

To: All Members of the Council

Emma McQuillan, Democratic Services
Manager

Policy and Governance

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Calls may be recorded for training or monitoring

Date: 6 February 2015

Dear Councillor

COUNCIL MEETING - TUESDAY, 17 FEBRUARY 2015

A MEETING of the WAVERLEY BOROUGH COUNCIL will be held in the COUNCIL CHAMBER, COUNCIL OFFICES, THE BURYS, GODALMING on **TUESDAY, 17 FEBRUARY 2015 at 7.00 pm** and you are hereby summoned to attend this meeting.

The Agenda for the Meeting is set out below.

[In the event that adverse weather conditions prevent this meeting from proceeding, the meeting will be held instead at 2.00pm on Friday 20 February 2015]

Yours sincerely

ROBIN TAYLOR

Head of Policy and Governance

This meeting will be webcast from the conclusion of Informal Question Time and can be viewed by visiting www.waverley.gov.uk

AGENDA

Prior to the commencement of the meeting, the Mayor to receive any informal questions from members of the public, for a maximum of 15 minutes

1. **MINUTES** (Pages 7 - 10)

To confirm the Minutes of the Council meeting held on 9 December 2014 (herewith).

2. APOLOGIES FOR ABSENCE

The Mayor to report apologies for absence.

3. DECLARATIONS OF INTEREST

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. MAYOR'S ANNOUNCEMENTS

5. QUESTIONS FROM MEMBERS OF THE PUBLIC

To answer the following question received from Mr Jerry Hyman of Farnham, in accordance with Procedure Rule 10:-

"Madame Mayor. Crest Nicholson's contract currently requires that they provide a new Brightwell Gostrey Community Centre within the Brightwells site as a Required Element of their proposed scheme, but on 6th January Waverley's Executive agreed to pursue a 'Memorial Hall solution', which would require the sacrifice of the valuable large community hall constructed in memory of lives lost in the Great War, and gifted to the people of Farnham for their use; and although the Portfolio Holder responded to a Public Question at the 3rd February Executive Meeting by stating that other options, including a (perhaps far preferable) 'Cobgates solution' had been considered, the long-awaited Feasibility Study was not presented to the Executive Meeting and has been withheld; hence we don't know the Council's justification for agreeing to pursue an option that your papers say will cost some £1.5 million in construction costs to alter the Memorial Hall, which is worth some £1 million as it stands - representing a total cost to us in the region of TWO AND A HALF MILLION POUNDS, perhaps sufficient to build a veritable palace on the Brightwells site or solve all of Cobgates' problems - and given that a stand-alone newbuild Community Centre could be constructed for a fraction of that princely sum, it is difficult to believe that there is not a more appropriate and less expensive alternative to the proposed loss of public use of valuable facilities (for Crest's benefit); and so Madame Mayor, in the absence of the Feasibility Study, will you please now inform Members and the public of the estimated costs of each of the alternative solutions considered, including in particular the likely costs of reconstruction of the Gostrey Centre on its existing site, and at Cobgates ?"

[NB. Questions from members of the public express personal views of the questioners and Waverley does not endorse any statements in any way and they do not reflect the views of Waverley Borough Council].

6. QUESTION TIME

To answer any questions received in accordance with Procedure Rule 11.2.

7. MOTIONS

To receive any motions submitted in accordance with Procedure Rule 12.1.

8. BUDGET 2015/2016 (Pages 11 - 130)

To receive the report of the Executive in respect of the 2015/2016 budget, set out as follows, incorporating:-

- Appendix A.1 - General Fund Revenue Estimates 2015/2016
- Appendix A.2 - General Fund Capital Programme 2015/2016
- Appendix A.3 - Housing Revenue Account Business Plan 2015/2041 and Revenue Budget 2015/2016
- Appendix A.4 - Housing Revenue Account Capital Programme 2015/2016, New Affordable Homes Programme, Stock Improvement Programme
- Appendix A.5 - Council Tax Setting 2015/2016 (including any information received since the meeting of the Executive) – To Follow.

The recommendations included within each report are set out below:

Recommendation

The Executive, having considered the comments of the Overview and Scrutiny Committees, RECOMMENDS that

- 1. the Council Tax Freeze Grant offered for 2015/16 be accepted and therefore a 0% increase for Waverley's element of Council Tax for 2015/16 be agreed;**
- 2. the proposals included on the List of Reductions as shown at Annexe 4 to Appendix A.1 be implemented, including any staffing changes;**
- 3. the proposals included on the List of Growth Items as shown at Annexe 5 to Appendix A.1 be implemented, including any staffing changes;**
- 4. the changes to Fees and Charges as shown at Annexe 6 to Appendix A.1 be approved;**
- 5. the staff Pay Award of 1.6% from 1 April 2015 be agreed;**
- 6. the General Fund Budget for 2015/16 be approved, as amended by the above changes;**
- 7. the Executive carries out a mid-year review of the General Fund Budget and takes any appropriate action in the light of the position at that time; and**

- 8. the list of Revenue Projects totalling £569,775 be approved, as shown at Annexe 1 to Appendix A.2, to be included within the Revenue Estimates;**
- 9. the 2015/16 General Fund Capital Programme totalling £3,346,400 be approved, as shown at Annexe 3 to Appendix A.2;**
- 10. the financing proposals for 2014/2015 in Annexe 3 of Appendix A.2 be agreed;**
- 11. the budgets for schemes marked with an asterisk on the schedules be approved, but spending on these projects be subject to the agreement of the Director of Finance and Resources and Finance Portfolio Holder or the Executive if appropriate;**
- 12. the rent level of Council dwellings be increased by 2.8% from 6 April 2015, with an addition of up to £2/week for those properties below their historic target rent;**
- 13. the weekly charge for garages rented by both Council and non-Council tenants be increased by 2.8% from 6 April 2015;**
- 14. the service charge in sheltered accommodation be increased by 50p/week from 6 April 2015;**
- 15. the recharge for energy costs (as appropriate) be increased by 50p/week from 6 April 2015 with a review being carried out in 2015/16 to assess changing energy prices;**
- 16. the fees and charges be increased in line with the proposals at Annexe 6 to Appendix A.3;**
- 17. the proposals included on the List of Growth Items be implemented as shown at Annexe 3 to Appendix A.3, including any staffing changes;**
- 18. the resultant HRA Revenue Budget and Business Plan updated for 2015/16, which incorporate the above changes, be approved;**
- 19. for 2015/16 and 2016/17, 100% of the Business Plan Capital investment contributions be allocated to the New Affordable Homes provision;**
- 20. the total spend proposed in the 2015/16 Housing Revenue Account Capital Programme, as shown at Annexe 1 to Appendix A.4, be approved;**
- 21. the indicative 2015/16 New Affordable Homes Programme be approved with specific scheme approvals to be sought when detailed costs are available;**

22. **the indicative 2015/16 Stock Improvement Programme be approved with specific scheme approvals to be sought when detailed costs are available;**
23. **the financing of these programmes be approved in line with the resources shown; and**
24. **the Financial Strategy be updated to take account of the decisions taken.**

9. MINUTES OF THE EXECUTIVE

To receive the minutes of the Meetings of the Executive held on:-

- 9.a 6 January 2015 (herewith - coloured grey) (Pages 131 - 180)
- 9.b 3 February 2015 (herewith - coloured grey) (Pages 181 - 208)

10. MINUTES OF THE JOINT PLANNING COMMITTEE

To receive the minutes of the meetings of the Joint Planning Committee held on:-

- 10.a 5 January 2015 (herewith coloured yellow) (Pages 209 - 212)
- 10.b 26 January 2015 (herewith - coloured yellow) (Pages 213 - 216)
- 10.c 2 February 2015 (herewith - coloured yellow) (Pages 217 - 228)

11. MINUTES OF THE STANDARDS PANEL (Pages 229 - 244)

To consider the minutes of the meeting of the Standards Panel, held on 26 January 2015 (herewith – coloured buff).

12. MINUTES OF THE LICENSING AND REGULATORY COMMITTEE (Pages 245 - 248)

To consider the Minutes of the Licensing and Regulatory Committee held on 29 January 2015 (herewith - coloured bright green).

13. EXCLUSION OF PRESS AND PUBLIC

To consider the following motion, to be moved by the Mayor, where appropriate:-

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 any matter on this agenda 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 the item(s), there would be disclosure to them of exempt information (as defined by Section 100I of

the Act) of the description specified in the appropriate paragraph(s) of the revised Part I of Schedule 12A of the Local Government Act 1972 (to be identified at the meeting).

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Agenda Item 1.

17

MINUTES of the WAVERLEY
BOROUGH COUNCIL held in
the Council Chamber, Council
Offices, The Burys, Godalming
on 9 December 2014 at 7.00
pm

* Cllr Liz Wheatley (Mayor)

* Cllr Mike Band (Deputy Mayor)

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|----------------------------|-------------------------|
| * Cllr Brian Adams | Cllr Nicky Lee |
| Cllr Stella Andersen-Payne | Cllr Denis Leigh |
| Cllr Gillian Beel | Cllr Peter Martin |
| * Cllr Paddy Blagden | * Cllr Tom Martin |
| * Cllr Maurice Byham | Cllr Bryn Morgan |
| * Cllr Elizabeth Cable | * Cllr Stephen Mulliner |
| * Cllr Carole Cockburn | * Cllr David Munro |
| * Cllr Jim Edwards | Cllr Elliot Nichols |
| * Cllr Brian Ellis | Cllr Jennifer O'Grady |
| * Cllr Patricia Ellis | Cllr Stephen O'Grady |
| Cllr Jenny Else | * Cllr Donal O'Neill |
| * Cllr Mary Forszewski | * Cllr Julia Potts |
| * Cllr Pat Frost | * Cllr Wyatt Ramsdale |
| * Cllr Richard Gates | * Cllr Stefan Reynolds |
| * Cllr Michael Goodridge | Cllr Ian Sampson |
| * Cllr Tony Gordon-Smith | * Cllr Roger Steel |
| Cllr Lynn Graffham | Cllr Stewart Stennett |
| Cllr Jill Hargreaves | Cllr Chris Storey |
| * Cllr Christiaan Hesse | Cllr Adam Taylor-Smith |
| * Cllr Stephen Hill | * Cllr Jane Thomson |
| * Cllr Nicholas Holder | * Cllr Simon Thornton |
| * Cllr Simon Inchbald | Cllr Brett Vorley |
| * Cllr Peter Isherwood | * Cllr John Ward |
| * Cllr Diane James | * Cllr Keith Webster |
| Cllr Carole King | Cllr Ross Welland |
| * Cllr Robert Knowles | * Cllr Nick Williams |
| * Cllr Martin Lear | * Cllr Andrew Wilson |

*Present

Apologies

Cllr Stella Andersen-Payne, Cllr Gillian Beel, Cllr Jenny Else, Cllr Lynn Graffham, Cllr Jill Hargreaves, Cllr Carole King, Cllr Nicky Lee, Cllr Denis Leigh, Cllr Peter Martin, Cllr Bryn Morgan and Cllr Jennifer O'Grady

Prior to the commencement of the meeting, prayers were led by the Reverend Canon Mervyn Roberts and councillors stood for a minute's silence in memory of Cllr Janet Somerville.

35/14 MINUTES (Agenda item 1.)

The Minutes of the Meeting of the Council held on 14 October 2014 were confirmed and signed.

36/14 APOLOGIES FOR ABSENCE (Agenda item 2.)

Apologies for absence were received from Cllrs Stella Andersen-Payne, Gillian Beel, Jenny Else, Lynn Graffham, Jill Hargreaves, Carole King, Nicky Lee, Denis Leigh, Peter Martin and Jennifer O'Grady.

37/14 DECLARATIONS OF INTEREST (Agenda item 3.)

There were no interests raised under this heading.

38/14 MAYOR'S ANNOUNCEMENTS (Agenda item 4.)

The Mayor informed the Council that she had attended 199 engagements since the last meeting and that she had welcomed over 200 people at her Volunteers Tea Party.

The Mayor thanked everyone who had helped support the Mayor's Christmas Fayre which had raised £960 for the Mayor's Charity.

Councillors were reminded of the date of Cllr Somerville's funeral which was due to take place on 18 February at St Nicolas Church in Cranleigh and the Mayor said that she was hoping to attend. She also gave the date of the Waverley Carol Service as being 19 December 2014.

39/14 QUESTIONS FROM MEMBERS OF THE PUBLIC (Agenda item 5.)

The following questions were received from members of the public in accordance with Procedure Rule 10:-

i. from Mr Ken Reed of Cranleigh

The Head of Planning, Matthew Evans, was reported in an article on the front page of the Cranleigh edition of the Surrey Advertiser, 21st November, as saying, "There is justification for applying the area of search for the sequential test across Cranleigh only. This is on the grounds that the draft Waverley Strategic Housing Market Assessment, October 2013, should be given weight as it is evidence of housing need. This evidence identifies a need for housing in the settlement." (*Settlement meaning Cranleigh*).

Does the Portfolio Holder for Planning agree with me that the Head of Planning is wrong and that the SHMA does not identify housing need by settlement? If, however, he does not agree with me would he please quote the exact location in the SHMA by page and paragraph that identifies the housing need in Cranleigh?"

The Portfolio Holder for Planning responded as follows:-

"While the overall SHMA figure is Borough-wide, there is plenty of information in the SHMA which provides information on housing need in Cranleigh.

For example the draft SHMA identifies on Table 22 that the proportion of households in Cranleigh that are unable to afford market need without subsidy is higher in Cranleigh than the other main settlements. Table 23 identifies the number of Cranleigh's households in unsuitable housing, Table 24 identifies the backlog need in Cranleigh, Table 25 identifies Cranleigh's need from newly forming households, Table 26 identifies Cranleigh's need from existing households. Finally Table 27 estimates Cranleigh's future overall housing need. That is the complete record of what is required in Cranleigh"

ii. from Mr Patrick Haveron of Godalming

"As Waverley has decided to rush straight to a draft Local Plan in March, ignoring the issues and options stage, would the Council apologise for the use of the word 'scenarios' in its consultation? As a fifth Option is likely, why was that not included as originally agreed by Council?"

The Portfolio Holder for Planning responded as follows:

"It is not clear what fifth option is being suggested or why the Council needs to apologise for the use of the word scenarios.

The Council considers that the best way to get the community's views on housing delivery is to consult on a number of reasonable alternatives. In the consultation on the four scenarios there was also the opportunity for other scenarios to be promoted. A whole page was available for this.

The Council's approach to producing a plan is consistent with Government guidance. While it is keen to prepare a plan as soon as possible, it doesn't accept that it has been rushed."

40/14 MOTIONS (Agenda item 7.)

The following motion was submitted in accordance with Procedure Rule 12.1 by Cllr David Munro:-

"In view of a recent postal survey on the desirability of pedestrianisation in Farnham Town Centre that was supported by a majority of those Farnham residents who responded, and the need to improve air quality in the centre of Farnham, this Council:

- Supports the general principle of providing more pedestrian-friendly areas in Farnham town centre.
-
- Urges the highways authority to work with Waverley Borough Council and others to devise and implement a financially-affordable package of measures to achieve this aim."

Upon being moved and seconded, in accordance with Procedure Rule 12.3, the motion was referred without further discussion to the Executive.

41/14 MINUTES OF THE EXECUTIVE (Agenda item 8.)

41/14a4 NOVEMBER 2014 (Agenda item 8.a)

It was moved by the Chairman of the Executive, duly seconded and

RESOLVED that the Minutes of the Meeting of the Executive held on 4 November 2014 be approved and the recommendations contained therein adopted.

41/14b2 DECEMBER 2014 (Agenda item 8.b)

It was moved by the Chairman of the Executive, duly seconded and

RESOLVED that the Minutes of the Meeting of the Executive held on 2 December 2014 be approved and the recommendations contained therein adopted, subject to the clarification in Recommendation 56 of the date as 1 January 2015.

42/14 MINUTES OF THE JOINT PLANNING COMMITTEE (Agenda item 9.)

It was recorded that Cllr Stephen Mulliner had been present at the meeting on 28 October 2014 and agreed that the minutes be revised to reflect this.

It was moved by the Chairman of the Committee, duly seconded and

RESOLVED that the Minutes of the Meetings of the Joint Planning Committee held on 28 October, 12 and 17 November 2014 be approved.

43/14 MINUTES OF THE AUDIT COMMITTEE (Agenda item 10.)

It was moved by the Chairman of the Committee, duly seconded and

RESOLVED that the Minutes of the Meeting of the Audit Committee held on 19 November 2014 be approved and the recommendations contained therein adopted.

44/14 APPOINTMENT TO JOINT PLANNING COMMITTEE (Agenda item 11.)

RESOLVED that Cllr Diane James be appointed to the Joint Planning Committee for the remainder of the current Council year, to replace Cllr Brett Vorley who had resigned from the Committee with immediate effect.

45/14 CONTINUING ABSENCE - CLLR LYNN GRAFFHAM (Agenda item 12.)

RESOLVED that approval be given to the extended absence of Cllr Lynn Graffham for a further six months due to her continuing ill-health.

The meeting concluded at 8.15 pm

WAVERLEY BOROUGH COUNCIL

COUNCIL - 17 FEBRUARY 2015

Title:

**FINANCIAL STRATEGY 2015/16 – 2018/19
GENERAL FUND BUDGET 2015/16**

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

Summary and purpose:

This report outlines the General Fund Budget position for 2015/16. 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 2015/16 and the Council's financial position following this and taking account of savings and other recommendations of the 'Star Chamber' process and further proposals following analysis of the Settlement.

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

The Council could not deliver the Corporate Priorities without a robust Budget-setting process in place.

Equality and Diversity Implications:

An Equality Impact Assessment on the Budget proposals has been carried out and no adverse implications have been identified within the final proposals.

Resource/Value for Money implications:

All decisions made with regard to the Budget will impact on Waverley's resources.

Legal implications:

There are no direct legal implications as a result of the recommendations of this report.

Introduction

1. This report outlines the financial background to producing the Council's four-year Financial Strategy and outlines the approach taken to the 2015/16 Budget. It includes key financial and topical issues, reporting dates to Members, a forecast of the expected Budget position and details of the 'Star Chamber' process to examine budgets closely in order to identify savings.
2. This report contains the following Annexes:
 - Annexe 1 – draft General Fund Budget (detail as separate booklet)
 - Annexe 2 – Budget Overview
 - Annexe 3 – Government Grant details
 - Annexe 4 – Star Chamber proposed Reductions
 - Annexe 5 – Star Chamber proposed Growth

- Annexe 6 – Schedule of Changes to Fees and Charges
- Annexe 7 – Schedule of Reserves & Balances
- Annexe 8 – Forward Budget Projections
- Annexe 9 – Council Tax
- Annexe 10 – Special Expense (Council only)

General Fund Background

3. Over the past few years Waverley has faced significant financial pressures. The Council has responded to these challenges and already delivered considerable recurring savings exceeding £9million over the past six years.

Provisional Local Government Finance Settlement

4. A further reduction has been applied to Waverley's grant in 2015/16 on top of the very substantial reductions already made. Details of the impact of the provisional Settlement on Waverley are shown at Annexe 3. Total reductions are now £4.2 million over the past four years.

New Homes Bonus

5. There is considerable uncertainty about the future level of payments to be made under the new Homes Bonus and indeed whether the scheme will continue beyond the General Election. Therefore, the Financial Strategy provides for continuing Waverley's policy of the New Homes Bonus being earmarked within the Revenue Reserve Fund, to be used for 'Invest-to-Save' schemes, so that a shortfall will not arise should the payments cease or reduce.

Council Tax Increase / Freeze Grant

6. The draft Budget figures do not allow for any council tax increase in 2015/16. On the basis of the information currently available a freeze grant of £92,000 (equivalent to a 1% increase) should be received if council tax is held at current levels. The Government have indicated that the freeze grant will be included within the baseline figures for future settlements and is, therefore, protected.

Increases in Fees and Charges

7. Many of Waverley's fees and charges will again remain unchanged for 2015/16. Areas where there will be no increase include Car Park Charges and Local Land Charges. Other charges have been reviewed as part of the budget process with proposed increases generally averaging 2%. Details of the proposed changes to fees and charges from 1 April 2015 are included at Annexe 6. The annexe does not include Car Park charges as no increases are proposed.

Inflation

8. Inflation continues to be a major variable in the Council's Budget. The Council's main contracts are indexed to the Consumer Price Index (CPI). An average annual figure of 1.5% for CPI has been assumed for General Fund Budget projections. Whilst this is higher than the current level of CPI, it is in line with the Government's longer-term projections.

Pay Award

9. The Budget proposals allow for the cost of a 1.6% pay award from 1 April 2015 and this is recommended for approval.

'Star Chamber' Proposals

10. 'Star Chamber' sessions have again taken place with Portfolio Holders and Heads of Service to examine operational and staffing budgets in detail. The Star Chamber proposals for cost savings and additional income are set out in Annexe 4. These items are subject to consideration my Members.
11. For the 2015/16 Budget, if approved, the Star Chamber proposed reductions will deliver savings of £298,000. This is in addition to other budget adjustments already included in the base estimates for 2015/16. Annexe 4 also shows that further potential additional savings are forecast for the 2016/17 budget from the proposals put forward for 2015/16. If achieved, these savings will help to balance the Budget in 2016/17.
12. The Star Chamber also considered growth items. The growth items recommended for approval are shown at Annexe 5 and total £365,620.

Revenue Contribution to Capital

13. The core funding for the General Fund Capital Programme is from Revenue Contributions via the Revenue Reserve Fund.
14. The Budget proposals include a Contribution to Capital from the Revenue Budget of £2.962million, which results from the baseline £1.3million figure and the New Homes Bonus of £1.662million.

2015/16 Draft Revenue Estimates

15. The draft Estimates for all General Fund services are shown at Annexe 1. (The detailed budget pages are in a separate booklet to all members).
16. Where appropriate, the draft Budget allows for the full-year effect of the ongoing items reported during Budget Monitoring. Annexe 2 shows a reconciliation of the draft budget to the position presented at the Finance Seminar.
17. Star Chamber reduction proposals are shown at Annexe 4. Growth items have also been considered as part of the Star Chamber process and are shown in Annexe 5. These Star Chamber reduction proposals and Growth Items have **not** yet been incorporated within the detailed budget sheets.

18. There are some areas where budget variances, which may be reductions as well as increases, have arisen. These may result from such matters as contractual commitments, projected additional income, changed levels of use, lower starting salaries for new members of staff, other changes to staff allocations, or updated asset charges.
19. Applications for grants under the Community Partnership Scheme for 2015/16 are the subject of a separate report on this agenda. The detailed estimates for 2015/16 relating to each individual organisation are blank.
20. As a result of the success of the Star Chamber process, sufficient savings have been found again to propose no reduction in the overall budget provision for Support to Community Organisations in 2015/16. It has been maintained at £744,530, despite the significant reduction in Grants received by the Council from the Government.

Statutory Services

21. Each budget page contains an indication of whether the service provided is statutory, discretionary, or a mixture of the two. There are some statutory services where the level of service provided is greater than that required by law. This analysis may assist Members in giving consideration to the resources allocated to the various services. There will of course be other factors, such as the Council's approved aims and objectives, public demand and corporate priorities.

Support Costs

22. Support costs and other central overheads are the costs of central functions that are necessary to support the delivery of front line services and projects and to discharge Waverley's statutory duties and governance requirements. These functions include internal professional services, such as legal, accountancy etc and direct service related costs, such as IT, postage, payments, offices etc. Central budgets are treated in the same way as front line service costs in the accounts except that accounting rules require Waverley to recharge the full costs of central and support costs to services and projects on an appropriate basis.
23. Waverley's central and support costs are subject to scrutiny by the Star Chamber process and Heads of Service are expected to review and justify costs and charges to services. The level of support costs and the efficiency of delivery are challenged to ensure that it is necessary and appropriate.
24. For services of a trading nature, including Land Charges, Careline, Waverley Training Services, Building Control and Car Parks, a notional apportionment of the overheads that Waverley bears but does not allocate to services is shown to give an indication of the position if all costs were allocated.

Comments from Overview and Scrutiny Committees

25. The Corporate Overview and Scrutiny Committee considered this report at its meeting on 20 January 2015. With the benefit of the clarifications provided by officers to the Committee's detailed questions, the Corporate Overview &

Scrutiny Committee endorsed the recommendations for the service areas within its remit, and congratulated the Portfolio Holder and Officers for the way in which the Council had again met the challenge of the significant financial pressures for the coming year in a positive way. The Community Overview and Scrutiny Committee at its meeting on 27 January 2015 endorsed the recommendations with the following observations:-

- The Committee raised concern about the loss of funding from Surrey County Council to the enhanced Careline service and wanted assurance from the Executive that there would be an alternative service provided by the Council and its partners
- Some members felt that it was not necessary to go with the worst case scenario for the amount of risk arising from the MRF contract and asked for more detail about the contractual agreement
- The Committee wanted assurance from the Executive that the Frensham Great Pond Car Park road surfacing would be repaired as soon as possible
- The Committee noted that there was a growth item of £30,000 for the maintenance of ditches and it was raised that the Council should not just look at ditches but where the water was ending up to ensure that these were clear too.

Local Government Act 2003 – Financial Administration

26. The Local Government Act 2003 formally introduced a number of specific sections covering:
- a. Budget calculations: report on robustness of estimates;
 - b. Adequacy of reserves; and
 - c. Budget monitoring.
27. The sections were introduced to ensure sound financial management across all local authorities. Waverley's budget has always complied with best financial management practice. Prudent allowance has always been made for risk and uncertainties in budgets. Budgets are monitored by officers on a monthly basis and reported to Members on a bi-monthly basis supplemented by monthly exception reports. Waverley's financial management continues to receive favourable comments in the Annual Audit Letter.

The Robustness of the Estimates

28. Full account has been taken of potential costs and adequate provision has been made. A prudent assessment of income has been undertaken and only income that has a high level of certainty of being received is included within Waverley's budgets. Waverley's Financial Strategy, together with information presented at the Annual Finance Seminar and subsequent reports, demonstrates the financial challenges to Waverley in the future.
29. The key Financial Strategy issues for the General Fund will include:
- Increased risk associated with the new financing system that includes partial retention of some Business Rate income and greater losses should business rate income fall; and
 - Risk associated with the local Council Tax support scheme.

30. In addition to the detailed scrutiny of the Budget by officers, Councillors have taken the opportunity through the Executive and Overview and Scrutiny process to:
- i. Critically examine Budget Variations
 - ii. Continue the Star Chamber process to examine the budget in detail and advise on potential reductions
31. In view of the level of awareness amongst Members and the action taken to produce Waverley's Budget in 2015/16, the Section 151 Officer is satisfied with the robustness of the estimates presented. The Section 151 Officer is confident that overall the Budget is prudent especially in view of the track record of achievement of substantial budgeted savings over the past years.

Adequacy of Reserves

32. Waverley maintains a number of reserves, which are detailed in the Financial Strategy. Waverley aims to maintain a prudent level of balances to support revenue spending and finance unforeseen events. The two major reserves for General Fund purposes are the General Fund Working Balance and the Revenue Reserve Fund.
33. The Financial Strategy explains the purpose of each fund. The General Fund balance supports fluctuations in normal business, eg unexpected changes in inflation or interest rates, higher than anticipated expenditure or loss of income, and spending on unforeseen events. The Revenue Reserve is used to finance capital expenditure (including bridging financing of land purchase as part of the Brightwells project) and one-off costs. It is essential that adequate balances are available to meet these and unforeseen costs, particularly in the current economic climate.
34. The General Fund Working Balance and the Revenue Reserve Fund for the next four years is shown on Annexe 7, along with other key balances. It is the view of the Director of Finance and Resources that a level of £3.2m on the General Fund Working Balance, which is effectively 10% of the gross General Fund Budget or equivalent to just over one month's spending, satisfies the adequacy requirements of the Local Government Act 2003.
35. In the light of the identified future significant pressures, the levels of combined balances as detailed in this report are considered prudent, but not excessive.

Budget Monitoring

36. It is the view of Waverley's Section 151 Officer that the arrangements for budget monitoring, referred to above, satisfy the requirements of the Local Government Act 2003. Budget Monitoring in 2014/15 shows that the Council has delivered the savings assumed in the Budget and will deliver further savings at the year-end.

Assessment of Key Risks

37. The main key risks affecting Waverley's budget in the next few years, which have previously been raised at the Financial Seminar and in The Financial Strategy are:
- The level of Government Grant/Business Rates Income beyond 2015/16 under the new financial regime
 - Continuing levels of fee income
 - Failure to ensure adequate levels of balances to meet known and unforeseen pressures in the future

Forward Budget Projections – Medium-Term Financial Strategy

38. At the Finance Seminar, Members received Budget projections covering the full period of the Financial Strategy. These have been updated in line with the draft Budget proposals and Budget assumptions and are shown at Annexe 8. The indicative position for 2016/17 reflects the work carried out in looking ahead during the current Budget process. 'Invest-to-Save' schemes are particularly important in reaching the level of savings expected to be required throughout the period of the Medium-Term Financial Strategy.

Collection Fund Surplus

39. A Council Tax Collection Fund surplus of £2m has been declared for the year ending 31 March 2015. This has to be shared with the major precepting authorities. Waverley's share, estimated at £200,000, is taken into account in the Council Tax calculation at Annexe 9 and the draft 2015/16 Budget.

Council Tax Base

40. The Waverley Council Tax Base for 2015/16, as approved by the Executive in December 2014, is higher than the previous year. The underlying growth in property numbers will generate approximately £130,000 additional council tax income. This is reflected in the draft 2015/16 Budget

Council Tax Levels

41. Annexe 9 illustrates the Council Tax calculation, based on Waverley's Council Tax remaining at £161.91 for the sixth consecutive year.
42. A variation in Council Tax of 1% equates to approximately £92,000.

Special Expense

43. Annexe 10 shows the effect, in 2015/16, of the decision taken by Council on 12 October 1999 to levy a special expense from 1 April 2000 in respect of cemeteries costs. In practice, for the two years concerned, the special expense has been zero, thus having no impact.

Recommendation

That the Executive, after considering comments from the Overview and Scrutiny Committees, RECOMMENDS that:

1. the Council Tax Freeze Grant offered for 2015/16 be accepted and therefore agree a 0% increase for Waverley's element of Council Tax for 2015/16 be agreed;
2. the proposals included on the List of Reductions as shown at Annexe 4 to Appendix A.1 be implemented, including any staffing changes;
3. the proposals included on the List of Growth Items as shown at Annexe 5 to Appendix A.1 be implemented, including any staffing changes;
4. the changes to Fees and Charges as shown at Annexe 6 to Appendix A.1 be approved;
5. the staff Pay Award of 1.6% from 1 April 2015 be agreed;
6. the General Fund Budget for 2015/16 be approved, as amended by the above changes;
7. the Executive carries out a mid-year review of the General Fund Budget and takes any appropriate action in the light of the position at that time; and
8. the Financial Strategy be updated to take account of the decisions taken.

Background Papers

Provisional Local Government Finance Settlement 2015/16; Financial Strategy 2015/16 – 2017/18; Revenue Budget 2014/15.

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Waverley Borough Council

Ref No	2013/2014 Actual (1)	2014/2015 Estimate (2)	Details	2015/2016 Estimate (3)	Direct Costs (4)	Support Costs (5)
General Fund Revenue Account Budget Summary 2015/2016						
	£	£		£	£	£
1	313,727	343,150	Monitoring & Returning Officer	302,980	245,070	57,910
2	2,044,701	2,055,960	Policy & Governance	2,079,610	819,500	1,260,110
3	1,943,266	2,062,110	Planning	1,784,470	831,160	953,310
4	59,484	(263,160)	Customer, IT & Office Services	(422,940)	(512,160)	89,220
5	1,234,500	1,436,710	Finance	1,550,790	830,950	719,840
6	4,384,515	4,019,930	Community	3,757,690	2,392,330	1,365,360
7	1,995,764	1,703,570	Environment	1,614,240	952,440	661,800
8	875,789	901,170	Housing	855,230	431,220	424,010
9	(210)	(206,000)	Staff Vacancy	(206,000)	(206,000)	0
	<u>12,851,536</u>	<u>12,053,440</u>		<u>11,316,070</u>	<u>5,784,510</u>	<u>5,531,560</u>
10		270,000	Inflation Provision	200,000	200,000	
11	£12,851,536	£12,323,440		£11,516,070	£5,984,510	£5,531,560
12	(1,887,804)	(1,259,440)	Depreciation/Impairment Reversal	(1,166,190)		
Movement in Reserves - Contribution (from)/to:						
13	731,815		Underspend			
14	138,657		Carry Forward from previous year- from General Fund Balance			
15	(16,600)		Supplementary Estimates - from General Fund Balance			
16	(437,079)		Revenue Reserve Fund (to cover capital transferred)			
17	2,391,360	2,685,000	Revenue Contribution to Capital	2,962,360		
18	170,000	100,000	Local Plan - contribution to reserve	100,000		
19	15,000	15,000	Borough Elections Reserve	15,000		
20	11,058	20,000	Insurance Reserve	20,000		
21			Posts funded from 14-15 Planning Income	(80,000)		
22	14,829	184,000	Business Rates Equalisation Reserve	184,000		
23	13,865		Extra redistributed grant			
24	(131,424)		Revenue Expenditure Funded from Capital Under Statute (net)			
25	59,515		Donated Assets			
26			Star Chamber Reductions Proposals	(298,000)		
27			Star Chamber Growth Proposals	391,620		
28			Revenue Projects not in draft Budget	418,680		
29	£13,924,728	£14,068,000	Waverley Spending Requirement	£14,063,540		
Financed by :-						
30	8,423,360	8,582,900	Council Tax	8,754,000		
31	2,629,716	2,101,600	Revenue Support Grant	1,573,560		
32	1,749,000	1,783,600	Retained Business Rates	1,817,640		
33	88,975	90,000	Council Tax Freeze Grant	91,820		
34	1,004,983	1,382,900	New Homes Bonus	1,662,360		
35	14,829	127,000	Business Rates in excess of Baseline	185,600		
36	13,865		Extra redistributed grant			
37	£13,924,728	£14,068,000		£14,084,980		

Annexe 2

Waverley Borough Council

2015-16 General Fund Budget - compared to Finance Seminar position

	£'000
Indicative budget position as per Finance Seminar:	
Inflation	200
Budget Changes	230
Changes to Government Grant	630
Net savings to be identified	<u>(1,060)</u>
Total	<u>0</u>
Latest position	
Inflation 2015-16	325
Budget Changes	(600)
Star Chamber items (requiring decision)	
Savings and additional income proposals	Annexe 4 (298)
Growth proposals	Annexe 5 366
Increase in Revenue Projects from 2014-15 to 2015-16	67
Changes in Funding	
Movement in Reserves from 2014-15 to 2015-16	(114)
Collection Fund Surplus - increase in budget 2015-16	(42)
Improvement in Council Tax Base	(129)
Business Rates in excess of Baseline - movement from 2014-15 to 2015-16	(126)
Council Tax Freeze Grant 2015-16	(92)
Reduction in Government Grant	Annexe 3 643
Balance	<u><u>0</u></u>

Government Grants 2015/16

6th January 2015

	(1)	(2)	(3)
	2014/15	2015/16 Provisional	Reduction (1)-(2)
	£'000	£'000	£'000
Revenue Support Grant *	2,102	1,574	
Council Tax Freeze grant 2014/15	91		
Council Tax Support Administration Grant	96	86	
Other Benefits Administration Grant	358	344	
Business Rate Collection Allowance	181	181	
Total	2,828	2,185	643

* RSG for 2015/16 includes 2011/12, 2013/14 & 2014/15 freeze grant



Star Chamber Findings List of Reductions General Fund

2015-2016

Star Chamber
Saving
subject to
approval

Effect in 2016-2017

Star Chamber
Saving
(for information)

Service

**O & S
Committee**

Column 1
£

Column 2
£

Reductions

Policy and Governance	Corporate	7,000	9,000
Customer, IT and Office Services	Corporate	35,600	35,600
Finance	Corporate	26,500	41,200
Community	Community	204,900	292,900
Environment	Community	24,000	47,000

£425,700

298,000

£298,000

£127,700

Potential additional savings for 2016-2017



**Star Chamber Findings - List of Reductions
General Fund**

Star Chamber Findings - List of Reductions General Fund			2015-2016 Star Chamber Saving subject to approval	2016-2017 Star Chamber Saving (for information)	Impact Assessment of 2015-2016 Saving
Service	O & S Committee	Reduction	Column 1 £	Column 2 £	
Policy and Governance					
Democratic Representation	Corporate	Printing budget	2,000	2,000	Gradual reduction by encouraging use of electronic reports . May not be achieved .
Legal income	Corporate		5,000	7,000	Increase of fee charges
			7,000	9,000	



**Star Chamber Findings - List of Reductions
General Fund**

			2015-2016 Star Chamber Saving subject to approval	2016-2017 Star Chamber Saving (for information)	Impact Assessment of 2015-2016 Saving
Service	O & S Committee	Reduction	Column 1 £	Column 2 £	
Customer, IT and Office Services					
Property	Corporate	Electrical substations additional rental	1,500	1,500	None
Property	Corporate	Lease renewal increase	10,000	10,000	None
Office Expenses	Corporate	Printing and Postage	3,100	3,100	Result of investment in new equipment
Office Accommodation	Corporate	Annexe building rental	6,000	6,000	Need to secure tenant
Information Technology	Corporate	Software maintenance and equipment	15,000	15,000	None
			35,600	35,600	



**Star Chamber Findings - List of Reductions
General Fund**

			2015-2016 Star Chamber Saving subject to approval	2016-2017 Star Chamber Saving (for information)	Impact Assessment of 2015-2016 Saving
Service	O & S Committee	Reduction	Column 1 £	Column 2 £	
Finance					
Compensatory Grants	Corporate	cumulative 10% reduction each year	8,000	15,200	Continue established approach of 10% reduction each year. Town and Parish Councils were notified in December 2014.
Town and Parish Grant for Council Tax support	Corporate	15% reduction	8,500	16,000	Continued approach to reduce in line with Waverley's grant reduction.
Cost of Collection - Council Tax Summons costs	Corporate	Increase of £5 per summons	10,000	10,000	Inflationary catch-up uplift
			26,500	41,200	




