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Contact: Andrea Carr
Committee Services
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6 February 2019

Dear Councillor

Your attendance is requested at a meeting of the **COMMUNITY EXECUTIVE ADVISORY BOARD** to be held in Council Chamber, Millmead House, Millmead, Guildford, Surrey, GU2 4BB, on **THURSDAY 14 FEBRUARY 2019 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 Alexandra Chesterfield
Councillor Angela Gunning
Councillor Murray Grubb Jnr
Councillor Christian Holliday
Councillor Nigel Kearse

Councillor Sheila Kirkland
Councillor Bob McShee
Councillor Dennis Paul
Councillor Tony Phillips
Councillor Matthew Sarti

Authorised Substitute Members:

Councillor Colin Cross
Councillor Andrew Gomm
Councillor Angela Goodwin
Councillor David Goodwin
Councillor Gillian Harwood
Councillor Liz Hogger
Councillor Liz Hooper
Councillor Jennifer Jordan

Councillor Julia McShane
Councillor Mike Piper
Councillor David Quelch
Councillor Caroline Reeves
Councillor Tony Rooth
Councillor James Walsh
Councillor Jenny Wicks

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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.

Three fundamental themes and nine strategic priorities that support our vision:

- | | |
|---------------------|--|
| Place-making | Delivering the Guildford Borough Local Plan and providing the range of housing that people need, particularly affordable homes |
| | Making travel in Guildford and across the borough easier |
| | Regenerating and improving Guildford town centre and other urban areas |
| Community | Supporting older, more vulnerable and less advantaged people in our community |
| | Protecting our environment |
| | Enhancing sporting, cultural, community, and recreational facilities |
| Innovation | Encouraging sustainable and proportionate economic growth to help provide the prosperity and employment that people need |
| | Creating smart places infrastructure across Guildford |
| | Using innovation, technology and new ways of working to improve value for money and efficiency in Council 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.

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 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.

- 3 **MINUTES** (Pages 1 - 4)

To confirm the minutes of the Executive Advisory Board meeting held on 18 October 2018.

- 4 **NEW SPORT AND ENTERTAINMENT VENUE** (Pages 5 - 24)

- 5 **REPORT OF THE EXECUTIVE ADVISORY BOARD REVIEW TASK AND FINISH GROUP** (Pages 25 - 30)

- 6 **EXECUTIVE FORWARD PLAN** (Pages 31 - 52)

- 7 **EAB WORK PROGRAMME** (Pages 53 - 56)

To consider and approve the EAB's draft work programme.

- 8 **PROGRESS WITH ITEMS PREVIOUSLY CONSIDERED BY THE EAB** (Pages 57 - 66)

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

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18 OCTOBER 2018

COMMUNITY EXECUTIVE ADVISORY BOARD

18 October 2018

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

- | | |
|---------------------------------|----------------------------|
| * Councillor Angela Gunning | Councillor Sheila Kirkland |
| Councillor Murray Grubb Jnr | * Councillor Bob McShee |
| * Councillor Christian Holliday | * Councillor Tony Phillips |
| * Councillor Nigel Kearse | * Councillor Matthew Sarti |

*Present

Councillor Matt Furniss was also in attendance.

C15 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

Apologies for absence were received from Councillor Sheila Kirkland. Councillor Jennifer Jordan attend as a substitute for Councillor Sheila Kirkland.

C16 LOCAL CODE OF CONDUCT AND DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS

There were no declarations of interest.

C17 MINUTES

The minutes of the meeting of the Executive Advisory Board held on 6 September 2018 were confirmed as a correct record, and signed by the Chairman.

C18 PUBLIC CONVENIENCE REVIEW

The Lead Councillor and the Waste, Parking and Fleet Services Manager introduced a report which advised the EAB of the current public convenience provision, related current and planned works and likely future demands and opportunities. The report addressed strategic priorities, provision in different locations, service costs, toilet usage, future challenges and options, community toilet schemes, charging, closure, expansion, consultation and a summary of options. The results of a Guildford Public Toilet User Survey were appended to the report. The EAB was asked to consider the current service, review the possible options for future service provision and decide if it wished officers to develop any of these options further.

The EAB was advised that the Council operated 17 public conveniences throughout the Borough and the facilities were in generally good condition, well maintained and regularly refurbished with a clear and funded refurbishment programme in place. In addition, there were two public toilets provided by parish councils in Ash and Shere and these parishes each received a grant from the Council towards the running costs of the facilities. Whilst there was no statutory duty to provide these toilet facilities, they were well used and popular with residents and visitors alike. The facilities supported many positive aspects such as the attractions, services and facilities offered by the Council. However, finances were a major consideration.

The suggested options consisted of no change, closing the Home Farm toilets, developing a wider closure programme with or without a community toilet scheme, developing a community toilet scheme, expansion of facilities to include a Changing Places toilet facility,

18 OCTOBER 2018

conversion of an existing facility to a Changing Places toilet, supporting the provision of a Changing Places toilet in a town centre private sector area (such as a shopping centre or transport hub) or introducing charges for some or all of the facilities. The provision of public toilets in new town centre redevelopments could be encouraged. It was noted that charging for use of facilities was unpopular with the public.

Community toilet schemes consisted of councils entering into agreements with businesses such as pubs, restaurants and cafés to allow non-customer access to their facilities which avoided the need for a council to provide a duplicate provision. In some cases this was voluntary but in most cases the council in question made a contribution to the facility owners. This arrangement provided benefits to businesses such as confirmed income, boosted turnover due to the increase in footfall and good publicity. Changing Places toilets, which offered additional features and more space, were needed by the 250,000 plus people nationally with severe or complex disabilities who were unable to use standard accessible toilets. A leaflet describing the Changing Places facility was circulated at the meeting.

The following points and views arose from questions and discussion:

- As the Home Farm facility at Stoke Park was under utilised, the EAB supported its closure subject to the provision of publicity to inform the public of the closure and the location of the nearest alternative facilities. The EAB was against any further closures and felt that it was essential to retain facilities in parks to encourage their use.
- The community toilet scheme could bring disruption to pubs and restaurants and the facilities may not meet Council standards. It was felt that they should only be considered in the event of toilet closures.
- Charging for the use of facilities was not supported.
- The provision of a Changing Places facility was welcomed. Although Tunsgate was suggested as the site for such a facility owing to its pedestrianisation, accessibility and central location, accommodating it there would take up all of the existing facility which would reduce it to a single toilet facility. It was therefore suggested that consideration be given to an alternative location. Changing Places were supportive of local authorities and could assist by advising on provision of their facilities and appropriate locations. As a special key was required to access a Changing Places toilet, consideration would need to be given to the management of such a facility if it was unstaffed.
- Conditions could be added to planning consents to require the provision of toilet facilities such as a Changing Places facility.
- An estimate of the cost of the provision of a Changing Places facility and the cost of the Healthmatic Guildford Public Toilet User Survey would be circulated to the EAB.
- The nearest facilities to the Castle Grounds and Guildford Museum were those located in Tunsgate and it was felt that these should be clearly signposted.
- The telescopic pop up urinal in North Street was likely to be replaced in approximately five years' time and was in need of maintenance and repair in the meantime to extend its useful life.
- Building regulations and guidance steered the specifications of public toilets such as whether doors opened inwards or outwards.
- The relationship with the two parish councils receiving a grant from the Council towards the running costs of their facilities would be regularised.

In summary, the Chairman confirmed that, although the EAB supported the closure of the Home Farm facility with appropriate publicity, it did not support any wider closure with or without community toilet schemes or the introduction of charges for use of facilities. The

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EAB also supported the concept of providing a Changing Places facility having identified a suitable site and seeking opportunities for increasing provision as part of any redevelopment of the town centre. The re-instatement of any missing facility directional signs following the redevelopment of the Tunsgate area was sought. The Lead Councillor and the Waste, Parking and Fleet Services Manager were thanked for the report and work undertaken to date.

C19 PROGRESS WITH ITEMS PREVIOUSLY CONSIDERED BY THE EAB

The EAB's attention was drawn to the General Fund Capital Programme entry where the date had been corrected from 2010-21 to 2020-21. There were no queries or points arising from consideration of progress against items previously considered by the EAB.

C20 EAB WORK PROGRAMME

It was acknowledged that some topics overlapped the remits of both EABs and the Place-making and Innovation EAB had recently considered the Stoke Park Masterplan as it had previously looked at that matter and requested an update. Members were advised that they were welcome to attend meetings of the other EAB if they wished to take part in consideration of an item of interest to them or follow it up at an Executive / Council meeting. There were no comments in respect of the work programme.

