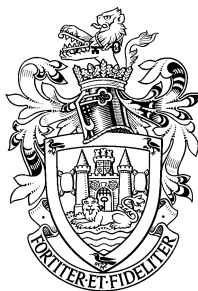


GUILDFORD BOROUGH COUNCIL



BOOTH MAYOR

Contact Officer:

John Armstrong,
Democratic Services and Elections Manager
Tel: 01483 444102

18 July 2022

To the Councillors of Guildford Borough Council

You are hereby summoned to attend a meeting of the Council for the Borough of Guildford to be held in the **Council Chamber, Millmead House, Millmead, Guildford, Surrey GU2 4BB** on **TUESDAY 26 JULY 2022** commencing at 7.00 pm.

Tom Horwood
Joint Chief Executive of Guildford and Waverley Borough Councils

Millmead House
Millmead
Guildford
Surrey GU2 4BB

www.guildford.gov.uk

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.

THE COUNCIL'S STRATEGIC FRAMEWORK (2021- 2025)

Our Vision:

A green, thriving town and villages where people have the homes they need, access to quality employment, with strong and safe communities that come together to support those needing help.

Our Mission:

A trusted, efficient, innovative, and transparent Council that listens and responds quickly to the needs of our community.

Our Values:

- We will put the interests of our community first.
- We will listen to the views of residents and be open and accountable in our decision-making.
- We will deliver excellent customer service.
- We will spend money carefully and deliver good value for money services.
- We will put the environment at the heart of our actions and decisions to deliver on our commitment to the climate change emergency.
- We will support the most vulnerable members of our community as we believe that every person matters.
- We will support our local economy.
- We will work constructively with other councils, partners, businesses, and communities to achieve the best outcomes for all.
- We will ensure that our councillors and staff uphold the highest standards of conduct.

Our strategic priorities:

Homes and Jobs

- Revive Guildford town centre to unlock its full potential
- Provide and facilitate housing that people can afford
- Create employment opportunities through regeneration
- Support high quality development of strategic sites
- Support our business community and attract new inward investment
- Maximise opportunities for digital infrastructure improvements and smart places technology

Environment

- Provide leadership in our own operations by reducing carbon emissions, energy consumption and waste
- Engage with residents and businesses to encourage them to act in more environmentally sustainable ways through their waste, travel, and energy choices
- Work with partners to make travel more sustainable and reduce congestion
- Make every effort to protect and enhance our biodiversity and natural environment.

Community

- Tackling inequality in our communities
- Work with communities to support those in need
- Support the unemployed back into the workplace and facilitate opportunities for residents to enhance their skills
- Prevent homelessness and rough-sleeping in the borough

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

A G E N D A

1. 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 (Pages 5 - 10)

To confirm the minutes of the extraordinary meeting of the Council held on 9 June 2022.

4. MAYOR'S COMMUNICATIONS

To receive any communications or announcements from the Mayor.

5. LEADER'S COMMUNICATIONS

To receive any communications or announcements from the Leader of the Council.

6. PUBLIC PARTICIPATION

To receive questions or statements from the public.

7. **QUESTIONS FROM COUNCILLORS**
To hear questions (if any) from councillors of which due notice has been given.
8. **OVERVIEW AND SCRUTINY ANNUAL REPORT 2021-22** (Pages 11 - 24)
9. **COMMUNITY GOVERNANCE REVIEW: WEST HORSLEY PARISH COUNCIL** (Pages 25 - 34)
10. **REVIEW OF THE TERMS OF REFERENCE OF THE CORPORATE GOVERNANCE AND STANDARDS COMMITTEE** (Pages 35 - 60)
11. **REVIEW OF NUMERICAL ALLOCATION OF SEATS ON COMMITTEES TO POLITICAL GROUPS: 2022-23** (Pages 61 - 72)
12. **APPOINTMENT OF JOINT STRATEGIC DIRECTORS AND A SECTION 151 OFFICER** (Pages 73 - 86)
13. **MINUTES OF THE EXECUTIVE** (Pages 87 - 96)
To receive and note the attached minutes of the meeting of the Executive held on 28 April and 26 May 2022.
14. **COMMON SEAL**
To order the Common Seal to be affixed to any document to give effect to any decision taken by the Council at this meeting.

GUILDFORD BOROUGH COUNCIL

Draft Minutes of an extraordinary meeting of Guildford Borough Council held in the Council Chamber, Millmead House, Millmead, Guildford, Surrey GU2 4BB on Thursday 9 June 2022

- * The Mayor, Councillor Dennis Booth
- * The Deputy Mayor, Councillor Masuk Miah

- | | |
|--------------------------------|-------------------------------|
| Councillor Paul Abbey | * Councillor Julia McShane |
| Councillor Tim Anderson | * Councillor Ann McShee |
| * Councillor Jon Askew | * Councillor Bob McShee |
| Councillor Christopher Barrass | Councillor Marsha Moseley |
| * Councillor Joss Bigmore | * Councillor Ramsey Nagaty |
| * Councillor David Bilbé | * 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 |
| * Councillor Ted Mayne | |

*Present

Honorary Alderman Tamsy Baker MBE was also in attendance.

Before proceeding to the principal business of the meeting, the Council observed a minute's silence in memory of Councillor Richard Billington, who had passed away on 20 May 2022.

CO18 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Paul Abbey, Tim Anderson, Christopher Barrass, Colin Cross, Angela Goodwin, David Goodwin, Diana Jones, Nigel Manning, Marsha Moseley, Tony Rooth, Keith Witham, and Catherine Young, and also from Honorary Aldermen Catherine Cobley, Jayne Marks, Tony Phillips, and Lynda Strudwick.

CO19 DISCLOSURES OF INTEREST

There were no disclosures of interest.

CO20 MINUTES

The Council confirmed, as a correct record, the minutes of the Selection meeting held on 16 May 2022. The Mayor signed the minutes.

CO21 MAYOR'S COMMUNICATIONS

The Mayor informed the Council that he had recently spent a morning at the Guildford Junior Citizen Child Safety event. These were important sessions where young people in Year 6 had the opportunity to learn about safety issues on such topics as water safety, and the home. One of the crucial sessions delivered concerned being safe on the internet. The Mayor thanked the schools for bringing their Children to the Fire Station and the various agencies that ran the event.

The Mayor reported that it had been a busy Jubilee bank holiday weekend. Highlights included witnessing the lighting of the Beacon on the Mount, the launch of Guildford in Bloom, and the Picnic in the Castle Grounds and the County Jubilee service at the Cathedral on the Sunday afternoon.

The Mayor also reported that he had walked around the Town Centre on Monday 6 June with Enterprise Guildford to judge the Jubilee Window competition, which was won by Nicklins Opticians.

The Mayor was looking forward to two fund raising events for his chosen Charity Challengers, the first on 24 June with an Audience with Jonathan Veira and then on 12 July for a Sparkling Ladies Cream Tea. Further details could be obtained from Kate Foxton.

The Mayor had also attended the funeral of Andrew Hodges at the Cathedral on 27 May, which had been well attended with respect befitting an Honorary Freeman of the Borough. The Mayor also reminded councillors that Councillor Richard Billington's memorial service would be held on Monday 18 July at 2.30pm at Holy Trinity Church.

CO22 LEADER'S COMMUNICATIONS

The Leader reported that many people across Guildford were continuing to open their homes for those fleeing the conflict in Ukraine. There was updated information on the Council's website of how those affected could be supported. The Council had recently hosted two information and support events at The Hive for Ukrainians and sponsors with over 120 people attending, with further events planned as more guests arrive.

In relation to Stoke Park Paddling Pool, the Leader noted that councillors had recently received a very comprehensive update from the Lead Councillor for Environment, Councillor Steel regarding the floor surface of the pool and the need to temporarily close the facility on public safety grounds. Officers were working with the contractor to improve the pool floor and councillors would be updated on progress.

The Leader reported that testing of the Council's website was going very well at Guildford Library and that there were still spaces if anyone wished to help with making improvements to it. Zero Carbon Guildford were holding an event on 27 June 2022, supported by the University of Surrey, which would involve setting up a sustainable business network, of which the Council was fully supportive.

The Leader reminded councillors that Armed Forces Week would commence on 20 June 2022, when Councillor Tom Hunt and Colonel Crowley would be raising the Armed Forces Flag at the Guildhall showing support for the men and women of the armed forces community - from currently serving personnel to service families, veterans, and cadets. It was particularly poignant this year as it marked 40 years since the Falklands War.

Finally, the Leader thanked all councillors who had supported him and in respect of his forthcoming sponsored bike-ride for Challengers.

In response to a question regarding liability for any additional cost associated with the Stoke Park Paddling Pool floor surface, the Leader had assumed that the Council would not incur further expense and that any additional costs would fall on the contractor.

CO23 PUBLIC PARTICIPATION

No members of the public had indicated a wish to ask a question or make a statement to the Council.

CO24 QUESTIONS FROM COUNCILLORS

There were no questions from Councillors.

CO25 SUBMISSION OF LOCAL PLAN: DEVELOPMENT MANAGEMENT POLICIES

The Council considered a report which sought approval to submit the Local Plan: Development Management Policies to the Secretary of State for Examination by an independent Planning Inspector. The Submission Local Plan was the second part of Guildford's Local Plan. Once adopted it would, together with the adopted Local Plan: Strategy and Sites document (LPSS), fully supersede the existing Local Plan 2003 and become part of the Council's Development Plan. The Submission Local Plan provided the more detailed policies to be used by Development Management in the determination of planning applications. The report noted that the LPSS included a small number of development management policies where these were necessary in implementing the strategic policies, for examples in relation to Green Belt, employment and retail.

The structure of the Submission Local Plan was consistent with that contained in the LPSS. The chapters therefore consisted of: Housing, Protecting, Economy, Design, and Infrastructure and Delivery.

A Regulation 18 consultation on 'issues, options and preferred options' had been carried out in June/July 2020. This was followed by a 'Regulation 19 'proposed submission' consultation in January/February 2022. All the responses to that consultation had been analysed and no 'main modifications' were considered necessary.

It was proposed that the Regulation 19 version of the Submission Local Plan would be submitted alongside another version containing minor corrections and suggested minor amendments as tracked changes to enable the Inspector to consider these as part of the Examination process. In examining the plan, the Inspector would be requested to

recommend any main modifications that were considered necessary to make the plan sound. This would be subject to further consultation.

This matter had been considered by both the Joint Executive Advisory Board (JEAB) at its meeting on 10 May 2022, and the Executive on 26 May 2022. The JEAB's comments had been summarised in an appendix to the report submitted to the Council. The Executive had endorsed the recommendation in the report.

The Leader of the Council, Councillor Joss Bigmore proposed, and the Deputy Leader of the Council, Councillor Julia McShane seconded the adoption of the following motion:

- (1) That the Submission Local Plan: Development Management Policies, attached as Appendix 1 to the report submitted to the Council, together with all relevant associated documentation referred to in Appendix 2 to the report, be approved for submission to the Secretary of State for the purpose of proceeding to and through the Examination in Public process.
- (2) That the Lead Councillor with portfolio responsibility for Strategic Planning be authorised, in consultation with the Strategic Services Director, to make such minor alterations to improve the clarity of the submission documents as they may deem necessary.

Following the debate on the motion, Councillor Susan Parker proposed, and Councillor Ramsey Nagaty seconded, the following amendment:

After "*Appendix 2 to the report, be approved*" in paragraph (1) of the motion, substitute the following in place of the remaining text and omit paragraph (2):

"..subject to a cross-party emergency committee revising the document to strengthen its requirements in relation to climate change. This will be done prior to submission to the Inspector and will involve bringing this revised report back to the next Full Council. This will include:

- *Prohibition of gas boilers*
- *Utilisation of BREEAM standards on all new domestic buildings*
- *Protection for the environment across the borough*
- *Water capture on all new buildings."*

If carried, the motion, as amended, would read as follows:

"That the Submission Local Plan: Development Management Policies, attached as Appendix 1 to the report submitted to the Council, together with all relevant associated documentation referred to in Appendix 2 to the report, be approved, subject to a cross-party emergency committee revising the document to strengthen its requirements in relation to climate change. This will be done prior to submission to the Inspector and will involve bringing this revised report back to the next Full Council. This will include:

- *Prohibition of gas boilers*
- *Utilisation of BREEAM standards on all new domestic buildings*
- *Protection for the environment across the borough*

- *Water capture on all new buildings.”*

Following the debate on the amendment, it was put to the vote, and it was lost.

Following the vote on the amendment, the original motion was then put to the vote and the Council

RESOLVED:

- (1) That the Submission Local Plan: Development Management Policies, attached as Appendix 1 to the report submitted to the Council, together with all relevant associated documentation referred to in Appendix 2 to the report, be approved for submission to the Secretary of State for the purpose of proceeding to and through the Examination in Public process.
- (2) That the Lead Councillor with portfolio responsibility for Strategic Planning be authorised, in consultation with the Strategic Services Director, to make such minor alterations to improve the clarity of the submission documents as they may deem necessary.

Reasons:

- (1) To enable the Submission Local Plan: Development Management Policies document to be submitted for Examination in Public in line with the adopted Local Development Scheme.
- (2) To enable an Inspector to test the plan in terms of its legal compliance and ‘soundness’ which will allow the Council to move a step closer to adopting an up-to-date second part of its Local Plan.

CO26 APPOINTMENT OF COUNCIL REPRESENTATIVE TO THE SURREY POLICE AND CRIME PANEL: 2022-23

The Council, at its Selection Meeting in May 2019 following the Borough Council elections had appointed Councillor Fiona White as its representative to serve on the Surrey Police and Crime Panel for a four-year term ending in May 2023.

On 23 May 2022, Councillor White had given notice in writing that she wished to stand down from this appointment, which meant that the Council needed to appoint a councillor to represent the Council on the Panel until May 2023.

The Council, having considered the person specification referred to in Appendix 1 to the report and the single nomination received,

RESOLVED: That Councillor Julia McShane be appointed as the Council’s representative on the Surrey Police and Crime Panel for a term of office expiring in May 2023.

Reason:

To enable the Council to comply with the requirements of the Police Reform and Social Responsibility Act 2011.

Agenda item number: 3

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 8.34 pm

Signed
Mayor

Date

Council Report

Ward(s) affected: All

Report of Strategic Services Director

Author: James Dearling, Senior Democratic Services Officer (Scrutiny)

Tel: 01483 444141

Email: james.dearling@guildford.gov.uk

Date: 26 July 2022

Overview and Scrutiny Annual Report 2021-22

Executive Summary:

This report outlines the work undertaken by overview and scrutiny (O&S) during the past municipal year and its future work programme as thus far developed.

The two decisions taken during the past municipal year under the 'urgency' provisions are listed within the report and detailed at Appendix 2. In 2021-22, call-in was waived by the O&S Committee Chairman on one occasion; no decisions were called-in for consideration by the O&S Committee during the past municipal year.

Recommendations to Council:

- (1) That this report be commended as the annual report of the Overview and Scrutiny Committee; and
- (2) That the current rules relating to call in or urgency provisions remain unchanged.

Reasons for Recommendation:

Article 8.2(d) of the Council's Constitution requires the Council's Overview and Scrutiny Committee to report annually to Full Council on the work undertaken during the year, its future work programme, and amended working methods if appropriate.

Overview and Scrutiny Procedure Rule 16(i), requires the operation of the provisions relating to call-in and urgency to be monitored annually and a report submitted to Full Council with proposals for review if necessary.

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

1 Purpose of report

- 1.1 This report has been prepared in accordance with Article 8.2(d) of the Constitution which requires the Council's Overview and Scrutiny Committee (OSC) to report annually to Full Council on the work undertaken during the

year, its future work programme, and amended working methods if appropriate.

