

To: All Members of the Council

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Policy and Governance

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Calls may be recorded for training or monitoring

Date: 7 February 2020

Dear Councillor

COUNCIL MEETING - TUESDAY, 18 FEBRUARY 2020

A MEETING of the WAVERLEY BOROUGH COUNCIL will be held in the COUNCIL CHAMBER, COUNCIL OFFICES, THE BURYS, GODALMING on **TUESDAY, 18 FEBRUARY 2020** 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 9 - 22)

To confirm the Minutes of the Council meeting held on 10 December 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 11 February 2020.

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 11 February 2020.

8. **MOTIONS**

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

The deadline for receipt of motions was 5pm on Thursday 6 February 2020.

9. **MEDIUM TERM FINANCIAL PLAN 2020/21 - 2023/24 AND GENERAL FUND REVENUE BUDGET 2020/21 [EXE 60/19]** (Pages 23 - 84)

This report outlines the latest Medium Term Financial Plan and the draft General Fund Budget for 2020/21. The Financial Plan sets out the key work streams for the Council to focus on which, collectively, aim to address the

significant shortfall in annual budget projected over the medium term which is estimated to grow to £5.4million per annum or 40% of the total net service cost by 2023/24.

This report contains the following Annexes:

- Annexe 1 – draft Medium Term Financial Plan
- Annexe 2 - draft General Fund Budget Summary 2020/21
- Annexe 3 – statement of key variations from 2019/20 budget
- Annexe 4 – draft Fees & Charges for 2020/21
- Annexe 5 – schedule of projected reserves and balances
- Annexe 6 – draft Capital Programme

Recommendation

The Executive makes the following recommendations to Council, to:

1. agree a 1.9% increase in Waverley's element of the Council Tax Charge for 2020/21, equivalent to around 7p a week on a Band D property;
2. agree to make no change to the Council's existing Council Tax Support Scheme;
3. agree the proposed Fees and Charges as shown at Annexe 4;
4. approve the General Fund Budget for 2020/21 as described in this report, and in Annexes 2 and 3; and
5. approve the General Fund Capital Programme as shown at Annexe 6.

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, a recorded vote will be taken on this item.

10. CAPITAL STRATEGY 2020/21, INCORPORATING TREASURY MANAGEMENT STRATEGY AND PROPERTY INVESTMENT STRATEGY [EXE61/19] (Pages 85 - 134)

It is a statutory requirement for local authorities to produce an annual Capital Strategy. The Capital Strategy brings together the Council's detailed policies, procedures and plans relating to cash investments and property assets. It incorporates the Treasury Management Framework, Prudential Indicators and Property Investment Strategy for 2020/2021.

Recommendation

The Executive recommends to Council that the Capital Strategy for 2020/2021, incorporating the Treasury Management Strategy, Prudential Indicators and Property Investment Strategy, is approved.

11. HOUSING REVENUE ACCOUNT BUSINESS PLAN, REVENUE BUDGET AND CAPITAL PROGRAMME 2020/21 [EXE 62/19] (Pages 135 - 154)

This report advises Members of the latest position regarding the Housing Revenue Account (HRA) for 2020/21, the updated 30-year Business Plan and seeks approval of the 2020/21 budget.

The report contains the following Annexes:

- Annexe 1 – Revised HRA Business Plan - 2020/21 to 2023/24
- Annexe 2 – Housing Fees and Charges
- Annexe 3 – Capital Programme comprising
 - Housing Core Programme
 - New Affordable Homes Programme
 - Stock Remodelling Programme
- Annexe 4 – HRA Reserves Summary

Recommendation

The Executive makes the following recommendations to the Council, that:

1. the rent level of Council dwellings be increased by 2.7% from the 2019/20 level with effect from 1 April 2020 in accordance with The Government's permitted guidelines;
2. the weekly charge for garages rented by both Council and non-Council tenants be increased by 25 pence per week excluding VAT from 1 April 2020;
3. the service charge in sheltered accommodation be increased by 50 pence per week from 1 April 2020 to £19.50;
4. the recharge for energy costs in sheltered accommodation (as appropriate) be increased by 50 pence per week from 1 April 2020;
5. the revised HRA Business Plan for 2020/21 to 2023/24 as set out at Annexe 1 be approved;
6. note the approval change for the fees and charges as set out in Annexe 2;
7. the Housing Revenue Account Capital Programmes as shown at Annexe 3 be approved;
8. the proposed use of the Working Balance Reserve and Contingency Reserves to fund Capital Programmes be approved; and,
9. the financing of the capital programmes be approved in line with the resources shown in Annexe 4.

