

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE EXECUTIVE - 6 FEBRUARY 2018

SUBMITTED TO THE COUNCIL MEETING – 20 FEBRUARY 2018

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

Present

Cllr Julia Potts (Chairman)	Cllr Jenny Else
Cllr Tom Martin (Vice Chairman)	Cllr Ged Hall
Cllr Kevin Deanus	Cllr Carole King
Cllr Jim Edwards	Cllr Chris Storey

Apologies

Cllr Andrew Bolton

Also Present

Councillor Mike Band, Councillor Maurice Byham, Councillor Mary Forszewska, Councillor David Hunter, Councillor Peter Isherwood, Councillor David Round and Councillor Nick Williams

89. MINUTES (Agenda item 1)

The Minutes of the Meeting held on 28 November 2017 were confirmed and signed as a correct record.

90. APOLOGIES FOR ABSENCE (Agenda item 2)

Apologies for absence were received from Cllr Andrew Bolton.

91. DECLARATIONS OF INTERESTS (Agenda item 3)

Cllrs Jim Edwards and Ged Hall declared general non-pecuniary interests as members of Haslemere Town Council.

PART I - RECOMMENDATIONS TO THE COUNCIL

Background Papers

Unless specified under an individual item, there are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to the reports in Part I of these minutes.

92. MEDIUM TERM FINANCIAL PLAN 2018/19 - 2020/21 (Agenda item 5)

The reports from the Executive in respect of the 2018/19 budget are set out at Agenda Item 8 to the Council agenda, incorporating:-

8a. General Fund Budget Revenue and Capital – 2018/19

- 8b. Housing Revenue Account Business Plan, Revenue Budget and Capital Programme 2018/19
- 8c. Council Tax Setting 2018/19.

These reports have been dealt with at Agenda Item 8 of the Council agenda.

93. TREASURY MANAGEMENT FRAMEWORK 2018/2019 (Agenda item 8)

- 93.1 The Treasury Management Framework for 2017/18 was approved at February 2017 Council. Treasury management is the management of the Council's investments and cash flows, 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.
- 93.2 For Waverley Borough Council this means collecting around £130m per annum and managing a similar amount of revenue expenditure together with an average investment of around £65m each day invested in financial markets and, with the introduction of HRA Self-financing in 2012/13, it now also includes borrowing of £192m and in future this could also include borrowing to support commercial investment.
- 93.3 The current version of the code (last updated in November 2011) incorporates the implications of HRA Self-Financing and requirements for the management of risk. The 2018 revised code is expected to require inclusion of information regarding the Council's high level policies for borrowing and commercial investments held for financial return.
- 93.4 The CIPFA code requires local authorities to maintain their Treasury Management Policy in accordance with the code, and any of its revisions, and with legislation. It also requires local authorities to determine their Treasury Management strategies, Investment strategies and their Prudential Indicators on an annual basis.
- 93.5 During 2017 CIPFA undertook to revise the code through a series of consultations and have delayed the publication of the revised code pending the outcome of the Government's consultation which ended in December 2017 on proposed changes to the prudential framework of capital finance, which includes the Local Authorities Investment Code and MRP Guidance. Publication of the revised code is expected imminently but not in time for the Council to incorporate into its Treasury Management Framework at the February Council meeting.
- 93.6 The Council's Medium Term Financial Plan includes significant planned investment in commercial property through the recently set up Investment Board which is developing the Property Investment Strategy in conjunction with the Value for Money Overview and Scrutiny Committee. The Council also has ambitions to maximise development of affordable housing within its Housing Business Plan. Professional treasury management advice is currently being obtained to enable the Council to develop a long term strategic financing plan to maximise and optimise financial resources on both General Fund and HRA accounts, including potential debt restructuring, use

of cash reserves and borrowing whilst remaining legal and managing risk exposure.

