

To: All Members of the Council

Fiona Cameron, Democratic Services Manager  
& Deputy Monitoring Officer

**Policy and Governance**

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Date: 2 December 2019

Dear Councillor

COUNCIL MEETING - TUESDAY, 10 DECEMBER 2019

A MEETING of the WAVERLEY BOROUGH COUNCIL will be held in the COUNCIL CHAMBER, COUNCIL OFFICES, THE BURYS, GODALMING on **TUESDAY, 10 DECEMBER 2019** at **7.00 pm** and you are hereby summoned to attend this meeting.

The Agenda for the Meeting is set out below.

Yours sincerely

ROBIN TAYLOR

Head of Policy and Governance

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## AGENDA

1. MINUTES (Pages 7 - 20)

To confirm the Minutes of the Council meeting held on 22 October 2019 (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

To receive any communications or announcements from the Mayor.

5. LEADER'S ANNOUNCEMENTS

To receive any communications or announcements from the Leader.

6. QUESTIONS FROM MEMBERS OF THE PUBLIC

To respond to questions from members of the public, received in accordance with Procedure Rule 10.

The deadline for receipt of questions is 5pm on Tuesday 3 December 2019.

7. QUESTIONS FROM MEMBERS OF THE COUNCIL

To respond to any questions received from Members of the Council in accordance with Procedure Rule 11.2.

The deadline for receipt of questions is 5pm on Tuesday 3 December 2019.

8. MOTIONS ON NOTICE

In accordance with Council Procedure Rule 12, Councillor Jerry Hyman proposes the following motion:

“That the Council instructs Officers to

- (i) reinstate the moratorium on the granting of consents to new housing within the visitor catchment zones of the Thames Basin and Wealden Heath SPAs (which was implemented temporarily from May last year), with immediate effect, and to
- (ii) suspend the Waverley Avoidance Strategy,

(and to advise relevant developers and other interested parties as appropriate), until such time as the requisite evidence and appropriate assessments have been produced in accordance with all relevant legislation;

and in order to enable limited development to be lawfully consented through the 'exceptions tests' of 'Habitats' Art.6(4) and Reg,64,

that the Council further instructs Officers to write to Natural England requesting that they provide the information necessary for Waverley to conduct complete appropriate assessments of the Local Plan, Avoidance Strategy and relevant planning applications, to specifically include all currently available and relevant information evidence in respect of

- (iii) the robustness of the current (2009) TBHSPA Delivery Framework strategy and SANG Standards,
- (iv) population data and dynamics (historic to date, and trends) for the 3 relevant bird species, for the Thames Basin and Wealden Heath SPAs,
- (v) the current Conservation Status, and the necessary specific Favourable Status Conservation Objectives for the habitats and species of those SPAs,
- (vi) the measured effectiveness of On-site, Local and Strategic SANGs in displacing visitor pressure and disturbance from the SPAs to SANGs,
- (vii) the extent to which SANG provision and promotion encourages dog ownership in the area over time, and
- (viii) the measured effectiveness of the SAMM Strategy,

and if any of that requested information is not currently available, that Officers request that Natural England advises when that information is likely to become available.”

The Leader has confirmed that the motion will be dealt with at the Council meeting.

## 9. MINUTES OF THE EXECUTIVE (Pages 21 - 24)

To receive the Minutes of the Executive meetings held on 5 November 2019 and 26 November 2019 [attached – coloured grey] and to consider the recommendations set out within.

There are two Part I matters recommended to Council for decision within the Minutes of the meeting held on 5 November. Details of these are set out below.

*Members of the Council wishing to speak on any Part II matters of report must give notice to the Democratic Services Team by midday on Tuesday 10 December 2019.*

9.1 **EXE 35/19 Communications and Engagement Strategy 2019-2023  
(Pages 25 - 44)**

The Communications and Engagement Strategy 2019 – 2023 will replace the expiring Communications and Public Relations Strategy, and seeks to improve and modernise the Communications and Engagement service at the Council. It will require a significant shift in terms of operations, expectations, prioritisation and culture. It will provide better value for money for the Council, help improve relations with stakeholders by ensuring their views are heard, and be vital in supporting the delivery and success of important council initiatives and priorities.

The Communications and Engagement Strategy 2019 – 2023 is attached at Annexe 1.

**Recommendation**

**That the Communications and Engagement Strategy 2019 – 2023 is approved.**

9.2 **EXE 36/19 Public Space Protection Order (PSPO) - Dog Control  
(Pages 45 - 58)**

Issues relating to irresponsible dog ownership have featured highly in feedback from the public, and the Council has made a PSPO in relation to dog-fouling. Following extensive consultation, it is now recommended that a second PSPO is made in relation to dog controls, including dogs on lead by direction, dogs on lead, and dog exclusion zones. The proposed PSPO has been revised following consultation to strike a balance between the rights of dog-owners and the rights of other people to enjoy open spaces.

Details of the consultation process undertaken and the draft PSPO (Dog Control) are set out in the attached report, and the draft PSPO is attached at Annexe 1.

**Recommendation**

**That the proposed Public Space Protection Order in respect of dog controls be made.**

10. MINUTES OF THE AUDIT COMMITTEE (Pages 59 - 66)

To receive the Minutes of the Audit Committee meeting held on 26 November 2019 [attached – coloured *lilac*] and to consider the recommendations set out within.

There is one Part I matter recommended to Council, set out below.

*Members of the Council wishing to speak on any Part II matters of report must give notice to the Democratic Services Team by midday on Tuesday 10 December 2019.*

## 10.1 **AUD 33/19 Financial Regulations Update (Pages 67 - 100)**

The Council's Financial Regulations have been reviewed, and three changes are proposed that lead to improvements in process and efficiency. The proposed updates are shown as tracked changes in the attached tracked change version of the Financial Regulations.

The changes relate to:

- FR 4.3, approval of budget carry forwards by the S151 Officer;
- FR 7.2, approval of fees and charges by the S151 Officer in consultation with the relevant Portfolio Holders; and,
- the Glossary, with the addition of a definition of Key Financial Systems.

### **Recommendation**

**The Audit Committee recommends that revised Financial Regulations are approved, along with the consequential change to the Scheme of Delegation to delete the equivalent delegation to the S151 Officer (reference E3) which becomes redundant.**

## 11. COMPULSORY POLLING DISTRICT AND POLLING PLACE REVIEW (Pages 101 - 114)

To agree the outcome of the compulsory review of polling places and polling districts in Waverley borough, including a few changes to polling stations as set out in the appendices, with effect from May 2020. This review does not affect the December 2019 Parliamentary Election.

Appendix C, showing the locations of the polling stations, is provided as an agenda supplement.

### **Recommendation**

**The Council is recommended to note the conclusion of the compulsory review of polling district and polling places, and to approve the list of future polling places as set out in Appendix B.**

## 12. PROPORTIONALITY ON COMMITTEES AND ALLOCATION OF SEATS (Pages 115 - 122)

The Council is required to review the allocation of seats on the principal committees as soon as practicable after any change in the political composition of the Council to ensure that seats are allocated in the same proportion as that in which the council as a whole is divided.

This report summarises the change to the political composition of the Council following the resignation of Cllr Townsend from the Conservative Group and the death of Cllr Lee (Independent), and consequent impact on the allocation of committee seats.

## Recommendation

The Council is recommended to note:

1. the proportional allocation of seats on the Principal Committees, Area Planning Committees and SCC Local Committee in accordance with the political proportionality of the Council; and,
2. the Group Leaders' nominations to the Principal Committees, as detailed in Annexe 1.

### 13. EXCLUSION OF PRESS AND PUBLIC

If necessary, to consider the following motion, to be moved by the Mayor:

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).

# Agenda Item 1.

1

MINUTES of the WAVERLEY  
BOROUGH COUNCIL held in  
the Council Chamber, Council  
Offices, The Burys, Godalming  
on 22 October 2019 at 7.00 pm

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- \* Cllr Mary Forsyszewski (Mayor)
- \* Cllr Penny Marriott (Deputy Mayor)

- |                           |                           |
|---------------------------|---------------------------|
| * Cllr Brian Adams        | Cllr Peter Isherwood      |
| * Cllr Christine Baker    | * Cllr Jacquie Keen       |
| * Cllr David Beaman       | * Cllr Robert Knowles     |
| * Cllr Roger Blishen      | * Cllr Anna James         |
| * Cllr Peter Clark        | * Cllr Jack Lee           |
| * Cllr Carole Cockburn    | * Cllr Andy MacLeod       |
| * Cllr Richard Cole       | * Cllr Peter Marriott     |
| * Cllr Steve Cosser       | * Cllr Michaela Martin    |
| * Cllr Martin D'Arcy      | * Cllr Peter Martin       |
| * Cllr Jerome Davidson    | * Cllr Mark Merryweather  |
| * Cllr Kevin Deanus       | * Cllr Kika Mirylees      |
| * Cllr Simon Dear         | Cllr Stephen Mulliner     |
| Cllr Sally Dickson        | * Cllr John Neale         |
| Cllr Brian Edmonds        | * Cllr Peter Nicholson    |
| * Cllr Patricia Ellis     | Cllr Nick Palmer          |
| * Cllr David Else         | * Cllr Julia Potts        |
| * Cllr Jenny Else         | * Cllr Ruth Reed          |
| * Cllr Jan Floyd-Douglass | Cllr Paul Rivers          |
| * Cllr Paul Follows       | Cllr Penny Rivers         |
| * Cllr Michael Goodridge  | * Cllr John Robini        |
| * Cllr John Gray          | * Cllr Anne-Marie Rosoman |
| * Cllr Michaela Gray      | * Cllr Trevor Sadler      |
| * Cllr Joan Heagin        | * Cllr Richard Seaborne   |
| * Cllr Val Henry          | * Cllr Liz Townsend       |
| * Cllr George Hesse       | * Cllr John Ward          |
| * Cllr Chris Howard       | * Cllr Steve Williams     |
| * Cllr Daniel Hunt        | * Cllr George Wilson      |
| * Cllr Jerry Hyman        |                           |

\*Present

## Apologies

Cllr Sally Dickson, Cllr Brian Edmonds, Cllr Peter Isherwood, Cllr Stephen Mulliner, Cllr Nick Palmer, Cllr Paul Rivers and Cllr Penny Rivers

CNL23. MINUTES (Agenda item 1.)

23.1 The Mayor invited Members to confirm the Minutes of the Meetings of Council held on 16 July and 18 September 2019.

- 23.2 Cllr Follows made a point of personal explanation to draw Members' attention to the note of correction in the Minutes of the meeting on 16 July which addressed a statement he had made in relation to former Cranleigh Members of the Executive. In relation to the same Minutes, Cllr Deanus reminded Members that he had been an Executive Member from 2015 to 2019, as Member for Alfold, Cranleigh Rural, and Ellen's Green. Cllr Deanus asked that this correction be added to the Minutes.
- 23.3 In relation to the Minutes of the meeting on 16 July, Cllr Cosser asked for confirmation that all outstanding appointments to outside bodies had now been made; and Cllr Adams advised that he was still waiting for a response to his question about Local Plan Part 2. The Leader said that he would address these points under Leader's Announcements.
- 23.4 The Minutes of the Meetings of the Council held on 16 July and 18 September 2019 were confirmed, subject to the correction of typographical errors and omissions identified, and the Mayor would sign these once the corrections had been made.

CNL24. APOLOGIES FOR ABSENCE (Agenda item 2.)

- 24.1 Apologies for absence were received from Cllrs Sally Dickson, Brian Edmonds, Peter Isherwood, Stephen Mulliner, Nick Palmer, Paul Rivers, and Penny Rivers.

CNL25. DECLARATIONS OF INTEREST (Agenda item 3.)

- 25.1 The following declarations were received from Members:

Item 9. Minutes of the Executive meeting on 8 October 2019

Re Minute EXE 27/19, Cllr John Neale declared a non-pecuniary interest, as Leader of Farnham Town Council, and left the Council Chamber during the statements on this item.

Re Minute EXE 27/19, Cllrs John Ward, David Beaman, Andy MacLeod, and Mark Merryweather declared non-pecuniary interests, as Members of Farnham Town Council. They remained in the Council Chamber during the statements on this item.

Re Minute EXE 28/19, Cllr Michael Goodridge declared a non-pecuniary interest as he is Honorary Vice-President of Holloway Hill Bowling Club.

Re Minute EXE 28/19, Cllr Steve Cosser declared a non-pecuniary interest as he is a member of committee of Holloway Hill Bowling Club.

Agenda Item 11. Members' Allowances – Special Responsibility Allowances for Chairman and Vice-Chairman of the Standards Committee.

Cllrs John Robini, Jacquie Keen and Michael Goodridge declared pecuniary interests as they would be the immediate beneficiaries of the proposed Special Responsibility Allowances. The Members left the Council Chamber during the consideration of this item.



CNL26. MAYOR'S ANNOUNCEMENTS (Agenda item 4.)

- 26.1 The Mayor thanked the Rev. Ian Maslin and colleagues at St Nicholas Cranleigh for hosting her Civic Service on 22 September, which had been a very enjoyable occasion. She also thanked Andrew Smith and Annalisa Howson from the Housing Service, Cllr Anne-Marie Rosoman, and the Waverley Tenants' Panel, for their work in organising the events over the summer to celebrate 100 years of council housing. The Mayor encouraged Members to look at the exhibition at the back of the Council Chamber which told the story of council housing in Waverley.
- 26.2 The Mayor congratulated Waverley's apprentices – Tommy Grant, Jasmine Davies, Sophie Mantel, Faye Pringle, Anita Shepard, and Kathy Berry – who had received their certificates at an Apprenticeship and Teacher graduation ceremony at Guildford Cathedral. The Mayor thanked Waverley Training Services for their work in helping young people gain valuable work-based qualifications.
- 26.3 The Mayor had enjoyed attending many events, including the Surrey Hills Wood Fair where she had planted an oak sapling at the Cranleigh Showground, donated from her own woodland. Surrey County Council had committed to planting 1.2m trees by 2030, and she had been honoured to be part of the launch this important initiative.
- 26.4 The Mayor reminded councillors that they could follow her activities on Facebook.
- 26.5 Finally, the Mayor advised councillors that as Mayor she would only use her vote at Full Council meetings in the event of having to exercise the chairman's casting vote; otherwise, she would abstain from voting.

CNL27. LEADER'S ANNOUNCEMENTS (Agenda item 5.)

- 27.1 The Leader confirmed that all appointments of Waverley representatives to relevant outside bodies had now been filled. He also apologised for not having sent a personal response to Cllr Adams in relation to the questions he had asked about Local Plan Part 2. An email had been sent out to all councillors with an update on the timetable for Local Plan Part 2.
- 27.2 With regard to Procedure Rule 17, the Leader proposed that all votes at the Council meeting should be taken using the electronic voting, and that they should be recorded votes. He was aware of some concerns raised about how the names of councillors were displayed on the screen following a recorded vote, and this was being looked into; however, in the meantime he did not feel that this should prevent the use of electronic recorded voting which would enable Members' votes to be recorded in the minutes of the meeting. A number of councillors, including Councillors Paul Follows, Steve Williams, John Neale, Mark Merryweather, and Andy MacLeod, supported the proposal, and the Mayor was happy to confirm that all the votes at the meeting would be taken as electronic recorded votes.

CNL28. QUESTIONS FROM MEMBERS OF THE PUBLIC (Agenda item 6.)

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

**1.Question to the Leader, received from Daniel Kuszel of Godalming:**

*“Does the Leader of Waverley Borough Council believe it is right that a road located in the centre of Godalming that is busy with cars and football should only be cleaned once every 30 weeks?”*

**Response from the Leader of the Council:**

“Street Cleaning in the Borough is managed in accordance with the Code of Practice on Litter and Refuse issued by DEFRA and updated in September 2019. Consultants engaged to assist with the Overview and Scrutiny Review of the Refuse, Recycling and Street Cleaning Service carried out an inspection of a random selection of streets in Cranleigh, Godalming, Haslemere and Farnham on 15 and 16 August 2017. The focus had been on retail areas and adjoining residential streets, and certain social housing areas. They advised that the standard was generally very high overall, with no significant litter problems.

Streets in areas surrounding the town centres are classed as low intensity and are scheduled for a 13 week clean. The particular road in question invariably has parked cars along its length and parking suspension has to be arranged with Guildford Borough Council for a mechanical clean. It was last mechanically cleaned on 3 October. Since April the road has been inspected on several occasions. When and where sections of the road were found to be below the standards in the Code of Practice arrangements have been made to sweep those sections manually.”

**2.Question received from Gill Leslie and Lynda McDermott of Cranleigh:**

*“In December 2018 we requested Waverley Borough Council to sign and implement the Charter against Modern Slavery. Waverley Borough Council’s written reply was that they have “committed to making a clear statement on this subject which will be on our website in the New Year.” Our research shows that this has not happened - It is not mentioned at all in the 2019 Safer Waverley Partnership (SWP) plan We therefore call on Waverley Borough Council to take this issue seriously by signing the Modern Slavery Charter as supported by Surrey County Council and more than 50 other local authorities and wider organisations such as the Cooperative Group (See [www.co-operative.coop/ethics/modern-slavery](http://www.co-operative.coop/ethics/modern-slavery))*

**The Charter against Modern Slavery**

Waverley Borough commits to:

1. Train its corporate procurement team to understand modern slavery through the Chartered Institute of Procurement and Supply’s (CIPS) online course on Ethical Procurement and Supply.

2. Require its contractors to comply fully with the Modern Slavery Act 2015, wherever it applies, with contract termination as a potential sanction for noncompliance.
3. Challenge any abnormally low-cost tenders to ensure they do not rely upon the potential contractor practising modern slavery.
4. Highlight to its suppliers that contracted workers are free to join a trade union and are not to be treated unfairly for belonging to one.
5. Publicise its whistle-blowing system for staff to blow the whistle on any suspected examples of modern slavery.
6. Require its tendered contractors to adopt a whistle-blowing policy which enables their staff to blow the whistle on any suspected examples of modern slavery.
7. Review its contractual spending regularly to identify any potential issues with modern slavery.
8. Highlight for its suppliers any risks identified concerning modern slavery and refer them to the relevant agencies to be addressed.
9. Refer for investigation via the National Crime Agency's national referral mechanism any of its contractors identified as a cause for concern regarding modern slavery.
10. Report publicly on the implementation of this policy annually.

*We foresee no disadvantages to Waverley Borough Council in signing this Charter as there is cost free support available through the NGO, TISC REPORT (TISC = Transparency in Supply Chains) See (<https://tiscreport.org/>). On behalf of the borough this NGO will monitor companies supplying Waverley in relation to their compliance with section 54 of the Modern Day Slavery Act 2015*

*As an example, Rotherham Council used TISC Report to examine their suppliers, and discovered that 17 of their main suppliers were not in compliance.*

*It is not credible that Waverley Borough Council has no suppliers who are not complying with the Act. We urge the Council to take this step now."*

Lynda McDermott and Gill Leslie were attended the meeting and read their question.

**Response from the Leader of the Council:**

"The Modern Day Slavery Statement sits within the Council's Safeguarding Policy for Adults and Children as the impact of Modern Day Slavery cuts across many council services. The Safeguarding Policy is currently being refreshed and the Modern Day Slavery Statement has been expanded to incorporate the Council's full role and responsibilities, staff training, raising awareness and reporting.

In relation to procurement and contracts there is a specific statement within the Modern Day Slavery Statement. Behind the statement there are the Contract Procurement Rules and they will be updated to reference modern day slavery. To clarify, Section 54 of the Modern Slavery Act 2015 requires commercial organisations in the UK, with a turnover of at least £36 million, to prepare and publish a slavery and human trafficking statement each year.

Waverley Borough Council is not in scope of section 54 but is looking to voluntarily publish a statement.

When updating the CPRs the council will:

- Consider how *large* is defined in relation to employers or will Council want to expand to *all* as modern day slavery can also occur in smaller employers.
- Strengthen the current wording in the guidance note to tenderers to: ***if any organisation or employer is found to knowingly undertake practices of modern day slavery their contract with WBC will be immediately terminated.***
- Include the relevant aspects of the Charter against Modern Slavery which are not already incorporated in the Safeguarding Policy as a whole.
- ***Modern Day Slavery Statement Appendix - Procurement and Contracts:***

***Waverley Borough Council strongly opposes slavery and human trafficking and never knowingly conducts business with partners, contractors, supply chain or employees involved in such practice. Any supplier wishing to conduct business with the Council must fulfil any obligations placed upon them by The Modern Day Slavery Act 2015.***

#### CNL29. QUESTIONS FROM MEMBERS OF THE PUBLIC (Agenda item 7.)

- 29.1 The following question was received from Cllr Jerry Hyman in accordance with Procedure Rule 11:

“In respect of Cllr Macleod’s response to my Question to the Executive, on p34 of the Council Agenda papers, I am grateful for the confirmation that the Executive accepts that appropriate assessment of proposed and/or available mitigation is required before residential consents in the vicinity of their TBH and WH SPAs can be lawfully granted. Please confirm that no such assessment yet exists, and hence consents cannot be granted lawfully until such assessment is available.

Thank you.”

#### **Response from the Leader:**

“The appropriate assessments you refer to are carried out lawfully and in consultation with Natural England. For this reason, planning consents affected will continue to be granted lawfully. The answer given to your question to the Executive on 8 October 2019 provides further detail in this respect and on Habitats generally. Please also note that external Counsel is giving an all-Councillor training on EIA and Habitats on 6 November, where time will be allowed for questions from Councillors.”

CNL30. MOTIONS (Agenda item 8.)

There were no motions from Members.

CNL31. MINUTES OF THE EXECUTIVE (Agenda item 9.)

31.1 It was moved by the Leader of the Council, Cllr John Ward, duly seconded by the Deputy Leader Cllr Paul Follows, and

RESOLVED that the Minutes of the Executive held on 8 October 2019 be received and noted.

There was one Part I matter for the Council's consideration.

**CNL 31.2/19 Statement of Community Involvement (EXE 23/19)**

31.2.1 Cllr Hyman opened the discussion by reminding Members that the Statement of Community Involvement (SCI) had been brought back to Council for Members to ensure that it was lawful, and to consider whether the public should be consulted on the changes to the SCI. The key issue was whether the SCI was lawful, and he referred Members to paragraph 2.18 of the Officer's report which stated "*The Council does not have a specific policy as such to deal with neighbourhood planning.*" Cllr Hyman then referred to S18 (2B) of the Planning and Compulsory Purchase Act 2004, which he maintained the Council was not complying with in the published SCI.

31.2.2 Cllr Hyman asked for a response to three questions: that the Constitution did require Members to act within the law? That the Planning and Compulsory Purchase Act 2004, Section 18 (2B) required that the council have an SCI which sets out the policies for giving advice or assistance on modification of Neighbourhood Plans? And, that the council did not have that policy? Cllr Hyman concluded that he could not support the recommendation as proposed.

31.2.3 Cllr MacLeod advised Members that officers had spent a lot of time considering the amendments Cllr Hyman had proposed in July, and he and officers had met with Cllr Hyman to explain the approach now recommended. Officers' advice was that the approach was lawful, and he was content with this.

31.2.4 Cllr Cockburn referred to her experience of working on the modification to the Farnham Neighbourhood Plan, and commended Waverley's Planning Officers, especially Matthew Ellis and Alice Knowles, for all they had done to assist the Town Council in the run up to, and at the Examination. She was content with the words of the SCI, and pleased to have the opportunity to offer her own, and Farnham's, thanks to Waverley officers for providing such excellent support.

31.2.5 Cllr Hyman made a point of personal explanation, to confirm that he had attended the meeting with officers, and he had been disappointed that

officers had refused to put up on a screen the law and show how the SCI was lawful. He asked again for his questions (in 31.2.2) to be answered.

31.2.6 The Leader referred Members to paragraph 2.17 of the report which referred to the statutory functions of the council in relation to Neighbourhood Plans, and he confirmed that the council's approach was not unlawful. Cllr Hyman raised a point of order to ask the Mayor if he was going to receive a response to his questions. The Mayor advised that she was content with the advice given, and if Cllr Hyman still had concerns he should raise them with the Monitoring Officer after the meeting.

31.2.7 The Mayor moved the recommendation that no further changes were required to the Statement of Community Involvement, for the reasons set out in the report.

As previously agreed, a recorded vote was taken using the electronic voting.

