

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

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Date: 3 December 2010

### **Membership of the Executive**

Cllr Robert Knowles (Chairman)  
Cllr Mike Band (Vice-Chairman)  
Cllr Mrs Carole King  
Cllr Bryn Morgan  
Cllr David Munro

Cllr Stephen O'Grady  
Cllr Stefan Reynolds  
Cllr Roger Steel  
Cllr Adam Taylor-Smith  
Cllr Keith Webster

Dear Councillor

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

DATE: **TUESDAY, 7 DECEMBER 2010**

TIME: **5PM\***

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

**Re-issued Agenda – Meeting rescheduled from 30<sup>th</sup> November and 2<sup>nd</sup>  
December. Please note time and date above.**

Yours sincerely

MARY ORTON

Chief Executive

\*This meeting will be webcast and can be viewed by visiting  
<http://www.waverley.gov.uk>

## **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 2 November 2010 (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 any questions from members of the public of which notice has been given in accordance with Procedure Rule 10.

### 6. FORWARD PROGRAMME [Page 13]

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

### 7. A PLAN FOR WASTE MANAGEMENT 2010: ADOPTION BY WAVERLEY BOROUGH COUNCIL [Page 17]

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

The Surrey Joint Municipal Waste Management Strategy (JMWMS) is a statutory document, originally produced in 2006 and adopted by all authorities in Surrey at the end of 2006/ early 2007. It set out a 20-year plan for the management of household waste in Surrey. A review was agreed by the Surrey Waste Partnership because of new local and national targets, changes and impending changes in legislation and heightened public interest in the environment and waste related issues. Regard has also been had to what has been achieved in the original Strategy, as well as issues which are now out-of-date. The review, including extensive consultation, has now been

completed. The report at Appendix B describes the process of completing the review and seeks agreement from the Council to adopt the Revised Plan for Waste Management 2010.

Recommendation

**It is recommended that the Council adopts the “Plan for Waste Management 2010” as the revised Joint Municipal Waste Management Strategy, subject to an equitable arrangement being put in place with Surrey County Council to enable this Council to carry out the necessary investment to deliver the aims of the strategy.**

8. BUDGET-RELATED ITEMS

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

8.1 BUDGET OBSERVATIONS FROM THE OVERVIEW AND SCRUTINY COMMITTEES [Page 31]

The report at Appendix C.1 advises the Executive of the observations raised by the three Overview and Scrutiny Committees at their meetings in November 2010 and asks the Executive to take them into consideration during the forthcoming budget setting process.

Recommendation

**The Executive is invited to take the observations from the Overview and Scrutiny Committees into account during the forthcoming budget-setting process.**

8.2 BUDGET MONITORING - OCTOBER 2010 UPDATE [Page 35]

The report at Appendix C.2 provides details of the expenditure and income position to the end of October 2010 compared with budget for the General Fund and the Housing Revenue Account. Together with projections to the year-end, this provides an important indication to the likely outturn position. It also gives an update on the Capital Programme for the General Fund and Housing Revenue Account.

Recommendation

**It is recommended that:**

1. **the position as at 31<sup>st</sup> October 2010 be noted and that no immediate action is required at this stage;**
2. **the Budget continue to be monitored closely during the remainder of 2010-11; and**
3. **the 2010-11 Capital Programme be amended as detailed at paragraph 8 above, with the Payroll System Replacement being**

**met by virement from savings on the Computer Room Air Conditioning project and progressed immediately.**

8.3 HR PAYROLL [Page 53]

The report at Appendix C.3 outlines the process for replacing and improving the Council's HR/Payroll system. Members are asked to agree to the proposal and approve a budget virement to meet to one-off purchase and implementation costs.

Recommendation

**The Executive is recommended**

- 1. to agree to the purchase of the Midland HR/payroll system on a partnership basis with Tandridge Borough Council;**
- 2. to agree a waiver under Contract Procedural Rule 3.1 to procure the Midland system without seeking alternative quotations in order to secure the financial and operational advantages that this proposal delivers; and**
- 3. to agree to vire the capital budget for the one-off costs of supply and implementation, as set out in the exempt annexe from the data centre air conditioning capital budget in 2010/11.**

8.4 PROPOSED CONTACT MANAGEMENT SYSTEM [Page 57]

[Portfolio Holders: Cllrs Stephen O'Grady and Bryn Morgan]  
[Wards Affected: All]

As part of changes arising from the Council's Foresight Programme, the Environmental Services Team are seeking to implement improvements to the services provided and the management information arising from customer contact initially focusing on waste and recycling services.

