

## **GUILDFORD BOROUGH COUNCIL**

Draft Minutes of the forty-eighth Annual Meeting of Guildford Borough Council held at Guildford Baptist Church, Millmead, Guildford, Surrey, GU2 4BE on Wednesday 19 May 2021

\* The Mayor, Councillor Richard Billington

\* The Deputy Mayor, Councillor Marsha Moseley

* Councillor Paul Abbey	* Councillor Ted Mayne
Councillor Tim Anderson	* Councillor Julia McShane
* Councillor Jon Askew	* Councillor Ann McShee
* Councillor Christopher Barrass	* Councillor Bob McShee
* Councillor Joss Bigmore	* Councillor Masuk Miah
Councillor David Bilbé	* Councillor Ramsey Nagaty
* Councillor Chris Blow	* Councillor Susan Parker
* Councillor Dennis Booth	* Councillor George Potter
* Councillor Ruth Brothwell	* Councillor Jo Randall
* Councillor Colin Cross	* Councillor John Redpath
* Councillor Guida Esteves	* Councillor Maddy Redpath
* Councillor Graham Eyre	* Councillor John Rigg
Councillor Andrew Gomm	* Councillor Tony Rooth
* Councillor Angela Goodwin	* Councillor Will Salmon
Councillor David Goodwin	* Councillor Deborah Seabrook
* Councillor Angela Gunning	* Councillor Pauline Searle
Councillor Gillian Harwood	* Councillor Paul Spooner
* Councillor Jan Harwood	* Councillor James Steel
* Councillor Liz Hogger	* Councillor Cait Taylor
* Councillor Tom Hunt	* Councillor James Walsh
* Councillor Diana Jones	* Councillor Fiona White
Councillor Steven Lee	* Councillor Keith Witham
* Councillor Nigel Manning	* Councillor Catherine Young

\*Present

Before proceeding to the principal business of the meeting:

- the Council observed a minute's silence in memory of former councillor Auriol Earle, who had passed away on 30 April 2021; and
- the Mayor received the reports of the Honorary Remembrancer for the municipal year 2019-20, and the municipal year just ending and conveyed to Mr Matthew Alexander, the Council's appreciation of his excellent and informative reports.

### **CO1 ELECTION OF MAYOR**

Upon the motion of Councillor Nigel Manning, seconded by Councillor Jo Randall, the Council unanimously

RESOLVED: That Councillor Marsha Moseley be elected Mayor for the municipal year 2021-22.

Councillor Richard Billington vacated the chair.

Having been invested with the Mayoral Chain of Office, Councillor Marsha Moseley made the statutory Declaration of Acceptance of Office and took the Oath of Allegiance. The Mayor then took the chair.

The Mayor asked the Council to record their appreciation of services rendered by the retiring Mayor, Councillor Richard Billington over the past two municipal years and invested him with the past Mayor's badge.

## **CO2 APPOINTMENT OF DEPUTY MAYOR**

Upon the motion of The Mayor, Councillor Marsha Moseley, seconded by Councillor Richard Billington, the Council unanimously

RESOLVED: That Councillor Dennis Booth be appointed Deputy Mayor for the municipal year 2021-22.

Having been invested with the Deputy Mayor's Chain of Office, Councillor Dennis Booth made the statutory Declaration of Acceptance of Office and took the Oath of Allegiance.

## **CO3 APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of Councillors Tim Anderson, David Bilbé, Andrew Gomm, David Goodwin, Gillian Harwood, and Steven Lee; Honorary Freeman Andrew Hodges, Jen Powell, and David Watts; Honorary Aldermen Mrs Catherine Copley, Sarah Creedy, Jayne Marks, Terence Patrick, Lynda Strudwick, and Nick Sutcliffe; and the Honorary Recorder, His Honour Judge Robert Fraser.

## **CO4 DISCLOSURES OF INTEREST**

There were no disclosures of interest.

## **CO5 MINUTES**

The Council confirmed, as a correct record, the minutes of the meeting held on 13 April 2021. The Mayor signed the minutes.

## **CO6 MAYOR'S COMMUNICATIONS**

The Mayor formally welcomed to the meeting the three new borough councillors for the Friary and St Nicolas, Pirbright, and Send wards, namely Councillors Cait Taylor, Keith Witham, and Guida Esteves respectively.

The Mayor informed councillors that whilst, in normal circumstances, the Council would hold the traditional Civic Service on the Sunday following the Annual Meeting, this year the Service would be held at 10am on Sunday 12 September 2021. The Civic Secretary would be sending invitations to this event to councillors, Honorary Freeman, and Honorary Aldermen shortly.

