

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

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Date: 20 August 2009

Membership of the Executive

Cllr Richard Gates (Chairman)
Cllr Mike Band (Vice-Chairman)
Cllr Mrs Carole King
Cllr Robert Knowles
Cllr Ms Denise Le Gal

Cllr Stefan Reynolds
Cllr John Sandy
Cllr Roger Steel
Cllr Adam Taylor-Smith
Cllr Keith Webster

Dear Councillor

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

DATE: TUESDAY, 1 SEPTEMBER 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/>

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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 7 July 2009 and the Special Meeting held on 21 July 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, Chairman Friends of Farnham Park of which notice has been given in accordance with Procedure Rule 10:-

*[*NB. The following question expresses personal views of the questioner and Waverley does not endorse the statements of fact and opinion in any way and they do not reflect the views of Waverley Borough Council].*

“Given that the Miniplan costings propose a new eastern direct access to Farnham Park which would allow Rushmoor residents convenient access (whether intended or not), and given the Bishop’s explicit terms in the 1930 Conveyance, is the use of the Park as commercial mitigation for Rushmoor’s housing development (and existing SPA users) allowable?”

6. **EXECUTIVE FORWARD PROGRAMME**

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

7. BUDGET REVIEW 2009

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

The report at Appendix B is a formal review of both the General Fund Revenue Budget and the Housing Revenue Budget based on the spending up to 31 July 2009 that was requested by Council on 24 February, given the challenging economic environment that faces the Council.

Recommendation

The Executive is asked to:

1. **note the outcome of the Budget Review for 2009/10 and endorse the actions taken which includes:**
 - i. **agreeing to the CMT review of the current year's revenue budget during September, reporting back to the Executive in October;**
 - ii. **agreeing to the CMT review of the current year's capital programme during September, reporting back to the Executive in October;**
 - iii. **noting the availability of unallocated contribution to capital and agreeing an embargo on its use until later in the year, when a clearer assessment can be made about the need to use it; and**
2. **note the potential impact of the Budget Review on 2010/11.**

8. TREASURY MANAGEMENT – PERFORMANCE MEASUREMENT 2009/2010

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

The purpose of the report at Appendix C is to advise Members of Waverley's investment performance for the first quarter of 2009-2010.

Recommendation

It is recommended that the first quarter's Treasury Management Performance for 2009/10 be received.

9. PARTIAL REVIEW OF THE SOUTH EAST PLAN – GYPSIES

[Portfolio Holder: Cllr Richard Gates]
[Wards Affected: All]

The purpose of the report at Appendix D is to agree the Council's Response to the current consultation on the Partial Review of the South East Plan, "Somewhere to Live – Planning for Gypsies, Travellers and Travelling Showpeople in the South East." This sets out the South East Regional

Assembly's recommendations on the provision of new pitches for Gypsies, Travellers and Travelling Showpeople (GTTS) in the South East.

Recommendation

That the Executive agree the joint response set out in Appendix 2 to object to the proposals in the current Government consultation on the Partial Review of the South East Plan – New Policy H7, Gypsies, Travellers and Travelling Showpeople, on the grounds that:

- **Option D has been selected as the Preferred Option rather than Option C, which was supported by this Council and the other Surrey local authorities during the previous consultation as the fairest distribution across the region, was the most favoured option and was the one best supported by the Gypsy and Traveller community; and**
- **the provision of transit sites is a strategic rather than a local issue and properly should be addressed at the regional level.**

10. SUPPORTING BUSINESS AND SKILLS: COMMITTING TO THE FSB SMALL BUSINESS ENGAGEMENT ACCORD; THE LOCAL EMPLOYMENT PARTNERSHIP; AND THE SKILLS PLEDGE

[Portfolio Holders: Cllr Richard Gates, Cllr Robert Knowles]

[Wards Affected: All]

The report at Appendix E proposes Waverley confirming its commitment to local businesses and skills by signing up to the principle contained in the Federation of Small Business's (FSB) Small Business Engagement Accord; signing up to a Local Employment Partnership with Jobcentre Plus, and making the Skills Pledge. All three build on Waverley's existing practice and approach to supporting businesses and individuals during the recession.

