

To: All Councillors

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Date: 6<sup>th</sup> December 2013

Dear Councillor

**Council Agenda – 10<sup>th</sup> December 2013**

Please find attached the following item that was noted as "To Follow" in the Council Agenda of 10<sup>th</sup> December 2013:-

- Item 9(a ii) Minutes of the Executive – 3<sup>rd</sup> December 2013

Yours sincerely



Emma Dearsley  
Interim Democratic Services Manager



WAVERLEY BOROUGH COUNCIL

MINUTES OF THE MEETING OF THE EXECUTIVE – 3 DECEMBER 2013

SUBMITTED TO THE COUNCIL MEETING – 10 DECEMBER 2013

(To be read in conjunction with the Agenda for the Meeting)

- |                                  |                          |
|----------------------------------|--------------------------|
| * Cllr Robert Knowles (Chairman) | * Cllr Julia Potts       |
| * Cllr Mike Band (Vice-Chairman) | Cllr Stefan Reynolds     |
| * Cllr Brian Adams               | * Cllr Adam Taylor-Smith |
| * Cllr Carole King               | * Cllr Keith Webster     |

\* Present

Also present at the meeting: Councillors Nick Holder, Jim Edwards attended and spoke on Agenda Item 11 – The Waverley Borough Local Plan (Minute No. 111 refers)

Councillors Peter Isherwood and Wyatt Ramsdale were also in attendance.

97. MINUTES

The Minutes of the Meeting of the Executive held on 5<sup>th</sup> November 2013 were confirmed and signed.

98. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Stefan Reynolds. The Leader also advised the Executive of the resignation of Councillor Stephen O'Grady as Portfolio Holder for IT and Customer Services because of work commitments.

99. DECLARATION OF INTERESTS

The following declarations were made at the start of the meeting:-

Cllr Julia Potts declared a non-pecuniary interest in Agenda item 8, the Rowledge Governance Review, as she was a member of Farnham Town Council. She would also be abstaining from any vote on this item.

Paul Wenham, Graeme Clark, Robin Pellow and Robin Taylor declared potential pecuniary interests in item 7, the Senior Management Restructure. When the Executive reached item 7, Paul Wenham remained in the room initially to provide his advice as the Council's Acting Head of Paid Service but left the room when Members considered matters in exempt session. All officers present at the meeting, with the exception of the Head of Strategic HR the Strategic HR Manager, the Borough Solicitor and Interim Democratic Services Manager also left the room for the consideration of this item.

100. QUESTIONS

The Executive received the following questions in accordance with Procedure Rule 10:-

Mr Mark Westcott from Farnham

*"The other day, a prominent young mother from Rowledge answered a question which has been nagging me ever since the results of the votes in the 2<sup>nd</sup> stage of the consultation were announced.*

*She said "Until we got that letter from the Mayor, you had virtually 100% support among the mums in Rowledge. But the Mayor's letter went on about a number of things which worried local mothers a lot and what really scared them was when he said it was an irreversible decision. I can tell you I don't know a single mum that voted for you after that letter".*

*I tried to explain that what the Mayor had claimed wasn't, in fact, true – it is a reversible decision. When I then discussed the other wilfully inaccurate and misleading statements in the Mayor's letter she was almost speechless, but managed to say "If that's the case, it's awful, that letter did untold damage and it has destroyed an amazing opportunity". I could only say "Quite so".*

*I think, Sir, we should be able to expect our local councils to be fair, objective, honest and even-handed. Through the Mayor's letter, Farnham Town Council has been none of these things. Through its publicity it has wilfully sought to persuade the public to say "NO". The DCLG's Code of Recommended Practice on Local Authority Publicity is quite clear on the matter. It says:*

*Any publicity describing the council's policies and aims should be as objective as possible, concentrating on the facts or explanation or both. Local authorities should not use public funds to mount publicity campaigns whose primary purpose is to persuade the public to hold a particular view on a question of policy.*

*Farnham Town Council ignored the Guidance and blatantly contravened the Code of Practice. My question to this Council is this. Knowing, as it now does, that the Mayor's letter contained such wilfully misleading and inaccurate statements which had such an impact on the outcome of the 2<sup>nd</sup> stage of the Consultation, is it acceptable for any decision to be made by this Council based on the votes which were cast? Surely the best route is a brave one and is to recognise that the 2<sup>nd</sup> stage has been made null and void by Farnham Town Council's shameful tactics and behaviour?"*

The Leader gave the following response:-

The Council received a valid community governance petition in respect of the Rowledge ward and an area referred to by the petitioners as the Sandrock Triangle on the 19<sup>th</sup> November 2012.

Having received the petition, the Council was under a duty to conduct a review.

The Council has had regard to the Guidance on Community Governance Reviews issued by The Local Government Boundary Commission in March 2010 and has complied with the provisions of the Local Government and Public Involvement and Health Act 2007. The terms of reference were published on the 1<sup>st</sup> March 2013. The review must be concluded by 1<sup>st</sup> March 2014.

In accordance with the 2007 Act, Waverley Borough Council notified all organisations with an interest in the review, including Farnham Town Council, and sought views on the review.

The 2007 Act allowed the Council to decide how to conduct a review with the requirement to consult with local government electors in the area under review and those appearing to have an interest in the review.

The Council took care to consult with all of those appearing to have an interest in the review. This included all council tax paying households, business organisations and clubs in the Farnham Town Council area.

The Council conducted a second consultation period which commenced on the 16<sup>th</sup> September and concluded on the 25<sup>th</sup> October. A personally addressed questionnaire was sent to every local government elector in the area to which the petition related.

Each local government elector's returned questionnaire was checked against the Electoral Register. The counting of the questionnaires was overseen by the Proper Officer Paul Wenham on the 28<sup>th</sup> October 2013.

In conclusion, Waverley Borough Council's processes have been fair, transparent and legally robust. Mr Wescott's question is a complex one relating to the actions undertaken by Farnham Town Council and whether or not these have had any bearing on the outcome of the consultation and therefore the decision Waverley Borough Council is being asked to take. Waverley Borough Council has not yet concluded its consideration of this question but expects to in the near future. If you remain in the meeting you will hear what we intend to do.

