

## 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 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 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 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 online.

## **Taking decisions in private**

Where, in relation to any matter to be discussed by the Executive, 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.

## **Tom Horwood**

Joint Chief Executive of Guildford and  
Waverley Borough Councils

Guildford Borough Council  
Millmead House  
Millmead Guildford

GU2 4BB

Dated: 28 December 2023

**EXECUTIVE: 04 January 2024**

<b>Key Decision (Asterisk indicates that the decision is a key decision)</b>	<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>
*	Send Hill Disused Sandpit	Disposal of Land known as Send Hill Disused Sand Pit	No, but report has restricted appendices.	Report to Executive  (04/01/24)	Damien Cannell  01483 444553  damien.cannell@guildford.gov.uk

**COUNCIL: 23 January 2024**

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
	Selection of Mayor and Deputy Mayor 2024-25	To consider any nominations.	No	Report to Council  (23/01/24)	John Armstrong  01483 444102  john.armstrong@guildford.gov.uk
	GBC/WBC Joint Governance Committee - Terms of Reference	To agree amended terms of reference	No	Report to Council  (23/01/24)	Susan Sale  01483 444022  susan.sale@guildford.gov.uk

	Review of the Constitution: Council Procedure Rules	To approve new Council Procedure Rules	No	Report to Council  (23/01/24)	Susan Sale  01483 444022  susan.sale@guildford.gov.uk
	Review of the Constitution: Officer Employment Procedure Rules	To approve:(a) New Officer Employment Procedure Rules(b) The disbandment of the Employment Ctte (c) Re-naming of the GBC/WBC Joint Appointments Ctte to “Joint Senior Staff Committee” and revised terms of reference. (d) New delegation to the Head of Paid Service to approve HR policies relevant to GBC (e) New delegation to the Monitoring Officer to convene an Independent Panel in accordance with the new Officer Employment Procedure Rules	No	Report to Council  (23/01/24)	Susan Sale  01483 444022  susan.sale@guildford.gov.uk

	Appointment of Interim Head of Paid Service	To approve, if necessary, an appointment of an Interim Head of Paid Service	No	Report to Council  (23/01/24)	Susan Sale  01483 444022  susan.sale@guildford.gov.uk
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**EXECUTIVE: 25 January 2024**

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 Budget 2024-25	To approve and recommend to Full Council 07/02/2024	No	Report to Joint EAB (08/01/24) Report to Corporate Governance and Standards Committee (18/01/24) Report to Executive (25/01/24) Report to Council (07/02/24)	Victoria Worsfold  01483 444834  victoria.worsfold@guildford.gov.uk
	Capital and Investment Strategy (2024-25 to 2027-28)	To approve and recommend to Full Council 07/02/2024	No	Reports to: Joint EAB (08/01/24) Corp Gov & Standards Cttee (18/01/24) Report to Executive (25/01/24) Report to Council (07/02/24)	Victoria Worsfold  01483 444834  victoria.worsfold@guildford.gov.uk

	Housing Revenue Account Budget 2024-25	To approve and recommend to Full Council 07/02/2024	No	Reports to: Joint EAB (08/01/24) Report to Executive (25/01/24) Report to Council (07/02/24)	Victoria Worsfold  01483 444834  victoria.worsfold@guildford.gov.uk
*	Annual Weyside Urban Village Report	To discuss the progress and delivery of Weyside Urban Village (WUV)	Yes	Report to Executive  (25/01/24)  Report to Council  (07/02/24)	Abi Lewis  01483 444908  abi.lewis@guildford.gov.uk
*	Local Plan: Strategy and Sites Review	To review the Local Plan: Strategy and Sites and conclude whether it requires updating or not	No	Report to Executive  (25/01/24)  Report to Council  (21/02/24)	Stuart Harrison  01483 444512  stuart.harrison@guildford.gov.uk



	Whistleblowing policy - Annual Report and Review of Policy	To review	No	Report to Corporate Governance and Standards Committee (18/01/24)  Report to Executive  (25/01/24)	Susan Sale  01483 444022  susan.sale@guildford.gov.uk
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**COUNCIL: 07 February 2024**

