



## SELECTION MEETING OF THE COUNCIL

WEDNESDAY 17 MAY 2023

### ORDER PAPER

#### WEBCASTING NOTICE

This meeting will be recorded for subsequent broadcast on the Council's website in accordance with the Council's capacity in performing a task in the public interest and in line with the Openness of Local Government Bodies Regulations 2014.

The whole of the meeting will be recorded, except where there are confidential or exempt items, and the footage will be on the website for six months.

If you have any queries regarding webcasting of meetings, please contact Committee Services.

I would like to welcome everyone to this evening's meeting of the Council.

I should be grateful if you would ensure that your mobile phones and other hand-held devices are switched to silent during the meeting. If the fire alarm sounds during the course of the meeting - we are not expecting it to go off - please leave the Council Chamber immediately and proceed calmly to the assembly point in Millmead on the paved area adjacent to the river as you exit the site.

This Order Paper sets out details of those members of the public who have given advance notice of their wish to ask a question or address the Council in respect of any business on tonight's agenda. It also sets out details of any questions submitted by councillors together with any motions and amendments to be proposed by councillors in respect of the business on the agenda.

Unless a member of the public has given notice of their wish to ask a question or address the Council under Item 7 (Public Participation), they will not be permitted to speak. Those who have given notice may address the Council for a maximum of three minutes. Speakers may not engage in any further debate once they have finished their speech.

*Councillor Masuk Miah*  
*The Mayor of Guildford*

<b>Time limits on speeches at full Council meetings:</b>	
Public speaker:	3 minutes
Response to public speaker:	3 minutes
Questions from councillors:	3 minutes
Response to questions from councillors:	3 minutes
Proposer of a motion:	10 minutes
Seconder of a motion:	5 minutes
Other councillors speaking during the debate on a motion:	5 minutes
Proposer of a motion's right of reply at the end of the debate on the motion:	10 minutes
Proposer of an amendment:	5 minutes
Seconder of an amendment:	5 minutes
Other councillors speaking during the debate on an amendment:	5 minutes
Proposer of a motion's right of reply at the end of the debate on an amendment:	5 minutes
Proposer of an amendment's right of reply at the end of the debate on an amendment:	5 minutes

### **1. APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

### **2. DISCLOSURES OF INTEREST**

To receive and note any disclosable pecuniary interests from councillors. In accordance with the local Code of Conduct, a councillor is required to disclose at the meeting any disclosable pecuniary interest (DPI) that they may have in respect of any matter for consideration on this agenda. Any councillor with a DPI must not participate in any discussion or vote regarding that matter and they must also withdraw from the meeting immediately before consideration of the matter.

If that DPI has not been registered, the councillor must notify the Monitoring Officer of the details of the DPI within 28 days of the date of the meeting.

Councillors are further invited to disclose any non-pecuniary interest which may be relevant to any matter on this agenda, in the interests of transparency, and to confirm that it will not affect their objectivity in relation to that matter.

### **3. MINUTES**

The draft minutes of the Annual Meeting held on 10 May 2023 are attached as **Appendix 1** to this Order Paper.

### **3A. APPOINTMENT OF DEPUTY MAYOR 2023-24**

Councillors will recall that, at the Annual Meeting on 10 May 2023, the Council deferred consideration of the appointment of the Deputy Mayor for the 2023-24 Municipal Year to this meeting.

Following the Annual Meeting, nominations were invited, and the following nomination has been received:

<b>Nominee</b>	<b>Proposer</b>	<b>Second</b>
Councillor Sallie Barker MBE	Councillor Philip Brooker	Councillor Matt Furniss

The Council is invited to consider the nomination of Councillor Sallie Barker MBE as Deputy Mayor for the 2023-24 Municipal Year.

Subject to the Council's approval of the nomination, the newly appointed Deputy Mayor to read and sign the Declaration of Acceptance of Office and take the Oath of Allegiance.

Following their appointment, the newly appointed Deputy Mayor will take their seat on the dais.

#### **4. MAYOR'S COMMUNICATIONS**

To receive any communications from the Mayor.

#### **5. ELECTION OF THE LEADER OF THE COUNCIL**

Under Council Procedure Rule 21, the Democratic Services and Elections Manager has received the following nomination in respect of the election of Leader of the Council:

<b>Nominee</b>	<b>Proposer</b>	<b>Second</b>
Councillor Julia McShane	Councillor Catherine Houston	Councillor George Potter

The Mayor will put the nomination to the vote by a show of hands as required by paragraph (c) of Council Procedure Rule 21.

