

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

When calling please ask for:

Fiona Cameron, Democratic Services Manager &
Deputy Monitoring Officer

Policy and Governance

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Date: 8 February 2019

Dear Councillors

COUNCIL - 12 FEBRUARY 2019

I refer to the agenda for the Council, on Tuesday, 12 February 2019 and now enclose the following items which were marked *To Follow* in your agenda papers:

6. QUESTION TIME

In addition to the questions from Cllr Knowles and Cllr Follows set out in the main Council agenda, the following question has been received from Cllr Jerry Hyman, Farnham Castle Ward:

- 4) "The Chief Executive has obtained legal advice from Wayne Beglan which concludes that,

" the Council does have convincing objective evidence that the Farnham Park SANG and the SAMM strategy are effective, applying the Waddensee judgment; "

Natural England have confirmed that they have no such evidence, and as it is necessary for this information to be included in an appropriate assessment in order for Council to grant consents to SPA-affected planning applications, can you please provide and publicise such an appropriate assessment immediately?"

8.1 **Medium Term Financial Plan 2019/20 - 2021/22 and General Fund Budget 2019/20**

The report and annexes setting out the draft General Fund Budget for 2019/20, including the Medium Term Financial Plan projections, draft Fees and Charges for 2019/20, and draft Capital Programme, are annexed to the main Council agenda.

At the meeting on 5 February 2019, the Executive, having considered the comments of the Value for Money and Customer Services Overview and Scrutiny Committee, RESOLVED to RECOMMEND to Council that it:

1. **agrees a 2.99% increase in Waverley's element of Council Tax for 2019/20;**

2. agrees to make no change to the Council's existing Council Tax Support Scheme;
3. approves the proposed Fees and Charges as shown at Annexe 4;
4. approves the General Fund Budget for 2019/20, incorporating the pay award; and
5. approves the 2019/20 General Fund Capital Programme as shown at Annexe 6.

(Executive Minute 69/18)

8.2 **Housing Revenue Account Business Plan, Revenue Budget and Capital Programme 2019/20**

The report and annexes setting out the draft Housing Revenue Account (HRA) Business Plan, Revenue Budget and Capital Programme for 2019/20 are annexed to the main Council agenda.

At the meeting on 5 February 2019, the Executive, having considered the comments of the Value for Money and Customer Services Overview and Scrutiny Committee, RESOLVED to RECOMMEND to Council that:

1. the annual rent level of Council dwellings is reduced by 1% from the 2018/19 level with effect from April 2019, in compliance with the Welfare Reform and Work Act;
2. the revised HRA Business Plan for 2019/20 to 2022/23 as set out at Annexe 1 is approved;
3. the fees and charges are agreed as set out in Annexe 2;
4. the 2019/20 Housing Revenue Account Capital Programmes as shown at Annexes 3 and 4 be approved; and
5. the financing of the capital programmes be approved in line with the resources shown in Annexe 5.

(Executive Minute 70/18)

8.3 **Council Tax Setting 2019/20** (Pages 5 - 14)

The purpose of the attached report is to enable the Council to make the necessary resolutions in relation to the setting of Council Tax for 2019/2020.

Waverley, as a billing authority for the purposes of Council Tax, is required to set its Council Tax before 11th March in the financial year preceding that for which the Council Tax is set. This report summarises all of the appropriate budgetary decisions that will have been taken to enable the level of Council Tax for 2019/2020 to be determined and specifies all of the individual levels of Council Tax for approval by the Council.

Recommendation

It is recommended that the Council agrees the three council tax resolutions set out in the report (pages 6-11).

9. MINUTES OF THE EXECUTIVE (Pages 15 - 34)

To receive the Minutes of the Executive meeting held on 5 February 2019, and to consider the recommendations set out within.

The recommendations from the Executive in relation to the Medium Term Financial Plan 2019/20 – 2021/22 and General Fund Budget 2019/20, and the Housing Revenue Account Business Plan, Revenue Budget and Capital Programme 2019/20 are set out above.

There are two further PART I matters recommended to Council for decision:

EXE 71/18 Council Tax Empty Homes Discount and Empty Homes Premium (Pages 23 - 28)

The Executive, having considered the comments of the Value for Money and Customer Services Overview and Scrutiny Committee, RESOLVED to RECOMMEND to Council that:

- i. **the discretionary 50% 6-month Council Tax discount for “empty and substantially unfurnished properties” is reduced to a 50% 1-month discount from 1 April 2019; and,**
- ii. **the maximum additional council tax premiums on long term “empty and unfurnished properties” are applied according to the following commencement dates:**
 - **200% extra (for properties empty for 5-10 years) (commencing in April 2020), and**
 - **300% extra (for properties empty for 10+ years) commencing in April 2021)**

EXE 72/18 Annual Pay Policy Statement 2019/20 (Pages 29 - 34)

The Executive RESOLVED to RECOMMEND to Council that the Annual Pay Policy Statement for 2019/20 be adopted.

Members of the Council wishing to speak on any PART II matters of report must give notice to the Democratic Services Team by midday on Tuesday 12 February 2019.

Yours sincerely

Fiona Cameron
Democratic Services Manager & Deputy Monitoring Officer

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WAVERLEY BOROUGH COUNCIL

COUNCIL – 12 FEBRUARY 2019

Title:

COUNCIL TAX SETTING 2019/2020

[Wards Affected: All]

Summary and Purpose

The purpose of this report is to enable the Council to make the necessary resolutions in relation to the setting of Council Tax for 2019/2020.

Waverley, as a billing authority for the purposes of Council Tax, is required to set its Council Tax before 11th March in the financial year preceding that for which the Council Tax is set. This report summarises all of the appropriate budgetary decisions that will have been taken to enable the level of Council Tax for 2019/2020 to be determined and specifies all of the individual levels of Council Tax for approval by the Council.

Introduction

1. In setting the Council Tax levels for 2019/2020 the Council must include all details of the precepting authorities' requirements and have considered and, where necessary, approved the following items:
 - (a) the Council Tax base for 2019/2020
 - (b) the Business Rates forecast for 2019/2020
 - (c) the Revenue Estimates for 2019/20; and
 - (d) the total amount of Revenue Support Grant to be received.

Precepts and Council tax

2. The Section 151 officer has set the Council Tax base for Waverley and for each Town/Parish Council area for 2019/2020.
3. The Section 151 officer has set the business rates forecast for 2019/2020 (by approving the NNDR1 2019/20).
4. The Council, in approving the earlier budget reports, will have approved its Revenue Estimates for 2019/2020.
5. The Surrey County Council precept requirement for 2019/2020 is £79,461,536.85.

