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Contact Officer:

John Armstrong, Democratic Services Manager
Tel: 01483 444102

12 September 2018

Dear Councillor

Your attendance is requested at a meeting of the **CORPORATE GOVERNANCE AND STANDARDS COMMITTEE** to be held in the Council Chamber, Millmead House, Millmead, Guildford, Surrey GU2 4BB on **THURSDAY 20 SEPTEMBER 2018** at **7.00 pm**.

Yours faithfully

James Whiteman
Managing Director

MEMBERS OF THE COMMITTEE

Chairman: Councillor Richard Billington
Vice-Chairman: Councillor Alexandra Chesterfield

Councillor Nils Christiansen
Councillor Colin Cross
Councillor Andrew Gomm
Councillor Mike Hurdle
Councillor Nigel Kears

+Mrs Maria Angel MBE
^Mr Charles Hope
^Ms Geraldine Reffo
^Mr Ian Symes

*Independent member

^ Parish member

Authorised Substitute Members:

Councillor David Goodwin
Councillor Liz Hogger
Councillor Christian Holliday
Councillor Susan Parker

Councillor Dennis Paul
Councillor David Quelch
Councillor David Reeve
Councillor Caroline Reeves

WEBCASTING NOTICE

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

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QUORUM 3



THE COUNCIL'S STRATEGIC FRAMEWORK

Vision – for the borough

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

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

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

Values for our residents

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

AGENDA

ITEM

1 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

2 LOCAL CODE OF CONDUCT - DISCLOSURE OF 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 also withdraw from the meeting immediately before consideration of the matter.

If that DPI has not been registered, you must notify the Monitoring Officer of the details of the DPI within 28 days of the date of the meeting.

3 MINUTES (Pages 1 - 8)

To confirm the minutes of the meetings of the Corporate Governance and Standards Committee held on 26 July and 7 August 2018.

4 FINANCIAL MONITORING 2018-19 - PERIOD 3 (APRIL TO JUNE 2018)
(Pages 9 - 62)

5 EXECUTIVE ADVISORY BOARDS - PROPOSED REVIEW OF STRUCTURE AND REMIT (Pages 63 - 70)

6 REVIEW OF PUBLIC SPEAKING PROCEDURE RULES (Pages 71 - 88)

7 COUNCILLOR TRAINING AND DEVELOPMENT UPDATE (Pages 89 - 116)

8 WORK PROGRAMME (Pages 117 - 122)

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CORPORATE GOVERNANCE AND STANDARDS COMMITTEE

26 July 2018

* Councillor Richard Billington (Chairman)
Councillor Alexandra Chesterfield (Vice-Chairman)

- | | |
|--------------------------------|-----------------------|
| * Councillor Nils Christiansen | * Mrs Maria Angel MBE |
| * Councillor Colin Cross | * Mr Charles Hope |
| * Councillor Andrew Gomm | Ms Gerry Reffo |
| Councillor Mike Hurdle | * Mr Ian Symes |
| * Councillor Nigel Kears | |

*Present

The Lead Councillor for Infrastructure and Governance, Councillor Matt Furniss, the Lead Councillor for Finance and Asset Management, Councillor Nigel Manning, and Councillors David Quelch and David Reeve, were also in attendance.

CGS13 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

Apologies for absence were received from Councillors Alexandra Chesterfield and Mike Hurdle.

Councillors David Quelch and David Reeve attended as substitutes for Councillors Chesterfield and Hurdle respectively.

CGS14 LOCAL CODE OF CONDUCT - DISCLOSURE OF INTERESTS

There were no disclosures of interest.

CGS15 MINUTES

The Committee confirmed as a correct record the minutes of the meeting held on 14 June 2018. The Chairman signed the minutes.

CGS16 FREEDOM OF INFORMATION AND SUBJECT ACCESS COMPLIANCE - UPDATE

The Committee considered an update report on the monitoring of the Council's performance in dealing with Freedom of Information (FOI) and Environmental Information Regulations (EIR) requests, and Subject Access Requests.

The Committee was pleased to note that, for the calendar year up to 27 June 2018, the Council's overall performance rate for responding to FOI and EIR requests within the 20 working day deadline stood at 93.5%, which compared favourably with the figure of 91.5% recorded for the same period in 2017. The Council was therefore currently meeting both the Information Commissioner's performance indicator of 85%, and the 90% target agreed by the Corporate Management Team.

During the debate, it was suggested that:

- future update reports should provide data on those FOI and EIR requests that had closed in the relevant period under review
- efforts should be made to address the five worst performing services in respect of dealing with FOI and EIR requests

The Committee

RESOLVED: That the Committee notes the officer actions and continues to receive six monthly updates.

Reason:

To ensure that the Council continues to meet and, wherever possible, exceed, the 90% compliance target.

CGS17 GENERAL DATA PROTECTION REGULATION - UPDATE

The Committee received and noted an update report on progress on action taken towards implementation of the requirements of the General Data Protection Regulation, which came into force on 25 May 2018.

The staff training and awareness programme launched at the end of March had comprised of face-to-face training followed by an online e-learning module. As at 13 June 2018, 92% of staff had attended the face-to-face sessions and 84% had completed the online training and passed the associated test.

The Council's website had been updated to reflect the changes introduced by the GDPR and the Data Protection Act 2018. New privacy statements had been approved, and a page detailing the roles of the Data Protection team had been added, together with a new page outlining the new personal information rights (e.g. right to be informed, right to rectification, right to erasure, etc.)

Following successful testing, request forms had been uploaded to the website so that customers had the option of making such requests directly via an online portal.

The Council's Data Protection Policy had also been updated to take GDPR requirements into account. This included details of the roles performed by the Data Protection Officer (DPO) and Information Assurance Manager (IAM), the revised Data Protection principles and new guidance on the rights of data subjects.

As part of the ongoing staff awareness campaign, posters issued by the ICO had been distributed across the services. The Privacy and Information Security Liaison Group would now reconvene and meet monthly with ongoing GDPR compliance issues forming a major part of the agenda.

It was noted that since the coming into force of the GDPR in May 2018, there had been a significant increase in the number of Subject Access Requests (SARs) received by the Council. The Council had received more SARs in one month (May to June 2018) than during the whole of 2017.

The Council had also received three "right to be forgotten/right to erasure" requests during this time.

The majority of supplier questionnaires to assess GDPR compliance for the Council's external data processors across all service areas had now been received and reviewed. The GDPR Team was involved with ongoing documentation reviews and technical due diligence.

During the debate, the Committee noted a request that future update reports include the monitoring of any appeals, and information on the quantifiable cost to the Council of meeting its obligations under the legislation.

Having considered the update report, the Committee

RESOLVED: That the Committee notes the officer actions and continues to receive updates on a six monthly basis.

Reason:

To ensure the Council continues to comply with GDPR legislation.

CGS18 AUDIT FINDINGS REPORT AND STATEMENT OF ACCOUNTS FOR 2017-18

The Committee noted that a complex technical accounting issue had arisen, but had not yet been resolved, in relation to the accounting treatment of the lease for Onslow Park and Ride and its subsequent valuation in the Council's accounts.

Consequently, it had not been possible to finalise the statement of accounts or amend the audit findings report in time for consideration by the Committee at this meeting.

The Committee therefore

RESOLVED: That consideration of the audit findings report and the statement of accounts for 2017-18 be deferred to a special meeting of the Committee to be held on Tuesday 7 August 2018.

Reason:

In order to ensure the 2017-18 statement of accounts are materially correct.

CGS19 SUMMARY OF INTERNAL AUDIT REPORTS (OCTOBER 2017 TO MARCH 2018)

The Committee considered a report setting out a summary of Internal Audit Reports for the period October 2017 to March 2018.

Questions from the Committee raised the following points and information:

- In relation to those audit reports which were still in progress by the time they are reported to Committee, a target completion date should be included in the report for information.
- In relation to the audit report on asbestos, the Chief Internal Auditor confirmed that the Council was actively seeking to resolve the problem and identify the risks and put in place the proper mechanisms to monitor and manage those risks. Where the removal of asbestos was required, the Council had taken all appropriate steps to temporarily close the building and had sought the services of specialist contractors to deal with its safe removal.

Having considered the various reports, the Committee,

RESOLVED: That the contents of the summary of audit reports and other associated work for the period 1 October 2017 to 31 March 2018 be noted.

Reason:

To ensure an adequate level of audit coverage.

CGS20 WORK PROGRAMME

The Committee, having considered its updated work programme for the 2018-19 municipal year

RESOLVED: That the work programme for the 2018-19 municipal year, as set out in Appendix 1 to the report submitted to the Committee, be approved, subject to the addition of the Review of Public Speaking Procedure Rules to the list of matters to be considered at the 20 September 2018 meeting.

Reason:

To allow the Committee to maintain and update its work programme.

Agenda item number: 3

The meeting finished at 7.44 pm

Signed
Chairman

Date

CORPORATE GOVERNANCE AND STANDARDS COMMITTEE

7 August 2018

* Councillor Richard Billington (Chairman)
Councillor Alexandra Chesterfield (Vice-Chairman)

Councillor Nils Christiansen	* Mrs Maria Angel MBE
* Councillor Colin Cross	* Mr Charles Hope
Councillor Andrew Gomm	Ms Gerry Reffo
Councillor Mike Hurdle	* Mr Ian Symes
* Councillor Nigel Kears	

*Present

Councillors Christian Holliday, David Quelch, and David Reeve, were also in attendance.

CGS21 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

Apologies for absence were received from Councillors Alexandra Chesterfield, Nils Christiansen, Andrew Gomm, and Mike Hurdle, and from Ms Gerry Reffo.

Councillors Christian Holliday, David Quelch, and David Reeve attended as substitutes for Councillors Chesterfield, Christiansen, and Hurdle respectively.

CGS22 LOCAL CODE OF CONDUCT - DISCLOSURE OF INTERESTS

There were no disclosures of interest.

CGS23 AUDIT FINDINGS REPORT 2017-18

The Committee considered the Audit Findings report from the Council's external auditors (Grant Thornton), which set out their opinion on the Council's Financial Statements for 2017-18, and gave a conclusion on the Council's arrangements for ensuring value for money in the use of resources.

The audit of the 2017-18 accounts was now complete and the independent auditor had indicated that they intended to issue an unqualified opinion on the financial statements, which the Chief Finance Officer would re-certify in accordance with the Accounts and Audit Regulations 2015 immediately after the Committee meeting. The auditors had issued an Audit Findings report, which was included as Appendix 1 to the Committee Report, together with a management action plan (Appendix A to the Audit Findings Report).

The auditors had found one material misstatement relating to Onslow Park and Ride which affected the primary financial statements but not the overall financial position of the Council. This was a complex accounting issue that had been amended in the accounts. The auditors had also found two omissions, one relating to the depreciation on the crematorium not being written back to gross cost at the point of revaluation and £3.414 million of capital assets classified as operational assets but should be assets under construction (and therefore non-operational). There were also some minor changes that were not individually significant enough to warrant separate disclosure in the findings report.

The auditors had proposed to give an unqualified Value for Money conclusion. Their recommendations relating to value for money were included in the action plan. The key points related to the medium term financial plan and the general fund capital programme.

The Chairman of the Corporate Governance and Standards Committee was required to issue a letter of representation on behalf of the Council to the auditors to provide assurance over the

management framework operating at the Council and the disclosures in the accounts. A copy of the proposed letter was attached as Appendix 2 to the Committee Report.

The Committee

RESOLVED:

- (1) That Grant Thornton's Audit Findings report attached as Appendix 1 to the report submitted to the Committee, and the management responses provided in the action plan (as set out in Appendix A to Appendix 1) be noted.
- (2) That the letter of representation, as set out in Appendix 2 to the report, be approved, and that the Chairman be authorised to sign the letter on the Council's behalf.

Reason:

To allow the external auditor to issue his opinion on the 2017-18 accounts.

CGS24 AUDITED STATEMENT OF ACCOUNTS 2017-18

Following consideration of the draft statement of accounts for 2017-18 at its meeting on 14 June 2018, the Committee now considered the Audited Statement of Accounts for 2017-18. The Audit Findings report had covered the changes made to the accounts between the draft accounts, issued on 31 May 2018 and presented to this Committee on 14 June, and the audited accounts. The audited accounts, a copy of which was attached at Appendix 1 to the covering Committee report, included the changes.

The Committee noted that the external auditors (Grant Thornton) intended to issue an unqualified opinion on the financial statements.

In order to comply with the Accounts and Audit Regulations 2015 the statutory Statement of Accounts required approval by 31 July. This was two months earlier than in previous years. A complex technical accounting issue had arisen towards the end of the audit in respect of the accounting treatment of the lease for Onslow Park and Ride and its subsequent valuation in the Council's accounts. The Director of Finance and the Associate Audit Director (Grant Thornton) had agreed a resolution to the matter, but the tight deadline meant it was not possible to make the required adjustments in time for the 26 July 2018 meeting of the Committee to approve the accounts. Consequently, this special meeting of the Committee had been convened to approve the revised Statement of Accounts for 2017-18.

Comments from the Committee raised the following points:

- The external auditors and the Director of Finance confirmed that the level of redundancy payments referred to in the Statement of Accounts were in accordance with the Council's Redundancy Policy
- The income and expenditure relating to The Village project fell within the Comprehensive Income and Expenditure Statement, and the details had been reported to the Committee throughout the year via the Financial Monitoring reports
- It was confirmed that, following a review by the HR Manager, nobody working for the Council would fall foul of the IR35 employment rules and expenditure on any self-employed persons or companies engaged by the Council fell within "Other services expenses", rather than employee expenses in the Expenditure and Income Analysed by Nature.
- The Director of Finance stated that the Balance Sheet had shown a more negative view of the pension liability (£90.2 million) than had been shown by the Pension Actuary in the last triennial valuation (estimated at £75 million)
- In relation to key performance indicator no. 4 – Benefit Overpayments recovered, the Director of Finance would confirm the overpayments recovered as a percentage of the total benefit overpayments outstanding.

Having considered the Statement of Accounts for 2017-18, the Committee

RESOLVED:

- (1) That the audited Statement of Accounts for 2017-18, as set out in Appendix 1 to the report submitted to the Committee, be approved.
- (2) That the Chairman of the Committee be authorised to sign the official copy of the accounts to state that they are approved.

Reason:

To approve the Statement of Accounts for 2017-18.

The meeting finished at 8.15 pm

Signed

Chairman

Date

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Corporate Governance and Standards Report

Ward(s) affected: All

Report of Director of Finance

Author: Claire Morris

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Email: claire.morris@guildford.gov.uk

Lead Councillor responsible: Nigel Manning

Tel: 01252 665999

Email: nigel.manning@guildford.gov.uk

Date: 20 September 2018

Financial Monitoring 2018-19 (Period 3: April to June 2018)

Executive Summary

The report summarises the projected outturn position for the Council's general fund revenue account, based on actual and accrued data for the period April to June 2018.

Officers are projecting a reduction in net expenditure on the general fund revenue account of £526,541 (representing 1.43% of its original net budget). This is the result of a reduction in the statutory Minimum Revenue Provision (MRP) charge to the general fund to make provision for the repayment of past capital debt. This lower than budgeted MRP charge reflects a re-profiling of capital schemes, which has also had a positive impact on the level of our cash balances and assumed external borrowing costs, which have combined to produce higher than budgeted net interest receipts.

A surplus on the Housing Revenue Account (HRA), due to lower staffing costs will enable a projected transfer of £7.29 million to the new build reserve and £2.5 million to the reserve for future capital at year-end. The transfer is £50,795 higher than budgeted.

Officers are making progress against significant capital projects on the approved programme as outlined in section 7. The Council expects to spend £75.7 million on its capital schemes by the end of the financial year. The expenditure is higher than it has been for many years and demonstrates progress in delivering the Council's capital programme.

The Council's underlying need to borrow to finance the capital programme is expected to be £52.38 million by 31 March 2019, against an estimated position of £71.15 million. The lower underlying need to borrow is a result of slippage on both the approved and provisional capital programme as detailed in paragraphs 7.3 to 7.6 of the report.

The Council held £122 million of investments and £221.6 million of external borrowing at 30 June 2018, which includes £193.1 million of HRA loans. Officers confirm that the

Council has complied with its Prudential indicators in the period, which were set in February 2018 as part of the Council's Treasury Management Strategy.

Recommendation to Committee:

That the Committee notes the results of the Council's financial monitoring for the period April to June 2018 and makes any comments it feels appropriate

Reason(s) for Recommendation:

To allow the Committee to undertake its role in relation to scrutinising the Council's finances.

1. Purpose of Report

- 1.1 Recommendation 8 of the 2015 Council Governance Review was: 'That the importance of the Corporate Governance and Standards Committee to the Council be recognised, particularly in the way in which it supports the overview and scrutiny function through ongoing scrutiny of financial matters, including its proposed expanded remit on the treasury management function and budget monitoring'.
- 1.2 This Committee started its enhanced review of our financial management at its meeting on 24 September 2015. This report covers the period April to June 2018.

2. Strategic Priorities

- 2.1 Councillors have reviewed and adopted an ambitious corporate plan for the period 2015-2020. The plan includes many significant projects and aspirations that will challenge us financially. Monitoring of our financial position during the course of the financial year is a critical part of our management of resources that will ultimately support delivery of the Corporate Plan priorities.

3 Background

- 3.1 The Council regularly undertakes financial monitoring in a number of ways:
 - (a) two types of general fund revenue budget monitoring report; a full monitor for periods 3, 6, 8, and 10 and a shorter monitor for the other periods (except April) covering key service areas (Industrial Estates, Investment Property, Development Management, Major Projects, Planning Policy, Off Street Parking, Refuse and Recycling, Parks and Countryside). This report covers the period to June 2018 (period 3) and covers all Council services
 - (b) quarterly monitoring of the capital programme
 - (c) monthly and quarterly monitoring of its treasury management activity
 - (d) monitoring at periods 3,6,8 and 10 of the Housing Revenue Account

3.2 The Council's Corporate Management Team (CMT), Chief Finance Officer and deputy, and officer capital programme monitoring group review monitoring reports. Financial monitoring for all services is reported to this Committee on a regular basis.

3.3 This report sets out the financial monitoring and covers:

- (a) general fund revenue monitoring (section 4)
- (b) housing revenue account monitoring (section 5)
- (c) treasury management (section 6)
- (d) capital programmes (section 7)

4 General Fund Revenue Account monitoring

4.1 **Appendix 1** shows the summary monitoring report for the general fund revenue account. Officers have prepared the projected outturn on three months' actual and accrued data.

4.2 **Appendix 2** shows detailed information for each service split between direct expenditure and income and indirect costs. We monitor the projected outturn against the revised (or latest) budget as this takes into account any virements or supplementary estimates approved since the original budget was set in February 2018.

4.3 At total service unit level the projected outturn is £414,630 higher than the latest estimate. There are items within the contributions to reserves that reverse figures within the service units. When these adjustments are taken into account, the projected outturn is £804,116 higher than the latest estimate.

4.4 Following the receipt of dividends for the quarter the return on external funds has been reforecast and net external interest receivable is projected to be £925,204 higher than our original estimate.

4.5 The Minimum Revenue Provision (MRP), based on the Capital Financing Requirement (CFR) at 31 March 2018 for the purposes of this report is shown as £795,190. This is £405,453 lower than originally estimated. The reduction is due to slippage in the capital programme experienced during 2017-18.

4.6 The overall projected position for net expenditure is £526,541 lower than estimate.

4.7 The table shows the supplementary estimates and virements approved to date.

Supplementary Estimates 2018-19

Service/Description	Approval Date	Committee	Value
TOTAL			£NIL

Virement Record 2018-19

Service/Description	Approved by	Date of Approval	Value
Asset Development Consolidation of Maintenance Budgets	Claire Morris	8 May 2018	£1,063,500
Homelessness Realignment of coding structures	Claire Morris	21 April 2018	£260,170
TOTAL			£1,323,670

Major Service Variances

- 4.8 **Appendix 2** provides detailed information on variances at a service level. There are some services with projected larger variances in total net expenditure and these are summarised in the table below. The table below includes only items that have an impact on the bottom line and excludes additional spend financed from a reserve, an approved carry forward or items financed by savings elsewhere in the budget.

	Higher net cost (£000)	Lower net cost (£000)
Community Services Directorate		
Industrial Estates - rents	146	
Investment Property - voids and accompanying business rates	232	
Office Services - leasing of office space to external bodies	82	
Private Sector Housing - co-ordinator role	37	
Community Safety Wardens - restructure		(30)
Environment Directorate		
Crematorium/Cemeteries – deferral of staffing restructure		(112)
Engineering and Transport Services – vacancies		(39)
Guildford House/Museum – vacancies		(57)
Parks and Countryside - slippage in Woodbridge Road trust arrangement	100	
Town Centre Management - profit share WiFi/sponsorship	126	
Street Cleansing – vacancy saving net of agency costs	58	
Business and Tourism – marketing and guide costs	50	
Finance Directorate		
Accountancy/Debtors/Website/Payments team - vacancies		(89)
Planning and Regeneration Directorate		
Development Control – temporary posts and maternity cover, planning appeal expenses	229	
Planning policy – consultants, anticipated judicial review costs	218	

5 Housing Revenue Account

5.1 **Appendix 3** shows the budget monitoring report for the Housing Revenue Account (HRA) for the period April 2018 to June 2018. At this early stage of the year, the report shows that HRA gross service expenditure is projected to outturn at 99.65% of the budgeted level, whilst income is projected to be 99.97% of the budgeted level. The projected outturn would enable a transfer of around £9.8 million to the new build reserve and the reserve for future capital.

- The rental income estimate for 2018-19 included a prudent allowance for Right to Buy (RTB) sales and the re-commissioning of units. Rental income is projected to be £113,920 (0.39%) lower than budgeted.
- It is projected that salary related expenditure; net of temporary staffing, vacancy credit and redundancy costs may result in a saving against budget of up to £100,800.
- Emphasis continues to be placed on planned rather than responsive maintenance, supported by the benefits accruing from past levels of expenditure on planned capital and revenue maintenance works. At this early stage of the year, the projected expenditure is in line with the budget.
- With the exception of receipts from RTB sales, the estimates for the year do not provide for any repayment of HRA debt principal or for setting aside any amounts towards the repayment of debt. This is consistent with the latest HRA Business Plan, which prioritised the provision of additional housing. However, this approach will be subject to review and an updated business plan will be submitted reflecting constraints placed on the HRA by the prevailing legislation.

5.2 Tenancy arrears remain stable and are consistent with the assumptions contained in the business plan. Particular attention is paid to introductory tenancies (tenants of less than 12 months), as they often have no previous experience of managing a household budget or of renting a property.

5.3 In measures announced in the recent Social Housing Green Paper, the plan to impose a higher-value asset levy on social housing providers was scrapped and the relevant provisions of the Housing and Planning Act 2016 repealed. This will mean that, for the first time in many years, councils will be able to prepare longer-term HRA business plans without the threat of imposition of the levy and the sale of so-called higher-value council housing and the consequent loss of vital future rental income entailed.

5.4 The proposals for reform of the ways in which councils will be able to use receipts from the sale of council houses under the statutory Right to Buy issued alongside the green paper are also to be welcomed – as is the announcement inviting the Council to bid for an increase in its HRA borrowing cap.

6 Treasury Management

- 6.1 The Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management ("the Code") recommends that councillors are informed of treasury management activities at least twice a year. This report therefore ensures the Council is embracing best practice in accordance with CIPFA's recommendations by reporting quarterly to councillors.

Debt management

- 6.2 We have a substantial long-term Public Work Loan Board (PWLB) debt portfolio for the HRA totalling £193 million. Currently, the Council as a whole is only borrowing short-term for cash flow purposes. There is no cost of carry on our short-term borrowing.
- 6.3 The following table summarises the current borrowing position of the Council and the activity to month 3.

Loan type		Balance 01 April 18 £000	New loans £000	Loans repaid £000	Balance 30 June 18 £000	Weighted average rate of
PWLB						3.13%
Variable		45,000	0	0	45,000	
Fixed	Maturity	147,435	0	0	147,435	
	EIP	690	0	0	690	
Total long-term Loans		193,125	0	0	193,125	
Temporary Loans		48,500	15,000	(35,000)	28,500	0.52%
Total Loans		241,625	15,000	(35,000)	221,625	

Investment activity

- 6.4 During the period, we have continued with the diversification of our in-house investment portfolio into secure instruments such as bonds and secure bank deposits (not subject to bail-in) in line with our Treasury Management Strategy.
- 6.5 The Council's budgeted investment income for 2018-19 is £1.6 million; the projected outturn is £1.9 million. The gross cash balances representing the Council's reserves and working balances at 30 June 2018 available for investment were £122 million and net of short-term borrowing £93.5 million.
- 6.6 The Council's budgeted external interest cost, which relates to short and long-term borrowing, for the year is £6.03 million and the outturn is projected to be £5.44 million.
- 6.7 The original net interest receivable budget was £677,000. As at 30 June, we are projecting this will outturn at £1.6m. This results from a reduction of £589,000 in interest payable on external borrowing assumptions. The reduction in external borrowing interest cost includes £64,000 relating to the budgeted loan for Clay Lane link road, £300,000 for Major Projects strategic property capital expenditure

and £165,000 relating to a liquidity buffer loan. On 2 August 2018, the Bank of England increased the base rate by 0.25%. This will result in higher investment returns on our variable interest rate investments.

6.8 The Council's annualised weighted return on investments for the period to June 2018 was 0.972% against an estimate of 1.629%.

6.9 The table below summarises the Council's investment activity for April to June 2018.

Investment	Principal invested £000	Balance 01 April 18 £000	Movement in investment £000	Change in capital value £000	Balance 30 June 18 £000	Weighted average rate of interest
<u>Investment Funds</u>						
Payden & Rygel	5,000	5,007	0	2	5,009	0.20%
CCLA	5,000	6,652	0	35	6,687	1.08%
M&G	2,008	2,572	0	192	2,763	1.13%
Schroders	1,000	884	0	37	921	1.64%
Funding Circle	900	490	0	(2)	488	-0.61%
UBS	2,500	2,336	0	(18)	2,318	0.91%
City Financial	2,500	2,303	0	18	2,322	2.17%
<u>In- House Investments:</u>						
Call Accounts		436	(436)		0	0.30%
Money Market Funds		8,324	(6,799)		1,525	0.51%
Notice Accounts		11,000	2		11,002	0.67%
Temporary Fixed Deposits		35,000	(6,000)		29,000	0.89%
Certificates of Deposit		3,000	0		3,000	0.64%
Unsecured bonds		5,803	0		5,803	0.69%
Covered Bonds		30,829	(3,629)		27,200	0.96%
Long Term Fixed Deposits		16,500	5,000		21,500	1.56%
Revolving Credit Facility		2,500	0		2,500	2.42%
Total Investments		133,637	(11,862)		122,039	

6.10 Some of our externally managed funds have seen a fall in their capital values since inception. The falls are indicative of wider financial market movements over the same period. The Council's external investments are held for long-term purposes and are invested to generate an income for the Council over the longer term. Any loss in investment value will not be realised unless the investment is sold. The Council has an earmarked reserve available to utilise in the event of a loss, thus minimising the impact on the general fund. Our portfolio of managed funds is kept under regular review and as a consequence of this process we reduced our investment in Funding Circle to £490,000 during 2017-18.

Prudential Indicators

6.11 Officers confirm that the Council has complied with its Prudential indicators in the period, which were set in February 2018 as part of the Council's Treasury Management Strategy Statement.