The purpose of the report at Appendix C.4 is to seek approval to a new bid for capital programme provision for the introduction of a contact management system which would eventually be deployed across all the Council's principal service areas to provide a single view of all a member of the public's contacts with the Council.

Recommendation

**The Executive is asked to consider the proposal to add the Civica Contact Manager System at a capital cost of £28,000 to the 2010-11 Capital Programme, subject to equivalent savings being identified from within the overall capital programme to fund this scheme.**

8.5 DESKTOP PC REPLACEMENT PROGRAMME [Page 61]  
[Portfolio Holder: Cllr Stephen O'Grady]  
[Wards Affected: All]

The report at Appendix C.5 proposes bringing forward the planned programme for replacing desktop PCs with Thin Client devices which will enable completion of this initiative in the current financial year. The estimated additional capital cost brought forward would be £42,000.

Recommendation

**It is recommended that the planned programme for replacing desktop PCs with Thin Client devices be brought forward to 2010/11 at a capital cost of £42,000.**

8.6 SETTING OF COUNCIL TAX BASE 2011/2012 [Page 65]  
[Portfolio Holder: Cllr Mike Band]  
[Wards Affected: All]

The purpose of the report at Appendix C.6 is to seek approval of the 2011/2012 council tax base which, under the provisions of the Local Government Finance Act 1992, the Council is required to determine prior to approval of the Council's budget for 2011/2012

Recommendation

**It is recommended that the Executive approve that, pursuant to the foregoing report and in accordance with the Local Authorities (Calculation of Tax Base) (Amendment) Regulations 2003, the council tax base for Waverley and for each of the Town/Parish Council areas for the year 2011/2012 shall be as shown in Annexe 1 of the report.**

9. WAVERLEY INITIATIVES LIMITED - INDEMNITY TO BOARD OF DIRECTORS [Page 71]  
[Portfolio Holders: Cllrs Keith Webster, Robert Knowles and Mike Band]  
[Wards Affected: N/A]

The Council previously agreed to establish a wholly-owned local company called "Waverley Initiatives Limited" to help secure housing and other initiatives in the Borough. The report at Appendix D asks the Executive to indemnify members and officers appointed as Directors of Waverley Initiatives Limited.

Recommendation

**The Executive is recommended to agree to an indemnity being given to members and officers who may be appointed by the Council to the Board of Directors of Waverley Initiatives Limited in respect of amounts for which they may become personally liable, arising from any act or omission by or on behalf of Waverley Initiatives Limited and/or the Council.**

10. PROPOSALS FOR NEW EXECUTIVE ARRANGEMENTS [Page 73]  
[Portfolio Holder: Cllr Robert Knowles]  
[Wards Affected: All]

The report at Appendix E summarises the response to the recent public consultation on mandatory new governance arrangements for Waverley in accordance with the requirements of the Local Government and Public Involvement in Health Act 2007 and invites the Council to adopt draft proposals to change the Council's executive arrangements to the indirectly elected strong leader and executive model.

Recommendation

**It is recommended that**

1. **approval be given to placing a public notice in the local press setting out the Council's intention to change its executive arrangements; and**
  2. **the Special Meeting of the Council on 14 December 2010 adopts the proposal to change the Council's executive arrangements to the indirectly elected strong leader and executive model.**
11. PROPERTY ASSET MANAGEMENT STRATEGY 2010 - 2013 [Page 79]  
[Portfolio Holder: Cllr Mike Band]  
[Wards Affected: All]

The purpose of the report at Appendix F is to consider the Council's Property Asset Management Strategy 2010 –2013.

Recommendation

**It is recommended to the Council that the Property Asset Management Strategy for 2010-13 be approved.**

12. SOCIAL HOUSING GRANT - AFFORDABLE HOUSING - MARSHALLS, WEYDON LANE, FARNHAM [Page 97]  
[Portfolio Holder: Cllr Keith Webster]  
[Wards Affected: Farnham Firgrove]

The report at Appendix G recommends using resources from the Council's commuted sums pool and capital receipts set aside to support affordable housing, in order to contribute towards the financing of the development of fifteen flats at Marshalls, Weydon Lane, Farnham by Mount Green Housing Association. In turn, Mount Green Housing Association will be purchasing Marshalls from the Council's Housing Revenue Account, thus generating a receipt for the Council, to reinvest in meeting the Decent Homes Standard.