The Mayor indicated that she was very much looking forward to the resumption of mayoral engagements across the borough, and was delighted that her first face-to face engagement as Mayor, would be the re-opening of the Sime Gallery at Worplesdon Memorial Hall on Sunday 23 May.

Finally, the Mayor thanked the Guildford Baptist Church for kindly agreeing to host the meeting at relatively short notice, which was greatly appreciated.

## **CO7 LEADER'S COMMUNICATIONS**

The Leader expressed his pleasure in seeing councillors in person noting that this was another milestone on the road to recovery from the pandemic. The gradual relaxation of restrictions had not yet resulted in unexpected consequence in our area and was pleased to see local businesses open and busy again. The Leader urged residents to shop and eat locally in support of those businesses over the coming months.

The Leader noted that whilst the vaccination programme continued at pace locally with over 75,000 residents of the Borough having received their first vaccination and nearly 40,000 already enjoying the protection of a second dose, there were still a significant number of people who had not yet received an injection and urged everyone to remain vigilant and observant of current restrictions.

The Leader thanked the Returning Officer, the electoral services team, and many other officers from across the Council on the successful delivery of the very complex and challenging series of elections and referendums on 6 May 2021.

#### **CO8 BY-ELECTIONS: RETURNING OFFICER'S REPORT**

The Council received the report of the Returning Officer upon the election of Borough Councillors to the Friary and St Nicolas, Pirbright, and Send wards held on Thursday 6 May 2021.

#### **CO9 MAYOR'S CHAPLAIN**

The Mayor announced the appointment of Reverend Canon Robert Cotton, Rector of Holy Trinity Church, Guildford, as her Chaplain for the 2021-22 municipal year.

#### **CO10 APPOINTMENT OF HONORARY REMEMBRANCER**

Upon the motion of the Mayor, Councillor Marsha Moseley, seconded by the Deputy Mayor, Councillor Dennis Booth, the Council unanimously

RESOLVED: That Mr Matthew Alexander be appointed Honorary Remembrancer for the municipal year 2021-22.

#### **CO11 PUBLIC PARTICIPATION**

No questions or requests to make statements had been received from the public.

#### **CO12 QUESTIONS FROM COUNCILLORS**

Councillor Catherine Young asked the Lead Councillor for Development Management, Councillor Tom Hunt, the following question:

*"The LGA Peer review on Guildford's planning process suggested that it would be appropriate to give a representative from our Parish Councils an automatic right to speak on major planning applications, in addition to ward councillors and public speakers. This is normal for many boroughs, and given that each ward is no longer represented on our Planning Committee, this would help re-establish a local link so that local knowledge and information about planning applications can be shared and taken on board as part of the committee process.*

*In view of the scale of development proposed across our ward in Clandon and Horsley, a number of our Parish Councils have expressed concern that they may not get an opportunity to speak as the places are limited to those who are quickest off the mark in terms of booking a slot.*

*Given that some important planning issues are coming forward in the short term (e.g. Wisley and Garlick's Arch), can I ask the Lead Councillor to ensure that planning procedures are amended with immediate effect, on a provisional basis subject to future ratification, to allow Parish Councils the automatic right to speak on each major application, to include windfall and applications proposing infilling?"*

The Lead Councillor's response was as follows:

*“Councillor Young correctly observes that the LGA Peer Review did consider that, in view of the great interest parish councils take in planning in Guildford and their wish for a permanent slot in public speaking at the Planning Committee, possible changes be made to Committee procedures to allow for this.*

*The Peer Review recommendations (including recommendation 11: “Review public speaking opportunities for Parish councils and special interest groups”) are to be considered by the Planning Committee Review Working Group. The Working Group’s recommendations will be referred to the relevant decision makers for consideration in due course.*

*As the Lead Councillor for Development Management, I have no powers to amend Procedure Rules, either on a permanent or provisional basis. Any proposed change in Public Speaking Procedure Rules arising from the Working Group’s deliberations would require formal approval from the full Council.*

*However, as you are aware, there is provision within Public Speaking Procedure Rules (Rule 4 (b)) for a committee to suspend any of those Procedure Rules as regards any business at the meeting where its suspension is moved. It is therefore possible, prior to consideration of an application before the Planning Committee, for a member of that Committee to move the suspension of Public Speaking Procedure Rules to allow a spokesperson from the relevant parish council to address the Committee in addition to any other public speakers who had registered to speak. If the Committee agreed to the suspension, a parish council spokesperson (if present) would be invited to address the Committee in respect of that application”.*

Councillor Tom Hunt  
Lead Councillor for Development Management

### **CO13 APPOINTMENT TO COMMITTEES 2021-22**

The Council considered a report on the appointment of councillors to committees for the municipal year 2021-22.