Authorised limit and Operational Boundary for External Debt

- 6.12 The Local Government Act 2003 requires the Council to set an Affordable Borrowing Limit, irrespective of their indebted status. This is a statutory limit, which we should not breach.
- 6.13 The Council's authorised borrowing limit was set at £591 million for 2018-19.
- 6.14 The Operational Boundary is based on the same estimates as the Authorised Limit but reflects the most likely, prudent but not worst case scenario without the additional headroom included in the Authorised Limit.
- 6.15 The operational boundary was set at £535 million for 2018-19.
- 6.16 The Chief Finance Officer confirms that there have been no breaches to the authorised limit and operational boundary during the year. Borrowing, at its peak, was £241.6 million.

7 Capital Programmes

7.1 **Appendices 4 to 9** of this report set out the following for each scheme on the Council's capital programme

- the gross estimate for the scheme approved by the Executive
- the cumulative expenditure to 31 March 2018 for each scheme
- the estimate for 2018-19 as approved by Council in February 2018
- the 2018-19 revised estimate which takes into account the approved estimate, any project underspends up to 31 March 2018, and any virements or supplementary estimates
- 2018-19 current expenditure
- 2018-19 projected expenditure estimated by the project officer

7.2 The table below summarises the current position on the various strands of the Council's capital programme. Detailed explanation is provided in paragraphs 7.3 to 7.11

CAPITAL EXPENDITURE SUMMARY	2018-19 Approved £000	2018-19 Revised £000	2018-19 Outturn £000	2018-19 Variance £000
General Fund Capital Expenditure				
- Main Programme	44,437	58,784	40,519	(18,264)
- Provisional schemes	50,953	42,937	29,209	(13,728)
- Schemes funded by reserves	4,351	6,095	5,645	(450)
- S106 Projects	0	373	373	0
- Affordable Housing (General Fund)	0	0	0	0
Total Expenditure	99,741	108,188	75,746	(32,442)

Housing Revenue Account Capital Expenditure				
Approved programme	14,876	15,242	15,851	609
Provisional programme	7,830	7,830	7,221	(609)
Total Expenditure	21,970	23,072	23,072	0

Approved programme (Appendix 4)

7.3 Expenditure is expected to be £40.5 million representing a £18.3 million variance to the revised estimate of £58.8 million. If a project is on the approved programme, it is an indicator that the project has started or is near to starting following the approval of a final business case by Executive. Whilst actual expenditure for the period of £3.4 million may seem low, a number of significant projects are in progress. These include:

- OP6 - vehicle replacement programme of £1.079 million
- FS1 – capital contingency fund – there is £4.5 million remaining in the fund
- ED25 – Guildford Park infrastructure works (£4.768 million) - this scheme received planning consent in November 2016 and initial works are progressing. A significant amount of the cost of this project is still on the provisional capital programme awaiting final business case approval.
- ED6 – Slyfield Area Regeneration Project (SARP) (£1.767 million) - work is progressing on the detailed design, pre-planning and site investigation work for this scheme to inform the final business case. The budget for the full scheme is still on the provisional capital programme.
- PL9 – Crematorium rebuild (£10.433 million) – work is progressing on this scheme which is scheduled for completion in 2019-20
- ED32 – Internal Estate Road Clay Lane Link Road Phase 1 (£4.966 million)
- ED49 – Midleton Industrial Estate redevelopment (£1.801 million)

7.4 In addition to the schemes outlined above, the following significant amounts that were due to be spent on schemes or projects in 2018-19 will now be carried forward into 2019-20 or future years:

- North Downs Housing investment (£16.290 million) – spend now expected between 2019-2022.

Provisional programme (Appendix 5)

7.5 Expenditure on the provisional programme is expected to be £29.2 million, against the revised estimate of £42.9 million, representing a variance of £13.7 million. These projects are still at feasibility stage and will be subject to Executive approval of a business case before they are transferred to the approved capital programme. It is only once the business case is approved that the capital works can start. Monitoring progress of these projects is key to identifying project timescales. The significant projects are:

- ED25(p) – Guildford Park new MSCP and infrastructure works (£18.625 million)

- ED48(p) – Westfield/Moorfield Road resurfacing (£3.152 million)

7.6 A number of projects, that were anticipated to start in 2017-18 have been re-profiled into future years including:

- PL16(p) – New burial ground acquisition and development (£2.458 million)
- PR7(p) – Town Centre transport infrastructure package (£4 million)
- P18(p) – Student Housing (£3 million)
- ED22(p) – Energy efficiency compliance council owned properties (£1.150 million)

S106 (Appendix 6)

7.7 Capital schemes funded from s106 developer contributions are expected to total £373,000.

Reserves (Appendix 7)

7.8 The outturn on capital schemes funded from the Council's specific reserves is anticipated to be £5.65 million. The main projects are:

- expenditure on car parks: £1.795 million
- ICT renewals: £1.5 million
- ICT infrastructure improvement: £1.25 million

Capital resources (Appendix 8)

7.9 When the Council approved the budget, the estimated underlying need to borrow for 2017-18 was £71.1 million. The current estimated underlying need to borrow is £52.4 million. The reduction is due to slippage in the programme where schemes are re-profiled into future years.

Housing Investment Programme capital (Appendix 9)

7.10 The HRA approved capital programme is expected to outturn at £15.8 million against a revised estimate of £15.2 million.

7.11 The provisional programme's budget was £7.8 million with expenditure anticipated this financial year of £7.2 million. This programme includes provision for the opportunity purchase of land and housing for development, which is dependent on the availability of suitable sites.

8 Consultations

8.1 The accountants prepare the budget monitor in consultation with the relevant service managers.

9 Equality and Diversity Implications

- 9.1 There are no direct equality and diversity implications as a result of this report. Each service manager will consider these issues when providing their services and monitoring their budgets.

10 Financial Implications

- 10.1 The financial implications are contained throughout the report.

11 Legal Implications

- 11.1 The Local Government Act 1972, Section 151 states that each local authority has a statutory duty to make arrangements for the proper administration of their financial affairs. In addition, the Accounts and Audit Regulations 2015 impose an explicit duty on the Council to ensure that financial management is adequate and effective and that they have a sound system of internal control, including arrangements for the management of risk.

- 11.2 Proper administration is not statutorily defined; however, there is guidance, issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) on the responsibilities of the Chief Finance Officer (CFO). This states that local authorities have a corporate responsibility to operate within available resources and the CFO should support the effective governance of the authority through development of corporate governance arrangements, risk management and reporting framework. Regular monitoring of the Council's actual expenditure to budget and forecasting of the expenditure for the full year is part of the proper administration and governance of the Council.

- 11.3 There are no further direct legal implications because of this report.

12 Human Resource Implications

- 12.1 There are no human resource implications arising from this report.

13 Summary of Options

- 13.1 This report outlines the anticipated outturn position for the 2018-19 financial year. There are no specific recommendations and therefore no options to consider.

14 Conclusion

- 14.1 The report summarises the financial monitoring position for the period April to June for the 2018-19 financial year.
- 14.2 Officers are currently projecting a reduction in net expenditure of £526,541 on the general fund revenue account. The main reasons for this are set out in the table in paragraph 4.10

- 14.3 The CFO in consultation with the Lead Councillor for Finance and Asset Management will determine the treatment of any balance as part of closing the 2018-19 accounts.
- 14.4 A surplus on the HRA, due to lower staffing costs will enable a transfer of £7.29 million to the new build reserve and £2.5 million to the reserve for future capital at year-end.
- 14.5 Actual expenditure incurred on the general fund capital programme for the period has been comparatively low against the programme envisaged as at 1 April 2018. Officers are making progress against significant capital projects on the approved programme as outlined in section 7. The Council expects to spend £75.7 million on its capital schemes by the end of the financial year.
- 14.6 It is anticipated that the Council's underlying need to borrow to finance the capital programme will be £52.4 million by 31 March 2019. The Council has complied with Prudential Indicators during the period with the exception of the upper limit on variable interest rates.
- 14.7 At the end of June 2018, the Council had £122 million of current investment balances.

15. Background Papers

None

16 Appendices

Appendix 1: General fund revenue account summary
Appendix 2: General fund services - revenue detail
Appendix 3: Housing Revenue Account summary
Appendix 4: Approved capital programme
Appendix 5: Provisional capital programme
Appendix 6: Schemes funded from S106
Appendix 7: Capital reserves
Appendix 8: Capital resources
Appendix 9: Housing Revenue Account capital programme

Appendix 1

Actual 2017-18	GENERAL FUND SUMMARY	Original Estimate 2018-19	Latest Estimate 2018-19	Projection 2018-19
£		£	£	£
5,730,610	Community Services	6,566,430	226,019	211,012
3,660,491	Corporate	4,182,470	0	0
(64,620)	Planning and Regeneration	(940,790)	7,439,374	7,874,280
10,228,910	Environment	12,541,840	12,620,247	12,265,185
(152,784)	Managing Director	(720,960)	(217,910)	323,826
1,683,406	Finance	4,265,080	8,342,485	8,150,542
21,086,013	Total Directorate Level	25,894,070	28,410,215	28,824,845
(11,858,453)	Depreciation (contra to Service Unit Budgets)	(11,622,280)	(11,622,280)	(11,662,280)
9,227,560	Directorate Level excluding depreciation	14,271,790	16,787,935	17,162,565
(1,594,679)	External interest receivable (net)	(677,696)	(677,696)	(1,602,900)
573,852	Minimum Revenue Provision	1,200,643	1,200,643	795,190
(18,174)	Revenue income from sale of assets	0	0	0
	Revenue Contributions to Capital Outlay (RCCO)			
1,000,000	Met from: Capital Schemes reserve	0	0	0
1,204,102	Other reserves	862,000	862,000	862,000
0	General Fund	0	0	0
10,392,661	Total before transfers to and from reserves	15,656,737	18,172,882	17,216,855
	Transfers to and from reserves			
	Capital Schemes reserve			
(1,000,000)	Funding of Revenue Contribution to Capital Outlay	0	0	0
120,000	Contribution in year	0	0	0
(733,838)	Budget Pressures reserve	(975,227)	(975,227)	(975,227)
2,499,270	Business Rates Equalisation reserve	2,097,217	2,097,217	2,132,496
250,532	Car Park Maintenance reserve	(999,580)	(999,580)	(1,199,002)
32,500	Election Costs reserve	62,500	62,500	62,500
384,198	Housing Revenue Account	804,490	804,490	804,490
12,138	Insurance reserve	(5,630)	(5,630)	(4,941)
48,007	IT Renewals reserve	227,880	227,880	251,347
(285,948)	Invest to Save reserve	155,450	155,450	23,807
(193,496)	Local Authority Business Growth Incentive reserve	0	0	0
37,815	New Homes Bonus reserve	(269,969)	(269,969)	(254,969)
55,613	On Street Parking Reserve	46,190	46,190	12,267
1,577,983	Pensions Reserve (Statutory)	0	0	0
0	Recycling reserve	0	0	(300,000)
(65,050)	Spectrum reserve	181,510	181,510	181,510
2,180,826	Carry Forward Items	0	(2,516,145)	(2,033,931)
1,884,897	Other reserves	(215,630)	(215,630)	322,195
17,198,108	Total after transfers to and from reserves	16,765,938	16,765,938	16,239,397
	Business Rates Retention Scheme payments			
29,737,627	Business Rates tariff payment	22,269,018	22,269,018	22,269,018
0	Business Rates tariff payment to MHCLG	(475,774)	(475,774)	(475,774)
(475,758)	Business Rates levy payment to Surrey - Croydon Pool	0	0	0
0	Business Rates pilot gain from Surrey Pilot Pool	(351,982)	(351,982)	(351,982)
	Non specific government grants			
(1,183,169)	s31 grant re BRR scheme	(1,413,309)	(1,413,309)	(1,413,309)
(20,232)	s31 grant re council tax	0	0	0
(101,789)	Transition grant	0	0	0
(20,103)	New Burdens grant	0	0	0
(2,075,466)	New Homes Bonus grant	(1,200,586)	(1,200,586)	(1,200,586)
43,059,218	GUILDFORD BOROUGH COUNCIL NET BUDGET	35,593,305	35,593,305	35,066,764
1,576,106	Parish Council Precepts	1,631,985	1,631,985	1,631,985
44,635,324	TOTAL NET BUDGET	37,225,290	37,225,290	36,698,749
(35,250,674)	Business Rates - retained income	(26,159,016)	(26,159,016)	(26,159,016)
(319,407)	Revenue support grant	0	0	0
654,015	Collection Fund Deficit - Business Rates	52,958	52,958	52,958
(120,602)	Collection Fund Surplus - Council Tax	38,032	38,032	38,032
9,598,656	COUNCIL TAX REQUIREMENT	11,157,264	11,157,264	10,630,723
	Projected (under)/over spend			(526,541)
	Movement in MRP and External Interest			1,330,657
	Adjusted Projection			804,116

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COMMUNITY SERVICES

	Revised Budget	Projected Outturn	Variance
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SERVICE SUMMARY			
Direct Expenditure	15,636,139	15,782,066	145,927
Income	(19,373,180)	(19,355,369)	17,811
Total Directly Controllable (Income)/Expenditure	(3,737,041)	(3,573,303)	163,738
Indirect Expenditure	3,963,060	3,784,315	(178,745)
Net (Income)/Expenditure	226,019	211,012	(15,007)

BUILDING MAINTENANCE

Direct Expenditure	3,311,410	3,497,037	185,627	A variation in the level of work undertaken, this additional cost will be recharged to the Housing Revenue Account.
Income	(3,409,530)	(3,595,172)	(185,642)	See above.
Total Directly Controllable (Income)/Expenditure	(98,120)	(98,135)	(15)	
Indirect Expenditure	91,360	91,375	15	
Net (Income)/Expenditure	(6,760)	(6,760)	0	

GYPSY CARAVAN SITES

Direct Expenditure	116,690	98,382	(18,308)	Vacant post
Income	(169,720)	(166,210)	3,510	
Total Directly Controllable (Income)/Expenditure	(53,030)	(67,828)	(14,798)	
Indirect Expenditure	31,200	26,694	(4,506)	
Net (Income)/Expenditure	(21,830)	(41,134)	(19,304)	

CITIZENS ADVICE BUREAU

Direct Expenditure	283,420	283,417	(3)
Total Directly Controllable (Income)/Expenditure	283,420	283,417	(3)
Indirect Expenditure	1,770	1,773	3
Net (Income)/Expenditure	285,190	285,190	0

CIVIL EMERGENCIES

Direct Expenditure	62,440	59,484	(2,956)
Total Directly Controllable (Income)/Expenditure	62,440	59,484	(2,956)
Indirect Expenditure	3,810	3,813	3
Net (Income)/Expenditure	66,250	63,297	(2,953)

DAY SERVICES

Direct Expenditure	637,070	599,917	(37,153)	Vacant posts will not be recruited to in 2018-19, offset by vacancy credit.
Income	(205,050)	(212,882)	(7,832)	
Total Directly Controllable (Income)/Expenditure	432,020	387,035	(44,985)	
Indirect Expenditure	165,110	164,341	(769)	
Net (Income)/Expenditure	597,130	551,376	(45,754)	

COMMUNITY SERVICES

	Revised Budget	Projected Outturn	Variance
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EMERGENCY COMMUNICATIONS SYSTEM

Direct Expenditure	266,820	269,461	2,641
Income	(359,780)	(368,799)	(9,019)
Total Directly Controllable (Income)/Expenditure	(92,960)	(99,338)	(6,378)
Indirect Expenditure	59,220	59,229	9
Net (Income)/Expenditure	(33,740)	(40,109)	(6,369)

Higher than budgeted lease monitoring charges.

EMI SERVICES

Direct Expenditure	276,500	272,075	(4,425)
Income	(156,020)	(147,916)	8,104
Total Directly Controllable (Income)/Expenditure	120,480	124,159	3,679
Indirect Expenditure	19,490	19,400	(90)
Net (Income)/Expenditure	139,970	143,559	3,589

ENVIRONMENTAL CONTROL

Direct Expenditure	435,010	446,170	11,160
Income	(24,460)	(24,460)	0
Total Directly Controllable (Income)/Expenditure	410,550	421,710	11,160
Indirect Expenditure	67,620	67,650	30
Net (Income)/Expenditure	478,170	489,360	11,190

Unmet vacancy credit.

SURREY FAMILY SUPPORT AND REFUGEE PROGRAMME

Direct Expenditure	429,240	483,386	54,146
Income	(255,000)	(279,500)	(24,500)
Total Directly Controllable (Income)/Expenditure	174,240	203,886	29,646
Indirect Expenditure	65,610	65,613	3
Net (Income)/Expenditure	239,850	269,499	29,649

Increase in employee costs reflecting support for both refugee and family support programme (FSP). Refugee programme expenditure is met by Home Office and FSP programme funding from Surrey County Council, on an agreed split of central government grant. Expenditure in excess of the budget reflecting variations in grant support will be transferred to/from reserve at year-end.

See above

FOOD AND SAFETY SERVICES

Direct Expenditure	331,820	338,027	6,207
Income	(1,800)	(1,830)	(30)
Total Directly Controllable (Income)/Expenditure	330,020	336,197	6,177
Indirect Expenditure	82,980	82,992	12
Net (Income)/Expenditure	413,000	419,189	6,189

HEALTH AND SAFETY

Direct Expenditure	136,960	139,344	2,384
Income	(154,610)	(154,610)	0
Total Directly Controllable (Income)/Expenditure	(17,650)	(15,266)	2,384
Indirect Expenditure	17,540	17,549	9
Net (Income)/Expenditure	(110)	2,283	2,393

COMMUNITY SERVICES	Revised Budget	Projected Outturn	Variance	
HOUSING SURVEYING SERVICES				
Direct Expenditure	731,600	629,713	(101,887)	
Income	(839,120)	(737,248)	101,872	
Total Directly Controllable (Income)/Expenditure	(107,520)	(107,535)	(15)	
Indirect Expenditure	105,950	105,965	15	
Net (Income)/Expenditure	(1,570)	(1,570)	0	
GRANTS TO VOLUNTARY ORGANISATIONS - HOUSING AND COMMUNITY				
Direct Expenditure	543,439	534,187	(9,252)	
Total Directly Controllable (Income)/Expenditure	543,439	534,187	(9,252)	
Indirect Expenditure	6,650	6,653	3	
Net (Income)/Expenditure	550,089	540,840	(9,249)	
HOME FARM ESTATE, EFFINGHAM				
Direct Expenditure	110,475	104,708	(5,767)	
Income	(12,230)	(10,206)	2,024	
Total Directly Controllable (Income)/Expenditure	98,245	94,502	(3,743)	
Indirect Expenditure	17,120	17,527	407	
Net (Income)/Expenditure	115,365	112,029	(3,336)	
HOMELESSNESS AND EMERGENCY ACCOMMODATION				
Direct Expenditure	771,020	798,847	27,827	The vacancy credit will not be met £10,070, plus additional software support for the Jigsaw Trust.
Income	(9,000)	(230,912)	(221,912)	Grant received from MHCLG in respect of Flexible Homeless Support Grant £186,035 plus Prevention Partnership Fund £35,877 will be used to support additional expenditure shown above. The balance of funding will be transferred to reserve at year-end to support homelessness prevention in subsequent years.
Total Directly Controllable (Income)/Expenditure	762,020	567,935	(194,085)	
Indirect Expenditure	99,680	99,629	(51)	
Net (Income)/Expenditure	861,700	667,564	(194,136)	
HOUSING ADVICE				
Direct Expenditure	300,000	300,000	0	
Total Directly Controllable (Income)/Expenditure	300,000	300,000	0	
Net (Income)/Expenditure	300,000	300,000	0	
AFFORDABLE HOUSING DEVELOPMENT				
Direct Expenditure	185,470	145,161	(40,309)	The vacant post is being held pending a review of the longer term requirement for administrative support to assist with the programme of North Downs Housing acquisitions (this cost would be recharged to NDH)
Total Directly Controllable (Income)/Expenditure	185,470	145,161	(40,309)	
Indirect Expenditure	175,960	175,972	12	
Net (Income)/Expenditure	361,430	321,133	(40,297)	

COMMUNITY SERVICES

Revised Budget	Projected Outturn	Variance
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INDUSTRIAL ESTATES

Direct Expenditure	280,302	297,215	16,913	Higher than budgeted utility costs.
Income	(3,428,020)	(3,281,999)	146,021	The variation in income relates to the loss of Unit 11 Midleton Industrial Estate totalling £163,000. This information was received after the 2018-19 estimate were prepared.

Total Directly Controllable (Income)/Expenditure	(3,147,718)	(2,984,784)	162,934
Indirect Expenditure	308,410	310,986	2,576
Net (Income)/Expenditure	(2,839,308)	(2,673,798)	165,510

INVESTMENT PROPERTY

Direct Expenditure	168,810	232,098	63,288	Void units at the Billings has resulted in additional Electricity and Business Rates costs totalling £56,700.
Income	(5,702,420)	(5,534,594)	167,826	Reduction in rent income due to void properties and free rent periods agreed after budgets had been finalised.

Total Directly Controllable (Income)/Expenditure	(5,533,610)	(5,302,496)	231,114
Indirect Expenditure	351,000	352,507	1,507
Net (Income)/Expenditure	(5,182,610)	(4,949,989)	232,621

LICENSING SERVICES

Direct Expenditure	203,480	188,007	(15,473)	Vacant posts.
Income	(165,770)	(162,719)	3,051	

Total Directly Controllable (Income)/Expenditure	37,710	25,288	(12,422)
Indirect Expenditure	73,430	73,463	33
Net (Income)/Expenditure	111,140	98,751	(12,389)

COMMUNITY MEALS AND TPT

Direct Expenditure	866,600	876,544	9,944	Unmet vacancy credit for the meals on wheels service.
Income	(275,090)	(273,013)	2,077	

Total Directly Controllable (Income)/Expenditure	591,510	603,531	12,021
Indirect Expenditure	75,640	75,661	21
Net (Income)/Expenditure	667,150	679,192	12,042

OFFICE SERVICES TEAM

Direct Expenditure	1,562,550	1,536,439	(26,111)	The catering contract is expected to be £10,000 under budget.
Income	(2,151,700)	(2,068,954)	82,746	The target for income generated from the lease of office space in Millmead House to external organisations will not be met in full in 2018-19.

Total Directly Controllable (Income)/Expenditure	(589,150)	(532,515)	56,635
Indirect Expenditure	573,570	586,588	13,018
Net (Income)/Expenditure	(15,580)	54,073	69,653

COMMUNITY SERVICES	Revised Budget	Projected Outturn	Variance
HOUSING OUTSIDE THE HRA			
Direct Expenditure	3,650	7,279	3,629
Income	(24,940)	(25,891)	(951)
Total Directly Controllable (Income)/Expenditure	(21,290)	(18,612)	2,678
Indirect Expenditure	47,920	49,062	1,142
Net (Income)/Expenditure	26,630	30,450	3,820

OTHER PROPERTY			
Direct Expenditure	66,510	76,807	10,297
Income	(358,160)	(353,196)	4,964
Total Directly Controllable (Income)/Expenditure	(291,650)	(276,389)	15,261
Indirect Expenditure	327,310	327,650	340
Net (Income)/Expenditure	35,660	51,261	15,601

Rates for vacant property and ongoing security costs at Tyting Farm.

PEST CONTROL			
Direct Expenditure	61,820	62,331	511
Income	(62,000)	(62,000)	0
Total Directly Controllable (Income)/Expenditure	(180)	331	511
Indirect Expenditure	11,350	11,365	15
Net (Income)/Expenditure	11,170	11,696	526

PRIVATE SECTOR HOUSING			
Direct Expenditure	581,110	655,905	74,795
Income	(258,200)	(295,253)	(37,053)
Total Directly Controllable (Income)/Expenditure	322,910	360,652	37,742
Indirect Expenditure	724,540	724,564	24
Net (Income)/Expenditure	1,047,450	1,085,216	37,766

The cost of a co-ordinator was not included in the 2018-19 estimates. The increase in agency staff for both the Care and Repair Team and the Private Sector Housing service will be funded from additional income shown below.

PROJECT ASPIRE			
Direct Expenditure	0	1,653	1,653
Total Directly Controllable (Income)/Expenditure	0	1,653	1,653
Net (Income)/Expenditure	0	1,653	1,653

Expenditure on Project Aspire will be funded from Reserve.

ASSET DEVELOPMENT			
Direct Expenditure	2,205,857	2,171,744	(34,113)
Income	(1,087,510)	(1,088,473)	(963)
Total Directly Controllable (Income)/Expenditure	1,118,347	1,083,271	(35,076)
Indirect Expenditure	335,540	143,254	(192,286)
Net (Income)/Expenditure	1,453,887	1,226,525	(227,362)

Salary savings arising from vacant posts, offset by the vacancy credit.

COMMUNITY SERVICES	Revised Budget	Projected Outturn	Variance
PUBLIC HEALTH			
Direct Expenditure	83,680	85,049	1,369
Total Directly Controllable (Income)/Expenditure	83,680	85,049	1,369
Indirect Expenditure	7,470	7,479	9
Net (Income)/Expenditure	91,150	92,528	1,378
COMMUNITY SAFETY WARDENS			
Direct Expenditure	361,790	331,582	(30,208)
Total Directly Controllable (Income)/Expenditure	361,790	331,582	(30,208)
Indirect Expenditure	39,240	39,252	12
Net (Income)/Expenditure	401,030	370,834	(30,196)
TAXI LICENSING AND PRIVATE HIRE VEHICLES			
Direct Expenditure	184,686	175,946	(8,740)
Income	(169,500)	(187,496)	(17,996)
Total Directly Controllable (Income)/Expenditure	15,186	(11,550)	(26,736)
Indirect Expenditure	58,990	58,723	(267)
Net (Income)/Expenditure	74,176	47,173	(27,003)
WOKING ROAD DEPOT STORES			
Direct Expenditure	75,910	84,151	8,241
Income	(93,550)	(92,036)	1,514
Total Directly Controllable (Income)/Expenditure	(17,640)	(7,885)	9,755
Indirect Expenditure	17,580	17,586	6
Net (Income)/Expenditure	(60)	9,701	9,761

It is currently assumed that the carry forward for Taxi Rank Maintenance from 2017-18 totalling £16,600 will not be required as a result of wider considerations linked to the Town Centre redevelopment.
Legal Charges recovered.

ENVIRONMENT	Revised Budget	Projected Outturn	Variance
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SERVICE SUMMARY

Direct Expenditure	30,036,407	30,908,331	871,924
Income	(28,229,790)	(29,525,048)	(1,295,258)
Total Directly Controllable (Income)/Expenditure	1,806,617	1,383,283	(423,334)
Indirect Expenditure	10,813,630	10,881,902	68,272
Net (Income)/Expenditure	12,620,247	12,265,185	(355,062)

ABANDONED VEHICLES

Direct Expenditure	35,730	35,807	77
Income	0	(120)	(120)
Total Directly Controllable (Income)/Expenditure	35,730	35,687	(43)
Indirect Expenditure	3,280	3,292	12
Net (Income)/Expenditure	39,010	38,979	(31)

BUSINESS FORUM

Direct Expenditure	26,270	27,422	1,152
Total Directly Controllable (Income)/Expenditure	26,270	27,422	1,152
Indirect Expenditure	1,000	1,003	3
Net (Income)/Expenditure	27,270	28,425	1,155

CCTV SYSTEMS

Direct Expenditure	80,270	80,245	(25)
Total Directly Controllable (Income)/Expenditure	80,270	80,245	(25)
Indirect Expenditure	22,470	23,503	1,033
Net (Income)/Expenditure	102,740	103,748	1,008

CEMETERIES AND CLOSED CHURCHYARDS

Direct Expenditure	236,030	257,515	21,485
Income	(73,900)	(74,418)	(518)
Total Directly Controllable (Income)/Expenditure	162,130	183,097	20,967
Indirect Expenditure	62,570	63,797	1,227
Net (Income)/Expenditure	224,700	246,894	22,194

Increase in employee related expenditure resulted from an increase in casual staff £12,000.

