



## **Waverley Borough Council Forward Plan of Key Decisions**

Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

This Forward Plan sets out those **Key Decisions** which the Executive expects to take over forthcoming months. 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. Other decisions to be made by the Executive may also be included.

Please direct any enquiries about the Forward Plan to the Democratic Services Manager, Ben Bix, by email [committees@waverley.gov.uk](mailto:committees@waverley.gov.uk).

**Executive Forward Plan for the period 2nd October, 2023 onwards**

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	PORTFOLIO HOLDER	O & S
Farnham Business Improvement District (BID) - draft business case	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 September 2023.	Executive	Yes	3 Oct 2023	Abi Lewis, Executive Head of Regeneration and Planning Policy	PORTFOLIO HOLDER FOR PLANNING AND ECONOMIC DEVELOPMENT	Overview & Scrutiny - Resources
Godalming Business Improvement District (BID) - draft business case	To consider the draft business case for the Godalming BID and delegate authority to cast the vote on behalf of Waverley Borough Council in the ballot due to take place in September 2023.	Executive	Yes	3 Oct 2023	Executive Head of Regeneration and Planning Policy	PORTFOLIO HOLDER FOR PLANNING AND ECONOMIC DEVELOPMENT	Overview & Scrutiny – Resources

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Solar PV for Leisure Centres	To consider a proposal for the installation of solar PV on Godalming and Haslemere leisure centre roofs.	Executive	No	3 Oct 2023	Richard Homewood, Executive Head of Regulatory Services	COUNCILLOR KIKA MIRYLEES, COUNCILLOR STEVE WILLIAMS	Overview & Scrutiny – Services
Cranleigh Leisure Centre new build	To approve the updated scope and budget of the project, proceed with construction contract and relevant delegations to officers.	Executive	Yes	3 Oct 2023	Kelvin Mills, Executive Head of Commercial Services	PORTFOLIO HOLDER FOR PLANNING AND ECONOMIC DEVELOPMENT	Overview & Scrutiny - Services

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Senior Living Fire Alarm Procurement	To agree procurement.	Co-Portfolio Holder for Housing (Operations and Services)  Executive Co-Portfolio Holder for Housing Decisions	Yes	19 Oct 2023  19 Oct 2023	Annalisa Howson, Service Development Manager	CO-PORTFOLIO HOLDER FOR HOUSING (OPERATIONS AND SERVICES)  CO-PORTFOLIO HOLDER FOR HOUSING (OPERATIONS AND SERVICES)	
St James Court, East St, Farnham - options	To consider options for the long term future of St James Court.	Executive Co-Portfolio Holder for Housing Decisions	Yes	19 Oct 2023	Executive Head of Housing Services	CO-PORTFOLIO HOLDER FOR HOUSING (OPERATIONS AND SERVICES)	Overview & Scrutiny - Services
Asset Transfer Policy and Asset Disposal at less than best consideration policy	To approve policies to enable the transfer of assets to Town and Parish councils.	Executive	Yes	31 Oct 2023	Executive Head of Assets and Property	PORTFOLIO HOLDER FOR FINANCE, ASSETS AND PROPERTY	Overview & Scrutiny - Resources

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Corporate Strategy 2023-2027	To recommend a revised Corporate Strategy to Council.	Executive  Council	Yes	31 Oct 2023  12 Dec 2023	Executive Head of Organisational Development	LEADER OF THE COUNCIL & PORTFOLIO HOLDER FOR POLICY, GOVERNANCE AND COMMUNICATION S	Overview & Scrutiny - Resources
Equalities, Diversity & Inclusion Policy	To approve a corporate EDI Policy	Executive	Yes	31 Oct 2023	Executive Head of Organisational Development	PORTFOLIO HOLDER FOR COMMUNITY SERVICES, LEISURE AND EDI	Overview & Scrutiny - Resources
Resourcing of Waverley Borough Council In- House Legal Services Function		Executive	Yes	31 Oct 2023	Susan Sale, Joint Executive Head of Legal & Democratic Services	LEADER OF THE COUNCIL & PORTFOLIO HOLDER FOR POLICY, GOVERNANCE AND COMMUNICATION S	

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Guildford and Waverley Transformation and Collaboration Programme	<ol style="list-style-type: none"> <li>1. To seek agreement to the Executives working more jointly on these matters in the future, e.g. by way of simultaneous meetings.</li> <li>2. To seek agreement to interim staffing arrangements.</li> <li>3. To seek a mandate to progress other issues e.g. co-location and single officer structure, and receive a report back in October.</li> </ol>	Executive	Yes	31 Oct 2023	Robin Taylor, Executive Head of Organisational Development	PORTFOLIO HOLDER FOR ORGANISATIONAL DEVELOPMENT AND GOVERNANCE	Overview & Scrutiny - Resources

