

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE MEETING OF THE EXECUTIVE – 30 SEPTEMBER 2014

SUBMITTED TO THE COUNCIL MEETING – 14 OCTOBER 2014

(To be read in conjunction with the Agenda for the Meeting)

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| * Cllr Robert Knowles (Chairman) | * Cllr Donal O'Neill |
| Cllr Julia Potts (Vice-Chairman) | * Cllr Stefan Reynolds |
| * Cllr Brian Adams | * Cllr Adam Taylor-Smith |
| * Cllr Carole King | * Cllr Simon Thornton |
| * Cllr Tom Martin | * Cllr Keith Webster |
- * Present

53. MINUTES

The Minutes of the Meeting held on 2 September 2014 were confirmed and signed.

54. APOLOGY FOR ABSENCE

An apology for absence was received from Cllr Julia Potts and the Executive sent their best wishes to her for a speedy recovery after a recent accident.

55. DECLARATION OF INTERESTS

Cllr Adam Taylor-Smith declared a non-pecuniary interest in Agenda Item 14: Proposal for Joint Investment Project to Enable Development of Affordable Housing in Farnham. Due to the nature of the interest, Cllr Taylor-Smith withdrew from the Chamber during consideration of this item and did not take part in the decision.

PART I - RECOMMENDATIONS TO THE COUNCIL

Background Papers

Unless specified under an individual item, there are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to the reports in Part I of these minutes.

56. BUDGET MANAGEMENT AND MID-YEAR BUDGET REVIEW

[This item contains exempt information by virtue of which the public is likely to be excluded during the item to which the report relates, as specified in Paragraph 1 of the revised Part I of Schedule 12A to the Local Government Act 1972, namely:-

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

56.1 The Executive considered and noted the budget management report which provided a projection of the expenditure and income position for the 2014/15 budget compared with the approved budget as well as a mid-year budget review. The Executive

RESOLVED that

1. the mid-year revenue budget projection be accepted and it be acknowledged that no immediate action was required for 2014-15 at this stage;
 2. the funding for responsive fencing work of £50,000 from the Cyclical Maintenance budget and £150,000 from the HRA Repairs Fund balance be approved, as described in paragraph 4.3 of the agenda report;
 3. the £20,000 funding for the Fraud Initiative be approved, vired from the HRA Treasury Management costs budget, as described in paragraph 4.5 of the agenda report;
 4. the additional £100,000 use of the approved HRA damp-proofing budget to undertake removal of cavity fill be approved, as described in paragraph 4.10 of the agenda report;
 5. the list of properties for roof maintenance in (Exempt) Annexe 3 to the agenda report be approved, to be met from the approved HRA roof capital budget;
 6. the submission of a planning application be approved for consent to undertake identified works to resolve parking issues at Upfold Close, Cranleigh; and a budget of £40,000 required for these works be allocated from the approved £80,000 HRA Capital budget for improving parking and infrastructure on estates;
 7. the Executive Director's decision to spend £16,100 on urgent dredging works at Elmbridge Road, Cranleigh be noted and approval given to the allocation of this amount from the urgent capital schemes budget within the General Fund Capital Programme; and
 8. the recommendation set out in (Exempt) Annexe 6 to the report regarding a confidential staffing matter be approved.
- 56.2 On 15 April 2014 the Council agreed a £125,400 budget for the Housing Service Process Improvement Programme. The whole project costs were identified over three financial years. Phase One was met in 2013/14 and a £75,000 budget was approved for expected work in 2014/15. The whole programme has been scoped and the majority of projects will be carried out in 2014/15 and the programme completed in May 2015. Good progress has been made with the delivery of the Responsive Repairs Interface project and Managing Tenancies project. A further three projects are in progress with two more are to start in the Autumn. As a result of this good progress, approval is sought to bring forward £36,000 of the £48,000 that would have been included in the 2015/16 budget in order to progress the programme.

56.3 The Executive therefore

RECOMMENDS that

20. a supplementary estimate in 2014/15 of £36,000 be approved to bring forward approved spend included in the 2015/16 HRA revenue budget in light of the excellent progress being made in the Housing Process Improvement Programme.

[Reason: To provide an indication of the expenditure and income position for the 2014/15 budget compared with the approved budget for the General Fund and the Housing Revenue Account]

57. PENSIONS POLICY STATEMENT 2014

57.1 The Local Government Pension Scheme (LGPS) Regulations require all scheme employers to publish and keep under review a written policy statement on how they will apply their discretionary powers in relation to certain provisions of the scheme. The introduction of the new Local Government Pension Scheme from 1 April 2014 requires all scheme employers to review their existing discretionary pension policy statement effective from 1 April 2014. This replaces the Council's Pension Policy Statement of April 2008.

57.2 The Regulations require that in preparing or making revisions to its pension policy statements, the scheme employer must have regard to the extent to which the exercise of any of its policies could lead to a serious loss of confidence in the public service. Under Regulation 60 of the LGPS Regulations 2013 and paragraph 2 (2) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014, Scheme employers are required to have a policy in relation to five specific discretions.

57.3 This item outlines the pension policy statements that have to be reviewed under the Regulations, together with a recommendation on the policy that should be adopted. Also included is an additional discretionary item regarding late transfer requests which do not form part of the changes to the Pension Scheme which came into effect in April 2014, but it is recommended that the Council's policy on this discretionary item is included in the Pensions Policy for clarity. The decision-making authority for these discretionary functions rests with the Executive and full Council. The revised Pension Policy Statement 2014 is attached as Annexe 1.

57.4 The five specific discretions on which employers are required to have a policy are as follows:

i. Power of employing authority to award additional pension

This provision currently enables an employer to award an additional pension of up to £5,000 per annum to a scheme member. Under the new scheme this amount will be increased to £6,500 per annum from 1 April 2014. The Council previously chose not to apply this power. It is proposed that this decision be continued.

Recommendation: That there should be no change to the Council's existing policy on this provision and Waverley will not apply the discretionary power to award additional pension up to £6,500.

ii. Flexible Retirement

This provision enables an employer to grant permission for an employee who is age 55 or over to receive payment of the pension benefits they have built up and continue working for the Council on a lower level of pay. The Council's current policy is that it will approve requests only when it is in the Council's interests to do so and the request should typically involve a reduction in salary of 40%, either through reduced hours or level of responsibility (grade).

The current policy will be updated to clarify the circumstances in which it would not be in the Council's interests to approve requests.

Recommendation: That there should be no change to the Council's existing policy that it will approve requests only when it is in the Council's interests to do so and the request should typically involve a reduction in salary of 40%, either through reduced hours or level of responsibility (grade).

iii. Early payment of pension provisions at the request of a current employee

Under the current scheme an employer has the discretion to allow an employee to retire voluntarily between the ages of 55-59 and receive immediate payment of their pension benefits. From age 60 the employer's permission is not required. The Council's current policy states: 'Early retirement policy - to consider and decide individual cases on their merits, where this is in the mutual interests of the employee and employer and where other HR policies and other pension provisions are not appropriate. Employer costs of the early payment of pension benefits will be taken into account in all cases.'

