

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE EXECUTIVE - 31 MARCH 2015

SUBMITTED TO THE COUNCIL MEETING – 14 APRIL 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 Stewart Stennett

Cllr Adam Taylor-Smith

Cllr Simon Thornton

Prior to the commencement of the meeting, a minute's silence was held in memory of Cllr Gillian Beel who had died the previous week.

160. MINUTES (Agenda item 1)

The Minutes of the Meeting held on 3 March 2015 were confirmed and signed as a correct record.

161. DECLARATIONS OF INTEREST (Agenda item 3)

There were no declarations of interest raised under this heading.

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

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

i. from Patrick Haveron of Godalming

"It is both Government and Conservative Party policy that Local Authorities determine their own housing targets. Could the Leader and the Portfolio Holder for Planning explain who in Government keeps writing to Waverley with increased housing numbers?"

The Planning Portfolio Holder replied as follows:-

"The Department for Communities and Local Government (DCLG) guided by the Office of National Statistics (ONS) regularly publish updates to the projections for household and population growth by borough. Each time this is done, Councils are required by the NPPF to consider their ability to meet this alleged need. Councils translate these numbers into housing numbers and distribution. Failure to achieve these numbers can lead to an Inspector finding the Local Plan unsound.

When the Government says that local authorities determine their own needs, it is referring to the landscape, environmental and sustainability issues clarified in the NPPF and NPPG which can act as a constraint on the potential land available for building. Consequently the housing number that is deliverable is reduced."

ii. from David Beaman of Farnham

"The detailed budget papers for 2015/16 reveal that an estimated £1,662,360 will be received in New Homes Bonus as a direct grant from Central Government and will account for 11.8% of WBC's revenue and represents an increased grant of £279,460 over the final estimate of New Homes Bonus expected to be received in the current 2014/15 year. Why is no reference made to this increased Government grant in WBC's Council Tax information leaflet in which the only statement relates to the reduction in Revenue Support Grant which incidentally is 25% and not almost 30%?"

The Portfolio Holder for Finance responded as follows:-

"Thank you for your question Mr Beaman. I'm sorry but you appear to have got the wrong end of the stick. Waverley has been extremely prudent in its use of the New Homes Bonus and I'll explain why.

Firstly let me be crystal clear in that Waverley has never made a secret of the New Homes Bonus, in fact, it is a key feature of our published financial strategy. The reason that it is not mentioned in the council tax leaflet is because, unlike many other councils, Waverley do not use it simply to balance our books. Given that the new homes bonus is in fact a short term funding measure with an uncertain future, I'm sure you will agree that this is a very prudent approach by us.

I think Waverley's policy is to use the new homes bonus to invest in new and improved services and facilities for our residents and we try to ensure that these either reduce running costs or increase income – the leisure centre refurbishments and improvements to the recycling service are two recent examples. The return on our investment using New Homes Bonus at our Leisure Centres equates to some 4.5% which is far in excess of what we could earn in the bank. This policy helps us to balance our budget in the long term which, in the light of major cuts to our revenue support grant, I'm sure you will agree is good news for our council tax payers.

Finally, you have questioned the percentage reduction. I can confirm that Waverley's revenue support grant, excluding the 2014/15 council tax freeze grant which the Government includes in the total figure, has reduced by £619,000 in 2015/16 which is a 30% reduction compared to the previous year."

iii. from Jerry Hyman of Farnham

"The word we hear from the City is that the funding offer for CNS' Brightwells scheme is substantially reduced from expected, perhaps only half that necessary, due to the scheme's mix (or 'balance') being commercially unviable without public subsidy, and hence there is concern that to proceed would present a major risk to both council tax payers and to Farnham's environment, as the Council would in effect be requiring that CNS brings forward a major redesign and balancing of the scheme post-commencement.

In such situations, a safeguard exists in the public's ability to resort to the Courts on EIA and Habitats grounds, and also in the legal requirement that the land cannot be disposed of for less than 'best consideration' unless referred to the Secretary of State - but unfortunately the conditional contract appears to allow for financial/viability conditions to be waived, and it is possible that the Council would consider the matter of 'best consideration' in Exempt session, such that the public you serve may be deprived of the benefit of the transparency necessary to ensure probity and legal compliance in relation to the land value; and so in view of these concerns and the expectation of transparency in major public projects, will the Council please assure us that were it to decide to risk proceeding, and if it makes CNS' contract unconditional in order to allow CNS to commence demolition and development at Brightwells, then the terms and financial figures agreed in the Contract (and in particular the land value decided upon) will be made public immediately following such a decision? Thank you."

