

To: All Councillors

**Robin Pellow**  
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Date: 6 February 2013

Dear Councillor

A meeting of the EXECUTIVE was held on 5 February 2013. 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, 13 FEBRUARY 2013**. 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 forward programme of key decisions for Waverley Borough Council.

### 7. FINANCIAL STRATEGY 2013/14 – 2016/17

#### 7.1 General Fund Budget 2013/14

The Executive considered the comments from the Overview and Scrutiny Committees and agreed to RECOMMEND to the COUNCIL:

1. To accept the Council Tax Freeze Grant offered for 2013/14 and therefore agree a 0% increase for Waverley's element of Council Tax for 2013/14;
2. Approval of the List of Star Chamber/Foresight Reductions and Growth Items as shown at Annexe 4, including the changes to the establishment;
3. Approval of the 2% pay award from 1 April 2013, and the introduction of a 'Living Wage' for outside London as detailed in paragraph 6;
4. Approval of the changes to Fees and Charges as shown at Annexe 5;
5. Approval of the contributions to reserves in 2013/14 as set out in (updated) Annexe 1, lines 21 to 29;
6. Approval of the General Fund Budget for 2013/14, as amended by the above changes;
7. that the Financial Strategy be updated to take account of the decisions taken; and
8. that the Executive carries out a mid-year review of the General Fund Budget and takes any appropriate action in the light of the position at that time.

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

*[Reason: to enable the Executive to make recommendations to the Council regarding Waverley's Budget and its element of the Council Tax for 2013/14.]*

#### 7.2 General Fund Capital Programme 2013/14

The Executive considered the comments from the Overview and Scrutiny Committees and agreed to RECOMMEND to the COUNCIL:

1. that £420,000 of the 2012/13 underspend on Godalming Leisure Centre be earmarked for capital spend on the Herons Scheme, subject to a

satisfactory business case being agreed by Members at a future meeting;

2. approval of the 2013/14 General Fund Capital Programme in the sum of £4,678,200, as shown at Annexe 1;
3. the financing proposals for 2013/14, in accordance with Annexe 3 be agreed; and
4. the Financial Strategy to reflect the above decisions be amended.

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

*[Reason: to agree the final recommendation to the Council regarding the General Fund Capital Programme for 2013/14]*

### 7.3 HRA Annual Business Plan Review and Housing Revenue Account Revenue Budget 2013/14

The Executive considered the comments from the Corporate Overview and Scrutiny Committee and agreed to RECOMMEND to the COUNCIL that:

1. the draft rent setting principles be agreed;
2. the actual rent level of Council dwellings be increased by 3.7% from 1st April 2013 with an addition of up to £2/week for those properties below their historic target rent;
3. the weekly charge for garages in Waggon Yard, Farnham be increased by 5% from 1<sup>st</sup> April 2013 to reflect their prime town centre location;
4. the weekly charge for other garages rented by both Council and non-Council tenants be increased by 3.7% from 1<sup>st</sup> April 2013; and
5. the resultant HRA Revenue Budget and Business Plan updated for 2013-14, which includes the above changes, be approved.

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

*[Reason: To enable the Executive to make recommendations to the Council on rent levels and the HRA budget].*

### 7.4 Housing Revenue Account Capital Programme 2013/14, New Affordable Homes Programme, Stock Improvement Programme

The Executive considered the comments from the Corporate Overview and Scrutiny Committee and agreed to RECOMMEND to the COUNCIL that:

1. the total spend proposed in the 2013/14 Housing Revenue Account Capital Programme as shown at Annexe 1, be approved;

2. the indicative 2013/14 New Affordable Homes Programme be approved with specific scheme approvals to be sought when detailed costs are available;
3. the indicative 2013/14 Stock Improvement Programme be approved with specific scheme approvals to be sought when detailed costs are available; and
4. the financing of these programmes be approved in line with the resources shown.

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

*[Reason: to agree the final recommendation to the Council regarding the HRA Capital Programme for 2013/14]*

8. WAVERLEY COMMUNITY PARTNERSHIP – APPLICATIONS FOR REVENUE FUNDING 2013/14

The Executive considered the applications for Waverley Community Partnership Funding in 2013/14 having regard to the comments of the Overview and Scrutiny Committee and Sub-Committee and agreed to RECOMMEND to COUNCIL the grant levels for each organisation, as detailed in Annexe 1 to the report to the Executive.

