

GUILDFORD BOROUGH COUNCIL



BILLINGTON MAYOR

Contact Officer:

John Armstrong, Democratic Services Manager
Tel: 01483 444102

25 November 2019

To the Councillors of Guildford Borough Council

You are hereby summoned to attend a meeting of the Council for the Borough of Guildford to be held in the **Council Chamber, Millmead House, Millmead, Guildford, Surrey GU2 4BB** on **TUESDAY, 3 DECEMBER 2019** commencing at 7.00 pm.

James Whiteman
Managing Director

Millmead House
Millmead
Guildford
Surrey GU2 4BB

www.guildford.gov.uk

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.

If you have any queries regarding webcasting of meetings, please contact Committee Services.



Guildford Borough Council

Millmead House, Millmead, Guildford, Surrey GU2 4BB

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.

Time limits on speeches at full Council meetings:	
Public speaker:	3 minutes
Response to public speaker:	3 minutes
Questions from councillors:	3 minutes
Response to questions from councillors:	3 minutes
Proposer of a motion:	10 minutes
Secunder of a motion:	5 minutes
Other councillors speaking during the debate on a motion:	5 minutes
Proposer of a motion's right of reply at the end of the debate on the motion:	10 minutes
Proposer of an amendment:	5 minutes
Secunder of an amendment:	5 minutes
Other councillors speaking during the debate on an amendment:	5 minutes
Proposer of a motion's right of reply at the end of the debate on an amendment:	5 minutes
Proposer of an amendment's right of reply at the end of the debate on an amendment:	5 minutes

AGENDA

1. APOLOGIES FOR ABSENCE

2. DISCLOSURES OF INTEREST

To receive and note any disclosable pecuniary interests from councillors. 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, the councillor must notify the Monitoring Officer of the details of the DPI within 28 days of the date of the meeting.

Councillors are further invited to disclose any non-pecuniary interest which may be relevant to any matter on this agenda, in the interests of transparency, and to confirm that it will not affect their objectivity in relation to that matter.

3. MINUTES (Pages 1 - 24)

To confirm the minutes of the meeting of the Council held on 8 October 2019.

4. MAYOR'S COMMUNICATIONS

To receive any communications or announcements from the Mayor.

5. LEADER'S COMMUNICATIONS

To receive any communications or announcements from the Leader of the Council.

6. PUBLIC PARTICIPATION

To receive questions or statements from the public.

7. QUESTIONS FROM COUNCILLORS

To hear questions (if any) from councillors of which due notice has been given.

8. **LOCAL COUNCIL TAX SUPPORT SCHEME 2020-21** (Pages 25 - 56)
9. **REVIEW OF COUNCILLORS' ALLOWANCES - REPORT OF THE INDEPENDENT REMUNERATION PANEL** (Pages 57 - 106)
10. **COMMUNITY GOVERNANCE REVIEW OF THE PARISHES OF EAST HORSLEY AND EFFINGHAM** (Pages 107 - 134)
11. **TAXI AND PRIVATE HIRE ENFORCEMENT - DELEGATIONS FOR SURREY JOINT WARRANTING** (Pages 135 - 142)
12. **SELECTION OF THE MAYOR AND THE DEPUTY MAYOR 2020-21** (Pages 143 - 146)
13. **MINUTES OF THE EXECUTIVE** (Pages 147 - 152)
14. **NOTICE OF MOTION DATED 26 SEPTEMBER 2019: ENVIRONMENTAL AUDIT** (Pages 153 - 166)
15. **NOTICE OF MOTION DATED 21 NOVEMBER 2019: MODERN SLAVERY**

In accordance with Council Procedure Rule 11, Councillor James Walsh to propose, and Councillor Angela Gunning to second, the following motion:

“Guildford Borough Council has embedded measures to address the evils of modern slavery in its safeguarding policy and procedures and we welcome this as an essential first step to tackling exploitation in Guildford.

However, with the number of people estimated to have been coerced into modern slavery nationally increasing tenfold between 2013 and 2016 – from 13,000 to 136,000 – we believe that a more proactive approach now needs to be taken by this council, in line with the 50 others – including Surrey County Council – that have signed up to the Charter against Modern Slavery.

Collectively, councils across the UK spend £40bn per year on procuring services from hundreds of contractors and sub-contractors and they oversee large supply chains in all areas of their business. As public bodies, accountable to the public, they have a duty to ensure that those supply chains do not hide the sins and iniquities of exploitation.

The Charter against Modern Slavery

By signing the Charter against Modern Slavery, Guildford Borough Council commits to:

1. Train its corporate procurement team to understand modern slavery through the Chartered Institute of Procurement and Supply's (CIPS) online course on Ethical Procurement and Supply.
2. Require its contractors to comply fully with the Modern Slavery Act 2015, wherever it applies, with contract termination as a potential

- sanction for non-compliance.
3. Challenge any abnormally low-cost tenders to ensure they do not rely upon the potential contractor practising modern slavery.
 4. Highlight to its suppliers that contracted workers are free to join a trade union and are not to be treated unfairly for belonging to one.
 5. Publicise its whistle-blowing system for staff to blow the whistle on any suspected examples of modern slavery.
 6. Require its tendered contractors to adopt a whistle-blowing policy which enables their staff to blow the whistle on any suspected examples of modern slavery.
 7. Review its contractual spending regularly to identify any potential issues with modern slavery.
 8. Highlight for its suppliers any risks identified concerning modern slavery and refer them to the relevant agencies to be addressed.
 9. Refer for investigation via the National Crime Agency's national referral mechanism any of its contractors identified as a cause for concern regarding modern slavery.
 10. Report publicly on the implementation of this policy annually.

Councils who sign this charter can access cost-free support through the Transparency in Supply Chains report (<https://tiscreport.org/>), an NGO that will monitor companies supplying the council in relation to their compliance with section 54 of the Modern Slavery Act 2015.

This Council resolves:

- (1) To sign the Charter Against Modern Slavery, which encompasses points 1 to 10 above, immediately to ensure that it does not inadvertently rely on exploitation and modern slavery in its use of suppliers.
- (2) To report back on progress to Full Council on an annual basis, one year from the date the Charter is signed and each year thereafter."

16. NOTICE OF MOTION DATED 22 NOVEMBER 2019: NATIONAL PLANNING POLICY FRAMEWORK

In accordance with Council Procedure Rule 11, Councillor Christopher Barrass to propose the following motion:

"The Council recognises that the National Planning Policy Framework (NPPF) has recently undergone a review.

However, with the now declared Climate Emergency (subsequent to that review), and the widespread support of the principle of building on brownfield before greenfield sites wherever possible, the Council requests the Secretary of State to hold an immediate further review of the NPPF to:

1. Better define "sustainable development" in the light of the declared Climate Emergency.
2. Better assist with brownfield delivery by granting councils simple effective powers to bring forward currently, as well as previously, used sites.
3. Amend Paragraph 145 of the NPPF which is having the unintended consequences in Greenbelt areas of enabling unrestricted building

of four bedroomed houses through 'infilling', yet at the same time preventing residents from having a simple extension or garage for their own home."

17. EXCLUSION OF THE PUBLIC

The Council is asked to consider passing the following resolution:

"That under Section 100A(4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information, as defined in paragraph 3 of Part 1 of Schedule 12A to the Act, which is information relating to the financial or business affairs of any particular person (including the authority holding that information)".

18. LEASE OF PROPERTY IN TOWN CENTRE (Pages 167 - 174)

19. COMMON SEAL

To order the Common Seal to be affixed to any document to give effect to any decision taken by the Council at this meeting.

GUILDFORD BOROUGH COUNCIL

Draft Minutes of a meeting of Guildford Borough Council held at Council Chamber, Millmead House, Millmead, Guildford, Surrey GU2 4BB on Tuesday 8 October 2019

- * Councillor Richard Billington (Mayor)
- * Councillor Marsha Moseley (Deputy Mayor)

- | | |
|----------------------------------|-------------------------------|
| Councillor Paul Abbey | * Councillor Ted Mayne |
| * Councillor Tim Anderson | * Councillor Julia McShane |
| * Councillor Jon Askew | Councillor Ann McShee |
| * Councillor Christopher Barrass | * Councillor Bob McShee |
| * Councillor Joss Bigmore | * Councillor Masuk Miah |
| * Councillor David Bilbé | * Councillor Ramsey Nagaty |
| * Councillor Chris Blow | * Councillor Susan Parker |
| * Councillor Dennis Booth | * Councillor George Potter |
| * Councillor Ruth Brothwell | * Councillor Jo Randall |
| Councillor Colin Cross | * Councillor John Redpath |
| Councillor Graham Eyre | * Councillor Maddy Redpath |
| * Councillor Andrew Gomm | * Councillor Caroline Reeves |
| * Councillor Angela Goodwin | * Councillor John Rigg |
| * Councillor David Goodwin | * Councillor Tony Rooth |
| * Councillor Angela Gunning | * Councillor Will Salmon |
| * Councillor Gillian Harwood | * Councillor Deborah Seabrook |
| * Councillor Jan Harwood | Councillor Pauline Searle |
| * Councillor Liz Hogger | * Councillor Patrick Sheard |
| * Councillor Tom Hunt | * Councillor Paul Spooner |
| * Councillor Gordon Jackson | * Councillor James Steel |
| * Councillor Diana Jones | * Councillor James Walsh |
| * Councillor Steven Lee | * Councillor Fiona White |
| * Councillor Nigel Manning | * Councillor Catherine Young |

*Present

CO59 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Ann McShee and Pauline Searle and from Honorary Freeman Jen Powell and Honorary Aldermen Keith Childs, Catherine Cobley, Clare Griffin, Jayne Marks, Terence Patrick, and Lynda Strudwick.

CO60 DISCLOSURES OF INTEREST

There were no disclosures of interest.

CO61 MINUTES

The Council confirmed, as a correct record, the minutes of the meeting held on 23 July 2019 and the adjourned meeting held on 31 July 2019. The Mayor signed the minutes.

CO62 MAYOR'S COMMUNICATIONS

Visit to Guildford of the Oberbergermeister of Freiburg

The Mayor reported that, in early September he and other council colleagues welcomed to Guildford the new Lord Mayor of Freiburg, Martin Horn and a delegation of councillors from our twin town. The visit, celebrating 40 years of twinning, provided an opportunity to showcase some of Guildford's most historic sites and prominent local businesses, share ideas regarding common challenges, and to strengthen our special partnership. Freiburg would be celebrating its 900th Anniversary in 2020 and arrangements were being made for Guildford to be represented in a number of planned projects to commemorate this special anniversary.

Charitable work

The Mayor reported that he had already received fantastic support from local groups and organisations, for his charities, particularly those who had confirmed their attendance at his first organised event, the charity night at The Shahin Tandoori Restaurant on Monday 14 October. The Mayor asked that anyone wishing to donate a prize for the raffle, should let Kate Foxton know.

Remembrance

The Mayor asked councillors to inform Kate Foxton if they would be able to spare some time for poppy selling on Friday 8 or Saturday 9 November, as there were still some time slots available.

CO63 LEADER'S COMMUNICATIONS

Wisley Garden Village application

The Leader commented that the Managing Director had circulated to all councillors his summary and conclusions in relation to the Wisley Garden Village application, which had been prepared in consultation with the Leader, Councillor Bigmore and Councillor Anderson. The Leader was pleased that the outcome of the review had indicated that there had been no wrongdoing in this case and that the Managing Director would fully implement any actions following on from the lessons learned. The Leader also reported that Garden Village status had not been granted in this case and so the matter was now closed.

The Leader was asked to expand a little more on the Wisley letter matter and to ask whether she was comfortable that Savill's had written the letter on behalf of the Council in respect of advice that the Council was providing. The Leader indicated that she did not have anything to add to the Managing Director's statement.

The Managing Director stated that although they had provided that template but in his conclusions he had accepted that the relationship with Savill's and the information they provided should have been made clearer. He reiterated the point that no wrongdoing had been found in respect of this matter, but there were some lessons to be learnt including being clearer about where we get information from.

Changes to the Executive

The Leader reported on recent changes to the Executive, both in terms of membership and portfolio responsibilities. The Leader also reported on how the Council intended to improve communication and awareness of Climate Change initiatives being developed by the Council and others in the Borough.

CO64 PUBLIC PARTICIPATION

The following persons addressed the Council meeting in respect of the matters indicated below:

- (1) Gavin Morgan, on behalf of Guildford Heritage Forum, in respect of Agenda Item 11 Guildford Museum Development Project – Update
- (2) David Burnett in respect of the Council's decision to sell the plot of land at Wharf Lane Garages

The relevant lead councillors responded to the statements.

CO65 QUESTIONS FROM COUNCILLORS

- (1) Councillor Bob McShee asked the Leader of the Council, Councillor Caroline Reeves, the following question:

“Now that Highways England (HE) have commenced the A3 improvements near the University interchange, I would ask the Leader of the Council if Guildford Borough Council can put pressure on HE to remove ‘Deadly Junction’ the Beechcroft Drive/A3 Junction

I recently went on a tour of the University of Surrey and asked a member of their staff about this junction and was told that the University had agreed some years ago to join Beechcroft Drive to an access road on the University’s land.

As the University is willing to co-operate to remove this unsafe junction, I enquire if the Council can liaise with HE and the University to resolve this long outstanding safety issue.”

The Leader of the Council’s response was as follows:

“The Council has been liaising with Highways England, its predecessor the Highways Agency, Surrey County Council, Anne Milton MP, the University of Surrey and the Beechcroft Drive Residents Association over a number of years with respect to the potential closure of the Beechcroft Drive junction with the A3 and the provision of an alternative access for vehicles.

In 2015, Guildford Borough Council commissioned consultants to prepare outline highway design options and cost estimates for providing an alternative access to Beechcroft Drive (a private road). The options involved the improvement and/or diversion of the farm track which links Beechcroft Drive to the private network of roads on the University of Surrey’s Manor Park campus. This would then allow onward motorised vehicle travel to Egerton Road (a road forming part of Surrey County Council’s Local Road Network) via Gill Avenue (also a private road, which is controlled by the Royal Surrey County Hospital). These options would, if realised, have allowed for the closure of the Beechcroft Drive junction to the A3 Guildford bypass.

These highway design options have been considered in a number of meetings and conversations over several years with representatives of Highways England, Surrey County Council, the MP, the University, and the Beechcroft Drive Residents Association.

As of March 2019, Highways England has advised that it will not be providing an alternative access. We understand that Highways England would, however, consider options for facilitating a joint project.

The key stumbling block at the present time is the significant funding that would be required to provide for the alternative access and a commuted sum for its future maintenance.”

Councillor Caroline Reeves
Leader of the Council

Arising from a supplementary question, the Leader indicated that she could not give the actual figure in respect of the significant funding referred to in her answer, but agreed that this junction was particularly dangerous. Considerable time had been spent trying to resolve the issue but unfortunately funding from Highways England and Surrey County Highways had been withdrawn. The Leader indicated that the Council should try to ensure that any planning applications that might come forward could find a way of creating this much needed road for residents at Beechcroft Drive.

A further question asked the Leader to reconsider how best to move forward in respect of finding a solution to this issue given that the University had insisted on any new access road to

Beechcroft Drive should be wide enough for buses and two lanes, rather than a simple track as required by the residents. The Leader stated that Highways England had insisted on the high specification for the road, but as there currently were no sources of funding for its construction, the project could not be taken forward.

- (2) Councillor Bob McShee asked the Lead Councillor for Major Projects, Councillor John Rigg, the following question:

“Could the Lead Councillor for Major Projects please provide an update on the funding strategy in respect of the Weyside Urban Village project?”

The Lead Councillor’s response was as follows:

“The funding strategy for the Weyside Urban Village project is as outlined at the two Financial Briefing sessions for all councillors, which were held on 7 August and 4 September 2019. A copy of the presentation was subsequently emailed to all councillors.

Grant applications have been made to the Housing Infrastructure Fund and the M3 LEP for £52.3m and £7.5m respectively. The Business Case sets out a base case whereby project costs are funded by plot sale land receipts”.

Councillor John Rigg
Lead Councillor for Major Projects

- (3) Councillor Ramsey Nagaty asked the Lead Councillor for Planning, Regeneration, and Housing Delivery, Councillor Jan Harwood, the following question:

“Can the Lead Councillor for Planning, Regeneration, and Housing Delivery please comment on the summary below, extracted from Guildford Borough Council data included in the approved Local Plan and public documents since that date.

In particular, please can he:

- a) Provide updated information on the latest estimates (estimates are the highlighted figures, which are also flagged via footnotes), so that the net oversupply within the Local plan can be quantified? By our estimates, Guildford is building 70% more homes than it needs, all on green fields, which is an environmental disaster. None of this is needed, as set out in the summary below.*
- b) Explain why the Brownfield review that was agreed on the last full Council meeting has not yet been started, given that relatively little brownfield land supply could prevent the need to build on any greenfield sites at all, including on the countryside beyond the Green Belt in Ash and Tongham?*

Summary showing systemic oversupply by Guildford, including unnecessary use of green field sites

Estimates are highlighted for comment.

<i>Commitments as at 1.4.2018 (18 months ago)</i> ¹	<i>p25 LP</i>	3675**
<i>Local authority sites not allocated</i>	<i>p25 LP</i>	620
<i>Guildford including SARP (Slyfield)</i>	<i>p26 LP</i>	1399
<i>Guildford town centre</i>	<i>p26 LP</i>	863
<i>Within villages</i>	<i>p26 LP</i>	154
<i>Ash & Tongham urban area</i>	<i>p25 LP</i>	44
<i>Previously developed land in the Green Belt</i>	<i>p26 LP</i>	195
<i>GBC estimate for windfalls (NOTE – low!)</i>	<i>p25 LP</i>	750
<i>Site approved but omitted from local plan subtotals – Bell & Colvill site</i>		40
Subtotal per Local Plan of approved land in settlements		7740
Amendments to this subtotal:		
<i>Slyfield – understatement of housing number compared to application to HMG – all GBC numbers</i>		101
<i>Student homes – at date of local plan: 2,100 student units with existing planning permission divided by 3 to give home equivalents as at 1.4.18²</i>		700
<i>New student planning permissions approved as windfalls in planning committee since 1.4.18 (underestimate?)³</i>		290**
Existing planning permissions and urban sites as identified by GBC		8841
<i>Further planning permissions and completions since 1/4/18</i>		500^{4**}
<i>THIS IS AN ESTIMATE - number to be confirmed</i>		
		9341
<i>Incremental historic windfalls compared to planning allocations [underestimate?]</i>		200^{5**}
<i>Anticipated future incremental windfalls</i>		500 ⁶
Total scope for urban sites		10041
<i>Required capacity from urban brownfield</i>		637
<i>LOW ESTIMATE - see below for illustration of supply</i>		

¹ This was the subject of a question at the last Full Council meeting, and also an FOI request, to give a number updating the number provided in the Local Plan as at 1/4/18. No update has yet been provided either by the Lead Councillor (despite undertakings to do so) nor by the planning department.

Given that the Inspector approved the plan in February 2019, and no update was provided, was this a breach of due process, since it is therefore demonstrable that the current capacity of brownfield land was not considered either by GBC or by the Inspector at the time that the plan was approved?

² Number per extant planning permissions at 1.4.18 –to be updated using GBC data

³ Estimate based on planning committee notes, but likely to be significantly higher given recent permissions. Current information will be required to confirm the estimate

⁴ This is the uplift to 3674 to reflect the question which has not yet been answered which was referred to in Footnote 1.

⁵ There was considerable uplift in some approved permissions compared to original allocations; it may be useful to express this as a windfall component so that this can be extrapolated for the rest of the plan period, but not that the total uplift of footnote 4 and footnote 5 is the uplift to footnote 1, i.e. new permissions and completions

⁶ Extrapolated windfalls for the remainder of the (future) plan period

Total requirement met without use of Green Belt land

10678

It can be seen that the total approved target requirement for homes within the borough of Guildford could hypothetically be met by finding 637 homes on urban brownfield sites in addition to sites in the urban area and on previously developed land. There is no need for any greenfield sites at all, and certainly no sites on green belt land.

This need for 637 homes could, hypothetically, be met as follows:

Urban supply capacity NOT included in Local Plan could be (illustrative, pending brownfield review/Masterplan):

North Street - additional homes per GBC estimate	400
Debenhams - estimate of additional homes per anecdotal comment	200
Walnut Tree Close/Woodbridge Meadows - estimate	400**
IE urban area can meet shortfall re housing need	800

At the time of the Examination in Public, it was clear already that there had not been a brownfield appraisal in relation to sites which could and should be considered for the plan, nor was the plan updated for the acknowledged revision of sites at North Street.

*No need has been demonstrated for ANY release of Green Belt land either by inseting villages, development around villages or strategic sites. The **excess supply**, all of which attacks Green Belt land, can be expressed as follows:*

Gosden Hill	1700
Blackwell Farm	1500
Keens Lane (planning permission now granted for 141 homes and 70 care home places)	150
Former Wisley Airfield	2000
Development around villages	945
Land inset in villages	252
Net oversupply	6547

Percentage oversupply using Green Belt land 61.31%

Add in countryside beyond the Green Belt (Ash & Tongham) 885

Building on green field sites

7432

Percentage oversupply using green field sites

69.60%

*i.e. we are building **approximately 70% too many homes**, all of which are on green fields. This is in breach of our undertaking to reduce our carbon footprint.*

Note: Keens Lane has now been granted planning permission, unfortunately, but it is indicative of the inappropriate and planned Green Belt utilisation which was not required or justified in preparing the original plan.

In fact, that component now represents a further determined supply of 141 homes and 70 care home places, so the shortfall relative to extant planning permissions and urban supply, and the justification for further Green Belt incursion, is still less.

Similarly, Tannery Lane has now obtained planning consent for 75 homes (compared to 60, an uplift of 25%), and unless overturned it too will represent a significant oversupply. Note in that decision that there was a 25% uplift compared to the original site allocation, so the 70% oversupply indicated above could be in fact even higher – 25% uplift on 70% would give an overall uplift of 87.5% compared to the objectively assessed housing target, which already meets all of Guildford’s objectively assessed housing need.

There is a requirement to demonstrate a 5-year land supply. However, this could have been easily demonstrated by the Planning department within existing urban sites and planning permissions since these substantially already exceed the annual requirement x 5 plus a buffer”.

The Lead Councillor’s response was as follows:

“In response to part a) of Councillor Nagaty’s question, planning officers have previously responded that the information will be shared with him as soon as it is available. It is considered to be important that finalised data, which informs the Council’s housing supply position is not released in a piecemeal manner and that it is rigorously checked by officers prior to publication. One of the key reasons for this rigour is to ensure that the data forming the basis for the Council claiming a 5-year housing land supply is robust and can be relied on as a basis to refuse inappropriate applications and defend planning appeals, including on green belt sites, where claims may be made to the contrary.

The Council does not update the 5-year housing land supply on a day to day or week to week basis. The Council’s 5-year supply is currently set at the figure the Inspector used in his report at 5.93 years of supply until 31 October 2019. After this date the plan is no longer considered to be ‘recently adopted’ and officers are working on the latest figure based on completions and permissions and other data informing the deliverability of sites post the information provided at the examination. Officers anticipate having information by mid-October and would then share with Lead councillors prior to publishing. Prior to this, we will ensure that we review the figures provided by Councillor Nagaty relevant to our housing supply position and check for any discrepancies.

In terms of the summary provided by Councillor Nagaty, including the statement that headroom (characterised as ‘oversupply’ in the summary) above the housing requirement is not needed, without comprehensively addressing the claim or figures provided, it is important to bear in mind the following:

- *The Local Plan has been subject to thorough examination, which considered whether exceptional circumstances were in place to justify the release of green belt land. This occurred in the context of headroom in the Plan’s housing supply. The reasons provided by the Planning Inspector to justify his conclusions in this regard are included in his report.*
- *The Local Plan process provided the opportunity to put forward deliverable brownfield sites. None were provided to the satisfaction of the Inspector.*
- *Greenfield / former green belt sites will contribute significantly to delivery in the first 5 years of the plan and the prospects of maintaining a robust rolling 5-year housing land supply. This includes more than 1,600 (affordable and market) homes that are characterised as “excess supply” in the summary. Concurrently, much of the supply included on urban and brownfield sites as shown in the summary is not considered deliverable in years 1-5 of the Plan.*
- *The figures provided only look at overall supply across the plan period – it does not attempt to look at the supply of homes necessary to demonstrate a five-year supply of homes. The Council is required to demonstrate a rolling five-year housing land supply. The number of homes necessary to meet this must address the shortfall that has accrued since the start of the plan period and include a 20% buffer. Without a five-year supply of housing, relevant Local Plan policies will be considered out of date*

and the Council will be vulnerable to alternative speculative development, including in Green Belt locations. Much of the supply that the summary table includes is not going to be delivered within the first five years. It is therefore misleading to concentrate simply on overall supply when it is the delivery of homes within this rolling five-year period that is the most important factor to consider in determining whether the plan is robust and can remain up to date.

- *It is necessary to avoid counting housing supply beyond the plan period (as it appears has occurred in the summary with regard to the 'understatement of housing' relating to Slyfield) in determining supply.*
- *It is necessary to ensure that sites included in the Council's housing supply are deliverable and / or developable as defined within the NPPF (e.g. considering limitations on more vulnerable uses such as housing in areas of flood risk).*
- *Including an altered windfall allowance as part of the Council's housing supply from what was accepted at the time of the Local Plan would need to be justified and supported by evidence in order to stand up to scrutiny – officers are considering the position in this regard and will include any revisions in the revised Land Availability Assessment (LAA).*
- *Reductions (as well as gains) in relation to anticipated housing yields need to be considered in supply calculations based on new evidence. Furthermore, flexibility in supply is important in the event of any future slippage in anticipated housing delivery.*

In response to part b) of Councillor Nagaty's question, the current Brownfield Land Register was published in December 2018, following the first version in December 2017.

The Council is currently producing an updated LAA. The LAA necessarily reviews the development potential of all brownfield sites that have been submitted for assessment to the Council and it:

- *identifies land with potential for development for housing and employment, and other uses;*
- *assesses the land's potential capacity with regard to the physical and policy contexts for the site;*
- *assesses when a site is likely to be developed based on the definitions provided in the NPPF.*

The revised LAA will be available before the end of October. Where appropriate, brownfield sites included in the LAA are also included in the Council's Brownfield Land Register. The Register comprises a list of Previously Developed (or Brownfield) sites that have the potential to accommodate residential development and are suitable, available and achievable. Submission of sites for consideration for the Brownfield Land Register and/or Land Availability Assessment (LAA) can occur at any time during the course of the year. Officers have also undertaken desk-based exercises to identify potential brownfield sites in addition to those submitted. The full methodology will be published as an appendix to the revised LAA. The updated Brownfield Land Register is anticipated to be published by December 2019 at the latest."

Councillor Jan Harwood
Lead Councillor for Planning, Regeneration, and Housing Delivery

Further supplementary questions were asked enquiring as to:

- (a) the extent of the substantial over supply;
- (b) whether the Lead Councillor agreed or disagreed with the position in relation to the alleged over supply that this had been part of the process of the Local Plan at the examination in public and that the Inspector had insisted that it was necessary to make the local Plan adoptable;

- (c) how the lead councillor believed that the assertion that no deliverable brownfield sites were provided to the satisfaction of the inspector was actually discussed at the examination in public;
- (d) why there was no recollection at the examination in public that a Brownfield Land Register had been published in December 2018 and why it had not been made available to councillors or to the public or as part of any public consultation.

In response, the Lead Councillor stated that it was not a matter for him to decide the soundness of the Local Plan or to make a decision on whether the supply numbers put forward were robust as that was the Inspector's decision, and he had made his position clear. The Lead Councillor also confirmed that the relevant local plan documents were all available and the consultation processes were followed.

- (4) Councillor John Redpath asked the Lead Councillor for Planning, Regeneration, and Housing Delivery, Councillor Jan Harwood, the following question:

“At the last Council meeting it was unanimously agreed to do a Town Centre Masterplan and to appoint best in class external advisers. Can the Lead Councillor for Planning, Regeneration, and Housing Delivery please confirm exact progress made, when we can see the draft brief to external consultants and can a target date for their appointment be supplied on which the Council can rely?”

The Lead Councillor's response was as follows:

“I believe that the answers to Councillor Redpath's question were covered in a detailed response to a question raised by Councillor Angela Gunning at the Council meeting on 23 July 2019 (see Minute CO25: pages 4 – 6 of the Council agenda), save for an indication of progress since what was then reported under “What is the timetable?” (point 3 of Councillor Gunning's question).

In this regard, the following progress is noted:

- *Inception meeting with service provider for initial engagement conducted*
- *Stakeholder engagement (scoping survey) initiated – October 2019”*

Councillor Jan Harwood
Lead Councillor for Planning, Regeneration, and Housing Delivery

Further supplementary questions were asked enquiring as to whether:

- (a) whether the Lead Councillor would answer the specific points regarding progress being made and to provide an estimated date when councillors can see a draft brief, and a target date for the appointment of the consultants;
- (b) whether the comprehensive draft masterplan prepared by Allies and Morrison was still being used or taken forward in any form
- (c) when councillors can expect an update on this

In response, the Lead Councillor stated that progress had been noted in his written response in respect of the inception meeting and stakeholder engagement. He indicated that until the Council had consulted sufficiently and understood the parameters, it would not be appropriate to set a briefing and that he would be working with Councillor Rigg to progress the matter as expeditiously as possible.

The Lead Councillor indicated that there were many aspects of the Allies and Morrison master plan that were useful and could be utilised it. The focus was now on deliverability.

The Lead Councillor for Major Projects stated that he hoped that the Town Centre Master Plan would take the best of the plans previously prepared by Allies and Morrison, the Guildford

Vision Group, and the Council. There were many things which had not been addressed in previous plans, for example transport infrastructure, congestion, pollution, and opening up the riverside. The Council would be seeking to appoint best in class masterplanners with a view to delivering a plan, which would identify sites which could be brought forward within months of adoption.

CO66 E-PETITION: NEW PARKING RESTRICTIONS AT KINGSTON MEADOWS CAR PARK, EAST HORSLEY

Councillors noted that, in January 2018, the Executive had approved a proposal to extend parking restrictions to Council-owned parks, including Kingston Meadows Car Park in East Horsley. These measures had been taken to improve access to parking for local clubs and societies, in particular the village hall, and users of the park's facilities.

On 8 July 2019, an e-petition was launched on the Council's website requesting the Council to immediately suspend the 'no return same day' restriction at Kingston Meadows Car Park. This e-petition received in excess of 500 signatures and under the Council's adopted Petition Scheme required the Council to debate the matter raised by the e-petition and to indicate to the e-petition organiser what action, if any, the Council proposed to take in response.

In accordance with the Council's petition scheme, the e-petition organiser Susan Murray, made a statement to the Council in support of the e-petition.

The petition had stated the following:

"We the undersigned petition Guildford Borough Council to immediately suspend the Kingston Meadows Car Park 'no return same day' restriction, which is unfairly restricting genuine users of the Medical Practice, East Horsley Village Hall and Kingston Meadows Park from using these facilities in the manner for which they were intended. These new restrictions are causing unnecessary hardship to individuals, young families, surgery patients, U3A, Wheel of Care and other local interest groups."

In her supporting statement accompanying the e-petition, the e-petition organiser had stated:

"We believe that further consultation is needed between GBC, EHPC, WHPC and local interest groups to determine a suitable and proportionate parking order that prevents commuters from using the car park, whilst simultaneously ensuring that the needs and interests of local residents are met."

The Lead Councillor for Waste, Licensing, and Parking, Councillor David Goodwin proposed and the Lead Councillor for Finance and Asset Management, Customer Service, Councillor Joss Bigmore seconded the following motion for the purpose of the Council's formal response to the e-petition:

"That the Council's response to the e-petition is as follows:

That the Executive be requested to consider the following:

- (1) To ask officers to review the parking order through the statutory Traffic Regulation Order (TRO) process as soon as practicable
- (2) To agree that the existing TRO remains in place until it is replaced
- (3) To implement a parking control that safeguards the use of the car park for park users
- (4) To agree that a revised control considers the following parameters:
 - (a) Removal of the no return element
 - (b) One free period of 4 hours each day per visitor within the hours of control (including allowing returns at no charge within the free period) and the ability to charge for

- additional hours for any time in excess of the free period or for any separate parking event outside of the free period in the same day
- (c) Restrictions that apply Monday to Friday (not at weekends and bank holidays)
 - (d) Enforcement times of 9am to 6pm

with the final TRO to be issued for consultation being agreed by the Director of Environment, in consultation with the Lead Councillor for Countryside, Rural Life, and the Arts and the Lead Councillor for Waste, Licensing, and Parking”.

Before the vote was taken on the motion, Susan Murray exercised her right of reply on the debate. The Council

RESOLVED: That the Council’s formal response to this e-petition, as set out above, be approved.

CO67 E-PETITION: NEW PARKING RESTRICTIONS AT SUTHERLAND MEMORIAL PARK CAR PARK, BURPHAM

Councillors noted that, in January 2018, the Executive had approved a proposal to extend parking restrictions to Council-owned parks, including Sutherland Memorial Park car park in Burpham. These measures had been taken to improve access to parking for local clubs and societies and users of the park’s facilities.

On 22 July 2019, an e-petition was launched on the Council’s website requesting the Council to remove the new parking charges and restrictions at Sutherland Memorial Park car park. This petition received in excess of 500 signatures and under the Council’s adopted Petition Scheme required the Council to debate the matter raised by the e-petition and to indicate to the e-petition organiser what action, if any, the Council proposed to take in response.

In accordance with the Council’s petition scheme, the e-petition organiser Richard Smee, made a statement to the Council in support of the e-petition.

The petition had stated the following:

“We the undersigned, petition Guildford Borough Council to remove the newly introduced parking charges and “no return same day” restrictions at Sutherland Memorial Park, Burpham.”

In his supporting statement accompanying the e-petition, the e-petition organiser had stated:

“The parking at Sutherland Memorial Park has been used for many years by parents of the local primary school as a parking area to enable them to drop off and collect their children without having to use the heavily congested Burpham Lane.

Following the introduction of the “no return same day” parking restrictions at the car park, it is no longer possible to use the car park for both drop-offs and pick-ups without paying the full £9 parking fee.

The restrictions are therefore expected to lead to an increase in the volume of cars driving down Burpham Lane directly to the school as people seek to avoid these charges. This increase in traffic is expected to pose a much higher risk of injury to those children that cycle or walk to the school, as well as cause a decrease in air quality in the immediate area.

Additionally, the parking has also historically been used by the staff at Burpham Primary School due to there being limited onsite parking, and the newly introduced restrictions will therefore lead to an increased financial burden on some of the staff that work there. The

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school currently enjoys an “Outstanding” overall Ofsted grade, and anything that impacts upon the school’s ability to attract or retain staff could potentially jeopardise this achievement.

It is feared that the impact of the newly introduced parking restrictions will therefore be detrimental to the Burpham community and will adversely affect the younger members of the community the most.

This petition has been created with the aim of requesting that the Council consider the wider impact of the current restrictions on the Burpham community and remove the newly introduced restrictions and charges.”

