

EXECUTIVE

8 January 2019

- * Councillor Paul Spooner (Chairman)
- * Councillor Matt Furniss (Vice-Chairman)

- | | |
|-----------------------------|---------------------------------|
| * Councillor David Bilbé | Councillor Gordon Jackson |
| * Councillor Philip Brooker | * Councillor Nigel Manning |
| * Councillor Geoff Davis | * Councillor Nikki Nelson-Smith |
| * Councillor Graham Ellwood | * Councillor Iseult Roche |

*Present

Councillors Nils Christiansen, Susan Parker, Caroline Reeves, and David Wright were also in attendance.

EX62 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Gordon Jackson.

EX63 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTEREST

There were no disclosures of interest.

EX64 MINUTES

The Executive approved the minutes of the meeting held on 27 November 2018. The Chairman signed the minutes.

EX65 LEADER'S ANNOUNCEMENTS

There were no announcements from the Leader.

EX66 ANNUAL AUDIT LETTER 2017-18

The Executive considered a report on the completed external audit for 2017-18 for which an Annual Audit Letter had been issued. The Executive commended the overall conclusion reached by Grant Thornton that they were satisfied that in all significant respects the Council had put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ending 31 March 2018.

Having considered the report and noted that the Corporate Governance and Standards Committee had also considered the Annual Audit Letter at its meeting on 29 November 2018 and had commended it for formal approval, the Executive

RESOLVED: That the Annual Audit Letter for 2017-18 be approved.

Reason:

To approve the Annual Audit Report

EX67 CHANTRY WOOD CAMPSITE

Prior to formal consideration of this matter, the following persons addressed the Executive in accordance with Public Speaking Procedure Rules:

- Mr Jonathan Bigmore (representing six households closest to the campsite and the Tyting Society Steering Committee)
- Mr John Rigg (representing Tyting Society Steering Committee)

The public speakers highlighted the following concerns in respect of the proposal:

- Lack of consultation with local residents and users of the campsite
- Absence of detail regarding the proposed new arrangement in terms of the number of children on site at any given time, the days and the hours during the day on which the site will be used, and how this compared with the current operational use
- Noise disturbance arising from the proposed use
- Impact on the natural environment
- Safeguarding concerns associated with the presence of a large number of young children in an area of open access to the general public
- Inadequate vehicular access

The Executive considered a report which outlined and appraised the following options for the future operation and alternative uses for the Chantry Wood Campsite:

- (a) Fully refurbish campsite with upgraded facilities
- (b) Continue current operation with small facility improvements
- (c) Continue current operation without changes to the facilities
- (d) Carry out small scale refurbishment to lease area for forest school use
- (e) Lease area for forest school use without facility improvement
- (f) Return site to grassland/ woodland
- (g) Consult on options

The Executive noted that the campsite currently provided a very basic camping facility suitable for single party bookings. Whilst originally aimed at scout and guide groups, the campsite was now mainly booked by family groups. Officers advised that the current operation of the campsite was subsidised by the Council and was not financially viable.

As the current facility was in need of repair, the report summarised the status of the Chantry Wood Campsite refurbishment project including details of the feasibility work undertaken, which had identified that the goal of creating a full campsite facility was now no longer feasible. This was due primarily to changes in the campsite users in recent years. These changes had made it clear that additional operational staff input would be required in order to minimise negative impacts of the facility on the surrounding landscape, which would limit the expected financial return.

The report had identified option (d): Small-scale refurbishment to lease the campsite area for forest school use as the preferred option to deliver a financially and environmentally sustainable future for this area of land at Chantry Wood.

In arriving at the preferred option, the following considerations had been taken into account:

- Current Council Strategies
- Surrey Hills Area of Outstanding Natural Beauty (AONB) Management Plan
- Provision of suitable alternative natural greenspace (SANG) at Chantry Wood
- Capital investment options
- Operational cost and potential income

- Impact on the local area (traffic, footfall, disturbances from activities)
- Community benefit and involvement

The Executive noted the concerns expressed by the public speakers and by other residents in correspondence on this matter exchanged before the meeting. Councillors noted the additional information provided on the supplementary information sheet circulated prior to the meeting, which sought to address these concerns.

