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Contact: Andrea Carr
Committee Services
01483 444058

27 March 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 4 APRIL 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

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

Authorised Substitute Members:

| | |
|----------------------------|----------------------------|
| Councillor Colin Cross | Councillor Julia McShane |
| Councillor Andrew Gomm | Councillor Mike Piper |
| Councillor Angela Goodwin | Councillor David Quelch |
| Councillor David Goodwin | Councillor Caroline Reeves |
| Councillor Gillian Harwood | Councillor Tony Rooth |
| Councillor Liz Hogger | Councillor James Walsh |
| Councillor Liz Hooper | Councillor Jenny Wicks |
| Councillor Jennifer Jordan | |

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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.

The information contained in the items on this agenda has been allowed into the public arena in a spirit of openness and transparency to gain broad input at an early stage. Some of the ideas and proposals placed before this Executive Advisory Board may be at the very earliest stage of consideration by the democratic decision-making processes of the Council and should not be considered, or commented on, as if they already represent either Council policy or its firm intentions on the issue under discussion.

The Executive Advisory Boards do not have any substantive decision-making powers and, as the name suggests, their purpose is to advise the Executive. The subject matter of the items on this agenda, therefore, is for discussion only at this stage and any recommendations are subject to further consideration or approval by the Executive, and are not necessarily in final form.

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 14 February 2019.

4 GUILDFORD HOME ADAPTATIONS AND IMPROVEMENT POLICY REVIEW - FINANCIAL ASSISTANCE (Pages 5 - 36)

5 PROCUREMENT UPDATE PRESENTATION

6 EXECUTIVE FORWARD PLAN (Pages 37 - 66)

7 EAB WORK PROGRAMME (Pages 67 - 70)

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

- 8 **PROGRESS WITH ITEMS PREVIOUSLY CONSIDERED BY THE EAB** (Pages 71 - 80)

Please contact us to request this document in an alternative format

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COMMUNITY EXECUTIVE ADVISORY BOARD

14 February 2019

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

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

*Present

Councillors Michael Illman, Caroline Reeves and Iseult Roche were also in attendance.

C21 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

Apologies for absence were received from Councillors Alexandra Chesterfield, Christian Holliday, Sheila Kirkland and Matthew Sarti.

C22 LOCAL CODE OF CONDUCT AND DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS

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

C23 MINUTES

The minutes of the meeting of the Executive Advisory Board held on 18 October 2018 were confirmed as a correct record, and signed by the Chairman.

C24 NEW SPORT AND ENTERTAINMENT VENUE

The Lead Councillor introduced a presentation and accompanying EAB discussion paper concerning a proposed new sport and entertainment venue in Guildford and invited the Board's comments thereon.

The Leisure Services Manager delivered the presentation which explained the corporate objective to undertake a feasibility study for a new multi-use sports and entertainment facility and addressed the background and use statistics, current facilities, the building and other challenges, feasibility study and workstreams, initial vision and aspirations, key questions arising from work to date, next steps and timeline.

The discussion paper introduced the successful Guildford Spectrum Leisure Complex, which was opened in 1993, with its range of facilities which offered a mix between commercial and community facilities all under one roof remaining a unique site in the United Kingdom and making the venue a regional tourist destination with around 1.7 million visits and a turnover of over £10 million each year. The current building, installation of the combined heat and power unit, new build versus refurbishment, production of a draft vision and ongoing consultation were covered in the discussion paper. The vision featured the setting and arrival experience, car and other vehicle parking, satellite facilities, parkland and pitch maintenance, design of the main facility, utility and resource impact, facility quality, outreach work and next steps.

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The following points arose from related questions and discussion:

- The current premises were costly to maintain and were in need of replacement glazing seals. The current programme of maintenance should significantly reduce the ongoing problem of the leaking roof which was due to incorrect installation owing to poor workmanship.
- The vision included a goal to make the facility a pleasure to visit and operate.
- The existing reception area had originally been designed to be a pinch point to control visitor entry, however, this was no longer consistent with the modern customer expectations. A new build would enable the area to be opened up, have views of the adjoining facilities and accommodate the passage of a large number of people when pantomimes and other events were held.
- There would be a public consultation in respect of the proposals for a new sport and entertainment venue and the questions would vary according to what facilities were envisaged to be in a new venue. It would not be necessary to undertake a public consultation if a refurbishment of the existing building was being pursued.
- The expectations of the target demographics had changed since the Spectrum opened and a refurbishment may not be truly fit for purpose or future-proofed. The plant equipment and design were out dated. As the current provision did not meet the demand for more dedicated rooms to accommodate classes, which were now more popular, flexibility was required. A spa and wellbeing centre was suggested to offer mental in addition to physical health benefits, however, the existing small spa facility was not well used owing to significant local competition and was very expensive to run. A larger changing provision for the swimming pools was required.
- Additional provision for younger people, food outlets and open spaces were also sought. Whilst the market place was gradually changing, fast food remained more popular than healthier options to date so catering areas needed to be flexible and offer options for everyone.
- Although the inclusion of apartments was suggested, the Board was advised that housing on site may not be compatible owing to disturbance, access etc.
- A doughnut-shaped multi-use design for a new building with a central reception area overlooked by facilities around the edge and parking below was suggested. However, underground parking was considerably more costly to provide than surface parking and space under the building would need to be utilised for plant equipment and stores etc.
- The football pitch, which was located within the running track, had design limitations and may not meet the necessary Football Association standards in the event that Guildford City Football Club was significantly promoted up the leagues and wished to continue to play there. A Playing Pitch Strategy was being developed and would inform offerings at the Spectrum site and beyond.
- North Park and the existing car park were the obvious potential locations for a replacement building which would require a new road layout ideally enabling the separating of the goods access from the other accesses. An access slip road off the A3 was suggested as being beneficial but logistically very challenging and extremely costly. However, excavation work would be required at North Park and the location of the water table could be a complicating factor.
- A transport study would be undertaken to ascertain the correct amount of parking provision for a new or refurbished facility.
- A replacement building was estimated to cost in the region of £100 million and the interest payable on that level of debt would be approximately £4 million per annum. The Sport England model for affordable sports facilities had been utilised to estimate the potential costs.
- Planning conditions would inform the height and position for a new building.

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- The operation of the facility by a charitable trust would be the most cost effective method owing to the associated benefits such as reduced National Non-Domestic Rate liability and VAT implications. A public/private enterprise would be an alternative to reduce financial risk to the Council.
- There would be some difficult choices to make in respect of the facilities, examples included pool size and design and a second smaller ice rink for lessons.
- As cycling had grown in popularity in recent years consideration could be given to providing a velodrome, however, this would require a significant footprint and would be very unlikely to be financially sustainable.
- There had been some complaints on social media concerning cleanliness of the existing facility which was thought to be the result of cleaning staff being hampered by the high demand and having to negotiate small and poorly designed changing facilities.
- The EAB was interested to learn of the outcome of the related public consultation exercise.

In summary, the Chairman confirmed that the EAB favoured a new build replacement multi-functional sport and entertainment venue in Guildford for the reasons listed above and requested that further information be brought back to the Board following the related public consultation when proposals had been progressed.

C25 REPORT OF THE EXECUTIVE ADVISORY BOARD REVIEW TASK AND FINISH GROUP

The Council, at its meeting held 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. The Board was invited to consider a report outlining the findings of the Group's meeting and setting out its conclusions and recommendations to the Council on 26 February 2019, which were first being shared with the EABs with a view to gaining their support.

The Group's recommendations to Council were as follows:

- (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.

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- (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 planning.
- (5) That lead councillors do not play a part in determining the Overview and Scrutiny Committee work programme at work programme meetings.

The reason for the recommendations was to introduce a more efficient and effective EAB configuration.

The EAB noted that the inclusion of the Forward Plan on EAB agendas had already been implemented. The view was expressed that the discussion in respect of the previous item concerning the future of the Spectrum leisure complex had been valuable and was an example of the benefits of effective work programming to enable EABs to have early input into major projects and policies.

The Board indicated its agreement with the conclusions and recommendations in the report and commended them to Council.

C26 EXECUTIVE FORWARD PLAN

The EAB considered the most recent version of the Executive Forward Plan, dated 22 January 2019, which benefited from the recent drive to secure improved programming of work and decisions recommended by the EAB Review Task and Finish Group. It was reported that the Executive meeting originally arranged for 26 March 2019 had been brought forward to 19 March 2019 and that the Home Improvement Grant Policy item scheduled for that meeting had been postponed and would now be submitted to the EAB on 4 April and to the Executive on 23 April, 2019. As the Disabled Facilities Grants item listed for the EAB meeting on 28 May 2019 was a duplicate of the Home Improvement Grant Policy, the former item would be deleted and replacement items would need to be identified for this meeting.

C27 EAB WORK PROGRAMME

The EAB Work Programme was considered and noted by the Board. The strengthening of the Executive Forward Plan would be reflected in the Work Programme which could be populated with items for up to a year ahead. The Board was invited to submit any suggested changes via e-mail.

C28 PROGRESS WITH ITEMS PREVIOUSLY CONSIDERED BY THE EAB

Progress with items previously considered by the EAB were noted. The format of this summary report would be reviewed to ascertain whether any improvements could be identified.

The meeting finished at 9.05 pm

Signed

Chairman

Date

Community Executive Advisory Board Report

Ward(s) affected: All

Authors: Ted Wainhouse/Alyson Smith

Tel: 01483 444305

Email: Lead Councillor responsible: Philip Brooker

Tel: 07912 044546

Email: Philip.brooker@guildford.gov.uk

Date: 4 April 2019

Guildford Home Adaptations and Improvement Policy Review – Financial Assistance

Executive Summary

This policy introduces a revised Private Sector Home Adaptation and Improvement Policy for Guildford that will allow the Council to extend the range of assistance available to vulnerable residents, to help them remain safely and independently in their own homes.

The policy has been written in response to increased funding, through the Better Care Fund, Housing Capital Grant. This is a combined fund provided by the Ministry of Housing, Communities & Local Government and the Department of Health, to enable Councils to assist their residents to access housing improvements and adaptations, which will enable them to live independently at home, for as long as possible.

The changes in policy are also planned to implement recommendations made to Surrey Councils through Foundations (national Home Improvement Agency charity) Adaptation and Equipment Report 2017. Each of the Surrey District and Borough Councils are working together, through the Surrey Equipment and Adaptations Project, to review, plan and implement the recommendations made within the Foundations report.

The key features of the policy review are to introduce discretionary elements within the support provided through the Disabled Facilities Grant (DFG), to complement the mandatory provision. The discretionary policy would be available to all grant applicants, however we anticipate them having positive impact to 92 people (see Appendix 2). The key changes are:

- Exemption from means testing for works that prevent falls, i.e. rails, ramps, steps and stairlifts. This will reduce bureaucracy and improve response times to install equipment required by older and disabled people, many of whom are on low incomes and already pass the financial test of resources;
- Introduction of a Prevention Grant to fund installation of rails and associated measures to prevent falls in the home without charge, as well as works in the home to facilitate discharge from hospital, prevent ill-health and emergencies, such as

minor repair or adaptations, assistive technology, emergency heating or electrical repairs, or clearing hoarding;

- Flexibility to the upper limit of DFG from £30,000, to £45,000 per application for major works. This additional funding would be means tested for adults and children with disabilities (the latter are exempt from means testing for works valued up to £30,000). The policy will allow quicker decision making for complex cases, where funding is required from Surrey County Council funds, as well as Guildford Borough Council;
- Discretion for the Regulatory Services Manager to waive means test for those who would struggle financially to meet their contribution to the cost of works. The flexibility would have a maximum value of £12,000 for residents with financial hardship of income, or less than £24,500 savings. Any client contribution would be waived, if costing less than £1,000;
- The introduction of Relocation Grant of up to £10,000 to assist home owners or tenants to move to a suitable property, when their current home is not suitable for adaptation.
- To continue to provide discretionary assistance to applicants meeting the eligibility criteria in the current home improvement policy

Recommendation to Executive:

That the Executive approves the revisions to the Home Adaptations and Improvement Policy, see Appendix 1.

