

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE EXECUTIVE - 3 FEBRUARY 2015

SUBMITTED TO THE COUNCIL MEETING – 17 FEBRUARY 2015

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

**Present**

Cllr Robert Knowles (Chairman)  
Cllr Julia Potts (Vice Chairman)  
Cllr Brian Adams  
Cllr Carole King

Cllr Tom Martin  
Cllr Donal O'Neill  
Cllr Stefan Reynolds  
Cllr Simon Thornton

**Apologies**

Cllr Stewart Stennett and Cllr Adam Taylor-Smith

**Also Present**

Councillor Patricia Ellis attended to speak on Agenda Item 8 (grants to voluntary organisations)

128. MINUTES (Agenda item 1)

The Minutes of the Meeting held on 6 January 2015 were confirmed and signed as a correct record.

129. APOLOGIES FOR ABSENCE (Agenda item 2)

Apologies for absence were received from Cllrs Stewart Stennett and Adam Taylor-Smith.

130. DECLARATIONS OF INTERESTS (Agenda item 3)

There were no declarations of interests in connection with items on the agenda.

131. QUESTIONS FROM MEMBERS OF THE PUBLIC (Agenda item 4)

The Executive received a question from Celia Sandars of Farnham in accordance with Procedure Rule 10:-

“What alternative locations for the Memorial Hall site did those responsible for progressing the East Street/Brightwells scheme look at when informed by the Brightwells Trustees that they would be unable to operate adequately from the new Gostrey Centre proposed as a community benefit within the development, following the allocation of additional facilities to M&S Food as a new tenant for Crest Nicholson’s town centre site?”

The Portfolio Holder for Older Persons gave the following response:-

“Thank you for your question. I need to correct you on two points. Firstly, it was the Trustees who asked for an alternative location away from Brightwells. The request did not come from the Council itself. Secondly, the space that was intended for the new Brightwells Gostrey Centre at Brightwells has not been allocated to M&S Simply Food.

Turning to your question. Council officers considered sites to meet the needs of the Brightwells Gostrey Centre, both now and in the future; including the Maltings and Cobgates. However, the Memorial Hall was the favoured option as it met the needs of both the Brightwells Gostrey Centre and the users of the Memorial Hall, as well as the wider community.”

## **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.

#### 132. **WAVERLEY FINANCIAL STRATEGY 2015/16 - 2018/19** (Agenda item 6)

The reports from the Executive in respect of the 2015/16 budget are set out at Appendix A to the Council agenda incorporating:-

Appendix A.1 – General Fund Budget 2015/16

Appendix A.2 – General Fund Capital Programme 2015/16

Appendix A.3 – Housing Revenue Account Annual Business Plan 2015/2041 and Revenue Budget 2015/15

Appendix A.4 - Housing Revenue Account Capital Programme 2015/16, New Affordable Homes Programme, Stock Improvement Programme

Appendix A.5 - Council Tax Setting 2015/16

These reports will be dealt with under Agenda Item 8 of the Council agenda.

#### 133. **FUNDING FOR VOLUNTARY SECTOR ORGANISATIONS 2015/16** (Agenda item 8)

133.1 The Waverley Community Partnership awards funding towards the running costs of organisations that provide high priority services for the benefit of Waverley residents, in partnership with the Council. The services that the partner organisations deliver across all corporate objectives and could fall in any of the 5 priority areas. In addition the Council made a specific commitment in the Corporate Plan to work with voluntary groups to meet the needs of residents. Waverley’s contribution to the Waverley Voluntary Partnership also helps support organisations to deliver wellbeing activities.

133.2 The Council's overall financial package to the voluntary sector is £744,530 showing the Council's continued commitment to its partnerships with voluntary organisations. This overall budget has been maintained over the past four years, despite the Council's significant reductions in its government grant. As a proportion of the Council's overall net budget spend, the level of financial support has increased.