- 93.7 The Council is requested to extend the adoption of the 2017/18 Treasury Management Framework until the April Council meeting where it will be requested to adopt a revised framework incorporating the revised CIPFA code, and supported by specialist treasury management advice alongside the Property Investment strategy. The Executive accordingly

RECOMMENDS that

- 28. the approved Treasury Management Framework for 2017/18 be extended until the Council meeting in April 2018.**

[Reason: to agree an extension of the current treasury management framework awaiting policy changes from Government]

94. ANNUAL PAY POLICY STATEMENT (Agenda item 9)

- 94.1 The Localism Act 2011 requires all public authorities to publish Annual Pay Policy Statements.
- 94.2 The Council is required to adopt the Annual Pay Policy Statement each year and the Council is not legally permitted to depart from the policies set out in that statement when it considers actual decisions in relation to individuals' remuneration, including redundancy and/or severance.
- 94.3 The Annual Pay Policy Statement for 2018-19 at Annexe 1 has been updated in line with the requirements of the Localism Act 2011, resulting in minimal adjustment from last year and the amendments are shown as tracked changes. The Executive

RECOMMENDS that

- 29. the Annual Pay Policy Statement for 2018-19 be approved and adopted.**

[Reason: in accordance with the Localism Act 2011 which requires all public authorities to publish Annual Pay Policy Statements]

95. FUNDING FOR VOLUNTARY SECTOR ORGANISATIONS 2018/2019 - SERVICE LEVEL AGREEMENTS 2018-2021 (Agenda item 10)

[Cllr David Round was in attendance and spoke on this item]

- 95.1 The Council has a strong commitment to working with and funding voluntary sector organisations to deliver services to residents. It is pleased to have maintained its overall budget at the same level since 2012/13, despite having to make significant savings on other services. The Council will look to protect funding to the voluntary sector, which supports many of our most vulnerable residents, if at all possible.

- 95.2 The Council has previously funded voluntary organisations in three ways: through SLAs, the Waverley Community Partnership annual grant scheme and the Waverley Voluntary Commissioning Partnership in partnership with Surrey County Council Adult Social Care.
- 95.3 Following the work of a Grants Review Special Interest Group held in 2011, seven organisations signed three year SLAs as a pilot for this new way of working. In 2015/16 the Council made the decision to move an additional 4 organisations across from the annual grant scheme to three year SLAs and a further 5 organisations to one year Agreements in 2017/18. This means that all SLAs expire on 31 March 2018. Due to this, the Waverley Community Partnership annual grant scheme was suspended for 2017/18 to determine its future. This meant that the Council's primary way of funding voluntary organisations would be SLAs to enable it to closely align funded activities with agreed priorities, deliver more effective partnership working and better outcomes for local communities.

Financial Implications

- 95.4 The Council's total proposed funding allocated to community organisations in 2018/19 is £687,105 showing the Council's continued commitment to its partnerships with voluntary organisations. This overall budget has been maintained at a similar level over the past 5 years, despite the Council's significant reductions in its government grant. Waverley has continued to receive a cut in its Government Grant in the current year, 2017/18, which reduces to zero in 2018/19. The financial projection in the latest approved medium term financial plan shows a budget shortfall of £2.8m over the next 3 years. Proposals to close the budget gap in 2018/19 are currently being considered by Members but there is still a significant shortfall to address in future years. At this stage however, there are no proposals to reduce the overall funding to the voluntary sector.

Summary of funding proposed for 2018-2021

- 95.5 The Agreements will detail this level of funding per annum for the three-year period of the Agreement; however, individual amounts will be subject to annual review and Council approval in February each year as part of the budget setting process:

	Annual funding proposed (for each of the next 3 years 2018-2021)	Actual funding for 2017/18
Waverley Voluntary Commissioning Partnership	-	£42,770
Service Level Agreements	£687,105	£644,290*
Total funding	£687,105	£687,060

*The Orchard Club saw a reduction of £20,000 in their funding in 2017/18 due to changes in the way they deliver their services under the SLA.

- 95.6 In addition to the above funding, the Council supports these and additional organisations in many other ways including assistance with accessing other sources of funding, one-off capital investment, discretionary rate relief and rent relief.