CLINICAL WASTE

Direct Expenditure	2,420	3,531	1,111
Total Directly Controllable (Income)/Expenditure	2,420	3,531	1,111
Indirect Expenditure	1,260	1,260	0
Net (Income)/Expenditure	3,680	4,791	1,111

ENVIRONMENT	Revised Budget	Projected Outturn	Variance	
CREMATORIUM				
Direct Expenditure	843,330	704,387	(138,943)	Resources previously allocated as a result of a growth bid remain uncommitted pending further consideration of the service staffing structure.
Income	(702,650)	(697,207)	5,443	
Total Directly Controllable (Income)/Expenditure	140,680	7,180	(133,500)	
Indirect Expenditure	394,050	394,526	476	
Net (Income)/Expenditure	534,730	401,706	(133,024)	
ELECTRIC THEATRE				
Direct Expenditure	0	357	357	
Total Directly Controllable (Income)/Expenditure	0	357	357	
Net (Income)/Expenditure	0	357	357	
FLEET MANAGEMENT SERVICE				
Direct Expenditure	1,096,279	1,067,190	(29,089)	Vehicle insurance is £35,600 less than budgeted.
Income	(3,030,860)	(3,031,232)	(372)	
Total Directly Controllable (Income)/Expenditure	(1,934,581)	(1,964,042)	(29,461)	
Indirect Expenditure	1,936,960	1,964,042	27,082	
Net (Income)/Expenditure	2,379	0	(2,379)	
LEGAL SERVICES				
Direct Expenditure	1,110,770	1,150,335	39,565	
Income	(1,269,710)	(1,348,660)	(78,950)	
Total Directly Controllable (Income)/Expenditure	(158,940)	(198,325)	(39,385)	
Indirect Expenditure	151,340	151,367	27	
Net (Income)/Expenditure	(7,600)	(46,958)	(39,358)	
ENGINEERING AND TRANSPORT SERVICES				
Direct Expenditure	361,390	322,180	(39,210)	Vacancies resulting in salary savings.
Income	(421,900)	(421,900)	0	
Total Directly Controllable (Income)/Expenditure	(60,510)	(99,720)	(39,210)	
Indirect Expenditure	61,260	61,269	9	
Net (Income)/Expenditure	750	(38,451)	(39,201)	
GUILDFORD HOUSE				
Direct Expenditure	388,767	353,826	(34,941)	Vacancies resulting in salary savings.
Income	(70,630)	(74,955)	(4,325)	
Total Directly Controllable (Income)/Expenditure	318,137	278,871	(39,266)	
Indirect Expenditure	106,550	105,001	(1,549)	
Net (Income)/Expenditure	424,687	383,872	(40,815)	
GUILDHALL				
Direct Expenditure	118,290	109,855	(8,435)	
Income	(34,800)	(33,668)	1,132	
Total Directly Controllable (Income)/Expenditure	83,490	76,187	(7,303)	
Indirect Expenditure	50,920	55,135	4,215	
Net (Income)/Expenditure	134,410	131,322	(3,088)	

ENVIRONMENT	Revised Budget	Projected Outturn	Variance
INFORMATION RIGHTS OFFICER			
Direct Expenditure	63,740	64,295	555
Income	(69,160)	(69,166)	(6)
Total Directly Controllable (Income)/Expenditure	(5,420)	(4,871)	549
Indirect Expenditure	5,300	5,306	6
Net (Income)/Expenditure	(120)	435	555
LAND DRAINAGE			
Direct Expenditure	156,200	149,463	(6,737)
Total Directly Controllable (Income)/Expenditure	156,200	149,463	(6,737)
Indirect Expenditure	307,830	307,830	0
Net (Income)/Expenditure	464,030	457,293	(6,737)
LEISURE ART DEVELOPMENT			
Direct Expenditure	80,960	83,181	2,221
Income	0	(200)	(200)
Total Directly Controllable (Income)/Expenditure	80,960	82,981	2,021
Indirect Expenditure	18,220	18,232	12
Net (Income)/Expenditure	99,180	101,213	2,033
LEISURE COMMUNITY CENTRES			
Direct Expenditure	33,310	35,334	2,024
Income	(1,440)	(3,905)	(2,465)
Total Directly Controllable (Income)/Expenditure	31,870	31,429	(441)
Indirect Expenditure	89,870	92,093	2,223
Net (Income)/Expenditure	121,740	123,522	1,782
LEISURE G LIVE			
Direct Expenditure	396,510	403,761	7,251
Income	(37,880)	(63,740)	(25,860)
Total Directly Controllable (Income)/Expenditure	358,630	340,021	(18,609)
Indirect Expenditure	932,000	932,242	242
Net (Income)/Expenditure	1,290,630	1,272,263	(18,367)
LEISURE GRANTS			
Direct Expenditure	452,510	452,510	0
Total Directly Controllable (Income)/Expenditure	452,510	452,510	0
Indirect Expenditure	8,690	8,702	12
Net (Income)/Expenditure	461,200	461,212	12
LEISURE MANAGEMENT CONTRACT			
Direct Expenditure	1,212,090	1,227,914	15,824
Income	(1,945,490)	(1,942,808)	2,682
Total Directly Controllable (Income)/Expenditure	(733,400)	(714,894)	18,506
Indirect Expenditure	1,664,060	1,665,708	1,648
Net (Income)/Expenditure	930,660	950,814	20,154

Projected Management Fee based on 2017-18 outturn.

ENVIRONMENT	Revised Budget	Projected Outturn	Variance	
LEISURE PLAY DEVELOPMENT				
Direct Expenditure	218,590	227,243	8,653	
Income	(29,360)	(51,230)	(21,870)	Higher than budgeted income from FISH.
Total Directly Controllable (Income)/Expenditure	189,230	176,013	(13,217)	
Indirect Expenditure	22,240	22,252	12	
Net (Income)/Expenditure	211,470	198,265	(13,205)	
LEISURE RANGERS				
Direct Expenditure	223,000	223,820	820	
Total Directly Controllable (Income)/Expenditure	223,000	223,820	820	
Indirect Expenditure	9,930	9,933	3	
Net (Income)/Expenditure	232,930	233,753	823	
LEISURE SPORT DEVELOPMENT				
Direct Expenditure	71,980	81,539	9,559	Increase in salary costs relating to the current intern who is due to leave in August. The replacement intern will be funded from the Corporate scheme.
Income	(4,000)	(1,430)	2,570	
Total Directly Controllable (Income)/Expenditure	67,980	80,109	12,129	
Indirect Expenditure	13,330	13,336	6	
Net (Income)/Expenditure	81,310	93,445	12,135	
MARKETS				
Direct Expenditure	60,940	56,860	(4,080)	
Income	(175,630)	(172,040)	3,590	
Total Directly Controllable (Income)/Expenditure	(114,690)	(115,180)	(490)	
Indirect Expenditure	7,090	7,099	9	
Net (Income)/Expenditure	(107,600)	(108,081)	(481)	
MOT BAY				
Direct Expenditure	120,640	126,980	6,340	
Income	(169,580)	(164,611)	4,969	
Total Directly Controllable (Income)/Expenditure	(48,940)	(37,631)	11,309	
Indirect Expenditure	24,140	24,143	3	
Net (Income)/Expenditure	(24,800)	(13,488)	11,312	
GUILDFORD MUSEUM				
Direct Expenditure	455,270	431,519	(23,751)	Vacancies resulting in salary savings.
Income	(52,630)	(52,363)	267	
Total Directly Controllable (Income)/Expenditure	402,640	379,156	(23,484)	
Indirect Expenditure	132,060	135,317	3,257	
Net (Income)/Expenditure	534,700	514,473	(20,227)	

ENVIRONMENT	Revised Budget	Projected Outturn	Variance	
OFF STREET PARKING				
Direct Expenditure	4,825,320	4,969,545	144,225	There are some salary savings due to vacancies. The planned works programme funded from the Car Parks Maintenance Reserve (CPMR) is expected to be £148,000 higher than the original budgetary assumption. Insurance (loss of revenue) will be under budget by £16,200. Business rates are expected to be £21,000 higher than budget. The upgrade to the Pay and Display machines totalling £51,500 will be met from the CPMR.
Income	(10,858,680)	(10,872,907)	(14,227)	At present off street car parks income is expected to be £14,200 higher than budget as a result of increased season ticket income.
Total Directly Controllable (Income)/Expenditure	(6,033,360)	(5,903,362)	129,998	
Indirect Expenditure	1,764,830	1,769,778	4,948	
Net (Income)/Expenditure	(4,268,530)	(4,133,584)	134,946	
ON STREET PARKING				
Direct Expenditure	1,188,540	1,193,397	4,857	
Income	(1,948,600)	(1,960,064)	(11,464)	
Total Directly Controllable (Income)/Expenditure	(760,060)	(766,667)	(6,607)	
Indirect Expenditure	85,730	85,736	6	
Net (Income)/Expenditure	(674,330)	(680,931)	(6,601)	
ORDNANCE SURVEY AND MAPPING SERVICES				
Direct Expenditure	3,540	7,045	3,505	
Total Directly Controllable (Income)/Expenditure	3,540	7,045	3,505	
Indirect Expenditure	10,830	9,269	(1,561)	
Net (Income)/Expenditure	14,370	16,314	1,944	
PARKS AND COUNTRYSIDE				
Direct Expenditure	4,020,770	4,148,863	128,093	Vacant posts are being used to fund the use of casual staff and contractors. Reduction in SPA Endowment expenditure £45,000, offset by Cleaning Contractors £10,730 (this is covered by salary savings). A budgeted saving of £100,000 arising from the transfer of Woodbridge Road to a trust has been deferred until 2019-20. Estimated traveller incursions costs £25,000. Additional R&M charges total £15,000.
Income	(1,397,570)	(2,299,039)	(901,469)	SPA income for the future development and maintenance of green spaces is projected to exceed budget by £903,820. An element of this income will be used in the current year to fund revenue spending, the remainder will be transferred to reserve at year-end.
Total Directly Controllable (Income)/Expenditure	2,623,200	1,849,824	(773,376)	
Indirect Expenditure	1,262,720	1,285,614	22,894	
Net (Income)/Expenditure	3,885,920	3,135,438	(750,482)	
PARK AND RIDE SERVICES				
Direct Expenditure	654,470	702,539	48,069	Site security costs.
Income	(50,000)	(58,956)	(8,956)	
Total Directly Controllable (Income)/Expenditure	604,470	643,583	39,113	
Indirect Expenditure	98,790	99,090	300	
Net (Income)/Expenditure	703,260	742,673	39,413	

ENVIRONMENT	Revised Budget	Projected Outturn	Variance
PROCUREMENT			
Direct Expenditure	91,670	88,916	(2,754)
Income	(96,700)	(96,709)	(9)
Total Directly Controllable (Income)/Expenditure	(5,030)	(7,793)	(2,763)
Indirect Expenditure	15,880	15,889	9
Net (Income)/Expenditure	10,850	8,096	(2,754)
PUBLIC CONVENIENCES			
Direct Expenditure	225,940	214,514	(11,426)
Income	(12,480)	(12,312)	168
Total Directly Controllable (Income)/Expenditure	213,460	202,202	(11,258)
Indirect Expenditure	78,350	79,489	1,139
Net (Income)/Expenditure	291,810	281,691	(10,119)
REFUSE AND RECYCLING			
Direct Expenditure	6,434,645	7,144,846	710,201
Income	(3,563,580)	(3,922,617)	(359,037)
Total Directly Controllable (Income)/Expenditure	2,871,065	3,222,229	351,164
Indirect Expenditure	756,690	756,789	99
Net (Income)/Expenditure	3,627,755	3,979,018	351,263
RIVER CONTROL			
Direct Expenditure	31,360	29,703	(1,657)
Total Directly Controllable (Income)/Expenditure	31,360	29,703	(1,657)
Indirect Expenditure	10,730	9,743	(987)
Net (Income)/Expenditure	42,090	39,446	(2,644)
ROADS AND FOOTPATHS MAINTENANCE			
Direct Expenditure	37,990	37,379	(611)
Total Directly Controllable (Income)/Expenditure	37,990	37,379	(611)
Indirect Expenditure	60,090	60,090	0
Net (Income)/Expenditure	98,080	97,469	(611)

Additional Gate Fee costs relating to the disposal of co-mingled recyclate totalling £350,000 will be met from the recycling equalisation reserve (linked to presentation of income) After a period of significantly improved sickness the service has experienced a couple of long term sickness cases resulting in the need for agency backfill. Potential impact of EU working directive on holiday pay.

See above.

ENVIRONMENT	Revised Budget	Projected Outturn	Variance
SNOW AND ICE PLAN HOLDING ACCOUNT			
Direct Expenditure	53,420	53,519	99
Income	(45,080)	(45,080)	0
Total Directly Controllable (Income)/Expenditure	8,340	8,439	99
Indirect Expenditure	1,140	1,011	(129)
Net (Income)/Expenditure	9,480	9,450	(30)

STREET CLEANSING

Direct Expenditure	2,421,690	2,362,924	(58,766)	Salary savings arising from vacant posts.
Income	(150,040)	(150,672)	(632)	
Total Directly Controllable (Income)/Expenditure	2,271,650	2,212,252	(59,398)	
Indirect Expenditure	176,850	176,877	27	
Net (Income)/Expenditure	2,448,500	2,389,129	(59,371)	

STREET FURNITURE

Direct Expenditure	81,910	78,884	(3,026)
Total Directly Controllable (Income)/Expenditure	81,910	78,884	(3,026)
Indirect Expenditure	8,280	10,821	2,541
Net (Income)/Expenditure	90,190	89,705	(485)

TOURIST INFORMATION CENTRE

Direct Expenditure	255,330	249,401	(5,929)
Income	(51,290)	(49,377)	1,913
Total Directly Controllable (Income)/Expenditure	204,040	200,024	(4,016)
Indirect Expenditure	32,900	32,906	6
Net (Income)/Expenditure	236,940	232,930	(4,010)

BUSINESS AND TOURISM

Direct Expenditure	541,300	591,597	50,297	The apprenticeship budget of £60,000 will be transferred to HR as previously agreed (actual salary costs are allocated directly to individual services and the budget therefore remains as a saving against the service). Salaries will be over budget by £25,300 which is the additional cost of the rural officer covered by the saving in the farmer's market co-ordinator's post. General tourism marketing will be over budget by £25,300 and guide costs by £42,850.
Income	(152,950)	(168,210)	(15,260)	Rental income from the Rotunda is expected to achieve £10,000.
Total Directly Controllable (Income)/Expenditure	388,350	423,387	35,037	
Indirect Expenditure	83,660	82,943	(717)	
Net (Income)/Expenditure	472,010	506,330	34,320	

ENVIRONMENT	Revised Budget	Projected Outturn	Variance
TOWN CENTRE MANAGEMENT			
Direct Expenditure	95,780	96,797	1,017
Income	(269,950)	(143,813)	126,137
Total Directly Controllable (Income)/Expenditure	(174,170)	(47,016)	127,154
Indirect Expenditure	19,420	19,438	18
Net (Income)/Expenditure	(154,750)	(27,578)	127,172
TRANSPORTATION			
Direct Expenditure	9,010	9,121	111
Total Directly Controllable (Income)/Expenditure	9,010	9,121	111
Indirect Expenditure	6,020	6,262	242
Net (Income)/Expenditure	15,030	15,383	353
VEHICLE MAINTENANCE WORKSHOP			
Direct Expenditure	706,280	725,496	19,216
Income	(781,650)	(781,788)	(138)
Total Directly Controllable (Income)/Expenditure	(75,370)	(56,292)	19,078
Indirect Expenditure	53,950	53,962	12
Net (Income)/Expenditure	(21,420)	(2,330)	19,090
THE VILLAGE			
Direct Expenditure	0	6,592	6,592
Total Directly Controllable (Income)/Expenditure	0	6,592	6,592
Net (Income)/Expenditure	0	6,592	6,592
WOKING ROAD DEPOT			
Direct Expenditure	426,066	431,335	5,269
Income	(573,380)	(571,613)	1,767
Total Directly Controllable (Income)/Expenditure	(147,314)	(140,278)	7,036
Indirect Expenditure	201,130	200,566	(564)
Net (Income)/Expenditure	53,816	60,288	6,472
RECYCLING, CLEANSING AND PARKING SERVICES OVERHEAD ACCOUNT			
Direct Expenditure	86,090	88,849	2,759
Income	(188,220)	(188,238)	(18)
Total Directly Controllable (Income)/Expenditure	(102,130)	(99,389)	2,741
Indirect Expenditure	59,220	59,241	21
Net (Income)/Expenditure	(42,910)	(40,148)	2,762

Income from the town centre Wi-Fi project is anticipated to be £40,000 under budget due to delays. Sponsorship income will not achieve the budgeted amount in this financial year.

FINANCE	Revised Budget	Projected Outturn	Variance
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SERVICE SUMMARY

Direct Expenditure	45,487,995	44,687,872	(800,123)
Income	(40,481,260)	(39,828,374)	652,886
Total Directly Controllable (Income)/Expenditure	5,006,735	4,859,498	(147,237)
Indirect Expenditure	3,335,750	3,291,044	(44,706)
Net (Income)/Expenditure	8,342,485	8,150,542	(191,943)

ACCESS GROUP FOR GUILDFORD

Direct Expenditure	1,860	1,970	110
Total Directly Controllable (Income)/Expenditure	1,860	1,970	110
Indirect Expenditure	2,310	2,310	0
Net (Income)/Expenditure	4,170	4,280	110

ACCOUNTANCY

Direct Expenditure	814,290	695,876	(118,414)	Vacancies resulting in salary savings.
Income	(936,660)	(936,699)	(39)	
Total Directly Controllable (Income)/Expenditure	(122,370)	(240,823)	(118,453)	
Indirect Expenditure	145,400	145,424	24	
Net (Income)/Expenditure	23,030	(95,399)	(118,429)	

BUSINESS RATES

Direct Expenditure	210,050	208,001	(2,049)
Income	(270,240)	(252,230)	18,010
Total Directly Controllable (Income)/Expenditure	(60,190)	(44,229)	15,961
Indirect Expenditure	49,850	49,856	6
Net (Income)/Expenditure	(10,340)	5,627	15,967

ICT BUSINESS SERVICES TEAM

Direct Expenditure	413,650	325,820	(87,830)	This saving is offset by increase expenditure in other areas of the IT budget i.e. Portfolio Management and Management Policy and Strategy.
Income	(502,280)	(502,331)	(51)	
Total Directly Controllable (Income)/Expenditure	(88,630)	(176,511)	(87,881)	
Indirect Expenditure	68,880	68,895	15	
Net (Income)/Expenditure	(19,750)	(107,616)	(87,866)	

CIVIC EXPENSES

Direct Expenditure	203,140	200,634	(2,506)
Income	0	(43)	(43)
Total Directly Controllable (Income)/Expenditure	203,140	200,591	(2,549)
Indirect Expenditure	25,050	25,059	9
Net (Income)/Expenditure	228,190	225,650	(2,540)

FINANCE	Revised Budget	Projected Outturn	Variance
COMMUNITY DEVELOPMENT			
Direct Expenditure	307,185	288,418	(18,767)
Income	(15,000)	(20,000)	(5,000)
Total Directly Controllable (Income)/Expenditure	292,185	268,418	(23,767)
Indirect Expenditure	50,640	50,499	(141)
Net (Income)/Expenditure	342,825	318,917	(23,908)
COUNCIL AND COMMITTEE SUPPORT			
Direct Expenditure	198,230	200,255	2,025
Income	(37,620)	(37,620)	0
Total Directly Controllable (Income)/Expenditure	160,610	162,635	2,025
Indirect Expenditure	246,370	246,370	0
Net (Income)/Expenditure	406,980	409,005	2,025
CORPORATE FINANCIAL			
Direct Expenditure	192,520	190,911	(1,609)
Income	(160,590)	(160,590)	0
Total Directly Controllable (Income)/Expenditure	31,930	30,321	(1,609)
Indirect Expenditure	263,850	263,892	42
Net (Income)/Expenditure	295,780	294,213	(1,567)
CORPORATE SERVICES			
Direct Expenditure	617,700	701,388	83,688
Income	(106,970)	(106,773)	197
Total Directly Controllable (Income)/Expenditure	510,730	594,615	83,885
Indirect Expenditure	501,540	501,477	(63)
Net (Income)/Expenditure	1,012,270	1,096,092	83,822
COMMITTEE SERVICES			
Direct Expenditure	177,620	176,325	(1,295)
Income	(221,730)	(221,754)	(24)
Total Directly Controllable (Income)/Expenditure	(44,110)	(45,429)	(1,319)
Indirect Expenditure	43,700	43,706	6
Net (Income)/Expenditure	(410)	(1,723)	(1,313)
COUNCIL TAX			
Direct Expenditure	704,910	706,289	1,379
Income	(300,000)	(300,000)	0
Total Directly Controllable (Income)/Expenditure	404,910	406,289	1,379
Indirect Expenditure	179,740	179,758	18
Net (Income)/Expenditure	584,650	586,047	1,397
ICT CUSTOMER TECHNICAL SUPPORT			
Direct Expenditure	0	3	3
Total Directly Controllable (Income)/Expenditure	0	3	3
Net (Income)/Expenditure	0	3	3

Consultancy costs relating to Future Guildford to be funded from Invest to Save reserve.

FINANCE	Revised Budget	Projected Outturn	Variance
DEMOCRATIC REPRESENTATION AND MANAGEMENT			
Direct Expenditure	686,970	696,333	9,363
Income	(107,890)	(107,890)	0
Total Directly Controllable (Income)/Expenditure	579,080	588,443	9,363
Indirect Expenditure	329,890	329,944	54
Net (Income)/Expenditure	908,970	918,387	9,417
ELECTIONS			
Direct Expenditure	80,780	81,600	820
Total Directly Controllable (Income)/Expenditure	80,780	81,600	820
Indirect Expenditure	18,510	18,531	21
Net (Income)/Expenditure	99,290	100,131	841
ELECTORAL REGISTRATION			
Direct Expenditure	346,190	346,387	197
Income	(3,090)	(2,319)	771
Total Directly Controllable (Income)/Expenditure	343,100	344,068	968
Indirect Expenditure	41,320	41,326	6
Net (Income)/Expenditure	384,420	385,394	974
FEASIBILITY STUDIES			
Direct Expenditure	340,000	342,880	2,880
Total Directly Controllable (Income)/Expenditure	340,000	342,880	2,880
Indirect Expenditure	220	5,419	5,199
Net (Income)/Expenditure	340,220	348,299	8,079
DEBTORS			
Direct Expenditure	162,880	174,471	11,591
Income	(210,200)	(210,221)	(21)
Total Directly Controllable (Income)/Expenditure	(47,320)	(35,750)	11,570
Indirect Expenditure	49,930	49,939	9
Net (Income)/Expenditure	2,610	14,189	11,579
HOUSING BENEFITS			
Direct Expenditure	33,592,250	32,887,240	(705,010)
Income	(33,474,320)	(32,852,730)	621,590
Total Directly Controllable (Income)/Expenditure	117,930	34,510	(83,420)
Indirect Expenditure	217,130	216,875	(255)
Net (Income)/Expenditure	335,060	251,385	(83,675)

Variation in the claimant assumption. This is reflected in a corresponding adjustment in the costs recovered from DWP (see income)

FINANCE	Revised Budget	Projected Outturn	Variance
INSURANCE REVENUE ACCOUNT			
Direct Expenditure	1,068,540	1,062,741	(5,799)
Income	(1,069,440)	(1,064,330)	5,110
Total Directly Controllable (Income)/Expenditure	(900)	(1,589)	(689)
Indirect Expenditure	6,530	6,530	0
Net (Income)/Expenditure	5,630	4,941	(689)
IT RENEWALS REVENUE ACCOUNT			
Income	(602,150)	(602,150)	0
Total Directly Controllable (Income)/Expenditure	(602,150)	(602,150)	0
Indirect Expenditure	487,950	487,974	24
Net (Income)/Expenditure	(114,200)	(114,176)	24
ICT MANAGEMENT POLICY STRATEGY			
Direct Expenditure	273,430	298,702	25,272
Income	(284,890)	(284,920)	(30)
Total Directly Controllable (Income)/Expenditure	(11,460)	13,782	25,242
Indirect Expenditure	20,760	20,742	(18)
Net (Income)/Expenditure	9,300	34,524	25,224
MISCELLANEOUS ITEMS			
Direct Expenditure	403,480	403,417	(63)
Income	(8,550)	(11,741)	(3,191)
Total Directly Controllable (Income)/Expenditure	394,930	391,676	(3,254)
Indirect Expenditure	360	360	0
Net (Income)/Expenditure	395,290	392,036	(3,254)
ICT OPERATIONS TECHNICAL SERVICES			
Direct Expenditure	1,238,440	1,221,702	(16,738)
Income	(1,271,050)	(1,271,173)	(123)
Total Directly Controllable (Income)/Expenditure	(32,610)	(49,471)	(16,861)
Indirect Expenditure	145,350	145,170	(180)
Net (Income)/Expenditure	112,740	95,699	(17,041)
PARISH AND LOCAL LIAISON			
Direct Expenditure	201,900	202,630	730
Total Directly Controllable (Income)/Expenditure	201,900	202,630	730
Indirect Expenditure	205,920	156,432	(49,488)
Net (Income)/Expenditure	407,820	359,062	(48,758)

FINANCE	Revised Budget	Projected Outturn	Variance	
EPAYMENTS AND PAYROLL				
Direct Expenditure	515,000	499,380	(15,620)	Vacancies resulting in salary savings.
Income	(693,240)	(692,334)	906	
Total Directly Controllable (Income)/Expenditure	(178,240)	(192,954)	(14,714)	
Indirect Expenditure	166,840	166,873	33	
Net (Income)/Expenditure	(11,400)	(26,081)	(14,681)	

ICT PORTFOLIO MANAGEMENT				
Direct Expenditure	208,470	218,822	10,352	
Income	(205,350)	(190,526)	14,824	
Total Directly Controllable (Income)/Expenditure	3,120	28,296	25,176	
Indirect Expenditure	31,150	31,111	(39)	
Net (Income)/Expenditure	34,270	59,407	25,137	

NON DISTRIBUTED COSTS				
Direct Expenditure	2,294,390	2,288,032	(6,358)	
Total Directly Controllable (Income)/Expenditure	2,294,390	2,288,032	(6,358)	
Indirect Expenditure	360	360	0	
Net (Income)/Expenditure	2,294,750	2,288,392	(6,358)	

WEBSITE				
Direct Expenditure	229,230	262,853	33,623	An additional post has been funded from a vacant post in e-payments. The arrangement has been regularised in the 2019-20 outline budget assumptions.
Total Directly Controllable (Income)/Expenditure	229,230	262,853	33,623	
Indirect Expenditure	31,050	31,059	9	
Net (Income)/Expenditure	260,280	293,912	33,632	

GUILDFORD YOUTH COUNCIL				
Direct Expenditure	4,890	4,792	(98)	
Total Directly Controllable (Income)/Expenditure	4,890	4,792	(98)	
Indirect Expenditure	5,150	5,153	3	
Net (Income)/Expenditure	10,040	9,945	(95)	

MANAGEMENT	Revised Budget	Projected Outturn	Variance
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SERVICE SUMMARY

Direct Expenditure	1,063,090	1,604,371	541,281
Income	(1,529,630)	(1,529,235)	395
Total Directly Controllable (Income)/Expenditure	(466,540)	75,136	541,676
Indirect Expenditure	248,630	248,690	60
Net (Income)/Expenditure	(217,910)	323,826	541,736

INTERNAL AUDIT

Direct Expenditure	330,600	197,022	(133,578)	The vacant posts within the service will not be recruited to as the service has now transferred to an external audit company. This saving will be transferred against the business improvement target for the next reporting period.
Income	(358,490)	(358,490)	0	
Total Directly Controllable (Income)/Expenditure	(27,890)	(161,468)	(133,578)	
Indirect Expenditure	47,370	47,379	9	
Net (Income)/Expenditure	19,480	(114,089)	(133,569)	

BUSINESS IMPROVEMENT

Direct Expenditure	(461,900)	232,256	694,156	As a mechanism to introduce salary and other savings into the budget arising from the Council wide service transformation programme they are initially shown in the Business Improvement account. As savings are realised they appear in the service where the saving accrued. However, the budget relating to those savings is vired against this account. The balance on this account at year end will therefore represent unachieved savings.
Income	(293,090)	(293,090)	0	
Total Directly Controllable (Income)/Expenditure	(754,990)	(60,834)	694,156	
Indirect Expenditure	31,960	31,966	6	
Net (Income)/Expenditure	(723,030)	(28,868)	694,162	

HR SERVICES

Direct Expenditure	553,240	497,742	(55,498)	Vacancies resulting in salary savings.
Income	(643,830)	(643,830)	0	
Total Directly Controllable (Income)/Expenditure	(90,590)	(146,088)	(55,498)	
Indirect Expenditure	92,850	92,862	12	
Net (Income)/Expenditure	2,260	(53,226)	(55,486)	

MANAGEMENT	Revised Budget	Projected Outturn	Variance
OTHER EMPLOYEE COSTS			
Direct Expenditure	299,110	321,038	21,928
Income	(227,520)	(227,520)	0
Total Directly Controllable (Income)/Expenditure	71,590	93,518	21,928
Indirect Expenditure	13,120	13,138	18
Net (Income)/Expenditure	84,710	106,656	21,946
PUBLIC RELATIONS AND MARKETING			
Direct Expenditure	342,040	356,313	14,273
Income	(6,700)	(6,305)	395
Total Directly Controllable (Income)/Expenditure	335,340	350,008	14,668
Indirect Expenditure	63,330	63,345	15
Net (Income)/Expenditure	398,670	413,353	14,683

Salary sacrifice and car parking savings are held centrally, the actual savings will appear on the individual service accounts.