For the motion: 43

Cllrs Brian Adams, Christine Baker, David Beaman, Roger Blishen, Peter Clark, Carole Cockburn, Richard Cole, Steve Cosser, Martin D'Arcy, Jerome Davidson, Kevin Deanus, Simon Dear, Patricia Ellis, David Else, Jenny Else, Jan Floyd-Douglas, Paul Follows, Michael Goodridge, John Gray, Michaela Gray, Joan Heagin, Val Henry, Dan Hunt, Anna James, Jackie Keen, Robert Knowles, Jack Lee, Andy MacLeod, Michaela Martin, Peter Martin, Mark Merryweather, Kika Mirylees, John Neale, Peter Nicholson, Julia Potts, Ruth Reed, John Robini, Anne-Marie Rosoman, Richard Seaborne, Liz Townsend, John Ward, Steve Williams, George Wilson.

Against the motion: 1  
Cllr George Hesse

Abstentions: 6

Cllrs Mary Foryszewski, Chris Howard, Jerry Hyman, Penny Marriott, Peter Marriott, Trevor Sadler,

The motion was carried.

**RESOLVED that no further changes were required to the Statement of Community Involvement, for the reasons set out in the report.**

31.3 Part II Matters of Report

### **Dunsfold Park Garden Village – Governance Arrangements (EXE24/19)**

31.3.1 Cllr Follows made a statement to clarify the Executive's intentions in relation to the governance arrangements for the Dunsfold Park Garden Village, which he knew had been a concern for a number of Members from the eastern wards. He confirmed that the Executive considered the following to be binding, and part of the decision made by the Executive:

- With regard to the Strategic Governance Board, this would have no direct decision-making powers and would make recommendations to the

Executive. “Local Members” were the Members from any of the wards within the Eastern planning area, and four of these Members would be appointed by the Leader in consultation with the Group Leaders whose groups were represented in that area (Conservative, Green, and Liberal Democrat). There would be a maximum of three relevant Executive Members, appointed by the Leader. Surrey County Council representatives would be appointed as required by the Leader in consultation with officers.

- With regard to Advisory Group, Local Members would be defined in the same way as for the Strategic Governance Board.
- There would be formal terms of reference for each of the groups.

Cllr Follows concluded by assuring Members that he was happy to discuss any other issues they had with the arrangements.

31.3.2 Cllr Liz Townsend advised that she had several concerns about the governance arrangements, and she welcomed the clarification provided by Cllr Follows. She had three additional points:

- Cllr Townsend was concerned at the lack of transparency and accountability of the having the Leader chairing the Strategic Governance Board, and effectively making recommendations to himself as chairman of the Executive. She would prefer an experienced non-Executive Member as chairman, but suggested that the Deputy Leader as a compromise.
- The officer’s report had stated that the arrangements proposed reflected good practice established by other local authorities with similar major planning developments; but Cllr Townsend had not been able to find a similar model to that agreed by the Executive. She was also concerned that the structure would be very time-consuming for officers and asked whether any of the £150k from Homes England would be used to cover the costs.
- Finally, Cllr Townsend was disappointed that no climate change implications had been identified arising from the governance arrangements, such as the carbon footprint of the additional meetings. There were several on-line resources that would enable an estimate of the environmental impact of an average meeting. The Council had committed to being carbon neutral by 2030 and business as usual was not an option. She asked that this be a standard element on all reports.

31.3.3 Cllr Kevin Deanus advised that he had emailed the Leader some time ago to suggest that the Executive portfolios had ignored Dunsfold Park, the largest and most complex development in Waverley’s history. The Leader had responded that he was not intending to appoint a portfolio holder, but reserved the right to become involved if necessary. Cllr Deanus felt this was dismissive and ignored the risk to every ward if the housing at Dunsfold Park was not delivered with the necessary infrastructure. He was therefore pleased to see the governance arrangements put in place. However, he was disappointed that ward councillors had not been consulted in developing the proposals, and they had been presented to Members without recognising and valuing the important role of ward members in their local communities. He reminded Members of the Council’s corporate strategy passed in September, which made a commitment to open, democratic, and

participative governance, and to a more open and inclusive approach to communication and decision-making. Cllr Deanus was disappointed ward members were not consulted on the governance arrangements, and that the parish and community had also been ignored. It was important that the Council practised what it preached.

- 31.3.4 Cllr Richard Seaborne asked the Leader, as chairman designate of the new Dunsfold Park Strategic Governance Board, for some assurance around the implementation of the governance arrangements, and shared an example of why this was a concern. Cllr Seaborne referred to the recent invitation from the National Planning Inspectorate to the council to indicate, as statutory consultee, what information it considered should be provided in the environmental statement for the conversion of the emergency runway at Gatwick into a conventional second runway. The impact of this change would see a significant increase in the number of daily flights, increased noise pollution affecting the east of the borough, and increased traffic on the already inadequate road network; as well as the negative impact on the carbon footprint of the south east. Local Members were not alerted to the consultation, and only found out about it through local noise campaign groups. Cllr Seaborne was pleased that Waverley had provided a thorough response to the consultation, but asked if the Executive had been consulted, as local Members had not. Cllr Seaborne suggested there might be a need for a policy in relation to expansion at Gatwick because of its impact on the east of the borough, and reiterated his request for assurance from the Leader that through the Dunsfold Park governance arrangements local Members would have better involvement in matters relevant to Dunsfold Park and its future residents than had been the case in relation to the recent consultation.

### **Surrey Hills AONB Management Plan 2020-25 (EXE25/19)**

- 31.3.5 Cllr Adams reported that following his comments at the Executive meeting on 8 October, he had met with Cllr MacLeod and they had agreed that there was a need for the Management Plan to have supplementary information to provide more detail on the rather open statements in the body of the document. This would help ensure consistency across the planning authorities across the AONB, and provide guidance to planning inspectors on appeals, particularly with regard to design criteria and densities of sites. Cllr Adams wished the Portfolio Holder success in achieving these important clarifications.

### **Property Investment Advisory Board (EXE 26/19)**

- 31.3.6 Cllr John Gray noted that the changes to the terms of reference of the Property Investment Advisory Board had not been brought to Council for approval, as they had been previously. Under the previous council the property investment strategy had been robustly scrutinised by Overview and Scrutiny and the Audit Committee, and the membership of the Board had been carefully considered to provide balance and independence in the advice of the Board to the Executive, whilst preserving the independence of Audit and Overview and Scrutiny. Cllr Gray asked for assurance that future



changes to the Property Investment Advisory Board terms of reference would be scrutinised and brought to Full Council for endorsement.

[Cllr John Neale left the Council Chamber.]

### **Asset Transfer to Town and Parish Councils (EXE 27/19)**

31.3.7 Cllr Jerry Hyman noted that this was an important matter for towns and parishes and hoped that they had the resources to undertake the necessary scrutiny of proposals. He had some concern about the resolution added at the Executive referring to further possible freehold transfers, although there was no detail in the papers about what these might be or on what terms other than the clarification that the liabilities would transfer with the assets. He supported the principle of asset transfers, but asked that the Mayor and Leader ensured Members were kept informed about future transfers agreed.

[Cllr John Neale left the Council Chamber.]

31.3.8 In response to the statements from Members, the Leader and relevant Portfolio Holders commented:

- Towns and Parishes had been invited to tell the council if they wished to take on responsibility for the maintenance of green spaces. Farnham Town Council had been asking for the freehold transfer of Gostrey Meadow for a long time and the council had been pleased to agree terms and conditions. Any further asset transfers, whether freehold or leasehold, would be driven by requests from the towns and parishes.
- With regard to the Property Investment Advisory Board, Cllr Merryweather advised that the newly agreed membership was between the original membership and that agreed latterly by the previous council. He was satisfied that the new membership had the right skill set, geographical representation, political philosophy and understanding of the need for confidentiality, and was of a size that would enable it to respond quickly to opportunities. The updated legal advice received related to borrowing and the type and location of property investment, and had clarified that a property company was not required to invest in residential property within Waverley.
- Cllr MacLeod thanked Cllr Adams for his time and thoughts on the AONB Management Plan. He had also spoken with Cllr Ruth Reed, who was the Waverley representative on the AONB Board.
- The Leader thanked Cllr Townsend for her comments on the Dunsfold Park governance arrangements. He looked forward to local members playing an important role in these arrangements.
- Cllr Steve Williams thanked Cllr Seaborne for drawing his attention to the Gatwick consultation response; the Executive had not seen it, and arrangements had now been put in place to ensure that such consultations were referred to the Portfolio Holder in future. The Council's

response to the consultation would be reframed to ensure it reflected the administrations policies, especially on the climate emergency.

CNL32. MINUTES OF THE STANDARDS COMMITTEE (Agenda item 10.)

32.1 It was moved by the Chairman of the Committee, Cllr John Robini, duly seconded by the Vice-Chairman, Cllr Michael Goodridge, and

RESOLVED that the Minutes of the Meetings of the Standards Committee held on 30 September 2019 be received and noted.

32.2 The Chairman reported that the Committee had considered amendments to three of the Council's Procedure Rules. However, at this time the Committee had only one recommendation to Council, which was to amend Procedure Rule 10 in order to reinstate Informal Questions before the start of Council meetings, on the same basis as they had operated previously, and on a trial basis. The proposed wording of the amended Procedure Rule 10 was included in the Council agenda papers.

32.3 Cllr Hyman fully supported the reinstatement of informal questions, and asked that these be included in the webcast of the meetings. Cllr Follows agreed that informal questions were part of the meeting, and should be webcast. Robin Taylor, Head of Policy and Governance confirmed that the PR 10 could be clarified so that informal questions were part of the formal Council meeting. Cllr Goodridge also agreed that informal questions should be webcast, and pointed out that when introduced previously meetings had not been webcast.

32.4 The Mayor moved the motion, that Council Procedure Rule 10 be amended to reinstate Informal Questions at Council meetings, on a trial basis; and that these would be part of the formal webcast meeting.

As previously agreed, a recorded vote was taken using the electronic voting.

For the motion: 48

Cllrs Brian Adams, Christine Baker, David Beaman, Roger Blishen, Peter Clark, Carole Cockburn, Richard Cole, Steve Cosser, Martin D'Arcy, Jerome Davidson, Kevin Deanus, Simon Dear, Patricia Ellis, David Else, Jenny Else, Jan Floyd-Douglas, Paul Follows, John Gray, Michaela Gray, Joan Heagin, Val Henry, George Hesse, Chris Howard, Dan Hunt, Jerry Hyman, Anna James, Robert Knowles, Jack Lee, Andy MacLeod, Peter Marriott, Michaela Martin, Peter Martin, Mark Merryweather, Kika Mirylees, John Neale, Peter Nicholson, Julia Potts, Ruth Reed, Anne-Marie Rosoman, Trevor Sadler, Richard Seaborne, Liz Townsend, John Ward, Steve Williams, George Wilson.

Against the motion: 0

Abstentions: 2

Cllrs Mary Foryszewski, Penny Marriott.

The motion was carried.

**RESOLVED that Council Procedure Rule 10 be amended to reinstate Informal Questions at Council meetings, on a trial basis; and that these would be part of the formal webcast meeting.**

32.5 Cllr Robini reported that he had received no requests from Members to speak on matters in Part II.

CNL33. MEMBERS' ALLOWANCES - SPECIAL RESPONSIBILITY ALLOWANCES FOR THE CHAIRMAN AND VICE-CHAIRMAN OF THE STANDARDS COMMITTEE  
(Agenda item 11.)

Councillors John Robini, Jackie Keen and Michael Goodridge left the Council Chamber for the duration of this item.

33.1 The Mayor referred Members to the report from the Head of Policy and Governance which proposed amendments to the Schedule of Special Responsibility Allowances to the Members Allowances Scheme, which would bring the Special Responsibility Allowances for the Chairman and Vice-Chairman of the Standards Committee into line with the allowances of the Chairman and Vice-Chairman of the other Council committees.

33.2 Cllr Follows advised Council that the remit of the Standards Committee had increased beyond that originally envisaged in 2012 when the allowances had first been set, particularly in relation to the oversight of the Constitution. In due course, the Committee would consider the outcomes of the Governance Review and the implementation of any agreed changes through the revision of the Constitution. Cllr Beaman reminded Members that any Member was only entitled to receive one Special Responsibility Allowance at any time.

33.3 Cllr Hyman argued that the increase came at a time of budget constraints for the Council and recommended that there should be a complete review of Member allowances to ensure value for money for time spent on council work.

33.4 The Mayor moved the recommendation, to amend the Schedule of Special Responsibility Allowances to the Scheme of Members Allowance to increase the SRA for the Chairman of the Standards Committee to the same level as for other Committee Chairman, and to introduce an SRA for the Vice-Chairman of the Standards Committee at the same level as for other Committee Vice-Chairman, and that these SRAs be backdated to the beginning of the current Council year.

As previously agreed, a recorded vote was taken using the electronic voting.

For the motion: 40

Cllrs Brian Adams, Christine Baker, David Beaman, Roger Blishen, Peter Clark, Carole Cockburn, Richard Cole, Steve Cosser, Martin D'Arcy, Jerome Davidson, Kevin Deanus, Simon Dear, Patricia Ellis, David Else, Jenny Else, Jan Floyd-Douglas, Paul Follows, Michaela Gray, Joan Heagin, Val Henry, George Hesse, Dan Hunt, Robert Knowles, Jack Lee, Andy MacLeod, Peter Marriott, Michaela Martin, Peter Martin, Mark Merryweather, Kika Mirylees,

John Neale, Peter Nicholson, Julia Potts, Ruth Reed, Anne-Marie Rosoman, Richard Seaborne, Liz Townsend, John Ward, Steve Williams, George Wilson.

Against the motion: 0

Abstentions: 7

Cllrs Mary Foryszewski, John Gray, Chris Howard, Jerry Hyman, Anna James, Penny Marriott, Trevor Sadler.

The motion was carried.

**RESOLVED that the Schedule of Special Responsibility Allowances to the Scheme of Members Allowance be amended to increase the SRA for the Chairman of the Standards Committee to the same level as for other Committee Chairman, and to introduce an SRA for the Vice-Chairman of the Standards Committee at the same level as for other Committee Vice-Chairman, and that these SRAs be backdated to the beginning of the current Council year.**

CNL34. MINUTES OF THE LICENSING AND REGULATORY COMMITTEE (Agenda item 12.)

34.1 It was moved by the Chairman of the Committee, Cllr Robert Knowles, duly seconded by the Vice-Chairman, Cllr Peter Clark, and

RESOLVED that the Minutes of the Licensing and Regulatory Committee meeting held on 23 September 2019 be received and noted.

34.2 The Chairman reported that there were no matters for Council to consider in Part I, and he had received no requests from Members to speak on matters in Part II.

CNL35. MINUTES OF THE AUDIT COMMITTEE (Agenda item 13.)

35.1 It was moved by the Chairman of the Committee, Cllr Peter Marriott, duly seconded by the Vice-Chairman, Cllr Jerome Davidson, and

RESOLVED that the Minutes of the Meetings of the Audit Committee held on 22 July and 24 September 2019 be received and noted.

35.2 The Chairman reported that there were no matters for Council to consider in Part I of either set of minutes, and he had received no requests from Members to speak on matters in Part II.

The meeting concluded at 8.30 pm

Mayor

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE EXECUTIVE - 5 NOVEMBER 2019

SUBMITTED TO THE COUNCIL MEETING – 10 DECEMBER 2019

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

**Present**

Cllr John Ward (Chairman)  
Cllr Paul Follows (Vice Chairman)  
Cllr Andy MacLeod  
Cllr Mark Merryweather

Cllr John Neale  
Cllr Nick Palmer  
Cllr Anne-Marie Rosoman  
Cllr Steve Williams

**Apologies**

Cllr David Beaman

**Also Present**

Councillor Julia Potts

EXE 30/19 MINUTES (Agenda item 1)

The Minutes of the Meeting held on 8 October 2019 were confirmed and signed as a correct record.

EXE 31/19 DECLARATIONS OF INTERESTS (Agenda item 3)

There were no declarations of interests in relation to items on the agenda.

EXE 32/19 QUESTIONS FROM MEMBERS OF THE PUBLIC (Agenda item 4)

There were no questions from members of the public.

EXE 33/19 QUESTIONS FROM MEMBERS OF THE COUNCIL (Agenda item 5)

There were no questions from Members.

EXE 34/19 LEADER'S AND PORTFOLIO HOLDERS' UPDATES (Agenda item 6)

34.1 The Leader reported that he had met with Jeremy Hunt and Robert Jenrick, Secretary of State for Housing, Communities and Local Government, on 4 November and had pressed them to provide better guidance to Planning Inspectors on the weight to be given to Local and Neighbourhood Plans when considering planning appeals. He had also raised the issue of developers not building out planning permissions they had been granted, and the lack of powers the local planning authority had to apply sanctions. The Minister had promised to consider both matters.

EXE 35/19 COMMUNICATIONS AND ENGAGEMENT STRATEGY (Agenda item 7)

- 35.1 Cllr Follows, whose Executive Portfolio included Communications and Engagement, introduced the new Communications and Engagement Strategy, 2019-23. The Strategy, which would replaced the expiring Communications and Public Relations Strategy, sought to improve and modernise the Communications and Engagement service at the Council. It would require a significant shift in terms of operations, expectations, prioritisation and culture. It would provide better value for money for the Council, help improve relations with stakeholder by ensuring their views were heard, and be vital in supporting the delivery and success of important council initiatives and priorities.
- 35.2 **The Executive RESOLVED to recommend to Full Council that the Communications and Engagement Strategy be approved.**

Reason: to update the Council's Communications and PR Strategy 2014-19, and to reflect the evolution of the work of the Communications Team towards more engagement activity.

EXE 36/19 PUBLIC SPACE PROTECTION ORDERS (Agenda item 8)

- 36.1 Cllr Palmer, Portfolio Holder for Operational and Enforcement Services, introduced the report setting out the results of the consultations on the proposed introduction of a Public Space Protection Order (PSPO) in relation to dog controls, and the proposed timetable for progressing this work.
- 36.2 Issues relating to irresponsible dog ownership had featured highly in feedback from the public, and the Council had made a PSPO in relation to dog-fouling. Following extensive consultation, it was now recommended that a second PSPO be made in relation to dog controls, including dogs on lead by direction, dogs on lead, and dog exclusion zones. The proposed PSPO had been revised following consultation to strike a balance between the rights of dog-owners and the rights of other people to enjoy open spaces.
- 36.3 **The Executive RESOLVED to recommend to Full Council that the proposed Public Space Protection Order in respect of dog controls be made.**

Reason: To address concerns raised by the public regarding irresponsible dog ownership.

**The meeting commenced at 6.00 pm and concluded at 6.06 pm**

**Chairman**

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE EXECUTIVE - 26 NOVEMBER 2019

SUBMITTED TO THE COUNCIL MEETING – 10 DECEMBER 2019

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

**Present**

Cllr John Ward (Chairman)  
Cllr Paul Follows (Vice Chairman)  
Cllr David Beaman  
Cllr Andy MacLeod

Cllr Mark Merryweather  
Cllr John Neale  
Cllr Anne-Marie Rosoman  
Cllr Steve Williams

**Also Present**

Councillor Julia Potts, Councillor John Gray and Councillor Peter Martin

EXE 37/19 MINUTES (Agenda item 1)

The Minutes of the Meeting held on 5 November 2019 were confirmed and signed as a correct record.

EXE 38/19 DECLARATIONS OF INTERESTS (Agenda item 3)

There were no declarations of interest raised under this heading.

EXE 39/19 QUESTIONS FROM MEMBERS OF THE PUBLIC (Agenda item 4)

There were no questions from members of the public.

EXE 40/19 QUESTIONS FROM MEMBERS OF THE COUNCIL (Agenda item 5)

There were no questions from Members of the Council.

**PART I - RECOMMENDATIONS TO THE COUNCIL**

There were no matters falling within this category.

**PART II - MATTERS OF REPORT**

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

EXE 41/19 PROPERTY MATTER - LEASE OF LAND FOR 4 SUBSTATIONS WITH ASSOCIATED CABLING AND EASEMENTS, FARNHAM (Agenda item 6)

The Executive RESOLVED to grant of a lease to Electricity Network Company Limited for the four substations and associated easements on the terms set out in (Exempt) Annexe 2 of the agenda report.

Reason: The substations will provide a seamless electricity supply to the new Brightwells Yard development in Farnham, benefiting businesses and facilities within this area and minimising disruption.

EXE 42/19 PROPERTY MATTER - SHAMLEY GREEN CRICKET CLUB - LEASE OF CRICKET SQUARE AND OUTFIELD (Agenda item 7)

The Executive RESOLVED to grant a lease of 30 years to Shamley Green Cricket Club for the cricket square and outfield on Shamley Green on terms and conditions as set out in the (Exempt) Annexe 2 of the agenda report, other terms and conditions to be agreed by the Assets Manager.

Reason: to secure the future of the cricket club, and allow the club to apply for grants from sports funding bodies.

EXE 43/19 PROPERTY MATTER - LEASE EXTENSION - 5 THE RIDINGS, CRANLEIGH (Agenda item 8)

The Executive RESOLVED to extend the lease to the tenant of 5 The Ridings, Cranleigh by 90 years, for consideration as set out in (Exempt) Annexe 1 of the agenda report.

Reason: in accordance with the Section 42 Notice, pursuant to the Leasehold Reform, Housing and Urban Development Act 1993.

**The meeting commenced at 6.00 pm and concluded at 6.10 pm**

**Chairman**



**WAVERLEY BOROUGH COUNCIL**

**COUNCIL**

**10 DECEMBER 2019**

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**Title:**

**COMMUNICATIONS AND ENGAGEMENT STRATEGY**

**[Portfolio Holder: Councillor Paul Follows]**

**[Wards Affected: All wards]**

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**Summary and purpose:**

The Communications and Engagement Strategy seeks to improve and modernise the Communications and Engagement service at the Council. It will require a significant shift in terms of operations, expectations, prioritisation and culture. When executed, it will not only provide better value for money for the Council, but will also help to improve relations with stakeholders by ensuring their views are heard and it will be vital in supporting the delivery and success of important council initiatives and priorities. The Executive is asked to endorse the approach set out in the Strategy, and recommend it to Full Council for approval.

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

This report relates to the Council's commitment to developing a more open and inclusive approach to communications.

**Equality and Diversity Implications:**

An Equality Impact Assessment has been carried out in relation to this strategy. The way in which we communicate with residents and stakeholders impacts on everyone, so care is always made to provide information in a range of formats and using a range of channels to help reach and cater for all members of the community.

A specific commitment under Objective 10 of the strategy states that we will create communications and engagement opportunities that are accessible to all.

**Financial Implications:**

No direct implications, the new strategy will be implemented within current approved resources.

An effective strategy will help ensure value for money is achieved both in the communications team and corporately.

### **Legal Implications:**

There are no legal implications associated with this report.

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### **Background**

The Council's current Communications and PR Strategy runs out this year and since its inception, the role of the Communications Team has evolved and expanded to include community engagement.

In recent years the continuing growth and transformation of digital channels, including social media, has meant the way in which we talk to and listen to our residents and stakeholders has changed dramatically.

The Communications and Engagement Team has previously concentrated on PR-focused communications, however, wants to move to a more audience focused, engaging and listening function. This desire, in addition to the increasing demands on the team, mean that a new approach and clear direction is needed.

The new Communications and Engagement Strategy takes into account changes in roles, expectations and the evolution of the channels we use, while still respecting the value of traditional methods, and sets out a plan of how the team will operate to deliver a best-value service for the Council and residents of the borough.

The strategy outlines 10 objectives, with key themes including improved evaluation and a more scientific approach to our work, better planning and prioritisation of resources and campaigns, and a commitment to reviewing and improving our community engagement offering.

The strategy also commits to adopting and promoting an ethical culture which will underpin everything we do; from dealing with media enquiries, providing accurate, honest and transparent information and handling personal data with integrity to ensuring information and engagement is accessible to all and providing a value for money service.

CIPR, LGA and the Government Communications Service best practise guidelines have been consulted in developing this strategy and in line with our new proposed approach, the team will continue to improve what we do by evaluating our performance and by listening to feedback from stakeholders.

This strategy will support and promote the Council's overarching Corporate Strategy and the other strategies and initiatives that sit under it, including the latest climate change motion.

