

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

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Date: 22 January 2010

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, 2 FEBRUARY 2010

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. **THE WINTER SO FAR - STATEMENT BY THE LEADER**

"We have just been through a very difficult period of adverse weather that we have not experienced in this part of the world for almost 30 years. The combination of temperatures and snowfall has meant real disruption for all sections of the community.

Unfortunately, we cannot assume that the winter is now over and we will need to remain vigilant and ready to respond to any future challenges.

For Waverley's services, the disruption began just before Christmas whilst we prepared for the Christmas calendar of refuse and recycling collections. Snow on the 15 and 16 of December meant we went into the Christmas calendar behind on some of our collections and we have not been able to fully catch up until our normal services resumed on Monday 18 January.

The real snow event for the community began on the night of Tuesday 5 January when significant snowfall had a major impact on our roads and public transport systems. The extreme low temperatures for the next week prevented a thaw. So when further snow fell on the night of Tuesday 12, this just prolonged disruption to travel and services until the end of that week when the weather began to improve on the 16 and 17 January.

The roads were difficult to use and the trains were running on a reduced timetable. At this time much of the public attention was on the gritting and clearing of roads which is carried out by our colleagues at Surrey County Council. Their resources are limited and consequently, for much of the next two weeks, we received many enquiries as to how roads, villages and estates could be opened up again to allow them to function normally. From the outset, we here at Waverley relayed information from the County Council about their gritting programme via the website and other channels.

Getting into work for staff was very difficult and in both weeks we had a reduced presence. Many were tasked with checking on older people and vulnerable people who are on our Care Line register to check they were warm, safe, well and had enough food. In total we made over 2000 calls. Housing staff supported an emergency food centre in Godalming where the power supply failed for 48 hours.

Countryside Rangers used their 4 x 4 vehicles to help the WRVS Meals on Wheels Service to deliver to local vulnerable people and to help clear fallen trees. Waverley staff and contractors from Veolia and Glendale were redeployed to clearing paths at elderly peoples units, leisure centres, car parks and town centres.

Staff who were unable to get into their normal place of work used our latest investment in Citrix - ICT technology which allows people to access their work IT systems and email from home. This meant we were able to maintain many of our normal services and helped us with vital communications.

From my observations the Council and its staff worked extremely hard to rise to the challenge. Not all of our efforts were successful though and there remains a critical and understandable questioning by our residents of how local and central government coped with this period. The Chief Executive has already instigated a comprehensive review of all of the events and our response, to identify what went well, what went less well and what improvements could we make for the future. This is not just limited to Waverley, but the discussions are taking place with our colleagues at the County Council, our contractors and others who help us provide our community services.

I have committed to asking our Overview and Scrutiny Committees to contribute and comment on this critical review. Local Government Services are essential and highly important for the quality of life in our community and are particularly necessary to support the more vulnerable groups. We always need to be doing the best we can and striving to ensure we not only cope with these events but recover from them as soon as possible.

But we are neither magicians or robots. Our staff and our contractors' staff had to cope with the same conditions as everyone else. Snow and freezing conditions present the same hazards, even more so when heavy lorries and manual work are involved. There are some things that were impossible to do, and other things too dangerous. If we were not perfect it is because we are humans."

2. INFORMAL QUESTION TIME

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

3. MINUTES

To confirm the Minutes of the Meeting held on 5 January 2010 (to be laid on the table half-an-hour before the meeting).

4. APOLOGIES FOR ABSENCE

To advise the Executive of any apologies for absence.

5. 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.

