

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: 29 September 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 Ged Hall  
Cllr Carole King  
Cllr Chris Storey

Dear Councillors

A meeting of the EXECUTIVE will be held as follows:

DATE: TUESDAY, 10 OCTOBER 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 5 September 2017 as a correct record (to be laid on the table 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**

The Chairman to respond to any questions received from members of the public for which notice has been given in accordance with Procedure Rule 10.

The deadline for receipt of questions is 5pm on 3 October 2017.

5. **BUDGET MANAGEMENT REPORT** (Pages 7 - 12)

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

The report provides a review of the 2017/18 budget for the General Fund and the Housing Revenue Account against the forecast to 31 March 2018, based on the latest information available.

#### **Recommendation**

**It is recommended that the Executive:**

- 1. notes the latest position against the budget in 2017/18;**

2. **endorses Waverley’s participation in the Surrey-wide bid to become a business rate pilot, as detailed in paragraphs 11 to 13;**
  3. **approves a supplementary estimate of up to £50,000 for the external resource required to implement the new information governance regulations, as detailed in paragraphs 14 to 16;**
  4. **approves a supplementary capital estimate of up to £15,000 for the works at Godalming Museum in the event that sufficient savings do not arise in the 2017/2018 capital programme, as detailed in paragraph 19; and**
  5. **approves the carry forward of £140,000 from the 2017/2018 HRA community room projects capital budget to 2018/2019, as detailed in paragraph 25.**
6. INDOOR LEISURE FACILITIES STRATEGY 2017-2027 (Pages 13 - 56)  
[Wards Affected: All Waverley Wards]  
[Portfolio Holder: Cllr Jenny Else]

The purpose of this report is to present the Indoor Leisure Facilities Strategy 2017 – 2027 to the Executive. The strategy sets out Waverley’s vision for future leisure facilities in the borough and the strategic objectives that form the basis of the action plan that is proposed for implementation. The delivery of these objectives will help develop a more modern, efficient and sustainable range of community based sport and leisure facilities that Waverley requires.

The strategy will inform the Council’s approach to placeshaping whether this relates to indoor leisure facilities provided by the Council, schools, private sector providers or facilities managed by community groups, such as community halls. It focuses on ensuring that the network of leisure facilities in the borough will be of sufficient quality, quantity and accessibility to support the delivery.

The strategy sets out a clear direction to all partners with regard to facility provision in the borough and underpins the requirement of developer contributions in order to secure new or improved leisure facilities infrastructure in the borough. By adopting a clear strategy the Council will be able to maximise the Community Infrastructure Levy (CIL) and the Section 106 (s106) developer contributions. The strategy also underpins the capital programme for the leisure services and the Executive is invited to endorse the proposed strategy for adoption.

#### Recommendation

**It is recommended that the Executive:**

1. **adopts the Indoor Leisure Strategy 2017-2027 in order to provide a clear direction in the provision of indoor sport facilities in the Borough; and**

2. **asks officers to bring forward an options appraisal for future investment in the Council's Leisure Centres that reflects the needs identified in the Indoor Leisure Facilities Strategy.**

7. SAFEGUARDING POLICY FOR CHILDREN AND ADULTS AT RISK (Pages 57 - 116)

[Wards Affected: All Waverley Wards]  
[Portfolio Holder: Cllr Kevin Deanus]

The Council currently has two Safeguarding Policies adopted in late 2014; for children and vulnerable adults. In line with safeguarding guidelines set out by Surrey County Council, the statutory authority for safeguarding, it is recommended that the two policies are merged. The new policy will adhere to Surrey County Council's adopted and recommended format and therefore will ensure a consistent Safeguarding Policy is adopted by district and boroughs throughout the county.

This report summarises the Council's safeguarding responsibilities and proposes the new combined Safeguarding Policy for Children and Adults at Risk. In addition to merging the two previous policies the new policy updates current procedures to reflect best practice, clarifies the reporting process, and highlights the differing forms of abuse and indicators as well as summarising other related policies and strategies.

The policy was considered by the Community Wellbeing Overview and Scrutiny Committee on 12 September 2017 and the Committee's comments are included towards the end of the report.

Recommendation

**It is recommended that**

1. **the Executive recommends adoption of the Safeguarding Policy for Children and Adults at Risk to the Council; and**
2. **the Constitution be updated to reflect the wider remit of the Safeguarding Policy for children and adults in the Policy Framework section.**

8. PERFORMANCE MANAGEMENT REPORT - QUARTER 1 2017/2018 (APRIL - JUNE 2017) (Pages 117 - 144)

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

The report provides an analysis of the Council's performance in the first quarter of 2017/18 in service areas of Finance, Strategic HR, Complaints, Community Services, Planning, Environmental Health and Housing. Annexe 1 to the report details performance against key indicators, with year on year trend analysis.

Recommendation

**It is recommended that the Executive:**

1. **considers the performance figures for Quarter 1 and any observations or recommendations; and**
2. **endorses inclusion of the additional Community Wellbeing performance indicators set out at paragraph 9 of the report.**

9. REPORTS AND RECOMMENDATIONS FROM OVERVIEW AND SCRUTINY COMMITTEES (Pages 145 - 148)

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

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 attached. The Chairman of the Informal Co-ordinating Board, Cllr John Williamson, has been invited to attend the meeting to present the report.

10. GRANT OF LEASE OF PUBLIC CONVENIENCES TO TOWN COUNCILS (Pages 149 - 156)

[Wards Affected: Godalming - Central and Ockford; Godalming Farncombe and Catteshall; Haslemere East and Grayswood]  
[Portfolio Holders: Cllrs Tom Martin and Jim Edwards]

The report aims to inform Members as to the negotiated position in this case and to seek authorisation to enable Officers to conclude legal agreements for the grant of leases together with rights of use, to Godalming and Haslemere Town Councils.

Recommendation

**It is recommended that Waverley enters into 20 year leases with Godalming and Haslemere Town Councils on the Heads of Terms set out in the (Exempt) Annexes to the report, with final agreement of other terms and conditions to be delegated to the Strategic Director of Finance and Resources, in consultation with the Portfolio Holders for Finance and Customer and Corporate Services.**

11. 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.

12. 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)**