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Software Contract for Regulatory Services	Contract for replacement software to support regulatory Services functions as a result of support for current system being withdrawn w.e.f. 31 March 2024	Executive	Yes	31 Oct 2023	Richard Homewood, Executive Head of Regulatory Services	PORTFOLIO HOLDER FOR ENFORCEMENT AND REGULATORY SERVICES	
Anti-Social Behaviour Policy	To approve a new ASB policy.	Executive	Yes	28 Nov 2023	Executive Head of Community Services	PORTFOLIO HOLDER FOR COMMUNITY SERVICES, LEISURE AND EDI	Overview & Scrutiny – Services
HRA Business Plan and mid-year review	To consider a mid-year review of the HRA Business Plan including any reprioritisation of capital schemes.	Executive Council	Yes	28 Nov 2023 12 Dec 2023	Candice Keet, Lead Service Accountant	PORTFOLIO HOLDER FOR FINANCE, ASSETS AND PROPERTY	

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Economic Development Strategy review	To approve the revised Economic Development Strategy.	Executive Council	Yes	28 Nov 2023 12 Dec 2023	Executive Head of Regeneration and Planning Policy	PORTFOLIO HOLDER FOR PLANNING AND ECONOMIC DEVELOPMENT  PORTFOLIO HOLDER FOR PLANNING AND ECONOMIC DEVELOPMENT	O&S - Services
Farnham Park SANG land (Hale Road)	To consider the designation.	Executive	Yes	28 Nov 2023	Caroline Wallis, Estates & Valuations Manager	PORTFOLIO HOLDER FOR FINANCE, ASSETS AND PROPERTY	
Financial Outturn 2022/23, MTFP and HRA monitoring 2023/24	To note the position and make recommendations to Council as appropriate.	Executive	Yes	28 Nov 2023	Executive Head of Finance	PORTFOLIO HOLDER FOR FINANCE, ASSETS AND PROPERTY	O&S – Resources



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Land at Six Bells Roundabout (Monkton Lane)	The Executive to decide on preferred future use of the land.	Executive	Yes	9 Jan 2024	Caroline Wallis, Estates & Valuations Manager	PORTFOLIO HOLDER FOR ENVIRONMENT AND SUSTAINABILITY, PORTFOLIO HOLDER FOR FINANCE, ASSETS AND PROPERTY	-
HRA Planned Works	<ul style="list-style-type: none"> <li>• HRA External decorations and roofline works</li> <li>• HRA Roofing</li> <li>• HRA windows and doors</li> <li>• HRA planned works Select Framework for general building works</li> </ul>	<p>Co-Portfolio Holder for Housing (Operations and Services)</p> <p>Executive Co-Portfolio Holder for Housing Decisions</p>	Yes	<p>25 Jan 2024</p> <p>25 Jan 2024</p>	Annalisa Howson, Service Development Manager	<p>CO-PORTFOLIO HOLDER FOR HOUSING (OPERATIONS AND SERVICES)</p> <p>CO-PORTFOLIO HOLDER FOR HOUSING (OPERATIONS AND SERVICES)</p>	-

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Capital Strategy 2024/25 - Incorporating Treasury Management and Asset Management Investment Strategy	To review the Capital Strategy, the Treasury Management Strategy and the Asset Management Investment Strategy and make recommendations to Council as appropriate.	Executive Council	Yes	6 Feb 2024 20 Feb 2024	Candice Keet, Lead Service Accountant	PORTFOLIO HOLDER FOR FINANCE, ASSETS AND PROPERTY  PORTFOLIO HOLDER FOR FINANCE, ASSETS AND PROPERTY	Overview & Scrutiny - Resources
General Fund Budget 2024/25, Capital Programme 2024/25 and Medium Term Financial Plan 2024/25 - 2027/28	To consider the Budget and make recommendations to Council as appropriate.	Executive Council	Yes	6 Feb 2024 20 Feb 2024	Candice Keet, Lead Service Accountant	PORTFOLIO HOLDER FOR FINANCE, ASSETS AND PROPERTY  PORTFOLIO HOLDER FOR FINANCE, ASSETS AND PROPERTY	Overview & Scrutiny – Resources
Council Tax Setting 2024/25		Council	Yes	20 Feb 2024	Candice Keet, Lead Service Accountant	PORTFOLIO HOLDER FOR FINANCE, ASSETS AND PROPERTY	Overview & Scrutiny - Resources

The agenda for each Executive meeting will be published 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 Key Decisions 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].