The Executive also noted concerns regarding the need to accommodate Duke of Edinburgh's Award campers, scout groups, and family campers as part of the consideration of the proposal. It was also suggested that the Council should prescribe an upper limit on the number of children present on the campsite at any given time under the proposed forest school arrangement.

Having considered the matter, the Executive

RESOLVED:

- (1) That no further action be taken to develop further the original proposal to fully refurbish the Chantry Wood Campsite.
- (2) That the Option (d) - the proposal to lease the Chantry Wood Campsite to a Forest School operator, be provisionally approved and that the Director of Environment be authorised, in consultation with the Lead Councillor for Enterprise and Economic Development, to take such steps as may be necessary to implement this option to the satisfaction of the lead councillor, including consideration of the issues raised by local residents by way of a local consultation.

Reasons:

- the provision of utility services at Chantry Wood Campsite would be more expensive and more complicated than anticipated to improve the facility;
- there would be significant negative impact on Chantry Wood and Surrey Hills AONB due to the high customer footfall and the expected users of any refurbished campsite facility;
- the cost of additional staff to manage the site reduces the amount of return which could be achieved by the Council from investing in a fully refurbished campsite;
- operating a campsite at Chantry Woods is therefore not a viable business;
- the campsite does not deliver Council core priorities;
- establishing a forest school base would enable the educational community to be involved with Chantry Woods and the Surrey Hills and to view it as an asset for future generations, this is in line with the Guildford Countryside Vision and Play Strategy; and
- a lease with a forest school provider can be put in place to ensure that the Council retains control over the use and development of the land whilst providing an income stream for the Council.

EXECUTIVE

22 January 2019

- * Councillor Paul Spooner (Chairman)
- * Councillor Matt Furniss (Vice-Chairman)

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|-----------------------------|---------------------------------|
| * Councillor David Bilbé | Councillor Gordon Jackson |
| * Councillor Philip Brooker | * Councillor Nigel Manning |
| * Councillor Geoff Davis | * Councillor Nikki Nelson-Smith |
| * Councillor Graham Ellwood | * Councillor Iseult Roche |

*Present

Councillors Adrian Chandler, Jo Randall, Caroline Reeves, and David Wright were also in attendance.

EX68 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Gordon Jackson.

EX69 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTEREST

There were no disclosures of interest.

EX70 MINUTES

The Executive approved the minutes of the meeting held on 8 January 2019. The Chairman signed the minutes.

EX71 LEADER'S ANNOUNCEMENTS

There were no announcements from the Leader.

EX72 BEDFORD WHARF LANDSCAPING

The Executive considered a report which sought authority to progress with the design and consultation of an enhanced landscaping scheme for the Bedford Wharf Plaza.

The Plaza comprised an open area situated to the south of the Odeon and Old Orleans buildings at Bedford Wharf. The area extended to approximately 0.31 ha (0.77 acres); and would incorporate the ramps of the new Walnut Bridge and formed part of the Bedford Wharf site area, identified as a key regeneration opportunity for Guildford town centre.

Progressing with an enhanced landscaping scheme would improve the existing Plaza area, integrate the replacement Walnut Bridge and Solum Development and contribute to the regeneration of the wider Bedford Wharf area. It was also a condition of the planning permission for the replacement Walnut Bridge that a landscaping scheme be implemented following delivery of the bridge.

Having considered the report, the Executive

RESOLVED:

- (1) That the Director of Planning and Regeneration, in consultation with the Lead Councillor for Infrastructure and Governance, be authorised to progress the Bedford Wharf – Plaza Landscaping scheme to design and consultation.

- (2) That the sum of £500,000 be vired from scheme PF7(p) Transport Scheme to a new Capital Scheme on the provisional programme.
- (3) That the sum of £150,000 be transferred from the provisional to the approved capital programme Bedford Wharf – Plaza Landscaping Project for the purpose of carrying out the design and consultation.

