



Waverley Borough Council
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To: All Councillors

The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Dear Councillor

A Meeting of the EXECUTIVE was held on Tuesday, 28 November 2023. 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 THURSDAY, 7 DECEMBER 2023**. Members must notify Susan Sale, Executive Head of Legal and Democratic Services (Monitoring Officer) by e-mail, monitoringofficer@waverley.gov.uk 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

Susan Sale
Executive Head of Legal and Democratic Services (Monitoring Officer)

Decisions

7. GUILDFORD AND WAVERLEY TRANSFORMATION AND COLLABORATION

- I. Note and endorse the Guildford and Waverley Partnership Vision statement in Appendix 1;
- II. Note the progress made to date with regards to the Guildford and Waverley collaboration initiative as set out in Appendix 2 and section 7;
- III. Adopt the proposed Transformation and Collaboration Programme set out at Appendix 3;
- IV. Approve a project to explore the potential benefits of co-locating Guildford Borough Council and Waverley Borough Council staff within shared premises or single HQ, resourced separately from this Transformation and Collaboration Programme, and receive a report for consideration with an options appraisal and recommendations;
- V. Approve a project to explore a single shared officer structure between Guildford Borough Council and Waverley Borough Council, resourced through the initial Transformation and Collaboration budget allocations, and receive a report for consideration with an options appraisal and recommendations;
- VI. Agree the additional resources as set out in section 10 of this report (£100,000 of revenue and £100,000 of capital. For Guildford Borough Council this will be funded from flexible use of capital receipts and the Finance Recovery Reserve. For Waverley Borough Council this will be funded from the invest to save reserve) to support the initial start-up of this programme and note how the revenue funding will be spent to secure officer support as set out within Appendix 4;
- VII. Note that the initial benefits realisation work with the joint Executive Heads of Service has been carried out by the Organisational Development and Finance Teams, with a rough order of magnitude for savings through collaboration projects at £700,000 but that this figure is expected to increase over time as the detail of more plans is developed;
- VIII. Note that the required level of funding to support the delivery of the programme in the longer term cannot be made available at this time, necessitating a phased and prioritised approach in the first instance (focusing more on staff terms and conditions and immediate savings opportunities and less on the broader and more complex questions of the operating model for both authorities);
- IX. Request that consideration be given in February 2024 to how the broader programme can be fully funded and taken forward when the budgets of both Councils are agreed (and adopting a revised programme structure in line with that increased level of funding at that time);
- X. Approve the principle of the Guildford Borough Council and Waverley Borough Council Executives working in partnership on matters relating to the Transformation and Collaboration Programme;
- XI. Approve the principle of Simultaneous Executive Meetings (SEMs) for the Executives of Guildford Borough Council and Waverley Borough Council to consider matters relating to the Transformation and Collaboration Programme;
- XII. Delegate authority to the Joint Executive Head of Legal and Democratic Services to schedule regular meetings, as required, simultaneously of the Guildford Borough Council and Waverley Borough Council Executives, in

- consultation with the Leaders of both Councils, and
- XIII. Invite Overview and Scrutiny Committees to scrutinise and comment upon the draft options appraisals, the recommendations and the costs and savings before these are finalised and brought back to the Executive for further consideration.

8. GENERAL FUND MTFP MID-YEAR REVIEW

The Executive **RESOLVED** to **RECOMMEND** that the Council:

- I. Note the 2023/24 forecast outturn position for the General Fund
- II. Note the emerging pressures and risks set out in the report
- III. Note the position regarding the General Fund capital programme and individual capital projects.

9. HRA MID-YEAR REVIEW

The Executive **RESOLVED** to **RECOMMEND** that the Council:

- I. Notes the 2023/24 forecast outturn position for the Housing Revenue Account;
- II. Notes the emerging pressures and risks set out in the report;
- III. Notes the position regarding the HRA capital programme and New Development Scheme.

10. COVERT INVESTIGATIVE POWERS (SURVEILLANCE) POLICY

The Executive **RESOLVED** to **RECOMMEND** to Council the adoption of the Policy.