### Recommendation

**The Executive is asked to recommend to the Council that a payment of a capital grant of £601,000 be made to Mount Green Housing Association in respect of the affordable housing development at Marshalls, Farnham, this sum to be found from within the General Fund of Commuted Sums and Capital Receipts for affordable housing.**

**Given that the Council needs to invest in its own housing stock, it is recommended that the capital receipt be applied to the Decent Homes Standard, thereby allowing the Council to retain 100% of the receipt for these purposes.**

13. INSTALLING SOLAR PHOTO VOLTAIC PANELS ONTO COUNCIL HOMES  
[Page 101]

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

The report at Appendix H advises the Executive about the opportunity to have solar PV panels installed onto homes in its ownership, without having to find the associated capital outlay. This has come about because of the Government's new Feed-In-Tariff (FIT) scheme. A number of energy companies are approaching local authority and housing association landlords with proposals to install Solar PV panels on the roofs of their homes, which generate electricity. The tenant enjoys the benefits of the electricity generated, thereby reducing their fuel bills. The energy company receives the feed-in-tariff being awarded by OFGEM, which will be used, to fund the capital acquisition of the Solar PV installations. The Council, as a landlord and public authority, benefits from promoting carbon reduction, in line with its Carbon Management Plan; is supporting tenants by helping to reduce fuel costs; and attracting significant capital investment into its homes that it otherwise would not be able to afford.

The report asks the Executive to approve the proposal to install Solar PV panels on appropriate Council-owned homes and to approve proposals to seek a partner to provide Solar PV panels and their installation at their cost, in exchange for the Feed-In-Tariff.

### Recommendation

**It is recommended that the Executive:**

- 1. approves the proposal for the Council to work with a partner to install Solar PV Panels on Council-owned homes;**
- 2. instructs officers to seek tenders from suitable organisations to install Solar PV panels on relevant properties in the Council's housing stock, such tenders be evaluated on the basis of the most economically advantageous tender; and**

3. **the tender be sufficiently flexible to test best value and allow, but not commit to, the inclusion of Solar PV provision on the Council's corporate properties.**

14. CHURT VILLAGE DESIGN STATEMENT [Page 107]

[Portfolio Holder: Cllr Adam Taylor-Smith]  
[Wards Affected: Frensham, Dockenfield and Tilford]

The purpose of the report at Appendix I is to recommend that the Churt Village Design Statement (VDS) be adopted by the Council as a material consideration when determining planning applications and other information and comments in the document be taken into account when developing future planning policy related to the town. The document has been prepared by Churt Parish Council.

Recommendation

**It is recommended to the Council that the Churt Village Design Statement be adopted as a material planning consideration.**

15. COMPLAINTS HANDLING AND OMBUDSMAN INVESTIGATIONS

[Portfolio Holder: Cllr Robert Knowles]  
[Wards Affected: All]

15.1 Ombudsman Investigations into Complaints made about Waverley's services 2009/2010 [Page 111]

The report at Appendix J addresses the issues raised in the Ombudsman's annual letter to Waverley for the year 2009/10. It includes information about the types of complaint made to the Ombudsman about Waverley's services over the past year, Waverley's approach in responding to these complaints and the eventual outcomes. Waverley's performance in respect of its own complaints procedure is the subject of the next report on this agenda.

Recommendation

**It is recommended that:**

1. **the Executive considers the issues raised by the Corporate Overview and Scrutiny Committee;**
2. **the Executive supports the proposal to increase the time allowed for investigating and responding to premature complaints to 28 days (20 working days), in line with the Ombudsman's target time for responding to initial enquiries; and**
3. **the Executive recognises the efforts made by officers to ensure that the Ombudsman's initial enquiries are responded to well within the target time of 28 days.**

15.2 Complaints Handling In Waverley in 2009/10 [Page 131]

The report at Appendix K provides information on complaints handling in Waverley in 2009/10, including the number of complaints received, Waverley's performance in responding to complaints, levels of customer satisfaction and lessons learned.

