



## THE FORWARD PLAN

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

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

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

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

#### **Key decisions**

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

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

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

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

#### **Availability of reports and other documents**

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

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

### **Taking decisions in private**

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

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

James Whiteman  
Managing Director

Guildford Borough Council  
Millmead House  
Millmead  
Guildford  
GU2 4BB

Dated: 10 May 2019

## SCHEDULE 1

### EXECUTIVE: 18 June 2019

| Key Decision<br>(asterisk<br>indicates that<br>the decision is a<br>key decision) | Subject   | Decision to be taken  | Is the<br>matter to<br>be dealt<br>with in<br>private? | Documents to be<br>submitted to<br>decision-maker for<br>consideration in<br>relation to the matter<br>in respect of which<br>the decision is to be<br>made. | Contact Officer   |
|---|---|---|--|--|---|
| *   | Approval of Below Market Lettings                     | To consider the approval of below market lettings   | No   | Report to Executive<br>(18/06/2019)  | Mark Appleton<br>01483 444364<br><a href="mailto:mark.appleton@guildford.gov.uk">mark.appleton@guildford.gov.uk</a> |
| *   | 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<br>(18/06/2019)  | Paul Stacey<br>01483 444720<br><a href="mailto:paul.stacey@guildford.gov.uk">paul.stacey@guildford.gov.uk</a>       |
| *   | Stoke Park Masterplan; a strategy for delivery.       | (1) To approve the proposed design brief for the Stoke Park masterplan and strategy for delivery.<br>(2) To approve the transfer of £500,000 from the provisional capital programme to the approved capital programme for the purpose of funding professional fees to provide the necessary technical expertise and officer resource to deliver the Stoke Park masterplan.<br>(3) To authorise the Director of Environment, in consultation with the Lead Councillor for Enterprise and Economic Development, to take all necessary steps to produce the Stoke Park masterplan. | No   | Report to Executive<br>(18/06/2019)  | Paul Stacey<br>01483 444720<br><a href="mailto:paul.stacey@guildford.gov.uk">paul.stacey@guildford.gov.uk</a>       |
| *   | 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<br>(18/06/2019)  | Matt Cue<br>01483 444839<br><a href="mailto:matt.cue@guildford.gov.uk">matt.cue@guildford.gov.uk</a>                |

| Key Decision<br>(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   |
|--|---|--|--|--|---|
| *  | Capital and Investment Outturn Report 2018-19 | (1) To note the Capital and Investment Outturn Report for 2018-19.<br><br>(2) To approve the actual prudential indicators reported for 2018-19 | No   | Executive<br>(18/06/2019)  | Victoria Worsfold<br>01483 444834<br><a href="mailto:victoria.worsfold@guildford.gov.uk">victoria.worsfold@guildford.gov.uk</a> |
| *  | Ash Road Bridge - Compulsory Purchase Order   | To approve the implementation of the Compulsory Purchase Order process for land associated with delivery of the Ash Road Bridge.               | Yes<br>(in part)                           | Report to Executive<br>(18/06/2019)  | Samantha Mills<br>01483 444084<br><a href="mailto:samantha.mills@guildford.gov.uk">samantha.mills@guildford.gov.uk</a>          |
| *  | AONB Management Plan                          | To adopt the AONB Management Plan  | No   | Report to Executive<br>(18/06/2019)  | Dan Knowles<br>01483 444605<br><a href="mailto:dan.knowles@guildford.gov.uk">dan.knowles@guildford.gov.uk</a>                   |
|  | Animal Welfare Licensing Policy               | To adopt an Animal Welfare Licensing Policy  | No   | Report to Executive<br>(18/06/2019)<br>incorporating comments/<br>recommendations<br>from Licensing<br>Committee<br>(29/05/2019)   | Justine Fuller<br>01483 444370<br><a href="mailto:justine.fuller@guildford.gov.uk">justine.fuller@guildford.gov.uk</a>          |
|  | Food Poverty                                  | To consider the recommendations arising from the work of the Food Poverty O&S Task and Finish Group.   | No   | Report to Executive<br>(18/06/2019)<br>incorporating comments/<br>recommendations<br>from O&S Committee<br>(04/06/2019)<br>and recommendations<br>to Council<br>(23/07/2019) | James Dearling<br>01483 444141<br><a href="mailto:james.dearling@guildford.gov.uk">james.dearling@guildford.gov.uk</a>          |

