


## Appendix 1

 <b>GUILDFORD BOROUGH</b>	<b>RECORD OF DECISION TAKEN UNDER DELEGATED AUTHORITY</b>
<b>SUBJECT / ISSUE:</b>	Urgent decision on the Grant of Licence of the former canteen at Millmead House, Guildford to Surrey County Council for use at a Lateral Flow Test Centre
<b>KEY DECISION* Yes/No</b>	No
<b>Ward(s) affected:</b>	Friary & St Nicolas
<b>NAME AND DESIGNATION OF LEAD COUNCILLOR TAKING DECISION:</b>	James Whiteman – Managing Director
<b>SOURCE OF AUTHORITY TO TAKE DECISION:</b>  <b>Either: Decision by Executive to delegate to a lead councillor (please include date of meeting)</b>  <b>Or: Scheme of Delegation to Lead Councillors</b>	Council's 05/01/2021 Constitution Part 3, Page 3-44, Para 2, the Managing Director "In consultation with the Leader where practicable and the Monitoring Officer, to act in an emergency or in relation to matters of urgency in relation to any functions of the Council, subject to the use of this power being reported to the next meeting of the Council, Executive or committee concerned".
<b>CONSULTATIONS:</b>  <b>(a) Relevant Lead Councillor(s): Comments:</b>  <b>(b) Local Ward Councillor(s): Comments:</b>  <b>(c) Officer (state names): Comments:</b>	(a) Leader of the Council – Joss Bigmore – Email 13/04/2021 at 11:12 agrees with proposal with no further comments being made.  (b) Councillors Goodwin & Hunt – informed of decision on 13/04/2021  (c) Monitoring Officer – Diane Owens - Email 13/04/2021 at 13:48 with the comment "I am happy agree to the proposal as drafted in the DA, subject to a risk assessment of GBC staff and confirmation our other tenants have been consulted".
<b>DETAILS OF DECISION:</b> (attach additional sheets if required)	To grant a licence to Surrey County Council (SCC) over the former canteen at Millmead House, Guildford, so that SCC can set up a lateral flow test centre, in connection with the Covid pandemic. The licence period will be for a term of 22 days from 19 April to 10 May 2021. The licence fee will be a peppercorn.  There is no delegated authority that can allow Officers to approve this matter, so this would normally become a decision to be taken by the Executive, however, this licence needs to be in place by 19 April, so there is not an

	Executive meeting before then. Therefore, to expediate the matter, the Managing Director is requested to approve this using his powers to act in an emergency or in relation to matters of urgency, with his decision being reported to the next meeting of the Executive at 25 May 2021.
<b>Reasons for Decision:</b>	To assist in the Covid pandemic response.
<b>Details of any alternative options considered and rejected when making the decision:</b>	No alternative available
<b>Details of any conflict of interest declared by any executive councillor who is consulted in relation to this decision:</b>	None
<b>Contact Officer:</b> <b>Service:</b>  <b>Direct Line:</b> <b>File Ref:</b>	Mark Appleton Asset Manager  01483 444364
<p>I hereby take the decision referred to above, for the reason(s) stated.</p> <p>Signed: James Whiteman (signature removed for publication)</p> <p>James Whiteman - Managing Director</p> <p>Date decision taken: 14 April 2021</p> <p>Date decision may be implemented, subject to call-in provisions**: five working days after the day of publication of the decision</p>	
<p><b>IMPORTANT NOTES (PLEASE READ):</b></p> <p><b>ACCESS TO INFORMATION PROCEDURE RULES</b></p> <p>Unless the details of this decision or any accompanying report or background paper contains confidential or exempt information (see note below), you <u>MUST</u> ensure that, as soon as reasonably practicable after making this decision,</p> <ol style="list-style-type: none"> <li>(1) send a copy of this record of decision, together with any relevant report or background paper referred to therein, to Committee Services so that it may be uploaded to the website; and</li> <li>(2) make a copy of this record of decision, together with any relevant report or background paper referred to therein, available for inspection by the public at the Council offices.</li> </ol> <p>This record, together with any relevant report or background paper, must be retained for six years following the date of the decision.</p>	

**\*KEY DECISION**

a “key decision” is an *executive* decision which is likely to:

- (i) result in significant expenditure or savings (of at least £200,000) having regard to the budget for the service or function to which the decision relates; or
- (ii) have a significant impact on two or more wards within the Borough.

Please note that before a key decision can be taken lawfully, public notice of intention to make it must appear in the published Forward Plan for at least 28 days before the date on which the key decision is proposed to be made. If the decision is more urgent, it will become subject to urgency provisions, in which case please contact Committee Services.

**\*\*CALL-IN**


Any executive decision made by a lead councillor under delegated authority may only be implemented on the expiry of five working days after the day of publication of the decision. During this time, the decision may be called in by councillors for review by the Overview and Scrutiny Committee. You will be informed by Committee Services if this happens.