The Leader of the Council replied as follows:-

"I can assure Mr Hyman that Waverley will follow due process and meet statutory requirements relating to the publication of information supporting a key decision, having regard to commercial sensitivity and the need to protect Waverley's contractual position. Financial and contractual information will be available once the contract with the developer is unconditional. Achieving best consideration is not an option, it is a legal requirement so Waverley will undertake all of the necessary due diligence that is necessary to support a decision of this importance."

## **PART I - RECOMMENDATIONS TO THE COUNCIL**

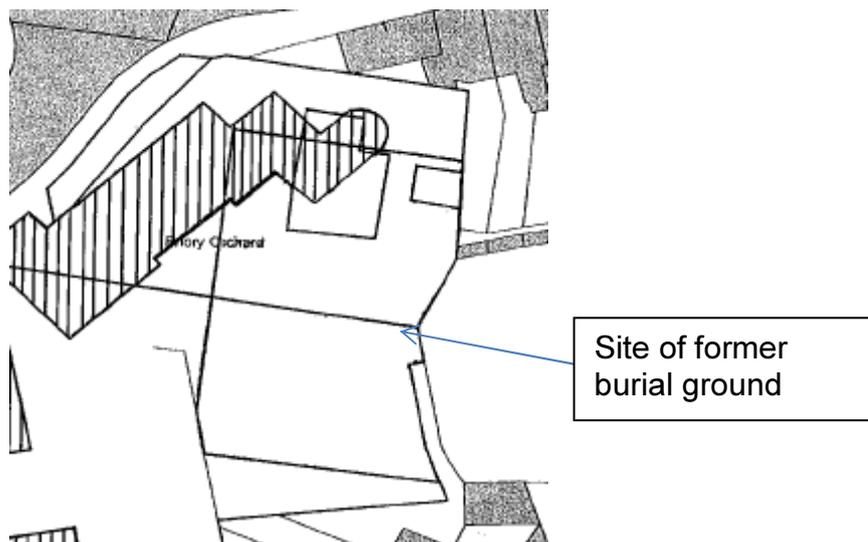
### **Background Papers**

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.

#### **163. STATION ROAD - BUDGET APPROVAL (Agenda item 6)**

163.1 In March 2014, the Ministry of Justice issued a licence to allow the excavation of the bones from the former burial ground at Station Road on the part of the site that will be occupied by residential buildings and the immediate surrounding area. The Executive approved an additional budget to enable Surrey County Archaeological Unit (SCAU) to be commissioned to carry out the excavation of this area. They excavated 85 skeletons, which exceeded their 50-60 estimate.

- 163.2 Prior to applying for the licence, Surrey County Archaeological Unit (SCAU) as the contractor has the general preference to remove all the bones within the identified former burial ground, whatever the cost or delay. The options available were considered and it was decided to proceed on a pragmatic staged approach to avoid incurring unnecessary costs and time delays, in consultation with our Employers Agent, and started with the area of the site where all bones were required to be removed because its new use would be for housing.
- 163.3 At that stage, it was accepted that less archaeological works would be required in the adjoining area, which is to be used for gardens and car parking. The excavation that followed revealed that the bones were located closer to the surface in places, due to the sloping ground. As a result the Council has been informed that more extensive excavation is required in other parts of the former burial ground site to enable the construction vehicles and machinery to move around the site and materials to be stored as part of the development process.
- 163.4 In January 2015, Waverley received agreement from the Ministry of Justice to an extension of the current licence to enable the excavation of additional areas of the site and agreed for some of the archaeological remains in the car parking areas, below an approved level, to be left in situ and protected to enable construction. To ensure that things progress as quickly as possible, the Council has instructed W Stirland to appoint Surrey County Archaeological Unit (SCAU) to carry out the next phase of the archaeological excavation works.
- 163.5 Construction vehicles and materials could harm the archaeology so the Council has been required to put the main construction work on hold while this further stage of archaeological works is carried out. Work will recommence as soon as possible once excavation in the key access areas has been completed.
- 163.6 The costs of additional archaeological works and costs incurred as a result of the delays in the delivery programme due to the extended excavation will exceed our current budget allocation and further approval is required. The costs are estimated to be a maximum of £227,000. It is proposed that this amount be vired from the general buy-back provision that is included within the New Homes Capital programme. This additional cost would take the overall budget for the 14 Station Road affordable homes to £2,257,000. This equates to an average build cost of £161,000 per unit. Despite these additional costs, allowing for the known challenges of this site, this average cost per unit is still not excessive compared to current build costs for other sites where the average ranges from £142,000 to £158,000 per unit.