Following their election, the newly elected Leader will take their seat on the dais.

#### **6. LEADER'S COMMUNICATIONS**

The newly elected Leader may wish to announce the appointment of the Deputy Leader of the Council and Lead Councillors on the Executive and the titles of the portfolios assigned to them.

If the Deputy Leader is appointed, they will also take their seat on the dais.

Councillors shall have the opportunity of asking questions of the Leader in respect of their communications.

## **7. PUBLIC PARTICIPATION**

The following persons have given notice of their wish to address the Council this evening in respect of the matters referred to below:

- (a) Ruth Stone, Founder of Burpham Wellbeing in respect of the need for greater access to public facilities in Burpham to enable more community use and connections.
- (b) Gavin Morgan, Guildford Heritage Forum in respect of seeking the Council's continued commitment to supporting Guildford's heritage.
- (c) Charlie Pope, representative of Burpham Football Club in respect of Football Facilities in Burpham.
- (d) Matt Trevail, resident of Burpham, in respect of reduced public tennis facilities in Burpham and concerns over the Council's role in getting better use out of sporting facilities.

The newly elected Leader will be invited to respond to these statements.

## **8. QUESTIONS FROM COUNCILLORS**

(a) **Councillor Philip Brooker** to ask the Leader of the Council the following question:

“Can the Leader confirm what her plans are to increase social housing in the Borough? How many social houses do you intend to provide on a year-on-year basis over the next four years, what sites have been allocated for this, and how will it be financed?”

(b) **Councillor Bilal Akhtar** to ask the Leader of the Council the following question:

“Can the Leader confirm the number of staff currently employed in the Council's planning enforcement team and also outline any intention to recruit additional staff to the Council's planning enforcement team?”

(c) **Councillor Bob Hughes:** to ask the Leader of the Council the following question:

“Can the Leader please confirm how much the Council has so far spent on agency and temporary staff in 2022/23 across the organisation? What is the projected budget for 2023/24? And can you confirm how much the Council has spent so far on consultants in 2022/23? What is the projected budget for 2023/24?”

As notice of the above questions was received on Friday 12 May, the newly elected Leader will circulate to all councillors a written response to each question.

## 9. APPOINTMENT OF COMMITTEES: 2023-24 AND OTHER APPOINTMENTS (Pages 5 – 56 of the Council agenda)

Update:

### (a) Political composition of the Council

Following the Borough Council elections on 4 May 2023, the political composition of the Council is now as follows:

Political Group	Number of Councillors	% of seats overall
Liberal Democrats	25	52.08%
Conservatives	10	20.83%
Residents for Guildford & Villages	7	14.58%
Guildford Greenbelt Group	3	6.25%
Labour	3	6.25%
<b>Total</b>	<b>48</b>	<b>100%</b>

The five political groups comprise the following members:

#### Liberal Democrat Group:

Councillor Julia McShane (Group Leader)  
 Councillor George Potter (Deputy Group Leader)  
 Councillor Phil Bellamy  
 Councillor Yves de Contades  
 Councillor Angela Goodwin  
 Councillor Lizzie Griffiths  
 Councillor Gillian Harwood  
 Councillor Stephen Hives  
 Councillor Catherine Houston  
 Councillor Tom Hunt

Councillor James Jones  
Councillor Vanessa King  
Councillor Steven Lee  
Councillor Sandy Lowry  
Councillor Richard Lucas  
Councillor Masuk Miah  
Councillor Carla Morson  
Councillor Danielle Newson  
Councillor Merel Rehorst-Smith  
Councillor Joanne Shaw  
Councillor Katie Steel  
Councillor Cait Taylor  
Councillor Jane Tyson  
Councillor Fiona White  
Councillor Dominique Williams

Conservative Group:

Councillor Philip Brooker (Group Leader)  
Councillor Bilal Akhtar (Deputy Group Leader)  
Councillor Sallie Barker MBE  
Councillor Honor Brooker  
Councillor David Bilbé  
Councillor Geoff Davis  
Councillor Matt Furniss  
Councillor Bob Hughes  
Councillor Richard Mills  
Councillor Keith Witham

