

To: All Members of the EXECUTIVE

When calling please ask for:

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Calls may be recorded for training or monitoring

Date: 1 May 2020

Membership of the Executive

Cllr John Ward (Chairman)
Cllr Paul Follows (Vice Chairman)
Cllr David Beaman
Cllr Peter Clark
Cllr Andy MacLeod

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, 12 MAY 2020

TIME: 6.00 PM

PLACE: ZOOM VIDEO-CONFERENCE MEETING

The Agenda for the Meeting is set out below.

The meeting can be viewed remotely in accordance with the provisions of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, via the Council's YouTube page.

Yours sincerely

ROBIN TAYLOR
Head of Policy and Governance

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This meeting will be webcast and can be viewed on the Waverley Borough Council YouTube channel or by visiting www.waverley.gov.uk/committees

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.

AGENDA

1. **WELCOME, INTRODUCTIONS AND PROCEDURAL INFORMATION**

2. **MINUTES**

To confirm the Minutes of the Meeting held on 3 March 2020.

3. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

4. **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.

5. **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.

In the absence of the opportunity for informal questions at this meeting, the deadline for receipt of written questions has been extended to 5pm on Thursday 7 May 2020.

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

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

7. LEADER'S AND PORTFOLIO HOLDERS' UPDATES (PAGES 7 - 8)
8. WAVERLEY BOROUGH COUNCIL'S RESPONSE TO CORONAVIRUS TO DATE (Pages 9 - 18)

This report summarises Waverley Borough Council's response so far to the coronavirus pandemic (Covid-19) and highlights some critical risks that will shape the Council's plan and actions to help the borough recover.

Recommendation

It is recommended that this report be noted.

9. TEMPORARY GOVERNANCE ARRANGEMENTS (Pages 19 - 26)
[Portfolio Holder: Councillor Peter Clark, Councillor John Ward]
[Wards Affected: All Wards]

This report proposes temporary changes to the Council's governance arrangements in response to the business imperative to prioritise urgent action to support the Waverley community during the Coronavirus emergency.

It summarises key changes in legislation (via the Coronavirus Act 2020) and Regulations (via the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings (England)) Regulations 2020) ("the Regulations") and makes recommendations on temporary arrangements for Council and committee meetings during the 6-month period from April to October 2020.

Recommendations

That the Executive recommends to Full Council:

1. That in principle, remote meetings, at least for the time being, be used sparingly, and that only matters considered to be critical to the Council's business be dealt with by way of remote meetings. Non-critical, 'business as usual' items and items that can be delegated to officers (either through existing or new delegations), delayed or cancelled are not dealt with by remote meetings. All time-limited emergency provisions to be reviewed at the July Council meeting and at any further Full Council meetings beyond that as required.
2. That the Annual Meeting of Council for 2020 be postponed until such date to be agreed by the Leader of the Council, the Mayor, and the Chief Executive.
3. That the Mayor and Deputy Mayor remain in their current roles until an Annual Meeting of the Council is held.
4. That the committee memberships for 2019/20 continue for 2020/21, subject to any adjustments required to satisfy political proportionality following the January 2020 by-election; and that existing committee chairmen and vice-chairmen continue for 2020/21 unless there is a need to appoint a new chairman and/or vice-chairman due to any other

reason.

5. That the revised schedule of committee meetings outlined for Phases 1, 2 and 3 in paragraph 4.8 below, is agreed; a detailed calendar of meetings will be provided to Members as soon as possible.