The Lead Councillor for Waste, Licensing, and Parking, Councillor David Goodwin proposed and the Lead Councillor for Finance and Asset Management, Customer Service, Councillor Joss Bigmore seconded the following motion for the purpose of the Council’s formal response to the e-petition:

“That the Council’s response to the e-petition is as follows:

That the Executive be requested to consider the following:

- (1) To ask officers to review the parking order through the statutory Traffic Regulation Order (TRO) process as soon as practicable
- (2) To agree that the existing TRO remains in place until it is replaced
- (3) To implement a parking control that safeguards the use of the car park for park users
- (4) To agree that a revised control considers the following parameters:
 - (a) Removal of the no return element
 - (b) One free period of 5 hours each day per visitor within the hours of control (including allowing returns at no charge within the free period) and the ability to charge for additional hours for any time in excess of the free period or for any separate parking event outside of the free period in the same day
 - (c) Restrictions that apply Monday to Friday (not at weekends and bank holidays)
 - (d) Enforcement times of 9am to 5pm

with the final TRO to be issued for consultation being agreed by the Director of Environment, in consultation with the Lead Councillor for Countryside, Rural Life, and the Arts and the Lead Councillor for Waste, Licensing, and Parking.”

After the debate on the motion, but before the vote was taken on it, Richard Smee exercised his right of reply on the debate.

The motion was then put to the vote and was lost.

Councillor George Potter proposed, and Councillor Steven Lee seconded the following alternative motion:

“That the Council’s response to the e-petition is as follows:

That the Executive be requested to consider the following proposal:

To temporarily cease enforcement of the Traffic Regulation Order (TRO) at Sutherland Memorial Park Car Park and undertake a review as part of the annual parking business plan, such review to include consideration of options based on upon the following:

Maintaining the car park for park visitors:

- (a) Maintain the restrictions in the current TRO with the exception of removing the no return and replacing it with display of a valid ticket.

Making the car park available for community use:

- (b) Revoke the Order (and return to allowing all day free parking to all), except for the enforcement of anti-social parking, through a new TRO.
- (c) Change the time the order applies from 6am to 5pm weekdays to between 10 am and 5pm, maintaining five hours free (providing time for dropping off, dog walking and additional visits later in the day), as well as unlimited visits after 5pm. The no return would be removed and changed to display of a ticket. This would still restrict motorists from parking all day prior to when the ticket machine issues tickets (10am) and charges would apply to park beyond the five-hour free period.”

The Council

RESOLVED: That the Council’s formal response to this e-petition, as set out in the alternative motion above, be approved.

CO68 REVIEW OF ALLOCATION OF SEATS ON COMMITTEES: 2019-20

The Council received the report of the proper officer (Democratic Services Manager) on the review of the allocation of seats on committees consequent upon Councillor Gordon Jackson’s resignation from the Conservative Group on 16 September 2019. The political balance on the Council was now:

Guildford Liberal Democrats: 17
Residents for Guildford and Villages: 16
Conservatives: 8
Guildford Greenbelt Group: 4
Labour: 2
Independent: 1

Under Council Procedure Rule 23, whenever there was a change in the political constitution of the Council, the Council must, as soon as reasonably practicable, review the allocation of seats on committees to political groups.

Upon the motion of the Leader of the Council, Councillor Caroline Reeves, seconded by the Deputy Leader of the Council, Councillor Fiona White, the Council

RESOLVED: That the Council approves the calculation of numerical allocation of seats on committees to each political group and to the independent member for the remainder of the 2019-20 municipal year, as set out in the table below:

Committee	Lib Dem	R4GV	Con	GGG	Lab	Ind
Total no. of seats on the Council	17	16	8	4	2	1
% of no. of seats on the Council	35.42%	33.33%	16.67%	8.33%	4.17%	2.08%
Corp Gov & Standards Cttee (7 seats)	2	2	1	1	1	0
Employment Cttee (3 seats)	1	1	1	0	0	0
Community EAB (12 seats)	4	5	2	1	0	0
Place Making & Innovation EAB (12 seats)	4	4	1	1	1	1
Guildford Joint Cttee (10 seats)	4	3	2	1	0	0
Licensing Cttee (15 seats)	6	5	2	1	0	1
Overview & Scrutiny Cttee (12 seats)	4	4	2	1	1	0
Planning Cttee (15 seats)	5	5	3	1	1	0
Total no. of seats on committees (Total: 86)	30	29	14	7	4	2

Reason:

To enable the Council to comply with Council Procedure Rule 23 in respect of the appointment of committees and with its obligations under the Local Government and Housing Act 1989 in respect of the political proportionality on its committees.

CO69 GUILDFORD MUSEUM DEVELOPMENT PROJECT

The Council noted that the development of a new museum was a transformational project of substantial cultural impact and influence aimed at making a significant positive contribution to Guildford's attraction as a place to live, work, play, and be creative.

Since March 2019 when this matter had previously been reported to the Executive, work had continued to refine the project scope, reduce risk and cost uncertainty, and develop a funding strategy to deliver the scheme.

The project was currently at RIBA stage 2 with considerably more technical input required and a detailed design to be developed in order to move to RIBA stage 4 which would provide greater cost certainty. These factors were reflected in the current high cost estimate that included a £3million contingency allocation.

The Council had approved £1.2 million to progress the project to RIBA Stage 4 and there remained a further £5.4 million in the provisional budget as a contribution to the total estimated cost of £18 million.

An 'Expression of Interest' for funding of up to £4 million had been made to the National Lottery Heritage Fund (NLHF) in August 2019. If the NLHF's criteria were met, the Council would be invited to submit a full funding application and be notified of the result in March 2020. It was then intended to seek additional external funding during 2020-21 and to begin implementing the organisational structures to optimise the fundraising efforts. This would include setting up a

charitable entity to apply for and manage other funds and the establishment of a Fundraising campaign team.

To facilitate the project, the museum would need to retain its accredited status by applying to Arts Council England. The Museum Accreditation Scheme was the UK industry standard for museums and galleries. The standard demonstrated that the museum complied with best practice to protect the collection for the future.

As part of the process, the Council needed to submit adopted up-to-date policies and plans. To date Officers had updated the Museum's Forward Plan, Collections Development Policy, Documentation Policy and Access Policy to ensure that they met the accreditation requirements and were aligned with the aspirations of the new museum.

Building new partnerships and collaborations was a key part of this project and, to date, had included the University of Surrey, Surrey Archaeological Society, Surrey Infantry Museum Regiment, Friends of Guildford Museum, Guildford Heritage Forum, other local heritage attractions, the Carrollian Wonderland Trust and local satellite/gaming companies.

At its meeting held on 24 September 2019, the Executive had considered this matter and had:

- (1) Approved the revised scope of the project
- (2) Approved the Funding Strategy and appointment of fundraisers to implement the strategy
- (3) Delegated authority to adopt policies required for the Museum Accreditation to the Director of Environment in consultation with the Lead Councillor.
- (4) Confirmed its support for the applications to National Lottery Heritage Fund (NLHF) and other funding bodies as they arise.
- (5) Authorised the Director of Environment to prepare an asset disposal strategy for Castle Cottage and 39 Castle Street (Victorian School Room) and to ring-fence the capital receipts from the disposal to pay for the museum redevelopment.
- (6) Approved the establishment of a registered charity to facilitate fundraising and receive donations from Trusts and other funders.

The Council considered a report which sought further approvals to support future work on the Guildford Museum development project.

Upon the motion of the Lead Councillor for Tourism, Leisure, and Sport, Councillor James Steel, seconded by the Leader of the Council, Councillor Caroline Reeves, the Council

RESOLVED:

- (1) That a capital supplementary estimate of £11.8million to be funded by external grants and contributions from National Lottery Heritage Fund (NLHF) and other private trusts and donors as per the funding strategy, be approved.
- (2) That the Council agrees to underwrite the non-NLHF fundraising target of £7.8million and notes the risks associated with doing this as set out in paragraph 8.16 of this report, in particular to agree that if there is a shortfall in external funding then the Council will need to fund it from general fund borrowing and find additional service savings in order to fund the borrowing costs.

Reason:

To enable the Guildford Museum development to proceed.

CO70 REVIEW OF POLLING DISTRICTS AND POLLING PLACES

The Council considered a report on a number of recommendations arising from the recent review of polling districts and polling places undertaken by the Electoral Services Manager. This statutory review, which was based on polling districts and polling places for parliamentary elections, had to be carried out during the 16-month period commencing 1 October 2013 and every fifth year thereafter.

The consultation period commenced on 14 January and ended on 5 April 2019. A screening Equality Impact Assessment (EIA) had been carried out but a full EIA was not considered to be appropriate.

Although no changes had been recommended to any of the polling districts, a number of changes had been proposed in respect of designated polling places, as described in the report.

Upon the motion of the Leader of the Council, Councillor Caroline Reeves, seconded by the Deputy Leader of the Council, Councillor Fiona White, the Council

RESOLVED:

- (1) That no changes be made to polling districts, and that, subject to the changes set out in paragraphs (2) to (9) below, no changes be made to existing designated polling places.
- (2) That the designated polling place in polling district B1 Christchurch (North) within the Christchurch Ward be changed from Burchatts Farm Barn to the Urban Saints building, Stoke Park, London Road, Guildford.
- (3) That the designated polling place in polling districts C3 Friary (West) & C4 Friary (East) within the Friary & St Nicolas Ward be changed from Sandfield Primary School to the Salvation Army Hall, Woodbridge Road, Guildford.
- (4) That the designated polling place in polling district D3 Holy Trinity (North) within the Holy Trinity Ward, be changed from The Spike to St Joseph's Church Hall, Eastgate Gardens, Guildford.
- (5) That the designated polling place in polling district H2 (Artington) within the Shalford Ward be changed from St Francis' Church to Compton Village Hall, The Street, Compton in polling district H1.
- (6) That the designated polling place in polling district I1 Stoke (South-West) within the Stoke Ward, be changed from The Waterside Centre to The New Hope Church, Larch Avenue, Guildford.
- (7) That the designated polling place in polling district M4 East Horsley (Central) within the Clandon & Horsley Ward be changed from Horsley Library to East Horsley Village Hall, Kingston Avenue, East Horsley.
- (8) That the designated polling place in polling district Q1 St Martha within the Tillingbourne Ward be changed from Chilworth Infant School to Chilworth Village Hall, New Road, Chilworth.
- (9) That, in relation to the following polling places within the Ash Wharf Ward:
 - (a) the designated polling place in polling district T1 Ash (Shawfields) be changed from Shawfield County Primary School to Primrose Hall, Church View, Ash; and

- (b) the designated polling place in polling district T2 Ash (Ranges) be changed from The Ash Centre to Victoria Hall, Ash Hill Road, Ash.

Reason:

As a result of this statutory review, the new designated polling places will improve elector polling experience and further reduce the necessity for schools to close on polling days.

CO71 TIMETABLE OF COUNCIL AND COMMITTEE MEETINGS 2020-21

Upon the motion of the Leader of the Council, Councillor Caroline Reeves, seconded by the Deputy Leader of the Council, Councillor Fiona White, the Council

RESOLVED: That the proposed timetable of Council and Committee meetings for the 2020-21 municipal year, as set out in Appendix 1 to the report submitted to the Council, be approved.

Reason:

To assist with the preparation of individual committee work programmes.

CO72 MINUTES OF THE EXECUTIVE

The Council received and noted the minutes of the meetings of the Executive held on 16 July and 27 August 2019.

CO73 NOTICE OF MOTION DATED 26 SEPTEMBER 2019: ENVIRONMENTAL AUDIT

In accordance with Council Procedure Rule 11, Councillor Susan Parker proposed, and Councillor Ruth Brothwell seconded, the adoption of the following motion:

“This Council has recognised that there is a climate change crisis and has agreed that actions should be taken in order to move to a zero-carbon footprint as soon as possible.

Other councils have similarly recognised an environmental responsibility. In the cases of other councils this recognition has included a moratorium on building on green fields, such as Arun Council.

This does not mean a moratorium on all parts of the local plan, just site allocations on greenfield sites.

Guildford’s Local Plan has a target that will increase the number of homes in the borough by approximately 25%. That plan has inherent oversupply built into the model (a minimum of 14,600 to meet a target need of 10,000; with no information yet provided on the planning permissions and completions already meeting that target need). The plan proposes to site approximately 70% of new homes on green fields and it should be noted that this too is a minimum; planning applications decided since the plan’s adoption have been subject to officer advice that all sites included in the plan cannot be disputed and can be uplifted by 25% or more.

Guildford Borough Council has not yet prepared an updated brownfield review, as agreed by this Council in July, which would have allowed us to meet our housing target in the urban area more sustainably. The Climate Change working group under the last council agreed that we should improve or enhance our environmental standards compared to Government minimum standards, but no Supplementary Planning Documents have yet been discussed to implement this agreed position. Our new housing will make the carbon crisis much worse.

Our high housing numbers are likely to exacerbate severe water stress as part of the Thames catchment area. Our borough is also subject to air quality constraints. Air quality across Guildford borough is poor, and it is likely that more Air Quality Management Areas will be designated across the borough in the shorter term. All car-based unsustainable

housing will increase the impact on our poor air quality and will encourage the use of fossil fuels to an unsustainable extent.

Housing on green fields will increase car use. There is no transport option which does not involve the increased use of cars for all the green field sites in the borough. We do not have a well-developed public transport network which is carbon neutral, and so heavy car use, usually in slow moving congested traffic, is likely to arise associated with all new greenfield development in and around our borough. As a result, housing on green fields will worsen air quality, make it exponentially harder to achieve a zero-carbon footprint, and increase water stress. We need to reduce our carbon footprint. Housing on green fields will worsen our carbon footprint and make it almost impossible to reduce it.

The assessment of housing need and the allocation of housing sites has not been conducted with the intention of reducing our carbon footprint and therefore these need to be fundamentally reviewed in the light of a legal responsibility to reduce our carbon footprint. This was not considered by the Inspector as part of the Examination in Public, and therefore is a new and urgent obligation.

Independence is critical. Nominations for the consultants to be appointed should be made by Surrey Wildlife Trust and Natural England. It is not appropriate for the planning committee or department to appoint such consultants – we cannot have the Planning team marking its own homework yet again.

This is a matter of overriding concern for the borough as a whole, and this Council has already expressed its concern about climate change in motions both in this administration and in the last administration. It is now time to take appropriate and urgent action.

This Council therefore resolves:

- (1) That an environmental audit of the impact of excessive building on green fields be conducted by independent environmental experts.
- (2) That the objectives of that environmental audit should be to consider our carbon footprint in the context of new housing, and to determine the impact of reviewing site allocations to reallocate to the urban area.
- (3) That nominations for the consultants to be appointed should be made by Surrey Wildlife Trust and Natural England following an all-party committee to draft the remit.
- (4) That the precise terms of that environmental audit be subject to approval by full Council.
- (5) That pending that environmental audit, all planning permissions for developments on green fields or undeveloped land be subject to a temporary moratorium and the Secretary of State will be asked to ratify the results of any environmental audit.”

Under Council Procedure Rule 15 (o), Councillor Parker as the mover of the original motion, indicated that, with the consent of her seconder and of the meeting, she wished to alter her motion by incorporating amendments shown in red text indicated below:

“This Council has recognised that there is a climate change crisis and has agreed that actions should be taken in order to move to a zero-carbon footprint as soon as possible.

Other councils have similarly recognised an environmental responsibility. In the cases of other councils this recognition has included a request for a moratorium on building on green fields, such as Arun Council.

This does not mean a moratorium on all parts of the local plan, just site allocations on greenfield sites.

Guildford's Local Plan has a target that will increase the number of homes in the borough by approximately 25%. That plan has inherent oversupply built into the model (a minimum of 14,600 to meet a target need of 10,000; with no information yet provided on the planning permissions and completions already meeting that target need). The plan proposes to site approximately 70% of new homes on green fields and it should be noted that this too is a minimum; planning applications decided since the plan's adoption have been subject to officer advice that all sites included in the plan cannot be disputed and can be uplifted by 25% or more.

Guildford Borough Council has not yet prepared an updated brownfield review, as agreed by this Council in July, which would have allowed us to meet our housing target in the urban area more sustainably. The Climate Change working group under the last council agreed that we should improve or enhance our environmental standards compared to Government minimum standards, but no Supplementary Planning Documents have yet been discussed to implement this agreed position. Our new housing will make the carbon crisis much worse.

Our high housing numbers are likely to exacerbate severe water stress as part of the Thames catchment area. Our borough is also subject to air quality constraints. Air quality across Guildford borough is poor, and it is likely that more Air Quality Management Areas will be designated across the borough in the shorter term. All car-based unsustainable housing will increase the impact on our poor air quality and will encourage the use of fossil fuels to an unsustainable extent.

Housing on green fields will increase car use. There is no transport option which does not involve the increased use of cars for all the green field sites in the borough. We do not have a well-developed public transport network which is carbon neutral, and so heavy car use, usually in slow moving congested traffic, is likely to arise associated with all new greenfield development in and around our borough. As a result, housing on green fields will worsen air quality, make it exponentially harder to achieve a zero-carbon footprint, and increase water stress. We need to reduce our carbon footprint. Housing on green fields will worsen our carbon footprint and make it almost impossible to reduce it.

The assessment of housing need and the allocation of housing sites has not been conducted with the intention of reducing our carbon footprint and therefore these need to be fundamentally reviewed in the light of a legal responsibility to reduce our carbon footprint. This was not considered by the Inspector as part of the Examination in Public, and therefore is a new and urgent obligation.

Independence is critical. Nominations for the consultants to be appointed should be made by CPRE and Surrey Wildlife Trust ~~and Natural England~~. It is not appropriate for the planning committee or department to appoint such consultants – we cannot have the Planning team marking its own homework yet again.

This is a matter of overriding concern for the borough as a whole, and this Council has already expressed its concern about climate change in motions both in this administration and in the last administration. It is now time to take appropriate and urgent action.

This Council therefore resolves:

- (1) That an environmental audit of the impact of ~~excessive~~ building on green fields be conducted by independent environmental experts.

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- (2) That the objectives of that environmental audit should be to consider our carbon footprint in the context of new housing, and to determine the impact of reviewing site allocations to reallocate to the urban area.
- (3) That nominations for the consultants to be appointed should be made by CPRE and Surrey Wildlife Trust and Natural England following an all-party committee working group to draft the remit.
- (4) That the precise terms of that environmental audit be subject to approval by full Council.
- (5) That, pending that environmental audit, the Council will approach the Secretary of State to request ~~all planning permissions for developments on green fields or undeveloped land be subject to~~ a temporary moratorium on approving planning applications for developments on green fields, or undeveloped land within Guildford borough.”

The Council agreed to accept the alteration to the original motion, as indicated above. The motion, as altered, therefore became the substantive motion for debate.

During the debate, a procedural motion was proposed by Councillor Tony Rooth, seconded by Councillor Joss Bigmore, to postpone consideration of the motion until the next Council meeting, as it was felt that the Council needed to take into account the revised Brownfield Land Register, which was due to be published by December this year at the latest, and the updated Land Availability Assessment 2019.

The Council

RESOLVED: That consideration of the motion be postponed to the next Council meeting.

CO74 NOTICE OF MOTION DATED 27 SEPTEMBER 2019: RESTRICTED COMMITTEE REPORTS

In accordance with Council Procedure Rule 11, Councillor Christopher Barrass proposed, and Councillor Jan Harwood seconded, the adoption of the following motion:

“This Council believes that we are yet to make good on promises made to the Electorate to be more open and transparent in all of our actions.

By not doing so we may miss great ideas by not keeping all Councillors aware of the latest developments with their input coming too late in the creation of policy.

We must reaffirm a position where all committee reports are made public unless there are unequivocal legal or commercial reasons to the contrary.

The Council therefore resolves:

- (1) That all restricted committee reports must clearly and precisely state all of the following:
 - (a) Why the content is to be treated as exempt from the Access to Information publication rules.
 - (b) To whom within the Council the content is restricted
 - (c) When, following a period of exemption, the exempt information can be expected to be made public.

- (d) The basis for the exemption should be made public at the point the agenda is published, together with details of how the decision to maintain the exemption may be challenged.
- (2) That all working group reports should be made available to all Councillors. For example, information about Major Projects, the Supplementary Planning Documents needed to complete the Local Plan, and also the concrete actions to further our climate change agenda are often kept to relatively small working groups.”

Under Council Procedure Rule 15 (o), Councillor Barrass as the mover of the original motion, indicated that, with the consent of his seconder and of the meeting, he wished to alter his motion by incorporating amendments shown in red text indicated below:

“This Council believes that we are yet to make good on promises made to the Electorate to be more open and transparent in all of our actions.

By not doing so we may miss great ideas by not keeping all Councillors aware of the latest developments with their input coming too late in the creation of policy. ~~For example, information about Major Projects, the Supplementary Planning Documents needed to complete the Local Plan, and also the concrete actions to further our climate change agenda are often kept to relatively small working groups.~~

~~We must reaffirm a position where all committee reports are made public unless there are unequivocal legal or commercial reasons to the contrary.~~

The Council therefore resolves:

- (1) To reaffirm, and adopt as best practice, the position that all committee reports are made public unless there are unequivocal legal or commercial reasons to the contrary and that where practicable, information within a report which is legally exempt from publication should be isolated from the body of the report as a restricted appendix, with the remainder of the report made available to the public.
- (2) To require that all restricted committee reports clearly and precisely state at the point the agenda is published all of the following:
 - (a) Why the content is to be treated as exempt from the Access to Information publication rules.
 - (b) To whom within the Council the content is restricted
 - (c) When, following a period of exemption, the exempt information can be expected to be made public.
 - (d) ~~The basis for the exemption should be made public at the point the agenda is published, together with~~ Details of how the decision to maintain the exemption may be challenged.
- (3) That all working group reports should be made available to all councillors, subject where necessary to redaction of exempt information (on the advice of officers, and in consultation with the relevant lead councillor). ~~For example, information about Major Projects, the Supplementary Planning Documents needed to complete the Local Plan, and also the concrete actions to further our climate change agenda are often kept to relatively small working groups.~~
- (4) To request the Managing Director to establish, in consultation with the chairman of the Corporate Governance and Standards Committee, a working group comprising representatives of all political groups and officers, to:

- (a) examine the effectiveness of internal communications, between officers and councillors, in respect of, for example, progress with the formulation of development plan documents, major projects, and climate change initiatives,
- (b) make proposals to promote transparency, and promote effective communications and reporting, and
- (c) report back its findings to full Council.”

The Council agreed to accept the alteration to the original motion, as indicated above. The motion, as altered, therefore became the substantive motion for debate.

Having debated the substantive motion, the Council

RESOLVED:

- (1) To reaffirm, and adopt as best practice, the position that all committee reports are made public unless there are unequivocal legal or commercial reasons to the contrary and that where practicable, information within a report which is legally exempt from publication should be isolated from the body of the report as a restricted appendix, with the remainder of the report made available to the public.
- (2) To require that all restricted committee reports clearly and precisely state at the point the agenda is published all of the following:
 - (a) Why the content is to be treated as exempt from the Access to Information publication rules.
 - (b) To whom within the Council the content is restricted
 - (c) When, following a period of exemption, the exempt information can be expected to be made public.
 - (d) Details of how the decision to maintain the exemption may be challenged.
- (3) That all working group reports should be made available to all councillors, subject where necessary to redaction of exempt information (on the advice of officers, and in consultation with the relevant lead councillor).
- (4) To request the Managing Director to establish, in consultation with the chairman of the Corporate Governance and Standards Committee, a working group comprising representatives of all political groups and officers, to:
 - (a) examine the effectiveness of internal communications, between officers and councillors, in respect of, for example, progress with the formulation of development plan documents, major projects, and climate change initiatives,
 - (b) make proposals to promote transparency, and promote effective communications and reporting, and
 - (c) report back its findings to full Council.

CO75 EXCLUSION OF THE PUBLIC

Upon the motion of the Mayor, Councillor Richard Billington, seconded by the Deputy Mayor, Councillor Marsha Moseley, the Council

RESOLVED: That under Section 100A(4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for consideration of the business contained in agenda item 18 on the grounds that it involved the likely disclosure of exempt information, as defined in paragraphs 1 and 4 of Part 1 of Schedule 12A to the 1972 Act.

CO76 TERMINATIONS OF EMPLOYMENT

Upon the motion of the Leader of the Council, Councillor Caroline Reeves, seconded by the Lead Councillor for Finance and Assets, Customer Service, Councillor Joss Bigmore, the Council

RESOLVED: That the proposed terms of the termination packages associated with the Voluntary Compulsory Redundancy of the postholders named in the report submitted to the Council, including the respective redundancy payments and employer pension costs, as set out in the table in paragraph 3.1 of the report, be approved.

Reason:

To enable applications for Voluntary Compulsory Redundancy to be approved as part of the Future Guildford transformation programme.

CO77 COMMON SEAL

The Council

RESOLVED: That the Common Seal of the Council be affixed to any documents to give effect to any decisions taken by the Council at this meeting.

The meeting finished at 10.21 pm

Signed
Mayor

Date

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Council Report

Ward(s) affected: All

Report of Director of Finance

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Lead Councillor responsible: Angela Goodwin/Joss Bigmore

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Date: 3 December 2019

Local Council Tax Support Scheme for 2020-21

Executive Summary

Local Council Tax Support (LCTS) enables us to help around 5,000 households to pay their Council Tax, by providing £5.6 million of support. These are households where low incomes do not cover essential housing costs. We share the cost with Surrey County Council, Guildford's share being around 10%.

The Council has a statutory duty to consider annually whether to revise its LCTS scheme (otherwise known as Council Tax Reduction (CTR)), replace it with another or make no changes at all. The Council is obliged to consult with interested parties if it wishes to revise or replace the scheme, although it makes sense to consult even if we do not propose to change the current scheme. The Council must approve a scheme for the 2020-21 financial year by 31 January 2020, to enable annual bills to be calculated correctly.

In 2019-20 we made some small changes to the scheme. We increased Personal Allowances, Premiums and Non-Dependant Deductions, and amended Income and Capital Disregards to include some new disaster funds.

For 2020-21 we propose the following changes, which we forecast can be met within the existing revenue budget:

- Increase Premiums to ensure that the help given does not unduly reduce due to inflation.
- Increase Non-Dependant Deductions to reflect an expectation that their contribution to the household expenses should increase each year.
- Update Income and Capital Disregards to include "the Windrush Compensation Scheme". This mirrors the change the government is making to the Pension Age scheme, and ensures recipients are not penalised for receiving compensation. It ensures that we treat claimants consistently across all schemes.
- Amending the definition of pension age and working age in accordance with the government's changes to the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 for 1 April 2020, once they are received.

We carried out a stakeholder consultation between 16 September and 13 October 2019. The results of the consultation are set out in section 7 of this report. The County and the Police support the changes, whilst the overall consultation response does not overwhelmingly indicate support for or against any of the proposed changes for 2020.

Changes to Premiums will increase the cost of the scheme; however, the nature of changing caseload and personal circumstances of claimants means that the increase can be accommodated within the existing revenue budget.

The Council continues to operate in a tough financial climate and our medium term financial plan remains challenging. Passing on further savings via our LCTS scheme in 2020-21 would mean removing help from claimants, which will place additional financial pressure on vulnerable households. A discretionary hardship fund will help support any applicant suffering adversely from the consequences of savings in Local Council Tax Support over the past seven years, in addition to the proposed changes for 2020-21.

This report will be considered by the Executive on 26 November 2019 and any comments will be reported to the Council on the Order Paper.

Recommendation to Council

- (1) That the current LCTS scheme (a summary of which is on our website), be amended for 2020-21, as set out in detail in Appendix 2 to this report, with effect from 1 April 2020.
- (2) That the Council maintains a discretionary hardship fund of £40,000 in 2020-21.

Reasons for Recommendation:

- (1) To ensure that the Council complies with legislation to implement a LCTS scheme from 1 April 2020.
- (2) To maintain a discretionary fund to help applicants suffering from severe financial hardship.

Is the report (or part of it) exempt from publication? No

1. Purpose of Report

- 1.1 This report informs the Council of our current LCTS Scheme, discusses the changes proposed for 2020-21, and reports on the consultation that we are obliged to carry out with stakeholders prior to adopting a scheme for the new financial year.
- 1.2 The report also advises of the level of financial support provided during the year (and previous years) to the most financially vulnerable in the community.

2. Strategic Priorities

- 2.1 The work of the Benefits service contributes two of our fundamental themes: place-making and community.
- 2.2 LCTS provides residents with help with the Council Tax element of their housing costs. By processing claims for financial support quickly and accurately the Benefits service supports the most financially vulnerable and less advantaged of our residents. It is important that the scheme continues to support those most in need.

3. LCTS Background

- 3.1 In April 2013 the government replaced Council Tax Benefit (CTB) with locally determined support schemes. In addition, the government reduced the funding available for such schemes to support those of working age by 10%. For the borough, this equated to a reduction in funding of approximately £700,000, of which approximately 10% related to Guildford Borough Council (as our element of the total council tax is roughly 10%), and 90% to Surrey County Council. The aims of the government's changes were to:
 - help decentralise power and give councils increased financial autonomy;
 - support deficit reduction;
 - give councils a greater stake in the success of their local economy.
- 3.2 The schemes implemented from 2013-14 to 2019-20, minimised the impact on vulnerable people as much as possible. Additionally, the Council set aside sums each year to ensure that extra support was available for any resident or family that faced financial hardship because of the benefit reforms. A summary of the changes made is included in **Appendix 1**.
- 3.3 From 2014 the government rolled central funding for LCTS into the Revenue Support Grant (RSG) for local authorities and it was subject to the same cuts. Despite requests from the Local Government Association it was not separately itemised, but as our RSG is zero from 2018 we receive no further funding for the LCTS payments we make. We do, however, receive a separate payment to subsidise administration. This has reduced from £87,703 in 2018-19 to £83,088 for 2019-20. The Ministry of Housing, Communities, and Local Government (MHCLG) calculates the grant using a formula based on working and pension age caseload, which also factors in labour and accommodation costs. We do not expect the grant to increase.
- 3.4 We have successfully embedded the LCTS scheme into the Housing Benefit (HB) service we operate, with very few complaints from customers about how we administer it or indeed the radical nature of the government's reform. Naturally, we will always be in dialogue with disaffected customers, but they are able to take advantage of the various complaints and appeals mechanisms that are available to them. We have a strong record of accomplishment in dealing with such sensitive issues in a compassionate way.
- 3.5 The embedding of the scheme is good news, as the abolition of CTB in 2013 was a major strand of the government's changes to the welfare state, and the most

significant change to the Benefits service in over 20 years. Every council operates a different scheme now, with many variations designed to encourage more people back into work and address the deficit reduction.

4. Universal Credit (UC) and National Welfare Reform

4.1 Universal Credit replaces six benefits, including HB but not LCTS, with one national benefit.

4.2. Rollout is in two phases:

- Natural migration (when entitlement to one of the underlying benefits changes) began in Guildford on 24 October 2018. New working age claims for HB can now only be made in limited circumstances.
- Managed migration for the remaining caseload was originally due to be complete in October 2017. The government has repeatedly delayed plans, and on 11 March 2019 announced that 10,000 claimants in Harrogate would pilot the process from July 2019. Migration of all working age claimants to UC is currently due to complete by December 2023. At the time of writing no details as to how this will work have been received, and a lot of uncertainty remains around the process.

4.3 We will continue to assess ongoing working age HB claims until they migrate to UC. We expect the government to incorporate HB for pension age into pension credit once the roll out of UC is complete. As our caseload remains roughly made up of 47% pension age and 53% working age (table 1 below), it is likely that the resources we currently have in place to administer benefits will be with us for quite some time.

Table 1

At 01/04/2019	Caseload
Working Age Claimants	2,399
Pension Age Claimants	2,149

4.4 HB is a national benefit administered locally to help those in need with payment of their rent. Although UC will replace HB, in the meantime the government continues to make amendments to both the HB and pension age LCTS regulations. These include annual increases in things such as premiums to protect against increases in the cost of living. In 2019 these will also include disregarding income and capital from “the Windrush Compensation Scheme”. The scheme opened in April 2019 to compensate individuals who have suffered loss in connection with being unable to demonstrate their lawful status in the United Kingdom. Disregarding income and capital from this scheme is consistent with the treatment of other compensation schemes or disaster funds.

5. Reviewing Future Options for LCTS

5.1 The government has designed UC to take advantage of a wealth of electronic data returns and automation. As a result, the DWP calculates UC awards on an ongoing basis and they increase or decrease each month in response to changes in income and other factors. This contrasts with the benefits UC replaces where

- entitlement typically only changed when the claimant advised the DWP of a change of circumstance.
- 5.2 We take income from UC into account when assessing entitlement to LCTS. We anticipate that monthly changes in entitlement will reduce Council Tax collection rates, frustrate LCTS claimants, and increase administrative costs. An increasing number of Councils are looking at alternative models for their LCTS schemes as a result.
- 5.3 The New Policy Institute reported in 2018 that around five authorities had moved to a banded income scheme. We know that due to the impact of monthly changes in UC others have changed or are considering changing their schemes. Typically a banded scheme:
- States that a claimant will receive an award of £x if their income falls in a certain income band, and £y for a different band. This means that there is tolerance for fluctuations in income.
 - Includes rules to reflect different household expenditures linked to household composition (eg single, couple, children) and needs (eg disability, carers).
 - Includes transitional protection for anyone losing out as a result of the change in entitlement from a previous scheme.
- 5.4 Although we have been dealing with LCTS for UC claims since 24 October 2018, it is still relatively early days and we have not identified any significant trends. As at 4 July 2019 we had 244 claims with a UC income on them. These numbers will increase with time.
- 5.5 Local Council Tax Schemes are complex to ensure that everyone is treated consistently and, if necessary, that the scheme is robust and resilient to challenge in Court. Our current scheme runs to 136 pages of rules and is based on the Council Tax Benefit that preceded it in 2012.
- 5.6 Officers have concluded that, in the light of UC and the time that has elapsed since 2013 a more fundamental review of our LCTS scheme is necessary. Given the scale of the work required (research, modelling, consultation and rule writing), we cannot accomplish this within a single year, and is therefore running alongside the annual reviews. The review will include consideration of a banded income scheme.
- 6. LCTS Annual Review Options**
- 6.1 In reviewing our LCTS scheme there are essentially three options available. We can increase, maintain or reduce the current level of financial support available.
- 6.2 Given the fundamental review of our LCTS scheme that is taking place, officers suggest that annual changes should be minimal, unless legislation or other circumstances dictate otherwise. The rest of this section considers what these minimal changes should be for 2020-21.
- 6.3 We are not in receipt of additional funding and we have already made substantial reductions in the support that we grant. We made these reductions through

targeted and considered scheme changes. These ensure that those most in need continue to have their Council Tax reduced to zero.

- 6.4 The New Policy Institute reported that in 2018, 264 (80 percent) local authorities had implemented schemes where everyone had to pay a percentage of the council tax, no matter what their financial situation was. The consequence of this is a large number of relatively small council tax debts to collect, generating additional work for the Council Tax collection team, and almost inevitably a drop in collection rates.
- 6.5 By contrast our collection rates remain amongst the highest in the country and, we believe, the most vulnerable continue to be supported in full. For those adversely affected by our scheme the Discretionary LCTS Hardship Fund allows for a detailed review of their income and expenditure needs, and financial help where necessary. Officers have concluded that the current scheme is working well, and that further substantial reductions at this time would destabilise this.
- 6.6 Our LCTS scheme is complex, containing many variables to tailor assessment to the individual, as did the national Council Tax Benefit that preceded it. Making no changes to the scheme does not “maintain” the level of financial help being given as it freezes some of the allowances used in the assessment calculation. In HB and the national Pension Age Scheme these figures are uprated annually to offset increases in the cost of living. To ensure that we continue to help those most in need we propose that councillors agree to change our scheme to reflect the latest values being used for either HB or Pension Age LCTS (set out in Appendix 2) for:
- Premiums
 - Non-Dependant Deductions

We amended Personal Allowances for our 2018-19 scheme; however, the government has not amended them since so we propose that they remain unchanged for 2020-21.

