

To: All Members of the Executive

When calling please ask for:

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Legal and Democratic Services

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Calls may be recorded for training or monitoring

Date: 23 October 2023

Membership of the Executive

Cllr Paul Follows (Chair)
Cllr Peter Clark (Vice Chair)
Cllr Tony Fairclough
Cllr Victoria Kiehl
Cllr Mark Merryweather

Cllr Kika Mirylees
Cllr Nick Palmer
Cllr Paul Rivers
Cllr Liz Townsend
Cllr Steve Williams

Dear Councillors

A meeting of the Executive will be held as follows:

Date: Tuesday, 31 October 2023

Time: 6.00 pm

Place: Council Chamber, Council Offices, The Burys, Godalming

The Agenda for the Meeting is set out below.

Yours sincerely

Susan Sale

Executive Head of Legal & Democratic Services & Monitoring Officer

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Notes for members

Contact Officers are shown on 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 Manager prior to the start of question time. 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** (Pages 5 - 16)

To confirm the Minutes of the Meeting held on 3 October 2023 as a correct record.

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. **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 24 October 2023.

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 24 October 2023.

6. **Leader's and Portfolio Holders' Updates**

7. **Recommendations from the Overview and Scrutiny Committees**

There were no recommendations from the Overview and Scrutiny Committees - Services meeting held on 22 September 2023.

8. **Software Contract for Regulatory Services** (Pages 17 - 30)

Portfolio Holders: Deputy Leader and Portfolio Holder for Customer Services, Business Transformation and IT; and Portfolio Holder for Enforcement and Regulatory Services

Recommendation that the Executive:

- (i) **Approves that the contract in respect of the Council's Regulatory Services IT Management System be awarded to the preferred supplier;**

- (ii) Approves that the Council's Contract Procedure Rules in respect of tendering be waived in respect of this procurement;
- (iii) Approves that authority to spend the funding allocated to this IT system replacement in the 2023/24 capital programme be granted;
- (iv) Approves that authority be delegated to the Head of Regulatory Services, in consultation with the Joint Executive Head of Legal and Democratic Services, to complete and execute the necessary contractual documents.

9. **Exclusion of the Public and Press**

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 Executive agrees:

1. that the public be excluded from the meeting during consideration of the following matter 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, there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified in Paragraph 1 of the revised Part 1 of Schedule 12A to the Local Government Act 1972; and
2. that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

10. **Supplementary Estimate (Pages 31 - 40)**

Recommendation

That the Executive approve the recommendations set out in the Exempt report.

Portfolio Holder for Enforcement and Regulatory Services

11. **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 contact
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