11. GROWTH BID - OPERATIONAL SAFEGUARDING

- I. The establishment a dedicated safeguarding coordinator to act as a safeguarding operational lead to support all officers in the management of safeguarding referrals, be approved.
- II. Approve the supplementary budget for 2023/24 to recruit to the role in this financial year.
- III. Approve the addition of the post to the establishment budget from 2024/25 onwards.
- IV. That Officers in consultation with the Portfolio Holder write to Surrey County Council to request appropriate financial support for the role.

12. HOMELESSNESS PREVENTION STRATEGY 2023-28

The Executive **RESOLVED** to **RECOMMEND** to Council the adoption and publication of the Strategy.

13. HOUSING REVENUE ACCOUNT - NEW BUILD HOUSING DELIVERY

Springfield, Elstead

1. Progress with Option 4 to demolish the existing accommodation and re-develop a scheme that incorporates a variety of homes of varying sizes and tenures that can accommodate different individual and local housing need.
2. Delegate authority to the Strategic Director of Place, in consultation with the Portfolio Holder for Housing (Delivery), to submit a planning application, including demolition to facilitate delivery of 26 new affordable homes.
3. Approve the sale of shared ownership homes to be delivered on the site at Springfield with the Executive Head of Housing Services in consultation with Portfolio Holders for Housing (Delivery and Operations) to approve the final terms of such sales having regard to market value and giving the Executive Head of Legal and Democratic Services authority to approve the final form of the sale agreements and any ancillary related legal agreement.
4. Delegate authority for Executive Head of Housing Services in consultation with Portfolio Holders for Housing (Delivery and Operations) to approve the future sale of percentage shares of shared ownership homes.
5. Delegate authority for the Executive Head of Housing Services in consultation with the Executive Head of Finance to review and change the tenure of an affordable shared ownership home to affordable rented should the housing market negatively impact the sale of these homes (subject to provision of full financial information and appraisal and that there is not a negative net revenue impact to the business plan for the scheme)
6. Delegate authority to the Strategic Director of Place to:
 - i. Approve the commencement of the tender process for the demolition and construction contracts
 - ii. Approve the appointment of contractors following the appropriate procurement subject to the appointment being within the identified budget
 - iii. Approve the use of pre contract agreements with the preferred contractor to enable the development of the project and authorise spend in accordance with the budget.
 - iv. Approve enter into the JCT Contracts (Works/Design and Build) for both demolition and delivery of new homes.
 - v. Approve the entering into any related contractual documentation (including collateral warranties, novation agreements, easements other ancillary agreements) relating to the delivery of the project
 - vi. Approve the entering into any agreement (including paying any necessary sums provided they are within the project budget) with any utility or related provider to ensure the connection, moving, management of any services to facilitate or deliver the project.
 - vii. Approve entering into an agreement with Homes England should grant funding be secured from the Affordable Homes Delivery Programme (provided there is not a negative net revenue impact to the business plan for the scheme.)
7. Delegate authority to the Executive Head of Legal and Democratic Services to approve the final form of any legal agreements including those with utility companies and other statutory authorities.

The Executive **RESOLVED to RECOMMEND** to Council

1. **The approval of a project budget allocation of £10,074,928m, with the delegation to Executive to approve the final budget once tender returns for the construction contract have been received.**

Ockford Ridge (Site F)