- 6.7 Increasing premiums results in claimants receiving more help. Increasing non-dependant deductions means that we expect any non-dependant living in the household to contribute slightly more to household expenses (HB already assumes that they should do so). Individual claims are always changing with individual circumstances, but we have forecast that these changes are likely to increase the LCTS granted by around £1,500 per year.
- 6.8 In any financial year, retrospective recalculations of support occur because of claimant changes in circumstance. Table 2 sets out the sums granted during the financial year, plus adjustments for previous years. Based on this information previous year adjustments and in year changes will offset the proposed increase of around £1,500, so it can be accommodated within the existing revenue budget.

Table 2

Year	LCTS at 01/04 £	LCTS at 31/03 £	In Year Change £	Retrospective LCTS changes for previous years £
2013-14	6,720,705	6,578,398	-142,307	n/a
2014-15	6,399,286	6,181,992	-217,294	-69,066
2015-16	6,140,508	5,901,366	-239,142	-171,760
2016-17	5,542,321	5,518,566	-23,755	-51,999
2017-18	5,679,604	5,533,577	-146,027	-71,346
2018-19	5,747,267	5,648,418	-98,849	-64,515
2019-20 At 30/09/19	5,716,933	5,570,717	-146,216	-59,084

NB a substantial increase in Council Tax will result in a similar increase in LCTS.

- 6.9 The government is amending HB and Pension Age LCTS legislation to update income and capital disregards to include “the Windrush Compensation Scheme”. They have asked us to amend our Working Age LCTS as well. The scheme compensates individuals who have suffered loss in connection with being unable to demonstrate their lawful status in the United Kingdom. Disregarding the funds effectively ensures that the recipient is not penalised again for receiving them. We are not aware of any claimants in receipt of these funds, but officers recommend that we amend our scheme to ensure that we treat any such claimants consistently for both Housing Benefit and LCTS.

Full text of the changes to the scheme is detailed in **Appendix 2**. This change in the scheme rule will not adversely affect applicants.

- 6.10 Different rules apply to the calculation of HB and LCTS depending on whether a claimant is of pension or working age. During 2019, the government amended the HB rules for new mixed age claimants. These are couples where one has reached pension credit age and one has not. In simple terms with effect from the 15 May 2019 these couples no longer qualify for pension credit and have to claim UC where they will get a housing costs element within their UC payment. This leads to two different scenarios for LCTS:

- Where a mixed age couple have claimed UC this automatically makes any claim for LCTS a working age claim
 - Where a mixed age couple does not qualify for UC (typically owner occupiers with the younger one working) they are pension age claims, as defined by regulation 3(a) of The Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012.
- 6.11 MHCLG advised us on 15 May 2019 that “*the Department will consider what changes may need to be made to regulations to ensure regulatory alignment. Any changes will be made as part of the annual amendments to the Local Council Tax Reduction prescribed requirements, and should be included in local schemes due to come into force from 1 April 2020.*”

- 6.12 The prescribed regulations set out all the rules for Pension Age LCTS, and rules around what must be included in our local Working Age scheme. As a result, we have no discretion over this change to our scheme.
- 6.13 However, our Working Age Scheme contains the definition of pension age and non-pension age from the prescribed requirements regulations, and the new wording is unlikely to be available before we need to agree the scheme.
- 6.14 Officers recommend that as we have no choice in the matter, we amend the scheme in accordance with MHCLG's annual amendments to the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 which take effect from 1 April 2020.

7. Stakeholder Consultation

- 7.1. We undertook a consultation, from 16 September to 13 October 2019, via our website as well as seeking the views of our major preceptors (Surrey County Council and the Police and Crime Commissioner for Surrey), and selected partner agencies such as the Citizens Advice Bureau (CAB) and Surrey Welfare Rights Group (SWRG).
- 7.2 Surrey County Council (SCC) has no objection to the proposed revisions.
- 7.3 The Office of the Police and Crime Commissioner for Surrey (PCC) asks councillors to consider changes in the light of the funding of Surrey Police and thus the ability of the Force to continue to maintain current levels of policing. Whilst our proposed changes do not increase the funding available to PCC, they do not materially worsen their financial position either.
- 7.4 Copies of the SCC and PCC responses are included in this report at **Appendices 3 and 4** respectively.
- 7.5 The main aim of the online consultation was to ensure residents had the opportunity to give their views with regard to the proposed LCTS scheme changes for 2020-21. The key objectives of the consultation were as follows (full report is attached at **Appendix 5**):
- To understand residents' views on the proposed changes for 2020-21.
 - To assess the level of agreement towards future options for the LCTS scheme, specifically that all claimants should have to pay a certain fixed percentage of their council tax and the extent to which this may have an impact.
 - To provide residents with the opportunity to suggest other savings or options that could be included in future reviews of the LCTS scheme, including the Future Options Review.
- 7.6 There is a statutory requirement that we consult on our scheme. In earlier years we commissioned SMSR Ltd, an independent research company, to carry out the consultation on our behalf. This has involved an online survey and the Citizens Panel. In 2018-19 it was suggested that we could retain the work in house. In 2017-18 271 residents took part. In 2018-19, despite publicity on the home page

of our website, only 8 participated. This was disappointing, but the suggested changes were minor and therefore unlikely to generate substantial feedback. This year, as the changes were again minimal, we decided to run the survey in house for a second year. A banner has been on the home page for the duration of the survey and we received 23 responses.

- 7.7 Although there was an improved response rate, engagement remains very low especially from those affected by the changes. Fourteen of the 23 responses came from people not affected. It is pleasing that eight people made additional suggestions, however these highlight a lack of understanding. Bearing this in mind, the survey results do not overwhelmingly indicate support for or against any of the proposed changes for 2020.

Officers have concluded that in the light of the responses any future consultation around more substantial scheme changes must:

- Include current working age recipients of LCTS, as well as the general population.
 - Provide more information on the context – for example our legal obligations, how the welfare system works in general, the contribution Council Tax makes to service funding, and areas where we do or do not have discretion.
 - Provide examples of what the proposed changes may mean for people, so that consultees can understand them better.
- 7.8 We have reported in previous years on the feedback we received from Surrey Welfare Rights Group (SWRG) regarding the minimum income floor for the self-employed, especially regarding carers and the disabled. In response, we looked more closely at these cases and concluded that:
- the numbers affected were small as claimants need to satisfy multiple criteria: be carers and self-employed working for less than 35 hours per week on less than the minimum wage.
 - we had a satisfactory mechanism in place through our Hardship Fund to ensure that no one suffers financially
 - a further review of our scheme was likely with the roll out of UC and that it was appropriate to consider SWRG suggestions at that time.

SWRG has once again commented on this aspect of our scheme (**Appendix 5**), and we will consider this as part of our Future Options Review.

- 7.9 SWRG has additionally provided feedback on the proposed change to the non-dependant deductions. They are very knowledgeable about welfare rights, but their comment highlights the need for us to provide more information in future consultations.

They have stated:

“Uprating non-dependant deductions presumes that those individuals have had an increase in earnings or benefit income. Neither of these two scenarios may be the case.”

This is not the assumption that we are making. Within our scheme we apply different levels of non-dependant deductions for different income bands (**section 3 of Appendix 2**). The proposal is to increase the bands as well as the

deductions. Claimants are asked to provide information on the income of non-dependant household members, and if their income has not increased the non-dependant could find themselves in a lower band with a lower reduction following the band changes.

The non-dependant deductions (assumed contribution to household expenses) remain relatively modest ranging from £4.00 per week where the non-dependant does not work, to £12.20 for someone earning £447.40 or more (a salary of £23,264.80 pa).

- 7.10 In conclusion, given the minor nature of the changes it is not surprising that few residents responded to the consultation. Going forward with our Future Options Review, we will consider how we get as much feedback as possible from stakeholders.

8. Equality and Diversity Implications

- 8.1 We must demonstrate that we have consciously thought about the three aims of the Public Sector Equality Duty, as set out in *Section 149 of the Equality Act 2010*, as part of the decision making process to develop an LCTS. The three aims the authority must have due regard for are to:

- eliminate discrimination, harassment and victimisation
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- foster good relations between persons who share a relevant protected characteristic

- 8.2 The Council must pay due regard to a risk of discrimination arising from the decision before them. There is no prescribed manner in how we must exercise our equality duty, though producing an Equalities Impact Assessment (EIA) is the most usual method. Officers have reviewed and updated the scheme EIA, to include the minor changes being recommended for 2020-21.

- 8.3 The *protected characteristics* are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including ethnic or national origins, colour or nationality), religion or belief, sex, sexual orientation.

9. Financial Implications

- 9.1 The amount of LCTS has reduced since its inception in 2013. Table three below shows the total amount paid out over the years when compared to the final year of CTB. As can be seen, we have far exceeded the original required saving of £700,000 in 2012-13, reducing the annual amount of LCTS paid between 2012-13 and 2019-20 by £1,393,808 despite additional increases in Council Tax to pay for Adult Social Care.

- 9.2 Not all of the reduction will be down to the changes we have made directly, but also the government's central reforms to encourage more people into work and become less reliant on benefits, as well as improvements in the economy.

Table 3

Year	Figures as at:	£amount of CTB/LCTS
2012-13 (CTB)	31 March 2013	6,964,525
2013-14	31 March 2014	6,578,398
2014-15	31 March 2015	6,181,992
2015-16	31 March 2016	5,901,366
2016-17	31 March 2017	5,518,566
2017-18	31 March 2018	5,533,577
2018-19	31 March 2019	5,648,418
2019-20	30 September 2019	5,570,717

9.3 Council Tax collection levels remain high with an outturn of 98.88% for 2018-19. Since 2010-11, Guildford’s collection rates have consistently been amongst the top twenty in England. This indicates that the changes made to the LCTS scheme are not creating significant levels of bad debt.

9.4 Over the past 6 years we have set aside £40,000 to support the most vulnerable in the community should they be facing short-term difficulties in paying their council tax. Despite publicising our scheme widely and making sure claiming hardship funds is as inclusive as possible, we have not yet spent anywhere near our budget, as the following table illustrates.

Table 4

Year	No. of applications	Successful applications	Amount of extra support £	Budget £
2013-14	26	8	2,073	40,000
2014-15	64	33	13,371	40,000
2015-16	54	26	10,646	40,000
2016-17	90	49	14,660	40,000
2017-18	68	35	15,903	40,000
2018-19	90	29	11,087	40,000
2019-20 to date	51	20	10,792	40,000

9.5 The Discretionary LCTS Hardship Fund enables us to assess the income and expenditure needs of any claimants adversely affected by our scheme rules, and provide further financial assistance where necessary. Applicants are encouraged not to depend upon the fund in the long term. Awards have generally been for 75% of the shortfall between entitlement under our amended scheme rules and the governments default rules. In exceptional circumstances we pay 100% of the shortfall.

9.6 Schedule 1A of the Local Government Finance Act 1992 requires us to consider transition for anyone disadvantaged by a change to the local scheme. The Hardship Fund ensures that we can do this, however it is important to note that

help is only available to those affected by the scheme and is restricted to the amount that they are affected. Our local rules do not affect all claimants, and many claimants are not entitled to 100% LCTS. The fund does not exist to top up help to those not affected by the scheme, or to help taxpayers facing hardship for any other reason.

- 9.7 The Council Tax team is aware of the fund and advises customers about it. Where customers face hardship for other reasons they try to work with them to find solutions (which could include rescheduling instalments or advising them to take independent advice). It could be argued that we should reduce the fund as we consistently do not allocate all the funds. However, Brexit brings with it considerable economic uncertainty and so we are recommending that the fund remains at the same level to ensure that we can provide support to the most vulnerable.

10. Legal Implications

- 10.1 The *Local Government Finance Act 2012* introduced local council tax reduction (CTR) schemes to replace CTB from April 2013. The *Council Tax Reduction Scheme (Prescribed Requirements) (England) Regulations 2012* contains the mandatory elements for any local scheme and details the scheme that must be adopted for pensioners.

- 10.2 Schedule 1A to the Local Government Finance Act 1992 as amended makes further provision with regard to the LCTS schemes. The Council is under a statutory duty to review its LCTS scheme annually. If the authority wishes to revise or replace its scheme for 2019-20, the Council must (in the following order):

- (a) consult any major precepting authority, which has the power to precept it
- (b) publish a draft scheme in such manner as it thinks fit and
- (c) consult such other persons as it considers are likely to have an interest in the operation of the scheme.

The Council must decide on any revision or replacement of the scheme by a meeting of the Council. In 2017 *The Council Tax Reduction Schemes (Amendment) (England) Regulations 2017 SI 1305* changed the deadline for the Council to decide on a scheme from 31 January to 11 March, however in practical terms this later date does not allow us to calculate and issue council tax bills for the first instalment date of the new financial year.

- 10.3 We will publish our scheme on the Council's website once Council has approved it and we have made all the agreed amendments. In addition each Council Tax bill that we issue explains that help with the Council Tax may be available, and advises taxpayers where further information can be found.

11. Human Resource Implications

- 11.1 The proposed amendments to the LCTS Scheme for 2020-21 will not change the workload for the benefits team. However, the migration of claimants to UC does have an impact, as do other DWP initiatives that we are obliged to carry out.

- 11.2 Natural migration to UC is reducing the HB caseload in the long term. In the short term, each case moving to UC creates additional work due to the two week run on of HB. The government put the run on into place to mitigate the delays in the DWP making UC payments, but it has created an additional administrative process for us.
- 11.3 Once claimants are on UC, the workload associated with their LCTS claims increases due to the initial delay in the DWP awarding UC, and subsequently the monthly reassessment of entitlement. We will address this through our separate Future Options for LCTS Review.
- 11.4 The DWP is responsible for the timetable and detailed plans for the managed migration of working age caseload to UC. Migration is currently due to complete by December 2023, having been postponed a number of times from October 2017.
- 11.5 A pilot managed migration of 10,000 cases began in Harrogate in July 2019, and information from this should inform the eventual roll out. However, there remains a lot of uncertainty and scepticism around the process.
- 11.6 1.1 million claimants received UC on 9 August 2018, and this rose to 2.3 million on 11 July 2019. This is estimated to rise to just under 7 million when roll out is complete, indicating that there is a substantial amount of work for the DWP to take on in the next four years.
- 11.7 In the absence of any information about the migration process, the Housing Benefit industry has mooted various options from random selection of cases across all authorities to the complete removal of caseload from individual authorities in turn, with a range of options between these extremes. Each scenario is hypothetical and has a completely different set of impacts on individual benefit services.
- 11.8 Without any factual details we cannot plan for the future. If changes are imminent as regards the managed migration of Universal Credit, officers will advise councillors accordingly.

12. Summary of Options

- 12.1 This report provides an overview of the current position regarding our LCTS scheme and the successes we have experienced with its implementation, from both a customer and financial point of view.
- 12.2 The Council is in the position to implement some relatively small changes to the scheme to:
- address the impact of increases in the cost of living,
 - reflect changes to HB and Pension Age LCTS regulations with regards to the treatment of income and capital from “the Windrush Compensation Scheme”.

We can make these amendments within the existing revenue budget.

- 12.3 There is also a statutory requirement for the Council to amend the definition of pension and working age within it's working age scheme in accordance with anticipated changes to the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 from 1 April 2020
- 12.4 Creating a Local Council Tax Support Scheme is not without risk:
- Officers have concluded that the hardship fund helps minimise the risk by providing help for those facing financial hardship because of our scheme rules.
 - An unstable financial outlook post Brexit puts further financial pressure on vulnerable families, and leads to an imbalance between a prudent local welfare arrangement and significant hardship for claimants. On this basis, officers are recommending only minor changes to our current scheme.
 - The impact of Universal Credit remains uncertain, and therefore a further risk. A more radical review of our scheme is being undertaken to try and mitigate any problems, but due to the complexity of the work involved this is more than a one year project.
- 12.5 To continue with the momentum of the past six years, the Council is asked to maintain an appropriate hardship fund in 2020-21, to enable us to continue to support families affected by our local scheme. Officers suggest retaining a £40,000 pot.

13. Conclusion

- 13.1 We have intermittently reduced the amount of support available to meet our financial targets, without overly complicating our scheme and causing customers severe hardship.
- 13.2 To keep administration as cost effective as possible and minimise disruption to the lives of vulnerable people, officers suggest relatively small changes to the scheme to address the impact of increases in the cost of living and to ensure consistency of treatment between schemes for recipients of compensation funds.

14. Background Papers

- Report to Council 6 December 2012; Local Council Tax Support Scheme Assessment
- Report to Council 12 December 2013; Review of the 2013-14 Local Council Tax
- Report to Corporate Improvement Scrutiny Committee 18 September 2014; Welfare Reform – Impact and Service Review; One Year On
- Report to Council 9 December 2014; Local Council Tax Support Scheme for 2015-16
- Report to Customer and Community Scrutiny Committee 8 September 2015; Review of the 2015-16 Local Council Tax Support Scheme and proposed changes for 2016-17
- Report to Council 9 December 2015; Local Council Tax Support Scheme for 2016-17

- The 2016 government review of LCTS.
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/514767/Local_Council_Tax_support_schemes_-_review_report.pdf
- Report to Society, Environment and Council Development Board 8 September 2016
- Report to Council 6 December 2016; Local Council Tax Support Scheme for 2017-18
- Report to Council 5 December 2017; Local Council Tax Support Scheme for 2018-19
- Report to Council 4 December 2018; Local Council Tax Support Scheme for 2019-20
- Guildford Borough Council LCTS scheme 2019-20.
<https://www.guildford.gov.uk/article/18603/What-is-Local-Council-Tax-Support-and-how-has-it-changed->
- Localising Council Tax support administration subsidy grant determination (2018 to 2019) (No 31/3367): final allocations
<https://www.gov.uk/government/publications/localised-council-tax-support-administration-subsidy-grant-2018-to-2019>
- Localising Council Tax support provisional allocations
<https://www.gov.uk/government/publications/localised-council-tax-support-administration-subsidy-grant-2019-to-2020>
- Commons Library Briefing 8299 June 2018
<https://researchbriefings.parliament.uk/ResearchBriefing/Summary/CBP-8299>
- New Policy Institute <https://www.counciltaxsupport.org/schemes/>
- Universal Credit: supporting self-employment
<https://publications.parliament.uk/pa/cm201719/cmselect/cmworpen/997/997.pdf>
- <https://www.gov.uk/government/statistics/universal-credit-29-april-2013-to-9-august-2018> 31 July 2019 letter from MHCLG to Finance Directors regarding the Windrush Compensation Scheme
- 15 May 2019 letter from MHCLG to Council Tax Sections regarding LCTS and mixed age couples
- <https://www.gov.uk/government/publications/universal-credit-29-april-2013-to-11-july-2019/universal-credit-statistics-29-april-2013-to-11-july-2019>

15. Appendices

Appendix 1: Summary of Scheme Changes 2013 to 2019

Appendix 2: Proposed Changes to The Guildford Borough Council (Council Tax Reduction Scheme) (Persons who are not Pensioners) for 2020-21

Appendix 3: Response from Surrey County Council

Appendix 4: Response from Police and Crime Commissioner

Appendix 5: Consultation report

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Summary of Changes 2013-14 to 2019-20

Guildford Borough Council based its Working Age Local Council Tax Support Scheme on the old Council Tax Benefit Scheme. Local modifications to the scheme are summarised in the table below. Some supplementary information is included as notes below the table.

Element of LCTS Scheme	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Overall nature of changes	Measures to pass on about £300,000 of the government's funding reduction	Measures to pass on a further £170,000 of the government's funding reduction	Minimal changes	Modest changes to pass on a further £300,000 of the governments funding reduction	No changes	Minimal changes to ensure that the level of help was not unduly reduced by inflation, and to keep the scheme understandable by mirroring changes to some HB rules	Minimal changes to ensure that the level of help was not unduly reduced by inflation, and income or capital from emergency funds treated consistently
Second Adult Rebate (Alternative Maximum Council Tax Benefit)	Withdrawn						
Backdating	Reduced from 6 to 3 months					Reduced from 3 months to 1 month to mirror HB changes	
Minimum Weekly Award (entitlement calculated to be less than this amount per week is not paid)	Introduced a £5.00 minimum	Increased from £5.00 to £10.00					
Capital Limit (a limit above which assistance will not be provided)	Reduced from £16,000 to £6,000						
Maximum level of Council Tax Support, against which entitlement is calculated	Restricted to the Band D charge for the area in which a property is located	No entitlement for properties in Bands F,G, H. Band E restricted to a Band D charge					

Element of LCTS Scheme	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Income and Capital Disregards (income that is disregarded for the purpose of calculating LCTS entitlement)	100% income disregard for War Disablement Pensions and War Widows/ Widowers Pensions		Introduced 100% income disregard of “personal budget payments in relation to Education, Health and Care plans for children with special education needs.”	Removed 100% income disregard for both Child Benefit and Maintenance			Introduced 100% income and capital disregard for funds from “The London Emergencies Trust” and the “We Love Manchester Emergency Fund”
Personal Allowances and Premiums (the calculated sum for household needs, income is compared to this)		Increased		Frozen		Increased Personal Allowances and Premiums Introduced the exclusion of Family Premium for new entitlements or additional new children to mirror HB changes	Increased Premiums
Non-Dependent Deductions (the amount non-dependents are expected to contribute to the household)		Increased		Increased		Increased	Increased
Minimum Income for the Self Employed * ¹				Introduced Higher of actual income or 35 hours x National Minimum Wage		Introduced an annual increase in the minimum income floor	
Allowable Temporary Absence outside Great Britain (the period of absence before LCTS is affected)						Reduced from 13 weeks to 4 (with some exceptions) to mirror HB changes	
Discretionary Hardship Fund * ² (supports those affected by the changes in the Local Council Tax Scheme)	Fund introduced	Fund maintained	Fund maintained	Fund maintained	Fund maintained	Fund maintained	Fund maintained

*¹Minimum Income Floor

- The minimum income floor is an assumption that, after an initial set up period of 12 months, a person who is self-employed works for a specific number of hours for a set wage. Where this assumed income exceeds the actual income, we use the assumed income to calculate entitlement to LCTS. We request annual income and review annually. Where annual figures are not available we accept whatever can be provided for a shorter period of time, and make a note to review this sooner. Our minimum income floor increases in line with the minimum wage in place on 1 January of the scheme year. Claimants that are disadvantaged by the rule can apply for help from the Discretionary Hardship Fund.
- We have not had a lot of queries since introducing the minimum income floor. We would expect significant issues to materialise through requests for help from the Discretionary Hardship Fund or via difficulties with Council Tax collection, and this has not been the case.
- During 2017 Surrey Welfare Rights provided feedback on the way our scheme worked compared to Universal Credit (UC), especially regarding carers and the disabled who were self-employed. In response, we looked more closely at these cases and concluded that:
 - the numbers affected are small as claimants need to satisfy multiple criteria: be carers and self-employed working for less than 35 hours per week on less than the minimum wage.
 - we have a satisfactory mechanism in place through our Hardship Fund to ensure that no one suffers financially
 - a further review of our scheme was likely with the roll out of UC and that it was appropriate to consider Surrey Welfare Rights suggestions at that time
- Universal Credit uses a minimum income floor, with some modification where claimants are disabled or carers. This has not been without criticism. On 10 May 2018 the House of Commons Work and Pensions Committee published a report “Universal Credit: supporting self-employment”. This looks at the difficulties of balancing support for entrepreneurship with protecting the public purse. The minimum income floor is intended to incentivise the self-employed to increase their earnings and develop their business, while ensuring that the Government does not subsidise unsustainable low-paid self-employment indefinitely. It highlighted some issues:
 - The DWP has no plans to publish any significant analysis of UC’s effect on self-employment until at least autumn 2019.
 - The DWP calculates UC awards monthly, but the self-employed have volatile incomes and the result is that they do not receive the same help as the employed. The report suggests longer reporting periods of up to a year where claimants demonstrate irregular payment patterns.
 - For the first year of self-employment claimants are exempt from the minimum income floor. The report suggests that in some instances this period should be extended and that a taper off could also be used.
- We will consider our treatment of the self-employed when we carry out our more fundamental review of the scheme.

*²Payments from the Discretionary Hardship Fund are:

- means tested (an assessment of income and expenditure)
- awarded for a maximum of one year at a time
- not usually for more than 75% of any Council Tax Benefit lost
- not awarded if non-essential expenditure exceeds the loss of Council Tax Benefit incurred
- not backdated.

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Changes to The Guildford Borough Council (Council Tax Reduction Scheme) (Persons who are not Pensioners) for 2020-21

1. Personal Allowances

Column (1) - Person or couple	2019 Amount	Amount Proposed 2020
(1) A single claimant who -	(1)	(1)
(a) Is entitled to main phase employment and support allowance	(a) £73.10	(a) £73.10
(b) Is aged not less than 25	(b) £73.10	(b) £73.10
(c) Is aged not less than 18 but less than 25	(c) £57.90	(c) £57.90
(2) Lone Parent	(2) £73.10	(2) £73.10
(3) Couple	(3) £114.85	(3) £114.85

Column (1) - Child or young person	Column (2) – Amount 2019	Column (2) – Amount Proposed 2020
Person in respect of the period -		
(a) beginning on that person's date of birth and ending on the day preceding the first Monday in September following that person's sixteenth birthday;	£66.90	£66.90
(b) beginning on the first Monday in September following that person's sixteenth birthday and ending on the day preceding that person's twentieth birthday	£66.90	£66.90

2. Premiums

Family premium

Where the Family Premium still applies and the applicant is not a lone parent the proposal is to increase the premium from £17.45 to £17.45.

Other premiums

17. Premium	Amount 2019-20	Proposed 2020-21
(1) Disability Premium—	(1)	(1)
(a) where the applicant satisfies the condition in paragraph 9(a);	(a) £33.55	(a) £34.35
(b) where the applicant satisfies the condition in paragraph 9(b).	(b) £47.80	(b) £48.95
(2) Severe Disability Premium	(2)	(2)
(a) where the applicant satisfies the condition in paragraph 11(2)(a);	(a) £64.30	(a) £65.85
(b) where the applicant satisfies the condition in paragraph 11(2)(b)—		
(i) in a case where there is someone in receipt of a carer's allowance or if he or any partner satisfies that condition only by virtue of paragraph 11(5);	(b)(i) £64.30	(b)(i) £65.85
(ii) in a case where there is no-one in receipt of such an allowance	(b)(ii) £128.60	(b)(ii) £131.70
(3) Disabled Child Premium	(3) £62.86 in respect of each child or young person in respect of whom the condition specified in paragraph 13 of Part 3 of this Schedule is satisfied	(3) £64.19 in respect of each child or young person in respect of whom the condition specified in paragraph 13 of Part 3 of this Schedule is satisfied
(4) Carer Premium	(4) £36.00 in respect of each person who satisfies the condition specified in paragraph 14.	(4) £36.85 in respect of each person who satisfies the condition specified in paragraph 14.
(5) Enhanced Disability Premium	(5)	(5)
	(a) £25.48 in respect of each child or young person in respect of whom the conditions specified in paragraph 12 are satisfied	(a) £26.04 in respect of each child or young person in respect of whom the conditions specified in paragraph 12 are satisfied
	(b) £16.40 in respect of each person who is neither	(b) £16.80 in respect of each person who is neither
	(i) a child or a young person; nor	(i) a child or a young person; nor
	(ii) a member of a couple or a polygamous marriage	(ii) a member of a couple or a polygamous marriage
	In respect of whom the conditions specified in paragraph 12 are satisfied	In respect of whom the conditions specified in paragraph 12 are satisfied
	(c) £23.55 where the applicant is a member of a couple or a polygamous marriage and the conditions specified in paragraph 12 are satisfied in respect of a member of that couple or polygamous marriage	(c) £24.10 where the applicant is a member of a couple or a polygamous marriage and the conditions specified in paragraph 12 are satisfied in respect of a member of that couple or polygamous marriage

Part 6 - Amount of components

	Amount 2019-20	Proposed 2020-21
18. The amount of the work-related activity component is	29.05	29.05
19. The amount of the support component is	37.65	38.55

3. Non-Dependant Deductions

	Amount 2019-20	Proposed 2020-21
(1) Subject to the following provisions of this paragraph, the non-dependant deduction in respect of a day referred to in paragraph 47 is -		
(a) in respect of a non-dependant aged 18 or over in remunerative work,	£11.90 x 1/7	£12.20 x 1/7
(b) in respect of a non-dependant aged 18 or over to whom sub-paragraph (a) does not apply,	£3.90 x 1/7	£4.00 x 1/7
(2) In the case of a non-dependant aged 18 or over to whom sub-paragraph (1)(a) applies, where it is shown to the appropriate authority that his normal gross weekly income is		
(a) less than X, the non-dependant deduction to be made under this paragraph is the amount specified in sub-paragraph (1)(b)	X £202.85	X £207.70
(b) not less than X but less than Y, the non-dependant deduction to be made under this paragraph is b;	X £202.85 Y £351.65 b £7.90	X £207.70 Y £360.10 b £8.10
(c) not less than Y but less than Z, the non-dependant deduction to be made under this paragraph is	Y £351.65 Z £436.90 c £9.95	Y £360.10 Z £447.40 c £10.20

4. Update Income and Capital Disregards

Add to “Part 2 – Interpretation, section 2. Interpretation”, in appropriate alphabetical order:

“the Windrush Compensation Scheme” means the scheme launched by the Home Office in 2019

With the exception of the definition of We Love Manchester Emergency Fund in “Part 2 – Interpretation, section 2, amend all references to the Caxton Foundation to read: “the We Love Manchester Emergency Fund, the Windrush Compensation Scheme”

5. Definition of Pension Age

Amend the definition of pension age and working age in accordance with the governments changes to the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 for 1 April 2020, once they are received.

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From: Sarah Bryan [<mailto:sarah.bryan@surreycc.gov.uk>]
Sent: 11 October 2019 09:45
To: Daniel Rolfe
Subject: RE: Local Council Tax Support Consultation [UNC]

Good Morning Daniel,

Please find feedback below, that I am sending on behalf of Leigh Whitehouse, Executive Director – Resources.

Thank you for the opportunity to comment on Guildford BC's proposals to revise its Local Council Tax Support scheme for 2020/21. We have no objections to the three revisions proposed. We respect that Guildford BC are able to set the amount of relief they can award under their Council Tax Support Scheme; we believe that any reduction must continue to prevent vulnerable residents from falling into further deprivation or financial instability.

Regards,

Sarah Bryan | Principal Accountant Financial Planning

Telephone: 020 8541 9372 |

Email: sarah.bryan@surreycc.gov.uk

Address: Room G37, County Hall, Penrhyn Road, Kingston upon Thames KT1 2DJ



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Commissioner for Surrey

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Fax: 01483 634502

Perkin11584@surrey.pnn.police.uk
Website: www.surrey-pcc.gov.uk

25th September 2019

Dear Mr Rolfe,

Consultation – Local Council Tax Support Scheme 2020-21

Thank you for your recent letter giving the Police & Crime Commissioner the opportunity to comment on Guildford Borough Council's proposed 2020/21 Local Council Tax Support Scheme.

The Commissioner does not feel that he is in a position to make comments on the revisions that individual District Councils make to their Council Tax Support Schemes. His view is that proposed alterations to schemes rest better with the members of the District and Borough Councils, as they will have a better understanding of the impact that their decisions will have on their residents and the consequent amount collected via Council Tax, a share of which is subsequently passed on to us through the Police Precept. What the Commissioner would however ask Council members to take account of when deciding what changes, if any, should be made to existing support schemes, is the consequent impact their decisions will have on the funding of Surrey Police and thereby the ability of the Force to continue to maintain current levels of policing within the County as a whole.

Thank you again for giving us the opportunity to comment.

Yours sincerely








Ian Perkin Treasurer & CFO






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Local Council Tax Support Scheme (LCTSS) Survey 2020




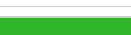
1. Page 1

2. Page 2

1. Do you agree with updating the amounts used to calculate entitlement within the scheme? Using this year's figures we estimate this will cost an initial £1,500.							Response Percent	Response Total
1	Strongly agree						13.04%	3
2	Agree						21.74%	5
3	Disagree						17.39%	4
4	Strongly disagree						21.74%	5
5	Don't know						26.09%	6
Analysis	Mean:	3.26	Std. Deviation:	1.39	Satisfaction Rate:	56.52	answered	23
	Variance:	1.93	Std. Error:	0.29			skipped	1

2. Do you agree with updating the income and capital to account for payments or capital received from the Windrush Resettlement Payments? These amounts will be disregarded from the total income / capital used to calculate entitlement.							Response Percent	Response Total
1	Strongly agree						13.04%	3
2	Agree						21.74%	5
3	Disagree						26.09%	6
4	Strongly disagree						21.74%	5
5	Don't know						17.39%	4
Analysis	Mean:	3.09	Std. Deviation:	1.28	Satisfaction Rate:	52.17	answered	23
	Variance:	1.64	Std. Error:	0.27			skipped	1

3. Page 3

3. Currently a person can receive help with 100% of their council tax, so they don't pay anything. Do you agree that all claimants should have to pay at least a certain fixed percentage of their council tax bill - for example 10%?							Response Percent	Response Total
1	Strongly agree						43.48%	10
2	Agree						8.70%	2
3	Disagree						8.70%	2
4	Strongly disagree						30.43%	7

3. Currently a person can receive help with 100% of their council tax, so they don't pay anything. Do you agree that all claimants should have to pay at least a certain fixed percentage of their council tax bill - for example 10%?

						Response Percent	Response Total	
5	Don't know						8.70%	2
Analysis	Mean:	2.52	Std. Deviation:	1.5	Satisfaction Rate:	38.04	answered	23
	Variance:	2.25	Std. Error:	0.31			skipped	1

4. What do you feel would be an appropriate percentage should a claimant have to pay towards their council tax bill?

						Response Percent	Response Total	
1	0%						34.78%	8
2	5%						8.70%	2
3	10%						26.09%	6
4	20% or higher						26.09%	6
5	Don't know						4.35%	1
Analysis	Mean:	2.57	Std. Deviation:	1.31	Satisfaction Rate:	39.13	answered	23
	Variance:	1.72	Std. Error:	0.27			skipped	1

5. What impact would this change have on your household?

						Response Percent	Response Total	
1	No impact						60.87%	14
2	Low impact						4.35%	1
3	Medium impact						13.04%	3
4	High impact						13.04%	3
5	Not sure						8.70%	2
Analysis	Mean:	2.04	Std. Deviation:	1.43	Satisfaction Rate:	26.09	answered	23
	Variance:	2.04	Std. Error:	0.3			skipped	1

6. Do you have any comments or suggestions for other savings or options that could be included in future reviews of our LCTS scheme?

			Response Percent	Response Total
1	Open-Ended Question		100.00%	9
1	24/09/2019 17:17 PM ID: 127813159	I think an element of council tax, however minor, should be mandatory - even if it doesn't cover the full costs of using a universal service.		
2	25/09/2019 07:49 AM ID: 127830032	People with additional properties should pay more; pensioners and those living alone should pay significantly less than those with large families who are heavier users of all services.		

