

To: All Members of the EXECUTIVE

When calling please ask for:

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Date: 24 March 2016

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, 5 APRIL 2016

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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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 March 2016 (to be laid on the table 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. **FORWARD PROGRAMME (Pages 9 - 12)**

To receive the forward programme of Executive decisions for Waverley Borough Council.

6. **WAVERLEY BOROUGH LOCAL PLAN UPDATE (Pages 13 - 18)**

[Portfolio Holder: Councillor Brian Adams]
[Wards Affected: All Waverley Wards]

The purpose of the report is to provide an update on the work being carried out to complete the new Local Plan Part 1 and to update the timetable for

completing that work ready for the Council to approve the plan, in the light of the time required to complete some of the important transport evidence needed to support the Plan.

Recommendation

That the Executive notes the progress with the Local Plan and agrees the amendment to the timetable as set out in paragraph 4.2 of the report.

7. **TENANT INVOLVEMENT STRATEGY 2015-18** (Pages 19 - 28)
[Portfolio Holder: Councillor Carole King]
[Wards Affected: All Waverley Wards]

The report presents the final draft of the Tenant Involvement Strategy 2015-2018 for adoption, and outlines the promotional activities planned to launch the Strategy. The Strategy recognises the achievements made in tenant involvement in the previous three years, and sets out the Council's aims for tenant involvement over the next three years.

Recommendation

That the Executive adopts the Tenant Involvement Strategy 2015-18.

8. **STAFFING CHANGES** (Pages 29 - 34)
[Portfolio Holder: Councillor Robert Knowles]
[Wards Affected: All Waverley Wards]

The proposals in the report are necessary following the full retirement of the Monitoring and Returning Officer (AI09) who is responsible for the statutory roles of Monitoring Officer, Registration Officer and Returning Officer. The changes in the report will look to maintain a robust and resilient structure and suitable Corporate Governance arrangements.

Recommendation

That the Executive recommends to the Council that, with effect from 1 July 2016:-

1. **the post of Monitoring and Returning Officer (Post AI09) be deleted from the establishment;**
2. **the Head of Paid Service (Executive Director) be appointed to the statutory roles of Electoral Registration Officer and Returning Officer;**
3. **the Director of Operations and Director of Finance and Resources be appointed as Deputy Returning Officers; and**
4. **the following changes to reporting lines be approved:-**
 - i. **Senior Manager – Elections and Special Projects to report to Executive Director;**

- ii. Internal Audit Client Manager to the Director of Finance and Resources, with dotted reporting lines to the Executive Director and Monitoring Officer;
 - iii. Corporate Complaints Officer to the Corporate Policy Manager; and
- iv. Mayor's Secretary to the Democratic Services Manager.

9. **HEALTH AND WELLBEING OFFICER** (Pages 35 - 38)
[Portfolio Holder: Councillor Kevin Deanus, Councillor Simon Thornton]
[Wards Affected: All Waverley Wards]

The purpose of this report is to seek approval to the addition of a Health and Wellbeing Officer post to the establishment using the staff savings arising from the deletion of two vacant part-time posts.

Recommendation

That the Executive recommends to the Council that:

- 1.a Health and Wellbeing Officer post be added to the establishment using the staff savings identified in the financial implications; and**
- 2.posts HB07 and ED23 be deleted from the establishment, as set out in the report.**

10. **PERFORMANCE MANAGEMENT REPORT - QUARTER 3, 2015/16**
(OCTOBER - DECEMBER 2015) (Pages 39 - 62)
[Portfolio Holder: Councillor Robert Knowles]
[Wards Affected: All Waverley Wards]

The Council's Performance Management Framework (PMF) contains a number of indicators that assist Members and officers in identifying current improvement priorities and progress against targets. The indicators are reviewed quarterly by the Executive and are aligned to our Corporate Plan priorities.

This report gives an analysis of the Council's performance in the third quarter of 2015/16.

Annexe 1 to this report contains the list of indicators used for reporting performance and includes targets, graphs and comments.

Recommendation

The recommendations from the Community and Corporate O&S Committee meetings on 8 March and 21 March are detailed below. It is recommended that the Executive:

- 1. examines the performance figures for quarter three as set out in**

Annexe 1; and

2. agrees the following:

- a. The target of *Processing of planning applications: Major applications - % determined in 13 weeks* be increased to 80%.
 - b. That due to concerns about the number of planning applications lost at appeal, mandatory training be arranged for all Planning Committee Members to focus on reasons for refusal and ensure robustness of the process.
 - c. The *percentage of building control applications checked within 15 days* is adjusted to 10 days with an 80% target rate.
 - d. The *percentage of household waste sent for reuse, recycling and composting* target be adjusted to 54% as Waverley progresses towards achieving the joint Surrey recycling target of 60% by 2023.
 - e. Increasing Cranleigh Leisure Centre target visits to 75,000 per quarter.
 - f. Increasing Godalming Leisure Centre target visits to 92,000 per quarter.
 - g. To continue to provide Godalming Museum performance indicators to the Community O&S Committee for monitoring; and
3. thanks the Overview and Scrutiny Committees and agrees to their recommendations as detailed.

11. MAJOR WORKS TO A COUNCIL DWELLING (Pages 63 - 66)
[Wards Affected: Farnham Castle]

The purpose of the attached report is to seek approval for a budget to undertake major works to a council dwelling.

Recommendation

It is recommended that:-

1. the funding of the major works of up to £50,000 to the council dwelling identified in (Exempt) Annexe 1 be approved and allocated from capital receipts from the disposal programme, with the vacant property being re-let for an affordable rent of up to 80% of open market value; and
2. the tendering of the refurbishment works for this property and the appointment of a contractor be delegated to the Head of Housing Operations, in consultation with the Portfolio Holder for Housing and the Director of Finance and Resources.

12. BANK ARRANGEMENTS CONTRACT RENEWALS (Pages 67 - 70)
[Portfolio Holder: Councillor Wyatt Ramsdale]
[Wards Affected: All Waverley Wards]

To approve the proposed contract with HSBC for the Council's banking facility and a contract with Allpay for a transaction receipt handling facility via Post Offices and other outlets.

Recommendation

It is recommended that the Executive approves the proposed contract with HSBC for the Council's banking facility, and a contract with Allpay for a transaction receipt handling facility via Post Offices and other outlets.

13. EXECUTIVE DIRECTOR'S ACTIONS

To note any 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.

14. 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.

15. REVIEW OF CLEANING SERVICES (Pages 71 - 78)
[Portfolio Holder: Councillor Carole King, Councillor Tom Martin]
[Wards Affected: All Waverley Wards]

To consider the (Exempt) report attached.

16. PROPERTY MATTER (Pages 79 - 84)
[Portfolio Holder: Councillor Tom Martin, Councillor Simon Thornton]
[Wards Affected: Chiddington and Dunsfold]

To consider the (Exempt) report, attached.

17. 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
Emma McQuillan, Democratic Services Manager, on 01483 523351 or
by email at emma.mcquillan@waverley.gov.uk**