Key Decision (Asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
	Annual Report of the Corporate Governance and Standards Committee	To receive an update	No	Report to Council  (07/02/24)	John Armstrong  01483 444102  john.armstrong@guildford.gov.uk
	Business Planning - General Fund Budget 2024-25	To approve	No	Report to Joint EAB (08/01/24) Report to Corporate Governance and Standards Committee (18/01/24) Report to Executive (25/01/24) Report to Council (07/02/24)	Victoria Worsfold  01483 444834  victoria.worsfold@guildford.gov.uk

	Capital and Investment Strategy (2024-25 to 2027-28)	To approve	No	Reports to: Joint EAB (08/01/24) Corp Gov & Standards Cttee (18/01/24) Report to Executive (25/01/24) Report to Council (07/02/24)	Victoria Worsfold  01483 444834  victoria.worsfold@guildford.gov.uk
	Housing Revenue Account Budget 2024-25	To approve	No	Reports to: Joint EAB (08/01/24) Report to Executive (25/01/24) Report to Council (07/02/24)	Victoria Worsfold  01483 444834  victoria.worsfold@guildford.gov.uk
	Pay Policy Statement 2023-24	to approve	No	Report to Council  (07/02/24)	Francesca Chapman  01483 444014  francesca.chapman@guildford.gov.uk

**COUNCIL: 21 February 2024**

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
*	Local Plan: Strategy and Sites Review	To review the Local Plan: Strategy and Sites and conclude whether it requires updating or not	No	Report to Executive (25/01/24)  Report to Council (21/02/24)	Stuart Harrison  01483 444512  stuart.harrison@guildford.gov.uk
*	Weyside Mitigation Strategy	To agree to report back to Council in Autumn 2023 in regard to risks and mitigations and to agree the delegations relating to Weyside Urban Village	No	Report to Executive (25/01/24)  Report to Council (07/02/24)	Abi Lewis  01483 444908  abi.lewis@guildford.gov.uk

**EXECUTIVE: 14 March 2024**

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
	Draft Communications Strategy 2023-24	To consider the new draft Communications Strategy	No	Report to Executive  (14/03/24)	Nicola Haymes  01483 444500  nicola.haymes@guildford.gov.uk
	HMO Report Update	To consider the update	No	Report to Executive  (14/03/24)	Sean Grady  01483 444392  sean.grady@guildford.gov.uk

**EXECUTIVE: 16 May 2024**

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
*	G-Live	Approval process for appointment of future operator	No	Report to Executive  (16/05/24)	Kelvin Mills  01483 444136  kelvin.mills@guildford.gov.uk

**EXECUTIVE: 28 November 2024**

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 respect of which the decision is to be made.	Contact Officer
	12-month review of schedule of councillors' allowances to be undertaken by Joint Independent Remuneration Panel	To review the recommendations of the 2023 report	No	Report to Executive (28/11/24)  Report to Council (03/12/24)	John Armstrong  01483 444102  john.armstrong@guildford.gov.uk

**COUNCIL: 03 December 2024**

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
	12-month review of schedule of councillors' allowances to be undertaken by Joint Independent Remuneration Panel	To review the recommendations of the 2023 report	No	Report to Executive  (28/11/24)  Report to Council  (03/12/24)	John Armstrong  01483 444102  john.armstrong@guildford.gov.uk



## NOTICE OF OFFICER KEY DECISIONS TO BE TAKEN

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken
*	Pay by phone GCloud12 contract extension	Extend existing arrangement with RingGo for 12 months until further consideration is given for joining the National Parking Platform (NPP). Income: £5m (2022/23) Cost: £150k (2022/23) 10 January 2024 Contact Officer: Andy Harkin