Reason:

To complete the Plaza Landscaping design and consultation in relation to the delivery of the Walnut Bridge replacement project and to enhance the wider Bedford Wharf area.

EX73 OFF STREET PARKING BUSINESS PLAN 2019-20

The Executive considered a report on the Off-Street Parking Business Plan for 2019-20, which included progress made in delivering the recommendations approved in January 2018. The report had sought approval to changes to arrangements for 2019-20 and highlighted a number of planned improvements, including contactless payment at Bedford Road MSCP, increases in electric charge points and significant investments to maintain the high standard of the Council's car parks. The Guildford Parking Annual Report had highlighted an increase in use of short stay parking of 1.4% and long stay parking of 3.4%.

The Executive noted that this Council's parking charges compared well with, and were better value than, most major shopping destinations in the region.

Having considered the report, the Executive

RESOLVED:

- (1) That the performance of Parking Services in 2017-18, as detailed in Appendix 1 to the report submitted to the Executive, be noted.
- (2) That progress with implementation of changes during 2018-19, as detailed in section 4 of the report, be noted.
- (3) That the maintenance work to be undertaken in 2019-20, as detailed in paragraph 5.6 of the report, be noted.
- (4) That the following changes to off-street parking arrangements be approved:

Monday - Saturday

- (i) the Monday to Saturday 'daytime' charge across off-street car parks be held at the current levels, (para 5.2), except at York Road MSCP
- (ii) in order to bring the charges at York Road MSCP into line with other town centre car parks, the Monday to Saturday 'daytime' charge be increased by 30 pence per hour, from £1.00 per hour to £1.30 per hour and that the equivalent Monday to Friday and Monday to Saturday season ticket and pre-payment card charges be increased by 5%,

Sunday

- (iii) the Sunday 'daytime' charge that applies to Bedford Road Surface, Bright Hill, Castle, Commercial Road 2, Leapale Road, Old Police Station, Portsmouth Road and Tunsgate car parks be held at the current level.

- (iv) the Sunday 'daytime' charge that applies to Bedford Road MSCP, Farnham Road, GLive, Lawn Road, Mary Road, Millbrook, Millmead House (front), Robin Hood, St Joseph's and York Road car parks be amended from £1.50 per visit, to £1.50 for up to 3 hours, and £2.50 for visits between 3 and 6 hours to bring these car parks into line with other town centre car parks (para 5.3).

North Street

- (v) to bring charges into line with 30 minute on street spaces within the town centre, the Monday to Sunday 'daytime' charge that applies to the 30-minute maximum stay Pay and Display spaces in North Street car park be increased by 20 pence per half hour, from 80 pence per half-hour to £1 per half-hour, (para 5.1)

Reason:

To support the Council's Parking Strategy, ensure a consistent charging mechanism and a pricing differential with on-street short stay parking fees.

EX74 CAPITAL AND INVESTMENT STRATEGY 2019-20 TO 2022-23

The Executive considered a report on the Council's capital and investment strategy, including the capital programme new bids plus the requirements of the Prudential Code and the investment strategy covering treasury management investments, commercial investments, the Treasury Management Code, and the Ministry of Housing, Communities and Local Government (MHCLG) Statutory Guidance.

In relation to the Capital Strategy, the Council sought to demonstrate that capital expenditure and investment decisions were taken in line with service objectives and properly took account of stewardship, value for money, prudence, sustainability and affordability. The Council also needed to demonstrate that it sets out the long-term context in which capital expenditure and investment decisions were made and gave due consideration to both risk and reward and the impact on the achievement of priority outcomes.

The strategy was intended to give an overview of how capital expenditure, capital financing and treasury management activity contributed to the provision of services along with an overview of how associated risk was managed and the implications for future financial sustainability.

The Executive noted that in order to achieve the ambitious targets within the Corporate Plan, the Council needed to invest in its assets, via capital expenditure.