163.7 The Executive

**RECOMMENDS that**

- 68. approval be given to a virement of £227,000 from the general buy-back budget within the New Affordable Homes Capital Programme, to pay for the additional costs associated with the Station Road development, as set out in the report.**

*[Reason: to seek budget approval for abnormal costs to enable the development to progress]*

**164. REVIEW OF CONTRACT PROCEDURE RULES AND FINANCIAL REGULATIONS**  
(Agenda item 7)

164.1 The Financial Regulations and Contract Procedure Rules were last updated in January 2012 and have been reviewed in line with our commitment within the Annual Governance Statement.

164.2 The objective of the review was to ensure that the Financial Regulations and Contract Procedure Rules reflect the current management reporting structure and to support service delivery whilst ensuring our governance arrangement remain secure in relation to risk and statutory compliance.

164.3 The Financial Regulations have been reviewed and proposed changes are shown as tracked changes at Annexe 1. References to management posts superseded in the management restructure have been updated to the current post titles. The following items are drawn to the Executive’s attention for specific review:

- a. A201 scheme of virement: propose to maintain these limits.

Amount	Approval Required
< £500 same service	Budget manager notify Executive Director

£500 to £1,000 same service	Director and Service Head agree with Director of Finance and Resources
£1,001 to £10,000 same service	CMT
£10,000 to £50,000 same service	Executive
< £10,000 between services or between capital/revenue	CMT with agreement of Finance Portfolio Holder
£10,000 to £50,000 between services or between capital/ revenue	Executive
> £50,000	Executive & Council

- b. B203: changed budget monitoring reports to CMT from Bi-monthly to monthly.
- c. C515: “maintain inventories for fixtures, equipment above £200” whilst low value, this limit deters fraud.
- d. C705: translated “Head of OD” to Finance for reporting staffing budget likely overspends.
- e. D108: translate “Head of Information Technology” to Head of Customer IT and Office Services before changing any existing IT based systems.
- f. D203: write off limits for bad debts: propose to maintain the limits as shown in the table below:

Amount	Approval Required
< £25*	Service manager and Internal Audit Client Manager
£25 to £ 5,000*	Director of Finance and Resources
>£ 5,000 up to £ 7,500	Director of Finance and Resources and Executive Director
>£ 7,500	Executive

- g. D227 and 227a: propose to maintain the 30 day invoice payment and 1 days for local suppliers and small businesses.
- h. D238: authorised Signatory list, translated “Head of Exchequer Services” to read Head of Finance.

164.4 The Contract Procedure Rules have been reviewed and proposed amendments are shown as tracked changes at Annexe 2. Public Contract Regulations 2015 were published on 6 February 2015 and come into effect on 26 February 2015. These have been reviewed alongside the CPRs and no amendments are proposed.

164.5 References to management posts superseded in the management restructure have been updated to the current post titles. The following items have been adjusted and are drawn to the Executive's attention for review:

- EU Directives references have been updated to include Public Contracts Regulations 2015 ("the Regulations").
- The CPRs have been updated to reflect the use of Intend as the procurement process. All references to postal and email have been deleted and new procedure implemented for "In-tend" electronic procurement.
- Reference to "Improvement and Efficiency South East" has been deleted as this has been superseded by the In-tend process.
- The same financial thresholds are proposed to continue, with only threshold 4 changing as necessary to comply with OJEU limit changes.