6. The Police and Crime Commissioner for Surrey precept requirement for 2019/2020 is £14,245,127.39.
7. Notifications of 2019/20 precept requirements have been received from all Town/Parish Councils and amount to £3,267,010.00.
8. A statement showing the resultant Council Tax at Band D, incorporating an average Parish/Town council tax charge is at Annexe 1 for information.
9. It is now necessary to incorporate all the above-mentioned items in the calculation of the Council Tax charges and for the Council to pass the following recommendations in accordance with the requirements of Sections 31 to 36 of the Local Government Finance Act 1992 (the Act).

Recommendation

It is recommended that the Council agrees the following council tax resolutions:-

1. **The following amounts have been calculated for the Council for 2019/2020 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992:**
 - (a) **£81,104,464** being the aggregate of the amounts that the Council estimates for the items set out in Section 31A 2 (a) to (f) of the Act taking into account all precepts issued to it by Parish Councils;
 - (b) **£67,869,637** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (3) (a) to (d) of the Act;
 - (c) **£13,234,827** being the amount by which the aggregate at (a) above exceeds the aggregate at (b) above, calculated by the Council, in accordance with Section 31A (4) of the Act, as its council tax requirement for the year;
 - (d) **£242.09** being the amount at (c) divided by 54,669.1, calculated by the Council in accordance with Section 31B (1) of the Act and rounded for administrative purposes, as the basic amount of its Council Tax for the year;
 - (e) **£3,267,010** being the aggregate amount of all special items referred to in Section 34 (1) of the Act;
 - (f) **£182.33** being the amount at (d) above less the result given by dividing the amount at (e) above by 54,669.1 calculated by the Council in

accordance with the Section 34 (2) of the Act and rounded for administrative purposes, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item relates;

(g) Part of Council's area

	£	
Alfold	235.84	being the amounts given by adding
Bramley	207.47	to the amount at (f) above the
Busbridge	210.13	special item or items relating to
Chiddingfold	279.03	dwellings in those parts of the
Churt	242.80	Council's area mentioned above
Cranleigh	251.12	divided in each case by the amount
Dockenfield	212.27	calculated by the Council, in
Dunsfold	261.58	accordance with Section 34(3) of the
Elstead	233.02	Act, as the basic amounts of its
Ewhurst	257.81	Council Tax for the year for dwellings
Farnham	246.82	in those parts of its area to which one
Frensham	242.74	or more special items relate.
Godalming	252.00	
Hambledon	212.59	
Hascombe	227.79	
Haslemere	222.90	
Peper Harow	186.71	
Thursley	224.08	
Tilford	293.10	
Witley	244.88	
Wonersh	208.83	

(h)

Valuation Bands

<u>Part of the Council's Area</u>	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
Alfold	157.22	183.43	209.63	235.84	288.24	340.65	393.06	471.68
Bramley	138.31	161.36	184.42	207.47	253.57	299.67	345.78	414.94
Busbridge	140.08	163.43	186.78	210.13	256.82	303.52	350.21	420.26

Chiddingfold	186.02	217.02	248.03	279.03	341.03	403.04	465.05	558.06
Churt	161.86	188.84	215.82	242.80	296.75	350.71	404.66	485.60
Cranleigh	167.41	195.31	223.22	251.12	306.92	362.72	418.53	502.24
Dockenfield	141.51	165.10	188.68	212.27	259.43	306.61	353.78	424.54
Dunsfold	174.38	203.45	232.51	261.58	319.70	377.83	435.96	523.16
Elstead	155.34	181.24	207.13	233.02	284.79	336.58	388.36	466.04
Ewhurst	171.87	200.52	229.16	257.81	315.09	372.39	429.68	515.62
Farnham	164.54	191.97	219.39	246.82	301.66	356.51	411.36	493.64
Frensham	161.82	188.80	215.77	242.74	296.67	350.62	404.56	485.48
Godalming	168.00	196.00	224.00	252.00	307.99	363.99	420.00	504.00
Hambledon	141.72	165.35	188.97	212.59	259.82	307.07	354.31	425.18
Hascombe	151.86	177.17	202.48	227.79	278.40	329.02	379.65	455.58
Haslemere	148.60	173.36	198.13	222.90	272.43	321.96	371.50	445.80
Peper Harow	124.47	145.22	165.96	186.71	228.19	269.69	311.18	373.42
Thursley	149.38	174.28	199.18	224.08	273.87	323.67	373.46	448.16
Tilford	195.40	227.96	260.53	293.10	358.23	423.36	488.50	586.20
Witley	163.25	190.46	217.67	244.88	299.29	353.71	408.13	489.76
Wonersh	139.22	162.42	185.63	208.83	255.23	301.64	348.05	417.66

being the amounts given by multiplying the individual amounts contained within (g) above by the number which, in the proportion set out in Section 5 (1) of the Local Government Finance Act 1992, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36 (1) of the Local Government Finance Act 1992 as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands. Waverley and Parish/Town charges are calculated separately then added together;

2. that it be noted that for 2019/2020 Surrey County Council and the Police and Crime Commissioner for Surrey have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the

Local Government Finance Act 1992, for each of the categories of dwellings shown below.

	<u>Valuation Bands</u>							
	A £	B £	C £	D £	E £	F £	G £	H £
Surrey County Council STANDARD	900.74	1,050.86	1,200.99	1,351.11	1,651.36	1,951.60	2,251.85	2,702.22
Surrey County Council ADULT SOCIAL CARE	68.26	79.64	91.01	102.39	125.14	147.90	170.65	204.78
Surrey County Council TOTAL	969.00	1,130.50	1,292.00	1,453.50	1,776.50	2,099.50	2,422.50	2,907.00
Surrey Police and Crime Commissioner	173.71	202.67	231.62	260.57	318.47	376.38	434.28	521.14

3. that, having calculated the aggregate in each case of the amounts at 1.(h) and 2. above, the Council, in accordance with Section 30 (2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the financial year commencing on 1st April 2019 for each of the categories of dwellings shown below:-

Part of the Council's Area (NOT including Adult Social Care)

