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Contact: Andrea Carr  
Committee Services  
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1 March 2023

Dear Councillor

Your attendance is requested at a remote meeting of the **SERVICE DELIVERY EXECUTIVE ADVISORY BOARD** to be held on **THURSDAY 9 MARCH 2023 at 7:00 pm**. The meeting will be held remotely via Microsoft Teams.

If for any reason Councillors lose their wi-fi connectivity to the meeting and are unable to re-join using the link in the Outlook calendar invitation, please re-join using the telephone number 020 3855 4748. You will be prompted to input a conference ID: 648 921 373#

Yours faithfully

Tom Horwood  
Joint Chief Executive

**MEMBERS OF THE EXECUTIVE ADVISORY BOARD**

Chairman: Councillor Angela Goodwin  
Vice-Chairman: Councillor Ramsey Nagaty

Councillor Paul Abbey  
Councillor Dennis Booth  
Councillor Andrew Gomm  
Councillor Gillian Harwood  
Councillor Diana Jones

Councillor Ann McShee  
Councillor Bob McShee  
Councillor Tony Rooth  
Councillor Pauline Searle  
Councillor Fiona White

**Authorised Substitute Members:**

Councillor David Bilbé  
Councillor Chris Blow  
Councillor Ruth Brothwell  
Councillor Colin Cross  
Councillor Guida Esteves  
Councillor Graham Eyre  
Councillor Liz Hogger  
Councillor Steven Lee  
Councillor Nigel Manning  
Councillor Masuk Miah

Councillor Marsha Moseley  
Councillor Susan Parker  
Councillor Jo Randall  
Councillor Maddy Redpath  
Councillor Will Salmon  
Councillor Deborah Seabrook  
Councillor Paul Spooner  
Councillor Keith Witham  
Councillor Catherine Young

**QUORUM: 4**



**WEBCASTING NOTICE**

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## 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

*The information contained in the items on this agenda has been allowed into the public arena in a spirit of openness and transparency to gain broad input at an early stage. Some of the ideas and proposals placed before this Executive Advisory Board may be at the very earliest stage of consideration by the democratic decision-making processes of the Council and should not be considered, or commented on, as if they already represent either Council policy or its firm intentions on the issue under discussion.*

*The Executive Advisory Boards do not have any substantive decision-making powers and, as the name suggests, their purpose is to advise the Executive. The subject matter of the items on this agenda, therefore, is for discussion only at this stage and any recommendations are subject to further consideration or approval by the Executive, and are not necessarily in final form.*

## **AGENDA**

### **ITEM NO.**

**1 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS**

**2 LOCAL CODE OF CONDUCT AND DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS**

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 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 - 12)**

To confirm the minutes of the Executive Advisory Board (EAB) meeting held on 19 May 2022.

**4 COMMUNITY ASSET TRANSFER POLICY (Pages 13 - 34)**

**5 EXECUTIVE FORWARD PLAN (Pages 35 - 82)**

**6 EAB WORK PROGRAMME (Pages 83 - 86)**

To consider and approve the EAB's draft work programme with reference to the above Executive Forward Plan.

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## SERVICE DELIVERY EXECUTIVE ADVISORY BOARD

19 May 2022

- \* Councillor Angela Goodwin (Chairman)
- \* Councillor Ramsey Nagaty (Vice-Chairman)

- |                         |                            |
|-------------------------|----------------------------|
| Councillor Paul Abbey   | * Councillor George Potter |
| Councillor Dennis Booth | * Councillor Jo Randall    |
| Councillor Andrew Gomm  | * Councillor Tony Rooth    |
| * Councillor Ann McShee | Councillor Pauline Searle  |
| * Councillor Bob McShee | * Councillor Fiona White   |

\* Present

Councillors Tim Anderson, Julia McShane, John Redpath and James Steel were also in attendance.

### **SD60 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS**

Apologies for absence were received from Councillors Andrew Gomm and Pauline Searle. Councillor Masuk Miah was present as a substitute for Councillor Pauline Searle.

### **SD61 LOCAL CODE OF CONDUCT AND DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS**

There were no declarations of disclosable pecuniary or non-pecuniary interests.

### **SD62 MINUTES**

The minutes of the meeting of the Service Delivery Executive Advisory Board (EAB) held on 10 March 2022 were confirmed as a correct record, and would be signed by the Chairman at the earliest opportunity.

### **SD63 TOURISM AND TOURIST INFORMATION CENTRE**

The Strategy and Communications Manager introduced and presented a mandate in respect of local tourism and the Council's Tourist Information Centre (TIC). The mandate addressed the following areas:

- Introduction
- Strategy
- Options
- Considerations
- Resources
- Risks, Assumptions and Issues
- Dependencies, Constraints and Opportunities
- Internal Stakeholders
- Next Steps

The Executive Advisory Board (EAB) was advised that the TIC was located in Guildford House, High Street, Guildford. Pre-Covid, the service had opened on Mondays to Saturdays plus Sundays from the beginning of May until the end of September. However, the TIC was currently operating reduced hours and this was under review. The TIC provided the following services:

- Information and advice to visitors to the Borough.
- Promotion of Guildford to encourage visitors to the Borough.
- Shop offering a mix of souvenirs and local products.

(A Box Office providing ticketing services for local events had been discontinued.)

The most common requests received by the TIC were for bus timetables and maps and the most frequently asked questions included 'what's on', where to eat and the location of particular shops. Many of the functions performed by the TIC aligned with the responsibilities of Experience Guildford in the town centre area.

As part of Phase B of the Future Guildford transformation programme, the tourism and heritage marketing functions and associated budgets transferred to the Strategy and Communications Team which became responsible for leading an online visitor economy and marketing function. Therefore a new approach would need to be developed, including:

- Closer collaboration with Visit Surrey and other partners, such as Experience Guildford and Surrey Hills Enterprises.
- An improved online offering to replace Visit Guildford (which was now unstable and unsupported).
- Utilising expertise from the University's Centre for Digital Transformation in the Visitor Economy.
- Increased targeted promotional campaigns.

As it was facing a substantial projected budget deficit over the next four years, the Council needed to identify savings across its discretionary services. Therefore, this mandate considered options for changes to the future delivery of visitor information services that would also secure financial savings as part of the Council's Savings Strategy. The strategic Options available to the Council to deliver a solution were:

- (a) Do Nothing - Continue with the current TIC and service in-situ at Guildford House.
- (b) Do Something (1) - Move the TIC and staff to another location.
- (c) Do Something (2) - Remove the physical TIC and provide an alternative digital and online communications and marketing service, incorporating increased targeted promotional campaigns. This would be accompanied by a review of future strategy / approach and required resources.
- (d) Do Most - Close the TIC and end the visitor service offered by GBC.

When the Executive / Management Team Liaison Group considered the mandate at its meeting on 16 February 2022, it expressed in principle support for Option (c) and requested that opportunities be considered for the continued provision of visitor information at Guildford House and other town centre locations in consultation with Experience Guildford.

The Lead Councillor for Environment gave a brief overview of the mandate and highlighted two key areas in the field of tourism, namely, the move to an online digital internet age and the closer collaboration and resource sharing between smaller tourism companies.

The EAB's views in respect of the Options were sought and the following points arose from related questions, comments and discussion for forwarding to the Executive:

1. Whilst the proposed move to online digital tourism services was acknowledged, it was felt that some alternative provision should remain to cater for those members of society, usually older people, who did not necessarily utilise the internet. This alternative provision, which could consist of information leaflets and town maps

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- available at appropriate locations such as transport gateways or the Museum, should be fully accessible for all including braille and easy read versions. The provision of improved signposting to attractions or locations dispensing tourists maps and guides to deliver a reduced service employing fewer staff was a possibility.
2. The contracting out of the TIC to an organisation such as Experience Guildford or Visit Surrey was suggested as a further possible future option for delivery of the tourism service. However, it may be necessary for the Council to provide a financial subsidy to support such an approach.
  3. Whilst some queries and concerns were raised regarding the location of the TIC and the future use and accessibility of Guildford House, the EAB was advised that the purpose of this mandate was to focus on modernising the tourism service, promoting Guildford in collaboration with partners and meeting the requirements of the Savings Strategy. The future use of Guildford House would be addressed as part of a separate Heritage mandate which included the Museum and other heritage assets. Although the process in pursuing the Heritage mandate had temporarily stalled for various reasons, work was now continuing and options were being formulated. However, councillors expressed a preference for the two mandates to be combined in the interests of comprehensive, joined up, holistic working.
  4. The need for a holistic approach to consider all heritage assets in the town centre and services provided from them to investigate how best to deliver value for money facilities and savings was highlighted.
  5. There was a national trend of falling visitor numbers to TICs owing to the internet and Covid. Although the exact visitor numbers to the local TIC were currently unavailable, it was felt that they could be obtained as a door counter mechanism was in operation at Guildford House.
  6. The savings in the region of £70,000 - £80,000 identified in Option (c) were annual savings of a rough order of magnitude. Any redundancy costs arising from the loss of the physical presence in the TIC would be one-off costs although re-deployment would be pursued prior to any redundancies being made.
  7. There was a view that the mandate did not contain sufficient information or data concerning visitor numbers, service running costs, anticipated savings or costs relating to an alternative provision to enable the EAB to offer any meaningful advice in this regard.
  8. With regard to the utilisation of expertise from the University's Centre for Digital Transformation in the Visitor Economy, the need to work more closely with partners such as the University, Experience Guildford and Visit Surrey had been recognised and contact with key partners had been made to discuss the establishment of a Visitor Economy Forum to consider the approach to supporting the visitor economy in the future. Although Experience Guildford and Visit Surrey had been consulted in respect of the mandate, responses had not been received in time for reporting to this meeting.
  9. Apparently, some other district and borough councils had closed their TICs in order to achieve budget savings, however, closure could have a negative impact on their local economies. Others had adopted a modernised digital approach or contracted their TICs to a company or organisation, such as a Business Improvement District (BID), and offered some financial support. BIDs usually consisted of approximately 400 businesses who were keen to improve customer footfall and support any initiatives that would assist with achieving that. Reference was made to the tourism provision at Winchester although it was not thought to be funded by the local council.
  10. There was a cost attached to the provision of online tourism services as they required frequent updating. Consideration would need to be given to the allocation of responsibility for providing and updating information.
  11. To demonstrate the importance of retaining and promoting tourism to the Borough, in 2019 the South-East Tourism Board had estimated that tourism in Guildford was worth approximately £300 million. Although local authorities often provided tourism services, they rarely received any income to do so as it was retained by businesses. However,

there was a possibility of seeking financial contributions from some of the key financially secure outlets in Guildford which benefited from the service.

