

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 and Operational HR	Corporate/Community
Cllr Julia Potts (Deputy Leader)	Finance and Property, Waverley Training Services	Corporate
Cllr Brian Adams	Planning	Community
Cllr Carole King	Housing Operations, Community Safety, Older People, Health and Wellbeing	Corporate/Community
Cllr Tom Martin	IT and Customer Services	Corporate
Cllr Donal O'Neill	Environment	Community
Cllr Stefan Reynolds	Member Support and Communications, Grants	Corporate/Community
Cllr Adam Taylor-Smith	Major Projects and Brightwells, Economic Development	Corporate
Cllr Simon Thornton	Leisure and Culture	Community
Cllr Keith Webster	Housing Strategy and Delivery	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.

Executive Forward Programme for the period March 2014 onwards

EXECUTIVE MEETING	TOPIC	DECISION	DECISION TAKER	KEY	CONSULTATION	(1) CONTACT OFFICER (2) EXECUTIVE PORTFOLIO HOLDER	
8 July 2014	Environmental Health Enforcement Policy Update	To agree an update to the Enforcement Policy	Executive and Council	√	Consultation with relevant partners and agencies	(1) Rob Anderton 01483 523411 (2) Cllr Donal O'Neill donal.oneill@waverley.gov.uk	COMMUNITY
8 July 2014	Review of Service Level Agreements and Waverley Voluntary Grants Partnership	To review current SLAs and consider other possibilities	Executive	√	Consultation with relevant partners and agencies	(1) Kelvin Mills 01483 523432 (2) Cllr Carole King carole.king@waverley.gov.uk	COMMUNITY
8 July 2014	Transfer of Community Assets	To agree and adopt a policy for dealing with the transfer of community assets	Executive and Council	√	Consultation with relevant partners	(1) Roger Standing 01483 523221 (2) Cllrs Potts, King, Thornton and Webster	CORPORATE

EXECUTIVE MEETING	TOPIC	DECISION	DECISION TAKER	KEY	CONSULTATION	(1) CONTACT OFFICER (2) EXECUTIVE PORTFOLIO HOLDER	
8 July 2014	Grounds Maintenance Contract [E3]	Changes to the specification, including SCC highways contract	Executive		Consultation with relevant partners and key stakeholders	(1) Matt Lank 01483 523190 (2) Cllr Simon Thornton simon.thornton@waverley.gov.uk	COMMUNITY
8 July 2014	Buildings of Local Merit in Shamley Green and Womersh	To seek adoption of additional Buildings of Local Merit	Executive		Full public consultation including key stakeholders	(1) Sarah Wells 01483 523488 (2) Cllr Brian Adams brian.adams@waverley.gov.uk	COMMUNITY
8 July 2014	Citizens' Panel	To agree the process for refreshing the Citizens Panel membership	Executive		Consultation with relevant partners and agencies	(1) Robin Taylor 01483 523108 (2) Cllr Stefan Reynolds stefan.reynolds@waverley.gov.uk	CORPORATE
8 July 2014	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 Julia Potts julia.potts@waverley.gov.uk Cllr Keith Webster keith.webster@waverley.gov.uk Cllr Brian Adams brian.adams@waverley.gov.uk	CORPORATE
8 July 2014	Housing Delivery Board Year 2013/14 End Report	To receive annual year end report of outcomes achieved	Executive	√	N/A	(1) Jane Abraham 01483 523096 (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	
8 July 2014	Revised Statement of Community Involvement 2014	To adopt the Statement of Community Involvement	Executive and Council	√	Consultation with relevant partners and agencies	(1) Jennie Falconer 01483 523294 (2) Cllr Brian Adams brian.adams@waverley.gov.uk	COMMUNITY
8 July 2014	Budget Management	Potential for seeking approval for budget variations	Executive (and possibly Council)	√	N/A	(1) Graeme Clark 01483 523099 (2) Cllr Julia Potts julia.potts@waverley.gov.uk	CORPORATE
8 July 2014	Air Quality Annual Progress Report	To receive the annual progress report	Executive		Community O and S Committee in June 2014	(1) Rob Anderton 01483 523411 (2) Cllr Donal O'Neill donal.oneill@waverley.gov.uk	COMMUNITY
8 July 2014	Recycling Improvements Action Plan	To receive the action plan	Executive		Community O and S Committee in June 2014	(1) Rob Anderton 01483 523411 (2) Cllr Donal O'Neill donal.oneill@waverley.gov.uk	COMMUNITY
8 July 2014	Public Sector Network Compliance	To agree action plan to ensure PSN compliance as part of submission	Executive		N/A	(1) Roger Standing 01483 523221 (2) Cllr Tom Martin tom.martin@waverley.gov.uk	CORPORATE
8 July 2014	Hascombe Neighbourhood Plan	Designation of areas as Neighbourhood Plans	Executive and Council		Full public consultation including key stakeholders	(1) Graham Parrott 01483 523472 (2) Cllr Brian Adams brian.adams@waverley.gov.uk	COMMUNITY