Mr Jerry Hyman from Farnham

*"Council Leader,*

*Works have commenced on the East Street enabling development at Riverside, despite the fact that we are still awaiting numerous assessments and EIA planning applications for various aspects of the scheme, and despite Crest having demonstrated that after ten years of their best efforts they are still having difficulty finding genuine solutions for the site constraints and their own scheme's design problems. Most importantly, it is evident from Waverley's 'Brightwell Steering Group' meeting notes that following our*

*detailed evidence at the CPO Inquiry, Waverley accepted our long-held contentions that firstly, no East Street consents could lawfully be granted unless Riverside is included in the Environmental Impact Assessment, and secondly, that the unacceptable delays and dangers that would be caused by Crest's part-pedestrianisation of the A325 require that a different design must be found to solve the fundamental flaws inherent in both Crest's original Royal Deer junction proposals and their recently-suggested uncontrolled 'shared space' proposals. Finding a genuine solution to avoid the dangers and extreme congestion that Crest's proposals would cause is vital to the accessibility and viability of the scheme and indeed to Farnham's economic future, so I'm seeking an assurance from you.*

*Unless you can update us with a full description of a genuine practical solution for the Royal Deer junction reconfiguration, please, will you now give the public an assurance that no more Implementing Consents will be granted until a complete Environmental Statement is available as the law demands - i.e. until the new roads system proposals that the scheme requires have been identified, designed, properly modelled and assessed ?"*

The Leader gave the following response:-

"The works currently taking place at Riverside have all the necessary consents including planning permission. The construction of the car park on the site will not take place until such time as planning permission is given. It is anticipated that a planning application will be submitted for this in the near future.

You are incorrect in relation to the Royal Deer Junction. The improvements to the junction form part of an extant planning consent for the Brightwells regeneration scheme. These were assessed at the time of the first permission granted in 2009 and again when the permission was renewed in 2012. On both occasions the County Council considered the highway works, which included these improvements, were acceptable.

You will also be aware that the Council's position was supported by Mr Ball (the Inspector who held the recent CPO inquiry) who saw no evidence that the traffic impact assessments were flawed".

## **PART I - RECOMMENDATIONS TO THE COUNCIL**

### **101. SENIOR MANAGEMENT RESTRUCTURE**

*[This item was taken last on the open part of the agenda and during consideration, at 8.02 pm it was RESOLVED to continue in exempt session as this item contains exempt information, as specified in Paragraph 3 of the revised Part I of Schedule 12A to the Local Government Act 1972, namely:-*

- 1. Information relating to an individual; and*
- 3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)*

*At 8.16pm the item resumed in open session to announce the recommendations in public]*

- 101.1 The Financial Seminar on 10 September 2013 identified the continuing financial pressures on the Council whereby the Council will face a funding gap of nearly £4m over the next four years, thereby requiring savings of circa £1m per annum. The main cause is the reduction in Government Grants.
- 101.2 The Council has already delivered £8m in savings over the last six years and has protected front-line services to Waverley's residents. This continues to be the Council's top priority in preparation for the 2014/15 Budget and beyond. The Council's focus will be on:
- Maintaining high standards in service outcomes whilst benefitting from delivering services more efficiently and in even more innovative ways.
  - 'Investing to Save' i.e. to reduce the ongoing costs of Waverley's services
  - Reducing support costs wherever possible
- 101.3 As part of the Council's aim of reducing its support costs, Council on 15 October 2013 agreed that:
- "It continues to monitor the budget closely during the remainder of 2013-14 and in light of the advice from officers on the medium term financial outlook, to agree to ask the officers to review the Senior Management Team staffing structure, with the aim of streamlining the structure and offering financial savings, so that the Executive can receive reports in the next cycle and consider if it wishes to make a recommendation on the Senior Management Team Structure to the 10<sup>th</sup> December 2013 Council meeting".*
- 101.4 The aim of the review is to reduce the Council's support costs in order to give greater protection to front-line services.
- 101.5 Recognising that the process would be very time-consuming and could take until the end of March 2014, or possibly later, to implement any resulting new structure, the Council mutually agreed to the termination of employment of the Chief Executive with effect from 31 October 2013. This has facilitated a speedier review and streamlining of the Senior Management Team and achieved significant financial savings at an earlier date than would otherwise have been delivered. It also maximises the Heads of Service and Directors' focus on front-line services.
- 101.6 In preparing this report, Officers looked at the model of a Chief Executive shared between two authorities and examined this option with the Leadership.
- 101.7 Whilst there are benefits in having a shared arrangement such as information sharing and partnership work, there are distinct disadvantages. These include less accountability from a part-time staff resource, provided at a higher pay rate and requiring the host organisation to staff-up below that grade. Therefore, the shared model is considered inappropriate for Waverley. It is

recommended that the full attention of a Senior Director is essential for this authority so that the strategic and operational input is not diluted.

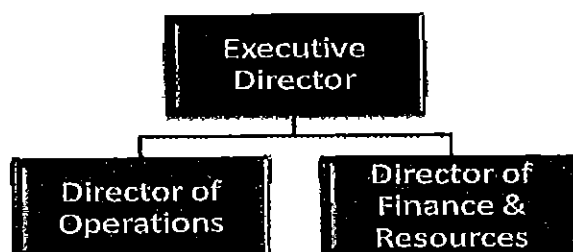
- 101.8 Officers have reviewed the Senior Management structures previously in place at the Council.

Date	No. of Senior Management Team	No. Heads of Service	Total
January 2008	5 + 2	20	27
October 2010	3	8	11
2013	3	9 (Housing role split)	12
2013 From September	3	10 (Increased by Chief Executive in September 2013 to 10)	13
Proposed	3	8	11

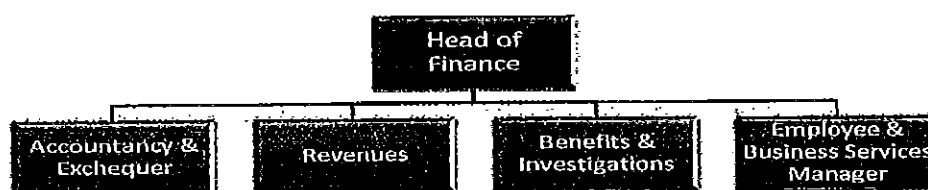
- 101.9 The proposals in this report would provide a Senior Management structure of three officers on the Corporate Management Team and eight full time Heads of Service, which maintains the focus on front-line service delivery. Full details of the Senior Management Team prior to the review are attached as Annexe 1.
- 101.10 The following proposals at Annexe 2 give a robust and resilient Senior Management Team structure which will meet both the strategic and operational needs of the Council going forward and support the Council's commitment to being a leading authority.
- 101.11 The proposed structure is based on close working between members of the Executive and the Senior Management Team.
- 101.12 The proposed Senior Management structure will fulfil the Council's statutory requirements.
- 101.13 The cost analysis for this option is attached at Annexe 3 and shows a financial saving of £132,000p.a.. The detail behind the organisation chart of this proposal is outlined below and is supplemented by (Exempt) Annexe 4 which details exempt staffing issues:
- The Chief Executive post will be deleted;
  - The post of Deputy Chief Executive will be re-designated as Executive Director;
  - The statutory function of Head of Paid Service will be fulfilled by the role of Executive Director;
  - Civic duties will be undertaken by a combination of the Mayor, other Council Members and other Officers as appropriate;
  - The role of Strategic Director will remain unchanged but renamed Director of Operations;



