

Executive Report

Ward(s) affected: All

Report of Strategic Services Director

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Date: 26 May 2022

Review of Executive Working Groups

Executive Summary

This report is published annually to ask the Executive to review the work carried out over the previous twelve months by the various working groups (including boards and panels) that have been established by either the Executive or the Leader/lead councillor, together with the work they are likely to undertake over the following twelve months. As a part of this review, the report also asks the Executive to determine whether these groups should continue as presently constituted and, if so, to make or confirm appointments to them. The requirement to submit this report to the Executive is in accordance with Council Procedure Rule 24 (j).

The Executive is also asked to consider the establishment of three new working groups/boards.

Recommendation to the Executive

- (1) To review the current Executive working groups listed in **Appendix 1** to this report, and to determine in respect of each group, with particular reference to paragraph 3 of this report, whether they should continue with their work, or be disbanded.
- (2) To determine in respect of each working group which the Executive agrees should continue with their work:
 - (a) any change to the group's terms of reference,
 - (b) the number of councillors on the working group,
 - (c) whether the working group should be cross-party (i.e. include councillors from more than two political groups),
 - (d) the time for which the working group is expected to continue operating

(e) the appointment of individual councillors to the working group, (the Executive may choose to make such appointments itself or ask political group leaders to nominate councillors for membership of the working group in accordance with the number of seats each political group has been allocated).

- (3) To agree to the establishment of the following new working groups/boards:
- Capital, Transport & Infrastructure (CTI) Board
 - Community Board
 - HRA Housing Investment Programme (HIP) Working Group

Reason for Recommendation:

To comply with the requirement on the part of the Executive to periodically review the continuation of the various Working Groups in accordance with Council Procedure Rule 24 (j).

Is the report (or part of it) exempt from publication? No

1. Purpose of Report

- 1.1 This report asks the Executive to review the work carried out by Executive working groups over the past twelve months and the work they are likely to undertake over the next twelve months. As part of this review, the report also asks the Executive to determine whether these groups should continue as presently constituted and, if so, to make appointments to them.
- 1.2 It should be noted that other councillor task groups exist, such as the Councillor Development Steering Group and the Corporate Governance Task Group, which report to the Corporate Governance and Standards Committee. However, this report is concerned only with the working groups appointed by the Executive, the Leader or lead councillors.

2. Strategic Priorities

- 2.1 The councillor working groups' work should assist in the delivery of the Council's strategic priorities as set out in the Corporate Plan.

3. Background

- 3.1 This report sets out in **Appendices 1 and 2:**
- (a) a summary of general progress of each Executive working group including work undertaken, goals achieved and work still to be carried out; and
 - (b) the terms of reference and current composition of each working group; and

(c) the strategic theme that each working group supports

3.2 The Council agreed in December 2016, as a part of the review of the Constitution, to include for the purposes of clarity and avoidance of doubt, information in Council Procedure Rules on the appointment, terms of reference, composition and duration of:

- working groups (appointed by the Leader, a lead councillor, or the Executive) and
- task groups (appointed by Council, a committee, or an EAB),

including the appointment of working/task group chairmen and substitutes.

3.3 Council Procedure Rule 24 provides that the “appointing body” (which could be the Leader, a lead councillor, or the Executive) shall determine, amongst other things, the number of councillors on a working group and may appoint individual councillors to it. Where it is necessary to alter the membership of such a working group, the lead councillor with portfolio responsibility for governance is authorised to determine any change of membership of those working groups as and when required.

3.4 Proposed disbandment of working groups

Development Strategy Working Groups

These working groups were previously led by the relevant Development Officers from the Leisure Development Team, which no longer exists following the implementation of Future Guildford Phase B. There are no plans for new Arts Development, Play Development or Sports Development Strategies.

Consequently, it is proposed that

- the Arts Development Strategy & Public Art Strategy Working Group,
- Play Development Strategy & Fixed Play Equipment Working Group, and
- Sports Development Strategy Working Group

be disbanded as separate groups and those workstreams combined under one reconstituted Community Board (previously the Aspire Health and Wellbeing Board) to give focus to health and wellbeing, the less advantaged and community services alongside grant provision.

