

Waverley Borough Council Key Decisions and Forward Programme

This Forward Programme sets out the decisions which the Executive expects to take over forthcoming months 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.

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 October 2014 onwards

| TOPIC | DECISION | DECISION TAKER | KEY | ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION | CONTACT OFFICER | O AND S |
|--|--|----------------------------------|-----|---|--------------------|-----------|
| POLICY AND GOVERNANCE, STRATEGIC HR – CLLR ROBERT KNOWLES (LEADER) | | | | | | |
| 1. Corporate Plan Objectives | To agree Corporate Plan objectives for 2015 onwards | Executive and Council | √ | February 2015 | Robin Taylor | CORPORATE |
| FINANCE AND PROPERTY, WAVERLEY TRAINING SERVICES – CLLR JULIA POTTS (DEPUTY LEADER) | | | | | | |
| 1. Budget Management | Potential for seeking approval for budget variations | Executive (and possibly Council) | √ | Every Executive meeting | Peter Vickers | CORP/COMM |
| 2. Age Concern Farncombe | To agree new lease arrangements | Executive | | November 2014 | Kelvin Mills | CORPORATE |

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|---|--|-----------------------|-----|--|-----------------|-----------|
| 3. Review of Council Tax Support Scheme and Discounts | To agree any changes necessary to the scheme | Executive | | November 2014 | Peter Vickers | CORPORATE |
| 4. Treasury Management Performance | To monitor and review performance | Executive | | November 2014 | Peter Vickers | CORPORATE |
| 5. Council Tax and Business Rate Base | To seek approval of the council tax base and business rate forecast | Executive | | December 2014 | Peter Vickers | CORPORATE |
| 6. Performance Management | To receive an exception report for over and under performance in the appropriate Quarter | Executive | | December 2014 | Steve McCloskey | CORP/COMM |
| 7. Property Asset Management Strategy | To agree a strategy for adoption | Executive | | January 2015 | Roger Standing | CORPORATE |
| 8. Treasury Management Strategy | To approve the policy and strategy for 2015/16 | Executive | √ | February 2015 | Peter Vickers | CORPORATE |
| 9. Budget, Council Tax, Rent Levels, Capital Programme and Fees and Charges | To agree the budget for 2015/16 | Executive and Council | √ | February 2015 | Peter Vickers | BOTH |
| PLANNING – CLLR BRIAN ADAMS | | | | | | |
| 1. WBC Local Plan | Publish draft plan for formal Regulation 19 consultation on soundness | Executive | √ | November 2014 | Matthew Evans | COMMUNITY |

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| 2. Outcome of Building Control Review | To agree necessary actions as a result of the review | Executive and possibly Council | | November 2014 | Matthew Evans | COMMUNITY |
| 3. Community Infrastructure Level (CIL) | 1) To seek authority to consult 2) Adoption of scheme for purposes of examination | Executive | √ | November 2014 July 2015 | Matthew Evans | COMMUNITY |

HOUSING OPERATIONS, COMMUNITY SAFETY, OLDER PEOPLE, HEALTH AND WELLBEING – CLLR CAROLE KING

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|---|---|----------------------------------|---|---------------|---------------|-----------|
| 1. Review of Corporate Health and Safety Policies | To review and update current health and safety policies across the Council | Executive and Council | | November 2014 | Rob Anderton | CORPORATE |
| 2. Ageing Well Strategy for Waverley | To develop and agree a Strategy | Executive and Council | √ | December 2014 | Kelvin Mills | COMMUNITY |
| 3. Health and Wellbeing Plan | To develop and implement a plan for Waverley | Executive and Council | √ | November 2014 | Kelvin Mills | COMMUNITY |
| 4. Capital Works and Professional Consultants Fees [E3] | Potential for seeking approval for procurement of services and appointment of contractors | Executive (and possibly Council) | √ | March 2015 | Hugh Wagstaff | CORPORATE |

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|---|--|-----------------------|-----|--|-----------------|-----------|
| 5. Procurement of Asbestos Management Services [E3] | Appointment of a contractor to undertake asbestos surveys in our homes and other council owned homes | Executive and Council | √ | March 2015 | Hugh Wagstaff | CORPORATE |
| 6. Procurement of Asbestos Removal Services [E3] | Appointment of a contractor to remove asbestos in our homes and other council owned homes | Executive and Council | √ | March 2015 | Hugh Wagstaff | CORPORATE |

HOUSING STRATEGY AND DELIVERY – CLLR KEITH WEBSTER

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|---|---|----------------------------------|---|---------------|--------------|-----------|
| 1. 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 possibly Council) | √ | November 2014 | Jane Abraham | CORPORATE |
| 2. Review of Age-Restricted Properties | To review the policy | Executive | | November 2014 | Jane Abraham | CORPORATE |
| 3. Review of Funding Arrangements for Disabled Facilities Grants | To identify any actions necessary in response to changes | Executive (and possibly Council) | √ | November 2014 | Jane Abraham | CORPORATE |
| 4. Review of Housing Support Services to Vulnerable People across the Borough | To review options | Executive | | December 2014 | Jane Abraham | CORPORATE |

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| IT AND CUSTOMER SERVICES, CLIMATE CHANGE – CLLR TOM MARTIN | | | | | | |
| 1. Public Sector Network (PSN) Compliance | To agree action plan to ensure PSN compliance as part of submission | Executive | | November 2014 | Roger Standing | CORPORATE |
| 2. Carbon Management Plan | To adopt a new plan | Executive and Council | √ | November 2014 | Roger Standing | CORPORATE |
| 3. Superfast Broadband | To review coverage of the Borough following SCC broadband roll-out | Executive | | November 2014 | Kelvin Mills | CORP/COMM |
| ENVIRONMENT – CLLR DONAL O'NEILL | | | | | | |
| 1. Air Quality Annual Progress Report | To receive the annual progress report | Executive | | November 2014 | Rob Anderton | COMMUNITY |
| 2. WBC Enforcement Policy for Regulatory Services | To adopt a corporate enforcement policy for regulatory services | Executive and Council | | November 2014 | Rob Anderton | COMMUNITY |
| 3. Street Trading Policy | To review and update the policy in response to consultation | Executive | | November 2014 | Rob Anderton | COMMUNITY |
| 4. Farnham Car Parking Strategy | To adopt a strategy | Executive and Council | √ | December 2014 | Rob Anderton | COMMUNITY |

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| 5. Scrap Metal Dealers Policy | To consider a draft policy | Executive | | March 2015 | Rob Anderton | COMMUNITY |
| MEMBER SUPPORT AND COMMUNICATIONS, GRANTS - CLLR STEFAN REYNOLDS | | | | | | |
| 1. Commissioning Pilot Framework | To discuss the provision of health and wellbeing community activities in 2015/16 | Executive | | November 2014 | Kelvin Mills | COMMUNITY |
| MAJOR PROJECTS AND BRIGHTWELLS, ECONOMIC DEVELOPMENT – CLLR ADAM TAYLOR-SMITH | | | | | | |
| 1. Brightwells Redevelopment, Farnham [E3] | To receive an update | Executive | | November 2014 | Kelvin Mills | CORP/COMM |
| LEISURE AND CULTURE – CLLR SIMON THORNTON | | | | | | |
| 1. Grounds Maintenance Contract [E3] | Changes to the specification, including SCC highways contract | Executive | | November 2014 | Matt Lank | COMMUNITY |

Background Information

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). This programme gives at least 28 days notice of items before they are considered at a meeting of the Executive and consultation will be undertaken with relevant interested parties and stakeholders where necessary.

Exempt Information - 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].