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Contact Officer:

Ola Olaluwoye Tel: 01483 444106

25 February 2015

Dear Councillor

Your attendance is requested at a meeting of the **CORPORATE IMPROVEMENT SCRUTINY COMMITTEE** to be held in the Council Chamber - Millmead House on **THURSDAY, 5 MARCH 2015** at 7.00 pm.

Yours faithfully

Satish Mistry  
Executive Head of Governance

**MEMBERS OF THE COMMITTEE**

Chairman: Councillor Zöe Franklin

Vice-Chairman: The Deputy Mayor, Councillor Nikki Nelson-Smith

Councillor David Carpenter  
Councillor Mark Chapman  
Councillor Colin Cross  
Councillor Andrew French  
Councillor Angela Gunning  
Councillor Christian Holliday  
Councillor Philip Hooper

Councillor Bob McShee  
Councillor Anne Meredith  
Councillor Iseult Roche  
Councillor Tony Rooth  
Councillor Nick Sutcliffe  
Councillor David Wright

**Authorised Substitute Members:**

Councillor Adrian Chandler  
Councillor Graham Ellwood  
Councillor Christian Gilliam  
Councillor Lizzie Griffiths  
Councillor Gillian Harwood

Councillor Liz Hogger  
Councillor Diana Lockyer-Nibbs  
Councillor Mrs Jennifer Powell  
Councillor Caroline Reeves  
Councillor Neil Ward

**QUORUM 5**

**WEBCASTING NOTICE**

This meeting will be recorded for live and subsequent viewing on the Council's website. Please see further details overleaf.

## THE COUNCIL'S STRATEGIC FRAMEWORK

### Vision – for the borough

For Guildford to be a town and borough:

- with strong infrastructure
- world-class businesses with capacity to expand and deliver growth
- an evolving and vibrant economy which creates a progressive and sustainable environment
- for people today and future generations living in an ever improving society.

### Five fundamental themes that support the achievement of our vision

- **Infrastructure** – working effectively with partners to drive development and business growth that will expand our economy
- **Economy** – to grow a sustainable economy that will support all aspects of life in our borough.
- **Development** – to ensure that there is appropriate infrastructure, commercial space and a range of homes, built sensitively, without damaging our heritage or countryside.
- **Sustainability** – to ensure the services we provide and the borough develops and grows, in the most sustainable way.
- **Society** – to evolve a self-reliant and sustaining community, while supporting our most vulnerable residents.

### Values for our residents

- We will strive to be the best Council.
- We will deliver quality and value for money services.
- We will help the vulnerable members of our community.
- We will be open and accountable.
- We will deliver improvements and enable change across the borough.

### Mission – for the Council

A forward looking, efficiently run Council, working in partnership with others and providing first class services that give the community value for money, now and in the future.

### Developing our Council

To be a well led, collaborative organisation that has customer care and top quality at its heart. To have highly trained and proficient staff and councillors who challenge and learn.

### **WEBCASTING NOTICE**

This meeting will be recorded for live and/or subsequent broadcast on the Council's website. The whole of the meeting will be recorded, except where there are confidential or exempt items, and the footage will be on the website for six months.

If you make a representation to the meeting you will be deemed to have consented to being recorded. By entering the Council Chamber, you are also consenting to being recorded and to the possible use of those images and sound recordings for webcasting and/or training purposes.

If you have any queries regarding webcasting of meetings, please contact Committee Services on 01483 444102.

## **Terms of Reference of Guildford Borough Council's Overview and Scrutiny Committees**

### **8.1 Terms of Reference**

The Council will appoint two scrutiny committees to discharge the functions conferred by Sections 21 and 21A of the Local Government Act 2000 or regulations made under Section 32 of the Local Government Act 2000, as follows:

#### Corporate Improvement Scrutiny Committee:

To lead on those functions which are concerned with the management of the Council's resources, internal services and overall improvement programme.

#### Customer and Community Scrutiny Committee:

To lead on those functions of the Council which have a direct impact on the Council's customers and local communities.

(The Customer and Community Scrutiny Committee is the Council's designated crime and disorder committee under Section 19 of the Police and Justice Act 2006.)

The general terms of reference of the scrutiny committees are set out below:

- (a) to perform all overview and scrutiny functions on behalf of the Council;
- (b) to appoint such sub-committees as they consider appropriate to fulfil those overview and scrutiny functions;
- (c) to receive reports from the Leader at their first normal meetings after each Annual Council meeting on 'the state of the area', the Leader's/Executive's priorities for the coming year and their performance in the previous year;
- (d) to approve overview and scrutiny work programmes so as to ensure that the time of each committee is effectively and efficiently utilised;
- (e) to undertake investigations into such matters relating to the Council's functions and powers as:

- (i) may be referred by the Leader/Executive; or
- (ii) each committee may consider appropriate; or
- (iii) have been referred to a committee pursuant to the “call-in” procedure set out in the Overview and Scrutiny Procedure Rules in Part 4 of this Constitution;

In respect of (iii) above, the relevant scrutiny committee may review the decision or, if it so wishes, refer the matter to the full Council for review.)

- (f) to review and advise on all existing policies of the Council, including making recommendations for future options to the Leader/Executive;
- (g) to review arrangements to secure continuous improvement in the way in which the Council’s functions are exercised, having regard to a combination of economy, efficiency and effectiveness;
- (h) to monitor and review the Council’s performance against relevant national and local performance indicators and adopted plans and strategies;
- (i) to consider any matter affecting the area or its inhabitants;
- (j) to discuss initiatives put forward for consideration by individual members of each committee
- (k) to deal with any relevant councillor call-for-action in accordance with the protocol attached as Appendix 1 to the Overview and Scrutiny Procedure Rules set out in Part 4 of this Constitution; and
- (l) to consider petitions received under the adopted Petition Scheme that fall into the following categories:
  - petitions requiring a senior officer to give evidence to a scrutiny committee; and
  - a request from a petition organiser, who is not satisfied with the Council’s response to a petition, for a review of the adequacy of the steps taken or proposed to be taken in response to the petition.