The meeting finished at 8.00 pm

Signed

Date

Chairman

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EAB Discussion Paper – New sport and entertainment venue

Introduction

The Guildford Spectrum Leisure Complex has been incredibly successful over the 26 years since it was opened in February 1993. Built at a cost of £28 million, the venue was designed with a unique range of facilities. The mix between commercial and community facilities all under one roof remains a unique site in the United Kingdom and makes the venue a regional tourist destination with around 1.7 million visits each year. The current facilities include:-

- An International standard ice rink seating 2000
- 4 swimming pools including a multi flume leisure pool, 25m competition pool, a dive pool with 1m, 3m and 5m boards and a teaching pool
- 32 lane ten pin bowling centre
- 10 badminton court sports hall
- a dedicated group exercise studio
- 72 station fully equipped health and fitness suite
- a 400m athletics stadium with a floodlit football pitch
- a crèche
- a children's soft play facility
- a number of other smaller facilities including a spinning studio, 2 squash courts and dry sport facilities
- a number of catering and sports retail outlets
- a 1000 space car park.

In summary, at the core of the success of this family orientated venue are:-

- a unique mix of facilities & programme all under one roof
- good location with excellent transport links & parking arrangements
- high quality facilities in an attractive parkland setting
- ongoing investment into the site planned from opening
- organisational culture and operation of this award winning venue fulfilling both commercial and community objectives
- excellent partnership arrangements e.g. Guildford Flames.

The last report presented to the Executive Advisory Board in October 2016 outlined a number of different aspects of this complicated project. Councillors will remember that included within this report was a summary of why Spectrum has been so successful, the condition of the venue at that time, potential costs and timescales and the benefits of replacement against refurbishment. This report will provide some updates to various aspects of that report and the project.

The current building

The current building has been the subject of a number of remedial initiatives to try and increase its potential working lifespan so that it can meet community need till a new venue or an alternative solution is open. This programme of work, which was under development at the time of the last report in 2016, is now nearly complete, and comprised of a number of different schemes.

Excluding the adjustments to the management fee for the pool hall closures, these council initiatives will amount to a cost of approximately £3.25m (subject to the procurement of the roof glazing solutions) and are aimed to give the building a further ten years of operation. Works that have been completed so far include:-

EAB Discussion Paper – New sport and entertainment venue

- Repair to steel columns in the pools hall
- installation of a new over roof for the pools hall
- liquid plastic coating the remaining roof to significantly reduce water ingress
- some roof glazing replacement
- enhancement of air handling provision in the Leisure and teaching pool area
- internal and external guttering improvements
- repair of smoke vents to reduce water ingress
- renewal/addition of various stainless steel hangers in the pool hall.

These remedial works have made a significant difference to the operation of the venue, particularly in relation to the volume of leaks. Unfortunately, the building will continue to develop new leaks even after the leaking glazing seals are addressed, however the required ongoing maintenance should result in minimal disruption to the customers.

Installation of the Combined Heat and Power (CHP) unit

The new CHP went live in February 2018. This unit generates heat and acts as the primary boiler for the venue, and also produces electricity as a by-product. This unit will cost just under £600k to install. Over the first eight months of this financial year, the unit has saved £145k by comparison to “imported” utilities. In theory, the unit should generate the most savings in winter and we will continue to monitor the performance of the unit carefully. The savings are currently slightly exceeding the projected annual saving, however the level of savings are directly affected by fluctuations in the prices of gas and electricity.

New build versus refurbishment

With an existing successful facility, there will always be a discussion around whether the existing site could meet the needs of the community through a refurbishment programme. The Spectrum is a complex building that has a significant volume of specialist plant and facilities. As well as a significant plantroom under the main part of the building, it also has numerous plantrooms around the building and in compounds outside. These plant rooms and compounds contain the plant that allows the building to function effectively as a leisure complex, including having different air temperatures around the building, making the pool water safe and clean, ensuring the ice rink is frozen and the building generally being able to be operated safely.

As previously detailed in earlier reports, the existing venue would require a number of significant changes to the physical building (e.g. a new roof) throughout in order to extend its functional life. Any significant refurbishment would also have to include significant pieces of plant and equipment as well as how fundamental things such as water and electricity are distributed around the building (i.e. rewired and re-plumbed). Cosmetic changes such as re-tiling and repainting (including steelwork) throughout would be essential. The building would have to be closed for a significant period of time to refurbish and things like the flumes in the Leisure Pool replaced. With the building closed, there would be an opportunity to address some of the perceived shortfalls in the existing building design e.g. creating a bigger gym and expanding the current soft play facilities, which would be challenging projects in themselves.

EAB Discussion Paper – New sport and entertainment venue

The table below summarises the potential impacts of a new build against a refurbishment.

New build	Refurbishment
Bespoke design building - opportunity for new facilities - designed for maintenance and operation - opportunity for modern technology e.g. utility savings	Refurbished building would be on a very similar basis to the existing footprint and potentially represents the least disruption for the park overall.
Significant cost – funding likely to be challenging	Scalable cost – subject to the life span aspiration of the refurbishment.
Opportunity to address other perceived amenity issues for Stoke Park	Major service disruption - lengthy closure (probably longer than a new build) with no service to the community. Potential loss of key partners and specialist staffing due to closure.
Continuity of service for the community as existing facility can meet need until new venue opens.	Increased risk of overrun due to increased complexity of project e.g. compliance with modern building regulations
Continuity of service for successful major clubs such as Guildford Flames and Guildford City Swimming Club.	Physical restrictions in what you can and cannot do as part of the refurbishment in terms of economic efficiency
Would require the new build to be in a different location to the current footprint and would require alternate access and egress routes	Will still be a building designed for 1990's with inherent age limitation in the design
Would require to comply with land and planning requirements	Will not be able to correct some of the flaws in the original build and design.
	Majority of workforce likely to need to be made redundant for the duration of the refurbishment
	Would have to recover business after closure
	Previous refurbishment work at the site not attractive to the market when tendered
	Any planned maintenance would require to be compliant with Building regulations and any planning requirements

Fundamentally, the core facilities of the existing venue remain popular and continue to attract customers. With the right new build design, it would be possible to significantly enhance the offering to the customer using the lessons learned from both Guildford Spectrum's successes and its flaws. The core provision of pools, ice rink, arena, gym and ten pin bowling have the potential to be modified in different ways to better meet market demand.

All the facilities would benefit from a more comprehensive range of ancillary facilities such as revised changing rooms and toilets. Customers would also welcome a more flexible and diverse catering and retail offer to compliment the facilities.

Other ancillary services such as public transport links and parking would need to be reviewed based on the facilities at the venue and perhaps, depending on the site, in the immediate vicinity.

EAB Discussion Paper – New sport and entertainment venue

Partnerships with third parties may offer the opportunity for a greater range of exciting facilities on site. These opportunities will need to be considered carefully in the context of the overall offer and the impact on the general operation of the site.

Any new build will seek to take advantage of modern technology to reduce the environmental impact the venue. The existing site is the Council's biggest energy consumer and a new build represents an opportunity to take advantage of the technology that has proved challenging to successfully retrofit.

Primarily, a new venue offers the opportunity to review the product mix and take advantage of modern technology. Knowledge of the market place is very important however, consultation and research will also be critical in making the final necessary decisions around facility inclusion in a new offer.

Based on discussion and feedback both from the community and councillors (including the Corporate Plan), during the project we have concentrated on the opportunity for a replacement venue for this ground breaking site but we also recognise the need to assess the case for refurbishment. The primary driver was to build on the success of the existing site considering the exciting opportunities for a new improved venue, enhancing the template of the existing provision and subsequent customer experience.

Production of a draft vision and ongoing consultation

A draft initial vision for a new venue has been developed through research, benchmark visits, reviewing the successes and challenges of the current venue combined with the views, experience and comments of councillors, relevant officers, key staff from the existing operator and Active Surrey (the County Sports Partnership).

This initial vision is an attempt to develop a "look and feel" for the venue without setting out the facility mix, which will be driven by customer demand and community need. The vision has been drafted as a customer journey, which hopefully makes it easier to relate to.

This initial draft vision will continue to be developed and tested against the ongoing research and ongoing wider consultation with customers, local residents, Sport England, National Governing Bodies (NGB's), key partners such as the emergency services, the NHS, and local sports clubs etc.

EAB Discussion Paper – New sport and entertainment venue

Draft vision – A customer journey...

"A pleasure to visit again and again, and a pleasure to operate."

The vision for the new facility must be focussed on making the customer journey and experience an absolute pleasure. It will also reflect that in order to be sustainable, it has to be an absolute joy to operate.

Setting and arrival

The customer visit does not start on entering the door to the venue, the venue is set in Stoke Park and the new facility must compliment this parkland setting. Once the customer has arrived, they can intuitively understand where they need to go for their visit. This may mean crossing the A25 Parkway to visit the main body of Stoke Park for events there. Pedestrian and wheel chair user access to and around the site must be safe and well lit.

