

To: All Councillors

When calling please ask for:  
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**Policy and Governance**  
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Calls may be recorded for training or monitoring  
Date: 4 February 2015

Dear Councillor

A Meeting of the EXECUTIVE was held on Tuesday, 3 February 2015. The Decisions taken at the meeting are set out below.

The deadline for call-in of any of these decisions for scrutiny (within five working days) will be **NOON ON WEDNESDAY, 11 FEBRUARY 2015**. Members must notify Robin Taylor, Head of Policy and Governance, by e-mail, fax, telephone or letter if they wish to refer a decision to the appropriate Overview and Scrutiny Committee. The Constitution requires that **four members of the appropriate Overview and Scrutiny Committee may call-in** a decision of the Executive for scrutiny.

Members should contact their Chairman or Vice-Chairman before calling any items in.

Yours sincerely

ROBIN TAYLOR

Head of Policy and Governance

## NOTE FOR MEMBERS

The item numbers below correspond to the item numbers on the Executive Agenda.

### AGENDA

#### 5. EXECUTIVE FORWARD PROGRAMME

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

#### 6. GENERAL FUND BUDGET 2015/16

The Executive, after considering comments from the Overview and Scrutiny Committees, has agreed to RECOMMEND to the COUNCIL:

1. to accept the Council Tax Freeze Grant offered for 2015/16 and therefore agree a 0% increase for Waverley's element of Council Tax for 2015/16;
2. to implement the proposals included on the List of Reductions as shown at Annexe 4, including any staffing changes;
3. to implement the proposals included on the List of Growth Items as shown at Annexe 5, including any staffing changes;
4. approval of the changes to Fees and Charges as shown at Annexe 6, as amended at the meeting;
5. to agree the staff Pay Award of 1.6% from 1 April 2015;
6. approval of the General Fund Budget for 2015/16, as amended by the above changes;
7. that 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. that the Financial Strategy be updated to take account of the decisions taken.

**[This item is recommended to the Council for decision and is not subject to the Call-In Procedure]**

*[Reason: to seek approval of the Council's four-year Financial Strategy and the approach to be taken to the 2015/2016 Budget.]*

7. GENERAL FUND CAPITAL PROGRAMME 2015/16

The Executive considered the comments from the Overview and Scrutiny Committees and agreed to RECOMMEND that the Council:

1. approves the list of Revenue Projects totalling £569,775 as shown at Annexe 1 to be included within the Revenue Estimates;
2. approves the 2015/16 General Fund Capital Programme totalling £3,346,400, as shown at Annexe 3;
3. agrees the financing proposals for 2014/2015 in Annexe 3;
4. agrees that 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. amends the Financial Strategy to reflect the above decisions.

**[This item is recommended to the Council for decision and is not subject to the Call-In Procedure]**

*[Reason: to seek approval of the Council's four-year Financial Strategy and the approach to be taken to the 2015/2016 Budget.]*

8. HRA ANNUAL BUSINESS PLAN 2015/2016 AND REVENUE BUDGET 2015/16

Having considered the comments from the Corporate Overview and Scrutiny Committee, the Executive has agreed to RECOMMEND to the COUNCIL that:

1. the rent level of Council dwellings be increased by 2.8% from 6<sup>th</sup> 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<sup>th</sup> April 2015;
3. the service charge in sheltered accommodation be increased by 50p/week from 6<sup>th</sup> April 2015;
4. the recharge for energy costs (as appropriate) be increased by 50p/week from 6<sup>th</sup> April 2015 with a review being carried out in 2015/16 to assess changing energy prices;
5. fees and charges be increased in line with the proposals at Annexe 6;
6. the proposals included on the List of Growth Items be implemented as shown at Annexe 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.