By way of summary and conclusion, the EAB agreed that:

- i. The mandate currently contained insufficient information and data to enable the EAB to express support for a particular Option(s).
- ii. The Tourism and TIC and the Heritage mandates should be combined to facilitate a holistic approach to pursuing related service changes and savings.
- iii. In the event that the tourism service was reduced or the TIC closed, consideration should be given to alternative forms of service provision, particularly for visitors unable to access online services. This could include exploration of the possibility of unstaffed delivery of information such as distribution of leaflets, guides and maps; improved signposting; and promotional video screens at transport hubs or other key sites around the town centre.
- iv. Information was sought in respect of the operation of the tourism service in Winchester to establish whether there was any good financial and / or operational practice which could be pursued for adoption in Guildford.

#### **SD64 SHAWFIELD ROAD SITE, ASH**

The Executive Advisory Board (EAB) was invited to consider the mandate in respect of the Shawfield Road Site, Ash.

The Council previously had two purpose-built day centres providing care and support services for elderly residents, namely, The Hive at Park Barn in northern Guildford and the Shawfield Day Centre in Ash. Following a consultation exercise, a decision had been reached to consolidate day care services at The Hive, with clients of the Shawfield Day Centre being transferred to the former. With the improved facilities and services available at The Hive and by consolidating staffing, it was considered that clients would receive improved support and care whilst the decision also generated financial savings to the Council as part of its Savings Strategy.

Following the transfer of all day care services to The Hive, the Shawfield Road site was no longer required for its former purposes and had remained unutilised for approximately two years. The mandate considered options for future alternative uses of the site. However, it was noted that there was a charge on the title of the land requiring it to be used as a 'day centre' and this would have implications in respect of the viability and feasibility of some options. The charge was the result of an NHS agency contributing £280,000 towards the construction of the day centre and could form part of the basis of the valuation for a removal of the charge, which gave the NHS an entitlement to 60% of any sale of the site, including the rental income from an associated lease.

The mandate addressed the following areas:

- Introduction
- Strategy
- Options Evaluation
- Considerations
- Resources
- Potential costs to proceed to the next stage to develop the Strategic Outline Case
- Issues, Assumptions and Risks
- Dependencies, Constraints and Opportunities
- Next Steps



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- Reviewer List

The Options Evaluation identified the following five potential strategic options to deliver a solution:

1. Leave the site and premises vacant.
2. Redevelop the site for affordable housing.
3. Redevelop the site for alternative uses such as key worker or extra-care housing (including discussions with other health and social care providers).
4. Explore options for potential community uses of the site.
5. Sell the site.

Options 2-4 would be subject to successful negotiation and resolution of issues relating to the charge on the title of the site involving the relevant NHS agency, which may have a financial cost.

Having considered the mandate at its meeting held on 2 March 2022, the Executive / Management Team Liaison Group expressed a preference for the options relating to redevelopment of the site for affordable housing or to meet other housing needs, such as key worker or extra-care housing. Community use of the site was also felt to be an acceptable option, subject to there being a demonstrable need for community facilities in Ash and there being no ongoing costs to the Council.

The following points arose from related questions, comments and discussion for forwarding to the Executive:

- a) A councillor expressed the view that there had been considerable residential development in the Ash and Tongham area in recent years without the provision of sufficient infrastructure to support the new housing or facilities to cater for existing residents. Accordingly, it was felt that no further housing in the area was needed.
- b) There was a belief that the Shawfield site had been closed against the wishes of local residents and that Surrey County Council's (SCC's) intention to close the Abbeyfields Centre in Ash in the longer term would have a further negative impact on care services available to local residents. A day centre in Leatherhead which had previously provided dementia respite care had also closed.
- c) It was felt that there was a Borough-wide shortage and need of day care services, discharge assessment facilities for those leaving hospital, and respite care to support people with dementia and their carers, which were required to reduce the need for residential care.
- d) As it could be a lengthy and costly process to negotiate the release of a covenant, councillors requested that the Executive explore the possibility of pursuing a provision including an element of day care at the site jointly with partners such as SCC, the NHS and the voluntary sector to conserve the Council's funds. There was a possibility of charities or voluntary organisations obtaining funds via SCC's 'Your Fund' initiative for this purpose. A long lease of the Shawfield premises to other organisations to provide care services was also a possibility.
- e) In the event that the site was redeveloped in part as a day centre with a shared use, any element of affordable housing included should be social rented housing and not for home ownership. As there were a number of sites being developed in Ash which included affordable housing provision, a preference for the construction of Council housing, which was in short supply, was expressed. However, it was acknowledged that Council housing would be subject to the Right to Buy scheme. Extra-care housing was also a possibility to form part of a redevelopment of the site.

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- f) As other community use facilities, such as a youth centre, in the Ash area were underutilised, it was not advocated that the Shawfield site be used for a similar community hall purpose. However, as the facility had been constructed utilising public funds and the related consultation results had indicated that the local community wished the facility to be retained, there was a view that the community should be canvassed to ascertain its wishes regarding the future use of the site. Such uses could include alternative care provision within the terms of the covenant, subject to available funding in respect of any necessary refurbishment or remodelling etc. depending on the intended use. However, as such a provision was likely to serve an area wider than Ash, consideration needed to be given to the extent of any related consultation exercise and to the managing of consultees' expectations. It would be preferable to explore these options before reaching any decision concerning the possible disposal of the site.
- g) An alternative to disposing of or leasing the site would be to consider transferring it to a community group, charity or Parish Council etc. in preference to allowing it to fall into disuse and disrepair.
- h) A further choice to utilise the Shawfield site for a police presence in the area to tackle local issues had been raised as a possible temporary rental use until a longer term solution could be identified and officers would investigate this possibility.
- i) Notwithstanding the above points, there was a view that it was premature to progress determining the future use of the Shawfield site before ascertaining the exact identity of the covenantee and the position regarding the surrender of the covenant and charge in respect of the site.

The Lead Councillors for Community and Housing and for Resources, respectively, thanked the EAB for its views and comments and acknowledged that they would be considered in the light of the need for facilities to support the growing number of people suffering from dementia and councillors' desire to consult the community regarding its wishes for the future use of the Shawfield site. The EAB was assured that every effort would be made to prevent the site from remaining vacant for any length of time and that the inclusion of social rented housing as part of any redevelopment of the site would also be a priority.

#### **SD65 EXECUTIVE FORWARD PLAN**

Attention was drawn to the absence of references in the Executive Forward Plan to some of the Council's major projects, such as the Town Centre Masterplan, the North Street Redevelopment and the Weyside Urban Village Development. The Service Delivery Director undertook to discuss this matter with colleagues with a view to identifying how best to incorporate such significant areas of work into the Forward Plan in a timely fashion to enable the relevant EAB to have an input at an early stage.

#### **SD66 EAB WORK PROGRAMME**

Although no items were currently scheduled in the EAB's Work Programme for its next meeting on 7 July 2022, the Chairman and Service Delivery Director had discussed the matter and suggested that two Heads of Service in the Service Delivery Directorate be invited to that meeting to share and discuss their top three service priorities and / or concerns. The EAB indicated its support for this broad approach and the proposal that the meeting focus on wider Community Services and on Environment and Regulatory Services.

It was requested that updates in respect of the two substantive items forming part of the agenda for this meeting, namely, Tourism and the Tourist Information Centre and the Shawfield Road site, be the subject of future reports to the EAB when those mandates had progressed.

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The EAB was invited to submit any further suggestions for future Work Programme items to the Chairman and Vice-Chairman to pursue as appropriate.

The meeting finished at 8.54 pm

Signed .....

Date .....

Chairman

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Executive Report

Ward(s) affected: All Wards

Report of Director: Strategic Director - Place

Author: Damien Cannell – Asset and Property Manager

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Lead Councillor responsible: Tim Anderson

Tel: 07710 328560

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Date: 22 February 2023

## Community Asset Transfer Policy

### Executive Summary

The Council currently does not have a policy outlining the approach and decision-making process governing applications for the transfer of freehold assets owned by or under stewardship of the Council deemed suitable for community asset transfer.

A new policy has been written to guide and ensure a consistent approach is taken by Council officers and Councillors when considering applications for a Community Asset Transfer by a Voluntary or Community Organisation (VCO). The policy is attached at Appendix 1 to this report.

