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Contact: Andrea Carr  
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28 August 2019

Dear Councillor

Your attendance is requested at a meeting of the **COMMUNITY EXECUTIVE ADVISORY BOARD** to be held in the Council Chamber, Millmead House, Millmead, Guildford, Surrey GU2 4BB on **THURSDAY 5 SEPTEMBER 2019 at 7.00 pm.**

Yours faithfully

James Whiteman  
Managing Director

**MEMBERS OF THE EXECUTIVE ADVISORY BOARD**

Chairman: Councillor John Redpath  
Vice-Chairman: Councillor Steven Lee

Councillor Paul Abbey  
Councillor Andrew Gomm  
Councillor Gillian Harwood  
Councillor Diana Jones  
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.

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**QUORUM: 4**

## THE COUNCIL'S STRATEGIC FRAMEWORK

### Vision – for the borough

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

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

<b>Place-making</b>	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
<b>Community</b>	Supporting older, more vulnerable and less advantaged people in our community
	Protecting our environment
	Enhancing sporting, cultural, community, and recreational facilities
<b>Innovation</b>	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 LOCAL CODE OF CONDUCT AND DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS**

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

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

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

- 3 MINUTES** (Pages 1 - 4)  
To confirm the minutes of the Executive Advisory Board meeting held on 4 July 2019.
- 4 GUILDFORD MUSEUM DEVELOPMENT PROJECT - PRESENTATION**  
(Pages 5 - 20)
- 5 G LIVE CONTRACT PROCUREMENT** (Pages 21 - 34)
- 6 JOINT EAB BUDGET TASK GROUP** (Pages 35 - 38)
- 7 EXECUTIVE FORWARD PLAN** (Pages 39 - 66)
- 8 EAB WORK PROGRAMME** (Pages 67 - 68)  
To consider and approve the EAB's draft work programme.

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

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## COMMUNITY EXECUTIVE ADVISORY BOARD

4 July 2019

- \* Councillor John Redpath (Chairman)
- \* Councillor Steven Lee (Vice-Chairman)

- |                              |                               |
|------------------------------|-------------------------------|
| * Councillor Paul Abbey      | Councillor Ann McShee         |
| Councillor Andrew Gomm       | * Councillor Ramsey Nagaty    |
| * Councillor Gillian Harwood | * Councillor George Potter    |
| * Councillor Diana Jones     | * Councillor Jo Randall       |
| * Councillor Ted Mayne       | * Councillor Deborah Seabrook |

\* Present

Councillor Pauline Searle was also in attendance.

### **C1 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS**

Apologies for absence were received from Councillors Andrew Gomm and Ann McShee. Councillor Chris Blow attended as a substitute for Councillor Ann McShee.

### **C2 APPOINTMENT OF VICE-CHAIRMAN**

Councillor Steven Lee was nominated as Vice-Chairman of the EAB for the 2019/20 municipal year.

### **C3 LOCAL CODE OF CONDUCT AND DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS**

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

### **C4 MINUTES**

The minutes of the meeting of the EAB held on 4 April 2019 were agreed as a correct record, and signed by the Chairman.

### **C5 PITCH STRATEGY PRESENTATION**

Following introductions, the Parks and Landscape Manager gave a presentation in respect of the Playing Pitch Strategy (PPS). The presentation gave definitions of PPSs and outlined the proposed outcomes of the PPS, Sport England guidance, the scope of the PPS, facilities in the scope, sports in the scope, benchmarking of local pitch strategies, proposed governance, and resources and delivery. There would be links between the PPS and the Sports Development Strategy which was in its fourth year.

The proposed outcomes of the PPS were an assessment of the current quantity and quality of pitch provision and changing facilities, demand, and current and future capacity and need. These would enable provision of an evidence base to support decision-making, develop local standards of provision, justify developer contributions, help determine planning applications, prioritise resources and projects, identify opportunities for improving access to facilities, support delivery of other Council Strategies and services, and support National and Regional Governing body objectives.

The Sport England Guidance featured a ten step approach to developing and delivering a PPS.

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Within the scope of the PPS were Guildford Borough Council, parish council and club/sports organisation owned/managed facilities and private and non-private educational provision. Military provision fell outside the scope. Facilities within the scope were public and private grass facilities, artificial pitches, tennis courts, athletics tracks and changing facilities. The sports included in the scope were athletics, bowls, cricket, football, hockey, lacrosse, netball, rugby and tennis.

Local pitch strategies in Runnymede, Spelthorne, Surrey Heath, Waverley and Woking Boroughs were benchmarked for comparison purposes. The benchmarking related to the period of the strategies, the scope and learning, the contractor and the costs.

The proposed governance consisted of a Project Board to project manage delivery of the strategy and agree its scope, outcomes and objectives. Membership would be a director, relevant officers and Lead and other Councillors. There would also be a Steering Group to drive the Strategy's development and delivery of its actions and recommendations over the plan period. The suggested composition of the Group would be Parks and Countryside, Leisure Development, Planning Policy, National and Regional Governing Bodies of Sport, Sport England, Active Surrey County Sport Partnership, Surrey Sports Park/University and Guildford Education Partnership. Consultees would be local sports clubs, schools, sporting organisations and parish councils.

Resources and delivery featured use of external consultants to develop the PPS and undertake audits and assessments to ensure delivery in a timely fashion and to support the revision of the Council's Sports Strategy in 2020. The benefits included having neighbouring authority data / national data readily to hand, expertise to aid rapid delivery of the PPS and experience of Sport England methodology. The estimated delivery timescale was 18 months and the stages were reporting to the EAB, arranging a funding virement, establishing the Project Board, procuring consultants, setting up the Steering Group, and developing and adopting the PPS.

The following points arose from related questions and discussion:

- Although there were some good military facilities at Pirbright Camp, there was limited community use of them owing to security restrictions and they did not meet the criteria of the PPS;
- In terms of representation of small sports clubs on the Steering Group, member organisations such as the local Sports Council and Active Surrey would represent all sports and sports clubs irrespective of their size and consultation exercises would seek the views of all clubs;
- The PPS would provide evidence and justification for Section 106 funding and sponsorship.
- Although there was only one permanent athletics track in the Borough, located at the Spectrum, some schools had temporary tracks painted onto grass during the summer months.
- The PPS sought to cater for all ages.
- The health benefits of alternative sports such as Tai Chi, which was growing in popularity in the Borough, particularly for older people, were highlighted.
- Artificial grass was preferred to Astro Turf as it was generally more suitable for sports pitches unless the temperature fell below 5 degrees centigrade.
- Changing facilities should include provision of fresh drinking water and this would be taken into account when they were quality assessed. As Sport England standards were high and costly to meet, slightly lower standards were considered to be acceptable by some National Governing Bodies.