\* \* \*

## **Overview and Scrutiny Committee meeting dates for the rest of 2014-15**

**(Council Chamber, Millmead, beginning at 7pm):**

<b>Customer and Community Scrutiny Committee</b>	<b>Corporate Improvement Scrutiny Committee</b>
10 March 2015	23 April 2015
<b>Special meeting of the Joint Scrutiny Committee</b>	
7 April 2015	

## **AGENDA**

### **ITEM**

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

**2. LOCAL CODE OF CONDUCT - DISCLOSURE OF INTERESTS**

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

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

**3. MINUTES (Pages 1 - 6)**

To confirm the minutes of the meeting of the Corporate Improvement Scrutiny Committee held on 8 January 2015.

**4. EXCLUSION OF PRESS AND PUBLIC**

The Committee is asked to consider passing the following resolution:

"That under Section 100A(4) of the Local Government Act 1972 (as amended), the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A to the Act."

**5. FUNDAMENTAL SERVICE REVIEW OF PARKING (Pages 7 - 44)**

**6. WORK PROGRAMME (Pages 45 - 66)**

**Please contact us to request this document in an alternative format**

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## CORPORATE IMPROVEMENT SCRUTINY COMMITTEE

Councillor Zöe Franklin (Chairman)

\* The Deputy Mayor, Councillor Nikki Nelson-Smith (Vice Chairman in the Chair)

Councillor David Carpenter  
\* Councillor Mark Chapman  
\* Councillor Colin Cross  
\* Councillor Andrew French  
Councillor Angela Gunning  
\* Councillor Christian Holliday

\* Councillor Bob McShee  
\* Councillor Anne Meredith  
Councillor Iseult Roche  
\* Councillor Tony Rooth  
Councillor Nick Sutcliffe  
\* Councillor David Wright

\*Present

Councillor Manning, Deputy Leader and Lead Councillor for Finance and Asset Management, and Councillor Mansbridge, Leader of the Council, were also in attendance.

### **CI23 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS**

Apologies were sent on behalf of Councillors Franklin, Carpenter and Gunning.

In accordance with Council Procedure Rule 17(m), Councillor Caroline Reeves attended as a substitute for Councillor Franklin.

### **CI24 LOCAL CODE OF CONDUCT - DISCLOSURE OF INTERESTS**

Councillor Christian Holliday declared a non-pecuniary interest in item 10, Planning Services Fundamental Service Review by virtue of the fact he is a planning consultant. He withdrew from the meeting during the discussion of this item to avoid any appearance of bias.

### **CI25 MINUTES**

The minutes of the meeting of 18 September 2014 were confirmed as a correct record subject to the following corrections:

- Page 11 – paragraph 1, line 1: O'Bryne corrected to "**O'Byrne**"
- Page 11 – paragraph 4, line 1: delete "**are**"
- Page 11 – paragraph 5, line 1: include "**the**" between "that" and "aim"
- Page 11 – paragraph 5, line 10: delete "**to**"
- Page 12 – resolution (3): replace "our" with "**the Council's**".

### **CI26 WEY AHEAD NEWSLETTER ITEMS - COUNCILLORS QUESTIONS**

There were no questions.

### **CI27 EXCLUSION OF PRESS AND PUBLIC**

The Committee RESOLVED:

That under Section 100A(4) of the Local Government Act 1972 (as amended), the public and press be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A to the Act.

### **CI28 PLANNING SERVICES FUNDAMENTAL SERVICE REVIEW**

The Committee considered a report summarising the work of the fundamental service review (FSR) of Planning Services, including the background to its findings and recommendations as

approved by the FSR project board. As Local Land charges and the Planning Committee had both recently been subject to reviews, they were not included in this FSR. The FSR focused on the three main service areas of the Service, namely, Planning Policy, Development Control and Building Control.

The FSR board considered the review having agreed the vision statement that the Planning Service should be exemplary and at the centre of delivering the strategic priorities and objectives of the Council. This vision would be enabled by working in strong partnership with applicants, agents, communities, councillors, the Planning Committee and other council services, creating a real sense of one team with a shared set of objectives to manage and enable good development in the Borough through open and constant dialogue.

The FSR had identified a number of areas for improvement in each of the main service areas, including the potential to respond to increasing competition and the potential to use new technology to improve efficiencies within the service.

Committee members particularly noted the need to ensure sufficient provision was in place for the effective implementation and staff training of the new IT system to be used in support of the recommendations. Officers advised the Committee that the Head of Business Systems was in dialogue with the Interim Head of Planning to ensure the smooth implementation of the new system.

Officers also advised that the job rotation model was being introduced to partly address the issue of nurturing talented staff who then go on to develop their careers elsewhere. The model was still under discussion.

Committee members raised concerns regarding the proposed removal of the Head of Service post, commenting that this post would still be needed to oversee the embedding of the new culture and IT system. The Executive Head of Service acknowledged these concerns and agreed that the FSR Board would give further consideration to the proposal.

With regard to the implementation of the recommendations as set out in section 16 of the report, committee members suggested that the progress against the implementation plan should be reported back to this Committee since it had considered the initial report, as opposed to the Customer and Community Scrutiny Committee as suggested. Committee members also suggested that the FSR Implementation Review Board should include councillor representation.

