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Contact: Andrea Carr
Committee Services
01483 444058

26 June 2019

Dear Councillor

Your attendance is requested at a meeting of the **COMMUNITY EXECUTIVE ADVISORY BOARD** to be held in Council Chamber, Millmead House, Millmead, Guildford, Surrey, GU2 4BB on **THURSDAY 4 JULY 2019 at 7.00 pm.**

Yours faithfully

James Whiteman
Managing Director

MEMBERS OF THE EXECUTIVE ADVISORY BOARD

Chairman: Councillor John Redpath
Vice-Chairman: To be appointed

Councillor Paul Abbey
Councillor Andrew Gomm
Councillor Gillian Harwood
Councillor Diana Jones
Councillor Steven Lee
Councillor Ted Mayne

Councillor Ann McShee
Councillor Ramsey Nagaty
Councillor George Potter
Councillor Jo Randall
Councillor Deborah Seabrook

Authorised Substitute Members:

Councillor Jon Askew
Councillor David Bilbé
Councillor Richard Billington
Councillor Chris Blow
Councillor Ruth Brothwell
Councillor Graham Eyre
Councillor Tom Hunt
Councillor Gordon Jackson

Councillor Nigel Manning
Councillor Masuk Miah
Councillor Marsha Moseley
Councillor Maddy Redpath
Councillor Will Salmon
Councillor Patrick Sheard
Councillor Paul Spooner
Councillor Catherine Young

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.

QUORUM: 4



THE COUNCIL'S STRATEGIC FRAMEWORK

Vision – for the borough

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

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

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

Values for our residents

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

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

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

A G E N D A

ITEM NO.

1 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

2 APPOINTMENT OF VICE-CHAIRMAN

3 LOCAL CODE OF CONDUCT AND DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS

In accordance with the local Code of Conduct, a councillor is required to disclose at the meeting any Disclosable Pecuniary Interest (DPI) that they may have in respect of any matter for consideration on this agenda. Any councillor with a DPI must not participate in any discussion or vote regarding that matter and they must withdraw from the meeting immediately before consideration of the matter.

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

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

4 MINUTES (Pages 1 - 4)

To confirm the minutes of the Executive Advisory Board meeting held on 4 April 2019.

5 PITCH STRATEGY PRESENTATION (Pages 5 - 16)

To discuss a presentation in respect of the Pitch Strategy.

6 EXECUTIVE FORWARD PLAN (Pages 17 - 48)

7 EAB WORK PROGRAMME (Pages 49 - 50)

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

- 8 **PROGRESS WITH ITEMS PREVIOUSLY CONSIDERED BY THE EAB** (Pages 51 - 60)

Please contact us to request this document in an alternative format

4 APRIL 2019

COMMUNITY EXECUTIVE ADVISORY BOARD

4 April 2019

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

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

* Present

Councillor Philip Brooker was also in attendance.

C29 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

Apologies for absence were received from Councillors Murray Grubb Jnr and Bob McShee.

C30 LOCAL CODE OF CONDUCT AND DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS

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

C31 MINUTES

The minutes of the meeting of the Executive Advisory Board held on 14 February 2019 were confirmed as a correct record, and signed by the Chairman.

C32 GUILDFORD HOME ADAPTATIONS AND IMPROVEMENT POLICY REVIEW - FINANCIAL ASSISTANCE

The Lead Councillor introduced a report which proposed a revised Private Sector Housing, Home Adaptation and Improvement Policy for Guildford that would allow the Council to extend the range of assistance available to vulnerable residents to assist them to remain living safely and independently in their own homes. Officers presented the report and delivered an accompanying presentation. The presentation summarised the Policy giving its context and provided recommendations and rationale in relation to discretionary policies, prevention grant, increasing the maximum grant, support for people in financial hardship and the relocation grant.

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

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

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The key features of the policy review were to introduce discretionary elements within the support provided through the Disabled Facilities Grant (DFG), to complement the mandatory provision. The discretionary policy would be available to all grant applicants, however, the Council anticipated it having a positive impact on approximately 90 people. The key changes were:

- Exemption from means testing for works that prevented falls, i.e. rails, ramps, steps and stairlifts;
- Introduction of a Prevention Grant to fund installation of rails and associated measures to prevent falls in the home without charge, in addition to works in the home to facilitate discharge from hospital, prevent ill-health and emergencies, such as minor repair or adaptations, assistive technology, emergency heating or electrical repairs, or clearing hoarding;
- Flexibility to the upper limit of DFG from £30,000 to £45,000 per application for major works. This additional funding would be means tested for adults and children with disabilities (the latter were exempt from means testing for works valued up to £30,000). The policy would allow more rapid decision making for complex cases, where funding was required from Surrey County Council funds, as well as from this Council;
- Discretion for the Regulatory Services Manager to waive means testing for those who would struggle financially to meet their contribution to the cost of works. The flexibility would have a maximum value of £12,000 for residents with financial hardship of income, or less than £24,500 savings. Any client contribution costing less than £1,000 would be waived;
- The introduction of Relocation Grant of up to £10,000 to assist home owners or tenants to move to a suitable property, when their current home was not suitable for adaptation; and
- To continue to provide discretionary assistance to applicants meeting the eligibility criteria in the current home improvement policy.

The report recommended that the Executive approved the revisions to the Home Adaptations and Improvement Policy for the reasons that the proposals: benefitted vulnerable residents and enabled them to remain living at home safely and in their own communities for as long as possible; made best use of increased Better Care Fund; met national best practice standards and the recommendations of Foundations Adaptations and Equipment Review 2017; had undergone thorough budget testing, were fully costed and would be regularly reviewed; and were supported by service user groups, Guildford Care and Repair Service and Surrey County Council Occupational Therapy teams who referred to the service.

The following points arose from related questions and discussion:

- The policy was publicised via methods including social media and relevant local organisations were made aware of it.
- The majority of referrals were via Adult Social Care and Health.
- As the cost to the NHS associated with falls etc. was considerable, removal of the means testing element was not significant cost wise. An initial surge in the number of applications owing to the absence of means testing was anticipated before subsequent levelling off.
- Spend was in the region of £500,000 to £550,000 per annum and as Government grant was £750,000 there was a carried forward underspend from 2017/18 and reserves.

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- It was possible to respond rapidly to make adaptations to prevent delayed hospital discharges. The time taken to formulate care packages was often the cause of such delays.
- There was an existing home improvement policy eligibility criteria since 2004 that properties should be in Council Tax Band E or below. Properties at the lower end of the housing market were targeted as it was likely that residents were unable to afford improvements. However, there was an exception policy.
- Building Regulations approval was often required and planning permission was also required in approximately 10 per cent of improvements where home extensions were included. The Council's surveyors obtained all necessary consents.
- There was a loan scheme for people who fell outside the means test. The social lender interest charge was 5 per cent and there were repayment options. Take up was two to three applications per annum.
- Replacing baths with showers and wet rooms was one of the most common adaptations. The installation of lifts was covered by the Policy although stairlifts were more usual.
- Reference was made to a previous task group which had focused on prevention.
- It was necessary for the Council to meet the Better Care Fund objectives. To date Surrey County Council had not sought the repayment of surplus grant although this could change in the future.

The Board indicated its support for the recommendation to the Executive that the revisions to the Home Adaptations and Improvement Policy be approved.

C33 PROCUREMENT UPDATE PRESENTATION

The Chairman read out a procurement update paper which advised that:

- Transformation of the Procurement service was underway since the recruitment of a permanent Procurement Manager in October 2018 and was ongoing.
- The Procurement Manager was working with the Future Guildford workstream to develop detailed proposals relating to the future model of procurement services.
- A Procurement Strategy had been drafted covering the period 2019-2021 and included key themes around Commissioning, Category Management and Contract Management. The Strategy would work closely with the Future Guildford workstream.
- The Corporate Management Team had approved the Terms of Reference of the Corporate Procurement Board and these had now been implemented, the Procurement Procedure Rules (PPR's) were currently being examined and updated.
- The Contracts Register continued to be a working document and had improved significantly. It was published to the Council's website on a quarterly basis in line with the Transparency Agenda.
- The Procurement function remained significantly under resourced and an exceptionally busy work area. Transformation work would continue with the addition of resources.
- Once more detailed proposals were developed around the agreed Procurement Strategy and suggested format of the future procurement team, they would be placed on the Work Programme and brought to the EAB for review and analysis.