6. Do you have any comments or suggestions for other savings or options that could be included in future reviews of our LCTS scheme?			Response Percent	Response Total
3	26/09/2019 10:36 AM ID: 127901460	I am sick of working with people who get support 19/12, yet have their own Council house and income support etc, yet mysteriously find money for flash cars, expensive mobile phone contracts, Sky TV, 48" flat screen T.V. and drink and drugs glaore all subsidised by my taxes, paid on top my my paying ALL of my family living expenses IN FULL. This hand-out gravy train need to come off the rails FAST.		
4	27/09/2019 09:46 AM ID: 127967646	longer time for residents to make up payments when they default before demanding full annual payment		
5	28/09/2019 09:34 AM ID: 128028157	University students properties not paying any council tax should be changed. The university is taking on too many students, and the rest of the town is having to pay for their council tax. Make the university pay for their students and reduce the numbers.		
6	02/10/2019 20:12 PM ID: 128286533	Review what we pay for, no street lighting in my area, road improvement are done by our housing association, we never any policing in are estate.		
7	02/10/2019 20:48 PM ID: 128288135	I think there is a strong correlation between those who receive a high level of Council Tax Support and their (higher) reliance upon local services I therefore believe it is correct that everyone should contribute something. I assume that any contribution they need to make will be factored into other benefits awards/recognised as part of the calculation for their cost of living.		
8	11/10/2019 16:19 PM ID: 128934139	<p>Uprating non-dependant deductions presumes that those individuals have had an increase in earnings or in benefit income. Neither of these two scenarios may be the case. Benefits are now in their 4th year of being frozen and presuming affordability rather than establishing actual facts, could put households at risk of council tax debts.</p> <p>Since 2016/17 the Council has also, in our view, incorrectly applied its own minimum income floor (MIF) for self-employed people. This MIF is a calculation tool directly lifted from the Universal Credit model. In UC only claimants who are self-employed and who are in the "All work claimant commitment" group are affected by the MIF if their profit is not high enough. The required amount of profit is set by UC, for example 35 x national minimum wage per week. It could be a lower amount depending upon the circumstances of the claimant. If the MIF applies, then the Council should be using the same MIF earnings figure as UC. If the claimant is not on UC then the Council should use a MIF figure based on the number of hours the claimant would be required to work by the DWP.</p> <p>In our view the Council is not meeting its equalities duties as it presumes a MIF figure of 35 x national minimum wage for all self-employed council tax support claimants. This includes everyone who may only be working self-employed for a few hours because they have a disability or they are a Carer. If the DWP is not requiring a person to work (because they are disabled, a Carer or some other reason) then the Council should not be presuming they are in full-time work. No MIF should apply at all where a claimant is not required to work. Actual s/e profit figures should be used for any CTS calculation and not a fictional figure of 35 x national minimum wage. The existence of a discretionary hardship fund does not, in our view, replace rights that existing legislation already provides.</p> <p>We would be happy to discuss this issue once again with the Council.</p>		
9	11/10/2019 16:25 PM ID: 128936607	<p>Survey sent at 16.15 was from Surrey Welfare Rights Unit, completed by Maria Zealey. Apologies, I thought there would be a space to put details of who was completing the survey.</p> <p>Regards</p> <p>Maria</p>		
			answered	9
			skipped	15

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Council Report

Ward(s) affected: n/a

Report of Director of Finance

Author: John Armstrong, Democratic Services Manager

Tel: 01483 444102

Email: john.armstrong@guildford.gov.uk

Lead Councillor responsible: Joss Bigmore

Tel: 07974 979369

Email: joss.bigmore@guildford.gov.uk

Date: 3 December 2019

Review of Councillors' Allowances: Report of the Independent Remuneration Panel

Executive Summary

The Council appointed an Independent Remuneration Panel (IRP) in October 2018 to review the existing scheme of councillors' allowances and make recommendations for a new scheme. In October 2019, the IRP concluded its review and produced its report and recommendations (attached as Appendix 1 to this report).

According to legislation, before the Council makes or amends a scheme of councillors' allowances it must have regard to the recommendations made by the IRP. The Council is asked to consider the IRP's recommendations for a new scheme of allowances, together with any recommendations submitted by the Executive arising from consideration of this matter at its meeting on 26 November 2019, to come into effect on 1 April 2020.

Recommendation to Council:

The Council is asked to adopt a new scheme of allowances for councillors with effect from 1 April 2020 having regard to the Independent Remuneration Panel's recommendations contained in its report, which are set out in full below:

- (1) That the Basic Allowance payable to all members of Guildford Borough Council be £7,405 per annum.
- (2) That that no councillor shall be entitled to receive at any time more than one Special Responsibility Allowance (SRA) and that this 'One SRA Only Rule' be adopted into the Scheme of Allowances.
- (3) That the maximum number of recipients of Special Responsibility Allowances at any one time does not exceed 50% of Council Members (24 Members)
- (4) That the Leader of the Council continues to receive a Special Responsibility Allowance of 200% of the basic allowance, £14,810 per annum.
- (5) That the Deputy Leader receives a Special Responsibility Allowance of 50% of the Leader's Special Responsibility Allowance, £7,405 per annum.

- (6) That the Members of the Executive, the Chair of the Planning Committee, the Chair of Overview and Scrutiny Committee and the Mayor receive a Special Responsibility Allowance of 40% of the Leader's Special Responsibility Allowance, £5,924 per annum.
- (7) That the Shadow Leader's Special Responsibility Allowance be withdrawn.
- (8) That the Chairman of the Licensing Committee, the Deputy Mayor, the Chairman of the Corporate Governance and Standards Committee, the Chairs of the Executive Advisory Boards and the Guildford Joint Committee Chair each receive a Special Responsibility Allowance of 25% of the Leader's Special Responsibility Allowance, £3,703 per annum.
- (9) That the Vice Chair of the Guildford Joint Committee receive a Special Responsibility Allowance of 10% of the Leader's Special Responsibility Allowance, £1,481 per annum.
- (10) That the Chairs of the Licensing Sub-Committees continue to be eligible to receive a Special Responsibility Allowance on a per meeting basis, currently £280 per meeting
- (11) That Political Group Leaders continue to receive a Special Responsibility Allowance of 1% of the Basic Allowance per group member (£74 per councillor per annum) subject to the application of the 'One SRA Only' rule.
- (12) That the role of Deputy Lead Councillor should not be awarded a Special Responsibility Allowance.
- (13) That co-optees continue to receive an allowance of 2.5% of the Leader's Special Responsibility Allowance, £370 per annum.
- (14) That Travelling and Subsistence Allowance should continue to be payable to councillors and co-opted members in connection with any approved duties.
- (15) That the amounts payable in respect of Travelling and Subsistence Allowance should continue to be the amounts which are payable to officers of the Council for travelling and subsistence undertaken in the course of their duties.
- (16) That Councillors should also be permitted to claim for reimbursement of any reasonable parking charges incurred whilst on approved duties.
- (17) That the Dependants' Carers' Allowance should be based on two rates. Rate one for general care be at a rate of £10.58 per hour, with no monthly maximum claim. Rate two should be for specialist care based at cost upon production of receipts and requiring medical evidence that this type of care is required.
- (18) That no change should be made to the current eligibility conditions for receipt of the Dependants' Carers' Allowance, except that the duties for which this allowance is payable should be in accordance with the list of approved Councillor duties. The Council should also actively promote the allowance to prospective and new councillors both before and following an election.
- (19) That the level of the Mayor's and the Deputy Mayor's allowances payable under Sections 3 and 5 respectively of the Local Government Act 1972 to meet the expenses of their offices should remain unchanged at £8,000 and £2,000 per annum respectively.
- (20) That the recommended duties for which Dependants' Carers' Allowance and Travelling and Subsistence Allowance should be payable should be amended to include councillor ward and constituency activities including attendance at ward surgeries.
- (21) That the Council considers the introduction of a policy to support parental leave for councillors as outlined in the Panel's report.
- (22) That the basic allowance, each of the SRAs, the Co-Optees' Allowance and the Dependants' Carers' Allowance be increased annually in line with the percentage increase in staff salaries until 2023, at which time the Scheme shall

- be reviewed again by an independent remuneration panel.
- (23) That the new scheme of allowances to be agreed by the Council in December 2019 be implemented with effect from the beginning of the 2020-21 financial year, at which time the current scheme of allowances will be revoked.

Reason for Recommendation:

In order to comply with the requirements of The Local Authorities (Members' Allowances) (England) Regulations 2003 (as amended).

Is the report (or part of it) exempt from publication? No

1. Purpose of Report

- 1.1 To enable the Council to adopt a new scheme of allowances for councillors, following the review conducted recently by the Council's Independent Remuneration Panel (IRP).

2. Strategic Priorities

- 2.1 The appointment of an independent remuneration panel to review and make recommendations on the scheme of councillors' allowances demonstrates that the Council's work is publicly accountable and presented with openness and transparency.
- 2.2 The delivery of the IRP's review of the scheme of allowances supports the Council's strategic framework by ensuring payments to councillors are reflective of their roles and responsibilities. It will help to ensure allowances are set at a level that facilitates suitably able, qualified, and representative people standing as candidates for Council (and their retention and development once elected).

3. Background

- 3.1 The current Scheme of Councillors' Allowances, contained within Part 6 of the Constitution, has been operating (with index-linked updates) since April 2016.
- 3.2 In October 2018, the Council complied with the requirements of Section 99 of the Local Government Act 2000 and The Local Authorities (Members' Allowances) (England) Regulations 2003, ("the 2003 Regulations") by reappointing the existing IRP; namely,
- Vivienne Cameron
 - Michael Burke
 - Susan Tresman
- 3.3 Since the reappointment of the IRP, Susan Tresman and Michael Burke stepped down for personal reasons and were replaced by Mark Palmer, Development Director for South East Employers and Dennis Frost, who had previous experience as a member of Elmbridge Borough Council's IRP.

- 3.4 The IRP was tasked with reviewing the existing scheme of allowances and making recommendations in respect of a new scheme. This review included the allowances payable to the Mayor and Deputy Mayor of Guildford under separate legislation¹ to meet the expenses of their offices, and a review as to whether a special responsibility allowance:
- (a) should be paid to Deputy Lead Councillors, and the chairman/vice-chairman of the Guildford Joint Committee whenever a Borough Councillor is performing those roles; and
 - (b) should continue to be paid in respect of the existing Shadow Leader's Allowance.
- 3.5 The IRP conducted their review between September and October 2019 and have now produced their report and recommendations, a copy of which is attached as **Appendix 1**.
- 3.6 To comply with the requirements of the 2003 Regulations, details of the IRP's recommendations were published in the *Surrey Advertiser* and online on 8 November 2019. A copy of the IRP's report is also available for viewing on the Council's website².

4. Recommendations of the IRP

- 4.1 The IRP recommends the basic allowance be set at £7,405 per annum (paragraph 4.15 of the IRP report).
- 4.2 The IRP recognises that the following offices bear significant additional responsibility that warrant appropriate levels of special responsibility allowances (SRAs):
- Leader of the Council
 - Deputy Leader of the Council
 - Members of the Executive
 - The Mayor and Deputy Mayor
 - Chairman of the Planning Committee
 - Chairman of the Overview and Scrutiny Committee
 - Chairman of the Corporate Governance and Standards
 - Chairmen of the Executive Advisory Boards
 - Chairman of the Licensing Committee
 - Designated Licensing Sub Committee Chairmen (payable on a per meeting basis)
 - Chairman and Vice-Chairman of the Guildford Joint Committee (NEW) (see paragraphs 4.42 and 4.43 of the IRP report)
 - Political Group Leaders

Details of the recommended amounts of SRA to be allocated to each of the above roles are set out in the IRP report (see summary of the recommendations in Appendix 1 to the IRP's report).

¹ Sections 3 and 5 of the Local Government Act 1972

² <https://www.guildford.gov.uk/article/18872/Councillors-allowances>

4.3 The IRP further recommend:

- (a) That a councillor may receive just one SRA at any one time (see paragraphs 4.19 and 4.20 of the IRP report).
- (b) That no more than 50% of councillors should receive an SRA at any one time (see paragraph 4.21 of the IRP report).
- (c) That the Shadow Leader's SRA be withdrawn (see paragraph 4.35 of the IRP report).
- (d) That the role of Deputy Lead Councillor should not receive an SRA (see paragraphs 4.47 and 4.48 of the IRP report).
- (e) That the rates for Travelling and Subsistence Allowance should continue to be the amounts which are payable to officers of the Council for travelling and subsistence undertaken in the course of their duties (see paragraph 4.50 of the IRP report).
- (f) That the Dependants' Carers' Allowance to be payable in respect of approved duties remain the same at £10.58 per hour for general care with no monthly maximum claim, but that there be a new rate for specialist care that should be reimbursed at actual cost on presentation of receipts (see paragraphs 4.51 and 4.52 of the IRP report).
- (g) That the list of approved duties shall include ward and constituency work, including attendance of ward surgeries.
- (h) That the basic allowance, the SRAs, the Dependants' Carers' Allowance, and the Co-optees' Allowance be indexed and increased annually in line with the percentage increase in staff salaries until 2023 (at which time the scheme of allowances will be reviewed again by an IRP) (see paragraph 4.57 of the IRP report).
- (i) That the current scheme of allowances should be revoked, and the new scheme implemented with effect from 1 April 2020 (see paragraph 4.58 of the IRP report).

5. Equality and Diversity Implications

5.1 A screening Equalities Impact Assessment (EIA) has taken place and the section below is drawn from that document.

5.2 The purpose of the scheme of allowances is to create a schedule of remuneration that will support and enable councillors to execute their roles across a range of governance duties and responsibilities. A successful scheme will enable any local person, regardless of their income and status, to be able to stand for election and fulfil the roles of office without experiencing the deterrent of financial disadvantage.

- 5.3 A successful scheme of allowances will assist in increasing the diversity of councillors, to better reflect the communities they represent and serve.
- 5.4 In addition, a scheme of allowances should encourage local democratic participation.

6. Financial Implications

- 6.1 If the IRP's recommendations are adopted, with the exception of the 1 SRA per councillor rule, the following provision would need to be made in the 2020-21 revenue budget:

	£
Basic Allowance	355,440
Special Responsibility Allowance*	115,953
Co-Optees' Allowance	2,220
Travelling & Subsistence Allowance**	5,263
Dependants' Carers' Allowance**	61
Employers' National Insurance (estimate)	10,500
Total:	489,437

* Excludes £1,481 for SRA for Vice-Chairman of Guildford Joint Committee as GBC will hold the chairman role in both 2020-21 and 2021-22

** Estimates based on level of allowances claimed by councillors in 2018-19, plus a 2% increase on the current allowances

This would result in an increase of £39,177 (just over eight per cent) compared with the 2019-20 estimate of £450,260, which is the equivalent of £0.69p (0.34 per cent) on Council Tax at Band D³.

- 6.2 By way of comparison, the table overleaf shows the current level of allowances (based on the scheme adopted by the Council in 2016, and subsequently increased annually in accordance with the percentage increase in staff salaries) compared with those that the IRP has recommended in its recent report.

Allowance	Current Allowance (2019-20) £	Number	Current total per annum £	Recommended Allowance (35% PSD) £	Recommended Allowance Calculation	Recommended Allowance total per annum £
Basic (BA)						
Total Basic:	7,001	48	336,048	7,405	–	355,440

³ based on 2019-20 values

Increase						19,392
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Special Responsibility:						
Leader of the Council	14,002	1	14,002	14,810	200% of BA	14,810
Deputy Leader	7,001	1	7,001	7,405	50% of Leader's SRA	7,405
Members of the Executive	5,601	8	44,808	5,924	40% of Leader's SRA	47,392
Chair: Overview & Scrutiny Cttee	5,601	1	5,601	5,924	40% of Leader's SRA	5,924
Shadow Leader	5,601	1	5,601	0	Allowance Withdrawn	0
Chair: Planning Committee	5,601	1	5,601	5,924	40% of Leader's SRA	5,924
Mayor	5,601	1	5,601	5,924	40% of Leader's SRA	5,924
Chair: Licensing Committee	3,501	1	3,501	3,703	25% of Leader's SRA	3,703
Chair: Corp Gov & Standards Cttee	3,501	1	3,501	3,703	25% of Leader's SRA	3,703
Chair: Executive Advisory Board	3,501	2	7,002	3,703	25% of Leader's SRA	7,406
Deputy Mayor	2,800	1	2,800	3,703	25% of Leader's SRA	3,703
Chair: Guildford Joint Committee		1		3,703	25% of Leader's SRA	3,703
Vice Chair: Guildford Joint Cttee		1		1,481	10% of Leader's SRA	1,481*
Designated Licensing Sub Cttee Chairs	280.40	6	2,804**	280	-	2,804
Group Leaders	69.83 per group member	5	3,352	74 per group member	1% of the Basic Allowance	3,552
Total SRAs			111,175			117,434***
Increase						6,259
Allowance	Current Allowance (2019-20) £	Number	Current total per annum £	Recommended Allowance (35% PSD) £	Recommended Allowance Calculation	Recommended Allowance total per annum £
Co-Optees' Allowance	351	6	2,106	370	2.5% of Leader's SRA	2,220
BA + SRAs + Co-			449,329			475,094

Optees						
Increase						25,765

* As GBC will hold the chairman role of the Guildford Joint Committee in 2020-21, this SRA would not be payable in 2020-21

** Based on approximately 10 meetings per annum

*** This figure would be lower if the Council adopted the 1 SRA Only Rule

Dependants' Carers' Allowance	10.58 per hour			10.58 per hour		
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Travelling & Subsistence Allowances						
<u>Motor Mileage Allowance</u>						
Cars	45p per mile					
Motorcycles	24p per mile					
Cycle Mileage Allowance:	22p per mile					
<u>Day Subsistence Allowance:</u>				unchanged		
Breakfast	£6.88					
Lunch	£9.50					
Tea	£3.76					
Evening Meal	£11.76					
<u>Overnight Subsistence Allowance:</u>						
London	£102					
Elsewhere	£89					

7. Legal Implications

- 7.1 The allowances payable to councillors are matters for local determination. While the Council has a duty under the 2003 Regulations to have regard to recommendations made to it by the IRP before it makes or amends the scheme of allowances, it is not bound to follow those recommendations.
- 7.2 The Council is also required to publish a notice in the local press setting out the main features of the Panel's recommendations (which was placed in the *Surrey Advertiser* on 8 November 2019) and a further notice once the Council has adopted a new scheme of allowances.

- 7.3 Under paragraph 13 (iv) of the Council's adopted Code of Conduct for Councillors, there is no requirement for councillors to disclose any pecuniary interest in respect of business relating to the scheme of allowances.

8. Human Resource Implications

- 8.1 There are no significant human resource implications.

9. Climate Change/Sustainability Implications

- 9.1 There are no significant implications for climate change or sustainability.

10. Conclusion

- 10.1 Having received the IRP's report, the Council must now consider the recommendations and agree a new scheme of councillors' allowances for implementation with effect from the beginning of the 2020-21 financial year.
- 10.2 Taking account of the recommendations in the IRP's report, officers have drafted a written scheme of allowances incorporating the various provisions required to be included (see Appendix 2). The Executive is due to consider the IRP's report and recommendations at its meeting on 26 November. Any comments and recommendations from the Executive will be reported to the Council on the Order Paper.
- 10.3 The new Scheme, once adopted, will be included in Part 6 of the Council's Constitution and be available for viewing on the Council's website.

11. Background Papers

- The Local Authorities (Members' Allowances) (England) Regulations 2003 (as amended)
- New Council Constitutions: Guidance on Consolidated Regulations for Local Authority Allowances (July 2003)

12. Appendices

- Appendix 1: The Independent Remuneration Panel's report (November 2019)
Appendix 2: Draft Scheme of Allowances

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**The report of the Independent Remuneration Panel  
appointed to review the allowances paid to Councillors  
of Guildford Borough Council**

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November 2019

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1. INTRODUCTION AND BACKGROUND

1.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 ("the 2003 Regulations"), as amended, require all local authorities to appoint an independent remuneration panel (IRP) to advise on the terms and conditions of their scheme of councillors' allowances.

1.2 Guildford Borough Council formally appointed the following persons to undertake this process and make recommendations on its future scheme.

Vivienne Cameron – Local resident and former Probation Officer
Mark Palmer – Development Director, South East Employers (Chair)
Dennis Frost – Resident of Surrey and former Local Government Officer

1.3 Our terms of reference were in accordance with the requirements of the 2003 Regulations, together with "Guidance on Consolidated Regulations for Local Authority Allowances" issued jointly by the former Office of the Deputy Prime Minister and the Inland Revenue (July 2003). Those requirements are to make recommendations to the Council as to:

- (a) the amount of basic allowance to be payable to all councillors;
- (b) the level of allowances and whether allowances should be payable for:
 - (i) special responsibility allowances;
 - (ii) travelling and subsistence allowance;
 - (iii) dependants' carers' allowance;
 - (iv) co-optees' allowance;and the amount of such allowances;
- (c) whether adjustments to the level of allowances may be determined according to an index and if so which index and how long that index should apply, subject to a maximum of four years before its application is reviewed;

1.4 In addition, we were again invited to review the allowances payable to the M and Deputy Mayor to meet the expenses of their respective offices under Sections 3 and 5 of the Local Government Act 1972. Whilst the 2003 Regulations do not require councils to include such allowances in any formal review, the Council has agreed that it would be appropriate in terms of openness and transparency to ask the Panel to review these allowances as part of the general review of the scheme of councillors' allowances.

1.5 We have also made a recommendation in respect of parental leave for councillors.

2. CURRENT SCHEME

2.1 The last full review of councillors' allowances was undertaken by Guildford's IRP in November 2015. The scheme of allowances was brought into effect from April 2016.

2.2 The Scheme currently provides that all councillors are each entitled to a total basic allowance of £7,001 per annum. In addition, some councillors receive special responsibility allowances for undertaking additional duties.

2.3 Councillors may also claim the cost of travel and subsistence expenses and for expenditure on the care of children or dependants whilst on approved duties.

3. PRINCIPLES UNDERPINNING OUR REVIEW

The Public Service Principle

- 3.1 This is the principle that an important part of being a councillor is the desire to serve the public and therefore, not all of what a councillor does should be remunerated. Part of a councillor's time should be given voluntarily. The consolidated guidance notes the importance of this principle when arriving at the recommended basic allowance.¹ Moreover, we found that a public service concept or ethos was articulated and supported by many of the councillors we interviewed and in the responses to the questionnaire completed by councillors as part of our review.
- 3.2 We noted that the principle of public service had been recognised in previous IRP reviews in Guildford and was quantified in 2015. To provide transparency and increase an understanding of the Panel's work, we will continue to recommend the application of an explicit Public Service Discount (or PSD). Such a PSD is applied to the time input necessary to fulfil the role of a councillor.
- 3.3 Further explanation of the PSD to be applied is given below in section 4.

The Fair Remuneration Principle

- 3.4 Alongside the belief that the role of the elected Councillor should, in part, be viewed as unpaid voluntary service, we advocate a principle of fair remuneration. The Panel in 2019 continues to subscribe to the view promoted by the independent Councillors' Commission:

Remuneration should not be an incentive for service as a councillor. Nor should lack of remuneration be a barrier. The basic allowance should encourage people from a wide range of backgrounds and with a wide range of skills to serve as local councillors. Those who participate in and contribute to the democratic process should not suffer unreasonable financial disadvantage as a result of doing so.²

- 3.5 We are keen to ensure that our recommended scheme of allowances provides reasonable financial compensation for councillors. Equally, the scheme should be fair, transparent, logical, simple, and seen as such.
- 3.6 Hence, we continue to acknowledge that:
- (i) allowances should apply to roles within the Council, not individual councillors;
 - (ii) allowances should represent reasonable *compensation* to councillors for expenses they incur and time they commit in relation to their role, not *payment* for their work; and
 - (iii) special responsibility allowances are used to recognise the *significant* additional responsibilities which attach to some roles, not merely the extra time required.

¹ The former Office of Deputy Prime Minister – now the Ministry of Housing, Communities, and Local Government, and Inland Revenue, *New Council Constitutions: Guidance on Consolidated Regulations for Local Authority Allowances*, London: TSO, July 2003, paragraph 68.

² Rodney Brooke and Declan Hall, *Members' Remuneration: Models, Issues, Incentives and Barriers*. London: Communities and Local Government, 2007, p.3.

- 3.7 In making our recommendations, we have therefore sought to maintain a balance between:
- (i) the voluntary quality of a councillor's role;
 - (ii) the need for appropriate financial recognition for the expenses incurred and time spent by councillors in fulfilling their roles; and
 - (iii) the overall need to ensure that the scheme of allowances is neither an incentive nor a barrier to service as a councillor in Guildford.
- 3.8 The Panel as in 2015 continues to ensure that the scheme of allowances is understandable in the way it is calculated, this includes ensuring the bandings and differentials of the allowances are as transparent as possible.
- 3.9 In making our recommendations, we wish to emphasise that any possible negative impact they may have is not intended and should not be interpreted as a reflection on any individual councillor's performance in the role.

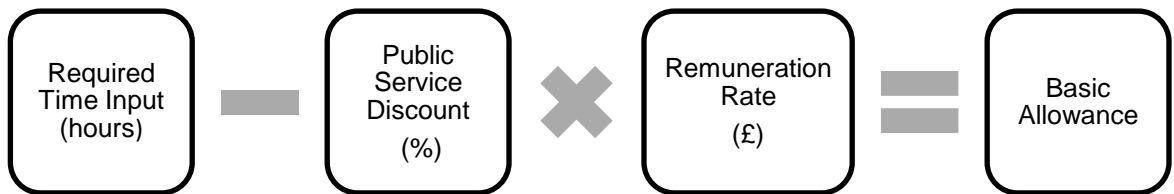
4. CONSIDERATIONS AND RECOMMENDATIONS

Basic Allowance

- 4.1 A Council's scheme of allowances must include provision for a basic allowance, payable at an equal flat rate to all councillors. The guidance on arriving at the basic allowance states, "Having established what local councillors do, and the hours which are devoted to these tasks the local authorities will need to take a view on the rate at which, and the number of hours for which, councillors ought to be remunerated."³
- 4.2 In addition to the regular cycles of Council and committee meetings, a number of working groups involving councillors also operate. Many councillors are also appointed by the Council to a number of external organisations.
- 4.3 We recognise that councillors are responsible to their electorate as:
- Representatives of a particular ward;
 - Community leaders;
 - Decision makers for the whole Council area;
 - Policy makers for future activities of the Council;
 - Scrutineers and auditors of the work of the Council; and
 - Regulators of planning, licensing and other matters required by Government.
- 4.4 The guidance identifies the issues and factors an IRP should have regard to when making a scheme of allowances.⁴ For the basic allowance we considered three variables in our calculation: the time required to execute the role effectively; the public service discount; and the rate for remuneration.

³ paragraph 67.

⁴ paragraphs 66-81.



4.5 Each of the variables is explained below.

Required Time Input

4.6 We ascertained the average number of hours necessary per week to undertake the role of a councillor (with no special responsibilities) from questionnaires and interviews with councillors and through reference to the relevant Councillor Role Profiles. In addition, we considered information about the number, range, and frequency of committee meetings.⁵

4.7 Discounting attendance at political meetings (which we judged to be centred upon internal political management), we find that the average time commitment required to execute the role of a councillor with no special responsibilities is 14 hours per week.

Public Service Discount (PSD)

4.8 From the information analysed, we found councillors espoused a high sense of public duty. Given the weight of evidence presented to us concerning, among other factors, the levels of responsibility, the varied nature of the role, the need for learning and development, and the increasing accessibility and expectations of the public, we recommend a Public Service Discount of 35 per cent to the calculation of the basic allowance. This percentage sits within the range of PSDs applied to basic allowances by councils in the south east.

Remuneration Rate

4.9 After establishing the expected time input to be remunerated, we considered a remuneration rate and came to a judgement about the rate at which the councillors ought to be remunerated for the work they do.

4.10 To help identify an hourly rate for calculating allowances, we utilised relevant statistics about the local labour market published by the Office for National Statistics. We selected the average (median), full-time gross⁶ wage per hour for the South East of England. The latest available figure is £15.65.⁷

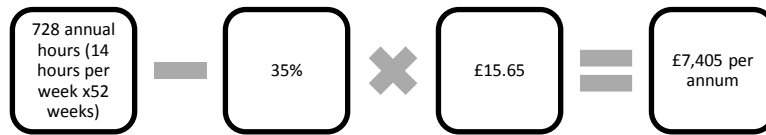
Calculating the basic allowance

4.11 After determining the amount of time required each week to fulfil the role (14 hours), the level of PSD to be applied (35%) and the hourly rate to be used (£15.65), we calculated the basic allowance as follows:

⁵ The Councillor Role Profiles and summary responses to the questionnaires are available on request.

⁶ The basic allowance, special responsibility allowance, dependants' carers' allowance, and co-optees' allowance are taxable as employment income.

⁷ The Nomis official labour market statistics: Hourly Pay – Gross median (£) For full-time employee jobs by place of residence: UK December 2018.



- 4.12 The gross Basic Allowance before the PSD is applied is **£11,393**. Following the application of the PSD this leads to a basic allowance of **£7,405** per annum.
- 4.13 This amount is intended to recognise the overall contribution made by councillors, including their work on council bodies, and ward work and attendance on external bodies.
- 4.14 We did also note the levels of basic allowance currently allocated by other Surrey district councils (see table below and Appendix 4).

Council	Surrey District and Borough Councils: Basic Allowances (£) 2018 ⁸
Woking Borough Council	7,200
Guildford Borough Council	6,864
Spelthorne Borough Council	6,049
Reigate and Banstead District Council	5,599
Surrey Heath Borough Council	5,087
Elmbridge Borough Council	5,066
Waverley Borough Council	4,758
Mole Valley District Council	4,370
Tandridge District Council	4,212
Runnymede Borough Council	3,680
Epsom & Ewell Borough Council	3,341
Average	4,507

- 4.15 The Panel wished to ensure the level of basic allowance does not constitute a barrier to candidates from all sections of the community standing, or re-standing, for election as councillors. The Panel was of the view that the 2015 review had begun to make recommendations to ensure that the current basic was in accordance with the principle of fair remuneration and the 2019 review has consolidated this approach.

WE THEREFORE RECOMMEND that the Basic Allowance payable to all members of Guildford Borough Council be £7,405 per annum.

Special Responsibility Allowances (SRAs)

- 4.16 Special Responsibility Allowances are awarded to councillors who perform significant additional responsibilities over and above the roles and expenses covered by the basic allowance. These special responsibilities must be related to the discharge of the council’s functions.
- 4.17 The 2003 Regulations do not limit the number of SRAs which may be paid, nor do they prohibit the payment of more than one SRA to any one councillor. They do require that an SRA be paid to at least one councillor who is not a member of the controlling group of the Council. As the guidance suggests, if the majority of councillors receive an SRA the local electorate may rightly question the justification for this.⁹

⁸ Figures drawn from the South East Employers, Members’ Allowances Survey 2018 (October 2018).
⁹ paragraph 72.

4.18 We conclude from the evidence we have considered that the following offices bear *significant* additional responsibilities:

- Leader of the Council
- Deputy Leader of the Council
- Members of the Executive
- The Mayor and Deputy Mayor
- Chair of the Planning Committee
- Chair of the Overview and Scrutiny Committee
- Chair of Corporate Governance and Standards Committee
- Chairs of the Executive Advisory Boards
- Chair of the Licensing Committee
- Designated Licensing Sub Committee Chairs (payable on a per meeting basis)
- Chair and Vice-Chair of the Guildford Joint Committee when such roles are performed by Guildford Borough councillors
- Political Group Leaders

One SRA Only Rule

4.19 To improve the transparency of the scheme of allowances, we feel that no councillor should be entitled to receive at any time more than **one SRA**.

4.20 The One SRA Only Rule avoids the possible anomaly of the Leader receiving a lower allowance than another councillor. If two or more allowances are applicable to a councillor then the higher-valued allowance would be received. The One SRA Only Rule is common practice for many councils. Our calculations for the SRAs are based on this principle, which should be highlighted:

WE THEREFORE RECOMMEND that that no councillor shall be entitled to receive at any time more than one Special Responsibility Allowance and that this One SRA Only Rule be adopted into the Scheme of Allowances.

The Maximum Number of recipients of SRAs Payable

4.21 In accordance with the 2003 Statutory Guidance (paragraph 72) the Panel is of the view that no more than 50% of Council Members (24 Members) should receive an SRA at any one time.

WE THEREFORE RECOMMEND that the maximum number of recipients of SRAs at any one time does not exceed 50% of Council Members (24 Members).

Calculating SRAs

4.22 The Panel continued to apply the criteria and formula for calculating the Leader of the Council's SRA. Based on a multiplier of the Basic Allowance, this role carries the most significant additional responsibilities, and is the most time consuming.

4.23 We applied a multiplier of the basic allowance to establish the Leader's SRA. Other SRAs are then valued downwards as a percentage of the Leader's allowance. This approach has the advantage that, when future adjustments to the SRAs are required, changing the Leader's SRA will have a proportionate and easily calculable effect on the other SRAs within the scheme.

- 4.24 We grouped together in Tiers those roles that we judged to have a similar level of responsibility. The outline result of this approach is illustrated in a pyramid of responsibility:



- 4.25 The rationale for these five tiers of responsibility is discussed below.

Leader (Tier One)

- 4.26 The Council elects for a four-year term of office a Leader who is ultimately responsible for the discharge of all executive functions of the Council. The Leader is the principal policy maker and has personal authority to determine delegated powers to the rest of the Executive. The Leader is also responsible for the appointment (and dismissal) of members of the Executive and their respective areas of responsibility.
- 4.27 The multiplier we applied to calculate the Leader's SRA is 200%, or twice, the basic allowance. If the recommended option of a basic allowance with a PSD of 35% is adopted, this results in a Leader's Allowance of £14,810.
- 4.28 Currently the Leader of the Council is entitled to an allowance of £8,401; and entitled to additional SRAs as a member of the Executive (£5,601) and as a Political Group Leader (£69.83 per group member). The allowance for Political Group Leader is based on the number of councillors within the group.
- 4.29 Should the One SRA Only Rule be adopted by the Council as recommended the actual level of Special Responsibility Allowance made to the Leader of the Council will be £14,810.

WE RECOMMEND that the Leader of the Council continues to receive a Special Responsibility Allowance of 200% of the basic allowance, £14,810 per annum.

Deputy Leader (Tier Two)

- 4.30 The Deputy Leader usually acts on the Leader's behalf in their absence. From the information we gathered, we continue to consider this additional responsibility should be reflected in the level of allowance. Therefore, we recommend the Deputy Leader's SRA be set at 50% of the Leader's SRA. If our recommendations concerning the basic allowance and the Leader's SRA are adopted, this results in an allowance of £7,405.

WE RECOMMEND that the Deputy Leader receive a Special Responsibility Allowance of 50% of the Leader's Special Responsibility Allowance, £7,405 per annum.

Members of the Executive, Chair of the Planning Committee, Chair of the Overview & Scrutiny Committee, Mayor (Tier Three)

- 4.31 From the evidence gathered, including questionnaire responses, face to face interviews and the Council's Role Profiles, we consider the members of the Executive, the Chair of the Planning Committee, Chair of Overview and Scrutiny, and the Mayor should receive an allowance of £5,924, 40% of the Leader's Allowance.
- 4.32 Evidence from the Councillor Role Profiles, and from the interviews we undertook with councillors, underlines the responsibility of the members of the Executive for many of the Council's functions. Members of the Executive hold considerable responsibility for their respective portfolios. In addition, we found the time commitment for the role to be significant and growing.
- 4.33 The Overview and Scrutiny Committee does not have formal decision-making powers; but is influential and new Government Statutory Guidance (May 2019) has sought to increase the scope and influence of the scrutiny function. We have considered the requirements of Overview and Scrutiny Committee Chair and consider that it continues to be a significant function that has a statutory legal requirement. We consider this role should also receive a Tier Three allowance of £5,924, 40% of the Leader's Allowance.
- 4.34 The Chair of a single Overview and Scrutiny Committee over the last few years has also increased the scope and responsibilities of the role.
- 4.35 The Panel is aware that the 2003 Regulations compel the Council to pay an SRA to "*at least one person who is not a member of the controlling group and has special responsibilities*". At the time of the last review of allowances in 2015, the then Panel recommended, and the Council approved, a Shadow Leader's SRA. However, since the May 2019 elections, with no political group having overall control, the role of Shadow Leader is no longer identifiable and therefore **we are of the view that the SRA for the role of Shadow Leader should be withdrawn.**
- 4.36 Political Group Leaders will continue to receive an SRA providing this adheres to the 'One SRA Only' recommendation.
- 4.37 The Panel was of the view that the role of Mayor continues to have a high impact and profile across the Borough and has a very high number of engagements and commitments. We therefore recommend that the role continues to be recognised at Tier Three and receive an allowance of £5,924, 40% of the Leader's Special Responsibility Allowance.