**GUILDFORD JOINT COMMITTEE: 3 July 2019**

| <b>Key Decision<br/>(asterisk<br/>indicates that<br/>the decision is a<br/>key decision)</b> | <b>Subject</b>                             | <b>Decision to be taken</b>                                 | <b>Is the<br/>matter to<br/>be dealt<br/>with in<br/>private?</b> | <b>Documents to be<br/>submitted to<br/>decision-maker for<br/>consideration in<br/>relation to the matter<br/>in respect of which<br/>the decision is to be<br/>made.</b> | <b>Contact Officer</b>   |
|--|--|---|---|--|--|
| *  | 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<br>01483 444370<br><a href="mailto:justine.fuller@guildford.gov.uk">justine.fuller@guildford.gov.uk</a> |

**EXECUTIVE: 16 July 2019**

| <b>Key Decision<br/>(asterisk<br/>indicates that<br/>the decision is a<br/>key decision)</b> | <b>Subject</b>  | <b>Decision to be taken</b>   | <b>Is the<br/>matter to<br/>be dealt<br/>with in<br/>private?</b> | <b>Documents to be<br/>submitted to<br/>decision-maker for<br/>consideration in<br/>relation to the matter<br/>in respect of which<br/>the decision is to be<br/>made.</b> | <b>Contact Officer</b>   |
|--|---|---|---|--|--|
| *  | 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<br>01483 444827<br><a href="mailto:claire.morris@guildford.gov.uk">claire.morris@guildford.gov.uk</a>    |
|  | Public Health Funerals                                      | To approve terms for a public consultation on a draft policy                                | No  | Report to Executive (16/07/2019)   | Justine Fuller<br>01483 444370<br><a href="mailto:justine.fuller@guildford.gov.uk">justine.fuller@guildford.gov.uk</a> |
| *  | 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<br>01483 445030<br><a href="mailto:chris.wheeler@guildford.gov.uk">chris.wheeler@guildford.gov.uk</a>    |
| *  | Guildford Town Centre Heights and Views SPD                 | To approve the draft Guildford Town Centre Heights and Views SPD for public consultation    | No  | Report to Executive (16/07/2019) Incorporating comments/   | Meave Faulkner<br>01483 444663<br><a href="mailto:meave.faulkner@guildford.gov.uk">meave.faulkner@guildford.gov.uk</a> |

| Key Decision<br>(asterisk<br>indicates that<br>the decision is a<br>key decision) | Subject   | Decision to be taken   | Is the<br>matter to<br>be dealt<br>with in<br>private? | Documents to be<br>submitted to<br>decision-maker for<br>consideration in<br>relation to the matter<br>in respect of which<br>the decision is to be<br>made. | Contact Officer  |
|---|---|--|--|--|--|
|   |   |  |  | recommendations of<br>Place Making and<br>Innovation EAB<br>(8/04/2019)  |  |
| *   | Guildford Park Project –<br>Multi-Storey Car Park         | To approve the transfer of monies from the<br>provisional capital programme to the<br>approved capital programme for the purpose | No   | Executive<br>(16/07/2019)  | Rachel Harper<br>01483 444311<br><a href="mailto:rachel.harper@guildford.gov.uk">rachel.harper@guildford.gov.uk</a>    |
|   | Transfer of Gosden<br>Common to Bramley Parish<br>Council | To consider and approve the transfer of<br>Gosden Common to Bramley Parish Council.  | No   | Executive<br>(16/07/2019)  | Fiona Williams<br>01483 444999<br><a href="mailto:fiona.williams@guildford.gov.uk">fiona.williams@guildford.gov.uk</a> |

