

**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 Interim 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 April, 2023 onwards**

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	PORTFOLIO HOLDER	O & S
Civica upgrade authorisation	To approve expenditure for Civica upgrade	Executive	Yes	4 Apr 2023	Executive Head of Communications & Customer Services	Portfolio Holder for Business Transformation, IT, Customer Services & Farnham Infrastructure Programme; and Deputy Leader of the Council	Overview & Scrutiny Committee - Resources

<b>TOPIC</b>	<b>DECISION</b>	<b>DECISION TAKER</b>	<b>KEY</b>	<b>ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION</b>	<b>CONTACT OFFICER</b>	<b>PORTFOLIO HOLDER</b>	<b>O &amp; S</b>
Microsoft licences renewal	To approve the renewal of Microsoft licenses	Executive	Yes	4 Apr 2023	Executive Head of Communications & Customer Services	Portfolio Holder for Business Transformation, IT, Customer Services & Farnham Infrastructure Programme; and Deputy Leader of the Council	Overview & Scrutiny - Resources
Grant of lease to Haslemere LC to new LC contractor (by the Executive acting for the Trustee of the Shottermill Recreation Ground Trust)		Executive (Acting for the Trustee of the Shottermill Recreation Ground Trust)	No	4 Apr 2023	Executive Head of Commercial Services	Portfolio Holder for Health, Wellbeing, Parks and Leisure	
Museum of Farnham - outcome of MEND funding application	To report on the outcome of the MEND funding application and next steps.	Executive	Yes	6 Jun 2023	Kelvin Mills, Executive Head of Commercial Services	Portfolio Holder for Health, Wellbeing, Parks and Leisure	SERVICES O&S
69 High Street, Godalming	To approve funds to progress to design stage of planning permission.	Executive	Yes	6 Jun 2023	Executive Head of Regeneration and Planning Policy	Portfolio Holder for Finance, Commercial and Assets	RESOURCE S O&S

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	PORTFOLIO HOLDER	O & S
Waverley and Farnham LCWIP	To approve the Waverley and Farnham Local Cycling and Walking Infrastructure Plans (LCWIP).	Executive	Yes	6 Jun 2023	Executive Head of Regeneration and Planning Policy	Portfolio Holder for Environment and Sustainability	SERVICES O&S
Corporate Performance Indicators 2023/24	To agree any changes to the Corporate Performance Indicator set for 2023/24.	Executive	Yes	6 Jun 2023	Executive Head of Organisational Development	Leader of the Council and Portfolio Holder for Policy and Governance, Communications and Emergency Response	O&S Committees
Service Plans 2023-26	To approve the Service Plans 2023-2026.	Executive	Yes	6 Jun 2023	Executive Head of Organisational Development	Leader of the Council and Portfolio Holder for Policy and Governance, Communications and Emergency Response	RESOURCES O&S

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	PORTFOLIO HOLDER	O & S
Cranleigh Business Improvement District (BID) - draft business case [E3]	To consider the draft business case for the Cranleigh Business Improvement District (BID) and delegate authority to cast the vote on behalf of Waverley Borough Council in the ballot due to take place in June 2023.	Executive	Yes	6 Jun 2023	Executive Head of Regeneration and Planning Policy	Portfolio Holder for Planning and Economic Development	RESOURCES O&S
Farnham Business Improvement District (BID) - draft business case [E3]	To consider the draft business case for the Farnham Business Improvement District (BID) and delegate authority to cast the vote on behalf of Waverley Borough Council in the ballot due to take place in June 2023.	Executive	Yes	6 Jun 2023	Abi Lewis, Executive Head of Regeneration and Planning Policy	Portfolio Holder for Planning and Economic Development	RESOURCES O&S

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	PORTFOLIO HOLDER	O & S
Financial Outturn 2022/23, MTFP and HRA monitoring 2023/24	To note the position and make recommendations to Council as appropriate.	Executive  Council	Yes	4 Jul 2023  18 Jul 2023	Executive Head of Finance	Portfolio Holder for Finance, Commercial and Assets  Portfolio Holder for Finance, Commercial and Assets	RESOURCES O&S
Farnham Park - SANG land (Hale Road) [E3]	To consider the designation.	Executive	Yes	4 Jul 2023	Executive Head of Assets and Property, Executive Head of Regeneration and Planning Policy	Portfolio Holder for Finance, Commercial and Assets	SERVICES O&S
Economic Development Strategy review	To approve the revised Economic Development Strategy.	Executive  Council	Yes	5 Sep 2023  17 Oct 2023	Executive Head of Regeneration and Planning Policy	Portfolio Holder for Planning and Economic Development  Portfolio Holder for Planning and Economic Development	RESOURCES O&S
St James Court, East St, Farnham - options [E3]	To consider options for the long term future of St James Court.	Executive	Yes	5 Sep 2023	Executive Head of Housing Services	Portfolio Holder for Housing (Operations)	SERVICES O&S

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	PORTFOLIO HOLDER	O & S
Homelessness Prevention Strategy 2023-28	To approve the updated Homelessness Prevention Strategy, 2023-28	Executive	Yes	3 Oct 2023	Executive Head of Housing Services	Portfolio Holder for Housing (Delivery)	Overview & Scrutiny - Services

#### 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].