

To: All Councillors

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Dear Councillor

A meeting of the EXECUTIVE was held on 4 December 2012. The decisions taken at the meeting are set out below.

The deadline for call-in of any of these decisions for scrutiny (within five working days) will be **NOON ON WEDNESDAY, 12 DECEMBER 2012**. Members must notify Robin Pellow, Head of Democratic and Legal Services by e-mail, fax, telephone or letter if they wish to refer a decision to the appropriate Overview and Scrutiny Committee. The Constitution requires that **four members of the appropriate Overview and Scrutiny Committee may call-in** a decision of the Executive for scrutiny.

It has been agreed that it would be helpful if, before calling in items, Members contacted their Chairman or Vice-Chairman to keep them informed.

Yours sincerely

MARY ORTON

Chief Executive

NOTE FOR MEMBERS

The item numbers below correspond to the item numbers on the Executive Agenda.

6. EXECUTIVE FORWARD PROGRAMME

The Executive agreed to adopt the new format of forward programme of key decisions for Waverley Borough Council subject to amending the appropriate Portfolio Holder for the Troubled Families Project to Cllr Carole King.

7. BUDGET MANAGEMENT - OCTOBER UPDATE 2012-13

The Executive agreed to:

1. approve the addition to the General Fund Capital Programme of up to £15,800 for Wireless Network in the Council Offices as detailed in paragraph 6 to be met from the identified savings on the General Fund Capital Programme, with the precise scheme to be agreed by the Deputy Chief Executive in consultation with the portfolio holders for I.T. and Finance;
2. approve the additional HRA capital work outlined in Annexe 4 to be funded from the resources approved for the original 2012-13 Capital programme;
3. agree to release the Community Partnership Grant of £9,000 to Hambledon Football Club as detailed in paragraph 7;
4. authorise officers to invite expressions of interest from potential contractors for the Herons Leisure Centre Refurbishment Project; and
5. approve a supplementary estimate of £20,000 within the HRA for the replacement carpets in the communal areas at Riverside Court, as detailed at paragraph 12.

[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]

[Reason: The report provides details of the income and expenditure position compared with the budget and reassured the Executive that at this stage of the year, the general fund position is sound and the HRA positive.]

8. LOCAL COUNCIL TAX REDUCTION SCHEME

The Executive agreed to:

1. note the endorsement of the scheme by the Corporate Overview and Scrutiny Committee at its meeting on 26 November; and
2. consider Waverley's council tax reduction scheme for 2013/14 at a Special Executive and Council meeting on 22 January 2013 once the funding position from the government and other precepting bodies is clear.

[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]

[Reason: given the uncertainty about Waverley's budget and Government funding for 2013/14, it is not possible to agree on Waverley's scheme until the new year.]

9. COUNCIL TAX EXEMPTIONS AND DISCOUNTS

The Executive agreed to RECOMMEND to the COUNCIL the proposed changes set out in the table at paragraph 3.

[This item is recommended to the Council for decision and is not subject to the call-in procedure].

[Reason: to implement changes from the Government in accordance with the Localism agenda].

10. NATIONAL NON-DOMESTIC RATES DISCRETIONARY RATE RELIEF POLICY

The Executive agreed to RECOMMEND to the COUNCIL that

1. the policy for the granting of discretionary rate relief for the period 2013/14 to 2015/16 remains the same as the current policy with the addition of the Sandy Hill Bungalow, Farnham and the Farnham Museum;
2. the policy on the use of the provision for granting discretionary rate relief to any body other than those currently included in the approved policy is to do so on a case by case basis provided that any proposed reductions are clearly in the wider interests of Waverley's council taxpayers; and
3. in relation to recommendation 2, delegation be given to the Deputy Chief Executive, in conjunction with the Finance Portfolio Holder, to make decisions about such applications and only if an objection is received would the Executive need to consider the case.

[This item is recommended to the Council for decision and is not subject to the call-in procedure].

[Reason: the Council's current policy is to review the guidelines for the granting of discretionary rate relief on a four-yearly cycle].

11. COUNCIL TAX BASE

The Executive was informed that a report on this matter could not be considered at this time.

12. WAVERLEY CORE STRATEGY - SUBMISSION

The Executive agreed to defer consideration of this report in the light of the observations by the Community Overview and Scrutiny Committee on 3 December 2012.

13. THE SCOPE OF THE DEVELOPMENT MANAGEMENT AND SITE ALLOCATIONS DEVELOPMENT PLAN DOCUMENT

The Executive agreed to defer consideration of this report in the light of the observations by the Community Overview and Scrutiny Committee on 3 December 2012.

