

STATEMENT OF EXECUTIVE DECISIONS

Thursday, 23rd November, 2023

The decisions summarised below were taken by the Executive at the above-mentioned meeting and, subject to the call-in procedure referred to in Overview and Scrutiny Procedure Rule 16 and to Note (a) at the end of this document, shall have effect five working days after the day of the meeting. Details of any recommendations to Council are also included for completeness.

Members of the Executive

Chairman:

*Councillor Julia McShane (Leader of the Council & Lead Councillor for Housing)

Vice-Chairman:

*Councillor Tom Hunt (Deputy Leader of the Council & Lead Councillor for Regeneration)

*Councillor Angela Goodwin, Lead Councillor for Engagement and Customer Services

*Councillor Catherine Houston, Lead Councillor for Commercial Services

*Councillor Richard Lucas, Lead Councillor for Finance and Property

*Councillor Carla Morson, Lead Councillor for Community and Organisational Development

*Councillor George Potter, Lead Councillor for Planning, Environment and Climate Change

*Councillor Merel Rehorst-Smith, Lead Councillor for Regulatory and Democratic Services

*Present

Councillors James Jones, Richard Mills, Joanne Shaw, and Howard Smith were also in attendance.

Councillors Dawn Bennett, Ruth Brothwell, Stephen Hives, Vanessa King, James Walsh, Dominique Williams, Fiona White, and Catherine Young were in remote attendance.

Agenda Item No.		Officer(s) to action Item
1.	<p data-bbox="331 331 740 371">APOLOGIES FOR ABSENCE</p> <p data-bbox="331 439 908 479">There were no apologies for absence.</p>	
2.	<p data-bbox="331 533 1174 613">LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTEREST</p> <p data-bbox="331 680 930 725">There were no declarations of interest.</p>	
3.	<p data-bbox="331 779 485 819">MINUTES</p> <p data-bbox="331 887 1214 1016">The minutes of the meeting held on 5 October 2023 were confirmed as a correct record. The Chairman signed the minutes.</p>	
4.	<p data-bbox="331 1070 791 1111">LEADER'S ANNOUNCEMENTS</p> <p data-bbox="331 1173 879 1214">New Exhibition at Guildford House</p> <p data-bbox="331 1218 1265 1487">The Leader announced that a new exhibition would open at Guildford House Gallery this weekend from 25 November 2023 to 6 January 2024. The display featured a selection of artworks from the Guildford House Open Competition 2023. Promising a captivating experience for any contemporary art lover, this exhibition was for all ages.</p> <p data-bbox="331 1541 695 1581">Festive Family Fun Day</p> <p data-bbox="331 1585 1286 1890">The Leader announced that the annual Festive Family Fun Day returned to the town centre last weekend, launching the start of Christmas in Guildford. A full programme of free entertainment ran throughout the day. It had been well-attended and very positive comments were received on the day. The event had been funded by Experience Guildford and the UK Shared Prosperity Fund.</p> <p data-bbox="331 1944 727 1984">Christmas bin collections</p> <p data-bbox="331 1989 1195 2024">The dates for Christmas bin collections were now on the</p>	

Council's website:

www.guildford.gov.uk/Christmasbincollectiontimes

Guildford Design Awards

The Guildford Design Awards were currently taking place and the Council had several buildings nominated for awards including The Guildhall, Walnut Bridge and Midleton Enterprise Park. The Leader wished everyone taking part good luck.

Tenant Drop-in Sessions

The Leader informed councillors that the first of our tenant drop-in sessions took place on Wednesday 22 November, and that if they knew of any tenants within their wards that would like to come and talk to us the next session would take place at The Hive on Park Barn Drive on Wednesday 29 November between 6.30pm and 8pm.

5. REVIEW OF COUNCILLORS' ALLOWANCES: REPORT OF THE INDEPENDENT REMUNERATION PANEL

Recommendation to Council (5 December 2023):

Carrie
Anderson

That the Council:

- (1) defers consideration of the report of the Independent Remuneration Panel on the review of councillors' allowances for a period of 12 months;
- (2) retains the current scheme of allowances without indexation, which effectively freezes councillors' allowances at their current level for the 2024-25 financial year; and
- (3) thanks the Independent Remuneration Panel for their work.

Reason:

In view of the Council's current financial position and the Council's determination to resolve those difficulties, now was not the right time to be increasing councillors'

allowances.