Star Chamber Findings - List of Reductions General Fund

Star Chamber Findings - List of Reductions General Fund			2015-2016 Star Chamber Saving subject to approval	2016-2017 Star Chamber Saving (for information)	Impact Assessment of 2015-2016 Saving
Service	O & S Committee	Reduction	Column 1 £	Column 2 £	
Community					
All sites Leisure Centre Profit Share	Community	Increase in profit share expected across all sites from £150,000 in 2014-15 to £200,000 as a result of increased usage of the newly refurbished Haslemere Leisure Centre	50,000	100,000	None
Haslemere Leisure Centre	Community	Management fee & FIT - return on CHP & PV installation at centre.	20,000	35,000	None
Cranleigh Leisure Centre PVs	Community	Return on PV installation at centre	5,000	15,000	Part year impact in 2015-2016
Exercise & Mobility	Community	Proposal to deliver more outreach classes	7,000	7,000	None
Frensham Ponds car park	Community	Increased car parking charges to match National Trust at the Little Pond, but only charge in peak season.	5,000	10,000	None
Careline	Community	Pricing and Job Description restructure combined with increased customer numbers anticipated from additional marketing	55,900	55,900	None
Careline	Community	Enhanced service	40,000	40,000	Saving to offset grant reduction
WTS - Pump House	Community	Refurbishment/ relocation options regarding The Pump House.	22,000	30,000	None - see capital programme proposal
			204,900	292,900	



**Star Chamber Findings - List of Reductions
General Fund**

Star Chamber Findings - List of Reductions General Fund			2015-2016 Star Chamber Saving subject to approval	2016-2017 Star Chamber Saving (for information)	Impact Assessment of 2015-2016 Saving
Service	O & S Committee	Reduction	Column 1 £	Column 2 £	
Environment					
Improved recycling take up from communications project	Community	If 1% improvement achieved from communications project potential to save £12-18k	12,000	24,000	If communications not as successful as hoped the income from recycling credits may not improve as budgeted.
Garden Waste increased take up	Community	Natural growth	12,000	23,000	Based on 2014/15 experience. Hope to roll service out further as message rolls out.
			24,000	47,000	
Total General Fund			£298,000	£425,700	

 Star Chamber Findings Growth General Fund		2015-2016
		Growth requested subject to approval
Service	O & S Committee	£
Growth		
Monitoring and Returning Officer	Corporate	5,000
Policy and Governance	Corporate	16,530
Planning	Community	100,000
Customer, IT and Office Services	Corporate	6,900
Community	Community	49,000
Environment	Community	188,190
Total General Fund Growth		£365,620



**Star Chamber Findings - Growth
General Fund**

Star Chamber Findings - Growth General Fund			2015-2016	Justification for 2015-2016 Growth
Service	O & S Committee	Growth Item	Growth requested subject to approval	
			£	
Monitoring and Returning Officer				
Elections Reserve	Corporate	Additional contribution	5,000	Require increase to ensure sufficient reserves built up for 2019 election.
			5,000	



**Star Chamber Findings - Growth
General Fund**

Star Chamber Findings - Growth General Fund			2015-2016 Growth requested subject to approval	Justification for 2015-2016 Growth
Service	O & S Committee	Growth Item	£	
Policy and Governance				
New councillor training	Corporate	One-off budget to train members after the Election	6,000	Following Elections
Making Waves distribution	Corporate	Direct mail shot to properties not distributed to currently	4,200	To ensure all residents covered
Communications Officer	Corporate	Increase staffing hours to full time	6,330	Improve resilience and staff cover of team
Support role for Director of Finance and Leader	Corporate		Included in budget	Improve resilience and operational efficiency
			16,530	



**Star Chamber Findings - Growth
General Fund**

Star Chamber Findings - Growth General Fund			2015-2016	Justification for 2015-2016 Growth
Service	O & S Committee	Growth Item	Growth requested subject to approval	
			£	
Planning				
Additional Staffing - 2 Posts	Community	Two additional Planning Officers are required, one of whom would focus on pre-application advice.	100,000	This cost is necessary to support the significant additional planning income budgeted for in 2015-2016.
			100,000	



**Star Chamber Findings - Growth
General Fund**

Star Chamber Findings - Growth General Fund			2015-2016 Growth requested subject to approval	Justification for 2015-2016 Growth
Service	O & S Committee	Growth Item	£	
Customer, IT and Office Services				
Property	Corporate	Increase in hours Property Admin Officer (6 hours per week)	3,900	To ensure asset integrity and systems reconciliations as well as helping to generate revenue and capital income.
Engineers Maintenance budget	Corporate	Increase in Engineers maintenance budget	3,000	To allow for increased contract costs.
			6,900	



**Star Chamber Findings - Growth
General Fund**

Star Chamber Findings - Growth General Fund			2015-2016	Justification for 2015-2016 Growth
Service	O & S Committee	Growth Item	Growth requested subject to approval	
			£	
Community				
Careline	Community	Increased monitoring charges anticipated for 15/16 but potential uplift in costs, also a reduction in Preventative Technologies Grant.	8,000	2014-2015 preventative Technologies Grant funding budget was increased to help the service as Supporting People funding was withdrawn on 1 April 2014. The PTG funding has been reduced in 2015-2016 to match the expenditure which is fully reimbursed by SCC.
Countryside	Community	Ditches	30,000	Maintenance of ditches
Countryside - Broadwater toilets	Community	Reinstate running costs for Broadwater toilets	11,000	Capital scheme to refurbish toilets approved so need to reinstate running costs.
			49,000	



**Star Chamber Findings - Growth
General Fund**

Star Chamber Findings - Growth General Fund			2015-2016	Justification for 2015-2016 Growth
Service	O & S Committee	Growth Item	Growth requested subject to approval	
			£	
Environment				
New customer services post	Community	To help cover increased call numbers and maintain customer service level	23,190	Customer service team has been dealing with additional calls since launching green waste scheme and have struggled to maintain customer service level. An additional staff member will help to maintain good service and low call waiting times once temporary staff members have left.
MRF contract risk	Community		160,000	Worst case of MRF fees rising due to 3 year subsidy coming to an end and material prices not increasing as expected when contract tendered.
Communications project to improve recycling take up	Community	£10k for Communication campaign net of £5k improvement in income (part year effect)	5,000	Improvement in income
			188,190	
Total General Fund			£365,620	

**Schedule of Fees and Charges
2015/2016**

Monitoring & Returning Officer
Schedule of Fees and Charges for 2015/2016

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £
Register of Electors				These are Statutory Charges
1	Electronic Data	Per 1,000 names or part thereof on each register	OO 20.00 1.50	20.00 1.50 (A flat rate fee is charged plus a charge per 1,000 names on each register.)
2	Paper Data	Per 1,000 names or part thereof on each register	OO 10.00 5.00	10.00 5.00

Vat Indicator: OS = Standard
 OE = Exempt
 OZ = Zero Rated
 OO = Outside Scope

Policy & Governance
Schedule of Fees and Charges for 2015/2016

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £
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Democratic Representation

Annual Charges for supply of Committee Agendas

1	Meetings of Full Council	Per Copy	OZ	42.00	42.00
2	Area Planning Committees (All)	Per Copy	OZ	95.00	95.00
3	Individual Area Planning Committee	Per Copy	OZ	32.00	32.00
4	Executive	Per Copy	OZ	63.00	63.00
5	Others	Per Copy	OZ	32.00	32.00

Other Charges

6	Photocopying (A4/A3) (Print Room Only)	Per Copy	OS	0.20	0.20
7	Copies of Committee Documents	Per Copy	OS	8.50	9.00

Policy & Governance

Schedule of Fees and Charges for 2015/2016

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £		
Land Charges						
1	LLC1 Official Search	Per Search	OO	40.00	40.00	
2	Con29R (inc SCC)	Per Search	OO	155.00	155.00	
3	Full Land Charges Search (inc. SCC)	Per Search	OO	195.00	195.00	The fee includes LLC1
	printed Part II					
4	- Enquiries Con29O listed	per Enquiry	OO	15.00	15.00	
5	- Each Additional Enquiry	per Enquiry	OO	20.00	20.00	
6	search single part of Register	per Enquiry	OO	4.00	4.00	
7	/ Con 29R	per Questior	OO	2.50	2.50	
8	Search and Photocopying Legal Agreements, Searches etc.	Minimum Charge based upon 15-minute unit	OS	10.00	10.00 }	
					}	
					}	
					}	
9	Search and Photocopying A1 Plans/ Dyeline Copies	Per Copy	OS	10.00	10.00 }	

Vat Indicator: OS = Standard
 OE = Exempt
 OZ = Zero Rated
 OO = Outside Scope

Policy & Governance

Schedule of Fees and Charges for 2015/2016

Ref. No.		Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	
Legal Expenses						
1	Data Protection Subject Access	Per Enquiry	OO	10.00	10.00	Statutory Maximum £10.
2	Freedom of Information/ Environmental Information Regulations	Per Enquiry	OO	By Arrangement		
3	Proof of Life Certificates		OO	35.00	35.00	

Vat Indicator: OS = Standard
OE = Exempt
OZ = Zero Rated
OO = Outside Scope

Policy and Governance
Schedule of Fees and Charges for 2015/2016

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	
Licences					
1	Breeding Establishments	Annual	OO	268.00	271.00]
2	Riding Establishments - 1 to 8 Horses	Annual	OO	280.00	283.00]
3	Riding Establishments - 9 to 15 Horses	Annual	OO	419.00	424.00]
4	Riding Establishments - Over 15 Horses	Annual	OO	558.00	565.00]
5	Animal Boarding Establishments] Plus Vet's Fees where applicable
	a) Non-home Boarding	Annual	OO	247.00	250.00]
	b) Home Boarding	Annual	OO	174.00	176.00]
6	Dangerous Wild Animals	2-yearly	OO	180.00	182.00]
7	Zoos	Annual	OO	244.00	247.00]
8	Pet Shops	Annual	OO	200.00	202.00]
9	Cosmetic Piercing, Electrolysis, Acupuncture	per premise	OO	174.00	176.00
10	Cosmetic Piercing, Electrolysis, Acupuncture	per person combined fee for premises and personal licence	OO	174.00	176.00
11	Cosmetic Piercing, Electrolysis, Acupuncture	per premise and personal licence	OO	266.00	269.00
12	Tattooing	per premise	OO	198.00	200.00
13	Tattooing	per person combined fee for premises and personal licence	OO	198.00	200.00
14	Tattooing	per premises and personal licence	OO	289.00	292.00
15	Semi-permanent skin colouring	per premises	OO	198.00	200.00
16	Semi-permanent skin colouring	per person combined fee for premises and personal licence	OO	198.00	200.00
17	Semi-permanent skin colouring	per premises and personal licence	OO	289.00	292.00
18	Street Trading				
	a) Sole Trader	Annual	OO	258.00	261.00
	b) Schedule 2 event - up to 50 traders	Annual	OO	169.00	171.00
	c) Schedule 2 event - 51 or more traders	Annual	OO	204.00	206.00
	d) Schedule 2 event - up to 50 traders	Single Event	OO	134.00	136.00
	e) Schedule 2 event - 51 or more traders	Single Event	OO	144.00	146.00
19	Scrap Metal Dealers Licence				
	a) Site - new application			440.00	445.00]
	b) Site - renewal			248.00	251.00]
	c) Site to collectors - variation			377.00	382.00]
	d) Collectors - new application			400.00	405.00]
	e) Collectors - renewal			208.00	210.00]
	f) Collectors to Site - variation			416.00	421.00]

Policy and Governance
Schedule of Fees and Charges for 2015/2016

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	
20	Hackney Carriage - Vehicles (not adapted)				
	- less than 5 years old	Annual	OO	278.00	281.00 Including one test
	- 5 years old and over - first 6 months				281.00
	- 5 years old and over - second 6 months				82.00
21	Hackney Carriage - Vehicles (adapted)				
	- under 5 years old	Annual	OO	100.00	101.00 Including one test
	- 5 years old and over - first 6 months				101.00
	- 5 years old and over - second 6 months				82.00
22	Missed Appointments (Vehicle Test)	Per Test	OO	69.00	69.00
23	Re-testing of vehicles following failure	Per Test	OS	69.00	69.00
24	Hackney Carriage - Drivers renewal	Annual	OO	67.00	68.00
25	Private Hire - Operators	Annual	OO	180.00	182.00
26	Private Hire - Vehicles (not adapted)				
	- under 5 years old	Annual	OO	278.00	281.00 Including one test
	- 5 years and over - first 6 months				281.00
	- 5 years and over - second 6 months				82.00
27	Private Hire - Vehicles (adapted)				
	- under 5 years old	Annual	OO	100.00	101.00 Including one test
	- 5 years and over - first 6 months				101.00
	- 5 years and over - second 6 months				82.00
28	Private Hire - Drivers renewal	Annual	OO	67.00	68.00
29	New Driver Application		OO	106.00	107.00
30	Resit fee for Knowledge test	Per Test	OO	26.00	35.00
31	Knowledge test	Per Test			35.00
32	Surrender and replacement of Hackney Carriage / Private Hire Licence		OO	81.00	82.00 Including one test
33	6 Month test (vehicles over 5 years)	Per Test	OO	81.00	82.00
	Hackney Carriage and Private Hire				
34	- Replacement plate bracket		OS	10.00	10.00
35	- New/Replacement plate & window disc		OS	16.00	16.00
36	New Plate / Licence for seating alteration		OO	20.00	20.00
37	Gambling Act 2005 - Including lotteries, permits, premises, etc	Various		Please see website for individual fees	Please see website for individual fees Statutory Charge

Policy and Governance
Schedule of Fees and Charges for 2015/2016

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	
Licensing Act 2003					
38 - Personal	10-Yearly	OO	37.00	37.00	Statutory Charge
39 - Premises	Initial/Variation	OO	Various depending on rateable value	Various depending on rateable value	Statutory Charge
40 - Premises: Sex Establishment	from -according to RV	OO	4,690.00	4,690.00	50% charge for shops/cinemas
41 - Premises	Annual Fee	OO			Certain premises are
42 - Premises	DPS Variations, etc	OO	23.00	23.00	exempt ie Village Halls etc
43 - Temporary Event Notice	Per Event	OO	21.00	21.00	Statutory Charge
Search and Photocopying					
44 Copies of documents (general)	First page £1.00 20p per sheet thereafter	OS	1.00	1.00	
45 Data Barring Service (previously CRB)	Per Applicant	OO	44.00	50.00	£44 is the charge Waverley incurs for a DBS check

Vat Indicator: OS = Standard
 OE = Exempt
 OZ = Zero Rated
 OO = Outside Scope

Policy and Governance
Schedule of Fees and Charges for 2015/2016

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	
Corporate Management					
1	Sale of Annual Financial Report	Per Copy	OZ	10.00	10.00
2	Sale of Annual Budget	Per Copy	OZ	10.00	10.00

Vat Indicator: OS = Standard
 OE = Exempt
 OZ = Zero Rated
 OO = Outside Scope

Planning Service
Schedule of Fees and Charges for 2015/2016

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge	Proposed Charge £	
Development Control					
1	Various	OO		Various	Statutory Charges
2	Per Annum	OZ	100.00	100.00	
<u>Search and Photocopying</u>					
3	First page £1.00 20p/sheet thereafter	OS	1.00	1.00	} In certain circumstances } supplies may be zero } rated (no change in the } charge)
4	Decision notices and other standard documents	OO	6.00	6.00	
5	Per Copy	OS	6.00	6.00	
6	Minimum Charge	OS	30.00	30.00	
7	Per Property (Minimum Charge)	OO	340.00	500.00	
Pre-Application Charges <i>(charges shown inclusive of VAT)</i>					
8	-Householder	OS	50.00	50.00	
9	-Householder	OS	75.00	75.00	
	-One dwelling & other development	OS	150.00	150.00	
	-2-5 dwellings	OS	450.00	450.00	
	-6-10 dwellings	OS	800.00	800.00	
	-10-25 dwellings	OS	1,500.00	1,500.00	
	-26+ dwellings	OS	3,000.00	3,000.00	
	Commercial Floor space				
	- 150m2 - 500m2	OS	450.00	450.00	
	- 501m2 - 1,000m2	OS	1,500.00	1,500.00	Reduced charge of 85% for local businesses.
	- 1,000+ m2	OS	3,000.00	3,000.00	
10	Development Control Consultative Forum (£2,000 + VAT)	OS	2,400.00	4,000.00	
11	Research Fee	OS	40.00	40.00	
	Validation Checks	OS	30.00	30.00	
	Listed Building & Conservation Area Advice	OS	100.00	100.00	
	Tree Advice	OS	25.00	25.00	

Planning Service
Schedule of Fees and Charges for 2015/2016

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge	Proposed Charge £	
Other Planning Services					
12	Waverley Borough Local Plan				
	- Waverley residents & organisations	Per Copy	OZ	25.00	25.00 }
	- Non-Waverley residents & organisations	Per Copy	OZ	40.00	40.00 }
					} Local Plan being superseded by LDF process
13	Local Plan - Maps				
	- Waverley residents & organisations	Per Copy	OZ	15.00	15.00 }
	- Non-Waverley residents & organisations	Per Copy	OZ	25.00	25.00 }

House Name Changes

House Name Change	per House	OS	35.00	35.00
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Vat Indicator: OS = Standard
 OE = Exempt
 OZ = Zero Rated
 OO = Outside Scope

Planning Service
Schedule of Fees and Charges for 2015/2016

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge	Proposed Charge £	
Building Control					
1	Building Control Fees	Various	OS		Locally determined fees in accordance with the Local Government Association Building Regulations Model Scheme.
2	<u>Search and Photocopying</u> Enquiries (Building Control)	Minimum Charge	OS	40.00	40.00 In certain circumstances supplies may be zero rated (no change in the charge)
3	Copy Building Control certificate		OO	6.00	6.00

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Finance
Schedule of Fees and Charges for 2015/2016

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	Explanatory Notes
Cost of Collection					
Summons Costs					
1	Council Tax				
	on issue of summons	OO	80.00	85.00	} The fees are determined } after consultation with the
	on granting of liability order (further charge)	OO	20.00	20.00	
2	Business Rates				} the Surrey Magistrates' } Courts Committee.
	on issue of summons	OO	100.00	105.00	
	on granting of liability order (further charge)	OO	20.00	20.00	
3	Recovery of Court Costs	OO	3.00	3.00	Court Costs are recovered in addition to the above costs
Vat Indicator: OS = Standard OE = Exempt OZ = Zero Rated OO = Outside Scope					

Community Services
Schedule of Fees and Charges for 2015/2016

Ref. No.		Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	Explanatory Notes
Miscellaneous						
1	Fairs	Day	OE	535.00	545.00	
2	Medium Fairs	Day	OE	432.00	440.00	
3	Small Fairs	Day	OE	267.00	275.00	
4	Fairs - Setting up	Day	OE	103.00	107.00	
5	Fetes	Day	OE		By Negotiation) Refundable Deposit) of £100 against damage) etc. payable on) booking.
6	Car Boot Sales	Day	OE	154.00	160.00	
7	Caravan Rallies - Per Unit	Night	OS	7.00	8.00	
8	Tilford Camp Site - Per Head	Night	OS	4.00	5.00	
9	Grazing Rights					By negotiation
10	Frensham Common	- Parking (any vehicle)	Day	OS	3.00	4.00
11	Balloon launches	per launch	OS	67.00	70.00	
12	Allotments	5 rod plot	per plot	37.00	40.00	
		10 rod plot	per plot	75.00	80.00	
Still Photography						
1	Advertising	Per Day (or part thereof)	OS		By Negotiation	
2	Books or Magazines		OS			
Filming						
3	Feature film or Advertising film	Per Day	OS		By Negotiation	
4	Set up and clear up days	(or	OS			
5	Television Drama or Comedy	part thereof)	OS			
6	Educational (negotiable, minimum charge)		OS			
Music						
7	Recording or video	Per Day (or part thereof)	OS		By Negotiation	
Vat Indicator:		OS = Standard OE = Exempt OZ = Zero Rated OO = Outside Scope				

Community Services
Schedule of Fees and Charges for 2015/2016

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	Explanatory Notes	
Recreational Open Space						
Football						
With Pavilion						
1	Seniors	Match	OS	76.00	78.00	
2	Juniors (& Schools at weekend)	Match	OS	38.00	39.00	
3	Colleges/Businesses Seniors	Match	OS	new charge	90.00	
Without Pavilion						
4	Seniors	Match	OS	64.00	65.00	
5	Juniors	Match	OS	32.00	33.00	
6	Mini	Match	OS	31.00	32.00	
7	Colleges/Businesses Seniors	Match	OS	new charge	78.00	
Rugby						
8	Seniors	Match	OS	76.00	78.00	
9	Mini Rugby	Match	OS	38.00	39.00	
10	Colleges/Businesses Seniors	Match	OS	new charge	90.00	
Training						
11	Football, Rugby etc	Session	OS	By Negotiation		
Cricket - with pavilion						
12	Seniors	Match	OS	87.00	89.00	
13	Seniors (artificial wicket)	Match	OS	74.00	75.00	
14	Colts	Match	OS	36.00	37.00	
15	Colts (artificial wicket)	Match	OS	31.00	32.00	
16	Colleges/Businesses Seniors	Match	OS	new charge	100.00	
Cricket - without pavilion						
17	Seniors	Match	OS	73.00	74.00	
18	Seniors (artificial wicket)	Match	OS	61.00	62.00	
19	Colts	Match	OS	32.00	33.00	
20	Colts (artificial wicket)	Match	OS	27.00	28.00	
21	Colleges/Businesses Seniors	Match	OS	new charge	86.00	
Tennis						
22	Seniors Per Court	Hour	OS	6.00	7.00	
23	Juniors Per Court (Up to 6pm Monday to Friday)	Hour	OS	3.00	4.00	
24	Colleges/Businesses Seniors	Hour	OS	new charge	10.00	
Bowls Club						
25	Per Green	Year	OE	3,495.00	4,000.00	
Athletics						
26	Athletics at Woolmer Hill Sports Ground, Haslemere	Year	OE	667.00	680.00	Artificial track provided and maintained by Athletics Club
27	Heights School - Use of Haslemere Recreation Ground	Year	OE	10,588.00	10,700.00	
Outdoor Keep Fit Groups						
28	Recreation Ground use	Session	OS	10.00	11.00	

Note:

1. Juniors, Colts and Mini Rugby means up to 16 years of age except under special agreement.
2. VAT is not chargeable on certain block/seasonal bookings of sports facilities.

Community Services
Schedule of Fees and Charges for 2015/2016

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	Explanatory Notes
Sunvale Cemetery, Haslemere - Revised Proposals					
Interment Fees - Earth Grave					
1	First Burial in Grave Space - 8ft)	OO	667.00	800.00	
2	Subsequent Burials)	OO	551.00	700.00	
3	Child - not exceeding one month)Per	OO	106.00	200.00	
4	Child - one month to 12 yrs)Grave	OO	158.00	200.00	
5	Ashes)	OO	158.00	200.00	
6	Non-Residents of the Parish)	OO		Fees + 100%	
Exclusive Right of Burial					
Purchase of Grave Space					
7	Earth Grave)	OO	166.00	500.00	
8	Cremation Section)	OO	106.00	200.00	
9	Non-Residents of the Parish)	OO		Fees + 100%	
Memorial Rights					
(Grave Space must be purchased)					
10	Head Stone (maximum height 5'))	OO	37.00	70.00	
11	Kerb Stone (maximum 7'x 3'6"))	OO	170.00	180.00	
	cross or other monument not over)				
	2' high x 1'6")				
12	Added Inscription after first)	OO			
13	Non-Residents of the Parish)	OO		Fees + 100%	
Administration					
14	Discretionary Fee	OO	51.00	52.00	To be charged where excessive time spent and no other fee charged.

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Community Services
Schedule of Fees and Charges 2015/2016

Ref. No.		Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	
Borough Hall, Godalming						
Casual Use						
Main Hall						
1	Monday - Friday	9am - 6pm	Per Hour	OE	41.00	42.00
2	Monday - Thursday	6pm - Midnight	Per Hour	OE	49.00	50.00
Court Room						
3	Monday - Friday	9am - 6pm	Per Hour	OE	32.00	33.00
4	Monday - Thursday	6pm - Midnight	Per Hour	OE	41.00	42.00
Borough Hall Complex - Block Bookings						
5	Monday - Thursday		Per Day	OE	190.00	194.00
Borough Hall Complex						
6	Friday	4pm - 6pm	Per Hour	OE	46.00	47.00
7		6pm - 2am	Per Hour	OE	54.00	55.00
8	Saturday	9am - 6pm	Per Hour	OE	46.00	47.00
9	Childrens Party	2:30pm - 5.30pm	Per Hour	OE	36.00	37.00 New charge excludes Bar
10		6pm - 2am	Per Hour	OE	54.00	55.00
11	Sunday	9am - 1pm	Per Hour	OE	46.00	47.00
12		1pm - 6pm	Per Hour	OE	46.00	47.00
13	Childrens Party	2:30pm - 5.30pm	Per Hour	OE	36.00	37.00 New charge excludes Bar
14		6pm - 2am	Per Hour	OE	54.00	55.00
Extra Staff Member (Tiered seating, bar staff, support)						
15		9am - 6pm	Per Hour	OE	14.00	14.00 New charges reflect pay levels
16		6pm - midnight	Per Hour	OE	16.00	16.00 and customer resistance.
17		Midnight - 2am	Per Hour	OE	21.00	21.00
18		10pm - 2am	Set Rate	OE	73.00	74.00
Other						
19	Kitchen		Per Session		62.00	63.00
20	Mobile ovens				31.00	32.00
21	Tiered seating				98.00	100.00

Community Services

Schedule of Fees and Charges 2015/2016

Ref. No.		Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	
Regular Use						
Main Hall						
22	Monday - Friday	9am - 6pm	Per Hour	OE	14.00	14.00
23	Monday - Thursday	6pm - Midnight 1 Hour	Per Hour	OE	22.00	22.00
24	Monday - Thursday	6pm - Midnight 2 Hours	Per Hour	OE	20.00	20.00
25	Monday - Thursday	6pm - Midnight 3 Hours	Per Hour	OE	18.00	18.00
Court Room/Bar						
26	Monday - Friday	9am - 6pm	Per Hour	OE	11.00	11.00
27	Monday - Thursday	6pm - Midnight 1 Hour	Per Hour	OE	16.00	16.00
	Monday - Thursday	6pm - Midnight 2 Hours	Per Hour	OE	15.00	15.00
	Monday - Thursday	6pm - Midnight 3 Hours	Per Hour	OE	14.00	14.00
Borough Hall Complex - Block Bookings						
28	Monday - Friday		Per Day	OE	63.00	65.50
Borough Hall Complex						
29	Friday, Saturdays & Sundays		Weekly user	OE		20% off
30			Monthly user	OE		15% off
31			Occasional (over 4)	OE		10% off
32			2 bookings per year	OE		5% off
33			Overnight (no staff)	OE		50% off

Notes:

- i) The court room, when used as a bar for social functions, will be closed at 11pm and cleared by 11.30pm.
- ii) The above schedule excludes the Cinema which is shown below.
- iii) Nursery School: to be agreed.
- iv) Cancellation of a Casual Booking will incur a loss of the deposit paid. Cancellation of a booking within 28 days of the booked date will incur total cost of the booking to be levied.
- v) A cash deposit of £1,000 will be secured on any public function and an insurance indemnity of £2,000,000 required. An insurance indemnity certificate of £1,000,000 is required on all bookings.
- vi) A negotiation of rates chargeable can be made in circumstances beneficial to the Council and the client especially on regular use.
- vii) Bar facilities from 7pm - 11pm are part of the bookings for our clients if required. Clients are not allowed to operate their own bar unless special permission and conditions apply
- viii) The premises must be cleared by the client and their guests by midnight.
- ix) Catering for large social functions will not be allowed to be carried out by the client unless special permission and conditions apply.
- x) The Borough Hall complex is a non-smoking area.
- xi) Regular Hirers will be charged for all pre-confirmed dates within the financial year, any cancellations by the Hirer will not be refunded.
- xii) In the event of adverse weather, the Borough Hall Management reserves the right to cancel bookings at short notice
- xiii) Regular Bookings cancelled by Management will be refunded at the end of the financial year

Cinema

34	Adult		OS	7.50	7.50
35	Senior		OS	6.50	6.50
36	Child		OS	3.50	3.50
37	Student		OS	6.50	6.50
38	Sat Childrens Film		OS	2.50	3.00
39	Group (10 or more)		OS	6.00	6.00

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Community Services
Schedule of Fees and Charges 2015/2016

Ref. No.		Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £
Memorial Hall					
Main Hall					
Trade and Commercial					
1	Mon - Fri 9am - 6pm	Per Hour	OE	20.50	20.50
2	Mon - Thurs 6pm - Midnight	Per Hour	OE	24.50	24.50
3	Weekend	Per Hour	OE	44.00	44.00
Normal Lettings					
4	Mon to Fri 9am - 6pm - Regular	Per Hour	OE	15.50	15.50
5	Mon to Fri 9am - 6pm - Casual	Per Hour	OE	21.00	21.00
6	Mon to Thurs 6pm - Midnight - Regular	Per Hour	OE	17.00	17.00
7	Mon to Thurs 6pm - Midnight - Casual	Per Hour	OE	24.50	24.50
8	Friday 6pm - Midnight	Per Hour	OE	24.50	24.50
9	Saturday 9am - 1pm	Per Hour	OE	25.50	25.50
10	Saturday 1pm - 6pm	Per Hour	OE	27.50	27.50
11	Saturday 6pm - 1am (Sunday)	Per Hour	OE	41.50	41.50
12	Sunday 9am - Midnight - Regular	Per Hour	OE	17.00	17.00
13	Sunday 9am - Midnight - Casual	Per Hour	OE	26.50	26.50
Bazaars for Local Charitable Organisations					
14	Whole Day 9am - 5pm	Per Day	OE	150.00	150.00
15	Bazaars for other Non Commercial Organisations	Per Day	OE	200.00	200.00
Kitchen					
16	General Use	Per Sessior	OE	31.50	31.50
17	Tea or Coffee only (Regular hirers)	Per Sessior	OE	5.25	5.25
18	Tea or Coffee only (Casual hirers)	Per Sessior	OE	8.50	8.50
Bar Area					
19	6 pm - Midnight	Per Hour	OE	18.00	18.00
20	Clearing Up Charge	Per Hour	OS	14.00	14.00

Minimum period 4 hours

Community Services
Schedule of Fees and Charges 2015/2016

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	
Saturday Evening Bookings					
Any Saturday evening function with a bar and/or entertainment will be charged until 1am Bar extensions will end at 11.30pm, entertainment must end at 11.45pm and hall must be fully vacated by 1.00am					
21	Wedding Reception All day - Saturday 8am to Sunday 1am (including kitchen and bar)	OE	870.00	870.00	Includes £50 cleaning charge
22	Saturday night cleaning charge (1pm-2pm)	OE	75.00	75.00	
23	Performing Rights Tariff Application only to live musical performances	OE		5% of Main Hall	

Notes:

- (i) A negotiation of rates chargeable can be made in circumstances beneficial to the Council and the client especially on regular use.

Friday, Saturdays & Sundays

Monthly user

- (ii) Clients are not allowed to operate their own bar unless special permission and conditions apply
- (iii) The premises must be cleared by the client and their guests by midnight.

Community Services
Schedule of Fees and Charges for 2015/2016

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £		
Meals on Wheels						
	- Complete meal (main course and pudding)		3.80	3.80	Operated and charged by the WRVS, subsidised by Waverley	
Careline						
1	- Careline Customers: (£4.40 plus vat)	Per Week	OS	5.28	5.28	} Additional fee of £2 per } additional invoice generated } for new customers not } paying by Direct Debit
2	- Housing Associations	Contracts and pricing individually agreed				
Community Care						
	Exercise and Mobility	per person per class	OS	4.00	4.00	

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Environment Services

Schedule of Fees and Charges 2015/2016

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £		
Special Refuse Collection						
Standard Charge						
1	1 Item	Per Visit	OO	39.00	40.00	Standard charges are designed to achieve overall full recovery of the cost of the service to the Council.
2	2 Items	Per Visit	OO	46.50	47.50	
3	3 Items	Per Visit	OO	53.50	54.50	
4	4 Items	Per Visit	OO	60.50	61.50	
5	5 Items	Per Visit	OO	68.00	69.00	
6	6 - 9 Items	Per Visit	OO	82.00	84.00	
Reduced Charge						
1	1 Item	Per Visit	OO	19.50	20.00	Reduced charges are based on 50% of the standard charge and apply to persons in receipt of benefit, ie Supplementary Benefit Income Support Housing Benefit Council Tax Support Family Tax Credit
2	2 Items	Per Visit	OO	23.00	23.75	
3	3 Items	Per Visit	OO	27.00	27.25	
4	4 Items	Per Visit	OO	30.50	30.75	
5	5 Items	Per Visit	OO	34.00	34.50	
6	6 - 9 Items	Per Visit	OO	41.00	42.00	
1	Cancellation Fee		OO	10.00	10.00	

Waste Recycling

1 Green Waste Collection

Standard Charge:

1 bin	per Annum	40.00	40.00
Purchase of bin	per Item	10.00	10.00

Vat Indicator:

OS = Standard
OE = Exempt
OZ = Zero Rated
OO = Outside Scope

Environment Services

Schedule of Fees and Charges 2015/2016

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	
Environmental Health					
Food					
1	Surrender Certificates for Unfit Food	OS	160.00	160.00	Food certificates, if only issued by LAs and if required to issue them by statute, are outside the scope of VAT. Food certificates are provided on request to assist with private legal cases, usually in relation to accident investigations.
2	Export Certificates for Food	OS	160.00	160.00	
3	Statement of Fact	OS	160.00	160.00	
Private Water Supply					
Risk Assessments	Per Request + Per Hour		150.00 + 50.17	150.00 + 53.98	Subject to a statutory maximum of £500 per risk assessment
Sampling	Per Request		50.00 + 47.32	54.00 + 49.18	Subject to a statutory maximum of £100 per visit
Investigations	Per Hour		50.00	54.00	Subject to a statutory maximum of £100 per investigation
Authorisations	Per Request + Per Hour		95.00 + 47.32	108.00 + 49.18	Subject to a statutory maximum of £100 per authorisation granted
Analysis	Per Request		15.00 + laboratory fees	18.00 + laboratory fees	Subject to statutory maxima: £25 for Regulation 10 analyses £100 for check monitoring analyses £500 for audit monitoring analyses
Vat Indicator:	OS = Standard OE = Exempt OZ = Zero Rated OO = Outside Scope				

Environment Services

Schedule of Fees and Charges 2015/2016

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £		
Animal Control						
1	Stray Dogs	Per Occasion	OO	25.00	25.00	Statutory fee plus kennelling and vet's costs extra
<u>Rats and Mice</u>						
2	Domestic #	Per Treatment	OS	65.50	66.30	Rodent treatments are for a single domestic property, including immediate gardens and grounds, occupied by one family. Additional charges may be made if: the property is occupied by more than one family, or if further visits are required, or if outbuildings, stables or land where domestic pets or livestock are present.
3	Domestic - Call out		OS	33.00	33.40	
4	Reduced Charge *		OS	33.00	33.40	
5	Reduced Charge Call out *		OS	16.50	16.70	
6	Commercial	Per Hour	OS	65.50	66.30	
7	Commercial - Call out		OS	33.00	33.40	
<u>Wasps</u>						
8	Domestic	Per Visit	OS	57.50	58.20	Additional nests at the same time, +50% for each nest
9	Domestic - Call out		OS	27.50	27.80	
10	Reduced Charge *	Per Visit	OS	29.00	29.30	
11	Reduced Charge Call out *		OS	13.75	13.90	
12	Commercial	Per Hour	OS	57.50	58.20	
13	Commercial - Call out		OS	27.50	27.80	
<u>Casual Treatments / Other Insects</u> (Including Fleas)						
14	Fleas	Per Visit	OS	70.00	70.80	Charges are for up to a standard 3 bedroom house. Additional rooms are charged at £17.50 each.
15	Reduced charge*	Per Visit	OS	35.00	35.40	
16	Bed Bugs	Per Visit	OS	70.00	70.80	
17	Reduced charge*	Per Visit	OS	35.00	35.40	
18	Cockroaches	Per Visit	OS	70.00	70.80	
19	Reduced charge*	Per Visit	OS	35.00	35.40	
20	Cluster Flies	Per Visit	OS	99.00	100.20	
21	Reduced charge*	Per Visit	OS	49.50	50.10	
22	Clothes Moths	Per Visit	OS	99.00	100.20	
23	Reduced charge*	Per Visit	OS	49.50	50.10	
24	Advice visits or callout charge for missed appointments	Per Visit	OS	33.00	33.40	
25	Pharoah's Ants	Per Visit	OS	Price subject to survey		

* The reduced charge will apply to those who can demonstrate to be in receipt of Income Support, Housing Benefit, Council Tax Reduction (other than sole occupancy relief) or Disability Working Allowance or Disability Living Allowance.

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Housing Services

Schedule of Fees and Charges for 2015/2016

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge	Proposed Charge	
			£	£	
General Fund Housing					
Houses in Multiple Occupation (HMO)					
1	Five yearly - per property (new application)	OO	550.00	550.00	
2	Five yearly - per property (renewal)	OO	400.00	400.00	Charge for renewal of HMO licence (commences April 2013)
3	Licence Variation	OO	300.00	300.00	Material variation of existing licence. Charge to relate to amount of work involved
Caravan Site Licence Fees					
4	Site Licence Applications	OO			
	No. of pitches			445.90	
	1 - 5			468.40	
	6 - 24			513.30	
	25 - 99				
5	Annual Fee	OO			
	No. of pitches			50.00	
	1 - 5			100.00	
	6 - 24			200.00	
	25 - 99				
Property Inspections					
6	Property Inspections for Immigration/ Foreign Office/Visa Application purposes	OS	160.00	160.00	This is a non-mandatory service where a report is required to support an application.
7	Officer time for works in default (Subject to Statutory maximum charge of £300)	Per Hour OO	60.00	60.00	Statutory - where notice recipient fails to do the work and the Council does the work and recharges it.
8	Officer time for Housing Act enforcement (Subject to Statutory maximum charge of £300)	Per Hour OO	60.00	60.00	Statutory - where the Council takes enforcement action following a preliminary notice of intent

Schedule of Reserves and Balances - Actual and Projected

	31.3.2014	31.3.2015	31.3.2016			31.3.2017			31.3.2018		
	Balance	Balance Forecast	In	Out	Balance	In	Out	Balance	In	Out	Balance
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
General Fund											
General Fund Working Balance	3,361	3,200			3,200			3,200			3,200
Revenue Reserve Fund (inc NHB)	2,486	787	2,962	(1,759)	1,990	2,962	(2,962)	1,990	2,962	(2,962)	1,990
General Fund Capital Receipts	1,174	644			644			644			644
Earmarked Leisure Financing	566	0			0			0			0
Renewals Fund	114	114		(6)	108			108			108
Insurance Fund	299	299			299			299			299
Insurance Reserve	157	157			157			157			157
Earmarked Reserves											
- LEP	1,500	1,500		(1,500)	0			0			0
- Asset Development	2,300	2,300		(2,300)	0			0			0
General Fund Total	11,957	9,001			6,398			6,398			6,398
Housing Revenue Account											
HRA Working Balance	2,000	1,964	36		2,000			2,000			2,000
HRA Revenue Reserve	2,334	1,189	6,770	(7,421)	538	6,968	(7,506)	0	7,174	(7,174)	0
HRA Capital Receipts Unapplied	11,577	12,977	825	(4,700)	9,102	825	(3,650)	6,277	825	(5,171)	1,931
New Affordable Homes	5,162	6,196	7,100	(8,000)	5,296	7,790	(6,000)	7,086	2,691	(8,000)	1,777
Stock Remodelling	6,031	8,047		(1,280)	6,767		(4,296)	2,471	2,691	(4,000)	1,162
HRA Total	27,104	30,373			23,703			17,834			6,870

General Fund - Forward Budget Projections - February 2015 update

Estimated Variations From draft 2015/2016 Budget - Cumulative	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000
Inflation (2.0%) non-pay 2016/17	200	200	200	200
Inflation (2.0%) non-pay 2017/18		200	200	200
Inflation (2.0%) non-pay 2018/19			200	200
Inflation (2.0%) non-pay 2019/20				200
Pay Award April 2016	?	?	?	?
Pay Award April 2017		?	?	?
Pay Award April 2018			?	?
Pay Award April 2019				?
Revenue Support Grant net reduction	520	1,040	1,570	1,570
Benefit Admin grant- loss/UC	50	100	150	200
Loss of supporting people grant	61	61	201	201
Increased Interest Rates (0.25% each year)	(100)	(200)	(300)	(400)
April 2016 Pension Triennial Revaluation		200	200	200
New National Insurance Rates from April 2016	210	210	210	210
Local Business Rates variations	?	?	?	?
Indicative savings required*	941	1,811	2,631	2,781

*Before allowing for possible additional council tax income.