- 1.2 Overview and Scrutiny Procedure Rule 16(i) requires that the provisions relating to 'call-in' and 'urgency' are monitored annually and reported to Full Council with proposals for review if necessary. Urgency provisions refers to the circumstances set out in the Access to Information Procedure Rules 15 (General Exception) and 16 (Special Urgency) and Overview and Scrutiny Procedure Rule 16(h) Call-in. [Guildford Constitution](#), Part 4, Procedure Rules.
- 1.3 At its meeting on 12 July 2022, the OSC was asked to:
 - (a) note the issues and topics considered by O&S during 2021-22;
 - (b) consider and approve the future work programme for O&S as developed thus far; and
 - (c) review the operation of provisions relating to 'call-in' and 'urgency'.

The OSC has commended this annual report to the Council.

2. The Council's strategic framework

- 2.1 The O&S function strengthens the position of the Council to ensure that we are able to deliver our strategic priorities. For example, O&S assists the Council in improving services and helps to ensure we are open and accountable in our decision-making.

3. Work of the OSC in 2021-22

- 3.1 Overview and Scrutiny Procedure Rule 7 requires the chairmen and vice-chairmen of the OSC and the Executive Advisory Boards (EABs) to hold joint work programme meetings. The purpose of these meetings is to exchange, discuss, and agree work programmes for submission to the OSC and EABs respectively. Joint work programme meetings were held on six occasions in the past municipal year (26 May 2021, 21 July 2021, 15 September 2021, 10 November 2021, 19 January 2022, and 16 March 2022).
- 3.2 The O&S work programme has principally been prepared and progressed through online meetings and discussions between the O&S Chairman, Vice-Chairman, OSC members, and the Senior Democratic Services Officer (Scrutiny).
- 3.3 Lead Councillor question sessions continued to feature at OSC meetings in 2021-22 with nine individual sessions with members of the Executive, including one with the Leader of the Council. These sessions gave an opportunity for non-Executive Councillors to question a member of the Executive about decisions and performance. Questioning can focus on targets and performance over time; particular decisions, initiatives, or projects; or on a section of a Lead Councillor's portfolio. The Committee may also

facilitate the asking of questions submitted in advance by members of the public (see Council Constitution, Part 2 (Article 8), section 8.2(b)iii).

3.4 The formal issues and topics considered by the OSC in 2021-22 included:

- Surrey's Mental Health Improvement Programme
- Children and Young People's Emotional Wellbeing and Mental Health Service
- Response to COVID-19
- Food Poverty and Insecurity
- Licensing of Houses in Multiple Occupation (HMO)
- Safer Guildford Partnership Annual Report 2021
- Air Quality Strategy Action Plan
- Gypsy, Roma and Traveller Unauthorised Encampments and Potential Transit Site in Surrey
- Guildford Crematorium Air Quality Audit
- Review of the Implementation of the Future Guildford Transformation Programme
- Annual Report: Modern Slavery Motion
- Guildford and Waverley Councils Collaboration
- Spend on Consultants and Agency Workers
- Report of an investigation relating to the Garden Village at the Former Wisley Airfield
- Review of the Annual Report and Monitoring Arrangements for the Operation of the G Live Contract 2020-2021
- Operation of Leisure Management Contract 2020-21
- Project & Programme Management Governance

3.5 As a result of adjusting and re-prioritising its approach and work plan, the OSC members scheduled two additional Committee meetings in the 2021-22 municipal year.

3.6 Two issues had been identified by the OSC for progression through an in-depth, task and finish group approach: Affordable Housing; and Mental Health Provision in the Borough.

3.7 Due to the ending of the Mental Health Provision in the Borough task group when its membership reduced to two, the issues identified were progressed through items at the October 2021 and April 2022 OSC meetings (with further updates scheduled.)

3.8 The Affordable Housing task group is expected to report in 2022.

4. Current and future O&S work programme

4.1 Attached at Appendix 1 is the overview and scrutiny work programme for 2022-23 as developed thus far. This includes a programme of Lead Councillor question sessions for 2022-23.

- 4.2 The number of OSC meetings scheduled for 2022-23 was affected by the Council's adoption of the Pre-Election Period Publicity Policy; however, an additional OSC meeting has been scheduled for 18 October 2022.
- 4.3 The intention is for a long-term work programme that focuses on items that can make a tangible difference, but one flexible enough to accommodate urgent, short-term issues that arise.
- 4.4 The working groups drawn from non-Executive Councillors to scrutinise the Council's Leisure Partnership Agreement and G-Live contracts monitoring are scheduled to report back to the OSC in November 2022 and January 2023 respectively.
- 4.5 The O&S work programme is considered regularly and agreed formally by the OSC. Topics are shortlisted with reference to a P.A.P.E.R. selection tool (attached as Appendix 3).

Resourcing of O&S

- 4.6 Research suggests the resource allocated to scrutiny is fundamental in determining how effective the function is. The Council has a Senior Democratic Services Officer post dedicated largely to scrutiny and a separate scrutiny budget (of £5,000 p.a.) for external advice and expertise.

Training for O&S councillors

- 4.7 The Council offers induction training and ongoing skills training to Councillors, which has traditionally been facilitated by John Cade from the Institute of Local Government Studies (INLOGOV), University of Birmingham. All this training has been extremely well received by councillors.
- 4.8 Councillors are able to attend external O&S courses remotely (for example, with the Centre for Governance and Scrutiny and the Local Government Association).

5. Call-In Procedure and Urgency Provisions

- 5.1 The provisions relating to 'call-in' and 'urgency' are monitored on an annual basis and recommendations for changes will be submitted to the Council for consideration if necessary.

Call-in procedure

- 5.2 Call-in is the power of Overview and Scrutiny to scrutinise a decision by the Leader/Executive or an individual Lead Councillor before it is implemented. The call-in provisions also apply to a key decision made by an officer with delegated authority from the Leader/Executive.
- 5.3 The provisions relating to call-in are specified in the Overview and Scrutiny Procedure Rules contained in the Council's Constitution. The call-in

mechanism enables non-Executive councillors to intervene when they feel that a decision being made by the Leader / Executive should be revisited or changed. The effect of call-in is to prevent implementation of a decision until the OSC has examined the decision. The OSC has the power to refer a decision back to the decision-maker or to refer a matter for further review by the Council.

- 5.4 The call-in procedure has not been exercised at the Council in 2021-22, nor was it used in 2020-21. In the 2019-20 municipal year call-in was used just once and prior to this call-in was last exercised in late 2012.
- 5.5 The call-in procedure was revised by the Council in October 2014 as part of a review of the Council's Constitution. In 2014, the call-in threshold was increased from three councillors to five, while retaining the call-in power of the OSC chairman and increasing the call-in period from 96 hours to 5 working days.
- 5.6 Having considered the statutory guidance on scrutiny issued in May 2019, which can be viewed via the following link:

<https://www.gov.uk/government/publications/overview-and-scrutiny-statutory-guidance-for-councils-and-combined-authorities>

and the current and previously considered approaches to scrutiny at the Council, there are no changes proposed to the call-in procedure at this time.

Urgency provisions

- 5.7 The 'urgency' provisions are specified in the Access to Information Procedure Rules and Overview and Scrutiny Procedure Rules. A principal purpose of these provisions is to enable the Leader/Executive or individual Lead Councillor, with the consent of the chairman of the OSC, to agree to preclude the call-in of any particular executive decision in cases of urgency. In addition, these provisions enable key decisions to be taken with less than 28 days' notice: either with at least 5 clear days' notification or less notice with the agreement of the OSC Chairman.
- 5.8 During 2021-22, the urgency provisions were used on two occasions:
- Weyside Urban Village Development. Executive decision, July 2021.
 - G Live contract and lease. Executive decision, August 2021.
- 5.9 Further details of the two occasions during 2021-22 are attached at Appendix 2. This compares to four occasions in the 2020-21 municipal year.
- 5.10 The Chairman of the OSC agreed to waive call-in on one occasion: the Weyside Urban Village Development decision by the Executive in July 2021.
- 5.11 There are no changes proposed to the urgency provisions.

6. Legal Implications

- 6.1 This report on the operation of overview and scrutiny has been prepared in accordance with the requirements of the Council's Constitution. In particular, the Council's Overview and Scrutiny Procedure Rule 16(i) requires the operation of the provisions relating to call-in and urgency to be monitored annually and a report submitted to Full Council with proposals for review if necessary and Article 8.2(d) of the Council's Constitution requires the Council's Overview and Scrutiny Committee to report annually to Full Council on the work undertaken during the year, its future work programme, and amended working methods if appropriate.
- 6.2 The Council must 'have regard' to statutory guidance on O&S published in May 2019 and referred to in paragraph 5.6 above when exercising and reviewing its O&S function. This means that it is not necessary to follow every detail of the guidance, but it should be followed unless there is good reason not to do so.

7. Financial Implications

- 7.1 There are no financial implications arising directly from this report.

8. Human Resources Implications

- 8.1 There are no human resources implications arising from this report.

9. Equality and Diversity Implications

- 9.1 The Council has a statutory duty under section 149 of the Equality Act 2010 which provides that a public authority must, in exercise of its functions, have due regard to the need to (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it. The relevant protected characteristics are: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- 9.2 This duty has been considered in the context of this report and it has been concluded that there are no equality and diversity implications arising directly from this report.

10. Climate change / sustainability implications

- 10.1 There are no climate change / sustainability implications arising directly from this report.

11. Conclusion

11.1 Having considered the statutory guidance on scrutiny, the work undertaken during 2021-22 and its future work programme, together with current and previously considered approaches to scrutiny at the Council, officers recommend no change to O&S at this time.

11.2 Officers are not recommending any changes to call-in or urgency procedures at this juncture.

12. Background Papers

None.

13. Appendices

Appendix 1 – OSC work programme 2022-23, 30 June 2022.

Appendix 2 – Key decisions taken by Executive in 2021-22 under urgency provisions / call-in waived.

Appendix 3 – P.A.P.E.R. selection tool.

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Overview & Scrutiny work programme, 2022-23

Overview & Scrutiny Committee items
<p>12 July 2022 meeting</p> <ul style="list-style-type: none">• Lead Councillor Question Session – Councillor Julia McShane, Deputy Leader of the Council and Lead Councillor for Community and Housing• Guildford & Waverley Councils Collaboration: update• Review of the Council’s ownership of Liongate House• Overview and Scrutiny Annual Report, 2021-22
<p>13 September 2022 meeting</p> <ul style="list-style-type: none">• Lead Councillor Question Session – Councillor Joss Bigmore, Leader of the Council• Guildford & Waverley Councils Collaboration: update• Procurement Annual Report (inc. annual reporting on Charter Against Modern Slavery)• Update on Mental Health Improvement Programme• Review of Council’s Customer Services• Performance Monitoring Report 2022-23 (Quarter 1)
<p>18 October 2022 (additional) meeting</p> <ul style="list-style-type: none">• Lead Councillor Question Session – Councillor to be confirmed• Guildford & Waverley Councils Collaboration: update• Safer Guildford Partnership Annual Report 2022• Borough’s response to refugees• Review of Council’s Communications
<p>8 November 2022 meeting</p> <ul style="list-style-type: none">• Lead Councillor Question Session – Councillor James Steel, Lead Councillor for Environment• Guildford & Waverley Councils Collaboration: update• Guildford’s Air Quality Strategy• Operation of the Leisure Management contract, 2021-22• Review of Dogbusters stray dog contract
<p>17 January 2023 meeting</p> <ul style="list-style-type: none">• Lead Councillor Question Session – Councillor Tim Anderson, Lead Councillor for Resources• Guildford & Waverley Councils Collaboration: update• Children and Young People’s Emotional Wellbeing and Mental Health Service: update• Annual report and monitoring arrangements for operation of the G-Live contract, 2021-22• Performance Monitoring Report 2022-23 (Quarter 2)

Overview & Scrutiny Committee items

28 February 2023 meeting

- Lead Councillor Question Session – Councillor John Rigg, Lead Councillor for Regeneration
- Lead Councillor Question Session – Councillor Tom Hunt, Lead Councillor for Development Management
- Guildford & Waverley Councils Collaboration: update

Currently unscheduled items

- Management of Community Assets
- Regeneration
- Review of Older People's Services
- Visibility and transparency of asset disposals by the Council, including green spaces

Task and finish group

Title	Update
Affordable Housing	Membership: Cllrs Angela Gunning, Tony Rooth (Chair), Jo Randall, Ruth Brothwell, and Ramsey Nagaty. Due to report in 2022.

Executive meeting	Item of business	Decision taken (K) = Key Decision	Chair of O&S informed under General Exception provision of Access to Information Procedure Rule 15	Chair of O&S agreement obtained under Special Urgency provision of Access to Information Procedure Rule 16	Chair of O&S agreed to waive call-in
6 July 2021	Weyside Urban Village Development Update Amendments to the Transaction with Thames Water and Appropriation of Land for Planning Purposes	<p>(1) To authorise the Managing Director, in consultation with the Leader of the Council, to sign and complete the Deed of Variation to the Thames Water Agreement and to proceed with the implementation of the relocation of the Sewage Treatment Works and associated works.</p> <p>(2) To appropriate for planning purposes, pursuant to s122 of the Local Government Act 1972, the Council owned land shown outlined in blue on the plan at Appendix 1 to the report in connection with the implementation of the WUV in so far as it is not already held for those purposes.</p> <p>(3) To note and recorded that the land to be acquired by the Council from Thames Water pursuant to the Thames Water</p>		✓	✓

		<p>Agreement (as varied) and any further land to be acquired by the Council for, or in connection with, the WUV development is to be acquired pursuant to s227 of the Town & Country Planning Act 1990 for planning purposes to enable the implementation of the WUV. (K)</p>			
24 August 2021	G Live contract and lease	<p>(1) To extend the G Live Contract with HQ Theatres from 1 October 2021 for 3 years until 30 September 2024.</p> <p>(2) To grant a Lease to HQ Theatres for a term of 3 years from 1 October 2021 until 30 September 2024.</p> <p>(3) To agree that the Lease and Contract shall be co-terminus. (K)</p>		✓	

P.A.P.E.R. topic selection tool

Public interest: concerns of local people should influence the issues chosen

Ability to change: priority should be given to issues that the Committee can realistically influence

Performance: priority should be given to areas in which the Council and Partners are not performing well

Extent: priority should be given to issues that are relevant to all or a large part of the Borough

Replication: work programme must take account of what else is happening to avoid duplication or wasted effort

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Council Report

Ward(s) affected: Clandon & Horsley

Report of Strategic Services Director

Author: John Armstrong, Democratic Services and Elections Manager

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Lead Councillor responsible: Joss Bigmore

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Email: joss.bigmore@guildford.gov.uk

Date: 26 July 2022

Community Governance Review: Parish of West Horsley

Executive Summary

A Community Governance Review (CGR) is a process to provide an opportunity to review and make changes to governance arrangements for town and parish councils and parish areas. This is to ensure that they continue to reflect local identities and facilitate effective and convenient local government. CGRs are undertaken by the principal council for the area (i.e. this Council) under powers set out in the Local Government and Public Involvement in Health Act 2007.

On 15 December 2021, West Horsley Parish Council submitted a written request for the Council to conduct a CGR, with the suggested terms of reference including the proposal to increase the maximum number of councillors to be elected to the West Horsley Parish Council from nine councillors to eleven councillors.

Draft terms of reference were approved by Full Council on 9 February 2022 and the Democratic Services and Elections Manager was authorised to conduct the CGR on the Council's behalf and to take all necessary action to comply with the Council's statutory obligations in that regard.