**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<br>(23/07/2019)<br>Incorporating comments/recommendations of Overview and Scrutiny Committee<br>(9/07/2019)               | James Dearing<br>01483 444141<br><a href="mailto:james.dearing@guildford.gov.uk">james.dearing@guildford.gov.uk</a>             |
| Capital and Investment Outturn Report 2018-19   | (1) To note the Capital and Investment Outturn Report 2018-19<br><br>(2) To approve the actual prudential indicators reported for 2018-19                    | No   | Report to Council<br>(23/07/2019)<br>Incorporating comments/recommendations of Corporate Governance & Standards Committee<br>(13/06/2019)   | Victoria Worsfold<br>01483 444834<br><a href="mailto:victoria.worsfold@guildford.gov.uk">victoria.worsfold@guildford.gov.uk</a> |
| Appointment of Councillors to External Organisations                                  | To consider any contested nominations for appointment of Councillors to external organisations 2019-2023   | No   | Report to Council<br>(23/07/2019)   | Carrie Anderson<br>01483 444078<br><a href="mailto:carrie.anderson@guildford.gov.uk">carrie.anderson@guildford.gov.uk</a>       |
| Appointment of parish representatives to Corporate Governance and Standards Committee | That the Council co-opts three parish council representatives to the Corporate Governance and Standards Committee for a term of office expiring in May 2023. | No   | Report to Council<br>(23/07/2019)   | Carrie Anderson<br>01483 444078<br><a href="mailto:carrie.anderson@guildford.gov.uk">carrie.anderson@guildford.gov.uk</a>       |
| Community Governance Review for the parish of East Horsley                            | To consider and approve a Community Governance Review for the parish of East Horsley   | No   | Report to Council<br>(23/07/2019)   | Carrie Anderson<br>01483 444078<br><a href="mailto:carrie.anderson@guildford.gov.uk">carrie.anderson@guildford.gov.uk</a>       |
| Review of Councillor / Officer Protocol   | To consider the recommendations of the Task Group established by the Corporate Governance and Standards Committee  | No   | Report to Council<br>(23/07/2019)<br>Incorporating comments/recommendations of Corporate Governance and Standards Committee<br>(13/06/2019) | John Armstrong<br>01483 444102<br><a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>          |

| 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  |
|---------------------------|--|--|--|--|
| Code of Conduct for Staff | To adopt a revised Code of Conduct for Staff | No   | Report to Council<br>(23/07/2019)<br>Incorporating<br>comments/recommendations of<br>Corporate Governance &<br>Standards Committee<br>(13/06/2019) | John Armstrong<br>01483 444102<br><a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a> |

**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<br>(b) To agree future waste collection methodology<br>(c) Move money from provisional to approved capital programme. | No   | Report to Executive<br>(27/08/2019)<br>incorporating<br>comments/<br>recommendations<br>from Community EAB<br>(4/07/19)                 | Chris Wheeler<br>01483 445030<br><a href="mailto:chris.wheeler@guildford.gov.uk">chris.wheeler@guildford.gov.uk</a> |



**EXECUTIVE: 24 September 2019**

| Key Decision<br>(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<br>(in part)<br>TBC                    | Report to Executive<br>(24/09/2019)<br><br>Council<br>(8/10/2019)   | Michael Lee-Dickson<br>01483 4445123<br><a href="mailto:michael.lee-dickson@guildford.gov.uk">michael.lee-dickson@guildford.gov.uk</a><br><br>Claire Morris<br>01483 444827<br><a href="mailto:claire.morris@guildford.gov.uk">claire.morris@guildford.gov.uk</a> |
| *  | Bedford Wharf Plaza Landscaping Scheme               | To approve the landscaping scheme following public consultation   | No   | Report to Executive<br>(24/09/2019)<br>incorporating comments/<br>recommendations from Place Making & Innovation EAB<br>(1/07/19)       | Jennifer Hyland<br>01483 444136<br><a href="mailto:jennifer.hyland@guildford.gov.uk">jennifer.hyland@guildford.gov.uk</a>   |
| *  | 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<br>(24/09/2019)<br>incorporating comments/<br>recommendations from Overview & Scrutiny Committee<br>(10/09/2019)    | Chris Wheeler<br>01483 445030<br><a href="mailto:chris.wheeler@guildford.gov.uk">chris.wheeler@guildford.gov.uk</a>   |
| *  | Surrey Waste Partnership – Inter Authority Agreement | To confirm the formation of a Joint Committee to replace the Surrey Waste Partnership, to seek sign up to a relevant IAA and to agree what decisions around waste and what services we want delivered via a joint approach. | No   |   | Chris Wheeler<br>01483 445030<br><a href="mailto:chris.wheeler@guildford.gov.uk">chris.wheeler@guildford.gov.uk</a>   |

