

## 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:

<b>Executive Portfolio Holder</b>	<b>Areas of Responsibility</b>	<b>Most Likely O and S Committee</b>
Cllr Robert Knowles (Leader of the Council)	Policy and Governance, Human Resources	Corporate/Community
Cllr Mike Band (Deputy Leader)	Finance	Corporate
Cllr Brian Adams	Planning	Community
Cllr Carole King	Housing Operations	Corporate/Community
Cllr Tom Martin	IT and Customer Services	Corporate
Cllr Donal O'Neill	Environment	Community
Cllr Julia Potts	Community	Community
Cllr Stefan Reynolds	Member Support and Communications	Corporate/Community
Cllr Adam Taylor-Smith	Major Projects and East Street	Corporate
Cllr Keith Webster	Housing Strategy	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](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. 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 Interim Democratic Services Manager, Ema Dearsley, at the Council Offices on 01483 523224 or email [committees@waverley.gov.uk](mailto:committees@waverley.gov.uk).

### Executive Forward Programme for the period February 2014 – May 2014

EXECUTIVE MEETING	TOPIC	DECISION	DECISION TAKER	KEY	CONSULTATION	(1) CONTACT OFFICER (2) EXECUTIVE PORTFOLIO HOLDER	
4 February 2014	A review of Polling Places Borough Wide	To review the Polling stations across the Borough	Executive	√	Full public consultation including key stakeholders	(1) Robin Pellow 01483 523222  (2) Cllr Robert Knowles <a href="mailto:robert.knowles@waverley.gov.uk">robert.knowles@waverley.gov.uk</a>	CORPORATE
4 February 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 Brian Adams <a href="mailto:brian.adams@waverley.gov.uk">brian.adams@waverley.gov.uk</a>	COMMUNITY
4 February 2014	Revised Statement of Community Involvement (SCI)	To agree the Statement of Community Involvement for public consultation for six weeks	Executive		Full public consultation including with relevant partners and agencies and possibly Community O&S	(1) Matthew Evans 01483 523298  (2) Cllr Brian Adams <a href="mailto:brian.adams@waverley.gov.uk">brian.adams@waverley.gov.uk</a>	COMMUNITY

EXECUTIVE MEETING	TOPIC	DECISION	DECISION TAKER	KEY	CONSULTATION	(1) CONTACT OFFICER (2) EXECUTIVE PORTFOLIO HOLDER	
4 February 2014	Refurbishment – Herons Leisure Centre [E3]	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 <a href="mailto:julia.potts@waverley.gov.uk">julia.potts@waverley.gov.uk</a>	COMMUNITY
4 February 2014	Service Plans 2014/15	To adopt the service plans for 2014/15	Executive and Council	√	Consultation with relevant partners and agencies	(1) Kelvin Mills 01483 523432  (2) Cllr Mike Band <a href="mailto:mike.band@waverley.gov.uk">mike.band@waverley.gov.uk</a>	BOTH
4 February 2014	Waverley Community Partnership Scheme	To consider applications for Revenue Funding 2014/15	Executive and Council	√	Consultation with relevant partners and agencies	(1) Kelvin Mills 01483 523432  (2) Cllr Mike Band <a href="mailto:mike.band@waverley.gov.uk">mike.band@waverley.gov.uk</a>	COMMUNITY
4 February 2014	Budget, Council Tax, Rent Levels, Capital programme and fees and charges	To agree the budget for 2014/15	Executive and Council	√	N/A	(1) Paul Wenham 014832 523397  (2) Cllr Mike Band <a href="mailto:mike.band@waverley.gov.uk">mike.band@waverley.gov.uk</a>	CORPORATE
4 February 2014	Annual Pay Policy Statement	To agree the annual pay policy statement	Executive and Council	√	N/A	(1) Paul Wenham 014832 523397  (2) Cllr Mike Band <a href="mailto:mike.band@waverley.gov.uk">mike.band@waverley.gov.uk</a>	CORPORATE
4 February 2014	Treasury Management	To agree the policy and strategy for 2014/15	Executive and Council	√	N/A	(1) Paul Wenham 014832 523397  (2) Cllr Mike Band <a href="mailto:mike.band@waverley.gov.uk">mike.band@waverley.gov.uk</a>	CORPORATE
4 February 2014	Budget Management	Potential for seeking approval for budget	Executive (and possibly Council)	√	N/A	(1) Paul Wenham 014832 523397	C