Reasons for Recommendation:

The proposals:

- Benefit vulnerable residents and enable them to remain living at home safely and in their own communities for as long as possible.
- Make best use of increased Better Care Fund, provided by central government for Councils to develop local responses to meet need from residents who require practical assistance to remain living at home.
- Meet national best practice standards, the recommendations of Foundations Adaptations and Equipment Review 2017, authorised by Surrey Councils, also in line with neighbouring (and the majority) of Surrey Borough and District Councils.
- Have undergone thorough budget testing and are fully costed. In addition, measures are in place to regularly review budget spend, including reducing discretionary spend, if forecasting a potential overspend, to focus on mandatory grant requirements.
- Are supported by service user groups, Guildford Care and Repair Service, Surrey County Council Occupational Therapy teams who refer to the service.

1. Purpose of Report

This report introduces a revised Private Sector Housing, Home Adaptation and Improvement Policy for Guildford that will allow the Council to extend the range of assistance available to vulnerable residents to help them remain living safely and independently in their own homes.

2. Strategic Priorities

This policy complements the Council's Corporate Plan 2018-2023 and three fundamental themes:

Place making – *“Delivering the Guildford Borough Local Plan and providing the range of housing that people need, particularly affordable homes”, in particular “we will ensure that a range of accessible housing is available to accommodate all ages and lifestyles.”*

This policy assists this strategic priority by improving the quality of housing for older and disabled people within Guildford, as well as increasing speed of making decisions and provision of housing adaptation works.

The policy provides additional flexibilities to ensure that grab rails, ramps and stair lifts are provided quickly and at no charge, to prevent falls for vulnerable people. The policy allows for swifter responses to make housing adaptations for people in need, or being discharged from hospital. Complex housing adaptations cases, where funding is required from Surrey Social Services, as well as the Council, are typically slow to progress, however this policy provides clear guidance on the level of “top-up” to mandatory grant that can be expected, therefore speeding the planning and funding of adaptations for vulnerable people.

Community – *“Supporting older, more vulnerable and less advantaged people in our community”*

The policy will benefit older, disabled and vulnerable people within Guildford, through provision of greater flexibilities for the DFG, quicker decision making and a proposal to not make financial charges for works that reduce likelihood of falls.

Innovation, technology and new ways of working – *“Using innovation, technology and new ways of working to improve value for money and efficiency in Council services.”*

This policy provides flexibility for officers to exercise discretion to widen accessibility to the Disabilities Facilities Grant (DFG), in line with changing practice within Surrey and best practice recommendations made by the Foundations Review 2017. The policy will enhance joint working and planning with adult social care and health colleagues.

3. Proposal

3.1 Background

The Council has been administering mandatory Disabled Facilities Grants since 1989 and provision has been made annually in the Housing Capital budget. In 2002 the Regulatory Reform Order placed a duty on local authorities to publish a scheme of assistance for owners and tenants. A Private Sector Home Improvement Policy was introduced in 2003

and then further revised in July 2013. The Policy sets out how the Council can assist its residents in carrying out adaptations or improvements to their homes. Prior to 2015 these works were partially funded by a government grant, which was topped up by the Council.

In 2015 the government grant was replaced by the Better Care Fund, a programme designed to deliver integration of local health and social care services. The Better Care Fund, of which the Disabled Facilities Grant (the DFG) is a key component, has increased substantially since 2015 when it was £200m, to £394m in 2016/17, and the level of funding is expected to continue until at least 2020 when national funding will be £500m for DFG in 2019/20.

Guildford Borough Council received a Better Care Fund grant of £737,600 for 2018/19, with a sum of £115,992 brought forward from the previous year. The funding is ring-fenced and safeguarded until March 2020. Funding is expected to remain at current levels, or increase further. Despite making some changes to how we process grants, we now need to change the policy to make better use of opportunities available through the Better Care Fund and further improve the lives of our residents.

The purpose of the mandatory DFG is to enable disabled residents (and residents with disabled children) to carry out adaptations to their homes to meet their needs. The grants are means tested (except for disabled children) and are subject to a maximum mandatory limit of £30,000. Examples of works would include showers, stairlifts, ramps and hoists.

In 2016/17 Surrey County Council and the Surrey Districts and Boroughs jointly commissioned Foundations, the national body for Home Improvement Agencies, to carry out a review of delivery of the Better Care Fund for home adaptations in light of the increased funding. Their report provided 18 recommendations, including dispensing with means testing for simple adaptations, providing "Relocation Grants" to help people move to somewhere more suitable and providing "Prevention Grants" for minor works to reduce care packages, hospital/care home admissions and bed-blocking. These recommendations offer the opportunity of creating greater consistency across Surrey, to provide greater flexibility to meet need, as well as streamlining the application process. The recommendations will benefit those in need of their homes being adapted, as well as families and wider communities who provide support to older and disabled residents, however it will also benefit health and social care agendas and budgets, through assisting people to live independently at home for as long as possible.

The Government recently (December 2018), published a Review of the Disabled Facilities Grant and is imminently expected to publish a Social Care Green Paper, addressing the need to provide care for an aging population. The policy amendments proposed for Guildford are in line with evolving national guidance and practice.

Some of the Foundations recommendations have already been introduced at Guildford. However, in order to incorporate other recommendations and maximise use of the Better Care Fund, it will be appropriate to make changes to the Home Improvement Policy, as proposed in this document.

It is intended that current home improvement policies to deal with hazards, non-decency and renewable technology be retained.

3.2 Aims and objectives of policy review

The overall aims and objectives of this policy review are to increase the level of discretionary works offered, that:

- support the adaptation of disabled people's homes to enable them to live independently, ensure their homes are suitable for their needs, or support disabled people to move to an alternative home that may better meet their needs
- help vulnerable residents to remedy serious hazards and/or disrepair in their homes where these pose a significant threat to their health and safety and where they are unable to do so without assistance
- assist residents with effective discharge from hospital back to their homes, to minimise bed blocking, support recovery and positive health outcomes

The proposed policy amendments enhance Guildford's ability to deliver the aims of the Better Care Fund. The Better Care Fund is integrated across both Department of Health and Ministry of Housing, Communities and Local Government, provided to assist older and disabled people have adaptations made to their homes, to enable them remain living safely and independently at home, also to ensure people do not stay in hospital for longer than is necessary, due to the need for housing adaptations. Proper use of the BCF, providing the adaptations that people need, swiftly with minimal bureaucracy, brings shared outcomes to health and social care.

3.3 Summary of policy changes within review

The purpose of this report is to introduce a revised Home Adaptation and Improvement Policy that will allow the Council to extend the range of discretionary assistance available to vulnerable residents; helping them live safely and independently in their own homes, also reduce hospital/care home admissions, bed-blocking and demand for care packages. The financial implications of the proposed policy are attached in Appendix 2.

The specific changes to policy are:

- a) **To remove the requirement for means testing for a Disabled Facilities Grant for stairlifts, ramps and rails**

This is proposed in line with national good practice, as recommended by Foundations in their 2017 Review. This policy has been implemented to date within Waverley, Surrey Heath, Woking, Elmbridge and Tandridge, with other boroughs currently considering the recommendation.

Planning and budget control measures: We have undertaken planning of expected increase of demand and cost, using experience from within Surrey and beyond, from which we have prudently estimated that if demand increases by 100%, bringing additional cost pressure of £72,000, this will be met from within budget. Regular review will be made of this policy and formal review is planned, twelve months after implementation.

b) Introduction of a Prevention Grant

This grant will be up to £3,000 per household, to carry out a range of simple measures to ensure that elderly and disabled residents can occupy their homes safely, maintain independence, also ensure properties are suitable for people to be discharged from hospital without delay, or prevent ill health and hospitalisation. The allocation may be used to buy equipment in bulk that prevents falls and accident, such as grab rails and assistive technology, for distribution through the Handyperson service, or partner agencies.

Preventative works include home safety checks, provision of rails, ramps, assistive technology, clearing of hoarding, moving furniture, emergency heating and electrical repairs. Similar grants are provided within Waverley, Woking, Surrey Heath, Elmbridge, Epsom & Ewell.

Planning and budget control measures: This will be a fast track grant and will require only professionals involved in the client's care to specify the works needed. The client will not need to complete forms or assessment of finances, neither will repayment conditions be applied on completion of the works. The Regulatory Services Manager will approve applications, in terms of suitability and resources available. A notional £50,000 has been budgeted for this element of the policy.

c) Extension of maximum DFG funding

Although the maximum DFG for a mandatory grant is £30,000, the Council has agreed through this policy to potentially provide an additional maximum amount of up to £15,000 as a discretionary top-up, where circumstances are that the cost of works exceeds £30,000.

This type of assistance will only be offered as top-up to schemes that fall within the mandatory grant headings, as described in policy, and resources are available. This policy was a key component of the Foundations Report recommendations in order to provide consistency to clients and clearer working guidelines for staff involved in planning adaptations. The policy has been implemented to date within Waverley, Surrey Heath, Woking, Runnymede, Elmbridge and Epsom & Ewell, with Tandridge funding up to an additional £10,000, with other boroughs currently considering the recommendation.

This additional amount will be subject to means-test for both adults and children with disabilities, it should be noted that children with disabilities are exempt from means-test for housing adaptations of up to £30,000. Any top-up funding will be discussed and planned with the client and the Occupational Therapist working with them. Where further funds are required, this is expected to be from the client or Surrey County Council funding, and only in exceptional circumstances may a further element of discretionary funding be provided by the Regulatory Services Manager. A condition will be attached to the property so that the grant can be recovered if there is a sale or transfer of ownership within 10 years of works being completed.

Planning and budget control measures: Analysis of previous cases which required top-up have averaged three per annum. This figure would be manageable within the budget, however as a discretionary policy, it will only be used where resources are sufficient.

d) Support for people in financial hardship

The majority of the measures within this policy will assist residents on low incomes. There remain, however, a proportion of older and disabled residents who may pass a financial test of resources, yet have low incomes or savings and be reluctant to use their limited resources to fund the adaptations they need. This is an issue that older residents in particular often complain penalises those who have saved during their lifetime.

The policy provides discretion to the Regulatory Services Manager to apply exemption where the client's household has savings of under £24,500, or their expenditure related to ordinary living expenses and disability causes hardship, e.g. heating bills or transportation. A principle has been adopted of not requesting a household to use more than 25% of the household's savings on housing adaptations.

The value of any financial exemption would be a maximum of £12,000, aligned to Housing Improvement Grant.

This policy also provides measure to waive any client contribution for Disabled Facilities Grant works under £1,000. This will ensure that clients are not deterred from important works, due to a potential contribution, which is known to be an issue for many older people. To waive client contributions under £1,000, will also reduce this administrative task to the local authority. Where a client's contribution is over £1,000, they will be liable for the whole amount.