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- A mental health outreach project was seeking to promote the health and wellbeing aspects of sport as an incentive for people to participate.
- External consultants would be procured to deliver the Strategy and engaged using funding provided by a virement on a one-off basis to produce the PPS, which would then be implemented by the Council. The Strategy would assist with determining and justifying associated costs and increased running costs were not envisaged unless new provision was made. Community hire would provide a revenue stream.
- Improvement to existing pitches to prevent flooding etc was welcomed.

The Lead Councillor thanked the EAB for its positive engagement and input and sought nominations for four Councillors representing the different political groups to join the Project Board in order to progress the development and delivery of the PPS without delay. Councillors Paul Abbey, Steven Lee, Ramsey Nagaty and Jo Randall were nominated.

## **C6 EXECUTIVE FORWARD PLAN**

The EAB noted the Executive Forward Plan dated 18 June 2019.

## **C7 EAB WORK PROGRAMME**

In response to the Chairman's invitation, Councillors submitted the following suggestions for future work programme topics:

- **Stoke Park**  
It was suggested that thought could be given to considering the Stoke Park Masterplan in a holistic way with reference to other strategies and provision and need. However, the Masterplan had been considered by the Place-making and Innovation EAB on 15 October 2018 and the Lead Councillor stated that it may be more appropriate for Overview and Scrutiny to review this matter going forward.
- **Review of the Chantry View Campsite**  
The review of Chantry View Campsite was raised as a possibility before the matter was determined by the Executive on 26 November 2019.
- **Homelessness**  
As the number of homeless people in the Borough appeared to be increasing and their levels of need intensifying, it was suggested that consideration could be given to identifying an alternative means of assisting homeless people by tackling or preventing this problem. However, it was felt that this topic may align more closely with the remit of the Place-making and Innovation EAB.  
  
The issue of holding landlords to account and checking that rental properties were adequately maintained was raised although it may be more appropriate for Overview and Scrutiny to review this matter.
- **Street Planting and Enhancements**  
This suggestion involved enhancing the town entrances by additional planting, possibly making greater use of grass verges and other public spaces, subject to budget constraints.
- **Review of Community Assets**  
As an asset management exercise was already being pursued by officers, it was suggested that the EAB may be able to contribute to it. Use of empty or underused Council owned and other buildings was raised and it was acknowledged that communities were able to submit applications to register assets of community value.

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- **Parks and Recreation**  
This topic was being discussed with officers and feedback would be provided.
- **Promote Street Play Scheme**  
Although there was statutory play provision for children of certain ages, it was felt that there were gaps in provision and a lack of provision for teenagers, which could lead to anti-social behaviour. The provision of a skate park was suggested as a possible solution. It was suggested that the EAB may wish to have some involvement through consultation in the review of the quantity, location and use of the areas which formed part of the Westborough/Park Barn Play Area Refurbishment Project.
- **Explore Opportunities for Volunteer Lead Activities for Young People**  
It was noted that there was a local organisation named Matrix which organised activities for children. Further activities operated by a charity or social enterprise were welcomed.
- **Spectrum 2**  
Involvement in the consultation associated with the possible replacement or refurbishment of the Spectrum Leisure Centre was suggested.

It was agreed that the list of suggested work programme topics be forwarded to the Leader of the Council to ascertain whether they fell within the EAB's remit and how, or if, they could be progressed.

**C8        PROGRESS WITH ITEMS PREVIOUSLY CONSIDERED BY THE EAB**

Progress with items previously considered by the EAB were noted.

The meeting finished at 9.00 pm

Signed .....

Chairman

Date .....

# Guildford Museum Development Project

5th September 2019



# Summary of work to date

2016: Executive consideration of SDA report and it became a corporate priority to develop Guildford Museum as a vibrant visitor attraction

2017-18:

- Examination of the site and development of architectural options
- Liaison with Historic England
- Community engagement exercise
- Decision to develop on existing site
- Council sets aside 6.5 million in capital programme

2018-19: Development of the vision, content, interpretation, activity programme, business plan and indicative cost of £18 million



## Vision

- Celebrate the story of Guildford and its regional, national and global impact on site, offsite and online
- Be a centre for community engagement and outreach into the Borough and County
- Be a place for learning and creativity
- Be a cultural hub for Guildford and the Borough

# Executive Decisions

## 19<sup>th</sup> March 2019

- Agrees to progress the project to RIBA stage 4
- Agrees that officers explore external funding options, including the National Lottery Heritage Fund
- Agrees to the appointment of a fundraising officer
- Agrees that £1,200,000 is transferred from the provisional budget to the approved budget to fund the required work
- Agrees that the existing contracts for external consultants are reviewed and either re-negotiated or re-procured them in order to ensure best value for money

# Work since March

- Refine the scope
- Commission a fundraising strategy
- Commission a digital strategy
- Two public consultation events
- Discussions with potential hub partners





# Fundraising strategy

- £4 million from NLHF
- Fundraising target of £2.5 - £3m
- Three phases of fundraising
- Establishing a fundraising charity

# Public consultation

- 1<sup>st</sup> June Castle Grounds, 2<sup>nd</sup> July Farmers' Market
- Conversations with 111 people, plus 52 browsers
- Voting on proposed storylines and activities
- Commenting on the architectural proposals

*An exciting opportunity to give Guildford the Museum it deserves. A well-designed building*

*This is great news! The Museum is in desperate need of being brought up to date. The proposal looks marvellous*



# Timeline

Events/Activities	Date start	Date Completed	Duration
<b>EOI - NLHF</b>	August 2019 (submission)	September 2019 (response from NLHF)	20 days
<b>NLHF Round 1 Bid</b>	November 19 2019 (submission)	March 2020 (response from NLHF)	3 months
Round 1 Development work (Architectural services and service updates)	March 2020	March 2021	12 months
Fundraising	March 2020	March 2021	12 months
Planning and other permissions/consents	August 2020	March 2021	4 months
<b>NLHF Round 2</b>	March 2021 (submission)	June 2021 (response from NLHF)	3 months
Permission to start	June 2021	August 2021	3 months
Procure main contractor	September 2021	February 2022	6 months
Museum construction and fit out	March 2022	October 2023	20 months
Display and recant	November 2023	April 2024	6 months
Opening	April 2024		

# Risks to the project

- Cost of the project
- Match funding
- Historic England
- Planning



# Recommendations to Executive on 24<sup>th</sup> September 2019

- Approves the revised scope of the project
- Approves the Funding Strategy and appointment of fundraisers to implement the strategy
- Delegates authority to adopt policies required for the Museum Accreditation.
- Confirms its support for the applications to National Lottery Heritage Fund (NLHF) and other funding bodies as they arise.

