

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE EXECUTIVE - 11 JUNE 2024

(To be read in conjunction with the Agenda for the Meeting)

Present

Cllr Paul Follows (Chair)	Cllr George Murray
Cllr Tony Fairclough (Vice Chair)	Cllr Paul Rivers
Cllr Janet Crowe	Cllr Liz Townsend
Cllr Mark Merryweather	Cllr Steve Williams
Cllr Kika Mirylees	

Apologies

Cllr Victoria Kiehl

Also Present

Cllr Gale

EXE 1/24 MINUTES (Agenda item 2)

The Minutes of the Meeting held on 7 May 2024 were approved.

EXE 2/24 DECLARATIONS OF INTERESTS (Agenda item 3)

There were no declarations of interest.

EXE 3/24 QUESTIONS FROM MEMBERS OF THE PUBLIC (Agenda item 4)

There were none.

EXE 4/24 QUESTIONS FROM MEMBERS OF THE COUNCIL (Agenda item 5)

There were none.

EXE 5/24 LEADER'S AND PORTFOLIO HOLDERS' UPDATES (Agenda item 6)

On behalf of Councillor Kiehl, the Leader advised on the progress of the Legal Services restructure where although some permanent resource had been secured, the team was not yet fully resourced. Governance reports relating to Whistleblowing and Code of Conduct would be received by respective Committees during June, together with the first Simultaneous meeting where the Standards and General Purposes Committee would meet at the same time and in the same location as its counterpart committee at GBC on 1 July to consider constitutional matters flowing from the Joint Constitutions Review Group.

The Leader emphasized that the meeting was being held within the pre-election period; accordingly, brief updates from Executive Members included:

- That the July meeting of Executive had been moved to 9 July to fall outside of the pre-election period
- That the Car Parking Strategy Executive Working Group had commenced its work
- Funds received from the Household Support Fund were being distributed
- Leisure Centre usage had increased; and Officers were working with local stakeholders to secure the future of The Edge in Haslemere
- Elstead and Cranleigh Neighbourhood Plan Referendums would take place on 20 June; and
- Renovations to Riverside Court in Farnham had been completed.

Executive Members expressed their thanks to the Elections team for their hard work, diligence and professionalism during an exceptionally busy time.

EXE 6/24 RECOMMENDATIONS FROM THE OVERVIEW AND SCRUTINY COMMITTEES
(Agenda item 7)

There were none.

EXE 7/24 COMMUNITY ASSET TRANSFER POLICY (Agenda item 8)

Councillor Merryweather, Portfolio Holder for Finance and Assets introduced the report which sought approval of a new policy to guide and ensure a transparent and consistent approach by the Council when considering expressions of interest for a Community Asset Transfer to a Voluntary or Community Organisation. Officers were thanked for their work in developing the Policy and emphasis was placed on the clear process set out on page 9.

Executive Members' statements in support of the recommendations included:

- That the policy, which applied to community interest companies, charities and other community bodies, as well as Town and Parish Councils, was clear that assets would remain in community use
- Communities would be empowered to protect assets that were important to them; and
- The process was designed to be thorough and ensure that applications were supported by a Business Case.

The Executive **RESOLVED** to approve the Community Asset Transfer Policy (Appendix 1) and to note the Equality Impact Assessment (Appendix 2).

Reason:

- I. To set out a robust policy that provides a transparent and consistent framework governing an expression of interest for the transfer of assets owned by or under the stewardship of the Council, to VCOs in the best interest of the Council and the community.
- II. To deliver community objectives by considering options for transfer of assets; to community led groups where appropriate to improve the health and wellbeing of residents.

- III. The Council is the custodian for its assets and has a duty of stewardship over their management. It is appropriate that robust governance is in place to safeguard their ownership and use.

EXE 8/24 SCHEME OF OFFICER DELEGATIONS (Agenda item 9)

The Leader of the Council introduced the report which sought approval of the delegation of Executive functions set out in the revised Joint Officer Scheme of Delegation and Proper Officer Scheme for recommendation to the Standards and General Purposes Committee. The Leader thanked Officers together with Members of Guildford and Waverley Borough Council's Joint Constitutions Review Group for their work in preparing the revised joint scheme.

There being no further discussion, the Leader asked that any questions or further suggestions be forwarded to Officers in advance of the Standards and General Purposes Committee on 8 July.

The Executive **RESOLVED**

- I. That the delegation of Executive functions set out in the revised Joint Officer Scheme of Delegation and Proper Officer Scheme (Appendices 1 and 3) be approved.
- II. That the Monitoring Officer, in consultation with the Leader, Deputy Leader & Portfolio Holder, be authorised to include any changes to the Scheme of Delegation in respect of Executive functions recommended by the Standards and General Purposes Committee.

Reason:

- I. An officer scheme of delegation and proper officer scheme which is materially the same for both Councils, whilst being owned by each Council in respect of their services, will help to promote more efficient joint working and will support the transformation programme by aligning officer decision making across both Councils.
- II. The recommended changes will improve the governance procedures for each Council and will ensure that there is greater transparency over decision making.
- III. The reductions in financial limits will ensure that key decisions are made by the Executive, thereby promoting accountability and transparency.
- IV. Aligning officer delegations into a joint scheme, supports the Councils Collaborative and Transformation programme and provides clarity for those officers employed to provide a joint service across both Councils.

EXE 9/24 SUPPLEMENTARY ESTIMATE - DEMOCRATIC SERVICES (Agenda item 10)

The Leader of the Council introduced the report which sought approval of a supplementary estimate to enable the restructure of the democratic services team at the council to increase capacity, revise existing roles, and create new opportunities. The Leader emphasised that the recommendations in the report were to build a strong foundation for the team at Waverley cognisant of a longer-term desire to deliver a shared service approach to democratic services at Waverley and

at Guildford once the new Joint Assistant Director of Democracy and Governance post, approved by Executive in May, had been established and appointed to.

The Executive **RESOLVED** to approve a Supplementary Estimate of £55,187 (2024/25) to restructure the Democratic Services team (Option 3).

Reason: To fund growth in the democratic services team to enhance capacity.

EXE 10/24 EXCLUSION OF PRESS AND PUBLIC (Agenda item 11)

The Leader moved and the Executive agreed that pursuant to Procedure Rule 20 and in accordance with Section 100A(4) of the Local Government Act 1972:

- I. that the public be excluded from the meeting during consideration of agenda item 11 on the grounds that it was 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 Paragraphs 2 and 3 of the revised Part 1 of Schedule 12A to the Local Government Act 1972; and
- II. that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

EXE 11/24 HRA PROPERTY DISPOSAL (Agenda item 12)

The Executive **RESOLVED** that subject to an independent on-site valuation, the sale of the property set out in the exempt report be **RECOMMENDED** to Council for approval.

The meeting commenced at 7.00 pm and concluded at 7.43 pm

Chairman