



Waverley Borough Council
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Date: 10 April 2013

Dear Councillor

A Meeting of the EXECUTIVE was held on 9 April 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, 17 APRIL 2013**. Members must notify Emma McQuillan, Democratic Services Manager, 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.

NOTE FOR MEMBERS

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

AGENDA

6. **EXECUTIVE FORWARD PROGRAMME**

The Executive agreed to adopt the forward programme of key decisions for Waverley Borough Council.

7. **BUDGET MANAGEMENT REPORT FEBRUARY 2013**

The Executive agreed to

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

[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]

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

8. **TENANCY POLICY**

The Executive agreed to RECOMMEND to the COUNCIL that the Tenancy Policy be approved and implemented on 1 July 2013.

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

[Reason: the Council is required to publish a tenancy policy].

9. **SCC PERSONALISATION AND PREVENTION PARTNERSHIP FUND**

The Executive agreed to:

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

3. 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 the report.

[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]

[Reason: to ensure arrangements are in place for the development of the activities and spending of the funds that will comply with Surrey County Council monitoring requirements]

10. SAFEGUARDING CHILDREN AND VULNERABLE PEOPLE CORPORATE POLICY

The Executive agreed that

1. the implementation of the actions in the Section 11 Action Plan – 2012 be approved;
2. the governance procedures be endorsed.

The Executive further agreed to RECOMMEND to the COUNCIL that

3. the revised Waverley 'Safeguarding Children and Vulnerable Adults Policy' be recommended to the Council for adoption.

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

[Reason: The Council has a legal obligation under the Children Act 2004 to work with Surrey County Council as the lead authority to promote the safeguarding of children]

11. SENIOR HOUSING POSTS

The Executive agreed to RECOMMEND 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, £20,000 from HRA balances and £46,760 from the New Affordable Homes fund; and
4. from 2014-15 the two posts be incorporated into the Housing staffing budget.

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

[Reason: the change in structure is needed to reflect a significant increase in scope, scale of investment and complexity across the service].

12. WAVERLEY FAMILIES SUPPORT TEAM

The Executive agreed 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.

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

[Reason: following confirmation of funding, to obtain authority to establish two posts within the Families Support Team].

13. PART-TIME HR SYSTEMS ADMINISTRATOR

The Executive agreed 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.)

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

[Reason: To seek approval to increase the establishment within the organisational development service]

14. PLAYING PITCH STRATEGY 2012

The Executive agreed to RECOMMEND to the COUNCIL that the action plan of the Playing Pitch Strategy be approved and recommended to the Council for adoption.

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

[Reason: to adopt the findings of the Playing Pitch Strategy to enable the contents to be used as a basis to seek developer contributions towards future sports facility improvements].

15. AREA PLANNING COMMITTEES – PROPOSED ADJUSTMENT TO EASTERN/SOUTHERN AREA BOUNDARY

The Executive agreed the proposed boundary to the Southern and Eastern Area Planning Committees.

[COMMUNITY OVERVIEW AND SCRUTINY COMMITTEE].

[Reason: adjusting the boundaries will help applications relating to Dunsfold Park to be dealt with in a more coherent way]

16. SERVICE PLAN ACTION PLANS 2013-14

The Executive

1. thanked the special Joint Meeting of the Overview and Scrutiny Committees for their observations and
2. agreed that the Service Plan Action Plans for 2013-14 be endorsed, including the proposed actions and amendments set out in paragraph 6 of the report.

[This item has already been considered by the Joint Community Overview and Scrutiny Committees but could be called-in]

[Reason: to approve the service plan action plans which form part of the Council's Performance Management Framework]

17. PERFORMANCE MANAGEMENT EXCEPTION REPORT – QUARTER 3 (OCTOBER – DECEMBER) 2012

The Executive:

1. noted 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. thanked the Overview & Scrutiny Committees for their observations regarding the Quarter 3 performance as detailed in the report;
3. considered the recommendations of the Overview and Scrutiny Committees; and
4. requested an action plan setting out improvements for the planning and enforcement performance, to be presented to the next meeting of the Executive.

[This item has already been considered by the both Overview and Scrutiny Committees but could be called-in]

[Reason: active management of performance information helps to ensure that Waverley delivers its corporate priorities]

18. WEY COURT HOUSE – PERMISSION TO DEMOLISH

The Executive agreed that

1. approval be given to the submission of a planning application to demolish Wey Court House, Meadow, 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 the report, be approved from the New Affordable Homes Fund.

[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]

[Reason: demolishing the property reduces the council tax liability and facilitates building on the site]

19. HOUSING DELIVERY BOARD FRAMEWORK FOR THE PURCHASE OF LAND AND PROPERTY

This item was deferred until the next meeting of the Executive.

20. MAJOR STRUCTURAL AND ADAPTATION WORKS 2013/14

The Executive agreed that:

1. the major works to the 18 properties identified in the green column R on (Exempt) Annexe 1 be approved, to be funded from the budget provision for 2013/14;
2. the major works to be undertaken for the remaining 6 properties (amber column S) be approved, subject to the Housing Delivery Board being satisfied that it is cost-effective to do so, given these properties' development potential; and
3. authority be delegated to the Strategic Director, in consultation with the Housing Delivery Board, to agree a model for remodelling properties to ensure they meet with modern day family aspirations.

[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]

[Reason: to seek approval to undertake structural and adaptation works required to 24 properties]

21. PROPERTY MATTERS

The Executive agreed 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; and
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.

[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]

[Reason: to deal with a number of property related issues in the borough]

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

24. SALE OF PROPERTIES

25. STAFFING MATTERS

**For further information or assistance, please telephone Emma McQuillan,
Democratic Services Manager, on 01483 523351.**