### Recommendation to Executive

That the Executive approves the adoption of the Community Asset Transfer Policy, as set out in Appendix 1 to this report.

### Reason(s) for Recommendation:

- The Council does not currently have a policy on the transfer of assets to community groups.
- To deliver community objectives.

### **Is the report (or part of it) exempt from publication?**

No

### 1. Purpose of Report

- 1.1 To request the Executive approve the adoption of a new Community Asset Transfer Policy.

## **2. Strategic Priorities**

- 2.1 This policy supports the corporate priorities detailed in the Corporate Plan 2021-2025 by way of empowering communities and supporting people who need help, specifically 'tackling inequalities in our communities', and 'working with communities to support those in need'.

## **3. Background**

- 3.1 The Local Government and Public Involvement in Health Act 2007 and Localism Act 2011 brought about a number of public sector reforms aimed at creating strong, prosperous communities and delivering better public services through a re-balancing of the relationship between Central Government, Local Government and local people by giving residents a greater say over local services.
- 3.2 The [2007 Quirk review](#) sought to give local authorities a better understanding of how existing powers could be used to facilitate the transfer of assets and how to mitigate the risks associated with the process.
- 3.3 The Council is in the position of a trustee in relation to the land that it holds on behalf of the community. The purpose of the Community Asset Transfer policy is to set out a transparent and consistent approach to applications and a decision-making process governing the transfer of land to a Voluntary or Community Organisation (VCO). The policy defines which VCO's are deemed suitable for consideration by the Council for a Community Asset Transfer.
- 3.4 The policy also defines the different types of land and buildings and circumstances that may be considered when a Community Asset Transfer application is received. Examples of where a transfer would be considered and supports the Council's Strategic Asset Management Framework include where an asset:
- Supports Council community objectives or was formerly delivering such objectives where the asset is now surplus to requirements; or
  - Contributes towards community empowerment and generates social economic or environmental benefits.
- 3.5 Waverley Borough Council has an adopted Community Asset Transfer policy. Its aims and objectives align with this policy that the Executive is being asked to approve.
- 3.6 In order to meet the criteria for transfer, VCO's will be required to provide a business case for their proposed use of the asset. This will need to demonstrate that there is a clear intention for the long-term use of the asset and provide details of the activities the VCO wishes to deliver, as well as demonstrating that they have a secure financial base to ensure long term sustainability.
- 3.7 The policy states that the transfer of an asset will be by way of a lease, with disposals of a freehold interest only being considered in exceptional

circumstances. All Community Asset Transfers would be the subject of a specific report to the Council's Executive for approval.

- 3.8 This policy does not preclude the Council still having the ability to grant short-term leases to community groups either at market rent or, under prescribed conditions, at less than best consideration. Such lettings are dealt with separately in accordance with officer delegations set out in the Constitution or by way of an Executive decision.

#### **4. Consultations**

- 4.1 Cllr Tim Anderson, Lead Councillor for Assets and Property was consulted and endorses the proposed policy.
- 4.2 The Property Review Group has been consulted and agrees with the recommendation that the policy be put to the Executive for a decision on its adoption.
- 4.3 The Council's Policy Team has been consulted to ensure that the policy meets with the requirements of the Council's Corporate Policy Framework and recommended the policy be put to the Executive for a decision on its adoption.
- 4.4 All Ward Councillors were consulted. Of those that responded, all agreed that the policy was appropriate and fit for purpose, with suggestions made around softening the criteria and timescales. These suggestions have been addressed in this report.

#### **5. Key Risks**

- 5.1 The criteria laid out in the policy aims to ensure that any VCOs are clear from the outset what is required of them and on what basis the Council will grant a transfer. The detailed nature of the policy is to mitigate the risks associated with any transfer.
- 5.2 The underlying aim of this policy is to ensure that assets that transfer to a VCO do so for the long-term. This requires the Council to divest itself of ownership and control of an asset, and VCOs correspondingly being able to sustain long term ownership. Granting short term leases to newly formed organisations would run a higher risk of the transfer failing and the Council not divesting itself of those responsibilities and obligations. This would have a negative impact on the community and on the Council in not delivering its community objectives. As such, transfers will only be granted to suitable organisations with the experience and resources in place to manage a community-based asset over the longer term.
- 5.3 The Quirk Review and guidance around Community Asset Transfer is clear that local authorities must support and work with VCOs to ensure any transfer does not fail. This could have financial and resources implications should the need arise.

## **6. Financial Implications**

- 6.1 The Council faces many current challenges both financial and operational including the prevailing economic environment and impact of the COVID pandemic, reduced government funding leading to a funding shortfall, increased public expectation and a reduction in available resources to operate and run community buildings.
- 6.2 By divesting itself of property assets by transfer to suitable community organisations, the Council can support the economic, social or environmental wellbeing of the community, but can also achieve possible revenue, maintenance and associated operational cost savings. Savings will be dependent on the size and nature of the asset to be transferred and its proposed use.

## **7. Legal Implications**

- 7.1 Any decisions on transfers would have to be agreed by the Executive and a formal disposal would be made either by way of a lease or transfer of the freehold ownership of the asset.,
- 7.2 If the undervalue (the difference between the market value and the proposed transaction) is £30,000 or less and, for lease transaction the lease term is 15 years or less, the Joint Executive Head, Assets and Property may consider using their delegated power under the Council constitution to authorise a disposal at less than best consideration instead of seeking a decision from the executive.

## **8. Human Resource Implications**

- 8.1 The operation of the policy to be adopted will be carried out within existing resources.

## **9. Equality and Diversity Implications**

- 9.1 An Equalities Impact Assessment has been carried out. Please see Appendix 2

## **10. Climate Change/Sustainability Implications**

- 10.1 No Environmental Impact Assessment has been carried out as there are no risks Identified as part of the adoption of the proposed policy. However, Community Asset Transfer does promote economic, social and environmental, community well-being and the public health of communities.

## **11. Summary of Options**

- 11.1 Do nothing – Do not adopt the policy. This would not address having a consistent decision-making process and community groups and Council officers would not have a clear procedure to follow if a group wished to submit an expression of interest.



11.2 Adopt the Policy – Adoption will ensure that both the Council and voluntary and community groups are clear on the process the Council will follow when considering a Community Asset Transfer. This is the recommended option.

**12. Conclusion**

12.1 Community Asset Transfer is not governed by statutory instrument and is a process agreed by local authorities based on their own community objectives. Adoption of the policy will bring clarity to a decision-making process that benefits the community, helps the Council achieve its community objectives.

**13. Background Papers**

None

**14. Appendices**

Appendix 1 – Draft Community Asset Transfer Policy

Appendix 2 – Equality Impact Assessment

Please ensure the following service areas have signed off your report. Please complete this box and do not delete.

<b>Service</b>	<b>Sign off date</b>
<i>Finance / S.151 Officer</i>	
<i>Legal / Governance</i>	
<i>HR</i>	
<i>Equalities</i>	
<i>Lead Councillor</i>	<i>12/01/2023</i>
<i>CMT</i>	
<i>Executive Liaison</i>	
<i>Committee Services</i>	<i>06/01/2023</i>

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# Guildford Borough Council Community Asset Transfer Policy

## Document Information

Version Control: Version 1.1

Policy Service Owner: Assets and Property

Document Creation Date: October 2022

Document last updated: November 2022

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Governance: Adoption by CMB <insert date> , Executive <insert date>

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## 1. Purpose of this Policy and Scope

The purpose of this Community Asset Transfer Policy is to set out a transparent and consistent approach to applications and the decision-making process governing the transfer of assets to community organisations (where applicable). To achieve this, it is necessary to demonstrate how community asset transfer supports direct service delivery, the Council's Corporate Plan, its community objectives and the Strategic Asset Management Framework.

This policy applies to freehold assets that are owned by or under stewardship of the Council and are deemed suitable for community asset transfer.

This policy should be used by Council staff and Councillors considering an application for a Community Asset Transfer and by a voluntary or community organisation (VCO) who are considering making an application. This policy does not include the procedure and policy governing nominations for Assets of Community Value (ACV) which is a separate procedure. [Information on ACV nominations can be found here.](#)

## 2. What is Community Asset Transfer?

The Council is in the position of a trustee in relation to the land that it holds on behalf of the community. For the purposes of this policy, Community Asset Transfer is defined as “the transfer of land or buildings from the Council's ownership into the stewardship and/or ownership of a voluntary or community organisation (VCO)”.

The General Disposals Consent 2003 allows the Council to transfer the ownership and management of land and buildings they own to local communities at ‘less than best consideration’ (at less than full market value), where it can demonstrate the promotion of social, economic and environmental well-being. Any disposal at less than best consideration would need to be a transparent, evidenced decision, made by the Council's Executive.

The Council needs to fully consider the risks and benefits of Community Asset Transfer as part of its overall Strategic Asset Management Framework, whilst ensuring that community assets are protected. Due to the diverse nature of the Council's land and buildings, one policy will not cover all circumstances. However, common themes will apply before consideration is given to the transfer of an asset, including:

- The nature and capacity of the applicant.
- Sound long term management and governance arrangements.
- Adoption of robust option appraisals as part of the Council's ongoing asset review process (including financial implications to the Council).
- The proposed use must meet with the Council's Corporate Plan's community-based objectives.
- Assessment of risks.

Agenda item number: 4

Appendix 1

- Sustainable business cases.
- Socio-Economic or Environmental benefits.

