

THE FORWARD PLAN

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

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

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

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

Key decisions

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

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

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

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

Availability of reports and other documents

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

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

Taking decisions in private

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

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

James Whiteman
Managing Director

Guildford Borough Council
Millmead House
Millmead
Guildford
GU2 4BB

Dated: 26 March 2019

SCHEDULE 1

COUNCIL: 9 April 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
Review of Probity in Planning – Local Code of Practice	To agree a revised Probity in Planning – Local Code of Practice to be incorporated into a Handbook for Planning Committee Members	No	Report to Council (9/04/2019) Incorporating comments/recommendations of Corporate Governance & Standards Committee (28/03/2019)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
Appointment of co-opted Independent Members of the Corporate Governance and Standards Committee (May 2019 - May 2023)	To confirm appointments for four years with effect from May 2019	No	Report to Council Incorporating comments/recommendations of Corporate Governance and Standards Committee (28/03/2019)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
Appointment of Independent Persons under Section 28 Localism Act 2011 (May 2019 - May 2023)	To confirm appointments for four years with effect from May 2019	No	Report to Council Incorporating comments/recommendations of Corporate Governance and Standards Committee (28/03/2019)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

EXECUTIVE: 23 April 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
*	Annual Governance Statement 2018-19	To adopt the Council's Annual Governance Statement for 2018-19	No	Report to Executive (23/04/2019) Incorporating comments/ recommendations of Corporate Governance and Standards Committee (28/03/2019)	Claire Morris 01483 444827 claire.morris@guildford.gov.uk
*	Town Centre Public Realm Improvements	(1) To approve the proposed town centre public realm improvements (2) To transfer monies from the provisional to approved capital programme to deliver the scheme (3) To authorise the Director of Environment to progress scheme	No	Report to Executive (23/04/2019) Incorporating comments/ recommendations of Place Making and Innovation EAB (8/04/2019)	Paul Bassi 01483 444515 paul.bassi@guildford.gov.uk
*	Guildford Town Centre Heights and Views SPD	To adopt the Guildford Town Centre Heights and Views SPD	No	Report to Executive (23/04/2019) Incorporating comments/ recommendations of Place Making and Innovation EAB (8/04/2019)	Meave Faulkner 01483 444663 meave.faulkner@guildford.gov.uk
*	Rodboro Buildings – Electric Theatre through road and parking	To agree to move scheme from the provisional to the approved capital programme.	No	Executive (23/04/2019)	Tim Pilsbury 01483 444521 tim.pilsbury@guildford.gov.uk
	Home Improvement Grant Policy	To adopt changes to the existing home adaptation and improvement policy to widen eligibility for grants to more households.	No	Report to Executive (23/04/2019) Incorporating	Ted Wainhouse 01483 444305 ted.wainhouse@guildford.gov.uk

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
				comments/ recommendations of Community EAB (4/04/2019)	

COUNCIL: 8 May 2019 (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 2019-20	To elect a Mayor and appoint a Deputy Mayor for the municipal year 2019-20.	No	Council (08/05/2019)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
Appointment of Honorary Remembrancer 2019-20	To appoint the Honorary Remembrancer for the municipal year 2019-20	No	Council (08/05/2019)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

COUNCIL: 15 May 2019 (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
Election of the Leader of the Council for four year term 2019-2023	To elect the Leader of the Council	No	Council (15/05/2019)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
Appointments to committees 2019-20	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 (15/05/2019)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
Pay Award	To seek approval of the Management Team Pay Award.	No	Report Council (15/05/2019)	Francesca Smith 01483 444014 francesca.smith@guildford.gov.uk

EXECUTIVE: 21 May 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
*	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		Report to Executive (21/05/2019)	Rachel Harper 01483 444311 rachel.harper@guildford.gov.uk
	Approval of Below Market Lettings	To consider the approval of below market lettings	No	Report to Executive (21/05/2019)	Mark Appleton 01483 444364 mark.appleton@guildford.gov.uk