Details of the proposed committees and their respective size and terms of reference were set out in the report submitted to the Council, including details of the revised numerical allocation of seats on the committees to the political groups following the three by-elections held on 6 May 2021. The report also included details of each group’s nominations to fill those seats (and substitutes where appropriate), together with the nominations for election of committee and sub-committee chairmen and vice-chairmen. Details of the contested elections in respect of Committee Chairmen were set out on the Order Paper circulated at the meeting

Upon the motion of the Leader of the Council, Councillor Joss Bigmore, and seconded by the Deputy Leader of the Council, Councillor Jan Harwood, the Council:

#### **RESOLVED:**

- (1) That, for the municipal year 2021-22, the Council agrees to appoint the committees referred to in the table set out in paragraph 4.1 of the report submitted to the Council, and agrees their respective size referred to therein and the proposed terms of reference, as indicated in Appendix 1 to the report.
- (2) That the following numerical allocation of seats on committees to each political group on the Council, be approved for the 2021-22 municipal year:

Committee	Guildford Liberal Democrats	Residents for Guildford & Villages	Conservatives	Guildford Greenbelt Group	Labour
Total no. of seats on the Council	17	16	9	4	2
% of no. of seats on the Council	35.42%	33.33%	18.75%	8.33%	4.17%
Total number of seats on committees (Total: 86)	30	29	16	7	4
Corporate Governance & Standards Committee (7 seats)	2	2	1	1	1
Employment Committee (3 seats)	1	1	1	0	0
Service Delivery EAB (12 seats)	4	5	2	1	0
Strategy and Resources EAB (12 seats)	4	4	2	1	1
Guildford Joint Committee (10 seats)	4	3	2	1	0
Licensing Committee (15 seats)	6	5	3	1	0
Overview & Scrutiny Committee (12 seats)	4	4	2	1	1
Planning Committee (15 seats)	5	5	3	1	1
Total no. of seats on committees	30	29	16	7	4

- (3) That the nominations for membership and substitute membership (where applicable) of the committees, Executive Advisory Boards, and the Guildford Joint Committee for the 2021-22 municipal year, be approved as set out and indicated below:

#### **Corporate Governance and Standards Committee**

##### Appointed Members:

Councillor David Goodwin  
Councillor Nigel Manning  
Councillor Susan Parker  
Councillor George Potter  
Councillor John Redpath  
Councillor Deborah Seabrook  
Councillor James Walsh

##### Substitute Members:

Councillor Jon Askew  
Councillor Ruth Brothwell  
Councillor Colin Cross  
Councillor Guida Esteves  
Councillor Andrew Gomm  
Councillor Angela Gunning  
Councillor Liz Hogger  
Councillor Masuk Miah  
The Mayor, Councillor Marsha Moseley  
Councillor Ramsey Nagaty  
Councillor Jo Randall  
Councillor Tony Rooth  
Councillor Catherine Young

#### **Employment Committee**

##### Appointed Members:

Councillor Joss Bigmore  
Councillor Jan Harwood  
Councillor Paul Spooner

##### Substitute Members:

Councillor Tim Anderson  
Councillor Christopher Barrass  
Councillor David Bilbe  
Councillor Richard Billington  
Councillor Graham Eyre  
Councillor Tom Hunt  
Councillor Nigel Manning  
Councillor Julia McShane

Councillor John Redpath  
Councillor John Rigg  
Councillor Fiona White

### **Service Delivery Executive Advisory Board**

#### Appointed Members:

Councillor Paul Abbey  
The Deputy Mayor, Councillor Dennis Booth  
Councillor Andrew Gomm  
Councillor Angela Goodwin  
Councillor Ann McShee  
Councillor Bob McShee  
Councillor Ramsey Nagaty  
Councillor George Potter  
Councillor Jo Randall  
Councillor Tony Rooth  
Councillor Pauline Searle  
Councillor Fiona White

#### Substitute Members:

Councillor David Bilbé  
Councillor Richard Billington  
Councillor Chris Blow  
Councillor Ruth Brothwell  
Councillor Colin Cross  
Councillor Guida Esteves  
Councillor Graham Eyre  
Councillor Gillian Harwood  
Councillor Liz Hogger  
Councillor Diana Jones  
Councillor Steven Lee  
Councillor Nigel Manning  
Councillor Masuk Miah  
The Mayor, Councillor Marsha Moseley  
Councillor Susan Parker  
Councillor Maddy Redpath  
Councillor Will Salmon  
Councillor Paul Spooner  
Councillor Cait Taylor  
Councillor Keith Witham  
Councillor Catherine Young

