

To: All Members of the EXECUTIVE

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: 29 January 2021

**Membership of the Executive**

Cllr John Ward (Chairman)  
Cllr Paul Follows (Vice Chairman)  
Cllr Peter Clark  
Cllr Andy MacLeod  
Cllr Michaela Martin

Cllr Mark Merryweather  
Cllr Nick Palmer  
Cllr Anne-Marie Rosoman  
Cllr Liz Townsend  
Cllr Steve Williams

Dear Councillors

A meeting of the EXECUTIVE will be held as follows:

DATE: TUESDAY, 9 FEBRUARY 2021

TIME: 6.00 PM

PLACE: ZOOM MEETING - VIRTUAL MEETING

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 Leader, Deputy Leader or an appropriate Portfolio Holder to respond to any informal questions from members of the public, for a maximum of 15 minutes.**

*[Questions will be taken in the order in which questioners register with the Democratic Services Officer on [committees@waverley.gov.uk](mailto:committees@waverley.gov.uk) by midday on Tuesday 9 February, to be sent details of how to join the Zoom meeting. When read out, each question must be concluded within 2 minutes. In the event that it is not possible to give a verbal response, a written response will be provided following the meeting.]*

## **AGENDA**

1. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

2. **MINUTES**

To confirm the Minutes of the Meeting held on 1 December 2020.

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.

The deadline for receipt of questions is 5pm on Tuesday 2 February 2021.

5. **QUESTIONS FROM MEMBERS OF THE COUNCIL**

The Chairman to respond to any questions received from Members in accordance with Procedure Rule 11.

The deadline for receipt of questions is 5pm on Tuesday 2 February 2021.

6. LEADER'S AND PORTFOLIO HOLDERS' UPDATES

7. GENERAL FUND BUDGET 2021/22 AND MTFP 2021/22 - 23/24 (Pages 9 - 74)

[Portfolio Holder: Cllr Mark Merryweather]  
[Wards Affected: All Wards]

This report sets out in detail the draft General Fund Budget for 2021/22 and the latest Medium Term Financial Plan. 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.

This report contains the following Annexes:

- Annexe 1 – draft Medium Term Financial Plan
- Annexe 2 - draft General Fund Budget Summary 2021/22
- Annexe 3 – statement of key variations from 2020/21 base budget
- Annexe 4 – draft Fees & Charges for 2021/22
- Annexe 5 – draft Capital Programme
- Annexe 6 – schedule of projected reserves and provisions

**Recommendation**

It is recommended that the Executive, after considering comments from the Value for Money Overview & Scrutiny Committee, makes the following recommendations to Council, to:

1. agree a £5 increase in Waverley's Band D Council Tax Charge for 2021/22 with resultant increases to the other council tax bands;
2. agree to make no change to the Council's existing Council Tax Support Scheme and continue to allocate additional Government support to help those council taxpayers most financially affected by the pandemic;
3. agree the proposed Fees and Charges for 2021/22;
4. approve the General Fund Budget for 2021/22 as summarised in Annexe 2, incorporating the baseline net service cost variations included at Annexe 3 and the staff pay award;
5. approve the specific use of reserves to mitigate the Covid-19 uncertainty risk and the estimated reduction in retained business rate funding over the Medium Term Finance Plan period, and the other reserve movements as set out in the annexe 6;
6. approve the General Fund Capital Programme; and,
7. agrees to extend the 2020/21 Capital Strategy to cover the period up to the Council meeting in April 2021.

8. HRA BUSINESS PLAN 2021/22 - 2023/24 (Pages 75 - 96)  
[Portfolio Holder: Cllr Anne-Marie Rosoman]  
[Wards Affected: All Wards]

The is report sets out the proposed Housing Revenue Account (HRA) Business Plan, Revenue Budget and Capital Programme for 2021/22.

### **Recommendation**

It is recommended that the Executive, after considering the comments from the Housing Overview and Scrutiny Committee, make the following recommendations to Council, that:

1. the rent level for Council dwellings be increased by 1.25% from the 20/21 level with effect from 1 April 2021 within the permitted guidelines contained within the Government's rent setting policy;
2. the average weekly charge for garages rented by both Council and non-Council tenants be increased by 50 pence per week excluding VAT from 1 April 2021;
3. the service charges in senior living accommodation be increased by 30 pence per week from 1 April 2021 to £19.80;
4. the recharge for energy costs in senior living accommodation be increased by 50 pence per week from 1 April 2021;
5. the revised HRA Business Plan for 2021/22 to 2024/25 as set out in Annexe 1 be approved;
6. the approval change for the fees and charges as set out in Annexe 2 is noted;
7. the Housing Revenue Account Capital Programmes as shown in Annexe 3 be approved;
8. the financing of the capital programmes be approved in line with the resources shown in Annexe 4.