This report sets out the responses the Council has received following a six-week public consultation in regard to the proposal to increase the number of seats on West Horsley Parish Council from nine to eleven and seeks approval to issue a Community Governance Reorganisation Order confirming that

increase, which would be effective at the next parish council elections in May 2023. Those responses are set out in **Appendix 1** to this report.

Recommendation to Council:

- (1) To determine whether, taking account of the statutory considerations:
 - (a) the number of seats on West Horsley Parish Council should be increased from nine to eleven with effect from the next scheduled parish council elections in May 2023; and
 - (b) any other changes should be made to the electoral arrangements for West Horsley Parish Council
- (2) Subject to approval of (1) above, to agree that the Democratic Services and Elections Manager be authorised to make a community governance reorganisation order under Section 86 of the Local Government and Public Involvement in Health Act 2007 to give effect to any of the approved proposals referred to in paragraph (1) above, together with all necessary incidental, consequential, transitional or supplementary provisions as may be required to give full effect to the order.

Reason for Recommendation:

To address the community governance request received in respect of this matter with a view to ensuring that community governance within the area under review is:

- reflective of the identities and interests of the community in that area; and
- is effective and convenient.

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

1. Purpose of Report

- 1.1 Following the agreement by Full Council to undertake a community governance review of West Horsley Parish Council on 9 February 2022, this report sets out the responses received during the consultation period and the procedure should the Council agree to make a Community Governance Reorganisation Order in accordance with the requirements of the Local Government and Public Involvement in Health Act 2007 (“the 2007 Act”) and associated government guidance.

2. Strategic Priorities

- 2.1 To undertake the review would be consistent with our mission and values within the new Corporate Plan to be a transparent Council that listens and

responds quickly to the needs of our community, putting the interests of our community first, and working constructively with other councils.

3. Background

3.1 The 2007 Act amended the responsibility for parish area reviews from what is now the Local Government Boundary Commission for England (LGBCE) to principal councils, subject to adherence to regulations and directions issued by the former Department for Communities and Local Government (DCLG) and the Electoral Commission. Principal councils in this context include district councils in England. The process for considering a change is via a Community Governance Review (CGR).

3.2 A CGR is a review of one or more areas of the borough to look at one or more of the following:

- Creating, merging, altering or abolishing parishes;
- The naming of a parish and the style of a new parish (i.e. whether to call it a “village”, “community” or “neighbourhood” with the council similarly named as a “village council”, “community council” or “neighbourhood council”);
- The electoral arrangements for parishes (including council size, the number of councillors to be elected to the council, and parish warding), and
- Grouping parishes under a common parish council or de-grouping parishes

3.3 A CGR may not change parliamentary, borough ward or county division boundaries, although it might lead to recommendations to the LGBCE to make consequential changes to ward or division boundaries.

4. Community Governance Review Request

4.1 On 15 December 2021, the Council received a formal request from West Horsley Parish Council for a CGR. In summary, the parish council is seeking to secure, by way of a CGR, an increase in the maximum number of councillors to be elected to the West Horsley Parish Council from nine councillors to eleven councillors.

4.2 The reasons cited by the parish council for making the request to increase the number of parish councillors, were as follows:

- To reduce the workload on individual councillors that has grown considerably over the past 24 months and is expected to continue.
- To address the substantial increase in population as a result of windfall and major housing developments underway in the Village as a consequence of implementing GBC’s Local Plan.

- To seek to improve diversity on the parish council.
- 4.3 On 9 February 2022, Full Council agreed to undertake a community governance review in respect of increasing the number of councillors to be elected to West Horsley Parish Council and approved the terms of reference for the review.

5. Consultations

- 5.1 The 2007 Act requires the Council to consult the local government electors for the area under review and any other person or body who appears to have an interest in it. A six-week consultation began on 28 February and ran until 5 April 2022. The consultation included:

- A poster was placed on all five of the parish council noticeboards.
- The parish council created a new webpage for the review which included the poster and terms of reference.
- A link was posted to Nextdoor which is very popular in West Horsley.
- A Mailchimp to local subscribers.
- Added to the agenda for the parish council March meeting
- Featured on the Guildford Borough Council consultation website
- Social media via Guildford Borough Council

- 5.2 The consultation received 106 responses and the results are summarised below. It should be noted that not all respondents answered question 2.

Question 1 – Do you think there should be 2 more parish councillors?

5 said 'No'
1 said 'Not sure'
100 said 'Yes'

Question 2 - Do you agree with our proposal to make no other changes to the electoral arrangements for West Horsley Parish Council?

1 said 'No'
7 said 'Not sure'
55 said 'Yes'

- 5.3 From the results of the consultation there was a clear consensus in favour of an increase in the number of elected parish councillors and in favour of no other changes to the parish council's electoral arrangements.
- 5.4 Two of the local ward councillors responded during the consultation in full support of the proposed increase in the number of parish councillors and agreeing that no other changes to the electoral arrangements were required.

- 5.5 Consultees were also invited to submit their own comments, and these are set out in Appendix 1 to this report.

6. Equality and Diversity Implications

- 6.1 Public authorities are required to have due regard to the aims of the Public Sector Equality Duty (Equality Act 2010) when making decisions and setting policies.
- 6.2 The process followed in conducting the CGR has been set out in the 2007 Act and the associated Government guidance. Every attempt has been made to engage with electors and interested parties through the consultation process that has been led by officers.
- 6.3 There are no equality and diversity implications arising from this report.

7. Financial Implications

- 7.1 There are no significant financial implications arising from this report.

8. Legal Implications

- 8.1 The Council has conducted the CGR in accordance with the requirements set out in Chapter 3 of Part 4 of the 2007 Act and guidance issued by the Secretary of State under Section 100(4) of the 2007 Act.
- 8.2 In particular, the Council is required when undertaking a CGR to have regard to the need to secure that community governance within the area under review:
- (a) reflects the identities and interests of the community in that area, and
 - (b) is effective and convenient
- 8.3 The Council is also required to complete a CGR within a period of 12 months from the date it publishes the terms of reference.

9. Human Resource Implications

- 9.1 There are no significant human resource implications arising from this report.

10. Options

- 10.1 The Council must determine, taking account of the statutory considerations including the outcome of the local consultation, whether any change in the number of parish councillors to be elected to West Horsley Parish Council or any other change in its electoral arrangements, would facilitate effective and convenient local government for the parish.

11. Conclusion

- 11.1 Following the request from West Horsley Parish Council, and taking into account the representations received, the Council must now consider the following questions in relation to whether West Horsley Parish Council should, or should not,
- a) increase the number of parish councillors on West Horsley Parish Council from 9 to 11, and
 - b) to make no other changes to the electoral arrangements in respect of West Horsley Parish Council
- 11.2 Should the Council support a) and b) above, a Community Governance Reorganisation Order will be made in accordance with the requirements of Section 86 of the 2007 Act and the increase in the number of parish councillors approved would take effect from the next scheduled parish elections in May 2023.
- 11.3 Whatever the Council's decision in respect of this CGR, it is a requirement that the outcome must be publicised. Therefore, the Council's final decision, reasons for that decision, relevant maps and copies of any reorganisation order (if appropriate) will be made available through the following publicly accessible places:
- (i) the Guildford Borough Council website
 - (ii) the Guildford Borough Council offices
 - (iii) West Horsley Parish Council website

We will also issue a press release setting out details of the Council's decision in relation to this matter.

- 11.4 Following the making of a Community Governance Reorganisation Order, the following bodies must be informed as soon as practicable:
- the Secretary of State
 - the Local Government Boundary Commission for England
 - the Office of National Statistics
 - the Director General of the Ordnance Survey
 - Surrey County Council

12. Background Papers

["Guidance on Community Governance Reviews" – DCLG and Local Government Boundary Commission for England \(March 2010\)](#)

[Report to Council – 9 February 2022 \(Agenda Item 14\): COMMUNITY GOVERNANCE REVIEW: WEST HORSLEY PARISH COUNCIL \(Pages 385 - 402\)](#)

13. Appendices

Appendix 1: West Horsley Community Governance Review Consultation Responses - Comments

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West Horsley Community Governance Review Consultation Responses

- Comments

1. The amount of time spent on planning is much higher than any other project and they have minimal success.
2. The majority of these planning applications will be concluded very soon so these Parish Councillors can then give their time on other projects. Minimal time has been spent on other projects and the WHPC has very few useful ongoing projects, some of the more elderly WHPC do very little work and so to increase the number of WHPC is not needed, they will then want an increase in precept which is totally unnecessary and more money for them to waste.
3. They do not spend the current precept wisely and do very little to help the WH community. We are totally against WHPC being given any more resources be it people or finance.
4. Yes I think this makes sense
5. With the increase in households due to the approved planning applications it is vital to have the extra two Parish Councillors to share the workload and increase the diversity on the Parish Council.
6. The population of West Horsley is set to increase considerably. In the meantime the amount of work for councillors, particularly relating to planning is considerable. The extra two people to share the workload seems reasonable.
7. With an increase of 40% in housing, we desperately need more councillors to represent us.
8. Definitely. The current Councillors all work very hard and are already stretched. This is only going to be exacerbated with the high number of new houses currently being built in the village.
9. Increase in workload & greater efficiency
10. There has been considerable pressure on the Parish Council over the last three years faced with a heavy planning agenda as a result of the adoption of the GBC Local Plan and the increased volume of planning applications seen following the first lockdown from Covid. There is pressure to work on projects that will mitigate the effects of this scale of development, be that infrastructure requirements and increased support for a growing population. The parish council is also working hard to increase its visibility and accessibility to residents through a number of projects that require more resource. The Climate Change agenda is increasing and there is a need to update their Neighbourhood Plan to bring it up to date with the changing shape of our village. I therefore fully support an increase in numbers. It is very much needed for the PC to deliver its strategic objectives.

11. It's become necessary to do the innovative work that the Council want to achieve.
12. Very necessary with the current workload - especially planning.
13. There seems to be a high turnover of councillors so having 2 more will spread the load.
14. You have enough trouble recruiting 9 councillors, increasing the provision to 11 does not improve the supply.
15. Residents who are keen on particular issues e.g. planning/ preservation of the Green Belt are already free to volunteer to join the relevant working groups - if you insist on them being councillors as well they are less likely to take part."
16. With increase of population it's a necessity if we don't want burn out of existing councillors
17. I think that given the increase in population and therefore impact on local matters it would be more effective to have 11 councillors.
18. The new housing developments will produce more work for the parish council
19. This is something much needed for a while now. So very important with all the extra load put on our few councillors with the huge house building projects being imposed in our parish.

Council Report

Ward(s) affected: All

Report of Strategic Services Director

Author: John Armstrong, Democratic Services & Elections Manager

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Date: 26 July 2022

Review of the Terms of Reference of the Corporate Governance and Standards Committee

Executive Summary

At the meeting of the Corporate Governance and Standards Committee on 24 March 2022, an internal audit report prepared by KPMG into the effectiveness of the Committee recommended, amongst other things, that the Council should consider amending the Committee's terms of reference to:

- (a) include at the beginning a high-level Statement of Purpose, or summary of the Committee's role in the Council's framework of governance; and
- (b) add an explicit section on how the Committee is accountable to the full Council;

It was suggested by KPMG that formal arrangements should be in place for the Committee to demonstrate accountability for the adequacy of its performance to the full Council and, bearing in mind that performance would be assessed against how well the Committee discharged its responsibilities as set out in its terms of reference, it was felt that the opportunity could be taken to review the terms of reference as a whole, including consideration of KPMG's recommendations referred to in (a) and (b) above.

To that end, the Committee agreed that the Corporate Governance Task Group should review the terms of reference and report back to the Committee.

The Task Group considered this matter at its meeting held on 7 April 2022. The proposed amendments to the Committee's terms of reference recommended by the Task Group are set out in **Appendix 1** (showing tracked

changes). **Appendix 2** shows the amended terms of reference without the tracked changes.

As the Committee's terms of reference are also set out in Article 10 of the Constitution, it will also be necessary to incorporate those changes within Article 10. The amendments to Article 10 are shown (with tracked changes) in **Appendix 3**, and **Appendix 4** shows the amended Article 10 without the tracked changes.

At its meeting held on 16 June 2022, the Committee formally commended the recommendation below to the Council for adoption.

Recommendation to Council:

That the changes proposed to the terms of reference of the Corporate Governance & Standards Committee as set out in Appendix 1 to this report, and the changes proposed to Article 10 of the Constitution, as set out in Appendix 3 to this report, be adopted.

Reasons for Recommendation:

- To ensure that the Committee's terms of reference are updated and remain relevant.
- To address KPMG's recommendations in their internal audit report on the effectiveness of the Committee in respect of its terms of reference.

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

1. Purpose of Report

- 1.1 This report asks the Council to consider the changes recommended by the Corporate Governance Task Group and, subsequently by the Corporate Governance & Standards Committee, arising from the review of the Committee's terms of reference, taking into account the relevant recommendations contained in KPMG's recent internal audit review of the effectiveness of the Committee.

2. Strategic Priorities

- 2.1 Effective corporate governance and robust ethical standards underpins the Council's work in the delivery of the Council's Corporate Plan priorities.

3. Background

- 3.1 At the meeting of the Corporate Governance & Standards Committee held on 24 March 2022, and in the context of the Committee's consideration of

the internal audit report reviewing the effectiveness of the Committee, KPMG made five recommendations, two of which related to the terms of reference of this Committee.

3.2 KPMG recommended that, for good practice, management should consider including in the terms of reference:

- (a) a high-level summary of the Committee's role in the Council's framework of governance set out in the Constitution; and
- (b) an explicit section on how the Committee is accountable to the full Council.

3.3 In terms of drafting (a) and (b) above, KPMG suggested that the Council considers the wording extracted from the CIPFA model terms of reference for audit committees, which can be viewed by clicking on the link under "Background Papers" below.

3.4 At the 24 March Committee meeting, it was also suggested that in view of KPMG's recommendations, it would be appropriate to review all of the Committee's terms of reference and agreed that the Corporate Governance Task Group would be the appropriate vehicle by which this review could be undertaken.

3.5 The Task Group considered this matter at its meeting held on 7 April 2022. During the discussions, the Task Group was invited to consider:

- (i) whether there were any gaps in coverage within the existing terms of reference;
- (ii) whether another committee performed roles within their respective remits which might better lie with the Corporate Governance and Standards Committee, and
- (iii) whether the Corporate Governance and Standards Committee performed roles currently within its remit which might better lie with another committee?

3.6 The Task Group noted that, since March 2021, the Committee had considered quarterly reports on Corporate Performance Monitoring as part of the Council's Performance monitoring framework, but that there was currently no reference to this in the existing terms of reference. The Task Group was informed that the general terms of reference of the Overview and Scrutiny Committee included:

"to monitor and review the Council's performance against relevant national and local performance indicators and adopted plans and strategies"

- 3.7 The Task Group therefore felt that it would be appropriate for future Corporate Performance Monitoring Reports to be submitted to Overview and Scrutiny Committee. This has been brought to the attention of the chairman of the Overview and Scrutiny Committee, who is happy for that Committee to take these reports in future.
- 3.8 The proposed amendments to the Committee's terms of reference recommended by the Task Group are set out in **Appendix 1** (showing tracked changes). **Appendix 2** shows the amended terms of reference as proposed by the Task Group but without the tracked changes.
- 3.9 As the Committee's terms of reference are also set out in Article 10 of the Constitution, it will also be necessary to incorporate those changes within Article 10. The amendments to Article 10 are shown (with tracked changes) in **Appendix 3**, and **Appendix 4** shows the amended Article 10 without the tracked changes.