## **Conclusion**

The Communications and Engagement Strategy seeks to improve and modernise the Communications and Engagement service at the Council. It will require a significant shift in terms of operations, expectations, prioritisation and culture. When executed, it will not only provide better value for money for the Council, but will also help to improve relations with stakeholders by ensuring their views are heard and it will be vital in supporting the delivery and success of important council initiatives and priorities.

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## **Recommendation**

The Executive recommends to Full Council that the Communications and Engagement Strategy is approved.

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## **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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## **CONTACT OFFICER:**

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Manager**

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# Communication and Engagement Strategy

2019 - 2022



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## Introduction

This is an exciting and challenging time for Waverley Borough Council. While working on major regeneration and improvement projects, investing in a more sustainable and environmentally conscious culture - following the declaration of a climate emergency - and a focus on delivering housing that is accessible to all in one of the most expensive places to live in the UK, the council faces increasing customer demand and expectation while dealing with financial challenges. All this under a new, collaborative political leadership team who have a commitment to create a more open and transparent culture at the council.

Trust in government is at an all-time low<sup>1</sup> and misinformation is rife on social media and within local communities. To avoid confusion and to promote confidence in the council, it is important we strive to be clear and honest with residents and create opportunities for engagement, producing work that creates an impact to cut through the noise and fake news. Proactive communications that align with corporate priorities need to be prioritised to ensure our communications service is delivering the best impact and value for money to the council.

We will ensure we maximise opportunities to engage with our residents and take them along on this journey with us, so they have ownership over their communities, their futures and their relationship with their council.

To do this, we need to take a strategic approach to our work and readjust the balance to focus on planned, productive, coordinated priorities that will make a tangible difference to our communities, help to increase much-needed income for the council and enhance its reputation, while doing fewer unnecessary or reactive projects. We will make sure our work is based on robust evidence and research to achieve optimal impact and evaluate what we do to demonstrate our return on investment. To help ease the pressure on our time we will empower and enable staff to support us in creating human content, which will help to showcase the valuable and often unseen work the council does for the community.

This strategy sets out how the Communications and Engagement Team will provide an excellent, value for money service to support the council's strategic objectives, making the best use of the skills and expertise in PR, communications, marketing and engagement functions.

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<sup>1</sup> Edelman Trust Barometer 2017





## Objectives

This strategy seeks to move the Communications and Engagement Team from working in an unplanned, reactive and tactical environment to a service that is proactive and strategic, with a robust plan of activity in place. This will be a major change in the way we work and will require the support of colleagues and a change in culture across the organisation to be successful.

Where we have been	Where we want to be
A reactive, busy and stretched team	A proactive and organised function, which allows time for creative thinking, research and evaluation
Too many priorities	Focused, smaller number of well-defined priorities
One-way, PR-focused communications	Engagement, listening, consultation and co-production of services are considered as part of every project activity
Predominantly traditional and paper based	Creating more opportunities for digital engagement, including through video and interactive tools (but still maintaining accessible and traditional channels where appropriate)
Service focused	Audience focused

### Our vision:

- We will engage with our communities, ensuring their concerns and ideas are heard and understood by the council.
- We will promote civic pride in the council and the borough of Waverley.
- We will take a scientific, planned and strategic approach to communication and engagement activities, focusing principally on proactive activity that aligns with corporate priorities – rather than just reacting to events or requests without challenge.
- We will do more with digital, harnessing the opportunities and strategic value it can bring to both customers and the council.
- We will have a robust and well-functioning team, focusing on supporting internal and external customers.

### Our objectives for 2019-2022

1. [We will get the team fundamentals right.](#)
2. [We will create a corporate narrative.](#)
3. [We will take a proactive and planned approach to our work.](#)
4. [We will advise and support colleagues.](#)
5. [We will treat communications and engagement as a science.](#)
6. [We will make time for creative and human communications.](#)
7. [We will engage and listen to residents and customers.](#)
8. [We will make the most of digital.](#)
9. [We will be commercial.](#)
10. [We will adopt and promote an ethical culture.](#)

## **Strategic objective one: We will get the team fundamentals right**

In order to make sure we become a more efficient service, we will endeavour to improve our 'business as usual' functions in the following areas:

### **Protocols**

We will develop a communications and engagement guidance handbook, containing a set of protocols, which will clearly explain: how the team will support and advise colleagues and councillors, how it sets its annual work programme, timescales to work within when answering media enquiries and when delivering campaign support, and how to ask for support for ad hoc projects that are not deemed an emergency or a strategic priority, through a new process and support request agreement form.

**Benefits:** improved internal customer service with a fairer approach, greater clarity over how the team operates and what we can realistically deliver, less confusion about processes and better expectation management, defined parameters for measuring performance and clarity over what support we expect from internal customers to allow us to do our job more effectively.

### **Media relations service**

We will provide a media relations service which offers timely responses and encourages positive working relationships with all local, regional and national journalists and news outlets. However, we will not shy away from setting the record straight when required. In addition to rebutting unfounded criticism and ensuring our decisions are explained and properly understood, we will also deploy positive news stories that promote the work done in line with our corporate priorities.

To work more efficiently, we will target publications and media outlets that have the greatest impact in terms of key audiences, influencers and stakeholders we wish to engage with and - where appropriate - provide reporters with verbal updates over press releases, to save time and resources. Where possible, our content will be enhanced with the use of graphics, video, pictures and audio.

We will also ensure key council representatives are properly trained and briefed before any planned press or media interviews.

**Benefits:** more balanced and accurate coverage across media platforms, a more proactive approach leading to fewer reactive press enquiries.

### **Emergency communications**

We will play a pivotal and essential role in the council's emergency planning and business continuity functions. During business continuity situations or local emergencies, we will issue advice and support and manage messages that need to go out to staff, the public and the press, using the most effective channels available to us to reach our target audience.

We will commit to continuous development in this area through ongoing training and learning from experience, by reviewing and evaluating our actions, processes and plans.

### **Improving internal communications and engagement**

Work will be undertaken to vastly improve staff communications and engagement, in collaboration with the HR Team. A new, separate Internal Communications Strategy will be developed, which will focus on treating staff with respect and honesty, while providing them with the knowledge and empowerment to do their best work. It will set out how the communication and engagement channels and activities will be improved to realign messages to staff with corporate priorities, celebrate staff success, promote our news and values through timely campaigns, support managers, drive staff engagement and measure success.

**Benefits:** a better informed and engaged workforce will be more satisfied, productive and will help to deliver our key messages through their contact with customers.

### **Team resilience and organisation**

To improve the efficiency and resilience of the team, we will overhaul our SharePoint site by instituting a new filing system, so files can be easily found, and create a suite of new databases to ensure data is securely saved, including photos, consents and contact details.

Team members will commit to having fortnightly one-to-one reviews and fortnightly team meetings to discuss and plan work, identify opportunities and ensure the team's admin is kept up-to-date. All work will be captured on individual and team trackers to monitor performance and progress.

Team members will also be proficient in a number of communications, engagement, marketing and digital skills.

**Benefits:** greater productivity, team data and documents are readily available, work is easier to find and the team is robust and skilled in a number of areas.



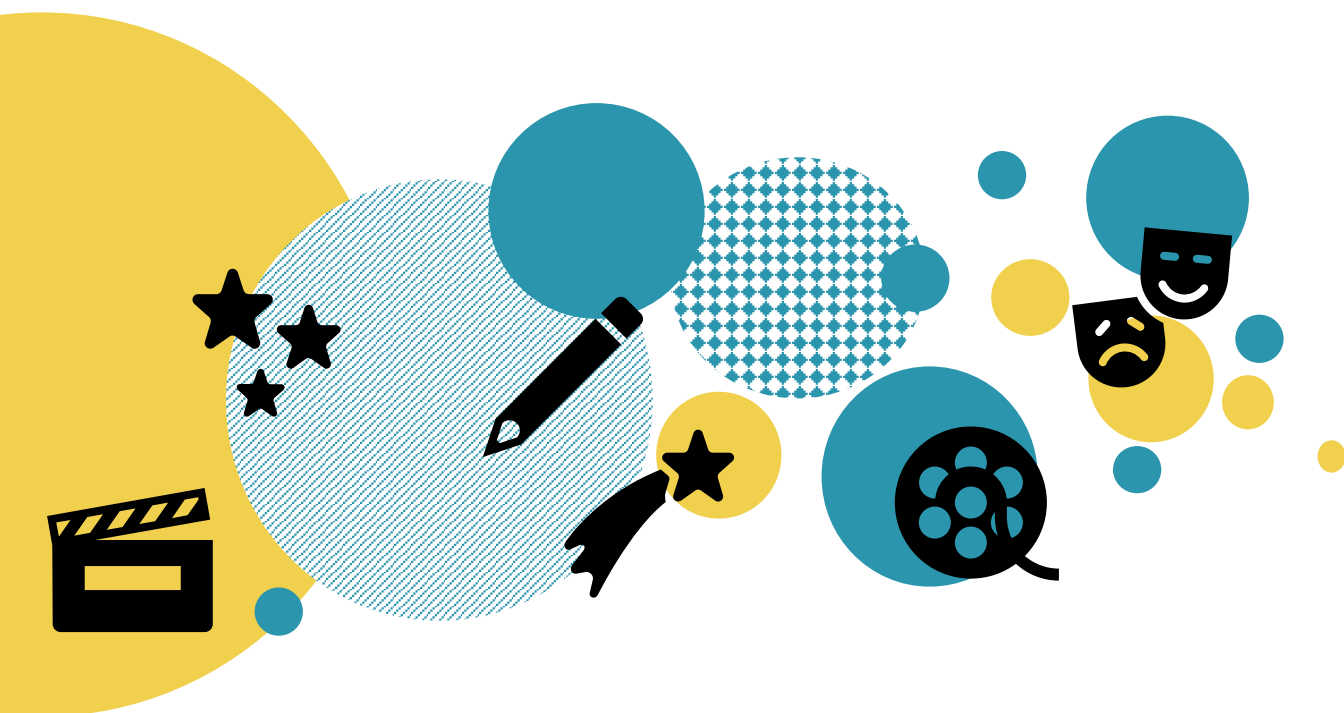
## Strategic objective two: We will create a corporate narrative

To improve our stakeholders' perceptions of the council, we should identify what the council wants to achieve and be known for - and put that aspiration into a story that translates to everyone we touch; that has the power to inspire staff, excite partners, attract customers and potential employees and resonate with community influencers and residents.

It needs to set out where we have been, where we are, where we are heading and explain our shared purpose with our residents. It will act as a snapshot of what we are and what we do, making our purpose clearer to the people we serve.

This compelling story, which will articulate our priorities and how they are reflected in the services we provide, will help to define Waverley's position within the county, country, job market and public sector.

**Benefits:** the narrative will explain why we exist and what makes us unique, reducing confusion about what it is we do. It will highlight shared aspirations that will help us to connect with our audiences and partners and outline how they can work with us.



### **Strategic objective three: We will take an aligned and proactive approach**

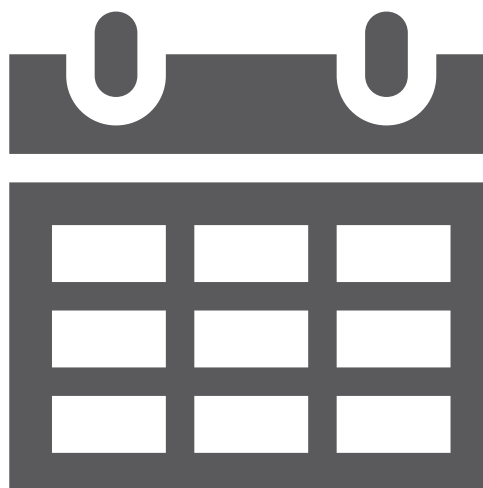
All communications and engagement work we commit to will support at least one of the council's Corporate Strategy priorities.

In order to maximise our resource and time, the Communications and Engagement Team will work within an agreed annual forward plan, signed off by the Senior Management Team and the Executive.

The plan will allow for some flexibility, but the bulk of work (we are aiming for 60 - 80%) and timescales will be agreed in advance, at the beginning of the plan period, to reflect corporate service plans. This will allow the team to plan its workload so an appropriate amount of resource can be allocated to each project to ensure it is delivered and there is time for research and evaluation. We will focus on high priority work that meets the organisation's aspirations and will aim to focus on no more than 12 core projects or campaigns a year. This means our time and expertise can be focused on the most important areas of work.

The forward plan will also factor in time for emergency communications, last minute but important requests, media responses and other business as usual activities— this will make up the remaining 40% of the team's time. Lower priority work may be done in this time period if there is capacity and it does not have a detrimental impact on core projects.

To evaluate our performance against the plan and to monitor adhoc requests, the team will log all their work within a monthly communications tracker.



## **Strategic objective four: We will advise and support colleagues**

In order to allow the team to focus on priority work, we will give our colleagues the tools and support to be able to self-serve, where appropriate, and we will then quality-check prior to print or publication.

### **Templates**

Money can be saved and time can be created by providing staff with toolkits and templates to create simple posters and press releases. All will be quality checked before publication and press releases will still be sent by the Communications Team. This will offer a faster and more efficient service for all parties.

### **External support**

Where staff are unable to produce work on their own using templates, the team will recommend trusted, high quality external support for areas including photography, videography and graphic design. The cost of this support will be met by the service area requesting it.

### **Training and advice**

We will train and encourage frontline staff to take ownership of creating content for our social media channels, including using smartphones to take photos and videos and gaining the appropriate photo consents. This will help us to demonstrate much of the fantastic but unseen work the council does for the community.

We will also continue to provide an advice service to all internal customers, explaining the best way to reach, communicate, engage and consult with stakeholders.



## Strategic objective five: We will manage communications and engagement as a science

A more scientific, planned and strategic approach is needed to make sure our communications and engagement functions are delivering tangible results that create an impact and make a difference.

### Using established and tested models

The Government Communications Service promotes a wealth of scientifically tested, successful models to support communications activities, including the EAST behaviour change model and OASIS communications planning model. Wherever possible, these models will be used to support the delivery of campaigns.

### Research

For each communication or engagement campaign and project, time will be allocated for background research to support and inform the following communications approach. More data will be used to inform campaigns and evaluations.

### Targeted and audience led campaigns

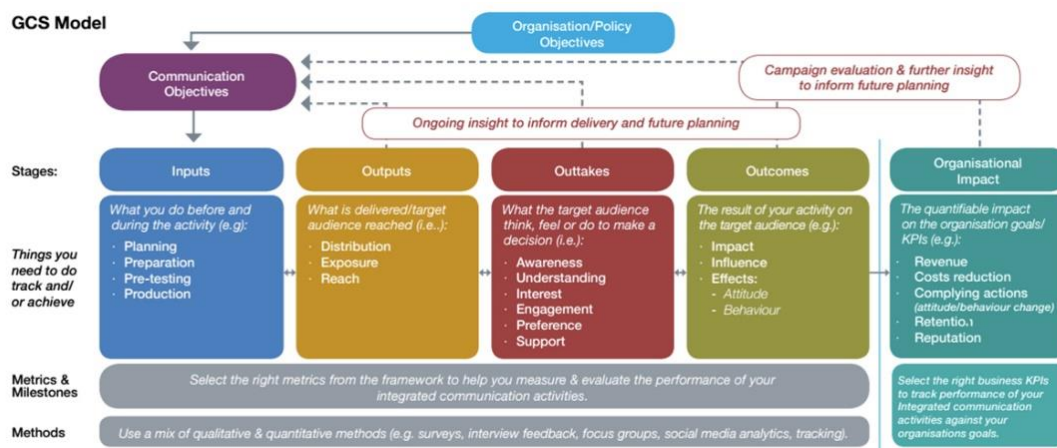
The team will ensure all communications are focused on the people we want to reach. Time will be spent to identify and map stakeholders so that all activities are appropriate for, and targeted to, the people we need to engage with. Where possible, community influencers and potential sources of misinformation will also be identified.

### Testing on audiences

To ensure our campaigns are achieving maximum impact and messages are landing, more testing will be done with representatives or focus groups from target audiences in the planning stages, to identify any issues or barriers to success.

### Evaluation

At the beginning of each large campaign, communication officers will set clear SMART targets to measure success and identify how the campaign will be evaluated. We will use the Government Communication Evaluation Framework as a basis (see figure below). Any lessons learnt in the evaluation will be logged to aid learning for future work.





## **Strategic objective six: We will make time for creative and human communications**

In order to grab people's attention during their busy lives, it is important to allow the Communications and Engagement Team to have time and space to think outside the box, to come up with new ideas, approaches, creative solutions to problems and ways to help the council's messages to stand out in a sea of information.

We will need to be able to take advantage of the new methods, technologies and channels used by our target audiences and, in the case of social media, adapt approaches to keep up with ever-changing algorithms so our content is seen. We need to be supported in taking some risks, in order to reach those we want to engage with. This may involve taking a less corporate approach to communications, trying out new methods of engagement and highlighting our kind, human and caring qualities. This can be done through utilising video, ensuring we use plain English, enhancing written work with bold graphics and allowing staff members and customers to promote messages on our behalf, as well as corporate spokespeople.

### **Experimenting with new technologies**

Society is constantly evolving and changing and the tools and ways in which we communicate with our residents need to reflect this.

Social media is continually updating, new platforms regularly spring up and algorithms are constantly changing. Voice-controlled intelligent personal assistants are rapidly increasing in homes<sup>2</sup> and people are expecting a more personalised service – therefore we need to ensure council information can be found through search engines with ease. It is important we are aware of these technologies and are prepared and able to use them.

### **Traditional channels still matter**

On the flip side, many residents in the borough still rely on traditional, paper-based communications to receive their council news and in some cases traditional methods are the best or only feasible way for meaningful interactions. In addition, the recent manipulation of personal data from social media channels, such as the Cambridge Analytica scandal, mean that many people are wary of engaging online and are choosing to opt out of using these channels.

### **Focusing on real people and real stories**

Using residents as protagonists in our storytelling will make them more relatable. Using video of our residents will also help to generate more trust, genuine connection and personal understanding. Video should not just be used for social media or website, but can be used to enhance training sessions or meetings.

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<sup>2</sup> 2.7 million homes already own at least one Amazon Echo or Google Home smart speaker, Kantar Worldpanel, 2017



## **Strategic objective seven: We will engage and listen**

Informing our residents about the work the council does, how it is performing and how they can access public services is important. Residents have a right to be informed and understand how their Council Tax is being used and we will continue to do this through press releases, posters, newsletters, advertising, social media and various other methods. But to make sure we're getting it right for our residents and to gain their respect and trust, we need to create more opportunities to listen to their views and hear their feedback on how they feel the council is performing.

*Our communications should be treated like a telephone - not as a megaphone.*

### **Learning**

To better understand our residents we should use information we already have access to. We can use data and demographics to provide us with a broad picture of the borough's population, which will help us to predict their needs and preferred interests and communications channels, as well as giving us the background to ensure any future engagement exercise is representative. The Communications and Engagement Team will also create a database of community contacts and influencers, that can be used to support projects and gain local knowledge.

### **Listening and engagement**

Taking time out to hear feedback is important. Although the council often consults with residents and has carried out citizens' panel surveys, now is the right time for the council to take stock and review how well it is doing at engaging with its residents. As part of this strategy, the Communications and Engagement Team will conduct a thorough review of the council's engagement offering and suggest a range of ways the council can do more to improve the way it engages with stakeholders.

However, in the short term, the team will encourage more engagement through:

- identifying stakeholders and considering if and how to engage with them as part of every council communication plan
- utilising more new public involvement activities such as Listening Panels
- supporting the council to work more effectively with town and parish councils
- holding focus groups, events and resident workshops
- carrying out face-to-face and online surveys, including participatory budgeting exercises
- encouraging more open meetings with partners
- monitoring local letters, blogs and social media posts to gauge public feeling and reporting this information back to decision makers so residents' views are heard
- supporting consultations
- holding roadshows and pop-ups in town centres/ events
- monitoring articles in local papers and other publications
- encouraging closer working with partner agencies.

## **Strategic objective eight: We will make the most of digital**

### **Social media**

Our social media platforms are an integral way for us to reach, listen and engage with residents. They are also an important part of the council's customer service offering, with residents expecting timely responses.

To maximise our channels, we will:

1. review our LinkedIn account to identify improvements to support economic development, recruitment and WTS, encouraging staff to engage with the content and platform
2. conduct an internal review of all our channels and develop a new social media strategy, supported by a calendar of content, a recruitment of social media staff 'champions' and training to support them to provide content
3. keep up to date with changes, trends and technologies and apply them to our work.

### **Agile working and the right equipment**

To ensure the team can work remotely, especially if spending more time in the community, we will:

- develop an electronic photo consent form
- ensure all members of the communications team have iPads to film, edit and upload content to social channels and update the website.

### **Website**

We will continue to review and improve our website to make sure it meets customer needs and encourages channel-shift.

To do this we will:

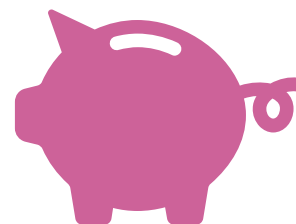
- use customer feedback to improve online services
- continuously research customer need and technological advancements that can enhance our online offering
- put the customer at the heart of our work and ensure user journeys are stress-free and content is accessible
- carry out user testing
- review our stats to evaluate our performance.



### **Strategic objective nine: We will be commercial**

To ensure we support the council to generate income and the take-up of services we will:

- support the marketing and promotion of our paid-for and statutory services
- sell at least £2,000 worth of advertising space in each edition of the Your Waverley magazine to generate income for the council.



### **Strategic objective ten: We will adopt and promote an ethical culture**

Ethics will underpin every aspect of our practice, from storing data to the accuracy of our messaging, transparency and trust.

We will do this by:

- ensuring all communications to stakeholders are truthful and honest
- creating communications and engagement opportunities that are accessible to all
- focusing on evaluation so we can demonstrate that our work creates the desired impact and offers our residents value for money
- using environmentally friendly approaches where possible and when we need to use paper, we will ensure it is FSC certified as a minimum standard
- managing, storing and using our residents' personal data with integrity.





**WAVERLEY BOROUGH COUNCIL**

**EXECUTIVE**

**5 NOVEMBER 2019**

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**Title:**

**PUBLIC SPACE PROTECTION ORDERS**

**[Portfolio Holder: Cllr Nick Palmer]  
[Wards Affected: All Wards]**

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**Summary and purpose:**

To report on the results of consultation on the proposed introduction of a Public Space Protection Order in relation to dog controls and the proposed timetable for progressing this work.

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

The work set out in this report will contribute to the Council's priorities by helping to make Waverley a better place to live and work.

**Equality and Diversity Implications:**

The Public Space Protection Orders contain exemptions in recognition of guide and assistance dog owners to safeguard rights and obligations under the Equality Act 2010.

**Financial Implications:**

The cost of signage necessary for the implementation of this order will be met within existing budgets.

**Legal Implications:**

Local authorities are able to make Public space protection orders under the Anti-Social Behaviour Crime and Policing Act 2014, following appropriate consultation and publicity. Statutory guidance is issued by the Home Office on the use of anti-social behaviour powers under the legislation.

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**1. Background**

- 1.1 In 2016 the Council launched its Joint Enforcement Initiative with support from the Police and Crime Commissioner and Surrey Police. The Council made a commitment to improve its role in environmental and anti-social behaviour enforcement and its partnership working with Surrey Police and other agencies.
- 1.2 The Joint Enforcement Initiative was intended to drive forward this improvement in order to address the increasing problems associated with environmental crime (such as fly tipping, littering and dog fouling) and anti social behaviour which have a significant impact on the community and the local environment.

1.3 Officers across the local authority have enforcement roles to varying degrees and the Joint Enforcement Initiative approach also provided the opportunity to enable these different staff to work more closely together and with the Police and other agencies, gain mutual support, develop their knowledge and skills and increase their confidence in taking enforcement action.

## **2.0 Public Space Protection Orders**

2.1 Issues relating to irresponsible dog ownership have featured highly in feedback from the public to the service and other teams such as the Ranger and Parks Team. During 2018 the council carried out a pre-consultation and then a public consultation on making two Public Space Protection Orders (PSPOs) to address these issues.

