

Robin Pellow
Head of Democratic Services

To: All Members of the EXECUTIVE
(Agenda pages to other
Members for Information)

When calling please ask for: Emma McQuillan
Direct line: 01483 523351
Calls may be recorded for training or monitoring
E-mail: emma.mcquillan@waverley.gov.uk
Date: 23 January 2009

Membership of the Executive

Cllr Richard Gates (Chairman)
Cllr Mike Band (Vice-Chairman)
Cllr Mrs Carole Cockburn
Cllr Mrs Carole King
Cllr Robert Knowles

Cllr Ms Denise Le Gal
Cllr Bryn Morgan
Cllr John Sandy
Cllr Roger Steel
Cllr Adam Taylor-Smith

Dear Councillor

A Meeting of the EXECUTIVE will be held as follows:-

DATE: TUESDAY 3 FEBRUARY 2009

TIME: 6.45 P.M. *

PLACE: COUNCIL CHAMBER, COUNCIL OFFICES, THE BURYS,
GODALMING

Yours sincerely

MARY ORTON

Chief Executive

*This meeting will be webcast and can be viewed by visiting
<http://www.waverley.ukcouncil.net/>

If you would like a copy of this agenda or the attached papers in another format, e.g. large print, on disc or in another language, please call 01483 523351

NOTE FOR MEMBERS

Contact Officers are shown at the end of each report and members are welcome to raise questions, make observations etc. in advance of the meeting with the appropriate officer.

AGENDA

1. **INFORMAL QUESTION TIME**

The Chairman to receive any informal questions from members of the public (for a maximum of 15 minutes).

2. **MINUTES**

To confirm the Minutes of the Meeting held on 6 January 2009 (to be laid on the table half-an-hour before the meeting).

3. **APOLOGIES FOR ABSENCE**

To advise the Executive of any apologies for absence.

4. **DISCLOSURE OF INTERESTS**

To receive from members, declarations of personal and prejudicial interests in relation to any items included on the agenda for this meeting, in accordance with the Waverley Code of Local Government Conduct.

5. **QUESTIONS**

The Chairman to respond to the following question received from Mr J Hyman of Farnham in accordance with Procedure Rule 10:-

"Can you please confirm

(i) whether Officers will be recommending Members agree to add the JSPB's SPA management tariff, and if so, how that can be consistent and justified in terms of the 'Habitats' directive, *Waddenzee* and the relevant government Planning Circulars;

(ii) whether WBC will now demonstrate good faith by committing to re-assess all the relevant extant permissions as appropriate ; and for completeness,

(iii) can you please state how many years WBC expect it will be before you are able to provide the public with the required convincing objective scientific evidence that the strategy is effective (rather than mere hopeful opinion, which has no standing under *Waddenzee*) ? "

My question tonight is,

In order to avoid any further appearance of vicarious malfeasance, will you please ensure that Members are fully informed by now providing definitive answers to those questions, and will you please ensure that your response

confirms clearly whether WBC accept that the written convincing objective scientific evidence required by law is not available?

6. EXECUTIVE FORWARD PROGRAMME [page 13]

To adopt the forward programme of key decisions for Waverley Borough Council, attached for all Members of the Council at Appendix A.

7. PROPOSAL FOR FOUNDATION TRUST STATUS FOR THE ROYAL SURREY COUNTY HOSPITAL [page 17]

[Portfolio Holder: Cllr Bryn Morgan]
[Wards Affected: All]

The Royal Surrey County Hospital in Guildford has applied to the regulator Monitor, to be authorised to be set up as an NHS Foundation Trust. The report at Appendix B describes the issues involved and the relevance to Waverley.

Recommendation

It is recommended that the Executive supports the application by the Royal Surrey County Hospital to become an NHS Foundation Trust and asks the Chief Executive to communicate this support to the Chief Executive of the Hospital.

8. FINANCIAL STRATEGY 2009/2010 - 2012/2013 AND COUNCIL TAX SETTING

[Portfolio Holder: Cllr Mike Band]
[Wards Affected: All]

The reports at Appendix C are circulated as a separate document.

