

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

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Date: 18 March 2011

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, 29 MARCH 2011

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.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. MINUTES

To confirm the Minutes of the Special Meeting held on 14 February 2011 (to be laid on the table half-an-hour before the meeting).

2. APOLOGIES FOR ABSENCE

To advise the Executive of any apologies for absence.

3. 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.

4. QUESTIONS

The Chairman to respond to the following question received from Mrs Celia Sandars of which notice has been given in accordance with Procedure Rule 10:-

“Councillors: wish to draw your attention to the following points from the draft Air Quality Action Plan considered by the Environment & Leisure Overview & Scrutiny Committee on 14 March 2011

Under 5. Local Transport Plans and Strategies:-

*‘The proposed aim of SCC’s LTP3 Air Quality Strategy is to improve air quality in AQMA’s on the county road network, such that Surrey’s borough’s and districts are able to revoke these areas as soon as possible to help meet the national air quality objectives in declared AQMA’s
All three Waverley AQMA’s were declared in relation to excessive nitrogen dioxide concentrations, the main source being road traffic’,*

BUT Waverley is not mentioned directly in the Surrey Travel Plan

AND under 7 Implementation of Action Plans

‘At the January 2010 inter-agency Air Quality Workshop, focusing on Farnham, participants made invaluable contributions in helping Surrey and Waverley Councils to develop a range of positive actions’

BUT *'although officers have been meeting to analyse the results and conclusions, we have seen the departure of some key SCC personnel and it would seem that many of the proposed actions have been put on hold'*,

SO will this Executive Committee please recommend that Waverley Council should formally protest to Surrey County Council that Farnham's problems with Air Quality and traffic are being given far too low a priority by the Highways Department and, thereafter, pursue Surrey determinedly for proper and effective attention and action?"

5. EXECUTIVE FORWARD PROGRAMME [Page 13]

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

6. BUDGET MONITORING – FEBRUARY 2011 [Page 17]

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

The report at Appendix B provides details of the expenditure and income position to the end of February 2011 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 the position as at 28 February 2011 be noted and that the Council approves

1. **that the £20,000 underspend on the HRA Estates management budget, earmarked for a car parking improvement scheme, be carried forward to be spent on this scheme in 2011-12;**
2. **that the underspend of £5,700 on the Member Training budget be carried forward to fund the addition of the staff directory to the Councillor extranet at a total cost of £2,000, and the remaining underspend of £3,700 be used to enhance the Member Training budget for 2011/12;**
3. **that the following high priority spending proposals are approved, to be funded from the 2010/2011 General Fund revenue underspend, with the balance of the underspend being earmarked within the General Fund working balance for future invest to save projects:**

- Disabled Facilities Grants potential additional demand	£150,000
- Grants to community organisations – potential future adjustments following the in-depth review	£43,000

- Freedom parade	£10,000
- Central Offices Roof Repairs	£85,000
- Migration of e-mail and other facilities to Microsoft	£55,000
- Provision for future restructuring costs	£140,000

and

4. that the approved minimum level of General Fund balance set out in the Financial Strategy be increased from £3million to £3.1million to provide for additional emerging legislative uncertainties.
7. CORPORATE PLAN 2008-11 PROGRESS REPORT [Page 31]
 [Portfolio Holder: Cllr Robert Knowles]
 [Wards Affected: All]

This report at Appendix C shows progress made against the priorities agreed in the Council's Corporate Plan 2008-11 over the full life time of the Plan.

Recommendation

The Executive are requested to note the progress report against the Corporate Plan priorities.

8. SERVICE PLAN ACTION PLANS 2011/12 [Page 69]
 [Portfolio Holder: Cllr Mike Band]
 [Wards Affected: All]

The report at Appendix D presents to the Executive the draft Service Plan Action Plans for all of the Council's services for 2011/12. These set out strategic actions for each service, delivering the Council's corporate priorities, for 2011/12. A special joint meeting of the Overview and Scrutiny Committees was held on 21 February 2011 to allow Members to receive short presentations from each Head of Service regarding the main elements of their plan, and to make any observations on the plans to the Executive. The observations are set out at the end of the report.