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*	48 Quarry Street, Guildford Museum	To approve the transfer of funds from the provisional to the approved Capital Programme to undertake repair works to address structural defects	No	Report to Executive (21/05/2019)	Darren Burgess 01483 444589 darren.burgess@guildford.gov.uk
	Councillor Working Groups	To review the current councillor working groups, and to determine whether they should continue in their present format; and if so to confirm the political composition of each of them.	No	Report to Executive (21/05/2019)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
	Surrey Leaders' Group	To consider and approve nominations to the Surrey Leaders' Group for appointments of district council representatives on outside bodies 2019-20	No	Report to Executive (21/05/2019)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

EXECUTIVE: 18 June 2019

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*	Redevelopment of Westborough and Park Barn Play Areas	To approve the transfer of this project from the provisional to the approved Capital Programme	No	Report to Executive (18/06/2019)	Paul Stacey 01483 444720 paul.stacey@guildford.gov.uk
*	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	No	Report to Executive (18/06/2019)	Paul Stacey 01483 444720 paul.stacey@guildford.gov.uk

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
		of funding professional fees to provide the necessary technical expertise and officer resource to deliver the Stoke Park masterplan. (3) To authorise the Director of Environment, in consultation with the Lead Councillor for Enterprise and Economic Development, to take all necessary steps to produce the Stoke Park masterplan.			
*	Housing Revenue Account: draft final Accounts 2018-19	To consider the draft accounts for 2018-19 and agree any transfers to earmarked reserves before the statutory Statement of Accounts is signed by the Chief Financial Officer.	No	Executive (18/06/2019)	Matt Cue 01483 444839 matt.cue@guildford.gov.uk
*	Capital and Investment Outturn Report 2018-19	(1) To note the Capital and Investment Outturn Report for 2018-19. (2) To approve the actual prudential indicators reported for 2018-19	No	Executive (18/06/2019)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
*	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	Report to Executive (18/06/2019)	Chris Wheeler 01483 445030 chris.wheeler@guildford.gov.uk
*	Ash Road Bridge - Compulsory Purchase Order	To approve the implementation of the Compulsory Purchase Order process for land associated with delivery of the Ash Road Bridge.	Yes (in part)	Report to Executive (18/06/2019)	Samantha Mills 01483 444084 samantha.mills@guildford.gov.uk
*	AONB Management Plan	To adopt the AONB Management Plan	No	Report to Executive (18/06/2019)	Dan Knowles 01483 444605 dan.knowles@guildford.gov.uk

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
	Animal Welfare Licensing Policy	To adopt an Animal Welfare Licensing Policy	No	Report to Executive (18/06/2019) incorporating comments/ recommendations from Licensing Committee (29/05/2019)	Justine Fuller 01483 444370 justine.fuller@guildford.gov.uk
	Transfer of Gosden Common to Bramley Parish Council	To consider and approve the transfer of Gosden Common to Bramley Parish Council.	No	Report to Executive (18/06/2019)	Fiona Williams 01483 444999 fiona.williams@guildford.gov.uk
	Food Poverty	To consider the recommendations arising from the work of the Food Poverty O&S Task and Finish Group.	No	Report to Executive (18/06/2019) incorporating comments/ recommendations from O&S Committee (04/06/2019) and recommendations to Council (23/07/2019)	James Dearling 01483 444141 james.dearling@guildford.gov.uk

GUILDFORD JOINT COMMITTEE: 3 July 2019

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

EXECUTIVE: 16 July 2019

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*	Budget assumptions for Business Planning 2020-21 to 2023-24	To agree the inflation factors to be used in the preparation of the 2020-21 outline budget.	No	Executive (16/07/2019)	Claire Morris 01483 444827 claire.morris@guildford.gov.uk
	Public Health Funerals	To approve terms for a public consultation on a draft policy	No	Report to Executive (16/07/2019)	Justine Fuller 01483 444370 justine.fuller@guildford.gov.uk
*	Future Operations of Public Conveniences	To consider the recommendations put forward by the Community Executive Advisory Board	No	Report to Executive (16/07/2019) Incorporating Comments/ Recommendations of Community EAB (18/10/2018)	Chris Wheeler 01483 445030 chris.wheeler@guildford.gov.uk