**[This item is recommended to the Council for decision and is not subject to the Call-In Procedure]**

*[Reason: to seek approval of the Council's four-year Financial Strategy and the approach to be taken to the 2015/2016 Budget.]*

8. HOUSING REVENUE ACCOUNT CAPITAL PROGRAMME 2015/16, NEW AFFORDABLE HOMES PROGRAMME, STOCK IMPROVEMENT PROGRAMME

Having considered the comments of the Corporate Overview and Scrutiny Committee the Executive has agreed to RECOMMEND to the COUNCIL that:

1. the total spend proposed in the 2015/16 Housing Revenue Account Capital Programme as shown at Annexe 1 be approved;
2. the indicative 2015/16 New Affordable Homes Programme be approved with specific scheme approvals to be sought when detailed costs are available;
3. the indicative 2015/16 Stock Improvement Programme be approved with specific scheme approvals to be sought when detailed costs are available; and
4. the financing of these programmes be approved in line with the resources shown.

**[This item is recommended to the Council for decision and is not subject to the Call-In Procedure]**

*[Reason: to seek approval of the Council's four-year Financial Strategy and the approach to be taken to the 2015/2016 Budget.]*

9. BUDGET MANAGEMENT REPORT

The Executive noted the report and agreed to

1. undertake the invest-to-save project 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. virement of £260,000 within the HRA 2014-15 Capital Programme

from Kitchen and Bathroom alterations (inc wash basins) to Asbestos and Structural, as detailed at paragraph 4.6;

3. virement of £50,000 from the cyclical maintenance to void work as detailed in paragraph 4.3; and
4. undertake the Free Car Park Initiative Trial, as detailed at paragraph 2.10, at an estimated cost of £15,000 from the overall additional income reported to date.

### **[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]**

*[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]*

## 10. FUNDING FOR VOLUNTARY SECTOR ORGANISATIONS 2015/16

The Executive has considered the applications for Waverley Community Partnership funding in 2015/16, having regard to the comments of the Community Overview and Scrutiny Committee and Grants Sub-Committee and agreed to RECOMMEND to the COUNCIL that

1. the overall funding to the voluntary sector be confirmed at £744,530 for 2015/16;
2. recommended grant levels for each organisation, as detailed in Annexe 2 to the report, be approved;
3. 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;
4. 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;
5. 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
6. 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.

**[This item is recommended to the Council for decision and is not subject to the call-in procedure].**

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

11. TREASURY MANAGEMENT FRAMEWORK 2015/16

The Executive has agreed that the proposed Treasury Management Framework for 2015/16 be endorsed.

**[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]**

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

12. ANNUAL PAY POLICY STATEMENT 2015/16

The Executive has agreed to RECOMMEND to the COUNCIL that the Annual Pay Policy Statement for 2015-16 be approved and adopted.

**[This item is recommended to the Council for decision and is not subject to the call-in procedure].**

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

13. EUROPEAN WASTE FRAMEWORK DIRECTIVE

The Executive has

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

**[COMMUNITY OVERVIEW AND SCRUTINY COMMITTEE]**

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

14. REVISION TO JOINT MUNICIPAL WASTE MANAGEMENT STRATEGY

The Executive has approved the adoption of the Updated Joint Municipal Waste Management Strategy Revision 2 (2015).

**[COMMUNITY OVERVIEW AND SCRUTINY COMMITTEE]**

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

15. ELECTRIC VEHICLE RAPID CHARGING POINTS WITHIN THREE WAVERLEY CAR PARKS

The Executive has agreed to

1. approve in principle the implementation of up to three EV charging points in the three car parks proposed in paragraph 7, 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.

**[COMMUNITY OVERVIEW AND SCRUTINY COMMITTEE]**

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

16. CONVERSION OF PART OF ROWLAND HOUSE, CRANLEIGH

The Executive has given approval for the submission of a planning application for change of use of part of Rowland House, Cranleigh to a fully wheelchair accessible flat.

**[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]**

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

17. EXECUTIVE DIRECTOR'S ACTIONS

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.

18. EXCLUSION OF PRESS AND PUBLIC

*The following matters were included in (Exempt) on the agenda and discussed in (Exempt) session. The reports remain exempt.*

19. PROPERTY MATTER

20. FARNHAM POLICE HOUSES

**For further information or assistance, please telephone Emma McQuillan,  
Democratic Services Manager, on 01483 523351**