Access will be considered carefully, ensuring appropriate access for all the community, deliveries and emergency vehicles have all been an intrinsic part of the planning process. Access and egress to and from Parkway will be planned in such a way to ensure there is no unnecessary delay for the local traffic even during busy periods such as event departure, where a large volume of traffic will leave the venue at the same time.

Emergency vehicles need to have excellent access to the individual facilities, particularly facilities where there is a potential risk of spinal injuries such as an ice rink or diving pool for example.

Delivery access to the venue, and any subsidiary facilities, need to be appropriate for the types of large vehicle expected at the venue (including event trucks and waste collection) and ideally away from general car park access.

Coach and bus arrival, parking and passenger collection will be considered carefully within the design, as will the general drop off and collection points to ensure all the community are appropriately catered for.

Car and other vehicle parking

There will be more than sufficient safe and secure parking convenient for the customer's visit, regardless of whether they are coming to visit the leisure site or a wider Stoke Park event. The number of spaces will reflect the anticipated use of the facilities at very busy times e.g. February half term. Parking is likely to have a free period with a chargeable threshold therefore a charging mechanism needs to be planned into the design. The car parks must be safe, well-lit and planned appropriate to the site. The route to and from the car park to the venue must be accessible for all customers and appropriate for all access and egress points. There must be no undue delay in access or egress; however, the design must discourage anti-social behaviour. Consideration must be giving to recognise changes in modern parking provision and opportunities for secondary services around fuelling and vehicle services. The design of the car park must recognise the need for future maintenance and this must be an intrinsic part of the design so that maintenance and operational requirements are an important factor. The car park must be reflective of its surroundings and be complimentary to the parkland surroundings. Secure and safe parking opportunities must include other vehicles e.g. bicycles and motorcycles. Customers should feel safe and confident to use the parking facilities, this includes the use of video technology.

EAB Discussion Paper – New sport and entertainment venue

Lighting and noise pollution are important factors to be considered in the design, with flexible controls and efficient utility usage.

Satellite facilities

Where facilities are outside the main facility, consideration has been given to the customer's experience when using these facilities i.e. are there appropriate access to secondary spend opportunities, is it easy to retrieve an errant ball, can errant balls be minimised? These exterior facilities need to be safe and secure, especially when they are not manned. They must be complimentary to the environment in which they are set, easy to maintain and operate.

Parkland and pitch maintenance

The look and ease of access and maintenance is at the core of the site design. There must be appropriate, safe access to ensure the parkland and facilities can be maintained appropriately and efficiently using the right plant and equipment. The site is also an access point to ancient woodland and a nature reserve/SNCI.

Design of the main facility

In keeping with the unique selling points of Guildford Spectrum, the main leisure facility must be designed on the basis of "everything under one roof". This is an absolutely intrinsic part of the current venue's success.

The exterior of the main facility must be memorable but recognising that the exterior must be easy to maintain and access. Ideally the exterior will be unique and easily identifiable but without compromising the ease and cost of maintenance.

Customers entering the facility through the main entrance should experience a WOW factor on entry at the interior of the build. The facility will be carefully planned to recognise the customer journey, entry will be into a light and airy, spacious reception area that will have much in common with a large shopping centre. The main point of entry will be a showcase of the key commercial facilities of the venue as well as being a central point for the food and beverage and retail operation. The key commercial facilities must be very visible to create that WOW factor.

Technology must be at the core of the reception service, the customer must be immediately clear on where they need to go for their choice of facility. Ticket purchase and collection facilities should be clear and able to be supported and maintained easily. Routes away from this accessible area should be clear for facilities with appropriately sized lifts and stairs to facilitate the customer journey.

The venue must be designed to be easy to be kept clean and maintained. Fixtures and fittings must be hard wearing and attractive. There must be appropriate toilet facilities for all customers (including a changing places facility on the main entry floor) throughout the venue. Future maintenance requirements will have been considered for every aspect of design both in the customer facing areas and in the plant rooms.

Utility and resource impact

The venue will be designed to be energy efficient, using a range of evidence based technology to make the venue as efficient as possible. The venue will be designed to minimise the environmental impact.

EAB Discussion Paper – New sport and entertainment venue

Facility quality

Each sports facility is designed to meet Sport England standards and is fit for purpose recognising the anticipated large volume of customers. Every facility will be designed with its operation and maintenance in mind. It will be easy to clean and maintain, including planning for roof access and high level cleaning. All facilities will be designed to be as flexible as possible, recognising that areas can be used for a range of activities that may have different requirements in relation to lighting, temperature, power, access to ICT and air handling for example.

Successful catering facilities are key to the long term viability of the venue, they must be flexible in design and operation, be appropriately positioned in relation to the facilities and accessible to all the community. Fundamentally, the product range and experience must meet customer's varied expectations and needs throughout the day.

Technology is at the heart of the flexible operation of the facility, particularly in relation to the plant. The technology must be reliable, easy to use and geared to be being upgraded as circumstances change as the venue ages. One of the most important systems is the Building Management System (BMS) which must be well designed, and geared to flexible operation of the venue.

Plant rooms and storage areas will be secure, easy to navigate and design with future maintenance in mind. Chemical stores will be safe and secure but still easy to access for delivery and maintenance. Plant layout will be designed with future maintenance requirements in mind.

All high level areas will be accessible for safe cleaning and maintenance both internally and externally by design.

Outreach work

The facility will be designed so that appropriate storage can be easily accessed to facilitate the outreach work, which will help to reach the priority groups from a health and wellbeing perspective that might be reluctant to visit a sports and leisure facility.

Next steps

Continue research.

- Produce report for Executive detailing:

- An assessment of the existing facility and service.
- demonstration of linkage with council policies e.g. health and well being
- the options available to the Council e.g. build a new facility, refurbish the existing.
- the vision and aspirations for the new Spectrum.
- land and planning matters (limitations and opportunities provided by the site).
- research into supply and demand/need.
- estimate of costs and financing options.
- next steps (preferred approach to develop the project to the next stage).

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Guildford Spectrum

**Executive Advisory Board
14th February 2019**

**Jonathan Sewell, Leisure Services
Manager**

Corporate Objective

Undertake a feasibility study for a new multi-use sports and entertainment facility



Agenda item number: 4
Appendix 1

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Background and statistics

- Opened in 1993 and remains a unique all “under one roof” facility
- Cost then - £28m, cost now (like for like) IRO £100m+
- Over 40 million visits in the last 25 years
- Local and regional tourist destination
- Catchment area of over 90 minutes
- Turnover in excess of £10m per annum

Current facilities

- An International standard ice rink seating 2000
- 4 swimming pools
- 32 lane ten pin bowling centre
- 10 badminton court sports hall
- A dedicated group exercise studio
- 72 station health and fitness suite
- a 400m athletics stadium with a floodlit football pitch
- a crèche and children's soft play
- a spinning studio, 2 squash courts and dry sport facilities
- a number of catering and sports retail outlets
- a 1000 space car park

The building and other challenges

- Just spent £3m on interim repairs.
- Other failings need addressing.
- Plant and equipment is outdated.
- Design/space is outdated.
- Roof requires replacement to be watertight. Market reluctance to bid. Likely cost of £12m, would take two and a half years to complete and result in a loss of £3m in income.

Feasibility study - Work streams

**Visions and
aspirations**

**Supply and
Demand**

**Land and
Planning**

**Facility
Design**

**Cost and
funding
options**

**Legal
constraints**

Initial vision and aspirations identified

Key councillors, CMT, Leisure and project officers were consulted.

Top three aspirations were:

- Financially self sustaining
- Sporting centre of excellence in one or more sports
- Meeting local community need for non commercial facilities

Key questions arising from work to date

- Constraints resulting from legislation and other agreements
- Funding options available: DBFO, Joint Ventures (JV) and Special Purpose Vehicles (SPV).
- Operational management options: in house, external operator, Trust etc.



Next steps

Continue ongoing research.

Complete report for Executive detailing:

- An assessment of the existing facility and service.
- Linkage with council policies & strategies e.g. Local Plan/Health and Wellbeing etc.
- The options available to the Council e.g. build a new facility, refurbish the existing.
- The vision and aspirations for the new Spectrum.
- Land and planning matters (limitations and opportunities provided by the site).
- Research into supply and demand/need.
- Estimate of costs and financing options.
- Next steps (options and preferred approach to the next stage of the project).

Timeline

- What is currently happening
 - Consolidate research data into modular outline business case
 - Commence drafting public consultation questions
 - Continue drafting Executive report (including funding options)
- By the end of March
 - Report to the Executive

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Community and Place-making & Innovation Executive Advisory Boards Report

Ward(s) affected: all

Report of Director of Finance

Author: John Armstrong, Democratic Services Manager

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Lead Councillor responsible: Matt Furniss

Tel: 07891 022206

Email: matt.furniss@guildford.gov.uk

Date: 14 and 18 February 2019

Report of the Executive Advisory Board Review Task and Finish Group

Executive Summary

The Council, at its meeting on 9 October 2018 considered a report concerning a review of the structure of the Executive Advisory Boards (EABs), which contained the following three options:

1. To disband the existing EABs and establish one overarching EAB making greater use of existing powers to establish task groups to look at specific issues and projects relating to the delivery of the nine strategic Corporate Plan priorities.
2. To disband the existing EABs and establish topic based advisory boards to be commissioned directly by the Executive as and when required.
3. To make no change to the current arrangements.