- f. To ensure an effective Corporate Management Team, a third Director will be added to the establishment as Director of Finance and Resources. The current Head of Finance will assume the responsibilities of Director of Finance and Resources and will fulfil the statutory role of Chief Finance Officer;

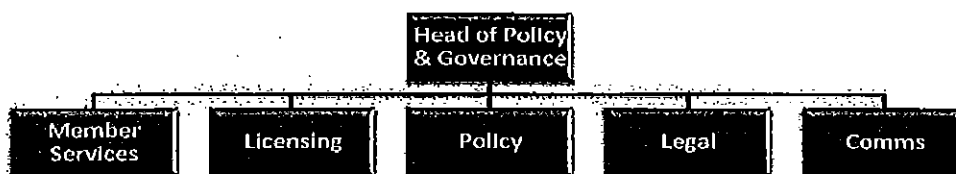


- g. The role of Head of Finance will be retained and fulfil the role of Deputy Chief Finance Officer. It is proposed that this post be advertised externally;
- h. To create a balanced level of direct reports to this role, it is proposed that the Investigations Manager reports to the Benefits Manager; (see chart below)

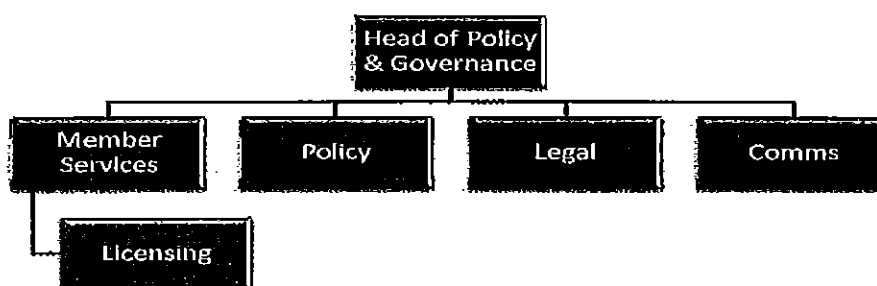


- i. The post of Exchequer Services Manager will be redesignated as Employee & Business Services Manager;
- j. The interim arrangements for the Electoral Registration Officer and Returning Officer role will continue to be fulfilled on an on-going basis by the Council's Head of Corporate Governance and Monitoring Officer who is highly experienced in electoral matters having previously fulfilled the role at Waverley;
- k. The part time Head of Corporate Governance and Monitoring Officer role will increase, on average, from two days/week to an average of 2.5 days/week, with the post holder providing additional flexibility as required during election periods and redesignated Monitoring and Returning Officer;
- l. The two Deputy Returning Officers will be the Executive Director and the Electoral Services Manager. The Deputy Returning Officer role will be part of their core responsibilities;
- m. The Electoral Services Manager will report to the Monitoring and Returning Officer;
- n. The post of Head of Democratic & Legal Services will be renamed Head of Policy and Governance;
- o. The Acting Head of Communications & Customer Service post is not in the current establishment and will cease at 31<sup>st</sup> December 2013, and the current incumbent will revert to her substantive role as PR Manager and report to the Head of Policy and Governance;
- p. Customer Service will revert to the Head of IT, Customer & Office Service as per the Establishment;

- q. The Head of Organisational Development (OD) post will be deleted, achieving further operational efficiencies by moving the OD functions of Payroll and Employee Services, Performance and Procurement under the Head of Finance reporting to a redesignated post of Employee and Business Services Manager. The current Acting Head of OD will revert to her substantive role as Democratic Services Manager and report to the Head of Policy and Governance;
- r. The OD function 'Policy' will transfer to the Head of Policy and Governance;



- s. To create a balanced level of direct reports to the Head of Policy and Governance, it is proposed that the Licensing Manager reports to the Democratic Services Manager; (see chart below)



- t. The part time role of Head of Strategic HR will continue to be provided in partnership with Surrey County Council through the Deputy Head of HR at Surrey County Council within the existing budget provision. This approach has provided high value to the Council in a cost effective way for the past four years; and
- u. The post of PA to the Chief Executive will be deleted from the establishment. This may result in a potential redundancy. The details are included in (Exempt) Annexe 5.

101.14 The Council's new Pay Policy takes account of updated guidance from the Secretary of State which requires all employment packages above £100,000 to be specifically agreed by Council. Annexe 3 and (Exempt) Annexe 6 shows the recommended package for the Executive Director post taking account of Benchmarked information. Detail of Benchmarking exercise included in (Exempt) Annexe 7.

101.15 If this is agreed by full Council, this information will be published on the Council's website.

101.16 The main changes to the establishment are summarised below:

Delete:

- AA01 Chief Executive
- AE01 PA to Chief Executive
- AB01 Head of Organisational Development

Redesignate:

- BA01 Deputy Chief Executive to Executive Director
- BC02 Exchequer Services Manger to Employee & Business Services Manager

Create:

- BA01 Director of Finance and Resources

Legal Requirements

- 101.17 The proposed structure noted above ensures that the Council meets its statutory obligations in respect of the following statutory posts:
- a. Section 4 and 5 of the Local Government and Housing Act, 1989 regarding the Statutory Duties of the Head of Paid Service and Monitoring Officer;
  - b. Section 151 of the Local Government Act 1972, regarding the Statutory Duties of the Chief Finance Officer;
  - c. Section 8 of the Representation of the People Act 1983, regarding the Statutory Duties of the Electoral Registration Officer; and
  - d. Section 27(1) of the Representation of the People Act 1983, regarding the Statutory Duties of the Returning Officer.
- 101.18 Aside from the above posts, the Council has a wide discretion to put in place a senior management structure that reflects the needs of the organisation. The proposals and processes in this report comply with the Council's obligation under relevant employment legislation.
- 101.19 The position of postholder AE01 has been addressed, in accordance with the Council's restructuring and redeployment policies, and the restructuring exercise complies with those policies.
- 101.20 Under the Council's Constitution, only the full Council is able to exercise the function of confirming the appointment of the Head of Paid Service and Strategic Directors.
- 101.21 These proposals before the Council will contribute to the financial savings referred to in the Mid Year Budget Review report to the 1 October 2013 Executive, to a level of £132,000p.a. and provide a robust Senior Management Team structure which will meet both the strategic and operational needs of the Council going forward and support the Council's commitment to being a leading authority.
- 101.22 The Executive accordingly

**RECOMMENDS that**

1. The proposals in minute paragraph 100.13 (a-u) are agreed;
2. The arrangements to fulfil the statutory functions, Head of Paid Service, Chief Finance Officer, Monitoring Officer, Electoral Registration and Returning Officer, are agreed as follows:-
  - The Statutory function of Head of Paid Service is fulfilled by the Executive Director;
  - The Statutory function of Chief Finance Officer is undertaken by the Director of Finance and Resources; and
  - The current Monitoring Officer also fulfils the statutory functions of Electoral Registration Officer and Returning Officer.
3. The establishment be changed to reflect the above proposals;
4. The new Senior Management Structure takes effect from 1<sup>st</sup> January 2014;
5. The package for the Executive Director post in Annexe 3 and (Exempt) Annexe 6 be agreed;
6. The Constitution Special Interest Group (SIG) is asked to meet in the New Year and make recommendations back to Council regarding any necessary changes to the Constitution as a result of these agreed changes;
7. The Officers will review the effectiveness of the new Senior Management Structure and report back to the Executive in December 2014;
8. The redundancy of postholder AE01 be agreed at a cost shown in the (Exempt) Annexe 5, however, redeployment will be the Council's preferred option if at all possible; and
9. The staffing issues referred to (Exempt) Annexe 4 be agreed.