9. WAVERLEY COMMUNITY PARTNERSHIP - APPLICATIONS FOR REVENUE FUNDING 2009/10 [page 21]

[Portfolio Holder: Cllr Bryn Morgan]
[Wards Affected: All]

The purpose of the report at Appendix D is to consider the applications to the Waverley Community Partnership for revenue funding in 2009/10 and to make recommendations on grant levels to the Council. The Executive is also requested to recommend the amount of contribution the Council makes to the Waverley Voluntary Grants Partnership.

Recommendation

It is recommended that the Executive

- 1. considers the Waverley Community Partnership applications for 2009/10 and the allocations proposed in Annexe 1, having regard to the comments of the Overview and Scrutiny Committees set out in the report;**

2. **agrees that the level of Waverley's contribution to the Waverley Voluntary Grants Partnership in 2009/10 should be £54,000, and recommends the Council accordingly.**

10. ANNUAL REVIEW OF PRUDENTIAL INDICATORS [page 61]
[Portfolio Holder for Finance: Cllr M H W Band]
[Wards Affected: N/A]

The purpose of the report at Appendix E is to seek the Executive's approval for the capital finance prudential indicators, as required by the Chartered Institute of Public Finance and Accountancy's (CIPFA's) Prudential Code. This report must be considered in conjunction with the budget setting report and the Treasury Management Policy report also on this agenda.

Recommendation

It is recommended that the Executive approves the Prudential Indicators 1 to 6 in the report, as amended if necessary following the decisions taken in approving a draft General Fund budget.

11. TREASURY MANAGEMENT POLICY 2009/2010 [page 67]
[Portfolio Holder for Finance: Cllr M H W Band]
[Wards Affected: N/A]

The report at Appendix F is the annual update of Waverley's Treasury Management Policy which reviews the arrangements and approved limits for the coming year.

Recommendation

It is recommended that the Executive:

1. **approves the annual Investment Strategy, as set out in paragraph 8 of the report; and**
2. **approves the prudential indicators in paragraph 10 of the report.**

12. WAVERLEY'S VALUE FOR MONEY TARGET [page 71]
[Portfolio Holder: Cllr Mike Band]
[Wards Affected: N/A]

The report at Appendix G updates Waverley's Value For Money Strategy in the light of new guidance issued by the Government under its Comprehensive Spending Review 2007.

Recommendation

The Executive is recommended to:

1. **support the proposals identified for meeting Waverley's value for money targets; and**

2. **request officers to action the measures proposed to secure value for money gains in the future, as identified in paragraphs 14 and 15 of the report.**

13. SENIOR MANAGEMENT RESTRUCTURING – REVIEW [page 79]

[Portfolio Holder: Cllr Ms Denise Le Gal]

[Wards Affected: N/A]

The report at Appendix H seeks the endorsement of the Executive to actions proposed by the Head of Paid Service (Chief Executive) to alter a number of senior management reporting arrangements in the interests of service continuity.

Recommendation

1. **That the Executive endorse:**

- **The transfer of line-management responsibility for the Head of Building Control and Car Parking to the Strategic Director (Environmental Services);**
- **The transfer of responsibility for the licensing service to the Head of Democratic Services;**
- **The allocation of permanent responsibility for the Council’s legal service function to the Head of Democratic Services, and the consequential redesignation of that post as “Head of Democratic and Legal Services”;and**
- **The transfer of line-management responsibility for the Head of Housing Special Projects to the Chief Executive;**

and recommend these alterations in the management reporting arrangements and scheme of delegation to Council, and

2. **That the Human Resources portfolio holder convene the restructuring SIG on a quarterly basis, to monitor and evaluate the effectiveness of the Council’s senior management arrangements, and make recommendations as appropriate.**

14. SURREY SUSTAINABLE COMMUNITY STRATEGY [page 83]

[Portfolio Holders: Cllrs Richard Gates and Bryn Morgan]

[Wards Affected: All]

At its meeting in March 2008, the Executive received a report on the draft Surrey Local Area Agreement (LAA) and Draft Sustainable Community Strategy (SCS) for Surrey. At this meeting the Executive agreed to endorse both the draft Surrey Sustainable Community Strategy, and the draft LAA. Following this meeting, the LAA, based on the themes in the draft SCS, was subsequently finalised and submitted to the Secretary of State in June 2008.