Planning and budget control measures: Our planning indicates that whilst an important policy, numbers requiring assistance for financial hardship will be low, therefore £20,000 has been budgeted. The impact will be monitored, and if demand exceeds expectations and threatens budget, we will revert to mandatory grant allocations. A further provision has been made to expect six client contributions to be waived when less than £1000, with total cost £6,000.

e) Introduction of Relocation Grant

This grant can be made up to £10,000 to help disabled people move to accommodation that better suit their needs, provided moving is a more appropriate solution than an adaptation. Officers provide this support in an advisory capacity at present, however the policy change will enhance the support they can provide. The policy has been implemented to date within Waverley, Surrey Heath, Woking, Elmbridge and Epsom & Ewell.

Planning and budget control measures: It is anticipated that there will be a maximum of one Relocation Grant each year as circumstances where a grant would be awarded are likely to be rare.

4. Consultations

Each of the groups below were consulted and provided ideas and strong support for the policies suggested within this proposal.

The groups consulted were:

Agenda item number: 4

- 4.1 Adult Occupational Therapy team, Guildford locality – Surrey County Council
- 4.2 Children with Disabilities team – Surrey County Council
- 4.3 Guildford and Waverley Care & Repair Team (Home Improvement Agency)
- 4.4 Community Equipment Service Users Group
- 4.5 Guildford & Waverley Active Services Group
- 4.6 Surrey long-term neurological conditions group

In addition, throughout the development of this policy review, we consulted and worked with the other ten Home Improvement Agencies within Surrey, to create greater consistency and good practice, that is equitable to residents and allows smoother working practice for professionals.

The Lead Member has been consulted and supports revision to the policy.

5. Executive Advisory Board comment

To be added.

6. Equality and Diversity Implications

If accepted, the proposals will assist vulnerable residents to live independently and is likely to result in lower numbers of emergency hospital admissions for older and disabled people, due to falls and other accidents. Acceptances of the proposals will have no negative impacts on any group in the community, but rather the opposite.

Through development of this policy, we considered potential users and are confident the service is available to all within our society, but predominately used by those who are older, vulnerable and on low incomes.

This duty has been considered in the context of this report and it has been concluded that there are no equality and diversity implications arising directly from this report.

7. Financial Implications

The cost of the measures included in the new policy will be entirely resourced from the Better Care Fund. The measures are considered to be entirely in accordance with the aims of the Care Act 2015 and therefore an appropriate use of this funding.

The table below summarises spend over a four-year period, detailing the increase of DFG, which has allowed the GBC contribution to decrease, whilst the funds available to meet need within the community have remained broadly consistent.

If budget monitoring evidence that demand for discretionary works may exceed financial resources, including funds carried forward, the Regulatory Services Manager will ensure the service provide mandatory works and prioritise any further discretionary requests, in addition the current carried forward underspend can provide some comfort against increasing demand. There is no requirement for the Council to use its own funding for these policy changes, although some grants falling outside of BCF will be met by grant receipts from repaid grants.

The expectation is for future funding to continue at current levels, however this policy contains measures to prioritise mandatory grants, ahead of any discretionary grant, if budget monitoring highlight a potential for overspend.

| | 2015/16 Actual £ | 2016/17 Actual £ | 2017/18 Actual £ | 2018/19 Outturn £ | 2019/20 Estimate £ |
|---|-----------------------------|-----------------------------|---|---|-------------------------------|
| Total Budget allocation, comprising: | 523,896 | 608,869 | 694,376 | 737,123 | 660,000 |
| Disabled Facilities Grant (DFG) | 302,455 | 552,066 | 669,749 (grant allocation incl additional £60K) | 737,123 (grant allocation incl additional £79K) | 660,000 |
| GBC contribution | 221,441 | 56,803 | 24,628 | 0 | 0 |
| Spent, comprising: | 523,896 | 608,869 | 578,385 | 515,000 | 707,000 |
| DFG | 463,301 | 480,559 | 473,409 | 420,000 | 328,000 |
| Discretionary DFG / Home improvement grants | 60,595 | 123,310 | 104,976 | 95,000 | 379,000 |
| Carry forward | 0 | 0 | 115,992 | 222,123 | - |
| Cumulative carry forward | - | - | - | 338,114 | 281,114 |

It should be noted that adaptation works do not always fit into financial periods, therefore it is reasonable to expect some carry forward into the following year.

8. Legal Implications

There are no direct legal implications arising from this report.

The governing legislation is the Housing Grants, Construction and Regeneration Act 1996.

Section 3(1)b of The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 provides for Local Authorities to provide a power for Local Authorities to give additional assistance to persons within its boundaries to improve their home. It states:

Power of local housing authorities to provide assistance

3(1) For the purpose of improving living conditions in their area, a local housing authority may provide, directly or indirectly, assistance to any person for the purpose of enabling him—

(b) to adapt or improve living accommodation (whether by alteration, conversion or enlargement, by the installation of anything or injection of any substance, or otherwise.

9. Human Resource Implications

There are no immediate human relations impact to this policy, however we will monitor the roll out of the policy and review staffing needs. It is likely that the service will experience a similar pattern to Waverley, who have found the reduction of time required to administer means testing, or access additional funding to the mandatory grant, has off-set increased workload, brought through additional demand for adaptations.

10. Summary of Options

Implement policy in full - This is the recommended option, as detailed within report. The financial risk of over over-spending will be managed through diligent budget review and reverting to mandatory grant policy only, or reduced level of discretionary spend, where an overspend is forecast. Communications with our residents will be clear of what is mandatory grant policy, as well as what is discretionary policy and subject to review, in order to manage expectations.

Amend policy, in light of Council feedback – To approve several, but not all, of the proposed policies would require officers to work with Executive to ascertain which elements should be implemented immediately, and which require further action, or are to remain as current policy. To implement a number of the policy amendments, but not the full range, would contradict the recommendations of the Foundations Report, commissioned and authorised by Surrey Councils. It would also bring continued disparity amongst neighbouring councils, who have now implemented similar policies. Lastly, this would continue creating budget surplus, rather than respond to customer need.

Make no change - Not to change policy would miss an opportunity to target resources, also ensure older and disabled people experience a swift decision and installation of the equipment and adaptation they require. Polices would be out of step with most other local authorities in Surrey and would not contribute as significantly to the social care and health objectives. The current underspend would continue to grow, however as a ring-fenced budget, cannot be used for other council activity.

11. Conclusion

It is recommended that the Guildford Home Adaptation and Improvement Policy is approved by Executive. The policy changes will enable practical measures that will improve the assistance the Council is able to provide for its vulnerable residents to make housing adaptations and provide assistance that will enable older and disabled people to live safely at home for longer, maintaining their independence and links with local community.

The policy changes are in line with national best practice, the Surrey Review of Equipment and Adaptations undertaken by Foundations in 2017, also bring consistency with other Surrey councils which have made similar policy changes (to date these are Waverley, Surrey Heath, Woking, Elmbridge, Epsom & Ewell and Tandridge).

The recommendations have been considered and supported by officers within the Council, as well as service user representatives.

Financial controls will be in place through careful review of budget spend and forecasting, with projections of likely impact, as well as ensuring that any discretionary spend is reviewed and measures undertaken to prioritise spend, if the budget is at risk of overspending.

In conclusion, a review of the policy will be undertaken twelve months after the policy is implemented.

12. Background Papers

There are no background papers relating to this report.

Home Adaptation and Improvement Policy – Disabled Facilities Grants and Financial Assistance for Private Sector Housing.

13. Appendices

Appendix 2 provides detail of the proposed financial effects for programme.

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>8/2/19</i> |
| <i>Legal / Governance</i> | <i>20/03/19</i> |
| <i>HR</i> | <i>5/3/19</i> |
| <i>Equalities</i> | <i>5/3/19</i> |
| <i>Lead Councillor</i> | <i>16/1/19</i> |
| <i>CMT</i> | <i>19/2/19</i> |
| <i>Committee Services</i> | <i>7/2/19</i> |

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Guildford Borough Council

Home Adaptation and Improvement Policy

Disabled Facilities Grants and Financial Assistance for Private Sector Housing

6th February 2019

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- 1. Introduction**
- 2. Financial assistance**

The assistance available to improve access to the home or facilities within the home, through the Disabled Facilities Grant (DFG) and the Council's discretionary Home Improvement Policy.
- 2.1 Mandatory Disabled Facilities Grants**

Applications meeting DFG dual eligibility tests of means testing and necessary works.
- 2.2 Discretionary Home Adaptation and Improvement Assistance**

This provides greater scope and flexibility in use of the DFG, than the mandatory policy for housing adaptations, in relation to resources available. The discretion can be applied to:

 - A) Increased upper limit of Disabled Facilities Grants**
 - B) Removal of means test for ramps, rails and stairlifts**
 - C) Waive all client contributions under £1000**
 - D) Discretionary assistance for financial hardship**
 - E) Prevention Grant**
 - F) Relocation Grant**

Of note:

 - G) Exceptions to policy**
- 2.3 Housing Improvement Policy**

Larger scale repairs, to deal with serious hazards, improve energy efficiency and make homes decent.
- 2.4 Renewable technology loans**

Interest only loans for owners to self-generate electricity or heat.
- 2.5 Empty Homes**

Loan for works to bring empty homes back in to use.
- 2.6 Home Trust Loans**

Low interest loans offered through Parity Trust, a third-party social provider to repair or improve dwellings ineligible for grant assistance.

1. Introduction

This policy sets out how Guildford Borough Council will provide financial assistance to support the provision of decent, healthy and safe housing within the borough.

The Council's obligations, powers and duties in relation to the provision of financial assistance for repair and adaptations are contained within the Housing Grants, Construction and Regeneration Act 1996 and the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002.

The overall aims and objectives of this policy are to:

- support the adaptation of disabled people's homes to enable them to live independently and ensure their homes are suitable for their needs or support disabled people to move to an alternative home that might better meet their needs
- help vulnerable residents to remedy hazards and/or disrepair in their homes where these pose a significant threat to their health and safety and where they are unable to do so without assistance
- assist residents to improve the energy efficiency of their homes and tackle fuel poverty
- assist Guildford residents with effective discharge from hospital back to their homes to minimise bed blocking and support recovery from illness
- assist homeowners on low incomes through to maintain their properties, to decent homes standards
- offer financial assistance to enhance renewable technology within housing
- ensure empty properties in need of housing repair are modernised and available for use

Central Government funding for Disabled Facilities Grants (DFGs) is allocated to the Council through the Better Care Fund (BCF) via Surrey County Council. The sum is determined in accordance with pre-set formulae, however in 2016/17 a three-year funding settlement was provided by government, which incrementally increased, to approximately double, funding to local councils, to reflect the government's priority attached to this function. This policy provides flexibility to deliver an adaptations programme, according to local priorities and available resources but had the benefit of substantially reducing the Council's General Fund contribution.

The broader aims of the BCF are applicable to all members of the population, however housing adaptations for council tenants, are expected to be funded through the council's own funding mechanism.

The Council has limited resources to support the repair, improvement and adaptation of private housing and responsibility in the first instance must always fall to the home owner to address these issues. The Council has a duty to achieve value for money in its procurement of equipment, also to target its limited resources effectively for vulnerable residents who would not be able to repair, adapt or improve their home without financial assistance from the Council.

