

To: All Councillors

When calling please ask for:

Louise Fleming, Democratic Services & Business  
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**Policy and Governance**

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Calls may be recorded for training or monitoring

Date: 9 February 2022

Dear Councillor

A Meeting of the **EXECUTIVE** was held on Tuesday, 8 February 2022. 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, 16 FEBRUARY 2022**. Members must notify Robin Taylor, Head of Policy and Governance, by e-mail, telephone or letter if they wish to refer a decision to the appropriate Overview and Scrutiny Committee. The Constitution requires that **five non-Executive Members 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**

#### **7. GENERAL FUND BUDGET 2022/23 AND MTFP 2022/23 - 24/25**

##### **RESOLVED**

**That the Executive, after considering comments from the Policy Overview & Scrutiny Committee, recommends to Council to:**

- 1. agree a £5 increase in Waverley's Band D Council Tax Charge for 2022/23 with resultant increases to the other council tax bands;**
- 2. agree to continue the Council's existing Council Tax Support Scheme at the current levels;**
- 3. agree to extend Waverley's council tax hardship fund to help those council taxpayers most financially affected by the pandemic, as set out in this report, with the final scheme details and criteria delegated to the S151 Officer in consultation with the Finance Portfolio Holder;**
- 4. agree to make no change to Fees and Charges for 2022/23 except for those proposed in Annexe 4, including the new approach for planning pre-application fees;**
- 5. approve the General Fund Budget for 2022/23 as summarised in Annexe 2, incorporating the baseline net service cost variations included at Annexe 1 and Annexe 3;**
- 6. approve the General Fund Capital Programme as detailed in Annexe 5; and**
- 7. approve the specific use of reserves to mitigate the Covid-19 uncertainty and other emerging economic risks including inflation; the estimated expected reduction in Retained Business Rates and New Homes Bonus funding over the Medium-Term Finance Plan period, and the other reserve movements as set out in Annexe 6.**

Reason: The General Fund Budget is a major decision for the Council and setting a balanced budget is a statutory requirement. Scrutiny of these MTFP and Budget proposals demonstrate transparency and good governance. As a result of the sudden and unexpected Covid-19 impact, the Council had to act quickly in mid-2020 to take steps to address the significant projected net General Fund Budget shortfall so that the Council

can continue to function. A revised budget for 2020/21 was set in August 2020 and the medium-term financial projections were updated in February 2021 alongside the budget setting report for 2021/22. Despite a very welcome - but one-off - respite in 2022/23 from the continuing decline in central funding, the latest MTFP for the subsequent years ending 2025/26 continues to project future financial pressures, and opportunities, to enable the Council to take action to ensure sufficient funding is in place to deliver services.

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

8. HOUSING REVENUE ACCOUNT BUSINESS PLAN - REVENUE BUDGET AND CAPITAL PROGRAMME 2022/23

**RESOLVED**

**That the Executive, after considering the comments from the Landlord Services Advisory Board and Policy Overview and Scrutiny Committee, recommend to Council that:**

- 1. the rent level for Council dwellings be increased by a maximum of 4.10% from the 2021/22 level with effect from 1 April 2022 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 2022;**
- 3. the service charges in senior living accommodation be increased by 30 pence per week from 1 April 2022 to £20.10;**
- 4. the recharge for energy costs in senior living accommodation be increased by 50 pence per week from 1 April 2022;**
- 5. the revised HRA Business Plan for 2022/23 to 2025/26 as set out in Annexe 1 be approved;**
- 6. the fees and charges as set out in Annexe 2 be approved;**
- 7. the Housing Revenue Account Capital Programmes as shown in Annexe 3 and 4 be approved;**
- 8. the financing of the capital programmes be approved in line with the resources shown in Annexe 5: and**
- 9. a strategic review will be undertaken on the 30-year HRA Business Plan in line with the content of this report during 2022/23.**

Reason: To provide the resources to fund Waverley Borough Council's Landlord Services operations, maintenance programme and building new affordable homes.

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

9. CAPITAL STRATEGY 2022/2023 - INCORPORATING TREASURY  
MANAGEMENT STRATEGY AND ASSET INVESTMENT STRATEGY

**RESOLVED**

**That the Executive, after considering comments from the Policy Overview & Scrutiny Committee, recommends to Council:**

- 1. The 5-year Capital Strategy for 2022/2027, incorporating the Treasury Management Strategy, Prudential Indicators and Asset Investment Strategy, for approval.**
- 2. That Full Council delegate authority to the Executive for the financial year 2022/23, subject to a positive recommendation from the Asset Investment Advisory Board and agreement from the Chief Executive and Strategic Director:**
  - a. to bid, negotiate and complete on property acquisitions and investments in land and buildings with a total individual cost of up to £10m, subject to the decision fully satisfying all criteria and process requirements set out in this Strategy; and**
  - b. to determine a funding strategy for the acquisition or investment in line with the Treasury Management Strategy; and**
  - c. to appoint advisors and undertake appropriate due diligence for each property acquisition and investment proposal as necessary; and**
  - d. to complete the legal matters and signing of contracts to execute the transactions referred to above.**

Reason: The Capital Strategy is a whole organisation approach to capital investments (expenditure) and overall strategic planning. It has historically been seen as a finance responsibility but should be steered by the leadership of the Council and is a responsibility of all.