2015/2016 Council Tax (Proposed)			
Council Tax (Waverley element only)			
		2014/2015	2015/2016
Council Tax Requirement			Freeze
		£'000	£'000
A	Waverley Spending Requirement	14,068	14,085
B	Revenue Support Grant	2,102	1,574
C	Business Rates Baseline	1,784	1,818
D	New Homes Bonus	1,383	1,662
E	Business Rates in excess of Baseline	127	185
F	Council Tax Freeze Grant	90	92
G	Net Spending Requirement	8,582	8,754
H	Collection Fund Surplus/(Shortfall)	156	200
I	Council Tax Income Required	8,426	8,554
J	Council Tax Base (Band D equivalents)	52,037.0	52,831.2
K	Band D Council Tax (Rounded for billing purposes)	£161.91	£161.91
L	Year on Year Percentage Increase		0.00%

Note: This takes account of the provisional Settlement and will be adjusted on receipt of the final settlement.

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APPENDIX A.2

WAVERLEY BOROUGH COUNCIL

COUNCIL - 17 FEBRUARY 2015

Title:

**FINANCIAL STRATEGY 2015/2016 – 2018/2019
DRAFT CAPITAL PROGRAMME 2015/2016**

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

Summary and purpose:

The report puts forward proposals for the draft 2015/2016 Capital Programme and list of Revenue projects in respect of the General Fund services.

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

The Council has a set of specific corporate priorities, the proposals put forward support these priorities.

Equality and Diversity Implications:

There are no direct equality and diversity implications as a result of the recommendations in this report.

Resource/Value for Money implications:

Resource implications are contained throughout the report.

Legal implications:

There are no direct legal implications as a result of the recommendations in this report.

Introduction

1. Each year, the Council reviews its three-year Capital Programme and in particular agrees the schemes to be included within the Budget for the year ahead. The overall parameters for the Capital Programme are set out within the Council's Financial Strategy. The Capital Programme and Revenue Project proposals for 2015/2016, as put forward by the Heads of Service and supported by the Corporate Management Team, are presented for consideration.
2. This report contains the following Annexes:
 - Annexe 1 – List of Revenue Projects
 - Annexe 2 – Revenue Project Justification Forms (separate booklet)
 - Annexe 3 – Draft Capital Programme

Revenue Projects

3. Revenue Projects will be included within the appropriate Revenue Estimate sheets and are listed at Annexe 1. The list totals £569,775, of which £45,000 will be funded externally and the balance met from Waverley's revenue budget resources. The Office Maintenance Programme has already been included within the base estimates as it forms part of the allocation process and the remaining £418,680 is included within the Budget summary pending final approval of the projects. Justification statements for the various projects are included at Annexe 2 within the separate booklet distributed to all Members.

Draft 2015/2016 Capital Programme

4. The proposed 2015/2016 Capital Programme amounts to £3,346,400 as shown at Annexe 3 to this report.
5. This Annexe also shows the proposed financing, including significant external funding and the amount to be met from Waverley's own resources including £1,062,780 from the Revenue Reserve Fund.

Resources Available 2015/2016

6. The core funding for Waverley's General Fund Capital Programme is from Revenue Contributions, via the Revenue Reserve Fund, plus any Capital Receipts available and is augmented by any external funding obtained.
7. The Budget proposals include increasing the Contribution to the Revenue Reserve Fund from the Revenue Budget to £2.962million from the current level of £2.685 million in 2014/2015. This arises from the Council's policy of using New Homes Bonus for invest-to-save schemes.
8. As shown at Annexe 3, the resources available are sufficient to finance the proposed 2014/2015 Programme.

Revenue Reserve Fund

9. Projections for the Revenue Reserve Fund are shown in the Revenue Budget report.

Approval Process

10. Certain schemes as identified by an asterisk on the schedule will be included within the overall Programme with approval in principle, but specific approval will be required before they proceed because further information is needed in support of these schemes. Once Council has approved the Budget, it is proposed that authority to proceed in these cases is delegated to the Director of Finance and Resources in conjunction with the Finance Portfolio Holder.

Conclusion

11. Allowance for the total of the Revenue Projects is included within the Revenue Budget proposed and individual schemes will be shown as part of the appropriate Estimate sheets when the final proposals have been agreed. The financing proposals in Annexe 3 show that the draft Capital Programme is within the resources available for 2015/2016.

Observations from Overview and Scrutiny Committees

12. The Corporate Overview and Scrutiny Committee considered this report at its meeting on 20 January 2015. The Committee endorsed the recommendations for the General Fund Capital Programme 2015/16 for the service areas within its remit, and had no observations to pass to the Executive. The Community Overview and Scrutiny Committee on 27 January 2015 endorsed the recommendations but expressed concern about the proposal to purchase replacement noise recording equipment. The Committee requested that other options such as leasing the equipment or using smart phone apps should be investigated further.

Recommendation

The Executive, having considered the comments from the Overview and Scrutiny Committees RECOMMENDS that

1. the list of Revenue Projects totalling £569,775 be approved, as shown at Annexe 1 to Appendix A.2, to be included within the Revenue Estimates;
2. the 2015/16 General Fund Capital Programme totalling £3,346,400 be approved, as shown at Annexe 3 to Appendix A.2;
3. the financing proposals for 2014/2015 in Annexe 3 of Appendix A.2 be agreed;
4. the budgets for schemes marked with an asterisk on the schedules are approved, but spending on these projects is subject to the agreement of the Director of Finance and Resources and Finance Portfolio Holder or the Executive if appropriate; and
5. the Financial Strategy be amended to reflect the above decisions.

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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CAPITAL PROGRAMME
2015/2016 REVENUE SCHEMES - GENERAL FUND

Project	2015/16				Notes	O & S Committee
	Total Programme	WBC funding	Repairs & Renewals Reserve	External Funding		
	£	£	£	£		
Customer, IT and Office Services						
Central Offices	90,000	90,000				Corporate
Miscellaneous Properties	15,000	15,000			To get several domestic properties up to decent homes standard	Corporate
Health & Safety works	20,000	20,000				Corporate
Community Services						
Sports Centres	General	100,000	100,000			Community
	Contingency	25,000	25,000			Community
Recreation	Parks Signage	20,000	20,000			Community
Arts	Borough Hall	8,275	8,275			Community
Environmental Services						
Waste & Recycling	Replacement containers	60,900	40,900		20,000	Income from sale of 2,000 green waste bins Community
Environmental Health	Contaminated Land	30,000	30,000			Community
	Weydon Lane	21,000	21,000			Community
	Air Quality	33,500	8,500		25,000	DEFRA grant funding Community
	Noise Recording Equipment	6,100		6,100		Community
Car Parks	Rolling Programme	100,000	100,000			Community
Special Projects	Development Consultancy	40,000	40,000			Corporate
General Fund Total	£569,775	£518,675	£6,100	£45,000		

**Capital Programme
General Fund**

Project	2015/16	2015/2016 Funding						2016/2017	2017/2018	Notes
	Total	Revenue	Earmarked	Housing	New Homes	S106	External	Estimate	Estimate	
	Programme	Reserve Fund	Reserve	Revenue Account	Bonus	Funding	Funding	£	£	
	£	£	£	£	£	£	£	£	£	
General Fund Summary										
Provision for Urgent Schemes during Year	150,000	150,000	0	0	0	0	0	0	0	
Policy & Governance	4,680	4,680	0	0	0	0	0	0	0	
Customer, IT and Office Services	539,000	288,000	0	78,000	173,000	0	0	242,000	0	
Community Services	2,212,720	447,100	500,000	0	400,000	9,760	855,860	1,301,119	267,066	
General Fund Housing Services	440,000	173,000	0	0	0	0	267,000	440,000	440,000	
Total	£3,346,400	£1,062,780	£500,000	£78,000	£573,000	£9,760	£1,122,860	£1,983,119	£707,066	

Capital Programme General Fund

Project	2015/16 Total Programme £	2015/2016 Funding						2016/2017 Estimate £	2017/2018 Estimate £	Notes
		Revenue Reserve Fund £	Earmarked Reserve £	Housing Revenue Account £	New Homes Bonus £	S106 Funding £	External Funding £			
Policy & Governance										
Media Monitoring	4,680	4,680								
Total Policy & Governance	£4,680	£4,680	£0	£0	£0	£0	£0	£0	£0	£0

**Capital Programme
General Fund**

Project	2015/16 Total Programme £	2015/2016 Funding						2016/2017 Estimate £	2017/2018 Estimate £	Notes
		Revenue Reserve Fund £	Earmarked Reserve £	Housing Revenue Account £	New Homes Bonus £	S106 Funding £	External Funding £			
Customer, IT and Office Services										
Central Offices										
Sound insulation	25,000	25,000								
Council Chamber corridor ceiling replacement	15,000	15,000								
Office Lighting Replacement - LED at central offices	30,000				30,000					9 year payback, £3,250 revenue saving per annum
Cranleigh LC replacement of AHU	55,000				55,000					6 year payback, £9,000 revenue saving per annum
Cranleigh LC CHP unit	88,000				88,000					5.6 year payback, £15,500 revenue saving per annum
Inspection of culverted land drainage assets	25,000	25,000								
* PV systems installation on sheltered housing							242,000			6 year payback, £39,000 revenue saving per annum
IT										
Forward Programme/Legislative Changes	10,000	10,000								If any benefits changes required can use grants
Desktop/Server Upgrades	20,000	20,000								
Mobile Working Solutions	30,000	30,000								Potential £21k on building control, £1.5k on environmental health
SharePoint	10,000	10,000								
Replace Core Switch	30,000	30,000								
Windows 2003 server replacement	10,000	10,000								
Network Upgrade & Flexible Working	5,000	5,000								
Records Scanning	20,000	20,000								
Call Management - contact centre technology	20,000	20,000								
Corporate Texting Solution	10,000	10,000								
Business Continuity refresh at Mole Valley	15,000	15,000								
Aerial photography refresh	8,000	8,000								
Achieve Forms upgrade/integration	5,000	5,000								
Agresso upgrade	30,000	30,000								
Orchard Development	25,000			25,000						
* Orchard/Agresso Interface	15,000			15,000						
Mobile Working	15,000			15,000						
Sheltered Housing Wi-Fi	10,000			10,000						
Keystone - Asbestos Module	13,000			13,000						
Total Customer and Office Services	£539,000	£288,000	£0	£78,000	£173,000	£0	£0	£242,000	£0	

**Capital Programme
General Fund**

Project	2015/16 Total Programme £	2015/2016 Funding						2016/2017 Estimate £	2017/2018 Estimate £	Notes
		Revenue Reserve Fund £	Earmarked Reserve £	Housing Revenue Account £	New Homes Bonus £	S106 Funding £	External Funding £			
Community Services										
Central Communications (Careline)	30,000	30,000						30,000	30,000	
Day centres										
# Gostrey/Memorial Hall Community Centre	1,560,000		500,000		360,000		700,000			Potential revenue savings currently unquantified
Farncombe Day Centre	12,800	12,800						8,500	6,000	
Refurbish Pump House to create additional classroom	40,000				40,000					Expect additional return from extra learners and potential saving from closing Godalming Centre
Countryside										
Frensham Dam	18,000	18,000								
HLS Countryside Works	169,060	81,000					88,060	144,469	151,066	
Frensham Common - Site Facilities Redevelopment	75,000	30,000					45,000	800,000		
Ditch Renovation	70,000	70,000						70,000		
Alderbrook Stream - watercourse erosion control	20,000	20,000								
Blackheath Village Flood Alleviation	5,000	5,000								
Broadwater Park Boardwalk	10,000	10,000								
Arts										
Farnham Maltings (grant paid to 31.3.13 £519k)	40,000	40,000								
Borough Hall - ext decoration	25,000	25,000								
Recreation										
Pavilions - Capital Works	10,000	10,000						30,000	30,000	S106 funding dependant on works carried out
* Gostrey Meadow - pavilion development								160,000		
Playground Replacement	84,760	75,000				9,760				
Philips Memorial Garden Improvement Programme	33,100	10,300					22,800	8,150		HLF grant
Parks Infrastructure Works & DDA Improvements	10,000	10,000						50,000	50,000	
Total Community Services	£2,212,720	£447,100	£500,000	£0	£400,000	£9,760	£855,860	£1,301,119	£267,066	
# If Gostrey project above does not go ahead the following projects are requested:										
Brightwells Gostrey Centre	89,000	89,000								
Memorial Hall	150,000	150,000								

**Capital Programme
General Fund**

Project	2015/16 Total Programme £	2015/2016 Funding					2016/2017 Estimate £	2017/2018 Estimate £	Notes	
		Revenue Reserve Fund £	Earmarked Reserve £	Housing Revenue Account £	New Homes Bonus £	S106 Funding £				External Funding £
General Fund Housing Services										
House Renovation Grants										
- Disabled Facilities	400,000	143,000					257,000	400,000	400,000	no guarantee on level of grant, subject to Surrey County Council passing on funding
Warm Homes Project	40,000	30,000					10,000	40,000	40,000	repayments
Total General Fund Housing Services	£440,000	£173,000	£0	£0	£0	£0	£267,000	£440,000	£440,000	

WAVERLEY BOROUGH COUNCIL

COUNCIL – 17 FEBRUARY 2015

Title:

HOUSING REVENUE ACCOUNT BUSINESS PLAN 2015/2041 AND REVENUE BUDGET 2015/2016

[Portfolio Holders: Cllrs Stewart Stennett and Carole King]

[Wards Affected: All]

Summary and purpose:

This report presents the Housing Revenue Account (HRA) Business Plan and the revenue budget for 2015-16.

It contains the following Annexes:

- Annexe 1 – Business Plan Assumptions
- Annexe 2 – Business Plan
- Annexe 3 – Star Chamber proposals
- Annexe 4 – Draft revenue estimates
- Annexe 5 – Rents Analysis
- Annexe 6 – Housing fees and charges

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

Waverley's landlord service deals with the management and maintenance of existing stock and delivering **affordable housing** which helps to **improve lives** – two of the Council's five corporate priorities. A viable business plan which takes account of these priorities needs to be in place to aid delivery

Equality and Diversity Implications:

Providing more and better affordable housing for residents of the Borough in housing need, particularly the more vulnerable in our society.

Resource/Value for Money Implications:

Resource implications are contained within the report.

Legal Implications:

There are no direct legal implications as a result of this report.

Background

1. The self-financing regime for the HRA is now well established. The backlog of decent homes work was cleared by the end of the 2013/2014 financial year (partly funded by Government grant) and the focus is now continuing to provide high quality services to our tenants and on maintaining homes to a decent standard. Seven new affordable properties are nearing completion in Farncombe and work is now underway on the Station Road site in Godalming.
2. The staffing structure of the landlord service was refined early in 2014/15 and recruitment to the revised approved structure is ongoing.
3. The next five year projection for the Business Plan, commencing with 2015/16, are attached at Annexe 2 and the assumptions behind the plan (Annexe 1). This illustrates the updated position showing the impact of the latest assumptions and estimates. Despite unavoidable increases in some costs and assumed lower level of rent increases reflecting the low level of inflation, some £33.3m is expected to be available for investment over the next 5 years in new affordable homes and to support stock remodelling. It is proposed that for the next 2 years at least, investment contributions are all targeted at new affordable homes as there is currently sufficient funding in the Stock Remodelling reserve to fund work proposed in the short/medium term. This will be kept under review.

REVENUE BUDGET

2015/16 Draft Revenue Estimates

4. There has been rigorous scrutiny of draft budgets through the Council's 'star chamber' process involving the Directors, Portfolio Holders, and Heads of Service. Proposals for significant additional investment in day to day repairs and void work have been incorporated in the Business Plan base from 2015/16 onwards. It is also proposed to add 2 further posts to the establishment. A complaints officer to ensure more efficient turnaround of complaints received within the landlord service and a data analyst to provide additional detailed Orchard information. These proposals are summarised in Annexe 3. The budget (Annexe 4) and updated Business Plan incorporate the growth items.

Rents

5. The Council has agreed a rent setting policy that supports Waverley's Business Plan objectives with broad adherence to the Government's social rent policy. The proposed increase for 2015-16 of 2.8% (September RPI + ½%) with an addition of up to £2/week for those properties where rent is below their target rent in accordance with the Council's policy and has been included in the draft Business Plan at Annexe 2. In addition, this crucially helps to ensure the necessary investment contributions are available in the Business Plan to improve our tenants' homes. Annexe 5 analyses the numbers of properties that are below target rent.

6. Garage rents are also proposed to increase by 2.8%. During 2014/15, six garage sites were identified for redevelopment and removed from the chargeable base.
7. It is proposed that service charges in sheltered accommodation be increased by 50p/week in 2015/16 and the heating reimbursement charge by the same amount in line with previous energy increases. The position will be reviewed in 2015/16 in the light of current market conditions.
8. It is proposed that rents for Temporary Accommodation (TA) and Bed and Breakfast be increased in line with Local Housing Allowance rates when these are announced in due course.

Robustness of Estimates

9. Full account has been taken of potential costs and adequate provision has been made. A prudent assessment of income has been undertaken and only income that has a high level of certainty of being received is included within the Council's budgets.
10. The Council's Financial Strategy, together with information presented at the Annual Finance Seminar and subsequent reports demonstrate the financial challenges to Waverley Borough Council and Landlord Service in the future.
11. In view of the level of awareness amongst Members and the action taken to produce the Council's budget in 2015/16, the Director of Finance and Resources is satisfied with the robustness of the estimates presented.

Adequacy of reserves

12. Adequate reserves are necessary to meet significant cost that could not reasonably have been foreseen in the preparation of the budget. The levels of the HRA working and repairs fund balances have been reviewed and the working balance maintained at £2m. It is proposed to apply the repairs fund balance to support specific revenue projects leaving a projected balance of some £35k at the end of 2015/16.

Increases in Fees and Charges

13. The schedule of charges for various services to leaseholders and shared owners has been reviewed. This is currently being consulted on and it is proposed to replace the current flat rate leasehold management charge that applies to all. It is seen as a more transparent and fairer way of recovering costs incurred - Annexe 6.

Conclusion

14. Self-financing has opened up significant opportunities within the landlord service to improve the service to its existing tenants and maintain our homes to a high standard and also provide new homes for the future. Waverley has a robust business plan that should ensure that these objectives are achieved.

Corporate Overview and Scrutiny Committee

15. The Corporate Overview and Scrutiny Committee considered this report at its meeting on 20 January 2015. The Committee endorsed the detailed estimates and proposals in the report, including the proposed rent increase which is in line with the Council's rent policy and agreed within the Council's 30 year HRA Business Plan. In particular, the Committee endorsed the growth bid to make permanent the posts of Complaints Officer and Data Analyst, as these would be key to enabling the improvements in service delivery that were being recommended by the Committee as a result of its in-depth scrutiny review of the responsive repairs service.

Recommendation

Having considered the comments from the Corporate Overview and Scrutiny Committee, the Executive RECOMMENDS that:

1. the rent level of Council dwellings be increased by 2.8% from 6 April 2015, with an addition of up to £2/week for those properties below their historic target rent;
2. the weekly charge for garages rented by both Council and non-Council tenants be increased by 2.8% from 6 April 2015;
3. the service charge in sheltered accommodation be increased by 50p/week from 6 April 2015;
4. the recharge for energy costs (as appropriate) be increased by 50p/week from 6 April 2015, with a review being carried out in 2015/16 to assess changing energy prices;
5. the fees and charges be increased in line with the proposals at Annexe 6 to Appendix A.3;
6. the proposals included on the List of Growth Items be implemented as shown at Annexe 3 to Appendix A.3, including any staffing changes;
7. the resultant HRA Revenue Budget and Business Plan updated for 2015/16, which incorporate the above changes, be approved; and
8. for 2015/16 and 2016/17, 100% of the Business Plan Capital investment contributions be allocated to the New Affordable Homes provision.

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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HOUSING REVENUE ACCOUNT

Business Plan Assumptions

	2015-2016
WAVERLEY ASSUMPTIONS	
Estimated housing stock	4,835
Inflation	
Contracts	1.6%
Rents(<i>Sept RPI +0.5%</i>)	2.8%
2016/17 onwards (assumed)	3.0%
Includes Rental income Growth	0.5%
Management	1.6%
Stock growth through new homes programme Over remaining life of Business Plan	283
Average interest rate on borrowing	3.0%
Stock Loss through right-to-buys over remaining life of Business Plan	218
Percentage of voids assumed	2.125%
Provision for bad debts	£25k/year
Investment Contributions for 15/16 and 16/17 To New Affordable Homes. To be reviewed	100%
Minimal anticipated impact of new depreciation accounting	
Responsive maintenance budget realigned to reflect current demand	£200k
Revenue void work realigned	£100k

WAVERLEY HOUSING REVENUE ACCOUNT - NEXT 5 YEARS BUSINESS PLAN

£'000	LATEST					
	2014-15	2015-16	2016-17	2017	2018	2019
		(1)	(2)	(3)	(4)	(5)
INCOME						
1 Gross Dwelling Rent income (net of subsidy penalty)	28,571	29,413	30,471	31,767	33,113	35,031
Less Voids @2.125%	-587	-629	-686	-635	-662	-701
Net rents to Revenue Account	27,984	28,784	29,785	31,131	32,451	34,331
2 Gross Garage rents	380	366	375	385	394	404
Less Voids @ 20%	-94	-73	-75	-77	-79	-81
Net rents to Revenue Account	286	293	300	308	315	323
3 Service Charges	253	261	268	274	281	288
4 Costs recovered	278	269	276	283	290	297
5 Other Income	364	348	357	366	375	384
COSTS						
6 Housing Management	-5,105	-5,306	-5,391	-5,479	-5,599	-5,697
7 Maintenance	-3,977	-4,348	-4,418	-4,488	-4,560	-4,633
8 Contribution to HRA Revenue Reserve	-6,577	-6,770	-6,932	-7,138	-7,350	-7,568
9 Other Costs	-597	-570	-570	-624	-636	-649
10 Excess of income over running costs	12,909	12,961	13,674	14,633	15,567	17,076
11 Interest	5,827	5,827	5,827	5,796	5,742	5,672
12 Transfer to Stock Improvement	3,534	0	0	2,691	3,046	3,555
13 Transfer to New Build	3,534	7,068	7,790	2,691	3,046	3,555
14 Principal repayment				3,487	3,708	4,223
15 Debt management	50	30	30	50	50	50
16 Rent Equalisation Reserve/Working Balance	-36	36	27	-82	-24	21
	12,909	12,961	13,674	14,633	15,567	17,076
17 Loan brought forward	192,035	192,035	192,035	192,035	188,548	184,840
18 Loan carried forward	192,035	192,035	192,035	188,548	184,840	180,617
19 HRA Working Balance brought forward	2,000	1,964	2,000	2,000	2,000	2,000
20 HRA Working Balance carried forward	1,964	2,000	2,000	2,000	2,000	2,000

 Star Chamber Findings - Growth	2015-2016 Growth £
Housing Revenue Account	
Staff Growth:	
Quality Assurance/Control Officer	42,775
Data Analyst	42,775
Repairs & Maintenance:	
Day to day repairs	200,000
Voids	100,000
Total Housing Revenue Account	£385,550

Landlord Services

Ref. No.	2013/2014 Actual (1)	2014/2015 Estimate (2)	Details	2015/2016 Estimate (3)	Direct Costs	Indirect Costs
Housing Revenue Account Summary						
	£	£		£		
			Expenditure			
			Premises			
1	5,494,781	4,728,200	Contribution to R & M Fund	5,104,620	4,877,593	227,027
			Administration			
			Supervision and Management			
2	2,723,873	3,047,490	- General	3,300,700	1,785,754	1,514,946
3	513,568	518,000	- Special	496,420	361,472	134,948
4	89,645	94,520	Waverley Families	131,430	92,951	38,479
5		4,260	Restructure refinement			
6	444,662	549,560	'Back-Funded' pension contributions	549,560	549,560	
			Capital Charges			
7	5,764,245	5,891,000	Depreciation	6,104,000	6,104,000	
8	38,211	42,280	Capital Work Expenses	71,790	14,826	56,964
			Special Items			
9	-	4,080	Inflation Provision	0	0	
10	25,000	25,000	Bad Debts Provision	0	0	
11	50,000	0	Uninsured Loss Reserve	0	0	
12	28,207		Emergency Flooding costs (extra ordinary)	0	0	
13	0		Revenue Cost of IT Improvements	0	0	
14	15,172,191	14,904,390	Total Expenditure	15,758,520	13,786,156	1,972,364
			Income			
15	27,702,409	28,256,110	Gross Rents	28,965,860	28,965,860	
16	286,336	304,310	Garage Rents	292,690	292,690	
17	118,917	117,200	Other Income	103,200	103,200	
18	28,107,662	28,677,620	Total Income	29,361,750	29,361,750	0
19	0	50,000	Target Reduction - Vacancy factor	50,000	50,000	
20	(12,935,471)	(13,823,230)	Net Cost of Services	(13,653,230)	(15,625,594)	1,972,364
21	5,817,637	5,877,230	Capital Finance	5,857,230	5,857,230	
22	(73,787)	(135,000)	Interest receivable	(135,000)	(135,000)	
23	(7,191,621)	(8,081,000)	Net Operating Expenditure	(7,931,000)	(9,903,364)	1,972,364
			Appropriations			
24	(139,245)	(120,000)	From major repairs reserve additional depc'n	(140,000)	(140,000)	
25	20,755	27,000	Transitional Funding of Support Costs	20,000	20,000	
26	405,703	300,000	Negative housing subsidy/Rebates Cont'n.	177,000	177,000	
27	3,455,000	3,534,000	Transfer to Stock Improvement	0	0	
28	3,455,000	3,534,000	Transfer to New Build	7,068,000	7,068,000	
29	0	-	Transfer to rent Equalisation Reserve	0	0	
30	0	770,000	Contribution to Capital Expenditure	770,000	770,000	
31		36,000	Energy saving Initiatives	36,000	36,000	
32	£5,592	(£36,000)	(Surplus)/Deficit in Year	(36,000)	(2,008,364)	1,972,364
Statement of Working Balance						
33	2,301,554	2,000,004	Balance Brought Forward	1,964,004		
34	(5,592)	(36,000)	Contribution (to)/from Revenue Expenditure	36,000		
35	£2,295,962	£1,964,004	Balance Carried Forward	£2,000,004		

EXPLANATORY NOTES

- Line 6** This payment represents the cost of backfunded pensions for HRA staff. The total Council payment to Surrey County Council is shown on page 81 in the Non-Distributed Costs budget Line 4. The ongoing cost of pensions arising from current service is contained within the employee budgets for each element of the service.
- Line 7** Includes £5,824,000 contribution to capital expenditure. Under self-financing this has been allowed in the Regulations on a transitional basis to allow local authorities time to develop a component-based approach to depreciation.
- Line 15** Includes rent increase of 2.8% plus up to £2 if below target rent

Landlord Services

Ref. No.	2013/2014 Actual (1)	2014/2015 Estimate (2)	Codes	Details	2015/2016 Estimate (3)	Direct Costs	Indirect Costs
Repairs and Maintenance Fund							
Main Code H2000							
	£	£			£		
			1000s	Employees			
1	654,160	581,680		Housing - Operations	613,090	478,210	134,880
2		35,890		Housing - Strategic	36,580	28,532	8,048
3	-			Planning	-		-
4	-	2,330		Policy & Governance	4,660		4,660
5	22,600	29,190		Civic & Monitoring	8,410		8,410
6	23,530	24,020		Finance	26,580		26,580
7	700,290	673,110		Total Staff Recharges	689,320	506,743	182,577
8	4,677			Continuing Professional development	-		
			1100s	Premises			
9	3,611,171	2,272,110	1104	Responsive Repairs and Voids	2,608,480	2,608,480	
10	1,037,393	1,704,680	1104	Cyclical Maintenance	1,731,950	1,731,950	
11	9,230		1163-91	Void properties	7,400	7,400	
12	65,328	-	1340	Management Surveys	-	-	
			1300s	Supplies and Services			
13	2,834	5,050	1302-12	Equipment, Tools and Materials	5,050	5,050	
14	2,009	4,500	1332	Printing	4,500	4,500	
15	1,485	2,250	1337	Books and Publications	2,250	2,250	
16	3,945		1341	Legal Fees	-	-	
17	5,660	18,500	1344	Consultants Fees	8,500	8,500	
18	5,419	4,500	1345	Out of Hours Emergency Service	5,600	5,600	
19	3,338	2,570	1351-3	Telephones	2,970	2,970	
20	-	3,000	1386	Advertising	-	-	
21	-		1387	Subscriptions	-	-	
22	2,844	3,000	1393	Health and Safety	3,000	3,000	
23	-	1,000	1399	Company Searches	1,000	1,000	
24	-	150	1399	Sundry	150	150	
			1600s	Support Costs			
25	45,140	43,780	1600	Computer Cost Recharge	44,450		44,450
26	5,500,761	4,738,200		Gross Service Expenditure	5,114,620	4,887,593	227,027
27	5,500,761	4,738,200		Total Gross Expenditure	5,114,620	4,887,593	227,027
			2000s	Income			
28	5,981	10,000	2300	Contributions from Tenants	10,000	10,000	
29	-			Contribution from Stock Imp Reserve	-	-	
30	-			Contribution from New Aff Homes Reserve	-	-	
31	5,494,781	4,728,200		Contribution from HRA	5,104,620	4,877,593	227,027
32	5,500,761	4,738,200		Total Income	5,114,620	4,887,593	227,027
33				Contribution (to)/from balances			
34	£0	£0		Net Cost	£0	£0	£0
Memorandum Statement of R & M Working Balance							
35	363,062	363,062		Balance Brought Forward	213,062		
36		(150,000)		Contribution (to)/from Revenue Exp	(100,000)		
37				Contribution to GF Capital programme	(78,000)		
38	£363,062	£213,062		Balance Carried Forward	£35,062		

Landlord Services

Ref. No.	2013/2014 Actual (1)	2014/2015 Estimate (2)	Codes	Details	2015/2016 Estimate (3)	Direct Costs	Indirect Costs
Supervision and Management General							
Main Code H4001							
	£	£			£		
			1000s	Employees			
1	1,463,720	1,140,950		Housing - Operations	1,195,810	932,732	263,078
2	-	424,190		Housing - Strategic	423,900	330,642	93,258
3	52,300	39,100		Policy & Governance	30,340		30,340
4		21,410		Civic & Monitoring	29,300		29,300
5	3,570	5,290		Planning	5,220		5,220
6	130,000	154,760		Finance	151,980		151,980
7	66,930	76,790		Office and IT	77,030		77,030
8	1,290	1,770		Environment	1,830		1,830
9	630	540		Community Services	540		540
10	1,718,440	1,864,800		Total Staff Recharges	1,915,950	1,263,374	652,576
11	10,579			Other staff costs	202,550	106,000	96,550
12	44,708	51,960	1050s	Former Employee Costs	45,950		45,950
			1100s	Premises			
13	35,445	29,580	1131-2	Hired and Contracted Services	40,140	40,140	
14	1,405		1163-87	Property Costs	-	-	
15	63,580	65,870	1176	Council Tax/Business Rates	66,920	66,920	
16	126,344	128,710	1191	Insurances	148,770	148,770	
			1300s	Supplies and Services			
17	33,224	4,000	1302-5	Equipment and Furniture	4,000	4,000	
18	11,805	14,500	1332	Printing	14,500	14,500	
19	-	250	1337	Books and Publications	250	250	
20	14,927	10,000	1341	Legal Expenses	10,000	10,000	
21	4,291		1343	Property Fees	-	-	
22	51,789	15,100	1344	Consultants Fees	12,100	12,100	
23	17,492	9,200	1345	Hired and Contracted Services	9,200	9,200	
24	6,000	6,000	1345	Annual stock valuation Fee	6,000	6,000	
25	3,681	2,050	1351-3	Telephones	3,100	3,100	
26	4,793	14,700	1354	Postages	8,700	8,700	
27	29,300	30,000	1371	Transfer Grants	40,000	40,000	
28	2,525	2,500	1387	Subscriptions	5,000	5,000	
25	2,322	3,450	1393	Health & Safety	3,450	3,450	
26	238	1,000	1395	Other Supplies	1,000	1,000	
27	38,373	7,500	1398	Assisted removals and decants	7,500	7,500	
28	4,295	33,000	1398	Compensation(including home loss)	28,000	28,000	
29	425	9,500	1398	Vulnerable Tenant Support	5,000	5,000	
30			1399	Miscellaneous Expenses	9,500	9,500	
				Special Items			
31	19,151	17,500	H4005	Tenants' Panel Expenses:	17,500	17,500	
32	2	8,000	H4006	Social Inclusion	7,500	7,500	
33	24,289	25,000	H4007	Tenant Participation	25,000	25,000	
34	23,599	41,080	H2112	Community Safety/Estate Man'g't	40,000	40,000	
35	-	30,000	H4001	Management Projects	-	-	
36	10,212	11,000	H4008	Benchmarking costs	11,000	11,000	
37	9,596	10,000	H9120	IT upgrades	10,000	10,000	

Landlord Services

Ref. No.	2013/2014 Actual (1)	2014/2015 Estimate (2)	Codes	Details	2015/2016 Estimate (3)	Direct Costs	Indirect Costs
Supervision and Management General (Continued)							
Main Code H4001							
	£	£			£		
			1600s	Support Costs			
37	28,720	181,910	1600	Democratic Representation	183,860		183,860
38	105,850	108,500	1600	Computer Cost Recharge	110,100		110,100
39	411,380	402,470	1600	Corporate Costs	400,630		400,630
				<i>Recharge from:-</i>			
40	22,840	25,280	R1011	Financial Expenses	25,280		25,280
41	2,876,567	3,164,410		Gross Expenditure	3,418,450	1,903,504	1,514,946
			2000s	Income			
42	3,713	-	2300	Services supplied	-	-	
43	54,178	46,000	2350	Service Charges	46,000	46,000	
44	53,477	58,750	2704	Rents	58,750	58,750	
45	15,537	6,000	2903	Re-imburements	8,000	8,000	
46	25,789	5,000	2906	Contributions	5,000	5,000	
47	152,694	115,750		Total Income	117,750	117,750	-
48	£2,723,873	£3,048,660		Net Cost to Revenue Account	£3,300,700	£1,785,754	£1,514,946

Waverley Families

Main Code H4999

	£	£			£		
			1000s	Employees			
1	147,580	160,580		Housing - Operations	172,540	134,581	37,959
2	140	570		Finance	520		520
3	147,720	161,150		Total Staff Recharges	173,060	134,581	38,479
			1300s	Supplies and Services			
4	-	100	1302-12	Equipment, Tools and Materials	100	100	
5	292	550	1332	Printing	550	550	
6	1,375	1,920	1351-3	Telephones	1,920	1,920	
7	-	4,000	1371	Grants and Donations	4,000	4,000	
8	1,296	1,800	1393	Health and Safety	1,800	1,800	
9	41		1383-139	Meeting Expenses	-	-	
10	150,724	169,520		Gross Service Expenditure	181,430	142,951	38,479
11	150,724	169,520		Total Gross Expenditure	181,430	142,951	38,479
			2000s	Income			
12	61,079	75,000	2100	Contributions and Grants	50,000	50,000	
13	61,079	75,000		Total Income	50,000	50,000	-
14	£89,645	£94,520		Net Cost	£131,430	£92,951	£38,479

Landlord Services

Ref. No.	2013/2014 Actual (1)	2014/2015 Estimate (2)	Codes	Details	2015/2016 Estimate (3)	Direct Costs	Indirect Costs
Supervision and Management Special Main Code H5001							
	£	£			£		
			1000s	Employees			
1	245,180	169,680		Housing - Operations	145,940	113,833	32,107
2	-	8,970		Housing - Strategic	9,140	7,129	2,011
3	9,270	22,630		Finance	21,550		21,550
4	2,100	-		Organisational Development	-	-	-
5	-	-		Democratic & Legal Services	-	-	-
6	1,460	1,770		Environment	1,830		1,830
7	71,890	77,640		Community	76,300		76,300
8	329,900	280,690		Total Staff Recharges	254,760	120,962	133,798
9	69,845	80,000	H5601	Cleaners Wages	80,000	80,000	
			1100s	Premises			
10	-	3,000	1121	Fixtures and Fittings	3,000	3,000	
11	170,743	180,410	1131-2	Hired and Contracted Services	183,290	183,290	
12	83,317	127,060	1163	Electricity	129,090	129,090	
13	35,231	37,130	1163	Landlord's lighting	37,720	37,720	
14	127,465	151,470	1164	Gas	153,900	153,900	
15	80,621	46,090	1176	Council Tax	46,830	46,830	
16	4,616	3,000	1178	Water Services	3,050	3,050	
17	5,786	6,000	1182	Cleaning Materials	6,090	6,090	
18	18,632	22,180	1184	Contract Cleaning	22,540	22,540	
19	6,296	7,610	1185	Window Cleaning	7,540	7,540	
20	3,931	2,500	1188	Cesspool Emptying	2,540	2,540	
21	10,527	12,540	1191	Insurances	12,220	12,220	
			1300s	Supplies and Services			
22	27,055	27,000	1302-5	Equipment and Furniture	32,000	32,000	
23	-	200	1332	Printing	200	200	
24	-		1333	Stationery	-	-	
25	45		1341	Legal fees	-	-	
26	4,975	6,000	1345	Contracted Services	-	-	
27	7,371	9,830	1351-3	Telephones	9,830	9,830	
28	1,164	1,250	1389	Television Services	1,250	1,250	
29	-	170	1391	Insurances	170	170	
30	3,116	1,250	1399	Miscellaneous Expenses	1,250	1,250	
31		-	1503	Supporting People contingency			
			1600s	Support Costs			
32	1,860	1,640	1600	Computer Cost Recharge	1,150		1,150
33	992,495	1,007,020		Gross Expenditure	988,420	853,472	134,948
			2000s	Income			
34	4,398	7,900	2300	Fees and Charges	7,900	7,900	
35		-	2320	Facilities Supplied		-	
36	8,600	-	2705	Rents		-	
37	245,362	288,280	2903	Central Heating	269,340	269,340	
38	220,567	192,840	2,350	Service Charges	214,760	214,760	
39	478,927	489,020		Total Income	492,000	492,000	-
40	£513,568	£518,000		Net Cost to Revenue Account	£496,420	£361,472	£134,948

