

## 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 £200,000 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 1st February, 2024 onwards

Title	Summary	Decision taker	Exempt? <sup>1</sup>	Key	Anticipated earliest (or next) date for decision	Contact officer	Portfolio holder
New lease, Unit 8, The Enterprise Centre, Coxbridge Business Park, Alton Road, Farnham	Grant a Tenancy at Will to permit occupation until a New lease based on the following Heads of Terms can be granted	Executive Head of Assets and Property	Fully exempt 3	Yes	Not before 3rd Jan 2024	Caroline Wallis, Asset Investment Manager	Portfolio Holder for Finance, Assets and Property

<b>Title</b>	<b>Summary</b>	<b>Decision taker</b>	<b>Exempt?¹</b>	<b>Key</b>	<b>Anticipated earliest (or next) date for decision</b>	<b>Contact officer</b>	<b>Portfolio holder</b>
Surrender of Existing lease and grant new lease, Unit 9, The Enterprise Centre, Coxbridge Business Park, Alton Road, Farnham	Surrender of Existing lease and grant new lease.	Executive Head of Assets and Property	Fully exempt 3	Yes	Not before 3rd Jan 2024	Caroline Wallis, Asset Investment Manager	Portfolio Holder for Finance, Assets and Property
New lease, Unit 17 The Enterprise Centre, Coxbridge Business Park, Alton Road, Farnham	To grant a new lease.	Executive Head of Assets and Property	Fully exempt 3	Yes	Not before 3rd Jan 2024	Caroline Wallis, Asset Investment Manager	Portfolio Holder for Finance, Assets and Property
Social Housing Decarbonisation Fund Wave 2.2	Recommendation that executive Approves a direct award of the contract to EON to undertake the delivery of the work via Fusion21 Decarbonisation framework, Lot 1	Executive	Open	Yes	6 Feb 2024	Hugh Wagstaff, Head of Housing Operations	Co-Portfolio Holder for Housing (Operations and Services)
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	Open	Yes	6 Feb 2024 20 Feb 2024	Candice Keet, Senior Accountant	Portfolio Holder for Finance, Assets and Property  Portfolio Holder for Finance, Assets and Property

<b>Title</b>	<b>Summary</b>	<b>Decision taker</b>	<b>Exempt?<sup>1</sup></b>	<b>Key</b>	<b>Anticipated earliest (or next) date for decision</b>	<b>Contact officer</b>	<b>Portfolio holder</b>
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	Open	Yes	6 Feb 2024 20 Feb 2024	Rosie Plaistowe-Melham, Financial Services Manager  Candice Keet, Senior Accountant	Portfolio Holder for Finance, Assets and Property
HRA Budget 2024/25, Capital Programme 24/25	To consider the budget and make recommendations to Council as appropriate.	Executive Council	Open	Yes	6 Feb 2024 20 Feb 2024	Candice Keet, Senior Accountant	Portfolio Holder for Finance, Assets and Property
Leaseholder Insurance	To procure building insurance to cover the Council leasehold properties.	Executive Council	Open	Yes	6 Feb 2024	Louisa Cotton, Operational Support Officer (Commissioning)	Co-Portfolio Holder for Housing (Operations and Services)
Pay Policy Statement 2024-25	The Localism Act 2011 (Section 39) requires all public authorities to publish an Annual Pay Policy Statement.	Executive Council	Open	No	6 Feb 2024 20 Feb 2024	Jon Formby, Human Resources Manager	Leader of the Council & Portfolio Holder for Policy, Governance and Communications
Council Tax Setting 2024/25	To set the Council Tax	Council	Open	Yes	20 Feb 2024	Candice Keet, Senior Accountant	Portfolio Holder for Finance, Assets and Property

Title	Summary	Decision taker	Exempt? <sup>1</sup>	Key	Anticipated earliest (or next) date for decision	Contact officer	Portfolio holder
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>	Co-Portfolio Holder for Housing (Operations and Services)  Executive Co-Portfolio Holder for Housing Decisions	Part exempt 3	Yes	Not before 29th Feb 2024  Not before 29th Feb 2024	Annalisa Howson, Service Development Manager	Co-Portfolio Holder for Housing (Operations and Services)
Central Godalming Regeneration Project	To close the project and agree new project start up, with reallocation of funds.	Executive	Open	Yes	5 Mar 2024	Debbie Smith, Development Programme Manager	Portfolio Holder for Finance, Assets and Property
Economic Development Strategy	To approve the revised Economic Development Strategy.	Executive Council	Open	Yes	5 Mar 2024  23 Apr 2024	Executive Head of Regeneration and Planning Policy	Portfolio Holder for Planning and Economic Development  Portfolio Holder for Planning and Economic Development
Community Asset Transfer Policy	To approve policies to enable the transfer of assets to Town and Parish councils. (Revised title - October 2023)	Executive	Open	Yes	5 Mar 2024	Executive Head of Assets and Property	Portfolio Holder for Finance, Assets and Property