Pension benefits payable will normally be reduced. In exceptional cases on compassionate grounds* Waverley may determine that the actuarial reduction will not apply.'

Under the new scheme, employees aged between 55 and 59 will no longer need their employer's permission to retire and receive immediate payment of their pension benefits. However, the pension benefits payable would still be subject to an actuarial reduction to allow for early payment. It is proposed that the policy of waiving the actuarial reduction in exceptional cases on compassionate grounds be retained. There is no definition of compassionate grounds in the Regulations and it is expected that the Council will make an assessment based on objective criteria. It is not expected that this power would be used very often. In the last 6 years there have been no such cases.

Recommendation: That there should be no change to the Council's existing policy on this provision.

iv. Early payment of pension benefits before normal retirement age at the request of a former employee (a deferred member)

The Council's current policy states: 'Deferred members - where a deferred member requests early payment of pension benefits, this will only be agreed on compassionate grounds or to relieve severe financial hardship and where there is no cost to the Council.'

Recommendation: That there should be no change to the Council's existing policy on this provision.

v. Power of employing authority to apply the 85 year rule for scheme members voluntarily retiring between the ages of 55 and 60

The 85 year rule applies to a limited number of eligible staff for pension benefits taken from age 60. Under the 2014 Pension Regulations employees may retire early from age 55 before their normal pension age with retirement benefits taken before age 60 reduced in accordance with guidance issued by the Secretary of State, with the 85 year rule protection not applying.

However, there is a new discretionary power to apply the 85 year rule.

Recommendation: That the discretionary power to apply the 85 year rule for scheme members voluntarily drawing their benefits on or after age 55 and before age 60, should not normally be applied. However, in exceptional circumstances, it may be applied, including waiving any actuarial reduction, where it is in the operational interests of the Council and taking into account the employer's cost arising.

Power of employing authority to increase total membership of active members by up to 10 years.

57.5 This provision has been removed from the new scheme which came into effect in April 2014. The Council's current policy is not to use this power, so its removal will not impact on the Council. Mention of this power will be removed from the Policy.

57.6 The following item does not form part of the changes to the Pension Scheme which came into effect in April 2014, however it is recommended that Waverley's policy on this discretionary item is included in the policy for clarity. Under the LGPS Regulations, transfers of previous pension memberships into the scheme should occur within the first year of scheme service or, in the case of personal pensions, within a year of closing that pension, unless agreement is given by the employing authority to a late transfer request. Due to the risk of future additional cost, to date the Council has not agreed late transfer requests.

Recommendation: that Waverley's policy not to agree to late transfer requests be added to the Pensions Policy, as follows:

'Waverley will not agree requests for transfer of other pensions outside the normal transfer period of the first year of scheme service or, in the case of personal pensions, within a year of closing that pension.'

57.7 The Executive now

RECOMMENDS that

21. the Pension Policy Statement 2014, which replaces the Pension Policy Statement 2008, be approved.

[Reason: To seek approval of the Pension Policy Statement following the introduction of the new Local Government Pension Scheme which required all scheme employers to review their existing discretionary pension policy statement.]

58. HASLEMERE CONSERVATION AREA APPRAISAL

- 58.1 Haslemere is one of 43 Conservation Areas (CA) in Waverley. Currently seven Conservation Area Appraisals (CAAs) have been completed (Wrecclesham, Bramley, Farnham Town Centre, Wheelerstreet, Godalming Town Centre, Milford and Chiddingfold).
- 58.2 This is the fourth CAA to be completed since 2007, and follows the Godalming Town Centre, Milford and Wheelerstreet documents. Wheelerstreet CAA was a pilot project that helped Waverley formulate a methodology (following the latest English Heritage guidelines) so that the remaining 38 CAAs can be undertaken in a consistent manner.
- 58.3 CAAs are undertaken to identify and explain the character of the Conservation Area (CA). This document will identify the specific qualities of the Haslemere CA and thereby help to manage change within the area. The Management Plan section also identifies a variety of projects that should be implemented to preserve and enhance the area. The need to undertake a CAA is set out in the Planning (Listed Building and Conservation Areas) Act 1990 (section 71) and is supported through saved policy HE8 of the Waverley Local Plan.
- 58.4 It is therefore considered pertinent for Waverley to undertake CAAs with the aim to appraise the character of each CA; identify the qualities which should be preserved and enhanced, and produce a management plan to include proposals for enhancement where necessary. This process also allows a review of the boundary and an assessment of adjacent areas to evaluate whether the boundary should be extended. The CAA is attached at Annexe 2.
- 58.5 A walkabout was conducted with a Steering Group. This group consisted of Local County, Borough and Town Councillors, relevant officers of Surrey County Council and Waverley Borough Council, representative of the local Chamber of Commerce and local amenity society. Various meetings were held to discuss the content of the CAA and identify environmental enhancement projects for the Management Plan section.

58.6 A public consultation was undertaken to support the development of the CAA and to ask the public's views of the proposed extensions. The consultation started on 14 April 2014 for six weeks, ending on 26 May 2014. The following methods to inform the public of the consultation included:

- Letter to all residents in the CA
- Letter for key stakeholders including:
 - Town Council
 - Surrey County Council
 - Amenity Society
 - Chamber of Commerce
 - Statutory consultees (English Heritage, Natural England and Environment Agency)
 - Relevant internal Waverley officers
 - Local Councillors

58.7 31 responses were received to the consultation. The responses fell into three categories:

a) Statutory consultees

English Heritage considered the document to accord with the most recent guidance on producing conservation area appraisals and in particular praised the section on public realm enhancements. They also acknowledged that the areas proposed for CA status would appear to be of special local interest, especially West Street with the distinctive shop fronts. Natural England had no comments on the document, and the Environment Agency did not respond to the consultation.

b) General comments on the CAA

A number of comments were received, mainly supporting the need for a CAA and some suggesting helpful minor amendments (which have been made), and also further recommendations for the Management Plan which have been included.

One respondent questioned the need for a CAA arguing that this will stifle future development within the area.

c) Comments on the proposed extensions

- i) West Street extension - six respondents supported the proposal and two respondents objected (on the grounds that there are sufficient planning controls in place).
- ii) Half Moon Estate extension - five respondents supported the proposal. However 22 respondents objected on the grounds that:

- existing planning policies are sufficient to control unacceptable development,
- additional controls were not necessary or wanted,
- the proposed boundary is inappropriate,
- Herbert Hutchinson was not a significant architect,
- There are other options available for protecting the Herbert Hutchinson properties (including Building of Local Merit status).

When determining whether to proceed with the designation of the Half Moon Estate as a CA, the Council has recognised that there are a number of issues that need to be balanced against one another. In light of the responses to the consultation, the Council has decided not to take this proposal forward. The West Street extension continues to be promoted as this has a strong connection with the existing CA and is indistinguishable from the existing boundary. The document has therefore been updated to reflect this position.