133.3 Summary of grant and SLA funding proposed in 2015/16

	<b>2015/16</b>	2014/15
Waverley Community Partnership (grants)	<b>£158,650</b>	£328,820
Waverley Voluntary Partnership (grants)	<b>£42,770</b>	£42,770
Service Level Agreements	<b>£523,690</b>	£327,530
Reserved Funds/Emergency Funding Provision	<b>£19,420</b>	£45,410
<b>Total proposed funding to the Voluntary Sector</b>	<b>£744,530</b>	<b>£744,530</b>

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 Community Partnership**

133.4 At its meeting on 30 September 2014, the Executive agreed to open the 2015/16 funding round of the Waverley Community Partnership to coincide with the budget setting process. In the current year, 2014/15, the Council maintained its overall financial package for the voluntary sector and the total funding for the Waverley Community Partnership was £328,819.

133.5 The Council will receive a further 30% reduction in its grant from the Government for 2015/16 and will need to identify cost savings to balance its budget. However, Members recognise the vital services delivered in partnership with the voluntary sector and are mindful of the potential impact that any cut would have on our voluntary organisations. Members are also keen to ensure services that support Waverley's growing older population and more vulnerable residents are prioritised. It is currently proposed in the draft budget 2015/16 that the overall funding budget for voluntary organisations be maintained at the same level as the current year. Within this, the budgets for the Waverley Community Partnership, Voluntary Grants Partnership and Service Level Agreements will vary. This clearly demonstrates Waverley's continued commitment to the voluntary sector despite the Council having to make its own budget reductions.

### **Waverley Voluntary Partnership (WVP)**

133.6 Despite further significant reductions in Government funding, it is proposed that the total amount of money that Waverley contributes to the Waverley Voluntary Partnership (WVP) should remain at the same level for 2015/16 at £42,770. Given this, Surrey County Council has also agreed to maintain its contribution at the same level as the current year.

### **Service Level Agreements (SLA)**

- 133.7 The Council financially supports a number of other voluntary sector organisations to deliver high priority services. In 2012/13, as part of a nominated pilot project three organisations signed up to three year Service Level Agreements from 1 April 2012. The total annual funding to these organisations is currently £327,530, with Citizens Advice Waverley receiving £195,040, Farnham Maltings receiving £32,490 for the outreach service and Waverley Hoppa Community Transport receiving £100,000. Farnham Maltings also has an SLA for the management of Farnham Museum with an estimated total value of support of £78,000. The RVS is also funded through an annual Service Level Agreement for the meals on Wheels service in partnership with Surrey County Council. Waverley's contribution of £30,000 is matched by the County Council to provide a service to residents in the borough.
- 133.8 At its meeting on 30 September 2014, the Executive approved discussions to draw up new SLAs for the next three years from 1 April 2015 to 31 March 2018 with the three organisations. In addition the Executive agreed to move four other organisations out of the Waverley Community Partnership process on to three year SLAs from 1 April 2015. This means their combined current funding of £160,250 will be transferred out of the Waverley Community Partnership overall pot for 2015/16. It is also proposed to increase the overall SLA funding to voluntary sector organisations for the next three years, 2015 to 2018, by 6.7%. A reserve of £19,420 has been established to invest in any further opportunities to meet community needs and to enable the SLA organisations to deliver even better outcomes where a clear case can be made.
- 133.9 The SLAs enable key voluntary sector organisations to continue to work in partnership the Council to deliver and develop vital services for the most vulnerable residents and older people. The Council will be working to increase the number of organisations funded through SLAs in future years. Annexe 1 details the proposed allocations to these organisations.
- 133.10 The principal aim of the Waverley Community Partnership is to provide financial support for not-for-profit organisations that deliver high priority services for the benefit of Waverley residents in partnership with the Council. A total of 25 applications to the Waverley Community Partnership have been received with two new applications. The total level of funding requested by organisations for 2015/16 was £238,650 and Annexe 2 details all the applications received and proposed allocations.
- 133.11 Each grant application has been reviewed by the relevant 'link officer' within each service area. In addition, a financial assessment of each organisation's annual accounts has been undertaken to identify any changes/concerns in the financial position of partner organisations. Where appropriate, Member Representatives for organisations were invited to comment in general on their work.

