy Manager	2020

EAB WORK PROGRAMMES

Society EAB

Item	Additional information	Corporate Plan Priority?	Relevant Lead Councillor(s)	Lead officer	Target completion

This page is intentionally left blank