9. ANNUAL PAY POLICY STATEMENT 2021/22 (Pages 97 - 108)  
[Portfolio Holder: Cllr John Ward]  
[Wards Affected: All Wards]

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 2021/22 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**

That the Executive recommend to Council that the Pay Policy Statement for the 2021/22 financial year, attached at Annexe 1, be approved.

10. LOCAL GOVERNMENT BOUNDARY COMMISSION - COUNCIL SIZE SUBMISSION

[Portfolio Holder: Cllr John Ward]  
[Wards Affected: All Wards]

*This report is to follow.*

11. LOCAL GOVERNMENT COLLABORATION IN SURREY (Pages 109 - 180)

[Portfolio Holder: Cllr John Ward]  
[Wards Affected: All Wards]

The purpose of this report is to update the Executive, councillors and the public on progress on local government collaboration since the Council and Executive discussions of 22 July and 8 September 2020 respectively, and to seek endorsement to develop an options appraisal for further collaboration with Guildford Borough Council.

### **Recommendation**

It is recommended that the Executive:

1. Notes the KPMG report on future opportunities for local government in Surrey;
2. Endorses the development of an initial options appraisal for collaboration with Guildford Borough Council;
3. Allocates the remaining £15,000 budget previously approved for “a unitary council proposal” to “exploring collaboration opportunities with other councils”; and
4. Recommends to the Council that it debate opportunities for future collaboration among local authorities in the light of the KPMG report and this report.

12. AFFORDABLE HOUSING SPD (Pages 181 - 248)

[Portfolio Holder: Councillor Anne-Marie Rosoman, Councillor Andy MacLeod]  
[Wards Affected: All Wards]

The purpose of this report is to seek the Executive’s approval of the Affordable Housing Supplementary Planning Document (SPD), and to recommend that it is formally adopted by the Council.

The proposed SPD sets out the Council’s approach for securing affordable housing in accordance with the application of relevant planning policies contained in Local Plan Part 1. It follows consultation on the draft SPD, which took place in two phases, 9<sup>th</sup> November – 14<sup>th</sup> December 2018 and 1<sup>st</sup> July – 16<sup>th</sup> August 2019.

### **Recommendation**

It is recommended that the Executive recommends to the Council that the affordable Housing Supplementary Planning Document (SPD) be approved.

13. ICT STRATEGY 2021-2024 (Pages 249 - 274)  
[Portfolio Holder: Councillor Peter Clark]  
[Wards Affected: All Wards]

To seek approval of the draft ICT Strategy 2021-2024.

### **Recommendation**

That the Executive recommend to Council that the ICT Strategy 2021-2024 be approved.

14. SERVICE LEVEL AGREEMENTS (SLAS) WITH COMMUNITY ORGANISATIONS, 2021-2022 (Pages 275 - 284)  
[Portfolio Holder: Councillor Michaela Martin]  
[Wards Affected: Not applicable]

The purpose of this report is to seek Executive approval for the renewal of the current Service Level Agreement (SLA) 12 organisations for one year only, in order to give organisations some certainty for budgeting, staffing and service delivery purposes. Several have been a vital part of the Covid response at significant cost to themselves, committed to continuing to support vulnerable residents and their local community.

### **Recommendation**

It is recommended that the Executive:

- i) approve the renewal of the current SLAs with the 12 partner organisations for one year only, 2021/22 at the proposed levels of funding as shown in Annexe 1 and as part of the budget setting process.
- ii) approve the withdrawal of funding to Brightwells Gostrey for the higher needs service and divert these funds to Haslewey to support services for older people and contribute towards running cost as shown in Annexe 1.
- iii) agree the establishment of an Executive Working Group to review the councils funding mechanism to voluntary sector organisation from 1 April 2022.

15. EXCLUSION OF PRESS AND PUBLIC

To consider the following recommendation on the motion of the Chairman, if required:

### 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.

**For further information or assistance, please telephone  
Fiona Cameron, Democratic Services Manager & Deputy Monitoring  
Officer, on 01483 523226 or by email at  
fiona.cameron@waverley.gov.uk**