PLANNING AND REGENERATION	Revised	Projected Outturn	Variance
LOCAL LAND CHARGES			
Direct Expenditure	215,030	215,798	768
Income	(256,500)	(258,426)	(1,926)
Total Directly Controllable (Income)/Expenditure	(41,470)	(42,628)	(1,158)
Indirect Expenditure	38,460	38,282	(178)
Net (Income)/Expenditure	(3,010)	(4,346)	(1,336)

MAJOR PROJECTS

Direct Expenditure	2,184,630	2,276,165	91,535
Income	0	(65,000)	(65,000)
Total Directly Controllable (Income)/Expenditure	2,184,630	2,211,165	26,535
Indirect Expenditure	489,010	489,040	30
Net (Income)/Expenditure	2,673,640	2,700,205	26,565

Employee related costs are expected to be £100,600 over the revenue budget which takes into account a capital allocation of £252,000. There are agency workers in the service for whom there are no budgets. The allocation between revenue and capital will be revised at each monitoring period as the individual projects move from revenue to capital.

A LEP revenue loan of £65,000 in this financial year has been approved and set against Sustainable Movement Corridor expenditure.

POLICY

Direct Expenditure	1,689,514	1,928,240	238,726
Income	(1,600)	(21,457)	(19,857)
Total Directly Controllable (Income)/Expenditure	1,687,914	1,906,783	218,869
Indirect Expenditure	936,350	935,782	(568)
Net (Income)/Expenditure	2,624,264	2,842,565	218,301

There are salary savings due to vacancies. Consultants costs in Policy will be over budget by £48,000 attributable mainly to transport planning. Only £164,000 of the growth bid for the Strategic Design Overview SPD will be spent in 2018-19. Consultants and legal costs relating to the Local Plan will in effect be overspent by £45,000. A reserve for judicial review costs of £300,000 is expected to be spent in this financial year.

A government grant of £20,000 is due in relation to West Horsley s neighbourhood plan.

SLYFIELD AREA REGENERATION PROJECT (SARP)

Direct Expenditure	60,890	61,325	435
Total Directly Controllable (Income)/Expenditure	60,890	61,325	435
Indirect Expenditure	459,610	459,619	9
Net (Income)/Expenditure	520,500	520,944	444

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HOUSING REVENUE ACCOUNT SUMMARY - BUDGET MONITOR (APRIL 2018 - JUNE 2018)

2016-17 Actual £	2017-18 Actual £	Analysis	2018-19 Estimate £	2018-19 Projection £
		Borough Housing Services		
654,594	613,565	Income Collection	695,740	699,351
1,004,169	948,978	Tenants Services	959,890	914,548
71,395	64,128	Tenant Participation	137,940	106,174
68,906	68,808	Garage Management	72,390	68,628
62,795	64,083	Elderly Persons Dwellings	63,930	63,696
489,812	524,075	Flats Communal Services	433,580	488,953
473,413	432,181	Environmental Works to Estates	541,170	503,626
5,088,818	5,523,575	Responsive & Planned Maintenance	5,249,470	5,238,303
149,529	120,028	SOCH & Equity Share Administration	138,690	137,650
8,063,430	8,359,422		8,292,800	8,220,930
		Strategic Housing Services		
393,556	360,623	Advice, Registers & Tenant Selection	349,880	343,322
199,230	210,368	Void Property Management & Lettings	191,190	206,321
10,098	9,142	Homelessness Hostels	9,700	9,700
200,681	142,418	Supported Housing Management	164,170	151,452
593,967	392,915	Strategic Support to the HRA	425,970	386,045
1,397,533	1,115,468		1,140,910	1,096,840
		Community Services		
822,862	911,190	Sheltered Housing	779,380	833,208
		Other Items		
6,703,540	5,528,728	Depreciation	6,500,000	6,500,000
2,661,783	(44,323)	Revaluation and other Capital items	0	0
147,485	165,468	Debt Management	160,590	160,590
154,218	280,328	Other Items	635,960	635,960
19,950,851	16,316,281	Total Expenditure	17,509,640	17,447,528
(32,623,860)	(32,247,174)	Income	(31,916,130)	(31,904,813)
(12,673,009)	(15,930,894)	Net Cost of Services(per inc & exp a/c)	(14,406,490)	(14,457,285)
259,861	264,207	HRA share of CDC	251,530	251,530
(12,413,148)	(15,666,687)	Net Cost of HRA Services	(14,154,960)	(14,205,755)
(508,072)	(384,996)	Investment Income	(804,490)	(804,490)
5,022,423	5,004,072	Interest Payable	5,138,210	5,138,210
(7,898,797)	(11,047,611)	Deficit for Year on HRA Services	(9,821,240)	(9,872,035)
	627,309	REFCUS - Revenue funded from capital	75,000	75,000
2,500,000	2,500,000	Contrib to/(Use of) RFFC	2,500,000	2,500,000
7,966,069	7,563,162	Contrib to/(Use of) New Build Reserve	7,246,240	7,297,035
0	0	CERA - Capital Expenditure from revenue	0	0
121,431	309,017	Tfr (fr) to Pensions Reserve	0	0
	640,110	Tfr (from)/to CAA re: Voluntary Revenue Provision	0	0
(2,648,007)	71,504	Tfr (from)/to CAA re: Revaluation	0	0
(25,420)	(627,309)	Tfr (from)/to CAA re: REFCUS	0	0
(13,775)	(27,181)	Tfr (from)/to CAA re: Intangible assets	0	0
(1,500)	(9,000)	Tfr (from)/to CAA re: rev. inc. from sale of asset	0	0
(0)	0	HRA Balance	0	(0)
(2,500,000)	(2,500,000)	Balance Brought Forward	(2,500,000)	(2,500,000)
(2,500,000)	(2,500,000)	Balance Carried Forward	(2,500,000)	(2,500,000)

2016-17 Actual £	2017-18 Actual £	Analysis	2017-18 Estimate £	2018-19 Projection £
		Borough Housing Services		
(29,850,855)	(29,579,133)	Rent Income - Dwellings	(29,314,780)	(29,200,860)
(213,964)	(207,228)	Rent Income - Rosebery Hsg Assoc	(209,980)	(209,981)
(194,263)	(199,874)	Rents - Shops, Buildings etc	(194,300)	(197,600)
(677,827)	(699,962)	Rents - Garages	(730,000)	(727,440)
(30,936,909)	(30,686,197)	Total Rent Income	(30,449,060)	(30,335,881)
(345,764)	(316,404)	Supporting People Grant	(82,000)	(82,000)
(961,529)	(937,611)	Service Charges	(1,008,040)	(982,896)
(5,155)	(21,432)	Legal Fees Recovered	(28,840)	(22,000)
(40,025)	(44,698)	Service Charges Recovered	(76,310)	(76,310)
(334,477)	(240,832)	Miscellaneous Income	(271,880)	(405,727)
(32,623,860)	(32,247,174)	Total Income	(31,916,130)	(31,904,813)

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GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2018-19 to 2023-24

Directorate/Service and Capital Scheme name	Approved gross estimate	Cumulative spend at 31-03-18	2018-19			Projected exp est by project officer	2019-20 Est for year	2020-21 Est for year	2021-22 Est for year	2022-23 Est for year	2023-24 Est for year	Future years est exp	Projected expenditure total	Grants / Contributions towards cost of scheme	Net cost of scheme
			Estimate approved by Council in February	Revised estimate	Expenditure at 15.08.18										
	(a) £000	(b) £000	(c) £000	(d) £000	(e) £000	(f) £000	(ii) £000	(iii) £000	(iv) £000	(v) £000	(v) £000	(g) £000	(b)+(g) = (h) £000	(i) £000	(h)-(i) = (j) £000
APPROVED SCHEMES															
COMMUNITY DIRECTORATE															
General Fund Housing															
Home Farm, Effingham - provision of Gypsy and Traveller	1,000	987	-	13	(107)	13	-	-	-	-	-	-	1,000	-	1,000
Disabled Facilities Grants			-	605	176	605	605	605	605	605	605	3,025	3,630	(658)	2,972
Better Care Fund			-	-	-	-	-	-	-	-	-	-	-	-	-
Home Improvement Assistance			-	-	7	-	-	-	-	-	-	-	-	-	-
Solar Energy Loans			-	-	-	-	-	-	-	-	-	-	-	-	-
SHIP			-	-	-	-	-	-	-	-	-	-	-	-	-
General Grants to HAs			100	100	-	100	100	100	100	100	500	600	-	600	
General feasibility, site preparation costs for affordable housing			120	188	-	188	120	120	120	120	600	1,453	-	1,453	
Bright Hill Car Park Site		17	-	-	-	-	-	-	-	-	-	-	-	-	-
Ladymead/Fire Station site preparation		95	-	-	-	-	-	-	-	-	-	-	-	-	-
Garage Sites-General		159	-	1	-	-	-	-	-	-	-	-	-	-	-
Garage Sites Phase 1		5	-	1	-	-	-	-	-	-	-	-	-	-	-
Guildford Park Car Park		312	-	(2)	-	-	-	-	-	-	-	-	-	-	-
Apple Tree Pub Site		75	-	0	-	-	-	-	-	-	-	-	-	-	-
Pak Barn			-	2	-	-	-	-	-	-	-	-	-	-	-
Japonica Court/Shawfield Day Centre			-	4	-	-	-	-	-	-	-	-	-	-	-
Asset Development															
Disabled Access (DDA) Improvements: ph.2 & 3	390	348	26	42	45	42	-	-	-	-	-	-	390	-	390
Void investment property refurbishment works	400	219	177	111	-	111	-	-	-	-	-	-	400	-	400
5 High Street void works			-	55	9	55	-	-	-	-	-	-	-	-	-
12/13 Enterprise Est void work			-	15	-	15	-	-	-	-	-	-	-	-	-
Asbestos surveys and removal in non-residential council	158	114	42	44	2	44	-	-	-	-	-	-	158	-	158
Methane gas monitoring system	100	45	60	55	-	55	-	-	-	-	-	-	100	-	100
Energy efficiency compliance - Council owned properties	45	16	25	29	11	29	-	-	-	-	-	-	45	-	45
Rebuild retaining wall on Shalford Park boundary with the Old	60	32	9	28	-	-	-	-	-	-	-	-	32	(20)	12
Bridges - Inspections and remedial works	317	173	200	144	-	144	-	-	-	-	-	-	317	-	317
Bridges - Millmead Footbridge			-	-	4	-	-	-	-	-	-	-	-	-	-
Bridges - Shalford Common			-	-	1	-	-	-	-	-	-	-	-	-	-
Bridges - Millmead Lattice			-	-	8	-	-	-	-	-	-	-	-	-	-
Bridges - Shalford Rd/Millmead Island			-	-	0	-	-	-	-	-	-	-	-	-	-
Electric Theatre - new boilers	120	-	-	120	-	120	-	-	-	-	-	-	120	-	120
The Billings roof	200	13	187	187	-	187	-	-	-	-	-	-	200	-	200
Guildford house damproofing- removal of decayed timber	20	4	20	16	(4)	16	-	-	-	-	-	-	20	-	20
Broadwater cottage	74	2	64	72	2	72	-	-	-	-	-	-	74	-	74
Gunpowder mills - scheduled ancient monument	50	5	50	45	(2)	45	-	-	-	-	-	-	50	-	50
New House - short term works following acquisition	70	18	22	52	25	52	-	-	-	-	-	-	70	-	70
Chapel Street (Castle Street/Tungate Public Realm Scheme)	835	113	-	722	12	722	-	-	-	-	-	-	835	-	835
Site clearance costs ahead of sale of Burpham Court Farm	50	-	-	50	10	50	-	-	-	-	-	-	50	-	50
COMMUNITY DIRECTORATE TOTAL	3,889	2,752	1,102	2,694	206	2,666	825	825	825	825	825	4,125	9,543	(678)	8,865
ENVIRONMENT DIRECTORATE															
Operational Services															
Safer Guildford: CCTV & Lighting Strategy - Lighting Strategy	345	324	-	21	-	21	-	-	-	-	-	-	345	-	345
Mill Lane (Pirbright) Flood Protection Scheme	71	55	16	16	-	16	-	-	-	-	-	-	71	(19)	52
Vehicles, Plant & Equipment Replacement Programme	6,445	5,366	600	1,079	17	1,079	-	-	-	-	-	-	6,445	(26)	6,419
Mary Road Flood (EA grant)	45	16	-	29	-	29	-	-	-	-	-	-	45	(45)	-
Flood resilience measures (use in conjunction with grant)	100	-	-	-	-	-	100	-	-	-	-	100	100	-	100
Litter bins replacement	265	104	-	161	8	161	-	-	-	-	-	-	265	-	265
Flats recycling - new bins	50	39	-	11	4	11	-	-	-	-	-	-	50	-	50
WRD roads and footpaths	150	59	51	51	8	51	40	-	-	-	40	150	150	-	150
Marrow lane grille & headwall construction	60	3	52	57	-	57	-	-	-	-	-	-	60	-	60
Marrow & Burpham surface water study	15	-	15	15	-	15	-	-	-	-	-	-	15	-	15
Crown court CCTV	10	-	10	10	-	10	-	-	-	-	-	-	10	-	10

Directorate/Service and Capital Scheme name	Approved gross estimate	Cumulative spend at 31-03-18	2018-19			Projected exp est by project officer	2019-20 Est for year	2020-21 Est for year	2021-22 Est for year	2022-23 Est for year	2023-24 Est for year	Future years est exp	Projected expenditure total	Grants / Contributions towards cost of scheme	Net cost of scheme
			Estimate approved by Council in February	Revised estimate	Expenditure at 15.08.18										
Parks and Leisure															
Spectrum Roof replacement	4,000	1,420	43	276	88	276	-	-	-	-	-	-	2,800	-	2,800
Spectrum roof - steelwork ph2	-	407	-	-	3	-	-	-	-	-	-	-	-	-	-
Spectrum roof - steelwork ph3	-	697	-	-	18	-	-	-	-	-	-	-	-	-	-
Infrastructure works: Guildford Commons	150	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Infrastructure works: Guildford Commons: Merrow	-	12	-	5	-	5	-	-	-	-	-	-	17	-	17
Infrastructure works: Guildford Commons: Shalford	-	97	33	33	3	33	-	-	-	-	-	-	130	-	130
Infrastructure works: Guildford Commons: Compton	-	3	-	-	-	-	-	-	-	-	-	-	3	-	3
Onslow Rec play area	174	165	-	9	-	9	-	-	-	-	-	-	174	-	174
Westnye Gardens play area	125	10	110	115	5	115	-	-	-	-	-	-	125	-	125
Stoke Park Tennis Courts refurbishment (COMPLETE)	90	85	-	5	4	5	-	-	-	-	-	-	90	-	90
Stoke Park Paddling Pool (ph1&2) (COMPLETE)	423	418	-	5	-	5	-	-	-	-	-	-	423	-	423
Stoke Park Bowls Club	102	112	-	(10)	2	2	-	-	-	-	-	-	114	(44)	70
Stoke cemetery re-tarmac	47	-	47	47	-	47	-	-	-	-	-	-	47	-	47
Woodbridge rd sportsground replace fencing	250	39	-	211	-	211	-	-	-	-	-	-	250	-	250
Stoke Park Composting facility	105	-	105	105	-	105	-	-	-	-	-	-	105	-	105
Chantry wood campsite	216	7	210	209	-	209	-	-	-	-	-	-	216	-	216
Stoke pk office accomodation & storage buildings	85	74	-	(9)	2	2	-	-	-	-	-	-	76	-	76
Pre-sang costs	100	19	79	81	5	81	-	-	-	-	-	-	100	-	100
Stoke Cemetery Chapel - phase 2	75	7	72	68	14	68	-	-	-	-	-	-	75	-	75
Replace Stoke Park gardens attendant hut/Visitor information	142	14	80	128	129	128	-	-	-	-	-	-	142	-	142
Wall repairs for parks, cemeteries & recreation facilities	195	10	180	185	6	185	-	-	-	-	-	-	195	-	195
Bellfields Community Centre - Subsidence Repairs	60	3	49	57	48	57	-	-	-	-	-	-	60	-	60
Countryside fence replacement	97	64	47	33	2	33	-	-	-	-	-	-	97	-	97
Sutherland Memorial Park LED lighting for courts/football pitch	25	-	-	25	-	25	-	-	-	-	-	-	25	-	25
New War Memorial	50	16	-	34	27	34	-	-	-	-	-	-	50	-	50
Museum and castle development	267	3	164	264	0	264	-	-	-	-	-	-	267	-	267
Parks and Countryside - repairs and renewal of paths,roads	100	-	100	100	10	100	-	-	-	-	-	-	100	-	100
ENVIRONMENT TOTAL DIRECTORATE	14,414	9,648	2,063	3,426	399	3,449	140	-	-	-	-	140	13,237	(134)	13,104
FINANCE DIRECTORATE															
Financial Services															
Capital contingency fund	annual	-	5,000	4,500	-	4,500	5,000	5,000	5,000	5,000	5,000	25,000	29,500	-	29,500
RESOURCES DIRECTORATE TOTAL	0	0	5,000	4,500	0	4,500	5,000	5,000	5,000	5,000	5,000	25,000	29,500	0	29,500
DEVELOPMENT/INCOME GENERATING/COST REDUCTION PROJECTS															
COMMUNITY DIRECTORATE															
Guildford Park - new MSCP and infrastructure works	6,500	1,118	4,497	4,768	52	4,768	-	-	-	-	-	-	6,500	-	6,500
Guildford Park - Housing for private sale		614			42										
Investment in North Downs Housing (60%)	15,180	2,698	12,840	12,482	150	2,700	3,600	4,500	1,682	-	-	9,782	15,180	-	15,180
Equity shares in Guildford Holdings Ltd (40%)	10,120	1,803	8,560	8,317	100	1,800	2,400	3,000	1,117	-	-	6,517	10,120	-	10,120
Middleton Ind Est Redevelopment	3,850	36	1,637	1,801	79	1,801	2,013	-	-	-	-	2,013	3,850	-	3,850
ENVIRONMENT DIRECTORATE															
Walnut Bridge replacement	3,341	896	1,026	2,445	132	533	801	1,094	17	-	-	1,912	3,341	(1,226)	2,115
Rebuild Crematorium	11,732	560	10,335	10,433	903	10,433	739	-	-	-	-	739	11,732	-	11,732
Spectrum Combined Heat and Power (GF contr)	1,110	216	-	651	(24)	651	-	-	-	-	-	-	867	-	867
Woodbridge Rd sportsground	1,900	1,918	-	(18)	146	(18)	-	-	-	-	-	-	1,900	(746)	1,154
PLANNING & REGENERATION DIRECTORATE															
Internal Estate Road - CLLR Phase 1	11,139	1,173	4,339	4,966	483	4,966	5,000	-	-	-	-	5,000	11,139	(1,000)	10,139
Slyfield Area Regeneration Project (SARP)	1,984	1,252	-	732	634	732	-	-	-	-	-	-	1,984	-	1,984
North Street Development / Guild Town Centre regeneration	977	721	337	256	10	256	-	-	-	-	-	-	977	(50)	927
TCMP Sites U: Bedford Rd Wharf	14,176	-	-	-	-	-	14,176	-	-	-	-	14,176	14,176	-	14,176
Walnut Bridge Land Acquisition		9	-	491	26	491	-	-	-	-	-	-	-	-	-
Town Centre Gateway Regeneration	3,523	11	-	(11)	8	(11)	3,523	-	-	-	-	3,523	3,523	-	3,523
SMC(West) Phase 1	3,850	-	850	850	12	802	1,383	1,665	-	-	-	3,048	3,850	(2,725)	1,125
DEVELOPMENT/INCOME GENERATING/COST REDUCTION	89,382	13,024	44,421	48,164	2,754	29,905	33,635	10,259	2,816	0	0	46,710	89,139	(5,748)	83,391
APPROVED SCHEMES TOTAL	107,685	25,425	52,586	58,784	3,359	40,519	39,600	16,084	8,641	5,825	5,825	75,975	141,419	(6,559)	134,859
non-development projects total	18,303	12,401	8,165	10,620	605	10,615	5,965	5,825	5,825	5,825	5,825	29,265	52,280	(812)	51,468

GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2018-19 to 2023-24

Directorate / Service Units Capital Schemes	Gross estimate approved by Executive (a)	Cumulative spend at 31-03-18 (b)	2018-19		Expenditure at 15.08.18 (f)	Projected exp est by project officer (g)	2019-20 Est for year (i)	2020-21 Est for year (ii)	2021-22 Est for year (iii)	2022-23 Est for year (iv)	2023-24 Est for year (v)	Future years estimated expenditure (h)	Projected expenditure total (b) to (g)=(i)	Grants or Contributions towards cost of scheme (j)	Net total cost of scheme to the Council (i) - (j) = (k) £000
			Estimate approved by Council in February (c)	Revised estimate (e)											
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
PROVISIONAL SCHEMES (schemes approved in principle; further report to the Executive required)															
COMMUNITY DIRECTORATE															
General Fund Housing															
Old Manor House - replacement windows	193	-	193	193	-	96	97	-	-	-	-	97	193	-	193
Asset Development															
Void investment property refurbishment works	300	-	200	200	-	-	300	-	-	-	-	300	300	-	300
Guildford Museum	6,395	-	185	185	-	185	180	6,030	-	-	-	6,210	6,395	-	6,395
Methane gas monitoring system	150	-	150	150	-	50	100	-	-	-	-	100	150	-	150
Energy efficiency compliance - Council owned properties	1,150	-	1,150	1,150	-	-	1,150	-	-	-	-	1,150	1,150	-	1,150
Bridges	370	-	270	370	-	370	-	-	-	-	-	-	370	-	370
Gunpowder mills - scheduled ancient monument	172	-	172	172	-	-	172	-	-	-	-	172	172	-	172
Cladding of Ash Vale units	145	-	145	145	-	145	-	-	-	-	-	-	145	-	145
Westfield/Moorfield rd resurfacing	3,152	-	3,152	3,152	-	3,152	-	-	-	-	-	-	3,152	-	3,152
Exhibition lighting at Guildford House	50	-	50	50	-	50	-	-	-	-	-	-	50	-	50
Chapel Street (Castle Street/Tunsgate Public Realm Scheme)	1,165	-	1,150	1,165	-	1,165	-	-	-	-	-	-	1,165	-	1,165
Tyting Farm Land-removal of barns and concrete hardstanding	250	-	250	250	-	250	-	-	-	-	-	-	250	-	250
Rodboro Buildings - electric theatre through road and parking	450	-	450	450	0	450	-	-	-	-	-	-	450	-	450
48 Quarry Street, Museum - structural works	250	-	30	30	-	30	220	-	-	-	-	220	250	-	250
Land to the rear of 39-42 Castle Street	10	-	10	10	-	-	10	-	-	-	-	10	10	-	10
Park Barn CC LED lighting upgrade	22	-	22	22	3	22	-	-	-	-	-	-	22	-	22
Shawfield DC - fire alarm system and LED lighting upgrade	83	-	83	83	-	-	83	-	-	-	-	-	83	-	83
Office Services															
Renewables	65	-	65	65	-	65	-	-	-	-	-	-	65	-	65
Millmead House - M&E plant renewal	33	-	33	33	-	33	-	-	-	-	-	-	33	-	33
Hydro private wire - Tollhouse to Millmead	85	-	85	85	-	85	-	-	-	-	-	-	85	-	85
COMMUNITY DIRECTORATE TOTAL	14,490	-	7,845	7,960	3	6,148	2,312	6,030	-	-	-	8,342	14,490	-	14,490
ENVIRONMENT DIRECTORATE															
Operational Services															
Mill Lane (Pirbright) Flood Protection Scheme	200	-	200	200	-	200	-	-	-	-	-	-	200	(20)	180
Vehicles, Plant & Equipment Replacement Programme	5,000	-	-	-	-	-	4,000	1,000	-	-	-	5,000	5,000	-	5,000
New vehicle washing system	155	0	155	155	0	155	-	-	-	-	-	-	155	-	155
Surface water management plan	200	-	200	200	-	200	-	-	-	-	-	-	200	-	200
Parks and Leisure															
New burial grounds - acquisition & development	7,834	33	2,508	2,501	5	-	2,501	5,300	-	-	-	7,801	7,834	-	7,834
Refurbishment / rebuild Sutherland Memorial Park Pavilion	150	-	150	150	-	-	150	-	-	-	-	150	150	-	150
Council owned playground refurbishment	320	-	200	200	-	200	120	-	-	-	-	120	320	-	320
Council tennis courts refurbishment	155	-	155	155	-	155	-	-	-	-	-	-	155	(10)	145
Kings college astro turf	120	-	120	120	-	120	-	-	-	-	-	-	120	-	120
Aldershot rd allotment expansion & improvement	200	-	200	200	-	200	-	-	-	-	-	-	200	-	200
Stoke pk office accommodation & storage buildings	665	-	665	665	-	-	665	-	-	-	-	665	665	-	665
Sutherland memorial park all weather courts new posts and	25	-	25	25	-	25	-	-	-	-	-	-	25	-	25
Stoke Pk gardens water feature refurb	81	-	81	81	-	81	-	-	-	-	-	-	81	(59)	22
Resurface Lido Rd CP	100	-	100	100	-	100	-	-	-	-	-	-	100	-	100
Sutherland Memorial Park LED lighting	10	-	10	10	-	10	-	-	-	-	-	-	10	-	10
Stoke Memorial Park - electrical works	39	-	39	39	-	39	-	-	-	-	-	-	39	-	39
Stoke Park Masterplan enabling costs	500	-	100	100	-	100	100	150	-	150	-	400	500	-	500
Parks and Countryside - repairs and renewal of paths,roads	1,800	-	200	200	-	200	400	400	400	400	-	1,600	1,800	-	1,800
Sports pavilions - replace water heaters	154	-	154	154	-	154	-	-	-	-	-	-	154	-	154
Millmead fish pass	60	-	-	-	-	-	60	-	-	-	-	60	60	-	60
ENVIRONMENT DIRECTORATE TOTAL	17,768	34	5,237	5,255	5	1,939	7,996	6,850	400	550	-	15,796	17,768	(89)	17,679