6. QUESTIONS

The Chairman to respond to the following questions of which notice has been given in accordance with Procedure Rule 10:-

i. from Mr Mike Smyth of Milford

“A number of local authorities have let their sports facilities to community based not for profit organisations ("NPDO") which have themselves appointed a third party professional manager. A term of the appointment is that the manager undertakes to the NPDO and the local authority to manage the facilities in such a manner that, taking account of any grant received from the local authority, it operates at a surplus. Such a tripartite arrangement can provide financial and community benefits as well as ensuring that neither the local authority nor the NPDO is liable for any operating losses. The financial benefits arise because this structure avoids liability to business rates on the premises and avoids VAT on the sport related income (eg swimming and gym income but not catering income) of the facilities. A number of professional managers of sports and leisure operators provide a structure to avoid business rates but structures to avoid VAT are less common, although have proved effective. Most of the VAT paid on income from leisure centres can be avoided and retained by the local authority (by way of reduced grant) for its general purposes or applied in improved leisure services. VAT savings at local authorities which have implemented this structure have amounted to several hundred thousand pounds per annum.

My question is has Waverley considered restructuring the provision of its sports and leisure services so as to save, and retain for itself, the bulk of the VAT levied on charges for those services?”

ii. from Kathy Smyth from Guildford and Waverley Friends of the Earth

“At paragraph 5.2 of the Report on the Surrey Climate Change Strategy presented to the meeting of the Waverley Executive on 5 January 2010 reference was made to the draft Waverley Action Plan which was attached as Annex 2 to that report. The Executive was told that “this will form the basis of the action plan that will be completed by mid 2010 following consultation with relevant Waverley Officers”. The official government target for 2020 cuts is still 34% although the science is telling us that we need to make 40% cuts by 2020. The government Committee on Climate Change has confirmed that at least 40% cuts are required (although it is not official government policy). So whilst locally Friends of the Earth welcomes any action in this area, the draft action plan presented to the Executive at that meeting was not adequate to deal with the challenge we face. It clearly needs significant work as otherwise it will fall well short of delivering any meaningful per capita cuts in carbon.

In Manchester, where the Council has very recently adopted a policy of aiming for a 41% cut in per capita emissions by 2020, the action plan just adopted aims to engage the community in climate change by involving individual, neighbourhoods and local organisations in rolling out 'low carbon thinking' across the city and we also know that the community and green groups in Manchester were consulted during the drawing up of that action plan. Many residents of this borough have considerable knowledge and expertise on green issues. For instance, there are a number of people with considerable expertise on renewable energy including community renewables and on feed-in tariffs and on micro-generation. I regularly meet people in the borough who are very knowledgeable on these and many other environmental topics, including individuals from the business and farming community.

So my question is as follows:

Will Waverley Council

- a) publicise and make the current draft action plan more available to the public and
- b) agree to widen the consultation on the draft climate action plan to include not only other "green" organisations and interest groups, but also make it open to all individual Waverley residents and members of the business and farming community who wish to contribute to it and make suggestions towards a comprehensive and robust action plan?"

iii. from Mrs Sandars of Farnham

"Having noted from Waverley's website information about the Housing Register that the register contains over 3000 housing applicants and that only in the region of 300 to 320 Council properties become available to let each year, I should be grateful if the Chairman would answer the following question:

1. How many housing applicants are there currently on the waiting list, in separate totals per area, for each of the main town/village areas of Waverley, i.e. Godalming, Farnham, Haslemere and Cranleigh
2. How many applicants are there, again detailed separately for each of these areas, for the following categories of accommodation?
 1. 1 bed
 2. 2 bed
 3. 3 bed
 4. 4 bed
 5. Elderly and/or sheltered housing
3. How many applicants are there in each priority banding?
4. How many housing applicants were there on the waiting list for all types of housing in May 2005?"

7. EXECUTIVE FORWARD PROGRAMME

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

8. FINANCIAL STRATEGY 2010/11 – 2013/14

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

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

9. FOOD WASTE COLLECTION IN WAVERLEY

[Portfolio Holder: Cllr John Sandy]
[Wards Affected: All]

To consider the report at Appendix C - To Follow.