### 3. National and Local Policy Context

The Local Government Public Involvement Act 2007 and Localism Act 2011 brought about a number of public sector reforms aimed at creating strong, prosperous communities and delivering better public services through a re-balancing of the relationship between Central Government, Local Government and local people by giving residents a greater say over local services.

In 2007 the Government published 'Making Assets Work: The Quirk Review' which examined ways to maximize the community benefits of publicly owned assets by considering options for greater transfer of asset ownership and management to community groups. The report highlighted that what is required is not legislation but guidance to assist in the understanding and use of existing powers, being clear as to the risks associated with the process and learning to manage them effectively. The lead from Government is that local management and ownership of assets makes for strong communities.

The Council faces many current challenges both financial and operational including:

- The current economic environment and impact of the COVID pandemic.
- Reduced government funding leading to a funding shortfall.
- Increased public expectation.
- Reduction in available resources to operate and run community buildings.

The outputs of this policy will give consideration to the aims and objectives in other Council service area strategies including but limited to:

- Strategic Asset Management Framework
- [Our Corporate Plan 2021-2025](#)
- [Land and Property Disposals Policy](#)
- [Asset Disposal at Less Than Best Consideration Procedure](#)
- [Local Plan](#): Strategy and Sites (2015 - 2034)

This policy supports the corporate priorities detailed in the [Corporate Plan 2021-2025](#) by empowering communities and supporting people who need help, specifically 'tackling inequalities in our communities' and 'working with communities to support those in need'.

## 4. What Assets can be Transferred to a Community Organisation?

Assets that can be transferred, by way of Community Asset Transfer, include different types of land and buildings. The Council may consider transferring assets in the following circumstances:

- The Council must be the freehold owner of the asset.
- The asset currently supports Council community objectives or was formerly delivering such objectives where the asset is now surplus to requirements.
- The asset has been reviewed and the Asset Management Plan recommends transfer to a community-based user.
- The Property Review Group, whose membership includes Councillors and senior officers, have considered and agreed that the Asset could be suitable for Community Asset Transfer.
- The relevant service area/client manager within the Council supports the transfer.
- The asset contributes towards community empowerment and generates social economic or environmental benefits.
- The asset is fit for purpose, in a good state of repair and would not place unreasonable obligations either on a VCO or the Council. The Council may need to undertake a full condition survey to establish this.

The Council will not consider applications for Community Asset Transfers where:

- The asset is deemed to deliver key Council services.
- A significant amount of revenue income, proportionate to the size, nature and use of the asset, would be lost.
- The asset has been identified as being required for strategic, planning or redevelopment/regeneration.
- The proposed use of the asset doesn't meet its current use in planning terms.
- The transfer of the asset would be to an individual(s) or businesses to be used purely as a vehicle for commercial ventures. This does not include, for example, charitable organisations with trading arms, where profits are given back to communities.
- A transfer would contravene Trade and Cooperation Agreement Principles,
- The asset would be used solely for religious purposes/activities.
- The asset would be used for any political purposes/activities,
- The result would be detrimental to any individual, geographical community or community of interest, resulting in unlawful discrimination, harassment or a failure to promote good relations.

For the purposes of Community Asset Transfer and this policy, disposals will be by way of a lease (or freehold disposal if appropriate) and for a period long enough to deliver the Council's community objectives and mitigate the risks associated with Asset Transfer. The lease length will be agreed

Agenda item number: 4

## Appendix 1

The Council has laid out the various methods available to disposing of its assets in its [Land and Property Disposals Policy](#). In all cases, Community Asset Transfers will be advertised appropriately and openly through independent local agents, the Council's [website lettings page](#) and by all other methods appropriate and proportionate, inviting expressions of interest from VCOs.

Expressions of interest received speculatively, where an asset has not been advertised as available for Community Asset Transfer, will be considered in line with this policy and the opportunity advertised.

The terms of any disposal will be determined on a case-by-case basis and the Council will consider the specific circumstances of the applicant, sustainability of any business case, the proposed asset and intended use. Detailed consideration will be given to the community impact and benefit of the transfer in terms of economic, social or environmental wellbeing of the community.

Freehold transfers will only be considered in exceptional circumstances. Any such transfer would be the subject of a specific report to the Council's Executive for approval.

## 5. Organisations Suitable for Community Asset Transfer

Any Voluntary Community Organisation wishing to be considered would need to be based within the Borough of Guildford and have strong links with the community. They must be able to demonstrate provisions within their legal structure that provide assurances that assets will be retained for community use and benefit and do not distribute any surplus they make to their members. The local community must also be able to influence their operational and decision-making processes.

Consideration may be given to the following types of VCO's:

- Parish Council
- Company Limited by Guarantee
- Community Interest Company
- Not for Profit
- Unincorporated Association
- Charitable Trust
- Charitable Incorporated Organisation
- Charitable Company
- Voluntary Organisations
- Community Organisations
- Social Enterprises

If a group of individuals wish to form a VCO to benefit their local community, no application for a Community Asset Transfer can be completed until the group is legally formed into one of the entities listed above.



The Council has a duty to ensure that due diligence is carried out on any VCO to mitigate the risk of any transfer failing, as this would have a negative impact on local communities. In order to do this the VCO MUST meet the following criteria:

- A well-prepared business case for their proposed use of the asset. This will need to demonstrate that there is a clear intention for the long term use of the asset and an understanding of the activities the VCO wishes to deliver.
- Prove a secure financial base to ensure long term sustainability, including providing copies of audited financial accounts where necessary. This will be subject to a formal valuation of the asset.
- Demonstrate a clear community/social demand for the proposed transfer.
- The staffing capacity to manage the asset and have management or committee members who possess the necessary experience and skills to manage the asset.
- Good governance, robust financial systems and all the necessary policies expected of a VCO in place.
- Not duplicate activities, services or facilities already provided elsewhere within the borough or local community.
- Clearly demonstrate how they will comply with all statutory/regulatory obligations connected with the use and occupation of property which is the subject of the transfer request including but not limited to asbestos management, legionella and fire risk assessments.
- Detail on how they will contribute to the Council's corporate priorities under the Corporate Plan.

Where two or more VCOs submit an expression of interest for a Community Asset Transfer of a particular asset, the Property Review Group will make an initial assessment and recommendations to the Corporate Management Board (CMB). Any final decision will be taken by the Council Executive.

The Council reserves the right to refuse any application for a Community Asset Transfer if the criteria set out in this section are not met.

## 6. Application Process

All Community Asset Transfers will be advertised appropriately and openly through independent local agents and on the Council's [website lettings page](#), inviting expressions of interest from VCOs.

The following process for considering applications for Community Asset Transfer will be applied by the Council:

### 6.1. Expression of Interest

- The VCO should submit a written expression of interest detailing the specific land/building that is the subject of the application, an explanation of the reasoning behind why it is needed and the aims and objectives of the transfer.

## 6.2. Review

- The Property Review Group will review the expression of interest and consider if the applicant is suitable, meets the requirements laid out in this policy and if the asset is deemed suitable and appropriate for a transfer. This will lead to a recommendation on whether the application can progress, in consultation with the lead officer for the service area in which the asset sits. Should the Property Review Group deem the applicant or asset unsuitable, the applicant will be notified. Any decision is final.

## 6.3. Detailed Analysis

- If the Property Review Group agree that the application should progress the VCO will be invited to submit a detailed, evidenced business case and feasibility study. This will be assessed and evaluated by Council officers against the criteria laid out in this policy. Detailed consideration will be given to the community impact and benefit of the transfer in terms of economic, social or environmental wellbeing of the community.
- An Executive report will then be prepared by Council officers, taking into account any legal requirements under the Local Government Act 1972 (as amended). The report will detail recommendations to the Council Executive who will make a formal published decision.
- If the undervalue (the difference between the market value and the proposed transaction) is £30,000 or less and, for lease transaction the lease term is 15 years or less, the Joint Executive Head, Assets and Property may consider using their delegated power under the Council constitution to authorise a disposal at less than best consideration instead of seeking a decision from the executive.

## 6.4. Completion

- Heads of Terms will be agreed detailing all the main aspects of the transaction leading to the Council's legal team drafting formal documentation which will include service level agreements, support and investment plans. This final stage will require the VCO and their solicitors to work collaboratively with the Council in order to avoid delays to the completion of the transfer.
- Timescales for the completion of a Community Asset Transfer are dependent on the nature and type of the transaction involved and the process can take up a year to complete.

# 7. Outcomes

The aims and objectives of this policy are that the Council enables the transfer of asset ownership to VCOs which in turn supports community wellbeing and delivery of better public services. The policy also serves to set out the process and criteria for transferring assets to VCOs to support the Council's

corporate priorities under the Corporate Plan. It also forms a key part of the Council's Asset Management Framework.

The success and outcomes of this policy will be measured principally by the success and delivery of community-based services and activities by VCOs leading to community empowerment, generation social economic and environmental benefits to local communities. Numbers of Community Asset Transfers will be reported quarterly in the Asset Management service plan.

The Property Review Group will also review reports and any lease where a transfer is not delivering the required community outcomes. If agreed services or required outcomes are not being delivered the Council will take all necessary steps to remedy poor performance including reviewing how the Council can further support the VCO in delivering objectives.

## 8. Resource Implications

Transferring an asset to a community-based organisation is a resource intensive process due to the steps involved. Existing staff and Council resources will be used to deliver the required outcomes and any transfer including valuations, condition surveys, assessment of business cases, reports and legal matters and ongoing review.