The Surrey Strategic Partnership (SSP) have subsequently refined and updated the draft SCS to prepare a final document for publication. This

document sets out key priorities and measures under each of the themes of the Strategy, to deliver the vision of Surrey in 2020. This document is currently out for consultation until 20 February 2009. Waverley, as one of the partners in the SSP, will have a role in contributing to the delivery many of the priorities in the draft SCS.

The Executive is asked to note the contents of the updated draft SCS, the context of the priorities and targets within Waverley, and approve the proposed response to the consultation - the report at [Appendix I](#) refers.

Recommendation

It is recommended that the Executive:

- 1. notes and endorses the revised draft Surrey Sustainable Community Strategy;**
 - 2. authorises the Chief Executive, in consultation with the Leader and Portfolio Holder for Partnerships and Community Engagement, to finalise and submit the proposed response to the consultation on the draft Surrey Sustainable Community Strategy, attached at Annexe 1 to the report; and**
 - 3. notes the arrangements for the preparation of a Sustainable Community Strategy for Waverley, based on the themes of the Surrey Sustainable Community Strategy as agreed by the Waverley Strategic Partnership.**
15. MEMBERS' ALLOWANCES - CARERS' ALLOWANCES [page 95]
[Portfolio Holder: Cllr Mike Band]
[Wards Affected: N/A]

At the last meeting of the Executive when the report of the Independent Remuneration Panel for Members' Allowances was considered, it was requested that further work be undertaken on the issue of dependent carers' allowances. Information has been sought from neighbouring authorities offering this allowance as part of their Members' Allowances Scheme and details are set out in the report at [Appendix J](#).

Recommendation

It is recommended to the Council that

- 1. the existing scheme and current practice of increasing members' allowances on an annual basis in line with the staff pay award be reaffirmed and that the 2009/10 allowances be calculated on this basis;**
- 2. with effect from 1st April 2009, the Members' carers' allowance should be reimbursed on the basis of actual costs incurred with no capped amount**

3. consideration be given to convening an Independent Panel again in 2010.

16. EQUAL PAY AUDIT AND EQUAL PAY REVIEW [page 101]
[Portfolio Holders: Cllr Ms Denise Le Gal and Cllr Mike Band]
[Wards Affected: N/A]

The purpose of the report at Appendix K is to report on the results and implications of the Equal Pay Audit undertaken by South East Employers and to suggest budget provision to undertake an equal pay review in 2009/10.

Recommendation

It is recommended to the Council that £50,000 from the Revenue Reserve Account is allocated to fund the Equal Pay project to ensure compliance with Equal Pay legislation and that officers consult with the portfolio holders for Human Resources and Finance when preparing the brief for the review.

17. IIP ASSESSMENT AND ACTION PLAN [page 107]
[Portfolio Holder: Cllr Ms Denise Le Gal]
[Wards Affected: N/A]

The purpose of the report at Appendix L is to update the Executive that Waverley is once again, a fully recognised IIP organisation and to note the action plan agreed by Corporate Management Team (CMT).

Recommendation

It is recommended that

- 1. the Executive notes that**
 - a. Waverley is once again, a fully recognised IIP organisation; and**
 - b. the IIP awarding panel recognised a tremendous amount of work has been done since the last review and everyone at Waverley should be congratulated for this; and**
- 2. the action plan agreed by CMT be endorsed.**

18. EVALUATION OF TENDERS FOR THE REFURBISHMENT OF THE SPORTS AND LEISURE CENTRES [page 111]
[Portfolio Holders: Cllrs Mike Band and Roger Steel]
[Wards Affected: All]

The tenders for the refurbishment of the Farnham and Cranleigh sport and leisure centres are scheduled for dispatch in late January 2009. The report at Appendix M sets out the proposed methodology for evaluating the tenders. It also seeks a waiver to a technicality in Contract Procedure Rules (CPRs) to enable the unusual nature of the contract to be taken into account in the evaluation.