*[Reason: to achieve significant financial savings, in the context of reducing budgets and the need to protect frontline services, as well as to continue to provide a robust and resilient Senior Management team and Corporate Governance arrangements to support the Council's commitment to being a leading authority]*

102. PROPOSED INTERIM HOUSING TARGET

- 102.1 Paragraph 47 of the National Planning Policy Framework (NPPF) requires Councils to use their evidence base to ensure that their Local Plan meets the full, objectively assessed needs for market and affordable housing in the housing market area, as far as is consistent with the policies set out in the NPPF.

- 102.2 Paragraph 47 goes onto say that Councils should identify and update annually a supply of specific deliverable sites sufficient to provide five years worth of housing against their "*housing requirements*" with an additional buffer of 5% (moved forward from later in the plan period) to ensure choice and competition. Where there is a record of persistent under delivery, the NPPF advises that a 20% additional buffer should be provided.
- 102.3 To be considered deliverable, sites should be available now, offer a suitable location for development now, and be achievable with a realistic prospect that housing will be delivered on the site within five years and in particular that development of the site is viable.
- 102.4 Paragraph 49 of the NPPF advises Councils to consider housing applications in the context of sustainable development. It warns Councils that if they can not demonstrate five years worth of housing, then any relevant policy for the supply of housing should not be considered up to date. If a plan is out of date, paragraph 14 of the NPPF says planning permission should be granted unless adverse impacts of doing so would outweigh the benefits when assessed against the policies in the NPPF, or that specific policies in the NPPF indicate that development should be restricted.
- 102.5 In the past, the housing requirement for Waverley was the figure set out in the Surrey Structure Plan. More recently, the housing requirement for the Borough was set out in the South East Plan. The South East Plan, which was revoked earlier this year, set a housing requirement for 5000 dwellings to be provided within Waverley between 2006 and 2026 (i.e. 250 homes a year).
- 102.6 The Council needs a target on which to base its assessment of five year housing supply, pending setting a target in the new Local Plan. It is considered that the Council should continue to use the South East Plan figure of 250 homes a year as the basis for assessing the five year supply. Although the recently published draft NPPG says that it should be borne in mind that adopted plans based on revoked regional strategies may not adequately reflect current needs, it is considered that, pending completion of the new Local Plan, the South East Plan figure of 250 homes a year should continue to be used as the basis for assessing five year housing supply for the following reasons:-
- It is the most recently adopted housing target that was tested and examined through the process of preparing the South East Plan;
  - In developing the Waverley Core Strategy there were further assessments of a South East Plan based housing target. In particular, the Habitats Regulations Assessment (HRA) that accompanied the Core Strategy specifically assessed the potential impact of European sites arising from the amount of housing planned in the South East Plan. A further HRA will be required to consider the potential impact of a higher level of housing growth on these important sites.
  - No other higher housing target has yet to be thoroughly tested in this way.

- 102.7 The draft Waverley and West Surrey Strategic Housing Market Assessment (SHMA) 2013 indicates a combined need of market and affordable housing of 470 dwellings a year. However, although this evidence of housing need in the Borough will be key to informing the preparation of the new Waverley Local Plan, the figure is not the adopted housing requirement. The Council has yet to test whether this amount of housing can be sustainably accommodated in Waverley in accordance with the NPPF. This testing will include sustainability appraisal, transport impact assessments as well as assessments of the impact on European and national designations such as the SPA, Green Belt and the Area of Outstanding Natural Beauty.
- 102.8 The NPPF acknowledges that specific policies in the Framework may impact on a council's ability to meet housing needs in full. Examples given include policies relating to sites protected under the Birds and Habitats Directives, sites of special scientific interest, land designated as Green Belt and Areas of Outstanding Natural Beauty (AONB). Large parts of Waverley are affected by one or more of these designations. It would be premature to assume that the SHMA represents the final target.
- 102.9 When the Inspector suspended the Examination into the soundness of the draft Waverley Core Strategy, he commented on the requirement to test the Council's ability to meet the housing identified in the SHMA. He said that failure to meet the full objectively assessed need as a result of constraints arising from the various designations in Waverley would have to be clearly and specially justified. However, he also said that he did not underestimate the significance of the Borough's environmental assets and designations.
- 102.10 The Executive RESOLVED to
1. Note the five year housing supply information contained in the statement contained at Annexe 1 to the report; and
- 102.11 The Executive accordingly

**RECOMMENDS that**

- 10. The Council adopts an interim housing target of 250 homes a year until a target in the Local Plan is adopted.**

*[Reason: for the Council to agree an interim housing target to be used in assessing whether the council has a five year housing supply, pending setting a target in the new Waverley Local Plan ]*

**103. ANNUAL PAY POLICY STATEMENT 2013 (AMENDED NOVEMBER 2013)**

- 103.1 The Executive considered the main points of the supplementary guidance. These were that pay policy statements are set out clearly, that they fully address all the requirements of the Localism Act 2011 and accompanying guidance, and are accessible. Council should also be given the opportunity to vote on salary packages of £100,000 or more and that this should be made clear in the pay policy statement. Furthermore, Council should be given the

opportunity to vote on severance payments over £100,000, with a detailed breakdown of the components of the package (for example pay in lieu of notice, redundancy, pension, outstanding holiday entitlement) provided to Councillors.

103.2 Waverley's pay policy statement already meets the first requirement in relation to the localism act and accessibility and has been amended to reflect the other requirements.

103.3 The pay policy statement has also been amended to reflect the Professional Planners Salary Scale, approved by Council on 15 October 2013, and to reflect that the April 2013 pay award and incorporation of the UK Living Wage was agreed by Council in February 2013. This was referred to in the original statement as a recommendation to Council and Annexe 8 has also been updated to reflect these amendments. The amendments are shown as tracked changes.