The Council resolved that, before any decision was taken in respect of the future of the EABs, a cross party task and finish group of nine councillors, comprising five Conservative councillors and one councillor from each of the other four groups, be established to consider the matter and report its findings to the Council.

Accordingly, the EAB Review Task and Finish Group was established and met on 20 November 2018 when it considered the future structure of the EABs. This report outlines the findings of the Group's meeting and sets out its conclusions and recommendations to the Council on 26 February 2019, which are first being shared with the EABs with a view to gaining their support.

Recommendations to Council:

- (1) That Option 2: "*To disband the existing EABs and establish topic based advisory boards to be commissioned directly by the Executive as and when required*" be not supported and discounted as a possible future EAB governance structure.

- (2) That the existing arrangement of the two EABs be retained for the time being whilst the Forward Plan process is strengthened pending review following the Borough Council Elections in May 2019 to ascertain whether changes to the Forward Plan process and/or EAB structure are required.
- (3) That the review referred to in paragraph (2) above be carried out within 12 months of the Borough Council Elections
- (4) That the Forward Plan be included on future EAB agendas as part of the standing item on the Work Programme to facilitate better agenda planning¹.
- (5) That lead councillors do not play a part in determining the Overview and Scrutiny Committee work programme at work programme meetings.

Reason for Recommendations:

To introduce a more efficient and effective EAB configuration.

1. Purpose of Report

- 1.1 The purpose of this report is to inform the EABs of the outcome of the meeting of the EAB Review Task and Finish Group held on 20 November 2018 and to seek the EABs' support for the Group's conclusions and recommendations to the Council on 26 February 2019.

2. Background

- 2.1 Following a review of governance arrangements, on 7 October 2015 the Council agreed a new hybrid approach featuring the establishment of two EABs to advise and make recommendations on key or other significant decisions prior to the formal consideration of such decisions by the Executive This system was implemented with effect from 1 January 2016 with the recommendation that the arrangements would be reviewed after a twelve-month period of operation. This twelve-month review took place in the form of a seminar on 7 March 2017 to which all councillors were invited. Having concluded that the new arrangements were at an early stage and were beginning to embed, the review reinforced the role of the EABs in advising the Executive at an early stage in respect of the formulation and development of policies and projects that would assist with the delivery of Corporate Plan priorities.
- 2.2 From 4 to 6 December 2017, the LGA undertook a corporate peer challenge review of the Council and submitted its final feedback report on 5 February 2018. Although the report contained no specific recommendations relating to organisational governance, there was some feedback in this area regarding the Overview and Scrutiny function and the operation of the EABs. The relevant extract from the feedback report concerning the EABs was as follows:

'The recent introduction of Executive Advisory Boards (EABs) is clearly work in progress and perhaps needs more time to settle down into a more effective grouping. The aim of allowing early stage involvement on backbench councillors in the development of decisions aligned to corporate plan themes pre-Executive is laudable. However, we found some confusion among councillors and officers about the role of EABs. It will be important for the Council to review ways to make their work more effective. This is important as the areas covered by the

¹ Recommendation (4) has already been implemented

EABs such as innovation and housing are vitally important for the future of the Borough. Given councillor appetite for smaller task and finish groups, perhaps topic based Advisory Boards may be a way forward.'

- 2.3 A key recommendation of the peer challenge review was to review the Council's Corporate Plan and identify a deliverable number of priorities. Following a review, a revised Corporate Plan 2018-2023 was adopted by the Council on 15 May 2018 when Councillors acknowledged that it would be necessary to review the remits of the EABs to reflect the three fundamental themes of Place-Making, Community and Innovation which underpinned the newly adopted Corporate Plan and differed from those in the previous version of the Plan. On 24 July 2018, the Council agreed revised names and remits for the EABs and established the Place-Making and Innovation EAB, in place of the Borough, Economy, and Infrastructure EAB, and the Community EAB, in place of the Society, Environment, and Council Development EAB, following the most logical approach to aligning the remit of the two EABs with the three new fundamental themes in the revised Corporate Plan. The Terms of Reference of the EABs was changed to reflect the amended names and remits.
- 2.4 Further to the peer challenge review feedback that it was important for the Council to review ways to make the work of EABs more effective, consideration was given to achieving this goal. The review took account of issues including difficulties with work programming, confusion around the remit of the EABs which can be blurred and overlapping, cancellation of meetings due to insufficient or delayed business and reluctance to discuss some matters at an early stage of development in a public forum. As a result of this review, the following options for future EAB configurations were identified:
1. To disband the existing EABs and establish one overarching EAB making greater use of existing powers to establish task groups to look at specific issues and projects relating to the delivery of the nine strategic Corporate Plan priorities.
 2. To disband the existing EABs and establish topic based advisory boards to be commissioned directly by the Executive as and when required.
 3. To make no change to the current arrangements.
- 2.5 These options formed the basis of a report to Council on 9 October 2018 concerning the outcomes of the review and Option 1 was recommended for adoption. Having considered the report, the Council resolved that, before any decision was taken in respect of the future of the EABs, a cross party task and finish group be established with the following terms of reference:
- (a) to review the existing governance arrangements in relation to the Executive Advisory Boards and to discuss available options to improve those arrangements, including the proposal for a single Executive Advisory Board; and following that review
 - (b) to make recommendations as appropriate to the Council at its meeting on 6 February 2019.

Accordingly, the EAB Review Task and Finish Group was established and met on 20 November 2018 when it reviewed the governance arrangements in relation to the EABs.

2.6 The members of the task and finish group were:

Councillor David Reeve (Chairman)
Councillor Adrian Chandler
Councillor Alexandra Chesterfield
Councillor Nils Christiansen
Councillor David Goodwin
Councillor Angela Gunning
Councillor Mike Piper
Councillor Tony Rooth
Councillor Matt Sarti

3. Proposal

3.1 The following points arose during the Group's discussions and questions leading to its conclusions and proposal:

- EABs were the correct vehicle to advise the Executive on corporate priorities.
- Further time was required for the EABs to bed in fully and reach their potential to advise the Executive.
- There was no prescribed formula for a hybrid governance model such as that currently in place at Guildford, and the other councils we knew which operated a similar hybrid system, namely Canterbury, Tunbridge Wells and Sevenoaks, all differed in approach.
- Whilst there could be insufficient business to warrant two EABs going forward, a single EAB could become overloaded, although more frequent meetings could be arranged to compensate for this. A trial with one EAB for a period of 6-12 months could inform the likely success of such an arrangement in the future.
- Reducing the number of EABs to one could reduce the potential for non-Executive councillor involvement in advising the Executive on the formulation and development of policies and projects. With two EABs, the total number of members was 24, which would reduce to 15 in the case of one EAB. However, all non-Executive councillors were free to attend and participate in EAB meetings. A smaller number of interested and engaged councillors could be more productive than a larger membership who were less engaged, and as it was likely that there would be a percentage of EAB councillors with limited attendance and involvement, reducing the EAB membership may not diminish its value.
- Whilst increased councillor presence and participation at EAB meetings was sought, it was felt that task groups had the potential to add greater depth and value, particularly in the case of a single EAB. Task groups could include councillors who were not EAB members thereby increasing the number involved.
- Although EABs had been looking at some matters retrospectively when they should have had involvement earlier in the process to advise the Executive before decisions were being formulated and made, it was felt that progress was being made in this area. A possible reason for this retrospective view was that much business was in train when the EABs were established and therefore they had not had the opportunity for early involvement.
- Setting up task and finish groups early at the work programme stage to report to EAB meetings would enable early involvement.
- The Forward Plan process was currently insufficiently robust to facilitate and inform EAB or Overview and Scrutiny (O&S) input as many proposed decisions

were entered late which hampered work programming and early involvement. However, officers were seeking to strengthen this process and issues with forward planning and updating the Forward Plan were being tackled through educating senior leaders and others to plan ahead and programme their work in a timely fashion.