10. COMMUNITY PARTNERSHIP FUND GRANTS

[Portfolio Holders: Cllrs Stefan Reynolds & Mike Band]
[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 2010/11 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

That the Executive:

1. **considers the Waverley Community Partnership applications for 2010/11 and the allocations proposed in Annexe 1 and, having regard to the comments of the Overview and Scrutiny Committees, recommends grant levels for each organisation to the Council; and**
2. **recommends to the Council that the level of Waverley's contribution to the Waverley Voluntary Grants Partnership in 2010/11 should be £54,000.**

11. PRUDENTIAL CODE FOR CAPITAL FINANCE

[Portfolio Holder for Finance: Cllr Mike Band]
[Wards Affected: N/A]

The purpose of the report at Appendix E is to seek 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 Investment Strategy report also on this agenda.

Recommendation

It is recommended that the Executive approves the Prudential Indicators.

12. ANNUAL INVESTMENT STRATEGY 2010/2011

[Portfolio Holder for Finance: Cllr Mike Band]

[Wards Affected: N/A]

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

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.**

13. TREASURY MANAGEMENT – REVISED CODE OF PRACTICE

[Portfolio Holder: Cllr Mike Band]

[Wards Affected: All]

The purpose of the report at Appendix G is to consider the revised Code of Practice on Treasury Management produced by the Chartered Institute of Public Finance and Accountancy (CIPFA) in the light of the revised Prudential Code for Capital Finance and the Audit Commission report on Risk and Return following the collapse of the Icelandic banks, and to adjust Council policies and processes as appropriate.

Recommendation

The Executive recommends to the Council that:

1. **the revised Code of Practice be endorsed;**
2. **the Key Principles in paragraph 5 be agreed;**
3. **the Clauses in paragraph 7 be approved and Standing Orders and finance regulations be amended as appropriate; and**
4. **the Corporate Overview and Scrutiny be nominated as the committee responsible for scrutinising the treasury management function.**

14. TREASURY MANAGEMENT – PERFORMANCE MEASUREMENT 2009/2010

[Portfolio Holder for Finance: Cllr Mike Band]
[Wards Affected: N/A]

The purpose of the report at Appendix H is to advise Members of Waverley's investment performance at the end of the third quarter of 2009/2010.

Recommendation

It is recommended that the quarter 3 Treasury Management Performance for 2009/10 be noted and the approach to managing investment activity be endorsed.

15. WAVERLEY'S VALUE FOR MONEY TARGET

[Portfolio Holder: Cllr Mike Band]
[Wards Affected: N/A]

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

Recommendation

That the Executive note the progress to date on the Council's Value For Money Strategy and endorse the actions proposed in the report to ensure that the target is met over the three-year period 2008 to 2011.

16. BANK CONTRACT EXTENSION

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

The purpose of the report at Appendix J is to consider a further extension to Waverley's contract for the provision of banking services by up to 12-months in the light of the current conditions in the banking sector and to enable the tender to reflect the impact of the recent decision to implement major changes to the Council's cash collection arrangements.

Recommendation

That, in accordance with the provisions of Contract Procedure Rule Q101a, the Executive approve the extension of the current banking contract to 31 March 2011.

17. HASLEMERE HALL - ESSENTIAL ROOF WORKS PROJECT

[Portfolio Holders: Cllrs Roger Steel & Mike Band]
[Wards Affected: All]

The purpose of the report at Appendix K is to consider a request from Haslemere Hall Trust for a contribution towards its project to carry out emergency, essential roof repair work to the Haslemere Hall.

Recommendation

It is recommended that the Executive:

- 1. agrees that the level of Waverley's contribution towards the Haslemere Hall essential roof works project should be up to £32,000 and be a combination of direct and matched-funding with Haslemere Town Council;**
- 2. agrees the split between direct and matched funding; and**
- 3. subject to the decision in (1) above, agrees that any additional funding is met from unallocated 2009-2010 capital resources.**

18. FINANCIAL SUPPORT FOR GODALMING MUSEUM

[Portfolio Holders: Cllrs Roger Steel and Mike Band]
[Wards Affected: Godalming and Surrounding Area]

To consider the report at Appendix L - To Follow.

19. EQUAL PAY PROJECT UPDATE

[Portfolio Holder: Cllr Ms Denise Le Gal]
[Wards Affected: N/A]

To provide an update on the work being undertaken as a result of the Equal Pay Audit undertaken by South East Employers - see Appendix M.