COUNCIL: 23 July 2019

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Review of Overview and Scrutiny Annual Report	To note the annual report on overview and scrutiny function, including review of "call-in" and "urgency" provisions and future work programme	No	Report to Council (23/07/2019) Incorporating comments/recommendations of Overview and Scrutiny Committee (9/07/2019)	James Dearling 01483 444141 james.dearling@guildford.gov.uk
Capital and Investment Outturn Report 2018-19	(1) To note the Capital and Investment Outturn Report 2018-19 (2) To approve the actual prudential indicators reported for 2018-19	No	Report to Council (23/07/2019) Incorporating comments/recommendations of Corporate Governance & Standards Committee (13/06/2019)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
Appointment of Councillors to External Organisations	To consider any contested nominations for appointment of Councillors to external organisations 2019-2023	No	Report to Council (23/07/2019)	Carrie Anderson 01483 444078 carrie.anderson@guildford.gov.uk
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 (23/07/2019) Incorporating comments/recommendations of Corporate Governance and Standards Committee (13/06/2019)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
Code of Conduct for Staff	To adopt a revised Code of Conduct for Staff	No	Report to Council (23/07/2019) Incorporating comments/recommendations of Corporate Governance & Standards Committee (13/06/2019)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

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
*	Review of Refuse and Recycling Service and Refuse Vehicle Procurement	(a) To report back on Phase 2 of the review (b) To agree future waste collection methodology	No	Report to Executive (27/08/2019) incorporating comments/ recommendations from Community EAB (4/07/19)	Chris Wheeler 01483 445030 chris.wheeler@guildford.gov.uk

EXECUTIVE: 24 September 2019

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
	Slyfield Area Regeneration Project	To consider the business case for the project and a proposed supplementary capital estimate in respect of the overall project budget.	Yes (in part) TBC	Report to Executive (24/09/2019) Council (8/10/2019)	Michael Lee-Dickson 01483 4445123 michael.lee-dickson@guildford.gov.uk

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
					Claire Morris 01483 444827 claire.morris@guildford.gov.uk
*	Bedford Wharf Plaza Landscaping Scheme	To approve the landscaping scheme following public consultation	No	Report to Executive (24/09/2019) incorporating comments/ recommendations from Place Making & Innovation EAB (1/07/19)	Jennifer Hyland 01483 444136 jennifer.hyland@guildford.gov.uk
*	Review of Joint Enforcement Team	To review the Enforcement Team which needs to be undertaken on a two-year basis as the team was created in August 2016. The Executive to agree future arrangements.	No	Report to Executive (24/09/2019) incorporating comments/ recommendations from Overview & Scrutiny Committee (10/09/2019)	Chris Wheeler 01483 445030 chris.wheeler@guildford.gov.uk
	Timetable of Council and Committee Meetings 2020-21	To consider and adopt the timetable of Council and Committee meetings for the 2020-21 municipal year.	No	Report to Executive (24/09/2019) Council (8/10/2019)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

COUNCIL: 8 October 2019

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

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
	Review of Councillors' Allowances	To consider the report and recommendations of the Independent Remuneration Panel and recommend to Council adoption of a new scheme of allowances with effect from 1 April 2020	No	Executive (22/10/2019) and Council (3/12/2019)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

EXECUTIVE: 26 November 2019

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*	Business Planning - General Fund Outline Budget 2020-21	To consider the Outline Budget for 2020-21	No	Executive (26/11/2019)	Claire Morris 01483 444827 claire.morris@guildford.gov.uk
*	Parish Councils – concurrent function grant aid applications for assistance 2020-21	To approve the budget for 2020-21 and the parish council requests for grant aid for 2020-21.	No	Executive (26/11/2019)	Michele Rogers 01483 444842 michele.rogers@guildford.gov.uk
	Local Council Tax Support Scheme 2020-21	<ol style="list-style-type: none"> To approve the draft Local Council Tax Support Scheme for implementation with effect from 1 April 2020. To maintain a discretionary hardship fund. 	No	Executive (26/11/2019) and Council (3/12/2019)	Belinda Hayden 01483 444867 belinda.hayden@guildford.gov.uk