Landlord Services

Ref. No.	2013/2014 Actual (1)	2014/2015 Estimate (2)	Codes	Details	2015/2016 Estimate (3)	Direct Costs	Indirect Costs
Capital Work Expenses Main Code H1010							
	£	£			£		
			1000s	Employees			
1	17,020	14,490		Housing - Operations	14,520	11,326	3,194
2				Civic & Monitoring	12,540		12,540
3	11,570	5,120		Policy & Governance	18,820		18,820
3	4,700	6,170		Finance	6,150		6,150
4	33,290	25,780		Total Staff Recharges	52,030	11,326	40,704
			1300s	Supplies and Services			
5		13,000	1345	Contracted Services - sustainability	16,260		16,260
6	4,921	3,500	1391	Insurances	3,500	3,500	
7	38,211	42,280		Gross Expenditure	71,790	14,826	56,964
8	£38,211	£42,280		Net Cost to Revenue Account	£71,790	£14,826	£56,964

Other Income Main Code H1000

	£	£			£		
			1300s	Supplies and Services			
1			1345	Fraud initiative	20,000	20,000	
2				Gross Expenditure	20,000	20,000	0
			2000s	Income			
3	35,405	36,000	2705	Solar Panel Roof Rental	36,000	36,000	
4	84,129	81,000	2905	Water Rate Commission	87,000	87,000	
5	700			Miscellaneous Income	-	-	
6				Interest			
7	84	200	2410	Mortgagors	200	200	
8				Total Income	123,200	123,200	-
9	£118,917	£117,200		Net Cost to Revenue Account	(£103,200)	(£103,200)	£0

Exchequer Subsidies Main Code H1000

	£	£			£		
			2000s	Income			
1	405,703	300,000		Housing Subsidy/Rebates contribution	186,000	186,000	
2	£405,703	£300,000		Net Cost to Revenue Account	£186,000	£186,000	£0

Analysis of Property Proximity to Target Rent After Proposed Rent Increase

Properties within	2013-14	2014-15	2015-16
At or above target rent	4461	4479	4572
£1 below target rent	10	60	32
£2 below target rent	24	33	38
£3 below target rent	56	18	38
£4 below target rent	39	33	19
£4-£10 of target rent	168	128	49
£10 - £20 of target rent	65	54	43
£20 - £40 of target rent	7	5	3
Total Properties	4830	4810	4794

NOTE

Breakdown of the proposed 2015-16 Dwelling Rent Increase

2.8% only	4515
£2 or less adjustment	279
	4794

Housing Services
Schedule of Fees and Charges for 2015/2016

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge	Proposed Charge	
			£	£	
General Fund Housing					
Houses in Multiple Occupation (HMO)					
1	Five yearly - per property (new application)	OO	550.00	550.00	
2	Five yearly - per property (renewal)	OO	400.00	400.00	Charge for renewal of HMO licence (commences April 2013)
3	Licence Variation	OO	300.00	300.00	Material variation of existing licence. Charge to relate to amount of work involved
Property Inspections					
5	Property Inspections for Immigration/ Foreign Office/Visa Application purposes	OS	160.00	160.00	This is a non-mandatory service where a report is required to support an application.
6	Officer time for works in default (Subject to Statutory maximum charge of £300)	Per Hour OO	60.00	60.00	Statutory - where notice recipient fails to do the work and the Council does the work and recharges it.
7	Officer time for Housing Act enforcement (Subject to Statutory maximum charge of £300)	Per Hour OO	60.00	60.00	Statutory - where the Council takes enforcement action following a preliminary notice of intent

Housing Services

Schedule of Fees and Charges for 2015/2016

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge	Proposed Charge	
			£	£	
Housing Revenue Account					
Supervision and Management Special					
4	Guest Rooms - E P Units - Single	Per Night	OS	13.00	15.00 } }
5	Guest Rooms - E P Units - Double	Per Night	OS	18.00	20.00 } }
6	Community Rooms - Residents	Session	OE	15.00	15.00 }) Sessions 10am - 1pm }
7	Community Rooms - Non Resident	Session	OE	33.00	33.00 }) 2pm - 5pm }) 7pm - 10pm
Leaseholder Charges					
The following charges replace the flat rate charge currently in place					
Annual practical notes and information to leaseholder. Check of leaseholder account to ensure there are no problems and ground rent invoicing with supporting documentation.					
	Annual	OO		25.00	
Annual practical notes and information to shared owners. Check of account to ensure there are no problems, check to see if ground rent payable					
	Annual	OO		22.50	No ground rent payable
Annual practical notes and information to shared owners. Check of account to ensure there are no problems, check to see if ground rent payable					
	Annual	OO		25.00	Ground Rent payable
Service charge invoicing and supporting documentation non-shared ownership.					
	Quarterly	OO		2.50	Only if repairs/maintenance during quarter
Service charge invoicing and supporting documentation non-shared ownership.					
	Annual	OO		10.00	Only if repairs/maintenance during year
Service charge invoicing and supporting documentation shared ownership.					
		OO		25.00	
Consent to alter					
		OS		55.00	
Retrospective/ Complex consent to alter					
		OS		75.00	
Consent to underlet					
		OS		30.00	
Consent to keep pets					
		OS		30.00	
Letter to lenders and other third parties					
		OS		25.00	
Reminder in relation to arrears with full printout of account					
		OE		25.00	

Housing Services

Schedule of Fees and Charges for 2015/2016

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge	Proposed Charge
			£	£
Section 20 management		OE		35.00
Obtaining Land Registry document as requested by leaseholder		OS		10.00 Plus Land Registry cost
Provision of duplicate invoices		OS		2.50
Contacting or responding to you in relation to a problem with your flat. Non-complex replies by email will be free		OS		5.50
Written contact and liaison with you in relation to statutory requirements, such as fire and asbestos risk assessments		OE		2.50
Preliminary telephone advice for non-complex issues relating to your leasehold property				FREE
Changing leaseholder records, leaseholder responsible for advising changes in writing				FREE

APPENDIX A.4

WAVERLEY BOROUGH COUNCIL

COUNCIL – 17 FEBRUARY 2015

Title:

HOUSING REVENUE ACCOUNT 2015/16 CAPITAL PROGRAMME

**[Portfolio Holders: Cllrs Stewart Stennett and
Carole King]**

[Wards Affected: All]

Note pursuant to Section 100B (5) of the Local Government Act 1972

An annexe to this report contains exempt information by virtue of which the public is likely to be excluded during the item to which the report relates, as specified in the specific Paragraphs of the revised Part 1 of Schedule 12A of the Local Government Act 1972, namely:-

1. Information relating to an individual; and
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)

Summary and purpose:

The report puts forward proposals for the 2015/2016 Capital Programme element of the Housing Revenue Account (HRA) Business Plan. In addition to the programme for major works to existing stock the Capital Programme also encompasses the New Affordable Homes programme and the Stock Remodelling programme. This report updates members on the Housing Revenue Account (HRA) Capital Programme and Budget for 2015/16.

It contains the following Annexes

- Annexe 1 – Housing Capital Programme
- Annexe 2 – New Affordable Homes Programme
- Annexe 3 – Stock Remodelling Programme
- (Exempt) Annexe 4 – Property list

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

The Council has a set of specific Capital Priorities. The HRA Capital Programme is particularly relevant to Improving Lives through the provision of decent Affordable Housing.

Equality and Diversity Implications:

The capital programme continues to make substantial targeted provision for disabled adaptations in council dwellings.

Resource/Value for Money Implications:

Resource implications are contained throughout the report.

Legal Implications:

There are no direct legal implications as a result of the recommendations of this report.

Introduction

1. As part of the HRA 30-year Business Plan this report focuses on the three-year Capital Programme and in particular outlines the provisions to be included within the Business Plan and the Budget for the year ahead. The overall parameters for the Capital Programme are set out within the Council's Financial Strategy. The Business Plan provides the resources to supplement the estimated capital resources to fund the 30-year maintenance forecast and fund proposals for building new affordable homes and investment in stock remodelling.

Draft 2015/2016 Capital Programme

2. The draft Capital Programme at Annexe 1 shows the amount estimated to be spent in 2015/16 on decent homes and other maintenance work of a capital nature. A list of properties identified for the work that has informed the budget detail is included (Exempt) Annexe 4.
3. There are a number of risk areas that require a more robust approach in order to reduce risk to the Council. A 5-year programme of works has been drawn up to help ensure compliance with landlord and employee obligations and to bring systems and equipment up to standard. The significant investment required in the short term is reflected in the Health and Safety work within the capital programme.
4. The HRA Business Plan supports the capital programme to ensure that it is sufficiently funded to maintain stock in decent condition subsequent to the decent homes backlog having been cleared. The financial model in Waverley's Business Plan incorporates the transfer to the HRA Revenue Reserve to support capital expenditure.
5. The draft Capital Programme for 2015/16 and the indicative programmes for the following 2 years are based on the likely demand and priorities of differing types of work and on the resources currently available. An estimate is included for residual receipts from Right-to-Buy sales that should become available after setting aside the amount required to repay debt on the sold properties, the amount allowed to be retained for building new affordable homes and the share payable to the Government under the revised pooling regulations.
6. In compiling the draft capital programme, the priorities previously agreed by the Executive have been observed with health and safety works paramount.

Draft 2015/16 New Affordable Homes Programme

7. The first 7 homes to be built by Waverley since the start of self-financing for the HRA are due to be completed in February 2015. Work has started at Station Road, Godalming where a further 14 homes are to be provided and a further 16 homes on small sites around the Borough should be completed in 2015/16. Planning permission has been granted for the proposed demolition and new build work at Ockford Ridge comprising outline permission for phase 2 and full planning approval for phase 1 (site D) where work should start before the end of the 2015/16 financial year – Annexe 2 refers.
8. Feasibility studies and preliminary work are being carried out on a number of other Council-owned sites. The estimated costs for other proposed schemes over the next three years are indicative as, in some cases, detailed schemes have not yet been prepared and costed. There is also the potential to purchase or buy back properties where this is considered to be cost effective and gives the Council an instant addition to its social housing stock

Draft 2015/16 Stock Remodelling Programme

9. The 30-year HRA Business Plan also provides resources to fund major remodelling of the existing stock to make it better fit Waverley's needs going forward. The major project at Ockford Ridge will be a combination of redevelopment and remodelling existing dwellings. Estimates at this stage are on a very broad basis and will be refined as survey work is carried out. It is anticipated that a surveyor's report will be submitted to the Housing Delivery Board in April/May 2015 with recommendations on those properties viable for refurbishment.
10. The remodelling budget also provides for the conversion of underused community rooms to lettable dwellings. This will result in the addition of a further 8 units to the housing stock. Ongoing survey work will identify further schemes to be added in due course.
11. In view of the resources already available in the Stock Remodelling Reserve (which are deemed to be sufficient to finance the programme in the medium term), it is proposed that for the next two financial years, at least, the sums available from the HRA are invested just in the New Affordable Homes Reserve. This will be kept under review and regard will be had for which schemes are ready to start. The stock remodelling programme is set out at Annexe 3.

Corporate Overview and Scrutiny Committee

12. The Corporate Overview and Scrutiny Committee considered this report at its meeting on 20 January 2015. The Committee endorsed the capital programme planned for 2015/16, including the major works capital programme, new affordable homes programme, and the stock remodelling programme, and had no additional comments to make on the report.

Capital Programme 2015/2016
Housing Revenue Account - Core Programme

	2015/2016 Estimate £	Indicative 2016/2017 Estimate £	2017/2018 Estimate £
Decent Homes Work			
Newly Arising Decent Homes	4,788,900	5,239,000	5,380,450
Other Programmed Maintenance			
Health and Safety Work	701,100	500,000	513,500
Aids and Adaptations	200,000	200,000	205,400
Other Programmed Maintenance	1,180,000	1,611,000	1,654,500
Total Improvements	6,870,000	7,550,000	7,753,850
Salary Allocations	651,400	651,400	668,990
Total Housing Revenue Account	£7,521,400	£8,201,400	£8,422,840

Estimated Resources			
Estimated Usable receipts b/fwd	5,980,053	6,817,683	£6,285,913
HRA Revenue reserve (MRR) b/fwd	1,189,030	437,630	0
	<u>7,169,083</u>	<u>7,255,313</u>	<u>6,285,913</u>
Decent Homes Backlog Funding	-	-	
Estimated receipts in year	300,000	300,000	300,000
R&M Working balance	100,000		
Contribution to HRA Revenue Reserve	6,770,000	6,932,000	7,138,000
Total Estimated Resources	<u>14,339,083</u>	<u>14,487,313</u>	<u>13,723,913</u>
Estimated capital programme	(7,521,400)	(8,201,400)	(8,422,840)
Resources c/fwd	£6,817,683	£6,285,913	£5,301,073

2015-16 Capital Budget Proposal

Decent Homes Work	Total	Indicative DHS Properties	Decent Homes (£)	Other inc Void	Voids Others	+ Indicative Total No of Dwellings
Kitchens	£1,810,000	292	£1,402,000	85	£408,000	377
Bathrooms	£830,000	252	£630,000	80	£200,000	332
Heating	£928,000	230	£736,000	60	£192,000	290
Windows	£324,800	94	£263,200	22	£61,600	116
Doors	£113,600	120	£96,000	22	£17,600	142
Rewiring	£221,500	198	£183,000	22	£38,500	220
Roofing	£408,000	50	£400,000	1	£8,000	51
Wall finish	£153,000	50	£150,000	1	£3,000	51
	£4,788,900		£3,860,200		£928,700	

Capital Works	Budget	Comment
Asbestos Removal	£235,000	Survey survey and programme
Fire Stopping to Party Walls	£50,000	Survey survey and programme in second half of year
Parking, Paths, Roads, Drainage etc.	£20,000	3 schemes agree schemes with T & E
Aids and Adaptations	£200,000	Survey work demand led - Survey
Garage works	£100,000	Survey To include asbestos roof, gutters and downpipe removal at £3,500 per garage
Major Structural Works	£800,000	Properties to be approved subject to decant and prioritisation
Energy Efficiency Initiatives	£50,000	Survey Projects being developed, convert to gas, voltage regulation install more efficient storage heaters, list of properties to be submitted in due course
Flood resilience (provision)	£100,000	
Community Rooms	£10,000	Work to Community Rooms slippage already proposed. Awaiting report
Works arising from Fire and Lift Surveys	£346,000	Works arising from surveys
Critical work arising in year	£70,100	Health and Safety work arising during year
Professional fees	£100,000	Fees for Structural etc
Salary	£651,400	
	£2,732,500	
Total Capital Programme	£7,521,400	

Capital Programme 2015-2016
NEW AFFORDABLE HOMES PROGRAMME

	INDICATIVE		
	2015/16 £	2016/17 £	2017/18 £
Estimated Resources			
Brought Forward from previous year	7,870,084	4,764,094	4,762,994
Estimated contribution from Business Plan	7,068,000	7,790,000	2,691,000
Commuted sums anticipated	119,878	200,000	270,000
HCA Grant Funding Offer	600,000		
Estimated income from HRA property sales	175,000		
Estimated retained Right To Buy receipts	375,000	375,000	375,000
TOTAL ESTIMATED RESOURCES	16,207,962	13,129,094	8,098,994
Estimated Costs			
Development Staff Costs	337,860	320,000	320,000
PRE-DEVELOPMENT EXPENDITURE			
Feasibility appraisals	16,000	16,000	16,000
Planning-related costs	42,500	42,500	42,500
Appraisals of market sites, s106 provision	15,000	15,000	15,000
Viability appraisal software			
Contingency	10,000	10,000	10,000
SUB-TOTAL	83,500	83,500	83,500
COMMITTED DEVELOPMENT SCHEMES			
Station Road	1,630,000		
Silo Drive, Farncombe	343,350		
Ladymead, Wonersh	439,950		
Hullmead, Shamley Green	153,809		
Ockford Ridge Site D (Indicative Cost)	1,104,000	1,104,000	
Homeloss and Compensation	100,000	100,000	100,000
SUB-TOTAL	3,771,109	1,204,000	100,000
PROPOSED SCHEMES (indicative Costs)			
Ockford Ridge (Sites A,B,C)	196,000	1,496,000	2,600,000
Wey Court redevelopment	3,929,400	436,600	
Middlefield, Farnham	690,000	-	
Nursery Hill, Shamley Green	690,000		
Other proposed schemes	526,000	4,826,000	3,722,000
LAND AND ASSET PURCHASE			
Ockford Ridge Buy-Backs	1,220,000		
Other Possible Buy-Backs	-		
SUB-TOTAL	7,251,400	6,758,600	6,322,000
TOTAL ESTIMATED COST	11,443,869	8,366,100	6,825,500

Capital Programme 2015-2016

STOCK REMODELLING PROGRAMME

INDICATIVE

	2015/16 £	2016/17 £	2017/18 £
Estimated Resources			
Brought Forward from previous year	8,047,317	6,768,177	2,472,537
Estimated contribution to reserve	0	0	2,691,000
Virement from HRA Capital Budget			
Total Estimated Resources	8,047,317	6,768,177	5,163,537
Estimated Costs			
Scheme Design and Project Management	65,640	65,640	70,000
Approved Schemes			
Rolston House	33,500		
Potential Schemes			
Ockford Ridge Remodelling	920,000	1,830,000	1,830,000
Community Rooms Conversion	260,000	300,000	
Other potential schemes identified		2,100,000	2,100,000
SUB-TOTAL	1,213,500	4,230,000	3,930,000
TOTAL ESTIMATED COST	1,279,140	4,295,640	4,000,000

By virtue of paragraph(s) 1, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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WAVERLEY BOROUGH COUNCIL

MINUTES OF THE EXECUTIVE - 6 JANUARY 2015

SUBMITTED TO THE COUNCIL MEETING – 17 FEBRUARY 2015

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

Present

- | | |
|------------------------------------|--------------------------|
| * Cllr Robert Knowles (Chairman) | * Cllr Donal O'Neill |
| * Cllr Julia Potts (Vice Chairman) | * Cllr Stefan Reynolds |
| * Cllr Brian Adams | * Cllr Stewart Stennett |
| * Cllr Carole King | * Cllr Adam Taylor-Smith |
| * Cllr Tom Martin | * Cllr Simon Thornton |

The Chairman welcomed Cllr Stewart Stennett as the newly-appointed Portfolio Holder for Housing Strategy and Delivery

111. MINUTES (Agenda item 1)

The Minutes of the Meeting held on 2 December 2014 were confirmed and signed as a correct record.

112. DECLARATIONS OF INTERESTS (Agenda item 3)

There were no declarations of interest raised under this heading.

113. QUESTIONS (Agenda item 4)

The Executive received a question from Ken Reed of Cranleigh in accordance with Procedure Rule 10:-

“In answer to my question, at a meeting of the Council in December, Cllr Adams said, “While the overall SHMA figure is Borough-wide, there is plenty of information in the SHMA which provides information on housing need in Cranleigh”. He then suggested that various tables showed how this need was assessed and ended by saying, “Finally Table 27 estimates Cranleigh’s future overall housing need. That is the complete record of what is required in Cranleigh”.

Table 27 shows an unvarnished requirement for “Newly arising need 2013 - 2031” across the Borough; the figures for each areas need is quoted as: Godalming 1,826; Farnham 3,217; Haslemere 812; Cranleigh 710; Rest of Borough 3,060. The total for the Borough for “Newly arising need 2013 - 2031 being 9,625. Hence the need for Cranleigh is just 7.4% of the total for the Borough taken as a whole.

The Draft SHMA and the latest consultation suggested that the total requirement for new dwellings up to 2031 is 8,450 or 470 per year. If Table 27 is the complete record of what is required in Cranleigh, then it follows that the need must be 7.4% of 8,450, i.e. 623 dwellings up to 2031 or 35 per

year. Hence the proposed development for 425 homes from Berkeley Homes is not required to meet a need in Cranleigh.

Would Cllr Adams please tell us what housing need figure for Cranleigh he believes the Council's evidence points to?"

The Portfolio Holder for Planning responded as follows:-

"Thank you for your question. These are unvarnished requirements to come to a final view about the right level of new housing for Cranleigh. Any final allocation for Cranleigh in the new Local Plan will depend on a range of factors including the final figure in the SHMA, the testing of alternatives to deliver new housing against sustainability criteria, infrastructure, availability of land and avoiding the Green Belt and areas of highest landscape and environmental importance.

It is not realistic to assume that the rest of the Borough will accommodate the figure referred to in Table 27 due to Green Belt, AONB and other landscape constraints.

I think you are aware that the proposed Berkeley Homes development was refused last night and the letter from the Secretary of State was not due to any action by a member of the public."

PART I - RECOMMENDATIONS TO THE COUNCIL

Background Papers

Unless specified under an individual item, there are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to the reports in Part I of these minutes.

114. SAFEGUARDING POLICIES - ADULTS AND CHILDREN (Agenda item 13)

114.1 Waverley's Safeguarding Policy was originally introduced in November 2012. Since this time, there have been a number of changes which need to be reflected in the Policy, including implementation of the Disclosure and Barring Service (DBS), changes to Waverley's senior management team and changes to the reporting and referral process to Surrey County Council. In addition, it was also considered timely to increase awareness of Waverley's safeguarding responsibilities and to implement a comprehensive training programme for all staff.

114.2 The Safeguarding Policy has been reviewed by key members of Waverley, representatives from Surrey County Council and the Waverley Locality Team and representatives from supporting organisations.

114.3 Best practice knowledge acquired from other local authorities and external organisations such as the Social Care Institute for Excellence was also collected and incorporated into the updated policy.

114.4 The following list includes the main changes that are being proposed:

- a) The document has been split into two separate policy documents, one for adults and one for children, in order to better highlight the differences in legislation and responsibilities.
- b) Safeguarding roles and responsibilities of Waverley, Surrey County Council and other organisations have been more clearly defined
- c) Improved information about government guidance and legislation has been included
- d) New information about types of abuse and how to recognise them has been included
- e) A clear set of procedures to follow in each policy have been included

114.5 Annexes 1 and 2 set out the new policy documents.

114.6 The adoption of updated Safeguarding Adults and Safeguarding Children policies will assist in a better understanding of the roles and responsibilities and the procedures that need to be followed when potential safeguarding issues are identified.

114.7 Corporate Overview & Scrutiny Committee considered the policies at its meeting on 25 November 2014 and was pleased to learn that a programme of training for all Council staff to raise awareness of safeguarding responsibilities had been completed recently, with more targeted training for certain staff as appropriate to their particular role. The Committee was concerned that training should be refreshed on a regular basis, and asked that this be confirmed as part of an annual report to the Committee on Safeguarding issues. The Committee felt that it would be helpful for Members to have a summary of the policies and information about who they should contact if they had safeguarding concerns about any residents or situations they encountered as part of their work in the community.

114.8 The Committee endorsed the adoption of the new Safeguarding Policies by the Executive. The Executive agreed that the Corporate Overview and Scrutiny Committee should receive an annual monitoring report on Safeguarding issues at Waverley and now

RECOMMENDS that

- 57. the revised Safeguarding Policies for Adults and Children be adopted.**

[Reason: to review the updated policies and recommend them to the Council for adoption].

PART II - MATTERS OF REPORT

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

115. EXECUTIVE FORWARD PROGRAMME (Agenda item 5)

RESOLVED that the forward programme of key decisions for Waverley Borough Council be adopted, subject to the deletion of Superfast Broadband from the IT and Customer Services Portfolio.

116. MOTION FROM COUNCIL MEETING (Agenda item 6)

RESOLVED that officers be instructed to carry out detailed research with the Highways Authority and other partners and to report back when complete.

117. PETITION (Agenda item 7)

The Executive received a petition containing 1,601 valid signatures expressing concern about the closure and maintenance of the public toilets in Broadwater Park, Godalming and

RESOLVED that the following response be sent to the petitioner:-

“The matter was discussed at the Executive on 2 December and a decision taken by the Council meeting on 9 December 2014 to refurbish the toilets at Broadwater Park and for them to be maintained by an external contractor. There was never any intention to close the facilities and thank you for submitting the petition.”

118. BUDGET MANAGEMENT REPORT (Agenda item 8)

An addendum to the report was circulated proposing that a transport assessment be commissioned to provide evidence to help the Council reach a decision on housing numbers/distributions and assess the transportation impacts for delivering new development across the Borough.

RESOLVED that

1. the virement request from additional Planning Income to cover additional agricultural consultant's costs of £20,000 within Development Control appeals be approved;
2. slippage of £500,000 for Sheltered Housing Lighting within the HRA Capital Programme from 2014/15 to 2015/16 be agreed; and
3. the procurement of a transport study, as detailed in new paragraph 2.14, and a budget of up to £50,000 being vired from the general Local Plan consultancy budget.

[Reason: To provide an indication of the expenditure and income position for the 2014/15 budget compared with the approved budget for the General Fund and the Housing Revenue Account]

119. BUDGET UPDATE 2015/2016 (Agenda item 9)

Following the expected reduction in Government grant of 29% in 2015/16, it was questioned how much of the Council's total net General Fund budget would be covered by government grant. Subsequent to the meeting it was confirmed that it was 10.5% of the Council's budget.

RESOLVED that

1. the approach taken to the budget preparation for 2015/2016 be endorsed; and
2. the Overview and Scrutiny Committees be asked to consider the detailed budget proposals within their remit at their January meetings and to make any observations to the Executive.

[Reason: to outline the latest position on the 2015/2016 budget]

120. BRIGHTWELLS GOSTREY CENTRE - RESULTS OF FEASIBILITY STUDY FOR MOVING SERVICES TO A REDEVELOPED MEMORIAL HALL (Agenda item 10)

RESOLVED that

1. authority be given to officers to submit a planning application for the refurbishment and extension of the Memorial Hall in Farnham in line with the designs identified at Annexe 1 to the agenda report; and
2. the provision of up to £40,000 in the 2014/15 capital programme funded from the emergency schemes budget be agreed to take the proposed project to the planning stage and, subject to Council approval of the overall scheme, to progress to the tender stage for the construction of this new facility with the necessary consultancy support.

[Reason: to seek authority to submit a planning application and progress to the tender and build phases for this community facility]

121. CONTAMINATED LAND: POTENTIAL OPTIONS FOR FORMER LANDFILL SITE, WEYDON LANE, FARNHAM (Agenda item 11)

RESOLVED that

1. the short-term management plan for the site be agreed; and
2. a Special Interest Group (SIG) be established to assist the Portfolio Holder in reviewing the options and exploring alternative uses for the site in the longer term.

[Reason: to consider a number of options available for the site and agree a way forward]

122. SHARED OWNERSHIP IN WAVERLEY (Agenda item 12)

RESOLVED that the framework for prioritising shared ownership applications be agreed, which will come into effect immediately.

[Reason: to consider and agree a revised priority list for the allocation of shared ownership properties]

123. COMPLAINTS HANDLING IN WAVERLEY 2013/14 (Agenda item 14)

RESOLVED that

1. there should be a 'stand alone' policy for dealing with unreasonably persistent complainants; and
2. the timescale for dealing with Level 2 and 3 complaints should be increased from 10 to 15 working days.

[Reason: to respond to the review of the Council's policy on dealing with complaints]

124. COMPLAINTS ABOUT WAVERLEY'S SERVICES RECEIVED BY THE LOCAL GOVERNMENT OMBUDSMAN AND HOUSING OMBUDSMAN IN 2013/14
(Agenda item 15)

RESOLVED that the information contained within the report be endorsed.

[Reason: to receive information about complaints made to the Local Government Ombudsman and Housing Ombudsman Service]

125. PROPERTY MATTERS (Agenda item 16)

RESOLVED that

1. an easement of access be granted over Waverley-owned common land in Cranleigh, as shown on the plan at Annexe 1 to the agenda report, on the terms and conditions set out in (Exempt) Annexe 2, with other terms and conditions to be negotiated by the Estates and Valuation Manager; and
2. a surrender of the tenant's current lease of the premises at 17B Farnham Trading Estate, outlined in red on Annexe 3, be accepted and a new lease simultaneously completed for a term of years expiring in 2138, with the other terms and conditions as set out in (Exempt) Annexe 4.

[Reason: to consider a number of property-related issues in the Borough]

126. PERFORMANCE MANAGEMENT EXCEPTION REPORT - QUARTER 2 (JULY - SEPT) 2014/15 (Agenda item 17)

RESOLVED that

1. the performance figures for Quarter 2 2014/15 (July – September 2014) be noted, as set out at Annexe 1 of the agenda report; and
2. the Overview & Scrutiny Committees be thanked for their observations regarding the Quarter 2 performance and their recommendations agreed, as follows:-
 - a. for indicator NI 195 – levels of litter, detritus, graffiti and fly-posting, the target should be increased to 90%;
 - b. for indicator LPL 3b – percentage of enforcement cases actioned within 12 weeks of receipt, the target should be increased to 80%; and

- c. for indicator LI8 – average annual rate of return on Council Investments above market rates, the target be revised in the 2015/16 Treasury Management Strategy to reflect performance against currently achievable levels of interest available on the market.

[Reason: to consider the performance management information for Quarter 2 and make any changes as necessary]

127. EXECUTIVE DIRECTOR'S ACTIONS (Agenda item 18)

The Executive noted the following action taken by the Executive Director after consultation with the Chairman and Vice-Chairman since its last meeting:-

- i. Emergency works to replace water main

To authorise emergency works to replace the water main at the Council Offices in Godalming which was in need of replacement due to age and condition, at a cost of £9,500.

The meeting commenced at 6.45pm and concluded at 7.41pm

Chairman

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Safeguarding Adults Policy

<i>Owned by:</i>	<i>Helen Burgess</i>
<i>Created Date:</i>	<i>October 2014</i>
<i>Equality Impact Assessment completed:</i>	
<i>CMT Approval Date:</i>	<i>29 October 2014</i>
<i>JCC Consultation Date:</i>	
<i>Executive/Council Approval date:</i>	
<i>Date for review:</i>	

Content	Page
Preface	3
Policy Statement	4
Scope of Policy	4
Introduction	5
Legislative / regulatory context	6
Definitions	8
Roles and Responsibilities	10
Process for Identifying Adult at Risk	10
Identifying Abuse	11
When a Concern Emerges About an Adult at Risk	11
In Cases of Emergency	11
In Cases of Non-emergency	12
Making a referral	13
Allegations Against Staff	13
Recording and Monitoring	14
Sharing Information	15
Recruitment	15
Partner Organisations and Contractors	15
Training and Support	15
Support Groups and Organisations	16
Useful Contacts	17
Annexe 1: Types of Abuse and Possible Indicators	19
Annexe 2: Procedures	23

Preface

“Through our work as Councillors, staff and contractors, we may come across members of the population who could be adults at risk.

Occasionally we might see something that concerns us, and may worry that an adult at risk is being abused, harmed, neglected or exploited. Where this is the case Waverley expects Councillors, staff and contractors to act responsibly and report their concerns to the relevant part of Surrey County Council.

This is a sensitive area. Waverley Borough Council will always support the decision to make a referral, because we all want to help protect adults at risk and improve their quality of life.

By taking action you could save a life.”

Cllr Carole King

Portfolio holder for Community Safety, Older People and Housing Operations

Abuse is a violation of a person's human and civil rights by another person or persons. The term includes neglect or acts of omission and financial, sexual, physical, psychological, professional and institutional forms of abuse.

Policy Statement

Waverley Borough Council is committed to its responsibilities as a local authority with respect to adult safeguarding, such that:

- the needs and interests of adults at risk are always respected and upheld*
- the human rights of adults at risk are respected and upheld*
- a proportionate, timely, professional and ethical response is made to any adult at risk who may be experiencing abuse*
- all decisions and actions are taken in line with the Mental Capacity Act 2005*
- the support, protection and services given to an adult at risk are appropriate to them and do not discriminate against them due to disability, age, gender, sexual orientation, race, religion, culture or lifestyle*
- each adult at risk maintains choice and control; safety; health; quality of life; dignity and respect*

Scope of Policy

This policy covers all activities, areas and services provided by the Council and its agents, contractors or partners, and includes all Council employees, volunteers, agency workers, contractors and partners for and on behalf of the Council who come into contact with adults covered by the policy whilst going about their daily duties. The policy is also considered to be an appropriate reference guide for use by those Councillors whose particular roles may involve them coming into contact with adults at risk.

This policy aims to provide a brief introduction to the law in relation to safeguarding, and offers practical guidance for best practice about safeguarding adults to all employees, services, partner agencies and other professionals working with the Council.

This policy highlights the main themes and issues in adult safeguarding, defines key terms, delineates some of the possible indicators of abuse, and recommends what action to take when dealing with a suspected or actual case of abuse against an adult at risk. It also includes a list of contacts of organisations which can provide help and support to both adults at risk and practitioners.

Please see related 'Safeguarding adults: procedure' document in the annexe for detailed outline of procedures to follow when dealing with safeguarding concerns and disclosures.

This policy complements the Council's Safeguarding Children Policy.

Waverley Borough Council has signed up to the Surrey Safeguarding Adults Board Multi-agency Procedures, Information and Guidance. These Multi Agency Procedures are published by the Board on the web pages at surreycc.gov.uk/protectingadults and are regularly updated as legislation and national guidance is introduced. They cover all aspects of how to respond to concerns in relation to safeguarding adults and how to protect them and can be used in conjunction with this policy document.

1. Introduction

This policy has been produced to meet the Council's duties and obligations with respect to adults at risk. It builds on numerous Government policies that reflect changes in the philosophy and language of adult health and social care.

It is part of this Council's ethos to want to serve everyone in our community so they can live happy, healthy, safe and fulfilled lives. Our Corporate Plan and other policy documents outline how we do this in terms of service provision, improvement and community leadership.

Although we do not have primary responsibility for the role of safeguarding adults, as an organisation we do provide a range of services directly or indirectly for adults. It is through these services that our Councillors, staff, Contractors, partners and volunteers come into contact with adults on a regular basis. For example:

- Council housing
- Housing and Council tax benefit
- Disabled adaptations
- Day Centres, Sheltered housing, Careline and Meals on Wheels
- Tenancy and Estates and Housing Maintenance
- Housing Options and Family Support
- Careline
- Leisure Centres and recreation grounds

Waverley Borough Council has a statutory duty to assist Surrey County Council in making whatever enquiries they think necessary to enable them to decide if and what kind of action should be taken to protect an adult at risk from suspected abuse, neglect or exploitation (including financial and sexual exploitation). Staff from Waverley must work closely with Surrey County Council, who will follow-up on safeguarding concerns and determine the best course of action.

When delivering services in people's homes or at our venues, proper systems must be in place to ensure that everyone is safe, particularly those who are less able to protect themselves. We need to be alert to signs of abuse and neglect and be prepared to raise our concerns with Surrey County council who will follow up on these concerns and determine the best course of action for a particular adult at risk.

All those who come into contact with adults at risk in their every day work, including staff who do not have a specific role in relation to adult safeguarding, have a duty to safeguard adults at risk and promote their welfare and wellbeing. It is vital that every person who has contact with adults at risk should be able to recognise when such adults are, or may be, at risk of harm.

The adoption of a Safeguarding Adults Policy brings with it the requirement to regulate many of our services, including specific recruitment, selection, training and vetting procedures. This policy highlights the need for ongoing training in safeguarding at all levels of the organisation so as to ensure that it is adhered to in a consistent manner.

2. Legislative / Regulatory Context

There is a great deal of legislation which is relevant to different aspects of safeguarding adults, making the area a complex and potentially difficult one. However, the most relevant pieces of government guidance and legislation which relate to safeguarding adults include the following:

National Health Service and Community Care Act (1990)

The Act stipulated that, in cases where an individual is potentially in need of community care services, the relevant local authority is to carry out an assessment of the individual's need for those services, and then decide which of their needs could be provided for by the local authority.

Human Rights Act (1998)

The Act, which came into force in 2000, incorporated the European Convention of Human Rights into UK law. The principle relevant passages consist of articles 2 (the right to life), 3 (prohibition on torture and inhumane or degrading treatment), 5 (the right to liberty) and 8 (the right to respect for private and family life, home and correspondence).

No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse (2000)

As a piece of government guidance, this document outlined and illustrated the different types of possible abuse which vulnerable adults might be subjected to. *No Secrets* highlighted the importance of confidentiality in safeguarding adults, whilst recognising that the disclosure of confidential information (information sharing) is necessary in some cases. Key points include: information must be shared on a 'need to know' basis only; confidentiality should not be confused with secrecy; informed consent should be obtained, but if this is not possible and other vulnerable adults are at risk, it might be necessary to override this requirement; assurances of absolute confidentiality should not be given where there are concerns about abuse.

Care Standards Act (2000)

The Act prevented individuals who had abused, neglected or otherwise harmed vulnerable adults in their care (or placed them at risk) from working in the care sector.

Mental Capacity Act (2005)

The Act aimed to empower and protect people who are unable to make a particular decision for themselves at a particular time. The Act also allows individuals to plan ahead, in case they are unable to make important decisions for themselves in the future.

Safeguarding Vulnerable Groups Act (2006)

The Act established the need for individuals wishing to work with children or vulnerable adults to be registered. The Act also established the Vetting and Barring Scheme, which oversaw the creation of two separate but aligned Independent Safeguarding Authority Barred Lists – one, a list of individuals barred from working

with children, and the other a list of individuals barred from working with vulnerable adults. The Act also oversaw the introduction of pre-employment vetting.

Safeguarding Principles (2013)

The Department for Health outlined six principles which should underpin all safeguarding. These principles act as a benchmark against which existing adult safeguarding arrangements can be compared and improved. The six principles are the following:

Empowerment – Presumption of person led decisions and informed consent

Protection – Support and representation for those in greatest need

Prevention – It is better to take action before harm occurs

Proportionality – Proportionate and least intrusive response appropriate to the risk presented

Partnership – Local solutions through services working with their communities.