Residents for Guildford and Villages Group:

Councillor Joss Bigmore (Group Leader)  
Councillor Maddy Redpath (Deputy Group Leader)  
Councillor Dawn Bennett  
Councillor Ruth Brothwell  
Councillor David Shaw  
Councillor Sue Wyeth-Price  
Councillor Catherine Young

Guildford Greenbelt Group

Councillor Patrick Oven (Group Leader)  
Councillor Jason Fenwick (Deputy Group Leader)  
Councillor James Brooker

Labour Group:

Councillor James Walsh (Group Leader)

Councillor Amanda Creese (Deputy Group Leader)

Councillor Howard Smith

**(b) Appointment of Committees – Executive Advisory Boards**

The Executive Advisory Boards (EABs) were established in 2015 and their terms of reference were originally aligned to themes in the then Corporate Plan.

Latterly, their terms of reference have been linked to the corporate management structure of the Council. Their current terms of reference are based on the previous management structure, prior to the collaboration with Waverley Borough Council.

It is proposed to simplify their terms of reference so that they align with the current Joint Management Team structure.

It is proposed that the Service Delivery EAB is re-named the “Community EAB” and should cover the following service areas:

- Communications and Customer Services
- Community Services
- Environmental Services
- Housing Services
- Regulatory Services
- Commercial Services

It is also proposed that the Strategy & Resources EAB is re-named the “Resources EAB” and should cover the following service areas:

- Planning Development
- Regeneration and Planning Policy
- Assets
- Finance
- Legal & Democratic Services
- Organisational Development

Subject to the Council’s approval, appropriate amendments will be made to the EABs’ terms of reference in the Constitution.

**(c) Numerical allocation of seats on Committees**

Details of the suggested numerical allocation of seats on the committees to the political groups that best meets, as far as reasonably practicable, the requirements for political balance have been shared with the group leaders. The proposed numerical allocation of seats is set out in **Appendix 2** to this Order Paper.

**(d) Nominations for appointments to Committees and other appointments: 2023-24**

Each political group has been invited to submit nominations to fill the seats on committees in accordance with the numerical allocation (and substitutes where appropriate). The schedule of nominations is set out in **Appendix 3** to this Order Paper, which also includes nominations for appointment of the Council's representative on the Surrey Police and Crime Panel.

**(e) Election of Committee chairmen and vice-chairmen 2023-24**

In accordance with Council Procedure Rule 29 (a), the Council will elect the chairmen and vice-chairmen of all committees (including Executive Advisory Boards), and any sub-committees of those committees for the ensuing municipal year. Details of nominations received by the Democratic Services and Elections Manager for election of committee and sub-committee chairmen and vice-chairmen are also set out in **Appendix 3** to this Order Paper, and summarised below:

<b>Committee</b>	<b>Nominee(s) for Chairman</b>	<b>Nominee(s) for Vice-Chairman</b>
Corporate Governance & Standards Committee	CLlr Phil Bellamy CLlr Joss Bigmore CLlr Bob Hughes	None received
Employment Committee	CLlr Julia McShane	None received
Service Delivery EAB	CLlr Katie Steel	None received
Strategy & Resources EAB	CLlr Ruth Brothwell CLlr Richard Mills	None received
Licensing Committee	CLlr Keith Witham CLlr Catherine Young	None received
Licensing Sub-Committee (up to 7 designated sub-committee chairmen)	CLlr Amanda Creese CLlr Gillian Harwood CLlr Masuk Miah CLlr Patrick Oven CLlr Katie Steel CLlr Keith Witham CLlr Catherine Young	
Overview & Scrutiny Committee	CLlr Matt Furniss CLlr James Walsh	None received
Planning Committee	CLlr Fiona White	None received



The Council will note that no nominations have been received in respect of the election of vice-chairmen. It is suggested that, in respect of the committees referred to above where elections for committee chairmen are contested, the Council elects as vice-chairman for each of those committees, the unsuccessful nominee for election of chairman.

In relation to the Corporate Governance & Standards Committee, where there are three nominees for election of chairman, it is suggested that the Council takes a vote on the election of vice-chairman from the two unsuccessful nominees.

In relation to the committees referred to above where elections for committee chairmen are uncontested, it is suggested that the election of vice-chairman is dealt with at their first meetings of the municipal year.