	<u>Valuation Bands</u>							
	A £	B £	C £	D £	E £	F £	G £	H £
Alfold	1,231.67	1,436.96	1,642.24	1,847.52	2,258.07	2,668.63	3,079.19	3,695.04
Bramley	1,212.76	1,414.89	1,617.03	1,819.15	2,223.40	2,627.65	3,031.91	3,638.30
Busbridge	1,214.53	1,416.96	1,619.39	1,821.81	2,226.65	2,631.50	3,036.34	3,643.62
Chiddingfold	1,260.47	1,470.55	1,680.64	1,890.71	2,310.86	2,731.02	3,151.18	3,781.42
Churt	1,236.31	1,442.37	1,648.43	1,854.48	2,266.58	2,678.69	3,090.79	3,708.96
Cranleigh	1,241.86	1,448.84	1,655.83	1,862.80	2,276.75	2,690.70	3,104.66	3,725.60

Dockenfield	1,215.96	1,418.63	1,621.29	1,823.95	2,229.26	2,634.59	3,039.91	3,647.90
Dunsfold	1,248.83	1,456.98	1,665.12	1,873.26	2,289.53	2,705.81	3,122.09	3,746.52
Elstead	1,229.79	1,434.77	1,639.74	1,844.70	2,254.62	2,664.56	3,074.49	3,689.40
Ewhurst	1,246.32	1,454.05	1,661.77	1,869.49	2,284.92	2,700.37	3,115.81	3,738.98
Farnham	1,238.99	1,445.50	1,652.00	1,858.50	2,271.49	2,684.49	3,097.49	3,717.00
Frensham	1,236.27	1,442.33	1,648.38	1,854.42	2,266.50	2,678.60	3,090.69	3,708.84
Godalming	1,242.45	1,449.53	1,656.61	1,863.68	2,277.82	2,691.97	3,106.13	3,727.36
Hambledon	1,216.17	1,418.88	1,621.58	1,824.27	2,229.65	2,635.05	3,040.44	3,648.54
Hascombe	1,226.31	1,430.70	1,635.09	1,839.47	2,248.23	2,657.00	3,065.78	3,678.94
Haslemere	1,223.05	1,426.89	1,630.74	1,834.58	2,242.26	2,649.94	3,057.63	3,669.16
Peper Harow	1,198.92	1,398.75	1,598.57	1,798.39	2,198.02	2,597.67	2,997.31	3,596.78
Thursley	1,223.83	1,427.81	1,631.79	1,835.76	2,243.70	2,651.65	3,059.59	3,671.52
Tilford	1,269.85	1,481.49	1,693.14	1,904.78	2,328.06	2,751.34	3,174.63	3,809.56
Witley	1,237.70	1,443.99	1,650.28	1,856.56	2,269.12	2,681.69	3,094.26	3,713.12
Wonersh	1,213.67	1,415.95	1,618.24	1,820.51	2,225.06	2,629.62	3,034.18	3,641.02

Part of the Council's Area (including Adult Social Care)

	<u>Valuation Bands</u>							
	A £	B £	C £	D £	E £	F £	G £	H £
Alfold	1,299.93	1,516.60	1,733.25	1,949.91	2,383.21	2,816.53	3,249.84	3,899.82
Bramley	1,281.02	1,494.53	1,708.04	1,921.54	2,348.54	2,775.55	3,202.56	3,843.08
Busbridge	1,282.79	1,496.60	1,710.40	1,924.20	2,351.79	2,779.40	3,206.99	3,848.40

Chiddingfold	1,328.73	1,550.19	1,771.65	1,993.10	2,436.00	2,878.92	3,321.83	3,986.20
Churt	1,304.57	1,522.01	1,739.44	1,956.87	2,391.72	2,826.59	3,261.44	3,913.74
Cranleigh	1,310.12	1,528.48	1,746.84	1,965.19	2,401.89	2,838.60	3,275.31	3,930.38
Dockenfield	1,284.22	1,498.27	1,712.30	1,926.34	2,354.40	2,782.49	3,210.56	3,852.68
Dunsfold	1,317.09	1,536.62	1,756.13	1,975.65	2,414.67	2,853.71	3,292.74	3,951.30
Elstead	1,298.05	1,514.41	1,730.75	1,947.09	2,379.76	2,812.46	3,245.14	3,894.18
Ewhurst	1,314.58	1,533.69	1,752.78	1,971.88	2,410.06	2,848.27	3,286.46	3,943.76
Farnham	1,307.25	1,525.14	1,743.01	1,960.89	2,396.63	2,832.39	3,268.14	3,921.78
Frensham	1,304.53	1,521.97	1,739.39	1,956.81	2,391.64	2,826.50	3,261.34	3,913.62
Godalming	1,310.71	1,529.17	1,747.62	1,966.07	2,402.96	2,839.87	3,276.78	3,932.14
Hambleton	1,284.43	1,498.52	1,712.59	1,926.66	2,354.79	2,782.95	3,211.09	3,853.32
Hascombe	1,294.57	1,510.34	1,726.10	1,941.86	2,373.37	2,804.90	3,236.43	3,883.72
Haslemere	1,291.31	1,506.53	1,721.75	1,936.97	2,367.40	2,797.84	3,228.28	3,873.94
Peper Harow	1,267.18	1,478.39	1,689.58	1,900.78	2,323.16	2,745.57	3,167.96	3,801.56
Thursley	1,292.09	1,507.45	1,722.80	1,938.15	2,368.84	2,799.55	3,230.24	3,876.30
Tilford	1,338.11	1,561.13	1,784.15	2,007.17	2,453.20	2,899.24	3,345.28	4,014.34
Witley	1,305.96	1,523.63	1,741.29	1,958.95	2,394.26	2,829.59	3,264.91	3,917.90
Wonersh	1,281.93	1,495.59	1,709.25	1,922.90	2,350.20	2,777.52	3,204.83	3,845.80

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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COMPARATIVE COUNCIL TAX LEVELS

	Council Tax at Band D		
	2018/19	2019/20	% Increase on 2018/19
	£	£	
Surrey County Council	1,411.29	1,453.50	3.0%
Police & Crime Commissioner for Surrey	236.57	260.57	10.1%
Waverley Borough Council	177.04	182.33	3.0%
Council Tax at Band D excluding Parishes	<u>1,824.90</u>	<u>1,896.40</u>	3.9%
Parish/Town Council (average)	57.75	59.76	3.5%
Total Average Charge at Band D	<u><u>£1,882.65</u></u>	<u><u>£1,956.16</u></u>	3.9%

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WAVERLEY BOROUGH COUNCIL

MINUTES OF THE EXECUTIVE - 5 FEBRUARY 2019

SUBMITTED TO THE COUNCIL MEETING – 12 FEBRUARY 2019

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

Present

Cllr Julia Potts (Chairman)	Cllr Jim Edwards
Cllr Ged Hall (Vice Chairman)	Cllr Jenny Else
Cllr Andrew Bolton	Cllr Carole King
Cllr Kevin Deanus	Cllr Chris Storey

Also Present

Councillor Mike Band, Councillor David Beaman, Councillor John Gray and Councillor Richard Seaborne

EXE 64/18 MINUTES (Agenda item 1)

The Minutes of the Meeting held on 4 December 2018 were confirmed and signed as a correct record.