14. ASSETS OF COMMUNITY VALUE (ACV)

The Executive agreed to RECOMMEND to the COUNCIL that:

1. authority be delegated to the Chief Executive after consultation with the Planning Portfolio Holder to decide whether land is appropriate for inclusion in the list of Assets of Community Value, and to determine community nominations in that respect, in accordance with Sections 87 to 108 of the Localism Act 2011 and the Assets of Community Value (England) Regulations 2012;
2. authority be delegated to the Deputy Chief Executive after consultation with the Planning Portfolio Holder to act as the senior officer responsible for a review of the listing made under the Localism Act 2011 and the Assets of Community Value (England) Regulations 2012;
3. authority be delegated to the Deputy Chief Executive to determine compensation payable pursuant to the Localism Act and Regulations 14 and 15 of the Assets of Community Value (England) Regulations 2012;
4. authority be delegated to the Chief Executive to act as the senior officer responsible for a review of compensation made under the Localism Act 2011 and the Assets of Community Value (England) Regulations 2012;
5. the view that designation as an Asset of Community Value will carry no weight in the assessment of planning applications be endorsed; and
6. officers report back after six months operation of the scheme.

[This item is recommended to the Council for decision and is not subject to the call-in procedure].

[Reason: under the Localism Act the Council is required to maintain a list of assets of community value and this decision sets out the process for determining the inclusion of properties on the list].

15. UPDATE ON GOVERNMENT CHANGES TO THE PLANNING SYSTEM

The Executive agreed to

1. consider the contents of the report;
2. endorse the comments of the Community Overview and Scrutiny Committee set out in paragraph 5 of the report; and

3. agree that a response be sent to the Government expressing Waverley's concerns about the proposed changes to the planning system.

[This report has already been considered by the Community Overview & Scrutiny Committee but may be called in]

[Reason: to update the Executive on changes to the planning system and highlight some of the issues for service delivery].

16. EXTENDING PERMITTED DEVELOPMENT RIGHTS TO HOMEOWNERS AND BUSINESSES: CONSULTATION BY GOVERNMENT

The Executive endorsed the proposed response at Annexe 1 to the report.

[COMMUNITY OVERVIEW AND SCRUTINY COMMITTEE]

[Reason: to respond to the consultation by the deadline of 24 December 2012]

17. AMENDMENTS TO WAVERLEY'S HOUSING ALLOCATION SCHEME

The Executive agreed to RECOMMEND to the COUNCIL that:

1. Waverley's allocation scheme be amended from a 5 band scheme to a 3 band scheme with an additional discretionary pool of applicants;
2. the bedroom eligibility criteria be amended so Waverley's scheme is consistent with changes to be implemented under Welfare Reform in April 2013 and the measures to mitigate the negative impact of these changes are adopted;
3. changes relating to members and former members of the Armed Forces be adopted with greater priority being given to those that have a local connection to Waverley;
4. transfer applicants currently assessed as band D to be placed in the discretionary pool of applicants and allowed to bid for properties and new applications from social housing tenants only be placed on the register if they meet the band A-C criteria;
5. Waverley makes use of the ability to carry out data matching checks on all new applicants (after initial checks) and prior to an offer of accommodation (£1500 annual estimate);
6. the full suite of equality and diversity questions (with the option to refuse to answer) be included on new application and verification forms; and
7. the revised allocation scheme, a copy of which has been placed on the website and in the Members' Room and summarised in Annexe 1, is recommended to the Council for adoption with a proposed implementation date of 1 January 2013.

[This item is recommended to the Council for decision and is not subject to the call-in procedure].

[Reason: to make use of the freedoms in the Localism Act 2011 so that the housing register better reflects those in housing need and with a connection to Waverley]

18. TENANCY STRATEGY

The Executive agreed to RECOMMEND to the COUNCIL that

1. the objectives and proposals of the Tenancy Strategy be supported; and
2. the Tenancy Strategy for Waverley be adopted and subject to an Annual Review.

[This item is recommended to the Council for decision and is not subject to the call-in procedure].

[Reason: to adopt a strategy that can provide guidance to social housing providers on the Council's expectations regarding the type of tenancies that can be used].

19. DECENT HOMES HCA GRANT

The Executive agreed to RECOMMEND to the COUNCIL that

1. approval be given to accept the Homes and Communities Agency's offer to bring forward their funding to Waverley to enable an acceleration of the Council's Decent Homes capital programme from January 2013, as set out in this report and detailed in the Annexes so that the grant increases by £404,000 to £2,722,000 in 2012/13 and by £2,500,000 to £5,738,000 in 2013/14;
2. approval be given to spend the £404,000 reallocated into the final few months of 2012/13 on replacement doors and windows;
3. approval be given to the procurement process set out in paragraphs 10 – 15 of this report using the LHC procurement framework for the appointment of additional contractors to assist with the delivery of the accelerated programme of Decent Homes work; and
4. approval be given to increase the staffing levels in the Housing Property Services Team by 4 FTE from 1 January 2013 to 31 April 2014 consisting of:

X1 FTE Surveyor
X2 FTE Clerk of Works
X1 FTE Administrator

at an estimated cost of £157,000, to be funded from the HCA Grant allocation.

