



GUILDFORD  
B O R O U G H

**EXTRAORDINARY COUNCIL MEETING**

**TUESDAY 3 JANUARY 2023**

**ORDER PAPER**

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### ORDER PAPER

#### WEBCASTING NOTICE

This meeting will be recorded for live and/or 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 extraordinary 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 5 (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 Dennis Booth*  
*The Mayor of Guildford*

Time limits on speeches at full Council meetings:	
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. MAYOR'S COMMUNICATIONS

To receive any communications or announcements from the Mayor.

## 4. LEADER'S COMMUNICATIONS

The Leader to comment on the following matters:

- Annual Community Christmas present drive
- Draft Local Plan (Part 2)
- Warm hubs

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

## 5. PUBLIC PARTICIPATION

No questions or requests to speak have been received from the public in respect of the business to be transacted at this extraordinary meeting

## 6. QUESTIONS FROM COUNCILLORS

**Councillor Tony Rooth** to ask the Lead Councillor for Planning Development, Legal and Democratic Services, Councillor Tom Hunt, the question set out below.

*“Could the Lead Councillor please clarify the scope and extent of the role of recommended Joint Monitoring Officer generally and in particular:*

- (a) any differences between the proposed role and the existing role*
- (b) the scope and extent of the proposed and existing role (or indeed any officer role) over the policies and actions of all GBC departments, and*
- (c) the Corporate team, both councillors and officers and its relationship with other teams within GBC, in particular the Planning team.”*

The Lead Councillor's response to the question is as follows:

“The Monitoring Officer has the specific duty to ensure that the Council, and its councillors and officers, maintain the highest standards of conduct in all they do. The Monitoring Officer's legal basis is found in Section 5 of the Local Government and Housing Act 1989 (as amended).

In all principal local authorities, the person designated as Monitoring Officer has three main roles:

1. To report on matters they believe are, or are likely to be, illegal or amount to maladministration;
2. To be responsible for matters relating to the conduct of councillors and officers; and
3. To be responsible for the operation, review, and updating of the Constitution, including provision of advice on the interpretation of the Constitution, and making determinations where necessary.

I can confirm that the only difference between the existing and proposed Monitoring Officer roles is that the former is currently an interim appointment and the latter the permanent appointment. In terms of influence over the policies and actions of GBC departments, the Monitoring Officer's role is to ensure all such policies and actions are implemented and exercised in accordance with the law and with the provisions of the Constitution.

One of functions of the Monitoring Officer, as set out in Article 13 of the Constitution, is 'to contribute to the corporate management of the Council, in particular through the provision of professional legal and ethical advice'. This applies to all teams and services within the Council, including the Planning service. At GBC, the Monitoring Officer also has a direct reporting line to the Chief Executive on governance matters and, with the Section 151 Officer and the three Strategic Directors, a permanent invitation to meetings of the Corporate Management Board, which is the regular meeting of senior officers.”

**7. APPOINTMENT OF JOINT MONITORING OFFICER** (Pages 5 - 12 of the Council agenda)

The Lead Councillor for Planning Development, Legal and Democratic Services, Councillor Tom Hunt to propose, and the Leader of the Council, Councillor Julia McShane to second, the adoption of the following motion:

“That Susan Sale, currently Head of Law and Governance at Oxford City Council, and Monitoring Officer at West Oxfordshire District Council, be appointed to the role of Joint Executive Head of Legal and Democratic Services (Monitoring Officer).

Reason:

To appoint a permanent Joint Executive Head of Legal and Democratic Services, including the duties of the Monitoring Officer for Guildford and Waverley Borough Councils.”

**Comments:**

None

**8. COMMON SEAL**

To order the Common Seal.

\* \* \* \*