EXE 65/18 APOLOGIES FOR ABSENCE (Agenda item 2)

There were no apologies for absence.

EXE 66/18 DECLARATIONS OF INTERESTS (Agenda item 3)

Cllr Chris Storey declared a Disclosable Pecuniary Interest in relation to agenda item 8, and left the Council Chamber during consideration of this item.

EXE 67/18 QUESTIONS FROM MEMBERS OF THE PUBLIC (Agenda item 4)

There were no questions.

EXE 68/18 QUESTIONS FROM MEMBERS (Agenda item 5)

A question had been received from Cllr David Beaman, Farnham Castle Ward:

“Are WBC aware that following representations made by Guildford Borough Council that Planning Inspector Jonathan Bore has agreed to reopen the public hearings which had closed in July for 2 days on 12th and 13th February to hear new evidence that Guildford's housing requirement should be significantly reduced based on revised population forecasts released in October by the Office for National Statistics (ONS). If these new hearings result in Guildford's housing allocation, which like Waverley's housing allocation includes meeting some unmet need from Woking, is reduced significantly then should not WBC also insist on an early review of its housing allocation numbers especially given the implications it could have on the proposed cross boundary development at Ockford Ridge and the basis on

which the appeal against development of land West of Folly Hill has been allowed. Click on the following link for further details :-

<https://www.getsurrey.co.uk/news/surrey-news/date-set-new-local-plan-15580184> “

The following response has been provided by the Portfolio Holder for Planning Policy and Customer Services:

“In the Examination of the Waverley Borough Local Plan Part 1, it was the 2014-based household projections, (published in 2016), that were used by the inspector as the demographic starting point for identifying Waverley’s housing need, as these were the most up-to-date household projections available at the time.

Since then the 2016 Household Projections have been released as well as new national planning policy in the form of an update to the NPPF, published in July 2018. The new 2018 NPPF sets out a standard method for calculating the housing requirement. The Government recently consulted on some proposed changes to the NPPF relating to how Councils should calculate their housing requirement. They are proposing in the short term that Councils must use the 2014-based household projections. They are also proposing to make it clear that the 2016 household projections are not a reason to justify lower housing need. This is because the government does not consider that the 2016 household projections will deliver the number of homes that are needed and will not tackle house price affordability.

The Guildford Local Plan Examination is affected by the transitional arrangements regarding the application of the new NPPF. Because it was submitted when it was, it is being examined under the 2012 NPPF rather than the 2018 NPPF. As with the Waverley Plan, the Inspector wanted to have regard to the most up to date demographic projections. Because the 2016-based projections were published during the Examination of the Guildford Local Plan, the Council was, therefore, asked by the Inspector to comment on their implications. The Inspector has since decided to have two further Examination hearings on 12th and 13th February. The Inspector has set out the matters he wants to discuss at these further hearings. His note covers the appropriateness of using the 2016-based projections for Guildford’s Plan and goes on to pose a number of questions that presumably will form the basis of the discussion at the sessions on 12th and 13th February.

In his note, the Inspector has commented that the recent Government consultation regarding the continued use of the 2014-based projections has been directed at plans using the standard method for calculating the housing need rather than plans like Guildford’s, that are being examined under the old policies in the 2012 NPPF.

You have asked if the outcome of the Guildford examination is that the housing requirement is reduced, should Waverley Borough Council not also insist on an early review of its housing allocation. If the Council wanted to revisit its housing requirement then this would need to be through a review of the Local Plan. Such a review would be outside the transitional arrangements that affect Guildford and any new plan would, therefore, be assessed against the 2018 NPPF and the application of the Standard Method. The recent consultation on proposed changes to the NPPF, make it clear that pending a more detailed review of the Standard Method, the Government’s intention is for Plans examined under the 2018 NPPF is to use

the 2014-based projections to determine need rather than the 2016-based projections.”

PART I - RECOMMENDATIONS TO THE COUNCIL

The background papers relating to the following items are as specified in the reports included in the original agenda papers.

EXE 69/18 MEDIUM TERM FINANCIAL PLAN 2019/20 - 2021/22 AND GENERAL FUND BUDGET 2019/20 (Agenda item 6)

- 69.1 Cllr Beaman, Chairman of the Value for Money and Customer Services Overview and Scrutiny Committee, advised the Executive that the Overview and Scrutiny had had a meeting dedicated to scrutiny of the budget papers, to which all councillors had been invited. The Committee welcomed the balanced budget that had been presented, and the proposals to maintain the level of community grant funding and to freeze car parking charges for the forthcoming year.
- 69.2 The Committee had some suggestions in relation to the schedule of fees and charges, to get a better understanding of the relative value of the various fees and charges to the council, and recommended that a comprehensive review of fees and charges be undertaken over the coming year.
- 69.3 Cllr Band echoed the comments of Cllr Beaman, but recognised that the seriousness of the projected budget shortfall for the period 2020-2023, which would require councillors to think carefully about services provided. The target of saving £1.7m over three years through business transformation needed to be an integral part of thinking and planning.
- 69.4 Cllr Hall, Portfolio Holder for Finance and Communications, reassured councillors that the need for more detail in relation to business transformation savings was understood, and was in hand.
- 69.5 Cllr Hall commended officers and councillors for their hard work over a number of months that enabled him to present a balanced budget for the General Fund for 2019/20. It was a prudent budget that protected services and ensured no reduction in funding to the council’s community organisation partners. There were also no increases in car parking charges proposed for next year. It was proposed to increase Waverley’s portion of the council tax, by 2.99%, which was essential to help offset inflation on service costs.
- 69.6 The financial projection for the medium term showed a shortfall of £3.8m over the next 3 years, and there was still some uncertainty in the projections in relation to the national economic position and cost pressures filtering down from Surrey County Council. Addressing the shortfall would be extremely challenging, but work was underway across a number of projects to target key areas of savings.
- 69.7 Cllr Hall concluded that the General Fund budget for 2019/20, was fair, balanced and prudent, and he urged its endorsement to Council. The Leader

echoed the thanks to officers and the Overview and Scrutiny Committee members, and the warning of tough times ahead and the challenge the council faced to continue to deliver services.

