

## Waverley Borough Council Key Decisions Forward Programme

This Forward Programme sets out the key decisions which the Executive expects to take during the next four month period.

A key decision is a decision to be taken by the Executive which (1) is likely to result in the local authority incurring expenditure or making savings of above £20,000 and/or (2) is significant in terms of its effects on communities living or working in an area comprising two or more wards.

The Members of the Executive are:

<b>Executive Portfolio Holder</b>	<b>Areas of Responsibility</b>
Cllr Robert Knowles (Leader of the Council)	Corporate Strategy
Cllr Mike Band (Deputy Leader)	Finance, Property and HR
Cllr Brian Adams	Waste and Recycling, Environmental Health and Community Grants
Cllr Carole King	Car Parks, Community Safety and Older People
Cllr Bryn Morgan	Planning and Climate Change
Cllr Stephen O'Grady	IT, Parks and Countryside, Playgrounds
Cllr Julia Potts	Leisure, Culture and Young People
Cllr Stefan Reynolds	Communications and Customer Services
Cllr Adam Taylor-Smith	Major Projects and Economic Development
Cllr Keith Webster	Housing

The agenda for each Executive meeting will be published at least 5 working days before the meeting and will be available for inspection at the Council Offices and on the Council's Website ([www.waverley.gov.uk](http://www.waverley.gov.uk)).

Whilst the majority of the Executive's business at the meetings listed in this Plan will be open to the public and press, there will inevitably be some business to be considered which contains confidential, commercially sensitive or personal information which will be discussed in exempt session, i.e. with the press and public excluded. These matters are most commonly human resource decisions relating to individuals such as requests for early or flexible retirements and property matters relating to individual transactions.

This is formal notice under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that part of any of the Executive meetings listed below may be held in private because the agenda and reports or annexes for that meeting contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended), and that the public interest in withholding the information outweighs the public interest in disclosing it. Where this applies, the letter [E] will appear after the name of the topic, along with an indication of which exempt paragraph(s) applies, most commonly:

[E1 – Information relating to any individual; E2 – Information which is likely to reveal the identity of an individual; E3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information); E5 Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings; E7 – Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime].

Please direct any enquiries about the Forward Programme to the Democratic Services Manager, Emma McQuillan, at the Council Offices on 01483 523351 or email [committees@waverley.gov.uk](mailto:committees@waverley.gov.uk).

## Waverley Borough Council Executive Forward Programme for the period 5 December 2012 to 9 April 2013

EXECUTIVE MEETING	TOPIC	KEY DECISION	DECISION TAKER	CONSULTATION	(1) CONTACT OFFICER (2) EXECUTIVE PORTFOLIO HOLDER
8 January 2013	Budget Management	Potential for seeking approval for budget adjustments	Executive (and possibly Council)	N/A	(1) Paul Wenham 01483 523397  (2) Cllr Mike Band <a href="mailto:mike.band@waverley.gov.uk">mike.band@waverley.gov.uk</a>
8 January 2013	Housing Delivery Board [E3]	Potential to approve and adopt policies and make decisions to assist in the delivery of affordable homes in the Borough	Executive (and potentially Council)	Consultation with relevant partners and agencies	(1) Jane Abraham 01483 523096  (2) Cllr Mike Band <a href="mailto:mike.band@waverley.gov.uk">mike.band@waverley.gov.uk</a>  Cllr Keith Webster <a href="mailto:keith.webster@waverley.gov.uk">keith.webster@waverley.gov.uk</a>  Cllr Bryn Morgan <a href="mailto:bryn.morgan@waverley.gov.uk">bryn.morgan@waverley.gov.uk</a>
8 January 2013	Olympic Legacy	To review and approve the Leisure Development Plan to include the Olympic Legacy	Executive	Consultation with relevant partners and agencies	1) Kelvin Mills 01483 523432  (2) Cllr Julia Potts