Recommendation

The Executive is requested to consider the draft Service Plan Action Plans along with the comments of the Overview and Scrutiny Committees set out at paragraph 6 of the report and endorse the Action Plans for 2011-12.

9. PERFORMANCE MANAGEMENT REPORT, QUARTER 3 (OCTOBER - DECEMBER) 2010/11 [Page 145]

[Wards Affected: All]

Waverley's Performance Management Framework (PMF) contains a number of National Indicators (NI) and locally defined indicators that assist Members and officers in identifying current improvement priorities, and progress against the objectives set out in the Council's Corporate Plan.

The indicators in Waverley's PMF are reviewed quarterly by the Executive. The report at Appendix E details performance, at Annexe 1, for the third three-month period of 2010/11.

The Overview and Scrutiny Committees, and their respective Sub-Committees have all considered this report and their comments are included in Annexe 1. Comments from the Community Overview and Scrutiny Committee on 22 March 2011 will be reported at the meeting.

Recommendation

It is recommended that the Executive:

- 1. notes the performance figures for quarter 3 as set out in Annexe 1;**
- 2. thanks the Overview & Scrutiny Committees for their observations regarding the quarter 3 performance as set out in Annexe 1;**
- 3. considers the recommendations of Overview and Scrutiny Committees at paragraph 6 of this report, and the proposed future targets set out in Annexe 1, and approves the future targets, subject to the recommendations in paragraph 6.**

10. MEMBERS' ALLOWANCES [Page 179]

[Portfolio Holder: Cllr Mike Band]

[Wards Affected: N/A]

The Council is required, under the Members' Allowances Regulations 2003, to agree and publish its Scheme of Members' Allowances each year. The report at Appendix F recommends that the 2011/12 Scheme is approved on the same basis as the current year's Scheme and asks Members to consider whether the Council wishes the Independent Panel to convene and review the Scheme in detail.

Recommendation

It is recommended to the Council that:

- 1. the current scheme and existing rates of allowances be continued for 2011/2012; and**

2. **the Independent Remuneration Panel be reconvened to advise on the Scheme of Allowances for 2012/13.**

11. PROPOSED CHANGES TO THE CONSTITUTION [Page 181]

[Portfolio Holder: Cllr Robert Knowles]

[Wards Affected: All]

A meeting of the Constitution Special Interest Group took place on 16 February 2011 where it considered a series of reports proposing changes to the constitution. These changes are now summarised within the report at Appendix G for consideration by the Executive.

Recommendation

It is recommended to the Council that

1. **the amendments relating to the Strong Leader Model, as summarised in the table at paragraph 20 and incorporated in Annexe 1 to the report, be agreed; and**
2. **the number of Overview and Scrutiny Committees be reduced from three to two, to be implemented with effect from May 2011;**
3. **the remit of the two Overview and Scrutiny Committees be as set out in paragraph 5 of the report;**
4. **the membership of each Overview and Scrutiny Committee to consist of 15 members, with up to 3 substitute members per group;**
5. **the revised Calendar of Meetings for 2011/12, including the dates of the Overview and Scrutiny Committees, be approved;**
6. **the revised Scheme of Delegation be approved, as set out in Annexe 3 to the report;**
7. **the Chief Executive be authorised to make appropriate amendments to job titles within the Scheme of Delegation in future;**
8. **the Joint Planning Committee consists of 23 members, to be made up from members of the four Area Planning Committees, as set out in paragraph 15 of the report, to come into effect in May 2011;**
9. **the criteria for matters to be considered by the Joint Planning Committee be amended to that set out in paragraph 19 of the report; and**
10. **the other proposed changes to the Constitution, as set out at Annexe 1, be adopted and the Constitution amended accordingly.**

12. SOCIAL HOUSING GRANT – RIDGLEY ROAD, CHIDDINGFOLD [Page 247]
[Portfolio Holder: Cllr Keith Webster]
[Ward Affected: Chiddingfold and Dunsfold]

The report at Appendix H recommends using resources from the Council's commuted sums pool to support affordable housing, in order to contribute towards the financing of the development of six social rented homes on a rural exception site at Ridgley Road, Chiddingfold by English Rural Housing Association.