The Council had a current underlying need to borrow for the general fund capital programme of £333 million. Officers had put forward bids, with a net cost to the Council of £6.4 million, increasing the underlying need to borrow to £339 million should the proposals be approved for inclusion in the programme.

Some capital receipts or revenue streams could arise as a result of investment in particular schemes, but in most cases were currently uncertain and it was too early to make assumptions. Some information had been included in the capital vision highlighting the potential income. It was likely that there were cash-flow implications of the development schemes, where income would come in after the five-year time horizon and the expenditure would be incurred earlier in the programme.

All projects would be funded by general fund capital receipts, grants and contributions, reserves and, finally, borrowing. It was not currently known how each scheme would be funded and, in the case of development projects, what the delivery model would be. To ensure the Council demonstrated that its capital expenditure plans were affordable, sustainable and prudent, Prudential Indicators were set that must be monitored each year.

The capital programme included a number of significant regeneration schemes, which it was assumed would be financed from General Fund resources. However, subject to detailed design of the schemes, there might be scope to fund them from HRA resources rather than General Fund resources in due course. Detailed funding proposals for each scheme would be considered when the Outline Business Case for each scheme was presented to the Executive for approval.

The report included a summary of the new bids submitted, the position and profiling of the current capital programme (2018-19 to 2022-23) and the capital vision schemes.

Bids totalling £34.58 million had also been submitted for the HRA, a summary of which was appended to the report. Of that total, £17.5 million was scheduled to go straight onto the approved programme and £17.1 million onto the provisional programme. The HRA programme would be funded from capital receipts, reserves and borrowing.

The Capital Programme Monitoring Group, Corporate Management Team, the Lead Councillor for Finance and Asset Management, and the Joint Executive Advisory Board Budget Task Group (JEABBTG), and the Joint EAB had all reviewed the bids presented in the report.

The report had also included the Council's Minimum Revenue Provision policy and the Prudential Indicators.

In relation to Treasury management, the Executive noted that officers carried out the treasury management function within the parameters set by the Council each year and in accordance with the approved treasury management practices.

The Council was in a good financial position, with a strong asset base and a good level of reserves.

The budget for investment income in 2019-20 was £1.503 million, based on an average investment portfolio of £52.8 million, at an average rate of 3%. The budget for debt interest paid was £5.755 million, of which £5.156 million related to the HRA.

In relation to non-financial investments and investment strategy, the Executive was informed that councils could invest to support public services by lending to or buying shares in other organisations (service investments) or to earn investment income (commercial investments where this was the main purpose). The Council had £147.412 million of investment property on its balance sheet, generating a return of £8.9 million and a current yield of 6.59%.

In 2014, the Executive endorsed a new asset investment strategy and business case to invest in new suitable properties within the borough for two major reasons. First, to increase the income generated, and, second, to stimulate and encourage business growth and development by investing in key sites for regeneration purposes. The Council's target was to increase annual income by £2 million from March 2012 to March 2018. By April 2017, the Council had achieved and exceeded this target.

The criteria for purchasing investment property, when originally approved were to achieve a minimum qualitative score and yield an internal rate of return (IRR) of at least 8%. It was now recommended that the IRR be changed to 5.5% due to the change in the market forces and recognition of the move to investing for strategic purposes, for example economic growth and housing and regeneration. The Council was not proposing to purchase outright investment property, but making purchases for strategic reasons. In addition, the Council was not looking to purchase properties outside the borough.

The Council had invested £4.501 million in its housing company – North Downs Housing (NDH), via 40% equity to Guildford Holdings Limited (£1.803 million) (who in turn passed the equity to NDH) and 60% loan direct to NDH (£2.698 million) at a rate of base plus 5% (currently

5.75%). The loan was a repayment loan in line with the NDH business plan – with loan repayment anticipated to start in 2021-22.

The Council had the option of setting a policy where it could use new capital receipts to fund revenue expenditure that would generate ongoing savings and this could be used towards the Future Guildford project.