4. Equality and Diversity Implications

- 4.1 The Council has a statutory duty under section 149 of the Equality Act 2010 which provides that a public authority must, in exercise of its functions, have due regard to the need to (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it. The relevant protected characteristics are: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 4.2 There are no equality and diversity issues or implications arising from the proposals in this report

5. Financial Implications

- 5.1 There are no financial implications arising from this report.

6. Legal Implications

- 6.1 There are no legal implications arising from this report other than noting that, under the Council's Constitution, full Council must determine changes to the terms of reference of its committees.

7. Human Resource Implications

7.1 There are no human resource implications arising from this report.

8. Summary of Options

8.1 The Council may wish to consider the following options:

(1) Accept all of the proposed changes to the Committee's terms of reference recommended by the Corporate Governance Task Group and refer them to full Council for adoption.

(2) Accept or amend some of the changes to the Committee's terms of reference recommended by the Corporate Governance Task Group and/or suggest further changes and refer them to full Council for adoption.

9. Background Papers

[CIPFA Suggested Terms of Reference for Local Authority Audit Committees](#)

10. Appendices

Appendix 1: Draft Revised Terms of Reference (with tracked changes)

Appendix 2: Draft Revised Terms of Reference (without tracked changes)

Appendix 3: Draft Revised Article 10 of the Constitution (with tracked changes)

Appendix 4: Draft Revised Article 10 of the Constitution (without tracked changes)

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REVIEW OF THE TERMS OF REFERENCE OF THE CORPORATE GOVERNANCE AND STANDARDS COMMITTEE

Terms of Reference of the Corporate Governance and Standards Committee

Statement of purpose

The Committee has a dual purpose both as an audit committee and a standards committee.

The Committee is a key component of the authority's corporate governance. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.

The purpose of the Committee is to provide independent assurance to councillors of the adequacy of the risk management framework and the internal control environment. It provides independent review of the authority's governance, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.

With regard to standards, the Committee promotes high standards of conduct by councillors and co-opted members and oversees the arrangements for dealing with allegations of misconduct.

Audit and Accounts Activity

1. To consider ~~the bi-annual reports~~ on the summary of internal audit activity (actual and proposed) and the level of assurance that it can give over the Council's corporate governance arrangements. and monitor the progress of high priority actions arising from audit recommendations
2. To consider reports dealing with the management and performance of the providers of the internal and external audit functions.
3. ~~To consider reports from internal audit on recommendations agreed with heads of service as a result of an internal audit review which have not been implemented within a reasonable timescale. To approve the Internal and External Audit Plans, and significant interim changes.~~
4. To consider the external auditor's annual letter (including their audit fee), relevant reports (both financial and strategic) and the report to those charged with governance and submit any comments to the Executive.
5. To consider specific reports submitted by the internal or external auditors.
6. To comment on the scope and depth of internal and external audit work and ensure that it gives value for money.
7. To review and approve the annual statement of accounts and Audit Findings Report with specific emphasis on whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.
8. ~~To approve the Council's statement of accounts each year.~~
9. To consider reports on ~~treasury management matters~~ the Capital and Investment Strategy prior to their referral to the Executive and Council
10. To consider ~~quarterly~~ budget monitoring reports at least on a quarterly basis.

Corporate Governance Activity

11. To monitor and review the operation of the Council's Constitution, particularly in respect of financial procedures and protocols, procurement procedures and guidelines

Agenda item number: 10
Appendix 1

- and make recommendations, as appropriate, in respect of any proposed amendments to the Executive and Council.
12. To consider the Council's arrangements for corporate governance and to recommend such actions necessary to ensure compliance with best practice, together with any relevant corporate governance related issues ~~To review any corporate governance issue~~ referred to the Committee by the Joint Chief Executive, a Director, the Leader/Executive or any other committee of the Council.
 13. To monitor the effective development and operation of risk management ~~and corporate governance undertaken throughout~~ in the Council including the review of the Corporate Risk Register.
 14. To consider and approve the Council's Annual Governance Statement in advance of the formal approval of the Council's Statement of Accounts.
 15. ~~To consider the Council's arrangements for corporate governance and necessary actions to ensure compliance with best practice, together with any relevant issues referred by the Corporate Governance Group.~~
 16. ~~To consider the Council's compliance with its own and other published standards and controls.~~
 17. ~~To consider the annual report regarding complaints about the Council referred to the Local Government Ombudsman.~~
 18. ~~To approve payments or other benefits of a value greater than £5,000 arising from complaints to the Local Government Ombudsman.~~
 19. ~~To monitor the effectiveness of the Council's:~~
 - ~~whistle-blowing procedure;~~
 - ~~anti-fraud and corruption policy;~~
 - ~~anti-bribery policy and procedure~~
 - ~~complaints procedure~~and make appropriate recommendations to the Executive.
 - ~~To consider an annual report of the operation of the whistle-blowing policy, including incidents reported~~
 20. ~~In relation to corporate health and safety, to receive reports on compliance with the Council's health and safety policies and standards, accident rates and claims and the financial implications of action taken in that regard.~~
 21. ~~In relation to human resources functions delegated to the Joint Chief Executive and Directors to receive reports on compliance with the Council's policies and procedures and the financial implications of action taken in that regard.~~
 22. ~~To consider an annual report on insurance claims against the Council including issues arising from them and steps taken to manage the risk of future claims of a similar nature.~~
 23. ~~To m~~Monitor ~~ing~~ and ~~audit~~ing of the Council's equality and diversity policies and approve the Equality Scheme and associated action plan.
 24. To monitor bi-annually the Council's performance in dealing with Freedom of Information and Environmental Information Regulations requests.
 25. To monitor the Council's progress on various data protection and information security initiatives.
 26. To consider annual reports on the work of task groups appointed by the Committee, together with other matters submitted to the Committee periodically by those task groups
 27. To consider bi-annually Planning Appeals Monitoring Reports and S106 Monitoring Reports
 28. To consider an annual report on the exercise of powers under the Regulation of Investigatory Powers Act 2000

Commented [JA1]: Details of Ombudsman complaints are now included in the Performance Monitoring Reports. The last occasion on which an annual report was submitted was in 2012 to the predecessor Audit & Corp Gov Ctte

Commented [JA2]: The Task Group felt that anti-fraud & corruption and anti bribery policies were covered in 12 above, where there is the ability to bring such issues to the Committee's attention. Complaints were covered in the performance monitoring reports.

Commented [JA3]: The Committee has never considered such reports. CMT is responsible for health & safety, HR and insurance claims

Ethical Standards Activity

- 29. To promote and maintain high standards of conduct by councillors and co-opted members¹
- 30. To advise the Council on the adoption or revision of the Councillors' code of conduct.
- ~~31. To assist councillors and co-opted members to observe the code of conduct.~~
- 32. To advise, train or arrange to train councillors and co-opted members on matters relating to the code of conduct.
- ~~33. To advise the public on matters relating to the code of conduct.~~
- 34. To agree arrangements for the selection and interviewing of candidates for appointment as Independent Persons (including such joint arrangements with other councils as may be deemed by the Monitoring Officer to be appropriate) and to make recommendations to full Council on these appointments.
- 35. To agree allowances and expenses for the Independent Person and any Reserve Independent Persons
- 36. To grant dispensations, after consultation with the independent person, to councillors and co-opted members with disclosable pecuniary interests.
- ~~37. To determine whether to investigate allegations of misconduct by councillors or co-opted members in circumstances where such determination by the Monitoring Officer is considered by him to be inappropriate.~~
- ~~38. To determine, by way of a hearing, those allegations of misconduct by councillors or co-opted members where a formal investigation has found evidence of failure to comply with the code of conduct and where a local resolution has not been agreed.~~
- ~~39. To determine, following a hearing and a finding that a councillor or co-opted member has failed to comply with the code of conduct, such action as may be deemed appropriate and proportionate.~~
- ~~40. To make recommendations, following a hearing, to any parish council in the Council's area on action to be taken against any councillor or co-opted member of that parish council found to have failed to comply with that council's code of conduct.~~
- 41. To ~~implement~~ monitor and review the operation of the code of conduct for staff and the Protocol on Councillor/ Officer Relations and to make recommendations as appropriate to Council in respect of any necessary amendments.
- 42. ~~To implement, monitor and review the operation of the Protocol on Councillor/ Officer Relations.~~
- ~~43. To undertake the Council's ethical governance audit of the rules and procedures applying within the Council and to consider the need for any further provisions.~~
- 44. To consider the Monitoring Officer's Annual Report on misconduct complaints against councillors, and any other matter referred by the Monitoring Officer.

Commented [JA4]: The Task Group agreed that this would be an officer rather than committee responsibility

Commented [JA5]: The Task Group recommend that this should be identified specifically as a function of the Assessment Sub-Committee. And included in Article 10

Commented [JA6]: The Task Group recommend that this should be identified specifically as functions of the Hearings Sub-Committee. And included in Article 10

Commented [JA7]: Full Council approves the code of conduct for staff and the protocol on councillor/officer relations

Commented [JA8]: The Task Group agreed that this would be covered elsewhere in the audit functions. IA would cover this by way of an audit review

Accountability arrangements

To report to those charged with governance on the Committee's findings, conclusions and recommendations concerning the adequacy and effectiveness of their governance, risk management and internal control frameworks, financial reporting arrangements, and internal and external audit functions.

To report annually to full Council on the Committee's performance in relation to the terms of reference and the effectiveness of the Committee in meeting its purpose.

¹ A "co-opted member" for this purpose is, defined in the Localism Act section 27 (4) as "a person who is not a member of the authority but who

(a) is a member of any committee or sub-committee of the authority, or
(b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority; and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

Reference to councillors or co-opted members in paragraphs 30 and 31 includes councillors or co-opted members of parish councils in the Council's area.

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REVIEW OF THE TERMS OF REFERENCE OF THE CORPORATE GOVERNANCE AND STANDARDS COMMITTEE

Terms of Reference of the Corporate Governance and Standards Committee

Statement of purpose

The Committee has a dual purpose both as an audit committee and a standards committee.

The Committee is a key component of the authority's corporate governance. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.

The purpose of the Committee is to provide independent assurance to councillors of the adequacy of the risk management framework and the internal control environment. It provides independent review of the authority's governance, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.

With regard to standards, the Committee promotes high standards of conduct by councillors and co-opted members and oversees the arrangements for dealing with allegations of misconduct.

Audit and Accounts Activity

1. To consider reports on the summary of internal audit activity (actual and proposed) and the level of assurance that it can give over the Council's corporate governance arrangements and monitor the progress of high priority actions arising from audit recommendations
2. To consider reports dealing with the management and performance of the providers of the internal and external audit functions.
3. To approve the Internal and External Audit Plans, and significant interim changes.
4. To consider the external auditor's annual letter (including their audit fee), relevant reports (both financial and strategic) and the report to those charged with governance.
5. To consider specific reports submitted by the internal or external auditors
6. To comment on the scope and depth of internal and external audit work and ensure that it gives value for money.
7. To review and approve the annual statement of accounts and Audit Findings Report with specific emphasis on whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.
8. To consider reports on the Capital and Investment Strategy prior to their referral to the Executive and Council
9. To consider budget monitoring reports at least on a quarterly basis.

Corporate Governance Activity

10. To monitor and review the operation of the Council's Constitution, particularly in respect of financial procedures and protocols, procurement procedures and guidelines and make recommendations, as appropriate, in respect of any proposed amendments to the Executive and Council.
11. To consider the Council's arrangements for corporate governance and to recommend such actions necessary to ensure compliance with best practice, together with any relevant corporate governance related issues referred to the Committee by the Joint

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Chief Executive, a Director, the Leader/Executive or any other committee of the Council.

12. To monitor the effective development and operation of risk management undertaken throughout the Council including the review of the Corporate Risk Register.
13. To consider and approve the Council's Annual Governance Statement in advance of the formal approval of the Council's Statement of Accounts.
14. To consider an annual report of the operation of the whistle-blowing policy, including incidents reported
15. To monitor and audit the Council's equality and diversity policies and approve the Equality Scheme and associated action plan.
16. To monitor bi-annually the Council's performance in dealing with Freedom of Information and Environmental Information Regulations requests.
17. To monitor the Council's progress on various data protection and information security initiatives.
18. To consider annual reports on the work of task groups appointed by the Committee, together with other matters submitted to the Committee periodically by those task groups
19. To consider bi-annually Planning Appeals Monitoring Reports and S106 Monitoring Reports
20. To consider an annual report on the exercise of powers under the Regulation of Investigatory Powers Act 2000

Ethical Standards Activity

21. To promote and maintain high standards of conduct by councillors and co-opted members¹
22. To advise the Council on the adoption or revision of the Councillors' code of conduct.
23. To advise, train or arrange to train councillors and co-opted members on matters relating to the code of conduct.
24. To agree arrangements for the selection and interviewing of candidates for appointment as Independent Persons (including such joint arrangements with other councils as may be deemed by the Monitoring Officer to be appropriate) and to make recommendations to full Council on these appointments.
25. To agree allowances and expenses for the Independent Person and any Reserve Independent Persons
26. To grant dispensations, after consultation with the independent person, to councillors and co-opted members with disclosable pecuniary interests.
27. To monitor and review the operation of the Code of Conduct for Staff and the Protocol on Councillor/ Officer Relations and to make recommendations as appropriate to Council in respect of any necessary amendments.
28. To consider the Monitoring Officer's Annual Report on misconduct complaints against councillors, and any other matter referred by the Monitoring Officer.

Accountability arrangements

To report to those charged with governance on the Committee's findings, conclusions and recommendations concerning the adequacy and effectiveness of their governance, risk management and internal control frameworks, financial reporting arrangements, and internal and external audit functions.

To report annually to full Council on the Committee's performance in relation to the terms of reference and the effectiveness of the Committee in meeting its purpose.

¹ A "co-opted member" for this purpose is, defined in the Localism Act section 27 (4) as "a person who is not a member of the authority but who

(a) is a member of any committee or sub-committee of the authority, or

(b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority; and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

Reference to councillors or co-opted members in paragraphs 30 and 31 includes councillors or co-opted members of parish councils in the Council's area.

GUILDFORD BOROUGH COUNCIL

ARTICLE 10 – THE CORPORATE GOVERNANCE AND STANDARDS COMMITTEE

10.1 Composition

(a) Membership

The Corporate Governance and Standards Committee will be composed of:

- seven councillors who may include one lead councillor except the lead councillor whose portfolio includes finance and resources. Neither the Leader nor Deputy Leader may be a member or substitute member of the Committee
- up to three co-opted persons who are not councillors or officers of the Council (independent members)
- up to three co-opted members of any parish council in the Council's area (parish members).

(b) Chairman and Vice-Chairman

The chairman and vice-chairman of the Committee shall be councillors. Where a lead councillor is appointed as a member of the Committee, they shall not be elected chairman or vice-chairman.

(c) Voting Rights

The co-opted independent members and parish members will not be entitled to vote at meetings of the Corporate Governance and Standards Committee or any of its Sub-Committees.

(d) Independent Members

Independent members shall be appointed by the Council for an initial term of office expiring in May 2015 and for a four-year term thereafter with serving independent members being eligible for re-appointment each time.

At the end of the term of office, the Council will invite applications from the general public via its website for appointment as co-opted independent members of the Corporate Governance and Standards Committee.

To be eligible for appointment candidates must not be engaged in party political activity, or have been at any time in the preceding five years, a councillor or officer of Guildford Borough Council or be a relative or close friend of a councillor or officer of the Council. Ideally candidates will have significant experience of working at a senior level in a large, complex organisation and have a very good understanding of strategic or financial management or have sat previously on an Audit Committee.

The Monitoring Officer shall short-list candidates and invite them for interview by a panel comprising the Chairman of the Corporate Governance and Standards Committee, the Monitoring Officer and Chief Finance Officer. The panel's recommendations as to appointment of co-opted independent members will be referred to full Council for approval.