### **Strategy and Resources Executive Advisory Board**

#### Appointed Members:

Councillor Ruth Brothwell  
Councillor Will Salmon  
Councillor Jon Askew  
Councillor Christopher Barrass  
Councillor Richard Billington  
Councillor Graham Eyre  
Councillor Angela Gunning  
Councillor Diana Jones  
Councillor Steven Lee  
Councillor Masuk Miah  
Councillor Maddy Redpath  
Councillor Catherine Young

#### Substitute Members:

Councillor Paul Abbey  
Councillor David Bilbé  
Councillor Chris Blow  
The Deputy Mayor, Councillor Dennis Booth  
Councillor Colin Cross  
Councillor Guida Esteves  
Councillor Andrew Gomm  
Councillor Angela Goodwin  
Councillor Gillian Harwood  
Councillor Liz Hogger  
Councillor Nigel Manning  
Councillor Ted Mayne  
Councillor Ann McShee  
Councillor Bob McShee  
The Mayor, Councillor Marsha Moseley  
Councillor Ramsey Nagaty  
Councillor Susan Parker  
Councillor Jo Randall  
Councillor Tony Rooth  
Councillor Paul Spooner  
Councillor Cait Taylor  
Councillor James Walsh  
Councillor Fiona White  
Councillor Keith Witham

### **Guildford Joint Committee**

#### Appointed Members:

Councillor Chris Blow  
Councillor David Goodwin  
Councillor Jan Harwood

Councillor Steven Lee  
Councillor Ramsey Nagaty  
Councillor Jo Randall  
Councillor John Rigg  
Councillor Tony Rooth  
Councillor Paul Spooner  
Councillor James Steel

### **Licensing Committee**

#### Appointed Members:

Councillor Tim Anderson  
The Deputy Mayor, Councillor Dennis Booth  
Councillor David Goodwin  
Councillor Gillian Harwood  
Councillor Nigel Manning  
Councillor Ted Mayne  
Councillor Ann McShee  
Councillor Bob McShee  
Councillor Masuk Miah  
The Mayor, Councillor Marsha Moseley  
Councillor Maddy Redpath  
Councillor Will Salmon  
Councillor James Steel  
Councillor Keith Witham  
Councillor Catherine Young

### **Overview and Scrutiny Committee**

#### Appointed Members:

Councillor Chris Blow  
Councillor Colin Cross  
Councillor Angela Goodwin  
Councillor Guida Esteves  
Councillor Graham Eyre  
Councillor George Potter  
Councillor Tony Rooth  
Councillor Will Salmon  
Councillor Deborah Seabrook  
Councillor Paul Spooner  
Councillor James Walsh  
Councillor Fiona White

#### Substitute Members:

All non-Executive councillors not appointed to this Committee may substitute for any member of the Committee from the same political group

### **Planning Committee**

#### Appointed Members:

Councillor Jon Askew  
Councillor Christopher Barrass  
Councillor David Bilbé  
Councillor Chris Blow  
Councillor Ruth Brothwell  
Councillor Colin Cross  
Councillor Angela Goodwin  
Councillor Angela Gunning  
Councillor Liz Hogger  
The Mayor, Councillor Marsha Moseley  
Councillor Ramsey Nagaty  
Councillor Maddy Redpath  
Councillor Pauline Searle  
Councillor Paul Spooner  
Councillor Fiona White

#### Substitute Members:

Councillor Tim Anderson  
Councillor Richard Billington  
The Deputy Mayor, Councillor Dennis Booth  
Councillor Guida Esteves  
Councillor Graham Eyre  
Councillor Andrew Gomm  
Councillor Steven Lee  
Councillor Nigel Manning  
Councillor Ted Mayne  
Councillor Bob McShee  
Councillor Susan Parker  
Councillor Jo Randall  
Councillor Tony Rooth  
Councillor Will Salmon  
Councillor Deborah Seabrook  
Councillor Cait Taylor

Councillor James Walsh  
Councillor Catherine Young

- (4) That the councillors indicated in the table below be elected as chairman and vice-chairman, as appropriate, of the committees/sub-committees/EABs referred to therein:

Committee	Chairman	Vice-Chairman
Corp. Governance & Standards Ctte	Cllr George Potter	Cllr Deborah Seabrook
Employment Committee	Cllr Joss Bigmore	Cllr Jan Harwood
Service Delivery EAB	Cllr Angela Goodwin	Cllr Ramsey Nagaty
Strategy & Resources EAB	Cllr Ruth Brothwell	Cllr Will Salmon
Guildford Joint Committee	Cllr Jan Harwood	
Licensing Committee	Cllr David Goodwin	The Deputy Mayor, Cllr Dennis Booth
Licensing Sub-Ctte/Licensing Regulatory Sub-Ctte (up to 6)	Cllr Tim Anderson The Deputy Mayor, Cllr Dennis Booth Cllr David Goodwin Cllr Nigel Manning Cllr Will Salmon Cllr Catherine Young	
Overview & Scrutiny Committee	Cllr Paul Spooner	Cllr James Walsh
Planning Committee	Cllr Fiona White	Cllr Colin Cross