2. Financial assistance

Mandatory works (Sec 2.1) Prescribed works to adapt a home to meet the needs of older and disabled residents, to will enable them to live independently at home for as long as possible.

Discretionary Home Adaptation and Improvement Assistance (Sec 2.2): Where greater flexibility can complement the mandatory policy, utilising innovative solutions to housing adaptations and prevention of injury in relation to resources available.

2.1 Mandatory Disabled Facilities Grants

Mandatory Disabled Facilities Grants are available to assist with the cost of carrying out adaptations to a dwelling to meet the needs of a disabled occupant. They are available to owners and tenants of private landlords and housing associations. The Council must consult with the Social Services Authority to determine whether the work is necessary and appropriate to the needs of the disabled occupant.

The type of work includes stair lifts, level access showers, ramps and the provision of ground floor bathrooms and toilets. Mandatory Disabled Facilities are available to the occupants of mobile homes.

The maximum amount of grant is set by central government and is £30,000 at the time of writing.

What work is eligible?

Eligible works are normally adaptations or improvements. Items of repair to existing facilities will not normally be considered. Equipment is not normally provided through the Disabled Facilities Grant other than those shown in the examples below, which are usually fixed items.

A. Access to dwelling

Works to assist access by the disabled occupant to and from the dwelling (or the building which the dwelling or flat is situated). Such works will include:

- Ramps
- Handrails
- Widening external doors
- Creating manoeuvring space for wheelchairs
- Stairlifts to common stairs
- Widening of steps
- Modification of steps
- Provision of access into the garden

B. Access to family room

Works to assist access by the disabled occupant to a room used or useable as the principal family room. Such works will include:

- Widening internal doors

- Creating manoeuvring space for wheelchairs
- Remote control to doors and windows

C. Sleeping arrangements

Works to assist access by the disabled occupant to, or providing for the disabled occupant, a room used or useable for sleeping. Such works will include:

- Widening internal doors
- Creating manoeuvring space for wheelchairs
- Through floor lifts
- Stairlifts
- Handrails

The provision of a new bedroom will only be considered if the adaptation of an existing room is unsuitable and, if required, should be of sufficient size to maintain normal sleeping arrangements.

D. Sanitary arrangements

Works to allow access to or facilitating the use by the disabled occupant of a room in which there is a lavatory, bath or shower (or both) or wash hand basin. Such works will include:

- Widening doors
- Through floor lift/stairlift
- Replacement of bath with shower or provision of an over bath shower
- Downstairs WC/Bath/Shower/wash basin
- Thermostatic controls for shower
- Raising of WC pedestal
- Hoists and other fixed bathing aids
- Bathlifts

Note: Equipment would be considered before adapting or providing new facilities.

E. Food preparation and cooking

Facilitating the preparation and cooking of food by the disabled person. In considering such work, it is essential that the disabled person constantly cook for the household. If this is not the case, facilities will be limited to the strict needs of the disabled person. Such works will include:

- Modification of work units
- Alteration of kitchen for wheelchair use
- Enlargement of a kitchen
- Alterations of gas, electric and plumbing installations
- Purposely designed cooker

F. Heating

Providing a sufficient heating system, if there is no existing heating system in the dwelling or any such system is unsuitable for use by the disabled occupant, suitable

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to meet his/her needs. Improving any heating system in the dwelling to meet the needs of the disabled occupant or, will be provided. Such works will include:

- Replacement of coal fire with gas fire
- Provision of central heating for those parts of the accommodation normally used by the disabled person
- Where additional rooms are provided and the existing boiler cannot cope with the extra demand, separate local heating for the extension
- Relocation of power sockets
- Electric radiators

No provision will be made for heating facilities in rooms not normally used by the disabled occupant.

G. Access to services

Facilitating the use by the disabled occupant of a source of power, light or heat by altering the position of one or more means of access to or control of that source or by providing additional means of control. Such works will include:

- Relocation of heating, lighting or power controls
- Relocation of prepayment meters
- Relocation of light switches

H. Movement to provide care for another

Facilitating access and movement by the disabled occupant around the dwelling in order to enable him/her to care for a person who is i) normally resident in the dwelling and ii) is in need of such care. For example, a stairlift to enable a disabled occupant to have access to upstairs bedroom to look after children.

I. Safety

Making the dwelling or building safe for the disabled occupant and other persons residing with them. This is intended for adaptations designed to minimise the risk of danger where a disabled occupant has particular behavioural problems, which may put them or their family at risk. Such works will include:

- Toughened or shatterproof glass
- Fixed fire/radiator guards
- Fixed stair/access guards
- Protective wall coverings
- Alarm systems

Determination of whether works are eligible

1. The Council must consult with the Welfare Authority (Surrey County Council) on all Disabled Facilities Grant applications on whether the adaptation is “necessary” and “appropriate” for the needs of the disabled person.
2. The Council must also be satisfied that it is reasonable and practicable to carry out the work having regard to the age and condition of the dwelling.

Who can apply?

Owner-occupiers, tenants, licensees or occupiers must be able to satisfy the means test criteria in Sections 19 to 22 of the Housing Grants, Construction and Regeneration Act 1996. In some cases, landlords may apply but the amount of grant is determined by reference to the notional increase in rent that the works may generate.

General matters relating to grant applications:

- i. Applications must be made in writing to the Regulatory Services Manager at the Council Offices, Millmead House, Millmead, Guildford
- ii. The Private Sector Housing Team will provide advice and assistance to potential applicants on how to access financial assistance from the Borough Council
- iii. Payment of grant will normally be made directly to the contractor upon satisfactory completion of works
- iv. Conditions attached to mandatory grants will be recorded on the local land charges register.

Application requirements and conditions

1. An application has to be submitted in writing in accordance with the Housing Grants Construction and Regeneration Act 1996. The application must contain:

Particulars of work for which grant is sought:
 - a. At least two estimates from different contractors of the costs for carrying out the work, unless this requirement is waived, i.e. specialist work, lower value or urgency, where the council is satisfied best value will still be obtained.
 - b. Particulars of any preliminary or ancillary service and charge
 - c. A certificate relating to future occupation of the property. There are three types of certificates:
 - Owner Occupiers
 - Tenants
 - Occupiers (for houseboat and park home applications).
2. It is a condition of the grant that the works are carried out in accordance with the application.
3. The work must be completed to the satisfaction of the council within twelve months from the date of approval (unless the council agrees to an extension of that time in writing).
4. The work must be carried out by one of the builders whose estimate accompanied the application, unless the Council agrees to the appointment of an alternative builder.
5. No payment will be made unless the Council has been provided with suitable invoices.

6. The aggregate of interim or staged payments must not exceed nine-tenths of the amount of the grant.
7. No grant will be paid if the works begin before the date of approval unless permission has been agreed with the Council.
8. The Council will normally require the recovery of specialist equipment when no longer required vertical lifts, stairlifts or ramps.
9. The Council may require repayment of up to £10,000 of the grant awarded, if the property is sold, or ownership transferred, within 10 years. This condition applies where the value of the property has been increased by enlargement or by the provision of additional amenities.
10. Applicants are expected to comply with conditions attached to the approval of grants. The Regulatory Services Manager will consider waiving or varying recovery of grant where an applicant would suffer severe hardship.
11. Other particulars may be required by law or reasonably required by the Regulatory Services Manager.

Financial Assessment

1. The disabled person and any partner, as legally defined, are “means tested” to determine any contribution they need to make towards the cost of the work. If the disabled person is a child or young person, the means test is waived.
2. Where a contribution towards the cost of the work is required, the applicant will be referred to Surrey County Council who may consider a “top up” contribution. In the case of landlord applications, the test will have regard to the notional increase in the value of the property.

2.2 Discretionary Disabled Facilities Grants

In addition to providing mandatory DFG's, the Authority has the power to offer discretionary financial assistance by virtue of the Regulatory Reform (Housing Assistance) (England & Wales) Order 2002. Using these powers, the Authority has agreed to offer discretionary DFG's for private sector residential adaptations in certain specific circumstances and where funding permits.

The policy has been revised in response to increased funding, through the Better Care Fund, and in line with recommendations made to Surrey Councils through Foundations (national Home Improvement Agency charity) Adaptation and Equipment Report 2017. The elements of discretionary grant funding within this policy are implementing recommendations from the Foundations report. Similar discretionary policies are being adopted across Surrey, co-ordinated through the Surrey Equipment and Adaptations Project.

Any discretionary assistance will only be considered having regard to the financial resources available at the time. If funding will not have sufficient resources in reserve to deal with other referrals that may present throughout the financial year, the Authority reserves the right not to approve requests for discretionary spending.

Discretionary assistance will be provided, with regard to Surrey County Council's Charging Policy, to ensure clarity and consistency of process as far as possible and minimising dual means testing.

A) Flexibility of upper limit of Disabled Facilities Grant

The maximum grant available for a mandatory DFG is currently £30,000. This policy provides the Authority opportunity to provide an additional maximum amount of up to £15,000 discretionary "top-up", where the cost of work exceeds £30,000 (either as a result of unforeseen works or the extent of the original work that is recommended to the Council). This type of assistance will only be offered as a top up for schemes that fall within the mandatory grant headings as previously described.

This additional discretionary element will be subject to the DFG means-test for adults and children's adaptations, using the nationally recognised assessment tool. Discretion can be provided to the outcome of the means test, using principles in section D) Discretion for Hardship.

When determining any application for discretionary assistance the merits of the case will be agreed between the Council, and the Occupational Therapist, prior to the application being presented for "top-up" funding through Surrey County Council. Any discretionary assistance will be repayable on the eventual sale of the property and recorded as a Land Registry charge.

Discretionary Disabled Facilities Grants will normally have a limit of £45,000. However, the Regulatory Service Manager will consider applications on their merits, as exception to policy.

Repayment conditions would be applied, for a period of 10 years after the completion of works. To assist with recovery in the event of a breach of grant condition, a charge will be registered at the Land Registry on properties, where the grant exceeds £2,000.

B) Exemption from means testing

In order to simplify the Disabled Facilities Grant process for lower value works, also to target prevention of falls and maximise independence, the following works will be exempt from means-testing:

- internal stair lifts
- half steps
- grab rails
- external galvanised rails
- modular ramping.

Step lifts would continue to be means tested.

A condition would be applied to recover equipment which can be recycled.

C) Waive all client contributions under £1,000

When a client's contribution is less than £1,000, their contribution will be waived and not charged to the client. This will ensure potential clients are not deterred from important works, due to a potential charge. It will also reduce administrative function to the Authority.

Where a client contribution is over £1000, the entire contribution will be charged to the client.

D) Discretionary assistance for financial hardship

In cases where the outcome of the financial test of resources is that an individual is unable to meet the cost of their contribution towards the housing adaptation, discretion is provided to the Regulatory Services Manager to waive the outcome of the test of resources, in line with the guidance below.

The discretion is applied having regard to Surrey County Council Charging Policy, however we will consider both the income and savings of the household, i.e. the client and their partner.

When considering a case for discretionary support the Regulatory Services Manager would refer to the following guidance:

- Discretionary grants are unlikely to be granted where savings are more than £24,500 per annum
- Discretion may be applied based on the client's expenditure, related to ordinary living expenses and requirements of their disability e.g. heating or transportation
- The Authority would not expect a household to contribute more than 25% of its savings on DFG related works, where savings and annual income are up to value of £24,5000
- The value of the exemption would be an upper limit of £12,000, aligned to maximum Housing Improvement Grant.