Having noted that the report had also been considered by the Joint Executive Advisory Board at its meeting on 10 January 2019, and by the Corporate Governance and Standards Committee at its meeting on 17 January 2019, the Executive

RESOLVED:

Subject to Council approving the budget on 26 February 2019:

(1) That the following new capital proposals referred to in Appendix 2 to the report submitted to the Executive:

- Shalford Common – regularise car parking (bid no. 1)
- Foxenden Tunnel safety works (bid no. 2)
- Holy Trinity Church boundary wall (bid no. 3)
- Broadwater Cottage structural works (bid no. 4)

be added to the General Fund Capital programme approved list and that the relevant officer be authorised, in consultation with the relevant lead councillor, to implement the schemes.

(2) That the following new capital proposals referred to in Appendix 2 to the report:

- Town centre CCTV upgrade (bid no. 5)
- High Street protection (bid no. 6)
- Traveller encampments (bid no. 7)
- Access for all Ash Vale station funding (bid no. 8)
- Capital contingency fund

be added to the General Fund Capital programme provisional list and that these schemes, subject to the limits in the Financial Procedure Rules, be subject to a further report to the Executive, before being progressed.

(3) That the following new capital proposals referred to in Appendix 2 to the report:

- ICT renewals (bid no. 9)
- Future Guildford Implementation team
- MSCP repairs and maintenance (bid no. 10)

be added to the General Fund Capital Programme approved list, to be funded by reserves, and that the relevant officer be authorised, in consultation with the relevant lead councillor, to implement the schemes.

(4) That the following new capital proposals referred to in Appendix 2 to the report:

- HRA opportunity land and acquisition (bid no. 11)
- Pipeline projects (bid no. 12)
- Redevelopment (bid no. 13)
- Redevelopment (bid no. 14)

be added to the HRA capital programme approved list, to be funded from HRA reserves, capital receipts and borrowing, and that the relevant officer be authorised, in consultation with the relevant lead councillor, to implement the schemes

(5) That the following new capital proposals referred to in Appendix 2 to the report:

- HRA opportunity land and acquisition (bid no. 11)
- Redevelopment (bid no. 13)
- Redevelopment (bid no. 14)

be added to the HRA capital programme provisional list and that these schemes, subject to the limits in the Financial Procedure Rules, be subject to a further report to the Executive, before being progressed.

(6) That the revenue implications of the new capital schemes referred to in paragraphs (1) to (5) above be implemented in the relevant years stated in the bids.

(7) That the affordability limit for schemes to be funded by borrowing be set as per para 4.32 in Appendix 1.

The Executive further

RECOMMEND:

- (1) That the General Fund capital estimates, as shown in Appendices 3 and 4 (current approved and provisional schemes), as amended to include the bids approved by the Executive above, Appendix 5 (schemes funded from reserves) and Appendix 6 (s106 schemes), be approved.
- (2) That the HRA capital bids be approved for inclusion in the HRA capital programme.
- (3) That the Minimum Revenue Provision policy, referred to in section 5 of the report be approved.
- (4) That the capital and investment strategy be approved, specifically the Investment Strategy and Prudential Indicators contained within the report and Appendix 1.

Reasons:

- To enable the Council to approve the Capital and Investment strategy for 2019-20 to 2023-24.
- To enable the Council, at its budget meeting on 26 February 2019, to approve the funding required for the new capital investment proposals.

EX75 HOUSING REVENUE ACCOUNT BUDGET 2019-20

The Executive considered a report setting out the 2019-20 draft budget for the Housing Revenue Account (HRA). The 2019-20 estimates had been predicated on the assumptions, ambitions and priorities contained in the updated HRA business plan which was appended to the report. Since the 2018-19 HRA budget report, there had been three key Government announcements that improved the Council's ability to deliver on its ambitions to increase and improve social housing in the borough. These were to:

- Remove the HRA borrowing restriction
 - *The Limits on Indebtedness (Revocation) Determination 2018*
- Revert to an index-linked rent setting policy from 1 April 2020
 - *The Direction on the Rent Standard 2018*

- Not implement the enforced sale of higher value council houses
- *A new deal for social housing August 2018 (Green Paper)*

The prevailing social rent policy set out in the Welfare Reform and Work Act 2016 required social housing providers in England to reduce social rents by 1% per annum for the four years from 1 April 2016. Rents for 2019-20 would, therefore, be reduced by 1%.