# Recommendations to Executive on 24<sup>th</sup> September 2019 (Cont)

- Authorises officers to prepare an asset disposal strategy for Castle Cottage and 39 Castle street (Victorian School Room) and to ringfence the capital receipts from the disposal to pay for the museum redevelopment.
- Approves the establishment of a registered charity to facilitate fundraising

# Recommendations to Executive on 24<sup>th</sup> September 2019 (Cont)

That the Executive recommends to Council:

- Approval of a capital supplementary estimate of £11.8million to be funded by external grants and contributions from NHLF and other private trusts and donors as per the funding strategy
- Agreement to underwrite the non-NHLF fundraising target of £7.8million and notes the risks associated with doing this as set out in paragraph 8.18 of the report



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## **G Live – EAB background paper**

### **Background to existing contract and venue**

The Council entered into a 10 year contract to operate and manage G Live with HQ Theatres Guildford Limited (HQT) on 12 August 2011. The contract period commenced from the opening date of the venue on 15 September 2011. The Council also entered into a lease of the G Live premises for a period of 10 years again from 15 September 2011 at a peppercorn rent. The Specification for the services is set out in Schedule 1 of the existing contract with the Key Performance Indicators outlined in Schedule 2.

The venue was designed to complement existing theatre facilities in Guildford and to replace the Guildford Civic Hall, which was costing the council @ £400k per annum to run in the last years of operation. The programme reflects this and is driven by a series of predominantly one night performances of music and comedy.

The venue consists of main concert space capacity of 1,031 people seated, 1,700 standing, and a second space seating for up to 100. In addition, there are hospitality and meeting rooms.

In the original contract agreement, the operator was required to provide different genres of entertainment and key performance indicators set out the balance to be achieved between the provision of:- classical music, co-promotions, dance, rock, pop, folk, jazz and world concerts, comedy/spoken word, children's family entertainments, sport and others. The operator was to provide for up to 15 events per annum by local amateur and pro-am associations. In total 265 non-hospitality events are to be staged annually. The operator must also optimise commercial and hospitality income in G Live.

These performance indicators targets were set prior to the operation of the venue and are out of step with the modern market place and how the business has developed since opening. They are also out of the Operator's control to an extent, in that the venue is a touring house i.e. it provides a location for touring companies to use, it is not a producing house. The venue cannot put on product that is not on tour.

In a new agreement, we would review the current list of indicators and decide which ones are appropriate and set benchmarks that are based on ranges where appropriate.

As referred to above, G Live is reliant on touring product, so promoters will either hire the venue or enter into an agreement for a percentage share of the box office. Promoters will seek to share the risk (i.e. share the box office proceeds) where they believe there is a risk the production will not do as well as anticipated. As G Live has matured, more promoters have looked to hire the venue at a fixed cost.

### **Existing financial arrangements**

G Live has now been open nearly eight years and has matured as a venue. The market is reasonably well developed and the building and plant is still relatively new with cheaper running costs as a result. The contract year runs from October to September reflecting the opening of the venue. All income and tariff receipts are the property of HQT. The council pays a management fee in monthly instalments for the operation of the venue that is fixed at £328,595 per annum for the ten year life of the initial contract.

Any surplus that is generated over that break-even point is referred to as a surplus and is divided between the operator (80%) and the council (20%). The surplus has grown each year as the venue has matured.

The table below sets out the financial performance of the venue since opening:-

Financial Results for Each Contract Year Subsidy per attendee and per Guildford population						
Fixed GBC Subsidy		£328,596				
Guildford Population		137,200				
	Attendance	Overall Profit	Profit Share	Net Subsidy	Subsidy / Attend	Subsidy / Population
Year 1	130,574	0	0	£328,596	£2.52	£2.40
Year 2	136,021	34,235	6,847	£321,749	£2.37	£2.35
Year 3	139,199	138,906	27,781	£300,815	£2.16	£2.19
Year 4	177,079	173,021	34,604	£293,992	£1.66	£2.14
Year 5	198,900	177,121	35,424	£293,172	£1.47	£2.14
Year 6	230,527	228,999	45,800	£282,796	£1.23	£2.06
Year 7	246,492	315,440	63,088	£265,508	£1.08	£1.94

### Asset management responsibilities

The contract and the lease set out the responsibilities for asset management within the site. In summary, the Council is responsible for maintaining, repairing and replacing the structural parts and the access road. HQT is responsible for all other maintenance and replacement items for the building and equipment.

### Monitoring arrangements

The contract is monitored by the Leisure Services Client Team, who also oversee the Leisure Partnership Agreement. A summary of the formal monitoring arrangements are as follows:-

- Monthly client monitoring meetings with the venue's Director using a structured agenda to discuss the operation and management of the venue
- a quarterly client monitoring meeting attended by the venue's Director and HQT's Regional Director, the relevant Lead Councillor(s) and the Director of Environment using the same agenda as above. Scrutiny sub group members are also invited to the mid-year (i.e. March/April quarterly meeting)
- the annual report is presented to a separate meeting with the same attendees as the quarterly monitoring meeting plus the Scrutiny sub group members (historically four councillors) who are also invited to this meeting
- the venue's Facilities & Building Manager has monthly meetings with the Leisure Asset Manager to discuss the technical aspects of the venue.

Minutes are prepared of all issues discussed at these meetings. The formal monthly client monitoring meeting includes a report on the outcomes and, where appropriate, will discuss any outstanding issues.

### Existing KPI's and performance

KPI	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	KPI	Variant	Notes
Main Hall Live programme No of shows	180	188	193	164	169	205	203	250	-47	Excludes get ins, rehearsals and non perf. events such as beer festivals, antiques fairs etc.
Main Hall Community Events	60	41	40	92	136	166	173	15	158	Inc. Hillsong services on Sundays
Main Hall non performance events	48	47	47	63	51	49	47	-	N/A	Get ins, rehearsals and hospitality events
Total main hall event activity	288	276	280	319	356	420	423	265	158	
Main hall attendance	130,574	136,021	139,199	177,079	198,900	230,527	246,492	161,257	85,235	
Non-main hall hospitality events STUDIO	50	35	30	27	40	49	25	125 to 156*	40 to 71	Studio only. * KPI tolerance 20% permissible
Other hospitality events	97	66	105	59	128	167	171			All other spaces
Education projects	218	85	215	193	230	212	275	100	175	
Main hall dark days	114	115	116	91	85	64	67	80	+13	
Customer service										90% KPI is based on rated good /very good  Main bar & pre-show cafe
Show/event		92%	97%	98%	98%	99%	98%	90%	+8%	
Service/staff		92%	92%	93%	95%	93%	93%	90%	+3%	
Facilities		95%	94%	94%	94%	97%	95%	90%	+5%	
Booking/info		89%	90%	89%	92%	91%	93%	90%	+3%	
Catering/hospitality		72%	75%	64%	66%	65%	66%	90%	-24%	
Combined		88%	90%	88%	89%	89%	89%	90%	-1%	

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**Circulation list**

- Party leaders – CR/JB/PS/AG/SP
- Lead councillor – PS/JS
- Members of O&S monitoring group – TBC
- Members of EAB 5 September 2019
- Corporate management team – JW/POC/POD/CWM/TC
- Officers in project – JBS/CC/KH/DO/FG/VW

**What is the most and least important?**

The following are **automatic requirements** as they underpin the successful operation and are back of house (i.e. not directly visible to the customer):-