- 133.12 A Grants Panel, chaired by the Portfolio Holder for Grants, made recommendations on funding levels. The Chairman was supported by the Portfolio Holder for Partnerships and the Portfolio Holder for Leisure & Culture and officers from Finance and Communities. The Panel made proposals on levels of funding ahead of the Overview and Scrutiny Committee consideration.
- 133.13 Requests for funding exceeded the overall budget by £80,000 which meant the Grants Panel had to make very difficult decisions this year. The Panel's proposed allocations reflect the good performance and clear outcomes being delivered by organisations to our most vulnerable residents, including older people. This includes increases in funding for Rowleys Centre for the Community and Brightwells Gostrey Centre to support older people. Overall, the Panel proposed to increase the Waverley Community Partnership grants to 4 organisations and maintain grants for 11 organisations. Two new applications were received and one of these was recommended for a grant.

#### **Age UK Waverley - Rowleys Centre for the Community**

- 133.14 The proposed funding for Rowleys set out in this report has increased from £47,500 to £55,000. This represents a funding increase of 16% compared to last year. It is proposed that the funding for Rowleys is ring-fenced to support its running costs and specified that it should be held in restricted funds within the Age UK Waverley financial accounts. The increase recognises the excellent work that this centre does for older people in Cranleigh and will help guarantee the long-term future of this valued service. Given the positive track record being achieved, work will take place with Rowleys over the coming year to prepare them for a move to a Service Level Agreement in 2016/17, which will help strengthen their ability to meet the needs of older people in their community and provide additional certainty over future years funding levels.

#### **Age UK Waverley – Information and Advice Service**

- 133.15 Given that Waverley has a number of established information and advice providers already supporting older people, the Grants Panel proposed not to award funding to AGE UK Waverley towards the Information and Advice service due to continuing concerns about not operating a borough-wide service and not providing value for money compared to other Information and Advice providers in Waverley. Both Citizens Advice Waverley (sometimes referred to as CAB) and Age UK Surrey are already funded to deliver high quality, accredited information and advice services and are in a position to continue to extend their offer to more older residents borough-wide. It also recognises that Citizens Advice Waverley, unlike Age UK Waverley, is approved to give financial debt advice through the Financial Conduct Authority. [Note: Citizens Advice Waverley is funded by Waverley Borough Council and Age UK Surrey is funded by Surrey County Council.]
- 133.16 During 2013 and 2014 Age UK Waverley, operating from the Gate House in Cranleigh, worked with the Council and Citizens Advice Waverley to support a successful Big Lottery bid, securing a £250,000 grant. One of the key aims

of the bid was for Age UK Waverley and Citizens Advice Waverley to work in collaboration and to physically co-locate to improve service outcomes for residents and reduce costs. However, Age UK Waverley has now withdrawn from the discussions to co-locate with Citizens Advice Waverley and the nature of their future participation is now unclear. Age UK Waverley's decision has inevitably put some of the £250,000 grant at risk. Age UK Waverley also delivers a gardening brokerage service which is currently funded through a number of sources including the Waverley Voluntary Grants Panel, to which the Council contributes. The Age UK Waverley Handyman Service is principally funded by Surrey County Council. The allocation of funding for 2015/16 for these sources is still to be determined.