- Solving issues with the Forward Plan could possibly resolve the issues associated with the EABs and it was agreed that the Forward Plan should be included on EAB agendas in future to facilitate work programming.
- The Council agreed a recommendation on 25 July 2017 that, in order to improve the arrangements for topic selection and agenda planning, the Executive and CMT be requested to provide suggestions for topic areas for EABs drawn from the Corporate Plan Action Plan for consideration at future work programme meetings and to have both a CMT and Executive representative attend those meetings. However, given that the work programmes of both the EABs and O&S were discussed by their respective chairmen and vice-chairmen at the same meeting, and in order to preserve the independence of O&S, it was felt strongly that the Executive representative attending the work programme meeting should not play a part in setting the O&S work programme. Careful work programming would reduce the risk of duplication between EABs and O&S.
- Although there had been some confusion over which EAB topics should be reported to and where strategic and innovative future thinking sat, the Corporate Plan indicated which EABs should consider which topics. The Corporate Plan would be refreshed after the Borough Elections and a Councillor requested that version numbers be added to future editions to enable identification of the current version.
- Progressing the Local Plan had adversely impacted on the business of the Community EAB and now that the Plan was nearing adoption it was expected that more business would be directed to that EAB.
- Care needed to be taken when selecting topics for consideration as overloaded agendas did not allow in-depth consideration and discussion. Two items per agenda were considered appropriate. Although the establishment of EAB task groups increased the opportunity for input, particularly in a single EAB scenario, officer workload and capacity were factors to bear in mind.
- The views expressed by EABs were recorded in the minutes of their meetings and included in relevant reports to the Executive.
- Taking a Council decision in respect of the future EAB structure in February 2019 was too close to the Elections in May 2019. Postponing the decision until after the Elections was favoured as this would give an opportunity to strengthen the Forward Plan process and gauge the resulting impact on the effectiveness of EABs. Also, new Councillors should be given the opportunity to influence and buy into the way forward as they may have fresh ideas and views.

4. Legal implications

- 4.1 There are no legal implications arising from the proposals in this report.

5. Financial implications

- 5.1 There are no significant financial implications arising from the proposals in this report.

6. Human Resource implications

6.1 There are no significant human resource implications arising from the proposals in this report.

7. Risk Management Implications

7.1 There are no significant risk management implications arising from the proposals in this report.

8. Summary of Options

8.1 The Council could decide to implement an alternative EAB structure.

9. Conclusion

9.1 In conclusion, the Group agreed the five recommendations listed in the Executive Summary of this report for submission to the EABs for comment and to full Council for approval.

10. Background Papers

None.

11. Appendices

None.

Please ensure the following service areas have signed off your report. Please complete this box and do not delete.

Service	Sign off date
<i>Finance / 151 Officer</i>	
<i>Legal / Governance</i>	
<i>HR</i>	
<i>Equalities</i>	
<i>Lead Councillor</i>	
<i>CMT</i>	
<i>Committee Services</i>	



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 both at the Council offices and 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 prior to attending any particular meeting.

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 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 at the council offices during normal working hours and 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 at the Borough Council offices and 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

Agenda item number: 6

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 on request and online.

Taking decisions in private

Where, in relation to any matter to be discussed by the Executive or full Council at a meeting, or by an individual decision-maker, 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.

James Whiteman
Managing Director

Guildford Borough Council
Millmead House
Millmead
Guildford
GU2 4BB

Dated: 22 January 2019

SCHEDULE 1

EXECUTIVE: 19 February 2019

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
*	Future Guildford	To consider the Managing Director's report on the proposed restructure and reorganisation of the Council's services.	No	Report to Executive (19/02/2019) Incorporating comments/ Recommendations of Overview and Scrutiny Committee (06/02/2019) and Council (26/02/2019)	James Whiteman 01483 444701 james.whiteman@guildford.gov.uk
*	Allocation of Community and Voluntary Grants 2019-20	The Executive to agree: <ol style="list-style-type: none"> 1. The allocation of community grants for 2019-20; 2. The transfer of £69,964 from the community grants budget to the budget for grants to voluntary organisations for 2019-20. 3. The allocation of grant funding for voluntary organisations for 2019-20. 	No	Report to Executive (19/02/2019)	Steve Benbough 01483 444052 stephen.benbough@guildford.gov.uk

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COUNCIL (Budget) 26 February 2019

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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
Review of operation of Executive Advisory Boards	To consider the recommendations of the EAB Review Task and Finish Group	No	Report to Council (26/02/2019) Incorporating comments/recommendations of the Community EAB (14/02/2019) and Place Making & Innovation EAB (18/02/2019)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
Pay Policy Statement 2019-20	To approve the Pay Policy Statement 2019-20	No	Report to Council (26/02/2019)	Francesca Smith 01483 444014 francesca.smith@guildford.gov.uk
Capital & Investment Strategy 2019-20 to 2022-23.	To approve <ul style="list-style-type: none"> - The Capital and Investment Strategy - the general fund capital estimates. - the revised Treasury Management Strategy and Prudential Indicators - Minimum Revenue Provision policy 	No	Report to Council (26/02/2019) Incorporating comments/recommendations of the Joint EAB (10/01/2019) Corporate Governance and Standards Committee (17/01/2019) and Executive (22/01/2019)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
Housing Revenue Account Estimates 2019-20	To approve the HRA Revenue estimates, associated fees and charges, changes to rents of Council dwellings and approval of Housing Capital Programme for 2019-20.	No	Report to Council (26/02/2019) Incorporating comments/recommendations of Executive (22/01/2019)	Phil O'Dwyer 01483 444318 phil.odwyer@guildford.gov.uk and Mark Jasper 01483 444834 mark.jasper@guildford.gov.uk
Service and Financial Planning – General Fund Budget 2019-20	<ul style="list-style-type: none"> - Approval of the general fund revenue budget for 2019-20 - Agreement of a council tax 	No	Report to Council (26/02/2019) Incorporating	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk

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
	requirement for 2019-20 - Declaration of any surplus/deficit on the Collection Fund		comments/recommendations of The Joint Executive Advisory Board (10/01/2019) and Executive (22/01/2019)	
Future Guildford	To consider the Managing Director's report on the proposed restructure and reorganisation of the Council's services.	No	Report to Council (26/02/2019) Incorporating Comments/recommendations of Overview and Scrutiny Committee (06/02/2019) and Executive (19/02/2019)	James Whiteman 01483 444701 james.whiteman@guildford.gov.uk

GUILDFORD JOINT COMMITTEE: 20 March 2019

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	Agenda item number: 6
*	Parking Enforcement	Consideration of proposals and authority to implement.	No	Guildford Joint Committee (20/03/2019)	Andy Harkin 01483 444535 andy.harkin@guildford.gov.uk	
*	Compton Air Quality Air Management Area Action Plan	To consider the Compton Air Quality Air Management Area Action Plan.	No	Guildford Joint Committee (20/03/2019)	Justine Fuller 01483 444370 justine.fuller@guildford.gov.uk	

EXECUTIVE: 26 March 2019

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 37	Stoke Park Masterplan; a strategy for delivery.	-To approve the proposed design brief for the Stoke Park masterplan and strategy for delivery. -To approve the transfer of £500,000 from the provisional capital programme to the approved capital programme for the purpose of funding professional fees to provide the necessary technical expertise and officer resource to deliver the Stoke Park masterplan. -To authorise the Director of Environment, in consultation with the Lead Councillor for Enterprise and Economic Development, to take all necessary steps to produce the Stoke Park masterplan.	No	Report to Executive (26/03/2019)	Paul Stacey 01483 444720 paul.stacey@guildford.gov.uk
	Transfer of Gosden Common to Bramley Parish Council	To consider and approve the transfer of Gosden Common to Bramley Parish Council.	No	Report to Executive (26/03/2019)	Fiona Williams 01483 444999 fiona.williams@guildford.gov.uk
*	The Development of Guildford Museum	To report on progress and explain the next steps.	No	Report to Executive (26/03/2019) Incorporating comments/ recommendations of Place Making and Innovation EAB (18/02/2019)	Paul Bassi 01483 444515 paul.bassi@guildford.gov.uk

*	Future Operations of Public Conveniences	To consider the recommendations put forward by the Community Executive Advisory Board to Executive.	No	Report to Executive (26/03/2019) Incorporating comments/ recommendations of Community EAB (18/10/2018)	Chris Wheeler 01483 445030 chris.wheeler@guildford.gov.uk
	Sale of land to the rear of Guildford Rowing Club	To consider the sale of land to the rear of Guildford Rowing Club at below market value.	No	Report to Executive (26/03/2019)	Mark Appleton 01483 444364 mark.appleton@guildford.gov.uk
*	Guildford Spectrum 2	To consider proposals to deliver a new sport and leisure facility to replace Guildford Spectrum.	No	Report to Executive (26/03/2019) Incorporating comments/ recommendations of Community EAB (14/02/2019)	Jonathan Sewell 01483 444729 jonathan.sewell@guildford.gov.uk
Page 38	Home Improvement Grant Policy	To adopt changes to the existing home adaptation and improvement policy to widen eligibility for grants to more households.	No	Report to Executive (26/03/2019) Incorporating comments/ recommendations of Community EAB (14/02/2019)	Ted Wainhouse 01483 444305 ted.wainhouse@guildford.gov.uk