The Chartered Institute of Public Finance and Accountancy (CIPFA) have issued guidance on the aims and requirements of a Capital Strategy focusing on a whole organisation approach to prudent, sustainable, and resilient local government investment.

CPFA have also issued two professional Codes of Practice to which the Council is required to “have regard to”. These give frameworks designed to support local strategic planning, local asset management planning and proper option appraisal:

- **The Prudential Code** – developed to support local authorities in taking decisions around their capital investment programmes. The objectives of the Prudential Code are to ensure, within a clear reporting framework, that a local

authority's capital expenditure plans and investment plans are affordable and proportionate; that all external borrowing and other long-term liabilities are within prudent and sustainable levels; that the risks associated with investments for commercial purposes are proportionate to their financial capacity; and that treasury management decisions are taken in accordance with good professional practice.

- **The Treasury Management Code** - Treasury Management is defined as 'The management of the organisation's borrowing, investments, and cash flows, including its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks'.

Both codes have been out to consultation in 2021 in response to a rise in local authorities undertaking commercial investments, purchasing property solely to make a return, with concerns where these investments have been financed by borrowing. Proposals outlined in the consultations address that borrowing for yield only is a risk to prudent investment. CIPFA hopes that these strengthened Codes will alleviate further government intervention in the Prudential Framework and ensure local decision making is protected.

The new Codes were published in December 2021.

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

10. DUNSFOLD PARK GARDEN VILLAGE - SUPPLEMENTARY PLANNING DOCUMENT - ADOPTION

**RESOLVED**

**That the Executive recommends to the Council that the Dunsfold Park Garden Village Supplementary Planning Document (SPD) be adopted.**

Reason: The SPD provides further guidance about the Council's approach to the Dunsfold Park Garden Village, specifically the future masterplan and design of the new development to support the delivery of the new village based on garden community principles.

The SPD clearly defines what is required from new development on site and what the Council aspires to achieve on the site, building on the work undertaken to date. It will be instrumental when negotiating with the promoter, landowner and future developers as the site is brought forward. It is also expected that the production of this document will assist the preparation of planning submissions, manage expectations and support the earliest delivery of the village.

The Council cannot introduce new planning policy through a

Supplementary Planning Document (SPD), rather this SPD is intended to build on the existing adopted policies pertaining to the site, which fall within the statutory development plan (namely SS7 and SS7A of the Waverley Local Plan Part 1 'Strategic Policies and Sites' 2018).

This recommendation follows a four-week public consultation that has been undertaken in accordance with Regulation 13 of the Town and Country Planning (Local Planning) (England) Regulations 2012 ("the Regulations").

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

11. CARBON NEUTRALITY ACTION PLAN ANNUAL UPDATE

**RESOLVED**

- a. **That the progress made on the CNAP during 2021 attached in Annexe 1 be noted.**
- b. **That the content of the version 2022 of the CNAP as presented in Annexe 2 be endorsed.**

Reason: To ensure that the Executive is up to date with the council's progress on its response to the Climate Emergency and to request support on the direction of travel over the next year.

**[Services Overview and Scrutiny Committee]**

12. WAVERLEY BOROUGH COUNCIL EMERGENCY PLAN

**RESOLVED**

- a) **That the Executive recommend approval and adoption of the attached Emergency Plan.**
- b) **That authority to make minor consequential grammatical and technical changes to the text, contact details etc. be delegated to the Head of Service in consultation with the Portfolio Holder.**

Reason: To ensure the Council has a robust Emergency Plan in place in accordance with the requirements of the Civil Contingencies Act 2004.

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

13. SERVICE PLAN 2022-25 (3 YEAR ROLLING PLANS)

**RESOLVED**

- a) That the comments and recommendations received from the Overview & Scrutiny Committees are noted; and  
b) That the Service Plans 2022-25 proposals, as set out at Annexe 1, for implementation from 1 April 2022 be approved.

Reason: The annual review process of service plans is a subject of internal as well as external scrutiny in which the O&S committees play a crucial role. The scrutiny committees review the proposals and pass their comments and recommendations to the Executive for their consideration ahead of the approval process.

**[Policy and Services and Overview and Scrutiny Committees]**

14. ANNUAL PAY POLICY STATEMENT 2022/23

**RESOLVED**

**That the Executive recommend to Council that the Pay Policy Statement for the 2022/23 financial year, attached at Annexe 1, be approved.**

Reason: To comply with the Localism Act 2011 (Sections 38 and 39).

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

16. PROPERTY MATTERS - PROPERTY ACQUISITION

**RESOLVED**

**That the recommendations set out in the exempt report be agreed.**

Reason: The reasons are set out in the exempt report.

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

**For further information or assistance, please telephone Louise Fleming,  
Democratic Services and Business Support Team Manager on 01483  
523517**