

EXECUTIVE

21 April 2020

- * Councillor Caroline Reeves (Chairman)
- * Councillor Jan Harwood (Vice-Chairman)

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| * Councillor Joss Bigmore | * Councillor John Rigg |
| * Councillor Angela Goodwin | * Councillor Pauline Searle |
| * Councillor David Goodwin | * Councillor James Steel |
| * Councillor Julia McShane | * Councillor Fiona White |

*Present

Councillors Tim Anderson, Chris Blow, Gordon Jackson, Susan Parker, Deborah Seabrook, Patrick Sheard and Catherine Young were also in attendance.

EX101 APOLOGIES FOR ABSENCE

There were no apologies for absence.

EX102 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTERESTS

There were no declarations of interest.

EX103 DECISIONS

The decisions taken by the Leader of the Council on 24 March 2020 were noted.

EX104 LEADER'S ANNOUNCEMENTS

The Leader made two announcements:

Firstly, the Leader made a statement on this Council's local response to the Covid 19 pandemic.

The community spirit and help being given by residents to support the most vulnerable people across the borough in difficult times was described as both outstanding and heart-warming. This spirit would be needed as the community finally emerged and recovered from the crisis.

The coronavirus pandemic had brought out a new respect for the value of public service, most visibly through the applause for the NHS and care workers on Thursday evenings. It was noted that importantly, other keyworkers were also being acknowledged. At a local level, people had been showing much gratitude and appreciation for Council staff delivering essential services. For example, notes had been attached to bins to thank refuse and recycling crews and there had been appreciation on social media from residents for the beautiful parks and countryside in the borough. There had been many messages of thanks received for the ways in which the Council had been supporting the community.

The Leader expressed sincere thanks to Council staff for maintaining essential services during the period of ongoing restriction. In addition, praise was given for the way in which the Council had, within a matter of weeks or even days in some cases, reorganised itself to deliver entirely new services to protect the most vulnerable residents. New community helplines had been installed and were being staffed seven days a week, local food distribution hubs had been

established, Spectrum was operating as the countywide base for distributing food to those who were shielding, meals on wheels had been stepped-up and guidance and advice was being provided to residents through Council communications like never before. The Council was receiving wonderful feedback from those who had received food parcels and phone calls.

An indication of the scale of change and adaptation by the Council in playing a part in supporting the community through this crisis was set out as follows:

- 4,919 telephone calls had been made to the most vulnerable residents
- 1,021 calls had been received by the vulnerable persons helpline and housing advice service
- 399 food parcel deliveries had been delivered to residents
- 1,087 food parcels had been delivered countywide from Guildford Spectrum
- 4,492 meals on wheels had been provided
- 88 urgent minor home adaptations had been completed to keep elderly and vulnerable residents safe
- 31,851 information leaflets had been delivered to households by staff and volunteers
- 41 homeless people had been placed in accommodation
- 85 staff had been redeployed to welfare hubs and the vulnerable persons helpline
- 40,613 web pages had been viewed on the coronavirus section of the Council's website
- 57,939 public engagements had been recorded with our social media activity
- 441 grants had been paid to local businesses totalling £6.4 million

The Leader thanked the Managing Director and all Council staff for the way in which they had stepped-up during such unprecedented times to protect and care for the most vulnerable people in the community. The strength and importance of local government across the country had been underlined and the Council had been part of that. Although this period was a time of great sadness because of the many lives lost and families bereaved, the Leader expressed pride in the way in which Guildford was playing its part in defeating the virus and the future recovery of the community.

Secondly, the Leader announced changes to be made in the coming weeks to Lead Councillor portfolios.

At the meeting of the Executive held on 18 February 2020, the Leader announced the need to make further changes to Lead Councillor Portfolios so that the political direction of the Council was consistent with the new directorate framework following Phase A of Future Guildford and the themes that were emerging from the new Corporate Plan. The development of portfolios was continuing and the final changes would be announced at the Council meeting on 5 May 2020.

The portfolio titles were likely to be centred around:

- Resources,
- Customer Service
- Economy

- Regeneration
- Climate Change
- Environment
- Housing and Development Control
- Community

EX105 REVOCATION OF THE TAXI RANK, GUILDFORD PARK ROAD

The Lead Councillor for Waste Licensing and Parking introduced the report and endorsed the recommendation.

The Executive was asked to consider the removal of the Hackney Carriage Stand (Taxi Rank) on Guildford Park Road, outside the rear entrance to Guildford Station following the completion of the required statutory consultation as part of the wider Sustainable Movement Corridor works. Having considered the single objection to the proposal, full details of which were included in the report, the Executive

RESOLVED: That the single objection received to the proposal be not supported and the revocation of the hackney carriage stand in Guildford Park Road, Guildford, as described in the report, be approved.

Reasons:

In support of the improvements for all modes of transport between the rail station, the University, Hospital and the Research Park. The removal of the taxi rank is part of a series of improvements proposed along Guildford Park Road.

EX106 COVID19 EMERGENCY BUDGET

The Executive noted that Guildford Borough Council was a category 1 responder to civil emergencies under the Civil Contingencies Act 2004. The Council had an important role in responding locally to COVID19. In addition, there was a duty to ensure that crucial council services continued to operate in such unprecedented times. The Executive was asked to consider the Council's response to COVID-19 to date, the impact on services and to approve an emergency budget to support the Council's response.

The Lead Councillor for Finance and Assets, Customer Service introduced the report and gave thanks to council teams, communities, public and private groups and individuals around the borough for their support and assistance during such unprecedented times. The best and worst impact on the council's budget was estimated to be between £5 million to £15 million respectively. Grants for business were still available and the lead councillor urged local businesses to contact the council in this regard.

The Executive unanimously

RESOLVED: That the following recommendation to full Council on 5 May 2020 be supported:

That the Council:

- 1) Notes the Council's duties and response so far in dealing with the COVID19 pandemic
- 2) Notes the initial assessment of the impact on Guildford Borough Council's short-term financial position
- 3) Approves a revenue supplementary estimate of £15million to be funded from general fund reserves, such funding to be drawn down only if further government support is not forthcoming or is insufficient to cover the financial impact of COVID19 on the Council and sufficient cost savings cannot be found

-4)...Notes the advice of the Chief Finance Officer in paragraph 5.18 regarding the level of reserves and the potential need to rebuild reserves to a sufficient level if government grant support falls short
- 5) Notes the changes to Local Authority powers and duties introduced by the Coronavirus Act 2020 and delegates to the Managing Director, in consultation with the Leader of the Council, authority to amend service provision in accordance with the Council's statutory duties as these may be varied by the Act, regulations and guidance made thereunder.

Reason:

To enable the Council to continue to respond to the COVID19 emergency.

The meeting finished at 7.50 pm

Signed

Date

Chairman

EXECUTIVE

26 May 2020

- * Councillor Caroline Reeves (Chairman)
- * Councillor Joss Bigmore (Vice-Chairman)

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| * Councillor Tim Anderson | * Councillor John Redpath |
| * Councillor Jan Harwood | * Councillor John Rigg |
| * Councillor Julia McShane | * Councillor James Steel |

*Present

EX1 APOLOGIES FOR ABSENCE

There were no apologies for absence.

Councillors Chris Blow, Angela Goodwin, Diana Jones, Ramsey Nagaty, Susan Parker, Maddy Redpath, Deborah Seabrook, Paul Spooner and Catherine Young were also in attendance.

EX2 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTEREST

There were no disclosures of interests.

EX3 MINUTES

The minutes of the meeting held on 21 April were confirmed as a correct record.

EX4 LEADER'S ANNOUNCEMENTS

The Leader of the Council acknowledged the far-reaching impact and effect of the current Covid-19 crisis and noted that many of the Council's planned projects and schemes would have to be reviewed and new tasks would appear. With a long way to go before Council business could return to usual the situation meant that new ways of working were imperative. The Leader announced that there would be a review of what had been successful and what may not have worked as expected.

The Leader praised the many Council officers who had been redeployed, some of whom had been taken out of their comfort zone and noted the amazing work done by the Community and Housing teams in support of the most vulnerable in the Guildford community. The Leader thanked the teams who had kept the Council's core services going throughout the lockdown across the borough and emphasised the importance of maintaining and developing the newly found community spirit that the crisis had produced. The anticipated recession that may arise from the lockdown would mean the Council should continue to be innovative and flexible in helping those in need of support.

The newly appointed Executive would be working closely with officers to establish a recovery plan to deal with the changed world that all will face. It was also very important that the Executive work closely together across all portfolios to get the best results possible. This would be a challenging time and the Council must ensure that it works closely with everyone across the whole borough, residents and businesses alike.

The Leader expressed gratitude to all the residents and businesses who had expressed their thanks for the work that the Council had undertaken over the last weeks.

EX5 SURREY LEADERS' GROUP: NOMINATIONS FOR APPOINTMENT 2020-21

The Executive noted that the Council had been invited by the Surrey Leaders' Group to nominate representatives to serve on the SCC Adults and Health Select Committee and the Countryside Access Forum. The Surrey Leaders' Group was formed of the leaders of the twelve Surrey local authorities. The deadline for receipt of nominations was Friday 12 June 2020.

The Deputy Leader of the Council and Lead Councillor for Service Delivery introduced the report.

There were no nominations for either appointment.

RESOLVED:

(1) To invite group leaders to submit nominations in respect of the appointment of a district council representative to:

- a) The Surrey County Council Adults and Health Select Committee, and
- b) The Countryside Access Forum.

for determination by the Leader of the Council for onward submission to the Surrey Leaders' Group by the deadline of 12 June 2020.

(2) To agree that the call-in procedure shall not apply in respect of any decision taken by the Leader referred to in paragraph (1) above.

EX6 PARKING STUDY AND IMPACT ON GUILDFORD PARK ROAD AND BRIGHT HILL CAR PARKS

The meeting heard that the Council was in the process of developing Guildford Park Road Car Park (GPCP) for housing and replacement parking and was also considering developing Bright Hill Car Park (BHCP) for housing.

Since the original decision had been made to develop both sites, certain factors concerning costs and the demand for housing and parking had changed. Consequently, it was felt prudent to undertake an in-depth parking study to understand if existing plans were still appropriate. The Executive was asked to consider a report setting out the background and key information resulting from the Parking Study and the officer recommendations concerning the immediate decisions for both car parks and the development a medium to long term strategy for car park provision.

The Lead Councillor for Environment introduced the report.

Discussion centred on the matter of electrical charging facilities in the town. Also mentioned was the overall provision of parking and how this would interact with planning for the future of the town centre. The Waste, Parking and Fleet Services Manager noted the comments. The meeting heard that the Council was working in partnership with Surrey County Council to install on-street electric car charging facilities in residential areas of the town. It was expected these installations would be in place later this year. In addition, the Council had made charging facilities available in its own public car parks. These car parks were often located close to residential areas and it was proposed would provide additional amenity for residents.

Following a roll call, the Executive unanimously

RESOLVED:

- (1) With regard to Guildford Park Road Car Park (GPCP), to cease the development of the car park and authorise officers to seek planning permission for a purely residential scheme on the site.
- (2) With regard to Bright Hill Car Park (BHCP), to authorise the Waste, Parking and Fleet Services Manager in consultation with the Lead Councillor for Environment to agree the provision of public parking based purely on a standalone business case with a maximum payback period for any additional investment of 10 years.
- (3) To authorise the Waste, Parking and Fleet Services Manager to develop medium and long-term strategies and actions plans based on the Parking Study within the Parking Annual Business Plan for formal adoption by the Executive.

Reason:

To finalise the position for GPCP in relation to the provision of the car park and housing, set clear assessment criteria for parking at BHCP and to authorise officers to develop a medium to long term parking strategy based on the findings of the study.

EX7 STATEMENT OF COMMUNITY INVOLVEMENT

The Executive considered a report on the proposed revision of the Council's Statement of Community Involvement (SCI), which sets out how the Council would consult, engage and communicate with the public and statutory consultees on all planning matters. Officers had reviewed the existing SCI in light of the recent impact that COVID-19 had on the Council's ability to conduct consultation, as well as new legal requirements and current planning processes. As a result of this review, an updated Statement of Community Involvement (SCI) 2020 had been produced.

The Lead Councillor for Climate Change introduced the report.

The Executive noted that the revised document covered new ways of consulting and covered the entire planning process. With regard to questions raised about the scope of consultation for the revised SCI itself, the meeting heard that the Council would always consult with every party that was required by statute and in compliance with the General Data Protection Regulation and this remained unchanged.

Following a roll call, the Executive unanimously

RESOLVED:

- (1) To adopt the Statement of Community Involvement (2020) as set out at Appendix 1 to the report submitted to the Executive.
- (2) To authorise the Planning Policy Manager to make such minor alterations to improve the clarity of the document as he may determine in consultation with the relevant Lead Councillor.

Reasons:

Under the legislative requirements the Council is required to review the SCI every five years from the date of its adoption. This review has been undertaken and has led to certain updates being proposed. It is considered important to have an up to date, adopted SCI which sets out how the Council will consult, engage and communicate with the public and statutory consultees on planning matters. An up to date SCI, aligned to planning processes is also important to

minimise the risk of legal challenge. Furthermore, adopting the SCI will enable the Council to commence the public consultation on the draft Local Plan Development Management Policies in line with the Council resolution on 5 May 2020.

EX8 LOCAL DEVELOPMENT SCHEME MAY 2020

The Executive considered a report which sought approval of an updated Local Development Scheme (LDS) for the new Local Plan: Development Management Policies. The LDS sets the timetable for plan production and opportunities for stakeholders to be involved in the process and the key milestones within that process.

The Lead Councillor for Climate Change introduced the report.

Following a roll call, the Executive unanimously

RESOLVED: To agree that the Local Development Scheme (LDS), as set out in Appendix 1 to the report submitted to the Executive shall have effect from 3 June 2020.

Reason:

To progress the consultation on the new Guildford Borough Local Plan: Development Management Policies by having a Local Development Scheme (LDS) with an up to date timetable for the Local Plan.

EX9 PROCUREMENT STRATEGY

The Executive considered a report that set out the key components of the draft Procurement Strategy 2020-2023 for formal adoption.

The draft Strategy's primary objective was to support the Council in delivering its strategic objectives and to ensure that in the procurement of goods, works and services the best value for money was achieved

Councillors noted that part of the Future Guildford programme was to deliver substantial savings. The Procurement Savings Strategy, which was appended to the report, had set a target of £1.2 million annually by 2022.

The report was introduced by the Lead Councillor for Resources.

The draft strategy was welcomed by the Executive as the Council continued to work through challenging budgetary circumstances. The matter of the Climate Emergency was recognised as being a key driver across all Council activities and a strong message that the Council would continue to send to those with whom it undertook business.

Following a roll call, the Executive unanimously

RESOLVED: To formally adopt the Procurement Strategy 2020-2023.

Reason:

In order to manage the Council's spend more effectively a strong Procurement function is necessary, the Procurement Strategy is required in order to support this.

The meeting finished at 8.07 pm

Signed

Date

Chairman

EXECUTIVE

23 June 2020

- * Councillor Caroline Reeves (Chairman)
- * Councillor Joss Bigmore (Vice-Chairman)

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|----------------------------|---------------------------|
| Councillor Tim Anderson | * Councillor John Redpath |
| * Councillor Jan Harwood | * Councillor John Rigg |
| * Councillor Julia McShane | * Councillor James Steel |

*Present

Councillors Colin Cross, Graham Eyre, Angela Gunning, Ramsey Nagaty, Susan Park and Paul Spooner were in attendance.

EX10 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Tim Anderson, Lead Councillor for Resources.

EX11 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTEREST

There were no declarations of interest.

EX12 MINUTES

The minutes of the meeting held on 26 May 2020 were confirmed as a correct record.

EX13 LEADER'S ANNOUNCEMENTS

The Leader of the Council announced that residents in Ash had raised several key questions around a number of infrastructure projects, particularly with regard to the involvement of Surrey County Council. It was decided that it would be premature to make a final decision on the projects until those issues had been fully investigated and until it was possible to give the public answers to those questions. Therefore, the decision on the future of the projects in Item 6 would not be made until there was clarity on those key questions. For simplicity, the whole agenda item had been withdrawn and a new, revised paper covering all of the topics would be published in due course.

EX14 ANNUAL GOVERNANCE STATEMENT 2019-20

The Accounts and Audit Regulations 2015 required the Council to prepare an Annual Governance Statement (AGS) that detailed the governance framework and procedures that had operated at the Council during the year, a review of their effectiveness, significant governance issues that had occurred and a statement of assurance.

The Executive was asked to consider a report outlining the background to the AGS and the draft AGS 2019-20. The report included the Head of Internal Audit's Annual Opinion Report April 2019 to March 2020.

The report was introduced by the Deputy Leader of the Council. The draft AGS would be included in the Council's audited statement of accounts for 2019-20. The AGS concluded that the Council was well run with good governance processes in place; however, there had been a

number of significant governance issues during the year, which were reported in Appendix 1 section 6.

The Corporate Governance and Standards Committee had also considered the AGS and had commended its adoption by the Executive, subject to a number of corrections and updates which were set out in the Supplementary Information Sheet which had been published before the Executive's meeting. The Supplementary information Sheet also contained an additional section describing the impact of COVID-19 on the delivery of good governance.

Having considered the AGS, the Executive

RESOLVED:

- (1) That, subject to paragraph (2) below, the Council's Annual Governance Statement for 2019-20, as set out in Appendix 1 to the report submitted to the Executive, be approved subject to the corrections and updates reported to the Corporate Governance and Standards Committee at its meeting on 18 June 2020 and set out in the Executive's Supplementary Information Sheet.
- (2) That the Democratic Services and Elections Manager be authorised, in consultation with the Lead Councillor with responsibility for governance and the Director of Resources, to update and amend the Annual Governance Statement for 2019-20 prior to the date of publication of the audited accounts for 2019-20 to reflect the ongoing assessment of the impact of the COVID-19 pandemic on the Council.

Reason

To comply with the Accounts and Audit Regulations 2015, the Executive must prepare, approve, and publish an Annual Governance Statement.

EX15 CORPORATE PROGRAMMES - COVID 19 PROJECTS REVIEW

This item was deferred to allow for discussion with partner organisations to take place and would be resubmitted when there was a clearer picture of future funding.

The meeting finished at 7.24 pm

Signed

Date

Chairman