- Safe operation of the venue
- Suitable back of house operating structure (i.e. transparent business plan, management structure, staff training programme etc.)
- Asset management arrangements (replacement plan and pre-planned maintenance programme)

Please rate the following items in order of importance (1 to 8)

<b>Most important = 1 least important = 8</b>	<b>Ranking</b>
a) Catering provision and hospitality offer	
b) Diverse programme focussed on quality, appealing to a wide range of age groups and interests <ul style="list-style-type: none"> <li>• Regional attraction</li> <li>• Enhanced Council &amp; town reputation</li> </ul>	
c) Community access to use the venue at a discount	
d) Financial arrangements <ul style="list-style-type: none"> <li>- Reduced subsidy / Management fee / Surplus share arrangements</li> <li>• Contribution to night time economy</li> <li>• Commercial access to the venue (conferencing / local business / school events etc.)</li> </ul>	
e) Customer Service, Ticketing and Marketing arrangements including box office, web site, social media etc. (accessible for all)	
f) Environmental impact of operation	
g) Keeping the facility clean, well presented (inside and out), all assets functional & well maintained. Acting as a "good neighbour"	
h) Creative learning programme / outreach work to schools etc.	

**Please indicate below your preference:-**

1. What % of the commercial cost should a community organisation pay? – (Level of discount will affect council subsidy and the potential quality of the programme)

Other	50%	60%	70%	80%	90%	100%

State percentage in "Other" if different from the above – 100% equals no community discount.

Please indicate on the above sliding scale

What would be your one wish for inclusion in the new contract?

# G-Live procurement of operator



# Current Arrangements

- The Council entered into a 10-year contract to operate and manage G Live with HQ Theatres Guildford Limited (HQT) on 12 August 2011.
- This contract expires 30 September 2021
- In the contract agreement, HQT is required to optimise commercial and hospitality income in G Live as well as provide different genres of entertainment.

# The venue

- The venue was designed to complement existing theatre facilities in Guildford. The main programme reflects this and is driven by a series of predominantly one night performances of music and comedy.
- The venue consists of main concert space capacity of 1,031 people seated, 1,700 standing, and a second space seating for up to 100. There are hospitality and meeting rooms.
- 2017/18 contract turnover £2,795,491 (before subsidy)
- No of permanent employees: 35 (fte 31.50) - cost £721k in 17/18
- Casual staff : 121
- No of volunteers: 126



# Procurement process

- **Why so far in advance?**

The touring product which makes up the core of the programme is often booked a year in advance. If we opt for a different operator as a result of the procurement process, they will need to work with the existing operator to ensure a smooth transition to reduce the impact on the customer.

Page 30 In addition, the transfer of the venue operation would also require the transfer of the employees (under TUPE), advance bookings, existing agreements, the potential purchase of stock, transfer of equipment, condition surveys of the building and plant etc. etc.

This is a significant and complex process.



# How do we procure a new operator?

- Review our desired priorities and requirements (e.g. paying the Living Wage) for the venue
- Prepare the complex and detailed documentation around the desired priorities
- Go to market
- Evaluate the bidders submissions against the desired priorities and requirements
- Award the tender for the operation of the venue

# Priorities

- Automatic requirements include:
  - Safe operation of the venue
  - Business organisation (including staffing arrangements)
  - Asset management arrangements
- Items to be prioritised include:
  - Catering and hospitality offer
  - Quality and diversity of programme
  - Community organisation access
  - Financial arrangements
  - Customer experience
  - Environmental impact
  - Clean and well presented venue
  - Creative learning programme



<b><u>Procurement timetable</u></b>	Duration	<i>Straight Tender</i>	<i>Negotiation</i> Deadline
		Deadline	
Prior Information Notice (PIN)		09 September 2019	09 September 2019
Market Testing	2 months	27 September 2019	27 September 2019
Refine requirements e.g. length of contract, asset management responsibilities	4 months	29 November 2019	29 November 2019
Prepare the outline specification and SQ	4 months	29 November 2019	29 November 2019
Supplier day	1 day	02 December 2019	02 December 2019
Finalise documentation	1 month	06 January 2020	06 January 2020
Official Journal of European Union (OJEU) notice		03 February 2020	03 February 2020
Issue Tender pack and SQ 30 days		03 February 2020	03 February 2020
Shortlist - minimum of four if available	one month	18 March 2020	18 March 2020
Issue ITT	30 days	01 April 2020	01 April 2020
Tender closes		01 May 2020	01 May 2020
Evaluate tenders	one month	29 May 2020	29 May 2020
Intent to Award		01 June 2020	Appendix 2 Agenda item 10
Standstill		11 June 2020	
Award contract <b><u>OR</u></b>		12 June 2020	
Negotiate	one month		13 July 2020
Final tenders	two weeks		31 July 2020
Evaluation	two weeks		14 August 2020
Intent to Award			17 August 2020
Standstill			28 August 2020
Award contract			01 September 2020
Mobilisation	13 months		01 September 2020

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Community Executive Advisory Board Report

Ward(s) affected: All

Report of Director of Finance

Author: John Armstrong

Tel: 01483 444102

Email: john.armstrong@guildford.gov.uk

Lead Councillor(s) responsible: Joss Bigmore

Tel: 07974 979369

Email: joss.bigmore@guildford.gov.uk

Date: 5 September 2019

## **Councillor involvement in the preparation of the Budget**

### **Executive Summary**

Annually since September 2016, both Executive Advisory Boards (EABs) have established a Joint EAB Budget Task Group (JEABBTG), comprising four councillors appointed by each EAB. The terms of reference of the JEABBTG were approved as follows:

To consider and review for submission to the EABs, Executive and Council:

- (1) the draft General Fund and Housing Revenue Account revenue budgets, and
- (2) the draft General Fund and Housing Revenue Account capital programmes, including growth bids to inform the evaluation process.

The chairman was elected from the eight members of the task group, and the former Lead Councillor for Finance and Asset Management attended meetings in an ex-officio capacity.

The JEABBTG met on 8 and 20 November 2018, when their comments against each of the bids were documented on a bid summary schedule and reported as part of the reports in respect of the outline budget and capital programme to the Joint EAB meetings in November 2018 and January 2019 and then to the Executive later in January 2019.

For 2019-20, each EAB is asked, once again, to appoint four councillors who, together, will comprise the JEABBTG.

All political groups were previously represented on the JEABBTG and it is recommended that this should continue. It is suggested that the political composition for 2019-20 should be:

3 x Liberal Democrats  
2 x Residents for Guildford and Villages  
1 x Conservative  
1 x Guildford Greenbelt Group  
1 x Labour

If the EABs are happy to continue with this arrangement, it is suggested, based on the political composition of the two EABs, that the Community EAB, at its meeting on 5 September, appoints two Liberal Democrat members and two R4GV members to the Task Group, and the Place-Making and Innovation EAB, at its meeting on 23 September, appoints to the Task Group one member each from the Liberal Democrat, Conservative, GGG and Labour groups.