The Executive further recommends that the Standards Committee:

6. Considers and makes recommendations to Full Council on the adoption of revised Procedure Rules in relation to virtual meetings, and remote attendance at meetings, including a delegation to the Monitoring Officer in consultation with the Mayor, the Leader and the Chair of the Standards Committee to make minor amendments as need is identified in the light of experience.
 7. Considers and makes recommendations to Full Council on the Terms of Reference of the proposed two new temporary EASTERN and WESTERN planning committees, on the basis of agreement between Group Leaders and Independent Members, together with recommendations on appropriate sunset clauses for these committees.
 8. Considers and makes recommendations to Full Council on any other revisions to the Scheme of Delegation that officers propose in response to the Coronavirus Act 2020, or to facilitate the Council's response to the COVID-19 emergency.
10. AMENDMENT TO THE SCHEME OF DELEGATION - HEALTH PROTECTION (CORONAVIRUS, RESTRICTIONS) (ENGLAND) REGULATIONS 2020 PUBLIC HEALTH (CONTROL OF DISEASES) ACT 1984 (Pages 27 - 30)
[Portfolio Holder: Councillor NickPalmer]
[Wards Affected: All Wards]

To seek approval for an amendment to the Scheme of Delegation to authorise officers to act in respect of new legislation introduced by the Government relating to the Covid-19 pandemic for the purpose of reducing public health risks posed by the incidence and spread of severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

Recommendation

It is recommended that the Executive amend the Scheme of Delegation to include the designation under to:

- the Head of Environmental and Regulatory Services,
- the Head of Housing Delivery and Communities,
- the Head of Housing Operations, and,
- the Head of Planning and Economic Development

as authorised persons under the Public Health (Control of Diseases) Act 1984 and the related public health protection regulations, including the Health Protection (Coronavirus, Business Closure)(England) (Regulations 2020 ('the Business Closure Regulations') and the Health Protection (Coronavirus,

Restrictions)(England) Regulations 2020('the Restriction Regulations') and any updating and or amending legislation.

It is recommended that the designation above is also extended to officers employed within specified service teams of the Council namely environmental health, environmental protection, environmental enforcement, licensing, housing management operations, private sector housing and planning enforcement.

11. SAFEGUARDING POLICY FOR CHILDREN AND ADULTS AT RISK (Pages 31 - 86)

[Portfolio Holder: Councillor David Beaman]
[Wards Affected: All Wards]

The purpose of this report is to advise the Executive of the recent changes to the Council's Safeguarding Policy of 2017.

Recommendation

It is recommended that Executive recommends adoption of the updated Safeguarding Policy for Children and Adults at Risk to Full Council.

12. FUTURE DELIVERY OF HOUSING RESPONSIVE REPAIRS, VOID REFURBISHMENT AND DISABLED ADAPTATION CONTRACT (Pages 87 - 92)

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

As a landlord the Council must adhere to a range of statutory requirements in order to ensure the safety, security and wellbeing of our residents. The Executive was informed at its meeting on 7 January 2020 of the early termination by MPS Housing Ltd of the Responsive Repairs and Voids contract. MPS terminated the contract within its first year, and the contract expired on 10 March 2020. In accordance with the authority given by the Executive at its 7 January meeting, a fixed-term interim contract has been procured to ensure continuity in service delivery.

The interim contract was awarded for a fixed period of 20 months until November 2021, during which time a longer-term solution for the delivery of housing responsive repairs, improvements, void refurbishment and disabled adaptations must be sought.

The purpose of this report is to seek the Executive's agreement to progress procurement.

Recommendation

It is recommended that Executive:

1. agrees the recommended approach to procuring a conventional JCT schedule of rates contractual arrangement to deliver the Housing Maintenance Responsive Repairs, Improvements, Voids Refurbishment

and Disabled Adaptation services;

2. agrees to a concurrent project to explore alternative delivery methods; and
3. delegates authority to the Head of Housing Operations in consultation with the Portfolio Holder for Housing, Strategic Director and Section 151 Officer to:
 - 3.1. appoint consultants to provide advice and undertake such work relevant to achieve the procurement; and
 - 3.2. procure and recommend to the Executive contractors to deliver Responsive Repairs, Improvements, Void Refurbishment and Disabled Adaptation works, within agreed budgets, in accordance with the Council's Contract Procurement Rules.

13. 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.

14. 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
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Officer, on 01483 523226 or by email at
fiona.cameron@waverley.gov.uk**