COUNCIL: 3 December 2019

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

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
	Annual Audit Letter 2018-19	To consider the Annual Audit Letter for 2018-19.	No	Executive (07/01/2020) incorporating comments/ recommendations from Corporate Governance and Standards Committee (19/11/2019)	Claire Morris 01483 444827 claire.morris@guildford.gov.uk

EXECUTIVE: 21 January 2020

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*	Off Street Parking Business Plan 2020-21	To consider the Off Street Parking Business Plan and proposed street parking tariffs.	No	Report to Executive (21/01/2020)	Andy Harkin 01483 444535 andy.harkin@guildford.gov.uk
	Capital & Investment Strategy 2020-21 to 2024-2025	To recommend to Council the adoption of: <ul style="list-style-type: none"> - the Capital and Investment Strategy - the general fund capital estimates. - the revised Treasury Management Strategy and Prudential Indicators 	No	Report to Executive (21/01/2020) incorporating comments/ recommendations of the Joint EAB (9/01/2020) Corporate Governance	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
		- Minimum Revenue Provision policy		and Standards Committee (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 phil.odwyer@guildford.gov.uk and Mark Jasper 01483 444834 mark.jasper@guildford.gov.uk
	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 victoria.worsfold@guildford.gov.uk

COUNCIL (Budget) 5 February 2020

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Pay Policy Statement 2020-21	To approve the Pay Policy Statement 2020-21	No	Report to Council (5/02/2020)	Francesca Smith 01483 444014 francesca.smith@guildford.gov.uk

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
Capital & Investment Strategy 2020-21 to 2024-25.	To approve <ul style="list-style-type: none"> - The Capital and Investment Strategy - the general fund capital estimates. - the revised Treasury Management Strategy and Prudential Indicators - Minimum Revenue Provision policy 	No	Report to Council (5/02/2020) Incorporating comments/recommendations of the Joint EAB (9/01/2020) Corporate Governance and Standards Committee (16/01/2020) and Executive (21/01/2020)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
Housing Revenue Account Budget 2020-21	To approve the HRA Revenue estimates, associated fees and charges, changes to rents of Council dwellings and approval of Housing Capital Programme for 2020-21.	No	Report to Council (5/02/2020) Incorporating comments/recommendations of Executive (21/01/2020)	Phil O'Dwyer 01483 444318 phil.odwyer@guildford.gov.uk and Mark Jasper 01483 444834 mark.jasper@guildford.gov.uk
Business Planning – General Fund Budget 2020-21	<ul style="list-style-type: none"> - Approval of the general fund revenue budget for 2020-21 - Agreement of a council tax requirement for 2020-21 - Declaration of any surplus/deficit on the Collection Fund 	No	Report to Council (5/02/2020) Incorporating comments/recommendations of The Joint EAB (9/01/2020) and Executive (21/01/2020)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk

EXECUTIVE: 18 February 2020

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

EXECUTIVE: 24 March 2020

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

COUNCIL 7 April 2020

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

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
	Guildford Borough Local Plan	To adopt the Guildford Borough Local Plan	No	Report to Council Incorporating comments/recommendations of the Executive	Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk
*	Resurfacing of Westfield and Moorfield Roads	To agree the budget to be transferred from the provisional to the approved budget.	No	Executive	Michael Lee-Dickson 01483 4445123 michael.lee-dickson@guildford.gov.uk
*	Waste Operating Model	To approve a waste operating model.	No	Report to Executive	Chris Wheeler 01483 445030 chris.wheeler@guildford.gov.uk
	Puttenham Neighbourhood Plan	To adopt the Puttenham Neighbourhood Plan	No	Report to Council (June 2020)	Dan Knowles 01483 444605