The Joint EAB Budget Task Group for 2019-20 will meet twice in November 2019.

**Recommendation:**

That a Joint EAB Budget Task Group be re-convened, comprising eight councillors (four from each EAB) and that this EAB appoints four councillors (two members each from the Liberal Democrat and R4GV groups) to serve on the Task Group for the 2019-20 municipal year.

Reason for Recommendation:

To ensure backbench councillor involvement in the budget setting process.

**1. Purpose of Report**

- 1.1 To appoint councillors to the Joint EAB Budget Task Group (JEABBTG) for 2019-20.

**2. Strategic Priorities**

- 2.1 The budget is the financial expression of the Council's strategic priorities set out in the Corporate Plan. The preparation of the budget therefore underpins all of the strategic priorities.

**3. Background**

- 3.1 Following the review of governance arrangements in 2015, the Council established the two EABs and the Overview and Scrutiny Committee. The governance review findings specifically envisaged the EABs playing a vital role in budget preparation. In September 2016, both EABs agreed to the establishment of a JEABBTG with the following terms of reference:

"To consider and review for submission to the EABs, Executive and Council:

- (i) the draft General Fund and Housing Revenue Account revenue budgets, and

- (ii) the draft General Fund and Housing Revenue Account capital programmes, including growth bids to inform the evaluation process”.

- 3.2 Each EAB was asked to appoint four councillors to serve on the JEABBTG, and to elect a chairman from among the eight Task Group members. The former Lead Councillor for Finance and Asset Management was asked to attend meetings in an ex-officio capacity.
- 3.3 The Financial Services Manager, in conjunction with the Lead Councillor, set the agenda for each meeting of the Task Group. Other officers from Financial Services and other services attended as required.

#### **4. Progress of the JEABBTG**

- 4.1 The JEABBTG met twice in November 2018 and councillors had an opportunity to ask questions and discuss the merits of each bid, and their comments were documented on a bid summary schedule which formed part of the reports in respect of the outline budget and capital programme to the Joint EAB and then the Executive in January 2019. The agenda items covered at the JEABBTG meetings were:
  - (1) Brief presentation on the Outline General Fund Revenue Budget
  - (2) Evaluation of the revenue Growth Bids
  - (3) Update on the Housing Revenue Account Budget
  - (4) Review of capital programme bids
- 4.2 The Joint EAB Budget Task Group for 2019-20 will meet twice in November 2019.

#### **5. Financial Implications**

- 5.1 There are no financial implications associated with the proposals in this report.

#### **6. Legal Implications**

- 6.1 There are no legal implications associated with the proposals in this report.

#### **7. Human Resource Implications**

- 7.1 There are no HR implications associated with the proposals in this report.

#### **8. Summary of Options**

- 8.1 In summary, the options are as follows:
  - (1) To continue with the arrangements for a JEABBTG as recommended, in order to provide backbench councillor involvement in the preparation of the budget.

- (2) To discontinue such arrangements, which would mean that there would be no formal means by which backbench councillors could get involved in detail in the budget preparation.

**9. Conclusion**

- 9.1 The EAB is asked to confirm its agreement to the proposals outlined in this report to enable backbench councillors to continue to assist the Lead Councillor and officers in their work in respect of the preparation of the draft budget each year.
- 9.2 It would be very helpful if all relevant political groups could submit nominations in respect of this EAB's four nominees to the Task Group in advance of this meeting.

**10. Background Papers**

None

**11. Appendices**

None

## 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](mailto: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: 27 August 2019

# SCHEDULE 1

## 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
*	Woodbridge Road Pavilion Supplementary Estimate	To approve additional funding.	Yes	Report to Executive (27/08/2019)	Paul Stacey 01483 444720 <a href="mailto:paul.stacey@guildford.gov.uk">paul.stacey@guildford.gov.uk</a>
Page 41	Watts Gallery - Physical Energy Sculpture	To approve a grant to the Watts Gallery Trust towards the cost of installing G F Watts' Physical Energy sculpture alongside the A3 in Compton as a major piece of public art.	No	Report to Executive (27/08/2019)	Steve Benbough 01483 444052 <a href="mailto:stephen.benbough@guildford.gov.uk">stephen.benbough@guildford.gov.uk</a>
	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 Executive (27/08/2019)	James Dearling 01483 444141 <a href="mailto:james.dearling@guildford.gov.uk">james.dearling@guildford.gov.uk</a>

\*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](mailto:john.armstrong@guildford.gov.uk) or by letter at the address stated on page 2 by no later than midday Monday 19 August 2019.

**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: 7
*	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)	Report to Executive (24/09/2019)  Council (8/10/2019)	Michael Lee-Dickson 01483 4445123 <a href="mailto:michael.lee-dickson@guildford.gov.uk">michael.lee-dickson@guildford.gov.uk</a>  Claire Morris 01483 444827 <a href="mailto:claire.morris@guildford.gov.uk">claire.morris@guildford.gov.uk</a>	
* Page 42	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 <a href="mailto:chris.wheeler@guildford.gov.uk">chris.wheeler@guildford.gov.uk</a>	
	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 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>	
*	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	No	Report to Executive (24/09/2019) Place Making and Innovation EAB (14/10/2019)	Paul Stacey 01483 444720 <a href="mailto:paul.stacey@guildford.gov.uk">paul.stacey@guildford.gov.uk</a>	

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
		take all necessary steps to produce the Stoke Park masterplan.			
*	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)	Stuart Harrison 01483 444512 <a href="mailto:stuart.harrison@guildford.gov.uk">stuart.harrison@guildford.gov.uk</a> and Mariana Beadsworth 01483 444667 <a href="mailto:mariana.beadsworth@guildford.gov.uk">mariana.beadsworth@guildford.gov.uk</a>
* Page 43	Crematorium Project	To approve supplementary capital estimates.	No	Report to Executive (24/09/2019)  Council (8/10/2019)	Paul Stacey 01483 444720 <a href="mailto:paul.stacey@guildford.gov.uk">paul.stacey@guildford.gov.uk</a>
	Guildford Annual Economic Report 2018-19	To approve the Guildford Annual Economic Report 2018-19	No	Report to Executive (24/09/2019) Incorporating views/recommendation of Place Making and Innovation EAB (02/09/2019)	Chris Burchell 01483 444329 <a href="mailto:chris.burchell@guildford.gov.uk">chris.burchell@guildford.gov.uk</a>
*	Guildford Museum	To agree refined project scope and adopt museum policies for re-accreditation	No	Report to Executive (24/09/2019) Incorporating views/recommendation of Place Making and Innovation EAB (02/09/2019)	Paul Bassi 01483 444515 <a href="mailto:paul.bassi@guildford.gov.uk">paul.bassi@guildford.gov.uk</a>
*	Review of Grants	To consider proposed changes to the Council's funding of voluntary and community organisations.	No	Report to Executive (24/09/2019)	Steve Benbough 01483 444052 <a href="mailto:stephen.benbough@guildford.gov.uk">stephen.benbough@guildford.gov.uk</a>