(e) **Parish Members**

Parish members shall be appointed by the Council for an initial term of office expiring in May 2015 and for a four-year term thereafter with serving parish members being eligible for re-appointment each time.

At the end of the term of office, all parish councils shall be invited to nominate parish councillors as co-opted parish members on the Corporate Governance and Standards Committee. Where there are up to three nominations received, the Council shall consider their formal co-option as parish members on the Committee

Where there are more than three nominations received:

- (i) each of the candidates shall be invited to submit further information in support of their nomination, details of which will be sent to all parish councils in the Borough; and
- (ii) a ballot of parish councils shall be held and the results will be referred to the Council.

The results of the ballot shall inform the Council's decision as to the co-option of parish members.

At least one parish member must be present when misconduct complaints regarding members or co-opted members of parish councils are being considered.

10.2 Statement of Purpose

The Committee has a dual purpose both as an audit committee and a standards committee.

The Committee is a key component of the authority's corporate governance. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.

The purpose of the Committee is to provide independent assurance to councillors of the adequacy of the risk management framework and the internal control environment. It provides independent review of the authority's governance, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.

With regard to standards, the Committee promotes high standards of conduct by councillors and co-opted members and oversees the arrangements for dealing with allegations of misconduct.

10.32 Role and Function

The Corporate Governance and Standards Committee will have the following roles and functions:

Audit and Accounts Activity

- (1) ~~To c~~Considering ~~the~~ reports on the summary of internal audit activity (actual and proposed) and the level of assurance that it can give over the Council's corporate governance arrangements and monitor the progress of high priority actions arising from audit recommendations.
- (2) ~~To c~~Considering reports dealing with the management and performance of the providers of the internal and external audit functions.
- (3) ~~Considering reports from internal audit on recommendations agreed with service leaders as a result of an internal audit review which have not been implemented within a reasonable timescale~~To approve the Internal and External Audit Plans, and significant interim changes.
- (4) ~~To c~~Considering the external auditor's annual letter (including their audit fee), relevant reports (both financial and strategic) and the report to those charged with governance ~~and submitting comments to the Executive.~~
- (5) ~~To c~~Considering specific reports submitted by the internal or external auditors.
- (6) ~~To c~~Commenting on the scope and depth of internal and external audit work and ensuring that it gives value for money.
- (7) ~~To r~~Reviewing and approve the annual statement of accounts and Audit Findings Report with specific emphasis on whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.
- ~~(8) Approving the Council's statement of accounts each year.~~
- (9) ~~To c~~Considering reports on the Capital and Investment Strategy ~~treasury management matters~~ prior to their referral to the Executive and Council.
- (10) ~~To c~~Considering ~~quarterly~~ budget monitoring reports at least on a quarterly basis.

Corporate Governance Activity

- (11) ~~To m~~Monitoring and reviewing the operation of the Council's Constitution, particularly in respect of financial procedures and protocols, procurement procedures and guidelines and make recommendations, as appropriate, in respect of any proposed amendments to the Executive and Council.
- (12) To consider the Council's arrangements for corporate governance and to recommend such actions necessary to ensure compliance with best practice, together with any relevant corporate governance related issues. ~~Reviewing any corporate governance issue~~ referred to the Committee by the Joint Chief Executive, any Director, the Leader/Executive or any other committee of the Council.

- (13) To mMonitoring the effective development and operation of risk management and corporate governance undertaken throughout in the Council including the review of the Corporate Risk Register.
- (14) To cConsidering and approvuing the Council's Annual Governance Statement in advance of the formal approval of the Council's Statement of Accounts.
- ~~(15) Considering the Council's arrangements for corporate governance and necessary actions to ensure compliance with best practice, together with any relevant issues referred by the Corporate Governance Group.~~
- ~~(16) Considering the Council's compliance with its own and other published standards and controls.~~
- ~~(17) Considering the annual report regarding complaints about the Council referred to the Local Government Ombudsman.~~
- ~~(18) Approving payments or other benefits of a value greater than £5,000 arising from complaints to the Local Government Ombudsman.~~
- ~~(19) Monitoring the effectiveness of the Council's:~~
- ~~• whistle-blowing procedure,~~
 - ~~• anti-fraud and corruption policy,~~
 - ~~• anti-bribery policy and procedure~~
 - ~~• complaints procedure~~
- ~~and making appropriate recommendations to the Executive.~~
- To consider an annual report of the operation of the whistle-blowing policy, including incidents reported.
- ~~(20) In relation to corporate health and safety, receiving reports on compliance with the Council's health and safety policies and standards, accident rates and claims and the financial implications of action taken in that regard.~~
- ~~(21) In relation to human resources functions delegated to the Joint Chief Executive and Directors, receiving reports on compliance with the Council's policies and procedures and the financial implications of action taken in that regard.~~
- ~~(22) Considering an annual report on insurance claims against the Council including issues arising from them and steps taken to manage the risk of future claims of a similar nature.~~
- (23) To mMonitoring and audituing of the Council's equalities and diversity policies and approve the Equality Scheme and associated action plan.
24. To monitor bi-annually the Council's performance in dealing with Freedom of Information and Environmental Information Regulations requests.
25. To monitor the Council's progress on various data protection and information security initiatives.

26. To consider annual reports on the work of task groups appointed by the Committee, together with other matters submitted to the Committee periodically by those task groups
27. To consider bi-annually Planning Appeals Monitoring Reports and S106 Monitoring Reports.
28. To consider an annual report on the exercise of powers under the Regulation of Investigatory Powers Act 2000

Ethical Standards Activity

- (29) To Ppromoteeing and maintaining high standards of conduct by councillors and co-opted members.
- (30) To aAdviseeing the Council on the adoption or revision of the Councillors' code of conduct.
- (31) ~~Assisting councillors and co-opted members to observe the code of conduct.~~
- (32) To aAdviseeing, training or arrangeeing to train councillors and co-opted members on matters relating to the Councillors' code of conduct.
- (33) ~~Advising the public on matters relating to the code of conduct.~~
- (34) To aAgreeeing arrangements for the selection and interviewing of candidates for appointment as Independent Persons (including such joint arrangements with other councils as may be deemed by the Monitoring Officer to be appropriate) and to make recommendations to full Council on these appointments.
- (35) To aAgreeeing allowances and expenses for the Independent Persons.
- (36) To gGranting dispensations, after consultation with the independent person, to councillors and co-opted members with disclosable pecuniary interests.
- ~~(37) Determining whether to investigate allegations of misconduct by councillors or co-opted members in circumstances where such determination by the Monitoring Officer is considered by him or her to be inappropriate.~~
- ~~(38) Determining, by way of a hearing, those allegations of misconduct by councillors or co-opted members where a formal investigation has found evidence of failure to comply with the code of conduct and where a local resolution has not been agreed.~~
- ~~(39) Determining, following a hearing and a finding that a councillor or co-opted member has failed to comply with the code of conduct, such action as may be deemed appropriate and proportionate.~~
- ~~(40) Making recommendations, following a hearing, to any parish council in the Council's area on action to be taken against any councillor or co-opted member of that parish council found to have failed to comply with that council's code of conduct.~~

- (41) To implementing, monitoring and reviewing the operation of the code of conduct for staff and the Protocol on Councillor/ Officer Relations and to make recommendations as appropriate to Council in respect of any necessary amendments.
- (42) ~~Implementing, monitoring and reviewing the operation of the Protocol on Councillor/ Officer Relations.~~
- (43) ~~Undertaking the Council's ethical governance audit of the rules and procedures applying within the Council and to consider the need for any further provisions.~~
- (44) To considering the Monitoring Officer's Annual Report on misconduct complaints against councillors, and any other matter referred by the Monitoring Officer.

10.4 Accountability arrangements

To report to those charged with governance on the Committee's findings, conclusions and recommendations concerning the adequacy and effectiveness of their governance, risk management and internal control frameworks, financial reporting arrangements, and internal and external audit functions.

To report annually to full Council on the Committee's performance in relation to the terms of reference and the effectiveness of the Committee in meeting its purpose.

10.53 Assessment Sub-Committee

- (a) The Monitoring Officer may refer any ethical standards complaint to the Assessment Sub-Committee for assessment in accordance with the Arrangements for dealing with allegations of misconduct by councillors and co-opted members as set out in Part 5 of this Constitution. The Sub-Committee has all the powers of the Monitoring Officer in this regard, including determining whether to investigate allegations of misconduct by councillors or co-opted members in circumstances where such determination by the Monitoring Officer is considered by him/her to be inappropriate.
- (b) The Assessment Sub-Committee shall be politically balanced and comprise of five voting members of the Corporate Governance and Standards Committee. The composition of the Sub-Committee shall be determined by the Monitoring Officer after consultation with the Chairman of the Corporate Governance and Standards Committee. A chairman shall be elected from among the voting members.

10.64 Hearings Sub-Committee

- (a) The Hearings Sub-Committee shall conduct local hearings in accordance with arrangements adopted by the Council under which decisions on misconduct allegations against councillors and co-opted members (including members and co-opted members of parish councils in the Council's area) can be made.
- (b) The Hearings Sub-Committee shall be politically balanced and comprise of five voting members of the Corporate Governance and Standards Committee. The composition of the Sub-Committee shall be determined by the Monitoring Officer after consultation with the Chairman of the Corporate Governance and

PART 2 (ARTICLE 10) – THE CORPORATE GOVERNANCE AND STANDARDS COMMITTEE

Appendix 3

Standards Committee. A chairman shall be elected from among the voting members.

- (c) The Independent Person must be present when misconduct complaints against councillors and co-opted members are being considered by the Hearings Sub-Committee.
- (d) At least one co-opted parish member of the Committee and the Independent Person must be present when misconduct complaints against members or co-opted members of parish councils are being considered by the Hearings Sub-Committee.
- (e) The Hearings Sub-Committee shall determine, by way of a hearing, those allegations of misconduct by councillors or co-opted members where a formal investigation has found evidence of failure to comply with the Councillors' code of conduct and where a local resolution has not been agreed.
- (f) The Hearings Sub-Committee shall determine, following a hearing and a finding that a councillor or co-opted member has failed to comply with the Councillors' code of conduct, such action as may be deemed appropriate and proportionate.
- (g) The Hearings Sub-Committee shall make recommendations, following a hearing, to any parish council in the Council's area on action to be taken against any councillor or co-opted member of that parish council found to have failed to comply with that council's code of conduct.

10.75 Arrangements for investigation and determination of misconduct allegations

The arrangements adopted by the Council for the investigation and determination of misconduct allegations, including the procedure for the conduct of local hearings by the Hearings Sub-Committee are set out in Part 5 of this Constitution.

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GUILDFORD BOROUGH COUNCIL

ARTICLE 10 – THE CORPORATE GOVERNANCE AND STANDARDS COMMITTEE

10.1 Composition

(a) Membership

The Corporate Governance and Standards Committee will be composed of:

- seven councillors who may include one lead councillor except the lead councillor whose portfolio includes finance and resources. Neither the Leader nor Deputy Leader may be a member or substitute member of the Committee
- up to three co-opted persons who are not councillors or officers of the Council (independent members)
- up to three co-opted members of any parish council in the Council's area (parish members).

(b) Chairman and Vice-Chairman

The chairman and vice-chairman of the Committee shall be councillors. Where a lead councillor is appointed as a member of the Committee, they shall not be elected chairman or vice-chairman.

(c) Voting Rights

The co-opted independent members and parish members will not be entitled to vote at meetings of the Corporate Governance and Standards Committee or any of its Sub-Committees.

(d) Independent Members

Independent members shall be appointed by the Council for an initial term of office expiring in May 2015 and for a four-year term thereafter with serving independent members being eligible for re-appointment each time.

At the end of the term of office, the Council will invite applications from the general public via its website for appointment as co-opted independent members of the Corporate Governance and Standards Committee.

To be eligible for appointment candidates must not be engaged in party political activity, or have been at any time in the preceding five years, a councillor or officer of Guildford Borough Council or be a relative or close friend of a councillor or officer of the Council. Ideally candidates will have significant experience of working at a senior level in a large, complex organisation and have a very good understanding of strategic or financial management or have sat previously on an Audit Committee.

The Monitoring Officer shall short-list candidates and invite them for interview by a panel comprising the Chairman of the Corporate Governance and Standards Committee, the Monitoring Officer and Chief Finance Officer. The panel's recommendations as to appointment of co-opted independent members will be referred to full Council for approval.

(e) **Parish Members**

Parish members shall be appointed by the Council for an initial term of office expiring in May 2015 and for a four-year term thereafter with serving parish members being eligible for re-appointment each time.

At the end of the term of office, all parish councils shall be invited to nominate parish councillors as co-opted parish members on the Corporate Governance and Standards Committee. Where there are up to three nominations received, the Council shall consider their formal co-option as parish members on the Committee

Where there are more than three nominations received:

- (i) each of the candidates shall be invited to submit further information in support of their nomination, details of which will be sent to all parish councils in the Borough; and
- (ii) a ballot of parish councils shall be held and the results will be referred to the Council.

The results of the ballot shall inform the Council's decision as to the co-option of parish members.

At least one parish member must be present when misconduct complaints regarding members or co-opted members of parish councils are being considered.

10.2 Statement of Purpose

The Committee has a dual purpose both as an audit committee and a standards committee.

The Committee is a key component of the authority's corporate governance. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.

The purpose of the Committee is to provide independent assurance to councillors of the adequacy of the risk management framework and the internal control environment. It provides independent review of the authority's governance, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.

With regard to standards, the Committee promotes high standards of conduct by councillors and co-opted members and oversees the arrangements for dealing with allegations of misconduct.

10.3 Role and Function

The Corporate Governance and Standards Committee will have the following roles and functions:

PART 2 (ARTICLE 10) – THE CORPORATE GOVERNANCE AND STANDARDS COMMITTEE

Appendix 4

Audit and Accounts Activity

- (1) To consider reports on the summary of internal audit activity (actual and proposed) and the level of assurance that it can give over the Council's corporate governance arrangements and monitor the progress of high priority actions arising from audit recommendations.
- (2) To consider reports dealing with the management and performance of the providers of the internal and external audit functions.
- (3) To approve the Internal and External Audit Plans, and significant interim changes.
- (4) To consider the external auditor's annual letter (including their audit fee), relevant reports (both financial and strategic) and the report to those charged with governance.
- (5) To consider specific reports submitted by the internal or external auditors.
- (6) To comment on the scope and depth of internal and external audit work and ensuring that it gives value for money.
- (7) To review and approve the annual statement of accounts and Audit Findings Report with specific emphasis on whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.
- (8) To consider reports on the Capital and Investment Strategy prior to their referral to the Executive and Council.
- (9) To consider budget monitoring reports at least on a quarterly basis.

Corporate Governance Activity

- (10) To monitor and review the operation of the Council's Constitution, particularly in respect of financial procedures and protocols, procurement procedures and guidelines and make recommendations, as appropriate, in respect of any proposed amendments to the Executive and Council.
- (11) To consider the Council's arrangements for corporate governance and to recommend such actions necessary to ensure compliance with best practice, together with any relevant corporate governance related issues referred to the Committee by the Joint Chief Executive, any Director, the Leader/Executive or any other committee of the Council.
- (12) To monitor the effective development and operation of risk management undertaken throughout the Council including the review of the Corporate Risk Register.
- (13) To consider and approve the Council's Annual Governance Statement in advance of the formal approval of the Council's Statement of Accounts.
- (14) To consider an annual report of the operation of the whistle-blowing policy, including incidents reported.