An initial bid from ERHA to the HCA for two shared ownership homes has been approved. However, their bid for six social rented homes has been rejected. ERHA have reduced their initial HCA bid, which has been achieved by reducing the total scheme costs, increasing their private funding and approaching Waverley for £30,000 in subsidy.

Recommendation

The Executive is asked to recommend to Council a payment of a capital grant of £30,000 to English Rural Housing Association in respect of the affordable housing development at Ridgley Road, Chiddingfold, this sum to be found from within the General Fund of Commuted Sums for affordable housing and that the capital grant of £30,000 be added to the Council's capital programme for Social Housing

13. RUNNING A BUSINESS FROM HOME [Page 251]
[Portfolio Holder: Cllr Keith Webster]
[Wards Affected: All]

The report at Appendix I, which was considered by the Landlord Services Partnership SIG at its meeting on 23 February 2011, recommends that the Running a Business from Home Policy be adopted for the Council's Housing Service. The policy has been developed to promote home enterprise and support tenants who wish to start running a business from home.

Recommendation

That the Executive supports the adoption and implementation of the Running a Business from Home Policy.

14. WASTE MANAGEMENT CONTRACT- PROGRESS UPDATE AND REQUEST FOR CONTINUED CONSULTANCY SUPPORT [Page 257]
[Portfolio Holder: Cllr Bryn Morgan]
[Wards Affected: All]

The purpose of the report at Appendix J is to provide a progress update on the re-specification and procurement of waste, recycling and street cleaning services beyond 2012, and to seek approval of the appointment of WYG Environment to provide specialist consultancy and Project Management support for this project, to be funded from the provisional sum of £60,000, which is included in the 2011/12 General Fund Revenue budget to cover the costs of retendering the council's major contracts.

Recommendation

It is recommended that the Executive:-

- 1. notes and endorses the headline findings and recommendations emerging from the WYG modeling exercise, as set out in Paragraph 3 of the report;**
 - 2. agrees a waiver under Contract Procedural Rule 3.1 as set out in paragraph 12 of the report and to appoint WYG Environment to provide Project Support on the Environmental Services contracts procurement process; and**
 - 3. agrees that the costs of this be met from the £60,000 provisionally allowed in the 2011/12 budget to cover major contract retendering costs.**
15. LICENCE FOR USE OF CAR PARK LAND [Page 265]
[Portfolio Holder: Councillor Carole King
[Wards Affected: All]

Permission for third parties to use the Council's car park land requires consent. Currently any fee requested by this Council for permission to use car park land is applied on a discretionary and 'ad hoc' basis. The purpose of the report at Appendix K is to propose a formal framework for the consideration of applications, both to protect Waverley's property and interests, and to ensure that a consistent approach and equitable charges are applied in all cases into the future.

Recommendation

It is proposed that with effect from 1 April 2011:

- 1. the guidance set out at Annexes 1 & 2, is followed when consideration is given to an application for use of car park land;**
- 2. consent shall be only in the form of a licence;**
- 3. the minimum fee for a car park use licence will be set at £50, with additional charges applied on an actual costs basis, as appropriate, to take account of loss of income, duration, scale, and nature of the event, and;**
- 4. authority to waive the minimum charge will be at the discretion of the Section 151 Officer.**

16. 2011 AIR QUALITY PROGRESS REPORT [Page 277]
[Portfolio Holder: Cllr Bryn Morgan]
[Wards Affected: All]

Waverley Borough Council is required to submit a Progress Report on Air Quality measures by 30 April 2011. The report at Appendix L has been considered by the Environment and Leisure Overview and Scrutiny Committee and is now submitted to the Executive for approval.

Recommendation

It is recommended that the Air Quality Progress Report be approved.

17. REVIEW OF HASLEMERE AND CRANLEIGH LOCAL OFFICES [Page 281]
[Portfolio Holder: Cllr Stefan Reynolds]
[Wards Affected: All Haslemere & Cranleigh Wards]

The report at Appendix M sets out the findings of an independent review carried out by a seconded officer from the Government Office of the South East (GOSE). The review was to consider the effectiveness of the Council's local offices at Haslemere and Cranleigh following changes in operational arrangements which were introduced in June 2010 and proposes a refocusing of the services provided in Cranleigh and Haslemere.