Recommendation

The Executive is asked to endorse the actions outlined in the report.

20. WAVERLEY YOUTH STRATEGY 2010 TO 2015

[Portfolio Holder: Councillor Carole King]
[Wards Affected: All]

The reason for the report at Appendix N is to inform the Executive of the purpose for developing a Waverley Youth strategy specifically aimed at young people aged between 11 and 19 years who live and go to school in the borough; how the Youth Strategy will link to and compliment current plans/strategies and how Waverley will work with its relevant partners to deliver the Youth Strategy Action Plan

The report was considered by ELOS on 12 January 2010 and its comments are noted at the end of the report.

Recommendation

It is recommended that the Executive endorse the Youth Strategy and Action Plan.

21. REVIEW OF GUILDFORD-CRANLEIGH RAIL LINK REOPENING

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

On 8 September 2009, ELOS agreed the scope of a review of the Guildford-Cranleigh Rail Link reopening. The body of the report on the review into the feasibility and impact of the Association of Train Operating Companies' (ATOC) proposal to construct 7 miles of electrified track from Cranleigh to Peasmarsh Junction was considered by ELOS at its meeting on 12 January 2010 and its recommendation to the Executive is detailed at the end of the report - see Appendix O.

Recommendation

It is recommended that the Executive

- 1. accept the ELOS recommendation that the Council does not pursue further investigation into the reopening of the rail link and agrees that Waverley is not in any position to fund the capital costs of the reopening;**
- 2. agree that the Council will give whatever assistance it can to any party who wishes to take forward such work; and**
- 3. agree that the Council will continue to work with Surrey County Council to protect and develop the Downs Link as a sustainable transport corridor.**

22. REVIEW OF SUPPORTING PEOPLE SERVICE

[Portfolio Holder: Cllr Keith Webster]
[Wards Affected: All]

The report at Appendix P, which was considered by the Community Overview and Scrutiny Committee at its meeting on 11 January 2010, updates the Committee on the ongoing review of Supporting People Services, new commissioning intentions from Supporting People and the possible implications for the future of support services for Waverley tenants.

Recommendation

The Executive is asked to endorse the report in the knowledge that further reports will be made available as the future of Supporting People funded services is clarified.

23. HOUSING SERVICES COMPENSATION POLICY

[Portfolio Holder: Cllr Keith Webster]
[Wards Affected: All]

The report at Appendix Q, which was considered by the Community Overview and Scrutiny Committee at its meeting on 11 January 2010, introduces the Compensation Policy for the housing services team. The policy draws together a number of current procedures and identifies when and how tenants

may claim compensation following service failures. The policy will be a supplement to the Council's Complaints Policy.

Recommendation

It is recommended that the Executive adopts the Compensation Policy.

24. REVISING THE COUNCIL'S SOCIAL HOUSING TENANCY AGREEMENT
[Portfolio Holder: Cllr Keith Webster]
[Wards Affected: All]

The purpose of the report at Appendix R, which was considered by the Overview and Scrutiny Committee at its meeting on 11th January, seeks approval for the final version of the revised tenancy agreement following the legally required consultation with tenants on the draft document.

Recommendation

It is recommended that the new tenancy agreement be approved for implementation effective from 1 April 2010.

25. REVIEW OF WAVERLEY'S PREFERRED PARTNERSHIP ARRANGEMENTS WITH REGISTERED SOCIAL LANDLORDS
[Portfolio Holder: Cllr Keith Webster]
[Wards Affected: All]

The report at Appendix S, which was considered by the Overview and Scrutiny Committee at its meeting on 11th January, gives an overview of the Council's working relationship with affordable housing providers. The Council has worked with ten social landlords to develop 379 new affordable homes since 2001. These registered social landlords are known as 'Preferred Providers'. It is appropriate to revisit these arrangements and determine whether the Council wishes them to continue. An internal review has been undertaken by officers and a number of changes to the 'Preferred Providers' list are recommended.

