

To: All Members of the Council

Fiona Cameron, Democratic Services Manager  
& Deputy Monitoring Officer

**Policy and Governance**

E-mail: [fiona.cameron@waverley.gov.uk](mailto:fiona.cameron@waverley.gov.uk)

Direct line: 01483 523226

Calls may be recorded for training or monitoring

Date: 12 February 2021

Dear Councillor

**COUNCIL MEETING - TUESDAY, 23 FEBRUARY 2021**

A MEETING of the WAVERLEY BOROUGH COUNCIL will be held via ZOOM MEETING - VIRTUAL MEETING on **TUESDAY, 23 FEBRUARY 2021** at **7.00 pm** and you are hereby summoned to attend this meeting.

The Agenda for the Meeting is set out below.

Yours sincerely

ROBIN TAYLOR

Head of Policy and Governance

Agendas are available to download from Waverley's website ([www.waverley.gov.uk/committees](http://www.waverley.gov.uk/committees)), where you can also subscribe to updates to receive information via email regarding arrangements for particular committee meetings.

Alternatively, agendas may be downloaded to a mobile device via the free Modern.Gov app, available for iPad, Android, Windows and Kindle Fire.

Most of our publications can be provided in alternative formats. For an audio version, large print, text only or a translated copy of this publication, please contact [committees@waverley.gov.uk](mailto:committees@waverley.gov.uk) or call 01483 523351.

**The meeting will be webcast and can be viewed by visiting**  
**[www.waverley.gov.uk/committees](http://www.waverley.gov.uk/committees)**

## AGENDA

1. APOLOGIES FOR ABSENCE

The Mayor to report apologies for absence.

2. MINUTES (Pages 9 - 20)

To confirm the Minutes of the Council meeting held on 15 December 2020.

3. DECLARATIONS OF INTEREST

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. MAYOR'S ANNOUNCEMENTS

5. LEADER'S ANNOUNCEMENTS

6. QUESTIONS FROM MEMBERS OF THE PUBLIC

To respond to questions from members of the public, received in accordance with Procedure Rule 10.

The deadline for receipt of questions is 5pm on Tuesday 16 February 2020.

7. QUESTIONS FROM MEMBERS OF THE COUNCIL

To respond to any questions received from Members of the Council in accordance with Procedure Rule 11.2.

The deadline for receipt of questions is 5pm on Tuesday 16 February 2020.

8. MOTIONS

To consider the following motions submitted in accordance with Procedure Rule 12.1:

**1. Climate and Ecological Emergency Bill**

Waverley Borough Council expresses its support for the Climate and Ecological Emergency Bill and empowers the leader of the council to write to local MPs and other stakeholders highlighting this council's support.

**Proposer:** Cllr Steve Williams

**Secunder:** Cllr John Ward

## 2. Surrey Fire Service

Waverley Borough Council is concerned to learn that changes to Surrey Fire and Rescue Services appear to have resulted in periods when fire cover for Waverley has been very limited, particularly in the more isolated rural areas at night, we request Surrey County Council to revisit this decision for the safety of our residents.

**Proposer:** Cllr George Wilson

**Secunder:** Cllr Paul Follows

In accordance with Procedure Rule 12.3 (b), the Leader has confirmed that he considers it convenient and conducive to the despatch of business to allow these motions to be dealt with at the Council meeting, rather than them being referred to a Committee of Council or the Executive for consideration.

## 9. MINUTES OF THE EXECUTIVE

To receive the Minutes of the Executive meeting held on 9 February 2021, and to consider the recommendations set out within, as detailed in the Council agenda items 9.1 to 9.7.

### 9.1 **EXE 69/20 General Fund Budget 2021/22 and MTFP 2021/22 - 2023/24 (Pages 21 - 86)**

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**

The Executive recommends to Council that it:

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. agree to extend the 2020/21 Capital Strategy to cover the period up to the Council meeting in February 2022 at the latest.

## 9.2 **EXE 70/20 HRA Business Plan 2021/22 - 2023/24 (Pages 87 - 108)**

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

### **Recommendation**

The Executive 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.

## 9.3 **EXE 71/20 Annual Pay Policy Statement 2021/22 (Pages 109 - 120)**

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**

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

#### **9.4 EXE 72/20 Local Boundary Commission Electoral Review 2020-2022 (Pages 121 - 160)**

The Local Government Boundary Commission for England (LGBCE) has notified the Council that it will conduct an electoral review of the Borough during 2020-2022. The review process has now commenced. In December 2020, the Executive set up an informal cross-party councillor working group to develop a recommendation on the future size of the Council, to inform the first stage of the Boundary Commission's review.

The Working Group has met three times, and considered carefully the key lines of enquiry set out in the Boundary Commission's 'Council Size' template. A councillor survey has been carried out to capture information about how councillors engage with residents and how they spend their time in their role as councillor. The attached Council Size submission (Annexe 1) sets out the argument for the size of Waverley Borough Council to be reduced to 50 councillors, with effect from the Borough elections in May 2023. Attached at Annexe 2 is a table showing a comparison of council size and electorate numbers for neighbouring authorities.