- Firstly in relation to dog fouling
- Secondly in relation to dog controls including dog exclusion areas, dogs on lead by direction, dogs on lead, dogs on leads seasonal restrictions and limits on the number of dogs one person may be in control of in a public place at one time.

2.2 The public consultation began on 24<sup>th</sup> June 2018 and ended on 27 July 2018. The revised PSPOs were re-circulated to all those included in the pre-consultation along with media coverage through press releases and the use of social media. Posters were also displayed in parks and public open spaces directing people to the Survey Monkey questionnaire on the Council's website.

2.3 A significant number of responses (over 1200 on the website Survey Monkey and over forty letters / emails) were received. During the consultation period the council was approached by some Parish Councils who requested that some of their open spaces be covered by the PSPOs. The council was advised that to add these areas of land to the schedules we should publicise the proposed additions and extend the consultation period for a further four weeks to give people the opportunity to comment.

2.4 Given the level of response to the initial consultation period it was also felt this extension to the consultation would give opportunity to others in the community to further comment in relation to the proposed Orders.

2.5 There was overwhelming support for the proposed PSPO in respect of dog fouling. The responses to the consultation on other dog controls was however very mixed and varied. It was therefore decided to separate the two elements of the PSPO and proceed with the dog fouling aspect but to allow further time to analyse the feedback on the other proposed dog controls.

2.6 The Dog Fouling PSPO was considered by the Executive on 4 December 2018 and the Council on 11 December 2018 resolved to make the Order to take effect from 1 January 2019.

2.7 A report was submitted to the Environment Overview and Scrutiny Committee in February 2019 outlining the progress to date with the initiative.

2.8 Work has continued with the analysis of the responses to the other dog control proposals and having considered these carefully a number of changes to the

proposals are being made to simplify the controls and allow some flexibility for dog owners and discretion for enforcement officers.

2.9 Because of these changes a further period of consultation on the revised proposals was carried out during July and August this year. The feedback to this further consultation has now been analysed and revised proposals are now presented to you for comment and recommendations as appropriate to the Executive which will be considered at their November meeting. Subject to the support of the Executive the proposals would then go to Council in December for approval with a view to taking effect on 1 January 2020.

2.10 The one area which caused most controversy, during the consultation last year, was the proposal to limit the number of dogs one person could have under their control in a public space. There was considerable opposition to this and again the need to revise the proposals and consult further was recognised. It is therefore proposed that further consultation of this aspect will take place in the New Year, once the dog control aspects have been resolved and implemented.

### **3.0 Consultation feedback**

3.1 The second round of consultation was launched on the council's website in July and ran until 16 August. Comments could be submitted to a dedicated email address [dogpspo@waverley.gov.uk](mailto:dogpspo@waverley.gov.uk)

3.2 There were 21 responses to the second round of consultation. Eleven of these supported the proposals, two of these seeking some clarification on the detailed requirements for certain areas, and three of them asking for dog exclusion zones or dogs on lead areas to be extended.

3.3 Ten responses opposed the proposals but the majority were as a result of misunderstandings or misinterpretation of the proposals, particularly around the proposals for Frensham Common and the Flashes.

3.4 The proposals to not include a complete ban of dogs on Frensham Common and the Flashes. The whole area is covered by the 'Dogs on Lead by Direction' requirement. This means that dogs can roam off lead on the majority of the common, but if an authorised officer considers a dog is not properly controlled, that officer can require the owner to put it on a lead.

3.5 The only areas covered by the Dog exclusion requirement are the 2 beaches (where a dog ban already applies) the three ponds (dogs not allowed in the ponds themselves for ecological reasons but allowed to walk around them) and 2 archaeological mounds (for conservation reasons).

3.6 In conclusion on most of the Frensham area dogs can still be exercised off lead unless they are deemed not to be under control by an authorised officer. Enforcement will be targeted on areas where intelligence from the community indicates there is a problem.

3.7 Some minor adjustments have been made to the areas covered by the Order as a result of the feedback from the community. We have replied to all respondents clarifying any queries or requests and explaining further the proposed requirements.

3.8 A report setting out the background to this work and the results of the consultation was presented to the Environment Overview and Scrutiny Committee on 9 September 2019. The Committee welcomed the proposal for the introduction of a Public Space Protection Order in relation to dog controls.

#### **4.0 Conclusions**

4.1 It is inevitable that there will be conflicting views on such proposals. Those who regard themselves as responsible dog owners might feel aggrieved by the proposed restrictions whilst those who have been adversely affected by dogs out of control and the actions of irresponsible dog owners will support the proposals. The issue is a question of balance. Balance between the rights of dog owners and dogs to exercise freely and the rights of other people not to be bothered or put in fear as a result of irresponsible dog owners and dogs out of control.

4.2 The Road Traffic Act 1988 states: " 27.--(1) A person who causes or permits a dog to be on a designated road without the dog being held on a lead is guilty of an offence. .. Dog owners are therefore already required to have their dog on a lead on most roads and footpaths in the borough.

4.3 It is important to emphasise that these proposals do not represent a blanket requirement to keep dogs on leads everywhere in the borough. For most of the borough the only requirement is to put a dog on a lead if requested to do so by an authorised officer of the council or a Police officer if they consider it not to be under control. In some areas, which are often frequented by people and families picnicking or relaxing dogs will be required to be kept on a lead at all times and in areas such as children's play area and cemeteries dogs will be excluded.

4.4 These proposed controls are therefore divided into three categories;

- Dogs on lead by direction;
- Dogs on lead;
- Dog Exclusion zones.

4.5 The current proposed order is attached as Annexe 1 and you will note that the areas covered by each category are listed in a table attached to the order. A set of maps associated with the order is on the council's web site at [www.waverley.gov.uk/dogpspo](http://www.waverley.gov.uk/dogpspo)

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#### **Recommendation**

That the Executive recommends to Full Council that the proposed Public Space Protection Order in respect of dog controls be made.

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#### **Attachments**

Annexe A – Public Space Protection Order 2019



Background Papers

Consultation press release and website pages and feedback emails.

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## Waverley Borough Council

### The Anti-Social Behaviour, Crime and Policing Act 2014 - Part 4, Section 59

#### The Public Spaces Protection Order (Dog control) – Waverley Borough Council 2019

Waverley Borough Council ('the Council') in exercise of the power under section 59 of the Anti-Social Behaviour Crime and Policing Act 2014 ('the Act'), being satisfied that the conditions set out in section 59 of the Act have been met, makes the following Order:

This Order comes into force on [ ] and will remain in force for a period of three years from that date unless extended by further order under the Council's statutory powers.

#### 1. Dog on lead by direction

1a. A person in charge of a dog shall be guilty of an offence if at any time, on any land within the administrative area of Waverley Borough Council within the Restricted Area detailed in Schedule 2), he/she does not comply with a direction given by an Authorised Officer to put and keep the dog on a lead, for such duration and in such manner as specified by the Authorised Officer unless:

- (i) he/she has a reasonable excuse for failing to do so; or
- (ii) (ii) the owner, occupier or other person or authority having control of the land has given consent (generally or specifically) to them failing to do so.

1b. For the purpose of this Article an Authorised Officer may only give a direction under this article to put and keep a dog on a lead if such restraint is reasonably necessary to prevent a nuisance or behaviour by the dog likely to cause annoyance or disturbance to any other person or the worrying or disturbance of any other animal or bird on any land to which this Article applies.

#### 2. Dogs on leads

2a. A person in charge of a dog shall be guilty of an offence if, at any time, on any land within the Restricted Area detailed in Schedule 1 (which includes specified cemeteries, churchyards, small parks and open spaces) he/she does not keep the dog on a lead unless:

- (i) he/she has a reasonable excuse for failing to do so; or
- (ii) (ii) the owner, occupier or other person or authority having control of the land has given consent (generally or specifically) to them failing to do so.

### **3. Dog exclusion areas**

- 3a. A person in charge of a dog shall be guilty of an offence if, at any time, he/she takes the dog onto, or permits the dog to enter or remain on, any land in the Restricted Area detailed in Schedule 3 (which includes specified children's play areas, skate parks, ball courts and multi use games areas) unless:
- (i) he/she has a reasonable excuse for failing to do so; or
  - (ii) (ii) the owner, occupier or other person or authority having control of the land has given consent (generally or specifically) to them failing to do so; or
  - (iii) that person is subject to the exemptions listed in Article 8.

### **Definitions**

4. Authorised Officer means an employee of the Council, Police Officer, Police Community Support Officer, or other person who is authorised in writing by the Council.
5. Person in charge means the person who has the dog in his/her possession, care or company at the time the relevant offence is committed, or the person who habitually has the dog in his/her possession, care or company.
- 6 Restricted Area means the land described in the Schedule to this Order.

### **Exemptions**

7. Nothing in this Order shall apply to a person who is:
- a. a disabled person within the meaning of the Equality Act 2010 whose disability restricts his ability to comply with this Order and where the dog is their guide dog or assistance dog; or
  - b. training an assistance dog in an official capacity; or
  - c. in charge of a dog used by the police, emergency services, Armed Forces or other agencies permitted by the Council for official purposes.

### **Penalty**

10. Any person who without reasonable excuse fails to comply with this Order shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 3 on the standard scale (currently £1,000).

11. An Authorised Officer may issue a fixed penalty notice to anyone he/she has reason to believe has committed an offence under section 67 of the Act in relation to this Order.

### SCHEDULE OF LAND

This order applies to land in the Borough of Waverley that is open to the air and to which the public are entitled or permitted to have access (with or without payment). For the purposes of this Schedule, land which is covered is to be treated as land which is open to the air if it is open to the air on at least one side.

#### Restricted Area – Schedule 1 – dog on lead by direction

All land in the administrative area of Waverley Borough Council that is open to the air and to which the public are entitled or permitted to have access (with or without payment) and edged / coloured green on the map referred to.

#### Restricted Area – Schedule 2 – dog on lead

All land listed in the table below under the heading ‘Schedule 2’ and edged / coloured orange and which feature the dog on lead symbol on the maps referred to.

#### Restricted Area – Schedule 3 – dog exclusion areas

All land listed in the table below under the heading ‘Schedule 3’ and edged / coloured red and which feature the dog exclusion symbol on the maps referred to.

Site	Parish	<i>Schedule 2 - Dog on lead</i>	<i>Schedule 3 - Dog exclusion area</i>
Alfold Recreation Ground, GU6	Alfold		Play area
Birtley Road Cemetery, GU5	Bramley	Whole site	
Chestnut Way Recreation Ground, GU5	Bramley		Basketball court Play area
Eastwood Road Play Area, GU5	Bramley		Play Area
Coxcombe Road Recreation Ground, GU8	Chiddingfold		Play area Tennis courts

Cranleigh Common And High Street, GU6	Cranleigh	Fountain Square War Memorial and Gardens	Cricket practice cage Cricket square Ponds x 3
Cranleigh Leisure Centre, GU6	Cranleigh		Basketball Court Skate Park
Lashmere Recreation Ground, GU6	Cranleigh		Play area
Queensway Recreation Ground, GU6	Cranleigh		Play Area
Summerlands Estate, GU6	Cranleigh		Pond

King George V Playing Fields, GU8	Dunsfold		Play Area
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Abbots Cottages Open Space, GU10	Dockenfield		Play area
Bealeswood Common, GU10	Dockenfield		Ponds x 3

Burford Lodge Recreation Ground, GU8	Elstead		Whole site
Springfield Way (The Quillets), GU8	Elstead		Play area
The Croft Play Area, GU8	Elstead		Whole site
Thursley Road Cemetery, GU8	Elstead	Whole site	
Thursley Road Recreation Ground (Pot Common), GU8	Elstead		Whole site

Downhurst Road Recreation Ground, GU6	Ewhurst		Play area
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Alderley Farm Allotments, GU9	Farnham		Whole site
Badshot Lea Cemetery, GU9	Farnham	Whole site	
Badshot Lea Green, GU9	Farnham		Play area
Badshot Lea Pond, GU9	Farnham		Pond
Badshot Lea Recreation Ground, GU9	Farnham		Cricket practice cage Cricket square Tennis courts
Baldreys Recreation Ground, GU9	Farnham		Basketball court Play area
Batting Memorial Garden, GU9	Farnham	Whole site	
Beldham Road Recreation Ground, GU9	Farnham		Basketball court Play area
Boundstone Recreation Ground, GU10	Farnham		Play Area

Bourne Recreation Ground, GU10	Farnham		Cricket Practice Cage Cricket Square Play area Tennis Courts
Evelyn Borelli Garden Of Rest, GU9	Farnham	Whole site	
Farnborough Road Allotments, GU9	Farnham		Whole site
Farnham Leisure Centre Skate Park (Narm), GU9	Farnham		Whole site
Farnham Park, GU9	Farnham		Adventure play area Cricket practice cage Cricket square Play Area Ponds x 2
Forty Degreez, GU9	Farnham		Basketball court
Gostrey Meadow, GU9	Farnham		Play area
Green Lane Cemetery, GU9	Farnham	Whole site	
Hale Cemetery, GU9	Farnham	Whole site	
Hale Recreation Ground, GU9	Farnham		Cricket Square MUGA Play area Tennis Courts
Hallifax Garden, GU10	Farnham	Whole site	
Heath End Recreation Ground, GU9	Farnham		Play area
Langham Recreation Ground, GU9	Farnham		Play area
Mardens Recreation Ground, GU9	Farnham	Whole site	
Middlefield Recreation Ground, GU9	Farnham		Play area
Morley Road Allotments, GU9	Farnham		Whole site
Morley Road Recreation Ground, GU9	Farnham		Play area
Oast House Crescent, GU9	Farnham		Play area
Old Park Close, GU9	Farnham		Play area
Roman Way, GU9	Farnham		Whole site
Rowledge Recreation Ground, GU10	Farnham		Bowls Club Cricket square Play area Tennis Courts
Runfold Recreation Ground, GU10	Farnham		Play area
Sandy Hill Top Field, GU9	Farnham		Play area MUGA
Shepherd And Flock Allotment, GU9	Farnham		Whole site

Six Bells Allotments, GU9	Farnham		Whole site
St Andrew's Cemetery, GU9	Farnham	Whole site	
The Chantrys, GU9	Farnham		Play Area MUGA
The Haren Garden, GU9	Farnham	Whole site	
Wentworth Close, GU9	Farnham		Play area
West Street And Extension Allotments, GU9	Farnham		Whole site
West Street Cemetery, GU9	Farnham	Whole site	
Weybourne Nature Reserve, GU9	Farnham		Pond
Weybourne Road Allotments, GU9	Farnham		Whole site
White Cottage Close, GU9	Farnham		Play area
Wrecclesham Allotments, GU9	Farnham		Whole site
Wrecclesham Recreation Ground, GU9	Farnham		Cricket square Play area Tennis Courts

Frensham Common, GU10	Frensham		Archaeological mounds x 2
Frensham Flashes, GU10	Frensham		Ponds x 5
Frensham Great Pond, GU10	Frensham		Beach
Frensham Green, GU10	Frensham	Whole site	
Hollowdene Recreation Ground, GU10	Frensham	Recreation Ground	Bowling Green Cricket Practice Cage Cricket Squares x 2 Play Area Tennis Court
Peakfield Recreation Ground, GU10	Frensham		Play area

Aarons Hill Recreation Ground, GU7	Godalming		Play area Skate park
Broadwater Park, GU7	Godalming		Cricket Practice Cages Cricket Squares x 2 MUGA Play Area
Canon Bowrings Recreation Ground, GU7	Godalming		Basketball court Play area
Combe Road Recreation Ground, GU7	Godalming		Play area



Crown Pits Recreation Ground, GU7	Godalming		Play area
Eashing Cemetery, GU7	Godalming	Whole site	
Holloway Hill Recreation Ground, GU7	Godalming		Bowls Club Cricket squares x 2 Play Area Tennis courts
Lammas Lands (East Of Bridge Road), GU7	Godalming		Pond
Lammas Lands (West Of Bridge Road) And Hells Ditch, GU7	Godalming		Pond
Longbourne Green, GU7	Godalming		Play area
Nightingale Cemetery, GU7	Godalming	Whole site	
Ockford Ridge, GU7	Godalming		MUGA Play area
St John's Cemetery, GU7	Godalming	Whole site	
St Peter And St Paul's Cemetery, GU7	Godalming	Whole site	
The Burys Field, GU7	Godalming		Skate Park
The Phillips Memorial Park, GU7	Godalming	The Cloisters	Bowls Club Play Area

Hascombe Recreation Ground, GU8	Hascombe		Play area
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Beacon Hill Recreation Ground, GU26	Haslemere		Basketball court Play area
Border Road Play Area, GU27	Haslemere		Play area
Derby Road Cemetery, GU27	Haslemere	Whole site	
Eight Acres Recreation Ground, GU26	Haslemere		Play area
Grayswood Recreation Ground, GU27	Haslemere		Cricket square Play area
Haslemere Leisure Centre MUGA And Skate Park, GU27	Haslemere		MUGA Skate Park
Haslemere War Memorial Recreation Ground, GU27	Haslemere		Bowls club Cricket Practice Cage Cricket square Play area Tennis courts
Haste Hill, GU27	Haslemere		Pond

High Lane Recreation Ground, GU27	Haslemere		Basketball court Play area
Oak Cottages, GU27	Haslemere		Play area
Shottermill Cemetery, GU27	Haslemere	Whole site	
Sicklemill Recreation Ground, GU27	Haslemere		Play area
St Bartholomew's Cemetery, GU27	Haslemere	Whole site	
St Stephen's Cemetery, GU27	Haslemere	Whole site	
Tilford Road Play Area Only, GU26	Haslemere		Play area
Town Meadow Recreation Ground, GU27	Haslemere		Play area
Weycombe Road Cemetery, GU27	Haslemere	Whole site	
Woolmer Hill Estate - Hatchetts Drive, GU27	Haslemere		Play area
Woolmer Hill Estate - Lower Hanger, GU27	Haslemere		Play area

Thursley Recreation Ground, GU8	Thursley	Recreation Ground	Cricket square Play Area
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Shepherds Way, GU10	Tilford		Play area
Tilford Green	Tilford		Cricket Square

Amberley Road Recreation Ground, GU8	Witley		Play area
Jubilee Field	Witley		Enclosed play area
Middlemarch, GU8	Witley		Play area
Milford Cemetery	Witley	Whole site	
Sunny Hill Recreation Ground, GU8	Witley		Enclosed play area
Witley Recreation Ground, GU8	Witley		Enclosed play area

Blackheath Cricket Pitch, GU4	Wonersh		Whole site
Lords Hill Common Play Area, GU5	Wonersh		Play Area
Shamley Green Common And Village Green	Wonersh		Cricket square Pond
Wonersh Recreation Ground, GU5	Wonersh		Play area Cricket square

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE AUDIT COMMITTEE - 26 NOVEMBER 2019

SUBMITTED TO THE COUNCIL MEETING – 10 DECEMBER 2019

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

**Present**

Cllr Peter Marriott (Chairman)	Cllr Michaela Gray
Cllr Jerome Davidson (Vice Chairman)	Cllr Richard Seaborne
Cllr Richard Cole	Cllr George Wilson
Cllr Simon Dear	

**Apologies**

Cllr Jan Floyd-Douglass

AUD 28/19 MINUTES (Agenda item 1.)

The minutes which took place on 24 September 2019 were confirmed and signed.

AUD 28/19 MINUTES (Agenda item 1.)

The Minutes of the meeting held on 24 September 2019 were confirmed and signed.

AUD 29/19 APOLOGIES FOR ABSENCE (Agenda item 2.)

There were no apologies for absence.

AUD 30/19 DISCLOSURE OF INTERESTS (Agenda item 3.)

There were no disclosures of interest.

AUD 31/19 QUESTIONS BY MEMBERS OF THE PUBLIC (Agenda item 4.)

There were none.

AUD 32/19 QUESTIONS FROM MEMBERS (Agenda item 5.)

There were none.

**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.

AUD 33/19 FINANCIAL REGULATIONS UPDATE (Agenda item 7.)

Peter Vickers, the Head of Finance and Property, advised the Committee that the Audit Committee was required to maintain an overview of the Council's Constitution in respect of financial regulations. Members noted that the regulations were last updated in September 2018 and in line with the commitment of continual review within the Annual Governance Statement the Financial Regulations had been reviewed and three changes were proposed, in relation to:

- Carry forwards of budget
- Approval of fees and charges
- Definition of key financial system

It was proposed that the Section 151 Officer, rather than the Executive, would approve all budget carry forwards, and these would then be reported to the Executive as part of the end of year out-turn reporting. The Committee noted that monitoring of the capital programme had improved following the work of the Value for Money O&S Committee, and capital budgets were rescheduled as necessary in-year. The budget carry-forwards requiring approval were revenue budgets of relatively low value. Members were satisfied with this amendment.

It was proposed that the Section 151 Officer be able to approve changes to fees and charges, including car park fees, to speed up the process and give more flexibility to change charges during the year to respond to market demand. Officers assured the Committee that changes to fees would be considered in consultation with the relevant Portfolio Holder, and it was recognised that there was a political element to certain fees and charges. The Committee felt that the case for flexibility was stronger for services where the council was in competition with other providers; also, that Licensing fees and charges should remain within the remit of the Licensing Committee. It was agreed that the approval of the S151 Officer to amend fees and charges should be in consultation with the relevant Portfolio Holder.

The Committee was content with the addition of a definition of Financial Systems to the Financial Regulations.

The Committee RESOLVED to RECOMMEND the update to the Financial Regulations to Council, as amended in relation to the S151 Officer's approval of fees and charges; and any consequential changes to the scheme of delegation 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.

### AUD 34/19 CONTRACT PROCUREMENT RULES UPDATE (Agenda item 6.)

Patrick Tuite, the Council's Procurement Officer, advised the Committee that the Contract Procedure Rules (CPR) were maintained and updated as and when

required to adopt legislative changes, reflect best practice in the industry and support the Council's corporate objectives.

The current CPRs had last been updated and approved by full Council in October 2018. Whilst they were still for purpose, there were a small number of amendments required to reflect new/current legislation as well as the Council's newly adopted Corporate Strategy.

The Committee considered proposed amendments in relation to:

#### 1. Modern Slavery

The Modern Slavery Act 2015 was put in place to tackle modern slavery and Government was putting more obligations on local authorities. Whilst the council was not an in-scope organisation for the purpose of the act, it was felt important to reflect the spirit of the Act, and the CPRs should ensure that proportionate due diligence was undertaken to certify that council-appointed contractors did not participate in modern slavery, either directly or within their supply chains.

The Committee asked how officers could make a judgement on contractors and sub-contractors claims, and the cost to the council of trying to comply with the Act. Officers explained that the obligations on contractors were similar to those in relation to their health and safety, or equality and diversity, policies. Companies hoping to contract with the council would have to demonstrate how they complied with their requirements under the Modern Slavery Act, along with other types of compliance.

#### 2. Tax implications

A new section on tax implications was intended to raise awareness of specific circumstances where officers needed to be alert to tax implications of procuring services: the Construction Industry Scheme (CIS); IR35, relating to off-payroll working; and reverse charge of VAT.

#### 3. Accessibility standards

To comply with new regulations for accessibility of public sector bodies' websites, any procurement resulting in a public-facing website must comply with the Equality Act 2010 and the new Regulations.

#### 4. Carbon neutral

In relation to the section on being carbon neutral this would mean that for every procurement within the scope of the CPRs, the environmental impact must be considered as well as steps taken to minimise or offset the carbon impact where applicable. The Committee was pleased to see this addition being introduced and felt that it was an important way to drive improvements in the supply chain and demonstrate leadership. The Committee had some reservations about 'off-setting' and felt that this needed to be clarified, and the emphasis put on carbon reduction in the first place.

**The Committee agreed that the newly established Climate Change Advisory Group should be asked to consider the procurement requirements in relation to the carbon neutral target, in particular defining 'off setting'.**

5. Obtaining quotes

It was proposed to amend the current requirement of *seeking* quotes to a requirement that officers should have to *obtain* three quotes, with the intention that this would strengthen the procurement process. The Committee questioned whether this was always practicable, and suggested that CPR 19.7 should have an appropriate qualification, similar to CPR 19.6 and CPR 19.8.