A 3.4% increase in garage rents was proposed from April 2019, based on the Consumer Price Index (CPI) plus 1%.

The report had also set out progress with the new build programme, together with the proposed investment programme in tenants' homes.

The estimates continued to be informed by the business plan, which attached a lower priority to the repayment of debt principal inherited as part of the self-financing HRA settlement.

The Executive received additional information at the meeting regarding the impact on the budget of 2019-20 being a 53-week rent year. There had been some doubt around how this should be charged but recent advice received from the Local Government Association (LGA) was that the Council should follow usual procedures and charge for each week within the year.

Councillors noted that including 53 weeks' rent in 2019-20 would increase the estimate for rental income by £540,000, therefore allowing a corresponding increase in the contribution to the new build reserve. Revised HRA summaries (Appendix 2 and paragraph 7.3 of the Executive report) were included in the Supplementary Information sheet circulated at the meeting reflecting the inclusion of a 53rd week's rent in 2019-20.

Having considered the draft HRA budget for 2019-20, the Executive

RESOLVED:

Subject to Council approving the budget on 26 February 2019:

- (1) That the projects forming the HRA major repairs and improvement programme, as set out in Appendix 4 to the report submitted to the Executive, be approved.
- (2) That the Director of Community Services be authorised, in consultation with the Lead Councillor for Housing and Development Management:
 - (a) to reallocate funding between approved schemes to make best use of the available resources; and
 - (b) to set rents for new developments.

The Executive further

RECOMMEND:

- (1) That the revised draft HRA revenue budget for 2019-20, as set out in the Supplementary Information Sheet circulated at the meeting, be approved.
- (2) That the 1% rent reduction required by the Welfare Reform and Work Act 2016 be implemented.
- (3) That the fees and charges for HRA services, as set out in Appendix 3 to this report, be approved.

- (4) That a 3.4% increase in garage rents be approved.
- (5) That the Housing Investment Programme as shown in Appendix 5 (current approved and provisional schemes), as amended to include such bids as may be approved by the Executive at its meeting on 22 January 2019, be approved.

Reasons:

To enable the Council to set the rent charges for HRA property and associated fees and charges, along with authorising the necessary revenue and capital expenditure to implement a budget, this is consistent with the objectives outlined in the HRA Business Plan.

EX76 BUSINESS PLANNING - GENERAL FUND BUDGET 2019-20

The Executive considered a report which outlined the proposed budget for 2019-20, which included a Council Tax requirement of £9,758,577 and a Council Tax increase of £5 per year (3.00%), resulting in a Band D charge of £171.82. As set out in the report, the Council expected to achieve a balanced budget for 2019-20.

The Council received the provisional Local Government Finance Settlement (LGFS) for 2019-20 on 13 December 2018. The figures included in the outline budget presented to the Executive on 27 November 2018 were based on the 4-year LGFS issued by Government in February 2017.

The Settlement Funding Assessment (SFA) consisted of the local share of business rates, and revenue support grant and was set out in the provisional LGFS. The settlement was in line with the Council's expectation and the multi-year settlement, which enabled it to retain £2.88 million of business rates in 2019-20, an increase of 2.3% on 2018-19.

The outline budget presented to Executive in November included a working assumption that the Council would be subject to 'negative RSG' (additional business rates levy) for 2019-20 consistent with the multi-year settlement. However, the Government had indicated that it would "directly eliminate" negative RSG for 2019-20, meeting the cost through business rates which it had retained centrally.