- (5) That the Council appoints Councillor Champions for 2021-22 as follows:

Armed Forces:	Cllr Tom Hunt The Deputy Mayor, Cllr Dennis Booth (Deputy)
Historic Environment and Design:	Cllr Bob McShee Cllr Fiona White (Deputy)
Older Persons':	Cllr Maddy Redpath Cllr Ted Mayne (Deputy)

#### Reasons:

- To comply with Council Procedure Rules 23 and 29 of the Constitution in respect of the appointment of committees and election of chairmen and vice-chairmen
- To enable the Council to comply with its obligations under the Local Government and Housing Act 1989 in respect of the political proportionality on its committees.

#### **CO14 'MAKE' (ADOPT) THE LOVELACE, PUTTENHAM AND SEND NEIGHBOURHOOD PLANS**

The Council noted that neighbourhood plans were development plans produced by parish/town councils or neighbourhood forums. Ripley and Ockham parish councils had produced the Lovelace Neighbourhood Plan covering the Lovelace Neighbourhood Area (Lovelace ward, which encompassed the parishes of Ripley, Ockham, and Wisley). Puttenham Parish Council had produced the Puttenham Neighbourhood Plan covering the Puttenham Neighbourhood Area (Puttenham Parish). Send Parish Council had produced the Send Neighbourhood Plan covering the Send Neighbourhood Area (Send Parish).

To meet the requirements of The Neighbourhood Planning (General) Regulations 2012 (as amended) ("the Regulations"), the Council held six-week consultations and arranged for an examination for each of the plans. The plans were then amended in line with the examiner's



recommendations and then subject to a referendum of local government voters within the respective neighbourhood areas on 6 May 2021.

In response to the referendum question “Do you want Guildford Borough Council to use the Neighbourhood Plan for the [Lovelace or Puttenham or Send] Neighbourhood Area to help it decide planning applications in the neighbourhood area?” The following percentages of those voting voted “Yes”: Lovelace 82.33%, Puttenham 87.62% and Send 81.15%.

By virtue of the Planning and Compulsory Purchase Act 2004 (as amended) (“the Act”) and the Regulations, the Council must ‘make’ (adopt) the Plans as soon as reasonably practicable after the referendum is held and, in any event, not later than the last day of the period of 8 weeks from the day after the referendum. The Council did not need to make a neighbourhood plan if it considered that the making of it would be a breach, or would otherwise be incompatible with, any EU obligations (as incorporated into UK law) or any human rights obligations. Officers were of the view that making the plans would not breach these obligations. The Council must therefore decide whether or not to make the relevant neighbourhood plans.

As a result of amendments to the Regulations, neighbourhood plans now formed part of the statutory Development Plan and carried full weight in planning decisions as soon as they were approved at a referendum, rather than when they are made by the Council at the final stage of the process. Applications for planning permission must be determined in accordance with the Development Plan unless material considerations indicate otherwise.

Upon the motion of the Deputy Leader of the Council, Councillor Jan Harwood, seconded by the Leader of the Council, Councillor Joss Bigmore, the Council:

RESOLVED: That the Council resolves to ‘make’ (adopt) the Lovelace, Puttenham and Send neighbourhood plans.

Reason:

To meet the requirements of the Planning and Compulsory Purchase Act 2004 (as amended) and The Neighbourhood Planning (General) Regulations 2012 (as amended)

## **CO15 REVIEW OF PROCUREMENT PROCEDURE RULES**

The Council noted that its expenditure on goods, works, and services was approximately £50 million per annum and the Procurement Strategy adopted by the Executive on 26 May 2020 provided a strategic approach to sourcing in order to demonstrate best value and meet the requirements of the Public Contract Regulations 2015.

A need had been identified to update the Procurement Procedure Rules, which formed part of the Council’s Constitution, in line with the adoption of the Procurement Strategy and subsequent shift to strategic sourcing as the last substantial review of those Rules had been undertaken in 2016.

The Council considered a report which set out the proposed key changes to the Procedure Rules, a summary of which was as follows:

- Update to threshold for procurement advice
- Defining the role of Corporate Procurement Board
- Update to Tendering thresholds
- Updated exemption grounds
- Specific inclusion of embedding Social Value
- Specific inclusion of adopting Modern Slavery
- Specific inclusion of Climate change considerations

By adopting the updated Procurement Procedure Rules, the Council would bring them in line with current practices and commit to delivering a robust approach to Commissioning and

Procurement. Compliance with the Public Contract Regulations 2015 would be achieved, significant savings realised, and commercial opportunity maximised.