58.8 The Executive

RECOMMENDS that

22. the Conservation Area Appraisal for Haslemere Town Centre be adopted as a material planning consideration.

[Reason: To seek approval of the Haslemere Conservation Area Appraisal as a material consideration and used in the determination of any application for planning permission and listed building consent within the Conservation Area.]

59. COMMUNITY ASSET TRANSFER POLICY

59.1 This report presents a draft policy for the management of Community Asset Transfers under the Localism Act 2011. Community Asset Transfer (CAT) involves selling or leasing property to Voluntary and Community Organisations to enable local people to play a stronger role in meeting the needs of the community, including the future provision of services discontinued by the Council. Community ownership and management of assets has been strongly promoted nationally and there is increasing recognition of the role it can play in enabling communities to support themselves.

59.2 The Council has been transferring community assets informally for many years through leases, licences and management agreements. Following requests from two clubs to acquire the freehold of their pavilions under the terms of the Government's Transfer of Community Assets scheme, it is now considered appropriate to formalise the process. While the proposed Policy should have little effect on how short leases and management agreements are undertaken, the greater level of information required for long leases in the form of business plans should help both the Council to protect its assets and community groups to recognise the difficulties they may face and to plan for the future.

- 59.3 The Executive previously adopted a set of principles for the transfer of community assets and officers were asked to prepare a detailed policy for adoption by the Council.
- 59.4 The process of community asset transfer has never been systematic. In recent years a standard lease for sports clubs who manage their grounds has been developed that includes a service level agreement, but this is the exception rather than the rule. In recent years the Council has also been working with town and parish councils to transfer public conveniences to their ownership and management to enable these services to continue which could no longer be funded by the Council.
- 59.5 Through CAT the Council can enable a redundant public building to thrive again. As pressure increases on public finances, and public structures change, there are a growing number of public assets which no longer have a current use. These can include town halls made redundant by local government reorganisation, schools left empty by shifting demography, or courts replaced by modernisation. Many are listed buildings - thereby limiting the options for cost-effective redevelopment. At the same time, they are often centrally located at the very heart of neighbourhoods where space for community activity is at a premium.
- 59.6 CAT can also turn a marginal public service into a viable community service. Discretionary and heavily-subsidised public services are coming under increasing pressure due to budget reductions. Councils and communities are therefore being called upon to reinvent traditional public assets and services to render them cost-effective and responsive in the modern context. In some cases, community asset transfer can provide a viable alternative by applying a different business model that is based upon multi-purpose use and social investment.
- 59.7 In some areas local authorities are exploring multiple asset transfers. These multiple transfers may be
- Place-based: looking at the transfer of a mixed portfolio of assets in a particular local authority or smaller geographic area to underpin new community enterprises;
 - Service-led: exploring transfer options related to specific types of service. This element has strong links to service redesign and modernisation; or
 - Asset type: identifying multiple transfer options for specific types of asset such as community centres or sports facilities.
- 59.8 The benefits and risks of transfer are set out in the following table:

	Benefits	Risks
Community Organisations	Access to more funding opportunities including grants and mortgages Increased revenue	Failure to plan adequate maintenance and management costs Lack of professional

	streams Greater local commitment Greater autonomy	advice leading to inappropriate decisions Factional fighting Loss of leading figures leading to apathy
The Council	Reduction in maintenance costs Reduction in management costs Reuse of redundant buildings Ensures assets are continued to be used for the benefit of the community in connection with corporate priorities	Failure of community organisation leading to return of facility in worse condition requiring increased capital and revenue costs Transfer of asset at less than market value Loss of control of a potential future development site

59.9 In the present difficult economic climate, if the Council is to ensure that communities retain facilities, it must ensure that it makes it easier for the communities to manage these facilities themselves. By doing this, not only does it reduce financial burden on the Council but it enables community organisations to access grants and other monies that would otherwise be denied to them.

59.10 Adopting a policy helps reduce the risk, both to the organisations and to the Council, of the transfer process. The draft Policy sets out the basis on which CATs will be undertaken. This will help community organisations to identify the requirements they must meet when requesting a CAT. In order to manage expectations, the Policy also sets realistic timeframes in which any transfer could take place.

59.11 The legal agreements that would formalise CATs under the Policy are the same as existing legal agreements, namely management agreements, licences, lease and freehold transfers (in exceptional circumstances). It is therefore proposed that they would be authorised on the basis of existing authorities, namely:

- Management agreements and leases under 5 years to be covered by the existing provisions of the Scheme of Delegation to Officers;
- Longer leases and freehold transfers to be authorised by the Executive.

59.12 This process of authorisation mirrors the risk and advantages that any CAT presents to the Council. Annexe 3 contains a proposed Community Asset Transfer Policy that follows the principles set out in the previous report to the Executive of 4 February 2014. It establishes the level of information required by the Council from community organisations in order to assess the viability and appropriateness of a CAT, allowing organisations the opportunity to put together the evidence required in advance of making an application. This should help to speed up the decision process, and ensure the consistency of decision-making in respect of CATs, to the advantage of all.

- 59.13 It should be noted that the proposed Policy envisages freehold transfers of community assets as being viable only in exceptional circumstances. Such a policy approach enables the Council to retain longer-term control over its assets, by enabling the Council to bring control of the asset back to itself, should community organisations in the future decide that they no longer want to operate a particular asset. The Policy also requires applicants to be either community-led organisations or a voluntary or community organization. This would mean that applications received from town and parish councils seeking asset transfer would generally not be accepted, as these are bodies within the statutory sector as opposed to the voluntary or 'third' sector – at which national community asset transfer policy is aimed.
- 59.14 The Executive has previously asked Officers to explore the possibility of including 'first refusal buy-back' provisions within freehold transfers. However, such arrangements present barriers at the negotiation stage, and are also require complex legal arrangements to be put into place within the legal agreements. They also require a far greater degree of monitoring by the Council in order to ensure that community organisations follow the agreed procedures when looking to 'transfer on' the assets. It is therefore suggested that such provisions are not a realistic or cost-effective method of retaining longer-term control of community assets, unless considered necessary in a minority of cases.
- 59.15 The Executive now

RECOMMENDS that

23. the Community Asset Transfer Policy at Annexe 3 be adopted.

[Reason: To seek approval of the Community Asset Transfer Policy to help local communities interested in managing Council-owned land or property have a template to follow that will streamline the process of transference.]