### **Recommendation**

The Executive recommend to Council that the attached LGBCE Council Size document be approved as the Council's submission to the electoral review of Waverley Borough Council, including a proposed council size from May 2023 of 50 councillors.

#### **9.5 EXE 73/20 Local Government collaboration in Surrey (Pages 161 - 232)**

The purpose of this report is to update the Council on progress on local government collaboration since the Council and Executive discussions of 22 July and 8 September 2020 respectively, and to allow Council to debate opportunities for future collaboration among local authorities in the light of the KPMG report, and this report.

### **Recommendation**

The Executive recommend to the Council that it debate opportunities for future collaboration among local authorities in the light of the KPMG report and this report.

9.6 **EXE 74/20 Affordable Housing Supplementary Planning Document (SPD) (Pages 233 - 300)**

The purpose of this report is to seek Council approval of the Affordable Housing Supplementary Planning Document (SPD). 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**

The Executive recommends to the Council that the Affordable Housing Supplementary Planning Document (SPD) be approved.

9.7 **EXE 75/20 ICT Strategy 2021-2024 (Pages 301 - 326)**

To seek approval of the draft ICT Strategy

**Recommendation**

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

10. **COUNCIL TAX SETTING 2021/2022 (Pages 327 - 338)**

The purpose of this report is to enable the Council to make the necessary resolutions in relation to the setting of Council Tax for 2021/2022.

Waverley, as a billing authority for the purpose of Council Tax, is required to set its Council Tax before 11 March in the financial year preceding that for which the Council Tax is set. This report summarises all of the appropriate budgetary decisions that will have been taken to enable the level of Council Tax for 2121/2022 to be determined and specifies all of the individual levels of Council tax for approval by the Council.

**Recommendation**

It is recommended that Council agrees the council tax resolutions as set out in the attached report.

11. **APPOINTMENT OF A DEPUTY ELECTORAL REGISTRATION OFFICER**

The Chief Executive is Waverley's Returning Officer and Electoral Registration Officer. These are two separate appointments that were made by the Full Council in December 2017.

As Returning Officer, the Chief Executive has the power to nominate deputies, and does so in advance of every election.

As Electoral Registration Officer, he does not have this direct power: it must be done by the Full Council as per the [Representation of the People Act 1983](#)

[s52\(2\)](#).

As a precautionary measure, in view of the pandemic, the Chief Executive recommends that Robin Taylor, Head of Policy & Governance be appointed as Deputy Electoral Registration Officer.

### **Recommendation**

That Council appoint Robin Taylor, Head of Policy & Governance as Deputy Electoral Registration Officer.

12. **MINUTES OF THE LICENSING AND REGULATORY COMMITTEE** (Pages 339 - 342)

To receive the Minutes of the Licensing & Regulatory Committee meeting held on 10 December 2020.

There are no Part I matters for Council consideration.

Members of the Council wishing to speak on any Part II Matters of Report must give notice to the Democratic Services Team by midday on Tuesday 23 February 2021.

13. **MINUTES OF THE STANDARDS COMMITTEE** (Pages 343 - 348)

To receive the Minutes of the Standards Committee meeting held on 1 FEBRUARY 2021, and to consider the recommendations set out within, as detailed in the following agenda items.

13.1 **STD 40/20 LGA NEW MODEL CODE OF CONDUCT (Pages 349 - 388)**

This report presents the new Model Code of Conduct, published in December 2020 by the Local Government Association (LGA). The LGA consulted widely on the new code before publishing the final version. Council is asked to adopt the new Model Code of Conduct.

Authorities remain responsible for their own local code and so there is no 'requirement' to adopt the code, either in part or in full. Authorities may choose to amend the model code prior to adopting it and/or can choose to amend it at any point in the future.

### **Recommendation**

The Standards Committee:

- (i) recommend to Full Council that the new LGA model code be adopted without any local amendments; and
- (ii) ask the Monitoring Officer to arrange councillor briefings on the new model code (once adopted).

13.2 **STD 41/20 AMENDMENTS TO THE VIRTUAL MEETING PROCEDURE RULES (Pages 389 - 394)**

The Standards Committee discussed the use of the 'chat' function in Zoom in meetings by committee members and those attending the meetings as observers, and agreed that it was preferable for this to be used only to alert the chairman or committee officers of any technical issues.

The recommended wording of Virtual Meeting Procedure Rule 9, is set out in the attached Annexe.

**Recommendation**

The Standards Committee recommends to Council that the Virtual Meeting Procedure Rules be amended to include VMPR 9, to require that participants and observers at council and committee meeting refrain from using the Zoom chat facility other than to draw attention of the chairman or committee officers to any technical issues.

14. **EXCLUSION OF PRESS AND PUBLIC**

If necessary, to consider the following motion, to be moved by the Mayor:

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 any matter on this agenda 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 the item(s), there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified in the appropriate paragraph(s) of the revised Part I of Schedule 12A of the Local Government Act 1972 (to be identified at the meeting).