69.8 The Executive, having considered the comments of the Value for Money and Customer Services Overview & Scrutiny Committee, RESOLVED to RECOMMEND to Council that it:

1. agrees a 2.99% increase in Waverley's element of Council Tax for 2019/20;
2. agrees to make no change to the Council's existing Council Tax Support Scheme;
3. approves the proposed Fees and Charges as shown at Annexe 4;
4. approves the General Fund Budget for 2019/20, incorporating the pay award; and
5. approves the 2019/20 General Fund Capital Programme as shown at Annexe 6.

[Reason: to enable the Council to agree its General Fund budget for 2019/20.]

EXE 70/18 HOUSING REVENUE ACCOUNT BUSINESS PLAN, REVENUE BUDGET AND CAPITAL PROGRAMME 2019/20 (Agenda item 7)

- 70.1 Cllr Hall advised the Executive that the report presented a robust position for the Housing Revenue Account. The Council had undertaken a major review of the HRA finances in light of government changes to HRA financing in 2016 which included a forced 1% rent reduction for four years. These changes had lost the HRA significant resources over the 30-year life of the business plan, but the updated Business Plan was realistic and robust: it provided resources to fund the 30-year stock maintenance forecast, and deliver proposals for building new affordable homes and investment in stock re-modelling.
- 70.2 Cllr Beaman and Cllr Band drew attention to the observations from the Value for Money and Customer Services Overview and Scrutiny Committee, which offered broad support for the HRA Business Plan, Revenue Budget and Capital Programme. They asked that in future it would be helpful to see a more detailed breakdown of the how the growth in the business plan was split between rent increases and the net increase in the number of council homes, in order to see the benefits of investment in housing stock.
- 70.3 Cllr King, Portfolio Holder for Housing, thanked the Overview and Scrutiny Committee for their observations and helpful suggestion that would provide more transparency to the business plan going forward.
- 70.4 Cllr King thanked the Head of Finance and Head of Housing Operations for their work to produce a business plan that was robust and sustainable despite the 1% rent reductions that the council had been forced to implement. She looked forward to the government confirming that councils would be able to introduce rent increases from 2020, and this news would prompt a further review of the business plan in

order to plan how the increased funding to enable further investment in building new council homes.

- 70.5 In conclusion, the Leader reminded the Executive that Waverley is a significant social landlord in the borough, and the Housing Revenue Account was an important part of the business of the Council.
- 70.6 The Executive, having considered the comments of the Value for Money and Customer Services Overview & Scrutiny Committee, RESOLVED to RECOMMEND to Council that:
1. the annual rent level of Council dwellings is reduced by 1% from the 2018/19 level with effect from April 2019, in compliance with the Welfare Reform and Work Act;
 2. the revised HRA Business Plan for 2019/20 to 2022/23 as set out at Annexe 1 is approved;
 3. the fees and charges are agreed as set out in Annexe 2;
 4. the 2019/20 Housing Revenue Account Capital Programmes as shown at Annexes 3 and 4 be approved; and
 5. the financing of the capital programmes be approved in line with the resources shown in Annexe 5.

[Reason: to enable the Council to set the budget for the Housing Revenue Account for 2019/20.]

EXE 71/18 COUNCIL TAX EMPTY HOMES DISCOUNT AND EMPTY HOMES PREMIUM
(Agenda item 8)

- 71.1 Cllr Beaman advised the Executive that the Committee endorsed the overall approach of using council tax flexibilities to encourage homeowners and landlords to bring empty properties back into occupation. However, the Overview and Scrutiny Committee suggested that the 50% discount be retained for 1-month, rather than being abolished altogether: this would allow time for landlords, including the Council, to carry out safety checks to properties between tenants. This was also more in-line with the approach of other Surrey districts.
- 71.2 Cllr Hall thanked the Overview and Scrutiny Committee for their consideration of the report and comments, and support of the principle of the Council doing what it can to bring empty homes into use. The current empty homes Council Tax discount of 50% for 6 months was the most generous scheme in the south-east.
- 71.3 Whilst the recommendation in the report was to abolish the discount entirely, having listened to the reasoning of the Overview and Scrutiny Committee, Cllr Hall proposed an amendment to the first of the two recommendations, so that the discretionary 50% discount for 'empty and substantially unfurnished properties' would be *reduced to 1 month* from 1 April 2019. The amendment

was seconded by Cllr King, and unanimously agreed by the Executive to become the substantive recommendation.

71.4 The Executive, having considered the comments of the Value for Money and Customer Services Overview & Scrutiny Committee, then RESOLVED to RECOMMEND to Council that:

- i. the discretionary 50% 6-month Council Tax discount for “empty and substantially unfurnished properties” is reduced to a 50% 1-month discount from 1 April 2019; and,
- ii. the maximum additional council tax premiums on long term “empty and unfurnished properties” are applied according to the following commencement dates:
 - 200% extra (for properties empty for 5-10 years) (commencing in April 2020), and
 - 300% extra (for properties empty for 10+ years) (commencing in April 2021)

[Reason: to encourage landlords and homeowners to bring empty properties back into occupation.]

EXE 72/18 ANNUAL PAY POLICY STATEMENT 2019/20 (Agenda item 9)

72.1 The Leader reported that the Localism Act 2011 required all public authorities to adopt and publish an Annual Pay Policy Statement. There were minimal changes from 2018/19 and these were shown in tracked-changes.

72.2 The Executive RESOLVED to RECOMMEND to Council that the Annual Pay Policy Statement for 2019/20 be adopted.

[Reason: in accordance with the Localism Act 2011 which requires all public authorities to publish an Annual Pay Policy Statement.]

PART II - MATTERS OF REPORT

The background papers relating to the following items are as specified in the reports included in the original agenda papers.

EXE 73/18 RESCHEDULE OF BUDGET - ELECTRICAL WORKS AT MOAT LODGE, CRANLEIGH (Agenda item 10)

73.1 Cllr King introduced the report requesting that the remaining budget of £48,000 for non-urgent electrical upgrade and improvement works to communal areas in the Senior Living Scheme at Moat Lodge, Cranleigh be rescheduled from 2018/19 to 2019/20. Resourcing and delays in procuring consultants to complete a technical specification for the works meant that the necessary steps to complete the works with minimal disruption for residents could not be completed within the current financial year.

73.2 The Executive RESOLVED that the remaining budget scheduled for year 2018/19 of £48,000 to complete communal electrical upgrade and

improvement works in the Senior Living Scheme at Moat Lodge, Cranleigh is rescheduled into the financial year 2019/20.

[Reason: to enable the completion of planned electrical works.]