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: 7
*	Guildford Crowdfunding Proposal	To consider the establishment of a new Guildford crowdfunding platform to help community groups and organisations raise funds for local projects.	No	Report to Executive (24/09/2019)	Steve Benbough 01483 444052 <a href="mailto:stephen.benbough@guildford.gov.uk">stephen.benbough@guildford.gov.uk</a>	

\*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](mailto: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 <a href="mailto:michael.lee-dickson@guildford.gov.uk">michael.lee-dickson@guildford.gov.uk</a>  Claire Morris 01483 444827 <a href="mailto:claire.morris@guildford.gov.uk">claire.morris@guildford.gov.uk</a>
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 <a href="mailto:elaine.bradbrook@guildford.gov.uk">elaine.bradbrook@guildford.gov.uk</a>
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 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>
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 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>
Crematorium Project	To approve supplementary capital estimates	No	Report to Council (8/10/2019) Incorporating comments/recommendations of Executive (24/09/2019)	Paul Stacey 01483 444720 <a href="mailto:paul.stacey@guildford.gov.uk">paul.stacey@guildford.gov.uk</a>
Petition to suspend new parking restrictions at Kingston Meadows Car Park, East Horsley	To consider and debate a petition reaching in excess of 500 signatures.	No	Report to Council (8/10/2019)	John Armstrong 01483 444102 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>

### EXECUTIVE SHAREHOLDER AND TRUSTEE COMMITTEE: 22 October 2019

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer	Agenda item number: 7
*	Foxenden Deep Shelter	To consider the potential alternative future uses of the Shelter, possibly including a heritage element.	No	Executive Shareholder and Trustee Committee (22/10/2019)	Alex Duggan 01483 444584 <a href="mailto:alex.duggan@guildford.gov.uk">alex.duggan@guildford.gov.uk</a>	

### 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
*	Bike Share Scheme	To approve a bike share scheme.	No	Executive (22/10/2019) and Place Making and Innovation EAB (14/10/2019)	Donald Yell 01483 444659 <a href="mailto:donald.yell@guildford.gov.uk">donald.yell@guildford.gov.uk</a>
	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 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>
	Public Health Funerals	To approve terms for a public consultation on a draft policy	No	Report to Executive (22/10/2019)	Justine Fuller 01483 444370 <a href="mailto:justine.fuller@guildford.gov.uk">justine.fuller@guildford.gov.uk</a>
	Surrey Leader's Group - Appointments to Outside Bodies 2019/20	Following the elections in May 2019, there are two additional appointments available to Borough and District Elected Members. The	No	Report to Executive (22/10/2019)	Carrie Anderson 01483 444078 <a href="mailto:carrie.anderson@guildford.gov.uk">carrie.anderson@guildford.gov.uk</a>

		positions are: The South East Reserve Forces' and Cadets' Association (3 year appointment) and The Surrey Civilian Military Partnership Board (3 year appointment).			
*	Allen House Pavilion	To seek authority to proceed with new lease of charitable land at Allen House.	No	Report to Executive (22/10/2019)	Alex Duggan 01483 444584 <a href="mailto:alex.duggan@guildford.gov.uk">alex.duggan@guildford.gov.uk</a>
*	Replacement of Guildford Borough Council Mini Buses	To consider and approve the release of funds for the replacement of Guildford Borough Mini Buses	No	Report to Executive (22/10/2019)	Andy Mitram 01483 445092 <a href="mailto:andy.mitram@guildford.gov.uk">andy.mitram@guildford.gov.uk</a>
*	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 <a href="mailto:samantha.mills@guildford.gov.uk">samantha.mills@guildford.gov.uk</a>
* Page 47	Transfer of Gosden Common to Bramley Parish Council	To consider and approve the transfer of Gosden Common to Bramley Parish Council.		Report to Executive (24/09/2019)	Fiona Williams 01483 444999 <a href="mailto:fiona.williams@guildford.gov.uk">fiona.williams@guildford.gov.uk</a>

**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	Agenda item number: 7
*	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 <a href="mailto:claire.morris@guildford.gov.uk">claire.morris@guildford.gov.uk</a>	
*	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 <a href="mailto:michele.rogers@guildford.gov.uk">michele.rogers@guildford.gov.uk</a>	
Page 48	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 <a href="mailto:belinda.hayden@guildford.gov.uk">belinda.hayden@guildford.gov.uk</a>	
*	Chantry Wood Campsite	To report the outcome consultation and agree on future use.	No	Executive (26/11/2019)	Paul Stacey 01483 444720 <a href="mailto:paul.stacey@guildford.gov.uk">paul.stacey@guildford.gov.uk</a>	
*	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 (23/09/2019)	Paul Stacey 01483 444720 <a href="mailto:paul.stacey@guildford.gov.uk">paul.stacey@guildford.gov.uk</a>	
*	Bedford Wharf Plaza Landscaping Scheme	To approve the landscaping scheme following public consultation.	No	Report to Executive (26/11/2019) incorporating comments/ recommendations from Place Making & Innovation EAB (23/09/19)	Paul Bassi 01483 444515 <a href="mailto:paul.bassi@guildford.gov.uk">paul.bassi@guildford.gov.uk</a>	

*	Midelton Industrial Estate Redevelopment	To approve the transfer of monies from the provisional capital programme to the approved capital programme for the purpose of funding the next phase of redevelopment.	No	Report to Executive (26/11/2019)	Darren Burgess 01483 444589 <a href="mailto:darren.burgess@guildford.gov.uk">darren.burgess@guildford.gov.uk</a>
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**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
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 <a href="mailto:belinda.hayden@guildford.gov.uk">belinda.hayden@guildford.gov.uk</a>
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 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>
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 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>
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 <a href="mailto:carrie.anderson@guildford.gov.uk">carrie.anderson@guildford.gov.uk</a>

**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	Agenda item number: 7
	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 <a href="mailto:claire.morris@guildford.gov.uk">claire.morris@guildford.gov.uk</a>	

**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 <a href="mailto:andy.harkin@guildford.gov.uk">andy.harkin@guildford.gov.uk</a>
	Capital & Investment Strategy 2020-21 to 2024-2025	To recommend to Council the adoption of: <ul style="list-style-type: none"> <li>- the Capital and Investment Strategy</li> <li>- the general fund capital estimates.</li> <li>- the revised Treasury Management Strategy and Prudential Indicators</li> <li>- Minimum Revenue Provision policy</li> </ul>	No	Report to Executive (21/01/2020) incorporating comments/ recommendations of the Joint EAB (9/01/2020) Corporate Governance and Standards Committee	Victoria Worsfold 01483 444834 <a href="mailto:victoria.worsfold@guildford.gov.uk">victoria.worsfold@guildford.gov.uk</a>