Communities have a part to play in preventing, detecting and reporting neglect and abuse

Accountability – Accountability and transparency in delivering safeguarding

Joint pledge on Safeguarding by Local Government, Police, Social Care and Health (2014)

Five leading bodies representing statutory organisations signed a pledge which stipulated that all staff and contractors of agencies involved with adults at risk should have (at a minimum) a basic awareness of and alertness to safeguarding issues, mental capacity, dignity and human rights, as well as knowledge of what to do if they come across cases which concern them.

The statement sets out six key safeguarding areas which each of the five bodies agreed to focus their efforts on, including leadership and commitment, information sharing and training and awareness raising. Each of the five bodies committed themselves to working together to prevent and/or mitigate against the risk of harm and abuse against adults at risk, as well as working together to improve outcomes for adults at risk who have been harmed or abused.

Care Act (2014)

The Act created a legal framework which outlined how key organisations and individuals with safeguarding adults responsibilities must work together. Statutory guidance and regulations to accompany the Act will be published in Autumn 2014. The Care Act also made Safeguarding Adults Boards a statutory requirement from 1st April 2015. These must: include the local authority, the NHS and the police, who should meet regularly to discuss and act upon local safeguarding issues; develop shared plans for safeguarding and work with local people to decide how best to protect adults in vulnerable situations; publish this safeguarding plan and report to the public annually on its progress. Safeguarding Adults Boards must also arrange a Safeguarding Adults Review if an adult at risk dies as a result of abuse or neglect and there are concerns about how one of the members of the Board acted.

The Act requires local authorities to make whatever enquires they think necessary to enable them to decide if and what kind of action should be taken to protect an adult at risk from suspected abuse, neglect or exploitation.

3. Definitions

An adult at risk is a person aged 18 years or over who is or may be in need of services by reason of mental or other disability, age or illness or who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm (including from themselves) or exploitation. In 2011, the term 'adult at risk' replaced the term 'vulnerable adult', following a consultation carried out by the Law Commission - this because 'vulnerable adult' suggested that the cause of the abuse originates with the victim, rather than the perpetrator.

Although guidance does not cover self-neglect, it is important for staff to recognise and record instances of self-neglect, and refer them to Adult Social Care if appropriate.

[Staff should note that parts of the Care Act are currently (as of September 2014) being consulted on, including the definition of an adult at risk. The proposed definition is "an adult who has care and support needs and is, or is at risk or, being abused or neglected and unable to protect themselves against the abuse or neglect or risk of it because of those needs".]

Adult safeguarding is the process of protecting adults with care and support needs from abuse or neglect. This may include empowering and enabling people to protect themselves.

Abuse is a violation of a person's human and civil rights by another person or persons. The term includes neglect or acts of omission and financial, sexual, physical, psychological, professional and institutional forms of abuse. It may be:

- **A single act or repeated acts.** Abuse may take the form of a single act that has abusive consequences for the adult at risk or may comprise a series of acts, large or small, whose cumulative impact adversely affects the individual.
- **Unintentional.** Sometimes the abusive act was wilful on the part of the perpetrator but sometimes it may be unintentional. Causing harm may be unintentional but nevertheless harm was caused and therefore abuse has taken place, requiring a response under the safeguarding adults procedures. The nature of the response is likely to depend on whether the act was intentional or not.
- **An act of neglect or a failure to act.** Abuse may be caused as a result of a person with caring responsibilities acting in a way that is harmful to a dependent person. Failure to act so as to provide the level of care a reasonable person would be expected to provide, which results in harm to an adult at risk, is also abuse and requires a response under the safeguarding procedures.
- **Multiple acts.** An adult may experience several types of abuse simultaneously. Although the different forms of abuse are presented below as though they are discreet categories, there is often a lot of overlap between them.

Domestic Abuse is any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality.

This can encompass, but is not limited to, the following types of abuse: psychological, physical, sexual, financial, institutional.

Mental Capacity is the ability of a person to: understand the implications of their situation and the risk to themselves; take action themselves to prevent abuse; participate to the fullest extent possible in decision making about interventions involving them, be they life-changing events or everyday matters. A person's mental capacity to act can be assessed by anyone caring for or supporting a person who may lack capacity, using the two-stage test. The Mental Capacity Act (2005, outlined above), outlines several key principles:

- Assumption of capacity

All adults, even those felt to be lacking mental capacity, have the right to make their own decisions and must be assumed to have capacity to make decisions about their own safety unless it is proved (on a balance of probabilities) otherwise.

- Support to make decisions

Adults at risk must receive all appropriate help and support to make decisions before anyone concludes that they cannot make their own decisions.

- Right to make unwise decisions

Adults at risk have the right to make decisions that others might regard as being unwise or eccentric and a person cannot be treated as lacking capacity for these reasons.

- Best interests

Decisions made on behalf of a person who lacks mental capacity must be done in their best interests and should be the least restrictive of their basic rights and freedoms.

- Least restrictive option

Someone making a decision or acting on behalf of a person who lacks capacity must consider whether it is possible to act in a way that would interfere less with the person's rights and freedoms of action.

MAPPAs (Multi Agency Public Protection Arrangements) are put in place to ensure the successful management of violent and sexual offenders.

MARAC (Multi-Agency Risk Assessment Conference) is a regular local meeting where information about high risk domestic abuse victims (those at risk of murder or serious harm) is shared between local agencies.

MASH (Multi Agency Safeguarding Hub), based at Guildford Police Station, provides a shared space for members of the Police, Children's Services, Adult Services, the Mental Health Team and Victim Support to communicate and coordinate their actions. The Hub receives notices of adults at risk and children coming to the attention of Police. It facilitates multi agency information sharing and action and ensures that coordinated approaches to risk assessments and cases are carried out.

Safeguarding Support Group is a Waverley-only monitoring group, which oversees the safeguarding@waverley.gov.uk email address and monitors safeguarding processes throughout the Council. As of October 2014, the Safeguarding Support

Group is comprised of Kelvin Mills (x3432), Katie Webb (x3340) and Julie Shaw (x3245).

The Surrey Safeguarding Adults Board is comprised of senior representatives from statutory agencies including the County Council, Borough and District councils, the Police, Surrey Fire and Rescue Service, NHS organisations and independent care providers and voluntary and community organisations representing adults at risk and their carers. The Board meets on a regular basis to share information, discuss safeguarding policy and discuss relevant cases.

4. Roles and Responsibilities

Safeguarding is everyone's responsibility: any member of staff may come into contact with adults at risk through their work across the Borough of Waverley. This means that all activities, areas and services provided by the Council, its employees, volunteers, agency workers, partners or contractors, have a responsibility to be alert to adult safeguarding.

Managers have a responsibility to support their staff in deciding what action to take after suspected abuse against an adult at risk has taken place.

Staff have a duty to contact the Police or medical services in cases of emergency, when a crime has been committed or an individual's life is at risk.

Staff have a duty to notify the Adult Social Care Team at Surrey County Council if they suspect or know that abuse, harm or neglect has occurred towards an adult at risk, and must do so as soon as possible, in order to minimise the possible danger towards the adult at risk. If the case meets the Adult Social Care threshold, they will take on formal responsibility for the case. If the case does not meet the Adult Social Care threshold, Waverley has a monitoring responsibility: staff must keep accumulating and documenting evidence about the adult at risk and their situation, as part of an ongoing assessment of whether an alert needs to be raised. Additionally, there may be actions which Waverley can take to help protect the adult at risk.

Staff must ensure that all records they keep relating to safeguarding issues include the recording of decisions taken with regards to an adult at risk and the reasoning behind these decisions. From April 2015, there will be a statutory duty for staff to share information with the Safeguarding Adults Board if asked to do so. After having dealt with a safeguarding issue, staff must fill out the Report It form on Backstage and send it to safeguarding@waverley.gov.uk, so that the Safeguarding Support Group can monitor ongoing safeguarding cases and ensure that staff are undertaking the correct procedures.

5. Process for Identifying an Adult at Risk

An adult at risk is a person aged 18 years or over who is or may be in need of services by reason of mental or other disability, age or illness or who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

An adult at risk may, therefore, be an individual who:

- is elderly, with poor health, a physical disability or cognitive impairment
- has a learning disability
- has a physical disability and/or a sensory impairment
- has mental health needs including dementia or a personality disorder
- has a long-term illness/condition
- misuses substances or alcohol
- is a carer, providing unpaid care to a family member or friend
- is unable to demonstrate the capacity to make a decision as defined by the Mental Capacity Act and is in need of care and support

5.1 Identifying Abuse

Signs of abuse can often be difficult to detect. People with communication difficulties can be particularly at risk because they may not be able to alert others. Sometimes people may not even be aware that they are being abused, and this is especially likely if they have a cognitive impairment. Abusers may try to prevent access to the person they abuse. It is vital that people who come into contact with people with care and support needs are able to identify abuse and recognise possible indicators.

People may be subjected to a number of different types of abuse, including physical, financial, sexual, psychological, discriminatory, institutional, professional, or may include acts of neglect. The list of possible indicators and examples of behaviour can be found in **Annexe 1**, but the list is not exhaustive.

Staff must keep in mind that instances of antisocial behaviour, harassment, bullying and hate crime may feed into safeguarding concerns. Recording instances of the latter in full and dealing with them adequately when they arise will help to prevent cases and safeguarding concerns developing

5.2 When a Concern Emerges About an Adult at Risk

The following section is intended to be read alongside the procedures to follow when a disclosure has been made about an adult at risk or you suspect that abuse has occurred towards an adult at risk. The procedures can be found outlined in full in **Annexe 2**.

When receiving a disclosure about the adult at risk or after witnessing an event which makes you suspect the adult at risk is being abused, you will need to make a quick evaluation of the situation and decide whether the situation is an emergency.

5.3 In Cases of Emergency

If a crime has been or is about to be committed, or an individual's life is in immediate danger, please call the police and/or medical services on 999. Wherever possible, establish with the adult at risk the action they wish you to take. Do not question the alleged victim any more than you need to in order to clarify what possible abuse has taken place.

If you suspect the injury is non-accidental, alert the ambulance staff so that appropriate measures are taken to preserve possible forensic evidence.

Record full details of the original disclosure and the action taken and preserve all evidence.

Once the emergency services have been contacted, ensure that you inform Adult Social Care and Children's Social Care (if a child was located at the scene of the suspected abuse, was in the household when the suspected abuse was occurring or is under the care of any of the individuals involved). Staff should also fill out the Report It form on Backstage, to keep the Waverley Safeguarding Support Group informed of safeguarding cases. Staff should note that the Report It form is not a referral form – the form is a monitoring tool which is used by the Safeguarding Support Group at Waverley.

5.4 In Cases of Non-Emergency

If the case is not an emergency, check with the adult at risk whether other agencies are aware of them. Clarify the situation, but do not conduct an investigation: Adult Social Care are responsible for this.

Provide the adult at risk with information about the safeguarding process and how it could help to make them safer. Obtain the views of the adult at risk about what has happened and what they want done about it. Do not promise confidentiality – in some cases, as outlined below, you may need to inform other agencies about the situation, even if you have not been able to obtain the adult at risk's consent to do so.

If the adult at risk refuses to consent to the information being shared, this can be over-ridden if:

- the case is very high risk
- there is coercion involved
- there are other individuals at risk (including other adults at risk or children)
- the alleged abuser is an adult at risk
- the victim lacks the mental capacity to act: if the adult at risk does not have the capacity to make decisions for themselves, any actions taken or decisions made on their behalf must be made in their best interests
- a serious crime has been committed
- staff are implicated

If you are unsure about how to handle the case, call the Waverley Locality Team (01483 518990), visit them on the ground floor and ask for the Duty Team, or call the Adult Social Care Helpline (0300 200 1005) to discuss the case, without necessarily naming the adult at risk.

If children are involved, or located at the scene of suspected abuse, inform Children's Social Care (0300 200 1006).

Ensure that you keep detailed and accurate records of the situation, disclosure and any actions taken as a consequence. These records may be needed at a later stage and could prove to be crucial in protecting an adult at risk from harm.

5.5 Making a Referral

Within 4 hours of an incident being noted or a disclosure being made, discuss it with your line manager. Your line manager will decide whether the case needs to be referred to Adult Social Care. **If you or your manager needs advice about whether to refer a case to the Adult Social Care Team, you may call the Waverley Locality Team (01483 518990), visit them on the ground floor and ask for the Duty Team, or call the Adult Social Care Helpline (0300 200 1005) to discuss the case, without necessarily naming the adult at risk.**

If you decide with your manager that the case needs to be referred to Adult Social Care, call 0300 200 1005. If the case meets their threshold, they will take on formal responsibility for the case. Adult Social Care must inform the person making the referral of their decision in writing (by email). All staff at Waverley must ensure that they follow up on all cases referred to the Adult Social Care Team in order to log what has happened to it.

If the case does not meet Adult Social Care's threshold, keep accumulating and documenting evidence about the adult at risk, as part of an ongoing assessment of whether an alert needs to be raised. Adult Social Care must inform the person making the referral of their decision in writing (by email) – all staff at Waverley must ensure that they follow up on all cases referred to the Adult Social Care Team in order to log what has happened to it. Refer the adult at risk to relevant support organisations (see below).

Line managers must also consider the action they need to take in relation to the person alleged to have caused harm. It is always worth considering liaison with the Police regarding the management of any risks. If the person alleged to have caused harm might also be considered an adult at risk, the alerting manager needs to arrange for a professional in Adult Social Care or another involved agency to ensure that any immediate needs they have in relation to their health and safety are met, and that they understand the need for legal representation and the possibility that they may need to provide forensic evidence.

It is important to note that if the adult being abused is not an adult at risk, this is not a safeguarding issue. The individual in question must go to the Police or the Guildford and Waverley Domestic Abuse Outreach Service on 020 7593 0470. **Although abuse does not automatically render an adult vulnerable, in the case of domestic violence, it definitely can. If in doubt, contact the Adult Social Care Waverley Locality Team on 01483 518990 or Adult Social Care Helpline on 0300 200 1005.**

5.6 Allegations Against Staff

Adults at risk are particularly vulnerable to the actions of employees who wilfully or otherwise disregard legislative guidance or regulations, local Safeguarding Board

decisions or Borough Council guidance and policy. Each individual has a responsibility for raising concerns about unacceptable practice or behaviour, including when a colleague is the source of concern. For more information, please refer to the Council's Whistleblowing policy.

Staff should voice their concerns, suspicions or uneasiness as soon as they feel they can. The earlier a concern is expressed, the easier and sooner action can be taken. Staff should approach their immediate manager, Head of Service or Service Director. If the concern is about an immediate manager or a Head of Service, contact Surrey County Council's Social Services.

If an allegation against a Council employee is made (whether the alleged abuse or neglect occurred within their job responsibilities or outside of their work for Waverley), a thorough investigation will be implemented in accordance with the Council's Disciplinary and Dismissal Procedures. Any investigation under this procedure will not be confused with separate statutory investigations by Social Services or the Police.

6. Recording and Monitoring

All staff must ensure that any records kept about clients are up-to-date, comprehensive and include notes relating to safeguarding concerns. Accurate records about safeguarding concerns relating **both** to tenants and the general public in Waverley must be kept. Keeping accurate records will protect staff and will help to prevent abuse against adults at risk. Should the case develop into a serious safeguarding concern, a wealth of evidence and notes will be available about the adult at risk and their situation. Good record keeping can allow the building of a wider picture, identify patterns of behaviour and can prevent abuse from occurring.

Staff must also take note of and be alert to the fact that instances of antisocial behaviour and hate crime can feed into safeguarding concerns.

Staff must ensure that all records they keep relating to safeguarding issues include the recording of decisions taken with regards to an adult at risk and the reasoning behind these decisions.

Clear and accurate records must be kept whenever a complaint or allegation of abuse is made. Detailed factual records must be kept, including the date, time and circumstances in which conversations were held.

It is recommended that all case files be retained for a minimum of 30 years from the last contact with the individual, or 10 years from their death.

The Safeguarding Report It form, found on Backstage, must be completed once a safeguarding concern has been raised and sent to safeguarding@waverley.gov.uk. It is important to always use this form as this enables senior management and Waverley's Safeguarding Support Group to: ensure the correct action and procedures have been taken when the initial concern is raised; monitor the progress of the case and ensure services or

individuals within the Council are completing any actions, if required; monitor all safeguarding concerns and report on any trends.

6.1 Sharing Information

Waverley has signed up to share information in accordance with the Surrey Multi-Agency Information Sharing Protocol (MAISP). This is the overarching agreement which underpins information sharing between agencies in Surrey. The protocol and Waverley's Information Governance officer should be consulted where there is any concern as to whether or how to share information.

7. Recruitment

All employers must be alert to the possibility that any person may pose a risk of harm to an adult at risk. Employers of staff or volunteers who have access to adults at risk must guard against the potential abuse, through a rigorous selection process, DBS checks, supervision, training and ongoing awareness of staff behaviour.

Waverley has specific recruitment procedures in place to ensure that adults at risk are protected from potential harm. These include:

- Risk assessments of all posts
- Relevant job descriptions and person specifications being issued with an application form
- All staff/volunteers completing an application form
- Qualifications and details of competence being requested and checked
- References being requested and followed up
- All staff undergoing an enhanced DBS check
- Waverley's annual appraisal system and review procedure ensuring that posts and their responsibilities are regularly tracked

8. Partner Organisations and Contractors

Waverley Borough Council requires that all its partner organisations and contractors who work with adults at risk have appropriate safeguarding policies and procedures in place which complement this document.

Officers responsible for negotiating and monitoring contracts are required to ensure that all contractors and partner organisations:

- have relevant policies and procedures in place
- have robust recruitment procedures in places
- train their staff appropriately
- have adequate and appropriate reporting procedures in place
- ensure safeguarding children policy requirements are never contravened

9. Training and Support

Every new member of staff at Waverley is given a brief introduction to safeguarding adults and children during their induction. Further, more comprehensive

safeguarding training is available to all staff and can be organised through the officer in charge of training in Employee Services.

The aim of the training is to make staff aware of:

- Their responsibility to act when concerns about an adult at risk arise
- The respective roles and responsibilities of the different professionals
- Thresholds for intervention from Waverley and intervention from Surrey County Council
- Ways to identify adults at risk
- Ways to recognise risks and situations where abuse might be occurring
- The appropriate way to accurately record facts, including concerns about abuse and neglect and actions taken as a result
- Appropriate inter-agency working

10. Support Groups and Organisations

Action on Elder Abuse (AEA)

Confidential helpline which works to protect and prevent the abuse of older adults at risk.

elderabuse.org.uk
0808 808 8141

Ann Craft Trust

Works with staff from the statutory, independent and voluntary sectors in the interests of people with learning disabilities who may be at risk of abuse.

http://www.anncrafttrust.org/
0115 951 5400

Broken Rainbow

Provides support for lesbian, gay, bisexual and transgender people experiencing domestic violence.

broken-rainbow.org.uk
0300 999 5428

South West Surrey Chapter 1

Charity specialising in providing support and accommodation for vulnerable people.

chapter1.org.uk
0207 593 0470

Languageline Interpreting Service

Provides interpreters.

languageline.co.uk
0800 169 2879

Mankind

Advice for men who are victims of domestic abuse or violence. Can assist access to male refuges.

mankind.org.uk
01823 334 244

MIND

Charity providing advice and support to empower anyone experiencing a mental health problem.

mind.org.uk

0300 123 3393

PASA (Practitioner's Alliance for Safeguarding Adults)

Organisation which seeks to generate positive outcomes in working with adults at risk by empowering and informing practitioners.

pasauk.org.uk

07917 892 350

Respect

Helpline offering information and advice to people who are abusive to their partners and want help to stop.

respect.uk.net

0808 802 4040

Respond

Organisation working to lessen the affect of abuse and trauma on people with learning disabilities.

respond.org.uk

0808 808 0700

SANELINE

Helpline for anyone coping with mental illness.

sane.org.uk

020 7375 1002

Sexual Assault Referral Centre (Surrey)

Provides discreet and safe support for victims of rape and sexual assault.

solacesarc.org.uk

0845 519 6168

South West Surrey Domestic Abuse Outreach Service

Provides advice and support for victims of domestic abuse.

01483 577392

Voice UK

Provides support to people with learning disabilities who have been abused.

voiceuk.org.uk

0808 802 8686

Women's Aid

Charity working to end domestic violence against women and children.

http://www.womensaid.org.uk/

800 0 247

11. Useful Contacts

Surrey County Council: Adult Services (Safeguarding alerting): 0300 200 1005
contactcentre@surreycc.gov.uk

Surrey County Council: Children's Services (Safeguarding alerting):

Surrey County Council Emergency Duty Team (out of hours): 01483 517898
edt.ssd@surreycc.gov.uk

Author and feedback

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The Council welcomes comments and feedback on its policies and procedures.
Please contact Helen Burgess or Louise Norie if you have any comments.

Related Information

Other Related Council Policies/Information

[Safeguarding Adults: Procedures](#)

Other Documents:

[Adult Safeguarding Resource](#) – Social Care Institute for Excellence (SCIE)

[Adult Safeguarding for Housing Staff](#) – SCIE

[Safeguarding Adults at risk of harm: A legal guide for practitioners](#) - SCIE

[Statement of government policy on adult safeguarding](#) – Department of Health

Annexe 1: Types of Abuse and Possible Indicators

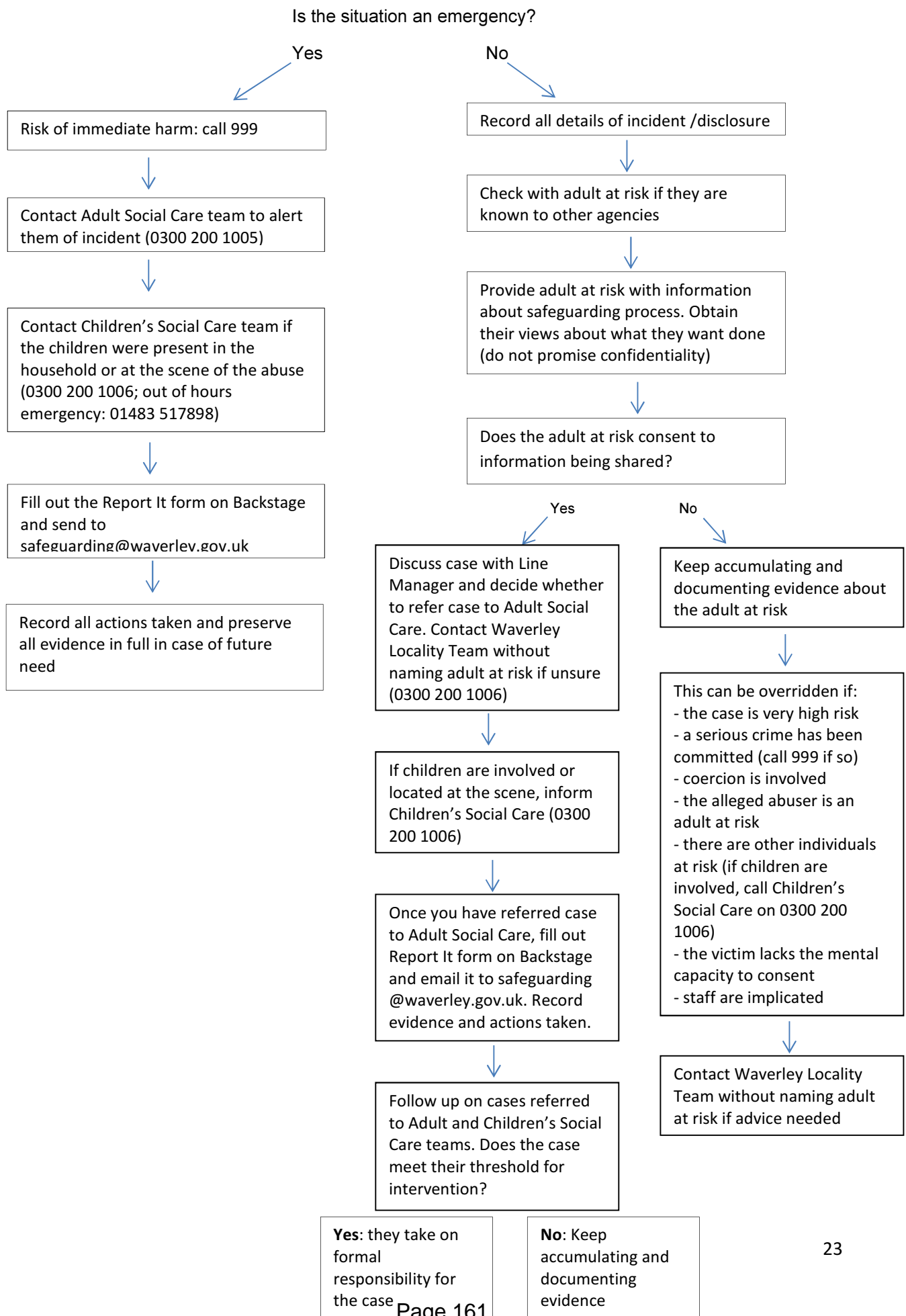
Type of abuse	Possible indicators of this abuse occurring
<p>Types of Physical Abuse Hitting, slapping, punching, kicking, hair-pulling, biting, pushing Rough handling Scalding and burning Physical punishments Inappropriate or unlawful use of restraint Making someone purposefully uncomfortable (e.g. opening a window and removing blankets) Involuntary isolation or confinement Misuse of medication (e.g. over-sedation) Forcible feeding or withholding food Restricting movement (e.g. tying someone to a chair)</p>	<p>No explanation for injuries or inconsistency with the account of what happened Injuries are inconsistent with the person's lifestyle Bruising, cuts, welts, burns and/or marks on the body or loss of hair in clumps Frequent injuries Unexplained falls Subdued or changed behaviour in the presence of a carer Signs of malnutrition Failure to seek medical treatment or frequent changes of GP</p>
<p>Types of Sexual abuse Any sexual activity that the person lacks the capacity to consent to Inappropriate touch anywhere Sexual penetration or attempted penetration Inappropriate looking, innuendo or sexual harassment Rape, attempted rape or sexual assault Sexual photography or forced use of pornography or witnessing of sexual acts Indecent exposure</p>	<p>Bruising, particularly to the thighs, buttocks and upper arms and marks on the neck Torn, stained or bloody underclothing Bleeding, pain or itching in the genital area Unusual difficulty in walking or sitting Infections or sexually transmitted diseases Pregnancy in a woman who is unable to consent to sexual intercourse The uncharacteristic use of explicit sexual language or significant changes in sexual behaviour or attitude Incontinence not related to any medical diagnosis Self-harming Poor concentration, withdrawal, sleep disturbance Excessive fear/apprehension of, or withdrawal from, relationships Fear of receiving help with personal care Reluctance to be alone with a known individual</p>
<p>Types of Psychological or emotional abuse Enforced social isolation – preventing someone accessing services, educational and social opportunities and</p>	<p>An air of silence when a certain person is present Withdrawal or change in the psychological state of the person</p>

<p>seeing friends Removing mobility or communication aids or intentionally leaving someone unattended when they need assistance Preventing someone from meeting their religious and cultural needs Preventing the expression of choice and opinion Failure to respect privacy Preventing stimulation, meaningful occupation or activities Intimidation, harassment, use of threats, humiliation, bullying, swearing or verbal abuse Addressing a person in a patronising or infantilising way</p>	<p>Insomnia Low self-esteem Uncooperative and aggressive behaviour A change of appetite, weight loss/gain Signs of distress: tearfulness, anger Apparent false claims by a paid or unpaid carer to attract unnecessary treatment</p>
<p>Types of Financial or material abuse Theft of money or possessions Fraud Preventing a person from accessing their own money or assets Employees taking a loan from a person using the service Undue pressure, duress, threat or undue influence put on the person in connection with loans, wills, property, inheritance or financial transactions Arranging less care than is needed to save money to maximise inheritance Denying assistance to manage/monitor financial affairs Denying assistance to access benefits Misuse of personal allowance in a care home Someone moving into a person's home and living rent free without agreed financial arrangements False representation, using another person's bank account, cards or documents Exploitation of a person's money or assets, e.g. unauthorised use of a car Misuse of a power of attorney, deputy, appointeeship or other legal authority</p>	<p>Missing personal possessions Unexplained lack of money or inability to maintain lifestyle Unexplained withdrawal of funds from accounts Power of attorney or lasting power of attorney (LPA) being obtained after the person has ceased to have mental capacity Failure to register an LPA after the person has ceased to have mental capacity to manage their finances, so that it appears that they are continuing to do so The person allocated to manage financial affairs is evasive or uncooperative The family or others show unusual interest in the assets of the person Signs of financial hardship in cases where the adult at risk's financial affairs are being managed by a court appointed deputy, attorney or LPA Recent changes in deeds or title to property Rent arrears and eviction notices A lack of clear financial accounts held by a care home or service Failure to provide receipts for shopping or other financial transactions carried out on behalf of the person Disparity between the person's living conditions and their financial resources, e.g. insufficient food in the house</p>

<p>Types of Neglect and Acts of Omission</p> <p>Failure to provide or allow access to food, shelter, clothing, heating, stimulation and activity, personal or medical care</p> <p>Failure to provide care in the way the person wants</p> <p>Failure to administer medication as prescribed</p> <p>Refusal of access to visitors</p> <p>Not taking account of individuals' cultural, religious or ethnic needs</p> <p>Not taking account of educational, social and recreational needs</p> <p>Ignoring or isolating the person</p> <p>Failure to allow choice and preventing people from making their own decisions</p> <p>Failure to allow use of glasses, hearing aids, dentures, etc</p> <p>Failure to ensure appropriate privacy and dignity</p>	<p>Poor environment – dirty or unhygienic</p> <p>Poor physical condition and/or personal hygiene</p> <p>Pressure sores or ulcers</p> <p>Malnutrition or unexplained weight loss</p> <p>Untreated injuries and medical problems</p> <p>Inconsistent or reluctant contact with medical and social care organisations</p> <p>Accumulation of untaken medication</p> <p>Uncharacteristic failure to engage in social interaction</p> <p>Inappropriate or inadequate clothing</p>
<p>Types of Discriminatory Abuse</p> <p>Unequal treatment based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation (known as '<u>protected characteristics</u>' under the <u>Equality Act 2010</u>)</p> <p>Verbal abuse, derogatory remarks or inappropriate use of language related to a protected characteristic</p> <p>Denying access to communication aids, not allowing access to an interpreter, signer or lip-reader</p> <p>Harassment or deliberate exclusion on the grounds of a protected characteristic</p> <p>Denying basic rights to healthcare, education, employment and criminal justice relating to a protected characteristic</p> <p>Substandard service provision relating to a protected characteristic</p>	<p>The person appears withdrawn and isolated</p> <p>Expressions of anger, frustration, fear or anxiety</p> <p>The support on offer does not take account of the person's individual needs in terms of a protected characteristic</p>
<p>Types of Institutional Abuse</p> <p>Discouraging visits or the involvement of relatives or friends</p> <p>Run-down or overcrowded establishment</p> <p>Authoritarian management or rigid regimes</p>	<p>Lack of flexibility and choice for adults using the service</p> <p>Inadequate staffing levels</p> <p>People being hungry or dehydrated</p> <p>Poor standards of care</p>

<p>Lack of leadership and supervision Insufficient staff or high turnover resulting in poor quality care Abusive and disrespectful attitudes towards people using the service Inappropriate use of restraints Lack of respect for dignity and privacy Failure to manage residents with abusive behaviour Not providing adequate food and drink, or assistance with eating Not offering choice or promoting independence Misuse of medication Failure to provide care with dentures, spectacles or hearing aids Not taking account of individuals' cultural, religious or ethnic needs Failure to respond to abuse appropriately Interference with personal correspondence or communication Failure to respond to complaints</p>	<p>Lack of personal clothing and possessions and communal use of personal items Lack of adequate procedures Poor record-keeping and missing documents Absence of visitors Few social, recreational and educational activities Public discussion of personal matters or unnecessary exposure during bathing or using the toilet Absence of individual care plans Lack of management overview and support</p>
<p>Types of professional abuse Lack of individualised care Inappropriate use of rules, custom and practice No flexibility Misuse of medical procedures</p>	<p>Dirty clothing or bed linen Lack of personal possessions or clothing Deprived environment or lack of stimulation Punitive responses to challenging behaviours Denying adults at risk access to professional support and services</p>

Annexe 2: Safeguarding Adults Procedures



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Safeguarding Children Policy

<i>Owned by:</i>	<i>Helen Burgess</i>
<i>Created Date:</i>	<i>October 2014</i>
<i>Equality Impact Assessment completed:</i>	
<i>CMT Approval Date:</i>	<i>29 October 2014</i>
<i>JCC Consultation Date:</i>	
<i>Executive/Council Approval date:</i>	
<i>Date for review:</i>	

Content	Page
Preface	3
Policy Statement	4
Scope of Policy	4
Introduction	5
Legislative / Regulatory Context	6
Definitions	7
Roles and Responsibilities	7
Identifying a Child at Risk	9
Identifying Abuse	9
Concerns About Child Abuse	10
In Cases of Emergency	10
In Cases of Non-Emergency	10
Receiving a Disclosure From a Child	11
Making a Referral	11
Allegations Against Staff	12
Recording and Monitoring	13
Sharing Information	14
Recruitment	14
Partner Organisations and Contractors	14
Training and Support	15
Support Groups and Organisations	15
Annexe 1: Types of Abuse and Possible Indicators	17
Annexe 2: Safeguarding Children Procedures	18

Preface

“Through our work as Councillors, staff and contractors, we all come across children and their families.

Occasionally we might see something that concerns us, and may worry that a child is at risk of being abused, harmed, neglected or exploited. Where this is the case Waverley expects Councillors, staff and contractors to act responsibly and report their concerns to the relevant part of Surrey County Council.

This is a sensitive area. The Council will always support the decision to make a referral, because we all want to help protect children and improve their quality of life.

By taking action you could save a life.”

Cllr Simon Thornton

Portfolio holder for Children and Young People

Policy Statement

Waverley Borough Council is committed to its responsibilities as a local authority with respect to children's safeguarding, such that:

- the needs and wishes of each child, be they a baby or infant, or an older child, are be put first, so that every child receives the support they need before a problem escalates;*
- all professionals who come into contact with children and families are alert to their needs and any risks of harm that individual abusers, or potential abusers, may pose to children;*
- all professionals share appropriate information in a timely way and can discuss any concerns about an individual child with colleagues*
- all professionals contribute to whatever actions are needed to safeguard and promote a child's welfare and take part in regularly reviewing the outcomes for the child against specific plans and outcomes*

Waverley recognises that:

- safeguarding is everyone's responsibility: for services to be effective*
each professional and organisation should play their full part;
- a child-centred approach is intrinsic to the process: for services to be effective they should be based on a clear understanding of the needs and views of children*

Scope of Policy

This policy covers all activities, areas and services provided by the Council, its agents, contractors or partners, and includes all Council employees, volunteers, agency workers, contractors and partners for and on behalf of the Council who come into contact with children and young people covered by this policy whilst going about their daily duties. The policy is also considered to be an appropriate reference guide for use by those Councillors whose particular roles may involve them coming into contact with children and young people.

This policy aims to provide a brief introduction to the law in relation to children's safeguarding, and offers practical guidance about safeguarding children to all employees, services, agencies and other professionals working with the Council.

This policy highlights the main themes and issues in children's safeguarding, defines key terms, delineates some of the possible indicators of abuse, and recommends what action to take when dealing with a suspected or actual case of abuse against a child. It also includes a list of contacts of organisations which can provide help and support to both children and practitioners.

Please see related 'Safeguarding children: procedure' document in annexe for detailed outline of procedures to follow when dealing with safeguarding concerns and disclosures. This Policy complements the Council's Safeguarding Adults Policy.

1. Introduction

This policy has been produced to meet the Council's duties and obligations with respect to children and young people. Waverley Borough Council, like all public authorities, has a statutory duty to help safeguard children and young people to assist its partners, particularly the County Council, in doing so.

According to statutory guidance under the Children's Act 1989 and 2004, safeguarding and promoting the welfare of children (individuals under the age of 18) is defined as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

It is part of this Council's ethos to want to serve everyone in our community so they can live happy, healthy, safe and fulfilled lives. Our Corporate Plan and other policy documents outline how we do this in terms of service provision and improvement and community leadership.

Although we do not have primary statutory responsibility for the role of safeguarding children, we do provide a range of services directly or indirectly for these client groups and where our Councillors, staff, Contractors, partners and volunteers come into contact with them. For example:

- Play areas, recreation grounds and leisure centres
- Council housing
- Tenancy and Estates and Housing Maintenance
- Housing Options and Family Support

We need to ensure that when delivering services in people's homes or at our venues, proper systems are in place to ensure that everyone is safe, particularly those who are less able to protect themselves. We need to be alert to signs of abuse and neglect and be prepared to raise our concerns with Surrey County Council who will follow up on these concerns and determine the best course of action for a particular child.

All those who come into contact with children and young people in their every day work, including staff who do not have a specific role in relation to safeguarding children and young people, have a duty to safeguard children and young people and promote their welfare and wellbeing. It is vital that every person who has contact with children and young people should be able to recognise when such groups are, or may be, at risk of harm.

The adoption of a Safeguarding Children Policy brings with it the requirement to regulate many of our services, including specific recruitment and selection, training and vetting procedures. The policy highlights the need for ongoing

training in safeguarding at all levels of the organisation so as to ensure that the policy is adhered to in a consistent manner.

2. Legislative/regulatory Context

There is a great deal of legislation which is relevant to different aspects of safeguarding children, making the area a complex and potentially difficult one. However, the most relevant pieces of government guidance and legislation which relate to safeguarding children include the following:

Children Act (1989)

The Act introduced the concept of 'children in need' and pinpointed 'significant harm' as the threshold that justifies compulsory intervention in family life in the best interests of children. The Act established that in cases where a practitioner is concerned about maltreatment, Children's Social Care for that area must initiate enquiries to find out what is happening to the child and whether protective action is required. Local authorities were also given the duty to make enquiries if they have reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm. The Act also stipulated that local authorities have to give due regard to a child's wishes when determining what services to provide, before making decisions about action to be taken to protect that child.

Human Rights Act (1998)

The Act, which came into force in 2000, incorporated the European Convention of Human Rights into UK law. The principle relevant passages consist of articles 2 (the right to life), 3 (prohibition on torture and inhumane or degrading treatment), 5 (the right to liberty) and 8 (the right to respect for private and family life, home and correspondence).

Children Act (2004)

The Act requires each local authority to make arrangements to promote cooperation between the authority, each of the authority's relevant partners and such other persons or bodies working with children in the local authority's area as the authority considers appropriate. The arrangements are to be made with a view to improving the wellbeing of all children in the authority's area, which includes protection from harm and neglect. The Act also required each local authority to establish a Local Safeguarding Children Board for their area.