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

*[Reason: to recommend the appropriate grant levels for organisations to the Council].*

9. ANNUAL PAY POLICY STATEMENT

The Executive agreed to RECOMMEND to the COUNCIL that the Annual Pay Policy Statement for 2013-14, as amended and tabled at the meeting, be adopted.

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

*[Reason: In accordance with the Localism Act 2011, all public authorities must publish Annual Pay Policy Statements].*

10. WAVERLEY MEMBERS' ALLOWANCES SCHEME

The Executive agreed to RECOMMEND to the COUNCIL to:

1. take account of the increases recommended by the Panel and adopted by Council at the meeting on 21 February 2012;
2. increase to the levels set out in Annexe 3 to the report, based on the updated South East average levels with effect from 1st April 2013;

3. link future increases from 1 April 2014 to any annual pay award to staff;
4. ask the officers to approach the Local Government Boundary Commission to ask them to carry out an electoral review of the number of Waverley Borough Councillors; and
5. in future, to set the members travel mileage rate to the government non-profit rate, currently 45p per mile.

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

*[Reason: The Council has to agree a scheme of allowances each year and publicise this and to take into account findings of its Independent Remuneration Panel].*

11. TREASURY MANAGEMENT 2013/14

The Executive agreed to RECOMMEND to the COUNCIL that it approve:

- the Treasury Management Policy
- the 2013/14 Treasury Management Strategy (including the TMPs and the requirements of the latest CIPFA code of practice)
- the Annual Investment Strategy for 2013/14
- and the Prudential Indicators for 2013/14 to 2015/16.

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

*[Reason: The Code of Practice on Treasury Management produced by CIPFA requires local authorities to determine their Treasury Management and investment strategies on an annual basis, along with their prudential indicators].*

12. BUDGET MANAGEMENT - DECEMBER UPDATE 2012-13

The Executive agreed to give approval to:

1. the addition of £26,000 for replacement Careline equipment met from savings identified within the overall General Fund Capital Programme;
2. the addition of £13,500 for Countryside Equipment to be met from savings identified within the overall General Fund Capital Programme;
3. the addition of £27,000 for Woodland Management and Access works to be met from savings identified within the overall General Fund Capital Programme; and
4. the reinstatement of £300,000 previously identified as savings to be used for bathroom decent home expenditure within the HRA Capital Programme.

**[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]**

*[Reason: To monitor the progress of revenue expenditure, income, capital expenditure and project the likely year-end position].*

13. HERONS LEISURE CENTRE REFURBISHMENT

The Executive agreed to RECOMMEND to the COUNCIL:

1. that tenders should be issued for the major refurbishment of the Herons Leisure Centre, as described in the report.
2. authorise officers to negotiate with DC Leisure to agree the revenue impact of the capital scheme on the management fee; and
3. request officers to report back to a future meeting of the Executive with the outcome of the tender exercise and a detailed business case for the project including the revenue implications.

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

*[Reason: to obtain authorisation to seek tenders for the refurbishment and improvement of the Herons Leisure Centre]*

14. FARNHAM AND HASLEMERE NEIGHBOURHOOD PLAN AREAS

The Executive agreed to RECOMMEND to the COUNCIL that

1. the neighbourhood area application from Farnham Town Council for the purposes of the Farnham Neighbourhood Plan be approved; and
2. the neighbourhood area application from Haslemere Town Council for the purposes of the Haslemere Neighbourhood Plan be approved.

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

*[Reason: the Council is required to determine neighbourhood area applications in accordance with the Localism Act 2011 and the Neighbourhood Planning (General) Regulations 2012.]*

15. TOWN TEAM PARTNERS – SPENDING PLANS FOR FARNHAM

It is recommended that the Executive approves Farnham Town Team's spending plans.

**[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]**

*[Reason: Waverley is the accountable body for the funds so needs to ensure the bids comply with DCLG Guidance]*

16. PROPOSED REFURBISHMENT OF WEYHILL (FAIRGROUND) CAR PARK, HASLEMERE- RESULTS OF INFORMAL CONSULTATION

The Executive agreed to note the outcome of the informal consultation exercise and the observations made by the Community Overview and Scrutiny Committee.