- 133.17 Following the work of a Member Special Interest Group (SIG) in 2011, the Executive agreed to invite three organisations to negotiate SLAs for 2012-15 as a pilot scheme for this new way of working. The organisations (Farnham Maltings outreach, Citizens Advice Waverley and Hoppa) signed SLAs in April 2012 and regular monitoring meetings are held. At its meeting on 4 October 2011 the Executive asked for the success of the pilot SLAs to be monitored and their impact reviewed before rolling out the approach to other funded organisations.
- 133.18 Officers have concluded that the SLA pilot is a success with a much closer alignment of activities with agreed priorities, more effective partnership working and the delivery of better outcomes for local communities. Outcomes have been monitored and reported to Committee. At its meeting on 30 September 2014 the Executive approved discussions with the three existing SLA organisations to draw up new SLAs from 1 April 2014 to 31 March 2018. The Executive also approved discussions to take place with four other organisations, namely The Orchard Club, The Clockhouse, Farncombe Day Centre and Cranleigh Arts Centre in order to move them out of the grants pot and on to three year SLAs from 1 April 2015.
- 133.19 The Council recognises the valued, key services delivered by the 7 SLA organisations. The SLAs enable the Council to target its funding to support priority services. In recognition of the outcomes these organisations deliver, it is recommended to increase the overall funding for these organisations, which will enable them to strengthen their support the most vulnerable residents, particularly older people. Negotiations are ongoing with the 7 SLA organisations to finalise their SLA Agreement documentation and the monitoring data required by the Council. The seven draft SLA documents will be reported to the Executive as part of a separate SLA Report once the negotiations with the organisations have concluded.
- 133.20 At its meeting on 27 January 2015, the Community Overview and Scrutiny Committee considered the applications for funding and endorsed the proposed allocations to organisations. The Executive considered the applications for Waverley Community Partnership funding in 2015/16, and having regard to the comments of the Community Overview and Scrutiny Committee and Grants Sub-Committee now

**RECOMMENDS that**

- 58. the overall funding to the voluntary sector be confirmed at £744,530 for 2015/16;**
- 59. recommended grant levels for each organisation, as detailed in Annexe 2 to the report, be approved;**
- 60. the increased total funding of £55,000 for Rowleys be ring-fenced to support its running costs and that the full grant be held in restricted funds within the Age UK Waverley financial accounts for Rowleys;**
- 61. the remaining balance of the 2014/15 Emergency Funding Provision is carried over to 2015/16 to support any unexpected or urgent requests for support throughout the year;**
- 62. the proposed funding allocations to the seven SLA organisations be agreed and, subject to concluding negotiations with them, agrees that the Director of Finance and Resources, in consultation with the Leader, Deputy Leader and Portfolio Holder for Grants be authorised to agree the final allocations and content of the SLA documents; and**
- 63. a reserve fund of £19,420 be established to invest in any further opportunities to meet community needs and to enable the SLA organisations to deliver further improvements in outcomes where a clear case can be made.**

*[Reason: to consider the applications for revenue funding to the voluntary sector in 2015/16.]*

134. ANNUAL PAY POLICY STATEMENT 2015/16 (Agenda item 10)

- 134.1 The Localism Act 2011 requires all public authorities to publish Annual Pay Policy Statements.
- 134.2 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.
- 134.3 The Annual Pay Policy Statement for 2015-16 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. A copy is attached as Annexe 3. The Executive now

**RECOMMENDS that**

- 64. the Annual Pay Policy Statement for 2015-16 be approved and adopted.**

*[Reason: to seek approval of the Annual Pay Policy Statement for 2015/16.]*

135. EXCLUSION OF PRESS AND PUBLIC (Agenda item 18)

At 7.30 pm 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 this item, there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified at the meeting in the revised Part 1 of Schedule 12A to the Local Government Act 1972:

Paragraph 3

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

136. FARNHAM POLICE HOUSES (Agenda item 17)

The Executive considered a report on this matter, a copy of which is attached as (Exempt) Annexe 4. The Executive

**RECOMMENDS that**

**65. the recommendations set out in (Exempt) Annexe 4 to these minutes be approved.**

*[Reason: to obtain approval for an increased allocation to fund the purchase of six former police houses]*

**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.

137. EXECUTIVE FORWARD PROGRAMME (Agenda item 5)

RESOLVED that the forward programme of key decisions for Waverley Borough Council be adopted, subject to the deletion of Weydon Lane SIG which would aim to report back to the Executive six months after its commencement.



