## 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)	Policy and Governance, Strategic HR	Corporate/Community	
Cllr Mike Band (Deputy Leader)	Finance and Property	Corporate	
Cllr Brian Adams	Planning	Community	
Cllr Carole King	Housing Operations, Community Safety, Grants, Older People, Health and Wellbeing	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 (<u>www.waverley.gov.uk</u>).

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 <u>committees@waverley.gov.uk</u>.

EXECUTIVE MEETING	TOPIC	DECISION	DECISION TAKER	KEY	CONSULTATION	(1) CONTACT OFFICER (2) EXECUTIVE PORTFOLIO HOLDER
4 March 2014	A review of Polling Places Borough Wide	To review the Polling stations across the Borough	Executive	$\checkmark$	Full public consultation including key stakeholders	(1)Robin Pellow 01483 523222It would be a state(2)Clir Robert Knowles robert.knowles@waverley.gov.ukDoes the state
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     brian.adams@waverley.gov.uk   WOO
4 March 2014	Budget Management	Potential for seeking approval for budget variations	Executive (and possibly Council)	N	N/A	(1) Graeme Clark   01483 523099   (2) Cllr Mike Band   mike.band@waverley.gov.uk

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

EXECUTIVE MEETING	TOPIC	DECISION	DECISION TAKER	KEY	CONSULTATION		ONTACT OFFICER ECUTIVE PORTFOLIO HOLDER	
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)	V	Tenants Panel	(1) (2)	Hugh Wagstaff 01483 523363 Cllr Mike Band <u>mike.band@waverley.gov.uk</u>	CORPORATE
1 April 2014	Brightwells Gostrey Centre	Potentially asking for permission re:contractors	Executive and Council	V	Consultation with relevant partners and agencies	(1) (2)	Kelvin Mills 01483 523432 Cllr Carole King <u>carole.king@waverley.gov.uk</u>	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) (2)	Colin Bannon 01483 523525 Cllr Brian Adams <u>brian.adams@waverley.gov.uk</u>	COMMUNITY
1 April 2014	PR and Communications Strategy	To adopt a communications and PR strategy to take Waverley forward	Executive and Council	V	Consultation with staff , key stakeholders and Corporate Overview and Scrutiny Committee	(1) (2)	Melinda Brown 01483 523204 Cllr Stefan Reynolds <u>stefan.reynolds@waverley.gov.uk</u>	CORPORATE
1 April 2014	Budget Management	Potential for seeking approval for budget variations	Executive (and possibly Council)		N/A	(1) (2)	Graeme Clark 01483 523099 Cllr Mike Band <u>mike.band@waverley.gov.uk</u>	CORPORATE
Summer 2014	Age Concern Farncombe	To agree new lease arrangements	Executive		Full public consultation including key stakeholders	(1) (2)	Kelvin Mills 01483 523432 Cllr Mike Band <u>mike.band@waverley.gov.uk</u>	CORPORATE

EXECUTIVE MEETING	TOPIC	DECISION	DECISION TAKER	KEY	CONSULTATION	· · /	NTACT OFFICER ECUTIVE PORTFOLIO HOLDER	
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)	N	all residents in sheltered housing, tenants panels, members with sheltered housing in their wards, external agencies.	(1) (2)	Hugh Wagstaff 01483 523363 Cllr Carole King <u>carole.king@waverley.gov.uk</u>	CORPORATE