Recommendation

It is recommended that

- 1. the two-stage process of tender evaluation as contained in CPR L105 be amended in respect of this tender at allow price to be evaluated alongside quality criteria to enable an overall best value solution to be identified;**
 - 2. the evaluation matrix attached at Annexe 1 be approved; and**
 - 3. the approach to tendering outlined in paragraph 16 of the report is endorsed.**
19. REVIEW OF THE INTERIM MINIPLAN FOR THE THAMES BASIN HEATHS SPECIAL PROTECTION AREA (SPA) [page 119]
[Portfolio Holder: Cllr Mrs Carole Cockburn]
[Wards Affected: All Farnham Wards]

The report at Appendix N sets out the framework for the review of the Interim Miniplan for the Thames Basin Heaths SPA, taking account of the comments made at the meeting of the Planning Policy Special Interest Group (SIG) on 9 December 2008.

Recommendation

It is recommended that the Executive gives agreement to the proposed review of the Interim Miniplan.

20. THAMES BASIN HEATHS SPECIAL PROTECTION AREA - PROPOSED DELIVERY FRAMEWORK AND PROPOSALS BY NATURAL ENGLAND FOR ACCESS MANAGEMENT AND MONITORING [page 123]
[Portfolio Holder: Cllr Mrs Carole Cockburn]
[Wards Affected: All Farnham Wards]

The Delivery Framework for the Thames Basin Heaths SPA has been produced by the Joint Strategic Partnership Board (JSPB), which brings together the local authorities and other key partners. Arising from this document, Natural England has put forward detailed proposals for co-ordinated access management and monitoring in relation to the SPA, again on behalf of the Joint Strategic Partnership Board. Following consideration at the last meeting of the JSPB, local authorities have been invited to comment on the latest version of the Delivery Framework, together with the proposals for access management and monitoring, prior to the next meeting of the JSPB on 12th February 2009 - the report at Appendix O refers.

Recommendation

It is recommended that the Executive:-

- 1. notes the current version of the Delivery Framework and agrees that it should be taken into account in reviewing the Miniplan and in any other SPA related work for the LDF; and**

- 2. notes the proposals by Natural England and acknowledges the need for a scheme for access management and monitoring. However, the Council has concerns about the current proposals for the reasons set out in paragraph 24 of the agenda report.**

21. ROWLAND HOUSE REDEVELOPMENT [page 159]
[Portfolio Holder: Cllr Richard Gates]
[Wards Affected: Cranleigh Wards]

Rowland House, and Ivy Hall in Rowland Road Cranleigh together comprise a sheltered Housing scheme that has served Cranleigh residents since the 1960's. The need for this type of accommodation has declined over the years and these buildings are now redundant. This presents an opportunity to redevelop the site to provide the type of affordable housing that is appropriate to the housing needs of Cranleigh today.

The purpose of the report at Appendix P is to summarise the process and results of proposals for the redevelopment of the Rowland House site at Cranleigh, by Raglan and Thames Valley Housing Associations and to report to the Executive the views and recommendation of the Special Interest Group which was formed to examine the proposals and choose a Housing Association to whom the site would be transferred for development of affordable housing.

Recommendation

It is recommended that

- 1. the Executive endorses the approach in selecting an RSL partner;**
- 2. Thames Valley Housing Association be the chosen organisation to work up a design for the Rowland House site;**
- 3. the Executive select either Thames Valley Housing Association Option 1B or Option 2B as set out in Annexe 2, with the specific requirements as noted at 33. a)-e) as set out above;**
- 3. the land to be used for housing is transferred to Thames Valley Housing Association on terms to be agreed with the Chief Executive and Deputy Chief Executive in consultation with the Portfolio Holder, with the minimum value as set out in Option 1B or Option 2B as shown in Exempt Annexe 5;**
- 4. the capital receipt from the sale of Rowland House be fully reinvested in the remaining Council Housing stock to contribute towards achieving a Decent Homes Standard;**
- 5. officers be authorised to negotiate with Rowleys Day Centre on terms and conditions if Option 2B is selected; and**
- 6. the Executive thanks Cranleigh Parish Council and local resident representatives for assisting in the process of assessment.**

