

To: All Members of the EXECUTIVE

When calling please ask for:

Emma McQuillan, Democratic Services  
Manager

**Policy and Governance**

E-mail: [emma.mcquillan@waverley.gov.uk](mailto:emma.mcquillan@waverley.gov.uk)

Direct line: 01483 523351

Calls may be recorded for training or monitoring

Date: 23 December 2016

**Membership of the Executive**

Cllr Julia Potts (Chairman)  
Cllr Tom Martin (Vice Chairman)  
Cllr Brian Adams  
Cllr Andrew Bolton  
Cllr Kevin Deanus

Cllr Jim Edwards  
Cllr Jenny Else  
Cllr Ged Hall  
Cllr Carole King

Dear Councillors

A meeting of the EXECUTIVE will be held as follows:

DATE: TUESDAY, 10 JANUARY 2017

TIME: 6.45 PM

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

The Agenda for the Meeting is set out below.

Yours sincerely

ROBIN TAYLOR  
Head of Policy and Governance

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## **NOTES FOR MEMBERS**

Contact Officers are shown at the end of each report and members are welcome to raise questions, make observations etc. in advance of the meeting with the appropriate officer.

### **AGENDA**

1. **MINUTES**

To confirm the Minutes of the Meeting held on 29 November 2016 and of the Special Meeting held on 13 December 2016 (to be laid on the table half-an-hour before the meeting).

2. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

3. **DECLARATIONS OF INTERESTS**

To receive from members, declarations of interest in relation to any items included on the agenda for this meeting, in accordance with the Waverley Code of Local Government Conduct.

4. **QUESTIONS FROM MEMBERS OF THE PUBLIC**

To receive any questions from members of the public for which notice has been given in accordance with Procedure Rule 10.

The deadline for submission of questions is 5pm on Tuesday 3 January 2017.

5. **EXECUTIVE FORWARD PROGRAMME** (Pages 9 - 12)

To adopt the forward programme of decisions for Waverley Borough Council.

6. **BUDGET 2017/18 - UPDATE** (Pages 13 - 16)

[Portfolio Holder: Councillor Ged Hall]  
[Wards Affected: All Waverley Wards]

The report outlines the latest position on the 2017/2018 Budget and requests the Joint Overview and Scrutiny Committee to consider the budget proposals ahead of the final budget setting decision in February.

## Recommendation

**In light of the significant budget shortfall, the Executive is asked to:**

- 1. continue to work with officers to identify options to balance the budget; and**
  - 2. ask the Joint Overview and Scrutiny Committee to consider the detailed budget proposals at their January meeting and to make any suggestions to the Executive to prioritise options to balance budgets.**
7. **BUDGET MANAGEMENT REPORT** (Pages 17 - 26)  
[Portfolio Holder: Councillor Ged Hall]  
[Wards Affected: All Waverley Wards]

The report provides a review of the 2016/17 budget for the General Fund and the Housing Revenue Account against forecast to 31 March 2017, based on the latest information available.

## Recommendation

**It is recommended that the Executive notes the report and**

- 1. approves the rescheduling of Development Control RTPI training budget into 2017/18 budget, as set out in paragraph 5 (i);**
- 2. recommends to Council to approve the rescheduling of £40,000 for Waverley Training Services classroom works into 2017/18 as set out in paragraph 17;**
- 3. recommends to Council to approve the rescheduling of £40,000 for Continuity works into 2017/18 as set out in paragraph 18 (i);**
- 4. approves the rescheduling of £12,300 for Agresso works into 2017/18 as set out in paragraph 18 (ii);**
- 5. approves a virement of £10,000 from the Provision for Urgent Schemes for Bus Shelter Replacement as set out in paragraph 20 (i);**
- 6. approves a virement of £3,400 from General Fund Capital Savings for a Vending machine for the Borough Hall as set out in paragraph 20 (ii);**
- 7. recommends to Council to approve a virement of £42,505 from General Fund Capital Savings for Waste and Recycling Containers as set out in paragraph 20 (iii);**
- 8. approves a virement of £11,000 from General Fund Capital Savings for an IT hardware upgrade for Waverley Training Services as set**

out in paragraph 20 (iv); and

9. **approves a virement from General Fund Capital Savings and usage of PIC funding, totalling £15,000, for the Shamley Green Parking scheme as set out in paragraph 20 (v).**

8. CUSTOMER SERVICES REVIEW (Pages 27 - 48)

[Portfolio Holder: Councillor Tom Martin]

[Wards Affected: All Waverley Wards]

The purpose of the report is to secure the support of the Executive to proceed with the next stage of the Customer Services Review. This will involve an evaluation of the options identified by the Foresight Customer Services Officer Group.

Recommendation

**It is recommended that the Executive request the Head of Customer and Corporate Services and the officer Foresight Group to continue the review and evaluate/progress the change options specified within the body of the report.**

9. REPORT OF THE CONSTITUTION SIG (Pages 49 - 60)

The report invites the Executive to consider the work of the Constitution SIG that has been undertaken in terms of preparing to implement the new Overview and Scrutiny arrangements. There are a number of recommendations for consideration.

