

To: All Members of the EXECUTIVE

When calling please ask for:

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Date: 25 September 2015

**Membership of the Executive**

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

Cllr Tom Martin  
Cllr Wyatt Ramsdale  
Cllr Stefan Reynolds  
Cllr Simon Thornton

Dear Councillors

A meeting of the EXECUTIVE will be held as follows:

DATE: TUESDAY, 6 OCTOBER 2015

TIME: 6.45 PM

PLACE: COUNCIL CHAMBER, COUNCIL OFFICES, THE BURYS,  
GODALMING

The Agenda for the Meeting is set out below.

Yours sincerely

ROBIN TAYLOR  
Head of Policy and Governance

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**This meeting will be webcast from the conclusion of Informal Question Time and can be viewed by visiting [www.waverley.gov.uk/committees](http://www.waverley.gov.uk/committees)**

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## **NOTES FOR MEMBERS**

Contact Officers are shown at the end of each report and members are welcome to raise questions, make observations etc. in advance of the meeting with the appropriate officer.

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

## **AGENDA**

1. **MINUTES**

To confirm the Minutes of the Meeting held on 1 September 2015 (to be laid on the table for half-an-hour before the meeting).

2. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

3. **DECLARATIONS OF INTERESTS**

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. **QUESTIONS FROM MEMBERS OF THE PUBLIC**

The Chairman to respond to any questions received from members of the public for which notice has been given in accordance with Procedure Rule 10.

5. **EXECUTIVE FORWARD PROGRAMME** (Pages 9 - 12)

To adopt the forward programme of decisions for Waverley Borough Council, attached.

6. **BUDGET MANAGEMENT AUGUST 2015** (Pages 13 - 20)

[Portfolio Holder: Councillor Wyatt Ramsdale]  
[Wards Affected: All Waverley Wards]

The report provides a review of service delivery progress against the 2015/16 budget for the General Fund and the Housing Revenue Account to the end of August.

## Recommendation

**It is recommended that the Executive:**

- 1. approves the virement of £15,000 from Building Control income to cover agency costs, as detailed in paragraph 8;**
  - 2. recommends to the Council that the virement request of £75,000 additional planning income to cover additional agency costs be approved, as detailed in paragraph 9;**
  - 3. gives approval to the virement of £6,500 from the General Fund capital contingency for the demolition of the South Street public conveniences in Farnham, as detailed in paragraph 14; and**
  - 4. approves the use of the Repairs and Renewals Fund to cover the cost of a replacement countryside vehicle, as detailed in paragraph 15.**
7. CAR PARK REVIEW 2015 (Pages 21 - 34)  
[Portfolio Holder: Councillor Kevin Deanus]  
[Wards Affected: All Waverley Wards]

The purpose of the report is to present the findings of the review of the Council's off-street car parking operation, seek approval to carry out formal consultation on the proposed changes to charging periods and report the results of that consultation to the Executive in December, along with proposed revisions to tariff structures arising from the review.

## Recommendation

**The Executive is recommended to**

- 1. authorise officers to commence the formal consultation process on the proposal to provide an additional 30 minutes free parking each day in all of Waverley's car parks by reducing the charging hours to 8am to 6.30pm in line with the requirements of the Road Traffic Regulation Act 1984;**
  - 2. ask officers to report back to the Executive in December on the results of that consultation; and**
  - 3. note the contents of the review and agree for a report back to the Executive in December on the proposed recommendations arising out of the review.**
8. STRATEGY FOR AGEING WELL IN WAVERLEY 2015-2020 (Pages 35 - 70)  
[Portfolio Holder: Councillor Kevin Deanus]  
[Wards Affected: All Waverley Wards]

The report sets out a new Ageing Well Strategy for Waverley drawing on latest data and consultations with stakeholders. Once formally adopted, Waverley's

Ageing Well Strategy and its supporting Action Plan will form a key source document for the continuation and development of services and activities that support older people living in the borough.

The publication of the 2011 Census information highlighted the significant increase in Waverley's ageing population: Waverley has the largest older population in Surrey and those residents are living longer. Our older population make an enormous and positive contribution to our communities and this should be celebrated. The Ageing Well Strategy lays the foundation for providing a good quality of life for older people through the provision of local services and activities as well as highlighting the considerable strengths and opportunities of our changing demographic.