Further to enquiries from the Committee, officers advised that option 2 (shared service) of the Building Control Options Appraisal was the preferred option. Option 3 (Local Authority Trading Company), although having scored more in the assessment criteria, would be considered once a shared service option had been established, as some building control functions could not be delegated under that model. Option 2 could then effectively be an interim model. However, some Committee members requested this still be given further consideration.

Having considered the report, including the findings and recommendations of the Planning Services FSR project board, the Committee

RESOLVED to forward the following comments to the Executive:

1. That the Corporate Improvement Scrutiny Committee be designated to monitor progress against the implementation plan arising from the Fundamental Services Review.
2. That consideration be given to including councillor representation on the implementation review board appointed to ensure the delivery of the outcomes of the Fundamental Services Review.



3. That the need for careful consideration of any future decision on the Head of Planning Services post be emphasised.
4. That further consideration be given to the preferred option arising from the Building Control Options Appraisal and, in particular, the respective merits of Option 2 (Shared Service) and Option 3 (Local Authority Trading Company).

#### **CI29 ASSET STRATEGY AND ASSET MANAGEMENT FRAMEWORK**

The Committee considered a new Asset Strategy and the updated Asset Management Framework prior to its consideration by the Executive on 20 January 2015. Both documents were part of the Council's strategic management of its property estate excluding Council dwellings which are covered under the Housing Revenue Account (HRA) business plan.

Whilst considering the Asset Strategy, officers advised that measures were in place to address the areas where we were not compliant.

Having considered the report the Committee

RESOLVED: to endorse the new Asset Strategy and the Asset Management Framework as set out in the report.

#### **CI30 WORK PROGRAMME**

The Committee considered its work programme for the rest of the 2014-15 year.

The Committee expressed its dissatisfaction at this year's arrangement of scrutinising the performance of G-Live and Leisure Partnership by email, as set out in paragraphs 2.4 and 2.5 of the report. Committee members suggested that future work programmes be more balanced, as the current arrangement represented a failing in the process, especially with regard to properly scrutinising key elements of the Council's operation. The Chairman advised that this year's approach to scrutinising the contracts was agreed by the overview and scrutiny chairmen and vice chairmen, but the comments would be considered when planning future work programmes.

Notwithstanding, the Committee RESOLVED to approve the work programme as detailed in Appendix 1 to the report.

**Post-meeting note:** Further to the Scrutiny Work Programme meeting on 19 January 2015, the Overview and Scrutiny Chairs, Vice Chairs and officers agreed that the annual contract monitoring of G-Live and Leisure Partnership would be considered by the Customer and Community Scrutiny Committee on 10 March 2015.

#### **CI31 TREASURY MANAGEMENT ANNUAL STRATEGY REPORT 2015-16 AND PRUDENTIAL INDICATORS 2015-16 TO 2019-20**

The Committee considered a report detailing the Treasury Management Strategy for 2015-16. In particular, the Committee was requested to consider and comment on:

- the strategy as detailed in section 4 of Appendix 1 of the report
- the treasury prudential indicators and limits for 2015-16 to 2017-18.

Prior to the debate by the Committee, the Senior Accountant gave a presentation which outlined an overview of the Council's Treasury Management function, gave context to the strategy report and explained the scale of the treasury management activity through the Council.

Further to queries from the Committee, officers advised that a full tender would be carried out on our bank, HSBC, when the current extension on their contract comes to an end.

In response to another query, the officer advised that secured investments had only recently been separately included on the counterparty list with separate limits, and that we will begin to monitor their performance against non-secured investments.

The Committee agreed:

- that the Council should renew its credit rating
- with the investment strategy and the limits set within it
- with the minimum liquidity requirement included in the liability benchmark and
- with the borrowing strategy.

The Committee noted the report and supported the recommendations as set out in the report.

**Note:** On the day of the meeting, officers circulated material to the Committee that was not available when the agenda was published. Later in the meeting, the Committee RESOLVED:

That under Section 100A(4) of the Local Government Act 1972 (as amended), the public and press be excluded from the meeting for material to be considered on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act.

### **CI32 GENERAL FUND CAPITAL PROGRAMME 2015-16 AND 2019-20**

The Committee considered a report detailing the new capital programme proposals for the period 2015-16 to 2019-20. The report included the Council's Minimum Revenue Provision (MRP) policy and some of the Council prudential indicators due to their direct link with capital expenditure.

Prior to the debate by the Committee, the Senior Accountant gave a presentation giving an overview of the General Fund capital fund for the period, and outlining the implications of the bids submitted by officers.

The bids were evaluated by extended CMT in September 2014 and reviewed by the Finance Scrutiny Group (FSG) in October 2014. The FSG's comments on nine of the bids were included in the report.

Further to concerns from the Committee, officers advised that Bid 6 (Electric Theatre – New boilers) and Bid 26 (Renewable Projects) would be considered together before either scheme is progressed to avoid any duplication.

Similarly, officers also advised that Bid 9 (Stoke Park Glasshouses) related to a different part of the Stoke Park site to what would be part of Bid 30 (Home Farm – Stoke Park). Although the bids for the site were being strategically considered together, the bids would be considered separately if Bid 30 were granted; otherwise the entire site would be considered as part of another project under Asset Management.

Notwithstanding the above, the Committee was broadly in support of the bids, the prudential indicators and the MRP.

**Note:** On the day of the meeting, officers circulated material to the Committee that was not available when the agenda was published. Later in the meeting, the Committee RESOLVED:

That under Section 100A(4) of the Local Government Act 1972 (as amended), the public and press be excluded from the meeting for material to be considered on the grounds that it

involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act.

The meeting finished at 9.53 pm

Signed .....  
Chairman

Date .....