103.4 The Executive accordingly

**RECOMMENDS that**

**11. The amendments to the Annual Pay Policy Statement for 2013-14 be approved.**

*[Reason: to advise Members of amendments that have been made to the Annual Pay Policy Statement 2013]*

104. STATION ROAD, GODALMING

*[This item contains exempt information by virtue of which the public is likely to be excluded during the item to which the report relates, as specified in Paragraph 3 of the revised Part 1 of Schedule 12A to the Local Government Act 1972, namely:-*

*3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)]*

104.1 In July 2012, Full Council approved an allocation of £1,665,000 within the HRA Capital Programme for works costs at Station Road, to be funded from available Section 106 Commuted Sums for affordable housing, with the balance from earmarked HRA capital receipts.

104.2 In September 2012, TVHA were selected as the Development Agent for Station Road, to act on the Council's behalf to contract an Employers Agent, tender the works to suitable contractors and manage the build programme.

104.3 In December 2012, approval was given for the selection of a build contractor. In order to comply with the Contract Procedure Rules, the Council required TVHA to carry out a full tender process to ensure that the development provides best value for money and a good quality build, and select a contractor in consultation with the Council.

- 104.4 TVHA advertised for expressions of interest in the local press, on the Council's website and on the South East Business Portal and sent PQQs to organisations who express and interest. Contractors submitting were financially assessed, to ensure they met the specified financial criteria and to verify that they are financially sound, and references were taken.
- 104.5 An Evaluation Panel was set up with representatives from WBC and TVHA to score the submitted PQQs against the criteria, and identify suitable organisations to be invited to tender. The Property Services and Housing Delivery Teams visits at least two sites being constructed by each of the contractors to look at the site management and quality of the build.
- 104.6 Three of the four shortlisted contractors submitted tenders, each exceeding the agreed budget for works cost of £1,665,000. The tender prices are higher than expected as a result of the 12 month delay in starting on site and the impact of the recent increase in development activity in the south east.
- 104.7 The tenders are set out in (Exempt) Annexe 9 and the successful contractor will be appointed following the Council meeting.
- 104.8 At the end of August, Surrey County Archaeological Team completed the final stage of their survey work. The excavation trenches identified human remains in the east and north of the site, indicating that this part of the site was used as an early Christian burial ground between the 9<sup>th</sup> and 13<sup>th</sup> century, before it became disconnected from the church and redundant.
- 104.9 The Council is required to publish a public notice in the local press for two consecutive weeks to inform the public of its Intention to exhume and reinter the human remains that would be affected by the redevelopment, as shown on the map in Annexe 10. The remains will be reinterred at the Church of St Peters and St Pauls, by arrangement with Rev Canon Mervyn Roberts and the Diocese of Guildford.
- 104.10 After the six-week notification period has passed, the Ministry of Justice will issue a licence to allow the specified work to be carried out. This will enable the works to be carried out early in next year and that building works will commence shortly afterwards. TVHA estimates that the cost of the archaeological works will about £60,000 and is seeking competitive quotes for the archaeological works to ensure they offer value for money.

104.11 Timetable

15 Nov 2013	Public notice published in the local press
10 Dec 2013	Full Council approval for increased budget provision for build costs and archaeological works
20 Dec 2013	Appoint successful build contractor
27 Dec 2013	End of notification period for public notice
Jan 2014	Ministry of Justice licence issued to allow human remains to be exhumed and reinterred
Feb 2014	Archaeological exhumation works completed



Mid-March 2014	Start on site
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104.12 Following the completion of the archaeological works, it is anticipated that the successful build contractor will be able to start on site in March 2014, before the end of the financial year. The build programme is expected to take approximately 14 months.

104.13 The Executive accordingly

**RECOMMENDS that the Council approve:-**

12. A budget provision of up to £60,000 for the archaeological works to be funded from the New Homes Reserve;
13. An additional £174,000 to the approved budget to fund the development of 14 new affordable homes at Station Road; and
14. The appointment of the preferred contractor as set out in the (Exempt) Annexe 9 and delegated authority to the Strategic Director in consultation with Deputy Chief Executive and the Portfolio Holder for Housing Delivery to agree contractual terms in conjunction with the development agent.

*[Reason: to seek approval to increase the budget for the project to enable archaeological works to be completed and a build contractor to be appointed]*

105. EXCLUSION OF PRESS AND PUBLIC

At 8.02 p.m. it was

RESOLVED that, pursuant to Procedure Rule 20, and in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following items on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during these items, there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified in the following paragraphs of the revised Part I of Schedule 12A to the Act, namely:-

Minutes 106 and 107

Information relating to an individual (paragraph 1)

Information relating to the financial or business affairs of any particular person (including the authority holding that information) (paragraph 3)

106. APPROVAL TO PURCHASE LAND

Executive 70  
03.12.13

106.1 The Executive considered a report on this matter, attached as (Exempt) Annexe 11 and now

**RECOMMENDS that**

**15. The recommendations set out in (Exempt) Annexe 11 be agreed.**

107. DIRECT ACTION – REQUEST FOR SUPPLEMENTARY ESTIMATE

107.1 The Executive considered a report on this matter, attached as (Exempt) Annexe 12 and now

**RECOMMENDS that**

**16. The recommendations set out in (Exempt) Annexe 12 be agreed.**

### **Part II – Matters Reported in Detail for the Information of the Council**

There were no matters falling within this category.

### **Part III – Brief Summaries of Other Matters Dealt With**

108. EXECUTIVE FORWARD PROGRAMME

RESOLVED that the forward programme of key decisions for Waverley Borough Council be adopted.

109. ROWLEDGE COMMUNITY GOVERNANCE REVIEW – REPORT ON RESULT OF SECOND CONSULTATION

RESOLVED that the item be WITHDRAWN and a decision on this matter be taken by the Executive as soon as it was practically possible after the receipt of definitive advice from Counsel.

*[Reason: To outline the results of the second consultation period conducted as part of the Rowledge Community Governance review]*

110. BRIGHTWELLS GOSTREY CENTRE, FARNHAM

RESOLVED

1. To allocate £30,000 from for the tender and appointment of external advice to carry out the feasibility study of the relocation of the Brightwells Gostrey Centre, including the drafting of a project plan in accordance with recommendation 2 of minute 112 - The Budget Management report;
2. That officers tender for an Employer's Agent and the Head of Community Services and Major Projects is authorised in consultation with the Portfolio Holders for Health and Wellbeing and Major Projects, to appoint the successful candidate and enter into the appropriate legal agreement;

3. To enter into further negotiation with current stakeholders regarding a move to the Memorial Hall site, in consultation with the Portfolio Holder for Health and Well-Being, including an understanding of their needs (which will impact on design); and
4. That officers report to a future meeting of the Executive with a detailed project plan, cost profile and indicative designs, to gain authority to progress to the tender phase for the construction of a facility at the Memorial Hall.

*[Reason: To request authorisation to carry out a feasibility study and initial works costing £30,000]*

111. CALL-IN REPORT BACK – WAVERLEY BOROUGH LOCAL PLAN

RESOLVED to

1. Note the observations from the Community Overview and Scrutiny Committee; and
2. Endorse its original decision agreed at the meeting on 5<sup>th</sup> November that:
  - The scope of the new Local Plan and the new timetable be endorsed; and
  - The emerging conclusions of the SHMA and the draft Traveller Accommodation Assessment be noted.