- (15) To monitor and audit the Council's equalities and diversity policies and approve the Equality Scheme and associated action plan.
- (16) To monitor bi-annually the Council's performance in dealing with Freedom of Information and Environmental Information Regulations requests.
- (17) To monitor the Council's progress on various data protection and information security initiatives.
- (18) To consider annual reports on the work of task groups appointed by the Committee, together with other matters submitted to the Committee periodically by those task groups
- (19) To consider bi-annually Planning Appeals Monitoring Reports and S106 Monitoring Reports.
- (20) To consider an annual report on the exercise of powers under the Regulation of Investigatory Powers Act 2000

Ethical Standards Activity

- (21) To promote and maintain high standards of conduct by councillors and co-opted members.
- (22) To advise the Council on the adoption or revision of the Councillors' code of conduct.
- (23) To advise, train or arrange to train councillors and co-opted members on matters relating to the Councillors' code of conduct.
- (24) To agree arrangements for the selection and interviewing of candidates for appointment as Independent Persons (including such joint arrangements with other councils as may be deemed by the Monitoring Officer to be appropriate) and to make recommendations to full Council on these appointments.
- (25) To agree allowances and expenses for the Independent Persons.
- (26) To grant dispensations, after consultation with the independent person, to councillors and co-opted members with disclosable pecuniary interests.
- (27) To implement, monitor and review the operation of the code of conduct for staff and the Protocol on Councillor/ Officer Relations and to make recommendations as appropriate to Council in respect of any necessary amendments.
- (28) To consider the Monitoring Officer's Annual Report on misconduct complaints against councillors, and any other matter referred by the Monitoring Officer.

10.4 Accountability arrangements

To report to those charged with governance on the Committee's findings, conclusions and recommendations concerning the adequacy and effectiveness of their governance, risk management and internal control frameworks, financial reporting arrangements, and internal and external audit functions.

PART 2 (ARTICLE 10) – THE CORPORATE GOVERNANCE AND STANDARDS COMMITTEE

Appendix 4

To report annually to full Council on the Committee's performance in relation to the terms of reference and the effectiveness of the Committee in meeting its purpose.

10.5 Assessment Sub-Committee

- (a) The Monitoring Officer may refer any ethical standards complaint to the Assessment Sub-Committee for assessment in accordance with the Arrangements for dealing with allegations of misconduct by councillors and co-opted members as set out in Part 5 of this Constitution. The Sub-Committee has all the powers of the Monitoring Officer in this regard, including determining whether to investigate allegations of misconduct by councillors or co-opted members in circumstances where such determination by the Monitoring Officer is considered by him/her to be inappropriate.
- (b) The Assessment Sub-Committee shall be politically balanced and comprise of five voting members of the Corporate Governance and Standards Committee. The composition of the Sub-Committee shall be determined by the Monitoring Officer after consultation with the Chairman of the Corporate Governance and Standards Committee. A chairman shall be elected from among the voting members.

10.6 Hearings Sub-Committee

- (a) The Hearings Sub-Committee shall conduct local hearings in accordance with arrangements adopted by the Council under which decisions on misconduct allegations against councillors and co-opted members (including members and co-opted members of parish councils in the Council's area) can be made.
- (b) The Hearings Sub-Committee shall be politically balanced and comprise of five voting members of the Corporate Governance and Standards Committee. The composition of the Sub-Committee shall be determined by the Monitoring Officer after consultation with the Chairman of the Corporate Governance and Standards Committee. A chairman shall be elected from among the voting members.
- (c) The Independent Person must be present when misconduct complaints against councillors and co-opted members are being considered by the Hearings Sub-Committee.
- (d) At least one co-opted parish member of the Committee and the Independent Person must be present when misconduct complaints against members or co-opted members of parish councils are being considered by the Hearings Sub-Committee.
- (e) The Hearings Sub-Committee shall determine, by way of a hearing, those allegations of misconduct by councillors or co-opted members where a formal investigation has found evidence of failure to comply with the Councillors' code of conduct and where a local resolution has not been agreed.
- (f) The Hearings Sub-Committee shall determine, following a hearing and a finding that a councillor or co-opted member has failed to comply with the Councillors' code of conduct, such action as may be deemed appropriate and proportionate.
- (g) The Hearings Sub-Committee shall make recommendations, following a hearing, to any parish council in the Council's area on action to be taken against

any councillor or co-opted member of that parish council found to have failed to comply with that council's code of conduct.

10.7 Arrangements for investigation and determination of misconduct allegations

The arrangements adopted by the Council for the investigation and determination of misconduct allegations, including the procedure for the conduct of local hearings by the Hearings Sub-Committee are set out in Part 5 of this Constitution.

Council Report

Ward(s) affected: n/a

Report of Strategic Services Director

Author: John Armstrong (Democratic Services and Elections Manager)

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Date: 26 July 2022

Review of Numerical Allocation of Seats on Committees to Political Groups: 2022-23

Executive Summary

At its Selection Meeting on 16 May 2022, the Council agreed a numerical allocation of seats on committees to the political groups on the Council for the 2022-23 municipal year (see **Appendix 1**). Councillors will be aware that:

- (a) on 20 May 2022, Councillor Richard Billington passed away leaving a vacancy in respect of one of the two seats representing the Tillingbourne ward; and
- (b) on 4 July 2022, the proper officer (Democratic Services and Elections Manager) received notice in writing from Councillor Jan Harwood that, with immediate effect, he no longer wished to be treated as a member of the Conservative group and wished to be regarded as an independent member.

Therefore, the political balance on the Council is now:

Guildford Liberal Democrats: 16
Residents for Guildford and Villages: 16
Conservatives: 8
Guildford Greenbelt Group: 4
Labour: 2
Independent: 1
Vacancy: 1

Under Council Procedure Rule 23, whenever there is a change in the political constitution of the Council, the Council must, as soon as reasonably practicable, review the allocation of seats on committees to political groups.

Prior to 4 July, Councillor Harwood occupied seats allocated to the Conservative Group on the following Committees:

- (a) Guildford Joint Committee
- (b) Licensing Committee,
- (c) the Guildford and Waverley Joint Appointments Committee; and
- (d) the Guildford and Waverley Joint Governance Committee.

This report sets out, in **Appendix 2**, the notional calculation of the numerical allocation of seats on committees based on the percentage of seats to which each political group, and to the single independent member, would be entitled when applying the normal rounding up/down rules.

The notional calculation invariably requires refinement in terms of adjustments to meet the required number of members on committees etc. To that end, **Appendix 3** sets out a proposed calculation of numerical allocation of seats on committees to political groups and to the single independent member, for approval by the Council. Following approval, the relevant political groups will be invited to appoint councillors to any vacant seats, or make any other adjustments, as appropriate.

Recommendation to Council:

The Council is invited to approve a revised calculation of the numerical allocation of seats on committees to each political group on the Council, and to the single independent member, for the remainder of the 2022-23 Municipal Year.

Reason for Recommendation:

To enable the Council to comply with Council Procedure Rule 23 in respect of the appointment of committees and with its obligations under the Local Government and Housing Act 1989 in respect of the political proportionality on its committees.

1. Purpose of report

1.1 The Council is asked to review the numerical allocation of seats on committees to political groups in the light of:

(a) the death, on 20 May 2022, of Councillor Richard Billington leaving a vacancy in respect of one of the two seats in the Tillingbourne ward; and

(b) the resignation, on 4 July 2022, of Councillor Jan Harwood as a member of the Conservative group and his wish to be regarded as an independent member.

2. Background

2.1 Under Council Procedure Rule 23, the Council is required to review the allocation of seats on committees to political groups at its annual Selection meeting and as soon as reasonably practicable following any change in the political constitution of the Council or as otherwise required by statute. Wherever such a review is required, the Democratic Services and Elections Manager will submit a report to the Council showing what allocation of seats would best meet, as far as reasonably practicable, the requirements for political balance.

3. Main Considerations

Requirement for political balance and numerical allocation of seats on committees

3.1 Section 15 of the Local Government and Housing Act 1989 sets out how committees must be constituted when the Council is divided into one or more

political groups. The Council must give effect, *as far as reasonably practicable*, to the following four principles in constituting its committees or sub-committees:

- (a) that not all of the seats on any committee are allocated to the same political group;
- (b) that if a political group has a majority on the Council, it must have a majority of seats on all committees;
- (c) that, subject to (a) and (b) above, the number of seats allocated to a political group across all the committees must reflect their proportion of the authority's membership; and
- (d) that, subject to (a) to (c) above, the number of seats allocated to a political group on each committee is as far as possible in proportion to the group's membership of the authority.

3.2 The Local Government (Committees and Political Groups) Regulations 1990 (as amended) make provision for securing the political balance on councils and their committees and for determining the voting rights of members of certain committees.

3.3 Details of the current numerical allocation of seats on the committees to the political groups, which were approved by the Council at its Selection Meeting on 16 May 2022, are shown in **Appendix 1** to this report.

3.4 In light of the death of Councillor Billington and Councillor Harwood's resignation from the Conservative group and his wish to be regarded as an independent member, the political complexion of the Council is now as follows:

Guildford Liberal Democrats:	16
Residents for Guildford and Villages:	16
Conservatives:	8
Guildford Greenbelt Group:	4
Labour:	2
Independent:	1
Vacancy:	1

3.5 The first stage of the review is to make a *notional* calculation of the numerical allocation of seats based on the percentage of seats to which each political group would be entitled when applying the normal rounding up/down rules. This notional calculation is set out in **Appendix 2**.

3.6 The **notional calculation** shows that the following adjustments are necessary:

- To increase the allocation of seats on the Corporate Governance and Standards Committee by one
- To increase the allocation of seats on the Guildford Joint Committee by one
- To reduce the allocation of seats to the Conservative group by two as that group is now entitled to sixteen seats overall
- To increase the allocation of seats to the Guildford Liberal Democrat group by one as that group is entitled to thirty-two seats overall
- To increase the allocation of seats to the Residents for Guildford and Villages group by one as that group is also entitled to thirty-two seats overall

- To reduce the allocation of seats to the Labour group by one as that group is only entitled to four seats overall
- To make provision for the allocation of two seats to the independent member

3.7 Taking all this into account, the second stage of the review is to agree a numerical allocation of seats to political groups on committees that meets, as far as reasonably practicable, the requirements for political balance for the remainder of the 2022-23 municipal year. Options for addressing the adjustments referred to in paragraph 3.6 above are set out in the table below:

	Adjustment to notional allocation	Options
1	To increase the allocation of seats on the Corporate Governance and Standards Committee by one.	To allocate the 7 th seat on the Committee to the Labour group. This would reflect the current allocation on this Committee.
2	To increase the allocation of seats on the Guildford Joint Committee by one.	To allocate the 10 th seat on the Guildford Joint Committee to the independent member.
3	To reduce the allocation of seats to the Conservative group by two as that group is now entitled to sixteen seats overall (NB. Under the notional calculation, the Conservative group is entitled to a total of 16.17 seats)	To reduce the number of seats allocated to the Conservative group on the Licensing Committee by two compared to their current allocation. This would leave the total number of seats allocated to the Conservative group at 17, one more than they are notionally entitled, but still a net reduction of two from their current allocation.
4	To increase the allocation of seats to the Guildford Liberal Democrat group by one as that group is entitled to thirty-two seats overall (NB. Under the notional calculation, the Liberal Democrat group is entitled to a total of 32.34 seats)	To allocate an additional seat on the Licensing Committee to the Guildford Liberal Democrat group, bringing their total allocation up to 32.
5	To increase the allocation of seats to the Residents for Guildford and Villages group by one as that group is also entitled to thirty seats overall (NB. Under the notional calculation, the Residents for Guildford and Villages group is entitled to a total of 32.34 seats)	To allocate an additional seat on the Service Delivery EAB to the Residents for Guildford and Villages group, bringing their total allocation up to 32. This would reflect their current allocation on this EAB.

	Adjustment to notional allocation	Options
6	To reduce the allocation of seats to the Labour group by one as that group is only entitled to four seats overall	To allocate one seat to the Labour group on each of the following committees: <ul style="list-style-type: none"> • Corporate Governance & Standards • Strategy & Resources EAB • Overview & Scrutiny • Planning <p>This would reflect their current allocation.</p>
7	To make provision for the allocation of two seats to the independent member	To allocate the 10 th seat on the Guildford Joint Committee and a seat on the Licensing Committee to the independent member.

3.8 Following consultation with political group leaders, a proposal for consideration that addresses, as far as practicable, the required adjustments referred to above, is set out in **Appendix 3**. Councillors will note that this proposal makes no changes to the current allocation of seats to the Residents for Guildford and Villages group, the Guildford Greenbelt Group, and the Labour group.

3.9 At the Council meeting, the Leader of the Council will propose a motion setting out for debate a draft calculation of the numerical allocation of seats on committees for the remainder of the 2022-23 Municipal Year. It should be noted, however, that following the Tillingbourne by-election (date to be announced), it will be necessary to submit a further report on the numerical allocation of seats on committees to political groups to the next meeting of the Council (11 October 2022).

4. Legal implications

4.1 As the Council’s membership is divided into political groups, it is required by sections 15 and 16 of the Local Government and Housing Act 1989 and related regulations, to ensure that appointments to fill seats on committees are allocated in the same proportion as that in which the Council as a whole is divided, and to give effect, *as far as reasonably practicable*, to the four principles referred to in paragraph 3.1 above.

4.2 There is also a duty to review annually the allocation of seats on committees to political groups or following any change in the political constitution of the Council.

5. Financial Implications

5.1 There are no financial implications arising from this report.

6. Human resource Implications

6.1 There are no human resource implications arising from this report.

7. Background Papers

None

8. Appendices

- Appendix 1: Current numerical allocation of seats on committees to political groups for 2022-23 as agreed by Council on 16 May 2022
- Appendix 2: Notional Calculation of the Numerical Allocation of Seats on Committees to political groups for the remainder of 2022-23
- Appendix 3: Proposed Calculation of the Numerical Allocation of Seats on Committees to political groups for the remainder of 2022-23

CURRENT Numerical Allocation of Seats to Political Groups on Committees 2022-23 (as agreed by Council on 16 May 2022)

Committee	Guildford Liberal Democrats	Residents for Guildford & Villages	Conservatives	Guildford Greenbelt Group	Labour
Total no. of seats on the Council	16	16	10	4	2
% of no. of seats on the Council	33.33%	33.33%	20.83%	8.33%	4.17%
Notional number of seats on committees (Total: 95)	32	32	20	8	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
Joint Appointments Committee (3 seats)	1	1	1	0	0
Joint Governance Committee (6 seats)	2	2	1	1	0
Licensing Committee (15 seats)	5	5	4	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	32	32	19	8	4

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NOTIONAL Revised Calculation of the Numerical Allocation of Seats to Political Groups on Committees 2022-23

Committee	Guildford Liberal Democrats	Residents for Guildford & Villages	Conservatives	Guildford Greenbelt Group	Labour	Independent	Adjustment required
Total no. of seats on the Council (47 + 1 vacancy)	16	16	8	4	2	1	
% of no. of seats on the Council	34.04%	34.04%	17.02%	8.51%	4.25%	2.13%	
Notional number of seats on committees (Total: 95)	32 32.34	32 32.34	16 16.17	8 8.08	4 4.04	2 2.02	+1
Corporate Governance & Standards Committee (7 seats)	2 2.38	2 2.38	1 1.19	1 0.6	0 0.3	0 0.15	+1
Employment Committee (3 seats)	1 1.02	1 1.02	1 0.51	0 0.26	0 0.13	0 0.06	
Service Delivery EAB (12 seats)	4 4.08	4 4.08	2 2.04	1 1.02	1 0.51	0 0.26	
Strategy and Resources EAB (12 seats)	4 4.08	4 4.08	2 2.04	1 1.02	1 0.51	0 0.26	
Guildford Joint Committee (10 seats)	3 3.4	3 3.4	2 1.7	1 0.85	0 0.42	0 0.21	+1
Joint Appointments Committee (3 seats)	1 1.02	1 1.02	1 0.51	0 0.26	0 0.13	0 0.06	
Joint Governance Committee (6 seats)	2 2.04	2 2.04	1 1.02	1 0.51	0 0.26	0 0.13	
Licensing Committee (15 seats)	5 5.1	5 5.1	3 2.55	1 1.28	1 0.64	0 0.32	
Overview & Scrutiny Committee (12 seats)	4 4.08	4 4.08	2 2.04	1 1.02	1 0.51	0 0.26	
Planning Committee (15 seats)	5 5.1	5 5.1	3 2.55	1 1.28	1 0.64	0 0.32	
Total no. of seats on committees	31	31	18	8	5	0	+2