Recommendation

**It is recommended that the Executive**

- 1. notes the observations of the Corporate Overview and Scrutiny Committee; and**
- 2. agrees to ask the officers to work to maintain the good improvement in response times and develop the process of learning from complaints.**

16. LICENSING ACT 2003 - PUBLIC CONSULTATION ON REVIEW OF THE COUNCIL'S STATEMENT OF LICENSING POLICY [Page 153]

[Wards Affected: All]

The purpose of the report at Appendix L, which was considered by the Licensing and Regulatory Committee on 18 November 2010, is to enable the Council to consider comments on the three-year review of the Statement of Licensing Policy for Waverley, against which applications for licences under the 2003 Licensing Act (the Act) are considered.

Recommendation

**It is recommended that the final revised version of the Statement of Licensing Policy for Waverley be approved by the Council and formally adopted in time for the statutory implementation deadline of 7 January 2011.**

17. CHIEF EXECUTIVE'S ACTION

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.

18. WAVERLEY'S PAY AND GRADING STRUCTURE [Page 185]

[Portfolio Holder: Cllr Mike Band]

[Wards Affected: N/A]

Waverley has undertaken a review of the pay and grading structure following recommendations from the Equal Pay Audit, which was discussed on 4 November 2010 at the Joint Negotiating Committee (JNC) with staff representatives who expressed their agreement with the proposals. The report at Appendix M refers.

Recommendation

**That the new pay and grading structure be recommended to the Council for implementation with effect from 1 January 2011.**

19. LEASE TO GUILDFORD RUGBY FOOTBALL CLUB [Page 193]  
[Portfolio Holder: Cllr Mike Band]  
[Wards Affected: Godalming Farncombe and Cattershall]

In order to obtain a grant towards the refurbishment and renew the existing clubhouse for the Rugby Ground, Guildford Rugby Club requires a lease of a minimum of 35 years. The existing leases for the ground expire in 2030, therefore the club needs a further 15 years. It is proposed that the Club surrender the existing leases and that the Council should grant a new lease on updated terms for a period of 35 years. The Executive is requested to give their authorisation for this process and the report at Appendix N refers.

Recommendation

**It is recommended that Waverley enters into the relevant agreements to accept a surrender from Guildford Rugby Club of the existing leases at Broadwater Park and grant a new lease of the rugby ground shown on the annexed plan excluding the hatched areas for a period of 35 years on terms and conditions as set out in the (Exempt) Annexe to the report, other terms and conditions to be agreed with the Estates and Valuation Manager.**

20. NATIONAL NON-DOMESTIC RATES - APPLICATION FOR RATE RELIEF  
[Page 199]  
[Portfolio Holder: Cllr Mike Band]  
[Wards Affected: N/A]

The purpose of the report at Appendix O is to consider an application received by the Council for non-domestic rate relief, as provided for in the Local Government Finance Act 1988.

Recommendation

**It is recommended that:**

- 1. as set out in (Exempt) Annexe 2 to the report, no relief be granted on this occasion as it is considered that this application does not meet the Government's guidance on hardship rate relief; and**
- 2. the Don't Lose Your Home or Business team help this applicant to seek alternative business support and advice; and**
- 3. in future, where it is clear that an application does not meet the Government's criteria, the Executive delegate the decision to the Deputy Chief Executive, who will ensure that the applicant is referred to Waverley's business support partner organisations**

**and the Council be recommended to amend the Scheme of Delegation accordingly.**

21. SATURDAY CLOSING OF FARNHAM LOCALITY OFFICE [Page 203]  
[Portfolio Holder: Cllr Stefan Reynolds]  
[Wards Affected: All Farnham Wards]

The report at Appendix P proposes that, following the decline in customer footfall for Waverley services, with effect from 1 January 2011, the Farnham Locality Office should close on Saturdays to bring the service into line with provision elsewhere in the Borough.

Recommendation

**It is recommended that with effect from 1 January 2011 that the Farnham Locality Office be closed on Saturdays.**

22. 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).

23. SOCIAL HOUSING GRANT - AFFORDABLE HOUSING - PURCHASE OF PROPERTY

[Portfolio Holder: Cllr Keith Webster]  
[Ward Affected: Hindhead]

To consider the report at (Exempt) Appendix Q.

24. HOUSING MAINTENANCE CONTRACT PROCUREMENT

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

To consider the report at (Exempt) Appendix R.

25. 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.**

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