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					<a href="mailto:julia.potts@waverley.gov.uk">julia.potts@waverley.gov.uk</a>
8 January 2013	Herons Project [E3]	To agree the tender documentation and procurement process	Executive	N/A	(1) Kelvin Mills 01483 523432  (2) Cllr Julia Potts <a href="mailto:julia.potts@waverley.gov.uk">julia.potts@waverley.gov.uk</a>
8 January 2013	Brightwells, Farnham Regeneration [E3]	To approve the next stage in the process	Executive (and potentially Council)	Consultation with relevant partners and agencies	(1) Kelvin Mills 01483 523432  (2) Cllr Adam Taylor-Smith <a href="mailto:adam.taylor-smith@waverley.gov.uk">adam.taylor-smith@waverley.gov.uk</a>
(Special Meeting 22 January 2013 – date tbc)	Council Tax Reduction Scheme	To approve a scheme for 2013-14	Executive and Council	Consultation between September and November 2012	(1) Graeme Clark 01483 523099  (2) Cllr Mike Band <a href="mailto:mike.band@waverley.gov.uk">mike.band@waverley.gov.uk</a>
(Special Meeting 22 January 2013 – date tbc)	Council Tax Base	To approve the Council Tax Base for 2013/14	Executive	N/A	(1) Graeme Clark 01483 523099  (2) Cllr Mike Band <a href="mailto:mike.band@waverley.gov.uk">mike.band@waverley.gov.uk</a>
5 February 2013	Parking Contract [E3]	To agree the procurement process to be undertaken and specification	Executive	N/A	(1) Rob Anderton 01483 523411  (2) Cllr Carole King <a href="mailto:carole.king@waverley.gov.uk">carole.king@waverley.gov.uk</a>
5 February 2013	Public Conveniences [E3]	To agree the way forward for the remaining public conveniences in the Borough	Executive	Consultation with relevant partners and agencies	(1) Rob Anderton 01483 523411  (2) Cllr Brian Adams

EXECUTIVE MEETING	TOPIC	KEY DECISION	DECISION TAKER	CONSULTATION	(1) CONTACT OFFICER (2) EXECUTIVE PORTFOLIO HOLDER
					<a href="mailto:brian.adams@waverley.gov.uk">brian.adams@waverley.gov.uk</a>
5 February 2013	Air Quality	Reviewing Defra-Funded Air Quality report and agreeing next stages of work on implementing Farnham's AQAP	Executive	Consultation with relevant partners and agencies	(1) Rob Anderton 01483 523411  (2) Cllr Bryn Morgan <a href="mailto:bryn.morgan@waverley.gov.uk">bryn.morgan@waverley.gov.uk</a>
5 February 2013	Housing Delivery Board [E3]	Potential to approve and adopt policies and make decisions to assist in the delivery of affordable homes in the Borough	Executive (and potentially Council)	Consultation with relevant partners and agencies	(1) Jane Abraham 01483 523096  (2) Cllr Mike Band <a href="mailto:mike.band@waverley.gov.uk">mike.band@waverley.gov.uk</a>  Cllr Keith Webster <a href="mailto:keith.webster@waverley.gov.uk">keith.webster@waverley.gov.uk</a>  Cllr Bryn Morgan <a href="mailto:bryn.morgan@waverley.gov.uk">bryn.morgan@waverley.gov.uk</a>
5 February 2013	Budget Management	Potential for seeking approval for budget adjustments	Executive (and possibly Council)	N/A	(1) Paul Wenham 01483 523397  (2) Cllr Mike Band <a href="mailto:mike.band@waverley.gov.uk">mike.band@waverley.gov.uk</a>
5 February 2013	Budget, Council Tax, Rent Levels, Capital Programme and Fees and Charges	To agree the budget for 2013/14	Executive and Council	N/A	(1) Paul Wenham 01483 523397  (2) Cllr Mike Band <a href="mailto:mike.band@waverley.gov.uk">mike.band@waverley.gov.uk</a>
5 February 2013	Treasury Management	To approve the Policy and Strategy for 2013-14	Executive and Council	n/A	(1) Paul Wenham 01483 523397

EXECUTIVE MEETING	TOPIC	KEY DECISION	DECISION TAKER	CONSULTATION	(1) CONTACT OFFICER (2) EXECUTIVE PORTFOLIO HOLDER
					(2) Cllr Mike Band <a href="mailto:mike.band@waverley.gov.uk">mike.band@waverley.gov.uk</a>
5 February 2013	Service Level Agreements for Community Organisations – Phase 2	To note progress to date and seek agreement to continue and roll-out to further organisations	Executive	Consultation with Community Overview and Scrutiny Committee	(1) Kelvin Mills 01483 523432  (2) Cllr Brian Adams <a href="mailto:brian.adams@waverley.gov.uk">brian.adams@waverley.gov.uk</a>
5 February 2013	Farnham Park SANG	Release of additional land	Executive	Consultation with relevant partners and agencies	(1) Paul Falconer 01483 523417  (2) Cllr Bryn Morgan <a href="mailto:bryn.morgan@waverley.gov.uk">bryn.morgan@waverley.gov.uk</a>
5 February 2013	Godalming Conservation Area Appraisal	To approve a draft Conservation Area Appraisal for adoption	Executive and Council	Consultation with relevant partners and agencies	(1) Colin Bannon 01483 523525  (2) Cllr Bryn Morgan <a href="mailto:bryn.morgan@waverley.gov.uk">bryn.morgan@waverley.gov.uk</a>
5 February 2013	Farnham and Haslemere Neighbourhood Plan Areas	To approve the designation of the Neighbourhood Plan Areas	Executive and Council	Consultation with relevant partners and agencies	(1) Matthew Ellis 01483 523297  (2) Cllr Bryn Morgan <a href="mailto:bryn.morgan@waverley.gov.uk">bryn.morgan@waverley.gov.uk</a>
5 February 2013	Rolston House, Haslemere	To agree the detailed final scheme following receipt of tenders	Executive and Council	Consultation with relevant partners and agencies	(1) Angela Smithers 01483 523  (2) Cllr Keith Webster <a href="mailto:keith.webster@waverley.gov.uk">keith.webster@waverley.gov.uk</a>
5 February 2013	Troubled Families Project	To note progress to date and make any decisions required	Executive	Consultation with relevant partners and	(1) Damian Roberts 01483 523398