[This item is recommended to the Council for decision and is not subject to the call-in procedure].

[Reason: an opportunity for Waverley to bring forward its programme of housing improvements and accelerating the delivery of decent homes in the Borough.]

20. CAPITAL WORKS REPROGRAMMING 2012-13

The Executive agreed to RECOMMEND to the COUNCIL that

1. bringing forward the Sheltered Replacement doors plan into 2012/13 be approved to be financed by the budget provision in 2012/13;
2. £100,000 for continuing the rewiring work be approved to be met from the deferred budget provision 2012/13;
3. the water mains repair scheme at Ockford Ridge be approved from the existing budget provision 2012/13;
4. a £50,000 virement of budget funding be approved for lighting work at the Sheltered Schemes funded from the unadopted roads and culverts budget;
5. the transfer of £550,000 for Kitchen and bathroom layout alterations and wash basins be approved from financial year 2012/13 approved budget into financial year 2013/14; and
6. the major repair works be undertaken to the identified properties from the existing budget provision in 2012/13.

[This item is recommended to the Council for decision and is not subject to the call-in procedure].

[Reason: to approve reprogramming of works required in the borough that were unforeseen when the budget was first approved].

21. ROLSTON HOUSE

The Executive agreed to RECOMMEND to the COUNCIL to

1. agree in principle to remodel Rolston House in Haslemere;
2. agree a capital provision of up to £1,000,000 from the Stock Improvement Reserve.
3. approve the hire of a Structural Engineer to prepare a scheme for tender (to be funded from budget provision in 2) at an estimated cost of £20,000;
4. approve the appointment of a Project Manager on a temporary contract to manage the Rolson House remodelling project and the brought forward decent homes work programme at an estimated cost of £50,000 to be funded from the Stock Improvement Reserve; and

5. agree to put the scheme out to tender.

[This item is recommended to the Council for decision and is not subject to the call-in procedure].

[Reason: to convert the property to provide accommodation that supports independent living and allows the sheltered scheme to meet decent homes standards].

22. TOWN TEAM PARTNERS

The Executive warmly welcomed the Town Team grants achieved by Cranleigh, Farnham and Godalming, together with the opportunity to work with the local teams to progress their project ideas and agreed to invite each of the Town Teams to submit their detailed spending plans for approval by the Executive at their next meeting.

[COMMUNITY OVERVIEW AND SCRUTINY COMMITTEE]

[Reason: to set out the governance arrangements for each of the projects supported by Waverley]

23. BOUNDARY COMMISSION FOR ENGLAND REVIEW OF PARLIAMENTARY CONSTITUENCIES

The Executive agreed to make representations to the Boundary Commission for England that there should not be any change to the existing split within the Waverley Borough of the South West Surrey and Guildford parliamentary constituencies because of the impact on the wards in the east of Waverley of being incorporated in the new Mid Surrey proposed county constituency.

[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE (but the Council to respond by 10 December to the consultation)]

[Reason: to respond to the Boundary Commission proposals]

24. PERFORMANCE MANAGEMENT EXCEPTION REPORT

The Executive

- i) noted the performance figures for Quarter 2 2012/13 (July-September 2012), including Action Plans to address areas where performance is not meeting target, as set out at Annexe 1 and Annexe 2;
- ii) thanked the Overview & Scrutiny Committees for their observations regarding the Quarter 1 performance as detailed in the report; and
- i) considered the recommendations of the Overview and Scrutiny Committees as detailed in the report.

[The Overview and Scrutiny Committees and their respective sub-committees had already considered the full list of indicators but this item may still be called-in.]

[Reason: Waverley's Performance Management Framework and the active management of performance information help to ensure that Waverley can deliver its corporate priorities and enable members to monitor performance and take action to improve this where necessary].

25. 2012/13 SERVICE PLANS – SIX MONTH UPDATE

The Executive considered the Service Plan update for 2012/13 together with any recommendations from the Overview and Scrutiny Committees.

[The Overview and Scrutiny Committees and their respective sub-committees had already considered the full list of indicators but this item may still be called-in.]

[Reason: to consider progress against the objectives and actions in the Service Plan at the mid-year point]

The following matters were included in (Exempt) on the agenda and discussed in (Exempt) session. The report remains exempt.

28. HOUSING DELIVERY BOARD ITEMS

28.1 Sale of Property

28.2 Buy-Back of Property

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