6. * GUILDFORD & WAVERLEY TRANSFORMATION & COLLABORATION PROGRAMME

Decision:

Robin
Taylor

That the Executive:

- (1) notes and endorses the Guildford and Waverley Partnership Vision statement, as set out in Appendix 1 to the report submitted to the Executive;
- (2) notes the progress made to date with regard to the Guildford and Waverley collaboration initiative, as set out in Appendix 2 and section 7 of the report;
- (3) adopts the proposed Transformation and Collaboration Programme, as set out in Appendix 3 to the report;
- (4) approves a project to explore the potential benefits of co-locating Guildford Borough Council and Waverley Borough Council staff within shared premises or single HQ, resourced separately from this Transformation and Collaboration Programme, and to receive a report for consideration with an options appraisal and recommendations.
- (5) approves a project to explore a single shared officer structure between Guildford Borough Council and Waverley Borough Council, resourced through the initial Transformation and Collaboration budget allocations, and to receive a report for consideration with an options appraisal and recommendations.
- (6) agrees the additional resources as set out in section 10 of the report (£100,000 of revenue and £100,000 of capital. For Guildford Borough Council this would be funded from flexible use of capital receipts and the Finance Recovery Reserve. For Waverley Borough Council this would be funded from the invest to save reserve) to support the initial start-up of this programme and notes how the revenue funding will be spent to secure officer support as set out within Appendix 4;
- (7) notes that the initial benefits realisation work with the joint Executive Heads of Service has been carried out by

the Organisational Development and Finance Teams, with a rough order of magnitude for savings through collaboration projects at £700,000 but that this figure is expected to increase over time as the detail of more plans is developed;

- (8) notes that the required level of funding to support the delivery of the programme in the longer term cannot be made available at this time, necessitating a phased and prioritised approach in the first instance (focusing more on staff terms and conditions and immediate savings opportunities and less on the broader and more complex questions of the operating model for both authorities);
- (9) requests that consideration be given in February 2024 to how the broader programme can be fully funded and taken forward when the budgets of both Councils are agreed (and adopting a revised programme structure in line with that increased level of funding at that time);
- (10) approves the principle of the Guildford Borough Council and Waverley Borough Council Executives working in partnership on matters relating to the Transformation and Collaboration Programme;
- (11) approves the principle of Simultaneous Executive Meetings (SEMs) for the Executives of Guildford Borough Council and Waverley Borough Council to consider matters relating to the Transformation and Collaboration Programme;
- (12) delegates authority to the Joint Executive Head of Legal and Democratic Services to schedule regular meetings, as required, simultaneously of the Guildford Borough Council and Waverley Borough Council Executives, in consultation with the Leaders of both Councils; and
- (13) invites Overview and Scrutiny Committees to scrutinise and comment upon the draft options appraisals, the recommendations and the costs and savings before these are finalised and brought back to the Executive for further consideration.

Reasons:

1. To articulate and set the framework and goals for the collaborative work between Guildford Borough Council and Waverley Borough Council and provide a direction of

- travel;
2. To enable collaborative work to continue with the resources available and allow officers to resubmit bids for funding to deliver the vision in future years;
 3. To ensure Executive members of both Councils can jointly debate and decide matters coming to them relating to the Transformation and Collaboration programme, ensuring transparency and agile decision making across both authorities, whilst maintaining sovereignty of both councils;
 4. To ensure decisions relating to sharing premises and staffing are subject to proper scrutiny; and
 5. To support the plans of both councils to achieve financial sustainability, particularly for Guildford Borough Council in the light of the reset Budget 2023/24 report (Full Council 25 July 2023) and Financial Recovery Plan (Full Council 10 October 2023) and revised Medium Term Financial Plan (MTFP).

Other options considered and rejected by the Executive:

1. Take no further action on collaboration.
The Executive could choose not to progress the collaboration initiative as set out within the report. The JMT is already in place and the Executives could decide that this joint team will continue to manage the two councils' separate teams and services as they are without any further change, foregoing any future potential opportunities for service development and cost reduction.
2. Do something else
The Executive could agree to pursue the collaboration in a different way or to a greater or lesser degree. Options for the Economic Case to deliver the objectives of the Programme are set out in the PID (Appendix 5). For example, the Executive could resolve to pursue some of the projects referenced within the report but not others or it could ask for officers to focus on something else altogether. If collaboration were to be abandoned, the termination provisions of the Inter-Authority Agreement would apply and the significant costs of dissolution would have to be reported to both councils appropriately.

