

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

Direct line: 01483 523351

Calls may be recorded for training or monitoring

Date: 26 January 2018

Membership of the Executive

Cllr Julia Potts (Chairman)
Cllr Tom Martin (Vice Chairman)
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, 6 FEBRUARY 2018

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

Agendas are available to download from Waverley's website (www.waverley.gov.uk/committees), where you can also subscribe to updates to receive information via email regarding arrangements for particular committee meetings.

Alternatively, agendas may be downloaded to a mobile device via the free Modern.Gov app, available for iPad, Android, Windows and Kindle Fire.



INVESTOR IN PEOPLE



Most of our publications can be provided in alternative formats. For an audio version, large print, text only or a translated copy of this publication, please contact committees@waverley.gov.uk or call 01483 523351.

This meeting will be webcast and can be viewed by visiting www.waverley.gov.uk/committees

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 28 November 2017 (to be left on the table for 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**

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 Tuesday 30 January 2018.

5. **MEDIUM TERM FINANCIAL PLAN 2018/19 - 2020/21: GENERAL FUND BUDGET 2018/19** (Pages 13 - 58)

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

The report outlines the latest General Fund Budget position for 2018/19. Members are reminded of the need to achieve savings throughout the three-year period covered by the Medium Term Financial Plan. Information is provided on the details of the provisional Local Government Finance Settlement 2018/19 and the Council's financial position following this.

Each Overview and Scrutiny Committee was requested, in the light of the

significant budget shortfall in the medium term, to consider all of the proposals identified in this report and their observations are set out in the report (to follow).

Recommendation

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

- 1. agree a 2.99% increase in Waverley's element of Council Tax for 2018/2019;**
- 2. Waverley's council tax premium for long term empty properties be increased to 100% at the earliest opportunity;**
- 3. agree to make no change to the Council's existing Council tax support scheme;**
- 4. implement the income and cost saving proposals as shown at Annexe 2, including any staffing changes;**
- 5. implement the growth proposals as shown at Annexe 2, including any staffing changes;**
- 6. approve the changes to Fees and Charges as shown at Annexe 3;**
- 7. approve the delegation for agreeing Building Control fees to the Strategic Director/Chief Finance Officer and Portfolio Holder for Planning;**
- 8. approve the General Fund Budget for 2018/19, incorporating the above changes and the staff pay award;**
- 9. agree that the Executive carries out a review of the Medium Term Financial Plan and General Fund Budget in the Summer 2018 and takes any appropriate action in the light of the position at that time;**
- 10. approve the 2018/19 General Fund Capital Programme and financing proposals as shown at Annexe 5; 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 Strategic Director (S.151 Officer) and Finance Portfolio Holder or the Executive, if appropriate.**

6. HOUSING REVENUE ACCOUNT BUSINESS PLAN, REVENUE BUDGET AND CAPITAL PROGRAMME 2018/19 (Pages 59 - 74)

[Portfolio Holder: Councillor Ged Hall, Councillor Carole King]

[Wards Affected: All Waverley Wards]

This report advises Members of the latest position regarding the Housing Revenue Account (HRA) for 2018/19 and the updated 30-year Business Plan and seeks approval of the 2018/19 budget.

Comments from the Overview and Scrutiny Committees are to follow.

Recommendation

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

- 1. the rent level of Council dwellings be reduced by 1% from the 2017/18 level with effect from April 2018 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 2018;**
- 3. the service charge in sheltered accommodation be increased by 50p/week from 7 April 2018;**
- 4. the recharge for energy costs in sheltered accommodation (as appropriate) be increased by 50p/week from April 2018;**
- 5. the revised HRA Business Plan for 2018/19 to 2020/21 as set out at Annexe 1 be approved;**
- 6. the fees and charges be agreed as set out in Annexe 2;**
- 7. the 2018/19 Housing Revenue Account Capital Programmes as shown at Annexe 3 be approved;**
- 8. the financing of the capital programmes be approved in line with the resources shown in Annexe 4; and**
- 9. authority be delegated to the Strategic Director and Head of Housing Operations in consultation with the Portfolio Holders for Housing and Finance to undertake external borrowing and/or internal borrowing transactions to ensure flexibility in HRA Business Plan resources to meet future capital expenditure needs.**

7. BUDGET MANAGEMENT REPORT (Pages 75 - 82)

[Portfolio Holder: Councillor Ged Hall]

[Wards Affected: All Waverley Wards]

