

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

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Date: 28 March 2013

### **Membership of the Executive**

Cllr Robert Knowles (Chairman)  
Cllr Mike Band (Vice-Chairman)  
Cllr Brian Adams  
Cllr Carole King  
Cllr Bryn Morgan

Cllr Stephen O'Grady  
Cllr Julia Potts  
Cllr Stefan Reynolds  
Cllr Adam Taylor-Smith  
Cllr Keith Webster

Dear Councillor

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

DATE: TUESDAY, 9 APRIL 2013

TIME: 6.45 P.M.\*

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

Yours sincerely

MARY ORTON

Chief Executive

***[In the event that adverse weather conditions prevent this meeting from proceeding, the meeting will be held instead at 12 noon on Thursday 11 April 2013]***

\*This meeting will be webcast from the conclusion of informal question time 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 5 March 2013 (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. **DECLARATION OF INTERESTS**

To receive from members, declarations of interest 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 received from members of the public for which notice has been given in accordance with Procedure Rule 10.

6. **EXECUTIVE FORWARD PROGRAMME** [Page 11]

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

7. **BUDGET MANAGEMENT REPORT FEBRUARY 2013** [Page 19]

[Portfolio Holder for Finance: Cllr Mike Band]

[Wards Affected: N/A]

The report at Appendix B provides details of the expenditure and income position at January 2013 compared with the budget for the General Fund and the Housing Revenue Account. It also gives details of expenditure and progress of the Capital Programme for the General Fund and Housing Revenue Account.

**Recommendation**

**It is recommended that the Executive:**

1. allocates £11,000 funding within the General Fund Capital Programme to cover the additional expenditure required within the Pavilions budget, as detailed at paragraph 12;
  2. approves the purchase of a Parker Bath for assisted bathing at Bowring Community Centre / Sheltered Scheme, as detailed in paragraph 13;
  3. approves the Disabled Adaptation in Talbot Road and approves slippage from the 2012/13 savings to the 2013/14 budget for this work, as set out in paragraph 19; and
  4. approves HRA Capital slippage of £1,417,442 from 2012/13 into the 2013/14 HRA Capital budget.
8. TENANCY POLICY [Page 35]

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

The purpose of the report at Appendix C is to present the draft Tenancy Policy that sets out the Council's approach to granting tenancies to enable the best use to be made of the existing homes, while maintaining cohesive communities.

Recommendation

**The Executive is asked to recommend to Council the approval of the Tenancy Policy for implementation on 1 July 2013.**

9. SCC PERSONALISATION AND PREVENTION PARTNERSHIP FUND [Page 45]

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

The purpose of the report at Appendix D is to:

1. provide the Executive with an update on Surrey County Council's Personalisation and Prevention Partnership (PPP) Fund;
2. agree the proposed *Activity List* and comment on priority order on delivery;
3. approve the Project Board as the vehicle to deliver and monitor the projects; and
4. agree to start the process to recruit a Project Coordinator for 2 years, financed through (PPP) to coordinate the delivery of the projects.

Recommendation

**The Executive is requested to:**

1. accept the initial payment of £150,000 from Surrey County Council for the personalisation and Prevention Partnership initiative;
2. agree the proposed *Activity List*, as set out above;

3. **agree the establishment of a Project Coordinator Post for 2 years, financed through (PPP fund) to coordinate the delivery of the projects; and**
4. **give delegated authority to the Strategic Director, in consultation with the Portfolio Holder for Older Peoples Services and the Project Board, to spend the funds on the activities listed in this report.**

10. SAFEGUARDING CHILDREN AND VULNERABLE PEOPLE CORPORATE POLICY [Page 57]

[Portfolio Holder: Cllr Julia Potts]  
[Wards Affected: All]

The purpose of the report at Appendix E is to inform councillors about the Council's role and responsibilities in relation to safeguarding children and its duties under the Children Act 2004, as well as its responsibilities for helping to protect vulnerable adults. This report outlines the activities that need to be undertaken by the Council following the 2012 'Section 11 Audit' and also asks the Executive to approve the revised 'Safeguarding Children and Vulnerable Adults Policy' for adoption by the Council.