Waverley Voluntary Commissioning Partnership

- 95.7 Surrey County Council and Waverley Borough Council have previously jointly funded (on a 50:50 basis) this commissioning scheme with an overall pot of £85,540. Surrey County Council wrote to Waverley in the summer 2017 to inform the Council that due to budget pressures they will be ceasing their contribution (£42,770) from 31 March 2018.

- 95.8 At its meeting on 5 September 2017 the Executive agreed to utilise the SLA process to assess how best to allocate the Council's remaining Waverley Voluntary Commissioning Partnership funding of £42,770 with the currently funded organisations. This demonstrated the Council's continued commitment to ensuring that the existing high priority services that this pot funds could continue to support residents, otherwise they would have been at risk.

Service Level Agreements 2018-2021 Review Process

- 95.9 The key purposes of the SLAs are as follows:

- To provide greater accountability for the funding given to voluntary organisations.
- To ensure the organisations are delivering outcomes that relate to the Council's corporate priorities.
- To demonstrate outcomes that the organisations are delivering are providing value for money with robust performance measures in place.
- To build a stronger partnership.
- To give organisations and the Council the opportunity to budget and plan for the future.

- 95.10 At its meeting on 5 September 2017, the Executive agreed the establishment of an Executive Panel to review the current SLAs, in preparation for their renewal for the next three years, 1 April 2018 to 31 March 2021. The Panel proposed allocations for the next three years of the Agreements, with the caveat that funding is subject to annual review through the Council's budget setting process.

- 95.11 The Executive Panel, chaired by the Portfolio Holder for Economic Development and Grants supported by the Portfolio Holder for Health, Wellbeing and Culture and the Portfolio Holder for Environment, met on 20 September. Officers from the Communities Team and Finance supported the Executive Panel.

- 95.12 In reaching its decision, the Executive Panel reviewed information on each organisation including: a budget forecast for 2017/18, a business plan, key monitoring data, key financial information, a questionnaire completed by the

Member Representative where there is one, a questionnaire completed by the organisation, and any relevant issues that the Panel should be aware of.

95.13 Annexe 2 shows the Panel's proposed allocations for funding and provides notes on the reasons for the proposed grant levels for some organisations where this is considered to be particularly relevant. Information on other discretionary support that the Council provides to partner organisations is detailed in Annexe 3.

95.14 Overall the Panel felt that all organisations are achieving good outcomes for residents with limited resources. The Panel noted that all organisations are run by volunteer Trustees, are fairly small, and do not have the funding leverage that national and larger charities may have. It is not unusual for these local charities to need to access their reserves in order to operate.

Citizens' Advice Waverley

95.15 The Panel noted that Citizens Advice Waverley is currently reviewing its business plan as part of its long-term strategy. In particular, it is the only funded organisation that provides an entirely free service to its clients and is required to invest resources to satisfy the needs of its membership to Citizens Advice national, adding pressure to its business model. The Panel felt that the Service Level Agreement should operate as a mechanism for Citizens' Advice Waverley to work collaboratively with other bureaux and strengthen its partnership working. This would also enable Citizens Advice Waverley to explore the possibility of streamlining overheads costs and reduce the costs per client. A number of other local Councils are also encouraging their Citizens Advice Bureaus to work in collaboration.

95.16 Citizens Advice Waverley has a commitment to support clients face to face, which many clients say they prefer. This requires a venue for these meetings to take place. The Panel felt that alternative, more cost-effective venues should be explored such as libraries and community buildings.

95.17 The Panel felt that there should be a stronger review of CAW's funding throughout the term of their SLA to ensure that the above requirements to explore alternative models of delivery are met.

Services for Older People in Haslemere

95.18 The Orchard Club currently provides services for older people in Haslemere and surrounding villages. It previously operated out of Haslewey Community Centre under a licence arrangement. The Orchard Club moved its entire operations from Haslewey in December 2016 and now operates under an outreach-type model of service delivery, focussing on supporting more isolated, vulnerable older people to attend meaningful activities.