| Key Decision (asterisk indicates that the decision is a key decision) | Subject   | Decision to be taken  | Is the matter to be dealt with in private? | Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made. | Contact Officer  |
|---|---|---|--|---|--|
|   | 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)<br><br>Council (8/10/2019)   | John Armstrong<br>01483 444102<br><a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a> |

### 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)<br>Incorporating comments/<br>Recommendations of Executive (24/09/2019)                                   | Michael Lee-Dickson<br>01483 4445123<br><a href="mailto:michael.lee-dickson@guildford.gov.uk">michael.lee-dickson@guildford.gov.uk</a><br><br>Claire Morris<br>01483 444827<br><a href="mailto:claire.morris@guildford.gov.uk">claire.morris@guildford.gov.uk</a> |
| Review of Polling Districts and Polling Places | To approve any changes identified as following the statutory polling district and polling place review.                               | No   | Report to Council (08/10/2019)  | Elaine Bradbrook<br>01483 444126<br><a href="mailto:elaine.bradbrook@guildford.gov.uk">elaine.bradbrook@guildford.gov.uk</a>  |
| Review of Procurement Procedure Rules          | To approve amendments to Procurement Procedure Rules following review   | No   | Report to Council (8/10/2019)<br>Incorporating comments/<br>Recommendations of Corporate Governance & Standards Committee               | Diane Owens<br>01483 444027<br><a href="mailto:diane.owens@guildford.gov.uk">diane.owens@guildford.gov.uk</a>   |

| 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  |
|---|---|--|---|--|
|   |   |  | (19/09/2019)  |  |
| 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)<br>Incorporating comments/ Recommendations of Executive (24/09/2019)                                      | John Armstrong<br>01483 444102<br><a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a> |

**EXECUTIVE: 22 October 2019**

| Key Decision (asterisk indicates that the decision is a key decision) | Subject                           | Decision to be taken   | Is the matter to be dealt with in private? | Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made. | Contact Officer  |
|---|-----------------------------------|--|--|---|--|
|   | 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)<br>and<br>Council (3/12/2019)  | John Armstrong<br>01483 444102<br><a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a> |

**EXECUTIVE: 26 November 2019**

| <b>Key Decision<br/>(asterisk<br/>indicates that<br/>the decision is a<br/>key decision)</b> | <b>Subject</b>   | <b>Decision to be taken</b>  | <b>Is the<br/>matter to<br/>be dealt<br/>with in<br/>private?</b> | <b>Documents to be<br/>submitted to<br/>decision-maker for<br/>consideration in<br/>relation to the matter<br/>in respect of which<br/>the decision is to be<br/>made.</b> | <b>Contact Officer</b>   |
|--|--|--|---|--|--|
| *  | Business Planning -<br>General Fund Outline<br>Budget 2020-21                                | To consider the Outline Budget for 2020-21   | No  | Executive<br>(26/11/2019)  | Claire Morris<br>01483 444827<br><a href="mailto:claire.morris@guildford.gov.uk">claire.morris@guildford.gov.uk</a>    |
| *  | Parish Councils –<br>concurrent function grant<br>aid applications for<br>assistance 2020-21 | To approve the budget for 2020-21 and the<br>parish council requests for grant aid for 2020-<br>21.  | No  | Executive<br>(26/11/2019)  | Michele Rogers<br>01483 444842<br><a href="mailto:michele.rogers@guildford.gov.uk">michele.rogers@guildford.gov.uk</a> |
|  | Local Council Tax Support<br>Scheme 2020-21  | 1. To approve the draft Local Council Tax<br>Support Scheme for implementation<br>with effect from 1 April 2020.<br>2. To maintain a discretionary hardship<br>fund. | No  | Executive<br>(26/11/2019)<br>and<br>Council<br>(3/12/2019)   | Belinda Hayden<br>01483 444867<br><a href="mailto:belinda.hayden@guildford.gov.uk">belinda.hayden@guildford.gov.uk</a> |