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Corporate Improvement Scrutiny Committee Report

Report of Executive Head of Governance

Author: James Dearling

Tel: 01483 444141

Email: james.dearling@guildford.gov.uk

Date: 5 March 2015

## Corporate Improvement Scrutiny Committee – Work Programme

### Recommendation

The Committee is requested to consider and approve the work programme for the Corporate Improvement Scrutiny Committee and Joint Scrutiny Committee as detailed in Appendix 1.

### Reason for Recommendation

To enable the Committee to review and agree its work programme.

### 5. Purpose of Report

- 1.1 This report sets out the recommendations for the Committee's work plan from the work programme meeting held on 19 January 2015 and subsequent agreements between the Chairmen and Vice Chairmen of the Scrutiny Committees.
- 1.2 As agreed by the Council on 7 October 2014, each overview and scrutiny committee is responsible for setting its own work programme subject to the following procedure:

“The chairmen and vice-chairmen of the OSCs [overview and scrutiny committees] and relevant officers shall normally meet at least bi-monthly to prepare and submit proposed work programmes periodically to each OSC for approval.”

### 6. Work Programme

- 2.1 Work programme meetings consider the current work plans for allh scrutiny committees, taking into account the forward plan for the Executive and Council.
- 2.2 For both completeness and to provide an overview, the recommendations for the work programmes of all OSCs are attached as **Appendix 1**.

### 3. Next and future work programme meetings

- 3.1 The next work programme meeting is scheduled for Monday 9 March 2015 at 1.00pm. in Meeting Room 109, Old Millmead House. These meetings are

usually held every two months, to facilitate flexibility and accommodate requests to consider items.

- 3.2 Councillors are reminded that they are able to submit suggestions and amendments to the overview and scrutiny work plan at these work programme meetings. Councillors are encouraged to attend the work programme meeting to explain in more detail their proposal, including how it satisfies the scrutiny committee work programme development and topic selection flowchart (attached at **Appendix 2**).

#### **4. Conclusion**

- 4.1 The Committee is requested to consider and approve the work programme for the Customer and Community Scrutiny Committee and Joint Scrutiny Committee as detailed in the attached **Appendix 1**. Suggested changes and new items are indicated by shaded rows or underlined bold italics. To provide an overview of the overview and scrutiny function, the appendix also includes details of the work plan for the Corporate Improvement Scrutiny Committee.


#### **5. Background papers**

- Forward Plan, published 27 January 2015
- Report to and minutes from work programme meeting, 19 January 2015

#### **6. Appendices**

- Overview and scrutiny work programme
- Scrutiny committee work programme development and topic selection flowchart

## OVERVIEW AND SCRUTINY WORK PROGRAMME

 Changes to the work programme agreed at, or subsequent to, the 19 January work programme meeting

### CORPORATE IMPROVEMENT SCRUTINY COMMITTEE, 5 March 2015

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Fundamental Service Review of Parking	To consider the final results of the Fundamental Service Review of Parking	Scrutiny Committee with recommendations to Executive: 24 March 2015	Kevin McKee 01483 444530 kevin.mckee@guildford.gov.uk
North Street Capital Project	To consider the financial condition in the draft development agreement	Scrutiny Committee with recommendations to Executive: 24 March 2015	Chris Mansfield 01483 444550 chris.mansfield@guildford.gov.uk

### CUSTOMER AND COMMUNITY SCRUTINY COMMITTEE, 10 March 2015

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Annual Contract Monitoring: G Live	To review the performance of HQ Theatres after the third year of operating G Live.	Executive: 24 March 2015	Jonathan Sewell 01483 444729 jonathan.sewell@guildford.gov.uk
Annual Contract Monitoring: Leisure Partnership	To review the operation of the Leisure Partnership Agreement with GLL/Freedom Leisure after the third year of operation	Executive: 24 March 2015	Jonathan Sewell 01483 444729 jonathan.sewell@guildford.gov.uk

**JOINT SCRUTINY COMMITTEE, 7 April 2015**

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Governance Review	To consider the final report of the task and finish group	Executive comments on 9 April; Council 14 April 2015	Satish Mistry 01483 444042 satish.mistry@guildford.gov.uk

**CORPORATE IMPROVEMENT SCRUTINY COMMITTEE, 23 April 2015**

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Asset Management Review – Farms, Farmland, Allotments and Fishing Licences	To review the findings of the asset management review in relation to farms, farmland, allotments and fishing licences	Scrutiny Committee with recommendations to Executive	Mark Appleton 01483 444364 mark.appleton@guildford.gov.uk

**CUSTOMER AND COMMUNITY SCRUTINY COMMITTEE, 9 June 2015**

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer

**JOINT SCRUTINY COMMITTEE, 16 June 2015**

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Leader's Annual Report	To consider the Leader's annual report on progress and future priorities.	Scrutiny Committee	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

**CORPORATE IMPROVEMENT SCRUTINY COMMITTEE, 25 June 2015**

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer

**CUSTOMER AND COMMUNITY SCRUTINY COMMITTEE, 14 July 2015**

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer

**CORPORATE IMPROVEMENT SCRUTINY COMMITTEE, 30 July 2015**

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer

**CUSTOMER AND COMMUNITY SCRUTINY COMMITTEE, 8 September 2015**

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Houses in Multiple Occupation (HMOs) – position statement	To consider an update on implementation of the recommendations of the HMO task and finish group	Scrutiny Committee	Ted Wainhouse 01483 444305 ted.wainhouse@guildford.gov.uk

**CORPORATE IMPROVEMENT SCRUTINY COMMITTEE, 17 September 2015**

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer

**CUSTOMER AND COMMUNITY SCRUTINY COMMITTEE, 20 October 2015**

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Annual Review of Homeless Strategy	To consider the findings following the annual review of the Homeless Strategy 2015.	Scrutiny Committee	Kim Rippett 01483 444241 kim.rippett@guildford.gov.uk