Upon the motion of the Leader of the Council, Councillor Joss Bigmore, seconded by the Lead Councillor for Economy, Councillor John Redpath, the Council:

RESOLVED: That the updated Procurement Procedure Rules, as set out in Appendix 1 to the report submitted to the Council, be adopted.

Reason:

The current Procurement Procedure Rules were last subject to a full review in 2016, there are therefore substantial changes and updates required in order to align with the Procurement Strategy adopted by the Executive on 26 May 2020.

**CO16 COUNCILLORS' CODE OF CONDUCT - ACCEPTANCE OF GIFTS AND HOSPITALITY**

Councillors were reminded that, at its meeting on 6 October 2020, the Council had considered a report on the outcome of a review by the Corporate Governance Task Group of the Councillors' Code of Conduct, including the policy on acceptance of gifts and hospitality by councillors.

As well as including a new requirement for the registration and declaration of certain non-pecuniary interests, the revised code made some significant changes to provisions on the acceptance of gifts and hospitality. However, following the Council meeting on 6 October, officers identified an anomaly in the interpretation of this part of the Code, which required clarification.

The Task Group had considered the matter again and had recommended some further remedial alterations to the Code, details of which were set out in the report submitted to the Council.

Upon the motion of Councillor Deborah Seabrook, seconded by Councillor Nigel Manning, the Council:

RESOLVED: That the proposed revisions to the Acceptance of Gifts and Hospitality section of the Councillors' Code of Conduct, as set out in paragraph 4.10 of the report submitted to the Council, be adopted and implemented with immediate effect.

Reason:

To address and correct the anomaly in respect of acceptance of gifts and hospitality in the revised code of conduct agreed by the Council on 6 October 2020.

**CO17 MINUTES OF THE EXECUTIVE**

The Council received and noted the minutes of the meetings of the Executive held on 23 March 2021.

**CO18 COMMON SEAL**

The Council

RESOLVED: That the Common Seal of the Council be affixed to any documents to give effect to any decisions taken by the Council at this meeting.

The meeting finished at 8.12 pm

Signed .....  
Mayor

Date .....

# GUILDFORD BOROUGH COUNCIL

Draft minutes of an extraordinary meeting of Guildford Borough Council held at Lecture Theatre No. 03MS01 at the University of Surrey - Rik Medlik Building (Block MS), Stag Hill Campus, Guildford on Tuesday 6 July 2021

\* The Mayor, Councillor Marsha Moseley (Mayor)

\* The Deputy Mayor, Councillor Dennis Booth (Deputy Mayor)

Councillor Paul Abbey	* Councillor Ted Mayne
* Councillor Tim Anderson	* Councillor Julia McShane
* Councillor Jon Askew	* Councillor Ann McShee
* Councillor Christopher Barrass	* Councillor Bob McShee
* Councillor Joss Bigmore	* Councillor Masuk Miah
* Councillor David Bilbé	* Councillor Ramsey Nagaty
* Councillor Richard Billington	Councillor Susan Parker
* Councillor Chris Blow	* Councillor George Potter
* Councillor Ruth Brothwell	* Councillor Jo Randall
* Councillor Colin Cross	* Councillor John Redpath
* Councillor Guida Esteves	Councillor Maddy Redpath
* Councillor Graham Eyre	* Councillor John Rigg
* Councillor Andrew Gomm	* Councillor Tony Rooth
* Councillor Angela Goodwin	* Councillor Will Salmon
Councillor David Goodwin	* Councillor Deborah Seabrook
* Councillor Angela Gunning	* Councillor Pauline Searle
* Councillor Gillian Harwood	* Councillor Paul Spooner
* Councillor Jan Harwood	Councillor James Steel
Councillor Liz Hogger	* Councillor Cait Taylor
* Councillor Tom Hunt	* Councillor James Walsh
* Councillor Diana Jones	* Councillor Fiona White
Councillor Steven Lee	* Councillor Keith Witham
* Councillor Nigel Manning	Councillor Catherine Young

\*Present

## CO19 APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors Paul Abbey, David Goodwin, Liz Hogger, Steven Lee, Susan Parker, Maddy Redpath, James Steel, and Catherine Young.

## CO20 DISCLOSURES OF INTEREST

There were no disclosures of interest.

## CO21 MAYOR'S COMMUNICATIONS

The Mayor noted that it was good to see that Guildford was beginning to “open up” as we learnt to live with Covid. Since the last Full Council meeting, The Mayor had been kept busy with a number of engagements, including having the pleasure of opening the Hope Garden at St. Mary's Church, the new Lidl's Supermarket at Ladymead and Montezuma's Chocolate Shop in the High Street. She had also met up with some fantastic volunteers at the Waterside Centre and Abbot's Hospital.