Given the wider work being carried out to support the health and wellbeing of our residents by the Council and other partners, the Strategy highlights how it will contribute to this agenda, demonstrating how the Council's services and activities help prevent residents accessing more costly interventions. The outcomes of the Action Plan will demonstrate the huge impact of the Council's work to support its older residents and that it will be recognised more strongly within the wider system of public services.

The Community Overview and Scrutiny Committee considered the report at its meeting on 14 September 2015 and endorsed the Strategy with no observations to forward onto the Executive.

#### Recommendation

**It is recommended to the Council that the Ageing Well Strategy and Action Plan for Waverley be approved and adopted.**

9. FUNDING SCHEMES FOR VOLUNTARY SECTOR ORGANISATIONS 2016/17 (Pages 71 - 86)

[Portfolio Holder: Councillor Stefan Reynolds]  
[Wards Affected: All Waverley Wards]

The purpose of the report is to seek the Executive's approval to continue to support funding to the voluntary sector through the Waverley Community Partnership scheme and the Waverley Voluntary Partnership scheme for 2016/2017.

#### Recommendation

**It is recommended that the Executive:**

- 1. approves the opening of the 2016/17 funding rounds to the voluntary sector; and**
- 2. approves the overall funding process as detailed within the report.**

10. SERVICE LEVEL AGREEMENTS - NOMINATED PILOT PROJECT, THIRD AND FINAL YEAR REVIEW 2014/15 (Pages 87 - 100)

[Portfolio Holder: Councillor Stefan Reynolds]  
[Wards Affected: All Waverley Wards]

In 2012, three voluntary sector organisations signed three year Service Level Agreements, as a pilot for this new way of working.

This report reviews the third and final year of the pilot, detailing the outcomes and performance indicators for each organisation from 1 April 2014 to 31 March 2015.

The Community Overview and Scrutiny Committee considered this report at its meeting on 14 September 2015. Members also received presentations from the three organisations of which questions were asked. There were no observations to forward onto the Executive.

Recommendation

**It is recommended that the Executive notes the outcomes and success of the third and final year of the SLA pilot process and the work delivered by the three funded organisations.**

11. AIR QUALITY: UPDATING AND SCREENING ASSESSMENT 2014-15  
(Pages 101 - 180)

[Portfolio Holder: Councillor Kevin Deanus]  
[Wards Affected: All Waverley Wards]

The Updating and Screening Assessment Report (attached at Annexe 1) is a statutory document submitted to Defra in April every three years. A less detailed, Annual Progress Report is required in the intervening period. The Community Overview and Scrutiny Committee receives the report for information / endorsement before it moves on to the Executive.

Defra give feedback on the report in the period between submission (May 2015) and the autumn; there is no strict timetable for this feedback and updates will be tabled as and when received. Defra's website currently shows the USA from Waverley as assessed but awaiting comment.

The Community Overview and Scrutiny Committee considered the report at its meeting on 14 September 2015 and had no observations to forward onto the Executive.

Recommendation

**It is recommended that the Updating and Screening Assessment for 2014-15 be noted and the Executive invited to make any recommendations for specific changes in the Local Air Quality Management regime undertaken by the Council.**

12. PERFORMANCE MANAGEMENT - Q1 2015/16 (APRIL - JUNE 2015) (Pages 181 - 202)

[Portfolio Holder: Councillor Robert Knowles]  
[Wards Affected: All Waverley Wards]

The report gives an analysis of the Council's performance in the first quarter of 2015/16. Annexe 1 contains the list of indicators used for reporting performance and includes targets, graphs, trend lines and comments.

Recommendation

**It is recommended that the Executive:**

- 1. thanks the Overview & Scrutiny Committees for their observations regarding the quarter 1 performance, as detailed in the report; and**
- 2. notes the performance figures for quarter 1 as set out in Annexe 1.**

13. CREATION OF OVERVIEW AND SCRUTINY SUB-COMMITTEE

As part of its work programme for the forthcoming year, the Corporate Overview and Scrutiny Committee have selected to undertake an in-depth review into the Terms of Reference and arrangements for the Overview and Scrutiny function at Waverley. The Committee received a scoping report setting out the remit of the review and recommending the establishment of a Joint Overview and Scrutiny Sub-Committee (to act as a task and finish group) to conduct the review.