This 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. agrees that delegated authority be given to the Chief Finance Officer in consultation with the Leader and the Portfolio Holder for Finance to agree the Government's required Memorandum of Understanding in order for the business rate pilot to progress, as detailed in paragraph 18;**
 - 3. approves the rescheduling of £16,000 for the Lammas lands HLS project into 2018/19, as detailed in paragraph 22;**
 - 4. approves the rescheduling of £83,000 for Farnham Museum into 2018/19 as detailed in paragraph 24;**
 - 5. approves the rescheduling of £270,000 for external refurbishment works on the Ockford Ridge Phase 2 into 2018/19 for the refurbishment on Ockford Ridge Phase 3, as detailed in paragraph 36;**
 - 6. approves the rescheduling of £420,000 for works on the community rooms into 2018/19, as detailed in paragraph 37;**
 - 7. approves the rescheduling of £200,000 for utility works on Ockford Ridge into 2018/19, as detailed in paragraph 42;**
 - 8. approves the rescheduling of £100,000 for the demolition works on Ockford Ridge Site A into 2018/19, as detailed in paragraph 43; and**
 - 9. approves the rescheduling of £50,000 for Ockford Ridge Site C to 2018/19, as detailed in paragraph 44.**
- 8. TREASURY MANAGEMENT FRAMEWORK 2018/2019 (Pages 83 - 84)
[Portfolio Holder: Councillor Ged Hall]
[Wards Affected: All Waverley Wards]**

The Council is required to approve the annual Treasury Management Framework for the following financial year. The framework must comply with the Code of Practice on Treasury Management (the Code) produced by CIPFA, however, the 2018/19 code has not yet been finalised and is awaiting policy changes from Government. Following a review by officers, it is recommended

that Council extends the validity of the 2017/18 framework until an updated framework is presented to April 2018 Council.

Recommendation

It is recommended that the Executive recommends to the Council that the approved Treasury Management Framework for 2017/18 be extended until the Council meeting in April 2018.

9. ANNUAL PAY POLICY STATEMENT (Pages 85 - 90)
[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 2018/19.

Recommendation

It is recommended that the Annual Pay Policy Statement for 2018-19 be approved and recommended to the Council for adoption.

10. FUNDING FOR VOLUNTARY SECTOR ORGANISATIONS 2018/2019 - SERVICE LEVEL AGREEMENTS 2018-2021 (Pages 91 - 102)
[Portfolio Holder: Councillor James Edwards]
[Wards Affected: All Waverley Wards]

The Council currently operates a Service Level Agreement funding arrangement with 12 voluntary sector organisations. All Agreements expire on 31 March 2018 and organisations will sign new three year Agreements for 1 April 2018 to 31 March 2021. The purpose of this report is to consider the proposed levels of Service Level Agreement funding to the voluntary sector organisations, taking into account the observations made by the Community Wellbeing Overview and Scrutiny Committee and Sub-Group.

The report proposes to continue to protect the Council's overall level of discretionary funding allocated at £687,105 to the voluntary sector despite significant reductions in Waverley's government funding.

Recommendation

It is recommended that the Executive:

1. **confirms the overall funding to the voluntary sector at £687,105 for 2018/19;**
2. **considers the proposed allocations for the Service Level Agreements for 2018/19-2021, having regard to the comments of the Community Wellbeing Overview and Scrutiny Committee and Sub-Group; and**
3. **recommends funding levels for each organisation, as detailed in Annexe 1 to the report, to the Council for approval.**

11. PERFORMANCE MANAGEMENT REPORT Q2 2017/18 (JULY - SEPTEMBER 2017) (Pages 103 - 128)

[Wards Affected: All Waverley Wards]

The report provides an analysis of the Council's performance in the second 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 2 and agrees any observations or recommendations about performance and progress towards targets;**
- 2. approves the changes highlighted in this report to the complaints indicators on adopting the new Complaints Handling Policy;**
- 3. endorses the change of target for the indicator CS2 (*the number of visits to Farnham Leisure Centre*);**
- 4. agrees a review of Leisure Centre indicators;**
- 5. approves the change to the target of the E4 (missed bins) indicator from 26 to 50; and**
- 6. endorses inclusion of a new Housing indicator to measure Rent Areas starting from Q1 2018/17.**

12. SELF-BUILD AND CUSTOM HOUSEBUILDING REGISTER (Pages 129 - 134)

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

In accordance with the Self-build and Custom Housebuilding Act 2015 ('the Act'), since the 1 January 2016, Waverley has kept a register of individuals and associations who wish to acquire a serviced plot for their own self-build or custom housebuilding project.

The Self-build and Custom Housebuilding Regulations 2016 ('the Regulations') require Councils to grant sufficient planning permissions to meet the demand for plots shown in their self-build and custom housebuilding registers. In order to ensure that registers provide a realistic indication of local demand, the Regulations enable Councils to control entry by imposing a local connection test, a financial test and also introducing a fee for joining and being on the register.