**It was agreed that CPR 19.7 for purchases between £25,000 and £99,999 there should be a requirement to get sign-off from the Section 151 Officer if three quotes could not be obtained.**

6. Disposal of Council assets

In relation to paragraph 26.7 of the agenda report "*Any items that remain for disposal shall be sold at the highest price possible...*". A question was asked about whether this included land and buildings. Graeme Clark advised that there was separate legislation on disposal of council land and buildings which required best consideration to be achieved

The Chairman asked that in the CPRs themselves, CPR 14.2 should be more explicit about carrying out background checks relating to directors with previously dissolved companies.

It was agreed that Patrick would make the changes to the proposed amendments and circulate to the Chairman before these were submitted to Council for approval.

The Committee RESOLVED that, subject to the Chairman's sign-off of the further revisions agreed by the Committee, the revised CPRs be submitted to Council for approval.

*Secretary's note: the revised CPRs following the amendments will be submitted to the next available Council meeting for approval.*

AUD 35/19 TAX STRATEGY UPDATE (Agenda item 8.)

The Committee was advised that the Council was required to have in place a Tax Strategy to fulfil its responsibilities under the Legislation in Criminal Finances Act 2017, and to undertake to respond appropriately to the Corporate Criminal Offence guidance from HMRC issued in September 2017.

The Council's Tax Strategy had been adopted in September 2018. The Committee noted that the legislation was aimed more at the wider corporate world, and the

Council did not have any complex tax structures. It was therefore proposed that the Strategy be reviewed every two years, or sooner if there was a material change that impacted on it.

The Committee RESOLVED to RECOMMEND the Tax Strategy 2020/22 to the Executive for approval.

AUD 36/19 ANNUAL GOVERNANCE STATEMENT - CONSIDERATION OF POTENTIAL GOVERNANCE ISSUES (Agenda item 9.)

Graeme Clark, the Strategic Director, advised the Committee that this was their opportunity to raise any potential governance issues that may need to be addressed in the Annual Governance Statement for 2019/20. A document setting out the classification for significant issues was provided to help the Committee determine whether something was or was not a governance issue.

The Committee had nothing to raise at this time.

AUD 37/19 DEBT RECOVERY UPDATE (Agenda item 10.)

Peter Vickers gave a verbal update to the Committee on debt recovery. In February 2019 the council had implemented a new Income Debt Management Policy which provided an over-arching framework for managing all the council's income streams. It was a significant update of the previous policy, driven by the need to reflect the capability of current systems and the principle of charging for services at the point of service whenever possible.

The Committee noted that there were 3 key areas of work:

1. Updates to IT systems including Agresso, and Adelante the cash-handling system. Adelante had new functionality to allow recurring payments which allowed the process to be more efficient.
2. The Finance Team was liaising with all services to discuss the handling of debt and establish procedures appropriate to the service and their customers.
3. The Exchequer team was being reconfigured to make sure they had the right capacity to handle debt management, with increased resources in the debt recovery team to avoid reaching the point of having to use bailiffs and going to court. Recovery of Housing Benefit over-payments was a key focus. Officers were in contact with Reigate and Banstead Borough Council to benefit from their practices.

The Committee was pleased to hear about the work being done to manage income due to the Council, and that Internal Audit had reviewed the new systems.

AUD 38/19 PROGRESS ON THE INTERNAL AUDIT PLAN FOR 2019/20 (Agenda item 11.)

Gail Beaton, the Internal Audit Manager, provided an update on the current position of the internal audit reviews planned for 2019-20.

The Committee was disappointed to see there was still a vacancy on the internal audit team, and asked how this impacted on the programme of work for the year. Gail advised that in prior years it had only been herself and the contractors so they

had been in this position before. There was a shortfall of only 12 days and she was confident that they were still able to meet the Council's need and provide assurance to management. If she was not here for any reason, there was a business continuity plan in place where the external contractors could step in where necessary.

In relation to the audit on asbestos, a question was asked about the monitoring of recommendations arising from the report. Gail advised that there was monitoring by the Head of Service and she also followed up.

The Committee RESOLVED to note the contents of the Internal Audit progress report to the beginning of November 2019.

AUD 39/19 PROGRESS ON THE IMPLEMENTATION OF INTERNAL AUDIT RECOMMENDATIONS (Agenda item 12.)

The Committee received a report on Senior Management's progress in implementing the recommendations raised by Internal Audit following a review in their service areas. There was one overdue recommendation in relation to the review of the Financial Regulations, and this would be resolved once the updated Financial Regulations were approved by Council.

The Committee RESOLVED that to note the progress of the implementation of internal audit recommendations. .

AUD 40/19 FRAUD INVESTIGATION SUMMARY (Agenda item 13.)

The Committee received a report providing an update on the work being completed in investigating fraud, primarily focusing on Housing Tenancy Fraud. It was noted that the update also included the National Fraud Initiative (NFI) outputs which assisted in identifying any instances where applicants remained on the Councils records as requiring housing but had been adequately housed by other housing providers or died so could be removed from the waiting list. As requested by the Committee, the previous year outcomes had been included.

The Committee noted that an increased awareness by Housing staff had enabled cases to be dealt with more confidently and efficiently. This had lead to a reduction in cases being referred to the Fraud Investigation Officer, and supported the work to embed new ideas and processes to safeguard the Councils assets, and to improve the processes and controls in place to minimise the opportunity for fraudulent practices to be successful.

Members were advised that the notional value of financial savings detailed in the report up to 30 September 2019, was £504,736, of which £258,530 related to National Fraud Initiative, £55,992 to a Disabled Facilities Grant; and the balance of £190,214 was based on Cabinet Office figures related directly to housing fraud. However, these indicative values did not include the real value to Waverley Borough Council, as it cost on average £200,000 to build a new house. These outcomes highlighted the financial value of continuing to support the work being carried out, and also the ethical and social importance of securing the return of



properties back into housing stock which helped Waverley to meet the needs of legitimate housing applicants.

The Committee RESOLVED to NOTE the success of the fraud investigation activity.

AUD 41/19 AUDIT COMMITTEE RECURRENT ANNUAL WORK PROGRAMME (Agenda item 14.)

The Committee noted the recurrent work programme.

AUD 42/19 ANY OTHER BUSINESS (Agenda item )

The Chairman, Cllr Peter Marriott, advised that he and Cllr Davidson had recently attended the 4<sup>th</sup> Quality Audit Forum and found it very useful with good presentations and speakers. Cllr Marriott suggested that it would be valuable to have the key note speakers present to the Audit Committee, and officers agreed to try and enable this. It was agreed that the Value for Money O&S Committees should be invited to any presentation or briefing arranged.

The main issue discussed was local authorities struggling to meet the July deadline for approval of the annual account, due to council and audit resource pressures. The Chairman commended the council's team and Grant Thornton for enabling Waverley to meet the deadline.

They had also been advised of a new Local Audit Code currently out for consultation which would be implemented in 2020 subject to government approval. It was felt that this would increase the workload on external audit with increased emphasis on value for money.

**The meeting commenced at 7.01 pm and concluded at 9.00 pm**

**Chairman**

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Waverley Borough Council

# Financial Regulations

Version	Date
1	21-Oct-17
1.1	<del>06-Nov-17</del>
1.2	<del>10-Nov-17</del>
2	16-Oct-18
2.1	Council 19-Mar-19
<u>3</u>	<u>Draft 06-Nov-19</u>

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## 1. Purpose

These Financial Regulations set out the financial policies and a framework of financial management and accountability for the proper administration of Waverley Borough Council's (the Council's) financial affairs. Each of the financial regulations sets out the overarching financial responsibilities of officers. They link with other internal regulatory documents forming part of the Council's Constitution, for example the Scheme of Delegation and Contract Procurement Rules. They also ensure robust procedures are in place to provide the necessary assurance to the Council about the adequacy of the finance and governance arrangements underpinning the Annual Governance Statement. Financial Regulations apply to everyone involved in financial transactions and managing resources for the Council and any organisation over which the Council performs a role of stewardship.

## 2. Key principles

- The Financial Regulations are approved by Full Council.
- The Financial Regulations comply with all extant laws and statutes.
- All financial business conducted is lawful within the powers of a local authority.
- Rules and procedures should be proportionate and not unnecessarily bureaucratic.
- Due diligence is exercised in all financial transactions.
- Financial Regulations enable the Council to conduct business efficiently.
- Financial governance is always considered.
- All expenditure shall be within an identified budget, there is no authority to spend without or beyond an approved budget.
- Value for Money is considered in all transactions undertaken.
- Only goods, works and services legitimately required by the Council are purchased.
- All income due shall be collected, recorded, held securely and banked promptly.
- All expenditure is properly recorded and accounted for correctly.
- Economical, efficient and effective use of resources.
- Assets are safeguarded.
- Authorisation processes protect against self-certification.
- Officers shall not enter into any credit arrangements, such as leasing agreements, without the prior approval of the Section 151 officer.
- Officers cannot commit the Council to on-going contracts without budget approval.
- Investment/divestment is appropriately scrutinised and supported by a business case.
- Financial records will be kept in accordance with the Council's prevailing documents retention policy.
- Risk management procedures and controls are in place.

### **3. Statutory Requirements, Compliance and Responsibilities**

#### **Statutory Requirements**

##### **Section 151 Local Government Act 1972**

- 3.1 Section 151 of the Local Government Act 1972 requires that the Council makes arrangements for the proper administration of its financial affairs. Financial regulations are the means by which the Council meets this requirement by setting out a clear regulatory and accountability framework for the use of its resources.

##### **Section 114 Local Government Act 1988**

- 3.2 Section 114 Local Government Finance Act 1988 requires the Section 151 Officer to report to Full Council and external audit if the Council or one of its officers:
- has made or is about to make a decision which involves the Council incurring expenditure which is unlawful;
  - has taken or is about to take unlawful action which has resulted or would result in a loss or deficiency to the Council; or
  - is about to make an unlawful entry in the Council's accounts.
- 3.3 Section 114 of the 1988 Act also requires:
- the Section 151 Officer to nominate a properly qualified member of staff to deputise should he or she be unable to perform the duties under section 114 personally; and
  - the authority to provide the Section 151 Officer with sufficient staff, accommodation and other resources – including legal advice where this is necessary – to carry out the duties under section 114.

#### **Compliance**

- 3.4 Financial Regulations apply to everyone involved in financial transactions and managing resources for the Council and any organisation over which the Council performs a role of stewardship. The purpose of these Financial Regulations is to ensure transparency and protection of the Council's resources and individual officers.
- 3.5 Where the regulations are not specific, officers shall refer to the Section 151 Officer for guidance.
- 3.6 Failure to comply with the Financial Regulations, or the instructions issued under them, may constitute gross misconduct. Breaches of Financial Regulations shall be reported to the Council's Internal Audit Client Manager who will make arrangements for investigation and recommendations for action to be taken.

## **Responsibilities**

- 3.7 The Financial Regulations identify the financial responsibilities of all officers, or anyone acting on their behalf, and Members of the Council. Officers and Members shall comply with the financial regulation relevant to the transaction they are undertaking and have a responsibility for taking reasonable action to provide for the security of the resource or assets under their control.
- 3.8 The responsibilities are sub-delegated out to officers through the Scheme of Delegation. Without delegated authority no officer of the Council shall commit the Council to expenditure.
- 3.9 All officers have a duty to ensure all actions and decisions taken represent value for money.

### **The Full Council**

- 3.10 The responsibilities of the Full Council are set out in the Constitution. In terms of the Financial Regulations the Full Council is responsible for approving and monitoring compliance with the Council's overall framework of accountability and control as set out in the Constitution. The Full Council is also responsible for approving the annual budget and any subsequent changes subject to section 4.

### **The Executive**

- 3.11 The Executive is responsible for proposing the policy framework and budget to the Full Council. In doing so it shall take account of legal and financial implications and risk management issues that may arise from decisions.

### **Audit Committee**

- 3.12 The Audit Committee reports to the Full Council. It brings independent and effective assurance into the Council's corporate governance arrangements. The Audit Committee is responsible for overview of the Financial Regulations and proposing amendment to Full Council.

### **Section 151 Officer**

- 3.13 The Council shall approve an officer post to be the statutory Section 151 Officer. The Strategic Director – Finance and Resources is the statutory Section 151 Officer and is ultimately responsible for the proper administration of the Council's financial affairs. The Section 151 Officer shall ensure the responsibilities, as set out within these Financial Regulations, are met through formal delegation to appropriate officers in accordance with the Scheme of Delegation.

### 3.14 Section 151 Officer General Accountabilities:

- Set appropriate financial management processes for the Council which comply with the Council's policies and proper accounting practices and monitor compliance with those processes.
- Advise on the corporate financial position and on the key financial controls necessary to secure sound financial management.
- Provide financial information.
- Determine the accounting records, procedures and the retention of financial documents requirements for the Council.
- Ensure proper professional practices are adhered to through communication and training for all officers involved in financial transactions.
- Act as head of profession in relation to the standards, performance and development of finance staff.
- Report, where appropriate, breaches of the Financial Regulations to the Audit Committee.
- Protect against Money Laundering.
- Ensure controls are in place to deter and detect fraud and error.
- Ensure that adequate accounting systems exist and recommend subsequent changes.
- Ensure that adequate systems exist for holding/organising personal data.
- Receive Government circulars, orders, sanctions, approvals and regulations affecting the finances of the Council.
- Maintain an overview of the Financial Regulations and recommend revision as required having regard to the Annual Governance Statement.
- Maintain and promote the Corporate Risk Strategy and Risk Register.

### **Directors and Heads of Service**

3.15 Directors and Heads of Service have delegated responsibility for the management of the financial transactions and use of resources in their service areas. This responsibility can be formally delegated to specific officers under the Scheme of Delegation devised for each Head of Service. They are also responsible for ensuring all their staff are aware of, and comply with, the Financial Regulations and other internal regulatory documents.

### 3.16 General responsibilities:

- Complying with appropriate budget management and delegation arrangements to maintain budgetary control.
- Effective use of resources, safeguarding of assets and the operation of a system of appropriate internal controls in their service areas.
- Advising members of the Council and the Section 151 Officer of the financial implications of all proposals.
- Complying with the delegated authorised signatory list for signing contracts on behalf of the Council (see also Contract Procurement Rules).
- Seeking approval, in conjunction with the Section 151 Officer, on new proposals



or on any matter liable to have an effect on Waverley's finances, before any commitments are incurred for proposals, that:

- create financial commitments in future years;
  - change existing policies, initiate new policies or cease existing policies; and
  - materially extend or reduce the Council's services.
- Preparing budgets in accordance with the guidance issued by the Section 151 Officer.
  - Maintaining budgetary control in their service area and ensuring all income and expenditure is properly accounted for and recorded.
  - Ensuring spending remains within budget and that individual budget heads are not overspent by monitoring the budget and taking corrective action.
  - Reviewing performance of services in conjunction with budgets to determine if they are operating effectively.
  - Obtaining approval from the Section 151 Officer before making any changes to financial records and procedures.
  - Promoting excellent financial management standards in their service area and to monitor adherence to the standards, ensuring that relevant training is provided to those staff with financial management responsibilities.
  - Contributing to the development of corporate and service targets and objectives and performance information.
  - Ensuring value for money is achieved in every transaction undertaken.
  - Ensuring compliance with the Council's Contract Procurement Rules.

## 4. Financial Management

4.1 Objective – to ensure that the Council's budgets and accounting are accurate, timely and meet all statutory and corporate requirements.

### 4.2 Key Controls

- Review and development of a Medium Term Financial Plan.
- Instructions for the development of forward budgets will be issued each year in line with the Medium Term Financial Plan.
- Budget process is planned and communicated.
- Specific budget approval for all income and expenditure – expenditure can only be committed against an approved budget.
- Accurate financial management and forward projections of income and expenditure.
- Corrective action is taken at the earliest opportunity to address deviation from budget.
- A single Budget Manager accountable for each budget and the level of service to be delivered.
- Expenditure is allocated to the correct cost centre and account code and authorised within the scheme of delegation and authorised signatory list.

## Authorisation and Delegation

- 4.3 The Section 151 Officer shall make provision for the maintenance of an Authorised Signatory List.
- 4.4 Heads of Service shall approve the inclusion and addition of officers to the Authorised Signatories List in writing, clearly specifying the scope of their delegated authorities and ensure the Authorised Signatory List is up to date. Officers who are given specific financial responsibilities must familiarise themselves and comply with these Financial Regulations.
- 4.5 Heads of Service shall approve appropriate officer access to the finance and information systems.
- 4.6 Authorised officers shall ensure another appropriately authorised officer, within the service at an appropriate level of seniority, can act as a substitute for carrying out financial management and administration duties in the event of absence or a vacancy.

## Financial Planning Framework

### Medium Term Financial Plan

- 4.7 The Medium Term Financial Plan (MTFP) is the Council's key financial planning document which takes into account various factors and influences that may impact on the Council over a period of years. It shall cover the forecast financial prospects and requirements for a period considered adequate to understand the Council's future financial position and include strategic action plans to ensure the finances remain robust.

### Budgets

- 4.8 It is a legal requirement that the Council ring-fence and separately manage the following financial resources and expenditure:
- Housing Revenue Account income and expenditure
  - Capital expenditure and financing
  - The Collection Fund
  - Trusts being managed on behalf of their trustees
  - Any other ring-fenced budget coming into effect after the publication of these rules
- 4.9 Revenue budgets cover the day-to-day running costs (expenditure and income) of the Council. Budget Holders shall be responsible for ensuring that they do not exceed the budget approved.

- 4.10 Capital budgets are for the acquisition or enhancement of assets which have a long term value to the Council and are usually of a one-off nature. Capital expenditure shall be accounted for in accordance with the relevant statutory definition. The Finance Team can provide advice on whether an item can be treated as expenditure for capital purposes.
- 4.11 On-going revenue implications of capital projects shall be identified within the capital bid process.
- 4.12 Budgets shall be consistent with the Council's Corporate Strategy and MTFP and integrated into Service Plans.
- 4.13 The Section 151 Officer shall issue guidance for the preparation of budgets which will detail the form and methods to be adopted.
- 4.14 The guidance shall support the best use of resources and value for money by asking service managers to identify opportunities to improve economy, efficiency and effectiveness, propose savings options and consider financial aspects of service planning.
- 4.15 The detail behind the budgets for income and expenditure shall be adequately documented to enable a clear understanding of the purpose and nature of the budget.
- 4.16 Budget Managers preparing budgets shall have regard to:
- Spending patterns and pressures revealed through the budget monitoring process (see 4.22) and the MTFP.
  - Legal requirements.
  - Policy requirements as defined by the Full Council in the approved policy framework.
  - Initiatives already underway.
  - Capacity to deliver service and projects.
  - Lead-in times for delivery.
- 4.17 The Annual Council Budget shall be taken through the Committee process to be approved at Full Council in the February meeting, before the statutory deadline for council tax setting, for the following financial year.

## **Budget Management**

- 4.18 The Section 151 Officer shall ensure financial monitoring and governance arrangements are in place that are commensurate with the size, risk, complexity and volatility associated with particular revenue budgets and capital schemes.
- 4.19 Budget Holders shall be accountable for revenue and capital programme

management within the budget totals allocated to them.

- 4.20 Revenue and capital budget transfers shall comply with the Virement and Budget Realignment Rules set out below.
- 4.21 Any report prepared by officers for consideration by the Executive which has financial implications should be prepared in consultation with the Section 151 Officer.
- 4.22 Budget Management shall consist of:
- Use of the designated Finance System to track and forecast spend against budget.
  - Periodic review of budgets, as determined by the Section 151 Officer, to include income and expenditure forecasting to the financial year end and impact on future years.
  - A Budget Management report submitted to the Management Board and the Executive in a format to be determined by the Section 151 Officer which shows the impact of changes in service spend and the associated risks, mitigations and resolutions.
  - A monitoring process that reviews service delivery and capital projects against budget and, if necessary, reports measures for corrective action.
  - Investigation and reporting by budget managers of significant variances from approved budgets as soon as they become known.
  - Production of a recovery plan for inclusion in the Budget Management report where a service is forecast to overspend.
  - Requests for virements in accordance with the Scheme of Virement.

### **Scheme of Virement**

- 4.23 All expenditure, including expenditure covered by external funding, shall be funded by a budget before an expenditure commitment can be made. A virement is the movement of an uncommitted budget from its intended purpose to another purpose to fund expenditure.
- 4.24 A virement shall not increase the Council's overall budget.
- 4.25 Virements shall not cross a ring-fenced account such as the General Fund, Housing Revenue Account or a Trust.
- 4.26 The rules and authorities for Virement are listed in the **Scheme of Virement** in **Annexe 1** to these Financial Regulations.

### **Supplementary Estimates**

- 4.27 A Supplementary Estimate is a request for additional unfunded budget that will

increase the Council's overall budget and be funded from reserves. Supplementary Estimates up to £100,000 shall be approved by the Executive and, if over £100,000, Full Council.

### **Carry forwards of Budget**

4.28 The policy for the carry forward of budgets shall be determined by the Section 151 Officer.

4.29 Carry forwards shall not be allowed unless there is a robust case for non delivery in the financial year with a firm expectation for delivery in the following financial year and in exceptional circumstance.

4.30 Budget carry forward shall be approved by ~~the Executive~~ the Section 151 Officer.

4.304.31 Budget carry forward shall be reported to the Executive.

4.314.32 Where a budget or one-off surplus is carried forward, it shall not be used to commit the Council to new or additional expenditure that is ongoing and requires continued funding in future years.

### **Accounting Procedures**

4.324.33 Maintaining proper accounting records, systems and procedures are essential to an effective framework of accountability and control for stewardship of public resources.

4.334.34 The Council has a statutory responsibility to prepare and publish its Annual Financial Report, which includes the Statement of Accounts and Annual Governance Statement, in accordance with statutory deadlines and to present fairly its operations during the year.

4.344.35 The Statement of Accounts shall be subject to external audit which provides assurance that the accounts are free from material mis-statement and presents fairly the financial position of the Council.

4.354.36 The Audit Committee shall be responsible for approving the Statement of Accounts.

4.364.37 The following requirements shall be followed in preparation of the Statement of Accounts:

- The Council's Statement of Accounts shall be prepared and published in accordance the Code of Practice on Local Authority Accounting in the United Kingdom issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) supported by International Financial Reporting Standards in

accordance with the statutory timetable.

- Accounting policies shall be selected by the Section 151 Officer and applied consistently and appropriately and be subject to annual review by External Audit.
- Judgements and estimates shall be made that are reasonable and prudent.
- Year end guidance shall be issued to Heads of Service and officers, informing them of timescales and guidelines for the supply of information.
- Year end guidance shall be complied with.
- A detailed project plan for the completion of the Statement of Accounts shall be agreed with the officers involved in the Statement of Accounts process.
- Proper arrangements shall be made for the audit of the Statement of Accounts in accordance with the Accounts and Audit Regulations.
- Material changes to the Statement of Accounts shall be discussed with External Audit in advance of the year end.

#### 4.374.38 Reserves

- Reserves shall be maintained in accordance with the CIPFA Code of Practice on Local Authority Accounting and as agreed in the MTFP.
- Reserves shall only be used for the purpose for which they are intended.
- Revenue and capital reserves shall be maintained separately.

#### 4.384.39 Grants (Revenue or Capital)

- Grants shall be accounted for in compliance with the CIPFA Code of Practice on Local Authority Accounting.
- Grants received towards expenditure shall be applied in the year the expenditure is incurred.
- Any grant funding received but not applied shall be carried forward to the financial year in which the expenditure will take place.
- Grants shall be accounted for in accordance with the terms of the agreement with regard to any conditions, restrictions or stipulations attached.
- Budget Holders shall ensure that “exit strategies” are in place to support the winding up of any service provision that is financed from time limited specific grants or third party contributions.

#### 4.394.40 Reconciliations

- A Reconciliations Checklist shall be maintained for all control accounts within the Finance system that represent activity in other systems.
- Reconciliations shall be completed at least monthly and signed off by the officer completing the reconciliation.
- All reconciliations shall be reviewed and countersigned by the Financial Services Manager or delegated officer.
- All unreconciled items shall be resolved as soon as practically possible and fully investigated and explained.
- Reconciliation of income between the Finance system and external information,

Terriers, charging schedules or other databases shall be undertaken monthly by the officers responsible for service delivery.

- All reconciliations shall be undertaken at the latest by the end of the month following the reconciliation period.