EXECUTIVE MEETING	TOPIC	DECISION	DECISION TAKER	KEY	CONSULTATION	(1) CONTACT OFFICER (2) EXECUTIVE PORTFOLIO HOLDER	
8 July 2014	Age Concern Farncombe	To agree new lease arrangements	Executive		Full public consultation including key stakeholders	(1) Kelvin Mills 01483 523432 (2) Cllr Julia Potts julia.potts@waverley.gov.uk	CORPORATE
8 July 2014	Health and Wellbeing Plan	To develop and implement a plan for Waverley	Executive and Council	√	Full public consultation including key stakeholders and Community Overview and Scrutiny Committee	(1) Kelvin Mills 01483 523432 (2) Cllr Carole King carole.king@waverley.gov.uk	COMMUNITY
8 July 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 brian.adams@waverley.gov.uk	COMMUNITY
8 July 2014	Procurement of asbestos Management Services [E3]	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 01483 523363 (2) Cllr Carole King carole.king@waverley.gov.uk	CORPORATE
8 July 2014	Brightwells Gostrey Centre	Feasibility study findings and way forward	Executive and Council	√	Consultation with relevant partners and agencies	(1) Kelvin Mills 01483 523432 (2) Cllr Carole King carole.king@waverley.gov.uk	COMMUNITY
8 July 2014	WBC Local Plan Options consultation	To seek authority to consult on local plan options	Executive and Council	√	Consultation with key stakeholders, partners and Community Overview and Scrutiny Committee	(1) Graham Parrott 01483 523472 (2) Cllr Brian Adams brian.adams@waverley.gov.uk	COMMUNITY

EXECUTIVE MEETING	TOPIC	DECISION	DECISION TAKER	KEY	CONSULTATION	(1) CONTACT OFFICER (2) EXECUTIVE PORTFOLIO HOLDER	
8 July 2014	Housing Compensation Policy	To review and agree the policy	Executive		Consultation with key stakeholders and Corporate Overview and Scrutiny Committee	(1) Jane Abraham 01483 52396 (2) Cllr Keith Webster keith.webster@waverley.gov.uk	CORPORATE
8 July 2014	Homelessness Strategy Update	To receive an update and review the strategy	Executive		Consultation with key stakeholders and Corporate Overview and Scrutiny Committee	(1) Jane Abraham 01483 52396 (2) Cllr Keith Webster keith.webster@waverley.gov.uk	CORPORATE
8 July 2014	Performance Management Q4	To receive an exception report for over and under performance	Executive		Overview and Scrutiny Committees and Sub-Committees	(1) Steve McCloskey 01483 523514 (2) Cllr Julia Potts julia.potts@waverley.gov.uk	CORP/COMM
3 September 2014	Budget Management	Potential for seeking approval for budget variations	Executive (and possibly Council)	√	N/A	(1) Graeme Clark 01483 523099 (2) Cllr Julia Potts julia.potts@waverley.gov.uk	CORPORATE
3 September 2014	Treasury Management Performance	To monitor and review performance	Executive		Consultation with Corporate O and S Committee	(1) Graeme Clark 01483 523099 (2) Cllr Julia Potts julia.potts@waverley.gov.uk	CORPORATE