Repayment conditions would be applied, for a period of 10 years after the completion of works. To assist with recovery in the event of a breach of grant condition, a charge will be registered at the Land Registry on properties, where the grant exceeds £2,000.

E) Prevention grant

This grant offers provision of simple measures to ensure that elderly, vulnerable or disabled residents can occupy their homes safely and reduce likelihood of developing ill-health; also to ensure that properties are suitable for people to be discharged from hospital without delay.

The grant has a maximum value of £3,000 per household. Eligible works will include:

- Provision and installation of equipment, to prevent falls or accidents within the home, as well as promote independence
- Prevent hospitalisation / assist hospital discharges
 - Essential repairs, adaptations, treatment of damp, removal of hoarding materials and moving of furniture to allow medical equipment
 - Ensure homes are safe and facilitate independence
 - Emergency heating or electrical repairs (non-emergency electrical and heating repairs may be accessed through the means tested Home Improvement Policy).

The grant may be used to buy equipment in bulk to prevent falls and accidents, also promote independence, such as grab rails and assistive technology. This will be a fast track grant, referred by staff from Health, Social Care or Borough Council, subject to agreement by the Regulatory Services Manager. It will not require the client to complete forms or financial assessment. Repayment conditions will not be applied for these works.

F) Relocation Grant

Where it is assessed that adaptation works required to a property relating to a disabled person are uneconomical or considered unreasonable and/or impracticable having regard to the age and condition of the dwelling or building, the Council has discretion to provide grant aid to assist in the reasonable costs associated in moving to a pre-adapted or more easily adaptable property.

These costs may include:

- Removal expenses
- Legal costs
- Valuation costs.

These costs will not include those related to the purchase of a home, such as stamp duty or a deposit.

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The applicant must be either an owner-occupier or tenant.

The relevant person must be a disabled person within the household, registered or registerable with Social Services.

There is a limit of £10,000 for these grants per application. It will also be possible to apply for Disabled Facilities Grant for the new property, however to a maximum combined value of £30,000 if within the Guildford Borough Council.

The Council reserves the right to place a legal charge on the property, for repayment of this grant, if the property is sold or ownership transferred within ten years of the award.

A DFG means test will be undertaken of the disabled person and any partner to determine eligibility for this grant. If the disabled person is a child, the parents or legal guardian are not means tested.

In addition to financial assistance, the Council will assist, if required, with arranging transport to viewings and specifying features required within a new property.

G Exceptions to policy

If a potential applicant considers that there are exceptional circumstances which fall outside of the Council's grant policy, they may present details to the Regulatory Services Manager for consideration. These will be considered on a case by case basis, with regard to:

- the cost of adaptation
- the nature of the works
- availability of alternative finance
- the client's needs.

In assessing the merits of a particular case, the Council will have regard to the financial test of resources used by Surrey County Council Adult Social Care.

2.3 Home Improvement policy

Summary of assistance

The current policy has been retained as it continues to target assistance to those people or properties as set out below.

1. Grants will be offered, which are to be repaid upon the future sale of the property. The maximum grant is £12,000 and applicants have to satisfy a means-test. Eligible works include essential repairs and improvements, affordable warmth measures or works to make a decent home.

2. Applicants on certain welfare benefits, as prescribed by government to qualify for Disabled Facilities Grant will have no contribution to make to the cost of works, subject to the grant maximums set out below. In addition to the income related benefits that are 'passporting benefits' for a Disabled Facilities Grant, the council will not expect a contribution from applicant in receipt of Local Council Tax Relief.

Applicants are expected to comply with conditions attached to the approval of grants. The Regulatory Services Manager will consider waiving or varying recovery of grant where an applicant would suffer severe hardship.

What works are eligible?

The following will be regarded as eligible works:

Works of repair or improvement to bring the home to the Decent Homes Standard:

- A. Works to make a property free from Category 1 Hazards. This may include non-structural items, such as windows or doors and electrical or gas installations;
- B. Works to key components of the property, particularly where they are in disrepair due to age. Key components include:
 - External wall structure
 - Lintels
 - Brickwork and wall finish
 - Roof structure and covering
 - Chimney stacks
 - Windows and external doors
 - Central heating gas boiler
 - Electrical supply system.
- C. Works to provide reasonably modern facilities or services. This applies where three or more of the following are lacking:
 - A kitchen more than 20 years old
 - The kitchen has inadequate space and layout
 - The bathroom is more than 30 years old
 - If the bathroom / WC is not appropriately located
 - The noise insulation (from external sources) is inadequate
 - The common areas have inadequate size and layout (flats only).

- D. Works to provide affordable warmth, through improving heating or insulation, such as:
- works to cover the provision of central heating for the first time
 - improvements to an existing central heating system
 - appropriate roof insulation and wall insulation (where applicable)
 - floor insulation to park homes

On completion, the dwelling must have at least 200mm of roof insulation (where practicable), cavity wall insulation (where applicable) and an effective heating system must be in place.

- E. Works may include removal of hoarding materials, in order to assess damage potentially incurred to the property, or to assist make a home suitable for works required for hospital discharge.

Where the above apply, the council may also fund additional related works if necessary to protect the building or the occupant's health. This may include preventative works such as gutter repairs, external decorations.

The grant is available for works to dwellings, mobile homes and houseboats.

Who is eligible?

In order to qualify for assistance:

1. Applicants must have lived in the dwelling as their only or main residence throughout the previous twelve months.
2. Applicants must have consent to carry them out where appropriate and be responsible for the works. Tenants with a repair obligation are eligible for assistance with repairs, as well as improvements or adaptations.
3. The property must be in Council Tax Band E or below.

Amount of Grant

Financial assistance for works to provide affordable warmth will be limited to a maximum of £6,000. Assistance will be restricted to a maximum of £12,000 for other works. A limit of a maximum £6,000 grant will be imposed on houseboats and mobile homes since much lower equity exists and a charge on the land cannot be applied.

Conditions for Discretionary Assistance

The standard conditions are below, which may be varied to take account the circumstances of each case.

1. The applicant must take reasonable steps to pursue any relevant insurance or legal claim and to repay the grant, so far is appropriate, out of the proceeds of such a claim.
2. The work must be completed to the satisfaction of the Council within twelve months from the date of approval unless the Council agrees to an extension of that time.

3. The work must be carried out by one of the builders whose estimate accompanied the application unless the Council agrees to the appointment of an alternative builder.
4. No payment will be made unless the Council has been provided with suitable invoices.
5. The aggregate of interim or staged payments must not exceed nine-tenths of the amount of the grant.
6. No grant will be paid if the works begin before the date of approval unless agreed by the Regulatory Services Manager.
7. The Council may impose a condition requiring the recovery of specialist equipment when no longer required.
8. The dwelling or home must be occupied as the applicant's main residence. The applicant must also certify that they intend to remain in the property.
9. Repayment of the grant is required should the home be sold or transferred within 25 years of the date that the works are certified as being complete.
10. To assist with recovery in the event of a breach a grant condition, a charge will be registered at the Land Registry on houses where the grant exceeds £2,000. An administrative charge could be added to cover our costs.

Exceptions to the policy

If a potential applicant considers that there are exceptional circumstances which fall outside of the Council's grant policy, they may present details to the Regulatory Services Manager for consideration. These will be considered on a case by case basis, with regard to:

- the cost of repair
- the nature of the works
- availability of alternative finance
- the client's needs
- suitability of the accommodation
- ability of the applicant to meet their needs through alternative accommodation.

2.4 Renewable Technology Loan Scheme

The Council will offer interest free loans to install renewable technologies for heating or energy generation in residential properties. Examples of work are solar hot water systems, ground source or air source heat pumps and biomass boilers, where used as the primary heating source.

Eligibility criteria

- A. Applications will be considered from owner-occupiers, landlords and tenants of private residential property.
- B. Applicants must have the right or power to carry out works to the dwelling.
- C. The works must be carried out in accordance with the relevant codes of practice by certified installers. At time of writing this includes the MCS and Kitemark schemes. In exceptional cases where the applicant has carried out works, the installation will need to be commissioned by a certified installer.
- D. The Regulatory Services Manager will regularly review the types of work, examples are provided above, that are eligible for assistance.
- E. Applicants must complete a written application form agreeing to the terms and conditions set out in the policy.

Level of assistance

Applicants will not be means-tested. The loan will be calculated at 50% of the eligible cost, subject to a maximum loan of £3,000. The applicant will be advanced a proportion of the cost of the works as set out in the scheme.

The loan will be repaid in monthly instalments over a period of 5 years from the date of installation on the basis of one fifth of the loan per completed year.

2.5 Empty Homes Grant

Summary of assistance

Grants for owners of empty properties in Guildford will generally be encouraged to bring empty properties, which have fallen into disrepair, back into use. The maximum grant is set at £20,000 or 50% of the cost of the works, whichever is the lower. The Council would exercise a nomination right for a period of 5 years from completion of the works. The detailed requirements are set out in a nomination agreement. Rent levels set at 80% of market rents would be expected.

Eligibility

- The applicant must be the freehold owner of the property or have a lease of 5 years minimum
- The owner cannot be a public sector body.

Conditions

1. The Council can exercise nomination rights for a minimum 5-year period
2. The grant is subject to a condition requiring the dwelling to be let as a main residence for a period of 5 years from the date that the works have been certified as complete
3. Repayment of the grant is required should the home be sold or transferred within 5 years of the date that the works are certified as being complete
4. The property on completion of works must meet the decent homes standard and be free from category 1 hazards. This is assessed by the Council under the Housing Health and Safety Rating System (HHSRS)
5. Contractors must be capable of carrying out works and have public liability insurance of at least £5 million
6. Payment will be made on satisfactory completion of the works. Interim payment may be given where it is a requirement of the building contract.

The standard conditions above may be varied to take account the circumstances of each case.

2.6 Home Trust Loan Scheme

The Council may offer a subsidised loan to homeowners to improve and renovate their homes. The loan sits alongside the existing discretionary grant policy and can help finance works where the applicant would be excluded by the stricter eligibility criteria for a grant.

The loan is currently operated across parts of the South East by Parity Trust; a community-based finance institution based in Portsmouth.