EXE 74/18 RISK APPETITE STATEMENT (Agenda item 11)

- 74.1 Cllr John Gray, Chairman of the Audit Committee, advised the Executive that the Audit Committee members would be reviewing the Risk Appetite Statement at an informal briefing later in the week. He asked whether the matrix at Annexe 1 showed the risk appetite after mitigation, and the Leader confirmed that that was correct. Cllr Gray also queried whether the financial risk appetite of a loss of £50k-100k might inhibit the work of the Investment Advisory Board. The Leader advised that the Risk Appetite Statement provided guidance, but there may be occasions when exceptions could be made.
- 74.2 Cllr Hall emphasised that the Risk Appetite Statement would support day to day decision-making within the framework of the Risk Management Policy overseen by the Audit Committee, and aimed to provide consistency in judgements about balancing risk in decision-making. The document was the outcome of a considerable amount of work by councillors and officers who had examined the Council's appetite for taking managed risk in its activities.
- 74.3 Cllr Hall proposed an amendment to the recommendation, that the Risk Appetite Statement be *approved subject to comments from the Audit Committee, with any minor changes being delegated to the Strategic Director in consultation with the Portfolio Holder for Finance*. Cllr Edwards seconded the amendment, which was agreed unanimously by the Executive.
- 74.5 The Executive then RESOLVED that the Risk Appetite Statement be approved subject to comments from the Audit Committee, with any minor changes being delegated to the Strategic Director in consultation with the Portfolio Holder for Finance.

[Reason: to enable a consistent and efficient approach to considering risk in meeting the objectives set out in the Corporate Strategy.]

EXE 75/18 PROPERTY MATTER - LEASE OF GRAFHAM AND SMITHBROOK CRICKET GROUND (Agenda item 12)

- 75.1 Cllr Seaborne advised the Executive that as ward councillor he endorsed the proposed grant of a lease of Grafham and Smithbrook cricket ground to Blackheath Cricket Club. It was sad that the Grafham and Smithbrook cricket club had declined, but the Blackheath Cricket Club was thriving and had a very active youth section.
- 75.2 Cllr Hall reminded Executive members that this was another in a succession of long leases of sports grounds and facilities granted to local sports club, which would enable the club to secure grant funding to make improvements to the grounds and pavilion. This was an important form of support to the

sports club, and the local community, and he wished them much success in the future.

- 75.3 The Executive RESOLVED that a lease of up to 50 years of the Grafham and Smithbrook cricket ground and pavilion be granted to Blackheath Cricket Club, on terms and conditions set out in the Exempt Annexe to the report, other terms and conditions to be negotiated by the Estates and Valuations Manager.

[Reason: to provide assurance of occupancy to Blackheath Cricket Club, enabling them to seek grant funding for improvements to the ground and pavilion.]

EXE 76/18 PROPERTY MATTER - LEASE OF LAND FOR SUB-STATION AND CABLING, FARNHAM (Agenda item 13)

- 76.1 Cllr Hall reported that the Brightwells development planning permission included the requirement to establish a new electricity sub-station outside of the boundary of the development site, to serve the scheme and adjacent properties. The site identified for the sub-station was in an unobtrusive location; all work would be subject to landlord's consent, and any disruption and/or damage to the landscape or footpath to lay cables would be subject to reinstatement by Scottish & Southern.

- 76.2 The Executive RESOLVED that a new lease be granted to Scottish & Southern Networks for siting an electricity sub-station and cabling, on terms set out in the Exempt Annexe to the report.

[Reason: to enable establishment of a new electricity sub-station to serve the Brightwells development and adjacent properties, as per the original planning permission.]

The meeting commenced at 6.00 pm and concluded at 6.37 pm

Chairman

WAVERLEY BOROUGH COUNCIL

VALUE FOR MONEY & CUSTOMER SERVICE OVERVIEW & SCRUTINY COMMITTEE

22 JANUARY 2019

EXECUTIVE - 5 FEBRUARY 2019

Title:

COUNCIL TAX EMPTY HOMES DISCOUNT AND EMPTY HOMES PREMIUM

[Portfolio Holder: Cllr Ged Hall]

[Wards Affected: All]

Summary and purpose:

To consider proposed changes to Waverley's Council Tax empty homes discount and empty homes premium.

How this report relates to the Council's Corporate Priorities:

This report relates to the Council's People / Place / Prosperity priorities as it concerns the management of the council's council tax revenue to maximise income and to encourage empty homes to be brought back into use

Equality and Diversity Implications:

There are no equality and diversity implications that can be specifically identified relating to this report however it must be noted that in cases of hardship and other special circumstances, council tax support, hardship relief or empty property exemptions may be available.

Financial Implications:

The council tax flexibilities create an opportunity to generate additional council tax revenue for Waverley, Surrey County Council, the Town and Parish councils and the Police.

Legal Implications:

There are no direct legal implications associated with this report. The relevant statutory changes are set out in the body of the report.

Background

1. The Local Government Finance Act 2012 gave councils local discretion over Council Tax discretion in a number of areas. The statutory prescribed empty home exemption was revoked and from 1 April 2013 "Unoccupied and substantially unfurnished" properties were able to attract a discretionary discount of between 0% and 100% of their council tax. From 1 April 2013, local authorities were also able to set an "empty homes premium" of up to an extra 50% of the normal liability for long-term empty properties i.e. properties which have been unoccupied and substantially unfurnished for over two years.

2. In December 2012 the decision of the Council was to:
 - set a new empty home discount at 50% for the initial 6 month period beginning from 2013/14, and
 - introduce an empty homes premium of an extra 50% for homes that are empty for more than 2 years (being the maximum allowable at the time).
3. In the November 2017 Budget, the Chancellor announced the Government's intention to legislate to bring the maximum empty home premium to an extra 100% of the normal liability.
4. This legislation has been enacted and, within this, the Act included additional provisions covering properties that have been empty for very long periods.
5. This report looks at withdrawing the 50%, 6 month empty home discount altogether from 1 April 2019 and raising the empty home premium to 100% from 1 April 2019 and subsequent additional rates commencing in April 2020 and April 2021 as allowed for under the legislation.