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PROPOSED Revised Calculation of the Numerical Allocation of Seats to Political Groups on Committees 2022-23

Committee	Guildford Liberal Democrats	Residents for Guildford & Villages	Conservatives	Guildford Greenbelt Group	Labour	Independent
Total no. of seats on the Council (47 + 1 vacancy)	16	16	8	4	2	1
% of no. of seats on the Council	34.04%	34.04%	17.02%	8.51%	4.25%	2.13%
Notional number of seats on committees (Total: 95)	32	32	16	8	4	2
Corporate Governance & Standards Committee (7 seats)	2	2	1	1	1	0
Employment Committee (3 seats)	1	1	1	0	0	0
Service Delivery EAB (12 seats)	4	5	2	1	0	0
Strategy and Resources EAB (12 seats)	4	4	2	1	1	0
Guildford Joint Committee (10 seats)	3	3	2	1	0	1
Joint Appointments Committee (3 seats)	1	1	1	0	0	0
Joint Governance Committee (6 seats)	2	2	1	1	0	0
Licensing Committee (15 seats)	6	5	2	1	0	1
Overview & Scrutiny Committee (12 seats)	4	4	2	1	1	0
Planning Committee (15 seats)	5	5	3	1	1	0
Total no. of seats on committees	32	32	17	8	4	2

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Council Report

Ward(s) affected: All

Report of Joint Chief Executive

Author: Tom Horwood

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Date: 26 July 2022

Appointment of Joint Strategic Directors and a Section 151 Officer

Executive Summary

In July and August 2021, Guildford and Waverley Borough Councils considered options for collaboration and agreed to put in place governance arrangements for the partnership, and to create a Joint Management Team (JMT) comprising Chief Executive, Directors and Heads of Service. A Joint Appointments Committee (JAC) of three councillors from each council was established and in November 2021, both councils appointed Tom Horwood as the Joint Chief Executive. The next phase of the appointment process is being conducted in two stages, Directors and then Heads of Service. The JAC has carried out the first stage of the appointments and has completed a recruitment process to appoint three Joint Strategic Directors. The JAC's recommendation is within this report.

Although the JAC may undertake and determine all aspects of the process for the appointment of the Joint Directors on behalf of the councils, Local Government legislation (Section 40 of the Localism Act 2011) require that any new senior appointment with a salary package of £100,000 or more requires Full Council approval. In addition to this, any appointments to the statutory offices of Section 151 Officer or Monitoring Officer must be approved by the Full Councils of both authorities. Therefore, following the assessment process with candidates for the Joint Strategic Director roles the JAC, at its meeting held on 16 June 2022, has recommended the following appointments for confirmation at both Councils' meetings on 19 and 26 July 2022:

- (a) Ian Doyle
- (b) Dawn Hudd
- (c) Annie Righton

The full Council may only make or approve the appointment where no well-founded objection has been made by the Leader on behalf of the Executive in accordance with the provisions of Part II of Schedule 1 of the Local Authorities (Standing Orders) (England) Regulations 2001. The Leaders have confirmed that no such objection has been made.

Separate to the appointments process, Guildford Borough Council is required to appoint a Section 151 Officer (Chief Finance Officer), in the light of the imminent departure of the current Director of Resources on 31 July. While the next phase of the Joint Management Team progresses, it is proposed that an interim joint appointment is agreed with the current Section 151 Officer within Waverley Borough Council, Graeme Clark to take effect from 1 August 2022.

Recommendation to Council:

In the light of the decision of Guildford and Waverley Borough Councils to form a Joint Management Team, the Council is asked:

- (1) To make the appointments of the three Joint Strategic Directors as follows:
 - (a) Ian Doyle;
 - (b) Dawn Hudd;
 - (c) Annie Righton

- (2) To appoint Graeme Clark as Section 151 Officer from 1 August 2022.

Reasons for Recommendation:

- (1) To appoint permanent Joint Strategic Directors for Guildford and Waverley Borough Councils.
- (2) To appoint a Section 151 Officer as this is a statutory requirement.

Is the report (or part of it) exempt from publication? Yes, Appendices 1 and 2.

- (a) The content of Appendices 1 and 2 are to be treated as exempt from the Access to Information publication rules because the process for approval of the recommendations will involve the disclosure, or likely disclosure of personal information about the candidates and details of the affected employee's termination costs and is therefore exempt from publication by virtue of paragraphs 1 and 4 of Part 1 of Schedule 12A to the Local Government Act 1972 as follows:
 - (1) "Information relating to any individual".
 - (4) "Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matters arising between the authority or a Minister of the Crown and employees of, or officer-holders under, the authority."
- (b) The content is restricted to councillors.
- (c) It is not anticipated that the exempt information can be expected to be made available for public inspection.
- (d) The decision to maintain the exemption may be challenged by any person at the point at which the Council is invited to pass a resolution to exclude the public from the meeting to consider the exempt information.

1. Purpose of Report

- 1.1 In the light of the decision of Guildford and Waverley Borough Councils to form a Joint Management Team (JMT), the Joint Appointments Committee (JAC), at its meeting held on 16 June 2022, has recommended to both councils the formal appointment of three Joint Strategic Directors.
- 1.2 In July and August 2021, Guildford and Waverley Borough Councils both considered options for collaboration and agreed (a) to put in place governance arrangements for the partnership, and (b) to create a JMT comprising Chief Executive, Directors and Heads of Service. The JMT would then be tasked with bringing forward business cases for further collaboration. A JAC of three councillors from each council was established.
- 1.3 In November 2021, both councils appointed Tom Horwood as the Joint Chief Executive and he started in this role on 1 December 2021.
- 1.4 In February 2022, both councils agreed a shared target of £1.4m savings over the period 2022-2026, with £150,000 to be achieved for each council within the financial year 2022-23 (all figures compared with 2021-22 budgets).
- 1.5 In April 2022, both councils agreed the governance framework for the partnership, comprising (a) heads of terms for the inter-authority agreement and (b) a Joint Governance Committee of six councillors from each council to oversee the risk register and review periodically any changes to the inter-authority agreement. The councils agreed that Waverley BC will be the employing authority for the JMT.
- 1.6 With this mandate from the Councils, it is the responsibility of the Joint Chief Executive to put in place a senior management structure that will ensure that services are delivered, and financial savings targets achieved.
- 1.7 Every council must appoint the statutory roles of Head of Paid Service, Monitoring Officer, Section 151 Officer (i.e. chief financial officer as per Section 151 of the Local Government Act 1972), Electoral Registration Officer and Returning Officer. These are Full Council appointments. The Joint Chief Executive has been appointed Head of Paid Service, Electoral Registration Officer and Returning Officer. The creation of the JMT will necessitate Full Council approval for the roles of Monitoring Officer and Section 151 Officer once the selection process has concluded.
- 1.8 Although the terms of reference provide that the JAC may “undertake and determine on behalf of the councils, all aspects of the process for the appointment of Joint Directors”, statutory guidance issued by the Secretary of State under Section 40 of the Localism Act 2011, to which all councils must have regard requires that any new senior appointment with a salary package of £100,000 or more requires full Council approval.
- 1.9 The JMT appointment process is being conducted in two phases, Directors and then Heads of Service and the first phase has been completed. A new

JMT structure comprising of three Joint Strategic Directors and their proposed Heads of Service was consulted on with those employees in scope of the Joint Strategic Director roles, and this consultation period ended on 6 June. Expressions of interest for Joint Strategic Director roles were invited by 10 June and interviews were carried out by the JAC on 16 June. Subject to Full Council approval from both councils, the Joint Strategic Directors will be in post with effect from 1 August.

- 1.10 The Joint Chief Executive and Joint Strategic Directors have further developed the Head of Service structure and a formal consultation period, with employees in scope, on the Head of Service roles began on 27 June. In August and September, there will be an appointments process for the Head of Service roles. It is intended that these will be in post with effect from 1 October. If there are any Head of Service vacancies the external recruitment to these posts will commence in October.

2. Strategic Priorities

- 2.1 The Joint Strategic Directors will play a pivotal role in the delivery of Guildford and Waverley Borough Councils' aspirations set out in the respective Corporate Plan and Corporate Strategy. The appointments also reflect the next step in both councils' strategic aim of exploring shared opportunities with other local authorities for the benefit of local residents.

3. Background

JMT structure

- 3.1 The new JMT structure comprises of three Joint Strategic Directors and a number of Heads of Service. The Joint Strategic Director roles within the new JMT are Joint Strategic Director (Community Wellbeing), Joint Strategic Director (Place) and Joint Strategic Director (Transformation and Governance).

The appointments process

- 3.2 The Councils have recruited Joint Strategic Directors who will form part of the new JMT and the existing Director posts in both councils will be deleted during this process.
- 3.3 Consultation with the Directors ended on 6 June 2022 and the existing Directors were invited to express an interest in the roles by 10 June 2022. Claire Morris had resigned prior to the start of the consultation process to take up a senior role in another council and Graeme Clark chose not to apply for a Joint Strategic Director role. The roles had been ringfenced to the existing Directors to minimise the risk of redundancy and each candidate expressed their preferred choice of role.
- 3.4 The selection process consisted of the following steps:

- (a) Expression of interest and current copy of CV
- (b) Leadership Exercise
- (c) Presentation to the JAC and Joint Chief Executive followed by questions and answers
- (d) Competency based questions with the JAC and Joint Chief Executive

The JAC, supported by the Joint Chief Executive, assessed the applicants using the process above with interviews held on 16 June 2022.

- 3.5 The JAC recommended for appointment Ian Doyle as Joint Strategic Director (Transformation and Governance); Dawn Hudd as Joint Strategic Director (Place); and Annie Righton as Joint Strategic Director (Community Wellbeing).

4 Financial Implications

- 4.1 The savings associated with the appointment of the Joint Chief Executive were set out in the report to both Councils in July 2021. The report detailed that the annual full year budget savings to the Councils associated with the appointment of the Joint Chief Executive was £75,000 for Waverley and £90,000 for Guildford, totalling £165,000 across the two councils.
- 4.2 This report details the arrangements proposed for the Joint Strategic Director level of the JMT only and does not consider the Head of Service level at this stage. The table below sets out the overall budget implication of the current Director structure at each council and the proposed Joint Strategic Director structure for the collaboration:

	Full year budget, £000		
	Guildford	Waverley	Total
Current annual cost of Directors	460	293	754
Proposed annual cost of JMT directors	256	224	480
Proposed full year equivalent saving	-204	-70	-274

- 4.3 The above table excludes the one-off termination costs associated with the new Joint Strategic Director structure which are set out in Appendix 2 (exempt from publication). Part of the saving will be required for investment in Business Support capacity to enable the Joint Strategic Directors and the wider JMT to be effective in their roles. The costs of this are not yet determined while this is being reviewed. The overall target for each council of £150,000 in 2022-23 from the whole JMT is expected to be achieved.
- 4.4 The combined total annual budget savings for the Joint Chief Executive and the Joint Directors (excluding investment in business support) is £439,000. The annual budget saving is split £294,000 for Guildford and £145,000 for Waverley. As such the savings target required from the restructure to a JMT for the collaboration is expected to be achieved in full once the restructure of the Head of Service level is complete. Once the restructure for the Head of

Service level is complete, an analysis of the full savings between the general fund and the HRA for each council will be undertaken and reported.

- 4.5 Following benchmarking and external advice, the new Joint Director salary is £123,000 to be shared between the councils, from which the employee will pay tax, NI and pension contributions. Joint Directors will also be paid an allowance of £692.17 per annum for being part of the senior team emergency on-call rota for the Waverley area and Waverley services.

5. Legal Implications

- 5.1 The proposals in this report are compliant with the Council's Constitution and statute. The Inter Authority Agreement provides that each authority shares a proportion of any termination costs.

6. HR Implications

- 6.1 The partnership working arrangement between the two Councils has required the creation of a Joint Management Team through the restructuring of both Councils. Both Councils have fully consulted with Unison and the affected staff and responded to the feedback with measures including making changes to the proposed structure. Each Council has followed their respective policies and processes in relation to Redundancy, Restructuring, Pay and Early Termination of Employment (Discretionary Payments).

7. Equality and Diversity Implications

- 7.1 All public authorities are required by the Equality Act 2010 to specifically consider the likely impact of their policy, procedure or practice on certain groups in society.
- 7.2 It is our responsibility to ensure that our policies, procedures and service delivery do not discriminate, including indirectly, on any sector of society. Council policies, procedures and service delivery may have differential impacts on certain groups with protected characteristics, and these will be highlighted in the Equalities Impact Assessment (EqIA) screening. Likely differential impacts must be highlighted, and described, as some may be positive. Where likely significant adverse differential impacts are identified, consideration should be given to opportunities to reduce or mitigate this through a full equalities impact assessment.
- 7.3 An EqIA screening was carried out for the Joint Management Team restructuring activity. It was not considered necessary to carry out a full EqIA. As a result of assessment at this point, it is concluded that the restructuring activity will not have a negative impact on those with protected characteristics, neither does it reflect the potential for discrimination. The opportunity to foster greater equality and positive impacts for protected groups has been sought and incorporated within policies where appropriate. Accordingly, it is considered that the Council is acting in accordance with the public sector

equality duty contained in section 149 of the Equality Act 2010

8. Conclusion

- 8.1 The proposal seeks to gain Council agreement to appoint to the three Joint Strategic Director posts.
- 8.2 The proposal also seeks to appoint Graeme Clark as Section 151 Officer for Guildford Borough Council.

9. Appendices (exempt from publication)

Appendix 1: Summary of Joint Strategic Directors CVs
Appendix 2: Termination costs

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By virtue of paragraph(s) 1, 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Agenda item number: 12
Appendix 1

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By virtue of paragraph(s) 1, 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Agenda item number: 12
Appendix 2

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EXECUTIVE

28 April 2022

Councillor Joss Bigmore (Chairman)

* Councillor Julia McShane (Vice-Chair - in the chair)

* Councillor Tim Anderson

* Councillor John Rigg

* Councillor Tom Hunt

* Councillor James Steel

* Councillor John Redpath

* Councillor Cait Taylor

*Present

Councillor Paul Spooner was in attendance. Councillor Angela Goodwin was in remote attendance.

EX88 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Joss Bigmore, Leader of the Council. The meeting was chaired by Councillor Julia McShane, Deputy Leader of the Council.

EX89 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTEREST

There were no declarations of interest.

EX90 MINUTES

The minutes of the meeting held on 22 March 2022 were confirmed as a correct record. The Chairman signed the minutes.

EX91 LEADER'S ANNOUNCEMENTS

The Deputy Leader of the Council made the following announcements.

The collaboration work with Waverley Borough Council was moving forward and the Inter-Authority Agreement Heads of Terms setting out the legal and governance arrangements had been agreed by both councils. It had also been agreed a joint governance committee would be established to oversee governance and risk. The Joint Chief Executive would be leading the next step which was the formation of a joint management team. The collaboration would provide savings and increased resilience to services delivered by both councils.