Annual Contract Monitoring: Leisure Partnership	To review the operation of the Leisure Partnership Agreement with GLL/Freedom Leisure after the fourth year of operation	Executive	Jonathan Sewell 01483 444729 jonathan.sewell@guildford.gov.uk
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**CORPORATE IMPROVEMENT SCRUTINY COMMITTEE, 12 November 2015**

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Social Enterprise – Progress and Next Steps	tbc	Scrutiny Committee	Stephen Benbough 01483 444052 stephen.benbough@guildford.gov.uk

**JOINT SCRUTINY COMMITTEE, 17 November 2015**

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Housing Revenue Account (HRA) Business Plan	Annual update of the business plan for the (HRA) to take account of the latest information and projections available	Committee is asked to submit any comments on the outline budget to the Executive so that these can be taken into account when making the recommendation to the Council	Phil O'Dwyer and Mark Jasper 01483 444318/ 01483 444846 philip.odwyer@guildford.gov.uk mark.jasper@guildford.gov.uk
General Fund Budget: monitoring report	Mid-year budget monitoring report	Scrutiny Committee	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
Treasury Management Monitoring Report	Committee comments on and notes the treasury management monitoring report for April 2015 to September 2015	Scrutiny Committee	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk



**CUSTOMER AND COMMUNITY SCRUTINY COMMITTEE, 1 December 2015**

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Safer Guildford Partnership Annual Report	To consider the Annual Report.	Scrutiny Committee	Marie Clarke 01483 444510 marie.clarke@guildford.gov.uk

**CORPORATE IMPROVEMENT SCRUTINY COMMITTEE, 7 January 2016**

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Treasury Management Annual Strategy Report	Local authorities are required to determine a treasury management strategy statement (TMSS) and set prudential indicators, on an annual basis	Scrutiny Committee makes recommendations to assist the Executive in formulating its recommendations to Council	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
General Fund Capital Programme	Details of new capital proposals	Scrutiny Committee makes recommendations to assist the Executive in formulating its recommendations to Council	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk

**CUSTOMER AND COMMUNITY SCRUTINY COMMITTEE, 12 January 2016**

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Parking Business Plan	To consider annual business parking plan.	Executive	Kevin McKee 01483 444530 kevin.mckee@guildford.gov.uk
G-Live Annual Monitoring Report	To review the performance of HQ Theatres after the fourth year of operating G Live.	Executive	Jonathan Sewell 01483 444729 jonathan.sewell@guildford.gov.uk