Recommendation

It is recommended that:

- 1. Accent Peerless, Downland, Southern Housing Group, Pavilion, Sentinel, Thames Valley, Ability, English Rural, Mount Green and Surrey Community Development Trust will act as preferred partners for the period 2009-2015;**
- 2. Raglan's preferred partner status be withdrawn.**
- 3. Preferred partners will work on the affordable housing schemes that are negotiated on the larger development sites (PPG3) that come forward between 2009 and 2015.**
- 4. The selection of preferred partners is based on an annual review of performance and**

5. Housing associations not selected will still have a role to play and will continue to contribute towards the development of affordable housing in the district.

26. LOCAL DEVELOPMENT FRAMEWORK SPECIAL INTEREST GROUP
[Portfolio Holder: Cllr Richard Gates]
[Wards Affected: All]

The purpose of the report at Appendix T is for the Executive to consider setting up a Local Development Framework (LDF) Special Interest Group.

Recommendation

It is recommended that the Executive agrees the setting up of an LDF Special Interest Group, together with the membership and terms of reference set out in the report.

27. CENTRAL OFFICES SHARED ACCOMMODATION - SURREY POLICE
[Portfolio Holder: Cllr Mike Band]
[Wards Affected: N/A]

The Executive is being asked to approve arrangements for the lease of Central Office accommodation to Surrey Police - Appendix U refers.

Recommendation

It is recommended that the Executive agree the proposed lease on the terms and conditions as set out in the Exempt Annex, any other terms and conditions to be agreed by the Estates and Valuation Manager.

28. WEBCASTING REVIEW
[Portfolio Holder: Cllr Adam Taylor-Smith]
[Wards Affected: All]

The report at Appendix V reviews Waverley's existing webcasting arrangements and proposes that the service be brought in-house with effect from 1 April 2010 to deliver future years on-going revenue savings. The initial set-up costs to be contained within the remaining net revenue budget provision for webcasting in 2009/10 and the proposed revenue budget provision for 2010/11.

Recommendation

It is recommended that the Executive approve the provision of an internally managed webcasting service and that the one-off set-up costs be contained within the £22,500 available in the proposed revenue budget for webcasting in 2010/11.

29. DEVOLUTION OF PROPERTY TO GODALMING TOWN COUNCIL AND FARNHAM TOWN COUNCIL

[Portfolio Holders: Cllrs Mike Band and Stefan Reynolds]

[Wards Affected: All Godalming and Farnham Wards]

The Executive is asked to consider progress on proposals for devolving property to Godalming Town Council and Farnham Town Council - Appendix W refers.

Recommendation

It is recommended that for the Borough Hall, the Executive

- 1. note the progress on the transfer of property to Godalming Town Council;**
- 2. approve the tapered funding arrangement with Godalming Town Council for the transfer of the Borough Hall as set out in the report;**
- 3. receive a further report with the specific terms of the proposed lease for the transfer of the Borough Hall at its next meeting; and**

For the Farnham Council Offices the Executive approve that;

- 4. in principle Waverley Borough Council agree to the transfer of the Farnham Council Offices at nil value to Farnham Town Council on the terms set out in (Exempt) Annexe, and**
- 5. the outcome of the final negotiations and business case be reported back to the next meeting of the Executive for agreement.**

30. CALENDAR OF MEETINGS 2010/2011

To approve the calendar of meetings for 2010/2011, agreed in principle last year but now updated to include slightly amended pattern of planning meetings and to agree the draft calendar for 2011/2012 - see Appendix X.

31. 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.

One-off Capital Grant to Dunsfold Parish Council

To authorise the one-off payment of £1,000 to Dunsfold Parish Council to match fund the commissioning of a business plan to utilise the old school building for a mixed-community facility. This cost will be met from the final balance of the Community Partnerships Fund which currently stands at £1,500.

32. 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).

33. END OF TEMPORARY CONTRACT

To consider the report at (Exempt) Appendix Y.

34. PROPOSED EXTENSION TO COUNCIL HOUSE DWELLING

To consider the report at (Exempt) Appendix Z.

35. 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.**