

To: All Members of the Executive
(Other Members for Information)

When calling please ask for:
Ema Dearsley, Democratic Services Officer

Policy and Governance

E-mail: ema.dearsley@waverley.gov.uk

Direct line: 01483 523224

Calls may be recorded for training or monitoring

Date: 24 November 2017

Dear Councillors

EXECUTIVE - 28 NOVEMBER 2017

I refer to the agenda for the Executive, on Tuesday, 28 November 2017 and now enclose the following items which were marked as To Follow in your agenda papers:

- COMMUNITY INFRASTRUCTURE LEVY: DRAFT CHARGING SCHEDULE
(Pages 3 - 4)

[Portfolio Holder: Councillor Christopher Storey]
[Wards Affected: All Waverley Wards]

Appendix 3 to Annexe 2 of the report – Proposed policies for administrating the CIL Charge, including phasing and CIL in kind.

- REPORTS AND RECOMMENDATIONS FROM THE OVERVIEW AND SCRUTINY COMMITTEES (Pages 5 - 8)

Following the recent cycle of Overview and Scrutiny Committees, there are a number of issues that the Committees wish to draw to the Executive's attention or make recommendations to the Executive. These are summarised in the report. A representative of the Overview and Scrutiny Co-ordinating Board will be invited to attend the meeting to present the report.

Yours sincerely

Ema Dearsley
Democratic Services Officer

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APPENDIX 3

PROPOSED POLICIES FOR ADMINISTERING THE CIL CHARGE, INCLUDING PHASING AND CIL-IN-KIND

Please note that the policies below are indicative only and will be confirmed at a later date, along with further details.

Where outline planning permission permits development to be implemented in phases, each phase of the development, as agreed by Waverley Borough Council, will be treated as a separate chargeable development.

In accordance with Regulation 73 of the CIL Regulations, the Council may support the payment of part of a CIL liability in the form of one or more land payments. This will be subject to the following conditions:

- The Council must be satisfied that the land to be transferred would be appropriate for the provision of necessary infrastructure to support growth in the Borough. It is entirely at the Council's discretion as to whether to accept a land transfer in lieu of CIL.
- Transfers of land as payment in kind in lieu of CIL will only take place in exceptional circumstances and is in addition to any transfer of land which may be required via section 106 agreements.
- The chargeable development must not have commenced before a written agreement with the Council to pay part of the CIL amount in land has been made. This agreement must state the value of the land to be transferred. The person transferring the land to the charging authority as payment must have assumed liability to pay CIL and completed the relevant CIL forms.
- The land to be transferred must be valued by a suitably qualified and experienced independent person as agreed with the Council. The valuation must represent a fair market price for the land on the day that it is valued and reflect the relevant purposes for which the land will be utilised.
- The land, subject to the transfer, must be free from any interest in land and encumbrance to the land, buildings or structures.
- The land, subject to the transfer, must be fit for a relevant purpose being the provision of necessary infrastructure to support growth in the Borough.
- The Council may transfer the land, at no cost, to a third party for the provision of infrastructure.

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WAVERLEY BOROUGH COUNCIL

EXECUTIVE – 28 NOVEMBER 2017

REPORTS AND RECOMMENDATIONS FROM OVERVIEW & SCRUTINY COMMITTEES

Value for Money and Customer Service Overview and Scrutiny Committee

Item under consideration: Strategic Review Update

Date considered: 30 October 2017

Background: The Committee received an update on the progress that had been made with implementing the Strategic Review Action Plan. Members noted that some good work had been done in relation to how the Council works, but felt that the strategic direction was still not clear.

Members felt that the Council needed to be clear about which direction it would be taking, whether this be through being more commercially-focused, developing more partnership working, or generating savings through reducing discretionary services. Officers reported that the Executive was working on its strategic vision, and that this would be presented to Overview and Scrutiny members at a series of workshops in November.

Recommendations: **The Value for Money and Customer Service Overview and Scrutiny Committee made the following recommendation, that:**

- 1. the Executive be asked to clearly develop and publicise the strategic direction of the Council and include clear timeframes for when the strategic vision will be in place.**

Community Wellbeing Overview and Scrutiny Committee

Item under consideration: Waverley Training Services

Date considered: 20 November 2017

Background: The Committee received a presentation from Kelvin Mills, the Head of Community Services and Adele O'Sullivan, the Centre Manager for Waverley Training Services, on the main risks associated with the delivery of the service and the mitigations that were in place to make improvements. Members noted that it was a period of great change and that 2018 would be an exciting year.

