

## 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 £20,000 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, Emma McQuillan, at the Council Offices on 01483 523351 or email [committees@waverley.gov.uk](mailto:committees@waverley.gov.uk).

### Executive Forward Programme for the period 28 September 2016 onwards

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	O AND S
<b>POLICY AND GOVERNANCE, HUMAN RESOURCES, BRIGHTWELLS AND LEP CLLR JULIA POTTS (LEADER)</b>						
1. Performance Management	Quarterly combined performance report	Executive		December 2016	Louise Norie	CORP/COMM
<b>CUSTOMER AND CORPORATE SERVICES – CLLR TOM MARTIN (DEPUTY LEADER)</b>						
1. Age Concern Farncombe	To agree new lease arrangements	Executive		December 2016	Kelvin Mills	CORPORATE
2. Customer Services Review	To review and agree the way forward for Customer Services	Executive and Council	√	November 2016	David Allum	CORPORATE

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<b>PLANNING – CLLR BRIAN ADAMS</b>						
1. CIL Preliminary Draft Charging Schedule	To agree for the basis of consultation	Executive		December 2016	Graham Parrott	COMMUNITY
2. Ewhurst and Ewhurst Green Conservation Area Appraisals	For adoption	Excutive and Council		November 2016	Graham Parrott	COMMUNITY
3. Local Plan	Approval of the plan for submission	Executive and Council	√	November 2016	Graham Parrott	COMMUNITY
4. Dunsfold and Dunsfold Church Conservation Area Appraisal	For adoption	Executive and Council		March 2017	Graham Parrott	COMMUNITY
<b>ECONOMIC DEVELOPMENT – CLLR ANDREW BOLTON</b>						
<b>COMMUNITY SERVICES AND COMMUNITY SAFETY – CLLR KEVIN DEANUS</b>						
1. Joint Enforcement Team Proposal	To agree the details for the pilot	Executive		November 2016	Richard Homewood	COMMUNITY
<b>ENVIRONMENT – CLLR JIM EDWARDS</b>						
1. Trade Waste Enforcement Policy	To adopt the Trade Waste Enforcement Policy	Executive	√	November 2016	Richard Homewood	COMMUNITY

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2. Review of Parking Place Order	To approve amendments to the Parking Place Order to standardise requirements	Executive and Council	√	November 2016	Richard Homewood	COMMUNITY
<b>HEALTH, WELLBEING AND CULTURE – CLLR JENNY ELSE</b>						
1. Cultural Strategy	To adopt the action plan for delivery of the strategy	Executive and Council	√	January 2017	Kelvin Mills	COMMUNITY
<b>FINANCE – CLLR GED HALL</b>						
1. Budget Management [E3]	Potential for seeking approval for budget variations	Executive (and possibly Council)	√	Potentially every Executive meeting	Peter Vickers	CORP/COMM
<b>HOUSING – CLLR CAROLE KING</b>						
1. Housing Delivery Board [E3]	Potential to approve and adopt policies and make decisions to assist in the delivery of affordable homes in the Borough	Executive (and possibly Council)	√	Potentially every Executive meeting	Andrew Smith	CORPORATE
2. Review of HRA Business Plan	To review and agree a new Business Plan	Executive and Council	√	November 2016	Andrew Smith/Hugh Wagstaff	CORPORATE
3. Disabled Facilities Grant Allocation	Approval to use on associated projects	Executive		November 2016	Andrew Smith	CORPORATE

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	O AND S
4. Implementing requirements of the Housing and Planning Act 2016	Decisions to implement changes resulting from the Act	Executive (and possibly Council)	√	January 2017	Andrew Smith	CORPORATE
5. Review of Sheltered Housing Services	Decision on the service delivery model going forward	Executive and Council		January 2017	Hugh Wagstaff	CORPORATE
6. Review of Housing Maintenance Contracts [E3]	To review the contracts and consider any recommendations	Executive and Council	√	April 2017	Hugh Wagstaff	CORPORATE

#### 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].