

UPDATE / PROGRESS WITH MATTERS PREVIOUSLY CONSIDERED BY THE COMMUNITY EXECUTIVE ADVISORY BOARD

Date of Meeting	Item	Lead Officer	Lead Councillor	Action Agreed	Progress to Date
07-Jan-16	General Fund Capital Programme (2016-17 to 2020-21)	Victoria Worsfold Financial Services Manager	Formerly Cllr Nigel Manning	The Board advised the Executive that: (i) external funding for Chilworth Gunpowder Mills and all appropriate projects be explored by officers; and (ii) annual forecast balances of the respective costs and benefits be included in capital expenditure proposals whenever possible.	03/10/17 e-mail update sought.
25-Feb-16	Procurement	Faye Gould Procurement Manager	Formerly Cllr Matt Furniss	The Board agreed to invite officers back to a meeting in six to nine months, to report on what had been achieved and to provide new information regarding a targeted approach to cost savings. Following the summary update received on 4 April 2019, the EAB requested a further update in approximately 6 months when the Procurement transformation was nearing completion.	Report scheduled for 23 February 2017, but meeting was cancelled. 31/03/17 email from Sandra Herbert to say that Nathaniel Burrows could demonstrate the new procurement toolkit. The EAB received a summary update in respect of Procurement at its meeting held on 4 April 2019.
26-May-16	Business Rates Discretionary Rates Review	Claire Morris Director of Resources	Formerly Cllr Nigel Manning	The Board indicated that the application process should encourage the dual-use of properties, as well as offering incentives for pursuits that may complement local authority activity. The Board suggested that the Executive should receive an explanation of what each organisation in receipt of rate relief	On 19 July 2016, the Executive agreed: (1) to make no changes to the discretionary rate relief scheme, but noted that there will be an increase in cost over the next three years; (2) to review the scheme again in 2019 when there will be more information available about both future funding and the health of the High Street.

				offered to the community.	
4-Jul-16	Arts Development Strategy	Jonathan Sewell Leisure Services Manager	Formerly Cllr Nikki Nelson-Smith	The Board suggested that a review should be carried out to identify any missed opportunities due to a lack of resources and to determine how additional funding could be used to enhance the arts development provision in the Borough. The Board resolved that the officers and the lead councillor review the budget for the Arts Development Service.	The Strategy is at an early developmental stage.
08-Sep-16	Website Development Project	Jenifer Davis Web Programme Manager	Formerly Cllr Paul Spooner	The Board suggested that as both Councillors and residents used Modern.Gov and the search system for planning applications regularly, it was important that they functioned properly and should be included in the project.	<p>The new website went live as planned in December 2016. The actions arising from the meeting referred to two specific areas where the website is integrated to internal systems – the planning system (Idox) and Modern.Gov, which the Committee Services team use for managing and publishing committee information.</p> <p>As part of the website development project we are working with Modern.Gov to ensure a consistent look and feel across the two areas, we are also looking at the way that the information is presented to simplify the user journey. Additionally, by introducing a ‘Council and Democracy’ area on the site, we hope to make this type of information more easily accessible to all.</p> <p>The action to look at the planning application searches is more complex, as the system for the storage and retrieval of planning applications is provided by Idox and the roadmap to deliver upgrades and improvements needs to be agreed with them directly. We are working with them to determine whether we can change the look</p>