## 9. Review

This policy will be reviewed every three years, to incorporate legislative, regulatory amendments, best practice developments, or to address any operational issues with the policy. At each review of this policy, the relevant officer will review any assets transferred during the policy term, to ensure that the asset is still open, being used for the specified purpose and being well maintained.

The policy will be monitored by the Property Review Group.

## 10. Contact Details

Expressions of interest and documentation relating to any application should be sent to the following address:

Assets and Property

Millmead House

Millmead

Guildford

GU2 4BB

Enquiries should be emailed to [assetman@guildford.gov.uk](mailto:assetman@guildford.gov.uk)

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### Equality Impact Assessment

The purpose of an assessment is to understand the impact of the Council's activities\* on people from protected groups and to assess whether unlawful discrimination may occur. It also helps to identify key equality issues and highlight opportunities to promote equality across the Council and the community. The assessment should be carried out during the initial stages of the planning process so that any findings can be incorporated into the final proposals and, where appropriate, have a bearing on the outcome.  
(\*Activity can mean strategy, practice, function, policy, procedure, decision, project or service)

Name of person completing the assessment	Damien Cannell	Date of assessment	04/01/2023
Name of the proposed activity being assessed	Adoption of a Community Asset Transfer Policy	Is this a new or existing activity?	New
Who will implement the activity and who will be responsible for it?	Officers will implement any descision made by the Executive on the transfer of Assets to Community groups.		

#### 1. Determining the relevance to equality

What are the aims, objectives and purpose of the activity?	To set out a transparent and consistent approach to applications and the decision-making process governing the transfer of assets to community organisations.		
Is this a major activity that significantly affects how services or functions are delivered?	No	Who will benefit from this activity and how?	The community will benefit from being able to have community groups deliver services they want from Council owned assets and to have a say in what is delivered and how.
Does it relate to a function that has been identified as being important to people with particular protected characteristics?	No	Who are the stakeholders? Does the activity affect employees, service users or the wider community?	Councillors, officers, professional advisors, contractors, members of the community.

#### Based on the above information, is the activity relevant to equality?

<p><b>Yes – continue to section 2</b></p> <p><b>No – please record your reasons why the activity is not relevant to equality</b></p>	<p>Yes.</p> <p>The activity may have a minimal impact but does not create barriers to any of the groups with protected characteristics.</p> <p>The policy will make the decision making process around Community Asset Transfer clear for Council officers, Councillor and Community groups.</p> <p>As this is a new activity it is unclear and difficult to assess whether or not it will have an impact on any protected groups however it should have a</p>
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	Appendix 2 The impact in giving members of the community an opportunity to have a say in the services delivered by local community groups.
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2. Is the proposed activity accessible for all the protected groups listed below?  
*(Consider in what ways the activity might create difficulties or barriers to parts of the workforce, community or protected groups. How might one or more groups be excluded because of the activity?)*

Protected groups	Yes	No	Evidence
Disability	Yes		
Race	Yes		
Gender	Yes		
Sexual orientation	Yes		
Age	Yes		
Religion or belief	Yes		
Transgender or transsexual	Yes		
Marriage and civil partnership	Yes		
Pregnancy or maternity	Yes		

3. Is it likely the proposed activity will have a negative impact on one or more protected groups?

Protected groups	Yes	No	Evidence
Disability		No	
Race		No	
Gender		No	
Sexual orientation		No	
Age		No	
Religion or belief		No	
Transgender or transsexual		No	
Marriage and civil partnership		No	

Pregnancy or maternity		No	
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4. What action can be taken to address any negative impact? What measures could be included to promote a positive impact? (*Consider whether it is possible to amend or change the activity due to the likely adverse impact whilst still delivering the objective. Is it possible to consider a different activity which still achieves the aims but avoids an adverse impact? Is an action plan required to reduce any actual or potential adverse impact?*)

The Council will ensure any negative impact is mitigated through the criteria set out in any management agreement associated with a transfer.

Asset Transfer should have a positive impact by involving the community and offering community groups the opportunity to deliver objectives themselves.

No action plan is required.

5. What are the main sources of evidence that have been used to identify the likely impacts on the different protected groups? (*Use relevant quantitative and qualitative information that is available from sources such as previous EIA's, engagement with staff and service users, equality monitoring, complaints, comments, customer equality profiles, feedback, issues raised at previous consultations and known inequalities*).

As this is a new activity it has been difficult to assess any impact. It is suggested that any impact is assessed over the course of the first three years of the policy and the policy and EIA be updated at the first review to reflect any impacts noted during the review period.

6. Has any consultation been carried out (e.g. with employees, service users or the wider community)? Please provide details

N/A

7. Is further consultation required as a result of any negative impact identified? If so, what groups do you intend to engage with and how?

N/A

8. Conclusion of Equality Impact Assessment - please summarise your findings

Appendix 2

It is possible that there may be an very minor impact but this will not be known until the policy is in operation. The nature and intention of each transfer will differ and therefore consideration will be given to any negative or positive impacts when considering expressions of interest and agreeing any ongoing management arrangements.

**Name of person completing assessment: Damien Cannell**

**Date: 04/01/2023**

**Job title: Asset and Property Manager**

**Signature:** 

**Senior manager name: Mark Appleton**  
**Asset and Property Manager**

**Signature:** Mark Appleton  
Mark Appleton (Jan 6, 2023 11:11 GMT)

**Date: Jan 6, 2023**









# Appendix 1

Final Audit Report

2023-01-06

Created:	2023-01-06
By:	Damien Cannell (damien.cannell@guildford.gov.uk)
Status:	Signed
Transaction ID:	CBJCHBCAABAAG2hSotwatZw_5RnO46ZfJCVPSILAH7xC

## "Appendix 1" History

-  Document created by Damien Cannell (damien.cannell@guildford.gov.uk)  
2023-01-06 - 11:10:15 AM GMT
-  Document emailed to mark.appleton@guildford.gov.uk for signature  
2023-01-06 - 11:10:42 AM GMT
-  Email viewed by mark.appleton@guildford.gov.uk  
2023-01-06 - 11:11:16 AM GMT
-  Signer mark.appleton@guildford.gov.uk entered name at signing as Mark Appleton  
2023-01-06 - 11:11:35 AM GMT
-  Document e-signed by Mark Appleton (mark.appleton@guildford.gov.uk)  
Signature Date: 2023-01-06 - 11:11:37 AM GMT - Time Source: server
-  Agreement completed.  
2023-01-06 - 11:11:37 AM GMT

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## THE FORWARD PLAN

### (INCORPORATING NOTICE OF KEY DECISIONS TO BE TAKEN BY THE EXECUTIVE AND NOTICE OF INTENTION TO CONDUCT BUSINESS IN PRIVATE)

Schedule 1 to this document sets out details of the various decisions that the [Executive](#) and full [Council](#) are likely to take over the next twelve months in so far as they are known at the time of publication. Except in rare circumstances where confidential or exempt information is likely to be disclosed, all decisions taken by the Executive and full Council are taken in public, and all reports and supporting documents in respect of those decisions are made available on our website.

Members of the public are welcome to attend and, in most cases, participate in all of our meetings and should seek confirmation as to the timing of any proposed decision referred to in the Forward Plan from the Committee Services team by telephone on 01483 444102, or email [committeeservices@guildford.gov.uk](mailto:committeeservices@guildford.gov.uk) prior to attending any particular meeting (see note below for special arrangements for remote meetings during the Coronavirus crisis).

Details of the membership of the Executive and the respective areas of responsibility of the Leader of the Council and the lead councillors are set out in Schedule 2 to this document.

#### Key decisions

As required by the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, this document also contains information about known key decisions to be taken during this period.

A key decision is defined in the Council's Constitution as an executive decision which is likely to result in expenditure or savings of at least £200,000 or which is likely to have a significant impact on two or more wards within the Borough.

A key decision is indicated in Schedule 1 by an asterisk in the first column of each table of proposed decisions to be taken by the Executive.

In order to comply with the publicity requirements of Regulation 9 of the 2012

Regulations referred to above, we will publish this document at least 28 clear days before each meeting of the Executive by making it available for inspection by the public on our website: <http://www.guildford.gov.uk/ForwardPlan>

### **Availability of reports and other documents**

Subject to any prohibition or restriction on their disclosure, copies of, or extracts from, any document to be submitted to a decision-maker for consideration in relation to a matter in respect of which a decision is to be made will normally be available for inspection on our website five clear working days before the meeting, or the date on which the proposed decision is to be taken. Other documents relevant to a matter in respect of which a decision is to be made may be submitted to the Executive, or to an individual decision maker, before the meeting or date on which the decision is to be taken, and copies of these will also be available online.

### **Taking decisions in private**

Where, in relation to any matter to be discussed by the Executive, the public may be excluded from the meeting due to the likely disclosure of confidential or exempt information, the documents referred to above may not contain any such confidential or exempt information.

In order to comply with the requirements of Regulation 5 of the 2012 Regulations referred to above, Schedule 1 to this document will indicate where it is intended to deal with any matter in private due to the likely disclosure of confidential or exempt information. Where applicable, a statement of reasons for holding that part of the meeting in private together with an invitation to the public to submit written representations about why the meeting should be open to the public when the matter is dealt with will be set out on the relevant page of Schedule 1.

