

**UPDATE/PROGRESS WITH MATTERS PREVIOUSLY CONSIDERED BY THE SOCIETY, ENVIRONMENT, AND COUNCIL DEVELOPMENT EAB**

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)	Claire Morris Head of Financial Services	Cllr Nigel Manning (now Cllr Michael Illman)	The Board advised the Executive (i) That external funding for Chilworth Gunpowder Mills and all appropriate projects be explored by officers. (ii) That annual forecast balances of the respective costs and benefits be included in capital expenditure proposals whenever possible.	03/10/17 - Email sent to CM for update
25-Feb-16	Procurement	Satish Mistry Director of Corporate Services	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.	Report scheduled for 23 February 2017, but was cancelled. 31/03/17 Email from Sandra Herbert to say that Nathaniel Burrows could demonstrate the new procurement toolkit.
26-May-16	Business Rates Discretionary Rate Review	Steve White (Director of Resources)	Councillor Michael Illman	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 offered to the community.	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.
14-Jul-16	Arts Development Strategy	Jonathan Sewell	Councillor 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.	Report scheduled for 19 October 2017.
08-Sep-16	Website Development Project	Jenifer Davis Web Programme Manager	Councillor 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.	This project is progressing well and all set to be delivered before Christmas. The actions arising from the meeting referred to two specific areas where the website is integrated to internal systems – the planning system (Ilox) and Modern.Gov, which the committee services team use for managing and publishing committee information. 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.

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08-Sep-16	Website Development Project (cont.d)				<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 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. The new website went live as planned in December 2016.</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 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.</p>

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20-Oct-16	Smart Cities: An Energy, Climate Change and Sustainability Perspective		Councillor Nikki Nelson-Smith	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.	
21-Nov-16	Proposed Leisure Strategy	Jonathan Sewell Leisure Services Manager	Councillor Richard Billington	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.	
23-Feb-17	Health & Wellbeing Strategy Update	Helen Barnsley Public Health Co-ordinator	Cllr Iseult Roche	<ul style="list-style-type: none"> <li>Public Health Co-ordinator to send the EAB details of successes referred to in her presentation.</li> <li>Lead Councillor to report back to the board on the issue of preventing carer strain.</li> </ul>	
25-May-17	Shared and Traded Services	Claire Morris Head of Financial Services	Cllr Michael Illman	<ul style="list-style-type: none"> <li>The Board agreed that the projects provided some exciting and ambitious opportunities.</li> <li>The Board suggested options for shared and traded services including domotics, electric vehicles, and woodland management.</li> <li>The Office Services Manager agreed to arrange a workshop for Councillors, following on from one arranged for officers in June.</li> <li>The Board's role in considering business cases for shared and traded services and making recommendations would continue.</li> </ul>	03/10/17 Email sent to Kevin Handley for further update
13-Jul-17	Recycling Improvements: Review of refuse and recycling service	Chris Wheeler Waste and Fleet Services Manager	Cll Matt Furniss	<ul style="list-style-type: none"> <li>The Recycling and Waste Officer agreed to circulate details of the end destinations of recycled objects.</li> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>Details of the end destinations of recycled objects were emailed to EAB members 14/07/17.</li> <li>Further update scheduled for EAB in July 2018</li> </ul>

Date of Meeting	Item	Lead Officer	Lead Councillor	Action Agreed	Progress to date
13-Jul-17	12 month review of Council's revised governance arrangements	John Armstrong Democratic Services Officer	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 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&amp;S Committee work programme be broadened, by amending O&amp;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 should normally present matters, with officer support, for discussion at EAB meetings and engage actively in a dialogue with the EABs regarding those matters, and that the terms of reference of the EABs be amended accordingly.</p> <p>(7) That EABs be encouraged to set up task groups to research and review areas for policy development, subject to:</p> <p style="padding-left: 20px;">(a) consideration of implications for staff resources, and</p> <p style="padding-left: 20px;">(b) to the relevant lead councillors attending meetings of such task groups in an ex officio capacity as appropriate.</p> <p>(8) That more proactive measures for public engagement in respect of the work of the OSC and the EABs be established by:</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.

Date of Meeting	Item	Lead Officer	Lead Councillor	Action Agreed	Progress to date
13-Jul-17	12 month review of Council's revised governance arrangements (cont.d)			<p>(a) inviting suggestions for the OSC work programme from the public and partners as well as officers and councillors, and</p> <p>(b) alerting the public about OSC and EAB agenda topics on days leading up to the meeting, on the day of the meeting and action agreed at the meeting through press releases/social media.</p> <p>(9) That progress on matters previously considered by EABs be reported back to them when appropriate.</p> <p>(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.</p>	
	Progress on councillor involvement in the preparation of the budget	John Armstrong Democratic Services Officer	Cllr Matt Furniss Cllr Michael Illman	The Democratic Services Manager explained that both EABs had agreed to establish a politically balanced Joint EAB Budget Working Group in September 2016, comprising four councillors appointed by each EAB. The Board agreed to continue with this arrangement, and was asked to appoint one Conservative member, one Liberal Democrat member, one Labour member and one Guildford Greenbelt Group member to a new Joint EAB Budget Task Group.	Councillors Angela Gunning, David Quelch, David Reeve and Caroline Reeves were appointed to the Joint EAB Budget Task Group for 2017-18 to ensure backbench councillor involvement in the budget setting process.
07-Sep-17	Sustainability and Green Energy	Kevin Handley Facilities and Office Services Manager	Cllr Philip Brooker	<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 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 UoS to speak about 5G</p> <p>The Board recommended that water source heat pumps and 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>	