



**Waverley Borough Council**  
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To: All Councillors

When calling please ask for:  
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**Policy and Governance**  
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Calls may be recorded for training or monitoring  
Date: 3 February 2016

Dear Councillor

A Meeting of the EXECUTIVE was held on Tuesday, 2 February 2016. The Decisions taken at the meeting are set out below.

The deadline for call-in of any of these decisions for scrutiny (within five working days) will be **NOON ON WEDNESDAY, 10 FEBRUARY 2016**. Members must notify Robin Taylor, Head of Policy and Governance, by e-mail, fax, telephone or letter if they wish to refer a decision to the appropriate Overview and Scrutiny Committee. The Constitution requires that **four members of the appropriate Overview and Scrutiny Committee may call-in** a decision of the Executive for scrutiny.

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

Yours sincerely

ROBIN TAYLOR

Head of Policy and Governance

## **NOTE FOR MEMBERS**

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

### **AGENDA**

5. **FORWARD PROGRAMME**

The Executive adopted the forward programme of decisions for Waverley Borough Council.

6. **GENERAL FUND BUDGET 2016/17**

The Executive, after considering comments from the Joint Overview and Scrutiny Committee, has agreed to RECOMMEND to the COUNCIL that

1. a 1.95% increase for Waverley's element of Council Tax for 2016/17 be agreed, or if the Government permits, the Band D equivalent charge be increased by £5;
2. the savings proposals as shown at Annexe 4 be implemented, including any staffing changes;
3. the growth proposals as shown at Annexe 4 be implemented, including any staffing changes;
- 3a. the staff pay award of 1% from 1 April 2016 be approved;
4. the changes to Fees and Charges as shown at Annexe 5 be approved;
5. the General Fund Budget for 2016/17, as amended by the above changes be approved;
6. £2million be transferred from the Revenue Reserve Fund in 2015/16 to the Asset Development Reserve, with £1million earmarked for potential SANG site acquisition;
7. delegated authority be given to the Director of Finance and Resources and Portfolio Holder for Finance to make a decision on accepting a four year finance settlement from the Government if this is deemed to be advantageous for Waverley once the details are published;
8. in the event of Waverley's final grant settlement showing an improved position, and/or the Government allowing a £5 Band D council tax increase, the additional revenue be transferred to the business rates equalisation fund to mitigate the risk of reducing business rate income;
9. the Executive carries out a mid-year review of the General Fund Budget and takes any appropriate action in the light of the position at

that time; and

10. the Financial Strategy, as set out at Annexe 1 be approved.

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

*[Reason: to seek approval of the Council's financial strategy and the approach to be taken to the 2016/17 budget]*

7. DRAFT GENERAL FUND CAPITAL PROGRAMME 2016/17

The Executive, having considered the comments from the Joint Overview and Scrutiny Committee, RECOMMENDS to the COUNCIL that:

1. the list of Revenue Projects totalling £562,800 as shown at Annexe 2 to be included within the Revenue Estimates be approved;
2. the 2016/17 General Fund Capital Programme totalling £2,587,750 be approved, as shown at Annexe 1;
3. the financing proposals for 2016/2017 in Annexe 1 be agreed; and
4. the budgets for schemes marked with an asterisk on the schedules be approved, but spending on these projects be subject to the agreement of the Director of Finance and Resources and Finance Portfolio Holder or the Executive if appropriate.

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

*[Reason: to seek approval of the Council's financial strategy and the approach to be taken to the 2016/17 budget]*

8. HOUSING REVENUE ACCOUNT BUSINESS PLAN, REVENUE BUDGET AND CAPITAL PROGRAMME 2016/17

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

1. a fundamental review of every budget within the Business Plan be undertaken before December 2016 to take account of the Government's legislative changes when the details are published;
2. subject to the new legislation being in force, the rent level of Council dwellings be reduced by 1% from the 2015/16 level with effect from April 2016 in compliance with the Housing and Welfare Act;
3. the weekly charge for garages rented by both Council and non-Council tenants be increased by 1.3% from April 2016;

4. the garages at Waggon Yard, Farnham be increased by 7% to reflect their prime town centre location;
5. the service charge in sheltered accommodation be increased by 50p/week from 7 April 2016;
6. the recharge for energy costs (as appropriate) be increased by 50p/week from April 2016, with a review being carried out in 2016/17 to assess changing energy prices;
7. fees and charges increases be agreed as set out in Annexe 6;
8. the proposals included on the List of Savings and Growth Items be implemented as shown at Annexe 5;
9. the resultant HRA Revenue Budget and Business Plan updated for 2016/17, which incorporate the above changes, be approved;
10. the total spend proposed in the 2016/17 Housing Revenue Account Capital Programme as shown at Annexe 8 be approved;
11. the indicative 2016/17 New Affordable Homes Programme be approved with specific scheme approvals to be sought when detailed costs are available;
12. the indicative 2016/17 Stock Improvement Programme be approved with specific scheme approvals to be sought when detailed costs are available; and
13. the financing of these programmes be approved in line with the resources shown.

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

*[Reason: to seek approval of the Council's financial strategy and the approach to be taken to the 2016/17 budget]*

9. TREASURY MANAGEMENT 2016/17

The Executive has agreed to RECOMMEND to the COUNCIL that the 2016/17 Treasury Management Policy, the 2016/17 Treasury Management Strategy, the Annual Investment Strategy for 2016/17, and the Prudential Indicators to 2018/19 be approved.