**(f) Surrey Police & Crime Panel - Nominations Received**

Councillor David Bilbé  
Councillor Danielle Newson

**(g) Councillor Champions – Nominations Received**

<b>Champion:</b>	<b>Nominees:</b>
Armed Forces Champion	Cllr Sallie Barker MBE Cllr Steve Hives
Historic Environment and Design Champion	Cllr Richard Mills Cllr Howard Smith
Older Persons' Champion	Cllr Honor Brooker

**(h) Councillor Champions – Summary of Activities 2022-23**

***Armed Forces Champion - Councillor Tom Hunt***

*“In 2022, the Council commemorated Armed Forces Day, Armistice Day and Remembrance Sunday. I participated in these services, and along with the Mayor, the Leader, and the Chief Executive, laid a wreath at the war memorial on Remembrance Sunday.*

*I continue to chair the Community Covenant Panel, held at Army Training Centre (Pirbright) three times a year. I also participate in county-wide fora,*

*including the Recognise and Remember Task Force. ATC(P) is in the early stages of some significant redevelopment plans, with the objective of creating the British Army Soldier Academy at Pirbright. Along with the Strategic Director of Place, I attended a briefing session involving both the Defence Infrastructure Organisation and senior officers from Army HQ to be appraised of these plans.*

*Illness sadly prevented me from attending this year's Surrey Armed Forces Covenant Conference, but GBC officers were in attendance. I am told that one of the highlights was a keynote speech from Johnson Beharry VC.*

*Finally, I continue to deal with queries and requests from residents and councillors relating to armed forces matters, including supporting local veterans."*

### **Historic Environment and Design Champion – (former) Councillor Bob McShee**

*No report received.*

### **Older Persons' Champion - Councillor Maddy Redpath**

*"Over the course of the past year, I have been actively engaged in addressing a multitude of issues pertaining to the senior residents within our community, focusing on enhancing accessibility, facilitating engaging activities, domestic issues and transport problems. I have also continued in my position as a trustee at Merrow Sunset Homes, an endeavour that has proven to be both interesting and rewarding.*

*The majority of individuals who sought my assistance had resorted to reaching out to me directly after exhausting other channels. They had found my details on the Councillor's page on the GBC website where "Older Persons' Champion" is clearly displayed. In future it would be useful to have the position more widely advertised among our residents as well as relevant groups, such as Age UK and U3A, ensuring greater visibility and accessibility to those in need. The position also could be improved by having a more defined remit of responsibilities and structure, including regularly scheduled meetings with officers and relevant lead members. This strategic approach would greatly enhance visibility and accessibility, ultimately enabling us to better serve those in need.*

*Despite encountering various challenges along the way, my tenure as the Older Persons' Champion has been immensely fulfilling. I have found great*

*satisfaction in serving the interests and welfare of our senior community members. I extend my sincerest wishes of good luck to the next Older Persons' Champion."*

**(i) The Motion:**

The newly elected Leader of the Council to propose and the newly appointed Deputy Leader of the Council to second, the following motion:

- “(1) That, for the 2023-24 municipal year and subject to paragraph (2) below, 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 Service Delivery Executive Advisory Board be re-named the “Community Executive Advisory Board” and the Strategy and Resources Executive Advisory Board be re-named the “Resources Executive Advisory Board” and that their respective remits be aligned with the current Joint Management Team structure as indicated below:

“Community EAB” to cover the following service areas:

- Communications and Customer Services
- Community Services
- Environmental Services
- Housing Services
- Regulatory Services
- Commercial Services

“Resources EAB” to cover the following service areas:

- Planning Development
- Regeneration and Planning Policy
- Assets
- Finance
- Legal & Democratic Services
- Organisational Development

- (3) That the numerical allocation of seats on committees to each political group on the Council, as shown in **Appendix 2** to this Order Paper, be approved for the 2023-24 municipal year.
- (4) That the nominations for membership and (where applicable) substitute membership of the committees, Executive Advisory Boards, and the joint committees, for the 2023-24 municipal year, as shown in **Appendix 3** to this Order Paper, be approved in accordance with the wishes of the political groups.
- (5) That, for the 2023-24 municipal year, the councillors indicated in the table below be elected as chairman of the committees/sub-committees/EABs referred to therein:

