

To: All Members of the Council

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Calls may be recorded for training or monitoring

Date: 8 April 2022

Dear Councillor

COUNCIL MEETING - TUESDAY, 26 APRIL 2022

A MEETING of the WAVERLEY BOROUGH COUNCIL will be held in the CAUDLE HALL, WILFRID NOYCE COMMUNITY CENTRE, CROWN COURT CAR PARK, GODALMING, GU7 1DY on **TUESDAY, 26 APRIL 2022** 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

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AGENDA

1. APOLOGIES FOR ABSENCE

The Mayor to report apologies for absence.

2. MINUTES (Pages 11 - 36)

To confirm the Minutes of the Council meeting held on Tuesday 22 February 2022 (herewith).

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 19 April 2022.

Question from Mr Daniel Kuszel:

“Godalming recently received a flyer from the Liberal Democrats, with the results of a local survey showing that the poor state of street cleaning is a significant concern of residents - in fact it was the most significant concern, with 20% of residents highlighting it as a failure of Waverley Borough Council. The quality of street cleaning in Godalming has been poor for a number of years, and a survey was not needed to confirm this, however, what is the administration doing to improve street cleaning and weed control in Godalming.”

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 19 April 2022.

8. LOCAL GOVERNMENT COLLABORATION - APPROVAL OF THE INTER-AUTHORITY AGREEMENT AND ESTABLISHMENT OF A JOINT GOVERNANCE COMMITTEE (Pages 37 - 64)

This report sets out, for formal approval, the proposed Heads of Terms of the Inter-Authority Agreement (IAA) between Guildford and Waverley Borough Councils, together with draft terms of reference for a proposed new Joint Governance Committee, which will, amongst other matters, be responsible for

periodically reviewing the IAA and the risk assessment associated with the collaboration.

Recommendation

It is recommended that the Council consider this report and the attached annexes and to adopt the following recommendations:

- (1) That the draft Heads of Terms of the Inter-Authority Agreement setting out the formal governance arrangements for joint working between Guildford and Waverley, as set out in Annexe 1 to this report, be approved.**
- (2) That the Borough Solicitor be authorised to enter into the final Inter-Authority Agreement on behalf of Waverley Borough Council.**
- (3) That the collaboration Risk Assessment, as set out in Annexe 2 be approved.**
- (4) That the establishment of a Joint Governance Committee and its proposed composition and terms of reference, as set out in Annexe 3 to this report, be approved.**
- (5) That the Joint Governance Committee be authorised to approve its standing orders at its first meeting.**
- (6) That, subject to approval of paragraph (4) above, Waverley's numerical allocation of seats to the political groups on the proposed Joint Governance Committee shall be as follows:**

Conservative: two seats
Farnham Residents: two seats
Liberal Democrats: two seats
- (7) That the nominations for membership and substitute membership of the Joint Governance Committee for the 2022-23 municipal year, be considered at the Annual Council meeting on 17 May 2022.**
- (8) That the Monitoring Officer be authorised to amend the Constitution to incorporate the establishment of the Joint Governance Committee, and its terms of reference; and, subject to paragraph (5) above, its standing orders.**

9. MINUTES OF THE EXECUTIVE (Pages 65 - 84)

To receive the Minutes of the Executive meeting held on 8 March and 5 April 2022, and to consider the recommendations set out within.

There are five Part I matters for Council consideration, set out in the following agenda items.

9.1 EXE 109/21 Affordable Homes Delivery Strategy – Amendments following

consultation

9.2 EXE 110/21 Housing Asset Management Strategy

9.3 EXE 111/21 Corporate Equality Objectives

9.4 EXE 112/21 Community Governance Review of Towns and Parishes in the Waverley Borough Council Area

9.5 EXE 113/21 Pre-election period publicity Policy

There shall be no debate on any item contained in Part II of the Minutes but Members may give notice in writing, by email, or by phone, by noon on the day of the meeting of a statement or question, and give details of any question (PR14.14).

- 9.1 EXE 109/21 Affordable Homes Delivery Strategy - Amendments following consultation (Pages 85 - 178)

To adopt the Affordable Homes Delivery Strategy.

Recommendation

It is recommended that the Council adopts the draft Affordable Homes Delivery Strategy 2022-2025.