WE RECOMMEND that the Members of the Executive, the Chair of the Planning Committee, the Chair of Overview and Scrutiny Committee and the Mayor each receive a Special Responsibility Allowance of 40% of the Leader's Special Responsibility Allowance, £5,924 per annum. We also recommend that the Shadow Leader's Special Responsibility Allowance be withdrawn.

The Chairman of the Licensing Committee, the Chairman of the Corporate Governance and Standards Committee, Chairs of the Executive Advisory Boards, Deputy Mayor and Guildford Joint Committee Chair (Tier Four)

- 4.38 The allowance for the Chairman of the Licensing Committee should continue to be within Tier Four of the recommended SRAs, which is 25% of the Leader's Special Responsibility Allowance, and amounts to £3,703.
- 4.39 Following discussion and from an analysis of the role the Panel is of the view that the allowance for Deputy Mayor should be increased. Currently the Deputy Mayor receives an SRA of £2,800. However, the Panel was informed of the increasing responsibilities and contribution of the Deputy Mayoral role. Therefore, we consider that this allowance should be increased to £3,703, 25% of the Leader's Special Responsibility Allowance.
- 4.40 From the information gathered, including the complexity of the remit, we consider the role of the chairman of Corporate Governance and Standards Committee continues to warrant a Tier Four allowance of £3,703, 25% of the Leader's Special Responsibility Allowance.
- 4.41 The role of Chair of an Executive Advisory Board had not yet been created during the last review in 2015, The Chairs however have been allocated a Tier Four allowance of 25% of the Leader's Special Responsibility allowance and the Panel was of the view that this continues to be an appropriate allowance for the Chair of an Executive Advisory Board.
- 4.42 The Joint Committee of Guildford Borough Council and Surrey County Council comprises of 10 councillors each from the Borough and the County and was established in September 2018. The roles of chair and vice chair alternate between the two councils. The Joint Committee meets on a quarterly basis but also has quarterly informal based meetings. The Joint Committee also has responsibility for two working groups. Having considered the role of the Joint Committee and its chair, the Panel is of the view that during the years that a Borough Councillor chairs the Joint Committee then a Special Responsibility Allowance of 25% of the Leader's Special Responsibility Allowance should be awarded. This will be a Tier Four allowance of £3,703.
- 4.43 When a Borough Councillor is acting as vice chair of the Joint Committee then a Tier Five allowance should be payable, that equates to 10% of the Leader's Special Responsibility Allowance, £1,481.

WE RECOMMEND that the Chairman of the Licensing Committee, the Deputy Mayor, the Chairman of the Corporate Governance and Standards Committee, the Chairs of the Executive Advisory Boards and the Guildford Joint Committee Chair each receive a Special Responsibility Allowance of 25% of the Leader's Special Responsibility Allowance, £3,703 per annum. We also recommend that the Vice Chair of the Guildford Joint Committee receive a Special Responsibility Allowance of 10% of the Leader's Special Responsibility Allowance, £1,481 per annum.

Licensing Sub-Committee Chairs

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- 4.44 The six designated Chairs of Licensing Sub-Committees currently receive an allowance of £280 per meeting chaired.
- 4.45 Recognising the time commitment necessary to prepare for and attend each hearing, we conclude that the work and time commitment required for the hearings of the Licensing Sub-Committees can be onerous and therefore an allowance paid on a per meeting basis should continue at the current rate.

WE THEREFORE RECOMMEND that the Chairs of the Licensing Sub-Committees continue to be eligible to receive a Special Responsibility Allowance on a per meeting basis, currently £280 per meeting.

Political Group Leaders

- 4.46 The Panel is of the view that Political Group Leaders should continue to receive a Special Responsibility Allowance based on a per councillor rate equivalent to 1% of the Basic Allowance. This equates to a payment of £74 per councillor within each of the political groups. However, as the Panel has also recommended that the 'One SRA Only' rule should apply then any group leader already receiving an SRA will only receive the higher allowance and therefore this may mean that they no longer receive the Political Group Leader's Allowance.

WE THEREFORE RECOMMEND that Political Group Leaders continue to receive a Special Responsibility Allowance of 1% of the Basic Allowance per group member (£74 per councillor per annum) subject to the application of the 'One SRA Only' rule.

Deputy Lead Councillors

- 4.47 Councillors may from time to time, be designated by the Leader as Deputy Lead Councillors. The Deputy Lead Councillor will not be part of the Executive and will not participate in Executive decision-making or have delegated powers but may work closely with a Lead Councillor. The Leader has the power to appoint and discontinue the appointment of any Deputy Lead Councillor.
- 4.48 The Panel considered the role of the Deputy Lead Councillor and whether it should be awarded a Special Responsibility Allowance. The Panel was of the view that no allowance should be awarded to Deputy Lead Councillors.

WE THEREFORE RECOMMEND that the role of Deputy Lead Councillor should not be awarded a Special Responsibility Allowance.

Co-optees' Allowance

- 4.49 An IRP may recommend payment, and the level of an allowance for those who serve on the committees or sub-committees of a Council but are not members of the Council. We recognise that in so doing, an element of the contribution made by the co-optees should be voluntary.

WE RECOMMEND that co-optees continue to receive an allowance of 2.5% of the Leader's Special Responsibility Allowance, £370 per annum.

Travelling and Subsistence Allowance

- 4.50 A scheme of allowances may provide for any councillor to be paid for travelling and subsistence undertaken in connection with any of the duties specified in Regulation 8 of the 2003 Regulations including any other duties approved by the Council. Similarly,

such an allowance may also be paid to co-opted members of a committee or sub-committee of the Council in connection with any of those duties, provided that their expenses are not also being met by a third party.

The current scheme of councillors' allowances provides for the following levels of travelling and subsistence allowance:

Motor Mileage Allowance:

Cars: 45p per mile
Motor cycles: 24p per mile

Cycle Allowance: 22p per mile

Day Subsistence Allowance

Breakfast: £6.88
Lunch: £9.50
Tea: £3.76
Evening Meal: £11.76

Overnight Subsistence Allowance

In London: £102
Elsewhere: £89

In respect of any approved duties, Councillors and co-opted members are reimbursed the cost of second class or any available cheap rate travel using public transport on production of proof of purchase of a valid ticket.

WE RECOMMEND that travelling and subsistence allowance should continue to be payable to councillors and co-opted members in connection with any approved duties. WE FURTHER RECOMMEND that

- (a) **the amounts payable in respect of travelling and subsistence allowance should continue to be the amounts which are payable to officers of the Council for travelling and subsistence undertaken in the course of their duties, and**
- (b) **Councillors should also be permitted to claim for reimbursement of any reasonable parking charges incurred whilst on approved duties.**

Dependants' Carers' Allowance

- 4.51 The current level of dependants' carers' allowance is £10.58 per hour. The dependants' carers' allowance should ensure that potential candidates are not deterred from standing for election and should enable current councillors to continue despite any change in their personal circumstances. However, the current maximum remuneration for those with caring responsibilities could leave councillors out of pocket particularly if they are required to cover the cost of specialist care for adults or children with special needs.
- 4.52 The Panel therefore is of the view that the Dependants' Carers Allowance should be based on two rates, general care and specialist care. The Panel was of the view that specialist care provision should be reimbursed for the actual cost incurred by the councillor upon production of receipts. Medical evidence that this type of care provision is required must also be provided and approved by an appropriate officer of the Council.

WE THEREFORE RECOMMEND that the Dependants' Carers' Allowance should be based on two rates. Rate one for general care be at a rate of £10.58 per hour, with no monthly maximum claim. Rate two should be for specialist care based at cost upon production of receipts and requiring medical evidence that this type of care is required.

WE ALSO RECOMMEND that no change should be made to the current eligibility conditions for receipt of this allowance, except that the duties for which this allowance is payable should be in accordance with the list of approved Councillor duties. The Council should also actively promote the allowance to prospective and new councillors both before and following an election.

WE RECOMMEND that the level of the Mayor's and the Deputy Mayor's allowances payable under Sections 3 and 5 respectively of the Local Government Act 1972 to meet the expenses of their offices should remain unchanged at £8,000 and £2,000 per annum respectively.

Approved Councillor Duties

- 4.53 The Panel reviewed the recommended duties for which Dependants' Carers' Allowance and Travelling and Subsistence Allowance should be payable (see Appendix 3) and have recommended no changes other than the addition to the approved list of councillor ward and constituency work including attendance at ward surgeries, where applicable.

WE THEREFORE RECOMMEND that the recommended duties for which Dependants' Carers' Allowance and Travelling and Subsistence Allowance should be payable should be amended to include councillor ward and constituency activities including attendance at ward surgeries.

Parental Leave

- 4.54 There is no uniform/ national policy to support councillors who require parental leave for maternity, paternity or adoption leave. According to the Fawcett Society (Does Local Government Work for Women, 2018) a *'lack of maternity, paternity provision or support' is a real barrier for women aged 18-44 to fulfil their role as a councillor*.
- 4.55 We are of the view that support should be provided for parental leave although we do not wish to stipulate an exact policy/procedure of another Council, the Panel is aware that the Local Government Association (LGA) has developed a model policy that has been adopted by a growing number of councils across the south east region.
- 4.56 There is no legal right to parental leave of any kind for people in elected public office. However, as a way of improving the diversity of Councillors the Panel would recommend that the Members' Allowance Scheme should be amended to include provisions that clarify that:
- (a) All Councillors shall continue to receive their Basic Allowance in full for a period up to six months in the case of absence from their councillor duties due to leave relate to maternity, paternity, adoption shared parental leave or sickness absence
 - (b) Councillors entitled to a Special Responsibility Allowance shall continue to receive their allowance in full for a period of six months, in the case of absence from their Councillor duties due to leave related to maternity, paternity, adoption, shared parental leave or sickness absence

- (c) Where for reasons connected with sickness, maternity leave, adoption leave, paternity leave or shared parental leave a councillor is unable to attend a meeting of the Council for a period of six months, a dispensation by Council can be sought in accordance with Section 85 of the Local Government Act 1972
- (d) If a replacement to cover the period of absence under these provisions is appointed by Council or the Leader (or in the case of a party group position the party group) the replacement shall be entitled to claim a Special Responsibility Allowance pro rata for the period over which the cover is provided.

4.57 The Panel is conscious that these provisions do not replicate the LGA policy but that policy introduces elements that are more akin to employees which in terms of employment legislation does not include Councillors. We feel that our recommendations more simply and adequately reflect the situation relating to Councillors and clarify for them what they can expect. Borough Councillors however may wish to further develop the above recommendations so that they reflect the LGA policy.

WE RECOMMEND that the approach outlined is adopted as a basis of a policy to support parental leave for councillors.

Indexing of Allowances

4.58 A scheme of allowances may make provision for an annual adjustment of allowances in line with a specified index. The present scheme makes provision for the basic allowance, the special responsibility allowances, the co-optees' allowance and the dependants' carers' allowance to be adjusted annually in line with increases in staff salaries at Guildford Borough Council.

WE RECOMMEND that the basic allowance, each of the SRAs, the Co-Optees' Allowance and the Dependants' Carers' Allowance be increased annually in line with the percentage increase in staff salaries until 2023, at which time the Scheme shall be reviewed again by an independent remuneration panel.

Revocation of current Scheme of Allowances / Implementation of new Scheme

4.59 The 2003 Regulations provide that a scheme of allowances may only be revoked with effect from the beginning of a financial year, and that this may only take effect on the basis that the authority makes a further scheme of allowances for the period beginning with the date of revocation.

WE THEREFORE RECOMMEND that the new scheme of allowances to be agreed by the Council in December 2019 be implemented with effect from the beginning of the 2020-21 financial year, at which time the current scheme of allowances will be revoked.

5. OUR INVESTIGATION

Background

- 5.1 As part of this review, a questionnaire was issued to all councillors to support and inform the review. Responses were received from 30 councillors, which represent just over 62% of the Council. The information obtained was helpful in informing our deliberations.
- 5.2 We interviewed ten current councillors and a further 5 attended a workshop. We also met the Council's Managing Director, James Whiteman, who expanded on some of the

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key issues that were likely to affect the Council in the future. We are grateful to all our interviewees for their assistance.

Councillors' views on the level of allowances

5.3 A summary of the councillors' responses to the questionnaire is attached as Appendix 2.

Mark Palmer (Independent Remuneration Panel, Chair)
Vivienne Cameron (Independent Remuneration Panel)
Dennis Frost (Independent Remuneration Panel)

November 2019

Appendix 1: Summary of Panel's Recommendations

Allowance	Current Amount for 2019-20	Number	Recommended Allowance (35% PSD)	Recommended Allowance Calculation
Basic (BA)				
Total Basic:	£7,001	48	£7,405	

Special Responsibility:				
Leader of the Council	£14,002	1	£14,810	200% of BA
Deputy Leader	£7,001	1	£7,405	50% of Leader's Allowance
Members of the Executive	£5,601	8 ¹	£5,924	40% of Leader's Allowance
Chair: Overview & Scrutiny Committee	£5,601	1	£5,924	40% of Leader's Allowance
Shadow Leader	£5,601	1	£0	Allowance Withdrawn
Chair: Planning Committee	£5,601	1	£5,924	40% of Leader's Allowance
Mayor	£5,601	1	£5,924	40% of Leader's Allowance
Chair: Licensing Committee	£3,501	1	£3,703	25% of Leader's Allowance
Chair: Corporate Governance & Standards	£3,501	1	£3,703	25% of Leader's Allowance
Chair: Executive Advisory Board	£3,501	2	£3,703	25% of the Leader's Allowance
Deputy Mayor	£2,800	1	£3,703	25% of the Leader's Allowance
Chair: Guildford Joint Committee		1	£3,703	25% of Leader's Allowance
Vice Chair: Guildford Joint Committee		1	£1,481	10% of the Leader's Allowance
Designated	£280.4	6	£280.4	

¹ Excludes the Leader and Deputy Leader, i.e., the Executive has a maximum of 10 members.

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Licensing Sub Committee Chairs	per meeting		per meeeting	
Group Leaders	£69.83 per Group member	1	£74 Per Group member	1% of the Basic Allowance

Dependants' Carers' Allowance	£10.58 per hour		£10.58 per hour	
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Co-Optees' Allowance	£351	6 ²	£370	2.5% of Leader's SRA
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Travelling & Subsistence Allowances				
<u>Motor Mileage Allowance</u>				
Cars	45p per mile		unchanged	
Motorcycles	24p per mile			
Cycle Mileage Allowance:	22p per mile			
<u>Day Subsistence Allowance:</u>				
Breakfast	£6.88			
Lunch	£9.50			
Tea	£3.76			
Evening Meal	£11.76			
<u>Overnight Subsistence Allowance:</u>				
London	£102			
Elsewhere	£89			

² The Corporate Governance and Standards Committee has provision for up to six co-opted members..

Appendix 2: IRP Review of Councillor Allowances – Responses to Questionnaire 2019

**INDEPENDENT REMUNERATION PANEL REVIEW OF COUNCILLORS' ALLOWANCES 2019 REPORT OF
BROUGH COUNCILLORS RESPONSES TO QUESTIONNAIRE 2019**

OVERALL

Number of Executive members responding:	6 of 10	(60%)
Mayor/Deputy Mayor	2 of 2	(100%)
Number of backbench members responding:	22 of 36	(61%)
Total members responding:	30	(62%)

Noting not all councillors answered every question

QUESTION 1

Please give an approximate indication of the number of **hours you spend each month** on your various duties as a councillor:

Duties:

a) Ward work (including surgeries, phone calls, emails, visiting residents etc.)

Executive	22*
Mayor/Deputy Mayor	23.5*
Backbench	22*
Total	70.5*

b) Attending political group meetings

Executive	9*
Mayor/Deputy Mayor	6*
Backbench	6*
Total	21*

c) Preparation for Council/Executive/Committee/Working Group meetings

Executive	26*
Mayor/Deputy Mayor	22*
Backbench	12*
Total	60*

d) Attendance at those meetings

Executive	31*
Mayor/Deputy Mayor	17.5*
Backbench	10*
Total	58.5*

*Noting these figures are **averages** for the month

Any other activity (hours spent monthly please specify)

Executive

a) Appointment to external organisations 4

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b) Portfolio meetings with service leaders 16

CCG Stakeholder Meetings, Community Association Meetings

Regular meetings with Officers, Briefings, TAG Meetings

c) Joint Cttee agenda setting meetings & informal meetings 15

d) Portfolio work 24

Mayor/Deputy Mayor

Being Mayor 90+

Backbench

Appointment to external organisations 3

Portfolio meetings with service leaders 16

Portfolio work 24

Attending parish council meetings 4/12/6

Driving to the office 8

Planning site visits 2

Policy/issue research 5

Non-ward meetings on issues affecting my ward 3

Attending councillor training 5

Briefings and training 15/3/2/2

Other meetings conferences e.g. Surrey Bus expo, Real Change 4

Meetings with officers 4

Reading emails and looking at planning documents etc. 16/12

Q1 Comments

Training took a large block of time but isn't going to be so significant now the bulk is completed. Not sure how one-off time costs like that should be reflected?

Time is also spent meeting formally and informally with other individual fellow council colleagues discussing relevant matters on specific items and debrief after council meetings.

QUESTION 2

Do you consider the time you spend on Council work to be excessive?

	<u>Yes/No</u>
Executive	0 6
Mayor/Deputy Mayor	0 2
Backbench	<u>4 18</u>
Total	4 26

QUESTION 3

Do you feel the current allowances scheme adequately meets the expenses you incur in performing your duties and responsibilities as a councillor?

	<u>Yes No</u>
Executive	6 0
Mayor/Deputy Mayor	1 1
Backbench	<u>15 5</u>
Total	22 6

Q3 Comments

- a) This is a generic 'no'. Councillors are under-paid for the work they do. ...This makes it harder to get people to come forward as councillors. Especially if they are part time or on low income.

- b) Most councillors are urban based and do not have long travel times and no parish council responsibilities.
- c) Despite official council business being scheduled during the evenings, it is very often necessary to attend additional meetings (site visits, meetings with officers, etc.) during the working day. It is also often necessary to spend time contacting officers or responding to residents during the working day. In practice this makes it difficult to sustain a full-time job in addition to being a councillor – by my calculation I typically would need half a working day free every week in order to be fully effective as a ward councillor. However, whilst the basic allowance is sufficient to meet the expenses of performing my duties as a councillor in the evenings and weekends, it is not sufficient to allow me to reduce my hours of paid employment to free up enough time in the working day to be able to fulfil my councillor duties as effectively as I would wish – despite the fact that I work in an industry with above average pay. As such I cannot see how an individual on the average wage would be able to afford to be a councillor in Guildford. This is presumably why the majority of councillors are retired or individually wealthy to the extent that they do not need to work full time.
- d) So far, the only time I have been able to do the role of being a councillor as effectively as I like has been during a brief period when I was unemployed since I was then able to act on issues during the day time. The ideal situation for being a councillor, and employed, would probably be in a part-time job – however such jobs are not readily available in many professions and industries.
- e) The time spent during the working week is equivalent to a full working week on many weeks
- f) I feel I can't answer this question at this stage as although new to the position I'm starting to see workload increasing and need to cover extra hours later in the year?
- g) GGG is a small party so there is an implied obligation to volunteer for more Committees / Working Groups / External Boards than were one a member of the larger parties and (either as full / replacement member). There is a similar implied obligation to volunteer to attend the various voluntary activities. As a 'first-time' Councillor there is a similarly implied obligation to attend as many meetings / training sessions as possible in order to 'learn the ropes'. (The above are estimates of my 3-month workload going forward as I spent at least half as much time again in the first three months of becoming a Councillor.) Thus, one almost inevitably ends up as too thinly stretched. Also, I feel that the above estimates of hours are below what I have spent to date but believe / hope the amount of time I have spent so far is down to my inexperience of the role / belief that I had to attend all the available training courses.
- h) I am retired with a good pension, so the current allowance is adequate for me as I don't need the income. However, it would not be enough for a councillor of working age who needs to earn a living and cannot afford to give up so much time to council work. I believe the allowance should be enough to enable younger working age people to undertake the role without financial worries

QUESTION 4

In your time as a councillor, have you incurred losses for which you have not been recompensed?

	<u>Yes/No</u>
Executive	0 6
Mayor/Deputy Mayor	2 0
Backbench	<u>8 13</u>
Total	10 19

Please explain and quantify (approximately) the amount of any such losses incurred

- a) Loss of income

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- b) Since April 2019 I have had to purchase and supply my own printing ink cartridges and paper for which I only use for Council work. It is not easy to read all document electronically, particularly on a small lap top screen. Prior to becoming a councillor, I did not have or use a personal computer. The estimated cost I now have to expend is roughly £400 per annum.
- c) Planning mileage site visits.
- d) Travel costs to meetings and ward activities which it is not possible or practical to claim expenses for: £30
- e) My own fault
- f) Time spent travelling
- g) Difficult to quantify at this stage as I spend time often on the road in café bars catching up on the many emails and planning apps to pass
- h) Until I received this form, I had not found an explanation of what the allowance is supposed to cover. Examples of what I have spent that has not been covered by the allowances are taxi fares for meetings. I have been obliged to travel by Taxi due to conflicting pre-existing appointments. (Around £60 over three fares.) Reading Annex 1 implies that I can indeed claim these back so I will do so assuming that it is not too late.

QUESTION 5

Was the Scheme of Councillors' Allowances a relevant consideration in deciding whether to stand for election as a Borough Councillor?

Yes/No

4 25

Q5 Comments

- a) In most part, my answer is yes because I could not afford to do the role without some form of allowance. As I am a County Councillor too, I am reliant on both allowances to pay personal bills and cover some of my expenses when undertaking the roles i.e. petrol, phone calls, stationery / printer ink etc.
- b) I had to work out if I could afford the time
- c) I could have not afforded the time commitment to be a councillor without the scheme of allowances and this was a factor in deciding to stand for election. Had I been employed in a less well-paid profession than the one I am in then I do not think I would have been able to afford to stand for election to become a councillor
- d) My main expense is travel which is covered. I spend my allowance on phone, stationery and paying for cleaner and gardener to free up some time. I am fortunate my family are grown up and I have a pension. I don't know how councillors manage to have a full-time job, family, and do ward work etc. The allowance is not compensation for the time given. That is not a consideration for me but may discriminate against / discourage younger people standing.
- e) At the time I decided to stand I was not aware that there was an allowance involved and though I had an idea of the amount of my time it would take, this has turned out to be a woeful underestimate.

QUESTION 6

Are you aware of any instances where the Scheme has influenced prospective councillors in their decision on whether to stand for election as a Borough Councillor?

Yes/No
10 18

Q6 Comments

- a) For some people who feel they need to recoup earnings it has been a deciding factor
- b) I am aware that some of our potential candidates are put off by the 'low allowance' i.e. they think the role is worth more. It isn't just a case of attending 6 Council meetings each year; there's a lot of responsibility and work that goes on behind the scenes which members of the public are not aware of. The reality is that many people still have to work full time to pay their mortgage / bills so cannot commit to day time meetings AND are unable to rely in any way on the allowance payments.
- c) I know a good councillor who quit because they couldn't afford to stay on
- d) No, but I would be surprised if it had not done so.
- e) I am aware of a Prospective Councillors who stood at least partly, if not wholly for the allowance.
- f) I have been involved in efforts to find candidates and I am aware that financial worries can deter potential good people who must put their families first.

QUESTION 7

Some councils' scheme of allowances set a rule that a councillor may only be in receipt of one Special Responsibility Allowance (SRA) at any one time no matter how many roles he/she has. Do you think that is right?

	<u>Yes/No</u>
Executive	1 5
Mayor/Deputy Mayor	0 2
Backbench	<u>9 10</u>
Total	10 17

Q7 Comments

- a) SRA's carry extra responsibility which should be acknowledged. But one person having several responsible positions and denying others isn't sensible.
- b) To clarify my point, there needs to be some flexibility (i.e. it should be reviewed on a case by case basis) as the SRA should be given to most experienced / appropriate candidate. Also, the decision needs to be non-political and not given to someone for the sake of a role i.e. it has to add value to the Council and its residents.
- c) if a councillor is willing and able to take on extra responsibility they should be recompensed as long as it is of benefit to the Council and the Borough
- d) If you do the work, you should be paid for it
- e) Each role comes with added responsibility and additional time to carry out the role effectively. Accordingly, there should be an adequate reward
- f) each councillor should not take on "too much"
- g) Assuming the allowances are set up for roles that require a particular amount of extra time and effort then having multiple allowances is fine to compensate for the commensurate extra work put in. Would only be right if the roles had a lot of overlap, and in which case it would be better to rework the roles and SRAs to reflect that
- h) I think that there is a risk of excessive SRAs being paid to individual councillors, however I am also aware that some leadership roles on the council are incredibly time consuming and so multiple SRAs to reflect this seems both fair and appropriate if a single councillor is holding multiple roles with time consuming responsibilities.
- i) These roles are time-consuming and may preclude someone earning a living
- j) Each role takes additional time and there should be adequate reward for each

- k) If they are doing the work associated with more than one role, then of course they should be compensated for their time.
- l) I think if a councillor has extra work then should get extra pay

QUESTION 8

Some councils include parental/adoption leave in their scheme of allowances. Do you think that is right?

Yes/No
17 9

Q8 Comments

- a) I don't think the Council can cover all scenarios.
- b) Welcome to the 21st Century
- c) Minimum attendance requirements are low anyway.
- d) I would be surprised given the average age of Councillors if there were many births/adoptions. However, if that was the case parental/adoption leave seems fair.
- e) If being a Councillor is a 'job' like any other then such allowances are appropriate, regardless of whether it is (at least partly) a calling.
- f) But carers' allowances are essential.

QUESTION 9

At **Annexe 1** of this questionnaire is a list of the current duties and activities for which councillors may claim a Travel & Subsistence and Dependants' Carers' Allowance. Do you think that this list is comprehensive enough?

Yes/No
23 3

Q9 Comments

- a) Travel to ward surgeries has been raised as an omission
- b) Visits to staff e.g. planners
- c) Parking costs as well as mileage and Meetings with officers
- d) I think the scheme meets the need.
- e) I suspect that the list should include attendance at any 'specialist' training courses pertaining to particular roles and Committees but cannot quote a particular example at this time.
- f) I have no intention of claiming expenses

QUESTION 10

Do you have any other comments you would like the Independent Remuneration Panel to take into consideration during this Council's review of the Scheme of Councillors' Allowances or suggestions on how you would like to see it improved?

- a) As a student the time I have available is flexible currently but for anyone looking to go into Local politics in the 20/30s and at a reasonable proactive level would need to take a huge career break hit and financial hit (something I'm currently having to consider moving forward from next year when I graduate). If the council is to become a more diverse place in terms of age and class, the remuneration will need to be increased so that the financial hit is decreased and its more feasible to stand as a councillor at the beginning of a career.

- b) The Leader of the Main Opposition Party, who is paid an allowance, should be allocated to the Leader of the largest Opposition Party which does NOT have representation on the ruling Executive. Executive Members should also be EXCLUDED from Chairing and being Deputy Chairman of any the Council Committees including non - political committees such as Planning & Licensing
- c) I believe it would be beneficial to consider not only the direct time that councillors spend on their duties, but also the time lost elsewhere as a result. It is well established that a working week of more than 40 hours is not healthy and that human beings require 'down-time' in order to be able to function effectively and productively. However, councillors in full-time paid employment are typically expected to sacrifice that down-time in order to do their duties as councillors, which increases the risk of 'burn-out'. But at the same time, the scheme of allowances is not sufficient to allow a typical person to be able to afford reducing their hours of employment to the extent that, when combined with their councillor duties, they are not working more than 40 hours a week
- d) Many people become councillors after retirement. I feel there should be a weighting to encourage those still in employment to become councillors. Working and travelling for 8/10 hours then attending a council meeting is tough and an additional allowance should be considered.
- e) Difficult to answer yet as there has probably been an initial flurry because I am 'new', so I am probably getting things to deal with because people know who I am and believe something will get sorted – or they don't know the correct people to contact. There has also been a significant increase in the number of planning applications that have needed a 7-day response as tend to approve and everyone else is objecting, therefore considerable time spent site visiting, meeting officers, meeting Parish Councils that I hope will settle down.
- f) Some account should be taken of the fact that some committees are more onerous than others. In particular, membership of the Planning Committee takes up considerable time due to the need to keep up with planning policy and undertake site visits etc.
- g) I had no idea I would be paid to be a councillor. I consider the payment more than adequate.

Councillors who said they would like to be interviewed:

Executive

Cllr Caroline Reeves, Leader of the Council

Cllr Joss Bigmore, Lead Councillor for Finance and Asset Management

Cllr Angela Goodwin, Lead Councillor for Housing, Homelessness and Disability

Cllr Pauline Searle, Lead Councillor for Arts, Parks and Countryside

Cllr Julia McShane, Lead Councillor for Health and Wellbeing, the Voluntary Sector, Grants, Play Strategy and Project Aspire

Cllr James Steel, Lead Councillor for Leisure, Heritage and Tourism

Mayoralty

Cllr Richard Billington, the Mayor

Marsha Moseley, the Deputy Mayor and Chairman of the Planning Committee

Backbench

Cllr Chris Blow

Cllr Colin Cross

Cllr George Potter

Cllr John Redpath

Agenda item number: 9
Appendix 1

Cllr Nigel Manning
Cllr Diana Jones
Cllr Paul Abbey
Cllr Patrick Sheard
Cllr Tim Anderson

Councillors terms of office:

4 months	18 councillors responded
4 years	3 councillors responded
8 years	2 councillors responded
12 years	1 councillor responded
13 Years	1 councillor responded
16 years	1 councillor responded
19 years	1 councillor responded
20 years	3 councillors responded

Occupational status (where stated):

Not working - 4
Employed – 6
Self-employed - 1
Student - 1
Retired -13

Appendix 3

Dependants' Carers' and Travelling and Subsistence Allowances

Approved duties for which these allowances are currently payable:

(i) attending a meeting:

- of the Council, the Executive, a committee of the Executive, an Executive Advisory Board, or a committee or sub-committee of the Council including any agenda briefing in connection with any such meeting
- of some other body (including a committee, sub-committee or working group of such body) to which the Council makes appointments or nominations including any agenda briefing in connection with any such meeting
- which has **both** been authorised by the Council, a committee, or sub-committee of the Council or a joint committee of the Council and one or more other authorities, or a sub-committee of a joint committee **and** to which representatives of more than one political group have been invited
- of a local authority association of which the Council is a member

(ii) formal site visits and other meetings authorised in advance by a committee or sub-committee

(iii) Attendance at:

- training courses, seminars or presentations held for councillors by the Council or approved third parties
- meetings convened by, or on behalf of, the Managing Director, a Director, or service leader
- meetings of a local parish council, parish meeting, residents' association, local amenity group or neighbourhood meetings with police in a local ward councillor capacity
- Overview and Scrutiny work programme meetings
- Executive Advisory Board work programme meetings
- a meeting of any task group, working group, or panel of councillors established by the Council, the Executive, a committee or an Executive Advisory Board
- any task and finish group established by the Overview and Scrutiny Committee

Appendix 4: Comparative data of allowances paid to councillors of the other Surrey district councils (South East Employers, Members Allowances Survey October 2018)

1. Basic Allowance.

Council Name	Type of Council (County, Unitary or District/Borough)	Population	Basic Allowance for 2018/19	Overall budget for Member Allowances (£)	Total number of Councillors	Percentage of Public Service Discount (%)	Average spent per Councillor	Comments on Basic Allowance
Elmbridge Borough Council	District/Borough	137,400	5,066	£341,970 (excludes travel and subsistence, conferences, employees NI, pension contributions, Member Development)	48	50%	7,124	not applicable
Epsom & Ewell Borough Council	District/Borough	78,950	3,341	165,000	38	Not applicable	4,342	*Information not provided so taken from last year's response
Guildford Borough Council	District/Borough	145,000	6,864	442,000	48	35%	9,208	None
Mole Valley District Council	District/Borough	85,000	4,370	228,000	41	0%	5,561	0
Reigate & Banstead BC	District/Borough	147,700	5,599	416,553	51	40%	8,168	0
Runnymede Borough Council	District/Borough	80,510	3,680	244,600	42	40%	5,824	n/a
Spelthorne Borough Council	District/Borough	98,000	6,049	336,095	39	33%	8,618	No comment
Surrey Heath Borough Council	District/Borough	85,000	5,087	291,760	40	n/a	7,294	0
Tandridge District Council	District/Borough	85,400	4,212	50,400	42	0%	1,200	No comment
Waverley Borough Council	District/Borough	120,000	4,758	395,704	57	n/a	6,942	Basic allowance increases in line with pay award for staff.
Woking Borough Council	District/Borough	99,198	7,200	252,489	30	Not applicable	8,416	At Full Council on 11 February 2016, it was agreed that the Basic Allowance be set at £7,200 and future years be increased by the percentage pay award for 'cost of living' made to Council staff.