Directorate / Service Units Capital Schemes	Gross estimate approved by Executive (a) £000	Cumulative spend at 31-03-18 (b) £000	2018-19		Expenditure at 15.08.18 (f) £000	Projected exp est by project officer (g) £000	2019-20 Est for year (i) £000	2020-21 Est for year (ii) £000	2021-22 Est for year (iii) £000	2022-23 Est for year (iv) £000	2023-24 Est for year (v) £000	Future years estimated expenditure (h) £000	Projected expenditure total (b) to (g)=(i) £000	Grants or Contributions towards cost of scheme (j) £000	Net total cost of scheme to the Council (i) - (j) = (k) £000
			Estimate approved by Council in February (c) £000	Revised estimate (e) £000											
DEVELOPMENT/INCOME GENERATING/COST REDUCTION PROJECTS															
COMMUNITY DIRECTORATE															
Guildford Park new MSCP and infrastructure works	23,125	-	18,625	18,625	-	18,625	4,500	-	-	-	-	4,500	23,125	-	23,125
Investment in North Downs Housing	30,100	-	-	-	-	-	-	-	5,518	12,539	-	18,057	18,057	-	18,057
Equity shares in Guildford Holdings Ltd	-	-	-	-	-	-	-	-	3,683	8,360	-	12,043	12,043	-	12,043
Redevelop Midleton industrial estate	11,057	-	-	-	-	-	-	11,057	-	-	-	11,057	11,057	-	11,057
ENVIRONMENT DIRECTORATE															
Stoke Park - Home Farm Redevelopment	4,000	-	-	-	-	-	-	-	-	-	4,000	4,000	4,000	-	4,000
Mary Road Multi Storey (this more expensive option has been)	5,565	-	-	-	-	-	-	-	-	5,565	-	5,565	5,565	-	5,565
PLANNING & REGENERATION DIRECTORATE															
Slyfield Area Regeneration Project (SARP) (GBC share)	72,324	-	900	900	-	900	6,000	700	22,962	41,762	-	71,424	72,324	(7,500)	64,824
North Street development	29,590	-	-	-	-	-	29,590	-	-	-	-	29,590	29,590	-	29,590
Bright Hill Development	13,500	-	500	500	-	-	500	1,250	6,250	5,500	-	13,500	13,500	-	13,500
Transport schemes for future Local Growth Fund and other	4,000	-	4,000	4,000	-	-	4,000	-	-	-	-	4,000	4,000	(3,500)	500
Town centre transport infrastructure package	217	-	217	217	-	-	-	-	-	-	-	-	217	-	217
Sustainable Movement Corridor	6,045	-	-	-	-	-	-	-	-	6,045	-	6,045	6,045	-	6,045
Guildford West (PB) station	5,200	-	1,150	1,150	-	350	800	1,050	3,000	-	-	4,850	5,200	(3,750)	1,450
Strategic property acquisitions	34,120	-	-	-	-	-	7,020	13,300	13,800	-	-	34,120	34,120	-	34,120
Guildford Gyratory & approaches	12,000	-	200	200	-	200	833	3,500	3,500	3,967	-	11,800	12,000	(5,700)	6,300
Guildford bike share	530	-	530	530	-	530	-	-	-	-	-	-	530	-	530
A331 hotspots	3,930	-	300	300	-	300	2,230	1,400	-	-	-	3,630	3,930	(1,965)	1,965
Bus station relocation	500	-	300	300	-	-	300	200	-	-	-	500	500	-	500
Student Housing	81,000	-	3,000	3,000	-	-	3,000	45,000	33,000	-	-	81,000	81,000	-	81,000
COME GENERATING/COST REDUCTION PROJECTS TOTAL	336,803	-	29,722	29,722	-	21,122	58,773	77,457	91,713	83,738	4,000	315,681	336,803	(22,415)	314,388
PROVISIONAL SCHEMES - GRAND TOTALS	369,061	34	42,804	42,937	9	29,209	69,081	90,337	92,113	84,288	4,000	339,819	369,061	(22,504)	346,557
non development projects	32,258	34	13,082	13,215	9	8,087	10,308	12,880	400	550	-	24,138	32,258	(89)	32,169

GENERAL FUND CAPITAL PROGRAMME - S106 ESTIMATED EXPENDITURE 2018-19 to 2023-24

Service Units / Capital Schemes	Approved gross estimate	Cumulative spend at 31-03-18	2018-19		Expenditure at 15.08.18	Projected exp est by project officer	2019-20 Est for year	2020-21 Est for year	2021-22 Est for year	2022-23 Est for year	2023-24 Est for year	Future years est exp	Projected expenditure total	Grants / Contributions towards cost of scheme	Net cost of scheme	Total net cost approved by Executive	
			Estimate approved by Council in February	Revised estimate													(a) £000
APPROVED SCHEMES (fully funded from S106 contributions)																	
ENVIRONMENT DIRECTORATE																	
Operational Services																	
Hayden Place CCTV - P92310	35	12		23	-	23							35	(35)			
Parks and Leisure																	
Tilehouse Open Space - Playground Refurbishment &	132	102	-	30	-	30	-	-	-	-	-	-	132	(132)	-	-	
Baird Drive/Briars Playground Refurb	10	8	-	2	-	2	-	-	-	-	-	-	10	(10)	-	-	
Stoke Recreation Ground play area	41	37	-	4	-	4	-	-	-	-	-	-	41	(41)	-	-	
Bushy Hill Facilities	27	16	-	11	-	11	-	-	-	-	-	-	27	(27)	-	-	
75-78 Woodbridge Rd	15	11	-	4	-	4	-	-	-	-	-	-	15	(15)	-	-	
Greening the approaches - roundabouts	40	5	-	35	-	35	-	-	-	-	-	-	40	(40)	-	-	
Installation of trampoline play equipment	11	-	-	11	-	11	-	-	-	-	-	-	11	(11)	-	-	
Gunpowder mills - signage, access and woodland imps	36	13	-	23	-	23	-	-	-	-	-	-	36	(36)	-	-	
Ripley PC skate ramp	47	22	-	25	-	25	-	-	-	-	-	-	47	(47)	-	-	
Fir Tree Garden	28	-	-	28	-	28	-	-	-	-	-	-	28	(28)	-	-	
Stoke Park Trim Trail	23	22	-	1	-	1	-	-	-	-	-	-	23	(23)	-	-	
Stoke Park New Playground Entrance	13	6	-	7	13	7	-	-	-	-	-	-	13	(13)	-	-	
Pound Place Playarea	23			23		23							23	(23)	-	-	
ENVIRONMENT DIRECTORATE TOTAL	445	253	-	227	13	227	-	-	-	-	-	-	445	(445)	-	-	
APPROVED SCHEMES continued (fully funded from S106 contributions)																	
COMMUNITY DIRECTORATE																	
Haydon Place / Martyr Road	67	64	-	3	-	3	-	-	-	-	-	-	67	(67)	-	-	
Falcon Rd Guildford	6	-	-	6	-	6	-	-	-	-	-	-	6	(6)	-	-	
Woodbridge meadows	243	197	-	46	-	46	-	-	-	-	-	-	243	(243)	-	-	
Woodbridge Hill environmental improvements	226	220	-	6	-	6	-	-	-	-	-	-	226	(226)	-	-	
G Live Lighting and Signage York Road	32	23	-	9	-	9	-	-	-	-	-	-	32	(32)	-	-	
G Live Bus stop/drop off point	11	4	-	7	-	7	-	-	-	-	-	-	11	(11)	-	-	
Espom Rd/Boxgrove Road	150	87	-	63	-	63	-	-	-	-	-	-	150	(150)	-	-	
Kingpost Parade car park	20	19	-	1	-	1	-	-	-	-	-	-	20	(20)	-	-	
Bridge Street Waymarking	5	1	-	4	-	4	-	-	-	-	-	-	5	(5)	-	-	
DEVELOPMENT DIRECTORATE TOTOAL	760	614	-	146	-	146	-	-	-	-	-	-	760	(760)	-	-	
APPROVED S106 SCHEMES TOTAL	1,205	867	-	373	13	373	-	-	-	-	-	-	1,205	(1,205)	-	-	

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GENERAL FUND CAPITAL SCHEMES - PROJECTS FUNDED VIA RESERVES: ESTIMATED EXPENDITURE 2018-19 to 2023-24

Projects & Sources of Funding	Approved gross estimate	Cumulative spend at 31-03-18	2018-19 Estimate approved by Council in February	Revised estimate	Expenditure at 15.08.18	Projected exp est by project officer	2019-20 Est for year	2020-21 Est for year	2021-22 Est for year	2022-23 Est for year	2023-24 Est for year	Future years est exp	Projected expenditure total
	(a) £000	(b) £000	(c) £000	£000	(e) £000	(f) £000	(i) £000	(ii) £000	(iii) £000	(iv) £000	(v) £000	(g) £000	(b)+(g) = (h) £000
COMMUNITY DIRECTORATE													
ENERGY PROJECTS per SALIX RESERVE:(PR220)													
LED Lighting replacement	80	49	-	19	-	19	-	-	-	-	-	-	68
WRD energy reduction	70	-	-	70	-	70	-	-	-	-	-	-	70
ENERGY PROJECTS per GBC INVEST TO SAVE RESERVE:													
<i>GBC 'Invest to Save' energy projects (to be repaid in line with savings)</i>													
PV/energy efficiency projects	100	2	164	164	-	164	-	-	-	-	-	-	164
Park Barn Day Centre - air source heat pump	143	-	143	143	4	143	-	-	-	-	-	-	143
SMP - air source heat pump	28	-	28	28	-	28	-	-	-	-	-	-	28
Stoke Park Nursery - air source heat pump	17	-	17	17	-	17	-	-	-	-	-	-	17
ENERGY RESERVES TOTAL	438	51	450	539	4	539	-	-	-	-	-	-	590
FINANCE DIRECTORATE													
INFORMATION TECHNOLOGY - IT Renewals Reserve (PR265) : approved annually													
Hardware / software budget	-	-	1,034	1,500	-	1,500	527	500	500	500	-	2,027	3,527
Hardware	annual	annual	-	-	36	-	-	-	-	-	-	-	-
Software	annual	annual	-	-	-	-	-	-	-	-	-	-	-
ICT infrastructure improvements	1,250	-	1,250	1,250	121	1,250	-	-	-	-	-	-	1,250
Efin upgrade and eproc implement	-	19	-	-	-	-	-	-	-	-	-	-	19
Replace Ocella (Tascomi)	-	20	-	-	-	-	-	-	-	-	-	-	20
PAD	-	50	-	-	-	-	-	-	-	-	-	-	-
IT RENEWALS RESERVE TOTAL	1,250	90	2,284	2,750	158	2,750	527	500	500	500	-	2,027	4,816
ENVIRONMENT DIRECTORATE													
SPECTRUM RESERVE													
Spectrum schemes (to be agreed with Freedom Leisure)	700	-	700	700	-	250	450	-	-	-	-	450	700
SPECTRUM RESERVE TOTAL	700	-	700	700	-	250	450	-	-	-	-	450	700
CAR PARKS RESERVE													
Car parks - install/replace pay-on-foot equipment	570	240	-	330	-	330	-	-	-	-	-	-	570
Car Parks - Lighting & Electrical improvements:													
- Castle, Farnham & York Rd Lighting	300	-	-	300	-	300	-	-	-	-	-	-	300
- Castle car park (PR000299) deck surfacing	325	-	325	325	-	325	-	-	-	-	-	-	325
- Bedford Road (PR000243) deck replacement	512	-	-	59	-	59	-	-	-	-	-	-	59
- Deck Millbrook car park	2,000	-	-	-	-	-	2,000	-	-	-	-	2,000	2,000
Replacement of collapsed retaining wall Bright Hill	321	54	-	-	(1)	-	-	-	-	-	-	-	54
Lift replacement (PR000293)	841	68	187	399	-	399	187	187	-	-	-	374	841
Bright Hill Barrier essential works (PR000425)	80	2	-	78	(2)	78	-	-	-	-	-	-	80
Leapale rd MSCP drainage (PR000433)	90	-	90	90	-	90	-	-	-	-	-	-	90
Tunsgate Car Park Lighting	-	48	-	-	(48)	-	-	-	-	-	-	-	48
Structural works to MSCP	300	-	200	200	-	200	100	-	-	-	-	100	300
New pay-on-foot equipment	600	-	15	15	-	15	585	-	-	-	-	585	600
CAR PARKS RESERVE TOTAL	5,939	413	817	1,795	(50)	1,795	2,872	187	-	-	-	3,059	5,267

Appendix 7
Agenda item number: 4

Projects & Sources of Funding	Approved gross estimate	Cumulative spend at 31-03-18	2018-19 Estimate approved by Council in February	Revised estimate	Expenditure at 15.08.18	Projected exp est by project officer	2019-20 Est for year	2020-21 Est for year	2021-22 Est for year	2022-23 Est for year	2023-24 Est for year	Future years est exp	Projected expenditure total
	(a) £000	(b) £000	(c) £000	£000	(e) £000	(f) £000	(i) £000	(ii) £000	(iii) £000	(iv) £000	(v) £000	(g) £000	(b)+(g) = (h) £000
SPA RESERVE :													
SPA schemes (various)	100	annual	100	251	-	245	-	-	-	-	-	-	251
Chantry Woods					-	-						-	
Effingham					-	-						-	
Lakeside					-	-						-	
Riverside					6	6						-	
Parsonage					-	-						-	
Access tracks at Chantry Wood	60	-	-	60	-	60	-	-	-	-	-	-	60
SPA RESERVE TOTAL	160	-	100	311	6	311	-	-	-	-	-	-	311
GRAND TOTALS	8,562	629	4,351	6,095	118	5,645	3,849	687	500	500	-	5,536	11,759

Agenda item number: 4
Appendix 7

GENERAL FUND CAPITAL PROGRAMME : SUMMARY OF RESOURCES AND FINANCIAL IMPLICATIONS

1.0 AVAILABILITY OF RESOURCES - NOTES :

1.1 The following balances have been calculated taking account of estimated expenditure on the approved capital schemes

1.2 The actuals for 2017-18 have been audited.

1.3 Funding assumptions:

1. All capital expenditure will be funded in the first instance from available capital receipts and the General Fund capital programme reserve.
2. Once the above resources have been exhausted in any given year, the balance of expenditure will be financed from borrowing, both internally and externally, depending upon the Council's financial situation at the time.

1.4 These projections are based on estimated project costs, some of which will be 'firmed up' in due course. Any variations to the estimates and the phasing of expenditure will affect year on year funding projections.

2.0 Capital receipts - Balances (T01001)

Balance as at 1 April
 Add estimated usable receipts in year
 Less applied re funding of capital schemes
Balance after funding capital expenditure as at 31 March

2017-18 Actuals £000	2018-19 Budget £000	2018-19 Est Outturn £000	2019-20 Estimate £000	2020-21 Estimate £000	2021-22 Estimate £000	2022-23 Estimate £000	2023-24 Estimate £000
0	0	0	0	0	0	0	0
496	5,290	8,202	9,200	9,075	16,000	0	81,664
(496)	(5,290)	(8,202)	(9,200)	(9,075)	(16,000)	0	(9,825)
0	0	0	0	0	0	0	71,839

GENERAL FUND CAPITAL PROGRAMME : SUMMARY OF RESOURCES AND FINANCIAL IMPLICATIONS

APPENDIX 8

during year = outturn (col v, actual = col u)

3.0 Capital expenditure and funding - summary

Estimated capital expenditure

Main programme - approved

Main programme - provisional

s106

Reserves

GF Housing

Total estimated capital expenditure

To be funded by:

Capital receipts (*per 2.above*)

Contributions

R.C.C.O. :

Other reserves

Capital Schemes Reserve (*para.4 below*)

Balance of funding to be met from (i) the Capital Reserve, and (ii) borrowing

Total funding required

	2017-18 Actuals £000	2018-19 Budget £000	2018-19 Est Outturn £000	2019-20 Estimate £000	2020-21 Estimate £000	2021-22 Estimate £000	2022-23 Estimate £000	2023-24 Estimate £000
Main programme - approved	12,627	52,586	40,519	39,600	16,084	8,641	5,825	5,825
Main programme - provisional	19	42,804	29,209	69,081	90,337	92,113	84,288	4,000
s106	90	0	373	0	0	0	0	0
Reserves	1,204	4,351	5,645	3,849	687	500	500	0
GF Housing	0	0	0	0	0	0	0	0
Total estimated capital expenditure	13,940	99,741	75,746	112,530	107,108	101,254	90,613	9,825
To be funded by:								
Capital receipts (<i>per 2.above</i>)	(2,597)	(5,290)	(8,202)	(9,200)	(9,075)	(16,000)	0	(9,825)
Contributions	(1,966)	(5,465)	(1,894)	(4,480)	(4,500)	(5,500)	(5,500)	0
<u>R.C.C.O. :</u>								
Other reserves	(1,204)	(17,832)	(11,622)	(10,829)	(907)	(720)	(500)	0
Capital Schemes Reserve (<i>para.4 below</i>)	0	0	0	0	0	0	0	0
	(5,767)	(28,587)	(21,718)	(24,509)	(14,482)	(22,220)	(6,000)	(9,825)
Balance of funding to be met from (i) the Capital Reserve, and (ii) borrowing	(8,173)	(71,154)	(54,028)	(88,021)	(92,626)	(79,034)	(84,613)	0
Total funding required	(13,940)	(99,741)	(75,746)	(112,530)	(107,108)	(101,254)	(90,613)	(9,825)

4.0 General Fund Capital Schemes Reserve (U01030)

Balance as at 1 April

Add: General Fund Revenue Budget variations

Contribution from revenue

Less: Applied re funding of capital programme

Balance after funding capital expenditure etc.as at 31 March

	2017-18 Actuals £000	2018-19 Budget £000	2018-19 Est Outturn £000	2019-20 Estimate £000	2020-21 Estimate £000	2021-22 Estimate £000	2022-23 Estimate £000	2023-24 Estimate £000
Balance as at 1 April	1,400	0	1,641	0	0	0	0	0
Add: General Fund Revenue Budget variations	1,201	0	0	0	0	0	0	0
Contribution from revenue	40	0	0	0	0	0	0	0
	2,641	0	1,641	0	0	0	0	0
Less: Applied re funding of capital programme	(1,000)	0	(1,641)	0	0	0	0	0
Balance after funding capital expenditure etc.as at 31 March	1,641	0	0	0	0	0	0	0

Estimated shortfall at year-end to be funded from borrowing

	7,173	71,154	52,387	88,021	92,626	79,034	84,613	0
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GENERAL FUND CAPITAL PROGRAMME : SUMMARY OF RESOURCES AND FINANCIAL IMPLICATIONS

APPENDIX 8

5.0 Housing capital receipts (pre 2013-14) - estimated availability/usage for Housing, Affordable Housing and Regeneration projects - GBC policy

Balance as at 1 April (T01008)
 Add: Estimated receipts in year
 Less: Applied re Housing (General Fund) capital programme
 Less: Applied re Housing company

 Less: Applied on regeneration schemes
Housing receipts - estimated balance in hand at year end

2017-18 Actuals £000	2018-19 Budget £000	2018-19 Est Outturn £000	2019-20 Estimate £000	2020-21 Estimate £000	2021-22 Estimate £000	2022-23 Estimate £000	2023-24 Estimate £000
14,861	13,361	12,760	6,760	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
(2,101)	(13,361)	(6,000)	(6,760)	0	0	0	0
12,760	0	6,760	0	0	0	0	0
0	0	0	0	0	0	0	0
12,760	0	6,760	0	0	0	0	0

5.1 Housing capital receipts (post 2013-14) - estimated availability/usage for Housing, Affordable Housing and Regeneration projects only (statutory (impact CFR))

Balance as at 1 April (T01012)
 Add: Estimated receipts in year
 Less: Applied re Housing (General Fund) capital programme
 Less: Applied re Housing Improvement programme

 Less: Applied on regeneration schemes
Housing receipts - estimated balance in hand

2017-18 Actuals £000	2018-19 Budget £000	2018-19 Est Outturn £000	2019-20 Estimate £000	2020-21 Estimate £000	2021-22 Estimate £000	2022-23 Estimate £000	2023-24 Estimate £000
2,938	2,428	422	0	0	0	0	0
506	200	286	289	292	295	298	301
0	(220)	(288)	(220)	(220)	(220)	(220)	(220)
(3,022)	(475)	(420)	(69)	(72)	(75)	(78)	(81)
422	1,933	0	0	0	0	0	0
0	0	0	0	0	0	0	0
422	1,933	0	0	0	0	0	0

Total £'000s

6.1 Estimated annual borrowing requirement

Bids for funding (net)

Total estimated borrowing requirement if all bids on Appendix 1 approved

7,173	71,154	52,387	88,021	92,626	79,034	84,613	0	396,681
	0	0	0	0	0	0	0	0
	71,154	52,387	88,021	92,626	79,034	84,613	0	396,681

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GUILDFORD B.C. - HOUSING INVESTMENT PROGRAMME 2018-19 to 2023-24: HRA APPROVED PROGRAMME

	Project Budget £000	2017-18 Actual £000	Project Spend at 31-03-18 £000	2018-19 Estimate £000	Carry Forward	Expenditure as at 15/08/2018 £000	2018-19 Projected Outturn £000	2019-20 Estimate £000	2020-21 Estimate £000	2021-22 Estimate £000	2022-23 Estimate £000	2023-24 Estimate £000	Total Project Exp £000
Acquisition of Land & Buildings	3,500	202	400	2,800	300	259	3,100	0					3,500
New Build													
N30011 Guildford Park	75	615	640	0	(565)	44	44	0	0	0	0	0	684
N30012 Appletree pub site	3,200	131	555	2,476	169	395	2,645	0	0	0	0	0	3,200
N30013 Slyfield Green (Corporation Club)	2,448	523	2,376	200	(128)	0	72	0	0	0	0	0	2,448
N30014 Willow Way	1,000	773	773	300	(73)	125	227	0	0	0	0	0	1,000
Garage sites-	2,500	0	0	1,100	(158)			0	0	0	0	0	0
N30015 Pond Meadow		500	500			48	314						814
N30016 Rowan Close		544	544			4	314						858
N30017 Great Goodwin Drive		513	513			160	314						827
N30018 The Homestead	500	429	429	50	21	232	71	0	0	0	0	0	500
N30019 Fire Station/Ladymead	2,000	0	0	1,800	200	4	2,000	0	0	0	0	0	2,000
Bright Hill	500	0	0	475	25	0	500	0	0	0	0	0	500
Various small sites & feasibility/Site preparation	1,000	0	0	0			0	0	0	0	0	0	1,000
Schemes to promote Home-Ownership													
Equity Share Re-purchases	annual	99	annual	400		143	400						annual
Major Repairs & Improvements													
Retentions & minor carry forwards	annual	0	annual	30		0	30						annual
Kitchens & Bathrooms	annual	1,097	annual	1,025		4	990						annual
Doors and Windows	annual	203	annual	60	180	36	240						annual
Structural	annual	380	annual	1,475	225	158	1,735						annual
Energy efficiency: Central heating	annual	1,214	annual	1,155		301	1,155						annual
General	annual	1,040	annual	1,455	170	226	1,625						annual
Grants													
Cash Incentive Scheme	annual	0	annual	75		0	75						annual
TOTAL APPROVED SCHEMES	16,723	8,264	6,731	14,876	366	2,139	15,851	0	0	0	0	0	17,332

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Corporate Governance and Standards Committee Report

Ward(s) affected: all

Report of Director of Finance

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Date: 20 September 2018

Executive Advisory Boards – Proposed Review of Structure and Remit

Executive Summary

The remit of each Executive Advisory Board (EAB) is aligned to themes in the Council's Corporate Plan and set out in their Terms of Reference. As reported at the Selection meeting of Council held on 15 May 2018, it was necessary to review the remits of the EABs to reflect the three themes of Place-Making, Community and Innovation, which form the newly adopted Corporate Plan 2018-2023 and differ from those in the previous Corporate Plan. Accordingly, on 24 July 2018, the Council considered a report which suggested changes to the names and remits of the EABs. As a result the Council agreed that the Borough, Economy and Infrastructure EAB be renamed the Place-making and Innovation EAB and the Society, Environment and Council Development EAB be renamed the Community EAB. The Terms of Reference of the EABs were amended to reflect the changes.

The report also advised that officers would be drawing together options, including the merits of a single EAB going forward, for consideration by the Council at this meeting in the light of feedback from the Local Government Association (LGA) corporate peer review in December 2017 and the Council's governance reviews in recent years.

Recommendations to Committee:

The Committee is asked to consider the options set out in this report and comment on the recommendations to Council (9 October 2018) below:

That, with immediate effect:

- (1) the two existing Executive Advisory Boards be disbanded;
- (2) a single Executive Advisory Board (to be named "Executive Advisory Board"), comprising 15 councillors, be established, with up to seven substitute members per political group;

- (3) the Terms of Reference of the Executive Advisory Board, as set out in Appendix 1 to this report, be approved; and
- (4) the timetable of meetings of the Executive Advisory Board for the remainder of the 2018-19 municipal year, and the 2019-20 municipal year, as shown in Appendix 2 to this report be adopted.

Reason for Recommendation:

To introduce a more efficient and effective EAB configuration.

1. Purpose of Report

- 1.1 The purpose of this report is to invite the Council to consider future options for the configuration of EABs in response to the feedback from the LGA corporate peer challenge review of December 2017 and to follow on from the Council's governance reviews of recent years.

2. Background

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

'The recent introduction of Executive Advisory Boards (EABs) is clearly work in progress and perhaps needs more time to settle down into a more effective grouping. The aim of allowing early stage involvement on backbench councillors in the development of decisions aligned to corporate plan themes pre-Executive is laudable. However, we found some confusion among councillors and officers about the role of EABs. It will be important for the Council to review ways to make their work more effective. This is important as the areas covered by the EABs such as innovation and housing are vitally important for the future of the Borough. Given councillor appetite for smaller task and finish groups, perhaps topic based Advisory Boards may be a way forward.'