In response to a query concerning the Transparency Agenda, the Board was advised that it was a national code that local authorities were obliged to comply with and share information with residents and businesses in respect of matters including spend and contractors. Further explanatory information would be provided to the Board. The update was noted.

C34 EXECUTIVE FORWARD PLAN

The expanded Executive Forward Plan was noted.

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C35 EAB WORK PROGRAMME

It was noted that a Procurement Update item would be added to the Work Programme.

C36 PROGRESS WITH ITEMS PREVIOUSLY CONSIDERED BY THE EAB

As previously requested, the format of this summary report had been reviewed and improvements made as far as possible.

C37 THANKS

As this was the last meeting of the EAB before the Borough Election, the Chairman took the opportunity to thank the members of the Board, particularly the Vice-Chairman, officers and the Committee Officer for their contribution and support in recent years.

The meeting finished at 7.50 pm

Signed

Date

Chairman

Playing Pitch Strategy

Executive Advisory Board 4th July 2019



Paul Stacey – Parks and Landscape Manager
Carolyn Sheppard – Sports Development Officer

What is a Playing Pitch Strategy

‘A Playing Pitch Strategy (PPS) is an evidence based document that Sport England recommends Councils produce to guide investment, development and improvement in pitch sport facilities and meet the requirements of the National Planning Policy Framework. It can be used to determine planning applications impacting on existing or the need for new sports pitches and guide investment from a range of bodies.’

and/or

‘Provision of a framework that will ensure the provision of outdoor playing pitches meet the local needs of existing and future residents’

‘A strategic framework for the development, maintenance and improvement of both existing and new outdoor sports pitches and ancillary facilities.’

Proposed Outcomes

What do we need to do?

1. Assess the current quantity and quality of pitch provision and changing facilities.
2. Assess demand, capacity and need now and in the future

To:

1. Provide an evidence base to support decision making
2. Develop local standards of provision – quantity and quality
3. Justify developer contributions and help determine planning applications.
4. Prioritise resources and projects
5. Identify opportunities for improving access to facilities
6. Support delivery of other Council Strategies and Services, e.g. ‘Sports Development Strategy.’
7. Support National and Regional Governing body objectives.

Playing Pitch Strategy Guidance

An approach to developing and delivering a playing pitch strategy



October 2013



Figure 1: Developing and Delivering a Playing Pitch Strategy – The 10 Step Approach



Scope

Areas in scope:

Guildford Borough Council owned/managed facilities

Parish Council owned/managed facilities

Club/Sports organisation owned/managed facilities

Educational provision (Private and non private)

Areas out of scope

Military provision

Facilities in scope:

Natural playing surfaces

Artificial playing surfaces

Changing facilities



Facilities in scope

Facility (Inc. private & public)	Details	Existing borough provision
Grass facilities	Football pitches (full size, 11vs11, 9vs9 & mini soccer)	115 facilities at 54 sites
	Cricket squares	41 facilities at 31 sites
	Rugby pitches (full size, junior & mini rugby)	27 facilities at 11 sites
	Hockey pitches	2 facilities at 1 site
	Bowling greens	12 facilities at 12 sites
	Lacrosse	0 (only temporary painted grass)
Artificial Pitches	<u>Artificial Grass Pitches 3G (AGP) :</u> <ul style="list-style-type: none"> • FIFA 1* Approved Full size: 1 • FA Approved Full size: 3 • Small sided: 9 v 9 or smaller : 3 	12 facilities at 10 sites
	<u>Astro Turf Pitches:</u> <ul style="list-style-type: none"> • Astro Turf – Full size - 4 • Astro Turf – 9v9 or smaller - 1 	
Tennis Courts	Full size outdoor courts	61 facilities at 20 sites
Athletics Tracks	Outdoor synthetic permanent tracks	1 facility at 1 site
Changing facilities	Ancillary facilities at sites	207 facilities located at 57 sites (approximately)
TOTAL		475 facilities

Agenda item number: 5

Sports in scope



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Sport	Guildford Club Data		Player Data
	No. of clubs	No. of teams	No. of players
Athletics	1	10	400
Bowls	12	n/a	360
Cricket	17	101	1379
Football	34	220	
Hockey	2	30	1400
Lacrosse	1	1	
Netball	7	n/a	406
Rugby	3	80	TBC
Tennis	11	n/a	3029
Total	88	442	6614

Agenda item number: 5

Benchmarking of local pitch strategies

Borough	Period	Scope & Learning	Contractor	Costs
Waverley	2018 - 2032	<ul style="list-style-type: none"> Included all outdoor sports, town and parish council sites and private schools. Included non-technical facility assessments. Two waves of local consultation; summer and winter sports. 	Knight, Kavanagh & Page Ltd	£20,000
Surrey Heath	2016 - 2022	<ul style="list-style-type: none"> Period of strategy should align with the Local Authority's Local Plan. 	Knight, Kavanagh & Page Ltd	£17,600
Spelthorne	2020 - 2035	<ul style="list-style-type: none"> Strategy costs do not include technical ground pitch assessments – future need and cost should be considered within business case for strategy. 	Ploszajski Lynch Consulting	£17,220
Woking	2017-2027		Bennet Leisure & Planning	TBC
Runnymede	2015-2030		Ploszajski Lynch Consulting	£15,000

Proposed Governance

Project Board – to project manage delivery of the strategy, agree scope, outcomes and objectives – GBC Director, relevant Officers and Lead Councillors.

Steering group – to drive the strategy’s development and delivery of its actions and recommendations over the plan period. Suggested make up:

- Parks and Countryside
- Leisure Development
- Planning Policy
- National Governing Bodies of Sport /RGB’s e.g. Surrey FA
- Sport England
- Active Surrey County Sport Partnership
- Surrey Sports Park/University
- Guildford Education Partnership

Consultees – local sports clubs, schools, sporting organisations, parish councils

Estimated Timescale – 18 Months

- 1) EAB – July 2019
- 2) Virement for Funding – July 2019
- 3) Establish Project Board – Aug – September 2019
- 4) Procurement of consultants – Aug – November 2019
- 5) Establish Steering Group – Oct – December 2019
- 6) Development of Strategy – Dec 2019 to Sept 2020
- 7) Adoption – December 2020

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Resources:

External Consultants required to develop strategy and undertake audits and assessments to ensure delivery in a timely manner and to support the revision of our Sports Strategy in 2020.

Benefits include – neighbouring authority data/national data readily to hand, expertise to deliver quickly, experience of Sport England Methodology

Questions/discussion

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THE FORWARD PLAN

(INCORPORATING NOTICE OF KEY DECISIONS TO BE TAKEN BY THE EXECUTIVE AND NOTICE OF INTENTION TO CONDUCT BUSINESS IN PRIVATE)

Schedule 1 to this document sets out details of the various decisions that the [Executive](#) and full [Council](#) are likely to take over the next twelve months in so far as they are known at the time of publication. Except in rare circumstances where confidential or exempt information is likely to be disclosed, all decisions taken by the Executive and full Council are taken in public, and all reports and supporting documents in respect of those decisions are made available both at the Council offices and on our website.

Members of the public are welcome to attend and, in most cases, participate in all of our meetings and should seek confirmation as to the timing of any proposed decision referred to in the Forward Plan from the Committee Services team by telephone on 01483 444102, or email committeeservices@guildford.gov.uk prior to attending any particular meeting.

Details of the membership of the Executive and the respective areas of responsibility of the Leader of the Council and the lead councillors are set out in Schedule 2 to this document.

Key decisions

As required by the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, this document also contains information about known key decisions to be taken during this period.

A key decision is defined in the Council's Constitution as an executive decision which is likely to result in expenditure or savings of at least £200,000 or which is likely to have a significant impact on two or more wards within the Borough.

A key decision is indicated in Schedule 1 by an asterisk in the first column of each table of proposed decisions to be taken by the Executive.

In order to comply with the publicity requirements of Regulation 9 of the 2012 Regulations referred to above, we will publish this document at least 28 clear days before each meeting of the Executive by making it available for inspection by the public at the council offices during normal working hours and on our website: <http://www.guildford.gov.uk/ForwardPlan>

Availability of reports and other documents

Subject to any prohibition or restriction on their disclosure, copies of, or extracts from, any document to be submitted to a decision-maker for consideration in relation to a matter in respect of which a decision is to be made will normally be available for inspection at the Borough Council offices and on our website five clear working days before the meeting, or the date on which the proposed decision is to be taken. Other documents relevant to a

matter in respect of which a decision is to be made may be submitted to the Executive, or to an individual decision maker, before the meeting or date on which the decision is to be taken, and copies of these will also be available on request and online.

