

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, HR and Housing Delivery
Cllr Brian Adams	Waste and Recycling, Environmental Health and Climate Change
Cllr Carole King	Car Parks, Community Safety, Older Residents and Care Groups, Health and Wellbeing
Cllr Bryn Morgan	Planning, Core Strategy, Operational (policy) and Enforcement
Cllr Stephen O'Grady	IT and Customer Services
Cllr Julia Potts	Leisure, Sports and Culture, Young People, Waverley Training Services, Parks and Countryside and Playgrounds
Cllr Stefan Reynolds	Communications and Partnerships/Community Services - Grants
Cllr Adam Taylor-Smith	Major Projects and Economic Development
Cllr Keith Webster	Housing – Operational

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.

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.

Waverley Borough Council Executive Forward Programme for the period 3 July – 5 November 2013

EXECUTIVE MEETING	TOPIC	KEY DECISION	DECISION TAKER	CONSULTATION	(1) CONTACT OFFICER (2) EXECUTIVE PORTFOLIO HOLDER
3 September 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
3 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	(1) Rob Anderton 01483 523411 (2) Cllr Carole King carole.king@waverley.gov.uk
3 September 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
3 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	(1) Sarah Bainbridge 01483 523148 (2) Cllr Stefan Reynolds stefan.reynolds@waverley.gov.uk

EXECUTIVE MEETING	TOPIC	KEY DECISION	DECISION TAKER	CONSULTATION	(1) CONTACT OFFICER (2) EXECUTIVE PORTFOLIO HOLDER
3 September 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
3 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
1 October 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	(1) Matthew Ellis 01483 523297 (2) Cllr Bryn Morgan bryn.morgan@waverley.gov.uk
					(3)
1 October 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	(1) Graham Parrott 01483 523472 (2) Cllr Bryn Morgan bryn.morgan@waverley.gov.uk
1 October 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
					(1)
1 October 2013	Housing Delivery Board [E3]	Potential to approve and adopt policies and make decisions to assist in the delivery of affordable homes	Executive (and potentially Council)	Consultation with relevant partners and agencies	(1) Jane Abraham 01483 523096 (2) Cllr Mike Band

EXECUTIVE MEETING	TOPIC	KEY DECISION	DECISION TAKER	CONSULTATION	(1) CONTACT OFFICER (2) EXECUTIVE PORTFOLIO HOLDER
		in the Borough			mike.band@waverley.gov.uk
5 November 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
5 November 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
3 December 2013	Parking Services – review of payment options	To agree the outcome of the review into payment systems in the council's car parks	Executive and Council	Consultation with the Citizens' Panel	(1) Rob Anderton 01483 523411 (2) Cllr Carole King carole.king@waverley.gov.uk
To be advised	Guidance for Advertisement Boards	To seek approval to consult on draft guidelines in relation to the use of advertising boards.	Executive	Consultation with relevant partners and agencies	(1) Colin Bannon 01483 523525 (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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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.