

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:

Executive Portfolio Holder	Areas of Responsibility
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).

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.

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[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.

Waverley Borough Council Executive Forward Programme for the period 10 April – 2 July 2013

EXECUTIVE MEETING	TOPIC	KEY DECISION	DECISION TAKER	CONSULTATION	(1) CONTACT OFFICER (2) EXECUTIVE PORTFOLIO HOLDER
4 June 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 brian.adams@waverley.gov.uk
4 June 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 bryn.morgan@waverley.gov.uk
4 June 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 mike.band@waverley.gov.uk Cllr Keith Webster keith.webster@waverley.gov.uk Cllr Bryn Morgan bryn.morgan@waverley.gov.uk

EXECUTIVE MEETING	TOPIC	KEY DECISION	DECISION TAKER	CONSULTATION	(1) CONTACT OFFICER (2) EXECUTIVE PORTFOLIO HOLDER
4 June 2013	Budget Management and Outturn Report for 2012/13	Potential for seeking approval for budget adjustments	Executive (and possibly Council)	N/A	(1) Paul Wenham 01483 523397 (2) Cllr Mike Band mike.band@waverley.gov.uk
4 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 keith.webster@waverley.gov.uk
4 June 2013	Garden Waste Service Redesign [E3]	To agree a new approach to carrying out garden waste collections	Executive and Council	Consultation with Community Overview and Scrutiny Committee and Citizens' Panel	(1) Rob Anderton 01483 523411 (2) Cllr Brian Adams brian.adams@waverley.gov.uk
4 June 2013	Surrey Waste Partnership – Update on Key Projects	To agree to the Council's continued involvement in key SWP projects, including joint contracting and joint selling of commingled materials	Executive	Consultation with relevant partners	(1) Rob Anderton 01483 523411 (2) Cllr Brian Adams brian.adams@waverley.gov.uk
4 June 2013	Local Planning Enforcement Plan	To seek approval for the draft Local Planning Enforcement Plan which sets out the Council's policy for taking enforcement action.	Executive	Consultation with relevant partners	(1) Colin Bannon 01483 523525 (2) Cllr Bryn Morgan bryn.morgan@waverley.gov.uk
4 June 2013	Godalming Conservation Area Appraisal	To seek approval to consult on the draft Conservation Area Appraisal for Godalming	Executive and Council	Consultation with relevant partners	(1) Matthew Evans 01483 523298 (2) Cllr Bryn Morgan bryn.morgan@waverley.gov.uk

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4 June 2013	Gypsy & Traveller Accommodation Assessment	To advise members on the outcome of the Gypsy and Traveller Accommodation Assessment and how it feeds into the Local Plan process.	Executive	Consultation with relevant partners and agencies	(1) Paul Falconer 01483 523417 (2) Cllr Bryn Morgan bryn.morgan@waverley.gov.uk
2 July 2013	Review of Particular Polling Places	To report the findings of the review and agree any changes to be made to particular polling places	Executive and Council	Consultation with relevant partners	(1) Tracey Stanbridge 01483 523413 (2) Cllr Robert Knowles robert.knowles@waverley.gov.uk
2 July 2013	Local Governance Review - Rowledge	To outline the findings of the first consultation period in respect of the Local Governance Review.	Executive (and possibly Council)	Consultation with relevant partners	(1) Tracey Stanbridge 01483 523413 (2) Cllr Robert Knowles robert.knowles@waverley.gov.uk
2 July 2013	Air Quality Annual Progress Report	To receive the annual progress report	Executive	Consultation with Community Overview and Scrutiny Committee	(1) Rob Anderton 01483 523411 (2) Cllr Bryn Morgan bryn.morgan@waverley.gov.uk
2 July 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 mike.band@waverley.gov.uk
2 July 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 mike.band@waverley.gov.uk

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					<p>Cllr Keith Webster keith.webster@waverley.gov.uk</p> <p>Cllr Bryn Morgan bryn.morgan@waverley.gov.uk</p>
2 July 2013	Car Parking Guidelines	To seek approval to the proposed parking Guidelines in relation to new development.	Executive and Council	Consultation with Community Overview and Scrutiny Committee	<p>(1) Graham Parrott 01483 523472</p> <p>(2) Cllr Bryn Morgan bryn.morgan@waverley.gov.uk</p>
4 September 2013	Development Management Site Allocation	To seek approval to consult on the issues and options for the proposed Development Management and Site Allocations DPD.	Executive and Council	Consultation with relevant partners and Members	<p>(1) Matthew Ellis 01483 523297</p> <p>(2) Cllr Bryn Morgan bryn.morgan@waverley.gov.uk</p>
4 September 2013	Parking Services Contract – Contract Award [E3]	To agree the preferred bidder and formally award the contract for Parking Services	Executive	Consultation with relevant partners	<p>(1) Rob Anderton 01483 523411</p> <p>(2) Cllr Carole King carole.king@waverley.gov.uk</p>
4 September 2013	Parking Services – review of cashless payment options	To agree the preferred option for the introduction of cashless payment systems in the council's car parks	Executive and Council	Consultation with the Citizens' Panel	<p>(1) Rob Anderton 01483 523411</p> <p>(2) Cllr Carole King carole.king@waverley.gov.uk</p>
4 September 2013	PR and Communications Strategy	To adopt a communications and PR strategy to take Waverley forward	Executive and Council	Consultation with staff and key stakeholders	<p>(1) Sarah Bainbridge 01483 523148</p> <p>(2) Cllr Stefan Reynolds stefan.reynolds@waverley.gov.uk</p>

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4 September 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 mike.band@waverley.gov.uk Cllr Keith Webster keith.webster@waverley.gov.uk Cllr Bryn Morgan bryn.morgan@waverley.gov.uk
To be advised	Guidance for Advertisement Boards	To seek approval to consult on draft guidelines in relation too the use of advertising boards.	Executive	Consultation with relevant partners and agencies	(1) Colin Bannon 1483 25 (2) Cllr Bryn Morgan bryn.morgan@waverley.gov.uk

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

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