

STATEMENT OF EXECUTIVE DECISIONS

Thursday, 3rd October, 2024

The decisions summarised below were taken by the Executive at the above-mentioned meeting and, subject to the call-in procedure referred to in Overview and Scrutiny Procedure Rule 16 and to Note (a) at the end of this document, shall have effect five working days after the day of the meeting. Details of any recommendations to Council are also included for completeness.

Members of the Executive

Chairman:

Councillor Julia McShane (Leader of the Council & Lead Councillor for Housing) *

Vice-Chairman:

Councillor Tom Hunt (Deputy Leader of the Council & Lead Councillor for Regeneration) *

Councillor Angela Goodwin, Lead Councillor for Engagement and Customer Services

Councillor Catherine Houston, Lead Councillor for Commercial Services *

Councillor Richard Lucas, Lead Councillor for Finance and Property *

Councillor Carla Morson, Lead Councillor for Community and Organisational Development *

Councillor George Potter, Lead Councillor for Environment and Climate Change *

Councillor Merel Rehorst-Smith, Lead Councillor for Regulatory and Democratic Services *

Councillor Fiona White, Lead Councillor for Planning

*Present

Councillor Dawn Bennett was in remote attendance.

Agenda Item No.		Officer(s) to action Item
1.	APOLOGIES FOR ABSENCE There were no apologies for absence.	

2. LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTEREST

There were no declarations of interest.

3. MINUTES

The minutes of the meeting held 05 September 2024 were confirmed as correct. The Chairman signed the minutes.

4. LEADER'S ANNOUNCEMENTS

The Leader made no announcements.

5. REVENUE AND CAPITAL OUTTURN REPORT 2023-24

Decision:

Jo Knight

1. Agreed the General Fund revenue outturn for 2023/24 as a balanced position after a transfer of the year end surplus of £3.62M to reserves. Details are shown in section 10 and Appendix 1.
2. Agreed the HRA revenue outturn for 2023/24 as outlined in section 11 and Appendix 2.
3. Agreed the year end Capital position as outlined in section 12 and Appendix 3.
4. Noted the year end Reserves position as detailed in section 13.

Reason(s):

To ensure that the Executive fulfils its responsibilities for the overall financial management and transparency of the Council's resources.

Other options considered and rejected by the Executive:

None.

Details of any conflict of interest declared by the Leader or lead councillors and any dispensation granted:

None.

6. CLIMATE CHANGE - CARBON EMISSIONS AND SUSTAINABILITY PROGRESS REPORT 2022-23

Decision:

Nathaniel
Prodger

Noted the report and commended it to full Council (meeting on 8 October 2024) in recognition of the Council's current carbon emissions and climate change status.

Reason(s):

The Climate Change Board is constitutionally a working group of the Executive and is required to report on its business and achievements to the Executive at least annually. On 23 July 2024, full Council adopted a new Corporate Strategy that included a 'more sustainable borough' at Priority 1 and once again reinforced this Council's commitment to reaching net zero by 2030. For this reason, the Executive is asked to refer the report to full Council for its wider circulation, engagement, and comment.

Other options considered and rejected by the Executive:

None.

Details of any conflict of interest declared by the Leader or lead councillors and any dispensation granted:

None.

7. CLIMATE CHANGE, SUSTAINABLE DESIGN, CONSTRUCTION AND ENERGY SUPPLEMENTARY PLANNING DOCUMENT (SPD) 2024 *

Decision:

Dan
Knowles

1. Adopt the Climate Change, Sustainable Design, Construction and Energy Supplementary Planning Document (SPD) as shown in Appendix 1 of this report, and
2. Withdraw the Climate Change, Sustainable Design, Construction and Energy Supplementary Planning Document (2020).

Reason(s):

1. Adopting the new SPD will provide detailed guidance for

adopted Local Plan policy that addresses climate change and sustainability. This will help ensure clarity and consistency in decision making and help to deliver sustainable development.

2. The new SPD replaces the 2020 SPD, which is no longer required. Keeping it in place would complicate the planning process unnecessarily.

Other options considered and rejected by the Executive:

None.

Details of any conflict of interest declared by the Leader or lead councillors and any dispensation granted:

None.

8. **PROCUREMENT PIPELINE 2024-2025 ***

Decision:

Gavin
Pugh

Considered the contents of this report in respect of the proposed over £200,000 activity that is listed in Appendix 1; and, in accordance with the Council's Contract Procedure Rules, give Approval to Procure to each procurement procedure listed in Appendix 1 to the Report, noting that the values, potential route to market and whether a tender is collaborative with Waverley may change.

Reason(s):

1. Executive is required to approve all key decisions with financial consequences of £200,000 or more. It is good governance therefore to provide Executive with a summary of all proposed procurements, that individually are estimated to be total value of £200,000 or more, prior to procurement procedures formally commencing.
2. Planning procurement activity ensures:
 - effective stakeholder management
 - effective procurement and sourcing
 - compliance with relevant procurement legislation

- and the Council's own CPRs
 - how best value is to be achieved is clearly defined including how contract management will ensure that that the Council attains best value during the life of the contract
3. To avoid the need to submit multiple individual requests for Approval to Procure in FY2024/25
 4. A further paper discussing awards will be submitted in due course.

Other options considered and rejected by the Executive:

Bring each individual item to Executive, which will incur more time and cost writing individual reports.

Details of any conflict of interest declared by the Leader or lead councillors and any dispensation granted:

None.