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Off-street Parking Enforcement Contract	The Council is currently in the process of developing a business case for the long-term provision of car parking enforcement. To allow time for the development of a business case and to explore service options the current NSL Contract needs to be extended for six months.	Executive	Open	Yes	5 Mar 2024	Fiona Stewart, Business Transformation Officer	Councillor Tony Fairclough

Title	Summary	Decision taker	Exempt? <sup>1</sup>	Key	Anticipated earliest (or next) date for decision	Contact officer	Portfolio holder
Museum of Farnham MEND programme: Report to tender main contractor	<p>1. Decision to go to tender for a main contractor and named subcontractor for the specialist brickwork conservation of Willmer House: Museum of Farnham subject to obtaining Listed Building Consent.</p> <p>2. Delegation to the Director for Community and Wellbeing to award the contract</p> <p>3. Update on ACE grant payment, funding gap and programme activities.</p>	Executive	Open	Yes	5 Mar 2024	Charlotte Hall, Arts and Cultural Services Manager	Portfolio Holder for Community Services, Leisure and EDI
Swimming Pool Support Fund		Executive	Open	No	5 Mar 2024	Paul Smith	

<b>Title</b>	<b>Summary</b>	<b>Decision taker</b>	<b>Exempt?<sup>1</sup></b>	<b>Key</b>	<b>Anticipated earliest (or next) date for decision</b>	<b>Contact officer</b>	<b>Portfolio holder</b>
Community Infrastructure Levy (CIL) Bidding Cycle 2023/2024	This report seeks to gain approval from the Executive for the allocation of Strategic CIL funding to the projects recommended for funding by the CIL Executive Working Group in relation to the Strategic CIL Bidding Cycle 2023/24.	Executive	Open	Yes	5 Mar 2024	Sarah Ball	Councillor Nick Palmer
Equalities, Diversity & Inclusion Policy	To approve a corporate EDI Policy	Executive	Open	Yes	9 Apr 2024	Executive Head of Organisational Development	Portfolio Holder for Community Services, Leisure and EDI
Corporate Strategy 2024-2028	To recommend a revised Corporate Strategy to Council.	Executive Council	Open	Yes	9 Apr 2024 21 May 2024	Executive Head of Organisational Development	Leader of the Council & Portfolio Holder for Policy, Governance and Communications
Weydown Road Development Project	To receive recommendations.	Executive	Part exempt 3	Yes	9 Apr 2024	Debbie Smith, Development Programme Manager	Portfolio Holder for Finance, Assets and Property
Fairground Development Project	Decision to progress to next stage of procurement for a development partner	Executive	Fully exempt 3	Yes	9 Apr 2024	Debbie Smith, Development Programme Manager	Portfolio Holder for Finance, Assets and Property

Title	Summary	Decision taker	Exempt? <sup>1</sup>	Key	Anticipated earliest (or next) date for decision	Contact officer	Portfolio holder
Housing Services: Electrical Services Contract	Contract to deliver electrical servicing, certificates, repairs, planned upgrades and electrical heating to council homes	Executive	Part exempt 3	Yes	9 Apr 2024	Annalisa Howson, Service Improvement Manager	Co-Portfolio Holder for Housing (Operations and Services)
Housing Services: Domestic and Heating Contract	Decision to award contract following procurement to provide gas servicing, annual certificates, repairs and replacement programme	Executive	Part exempt 3	Yes	9 Apr 2024	Annalisa Howson, Service Improvement Manager	Co-Portfolio Holder for Housing (Operations and Services)
Carbon Neutrality Action Plan Priority Actions	Agree to prioritise key projects identified in the Carbon Neutral Action Plan that could be completed by 2030, to use this priority list when considering projects in budget setting and reset the dates for which other key projects could be completed beyond 2030	Executive	Open	Yes	9 Apr 2024	Delma Bryant, Sustainability Manager	Co-Portfolio Holder for Housing (Delivery), Portfolio Holder for Environment and Sustainability



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Waverley LCWIP Adoption	Adoption of the Farnham and wider-Waverley LCWIPs into planning policy.	Executive	Open	Yes	7 May 2024	Thomas Lankester, Sustainable Transport Planning Officer	Portfolio Holder for Environment and Sustainability

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.

#### Note 1: 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 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. The exemptions and corresponding paragraphs are listed below:

**Paragraph (1)** - Information relating to any individual.

**Paragraph (2)** - Information which is likely to reveal the identity of an individual.

**Paragraph (3)** - Information relating to the financial or business affairs of any particular person (including the authority holding that information).

**Paragraph (4)** - Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or

#### QUALIFICATIONS:

- (8) Information falling within paragraph (3) above is not exempt information by virtue of that paragraph if it is required to be registered under –
- (a) the Companies Act 1985;
  - (b) the Friendly Societies Act 1974;
  - (c) the Friendly Societies Act 1992;
  - (d) the Industrial and Provident Societies Acts 1965 to 1978;
  - (e) the Building Societies Act 1986; or
  - (f) the Charities Act 1993.

office-holders under, the authority.