The report recommends that Members approve the introduction of additional

eligibility criteria and fee for entry onto and remaining on the Waverley Borough Council Self-build and Custom Housebuilding Register ('the SB & CH Register'). This report also recommends that members agree to make provision in the Council's Scheme of Delegation to ensure that the requirements of the Act and its accompanying regulations are met. This will be addressed as part of the review of the Scheme of Delegation which will be presented to the Standards Panel in January 2018.

Recommendation

It is recommended that approval be given to:

- 1. the introduction of a local connection test as additional eligibility criteria for being entered on either Part 1 or Part 2 of SB & CH Register;**
- 2. the introduction of a set charging fee of £25 for applicants wishing to gain entry onto the SB & CH Register; and**
- 3. the introduction of an annual set fee of £10 to be charged for each base period that the applicant remains on the SB & CH Register with effect from 31 October 2018.**

13. LITTER AND DOG FOULING ENFORCEMENT PROPOSAL (Pages 135 - 144)

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

The purpose of the report is to seek approval to trial the issuing of Fixed Penalty Notices (FPNs) for littering and dog fouling offences in partnership with East Hants District Council.

Recommendation

It is recommended that the Executive

- 1. supports the proposal for a one-year trial of litter and dog fouling enforcement in partnership with East Hants District Council; and**
- 2. authorises the Head of Environmental Services to enter into an agreement with East Hants District Council;**
- 3. supports the proposed introduction of Public Space Protection Orders (PSPOs) for dog fouling and other dog related issues; and**
- 4. agrees to set the level of Fixed Penalty Notices for littering and dog fouling at £100 with a discount to £75 for early payment within 14 days.**

14. WEYHILL CAR PARK - AUTHORITY TO APPLY FOR DE-REGISTRATION OF COMMON LAND (Pages 145 - 150)

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

The report seeks authority to submit an application to the Secretary of State to de-register the common land known as Weyhill car park with a view to re-surfacing the car park and implementing charging.

Recommendation

It is recommended that authority be delegated to the Head of Environmental Services to progress the submission of an application to the Secretary of State for the de-registration of the common land at Weyhill in Haslemere.

15. WAVERLEY BOROUGH COUNCIL PREVENT STRATEGY (Pages 151 - 172)

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

The report proposes the adoption of a new Prevent Policy, in line with the recently adopted Safeguarding Policy for Children and Adults at Risk. The Policy summarises the Council's Prevent responsibilities and provides an overview on the delivery of Prevent in Waverley and Surrey.

Recommendation

It is recommended that the proposed Prevent Policy and Implementation Plan be approved and adopted.

16. WAVERLEY COMPLAINTS HANDLING POLICY AND REVIEW OF COMPLAINTS RECEIVED IN 2016/17 (Pages 173 - 188)

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

The report proposes changes to the Council's complaints handling policy and the introduction of a new two stage complaints procedure with immediate effect. The report also provides a brief summary of the complaints received by Waverley in 2016/17 and the Council's performance in responding to those complaints.

Recommendation

It is recommended that the new complaints handling policy, at Annexe 1, be approved and the statistical information in the report be noted.

17. REVIEW OF SCHEME OF DELEGATION

[Wards Affected: All Waverley Wards]

The Standards Panel on 29 January 2018 is receiving a revised Scheme of

Delegation picking up issues that have arisen in the first eight months of operation of the new Scheme. In accordance with the Council's constitution, the Standards Panel is required to comment on the changes in advance of them being considered by the Executive and Council. The Scheme of Delegation will follow, with amendments shown as tracked changes.

Recommendation

It is recommended to the Council that the revised Scheme of Delegation be approved and adopted.

18. TRANSFER OF LAND AND LEASE OF STORE, GOSTREY MEADOW, FARNHAM (Pages 189 - 192)

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

[Wards Affected: All Farnham Wards]

Authority is sought to transfer a small area of land of around 10 square metres, as shown hatched red on the plan at Annexe 1, and grant a long lease of the adjoining shelter at Gostrey Meadow, Farnham, as shown outlined in red, to Farnham Town Council.

Recommendation

It is recommended that:

1. **the small area of land at Gostrey Meadow, Farnham, shown hatched red on the plan at Annexe 1, be transferred to Farnham Town Council for the purposes of constructing a disabled toilet; and**
2. **the adjoining shelter be leased to Farnham Town Council for a period of up to 50 years on a full repairing and insuring basis, with any other terms and conditions to be negotiated by the Estates and Valuation Manager.**

19. 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.

20. WASTE, STREET CLEANING AND GROUNDS MAINTENANCE CONTRACT PROCUREMENT

To consider the (Exempt) report, To Follow.

21. 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**