Recommendation

It is recommended that the Executive:

- 1) **welcome the Federation of Small Businesses Engagement Accord; supports the principles set out within the accord and authorises the Leader and Portfolio Holder for the Local Economy to sign the Accord on behalf of Waverley;**
- 2) **agree to sign up to a Local Employment Partnership with Jobcentre Plus to support the needs of residents who are unemployed and authorises the Chief Executive with the agreement of the Portfolio Holders for Human Resources and the Local Economy to finalise the details appropriate for Waverley;**
- 3) **agree to sign the Skills Pledge as a commitment to raise the skills and competencies of Waverley's employees; and**

- 4) **agree that Waverley should raise awareness of these pledges to encourage other organisations and local businesses to make similar commitments to enhance opportunities for local businesses, residents and employees.**

11. SCHEME OF DELEGATION – REVISION FOR CIVIL EMERGENCIES

[Portfolio Holder: Cllr Richard Gates]

[Wards Affected: All]

The report at Appendix F explains the need to amend the Scheme of Delegation to provide certainty to officers in responding to civil emergencies and other contingencies was identified in a recent Internal Audit review. A revision is proposed for the Executive's consideration.

Recommendation

It is recommended that:

1. **the Executive recommend the Council to approve the proposed insertion to the Scheme of Delegation as contained in paragraph 3 above; and**
2. **the agreed and approved insertion be included in the Civil Emergency Plan.**

12. COMMUNITY EVENTS STREET TRADING – DESIGNATIONS

[Wards Affected: All]

The Licensing and Regulatory Committee had agreed that there is a need to provide a street trading solution that will enable community and council-run events to take place in key locations in the Borough. A light touch review of Street Trading Controls was agreed to determine a policy which would encourage such events occasionally, but not encourage individual traders in mobile vehicles. This Committee, 8 June 2009, resolved to support this process and the statutory Notices were published on 19 June.

To achieve these changes, two separate procedures - which are running concurrently - needed to be followed:

- The Council must review the current designations of 'prohibited' and 'consent' streets and resolve to make changes where necessary, and
- The Council should create and publish a Street Trading Policy

The report at Appendix G, which was considered by the Licensing and Regulatory Committee at its meeting on 27 July, reports on the first of these requirements, while a separate report addresses the second.

Recommendation

That the Executive endorse the proposal to publish notice(s) confirming the changes to the re-designation of streets.

13. COMMUNITY EVENTS STREET TRADING – POLICY

[Wards Affected: All]

The Licensing and Regulatory Committee has agreed that there is a need to provide a street trading solution that will enable community and council-run events to take place in key locations in the Borough. A light touch review of Street Trading Controls was agreed - to determine a policy which would encourage such events occasionally, but not encourage individual traders in mobile vehicles. This Committee endorsed this approach on 8 June 2009.

To achieve these changes, two separate procedures - which may run concurrently - need to be followed:

- The Council must review the current designations of 'prohibited' and 'consent' streets and resolve to make changes where necessary, and
- The Council should create and publish a Street Trading Policy

The report at Appendix H, which was considered by the Licensing and Regulatory Committee at its meeting on 27 July, reports on the second of these requirements, while a separate report addresses the first.

Recommendation

That the Executive:

1. **agree to adopt the 'Street Trading in Waverley' Policy as amended; and**
2. **agree to the amendment of the Council's Scheme of Delegation to Officers.**

14. EQUAL PAY PROJECT UPDATE

[Portfolio Holder: Cllr Ms Denise Le Gal]

[Wards Affected: N/A]

The report at Appendix I provides an update on the work being undertaken as a result of the Equal Pay Audit undertaken by South East Employers.