- 9.2 EXE 110/21 Housing Asset Management Strategy (Pages 179 - 228)

To present the final draft of the Housing Asset Management Strategy (HAMS), at Annexe One, for adoption.

Recommendation

It is recommended that the Council:

- i approves the Housing Asset Management Strategy 2022 to 2030 for adoption; and**
- ii notes that the Landlords Services Advisory Board undertakes to monitor the implementation and performance of the strategy.**

- 9.3 EXE 111/21 Corporate Equality Objectives (Pages 229 - 236)

The purpose of this report is to propose a new set of corporate equality objectives for recommendation to Council and an associated action plan.

The proposed Corporate Equality Objectives and associated Action Plan are set out in Annexe 1 to this report.

Recommendation

It is recommended that the Council:

- i approves the Corporate Equality Objectives 2022- 25 as set out at Annexe 1 and**
- ii notes that the Corporate Equality Group undertakes to monitor the implementation of the associated Action Plan.**

- 9.4 EXE 112/21 Community Governance Review of Towns and Parishes in the

Waverley Borough Council Area (Pages 237 - 270)

A Community Governance Review (CGR) looks at the governance arrangements of the towns and parishes in the area under review and seeks to ensure that these are reflective of the identities and interests of the community in that area.

At Full Council on 14 December 2021, the Council approved the commencement of a CGR and its terms of reference. The initial phase of the consultation has ended, and Officers have collated and started to evaluate responses.

The purpose of this report is to seek approval of the selection criteria to be used to evaluate responses to the initial phase of the consultation, and to incorporate them in the draft recommendations for consideration during the second stage of the consultation between 3 May and 10 June.

Recommendation

It is recommended that the Council:

- (a) Approves the method to evaluate the submissions made in the initial consultation period as set out in paragraph 4.4; and**
- (b) that the submissions that are agreed to have merit are incorporated in the draft recommendations for consideration in the second stage of consultation between 3 May and 10 June.**

9.5 EXE 113/21 Pre-election period publicity Policy (Pages 271 - 280)

This report recommends the adoption of a Pre-Election Period Publicity Policy.

Recommendation

It is recommended that the Council approves the Pre-Election Period Publicity Policy, as set out in Annexe 1 to this report, with immediate effect.

10. MINUTES OF THE AUDIT COMMITTEE (Pages 281 - 288)

To receive the Minutes of the Audit Committee meeting held on 28 March 2022, and to consider the recommendations set out within.

There are three Part I matters for Council consideration, set out in the following agenda items.

10.1 AUD 111/21 Anti-Money Laundering Policy – 2022 Update

10.2 AUD 112/21 Finance Regulations Update

10.3 AUD 113/21 Contract Procurement Rules – 2022 Update

There shall be no debate on any item contained in Part II of the Minutes but Members may give notice in writing, by email, or by phone, by noon on the day

of the meeting of a statement or question, and give details of any question (PR14.14).

10.1 AUD 111/21 Anti-Money Laundering Policy - 2022 Update (Pages 289 - 312)

The Anti Money Laundering Policy forms part of the Council's governance toolkit supported primarily by the council Financial Regulations. It should be maintained and updated as and when required to adopt legislative changes and reflect best practice in the industry.

The policy was last updated and approved by full Council in 2019. Whilst it is still fit for purpose there is some redundant terminology throughout which requires replacing, this consist of replacing the now defunct Serious Organised Crime Agency SOCA with the current National Crime Agency (NCA).

Recommendation

It is recommended that the Council agree that the proposed amendments be approved and incorporated.

10.2 AUD 112/21 Finance Regulations Update (Pages 313 - 354)

The Audit Committee was asked to consider the update to the Financial Regulations and recommend them to the Council, in compliance with the Audit Committee Terms of Reference under Article 8 of the Constitution. Specifically, the Audit Committee is required to maintain an overview of the Council's Constitution in respect of financial regulations.

Recommendation

It is recommended that Council the adopts the updated Financial Regulations.

10.3 AUD 113/21 CPR Update (Pages 355 - 384)

The Contract Procurement Rules (CPRs) form part of the Council's Constitutional framework. They should be maintained and updated as and when required to adopt legislative changes, reflect best practice in the industry and support the Council's corporate objectives.

The Contract Procurement Rules were last updated and approved by full Council in February 2020. While the CPRs are still fit for purpose there are a small number of alterations required to reflect amendments to procurement regulations as well as to incorporate recommendations from the most recent procurement audit.