2. SRAs

Council Name	Type of Council (County, Unitary or District/Borough)	Leader	Deputy Leader	Cabinet Member / Portfolio Holder	Cabinet Member / Non Portfolio Holder	Chair Audit Committee	Licensing Committee Chair	Deputy Chair Licensing Committee	Members of Licensing Committee	Planning Committee Chair	Deputy Chair Planning Committee	Members of Planning Committee	Overview and Scrutiny Committee Chair	Deputy Chair Overview and Scrutiny Committee	Overview and Scrutiny Co-optee	Working / Joint Committee	Chair / Civic Mayor	Deputy Chair/ Civic Mayor	Opposition Group Leader	Deputy Opposition Leader	Group Leader	Opposition Spokesperson	Committee Chair	Independent Person	1 SRA per cit?	50% Rule?	
Elmbridge Borough Council	District/Borough	£12,665.00	£0.00	£8,333.00	£0.00	£3,800.00	£2,533.00	£633.00	£0.00	£5,699.00	£1,425.00	£0.00	£8,333.00	£3,167.00	£0.00	£0.00	£0.00	£0.00	With membership greater than 10% of total members = £2,533	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	YES	NO
Epson & Ewell Borough Council	District/Borough	£2,338.41	£3,341.36	£0.00	£0.00	£2,338.41	£2,338.95	£0.00	£0.00	£3,341.36	£1,002.41	£334.14	£2,338.95	£0.00	Not applicable	N/A	Not currently included in scheme - separate civic budget but Mayor continues to receive allowance as ordinary member of Council	Not currently included in scheme - separate civic budget but Mayor continues to receive allowance as ordinary member of Council	200 plus 50 per group member	Not applicable	See Leader of the Council	Not applicable	2338.95	1002.41	No - with the exception of the Chairman of the Planning Committee who is not entitled to claim the allowance as an ordinary member of the Planning Committee in addition to the Chairman's allowance	No	
Guildford Borough Council	District/Borough	£8,236.00	£1,373.00	£5,491.00	£0.00	£3,432.00	£3,432.00	£0.00	£0.00	£5,491.00	£0.00	£0.00	£5,491.00	£0.00	£0.00	£0.00	£5,491.00	£2,745.00	£5,491.00	£0.00	£68.46 per group member	£0.00	£3,432.00	£0.00	No	No	
Mole Valley District Council	District/Borough	£7,500.00	£4,250.00	£4 or less Portfolio Holders - all to share £16,000 If 5 Portfolio Holders each to receive £3,200 If 6 Portfolio Holders each to receive £3,200 If 7 Portfolio Holders each to receive £3,200 If 8 or 9 Portfolio Holders - all to share £22,400 (these figures do not include the Leader of the Council who receives a separate allowance)	£0.00	£2,135.00	£535.00	£0.00	£0.00	£2,560.00	£350.00	£0.00	£2,135.00	£300.00	£0.00	£0.00	£2,560.00	£960.00	£3,735.00	£535.00	£535.00	£0.00	£0.00	£0.00	0	0	
Reigate & Banstead BC	District/Borough	£13,901.00	£11,353.00	£9,268.00	£0.00	£0.00	£433.00	£0.00	£0.00	£5,346.00	£0.00	£790.00	£3,106.00	£0.00	£0.00	£0.00	£12,954.00	£2,676.00	£144 basic allowance plus £57 for each Member of Group	£0.00	£144 basic allowance plus £57 for each Member of Group	£0.00	£0.00	£550.00	No	0	
Runnymede Borough Council	District/Borough	£7,360.00	£1,840.00	£0.00	£0.00	£1,214.00	£3,680.00	£1,840.00	£0.00	£6,440.00	£4,293.00	£2,147.00	£3,680.00	£1,840.00	£0.00	3,680 (Chair) and 1,840 (Vice-Chair)	£3,680.00	£920.00	£2,760.00	£0.00	£2,760.00	£0.00	£3,680.00	£0.00	No	No	
Spelthorne Borough Council	District/Borough	£13,911.00	£9,182.00	£8,958.00	£0.00	£3,479.00	£4,869.00	£0.00	£0.00	£5,564.00	£0.00	£0.00	£4,869.00	£0.00	£0.00	£4,877.00	£0.00	£0.00	£3,241.00	£0.00	£0.00	£0.00	£0.00	1,000 Standards Chairman, 500 Vice Chairman	Yes with the exception of the Leader who is also eligible for an SRA as Chairman/Vice Chairman of the Joint Committee	We operate a 1/3rd rule as a guide rather than a requirement	
Surrey Heath Borough Council	District/Borough	£13,964.00	£8,686.00	£4,626.00	£0.00	£3,700.00	£3,700.00	£1,849.00	£0.00	£4,263.00	£2.14	£0.00	£3,700.00	£1,478.00	£0.00	£0.00	£4,823.00	£1,849.00	£0.00	£0.00	£4,626.00	£0.00	£0.00	£0.00	£0.00	yes	no
Tandridge District Council	District/Borough	£5,947.00	£1,494.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,987.00	£747.00	£577.00	£2,987.00	£747.00	£0.00	£0.00	£2,987.00	£747.00	£1,494.00	£0.00	£0.00	£0.00	£2,987.00	£0.00	No	No	
Waverley Borough Council	District/Borough	£13,977.00	£9,676.00	£8,451.00	£0.00	£3,225.00	£3,225.00	£1,614.00	£0.00	£3,225.00	£1,614.00	£0.00	£3,225.00	£1,614.00	£0.00	£0.00	£564.00	£0.00	£3,225.00	£0.00	£0.00	£0.00	£1,893.00	£0.00	Yes	No	
Woking Borough Council	District/Borough	£12,000.00	£2,000.00	£750.00	£0.00	£0.00	£500.00	£0.00	£0.00	£750.00	£0.00	£0.00	£500.00	£0.00	£0.00	£0.00	Joint Committee Chairman - £8,015.98 and Joint Committee Vice-Chairman - £1,503 (under Surrey County Council's Members Allowances Scheme)	£14,241.00	£1,430.00	£1,000.00	£0.00	£0.00	£0.00	£0.00	£360 (5% of the Basic Allowance)	Yes	No

Appendix 5 – Financial implications

Allowance	Current Allowance (2019-20) £	Number	Current total per annum £	Recommended Allowance (35% PSD) £	Recommended Allowance Calculation	Recommended Allowance total per annum £
Basic (BA)						
Total Basic:	7,001	48	336,048	7,405	–	355,440
Increase						19,392

Special Responsibility:						
Leader of the Council	14,002	1	14,002	14,810	200% of BA	14,810
Deputy Leader	7,001	1	7,001	7,405	50% of Leader's SRA	7,405
Members of the Executive	5,601	8	44,808	5,924	40% of Leader's SRA	47,392
Chair: Overview & Scrutiny Cttee	5,601	1	5,601	5,924	40% of Leader's SRA	5,924
Shadow Leader	5,601	1	5,601	0	Allowance Withdrawn	0
Chair: Planning Committee	5,601	1	5,601	5,924	40% of Leader's SRA	5,924
Mayor	5,601	1	5,601	5,924	40% of Leader's SRA	5,924
Chair: Licensing Committee	3,501	1	3,501	3,703	25% of Leader's SRA	3,703
Chair: Corp Gov & Standards Cttee	3,501	1	3,501	3,703	25% of Leader's SRA	3,703
Chair: Executive Advisory Board	3,501	2	7,002	3,703	25% of the Leader's SRA	7,406
Deputy Mayor	2,800	1	2,800	3,703	25% of the Leader's SRA	3,703
Chair: Guildford Joint Committee		1		3,703	25% of the Leader's SRA	3,703
Vice Chair: Guildford Joint Cttee		1		1,481	10% of the Leader's SRA	1,481*
Designated Licensing Sub Cttee Chairs	280.40	6	2,804**	280		2,804
Group Leaders	69.83 per group member	5	3,352	74 per group member	1% of the Basic Allowance	3,552
Total SRAs			111,175			117,434***
Increase						6,259
Co-Optees' Allowance	351	6	2,106	370	2.5% of Leader's SRA	2,220
BA + SRAs + Co-Optees			449,329			475,094
Increase						25,765

* As GBC will hold the chairman role of the Guildford Joint Committee in 2020-21, this SRA would not be payable in 2020-21

** Based on 10 meetings per annum

*** This figure would be lower if the Council adopted the 1 SRA Only Rule

Dependants' Carers' Allowance	10.58 per hour			10.58 per hour		
Travelling & Subsistence Allowances						
<u>Motor Mileage Allowance</u>						
Cars	45p per mile					
Motorcycles	24p per mile					
Cycle Mileage Allowance:	22p per mile					
<u>Day Subsistence Allowance:</u>				unchanged		
Breakfast						
Lunch	£6.88					
Tea	£9.50					
Evening Meal	£3.76					
	£11.76					
<u>Overnight Subsistence Allowance:</u>						
London	£102					
Elsewhere	£89					

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GUILDFORD BOROUGH COUNCIL

DRAFT COUNCILLORS' ALLOWANCES SCHEME (based on the recommendations of the IRP)

This Scheme of Councillors' Allowances was approved by the full Council on 3 December 2019 and is made in accordance with the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003 as amended.

1. The Guildford Borough Council Scheme of Councillors' Allowances shall come into effect on 1 April 2020.

Interpretation

2. In this scheme:

- "councillor" means an elected member of Guildford Borough Council who is a councillor.
- 'member' means any person who is either a councillor or a co-opted member.
- "co-opted member" means any person who is not a councillor but who has been appointed by the Council to sit on a committee or sub-committee of the Council whether as a voting or non-voting member.
- "year" means the 12 months ending on 31 March in any year.

Basic Allowance

3. Subject to paragraph 8, a basic allowance comprising £7,405 per annum shall be paid to each councillor.

Special Responsibility Allowance

4. Subject to paragraphs 5 - 7, a special responsibility allowance shall be paid to those councillors who hold a position of special responsibility as specified in Schedule 1.
5. The amount of each such allowance shall be the amount specified against the respective special responsibility in Schedule 1.
6. Any special responsibility allowance payable under paragraphs 4 and 5 shall be in addition to the basic allowance payable under paragraph 3 above.
7. A councillor shall not be entitled to receive at any time more than one special responsibility allowance. If a councillor qualifies for more than one special responsibility allowance, they shall receive the higher-valued special responsibility allowance.
8. The maximum number of recipients of SRAs at any one time shall not exceed 50% of Council Members (24 Members).

Part-Year Entitlement

9. If, in the course of the year, this scheme is amended or a councillor's entitlement changes, the relevant basic and/or special responsibility allowance shall be calculated and paid pro-rata during the particular month in which the amendment to the scheme or change to entitlement occurs.

Dependants' Carers' Allowance

10. Dependants' Carers' Allowance shall be paid to those councillors who necessarily incur expense in arranging for the care of their children or other dependants to enable them to undertake any of the activities specified in Schedule 2 to this Scheme.
11. The following conditions shall apply:
- The Dependants' Carers' Allowance shall be based on two rates:
 - Rate one for general care for children aged 15 or under shall be at a rate of £10.58 per hour, with no monthly maximum claim.
 - Rate two shall be for specialist care based at cost upon production of receipts and requiring medical evidence that this type of care is required.
 - the allowance shall be paid as a re-imbusement of incurred expenditure against receipts;
 - the allowance shall not be payable to a member of the claimant's own household

Co-optees' Allowance

12. The Council shall pay a co-optees' allowance of £370 per annum to each co-opted member.

Indexation

13. The basic allowance, special responsibility allowances, dependants' carers' allowance, and co-optees' allowance shall be adjusted annually in line with the percentage increase in staff salaries at Guildford Borough Council. The adjustment shall take effect on 1 April in each year until 1 April 2023.

Travel and Subsistence Allowance

14. An allowance shall be paid to any councillor for travelling and subsistence in connection with any of the duties specified in Schedule 2.
15. An allowance shall be paid to a co-opted member of a committee or sub-committee of the Council for travelling and subsistence in connection with any of the duties specified in Schedule 2, provided that their expenses to cover travel and subsistence costs are not also being met by a third party.
16. Councillors or co-opted members:

- (a) will be reimbursed the cost of second class or any available cheap rate travel using public transport on production of a valid ticket in respect of any of the duties specified in Schedule 2;
 - (b) are entitled to travel by taxi or private hire vehicle where no public transport is reasonably available or for reasons of health/disability/safety. Reimbursement will be on the basis of the fare. In order to allow reimbursement of such claims, a valid receipt or proof of purchase of ticket for each journey must be submitted; and
 - (c) shall be permitted to claim for reimbursement of any reasonable parking charges incurred whilst on any of the duties specified in Schedule 2.
17. A flat rate motor mileage allowance of 45p per mile in respect of cars and 24p per mile in respect of motor cycles shall be payable. A flat rate cycle mileage allowance of 22p per mile shall also be payable.
18. The amounts payable in respect of subsistence shall be the amounts which are for the time being payable to officers of the Council for subsistence undertaken in the course of their duties.

Recovery of Allowances Paid

19. Where payment of any allowance has already been made in respect of any period during which the member concerned:
- (a) ceases to be a member of the Council, or
 - (b) is in any other way not entitled to receive the allowance in respect of that period,
- the Council shall require that such part of the allowance as relates to any such period be repaid to the Council.

Claims and Payments

20. Payments shall be made for basic, special responsibility and co-optees' allowances in instalments of one-twelfth of the amounts respectively specified in this scheme, on the 15th day of each month.
21. A claim for travelling and subsistence or dependants' carers' allowance;
- shall be made on such form as may be provided for that purpose within six months from the date of the performance of the duty for which the claim is made;
 - shall be accompanied, where appropriate, by receipts and/or any relevant evidence of the costs incurred.
 - shall be subject to such validation and accounting procedures as the Managing Director may from time to time prescribe.
22. Travelling and subsistence and dependants' carers' allowance shall be paid on the 15th day of each month for any claim received not less than 14 days before that date.
23. Where a councillor is also a member of another authority, that councillor may not receive allowances from more than one authority in respect of the same duties.

Records of Allowances and Publications

24. The Council shall keep a record of payments made by it under this scheme, including the name of the recipients of the payment and the amount and nature of each payment.
25. The record of the payments made by the Council under this scheme shall be available at all reasonable times for inspection by any local government elector at no charge. A copy shall also be supplied to any person who requests it on payment of a reasonable fee.
26. As soon as reasonably practicable after the end of each financial year, the Council shall make arrangements to publish the total sums paid by it to each recipient for each different allowance.

Renunciation

27. A councillor may at any time and for any period, by notice in writing given to the Democratic Services and Elections Manager, elect to forgo any part of their entitlement to an allowance under this scheme.

Revocation

28. The Scheme of Allowances adopted by the Council on 10 February 2016 is hereby revoked with effect from 1 April 2020.

Schedule 1

Special Responsibility Allowances

The following are specified as the special responsibilities for which special responsibility allowances are payable and the amounts of those allowances:

Tier	Special Responsibility	Basis of calculation	Amount £
One	Leader of the Council	200% of Basic Allowance	14,810
Two	Deputy Leader of the Council	50% of the Leader's SRA	7,405
Three	Executive Members (excluding Leader and Deputy Leader) Chairman of Planning Committee Chairman of Overview & Scrutiny Committee Mayor	40% of the Leader's SRA	5,924
Four	Chairman of Corporate Governance and Standards Committee Chairman of Licensing Committee Chairmen of Executive Advisory Boards Chairman of Guildford Joint Committee* Deputy Mayor	25% of the Leader's SRA	3,703
Five	Vice-Chairman of Guildford Joint Committee*	10% of the Leader's SRA	1,481
Six	Designated Licensing Sub-Committee chairmen		280 per meeting chaired
Seven	Political Group Leader's Allowance	1% of Basic Allowance	74 per group member

*This special responsibility allowance is only payable when a Guildford Borough councillor holds the role

Schedule 2

Dependants' Carers' and Travelling and Subsistence Allowances

The duties for which these allowances are payable include:

- (i) attending a meeting:
 - of the Council, the Executive, a committee of the Executive, an Executive Advisory Board, or a committee or sub-committee of the Council including any agenda briefing in connection with any such meeting
 - of some other body (including a committee, sub-committee or working group of such body) to which the Council makes appointments or nominations including any agenda briefing in connection with any such meeting
 - which has **both** been authorised by the Council, a committee, or sub-committee of the Council or a joint committee of the Council and one or more other authorities, or a sub-committee of a joint committee **and** to which representatives of more than one political group have been invited
 - of a local authority association of which the Council is a member
- (ii) formal site visits and other meetings authorised in advance by a committee or sub-committee
- (iii) Attendance at:
 - meetings convened by, or on behalf of, the Managing Director, a Director, or service leader
 - training courses, seminars or presentations held for councillors by the Council or approved third parties
 - Overview and Scrutiny work programme meetings
 - Executive Advisory Board work programme meetings
 - a meeting of any task group, working group, or panel of councillors established by the Council, the Executive, a committee, or an Executive Advisory Board
 - any task and finish group established by the Overview and Scrutiny Committee
 - meetings of a local parish council, parish meeting, residents' association, local amenity group or neighbourhood meetings with police in a local ward councillor capacity
 - councillor ward and constituency activities including attendance at ward surgeries

Summary of Allowances

Taking account of paragraph 12 of the Scheme of Allowances, the following table provides a summary of the current value of allowances payable to councillors:

Allowance	Amount	Number	Total Per Annum
Basic	£7,405	48	£355,440
Special Responsibility:			
Tier One			
Leader of Council	£14,810	1	£14,810
Tier Two			
Deputy Leader	£7,405	1	£7,405
Tier Three			
Members of the Executive (excluding the Leader and Deputy Leader)	£5,924	8*	£47,392
Chair: Planning	£5,924	1	£5,924
Chair: Overview & Scrutiny	£5,924	1	£5,924
Mayor	£5,924	1	£5,924
Tier Four			
Chair: Corporate Governance & Standards	£3,703	1	£3,703
Chair: Licensing	£3,703	1	£3,703
Chair: Executive Advisory Board	£3,703	2	£7,406
Chair: Guildford Joint Committee	£3,703	1	£3,703
Deputy Mayor	£3,703	1	£3,703
Tier Five			
Vice-Chair: Guildford Joint Committee	£1,481	1	£1,481
Tier Six			
Designated Licensing Sub-Committee chairmen	£280.40 per meeting chaired	6	£2,804**
Tier Seven			
Political Group Leaders	£74 per group member	5	£3,552
Co-Optees' Allowance	£370	6	£2,220
Dependants' Carers' Allowance	£10.58 per hour		

* a maximum of ten Executive members (including the Leader and Deputy Leader are permitted by law

** figure based on an average 10 meetings per annum

Travelling & Subsistence Allowances	
<u>Motor Mileage Allowance</u>	
Cars	45p per mile
Motorcycles	24p per mile
Cycle Mileage Allowance:	
	22p per mile
<u>Day Subsistence Allowance:</u>	
Breakfast	£6.88
Lunch	£9.50
Tea	£3.76
Evening Meal	£11.76
<u>Overnight Subsistence Allowance:</u>	
London	£102
Elsewhere	£89

DRAFT

Council Report

Ward(s) affected: Clandon & Horsley and Effingham

Report of Director of Finance

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Date: 3 December 2019

Community Governance Review: Parishes of East Horsley and Effingham

Executive Summary

On 23 July 2019, Council approved a request from East Horsley Parish Council to conduct a community governance review (CGR) in accordance with provisions of the Local Government and Public Involvement in Health Act 2007 (“the 2007 Act”) regarding the following proposals:

Proposal 1

Subject to Proposal 2 below, to alter the existing boundary between the parishes of East Horsley and Effingham in the area close to Effingham Common, as set out in the Map (Annex 2) of the community governance terms of reference (**Appendix 1**).

Proposal 2

To recommend to the Local Government Boundary Commission for England (“LGBCE”) that it approves the change of the existing boundary between the Clandon and Horsley ward and the Effingham ward of the Borough Council so that it is coterminous with the change to the parish boundary referred to in Proposal 1 above.

Proposal 3

To increase the maximum number of councillors to be elected to East Horsley Parish Council from nine councillors to twelve councillors.

This report sets out details of the representations received during the consultation period and explains the options open to the Council in making its formal response to the CGR.

Recommendation to Council:

(1) To determine whether, taking account of the statutory considerations:

(a) the existing boundary between the parishes of East Horsley and Effingham in the area close to Effingham Common should be altered and, if so, which

route the altered boundary should take.

- (b) subject to (a) above, to recommend to the Local Government Boundary Commission for England (“LGBCE”) that it approves, as a consequential change, an alteration of the existing boundary between the Clandon and Horsley ward and the Effingham ward of the Borough Council so that it is coterminous with the change to the parish boundary referred to in (a) above;
 - (c) the number of parish councillors to be elected to East Horsley Parish Council should be increased from nine to twelve with effect from the next scheduled parish council elections in May 2023; and
 - (d) any other changes should be made to the electoral arrangements for East Horsley Parish Council and Effingham Parish Council
- (2) To agree that the Democratic Services Manager be authorised to make a community governance reorganisation order under Sections 86 and 88 of the Local Government and Public Involvement in Health Act 2007 (“the 2007 Act”) to give effect to any of the approved proposals referred to in paragraph (1) above, together with all necessary incidental, consequential, transitional or supplementary provisions as may be required to give full effect to the order.

Reason for Recommendation:

To ensure that community governance within the area under review is:

- reflective of the identities and interests of the community in that area; and
- is effective and convenient

Is the report (or part of it) exempt from publication? No

1. Purpose of Report

- 1.1 The purpose of this report is to inform Council of the way in which a consultation with local people was undertaken and the outcomes of that consultation.
- 1.2 To set out the options open to the Council in making its formal response to the Community Governance Review (CGR).

2. Strategic Priorities

- 2.1 To undertake the review will be consistent with our desire to be open and accountable to our residents, to deliver improvements and enable change across the borough.

3. Background

- 3.1 Principal councils have the power to carry out community governance reviews and put in place or make changes to local community (parish) governance arrangements. A review can consider a number of issues, including:

- whether to create a new parish
 - whether to alter the boundary of an existing parish
 - whether to group a number of parishes together in a grouped parish council
 - whether to change the electoral arrangements for parishes (including the number of councillors to be elected to the council, and parish warding),
- 3.2 The legal framework within which principal councils must undertake these reviews is set out in the Local Government and Public Involvement in Health Act 2007 (as amended).
- 3.3 The Council has power under section 82 of the 2007 Act to undertake CGRs at any time.
- 3.4 On 16 April 2019, East Horsley Parish Council submitted a written request for the Council to conduct a CGR, with the suggested terms of reference including the following proposals:

Proposal 1

Subject to Proposal 2 below, to alter the existing boundary between the parishes of East Horsley and Effingham in the area close to Effingham Common (a plan showing this proposed alteration is set out in Annex 2 to the Terms of Reference for the CGR – see **Appendix 1** to this report).

Proposal 2

To recommend to the Local Government Boundary Commission for England (“LGBCE”) that it approves the change of the existing boundary between the Clandon and Horsley ward and the Effingham ward of the Borough Council so that it is coterminous with the change to the parish boundary referred to in Proposal 1 above.

Proposal 3

To increase the maximum number of councillors to be elected to the parish council of East Horsley from nine councillors to twelve councillors.

- 3.5 On 31 July 2019, the proposals were considered by full Council and approval was given to proceed with the review, based on the terms of reference attached as **Appendix 1** to this report. The agreed terms of reference for the review were published on 2 September 2019, which launched a six-week period of consultation with local people and interested parties.

Parish Council Electoral Arrangements

- 3.6 The Local Government Act 1972 specifies that each parish council must have at least five councillors, but there is no upper limit. Government guidance on conducting CGRs¹ quotes research by the Aston Business School Parish and Town Councils in England, which found that the typical parish council representing less than 500 electors had between five and eight councillors; those between 501 and 2,500 electors had six to 12 councillors; and those between 2,501 and 10,000 had nine to 16 councillors. Most parish councils with a population of between 10,001 and 20,000 had between 13 and 27 councillors, while almost all councils representing a

¹ [“Guidance on Community Governance Reviews” – DCLG and Local Government Boundary Commission for England \(March 2010\)](#)

population of over 20,000 had between 13 and 31 councillors. Making provision for the usual fluctuations in the electorate size, at the time of receipt of the request for a CGR, the local government electorate in East Horsley parish was 3,437.

- 3.7 The Borough Council holds records of parish elections held in East Horsley and Effingham dating back to, and including, 1995. Records reveal that since then there has only been one contested parish election in respect of East Horsley Parish Council – in 1999.

Parish Warding

- 3.8 Parish warding must be considered as part of a CGR. Parish warding is the division of a parish into wards for the purpose of electing councillors. This includes the number and boundaries of any wards, the number of councillors to be elected for any ward and the names of wards. In considering whether a parish should be divided into wards, the 2007 Act requires that consideration be given to:
- (a) whether the number, or distribution of the local government electors for the parish would make a single election of councillors impracticable or inconvenient; and
 - (b) whether it is desirable that any area or areas of the parish should be separately represented.
- 3.9 The parish of East Horsley is dissected horizontally by the A246 Epsom Road. This dissection, however does not particularly split the parish electorate which is largely focused around the village centre to the north. There would appear to be no advantage to the community in setting any parish ward boundaries. In addition, the parish council have requested there should be no imposition of any parish ward boundaries as a part of this review.
- 3.10 Effingham parish has two wards – Effingham (North) and Effingham (South). ‘The main village settlement area has two parts, separated by the A246. The north-western part contains most of the older houses, Conservation Area, and listed buildings, as well as more recent development, and the southern section has a significant proportion of post 1945 housing. Approximately 58 Effingham homes lie within the East Horsley settlement boundary on the edge of Effingham Common, and approximately 160 homes lie outside any settlement boundary in small hamlets at Dog Kennel Green and Ranmore Manor in the south, and Effingham Common and Lower Farm Road in the north.’² Effingham Parish Council have also requested there should be no change to any parish ward boundaries as a part of this review.

4. Consultations

- 4.1 The 2007 Act requires the Council to consult the local government electors for the area under review and any other person or body who appears to have an interest in it. In carrying out the consultation with local electors and those with an interest in the respective parishes, officers have:
- (a) Written to residents directly affected by the proposed change in the parish boundary

² Effingham Neighbourhood Plan 2016-2030, page 9

- (b) Created a bespoke page on the Borough Council’s website, which set out the terms of reference for the review and included the facility to respond to the consultation proposals by completing an online form³.
- (c) Used social media to alert residents and partner agencies and those following the Council of the consultation.
- (c) Issued a press release to local media.
- (d) Engaged with East Horsley and Effingham parish councils, including a feature on their websites setting out the terms of reference for the review.
- (e) With the assistance of both parish councils, advertised the consultation on the parish councils’ noticeboards
- (f) Written to Surrey County Council, Surrey County Councillor Julie Iles and to the local MP.
- (g) Canvassed the views of the local Borough Councillors.

4.2 In arriving at its recommendations in a CGR, the Council must take into account any representations received.

4.3 **Representations from local residents**

Although the overall response to the consultation has been disappointingly low, almost all representations received have been in favour of the boundary change as set out in the terms of reference and for an increase in the number of parish councillors. No support has been received for changes to any other electoral arrangements for either parish council. A summary of the response to each of the questions asked is as follows:

	Do you agree with the proposal to alter the existing boundary between the parishes of East Horsley and Effingham in the area close to Effingham Common?	Do you want the number of parish councillors on East Horsley Parish Council to increase from nine to twelve?	Do you agree that no other changes should be made in respect of the electoral arrangements of the Parish Council?
Yes	23	21	23
No	4	5	3
No comment/ Blank	0	1	1

4.4 Respondents were also invited to comment on the proposals and the detail of these is set out in **Appendix 2**.

4.5 **Effingham Parish Council**

In its response to the consultation, Effingham Parish Council (EPC) has raised concern that the route of the proposed altered parish boundary included in the terms of reference in respect of this CGR was not the route of the boundary first proposed and discussed with East Horsley Parish Council (EHPC) at a meeting held earlier in the year. EPC is concerned that the proposed altered parish boundary now includes historic properties closely associated with Effingham Common, one of which is one of

³ <https://www.guildford.gov.uk/comgovrev>

only four properties with “commoner’s rights”. Effingham Parish Council has proposed an alternative boundary, which is shown on their submission at **Appendix 3**.

4.6 Following receipt of EPC’s submission, a meeting with representatives of both parish councils was held on 23 October 2019, to which the local borough ward councillors for Clandon & Horsley and Effingham were also invited. The meeting discussed the EPC submission and the rationale behind its suggestion that the parish boundary should follow an alternative route to that proposed in the approved terms of reference. This is explained more fully in Councillor Hogger’s submission below. EHPC indicated that they would have no objection to the altered parish boundary following the route suggested by EPC.

4.7 **Comments from the local councillors**

Councillor	Comments
Cllr Tim Anderson (Clandon & Horsley ward)	“The route of the proposed new parish boundary has now been agreed by Effingham PC and East Horsley PC, and given the advice that no further consultation would be required and that there is no issue over commoners’ rights, I am very pleased that we seem to have reached a very satisfactory outcome, which I am very happy to support.”
Cllr Christopher Barrass (Clandon & Horsley Ward)	<p>“It is excellent that we have managed to arrive at a solution for both Parishes and the Borough without having to undergo extended negotiations or consultations through the combination of common sense and goodwill.</p> <p>Let us hope more decisions can be made as quickly and amicably in the future!”</p>
Cllr Catherine Young (Clandon & Horsley Ward)	<p>I support the proposed change of boundary, recognising that the majority of residents who are affected by this change are clearly in favour of this move.</p> <p>Following the recent meeting held to further clarify the proposed boundary as suggested by Effingham Parish Council, and to which East Horsley Parish Council has no objection, I believe that this alternative route better reflects the needs of the local community.</p> <p>In addition, as it has been established that the commoner’s rights will not be affected by any change in the boundary I do not believe therefore that further consultation is required.</p> <p>It seems sensible that the boundary follows the inset boundary as identified in the GBC Local Plan, which will be important for consistency with any</p>

Councillor	Comments
	<p>future planning applications. The impact on both Parish's Neighbourhood Plans will need to be addressed.</p> <p>I also fully support Councillor Hogger's statement concerning Huckamoor and Brickfield Cottage. These two properties and their surrounding land remain in the Green Belt, so I feel it is important that they remain in the Parish of Effingham, rather than becoming inset, and potential targets for development, especially to preserve their historical significance."</p>
<p>Cllr Liz Hogger (Effingham Ward)</p>	<p>"I support the principle of changing the boundary here, providing the residents affected are broadly in favour. However, I agree with the position expressed in the letter from Effingham Parish Council, which supports the 'original proposal' discussed with East Horsley Parish Council at the beginning of this process. This has the boundary coinciding with the inset boundary for East Horsley as on the policies map for the Local Plan, with the exception of a small blip to include two properties at the end of Orchard Close.</p> <p>My problem with the 'review boundary' is that two properties and areas of land of historical importance to Effingham Common would be removed from Effingham Parish.</p> <p>'Huckamoor' is the house approached by a track from the end of Orchard Close. It is one of just four properties which have registered Commoners' rights on Effingham Common (Slaters Oak, Lee Brook, The Willows and Huckamoor). Effingham Parish Council fought a hard and ultimately successful court action in the 1960s and 1970s to establish that these four properties had these rights, and to formally register Effingham Common on the Commons Register, in the face of opposition from the then lord of the manor Calburn who had ideas about developing the Common for housing. Since then, Effingham Parish Council has worked with the four rights holders, including the owners of Huckamoor, to ensure that the commoners' rights are exercised every year or two, by grazing animals on the common, and gathering kindling, and keeping a record of this just in case these rights are ever challenged again. Since GBC bought most of the Common in 2000, this has been done as part of the Commoners' Days now held every two years.</p>

Councillor	Comments
	<p>The 'Brick Field' area was originally used for brick-making – there has been brick-making on the Common since the 16th century, and many local buildings were constructed using locally produced bricks. 'Brickfield Cottage' is a relatively modern house which replaced two small brick-makers' cottages formerly on that land. The stretches of water on that property are in pits originally dug out for the clay used in the brick-making.</p> <p>It would be a shame if these two historical Effingham properties were now to be absorbed into East Horsley because of the spread of 20th century development.</p> <p>From a planning perspective, it would seem logical to follow the inset boundary set out in the Local Plan, to ensure clarity about the planning policies which apply to properties, particularly the two Neighbourhood Plans. I assume that if the boundary change goes ahead, it will be necessary to revise both Effingham and East Horsley Neighbourhood Plan areas. Since Huckamoor and Brickfield Cottage are in the green belt at the edge of Effingham Common, they have more in common in planning terms with properties such as Lee Brook on the other side of the Common than with the residential roads in the East Horsley inset area. It would therefore be preferable for them to remain within the parish of Effingham.</p> <p>Incidentally, I think the proposal to use a ditch as a boundary is not satisfactory. The inset boundary is very clearly mapped in the Local Plan and would provide a very clear defined boundary for planning purposes".</p>
Cllr Julie Iles, SCC Horsleys Division	"The parish councils have discussed and seem content with proposed changes"

4.8 Comments from Surrey County Council

The Senior Countryside Access Officer responded by agreeing with a comment made by two residents of Heath View during the consultation in which they suggested that the alteration to the parish boundary proposed in the terms of reference should follow property boundaries and a ditch rather than bridleway no. 131.

4.9 Comments from the local Member of Parliament

No comments were received from the MP for Mole Valley during the consultation.

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.
- 5.2 The process followed in conducting the CGR has been set out in the 2007 Act and the associated Government guidance. Every attempt has been made to engage with electors and interested parties through the consultation process that has been led by officers.
- 5.3 There are no equality and diversity implications arising from this report.

6. Financial Implications

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

7. Legal Implications

- 7.1 The Council has conducted the CGR in accordance with the requirements set out in Chapter 3 of Part 4 of the Local Government and Public Involvement in Health Act 2007 (as amended) and guidance issued by the Secretary of State under Section 100(4) of the 2007 Act.
- 7.2 In particular, the Council is required when undertaking a CGR to have regard to the need to secure that community governance within the area under review:
 - (a) reflects the identities and interests of the community in that area, and
 - (b) is effective and convenient
- 7.3 There are two issues arising from the consultation on this CGR, and in particular the submissions from EPC and Councillor Hogger, upon which legal advice was sought. The first issue relates to whether it would be necessary to re-consult if the Council was minded to determine that the altered parish boundary should follow a route different from that shown in the terms of reference approved by the Council. The advice is that if the Council is satisfied that the alternative route for the parish boundary suggested by EPC (to which EHPC have no objection) better reflects the identities and interests of the community in the area and is effective and convenient, then it could legitimately adopt that alternative route for the purposes of making a community governance reorganisation order, without the need to re-consult.
- 7.4 The second issue relates to the question as to whether commoners' rights are affected by any alteration in a parish boundary. The advice is that rights of common are third party rights which attach to and run with the land. The commoners' rights will not therefore be affected by any change in the parish boundary.
- 7.5 The Council is asked to note that the existing boundary between the parishes of East Horsley and Effingham is also the boundary between the Clandon & Horsley and Effingham wards of the Borough Council. As it would be anomalous to not consider altering the borough ward boundary to make it coterminous with any

alteration to the parish boundary, the Council is asked, if it is minded to approve an alteration to the parish boundary, to consider whether to request the Local Government Boundary Commission for England (LGBCE) to make a consequential change to the borough ward boundary so that the respective boundaries are coterminous.

- 7.6 The Government guidance states that it will be for the LGBCE to decide, following receipt of proposals, if a related alteration to the ward boundary should be made and when it should be implemented. Only the LGBCE can make an order implementing any alteration to the borough ward boundary. No order will be made by the LGBCE to implement related alterations until the community governance reorganisation order changing the parish boundary has been made by the Council.
- 7.7 In June 2019, the LGBCE wrote to the Council informing us that the Commission intends to carry out electoral reviews of all English local authorities that have not been reviewed in twelve or more years⁴. This process will therefore include Guildford. The purpose of an electoral review is to consider the total number of councillors elected to the council, the names, number and boundaries of the wards, and the number of councillors to be elected to each ward. It is possible that this electoral review could commence in 2020, although the timetable has not yet been confirmed.
- 7.8 If the Council formally requests the LGBCE to make a consequential change to the boundary between the borough wards of Clandon & Horsley and Effingham, the Commission may decide to defer making a decision on this with a view to dealing with it as part of a formal borough-wide electoral review.

8. Human Resource Implications

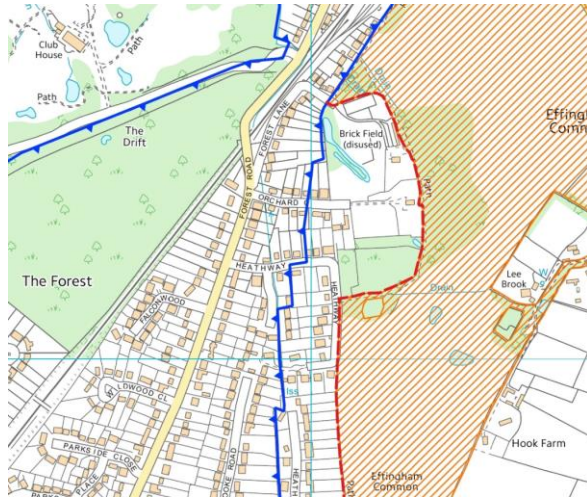
- 8.1 There are no significant human resource implications arising from this report.

