

To: All Members of the EXECUTIVE

When calling please ask for:

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Date: 27 January 2017

**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 Carole King  
Cllr Ged Hall

Dear Councillors

A meeting of the EXECUTIVE will be held as follows:

DATE: TUESDAY, 7 FEBRUARY 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 10 January 2017 (to be laid on the table for half-an-hour prior to 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 31 January 2017.

5. **EXECUTIVE FORWARD PROGRAMME** (Pages 11 - 14)

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

6. **FINANCIAL STRATEGY 2017/18 - 2019/20 - GENERAL FUND BUDGET 2017/18** (Pages 15 - 78)

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

The report outlines the latest General Fund Budget position for 2017/18. Members are reminded of the need to achieve savings throughout the four-year period covered by the Financial Strategy. Information is provided on the details of the provisional Local Government Finance Settlement 2017/18 and

the Council's financial position following this.

The Joint Overview and Scrutiny Committee was requested, in the light of the significant budget shortfall, to consider the cost savings, income generation and growth proposals identified in this report and their observations are set out in the report, including any proposals on how Waverley's Budget can be balanced in 2017/18.

#### Recommendation

**It is recommended that the Executive, after considering comments from the Joint Overview and Scrutiny Committee, makes the following recommendations to Council, to:**

- 1. agree a £5 per band D equivalent increase for Waverley's element of Council Tax for 2017/2018;**
- 2. implement the income and cost saving proposals as shown at Annexe 4, including any staffing changes;**
- 3. implement the growth proposals as shown at Annexe 4, including any staffing changes;**
- 4. approve the changes to Fees and Charges as shown at Annexe 5 and agree to delegate the setting of charges for the use of the new Memorial Hall to the Strategic Director of Operations in consultation with the Leader;**
- 5. request officers to progress the projects identified in paragraph 15 that will achieve cost savings and/or generate additional income;**
- 6. approve the General Fund Budget for 2017/18, as amended by the above changes;**
- 7. approve the updated Financial Strategy, as set out at Annexe 1;**
- 8. agree that the Executive carries out a review of the Medium Term Financial Strategy and General Fund Budget in the Spring/Summer 2017 and takes any appropriate action in the light of the position at that time;**
- 9. approve the 2017/18 General Fund Capital Programme and financing proposals totalling £3.3m, as shown at Annexe 7, and the bringing forward of £20,000 of the new building control system budget into 2016/17;**
- 10. suspend, in the light of the significant cut to Waverley's New Homes Bonus, the progression of all other major capital schemes that do not appear in the capital programme and that do not generate a positive revenue benefit, with this position being reviewed in the Spring/Summer 2017; and**

11. **agree that the budgets for capital schemes marked with an asterisk on the schedules be approved, but spending on these projects to be subject to the agreement of the Director of Finance and Resources and Finance Portfolio Holder or the Executive, if appropriate.**

7. HOUSING REVENUE ACCOUNT BUSINESS PLAN, REVENUE BUDGET AND CAPITAL PROGRAMME 2017/18 (Pages 79 - 94)

[Portfolio Holder: Councillor Ged Hall]

[Wards Affected: All Waverley Wards]

The report advises Members of the latest position regarding the Housing Revenue Account (HRA) Revenue Estimates for 2017/18 and the updated 30-year Business Plan.

Recommendation

**It is recommended that the Executive, after considering comments from the Joint Overview and Scrutiny Committee, makes the following recommendations to Council, that:**

1. **the rent level of Council dwellings be reduced by 1% from the 2016/17 level with effect from April 2017 in compliance with the Welfare Reform and Work Act;**
2. **the weekly charge for garages rented by both Council and non-Council tenants be increased by 10% from April 2017;**
3. **the service charge in sheltered accommodation be increased by 50p/week from 7 April 2017;**
4. **the recharge for energy costs in sheltered accommodation (as appropriate) be increased by 50p/week from April 2017;**
5. **the increases to fees and charges be agreed as set out in Annexe 2;**
6. **the revised HRA Business Plan for 2017/18 to 2019/20 as set out at Annexe 1 be approved;**
7. **the 2017/18 Housing Revenue Account Capital Programmes as shown at Annexe 3 be approved; and**
8. **the financing of the capital programmes be approved in line with the resources shown in Annexe 4.**