Agenda item number: 6

COUNCIL: 9 April 2019

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
Review of Councillor / Officer Protocol	To consider the recommendations of the Task Group established by the Corporate Governance and Standards Committee	No	Report to Council (9/04/2019) Incorporating comments/recommendations of Corporate Governance and Standards Committee (28/03/2019)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
Review of Probity in Planning – Local Code of Practice	To agree a revised Probity in Planning – Local Code of Practice to be incorporated into a Handbook for Planning Committee Members		Report to Council (9/04/2019) Incorporating comments/recommendations of Planning Committee (27/03/2019)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
Appointment of co-opted Independent Members of the Corporate Governance and Standards Committee (May 2019- May 2023)	To confirm appointments for four years with effect from May 2019	No	Report to Council Incorporating comments/recommendations of Corporate Governance and Standards Committee (28/03/2019)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
Appointment of Independent Persons under Section 28 Localism Act 2011 (May 2019- May 2023)	To confirm appointments for four years with effect from May 2019	No	Report to Council Incorporating comments/recommendations of Corporate Governance and Standards Committee (28/03/2019)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

EXECUTIVE: 23 April 2019

Agenda item number: 6

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
*	Rodborough Buildings – Electric Theatre through road and parking	The Executive to agree to move cost estimate from the provisional list to the approved list.	No	Executive (23/04/2019)	Philip O'Dwyer 01483 444318 philip.odwyer@guildford.gov.uk

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COUNCIL: 8 May 2019 (Annual Council Meeting)

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
Election of Mayor and appointment of Deputy Mayor 2019-20	To elect a Mayor and appoint a Deputy Mayor for the municipal year 2019-20.	No	Council (08/05/2019)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
Appointment of Honorary Remembrancer 2019-20	To appoint the Honorary Remembrancer for the municipal year 2019-20	No	Council (08/05/2019)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

COUNCIL: 15 May 2019 (Selection Council Meeting)

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
Election of the Leader of the Council for four year term 2019-2023	To elect the Leader of the Council	No	Council (15/05/2019)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
Appointments to committees 2019-20	To agree the numerical allocation of seats to political groups on committees and to agree the membership and (where appropriate) substitute membership of those committees, including the election of committee chairmen and vice-chairmen	No	Council (15/05/2019)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

EXECUTIVE: 21 May 2019

Agenda item number: 6

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
	Councillor Working Groups	To review the current councillor working groups, and to determine whether they should continue in their present format; and if so to confirm the political composition of each of them.	No	Report to Executive (21/05/2019)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
	Surrey Leaders' Group	To consider and approve nominations for appointments of representatives on outside bodies 2019-20 nominations to SLG Working Groups.	No	Report to Executive (21/05/2019)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
* Page 42	Ash Road Bridge - Compulsory Purchase Order	To approve the implementation of the Compulsory Purchase Order process for land associated with delivery of the Ash Road Bridge.	No	Report to Executive (21/05/2019)	Samantha Mills 01483 444084 samantha.mills@guildford.gov.uk

EXECUTIVE: 18 June 2019

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
*	Review of Joint Enforcement Team	To review the Enforcement Team which needs to be undertaken on a two-year basis as the team was created in August 2016. The Executive to agree future arrangements.	No	Report to Executive (18/06/2019) incorporating comments/ recommendations from Overview & Scrutiny Committee (16/04/19)	Chris Wheeler 01483 445030 chris.wheeler@guildford.gov.uk
* Page 43	Surrey Waste Partnership – Inter Authority Agreement	To confirm the formation of a Joint Committee to replace the Surrey Waste Partnership, to seek sign up to a relevant IAA and to agree what decisions around waste and what services we want delivered via a joint approach.	No	Report to Executive (18/06/2019)	Chris Wheeler 01483 445030 chris.wheeler@guildford.gov.uk

EXECUTIVE: 16 July 2019

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

COUNCIL: 23 July 2019

Agenda item number: 6

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
Review of Overview and Scrutiny Annual Report	To note the annual report on overview and scrutiny function, including review of "call-in" and "urgency" provisions and future work programme	No	Report to Council (23/07/2019) Incorporating comments/recommendations of Overview and Scrutiny Committee (9/07/2019)	James Dearling 01483 444141 james.dearling@guildford.gov.uk
Appointment of Councillors to External Organisations	To consider any contested nominations for appointment of Councillors to external organisations 2019-2023	No	Report to Council (23/07/2019)	Carrie Anderson 01483 444078 carrie.anderson@guildford.gov.uk

EXECUTIVE: 27 August 2019

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
*	Review of Refuse and Recycling Service and Refuse Vehicle Procurement	(a) To report back on Phase 2 of the review (b) To agree future waste collection methodology	No	Report to Executive (27/08/2019) incorporating comments/recommendations from Community EAB (4/07/19)	Chris Wheeler 01483 445030 chris.wheeler@guildford.gov.uk

EXECUTIVE: 24 September 2019

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

COUNCIL: 8 October 2019

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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
Review of Polling Districts and Polling Places	To approve any changes identified as part of the polling district and polling place review.	No	Report to Council (08/10/2019)	Elaine Bradbrook 01483 444126 elaine.bradbrook@guildford.gov.uk

EXECUTIVE: 22 October 2019

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

Agenda item number: 6

EXECUTIVE: 26 November 2019

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

COUNCIL: 3 December 2019

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
Lovelace Neighbourhood Plan	To adopt the Lovelace Neighbourhood Plan	No	Report to Executive (26/11/2019)	Dan Knowles 01483 444605 dan.knowles@guildford.gov.uk

EXECUTIVE: 7 January 2020

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 47	Annual Audit Letter 2018-19	To consider the Annual Audit Letter for 2018-19.	No	Executive (07/02/2020) incorporating comments/ recommendations from and Corporate Governance and Standards Committee (19/11/2019)	Claire Morris 01483 444827 claire.morris@guildford.gov.uk

UNSCHEDULED ITEMS

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
Resurfacing of Westfield and Moorfield Roads	To agree the budget to be transferred from the provisional to the approved budget.	No	Executive	Elizabeth Honey 01483 444528 elizabeth.honey@guildford.gov.uk
Waste Operating Model	To approve a waste operating model.	No	Executive	Chris Wheeler 01483 445030 chris.wheeler@guildford.gov.uk
Puttenham Neighbourhood Plan	To adopt the Puttenham Neighbourhood Plan	No	Council (June 2020)	Dan Knowles 01483 444605 dan.knowles@guildford.gov.uk
Planning Appeal Costs	To consider an update in relation to planning appeal costs.	No	Executive	Tim Dawes 01483 444650 tim.dawes@guildford.gov.uk

Agenda item number: 6

SCHEDULE 2

MEMBERSHIP OF THE BOROUGH COUNCIL'S EXECUTIVE

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

Councillor	Areas of Responsibility
<p>Leader of the Council and Lead Councillor for Partnerships, Planning and Regeneration</p> <p>Councillor Paul Spooner Windsor Lodge Windsor Gardens Ash Surrey GU12 6QT (Ash South and Tongham Ward)</p>	<p>Overarching responsibility for Strategic Vision, Partnerships, Planning Policy & Regeneration</p> <p><u>Key Priorities:</u></p> <ul style="list-style-type: none"> • Political & Corporate Vision • Strategic Planning Process • Corporate Plan • Place Making: Local Plan • Place Making: Planning Policy • Place Making: Regeneration <ul style="list-style-type: none"> • Delivery of Political Priorities • Budget Strategy for implementing and monitoring for 'Best Value' • One Council – HR & Transformation • Communication & Engagement • Heritage Strategy
<p>Deputy Leader of the Council and Lead Councillor for Infrastructure and Governance</p> <p>Councillor Matt Furniss 16 Boxgrove Avenue, Guildford, Surrey GU1 1XG (Christchurch Ward)</p>	<ul style="list-style-type: none"> • Overarching responsibility for Infrastructure & Transport • Overarching responsibility for Governance <p><u>Key Priorities:</u></p> <ul style="list-style-type: none"> • Operational Services • Customer Service • Armed Forces & Partnerships
<p>Lead Councillor for Finance and Asset Management</p> <p>Councillor Nigel Manning 40 Wentworth Crescent Ash Vale Surrey GU12 5LE (Ash Vale Ward)</p>	<p>Overarching responsibility for Financial Operations</p> <p><u>Key Priorities:</u></p> <ul style="list-style-type: none"> • Assets Management • Contract Management