60. REVIEW OF PARLIAMENTARY POLLING DISTRICTS AND POLLING PLACES 2014

- 60.1 The existing polling districts and polling places used throughout the Borough are outlined at Annexe 4. A review of the polling districts and polling places has been carried out. Notification of the review was published on the Council's website inviting representations from all registered electors over the course of a six week consultation period. In addition, stakeholders were invited to respond, including all Borough Councillors, County Councillors, Town and Parish Councils, the MP's for the South West Surrey and Guildford Constituencies, political parties and equal access groups. The overriding priority when designating polling stations is to encourage turnout of eligible electors in order to effect an active democratic process. A number of representations have been received and these are outlined below:-
- 60.2 Representations have been received regarding the use of **Busbridge Junior School, Brighton Road, Busbridge** regarding the impact the closure has on parents and children. Enquiries as to alternative venues and arrangements in Busbridge were made in the Review of Particular Polling Places 2013 and no

alternative was found that was either available or suitable. The Returning Officer is investigating with Busbridge Junior School whether a polling station could be accommodated in a self-contained block or part of the school which would allow the school to remain open on polling day.

- 60.3 Representations have been received regarding **Loseley Fields Primary School, Green Lane, Binscombe, Godalming** that polling days cause a great deal of disruption for many working parents. Binscombe Church, Loseley Road, Godalming, Surrey, GU7 3RF has been suggested as an alternative venue. Reverend Hitchcock is prepared to accommodate a polling station at the Church. A visit is to be conducted to assess suitability of the venue as to a polling station.
- 60.4 Representations have been received from Elstead Parish Council that they are happy with the current arrangements for the use of the **Elstead Youth Centre, Thursley Road** as polling station provision in Elstead.
- 60.5 No representations were received during the Review regarding **Ridgeway School, Frensham Road**, however, an offer has been made by St Thomas-on-the-Bourne Church for use on polling day. This site has been visited by the Senior Manager – Elections and found to be a suitable venue for consideration by the Returning Officer as part of a continuing effort to find alternative venues to schools wherever possible. The Returning Officer is arranging a visit to the site to assess suitability.
- 60.6 Enquiries were made as to suitable alternatives to **South Farnham Infants' School, School Lane** during the course of 2013. Of the sites considered as alternatives, the Cricket Pavilion was put forward for further consideration by the Returning Officer. However due to the lack of disabled access this site remains at present unsuitable.
- 60.7 Representations have been received regarding **St. Peter's Primary School, Little Green Lane, Farnham** and a request made to find an alternative polling station provision. Investigations are now underway to establish if there is any suitable alternative venue.
- 60.8 The Head Teacher and Governors have previously requested, in support of requests made by parents, that an alternative site be found to **Hale School, Upper Hale Road**. The Hale Institute, Linwood, Wings Road, Farnham, GU9 0HN has been visited and is a reasonable venue but right on the edge of a polling district and a long way from voters on the other end of the polling district. The School is in a much more central location and is a well established station. Use of the School as a polling station is not desired by the School, its Governors or parents. On balance the Returning Officer's recommendation is to retain the use of the school as at present there is no convenient alternative.
- 60.9 Use of the **Scout's Hall, Charterhouse Road** has been a long running problem as the facilities are very basic and parking is limited. Its use as a polling station does not result in complaints from electors. It is in a very prominent position and is well established. There is no suitable alternative. There has been an offer of the use of the Guildford Rugby Club, Guildford

Road as an alternative venue to **Broadwater Community Centre, Summers Road**. Enquiries as to the suitability as to the venue and the position within the polling district and Borough are underway.

- 60.10 The Head Teacher of **Grayswood C of E Infant School, Lower Road** has advised that the School is undergoing expansion and building work in 2015 which will reduce the hall in size by half. Enquiries as to the availability and suitability of any other venues are underway.
- 60.11 There are some polling stations in the Borough that have very few electors allocated to them, for example **Pirrie Hall, Brook Road**. The Returning Officer has tried to rationalise but has received feedback from parish councils and electors as to the wish to retain them. If Members did not retain these small polling stations then a saving could be achieved in the region of £400 - £500. If the alternative were to offer all the voters affected postal votes, the saving would be smaller. There is a need to balance accessibility with encouraging voter turnout and the general duty the Council has to maximise turnout. As a result it is recommended that those polling stations, including Pirrie Hall, that have very few electors allocated to them should be retained.
- 60.12 The Returning Officer has, both during and outside this review, received representations and complaints regarding the use of schools as polling stations. Returning Officers have historically used schools as polling stations as they are required to consider a number of factors that affect the suitability of premises as a polling station. These factors include: access including suitability for elderly and disabled users of the premises, parking facilities, proximity to those allocated to vote at the premises and the numbers of voters within the district that will be using the premises to vote. These reasons mean that often schools are very suitable premises to be used as polling stations. In addition legislation allows the Returning Officer to request that a school be used as a polling station.
- 60.13 Surrey County Council is supportive of the use of Schools but Head Teachers, Governors and Parents are unhappy at the closures and the impact that this has. Where there are suitable and available alternative venues these are investigated. Where there are not, Schools are encouraged to fix polling day as an inset day. It is the case that the Schools do not have to close if they have a self-contained block or hall that can be set aside for polling station use. The Returning Officer recognises that this is not possible in many Schools due to their layout or facilities. Schools are provided with notification of expected election dates two – three years in advance to assist with their planning and so that early notification may be provided to parents. There are 53 polling places within the Waverley Borough, of which 11 are schools.
- 60.14 Alternative polling station venues have been identified as set out in the table below.

Polling District	Existing Polling Place	Proposed Polling Place
AA Binscombe	Loseley Fields Primary School	Binscombe Church, Loseley Road which has been visited and assessed as suitable
BA Bourne North	Ridgeway School, Frensham Road	St Thomas-on-the-Bourne Church (subject to final assessment by Returning Officer)

60.15 It has been established that the Guildford Rugby Club building on Guildford Road is located within the Waverley Borough. The playing fields are located partly within Waverley and partly within Guildford Borough Council. A request has been made of the club to visit the premises to assist suitability. Enquiries have commenced as to the availability of any alternative venues to Grayswood C of E Infant School and St. Peter's Primary School.

60.16 The Executive agreed to continue enquiries into the availability of the alternative venues set out at paragraph 60.15 above and now

RECOMMENDS that

24. the venues set out in the table at paragraph 60.14 above be approved as polling station venues.

[Reason: To note representations received for the Review of Parliamentary Polling Districts and Polling Places and seek approval of alternative venues.]

61. PROPOSAL FOR JOINT INVESTMENT PROJECT TO ENABLE THE DEVELOPMENT OF AFFORDABLE HOUSING IN FARNHAM

[This item contains exempt information by virtue of which the public is likely to be excluded during the item to which the report relates, as specified in Paragraph 1 of the revised Part I of Schedule 12A to the Local Government Act 1972, namely:-

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

61.1 An opportunity has presented itself to enable the delivery of 21 affordable homes on an identified site in Farnham. The Council is being offered the opportunity to procure the land and hold the asset. Thames Valley Housing Association (TVHA) is a medium-sized housing association, regulated by the Homes and Communities Agency, with about 14,500 homes across London and the South East.

61.2 In May 2014, Matthews & Goodman marketed the Dairy Crest site in Weydon Lane, Farnham for the development of 21 dwellings. The site is currently in employment use, but has been actively marketed for the past 12 months and an alternative employer has not been identified. The site is divided into two parts. The northern part of the site has potential for a flatted development of 9 dwellings, while the southern part of the site has potential for 12 x 2, 3 and 4 bed houses.