### **Tom Horwood**

Joint Chief Executive of Guildford and  
Waverley Borough Councils  
Guildford Borough Council  
Millmead House  
Millmead  
Guildford  
GU2 4BB

Dated: 16 February 2023

**EXECUTIVE: 16 March 2023**

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*  Page 37	Ash Road Bridge	<p>1.To recommend that Full Council (at its extraordinary meeting on 16 March 2023) approves the budget and funding strategy as set out in Exempt Appendix 2 and Exempt Appendix 3.</p> <p>2.To delegate to the Strategic Director for Place, in consultation with the Lead Councillor for Regeneration, and Lead Councillor for Finance and Planning Policy, authority to enter into such other contracts and legal agreements connected with the Ash Road Bridge Scheme as may be necessary in compliance with Procurement Procedure Rules</p>	Yes	<p>Report to Executive  (16/03/23)</p> <p>Report to Council  (16/03/23)</p>	<p>Hanna-Liisbeth Lumi</p> <p>01483 444038</p> <p>hanna-liisbeth.lumi@guildford.gov.uk</p>

		and within the approved budget.			
*	Guildford Park Road Redevelopment	Confirmation of the Council's preferred way forward for delivery of the scheme post-planning	No	Report to Executive (16/03/23)  Report to Council (16/03/23)	Rachel Harper  01483 444311  rachel.harper@guildford.gov.uk
*	Guildford West Station	To consider moving to GRIP 4	No	Report to Executive (16/03/23)	Abi Lewis  01483 444908  abi.lewis@guildford.gov.uk

*	Development of Small Sites	Presenting an updated Business Case that seeks approval from the Executive to move the sites into delivery phase, and procure all necessary works and service to get the sites built out.	No	Report to Executive  (16/03/23)	Rachel Harper  01483 444311  rachel.harper@guildford.gov.uk
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\*Information within this item is commercially sensitive and will if required be considered in private as it will involve the likely disclosure of exempt information as defined in paragraph 3 and 5 of Schedule 12A to the Local Government Act 1972, namely: "Information relating to the financial or business affairs of any particular person (including the authority holding that information)."

Any person wishing to make representations in relation to this part of the meeting being held in private for consideration of the above-mentioned item, must do so in writing to: John Armstrong, Democratic Services and Elections Manager either by email: [john.armstrong@guildford.gov.uk](mailto:john.armstrong@guildford.gov.uk) or by letter at the address stated on page 2 by no later than midday Wednesday 8 March 2023.





	Annual Report of the Corporate Governance and Standards Committee	To consider the first Annual Report.	No	Report to Council (16/03/23)	John Armstrong 01483 444056 john.armstrong@guildford.gov.uk
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**EXECUTIVE SHAREHOLDER AND TRUSTEE COMMITTEE: 20 March 2023**

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in  private?	Documents to be submitted to decision-maker for consideration in  relation to the matter in respect of which the decision is to be made.	Contact Officer
Page 42	Arundel House Trust Governance	To consider the legal advice.	No	Report to Executive Shareholder and Trustee Committee  (20/03/23)	Claire Beesly  Claire Beesly@guildford.gov.uk
	Guildford Borough Council Holdings Ltd.	To receive an update.	No	Report to Executive Shareholder and Trustee Committee  (20/03/23)	Claire Beesly  Claire Beesly@guildford.gov.uk

**EXECUTIVE: 20 March 2023**

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*	Community Asset Transfer Policy	Adoption and implementation of the Community Asset Transfer Policy	No	Report to Executive  (20/03/23)	Damien Cannell  01483 444553  damien.cannell@guildford.gov.uk
Page 43	Local Plan Development Management Policies	To consider and recommend to Council the approval of the Local Plan Development Management Policies	No	Report to Executive  (20/03/23)  Report to Council  (22/03/23)	Stuart Harrison  01483 444512  stuart.harrison@guildford.gov.uk

*	UK Shared Prosperity Fund (UKSPF) and Rural Prosperity Fund (REPF)	To consider	No	Report to Executive (20/03/23)	Abi Lewis 01483 444908 <a href="mailto:abi.lewis@guildford.gov.uk">abi.lewis@guildford.gov.uk</a>
	Guildford Spectrum (Building)	To consider this mandate	No	Report to Executive (20/03/23)	Kelvin Mills 01483 444729 kelvin.mills@guildford.gov.uk

**COUNCIL: 22 March 2023**

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Page 45	Local Plan Development Management Policies	To consider and recommend to Council the approval of the Local Plan Development Management Policies	No	Report to Executive  (20/03/23)  Report to Council  (22/03/23)	Stuart Harrison  01483 444512  stuart.harrison@guildford.gov.uk

**COUNCIL: 10 May 2023**

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Page 46	Appointment of Honorary Remembrancer 2023-24	To appoint the Honorary Remembrancer for the municipal year 2023-24.	No	Report to Council  (10/05/23)	John Armstrong  01483 444102  john.armstrong@guildford.gov.uk
	Election of Mayor and appointment of Deputy Mayor 2023-24	To elect a Mayor and appoint a Deputy Mayor for the municipal year 2023-24.	No	Report to Council  (10/05/23)	John Armstrong  01483 444102  john.armstrong@guildford.gov.uk

**COUNCIL: 17 May 2023**

<b>Key Decision (asterisk indicates that the decision is a key decision)</b>	<b>Subject</b>	<b>Decision to be taken</b>	<b>Is the matter to be dealt with in private?</b>	<b>Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.</b>	<b>Contact Officer</b>
Page 47					

**EXECUTIVE: 25 May 2023**

<b>Key Decision (asterisk indicates that the decision is a key decision)</b>	<b>Subject</b>	<b>Decision to be taken</b>	<b>Is the matter to be dealt with in private?</b>	<b>Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.</b>	<b>Contact Officer</b>
Page 48					



**EXECUTIVE: 22 June 2023**

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Page 49	Corporate Safeguarding Policy and Procedure	To approve the Policy and Procedure	No	Report to Executive  (22/06/23)	Jo James  jo.james@guildford.gov.uk
	Medium Term Financial Plan	To review the mid-term budget	No	Report to Executive  (22/06/23)  Report to Council  (25/07/23)	Peter Vickers  peter.vickers@guildford.gov.uk

**EXECUTIVE: 20 July 2023**

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Page 50	Annual Governance Statement 2022- 23	To consider the Council's Annual Governance Statement for 2022-23	No	Report to Executive  (20/07/23)  Report to Corporate Governance and Standards Committee  (27/07/23)	John Armstrong  01483 444102  john.armstrong@guildford.gov.uk

**COUNCIL: 25 July 2023**

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Page 51	Medium Term Financial Plan	To review the mid-term budget	No	Report to Executive  (22/06/23)  Report to Council  (25/07/23)	Peter Vickers  peter.vickers@guildford.gov.uk

**EXECUTIVE: 24 August 2023**

<b>Key Decision (asterisk indicates that the decision is a key decision)</b>	<b>Subject</b>	<b>Decision to be taken</b>	<b>Is the matter to be dealt with in private?</b>	<b>Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.</b>	<b>Contact Officer</b>
Page 52	Capital and Investment outturn report 2022-23	To recommend the approval of the Capital and Investment outturn report 2022-23 to Council at its meeting in October 2023.	No	Report to Corporate Governance and Standards Committee (27/07/2023) Report to Executive (24/08/2023) Report to Council (10/10/2023)	Victoria Worsfold  01483 444834  <a href="mailto:victoria.worsfold@guildford.gov.uk">victoria.worsfold@guildford.gov.uk</a>
	Revenue Outturn Report 2022-23	To approve the Revenue Outturn Report 2022-23.	No	Report to Corporate Governance and Standards Committee (27/07/2023) Report to Executive (24/08/2023)	Victoria Worsfold  01483 444834  <a href="mailto:victoria.worsfold@guildford.gov.uk">victoria.worsfold@guildford.gov.uk</a>

	Housing Revenue Account	To approve the Housing Revenue Account Final Accounts 2022-23	No	Report to Corporate Governance and Standards Committee (27/07/2023) Report to Executive (24/08/2023)	Victoria Worsfold 01483 444834 <a href="mailto:victoria.worsfold@guildford.gov.uk">victoria.worsfold@guildford.gov.uk</a>
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**EXECUTIVE: 21 September 2023**

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer

**COUNCIL: 10 October 2023**

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Page 54	Capital and Investment outturn report 2022-23	To recommend the approval of the Capital and Investment outturn report 2022-23 to Council at its meeting in October 2023.	No	Report to Corporate Governance and Standards Committee (27/07/2023) Report to Executive (24/08/2023) Report to Council (10/10/2023)	Victoria Worsfold  01483 444834  victoria.worsfold@guildford.gov.uk

**EXECUTIVE: 19 October 2023**

<b>Key Decision (asterisk indicates that the decision is a key decision)</b>	<b>Subject</b>	<b>Decision to be taken</b>	<b>Is the matter to be dealt with in private?</b>	<b>Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.</b>	<b>Contact Officer</b>
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**EXECUTIVE: 23 November 2023**

<b>Key Decision (asterisk indicates that the decision is a key decision)</b>	<b>Subject</b>	<b>Decision to be taken</b>	<b>Is the matter to be dealt with in private?</b>	<b>Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.</b>	<b>Contact Officer</b>
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**COUNCIL: 5 December 2023**

<b>Key Decision (asterisk indicates that the decision is a key decision)</b>	<b>Subject</b>	<b>Decision to be taken</b>	<b>Is the matter to be dealt with in private?</b>	<b>Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.</b>	<b>Contact Officer</b>
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**EXECUTIVE: 4 January 2024**

<b>Key Decision (asterisk indicates that the decision is a key decision)</b>	<b>Subject</b>	<b>Decision to be taken</b>	<b>Is the matter to be dealt with in private?</b>	<b>Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.</b>	<b>Contact Officer</b>
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**EXECUTIVE: 25 January 2024**