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
					dan.knowles@guildford.gov.uk
*	Planning Appeal Costs	To consider an update in relation to planning appeal costs.	No	Report to Executive	Tim Dawes 01483 444650 tim.dawes@guildford.gov.uk
*	Shalford Common Land Management	To approve plans for the regulation of land management at Shalford Common.	No	Report to Executive	Paul Stacey 01483 444720 paul.stacey@guildford.gov.uk
	Transfer of Gosden Common to Bramley Parish Council	To consider and approve the transfer of Gosden Common to Bramley Parish Council.	No	Report to Executive	Fiona Williams 01483 444999 fiona.williams@guildford.gov.uk
	Pitch Strategy	To adopt a Pitch Strategy	No	Report to Executive Incorporating comments/ recommendations of Community EAB (4/04/2019)	Paul Stacey 01483 444720 paul.stacey@guildford.gov.uk
*	Parks Strategy	To adopt a Parks Strategy	No	Report to Executive Incorporating comments/ recommendations of Community EAB (5/09/2019)	Paul Stacey 01483 444720 paul.stacey@guildford.gov.uk
	Public Health Funerals	To approve a policy following the public consultation	No	Report to Executive	Justine Fuller 01483 444370 justine.fuller@guildford.gov.uk
	Charging for Regulatory Services	To consider proposal to charge for pre-application advice	No	Report to Executive	Justine Fuller 01483 444370 justine.fuller@guildford.gov.uk
	Pest Control Services	To consider proposal to introduce charging for pest control treatments (rats and mice)	No	Report to Executive	Justine Fuller 01483 444370

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
					justine.fuller@guildford.gov.uk
*	Midleton Industrial Estate Redevelopment	To consider a scheme for the phased redevelopment of the industrial estate	No	Report to Executive (Summer 2021)	Darren Burgess 01483 444589 darren.burgess@guildford.gov.uk
*	Industrial Estates	To consider strategies for the future development of individual industrial estates	No	Report to Executive	Melissa Bromham 01483 444587 melissa.bromham@guildford.gov.uk
*	Future Residential Housing developments (HRA)	To consider proposals on a site by site basis	No	Report to Executive	Philip O'Dwyer 01483 444318 philip.odwyer@guildford.gov.uk
*	New Housing Strategy	To develop a new Housing Strategy	No	Report to Executive	Philip O'Dwyer 01483 444318 philip.odwyer@guildford.gov.uk
	Tenancy Conditions and Flexible Tenancies	To review	No	Report to Executive	Siobhan Rumble 01483 444296 siobhan.rumble@guildford.gov.uk
	Policy on Debt Recovery	To develop a policy on how the Council manages debt recovery	No	Report to Executive	Siobhan Rumble 01483 444296 siobhan.rumble@guildford.gov.uk Belinda Hayden 01483 444867 belinda.hayden@guildford.gov.uk
*	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	No	Report to Executive	Tim Pilsbury 01483 444521 tim.pilsbury@guildford.gov.uk
	Review of Executive Advisory Boards	To review the effectiveness of the operation of Executive Advisory Boards in the light of a strengthened Forward Plan process and	No	Report to Council Incorporating comments/	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

Key Decision (asterisk indicates that the decision is likely to be a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision- maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
		better work programming (by May 2020)		recommendations of EABs	
	Development Management DPD	To adopt the Development Management DPD	No	Report to Council Incorporating comments/ recommendations of Executive	Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk
*	Community Infrastructure Levy Charging Schedule	To adopt the Community Infrastructure Levy Charging Schedule	No	Report to Executive Incorporating comments/ recommendations of Guildford Joint Committee	Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk
*	Planning Contributions SPD	To adopt the Planning Contributions SPD	No	Report to Executive	Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk
*	Strategic Development Framework SPD	To adopt the Strategic Development Framework SPD	No	Report to Executive	Simon Lee 01483 444670 simon.lee@guildford.gov.uk
*	Sustainable Design and Construction SPD	To adopt the Sustainable Design and Construction SPD	No	Report to Executive	Dan Knowles 01483 444605 dan.knowles@guildford.gov.uk
*	Green and Blue Infrastructure SPD	To adopt the Green and Blue Infrastructure SPD	No	Report to Executive	Dan Knowles 01483 444605 dan.knowles@guildford.gov.uk