Safeguarding Vulnerable Groups Act (2006)

The Act established the need for individuals wishing to work with children or vulnerable adults to be registered. The Act also established the Vetting and Barring Scheme, which oversaw the creation of two separate but aligned Independent Safeguarding Authority Barred Lists – one, a list of individuals barred from working with children, and the other a list of individuals barred from working with vulnerable adults. Pre-employment vetting was also introduced alongside Barred Lists.

Working Together to Safeguard Children (2013)

This piece of statutory guidance includes advice on providing early help, information sharing and focusing on the needs and views of the child. The

guidance also stipulates that social workers must make a decision within one working day of receiving a referral about what type of response is required and must acknowledge receipt to the referrer.

3. Definitions

Safeguarding and promoting the welfare of children is the process of protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

Abuse and neglect are forms of maltreatment – a person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children and young people may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. The abuse may be physical, sexual, emotional or be a form of neglect.

A **child**, in the context of safeguarding children, is any child or young person aged 0 to 19 years old (up to 25 years of age for young people with special needs).

A **child in need**, under the Children Act 1989, is a child whose vulnerability is such that they are unlikely to reach or maintain a satisfactory level of health or development, or their health and development will be significantly impaired, without the provision of services. The term also includes children who are disabled. Assessments by an appointed social worker are carried out in order to establish whether a child is in need or not. The critical factors to be taken into account in deciding whether a child is in need are what will happen to a child's health or development without services and what effect the services are likely to have on the child's standard of health and development.

Significant harm was introduced by the Children Act (1989) as the threshold that justifies compulsory intervention in family life in the best interests of children. The local authority is under a duty to make enquiries, or cause enquiries to be made, where it has reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm. To make enquiries involves assessing what is happening to a child. Decisions about significant harm are complex and should be informed by a careful assessment of the child's circumstances, and discussion between the statutory agencies and with the child and family.

MAPPAs (Multi Agency Public Protection Arrangements) are put in place to ensure the successful management of violent and sexual offenders.

MARAC (Multi-Agency Risk Assessment Conference) is a regular local meeting where information about high risk domestic abuse victims (those at risk of murder or serious harm) is shared between local agencies.

MASH (Multi Agency Safeguarding Hub), based at Guildford Police Station, provides a shared space for members of the Police, Children's Services, Adult Services, the Mental Health Team and Victim Support to communicate and coordinate their actions. The Hub receives notices of adults at risk and children coming to the attention of Police. It facilitates multi agency information sharing and action and ensures that coordinated approaches to risk assessments and cases are carried out.

Safeguarding Support Group is a Waverley-only monitoring group, which oversees the safeguarding@waverley.gov.uk email address and monitors safeguarding processes throughout the Council. As of October 2014, the Safeguarding Support Group is comprised of Kelvin Mills (x3432), Katie Webb (x3340) and Julie Shaw (x3245).

The Guildford and Waverley Children's Safeguarding Area Board brings together staff at Head of Service level and others as appropriate to ensure Waverley's compliance with Safeguarding issues for children. The Board meets regularly and discusses safeguarding guidance, policy and protocols, ensures that appropriate multi-agency information occurs and supports serious case reviews. The Family Support Team Manager currently sits on this Board.

4. Roles and responsibilities

Safeguarding is everyone's responsibility: any member of staff may come into contact with children or young people at risk of abuse throughout their work across the Borough of Waverley. This means that all activities, areas and services provided by the Council, its employees, volunteers, agency workers, partners or contractors, have a responsibility to be alert to safeguarding children and young people.

All those who come into contact with children and families in their everyday work, including practitioners who do not have a specific role in relation to safeguarding children, have a duty to safeguard and promote the welfare of children. You are likely to be involved in three main ways:

- you may have concerns about a child, and refer those concerns to Children's Social Care or the police;
- you may be approached by children's social care and asked to provide information about a child or family or to be involved in an assessment. This may happen regardless of who made the referral to children's social care;
- you may be asked to provide help or a specific service to the child or a member of their family as part of an agreed plan and contribute to the reviewing of the child's progress.

Staff have a duty to raise an alert (by contacting Surrey County Council) if they suspect or know that abuse, neglect or maltreatment (including sexual exploitation) has occurred towards a child, it must be done as soon as possible, in order to minimise the possible danger towards the child. If the case meets the Children's Social Care threshold, they will take on formal responsibility for the case, and will assign a social worker to the child and their family. If the case does not meet the Children's Social Care's threshold, Children's Services may carry out an Early Help Assessment, and Waverley has a monitoring responsibility. This means that staff must keep accumulating and documenting evidence about the child and their situation, as part of an ongoing assessment of whether a referral needs to be made.

Staff also have a duty to contact the Police or medical services in cases of emergency, when a crime has been committed or an individual's life is at risk.

Staff must also ensure that all records they keep relating to safeguarding issues include the recording of decisions taken with regards to a child and the reasoning behind these decisions.

5. Identifying a child at risk

Staff should be particularly alert to the potential need for early help for a child who:

- is disabled and has specific additional needs;
- has special educational needs;
- is a young carer;
- is showing signs of engaging in anti-social or criminal behaviour;
- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health, domestic violence;
- is showing early signs of abuse and/or neglect
- is disclosing information that causes concern
- is accompanied or represented by an adult who discloses information that causes concern

Early help means providing support as soon as a problem emerges, at any point in a child's life, from the foundation years through to the teenage years. Providing early help is more effective in promoting the welfare of children than reacting later.

Children's Services at Surrey County Council are responsible for carrying out formal Early Help Assessments.

5.1 Identifying abuse

Signs of abuse can often be difficult to detect, especially because the child may not be aware that they are being abused. However, the following non-specific signs may indicate that something is wrong:

- a significant change in behaviour
- extreme anger or sadness

- aggressive and attention seeking behaviour
- suspicious bruises with unsatisfactory explanations
- lack of self-esteem
- self injury
- depression
- age-inappropriate sexual behaviour
- child sexual exploitation

The four main categories of abuse that a child may be subjected to are physical, emotional, sexual abuse and acts of neglect. Please see **Annexe 1** for an explanation of each, including possible indicators.

Staff must keep in mind that instances of antisocial behaviour, harassment, bullying and hate crime may feed into safeguarding concerns. Recording instances of the latter in full and dealing with them adequately when they arise will help to prevent cases and safeguarding concerns developing.

5.2 Concerns about child abuse

The following section is intended to be read alongside the procedures to follow when a disclosure has been made about a child or you suspect that abuse has occurred towards a child. The procedures can be found outlined in full in **Annexe 2**.

When receiving a disclosure about the child or after witnessing an event which makes you suspect the child is being abused or neglected, you will need to make a quick evaluation of the situation and decide whether the situation is an emergency.

5.3 In cases of emergency

Where there is a risk to the life of a child or a likelihood of serious immediate harm, an agency with statutory child protection powers (Children's Social Care, the Police or NSPCC) should act quickly to secure the immediate safety of the child. If a crime has been or is about to be committed, or an individual's life is in immediate danger, please call the police and/or medical services on 999.

Record full details and preserve all evidence relating to the child and suspected or actual abuse.

Once you have contacted the emergency services, contact Children's Social Care at Surrey County Council (0300 200 1006). For the out of hours emergency duty team, call 01483 517 898. Staff should also fill out the Report It form on Backstage, to keep the Waverley Safeguarding Support Group informed of safeguarding cases. Staff should note that the Report It form is not a referral form: it is a monitoring tool which is used by the Safeguarding Support Group at Waverley.

5.4 In Cases of Non-Emergency

If you have concerns about a child, or receive a disclosure about abuse, neglect or maltreatment of a child from a member of the public, record full information about the disclosure and the person making the disclosure, including name(s), address(es), gender, date of birth, name(s) of person(s) with parental responsibility (for consent purposes) and primary carer(s), if different, and keep this information up to date.

Check whether other agencies are aware of the child and their situation. Remember that an allegation of child abuse or neglect may lead to a criminal investigation, so do not do anything that may jeopardise a police investigation, such as asking leading questions or attempting to investigate the allegations yourself. Clarify the situation, but do not conduct an investigation: Children's Services are responsible for this. Record in writing all concerns, discussions about the child, decisions made, and the reasons for those decisions. The child's records should include an up-to-date chronology, and details of the lead worker in the relevant agency, if there is one.

Seek to discuss your concerns with the child (as appropriate to their age and understanding) and their parents/carers in order to seek their agreement to making a referral to Children's Social Care. However, if sharing these concerns puts the child at risk of significant or further harm, seek advice from the duty manager at Children's Social Care.

5.5 Receiving a disclosure from a child

Staff must take any disclosure from a child seriously and should react calmly to the disclosure. You must not promise confidentiality to the child: you must make it clear that you may need to inform other people about the child's disclosure.

Do not make assumptions about what the child is saying or put words in the child's mouth. Avoid interrogating the child or asking leading questions. Staff must not verify the abuse: this is the responsibility of Child Protection. Take full notes of all the details after the disclosure has been made. Use direct quotes from the child as much as possible.

Reassure the child that they have done the right thing in telling you. Tell them what you will do next. Seek to discuss your concerns with the child (as appropriate to their age and understanding) and their parents/carers in order to seek their agreement to making a referral to Children's Social Care. However, if sharing these concerns puts the child at risk of significant or further harm, seek advice from the duty manager at Children's Social Care.

5.6 Making a Referral

As soon as possible on the same day that the concern about a child has been made, discuss it with your line manager. The longer intervention is delayed, the more potential damage could be made to the child in question. Your line manager will decide whether an alert needs to be raised by referring the case to Children's Services. **You or your manager could also, without necessarily identifying the child in question, discuss your concerns with**

the Referral Assessment and Intervention Service Team in order to develop an understanding of the child's needs and circumstances - call Children's Services on 0300 200 1006.

If, after discussing the case with your manager, you are concerned that the child may be a child in need, or may be at risk of suffering significant harm, and believe that the child and their parents would benefit from further services, contact Children's Social Care at Surrey County Council to make a referral (0300 200 1006). Agree with the recipient of the referral what the child and parents will be told, by whom and when. Staff must record information relating to all the steps taken (including decisions taken and the reasoning behind them) and individuals or external agencies contacted. Whatever the outcome, staff must ensure that they follow up on all cases referred to the Children's Social Care Team in order to track and record what has happened to it.

The Safeguarding Report It form, found on Backstage, must be completed after a discussion with your line manager and after you have raised a safeguarding concern. The form should be sent to safeguarding@waverley.gov.uk. It is important to always use this form as this enables senior management and Waverley's Safeguarding Support Group to: ensure the correct action and procedures have been taken when the initial concern is raised; monitor the progress of the case and ensure services or individuals within the Council are completing any actions, if required; monitor all safeguarding concerns and report on any trends.

All staff should note that when an alert is raised by telephone, they should confirm it in writing within 48 hours. Children's Social Care should acknowledge your written referral within one working day of receiving it, so if you have not heard back within 3 working days, contact Children's Social Care again and follow up on the referral. All staff at Waverley must ensure that they follow up on all cases referred to the Children's Social Care Team in order to track and record what has happened to it.

If the case meets the Children's Social Care threshold, they will take on formal responsibility for the case, and will assign a social worker to the child and their family. The social worker will then form an appropriate care plan for the child in question. If your concerns are about a child who is already known to Children's Social Care, the allocated social worker should be informed of your concerns: this can be arranged through your contact with Children's Social Care.

If the case does not meet the Children's Social Care threshold, keep accumulating and documenting evidence about the child and their situation, as part of an ongoing assessment of whether a referral needs to be made. Children's Social Care must inform the person making the referral of their decision not to take on the case in writing (by email) – all staff at Waverley must ensure that they follow up on all cases referred to the Adult Social Care Team in order to track and record what has happened to it. Refer the child or their family to relevant support organisations (see below for more information).

5.7 Allegations Against Staff

Children and young people are particularly vulnerable to the actions of employees who wilfully or otherwise disregard legislative guidance or regulations, local Safeguarding Board decisions or Borough Council guidance and policy. Each individual has a responsibility for raising concerns about unacceptable practice or behaviour, including when a colleague is the source of concern. For more information, please refer to the Council's Whistleblowing policy.

Staff should voice their concerns, suspicions or uneasiness as soon as they feel they can. The earlier a concern is expressed, the easier and sooner action can be taken. Staff should approach their immediate manager, Head of Service or Service Director. If the concern is about an immediate manager or a Head of Service, contact Surrey County Council's Child Protection Team.

If an allegation against a Council employee is made (whether the alleged abuse or neglect occurred within their job responsibilities or outside of their work for Waverley), a thorough investigation will be implemented in accordance with the Council's Disciplinary and Dismissal Procedures. Any investigation under this procedure will not be confused with separate statutory investigations by Children's Services or the Police.

6. Recording and Monitoring

All staff must ensure that any records kept about clients and their children are up-to-date, comprehensive and include notes relating to possible safeguarding concerns. Accurate records about safeguarding concerns relating **both** to tenants and the general public in Waverley must be kept. Keeping accurate records will protect staff and ensure that neglect, maltreatment and risk of significant harm can be prevented. Should the case develop into a serious safeguarding concern, a wealth of evidence and notes will be available about the child and their situation. Good record keeping can allow the building of a wider picture and identify patterns of behaviour and prevent abuse from occurring.

Staff must also take note of and be alert to the fact that instances of antisocial behaviour and hate crime can feed into safeguarding concerns.

Staff must also ensure that all records they keep relating to safeguarding issues include the recording of decisions taken with regards to a child and the reasoning behind these decisions.

Clear and accurate records must be kept whenever a complaint or allegation of abuse is made. Detailed factual records must be kept, including the date, time and circumstances in which conversations were held.

It is recommended that all case files be retained for a minimum of 30 years from the last contact with the individual, or 10 years from their death.

The Safeguarding Report It form, found on Backstage, must be completed once a safeguarding concern has been raised and sent to safeguarding@waverley.gov.uk. It is important to always use this form as this enables senior management and Waverley's Safeguarding Support Group to: ensure the correct action and procedures have been taken when the initial concern is raised; monitor the progress of the case and ensure services or individuals within the Council are completing any actions, if required; monitor all safeguarding concerns and report on any trends.

6.1 Sharing Information

Waverley has signed up to share information in accordance with the Surrey Multi-Agency Information Sharing Protocol (MAISP). This is the overarching agreement which underpins information sharing between agencies in Surrey. The protocol and Waverley's Information Governance officer should be consulted where there is any concern as to whether or how to share information.

7. Recruitment

All employers must be alert to the possibility that any person may pose a risk of harm to children or young people. Employers of staff or volunteers who have access to children must guard against the potential abuse, through a rigorous selection process, DBS checks, supervision, training and ongoing awareness of staff behaviour.

Waverley has specific recruitment procedures in place to ensure that children and young people are protected from potential harm. These include:

- Risk assessments of all posts
- Relevant job descriptions and person specifications being issued with an application form
- All staff/volunteers completing an application form
- Qualifications and details of competence being requested and checked
- References being requested and followed up
- All staff undergoing an enhanced DBS check
- Waverley's annual appraisal system and review procedure ensuring that posts and their responsibilities are regularly tracked

8. Partner Organisations and Contractors

Waverley Borough Council requires that all its partner organisations and contractors who work with children and young people have appropriate safeguarding policies and procedures in place which complement their own.

Officers responsible for negotiating and monitoring contracts are required to ensure that all contractors and partner organisations:

- have relevant policies and procedures in place
- have robust recruitment procedures in places

- train their staff appropriately
- have adequate and appropriate reporting procedures in place
- ensure safeguarding children policy requirements are never contravened

9. Training and support

Every new member of staff at Waverley is given a brief introduction to safeguarding adults and children during their induction. Further, more comprehensive safeguarding training is available to all staff and can be organised through the officer in charge of training in Employee Services.

The aim of the training is to make staff aware of:

- Their responsibility to act when concerns about a child or young person arise
- The respective roles and responsibilities of the different professionals
- Thresholds for intervention from Waverley and intervention from Surrey County Council
- Ways to identify children and young people who are at risk
- Ways to recognise risks and situations where abuse might be occurring
- The appropriate way to accurately record facts, including concerns about abuse and neglect and actions taken as a result
- Appropriate inter-agency working

10. Support Groups and Organisations

Languageline Interpreting Service

Provides interpreters.

languageline.co.uk

0800 169 2879

NSPCC

Charity which works to end cruelty to children in the UK.

0808 800 5000 (for practitioners needing advice)

0800 1111 (for children seeking help and support)

South West Surrey Domestic Abuse Outreach Service

Provides advice and support for victims of domestic abuse.

1483 577 392

11. Useful Contacts

Surrey County Council: Children's Services (Referral Assessment and Intervention Services, RAIS Team): 0300 200 1006

Surrey County Council Emergency Duty Team (out of hours): 01483 517898
 edt.ssd@surreycc.gov.uk

Author and feedback

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The Council welcomes comments and feedback on its policies and procedures.
Please contact Helen Burgess or Louise Norie if you have any comments.

Related Information

Other Related Council Policies/Information

[Safeguarding Adults Policy](#)

Other Documents:

[How to talk to a child about child abuse and neglect disclosures](#) - Speak Up Be Safe (2008)

[Information sharing: guidance for practitioners and managers](#) - HM Government (2008)

[Surrey Safeguarding Board Procedures Manual](#) - Surrey County Council

[What to do if you're worried a child is being abused](#) - HM Government (2006)

[Working together to safeguard children](#) - Department for Education (2013)

Annexe 1: Types of Abuse and Possible Indicators

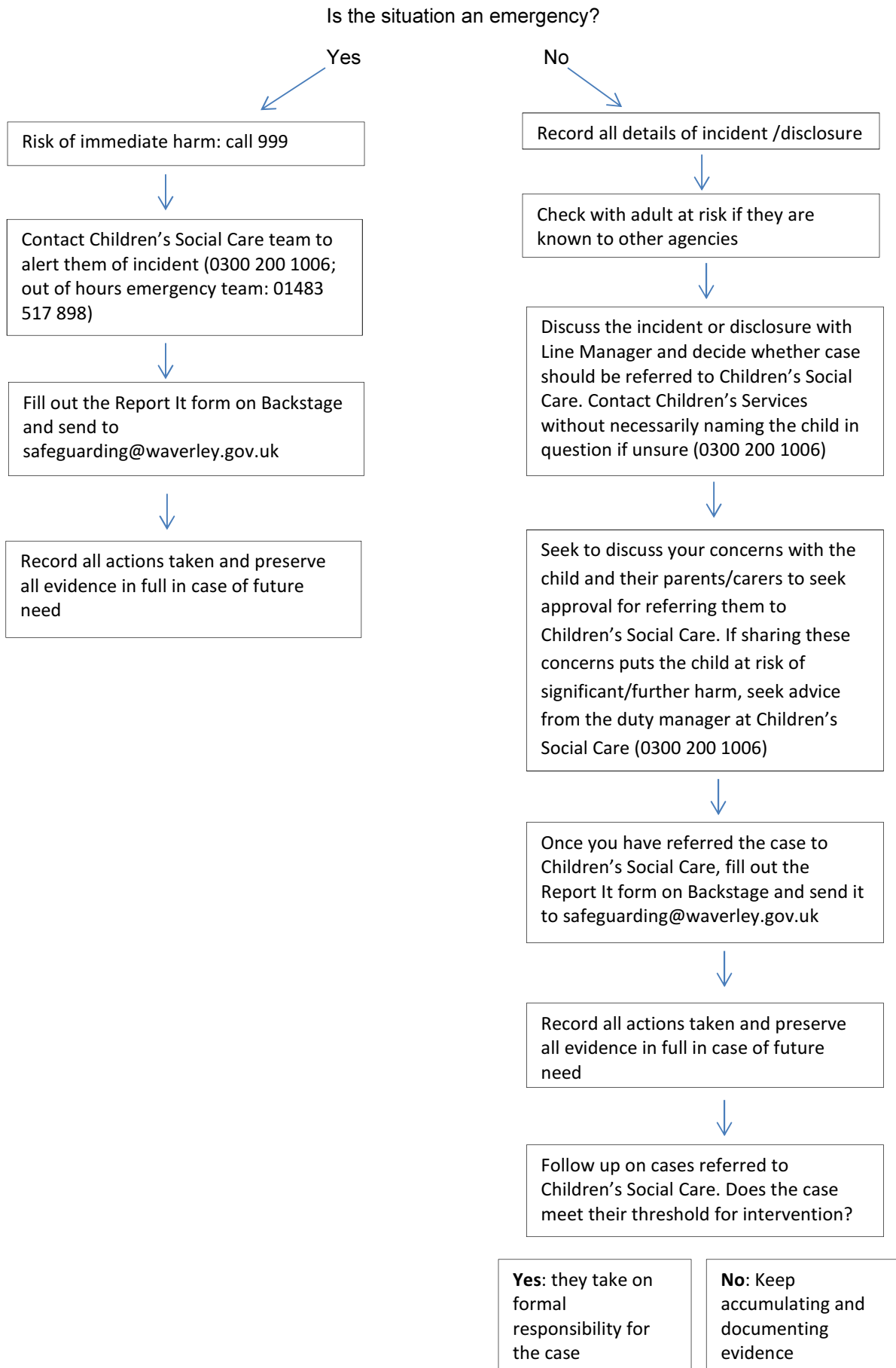
Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual on-line images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born it may involve a parent failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Annexe 2: Safeguarding Children Procedures



WAVERLEY BOROUGH COUNCIL

MINUTES OF THE EXECUTIVE - 3 FEBRUARY 2015

SUBMITTED TO THE COUNCIL MEETING – 17 FEBRUARY 2015

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

Present

Cllr Robert Knowles (Chairman)
Cllr Julia Potts (Vice Chairman)
Cllr Brian Adams
Cllr Carole King

Cllr Tom Martin
Cllr Donal O'Neill
Cllr Stefan Reynolds
Cllr Simon Thornton

Apologies

Cllr Stewart Stennett and Cllr Adam Taylor-Smith

Also Present

Councillor Patricia Ellis attended to speak on Agenda Item 8 (grants to voluntary organisations)

128. MINUTES (Agenda item 1)

The Minutes of the Meeting held on 6 January 2015 were confirmed and signed as a correct record.

129. APOLOGIES FOR ABSENCE (Agenda item 2)

Apologies for absence were received from Cllrs Stewart Stennett and Adam Taylor-Smith.

130. DECLARATIONS OF INTERESTS (Agenda item 3)

There were no declarations of interests in connection with items on the agenda.

131. QUESTIONS FROM MEMBERS OF THE PUBLIC (Agenda item 4)

The Executive received a question from Celia Sandars of Farnham in accordance with Procedure Rule 10:-

“What alternative locations for the Memorial Hall site did those responsible for progressing the East Street/Brightwells scheme look at when informed by the Brightwells Trustees that they would be unable to operate adequately from the new Gostrey Centre proposed as a community benefit within the development, following the allocation of additional facilities to M&S Food as a new tenant for Crest Nicholson’s town centre site?”

The Portfolio Holder for Older Persons gave the following response:-

“Thank you for your question. I need to correct you on two points. Firstly, it was the Trustees who asked for an alternative location away from Brightwells. The request did not come from the Council itself. Secondly, the space that was intended for the new Brightwells Gostrey Centre at Brightwells has not been allocated to M&S Simply Food.

Turning to your question. Council officers considered sites to meet the needs of the Brightwells Gostrey Centre, both now and in the future; including the Maltings and Cobgates. However, the Memorial Hall was the favoured option as it met the needs of both the Brightwells Gostrey Centre and the users of the Memorial Hall, as well as the wider community.”

PART I - RECOMMENDATIONS TO THE COUNCIL

Background Papers

Unless specified under an individual item, there are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to the reports in Part I of these minutes.

132. **WAVERLEY FINANCIAL STRATEGY 2015/16 - 2018/19** (Agenda item 6)

The reports from the Executive in respect of the 2015/16 budget are set out at Appendix A to the Council agenda incorporating:-

Appendix A.1 – General Fund Budget 2015/16

Appendix A.2 – General Fund Capital Programme 2015/16

Appendix A.3 – Housing Revenue Account Annual Business Plan 2015/2041 and Revenue Budget 2015/15

Appendix A.4 - Housing Revenue Account Capital Programme 2015/16, New Affordable Homes Programme, Stock Improvement Programme

Appendix A.5 - Council Tax Setting 2015/16

These reports will be dealt with under Agenda Item 8 of the Council agenda.

133. **FUNDING FOR VOLUNTARY SECTOR ORGANISATIONS 2015/16** (Agenda item 8)

133.1 The Waverley Community Partnership awards funding towards the running costs of organisations that provide high priority services for the benefit of Waverley residents, in partnership with the Council. The services that the partner organisations deliver across all corporate objectives and could fall in any of the 5 priority areas. In addition the Council made a specific commitment in the Corporate Plan to work with voluntary groups to meet the needs of residents. Waverley’s contribution to the Waverley Voluntary Partnership also helps support organisations to deliver wellbeing activities.

133.2 The Council's overall financial package to the voluntary sector is £744,530 showing the Council's continued commitment to its partnerships with voluntary organisations. This overall budget has been maintained over the past four years, despite the Council's significant reductions in its government grant. As a proportion of the Council's overall net budget spend, the level of financial support has increased.

133.3 Summary of grant and SLA funding proposed in 2015/16

	2015/16	2014/15
Waverley Community Partnership (grants)	£158,650	£328,820
Waverley Voluntary Partnership (grants)	£42,770	£42,770
Service Level Agreements	£523,690	£327,530
Reserved Funds/Emergency Funding Provision	£19,420	£45,410
Total proposed funding to the Voluntary Sector	£744,530	£744,530

In addition to the above funding, the Council supports these and additional organisations in many other ways including assistance with accessing other sources of funding, one-off capital investment, discretionary rate relief and rent relief.

Waverley Community Partnership

133.4 At its meeting on 30 September 2014, the Executive agreed to open the 2015/16 funding round of the Waverley Community Partnership to coincide with the budget setting process. In the current year, 2014/15, the Council maintained its overall financial package for the voluntary sector and the total funding for the Waverley Community Partnership was £328,819.

133.5 The Council will receive a further 30% reduction in its grant from the Government for 2015/16 and will need to identify cost savings to balance its budget. However, Members recognise the vital services delivered in partnership with the voluntary sector and are mindful of the potential impact that any cut would have on our voluntary organisations. Members are also keen to ensure services that support Waverley's growing older population and more vulnerable residents are prioritised. It is currently proposed in the draft budget 2015/16 that the overall funding budget for voluntary organisations be maintained at the same level as the current year. Within this, the budgets for the Waverley Community Partnership, Voluntary Grants Partnership and Service Level Agreements will vary. This clearly demonstrates Waverley's continued commitment to the voluntary sector despite the Council having to make its own budget reductions.

Waverley Voluntary Partnership (WVP)

133.6 Despite further significant reductions in Government funding, it is proposed that the total amount of money that Waverley contributes to the Waverley Voluntary Partnership (WVP) should remain at the same level for 2015/16 at £42,770. Given this, Surrey County Council has also agreed to maintain its contribution at the same level as the current year.

Service Level Agreements (SLA)

- 133.7 The Council financially supports a number of other voluntary sector organisations to deliver high priority services. In 2012/13, as part of a nominated pilot project three organisations signed up to three year Service Level Agreements from 1 April 2012. The total annual funding to these organisations is currently £327,530, with Citizens Advice Waverley receiving £195,040, Farnham Maltings receiving £32,490 for the outreach service and Waverley Hoppa Community Transport receiving £100,000. Farnham Maltings also has an SLA for the management of Farnham Museum with an estimated total value of support of £78,000. The RVS is also funded through an annual Service Level Agreement for the meals on Wheels service in partnership with Surrey County Council. Waverley's contribution of £30,000 is matched by the County Council to provide a service to residents in the borough.
- 133.8 At its meeting on 30 September 2014, the Executive approved discussions to draw up new SLAs for the next three years from 1 April 2015 to 31 March 2018 with the three organisations. In addition the Executive agreed to move four other organisations out of the Waverley Community Partnership process on to three year SLAs from 1 April 2015. This means their combined current funding of £160,250 will be transferred out of the Waverley Community Partnership overall pot for 2015/16. It is also proposed to increase the overall SLA funding to voluntary sector organisations for the next three years, 2015 to 2018, by 6.7%. A reserve of £19,420 has been established to invest in any further opportunities to meet community needs and to enable the SLA organisations to deliver even better outcomes where a clear case can be made.
- 133.9 The SLAs enable key voluntary sector organisations to continue to work in partnership the Council to deliver and develop vital services for the most vulnerable residents and older people. The Council will be working to increase the number of organisations funded through SLAs in future years. Annexe 1 details the proposed allocations to these organisations.
- 133.10 The principal aim of the Waverley Community Partnership is to provide financial support for not-for-profit organisations that deliver high priority services for the benefit of Waverley residents in partnership with the Council. A total of 25 applications to the Waverley Community Partnership have been received with two new applications. The total level of funding requested by organisations for 2015/16 was £238,650 and Annexe 2 details all the applications received and proposed allocations.
- 133.11 Each grant application has been reviewed by the relevant 'link officer' within each service area. In addition, a financial assessment of each organisation's annual accounts has been undertaken to identify any changes/concerns in the financial position of partner organisations. Where appropriate, Member Representatives for organisations were invited to comment in general on their work.

- 133.12 A Grants Panel, chaired by the Portfolio Holder for Grants, made recommendations on funding levels. The Chairman was supported by the Portfolio Holder for Partnerships and the Portfolio Holder for Leisure & Culture and officers from Finance and Communities. The Panel made proposals on levels of funding ahead of the Overview and Scrutiny Committee consideration.
- 133.13 Requests for funding exceeded the overall budget by £80,000 which meant the Grants Panel had to make very difficult decisions this year. The Panel's proposed allocations reflect the good performance and clear outcomes being delivered by organisations to our most vulnerable residents, including older people. This includes increases in funding for Rowleys Centre for the Community and Brightwells Gostrey Centre to support older people. Overall, the Panel proposed to increase the Waverley Community Partnership grants to 4 organisations and maintain grants for 11 organisations. Two new applications were received and one of these was recommended for a grant.

Age UK Waverley - Rowleys Centre for the Community

- 133.14 The proposed funding for Rowleys set out in this report has increased from £47,500 to £55,000. This represents a funding increase of 16% compared to last year. It is proposed that the funding for Rowleys is ring-fenced to support its running costs and specified that it should be held in restricted funds within the Age UK Waverley financial accounts. The increase recognises the excellent work that this centre does for older people in Cranleigh and will help guarantee the long-term future of this valued service. Given the positive track record being achieved, work will take place with Rowleys over the coming year to prepare them for a move to a Service Level Agreement in 2016/17, which will help strengthen their ability to meet the needs of older people in their community and provide additional certainty over future years funding levels.

Age UK Waverley – Information and Advice Service

- 133.15 Given that Waverley has a number of established information and advice providers already supporting older people, the Grants Panel proposed not to award funding to AGE UK Waverley towards the Information and Advice service due to continuing concerns about not operating a borough-wide service and not providing value for money compared to other Information and Advice providers in Waverley. Both Citizens Advice Waverley (sometimes referred to as CAB) and Age UK Surrey are already funded to deliver high quality, accredited information and advice services and are in a position to continue to extend their offer to more older residents borough-wide. It also recognises that Citizens Advice Waverley, unlike Age UK Waverley, is approved to give financial debt advice through the Financial Conduct Authority. [Note: Citizens Advice Waverley is funded by Waverley Borough Council and Age UK Surrey is funded by Surrey County Council.]
- 133.16 During 2013 and 2014 Age UK Waverley, operating from the Gate House in Cranleigh, worked with the Council and Citizens Advice Waverley to support a successful Big Lottery bid, securing a £250,000 grant. One of the key aims

of the bid was for Age UK Waverley and Citizens Advice Waverley to work in collaboration and to physically co-locate to improve service outcomes for residents and reduce costs. However, Age UK Waverley has now withdrawn from the discussions to co-locate with Citizens Advice Waverley and the nature of their future participation is now unclear. Age UK Waverley's decision has inevitably put some of the £250,000 grant at risk. Age UK Waverley also delivers a gardening brokerage service which is currently funded through a number of sources including the Waverley Voluntary Grants Panel, to which the Council contributes. The Age UK Waverley Handyman Service is principally funded by Surrey County Council. The allocation of funding for 2015/16 for these sources is still to be determined.

- 133.17 Following the work of a Member Special Interest Group (SIG) in 2011, the Executive agreed to invite three organisations to negotiate SLAs for 2012-15 as a pilot scheme for this new way of working. The organisations (Farnham Maltings outreach, Citizens Advice Waverley and Hoppa) signed SLAs in April 2012 and regular monitoring meetings are held. At its meeting on 4 October 2011 the Executive asked for the success of the pilot SLAs to be monitored and their impact reviewed before rolling out the approach to other funded organisations.
- 133.18 Officers have concluded that the SLA pilot is a success with a much closer alignment of activities with agreed priorities, more effective partnership working and the delivery of better outcomes for local communities. Outcomes have been monitored and reported to Committee. At its meeting on 30 September 2014 the Executive approved discussions with the three existing SLA organisations to draw up new SLAs from 1 April 2014 to 31 March 2018. The Executive also approved discussions to take place with four other organisations, namely The Orchard Club, The Clockhouse, Farncombe Day Centre and Cranleigh Arts Centre in order to move them out of the grants pot and on to three year SLAs from 1 April 2015.
- 133.19 The Council recognises the valued, key services delivered by the 7 SLA organisations. The SLAs enable the Council to target its funding to support priority services. In recognition of the outcomes these organisations deliver, it is recommended to increase the overall funding for these organisations, which will enable them to strengthen their support the most vulnerable residents, particularly older people. Negotiations are ongoing with the 7 SLA organisations to finalise their SLA Agreement documentation and the monitoring data required by the Council. The seven draft SLA documents will be reported to the Executive as part of a separate SLA Report once the negotiations with the organisations have concluded.
- 133.20 At its meeting on 27 January 2015, the Community Overview and Scrutiny Committee considered the applications for funding and endorsed the proposed allocations to organisations. The Executive considered the applications for Waverley Community Partnership funding in 2015/16, and having regard to the comments of the Community Overview and Scrutiny Committee and Grants Sub-Committee now

RECOMMENDS that

- 58. the overall funding to the voluntary sector be confirmed at £744,530 for 2015/16;**
- 59. recommended grant levels for each organisation, as detailed in Annexe 2 to the report, be approved;**
- 60. the increased total funding of £55,000 for Rowleys be ring-fenced to support its running costs and that the full grant be held in restricted funds within the Age UK Waverley financial accounts for Rowleys;**
- 61. the remaining balance of the 2014/15 Emergency Funding Provision is carried over to 2015/16 to support any unexpected or urgent requests for support throughout the year;**
- 62. the proposed funding allocations to the seven SLA organisations be agreed and, subject to concluding negotiations with them, agrees that the Director of Finance and Resources, in consultation with the Leader, Deputy Leader and Portfolio Holder for Grants be authorised to agree the final allocations and content of the SLA documents; and**
- 63. a reserve fund of £19,420 be established to invest in any further opportunities to meet community needs and to enable the SLA organisations to deliver further improvements in outcomes where a clear case can be made.**

[Reason: to consider the applications for revenue funding to the voluntary sector in 2015/16.]

134. ANNUAL PAY POLICY STATEMENT 2015/16 (Agenda item 10)

- 134.1 The Localism Act 2011 requires all public authorities to publish Annual Pay Policy Statements.
- 134.2 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.
- 134.3 The Annual Pay Policy Statement for 2015-16 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. A copy is attached as Annexe 3. The Executive now

RECOMMENDS that

- 64. the Annual Pay Policy Statement for 2015-16 be approved and adopted.**

[Reason: to seek approval of the Annual Pay Policy Statement for 2015/16.]

135. EXCLUSION OF PRESS AND PUBLIC (Agenda item 18)

At 7.30 pm it was

RESOLVED 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 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 this item, 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:

Paragraph 3

Information relating to the financial or business affairs of any particular person (including the authority holding that information).

136. FARNHAM POLICE HOUSES (Agenda item 17)

The Executive considered a report on this matter, a copy of which is attached as (Exempt) Annexe 4. The Executive

RECOMMENDS that

65. the recommendations set out in (Exempt) Annexe 4 to these minutes be approved.

[Reason: to obtain approval for an increased allocation to fund the purchase of six former police houses]

PART II - MATTERS OF REPORT

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

137. EXECUTIVE FORWARD PROGRAMME (Agenda item 5)

RESOLVED that the forward programme of key decisions for Waverley Borough Council be adopted, subject to the deletion of Weydon Lane SIG which would aim to report back to the Executive six months after its commencement.

138. BUDGET MANAGEMENT REPORT (Agenda item 7)

[This item contains exempt information by virtue of which the public is likely to be excluded during the item to which the report relates, as specified in Paragraph 1 of the revised Part I of Schedule 12A to the Local Government Act 1972, namely:-

Information relating to the financial or business affairs of any particular person (including the authority holding that information)]

RESOLVED that the report be noted and

1. the invest-to-save project be undertaken to install a magnetic device to reduce the gas consumption of boilers at the Central Offices, to be met from the budget for Urgent Schemes as detailed at paragraph 3.2 and Annexe 2 of the report;
2. a virement of £260,000 within the HRA 2014-15 Capital Programme from Kitchen and Bathroom alterations (inc wash basins) to Asbestos and Structural be agreed, as detailed at paragraph 4.6;
3. a virement of £50,000 from the cyclical maintenance to void work be agreed, as detailed in paragraph 4.3;and
4. the Free Car Park Initiative Trial be undertaken, as detailed at paragraph 2.10, at an estimated cost of £15,000 from the overall additional income reported to date.

[Reason: To provide an indication of the expenditure and income position for the 2014/15 budget compared with the approved budget for the General Fund and the Housing Revenue Account]

139. TREASURY MANAGEMENT FRAMEWORK 2015/16 (Agenda item 9)

RESOLVED that the proposed Treasury Management Framework for 2015/16 be endorsed.

[Reason: to endorse the proposed Treasury Management Framework for 2015/16]

140. EUROPEAN WASTE FRAMEWORK DIRECTIVE (Agenda item 11)

RESOLVED that

1. the conclusions of the Compliance Modelling exercise for Waverley be endorsed and, in light of this, agreement be given to continue with the current waste collection system until at least 2019 when the service will be retendered;
2. the need to keep the current assessment under review be acknowledged and a new assessment be carried out if and when any significant service changes take place; and

3. officers be asked to continue to closely monitor best practice approaches to recycling and waste disposal across the country in order to identify any potential improvements to the current approach in Waverley.