Recommendations: The Community Wellbeing Overview and Scrutiny Committee asked to receive the Waverley Training Services Business Plan at its next meeting in January 2018 and an update following the next inspection from Ofsted in 2018 and also made the following recommendation to the Executive, that:

1. improved communication of the role of the service with key stakeholders and promotion in the community of the service's benefits for young people should be put in place.

Environment Overview and Scrutiny Committee

Date considered: 13 November 2017

Background: Members of the Environment Overview and Scrutiny Committee discussed the Draft Charging Schedule for the Community Infrastructure Levy (CIL) and the Planning Services Review, which included the review of the Development Control function. The observations and recommendations are included in the respective reports on the Executive agenda.

Housing Overview and Scrutiny Committee

Item under consideration: Customer Service Project - Housing

Date considered: 14 November 2017

Background: The Housing Overview and Scrutiny Committee was pleased to see the good progress being made on Service Plan objectives to improve customer service in Housing. However, the Committee was frustrated that the interface between Orchard and Agresso had still not been fully implemented. This had meant that Housing Customer Service Officers were spending time authorising invoices separately in Orchard and Agresso instead of focusing on customer-facing services.

Recommendations: The Housing Overview and Scrutiny Committee made the following recommendation, that:

1. the Orchard – Agresso interface be expedited as a matter of high priority, to release staff resources from unnecessary invoice administration, and to ensure that Waverley's management accounts accurately reflect order commitments.

Item under consideration: Housing Service Performance Management Report Q2

Date considered: 14 November 2017

Background: The Housing Overview and Scrutiny Committee reviewed performance management indicators for the Housing Service for Quarter 2, 2017/18 and was pleased to see the good performance overall. In particular, the Committee congratulated Officers for getting the void re-let performance back on track in the second quarter.

The Committee noted that rent collection was slightly below target due to work undertaken to get rent accounts into credit, and that Waverley's rent arrears amounted to less than 1% of the rent roll, which was one of the best performances in the country. The Committee was concerned about the impact of the roll-out of Universal Credit on rent collection, and felt that it was important to monitor rent arrears as part of the suite of performance management indicators, as well as rent collection.

Officers proposed a more sophisticated approach to the management of rent accounts, and were investigating specialist rent arrears management software.

Recommendations: The Housing Overview and Scrutiny Committee made the following recommendation, that:

- 1. funding be prioritised in the 2018/19 budget for specialist rent management software to support officers to maintain Waverley's good performance on rent collection, bearing in mind that rental income drives the Housing Revenue Account Business Plan.**

Item under consideration: Future of Waverley's Sheltered Housing Schemes

Date considered: 14 November 2017

Background: The Committee considered the proposals being developed to ensure the sustainable future of the Council's Sheltered Housing Scheme following the withdrawal of Housing Related Support funding by Surrey County Council from April 2018. The feedback from residents during the County Council's consultation in the summer had confirmed how much they valued the presence of the Scheme Manager, and retaining an on-site manager for each scheme had been a priority in developing proposals.

The Committee noted that whilst it was not possible to avoid the legal constraints on the Housing Revenue Account being used to fund 'support and care', the role of the Scheme Managers could be developed in such a way as to ensure that they

continued to operate from each of the Sheltered Housing Schemes. Their role would support the health and wellbeing of residents collectively, as well as promoting the schemes to prospective residents and developing the schemes as community hubs. This could be funded from the HRA, and there would be a growth bid in the 2018/19 budget of £150 -170,000..

Recommendations: **The Housing Overview and Scrutiny Committee asked the Executive to take note of the following comments:**

- 1. the Housing Overview and Scrutiny Committee supported the proposed development of the service to address the cut in funding from Surrey County Council, and the necessary growth bid within the Housing Revenue Account;**
- 2. the proposed re-branding as *Senior Living Schemes* was supported, although it was suggested that a more 'homely' alternative to *Schemes* would make them sound more attractive; and**
- 3. members to be advised of the dates and times of consultation meetings to be held at each of the Sheltered Housing Schemes, so that they could attend and provide reassurance to residents of Waverley's commitment to the Sheltered Housing Service.**

CONTACT OFFICER:

Name: Alex Sargeson
Scrutiny Policy Officer

Telephone: 01483 523214
E-mail: alex.sargeson@waverley.gov.uk