Taking decisions in private

Where, in relation to any matter to be discussed by the Executive or full Council at a meeting, or by an individual decision-maker, the public may be excluded from the meeting due to the likely disclosure of confidential or exempt information, the documents referred to above may not contain any such confidential or exempt information.

In order to comply with the requirements of Regulation 5 of the 2012 Regulations referred to above, Schedule 1 to this document will indicate where it is intended to deal with any matter in private due to the likely disclosure of confidential or exempt information. Where applicable, a statement of reasons for holding that part of the meeting in private together with an invitation to the public to submit written representations about why the meeting should be open to the public when the matter is dealt with will be set out on the relevant page of Schedule 1.

James Whiteman
Managing Director

Guildford Borough Council
Millmead House
Millmead
Guildford
GU2 4BB

Dated: 18 June 2019

SCHEDULE 1

GUILDFORD JOINT COMMITTEE: 3 July 2019

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
	Compton Air Quality Management Action Plan	To consider the Compton Air Quality Management Action Plan.	No	Report to Guildford Joint Committee (3/07/2019)	Justine Fuller 01483 444370 justine.fuller@guildford.gov.uk
	Shalford Air Quality Management Action Plan	To consider the Shalford Air Quality Management Action Plan.	No	Report to Guildford Joint Committee	Justine Fuller 01483 444370 justine.fuller@guildford.gov.uk

EXECUTIVE: 16 July 2019

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*	Redevelopment of Westborough and Park Barn Play Areas	To approve the transfer of this project from the provisional to the approved Capital Programme	No	Report to Executive (16/07/2019)	Paul Stacey 01483 444720 paul.stacey@guildford.gov.uk
*	Future Operations of Public Conveniences	To consider the recommendations put forward by the Community Executive Advisory Board	No	Report to Executive (16/07/2019) Incorporating Comments/ Recommendations of Community EAB (18/10/2018)	Chris Wheeler 01483 445030 chris.wheeler@guildford.gov.uk

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer	Agenda item number:	
*	Approval of Below Market Lettings	To consider the approval of below market lettings	No	Executive (16/07/2019)	Mark Appleton 01483 444364 mark.appleton@guildford.gov.uk		6
* Page 20	Guildford West Railway Project	<ul style="list-style-type: none"> provides a project progress update seeks authorisation to move the project forward to Stage 3 (Option Selection) of Network Rail's Governance for Railway Investment Projects (GRIP) methodology seeks Executive approval for the transfer of the provisional capital budget required to initiate the next stages of the project (GRIP 4 (Single Option Development) onwards) to the approved capital programme 	No	Executive (16/07/2019)	Elizabeth Flemming 01483 444038 elizabeth.flemming@guildford.gov.uk		
*	Refuse Vehicle Procurement	To agree to replacing the refuse vehicle fleet and provide the funding.	No	Executive (16/07/2019)	Chris Wheeler 01483 445030 chris.wheeler@guildford.gov.uk		

COUNCIL: 23 July 2019

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Election of chairmen and vice-chairmen 2019-20	To elect a chairman of the Guildford Joint Committee for 2019-20 To elect vice-chairmen of the Corporate Governance & Standards Committee, Employment Committee, and Community EAB	No	Report to Council (23/07/2019)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
Food Poverty	To consider the Overview and Scrutiny Committee's recommendations arising from the work of the Food Poverty O&S Task and Finish Group	No	Report to Council/Executive Incorporating comments/ recommendations of Overview and Scrutiny Committee (4/06/2019)	James Dearling 01483 444141 james.dearling@guildford.gov.uk
Review of Overview and Scrutiny Annual Report	To note the annual report on overview and scrutiny function, including review of "call-in" and "urgency" provisions and future work programme	No	Report to Council (23/07/2019) Incorporating comments/recommendations of Overview and Scrutiny Committee (9/07/2019)	James Dearling 01483 444141 james.dearling@guildford.gov.uk
Capital and Investment Outturn Report 2018-19	(1) To note the Capital and Investment Outturn Report 2018-19 (2) To approve the actual prudential indicators reported for 2018-19	No	Report to Council (23/07/2019) Incorporating comments/recommendations of Corporate Governance & Standards Committee (13/06/2019)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
Appointment of Councillors to External Organisations	To consider any contested nominations for appointment of Councillors to external organisations 2019-2023	No	Report to Council (23/07/2019)	Carrie Anderson 01483 444078 carrie.anderson@guildford.gov.uk
Appointment of parish representatives to Corporate Governance and Standards	That the Council co-opts three parish council representatives to the Corporate Governance and Standards	No	Report to Council (23/07/2019)	Carrie Anderson 01483 444078 carrie.anderson@guildford.gov.uk

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Committee	Committee for a term of office expiring in May 2023.			
Community Governance Review - parishes of East Horsley and Effingham	To consider possible terms of reference for a Community Governance Review in the parishes of East Horsley and Effingham	No	Report to Council (23/07/2019)	Carrie Anderson 01483 444078 carrie.anderson@guildford.gov.uk
Code of Conduct for Staff	To adopt a revised Code of Conduct for Staff	No	Report to Council (23/07/2019) Incorporating comments/recommendations of Corporate Governance & Standards Committee (13/06/2019)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
Corporate Management Team Pay Award 2019	To consider the pay award for the Corporate Management Team	No	Report to Council (23/07/2019)	Francesca Smith 01483 444014 francesca.smith@guildford.gov.uk
Future Guildford: Review of Corporate Management Team (CMT)	To agree the new restructure of CMT	No	Report to Council (23/07/2019) Incorporating comments/recommendations of Employment Committee (date TBC)	James Whiteman 01483 444701 james.whiteman@guildford.gov.uk

EXECUTIVE: 27 August 2019

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*	Transfer of Gosden Common to Bramley Parish Council	To consider and approve the transfer of Gosden Common to Bramley Parish Council.	No	Report to Executive (27/08/2019)	Fiona Williams 01483 444999 fiona.williams@guildford.gov.uk
*	AONB Management Plan	To adopt the AONB Management Plan	No	Report to Executive (27/08/2019)	Dan Knowles 01483 444605 dan.knowles@guildford.gov.uk
* Page 23	Guildford Park Project – Multi-Storey Car Park	To approve the transfer of monies from the provisional capital programme to the approved capital programme for the purpose of funding the multi-storey car park element of the Project.	No	Report to Executive (27/08/2019)	Rachel Harper 01483 444311 rachel.harper@guildford.gov.uk
	Public Health Funerals	To approve terms for a public consultation on a draft policy	No	Report to Executive (27/08/2019)	Justine Fuller 01483 444370 justine.fuller@guildford.gov.uk
*	Woodbridge Road Pavillion Supplementary Estimate	To approve additional funding.	No	Report to Executive (27/08/2019)	Paul Stacey 01483 444720 paul.stacey@guildford.gov.uk

EXECUTIVE: 24 September 2019

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer	Agenda item number: 6	
	Slyfield Area Regeneration Project	To consider the business case for the project and a proposed supplementary capital estimate in respect of the overall project budget.	Yes (in part) TBC	Report to Executive (24/09/2019) Council (8/10/2019)	Michael Lee-Dickson 01483 4445123 michael.lee-dickson@guildford.gov.uk Claire Morris 01483 444827 claire.morris@guildford.gov.uk		
* Page 24	Bedford Wharf Plaza Landscaping Scheme	To approve the landscaping scheme following public consultation	No	Report to Executive (24/09/2019) incorporating comments/ recommendations from Place Making & Innovation EAB (1/07/19)	Paul Bassi 01483 444515 paul.bassi@guildford.gov.uk		
*	Review of Joint Enforcement Team	To review the Enforcement Team which needs to be undertaken on a two-year basis as the team was created in August 2016. The Executive to agree future arrangements.	No	Report to Executive (24/09/2019) incorporating comments/ recommendations from Overview & Scrutiny Committee (10/09/2019)	Chris Wheeler 01483 445030 chris.wheeler@guildford.gov.uk		
	Timetable of Council and Committee Meetings 2020-21	To consider and adopt the timetable of Council and Committee meetings for the 2020-21 municipal year.	No	Report to Executive (24/09/2019) Council (8/10/2019)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk		