The Mayor had also enjoyed some ‘live’ entertainment provided by the Guildford Shakespeare Company's first outside production for over a year, and the Guildford Chamber Choir's “delayed” 40<sup>th</sup> anniversary concert. The Mayor was particularly pleased that the Guildford Fringe Festival had returned this year, and would be running until 25 July with a huge variety of events, some of which were free.

On 3 July 2021, a bucket collection at Tesco, Ashenden Road in aid of the Mayor's chosen charity, Shooting Star Children's Hospices, had raised £562.68. The Mayor thanked friends, volunteers from the charity, and fellow councillors Ann McShee, Chris Blow, Gillian Harwood and Masuk Miah, for giving up their time to support this very worthy charity and the families it supported.

The Mayor reminded councillors that, due to the England v Denmark Euro 2020 semi-final, the start time of tomorrow evening's briefing for councillors on the warding patterns being proposed by the electoral review working group had been brought forward from 7pm to 6.15pm.

Finally, the Mayor thanked the University of Surrey, and especially their events team, for their help in kindly agreeing to host this meeting.

## **CO22 LEADER'S COMMUNICATIONS**

The Leader reported that 11 July 2021 was the official day of remembrance marking the 26<sup>th</sup> anniversary of the genocide of muslim men and boys in Srebrenica in Bosnia and Herzegovina.

The Leader commented that, on 19 July 2021, it was very likely that there would be a significant reduction in the restrictions under which we were current living due to the pandemic, at the same time as the number of infections was increasing both locally and nationally. However, due to the vaccination programme, hospital admissions had thankfully not increased, and cases generally had predominantly affected younger people. The Council was working with Healthcare partners and Surrey County Council to target areas of vaccine hesitancy to encourage more people to be vaccinated.

The Leader noted that this week, the Council was asking residents to submit names of loved ones who had died in military service since the end of World War II, which would be added to the War Memorial in the Castle Grounds.

The Leader reported that the Charlottetown Cycling Club would be holding their Annual Town Centre Cycle Race on the evening of 7 July.

## **CO23 PUBLIC PARTICIPATION**

No questions or requests to speak had been received from the public.

## **CO24 QUESTIONS FROM COUNCILLORS**

No questions had been received from councillors.

## **CO25 OPTIONS FOR COLLABORATION WITH WAVERLEY BOROUGH COUNCIL**

Following consideration of opportunities for greater partnership working with Waverley Borough Council by the Joint Executive Advisory Board (EAB) and Executive in February 2021, the Council considered an update report on an initial options appraisal developed by the Local Government Association and Local Partnerships (LGA). The report had sought direction on the next steps for collaboration.

The Council was reminded of the events of 2020 that led to the eleven district councils in Surrey commissioning a report on local government collaboration by KPMG. The KPMG report presented a strong case for councils to work together more closely in the context of continued funding reductions from central government and the financial consequences of the Covid pandemic. It was notable and unsurprising that KPMG identified that Guildford and Waverley Boroughs could be natural partners, given the geography, infrastructure links and similar sizes. Despite the councils having made efficiencies and cut costs in recent years, both faced extremely difficult financial challenges. In this context, the political leaderships of the two

councils, supported by senior officers, held initial discussions in an informal working group about how the two councils might collaborate in the future. The expected outcomes of this work were the retention of two separate democratic councils, but with greater sharing of resources and staffing. It was quickly identified that there were two broad approaches to the transformation needed to sustain services and delivery of financial savings at scale, namely a process by which business cases for shared services could be considered jointly on a Service-by-Service basis; or a single management team to progress the full integration of the officer teams in both councils into one.

The Executives of both councils had agreed that further work was required to assess the two options and the LGA was invited to support this work and to provide independent input. The LGA facilitated two workshops so that the two Executives could meet together and articulate a 'vision statement' reflecting their preferred ambitions, copy of which was attached to the report submitted to the Council.

The LGA, through its consultancy arm, Local Partnerships, had also been asked for a high-level financial appraisal, a copy of which was also attached to the report. The appraisal had recommended that a shared officer structure would provide the most potential for savings.

As some of the potential ways forward could have implications for the employment status of some employees, South East Employers had been engaged to provide human resources advice to the two Executives, with the support of both councils' senior HR professionals. A copy of that advice (which contained exempt information) had also been attached to the report.