**[This matter has already been considered by the Community Overview and Scrutiny Committee but could be called-in]**

*[Reason: To receive the results of the informal consultation which will inform the proposed application to the Secretary of State for common land consent to refurbish the car park]*

17. LICENCE FOR THE USE OF A WAVERLEY OPERATED CAR PARK

The Executive agreed that with effect from 1 April 2013 the revised policy set out in the report for giving consideration to car park use requests and scale of licence fees should be adopted to replace the current framework.

**[COMMUNITY OVERVIEW AND SCRUTINY COMMITTEE]**

*[Reason: to adopt a policy and fees that are applied consistently and in a transparent way, making applicants aware of the criteria against which all applications will be considered].*

18. SPECIFICATION FOR BATHROOMS

The Executive agreed that

1. tenants due to receive a new bathroom under the Decent Homes programme are offered (for a trial period of 6 months), a shower with thermostatic mixer taps (subject to survey), and where thermostatic mixer taps are not appropriate, an electric shower; and
2. at the end of the trial period a review of feedback from tenants be undertaken along with a decision as to whether any permanent change in the bathroom specification is appropriate.

**[This item has already been considered by the Corporate Overview and Scrutiny Committee but could be called-in]**

*[Reason: The Executive had asked the Overview and Scrutiny Committee to review the bathroom specification as part of the Decent Homes works programme.]*

19. REVIEW OF PARTICULAR POLLING PLACES

The Executive clarified the timetable in the report to explain that the 3.5.13 date would represent the close of the consultation and agreed to RECOMMEND to the COUNCIL that

1. agreement be given to a review of Hale School Polling Place with a view to replacing it with Sandy Hill Community Bungalow or such other venue found to be appropriate and convenient for electors;
2. agreement be given to a review of Busbridge Junior School to either merge its electoral list with that of Hascombe or for consideration to be given to any other facility that might be offered by respondents to the review and found to be appropriate and convenient for electors;
3. agreement be given to a review of South Farnham Infants' School for consideration to be given to any other facility that might be offered by respondents to the review and found to be appropriate and convenient for electors;
4. agreement be given to a review of the Scouts Hall, Charterhouse Road for consideration to be given to any other facility that might be offered by respondents to the review and found to be appropriate and convenient for electors;
5. agreement be given to a review of the arrangements for polling places situated within the Frensham, Dockenfield and Tilford ward; and
6. the timetable for undertaking the review be approved, as set out in paragraph 15 of the report.

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

*[Reason: Following a number of enquiries after the Police and Crime Commissioner Elections, it is recommended that a review be undertaken of particular polling stations in the Borough].*

20. TERMS OF REFERENCE FOR LOCAL GOVERNANCE REVIEW – ROWLEDGE

The Executive agreed to RECOMMEND to the COUNCIL that

1. a Local Governance Review be conducted to review the arrangements in the area of Rowledge to which the Petition relates in accordance with the Terms of Reference outlined in the report; and
2. the Terms of Reference for the review be published on 1 March 2013 and Surrey County Council be notified on the same date.

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

*[Reason: On receipt of valid petition to conduct a local governance review, the Council is obliged to conduct a review within 12 months].*

21. TURNING AROUND THE LIVES OF WAVERLEY'S MOST VULNERABLE AND TROUBLED FAMILIES

The Executive



1. noted the positive progress made by the Council in co-ordinating the input of different agencies and delivering intensive outreach work to help turnaround the lives of some of Waverley's most vulnerable families; and
2. in addition to the Government's 3 criteria for defining these families, adopts further local criteria set out in the report that better reflects local needs.

### **[COMMUNITY OVERVIEW AND SCRUTINY COMMITTEE]**

*[Reason: to update members about the positive progress being made through partnership working to help turnaround the lives of some of Waverley's most vulnerable families].*

### 22. PROPOSALS FOR PUBLIC RELATIONS STRATEGY 2013 TO 2018

The Executive agreed to RECOMMEND to the COUNCIL that

1. the draft principles of the Public Relations Strategy 2013 to 2018 and Waverley's key identity messages contained within paragraphs 7 & 8 of this report be endorsed; and
2. the staffing proposals at (Exempt) Annexe 1 be approved as a start to a wider review process.

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

*[Reason: to initiate a public relations strategy that can ensure the Council's communications strategy is fit for purpose for taking the organisation forward].*

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

### 25. STAFFING MATTERS

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