Details of any conflict of interest declared by the Leader or lead councillors and any dispensation granted:

None.

7. * **ADOPTION OF THE GREEN BELT SUPPLEMENTARY PLANNING DOCUMENT**

Decision:

Stuart
Harrison

That the Green Belt Supplementary Planning Document, as shown in Appendix 1 to the report submitted to the Executive, be adopted.

Reason:

Adopting the new SPD would provide detailed guidance for adopted Local Plan: Strategy and Sites policy P2. This would help ensure clarity and consistency in decision making.

Other options considered and rejected by the Executive:

To reject the SPD or instruct officers to make amendments before returning the document to the Executive.

Amendments would result in a considerable delay in the adoption of the guidance and the benefits associated with it due to the need to reconsult on the amended document and take it back through the committee process.

Details of any conflict of interest declared by the Leader or lead councillors and any dispensation granted:

None.

8. * **RECYCLING POLICY REVIEW**

Decision:

Liz
Mockeridge

1. To approve the closure of the recycling 'bring' sites across the borough, converting two – Station Parade in East Horsley and Portsmouth Road in Guildford – to flats

recycling collection points.

2. To cease the supply of refuse sacks to the 1,917 properties that currently receive them but to continue the supply of recycling sacks.
3. To cease supplying 7L internal food waste caddies for use in residents' kitchens.
4. To continue to supply 23L external kerbside food waste caddies.
5. To continue the supply of recycling bins.

Reason(s):

Acceptance of the proposals to close the 'bring' sites, cease the supply of refuse sacks and cease the supply of 7L internal food waste caddies allows a reduction in costs to the taxpayer with relatively little operational or customer service impact. Continuing the supply of 23L external kerbside food waste caddies and recycling bins allows the current service provision to continue uninterrupted while we wait for the impending recycling service regulatory update.

Other options considered and rejected by the Executive:

1. 'Bring' sites

Option 1 - Do nothing – keep all 22 bring sites operating as currently.

Option 2 - Reduce the numbers of bring sites – reviewing the distribution of sites would lead to a limited cost saving dependent on which sites were closed.

2. Refuse and recycling sack provision

Option 1 - Do nothing – continue to supply both refuse and recycling sacks.

Option 3 - Stopping the supply of both refuse and recycling sacks – offering a cost saving of £46,302 annually (through the ceasing of all sack supply and delivery).

3. Small kitchen food waste caddy provision

Option 1 - Do nothing – continue to supply the 7L internal

caddy for use within residents' kitchen.

Option 3 - Charge for 7L internal kitchen caddies – this charge would need to be around £15 per container to cover the purchase, administration and delivery costs. There would be an online order system development cost of £4,500 and the demand may create an additional requirement for an additional delivery driver and vehicle as purchased containers would need to be delivered where they are currently collected from Parish Councils and the Millmead office.

4. Charging for food waste caddies

Option 2 - Stop supplying all food waste caddies – this would provide a cost saving of £7,160 for the 7L internal caddies and £26,007 for the provision of 23L external caddies. There is no saving on delivery costs as these are not delivered. This option would require residents to provide their own caddies which is expected to reduce use of the food waste service, prompting more food waste to end up in the refuse bins and would raise health and safety concerns stemming from the use of uncertified containers by our crews leaving us liable for any crew injury.

Option 3 - Charging for all caddies – We have identified that we would need to charge around £15 for a small caddy and £17 for a large caddy to cover the cost of the container, administration and delivery costs. There would also be an online order system development cost of £4,500.

5. Charging for recycling bins

Option 2 - Charge for delivery only – this would provide cost savings of approximately £7,200 annually but would also have an online order development cost of £4,500.

Option 3 - Charge for containers and their delivery – this would generate cost savings of approximately £35,000 annually but would also have a system development cost of £4,500.

Details of any conflict of interest declared by the Leader or lead councillors and any dispensation granted:

None.

9. MEDIUM TERM FINANCIAL PLAN (MTFP) AND FINANCIAL RECOVERY PLAN - NOVEMBER UPDATE REPORT

Decision:

Richard
Bates

To note the updated MTFP position and the further work ongoing to produce a balanced budget for 2024-25.

Recommendation (to Council: 5 December 2023)

That the proposed changes to the Approved and Provisional Capital Programmes, as set out in Appendix 1 to the report, be approved.

Reasons:

To enable the Council to protect the current level of reserves and to set a balanced budget and a robust Medium-Term Financial Plan.