8. BUDGET MANAGEMENT REPORT (Pages 95 - 104)

[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 appointment of a temporary support for the Garden Waste team, and approves the carry forward of savings achieved in the 2016/17 financial year to fund the appointment in 2017/18, as set out in paragraph 4 (iii);**
  - 2. approves the extension of the Emergency Planning and Projects Assistant post until 31March 2018, as set out in paragraph 4 (IV) from the General Fund forecast underspend;**
  - 3. approves £10,000 from the projected underspend to bring forward the budget growth item to review the options for the future of the building control service as set out in paragraph 5;**
  - 4. approves £50,000 of the underspend in 2016/17 to be transferred to an earmarked reserve for commercial property voids as set out in paragraph 12, subject to sufficient underspend being available at the year end;**
  - 5. recommends to Council to approve the rescheduling of £1,000,000 for Wey Court into 2017/18, as set out in paragraph 22;**
  - 6. recommends to Council to approve the rescheduling of £1,000,000 for Nursery Hill into 2017/18, as set out in paragraph 23;and**
  - 7. recommends to Council to approve the rescheduling of £360,965 for Chilton Close, Alfold into 2017/18, as set out in paragraph 24.**
9. TREASURY MANAGEMENT FRAMEWORK 2017/18 (Pages 105 - 126)  
[Portfolio Holder: Councillor Ged Hall]  
[Wards Affected: All Waverley Wards]

The report sets out the proposed Treasury Management Framework for 2017/18, comprising:

- revised Treasury Management Policy;
- 2017/18 Treasury Management Strategy;
- 2017/18 Investment Strategy; and
- Prudential Indicators for 2017/18 to 2019/20

## Recommendation

**It is recommended that the Executive recommends to the Council that**

- 1. the proposed Treasury Management Framework for 2017/18 be approved; and**
- 2. the delegation for decisions to borrow to finance capital expenditure to the Executive be approved, as set out in paragraph 8 of the report.**

10. ANNUAL PAY POLICY STATEMENT 2017/18 (Pages 127 - 132)  
[Portfolio Holder: Councillor Julia Potts]  
[Wards Affected: All Waverley Wards]

The purpose of the report is to advise Members of the Annual Pay Policy Statement for 2017-18.

Recommendation

**It is recommended that the Annual Pay Policy Statement for 2017-18 be approved and recommended to the Council for adoption.**

11. STRATEGIC REVIEW OF WAVERLEY BOROUGH COUNCIL (Pages 133 - 166)  
[Portfolio Holder: Councillor Julia Potts]  
[Wards Affected: All Waverley Wards]

The report summarises the findings of the Strategic Review of Waverley Borough Council that was completed in December 2016 and the Council's proposed action plan in response to it. The consultants' report and the Council's proposed action plan are provided in full as Annexes 1 and 2 to the report.

It is recommended that Members note and consider the findings and recommendations within the report provided by Cratus and, subject to any changes they wish to make, recommend the proposed action plan to the Council for approval.

Recommendation

**It is recommended that the Executive:**

- 1. note and consider the findings and recommended way forward within the Strategic Review report, attached as Annexe 1; and**
- 2. subject to any changes or amendments made by the Executive, recommend the proposed action plan attached as Annexe 2 to the Council for approval.**

12. REVIEW OF WAVERLEY'S SCHEME OF DELEGATION AND CONSTITUTION (Pages 167 - 172)  
[Portfolio Holder: Councillor Tom Martin, Councillor Julia Potts]  
[Wards Affected: All Waverley Wards]

The report recommends, in light of the findings and recommendations from the 2016 Strategic Review, that the planned review of the Council's Constitution and Scheme of Delegation (action 1.2 of the draft 2017/18 Policy and Governance Service Plan) commences straight away.

Accordingly, the report sets out a number of immediate recommendations for Council approval in respect of financial thresholds for virements and supplementary estimates and the need to gain Council approval for any

change to the Council's staffing establishment.