**COUNCIL: 3 December 2019**

| <b>Subject</b>                              | <b>Decision to be taken</b>  | <b>Is the<br/>matter to<br/>be dealt<br/>with in<br/>private?</b> | <b>Documents to be submitted to<br/>decision-maker for<br/>consideration in relation to the<br/>matter in respect of which the<br/>decision is to be made.</b> | <b>Contact Officer</b>   |
|---|--|---|--|--|
| Lovelace Neighbourhood<br>Plan              | To adopt the Lovelace Neighbourhood<br>Plan  | No  | Report to Council<br>(3/12/2019)   | Dan Knowles<br>01483 444605<br><a href="mailto:dan.knowles@guildford.gov.uk">dan.knowles@guildford.gov.uk</a>          |
| Local Council Tax Support<br>Scheme 2020-21 | 1. To approve the draft Council Tax<br>Support Scheme for<br>implementation with effect from 1<br>April 2020<br>2. To maintain a discretionary<br>hardship fund. | No  | Council<br>(3/12/2019)<br>incorporating<br>comments/recommendations of<br>Executive<br>(26/11/2019)  | Belinda Hayden<br>01483 444867<br><a href="mailto:belinda.hayden@guildford.gov.uk">belinda.hayden@guildford.gov.uk</a> |

| 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 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<br>01483 444102<br><a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>    |
| Selection of the Mayor and The Deputy Mayor 2020-21        | To approve the selection of the Mayor and The Deputy Mayor 2020-21  | No   | Council (3/12/2019)   | John Armstrong<br>01483 444102<br><a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>    |
| Puttenham Neighbourhood Plan                               | To adopt the Puttenham Neighbourhood Plan   | No   | Council (3/12/2019)   | Dan Knowles<br>01483 444605<br><a href="mailto:dan.knowles@guildford.gov.uk">dan.knowles@guildford.gov.uk</a>             |
| Community Governance Review for the parish of East Horsley | To consider the consultation response for the Community Governance Review for the parish of East Horsley  | No   | Council (3/12/2019)   | Carrie Anderson<br>01483 444078<br><a href="mailto:carrie.anderson@guildford.gov.uk">carrie.anderson@guildford.gov.uk</a> |

**EXECUTIVE: 7 January 2020**

| Key Decision (asterisk indicates that the decision is a key decision) | Subject                     | Decision to be taken                             | Is the matter to be dealt with in private? | Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made. | Contact Officer   |
|---|-----------------------------|--|--|---|---|
|   | 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<br>01483 444827<br><a href="mailto:claire.morris@guildford.gov.uk">claire.morris@guildford.gov.uk</a> |

**EXECUTIVE: 21 January 2020**

| Key Decision (asterisk indicates that the decision is a key decision) | Subject  | Decision to be taken  | Is the matter to be dealt with in private? | Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.  | Contact Officer   |
|---|--|---|--|--|---|
| *   | Off Street Parking Business Plan 2020-21           | To consider the Off Street Parking Business Plan and proposed street parking tariffs.   | No   | Report to Executive (21/01/2020)   | Andy Harkin<br>01483 444535<br><a href="mailto:andy.harkin@guildford.gov.uk">andy.harkin@guildford.gov.uk</a>   |
|   | Capital & Investment Strategy 2020-21 to 2024-2025 | To recommend to Council the adoption of: <ul style="list-style-type: none"> <li>- the Capital and Investment Strategy</li> <li>- the general fund capital estimates.</li> <li>- the revised Treasury Management Strategy and Prudential Indicators</li> <li>- Minimum Revenue Provision policy</li> </ul> | No   | Report to Executive (21/01/2020) incorporating comments/recommendations of the Joint EAB (9/01/2020) Corporate Governance and Standards Committee (16/01/2020) and Council (5/02/2020) | Victoria Worsfold<br>01483 444834<br><a href="mailto:victoria.worsfold@guildford.gov.uk">victoria.worsfold@guildford.gov.uk</a>   |
|   | 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<br>01483 444318<br><a href="mailto:phil.odwyer@guildford.gov.uk">phil.odwyer@guildford.gov.uk</a><br>and<br>Matt Cue<br>01483 444839<br><a href="mailto:matt.cue@guildford.gov.uk">matt.cue@guildford.gov.uk</a> |
|   | Business Planning – General Fund Budget 2020-21    | To recommend to Council: <ul style="list-style-type: none"> <li>- Approval of the general fund revenue budget for 2020-21</li> <li>- Agreement of a council tax requirement for 2020-21</li> <li>- Declaration of any surplus/deficit on the</li> </ul>   | No   | Report to Executive (21/01/2020) and Council (5/02/2020)   | Victoria Worsfold<br>01483 444834<br><a href="mailto:victoria.worsfold@guildford.gov.uk">victoria.worsfold@guildford.gov.uk</a>   |