138. BUDGET MANAGEMENT REPORT (Agenda item 7)

*[This item contains exempt information by virtue of which the public is likely to be excluded during the item to which the report relates, as specified in Paragraph 1 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)]*

RESOLVED that the report be noted and

1. the invest-to-save project be undertaken to install a magnetic device to reduce the gas consumption of boilers at the Central Offices, to be met from the budget for Urgent Schemes as detailed at paragraph 3.2 and Annexe 2 of the report;
2. a virement of £260,000 within the HRA 2014-15 Capital Programme from Kitchen and Bathroom alterations (inc wash basins) to Asbestos and Structural be agreed, as detailed at paragraph 4.6;
3. a virement of £50,000 from the cyclical maintenance to void work be agreed, as detailed in paragraph 4.3;and
4. the Free Car Park Initiative Trial be undertaken, as detailed at paragraph 2.10, at an estimated cost of £15,000 from the overall additional income reported to date.

*[Reason: To provide an indication of the expenditure and income position for the 2014/15 budget compared with the approved budget for the General Fund and the Housing Revenue Account]*

139. TREASURY MANAGEMENT FRAMEWORK 2015/16 (Agenda item 9)

RESOLVED that the proposed Treasury Management Framework for 2015/16 be endorsed.

*[Reason: to endorse the proposed Treasury Management Framework for 2015/16]*

140. EUROPEAN WASTE FRAMEWORK DIRECTIVE (Agenda item 11)

RESOLVED that

1. the conclusions of the Compliance Modelling exercise for Waverley be endorsed and, in light of this, agreement be given to continue with the current waste collection system until at least 2019 when the service will be retendered;
2. the need to keep the current assessment under review be acknowledged and a new assessment be carried out if and when any significant service changes take place; and

3. officers be asked to continue to closely monitor best practice approaches to recycling and waste disposal across the country in order to identify any potential improvements to the current approach in Waverley.

*[Reason: to summarise the implications of the European Waste Framework Directive and endorse the Council's current approach into the future]*

141. REVISION TO JOINT MUNICIPAL WASTE MANAGEMENT STRATEGY (Agenda item 12)

RESOLVED that the Updated Joint Municipal Waste Management Strategy Revision 2 (2015) be adopted.

*[Reason: to adopt the latest revision of the Joint Municipal Waste Management Strategy].*

142. ELECTRIC VEHICLE RAPID CHARGING POINTS WITHIN THREE WAVERLEY CAR PARKS (Agenda item 13)

RESOLVED that

1. the implementation of up to three EV charging points in the three car parks proposed in Farnham, Godalming and Cranleigh be approved in principle, as part of the South East Network project, subject to final site feasibility studies and satisfactory contract terms and conditions; and
2. delegate authority to the Director of Finance and Resources, the Portfolio Holders for Finance, Environment and Sustainability to sign off the project once the details are finalised.

*[Reason: to seek approval to install three electric vehicle charging points within three Waverley car parks.]*

143. CONVERSION OF PART OF ROWLAND HOUSE, CRANLEIGH (Agenda item 14)

RESOLVED that approval be given for the submission of a planning application for change of use of part of Rowland House, Cranleigh to a fully wheelchair accessible flat.

*[Reason: to seek approval for the submission of a planning application].*

144. PROPERTY MATTER (Agenda item 16)

*[This item contains exempt information by virtue of which the public is likely to be excluded during the item to which the report relates, as specified in Paragraph 1 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)]*

The Executive considered a report on this matter and agreed the recommendations contained within, as set out in the (Exempt) Annexe 5 to these minutes.

145. EXECUTIVE DIRECTOR'S ACTIONS (Agenda item 15)

The Executive noted the following actions taken by the Executive Director after consultation with the Chairman and Vice-Chairman since the last meeting:

i. Withdrawal of Enforcement Notice

To approve the withdrawal of an enforcement notice on land at Brookhurst Grange, Holmbury Road, Ewhurst, Cranleigh.

ii. Apprentice Salary Scale

To authorise the amendment of the Apprentice Salary Scale, to come into effect from 1 February 2015.

**The meeting commenced at 6.45 pm and concluded at 7.35 pm**

**Chairman**