95.19 As part of its relocation and reorganisation, the Council has actively supported The Orchard Club to enable them to rent space at the Haslemere locality office for its administrative operations. The Council also provided additional support to enable The Orchard Club to rent space at Rolston House sheltered housing scheme lounge area to operate its Friends social

group. In addition, the Council assisted The Orchard Club to establish a lunch club from High Lane Community Centre.

- 95.20 The Orchard Club's operations have changed significantly and inevitably it is now a very different to the service that the Council originally agreed to fund through its SLA. In addition, the number of people being supported by the service has reduced. Following agreement with The Orchard Club, the Council released a total of £36,500 for the year 1 April 2017 to 31 March 2018 rather than the original amount allocated of £56,500. The remaining £20,000 was identified as a saving which is now proposed to be built into the base budget for 2018/19.
- 95.21 In view of The Orchard Club's significant change in operations and recognising a degree of uncertainty about how these changes might manifest themselves over the coming months, the Executive Panel proposed ring fencing £26,000 during 2018/19 towards funding day centre type services for older people in the Haslemere area, such as those provided by The Orchard Club. That way, whatever The Orchard Club decides to do over the coming months, the money will still remain available to support the needs of older people in Haslemere. The Council continues to support The Orchard club with their plans, and continue to look for every opportunity to develop high quality day centre type services and meaningful activities for older people in the local area.

The Clockhouse

- 95.22 The Panel proposed to continue to maintain The Clockhouse's funding towards its core service at the same level, £43,200. In addition, the Panel proposed to ring fence a further £9,800 per year, which will be reviewed annually. This additional funding would be to support The Clockhouse to develop its activities to meet the changing needs of the local community and as part of developing a stronger partnership with the Council based on delivery of agreed outcomes. The Board is working towards taking on the Godalming area Community Meals Service and this additional transitional funding will support the organisation in this work as well.

Overview and Scrutiny Committee, Community Wellbeing Sub-Group

- 95.23 At its meeting on 12 September 2017 the Community Overview and Scrutiny Community Wellbeing Committee resolved that a Service Level Agreement Group be established to consider the Executive Grants Panel's funding proposals. The Sub-group met on 17 October to make their comments and observations. The Sub-group agreed overall with the Executive Grants Panel's proposed allocations for funding to each organisation and made the following specific observations:
- 95.24 Citizens Advice Waverley – agreed that their funding should be reviewed if requirements were not met. Furthermore, Members wanted to see the results of their customer satisfaction surveys.

- 95.25 Day Centres – the group noted the proposed increase to The Clockhouse dependent upon outcomes achieved to develop the partnership with the Council to meet its objectives. The group also felt that more meaningful activities should be provided to clients, particularly for people living with dementia.
- 95.26 Cranleigh Arts Centre – the group noted that the Arts Centre is a community facility available to all residents living in the borough and communications from the Arts Centre should reach and attract this wider audience. The Sub-group supported the Arts Centre receiving slightly more to support their drive to expand services.
- 95.27 The group noted that officers would be working on ensuring that the Agreements were tightly monitored, especially those where there was an expectation to improve service delivery.

Service Level Agreements 2018 - 2021

- 95.28 All organisations were informed of their proposed levels of funding in mid-December with the intention that this early indication would support them with their financial planning. It was made clear to the organisations that the proposals are subject to approval through the Committee process. The Agreements will detail the proposed level of funding per annum for the three year period of the Agreement, however, individual amounts will be subject to annual review and Council approval in February each year as part of the budget setting process.
- 95.29 At its meeting on 5 September, the Executive approved delegated authority to the Head of Community Services in consultation with the Portfolio Holder for Economic Development and Grants to agree the final service specification for each organisation's SLA.
- 95.30 The SLA documents are being prepared and will be ready for signing on 1 April 2018 so that the Council is in a position to release the first funding instalments at the beginning of April. The Service Expectations will be carefully written to ensure that any requirements identified as part of the SLA review process are included and that outcomes and outputs are clear. The Service Specifications and monitoring data may need to be reviewed during the period of the Agreements to ensure they are aligned to the Council's new Corporate Plan, which is scheduled to be taken to full Council in February 2018.