**UNSCHEDULED ITEMS - EXECUTIVE/COUNCIL**

<b>Key Decision (Asterisk indicates that the decision is a key decision)</b>	<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>
*	New Housing Strategy (including Homelessness Prevention and Rough Sleeping Strategies) 2020-2025	To develop a new housing strategy to include the statutory elements of homelessness prevention and rough sleeping.	No	Council	Matt Gough  01483 444772
*	Charging for Regulatory Services	To consider proposal to charge for pre-application advice.	No	Council	Richard Homewood  01483 444028

*	Community Infrastructure Levy Charging Schedule	To adopt the Community Infrastructure Levy Charging Schedule	No	Council	Stuart Harrison 01483 444512
*	Marketing Requirements SPD	To adopt the Marketing Requirements SPD	No	Council	Stuart Harrison 01483 444512
*	Planning Contributions SPD	To adopt the Planning Contributions SPD	No	Council	Stuart Harrison 01483 444512

*	Green and Blue Infrastructure SPD	To adopt the Green and Blue Infrastructure SPD	No	Council	Stuart Harrison 01483 444512
*	Community Infrastructure Delivery	(1) To agree a statement of priority for the delivery of infrastructure described in the GBC Infrastructure Delivery Plan and informed by the GBC Regulation 123 list (2) To discuss and propose strategies for securing additional funding necessary for that delivery	Yes	Council	Stuart Harrison 01483 444512

	North Downs Housing Options Report	Review and next steps	No	Council	Matt Gough 01483 444772
	The Council's Constitution: Review of Financial Procedure Rules	To review and update the financial procedure rules	Yes	Executive	Richard Bates 01483 444036
	Houses in Multiple Occupation (HMOs) Controls	Further to the report considered by the EAB on 4 November 2021, to consider an update report concerning controls relating to HMOs.	No	Council	Sean Grady 01483 444092

	Domestic Abuse Policy	To approve the Domestic Abuse Policy	No	Council	Sam Hutchison 01483 444385
	Careline Mandate	To consider the mandate	No	Council	Sam Hutchison 01483 444385
	Pest Control Charges and Service Review	To decide whether to continue with the charging for rodent treatments in residential properties as implemented on 1 July 2021. Plus to decide whether the chemical treatment of wasp nests should continue as a Council service.	No	Council	Gary Durrant 01483 444373

	Off-Street Parking Business Plan 2023-24	To approve the Off-Street Parking Business Plan 2023-24	No	Council	Andy Harkin 01483 444535
	Shawfield Road Mandate	To consider the mandate	No	Council	Matt Gough/Sam Hutchison 01483 444052
*	Development of small sites	Presenting an updated Business Case that seeks approval from the Executive to move the sites into delivery phase, and procure all necessary works and service to get the sites built out	No	Council	Rachel Harper 01483 444311

*	Guildford West Station	To consider moving to GRIP 4	No	Council	Abi Lewis 01483 444908
	To update on Guildford Borough Council Holdings Ltd.	To consider the update	No	Council	Claire Beesly 01483 444144
	Conversion of York Road Homelessness Units	To convert the York Road homelessness units to self-contained homelessness units, with additional units on top and a basement 'street homelessness' facility at ground/basement level.	No	Council	Andrew Smith 01483 444352



*	Bright Hill Car Park	To determine the future use of the site	No	Council	Rachel Harper 01483 444311
*	The Future of Spectrum Leisure Centre	To consider the mandate	No	Council	Kelvin Mills 01483 444136
	Home Farm Area	To agree a supplementary estimate	No	Council	Fiona Williams 01483 444999

	Corporate Safeguarding Policy and Procedure	To approve the Policy and Procedure	No	Council	Sam Hutchison  01483 444385
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SCHEDULE 2

MEMBERSHIP OF THE BOROUGH COUNCIL'S EXECUTIVE

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

<b>Councillor</b>	<b><i>Areas of Responsibility</i></b>
<b>Leader of the Council and Lead Councillor for Housing</b> Councillor Julia McShane 75 Applegarth Avenue Park Barn Guildford Surrey GU2 8LX  (Westborough Ward)	Homelessness, Housing Advice, Landlord Services, Housing Maintenance and Repairs.