9. INTERIM POLICY FOR CREATING JOINT POSTS

Decision:

Robin
Taylor

1. To recommend to Full Council that until permanent arrangements have been adopted Joint Posts will be appointed by Waverley Borough Council on Waverley Terms and Conditions of employment with a 10% uplift on salary as set out in para 6.3 of this report and Appendix 1;
2. To note the Head of Paid Service's proposal to introduce a Policy for creating Joint Posts until permanent arrangements are approved as set out in para 6.4 of this report;
3. To note the Head of Paid Service's proposal to introduce a Joint Posts job evaluation competency framework until permanent arrangements are approved as set out in para 6.5 of this report;
4. To note the Head of Paid Service's proposal to introduce a Joint Post Salary Grades and Scales Structure until permanent arrangements are approved as set out in para

6.6 of this report and Appendix 2;

5. To note the Head of Paid Service's proposal to introduce a Restructure Policy for joint posts until permanent arrangements are approved as set out in out in para 6.7 of this report;
6. To recommend to Full Council the revisions to the statutory Pay Policy documentation for GBC and that these documents be presented to Full Council for approval as set out in this report and Appendix 3.
7. To receive a report back from the Head of Paid Service within a two year period setting out recommendations for permanent arrangements and an update on the wider collaboration programme within a six month period.

Reason(s):

1. The salary benchmarking exercise undertaken concludes the outstanding action from the Officer Resource: Legal & Democratic Services paper presented to GBC Executive on 16 May 2024 and WBC Executive on 7 May 2024.
2. The salary benchmarking paper sets out findings which reduces the costs of the new Legal and Democratic Services structure. This is set out in Appendix 1.
3. Corporate Leadership Board (CLB) has recognised that we need to make long-term decisions relating to how we best harmonise working practices across GBC and WBC. However, we also need to be able to respond to short term pressures from across the councils to implement joint roles across both councils, where CLB agrees that it is appropriate and that there is an urgent and evidence-based need for joint posts to be implemented.
4. Therefore, we need to ensure that for a temporary period of time we have appropriate policy, process, and systems in place to ensure that any joint post arrangements are applied consistently, are underpinned by sound governance, are affordable and in line with both councils' statutory duties relating to best value. Additionally, we need to mitigate against any possible risks associated with

collaborating across two councils with different job evaluation and salary structures (e.g. equal pay).

Other options considered and rejected by the Executive:

None.

Details of any conflict of interest declared by the Leader or lead councillors and any dispensation granted:

None.

10. CONTRACT FOR APPOINTMENT OF NEC SUPERVISOR *

Decision:

Gavin
Pugh

1. To authorise the entering into of a contract for the appointment of NEC Supervisors with a financial cap of £2 million pounds for a term of 4 years; and
2. To delegate to the Joint Strategic Director for Finance authority to enter into call-off contracts of any value under this contract in consultation with the Portfolio Holder if it is a Key Decision.

Reason(s):

It will save time and resources for the Council to undertake a single procurement exercise and award a contract enabling services to be called off as and when required for individual projects.

Other options considered and rejected by the Executive:

None.

Details of any conflict of interest declared by the Leader or lead councillors and any dispensation granted:

None.

11. SALE OF STOKE CEMETERY LODGE *

Decision:

Mark
Appleton

To approve the proposed sale of Stoke Cemetery Lodge for

£550,000.

Reason(s):

This will provide the Council with a capital receipt of £550,000 for a property which is currently surplus to requirements and not in use.

Other options considered and rejected by the Executive:

To not agree the sale.

Details of any conflict of interest declared by the Leader or lead councillors and any dispensation granted:

None.

12. AWARD OF A 1 YEAR CONTRACT TO DELIVER VOID WORKS *

Decision:

To enter a one year contract with an anticipated approximate value of £700,000 with KinCraig Construction Limited.

Reason(s):

To enable the council to undertake and manage the refurbishment of void properties so that these can be relet.

Other options considered and rejected by the Executive:

Not to enter the contract which present a significant risk to the council until the longer term procurement exercise can be undertaken.

Details of any conflict of interest declared by the Leader or lead councillors and any dispensation granted:

None.

NOTES:

- (a) Any decision marked “#” means that the item was deemed by the Chief Executive and agreed by the Executive and Chairman of the Overview and Scrutiny Committee to be a matter of urgency for the reason indicated and, in accordance with Overview and Scrutiny Procedure Rule 16 (h),

such decision takes effect immediately and is therefore *not* subject to the call-in procedure.

The call-in procedure is as follows:

- (i) the Chairman of the Overview and Scrutiny Committee; or
- (ii) a minimum of five members of the Council

may require that a decision be referred to the Overview and Scrutiny Committee for review.

- (c) Councillors wishing to exercise their right to call-in a decision taken by the Executive must give notice in writing to the Democratic Services and Elections Manager. The reason for a councillor calling-in a decision shall accompany any such request and must meet one of the following criteria:
 - (a) that there was insufficient, misleading or inaccurate information available to the decision-maker;
 - (b) that all the relevant facts had not been taken into account and/or properly assessed;
 - (c) that the decision is contrary to the budget and policy framework and is not covered by urgency provisions; or
 - (d) that the decision is not in accordance with the decision-making principles set out in the Constitution.

Such notice should be marked for the attention of John Armstrong who can be contacted by e-mail on john.armstrong@guildford.gov.uk

- (d) On receipt of a call-in request, the Monitoring Officer will decide, in consultation with the chairman of the Overview and Scrutiny Committee, whether it is valid and will notify the councillors concerned accordingly.
- (e) In the case of a valid call-in, the decision shall be referred to a special Call-in meeting of an Overview and Scrutiny Committee, which shall be held within 21 days of the decision on validity referred to in paragraph (d) above.
- (f) A decision marked with an asterisk denotes that the matter is a “Key Decision” which is defined in the Council’s Constitution as an executive decision:
 - (i) which is likely to result in significant expenditure or savings (of at least £200,000) having regard to the budget for the service or function to which the decision relates; or
 - (ii) which is likely to have a significant impact on two or more wards within the Borough.