- 61.3 The agent has sought pre-planning advice. A residential development is acceptable in principle, on the basis that the policy requirements relating to density, scheme design, car parking, amenity space and dwelling type and mix are met.
- 61.4 The scheme currently proposes a 100% affordable housing development comprising a mix of 1, 2, 3 and 4 bed homes for shared ownership, to be sold at an equity stake of 35-40% of open market value with a rent of 2.75% on the retained equity. Dairy Crest has been in negotiation with both TVHA and a private house builder, who has also made a offer for the site. Dairy Crest has subsequently accepted an offer for the site from TVHA, subject to planning approval.
- 61.5 The draft Strategic Housing Market Assessment (October 2013) estimates that 25% of the housing need in the borough is for shared ownership. The Help-to-Buy Register for applicants looking to buy a shared ownership home is managed and administered across Surrey by Bedfordshire Pilgrims Housing Association (BPHA). There are over 500 applicants in Waverley on the Help to Buy Register.
- 61.6 To develop a scheme of this kind, a housing association would usually purchase the land or enter into a contract with a developer, in order to deliver affordable homes. On completion, the Council would have nomination rights and there may be a legal agreement requiring continued use of the units as affordable housing. This proposal sets out a different model, in which TVHA has approached Waverley to become a joint investment partner, to provide a capital contribution to assist with the land purchase to enable the site to be brought forward and a scheme of 100% shared ownership housing to be delivered.
- 61.7 For this to happen, Waverley would purchase the site, with TVHA making their funding available simultaneously upon completion. The Council would be the freeholder of the land and would grant a long lease of 125 years to TVHA who would develop and manage the new homes. A financial appraisal summary is set out in (Exempt) Annexe 5.
- 61.8 It is proposed that commuted sums and Right to Buy receipts would be used to fund Waverley's investment in the scheme. Dairy Crest has indicated at this stage that the sale would be exempt from VAT, however, this may be subject to change. Due to the anticipated implications if VAT is charged, the Council's investment would not be financially viable if a later decision is made to charge VAT.
- 61.9 If TVHA are not able to purchase the site with investment from the Council, it is likely that it will be sold to a private developer and, as a result of the high land value, be unable to deliver any affordable housing on site on viability grounds.
- 61.10 The proposal delivers a number of benefits to the Council and the local community:

- It delivers 21 much needed affordable homes for shared ownership to meet identified local housing need
- It secures 100% affordable housing on a high value site which has attracted significant interest from private housebuilders. A similar site in West Street, Farnham that was purchased by a private housebuilder is currently being developed to provide 22 new homes, of which only one is affordable
- It delivers new affordable homes on a brownfield site within the settlement boundary
- It potentially realises an ongoing income through ground rents or a capital receipt from the sale of the ground rents.

61.11 This is a unique opportunity for the Council to unlock the potential of a derelict brownfield site and deliver a significant development for affordable housing through a joint investment venture. The Executive therefore

RECOMMENDS that

- 25. Waverley invests in a 100% affordable housing scheme on the Dairy Crest Site, Weydon Lane, Farnham through a joint investment initiative with Thames Valley Housing Association (TVHA);**
- 26. Waverley's capital contribution is as set out in (Exempt) Annexe 5 and is funded from Section 106 monies in the Housing Capital Programme; and**
- 27. proceeding with this proposal is subject to achieving a satisfactory VAT position and agreeing contractual terms with TVHA, as approved by the Director of Finance and Resources in consultation with the Portfolio Holders for Finance and Housing.**

[Reason: To seek approval to develop a 100% affordable housing scheme on the Dairy Crest site in Weydon Lane, Farnham through a joint investment initiative.]

62. INCREASING THE THRESHOLDS FOR THE PURCHASE OF LAND AND PROPERTY AND APPROVING A BUDGET ALLOCATION FOR THE PURCHASE OF PROPERTIES ON THE OPEN MARKET FOR AFFORDABLE HOUSING

[This item contains exempt information by virtue of which the public is likely to be excluded during the item to which the report relates, as specified in Paragraph 1 of the revised Part I of Schedule 12A to the Local Government Act 1972, namely:-

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

- 62.1 The HRA Business Plan sets out how the new affordable homes programme will be funded over the next 30 years. This will be delivered by building new homes, buying existing properties and acquiring additional land to build on or to reserve for future use.
- 62.2 The New Affordable Homes programme is now established and progress is being made towards delivering the agreed targets. Nine new affordable homes in Farncombe are due to be completed by February 2014, construction is due to start on 14 new affordable homes in Godalming at the beginning of October 2014, 4 former council-owned homes have been bought back, planning permission has been secured for 40 additional homes and applications for a further 35 are in the pipeline.
- 62.3 In July 2013, the Council agreed delegated authorities to enable officers and the Housing Delivery Board to act on the Council's behalf. A series of flow charts were agreed for buying-back a former Council property, purchasing a property on the open market and purchasing land to ensure a consistent approach would be taken when an opportunity arose. Financial thresholds for each type of purchase were agreed.
- 62.4 The Council recommended that authority be delegated to the Executive to review and determine appropriate maximum amounts of expenditure for purchasing property or land on an annual basis. The financial thresholds agreed by the Council in July 2013 are set out in (Exempt) Annexe 6.
- 62.5 In August 2014, the Halifax House Price Index reported a national 9.7% increase in house prices for the previous 12 month period. This fits within the range of price increases for Surrey published by the Land Registry and online estate agents that range from 7.7% to 11.5%. To enable the Council to respond in an ever-changing market, the recommended increase for the financial thresholds for the purchase of land and property for the year from September 2014 is 15%. The revised financial thresholds are also set out in (Exempt) Annexe 6.
- 62.6 If the Council purchases a property on the open market for use as social housing, accounting regulations require that on purchase it must be revalued downwards (by some 60%) to reflect its use for social housing. There is the potential that from 2017/18 the difference between the purchase price (open market) and the social housing value must be shown as a cost to the Housing Revenue Account.
- 62.7 The implications of this are significant for the Business Plan and future financial planning in the HRA. Local Housing authorities have raised their concerns over the implications of this accounting treatment and are awaiting further guidance/potential policy change from the Government.
- 62.8 To enable the purchase of additional affordable homes on the open market an increased budget allocation of £2.5million from the New Affordable Homes Reserve is required. The approved budget for buy-backs for the current year has already been fully allocated with other approvals.
- 62.9 The Executive

RECOMMENDS that

- 28. the increased financial thresholds for the purchase of land and property be approved, as set out in (Exempt) Annexe 6; and**
- 29. the budget allocation of £2.5million from the New Affordable Homes Reserve be approved to fund the purchase of properties on the open market to provide affordable homes for people in local housing need.**

[Reason: To seek approval to increase the purchase price thresholds for land and property and approve a budget allocation for further property purchases in 2014/15.]