EXECUTIVE MEETING	TOPIC	DECISION	DECISION TAKER	KEY	CONSULTATION	(1) CONTACT OFFICER (2) EXECUTIVE PORTFOLIO HOLDER	
3 September 2014	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 Julia Potts julia.potts@waverley.gov.uk Cllr Keith Webster keith.webster@waverley.gov.uk Cllr Brian Adams brian.adams@waverley.gov.uk	CORPORATE
3 September 2014	Review of Corporate Health and Safety Policies	To review and update current health and safety policies across the Council	Executive and Council		Consultation with relevant partners and agencies	(1) Hugh Wagstaff 01483 523361 (2) Cllr Carole King carole.king@waverley.gov.uk	CORPORATE
3 September 2014	Capital Works and Professional Consultants Fees	Potential for seeking approval for procurement of services and appointment of contractors	Executive (and potentially Council)	√	Consultation with relevant partners and agencies	(1) Hugh Wagstaff 01483 523361 (2) Cllr Carole King carole.king@waverley.gov.uk	CORPORATE
30 September 2014	Budget Management	Potential for seeking approval for budget variations	Executive (and possibly Council)	√	N/A	(1) Graeme Clark 01483 523099 (2) Cllr Julia Potts julia.potts@waverley.gov.uk	CORPORATE
30 September 2014	Mid Year Budget Review and Update on HRA Business Plan	To monitor and review, and make adjustments if necessary	Executive		N/A	(1) Graeme Clark 01483 523099 (2) Cllr Julia Potts julia.potts@waverley.gov.uk	CORPORATE

EXECUTIVE MEETING	TOPIC	DECISION	DECISION TAKER	KEY	CONSULTATION	(1) CONTACT OFFICER (2) EXECUTIVE PORTFOLIO HOLDER	
30 September 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 01483 523363 (2) Cllr Carole King carole.king@waverley.gov.uk	CORPORATE
30 September 2014	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 Julia Potts julia.potts@waverley.gov.uk Cllr Keith Webster keith.webster@waverley.gov.uk Cllr Brian Adams brian.adams@waverley.gov.uk	CORPORATE
30 September 2014	Review of Council Tax Support Scheme and Discounts	To agree any changes necessary to the scheme	Executive		Consultation with relevant parties and Corporate Overview and Scrutiny Committee	(1) Graeme Clark 01483 523099 (2) Cllr Julia Potts julia.potts@waverley.gov.uk	CORPORATE
30 September 2014	Carbon Management Plan	To adopt a new plan.	Executive (and possibly Council)		Consultation with relevant partners and agencies	(1) Roger Standing 01483 523221 (2) Cllr Donal O'Neill donal.oneill@waverley.gov.uk	COMMUNITY
30 September 2014	Review of age-restricted properties	To review the policy	Executive		Consultation with key stakeholders and Corporate Overview and Scrutiny Committee	(1) Jane Abraham 01483 523096 (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	
30 September 2014	Performance Management Q1	To receive an exception report for over and under performance	Executive		Overview and Scrutiny Committees and Sub-Committees	(1) Steve McCloskey 01483 523514 (2) Cllr Julia Potts julia.potts@waverley.gov.uk	CORP/COMM
4 November 2014	Budget Management	Potential for seeking approval for budget variations	Executive (and possibly Council)	√	N/A	(1) Graeme Clark 01483 523099 (2) Cllr Julia Potts julia.potts@waverley.gov.uk	CORPORATE
4 November 2014	Community Infrastructure Levy (CIL)	To seek authority to consult	Executive and Council	√	Consultation with relevant partners and agencies	(1) Matthew Evans 01483 523298 (2) Cllr Brian Adams brian.adams@waverley.gov.uk	COMMUNITY
4 November 2014	Review of Funding Arrangements for Disabled Facilities Grants	To identify any actions necessary in response to changes	Executive (and possibly Council)	√	Consultation with key stakeholders and relevant partners	(1) Jane Abraham 01483 523096 (2) Cllr Keith Webster keith.webster@waverley.gov.uk	CORPORATE
4 November 2014	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 Julia Potts julia.potts@waverley.gov.uk Cllr Keith Webster keith.webster@waverley.gov.uk Cllr Brian Adams brian.adams@waverley.gov.uk	CORPORATE

