

## 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, Strategic 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, Climate Change	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	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 Democratic Services Manager, Emma McQuillan, at the Council Offices on 01483 523351 or email [committees@waverley.gov.uk](mailto:committees@waverley.gov.uk).

### Executive Forward Programme for the period September 2014 onwards

EXECUTIVE MEETING (Earliest date)	TOPIC	DECISION	DECISION TAKER	KEY	CONSULTATION	(1) CONTACT OFFICER (2) EXECUTIVE PORTFOLIO HOLDER	
30 September 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) Daniel Bainbridge (2) Cllrs Potts, King, Thornton and Webster	CORPORATE
30 September 2014	Grounds Maintenance Contract [E3]	Changes to the specification, including SCC highways contract	Executive		Consultation with relevant partners and key stakeholders	(1) Matt Lank (2) Cllr Simon Thornton	COMMUNITY
30 September 2014	Public Sector Network Compliance	To agree action plan to ensure PSN compliance as part of submission	Executive		N/A	(1) Roger Standing (2) Cllr Tom Martin	CORPORATE
30 September 2014	Budget	Potential for seeking	Executive (and	√	N/A	(1) Peter Vickers	CORPORATE

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	Management	approval for budget variations	possibly Council)			(2) Cllr Julia Potts	R
30 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 (2) Cllr Carole King	CORPORATE
30 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 (2) Cllr Carole King	CORPORATE
30 September 2014	Haslemere Conservation Area Appraisal	To adopt the CAA as a material planning consideration	Executive and Council		Full public consultation including key stakeholders	(1) Sarah Wells (2) Cllr Brian Adams	COMMUNITY
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) Peter Vickers (2) Cllr Julia Potts	CORPORATE
30 September 2014	Air Quality Annual Progress Report	To receive the annual progress report	Executive		Community O and S Committee in September 2014	(1) Rob Anderton (2) Cllr Donal O'Neill	COMMUNITY
30 September 2014	Street Trading Policy	To review and update the policy	Executive		Consultation with relevant partners and	(1) Rob Anderton	C

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					agencies, including the Licensing and Regulatory Committee	(2) Cllr Donal O'Neill	M
30 September 2014	Scrap Metal Dealers Policy	To consider a draft policy	Executive		Consultation with relevant partners and agencies	(1) Rob Anderton (2) Cllr Donal O'Neill	COMMUNITY
30 September 2014	Age Concern Farncombe	To agree new lease arrangements	Executive		Full public consultation including key stakeholders	(1) Kelvin Mills (2) Cllr Julia Potts	CORPORATE
30 September 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 (2) Cllr Carole King	COMMUNITY
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 (2) Cllr Carole King	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 (2) Cllr Julia Potts Cllr Keith Webster Cllr Brian Adams	CORPORATE
30 September 2014	Review of Council Tax Support	To agree any changes necessary	Executive		Consultation with relevant parties and	(1) Peter Vickers	C

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	Scheme and Discounts	to the scheme			Corporate Overview and Scrutiny Committee	(2) Cllr Julia Potts	R
30 September 2014	Service Level Agreements – nominated pilot project second year review 2013-14	To review current SLAs and consider other possibilities	Executive	√	Consultation with relevant partners and agencies	(1) Kelvin Mills (2) Cllr Stefan Reynolds	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 (2) Cllr Keith Webster	CORPORATE
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 (2) Cllr Julia Potts	CORP/COMM
30 September 2014	Surrey Strategic Planning and Infrastructure Partnership	To sign up to a Memorandum of Understanding with other Surrey authorities to meet the requirements of the Duty to Cooperate through a programme of joint working	Executive and Council	√	Consultation with relevant partners and agencies	(1) Matthew Evans (2) Cllr Robert Knowles	COMMUNITY
4 November 2014	Budget Management	Potential for seeking approval for budget variations	Executive (and possibly Council)	√	N/A	(1) Peter Vickers (2) Cllr Julia Potts	CORPORATE