- 2.3 A key recommendation of the challenge review was to review the Council's Corporate Plan and identify a deliverable number of priorities. This has now taken place and a

revised Corporate Plan 2018-2023 was adopted by the Council on 15 May 2018 when Councillors acknowledged that it would be necessary to review the remits of the EABs to reflect the three fundamental themes of Place-Making, Community and Innovation which underpinned the newly adopted Corporate Plan and differed from those in the previous iteration of the Plan. On 24 July 2018, the Council agreed revised names and remits for the EABs and established the Place-Making and Innovation EAB, in place of the Borough, Economy, and Infrastructure EAB, and the Community EAB, in place of the Society, Environment, and Council Development EAB, following the most logical approach to aligning the remit of the two EABs with the three new fundamental themes in the revised Corporate Plan. The Terms of Reference of the EABs was changed to reflect the amended names and remits.

- 2.4 Further to the peer challenge review feedback that it was important for the Council to review ways to make the work of EABs more effective, consideration has been given to achieving this. This has taken account of issues including difficulties with work programming, confusion around the remit of the EABs which can be blurred and overlapping, cancellation of meetings due to insufficient business and reluctance to discuss some matters at an early stage of development in a public forum.

3. Proposal

- 3.1 Resulting from this review to identify ways to make the work of EABs more effective, options for future EAB configurations have been identified and are set out below for consideration:

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.
- 3.2 Option 1 is recommended as it gives the greatest flexibility by offering a formal Board meeting setting, with the capability of establishing informal task groups, which may meet in private, meeting councillor appetite for smaller, discrete, working groups. A single EAB would solve the issues of insufficient business for two EABs and confusion as to which one to report to. This approach would also streamline the work programming system. Reference to key or significant Executive decisions as set out in the Forward Plan, except those that are urgent, would continue to inform work programming. However, it is also suggested that a key element of the EAB work programme should include discussion of selected capital projects between provisional budget approval by full Council and submission of reports to the Executive with a business case for final approval to transfer schemes to the approved capital programme.
- 3.3 The Director of Finance has amended the bid for funding form to include possible referral of schemes to the EAB before final consideration by the Executive as one of the key

milestones to securing scheme approval. This should ensure that backbench councillors have a greater say in respect of major project sign-off.

- 3.4 Should Option 1 be supported, consideration will need to be given to the single EAB's Terms of Reference, membership, and frequency and scheduling of meetings. Suggested Terms of Reference are set out at **Appendix 1**, which state that the EAB should have a membership of 15 non-executive councillors and meet on up to 10 occasions per annum.
- 3.5 Details of the proposed calculation of the numerical allocation of seats to political groups on the EAB will be dealt with in a separate report to full Council on 9 October 2018. The nominations for appointment of members (and substitute members) to the EAB in accordance with the wishes of the relevant political groups, in respect of the remainder of the 2018-19 municipal year, will be shown on a schedule to be submitted to the Council for approval on 9 October 2018. The Council will also be invited to elect a Chairman and Vice-Chairman of the EAB for the remainder of the 2018-19 Municipal Year.
- 3.6 A proposed timetable of meetings for the EAB for the remainder of 2018-19 and the whole of 2019-20 is set out in **Appendix 2** to this report.

4. Legal implications

- 4.1 There are no significant legal implications arising from this proposal.

5. Financial implications

- 5.1 Reducing the number of EABs from two to one will lead to a corresponding reduction in the number of chairmen resulting in a Tier 4 Special Responsibility Allowance (SRA) saving. This SRA is currently £3,432 per annum.
- 5.2 There are no significant financial implications arising from this report.

6. Human Resource implications

- 6.1 The changes envisaged under these proposals can be accommodated within existing staff resources.

7. Risk Management Implications

- 7.1 There are no significant risk management implications arising from this report.

8. Summary of Options

- 8.1 The Council could decide to leave the current EAB configuration unchanged or opt for an alternative Option. It is recommended, however, that Option 1 be adopted.

9. Conclusion

- 9.1 Pursuing Option 1 to disband the two existing EABs and establish one overarching EAB, making greater use of task groups to assist in the delivery of Corporate Plan priorities will

address concerns previously raised as to the efficiency and effectiveness of the operation of the EABs.

10. Background Papers

- LGA Corporate Peer Challenge of Guildford Borough Council dated 5 February 2018
- Guildford Borough Corporate Plan 2018-2023
- Review of Governance Arrangements: 12 Month Review – Council report and minutes of 25 July 2017
- Review of Governance Arrangements – Council report and minutes of 7 October 2015
- Review of Governance Arrangements – Council report and minutes of 28 July 2015

11. Appendices

Appendix 1: Proposed terms of Reference of the single EAB.

Appendix 2: Timetable of EAB meetings for the remainder of the 2018-19 municipal year and the 2019-20 municipal year.

EXECUTIVE ADVISORY BOARD

TERMS OF REFERENCE

The Executive Advisory Board will consider reports on matters relating to the functions of the Executive. The remit of the Executive Advisory Board shall be aligned to the fundamental themes in the Corporate Plan 2018-2023. These terms of reference will be reviewed and approved at the Council's Selection meeting each year. The Executive Advisory Board will meet in public, be webcast, and be subject to Part C of the Council Procedure Rules, Public Speaking Procedure Rules and Access to Information Procedure Rules in Part 4 of the Constitution.

Membership:

- (a) The Executive Advisory Board shall comprise 15 non-executive councillors, one of whom shall be appointed by the Council as chairman, with normal voting rights.
- (b) The Council shall appoint a vice-chairman for the Executive Advisory Board.
- (c) Political proportionality rules will apply.
- (d) Substitutes will be allowed in respect of the Executive Advisory Board in accordance with the relevant provisions of Council Procedure Rules, and the Council may appoint up to seven substitute members for each political group.

Meetings:

- (a) The Executive Advisory Board shall normally meet up to ten times annually.
- (b) Relevant Executive members will be expected to attend Executive Advisory Board meetings and should normally present matters (with officer support) for discussion at meetings and engage actively in a dialogue with the Executive Advisory Board regarding those matters.
- (c) The quorum of the Executive Advisory Board will be five.

Responsibilities:

The Executive Advisory Board will have the following general responsibilities within its remit:

- (a) To advise the Executive at an early stage, including undertaking research, in respect of the formulation and development of policies and projects that will help to deliver Corporate Plan Priorities.
- (b) To consider and (where necessary) make recommendations to the Executive on the following:
 - (i) selected Key (or other significant) Decisions, and
 - (ii) selected major capital schemes at the point between provisional budget approval by full Council and submission of reports to the Executive with a business case for final approval to transfer schemes to the approved capital programme.
- (c) To assist and advise the Executive in the development of Policy Framework issues.
- (d) To assist and advise the Executive as regards budget preparation.
- (e) To develop and maintain a work programme ensuring that there is efficient use of its time.

Powers:

The Executive Advisory Board will have the power:

- (a) To require the Leader and/or lead councillors and officers to attend before it to answer questions.
- (b) To question and gather evidence from any person (with their consent).
- (c) To co-opt expert individuals on a non-voting basis to assist their work.
- (d) To set up panels, task groups or breakout groups to look at specific issues relating to the delivery of the Corporate Plan (or other significant priorities) in order to inform decision making by the Executive. For the avoidance of doubt, the membership of such panels and groups shall be open to all councillors.

Protocol for the operation of the Executive Advisory Board:

- (1) The Executive Advisory Board is advisory in nature and does not have any substantive decision-making powers delegated to it. The Executive Advisory Board is to act as a source of advice to the Executive.
- (2) The Executive Advisory Board will enable greater involvement and engagement of councillors and the public in significant Executive decisions.
- (3) The Executive Advisory Board will advise the Executive at an early stage about the formulation and development of policies and projects that will help deliver Corporate Plan priorities. The Executive Advisory Board is intended to enable backbench councillors to be more closely involved with issues of greatest importance to the Council.
- (4) The chairman and vice-chairman of the Executive Advisory Board will meet regularly to identify priorities and prepare a draft work programme for consideration and approval by the Executive Advisory Board and, as part of this process, will take into account the forthcoming key or significant Executive decisions set out in the Forward Plan, Corporate Plan priorities and major capital projects. Subject to paragraph (5) below, those matters identified in the agreed work programme will be considered by the Executive Advisory Board in detail.
- (5) When considering an Executive decision, the Executive Advisory Board will aim to do so at a time when it is still open to influence, that is to say, when there is an expectation that a recommendation or suggestion for improvement could realistically lead to change.
- (6) The Executive Advisory Board will determine their final recommendations to the Executive by consensus if at all possible.
- (7) The advice of the Executive Advisory Board to the Executive, including explanation for any recommendations, will be contained within a report considered by the Executive. The justification for not accepting advice from the Executive Advisory Board is to be made clear in the options considered by the Executive.
- (8) Membership of both the Executive Advisory Board and the Overview and Scrutiny Committee does not inevitably create a conflict of interest. As a rule, councillors should not be involved in scrutinising a decision in which they have been involved directly; yet, the Executive Advisory Board is advisory and it remains the responsibility of the Executive to formally take and implement the decision.

**TIMETABLE OF MEETINGS OF THE EXECUTIVE ADVISORY BOARD FOR
THE REMAINDER OF THE 2018-19 MUNICIPAL YEAR**

MEETING	PROPOSED DAY AND TIME	2018								2019				
		M A Y	J U N	J U L	A U G	S E P	O C T	N O V	D E C	J A N	F E B	M A R	A P R	M A Y
Executive Advisory Board	Monday 7:00 p.m.						15	19		14	18	18	15	

**TIMETABLE OF MEETINGS OF THE EXECUTIVE ADVISORY BOARD FOR
THE 2019-20 MUNICIPAL YEAR**

MEETING	PROPOSED DAY AND TIME	2019								2020				
		M A Y	J U N	J U L	A U G	S E P	O C T	N O V	D E C	J A N	F E B	M A R	A P R	M A Y
Executive Advisory Board	Monday 7:00 p.m.	20	17	8		9	21	18		13	17	16	20	

Corporate Governance and Standards Committee Report

Ward(s) affected: All

Report of Director of Finance

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Lead Councillor responsible: Matt Furniss

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Date: 20 September 2018

Review of the Public Speaking Procedure Rules including the Petition Scheme

Executive Summary

The Corporate Governance and Standards Committee is asked to consider a number of revisions to the Public Speaking Procedure Rules as set out below:

Public Speaking Procedure Rules Review

Legislation permits members of the public to attend any of the Council's formal committee meetings¹, but it is for each individual local authority to determine its own rules under which the public may participate in those meetings.

This Council's Public Speaking Procedure Rules ('the Rules') sit within Part 4 of the Constitution and set out the procedure for the public to make a statement or ask a question relevant to the Council's functions, powers, or duties at Full Council meetings or to make a statement or ask a question on any item on the public agenda with regard to any other formal committee meetings.

A comparison with other local authorities has drawn attention to the need for improvements to the general clarity and consistency of this Council's Rules. In addition, this report sets out a discussion of some issues on which the Rules are silent which have arisen as follows:

1. Is it necessary for speakers to declare any current or prospective financial or personal interests they may have?
2. Can a registered speaker, who is unable to attend a meeting due to an emergency, or other unforeseen circumstances, appoint someone else to speak on their behalf at the meeting?

¹ Section 100A of the Local Government Act 1972 and Regulation 3 of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

3. May a councillor who is in attendance at a meeting of a committee of which he/she is not a member be asked to respond to public questions?

Update of Petition Scheme

The General Data Protection Regulation (GDPR) is an EU law on data protection and privacy for all individuals within the European Union and the European Economic Area and came into effect on 25 May 2018. Under the GDPR, the Council must not retain personal information for any longer than is necessary. Therefore, it is proposed that once a petition or an e-petition has been through the Petition Scheme process and the formal response from the Council is given, then the petition will be destroyed, or if it is an e-petition, the e-signatories shall be erased.

At its meeting on 24 July 2018, the Council approved the establishment of a new Guildford Joint Committee with Surrey County Council (SCC). The Joint Committee will succeed the SCC Guildford Local Committee. The Standing Orders for the new Joint Committee set out separate procedures for dealing with petitions. It is proposed that these procedures be included in the revised Petition Scheme.

It should be noted that the Petition Scheme forms an appendix to the Public Speaking Procedure Rules.

A copy of the proposed draft Public Speaking Procedure Rules and Petition Scheme is attached at **Appendix 1** to this report.

Recommendation to the Committee

The Committee is asked to consider and comment on the proposed revisions to the Council's Public Speaking Procedure Rules and Petition Scheme, as set out in this report and at **Appendix 1**, and to make recommendations as appropriate to Council on 9 October 2018.

Reason for Recommendation:

To improve the general clarity and consistency of the Council's Public Speaking Procedure Rules.

1. Purpose of Report

- 1.1 The Public Speaking Procedure Rules ('the Rules') were last reviewed in 2016 and could benefit from a refresh in order to better set out the procedures for the benefit of councillors, officers and members of the public. In addition, certain queries about public speaking have been raised during the course of council business since the last review about which the Rules are currently silent. This report sets out those queries and proposes new updates to the Rules. A general redraft of the Rules document, including the proposed changes is set out in **Appendix 1**.
- 1.2 In order to comply with the requirements of the General Data Protection Regulation (GDPR), this report also proposes to amend the Council's Petition Scheme by the adoption of a new process to confidentially waste/ erase all petitions/e-petitions after the Council has made a formal response to the request in the petition.

- 1.3 Furthermore, the report proposes that the Petition Scheme be updated to include the procedure for submitting a petition to the new Guildford Joint Committee so that the public can be better guided and advised.

2. Strategic Priorities

- 2.1 This Council believes in listening to and engaging with our community. We have a commitment to continue to improve levels of engagement, communication and consultation; providing the best opportunities for local people to give their views about the future direction of the borough and the services we provide.

3. Background

Public Speaking Procedure Rules

- 3.1 There is neither legislation nor national guidance to determine rules for public speaking at Council and committee meetings. It is therefore up to councils to adopt their own procedure rules. These Rules should set out the procedure for all committees including Full Council, Executive and the regulatory committees and Sub-Committees.
- 3.2 Since the last review of the Rules in 2016, the following queries have arisen during the course of Council business:
 - 1. Is it necessary for speakers to declare any current or prospective financial or personal interests they may have?**
- 3.3 It is not the general practice for other councils to request a public speaker to declare any interests. In most cases, where a member of the public would take the time to attend and address a committee, they would most likely have a personal interest in the matter under discussion. This would be especially relevant at regulatory meetings where the interest would probably be explicit i.e. that the speaker is a property agent or a resident of a neighbouring property.
 - 2. Should a registered speaker, who is unable to attend due to an emergency or unforeseen circumstances, be permitted to appoint someone else to speak on their behalf at the meeting?**
- 3.4 Other councils are flexible on this matter and some do allow a registered public speaker to nominate a spokesperson if they are unable to attend the meeting themselves for some unforeseeable reason. It is recommended that, should council adopt this procedure, it would be expected that the registered speaker will have undertaken every effort to attend in person and sought the chairman's consent to nominate a spokesperson in advance of the meeting.
 - 3. May a councillor who is in attendance at a meeting of which he/she is not a member be asked to respond to public questions?**
- 3.5 General discussion with other Democratic Services Officers supported the view that when deciding who is best to respond to a question from a member of the public, the Chairman should have discretion to invite a response from the person

they consider most appropriate and who is in attendance in their official capacity – officer or councillor. Usually, questions are submitted in advance so a response can be prepared. If any officer or councillor is unprepared for a particular question and feels unable to answer it, they could agree to provide a written response directly to the person after the meeting.

Petition Scheme

- 3.6 The Petition Scheme currently provides that if a petition organiser feels that the Council has not dealt with their petition properly, they have the right to request that the steps that the Council has taken in response to the petition is reviewed by the Overview and Scrutiny Committee. There is currently no time limit in which this right can be exercised. Officers are proposing that a 21 day time limit be introduced.
- 3.7 Under the General Data Protection Regulation (GDPR), the Council may not retain personal information for any longer than is necessary². Therefore, it is proposed that following the 21 day period referred to above, and where there is no request for a review, then the petition, if it is a paper petition, will be confidentially wasted. If it is an e-petition, the details of all e-signatories will be erased. If there is a request for a review, the petition will be destroyed once the Overview and Scrutiny Committee has carried out the review.
- 3.8 On 24 July 2018, the Council approved the establishment of a new Joint Committee with Surrey County Council (SCC). The Guildford Joint Committee succeeds the SCC Guildford Local Committee. The Standing Orders for the new Guildford Joint Committee set out separate procedures for dealing with petitions in relation to matters that fall within its purview. It is proposed that the arrangements for dealing with petitions at the Joint Committee be included in the Petition Scheme.
- 3.9 The amendments proposed to the Rules can be found at **Appendix 1** to this report.
- 3.10 It is also the intention to redraft and refresh the relevant Council webpages in accordance with the proposals made in this report.

4. Consultations

- 4.1 The Lead Councillor for Infrastructure and Governance and the Deputy Lead Councillor for Governance have been consulted and support the proposals in this report.

5. Equality and Diversity Implications

- 5.1 Public authorities are required to have due regard to the aims of the Public Sector Equality Duty (Equality Act 2010) when making decisions and setting policies.

² GDPR Principle (e)

- 5.2 The Council has a statutory duty under section 149 of the Equality Act 2010 which provides that a public authority must, in exercise of its functions, have due regard to the need to (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it. The relevant protected characteristics are: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 5.3 This Council will make equal provision in terms of access to public speaking as it would offer equal access to any other Council service.
- 5.4 This Council will expect and require any members of the public and organisational representatives participating at meetings to respect and comply with the aims and statutory requirements of the Public Sector Equality Duty (Equality Act 2010) as set out in the council's Equality Scheme (2018). The Council will not accept any contributions at committee or requests to take action via a petition that would cause adverse impact on equality or potential unlawful discrimination.

6 Financial Implications

- 6.1 There are no financial implications arising from this report.

7 Legal Implications

- 7.1 There are no legal implications arising from this report.
- 7.2 The Public Speaking Procedure Rules, including the Petition Scheme, sit within the Council's Constitution.

8 Human Resource Implications

- 8.1 There are no Human Resource implications arising from this report.

9 Summary of Options

- 9.1 The options open to the Committee are as follows:
1. To agree to make the amendments proposed in **Appendix 1** to this report, or such variations as the Committee may be deem appropriate.
 2. To agree that the existing Rules are fit for purpose, require no update and clearly set out the Council's procedure for public speaking at Council and committee meetings.

10 Conclusion

- 10.1 This report sets out a routine review of the Public Speaking Procedure Rules and makes recommendations for the clarification of a number matters that have arisen since the last review in 2016.

11 Background Papers

- Guildford Joint Committee Constitution, Standing Orders, para 14.1
- Equality Scheme, Guildford Borough Council, as agreed by the Executive 20 February 2018.

12 Appendices

Appendix 1: Draft Public Speaking Procedure Rules and Appendix draft Petition Scheme (2018), Guildford Borough Council showing proposed amendments

GUILDFORD BOROUGH COUNCIL

PUBLIC SPEAKING PROCEDURE RULES

1. CONDUCT EXPECTED OF PUBLIC SPEAKERS AT ANY COUNCIL, EXECUTIVE OR COMMITTEE MEETING

Public speakers will be expected to conduct themselves in an orderly manner and, in making their speeches, they should be mindful of the need to avoid making public statements that could be construed to be defamatory, frivolous or offensive and should refrain from making allegations regarding the conduct of individual councillors or officers.

2. PUBLIC PARTICIPATION AT COUNCIL MEETINGS

- (a) At meetings of the Council up to 30 minutes shall be allocated to receiving questions and statements from members of the public. ~~Public participation at Council meetings shall be limited to 30 minutes.~~

Questions

- (b) Members of the public may ask the Mayor, the Leader, a lead councillor or a chairman of a committee questions relevant to any item on the agenda for the meeting or to the functions, powers, or duties of the Council at ordinary meetings of the Council, subject to the following conditions:
- (i) A member of the public may ask only one question at a meeting.
 - (ii) In relation to each meeting at which a member of the public wishes to ask a question, notice specifying the question must be given in writing by the questioner and received by the Democratic Services Manager not later than twelve noon on the third working day before the day of the meeting. For the avoidance of doubt, this means that if the meeting is held on a Tuesday, written notice of the question would need to be delivered by 12 noon on the Thursday of the previous week.
 - (iii) In cases where there is any doubt as to whether a question is relevant to the functions, powers or duties of the Council, the Council Solicitor and Monitoring Officer shall determine whether they are accepted. The Democratic Services Manager, in consultation with the Mayor, Leader, appropriate lead councillor or chairman and questioner, may re-word any question to bring it into proper form and to secure brevity.
 - (iv) In response to a question, the councillor to whom the question has been put will normally provide and circulate to the questioner and all councillors at the meeting a written answer which, together with the question, shall also be recorded in the minutes.
 - (v) The questioner may, without notice, ask one supplementary question if such a question arises from the answer given. If the questioner is unable to attend the meeting due to unforeseen circumstances then they may, with the Mayor's consent, nominate a spokesperson to ask the supplementary question.

Appendix 1

- (vi) Questions, including any supplementary questions, will be asked and answered without discussion.
- (vii) The Mayor, Leader, lead councillor or chairman may decline to answer a question, or nominate another councillor to answer it on their behalf.
- (viii) Any question or response under this Procedure Rule shall not exceed three minutes in length.

Statements

- (c) As an alternative to asking a question, a member of the public may address the Council for a period not exceeding three minutes on matters relevant to any item on the agenda for the meeting or to the functions, powers, or duties of the Council, subject to the following conditions:
 - (i) In relation to each meeting at which a member of the public wishes to speak and following publication of the agenda, notice, including a summary of the subject matter, must be given in writing by the person to the Democratic Services Manager not later than twelve noon one working day before the day of the meeting.
 - (ii) That speakers wishing to use visual aids during their speeches shall submit them to the Democratic Services Manager no later than 12 noon one working day before the meeting
 - ~~(iii) The person addressing the meeting shall be advised to declare any current or prospective financial or personal interest they may have in the subject.~~
 - (iii) if a speaker is unable to attend the meeting due to unforeseen circumstances then, with the consent of the Mayor, they may nominate a spokesperson to speak for them
 - (iv) The Leader, relevant lead councillor or chairman shall be entitled to respond to the statement and this shall not exceed three minutes in length.

Presentation of Petitions

- (d) See Petition Scheme in the Appendix to the Public Speaking Procedure Rules.

3. PUBLIC PARTICIPATION AT EXECUTIVE AND COMMITTEES

Questions

~~Speaking at Meetings~~

- (a) Subject to ~~(cb)~~ below, members of the public may ~~submit a address or~~ question to the Leader/Executive or to the chairman of any committees on any items included on the public agenda, subject to the following conditions ~~and on the basis that this provision shall not apply to sub-committees:~~
 - (i) A member of the public may ask only one question at a meeting.
 - (ii) that, following publication of the agenda for the relevant meeting, notice must be given in writing by the person concerned to the Democratic Services Manager by twelve noon ~~on the third one~~ working day before a

meeting stating on which item~~(s)~~ they wish to ask a question ~~speak~~. For the avoidance of doubt, this means that if the meeting is held on a Tuesday, written notice of the question would need to be delivered by 12 noon on the Thursday of the previous week.

- (iii) The Democratic Services Manager, in consultation with the chairman may re-word any question to bring it into proper form and to secure brevity.
- (iv) In response to a question, the councillor to whom the question has been put will normally provide and circulate to the questioner and all councillors at the meeting a written answer which, together with the question, shall also be recorded in the minutes;
- (v) The questioner may, without notice, ask one supplementary question if such a question arises from the answer given.
- (vi) If the questioner is unable to attend the meeting due to unforeseen circumstances then, with the consent of the chairman, they may nominate a spokesperson to ask a supplementary question.
- (vii) The Leader, lead councillor or chairman may decline to answer a question. If appropriate, tThe Chairman may nominate the most appropriate councillor or officer present to provide a response to a question, or supplementary question from a member of the public.
- ~~(i) that speakers shall be advised to declare any current or prospective financial or personal interest they may have in the subject;~~
- (viii) Questions, including any supplementary questions, will be asked and answered without discussion.
- (ix) Any question or response under this Procedure Rule shall not exceed three minutes in length.

Statements

- (b) As an alternative to asking a question, a member of the public may address the Executive or any committee¹ for a period not exceeding three minutes on a matter relevant to an item on the public agenda:
 - (i) In relation to each meeting at which a member of the public wishes to speak and following publication of the agenda, notice, including a summary of the subject matter, must be given in writing by the person to the Democratic Services Manager not later than twelve noon one working day before the day of the meeting.
 - (ii) that speakers wishing to use visual aids during their speeches-statements shall submit them to the Democratic Services Manager no later than 12 noon one working day before the meeting
 - (iii) that speeches-statements can be up to three minutes duration or longer only at the chairman's discretion and councillors be afforded the opportunity to ask questions of the public speakers;

¹ See paragraph (c) below for public speaking rules applicable to consideration of planning or related applications by the Planning Committee

Appendix 1

- (iv) that speakers do not engage in further debate once their speeches statements have been made;
- (v) that there is a maximum of six speakers on any one agenda item, ~~with the exception of the Planning Committee where there is a maximum of two speakers on any agenda item other than planning and related applications;~~
- (vi) if a speaker is unable to attend the meeting due to unforeseen circumstances then, with the consent of the chairman, they may nominate a spokesperson to speak for them
- ~~(vi)(vii)~~ that speakers be taken in the order in which they have registered; and
- ~~(vii)(viii)~~ that speeches statements precede the formal debate on each item by the Executive or committee concerned.

Speaking at Planning Committee Meetings on Planning and Related Applications

- ~~(cb)~~ Any person wishing to address the Planning Committee on any item on the public agenda on a planning or related application may do so, provided that the qualifying number of representations have been received and subject to the following conditions:
 - (i) that, following publication of the agenda for the relevant meeting, notice must be given in writing by the person concerned to the Democratic Services Manager by twelve noon one working day before a meeting stating on which item(s) they wish to speak;
 - ~~(ii) that speakers be advised to declare any current or prospective financial or personal interest they may have in the subject;~~
 - (ii) that a maximum of four persons (two speaking in opposition to and two speaking in support of an application) be permitted with each speaker being entitled to speak, for up to three minutes duration, on any one item;
 - ~~(iii)~~ that speeches precede the Committee's formal debate of each item;
 - ~~(iii)(iv)~~ that speakers do not engage in further debate once their speeches have been made;
 - ~~(v)~~ if a speaker is unable to attend the meeting due to unforeseen circumstances then, with the consent of the chairman, they may nominate a spokesperson to speak for them
 - ~~(viii)~~ that there shall be no public speaking on an application previously deferred by the Committee (e.g. for a site visit) when that application is resubmitted for consideration;
 - ~~(vixi)~~ that speakers shall not use visual aids during their presentations and shall not circulate material to councillors at the meeting.
 - ~~(xii)(vii)~~ that speakers have, in the opinion of the Democratic Services Manager, complied in all respects with such detailed scheme as may be approved by the Council from time to time.

