

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 May 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 Commercial Services	VFM and CS/Enviro
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
FINANCE AND COMMUNICATIONS - CLLR GED HALL (DEPUTY LEADER)						
Financial Out-turn 2018/19	To approve recommendations arising from the Financial Out-turn 2018/19.	Executive	Yes	June 2019	Peter Vickers, Head of Finance and Property	VFM & CS O&S
Property Acquisitions [E3]	To bring forward opportunities for approval as they arise	Executive	Yes	Potentially every meeting	Peter Vickers, Head of Finance and Property	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 and Property	VFM & CS O&S

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Property Matters [E3]	To bring forward matters for approval as they arise.	Executive	Yes	Potentially every meeting	Peter Vickers, Head of Finance and Property	VFM & CS O&S
OPERATIONAL & ENFORCEMENT SERVICES - CLLR KEVIN DEANUS						
Review of Planning Enforcement Plan		Executive	Yes	March 2020	Paul McKim, Interim Head of Planning and Economic Development	Environment O&S
Customer Engagement Protocol for Planning Service		Executive	Yes	June 2019	Paul McKim, Interim Head of Planning and Economic Development	Environment O&S
Review of Planning structure and payscales to improve recruitment and retention [E3]		Council, Executive	Yes	October 2019	Paul McKim, Interim Head of Planning and Economic Development	Environment O&S
ECONOMIC & COMMUNITY DEVELOPMENT - CLLR JIM EDWARDS						
ENVIRONMENT - CLLR ANDREW BOLTON						
Air Quality Annual Status Report 2019	To note the AQ Annual Status Report 2019 and response from DEFRA, and to approve the revised AQ Action Plan.	Executive	Yes	December 2019	Richard Homewood, Head of Environmental Services	Environment O&S
Car Parking Strategy	To recommend to Council the adoption of a new Car Parking Strategy.	Council	Yes	December 2019	Richard Homewood, Head of Environmental Services	Environment O&S

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HEALTH, WELLBEING AND CULTURE - CLLR JENNY ELSE						
PSPO - Dog Control	To approve making PSPO No.2 (Dog Control).	Council, Executive	Yes	October 2019	Richard Homewood, Head of Environmental Services	Environment O&S
Leisure Centre Investment [E3]	Approval of the siting of the Cranleigh LC	Executive	Yes	July 2019	Tamsin McLeod, Leisure Services Manager, Kelvin Mills, Head of Commercial Services	Community Wellbeing
HOUSING - CLLR CAROLE KING						
Affordable Housing SPD	To approve the Affordable Housing SPD	Council, Executive	Yes	October 2019	Andrew Smith, Head of Housing Delivery and Communities	Housing O&S
Housing Strategy - Annual Progress Review	To agree updates to the Housing Strategy.	Council, Executive	Yes	July 2019	Andrew Smith, Head of Housing Delivery and Communities	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 Housing Delivery and Communities	Housing O&S
POLICY & CUSTOMER SERVICES - CLLR CHRIS STOREY						

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Review of the Statement of Community Involvement	To approve the updated Statement of Community Involvement.	Executive, Council	Yes	July 2019	Graham Parrott, Planning Policy Manager	Environment O&S
Surrey Hills AONB Management Plan	To approve the updated Management Plan.	Executive	Yes	July 2019	Graham Parrott, Planning Policy Manager	Environment 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:

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[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].