164.6 The financial thresholds for the aggregate value of the contract are currently as follows:

Threshold 1: up to and including £10,000

Threshold 2: from £10,000 up to and including £25,000

Threshold 3: from £25,000 up to and including £172,000

Threshold 4: over £172,000\*

\*Threshold 4 value aligns broadly to the OJEU limit for supplies and services. This will be updated automatically if the OJEU limit changes

EU Procurement thresholds from 1st January 2014 to 31 December 2015 are:

- Supplies £172,514
- Services £172,514
- Works £4,322,012

The EU Procurement thresholds are still current as at February 2015.

164.7 Section 6 has been inserted as follows:

## 6 ELECTRONIC TENDERING (E-TENDERING)

6.1 All quotations and tenders shall be sought using the Council's electronic tendering portal, the South East Shared Services e-Sourcing Portal, provided by 'In-tend'.

The In-tend system captures and records information through out each tender exercise. Therefore requirement to maintain a paper audit trail as specified in previous CPRs has been removed.

No changes have been made to the number of quotes required within each threshold level; the current rules are workable and provide good governance.

Dispatch of invitation to tender rules are updated to comply with the In-tend system, which has templates. These capture information and remove the need for a manual record to be made. Section 12.

Receipt of tendered and quotations has been amended to comply with the In-tend system functionality. Section 13.

Method of opening and recording tenders has been amended to comply with the In-tend system functionality. Section 14.

164.8 In accordance with the Terms of Reference set out in the Constitution, the Audit Committee is required to maintain an overview of the Council's Contract Procedure Rules and Financial Regulations. The Audit Committee reviewed the revised documents at its meeting on 23 March and endorsed the revisions, with no particular observations to submit to the Executive.

164.9 The Executive accordingly

**RECOMMENDS that**

**69. the revised Financial Regulations and Contract Procedure Rules, attached as Annexes 1 and 2, be adopted.**

*[Reason: to review the documents in accordance with the Constitution and agree any revisions]*

165. **AMENDMENTS TO SCHEME OF DELEGATION** (Agenda item 8)

165.1 The Scheme of Delegation to officers is kept under regular review and this report brings together a number of areas that have been identified by Planning and Housing Services to enable effective and timely actions to be taken, including:-

- Neighbourhood Planning
- Planning Enforcement
- Strategic Environmental Assessments
- Expenditure levels for Housing Operations

**Neighbourhood Planning**

165.2 The Government has recently amended its regulations relating to the production of neighbourhood plans by local communities (town and parish councils in Waverley). For example, it has set statutory time limits for local planning authorities to designate neighbourhood areas. At present, when the Council receives an application from a town or parish council, officers undertake a 6 week public consultation and then take a report to the Executive with a recommendation to approve (or not) the area. The designation process can take 3 months or more in total.

- 165.3 On 9 February, the Neighbourhood Planning (General) (Amendment) Regulations 2015 came into force. From now on, all area applications that follow parish boundaries (the vast majority in Waverley) will need to be designated within 8 weeks, with this period running from the date following that on which the application is first publicised. The period for consultation has been reduced from 6 to 4 weeks. Applications that include land in more than one local authority have to be determined within 20 weeks. All others have to be determined within 13 weeks.
- 165.4 It is considered that area applications that follow parish boundaries should, from now on, be dealt with as a delegated matter, with the decision being made by the Head of Planning after consultation with the Planning Portfolio holder. This is because there would not be sufficient time to continue to take reports to the Executive and allow for the call in period. These area applications are usually straightforward and uncontentious. Other applications (for example those that include parts of more than one parish), will continue to be taken to Executive for a decision, as there will be more time available (and these decisions may be more finely balanced).
- 165.5 It should be noted that The National Planning Practice Guidance (NPPG), the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 and the Local Government Act 2000 allow the Executive to delegate the decision on neighbourhood planning to a committee or others in the authority. If the Government were to make further amendments to the Neighbourhood Plan regulations or guidance relating to the designation of areas, the arrangements for designating Neighbourhood Areas can be reviewed at that time if necessary.

### **Planning Enforcement**

- 165.6 The Scheme of Delegation currently details the following authority:

“77(vi) authority to waive or relax the requirements of an Enforcement Notice in accordance with Section 173A of the Town and Country Planning Act 1990 (or as may be modified, amended or re-enacted)”.

It is proposed that the word ‘withdraw’ be added to this authority as all three of the powers (withdraw, waive and relax) are contained within the provisions of Section 173A of the Act. The reason for this is to ensure that officers can act effectively when necessary and so that the authority is consistent with the legislation.