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*	Bike Share Scheme	To approve a bike share scheme	No	Report to Executive (24/09/2019) Place Making and Innovation EAB (14/10/2019)	Donald Yell 01483 444659 donald.yell@guildford.gov.uk
*	Ash Road Bridge - Compulsory Purchase Order	To approve the implementation of the Compulsory Purchase Order process for land associated with delivery of the Ash Road Bridge.	Yes (in part)	Report to Executive (24/09/2019)	Samantha Mills 01483 444084 samantha.mills@guildford.gov.uk
* Page 25	Stoke Park Masterplan; a strategy for delivery.	(1) To approve the proposed design brief for the Stoke Park masterplan and strategy for delivery. (2) To approve the transfer of £500,000 from the provisional capital programme to the approved capital programme for the purpose of funding professional fees to provide the necessary technical expertise and officer resource to deliver the Stoke Park masterplan. (3) To authorise the Director of Environment, in consultation with the Lead Councillor for Enterprise and Economic Development, to take all necessary steps to produce the Stoke Park masterplan.	No	Report to Executive (24/09/2019)	Paul Stacey 01483 444720 paul.stacey@guildford.gov.uk
*	Guildford Town Centre Heights and Views SPD	To approve the draft Guildford Town Centre Heights and Views SPD for public consultation	No	Report to Executive (24/09/2019) Incorporating comments/ recommendations of Place Making and Innovation EAB (8/04/2019)	Meave Faulkner 01483 444663 meave.faulkner@guildford.gov.uk

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer	Agenda item number: 6
*	Crematorium Project	To approve supplementary capital estimates.	No	Report to Executive (24/09/2019) Council (8/10/2019)	Paul Stacey 01483 444720 paul.stacey@guildford.gov.uk	
	Guildford Annual Economic Report 2018-19	To approve the Guildford Annual Economic Report 2018-19	No	Report to Executive (24/09/2019) Incorporating views/recommendations of Place Making and Innovation EAB (02/09/2019)	Chris Burchell 01483 444329 chris.burchell@guildford.gov.uk	
* Page 26	Guildford Museum	To agree refined project scope and adopt museum policies for re-accreditation	No	Report to Executive (24/09/2019) Incorporating views/recommendations of Place Making and Innovation EAB (02/09/2019)	Paul Bassi 01483 444515 paul.bassi@guildford.gov.uk	

*Information on the breakdown of the cost of each element of the scheme to be considered as part of this item is commercially sensitive and will, if councillors wish, be discussed in private as it will involve the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A to the Local Government Act 1972, namely: "Information relating to the financial or business affairs of any particular person (including the authority holding that information)".

Any person wishing to make representations in relation to this part of the meeting being held in private for consideration of the above-mentioned matter, must do so in writing to: John Armstrong, Democratic Services Manager either by email: john.armstrong@guildford.gov.uk or by letter at the address stated on page 2 by no later than midday Monday 16 September 2019.

COUNCIL: 8 October 2019

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Slyfield Area Regeneration Project	To consider the business case for the project and a proposed supplementary capital estimate in respect of the overall project budget.	Yes (in part) TBC	Report to Council (8/10/2019) Incorporating comments/ Recommendations of Executive (24/09/2019)	Michael Lee-Dickson 01483 4445123 michael.lee-dickson@guildford.gov.uk Claire Morris 01483 444827 claire.morris@guildford.gov.uk
Review of Polling Districts and Polling Places	To approve any changes identified as following the statutory polling district and polling place review.	No	Report to Council (08/10/2019)	Elaine Bradbrook 01483 444126 elaine.bradbrook@guildford.gov.uk
Review of Procurement Procedure Rules	To approve amendments to Procurement Procedure Rules following review	No	Report to Council (8/10/2019) Incorporating comments/ Recommendations of Corporate Governance & Standards Committee (19/09/2019)	Diane Owens 01483 444027 diane.owens@guildford.gov.uk
Review of Councillor / Officer Protocol	To consider the recommendations of the Task Group established by the Corporate Governance and Standards Committee	No	Report to Council (8/10/2019) Incorporating comments/recommendations of Corporate Governance and Standards Committee (19/09/2019)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
Timetable of Council and Committee Meetings 2020-21	To consider and adopt the timetable of Council and Committee meetings for the 2020-21 municipal year.	No	Report to Council (8/10/2019) Incorporating comments/ Recommendations of Executive (24/09/2019)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
Crematorium Project	To approve supplementary capital estimates	No	Report to Council (8/10/2019) Incorporating comments/recommendations of	Paul Stacey 01483 444720 paul.stacey@guildford.gov.uk

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
			Executive (24/09/2019)	

EXECUTIVE: 22 October 2019

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Page 28	Review of Councillors' Allowances	To consider the report and recommendations of the Independent Remuneration Panel and recommend to Council adoption of a new scheme of allowances with effect from 1 April 2020	No	Executive (22/10/2019) and Council (3/12/2019)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

EXECUTIVE: 26 November 2019

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*	Business Planning - General Fund Outline Budget 2020-21	To consider the Outline Budget for 2020-21	No	Executive (26/11/2019)	Claire Morris 01483 444827 claire.morris@guildford.gov.uk
*	Parish Councils – concurrent function grant aid applications for assistance 2020-21	To approve the budget for 2020-21 and the parish council requests for grant aid for 2020- 21.	No	Executive (26/11/2019)	Michele Rogers 01483 444842 michele.rogers@guildford.gov.uk
Page 29	Local Council Tax Support Scheme 2020-21	1. To approve the draft Local Council Tax Support Scheme for implementation with effect from 1 April 2020. 2. To maintain a discretionary hardship fund.	No	Executive (26/11/2019) and Council (3/12/2019)	Belinda Hayden 01483 444867 belinda.hayden@guildford.gov.uk
*	Chantry Wood Campsite	To report the outcome consultation and agree on future use.	No	Executive (26/11/2019)	Paul Stacey 01483 444720 paul.stacey@guildford.gov.uk
*	Shalford Common Land Management	To agree the land management for Shalford Common.	No	Executive (26/11/2019) Incorporating comments/recommen- dations of Place Making and Innovation EAB (2/9/2019)	Paul Stacey 01483 444720 paul.stacey@guildford.gov.uk

COUNCIL: 3 December 2019

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Lovelace Neighbourhood Plan	To adopt the Lovelace Neighbourhood Plan	No	Report to Council (3/12/2019)	Dan Knowles 01483 444605 dan.knowles@guildford.gov.uk
Local Council Tax Support Scheme 2020-21	1. To approve the draft Council Tax Support Scheme for implementation with effect from 1 April 2020 2. To maintain a discretionary hardship fund.	No	Council (3/12/2019) incorporating comments/recommendations of Executive (26/11/2019)	Belinda Hayden 01483 444867 belinda.hayden@guildford.gov.uk
Review of Councillors' Allowances	To consider the report and recommendations of the Independent Remuneration Panel and adopt new scheme of allowances with effect from 1 April 2020	No	Council (3/12/2019) incorporating comments/recommendations of Executive (22/10/2019)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
Selection of the Mayor and The Deputy Mayor 2020-21	To approve the selection of the Mayor and The Deputy Mayor 2020-21	No	Council (3/12/2019)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
Puttenham Neighbourhood Plan	To adopt the Puttenham Neighbourhood Plan	No	Council (3/12/2019)	Dan Knowles 01483 444605 dan.knowles@guildford.gov.uk
Community Governance Review for the parish of East Horsley	To consider the consultation response for the Community Governance Review for the parish of East Horsley	No	Council (3/12/2019)	Carrie Anderson 01483 444078 carrie.anderson@guildford.gov.uk

EXECUTIVE: 7 January 2020

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Page 31	Annual Audit Letter 2018-19	To consider the Annual Audit Letter for 2018-19.	No	Executive (07/01/2020) incorporating comments/ recommendations from Corporate Governance and Standards Committee (19/11/2019)	Claire Morris 01483 444827 claire.morris@guildford.gov.uk

EXECUTIVE: 21 January 2020

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*	Off Street Parking Business Plan 2020-21	To consider the Off Street Parking Business Plan and proposed street parking tariffs.	No	Report to Executive (21/01/2020)	Andy Harkin 01483 444535 andy.harkin@guildford.gov.uk
	Capital & Investment Strategy 2020-21 to 2024- 2025	To recommend to Council the adoption of: - the Capital and Investment Strategy - the general fund capital estimates.	No	Report to Executive (21/01/2020) incorporating comments/	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk

Agenda item number: 6

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer	Agenda item number: 6
		<ul style="list-style-type: none"> - the revised Treasury Management Strategy and Prudential Indicators - Minimum Revenue Provision policy 		recommendations of the Joint EAB (9/01/2020) Corporate Governance and Standards Committee (16/01/2020) and Council (5/02/2020)		
Page 32	Housing Revenue Account Budget 2020-21	To recommend to Council approval of the HRA Revenue estimates, associated fees and charges, changes to rents of Council dwellings and approval of Housing Capital Programme for 2020-21.	No	Report to Executive (21/01/2020) incorporating comments/ recommendations of the Joint EAB (9/01/2020) and Council (5/02/2020)	Phil O'Dwyer 01483 444318 phil.odwyer@guildford.gov.uk and Matt Cue 01483 444839 matt.cue@guildford.gov.uk	
	Business Planning – General Fund Budget 2020-21	To recommend to Council: <ul style="list-style-type: none"> - Approval of the general fund revenue budget for 2020-21 - Agreement of a council tax requirement for 2020-21 - Declaration of any surplus/deficit on the Collection Fund 	No	Report to Executive (21/01/2020) and Council (5/02/2020)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk	

COUNCIL (Budget) 5 February 2020

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Pay Policy Statement 2020-21	To approve the Pay Policy Statement 2020-21	No	Report to Council (5/02/2020)	Francesca Smith 01483 444014 francesca.smith@guildford.gov.uk
Capital & Investment Strategy 2020-21 to 2024-25.	To approve <ul style="list-style-type: none"> - The Capital and Investment Strategy - the general fund capital estimates. - the revised Treasury Management Strategy and Prudential Indicators - Minimum Revenue Provision policy 	No	Report to Council (5/02/2020) Incorporating comments/recommendations of the Joint EAB (9/01/2020) Corporate Governance and Standards Committee (16/01/2020) and Executive (21/01/2020)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
Housing Revenue Account Budget 2020-21	To approve the HRA Revenue estimates, associated fees and charges, changes to rents of Council dwellings and approval of Housing Capital Programme for 2020-21.	No	Report to Council (5/02/2020) Incorporating comments/recommendations of Executive (21/01/2020)	Phil O'Dwyer 01483 444318 phil.odwyer@guildford.gov.uk and Matt Cue 01483 444839 matt.cue@guildford.gov.uk
Business Planning – General Fund Budget 2020-21	<ul style="list-style-type: none"> - Approval of the general fund revenue budget for 2020-21 - Agreement of a council tax requirement for 2020-21 - Declaration of any surplus/deficit on the Collection Fund 	No	Report to Council (5/02/2020) Incorporating comments/recommendations of The Joint EAB (9/01/2020) and Executive (21/01/2020)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk

EXECUTIVE: 18 February 2020

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer	Agenda item number: 6
*	Allocation of Community and Voluntary Grants 2020-21	The Executive to agree: 1. The allocation of community grants for 2020-21; 2. The allocation of grant funding for voluntary organisations for 2020-21.	No	Report to Executive (18/02/2020)	Steve Benbough 01483 444052 stephen.benbough@guildford.gov.uk	

EXECUTIVE: 24 March 2020

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer

COUNCIL 7 April 2020

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer

EXECUTIVE: 21 April 2020

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
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COUNCIL 13 May 2020 (Annual Council Meeting)

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Election of Mayor and appointment of Deputy Mayor 2020-21	To elect a Mayor and appoint a Deputy Mayor for the municipal year 2020-21.	No	Report to Council (13/05/2020)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
Appointment of Honorary Remembrancer 2020-21	To appoint the Honorary Remembrancer for the municipal year 2020-21	No	Report to Council (13/05/2020)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

COUNCIL: May 2020 (Selection Council Meeting)

Agenda item number: 6

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Appointments to committees 2020-21	To agree the numerical allocation of seats to political groups on committees and to agree the membership and (where appropriate) substitute membership of those committees, including the election of committee chairmen and vice-chairmen	No	Report Council (/05/2020)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

EXECUTIVE: May 2020

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
	Councillor Working Groups	To review the current councillor working groups, and to determine whether they should continue in their present format: and if	No	Report to Executive (May 2020)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

UNSCHEDULED ITEMS – EXECUTIVE/COUNCIL

Key Decision (asterisk indicates that the decision is likely to be a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*	Refuse Vehicle Procurement	To agree service design and operating models	No	Executive	Chris Wheeler 01483 445030 chris.wheeler@guildford.gov.uk
*	Rodboro Buildings – Electric Theatre through road and parking	To agree to move scheme from the provisional to the approved capital programme.	Yes (in part)*	Executive	Tim Pilsbury 01483 444521 tim.pilsbury@guildford.gov.uk
* Page 37	Surrey Waste Partnership – Inter Authority Agreement	To confirm the formation of a Joint Committee to replace the Surrey Waste Partnership, to seek sign up to a relevant IAA and to agree what decisions around waste and what services we want delivered via a joint approach.	No	Executive	Chris Wheeler 01483 445030 chris.wheeler@guildford.gov.uk
*	Resurfacing of Westfield and Moorfield Roads	To agree the budget to be transferred from the provisional to the approved budget.	No	Executive	Michael Lee-Dickson 01483 4445123 michael.lee-dickson@guildford.gov.uk
*	Waste Operating Model	To approve a waste operating model.	No	Report to Executive	Chris Wheeler 01483 445030 chris.wheeler@guildford.gov.uk
*	Planning Appeal Costs	To consider an update in relation to planning appeal costs.	No	Report to Executive	Tim Dawes 01483 444650 tim.dawes@guildford.gov.uk
*	Shalford Common Land Management	To approve plans for the regulation of land management at Shalford Common.	No	Report to Executive	Paul Stacey 01483 444720 paul.stacey@guildford.gov.uk
	Transfer of Gosden Common to Bramley Parish Council	To consider and approve the transfer of Gosden Common to Bramley Parish Council.	No	Report to Executive	Fiona Williams 01483 444999 fiona.williams@guildford.gov.uk

Key Decision (asterisk indicates that the decision is likely to be a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision- maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
	Pitch Strategy	To adopt a Pitch Strategy	No	Report to Executive Incorporating comments/ recommendations of Community EAB (4/04/2019)	Paul Stacey 01483 444720 paul.stacey@guildford.gov.uk
*	Parks Strategy	To adopt a Parks Strategy	No	Report to Executive Incorporating comments/ recommendations of Community EAB (5/09/2019)	Paul Stacey 01483 444720 paul.stacey@guildford.gov.uk
	Public Health Funerals	To approve a policy following the public consultation	No	Report to Executive	Justine Fuller 01483 444370 justine.fuller@guildford.gov.uk
	Charging for Regulatory Services	To consider proposal to charge for pre- application advice	No	Report to Executive	Justine Fuller 01483 444370 justine.fuller@guildford.gov.uk
	Pest Control Services	To consider proposal to introduce charging for pest control treatments (rats and mice)	No	Report to Executive	Justine Fuller 01483 444370 justine.fuller@guildford.gov.uk
*	Midleton Industrial Estate Redevelopment	To consider a scheme for the phased redevelopment of the industrial estate	No	Report to Executive (Summer 2021)	Darren Burgess 01483 444589 darren.burgess@guildford.gov.uk
*	Industrial Estates	To consider strategies for the future development of individual industrial estates	No	Report to Executive	Melissa Bromham 01483 444587 melissa.bromham@guildford.gov.uk
*	Future Residential Housing developments (HRA)	To consider proposals on a site by site basis	No	Report to Executive	Philip O'Dwyer 01483 444318 philip.odwyer@guildford.gov.uk

Key Decision (asterisk indicates that the decision is likely to be a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*	New Housing Strategy	To develop a new Housing Strategy	No	Report to Executive	Philip O'Dwyer 01483 444318 philip.odwyer@guildford.gov.uk
	Tenancy Conditions and Flexible Tenancies	To review	No	Report to Executive	Siobhan Rumble 01483 444296 siobhan.rumble@guildford.gov.uk
Page 39	Policy on Debt Recovery	To develop a policy on how the Council manages debt recovery	No	Report to Executive	Siobhan Rumble 01483 444296 siobhan.rumble@guildford.gov.uk Belinda Hayden 01483 444867 belinda.hayden@guildford.gov.uk Maureen Wilson 01483 444837 maureen.wilson@guildford.gov.uk
*	Bridges – Inspection and Remedial Work	(1) To approve appointment of consultants to: (a) carry out inspections (b) cost immediate and long term works (c) advise on future inspection frequency (2) To approve works that arise from inspections (3) Move money from provisional to approved capital programme	No	Report to Executive	Tim Pilsbury 01483 444521 tim.pilsbury@guildford.gov.uk
	Review of Executive Advisory Boards	To review the effectiveness of the operation of Executive Advisory Boards in the light of a strengthened Forward Plan process and better work programming (by May 2020)	No	Report to Council Incorporating comments/ recommendations of EABs	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
	Development Management DPD	To adopt the Development Management DPD	No	Report to Council Incorporating	Stuart Harrison 01483 444512