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

*[Reason: to approve the proposed Treasury Management Framework for 2016/17]*

10. FUNDING FOR VOLUNTARY SECTOR ORGANISATIONS 2016/17

The Executive has agreed to RECOMMEND to the COUNCIL that

1. the overall funding to the voluntary sector be confirmed at £725,110 for 2016/17; and
2. having considered the applications for Waverley Community Partnership funding in 2016/17 and the comments of the Community Overview and Scrutiny Committee and Grants Sub-Committee, recommends grant levels for each organisation, as detailed in Annexe 1 to the report.

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

*[Reason: to consider applications for revenue funding to the voluntary sector in 2016/17]*

11. ANNUAL PAY POLICY STATEMENT 2016/17

The Executive has agreed to RECOMMEND to the COUNCIL that the Annual Pay Policy Statement for 2016-17 be approved and adopted.

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

*[Reason: to seek approval of the Annual Pay Policy Statement for 2016/17].*

12. CORPORATE PLAN 2016-2019

The Executive has agreed to RECOMMEND to the COUNCIL that the Corporate Plan 2016-2019 be approved and adopted.

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

*[Reason: to approve the proposed contents of the new Corporate Plan for 2016-19]*

13. SERVICE PLANS 2016/17

The Executive has thanked the Joint Overview and Scrutiny Committee for its observations and, having noted the observations, endorsed the Service Plan objectives for 2016-17.

**[This item has already been considered by the Joint Overview and Scrutiny Committee but could be called-in]**

*[Reason: to set out the strategic objectives for each service, delivering the*

14. UPDATE ON 3 SOUTHERN COUNTIES DEVOLUTION PROPOSALS

The Executive has

1. noted the submission of the 3SCs Devolution Proposal; and
2. agreed to include '3SC devolution proposals' on the Executive's Forward Programme as a potential key decision.

**[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]**

*[Reason: to advise the Executive on the 3SCs (3 Southern Counties) proposals for devolution and how these might affect the Council]*

15. HEALTH AND WELLBEING STRATEGY 2016-2021

Having taken into account the observations of the Community Overview and Scrutiny Committee, the Executive has approved the Health and Wellbeing Strategy for 2016-2021.

**[This item has already been considered by the Community Overview and Scrutiny Committee but could be called-in]**

*[Reason: to set out and agree the first Health and Wellbeing Strategy for Waverley]*

16. STARTER HOMES LOCAL AUTHORITY FUNDING PROGRAMME

The Executive has agreed to RECOMMEND to the COUNCIL that:

1. the funding agreement with the Homes and Communities Agency be signed to enable the grant allocated through the Starter Homes Programme to be received;
2. approval be given for a planning application to be submitted in due course; and
3. approval be given for the disposal of the site for Starter Homes at best consideration to a private developer or build contractor, subject to final agreement on price with the Portfolio Holder for Housing and the Director of Finance and Resources.

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

*[Reason: to inform members of the outcome of the bid for funding and seek approval for actions to progress the starter homes*

17. LEGISLATION CHANGES AFFECTING THE PRIVATE RENTED SECTOR

The Executive has noted the impact on the Council of new legislation affecting the private rented housing sector and agreed to RECOMMEND to the COUNCIL that

1. the Scheme of Delegation be amended, as set out in Annexe 1, to include the enforcement provisions under a) the Redress Schemes for Lettings Agency Work and Property Management Work Order 2014; and, b) the Smoke and Carbon Monoxide Alarm Regulations 2015; and
2. the statement of principles at Annexe 2 be adopted, which the Council will follow in determining the amount of penalty charge payable by a landlord who has failed to comply with a remedial notice under the Smoke and Carbon Monoxide Regulations 2015.

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

*[Reason: to outline the changes in legislation and prepare for the additional duties imposed on the Council]*

18. DISPOSAL OF COUNCIL DWELLINGS AND CARRYING OUT MAJOR WORKS

The Executive has agreed to RECOMMEND to the COUNCIL that:

1. the disposal by open market sale of eight properties be approved, as shown in (Exempt) Annexe 1, in accordance with the Asset Management Strategy, thus generating a capital receipt;
2. the funding of the major works to three properties as shown in (Exempt) Annexe 1 be agreed, from the 2016/17 Stock Remodelling Reserve and/or the capital receipt from the disposal programme and the re-letting of the vacant properties for an Affordable Rent of up to 80% of open market value; and
3. the tendering of the refurbishment works for the three properties and the appointment of contractors be approved.

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

*[Reason: to seek approval to dispose of properties requiring major works in excess of the Asset Management Strategy viability threshold]*

19. APPOINTMENT OF OVERVIEW AND SCRUTINY SUB-COMMITTEE

The Executive has agreed the establishment of a Meals on Wheels Review Sub-Committee, with the membership consisting of Cllrs Carole Cockburn,

Jim Edwards, Jenny Else, Kika Mirylees and Nabeel Nasir.

**[It would not be appropriate to call-in this item]**

22. PROPERTY MATTER - BRAMLEY

The Executive has agreed the recommendation set out in the (Exempt) Annexe to this decision bulletin.

**[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]**

*[Reason: to deal with property matters in the Borough]*

23. PROPERTY MATTER - CRANLEIGH

The Executive has agreed to RECOMMEND to the COUNCIL that the recommendations set out in the (Exempt) Annexe to this decision bulletin be approved.

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

*[Reason: to deal with property matters in the Borough]*

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