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Guildford Home Adaptations and Improvement policies – Disabled Facilities Grant and Financial Assistance for Private Sector Housing

Budget proposal

A summary of the planned breakdown of Better Care Fund is provided below, comparing previous spend to future budget allocation.

| Type of spend / grant | Notes | Spend 2017/18 | Budget proposal 2019/20 | Estimate No. of homes adapted | Repayment condition attached? |
|--|--|---------------|-------------------------|-------------------------------|-------------------------------|
| <u>Mandatory DFG</u> | The sum reduces as all stairlifts are now included in spend for discretionary policy (B) | £440,000 | £328,000 | 56 | Yes |
| <u>Discretionary Policies</u> additions to previous policy | | | | | |
| A) Removal of means test for stairlifts and ramps | assume 100% additional uptake. | - | £144,000 | 48 | Yes |
| B) Prevention Grant | Maximum £3k, most lower. | - | £50,000 | 30 | No |
| C) Discretionary increased upper limit of DFG | Expect 3 cases, £15k each. | - | £45,000 | 3 | Yes |
| C) Waive client contribution under £1,000 | | - | £6,000 | 6 | No |
| D) Hardship cases - Discretion for those recommended for client contribution, yet have low income. | Maximum £12K pp. Expect average £5k pp. | - | £20,000 | 4 | Yes |
| E) Relocation Grant | Expect max one p.a. | - | £10,000 | 1 | Yes |
| Total for discretionary policy | | | £275,000 | | |
| <u>Other BCF works</u> | | | | | |
| Community Equipment Service - charge for adaptations | Will receive quarterly invoice. | - | £50,000 | n/a | No |
| Salaries - capitalised | | £8,000.00 | £4,000 | | No |
| Total for other BCF works | | | £54,000 | | |

Agenda item number: 4
Appendix 2

| | | | | | |
|---|---|---------|----------------|----|-----|
| | | | | | |
| <u>Home Improvement</u> | | | | | |
| Home Improvement Policy (Plus additional ave. £35k pa repaid as income, via previous loans). Includes the following: | | £50,000 | - | 17 | Yes |
| Energy efficiency (included within Prevention Grant) | £2000 pp | - | - | 12 | Yes |
| Empty Homes Grant | | - | - | | Yes |
| Renewable technology loans (£20k budgeted, within HIP) | Solar panels or air source or ground heat pumps | - | - | | Yes |
| Home Trust Loans (£5k budgeted, within HIP) | | - | - | | Yes |
| Total Home Improvement budget | - | - | £50,000 | - | - |

In summary:

Mandatory DFG £328,000

Discretionary DFG £275,000

Other BCF works £54,000

Home Improvement £ 50,000

Grand total **£707,000**

Total Better Care Fund grant available is £658,223, therefore the budget may draw upon reserves if required to meet discretionary funding requests; with provision to revert to mandatory funding if resources are not available.

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 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: 26 March 2019

SCHEDULE 1

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 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 | No | Report to Council (9/04/2019) Incorporating comments/recommendations of Corporate Governance & Standards Committee (28/03/2019) | 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

| 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 |
|--|---|---|--|--|--|-----------------------|
| * | Annual Governance Statement 2018-19 | To adopt the Council's Annual Governance Statement for 2018-19 | No | Report to Executive (23/04/2019) Incorporating comments/ recommendations of Corporate Governance and Standards Committee (28/03/2019) | Claire Morris 01483 444827 claire.morris@guildford.gov.uk | |
| * Page 40 | Town Centre Public Realm Improvements | (1) To approve the proposed town centre public realm improvements (2) To transfer monies from the provisional to approved capital programme to deliver the scheme (3) To authorise the Director of Environment to progress scheme | No | Report to Executive (23/04/2019) Incorporating comments/ recommendations of Place Making and Innovation EAB (8/04/2019) | Paul Bassi 01483 444515 paul.bassi@guildford.gov.uk | |
| * | Guildford Town Centre Heights and Views SPD | To adopt the Guildford Town Centre Heights and Views SPD | No | Report to Executive (23/04/2019) Incorporating comments/ recommendations of Place Making and Innovation EAB (8/04/2019) | Meave Faulkner 01483 444663 meave.faulkner@guildford.gov.uk | |
| * | Rodboro Buildings – Electric Theatre through road and parking | To agree to move scheme from the provisional to the approved capital programme. | No | Executive (23/04/2019) | Tim Pilsbury 01483 444521 tim.pilsbury@guildford.gov.uk | |
| | 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 (23/04/2019) Incorporating | Ted Wainhouse 01483 444305 ted.wainhouse@guildford.gov.uk | |

| 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 |
|---|---------|----------------------|--|--|-----------------|
| | | | | comments/ recommendations of Community EAB (4/04/2019) | |

COUNCIL: 8 May 2019 (Annual Council Meeting)

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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 |
|---|--|--|---|--|
| 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 |

Agenda item number: 6

COUNCIL: 15 May 2019 (Selection Council Meeting)

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 |
|--|--|--|---|---|
| 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 | Report Council (15/05/2019) | John Armstrong 01483 444102 john.armstrong@guildford.gov.uk |
| Pay Award | To seek approval of the Management Team Pay Award. | No | Report Council (15/05/2019) | Francesca Smith 01483 444014 francesca.smith@guildford.gov.uk |

EXECUTIVE: 21 May 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 |
|---|--|--|--|---|---|
| * | Guildford Park Project – Multi-Storey Car Park | To approve the transfer of monies from the provisional capital programme to the approved capital programme for the purpose | | Report to Executive (21/05/2019) | Rachel Harper 01483 444311 rachel.harper@guildford.gov.uk |
| | Approval of Below Market Lettings | To consider the approval of below market lettings | No | Report to Executive (21/05/2019) | Mark Appleton 01483 444364 mark.appleton@guildford.gov.uk |

| 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 |
|---|------------------------------------|---|--|---|--|
| * | 48 Quarry Street, Guildford Museum | To approve the transfer of funds from the provisional to the approved Capital Programme to undertake repair works to address structural defects | No | Report to Executive (21/05/2019) | Darren Burgess 01483 444589 darren.burgess@guildford.gov.uk |
| | 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 to the Surrey Leaders' Group for appointments of district council representatives on outside bodies 2019-20 | No | Report to Executive (21/05/2019) | John Armstrong 01483 444102 john.armstrong@guildford.gov.uk |

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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 |
|---|---|---|--|---|---|
| * | Redevelopment of Westborough and Park Barn Play Areas | To approve the transfer of this project from the provisional to the approved Capital Programme | No | Report to Executive (18/06/2019) | Paul Stacey 01483 444720 paul.stacey@guildford.gov.uk |
| * | Stoke Park Masterplan; a strategy for delivery. | (1) To approve the proposed design brief for the Stoke Park masterplan and strategy for delivery. (2) To approve the transfer of £500,000 from the provisional capital programme to the approved capital programme for the purpose | No | Report to Executive (18/06/2019) | Paul Stacey 01483 444720 paul.stacey@guildford.gov.uk |

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 | Agenda item number: 6 |
|---|--|---|--|--|---|--------------------------|
| | | of funding professional fees to provide the necessary technical expertise and officer resource to deliver the Stoke Park masterplan. (3) 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. | | | | |
| * Page 44 | Housing Revenue Account: draft final Accounts 2018-19 | To consider the draft accounts for 2018-19 and agree any transfers to earmarked reserves before the statutory Statement of Accounts is signed by the Chief Financial Officer. | No | Executive (18/06/2019) | Matt Cue 01483 444839 matt.cue@guildford.gov.uk | |
| * 44 | Capital and Investment Outturn Report 2018-19 | (1) To note the Capital and Investment Outturn Report for 2018-19. (2) To approve the actual prudential indicators reported for 2018-19 | No | Executive (18/06/2019) | Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk | |
| * | 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 | |
| * | 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. | Yes (in part) | Report to Executive (18/06/2019) | Samantha Mills 01483 444084 samantha.mills@guildford.gov.uk | |
| * | AONB Management Plan | To adopt the AONB Management Plan | No | Report to Executive (18/06/2019) | Dan Knowles 01483 444605 dan.knowles@guildford.gov.uk | |

| 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 |
|---|---|--|--|--|--|
| | Animal Welfare Licensing Policy | To adopt an Animal Welfare Licensing Policy | No | Report to Executive (18/06/2019) incorporating comments/ recommendations from Licensing Committee (29/05/2019) | Justine Fuller 01483 444370 justine.fuller@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 (18/06/2019) | Fiona Williams 01483 444999 fiona.williams@guildford.gov.uk |
| Page 45 | Food Poverty | To consider the recommendations arising from the work of the Food Poverty O&S Task and Finish Group. | No | Report to Executive (18/06/2019) incorporating comments/ recommendations from O&S Committee (04/06/2019) and recommendations to Council (23/07/2019) | James Dearling 01483 444141 james.dearling@guildford.gov.uk |

GUILDFORD JOINT COMMITTEE: 3 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 | Agenda item number: 6 |
|---|--|---|--|--|--|-----------------------|
| * | Compton Air Quality Management Action Plan | To consider the Compton Air Quality Management Action Plan. | No | Report to Guildford Joint Committee (3/07/2019) | Justine Fuller 01483 444370 justine.fuller@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 |
|---|---|---|--|--|--|
| * | Budget assumptions for Business Planning 2020-21 to 2023-24 | To agree the inflation factors to be used in the preparation of the 2020-21 outline budget. | No | Executive (16/07/2019) | Claire Morris 01483 444827 claire.morris@guildford.gov.uk |
| | Public Health Funerals | To approve terms for a public consultation on a draft policy | No | Report to Executive (16/07/2019) | Justine Fuller 01483 444370 justine.fuller@guildford.gov.uk |
| * | Future Operations of Public Conveniences | To consider the recommendations put forward by the Community Executive Advisory Board | No | Report to Executive (16/07/2019) Incorporating Comments/ Recommendations of Community EAB (18/10/2018) | Chris Wheeler 01483 445030 chris.wheeler@guildford.gov.uk |

COUNCIL: 23 July 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 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 |
| Capital and Investment Outturn Report 2018-19 | (1) To note the Capital and Investment Outturn Report 2018-19 (2) To approve the actual prudential indicators reported for 2018-19 | No | Report to Council (23/07/2019) Incorporating comments/recommendations of Corporate Governance & Standards Committee (13/06/2019) | Victoria Worsfold 01483 444834 victoria.worsfold@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 |
| 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 (23/07/2019) Incorporating comments/recommendations of Corporate Governance and Standards Committee (13/06/2019) | John Armstrong 01483 444102 john.armstrong@guildford.gov.uk |
| Code of Conduct for Staff | To adopt a revised Code of Conduct for Staff | No | Report to Council (23/07/2019) Incorporating comments/recommendations of Corporate Governance & Standards Committee (13/06/2019) | John Armstrong 01483 444102 john.armstrong@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 |
|--|---|---|--|---|---|
| * Page 48 | 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 |
|--|------------------------------------|---|--|---|--|
| | Slyfield Area Regeneration Project | To consider the business case for the project and a proposed supplementary capital estimate in respect of the overall project budget. | Yes (in part) TBC | Report to Executive (24/09/2019) Council (8/10/2019) | Michael Lee-Dickson 01483 4445123 michael.lee-dickson@guildford.gov.uk |

| 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 |
|---|--|--|--|--|---|
| | | | | | Claire Morris 01483 444827 claire.morris@guildford.gov.uk |
| * | Bedford Wharf Plaza Landscaping Scheme | To approve the landscaping scheme following public consultation | No | Report to Executive (24/09/2019) incorporating comments/ recommendations from Place Making & Innovation EAB (1/07/19) | Jennifer Hyland 01483 444136 jennifer.hyland@guildford.gov.uk |
| * Page 49 | 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 (24/09/2019) incorporating comments/ recommendations from Overview & Scrutiny Committee (10/09/2019) | Chris Wheeler 01483 445030 chris.wheeler@guildford.gov.uk |
| | Timetable of Council and Committee Meetings 2020-21 | To consider and adopt the timetable of Council and Committee meetings for the 2020-21 municipal year. | No | Report to Executive (24/09/2019) Council (8/10/2019) | John Armstrong 01483 444102 john.armstrong@guildford.gov.uk |