63. BECOMING AN HCA INVESTMENT PARTNER AND ACCEPTING A GRANT ALLOCATION TO CONTRIBUTE TO THE WEY COURT DEVELOPMENT

- 63.1 As a local housing authority with retained housing stock, the Council can apply to the Homes and Communities Agency (HCA) to become an investment partner and access grant funding to contribute to part of the capital costs of its new affordable house-building programme, supplementing the Council's own resources, delivering better value for money and reducing the cost per unit to the Housing Revenue Account.
- 63.2 In March 2014, the Council applied to the HCA to become an investment partner and seek grant funding to contribute towards the cost of redeveloping Wey Court House as part of the Affordable Homes Programme 2015-18. In July 2014, the Council was informed that it had been successful in securing £600,000 for the Wey Court development, subject to the completion of the pre-qualification questionnaire.
- 63.3 As an investment partner, the Council would be required to enter into a Framework Agreement, in respect of all new affordable housing delivered with HCA grant. The agreement sets out the grant conditions, the most important of which are to start on site by the end of March 2015 and to charge Affordable Rent of up to 80% of open market rent. This agreement does not impose restrictions on funding arrangements for new affordable housing that has not benefited from HCA grant.
- 63.4 The key considerations to take into account when deciding whether to accept the external grant funding from the HCA and become an investment partner are set out below:

Positive
Access to external grant funding of £600,000 for new development at Wey Court from the HCA's 2015-18 £3.3 billion investment programme
External funding supplements the resources identified in the HRA Business Plan to deliver a programme of new council-owned homes
WBC space standards are the same or higher than the HCA requirements for new build schemes for which grant is payable

Ability to charge Affordable Rents of up to 80% OMV on conversions within existing stock if desired
Neutral
Requirement to Affordable Rents of up to 80% OMV on new grant-funded developments
HCA would count any grant funded homes in their out-turn figures, but WBC can still report on the number of homes they fund as part of their own performance monitoring
Negative
Requirement for additional officer time to administer grant claim process
Requirement to start on site by the end of March 2015

63.5 The Executive accordingly

RECOMMENDS that

30. the Council becomes an HCA investment partner; and

31. the grant from the HCA to contribute to the funding of the redevelopment of the Wey Court House site be accepted, to supplement the resources identified in the HRA Business Plan to deliver a programme of new council-owned homes.

[Reason: To seek approval that the Council becomes an investment partner with the Homes and Communities Agency (HCA).]

64. PURCHASE OF FORMER COUNCIL PROPERTY IN WONERSH

[This item contains exempt information by virtue of which the public is likely to be excluded during the item to which the report relates, as specified in Paragraph 1 of the revised Part I of Schedule 12A to the Local Government Act 1972, namely:-

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64.1 On 2 July 2013, the Executive agreed a framework for the purchase of land or property by the Council and set criteria for purchasing former Council properties. The owners of a two-bedroom maisonette in Wonersh purchased their property from the Council in 2006 and now wish to sell. As required by the clause within the Right to Buy transfer they have offered the Council the right of first refusal to purchase the property because they are selling within 10 years. Details of the property are contained at (Exempt) Annexe 7.

64.2 There are currently 1,734 applicants on the Housing Register, of which 30% have a 2-bedroom need.

64.3 The property is in good condition throughout and therefore only health and safety checks would be required. The cost of the purchase and repair of this property would be met from the New Affordable Homes Budget reserve for 2014/15 and falls within the threshold set by the framework. A supplementary estimate is required to enable the purchase to go ahead and details are included in (Exempt) Annexe 7.

64.4 The Executive

RECOMMENDS that

32. the purchase of the property identified in (Exempt) Annexe 7 be approved, subject to final agreement by the Director of Finance and Resources and Portfolio Holder for Finance, and subject to a satisfactory structural survey, with the purchase being funded from the New Affordable Homes capital programme; and

33. the supplementary estimate as set out in (Exempt) Annexe 7 be approved.

[Reason: To seek approval to purchase a former Council property in Wonersh that was purchased under the Right to Buy.]

65. BUDGET APPROVAL AND APPOINTMENT OF A BUILD CONTRACTOR FOR THE DEVELOPMENT OF AFFORDABLE HOMES AT LADYMEAD, WONERSH AND HULLMEAD, SHAMLEY GREEN

[This item contains exempt information by virtue of which the public is likely to be excluded during the item to which the report relates, as specified in Paragraph 1 of the revised Part I of Schedule 12A to the Local Government Act 1972, namely:-

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

65.1 In January 2014, planning consent was granted to redevelop Ladymead, the former homeless hostel in Barnett Lane, Wonersh to provide four permanent affordable homes for social rent to meet local housing need. In March 2014, planning consent was also granted to develop two new affordable homes for social rent on a garage site at Hullmead, Shamley Green.

65.2 Pre-development services for both developments have been provided by Nye Saunders Architects. Nye Saunders provided budget estimates for both schemes in November 2013 and these were approved by the Executive in January and February 2014 respectively. These are shown in (Exempt) Annexe 8.

65.3 Due to the significant increase in development activity and associated costs across the South East in the past twelve months, the tender prices are about 10% higher than projected. The RICS (Royal Institute of Chartered Surveyors) UK Construction Market Survey Q2 2014 indicates an increase in costs between 2013 and 2014 to be in the region of 30%. As a result, an increased budget allocation from the New Affordable Homes is required.

- 65.4 In February 2014, the Executive approved the commencement of the tender process and adverts were placed on the South East Business Portal to seek expressions of interest from the contractors through a pre-qualification questionnaire (PQQ). The seven submitted PQQ's were assessed against the set criteria and were financially assessed, to ensure their financial soundness.
- 65.5 Tender documents were issued to five short-listed contractors and four tenders were returned. The tenders were assessed against the evaluation criteria and three contractors were invited to interview. Following the interviews, the contractors submitted their final revised tender totals which are set out in (Exempt) Annexe 8. These are shown alongside the evaluation criteria that assesses quality, price, programme delivery and the outcome of the interview process.
- 65.6 Delivery of the build within the agreed time will be a requirement of the JCT Intermediate Build Contract with Contractor's Design 2011 and through Contract Particulars Clauses. The contractor will be subject to penalty payments if the build programme overruns. The build programme is estimated to take eight months and the Housing Delivery Board will monitor implementation of the project plan with expected completion in Mid June 2015.
- 65.7 The Executive

RECOMMENDS that

- 34. approval be given for the allocation of funding from s106 funds, capital receipts and the New Affordable Homes Reserve, as appropriate and as set out in (Exempt) Annexe 8, for the development of six affordable homes at Ladymead, Barnett Lane, Wondersh and Hullmead, Shamley Green;**
- 35. the appointment of the preferred Contractor 3 be approved, subject to satisfactory references and in accordance with the Council's Contract Procedure Rules, to deliver six new affordable homes within the agreed budget; and**
- 36. authority be given to the Director of Operations in consultation with the Director of Finance and Resources, the Portfolio Holder for Strategic Housing and the Portfolio Holder for Finance to agree contractual terms.**

[Reason: To seek approval for funding from the New Affordable Homes Reserve in 2014/15 and 2015/16 for the development of six affordable homes for social rent.]