Community Wellbeing Overview and Scrutiny Committee

- 95.31 The Community Wellbeing Overview and Scrutiny Committee considered the funding proposals for the Service Level Agreements to voluntary organisations at its meeting on 23 January 2018, and passed the following observations to the Executive:-

The Overview and Scrutiny Committee thanked the Executive for managing to maintain the budget at the same level as the previous year. The Committee agreed that they should help Hasleway to continue to support older peoples services following the changes with the Orchard Club. A comment was also made that when they looked at grants again, to ensure that there was a fair balance across the Borough.

95.32 The Executive confirmed the overall funding to the voluntary sector at £687,105 for 2018/19, considered the proposed allocations for the Service Level Agreements for 2018/19-2020/21, having regard to the comments of the Community Wellbeing Overview and Scrutiny Committee and Sub-Group and

RECOMMENDS that

30. the funding levels for each organisation, as detailed in Annexe 2, be approved.

[Reason: to consider the proposed levels of Service Level Agreement funding to the voluntary sector organisations]

96. WAVERLEY BOROUGH COUNCIL PREVENT STRATEGY (Agenda item 15)

96.1 Prevent is one of four objectives which make up the government's Strategy for countering terrorism, CONTEST, with the others being Pursue, Protect, and Prepare. Prevent is unique in that it is the only element of CONTEST that takes place in the pre-criminal space, prior to any illegal activity taking place. Prevent is also predominantly a safeguarding mechanism, in recognition that radicalisation of vulnerable individuals is comparable to the other forms of harm and abuse considered by the Council's Safeguarding Policy for Children and Adults at Risk.

96.2 **The Prevent Strategy** published by the government in 2011 has three key objectives:

- To respond to the ideological challenge of terrorism and the threat faced from those who promote it.
- To prevent people from being drawn into terrorism, and ensure that they are given the appropriate advice and support.
- To work with sectors and institutions where there are risks of radicalisation which need to be addressed.

96.3 The Prevent duty applies to Waverley Borough Council and other agencies working with vulnerable adults, children and young people, where the work is being carried out on behalf of the Council. The Prevent Implementation Plan (included as an annex within the Prevent Policy) outlines the Council's Prevent duties and lead officers responsible for ensuring that these actions are carried out.

- 96.4 Prior to the 2015 Act, responsibility for Prevent and its delivery largely sat with the Police. In line with the requirements of the 2015 Act, the lead responsibility for Prevent shifted from Surrey Police to Surrey County Council. As the lead agency for Prevent in Surrey, Surrey County Council is responsible for proposing procedures and governance for Surrey's Prevent Strategy. This includes the Channel process, and using multi-agency structures, to co-ordinate Prevent activity across Surrey to develop a joint understanding of threats, vulnerabilities and risks outlined in the Counter Terrorism Local Plan (CTLP). The Chief Executive at Waverley Borough Council receives a Waverley CTLP annually, which is incorporated into the Council's Implementation Plan for Prevent.
- 96.5 The Prevent Policy sets out how the Council will meet its obligations to prevent people from being drawn into terrorism. It applies to staff, agency workers, volunteers, and contractors employed by the Council. It is also applicable to Councillors undertaking official duties on behalf of the Council. The policy complements and supports the Waverley Borough Council Safeguarding Policy for Children and Adults at Risk.
- 96.6 It is vital for successful safeguarding that the procedures in this Policy are understood and applied consistently at an individual, managerial and organisational level. The essential elements of the Policy are awareness of the Council's responsibilities for Prevent and how to make a referral should a concern be raised. Once the Policy is adopted there will be awareness training for all staff, including how to make a referral if there is a concern.
- 96.7 At its meeting on 23 January 2018, the Community Wellbeing Overview and Scrutiny Committee welcomed the Strategy, attached at Annexe 4, and endorsed its adoption to the Executive. Members also recommended that training should be organised for all Councillors on Prevent, including how to approach it and what to do in the event they are concerned. The Executive

RECOMMENDS that

- 31. the proposed Prevent Policy and Implementation Plan be approved and adopted.**

[Reason: to propose the adoption of a new Prevent Policy, in line with the recently adopted Safeguarding Policy for Children and Adults at Risk, summarising the Council's Prevent responsibilities and providing an overview on the delivery of Prevent in Waverley and Surrey.]