COUNCIL: 8 October 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 |
|---|---|--|--|---|
| Slyfield Area Regeneration Project | To consider the business case for the project and a proposed supplementary capital estimate in respect of the overall project budget. | Yes (in part) TBC | Report to Council (8/10/2019) Incorporating comments/ Recommendations of Executive (24/09/2019) | Michael Lee-Dickson 01483 4445123 michael.lee-dickson@guildford.gov.uk Claire Morris 01483 444827 claire.morris@guildford.gov.uk |
| Review of Polling Districts and Polling Places | To approve any changes identified as following the statutory polling district and polling place review. | No | Report to Council (08/10/2019) | Elaine Bradbrook 01483 444126 elaine.bradbrook@guildford.gov.uk |
| Review of Procurement Procedure Rules | To approve amendments to Procurement Procedure Rules following review | No | Report to Council (8/10/2019) Incorporating comments/ Recommendations of Corporate Governance & Standards Committee (19/09/2019) | Diane Owens 01483 444027 diane.owens@guildford.gov.uk |
| Timetable of Council and Committee Meetings 2020-21 | To consider and adopt the timetable of Council and Committee meetings for the 2020-21 municipal year. | No | Report to Council (8/10/2019) Incorporating comments/ Recommendations of Executive (24/09/2019) | John Armstrong 01483 444102 john.armstrong@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 |
|---|-----------------------------------|--|--|--|--|
| | Review of Councillors' Allowances | To consider the report and recommendations of the Independent Remuneration Panel and recommend to Council adoption of a new scheme of allowances with effect from 1 April 2020 | No | Executive (22/10/2019) and Council (3/12/2019) | John Armstrong 01483 444102 john.armstrong@guildford.gov.uk |

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 |
|---|---|---|--|--|--|
| * | Business Planning - General Fund Outline Budget 2020-21 | To consider the Outline Budget for 2020-21 | No | Executive (26/11/2019) | Claire Morris 01483 444827 claire.morris@guildford.gov.uk |
| * | Parish Councils – concurrent function grant aid applications for assistance 2020-21 | To approve the budget for 2020-21 and the parish council requests for grant aid for 2020-21. | No | Executive (26/11/2019) | Michele Rogers 01483 444842 michele.rogers@guildford.gov.uk |
| | Local Council Tax Support Scheme 2020-21 | <ol style="list-style-type: none"> 1. To approve the draft Local Council Tax Support Scheme for implementation with effect from 1 April 2020. 2. To maintain a discretionary hardship fund. | No | Executive (26/11/2019) and Council (3/12/2019) | Belinda Hayden 01483 444867 belinda.hayden@guildford.gov.uk |

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 Council (3/12/2019) | Dan Knowles 01483 444605 dan.knowles@guildford.gov.uk |
| Local Council Tax Support Scheme 2020-21 | <ol style="list-style-type: none"> 1. To approve the draft Council Tax Support Scheme for implementation with effect from 1 April 2020 2. To maintain a discretionary hardship fund. | No | Council (3/12/2019) incorporating comments/recommendations of Executive (26/11/2019) | Belinda Hayden 01483 444867 belinda.hayden@guildford.gov.uk |
| Review of Councillors' Allowances | To consider the report and recommendations of the Independent Remuneration Panel and adopt new scheme of allowances with effect from 1 April 2020 | No | Council (3/12/2019) incorporating comments/recommendations of Executive (22/10/2019) | John Armstrong 01483 444102 john.armstrong@guildford.gov.uk |
| Selection of the Mayor and The Deputy Mayor 2020-21 | To approve the selection of the Mayor and The Deputy Mayor 2020-21 | No | Council (3/12/2019) | John Armstrong 01483 444102 john.armstrong@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 |
|---|-----------------------------|--|--|--|---|
| | Annual Audit Letter 2018-19 | To consider the Annual Audit Letter for 2018-19. | No | Executive (07/01/2020) incorporating comments/ recommendations from Corporate Governance and Standards Committee (19/11/2019) | Claire Morris 01483 444827 claire.morris@guildford.gov.uk |

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EXECUTIVE: 21 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 |
|---|---|---|--|--|---|
| * | Off Street Parking Business Plan 2020-21 | To consider the Off Street Parking Business Plan and proposed street parking tariffs. | No | Report to Executive (21/01/2020) | Andy Harkin 01483 444535 andy.harkin@guildford.gov.uk |
| | Capital & Investment Strategy 2020-21 to 2024- 2025 | To recommend to Council the adoption of: <ul style="list-style-type: none"> - the Capital and Investment Strategy - the general fund capital estimates. - the revised Treasury Management Strategy and Prudential Indicators | No | Report to Executive (21/01/2020) incorporating comments/ recommendations of the Joint EAB (9/01/2020) Corporate Governance | Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk |

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 | Agenda item number: 6 |
|---|---|--|--|---|--|-----------------------|
| | | - Minimum Revenue Provision policy | | and Standards Committee (16/01/2020) and Council (5/02/2020) | | |
| | Housing Revenue Account Budget 2020-21 | To recommend to Council approval of the HRA Revenue estimates, associated fees and charges, changes to rents of Council dwellings and approval of Housing Capital Programme for 2020-21. | No | Report to Executive (21/01/2020) incorporating comments/recommendations of the Joint EAB (9/01/2020) and Council (5/02/2020) | Phil O'Dwyer 01483 444318 phil.odwyer@guildford.gov.uk and Mark Jasper 01483 444834 mark.jasper@guildford.gov.uk | |
| Page 54 | Business Planning – General Fund Budget 2020-21 | To recommend to Council: - Approval of the general fund revenue budget for 2020-21 - Agreement of a council tax requirement for 2020-21 - Declaration of any surplus/deficit on the Collection Fund | No | Report to Executive (21/01/2020) and Council (5/02/2020) | Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk | |

COUNCIL (Budget) 5 February 2020

| 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 |
|------------------------------|---|--|---|---|
| Pay Policy Statement 2020-21 | To approve the Pay Policy Statement 2020-21 | No | Report to Council (5/02/2020) | Francesca Smith 01483 444014 francesca.smith@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 |
|---|---|--|---|--|
| Capital & Investment Strategy 2020-21 to 2024-25. | 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 (5/02/2020) Incorporating comments/recommendations of the Joint EAB (9/01/2020) Corporate Governance and Standards Committee (16/01/2020) and Executive (21/01/2020) | Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk |
| Housing Revenue Account Budget 2020-21 | To approve the HRA Revenue estimates, associated fees and charges, changes to rents of Council dwellings and approval of Housing Capital Programme for 2020-21. | No | Report to Council (5/02/2020) Incorporating comments/recommendations of Executive (21/01/2020) | Phil O'Dwyer 01483 444318 phil.odwyer@guildford.gov.uk and Mark Jasper 01483 444834 mark.jasper@guildford.gov.uk |
| Business Planning – General Fund Budget 2020-21 | <ul style="list-style-type: none"> - Approval of the general fund revenue budget for 2020-21 - Agreement of a council tax requirement for 2020-21 - Declaration of any surplus/deficit on the Collection Fund | No | Report to Council (5/02/2020) Incorporating comments/recommendations of The Joint EAB (9/01/2020) and Executive (21/01/2020) | Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk |

EXECUTIVE: 18 February 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 |
|--|--|--|--|---|--|
| * | Allocation of Community and Voluntary Grants 2020-21 | The Executive to agree: 1. The allocation of community grants for 2020-21; 2. The allocation of grant funding for voluntary organisations for 2020-21. | No | Report to Executive (18/02/2020) | Steve Benbough 01483 444052 stephen.benbough@guildford.gov.uk |

EXECUTIVE: 24 March 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 |
|--|---------|----------------------|--|---|-----------------|
| | | | | | |

COUNCIL 7 April 2020

| 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 |
|---------|----------------------|--|---|-----------------|
| | | | | |

UNSCHEDULED ITEMS – EXECUTIVE/COUNCIL

| Key Decision (asterisk indicates that the decision is likely to be 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 |
|--|--|--|--|---|--|
| | Guildford Borough Local Plan | To adopt the Guildford Borough Local Plan | No | Report to Council Incorporating comments/recommenda tions of the Executive | Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk |
| * | Resurfacing of Westfield and Moorfield Roads | To agree the budget to be transferred from the provisional to the approved budget. | No | Executive | Michael Lee-Dickson 01483 4445123 michael.lee-dickson@guildford.gov.uk |
| * | Waste Operating Model | To approve a waste operating model. | No | Report to Executive | Chris Wheeler 01483 445030 chris.wheeler@guildford.gov.uk |
| | Puttenham Neighbourhood Plan | To adopt the Puttenham Neighbourhood Plan | No | Report to Council (June 2020) | Dan Knowles 01483 444605 |

Page 10 of 10

Agenda item number: 6

| Key Decision (asterisk indicates that the decision is likely to be 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: |
|---|---|--|--|---|--|
| | | | | | dan.knowles@guildford.gov.uk |
| * | Planning Appeal Costs | To consider an update in relation to planning appeal costs. | No | Report to Executive | Tim Dawes 01483 444650 tim.dawes@guildford.gov.uk |
| * | Shalford Common Land Management | To approve plans for the regulation of land management at Shalford Common. | No | Report to Executive | 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 | Fiona Williams 01483 444999 fiona.williams@guildford.gov.uk |
| Page 58 | Pitch Strategy | To adopt a Pitch Strategy | No | Report to Executive Incorporating comments/ recommendations of Community EAB (4/04/2019) | Paul Stacey 01483 444720 paul.stacey@guildford.gov.uk |
| * | Parks Strategy | To adopt a Parks Strategy | No | Report to Executive Incorporating comments/ recommendations of Community EAB (5/09/2019) | Paul Stacey 01483 444720 paul.stacey@guildford.gov.uk |
| | Public Health Funerals | To approve a policy following the public consultation | No | Report to Executive | Justine Fuller 01483 444370 justine.fuller@guildford.gov.uk |
| | Charging for Regulatory Services | To consider proposal to charge for pre-application advice | No | Report to Executive | Justine Fuller 01483 444370 justine.fuller@guildford.gov.uk |
| | Pest Control Services | To consider proposal to introduce charging for pest control treatments (rats and mice) | No | Report to Executive | Justine Fuller 01483 444370 |

| Key Decision (asterisk indicates that the decision is likely to be 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 |
|---|--|---|--|---|--|
| | | | | | justine.fuller@guildford.gov.uk |
| * | Midleton Industrial Estate Redevelopment | To consider a scheme for the phased redevelopment of the industrial estate | No | Report to Executive (Summer 2021) | Darren Burgess 01483 444589 darren.burgess@guildford.gov.uk |
| * | Industrial Estates | To consider strategies for the future development of individual industrial estates | No | Report to Executive | Melissa Bromham 01483 444587 melissa.bromham@guildford.gov.uk |
| * | Future Residential Housing developments (HRA) | To consider proposals on a site by site basis | No | Report to Executive | Philip O'Dwyer 01483 444318 philip.odwyer@guildford.gov.uk |
| | New Housing Strategy | To develop a new Housing Strategy | No | Report to Executive | Philip O'Dwyer 01483 444318 philip.odwyer@guildford.gov.uk |
| | Tenancy Conditions and Flexible Tenancies | To review | No | Report to Executive | Siobhan Rumble 01483 444296 siobhan.rumble@guildford.gov.uk |
| | Policy on Debt Recovery | To develop a policy on how the Council manages debt recovery | No | Report to Executive | Siobhan Rumble 01483 444296 siobhan.rumble@guildford.gov.uk Belinda Hayden 01483 444867 belinda.hayden@guildford.gov.uk |
| * | Bridges – Inspection and Remedial Work | (1) To approve appointment of consultants to:(a) carry out inspections (b) cost immediate and long term works (c) advise on future inspection frequency (2) To approve works that arise from inspections | No | Report to Executive | Tim Pilsbury 01483 444521 tim.pilsbury@guildford.gov.uk |
| | Review of Executive Advisory Boards | To review the effectiveness of the operation of Executive Advisory Boards in the light of a strengthened Forward Plan process and | No | Report to Council Incorporating comments/ | John Armstrong 01483 444102 john.armstrong@guildford.gov.uk |