**CORPORATE IMPROVEMENT SCRUTINY COMMITTEE, 3 March 2016**

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer

**CUSTOMER AND COMMUNITY SCRUTINY COMMITTEE, 15 March 2016**

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer

**CORPORATE IMPROVEMENT SCRUTINY COMMITTEE, 28 April 2016**

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer

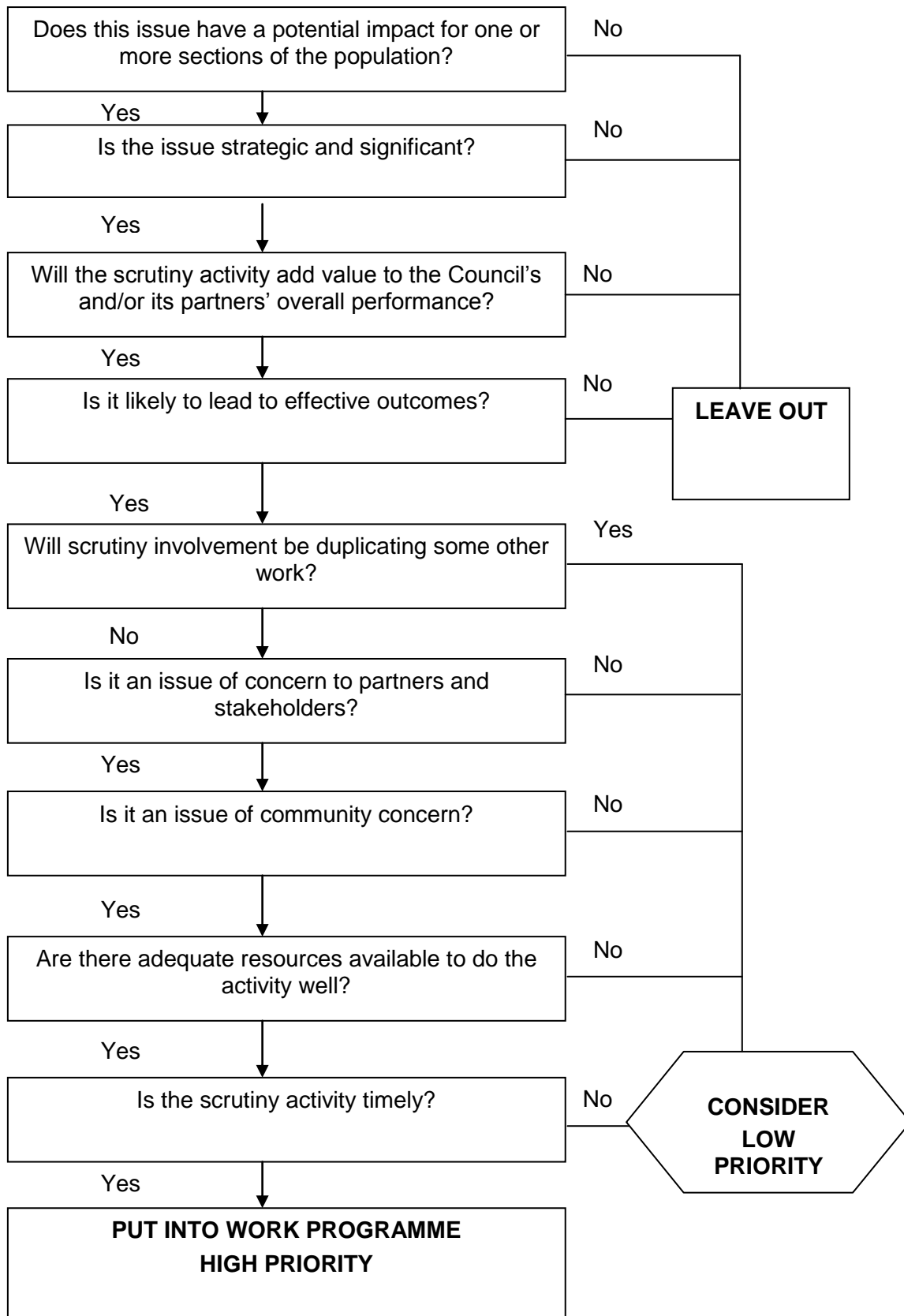
**UNSCHEDULED ITEMS**

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer	Update
Suitable Area of Natural Green Space (SANGS)	To consider a report on the upkeep, management and funding of SANGS	Scrutiny Committee	Barry Fagg 01483 444617 barry.fagg@guildford.gov.uk	Possible scheduling to be considered in 2015-16 municipal year.
Local Plan	–	–	Barry Fagg 01483 444617 barry.fagg@guildford.gov.uk	Interim Head of Planning reports that not in a position to report on the Local Plan in March 2015

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer	Update
Review of Sponsorship Policy	–	Scrutiny Committee	Chris Burchell 01483 444329 chris.burchell@guildford.gov.uk	Further information about scheduling this item to be obtained from Local Economy Manager
Community Infrastructure Levy	To consider the results of consultation	Scrutiny Committee	Barry Fagg 01483 444617 barry.fagg@guildford.gov.uk	Interim Head of Planning to be consulted about the possible scheduling of this item
Guildford Car Park	–	–	Phil O'Dwyer 01483 444318/ 01483 444846 philip.odwyer@guildford.gov.uk	Executive Head of Housing and Health to attend a work programme meeting to provide further information about this potential item
Guildford Public Health and Wellbeing Strategy – Action Plans	Review action plans	Scrutiny Committee	Helen Barnsley 01483 444218 helen.barnsley@guildford.gov.uk	Customer and Community Scrutiny Committee, resolved on 2 December 2014: That the detailed action plans to deliver Guildford's Health and Wellbeing Strategy be scheduled for consideration by the Committee in the New Year.
Guildford Public Health and Wellbeing Strategy – Annual Report	To review strategy and progress	Scrutiny Committee	Helen Barnsley 01483 444218 helen.barnsley@guildford.gov.uk	Customer and Community Scrutiny Committee, resolved on 2 December 2014: That an annual report,

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer	Update
				including progress monitoring, be submitted to the Committee by the Health and Wellbeing Board
Play Strategy	–	–	Jonathan Sewell 01483 444729 jonathan.sewell@guildford.gov.uk	Further information to be obtained from the Business Development Manager
Sports Strategy	–	–	Jonathan Sewell 01483 444729 jonathan.sewell@guildford.gov.uk	Further information to be obtained from the Business Development Manager
Slyfield Area Regeneration Project	–	–	Mike Harris 01483 444200 mike.harris@guildford.gov.uk	Executive Head of Development to attend a work programme meeting to discuss the involvement (and timing) of overview and scrutiny in major projects
Local Strategy Statement	A collaboration between Surrey Councils to cooperate function, including key areas of housing, employment, infrastructure, countryside and environment	Executive	Chris Mansfield 01483 444550 Chris.mansfield@guildford.gov.uk	–

# **SCRUTINY COMMITTEE WORKPROGRAMME DEVELOPMENT AND TOPIC SELECTION FLOWCHART**



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## OVERVIEW AND SCRUTINY WORK PROGRAMME

Changes to the work programme agreed at, or subsequent to, the 19 January 2015 work programme meeting.

### CORPORATE IMPROVEMENT SCRUTINY COMMITTEE, 5 March 2015

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Fundamental Service Review of Parking	To consider the final results of the Fundamental Service Review of Parking	Scrutiny Committee with recommendations to Executive: 24 March 2015	Kevin McKee 01483 444530 kevin.mckee@guildford.gov.uk
North Street Capital Project	To consider the financial condition in the draft development agreement	Scrutiny Committee with recommendations to Executive: 24 March 2015	Chris Mansfield 01483 444550 chris.mansfield@guildford.gov.uk

### CUSTOMER AND COMMUNITY SCRUTINY COMMITTEE, 10 March 2015

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Annual Contract Monitoring: G Live	To review the performance of HQ Theatres after the third year of operating G Live.	Executive: 24 March 2015	Jonathan Sewell 01483 444729 jonathan.sewell@guildford.gov.uk
Annual Contract Monitoring: Leisure Partnership	To review the operation of the Leisure Partnership Agreement with GLL/Freedom Leisure after the third year of operation	Executive: 24 March 2015	Jonathan Sewell 01483 444729 jonathan.sewell@guildford.gov.uk

**JOINT SCRUTINY COMMITTEE, 7 April 2015**

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Governance Review	To consider the final report of the task and finish group	Executive comments on 9 April; Council 14 April 2015	Satish Mistry 01483 444042 satish.mistry@guildford.gov.uk

**CORPORATE IMPROVEMENT SCRUTINY COMMITTEE, 23 April 2015**

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Asset Management Review – Farms, Farmland, Allotments and Fishing Licences	To review the findings of the asset management review in relation to farms, farmland, allotments and fishing licences	Scrutiny Committee with recommendations to Executive	Mark Appleton 01483 444364 mark.appleton@guildford.gov.uk