Any person wishing to address the Planning Committee on any item on the public agenda not relating to a planning or related application tree preservation orders or

| ~~enforcement matters~~ may do so, subject to conditions ~~(i) to (xvii)~~ in paragraph (b) above.

Presentation of Petitions to Leader/Executive and other committees

| (ed) See Petition Scheme in the Appendix to the Public Speaking Procedure Rules.

Presentation of Petitions on Planning and Related Applications

| (ee) Any petition submitted to the Council in respect of a planning or related application shall count as a single representation for the purpose of calculating the qualifying number of representations to facilitate public speaking at Planning Committee meetings referred to in paragraph (cb) of this Procedure Rule.

| (ef) A petition in respect of a planning or related application may be presented to the Planning Committee but no public speaking will be triggered by the presentation of the petition.

Invitation to Address Meetings

| (fg) In addition to the provisions outlined above, the Leader/Executive or any committee may invite people other than officers and councillors to address them, discuss issues of local concern and/or answer questions. It may, for example, wish to hear from residents, stakeholders and councillors and officers in other parts of the public sector and may invite such people to attend.

4. SUSPENSION AND AMENDMENT OF PUBLIC SPEAKING PROCEDURE RULES

(a) Any motion to amend or revoke (but not to suspend) these Public Speaking Procedure Rules shall when proposed and seconded be referred without discussion to the next meeting of the Council for consideration.

(b) Any of these Public Speaking Procedure Rules may be suspended as regards any business at the meeting where its suspension is moved.

Guildford Borough Council Petition Scheme

Background

Subject to section 3 below, this scheme applies to all petitions submitted to the Council. Any petition that contains fewer than 50 signatures, or does not meet the guidelines within the scheme, will be deemed to be standard correspondence and receive a response within ten working days from the relevant director/service leader setting out what action the director/service leader intends to take in relation to the petition.

See **Section 12** for submitting a petition in relation to Borough Council matters coming within the purview of ~~to the~~ Guildford Joint Committee.

1. Petitions

- 1.1 The Council welcomes petitions and recognises that petitions are one way in which people can let us know their concerns. Anyone who lives, works or studies in the Borough may sign or organise a petition and trigger a response. This includes anyone under the age of 18.
- 1.2 All petitions submitted to the Council will receive a written acknowledgement from the Council within ten working days of receipt. This acknowledgement will set out what we plan to do with the petition.
- 1.3 E-petitions must be created, signed and submitted online through the Council's e-petitions facility:
<http://www2.guildford.gov.uk/councilmeetings/mgEPetitionListDisplay.aspx?bcr=1> . The Council will not accept e-petitions hosted by third parties (for example, Change.org), or accept as paper petitions information about e-signatories downloaded from third party e-petition hosts.
- 1.4 Alternatively, paper petitions can be sent to:

Democratic Services Manager
Guildford Borough Council
Millmead House
Millmead
GUILDFORD
Surrey GU2 4BB

2. What are the guidelines for submitting a petition?

- 2.1 Petitions submitted to the Council under this scheme must include:
 - a clear and concise statement covering the subject of the petition which must relate to the functions, powers, or duties of the Council. It should also state what lawful action the petitioners wish the Council to take;
 - the name and address (in a legible format) and signature of any person supporting the petition; and
 - contact details, including name, address, telephone number (and where possible, an email address) of the petition organiser.

- 2.2 The petition organiser is the person the Council will contact to explain how we will respond to the petition. The contact details of the petition organiser will not be placed on the Council's website.
- 2.3 If a petition does not follow the guidelines set out above, the Managing Director, in consultation with the lead councillor with responsibility for governance, may decide not to do anything further with it. In that case, we will write to the petition organiser to explain the reasons.

3. What types of petitions are excluded?

- 3.1 We will not take action on any petition which the Managing Director, in consultation with the lead councillor with responsibility for governance, considers to be vexatious, abusive or otherwise inappropriate and will explain the reasons for this in our acknowledgement of the petition.
- 3.2 This petition scheme does not apply to:
- any petition relating to a planning or licensing application, or
 - a statutory petition (for example requesting a referendum on having a directly elected mayor), or
 - a petition relating to a matter where there is already an existing recourse to a review or right of appeal, such as council tax banding and non-domestic rates, where other procedures apply.
- 3.3 In addition, the scheme specifically excludes any petition on the same or similar topic as one that the Council has received and dealt with in the previous six months. The Council will acknowledge receipt of such a petition within 10 working days and include details of its response to the previous petition on the topic. Where the Council is still considering a petition on the same or similar topic, the new petition will be amalgamated with the first received petition.
- 3.4 Details of petitions affecting particular wards that have been excluded will be sent to the relevant councillors representing those wards.

4. What will the Council do when it receives my petition?

- 4.1 An acknowledgement will be sent to the petition organiser within ten working days of receiving the petition. It will let them know what we plan to do with the petition and when they can expect to hear from us again. It will also be published on our website, except in cases where this would be inappropriate. Where the subject matter of the petition affects particular wards, the councillors representing those wards will be notified of the receipt of the petition.
- 4.2 We will write to the petition organiser at each stage of the petition's consideration. If the petition needs further investigation, we will tell you the steps we plan to take. Whenever possible we will also publish all correspondence relating to the petition (all personal details will be removed).

5. How will the Council respond to my petition?

- 5.1 Our response to a petition will depend on what a petition asks for and how many people have signed it, but may include one or more of the following:

- taking the action requested in the petition
- considering the petition at a meeting of the Council or Executive
- holding an inquiry into the matter
- holding a public meeting
- holding a meeting with petitioners or the petition organiser
- undertaking research into the matter
- writing to the petition organiser setting out the Council's views about the request in the petition
- referring the petition to the Overview and Scrutiny Committee for consideration

5.2 The type of response the Council provides may be dependent on the number of signatories to the petition. The table below summarises the Council's approach:

Number of signatories	Response
fewer than 50	Response from relevant director/service leader (treated as standard correspondence).
50 - 299	Response from relevant lead councillor.
At least 300	Referred to the Leader/ Executive for response.
At least 500	Referred for debate at a meeting of the full Council (see section 6).
At least 500	Senior officer(s) called to provide evidence at a meeting of the Overview and Scrutiny Committee (see section 7), where such action is requested in the petition.

5.3 If we can do what a petition asks for, the acknowledgement to the organiser may confirm that we have taken the action requested and the petition will be closed. If the petition has enough signatures to be referred to the Leader/Executive or to trigger a debate at a meeting of the full Council, or for a senior officer to give evidence at a meeting of the Overview and Scrutiny Committee, then the acknowledgment will confirm this and inform the organiser when and where the relevant meeting will take place.

5.4 Where the petition is referred to the relevant lead councillor for a response, the petition organiser will be invited to make a written statement in support of the petition.

5.5 Where the petition is referred to the Leader/Executive, the full Council or to the Overview and Scrutiny Committee, the petition organiser (or any person authorised by him/her) will, if they so wish, be given a period not exceeding five minutes to present the petition at the meeting and the petition will then be discussed by councillors. Councillors will also be afforded the opportunity to ask questions of the petition organiser. The petition organiser (or any person authorised by the petition organiser) will be granted a right of reply for a further period not exceeding five minutes at the end of the debate and before a final decision or vote is taken.

5.6 In presenting their petition, the petition organiser (or any person authorised by him/her) shall be permitted to use visual aids, subject to submission of such visual aids to the Democratic Services Manager by no later than 12 noon one working day before the meeting at which the petition is presented.

5.7 We will contact the petition organiser before the meeting to establish whether they wish to formally present the petition at the meeting in the manner described above.

5.8 In addition to these steps, the Council will consider all the specific actions it can potentially take on the issues highlighted in a petition.

6. Full Council debates

- 6.1 If a petition contains 500 signatures or more, it will automatically be referred to the full Council for debate unless it is a petition asking for a senior council officer to give evidence at a meeting of the Council's Overview and Scrutiny Committee (see section 7 below).
- 6.2 The Council will endeavour to consider the petition at its next meeting, although on some occasions this may not be possible and consideration will then take place at the following meeting.
- 6.3 The Council will decide how to respond to the petition at the meeting. They may decide to support the action the petition requests, or not. A motion suggesting a formal response to the petition shall be proposed and seconded at the meeting and dealt with under the normal rules of debate, provided that any such motion must respond explicitly to the request in the petition i.e. that part of the petition which asks the Council to take some form of action. Alternatively, the Council may refer the matter to the Leader/ Executive or the Overview and Scrutiny Committee for further consideration. The petition organiser will receive written confirmation of this decision.

7. Petitions asking senior officers to provide evidence

- 7.1 A petition may ask for a senior council officer to give evidence at a meeting of the Council's Overview and Scrutiny Committee about something for which the officer is responsible as part of their job, for example, it may ask a senior council officer to explain progress on an issue, or to explain the advice given to councillors to enable them to make a particular decision.
- 7.2 If the petition requests such action and contains at least 500 signatures, the relevant senior officer will give evidence at a public meeting of the Overview and Scrutiny Committee.
- 7.3 For the purpose of this scheme, *senior officer* is defined as one of the following:
- the Managing Director,
 - any director, or
 - any service leader
- 7.4 Details of the names of these officers are set out in Part 7 of this Constitution. Petition organisers should be aware that the Overview and Scrutiny Committee may decide that it would be more appropriate for another officer to give evidence instead of any officer named in the petition – for instance if the named officer has changed jobs. The committee may also decide to call the relevant lead councillor to attend the meeting.
- 7.5 Committee members will ask the questions at this meeting, but petition organisers will be able to suggest questions to the chairman of the committee by contacting the Democratic Services Manager up to seven working days before the meeting although the chairman will have discretion to accept any such questions received after this deadline.

8. E-petitions

- 8.1 The Council welcomes e-petitions which are created and submitted through our website <http://www2.guildford.gov.uk/councilmeetings/mqEPetitionListDisplay.aspx?bcr=1> E-petitions will follow the same guidelines as paper petitions set out above.

- 8.2 E-petition organisers will need to provide us with their name, postal address and email address. They will also need to decide how long they would like their e-petition to be open for signatures, up to a maximum of 12 months.
- 8.3 When an e-petition is created, it may take five working days before it is published online. This is because we have to check that the content of the e-petition is suitable before it is made available for signature.
- 8.4 If the Managing Director, in consultation with the lead councillor with responsibility for governance, feels we cannot publish the e-petition for some reason, we will contact the e-petition organiser within this time to explain. The e-petition organiser will be able to change and resubmit their e-petition if they wish. If they do not do this within ten working days, a summary of the petition and the reason why it has not been accepted will be published under the 'rejected petitions' section of the website.
- 8.5 When an e-petition has closed for signature, it will automatically be submitted to the Committee Services team. In the same way as a paper petition, the e-petition organiser will receive an acknowledgement within ten working days.
- 8.6 A petition acknowledgement and response will be emailed to everyone who has signed the e-petition and elected to receive this information. The acknowledgment and response will also be published on our website.

9. How do I 'sign' an e-petition?

- 9.1 All the e-petitions currently available for signature may be viewed on the Council's website
<http://www2.guildford.gov.uk/councilmeetings/mgEPetitionListDisplay.aspx?bcr=1>
- 9.2 Anyone who signs an e-petition will be asked to provide their name, postcode and a valid email address. When this information has been submitted an email will be sent to the email address provided. This email will include a link which the signatory must click on in order to confirm that the email address is valid. Once this step is complete the signatory's 'signature' will be added to the e-petition. ~~People visiting the e-petition will be able to see the signatory's name in the list of those who have signed it but their contact details will not be visible.~~

10. What happens to my petition or e-petition following a formal response by the Council?

- 10.1 Following a period of 21 days after the Council has responded formally, a paper petition will be destroyed, and all e-signatories on an e-petition will be erased, unless during that period, the petition organiser requests a review under section 11 below.

~~10.11.~~ **What can I do if I feel my petition has not been dealt with properly?**

- ~~10.11.1~~ **10.11.1** If a petition organiser feels that we have not dealt with their petition properly, they have the right to request that the steps that the Council has taken in response to the petition is reviewed by the Council's Overview and Scrutiny Committee. It is helpful to everyone, and can improve the prospects for a review if the petition organiser gives a short explanation of the reasons why the Council's response is not considered to be adequate.

11.2 The petition organiser must exercise this right within 21 days of receipt of the Council's formal response to the petition.

~~10~~1.23 The Council will endeavour to consider the review at the next available meeting of the Overview and Scrutiny Committee although, on some occasions, this may not be possible and the review will then take place at the following meeting or at a special meeting. The petition organiser shall be invited to attend that meeting. The procedure for conducting the review at the meeting shall be as follows:

- (a) The petition organiser (or any person authorised by them) shall be invited to address the Committee for no more than five minutes in respect of their request for review.
- (b) Councillors to ask the petition organiser any questions relevant to the review arising from their statement to the Committee.
- (c) The Committee to review the steps taken by the Council in responding to the petition and to consider whether the Council has dealt with the petition adequately. Dependent on whether the formal response to the petition was given by:
 - a director or service leader,
 - a lead councillor, or
 - full Council

this may include asking the relevant director/service leader or relevant lead councillor to attend and answer questions from the Committee.

- (d) Prior to making a decision on the review, the petition organiser (or any person authorised by them) shall have a right of reply on the debate, for which they will be given five minutes.
- (e) The Committee to formally determine the review – deciding either that the Council has dealt with the petition adequately or that it has not. If the latter, the Committee must then decide one of the following options:
 - (i) to investigate the matter further;
 - (ii) to make recommendations to the Leader/Executive; or
 - (iii) to arrange for the matter to be considered at a meeting of full Council.

~~11~~10.34 The question as to whether implementation of any decisions pertinent to a petition under review by overview and scrutiny should be deferred pending completion of the review process shall be dealt with by the Managing Director on a case-by-case basis including, where necessary, convening special meetings of the Overview and Scrutiny Committee and/or full Council for this purpose.

~~10~~1.45 Once the Committee has completed its review the petition organiser will be informed of the results within five working days. The results of the review will also be published on our website. Following the review, if the petition was a paper petition, it will be destroyed and, if an e-petition, all e-signatories will be erased.

12. PRESENTING PETITIONS TO THE GUILDFORD JOINT COMMITTEE

12.1.4. Any member of the public who lives, works or studies in the Guildford Borough area may present a petition, containing 30 or more signatures or at the Chairman's

discretion, relating to a matter within the terms of reference of the Joint Committee. The presentation of a petition on the following business will not be allowed:

(a) matters which are “confidential” or “exempt” under Part VA of the Local Government Act 1972;

(b) planning applications; and

(c) matters in relation to a public rights of way under consideration by the Joint Committee.

12.4.2. A spokesperson for the petitioners may address the Joint Committee on the petition for up to 3 minutes or longer if agreed by the Chairman. Discussion on a petition at the meeting is at the Chairman’s discretion. The petition may be referred to the next appropriate meeting of the Joint Committee or to the SCC Cabinet, Cabinet Member, GBC Executive or relevant committee of either SCC or GBC at the discretion of the Chairman.

12.4.3. Notice must be given in writing to the Community Partnerships Team at least 14 days before the meeting. Alternatively, the petition can be submitted on-line through SCC’s or GBC’s e-petitions website as long as the minimum number of signatures has been reached 14 days before the meeting.

12.4.4. No more than three petitions may be presented at any one meeting of the Joint Committee unless agreed otherwise by the Chairman.

12.4.5. The Community Partnerships Team may amalgamate within the first received petition other petitions of like effect on the same subject.

12.4.6. The presentation of a petition on the same or similar topic as one presented in the last six months may only be permitted at the Chairman’s discretion.

* * * * *

Corporate Governance and Standards Committee Report

Ward(s) affected: All

Report of the Director of Finance

Author: Sophie Butcher / John Armstrong

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Relevant Lead Councillor: Matt Furniss

Tel: 07891 022206

Email: matt.furniss@guildford.gov.uk

Date: 20 September 2018

Councillor Training and Development Annual Report 2017-18

Executive Summary

As agreed by the Corporate Governance and Standards Committee, the Councillor Development Steering Group will submit an annual report to consider matters relating to the ongoing councillor training and development programme.

This report outlines the work undertaken by the Steering Group to date, the ongoing training and development programme and the work being carried out in terms of developing a dedicated microsite on the Guildford Borough Council website for prospective candidates that want to become a councillor, and the provision of an online e-learning management system for councillors.

Recommendation to the Committee:

That the Committee notes the valuable work being undertaken by the Councillor Development Steering Group in developing a clear structured plan for councillor development that responds both to the Council's corporate priorities and councillors' individual training needs.

Reason for Recommendation:

To recognise the important and ongoing work of the Councillor Development Steering Group.

1. Purpose of report

1.1 The purpose of this report is to ask the Committee to consider matters relating to the ongoing councillor training and development programme.

2. Strategic Priorities

2.1 The training and development of councillors to equip them with the knowledge and skills to enable them effectively to carry out the various roles that they are expected to perform is consistent with the principles of good corporate governance and is referenced in the Annual Governance Statement as part of the arrangements the Council has for delivering good governance. The

processes and procedures put in place for councillors' training and development provide a robust framework for responding to future challenges and legislative changes, which, in turn, help the Council to deliver on all of its strategic priorities.

3. Background

- 3.1 Any council that is serious about meeting the needs of its community through its corporate plan priorities must be committed to the ongoing training and development of its councillors. Most councils have some form of support programme in place. However, the approach and levels of commitment and effectiveness vary.

Councillors' Development Steering Group

- 3.2 It is essential that member development is member-led and, to that end, a small cross party steering group, currently comprising seven councillors¹, supported by Committee Services officers, is responsible for overall co-ordination of member development at Guildford.

- 3.3 The Steering Group's current terms of reference are:

“To continue to support councillors in their ongoing development and training needs through a clear, structured Action Plan for councillor development that responds to the fundamental themes that support the vision of the Corporate Plan: Place-making, Community and Innovation.”

- 3.4 The Steering Group meets every three months and the standing items on each agenda include:

- Feedback from Councillor Training Events from the previous quarter
- The ongoing Councillors' Training and Development Programme
- Monitoring of expenditure against the Councillors' Training and Development Budget

Ongoing training and development programme

- 3.5 As stated in paragraph 3.4 above, the Steering Group considers the ongoing training and development programme for councillors at each of its meetings. Since September 2017, the following training and development events for councillors have been held:

DATE	TITLE OF TRAINING
21 Sep 2017	Treasury Management - Claire Morris and Victoria Worsfold
4 Oct 17	Planning Law Update – Cornerstone Barristers
11 Oct 17	Overview and Scrutiny Training – John Cade
25 Oct 17	Ethical Standards – Meyric Lewis
1 Nov 2017	Planning - Flooding, Sequential Tests, SUDS and Environment Agency – Surrey County Council Officers
13 Nov 17	Prevent Strategy Training – Dawn Nicol
29 Nov 17	Planning – Retail Sequential Test Training – GBC Officers
7 Dec 17	Guildford Design Guide – Meave Faulkner

¹ Councillor Colin Cross, Councillor Angela Gunning, Councillor Mike Hurdle, Councillor Mike Parsons, Councillor Dennis Paul, Councillor Jo Randall and Councillor Iseult Roche.

DATE	TITLE OF TRAINING
3 Jan 18	Sequential Test – GBC Officers
13 Feb 18	Guildford Design Guide 2 – Meave Faulkner (Design and Conservation Team Leader)
13 Mar 18	General Data Protection Regulation for Parish Councillors – Graeme Fearon (Thrings Solicitors)
20 Mar 18	General Data Protection Regulation for Borough Councillors – Graeme Fearon
10 May 18	General Data Protection Regulation - Repeat Session for Councillors and Parish Councillors – Graeme Fearon
29 May 2018	Chairing Skills Training – Mark Palmer (South East Employers)
18 Jul 2018	Trees and the Planning Process – Tim Holman (Arboricultural Officer)
15 Aug 2018	Giving Weight to the emerging Local Plan in determining planning applications – Stuart Harrison (Planning Policy Manager and Laura Howard (Principal Policy Planner)
18 Sep 2018	Overview and Scrutiny Training – John Cade

3.6 Councillors have recently completed their Personal Development Plans. The response rate required by South East Employers in meeting the requirements of the Charter for Elected Member Development of 60% was achieved. The Councillor Development Steering Group have therefore tailored the 2018-19 councillor training programme in line with the Personal Development Plan responses provided by councillors. Key training identified included:

- Chairing Skills;
- Dealing with the Media;
- Use of Social Media;
- Ongoing Licensing and Planning Committee Training and;
- Overview and Scrutiny Training

3.7 The Steering Group also continue to support the arrangement of bite-sized training prior to Planning Committee and Corporate Governance and Standards Committee meetings. This has proved to be successful in terms of increasing attendance at such training and the Steering Group will be looking at opportunities to extend bite sized training to other committees.

3.8 The Steering Group is also keen to share training with other local authorities which would prove useful especially after the elections in May 2019. We have currently scheduled some refresher licensing training on the Licensing Act 2003 on 2 October 2018 and Hackney Carriage and Private Hire Licensing training on 22 November 2018 in partnership with Waverley Borough Council. We hope to build upon such shared learning opportunities as it provides a useful platform for councillors from other authorities to network and learn from each other's experiences.

3.9 The 2018-19 Councillor Training Programme is attached at **Appendix 1**.

Preparation for Elections and 'Becoming a Councillor' in 2019

3.10 The main focus for the Councillor Development Steering Group now is to prepare for the forthcoming elections in May 2019. This will be promoted through the 'beacouncillor.co.uk/guildford' website which can be viewed here: <https://www.guildford.gov.uk/article/20557/Becoming-a-Councillor>. Becoming a Councillor sessions are scheduled on 29 October 2018 and 11 February

2019 and will be held in the Council Chamber. A comprehensive 'Guide to being a Councillor' is currently being devised which will include an induction programme to be held from May-July 2019 for new and re-elected councillors. The proposed induction programme will be available to give to prospective new councillors at the 'Becoming a Councillor' sessions to give them a flavour of what to expect.

- 3.11 A copy of the programme for the first Becoming a Councillor Session is attached as **Appendix 2**, and a copy of the induction programme is attached as **Appendix 3**.

E-Learning Modules Learningpool

- 3.12 The Steering Group agreed that councillors would also find it beneficial to have access to an on-line e-learning management system, hosted by Learning Pool. Courses are written specifically for councillors, covering topics such as:

1. Chairing Meetings
2. Community Leadership
3. Data Protection
4. Equality and Diversity
5. Social Media
6. Public Speaking Skills
7. Safeguarding Adults
8. Safeguarding Children and Young People
9. Working with the Media
10. Your Role as a Councillor

- 3.13 The online e-learning management system was made available for councillors on 1 September 2017 for a two year period. To date, the use of this online e-learning tool has not been high. However, officers and the Steering Group will promote its availability for the ensuing year. It is anticipated that these modules will be of particular value to new councillors following the elections in 2019 as well as current councillors by providing an additional learning aid.

Dedicated Learning and Development section of Guildford Borough Council website

- 3.14 We have now created a dedicated learning and development space on the Council's website that is password protected for councillors. The site has gone live on the Council's website and can be viewed here: <https://www.guildford.gov.uk/councillorspages>. This has substituted the information currently available on the Loop (intranet) which, following feedback from councillors, was difficult to access.

The Charter for Elected Member Development

- 3.15 The Charter provides a robust, structured framework designed to help councils enhance and hone member development. The Charter is available for councils, police and fire authorities across the south-east region. To date, 19 councils in the South East (outside London) have achieved accreditation.
- 3.16 Guildford achieved full accreditation under the Charter initially in 2013, and were successfully reaccredited on 8 November 2016. Guildford also successfully completed the 18 month interim assessment on 11 June 2018

and therefore continues to meet the standards required of the Charter. The Council will be due to undertake the full reassessment in November 2019.

- 3.17 The potential future priorities for the Councillor Development Steering Group to work towards are detailed in an Action Plan, which is attached as **Appendix 4** to this report.

4. Financial Implications

- 4.1 The Councillors' Training and Development budget is £12,000 per annum and the Steering Group oversees and monitors how this is spent throughout the year.
- 4.2 We are currently within budget, which incorporates all forthcoming training scheduled in this financial year.
- 4.3 The cost to the Council for assessment under the Charter for Elected Member Development is £2,500, which covers a three-year period and the next payment is due in January 2021.

5. Legal Implications

- 5.1 There are no legal implications arising from this report.

6. Human Resource Implications

- 6.1 There are no HR implications arising from this report. All officer support for councillors' development is met through existing staffing resources.

7. Background papers

None

8. Appendices

Appendix 1: Current councillors' training and development programme
Appendix 2: 'Becoming a Councillor' programme – 29 October 2018
Appendix 3: Induction Programme for newly elected councillors (May to July 2019)
Appendix 4: Action Plan

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Councillor Training and Development Plan

The Council’s Strategic Framework is set out below. Within the draft programme the link between this framework and each of the planned training events is identified in the column with the appropriate reference.

*Reference	Strategic Framework
V1.	<p>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.</p>
<p><u>Three fundamental themes and nine strategic priorities that support our vision:</u></p>	
VI1.	<p>Place-making – delivering the Guildford Borough Local Plan and providing the range of housing that people need, particularly affordable homes.</p> <p>Making travel in Guildford and across the borough easier</p> <p>Regenerating and improving Guildford town centre and other urban areas</p>
VI2.	<p>Community – supporting older, more vulnerable and less advantaged people in our community</p> <p>Protecting our environment</p> <p>Enhancing sporting, cultural, community, and recreational facilities</p>
VI3.	<p>Innovation – Encouraging sustainable and proportionate economic growth to help provide the prosperity and employment that people need</p> <p>Creating smart places infrastructure across Guildford</p> <p>Using innovation, technology and new ways of working to improve value for money and efficiency in Council services.</p>
<p><u>Values for our residents</u></p>	
VA1.	We will strive to be the best Council.
VA2.	We will deliver quality and value for money services.
VA3.	We will help the vulnerable members of our community.
VA4.	We will be open and accountable.
VA5.	We will deliver improvements and enable change across the borough.
<p>Mission – for the Council</p>	
M1	A forward looking, efficiently run Council, working in partnership with others and providing first class services that give the community value for money, now and in the future.