| Key Decision (asterisk indicates that the decision is likely to be 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: |
|---|---|---|--|---|---|------------------------|
| | | better work programming (by May 2020) | | recommendations of EABs | | |
| | Development Management DPD | To adopt the Development Management DPD | No | Report to Council Incorporating comments/ recommendations of Executive | Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk | |
| * Page 60 | Community Infrastructure Levy Charging Schedule | To adopt the Community Infrastructure Levy Charging Schedule | No | Report to Executive Incorporating comments/ recommendations of Guildford Joint Committee | Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk | |
| | * Planning Contributions SPD | To adopt the Planning Contributions SPD | No | Report to Executive | Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk | |
| * Strategic Development Framework SPD | To adopt the Strategic Development Framework SPD | No | Report to Executive | Simon Lee 01483 444670 simon.lee@guildford.gov.uk | | |
| * Sustainable Design and Construction SPD | To adopt the Sustainable Design and Construction SPD | No | Report to Executive | Dan Knowles 01483 444605 dan.knowles@guildford.gov.uk | | |
| * Green and Blue Infrastructure SPD | To adopt the Green and Blue Infrastructure SPD | No | Report to Executive | Dan Knowles 01483 444605 dan.knowles@guildford.gov.uk | | |

| Key Decision (asterisk indicates that the decision is likely to be 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 |
|---|-----------------------|--|--|---|--|
| * | Green Belt SPD | To adopt the Green Belt SPD | No | Report to Executive | Laura Howard 01483 444626 laura.howard@guildford.gov.uk |
| * | Parking SPD | To adopt the Parking SPD | No | Report to Executive | Edward Cheng 01483 444083 edward.cheng@guildford.gov.uk |
| Page 61 | Chantry Wood Campsite | <p>To consider a further report on the future management of the Campsite, in particular:</p> <ul style="list-style-type: none"> (a) the outcome of discussions with the local community to seek to ascertain a preferred option for the future management of the campsite, including other options in terms of the educational aspects relating to woodland and countryside awareness; (b) monitoring of usage of the campsite over the previous 12 months (c) the results of the engagement with potential operators to establish the future viability of a forest school operator at the Campsite. (d) the proposed small-scale refurbishment and upgrade works <p>(By March 2020)</p> | No | Report to Executive | Hendryk Jurk 01483 444768 hendryk.jurk@guildford.gov.uk |
| | Food Poverty | To consider the recommendations arising from the work of the Food Poverty O&S Task and Finish Group | No | Report to Executive/Council Incorporating comments/ recommendations of Overview and Scrutiny Committee | James Dearling 01483 444141 james.dearling@guildford.gov.uk |

| Key Decision (asterisk indicates that the decision is likely to be 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 |
|---|---------|----------------------|--|---|-----------------|
| | | | | (4/06/2019) | |

Agenda item number: 6

UNSCHEDULED ITEMS – EXECUTIVE SHAREHOLDER AND TRUSTEE COMMITTEE

| Key Decision (asterisk indicates that the decision is likely to be 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 Use of Foxenden Deep Shelter | To consider proposals in light of response to Charity Commission application concerning the removal of the restrictive covenants and the grant of a lease of the Shelter. | No | Executive Shareholder & Trustee Committee Incorporating comments/ recommendations of Place Making & Innovation EAB | Alex Duggan 01483 444584 alex.duggan@guildford.gov.uk |
| | North Downs Housing Ltd and Guildford Borough Council Holdings Ltd | To approve the final accounts for 2018-19 | No | Executive Shareholder & Trustee Committee | Philip O'Dwyer 01483 444318 philip.odwyer@guildford.gov.uk |
| | North Downs Housing Ltd | To update the Business Plan | No | Executive Shareholder & Trustee Committee | Philip O'Dwyer 01483 444318 philip.odwyer@guildford.gov.uk |
| | Allen House Pavilion | To renew the lease to the Matrix Trust | No | Executive Shareholder & Trustee Committee | Alex Duggan 01483 444584 alex.duggan@guildford.gov.uk |
| | Sutherland Memorial Park | To renew the lease to Guildford City Youth Project | No | Executive Shareholder & Trustee Committee | Alex Duggan 01483 444584 |

| Key Decision (asterisk indicates that the decision is likely to be 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 |
|---|---------|----------------------|--|---|--|
| | | | | | alex.duggan@guildford.gov.uk |

UNSCHEDULED ITEMS – GUILDFORD JOINT COMMITTEE

| 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 |
|---|--|--|---|---|
| Family Support Programme | To review programme in light of increasing demand and decreasing resources | No | Report to Guildford Joint Committee | Philip O'Dwyer 01483 444318 philip.odwyer@guildford.gov.uk |
| Traveller sites | (1) Identification of transit sites (2) Future management of existing traveller sites | No | Report to Guildford Joint Committee | Philip O'Dwyer 01483 444318 philip.odwyer@guildford.gov.uk |
| Community Infrastructure Delivery | (1) To agree a statement of priority for the delivery of infrastructure described in the GBC Infrastructure Delivery Plan and informed by the GBC Regulation 123 list (2) To discuss and propose strategies for securing additional funding necessary for that delivery | No | Report to Guildford Joint Committee | Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk |
| Shalford Air Quality Management Action Plan | To consider the Shalford Air Quality Management Action Plan. | No | Report to Guildford Joint Committee | Justine Fuller 01483 444370 justine.fuller@guildford.gov.uk |

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 |

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

| 28 MAY 2019 | | | | | |
|---|--|--------------------------------|------------------------------------|--|--------------------------|
| Item | Additional information | Corporate Plan Priority | Relevant Lead Councillor(s) | Lead officer | Target completion |
| Pitch Strategy | Following further discussion with the service leader, it was suggested that consideration of an overarching Parks Strategy be deferred to 5 September 2019, but that there should be discussion of a proposed Pitch Strategy (the need for which is more pressing) at this meeting. | Yes | Cllr David Bilbé | Paul Stacey Parks and Landscape Manager | |
| 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 | 2021 |

EXECUTIVE ADVISORY BOARD WORK PROGRAMME

| Joint EAB Budget Task Group | Establish a Task Group involving both EABs to consider the budget for 2020/21. | Yes | Cllr Paul Spooner | Claire Morris Director of Finance | 2019/20 |
|-----------------------------|--|-------------------------|-----------------------------|--------------------------------------|-------------------|
| 17 OCTOBER 2019 | | | | | |
| Item | Additional information | Corporate Plan Priority | Relevant Lead Councillor(s) | Lead officer | Target completion |
| | | | | | |
| 13 FEBRUARY 2020 | | | | | |
| Item | Additional information | Corporate Plan Priority | Relevant Lead Councillor(s) | Lead officer | Target completion |
| | | | | | |
| 2 APRIL 2020 | | | | | |
| Item | Additional information | Corporate Plan Priority | Relevant Lead Councillor(s) | Lead officer | Target completion |
| | | | | | |

Agenda item number: 7

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 <i>This may be subsumed into the work currently being undertaken by the O&S task and finish group</i> | No | Cllr Iseult Roche | Philip O'Dwyer Director of Community Services | |
| Creation of Guildford Energy Company, Climate Change and the Council's Green Agenda <i>Climate Change Initiatives arising from the Task Group</i> | To include solar, wind and other forms of renewable energy. Deal with Energy Company in private as it is commercially sensitive. <i>This may be subsumed into the work currently being undertaken by the Climate Change task group</i> | No | Cllr Nikki Nelson-Smith | Philip O'Dwyer Director of Community Services | |

EXECUTIVE ADVISORY BOARD WORK PROGRAMME

| | | | | | |
|---|---|-----|---|---|------------|
| 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 | |
| Events Strategy | To be considered as part of the overarching Parks Strategy | Yes | Cllr David Bilbé | Paul Stacey Parks and Landscape Manager | |
| New Housing Strategy | To develop a new Housing Strategy | No | Cllr Philip Brooker | Philip O'Dwyer Director of Community Services | 2020 |
| Tenancy Conditions and Flexible Tenancies | To review | No | Cllr Philip Brooker | Siobhan Rumble Landlord Services Manager | Early 2020 |
| Policy on Debt Recovery | To develop a policy on how the Council manages debt recovery | No | Cllr Philip Brooker Cllr Nigel Manning | Siobhan Rumble Landlord Services Manager Belinda Hayden Exchequer Services Manager | Late 2019 |

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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 |
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| 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 resources and to determine how additional funding could be | The Strategy is at an early developmental stage. |

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| | | | | 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 | 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>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 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</p> |

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| | | | | | <p>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. 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</p> |
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| | | | | | 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. |
| 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 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. | This topic is included on the Board's Work Programme for a future update. |
| 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</p> | 02/10/17 Email sent to Kevin Handley for further update. |

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| | | | | <p>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> | |
| 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 service in July 2018. | <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 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>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</p> |

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| | | | | <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 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>EABs and to discuss available options to improve those arrangements, including the proposal for a single EAB. The findings were reported to Council on 26 February 2019 (see 14-Feb-2019 - Report of the EAB Review Task and Finish Group update below).</p> |
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| | | | | <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> <ul style="list-style-type: none">(a) inviting suggestions for the OSC work programme from the public and partners as well as officers and councillors, and(b) alerting the public about OSC and EAB agenda topics on days leading up to the meeting, on the day of the meeting and action agreed at the meeting through press releases/social media. <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> | |
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| 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 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</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. |
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| | | | | progress early in 2019. | |
| 18-Oct-18 | Public Convenience Review | Chris Wheeler Waste and Fleet Services Manager | Cllr Matt Furniss | 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 when the town centre was redeveloped. A review and, if necessary a replacement, of the signage in the area of the Museum was requested. | |
| 14-Feb-19 | New Sport and Entertainment Venue | Jonathan Sewell Leisure Services Manager | Cllr Iseult Roche (previously Cllr Richard Billington) | The EAB confirmed that it favoured a new build replacement multi-functional sport and entertainment venue in Guildford and requested that further information be brought back to the Board following the related public consultation when proposals had been progressed. | On 31 October 2016, the former Borough, Economy and Infrastructure EAB received an information update concerning a multi-use sports and entertainment facility and completing the refurbishment of Guildford Spectrum including the roof, the air handling system and other improvements. The Board made a number of comments for the Lead Councillor to consider. Building on the above, this EAB considered a discussion paper weighing the potential impacts of a new build sport and entertainment venue against the refurbishment of the Spectrum. |

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| 14-Feb-19 | Report of the EAB Review Task and Finish Group | John Armstrong, Democratic Services Manager | Cllr Matt Furniss | The conclusions and recommendations of the Task and Finish Group be commended to the Council on 26 February 2019. | <p>The Board considered and indicated its agreement with the conclusions and following recommendations reached by the Task and Finish Group at its meeting held on 20 November 2018.</p> <p>The recommendations were to: dismiss the option of replacing the EABs with topic based advisory boards commissioned directly by the Executive; retain the existing two EABs subject to a further review within 12 months of the Borough Elections; include the Forward Plan on future EAB agendas; and ensure that lead councillors do not play a part in determining the O&S Committee work programme at work programme meetings.</p> |
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Agenda item number: 8