Empty and substantially unfurnished property council tax discount

6. In December 2012 the Council approved the application of a 50% council tax discount in respect of unoccupied and substantially unfurnished properties for the first six months.
7. It has recently been noted that other Surrey authorities are reviewing their policies with a number of them proposing to remove the discount. The current discounts given are shown here:

	Unoccupied and substantially unfurnished council tax discount
Elmbridge	100% for 1 month
Epsom	100% for 1 month
Guildford	100% for 1 month
Surrey Heath	100% for 28 days
Woking	100% for 28 days
Spelthorne	100% for 1 month
Mole Valley	100% for 28 days
Runnymede	100% for 3 months
Reigate	100% for 28 days
Tandridge	100% for 28 days
Waverley	50% for 6 months

8. A benchmarking exercise conducted by Elmbridge Borough Council has shown that the majority of councils in the following neighbouring Counties give no discount at all:
 - Kent
 - West Sussex
 - East Sussex
 - Hampshire
 - Essex
 - Buckinghamshire

- Greater London Authority

9. One further administrative consideration is that the processing of the current discount is time consuming; its withdrawal would also therefore ease this burden.
10. It is recommended that the previously determined 6-month 50% “unoccupied and substantially unfurnished” discount be removed from 1 April 2019 by varying the determination to a 0% discount from the date the property becomes unoccupied and substantially unfurnished. The 1 April 2019 determination will enable enough time for effective communication and changes to systems and processes.
11. The 6-month discount is currently being given to 578 properties. The removal of this discount will generate a potential increase in council tax income of £54,000 for Waverley (£430,000 to Surrey County Council, £72,000 to Surrey Police) whilst also encouraging owners of empty homes to bring them back into use.

Council Tax Premium for long-term empty and unfurnished properties

12. On 20 February 2018, Council approved the increase to Waverley’s empty homes premium to 100% “at the earliest opportunity once the Government has published the necessary regulations and given authority.”
13. On 1st November 2018 the Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 was given Royal Assent.
14. It is therefore for information here to report that the Council will increase the council tax premium on long term “empty and unfurnished properties” from 50% to 100% beginning 1st April 2019.
15. The current council tax premium is currently paid by 148 properties. The proposed change to the premium may result in an increase in revenue to Waverley Borough Council of up to £14,000 (Surrey County Council of up to £114,000 and Surrey Police of up to £19,000) if homes remain empty and substantially unfurnished and/or may encourage empty homes to be brought back into use.
16. The additional provisions to the Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 covered properties that were empty for very long periods. The amendment provided for maximum additional rates of:
 - 200% extra (for properties empty for 5-10 years) (commencing in April 2020), and
 - 300% extra (for properties empty for 10+ years) (commencing in April 2021).

In other words, council tax-payers can be required to pay 200% of the standard bill after two years, 300% of the standard bill after 5 years and 400% after ten years.

17. It is proposed that the maximum council tax premium be applied at the above respective commencement dates with the proviso (included in guidance for local authorities in England, published in May 2013) that if the reason a property is empty and unfurnished is that it is available for rent or sale, that these properties be excluded from the determination, subject to satisfactory evidence being provided.

Cases of Hardship and Empty Homes exemptions

18. In cases of hardship or vulnerability a council tax payer can apply for discretionary relief from Waverley's Council Tax discretionary relief scheme (under section 13A(1)(c)). Households on low income can also apply for a council tax reduction under Waverley's Council Tax Support Scheme. There are other special situations also where a person may not need to pay Council Tax if a property is empty; one such situation is for up to six months after someone has died and if probate or letters of administration are pending.

Conclusion

19. Abolishing the discretionary 50% 6-month Council Tax discount for "empty and substantially unfurnished properties" from 1 April 2019 will generate additional income for Waverley, and encourage empty homes to be brought back into use in the Borough.
20. Increasing the Council Tax premium on long term "empty and unfurnished properties" from 50% to 100% extra beginning 1 April 2019 implements the 20 February 2018 Council direction.
21. Further increasing the Council Tax premium for subsequent years according to the commencement dates in paragraph 17 will also increase council tax revenue and encourage long term empty homes to be brought back into use.

Observations from Value for Money & Customer Services Overview & Scrutiny Committee

22. The VfM and Customer Service O&S Committee considered this report at its meeting on 22 January 2019 and made the following observations.
 - Having considered the benchmarking information contained within the report, the Committee agreed that Waverley's current position was overly generous and the discount period should be reduced.
 - The Portfolio Holder for Housing was in attendance at the meeting and highlighted that landlords had a legal requirement to carry out safety checks between tenants, thus causing a delay in re-letting properties. She suggested that the Committee consider recommending a 1 month discount rather than abolishing the discount altogether. The Committee was supportive of this proposal which would bring Waverley more in-line with other Surrey districts. It also was noted that the policy could be reviewed again the following year.
 - The Committee also endorsed the proposal to encourage owners of long term empty properties to bring these back into use by applying the maximum additional Council Tax premiums.
23. Having considered the proposed recommendations from Executive to Council, the Committee recommended the following amendment to recommendation 1.
 1. The discretionary Council Tax discount for "empty and substantially unfurnished properties" **is reduced to 1 month** from 1 April 2019.

Recommendation

Subject to the consideration of the comments from the Value for Money and Customer Service Overview & Scrutiny Committee, the Executive is asked to recommend to Council that:

- i. the discretionary 50% 6-month Council Tax discount for “empty and substantially unfurnished properties” is abolished from 1 April 2019; and,
- ii. the maximum additional council tax premiums on long term “empty and unfurnished properties” be applied according to the commencement dates in paragraph 17.

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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WAVERLEY BOROUGH COUNCIL

EXECUTIVE

5 FEBRUARY 2019

Title:

ANNUAL PAY POLICY STATEMENT 2019/20

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

Summary and purpose:

The purpose of this report is to advise members of the Annual Pay Policy Statement for 2019/20.

How this report relates to the Council's Corporate Priorities:

This report relates to all three strategic priority themes: People, Place and Prosperity. The Council's Corporate Strategy 2018-2023 recognises that 'professional and qualified staff are key to delivering effective and efficient services'. The publication of the pay policy, as well as being a legislative requirement, is part of the Council's approach to ensuring it has effective and transparent remuneration arrangements in place.

Financial Implications:

The pay arrangements set out within the policy statement are reflected in the Council's Annual Budget.

Legal Implications:

The policy meets the requirements of the Localism Act 2011 and all other relevant legislation.

Introduction

1. The Localism Act 2011 requires all public authorities to publish Annual Pay Policy Statements.
2. The Council is required to adopt the Annual Pay Policy Statement each year and the Council is not legally permitted to depart from the policies set out in that statement when it considers actual decisions in relation to individuals' remuneration, including redundancy and/or severance.
3. The Annual Pay Policy Statement for 2019/20 has been updated in line with the requirements of the Localism Act 2011, resulting in minimal adjustment from last year and the amendments are shown as tracked changes.

Recommendation

That the Executive RECOMMENDS to Council that the Annual Pay Policy Statement for 2019/20 be adopted.