9. Summary of Options

- 9.1 There has been a low response to the consultation and Council may consider that there is little appetite locally for a change and opt to retain the existing parish boundary. Alternatively, those who have responded to the consultation have almost overwhelmingly embraced the proposal to alter the boundary for reasons that are effective and convenient.
- 9.2 If the Council accepts the rationale for the existing boundary between the parishes of East Horsley and Effingham to be altered in the area close to Effingham Common, there are two sub-options to consider:

⁴ Guildford was last reviewed in 1998

- (a) To adopt the proposed change to the boundary referred to in the terms of reference for the review (see below); or



- (b) To adopt the proposed change to the boundary referred to in EPC's submission (see below)



- 9.3 If the Council wishes to adopt the route suggested by EPC, it will not be necessary to re-consult, as the only residents affected will remain within Effingham parish.
- 9.4 The Council may consider that no change should be made to the existing number of parish councillors elected to EHPC, given that the seats have rarely been contested. However, most of those who did respond to the consultation also supported the proposal to increase the number of parish councillors. The parish council has stated in its submission that it would prefer to see an increase in order to reduce the workload for existing councillors and to increase diversity on the parish council.

10. Conclusion

- 10.1 The shops, facilities and the natural 'hub' of the community for those residents living in the vicinity of the Effingham Common border is East Horsley village

rather than Effingham village which lies two miles to the south. To alter the parish boundary would appear to be in the interests and identity of local people.

- 10.2 Although for the most part, elections to EHPC have been uncontested during the past 20 years, an increase in the number of seats to twelve would still be well within the range for a parish council representing an electorate of this size recommended in the Government guidance.

11. Background Papers

[East Horsley and Effingham Community Governance Review, report to Guildford Borough Council, 31 July 2019](#)

12. Appendices

Appendix 1: East Horsley and Effingham Community Governance Review Terms of Reference as agreed by Guildford Borough Council on 31 July 2019.

Appendix 2: Comments submitted by residents in response to the consultation

Appendix 3: Response from Effingham Parish Council

**GUILDFORD BOROUGH COUNCIL
COMMUNITY GOVERNANCE REVIEW 2019
PARISHES OF EAST HORSLEY AND EFFINGHAM
TERMS OF REFERENCE**

What is a Community Governance Review?

A Community Governance Review is a review of the whole or part of the Borough to consider one or more of the following:

- Creating, merging, altering or abolishing parishes;
- The naming of a parish and the style of a new parish (i.e. whether to call it a “village”, “community” or “neighbourhood” with the council similarly named as a “village council”, “community council” or “neighbourhood council”);
- The electoral arrangements for parishes (including council size, the number of councillors to be elected to the council, and parish warding), and
- Grouping parishes under a common parish council or de-grouping parishes.

The Borough Council is required to ensure that community governance within the area under review will be:

- reflective of the identities and interests of the community in that area; and
- is effective and convenient.

In doing so, the Community Governance Review is required to take into account:

- The impact of community governance arrangements on community cohesion; and
- The size, population and boundaries of a local community or parish.

The government has emphasised that recommendations made in Community Governance Reviews ought to bring about improved community engagement, more cohesive communities, better local democracy and result in more effective and convenient delivery of local services.

Why are we carrying out this Community Governance Review?

We have received a request from East Horsley Parish Council for a community governance review to alter the parish boundary between East Horsley and Effingham in the vicinity of Effingham Common, and increase the number of parish councillors to be elected to East Horsley Parish Council from nine to twelve.

The area under review is the area of the borough of Guildford comprising the parishes of East Horsley and Effingham.

The parish of East Horsley is located within the Clandon and Horsley ward of Guildford Borough Council. It is also located within the Horsleys Division of Surrey County Council and forms part of the Mole Valley Parliamentary Constituency.

The parish of Effingham is located within the Effingham ward of Guildford Borough Council. It is also located within the Horsleys Division of Surrey County Council and forms part of the Mole Valley Parliamentary Constituency.

What do parish councils do?

By way of information, a summary of the general powers and duties of parish councils is attached as **Annex 1**.

What are we consulting on?

We are consulting the public on the request from East Horsley Parish Council, which is

- 1. To alter the existing boundary between the parishes of East Horsley and Effingham in the area close to Effingham Common, as set out in the Map at Annex 2**

As the effect of 1. above, is also to alter the borough ward boundary between Clandon & Horsley ward and Effingham ward, the change can only be implemented if the Local Government Boundary Commission for England, on the recommendation of the borough council, approves the change.

- 2. To increase the number of parish councillors elected to East Horsley Parish Council from nine (9) to twelve (12).**

If approved, the change will come into effect on the date of the next scheduled parish council elections in May 2023.

Why has this request been made?

The Parish Council's reasons for moving the parish boundary are set out below:

- (a) To remove anomalies where the settlement has outgrown its historic boundaries and to establish new clearly-defined boundaries tied to firm ground features; and*
- (b) To support the identity and interests of the local community.*

The Parish Council's justification for the increase in the number of parish councillors is set out below:

- (c) To reduce the workload on individual councillors; and;*
- (d) To seek to improve diversity on the parish council.*

For the purposes of this review, we are also required by law to make recommendations on other related "electoral arrangements" in respect of East Horsley Parish Council and Effingham Parish Council, as follows:

- (1) the year in which ordinary elections of parish councillors are to be held;**
- (2) the division (or not) of the parishes into wards for the purpose of electing parish councillors;**

- (3) the number and boundaries of any such wards;**
- (4) the number of parish councillors to be elected for any such ward;**
- (5) the name of any such ward.**

In relation to (1) above, Guildford Borough Council proposes that no change be made to the year of ordinary elections, as they currently coincide with borough council elections and elections to other parish councils in the borough.

In relation to (2) to (5) above, the introduction of 'wards' would mean that each parish councillor would be elected by voters living within a particular area (or ward) within the parish, and they would represent those voters on the parish council. The Borough Council proposes that, irrespective of the outcome of this community governance review:

- (a) East Horsley parish should continue to be unwarded, i.e. no change be made. East Horsley Parish Council supports this proposal;*
- (b) Effingham parish should continue to be divided into two wards "North Ward" and "South Ward", i.e. no change be made. Effingham Parish Council supports this proposal.*

We would therefore like to know what YOU think of the proposals to:

- (a) Move the parish boundary between East Horsley and Effingham as shown on the Plan at Annex 2; and*
- (b) increase the number of parish councillors on East Horsley Parish Council from 9 to 12, and*
- (c) make no other changes to the electoral arrangements in respect of East Horsley Parish Council and Effingham Parish Council*

Electorate Forecast

At the time Guildford Borough Council considered the request to carry out this community governance review, the Local Government electorate for the parish of East Horsley was 3,437 and the Local Government electorate for the parish of Effingham was 2,066.

For the purpose of this review, we are required to forecast the expected growth in the electorate for the parishes of East Horsley and Effingham for the next five years.

East Horsley

There are currently outstanding planning permissions (permitted but not completed, including those commenced) for 20 homes in the parish of East Horsley. The Local Plan/Land Availability Assessment provides for 115 homes within 5 years, making a total of 135. There are no Neighbourhood Plan sites forecast within one to five years.

Effingham

There are currently outstanding planning permissions (permitted but not completed, including those commenced) for 299 homes in the parish of Effingham, of which 204 are expected to be built within the next 5 years. The 2017 Land Availability Assessment identifies sites with an estimated capacity to deliver 36 homes within 5 years. The Effingham Neighbourhood Plan identified an additional site, making a total of 245.

Agenda item number: 10

Appendix 1

How to let us know your views

Any representations on this matter above must be in writing and should be sent to:

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

by no later than 5pm on Friday 18 October 2019.

Alternatively, you may send your representations either:

- by email to: committeeservices@guildford.gov.uk; or
- via our online facility: www.guildford.gov.uk/comgovrev

Please ensure that you state your name and address clearly on any representations submitted. Please note that any submissions received after 18 October 2019, or any representations submitted anonymously, will not be taken into account.

Please also note that the consultation stages of a Community Governance Review are public consultations. We will not publish your personal information; however, in the interests of openness and transparency, the Council will make available for public inspection full copies of all representations it takes into account as part of this review.

All personal information submitted to us during the course of this consultation will be destroyed once the matter has been determined by the Council.

What happens next?

In arriving at its final recommendations, the Council will take account of the views of local people and any other person or body who appears to have an interest in the Review by judging them against the criteria set out in the Local Government and Public Involvement in Health Act 2007 and associated government guidance.

The Borough Council will take steps to notify consultees of the outcome of the review by publishing all decisions taken, together with reasons, on the Council's website (and ask East Horsley Parish Council and Effingham Parish Council to publish the same on their websites), through general press releases, and by placing key documents on public deposit at Guildford Borough Council's offices and at the offices of East Horsley Parish Council and Effingham Parish Council.

If any change to the electoral arrangements for East Horsley Parish Council is approved, a Community Governance Reorganisation Order will be made to give effect to the change.

A timetable for the Community Governance Review

A Community Governance Review must, by law, be concluded within a 12-month period from the day on which the Borough Council publishes the terms of reference and ending on

the day on which the Council publishes its final recommendations. The proposed timetable for this Community Governance Review is set out below:

- | | |
|------------------|---|
| 23 July 2019 | Terms of Reference and Timetable for Review approved by Guildford Borough Council. |
| 2 September 2019 | Guildford Borough Council to publish approved Terms of Reference. Six-week consultation period begins with local people and interested parties. |
| 18 October 2019 | Closing date for consultation period. |
| 3 December 2019 | Guildford Borough Council to consider consultation submissions and publish final recommendations. |

Date of Publication of Terms of Reference:

2 September 2019

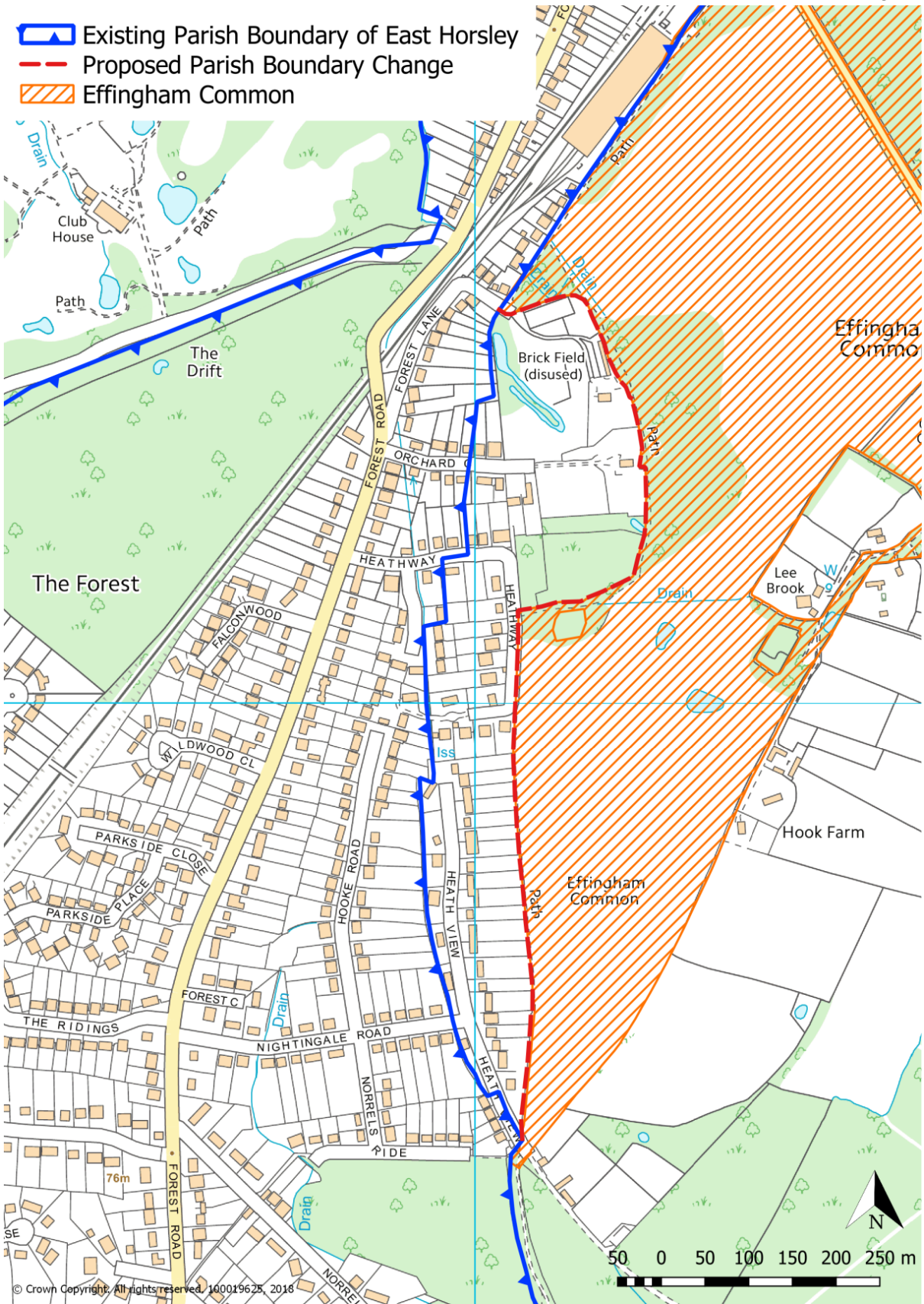
Powers and Duties of Parish Councils

The role played by parish councils varies considerably. Smaller parish councils have only limited resources and generally play only a minor role, while some larger parish councils have a role similar to that of a small district council. Parish councils receive funding by levying a "precept" on the council tax paid by the residents of the parish.

The list below is intended as a summary of the main functions of parish councils. It is not intended to be a definitive list of such functions. Where a function is marked with an asterisk a parish council also has the power to give financial assistance to another person or body performing the same function.

Functions	Powers And Duties
Allotments	Powers to provide allotments Duty to provide allotment gardens if demand unsatisfied
Bus Shelters and roadside seats	Power to provide and maintain
Bye Laws	Power to make byelaws for public walks and pleasure grounds
Clocks*	Power to provide public clocks
Closed Churchyards	Powers (and sometimes duty) as to maintain
Commons Land and Common Pastures	Powers in relation to enclosure as to regulation and management and as to providing common pasture
Community Centres and Village Halls	<ul style="list-style-type: none"> • Power to provide and equip premises for use of clubs having athletic, social or educational objectives • Power to provide buildings for offices and for public meetings and assemblies
Conference facilities*	Power to provide and encourage the use of facilities
Crime Prevention*	Powers to spend money on various crime prevention measures including
Drainage	Power to deal with ponds/ditches
Education	Right to appoint governors of primary schools
Entertainment and the Arts*	Provision of entertainment and support of the arts
Environment	Power to act for the benefit of the community by tackling and promoting awareness of environmental issues
Flagpoles	Power to erect flagpoles in highways
Highways	<ul style="list-style-type: none"> • Power to repair and maintain footpaths and bridleways • Power to provide lighting of roads and public places • Power to provide parking places for vehicles, bicycles and motorcycles • Power to enter into an agreement as to dedication and widening • Power to provide traffic signs and other notices • Power to plant trees, etc., and to maintain roadside verges • Power to prosecute for unlawful ploughing of a footpath or bridleway • Power to contribute financially to traffic calming schemes
Investments	Power to participate in schemes of collective investment
Land	<ul style="list-style-type: none"> • Power to acquire land by agreement or compulsory purchase,

Functions	Powers And Duties
	<ul style="list-style-type: none"> • Power to appropriate land • Power to dispose of land • Power to accept gifts of land • Power to obtain particulars of persons interested in land
Litter bins	Power to provide litter bins including receptacles for dog faeces
Lotteries	Power to promote lotteries
Monuments and Memorials	Power to agree to maintain monuments and memorials
Mortuaries and post-mortem rooms	Powers to provide mortuaries and post-mortem rooms
Nature Reserves	Power to designate statutory to the nature reserves and marine nature reserves - English Nature can designate sites of specific scientific interest
Nuisances	Power to deal with offensive ditches, ponds and gutters
Open Spaces, Burial Grounds, Cemeteries and crematoria*	Power to acquire, maintain or contribute towards expenses
Parish Property and Records	<ul style="list-style-type: none"> • Powers to direct as to their custody • Power to collect, exhibit and purchase local records
Parks and pleasure grounds	Power to hire pleasure boats in parks and pleasure grounds
Parochial charities	<ul style="list-style-type: none"> • Power to appoint trustees of parochial charities • Duty to receive accounts of parochial charities
Planning	Right to be notified of and power to respond to planning applications
Postal and telecommunications facilities	Power to pay the Post Office, British Telecommunications or any other public telecommunications operator any loss sustained in providing post or telegraph office or telecommunications facilities
Public Conveniences	Power to provide public conveniences
Raising of Finances	Power to raise money through the parish precept
Recreation*	<ul style="list-style-type: none"> • Power to acquire land for or to provide recreation grounds, public walks, pleasure grounds, and open spaces and to manage and control them. • Power to provide gymnasiums, playing fields, holiday camps
Swimming pools, bathing places, baths and washhouses	Power to provide
Tourism*	Power to contribute to the encouragement of tourism
Town Status	Power to adopt town status
Transport*	Power to (a) establish car sharing schemes (b) make grants for bus services, (c) provide taxi-fare concessions; (d) investigate public transport, road use and needs; (e) provide information about public transport services Community Transport Schemes
Village greens	Power to maintain, to make bylaws for and to prosecute for interference with village greens
Water Supply	Power to utilise well, spring or stream and to provide facilities for obtaining water therefrom.



Name	Street (where stated)	Address	Do you agree with the proposal to alter the existing boundary between the parishes of East Horsley and Effingham in the area close to Effingham Common?	Do you want the number of parish councillors on East Horsley Parish Council to increase from nine to twelve?	Do you agree that no other changes should be made in respect of the electoral arrangements of the Parish Council?	Please let us know if you have any comments. Please do not exceed the 200 word limit. If you would like to send us further comments, please email committeeservices@guildford.gov.uk
Resident 1		East Horsley	Yes	Yes	Yes	I write to express support for the proposal to amend the existing boundary as laid out in the letter from the Democratic Services Manager dated 2 Sept 2019.
Resident 2	Heath View	East Horsley	Yes	No	Yes	To me, it makes sense to move the boundary for our location. I am much more involved in East Horsley than Effingham
Resident 3		Effingham Junction	Yes	Yes	No	I am not a resident of the roads involved but know the area well and consider this boundary change to be an obvious request. I understand that the Parish Councils of East Horsley and Effingham will work closely to ensure residents are not adversely affected. It would be beneficial to the Parish Council that, if agreed, new councillors could be co-opted immediately, as I understand that any increase in councillors is not to be initiated before the next election. People in these cut off roads all regard East Horsley ("EH") as "our village" and use its amenities. These homes are clearly part of the EH community. We should be helping fund "our village" and have a say in it, not somewhere else.
Resident 4		East Horsley				
Resident 5	Heath View	East Horsley	Yes	Yes	Yes	No comment
Resident 6	Heath View	East Horsley	Yes	Yes	Yes	No comment

Name	Street (where stated)	Address	Do you agree with the proposal to alter the existing boundary between the parishes of East Horsley and Effingham in the area close to Effingham Common?	Do you want the number of parish councillors on East Horsley Parish Council to increase from nine to twelve?	Do you agree that no other changes should be made in respect of the electoral arrangements of the Parish Council?	Please let us know if you have any comments. Please do not exceed the 200 word limit. If you would like to send us further comments, please email committeeservices@guildford.gov.uk
Resident 7		East Horsley	Yes	Yes	Yes	We are happy to support the change in boundary to include us within east horsley. We use the facilities in the village, as well as the station, and therefore consider ourselves as part of east horsley currently even if this is technically incorrect. We also agree with the changes in the number of councillors.
Resident 8	Heath View	East Horsley	Yes	Yes	Yes	It would be good to have all the properties and neighbours in the same small road in the same parish.
Resident 9	Heath View	East Horsley	Yes	Yes	Yes	No comment
Resident 10		East Horsley	Yes	Yes	Yes	I have lived in Horsley for 48 years and was disappointed when we moved into a bungalow twenty five years ago to find out I was no longer a part of East Horsley parish. I will be very pleased to go back. I have no connections or friends in Effingham nor do I shop there. My centre for everything is East Horsley.
Resident 11		East Horsley	Yes	Yes	Yes	No comment
Resident 12	Heath View	East Horsley	Yes	Yes	Yes	No comment

Name	Street (where stated)	Address	Do you agree with the proposal to alter the existing boundary between the parishes of East Horsley and Effingham in the area close to Effingham Common?	Do you want the number of parish councillors on East Horsley Parish Council to increase from nine to twelve?	Do you agree that no other changes should be made in respect of the electoral arrangements of the Parish Council?	Please let us know if you have any comments. Please do not exceed the 200 word limit. If you would like to send us further comments, please email committeeservices@guildford.gov.uk
Resident 13	Heath view	East Horsley	Yes	Yes	Yes	We are happy to support the change in boundary to include us within east horsley. We use the facilities in the village, as well as the station, and therefore consider ourselves as part of east horsley currently even if this is technically incorrect. We also agree with the changes in the number of councillors.
Resident 14	Heath View	East Horsley	Yes	Yes	Yes	We would agree with the change in boundary - we use the east horsley services and feel far more part of the east horsley neighbourhood than effingham.
Resident 15	Heath View	East Horsley	Yes	Yes	Yes	We consider our village as East Horsley, we use and enjoy the facilities they provide
Resident 16	Heath View	East Horsley	Yes	Yes	Yes	No comment
Resident 17	Heath View	East Horsley	Yes	Yes	Yes	No comment
Resident 18		East Horsley	Yes	Yes	Yes	Changing the boundaries makes perfect sense to align with a natural boundary.
Resident 19	Heath View	East Horsley	No	No	Yes	No comment
Resident 20		East Horsley	Yes	Yes	Yes	Proposed changes make sense.

Name	Street (where stated)	Address	Do you agree with the proposal to alter the existing boundary between the parishes of East Horsley and Effingham in the area close to Effingham Common?	Do you want the number of parish councillors on East Horsley Parish Council to increase from nine to twelve?	Do you agree that no other changes should be made in respect of the electoral arrangements of the Parish Council?	Please let us know if you have any comments. Please do not exceed the 200 word limit. If you would like to send us further comments, please email committeeservices@guildford.gov.uk
Resident 21	Heath View	East Horsley	Yes	Yes	Yes	So, in short, I have lived here for over 36 years. I have always felt a part East Horsley never Effingham. I shop in Horsley, and use all the facilities there. I never go to Effingham. I have always felt it a ridiculous situation regarding the current boundary status. I sincerely hope that the change takes place at long last.
Resident 22	Heath View	East Horsley	Yes	No	Yes	No comment
Resident 23	Heath View	East Horsley	No	No comment	No comment	As I live near the Effingham Common , my garden is next to the common. I therefore would like to stay in the parish of Effingham. They will keep a better eye on the Common, than East Horsley.
Resident 24	Heath View	East Horsley	Yes	Yes	Yes	No comment
Resident 25		East Horsley	Yes	Yes	Yes	I write to express support for the proposal to amend the existing boundary as laid out in the letter from the Democratic Services Manager dated 2 Sept 2019.

Name	Street (where stated)	Address	Do you agree with the proposal to alter the existing boundary between the parishes of East Horsley and Effingham in the area close to Effingham Common?	Do you want the number of parish councillors on East Horsley Parish Council to increase from nine to twelve?	Do you agree that no other changes should be made in respect of the electoral arrangements of the Parish Council?	Please let us know if you have any comments. Please do not exceed the 200 word limit. If you would like to send us further comments, please email committeeservices@guildford.gov.uk
Resident 26		East Horsley	No	No	No	23. I am NOT in favour of proposals 1,2 and 3. I wish the boundary between the parishes of East Horsley and Effingham to remain as it is now. I am a long-standing resident of Heath View and back onto the Common which has been efficiently and well-maintained by Effingham Parish Council for many decades. I see no reason for the changes you are proposing.
Resident 27		East Horsley	No	No	No	23. I am NOT in favour of proposals 1,2 and 3. I wish the boundary between the parishes of East Horsley and Effingham to remain as it is now. I am a long-standing resident of Heath View and back onto the Common which has been efficiently and well-maintained by Effingham Parish Council for many decades. I see no reason for the changes you are proposing.
			Do you agree with the proposal to alter the existing boundary between the parishes of East Horsley and Effingham in the area close to Effingham Common?	Do you want the number of parish councillors on East Horsley Parish Council to increase from nine to twelve?	Do you agree that no other changes should be made in respect of the electoral arrangements of the Parish Council?	
			Yes	23	21	23
			No	4	5	3
			Not stated	0	1	1

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Effingham Parish Council
The Parish Room
3 Home Barn Court
The Street, Effingham
Surrey. KT24 5LG
Phone 01372.454911

clerk2010@effinghamparishcouncil.gov.uk
www.effinghamparishcouncil.gov.uk

Public Consultation

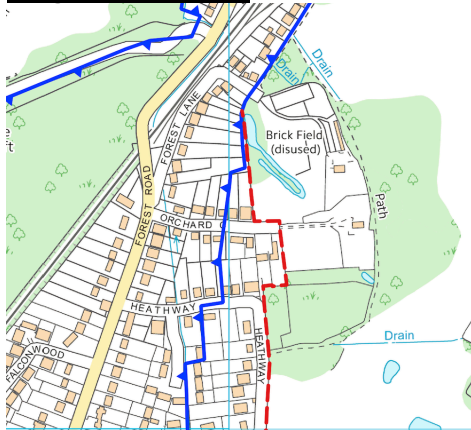
East Horsley & Effingham Parish Councils Community Governance Review

In response to the proposal to alter the existing boundary between the parishes of East Horsley & Effingham, in the area close to Effingham Common:

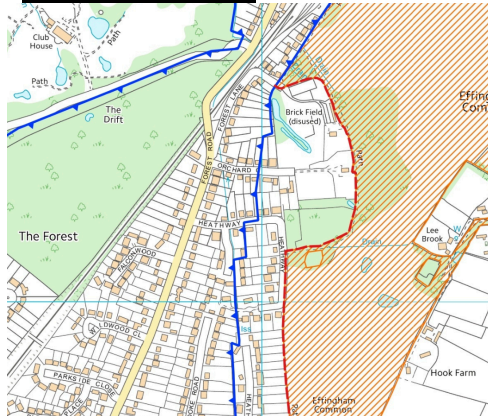
Having discussed the proposal at length, Effingham Parish Council is broadly happy with the proposal, providing of course the majority of affected residents are in favour of the changes.

However, the Parish Council is concerned that the boundary first proposed and discussed at a meeting in January has slipped to now include historic properties closely associated with Effingham Common, one of which is one of only four properties with “commoner’s rights”.

Original proposal



Review proposal



We would request the boundary be changed to match the inset boundary for East Horsley.

Jon Short

Parish Clerk

Jon Short ~ Clerk

The Parish Room, 3 Home Barn Court, The Street, Effingham, Surrey KT24 5LG
Tel / Fax 01372 454911 clerk2010@effinghamparishcouncil.gov.uk

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Council Report

Ward(s) affected: All

Report of the Director of Community Services

Author: Mike Smith, Licensing Team Leader

Tel: 01483 444387

Email: mike.smith@guildford.gov.uk

Lead Councillor responsible: David Goodwin

Tel: 01483 824616

Email: david.goodwin@guildford.gov.uk

Date: 3 December 2019

Taxi and Private Hire Enforcement – Delegations for Surrey Joint Warranting

Executive Summary

This report seeks approval for the proposed arrangements between Surrey Licensing Authorities to introduce joint warranting for Licensing Officers to enable improved enforcement of the taxi and private hire trade across the County.

This proposal was considered and supported by the Licensing Committee at its meeting on 25 September 2019. The delegation of non-Executive functions to another local authority and the acceptance of any delegation of functions from another local authority are decisions that only full Council may take.

Recommendation to Council

(1) That the Council's Taxi and Private Hire enforcement powers, as set out in Appendix 1 to this report, be delegated jointly to the following licensing authorities:

- Elmbridge Borough Council
- Epsom and Ewell Borough Council
- Mole Valley District Council
- Reigate and Banstead Borough Council
- Runnymede Borough Council
- Spelthorne Borough Council
- Surrey Heath Borough Council
- Tandridge District Council
- Waverley Borough Council
- Woking Borough Council

without prejudice to the Council's ability to exercise those powers itself within the Borough.

(2) That similar delegated Taxi and Private Hire enforcement powers be accepted from the following licensing authorities:

- Elmbridge Borough Council
- Epsom and Ewell Borough Council
- Mole Valley District Council
- Reigate and Banstead Borough Council
- Runnymede Borough Council
- Spelthorne Borough Council
- Surrey Heath Borough Council
- Tandridge District Council
- Waverley Borough Council
- Woking Borough Council

(3) That the Regulatory Services Manager be authorised to undertake the Taxi and Private Hire enforcement powers referred to in paragraph (2) above.

Reason for Recommendation:

To improve safety within the licensed hackney carriage and private hire vehicle service operating in Surrey.

Is the report (or part of it) exempt from publication? No

1. Purpose of Report

1.1 The purpose of this report is to seek approval for the arrangements between Surrey Licensing Authorities to introduce joint warranting for Licensing Officers to enable improved enforcement of the taxi and private hire trade across the County, following the recommendation from Licensing Committee on 25 September 2019.

2. Strategic Priorities

2.1 The joint warranting of Licensing Officers will contribute to our fundamental themes as follows:

- **Place making** – ensuring safe travel in the Borough through a well-regulated taxi service.
- **Innovation** – using new ways of working to improve efficiency.

3. Background

3.1 Taxi and Private Hire Vehicles are licensed by Local Authorities under powers arising from the Town Police Clauses Act 1847 and Local Government (Miscellaneous Provisions) Act 1976.

3.2 The legislation gives a power for an officer authorised by a local authority to inspect vehicles and take enforcement action against drivers and vehicles

licensed by that authority, including the immediate suspension of driver and vehicle licences for reasons of public safety.

- 3.3 However as there is no geographical restriction on where a licensed vehicle driven by a licensed driver can travel, journeys can and often do start and/or finish outside their licensed area. This means that often authorised officers of one authority will regularly come across drivers and vehicles licenced by another authority operating in their areas.

4. Proposed changes

- 4.1 Officers currently only have the legal power to inspect and act against drivers and vehicles if they have been authorised in writing by the authority which licensed that driver or vehicle. As such, officers in one authority will not have the power to inspect or act against drivers and vehicles operating in its area which are licensed by other authorities.
- 4.2 This can lead to situations where officers in one authority, for example Guildford, are unable to take action against a vehicle licensed by another authority which may be defective, despite the vehicle being present and operating in Guildford. This could lead to a situation where a defective vehicle continues to operate, potentially endangering public safety and undermining public confidence in the licensed taxi trade.
- 4.3 It is therefore considered necessary to enable a scheme of joint warranting across Surrey, whereby Licensing Officers of any Surrey Authority would be able to inspect and take enforcement action against any vehicle licensed in Surrey.
- 4.4 Such joint working arrangements between Local Authorities are also regarded as 'Best Practice' in the draft Statutory Guidance issued under s.177 of the Policing and Crime Act 2017 recently consulted upon.
- 4.5 Additionally, joint warranting would further promote the work undertaken in 2017-18 in partnership with the Surrey Safeguarding Children Board (SSCB) to develop a co-ordinated response to child sexual exploitation (CSE) across the County by adopting a consistent previous convictions policy and mandatory CSE training for all drivers in Surrey.
- 4.6 The proposal is that the hackney carriage and private hire enforcement powers, as set out in Appendix 1 to this report, be delegated to the other Surrey Authorities (whilst retaining our own). It is also proposed that Guildford Borough Council receives similar delegated enforcement powers from the other Surrey Authorities.
- 4.7 In practice, it is envisaged that the power given to Officers from the other authorities within the scheme would only be exercised as and when required, when those officers are dealing with licensed vehicles from outside their current jurisdiction within their district.
- 4.8 Each authority would be responsible for ensuring that the officers delegated are suitably trained and experienced.

- 4.9 Following the recommendation from Licensing Committee, the Council is asked to delegate the Taxi and Private Hire enforcement functions under the legislation set out in Appendix 1 to the Surrey local licensing authorities (referred to Appendix 1), in addition to retaining those functions within the Borough and to similarly receive the delegated Taxi and Private Hire enforcement functions (as set out in Appendix 1) from those local authorities.

5. Consultation

- 5.1 Consultation has taken place with other ten other Surrey Licensing Authorities who are supportive of this initiative and who themselves are seeking the necessary delegations.
- 5.2 Whilst there is no formal requirement to consult with the taxi trade, informal discussion has taken place at Taxi Advisory Group Meetings with the trade being supportive of improved enforcement against drivers and vehicles from other authorities operating in Guildford.

6. Equality and Diversity Implications

- 6.1 Under the general equality duty as set out in the Equality Act 2010, public authorities are required to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation as well as advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.
- 6.2 The protected grounds covered by the equality duty are: age, disability, sex, gender reassignment, pregnancy and maternity, race, religion or belief, and sexual orientation. The equality duty also covers marriage and civil partnership, but only in respect of eliminating unlawful discrimination.
- 6.3 The law requires that this duty to have due regard be demonstrated in decision making processes. Assessing the potential impact on equality of proposed changes to policies, procedures and practices is one of the key ways in which public authorities can demonstrate that they have had due regard to the aims of equality duty.
- 6.4 There are no Equality and/or Diversity issues arising from the initiative of Joint Warranting Across Surrey.

7. Financial Implications

- 7.1 The implementations be managed through the existing licensing budget.

8. Legal Implications

- 8.1 Under section 101 of the Local Government Act 1972 Local Authorities may make arrangements for other local authorities to discharge their functions. Having done so, the Council may, however, continue to discharge and control those functions. If the Council arranges for the other authorities within the flexible

warranting scheme to carry out some of its Licensing functions, it may also continue to exercise those functions itself.

- 8.2 If the Local Authorities are to participate in the scheme it is necessary to ensure that all officers are properly appointed to carry out the enforcement functions concerned so as to avoid potential legal challenge.

9. Human Resource Implications

- 9.1 There are no human resource implications arising from these proposals.

10. Conclusion

- 10.1 Advancing a scheme of Joint Warranting across Surrey will help ensure travelling by taxis is safer for customers by enabling improved enforcement across Surrey.

11. Background Papers

[Taxi and Private Hire Licensing Policy 2015-2020](#)
[Taxi and Private Hire Vehicle Licensing: Protecting Users. Consultation on Statutory Guidance for Licensing Authorities](#)

12. Appendices

Appendix 1: List of powers to be delegated and list of authorities participating in Joint Warranting.

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**List of powers to be delegated and list of other authorities participating
in Joint Warranting**

Functions to be delegated to the Surrey Local Licensing Authorities.

Local Government (Miscellaneous Provisions) Act 1976

- Section 53(3) (a): Driver to produce his licence for inspection
- Section 58: Return of identification plate or disc on revocation
- Section 60: to suspend and revoke vehicle licenses
- Section 61: to suspend and revoke driver licences
- Section 68: Fitness of private hire vehicles
- Section 73: Obstruction of Authorised Officer

The Surrey Local Authorities named below have delegated (or will delegate) the same functions to Guildford Borough Council. Those authorities have also retained the ability to exercise these functions within their respective boroughs/districts.

The Authorities -

- Elmbridge Borough Council
- Epsom and Ewell Borough Council
- Mole Valley District Council
- Reigate and Banstead Borough Council
- Runnymede Borough Council
- Spelthorne Borough Council
- Surrey Heath Borough Council
- Tandridge District Council
- Waverley Borough Council
- Woking Borough Council

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Council report

Ward(s) affected: All

Report of Director of Finance

Author: John Armstrong, Democratic Services Manager

Tel: 01483 444102

Email: john.armstrong@guildford.gov.uk

Lead Councillor responsible: Caroline Reeves

Tel: 07803 204433

Email: caroline.reeves@guildford.gov.uk

Date: 3 December 2019

Selection of Mayor and Deputy Mayor: 2020-21

Executive Summary

The Council is asked to consider nominations for the Mayoralty and Deputy Mayoralty of the Borough for the municipal year 2020-21.