Recommendation

**It is recommended that with regard to Questions by Members at meetings,**

1. **Para 11.3 should be revised to delete *'member of a Committee or Sub-Committee'* and replace with *'any member of the Council'* may ask the Chairman...**
2. **Para 11.4 (a) should be amended so that members of the Council need to give at least 4 clear working days notice in writing, instead of 7; and**
3. **Para 11.4 (b) add that the question must relate to matters *'that are not already included on the agenda'*; and**

**with regard to Overview and Scrutiny arrangements:-**

4. **the structure of four Overview and Scrutiny Committees, as set out in Annexe 1 be agreed, along with the establishment of the informal Co-ordinating Board whose membership would consist of the Chairmen and Vice-Chairmen of the four Committees;**

5. **the Terms of Reference for the Overview and Scrutiny Committees, as set out in Annexe 2, be agreed;**
  6. **authority be delegated to the Overview and Scrutiny Co-ordinating Board to keep the Terms of Reference under regular review and revise when necessary, subject to an annual report from each Committee to the Council to endorse any changes and amend the constitution accordingly;**
  7. **the four Overview and Scrutiny Committees should consist of 9 Waverley members, and that the Housing Overview and Scrutiny Committee also appoints 2 Tenants Panel Representatives as co-optees;**
  8. **the constitution be amended to enable additional meetings of each O and S committee to be arranged with the agreement of the Chairman and Vice-Chairman;**
  9. **the constitution be amended to agree the revised wording set out in the report regarding chairmanships of the Overview and Scrutiny Committees;**
  10. **the protocol for attendance at meetings of the Executive and Overview and Scrutiny Committees, as set out at Annexe 3, be agreed; and**
  11. **Special Interest Groups be deleted from the establishment, and the role of the Standards Panel be extended to include keeping the constitution under review and making recommendations for revision.**
10. CONSULTATION ON REMOVAL OF BT PAYPHONES IN WAVERLEY  
(Pages 61 - 74)

[Portfolio Holder: Councillor Andrew Bolton & Councillor Brian Adams]  
[Wards Affected: All Waverley Wards]

British Telecom has advised the Council of 48 payphones in the Borough on which it is obliged to consult about removal. They would like to remove the payphones on the grounds that they are used infrequently and are expensive to maintain. BT also has a Universal Service Obligation to ensure there are sufficient payphones for local need.

BT's deadline for response to the consultation is 30 January 2017. Officers have carried out a public consultation, and consulted all affected ward councillors and Town and Parish Councils. The information has been used to help inform Waverley's response. The Council needs to produce two legal notices to send to the Secretary of State and BT; the first setting out our initial position on the removal of the payphones after the consultation (23 December) and the second with the final position (end of January).

Recommendation

**It is recommended that the Executive:**

- 1. determines whether the attached initial position needs any amendment; and**
- 2. agrees that the final position be signed off by the Portfolio Holders, taking into account any outstanding representations received between 10 and 20 January, to enable the posting of the final notice by 30 January 2017.**

11. UPDATING SCHEME OF DELEGATION FOR ENVIRONMENTAL AND ANTISOCIAL BEHAVIOUR ENFORCEMENT (Pages 75 - 84)

[Portfolio Holder: Councillor Jim Edwards & Councillor Kevin Deanus]  
[Wards Affected: All Waverley Wards]

The purpose of this report is to seek the support of the Executive for proposed changes to the Scheme of Delegation in relation to Environmental and Anti-social Behaviour enforcement powers to add clarity, achieve the optimum level of efficiency and ensure that all officers are appropriately and correctly authorised to act.

Recommendation

**That the Executive recommends to the Council that the proposed changes to the Scheme of Delegation relating to Environmental and Anti-Social Behaviour enforcement as set out in the attached schedule, be approved.**

12. DRAFT CALENDAR OF MEETINGS 2017/2018 (Pages 85 - 86)

The draft Calendar of Meetings for 2017/18 is attached for approval. The Calendar takes into account the proposal that there are four Overview and Scrutiny Committees and these have been scheduled to take place at the relevant times of the Council year, as recommended as part of the review of the Overview and Scrutiny function. The names of the Committees will be updated in the Calendar once agreed by the Council.

Provision has also been made for regular dates for the Joint Planning Committee so that members can have prior warning for when these will be convened to consider relevant planning applications.

Recommendation

**It is recommended that the Calendar of Meetings for 2017/18 be approved.**

13. EXECUTIVE DIRECTOR'S ACTIONS

To note any action taken by the Executive Director after consultation with the Chairman and Vice-Chairman since the last meeting. The Register of Decisions will be laid on the table half an hour before the meeting.

14. EXCLUSION OF PRESS AND PUBLIC

To consider the following recommendation on the motion of the Chairman:-

Recommendation

That, pursuant to Procedure Rule 20, and in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following item(s) on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during these items, there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified at the meeting in the revised Part 1 of Schedule 12A to the Local Government Act 1972.

15. ANY OTHER ISSUES TO BE CONSIDERED IN EXEMPT SESSION

To consider matters (if any) relating to aspects of any reports on this agenda which, it is felt, may need to be considered in Exempt session.

**For further information or assistance, please telephone  
Emma McQuillan, Democratic Services Manager, on 01483 523351 or  
by email at [emma.mcquillan@waverley.gov.uk](mailto:emma.mcquillan@waverley.gov.uk)**