Priority Scale:
High Priority 1-3
Low Priority 4-6

This plan should

- address development priorities
- set out how, when, where and who is responsible
- take account of access to development opportunities

External Internal

Page 96	Training	Method	Approx Duration	Who	Priority	Potential Date	Lead Officer	Vision/ Mission/ Core Value or Strategic Priority*	Cost	
	Scrutiny & Challenge									
1.	Overview and Scrutiny Process	<p>A number of training sessions have been held to date with John Cade (Institute of Local Government Studies at the University of Birmingham) in relation to the Overview and Scrutiny process following the implementation of the new governance structure in January 2016.</p> <p>The Centre for Public Scrutiny (CfPS) is on the councillors section of the loop to signpost councillors to courses which might be of interest to them: http://www.cfps.org.uk/events/</p> <p>The next O&S refresher training session organised with John Cade is scheduled on Tuesday 18 September 2018. Cost is approx. £800.</p>								
	Political Understanding									
2.	Local Government Information Unit	The LGiU run an extensive and popular programme of events, training and seminars. A link is provided on the councillors section of	As defined by Councillors' own time commitments	All Councillors	3	N/A	Committee Services	M1 VA1 VA4	Costs: TBC	

	Training	Method	Approx Duration	Who	Priority	Potential Date	Lead Officer	Vision/ Mission/ Core Value or Strategic Priority*	Cost
		the loop to signpost councillors to courses which might be of interest to them: http://www.lgiu.org.uk/events/							
3.	E-Learning Distance Resources	<p><u>Learning pool</u> Looking to use learning pool to provide an online e-learning facility whereby councillors can access a number of topics at their own pace:</p> <ol style="list-style-type: none"> 1. Chairing meetings 2. Community Leadership 3. Data Protection 4. Equality and Diversity 5. Social Media 6. Public Speaking Skills 7. Safeguarding Adults 8. Safeguarding Children and Young People 9. Working with the Media 10. Your role as a councillor 	As defined by Councillors	All Councillors	3	N/A	Committee Services	M1 VA1 VA4	£8,000 over two years

	Training	Method	Approx Duration	Who	Priority	Potential Date	Lead Officer	Vision/ Mission/ Core Value or Strategic Priority*	Cost
Page 98		The LGA has produced a series of distance learning materials, covering a number of topics, in the form of workbooks and e-learning modules. Both resources are aimed at all councillors and will be particularly useful to new councillors: https://www.local.gov.uk/our-support/highlighting-political-leadership/community-leadership/councillor-workbooks							No costs
	Regulating and Monitoring								
4.	Planning	Prior to every other planning meeting at 6pm, a bite-sized planning training session is organised and facilitated by planning officers or external providers.	30-45 minutes	Planning Committee members	2	12 Sept 2018 – Proceeds of Crime Training 10 Oct 2018 – Modular Housing	Committee Services	M1 VA5 V13	No costs
5.	Licensing Act 2003 and Taxi Training Refresher	External Provider James Button	2 hours	All Councillors	2	Dates: 2 October 2018 and 22 November 2018	Committee Services	M1 VA5 V13	£925 plus expenses and VAT per course

Agenda item number: 7
Appendix 1

	Training	Method	Approx Duration	Who	Priority	Potential Date	Lead Officer	Vision/ Mission/ Core Value or Strategic Priority*	Cost
	Training								(shared expense with Waverley Borough Council)
Communication									
6.	Broadcast Media Training AM and Using Social Media PM	External Provider ACM Training Richard Uridge	2 hours	All Councillors	2	Date: 31 October 2018 Broadcast Media Training 10am – 4pm Using Social Media 7pm – 9pm	Committee Services	V1 VA4 M1	£2157.60
Local Leadership									
7.	Understanding the demands of the role of councillor	Within Political Group Mentoring within Political Groups	As necessary	All Councillors	1	As and when required by Councillors	Councillors on the Councillors Development Steering Group	D1 M1	Internal Resource No financial cost
8.	Dealing with ward issues	Within Political Group Mentoring within Political Groups	As necessary	All Councillors	2	As and when required by Councillors	Councillors on the Councillors Development Steering Group	D1 M1	Internal Resource No financial cost

	Training	Method	Approx Duration	Who	Priority	Potential Date	Lead Officer	Vision/ Mission/ Core Value or Strategic Priority*	Cost
Knowledge of the Council									
9.	Bite-sized Treasury Management Training	Claire Morris Head of Financial Services	2 hours	All Councillors	2	Prior to Corporate Governance and Standards Committee meetings: Date: TBC	Committee Services	VI2 M1 VA2	Internal Resource No financial cost
10.	-Constitution -Meeting Procedures -Rules for Council Meetings	John Armstrong (Democratic Services Manager)	2 hours	All Councillors	3	Date: TBC	Committee Services	V1 VA1 M1	Internal Resource No financial cost
11.	Housing Advice (allocation, management and homelessness)	Phil O'Dwyer (Director of Community Services)	2 hours	All Councillors	2	Date: TBC	Committee Services	V1 VA1 M1	Internal Resource No financial cost

Agenda item number: 7
Appendix 1



**BECOMING A COUNCILLOR:
SEMINAR FOR POTENTIAL CANDIDATES**

MONDAY 29 OCTOBER 2018 AT GUILDFORD BOROUGH COUNCIL, COUNCIL CHAMBER

- 6pm Light Buffet and refreshments (to be provided outside the members' room)**
- 6.30pm Welcome and Introductions (Councillor Paul Spooner, Leader of the Council and James Whiteman, Managing Director)**
- 6.40pm Organisation of Local Government (James Whiteman, Managing Director)**
- (a) Local Government in Surrey (the County Council, the Borough Council and parish councils and parliamentary constituencies)
 - (b) Functions of the Borough Council
 - (c) Finance
 - (d) Corporate plan
 - (e) Role of Councillors and Officers
- 7.05pm Getting Elected (Elaine Bradbrook, Electoral Services Manager)**
- (a) Terms of office
 - (b) Electoral System
 - (c) Qualifications for standing as a candidate
 - (d) nomination process
 - (e) election expenses
 - (f) election agents
 - (g) the election campaign
 - (h) the Count
- 7.35pm Support for Borough Councillors (John Armstrong, Democratic Services Manager)**
- (a) Induction for new councillors and ongoing training and development
 - (b) ICT Provision
 - (c) Councillors' Allowances
- 7.50pm Comfort break**
- 8.00pm Being a Borough Councillor (5-10 minutes each approx.)**
Presentations by current Councillors in relation to the following roles and their Ward caseload focusing on themes such as:
- (a) What made them decide to stand for Council?
 - (b) What difference do they think they have made for their ward and the borough?
 - (c) What has frustrated them?
- Introduction by Councillor Mike Hurdle (Chairman of the Councillor Development Steering Group)
Councillor Mike Parsons (The Mayor of Guildford)
Councillor Caroline Reeves (Chairman of the Overview and Scrutiny Committee)
Councillor James Walsh (Backbench councillor)
- 8.30pm Being a Parish Councillor**
Presentation by Councillor Jo Randall (Ash Parish Council)
- (a) What made you stand for election to Ash Parish Council?
 - (b) What difference do you think you have made for the parish?
 - (c) What has frustrated you?
- 8.45pm Any other questions followed by an opportunity for informal discussions with serving councillors and officers**
- 9.15pm Close of Seminar (James Whiteman, Managing Director)**

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Induction Programme for new councillors (May to July 2019)

Timetable of induction events (including Council and Committee meetings)

May

DATE, TIME	VENUE	EVENT	OFFICERS
2/3 May 2019	Count Venue: Spectrum	Election day and count	
*Saturday 4 May 2019: 10 am to 12 Noon – Robe fitting for new councillors with Charles Robinson, Simon Nelson and Grahame Robinson at the Guildhall.			
Tuesday 7 May 2019 6.30 pm	Council Chamber, Committee Room 1 and Committee Room 2	Reception for newly elected councillors To include: (7.15pm – 8pm) Council Chamber <ul style="list-style-type: none"> • Councillors meet and greet with key officers • Overview of the role of Guildford Borough Council and how it operates • Role and Responsibilities • Overview of the role of Committee Services • Appointments to External Organisations (8pm – 9pm) Committee Room 1 ICT to hand out Tablets to Councillors	<ul style="list-style-type: none"> • Managing Director <i>James Whiteman</i> • Corporate Management Team <i>Tracey Coleman, Claire Morris, Phil O'Dwyer, Peter O'Connell</i> • Council Solicitor and Monitoring Officer <i>Robert Parkin</i> • Committee Services • ICT representatives • Photographer <i>Paul Stead</i>

DATE, TIME	VENUE	EVENT	OFFICERS
		<p>Committee Room 2 Photographs with Paul Stead</p> <p>Members' Room Committee Services administration of the following pieces of paperwork:</p> <ul style="list-style-type: none"> ○ Emergency contact details form ○ Bank details form ○ Starter checklist ○ Copy of councillors' passports ○ Register of Interests queries (Robert Parkin) ○ Any declarations of acceptance of office (John Armstrong) <p>[Councillors' Development Steering Group members, if re-elected, and Group Leaders, if appointed, to attend]</p>	
<p>Wednesday 8 May 2019 12 noon</p> <p>(*additional opportunity for robe fitting from 10am)</p>	<p>Guildhall, High Street, Guildford</p>	<p>Annual Council Meeting</p> <p>(Election of the Mayor and appointment of the Deputy Mayor)</p>	<ul style="list-style-type: none"> • Managing Director <i>James Whiteman</i> • Council Solicitor and Monitoring Officer <i>Robert Parkin</i> • Democratic Services Manager <i>John Armstrong</i> • Committee Services
<p>Thursday 9 May 2019 7pm</p>	<p>Council Chamber</p>	<p>ICT Overview: Basic Connectivity/ Troubleshooting and ICT Policies</p>	<ul style="list-style-type: none"> • ICT <i>Adrian Hudson</i> • Committee Services

DATE, TIME	VENUE	EVENT	OFFICERS
Monday 13 May 2019 7pm	Council Chamber	Licensing Committee Training – Introduction Premises licensing under the Licensing Act 2003	<ul style="list-style-type: none"> • Trainer <i>James Button, Licensing Solicitor</i> • Environmental Health Manager <i>Justine Fuller</i> • Senior Litigation Solicitor <i>Bridget Peplow</i> • Committee Services
Tuesday 14 May 2019 7pm	Council Chamber	Mock Council Meeting	<ul style="list-style-type: none"> • Democratic Services Manager <i>John Armstrong</i>
Wednesday 15 May 2019 7pm	Council Chamber	Selection Council Meeting (Election of Leader, Committee Chairmen and appointments to committees)	<ul style="list-style-type: none"> • Managing Director <i>James Whiteman</i> • Council Solicitor and Monitoring Officer • <i>Robert Parkin</i> • Democratic Services Manager <i>John Armstrong</i> • Committee Services
Thursday 16 May 2019 7pm	Council Chamber	Planning Basics Training	<ul style="list-style-type: none"> • Planning Development Manager <i>Tim Dawes</i> <i>Paul Sherman</i> <i>Dan Ledger</i> <i>Jo Searle</i> <i>Meave Faulkner</i> • Senior Planning Solicitor <i>Sarah White</i> • Committee Services

DATE, TIME	VENUE	EVENT	OFFICERS
Monday 20 May 2019 7pm	Council Chamber Committee Room 1	Executive Advisory Board (TBC)	
Tuesday 21 May 2019 7pm	Council Chamber Committee Room 1	Executive	
Wednesday 22 May 2019 7pm	Council Chamber Committee Room 1	Planning Committee	
Thursday 23 May 2019 7pm	Council Chamber Committee Room 1	Overview and Scrutiny Training	<ul style="list-style-type: none"> • Trainer: John Cade (institute of Local Government Studies) • Committee Services
Wednesday 29 May 2019 7pm	Council Chamber Committee Room 1	Licensing Committee	
Thursday 30 May 2019 7pm	Council Chamber	General Data Protection Regulation (GDPR) for Guildford Borough Councillors	<ul style="list-style-type: none"> • Trainer: Graeme Fearon (Thrings Solicitors) • Committee Services

June

DATE, TIME	VENUE	EVENT	OFFICERS
Tuesday 4 June 2019 7pm	Council Chamber Committee Room 1	Overview and Scrutiny Committee	
Wednesday 5 June 2019 7pm	Council Chamber	Chairing Meetings	<ul style="list-style-type: none"> • Trainer <i>Mark Palmer South East Employers</i> • Committee Services
Thursday 6 June 2019 7pm	Council Chamber	Planning Basics Training (repeater session of 16 May 2019)	<ul style="list-style-type: none"> • Planning Development Manager <i>Tim Dawes</i> <i>Paul Sherman</i> <i>Dan Ledger</i> <i>Jo Searle</i> <i>Meave Faulkner</i> • Senior Planning Solicitor <i>Sarah White</i> • Committee Services
Monday 10 June 2019 7pm	Council Chamber	Ethical Standards Training	<ul style="list-style-type: none"> • Council Solicitor and Monitoring Officer <i>Robert Parkin</i> • Senior Planning Solicitor <i>Sarah White</i> • Democratic Services Manager <i>John Armstrong</i> • Committee Services

DATE, TIME	VENUE	EVENT	OFFICERS
Tuesday 11 June 2019 7pm	Council Chamber	Member/Officer Relations Training	<ul style="list-style-type: none"> • <i>Trainer: Jacqui Mansell</i> • <i>Committee Services</i>
Wednesday 12 June 2019 7pm	The Ash Centre	Ethical Standards Training for Parish Councillors (Western Parishes)	<ul style="list-style-type: none"> • Council Solicitor and Monitoring Officer <i>Robert Parkin</i> • Democratic Services Manager <i>John Armstrong</i>
Thursday 13 June 2019 7pm	Council Chamber Committee Room 1	<p>6.30pm – 8:00pm <u>Overview of Role of Corporate Governance & Standards Committee</u></p> <ul style="list-style-type: none"> • Terms of Reference of Committee • Role of the Committee • Internal and External Audit Processes <p><u>8:00pm meeting:</u> Corporate Governance and Standards Committee</p>	<ul style="list-style-type: none"> • Audit and Performance Manager <i>Joan Poole</i> • Director of Finance <i>Claire Morris</i> • Council Solicitor and Monitoring Officer <i>Robert Parkin</i> • Democratic Services Manager <i>John Armstrong</i>
Monday 17 June 2019 7pm	Council Chamber Committee Room 1	Executive Advisory Board (TBC)	
Tuesday 18 June 2019 7pm	Council Chamber Committee Room 1	Executive	

DATE, TIME	VENUE	EVENT	OFFICERS
Wednesday 19 June 2019 7pm	Council Chamber Committee Room 1	Planning Committee	
Thursday 20 June 2019 7pm	Council Chamber	Licensing Committee Training – Introduction <ul style="list-style-type: none"> • Hackney carriage and private hire driver/vehicle/operator licensing 	<ul style="list-style-type: none"> • Trainer <i>James Button, Licensing Solicitor</i> • Environmental Health Manager <i>Justine Fuller</i> • Senior Solicitor <i>Bridget Peplow</i> • Committee Services
Monday 24 June 2019 7pm	Council Chamber	Introduction to Local Government Finance	<ul style="list-style-type: none"> • Director of Finance <i>Claire Morris</i> • Committee Services
Tuesday 25 June 2019 7pm	Albury Village Hall	Ethical Standards Training for Parish Councillors (Eastern Parishes)	<ul style="list-style-type: none"> • Council Solicitor and Monitoring Officer <i>Robert Parkin</i> • Democratic Services Manager <i>John Armstrong</i>
Wednesday 26 June 2019 7pm	Council Chamber	Licensing Committee Training – Introduction <ul style="list-style-type: none"> • Premises licensing under the Licensing Act 2003 	<ul style="list-style-type: none"> • Trainer: <i>James Button, Licensing Solicitor</i> • Environmental Health Manager <i>Justine Fuller</i>

DATE, TIME	VENUE	EVENT	OFFICERS
		(repeat of session held on 13 May 2019)	<ul style="list-style-type: none"> • Senior Solicitor <i>Bridget Peplow</i> • Committee Services
<p style="text-align: center;">Thursday 27 June 2018 7pm</p>	<p style="text-align: center;">Council Chamber</p>	<p style="text-align: center;">General Data Protection Regulation (GDPR) for Parish Councillors</p>	<ul style="list-style-type: none"> • Trainer: <i>Graeme Fearon (Thrings Solicitors)</i> • Information Rights Officer <i>Ciaran Ward</i> • Council Solicitor and Monitoring Officer <i>Robert Parkin</i> • Committee Services

July

DATE, TIME	VENUE	EVENT	OFFICERS
Monday 1 July 2019 7pm	Council Chamber Committee Room 1	Executive Advisory Board (TBC)	
Tuesday 2 July 2019 7pm	Council Chamber	Equalities and Diversity Training	<ul style="list-style-type: none"> • <i>Trainer: Jacqui Mansell</i> • <i>Committee Services</i>
Thursday 4 July 2019 7pm	Council Chamber Committee Room 1	Executive Advisory Board (TBC)	
Tuesday 9 July 2019 7pm	Council Chamber Committee Room 1	Overview and Scrutiny Committee	
Wednesday 10 July 2019 7pm	Council Chamber	Licensing Committee Training – Introduction <ul style="list-style-type: none"> • Hackney carriage and private hire driver/vehicle/operator licensing (repeat of session held on 20 June 2019)	<ul style="list-style-type: none"> • Environmental Health Manager <i>Justine Fuller</i> • Senior Litigation Solicitor <i>Bridget Peplow</i> • Trainer <i>James Button, Licensing Solicitor</i> • Committee Services
Monday 15 July 2019 7pm	Council Chamber	Effective Meetings	<ul style="list-style-type: none"> • <i>Trainer: Jacqui Mansell</i> • Committee Services

DATE, TIME	VENUE	EVENT	OFFICERS
Tuesday 16 July 2019 7pm	Council Chamber Committee Room 1	Executive	
Wednesday 17 July 2019 7pm	Council Chamber Committee Room 1	Planning Committee	
Tuesday 23 July 2019 7pm	Council Chamber Committee Room 1	Health and Safety briefing prior to Council meeting (6:30pm) Council Meeting (7pm)	<ul style="list-style-type: none"> • Occupational Health and Safety Officer <i>Paul Osborn</i> • Managing Director <i>James Whiteman</i>
Wednesday 24 July 2019 7pm	Council Chamber Committee Room 1	Licensing Committee	
Thursday 25 July 2019 7pm	Council Chamber Committee Room 1	Corporate Governance and Standards Committee	

ACTION PLAN

The following actions are derived from South East Employers suggested improvement areas following the Council's recent assessment and sets out the ongoing work to maintain the high level of Councillor Development opportunities available to all councillors.

	Action	Timescale	Source/Reason	Responsibility	Action Taken
1.	To consider the opportunity for wider group membership and enhanced strategic focus.	May 2017	To ensure that the benefits gained from Member Development since councillors election to the Council are captured in the work of the Councillor Development Steering Group.	Councillor Development Steering Group	As of May 2017, the Steering Group membership was increased to seven members.
2.	To review the current Councillor Role Profiles and include a clear reference to the importance of member development.	December 2018	<p>To ensure that the 'Role Profiles' encourage every member to recognise the importance of participating in the Personal Development Planning process as well as recognising the future role of the councillor both in terms of 'professionalisation' and 'community engagement'.</p> <p>[The Assessment Team did not support the idea of training needs being identified at Political Group meetings and fed back to officers on an informal basis. A more rigorous approach was required whereby councillors had to complete a PDP. For example, officers or an external facilitator could co-ordinate meetings with councillors to facilitate the completion of their PDP].</p>	Councillor Development Steering Group and Committee Services	<p>The Steering Group reviewed the Councillor Role Profiles and a clear reference was included to the importance of member development. This is also included in the 'Guide to being a Councillor'.</p> <p>The Steering Group reviewed at its last meeting the PDP responses provided by councillors. The response rate required by SEE of 60% was achieved. The training needs of councillors have been tailored in line with the PDP responses for 2018-19. Key training needs include:</p> <ul style="list-style-type: none"> • Chairing Skills; • Dealing with the Media; • Use of Social Media; • Ongoing Licensing and Planning Committee training.
3.	To include in the Councillor	2018-19	To ensure that effective	Councillor	The Steering Group has included

	Action	Timescale	Source/Reason	Responsibility	Action Taken
	Development Work Programme links to leadership development courses hosted by the Local Government Association and Leadership Academy.		succession planning and leadership development systems are in place for councillors.	Development Steering Group and Committee Services	in the Councillor Development Work Programme links to leadership development courses hosted by the Local Government Association and Leadership Academy.
4.	To create a feedback form on the loop for those councillors attending external courses and where course materials are available to all councillors.	June 2018	To ensure that learning opportunities are made available to all councillors.	Councillor Development Steering Group and Committee Services	The Steering Group endorsed the creation of a post-course feedback form and is to be uploaded to the new Councillors' Pages that are now hosted on the Council's website, rather than the Intranet. Councillors will be notified about this shortly and asked to send committee services any relevant course materials.
5.	To explore options for increasing councillor attendance levels at training sessions. A potential suggestion is to provide more bite-sized training sessions prior to committee meetings such as the bite-sized training offered prior to Planning Committee meetings.	December 2017	To ensure that training is available to all councillors thereby encouraging more members to attend who have an increasing number of commitments.	Councillor Development Steering Group and Committee Services	The Steering Group wish to continue arranging training courses for councillors that are relevant to their needs, including bite-sized training prior to Planning Committee and Corporate Governance and Standards Committee meetings. This has proved to be successful in terms of increasing attendance at such training. The Steering Group would also like to explore options for sharing training with other local authorities and would prove useful especially after the elections in May 2019.
6.	To explore options to monitor the number of councillors viewing	2017-18	To ensure that the webcast of councillor training sessions is a	Councillor Development	The Steering Group explored options with Public-I our webcast

	Action	Timescale	Source/Reason	Responsibility	Action Taken
	<p>training webcasts.</p> <p>To explore options to evaluate councillors' knowledge following viewing training webcasts.</p>		<p>useful alternative means for councillors to access the training information. To also ensure that the training is providing value for money in councillor development.</p> <p>[Modern.gov do provide a system whereby councillors would be issued with a logon to access training webcasts. This would provide a means of monitoring how many and which councillors had viewed a given webcast. This would require an upgrade to our current system at an approx. cost of £1000 per annum.]</p>	Steering Group and Committee Services	<p>provider as to how we could monitor the number of councillors viewing training webcasts. Unfortunately, the costs proved prohibitive.</p> <p>The Steering Group approved the provision of an online learning tool called 'Learning Pool', which provides councillors with the opportunity of accessing core training modules such as:</p> <ul style="list-style-type: none"> • Chairing Meetings • Community Leadership • Data Protection • Equality and Diversity • Social Media • Public Speaking Skills • Safeguarding Adults • Safeguarding Children and Young People • Working with the Media • Your Role as a Councillor
7.	To create a brand and logo for member development.	2018	To ensure that the profile and importance of member development is raised.	Councillor Development Steering Group and Committee Services	The Steering Group agreed that the SEE logo was used on the Councillors' Pages of the website.
8	To consider an application and commitment to the Charter Plus standard.	2019	To demonstrate and build upon the commitment the Council has for the future development of its	Councillor Development Steering Group	The Steering Group will consider the benefits of applying for the Charter Plus assessment next

	Action	Timescale	Source/Reason	Responsibility	Action Taken
			councillors via the standards set by the Charter Plus.	and Committee Services	year.

Further work to be undertaken:

- To obtain councillors' views on the new Councillors' Pages that are now hosted on the Councils website, rather than the Intranet. The pages include access to information on forthcoming training events, links to recent training presentations and other useful information e.g. on data protection, FoI and Local Government Finance.
- To promote the 'Becoming a Councillor' sessions scheduled on 29 October 2018 and 11 February 2019 particularly through the 'beacouncillor.co.uk/guildford' website.
- To create an induction programme for the new councillors elected in May 2019.
- To update the 'Guide to being a Councillor' for the new councillors elected in May 2019.

Corporate Governance and Standards Committee Report

Ward(s) affected: All

Report of Director of Finance

Author: John Armstrong

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Date: 20 September 2018

Corporate Governance and Standards Committee Work Programme: 2018-19

Recommendation

That the Committee considers and approves its updated work programme for the remainder of the 2018-19 municipal year, as detailed in Appendix 1 to this report.

Reason for recommendations:

To allow the Committee to maintain and update its work programme.

1. Purpose of report

1.1 To enable the Committee to keep its work programme updated.

2. Updated work programme

2.1 The Committee's updated work programme for the remainder of the 2018-19 municipal year is set out in Appendix 1 to this report. The timing of the reports contained in the work programme is subject to change, in consultation with the Chairman. The items to be considered include decisions to be made by the Executive and/or full Council, with consideration of any comments or recommendations made by this Committee.

3. Financial Implications

3.1 There are no financial implications arising directly from this report.

4. Legal Implications

4.1 There are no legal implications arising directly from this report.

5. Human Resource Implications

5.1 There are no human resources implications arising directly from this report.

6. **Background Papers**

- Guildford Borough Council Forward Plan
- Corporate Management Team Forward Plan

7. **Appendices**

Appendix 1: Corporate Governance and Standards Committee work programme 2018-19

CORPORATE GOVERNANCE AND STANDARDS COMMITTEE DRAFT WORK PROGRAMME

29 November 2018

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Annual Audit Letter for 2017-18	To consider the Annual Audit Letter and Annual Governance Report for 2016-17	Executive: 8 January 2019	Claire Morris 01483 444827
Financial Monitoring 2018-19: Period 6 (April to September 2018)	To note the results of the Council's financial monitoring for the period April to September 2018	Corporate Governance and Standards Committee	Claire Morris 01483 444827
Summary of internal audit reports (April to September 2018)	To consider the summary of internal audit reports and progress on the internal audit plan for April to September 2018, including update on complaints to the Local Government Ombudsman for that period.	Corporate Governance and Standards Committee	Joan Poole 01483 444854
ICT Policy for Councillors	To consider the draft ICT Policy for Councillors and recommend its adoption by the Executive	Executive: 8 January 2019	Adrian Hudson 01483 444900
Appointment of Independent Persons 2019-2023	(1) To agree arrangements for the interviewing and selection of candidates for appointment as Independent Persons under section 28 of the Localism Act 2011; and (2) To agree allowances and expenses for Independent Persons	Corporate Governance and Standards Committee	John Armstrong 01483 444102
Appointment of Independent Members and Parish Members of the Corporate Governance and Standards Committee 2019-2023	(1) To agree arrangements for the interviewing and selection of candidates for appointment of up to three Independent Members of the Corporate Governance and Standards Committee (2) To note arrangements for the appointment of Parish Members to the Committee	Corporate Governance and Standards Committee	John Armstrong 01483 444102

CORPORATE GOVERNANCE AND STANDARDS COMMITTEE DRAFT WORK PROGRAMME

17 January 2019

Agenda item number: 8

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Treasury Management Annual Strategy Report 2019-20 and Prudential Indicators 2019-20 to 2023-24	To recommend to Council the adoption of the revised Treasury Management Strategy and prudential indicators	Executive: 22 January Council: 6 February 2019	Victoria Worsfold 01483 444834
Financial Monitoring 2017-18 Period 8 (April to November 2018)	To note the results of the Council's financial monitoring for the period April to November 2018	Corporate Governance and Standards Committee	Claire Morris 01483 444827
Annual report of the Monitoring Officer regarding misconduct allegations	(1) To note the cases dealt with; and (2) To advise the Monitoring Officer of any areas of concern upon which they would like further information and/or further work carried out.	Corporate Governance and Standards Committee	Monitoring Officer
Gender Pay Gap Report 2019-20	To note Council's gender pay gap	Corporate Governance and Standards Committee	Francesca Smith 01483 444014
Freedom of Information Compliance - Annual Report 2018	To consider the update report on the Council's performance in dealing with Freedom of Information requests.	Corporate Governance and Standards Committee	Ciaran Ward 01483 444072

CORPORATE GOVERNANCE AND STANDARDS COMMITTEE DRAFT WORK PROGRAMME

28 March 2019

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Discussions with those charged with governance	To agree the Committee's response to the external auditor's audit plan	Corporate Governance and Standards Committee	Claire Morris 01483 444827
External Audit Plan and Audit Update 2018-19	To approve the external audit plan for 2018-19, and to note the content of the External Auditor's update report and make any appropriate comments.	Corporate Governance and Standards Committee	Claire Morris 01483 444827
Financial Monitoring 2018-19 Period 10 (April 2018 to January 2019)	To note the results of the Council's financial monitoring for the period April 2018 to January 2019	Corporate Governance and Standards Committee	Claire Morris 01483 444827

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