In addition, the Government had returned £180 million of business rates growth nationally to local government, with the Council's share of that growth being £44,208.

In determining that the Council's Core Spending Power had increased by 2.9%, the Government had assumed that Council Tax would be increased by the maximum amount permissible, namely, £5 or 3% whichever was the higher.

The provisional award of New Homes Bonus (NHB) for 2019-20 totalling £1,039,201, was lower than the £1,200,000 included in the outline budget reported to the Executive. Although 322 new homes had been added to the Council Tax base in 2018-19, which represented a 0.48% increase in the tax base, the deadweight for qualifying new homes bonus had been set at 0.4%, which was the minimum expectation the Government had for the development of new housing.

The Council's NHB allocation had also been suppressed by an increase in long-term empty homes in the borough. In response to the increase in empty properties, officers had recommended that the Council should vary the determination regarding empty property discount and long term empty levy made in December 2012 as detailed in Appendix 5 to the report. This change should bring more dwellings back into occupation, and in the short term raise additional council tax revenue.

The Joint EAB Budget Task Group (JEABBTG) and Joint Executive Advisory Board (JEAB) had considered the outline budget at their meetings on 8 November and 21 November 2018 respectively.

The Chief Finance Officer's statutory report which was also appended to the main report, provided information about the strategic context within which the budget had been prepared, the medium term financial plan, the robustness of the estimates, adequacy of reserves and budget risks.

The Executive noted that projected net expenditure on the General Fund for the current financial year was estimated to be £792,095 less than the original estimate.

The Chief Finance Officer, in consultation with the Lead Councillor for Finance and Asset Management and the Leader of the Council would decide upon the appropriation of the final balance in June 2019. Any ongoing variances between actual expenditure and budget identified in 2018-19 had been taken into account when preparing the budget for 2019-20.

Having considered the draft budget, the Executive

RESOLVED: That the transfer to reserves of the sums included in the proposed budget at Appendix 2 to the report submitted to the Executive be approved.

The Executive further

RECOMMEND:

- (1) That the proposed fees and charges for 2019-20 relating to General Fund services, attached as Appendix 3 to the report submitted to the Executive, be adopted with effect from 1 April 2019, subject to the correction of the proposed weekly charge under Careline Services: Elderly Persons dwellings clients, which should read £2.75, representing a 22.2% increase.
- (2) That the budget be approved, and specifically that the Council Tax requirement for 2019-20 be set at £9,758,577.
- (3) That the Band D Council Tax for 2019-20 be set at £171.82, an increase of £5 (3.00%)
- (4) That the determination on empty properties and long-term empty properties, as set out in Appendix 5 to the report, be approved with effect from 1 April 2019.

Reason:

To enable the Council to set the Council Tax requirement and council tax for the 2019-20 financial year.

EX77 ICT POLICIES - UPDATED POLICIES INCORPORATING LEGISLATIVE CHANGES FOLLOWING THE GDPR AND DATA PROTECTION ACT 2018

The Executive considered a report on a number of proposed updated ICT policies, which the Council was required to maintain in order to set out the Council's approach to compliance in the management of the systems and data, including customers' personal data held in the performance of its functions.

These policies were designed to explain the Council's information governance model, expected standards of behaviour and personal responsibilities to councillors and officers in the use of ICT and the data obtained or held in the course of Council business.

Recent legislative changes to enact the EU General Data Protection Regulation 2016 and provide new UK specific primary legislation, Data Protection Act 2018, along with the repeal of the Data Protection Act 1998 meant that the Council's existing policies needed to be refreshed to reflect its legal obligations and to provide clear guidance regarding these matters to all ICT users. These policies were as follows:

- ICT Users' Policy
- Information Systems Security Policy
- Data Protection Policy
- Data Breach Response and Notification Procedure
- ICT Policy for Councillors

The Executive noted that, at its meeting held on 29 November 2018, the Corporate Governance and Standards Committee had also considered this report and had commended the adoption of the five policies referred to above, subject to the amendment of the ICT Policy for Councillors by the inclusion of guidance on information held in private email accounts as an Appendix thereto. That guidance was included in Appendix 5 to the report. The Committee had also supported the proposed delegation to the ICT Manager to keep the policies under review.

