

**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 and Business Support Team Manager, Louise Fleming, at the Council Offices on 01483 523517 or email [committees@waverley.gov.uk](mailto:committees@waverley.gov.uk).

**Executive Forward Programme for the period 1st December, 2021 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 PAUL FOLLOWS (LEADER)</b>						
Biennial Scrutiny Report	To receive the report.	Council	Yes	14 Dec 2021	Robin Taylor, Head of Policy & Governance	
Service Plans 2022-25	To consider the comments and recommendations of the Overview and Scrutiny Committees; and approve the Services Plans 2022-25 for implementation from 1 April 2022.	Executive	Yes	8 Feb 2022	Robin Taylor, Head of Policy & Governance	POLICY O&S, SERVICES O&S
<b>EQUALITIES, DIVERSITY, INCLUSION AND COMMUNITY SAFETY - CLLR PENNY MARRIOTT</b>						
<b>FINANCE, ASSETS AND COMMERCIAL SERVICES - CLLR MARK MERRYWEATHER</b>						
Review MTFP in the light of in-year monitoring and revised projections [E3]	To recommend measures to re-align the GF budget for 2020/21, if required.	Executive	Yes	2 Nov 2021	Peter Vickers, Head of Finance and Property	POLICY O&S

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	O & S
General Fund Budget 2022/23 and MTFP 2022/23 - 24/25	To agree the General Fund Budget for 2022/23 and MTFP 2022/23-2024/25.	Executive Council	Yes	8 Feb 2022 22 Feb 2022	Peter Vickers, Head of Finance and Property	POLICY O&S
HRA Budgets 2022/2023		Executive Council	Yes	8 Feb 2022 22 Feb 2022	Hugh Wagstaff, Head of Housing Operations, Peter Vickers, Head of Finance and Property	POLICY O&S
Capital Programme	To agree the Capital Programme.	Executive Council	Yes	8 Feb 2022 22 Feb 2022	Peter Vickers, Head of Finance and Property	POLICY O&S
Broadwater Park Golf Club Lease Settlement Agreement [E3]	To consider the agreement and make recommendations to Council.	Executive	Yes	Not before 18th Jan 2022	Peter Vickers, Head of Finance and Property	POLICY O&S
Capital Strategy 2022/2023 - Incorporating Treasury Management Strategy and Asset Investment Strategy	To consider the recommendations.	Executive	Yes	Not before 8th Feb 2022	Kelvin Mills, Head of Commercial Services	POLICY O&S
Capital Projects [E3]	It is recommended that the Executive approve the discretionary projects and their proposed funding for the 2021-22 Capital Programme as listed in Annexe 1.	Executive	Yes	Not before 18th Jan 2022	Kelvin Mills, Head of Commercial Services	POLICY O&S

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Tax Strategy 2022-24	To approve the revised Tax Strategy 2022-24.	Executive	Yes	18 Jan 2022	Peter Vickers, Head of Finance and Property	POLICY O&S
Property Matters - High Street Godalming [E3]	To consider exempt property matters.	Executive	Yes	8 Feb 2022	Peter Vickers, Head of Finance and Property	POLICY O&S
<b>HEALTH, WELLBEING AND CULTURE - CLLR KIKA MIRYLEES</b>						
<b>BUISNESS TRANSFORMATION AND IT - CLLR PETER CLARK</b>						
<b>PLANNING - CLLR ANDY MACLEOD</b>						
Local Plan Part II - Approval to submit	Approval to submit.	Council Executive	Yes	14 Dec 2021 14 Dec 2021	Zac Ellwood, Head of Planning and Economic Development	SERVICES O&S
Local Planning Enforcement Action Plan	To approve the revised Local Planning Enforcement Action Plan	Executive	Yes	Not before 18th Jan 2022	Zac Ellwood, Head of Planning and Economic Development	SERVICES O&S
Climate Change and Sustainability Supplementary Planning Document Consultation	To agree to consult on the draft Climate Change and Sustainability Planning Document.	Executive	Yes	8 Feb 2022	Zac Ellwood, Head of Planning and Economic Development	SERVICES O&S
Climate Change and Sustainability Supplementary Planning Document Adoption	To consider the responses to the consultation and recommend the adoption of the Climate Change and Sustainability Supplementary Planning Document.	Executive	Yes	April 2022	Zac Ellwood, Head of Planning and Economic Development	SERVICES O&S

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	O & S
Dunstable Park Supplementary Planning Document Adoption	To consider the consultation responses and recommend the adoption of the Dunstable Park Supplementary Planning Document.	Executive  Council	Yes	8 Feb 2022  22 Feb 2022	Zac Ellwood, Head of Planning and Economic Development	SERVICES O&S
<b>OPERATIONAL &amp; ENFORCEMENT SERVICES - CLLR NICK PALMER</b>						
Emergency Plan	To approve the Plan.	Executive  Council	Yes	8 Feb 2022  22 Feb 2022	Richard Homewood, Head of Environmental Services	SERVICES O&S
<b>HOUSING - CLLR ANNE-MARIE ROSOMAN</b>						
Housing Strategy	To agree the revised Housing Strategy.	Executive	Yes	Not before 18th Jan 2022	Andrew Smith, Head of Housing Delivery and Communities	SERVICES O&S
Housing Maintenance Contract update [E3]	To receive an update on the procurement process.	Executive	Yes	18 Jan 2022	Hugh Wagstaff, Head of Housing Operations	SERVICES O&S
Housing Revenue Account Progress report April - October 2021		Executive	Yes	18 Jan 2022	Hugh Wagstaff, Head of Housing Operations	SERVICES O&S
<b>ENVIRONMENT AND SUSTAINABILITY - CLLR STEVE WILLIAMS</b>						
Carbon Neutrality Action Plan	To agree the action plan.	Executive  Council	Yes	8 Feb 2022  22 Feb 2022	Richard Homewood, Head of Environmental Services	SERVICES O&S
<b>ECONOMIC DEVELOPMENT, LEISURE AND DUNSFOLD PARK - CLLR LIZ TOWNSEND</b>						

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	O & S
Biodiversity Policy	To approve a policy.	Executive	Yes	February 2022	Kelvin Mills, Head of Commercial Services	SERVICES O&S
Tree and Woodland Policy	To approve a policy for the management of the Council's trees and woodland.	Executive  Council	Yes	January 2022  22 Feb 2022	Kelvin Mills, Head of Commercial Services	SERVICES 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](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].