#### 4.404.41 Government Returns

- All Government returns for grant claims, consultations, statistical information and financial information shall be submitted by the relevant deadline.
- All returns relating to grants and financial statistics shall be completed in consultation with the Section 151 Officer or delegated officer.
- The Section 151 Officer or delegated officer shall be satisfied as to their correctness before they are submitted to any Government Department.
- The Section 151 Officer or delegated officer shall be notified and receive copies of all Government or other circulars, orders, sanctions, approvals and regulations affecting finance which are received by the Council.

## **5. Purchase orders, goods receipting and payment of invoices**

### **5.1 Key Controls**

- All commitments to expenditure undertaken by officers shall comply with the Contract Procurement Rules.
- Financial checks shall be undertaken of prospective suppliers in accordance with the Contract Procurement Rules.
- All Council commitments to expenditure should be made using a purchase order unless they fall into the Exemptions Schedule.
- A purchase order shall not be raised without sufficient budget. If necessary the virement process should be used in accordance with Annexe 1 or a Supplementary Estimate approval should be obtained in advance of creating a commitment to expenditure.
- Only authorised officers on the Authorised Signatory List shall approve purchase orders.
- Officers shall not approve their own purchase orders (no self-certification).
- No officer alone shall be responsible for all stages of the “purchase to pay” process, ie ordering, receipting, payment authorisation, including the BACS payment set up and release.
- The authorising of a purchase order signifies:
  - the goods/services are necessary for discharging the functions of the Council; and
  - in all respects the Financial Regulations have been complied with.
- Purchase orders shall be ‘goods receipted’ to verify that goods or services have been received at the correct price, quantity and quality standards before payment of invoice.
- All invoices shall be submitted as soon as possible to the Finance Team for inclusion on the accounts ledger.

- Prior to settlement, checks shall be undertaken to safeguard against duplicate payment of invoices.
  - New suppliers and changes of details to an existing supplier shall be validated by a positively verified contact for the supplier.
  - Officers shall document supporting proof of verification and obtain approval from the Head of Finance or delegated officer.
- 5.2 Every officer of the Council involved in engaging, supervising or having any other official relationship with contractors or potential contractors shall declare all relationships of a private or domestic capacity with those contractors to their line manager in accordance with Code of Conduct.
- 5.3 Members shall declare such relationships on the Members Register of Interests.
- 5.4 Records shall be kept to evidence compliance with the Contract Procurement Rules for all purchase orders raised.
- 5.5 Records shall not be disposed of other than in accordance with arrangements approved by the Section 151 Officer.
- 5.6 Payment process:
- Payment of invoices shall be against an original invoice or certified copy invoice only.
  - Payment requisition forms shall be accompanied by supporting information.
  - Payment shall be made in accordance with the agreed payment terms and in compliance with the invoice payment performance indicators.
  - Payment should normally be by BACS but in exceptional circumstances cheque or CHAPS.
  - New suppliers and changes of details to an existing supplier shall be validated by a verified contact for the supplier.
  - Officers shall document supporting proof of verification and obtain approval from the Head of Finance or delegated officer.
  - Payments to contractors shall be on the certificate of the appropriate Head of Service, and include details of the value of work, retention money, amounts previously certified and amounts now certified.
  - Any outstanding expenditure for work completed but not yet invoiced by the end of the financial year shall be reported to the relevant service accountant to be accrued into the correct financial year in accordance with the year end closedown instructions.
- 5.7 Payment without an invoice, (including the transfer of funds to bank imprest accounts, online shopping accounts and prepaid or top-up cards) shall be made using systems and protocols determined by the Section 151 Officer.
- 5.8 Set up and use of online shopping accounts shall be approved by the Section 151



Officer. Normal purchasing procedures are still required with the exception of raising a purchase order in the Finance System.

## 5.9 Large contracts

For contracts that fall into threshold 4 in the CPR's (>£100,000) and where stage payments are made due to the length or type of the contract (ie construction), officers shall ensure that:

Contracts involving stage payments:

- The contract documentation is prepared with the agreement of the Borough Solicitor.
- The contract is recorded in the Contract Register.
- A final account is prepared.

Final Payments:

- Supporting documentation is checked to ensure that all the items invoiced have been used on the project and that the figures are correctly calculated throughout each stage of the project payment process.
- Where a retention is held, the retention value and retention period is recorded so that it can be released when the defect liability period has ended.
- The project manager is responsible for collating and checking the final account before the final payment is made.
- The final payment is signed off by the relevant Head of Service to confirm the accuracy and integrity of the final payment.
- The Head of Service approval is emailed to [AccountancyTeam@Waverley.gov.uk](mailto:AccountancyTeam@Waverley.gov.uk) to be put with the invoice in the Finance system.

## 5.10 Value Added Tax (VAT):

- VAT returns shall be made to HMRC with the appropriate payments or claims in accordance with HMRC regulations.
- The Council's partial exemption position shall be regularly assessed.
- The effect on the partial exemption position for all new transactions shall be considered.
- Officers shall ensure that the correct VAT liability is attached to all expenditure paid and income due and that all VAT shown as recoverable on purchases complies with HMRC regulations.
- The Section 151 Officer shall be consulted for VAT advice prior to implementing changes to service provision, new capital schemes and purchase of any assets.

## 5.11 Construction Industry Scheme (CIS):

- CIS tax returns shall be made to HMRC with the appropriate payments in compliance with HMRC regulations.
- Spending officers shall be aware of CIS rules and ensure they have sufficient

knowledge to collect the relevant information from suppliers.

- Where construction and maintenance works are undertaken, Officers shall request the necessary CIS tax deduction information from the supplier.

#### 5.12 Off-payroll working through an intermediary (HMRC IR35):

- All procurement of agency staffing and consultancy work of any kind shall be tested against the HMRC IR35 rules for off-payroll working by the appointing service officer prior to engagement.
- The Employee Services team shall be informed of all appointments.

#### 5.13 Petty Cash:

Petty cash covers the use of 'cash' from the petty cash imprest to purchase minor items of expenditure not exceeding such sums as determined by the Section 151 Officer.

- Set up of any petty cash imprest account shall be approved by the Section 151 Officer.
- A log of officers responsible for petty cash floats shall be maintained by exchequer services.
- Responsible officers shall comply with petty cash imprest administration guidance notes.
- Officers requesting reimbursement of expense incurred on behalf of the Council, including travelling expenses shall put a request through the payroll system.
- No cheques shall be cashed from money held in petty cash imprests.
- The petty cash imprest holder shall obtain a signature and supporting documentation, including a VAT invoice for all purchases.
- The petty cash imprest holder shall reconcile the imprest and, when requested by the Section 151 Officer, present the imprest account for audit.
- The petty cash imprest account shall be reconciled if the holder leaves or changes.
- If the petty cash imprest account is no longer required it shall be relinquished to the Section 151 Officer.

## 6. Payment of salaries, wages, pensions, travelling and subsistence allowances and Members Allowances

### 6.1 Key Controls

- An annual staffing budget shall be prepared.
- An annual Members Allowances budget shall be prepared.
- Monthly monitoring of staff activity and spend shall be reconciled to payroll.
- Staffing budget shall not be exceeded.
- Employee Services team shall be notified of all matters affecting payment of employees and former employees including appointments, resignations, dismissals, suspensions, secondments, transfers and other absences apart from

approved leave.

- Appointments shall be made in accordance with the Council's recruitment policy.
- The Job Evaluation process shall be used for determining the remuneration of a job.

## **Payments to Staff and Members**

- 6.2 Payment of salaries, pensions, compensation and other emoluments to staff or former employees shall be through the Council's payroll system.
- 6.3 All adjustments to the payroll shall be supported by documentary evidence and approved by an authorised signatory.
- 6.4 Payments through payroll shall only be made to:
- bona fide employees;
  - with a valid entitlement; and
  - who have a contract of employment.
- 6.5 Income tax, national insurance, pensions and other deductions shall be accurately recorded and accounted for in line with statutory legislation.
- 6.6 All Inland Revenue returns regarding PAYE shall be completed in accordance with HMRC published guidance.
- 6.7 Staff records and pay documents shall be maintained in the payroll system.
- 6.8 Payments of Members' Allowances shall be made in accordance with the Members' Allowances scheme.

## **Travel and Subsistence Claims**

- 6.9 Travel and Subsistence Claims shall only be paid for authorised journeys and expenses incurred in the course of Council business.
- 6.10 Employees claims shall be made in accordance with the Employee Handbook and Contracts of Employment.
- 6.11 Members claims shall be made in accordance with the Members Allowance Scheme.
- 6.12 Claims (with receipts attached) shall be submitted, verified and authorised through the payroll system.

## 7. Collection of income including External Funding and writing off of debts

### 7.1 Key Controls

- All income due to the Council shall be identified and charged correctly in accordance with the approved fees and charges.
- The collection and recording of all money due to the Council follows approved procedures for collection and money received by an officer on behalf of the Council shall be passed to the Finance team without delay.
- All income shall be recorded through the Council's income system.
- Fees and charges income shall be reconciled at all times to customer records by the service provider.
- Cash holdings on premises shall be kept to a minimum and securely in accordance with insurance requirements.
- A security firm shall be used to collect money from the Council offices as a minimum once a week to be paid into the Council's general bank account.
- Action shall be taken to pursue non-payment in accordance with the recovery process.
- Debt considered for write-off shall only be that which is uneconomic to collect or recovery is legally restricted.
- Formal approval for debt write-off shall be obtained in line with the debt write-off procedures.
- New electronic methods of income collection shall be agreed with the Section 151 Officer.
- Credit notes, for full or partial debt cancellation, shall be adequately documented and approved by an authorised signatory.

### 7.2 The fees and charges shall be:

- reviewed as part of the budget process or, where appropriate, more frequently.
- approved by ~~Full Council~~[the Section 151 officer in consultation with the relevant Portfolio Holders unless covered by a delegated authority, and reported annually to Full Council for information as part of the budget report;](#)
- Budget Holders shall ensure that up-to-date fees and charges are published.

7.3 Income shall only be collected using methods and channels approved by the Section 151 Officer.

7.4 Income shall be collected at the point of service wherever possible, by the most cost effective approved means.

7.5 Value Added Tax (VAT) shall be added to charges where statutorily required and be itemised separately on the receipt in line with HMRC requirements. It is the budget holder's responsibility to ensure that the correct VAT is applied.

- 7.6 Officers who process card transactions shall comply with the Council's Payment Card Security Policy and Procedures.
- 7.7 Refunds of debit/credit card payments shall be processed back to the card used to make the payment.
- 7.8 Refunds shall not be made by the officer taking the original payment, unless supervised and checked by an officer independent of the transaction.
- 7.9 Income due for the financial year should be collected or invoiced in advance of year end. Where income is still due but not received or invoiced the income shall be accrued in accordance with the year end closedown guidance.
- 7.10 Budget Holders shall be responsible for collection of all income due to their service area, inclusive of grants, contributions, commuted sums, sales, fees, charges and rents, in cash or credit form.
- 7.11 Debts originated by the service are the responsibility of that service and shall be pursued in accordance with the Council's debt recovery procedure.

### **Debt Write-off**

- 7.12 Where debt is uneconomic to collect or there is no prospect of collection or is legally restricted the debt will be written off by the Section 151 Officer.

### **External Funding**

- 7.13 External funding shall only be applied for or accepted if it meets the corporate priorities and the Financial Regulations.
- 7.14 The costs, risks and obligations associated with preparing a bid shall be fully identified and not outweigh the benefits of receiving additional funding.
- 7.15 Matched-funding requirements going into future years shall be considered prior to entering into the agreement to ensure funds are available to meet future obligations.
- 7.16 The Section 151 Officer shall be notified of all external bids and confirmation of funding.
- 7.17 Copies of original documentation confirming funding allocations shall be forwarded to the Section 151 Officer.
- 7.18 In securing external funding officers shall ensure that:
- All costs associated with bidding are financed from the relevant service budget

unless the Executive has specifically approved alternative funding arrangements.

- The matched funding or sponsoring organisation scheme requirements are considered prior to entering into the agreements and that future revenue budgets reflect these requirements.
- The external funder's audit requirements are fully understood and are achievable to ensure conditions of funding and any statutory requirements are complied with.
- Funds are received from only appropriate sources and that their purpose is clearly documented.
- The project to be sponsored by the funding is properly project planned and progress reported in accordance with the project plan.
- Expenditure is properly incurred in accordance with the funding documentation.
- Organisations making donations or providing sponsorship are registered with the Head of Policy and Governance for transparency.
- All claims for funds are made by the due date.
- All funding notified by external bodies is received and properly recorded in the Council's accounts.
- The funding is applied in accordance with the agreed criteria and that all expenditure is properly incurred and recorded.
- Internal Audit Client Manager is consulted before accepting external funds.

#### 7.19 Community Infrastructure Levy (CIL)/Section 106 receipts

- All receipts received shall be held and accounted for in accordance to the stipulations, conditions and restrictions in each individual agreement.
- The collecting service shall notify the Section 151 Officer of the receipt of money and forward the individual agreements to the Finance Team.
- Receipts shall only be used for the permitted purpose.
- CIL/Section 106 agreements shall be recorded on a register and regularly reviewed for action.
- CIL/Section 106 receipts shall only be transferred to a third party for qualifying expenditure and with a Terms of Application Agreement signed by the third party and the Council.

## 8 Security of assets

### 8.12 Key Controls

- The Estates and Valuation Manager shall maintain a property database for all land and buildings owned or leased by the Council.
- Officers shall be responsible for the care and custody of all buildings, vehicles, equipment, furniture, stock, inventories, cash and information under their control.
- Officers shall record a description and location in an inventory in the form required by the Section 151 Officer.
- Officers shall be responsible for the proper security of all assets and ensuring

they are appropriately marked as Council property and included in the Council's insurance schedule.

- Officers shall complete a check and reconciliation of their stock and inventories at year end and, as requested by Section 151 Officer, verify location, condition and reasonableness levels.
- Surpluses or deficiencies shall be dealt with in consultation with the Section 151 Officer.
- No Council owned asset shall be available for personal use by an officer without authority of the Section 151 Officer.

## Land and Buildings

- 8.13 Land and Buildings shall be included in the Council's Asset Register where the assets have a value in excess of the Council's de-minimis levels as set out in the Accounting Policies, otherwise registered on the de-minimis register.
- 8.14 Land and Buildings shall be valued in accordance the CIPFA *Code of Practice on Local Authority Accounting in the United Kingdom*.
- 8.15 Land and Buildings assets shall be valued by a Royal Institute of Chartered Surveyors (RICS) qualified valuer.

## Leases

- 8.16 Lessees and other prospective occupiers of Council land and buildings shall not be given possession or gain entry without a lease agreement.
- 8.17 A Lease Register shall be maintained and updated on a regular basis and at least annually.
- 8.18 The Lease Register shall identify whether the lease is an operating lease or a finance lease.
- 8.19 Lease terms shall be renegotiated and/or terminated prior to expiry.
- 8.20 Lease income shall be reconciled to the Lease Register at all times.
- 8.21 Contracts entered into shall be reviewed for lease implications.
- 8.22 Any leases within a contract shall be reported to the Finance Team.

## Acquisitions and Disposals

- 8.23 Acquisitions and Disposals of Land and Buildings shall be made in accordance with the Section 151 Officer determination with supporting evidence of best value

consideration being documented.

## 9 Risk Management and Insurance

9.1 All officers have a role in the identification of risks in the planning and delivery of services.

### 9.2 Key Controls

- Procedures and controls are in place to identify, assess, prevent or contain material known risks and these procedures are operating effectively throughout the Council.
- A monitoring process is in place to regularly review the effectiveness of risk procedures and controls.
- Managers are responsible for managing relevant risks in accordance with the risk policy.
- Acceptable levels of risk are determined and insured against where appropriate.
- Provision is made where appropriate for losses that might result from unmitigated risks.
- Procedures are in place to investigate claims within required timescales.
- The Council has identified business continuity plans for implementation in the occurrence of an event that results in significant loss or damage to its resources.

### 9.3 Officers Responsibilities:

- To consult the Section 151 Officer and the Borough Solicitor on the terms of any indemnity that the authority is requested to give.
- Not to admit liability or make any offer to pay compensation that may prejudice the assessment of liability in respect of any insurance claim.
- To ensure that all contractors or consultants employed have adequate insurance in place, as defined by the Section 151 Officer and the Borough Solicitor, to cover the risks associated with the contract.
- To take responsibility for risk management within their service area, having regard to advice from the Section 151 Officer and other specialist officers and ensure there are regular reviews of risk.
- To notify the Section 151 Officer of all:
  - new risks, properties or vehicles that require insurance
  - any alterations affecting existing insurances
  - loss, liability or damage that may lead to a claim against the Council.
- To identify, evaluate and report on key risks associated with policy decisions and service developments, and in the preparation of service plans, in accordance with the Council's agreed risk framework within the Risk Management Policy.
- To identify and evaluate risks before entering any form of partnership with organisations or individuals.



## Insurance

- 9.4 Insurance cover shall be through the Council appointed external insurance provider.
- 9.5 An annual review and assessment shall be done to ascertain the amount of insurance cover to be maintained, taking specialist advice as necessary.
- 9.6 Heads of Service shall keep suitable records to ensure that inspections of engineering plant under their control are carried out by the Insurance Company within the periods prescribed and shall take any necessary action arising there from.
- 9.7 Any failure by the Council's insurers to carry out such inspections shall be notified to the Section 151 Officer.
- 9.8 Heads of Service shall ensure that employees or anyone covered by the Council's insurance, are aware that they should not admit liability or make an offer to pay compensation that may prejudice the assessment of liability in respect of any insurance claim.

## 10 Banking arrangements

### 10.1 Key Controls

- Electronic banking systems administration access shall be independent from system users.
- Access to passwords and controlled stationery shall be secured.
- An approved list shall be maintained of officers authorised to undertake bank transactions and release money by other methods of payment (including BACS runs).
- An authorised list of nominated officers fulfilling the role of bank signatory shall be maintained.
- Bank accounts shall not be opened or closed without the authorisation of the Section 151 Officer.
- Bank accounts shall be in held in the name 'Waverley Borough Council'.
- An audit log of bank authorisations shall be reviewed regularly by the Head of Finance.

### 10.2 The Section 151 Officer shall:

- Maintain an overview of the banking arrangements and services;
- Approve the opening of all bank accounts;
- Approve signatories and authorisers for all Council operated bank accounts;
- Approve corporate credit cards together with instructions for their use;
- Approve the use of payment cards and online shopping accounts;
- Approve new merchants for cash collection;

- Approve the use of new ways of cash-less transacting; and
- Approve arrangements for the secure transit of cash and cheques.

### 10.3 Credit Cards:

- The corporate credit cards shall only be used in exceptional circumstances and only up to the limit on the account.
- Supporting documentation, including a VAT invoice where possible, shall be provided to the Section 151 Officer.
- Normal purchasing procedures still apply with the exception of raising a purchase order in the Finance System.

## 11 Treasury Management (Investments, borrowing and trust funds)

### 11.1 Key Controls

- Treasury Management Strategy documenting the policies, objectives and approach to risk management of the Council's treasury management activities.
- All treasury management decisions taken in accordance with the Treasury Management Strategy, CIPFA's Standard of Professional Practice on Treasury Management and the Prudential Code.
- Approval of transactions limited to bank authority list.
- Regular treasury management investment reviews.
- Audit log of treasury management investments reviewed regularly by the Head of Finance.

### Investments and Borrowing

#### 11.2 The Section 151 Officer shall be responsible for:

- all external financing arrangement for borrowing and leasing.
- maintaining a record of all the Council's borrowing.
- making arrangements for the registration of any stocks, bonds and mortgages.

#### 11.3 Loans to and from third parties as part of treasury management shall comply with the Treasury Management Strategy and Prudential Code.

#### 11.4 Loans to third parties shall have the approval of the Executive, after consultation with the Section 151 Officer.

#### 11.5 Loans to third parties shall be based on a statement of conditions, if applicable, attaching to the assistance.

#### 11.6 Officers shall satisfy themselves that the recipient has received appropriate advice about their obligations.

- 11.7 Officers shall have regard to the ability of the applicant to meet the loan repayments or conditions.
- 11.8 Loans for capital assistance shall comply with 'Local Authorities (Capital Finance and Accounting)(England) Regulations 2003'.
- 11.9 The interest rate, if applicable, shall be determined by the Section 151 Officer.
- 11.10 The Council shall not offer any type of consumer credit which would require specific registration with the Financial Conduct Authority.
- 11.11 Acquisitions in companies, joint ventures, shares or other enterprises shall be in accordance with the approval of Executive and Section 151 Officer.

### **Trust funds and funds held for third parties**

- 11.12 Trust funds, where possible, shall be held in the Council's name.
- 11.13 All Officers acting as trustees by virtue of their official position shall deposit securities etc. relating to the Trust with the Solicitor to the Council, unless the deed otherwise provides.
- 11.14 Funds held on behalf of third parties shall be securely administered as approved by the Section 151 Officer, with records of all transactions maintained.
- 11.15 Trust funds shall be operated within any relevant legislation and the specific requirements for each trust according to their intended purpose and as set out in the trust deed.
- 11.16 Where applicable Charity Commission guidance shall be followed in the preparation of Annual Financial Reports and deadlines for the submission of information to the Commission.

## **12 Partnerships**

### **12.1 Key Controls**

- Partnership agreements and arrangements shall support the corporate objectives, provide value for money and not impact adversely on the services provided by the Council.
- Approval of the Section 151 Officer shall be obtained before entering into a partnership working arrangement.
- All agreements and arrangements entered into with external bodies shall be fully documented and entered on the Council's Register of Partnerships maintained by Democratic Services.

- Review and monitoring arrangements shall be in place.

12.2 Prior to the Council committing to enter a service, contractual or financial partnership, the risks involved in the following items shall be considered:

- the responsibilities and commitment of the Council;
- any financial obligations entered into;
- the governance arrangements; and
- any liabilities or insurance requirements.

12.3 The Financial Regulations shall take precedence over any financial regulations of the external body unless specifically sub-ordinated by any explicit regulations in the partnership agreement and the agreement of Full Council.

12.4 The Section 151 Officer shall be consulted on the key elements of funding a partnership project including:

- a scheme appraisal for financial viability in both the current and future years;
- risk appraisal and management;
- resourcing, including taxation issues (especially VAT);
- audit, security and control requirements;
- balance carry-forward arrangements;
- ensuring accounting arrangements are satisfactory; and
- exit strategy and financial implications.

## 13 **Work for Third Parties**

### **13.12 Key Controls**

- Proposals shall be costed properly and approved by the Section 151 Officer.
- No work shall be entered into without seeking the advice of the Borough Solicitor to check it is within the Council's legal powers and that there is a clear economic case for doing the work.
- The contract shall be prepared by the Borough Solicitor or, if the other party insists on preparing the contract, the advice of the Borough Solicitor is sought.
- Appropriate insurance cover shall be arranged for any potential liabilities as a result of the agreement.

13.2 The Section 151 Officer shall issue guidance with regard to the financial aspects of third party contracts.

13.3 Any work done under the third party's contractual terms of engagement rather than the Council's shall be agreed by the Section 151 Officer.

13.4 No contract entered into shall be subsidised by the Council.

## **14 The powers and duties of Internal Audit**

Internal Audit is an independent and objective appraisal function established by the Council for reviewing the system of internal control. It examines, evaluates and reports on the adequacy of internal control as a contribution to the proper, economic, efficient and effective use of resources.

### **14.12 Key Controls**

- Internal Audit Charter.
- Annual Audit Plan.
- Set of internal controls for systems and processes that are agreed by Internal Audit and reviewed regularly for effectiveness.
- Process for investigating, reporting and subsequent action regarding any suspected irregularity.
- An effective internal audit function that is properly resourced.

14.13 Internal Audit Client Manager shall:

- Prepare the annual Internal Audit Plan which takes account of the characteristics and relative risks of the activities involved.
- Report to Audit Committee on the progress against the annual Internal Audit Plan.
- Review, appraise and report on the extent of compliance with, and effectiveness of, relevant policies, plans and procedures (internal controls).
- Review the adequacy and application of financial and other related management controls.
- Make arrangements for investigation, reporting and subsequent action regarding any suspected irregularity.
- Ensure that all internal audits are documented in a written report.
- Require officers to implement all agreed actions in a timely and efficient manner.
- Report non compliance with agreed audit recommendations to the Audit Committee.