Recommendation

**It is recommended that**

1. **the implementation of the actions in the Section 11 Action Plan – 2012 be approved;**
2. **the governance procedures be endorsed; and**
3. **the revised Waverley 'Safeguarding Children and Vulnerable Adults Policy' be recommended to the Council for adoption.**

11. SENIOR HOUSING POSTS [Page 79]

[Portfolio Holder: Cllr Keith Webster]  
[Wards Affected: N/A]

The purpose of the report at Appendix F is to seek approval to establish two new Service Head level posts in Housing to replace the previous Head of Housing post, reflecting a significant increase in scope, scale of investment and complexity across the service. This also builds on the benefits seen from the interim management arrangements that have been put in place following the departure of the previous post holder.

Recommendation

**It is recommended to the Council that**

1. **the vacant post of Head of Housing be deleted from the Council's staffing establishment;**
2. **the two new posts of Head of Housing Operations and Head of Strategic Housing and Delivery be added to the Council's staffing establishment;**

- 3 a supplementary estimate of £66,760 be approved to fund the estimated shortfall in 2013-14 from HRA balances £20,000 and the New Affordable Homes fund £46,760; and,
- 4 from 2014-15 the two posts be incorporated into the Housing staffing budget.

12. WAVERLEY FAMILIES SUPPORT TEAM [Page 83]

[Portfolio Holder: Cllr Carole King]

[Wards Affected: All]

Following confirmation of funding from the national Troubled Families fund, authority is sought to establish two Family Co-ordinator posts within the Waverley Families Support Team. The report at Appendix G refers.

Recommendation

**The Executive is asked to recommend to the Council that:**

1. **2 Family Co-ordinator posts be established, funded from DCLG funding to Waverley, specifically earmarked for the delivery of the national 'Troubled Families' programme; and**
2. **the posts be reviewed at the point the DCLG grant comes to an end in relation to their achievements during the programme and any alternative funding available.**

13. PART-TIME HR SYSTEMS ADMINISTRATOR [Page 87]

[Portfolio Holder: Councillor Mike Band]

[Wards Affected: All]

The purpose of the report at Appendix H is to seek approval to increase Waverley's staffing establishment with a part-time systems administrator within the HR/Payroll team in the Organisational Development service. The post will be funded in part from an existing vacancy and in part from Waverley's corporate training budget, so there is no additional financial impact of the post.

Recommendation

**The Executive is requested to recommend to the Council that a new post of HR Systems Administrator at 15 hours per week be created within the Organisational Development Service, and the virement to part-fund the post be agreed at £5,000 from the Corporate Training Budget (noting that there is no additional overall funding required to deliver the post.)**

14. PLAYING PITCH STRATEGY 2012 [Page 89]  
[Portfolio Holders: Cllrs Stephen O’Grady and Julia Potts]  
[Wards Affected: All]

The report at Appendix I seeks approval to adopt the findings of the Playing Pitch Strategy 2012. This will enable the evidence within it to be used as a basis to seek developer contributions to be used towards future sports pitch provision and facility improvements throughout Waverley.

Recommendation

**It is recommended that the findings and action plan of the Playing Pitch Strategy be approved and recommended to the Council for adoption.**

15. AREA PLANNING COMMITTEES – PROPOSED ADJUSTMENT TO EASTERN/SOUTHERN AREA BOUNDARY [Page 105]  
[Portfolio Holder: Cllr Bryn Morgan]  
[Wards Affected: All Southern and Eastern Wards]

The purpose of the report at Appendix J is to seek Members’ views on the proposals to adjust the Eastern/Southern Planning Committee area boundary.

Recommendation

**The Executive is asked to agree the proposed boundary to the Southern and Eastern Area Planning Committees.**

16. SERVICE PLAN ACTION PLANS 2013-14 [Page 111]  
[Portfolio Holder: Cllr Mike Band]  
[Wards Affected: All]

The report at Appendix K presents the draft Service Plans for all of the Council’s services for 2013/14. The Plans set out strategic actions for each service, delivering the Council’s corporate priorities, for 2013/14. A Joint meeting of the Overview and Scrutiny Committees took place on 12 March 2013 to allow Members to receive short presentations from each Head of Service regarding the main elements of their plan, and to enable them to make any observations on the plans to the Executive. The observations are set out at the end of the report.

Recommendation

**It is recommended that**

1. **the observations from the special Joint Meeting of the Overview and Scrutiny Committees be considered, along with the proposed actions or amendments set out at paragraph 6; and**
2. **the Service Plan Action Plans for 2013-14 be endorsed.**

17. PERFORMANCE MANAGEMENT EXCEPTION REPORT – QUARTER 3 (OCTOBER – DECEMBER) 2012 [Page 117]

[Wards Affected: All]

Waverley's Performance Management Framework (PMF) contains a number of indicators that assist Members and officers in identifying current improvement priorities and progress against targets.