**CUSTOMER AND COMMUNITY SCRUTINY COMMITTEE, 9 June 2015**

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer

**JOINT SCRUTINY COMMITTEE, 16 June 2015**

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Leader's Annual Report	To consider the Leader's annual report on progress and future priorities.	Scrutiny Committee	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

**CORPORATE IMPROVEMENT SCRUTINY COMMITTEE, 25 June 2015**

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer



**CUSTOMER AND COMMUNITY SCRUTINY COMMITTEE, 14 July 2015**

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer

**CORPORATE IMPROVEMENT SCRUTINY COMMITTEE, 30 July 2015**

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer

**CUSTOMER AND COMMUNITY SCRUTINY COMMITTEE, 8 September 2015**

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Houses in Multiple Occupation (HMOs) – position statement	To consider an update on implementation of the recommendations of the HMO task and finish group	Scrutiny Committee	Ted Wainhouse 01483 444305 ted.wainhouse@guildford.gov.uk

**CORPORATE IMPROVEMENT SCRUTINY COMMITTEE, 17 September 2015**

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer

**CUSTOMER AND COMMUNITY SCRUTINY COMMITTEE, 20 October 2015**

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Annual Review of Homeless Strategy	To consider the findings following the annual review of the Homeless Strategy 2015.	Scrutiny Committee	Kim Rippett 01483 444241 kim.rippett@guildford.gov.uk

Annual Contract Monitoring: Leisure Partnership	To review the operation of the Leisure Partnership Agreement with GLL/Freedom Leisure after the fourth year of operation	Executive	Jonathan Sewell 01483 444729 jonathan.sewell@guildford.gov.uk
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**CORPORATE IMPROVEMENT SCRUTINY COMMITTEE, 12 November 2015**

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Social Enterprise – Progress and Next Steps	tbc	Scrutiny Committee	Stephen Benbough 01483 444052 stephen.benbough@guildford.gov.uk

**JOINT SCRUTINY COMMITTEE, 17 November 2015**

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Housing Revenue Account (HRA) Business Plan	Annual update of the business plan for the (HRA) to take account of the latest information and projections available	Committee is asked to submit any comments on the outline budget to the Executive so that these can be taken into account when making the recommendation to the Council	Phil O'Dwyer and Mark Jasper 01483 444318/ 01483 444846 philip.odwyer@guildford.gov.uk mark.jasper@guildford.gov.uk
General Fund Budget: monitoring report	Mid-year budget monitoring report	Scrutiny Committee	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
Treasury Management Monitoring Report	Committee comments on and notes the treasury management monitoring report for April 2015 to September 2015	Scrutiny Committee	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk

**CUSTOMER AND COMMUNITY SCRUTINY COMMITTEE, 1 December 2015**

<b>Subject</b>	<b>Details of decision to be taken</b>	<b>Decision to be taken by</b>	<b>Contact Officer</b>
Safer Guildford Partnership Annual Report	To consider the Annual Report.	Scrutiny Committee	Marie Clarke 01483 444510 marie.clarke@guildford.gov.uk

**CORPORATE IMPROVEMENT SCRUTINY COMMITTEE, 7 January 2016**

<b>Subject</b>	<b>Details of decision to be taken</b>	<b>Decision to be taken by</b>	<b>Contact Officer</b>
Treasury Management Annual Strategy Report	Local authorities are required to determine a treasury management strategy statement (TMSS) and set prudential indicators, on an annual basis	Scrutiny Committee makes recommendations to assist the Executive in formulating its recommendations to Council	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
General Fund Capital Programme	Details of new capital proposals	Scrutiny Committee makes recommendations to assist the Executive in formulating its recommendations to Council	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk

**CUSTOMER AND COMMUNITY SCRUTINY COMMITTEE, 12 January 2016**

<b>Subject</b>	<b>Details of decision to be taken</b>	<b>Decision to be taken by</b>	<b>Contact Officer</b>
Parking Business Plan	To consider annual business parking plan.	Executive	Kevin McKee 01483 444530 kevin.mckee@guildford.gov.uk
G-Live Annual Monitoring Report	To review the performance of HQ Theatres after the fourth year of operating G Live.	Executive	Jonathan Sewell 01483 444729 jonathan.sewell@guildford.gov.uk