Key Decision (asterisk indicates that the decision is likely to be a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision- maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
				comments/ recommendations of Executive	stuart.harrison@guildford.gov.uk
*	Community Infrastructure Levy Charging Schedule	To adopt the Community Infrastructure Levy Charging Schedule	No	Report to Executive Incorporating comments/ recommendations of Guildford Joint Committee	Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk
*	Planning Contributions SPD	To adopt the Planning Contributions SPD	No	Report to Executive	Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk
*	Strategic Development Framework SPD	To adopt the Strategic Development Framework SPD	No	Report to Executive	Simon Lee 01483 444670 simon.lee@guildford.gov.uk
*	Sustainable Design and Construction SPD	To adopt the Sustainable Design and Construction SPD	No	Report to Executive	Dan Knowles 01483 444605 dan.knowles@guildford.gov.uk
*	Green and Blue Infrastructure SPD	To adopt the Green and Blue Infrastructure SPD	No	Report to Executive	Dan Knowles 01483 444605 dan.knowles@guildford.gov.uk
*	Green Belt SPD	To adopt the Green Belt SPD	No	Report to Executive	Laura Howard 01483 444626 laura.howard@guildford.gov.uk
*	Parking SPD	To adopt the Parking SPD	No	Report to Executive	Edward Cheng 01483 444083 edward.cheng@guildford.gov.uk

Key Decision (asterisk indicates that the decision is likely to be a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision- maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Page 41	Chantry Wood Campsite	<p>To consider a further report on the future management of the Campsite, in particular:</p> <ul style="list-style-type: none"> (a) the outcome of discussions with the local community to seek to ascertain a preferred option for the future management of the campsite, including other options in terms of the educational aspects relating to woodland and countryside awareness; (b) monitoring of usage of the campsite over the previous 12 months (c) the results of the engagement with potential operators to establish the future viability of a forest school operator at the Campsite. (d) the proposed small-scale refurbishment and upgrade works <p>(By March 2020)</p>	No	Report to Executive	<p>Hendryk Jurk 01483 444768 hendryk.jurk@guildford.gov.uk</p>
	Food Poverty	To consider the recommendations arising from the work of the Food Poverty O&S Task and Finish Group	No	Report to Executive/Council Incorporating comments/ recommendations of Overview and Scrutiny Committee (4/06/2019)	<p>James Dearling 01483 444141 james.dearling@guildford.gov.uk</p>
*	Review of Refuse and Recycling Service	<ul style="list-style-type: none"> • To report back on Phase 2 of the review • To agree future waste collection methodology 	No	Report to Executive incorporating comments/ recommendations from Community EAB	<p>Chris Wheeler 01483 445030 chris.wheeler@guildford.gov.uk</p>

Key Decision (asterisk indicates that the decision is likely to be a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*	Budget assumptions for Business Planning 2021-22 to 2024-25	To agree the inflation factors to be used in the preparation of the 2021-22 outline budget.	No	Report to Executive	Claire Morris 01483 444827 claire.morris@guildford.gov.uk

Agenda item number: 6

UNSCHEDULED ITEMS – EXECUTIVE SHAREHOLDER AND TRUSTEE COMMITTEE

Key Decision (asterisk indicates that the decision is likely to be a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
	Future Use of Foxenden Deep Shelter	To consider proposals in light of response to Charity Commission application concerning the removal of the restrictive covenants and the grant of a lease of the Shelter.	No	Executive Shareholder & Trustee Committee Incorporating comments/ recommendations of Place Making & Innovation EAB	Alex Duggan 01483 444584 alex.duggan@guildford.gov.uk
	North Downs Housing Ltd and Guildford Borough Council Holdings Ltd	To approve the final accounts for 2018-19	No	Executive Shareholder & Trustee Committee	Philip O'Dwyer 01483 444318 philip.odwyer@guildford.gov.uk
	North Downs Housing Ltd	To update the Business Plan	No	Executive Shareholder & Trustee Committee	Philip O'Dwyer 01483 444318 philip.odwyer@guildford.gov.uk
	Allen House Pavilion	To renew the lease to the Matrix Trust	No	Executive Shareholder & Trustee Committee	Alex Duggan 01483 444584 alex.duggan@guildford.gov.uk

Key Decision (asterisk indicates that the decision is likely to be a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision- maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
	Sutherland Memorial Park	To renew the lease to Guildford City Youth Project	No	Executive Shareholder & Trustee Committee	Alex Duggan 01483 444584 alex.duggan@guildford.gov.uk

UNSCHEDULED ITEMS – GUILDFORD JOINT COMMITTEE

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision- maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Family Support Programme	To review programme in light of increasing demand and decreasing resources	No	Report to Guildford Joint Committee	Philip O'Dwyer 01483 444318 philip.odwyer@guildford.gov.uk
Traveller sites	(1) Identification of transit sites (2) Future management of existing traveller sites	No	Report to Guildford Joint Committee	Philip O'Dwyer 01483 444318 philip.odwyer@guildford.gov.uk
Community Infrastructure Delivery	(1) To agree a statement of priority for the delivery of infrastructure described in the GBC Infrastructure Delivery Plan and informed by the GBC Regulation	No	Report to Guildford Joint Committee	Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
	123 list (2) To discuss and propose strategies for securing additional funding necessary for that delivery			

SCHEDULE 2

MEMBERSHIP OF THE BOROUGH COUNCIL'S EXECUTIVE

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

Councillor	Areas of Responsibility
<p>Leader of the Council and Lead Councillor for Sustainable Transport, Transformation and Regeneration, Economic Development and Governance</p> <p>Councillor Caroline Reeves 31 Artillery Road Guildford Surrey GU1 4NW (Friary and St. Nicolas Ward)</p>	<ul style="list-style-type: none"> • Sustainable Transport • Transformation and Regeneration • Economic Development • Governance
<p>Deputy Leader of the Council and Lead Councillor for Safeguarding, Inclusion, Public Safety, Community Safety and Vulnerable Families and Older People</p> <p>Councillor Fiona White 28 Ash Close Ash Surrey GU12 6AR (Westborough Ward)</p>	<ul style="list-style-type: none"> • Safeguarding • Inclusion • Public Safety • Community Safety • Vulnerable Families • Older People
<p>Lead Councillor for Finance Asset Management and Customer Service</p> <p>Councillor Joss Bigmore c/o Guildford Borough Council Millmead House Millmead Guildford GU2 4BB (Christchurch Ward)</p>	<ul style="list-style-type: none"> • Finance • Asset Management • Customer Service

Councillor	Areas of Responsibility
<p>Lead Councillor for Housing (social and affordable), Homelessness, Access and Disability</p> <p>Councillor Angela Goodwin 27 Guildford Park Road Guildford Surrey GU2 7NA</p> <p>(Friary and St. Nicolas Ward)</p>	<ul style="list-style-type: none"> • Housing (social and affordable) • Homelessness • Access and Disability
<p>Lead Councillor for Licensing, Parking, Refuse and Recycling</p> <p>Councillor David Goodwin</p> <p>27 Guildford Park Road Guildford Surrey GU2 7NA</p> <p>(Onslow Ward)</p>	<ul style="list-style-type: none"> • Licensing • Parking • Refuse • Recycling
<p>Lead Councillor for Planning, Planning Policy, Housing Delivery through planning</p> <p>Councillor Jan Harwood</p> <p>c/o Guildford Borough Council Millmead House Millmead Surrey GU2 4BB</p> <p>(Merrow Ward)</p>	<ul style="list-style-type: none"> • Planning • Planning Policy • Housing Delivery through planning
<p>Lead Councillor for Health & Wellbeing, the Voluntary Sector, Grants Panel, Play Strategy, Project Aspire</p> <p>Councillor Julia McShane</p> <p>75 Applegarth Avenue Park Barn Guildford Surrey GU2 8LX</p> <p>(Westborough Ward)</p>	<ul style="list-style-type: none"> • Health and Wellbeing • The Voluntary Sector • Grants Panel • Play Strategy • Project Aspire