[Reason: to summarise the implications of the European Waste Framework Directive and endorse the Council's current approach into the future]

141. REVISION TO JOINT MUNICIPAL WASTE MANAGEMENT STRATEGY (Agenda item 12)

RESOLVED that the Updated Joint Municipal Waste Management Strategy Revision 2 (2015) be adopted.

[Reason: to adopt the latest revision of the Joint Municipal Waste Management Strategy].

142. ELECTRIC VEHICLE RAPID CHARGING POINTS WITHIN THREE WAVERLEY CAR PARKS (Agenda item 13)

RESOLVED that

1. the implementation of up to three EV charging points in the three car parks proposed in Farnham, Godalming and Cranleigh be approved in principle, as part of the South East Network project, subject to final site feasibility studies and satisfactory contract terms and conditions; and
2. delegate authority to the Director of Finance and Resources, the Portfolio Holders for Finance, Environment and Sustainability to sign off the project once the details are finalised.

[Reason: to seek approval to install three electric vehicle charging points within three Waverley car parks.]

143. CONVERSION OF PART OF ROWLAND HOUSE, CRANLEIGH (Agenda item 14)

RESOLVED that approval be given for the submission of a planning application for change of use of part of Rowland House, Cranleigh to a fully wheelchair accessible flat.

[Reason: to seek approval for the submission of a planning application].

144. PROPERTY MATTER (Agenda item 16)

[This item contains exempt information by virtue of which the public is likely to be excluded during the item to which the report relates, as specified in Paragraph 1 of the revised Part I of Schedule 12A to the Local Government Act 1972, namely:-

Information relating to the financial or business affairs of any particular person (including the authority holding that information)]

The Executive considered a report on this matter and agreed the recommendations contained within, as set out in the (Exempt) Annexe 5 to these minutes.

145. EXECUTIVE DIRECTOR'S ACTIONS (Agenda item 15)

The Executive noted the following actions taken by the Executive Director after consultation with the Chairman and Vice-Chairman since the last meeting:

i. Withdrawal of Enforcement Notice

To approve the withdrawal of an enforcement notice on land at Brookhurst Grange, Holmbury Road, Ewhurst, Cranleigh.

ii. Apprentice Salary Scale

To authorise the amendment of the Apprentice Salary Scale, to come into effect from 1 February 2015.

The meeting commenced at 6.45 pm and concluded at 7.35 pm

Chairman

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SERVICE LEVEL AGREEMENTS 2015-18, PROPOSED ALLOCATIONS

	Current Funding Levels 2014-15 (£)	Proposed SLA Funding Levels 2015-16 (£)		% increase compared to 2014/15 (%)
Existing Service Level Agreement Organisations 2012-2015				
Citizens Advice Waverley	195,040	210,000		8%
Farnham Maltings	32,490	32,490		0%
Hoppa	100,000	108,000		8%
Total	327,530	350,490		
Waverley Community Partnership Organisations Transferring to SLAs				
The Orchard Club	52,250	56,500		8%
Farncombe Day Centre	50,000	54,000		8%
The Clockhouse	40,000	43,200	£3,200 is dependent upon outcomes achieved	8%
Cranleigh Arts Centre	18,000	19,500		8%
Total	160,250	173,200		
Total funding	487,780	523,690		7%
Plus additional unallocated funds		19,420		
Total SLA pot	487,780	543,110		11%

The proposed allocations shown are for 2015-2016 although the SLAs would provide these levels of funding annually over the three year period of the Agreements. The Service Level Agreements are subject to annual review and Council approval in February each year as part of its budget setting process. Regular monitoring meetings are held with the individual SLA organisations and continued funding levels are dependent upon outcomes delivered by the organisations and performance against the monitoring information required by the Council.

The Clockhouse

It is proposed that the increase of £3,200 is dependent upon outcomes achieved by The Clockhouse during 2015/16 to develop their partnership with the Council to meet its objectives.

Unallocated Funds

A balance of £19,420 remains unallocated and the Grants Panel proposed that these funds are ring fenced to support unexpected or urgent requests for support to the SLA organisations throughout 2015/16. In particular, £3,200 will be ring-fenced to support The Clockhouse.

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Waverley Community Partnership 2015/16 Grants Panel Recommendations

ANNEXE 2

ORGANISATION	Grant Approved for 2013/14 (£)	Grant Approved for 2014/15 (£)	Grant Applied for 2015/16 (£)	Grants Panel Recommendations for 2015/16 (£)	Notes Reference
Community Themed Organisations					
Rowleys (Age UK Waverley)	47,500	See Age UK Waverley	See Age UK Waverley	See Age UK Waverley	
Brightwells Gostrey Centre	42,750	50,000	63,000	55,000	1
Farnham Assist	7,000	7,000	7,000	7,000	
Four Villages Day Centre	0	did not apply	did not apply	did not apply	
Age UK Waverley (including Rowleys)	30,000	20,309	25,000	0	2
Age UK Waverley		47,500	50,000	55,000	3
Rowleys					
Voluntary Action South West Surrey	9,000	5,000	12,000	7,500	4
St Marks Community Centre	2,500	2,500	3,250	3,000	5
Wrecclesham Community Centre	1,000	1,000	1,500	1,000	6
Jubilee Church Farnham - Community Development Worker	1,000	1,000	3,000	1,000	
Farncombe Community Street Team	1,000	did not apply	did not apply	did not apply	
Farncombe Community Centre	1,000	1,000	3,000	1,000	
Cranfold Job Seekers Club	500	500	1,000	750	7
Mediation First	0	did not apply	4,000	0	
Help In Elstead	did not apply	400	400	400	8
Surrey Save	did not apply	5,000	13,000	0	9
TALK	did not apply	1,500	3,000	0	10
Home Start	did not apply	0	did not apply	did not apply	
Sandy Hill Community Bungalow	did not apply	did not apply	3,000	3,000	11
3 Counties Money Advice	200	200	1,000	0	12
Sub-Total	143,450	142,909	193,150	134,650	

NOTES ON PANEL'S COMMENTS

1. Brightwells Gostrey Centre - The Panel recommended increasing the grant by 10%, recognising that Brightwells is expanding its services and supporting some of the most vulnerable older people in Waverley, particularly those living with dementia. It continues to operate within the constraints of the current building and the Panel recognised the effect that this has on fundraising.

2. Age UK Waverley - Information and Advice - The Panel acknowledged the application covered the Age UK Waverley information and advice service and Rowleys Centre for the Community. The requests were reviewed separately. The Panel noted the information and advice monitoring data provided and that the service continues to be Cranleigh centric due to the office being based in Cranleigh. The Panel noted that since an information and advice service is offered by other local organisations, Age UK Surrey and Citizens Advice Waverley, duplication did not offer best value for money for residents. The Panel therefore agreed to not award a grant to Age UK Waverley on the basis that other organisations would deliver information and advice for Waverley residents in future.

3. Age UK Waverley - Rowleys - Rowleys continues to perform well and is a popular place that is much valued by the community and users. The Council fully supports the Centre and the vital services it delivers to older residents. The Panel agreed to show its support by increasing the Rowleys grant by 16% so that it could continue to deliver and develop its services to meet client needs. The Panel felt that if the governance arrangements of Rowleys improved, it could be moved to a Service Level Agreement in the future.

4. VASWS - Last year the Panel recommended an award of £5,000 with a possible further £5,000 if VASWS is able to demonstrate clear service delivery and community value in Waverley. The Council is currently processing the award of the further £5,000 therefore VASWS will have received funding totalling £10,000 for 2014/15. Within the budget constraints of the grant scheme the Panel recommended reducing the 2015/16 funding to £7,500.

5. St Marks - The Panel recommended increasing the grant in recognition of the development of activities being delivered at the Centre, in addition to the key role St Marks has as part of the housing redevelopment at Ockford Ridge.

6. Wrecclesham Community Centre - Has undergone substantial redevelopment and refurbishment. Is expanding its services and delivering good work.

7. Cranfold Job Seekers Club - The Club continues to make improvements to support more people into work, with minimum funding and no paid staff. The Panel recommended increasing the grant in recognition of this.

8. Help in Elstead - Accessing isolated individuals and operates a good model.

9. Surrey Save - The Council provided financial transitional payments from direct budgets totalling £20,000 over three years to support a credit union service in Waverley through a Service Level Agreement. Following a request in 2013, SurreySave were advised to apply to the grant scheme in future years. The Panel felt the service did not support as many residents as expected and noted the application was for a specific post, which the grant scheme does not fund. Following the Council's initial three year support, it was felt that SurreySave should be self-sustaining.

10. TALK - The Panel noted that TALK had recently informed the Council that they are in the process of reviewing, and possibly changing, their delivery model. Officers are in discussion with the organisation to support them through the transition period. Following discussions with TALK it was agreed that their application should be withdrawn and that they should apply to the Commissioning Pilot, the Waverley Voluntary Partnership.

11. Sandy Hill Bungalow - The Panel recommended supporting this new application on the condition that the funding would be for one year only as the service should become self-sustaining.

12. 3 Counties Money Advice - The Panel noted that the organisation relocated from Haslemere Locality Office in 2012, which had parking facilities, and is less accessible as a result. Citizens Advice Waverley offers money and accredited debt advice to support residents across the borough and by funding both organisations this does not offer best value for money for residents.

Waverley Community Partnership 2015/16 Grants Panel Recommendations (Continued)

ORGANISATION	Grant Approved for 2013/14 (£)	Grant Approved for 2014/15 (£)	Grant Applied for 2015/16	Grants Panel Recommendations for 2015/16 (£)	Notes Reference
Environment & Leisure Themed Organisations					
Godalming Museum Trust	1,800	3,960	3,700	3,700	13
Haslemere Educational Museum	1,900	1,900	2,900	1,900	14
Haslemere Hall	3,000	3,000	3,000	3,000	
Rural Life Centre	2,700	2,500	2,000	2,000	15
Stopgap Dance Company	1,200	500	1,500	to be funded through direct budgets	16
40 Degreez	3,600	3,500	12,500	3,400	17
Disability Challengers (youth, play services)	7,650	7,500	16,900	7,500	18
High Sheriff of Surrey Youth Awards	1,000	1,000	1,000	1,000	19
Cranleigh Youth Café	did not apply	1,000	1,000	1,000	
Haslemere Fringe	did not apply	0	did not apply	did not reply	
A Place To Be Youth Group	800	800	1,000	500	20
Sub-Total	23,650	25,660	45,500	24,000	
OVERALL TOTAL FOR YEAR	167,100	168,569	238,650	158,650	

NOTES CONTINUED:

13. Godalming Museum - The Museum applied for £260 less than last year's grant award and therefore the Panel recommended awarding the amount requested for 2015/16.

14. Haslemere Museum - The Panel recognised the Museum implemented a successful fundraising campaign to safeguard its sustainability.

15. Rural Life Centre - The Centre applied for £500 less than last year's grant award and therefore the Panel recommended awarding the amount requested for 2015/16.

16. Stopgap Dance Company - the Panel noted the proposal to fund the organisation through direct budgets in 2015/16 to deliver activities in partnership with the Council.

17. 40 Degreez - the Panel noted that previous grant offers had advised 40 Degreez to expect a continual reduction in grant in future years and, within the budget constraints of the scheme, recommended a small reduction in grant for 2015/16.

18. Disability Challengers - provides play and leisure activities for disabled young people.

19. High Sheriff Youth Awards - The grant levers in funding for projects in Waverley.

20. A Place To Be - The panel recognised the organisation provides activities for young people on a Friday night but that the number of people supported is lower than expected. With the budget constraints of the scheme, the Panel recommended a reduction in grant for 2015/16.

WAVERLEY PAY POLICY 2014~~5~~/156

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 Executive Director, Directors and Heads of Service with a description of each role and responsibility within the authority. This means that all our senior ~~salaries~~ salaries (including all those of £58,200 and above) are easily accessible by members of the public who can see exactly what is paid for particular roles and responsibilities. Full Council will vote on any new appointment with a salary package of £100,000 or more. 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, ~~will be~~ 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 from in April 2013⁴ and continues to apply the reflect to incorporate~~ the UK Living Wage as the minimum evaluated salary grade and was updated again from January 2014 to reflect the new senior management structure. The Council considers whether to give a pay award each year.

The grading structure covers a wide range of jobs, ~~from Cleaners and Catering Assistants on the lowest grade to Heads of Service on the highest grade.~~ The differentials between the salary grades for these jobs so grades and jobs can be 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 Executive Director's salary and the median salary of the authority's workforce) is 1:4. ~~will be~~

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

The Council has adopted 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 Corporate Management Team may authorise recruitment to a higher point within the grade. 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.

~~and. The Council no longer pays any market supplement or responsibility allowance to newly appointed staff.~~

The role of Returning Officer and Electoral Registration Officer is a separate responsibility ~~and which~~ is remunerated separately ~~and paid after each election in accordance with in monthly instalments. More detail can be found at www.waverley.gov.uk/spend. The Council no longer pays any market supplement or responsibility allowance to newly appointed staff.~~ the appropriate Statutory Fees and Charges Order.

The Council does not have ~~any~~ performance related pay or bonuses. The Council does not employ any staff through personal service companies, except in exceptional circumstances agreed by the Executive Director and Portfolio Holder for Strategic HR.

The Council has 12 grades on the pay scales, plus the grades for the Directors and Executive Director. Each has 5 salary increments which progressively go up from the lowest pay point to the highest, ~~(see Appendix 1)~~, except for that of Executive Director which is a spot salary. 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 and this~~ 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 £100,000 or more will be approved 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 ~~encourages~~ 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~~ ~~Where~~ there is no financial ~~or service~~ detriment for Waverley ~~we would normally agree requests for flexible retirement subject to the needs of the service.~~ Requests for early retirement, for example in the interests of the efficiency of the service, are considered on a case by case basis by full Council. If the request balances the needs of the service, tax payer and individual then ~~it they~~ may be granted.

The Council's usual policy is not to re-employ staff who have left the Council's employment and are in receipt of a pension. ~~(unless it is a flexible retirement).~~

~~Whilst there has been a significant reduction in recruitment and retention costs in the last two years,~~ ~~†~~ 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 has again been awarded the Investors in People standard following a rigorous assessment. Waverley demonstrates 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.

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

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 ~~our~~ full ~~C~~ouncil.

Appendices:

~~Appendix 1 — The Council's pay scales from 1 January April 2014,~~

~~Appendix 2 — Current rates for travel and subsistence expenses~~

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of the Local Government Act 1972.

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WAVERLEY BOROUGH COUNCIL

MINUTES OF THE JOINT PLANNING COMMITTEE - 5 JANUARY 2015

SUBMITTED TO THE COUNCIL MEETING – 17 FEBRUARY 2015

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

Present

Cllr Brian Ellis (Chairman)	Cllr Bryn Morgan
Cllr Maurice Byham (Vice Chairman)	Cllr Stephen Mulliner
Cllr Brian Adams	Cllr Stephen O'Grady
Cllr Mary Forsyszewski	Cllr Julia Potts
Cllr Richard Gates	Cllr Stefan Reynolds
Cllr Michael Goodridge	Cllr Stewart Stennett
Cllr Christiaan Hesse	Cllr Chris Storey
Cllr Stephen Hill	Cllr Jane Thomson
Cllr Peter Isherwood	Cllr Nick Williams
Cllr Diane James	

Apologies

Cllr Paddy Blagden, Cllr Elizabeth Cable, Cllr Simon Inchbald and Cllr John Ward

Also Present

Councillor Patricia Ellis and Councillor Nicholas Holder

43. MINUTES (Agenda item 1.)

The notes of the meeting of the Joint Planning Committee which took place on 17th November were confirmed and signed.

44. APOLOGIES FOR ABSENCE AND DECLARATION OF SUBSTITUTES (Agenda item 2.)

Apologies for absence were received from Councillors Simon Inchbald, Elizabeth Cable, Paddy Blagden and John Ward. Councillors Jim Edwards and Adam Taylor-Smith attended as substitutes.

45. DISCLOSURE OF INTERESTS (Agenda item 3.)

Councillors Brian and Patricia Ellis declared non-pecuniary interests as the local ward members for the planning application being considered on the agenda.

PART I - RECOMMENDATIONS TO THE COUNCIL

There were no matters raised under this heading.

BACKGROUND PAPERS

The background papers relating to the following item in Part II are specified in the agenda for the meeting of the Joint Planning Committee.

PART II - BRIEF SUMMARIES OF OTHER MATTERS DEALT WITH

46. APPLICATIONS FOR PLANNING PERMISSION (Agenda item 5.)
47. WA/2014/0912 - LAND SOUTH OF HIGH STREET, BETWEEN ALFOLD ROAD AND KNOWLE LANE, CRANLEIGH (Agenda item 5.1)

Outline Planning Application with the reservation for subsequent approval of appearance, landscaping, layout and scale (reserved matters) for the erection of up to 425 dwellings including affordable homes and associated works, and new access points onto Alfold Road and Knowle Lane. This application affects Bridleway 566 and is accompanied by an Environmental Statement

The Chairman introduced the Officers present and referred Members to the proposed order of business for the meeting. Members were reminded that the application had been reported to the Joint Planning Committee on 28 October 2014 when they resolved to defer the application to allow time for officers to address the concerns of the Lead Local Flood Authority (LLFA) with regards to surface water flood risk and, since that meeting, the applicant had submitted further information and the Council had also received information from independent consultants Odyssey Markides who had been commissioned to assess the information.

With reference to the report circulated with the agenda, Officers presented a summary of the planning history of the site, and the current plans and proposals. Officers showed pictures of the application site and plans for the application. Members were advised that the application sought outline permission for the development proposal with all matters reserved for future consideration except for access. It was the officers view that the scheme should be supported subject to the applicant entering into an appropriate legal agreement to secure contributions towards a number of different elements detailed in the report.

Officers outlined the matters of principle/technical judgement and those matters of judgement and advised members of information received following the agenda being published and detailed in the update sheet. This included a further 25 representations but these did not raise any additional material considerations, and comments from the Applicants. Furthermore, Members received a copy of a letter from the Secretary of State advising Members that if they were minded to grant the application if was possible that it may be called-in under Section 77 of the town and Country Planning Act 1990 (as amended)

Following the officers presentation and before the Committee debated the application, in accordance with the guidance for public participation at meetings, each party was given the opportunity to speak for up to 5 minutes. The following people spoke to the application:

Objectors

Mrs Townsend and Adrian Clark

Cranleigh Parish Council

Cllr Ken Reed

Applicant

Adrian Brown

In accordance with the Council's constitution, Procedure Rule 23, Councillors Nick Holder and Patricia Ellis spoke for 4 minutes on the application before the Committee debated the application.

Having heard the officers' presentation as well as the representations from the objectors, the Parish Council and the local ward Councillor, Members were invited to ask any further questions or to seek clarification on areas of concern from the officers.

The Committee raised particular concern about the possibility of flooding on the site and the completion of the sequential test. Members also raised concern about the loss of countryside beyond the greenbelt, the impact of additional cars on residential amenity particularly on Alfold Road, the density of the proposal and the impact on the Downs link. There was also concern expressed about the harm it could create to the character of the area, the impact on the trees and visual amenity.

Having concluded its deliberations, the Joint Planning Committee **RESOLVED** that: planning permission be **REFUSED** for the following reasons:

1. The proposal, by virtue of the number of dwellings, scale, urbanising impact and loss and harm to ancient woodland, would cause material and detrimental harm to the character and setting of the existing village settlement and the intrinsic character, beauty and openness of the countryside contrary to Policies C2, D1 and D4 of Waverley Borough Local Plan 2002 and paragraphs 17 and 118 of the NPPF. The adverse impact would significantly and demonstrably outweigh the benefits of the proposal when assessed against the policies of the NPPF taken as a whole.
2. The application, by virtue of its indicative details has failed to adequately demonstrate that the proposal for up to 425 dwellings could be delivered in sustainable way contrary to paragraphs 6 and 7 of the NPPF and Policies D1 and D4 of the Waverley Borough Local Plan. The adverse impact would significantly and demonstrably outweigh the benefits of the proposal when assessed against the policies of the NPPF taken as a whole.
3. The application fails to comply with the Waverley Borough Council Infrastructure Contribution SPD (April 2008) and therefore the proposal conflicts with Policies D13 and D14 of the Waverley Borough Local Plan 2002.
4. Notwithstanding Reasons for refusal Nos1 and 2 and the Council's objection to the development of this site, the proposal is considered to be unacceptable in that it fails to provide affordable housing within the meaning of the NPPF, appropriate to meet Waverley Borough Council's housing need. The proposal is therefore contrary to Paragraphs 50 of the NPPF which states that Local Planning authorities should plan for a mix of housing.

The meeting commenced at 7pm and concluded at 10.20pm

Chairman

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WAVERLEY BOROUGH COUNCIL

MINUTES OF THE JOINT PLANNING COMMITTEE - 26 JANUARY 2015

SUBMITTED TO THE COUNCIL MEETING – 17 FEBRUARY 2015

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

Present

Cllr Brian Ellis (Chairman)	Cllr Peter Isherwood
Cllr Maurice Byham (Vice Chairman)	Cllr Diane James
Cllr Paddy Blagden	Cllr Bryn Morgan
Cllr Elizabeth Cable	Cllr Stephen Mulliner
Cllr Mary Foryszewski	Cllr Stephen O'Grady
Cllr Richard Gates	Cllr Stefan Reynolds
Cllr Michael Goodridge	Cllr Chris Storey
Cllr Christiaan Hesse	Cllr Jane Thomson
Cllr Stephen Hill	Cllr Nick Williams
Cllr Simon Inchbald	

Apologies

Cllr Brian Adams, Cllr Julia Potts, Cllr Stewart Stennett and Cllr John Ward

Also Present

Councillor James Edwards and Councillor Nicholas Holder

51. MINUTES (Agenda item 1.)

The minutes of the meeting held on 5th January 2015 were confirmed and signed.

52. APOLOGIES FOR ABSENCE AND DECLARATIONS OF SUBSTITUTES (Agenda item 2.)

Apologies for absence were received from Councillors Brian Adams, Julia Potts, Stewart Stennett and John Ward. Councillors Jim Edwards and Nick Holder attended as substitutes.

53. DECLARATIONS OF INTERESTS (Agenda item 3.)

There were no declarations of interest.

54. APPLICATION FOR PLANNING PERMISSION - WA/2014/1926 (Agenda item 5.)

Listed Building Consent for demolition of the attached Redgrave Theatre, conversion of Brightwell House to form 2no. restaurant units. Works to include single/two storey extensions to the north and west (containing additional ground floor restaurant space, kitchen areas, stores, toilets, staircase and plant room and first floor kitchens, stores, staff WC and plant room). Works to existing house to include reinstatement of 3no. original hipped roofs and roof light to the north elevation and hipped roofs over the existing bay windows and reinstatement of the glazed canopy in the southern elevation. Reinstatement of original chimneys, internal fireplaces and staircase. Partial unblocking of a first floor window on the

west elevation. Removal of later partition walls and ground floor toilet; new openings through to first floor extension, installation of servery. Some blocking in of existing internal openings. Demolition of boundary walls, toilet block and cottage at **Brightwells House, Brightwells Road, Farnham, GU9 7SB (as amplified by letter dated 22/12/2014)**

The Chairman introduced the Officers present and referred Members to the proposed order of business for the meeting.

With reference to the report circulated with the agenda, Officers presented a summary of the planning history of the site, and the current plans and proposals. Officers showed pictures of the site and plans for the application. Members were advised that the principle of the proposed works and demolition had been established by the previous consent WA/2011/1215. The Historic Buildings Officer had advised that the proposal would satisfactorily preserve the character, appearance and setting of the Listed Buildings and it would not cause harm to the significance of the heritage asset. Members were advised that a further letter had been received from English Heritage clarifying that its original letter did not constitute a formal objection to the scheme, but set out its position and offered some general advice. The original letter recognised the significant benefit of bringing back into use a vacant and vulnerable Grade II listed building. In consideration of the responses from consultees, consideration of national and Waverley's own planning policies, It was the officers view that the scheme should be supported subject to the conditions and an informative detailed in the report.

Officers outlined the matters of principle/technical judgement and those matters of judgement and advised members of information received following the agenda being published and detailed in the update sheet. This included a further 15 representations but these did not raise any additional material considerations. The Committee was advised that the loss of the theatre use was established by planning permission WA/2012/0912. The principle of the loss of a use/facility was not a matter material to the assessment of a Listed Building application and the planning permission remained extant under WA/2012/0912.

Following the officers presentation and before the Committee debated the application, in accordance with the guidance for public participation at meetings, each party was given the opportunity to speak for up to 5 minutes. The following people spoke to the application:

Objectors

Dr Laurence Carter

Farnham Town Council

Cllr Genziani

Applicant

Bruce McArthur

Having heard the officers' presentation as well as the representations from the objectors, the Parish Council and the applicant, Members were invited to ask any further questions or to seek clarification on areas of concern from the officers.

Having concluded its deliberations, the Joint Planning Committee **RESOLVED** that: planning permission be **GRANTED** subject to the following conditions and informatives:

1. Before the relevant work begins, detailed plans and information in respect of the following shall be submitted to and approved in writing by the Planning Authority. The work shall be carried out in full in accordance with such approved details:

- (a) joinery at a scale of 1:5
- (b) sections through roof ridge, hips, valleys, eaves & verges at a scale of 1:5
- (c) internal drainage routes, noting all necessary cutting, chasing and other alteration to historic fabric at a scale of 1:5
- (d) samples of external materials and surface finishes..
- (e) schedule of all doors, windows, joinery, fireplaces, decorative plasterwork and other architectural features that are to be altered, relocated, concealed or removed, fully describing the work proposed.

2. Before any work begins details of the following steps in relation to the retained portion of Brightwell House shall have been submitted to and approved in writing by the Planning Authority and then undertaken to secure the safety and stability of that part of the building to be retained. Such steps to relate to:

- (a) strengthening any wall or vertical surface
- (b) support for any floor, roof or horizontal surface, and
- (c) provision of protection for the building against the weather

3. The demolition hereby permitted shall not be undertaken before a contract for the carrying out of the works of redevelopment of the site has been awarded and planning permission has been granted for the redevelopment for which the contract provides. A copy of this contract shall be submitted to the Planning Authority for verification before any works commence.

4. Before any work begins, a building record and analysis of the basement / cellar shall be made by a suitably qualified person approved by the Local Planning Authority. A copy of the information shall be offered for deposit with Farnham Museum or The Surrey History Centre.

5. Before any works begins, a specification for the protection and future maintenance of the basement / cellar must be submitted to, and approved in writing by, the Local Planning Authority. The approved measures must thereafter be fully implemented. They must cover the structural protection of the basement / cellar during adjacent ground works, the permanent protection of surviving cellar doors, provision of ventilation to the basement / cellar, the installation of access for future access for inspection and maintenance.

6. The plan numbers to which this permission relates are TPN-D12-050, TPN-D12-004 B, TPN-D12-001, TPN-D12-056, TPN-D12-051 A, TPN-D12-002 A, TPN-D12-003, TPN-MP-071, TPN-MP-070, TPN-MP-071, TPN-D12-005, TPN-D12-007 A, TPN-D12-010 A, TPN-D12-012, TPN-D12-013, TPN-D12-014. The development shall be carried out in accordance with the approved plans. No material variation from these plans shall take place unless otherwise first agreed in writing with the Local Planning Authority.

Informatives

1. The Council confirms that in assessing this listed building consent application it has worked with the applicant in a positive and proactive way, in line with the requirements of paragraph 186-187 of the National Planning Policy Framework 2012.

[Note: Councillor Diane James requested that her vote against the recommendation be recorded]

The meeting commenced at 7pm and concluded at 8.10pm

Chairman

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE JOINT PLANNING COMMITTEE - 2 FEBRUARY 2015

SUBMITTED TO THE COUNCIL MEETING – 17 FEBRUARY 2015

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

Present

Cllr Brian Ellis (Chairman)	Cllr Bryn Morgan
Cllr Maurice Byham (Vice Chairman)	Cllr Stephen Mulliner
Cllr Brian Adams	Cllr Stephen O'Grady
Cllr Paddy Blagden	Cllr Julia Potts
Cllr Elizabeth Cable	Cllr Jane Thomson
Cllr Mary Forszewska	Cllr John Ward
Cllr Michael Goodridge	Cllr Nick Williams
Cllr Stephen Hill	Cllr Jim Edwards
Cllr Simon Inchbald	Cllr Patricia Ellis
Cllr Peter Isherwood	Cllr Nicholas Holder
Cllr Diane James	Cllr Denis Leigh

Apologies

Cllr Richard Gates, Cllr Christiaan Hesse, Cllr Stefan Reynolds, Cllr Stewart Stennett and Cllr Chris Storey

55. MINUTES (Agenda item 1.)

The Minutes of the meeting held on 26th January 2015 were confirmed and signed.

56. APOLOGIES FOR ABSENCE AND DECLARATIONS OF SUBSTITUTES (Agenda item 2.)

Apologies for absence were received from Councillors Richard Gates, Christiaan Hesse, Stefan Reynolds, Stewart Stennett and Chris Storey. Councillors Dennis Leigh, Patricia Ellis, Jim Edwards and Nick Holder attended as substitutes.

57. DECLARATIONS OF INTERESTS (Agenda item 3.)

Councillors Stephen Mulliner, Peter Isherwood and Jim Edwards declared non-pecuniary interests as Members of Haslemere Town Council.

PART I - RECOMMENDATIONS TO THE COUNCIL

There were no matters raised under this heading.

BACKGROUND PAPERS

The background papers relating to the following item in Part II are specified in the agenda for the meeting of the Joint Planning Committee.

PART II - BRIEF SUMMARIES OF OTHER MATTERS DEALT WITH

58. APPLICATION FOR PLANNING PERMISSION - WA/2014/1054 (Agenda item 5.)

Proposed development

Outline application for the erection of up to 135 dwellings together with associated development including hard and soft landscaping, access including partial demolition of retaining walls, public open space, dedicated woodland and permanent footways and the upgrading of existing footpath to a pedestrian/cycle link (PROW No. 35). This application is accompanied by an environmental statement which has been the subject of a Regulation 22 request (as amended by additional EIA information received 08/08/2014 and additional information and emails received 27/08/2014, 27/12/2014, 23/12/2014, 11/12/2014, 04/11/2014, 15/10/2014, 08/10/2014, 07/10/2014, 06/10/2014 and 03/10/2014, 13/11/2014 16/01/2015 and 20/01/2015 and 22/01/2015) at **Land At Sturt Road, Haslemere GU27 3SE**

The Chairman introduced the Officers present and referred Members to the proposed order of business for the meeting.

With reference to the report circulated with the agenda, Officers presented a summary of the planning history of the site, and the current plans and proposals. Officers showed pictures of the site and plans for the application. A representative from the County Highways Authority was also present and advised members of the arrangements in place by the applicant to improve access and highway improvements.

Officers outlined the matters of principle/technical judgement and those matters of judgement and advised members of information received following the agenda being published and detailed in the update sheet. This included further information regarding the AONB, flood risk and drainage. Further consultee responses from Chichester District Council and County Highway Authority. And, 3 additional representations against the application but these did not raise any additional material considerations. There were also two additional conditions proposed in relation to the retaining wall and proposed ground levels and the recommendation had been amended to reflect the additional environmental information and clarity around the management company being within the site.

Officers advised the Committee that the application was for outline planning permission with all matters reserved except means of access and landscape. Therefore, in forming a conclusion, the NPPF required that the benefits of the scheme must be balanced against any negative aspects of it. Members noted that the site was located in the Countryside Beyond the Green Belt and, as such, the development would encroach into the countryside. The Council's preference would be for previously developed land to be developed prior to green field sites. However, the Council could not currently identify a deliverable supply of housing sites from the identified sites which would sufficiently meet the housing demand for the next five years. Members noted that this was a material consideration of significant weight in this assessment.

The Committee noted that the proposal would result in increased traffic movements but this had been addressed by way of conditions by the County Highways Authority. Furthermore, the applicant was putting in measures to address flood risk. There was provision for a SANG and a high number of both market and affordable

housing being proposed. In view of the benefits of the scheme, officers were of the opinion that these would significantly outweigh the adverse impact on the character of the Countryside Beyond the Green Belt and AONB when assessed against the policies in the NPPF taken as a whole or specific policies in the NPPF and recommended to the Committee that the application be granted.

Following the officers presentation and before the Committee debated the application, in accordance with the guidance for public participation at meetings, each party was given the opportunity to speak for up to 5 minutes. The following people spoke to the application:

Objector

Mr Robert Serman

Haslemere Town Council

No speaker

Supporter/Applicant

Nigel Whitehead and Craig McGowan

Having heard the officers' presentation as well as the representations from the objectors and the applicant and supporter, Members were invited to ask any further questions or to seek clarification on areas of concern from the officers.

The Committee was pleased to note that the scheme would provide 40% of affordable housing as this would improve the vitality of the Town Centre and help young people and families live and remain in Haslemere. Members were pleased with the low density of housing prepared compared to some applications they had received, an average being 22.8 dwellings per hectare. They were also pleased that 3.53 hectares of SANG land was proposed adjoining the site so residents did not have to travel to use it. There was some concern about the quality of the SANG but it was noted that this would be managed and the applicant was proposing to place paths through the SANG for walkers to use.

There was some concern raised about the size of the development and the impact on infrastructure but it was felt that the site was very sustainable and could provide for 52 dwellings out of 135 dwellings of affordable housing which was much needed in the town and no other development could provide such a benefit. There was also some concern about the flood/surface water flooding arising from the development but officers assured members that the proposal had demonstrated, subject to control by way of planning conditions that in terms of flood risk the development would be safe for its lifetime taking account of the vulnerability of its users without increasing flood risk elsewhere.

The Committee noted the highway improvements to the scheme and although the proposal would cause less than substantial harm to the significance of the designated heritage assets, this harm was considered to be outweighed by the public benefits of the proposal, namely the significant delivery of housing was the scheme would achieve.

Having concluded its deliberations, the Joint Planning Committee **RESOLVED** that, having regard to the environmental information contained within the application, the accompanying Environmental Statement and responses to it, together with

proposals for mitigation, subject to the completion of a S106 agreement to secure the management of the SANG land in perpetuity by the Land Trust, provision of affordable housing, highway and transport improvements, sustainable transport measures, a travel plan, upgrade of the existing footpath to a Public Bridleway, community facilities, drainage improvements, education, libraries, playing pitches, play space, open space, sports/leisure centres, recycling and other environmental improvements and for the setting up of a Management Company for open space within the site and to require the applicant to first secure any necessary planning permission or advertisement consent for the SANG and subject to the conditions and informatives noted below, permission be **GRANTED**.

1. Condition

Details of the reserved matters set out below ("the reserved matters") shall be submitted to the Local Planning Authority for approval within three years from the date of this permission:

1. layout;
2. scale; and
3. appearance.

The reserved matters shall be carried out as approved. Approval of all reserved matters shall be obtained from the Local Planning Authority in writing before any development is commenced.

2. Condition

The development to which this permission relates must be begun not later than the expiration of two years from the final approval of reserved matters or, in the case of approval on different dates, the final approval of the last such matter to be approved.

3. Condition

The plan numbers to which this permission relates are Location Plan SLP1 at Scale 1:1000; Site Layout Plan 1880-SP-03 at Scale 1:750, Plan of Primary Tier Fixed Elements 1027.07F at Scale 1:750 and Proposed Site Access Arrangement Plan 9.1 at Scale 1:500. The development shall be carried out in accordance with the approved plans. No material variation from these plans shall take place unless otherwise first agreed in writing with the Local Planning Authority.

4. Condition

No development shall take place until the applicant has secured the implementation of a programme of archaeological work in accordance with a Written Scheme of Investigation which has been submitted by the applicant and approved in writing by the Local Planning Authority.

5. Condition

The development shall be carried out in strict accordance with the recommendations, including the biodiversity enhancements, set out in the 'Mitigation Measures' section of the Ecology section of the Environmental Statement by Concise Construction Ltd dated May 2014, as amended by additional EIA information received 08/08/2014, and additional information and e-mails received

27/12/2014, 23/12/2014, 11/12/2014, 04/11/2014, 15/10/2014, 08/10/2014, 07/10/2014, 06/10/2014 and 03/10/2014).

6. Condition

Prior to the commencement of works, a Construction Environmental Management Plan, to control the environmental effects of the construction work, shall first be submitted to and agreed in writing by the Local Planning Authority. The scheme shall include:

- (i) control of noise;
- (ii) control of dust, smell and other effluvia;
- (iii) control of surface water run off;
- (iv) proposed method of piling for foundations;
- (v) hours during the construction and demolition phase, when delivery vehicles or vehicles taking away materials are allowed to enter or leave the site;
- (vi) hours of working.

The development shall be carried out in strict accordance with the approved details unless otherwise agreed in writing by the Local Planning Authority.

7. Condition

Prior to the commencement of development on site, a surface water drainage scheme, to include maintenance, for the site shall first be submitted to and agreed in writing by the Local Planning Authority. No infiltration of surface water into the ground shall be permitted. The development shall be carried out in strict accordance with the approved details and plans.

8. Condition

Prior to the commencement of development on the site, a foul water drainage scheme for the site shall first be submitted to and agreed in writing by the Local Planning Authority. The development shall be carried out in strict accordance with the approved details and plans.

9. Condition

If contamination is found to be present on the site, works shall cease and a remediation strategy shall be submitted to and approved in writing by the Local Planning Authority. The works shall be carried out in strict accordance with the agreed details.

10. Condition

Development shall not commence until a drainage strategy detailing any on and/or off site drainage works, has been submitted to and approved in writing by the Local Planning Authority in consultation with the sewerage undertaker. No discharge of foul or surface water from the site shall be accepted into the public system until the drainage works referred to in the strategy have been completed. The development shall be carried out in full accordance with the approved details.

11. Condition

Development should not be commenced until Impact Studies of the existing water supply infrastructure have been submitted to and approved in writing by the Local

Planning Authority in consultation with Thames Water. The studies should determine the magnitude of any new additional capacity required in the system and a suitable connection point. The development shall be carried out in full accordance with the approved details.

12. Condition

Development shall not commence until a pollution prevention strategy has been submitted to and approved in writing by the local Planning Authority in consultation with Thames Water. The strategy should detail the control measures used to minimise the impact of the development proposal to the local ground water both during and after construction. The development shall be carried out in full accordance with the approved details.

13. Condition

Prior to the commencement of development, a Landscape and Ecology Management Plan, relating to the public spaces within the site, shall first be submitted to and agreed in writing by the Local Planning Authority. The development shall be carried out in strict accordance with the approved details and plans.

14. Condition

Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (as amended by the Town and Country Planning (General Permitted Development) (Amendment) (No.2) (England) Order 2008 (or any other Order revoking or re-enacting or amending those Orders with or without modification), no development within Part 1, Classes A-H shall take place on the dwellinghouses hereby permitted or within their curtilage, unless otherwise first agreed in writing by the Local Planning Authority.