**CORPORATE IMPROVEMENT SCRUTINY COMMITTEE, 3 March 2016**

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer

**CUSTOMER AND COMMUNITY SCRUTINY COMMITTEE, 15 March 2016**

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer

**CORPORATE IMPROVEMENT SCRUTINY COMMITTEE, 28 April 2016**

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer

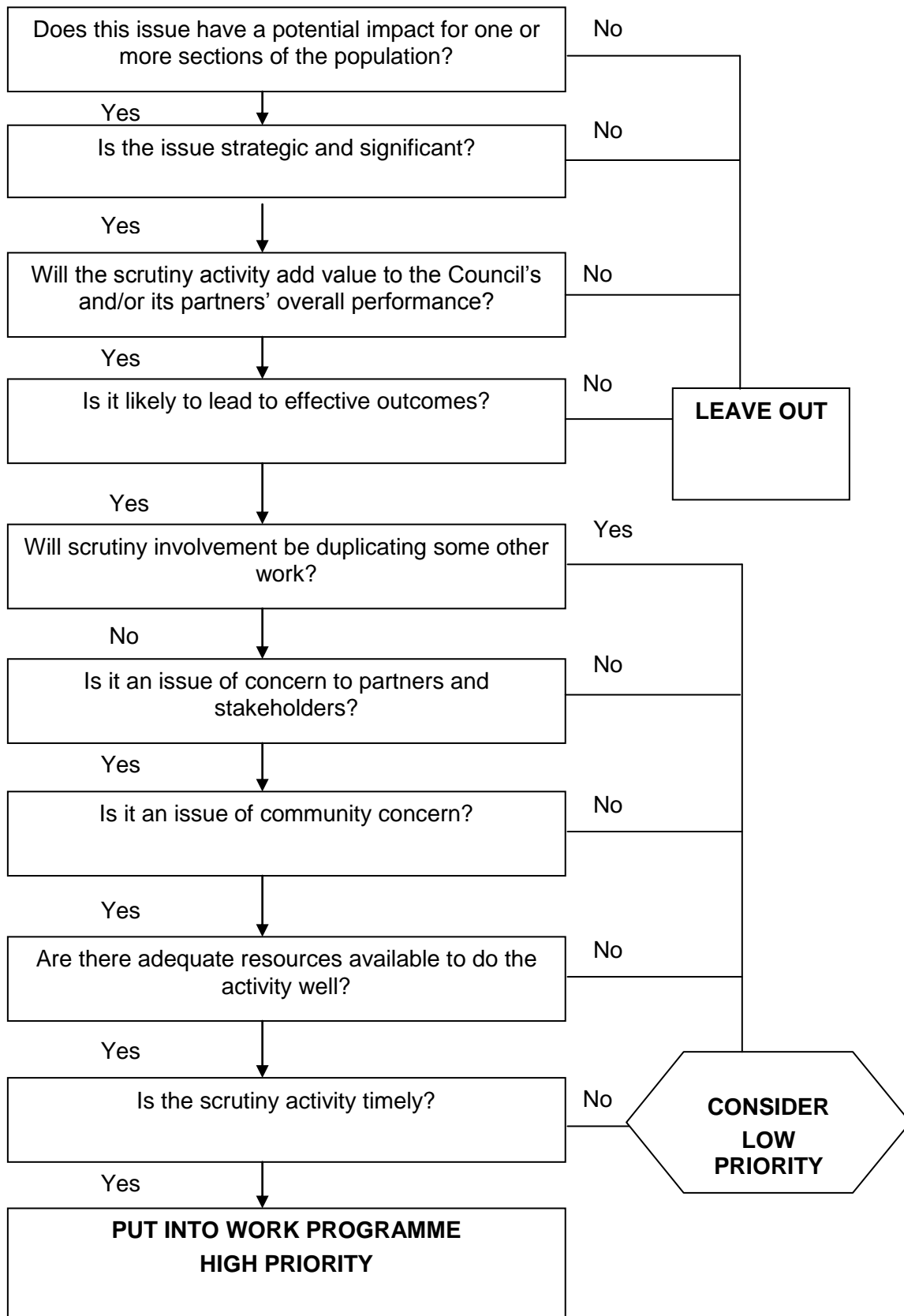
**UNSCHEDULED ITEMS**

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer	Update
Suitable Area of Natural Green Space (SANGS)	To consider a report on the upkeep, management and funding of SANGS	Scrutiny Committee	Barry Fagg 01483 444617 barry.fagg@guildford.gov.uk	Possible scheduling to be considered in 2015-16 municipal year.
Local Plan	–	–	Barry Fagg 01483 444617 barry.fagg@guildford.gov.uk	Interim Head of Planning reports that not in a position to report on the Local Plan in March 2015

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer	Update
Review of Sponsorship Policy	–	Scrutiny Committee	Chris Burchell 01483 444329 chris.burchell@guildford.gov.uk	Further information about scheduling this item to be obtained from Local Economy Manager
Community Infrastructure Levy	To consider the results of consultation	Scrutiny Committee	Barry Fagg 01483 444617 barry.fagg@guildford.gov.uk	Interim Head of Planning to be consulted about the possible scheduling of this item
Guildford Car Park	–	–	Phil O'Dwyer 01483 444318/ 01483 444846 philip.odwyer@guildford.gov.uk	Executive Head of Housing and Health to attend a work programme meeting to provide further information about this potential item
Guildford Public Health and Wellbeing Strategy – Action Plans	Review action plans	Scrutiny Committee	Helen Barnsley 01483 444218 helen.barnsley@guildford.gov.uk	Customer and Community Scrutiny Committee, resolved on 2 December 2014: That the detailed action plans to deliver Guildford's Health and Wellbeing Strategy be scheduled for consideration by the Committee in the New Year.
Guildford Public Health and Wellbeing Strategy – Annual Report	To review strategy and progress	Scrutiny Committee	Helen Barnsley 01483 444218 helen.barnsley@guildford.gov.uk	Customer and Community Scrutiny Committee, resolved on 2 December 2014: That an annual report, including progress

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer	Update
				monitoring, be submitted to the Committee by the Health and Wellbeing Board
Play Strategy	–	–	Jonathan Sewell 01483 444729 jonathan.sewell@guildford.gov.uk	Further information to be obtained from the Business Development Manager
Sports Strategy	–	–	Jonathan Sewell 01483 444729 jonathan.sewell@guildford.gov.uk	Further information to be obtained from the Business Development Manager
Slyfield Area Regeneration Project	–	–	Mike Harris 01483 444200 mike.harris@guildford.gov.uk	Executive Head of Development to attend a work programme meeting to discuss the involvement (and timing) of overview and scrutiny in major projects
Local Strategy Statement	A collaboration between Surrey Councils to cooperate function, including key areas of housing, employment, infrastructure, countryside and environment	Executive	Chris Mansfield 01483 444550 Chris.mansfield@guildford.gov.uk	–

**SCRUTINY COMMITTEE  
WORKPROGRAMME DEVELOPMENT AND TOPIC SELECTION FLOWCHART**



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