Councillor	Areas of Responsibility
<p>Lead Councillor for Environment and Rural Strategy</p> <p>Councillor Susan Parker</p> <p>C/o Guildford Borough Council Millmead House Millmead Guildford GU2 4BB</p> <p>(Send Ward)</p>	<ul style="list-style-type: none"> • Environment • Rural Strategy
<p>Lead Councillor for Arts, Parks and Countryside</p> <p>Councillor Pauline Searle</p> <p>2 Rydes Hill Crescent Guildford Surrey GU2 9UH</p> <p>(Stoughton Ward)</p>	<ul style="list-style-type: none"> • Arts • Parks and Countryside
<p>Lead Councillor for Leisure, Heritage, Tourism and PR and Communications</p> <p>Councillor James Steel</p> <p>c/o Guildford Borough Council Millmead House Millmead Surrey GU2 4BB</p> <p>(Westborough Ward)</p>	<ul style="list-style-type: none"> • Leisure • Heritage • Tourism • PR and Communications
<p>Deputy Lead Councillor for Sustainable Transport, Transformation & Regeneration and Economic Development.</p> <p>Councillor John Rigg</p> <p>c/o Guildford Borough Council Millmead House Millmead Surrey GU2 4BB</p> <p>(Holy Trinity Ward)</p>	<ul style="list-style-type: none"> • Sustainable Transport • Transformation and Regeneration • Economic Development

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EXECUTIVE ADVISORY BOARD WORK PROGRAMME

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

COMMUNITY EXECUTIVE ADVISORY BOARD

5 SEPTEMBER 2019					
Item	Additional information	Corporate Plan Priority	Relevant Lead Councillor(s)	Lead officer	Target completion
Guildford Museum Project	To receive an update in respect of the Museum development project.	Yes	Cllr James Steel	Paul Bassi Project Manager	
G Live Contract Procurement	To consider options for the future operation of G Live.	No	Cllr James Steel	Jonathan Sewell Leisure Services Manager	July 2020
Parks and Events Policy and Strategy	To consider the Policy and Strategy.	Yes	Cllr Pauline Searle	Paul Stacey Parks and Landscape Manager	
Joint EAB Budget Task Group	Establish a Task Group involving both EABs to consider the budget for 2020/21.	Yes	Cllr Joss Bigmore	Claire Morris Director of Finance	2019/20
17 OCTOBER 2019					
Item	Additional information	Corporate Plan Priority	Relevant Lead Councillor(s)	Lead officer	Target completion
Procurement Update	Further report to be brought to the Board on the reviewed procurement model associated with Future Guildford.	No	Cllr Joss Bigmore	Faye Gould Procurement Manager	
13 FEBRUARY 2020					
Item	Additional information	Corporate Plan Priority	Relevant Lead Councillor(s)	Lead officer	Target completion
2 APRIL 2020					
Item	Additional information	Corporate Plan Priority	Relevant Lead Councillor(s)	Lead officer	Target completion

EXECUTIVE ADVISORY BOARD WORK PROGRAMME

UNSCHEDULED ITEMS

Community Executive Advisory Board

Item	Additional information	Corporate Plan Priority?	Relevant Lead Councillor(s)	Lead officer	Target completion
Creation of Guildford Energy Company	To consider creating a Guildford energy company.	No	Cllr Susan Parker	Philip O'Dwyer Director of Community Services	
Tenancy Conditions and Flexible Tenancies	To review	No	Cllr Angela Goodwin	Siobhan Rumble Landlord Services Manager	Early 2020
Policy on Debt Recovery	To develop a policy on how the Council manages debt recovery	No	Cllr Joss Bigmore	Siobhan Rumble Landlord Services Manager Belinda Hayden Exchequer Services Manager	Late 2019

UPDATE / PROGRESS WITH MATTERS PREVIOUSLY CONSIDERED BY THE COMMUNITY EXECUTIVE ADVISORY BOARD

Date of Meeting	Item	Lead Officer	Lead Councillor	Action Agreed	Progress to Date
07-Jan-16	General Fund Capital Programme (2016-17 to 2020-21)	Victoria Worsfold Financial Services Manager	Formerly Cllr Nigel Manning	The Board advised the Executive that: (i) external funding for Chilworth Gunpowder Mills and all appropriate projects be explored by officers; and (ii) annual forecast balances of the respective costs and benefits be included in capital expenditure proposals whenever possible.	03/10/17 e-mail update sought.
25-Feb-16	Procurement	Faye Gould Procurement Manager	Formerly Cllr Matt Furniss	The Board agreed to invite officers back to a meeting in six to nine months, to report on what had been achieved and to provide new information regarding a targeted approach to cost savings. Following the summary update received on 4 April 2019, the EAB requested a further update in approximately 6 months when the Procurement transformation was nearing completion.	Report scheduled for 23 February 2017, but meeting was cancelled. 31/03/17 email from Sandra Herbert to say that Nathaniel Burrows could demonstrate the new procurement toolkit. The EAB received a summary update in respect of Procurement at its meeting held on 4 April 2019.
26-May-16	Business Rates Discretionary Rates Review	Claire Morris Director of Resources	Formerly Cllr Nigel Manning	The Board indicated that the application process should encourage the dual-use of properties, as well as offering incentives for pursuits that may complement local authority activity. The Board suggested that the Executive should receive an explanation of what each organisation in receipt of rate relief	On 19 July 2016, the Executive agreed: (1) to make no changes to the discretionary rate relief scheme, but noted that there will be an increase in cost over the next three years; (2) to review the scheme again in 2019 when there will be more information available about both future funding and the health of the High Street.

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

					<p>and feel of the area, and can make requests for functional changes, but, as part of a large group of customers using the same system, we are not able to determine the timescale or priority for any functional development or implementation. The planning team work directly with Idox and will continue to ensure the system meets our customer needs. We will report back to EAB once progress is made with Idox.</p> <p>09/10/17 update from Jenifer Davis. Planning services have been working with Idox to deliver improvements to the customer facing webpages on the planning system, and have made significant improvement to the customer experience, ease of use and accessibility of the system. In December 2016 the graphical user interface was given a refresh to bring it in line with the launch of the new website, and ensure users had a smoother experience moving from the main website to the planning pages. In addition to this, shortcut links were added to the main website, giving users the opportunity to enter the planning system at more entry points: the Planning and Building Control pages, My Guildford and Self Service. The planning login page was also given more prominence. The Idox system was also upgraded in February this year, from version 2, to version 2.1. This brought a raft of upgrades to the customer interface, including better browser support and responsiveness – customers can now access the planning system on Internet Explorer 9, 10 and 11 and the current versions of Google Chrome, Firefox and Safari. In addition there is a better experience for those viewing on mobile phones, with a more responsive user</p>
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					interface. Other new features introduced in February include better signposting for those wishing to view or comment on a specific planning application and improved mapping integration as well as better information architecture – all designed to give a better customer experience. We will continue to work with Idox and other councils to ensure that our customer needs remain at the forefront of the development roadmap and future planned changes meet those customer needs.
20-Oct-16	Smart Cities: An Energy Climate Change and Sustainability Perspective	Chris Burchell Local Economy Manager	Formerly Cllr Gordon Jackson	The Board asked the Lead Councillor to consider the matters discussed at the meeting with the other members of the Executive at the relevant time.	Various innovation projects being progressed by the Innovation Strategy Board relate to Smart Cities.
21-Nov-16	Proposed Leisure Strategy	Jonathan Sewell Leisure Services Manager	Formerly Cllr Iseult Roche	The Board agreed that the development of a facilities-led Leisure Strategy should be dependent on the outcome of the public consultation on the feasibility of a new sports and entertainment venue and the non-user survey being commissioned by Freedom Leisure.	This topic is included on the Board's Work Programme for a future update.
23-Feb-17	Health & Wellbeing Strategy Update	Helen Barnsley Public Health Co-ordinator	Formerly Cllr Iseult Roche	<ul style="list-style-type: none"> Public Health Co-ordinator to send the EAB details of successes referred to in her presentation. Lead Councillor to report back to the Board on the issue of preventing carer strain. 	A Board workshop in respect of the wider determinants of health, including mental health, was held on 6 September 2018.
25-May-17	Shared and Traded Services	Claire Morris Director of Resources	Formerly Cllr Nigel Manning	The Board agreed that the projects provided some exciting and ambitious opportunities.	02/10/17 Email sent to Kevin Handley for further update.