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
*	Green Belt SPD	To adopt the Green Belt SPD	No	Report to Executive	Laura Howard 01483 444626 laura.howard@guildford.gov.uk
*	Parking SPD	To adopt the Parking SPD	No	Report to Executive	Edward Cheng 01483 444083 edward.cheng@guildford.gov.uk
	Chantry Wood Campsite	<p>To consider a further report on the future management of the Campsite, in particular:</p> <ul style="list-style-type: none"> (a) the outcome of discussions with the local community to seek to ascertain a preferred option for the future management of the campsite, including other options in terms of the educational aspects relating to woodland and countryside awareness; (b) monitoring of usage of the campsite over the previous 12 months (c) the results of the engagement with potential operators to establish the future viability of a forest school operator at the Campsite. (d) the proposed small-scale refurbishment and upgrade works <p>(By March 2020)</p>	No	Report to Executive	Hendryk Jurk 01483 444768 hendryk.jurk@guildford.gov.uk
	Food Poverty	To consider the recommendations arising from the work of the Food Poverty O&S Task and Finish Group	No	Report to Executive/Council Incorporating comments/ recommendations of Overview and Scrutiny Committee	James Dearling 01483 444141 james.dearling@guildford.gov.uk

Key Decision (asterisk indicates that the decision is likely to be a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision- maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
				(4/06/2019)	

UNSCHEDULED ITEMS – EXECUTIVE SHAREHOLDER AND TRUSTEE COMMITTEE

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

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
					alex.duggan@guildford.gov.uk

UNSCHEDULED ITEMS – GUILDFORD JOINT COMMITTEE

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision- maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Family Support Programme	To review programme in light of increasing demand and decreasing resources	No	Report to Guildford Joint Committee	Philip O'Dwyer 01483 444318 philip.odwyer@guildford.gov.uk
Traveller sites	(1) Identification of transit sites (2) Future management of existing traveller sites	No	Report to Guildford Joint Committee	Philip O'Dwyer 01483 444318 philip.odwyer@guildford.gov.uk
Community Infrastructure Delivery	(1) To agree a statement of priority for the delivery of infrastructure described in the GBC Infrastructure Delivery Plan and informed by the GBC Regulation 123 list (2) To discuss and propose strategies for securing additional funding necessary for that delivery	No	Report to Guildford Joint Committee	Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk
Shalford Air Quality Management Action Plan	To consider the Shalford Air Quality Management Action Plan.	No	Report to Guildford Joint Committee	Justine Fuller 01483 444370 justine.fuller@guildford.gov.uk

SCHEDULE 2

MEMBERSHIP OF THE BOROUGH COUNCIL'S EXECUTIVE

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

Councillor	Areas of Responsibility
<p>Leader of the Council and Lead Councillor for Partnerships, Planning and Regeneration</p> <p>Councillor Paul Spooner Windsor Lodge Windsor Gardens Ash Surrey GU12 6QT (Ash South and Tongham Ward)</p>	<p>Overarching responsibility for Strategic Vision, Partnerships, Planning Policy & Regeneration</p> <p><u>Key Priorities:</u></p> <ul style="list-style-type: none"> • Political & Corporate Vision • Strategic Planning Process • Corporate Plan • Place Making: Local Plan • Place Making: Planning Policy • Place Making: Regeneration <ul style="list-style-type: none"> • Delivery of Political Priorities • Budget Strategy for implementing and monitoring for 'Best Value' • One Council – HR & Transformation • Communication & Engagement • Heritage Strategy
<p>Deputy Leader of the Council and Lead Councillor for Infrastructure and Governance</p> <p>Councillor Matt Furniss 16 Boxgrove Avenue, Guildford, Surrey GU1 1XG (Christchurch Ward)</p>	<ul style="list-style-type: none"> • Overarching responsibility for Infrastructure & Transport • Overarching responsibility for Governance <p><u>Key Priorities:</u></p> <ul style="list-style-type: none"> • Operational Services • Customer Service • Armed Forces & Partnerships
<p>Lead Councillor for Finance and Asset Management</p> <p>Councillor Nigel Manning 40 Wentworth Crescent Ash Vale Surrey GU12 5LE (Ash Vale Ward)</p>	<p>Overarching responsibility for Financial Operations</p> <p><u>Key Priorities:</u></p> <ul style="list-style-type: none"> • Assets Management • Contract Management