66. PURCHASE OF LAND FOR AFFORDABLE HOUSING IN FARNHAM

[This item contains exempt information by virtue of which the public is likely to be excluded during the item to which the report relates, as specified in Paragraph 1 of the revised Part I of Schedule 12A to the Local Government Act 1972, namely:-

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

- 66.1 This report seeks approval to transfer the ownership of a site in Farnham from the General Fund to the Housing Revenue Account for market consideration to be used for the future development of affordable housing to meet local need and seek approval to submit a planning application for three homes on the site.
- 66.2 On 2 July 2013, the Executive agreed a framework and criteria for the purchase of land or property by the Council, to enable the delivery of affordable housing to meet local housing need. In the current market, the availability of development sites that the Council could consider purchasing is limited. However, there is an opportunity for the Council's Housing Revenue Account to purchase land owned by the Council's General Fund for housing use.
- 66.3 The Council's General Fund owns a small site at Greenfield Road, Farnham with potential for the development of three family-sized homes, subject to planning permission. A draft scheme has been prepared comprising 2 x 2 bed houses and 1 x 3 bed house with associated parking.
- 66.4 The site has been valued by the Valuation and Estates Team on the basis of providing 100% affordable housing, a mix of affordable and market housing and for 100% market housing. The valuations are contained at (Exempt) Annexe 9.
- 66.5 If the site was purchased at the value estimated for 100% affordable housing, the total scheme costs for developing three affordable homes on this site would be recovered over a 30-year period from the rental income, based on current build costs. If the site was purchased at the value estimated for 100% market housing, a grant subsidy from the HRA would be required to enable the homes to be provided as affordable housing.
- 66.6 The Council has a responsibility to ensure that it achieves the best value for its assets and is required to balance its corporate priorities. As a result, it is unable to dispose of the site in Farnham for significantly below its market value and it would need to transfer the site at a value equivalent to market value as set out in (Exempt) Annexe 9. The budget allocation required from the Council's HRA to fund this purchase is also contained in the (Exempt) Annexe.
- 66.7 As at 8 September 2014, there are 1,728 applicants on the Housing Register. 510 applicants have a 2 bedroom need and 189 applicants have a 3 bedroom need, of which 146 households currently living in Farnham.

Bedroom requirement	1 bed	2 bed	3+ bed	Total
No of Housing Register applicants	1029	510	189	1728
No of applicants currently living in Farnham	206	102	44	352

66.8 The Executive

RECOMMENDS that

- 37. the site in Greenfield Road, Farnham be purchased subject to final agreement by the Director of Finance and Resources and the Portfolio Holder for Finance;**
- 38. a budget equivalent to the market housing amount set out in (Exempt) Annexe 9 be agreed, to be financed from the New Homes Reserve; and**
- 39. approval be given to the submission of a planning application on this site.**

[Reason: To seek approval to transfer the ownership of a site in Farnham from the General Fund to the Housing Revenue Account for market consideration to be used for the future development of affordable housing.]

67. OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014

- 67.1 The Openness of Local Government Bodies Regulations 2014 came into effect on 6 August 2014 and as a consequence, changes to the Council's constitution are necessary.
- 67.2 Local authorities are now required to allow any member of the public to take photographs, film and audio record the proceedings, and report on those meetings of the Council when the meeting is open to the public. 'Reasonable' facilities must be provided to enable a member of the public or press to report on meetings and this includes space to see and hear the meeting, seats and ideally a desk.
- 67.3 At Waverley some chairs within the public gallery are already provided with a small lift-up rest to enable reports to be written during the meeting and public Wi-Fi is already offered in all of the Committee Rooms which helps to facilitate the use of social media to report on meetings and announce decisions.
- 67.4 Currently the Council Procedure Rules state:

"22.3 Photography, video audio or recording meetings

Members of the public are not allowed to take photographs, or video or audio record by any means, any meeting of the Council, Executive, Committees or Sub-Committees or other meetings, without first

seeking the consent of the Head of Policy and Governance. If a member of the public refuses to comply with a request from the Mayor or Chairman to stop doing this if permission has not been sought, the Mayor or Chairman will order their removal from the meeting room.”

- 67.5 To reflect the new regulations, it is proposed to amend Procedure Rule 22.3 to read as follows and introduce a new Procedure Rule 22.4:-

“22.3 Photography, Filming and Audio Recording Meetings

Members of the public may take photographs, film and audio-record meetings of the Council, Executive, Committees or Sub-Committees that are open to the public from within the public gallery, provided that it does not disturb other members of the public in the public gallery and does not detract from or delay the proper conduct of the meeting.

New 22.4 Reporting on Council Meetings

Members of the public are able to use social media to report on public meetings from within the public gallery, provided that it does not disturb other members of the public in the public gallery and does not detract from or delay the proper conduct of the meeting. Councillors may also use social media to report on Council meetings”.

- 67.6 Waverley has been webcasting meetings for over a decade and continues to offer this facility as a means of making all Council meetings accessible to members of the public unable to attend meetings in person, and also to demonstrate openness and transparency of its democratic process. Meetings will continue to be webcast and the Council is also preparing to use the social media site YouTube to broadcast its meetings. This will enable meetings to be viewed live from smartphones and other mobile devices, as well as from traditional laptops and PCs, without the need for Windows Media Player.
- 67.7 The requirements of the regulations for dealing with urgent key decisions are already reflected in the Council’s Procedure Rules and the forward plan of Executive decisions gives sufficient notice of items likely to be dealt with in public.
- 67.8 The regulations require the recording of *certain decisions* taken by officers acting under delegated powers and the written record must be made available for inspection. This should include
- The decision taken and the date the decision taken
 - The reason/s for the decision
 - Any alternative options considered and rejected

These decisions may be kept in electronic format and must be made available for 6 years. Examples of decisions to be recorded include:-

- Decisions about awarding contracts above specified values

- Determination of licensing applications, building control decisions and notices
- Decisions to give listed building consents etc.

67.9 Where decisions are already required to be published by other legislation, they do not need to be recorded again, provided the record published includes the date and reasons for decision. Examples of decisions that do not need to be recorded might include

- Decisions on operational matters
- Decisions to give business relief to individual traders
- Decisions to review benefit claims of an individual applicant
- Decisions taken in response to requests under the Freedom of Information Act 2000.

67.10 Administrative and operational decisions about how officers go about their day to day work need not be recorded. Officers are working on an appropriate format for recording decisions and are working with other Surrey authorities to identify which decisions will need to be recorded.

67.11 The Executive now

RECOMMENDS that

- 40. the Council Procedure Rules be amended to include the wording set out at Minute 67.5 above; and**
- 41. the Head of Policy and Governance be authorised to agree the appropriate format for recording necessary delegated decisions, in consultation with the Leader of the Council.**

[Reason: To agree necessary changes to the Council's constitution as a consequence of the new regulations.]