				<p>The Board suggested options for shared and traded services including domotics, electric vehicles and woodland management.</p> <p>The Office Services Manager agreed to arrange a workshop for Councillors, following on from one arranged for officers in June.</p> <p>The Board's role in considering business cases for shared and traded services and making recommendations would continue.</p>	
13-Jul-17	Recycling Improvements: Review of Recycling and Waste Collection Service	Chris Wheeler Waste and Fleet Services Manager	Formerly Cllr Matt Furniss	<ul style="list-style-type: none"> • The Recycling and Waste Officer agreed to circulate details of the end destinations of recycled objects. • The Board asked for the Waste and Fleet Services Manager to provide a further update on the review of the refuse and recycling service in July 2018. 	<ul style="list-style-type: none"> • Details of the end destinations of recycled objects were emailed to EAB members 14/07/17. • The Board received a presentation in respect of the review of the Recycling and Waste Collection Service at its meeting on 5 July 2018. A further update is scheduled for May 2019 for Phase 2 of the review.
13-Jul-17	12 Month Review of Council's Revised Governance Arrangements	John Armstrong Democratic Services Manager	Formerly Cllr Matt Furniss	<p>The Board agreed that the following recommendations be submitted for consideration by full Council on 25 July 2017:</p> <p>(1) That the Council continues the public webcasting of meetings of the EABs.</p> <p>(2) That a six-monthly meeting between all members of the Executive and the EAB and OSC chairmen and vice-chairmen, together with one representative from the Corporate Management</p>	<p>Report scheduled for Council meeting on 25 July 2017. All recommendations were accepted to ensure that the Council's decision-making processes remain accessible, robust and accountable to local people.</p> <p>On 24 July 2018 the Council agreed to amend the names and remits of the two EABs to reflect the priorities in the new Corporate Plan 2018-23. The Borough, Infrastructure and Economy EAB was renamed the Place-making and Innovation EAB and the Society, Environment and Council Development EAB was renamed</p>

				<p>Team, be established to discuss topic areas for future work programmes and to discuss how the EABs and OSC could make a more effective contribution to the decision-making process.</p> <p>(3) That, in order to improve the arrangements for topic selection and agenda planning, the Executive/CMT be requested to provide suggestions for topic areas for EABs drawn from the (revised) Corporate Plan Action Plan for consideration at future work programme meetings and to have a CMT (as well as Executive) representative attend those meetings.</p> <p>(4) That the approach to the development of the O&S Committee work programme be broadened, by amending O&S Procedure Rules to introduce a more flexible approach to topic selection through replacing the topic selection flow chart in OSC Procedure Rules with the PAPER tool.</p> <p>(5) That, in addition to raising questions at meetings, OSC members should have an opportunity for putting written questions to lead councillors attending OSC meetings in advance so that written answers may be prepared.</p> <p>(6) That lead councillors</p>	<p>the Community EAB.</p> <p>A further review has subsequently taken place and on 9 October 2018 the Council resolved to establish a cross party task and finish group to review the existing governance arrangements in relation to the EABs and to discuss available options to improve those arrangements, including the proposal for a single EAB. The findings were reported to Council on 26 February 2019 (see 14-Feb-2019 - Report of the EAB Review Task and Finish Group update below).</p>
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				<p>should normally present matters, with officer support, for discussion at EAB meetings and engage actively in a dialogue with the EABs regarding those matters, and that the terms of reference of the EABs be amended accordingly.</p> <p>(7) That EABs be encouraged to set up task groups to research and review areas for policy development, subject to:</p> <p>(a) consideration of implications for staff resources, and</p> <p>(b) to the relevant lead councillors attending meetings of such task groups in an ex officio capacity as appropriate.</p> <p>(8) That more proactive measures for public engagement in respect of the work of the OSC and the EABs be established by:</p> <p>(a) inviting suggestions for the OSC work programme from the public and partners as well as officers and councillors, and</p> <p>(b) alerting the public about OSC and EAB agenda topics on days leading up to the meeting, on the day of the meeting and action agreed at the meeting through press releases/social media.</p> <p>(9) That progress on matters previously considered by EABs be reported back to them when appropriate.</p>	
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				(10)That a briefing note be provided to those officers invited to attend OSC meetings to ensure there is full comprehension of the process, including the role of scrutiny and the Scrutiny Officer.	
07-Sep-17	Sustainability and Green Energy	Philip O'Dwyer Director of Community Services	Formerly Cllr Nikki Nelson- Smith	<p>"Environment Matters" newsletters, produced by the Energy and Sustainability Team, to be circulated to all councillors.</p> <p>The Facilities and Office Services Manager agreed to find out whether data was available on the amount of thermal units the project with Action Surrey had saved.</p> <p>The Facilities and Office Services Manager agreed to source information on the calorific value of dry woodchip.</p> <p>No figures were available for voltage optimisation, and the Facilities and Office Services Manager agreed to find out whether power factor correction would be used.</p> <p>Cllr Pauline Searle agreed to ask whether Freedom Leisure would be able to contribute towards the costs of potential project at Spectrum.</p> <p>The Board to invite a representative from University of Surrey to speak about 5G.</p> <p>The Board recommended that water source heat pumps and</p>	An update on the possible creation of Guildford Energy Company, Climate Change and the Council's Green Agenda is currently an unscheduled item on the Work Programme.

				<p>hydro-generation should feature in any long-term plans regarding Energy and Sustainability.</p> <p>The Board agreed that the Facilities and Office Services Manager be invited to report on progress early in 2019.</p>	
18-Oct-18	Public Convenience Review	Chris Wheeler Waste and Fleet Services Manager	Formerly Cllr Matt Furniss	<p>The EAB was asked to consider the current service, review the possible options for the future and decide if it wished officers to undertake further work. Having considered the possible options, the EAB indicated its support for the closure of Home Farm toilets with advertising to alternative facilities, continuing not charging for the use of toilet facilities, avoiding wider closure with or without a community toilet scheme, providing a Changing Places toilet having identified the best location and maximising opportunities to provide facilities when the town centre was redeveloped. A review and, if necessary a replacement, of the signage in the area of the Museum was requested.</p>	
14-Feb-19	New Sport and Entertainment Venue	Jonathan Sewell Leisure Services Manager	Formerly Cllr Iseult Roche	<p>The EAB confirmed that it favoured a new build replacement multi-functional sport and entertainment venue in Guildford and requested that further information be brought back to the Board following the related public consultation when proposals had been progressed.</p>	<p>On 31 October 2016, the former Borough, Economy and Infrastructure EAB received an information update concerning a multi-use sports and entertainment facility and completing the refurbishment of Guildford Spectrum including the roof, the air handling system and other improvements. The Board made a number of comments for the Lead Councillor to consider.</p>

					Building on the above, this EAB considered a discussion paper weighing the potential impacts of a new build sport and entertainment venue against the refurbishment of the Spectrum.
14-Feb-19	Report of the EAB Review Task and Finish Group	John Armstrong, Democratic Services Manager	Formerly Cllr Matt Furniss	The conclusions and recommendations of the Task and Finish Group be commended to the Council on 26 February 2019.	<p>The Board considered and indicated its agreement with the conclusions and following recommendations reached by the Task and Finish Group at its meeting held on 20 November 2018.</p> <p>The recommendations were to: dismiss the option of replacing the EABs with topic based advisory boards commissioned directly by the Executive; retain the existing two EABs subject to a further review within 12 months of the Borough Elections; include the Forward Plan on future EAB agendas; and ensure that lead councillors do not play a part in determining the O&S Committee work programme at work programme meetings.</p>
04-Apr-19	Home Adaptations and Improvement Policy	Ted Wainhouse/ Alyson Smith	Formerly Cllr Philip Brooker	The Board indicated its support for the recommendation to the Executive that the revisions to the Home Adaptations and Improvement Policy be approved.	The Policy was approved by the Executive on 23 April 2019.
04-Apr-19	Procurement Update	Faye Gould	Formerly Cllr Matt Furniss	A query concerning the Transparency Agenda was raised.	The Board was advised that the Transparency Agenda was a national code that local authorities were obliged to comply with and share information with residents and businesses in respect of matters including spend and contractors. Further explanatory information was provided to the Board.