15. Condition

No development shall take place until a written Waste Minimisation Statement, confirming how demolition and construction waste will be recovered and reused on site or at other sites has been submitted to and approved in writing by the Local Planning Authority. The measures shall be implemented in strict accordance with the approved details.

16. Condition

Prior to the commencement of any development, details shall first be submitted to and approved in writing by the Local Planning Authority of a Programme of Phased Implementation for the permission hereby granted. The development shall thereafter be carried out in accordance with the agreed Phasing Programme unless otherwise first agreed in writing by the Local Planning Authority. The phasing plan shall indicate the timing of construction of the scheme phases, including the provision of associated external works (such as parking and landscaped areas), commensurate with the phases and associated areas/uses being brought into use. The development shall be carried out in full accordance with the approved phasing plan, unless otherwise in writing by the Local Planning Authority.

17. Condition

The development hereby approved shall not be commenced unless and until a scheme for upgrading Public Footpath No.35 to a Public Bridleway is submitted to and approved in writing by the Local Planning Authority, in consultation with the County Highway Authority. The scheme shall include provision of pedestrian and cycling links between the site and Public Footpath No.35. Prior to the first occupation of the development, the applicant shall undertake the Public Bridleway upgrade in accordance with the County Highway Authority's technical requirements. The development shall be carried out in complete accordance with the approved details.

18. Condition

The development hereby approved shall not be first occupied until space has been laid out within the site, in accordance with a scheme to be submitted to and approved in writing by the Local Planning Authority for vehicles to be parked and for vehicles to turn so that they may enter and leave the site in forward gear. Thereafter, the parking/turning areas shall be retained and maintained for their designated purpose.

19. Condition

No development shall commence until a Construction Transport Management Plan, in general accordance with the FMW Consultancy's 'Framework Construction Management Plan' dated October 2014, to include details of:

- (a) parking for vehicles of site personnel, operatives and visitors;
- (b) loading and unloading of plant and materials;
- (c) storage of plant and materials;
- (d) programme of works (including measures for traffic management);
- (e) provision of boundary hoarding behind any visibility zones;
- (f) vehicle routing;
- (g) HGV deliveries and hours of operation;
- (h) measures to prevent the deposit of materials on the highway;
- (i) before and after construction condition surveys of the highway and a commitment to fund the repair of any damage caused;
- (j) measures to prevent deliveries at the beginning and end of the school day
- (k) on-site turning for construction vehicles

has been submitted to and approved in writing by the Local Planning Authority. Only the approved details shall be implemented during the the construction of the development.

20. Condition

No operations involving the bulk movement of earthworks/materials to or from the development site shall commence unless and until facilities have been provided in accordance with a scheme to be submitted to and approved in writing by the Local Planning Authority, so far as is reasonably practicable to prevent the creation of dangerous conditions for road users on the public highway. The approved scheme shall thereafter be retained and used whenever the said operations are undertaken.

21. Condition

The development hereby approved shall not be first occupied unless and until the following facilities have been provided in accordance with a scheme to be submitted to and approved in writing by the Local Planning Authority, in consultation with the County Highway Authority for:

- (a) The secure parking of bicycles within the development site. Such facilities to be integral to each dwelling/outbuilding;
- (b) Providing safe routes for pedestrians/cyclists to travel within the development site;
- (c) Electric Vehicle charging points for every dwelling, in accordance with Surrey County Council's 'Vehicular and Cycle Parking Guidance' dated January 2012.

The development shall be carried out in full accordance with the approved details.

22. Condition

Prior to the commencement of development, a Travel Plan shall be submitted to and for the written approval of the Local Planning Authority, in accordance with the sustainable development aims and objectives of the NPPF 2012, the Surrey County Council's 'Travel Plans Good Practice Guide', and in general accordance with FMW Consultancy's 'Framework Travel Plan' dated May 2014. The approved Travel Plan shall be implemented prior to the first occupation of the development, and for each and every subsequent occupation of the development, thereafter maintain and develop the Travel Plan to the satisfaction of the Local Planning Authority.

23. Condition

Prior to the commencement of development, details shall first be submitted to and agreed in writing by the Local Planning Authority in respect of management monitoring arrangements for the SANG (agreed as part of the permission hereby granted). These details shall include arrangements for an annual inspection by the Local Planning Authority to ensure that the approved management arrangements are being complied with. The development shall be carried out in full accordance with the approved details.

24. Condition

Prior to the commencement of development, details of the acoustic fencing to be erected along the northern boundaries of Sturt Farm and Sturt Farm Barn, shall be submitted to and approved in writing by the Local Planning Authority. The fencing shall be erected and maintained in full accordance of the approved details.

25. Condition

No development shall take place until a detailed landscaping scheme has been submitted to and approved by the Local Planning Authority in writing. The landscaping scheme, which should be based on the Landscape Plan No.1027.07F prepared by LanDesign Associates dated August 2013 submitted with the outline application. The landscaping scheme shall be carried out strictly in accordance with the agreed details and shall be carried out within the first planting season after

commencement of the development or as otherwise agreed in writing with the Local Planning Authority. The landscaping shall be maintained to the satisfaction of the Local Planning Authority for a period of 5 years after planting, such maintenance to include the replacement of any trees and shrubs that die or have otherwise become, in the opinion of the Local Planning Authority, seriously damaged or defective. Such replacements to be of same species and size as those originally planted.

25. Condition

No development shall take place until details have been submitted to and approved in writing by the Local Planning Authority showing the existing and proposed ground levels of the site and proposed ground levels and finished floor levels of the development hereby permitted. The development shall be carried out in strict accordance with the approved details.

26. Condition

Prior to the commencement of development, details shall be submitted to and approved in writing regarding the demolition and rebuilding of the retaining wall. Such details shall include proposals to re-use existing materials where possible, and shall show the final position and height of the retaining walls. The development shall be carried out in strict accordance with the agreed details.

Informatives

1. The applicant's attention is drawn to the advice contained in the letter by Surrey Wildlife Trust dated 24/07/2014.
2. The applicant;s attention is drawn to the comments of Thames Water contained in their letter dated 18/07/2014.
3. "IMPORTANT" This planning permission contains certain conditions precedent that state 'before development commences' or 'prior to commencement of any development' (or similar). As a result these must be discharged prior to ANY development activity taking place on site. Commencement of development without having complied with these conditions will make any development unauthorised and possibly subject to enforcement action such as a Stop Notice. If the conditions have not been subsequently satisfactorily discharged within the time allowed to implement the permission then the development will remain unauthorised.

There is a fee for requests to discharge a condition on a planning consent. The fee payable is £97.00 or a reduced rate of £28.00 for household applications. The fee is charged per written request not per condition to be discharged. A Conditions Discharge form is available and can be downloaded from our web site.

4. Please note that the fee is refundable if the Local Planning Authority concerned has failed to discharge the condition by 12 weeks after receipt of the required information.

5. The applicant is advised that Public Footpath No.35 crosses the application site and it is an offence to obstruct or divert the route of a right of way unless carried out in complete accordance with appropriate legislation.
6. Design standards for the layout and construction of access roads and junctions, including the provision of visibility zones, shall be in accordance with the requirements of the County Highway Authority. The alterations to the retaining walls to facilitate access to the site will require technical approval from the County Highway Authority's Structures Team.
7. The County Highway Authority has no objection to the proposed development, subject to the above conditions, but if it is the applicant's intention to offer any of the roadworks included in the application for adoption as maintainable highway, permission under the Town and County Planning Act should not be construed as approval to the highway engineering details necessary for inclusion in an Agreement under Section 38 of the Highways Act 1980. Further details about the post planning adoption of roads may be obtained from the Transportation Development Planning Division of Surrey County Council.
8. Details of the highway requirements necessary for inclusion in any application seeking approval of reserved matters may be obtained from the Transportation Development Planning Division of Surrey County Council.
9. All bridges, buildings or apparatus (with the exception of projecting signs) which project over or span the highway may be erected only with the formal approval of the Transportation Development Planning Division of Surrey County Council under Section 177 or 178 of the Highways Act 1980.
10. The permission hereby granted shall not be construed as authority to carry out any works on the highway or any works that may affect a drainage/culvert or water course. The applicant is advised that a permit and, potentially a Section 278 Agreement, must be obtained from the County Highway Authority before any works are carried out on any footway, footpath, carriageway, verge or other land forming part of the highway. All works on the highway will require a permit and an application will need to be submitted to the County Council's Street Works Team up to 3 months in advance of the intended start date, depending on the scale of the works proposed and the classification of the road. The applicant is also advised that consent may be required under Section 23 of the Land Drainage Act 1991.
11. The developer is reminded that it is an offence to allow materials to be carried from the site and deposited on or damage the highway from uncleaned wheels or badly loaded vehicles. The County Highway Authority will seek, wherever possible, to recover any expenses incurred in clearing, cleaning or repairing highway surfaces and prosecute persistent offenders (Highways Act 1980 Sections 131, 148 and 149).
12. When access is required to be completed before any other operations, the County Highway Authority may agree that surface course material and in some cases edge

restraint may be deferred until construction of the development is complete, provided all reasonable care is taken to protect public safety.

13. The developer is advised that the upgrading of Public Footpath No.35 must be carried out in complete accordance with the appropriate legislation.
14. The applicant is advised that as part of the detailed design of the highway works required by the above condition(s), the County Highway Authority may require necessary accommodation works to street lights, road signs, road markings, highway drainage, surface covers, street trees, highway verges, highway surfaces, surface edge restraints and any other street furniture/equipment.
15. The developer would be expected to instruct an independent transportation data collection company to undertake the monitoring survey. The survey should conform to a TRICS Multi-Model Survey format consistent with the UK Standard for Measuring Travel Plan Impacts as approved by the County Highway Authority. To ensure that the survey represents typical travel patterns, the organisation taking ownership of the Travel Plan will need to agree to being surveyed only with a specified annual quarter period but with no further notice of the precise survey dates. The developer would be expected to fund the survey validation and data entry costs.
16. Section 59 of the Highways Act 1980 permits the County Highway Authority to charge developers for damage caused by excessive weight and movements of vehicles to and from the site. The Highway Authority will pass on the cost of any excess repairs compared to normal maintenance costs to the applicant/organisation responsible for the damage.
17. The applicant is advised that the Section 278 highway works will require payment of a commuted sum for future maintenance of highway infrastructure. The applicant is advised that in providing each dwelling with integral cycle parking, the County Highway Authority will expect dedicated integral facilities to be provided within each dwelling for easily accessible secure cycle storage/garaging.
18. The Council confirms that in assessing this planning application it has worked with the applicant in a positive and proactive way, in line with the requirements of paragraph 186-187 of the National Planning Policy Framework 2012.

The meeting commenced at 7pm and concluded at 9.25pm

Chairman

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WAVERLEY BOROUGH COUNCIL

MINUTES OF THE STANDARDS PANEL - 26 JANUARY 2015

SUBMITTED TO THE COUNCIL MEETING – 17 FEBRUARY 2015

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

Present

Cllr Michael Goodridge (Chairman)
Cllr Carole Cockburn
Cllr Jim Edwards
Cllr Jenny Else

Cllr Stephen Hill
Cllr Simon Inchbald
Cllr Peter Isherwood

Apologies

Cllr Diane James, Cllr John Ward and Cllr Kevin Deanus

Also Present

1. APPOINTMENT OF CHAIRMAN (Agenda item 1.)

Cllr Michael Goodridge was confirmed as Chairman of the Standards Panel for the Council Year 2014/15.

2. APOLOGIES FOR ABSENCE (Agenda item 2.)

Apologies for Absence were received from Councillor John Ward, Diane James and Parish Councillor, Councillor Kevin Deanus.

3. DISCLOSURE OF INTERESTS (Agenda item 3.)

There were no disclosures of interest.

PART I - RECOMMENDATIONS TO THE COUNCIL

Background Papers

Unless specified under an individual item, there are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to the reports in Part I of these minutes.

4. INDEPENDENT PERSONS PROTOCOL (Agenda item 5.)

The Council, on 3 July 2012, had appointed two Independent Persons to carry out the roles set out in its arrangements attached at Annexe 1. They were Vivienne Chapman and Tony Allenby.

Waverley had been working closely with Guildford and Spelthorne Borough Councils and Mole Valley District Council on its Code and Arrangements. The first two years of experience had shown that having a protocol for Independent Persons

would help these individuals carry out their roles and help Waverley's Monitoring Officer in investigating complaints.

A draft Protocol, drafted by Spelthorne Borough Council and endorsed by all four Monitoring Officers and the shared Independent Persons, is now attached at Annexe 2.

The Panel considered the Protocol and endorsed the approach but as it was recommended that the two Independent Persons be re-appointed for a period of 4years, the Standards Panel would like an opportunity to meet them. Consequently, they would be invited to the Councillor Induction sessions in May 2015.

The Panel was advised that they would need to seek to appointments to the Standards Panel and Members supported the recommendation that these be sought following the elections with Town and Parish Clerks.

The Standards Panel therefore

RECOMMENDS that

- 1. the Independent Persons Protocol as a supporting document be adopted;**
- 2. the current two Independent Persons for a four year term be re-appointed;**
- 3. two nominees from Town and Parish Councils for the two places on the Panel be sought from May 2015; and**
- 4. the arrangements for dealing with complaints previously agreed by Council in July 2012 be re-endorsed.**

PART II - MATTERS OF REPORT

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

5. **REVIEW OF COMPLAINTS TO THE MONITORING OFFICER** (Agenda item 6.)

The Standards Panel received a report from the Monitoring Officer, Robin Pellow, updating Members on complaints received since it had last met in June 2013 and since the Council had reviewed and made minor revisions to the operation of the New Code of Conduct at its meeting in July 2013. At that meeting Council agreed that the new Council after May 2015 should be asked whether it wished to carry out a further review of the Code.

The Standards Panel was advised that in the last eighteen months four complaints about Parish Councillors had been dealt with by the Monitoring Officer responding, and in four further cases involving Parish Councillors a more detailed initial investigation had been carried out by the Monitoring Officer, the Councillors who

were subject of the complaint interviewed and the views of the Independent Persons sought on the action proposed. Members noted that these views had proved very helpful and constructive, and given the process the element of Independent scrutiny that is important in maintaining public confidence in the new arrangements. In another four cases the Monitoring Officer had discussed issues with the Clerk of the Parish Council concerned and resolved the matter informally.

The Standards Panel was advised that the investigative procedure is set out had only been necessary to use this procedure in one case. This case related to a complaint about a Waverley Councillor in relation to a planning matter and after a thorough investigation the external solicitor concluded that there had not been a breach of the Code.

The Standards Panel was asked whether Members would benefit from receiving a bulletin about cases so that lessons could be learnt from happened. Members agreed that these would be useful, especially in the lead up to the Elections. However, they should be anonymised and circulated confidentially to Members only.

The Monitoring Officer and Deputy will arrange training sessions for all Waverley Members on the framework after the May 2015 elections. Training sessions will also be organised for all Town and Parish Councils. However, unlike with Waverley Councillors, it was difficult to enforce training for Town and Parish Councils but they would be positively encouraged to attend.

RESOLVED that the report be noted.

The meeting commenced at 5pm and concluded at 5.35pm

Chairman

ANNEXE 1



Arrangements for dealing with Standards Allegations under the Localism Act 2011

1. Context

Waverley Borough Council is committed to high standards of conduct by its councillors and co-opted members. These "Arrangements" set out how you may make a complaint that an elected or co-opted member of Waverley Borough Council ("the Council") has failed to comply with Waverley Borough Council's Code of Conduct and sets out how the Council will deal with allegations of a failure to comply with its Code of Conduct.

Under Section 28(6) and (7) of the Localism Act 2011, the Council must have in place "arrangements" under which allegations that a member or co-opted member of either authority, or of a Committee or Sub-Committee of the authority, has failed to comply with that authority's Code of Conduct can be investigated and decisions made on such allegations.

Such arrangements must provide for the Council to appoint at least one Independent Person whose views must be sought by the authority before it takes a decision on an allegation which it has decided shall be investigated and whose views can be sought by the authority at any other stage, or by a member against whom an allegation as been made.

2. The Code of Conduct

Waverley Borough Council has adopted a Code of Conduct for members, which is attached as Appendix One to these arrangements and is available on Waverley Borough Council's website at www.waverley.gov.uk and on request from Reception at the Council Offices.

The Code of Conducts of Town and Parish Councils are available for inspection on either Waverley Borough Council's website or the relevant Town or Parish website (if the Parish Council has one) and may also be viewed by arrangement with the Town or Parish Clerk.

3. Making a complaint

If you wish to make a complaint, please write or email to:

The Monitoring Officer
Waverley Borough Council
Council Offices
The Burys
Godalming
Surrey
GU7 1HR

robin.pellow@waverley.gov.uk

The Monitoring Officer is a senior officer of the Council who has statutory responsibility for maintaining the Register of Members' Interests and who is responsible for dealing with complaints about member misconduct.

Please provide us with your name and a contact address or email address so that we can acknowledge receipt of your complaint and keep you informed of its progress. If you want to keep your name and address confidential, please say and we will not disclose your name and address to the member against whom you make the complaint without your prior consent. The Council does not normally investigate anonymous complaints, unless there is a clear public interest in doing so.

The Monitoring Officer will acknowledge receipt of your complaint within five working days of receiving it and will keep you informed of the progress of your complaint.

4. Will your complaint be investigated?

The Monitoring Officer will review every complaint received and apply the Council's criteria for assessing if an investigation is appropriate and, after consultation with the Independent Person, take a decision as to whether it merits formal investigation. The Monitoring Officer will inform the subject member or co-opted member of receipt of the allegation and its details and of their right to consult the Monitoring Officer and Independent Person. This decision will normally be taken within 14 days of receiving your complaint. Where the Monitoring Officer has taken a decision, he/she will inform you, the member and the Independent Person of his/her decision in writing and the reasons for that decision.

Where he/she requires additional information in order to come to a decision, he/she may come back to you for such information and may request information from the member against whom your complaint is directed. Where your complaint relates to a Town or Parish Councillor, the Monitoring Officer may also inform the Town or Parish Council of your complaint and seek the views of the Town or Parish Council before deciding whether the complaint merits formal investigation.

In appropriate cases, the Monitoring Officer may seek to resolve the complaint informally without the need for a formal investigation. Such informal resolution may involve the member accepting that his/her conduct was unacceptable and offering an apology or other remedial action by the authority. Where the member or the authority make a reasonable offer of

local resolution, but you are not willing to accept that offer, the Monitoring Officer will take account of this in deciding whether the complaint merits formal investigation.

If your complaint identifies criminal conduct or breach of other regulation by any person, the Monitoring Officer has the power to call in the Police and other regulatory agencies. At this stage, any media enquiries will be advised that a review of a complaint is in process and that it would not be appropriate to comment.

5. How is the investigation conducted?

If the Monitoring Officer decides that a complaint merits formal investigation, he/she will appoint an Investigating Officer who may be an officer of another authority or an external investigator. The Investigating Officer will decide whether he/she needs to meet or speak to you to understand the nature of your complaint and so that you can explain your understanding of events and suggest what documents the Investigating Officer needs to see and who the Investigating Officer needs to interview.

The Investigating Officer would normally write to the member against whom you have complained and provide him/her with a copy of your complaint and an explanation of the arrangements for the investigation and ask the member to provide his/her explanation of events and to identify what documents he needs to see and who he needs to interview. In exceptional cases, where it is appropriate to keep your identity confidential or disclosure of details of the complaint to the member might prejudice the investigation, the Monitoring Officer can delete your name and address from the papers given to the member or delay notifying the member until the investigation has progressed sufficiently.

At the end of his/her investigation, the Investigating Officer will produce a draft report and will send copies of that draft report, in confidence, to you and to the member concerned, to give you both an opportunity to identify any matter in that draft report which you disagree with or which you consider requires more consideration. The report will include details of the allegation, the evidence considered and the investigation's findings.

Having received and taken account of any comments that you may make on the draft report, the Investigating Officer will send his/her final report to the Monitoring Officer which will include his/her findings as to whether there has been a breach of the Code of Conduct.

6. What happens if the Investigating Officer concludes that there is no evidence of a failure to comply with the Code of Conduct?

The Monitoring Officer will review the Investigating Officer's report and, if he/she is satisfied that the Investigating Officer's report is sufficient, the Monitoring Officer will write to you and to the member concerned and to the Parish Council, where your complaint relates to a Parish Councillor, notifying you that he/she is satisfied that no further action is required and give you both a copy of the Investigating Officer's final report. If the Monitoring Officer is not satisfied that the investigation has been conducted properly, he/she may ask the Investigating Officer to reconsider his/her report. The Monitoring Officer will ask the Independent Person to comment on the investigation report.

7. What happens if the Investigating Officer concludes that there is evidence of a failure to comply with the Code of Conduct?

The Monitoring Officer will review the Investigating Officer's report and will then either send the matter for local hearing before the Hearings Panel or, after consulting the Independent Person, seek local resolution.

7.1 Local Resolution

The Monitoring Officer may consider that the matter can reasonably be resolved without the need for a hearing. In such a case, he/she will consult with the Independent Person and with you as complainant and seek to agree what you consider to be a fair resolution which also helps to ensure higher standards of conduct for the future. Such resolution may include the member accepting that his/her conduct was unacceptable and offering an apology and/or other remedial action by the authority. If the member complies with the suggested resolution, the Monitoring Officer will report the matter to the Standards Panel Lead Member.

7.2 Local Hearing

If the Monitoring Officer considers that local resolution is not appropriate, or you are not satisfied by the proposed resolution, or the member concerned is not prepared to undertake any proposed remedial action, such as giving an apology, then the Monitoring Officer will report the Investigating Officer's report to the Hearings Panel of three Members drawn from the Group appointed by the Council, which will conduct a local hearing before deciding whether the member has failed to comply with the Code of Conduct and, if so, whether to take any action in respect of the member. In the case of a complaint involving a Town or Parish Member, as well as the three Members, there will be a Town or Parish Councillor attending as a non-voting Member.

Essentially, the Monitoring Officer will conduct a "pre-hearing process", requiring the member to give his/her response to the Investigating Officer's report, in order to identify what is likely to be agreed and what is likely to be in contention at the hearing and the Chair of the Hearings Panel may issue directions as to the manner in which the hearing will be conducted. At the hearing, the Investigating Officer will present his/her report, call such witnesses as he/she considers necessary and make representations to substantiate his/her conclusion that the member has failed to comply with the Code of Conduct. For this purpose, the Investigating Officer may ask you, as the complainant, to attend and give evidence to the Hearings Panel. The member will then have an opportunity to give his/her evidence, to call witnesses and to make representations to the Hearings Panel as to why he/she considers that he/she did not fail to comply with the Code of Conduct.

The Hearings Panel, with the benefit of any prior advice in writing from the Independent Person, may conclude that the member did not fail to comply with the Code of Conduct and so dismiss the complaint. If the Hearings

Panel concludes that the member did fail to comply with the Code of Conduct, the Chairman will inform the member of this finding and the Hearings Panel will then consider what action, if any, the Hearings Panel should take as a result of the member's failure to comply with the Code of Conduct. In doing this, the Hearings Panel will give the member an opportunity to make representations in writing to the Panel and will consult the Independent Person, but will then decide what action, if any, to take in respect of the matter.

8. What action can the Hearings Panel take where it finds that a member has failed to comply with the Code of Conduct?

The Council has delegated to the Hearings Panel such of its powers to take action in respect of individual Waverley members as may be necessary to promote and maintain high standards of conduct. Accordingly the Hearings Panel may:

- publish its findings in respect of the member's conduct;
- report its findings to Council or to the Parish Council for information;
- recommend to the member's Group Leader (or in the case of un-grouped members, recommend to Council or to Committees) that he/she be removed from any or all Committees or Sub-Committees of the Council;
- recommend to the Leader of the Council that the member be removed from the Executive, or removed from particular Portfolio responsibilities;
- instruct the Monitoring Officer to, arrange training for the member;
- remove, the Member from all outside appointments to which he/she has been appointed or nominated by the authority or by the Parish Council;
- withdraw, facilities provided to the member by the Council, such as a computer, website and/or email and Internet access; or
- exclude, the member from the Council's offices or other premises, with the exception of meeting rooms as necessary for attending Council, Committee and Sub-Committee meetings.

The Hearings Panel has no power to suspend or disqualify the member or to withdraw members' allowances or special responsibility allowances.

In the case of Town or Parish complaints, the conclusion will be referred to that Town or Parish Council for such action they consider appropriate.

9. What happens at the end of the hearing?

At the end of the hearing, the Chairman will state the decision of the Hearings Panel as to whether the member failed to comply with the Code of Conduct and as to any actions which the Hearings Panel resolves to take.

As soon as reasonably practicable thereafter, the Monitoring Officer shall prepare a formal decision notice in consultation with the Chair of the Hearings Panel and send a copy to you, to the member and the Independent Person and make that decision notice available for public inspection and report the decision to the next convenient meeting of the Council. The decision will also be placed on the Waverley Borough Council website, unless no breach is found and the member requests it should not be publicised.

10. Who are the Hearings Panel?

The Hearings Panel is drawn from the members appointed by the Council. The Independent Person's views are sought and taken into consideration before the Hearings Panel takes any decision on whether the member's conduct constitutes a failure to comply with the Code of conduct and as to any action to be taken following a finding of failure to comply with the Code of Conduct.

11. Who is the Independent Person?

The Independent Person is a person who has applied for the post following advertisement of a vacancy for the post and is appointed by a positive vote from a majority of all the members of Council.

A person cannot be "independent" if he/she:

- 11.1 is, or has been within the past five years, a member, co-opted member or officer of the Council; or
- 11.2 is, or has been within the past five years, a member, co-opted member or officer of a parish council of which the authority is the principal authority; or
- 11.3 is a relative, or close friend, of a person within paragraph 11.1 or 11.2 above. For this purpose, "relative" means:
 - 11.3.1 spouse or civil partner;
 - 11.3.2 living with the other person as husband and wife or as if they were civil partners;
 - 11.3.3 grandparent of the other person;
 - 11.3.4 a lineal descendent of a grandparent of the other person;
 - 11.3.5 a parent, sibling or child of a person within paragraphs 11.3.1 or 11.3.2;
 - 11.3.6 a spouse or civil partner of a person within paragraphs 11.3.3, 11.3.4 or 11.3.5; or

11.3.7 living with a person within paragraphs 11.3.3, 11.3.4 or 11.3.5 as husband and wife or as if they were civil partners.

12. Review of these arrangements

The Council may by resolution agree to amend these arrangements and has delegated to the Chair of the Hearings Panel the right to depart from these arrangements where he/she considers that it is expedient to do so in order to secure the effective and fair consideration of any matter. The Council will review the arrangements after not more than six months and identify any improvements to the processes and ensure that they are helping the Council maintain high standards of conduct.

13. Appeals

- (a) There is no right of appeal for you as complainant or for the member against a decision of the Monitoring Officer or of the Hearings Panel.
- (b) If the Member or co-opted member wishes to appeal against the decision of the Hearings Panel, the Member will have a right to have the decision reviewed by another three members of the Standards Panel who have not been involved. This will either involve a full rehearing of the case or be dealt with by way of written representation from the member.

If you feel that the authority has failed to deal with your complaint properly, you may make a complaint to the Local Government Ombudsman.

ANNEXE 2

WAVERLEY BOROUGH COUNCIL INDEPENDENT PERSON PROTOCOL

Waverley Borough Council in conjunction with 3 other County authorities, namely Guildford Borough Council, Mole Valley District Council and Spelthorne Borough Council has appointed a pool of Independent Persons to be drawn from when required.

Any reference in this document to 'the Council', applies to each of the four Local Authorities. Any reference in this document to 'the Committee' applies to any Committee or Panel of the Council which may have responsibility for promoting the maintenance of high standards of conduct by councillors and any co-opted members of the Council. The four Councils follow a similar approach, but the committee structures vary between them according to each Council's Constitution and Arrangements.

This Protocol sets out the expected roles and responsibilities of an Independent Person (IP) when they are carrying out their function in assessing an allegation that a Member of the Council or Town and Parish Council has failed to comply with the appropriate Council's Code of Conduct for Members.

Principles

Appointment

1. Each Independent Person (IP) will initially be appointed until May 2015. In respect of Waverley Borough Council, only two of the three IPs have been appointed for 2012 – 2015.
2. Thereafter appointments will be made on the basis of a four year term, which reflects the ordinary term of office of a councillor, with serving IPs being eligible for re-appointment.

Role and Obligations

3. The role of the IP is a consultative position required under section 28 of the Localism Act 2011.
4. The purpose of the IP role is to assist the Council and Town and Parish Councils in promoting high standards of conduct by elected and co-opted members of the Council and in particular to uphold the Code of Conduct adopted by the Council and the seven principles of public office, namely selflessness, honesty, integrity, objectivity, accountability, openness and leadership.
5. The IP is expected to develop a sound understanding of the ethical framework as it operates within the Council.

6. The IP may be invited to attend or participate in training events organised or promoted by the Council.
7. The views of an IP must be sought by the Council before it takes a decision on whether an allegation may be investigated, and may be sought by the Council at any other stage (e.g. before a final hearing is arranged or where a local resolution may be appropriate), or by a Member against whom an allegation has been made.
8. The Council is expected to support the IP in his/her role by:
 - providing information on its processes and procedures
 - adhering to this Protocol
 - providing training which meets the needs of the IP
 - supporting the IP by dealing with press enquiries
 - providing advice if an IP is unsure of their role or conduct
 - paying reasonable travelling and subsistence expenses claimed by the IP for undertaking this role. (Such expenses must be claimed within three months of incurring them). The IP will receive no other remuneration.

Allocation of Independent Person

9. This Protocol covers all the IPs appointed by the authorities and any reference in this Protocol to an IP covers reference to all IPs.
10. The four authorities will endeavour to choose IPs from the pool on an even and fair basis, as far as possible. In order to assist this, each authority will inform the other authorities at the time an IP first becomes involved in a complaint.
11. The authorities will keep a log on Sharepoint and update it promptly when a new case arises.
12. Before approaching an IP, the Council will consider the number of complaint cases each IP has been allocated by all the Local Authorities using the pool.
13. An IP is not obliged to accept a request to be involved in a complaint, should they either have other commitments or have recently been involved in a complaint at one of the other authorities.
14. Where there is a link between any complaints made to the Council, the same IP will normally be approached if the MO feels it will assist the efficiency of the investigation.

Independent Person's Conduct

15. In carrying out the role, the IP will ensure that he/ she -
 - a. acts in accordance with -
 - i. any relevant legislation or guidance and the Council's Code of Conduct in force at the time; and

- ii. the agreed processes/ procedures approved by the Panel and the Council's Constitution; and
- b. acts impartially at all times, without political bias or prejudice and in accordance with the rules of natural justice; and
- c. maintains confidentiality at all times.

The Standards Panel

16. The Monitoring Officer's (MO) role is to give advice to the Panel.

Involvement in hearings

17. The MO will brief the IP, either on the phone, face to face or by email, to provide the context of a complaint upon first contact.

18. The MO will consult the Independent Person for advice on action to take in accordance with the Council's hearing arrangements, which may include any of the following stages:

Upon receipt of a complaint, (either before referring the matter to any Assessment Panel with a recommendation as to whether it merits formal investigation or in consultation with the Chairman of the Committee to decide whether or not to investigate, depending on the individual authority's arrangements).

When the Monitoring Officer feels it is appropriate to resolve the complaint informally, without the need for a formal investigation.

Following a formal independent investigation, on the outcomes or recommendations of the Investigating Officer.

Where an Investigating Officer concludes that there is evidence of a failure to comply with the Code of Conduct, on whether any form of local resolution is possible.

19. When the MO is deciding how to progress with a complaint, he/she should consult with the IP and should consider the following:

- a. Was the Member/ co-optee acting in their official capacity at the time of the alleged misconduct?
- b. Was the Member/ co-optee in office at the time of the alleged misconduct?
- c. Can the complaint be considered as being of a very minor or trivial nature; or vexatious, frivolous or politically motivated?
- d. Has the complaint been made within the appropriate time scales?
- e. Is there a potential breach of the Council's Code of Conduct?
- f. Is there public interest in the matter?
- g. Is there sufficient information to enable him/her to make a decision? If not, what information is required?

20. The MO will make a written record of any discussions that take place with the IP and send these to the IP for agreement.

21. The MO will provide a summary with any documents provided to the IP.

22. The MO will inform the IP at the earliest opportunity in the process of an investigation, of the Council's expectations with regards to the timescales for their responses during each stage.

Feedback and Learning

23. At the resolution of the complaint, whether there is a formal investigation or not, the MO will advise the IP of the outcome of the complaint.
24. The MO and IP may have a discussion on the lessons learnt, from both the hearings arrangements process and following this Protocol, whether any improvements are required.
25. The MOs and IPs will meet on an annual basis to review progress with the operation of the Protocol and deal with any training requirements.

Conflicts of Interest, Access to Contact details and Confidentiality

26. The IP should inform the MO if they feel there are circumstances which would suggest that they had a conflict of interest e.g. being a friend of either the complainant or Member concerned; or have previously been involved in the matter.
27. If the IP approached has a conflict of interest, another IP will be consulted.
28. A complainant will not be given the IP's contact details. In the unlikely event that the IP is contacted directly by a complainant, he/she should not respond to them and is expected to inform the MO immediately.
29. The subject member will not automatically be given the IP's contact details. Upon first contact, the MO will ask the IP how they wish to communicate with the subject member. Where the subject Member wishes to speak to the IP then the MO will try to facilitate this in a planned way between the IP and the Member.
30. The Council will not give out details of IPs to the Press or other enquirers.
31. In terms of confidentiality, the IP should not discuss any matters about a complaint, either past or present, with the media or any other third party without appropriate advice having been taken from the MO.

Methods of Contact

32. The IP is requested to provide the MO with appropriate methods of contact e.g. email and telephone numbers, and is expected to make themselves available at all reasonable times.
33. The IP will advise during initial discussions with the MO their preference for communications, whether in hard copy, by email, or both.

34. The IP is asked to inform the MO with as much reasonable notice as possible if they will not be contactable for any extended period once they have first become involved in an investigation, so that one of the other IPs can be advised that he/she would be required to stand-in as necessary during this period.

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE LICENSING AND REGULATORY COMMITTEE - 29 JANUARY 2015

SUBMITTED TO THE COUNCIL MEETING – 17 FEBRUARY 2015

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

Present

Cllr Simon Inchbald (Chairman)	Cllr Tony Gordon-Smith
Cllr Patricia Ellis (Vice Chairman)	Cllr Peter Isherwood
Cllr Maurice Byham	Cllr Carole King
Cllr Elizabeth Cable	Cllr Chris Storey
Cllr Jenny Else	Cllr Nick Williams

Apologies

Cllr Andrew Wilson

21 MINUTES (Agenda item 1)

The Minutes of the Meeting held on 18 September 2014 were confirmed and signed.

22 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS (Agenda item 2)

Apologies had been received from Cllr Andrew Wilson.

23 DECLARATIONS OF INTEREST (Agenda item 3)

Cllr Patricia Ellis declared an interest in Agenda Item 6 as a Cranleigh Parish Councillor and had left the room and not participated in the meeting when the matter was discussed at Cranleigh Parish Council.

24 ACTION AUTHORISED (Agenda item 5)

The action taken by the Executive Director after consultation with the Chairman and Vice-Chairman was noted.

LICENSING ACT 2003 ITEMS

There were no items for discussion under this heading.

OTHER LICENSING ITEMS

PART I - RECOMMENDATIONS TO THE COUNCIL

Background Papers

Unless specified under an individual item, there are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to the reports in Part I of these minutes.

25 WAVERLEY BOROUGH COUNCIL - DESIGNATED STREETS REVIEW (Agenda item 7)

The Committee considered a report concerning the Council's existing Street Trading Policy, which was introduced in 2009 and had recently received its 5-year review. There had been no major legislative changes affecting this Policy since it came into effect and requests for only minor changes were made.

As part of the consultation process views were sought on whether the existing street designations should be amended in any way. At the Licensing and Regulatory Committee of 18 September these responses were reviewed and officers were requested to instigate a separate process (as the determination of designated streets is not part of the Policy review process).

Two main designation issues arose. One from Godalming Town Council and one from Cranleigh Parish Council and a formal procedure must be followed if changes to the designation of streets was to take place.

With regard to Cranleigh, Members noted that Cranleigh Parish Council had supported prohibited streets in Cranleigh as per Annexe I of the Policy document and the three consent streets listed should remain. It was noted that clarity was needed over where Horseshoe Lane actually started/finished and a map would have been helpful. However, Cranleigh Parish Council were content that it remained a Consent Street where Horseshoe Lane abutted the High Street as a number of village events took place around The Common. Cranleigh Parish Council were sympathetic towards the request from Cranleigh Chamber of Commerce to re-designate the High Street, The Common and Rowland Road as prohibited street, but did not support the proposal as it would prevent a number of local festivals from taking place.

The Committee discussed the request from Godalming Town Council that Bridge Street be included in the list of consent streets to save closing the whole of the High Street when events took place. However, Members were very concerned that traffic would not be able to exit Queen Street Car Park when Bridge Street was closed for an event and agreed not to approve the request.

The Committee

RECOMMENDS that

- 5. the designation of streets in Cranleigh and Godalming remain unaltered.**

PART II - MATTERS OF REPORT

Background Papers

The background papers relating to the following report items in Part II are as specified in the agenda for the Committee.

26 FINANCIAL STRATEGY 2015/2016 - 2017/2018 LICENSING BUDGET 2015/2016
(Agenda item 6)

Members considered the report which sought the Committee's agreement to the proposals for the Licensing Service Revenue Estimates and Fees and Charges for 2015/16. Members noted that none of the 'Star Chamber' proposals impacted directly on the Licensing Service.

An amended Annexe 1 was circulated to the Committee. Members considered the Committee's 2015/16 Estimates together with the analysis of Licensing Costs and Income for 2015/16 that showed the estimated recovery rates. The Committee noted that figures allowed for the cost of proposed growth items and that enforcement costs were not recovered through fees. Recovery costs had levelled at 90%. The Committee noted that the staff pay award was currently pending Council agreement and once this was available the figures would be updated.

The Committee noted that their decisions and recommendations would be reported to the Executive on 3 February 2015 and to Council on 17 February 2015.

The Committee RESOLVED to:

1. agree its draft Revenue Estimates for 2015/16; and
2. approved the level of fees and charges for 2015/16 in accordance with the schedule.

27 MINUTES (Agenda item 8)

RESOLVED that the minutes of the meetings of the Licensing (General Purposes) Sub-Committee held on 18 September 2014 and 27 November 2014, be noted.

The meeting commenced at 10.00 am and concluded at 10.28 am

Chairman

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