**Paragraph (5)** - Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

**Paragraph (6)** - Information which reveals that the authority proposes – (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.

**Paragraph (7)** - Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

(9) Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.

(10) Information which –

(a) falls within any of paragraphs 1 to 7 above; and

(b) is not prevented from being exempt by virtue of paragraph 8 or 9 above, is exempt information if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**Councillor Paul Follows**

Leader of the Council, Portfolio Holder for Policy, Governance and Communications; Liberal Democrats Group Leader

Primary areas of responsibility: Leader of the Council. Corporate Strategy, Council Policy, Communications and Engagement, Democratic and Committee Services, Elections, Information Security, GDPR, Governance, Legal, Overview and Scrutiny Support

Additional: Member of the Joint WBC/GBC Governance Committee.

Notes: Governance, Legal and Democratic roles shared with Cllr Victoria Kiehl

Executive Working Groups: Cost of Living EWG (Chair), Governance & Constitution Review EWG (Chair)

**Councillor George Murray**

Portfolio Holder for Customer Services and IT

Primary areas of responsibility: Complaints, Ombudsman, Customer Services, Case Management, Digital Services, FOI, ICT and Business Systems.

**Councillor Victoria Kiehl**

Portfolio Holder for Organisational Development and Governance

Primary Responsibilities: Business Transformation, HR, Learning and Development, Strategy and Policy Performance, Programme Assurance, Audit and Risk Management, Emergency Planning and Business Continuity, Governance, Legal, O&S Support

Additional: Member of the Joint WBC/GBC Governance Committee

Notes: Business Transformation shared with Cllr Peter Clark. Emergency Planning, Governance, Legal, O&S Support Shared with Cllr Paul Follows

Executive Working Groups: Governance & Constitution Review EWG (Vice-Chair)

**Councillor Tony Fairclough**

Deputy Leader and Portfolio Holder for Enforcement and Regulatory Services

Primary Responsibilities: Corporate Health and Safety, Environmental Health/Crime, Food Safety, Licensing, Private Sector Housing, Parking, Building Control, Events, Planning Enforcement

**Councillor Kika Mirylees**

Portfolio Holder for Community Services, Leisure and EDI

Primary Responsibilities: Children and Young People, Careline, Community Grants, Community Safety, Safer Waverley Partnership, Disabled Facilities Grants, Adaptations, Family Support, Health, Safeguarding, Supporting Vulnerable People, Migrants and Refugees, EDI, Museums and Culture, Leisure Centres.

Additional: Lead contact for Citizens Advice Waverley and the Police/PCC

Notes: Cranleigh LC Project sits with Cllr Liz Townsend until centre is operational.

Executive Working Groups: Cost of Living EWG (Vice-Chair)

**Councillor Nick Palmer**

Co-Portfolio Holder for Housing (Delivery)

Primary Responsibilities: Housing Delivery, Housing Compliance and Performance, Landlord Services

Additional: Delegated Powers for Housing Matters (see constitution)

Notes: Consultee on HRA matters

Executive Working Groups: Waverley Housing Delivery EWG (Chair), Community Infrastructure Levy (CIL) EWG (Chair)

**Councillor Paul Rivers**

Co-Portfolio Holder for Housing (Operations and Services)

Primary Responsibilities: Housing Maintenance and Repairs, Housing Compliance and Performance, Landlord Services

Additional: Delegated Powers for Housing Matters (see constitution)

Notes: Consultee on HRA matters

Executive Working Groups: Landlord Services EWG (Co-Chair), Waverley Housing Delivery EWG (Vice-Chair)

**Councillor Liz Townsend**

Portfolio Holder for Planning and Economic Development

Additional: Executive member responsibility for Brightwell's

Notes: None

Executive Working Groups: N/A

**Councillor Mark Merryweather**

Portfolio Holder for Finance, Assets and Property

Primary Responsibilities: Finance and accounting, (General Fund / Housing Revenue Account), Internal Audit, Procurement, Revenues and Benefits, Property and Land Assets, Facilities.

Additional: None

Notes: None.

Executive Working Groups: Assets and High Street Investment EWG (Chair)

Primary Responsibilities: Planning Applications, Planning Integration and Improvement, Economic Development, Planning Policy, Design, Conservation, Regeneration, Waverley Training Services

Additional: None

Notes: Cranleigh LC Project sits with Cllr Liz Townsend until centre is operational.

Executive Working Groups: Local Plan Review EWG (Chair), Dunsfold Governance EWG (Chair)

**Councillor Steve Williams**

Portfolio Holder for Environment and Sustainability

Primary Responsibilities: Carbon Neutrality Commitment, Environmental sustainability, renewable energy. Sustainable transport, waste management strategies for sustainability.

Additional: Surrey Pensions Committee (Member), Surrey Environmental Partnership (Member), Surrey Greener Futures Board (Member)

Notes: None

Executive Working Groups: Climate Change EWG (Chair), Sustainable Transport EWG (Chair), Waste Strategy EWG (Chair)