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Page 59	Capital and investment strategy (2024-25 to 2027-28)	To recommend to Council the approval of the Capital and Investment Strategy (2024-25 to 2027-28)	No	Report to Joint EAB (08/01/2024) Report to Corporate Governance and Standards Committee (18/01/2024) Report to Executive (25/01/2024) Report to Council (07/02/2024)	Victoria Worsfold  01483 444834  victoria.worsfold@guildford.gov.uk
	Business Planning - General Fund Budget 2024-25	To recommend to Council: <ul style="list-style-type: none"> <li>• Approval of the general fund revenue budget for 2024-25</li> <li>• Agreement of a council tax requirement for 2024-25</li> <li>• Declaration of any surplus/deficit on the</li> </ul>	No	Reports to: Joint EAB (08/01/2024) Corp Gov & Standards Ctte (18/01/2024) Report to Executive (25/01/2024)	Victoria Worsfold  01483 444834  victoria.worsfold@guildford.gov.uk

		collection fund		Report to Council (07/02/2024)	
	Housing Revenue Account Budget 2024-25	To recommend to Council approval of the HRA Revenue estimates, associated fees and charges, changes to rents of Council dwellings and approval of Housing Capital Programme for 2024-25.	No	Reports to: Joint EAB (08/01/2024) Report to Executive (25/01/2024) Report to Council (07/02/2024)	Victoria Worsfold  01483 444834  victoria.worsfold@guildford.gov.uk

**COUNCIL: 7 February 2024**

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
	Business Planning - General Fund Budget 2024-25	To recommend to Council: <ul style="list-style-type: none"> <li>• Approval of the general fund revenue budget for 2024-25</li> <li>• Agreement of a council tax requirement for 2024-25 <ul style="list-style-type: none"> <li>• Declaration of any surplus/deficit on the collection fund</li> </ul> </li> </ul>	No	Reports to: Joint EAB (08/01/2024) Corp Gov & Standards Ctte (18/01/2024) Report to Executive (25/01/2024) Report to Council (07/02/2024)	Victoria Worsfold  01483 444834  victoria.worsfold@guildford.gov.uk

	Capital and Investment Strategy (2024-25 to 2027-28)	To recommend to Council the approval of the Capital and Investment Strategy (2024-25 to 2027-28)	No	Report to Corporate Governance and Standards Committee (18/01/2024) Report to Executive (25/01/2024) Report to Council (07/02/2024)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
Page 62	Housing Revenue Account Budget 2024-25	To recommend to Council approval of the HRA Revenue estimates, associated fees and charges, changes to rents of Council dwellings and approval of Housing Capital Programme for 2024-25.	No	Reports to: Joint EAB (08/01/2024) Report to Executive (25/01/2024) Report to Council (07/02/2024)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
	Pay Policy Statement 2024-25	To approve the Pay Policy Statement 2024-25	No	Report to Council (07/02/2024)	Francesca Chapman 01483 444014 francesca.smith@guildford.gov.uk

	Annual Report of the Corporate Governance and Standards Committee	To consider the Annual Report for 2022-23	No	Report to Corporate Governance and Standards Committee (18/01/2024)  Report to Council (07/02/2024)	John Armstrong  01483 444102  john.armstrong@guildford.gov.uk
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**COUNCIL: 21 February 2024**

<b>Key Decision (asterisk indicates that the decision is a key decision)</b>	<b>Subject</b>	<b>Decision to be taken</b>	<b>Is the matter to be dealt with in private?</b>	<b>Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.</b>	<b>Contact Officer</b>
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**EXECUTIVE: 22 February 2024**

<b>Key Decision (asterisk indicates that the decision is a key decision)</b>	<b>Subject</b>	<b>Decision to be taken</b>	<b>Is the matter to be dealt with in private?</b>	<b>Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be</b>	<b>Contact Officer</b>
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				<b>made.</b>	

**EXECUTIVE: 14 March 2024**

<b>Key Decision (asterisk indicates that the decision is a key decision)</b>	<b>Subject</b>	<b>Decision to be taken</b>	<b>Is the matter to be dealt with in private?</b>	<b>Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be</b>	<b>Contact Officer</b>

				made.	

**NOTICE OF OFFICER KEY DECISIONS TO BE TAKEN**

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Date the Decision is to be taken on	Contact Officer
*  Page 57	Details of Public Realm CCTV	To decide on future arrangements and provider for CCTV monitoring, including replacing of cameras as needed.	28.02.2023	01483 445030  chris.wheeler@guildford.gov.uk
*  Page 57	Castle Street	Potential sale of freehold interests	31.03.2023	01483 444322  charles.wood@guildford.gov.uk
*  Page 57	Right to Buy – Flat 32 Walden Cottages, Westwood Lane, Normandy, Guildford, Surrey GU3 2JB	The tenant of the property has confirmed that they wish to proceed with the purchase of the property in accordance with the right to buy legislation and at the purchase price set out in the offer notice	21.02.2023	01483 444293  lehsana.bekth@guildford.gov.uk

		dated 13 December 2022.		
*	Right to Buy – 58 Shepherds Hill, Guildford, Surrey GU2 9RZ	The tenant of the property has confirmed that they wish to proceed with the purchase of the property in accordance with the right to buy legislation and at the purchase price set out in the offer notice dated 14 December 2022.	21.02.2023	01483 444293  lehsana.bekth@guildford.gov.uk
*	Purchase of land and buildings for the Housing Revenue	To purchase 1 Norwood Close, Effingham, Surrey, KT24 5NY	28.02.2023	01483 444296  siobhan.rumble@guildford.gov.uk
*	Right to Buy 74 Wyke Avenue	The tenant of the property has confirmed that they wish to proceed with the purchase of the property in accordance with the right to buy legislation and at the purchase price set out in the offer notice	03.03.2023	01483 444073  ashley.lawes@guildford.gov.uk

		dated 13 October 2021		
*	Right to Buy – 27 Woodside Road, Guildford GU2 8HH	The tenant of the property has confirmed that they wish to proceed with the purchase of the property in accordance with the right to buy legislation and at the purchase price set out in the offer notice dated 13 December 2022.	06.03.2023	01483 444293  iehsana.bakth@guildford.gov.uk

**UNSCHEDULED ITEMS - EXECUTIVE/COUNCIL**

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*	New Housing Strategy (including Homelessness Prevention and Rough Sleeping Strategies) 2020- 2025	To develop a new housing strategy to include the statutory elements of homelessness prevention and rough sleeping.	No	Council	Matt Gough  01483 444772
*	Charging for Regulatory Services	To consider proposal to charge for pre- application advice.	No	Council	Richard Homewood  01483 444028

*	Community Infrastructure Levy Charging Schedule	To adopt the Community Infrastructure Levy Charging Schedule	No	Council	Stuart Harrison 01483 444512
*	Marketing Requirements SPD	To adopt the Marketing Requirements SPD	No	Council	Stuart Harrison 01483 444512
* Page 71	Planning Contributions SPD	To adopt the Planning Contributions SPD	No	Council	Stuart Harrison 01483 444512

*	Green and Blue Infrastructure SPD	To adopt the Green and Blue Infrastructure SPD	No	Council	Stuart Harrison 01483 444512
*	Green Belt SPD	To adopt the Green Belt SPD	No	Council	Stuart Harrison 01483 444512
* Page 72	Community Infrastructure Delivery	(1) To agree a statement of priority for the delivery of infrastructure described in the GBC Infrastructure Delivery Plan and informed by the GBC Regulation 123 list (2) To discuss and propose strategies for securing additional funding necessary for that delivery	Yes	Council	Stuart Harrison 01483 444512



	North Downs Housing Options Report	Review and next steps	No	Council	Matt Gough 01483 444772
	Careline Mandate	To approve the tender	No	Council	Sam Hutchison 01483 444385
Page 73	The Council's Constitution: Review of Financial Procedure Rules	To review and update the financial procedure rules	Yes	Executive	Peter Vickers 01483 444027

	Houses in Multiple Occupation (HMOs) Controls	Further to the report considered by the EAB on 4 November 2021, to consider an update report concerning controls relating to HMOs.	No	Council	Sean Grady 01483 444092
	Communications Strategy	To consider the new draft Communications Strategy	No	Council	Nicola Haymes 01483 444500
Page 74	Review of Refuse and Recycling Services	To consider future options and proposals for the refuse and recycling service	No	Council	Liz Mockeridge 01483 445030/445088

	Domestic Abuse Policy	To approve the Domestic Abuse Policy	No	Council	Jo James 01483 444703
	Careline Mandate	To consider the mandate	No	Council	Sam Hutchison 01483 444385
Page 75	Pest Control Charges and Service Review	To decide whether to continue with the charging for rodent treatments in residential properties as implemented on 1 July 2021. Plus to decide whether the chemical treatment of wasp nests should continue as a Council service.	No	Council	Gary Durrant 01483 444373

	<p>Off-Street Parking Business Plan 2023-24</p> <p>Shawfield</p>	<p>To approve the Off-Street Parking Business Plan 2023-24</p> <p>To consider the mandate</p>	<p>No</p> <p>No</p>	<p>Executive</p> <p>Executive</p>	<p>Andy Harkin</p> <p>01483 444535</p> <p>Matt Gough/Sam Hutchison</p> <p>01483 444052</p>
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**SCHEDULE 2**