*[Reason: Called in at the request of four members of the Community Overview and Scrutiny Committee to take into consideration their comments]*

112. BUDGET MANAGEMENT UPDATE – OCTOBER 2013

RESOLVED to

1. Agree a virement of £15,000 from the overall General Fund underspend to cover urgent tree works caused by the storm of 30<sup>th</sup> October;
2. Agree a virement of £30,000 from the overall General Fund underspend for fees to carry out a feasibility study on the relocation of Gostrey Day Centre;
3. Agree a virement of £26,000 towards the Garden Waste Redesign project met from underspend within the overall General Fund Capital Programme;
4. Agree an allocation of £17,000 from the provision for Emergency Schemes with the Capital Programme for contaminated land investigations at Broadwater Park;

5. Noted the proposal to offer free parking throughout Waverley operated car parks on Saturday 7<sup>th</sup> December 2013 at an estimated cost of £15,000; and
6. Continue to monitor the Budget closely during the remainder of 2013-14.

*[Reason: To provide a projection of the total expenditure and income position for the General Fund and the Housing Revenue Account as at the end of October 2013 compared with the budget]*

113. SETTING OF COUNCIL TAX BASE AND BUSINESS RATE BASE FOR 2014/15

RESOLVED to

1. Approve the council tax base for Waverley and for each of the Town/Parish Council areas for the year 2014/2015, as shown in Annexe 1 to the agenda report; and
2. Approve the business rate estimates for 2014/2015, as set out in Annexe 2 to the agenda report, and to delegate authority to the Deputy Chief Executive, in conjunction with the Finance Portfolio Holder, to make any final changes necessary before the return is submitted to the Government on the 31 January 2014.

*[Note: Although this item was recommended to Council, this matter was agreed to be delegated to the Executive (Special Executive, 22<sup>nd</sup> January 2013 - Minute 85). Consequently, whereas previously a Council decision was required, it is a decision to be taken by the Executive and was then subject to the call-in procedure]*

*[Reason: To seek approval of the 2014/15 council tax base and the business rate forecast for 2014/15]*

114. FARNHAM LEISURE CENTRE AMENDMENT TO PARKING ORDER

RESOLVED to

1. Agree the proposed tariff structure for the refurbished Farnham Leisure Centre Car Park set out in Paragraph 7 of the agenda report; and
2. Agree to the Making of a new Off Street Parking Places Order and instructs Officers to commence work on this immediately in order that the new charging and enforcement regime can commence as soon as possible after construction is completed.

*[Reason: To seek authority to proceed with the making of a new Off-Street Parking Order to enable the introduction of a new tariff structure and charging regime for public parking at the refurbished car park at Farnham Leisure Centre]*

115. APPOINTING A LAND AGENT

RESOLVED to

1. Approve the appointment of a land agent; and
2. Authorise officers to seek tenders and appoint the agent(s) following an evaluation of tender submissions based on the criteria detailed in the report.

*[Reason: To seek approval for the appointment of a land agent to act on behalf of the Council to identify and progress the purchase of land opportunities across the borough]*

116. OCKFORD RIDGE PROJECT: APPROVAL TO SUBMIT A PLANNING APPLICATION AND AGREE A BUDGET FOR PRE-DEVELOPMENT COSTS

RESOLVED to approve

1. The submission of a planning application for the redevelopment of parts of Ockford Ridge to provide 92 new affordable homes to meet local housing need; and
2. A budget of £86,825 for pre-development costs to be met from the New Affordable Homes Reserve.

*[Reason: To seek approval to submit a planning application for the redevelopment areas and to agree a budget for pre-development costs to enable the project to progress]*

117. PROCUREMENT OF ASBESTOS MANAGEMENT CONSULTANCY SERVICES

RESOLVED that

1. The procurement of a specialist consultant to assist the Council to develop and embed best practice procedures and assist with procurement of an asbestos survey contractor to be funded from existing budgets in 2013/14;
2. The procurement of a contractor to undertake asbestos surveys and provide on-going support to the Council for asbestos management commencing during 2014-15 under a 4+2 year term contract, the costs to be included in future years budgets; and
3. Delegated authority to the Strategic Director in consultation with the Deputy Chief Executive and the Housing Portfolio Holder for the acquisition of Asbestos Database IT System if required to be funded from the Housing Management Project budget in 2014/15.

Executive 74  
03.12.13

*[Reason: To see approval for the procurement of consultancy services to assist the Council to discharge its responsibility as duty holder in accordance with Regulation 4 of the Control of Asbestos Regulations 2012]*

118. PERFORMANCE MANAGEMENT EXCEPTION REPORT QUARTER 2 2013/14 (JULY – SEPTEMBER 2013)

RESOLVED to

1. Note the performance figures for Quarter 2 2013/14 (July - September 2013) as set out at Annexe 1;
2. Thank the Overview & Scrutiny Committees for their observations regarding the Quarter 2 performance; and
3. Consider the recommendations of the Overview and Scrutiny Committees and forward these to the officers.

*[Reason: To assist Members and officers in identifying current improvement priorities and progress against targets]*

119. APPOINTMENT OF COMMUNITY OVERVIEW AND SCRUTINY GRANTS SUB-COMMITTEE

RESOLVED that the establishment of a Community Overview and Scrutiny Grants Sub-Committee be agreed but consisting of four Members to be confirmed by the Chairman and Vice Chairman of the Overview and Scrutiny Committee and to report back to the Executive for noting at its next meeting.

The meeting commenced at 6.45pm and concluded at 8.17pm

Chairman

## ANNEXE 3

### SENIOR MANAGEMENT RESTRUCTURE FINANCIAL DETAILS

Post	Post Title	Proposed Change	Detail of Costs		Full Year Cost/Saving (-) Incl. On Costs £
AA01	Chief Executive	Delete Post	Salary package On Costs*	£128,014 £ 34,328	-£162,342
AE01	PA to Chief Executive	Delete Post			-£36,213
AA13	Head of O/D	Delete Post			-£66,757
BF01	Director of Finance & Resources	New Post	Salary Car Lump sum exp. On Costs*	£78,045 £ 4,600 £ 3,902 £21,961	£108,508
BA01	Deputy Chief Executive (DCE)	Redesignated to Executive Director (ED)	Salary package On Costs Total ED  <b>Less DCE</b>  Salary package On Costs*  Total DCE	£114,547 £ 30,929 <b>£145,476</b>   £105,876 £ 27,943  <b>£133,819</b>	£11,657
BC02	Exchequer Services Manager	Redesignated to Employee & Business Services Manager			Included below
AI01	Monitoring & Returning Officer	Additional Responsibility			£5,100
BA02	Head of Finance	Revised Salary			-£19,401
	Head of Policy & Governance	Revised Salary			£12,114
	Other potential costs				£15,162
<b>Total full year saving#</b>					<b>-£132,172</b>