The Public Art Strategy provides guidance for Public Art projects which are likely to be funded through Planning Gain for external works and any internal works potentially be delivered by Corporate Programmes. It is proposed that ownership of the Strategy is either with Planning or Corporate Programmes.

Fixed play equipment refers to asset management in the play strategy as it relates to the replacement programme of the playgrounds. The programme will come forward as part of capital funding requests as supporting evidence.

Electric Theatre Monitoring Group

It is proposed that rather than convening a dedicated working group as a reporting point that monitoring of the venue might be better placed elsewhere, perhaps with the new Community Board. No meetings of this Group were convened during the pandemic.

Housing Delivery Board

Much of the housing completions data reported at this board is now also included as part of the (expanded) corporate performance reporting indicators including on overall housing delivery, affordable housing delivery, and affordable housing permissions. This is tabled at the Corporate Governance and Standards Committee on a quarterly basis.

Museum Working Group

It is proposed that the Museum Working Group be disbanded and matters concerning the museum be incorporated into the Culture & Heritage Programme Mandate

Town Twinning Working Group

The Executive may wish to review the need for the continuation of a standing working group for these purposes.

The Innovation Board

The Innovation Board has not met since 15 March 2021. Since then, key members Gordon Jackson and Caroline Reeves are no longer councillors and the Local Economy Manager has left the Council.

3.5 Proposed new working groups

Capital, Transport & Infrastructure (CTI) Board

The CTI Board will provide oversight to capital, transport and infrastructure projects led by Guildford Borough Council and to feedback to the project team on the progress of schemes. This board will report to the Major Projects Portfolio Board. **See Appendix 3**

Community Board

To incorporate the development strategy workstreams and the Aspire Health and Wellbeing board. Draft terms of reference can be found at **Appendix 5**.

HRA Housing Investment Programme (HIP) Working Group

To provide a forum to review the development, implementation and monitoring of strategic and service delivery for the Council's Housing Management functions to ensure compliance with the Council's Regulatory and legal obligations. Terms of reference in **Appendix 1**.

4. Consultations

4.1 Consultation has taken place with relevant officers across the Council.

5. Key Risks

5.1 There are no key risks arising directly from this report. Evaluation of any risk will be specific to the work undertaken by each individual working group.

6. Financial Implications

6.1 There are no financial implications arising from this report. Any proposals, projects or suggestions from the groups with financial implications will either be contained within approved budgets or considered as part of the Service and Financial Planning cycle.

7. Legal Implications

7.1 There is no legal requirement to establish working groups, but most councils use them for purposes similar to ours. We have made provision for their operation in our Council Procedure Rules.

7.2 As working groups have no decision-making powers, there is no requirement for them to be politically balanced.

8. Human Resource Implications

8.1 Currently, we are able to service working groups from within existing staffing resources.

9. Equality and Diversity Implications

9.1 Each Working Group, panel or board will be responsible for having due regard to the requirements of the Public Sector Equality Duty (Equality Act 2010) when making any policy recommendations.

10. Climate Change/Sustainability Implications

- 10.1 Each working group, panel or board will be responsible for having due regard to the Council having declared a climate emergency and acting in accordance with the commitments made by this Council to Climate Change and sustainability.

11. Options

- 11.1 The Executive may create or disband working groups as it sees fit.

12 Conclusion

- 12.1 In the light of the information provided in the appendices to this report the Executive (as the appointing body) may ask working groups to continue their work or disband them. The Executive may also establish new working groups or revise terms of reference and composition of existing working groups or set a time by which it expects a working group to complete its work.

13. Background Papers

None

14. Appendices

Appendix 1: Table showing details of general progress and work to be undertaken by each of the current councillor working groups recommended to continue.

Appendix 2: Table showing details of general progress and work to be undertaken by each of the current councillor working groups recommended to disband.

Appendix 3: Capital, Transport & Infrastructure (CTI) Board Terms of Reference

Appendix 4: Climate Change Board Terms of Reference

Appendix 5: Community Board Terms of Reference

Appendix 6: Innovation Board Terms of Reference

Appendix 7: Major Projects Portfolio Board Terms of reference

Appendix 8: Property Review Group Terms of reference

Appendix 9: Shaping Guildford's Future Programme Board Terms of Reference

Appendix 10: Weyside Urban Village Development Governance Board Terms of reference