14.14 Internal Audit has authority to:

- Access all Council premises, records, documents, and correspondence and control systems.
- Require any officer or Member to supply information and explanation considered necessary concerning any matter under consideration in the course of undertaking internal audit investigations.
- Require any officer to account for cash, stores or any other authority asset under their control.
- Access records belonging to third parties, such as contractors, when required.
- Request and receive explanations as necessary concerning any matters under

consideration.

#### 14.15 Officer's responsibility:

- All officers have a personal responsibility with regard to the protection and confidentiality of information.
- To ensure that any agreed actions arising from audit recommendations are carried out in a timely and efficient fashion.
- To notify the Section 151 Officer immediately of any suspected fraud, theft, bribery, irregularity, improper use or misappropriation of Waverley Borough Council's property or resources. Pending investigation and reporting, the Director and Service Head shall take all necessary steps to prevent further loss and to secure records and documentation against removal or alteration.
- To ensure that new or changes in the form of systems for maintaining financial or personal records, or records of assets are agreed by the Internal Audit Client Manager and Section 151 Officer prior to implementation.
- To ensure they have a clear understanding of the benefits of sound controls and their responsibilities in compliance.

## 15 Fraud and Corruption

### 15.12 Key Controls

- Anti-fraud, Bribery and Corruption Policy.
- Process for investigating, reporting and subsequent action regarding any suspected fraud and corruption.

15.13 The Section 151 Officer shall be responsible for maintaining an Anti-fraud, Bribery and Corruption Policy.

15.14 Heads of Service shall ensure their staff are aware of, and comply with, the Anti-fraud, Bribery and Corruption Policy.

15.15 Officers shall notify the Section 151 Officer immediately of any suspected fraud, theft, bribery, irregularity, improper use or misappropriation of Waverley Borough Council's property or resources.

15.16 Pending investigation and reporting, the Director and Service Head shall take all necessary steps to prevent further loss and to secure records and documentation against removal or alteration.

15.17 The Section 151 Officer shall notify the Audit Committee chair immediately of any suspected fraud, theft, bribery, irregularity, improper use or misappropriation of Waverley Borough Council's property or resources.

## 16. Declarations of Interest, Gifts and Hospitality

## 16.1 **Key Controls**

- Full requirements and guidance for Members and officers are set out in the relevant Codes of Conduct.
- Registers of interests are maintained for Members and officers.
- Registers of gifts and hospitality are maintained for Members and officers.
- Registers are inspected at least annually by audit.

16.2 Members and officers shall report financial or other inducements, offered or received from an individual or organisation trying to influence the business of the Council to the Section 151 Officer and Internal Audit Client Manager.

16.3 Member and officers shall record any interests or gifts and hospitality received or declined in the Gift register maintained by Democratic Services.

16.4 The Section 151 Officer and Heads of Service shall ensure staff are aware of the requirement and the guidance for registering interests, gifts and hospitality.

16.5 Investigations that indicate improper behavior may result in disciplinary action.

## 17. **Anti Money Laundering**

### 17.1 **Key Controls**

- Full requirements and guidance for Members and officers are set out in the Anti Money Laundering Policy.
- Head of Finance is the designated Money Laundering Reporting Officer (“MLRO”) to receive disclosures from employees of money laundering activity (their own or anyone else’s).
- There is a procedure in place to enable the reporting of suspicions of money laundering.

17.2 The Council and its employees shall establish internal procedures to prevent the use of their services for money laundering as set out in Proceeds of Crime Act 2002, the Terrorism Act 2000 and the Money Laundering Regulations 2007.

## Glossary

Accounting record	Accounting records are key sources of information and evidence used to prepare, verify and/or audit the financial statements. They also include documentation to prove asset ownership for creation of liabilities and proof of monetary and non monetary transactions.
Annual Financial Report	A comprehensive report on the Council's activities for the preceding financial year including the Section 151 Officer's commentary, Statement of Accounts, Annual Governance Statement and Audit opinion.
Annual Governance Statement	A statement describing how the Council's corporate governance arrangements have been working over the financial year.
Asset	Any object, tangible or intangible, that is of value to its owner. Tangible assets include land and buildings, plant and machinery, fixtures and fittings & stock. Intangible assets include goodwill, patents, licences, copyrights and trademarks.
Asset Register	A schedule of all Council assets including asset information and values.
Authorised limit	A limit that sets the level up to which an officer has authority to undertake the activity.
Authorised Signatory List	List of officers authorised to make financial transactions. Head of Service approval is required before an officer may be included in the List.
BACS	Bank Automated Credit Service, electronic funds transfer process.
Budget	A sum of money allocated for a particular purpose or an expectation of income for a defined period of time.
Budget monitoring	Periodic review of the budget to ensure that total income and expenditure planned at the budget stage is adhered to as far as possible during the budget period.
Carry forward	The approved transfer of an unspent budget into a future financial year.
CHAPS	Clearing House Automated Payment System (CHAPS) is a method of transferring money between bank accounts electronically.
CIPFA	The Chartered Institute of Public Finance and Accountancy
Contract	This term is used to refer to any procurement transaction or planned procurement transaction.
Contractor	A provider or potential provider of goods, works or services.



	Once a Contract has been placed with a supplier, that supplier may be more precisely referred to as a Contractor.
Contract Procurement Rules (CPRs)	A set of rules that set out the minimum requirements the Council must follow when procuring and/or entering into Contracts for the supply of goods, works and services including consultants.
Customer	The recipient of a Council service.
Exceptions Schedule	A list of spend for which a purchase order is not required or is not appropriate.
Financial obligation	Money that a person or organisation owes and must pay at a particular time.
Financial Regulations	This refers to the set of rules that govern the way the Council's finances are administered and controlled. They are maintained by the Section 151 Officer.
Financial year	The Council's financial year runs from 1 April to 31 March
Financial viability	The ability to generate sufficient income to meet operating payments, debt commitments and, where applicable, allow for growth.
HMRC	Her Majesties Revenue and Customs, government taxation department.
Governance	The processes by which organisations are directed, controlled, led and held to account.
Job evaluation	A systematic way of determining the value/worth of a job in relation to other jobs in the Council.
<u>Key Financial System</u>	<u>A system which interacts with the main Finance system to collect income due to the Council. Key Financial systems must be reconciled monthly.</u>
Lease	A contractual arrangement calling for the lessee (user) to pay the lessor (owner) for use of an asset.
Material/Materiality	Materiality relates to the significance of transactions, balances and errors. Financial information is material if its omission or misstatement could influence the users of the accounts.
Medium Term Financial Plan (MTFP)	The bringing together of all known factors affecting the Council into one plan covering a period of a few years into the future.
Member	An elected Councillor
Officer	A member of staff
Other systems	In addition to the Finance system there are other systems used by the Council that contain financial information, these include systems for: <ul style="list-style-type: none"> <li>• Housing - to collect tenants rent and manage the repairs and maintenance of council dwellings</li> <li>• Council Tax</li> <li>• Business Rates</li> <li>• Planning</li> <li>• Payroll</li> </ul>

	<ul style="list-style-type: none"> <li>• Income</li> <li>• Housing Benefits</li> <li>• Land Charges</li> </ul>
Partnership	An arrangement in which the Council enters into with an external individual or organisation to share the benefits and liabilities of the venture.
Prudential Code	CIPFA Code of Compliance for treasury management
Purchase Order	An official order issued by a purchaser to a seller indicating types, quantities and prices for products or services. It is used to control the purchasing from external suppliers.
Reserve	An amount of money kept for a particular purpose or future use.
Scheme of Delegation	This term refers to the council's Scheme of Delegation, which specifies the extent to which the conduct of the council's affairs is delegated to council officers.
Section 151 Officer	The officer ultimately responsible for the proper administration of the Council financial affairs.
Supplier	A provider or potential provider of goods, works or services. Once a Contract has been placed with a supplier, that supplier may be more precisely referred to as a Contractor.
Terms of Application Agreement	Rules, conditions or stipulations by which the parties involved must abide by to receive funds.
Terrier	Register of properties.
Virement	A virement is the movement of existing uncommitted budget to aid in the management of budgets where there is insufficient available in another area.
Write Off	A cancellation of a debt or worth of an asset.

## Scheme of Virement

## Annexe 1

Virements must be:

- Proactive (agreed before spending takes place)
- double-sided
- in year
- with commentary

	Budget description	Approval levels
Revenue	<p><b>Centrally controllable budgets:</b></p> <ul style="list-style-type: none"> <li>• Recharges</li> <li>• Depreciation</li> <li>• Insurance</li> <li>• Business Rates Income</li> <li>• Council Tax Income</li> <li>• Utilities</li> <li>• Housing Benefits subsidy</li> </ul>	<p>Virements can only be done between cost centres within the budget (account code) heading.</p> <p>Virement restricted to Accountants</p> <ul style="list-style-type: none"> <li>• Up to £5,000 - Accountant</li> <li>• Over £5,000 – Accountant with approval of Financial Services Manager</li> <li>• Not between revenue and capital</li> <li>• Not between HRA and General Fund revenue</li> </ul>
Revenue	Non centrally controlled budgets <b>within</b> a Budget Holders remit	<ul style="list-style-type: none"> <li>• Up to £5,000 - Budget Holder</li> <li>• £5,001 to £100,000 – Head of Service and Section 151 Officer</li> <li>• Over £100,000 – Executive</li> </ul>
Revenue	Non centrally controlled budgets <b>between</b> Budget Holder remits	<ul style="list-style-type: none"> <li>• Up to £5,000 – agreement of Budget Holders</li> <li>• £5,001 to £100,000 – agreement of affected Heads of Service and Section 151 Officer</li> <li>• Over £100,000 – Executive</li> </ul>
Salaries	Establishment Authorisation process must be followed and Revenue virement rules apply	All budget movements to go through the Finance Team
Income	An increase in an expenditure budget can only be met from additional income subject to approval.	<ul style="list-style-type: none"> <li>• Up to £5,000 – Head of Finance</li> <li>• Over £5,000 - Section 151 Officer</li> </ul>
Capital	Within project	<ul style="list-style-type: none"> <li>• Up to £100,000 – agreement of Head of Service</li> <li>• Over £100,000 Executive</li> </ul>
Capital	Across projects	<ul style="list-style-type: none"> <li>• Up to £100,000 – agreement of Section 151 Officer</li> <li>• Over £100,000 Executive</li> </ul>

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**WAVERLEY BOROUGH COUNCIL**

**[COUNCIL]**

**[10 DECEMBER 2019]**

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**COMPULSORY POLLING DISTRICT AND POLLING PLACE REVIEW**

**[Wards Affected: All]**

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**Summary and purpose:**

To agree the outcome of the compulsory review of polling places and polling districts in Waverley borough, including a few changes to polling stations as set out in the appendices, with effect from May 2020. This review does not affect the December 2019 Parliamentary Election.

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**How this report relates to the Council's Corporate Strategy:**

This compulsory review will support the Council's aim to promote and sustain "open, democratic and participative governance" by agreeing some positive changes to the ordinary polling stations used in future elections and referendums.

**Equality and Diversity Implications:**

An equalities and diversity impact assessment has been completed and reveals no negative impacts.

**Financial Implications:**

Any financial implications of this report will be met within ordinary budgets for elections and referendums.

**Legal Implications:**

Agreeing the recommendations of this report will ensure that the Council complies with its obligation to review polling districts and polling places under the Electoral Registration and Administration Act 2013 and the Representation of the People Act 1983. The Council is required to conduct a review every 5 years, with this one concluded by 31 January 2020. The recommendations, if agreed, would take effect at the election of the Surrey Police and Crime Commissioner in May 2020.

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**1. Definitions**

- 1.1 Polling District: the area created by the division of a constituency, ward or division into smaller parts, within which a polling place can be determined which is convenient to electors.
- 1.2 Polling Place: the building(s) or area(s) within each polling district in which polling stations will be selected by the Returning Officer.

- 1.3 Polling Station: the actual room or building chosen by the Returning Officer, within the polling place, where the process of voting takes place at an election.
- 1.4 This review covers polling districts and polling places. The Returning Officer has the flexibility to determine polling stations within polling places. He will do so in concert with those in charge of venues to facilitate the efficient running of a poll and minimal disruption to other activities.
- 1.5 In addition to the outcome of this review, the Returning Officer may make *ad hoc* changes in specific locations if a designated polling place is temporarily unavailable.
- 1.6 Where a local authority makes any alteration to polling districts within its area, the Electoral Registration Officer (ERO) must amend the register of electors accordingly, either on a notice of alteration or by publishing a revised register of electors. The changes to the register take effect on the date that the ERO publishes a separate notice stating that the alterations have been made, which should be done to coincide with the publication of a notice of alteration/publication of a revised register.

## **2. The review process**

- 2.1 The Representation of the People Act 1983 sets out the steps that authorities must follow in undertaking any review of polling districts and/or polling places. These include publishing notice of the review, which took place on 12 August 2019.
- 2.2 Once Council has agreed any changes to polling places, details will be published together with the reasons for decisions taken. The Council must publish correspondence and representations received by the Returning Officer in connection with the review, correspondence sent to any person with particular expertise in access issues and details of the designation of polling places as a result of the review.
- 2.3 Boundaries for parliamentary constituencies, county divisions, parishes and borough/parish wards are not affected by this review. However, the Council has been notified by the Local Government Boundary Commission that there will be a ward boundary review of Waverley in 2020/21 to take effect at the May 2023 borough and parish elections; this is likely to necessitate a further review of polling places before 2023.

## **3. This review**

- 3.1 The main focus of the review was polling places that were not in the designated ward or polling district boundaries. The review also provided the opportunity to respond to feedback from stakeholders and poll staff on the arrangements in place for polling places used at the recent combined borough and parish elections and European Parliamentary election.
- 3.2 On 29 July 2019, the Returning Officer wrote to: MPs; borough councillors; county councillors; parish and town council clerks; the Surrey Police and Crime Commissioner; the Acting Returning Officer for the Guildford parliamentary constituency; the Police Area Returning Officer for the Surrey Police and Crime Commissioner election; the Returning Officer for Surrey County Council elections; and known political party agents to advise them of the review and invite their initial

comments to inform his draft proposals which were then published for public consultation on 12 August.

3.3 On 9 August, the Senior Electoral Services Officer wrote to disability groups, presiding officers and electors who had made comments about polling places used at previous elections, detailing how to respond to the review.

3.4 Having received initial comments, the Elections team visited particular polling places and undertook accessibility assessments. The proposed new schedule of polling places was emailed to all borough councillors, parish/town clerks and known political agents on 8 November for any additional comment. The Returning Officer then held further consultations with some borough ward councillors and town council clerks where specific challenges had been identified.

3.5 The Returning Officer is very grateful to all those who responded to the consultation in such a constructive way. Local views were very important in shaping the final recommendations.

#### 4. **Review outcomes**

4.1 No changes to Waverley's polling districts were suggested and so no changes are recommended.

4.2 The Returning Officer received representations about specific polling places, summarised as follows with the outcome:

<b>Current Polling Place [polling district code]</b>	<b>Reason for review</b>	<b>Proposed Polling Place or No Change</b>
Scout's Hall, Charterhouse Road, Godalming, GU7 2AH [AD]	Request to change due to parking issues	Armoury Building, Charterhouse School, Hurtmore Road, Godalming, GU7 2DX
Godalming Unitarian Chapel, 101 Meadow, Godalming, GU7 3JB [AE]	Request to change due to parking issues for electors	Godalming Town Football Club, The Bill Kyte Stadium, Meadow, GU7 3JF
South Farnham Infants School, School Lane, GU10 3PE [BB]	Request to move polling station out of school premises	The Scouts Hut was proposed as an alternative, but then subsequently rejected due to parking issues and the busy road that would need to be crossed by voters. The new cricket pavilion was also proposed but is not yet available. Therefore, no change is proposed at this time, although the team will continue to look for viable alternatives to reduce disruption to the school.
The Spire Church, South Street, Farnham, GU9 7QU [BD]	Building works due to commence summer 2020	Town Council Office, South Street, Farnham Surrey, GU9 7RN
Abbey School, Menin Way, Farnham, GU9 8DY [BJ]	Request to change – no alternative suggestions given.	A suitable alternative has not yet been identified.

<b>Current Polling Place [polling district code]</b>	<b>Reason for review</b>	<b>Proposed Polling Place or No Change</b>
Leverton Hall, St Peter's Church, Beales Lane, GU10 4PY [BK, BL]	Polling place sited outside of the borough ward. St Peter's School was previously used as polling place before 2019.	St Peters Primary School, Little Green Lane, Farnham, GU9 8TF The school has agreed how the internal configuration of the polling station can be changed to minimise the disruption previously experienced.
Hale School, Upper Hale Road, Farnham, GU9 0LR [BM]	Request to move polling station out of school premises	Hale Institute Village Hall, 1 Wings Road, Farnham, GU9 0HN
Wrecclisham Community Centre, Greenfield Road, Farnham, GU9 8TJ [BP]	Request that polling place be located in a more central location within the polling district.	Leverton Hall, St Peter's Church, Beales Lane, GU10 4PY
Haslewey Centre, Lion Lane, Haslemere, GU27 1LD [CA, not CB]	One of the two polling stations in this polling place is sited outside polling district borders	Move one of the two polling stations to Shottermill Club, 2 Liphook Road, Haslemere, GU27 1NL
The Georgian House Hotel, High Street, Haslemere GU27 2JY [CE]	Current polling place is not suitable – request to change	Portacabin on Chestnut Avenue Car Park (Haslemere Hall has been suggested but is not available for May 2020. It might be used in future.)
Elstead Youth Centre, Thursley Road, Elstead, GU8 6QD [EB, not EA]	One of the polling stations is outside of the polling district. No alternative identified.	No change proposed
The Tilford Institute, Tilford Road, GU10 2DA [FD, not FE]	One of the polling stations in this polling place is outside of its polling district borders. No alternative building found.	No change proposed
Busbridge Church Centre, Brighton Road, GU7 1XB [IB]	Polling place sited outside of the borough ward	Clock Barn Hall, Clock Barn Farm, Hambledon Road, Godalming, GU8 4AY
Ellens Green Memorial Hall, Furzen Lane, Ellens Green, RH12 3AR [JC]	Outside polling district	No change proposed
Cranleigh Leisure Centre, Village Way, GU6 8AF [KA]	Polling place sited outside polling district borders	Cranleigh Arts Centre, High Street, Cranleigh, GU5 8AS
Cranleigh Leisure Centre, Village Way, GU6 8AF [MB]	Polling place sited outside of the borough ward	Cranleigh Golf and Country Club (Marquee), Barhatch Lane, Cranleigh, GU6 7NG
Snoxhall Fields Youth Centre [LA]	Request to change	Cranleigh Leisure Centre, Village Way, GU6 8AF



- 4.3 Appendix A provides the full list of polling places, including the proposed changes. Appendix B provides the revised list of polling places to be used from May 2020, noting that the Returning Officer may make *ad hoc* changes as required. Appendix C provides maps.
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### **Recommendation**

The Council is recommended to note the conclusion of the compulsory review of polling district and polling places, and to approve the list of future polling places as set out in Appendix B.

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### **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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## Appendix A: Full list of polling places and proposed changes

This list is ordered alphabetically by borough ward. Proposed changes are in **bold type**. PD=polling district code.

PD	Ward	Parish (Parish ward)	Electorate Sep 2019	Current Polling Place	Inside Polling District /Ward?	Suggestions /Comments	Proposed Change
JA	Alfold, Cranleigh Rural & Ellens Green	Alford	820	Alfold Village Hall, Dunsfold Road, Alfold, GU6 8JB	YES	None received	No change proposed
JB	Alfold, Cranleigh Rural & Ellens Green	Cranleigh - Elmbridge	351	Village Hall, Elmbridge Manor, Essex Drive, GU6 8FT	YES	None received	No change proposed
JC	Alfold, Cranleigh Rural & Ellens Green	Cranleigh - Rural	87	Ellens Green Memorial Hall, Furzen Lane, Ellens Green, RH12 3AR	NO	None received	No alternative found; no change proposed
JD	Alfold, Cranleigh Rural & Ellens Green	Ewhurst - Ellens Green	217	Ellens Green Memorial Hall, Furzen Lane, Ellens Green, RH12 3AR	YES	None received	No change proposed
NA	Blackheath & Wonersh	Wonersh - Blackheath	225	Blackheath Village Hall, Blackheath Lane, wonersh, GU4 8RA	YES	None received	No change proposed
NB	Blackheath & Wonersh	Wonersh - Wonersh	1263	Lawnsmead Hall, Wonersh Common Road, wonersh, GU5 0PG	YES	None received	No change proposed
IA	Bramley Busbridge & Hascombe	Bramley	2550	Bramley Village Hall, Hall Road, Bramley, GU5 0AX	YES	None received	No change proposed
<b>IB</b>	<b>Bramley Busbridge &amp; Hascombe</b>	<b>Busbridge</b>	<b>797</b>	<b>Busbridge Church Rectory, Brighton Road, GU7 1XB</b>	<b>NO</b>	<b>None received. Polling place sited outside of ward boundary.</b>	<b>Clock Barn Hall, Clock Barn Farm, Hambleton Road, Godalming, GU8 4AY</b>
IC	Bramley Busbridge & Hascombe	Hascombe	239	Hascombe Village Hall, Mare Lane, Hascombe, GU8 4JH	YES	None received	No change proposed
DA	Chiddingfold & Dunsfold	Chiddingfold	2249	Chiddingfold Village Hall, Coxcombe Lane, Chiddingfold, GU8 4QA	YES	None received	No change proposed

PD	Ward	Parish (Parish ward)	Elect orate Sep 2019	Current Polling Place	Inside Polling District /Ward?	Suggestions /Comments	Proposed Change
DB	Chiddingfold & Dunsfold	Dunsfold	802	The Winn Hall, The Common, Dunsfold, GU8 4LA	YES	None received	No change proposed
KA	Cranleigh East	Cranleigh - East	1183	Cranleigh Leisure Centre (Multi Purpose Room), Village Way, GU6 8AF	NO	None received. Polling place sited outside polling district border.	Cranleigh Arts Centre, High Street, Cranleigh, GU5 8AS
KB	Cranleigh East	Cranleigh - East	2372	Park Mead Junior School, Park Drive, Cranleigh, GU6 7HB	YES	None received	No change proposed
LA	Cranleigh West	Cranleigh - West	3131	Snoxhall Fields Youth Centre, Knowle Lane, Cranleigh, GU6 8JL	YES	Request to change due to increasing electorate in area. Not a good venue as it is a long way from the car park. Suggestions included Baptist Church and Cricket Club	Cranleigh Leisure Centre, Village Way, GU6 8AF
EA	Elstead & Thursley	Elstead	2000	Elstead Youth Centre, Thursley Road, Elstead, GU8 6DG	YES	None received	No change proposed
EB	Elstead & Thursley	Peper Harow (parish meeting)	160	Elstead Youth Centre, Thursley Road, Elstead, GU8 6DG	NO	None received	No change proposed
EC	Elstead & Thursley	Thursley	523	Thursley Village Hall, Dye House Road, Thursley, GU8 6QD	YES	None received	No change proposed
ED	Elstead & Thursley	Witley - West	369	Pirrie Hall, Haslemere Road, Brook, GU8 5UJ	YES	None received	No change proposed
OA	Ewhurst	Ewhurst - Ewhurst	1621	Community Room, The Glebe, Ewhurst, GU6 7PZ	YES	None received	No change proposed