It is proposed that the membership of the Joint Sub-Committee consists of three members from each of the Overview and Scrutiny Committees, to include either the Chairman or Vice-Chairman of each. In accordance with the Waverley constitution, Executive approval is required for the establishment of a Sub-Committee. Any proposed changes to the function resulting from the review will be brought back to the Executive and if necessary, Council, in due course. The Corporate Overview and Scrutiny Committee has nominated Cllr Pat Frost (Chairman), Cllr Peter Isherwood and Cllr Liz Wheatley. The Executive will be updated with the nominations from the Community Overview and Scrutiny Committee once known.

Recommendation

**It is recommended that the establishment of a Joint Overview and Scrutiny Sub-Committee (to act as a task and finish group) be approved, to consist of up to six members including a Chairman or Vice-Chairman of each Overview and Scrutiny Committee.**

14. UPDATE ON WAVERLEY'S HOUSING ALLOCATION SCHEME (Pages 203 - 212)

[Portfolio Holder: Councillor Carole King]  
[Wards Affected: All Waverley Wards]

The purpose of the report is to provide members with an update on implementation of the Council's Allocation Scheme which was introduced in January 2013.

Recommendation

**It is recommended that the Executive notes the successful implementation of the revised housing allocations scheme.**

15. CONSULTATION OUTCOMES ON PROPOSALS FOR DEVELOPMENT OF SHELTERED SERVICES FOR OLDER PEOPLE (Pages 213 - 224)

[Portfolio Holder: Councillor Carole King]  
[Wards Affected: All Waverley Wards]

The report presents outcomes on the comprehensive programme of consultation for staff and tenants supporting the original proposals for the need to remodel the present sheltered housing service whilst addressing reductions in Supporting People funding. It also proposes to continue with the Floating Support pilot service until April 2017, allowing time to explore alternative options should external funding reduce further.

Recommendation

**It is recommended that**

- 1. the proposed staffing changes outlined in this report be agreed;**
- 2. Council approval be sought for the deletion of the current 8 part-time Assistant Manager posts from the establishment with effect from 21 October 2015;**
- 3. Council approval be sought for the creation of a new full-time Assistant Manager post and posts HI19 and HI39 both be given the opportunity to apply for that post with effect from 21 October 2015;**
- 4. the potential redundancy cost, shown in the (Exempt) Annexe, be agreed, noting that the Council's redeployment process shall be applied fully which may prevent these costs; and**
- 5. the Floating Support service continues until March 2017 as an essential step to allow time to explore alternative options should external funding reduce further.**

16. STRATEGIC ASSET MANAGEMENT PLAN FOR GENERAL FUND PROPERTY (Pages 225 - 256)

[Portfolio Holder: Councillor Tom Martin]  
[Wards Affected: All Waverley Wards]

The purpose of the report is to recommend adoption of the Strategic Asset Plan for General Fund Property. There is no “live” asset plan at present. This needs to be corrected to establish the platform for policy, procedure and activity moving forwards.

Recommendation

**It is recommended that the Strategic Asset Plan for General Fund Property be endorsed and recommended to the Council for adoption.**

17. EXECUTIVE DIRECTOR'S ACTIONS

To note the following action taken by the Executive Director after consultation with the Chairman and Vice-Chairman since the last meeting. The Register of Decisions will be laid on the table half an hour before the meeting:

- i. To authorise the payment of £19,500 for the urgent works to the Museum of Farnham required to the brickwork to the front façade to be funded from the Emergency Scheme Provision for 2015/16.

18. EXCLUSION OF PRESS AND PUBLIC

To consider the following recommendation on the motion of the Chairman:-

Recommendation

That, pursuant to Procedure Rule 20, and in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following item(s) 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 these items, there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified at the meeting in the revised Part 1 of Schedule 12A to the Local Government Act 1972.

19. ANY OTHER ISSUES TO BE CONSIDERED IN EXEMPT SESSION

To consider matters (if any) relating to aspects of any reports on this agenda which, it is felt, may need to be considered in Exempt session.

**For further information or assistance, please telephone  
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