**CONFIDENTIAL / EXEMPT INFORMATION<sup>1</sup>**

If this record or any document (or part of a document) referred to herein contains confidential or exempt information, the requirement to make this record or any such document available for inspection by the public is removed. In such circumstances, you must still retain the record for six years for audit trail purposes.

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<sup>1</sup> If you are unsure as to what constitutes confidential or exempt information, please contact Committee Services

 <b>GUILDFORD BOROUGH</b>	<b>RECORD OF DECISION TAKEN UNDER DELEGATED AUTHORITY</b>
<b>SUBJECT / ISSUE:</b>	Urgent decision on the Grant of Licence of the Civic Suite at Millmead House, Guildford to Surrey County Council for use at a Lateral Flow Test Centre
<b>KEY DECISION* Yes/No</b>	No
<b>Ward(s) affected:</b>	Friary & St Nicolas
<b>NAME AND DESIGNATION OF LEAD COUNCILLOR TAKING DECISION:</b>	James Whiteman – Managing Director
<b>SOURCE OF AUTHORITY TO TAKE DECISION:</b>  <b>Either: Decision by Executive to delegate to a lead councillor (please include date of meeting)</b>  <b>Or: Scheme of Delegation to Lead Councillors</b>	Council's 05/01/2021 Constitution Part 3, Page 3-44, Para 2, the Managing Director "In consultation with the Leader where practicable and the Monitoring Officer, to act in an emergency or in relation to matters of urgency in relation to any functions of the Council, subject to the use of this power being reported to the next meeting of the Council, Executive or committee concerned".
<b>CONSULTATIONS:</b>  <b>(d) Relevant Lead Councillor(s): Comments:</b>  <b>(e) Local Ward Councillor(s): Comments:</b>  <b>(f) Officer (state names): Comments:</b>	<p>(d) Leader of the Council – Joss Bigmore – Email 30.4.21 at 15.57 agrees with proposal with no further comments being made</p> <p>(e) Councillors Goodwin &amp; Hunt – informed of decision on 30.4.2021.</p> <p>(f) Monitoring Officer – Diane Owens - Email 30.4.21 at 11.35 with no further comments</p>
<b>DETAILS OF DECISION:</b> (attach additional sheets if required)	<p>To grant a licence to Surrey County Council (SCC) over the Civic Suite at Millmead House, Guildford, so that SCC can set up a lateral flow test centre, in connection with the Covid pandemic. The licence period will be for a term will run from 10 May 2021 to 30 June 2021. The licence fee will be a peppercorn.</p> <p>There is no delegated authority that can allow Officers to approve this matter, so this would normally become a decision to be taken by the Executive, however, this licence needs to be in place by 10 May, so there is not an Executive meeting before then.</p> <p>Therefore, to expediate the matter, the Managing Director is requested to approve this using his powers to act in an</p>

	emergency or in relation to matters of urgency, with his decision being reported to the next meeting of the Executive at 25 May 2021.
<b>Reasons for Decision:</b>	To assist in the Covid pandemic response.
<b>Details of any alternative options considered and rejected when making the decision:</b>	No alternative available
<b>Details of any conflict of interest declared by any executive councillor who is consulted in relation to this decision:</b>	None
<b>Contact Officer:</b> <b>Service:</b>  <b>Direct Line:</b> <b>File Ref:</b>	Mark Appleton Asset Manager  01483 444364

I hereby take the decision referred to above, for the reason(s) stated.

Signed: James Whiteman (signature removed for publication)

James Whiteman - Managing Director

Date decision taken: 6 May 2021

Date decision may be implemented, subject to call-in provisions\*\*:

**IMPORTANT NOTES (PLEASE READ):**

**ACCESS TO INFORMATION PROCEDURE RULES**

Unless the details of this decision or any accompanying report or background paper contains confidential or exempt information (see note below), you MUST ensure that, as soon as reasonably practicable after making this decision,

- (3) send a copy of this record of decision, together with any relevant report or background paper referred to therein, to Committee Services so that it may be uploaded to the website; and
- (4) make a copy of this record of decision, together with any relevant report or background paper referred to therein, available for inspection by the public at the Council offices.

This record, together with any relevant report or background paper, must be retained for six years following the date of the decision.

**\*KEY DECISION**

a "key decision" is an *executive* decision which is likely to:

- (iii) result in significant expenditure or savings (of at least £200,000) having regard to the budget for

the service or function to which the decision relates; or

- (iv) have a significant impact on two or more wards within the Borough.

Please note that before a key decision can be taken lawfully, public notice of intention to make it must appear in the published Forward Plan for at least 28 days before the date on which the key decision is proposed to be made. If the decision is more urgent, it will become subject to urgency provisions, in which case please contact Committee Services.

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