EXECUTIVE MEETING	TOPIC	KEY DECISION	DECISION TAKER	CONSULTATION	(1) CONTACT OFFICER (2) EXECUTIVE PORTFOLIO HOLDER
		to move the project forward		agencies	(2) Cllr Carole King <a href="mailto:carole.king@waverley.gov.uk">carole.king@waverley.gov.uk</a>
5 March 2013	Housing Delivery Board [E3]	Potential to approve and adopt policies and make decisions to assist in the delivery of affordable homes in the Borough	Executive (and potentially Council)	Consultation with relevant partners and agencies	(1) Jane Abraham 01483 523096  (2) Cllr Mike Band <a href="mailto:mike.band@waverley.gov.uk">mike.band@waverley.gov.uk</a>  Cllr Keith Webster <a href="mailto:keith.webster@waverley.gov.uk">keith.webster@waverley.gov.uk</a>  Cllr Bryn Morgan <a href="mailto:bryn.morgan@waverley.gov.uk">bryn.morgan@waverley.gov.uk</a>
5 March 2013	Weyhill Car Park, Haslemere	To agree the way forward	Executive	Consultation with relevant partners and agencies	(1) Rob Anderton 01483 523411  (2) Cllr Carole King <a href="mailto:carole.king@waverley.gov.uk">carole.king@waverley.gov.uk</a>
5 March 2013	Budget Management	Potential for seeking approval for budget adjustments	Executive (and possibly Council)	N/A	(1) Paul Wenham 01483 523397  (2) Cllr Mike Band <a href="mailto:mike.band@waverley.gov.uk">mike.band@waverley.gov.uk</a>
9 April 2013	Community Infrastructure Levy (CIL)	To agree a draft for consultation (following earlier preliminary draft)	Executive	Consultation with relevant partners and agencies	(1) Paul Falconer 01483 523417  (2) Cllr Bryn Morgan <a href="mailto:bryn.morgan@waverley.gov.uk">bryn.morgan@waverley.gov.uk</a>
9 April 2013	Housing Delivery Board [E3]	Potential to approve and adopt policies and make decisions to	Executive (and potentially	Consultation with relevant partners and	(1) Jane Abraham 01483 523096

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		assist in the delivery of affordable homes in the Borough	Council)	agencies	(2) Cllr Mike Band <a href="mailto:mike.band@waverley.gov.uk">mike.band@waverley.gov.uk</a>  Cllr Keith Webster <a href="mailto:keith.webster@waverley.gov.uk">keith.webster@waverley.gov.uk</a>  Cllr Bryn Morgan <a href="mailto:bryn.morgan@waverley.gov.uk">bryn.morgan@waverley.gov.uk</a>
9 April 2013	Budget Management	Potential for seeking approval for budget adjustments	Executive (and possibly Council)	N/A	(1) Paul Wenham 01483 523397  (2) Cllr Mike Band <a href="mailto:mike.band@waverley.gov.uk">mike.band@waverley.gov.uk</a>
May-June 2013	Homelessness Strategy	To agree a strategy	Executive and Council	Consultation with relevant partners and agencies	(1) Mike Rivers 01483 523013  (2) Cllr Keith Webster <a href="mailto:keith.webster@waverley.gov.uk">keith.webster@waverley.gov.uk</a>
May-June 2013	Garden Waste	To decide upon a new approach to deliver the garden waste subscription service	Executive and Council	Consultation with Community Overview and Scrutiny Committee	(1) Rob Anderton 01483 523411  (2) Cllr Brian Adams <a href="mailto:brian.adams@waverley.gov.uk">brian.adams@waverley.gov.uk</a>

## **Notification of Executive Non-Key Decisions likely to be considered in (Exempt) Session**

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There will inevitably be some business to be considered which contains confidential, commercially sensitive or personal information which will be discussed in exempt session, i.e. with the press and public excluded. These matters are most commonly human resource decisions relating to individuals, such as requests for early or flexible retirements and property matters relating to individual transactions.