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, a recorded vote will be taken on this item.

12. ANNUAL PAY POLICY STATEMENT 2020/21 [EXE 63/19] (Pages 155 - 162)

The Localism Act 2011 (Section 39) requires all public authorities to publish an Annual Pay Policy Statement. The Council is required to adopt the Annual Pay Policy Statement each year and the Council is not legally permitted to depart from the policies set out in that statement when it considers actual decisions in relation to individuals' remuneration, including redundancy and/or severance.

The Annual Pay Policy Statement for the 2020/21 financial year is attached at Annexe 1. It has been updated in line with the requirements of the Localism Act 2011, resulting in minimal adjustments from last year which are shown as tracked changes.

Recommendation

The Executive recommends to Council that the Pay Policy Statement for the 2020/21 financial year, attached at Annexe 1, be approved.

13. MINUTES OF THE EXECUTIVE (Pages 163 - 174)

To receive the Minutes of the Executive meeting held on 7 January and 4 February 2020. Part I matters are set out in the Council agenda above.

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 18 February 2020.

14. COUNCIL TAX SETTING (REPORT TO FOLLOW)

Waverley, as a billing authority for the purposes of Council Tax, is required to set its Council Tax before 11 March in the financial year preceding that for which the Council Tax is set, based on the aggregation of budget decisions taken by all relevant precepting authorities (Waverley Borough Council, Surrey County Council, Surrey Police Authority, and Town and Parish Councils).

The report, setting out all of the individual levels of Council Tax for approval by the Council, will be circulated following notification by all precepting authorities of their budget decisions for 2020/21.

15. CONTRACT PROCUREMENT RULES - PROPOSED REVISIONS [AUD34/19] (Pages 175 - 206)

The Contract Procurement Rules (CPRs) were reviewed by the Audit Committee at its meeting on 26 November 2019 (Minute AUD 34/19). The CPRs were last updated and approved by full Council in October 2018. While the CPRs are still fit for purpose there are a small number of revisions required to reflect new/current legislation as well as the Council's newly adopted Corporate Strategy.

The Audit Committee asked officers to consult with the Climate Change Advisory Group regarding the new section on Carbon Neutrality before bringing the revised CPRs to Council for approval.

Recommendation

The Audit Committee recommends to Council that the proposed revisions to the Contract Procurement Rules be approved and incorporated into the Council's Constitution.

16. MINUTES OF THE LICENSING AND REGULATORY COMMITTEE (Pages 207 - 212)

To receive the Minutes of the Licensing & Regulatory Committee meeting held on 13 January 2020, and to consider the report and recommendations at agenda item 17, 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 18 February 2020.

17. TAXI AND PRIVATE HIRE ENFORCEMENT - DELEGATIONS FOR SURREY JOINT WARRANTING [LIC 33/19] (Pages 213 - 218)

Waverley Borough Council is the licensing authority for the purposes of regulating taxi and private hire services in the Borough. This report seeks approval for making arrangements between Surrey Licensing Authorities to introduce joint warranting for Licensing Officers. This will enable improved enforcement of the taxi and private hire trade across the County and improve safety within the licensed hackney carriage and private hire vehicle service operating in Surrey.

Recommendation

The Licensing & Regulatory Committee recommends to Full Council that:

- (a) the Council's Taxi and Private Hire enforcement functions under the legislation set out in Appendix A are delegated to the Surrey local licensing authorities (also set out in Appendix A), in addition to retaining those functions within the Borough and to similarly receive the delegated Taxi and Private Hire enforcement functions (as set out in Appendix A) of those local authorities; and,
- (b) the responsibility for relevant Hackney Carriage and Private Hire licensing legislation in accordance with 2.1 of the Council's Constitution which confirms an existing delegated power to the Head of Environmental & Regulatory Services at Part I.3 of the Council's Scheme of Delegation (authorisation to enforce all relevant Hackney Carriage and Private Hire licensing legislation) be extended to include the authorisation of officers of other Surrey authorities participating in a Joint Warranting Scheme.

18. MINUTES OF THE STANDARDS COMMITTEE (Pages 219 - 222)

To receive the Minutes of the Standards Committee meeting held on 13 January 2020.

There are no Part I recommendations to Council.

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 18 February 2020.

19. 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).