#Part of the savings will be allocated to the HRA as part of the 2014/15 Budget Process

\*On Costs includes the employers National Insurance and Pension Payments





Date of Policy: February 2013 - approved by Council  
by Council

Review Date: Annual review and approval

## **WAVERLEY PAY POLICY 2013/14**

### **TO BE PUBLISHED AS AN ANNUAL STATEMENT COMMENCING 2012/13**

In line with the Government's principles of pay accountability set out in the Localism Act 2011, Waverley has an open and transparent approach to the salaries and payments of all our staff. The Council publishes the salaries of the Chief Executive, Directors and Heads of Service with a description of each role and responsibility within the authority. This means that all our senior salaries (including all those of £58,200 and above) are easily accessible by members of the public who can see exactly what is paid for particular roles and responsibilities. Full Council will vote on any appointment with a salary package of £100,000 or more.

The Council's organisational structures are also published on its website with the job descriptions for our senior staff. We are committed to ensuring that our salaries and payments are subject to the principles of fairness, openness and consistency and these can be tested against value for money and equal pay. The salary structure is published on our website and this shows that salaries are linked to particular grades. Grades are determined by job evaluation giving each job description a relative value. The current salary structure was agreed by the full Council in December 2010 after consultation with staff representatives through the Council's Joint Negotiating Committee (JNC). This was ~~will be~~ updated from April 2013 to incorporate the UK Living Wage. . The Council considers whether to give a pay award each year. The 2013 pay award recommendation to Council in February 2013, ~~if approved, will increase~~ the pay structure from April 2013 by 2% following three years of pay freeze.

The grading structure has a wide range of jobs included, from Cleaners and Catering Assistants on the lowest grade to Heads of Service on the highest grade. The differentials between these grades and jobs can be objectively justified by our job evaluation system which takes account of equal pay for work of equal value. For example, the job of a cleaner is evaluated at the bottom of the pay scales because the level of skills, knowledge, problem solving and accountability are lower compared with jobs at the top level. Conversely, Chief Officers are at the top of the pay scales because their level of skills, knowledge, problem-solving and accountability are considerably greater than those at the bottom of the pay scales.

More details can be found at [www.waverley.gov.uk/spend](http://www.waverley.gov.uk/spend).

The Council has adopted tight controls on workforce costs including salaries and payments. Any newly appointed or promoted staff start at the bottom of the grade (the "starting salary"). In exceptional circumstances, where salary benchmarking and recruitment experience demonstrates the impact of salary competitiveness on the ability to recruit suitably qualified staff, the Corporate Management Team may authorise recruitment to a higher point within the grade. Waverley is also committed to 'clean pay' and only pays staff an allowance where it is absolutely necessary such as for election duties or when overtime needs to be worked. The role of Returning Officer and Electoral Registration Officer is a separate responsibility which is remunerated separately and paid in monthly instalments. More detail can be found at [www.waverley.gov.uk/spend](http://www.waverley.gov.uk/spend). The Council no longer pays any market supplement or responsibility allowance to newly-appointed staff.

The Council does not have any performance related pay or bonuses. The Council does not employ any staff through personal service companies, except in exceptional circumstances agreed by the Chief Executive and Portfolio Holder for HR.

The Council has 12 grades on the pay scales, plus the grades for the Directors and Chief Executive which each have 5 salary increments which progressively go up from the lowest pay point to the highest (see Appendix 1). The Council has also approved, from November 2013, a professional planners salary scale with 5 grades and 5 salary increments. This incremental progression applies to all staff on the pay grades until they reach the top pay point. The progression is dependent on satisfactory performance and would normally be applied in April each year.

As a result of careful financial management and budgetary planning, the Council endeavours to avoid making compulsory redundancies and our policy is to minimise any job loss wherever possible. We have only considered applications for early retirement and voluntary redundancy if there is a business case and this can be justified under the principles of public interest and value for money. If a redundancy is necessary, the Council's policy is to pay at a rate of 1.5 weeks for each completed year of service. In accordance with this policy, in exceptional circumstances, the Council may decide to make a one-off termination payment in the interests of the efficiency of the Council's services. This will normally be no more than the person concerned would have received under the redundancy policy. Any proposal to make a termination payment of £100,000 or more will be approved by full Council, with a detailed breakdown of the components of the package (for example pay in lieu of notice, redundancy, pension, outstanding holiday) provided to Councillors.

The Council encourages flexible retirement as a smoother transition between work and retirement and as a way of transferring skills and knowledge within the workforce and supporting succession planning. Where there is no financial detriment for Waverley we would normally agree requests for flexible retirement subject to the needs of the service. Requests for early retirement, for example in the interests of the efficiency of the service are considered on a case by case basis by full Council. If the request balances the needs of the service, tax payer and individual then they may be granted.

The Council's usual policy is not to re-employ staff who have left the Council's employment and are in receipt of a pension (unless it is a flexible retirement).

Whilst there has been a significant reduction in recruitment and retention costs in the last two years, the Council continues to invest in successful apprenticeship and trainee schemes. We also invest in the learning and development of all our managers and staff so that we can improve the quality of service to Council Tax payers and customers.

The Council considers that everyone should be able to understand how this Pay Policy applies in practice and therefore the salary and staff information will be updated when changes occur and at the start of each financial year following approval by our full council.

#### **Appendices:**

Appendix 1 – The Council's proposed pay scales from 1 April 2013

Appendix 2 – Current rates for travel and subsistence expenses (updated with 2013-14 rates)

Appendix 3 – Professional Planners Salary Scale

## Payscales WEF 01/04/2013

	a	b	c	d	e	Hay Job Units
CEX	111,188	108,410	105,631	102,850	100,071	
DIR	86,714	84,548	82,378	80,212	78,045	
1	72,109	68,412	66,561	64,713	62,865	770-899
2	61,817	57,984	56,417	54,851	53,284	630-769
3	50,560	47,966	46,671	45,374	44,076	540-629
4	44,459	42,179	41,038	39,899	38,758	450-539
5	38,685	36,702	35,710	34,896	34,171	391-449
6	34,741	32,987	32,096	31,206	30,312	331-390
7	30,735	29,945	28,369	27,583	26,521	276-330
8	26,793	25,217	24,443	23,978	23,666	221-275
9	23,886	22,699	22,105	21,509	20,915	171-220
10	21,170	19,986	19,392	18,799	18,664	121-170
11	18,664	17,758	17,305	16,849	16,397	61-120
12	16,397	15,494	15,041	14,588	14,374	BELOW 60