- 165.7 The withdrawal of an enforcement notice does not affect the power of the local planning authority to issue a further enforcement notice. However, compensation may be payable by the Local Planning Authority to the person on whom a notice was issued if the Enforcement Notice is withdrawn and loss was suffered as a result of the issue of the notice.

### **Strategic Environmental Assessments**

- 165.8 The Scheme of Delegation currently refers to Strategic Environmental Assessments and states:

“To carry out the appropriate Strategic Environmental Assessments pursuant to the SEA Directive and the Environmental Assessment of Plans & Programmes Regulations 2004.”

165.9 It is proposed to change the wording to accommodate the entire process. A screening assessment determines whether a Strategic Environmental Assessment (SEA) is required but does not form part of the SEA itself. This should be included within the scope of paragraph 90 therefore the words “the screening assessment and” be inserted after “To carry out...”. Whilst the paragraph also implies delegation to the Head of Planning, this also needs to be explicit and included in the second column.

165.10 The paragraph which follows paragraph 91 in the scheme but which is not numbered reads:

“To determine whether an Appropriate Assessment is required under the Conservation of Habitats and Species Regulations 2010 (Habitats Regulations) and to undertake such an assessment.”

165.11 Whilst it is implicit that delegated power falls to the Head of Planning, this should be explicit and included within the second column. This should therefore be renumbered as 91a.

### **Expenditure Levels – Housing Operations**

165.12 The Housing Service has a number of high value generic property service budgets for which there are no current delegations to Officers within the Council’s Scheme of Delegation. Consequently, even though the overall budget has been approved, Officers have to return to the Executive seeking approval to spend from those budgets.

165.13 Much of the spend is planned on specific Housing properties and is agreed as part of the annual budget-setting process. However, in a number of the areas the specific demand on the budget is unknown until events happen and action needs to be taken (for example major structure works, the re-servicing of void properties and aids and adaptations). In these situations, the budget exists but no specific approval is in place to spend these large items of expenditure.

165.14 The delay in seeking authorisation from the Executive can result in poor customer service and additional complaints, rent loss and harm to the Council’s reputation. The table at Annexe 3 demonstrates the volumes and amounts of expenditure involved and the requested levels of delegation. To deliver an effective Housing Operations Service, the following delegation is required:

*To authorise the Head of Housing Operations to approve expenditure from specific Council approved budgets up to £30,000 per property.*

165.15 The Head of Strategic Housing and Delivery already has the delegated authority to approve expenditure up to £30,000 under the Private Sector Home Improvement Policy. The proposed delegated authority for the Head of Housing Operations would align the delegated authority in specific major HRA spend to the delegation that already exists for private sector spend.

165.16 If the delegated authority is agreed, the internal process for authorising expenditure will be reviewed so that it will include a formal procedure for appraising all proposed large expenditure. The appraisal will consider the cost of the works in relation to the 30-year rental income for the property, the demand for the property and the development potential for the site. The Executive therefore

## **RECOMMENDS that**

### **70. the Scheme of Delegation be amended as follows:-**

- 1. to delegate the designation of Neighbourhood Area applications that cover the whole of a Parish Council area to the Head of Planning, in consultation with the Portfolio Holder for Planning;**
- 2. to insert the word 'withdraw' into existing Section 77(vi);**
- 3. to insert "the screening assessment and" into paragraph 90, renumber paragraphs to add in 91A and add Head of Planning in the second column; and**
- 4. add the following authority, that the Head of Housing Operations be authorised to approve expenditure from specific Council-approved budgets up to £30,000 per property.**

*[Reason: to agree amendments to the Council's Scheme of Delegation to Officers]*

### **166. GODALMING CROWNPITS CONSERVATION AREA APPRAISAL (Agenda item 9)**

166.1 Godalming Crownpits is one of 43 Conservation Areas (CA) in Waverley. Currently eight Conservation Area Appraisals (CAAs) have been completed (Wrecclesham, Bramley, Farnham Town Centre, Wheelerstreet, Godalming Town Centre, Milford, Chiddingfold and Haslemere).

166.2 In 2011 Executive agreed a programme for the commencement of CAAs. This is the sixth CAA to be completed since the programme commenced. Wheelerstreet was the pilot Appraisal which was used to test the guidance set out by English Heritage. Following successful adoption of the Wheelerstreet CAA, this approach formed the basis of all future CAAs.