Around 40 guests from Ukraine had arrived in Guildford. The council was supporting the Homes for Ukraine Scheme by processing welcome payments for them, and undertaking security and accommodation checks and thank you payments for their sponsors. Around 300 Ukrainian guests had been matched to around 100 sponsors locally and it was expected that this number would rise. The council recognised that guests and sponsors would need ongoing support that there would be an information and support event at the Hive in the second week in May. Further information about the local sponsorship scheme was available on the council's website.

[Supporting Ukraine - Guildford Borough Council](#)

There was a last chance to be involved in the 'Model Town - Build Guildford' project at Guildford Museum as it would be closing on 7 May. The project engaged the public in building a model of the town from recycled card and boxes. The display 'Soldiers of Surrey: Stories from The Queen's Royal Regiment' by the Surrey Infantry Collection remained open. There were also jubilee activities at the museum including a 'Jubilee Trail' and displays of past royal celebrations in Guildford.

Preparations were being made for the celebration of the Queen's Platinum Jubilee in Guildford with many street parties planned. There would be decorations in the town centre organised by Experience Guildford, the town crier would issue a proclamation of 2 June, Guildford in Bloom would be holding a picnic in the park in the castle grounds and there would be beacon lighting events around the borough.

EX92 TO CONSIDER ANY RECOMMENDATIONS FROM THE OVERVIEW AND SCRUTINY COMMITTEE

There were no further updates and the Executive noted the paper.

EX93 RISK MANAGEMENT STRATEGY AND POLICY

The Executive considered a report that presented the draft Risk Management Strategy and Policy with a recommendation for adoption and the corporate risk register was presented for comment. In the absence of the Leader of the Council, the Lead Councillor for Resources introduced the report.

The draft policy had been considered by the Corporate Governance and Standards Committee on 21 April and the comments and suggested amendments arising were set out in the Supplementary Information Sheet.

The Executive commented that the draft policy would deliver a great improvement in practice. It was noted that the draft policy was rigorous and the report was well received.

RESOLVED, to approve the Risk Management Strategy and Policy including amendments proposed by the Corporate Governance and Standards Committee.

Reason(s):

To adopt a corporate Risk Management Strategy and Policy which will allow risk to be articulated, managed and mitigated consistently across the Council.

EX94 INFRASTRUCTURE FUNDING STATEMENT 2020-2021

Regulation 121A of the Community Infrastructure Levy Regulations 2010, as amended ("the CIL Regulations"), required any authority receiving contributions through the Community Infrastructure Levy (CIL) and / or through planning obligations to produce an annual Infrastructure Funding Statement.

The Executive considered the draft Infrastructure Funding Statement for 2020-2021 which was recommended for approval. The Lead Councillor for Development Control introduced the report.

The Executive heard that s.106 infrastructure contributions were planning application specific and currently might not be transferred to a general fund. In addition, s.106 infrastructure contributions might be at risk of return to a developer if not utilised within a period of time. The reasons for not utilising the contributions within time were varied and consequently a report had been submitted to the Corporate Governance and Standards Committee the previous week that set out those particular cases, the sums involved and any mitigation that might be put in place.

Whilst the Council had not yet adopted the Community Infrastructure Levy (CIL) process, it was noted that Central Government intended to implement a new infrastructure contribution process that would supersede the CIL in any case. The Council would be monitoring developments in this regard and any implications for the Council's processes.

RESOLVED, to approve the Infrastructure Funding Statement 2020-2021 as a factual report of the amount of developer contributions that had been secured, received, and spent in the year 2020-21 for submission to the Department for Levelling Up, Housing and Communities (DLUHC) and for its publication on the Council's website.

Reason(s):

To ensure that the Council complies with the CIL Regulations to produce and publish an annual Infrastructure Funding Statement.

The meeting finished at 7.21 pm

EXECUTIVE

26 May 2022

- * Councillor Joss Bigmore (Chairman)
- * Councillor Julia McShane (Vice-Chair)

- | | |
|---------------------------|--------------------------|
| * Councillor Tim Anderson | Councillor John Rigg |
| * Councillor Tom Hunt | * Councillor James Steel |
| * Councillor John Redpath | Councillor Cait Taylor |

*Present

Councillor Catherine Young was also in attendance. Councillor Angela Goodwin was in remote attendance.

EX1 APOLOGIES FOR ABSENCE

Apologies were received from Councillor John Rigg, Lead Councillor for Regeneration and Councillor Cait Taylor, Lead Councillor for Climate Change.

EX2 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTEREST

The Leader of the Council, Councillor Joss Bigmore declared a non-pecuniary interest with regard to item 7 of the agenda in that he held a shareholder investment in B4SH of £3000.

There were no other declarations of interest.

EX3 MINUTES

The minutes of the meeting held on 28 April 2022 were approved as a correct record. The Chairman signed the minutes.

EX4 LEADER'S ANNOUNCEMENTS

The Council was supporting the Homes for Ukraine scheme by undertaking security checks on those offering accommodation and ensuring the accommodation was suitable for the guests. So far sponsors had been matched with around 400 Ukrainian guests and around 200 had already arrived. The Council had been busy supporting hosts and guests by processing the welcome and thank you payments. It was recognised that ongoing support was important and there had been two well received and well attended information sessions at the Hive held this week. It was noted that the system of support was evolving and that feedback from guests and hosts would be welcome to enable improvements.

There was more information about how to support those affected by the war in Ukraine on the Council's website.

[Supporting Ukraine - Guildford Borough Council](#)

Next week was Jubilee week and there were a number of events planned in celebration including a launch at G Live where the Vivace Chorus would perform. Guildford Museum had a number of events and activities including an opportunity to meet the town crier and make a traditional tricorne hat. The town centre would be decorated with bunting and flowers. On 2 June at 2pm, outside of the Guildhall, the town crier would announce the lighting of the beacon. There would also be beacon lighting in Fairlands, Normandy, Pirbright, Wood Street and Worplesdon. The civic ceremony would be hosted by the Mayor at Guildford Cathedral. On 4 June there would be a picnic at the castle hosted by Guildford in Bloom with entertainment from the Guildford Fringe Festival. There were over fifty street parties planned across the borough. On 7 Jun there would a Platinum Jubilee-themed farmers market in the town.

Stoke Park paddling pool would reopen on Friday 27 May following refurbishment.

The failure of the city status bid was disappointing but the Leader congratulated those who had been successful . There were particular thanks to the University of Surrey, Property House Management, Surrey County Council and Angela Richardson MP who had provided support for the bid.

There would be testing of the Council's website at Guildford library every Tuesday morning.

The Leader remembered Councillor Richard Billington who had sadly, recently passed away.

EX5 TO CONSIDER ANY RECOMMENDATIONS FROM THE OVERVIEW AND SCRUTINY COMMITTEE

There had been no updates since the last meeting and the Executive noted the report.

EX6 LOCAL PLAN DEVELOPMENT MANAGEMENT POLICIES

The Local Plan: Development Management Policies was the second part of Guildford's Local Plan. Together with the adopted Local Plan: Strategy and Sites document (LPSS), it would fully supersede the existing Local Plan 2003 and become part of the Council's Development Plan. The Submission Local Plan (SLP) enabled more detailed policies to be used by Development Management in the determination of planning applications, to test those applications and to ensure good development in the borough was sustainable and attractive.

The Chairman introduced a report that sought Executive approval to submit the SLP to Full Council and then subsequently to the Secretary of State for Examination by an independent Planning Inspector.

The report had been considered by the Joint Executive Advisory Board on 10 May 2022 and the comments arising from that meeting were set out in the supplementary agenda.

A 'Regulation 19 'proposed submission' consultation had been undertaken in January/February 2022, all of the comments and responses had been analysed and some 'minor modifications' had been made. No 'main modifications' were considered necessary. Of those responses it was noted that generally a two-way split could be observed of respondents who considered the proposals were too exacting and those

who felt that the proposals did not go far enough. It was hoped that a balance had been presented and the Council's own viability study showed the plan to be sound. Density levels had been a topic of many respondents and had been a feature of in-house discussions between councillors; however it had been agreed at Full Council prior to the 'Regulation 19' consultation that policies should not become so prescriptive as to encumber fair evaluations of individual applications.

It was explained that Supplementary Planning Documents (SPDs) were usually adopted by the Council itself. The Parking SPD was unusual case as it might be argued that parking standards was actually policy. The council had taken legal advice and considered that the Parking SPD should be submitted to the Inspector along with the SLP for a final decision. If the Inspector agreed that the parking standard was policy then it would be possible to turn the Parking SPD into an appendix of the SLP. If the Inspector did not agree and considered it should remain an SPD this would be preferable and be more flexible for the council in future.

The Planning Inspector would only review those comments and responses received during the 'Regulation 19' consultation and predominantly those responses about matters that were repeated many times and identified by the council as common concerns. The Inspector would consider if the council had fully addressed those matters or if there should be further study to reach a conclusion. If any matter had not been raised during the 'Regulation 19' consultation it would not be possible for the council to raise it with the Inspector following submission.

If the recommendation was approved by the Executive to submit to Full Council, it was proposed to submit the plan to the Secretary of State within two weeks of the Full Council decision. Once submitted the full examination in public would be undertaken by the inspector later in the year.

Officers were commended for the report and councillors praised for the rigour of the review process to which the SLP had been subjected. The Executive

RESOLVED:

That full Council (at its extraordinary meeting on 9 June 2022), be requested to agree the following:

- (1) That the Submission Local Plan: Development Management Policies (Appendix 1), together with all relevant associated documentation referred to in Appendix 2 to the report, be approved for submission to the Secretary of State for the purpose of proceeding to and through the Examination in Public process.
- (2) That the Lead Councillor with portfolio responsibility for Strategic Planning be authorised, in consultation with the Strategic Services Director, to make such minor alterations to improve the clarity of the submission documents as they may deem necessary.

Reason(s):

1. To enable the Submission Local Plan: Development Management Policies document to be submitted for Examination in Public in line with the adopted Local Development Scheme.

2. To enable an Inspector to test the plan in terms of its legal compliance and 'soundness' which will allow the Council to move a step closer to adopting an up-to-date second part of its Local Plan.

EX7 BROADBAND FOR THE SURREY HILLS

The Executive considered a report recommending the Council consider investing £40,000 to further support the financing of Broadband for Surrey Hills (B4SH) through the purchase of shares. The report was introduced by the Lead Councillor for Economy.

Broadband for Surrey Hills (B4SH) was a not-for-profit organisation working to deploy fibre broadband to rural communities across the Surrey Hills. In 2018, the Council had approved a proposal to invest £10,000 as a shareholder to support B4SH in initiating its rollout and agreed to grant free wayleaves where fibre crosses Council-owned land. The same report had suggested that the Council consider further investments to B4SH of up to £40,000 after its first phase of rollout.

Since 2018, B4SH had been connecting rural residents and businesses at a critical time when the pandemic demanded access to fast and reliable broadband. B4SH had recently approached. The Executive,

RESOLVED:

- (1) That the remaining direct investment of £40,000 in shares to Broadband for Surrey Hills Ltd, be approved.
- (2) That a virement of £60,000 be approved from the capital contingency fund to finance the purchase of the shares and provide a budget of £20,000 to support the costs of surveys, mapping and tracer wires required to provide free wayleaves for B4SH.

Reason:

Over the last three years, B4SH had connected over 200 households to 'hyperfast' or 1Gbps full symmetric fibre broadband in the Surrey Hills. As we explore and adopt new ways of working due to cultural shifts brought by the pandemic, it had become increasingly important to ensure our rural communities had access to strong and secure broadband connections.

EX8 REVIEW OF EXECUTIVE WORKING GROUPS 2022

The Executive considered the annual report setting out the work carried out over the previous twelve months by the various working groups (including boards and panels) that had been established by either the Executive or the Leader/lead councillor, together with the work they were likely to undertake over the coming twelve months.

As a part of the annual review, the Executive was asked to determine whether these groups should continue as presently constituted and, if so, to make or confirm appointments to them.

The Leader of the Council introduced the report. The purpose of the Executive working groups was to support the progress and delivery of the Council's Corporate Plan.

Following the restructure resulting from the Future Guildford programme and the pandemic there was a recommendation to disband a number of groups and those ongoing responsibilities would be absorbed within other existing or new groups. Thanks were given to those councillors who had served or continued to serve on the working groups.

An up-to-date list of membership of all the working groups would be circulated to all councillors.

There were some minor corrections and a revised set of the terms of reference for the Housing Management HRA Board set out on the Supplementary Information Sheet circulated at the meeting.

The Executive

RESOLVED:

(1) That, subject to the corrections set out in the Supplementary Information Sheet, the Executive approved the continuation of the following Executive working groups, with no changes to their terms of reference or membership for the municipal year 2022-23

- Climate Change Board
- Guildford Community Covenant Panel
- Housing Development Programme Board
- Local Plan Panel
- Major Projects Portfolio Board
- Property Review Group
- Shaping Guildford's Future Programme Board
- Weyside Urban Village Development Governance Board

(2) That the following working groups be disbanded:

- Arts Development Strategy & Public Art Strategy
- Aspire Health and Wellbeing Board
- Electric Theatre Monitoring Group
- Housing Delivery Board (HRA/RTB/Pipeline)
- Innovation Board
- Museum Working Group
- Play Development Strategy & Fixed Play equipment Group
- Sports Development Strategy Group
- Town Twinning Working Group

(3) That the following new boards be established:

- Capital, Transport & Infrastructure (CTI) Board
- Community Board
- Housing Management HRA Board

(4) That the draft terms of reference for the new boards, as set out in the report and in Appendix 1 to the Supplementary Information Sheet be approved.

- (5) That the membership of the Capital, Transport & Infrastructure (CTI) Board, as set out in Appendix 3 to the report be approved.
- (6) That, in respect of the Community Board and the Housing Management HRA Board, political group leaders be requested to submit nominations for consideration by the Leader of the Council in respect of the vacancies.

Reason:

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).

EX9 SURREY LEADERS' GROUP NOMINATIONS 2022

The Surrey Leaders' Group (SLG) was formed of the leaders of the twelve Surrey local authorities. It provided a political forum where leaders can come together to discuss strategic issues and act as a strong representative body for local government in Surrey.

Each year local authorities in Surrey were invited to nominate elected members to positions available on outside bodies to which the Surrey Leaders' Group make appointments. The Leader of the Council introduced the report.

All members of the Council had been canvassed for the vacancies and the opportunity to be nominated. The Executive was invited to approve any expressions of interest submitted by councillors to the positions available this year as follows,

1. Adults and Health Select Committee
2. South-East Reserve Forces and Cadets' Association
3. Surrey Civilian-Military Partnership Board
4. Integrated Care Partnership Board
5. Surrey Pensions Board

A total of 4 expressions of interest had been received. Councillor Young wished to be considered for the Adults and Health Select Committee should her nomination to the South-East Reserve Forces and Cadets' Association be unsuccessful.

The deadline for submission of nominations to SLG was Monday 6 June 2022. The Executive

RESOLVED: That, in respect of the vacancies, the following nominations be put forward to the SLG for consideration:

1. Councillor George Potter for the Surrey Pensions Board
2. Councillor Fiona White for the Integrated Care Partnership Board
3. Councillor Catherine Young for the South-East Reserve Forces and Cadets' Association
4. Councillor Catherine Young for the Adults and Health Select Committee should her nomination to the South-East Reserve Forces and Cadets' Association be unsuccessful.

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5. The Mayor, Councillor Dennis Booth for the Surrey Civilian-Military Partnership Board

Reason:

To ensure that any nomination submitted by this Council is considered by the SLG.

The meeting finished at 7.34 pm.