EXECUTIVE MEETING	TOPIC	DECISION	DECISION TAKER	KEY	CONSULTATION	(1) CONTACT OFFICER (2) EXECUTIVE PORTFOLIO HOLDER	
		variations				(2) Cllr Mike Band <a href="mailto:mike.band@waverley.gov.uk">mike.band@waverley.gov.uk</a>	
4 March 2014	Haslemere Conservation Area Appraisal (CAA)	To seek approval to undertake public consultation	Executive		Consultation with key stakeholders	(1) Colin Bannon 01483 523525  (2) Cllr Brian Adams <a href="mailto:brian.adams@waverley.gov.uk">brian.adams@waverley.gov.uk</a>	COMMUNITY
4 March 2014	Budget Management	Potential for seeking approval for budget variations	Executive (and possibly Council)	√	N/A	(1) Paul Wenham 014832 523363  (2) Cllr Mike Band <a href="mailto:mike.band@waverley.gov.uk">mike.band@waverley.gov.uk</a>	CORPORATE
1 April 2014	Procurement of asbestos Management Consultancy Services	Appointment of a contractor to undertake asbestos surveys in our homes and other council owned homes	Executive (and possibly Council)	√	Tenants Panel	(1) Hugh Wagstaff 014832 523397  (2) Cllr Mike Band <a href="mailto:mike.band@waverley.gov.uk">mike.band@waverley.gov.uk</a>	CORPORATE
1 April 2014	Brightwells Gostry Centre	Potentially asking for permission re:contractors	Executive and Council	√	Consultation with relevant partners and agencies	(1) Kelvin Mills 01483 523432  (2) Cllr Mike Band <a href="mailto:mike.band@waverley.gov.uk">mike.band@waverley.gov.uk</a>	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 Brian Adams <a href="mailto:brian.adams@waverley.gov.uk">brian.adams@waverley.gov.uk</a>	COMMUNITY
1 April 2014	PR and Communications Strategy	To adopt a communications and PR strategy to take	Executive and Council	√	Consultation with staff , key stakeholders and	(1) Melinda Brown 01483 523204	CORP ORATE

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		Waverley forward			Corporate Overview and Scrutiny Committee	(2) Cllr Stefan Reynolds <a href="mailto:stefan.reynolds@waverley.gov.uk">stefan.reynolds@waverley.gov.uk</a>	
1 April 2014	Budget Management	Potential for seeking approval for budget variations	Executive (and possibly Council)	√	N/A	(1) Paul Wenham 014832 523397  (2) Cllr Mike Band <a href="mailto:mike.band@waverley.gov.uk">mike.band@waverley.gov.uk</a>	CORPORATE
Summer 2014	Age Concern Farncombe	To agree new lease arrangements	Executive		Full public consultation including key stakeholders	(1) Kelvin Mills 01483 523432  (2) Cllr Mike Band <a href="mailto:mike.band@waverley.gov.uk">mike.band@waverley.gov.uk</a>	CORPORATE
Autumn 2014	Review of Sheltered Housing	Agree the recommendations coming out of the Review which may include to changes to service delivery and budgets	Executive (and possibly Council)	√	all residents in sheltered housing, tenants panels, members with sheltered housing in their wards, external agencies.	(1) Hugh Wagstaff 014832 523397  (2) Cllr Keith Webster <a href="mailto:Keith.webster@waverley.gov.uk">Keith.webster@waverley.gov.uk</a>	CORPORATE