166.3 CAAs are undertaken to identify and explain the character of the Conservation Area (CA). This document will identify the specific qualities of the Godalming Crownpits CA and thereby help to manage change within the area. The Management Plan section also identifies a variety of projects that should be implemented to preserve and enhance the area.

166.4 The need to undertake CAA is set out in the Planning (Listed Building and Conservation Areas) Act 1990 (Section 71) and is supported through saved policy HE8 of the Waverley Local Plan. It is therefore considered pertinent for Waverley to undertake CAAs with the aim to appraise the character of each CA; identify the qualities which should be preserved and enhanced, and produce a management plan to include proposals for enhancement where necessary. This process also allows a review of the boundary and an assessment of adjacent areas to evaluate whether the boundary should be extended.

166.5 The CAA for Godalming Crownpits is attached at Annexe 4.

166.6 As part of the consultation process, a walkabout was conducted with Local Councillors and representatives from the Parish Council. A public consultation was undertaken to support the development of the CAA and to ask the public's views of the proposed extensions. The consultation started on 12 December 2014 for six weeks, ending on 23 January 2015.

166.7 The following methods to inform the public of the consultation included:

- Letter to all residents in the CA
- Letter for key stakeholders including:
  - Parish Council
  - Surrey County Council
  - Statutory consultees (English Heritage, Natural England and Environment Agency)
  - Relevant internal Waverley officers
  - Local Councillors

166.8 In addition to the key consultees (English Heritage, Natural England, Godalming Trust and Godalming Town Council) 4 responses were received to the consultation. An additional anonymous response was also received. The responses have been summarised in the Consultation Statement which is attached at Annexe 5.

166.9 The Executive

**RECOMMENDS that**

**71. the Conservation Area Appraisal for Godalming Crownpits be adopted as a material planning consideration.**

*[Reason: to agree the adoption of the Conservation Area Appraisal as a material planning consideration].*

167. DOMESTIC ABUSE POLICY (Agenda item 10)

167.1 Following the death of police officer Heather Cooper, the Safer Waverley Partnership undertook its first Domestic Homicide Review. Out of this came an overview report and action plan. One of the key recommendations was for all organisations, particularly in Surrey, to develop a robust Domestic Abuse policy for their staff.

167.2 The policy at Annexe 6 has been written with reference to Surrey County Council's Domestic Abuse Policy as well as guidance on developing an effective domestic abuse policy from the Equality and Human Rights Commission and the Chartered Institute of Personnel and Development.

167.3 The aim of the policy is to:

- Confirm that Waverley is committed to supporting staff affected by domestic abuse.
- Raise awareness that domestic abuse occurs regardless of gender and that one in four women are likely to experience domestic abuse at some point in their lifetime.
- Raise awareness that 75% of those experiencing domestic abuse are targeted whilst at work.

167.4 The Executive

**RECOMMENDS that**

**72. the Domestic Abuse Policy, attached as Annexe 6, be adopted.**

*[Reason: to adopt a robust Domestic Abuse Policy for staff].*

168. TREASURY MANAGEMENT FRAMEWORK 2015/16 (Agenda item 11)

168.1 At the Executive meeting on 3 February 2015, the Treasury Management Framework for 2015/16 was endorsed, a copy of which is attached as Annexe 7, without being referred to Council for approval. In accordance with the Statutory Code of Practice on Treasury Management, the framework requires approval by the Council and the Executive now accordingly

**RECOMMENDS that**

**73. the Treasury Management Framework for 2015-16 be endorsed.**

*[Reason: to ensure the Treasury Management Framework is approved by the Council as required by the Statutory Code of Practice]*

169. IT DEVELOPMENT TEAM STAFFING - SHAREPOINT (Agenda item 13)

*[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 an individual]*

169.1 The delivery of Microsoft Sharepoint solutions across Waverley to replace outdated applications and provide new solutions on a common structured platform which links seamlessly with the Council's corporate office products – Word, Excel and Outlook - remains a key component in the Council's IT Strategy. Adoption of the Microsoft product set has been part of the strategic direction for IT following the move away from the Lotus Notes system and

Sharepoint is fundamental to achieving collaboration in teams and effective information management.