22. RESPECT STANDARD FOR HOUSING MANAGEMENT [page 175]
[Portfolio Holder: Cllr Richard Gates]
[Wards Affected: All]

The Respect Standard for Housing Management is a national standard, developed by the Department of Communities & Local Government, the Audit Commission and Housemark. Signing up to the Respect Standard demonstrates that the Council is committed to do all it reasonably can to provide effective, responsive and flexible services to tackle anti-social behaviour, and create a culture of respect through the housing management role and broader involvement in neighbourhood management.

The report at Appendix Q, which was considered by the Community Overview and Scrutiny Committee at its meeting on 12 January 2009, outlines the action that the Council taking in order to sign-up to the Respect Standard. It is expected that the Council will sign-up in spring 2009.

Recommendation

It is recommended that the Executive

- 1. notes the progress being made on meeting the requirements of the Respect Standard for Housing Management;**
- 2. endorses Waverley's commitment to signing up to the Respect Standard in Housing Management; and**
- 3. agrees that the Council signs-up to the Respect Standard for Housing Management in the spring of 2009.**

23. REVIEW OF CHOICE BASED LETTINGS [page 183]
[Portfolio Holder: Cllr Richard Gates]
[Wards Affected: All]

The purpose of the report at Appendix R, which was considered by the Community Overview and Scrutiny Committee at their meeting on 12 January 2009, it to review the operation of Choice Based Lettings in Waverley and recommend amendments to the allocation scheme following the first year of operation.

Recommendation

It is recommended that the Executive:

- 1. amends the Council's allocation scheme as outlined in paragraphs 26 and 28 of the report;**
- 2. implements a Freephone service as soon as practically possible at an estimated cost of £700 a year; and**
- 3. notes the contents of this report.**

24. FUTURE USE OF A HOUSING REVENUE ACCOUNT PROPERTY IN FARNHAM [page 193]

[Portfolio Holder: Cllr Richard Gates]
[Wards Affected: Farnham, Wrecclesham and Rowledge]

The Council owns a property in Farnham that previously has been used as temporary accommodation for homeless households (a location plan is attached as Annexe 1 to the report). The report at Appendix S, which was considered by the Community Overview and Scrutiny Committee at its meeting on 12 January 2009, proposes that the Council disposes of the property to a Registered Social Landlord approved by the Council in order to provide a mix of general needs affordable subsidised housing and flexible use affordable subsidised housing. This will help the Council prevent homelessness, work towards the Council's corporate priority of providing subsidised affordable housing and generate a capital sum for the Housing Revenue Account.

Recommendation

It is recommended that the Executive:

- 1. approves the disposal of Marshall's Weydon Lane, Farnham, to Mount Green Housing Association, on terms to be negotiated by the Council's Estates and Valuation Manager, which include that the building is to be used as a mixed scheme of affordable housing to which the Council will receive nomination rights; and**
- 2. that the capital receipt from the sale of this property be applied to contribute toward achieving the Decent Homes Standard in the remaining Council housing stock.**

25. ACTION TAKEN SINCE LAST MEETING

To note any action taken by the Chief Executive after consultation with the Chairman and Vice-Chairman since the last meeting. The Register of Decisions will be laid on the table half an hour before the meeting.

26. EXCLUSION OF PRESS AND PUBLIC

To consider the following recommendation on the motion of the Chairman:-

Recommendation

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 item 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 this item there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified in the appropriate paragraph(s) of the revised Part I of Schedule 12A to the Act (to be identified at the meeting).

27. UNDERSHAW UPDATE

To receive an oral update on the latest position.

28. ANY OTHER ISSUES TO BE CONSIDERED IN EXEMPT SESSION

To consider matters (if any) relating to aspects of any reports on this agenda which, it is felt, may need to be considered in Exempt session.

**For further information or assistance, please telephone Robin Pellow,
Head of Democratic Services, on extension 3222 or 01483 523222.**