In considering a way forward for future collaboration with Waverley Borough Council, the following options had been discussed at a meeting of the Joint Executive Advisory Board (JEAB) on 24 June by way of a mandate, and separately with each political group:

- Option A: Do nothing further
- Option B: Commission further research with a defined scope
- Option C: Shared services
- Option D: Shared headquarters
- Option E: Single management team
- Option F: Single staffing team

A summary of the points raised by the JEAB was included in the report. The matter had also been considered formally by the Leader of the Council, on behalf of the Executive earlier in the day. The Leader's recommendations had been included on the Order Paper for this meeting, together with further details of the potential financial and HR implications of appointing a single joint Chief Executive (acting as Head of Paid Service for both Guildford and Waverley Borough Councils).

The Leader of the Council, Councillor Joss Bigmore, proposed, and the Deputy Leader of the Council, Councillor Jan Harwood seconded, a motion in accordance with the Leader's recommendations.

During the debate some councillors expressed concern that there was insufficient information provided on which to make a decision, other than to commission further research (Option B above).

It was also necessary for the Council, upon the motion of the Mayor, Councillor Marsha Moseley, seconded by the Deputy Mayor, Councillor Dennis Booth, to

**RESOLVE:** That under Section 100A(4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for consideration of Appendix 3 to the report submitted to the Council and the additional HR information circulated with the Order Paper on the grounds

that it involved the likely disclosure of exempt information, as defined in paragraph 4 of Part 1 of Schedule 12A to the 1972 Act.

Following consideration of the exempt information, the meeting resumed in public.

Having considered the matter, the Council

RESOLVED:

- (1) That Full Council agrees to pursue the option of creating a single management team with Waverley Borough Council, comprised of statutory officers (Head of Paid Service; Chief Finance Officer; Monitoring Officer), directors and heads of service as the most appropriate means for bringing forward business cases for future collaboration.
- (2) That Full Council authorises the Council's Lead Specialist - HR to take the necessary action, in consultation with Waverley Borough Council and with the support and advice from South East Employers and as set out within the addendum to Appendix 3 of the report, to begin making arrangements for a recruitment and selection of a single joint Chief Executive (acting as Head of Paid Service for both Guildford and Waverley Borough Councils) in accordance with the table showing the anticipated stages in the process and approximate timelines referred to in the "Not for Publication" Appendix to the Order Paper circulated to councillors prior to the meeting.
- (3) That a report be submitted to the Council at its next meeting on 28 July 2021 on the following matters:
  - (a) heads of terms for the proposed inter-authority agreement to establish governance arrangements for joint working;
  - (b) the proposed job description and terms and conditions in respect of the appointment of a Joint Chief Executive; and
  - (c) the establishment of a joint appointments committee, including its composition and terms of reference.

Reason:

To seek direction on the next steps for collaboration with Waverley Borough Council.

## **CO26      TERMS OF REFERENCE OF THE CORPORATE GOVERNANCE AND STANDARDS COMMITTEE**

Councillors noted that, under the Accounts and Audit Regulations 2015, the Council was required to prepare an Annual Governance Statement (AGS) detailing 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 2015 Regulations also required the Council to publish the AGS alongside the adopted statement of accounts each year.

In recent years, the Executive had approved the AGS on the recommendation of the Corporate Governance and Standards Committee. Officers were now of the view that approval of the AGS was probably a non-Executive function and should be carried out either by the full Council or, in common with many councils which had delegated the function to an audit (or equivalent) committee, by the Corporate Governance and Standards Committee.

The Council was also required by the 2015 Regulations to ensure that it had a sound system of internal control which:

- (a) facilitates the effective exercise of its functions and the achievement of its aims and objectives;
- (b) ensures that the financial and operational management of the authority is effective; and
- (c) includes effective arrangements for the management of risk.

The Council must review of the effectiveness of the system of internal control for each financial year and at the same time prepare the AGS. The AGS was the mechanism by which this review was undertaken.

It was clear that the relevant item in the existing terms of reference of the Corporate Governance and Standards Committee required an update to actually refer to the AGS. The terms of reference currently stated under Corporate Governance Activity:

*“(14) To consider the Council’s statement on internal control and to recommend its adoption.”*

Upon the motion of the Chairman of the Corporate Governance and Standards Committee, Councillor George Potter, seconded by the Vice-Chairman of that Committee, Councillor Deborah Seabrook, the Council

RESOLVED: That the following paragraph be substituted in place of the existing paragraph (14) of the terms of reference of the Corporate Governance and Standards Committee (under Corporate Governance Activity):

*“(14) To consider and approve the Council’s Annual Governance Statement in advance of the formal approval of the Council’s Statement of Accounts”.*

**Reason:**

To ensure the efficient and effective consideration and approval of the Council’s Annual Governance Statement each year.

**CO27      COMMON SEAL**

The Council

RESOLVED: That the Common Seal of the Council be affixed to any documents to give effect to any decisions taken by the Council at this meeting.

The meeting finished at 8.16 pm

Signed .....  
Mayor

Date .....