<b>Councillor</b>	<b><i>Areas of Responsibility</i></b>
<p data-bbox="483 247 815 422"><b>Deputy Leader of the Council and Lead Councillor for Regeneration</b></p> <p data-bbox="483 459 826 869">Councillor Tom Hunt c/o Guildford Borough Council Millmead House Millmead Guildford GU2 4BB  (St Nicolas)</p>	<p data-bbox="909 247 1704 375">Corporate Capital Projects, Housing Delivery, Regeneration, Economic Development and Transport.</p>

<b>Councillor</b>	<b><i>Areas of Responsibility</i></b>
<p><b>Lead Councillor for Engagement and Customer Services</b></p> <p>Councillor Angela Goodwin</p> <p>27 Guildford Park Road Guildford Surrey GU2 7NA</p> <p>(Onslow)</p>	<p>Communications and Engagement, Complaints, Ombudsman, Customer services, Case Management, Digital services, Freedom of Information, ICT and Business Systems.</p>
<p><b>Lead Councillor for Commercial Services</b></p> <p>Councillor Catherine Houston</p> <p>c/o Guildford Borough Council Millmead House Millmead Surrey GU2 4BB</p> <p>(Shalford)</p>	<p>Building Control, Events, Heritage, Leisure and Off-Street Parking.</p>

<b>Councillor</b>	<b><i>Areas of Responsibility</i></b>
<p><b>Lead Councillor for Finance and Property</b></p> <p>Councillor Richard Lucas</p> <p>“Yorkstones” Horseshoe Lane Ash Vale GU12 5LS</p> <p>(Ash Vale Ward)</p>	<p>Finance and Accounting (General Fund/Housing Revenue Account), Internal Audit, Procurement, Revenues and Benefits, Property and Land Assets, Engineers and Facilities.</p>
<p><b>Lead Councillor for Community and Organisational Development</b></p> <p>Councillor Carla Morson</p> <p>11 Foxhurst Road Ash Vale GU12 5DY</p> <p>(Ash Vale Ward)</p>	<p>Careline, Community Grants, Community Safety including Community Safety Partnership, Disabled Facilities Grants, Adaptations, Family Support, Health, Safeguarding, Supporting Vulnerable people, migrants and refugees, Business Transformation, HR, Learning and Development, Payroll, Strategy, Policy and Performance, Programme Assurance, Risk Management and Business Continuity.</p>

<b>Councillor</b>	<b><i>Areas of Responsibility</i></b>
<p data-bbox="483 247 842 375"><b>Lead Councillor for Planning, Environment and Climate Change</b></p> <p data-bbox="483 432 864 464">Councillor George Potter</p> <p data-bbox="483 521 831 783">C/o Guildford Borough Council Millmead House Millmead Guildford GU2 4BB</p> <p data-bbox="483 841 741 873">(Burpham Ward)</p>	<p data-bbox="909 247 1753 464">Planning Applications, Planning Enforcement, Planning Integration and Improvement, Planning Policy, Bereavement, Green Spaces, Parks, Countryside, Trees, Fleet Operations, Street Cleaning, Waste and Recycling and Climate Change.</p>

<b>Councillor</b>	<b><i>Areas of Responsibility</i></b>
<p data-bbox="483 247 801 375"><b>Lead Councillor for Regulatory and Democratic Services</b></p> <p data-bbox="483 432 875 512">Councillor Merel Rehorst-Smith</p> <p data-bbox="483 568 763 740">40 Norwood Road Effingham Surrey KT24 5NX</p> <p data-bbox="483 798 757 834">(Effingham Ward)</p>	<p data-bbox="909 247 1711 512">Air Quality, Corporate Health and Safety, Emergency Planning, Environmental Health/Crime, Food Safety, Licensing, Private Sector Housing, Democratic and Committee Services, Elections, Executive and Civic Support, GDPR, Information Security, Governance, Legal, Overview and Scrutiny Support.</p>