

Waverley Borough Council Key Decisions and Forward Programme

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

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	Most Likely O and S Committee
Cllr Robert Knowles (Leader of the Council)	Corporate Strategy	Corporate
Cllr Mike Band (Deputy Leader)	Finance, Property, HR and Housing Delivery	Corporate
Cllr Brian Adams	Waste and Recycling, Environmental Health and Climate Change	Community
Cllr Carole King	Car Parks, Community Safety, Older Residents and Care Groups, Health and Wellbeing	Corporate/Community
Cllr Bryn Morgan	Planning	Community
Cllr Stephen O'Grady	IT and Customer Services	Corporate
Cllr Julia Potts	Leisure, Sports and Culture, Young People, Waverley Training Services, Parks and Countryside and Playgrounds	Community
Cllr Stefan Reynolds	Communications and Partnerships/Community Services - Grants	Corporate/Community
Cllr Adam Taylor-Smith	Major Projects and Economic Development	Corporate
Cllr Keith Webster	Housing – Operational	Corporate

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. These may relate to key and non-key decisions. If they are not key decisions, 28 days notice of the likely intention to consider the item in exempt needs to be given.

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 September – December 2013

EXECUTIVE MEETING	TOPIC	DECISION	DECISION TAKER	KEY	CONSULTATION	(1) CONTACT OFFICER (2) EXECUTIVE PORTFOLIO HOLDER	
1 October 2013	Milford Conservation Area Appraisal	To seek approval to go out to public consultation	Executive		Consultation with relevant partners and agencies	(1) Colin Bannon 01483 523525 (2) Cllr Bryn Morgan bryn.morgan@waverley.gov.uk	COMMUNITY
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	COMMUNITY
5 November 2013	Godalming Conservation Area Appraisal	To adopt the CAA as a material planning consideration	Executive and Council	√	Full public consultation including key stakeholders undertaken in July/August 2013	(1) Colin Bannon 01483 523525 (2) Cllr Bryn Morgan bryn.morgan@waverley.gov.uk	COMMUNITY

EXECUTIVE MEETING	TOPIC	DECISION	DECISION TAKER	KEY	CONSULTATION	(1) CONTACT OFFICER (2) EXECUTIVE PORTFOLIO HOLDER	
1 October 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	CORPORATE
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	CORPORATE
1 October 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	CORPORATE
1 October 2013	Housing Allocations Scheme	To receive an update following implementation of the scheme	Executive		Consultation with relevant partners and agencies	(1) Mike Rivers 01483 523013 (2) Cllr Keith Webster keith.webster@waverley.gov.uk	CORPORATE
1 October 2013	Rent levels for Bed and Breakfast Accommodation	To agree proposed rent increases for Bed and Breakfast accommodation	Executive		Consultation with relevant partners and agencies	(1) Mike Rivers 01483 523013 (2) Cllr Keith Webster keith.webster@waverley.gov.uk	CORPORATE

EXECUTIVE MEETING	TOPIC	DECISION	DECISION TAKER	KEY	CONSULTATION	(1) CONTACT OFFICER (2) EXECUTIVE PORTFOLIO HOLDER	
1 October 2013	Refurbishment – Herons Leisure Centre	To receive a progress report and re-profiled capital budget for the scheme	Executive and Council (and Shottermill Trust)	√	Consultation with relevant partners and agencies	(1) Kelvin Mills 01483 523432 (2) Cllr Julia Potts julia.potts@waverley.gov.uk	COMMUNITY
1 October 2013	Surrey Waste Partnership	To discuss future funding proposals	Executive and Council	√	Consultation with relevant partners and agencies	(1) Rob Anderton 01483 523411 (2) Cllr Brian Adams brian.adams@waverley.gov.uk	COMMUNITY
1 October 2013	Development of Housing Service (E1/E2)	To discuss changes to posts within the Housing Service	Executive and Council		Consultation with relevant partners	(1) Hugh Wagstaff 01483 523 (2) Cllr Keith Webster keith.webster@waverley.gov.uk	CORPORATE
5 November 2013	Core Strategy – Outcome of Strategic Housing Market Area Assessment	To note the SHMAA and consider the future work direction of the Core Strategy	Executive and Council	√	Consultation with Community Overview and Scrutiny Committee	(1) Graham Parrott 01483 523472 (2) Cllr Bryn Morgan bryn.morgan@waverley.gov.uk	COMMUNITY
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	CORPORATE

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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	CORPORATE
3 December 2013	PR and Communications Strategy	To adopt a communications and PR strategy to take Waverley forward	Executive and Council	√	Consultation with staff , key stakeholders and Corporate Overview and Scrutiny Committee	(1) Melinda Brown 01483 523204 (2) Cllr Stefan Reynolds stefan.reynolds@waverley.gov.uk	CORPORATE
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	CORPORATE
3 December 2013	Haslemere Conservation Area Appraisal (CAA)	To seek approval to undertake public consultation	Executive		Consultation with key stakeholders	(1) Colin Bannon 01483 523525 (2) Cllr Bryn Morgan bryn.morgan@waverley.gov.uk	COMMUNITY
3 December 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	CORPORATE

EXECUTIVE MEETING	TOPIC	DECISION	DECISION TAKER	KEY	CONSULTATION	(1) CONTACT OFFICER (2) EXECUTIVE PORTFOLIO HOLDER	
3 December 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	CORPORATE
7 January 2014	Milford Conservation Area Appraisal	To adopt the CAA as a material planning consideration	Executive and Council	√	Full public consultation including key stakeholders	(1) Colin Bannon 01483 523525 (2) Cllr Bryn Morgan bryn.morgan@waverley.gov.uk	COMMUNITY
4 February 2014	Refurbishment – Herons Leisure Centre	Detailed designed and costed scheme proposals and options, including final revenue implications for approval.	Executive and Council	√	Consultation with relevant partners and agencies	(1) Kelvin Mills 01483 523432 (2) Cllr Julia Potts julia.potts@waverley.gov.uk	COMMUNITY
4 February 2014	Core Strategy	To agree proposed amendments to the Core Strategy	Executive	√	Consultation with relevant partners and agencies	(1) Graham Parrott 01483 523472 (2) Cllr Bryn Morgan bryn.morgan@waverley.gov.uk	COMMUNITY
1 April 2014	Haslemere Conservation Area Appraisal	To adopt the CAA as a material planning consideration	Executive and Council	√	Full public consultation including key stakeholders	(1) Colin Bannon 01483 523525 (2) Cllr Bryn Morgan bryn.morgan@waverley.gov.uk	COMMUNITY