



**Waverley Borough Council**  
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To: All Councillors

When calling please ask for:  
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Calls may be recorded for training or  
monitoring  
Date: 6 April 2016

Dear Councillor

A Meeting of the EXECUTIVE was held on Tuesday, 5 April 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, 13 APRIL 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 agreed the forward programme of decisions for Waverley Borough Council.

6. **WAVERLEY BOROUGH LOCAL PLAN UPDATE**

The Executive has noted the progress made with the local plan and agreed the amendment to the timetable as set out at paragraph 4.2 of the report.

**[COMMUNITY OVERVIEW AND SCRUTINY COMMITTEE]**

*[Reason: to update members on progress made with the local plan and agree future steps]*

7. **TENANT INVOLVEMENT STRATEGY 2016-19**

The Executive has agreed to adopt the Tenant Involvement Strategy for 2016-19.

**[This item has already been considered by the Corporate Overview and Scrutiny Committee]**

*[Reason: to approve the strategy that sets out the Council's aims for tenant involvement over the next three years]*

8. **STAFFING CHANGES**

The Executive has agreed to RECOMMEND 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.

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

*[Reason: to make changes to the staffing and reporting structure]*

9. HEALTH AND WELLBEING OFFICER

The Executive has agreed to RECOMMEND 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.

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

*[Reason: to seek approval for the addition of a post to the establishment]*

10. PERFORMANCE MANAGEMENT REPORT - QUARTER 3, 2015/16 (OCTOBER - DECEMBER 2015)

The Executive has examined the performance figures for quarter three as set out in Annexe 1 to the report, thanks the Overview and Scrutiny Committees for their proposals and has agreed the following, that:

- a. the target of *Processing of planning applications: Major applications - % determined in 13 weeks* be increased to 80%;
- b. 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* be 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. Cranleigh Leisure Centre target visits be increased to 75,000 per quarter;
- f. Godalming Leisure Centre target visits be increased to 92,000 per quarter; and
- g. Godalming Museum performance indicators continue to be provided to the Community O&S Committee for monitoring.

**[This item has already been considered by the Corporate and Community Overview and Scrutiny Committees]**

*[Reason: to review performance indicators and progress against targets].*

11. MAJOR WORKS TO A COUNCIL DWELLING

The Executive has agreed that:-

- 1. the funding of the major works of up to £50,000 to the council dwelling identified in (Exempt) Annexe 1 to the agenda report 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.

**[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]**

*[Reason: to seek approval for a budget to undertake major works to a council dwelling]*

12. BANK ARRANGEMENTS CONTRACT RENEWALS

The Executive has approved 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.

**[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]**

*[Reason: to approve contract renewals for banking arrangements]*

15. REVIEW OF CLEANING SERVICES

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

16. PROPERTY MATTER

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

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