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
				(16/01/2020) and Council (5/02/2020)	
	Housing Revenue Account Budget 2020- 21	To recommend to Council approval of the HRA Revenue estimates, associated fees and charges, changes to rents of Council dwellings and approval of Housing Capital Programme for 2020-21.	No	Report to Executive (21/01/2020) incorporating comments/ recommendations of the Joint EAB (9/01/2020) and Council (5/02/2020)	Phil O'Dwyer 01483 444318 <a href="mailto:phil.odwyer@guildford.gov.uk">phil.odwyer@guildford.gov.uk</a> and Matt Cue 01483 444839 <a href="mailto:matt.cue@guildford.gov.uk">matt.cue@guildford.gov.uk</a>
Page 51	Business Planning – General Fund Budget 2020-21	To recommend to Council: - Approval of the general fund revenue budget for 2020-21 - Agreement of a council tax requirement for 2020-21 - Declaration of any surplus/deficit on the Collection Fund	No	Report to Executive (21/01/2020) and Council (5/02/2020)	Victoria Worsfold 01483 444834 <a href="mailto:victoria.worsfold@guildford.gov.uk">victoria.worsfold@guildford.gov.uk</a>

### **COUNCIL (Budget) 5 February 2020**

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

**EXECUTIVE: 18 February 2020**

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

**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

Agenda item number: 7

**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 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>
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 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>

**COUNCIL: May 2020 (Selection Council Meeting)**

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
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 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>

**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 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>

### 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	Agenda item number:
	Puttenham Neighbourhood Plan	To adopt the Puttenham Neighbourhood Plan	No	Council	Dan Knowles 01483 444605 <a href="mailto:dan.knowles@guildford.gov.uk">dan.knowles@guildford.gov.uk</a>	7
	Lovelace Neighbourhood Plan	To adopt the Lovelace Neighbourhood Plan	No	Council	Dan Knowles 01483 444605 <a href="mailto:dan.knowles@guildford.gov.uk">dan.knowles@guildford.gov.uk</a>	
* Page 56	AONB Management Plan	To adopt the AONB Management Plan	No	Executive	Dan Knowles 01483 444605 <a href="mailto:dan.knowles@guildford.gov.uk">dan.knowles@guildford.gov.uk</a>	
*	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	Executive	Rachel Harper 01483 444311 <a href="mailto:rachel.harper@guildford.gov.uk">rachel.harper@guildford.gov.uk</a>	
*	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 <a href="mailto:tim.pilsbury@guildford.gov.uk">tim.pilsbury@guildford.gov.uk</a>	
*	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 <a href="mailto:chris.wheeler@guildford.gov.uk">chris.wheeler@guildford.gov.uk</a>	
*	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 <a href="mailto:michael.lee-dickson@guildford.gov.uk">michael.lee-dickson@guildford.gov.uk</a>	

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
*	Waste Operating Model	To approve a waste operating model.	No	Report to Executive	Chris Wheeler 01483 445030 <a href="mailto:chris.wheeler@guildford.gov.uk">chris.wheeler@guildford.gov.uk</a>
*	Planning Appeal Costs	To consider an update in relation to planning appeal costs.	No	Report to Executive	Tim Dawes 01483 444650 <a href="mailto:tim.dawes@guildford.gov.uk">tim.dawes@guildford.gov.uk</a>
*	Shalford Common Land Management	To approve plans for the regulation of land management at Shalford Common.	No	Report to Executive	Paul Stacey 01483 444720 <a href="mailto:paul.stacey@guildford.gov.uk">paul.stacey@guildford.gov.uk</a>
Page 57	Pitch Strategy	To adopt a Pitch Strategy	No	Report to Executive Incorporating comments/ recommendations of Community EAB (4/04/2019)	Paul Stacey 01483 444720 <a href="mailto:paul.stacey@guildford.gov.uk">paul.stacey@guildford.gov.uk</a>
*	Parks Strategy	To adopt a Parks Strategy	No	Report to Executive Incorporating comments/ recommendations of Community EAB (5/09/2019)	Paul Stacey 01483 444720 <a href="mailto:paul.stacey@guildford.gov.uk">paul.stacey@guildford.gov.uk</a>
	Charging for Regulatory Services	To consider proposal to charge for pre- application advice	No	Report to Executive	Justine Fuller 01483 444370 <a href="mailto:justine.fuller@guildford.gov.uk">justine.fuller@guildford.gov.uk</a>
	Pest Control Services	To consider proposal to introduce charging for pest control treatments (rats and mice)	No	Report to Executive	Justine Fuller 01483 444370 <a href="mailto:justine.fuller@guildford.gov.uk">justine.fuller@guildford.gov.uk</a>
*	Industrial Estates	To consider strategies for the future development of individual industrial estates	No	Report to Executive	Melissa Bromham 01483 444587 <a href="mailto:melissa.bromham@guildford.gov.uk">melissa.bromham@guildford.gov.uk</a>

Key Decision (asterisk indicates that the decision is likely to be a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision- maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer	Agenda item number: 7
*	Future Residential Housing developments (HRA)	To consider proposals on a site by site basis	No	Report to Executive	Philip O'Dwyer 01483 444318 <a href="mailto:philip.odwyer@guildford.gov.uk">philip.odwyer@guildford.gov.uk</a>	
*	New Housing Strategy	To develop a new Housing Strategy	No	Report to Executive	Philip O'Dwyer 01483 444318 <a href="mailto:philip.odwyer@guildford.gov.uk">philip.odwyer@guildford.gov.uk</a>	
	Tenancy Conditions and Flexible Tenancies	To review	No	Report to Executive	Siobhan Rumble 01483 444296 <a href="mailto:siobhan.rumble@guildford.gov.uk">siobhan.rumble@guildford.gov.uk</a>	
Page 58	Policy on Debt Recovery	To develop a policy on how the Council manages debt recovery	No	Report to Executive	Siobhan Rumble 01483 444296 <a href="mailto:siobhan.rumble@guildford.gov.uk">siobhan.rumble@guildford.gov.uk</a>  Belinda Hayden 01483 444867 <a href="mailto:belinda.hayden@guildford.gov.uk">belinda.hayden@guildford.gov.uk</a>  Maureen Wilson 01483 444837 <a href="mailto:maureen.wilson@guildford.gov.uk">maureen.wilson@guildford.gov.uk</a>	
*	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 <a href="mailto:tim.pilsbury@guildford.gov.uk">tim.pilsbury@guildford.gov.uk</a>	
	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	No	Report to Council Incorporating comments/ recommendations of	John Armstrong 01483 444102 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>	