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4 November 2014	Development of Older Persons Strategy for Waverley	To develop and agree a Strategy	Executive and Council	√	Consultation with key stakeholders and relevant partners	(1) Kelvin Mills 01483 523432 (2) Cllr Carole King carole.king@waverley.gov.uk	COMMUNITY
4 November 2014 (provisional)	WBC Local Plan	Publish draft plan for formal regulation 19 consultation on 'soundness'	Executive	√	Consultation with relevant partners and agencies	(1) Matthew Evans 01483 523298 (2) Cllr Brian Adams brian.adams@waverley.gov.uk	COMMUNITY
4 November 2014	Superfast Broadband	To review coverage of the Borough following SCC broadband roll-out	Executive		Consultation with relevant partners and agencies	(1) Kelvin Mills 01483 523432 (2) Cllr Tom Martin tom.martin@waverley.gov.uk	CORPORATE
4 November 2014	Treasury Management Performance	To monitor and review performance	Executive		Consultation with Corporate O and S Committee	(1) Graeme Clark 01483 523099 (2) Cllr Julia Potts julia.potts@waverley.gov.uk	CORPORATE
2 December 2014	Farnham Car Parking Strategy	To adopt the strategy	Executive and Council	√	Consultation with relevant partners and agencies, and Overview and Scrutiny Committee	(1) Rob Anderton 01483 523411 (2) Cllr Donal O'Neill donal.oneill@waverley.gov.uk	COMMUNITY
2 December 2014	Council Tax and Business Rate Base	To seek approval of the council tax base and business rate forecast	Executive		N/A	(1) Graeme Clark 01483 523099 (2) Cllr Julia Potts julia.potts@waverley.gov.uk	CORPORATE

EXECUTIVE MEETING	TOPIC	DECISION	DECISION TAKER	KEY	CONSULTATION	(1) CONTACT OFFICER (2) EXECUTIVE PORTFOLIO HOLDER	
2 December 2014	Performance Management Q2	To receive an exception report for over and under performance	Executive		Overview and Scrutiny Committees and Sub-Committees	(1) Steve McCloskey 01483 523514 (2) Cllr Julia Potts julia.potts@waverley.gov.uk	CORP/COMM
2 December 2014	Budget Management	Potential for seeking approval for budget variations	Executive (and possibly Council)	√	N/A	(1) Graeme Clark 01483 523099 (2) Cllr Julia Potts julia.potts@waverley.gov.uk	CORPORATE
2 December 2014	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 Julia Potts julia.potts@waverley.gov.uk Cllr Keith Webster keith.webster@waverley.gov.uk Cllr Brian Adams brian.adams@waverley.gov.uk	CORPORATE
2 December 2014	Review of Housing Support Services to Vulnerable people across the borough	To review options	Executive		Consultation with relevant partners and agencies, and Overview and Scrutiny Committee	(1) Jane Abraham 01483 523096 (2) Cllr Carole King carole.king@waverley.gov.uk Cllr Keith Webster keith.webster@waverley.gov.uk	CORPORATE
6 January 2015	Budget Management	Potential for seeking approval for budget variations	Executive (and possibly Council)	√	N/A	(1) Graeme Clark 01483 523099 (2) Cllr Julia Potts julia.potts@waverley.gov.uk	CORPORATE