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

**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<br>01483 444014<br><a href="mailto:francesca.smith@guildford.gov.uk">francesca.smith@guildford.gov.uk</a>   |
| Capital & Investment Strategy 2020-21 to 2024-25. | To approve <ul style="list-style-type: none"> <li>- The Capital and Investment Strategy</li> <li>- the general fund capital estimates.</li> <li>- the revised Treasury Management Strategy and Prudential Indicators</li> <li>- Minimum Revenue Provision policy</li> </ul> | No   | Report to Council (5/02/2020)<br>Incorporating comments/recommendations of of the Joint EAB (9/01/2020)<br>Corporate Governance and Standards Committee (16/01/2020)<br>and Executive (21/01/2020) | Victoria Worsfold<br>01483 444834<br><a href="mailto:victoria.worsfold@guildford.gov.uk">victoria.worsfold@guildford.gov.uk</a>   |
| Housing Revenue Account Budget 2020-21            | To approve the HRA Revenue estimates, associated fees and charges, changes to rents of Council dwellings and approval of Housing Capital Programme for 2020-21.   | No   | Report to Council (5/02/2020)<br>Incorporating comments/recommendations of Executive (21/01/2020)  | Phil O'Dwyer<br>01483 444318<br><a href="mailto:phil.odwyer@guildford.gov.uk">phil.odwyer@guildford.gov.uk</a><br>and<br>Matt Cue<br>01483 444839<br><a href="mailto:matt.cue@guildford.gov.uk">matt.cue@guildford.gov.uk</a> |

| 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 2020-21 | <ul style="list-style-type: none"> <li>- Approval of the general fund revenue budget for 2020-21</li> <li>- Agreement of a council tax requirement for 2020-21</li> <li>- Declaration of any surplus/deficit on the Collection Fund</li> </ul> | No   | <p>Report to Council (5/02/2020)<br/>           Incorporating comments/recommendations of The Joint EAB (9/01/2020)<br/>           and Executive (21/01/2020)</p> | <p>Victoria Worsfold<br/>           01483 444834<br/> <a href="mailto:victoria.worsfold@guildford.gov.uk">victoria.worsfold@guildford.gov.uk</a></p> |

**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 | <p>The Executive to agree:</p> <ol style="list-style-type: none"> <li>1. The allocation of community grants for 2020-21;</li> <li>2. The allocation of grant funding for voluntary organisations for 2020-21.</li> </ol> | No   | Report to Executive (18/02/2020)  | <p>Steve Benbough<br/>           01483 444052<br/> <a href="mailto:stephen.benbough@guildford.gov.uk">stephen.benbough@guildford.gov.uk</a></p> |



**EXECUTIVE: 24 March 2020**

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

**COUNCIL 7 April 2020**

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

**EXECUTIVE: 21 April 2020**

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

**COUNCIL 13 May 2020 (Annual Council Meeting)**

| <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>   |
|---|---|---|--|--|
| Election of Mayor and appointment of Deputy Mayor 2020-21 | To elect a Mayor and appoint a Deputy Mayor for the municipal year 2020-21. | No  | Report to Council (13/05/2020)   | John Armstrong<br>01483 444102<br><a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a> |
| Appointment of Honorary Remembrancer 2020-21              | To appoint the Honorary Remembrancer for the municipal year 2020-21         | No  | Report to Council (13/05/2020)   | John Armstrong<br>01483 444102<br><a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a> |