The constitutional changes adopted by the Council in April 2014 as part of the review of the Civic Function in respect of the Mayoralty provide that the Council normally elects the Deputy Mayor appointed at the annual meeting of the Council as Mayor at the next succeeding annual meeting. The Council is therefore requested to consider formally the nomination of the current Deputy Mayor, Councillor Marsha Moseley for the Mayoralty of the Borough for 2020-21.

Group leaders were asked to submit nominations for the Deputy Mayoralty for 2020-21 by no later than 22 November 2019. No nominations have been received. Any nominations that are received will be reported at the meeting.

This report will also be considered by the Executive on 26 November 2019 and any comments or recommendations will be reported to the Council on the Order Paper.

Recommendation to Council:

To agree that the Deputy Mayor, Councillor Marsha Moseley be nominated for the Mayoralty of the Borough for the municipal year 2020-21.

If there are any suitable nominations received by the time of the Council meeting:

To nominate a councillor for the Deputy Mayoralty of the Borough for the 2020-21 municipal year.

Reason for Recommendation:

To make early preparations for the selection of the Mayor and Deputy Mayor for the municipal year 2020-21.

Is the report (or part of it) exempt from publication? No

1 Purpose of Report

- 1.1 To ask the Council to consider nominations received for election of Mayor and appointment of Deputy Mayor for the municipal year 2020-21.

2 Strategic Priorities

- 2.1 Ensuring that the process for selection of Mayor and Deputy Mayor is undertaken publicly is consistent with the Council's desire to be open and accountable to its residents.

3. Background

Selection of Mayor: 2020-21

- 3.1 The constitutional changes adopted by the Council as part of the review of the Civic Function in April 2014 in respect of the Mayoralty provide that the Council normally elects the Deputy Mayor appointed at the annual meeting of the Council as Mayor at the next succeeding annual meeting. The Council is therefore requested to consider formally the nomination of The Deputy Mayor, Councillor Marsha Moseley for the Mayoralty of the Borough for 2020-21.

Selection of Deputy Mayor: 2020-21

- 3.2 Group leaders were asked to submit nominations in respect of the appointment of Deputy Mayor for 2020-21. At the time the agenda for the Council meeting was published, no nominations had been received. Any nominations that are received will be reported at the meeting. If there are no nominations to consider at the Council meeting, the matter will be referred to the next meeting of the Council on 5 February 2020.
- 3.3 The Council will be asked to consider this matter to enable early preparations to be made for the formal election of the Mayor and appointment of Deputy Mayor for 2020-21 at the Council's annual meeting on 13 May 2020. This gives them time to make the necessary adjustments to their personal and professional lives in order to prepare for their forthcoming mayoral/deputy mayoral years and will provide plenty of time to enable appropriate training or refresher training to be given to the respective nominees.

4. Financial Implications

- 4.1 The costs associated with the selection of a Mayor and Deputy Mayor will be met from within existing budgets.

5. Legal Implications

- 5.1 The Council is required annually to elect a Mayor and appoint a Deputy Mayor in accordance with Sections 3 and 5 respectively of the Local Government Act 1972. The Local Government Act 2000 also provides that the Council's chairman or vice-chairman (the Mayor and Deputy Mayor) cannot serve on the Executive at the same time.

6. Human Resources Implications

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

7. Background Papers

None

8. Appendices

None

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EXECUTIVE

24 September 2019

Councillor Caroline Reeves (Chairman)

* Councillor Fiona White (Vice-Chairman) [in the chair]

* Councillor Joss Bigmore
* Councillor Angela Goodwin
* Councillor David Goodwin
* Councillor Jan Harwood

* Councillor Julia McShane
* Councillor John Rigg
Councillor Pauline Searle
* Councillor James Steel

*Present

Councillors Angela Gunning, Ramsey Nagaty, Susan Parker and Patrick Sheard were also in attendance.

EX30 APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of the Chairman, Councillor Caroline Reeves, and Councillor Pauline Searle.

EX31 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTEREST

There were no disclosures of interest.

EX32 MINUTES

The Executive approved, as a correct record, the minutes of the meeting held on 27 August 2019. The Vice-Chairman, as the person presiding at the meeting, signed the minutes.

EX33 LEADER'S ANNOUNCEMENTS

On behalf of the Leader, the Deputy Leader set out the revised portfolio responsibilities of lead councillors as follows:

Cllr Caroline Reeves, Leader of the Council and Lead Councillor for the Environment and Sustainability across the borough, Transformation, Sustainable Transport, Economic Development and Governance.

Cllr Fiona White, Deputy Leader of the Council, Lead Councillor for Personal Health, Safety and Wellbeing.

Cllr Joss Bigmore, Lead Councillor for Finance and Assets, Customer Services.

Cllr Angela Goodwin, Lead Councillor for Housing, Access and Disability

Cllr David Goodwin, Lead Councillor for Waste, Licensing and Parking

Cllr Jan Harwood, Lead Councillor for Planning, Regeneration and Housing Delivery

Cllr Julia McShane, Lead Councillor for Community Health, Support and Wellbeing

Cllr John Rigg, Lead Councillor for Major Projects

Cllr Pauline Searle, Lead Councillor for Countryside, Rural life, and the Arts

Cllr James Steel, Lead Councillor for Tourism, Leisure and Sport

EX34 GUILDFORD MUSEUM DEVELOPMENT PROJECT - UPDATE

The Project Manager and Director of Environment were in attendance.

The Lead Councillor for Tourism, Leisure and Sport introduced the report setting out the developments for the project since it was last considered by the Executive in March.

Whilst it was noted that the project was exciting for the town and had great vision, concern was expressed over the funding commitment being asked of Council to underwrite a budget shortfall from the General Fund should external fundraising efforts prove insufficient. It was proposed that fundraising for the project should be closely monitored to ensure all effort was made to prevent such a shortfall and, if necessary, to review the scope of the project as necessary. It was acknowledged that external funding was more difficult to obtain in the current climate than it had been in the past.

The Director of Environment informed the meeting that, to date, Executive had authorised funding of £1.6 million that would move the project to RIBA Stage 4 and was scheduled to take the project up to 2021. During this period, fundraising efforts would commence including the submission of an expression of interest for the National Lottery Heritage Fund (NLHF) bid for £4 million the result of which would be known by March 2020. A further contribution would come from the income raised by the disposal of Castle Cottage and 39 Castle Street. The Executive would be kept informed of progress.

Having considered the report, the Executive

RESOLVED:

- (1) That the revised scope of the project be approved.
- (2) That the Funding Strategy and appointment of fundraisers to implement the strategy, be approved.
- (3) That the Director of Environment, in consultation with the Lead Councillor, be authorised to adopt policies required for the Museum Accreditation.
- (4) That support for the applications to the National Lottery Heritage Fund (NLHF) and other funding bodies as they arise, be confirmed.
- (5) That the Director of Environment be authorised to prepare an asset disposal strategy for Castle Cottage and 39 Castle Street (Victorian School Room) and to ring-fence the capital receipts from the disposal to pay for the museum redevelopment.
- (6) That the establishment of a registered charity to facilitate fundraising and receive donations from Trusts and other funders, be approved.

The Executive further

RECOMMEND:

- (1) That a capital supplementary estimate of £11.8million to be funded by external grants and contributions from NLHF and other private trusts and donors as per the funding strategy, be approved.
- (2) That the Council agrees to underwrite the non-NLHF fundraising target of £7.8million and notes the risks associated with doing this as set out in paragraph 8.16 of the report submitted to the Executive, in particular to agree that if there is a shortfall in external funding then the Council will need to fund it from general fund borrowing and find additional service savings in order to fund the borrowing costs.

Reason:

To inform the Executive of the work undertaken since March 2019, enable the museum to gain re-accreditation and explain the next steps with regards to fund raising, architectural and technical designs, audience development programme and Planning.

EX35 STOKE PARK MASTERPLAN: A STRATEGY FOR DELIVERY

The Parks and Landscape Manager and Parks Development Officer were in attendance.

The Chairman and Deputy Leader of the council spoke to the report in the absence of the lead councillor.

The meeting heard how important Stoke Park was to the town and how it supported a wide variety of recreational and wellbeing activities. It had received the Green Flag Award for the past ten years. Looking to the future, a diversity of new uses were being proposed whilst securing protection and preservation of the park because of its value as a green space. It was noted that although the costs proposed in the report were significant, it was important to ensure that the resources were available to produce a plan for such an important asset.

The Executive agreed the costs weighed well against the value the park provides.

Accordingly, the Executive

RESOLVED:

- (1) That the proposed design brief for the Stoke Park masterplan be approved.
- (2) That the strategy for delivery be approved
- (3) That a general fund supplementary revenue estimate of £380,000 for the purpose of funding professional fees to provide the necessary technical expertise and officer resource to deliver the Stoke Park masterplan be approved and funded as follows:
 - £194,000 from the Masterplan Reserve and
 - £186,000 from the New Homes Bonus Reserve
- (4) That the Director of Environment, in consultation with the Lead Councillor for Countryside, Rural Life and the Arts, be authorised to take all necessary steps to produce the Stoke Park masterplan for public consultation.

Reason:

To enable the delivery of the Stoke Park masterplan to be resourced and progressed.

EX36 GUILDFORD TOWN CENTRE VIEWS SUPPLEMENTARY PLANNING DOCUMENT

The Director of Planning and Regeneration was in attendance.

The Lead Councillor for Planning, Regeneration and Housing Delivery introduced the report.

It was explained that this SPD would always be developing. It was described as a 'living' document, but that the version presented was most appropriate for the present. The standard of the work involved in producing the SPD was praised. The value of the SPD had been recognised recently in an important planning appeal case. The new lead councillor for Major Projects welcomed the document as a flexible tool to support planning decision-making.

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Non-Executive member comments had suggested the document might have shown more emphasis on the town's green surroundings and that there might have been an earlier process for consultation. The meeting was informed that the process for consultation of the SPD was set out in the report and included consideration by the Place Making and Innovation Executive Advisory Board on two occasions and had been subject to a four-week public consultation. Reference was also drawn to where green space features in the SPD.

The Executive

RESOLVED:

- (1) That the Guildford Town Centre Views Supplementary Planning Document, as set out as Appendix 1 to the report submitted to the Executive, be adopted as a Local Development Document.
- (2) That the Director of Planning and Regeneration be authorised, in consultation with the appropriate Lead Councillor, to make such minor alterations to improve the clarity of the adopted Supplementary Planning Document as she may deem necessary.

Reasons:

- To enable the adoption of the SPD as a Local Development Document and will add weight to this guidance as a material consideration in the assessment of planning applications.
- To allow for minor modifications to the SPD should they be necessary prior to publication.

EX37 REVIEW OF JOINT ENFORCEMENT TEAM

The Waste, Parking and Fleet Services Manager and Director of Environment were in attendance.

The Chair and the Deputy Lead Councillor as lead councillor for Personal Health, Safety and Wellbeing introduced the report.

Setting up the Joint Enforcement Team (JET) was described as a credit to the previous administration and it was praised for its work.

There were some concerns raised during non-Executive member questions regarding business waste. Officers were unaware of the issues raised but asked for further information to be provided outside of the meeting.

The Executive

RESOLVED: That the Joint Enforcement Team be made permanent and that opportunities be explored to expand the team as part of the Future Guildford work programme.

Reason:

To continue the work of the JET and seek to expand capacity within the Future Guildford programme to address enforcement issues and other anti-social behaviour the Council considers is important to residents.

EX38 TIMETABLE OF COUNCIL AND COMMITTEE MEETINGS 2020-21

The Executive considered a suggested timetable of Council and committee meetings for the 2020-21 municipal year and

RECOMMEND: That the proposed timetable of Council and Committee meetings for the 2020-21 municipal year, as set out in Appendix 1 to the report submitted to the Executive, be approved.

Reason:

To assist with the preparation of individual committee work programmes.

EX39 SURREY LEADER'S GROUP - NOMINATIONS FOR APPOINTMENT TO OUTSIDE BODIES

As no nominations in respect of the appointments had been received, the Executive agreed that no nominations be submitted.

EX40 EXCLUSION OF THE PUBLIC

The Executive

RESOLVED: That under Section 100A(4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for consideration of the business referred to in Minute EX41 below on the grounds that it involved the likely disclosure of exempt information, as defined in paragraph 3 of Part 1 of Schedule 12A to the Act.

EX41 ASH ROAD BRIDGE - FUNDING REPORT

The Director of Planning and Regeneration, the Director of Finance and the Project Manager for Major Projects were in attendance.

The Lead Councillor or Finance and Assets, Customer Services introduced the report.

The Executive considered a report concerning the options open to the Council with regard to funding proposals to deliver a new road and road bridge over the railway line at Ash to allow the level crossing to be closed and be replaced with a footbridge suitable for all users.

Having considered all the options in the report, the Executive

RESOLVED:

- (1) To accept the grant from Homes England as set out in Option 1, but to proceed with Options 1 and 2 if necessary.
- (2) To transfer £600,000 from the provisionally agreed HIF funding from the provisional to the approved capital programme to complete the pre-construction phase due to increasing costs associated with the increasing complexity of the Scheme.
- (3) To authorise the Director of Planning and Regeneration, in consultation with the appropriate lead councillor(s), to progress the Scheme from planning permission stage to preconstruction and to engage with suppliers to continue implementation of the Scheme as outlined in the report.

Reason for Decision:

To enter into an agreement for the Housing Infrastructure Fund with Homes England in connection with a major project.

Reasons for urgency:

Homes England had placed a deadline of 30 September 2019 on the Council accepting a funding agreement. Specific terms attached to the funding agreement were only received on 5 September 2019 and the closing date for LEP Expressions of Interest was 29 August 2019. It was only after this date that the Council was able to confirm that there was no LEP funding for

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this project. It could not therefore have been foreseen that a report to the Executive would be required on 24 September 2019 with notice of intention to make the key decision in private session given 28 days in advance.

The meeting finished at 8.17 pm

Signed

Chairman

Date

Council Report

Ward(s) affected: n/a

Report of Director of Finance

Author: John Armstrong, Democratic Services Manager

Tel: 01483 444102

Email: john.armstrong@guildford.gov.uk

Date: 3 December 2019

Notice of Motion: Environmental Audit

Executive Summary

Following the deferral of consideration of this matter at the last Council meeting on 8 October, Councillor Susan Parker to propose, and Councillor Dennis Booth to second, the following motion for consideration at this meeting:

“This Council resolves:

- (1) That an environmental audit of the impact of building on green fields be conducted by independent environmental experts.
- (2) That the objectives of that environmental audit should be to consider our carbon footprint in the context of new housing, and to determine the impact of reviewing site allocations to reallocate to the urban area.
- (3) That the terms of appointment be drafted by an all-party task group, in consultation with the CPRE and Surrey Wildlife Trust, and presented to full Council for approval.
- (4) That, pending that environmental audit, the Council will approach the Secretary of State, following the General Election, to request a temporary moratorium on approving planning applications for developments of more than 4 homes on green fields, or undeveloped land within Guildford borough.”

Background

At the last Council meeting, councillors who spoke in debate on the proposed deferral of the motion, referred to the need to take into account the revised Brownfield Land Register, which is due to be published by December this year at the latest, and the updated Land Availability Assessment (LAA) 2019.

On 1 November 2019, all councillors were informed that the Council had published its updated LAA and five-year housing land supply. The full LAA may be accessed via the following link: www.guildford.gov.uk/localplan/housing.

A five-year housing land supply statement may be viewed via the following link: www.guildford.gov.uk/localplan/monitoring.

The LAA has been prepared in accordance with the new National Planning Policy Framework and Planning Practice Guidance.

In response to paragraphs (1) and (2) of the motion, officers would like to inform councillors that a revenue growth bid has been prepared for the purpose of setting up a Climate Change Fund to deliver projects involving baseline analysis, scoping, feasibility studies, strategy development, action planning and technical implementation (see **Appendix 1** attached). One of these projects would comprise the following:

- 1) Carbon emissions baseline – this would establish the current carbon footprint of the borough from all sources.
- 2) Carbon trajectory – this would identify the future trajectory of carbon emissions setting a timeframe for achieving zero carbon. This would look at the pressures that have both an upward and downward impact on carbon emissions, including the growth contained within the adopted Local Plan.
- 3) Potential projects – this would identify projects that could be implemented in order to reduce the timescales for achieving reductions in carbon emissions.

It should be clarified that additional sites identified through either the annual review of the Land Availability Assessment (LAA) or Brownfield Register would not in itself enable the removal of any site allocations within the adopted Local Plan. The only mechanism for the removal of greenfield site allocations within the Local Plan is a review of the Local Plan, culminating in an independent examination. Whilst climate change would form part of the consideration of a reviewed plan, this would need to be assessed against other policy requirements such as seeking to meet the borough's development needs.

There is a significant amount of funding available for the study from the Department of Business, Energy and Industrial Strategy (BEIS). As a result, BEIS are likely to want a role in the procurement process. The formal procurement of consultants will need to be undertaken in accordance with the Council's procurement procedures.

The general remit of the proposed study is already set out in the growth bid referred to above. As a growth item, the project would be contained within the Council's draft budget that would come before full Council for approval in February 2020.

Is the report (or part of it) exempt from publication? No

Bid for Funding



Project Name:	Climate Change Fund		
Project Code:	2019	TBA	
Project Description:	Budget requirement to fund Climate Change & Energy related projects		
Project / Programme Manager:	Various	Wards:	Various GBC assets
Senior Responsible Officer:	TBA	Directorate:	TBA
Lead Councillor:	Cllr Reeves	Service:	NHMS – Property
Corporate Plan Theme:	Community	Confidential:	No
Expected Start Date:	April 2020	Exempt VAT Implications:	No
Target Completion Date:	On-going		

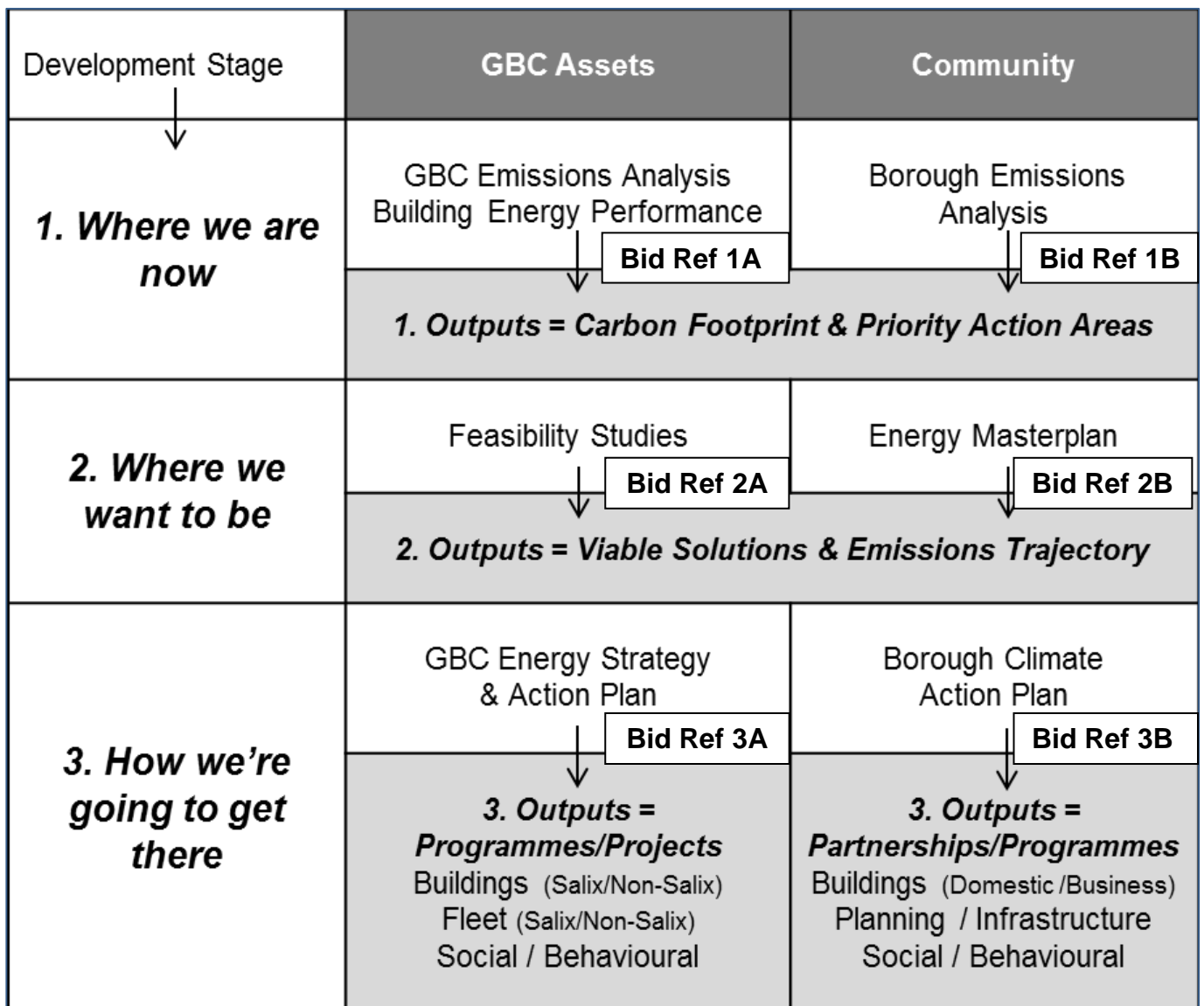
Section A – Strategic Content

<p>A01. What is the project trying to achieve?</p>	<p>This programme of work helps the Council to address the Climate Emergency by setting up a Climate Change Fund to deliver projects involving baseline analysis, scoping, feasibility studies, strategy development, action planning and technical implementation.</p> <p>Budget to allow for:</p> <ul style="list-style-type: none"> • Expansion of the Salix Invest-to-Save fund for sustainable energy projects* • Scoping, feasibility and delivery of Energy and Climate Change projects* within GBC corporate property and land assets • Review of CO2 emissions baseline and overall potential for CO2 reductions with the Borough, including an Energy Masterplan • Partnership work with other Local Authorities to support CO2 and energy saving measures within the business community and improve EV charging infrastructure <p>* Examples of both Salix and non-Salix project types include:</p> <ul style="list-style-type: none"> • Energy efficient heating and lighting – e.g. Heat Pumps and LEDs • Renewable energy schemes – e.g. Solar PV and Hydro • Electric Vehicle fleet upgrades & borough charging infrastructure • Building fabric improvements – e.g. Insulation, glazing • Municipal water dispensers
<p>A02. Which strategic priorities in the Council’s Corporate Plan is the project trying to achieve?</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Delivering the Guildford Borough Local Plan and providing the range of housing that people need, particularly affordable homes. <input checked="" type="checkbox"/> Making travel in Guildford and across the borough easier. <input checked="" type="checkbox"/> Regenerating and improving Guildford town centre and other urban areas. <input type="checkbox"/> Supporting older, more vulnerable and less advantaged people in our community. <input checked="" type="checkbox"/> Protecting our environment. <input checked="" type="checkbox"/> Enhancing sporting, cultural, community and recreational facilities.

	<ul style="list-style-type: none"> ☒ Encouraging sustainable and proportionate economic growth to help provide the prosperity and employment that people need. ☒ Creating smart places infrastructure in Guildford. ☒ Using innovation, technology and new ways of working to improve value for money and efficiency in Council Services.
<p>A03. How does it meet the strategic priorities outlined?</p>	<p>Climate Change work cuts across many different service areas including Planning, Housing, Corporate Property, Regulatory & Leisure Services, Fleet etc, which all impact on the above. The Council, through the motion agreed at its meeting in July 2019, set out its commitment with regard to Climate Change. As well as for our own estate, the Council is committed to supporting the community response to the challenges presented by Climate Change and will be working with stakeholders over the coming years to address this. Whilst some actions come at minimal cost, inevitably many will have financial implications. It is important we have a flexible fund in place to allow us to respond more quickly than the existing budget cycles envisage.</p>
<p>A04. Explain the problem that is being addressed and why the project is necessary.</p>	<p>As noted above, the overarching issue being addressed is the global problem of Climate Change. This has local economic, social and environmental impacts due to more extreme weather patterns with related effects on many forms of agricultural production and commodity prices, species loss and climate-related damages from extreme temperatures, storms, flooding, droughts etc.</p>
<p>A05. What are the critical success factors or KPI's of the project? ie which measures will you use to determine success?</p>	<ul style="list-style-type: none"> • A clear analysis and presentation of the Carbon Footprint and a well-researched and evidenced emissions trajectory for Guildford • A document that aids the delivery of the Local Plan • A viable Action Plan and rolling programme of projects to address CO2 reduction on our own estate • Delivery of energy and CO2 savings to correspond to the emissions targets and trajectory developed • Number of EV Charge Points delivered via Surrey Pilot and their utilisation. • Number of SMEs supported & respective CO2/energy/cost savings achieved, in line with overall LoCASE partnership targets.
<p>A06. What are the expected benefits or outcomes for local residents and businesses?</p>	<ul style="list-style-type: none"> • Improved local environment and a more sustainable Borough • Reduced energy consumption across our estate ensuring a more efficient use of Council Tax contributions • Increased cleaner, more secure and affordable energy production in the Borough • Improved awareness by residents via communication of carbon footprint • Energy master-planning approach will incorporate cutting-edge mapping technologies to provide a visually appealing and engaging way of involving stakeholders and communicating the challenges and opportunities to work in partnership to change our borough for the better • SMEs benefit from 50% reduction in costs of implementing energy saving measures, reducing their energy overheads and by capitalising on their enhanced green credentials • Local residents & business' employees will be able to access some of the technologies implemented – eg vehicle charging & water dispenser points. • Council will lead on new innovative energy & carbon reduction schemes encouraging business & residents awareness.
<p>A07. Outline options considered or that will be considered for delivery of the project.</p>	<p>The fund will cover various energy, carbon reduction and environmental protection projects and scoping/feasibility studies. Each proposed scheme or study will be separately evaluated prior to authorisation by the Director of Strategy in consultation with the Leader of the Council. Progress will be monitored by the Climate Change and Innovation Board.</p>
<p>A08. Outline project dependencies eg with other projects or partner organisations.</p>	<ul style="list-style-type: none"> • Bid Refs 1B, 2B & 3B need to align with Local Plan processes & timescale • Bid Refs 1A, 2A & 3A need to align with asset & property management plans • Bid Ref 3B business support delivery dependent on LoCASE funding • Bid Ref 3A relevant projects need to align with Salix processes & timescale

A09. Legal / statutory requirement?	No
A10. Legislative / statutory implications?	No
A11. Planning permission required?	Dependent upon project
A12. Building regulation required?	Dependent upon project
A13. Land acquisition required?	No
A14. Environmental consents?	No
A15. Highways / traffic consents?	No
A16. Details of other required consents.	N/a

Note 1: The diagram below shows how all the elements of this bid fit together



Section B – The Financial Case

B01. Costs

*****N.B. Bid Reference numbers below refer to development stages on previous page*****

Year	Description	Capital Value (£)	Revenue Cost Centre Code	Revenue Cost Centre Name	Revenue Account Code	Revenue Account Name	Revenue Value (£)
2020/21 2021/22	<u>Bid Ref 1A/B, 2B</u> Consultancy costs & fees to support Borough carbon footprinting, CO2 emissions trajectory, energy masterplanning		B3911	Climate Change Strategy	D4520	Consultants	50,000 (Yr 1) 50,000 (Yr 2)
2020/21 2021/22 and ongoing	<u>Bid Ref 2A</u> Consultancy costs & fees to support development of GBC Energy Strategy & related project proposals (esp. for non-HRA property assets)		B3911	Climate Change Strategy	A*/D4520	Salaries & Consultancy	66,000 (Yr 1) 66,000 (Yr 2)
2019/20 2020/21	<u>Bid Ref 3A</u> Expansion of Salix Invest to Save fund for Energy / CO2 Reduction projects (match funding)	47,000 (19/20) 170,000 (20/21)		Inflation Budget / Invest to Save Reserve			
2020/21 and on-going	<u>Bid Ref 3A</u> Non-Salix Energy & CO2 Reduction projects for GBC non-HRA property assets incl. fees / feasibility	250,000 (Yr 1) 500,000 (Yr 2)			D4520	Consultancy	50,000 (Yr 1)
2020/21 2021/22 2022/23	<u>Bid Ref 3B</u> Consultancy & marketing costs for delivery of LoCASE - ERDF-funded business grants for energy & CO2 reduction projects, LA Partnership.						20,000 (Yr 1) 15,000 (Yr 2) 15,000 (Yr 3)
2020/21	<u>Bid Ref 3B</u> Surrey EV Charge Points pilot project, LA Partnership (match funding).						17,500 (additional to 25k already allocated for 19/20)

B02. Costs Totals

Year	Capital Total (£)	Revenue Total (£)
2019/21	47,000 (Salix)	
2020/21	250,000 (+ 170,000 Salix)	186,000
2021/22	500,000	131,000
2022/23	500,000	81,000 and ongoing

B03. Outline the assumptions used to cost the project.	<ul style="list-style-type: none"> • Sufficient projects to meet the criteria • Sufficient resources to deliver • Flexible programming to take advantage of external funding opportunities
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B04. Financial Benefits eg savings or additional income

Year	Description	Capital Value (£)	Revenue Value (£)
2019/20 And ongoing	FIT – Feed-in-tariffs for existing Solar PV		Est. 15,000
2019/20 and ongoing	RHI	30,000 (existing claims) 30,000 (pending claims)	
2019/20	<i>Warm Homes Fund</i>	<i>142,000 (bid for funding)</i>	
2019/20	Salix Invest to Save projects	47,000 (Salix contribution)	Annual savings: 7,500 (LED lighting)
2020/21	Salix Invest to Save projects	170,000 (Salix contrib)	Annual savings: 10,000 (LED lighting) 20,000 (Solar PV) 15,500 (Hydro Priv. Wire) 34,000 (EV Minibuses)

B05. Funding

Year	GBC Funding Request (£)	Third Party Contributions (£)	Sources of Third Party Contributions
2019/20	47,000 Salix	47,000	Salix
2020/21	170,000 Salix	170,000	Salix
2020/21	250,000 capital	Possible funding via LoCASE – GBC is bid partner	Possible European funding towards capital works for example EV charging hub, solar PV & battery storage, water source heat pumps
2021/22	500,000 capital	Possible funding via LoCASE	Possible European funding towards capital works for example EV charging hub, solar PV & battery storage, water source heat pumps
2020/21	186,000 revenue	40,000 (est.) + 0.2FTE Project Mgt + scoping workshop tbc Possible LoCASE funds	Heat Network Delivery Unit (BEIS) BEIS CSE (Centre for Sustainable Energy) LoCASE (ERDF)
2021/22	131,000 revenue	Possible LoCASE funds	LoCASE

B06. Non-Financial Benefits

Title	Category	Measure	Expected Delivery Date
Energy savings	Reduced Asset Costs	£ annual & lifetime savings per project	On completion of energy related projects
Carbon savings	Reduced Carbon	tCO2 savings (annual & lifetime)	On completion of projects
Clean Energy & Transport	Improved Social Benefits	Improved Air Quality	On completion of projects

Note 2: Explanation to Support the Financial Case

Salix

Salix have approved an overall increase in the fund of size of £434,000 (£674,000 total fund size). This is 50/50 match funding between Salix and the Council. As indicated in Section B, £47,000 of the Council's portion of the match funding is required for 19/20 and £170,000 is required for 20/21. It is proposed to vire the Council's portion from the inflation budget, or alternatively fund from Invest to Save Reserve. This requires CMT approval.

There is the ability to add a management charge onto the payback of projects, which is proposed to be added onto projects, i.e. 10%-15%, where reasonable and without jeopardising viability. This can be used to pay towards the additional staffing costs requested for above and would in effect be a cross charge for services required to identify, develop schemes, secure qualification and funding via Salix as well as fund administration.

Climate Change Fund

The Climate Change Fund, excluding the Salix element, will be wholly funded by the Council.

Revenue part of Climate Change Fund

In order to ensure we have the necessary staffing resources to manage at a strategic and programme level the Council's response to the Climate Change agenda, it is proposed to allocate up to £100,000 revenue funding. There is currently £24,640 in the climate change strategy budget for staffing, which is currently being used to fund a member of staff on a casual basis. In addition there is £9,200 for consultants (total of £33,840). Spend to date is £26,500, and it can be assumed the full year spend will be £50,000, and over spent by £16,000. An increase of £66,000 is therefore requested for staffing and consultancy services. The additional provision for promotion will be retained to support some of the initiatives such as LoCASE.

To establish baselines and obtain associated data, a considerable amount of work needs to be carried out, particularly to support Planning Policy development. Such work is not only specialised but represents a series of discreet projects in their own right. A revenue budget of £100,000 is proposed to fund consultancy support to achieve this as quickly as possible.

As we increase the number of installations that are eligible for funding incentives such as the Renewable Heat Incentive scheme it is important we are resourced to ensure claims are made in a timely manner. For example, RHI income from the implementation of Air Source Heat Pumps. The proposed revenue allocations will assist in ensuring we maximise all external funding opportunities, the number of which are increasing..Provision is also being suggested for a scheme to support local businesses as part of the LoCASE project.

Capital part of the Climate Change Fund

It is proposed that the Climate Change Fund will form part of the Approved General Fund Capital Programme. Applications to the fund will be subject to evaluation and approval by the Director of Strategy Services in consultation with the Leader of the Council in her capacity as Lead Councillor for Climate Change. For applications where the costs will exceed £200,000, approval from the Executive will be sought, in line with other delegations in the financial regulations.

A further investment of £1 million is planned through the HRA for 2020/21 on measures to reduce energy consumption in our tenants' homes, and will form part of the HRA business plan report.

Section C – The Economic Case

C01. Expected number of homes brought forward.	N/A
C02. Expected number of jobs created.	
C03. Expected amount of employment floor space delivered.	N/A

C04. Outline your assumptions in determining the economic benefits.	<p>Investment in physical infrastructure will create employment opportunities however at this stage it is not possible to quantify.</p> <p>A number of the investments anticipated will reduce energy consumption and therefore consumption costs. In some case financial support maybe receivable – for example through the Renewable Heat Incentive scheme.</p>
C05. Describe any other economic benefits.	Businesses may choose to reinvest any savings they make into expanding their business.

Section D – The Commercial Case

D01. Outline any procurement requirements.	
D02. Outline preferred procurement route / strategy.	Dependent on projects
D03. Outline key procurement risks.	Supplier availability

Section E – The Management Case

E01. High Level Project Timetable

Item	Stage of Project	Start Date	Finish Date

E02. High Level Project Milestones

Milestone	Description	Indicative Date

E03. Project Risks

Title	Description

<p>E04. Provide high level details of proposed project management arrangements & project team (please use post names / titles rather than naming individuals).</p>	
<p>E05. Provide a brief outline of key stakeholders eg who they are and how they will be engaged.</p>	
<p>E06. Will any public consultations be required? If so, provide a brief outline.</p>	

<p>E07. How will the project be evaluated post implementation?</p>	
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E08. Outline any expected formal Council / Committee / Board decisions or consultations and expected timescales.

Committee / Board	Type of Decision	Expected Date
Council		
Executive	Where investment exceeds £200,000 on a single project .	
Community Executive Advisory Board	Project specific	
Place making and Innovation Executive Advisory Board	Project specific	
Overview and Scrutiny		
Planning	Project specific	
Licensing	N/A	
Corporate Governance and Standards	N/A	

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