Recommendation

It is recommended that the revised operational arrangements for the provision of local offices at Cranleigh and Haslemere be approved.

18. ROADWAY AT LION GREEN, HASLEMERE [Page 293]
[Portfolio Holder: Cllr Mike Band]
[Ward Affected: Haslemere Critchmere and Shottermill]

The report at Appendix N seeks authorisation for the transfer of any rights that Waverley may have over the roadway shown outlined on the plan to Haslemere Town Council.

Recommendation

It is recommended that Waverley transfers what interests it has in this land to Haslemere Town Council at nil consideration with the Town Council paying Waverley's legal costs.

19. STREET NAMING AND PROPERTY NUMBERING POLICY [Page 297]
[Portfolio Holder: Cllr Adam Taylor-Smith]
[Wards Affected: All]

The Council controls the naming of streets and the naming and numbering of buildings in Waverley (using the Public Health Act 1925). The purpose of this control is to make sure that any new names and numbers are allocated logically with a view to ensuring, amongst other things, that emergency service vehicles (ambulances and fire appliances) are able to speedily locate

any address to which they may be summoned; and the effective delivery of mail. A Council policy is needed to give guidance to developers and householders on the appropriate selection and use of names and numbers – the report at Appendix O refers.

Recommendation

It is recommended that the Executive approve the policy for street naming and property numbering.

20. PROPOSAL TO RESTRUCTURE ENVIRONMENTAL HEALTH TEAM [Page 305]

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

The purpose of the report at Appendix P is to present proposals for a restructure of the Environmental Health Service to provide a more customer focused and efficient service.

Recommendation

It is recommended that the Executive:-

1. **approve the proposed structure for Environmental Health and delegate responsibility to the Strategic Director to implement the proposed changes;**
2. **agrees that the three posts of Senior Environmental Health Manager, Environmental Health Manager and Team Leader (Pollution) be deleted and two new posts of Environmental Health Manager and Deputy Environmental Health Manager be created, and the establishment be amended accordingly;**
3. **delegate responsibility to the Deputy Chief Executive to negotiate with any unsuccessful candidate with regards to potential redundancy, as required, in accordance with Waverley's redundancy and early retirement policy; and**
4. **note the direction of travel with regards to potential shared Environmental Health services.**

21. WAVERLEY INITIATIVES LTD [Page 317]

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

The Council set up Waverley Initiatives Ltd as a wholly owned company with scope to carry out activities that will be of benefit to the Waverley community and support the Council's objectives. In February, the Council agreed that the first venture to be considered by Waverley Initiatives could be in respect of rented housing, where the Council would transfer some 40 HRA homes to the company. The report at Appendix Q refers.

Having undertaken detailed analysis of the business case and the impact of the transfer on the HRA, it has been concluded that the financial advantage to the Council is marginal.. More importantly, the Secretary of State has now indicated that he is not minded to grant consent for the transfer of properties at this time in the run up to the new Self-financing regime.

The Council therefore cannot proceed with the rented housing proposal for Waverley Initiatives Ltd.

Recommendation

It is recommended that

- 1. the report be noted and that the Council will not be pursuing a programme of Trickle Transfer to Waverley Initiatives; and**
- 2. officers be requested to report back to Members with a range of options for how the Council can utilise the capital receipts currently earmarked for affordable housing in the most effective way in the future.**

22. RELOCATION OF PLAY AREA

To consider the report at Appendix R – To Follow.

23. CHIEF EXECUTIVE'S ACTION

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:-

Replacement Roof Covering to Council Offices, Godalming

Authority to carry out urgent replacement roofing works to the north wing of the Council's Central Offices building in Godalming at a cost of £85,000 to be met from the General Fund revenue surplus in 2010/2011, as reported to the Executive.

24. 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 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, as follows:-

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

25. DISPOSAL OF PROPERTIES

To consider the report at (Exempt) Appendix S.

26. STAFFING MATTER

To consider the report at (Exempt) Appendix T – To Follow.

27. 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.**