68. STRATEGIC HUMAN RESOURCES (HR) SERVICE – PROPOSED RESTRUCTURE

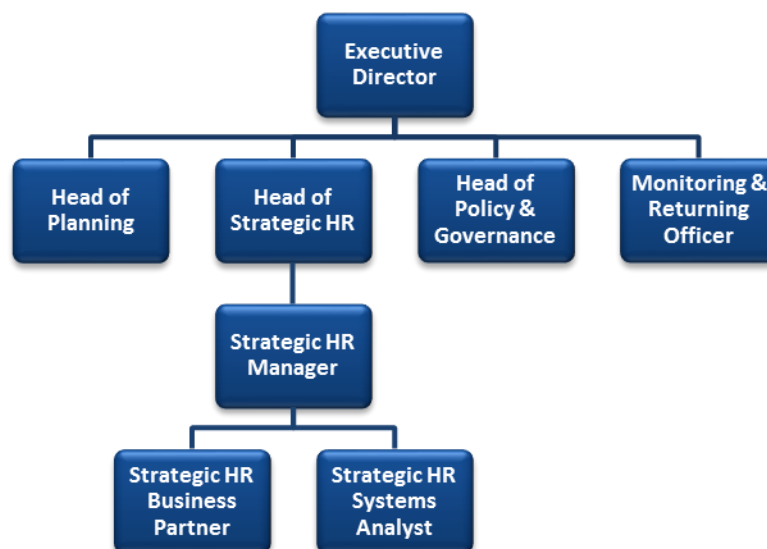
68.1 Since 2009, Waverley has had the benefit of Surrey County Council's Deputy Head of HR, Matthew Baker, acting as Waverley's Head of Strategic HR. Matthew Baker has successfully established a high quality Strategic HR service. In the last 18 months, Matthew Baker has worked on an ad hoc basis for the Council.

68.2 Following a restructure of the Surrey County Council HR service, Matthew Baker, with immediate effect, has been appointed as Chief of Staff at Surrey Fire and Rescue in Reigate and is no longer available to work for the Council.

68.3 Within the HR function, the part-time role of Head of Strategic HR is supported by the Strategic HR Manager, Strategic HR Business Partner and Strategic HR Systems Analyst.

- 68.4 Waverley's Strategic HR Manager has, in day-to-day strategic and operational terms, been reporting direct to the Executive Director, successfully delivering the Strategic HR service. On occasion this has been supported with external professional support from South East Employers. South East Employers, to which Waverley belongs and pays a subscription, is one of 9 regional employer organisations representing the interests of councils and public sector bodies in England. It is a leading provider of high quality consultancy and advice in areas of employment law, complex employee relations issues, organisational change and training and development.
- 68.5 Recognising the progress of the Strategic HR function and the ability to buy in specialist HR advice as necessary, it is proposed that a robust and resilient Strategic HR service can be maintained by reviewing the grading of the Strategic HR Manager, through the Council's job evaluation process, to reflect increased accountability for the service and retaining the services of South East Employers to support the Strategic HR service, as appropriate.

Current Structure



Proposed Structure



- 68.6 The Executive agreed that HR organisational resilience should continue to be supported by the Strategic HR Team, with advice from an external HR specialist as required and now

RECOMMENDS that

- 42. the part-time post of Head of Strategic HR be deleted from the staffing establishment.**

[Reason: To seek approval for a proposed restructure of the Strategic HR Service and the deletion of the part-time Head of Strategic HR.]

Part II – Matters of Report

The background papers relating to the items in Part II of these minutes are as set out in the reports included in the agenda papers.

69. EXECUTIVE FORWARD PROGRAMME

RESOLVED that the forward programme of key decisions for Waverley Borough Council be adopted.

70. WAVERLEY COMMUNITY PARTNERSHIP 2015-16 FUNDING ROUND

RESOLVED that

1. the 2015/16 funding round be opened; and
2. the overall funding process be approved, as detailed within the report.

[Reason: To seek approval to continue to support the Waverley Community Partnership scheme]

71. SERVICE LEVEL AGREEMENTS (SLAs) – NOMINATED PILOT SECOND YEAR REVIEW

RESOLVED that

1. the Community Overview and Scrutiny Committee be thanked for its comments and the outcomes and success of the second year of the SLA pilot process be recognised, including the work delivered by the three funded organisations;
2. discussions continue with Farnham Maltings, Citizens Advice Waverley and Hoppa in order to draw up new SLAs from 1 April 2015 to 31 March 2018; and
3. approval be given to discussions taking place with The Orchard Club, The Clockhouse, Farncombe Day Centre and Cranleigh Arts Centre in order to move them to SLAs from 1 April 2015 to 31 March 2018.

[Reason: To note the annual review of the Service Level Agreement outcomes and performance indicators for each organisation from 1 April 2013 to 31 March 2014, approve the continuation of the current three organisations and begin discussions with a further four organisations.]

72. CEMETERY MEMORIAL SAFETY POLICY

RESOLVED that

1. the Cemetery Memorial Safety Policy be adopted;
2. a policy be established for the laying down of memorials and headstones that are found to present an immediate danger to visitors to the site, where the owner cannot be found; and
3. the costs for laying down memorials be met from existing limited cemetery budgets and approval be given to earmark up to £5,000 from the urgent capital schemes budget, should the existing budget not be enough.

[Reason: To approve the Cemetery Memorial Safety Policy for the inspection of all memorials in open and closed cemeteries under the responsibility of Waverley Borough Council.]

73. PROPOSALS TO PILOT A FLOATING SUPPORT SERVICE FOR VULNERABLE OLDER PEOPLE IN THE WIDER COMMUNITY

The Executive thanked the Corporate Overview and Scrutiny Committee for its comments and

RESOLVED that

1. the proposals to pilot a Floating Support Service for older people in the wider community be approved;
2. two temporary posts funded from the current staffing budget for Sheltered Housing be established; and
3. officers bring a report back in 12 months time on the progress and outcomes of the pilot support service.

[Reason: To seek approval to trial a pilot scheme to provide a Floating Support service to older vulnerable people, regardless of tenure within the wider community.]

74. MEMBER REPRESENTATIVE ON ASHFORD AND ST PETERS AND ROYAL SURREY HOSPITALS MERGER STAKEHOLDER PANEL

RESOLVED that the Leader of the Council, Cllr Robert Knowles, be appointed to represent Waverley Borough Council on the Stakeholder Panel.

75. EXECUTIVE DIRECTOR'S ACTIONS

The Executive Director reported the following urgent action that had been taken since the last meeting of the Executive:-

- (i) Authorised expenditure of £16,100 from the urgent repairs budget for desilting and dredging works at Elmbridge Road, Cranleigh, working in partnership with the Environment Agency and Thames Water.

The meeting commenced at 6.45 p.m. and concluded at 7.14 p.m.

Chairman