					<p>and feel of the area, and can make requests for functional changes, but, as part of a large group of customers using the same system, we are not able to determine the timescale or priority for any functional development or implementation. The planning team work directly with Idox and will continue to ensure the system meets our customer needs. We will report back to EAB once progress is made with Idox.</p> <p>09/10/17 update from Jenifer Davis. Planning services have been working with Idox to deliver improvements to the customer facing webpages on the planning system, and have made significant improvement to the customer experience, ease of use and accessibility of the system. In December 2016 the graphical user interface was given a refresh to bring it in line with the launch of the new website, and ensure users had a smoother experience moving from the main website to the planning pages. In addition to this, shortcut links were added to the main website, giving users the opportunity to enter the planning system at more entry points: the Planning and Building Control pages, My Guildford and Self Service. The planning login page was also given more prominence. The Idox system was also upgraded in February this year, from version 2, to version 2.1. This brought a raft of upgrades to the customer interface, including better browser support and responsiveness – customers can now access the planning system on Internet Explorer 9, 10 and 11 and the current versions of Google Chrome, Firefox and Safari. In addition there is a better experience for those viewing on mobile phones, with a more responsive user</p>
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					interface. Other new features introduced in February include better signposting for those wishing to view or comment on a specific planning application and improved mapping integration as well as better information architecture – all designed to give a better customer experience. We will continue to work with Idox and other councils to ensure that our customer needs remain at the forefront of the development roadmap and future planned changes meet those customer needs.
20-Oct-16	Smart Cities: An Energy Climate Change and Sustainability Perspective	Chris Burchell Local Economy Manager	Formerly Cllr Gordon Jackson	The Board asked the Lead Councillor to consider the matters discussed at the meeting with the other members of the Executive at the relevant time.	Various innovation projects being progressed by the Innovation Strategy Board relate to Smart Cities.
21-Nov-16	Proposed Leisure Strategy	Jonathan Sewell Leisure Services Manager	Formerly Cllr Iseult Roche	The Board agreed that the development of a facilities-led Leisure Strategy should be dependent on the outcome of the public consultation on the feasibility of a new sports and entertainment venue and the non-user survey being commissioned by Freedom Leisure.	This topic is included on the Board's Work Programme for a future update.
23-Feb-17	Health & Wellbeing Strategy Update	Helen Barnsley Public Health Co-ordinator	Formerly Cllr Iseult Roche	<ul style="list-style-type: none"> Public Health Co-ordinator to send the EAB details of successes referred to in her presentation. Lead Councillor to report back to the Board on the issue of preventing carer strain. 	A Board workshop in respect of the wider determinants of health, including mental health, was held on 6 September 2018.
25-May-17	Shared and Traded Services	Claire Morris Director of Resources	Formerly Cllr Nigel Manning	The Board agreed that the projects provided some exciting and ambitious opportunities.	02/10/17 Email sent to Kevin Handley for further update.

				<p>The Board suggested options for shared and traded services including domotics, electric vehicles and woodland management.</p> <p>The Office Services Manager agreed to arrange a workshop for Councillors, following on from one arranged for officers in June.</p> <p>The Board's role in considering business cases for shared and traded services and making recommendations would continue.</p>	
13-Jul-17	Recycling Improvements: Review of Recycling and Waste Collection Service	Chris Wheeler Waste and Fleet Services Manager	Formerly Cllr Matt Furniss	<ul style="list-style-type: none"> • The Recycling and Waste Officer agreed to circulate details of the end destinations of recycled objects. • The Board asked for the Waste and Fleet Services Manager to provide a further update on the review of the refuse and recycling service in July 2018. 	<ul style="list-style-type: none"> • Details of the end destinations of recycled objects were emailed to EAB members 14/07/17. • The Board received a presentation in respect of the review of the Recycling and Waste Collection Service at its meeting on 5 July 2018. A further update is scheduled for May 2019 for Phase 2 of the review.
13-Jul-17	12 Month Review of Council's Revised Governance Arrangements	John Armstrong Democratic Services Manager	Formerly Cllr Matt Furniss	<p>The Board agreed that the following recommendations be submitted for consideration by full Council on 25 July 2017:</p> <p>(1) That the Council continues the public webcasting of meetings of the EABs.</p> <p>(2) That a six-monthly meeting between all members of the Executive and the EAB and OSC chairmen and vice-chairmen, together with one representative from the Corporate Management</p>	<p>Report scheduled for Council meeting on 25 July 2017. All recommendations were accepted to ensure that the Council's decision-making processes remain accessible, robust and accountable to local people.</p> <p>On 24 July 2018 the Council agreed to amend the names and remits of the two EABs to reflect the priorities in the new Corporate Plan 2018-23. The Borough, Infrastructure and Economy EAB was renamed the Place-making and Innovation EAB and the Society, Environment and Council Development EAB was renamed</p>

				<p>Team, be established to discuss topic areas for future work programmes and to discuss how the EABs and OSC could make a more effective contribution to the decision-making process.</p> <p>(3) That, in order to improve the arrangements for topic selection and agenda planning, the Executive/CMT be requested to provide suggestions for topic areas for EABs drawn from the (revised) Corporate Plan Action Plan for consideration at future work programme meetings and to have a CMT (as well as Executive) representative attend those meetings.</p> <p>(4) That the approach to the development of the O&S Committee work programme be broadened, by amending O&S Procedure Rules to introduce a more flexible approach to topic selection through replacing the topic selection flow chart in OSC Procedure Rules with the PAPER tool.</p> <p>(5) That, in addition to raising questions at meetings, OSC members should have an opportunity for putting written questions to lead councillors attending OSC meetings in advance so that written answers may be prepared.</p> <p>(6) That lead councillors</p>	<p>the Community EAB.</p> <p>A further review has subsequently taken place and on 9 October 2018 the Council resolved to establish a cross party task and finish group to review the existing governance arrangements in relation to the EABs and to discuss available options to improve those arrangements, including the proposal for a single EAB. The findings were reported to Council on 26 February 2019 (see 14-Feb-2019 - Report of the EAB Review Task and Finish Group update below).</p>
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				(10)That a briefing note be provided to those officers invited to attend OSC meetings to ensure there is full comprehension of the process, including the role of scrutiny and the Scrutiny Officer.	
07-Sep-17	Sustainability and Green Energy	Philip O'Dwyer Director of Community Services	Formerly Cllr Nikki Nelson-Smith	<p>"Environment Matters" newsletters, produced by the Energy and Sustainability Team, to be circulated to all councillors.</p> <p>The Facilities and Office Services Manager agreed to find out whether data was available on the amount of thermal units the project with Action Surrey had saved.</p> <p>The Facilities and Office Services Manager agreed to source information on the calorific value of dry woodchip.</p> <p>No figures were available for voltage optimisation, and the Facilities and Office Services Manager agreed to find out whether power factor correction would be used.</p> <p>Cllr Pauline Searle agreed to ask whether Freedom Leisure would be able to contribute towards the costs of potential project at Spectrum.</p> <p>The Board to invite a representative from University of Surrey to speak about 5G.</p> <p>The Board recommended that water source heat pumps and</p>	An update on the possible creation of Guildford Energy Company, Climate Change and the Council's Green Agenda is currently an unscheduled item on the Work Programme.

				<p>hydro-generation should feature in any long-term plans regarding Energy and Sustainability.</p> <p>The Board agreed that the Facilities and Office Services Manager be invited to report on progress early in 2019.</p>	
18-Oct-18	Public Convenience Review	Chris Wheeler Waste and Fleet Services Manager	Formerly Cllr Matt Furniss	<p>The EAB was asked to consider the current service, review the possible options for the future and decide if it wished officers to undertake further work. Having considered the possible options, the EAB indicated its support for the closure of Home Farm toilets with advertising to alternative facilities, continuing not charging for the use of toilet facilities, avoiding wider closure with or without a community toilet scheme, providing a Changing Places toilet having identified the best location and maximising opportunities to provide facilities when the town centre was redeveloped. A review and, if necessary a replacement, of the signage in the area of the Museum was requested.</p>	
14-Feb-19	New Sport and Entertainment Venue	Jonathan Sewell Leisure Services Manager	Formerly Cllr Iseult Roche	<p>The EAB confirmed that it favoured a new build replacement multi-functional sport and entertainment venue in Guildford and requested that further information be brought back to the Board following the related public consultation when proposals had been progressed.</p>	<p>On 31 October 2016, the former Borough, Economy and Infrastructure EAB received an information update concerning a multi-use sports and entertainment facility and completing the refurbishment of Guildford Spectrum including the roof, the air handling system and other improvements. The Board made a number of comments for the Lead Councillor to consider.</p>

					Building on the above, this EAB considered a discussion paper weighing the potential impacts of a new build sport and entertainment venue against the refurbishment of the Spectrum.
14-Feb-19	Report of the EAB Review Task and Finish Group	John Armstrong, Democratic Services Manager	Formerly Cllr Matt Furniss	The conclusions and recommendations of the Task and Finish Group be commended to the Council on 26 February 2019.	<p>The Board considered and indicated its agreement with the conclusions and following recommendations reached by the Task and Finish Group at its meeting held on 20 November 2018.</p> <p>The recommendations were to: dismiss the option of replacing the EABs with topic based advisory boards commissioned directly by the Executive; retain the existing two EABs subject to a further review within 12 months of the Borough Elections; include the Forward Plan on future EAB agendas; and ensure that lead councillors do not play a part in determining the O&S Committee work programme at work programme meetings.</p>
04-Apr-19	Home Adaptations and Improvement Policy	Ted Wainhouse/ Alyson Smith	Formerly Cllr Philip Brooker	The Board indicated its support for the recommendation to the Executive that the revisions to the Home Adaptations and Improvement Policy be approved.	The Policy was approved by the Executive on 23 April 2019.
04-Apr-19	Procurement Update	Faye Gould	Formerly Cllr Matt Furniss	A query concerning the Transparency Agenda was raised.	The Board was advised that the Transparency Agenda was a national code that local authorities were obliged to comply with and share information with residents and businesses in respect of matters including spend and contractors. Further explanatory information was provided to the Board.