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4 November 2014	Carbon Management Plan	To adopt a new plan.	Executive (and possibly Council)		Consultation with relevant partners and agencies	(1) Roger Standing (2) Cllr Tom Martin	COMMUNITY
4 November 2014	Community Infrastructure Levy (CIL)	To seek authority to consult	Executive and Council	√	Consultation with relevant partners and agencies	(1) Matthew Evans (2) Cllr Brian Adams	COMMUNITY
4 November 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 (2) Cllr Carole King	CORPORATE
4 November 2014	Procurement for services to remove asbestos from council properties [E3]	To procure contractors to remove asbestos from council homes	Executive (and possibly Council)	√	Tenants' Panel	(1) Hugh Wagstaff (2) Cllr Carole King	CORPORATE
4 November 2014	WBC Enforcement Policy for Regulatory Services	To adopt a corporate enforcement policy for regulatory services	Executive and Council	√	Consultation with relevant partners and agencies	(1) Rob Anderton (2) Cllr Donal O'Neill	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 (2) Cllr Keith Webster	CORPORATE
4 November 2014	Housing Delivery Board [E3]	Potential to approve and adopt policies and make decisions	Executive (and potentially Council)		Consultation with relevant partners and agencies	(1) Jane Abraham	CORPORATE

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		to assist in the delivery of affordable homes in the Borough				(2) Cllr Julia Potts Cllr Keith Webster Cllr Brian Adams	P C
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  (2) Cllr Brian Adams	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  (2) Cllr Tom Martin	CORPORATE
4 November 2014	Treasury Management Performance	To monitor and review performance	Executive		Consultation with Corporate O and S Committee	(1) Peter Vickers  (2) Cllr Julia Potts	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  (2) Cllr Donal O'Neill	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) Peter Vickers  (2) Cllr Julia Potts	CORPORATE
2 December 2014	Ageing Well Strategy for Waverley	To develop and agree a Strategy	Executive and Council	√	Consultation with key stakeholders and relevant partners	(1) Kelvin Mills  (2) Cllr Carole King	COMMUNITY
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  (2) Cllr Julia Potts	C C

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2 December 2014	Budget Management	Potential for seeking approval for budget variations	Executive (and possibly Council)	√	N/A	(1) Peter Vickers (2) Cllr Julia Potts	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 (2) Cllr Julia Potts Cllr Keith Webster Cllr Brian Adams	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 (2) Cllr Carole King Cllr Keith Webster	CORPORATE
6 January 2015	Budget Management	Potential for seeking approval for budget variations	Executive (and possibly Council)	√	N/A	(1) Peter Vickers (2) Cllr Julia Potts	CORPORATE
6 January 2015	Treasury Management Performance	To monitor and review performance	Executive		Consultation with Corporate O and S Committee	(1) Peter Vickers (2) Cllr Julia Potts	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 (2) Cllr Julia Potts Cllr Keith Webster Cllr Brian Adams	CORPORATE
6 January 2015	Property Asset Management Strategy	To agree a strategy for adoption	Executive		Consultation with relevant partners and Corporate Overview and Scrutiny	(1) Roger Standing (2) Cllr Julia Potts	CORPORATE



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					Committee		R A
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 (2) Cllr Brian Adams	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 Borough	Executive (and potentially Council)		Consultation with relevant partners and agencies	(1) Jane Abraham (2) Cllr Julia Potts Cllr Keith Webster Cllr Brian Adams	CORPORATE
3 February 2015	Corporate Plan objectives	To agree corporate plan objectives for 2015 onwards	Executive	√	Consultation with relevant partners and agencies	(1) Robin Taylor (2) Cllr Robert Knowles	CORPORATE
3 February 2015	Budget Management	Potential for seeking approval for budget variations	Executive (and possibly Council)	√	N/A	(1) Peter Vickers (2) Cllr Julia Potts	CORPORATE
3 February 2015	Treasury Management Strategy	To approve the policy and strategy for 2015/16	Executive	√	Corporate Overview and Scrutiny Committee	(1) Peter Vickers (2) Cllr Julia Potts	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) Peter Vickers (2) Cllr Julia Potts	BOTH
July 2015	Community Infrastructure Levy (CIL)	Adoption of scheme for purposes of examination	Executive	√	Consultation with relevant partners and agencies	(1) Matthew Evans (2) Cllr Brian Adams	COMMUNITY
November 2015	Community Infrastructure Levy (CIL)	Adoption of scheme	Executive and Council	√	Consultation with relevant partners and agencies	(1) Matthew Evans (2) Cllr Brian Adams	COMMUNITY

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November 2015 (provisional)	Adopt Local Plan	Adoption of the plan for Waverley	Executive and Council	√	Consultation with relevant partners and agencies	(1) Matthew Evans (2) Cllr Brian Adams	COMMUNITY