<b>Committee</b>	<b>Chairman</b>
Employment Committee	Cllr Julia McShane
Service Delivery EAB	Cllr Katie Steel
Licensing Sub-Committee (up to 7 designated sub-committee chairmen)	Cllr Amanda Creese Cllr Gillian Harwood Cllr Masuk Miah Cllr Patrick Oven Cllr Katie Steel Cllr Keith Witham Cllr Catherine Young
Planning Committee	Cllr Fiona White

- (6) That the election of vice-chairman of the committees referred to in the table above be dealt with at their first meetings of the municipal year.
- (7) That the Council re-appoints Murray Litvak as a co-opted independent member of the Corporate Governance and Standards Committee for the four-year period 2023-2027.
- (8) That the Council re-appoints Julia Osborn (Send Parish Council), Ian Symes (Effingham Parish Council), and Tim Wolfenden (Shalford Parish Council) as co-opted parish members on the Corporate Governance and Standards Committee for a period up to the appointment of their successors.
- (9) That the Council appoints Councillor Honor Brooker as Older Persons' Councillor Champion for 2023-24.

(10) That, in accordance with Section 28 (7) of the Localism Act 2011, the Council appoints the following persons as Independent Persons for a four-year term of office expiring in May 2027:

- Andrea Armstrong
- Vivienne Cameron
- Jane Clarke
- Bill Donnelly
- John Smith

(11) That the Council agrees that the time at which Council and Committee meetings shall normally begin shall remain at 7pm.

**Reasons for Recommendation:**

- 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.
- To enable the Council to comply with the requirements of the Police Reform and Social Responsibility Act 2011.
- To enable the Council to comply with its obligations under Section 28 (7) of the Localism Act 2011.

**(h) Contested Elections of Committee Chairmen 2023-24**

The contested elections for committee chairmen for the 2023-24 municipal year are shown in the table below.

<b>Committee</b>	<b>Nominees for Chairman</b>
Corporate Governance & Standards Committee	Cllr Phil Bellamy Cllr Joss Bigmore Cllr Bob Hughes
Strategy & Resources EAB	Cllr Ruth Brothwell Cllr Richard Mills
Licensing Committee	Cllr Keith Witham Cllr Catherine Young
Overview & Scrutiny Committee	Cllr Matt Furniss Cllr James Walsh

**Voting on contested elections:**

Under Council Procedure Rule 29 (a), where two candidates are nominated for election as committee chairman or vice-chairman, the election shall be determined by way of a show of hands.

If there are more than two candidates nominated, a show of hands will be taken for each candidate. If there is not a clear majority in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person. However, if after this process, two candidates are still tied, the election shall be decided by the drawing of lots.

Election of Vice-Chairmen

As mentioned earlier, it is suggested that, in respect of the committees referred to above where elections for committee chairmen are contested, the Council elects as vice-chairman for each of those committees, the unsuccessful nominee for election of chairman.

In relation to the Corporate Governance & Standards Committee, where there are three nominees for election of chairman, it is suggested that the Council takes a vote on the election of vice-chairman from the two unsuccessful nominees.

**(i) Other contested appointments**Surrey Police & Crime Panel (2023-2027)

The Council is asked to vote on the two nominations received:

- Councillor David Bilbé
- Councillor Danielle Newson

Councillor Champions (2023-24)

The Council is asked to vote on the nominations received in respect of the Councillor Champion appointments as follows:

<b>Champion:</b>	<b>Nominees:</b>
Armed Forces Champion	Cllr Sallie Barker MBE Cllr Steve Hives
Historic Environment and Design Champion	Cllr Richard Mills Cllr Howard Smith

**Comments:**

None

**10. ITEM OF URGENT BUSINESS – NOMINATION FOR APPOINTMENT OF HONORARY FREEMAN**

The Mayor has agreed to consider the report attached as **Appendix 4** to this Order Paper as an urgent item of business in accordance with Section 100B (4) (b) of the Local Government Act 1972.

Councillor Fiona White to propose, and Councillor Julia McShane to second the adoption of the following motion:

“That a special meeting of the Council be convened on Thursday 1 June 2023 at 7pm at the Guildhall for the purpose of conferring upon David Goodwin the title of Honorary Freeman of the Borough.

Reason:

To recognise formally David Goodwin’s eminent and distinguished service to the Borough of Guildford.”

**Comments:**

None

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