### APPRENTICES (1)

	Annual Rate	Weekly Rate	Hourly Rate	Nat. Min. Wage Living wage
Year 2- 21 + over	£11,516	£221.46	£6.31	01/11/2012 £7.45
Year 2- 19 or 20	£9,388	£180.54	£5.14	
Year 2- under 19	£5,294	£101.81	£2.90	
Year 1	£5,294	£101.81	£2.90	

(1) Apprentices who are 19 or over receive the relevant minimum wage in the second year of their apprenticeship  
For all other apprentices the hourly rate of £2.90 will apply

### NATIONAL GRADUATE SCHEME (2)

Year 1	£23,417
Year 2	£24,182

The April 2013 annual pay award has been applied to all National Graduate salaries

g: finance\accountancy\staff-secure\payscales-latest

## Tax & Subsistence Rates 2013-14

(Subject to review based on HMRC rates)

### Mileage Rates

Essential Car User		Casual Car User	
Per mile	50.5p	Per mile 451 - 999cc	46.9p
		1000 - 1199cc	52.2p
		1200 - 1450cc	65.0p
Lease Car User			
Per mile	11.288p		

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### Training

Post Entry Training		Departmental Training	
Essential	16.4p per mile	Essential	50.5p per mile
Lease Car	11.288p per mile	Lease Car	11.288p per mile
Casual	16.4p per mile	Casual	65.0p per mile
Lunch	£2.69	Breakfast	£6.88
Tea	£1.90	Lunch	£9.50
		Tea	£3.76
		Dinner	£11.76

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### Subsistence Rates

Breakfast	4 hours before 11am	£6.88
Lunch	4 hours including 12 noon to 2pm	£9.50
Tea	4 hours including 3pm to 6pm	£3.76
Dinner	4 hours ending after 7pm	£11.76

### Travelling Officers

Lunch (not packed)	4 hours including 12 noon to 2pm	£5.43
Lunch (packed)	4 hours including 12 noon to 2pm	£2.71

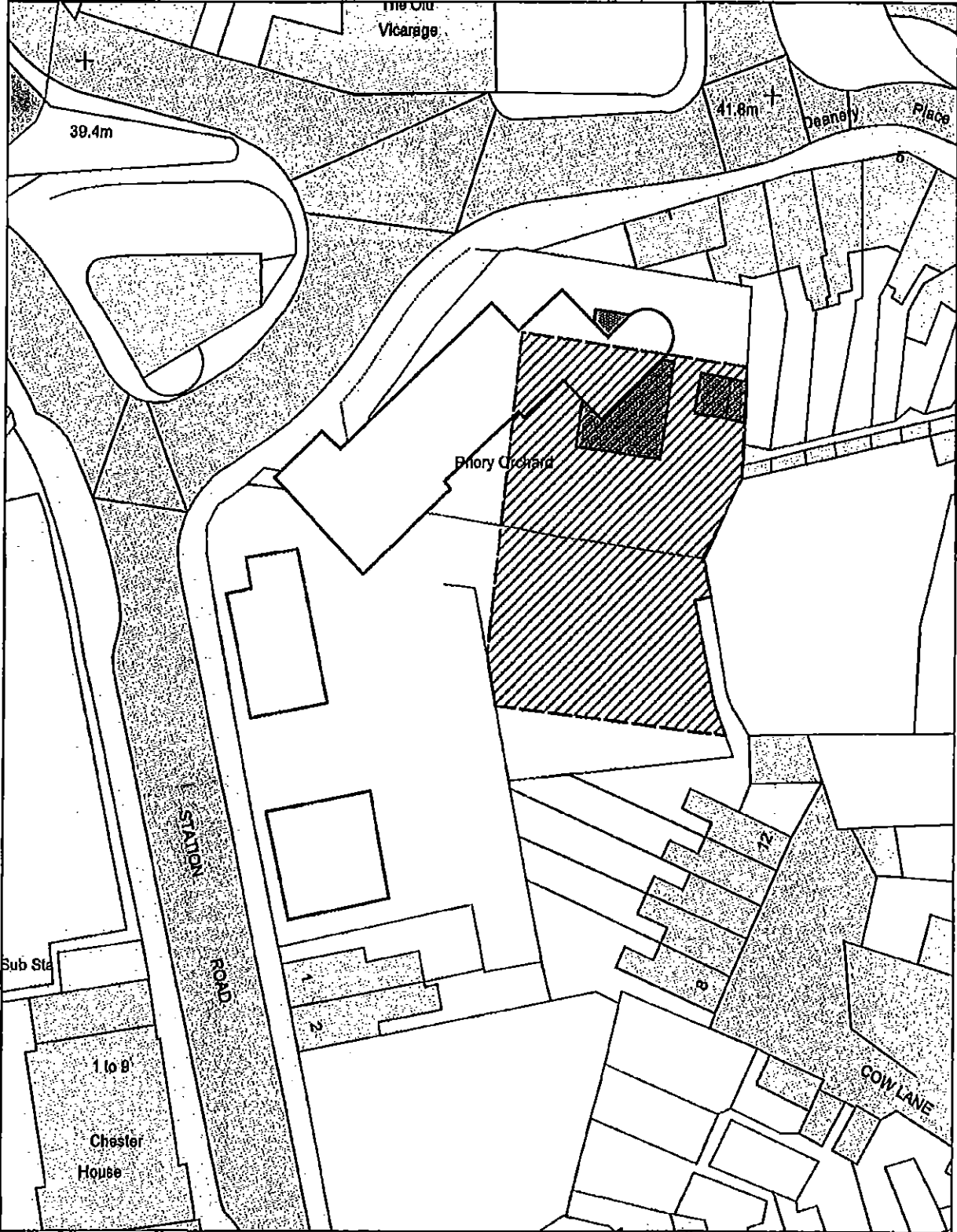
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Professional Planner Salary Scale - 2013

Job Title	Grade	a	b	c	d	e	Hay Job Units	Comment
		£	£	£	£	£		
Planning Policy and Dev Control Mgrs	P3	53,855	52,060	50,263	48,466	46,671	540-629	
Team Leaders	P4	45,483	44,288	43,090	41,894	40,696	450-539	
Principal Planners	P5	41,462	40,372	39,281	38,385	37,588	391-449	
Senior Planners	P6	35,335	34,116	32,908	31,720	30,233	276-330	
Planners	P7	29,908	28,376	26,765	25,322	23,666	221-275	Progression to P7b will be dependant meeting in full the criteria for membership of the Royal Town Planning Institute






**ANNEXE 10**



**Waverley**  
BOROUGH COUNCIL


Waverley Borough Council  
The Burys, Godalming, Surrey  
GU7 1HR  
Telephone: 01483 523333  
Fax No: 01483 426337

-  Site of Former Burlaf Ground
-  Footprint of Proposed Development
-  Footprint of Original Building (Now Demolished)

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Ordnance Survey LA100025451.

Centre = 496769E 143928N

0 5 10 15 20  
Metres  
Scale: 1:500 @ A4

 NORTH