Councillor	Areas of Responsibility
<p>Special Advisor to the Leader</p> <p>Lead Councillor for Social Enterprise & Voluntary Sector</p> <p>Councillor Geoff Davis</p> <p>Grantley House London Road Guildford Surrey GU1 1TR (Holy Trinity Ward)</p>	<p>Special Adviser to the Leader</p> <p><u>Key Priorities:</u></p> <ul style="list-style-type: none"> • Supporting the Leader in regenerating & improving Guildford Town Centre and other urban areas • Social Enterprise • Guildford Philanthropy • Grants • Voluntary Sector Support
<p>Lead Councillor for Enterprise & Economic Development</p> <p>Councillor David Bilbé</p> <p>Appletree Cottage Green Lane East Normandy Guildford, Surrey GU3 2JL</p> <p>(Normandy Ward)</p>	<p>Overarching responsibility for Enterprise & Economic Development</p> <p><u>Key Priorities:</u></p> <ul style="list-style-type: none"> • Promotion of Guildford • Economy • Business retention • Business growth • Experience Guildford (BID)
<p>Lead Councillor for Housing and Development Management</p> <p>Councillor Philip Brooker</p> <p>10a Ennismore Avenue Guildford Surrey GU1 1SP</p> <p>(Merrow Ward)</p>	<p>Overarching responsibility for Housing Delivery & Development Management</p> <p><u>Key Priorities:</u></p> <ul style="list-style-type: none"> • Housing Services • Housing Delivery • Private & Housing Association • Housing & Council Tax Benefits • Universal Credits • Development Management Policies
<p>Lead Councillor for Community Health, Wellbeing & Project Aspire</p> <p>Councillor Iseult Roche</p> <p>c/o Guildford Borough Council Millmead House Millmead Guildford, Surrey GU2 4BB</p> <p>(Worplesdon Ward)</p>	<ul style="list-style-type: none"> • Overarching responsibility for Community Health & Wellbeing • Community: Enhancing Sport & Recreation • Community: Enhancing Community Cohesion • Project Aspire <p><u>Key Priorities:</u></p> <ul style="list-style-type: none"> • Inclusion • Safeguarding • Health • Community Welfare • Leisure Services • Education Liaison • Youth

Councillor	Areas of Responsibility
<p>Lead Councillor for Licensing, Environmental Health & Community Safety</p> <p>Councillor Graham Ellwood</p> <p>c/o Guildford Borough Council Millmead House Millmead Guildford, Surrey GU2 4BB</p> <p>(Merrow Ward)</p>	<p>Overarching responsibility for Community Regulation</p> <p><u>Key Priorities:</u></p> <ul style="list-style-type: none"> • Licensing • Environmental Health • Public Safety • Air Quality
<p>Lead Councillor for Skills, Arts & Tourism</p> <p>Councillor Nikki Nelson-Smith 17 Maori Road, Guildford Surrey, GU1 2EG</p> <p>(Christchurch Ward)</p>	<ul style="list-style-type: none"> • Overarching responsibility for Skills • Overarching responsibility for Enhancing Arts & Culture <p><u>Key Priorities:</u></p> <ul style="list-style-type: none"> • Heritage: Delivering a new museum • Green City through Clean Growth • Tourism • Skills
<p>Lead Councillor for Innovation & Transformation</p> <p>Councillor Gordon Jackson Brookside Fox Corner Worplesdon Surrey GU3 3PP</p> <p>(Pirbright Ward)</p>	<p>Innovation: Identifying opportunities supporting sustainable & proportionate economic growth.</p> <p><u>Key Priorities:</u></p> <ul style="list-style-type: none"> • Supporting Leader with 'one council' transformation • Supporting Lead Councillors for Place Making in creating smart places technology • Supporting Lead Councillors for Place Making & Community in identifying technology and new ways of working to improve efficiency in Council Services • Identifying Smart Technology Opportunities