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

| <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>   |
|------------------------------------|--|---|--|--|
| Appointments to committees 2020-21 | To agree the numerical allocation of seats to political groups on committees and to agree the membership and (where appropriate) substitute membership of those committees, including the election of committee chairmen and vice-chairmen | No  | Report Council (/05/2020)  | John Armstrong<br>01483 444102<br><a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a> |

**EXECUTIVE: May 2020**

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

### UNSCHEDULED ITEMS – EXECUTIVE/COUNCIL

| Key Decision<br>(asterisk<br>indicates that<br>the decision is<br>likely to be a<br>key decision) | Subject   | Decision to be taken   | Is the<br>matter to<br>be dealt<br>with in<br>private? | Documents to be<br>submitted to decision-<br>maker for<br>consideration in<br>relation to the matter<br>in respect of which<br>the decision is to be<br>made. | Contact Officer  |
|---|---|--|--|---|--|
|   | Guildford Borough Local Plan                        | To adopt the Guildford Borough Local Plan  | No   | Report to Council<br>Incorporating<br>comments/recommenda-<br>tions of the<br>Executive   | Stuart Harrison<br>01483 444512<br><a href="mailto:stuart.harrison@guildford.gov.uk">stuart.harrison@guildford.gov.uk</a>              |
| *   | Resurfacing of Westfield and Moorfield Roads        | To agree the budget to be transferred from the provisional to the approved budget. | No   | Executive   | Michael Lee-Dickson<br>01483 4445123<br><a href="mailto:michael.lee-dickson@guildford.gov.uk">michael.lee-dickson@guildford.gov.uk</a> |
| *   | Waste Operating Model                               | To approve a waste operating model.  | No   | Report to Executive   | Chris Wheeler<br>01483 445030<br><a href="mailto:chris.wheeler@guildford.gov.uk">chris.wheeler@guildford.gov.uk</a>                    |
| *   | Planning Appeal Costs                               | To consider an update in relation to planning appeal costs.                        | No   | Report to Executive   | Tim Dawes<br>01483 444650<br><a href="mailto:tim.dawes@guildford.gov.uk">tim.dawes@guildford.gov.uk</a>                                |
| *   | Shalford Common Land Management                     | To approve plans for the regulation of land management at Shalford Common.         | No   | Report to Executive   | Paul Stacey<br>01483 444720<br><a href="mailto:paul.stacey@guildford.gov.uk">paul.stacey@guildford.gov.uk</a>                          |
|   | 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<br>01483 444999<br><a href="mailto:fiona.williams@guildford.gov.uk">fiona.williams@guildford.gov.uk</a>                 |

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

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

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

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

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

### **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<br>01483 444318<br><a href="mailto:philip.odwyer@guildford.gov.uk">philip.odwyer@guildford.gov.uk</a> |

| 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   |
|---|--|--|---|---|
| Traveller sites                             | (1) Identification of transit sites<br>(2) Future management of existing traveller sites   | No   | Report to Guildford Joint Committee   | Philip O'Dwyer<br>01483 444318<br><a href="mailto:philip.odwyer@guildford.gov.uk">philip.odwyer@guildford.gov.uk</a>      |
| Community Infrastructure Delivery           | (1) To agree a statement of priority for the delivery of infrastructure described in the GBC Infrastructure Delivery Plan and informed by the GBC Regulation 123 list<br>(2) To discuss and propose strategies for securing additional funding necessary for that delivery | No   | Report to Guildford Joint Committee   | Stuart Harrison<br>01483 444512<br><a href="mailto:stuart.harrison@guildford.gov.uk">stuart.harrison@guildford.gov.uk</a> |
| Shalford Air Quality Management Action Plan | To consider the Shalford Air Quality Management Action Plan.   | No   | Report to Guildford Joint Committee   | Justine Fuller<br>01483 444370<br><a href="mailto:justine.fuller@guildford.gov.uk">justine.fuller@guildford.gov.uk</a>    |

## SCHEDULE 2

### MEMBERSHIP OF THE BOROUGH COUNCIL'S EXECUTIVE

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

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

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

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