

**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](mailto:committees@waverley.gov.uk).

**Executive Forward Programme for the period 1st November, 2019 onwards**

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	O & S
<b>CORPORATE STRATEGY, POLICY AND GOVERNANCE, LEP AND PARTNERSHIP WORKING - CLLR JOHN WARD (LEADER)</b>						
Review of Polling Places	To make recommendations arising from the review of polling places.	Council	Yes	December 2019	Robin Taylor, Head of Policy & Governance	VFM & CS O&S
Pension Policy Statement	To make recommendations on the adoption of a revised Pensions Policy Statement	Council, Executive	No	November 2019	Robin Taylor, Head of Policy & Governance	VFM & CS O&S
<b>CORPORATE STRATEGY, POLICY &amp; GOVERNANCE, BENEFITS &amp; WELFARE, AND COMMUNICATIONS - CLLR PAUL FOLLOWS (DEPUTY LEADER)</b>						
Communications and Engagement Strategy	To approve the Communication and Engagement Strategy.	Executive, Council	Yes	November 2019	Robin Taylor, Head of Policy & Governance	VFM & CS O&S
Review of Governance arrangements	To make recommendations on changes to the Council's governance arrangements	Council, Executive	Yes	January 2020	Robin Taylor, Head of Policy & Governance	VFM & CS O&S

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<b>FINANCE, ASSETS AND COMMERCIAL SERVICES - CLLR MARK MERRYWEATHER</b>						
Property Acquisitions [E3]	To bring forward opportunities for approval as they arise	Executive	Yes	November 2019	Peter Vickers, Head of Finance and Property	VFM & CS O&S
Budget Management [E3]	To seek approval for budget variations, if required.	Executive	Yes	November 2019	Peter Vickers, Head of Finance and Property	VFM & CS O&S
Property Matters [E3]	To seek approval of property matters as they arise.	Executive	Yes	November 2019	Peter Vickers, Head of Finance and Property	VFM & CS O&S
Property Investment Strategy	To recommend adoption of a revised Property Investment Strategy	Executive	Yes	January 2020	Peter Vickers, Head of Finance and Property	VFM & CS O&S
Medium Term Financial Plan 2020/21-2022/23	To recommend the MTFP and General Fund Budget 2020/21.	Council, Executive	Yes	February 2020	Peter Vickers, Head of Finance and Property	VFM & CS O&S
<b>OPERATIONAL &amp; ENFORCEMENT SERVICES - CLLR NICK PALMER</b>						
Car Parking Strategy	To recommend to Council the adoption of a new Car Parking Strategy.	Council, Executive	Yes	December 2019	Richard Homewood, Head of Environmental Services	Environment O&S
PSPO - Dog Control	To approve making PSPO No.2 (Dog Control).	Council, Executive	Yes	November 2019	Richard Homewood, Head of Environmental Services	Environment O&S
<b>ENVIRONMENT AND SUSTAINABILITY - CLLR STEVE WILLIAMS</b>						
Pesticides Policy	To approve a policy on the use of pesticides on Waverley Borough Council land.	Executive	Yes	November 2019	Richard Homewood, Head of Environmental Services	Environment O&S

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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	February 2020	Richard Homewood, Head of Environmental Services	Environment O&S
Electric Vehicle Charging Strategy	To approve an EV Strategy for Waverley	Executive, Council	Yes	January 2020	Richard Homewood, Head of Environmental Services	Environment O&S
<b>HEALTH, WELLBEING AND CULTURE - CLLR DAVID BEAMAN</b>						
Leisure Centre Investment, Cranleigh	To update and agree next steps.	Executive	Yes	January 2020	Kelvin Mills, Head of Commercial Services	Community Wellbeing
<b>HOUSING AND COMMUNITY SAFETY - CLLR ANNE-MARIE ROSOMAN</b>						
HRA Business Plan 2020/21 to 2023/24	To recommend the HRA Business Plan to Council.	Council, Executive	Yes	February 2020	Hugh Wagstaff, Head of Housing Operations, Andrew Smith, Head of Housing Delivery and Communities	HOUSING O&S
<b>PLANNING POLICY &amp; SERVICES - CLLR ANDY MACLEOD</b>						
Local Plan Part II - Approval to Publish	Approval for publication	Executive, Council	Yes	February 2020	Chris Berry, Interim Head of Planning and Economic Development	Environment O&S
Local Plan Part II - Approval to submit	Approval to submit.	Executive, Council	Yes	June 2020	Chris Berry, Interim Head of Planning and Economic Development	Environment O&S

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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)). 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].