The indicators in Waverley's PMF are reviewed quarterly by the Executive. The report at Appendix L details performance, at Annexe 1, for the three-month period October-December 2012. The Performance Indicators (PIs) are listed on an exceptions basis, where performance has been particularly good or where it has fallen significantly under target.

The Overview and Scrutiny Committees and their respective sub-committees have considered the full list of indicators. Their comments on the indicators in this report and their recommendations are included.

Recommendation

**It is recommended that the Executive:**

- 1. notes the performance figures for Quarter 3 2012/13 (October-December 2012) as set out at Annexe 1 and the Planning Briefing Note and its Annexe, as set out in Annexe 2 and Annexe 3;**
- 2. thanks the Overview & Scrutiny Committees for their observations regarding the Quarter 3 performance as detailed above; and**
- 3. considers the recommendations of the Overview and Scrutiny Committees as detailed above.**

18. WEY COURT HOUSE – PERMISSION TO DEMOLISH [Page 135]

[Portfolio Holder: Cllr Keith Webster]

[Wards Affected: Godalming Farncombe and Catteshall Wards]

The purpose of the report at Appendix M is to seek approval for the submission of a planning application to demolish Wey Court House, Godalming.

Recommendation

**It is recommended that**

- 1. approval be given to the submission of a planning application to demolish Wey Court House, Meadrow, Godalming ahead of the redevelopment of the site for new affordable housing; and**
- 2. funding for the demolition, of the amount set out in the (Exempt) Annexe to this report, be approved from the New Affordable Homes Fund.**

19. HOUSING DELIVERY BOARD FRAMEWORK FOR THE PURCHASE OF LAND AND PROPERTY [Page 137]

[Portfolio Holders: Cllrs Mike Band, Bryn Morgan and Keith Webster]  
[Wards Affected: All]

The report at Appendix N seeks to establish a framework for the timely purchase of property and land that will enable the delivery of more affordable homes in the Borough.

Recommendation

**It is recommended to the Council that**

- 1. the principles of this report, along with the detailed processes involved in the framework and the set criteria for purchasing land and property, be endorsed; and**
- 2. the scheme of delegation be amended to include the delegations set out at Annexe 2 to this report.**

20. MAJOR STRUCTURAL AND ADAPTATION WORKS 2013/14 [Page 147]

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

The purpose of the report at Appendix O is to seek approval to undertake structural and adaptation works required to 24 properties. The total cost of the works is estimated to be £594,000. The works will be funded from the 2013-14 HRA Capital Works Programme.

Recommendation

**It is recommended that approval be given to:**

- 1. the major works to the 18 properties identified in the green column R on (Exempt) Annexe 1, to be funded from the budget provision for 2013/14; and**
- 2. the major works to be undertaken for the remaining 6 properties (amber column S) subject to the Housing Delivery Board being satisfied that it is cost-effective to do so, given these properties' development potential.**

21. PROPERTY MATTERS [Page 151]

[Portfolio Holder: Cllrs Mike Band, Stephen O'Grady and Julia Potts]  
[Wards Affected: All]

The purpose of the report at Appendix P is to consider a number of property-related issues in the borough.

Recommendation

**It is recommended that**



1. the proposed new lease to Broadwater Sports Club Limited be extended from 35 to 50 years;
2. a new 30 year lease be granted to Badshot Lea Tennis Club, on the terms and conditions set out in the (Exempt) Annexe 1, other terms and conditions to be agreed by the Estates and Valuation Manager;
3. Waverley enters into a new lease with Surrey County Council for the car park in Tanners Lane, shown outlined on the plan at Annexe 1, on terms and conditions set out in the (Exempt) Annexe 2, other terms and conditions to be negotiated by the Estates and Valuation Manager.

22. CHIEF EXECUTIVE'S ACTIONS

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.

None taken.

23. 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 appropriate paragraph(s) of the revised Part I of Schedule 12A to the Act:-

Item 24

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

Items 25

Information relating to any individual (paragraph 1)

24. SALE OF PROPERTIES [Page 169]

To consider the report at (Exempt) Appendix Q.

25. STAFFING MATTERS [Page 183]

To consider the reports at (Exempt) Appendices R and S.

26. 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 Emma McQuillan,  
Democratic Services Manager, on 01483 523351.**