Recommendation

It is recommended that the Council:

1. **uses the Single Status Hay Job Evaluation system;**
2. **the Head of HR writes a Job Evaluation process document for approval by CMT;**
3. **that all posts not previously evaluated are evaluated during the period September to December 2009;**

4. that the Deputy Chief Executive and Head of HR appoint within the existing budget an expert to research and advise CMT on a new pay structure and pay policy; and
5. the Head of HR reports to the Executive in January 2010 on progress on the project

15. GARDEN WASTE PROJECT

[Portfolio Holder: Cllr John Sandy]

[Wards Affected: All]

On behalf of the Surrey Waste Partnership, Waverley and Guildford officers submitted a bid to IESE for financial support to explore joint working on the 'back-office' activity related to garden waste collection. This bid was successful and the report at Appendix J asks the Executive to support the principle of undertaking the project. At this stage there are no direct financial implications for the Council.

Recommendation

It is recommended that:

1. **the Executive support the principle of the project and endorse the involvement of officers in its management; and**
2. **Officers report back on progress and the emerging business models**

16. SOUTH EAST COUNCILS AND REFORMED SEERA

Members may be aware that the former South East England regional Assembly has now been replaced by a less formal grouping of South-East England Councils. The Council has already committed under Chief Executive's action to supporting the new organisation, and the subscription for this is £1,016 in this year, which is around £3,000 less than that for the former SEERA of £4,066, provision for which is included in the subscriptions budget for 2009/10.

A new company structure for the successor to the former SEERA is now proposed of a company limited by guarantee, and all South -East councils are now being invited to become members of this. This will involve Waverley pledging to contribute £1 to become paid-up members of the new body. The legal structure proposed protects the Council from any liability beyond this one pound.

Recommendation

In the light of the new streamlined structure being in a much better position to represent Waverley's interests, and the saving on the subscription budget, the Executive is RECOMMENDED to agree to becoming members of the new SEERA limited and contributing £1.

17. WAVERLEY APPOINTMENTS TO SURREY COUNTY COUNCIL LOCAL COMMITTEE TRANSPORTATION TASK GROUPS 2009-2010

The following nominations are proposed for 2009-2010:

Farnham: 3 Borough Councillors from Farnham wards:
Cllrs Stephen Hill, Roger Steel and John Ward

Godalming, Milford & Witley: 2 Borough Councillors from wards within the area covered by the Group:
Cllrs Mrs Elizabeth Cable and Keith Webster

Haslemere & Western Villages: 2 Borough Councillors from wards with the area covered by the Group (i.e. Haslemere, Churt, Thursley, Witley (for Brook), Tilford, Elstead, Frensham, Dockenfield, Peper Harow)
Cllrs Robert Knowles and Bryn Morgan

Cranleigh & Eastern Villages: 2 Borough Councillors from wards within the area covered by the Group (i.e. Cranleigh, Ewhurst, Womersley, Bramley, Busbridge, Hambledon, Hascombe, Alfold, Dunsfold, Chiddingfold)
Cllrs Maurice Byham and Brian Ellis

The Local Committee has agreed that the following Borough Councillors should sit on the Local Transport Plan Task Group (members who sit on the Local Committee):

Cllrs Maurice Byham, Brian Ellis and Keith Webster.

Recommendation

It is recommended that nominations as set out above be confirmed.

18. ACTION TAKEN SINCE LAST MEETING

To note the following 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:-

South East England Councils

Authorisation sought to accept the invitation to Waverley Borough Council to join the SEEC and the expenditure in 2009/10 of the subscription rate of £1,016, which is within the budget provision for the previous SEERA subscription of £4,066.

Cranleigh Leisure Centre

Authorisation sought to extend the scope of works for the leisure capital improvement contract, approve the additional expenditure and agree in accordance with Contract Procedure Rule Q101h to incorporate this within the scope of the main contract.

Waste Recycling Collection Service

Authorisation sought to exempt the project from contract procedure rules.

Waste Recycling Collection Service

Authorisation sought to fund project from the (previously allocated) LPSA Revenue Reward Allocation – Target 4 – Glass Recycling

19. 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).

20. 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 and Legal Services, on 01483 523222.**