

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 £100,000 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, Fiona Cameron, at the Council Offices on 01483 523226 or email committees@waverley.gov.uk.

Executive Forward Programme for the period 1 February 2019 onwards

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	O & S
POLICY AND GOVERNANCE, HUMAN RESOURCES, BRIGHTWELLS AND LEP - CLLR JULIA POTTS (LEADER)						
Brightwells [E3]	To bring forward matters when necessary	Executive	No	Potentially every meeting	Kelvin Mills, Head of Communities and Major Projects	VFM & CS O&S
Annual Pay Policy Statement 2019/20	To approve the Annual Pay Policy Statement for 2019/20.	Council, Executive	Yes	February 2019	Katy Meakin, HR Manager	VFM & CS O&S
Service Plans 2019-20	To approve the Service Plans for 2019/20.	Executive, Council	Yes	March 2019	Louise Norie, Corporate Policy Manager	All O&S Committees
Review of Polling Places	To approve recommendations arising from the review of polling places.	Executive, Council	Yes	January 2020	Tracey Stanbridge, Senior Manager - Elections and Corporate Projects	VFM & CS O&S

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FINANCE AND COMMUNICATIONS - CLLR GED HALL (DEPUTY LEADER)						
Property Acquisitions [E3]	To bring forward opportunities for approval as they arise	Executive	Yes	Potentially every meeting	David Allum, Head of Customer and Corporate Services	VFM & CS O&S
Budget Management [E3]	To seek approval for budget variations, if required.	Executive	No	Potentially every meeting	Peter Vickers, Head of Finance	VFM & CS O&S
Property Matters [E3]	To bring forward matters for approval as they arise.	Executive	Yes	Potentially every meeting	David Allum, Head of Customer and Corporate Services	VFM & CS O&S
Council Tax Empty Homes Discount and Empty Homes Premium	To approve council tax discounts and premiums for empty homes	Council	No	February 2019	Peter Vickers, Head of Finance	VFM & CS O&S
Risk Appetite Statement	To approve the Council's Risk Appetite statement.	Executive	Yes	February 2019	Peter Vickers, Head of Finance	VFM & CS O&S
Medium Term Financial Plan 2019/20 - 2021/22	To approve the Council's MTFP, and GF budgets.	Executive	Yes	February 2019	Peter Vickers, Head of Finance	VFM & CS O&S
Capital Strategy 2019/20	To approve the Council's capital strategy and Treasury Management Framework	Executive, Council	Yes	March 2019	Peter Vickers, Head of Finance	VFM & CS O&S
OPERATIONAL & ENFORCEMENT SERVICES - CLLR KEVIN DEANUS						
Planning Peer Review Outcomes	To consider recommendations arising from the Planning Peer Review	Executive	Yes	March 2019	Elizabeth Sims, Head of Planning	Environment O&S

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ECONOMIC & COMMUNITY DEVELOPMENT - CLLR JIM EDWARDS						
ENVIRONMENT - CLLR ANDREW BOLTON						
HEALTH, WELLBEING AND CULTURE - CLLR JENNY ELSE						
PSPO - Dog Control	To approve making a PSPO	Council, Executive	Yes	September 2019	Richard Homewood, Head of Environmental Services	Environment O&S
HOUSING - CLLR CAROLE KING						
Affordable Housing SPD	To approve the Affordable Housing SPD	Council, Executive	Yes	October 2019	Andrew Smith, Head of Strategic Housing Delivery	Housing O&S
Housing Delivery Board [E3]	To approve and adopt policies and make decisions to assist in the delivery of affordable homes in the Borough, as required.	Executive	Yes	Potentially every meeting	Andrew Smith, Head of Strategic Housing Delivery	Housing O&S
HRA Business Plan, Revenue Budget and Capital Programme 2019/20	To approve the HRA business plan and budget	Executive, Council	Yes	February 2019	Hugh Wagstaff, Head of Housing Operations	VFM & CS O&S
POLICY & CUSTOMER SERVICES - CLLR CHRIS STOREY						
Review of the Statement of Community Involvement	Approval to consult.	Executive	Yes	June 2019	Graham Parrott, Planning Policy Manager	Environment O&S

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Surrey Hills AONB Management Plan	Approval of the updated Management Plan	Executive	Yes	June 2019	Elizabeth Sims, Head of Planning	Environme nt O&S
Local Plan Part II - Approval to Publish	Approval for publication	Executive, Council	Yes	July 2019	Graham Parrott, Planning Policy Manager	Environment O&S
Local Plan Part II - Approval to submit	Approval to submit.	Executive, Council	Yes	December 2019	Graham Parrott, Planning Policy Manager	Environment O&S

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

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proceedings; E7 – Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime].