

Leader's report

Ward(s) affected: Friary & St Nicolas

Report of Director of Strategic Services

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Urgent decision on the Grant of two licences over the former staff restaurant and Civic Suite at Millmead House, Guildford, to Surrey County Council for use as a Lateral Flow Test Centre

Executive Summary

Guildford Borough Council have been approached by Surrey County Council as the County Council wish to set up a Lateral Flow Test Centre to test people in the fight against Covid-19.

Surrey County Council have identified the former staff restaurant and Civic Suite at Millmead House as suitable locations to set up this facility.

Guildford Borough Council would like to support this scheme and as such wish to grant a licence for use of the former restaurant area and have agreed a nil consideration for the licence to run from 19 April to 10 May 2021.

As the former restaurant is not ideal for this scheme, it is proposed that Surrey County Council will be granted a further licence at nil consideration over the Civic Suite area of Millmead House from 10 May to the 30 June 2021.

An urgent decision has been taken to grant these licences to Surrey County Council for the terms confirmed above at nil consideration, to support Surrey County Council in this facility.

Recommendation to the Leader of the Council

That the Leader notes that the Managing Director, in consultation with the Leader of the Council and the Monitoring Officer, used his urgent decision powers to grant two licences at nil consideration to Surrey County Council for use of the former staff restaurant and subsequently the Civic Suite, at Millmead House, for use as a Lateral Flow Test Facility.

Reason for Recommendation:

The approval of the new licences to Surrey County Council will provide support to the County Council in the fight against the ongoing Covid Pandemic.

Is the report (or part of it) exempt from publication?

No

1. Purpose of Report

- 1.1 To report to the Executive the urgent decision taken on 14 April 2021 to agree the grant of two licences to Surrey County Council for a short period lease to facilitate a Lateral Flow Testing Centre at Millmead House.

2. Strategic Priorities

- 2.1 The grant of these licences to Surrey County Council will secure the use of the two areas for a Lateral Flow Test Facility and will allow the testing of the wider community within Guildford Borough. This supports the Council's strategic priority of "Supporting older, more vulnerable and less advantaged people in our community" (Corporate Plan 2018-2023).

3. Background

- 3.1 Surrey County Council wish to establish a Lateral Flow Test facility in Guildford.
- 3.2 Urgent approval has been given by the Managing Director in consultation with the Leader of the Council and the Monitoring Officer for two licences to be granted to Surrey County Council for term, to run between 19 April and 30 June to allow a Lateral Flow Test facility to be set-up at Millmead House.
- 3.3 A copy of the Delegated Authority is provided within the Appendix 1.
- 3.4 There is an immediate need to agree terms for these licences as soon as possible as Surrey County Council wished to open the lateral flow testing facility on 19 April, which is prior to the next Executive meeting, where consent for this matter would normally be sought.
- 3.5 To expedite the matter, the Managing Director provided approval for the licences, using his powers to act in relation to matters of urgency, with the decision being reported to the next meeting of the Executive.

4. Consultations

- 4.1 The Lead Councillor and Monitoring Officer have been consulted on the urgent Delegated Authority Decision. The local ward councillors have been informed of the decision.

5 Key Risks

- 5.1 The risks with the decision would be to delay the start of the Lateral Flow Testing facility, which could impact on the spread of Covid-19.

5. Financial Implications

- 6.1 The Financial implications are minimal; A licence fee could have been charged but this may have prevented the facility being put in place. Surrey County Council are funding the centre – therefore no cost to GBC.

7. Legal Implications

- 7.1 Urgent approval has been given by the Managing Director to expedite the matter. Heads of Terms have been agreed with Surrey County Council and the licence have been put in place.
- 7.2 It is understood that a risk assessment of Council employees has been undertaken and suitable precautions have been put in place. It is also understood that tenants at Millmead have been notified of the plans and the areas that would be out of use and no objections have been raised.
- 7.3 A licence has been put in place however the Council should ensure that Surrey County Council do not have exclusive possession of the areas, otherwise it could be interpreted that they have a lease which comes with the risk that they may accrue rights of security of tenure.

8. Human Resource Implications

- 8.1 There are no HR implications.

9. Equality and Diversity Implications

- 9.1 This duty has been considered in the context of this report and it has been concluded that there are no equality and diversity implications arising directly from it.

10. Climate Change/Sustainability Implications

- 10.1 There will be no climate change / sustainability implications.

11. Summary of Options

- 11.1 Under the circumstances there was no alternative option.

12. Conclusion

- 12.1 The grant of two licences at nil consideration to Surrey County Council over the former staff restaurant and subsequent Civic Suite area will allow Surrey County Council to set-up and establish the Lateral Flow Testing facility for the benefit of the Borough community, in the fight against Covid-19.

13. Background Papers

None

14. Appendices

Appendix 1: Record of Decision taken under Delegated Authority by the Managing Director