**MEMBERSHIP OF THE BOROUGH COUNCIL'S EXECUTIVE**

**AREAS OF RESPONSIBILITY FOR THE LEADER OF THE COUNCIL & LEAD COUNCILLORS GUILDFORD BOROUGH COUNCIL**

<b>Councillor</b>	<b>Areas of Responsibility</b>
<p><b>Leader of the Council and Lead Councillor for Housing and Community</b></p> <p>Councillor Julia McShane</p> <p>75 Applegarth Avenue Park Barn Guildford Surrey GU2 8LX</p> <p>(Westborough Ward)</p>	<p>Communications and engagement; Careline; Community grants; Community Safety, including Community Safety Partnership; Disabled facilities grants, adaptations; Family support; Health; Safeguarding; Supporting vulnerable people, migrants and refugees; Homelessness; Housing advice; Housing maintenance and repairs; Landlord services</p>

Councillor	Areas of Responsibility
<p><b>Deputy Leader of the Council and Lead Councillor for Finance and Planning Policy</b></p> <p>Councillor Joss Bigmore  c/o Guildford Borough Council  Millmead House  Millmead  Guildford  GU2 4BB</p> <p>(Christchurch Ward)</p>	<p>Finance and accounting (General Fund/Housing Revenue Account); Internal Audit; Procurement; Revenues and Benefits; Planning policy, design, conservation</p>
<p><b>Lead Councillor for Assets and Property</b></p> <p>Councillor Tim Anderson  c/o Guildford Borough Council  Millmead House  Millmead  Guildford  GU2 4BB</p> <p>(Clandon &amp; Horsley Ward)</p>	<p>Property and land assets; Engineers; Facilities</p>

Councillor	Areas of Responsibility
<p><b>Lead Councillor for Planning Development, Legal &amp; Democratic Services</b></p> <p>Councillor Tom Hunt c/o Guildford Borough Council Millmead House Millmead Surrey GU2 4BB (Friary and St. Nicolas Ward)</p>	<p>Planning applications; Planning enforcement; Planning integration and improvement; Democratic and committee services; Elections; Executive and civic support; GDPR; Information security, governance; Legal; Overview &amp; Scrutiny support</p>

Councillor	Areas of Responsibility
<p><b>Lead Councillor for Climate Change and Organisational Development</b></p> <p>Councillor George Potter</p> <p>c/o Guildford Borough Council Millmead House Guildford Surrey GU2 4BB</p> <p>(Burpham Ward)</p>	<p>Climate change; Air quality; Sustainable Transport; Business transformation; HR, learning and development, payroll; Strategy, policy and performance; Programme assurance; Risk management, business continuity</p>
<p><b>Lead Councillor for Customer &amp; Commercial Services</b></p> <p>Councillor John Redpath</p> <p>12 Addison Road Guildford GU1 3QP</p> <p>(Holy Trinity Ward)</p>	<p>Complaints, Ombudsman; Customer services, case management; Digital services; FOI; ICT and business systems; Building control; Events; Heritage; Parking (on and off street); Economic Development</p>



Councillor	Areas of Responsibility
<p><b>Lead Councillor for Regeneration</b></p> <p>Councillor John Rigg</p> <p>C/o Guildford Borough Council  Millmead House  Millmead  Guildford  GU2 4BB</p> <p>(Holy Trinity Ward)</p>	<p>Corporate capital projects; Housing delivery; Transport; Regeneration</p>

Councillor	Areas of Responsibility
<p><b>Lead Councillor for Environment &amp; Regulatory Services</b></p> <p>Councillor James Steel</p> <p>c/o Guildford Borough Council Millmead House Millmead Surrey GU2 4BB</p> <p>(Westborough Ward)</p>	<p>Leisure; Bereavement; Green spaces, parks, countryside, trees; Fleet operations; Street cleaning; Waste and recycling; Corporate health and safety; Emergency planning; Environmental health/crime; Food safety; Licensing; Private sector housing</p>

EXECUTIVE ADVISORY BOARD WORK PROGRAMME

Corporate Plan and Forward Plan items are intended to give the EABs an early opportunity to consider major policies or projects.

**SERVICE DELIVERY EXECUTIVE ADVISORY BOARD**

<b>7 JUNE 2023 (Rescheduled from 18 May 2023)</b>				
<b>Item</b>	<b>Additional information</b>	<b>Relevant Lead Councillor(s)</b>	<b>Lead officer</b>	<b>Target completion</b>
Bright Hill Car Park Mandate	To consider options in respect of the site presented in the related business case.		Rachel Harper, Programme Manager - New Homes	
<b>6 JULY 2023</b>				
<b>Item</b>	<b>Additional information</b>	<b>Relevant Lead Councillor(s)</b>	<b>Lead officer</b>	<b>Target completion</b>
<b>7 SEPTEMBER 2023</b>				
<b>Item</b>	<b>Additional information</b>	<b>Relevant Lead Councillor(s)</b>	<b>Lead officer</b>	<b>Target completion</b>
<b>2 NOVEMBER 2023</b>				
<b>Item</b>	<b>Additional information</b>	<b>Relevant Lead Councillor(s)</b>	<b>Lead officer</b>	<b>Target completion</b>
<b>11 JANUARY 2024</b>				
<b>Item</b>	<b>Additional information</b>	<b>Relevant Lead Councillor(s)</b>	<b>Lead officer</b>	<b>Target completion</b>

EXECUTIVE ADVISORY BOARD WORK PROGRAMME

<b>7 MARCH 2024</b>				
<b>Item</b>	<b>Additional information</b>	<b>Relevant Lead Councillor(s)</b>	<b>Lead officer</b>	<b>Target completion</b>

**JOINT EXECUTIVE ADVISORY BOARD**

<b>9 NOVEMBER 2023</b>				
<b>Item</b>	<b>Additional information</b>	<b>Relevant Lead Councillor(s)</b>	<b>Lead officer</b>	<b>Target completion</b>
Business Planning - General Fund Outline Budget 2024-25	To consider the outline budget and submit comments to the Executive.	Cllr Tim Anderson	Peter Vickers Executive Head of Finance	February 2024
<b>8 JANUARY 2024</b>				
<b>Item</b>	<b>Additional information</b>	<b>Relevant Lead Councillor(s)</b>	<b>Lead officer</b>	<b>Target completion</b>
Housing Revenue Account Draft Budget 2024-25	To consider the Draft HRA budget and submit comments to the Executive.	Cllr Julia McShane / Cllr Tim Anderson	Annie Righton, Joint Strategic Director of Community Wellbeing	February 2024
Capital and Investment Strategy 2024-25 to 2028-29	To consider the Draft Capital and Investment Strategy and submit comments to the Executive.	Cllr Tim Anderson	Victoria Worsfold, Lead Specialist - Finance	February 2024

EXECUTIVE ADVISORY BOARD WORK PROGRAMME

**UNSCHEDULED ITEMS**

**Service Delivery Executive Advisory Board**

<b>Item</b>	<b>Additional information</b>	<b>Relevant Lead Councillor(s)</b>	<b>Lead officer</b>	<b>Target completion</b>
Domestic Abuse Bill	To consider work in relation to the Domestic Abuse Bill which is aligned to Housing.	Cllr Julia McShane	Jo James, Senior Policy Officer – Community and Events / Siobhan Kennedy, Homelessness, Advice and Allocations Lead	
Shawfield Road Site, Ash	To reconsider this mandate when the strategic direction has been further developed.	Cllr Tim Anderson	Steve Benbough, Strategy and Communications Manager	
Tourism, Visitor Information Service and Heritage Mandate	To reconsider this mandate when it has been further progressed to include Heritage Services.	Cllr James Steel / Cllr John Redpath	Steve Benbough, Strategy and Communications Manager	
Weyside Housing Development (HRA) Mandate?	This mandate will be presented for consideration.	Cllr Julia McShane	Matt Gough, Head of Housing	
Houses in Multiple Occupation (HMOs) Controls	Further to the report considered by the EAB on 4 November 2021, to consider an update report concerning controls relating to HMOs.  <i>Report expected in Spring 2023.</i>	Cllr Julia McShane	Sean Grady, Private Sector Housing & Pollution Lead / Justine Fuller, Head of Environment & Regulatory Services	

EXECUTIVE ADVISORY BOARD WORK PROGRAMME

Review of Refuse and Recycling Service  <i>(Awaiting Government legislation – anticipate delay until summer 2023)</i>	To consider future options and proposals for the Refuse and Recycling Service.	Cllr James Steel	Chris Wheeler, Head of Operational and Technical Services / Liz Mockeridge, Waste Policy and Development Manager	
Discussion in respect of Service Priorities	To focus on Community and Environmental / Regulatory Services.	Cllrs James Steel and Julia McShane	Annie Righton, Joint Strategic Director of Community Wellbeing	

Agenda item number: 6

**Joint Executive Advisory Board**

Item	Additional information	Relevant Lead Councillor(s)	Lead officer	Target completion
Housing Strategy 2022-2027 (including the Homelessness Prevention and Rough Sleeping Strategies)	To develop a new housing strategy to include the statutory elements of homelessness prevention and rough sleeping.	Cllr Julia McShane	Robert Johnson, Housing Strategy and Enabling Manager	2022
Sutherland Memorial Park	To consider the possible development of a masterplan for the Park to ensure a holistic approach.	Cllr James Steel	Jonathan Sewell, Head of Culture, Heritage and Leisure Services	
Communications	To hold an informal meeting to discuss communications with housing tenants and generally.	Cllr Julia McShane	Annie Righton, Joint Strategic Director of Community Wellbeing	