Strategic procurement aspirations will be developed in a Sustainable Procurement Strategy and referenced to in future updates of council policies, including the forth coming Economic Development Strategy

Summary of key changes:

Change	Rationale
Throughout - Update of Public Contract Regulations 2015 (PCR) thresholds as of 1 January 2022	The thresholds are revised every 2 years. This need to be reflected in the CPRs.
CPR 4.12 – Added to allow greater flexibility to low value spend.	Currently there is no ability to spend beyond the tendered sum for low value contracts. Whilst all possible spend should be captured at tender stage there is always the possibility of that additional services may be required after the contract has commenced. The current procedure is considered excessive for the sums involved.
CPR 12 / Annex 1 - Addition of DECLARATION REGARDING CONFLICT OF INTEREST & CONFIDENTIALITY form	There is currently not a robust enough process for capturing any conflicts of interest with regards to procurement. The form is being introduced in conjunction with the refresh of the councils code of conduct for officers.

Recommendation

That the proposed amendments to the Contract Procurement Rules be approved and incorporated into the Council's Constitution.

11. MINUTES OF THE STANDARDS COMMITTEE

To receive the Minutes of the Standards Committee meeting held on 25 April 2022 (to follow), and to consider the recommendations set out within.

There is one Part I matter for Council consideration, set out in the following agenda item.

11.1 STD 19/21 Review of the remits of Resources and Services Overview & Scrutiny

11.1 STD 19/21 Review of the remits of Resources and Services Overview & Scrutiny (Pages 385 - 388)

To amend the remits of the Council's Overview and Scrutiny (O&S) Committees to better balance the workload of these Committees.

Recommendation

That the Council amends the terms of reference for the Overview and Scrutiny Committees (Article 6.1, Part 3, Waverley Borough Council Constitution) as follows:

6.1 Terms of Reference

Waverley has two Overview and Scrutiny Committees covering the following areas:

Overview and Scrutiny Committee	Remit (Service Areas)
1. Resources	Business Transformation Finance and Property <i>Housing Operations</i> <i>Housing Delivery and Communities [housing related]</i> Policy and Governance
2. Services This Committee will act as the designated Crime and Disorder Committee for the purposes of Section 19 of the Police and Justice Act 2006.	Commercial Services Environmental and Regulatory Services Housing Operations Housing Delivery and Communities [<i>non-housing related</i>] Planning and Economic Development

The Resources O&S committee may, with the agreement of the chairman and vice-chairman of the Services O&S Committee, assume responsibility for an item which would normally fall within the remit of Services O&S if it has substantial revenue or capital implications.

12. MOTIONS (Pages 389 - 396)

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

- 12.1 Queen's Platinum Jubilee
- 12.2 RSPCA motion on the protection of animals and vulnerable persons affected by seasonal issues
- 12.3 Climate Emergency Action Plans

The deadline for receipt of motions was 5pm on Tuesday 12 April 2022.

13. DELEGATION TO THE CO-PORTFOLIO HOLDERS FOR HOUSING

Recommendation

That the Council notes that, in accordance with the Executive Procedure Rules, the Leader of the Council has made the following delegation to the Co-Portfolio Holders for Housing (Delivery) and Housing (Operations):

To approve all matters falling within the Housing Landlord Service and within the agreed Budget and Policy Framework, subject to the exclusions and parameters set out below.

Exclusions:

Matters reserved to be referred to Full Council as part of the Budget and Policy Framework.

Matters delegated to Officers under the Scheme of Delegation to Officers. Matters which the Leader and/or Executive have reserved to the Executive.

Matters delegated to another committee of the Council, i.e., approval of statutory accounts.

Exercise of delegation is subject to:

The provisions of the Constitution, including the Financial Regulations and Contract Procurement Rules.

Consultation with other Executive members as appropriate.

The right of the Co-Portfolio Holder concerned to refer the matter to the Executive if they so wish.

The matter being referred to the Executive where there is a dispute between the relevant Co-PFH and another Executive member.

14. CONTINUING ABSENCE - COUNCILLOR ANNE-MARIE ROSOMAN

Recommendation

That the Council approves the extended absence of Councillor Anne-Marie Rosoman for a further period of six months due to her ongoing ill-health.

15. 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).