10. CAPITAL AND INVESTMENT OUTTURN REPORT 2022-23

Recommendation (to Council: 5 December 2023)

Victoria
Worsfold

- (1) That the capital and investment outturn report be noted.
- (2) That the actual prudential indicators reported for 2022/23, as detailed in Appendix 1 to the report, be approved.

Reasons:

1. To comply with the Council's treasury management policy statement, the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on treasury management and the CIPFA Prudential Code for Capital Finance in Local Authorities.
2. As per the treasury management code although the scrutiny of treasury management (and indeed all finance) has been delegated to the Corporate Governance & Standards Committee, ultimate responsibility remains

with full Council, this report therefore fulfils that need.

11. * HOUSING REVENUE ACCOUNT - REVENUE OUTTURN REPORT 2022-23

Decision:

Victoria
Worsfold

To note the final outturn position and to endorse the decision, taken under delegated authority, to transfer £2.5 million to the reserve for future capital, and £5.26 million to the new build reserve from the revenue surplus of £7.76 million in 2022-23.

Reason:

To allow the Statutory Statement of Accounts to be finalised and subject to external audit prior to approval by the Council.

Other options considered and rejected by the Executive:

None.

Details of any conflict of interest declared by the Leader or lead councillors and any dispensation granted:

None.

12. * GENERAL FUND REVENUE OUTTURN REPORT 2022-23

Decision:

Victoria
Worsfold

To note the final outturn position and to endorse the decisions taken under delegated authority to transfer the amounts set out in the report from the Medium-Term Financial Plan reserve.

Reasons:

1. To note the final outturn position and delegated decisions taken by the Chief Financial Officer which will be included in the statutory accounts.
2. To facilitate the ongoing financial management of the

Council.

Other options considered and rejected by the Executive:

None.

Details of any conflict of interest declared by the Leader or lead councillors and any dispensation granted:

None.

13. **TIMETABLE OF COUNCIL AND COMMITTEE MEETINGS 2024-25**

Recommendation (to Council: 5 December 2023)

Carrie
Anderson

- (1) That the timetable of Council and Committee meetings for the 2024-25 municipal year, attached as Appendix 1 to the report submitted to the Executive, be approved.
- (2) That the Executive Head of Legal & Democratic Services be authorised, in consultation with political group leaders, to approve the Timetable of Council and Committee Meetings in future years.

Reason:

To assist with the preparation of individual committee work programmes.

NOTES:

- (a) Any decision marked “#” means that the item was deemed by the Chief Executive and agreed by the Executive and Chairman of the Overview and Scrutiny Committee to be a matter of urgency for the reason indicated and, in accordance with Overview and Scrutiny Procedure Rule 16 (h), such decision takes effect immediately and is therefore *not* subject to the call-in procedure.
- (b) The call-in procedure is as follows:
 - (i) the Chairman of the Overview and Scrutiny Committee; or

(ii) a minimum of five members of the Council

may require that a decision be referred to the Overview and Scrutiny Committee for review.

- (c) Councillors wishing to exercise their right to call-in a decision taken by the Executive must give notice in writing to the Democratic Services and Elections Manager. The reason for a councillor calling-in a decision shall accompany any such request and must meet one of the following criteria:
- (a) that there was insufficient, misleading or inaccurate information available to the decision-maker;
 - (b) that all the relevant facts had not been taken into account and/or properly assessed;
 - (c) that the decision is contrary to the budget and policy framework and is not covered by urgency provisions; or
 - (d) that the decision is not in accordance with the decision-making principles set out in the Constitution.

Such notice should be marked for the attention of John Armstrong who can be contacted by e-mail on john.armstrong@guildford.gov.uk

- (d) On receipt of a call-in request, the Monitoring Officer will decide, in consultation with the chairman of the Overview and Scrutiny Committee, whether it is valid and will notify the councillors concerned accordingly.
- (e) In the case of a valid call-in, the decision shall be referred to a special Call-in meeting of the Overview and Scrutiny Committee, which shall be held within 21 days of the decision on validity referred to in paragraph (d) above.
- (f) A decision marked with an asterisk denotes that the matter is a “Key Decision” which is defined in the Council’s Constitution as an executive decision:
- (i) which is likely to result in significant expenditure or savings (of at least £200,000) having regard to the budget for the service or

function to which the decision relates; or

- (ii) which is likely to have a significant impact on two or more wards within the Borough.