PD	Ward	Parish (Parish ward)	Elect orate Sep 2019	Current Polling Place	Inside Polling District /Ward?	Suggestions /Comments	Proposed Change
BA	Farnham Bourne	Farnham-Bourne	1062	St Thomas-on-the-Bourne Church, Frensham Road, Farnham, GU9 8HA	YES	None received	No change proposed
BB	Farnham Bourne	Farnham - Bourne	2082	South Farnham Infant School, School Lane, GU10 3PE	YES	Suggestions included the new cricket pavilion (not read) and the Scouts Hut (across busy road)	South Farnham Infant School, School Lane, GU10 3PE
BC	Farnham Castle	Farnham - Castle	2087	Memorial Hall, Babbs Mead, West Street, Farnham, GU9 7EE	YES	None received	No change proposed
<b>BD</b>	<b>Farnham Castle</b>	<b>Farnham - Castle</b>	<b>1085</b>	<b>The Spire Church, South Street, Farnham, GU9 7QU</b>	<b>YES</b>	<b>Suggestions included Town Council Office and Memorial Hall</b>	<b>Town Council Office, South Street, Farnham Surrey, GU9 7RN</b>
BE	Farnham Firgrove	Farnham - Firgrove	1247	St. Joan's Centre, 19 Tilford Road, Farnham, GU9 8DJ	YES	None received	No change proposed
BF	Farnham Firgrove	Farnham - Firgrove	1997	Brambleton Hall, Talbot Road, Farnham, GU9 8RR	YES	None received	No change proposed
BG	Farnham Hale & Heath End	Farnham - Hale & Heath End	1798	Baptist Church Hall, Rushden Way, Heath End, Farnham, GU9 0QA	YES	None received	No change proposed
BH	Farnham Hale & Heath End	Farnham - Hale & Heath End	1519	The Community Room, Gorselands, Alma Lane, Farnham, GU9 0NB	YES	None received	No change proposed
BI	Farnham Moor Park	Farnham - Moor Park	2503	T.A. Centre, Guildford Road, Farnham, GU9 9QB	YES	None received	No change proposed
BJ	Farnham Moor Park	Farnham - Moor Park	1172	Abbey School, Menin Way, Farnham, GU9 8DY	YES	Request to change but no suggestions given. No alternative found.	No change proposed

PD	Ward	Parish (Parish ward)	Elect orate Sep 2019	Current Polling Place	Inside Polling District /Ward?	Suggestions /Comments	Proposed Change
BK	Farnham Shortheath & Boundstone	Farnham-Shortheath & Boundstone	1150	Leverton Hall, St Peter's Church, Beales Lane, GU10 4PY	NO	School used prior to 2019	St Peters Primary School, Little Green Lane, Farnham, GU9 8TF
BL	Farnham Shortheath & Boundstone	Farnham - Shortheath & Boundstone	2111	Leverton Hall, St Peter's Church, Beales Lane, GU10 4PY	NO	School used prior to 2019. Two other suggestions but out of boundary.	St Peters Primary School, Little Green Lane, Farnham, GU9 8TF
BM	Farnham Upper Hale	Farnham - Upper Hale	3201	Hale School, Upper Hale Road, Farnham, GU9 0LR	YES	Suggested Hale Institute	Hale Institute Village Hall, 1 Wings Road, Farnham, GU9 0HN
BN	Farnham Weybourne & Badshot Lea	Farnham - Weybourne & Badshott Lea	2018	Weybourne Village Hall, Weybourne Road, Farnham, GU9 9EL	YES	None received	No change proposed
BO	Farnham Weybourne & Badshot Lea	Farnham - Weybourne & Badshott Lea	1381	St George's Church Hall, Badshott Lea Road, Badshott Lea, GU9 9LD	YES	None received	No change proposed
BP	Farnham Wrecclesham & Rowledge	Farnham - Wrecclesham & Rowledge	2077	Wrecclesham Community Centre, Greenfield Road, Farnham, GU9 8TJ	YES	Suggested Leverton Hall	Leverton Hall, St Peter's Church, Beales Lane, GU10 4PY
BQ	Farnham Wrecclesham & Rowledge	Farnham - Wrecclesham & Rowledge	1286	Rowledge Village Hall, The Long Road, Rowledge, GU10 4DH	YES	None received	No change proposed
FA	Frensham Dockenfield & Tilford	Churt	956	Churt Village Hall, Crossways, Churt, GU10 2JA	YES	None received	No change proposed
FB	Frensham Dockenfield & Tilford	Dockenfield	347	The Vestry, Dockenfield Church, The Street, GU10 4HU	YES	None received	No change proposed
FC	Frensham Dockenfield & Tilford	Frensham - Frensham	758	Frensham Parish Meeting Room, The Community Shop, Shortfield Common Road, GU10 3BJ	YES	None received	No change proposed

PD	Ward	Parish (Parish ward)	Elect orate Sep 2019	Current Polling Place	Inside Polling District /Ward?	Suggestions /Comments	Proposed Change
FD	Frensham Dockenfield & Tilford	Frensham - Rushmoor	519	The Tilford Institute, Tilford Road, Tilford Road, GU10 2DA	NO	Polling place sited outside polling district borders, but no alternative found	No change proposed
FE	Frensham Dockenfield & Tilford	Tilford	476	The Tilford Institute, Tilford Road, Tilford Road, GU10 2DA	YES	None received	No change proposed
AA	Godalming Binscombe	Godalming - Binscombe	3062	Binscombe Church, Barnes Road, Godalming, GU7 3RF	YES	None received	No change proposed
AB	Godalming Central & Ockford	Godalming - Central & Ockford	1924	Wilfred Noyce Centre, Crown Court, High Street, GU7 1DY	YES	None received	No change proposed
AC	Godalming Central & Ockford	Godalming - Central & Ockford	1742	St. Mark's Community Centre, Franklyn Road, Godalming, GU7 2LD	YES	None received	No change proposed
AD	Godalming Charterhouse	Godalming - Charterhouse	2731	Scouts Hall, Charterhouse Road, Godalming, GU7 2AH	YES	Suggested Armoury Building	Armoury Building, Charterhouse School, Hurtmore Road, Godalming, GU7 2DX
AE	Godalming Farncombe & Catteshall	Godalming - Farncombe & Catteshall	2387	Godalming Unitarian Chapel, 101 Meadow, Godalming, GU7 3JB	YES	People not crossing road correctly and parking is limited. Suggested Godalming Town Football Club.	Godalming Town Football Club, The Bill Kyte Stadium, Meadow, GU7 3JF
AF	Godalming Farncombe & Catteshall	Godalming - Farncombe & Catteshall	1262	Broadwater Community Centre, Summers Road, Godalming, GU7 3BH	YES	None received	No change suggested

PD	Ward	Parish (Parish ward)	Elect orate Sep 2019	Current Polling Place	Inside Polling District /Ward?	Suggestions /Comments	Proposed Change
AG	Godalming Holloway	Godalming - Holloway	3342	Sports Pavilion, Holloway Hill Recreation Ground., Busbridge Lane, Godalming, GU7 1QD	YES	None received	No change suggested
CA	Haslemere Critchmere & Shottermill	Haslemere - Critchmere	2235	Haslewey Centre, Lion Lane, Haslemere, GU27 1LD	NO	Polling place sited out of polling district border	Shottermill Club, 2 Liphook Road, Haslemere, GU27 1NL
CB	Haslemere Critchmere & Shottermill	Haslemere - Shottermill	2183	Haslewey Centre, Lion Lane, Haslemere, GU27 1LD	YES	None received	No change proposed
CC	Haslemere East & Grayswood	Haslemere - North & Grayswood	1665	High Lane Community Centre, Weycombe Road, Haslemere, GU27 1EL	YES	Suggestion to change to Haslewey Centre, but already 4 polling stations at Haslewey Centre and outside of ward	No change proposed
CD	Haslemere East & Grayswood	Haslemere - North & Grayswood	525	Grayswood Village Hall, Grayswood Road, Grayswood, GU27 2DJ	YES	None received	No change proposed
CE	Haslemere East & Grayswood	Haslemere - South	2936	The Georgian House Hotel, High Street, GU27 2JY	YES	Hotel is problematic – entrance too narrow. Suggested Haslemere Hall, but not available in 2020	Portacabin in Chestnut Avenue Carpark, Haslemere GU27 2AB
CF	Hindhead	Haslemere - Hindhead	3259	St Alban's Community Hall, Tilford Road, Beacon Hill, GU26 6RB	YES	None received	No change proposed
GA	Milford	Witley - Milford	3130	Milford Village Hall, Portsmouth Road, Milford, GU8 5DS	YES	None received	No change proposed

PD	Ward	Parish (Parish ward)	Elect orate Sep 2019	Current Polling Place	Inside Polling District /Ward?	Suggestions /Comments	Proposed Change
MA	Shamley Green & Cranleigh North	Wonersh - Shamley green	1162	Arbuthnot Hall, The Green, Shamley Green, GU5 0UA	YES	None received	No change proposed
MB	Shamley Green & Cranleigh North	Cranleigh - North	227	Cranleigh Leisure Centre (Multi Purpose Room), Village Way, Cranleigh, GU6 8AF	NO	Suggestion to change as limited parking with market on Thursday. No room for tellers. Currently outside of borough ward	Cranleigh Golf and Country Club (Marquee), Barhatch Lane, Cranleigh, GU6 7NG
HA	Witley & Hambledon	Witley - East	2407	Chichester Hall, Petworth Road, Witley, GU8 5PL	YES	None received	No change proposed
HB	Witley & Hambledon	Hambledon	601	Hambledon Village Hall, Malthouse Lane, Hambledon, GU8 4HG	YES	None received	No change proposed



## Appendix B: List of proposed future polling places

This list is ordered alphabetically by polling district code (PD). Proposed changes are in **bold type**.

Ward	PD	Polling Place
Godalming Binscombe	AA	Binscombe Church, Barnes Road, Godalming, GU7 3RF
Godalming Central & Ockford	AB	The Wilfrid Noyce Centre, Crown Court, High Street, GU7 1DY
	AC	St Mark's Community Centre, Franklyn Road, GU7 2LD
Godalming Charterhouse	<b>AD</b>	<b>Armoury Building, Charterhouse School, Hurtmore Road, Godalming, GU7 2DX</b>
Godalming Farncombe & Cattershall	<b>AE</b>	<b>Godalming Town Football Club, The Bill Kyte Stadium, Meadrow, GU7 3JF</b>
	AF	Broadwater Community Centre, Summers Road, GU7 3BH
Godalming Holloway	AG	Sports Pavilion, Holloway Hill Recreation Ground, Busbridge Lane, GU7 1QD
Farnham Bourne	BA	St. Thomas-on-the-Bourne Church, Frensham Road, GU9 8HA
	BB	South Farnham Infant School, School Lane, Farnham GU10 3PE
Farnham Castle	BC	Memorial Hall, Babbs Mead, West Street, GU9 7EE
	<b>BD</b>	<b>Town Council Office, South Street, Farnham GU9 7RN</b>
Farnham Firgrove	BE	St Joan's Centre, 19 Tilford Road, Farnham, GU9 8DJ
	BF	Brambleton Hall, Talbot Road, GU9 8RR
Farnham Hale & Heath End	BG	Baptist Church Hall, Rushden Way, Heath End, GU9 0QA
	BH	Community Room, Gorselands, Alma Lane, GU9 0NB
Farnham Moor Park	BI	Army Reserve Centre, Guildford Road, Farnham, GU9 9QB
	BJ	Abbey School, Menin Way, Farnham, GU9 8DY
Farnham Shortheath & Boundstone	<b>BK</b>	<b>Lollipop Tree Nursery, The Bungalow, St Peter's Primary School, Little Green Lane, Farnham, GU9 8TF</b>
	<b>BL</b>	<b>Lollipop Tree Nursery, The Bungalow, St Peter's Primary School, Little Green Lane, Farnham, GU9 8TF</b>
Farnham Upper Hale	<b>BM</b>	<b>Hale Institute Village Hall, 1 Wings Road, Farnham GU9 0HN</b>
Farnham Weybourne & Badshot Lea	BN	Weybourne Village Hall, Weybourne Road, Farnham, GU9 9EL
	BO	St Georges Church Hall, Badshot Lea Road, GU9 9LD
Farnham Wrecclesham & Rowledge	<b>BP</b>	<b>Leverton Hall, St Peter's Church, Beales Lane, GU10 4PY</b>
	BQ	Rowledge Village Hall, The Long Road, Rowledge GI10 4DH
Haslemere Critchmere & Shottermill	<b>CA</b>	<b>Shottermill Club, 2 Liphook Road, Haslemere, GU27 1NL</b>
	CB	Haslewey Centre, Lion Green, Haslemere, GU27 1LD
Haslemere East & Grayswood	CC	High Lane Community Centre, Weycombe Road, GU27 1EL
	CD	Grayswood Village Hall, Grayswood Road, GU27 2DJ
	<b>CE</b>	<b>Chestnut Avenue Car Park, Haslemere, GU27 2AB</b>
Hindhead	CF	St Albans Community Hall, Tilford Road, Beacon Hill, GU26 6RB
Chiddingfold & Dunsfold	DA	Chiddingfold Village Hall, Coxcombe Lane, Chiddingfold, GU8 4QA
	DB	The Winn Hall, The Common, Dunsfold, GU8 4LA

Ward	PD	Polling Place
Elstead & Thurley	EA	Elstead Youth Centre, Thursley Road, Elstead, GU8 6DG
	EB	Elstead Youth Centre, Thursley Road, Elstead, GU8 6DG
	EC	Thursley Village Hall, Dye House Road, Thursley, GU8 6QD
	ED	Pirrie Hall, Haslemere Road, Brook, GU8 5UJ
Frensham Dockenfield & Tilford	FA	Churt Village Hall, Crossways, Churt, GU10 2JA
	FB	The Vestry, Dockenfield Church, The Street, GU10 4HU
	FC	Frensham Parish Council Meeting Room, The Community Shop, Shortfield Common Road, GU10 3BJ
	FD	The Tilford Institute, Tilford Road, Tilford, GU10 2DA
	FE	The Tilford Institute, Tilford Road, Tilford, GU10 2DA
Milford	GA	Milford Village Hall, Portsmouth Road, Milford, GU8 5DS
Witley & Hambledon	HA	The Chichester Hall, Petworth Road, GU8 5PL
	HB	Hambledon Village Hall, Malthouse Lane, GU8 4HG
Bramley Busbridge & Hascombe	IA	Bramley Village Hall, Hall Road, Bramley, GU5 0AX
	<b>IB</b>	<b>Clock Barn Hall, Clock Barn Farm, Hambledon Road, Godalming, GU8 4AY</b>
	IC	Hascombe Village Hall, Mare Lane, Hascombe, GU8 4JH
Alfold, Cranleigh Rural & Ellens Green	JA	Alfold Village Hall, Dunsfold Road, GU6 8JB
	JB	Village Hall, Elmbridge Manor, Essex Drive, GU6 8FT
	JC	Ellens Green Memorial Hall, Furzens Lane, RH12 3AR
	JD	Ellens Green Memorial Hall, Furzens Lane, RH12 3AR
Cranleigh East	<b>KA</b>	<b>Cranleigh Arts Centre, High Street, Cranleigh, GU5 8AS</b>
	KB	Park Mead Primary School, Park Drive, Cranleigh, GU6 7HB
Cranleigh West	<b>LA</b>	<b>Cranleigh Leisure Centre, Village Way, GU6 8AF</b>
Shamley Green & Cranleigh North	MA	Arbuthnot Hall, The Green, GU5 0UA
	<b>MB</b>	<b>Cranleigh Golf and Country Club (Marquee), Barhatch Lane, Cranleigh, GU6 7NG</b>
Blackheath & Wonersh	NA	Blackheath Village Hall, Blackheath Lane, Wonersh, GU4 8RA
	NB	Lawnsmead Hall, Wonersh Common Road, Wonersh, GU5 0PG
Ewhurst	OA	The Community Room, The Glebe, Ewhurst, GU6 7PZ

**WAVERLEY BOROUGH COUNCIL**

**COUNCIL**

**10 DECEMBER 2019**

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**Title:**

**PROPORTIONALITY ON COMMITTEES AND ALLOCATION OF SEATS**

[Wards affected: All]

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**Summary and purpose:**

The Council is required to review the allocation of seats on the principal committees as soon as practicable after any change in the political composition of the Council to ensure that seats are allocated in the same proportion as that in which the council as a whole is divided.

This report summarises the change to the political composition of the Council following the resignation of Cllr Townsend from the Conservative Group and the death of Cllr Lee (Independent), and consequent impact on the allocation of committee seats.

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

The corporate governance of the Council provides the basis of the Council's work towards achieving all the Corporate Priorities.

**Equality and Diversity Implications:**

The Council is under a statutory duty to ensure that equality and diversity is a key part of the decision making process of the Council. This is fundamental to the Council being able to meet its statutory responsibilities.

**Financial Implications:**

The cost of servicing the Council's Committees will be met through existing budgets.

**Legal Implications:**

The legal implications are set out in the body of the report.

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**Background**

1. Political Groups on the Council are formed in accordance with the Local Government (Committee and Political Groups) Regulations 1990 when two or more councillors notify the Head of Policy & Governance, the Proper Officer, of their wish to be treated as a group.
2. Section 15(1) of the Local Government and Housing Act 1989 (LG&HA1989) imposes a duty on the local authority to review the allocation of seats on the Principal Committees of the Council between the political groups at its annual meeting, or as soon as practicable after any change in the political composition of the Council.

3. On 14 November 2019, Cllr Liz Townsend advised the Head of Policy & Governance that she had resigned from the Conservative Group at the Council at would be sitting as an Independent Councillor. Cllr Jack Lee, an Independent Councillor for Milford Ward, passed away on 19 November 2019.

### Political proportionality

4. The Conservative Group, the Farnham Residents' Group, the Liberal Democrat Group, the Green Party Group and the Labour Group have registered under the provisions of the Local Government and Housing Act 1989. There is one Independent Member of the Council, and one vacant seat previously held by an Independent Member. A by-election for the Milford Ward will be held early in the New Year.
5. There is a total of 88 committee seats available on the Council's Principal Committees (four Overview & Scrutiny Committees, Audit, Standards, Licensing & Regulatory and Joint Planning Committees). The calculation of the proportional allocation of committee seats excludes the Executive and the Area Planning Committees, which are not required to be politically proportional. Where there are Sub-committees of the Principal Committees these are also governed by the political balance rules, with the exception of the Licensing Sub-Committees.
6. The political breakdown of the Council is shown below, together with the rounded total number of committee seats per group:

	<b>Cons.</b>	<b>Farnham Residents</b>	<b>Lib. Dem.</b>	<b>Green</b>	<b>Labour</b>	<b>*Ind.</b>	<b>Total</b>
<b>No. of seats on the Council</b>	22	15	14	2	2	2	57
<b>Proportion</b>	38.60%	26.32%	24.56%	3.51%	3.51%	3.51%	100.00%
<b>No. of committee seats</b>	34	23	22	3	3	3	88

\*including the vacant seat.

7. The following principles apply to the allocation of seats (LG&HA1989, s15 (5)):
- (a) *Preventing domination by a single group:* That not all the seats on the body to which appointments are being made are allocated to the same political group;
- (b) *Ensuring a majority group enjoys a majority on all committees:* That the majority of seats on each committee are allocated to a particular group if the number of persons belonging to that group is a majority of the authority's membership;
- (c) *Aggregating all committee places and allocating fair shares:* That, subject to (a) and (b), when allocating seats to a political group, the total number of their seats across all the ordinary committees of the Council, must reflect their proportion of the authority's membership; and

(d) *Ensuring as far as practicable fairness on each committee:* That, subject to (a) to (c), the number of seats on each committee is as far as possible in proportion to the group's membership of the authority.

8. Seats are allocated to each committee as shown below, and following consultation with the Leaders of each of the political groups represented on the Council. Their agreement has been obtained to the calculations relating to the allocation of seats on committees in order to accommodate various rounding errors.

	<b>Cons.</b>	<b>Farnham Residents</b>	<b>Lib. Dem.</b>	<b>Green</b>	<b>Labour</b>	<b>*Ind.</b>	<b>Total</b>
<b>No. of committee seats</b>	34	23	22	3	3	3	<b>88</b>
<b>VFM &amp; Cust. Service O&amp;S</b>	3	3	3	0	0	0	<b>9</b>
<b>Community Wellbeing O&amp;S</b>	4	2	2	0	1	0	<b>9</b>
<b>Environment O&amp;S</b>	3	2	2	1	0	1	<b>9</b>
<b>Housing O&amp;S</b>	4	2	3	0	0	0	<b>9</b>
<b>Licensing &amp; Regulatory Committee</b>	4	3	3	1	0	1 (now vacant)	<b>12</b>
<b>Audit Committee</b>	3	2	2	0	1	0	<b>8</b>
<b>Standards Committee</b>	4	3	2	0	0	0	<b>9</b>
<b>Joint Planning Committee</b>	9	6	5	1	1	1	<b>23</b>

\*including vacant seat

9. The changes to committee allocations are summarised as follows:

- The Conservative Group total allocation is reduced by one, from 35 seats to 34. This loss is within the four Overview & Scrutiny committees.
- The Independent Member has two seats, one on an Overview & Scrutiny Committee and one on Joint Planning Committee.
- The Liberal Democrat Group retains its overall allocation of 22 seats, but loses a seat on Joint Planning Committee and gains a seat on Overview & Scrutiny, due to rounding.

- There is one vacant seat, on Licensing & Regulatory Committee, previously allocated to Cllr Lee.

### Appointments to Committee Places

10. The Local Government & Housing Act 1989 requires that once the Council has determined the allocation of committee places between the political groups, the Council must then appoint the nominees of the political groups to the committees. The nominations of the Group Leaders are shown on Annexe 1 and have been approved by the Head of Policy & Governance under delegated approval.

### Area Planning Committees

11. The allocation of seats on the Area Planning Committees is calculated for each area. All the ward councillors in the Eastern Area are appointed to the Eastern Area Planning Committee. Therefore, Councillor Liz Townsend will continue to be a member of Eastern Area Planning Committee, now as an Independent.
12. The Central, Southern and Western Area Planning Committees have more ward councillors than committee seats available. The committee seats for these three committees are allocated according to the political proportionality of the council seats within the relevant geographical area. There is now a vacancy on the Central Area Planning Committee, which will remain until after the outcome of the Milford Ward by-election.

### Other Committees

13. The Licensing and Regulatory Committee will carry a vacancy until the committee allocations are reviewed following the Milford by-election. The Committee will appoint one of its members to the Licensing (General Purposes) Sub-Committee if the sub-committee is required to meet in the meantime.

### Surrey County Council Local Committee

14. The Waverley members on the Surrey County Council Waverley Local Committee. Waverley have an entitlement of nine seats, subject to the political proportionality calculations. The allocation of seats remains:

Conservative	4
Farnham Residents	2
Liberal Democrats	2
Others (Green, Labour, Independent)	1

Cllr Liz Townsend ceases to be a member of the SCC Local Committee, and the Conservative Group has nominated Cllr Trevor Sadler to fill their allocation of seats.

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### Recommendation

The Council is recommended to note:

1. the proportional allocation of seats on the Principal Committees, Area Planning Committees and SCC Local Committee in accordance with the political

proportionality of the Council; and,

2. **the Group Leaders' nominations to the Principal Committees, as detailed in Annexe 1.**

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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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### **Committee appointments approved following change in political composition of the Council, November 2019**

Following consultation with Group Leaders, the committee appointments below have been authorised under delegated authority, following the re-calculation of the political proportionality of the council and allocation of committee seats consequent on the resignation of Cllr Liz Townsend from the Conservative Group with effect from Thursday 14 November 2019, and the death of Cllr Jack Lee on 19 November 2019.

#### **Joint Planning Committee**

Cllr Liz Townsend has resigned from the Conservative Group on the Joint Planning Committee. The vacant Conservative Group seat is filled by **Cllr Kevin Deanus**.

Cllr Penny Rivers (Liberal Democrat) has resigned from the Committee to create a vacancy, which is filled by **Cllr Liz Townsend** (Independent), in accordance with the committee seat allocations.

#### **Overview & Scrutiny Committees**

Cllr Liz Townsend has resigned from the Conservative Group on the Environment Overview & Scrutiny Committee. The Conservative Group has lost this Overview and Scrutiny Committee seat in the re-allocation of committee seats creating a vacancy on the committee.

**Cllr Liz Townsend** (Independent) is appointed to the vacancy on the Environment Overview & Scrutiny Committee, fulfilling the seat allocation on the Overview & Scrutiny Committees for the Independent Members of the Council.

The seat on the Housing Overview & Scrutiny Committee previously filled by Cllr Jack Lee has been allocated to **Cllr Jackie Keen** (Liberal Democrat).

#### **Licensing & Regulatory Committee**

The seat previously held by Cllr Jack Lee remains vacant for the time being, reflecting the vacancy in the Council membership.

#### **SCC Waverley Local Committee**

Cllr Liz Townsend has resigned from the Conservative Group on the SCC Waverley Local Committee. The nomination to Surrey County Council for the vacant Conservative Group seat is **Cllr Trevor Sadler**.

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