Councillor	Areas of Responsibility
<p>Special Advisor to the Leader</p> <p>Lead Councillor for Social Enterprise & Voluntary Sector</p> <p>Councillor Geoff Davis</p> <p>Grantley House London Road Guildford Surrey GU1 1TR (Holy Trinity Ward)</p>	<p>Special Adviser to the Leader</p> <p><u>Key Priorities:</u></p> <ul style="list-style-type: none"> • Supporting the Leader in regenerating & improving Guildford Town Centre and other urban areas • Social Enterprise • Guildford Philanthropy • Grants • Voluntary Sector Support
<p>Lead Councillor for Enterprise & Economic Development</p> <p>Councillor David Bilbé</p> <p>Appletree Cottage Green Lane East Normandy Guildford, Surrey GU3 2JL</p> <p>(Normandy Ward)</p>	<p>Overarching responsibility for Enterprise & Economic Development</p> <p><u>Key Priorities:</u></p> <ul style="list-style-type: none"> • Promotion of Guildford • Economy • Business retention • Business growth • Experience Guildford (BID)
<p>Lead Councillor for Housing and Development Management</p> <p>Councillor Philip Brooker</p> <p>10a Ennismore Avenue Guildford Surrey GU1 1SP</p> <p>(Merrow Ward)</p>	<p>Overarching responsibility for Housing Delivery & Development Management</p> <p><u>Key Priorities:</u></p> <ul style="list-style-type: none"> • Housing Services • Housing Delivery • Private & Housing Association • Housing & Council Tax Benefits • Universal Credits • Development Management Policies
<p>Lead Councillor for Community Health, Wellbeing & Project Aspire</p> <p>Councillor Iseult Roche</p> <p>c/o Guildford Borough Council Millmead House Millmead Guildford, Surrey GU2 4BB</p> <p>(Worplesdon Ward)</p>	<ul style="list-style-type: none"> • Overarching responsibility for Community Health & Wellbeing • Community: Enhancing Sport & Recreation • Community: Enhancing Community Cohesion • Project Aspire <p><u>Key Priorities:</u></p> <ul style="list-style-type: none"> • Inclusion • Safeguarding • Health • Community Welfare • Leisure Services • Education Liaison • Youth

Councillor	Areas of Responsibility
<p>Lead Councillor for Licensing, Environmental Health & Community Safety</p> <p>Councillor Graham Ellwood</p> <p>c/o Guildford Borough Council Millmead House Millmead Guildford, Surrey GU2 4BB</p> <p>(Morrow Ward)</p>	<p>Overarching responsibility for Community Regulation</p> <p><u>Key Priorities:</u></p> <ul style="list-style-type: none"> • Licensing • Environmental Health • Public Safety • Air Quality
<p>Lead Councillor for Skills, Arts & Tourism</p> <p>Councillor Nikki Nelson-Smith</p> <p>17 Maori Road, Guildford Surrey, GU1 2EG</p> <p>(Christchurch Ward)</p>	<ul style="list-style-type: none"> • Overarching responsibility for Skills • Overarching responsibility for Enhancing Arts & Culture <p><u>Key Priorities:</u></p> <ul style="list-style-type: none"> • Heritage: Delivering a new museum • Green City through Clean Growth • Tourism • Skills
<p>Lead Councillor for Innovation & Transformation</p> <p>Councillor Gordon Jackson</p> <p>Brookside Fox Corner Worplesdon Surrey GU3 3PP</p> <p>(Pirbright Ward)</p>	<p>Innovation: Identifying opportunities supporting sustainable & proportionate economic growth.</p> <p><u>Key Priorities:</u></p> <ul style="list-style-type: none"> • Supporting Leader with 'one council' transformation • Supporting Lead Councillors for Place Making in creating smart places technology • Supporting Lead Councillors for Place Making & Community in identifying technology and new ways of working to improve efficiency in Council Services • Identifying Smart Technology Opportunities

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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

04 APRIL 2019					
Item	Additional information	Corporate Plan Priority	Relevant Lead Councillor(s)	Lead officer	Target completion
Home Adaptation and Improvement Policy.	To adopt changes to the existing Home Adaptation and Improvement Policy to widen eligibility for grants to more households.	No	Cllr Philip Brooker	Ted Wainhouse Private Sector Services Manager	
Procurement Update	Further report to be brought to the Board on cost savings from procurement when the new Procurement Manager is in post (15 October 2018) and has reviewed costs.		Cllr Matt Furniss	Diane Owens Principal Solicitor / Procurement Manager	
Pitch Strategy	Following discussion with the service leader, consideration of an overarching Parks Strategy is deferred to 5 September 2019, but the proposed Pitch Strategy will be discussed at this meeting as the need is more pressing.	Yes	Cllr David Bilbé	Paul Stacey Parks and Landscape Manager	
28 MAY 2019					
Item	Additional information	Corporate Plan Priority	Relevant Lead Councillor(s)	Lead officer	Target completion
Disabled Facilities Grants	To consider a review of the Council's Policy on Disabled Facilities Grants	No	Cllr Philip Brooker	Justine Fuller Regulatory Services Manager	

EXECUTIVE ADVISORY BOARD WORK PROGRAMME

4 JULY 2019					
Item	Additional information	Corporate Plan Priority	Relevant Lead Councillor(s)	Lead officer	Target completion
Review of Refuse and Recycling Service and Refuse Vehicle Procurement	(a) To report back on Phase 2 of the review (as requested in July 2018 when the Board considered Phase 1) (b) To agree future waste collection methodology	Yes	Cllr Matt Furniss	Chris Wheeler Waste and Fleet Services Manager Liz Mockeridge Recycling and Waste Officer	
5 SEPTEMBER 2019					
Item	Additional information	Corporate Plan Priority	Relevant Lead Councillor(s)	Lead officer	Target completion
Parks Strategy	Requested by the Chairman. There is not currently a parks strategy, it is in the Corporate Plan for delivery in 2021. The process will be to bid for funds for consultancy to assist with the strategy next year (2019 for 2020/21 financial year) with a view to initially reporting to the EAB in early 2020 after receiving an outline of the strategy at this meeting.	Yes	Cllr David Bilbé	Paul Stacey Parks and Landscape Manager	

UNSCHEDULED ITEMS

Community EAB

Item	Additional information	Corporate Plan Priority?	Relevant Lead Councillor(s)	Lead officer	Target completion
Social Care Green Paper	Invite Cllr Nikki Nelson-Smith	No	Cllr Iseult Roche	Philip O'Dwyer Director of Community Services	
Creation of Guildford Energy Company, Climate Change and the Council's Green Agenda	To include solar, wind and other forms of renewable energy. Deal with Energy Company in private as it is commercially sensitive.		Cllr Nikki Nelson-Smith	Philip O'Dwyer Director of Community Services	

EXECUTIVE ADVISORY BOARD WORK PROGRAMME

Item	Additional information	Corporate Plan Priority?	Relevant Lead Councillor(s)	Lead officer	Target completion
Proposed Leisure Strategy	As at 3 September 2018 the situation has not changed from last year. The Leisure Services Manager is planning to review whether a leisure strategy would add value (and if so, in what form) after the public consultation process is completed in respect of Spectrum 2.0 in mid to late 2019. Leisure Services are still working through the feasibility stage which includes a number of sources of essential background information to any subsequent strategy process. Leisure Services are not yet at a point where all the indicative evidence is available.	Yes	Cllr Iseult Roche	Jonathan Sewell Leisure Services Manager	

BRIEFINGS

None.

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UPDATE / PROGRESS WITH MATTERS PREVIOUSLY CONSIDERED BY THE COMMUNITY EAB

Date of Meeting	Item	Lead Officer	Lead Councillor	Action Agreed	Progress to Date
07-Jan-16	General Fund Capital Programme (2016-17 to 2020-21)	Victoria Worsfold Financial Services Manager	Cllr Nigel Manning	The Board advised the Executive that: (i) external funding for Chilworth Gunpowder Mills and all appropriate projects be explored by officers; and (ii) annual forecast balances of the respective costs and benefits be included in capital expenditure proposals whenever possible.	03/10/17 e-mail update sought.
25-Feb-16	Procurement	Rob Parkin Council Solicitor and Monitoring Officer	Cllr Matt Furniss	The Board agreed to invite officers back to a meeting in six to nine months, to report on what had been achieved and to provide new information regarding a targeted approach to cost savings.	Report scheduled for 23 February 2017, but meeting was cancelled. 31/03/17 email from Sandra Herbert to say that Nathaniel Burrows could demonstrate the new procurement toolkit.
26-May-16	Business Rates Discretionary Rates Review	Claire Morris Director of Resources	Cllr Nigel Manning	The Board indicated that the application process should encourage the dual-use of properties, as well as offering incentives for pursuits that may complement local authority activity. The Board suggested that the Executive should receive an explanation of what each organisation in receipt of rate relief offered to the community.	On 19 July 2016, the Executive agreed: (1) to make no changes to the discretionary rate relief scheme, but noted that there will be an increase in cost over the next three years; (2) to review the scheme again in 2019 when there will be more information available about both future funding and the health of the High Street.
4-Jul-16	Arts Development Strategy	Jonathan Sewell Leisure Services Manager	Cllr Nikki Nelson-Smith	The Board suggested that a review should be carried out to identify any missed opportunities due to a lack of	The Strategy is at an early developmental stage.