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
		(by May 2020)		EABs	
	Development Management DPD	To adopt the Development Management DPD	No	Report to Council Incorporating comments/ recommendations of Executive	Stuart Harrison 01483 444512 <a href="mailto:stuart.harrison@guildford.gov.uk">stuart.harrison@guildford.gov.uk</a>
*	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 <a href="mailto:stuart.harrison@guildford.gov.uk">stuart.harrison@guildford.gov.uk</a>
*	Planning Contributions SPD	To adopt the Planning Contributions SPD	No	Report to Executive	Stuart Harrison 01483 444512 <a href="mailto:stuart.harrison@guildford.gov.uk">stuart.harrison@guildford.gov.uk</a>
*	Strategic Development Framework SPD	To adopt the Strategic Development Framework SPD	No	Report to Executive	Simon Lee 01483 444670 <a href="mailto:simon.lee@guildford.gov.uk">simon.lee@guildford.gov.uk</a>
*	Sustainable Design and Construction SPD	To adopt the Sustainable Design and Construction SPD	No	Report to Executive	Dan Knowles 01483 444605 <a href="mailto:dan.knowles@guildford.gov.uk">dan.knowles@guildford.gov.uk</a>
*	Green and Blue Infrastructure SPD	To adopt the Green and Blue Infrastructure SPD	No	Report to Executive	Dan Knowles 01483 444605 <a href="mailto:dan.knowles@guildford.gov.uk">dan.knowles@guildford.gov.uk</a>
*	Green Belt SPD	To adopt the Green Belt SPD	No	Report to Executive	Laura Howard 01483 444626 <a href="mailto:laura.howard@guildford.gov.uk">laura.howard@guildford.gov.uk</a>

Key Decision (asterisk indicates that the decision is likely to be a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision- maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer	Agenda item number
*	Parking SPD	To adopt the Parking SPD	No	Report to Executive	Edward Cheng 01483 444083 <a href="mailto:edward.cheng@guildford.gov.uk">edward.cheng@guildford.gov.uk</a>	7
Page 60	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"> <li>(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;</li> <li>(b) monitoring of usage of the campsite over the previous 12 months</li> <li>(c) the results of the engagement with potential operators to establish the future viability of a forest school operator at the Campsite.</li> <li>(d) the proposed small-scale refurbishment and upgrade works</li> </ul> <p>(By March 2020)</p>	No	Report to Executive	Hendryk Jurk 01483 444768 <a href="mailto:hendryk.jurk@guildford.gov.uk">hendryk.jurk@guildford.gov.uk</a>	
*	Review of Refuse and Recycling Service	<ul style="list-style-type: none"> <li>• To report back on Phase 2 of the review</li> <li>• To agree future waste collection methodology</li> </ul>	No	Report to Executive incorporating comments/ recommendations from Community EAB	Chris Wheeler 01483 445030 <a href="mailto:chris.wheeler@guildford.gov.uk">chris.wheeler@guildford.gov.uk</a>	
*	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 <a href="mailto:claire.morris@guildford.gov.uk">claire.morris@guildford.gov.uk</a>	

### **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
	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 <a href="mailto:philip.odwyer@guildford.gov.uk">philip.odwyer@guildford.gov.uk</a>
	North Downs Housing Ltd	To update the Business Plan	No	Executive Shareholder & Trustee Committee	Philip O'Dwyer 01483 444318 <a href="mailto:philip.odwyer@guildford.gov.uk">philip.odwyer@guildford.gov.uk</a>
	Allen House Pavilion	To renew the lease to the Matrix Trust	No	Executive Shareholder & Trustee Committee	Alex Duggan 01483 444584 <a href="mailto:alex.duggan@guildford.gov.uk">alex.duggan@guildford.gov.uk</a>
	Sutherland Memorial Park	To renew the lease to Guildford City Youth Project	No	Executive Shareholder & Trustee Committee	Alex Duggan 01483 444584 <a href="mailto:alex.duggan@guildford.gov.uk">alex.duggan@guildford.gov.uk</a>

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### **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 <a href="mailto:philip.odwyer@guildford.gov.uk">philip.odwyer@guildford.gov.uk</a>
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 <a href="mailto:philip.odwyer@guildford.gov.uk">philip.odwyer@guildford.gov.uk</a>
Community Infrastructure Delivery	(1) To agree a statement of priority for the delivery of infrastructure described in the GBC	No	Report to Guildford Joint Committee	Stuart Harrison 01483 444512 <a href="mailto:stuart.harrison@guildford.gov.uk">stuart.harrison@guildford.gov.uk</a>

Agenda item number: 7

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
	Infrastructure Delivery Plan and informed by the GBC Regulation 123 list (2) To discuss and propose strategies for securing additional funding necessary for that delivery			

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

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

Councillor	Areas of Responsibility
<p><b>Lead Councillor for Environment and Rural Strategy</b></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"> <li>• Environment</li> <li>• Rural Strategy</li> </ul>
<p><b>Lead Councillor for Arts, Parks and Countryside</b></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"> <li>• Arts</li> <li>• Parks and Countryside</li> </ul>
<p><b>Lead Councillor for Leisure, Heritage, Tourism and PR and Communications</b></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"> <li>• Leisure</li> <li>• Heritage</li> <li>• Tourism</li> <li>• PR and Communications</li> </ul>
<p><b>Deputy Lead Councillor for Sustainable Transport, Transformation &amp; Regeneration and Economic Development.</b></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"> <li>• Sustainable Transport</li> <li>• Transformation and Regeneration</li> <li>• Economic Development</li> </ul>

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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

17 OCTOBER 2019					
Item	Additional information	Corporate Plan Priority	Relevant Lead Councillor(s)	Lead officer	Target completion
Review of Refuse and Recycling Service	To update the EAB on the National Waste Strategy and other external factors that are likely to influence future service design.	Yes	Cllr David Goodwin	Chris Wheeler Waste & Fleet Services Manager and Liz Mockridge Recycling & Waste	
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	
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
13 FEBRUARY 2020					
Item	Additional information	Corporate Plan Priority	Relevant Lead Councillor(s)	Lead officer	Target completion
Tenancy Conditions and Flexible Tenancies	To review.	No	Cllr Angela Goodwin	Siobhan Rumble Landlord Services Manager	Early 2020
2 APRIL 2020					
Item	Additional information	Corporate Plan Priority	Relevant Lead Councillor(s)	Lead officer	Target completion

# EXECUTIVE ADVISORY BOARD WORK PROGRAMME

## JOINT EXECUTIVE ADVISORY BOARD

**20 NOVEMBER 2019**

Item	Additional information	Corporate Plan Priority	Relevant Lead Councillor(s)	Lead officer	Target completion
Business Planning - General Fund Outline Budget 2020-21	To consider the outline budget and submit comments to the Executive		Cllr Joss Bigmore	Claire Morris Director of Finance	February 2020

**9 JANUARY 2020**

Item	Additional information	Corporate Plan Priority	Relevant Lead Councillor(s)	Lead officer	Target completion
Housing Revenue Account Draft Budget 2020-21	To consider the Draft HRA budget and submit comments to the Executive		Cllr Angela Goodwin Cllr Joss Bigmore	Philip O'Dwyer Director of Community Services	February 2020
Capital and Investment Strategy 2020-21 to 2024-25	To consider the Draft Capital and Investment Strategy and submit comments to the Executive		Cllr Joss Bigmore	Victoria Worsfold Financial Services Manager	February 2020

## 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	