97. REVIEW OF SCHEME OF DELEGATION (Agenda item 17)

- 97.1 The Standards Panel, at its meeting on 29 January 2018, reviewed the Scheme of Delegation and further amendments proposed which had been identified in the first eight months of operation of the scheme.
- 97.2 The Panel discussed feedback from members about the process for being able to call-in planning applications for consideration by a Planning Committee and revised wording is set out below in respect of this. This wording also incorporates the provisions which are already set out in the

Constitution relating to those applications which will be determined by a Joint Planning Committee - and the Standards Panel agreed that this provision should be replicated in both documents for clarity.

- 97.3 The proposed changes are shown as tracked changes in Annexe 5. The Executive now

RECOMMENDS that

- 32. the revised Scheme of Delegation at Annexe 5 be approved and adopted.**

[Reason: to keep the Scheme of Delegation under regular review and make changes as necessary]

PART II - MATTERS OF REPORT

The background papers relating to the following items are as set out in the reports included in the original agenda papers.

98. BUDGET MANAGEMENT REPORT (Agenda item 7)

RESOLVED that

1. the latest position against the budget in 2017/18 be noted;
2. delegated authority be given to the Chief Finance Officer in consultation with the Leader and the Portfolio Holder for Finance to agree the Government's required Memorandum of Understanding in order for the business rate pilot to progress, as detailed in paragraph 18;
3. the rescheduling of £16,000 for the Lammas lands HLS project into 2018/19 be approved, as detailed in paragraph 22;
4. the rescheduling of £83,000 for Farnham Museum into 2018/19 be approved, as detailed in paragraph 24;
5. the rescheduling of £270,000 for external refurbishment works on the Ockford Ridge Phase 2 into 2018/19 for the refurbishment on Ockford Ridge Phase 3 be approved, as detailed in paragraph 36;
6. the rescheduling of £420,000 for works on the community rooms into 2018/19 be approved, as detailed in paragraph 37;
7. the rescheduling of £200,000 for utility works on Ockford Ridge into 2018/19 be approved, as detailed in paragraph 42;
8. the rescheduling of £100,000 for the demolition works on Ockford Ridge Site A into 2018/19 be approved, as detailed in paragraph 43; and
9. the rescheduling of £50,000 for Ockford Ridge Site C to 2018/19 be approved, as detailed in paragraph 44.

[Reason: to review the budget and make any variations as necessary]

99. PERFORMANCE MANAGEMENT REPORT Q2 2017/18 (JULY - SEPTEMBER 2017) (Agenda item 11)

The Executive considered the performance figures for Quarter 2, taking into account the observations and recommendations about performance and progress towards targets from the Overview and Scrutiny Committees and

RESOLVED that

1. the changes highlighted in the report to the complaints indicators on adopting the new Complaints Handling Policy be approved;
2. a review of Leisure Centre indicators be agreed;
3. the change to the target of the E4 (missed bins) indicator from 26 to 40 be approved; and
4. inclusion of a new Housing indicator to measure rent arrears starting from Q1 2018/19 be endorsed.

[Reason: to review performance against key indicators and make any amendments as necessary]

100. SELF-BUILD AND CUSTOM HOUSEBUILDING REGISTER (Agenda item 12)

RESOLVED that

1. the introduction of a local connection test as additional eligibility criteria for being entered on either Part 1 or Part 2 of the Self-Build & Custom Housebuilding (SB & CH) Register be approved;
2. the introduction of a set charging fee of £25 for applicants wishing to gain entry onto the SB & CH Register be approved; and
3. the introduction of an annual set fee of £10 to be charged for each base period that the applicant remains on the SB & CH Register with effect from 31 October 2018.