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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Date of Policy: ~~March 2018~~ January 2019 ————— Review Date: Annual review and approval by Council
Date uploaded to website: ~~2018~~ 2019

WAVERLEY PAY POLICY 20198/2019 **PUBLISHED AS AN ANNUAL STATEMENT FROM 2012/13**

In line with the Government's principles of pay accountability set out in the Localism Act 2011, Waverley has an open and transparent approach to the salaries and payments of all our staff. The Council publishes the salaries of the Chief Executive, Strategic Directors and Heads of Service with a description of each role and responsibility within the authority. This means that all our senior salaries are easily accessible by members of the public who can see exactly what is paid for particular roles and responsibilities. Full Council will approve any new appointment with a salary package of £100,000 or more i.e. the Chief Executive appointment and new Strategic Director appointment. From April 2014, in line with the revised Code of Recommended Practice for Local Authorities on Data Transparency, the number of staff whose remuneration (including benefits) exceeds £50,000 and a list of their responsibilities, has been published on the website.

The Council's organisational structures are also published on its website with the job descriptions for our senior staff. We are committed to ensuring that our salaries and payments are subject to the principles of fairness, openness and consistency and these can be tested against value for money and equal pay. The salary structure is published on our website and this shows that salaries are linked to particular grades. Grades are determined by job evaluation giving each job description a relative value. The current salary structure was agreed by the full Council in December 2010 after consultation with staff representatives through the Council's Joint Negotiating Committee (JNC), this was last updated April ~~last year~~ 2018 and continues to apply the the UK Living Wage as the minimum evaluated salary grade . The Joint Negotiating Committee meets annually to review the salary structure. If a pay award is agreed, it is applied to the salary structure with effect from 1 April.

The grading structure covers a wide range of jobs. The differentials between the salary grades for these jobs is objectively justified by our job evaluation system which takes account of equal pay for work of equal value and evaluates each job based on the level of skills, knowledge, problem solving and accountability required. The pay multiple (ratio between the Chief Executive's salary and the median salary of the authority's workforce) is 1:4.

More details can be found at www.waverley.gov.uk/spend.

The Council has tight controls on workforce costs including salaries and payments. Any newly appointed or promoted staff start at the bottom of the grade (the "starting salary"). In exceptional circumstances, where salary benchmarking and recruitment experience demonstrates the impact of salary competitiveness on the ability to recruit suitably qualified staff, the Head of Service may authorise recruitment to a higher point within the grade and/or additional payments to support the recruitment process. Except in exceptional circumstances, Waverley is also committed to 'clean pay' for newly recruited staff and only pays staff an allowance where it is absolutely necessary such as for election duties or when overtime needs to be worked. The Council will pay a market supplement when salary benchmarking shows that it is needed. The budget responsibility for this lies with the Head of Service.

The role of Returning Officer—is a separate responsibility and is remunerated separately after each election in accordance with the appropriate Statutory Fees and Charges Order.

The Council does not have performance related pay or bonuses. The Council does not employ any staff through personal service companies, except in exceptional circumstances agreed by the Chief Executive and Portfolio Holder for [Strategic HR Human Resources](#).

The Council has 12 grades on the pay scales, plus spot salaries for the Directors and Chief Executive. Each of the 12 grades currently has 5 salary increments which progressively go up from the lowest pay point to the highest., The Council has also approved, from November 2013, a professional planners salary scale with 5 grades and 5 salary increments. This incremental progression applies to all staff on the pay grades until they reach the top pay point. The progression is dependent on satisfactory performance and would normally be applied in April each year.

As a result of careful financial management and budgetary planning, the Council endeavours to avoid making compulsory redundancies and our policy is to minimise any job loss wherever possible. We only consider applications for early retirement and voluntary redundancy if there is a business case which can be justified under the principles of public interest and value for money. If a redundancy is necessary, the Council's policy is to pay at a rate of 1.5 weeks for each completed year of service. In accordance with this policy, in exceptional circumstances, the Council may decide to make a one-off termination payment in the interests of the efficiency of the Council's services. This will normally be no more than the person concerned would have received under the redundancy policy. Any proposal to make a termination payment of £95,000 or more would only be proposed if it complied with any Government regulations in place at that time and would need approval by full Council, with a detailed breakdown of the components of the package (for example pay in lieu of notice, redundancy, pension, outstanding holiday) provided to Councillors.

The Council's flexible retirement policy can allow a smoother transition between work and retirement and as a way of transferring skills and knowledge within the workforce and supporting succession planning. This applies where there is no financial or service detriment for Waverley. Requests for early retirement, for example in the interests of the efficiency of the service, are considered on a case by case basis by the Executive. If the request balances the needs of the service, tax payer and individual then it may be granted.

The Council's usual policy is not to re-employ staff who have left the Council's employment on the basis of redundancy or early retirement or for some other reason and receives compensation will not normally be re-engaged in any capacity, including as consultants or agency staff, for a period of **two years** from their leaving date. Any re-employment within the two year period will be determined by the Chief Executive, in partnership with the [Strategic HR Manager](#), on an exceptional basis and will comply with all Government regulations in place at that time.

The Council continues to invest in successful apprenticeship and Graduate trainee schemes. We also invest in the learning and development identified through the appraisal process of all our managers and staff so that we can continuously improve the quality of service to Council Tax payers and customers.

Waverley has held Investors in People accreditation since 2004 and ~~will be assessed again in 2014 after a re-assessment in July 2018 was awarded The Standard accreditation.~~ 8. ~~Our last assessment resulted in Waverley again being awarded the Investors in People standard following a rigorous assessment.~~ Waverley demonstrated ~~key features of a "High~~

Performing Workplace” such as the development of a high performing, highly engaged staff team, a clear appraisal system linked to structured service plans and a measurement and celebration of individual and service success, a clear commitment to its people with high achievement in effective team working and operational co-operation.

Investors in People is a national award which recognises organisations that improve performance through the effective management and development of their people.

As of April 2018 public, private and voluntary sector organisations with 250 or more employees will have to report on their Gender Pay Gap. The figures are reported annually on a snapshot date at the end of March. In March 2018, Waverley reported a mean gap between the earnings of men and women as at 31 March 2017, of 16.6% and a median gap of 13.6%. As part of the new HR Strategy for 2018 to 2023 we are committed to addressing issues that arise from our pay gap and will review any changes when the report for March 2019 is submitted.

The Council considers that everyone should be able to understand how this Pay Policy applies in practice and therefore the salary and staff information will be updated when changes occur and at the start of each financial year following approval by full Council.

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