- 169.2 In the current year's budget (2014/15), provision was included to provide a staff resource for a Sharepoint Project Manager post with the key responsibility for driving the change to Sharepoint across all services. However several attempts to recruit to this post, both through normal recruitment channels and via IT agencies, have failed to attract candidates of an appropriate calibre.
- 169.3 Approval is now sought for an alternative solution to providing the appropriate level of Sharepoint resource which largely seeks to capitalise and build on the strengths and talents already present within the IT Development Team, to both deliver the Sharepoint project as well as provide increased resilience and capacity within the IT Development Team.
- 169.4 The IT Development Officer (post number BA03) has recently reduced his part-time hours from 3 days per week to 2 days per week and it is proposed that the resultant saving be allocated towards the net cost of the staffing changes set out in this report. The existing and proposed staffing structures of the IT Development Team are set out in (Exempt) Annexe 8.
- 169.5 The specific proposal is to utilise the skills and expertise of the existing post holder (BI12) to provide management responsibility for the project and the detailed technical knowledge of Sharepoint required (this additional responsibility is not expected to affect the salary level of this post). In support there would be a new post of Sharepoint Officer whose role would be to champion the introduction of Sharepoint, to explain the solution to users and to act as a conduit between the services and IT. The qualities required in this new post are technical i.e. an understanding of Sharepoint and how it works, drive and determination, enthusiasm and a focus on project delivery. The post of Sharepoint Project Manager which as set out above has not been filled would be deleted.
- 169.6 In addition a new Graduate Trainee - IT Development post is proposed to support the delivery and implementation of this project and to provide future resilience to the IT service generally. Whilst these new posts are yet to be evaluated it is anticipated that the Sharepoint Officer post will be pay band 7 and the Graduate Trainee – IT Development post will be pay band 9. The scope of each job as outlined in the relevant job descriptions, will reflect that.
- 169.7 The net result of the proposed changes as set out in the table in (Exempt) Annexe 9 will result in a full year additional cost of approximately £6,500 with effect from 2016/17. In 2015/16 because the appointment of the Graduate Trainee post will be part year only the cost can be contained within the existing budget for the IT Development team. It is proposed that the additional full year cost of approximately £6,500 can be offset by transferring part of the saving that will arise from the proposed deletion of the post of part-time Sustainability Officer (currently vacant) which will achieve a total saving of £13,300 p.a. including on-cost. The Council will still have a full time sustainability officer who will continue to provide support to achieve the Council's priorities in this area.

169.8 The effect on the IT Development Team staffing establishment will be a net increase in staff from 9.6 fte to 10.4 fte i.e. an increase on the establishment of 0.8 staff. However, as set out above, this increase of 0.8 will be further offset by 0.5 fte as a result of the deletion of the part-time Sustainability Officer post (EB08), resulting in a net increase on the overall staffing establishment of 0.3 of a post.

169.9 The Executive

**RECOMMENDS that**

**73. the proposed restructure of the IT Development Team be approved, as set out in the report, noting that the costs is contained within existing budgets; and**

**74. the post of part-time sustainability officer be deleted from the establishment.**

*[Reason: to consider a realignment of staff resources to support the development of the Sharepoint product as the corporate information management system and collaboration tool].*

**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.

170. **EXECUTIVE FORWARD PROGRAMME - APRIL 2015** (Agenda item 5)

RESOLVED that the Executive forward programme for the period April 2015 onwards be adopted.

171. **OCKFORD RIDGE - PROCUREMENT ROUTE AND PRE-DEVELOPMENT BUDGET** (Agenda item 12)

*[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

1. approval be given to proceed with the Homes and Communities Agency (HCA) Delivery Partner Panel 2 framework for the procurement of the Ockford Ridge Project; and
2. £166,000 of the Ockford Ridge capital budget for pre-development costs be allocated for the two show homes on Site C and 16 new affordable homes on Site D.

*[Reason: to consider the use of the Homes and Communities Delivery Partners Panel 2 (DPP2) Framework and agree budget allocation for pre-development costs.]*

172. 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)]*

RESOLVED that the recommendations set out in the (Exempt) Annexe to these minutes be agreed.

**The meeting commenced at 6.45 pm and concluded at 7.17 pm**

**Chairman**