Beyond this, the report sets out recommended principles for reviewing the Constitution and Scheme of Delegation in all other respects as well as a timetable for doing so. Officers will undertake the initial review and make recommendations for change and options for consideration by the Constitution SIG in the first instance.

#### Recommendation

**It is recommended that the Executive:**

- 1. recommends to Council that paragraph 4.01(b) within part 1 of the Constitution be amended so that Council approval is only needed in respect of virements and supplementary estimates, no matter what they relate to, over £100,000 (meaning that the Executive will be able to approve these so long as they are £100,000 or less);**
  - 2. recommends to Council that paragraph 1 of the Scheme of Delegation and the relevant sections of Finance Regulations be updated to reflect these new Executive limits of £100,000 for virements and supplementary estimates;**
  - 3. recommends to Council that paragraph 13.03(b)(i) within part 1 of the Constitution be amended to change the threshold for a key decision to £100,000;**
  - 4. recommends to Council that paragraph 4.02(n) within part 1 and paragraph B.11 of part 3 of the Constitution be amended to state that it will be a function of the Council to approve 'the addition or deletion of posts from the agreed permanent staffing levels where the costs of doing so do not fall within existing controllable expenditure budgets and where the changes have financial implications in excess of the Executive's threshold of up to £100,000'; and**
  - 5. agrees, subject to any amendments they wish to make, the recommended principles and timetable for a wider review of the Council's Constitution set out in sections 3 and 4 respectively.**
13. UPDATING SCHEME OF DELEGATION FOR RESPONDING TO SOCIAL HOUSING TENANCY FRAUD (Pages 173 - 174)

[Portfolio Holder: Councillor Carole King]  
[Wards Affected: All Waverley Wards]

The report seeks approval for a proposed addition to the Scheme of Delegation for Housing, to enable legal action to be taken against perpetrators of social housing fraud and in accordance with the Prevention of Social Housing Fraud Act 2013.

Recommendation

**It is recommended that the Executive agrees the proposed changes set out in paragraph 5 and recommends to the Council that the Scheme of Delegation be amended accordingly.**

14. 2017/18 SERVICE PLANS (Pages 175 - 202)

[Portfolio Holders: All]

[Wards Affected: All Waverley Wards]

The report presents the draft Service Plan objectives for Council's services for 2017/18.

Recommendation

**It is recommended that, taking into account any observations from the Joint O and S Committee, the Service Plan Objectives for 2017/18 be approved.**

15. CULTURAL STRATEGY ACTION PLAN 2017/18 (Pages 203 - 218)

[Portfolio Holder: Councillor Jenny Else]

[Wards Affected: All Waverley Wards]

The purpose of this report is to summarise progress with the development of the Cultural Strategy since the Community Overview & Scrutiny Committee and Executive in September 2016 and introduce the Cultural Strategy Action Plan 2017/18 for approval.

Recommendation

**It is recommended that the priorities and goals as set out in the Cultural Strategy Action Plan be endorsed.**

16. HASLEMERE BOWLING CLUB - REQUEST FOR SURRENDER OF EXISTING AND GRANT OF NEW LEASE (Pages 219 - 224)

[Portfolio Holder: Councillor Kevin Deanus, Councillor Tom Martin]

[Wards Affected: Haslemere East and Grayswood]

Haslemere Bowling Club has approached the Council for consent to surrender their existing lease of the Pavillion land and to take a new long lease of both the Pavilion land and the Bowling Green itself.

Recommendation

**It is recommended that approval be given to the surrender of the current lease to Haslemere Bowling Club and consent to the simultaneous grant of a new lease on the proposed terms.**

17. 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.



18. 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.

19. PROPERTY MATTER - CRANLEIGH (Pages 225 - 228)

To consider the (Exempt) report, attached.

20. PROPERTY MATTER - GODALMING (Pages 229 - 232)

To consider the (Exempt) report, attached.

21. RESTRUCTURE - ELECTIONS (Pages 233 - 238)

To consider the (Exempt) report attached.

22. RESTRUCTURE - HOUSING OPTIONS AND HOMECHOICE (Pages 239 - 246)

To consider the (Exempt) report, attached.

23. 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)**