- I. Progress with Option 2 to demolish the existing accommodation and re-develop a scheme that incorporates a variety of homes of varying sizes and tenures that can accommodate different individual and local housing need.
- II. Delegate authority to the Strategic Director of Place, in consultation with the Portfolio Holder for Housing (Delivery), to submit a planning application, including demolition to facilitate delivery of 20 new affordable homes.
- III. Approve the sale of shared ownership homes to be delivered on the site at Site F, Ockford Ridge with the Executive Head of Housing Services in consultation with Portfolio Holders for Housing (Delivery and Operations) to approve the final terms of such sales having regard to market value and giving the Executive Head of Legal and Democratic Services authority to approve the final form of the sale agreements and any ancillary related legal agreement.
- IV. Delegate authority for Executive Head of Housing Services in consultation with Portfolio Holders for Housing (Delivery and Operations) to approve the future sale of percentage shares of shared ownership homes.
- V. Delegate authority for the Executive Head of Housing Services in consultation with the Executive Head of Finance to review and change the tenure of an affordable shared ownership home to affordable rented should the housing market negatively impact the sale of these homes (subject to provision of full financial information and appraisal and provided there is not a negative net revenue impact to the business plan for the scheme)
- VI. Delegate authority to the Strategic Director of Place to:
 - i. Approve the commencement of the tender process for the demolition and construction contracts
 - ii. Approve the appointment of contractors following the appropriate procurement subject to the appointment being within the identified budget
 - iii. Approve the use of pre contract agreements with the preferred contractor to enable the development of the project and authorise spend in accordance with the budget
 - iv. Approve entering into the JCT Contracts (Works/Design and Build) for both demolition and delivery of new homes.
 - v. Approve the entering into any related contractual documentation (including collateral warranties, novation agreements, easements other ancillary agreements) relating to the delivery of the project.
 - vi. Approve the entering into any agreement (including paying any necessary sums provided they are within the project budget) with any utility or related provider to ensure the connection, moving, management of any services to facilitate or deliver the project.
 - vii. Approve entering into an agreement with Homes England should grant funding be secured from the Affordable Homes Delivery Programme (provided there is not a negative net revenue impact to the business plan for the scheme.)
- VII. Delegate authority to the Executive Head of Legal and Democratic

Services to approve the final form of any legal agreements including those with Homes England, utility companies and other statutory authorities.

The Executive **RESOLVED to RECOMMEND** to Council:

1. **The approval of a Site F project budget allocation of £7,270,379m, with the delegation to Executive to approve the final budget once tender returns for the construction contract have been received.**
2. **The approval of an additional and specific budget of £150k to facilitate the design of Site E Ockford Ridge by the appointed contractor for Site F.**

14. HOUSING DELIVERY - 12 NEW HOMES AT WOODSIDE PARK, CATTESHALL LANE

- I. Give delegated authority to the Executive Head of Legal and Democratic Services to approve the final form of any legal agreements and to Strategic Director (Place) to enter into these agreements with the developer.
- II. Give delegated authority to the Strategic Director (Place) to approve pre legal agreements with the developer to enable the development of the project and authorise spend in accordance with the budget.
- III. Give delegated authority to the Strategic Director (Place) to enter into any related contractual documentation (including collateral warranties or agreements) relating to the project.
- IV. Give delegated authority to the Strategic Director (Place) to enter into any ancillary agreements related to the project provided that these are within the project budget.

The Executive **RESOLVED to RECOMMEND** to Council

1. **the approval of the allocation of an additional £276,342 budget to be met through a combination of capital receipts and borrowing.**

15. NEW BUILD HOUSING DELIVERY – WITLEY

- I. Give delegated authority to the Executive Head of Legal and Democratic Services to approve the final form of any legal agreements and to Strategic Director (Place) to enter the land and build agreements with the developer.
- II. Give delegated authority to the Strategic Director (Place) to enter into any related contractual documentation (including collateral warranties or other agreements) relating to the project.
- III. Give delegated authority to the Strategic Director (Place) to enter into any ancillary agreements related to the project provided that these are within the project budget.

The Executive **RESOLVED to RECOMMEND** to Council

1. **the approval of the allocation of a project budget of £818,253 to be met through a combination of capital receipts and borrowing.**

17. RESOURCING OF WAVERLEY BOROUGH COUNCIL'S IN-HOUSE LEGAL SERVICES FUNCTION

The recommendations set out in the Exempt Report at 2.1 – 2.3 be approved; and that the date of the Council meeting set out in recommendation 2.4 be amended from February 2024 to 12 December 2023.

The Executive **RESOLVED to RECOMMEND** to Council recommendation 2.4, as amended.

NOTE FOR MEMBERS

The item numbers above correspond to the item numbers on the Executive Agenda.

**For further information or assistance, please contact Committee Services
committees@waverley.gov.uk**