EXECUTIVE MEETING	TOPIC	DECISION	DECISION TAKER	KEY	CONSULTATION	(1) CONTACT OFFICER (2) EXECUTIVE PORTFOLIO HOLDER	
6 January 2015	Treasury Management Performance	To monitor and review performance	Executive		Consultation with Corporate O and S Committee	(1) Graeme Clark 01483 523099 (2) Cllr Julia Potts julia.potts@waverley.gov.uk	CORPORATE
6 January 2015	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 Julia Potts julia.potts@waverley.gov.uk Cllr Keith Webster keith.webster@waverley.gov.uk Cllr Brian Adams brian.adams@waverley.gov.uk	CORPORATE
6 January 2015	Property Asset Management Strategy	To agree a strategy for adoption	Executive		Consultation with relevant partners and Corporate Overview and Scrutiny Committee	(1) Roger Standing 01483 523221 (2) Cllr Julia Potts julia.potts@waverley.gov.uk	CORPORATE
3 February 2015 (provisional)	WBC Local Plan	Approval to resubmit plan for examination	Executive and Council	√	Consultation with relevant partners and agencies	(1) Matthew Evans 01483 523298 (2) Cllr Brian Adams brian.adams@waverley.gov.uk	COMMUNITY
3 February 2015	Housing Delivery Board [E3]	Potential to approve and adopt policies and make decisions to assist in the delivery of affordable homes in the	Executive (and potentially Council)		Consultation with relevant partners and agencies	(1) Jane Abraham 01483 523096 (2) Cllr Julia Potts julia.potts@waverley.gov.uk	CORPORATE

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		Borough				Cllr Keith Webster keith.webster@waverley.gov.uk Cllr Brian Adams brian.adams@waverley.gov.uk	
3 February 2015	Corporate Plan objectives	To agree corporate plan objectives for 2015 onwards	Executive	√	Consultation with relevant partners and agencies	(1) Robin Taylor 01483 523108 (2) Cllr Robert Knowles robert.knowles@waverley.gov.uk	CORPORATE
3 February 2015	Budget Management	Potential for seeking approval for budget variations	Executive (and possibly Council)	√	N/A	(1) Graeme Clark 01483 523099 (2) Cllr Julia Potts julia.potts@waverley.gov.uk	CORPORATE
3 February 2015	Treasury Management Strategy	To approve the policy and strategy for 2015/16	Executive	√	Corporate Overview and Scrutiny Committee	(1) Graeme Clark 01483 523099 (2) Cllr Julia Potts julia.potts@waverley.gov.uk	CORPORATE
3 February 2015	Budget, Council Tax, Rent Levels, Capital programme and fees and charges	To agree the budget for 2015/16	Executive and Council	√	N/A	(1) Graeme Clark 01483 523099 (2) Cllr Julia Potts julia.potts@waverley.gov.uk	BOTH
July 2015	Community Infrastructure Levy (CIL)	Adoption of scheme for purposes of examination	Executive	√	Consultation with relevant partners and agencies	(1) Matthew Evans 01483 523298 (2) Cllr Brian Adams brian.adams@waverley.gov.uk	COMMUNITY

EXECUTIVE MEETING	TOPIC	DECISION	DECISION TAKER	KEY	CONSULTATION	(1) CONTACT OFFICER (2) EXECUTIVE PORTFOLIO HOLDER	
November 2015	Community Infrastructure Levy (CIL)	Adoption of scheme	Executive and Council	√	Consultation with relevant partners and agencies	(1) Matthew Evans 01483 523298 (2) Cllr Brian Adams brian.adams@waverley.gov.uk	COMMUNITY
November 2015 (provisional)	Adopt Local Plan	Adoption of the plan for Waverley	Executive and Council	√	Consultation with relevant partners and agencies	(1) Matthew Evans 01483 523298 (2) Cllr Brian Adams brian.adams@waverley.gov.uk	COMMUNITY