Having considered the policies, the Executive

RESOLVED:

- (1) That the following ICT policies, as set out respectively in Appendices 1 to 5 to the report submitted to the Executive, be adopted:

- ICT Users' Policy
- Information Systems Security Policy
- Data Protection Policy
- Data Breach Response and Notification Procedure
- ICT Policy for Councillors

- (2) That the ICT Manager be authorised, in consultation with the Lead Councillor for Infrastructure and Governance, to keep these policies under review and to approve such updates to these policies and associated supplementary policies, as he considers appropriate.

Reason:

To adopt updated Human Resources policies and standards in respect of the use of Information and Communication Technology, Information Assurance, Information Management and Governance to ensure the lawful and efficient performance of the Council's statutory functions.

EX78 STREET NAMING AND NUMBERING POLICY: UPDATED POLICY INCLUDING CHARGING PROPOSALS AND RESULTS OF PUBLIC SIGNAGE CONSULTATION

The Executive was reminded that the Council had statutory functions under Sections 17, 18, and 19 of the Public Health Act 1925 for the naming of streets within the Borough and for the numbering of houses and other buildings in the Borough under Sections 64 and 65 of the Town Improvement Clauses Act 1847.

The Council had not previously adopted a formal Street Naming and Numbering Policy, although services had been delivered following nationally mandated standards and recognised best practice. This had resulted in the risk of inconsistency in decisions and a lack of clarity regarding the framework governing outcomes for applicants, consultees and councillors acting as decision makers.

Furthermore, the Council had not charged for street naming and numbering services provided to commercial developers. The non-recovery of these costs had resulted in residents financing these services from council tax payments.

In order to address these issues officers had drafted a new policy, together with options for street signage standards, in consultation with the Lead Councillor for Infrastructure and Governance and Corporate Management Team.

The Place-Making and Innovation Executive Advisory Board had considered the proposed updated policy at its meeting on 13 September 2018 and the options for a formal public consultation exercise were updated to reflect the positive feedback from the Board. The public consultation was undertaken between 5 November and 17 December 2018.

The Executive considered a report which incorporated comments on the proposed changes to the Street Naming and Numbering Policy (SNN) and street furniture from the Executive Advisory Board and feedback from the public consultation in relation to:

- the updated draft Street Naming and Numbering Policy, which was attached at Appendix 1 to the report; and
- the proposed new street signage standards put forward for public consultation, which were attached at Appendix 2 to the report.

Anonymised data related to the outcome the public consultation was attached at Appendix 4 to the report.

The report had also set out details of the task allocation review for the processes associated with SNN, which had been agreed by the CMT on 3 July 2018, but did not form part of the consultation. The report on the transfer of non-ICT tasks related to the SNN to more appropriate service areas of the Council was attached at Appendix 3 to the report for information only.

Information relating to the Indicative signage costs, which were commercially sensitive, were set out in the “Not for Publication” item 14 on the agenda for the meeting.

Having considered the proposals, including the responses to the consultation, the Executive

RESOLVED:

- (1) That the Street Naming and Numbering Policy attached as Appendix 1 to the report submitted to the Executive be adopted.
- (2) That the ICT Manager, in consultation with the Lead Councillor for Infrastructure and Governance, be authorised to:
 - (a) implement the approved Street Naming and Numbering Policy;
 - (b) publish a scheme of charges for services provided in relation to Street Naming and Numbering;
 - (c) implement the preferred signage design – “Option 2” for all new street signs; and
 - (d) conduct a prize draw for the provision of new signage to three streets in the Borough drawn at random from the qualifying entries submitted by residents during the public consultation.

Reason:

To provide policy and standards in respect of statutory functions relating to street naming and numbering in the interest of the efficient administration of public services.