[Reason: to seek approval for the introduction of additional criteria and fee for entry onto and remaining on the register]

101. LITTER AND DOG FOULING ENFORCEMENT PROPOSAL (Agenda item 13)

RESOLVED that

1. the proposal for a one-year trial of litter and dog fouling enforcement in partnership with East Hants District Council be supported;
2. the Head of Environmental Services be authorised to enter into an agreement with East Hants District Council;

3. the proposed introduction of Public Space Protection Orders (PSPOs) for dog fouling and other dog related issues be supported; and
4. the level of Fixed Penalty Notices for littering and dog fouling be set at £100 with a discount to £75 for early payment within 14 days.

[Reason: to seek approval to trial the issuing of Fixed Penalty Notices for littering and dog fouling enforcement in partnership with East Hants District Council]

102. WEYHILL CAR PARK - AUTHORITY TO APPLY FOR DE-REGISTRATION OF COMMON LAND (Agenda item 14)

[Cllr David Round was in attendance and spoke on this item]

RESOLVED that authority be delegated to the Head of Environmental Services to progress the submission of an application to the Secretary of State for the de-registration of the common land at Weyhill in Haslemere.

[Reason : to seek authority to submit an application to the Secretary of State to de-register common land]

103. WAVERLEY COMPLAINTS HANDLING POLICY AND REVIEW OF COMPLAINTS RECEIVED IN 2016/17 (Agenda item 16)

RESOLVED that the new complaints handling policy, at Annexe 1 to the report, be approved and the statistical information be noted.

[Reason: to agree changes to the complaints handling policy and the introduction of a new two stage complaints procedure]

104. TRANSFER OF LAND AND LEASE OF STORE, GOSTREY MEADOW, FARNHAM (Agenda item 18)

RESOLVED that

1. the small area of land at Gostrey Meadow, Farnham, shown hatched red on the plan at Annexe 1, be transferred to Farnham Town Council for the purposes of constructing an accessible toilet; and
2. the adjoining shelter be leased to Farnham Town Council for a period of up to 50 years on a full repairing and insuring basis, with any other terms and conditions to be negotiated by the Estates and Valuation Manager.

[Reason: to consider a property-related matter]

105. EXCLUSION OF PRESS AND PUBLIC (Agenda item 19)

At 8.04pm it was

RESOLVED 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 the following item 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 3 of the revised Part I of Schedule 12A to the Local Government Act 1972, namely:-

Information relating to the financial or business affairs of any particular person (including the authority holding that information).

106. WASTE, STREET CLEANING AND GROUNDS MAINTENANCE CONTRACT PROCUREMENT (Agenda item 20)

[Cllrs Maurice Byham, Mary Forszewska, David Hunter, Peter Isherwood and Nick Williams attended the meeting as members of the Overview and Scrutiny Working Group. The Leader invited them to speak on the item]

Having discussed this item in (Exempt) session, at 8.23pm the meeting resumed in open session to consider the recommendations.

The Executive considered the conclusions and recommendations of the Environment Overview and Scrutiny Committee on the procurement approach for the provision of waste, recycling, street cleaning and grounds maintenance services from the end of the current contracts in October 2019, as set out in the (Exempt) Annexe and RESOLVED that:

1. the high standards of performance achieved under the current contracts for waste recycling, street cleaning and grounds maintenance be noted;
2. the recommendations in relation to the proposed service design for the services to be delivered from October 2019, as set out in paragraph 1.5 of the Executive Summary in (Exempt) Annexe 1 be endorsed;
3. the recommended approach to be taken to progress the three options for the procurement of services from October 2019, as set out in paragraph 1.6 of the Executive Summary in (Exempt) Annexe 1 be supported; and
4. authority be delegated to the Strategic Director and Portfolio Holders for Environment and Finance to identify and action the most advantageous options for Waverley.

[Reason: to present the findings of the Overview and Scrutiny Working Group and agree the next steps]

The meeting commenced at 6.45 pm and concluded at 8.25 pm

Chairman