				resources and to determine how additional funding could be used to enhance the arts development provision in the Borough. The Board resolved that the officers and the lead councillor review the budget for the Arts Development Service.	
08-Sep-16	Website Development Project	Jenifer Davis Web Programme Manager	Cllr Paul Spooner	<p>The Board suggested that as both Councillors and residents used Modern.Gov and the search system for planning applications regularly, it was important that they functioned properly and should be included in the project.</p>	<p>The new website went live as planned in December 2016. The actions arising from the meeting referred to two specific areas where the website is integrated to internal systems – the planning system (Idox) and Modern.Gov, which the Committee Services team use for managing and publishing committee information.</p> <p>As part of the website development project we are working with Modern.Gov to ensure a consistent look and feel across the two areas, we are also looking at the way that the information is presented to simplify the user journey. Additionally, by introducing a ‘Council and Democracy’ area on the site, we hope to make this type of information more easily accessible to all.</p> <p>The action to look at the planning application searches is more complex, as the system for the storage and retrieval of planning applications is provided by Idox and the roadmap to deliver upgrades and improvements needs to be agreed with them</p>

					<p>directly. We are working with them to determine whether we can change the look and feel of the area, and can make requests for functional changes, but, as part of a large group of customers using the same system, we are not able to determine the timescale or priority for any functional development or implementation. The planning team work directly with Idox and will continue to ensure the system meets our customer needs. We will report back to EAB once progress is made with Idox.</p> <p>09/10/17 update from Jenifer Davis. Planning services have been working with Idox to deliver improvements to the customer facing webpages on the planning system, and have made significant improvement to the customer experience, ease of use and accessibility of the system. In December 2016 the graphical user interface was given a refresh to bring it in line with the launch of the new website, and ensure users had a smoother experience moving from the main website to the planning pages. In addition to this, shortcut links were added to the main website, giving users the opportunity to enter the planning system at more entry points: the Planning and Building Control pages, My Guildford and Self Service. The planning login page was also given more prominence.</p>
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					<p>The Idox system was also upgraded in February this year, from version 2, to version 2.1. This brought a raft of upgrades to the customer interface, including better browser support and responsiveness – customers can now access the planning system on Internet Explorer 9, 10 and 11 and the current versions of Google Chrome, Firefox and Safari. In addition there is a better experience for those viewing on mobile phones, with a more responsive user interface. Other new features introduced in February include better signposting for those wishing to view or comment on a specific planning application and improved mapping integration as well as better information architecture – all designed to give a better customer experience. We will continue to work with Idox and other councils to ensure that our customer needs remain at the forefront of the development roadmap and future planned changes meet those customer needs.</p>
20-Oct-16	Smart Cities: an Energy Climate Change and Sustainability Perspective	Chris Burchell Local Economy Manager	Cllr Gordon Jackson	The Board asked the Lead Councillor to consider the matters discussed at the meeting with the other members of the Executive at the relevant time.	Various innovation projects being progressed by the Innovation Strategy Board relate to Smart Cities.
21-Nov-16	Proposed Leisure Strategy	Jonathan Sewell Leisure Services Manager	Cllr Iseult Roche	The Board agreed that the development of a facilities-led Leisure Strategy should be	This topic is included on the Board's Work Programme for a future update.

				dependent on the outcome of the public consultation on the feasibility of a new sports and entertainment venue and the non-user survey being commissioned by Freedom Leisure.	
23-Feb-17	Health & Wellbeing Strategy Update	Helen Barnsley Public Health Co-ordinator	Cllr Iseult Roche	<ul style="list-style-type: none"> Public Health Co-ordinator to send the EAB details of successes referred to in her presentation. Lead Councillor to report back to the Board on the issue of preventing carer strain. 	A Board workshop in respect of the wider determinants of health, including mental health was held on 6 September 2018.
25-May-17	Shared and Traded Services	Claire Morris Director of Resources	Cllr Nigel Manning	<p>The Board agreed that the projects provided some exciting and ambitious opportunities.</p> <p>The Board suggested options for shared and traded services including domotics, electric vehicles and woodland management.</p> <p>The Office Services Manager agreed to arrange a workshop for Councillors, following on from one arranged for officers in June.</p> <p>The Board's role in considering business cases for shared and traded services and making recommendations would continue.</p>	02/10/17 Email sent to Kevin Handley for further update.
13-Jul-17	Recycling Improvements: Review of Recycling and Waste Collection Service	Chris Wheeler Waste and Fleet Services Manager	Cllr Matt Furniss	<ul style="list-style-type: none"> The Recycling and Waste Officer agreed to circulate details of the end destinations of recycled objects. The Board asked for the Waste and Fleet Services Manager to provide a further update on the review of the refuse and recycling 	<ul style="list-style-type: none"> Details of the end destinations of recycled objects were emailed to EAB members 14/07/17. The Board received a presentation in respect of the review of the Recycling and Waste Collection Service at its

				service in July 2018.	meeting on 5 July 2018. A further update is scheduled for May 2019 for Phase 2 of the review.
13-Jul-17	12 Month Review of Council's Revised Governance Arrangements	John Armstrong Democratic Services Manager	Cllr Matt Furniss	<p>The Board agreed that the following recommendations be submitted for consideration by full Council on 25 July 2017:</p> <p>(1) That the Council continues the public webcasting of meetings of the EABs.</p> <p>(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 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.</p> <p>(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.</p> <p>(4) That the approach to the development of the O&S Committee work programme be broadened, by</p>	<p>Report scheduled for Council meeting on 25 July 2017. All recommendations were accepted to ensure that the Council's decision-making processes remain accessible, robust and accountable to local people.</p> <p>On 24 July 2018 the Council agreed to amend the names and remits of the two EABs to reflect the priorities in the new Corporate Plan 2018-23. The Borough, Infrastructure and Economy EAB was renamed the Place-making and Innovation EAB and the Society, Environment and Council Development EAB was renamed the Community EAB.</p> <p>A further review has subsequently taken place and on 9 October 2018 the Council resolved to establish a cross party task and finish group to review the existing governance arrangements in relation to the EABs and to discuss available options to improve those arrangements, including the proposal for a single EAB. The findings will be reported to Council on 6 February 2019.</p>

				<p>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.</p> <p>(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.</p> <p>(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.</p> <p>(7) That EABs be encouraged to set up task groups to research and review areas for policy development, subject to:</p> <ul style="list-style-type: none">(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. <p>(8) That more proactive measures for public engagement in respect of the work of the OSC and the EABs be established by:</p>	
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				<p>(a) inviting suggestions for the OSC work programme from the public and partners as well as officers and councillors, and</p> <p>(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.</p> <p>(9) That progress on matters previously considered by EABs be reported back to them when appropriate.</p> <p>(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.</p>	
07-Sep-17	Sustainability and Green Energy	Philip O'Dwyer Director of Community Services	Cllr Nikki Nelson-Smith	<p>"Environment Matters" newsletters, produced by the Energy and Sustainability Team, to be circulated to all councillors.</p> <p>The Facilities and Office Services Manager agreed to find out whether data was available on the amount of thermal units the project with Action Surrey had saved.</p> <p>The Facilities and Office Services Manager agreed to source information on the calorific value of dry woodchip.</p> <p>No figures were available for voltage</p>	An update on the possible creation of Guildford Energy Company, Climate Change and the Council's Green Agenda is currently an unscheduled item on the Work Programme.

				<p>optimisation, and the Facilities and Office Services Manager agreed to find out whether power factor correction would be used.</p> <p>Cllr Pauline Searle agreed to ask whether Freedom Leisure would be able to contribute towards the costs of potential project at Spectrum.</p> <p>The Board to invite a representative from University of Surrey to speak about 5G.</p> <p>The Board recommended that water source heat pumps and hydro-generation should feature in any long-term plans regarding Energy and Sustainability</p> <p>The Board agreed that the Facilities and Office Services Manager be invited to report on progress early in 2019.</p>	
18-Oct-18	Public Convenience Review	Chris Wheeler Waste and Fleet Services Manager	Cllr Matt Furniss	<p>The EAB was asked to consider the current service, review the possible options for the future and decide if it wished officers to undertake further work. Having considered the possible options, the EAB indicated its support for the closure of Home Farm toilets with advertising to alternative facilities, continuing not charging for the use of toilet facilities, avoiding wider closure with or without a community toilet scheme, providing a Changing Places toilet having identified the best location and maximising opportunities to provide facilities</p>	

				when the town centre was redeveloped. A review and, if necessary a replacement, of the signage in the area of the Museum was requested.	
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