

## 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 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 12 July 2017 onwards

| TOPIC  | DECISION  | DECISION<br>TAKER                   | KEY | ANTICIPATED<br>EARLIEST (OR<br>NEXT) DATE<br>FOR DECISION | CONTACT<br>OFFICER | O AND S    |
|--|---|-------------------------------------|-----|---|--------------------|------------|
| <b>POLICY AND GOVERNANCE, HUMAN RESOURCES, BRIGHTWELLS AND LEP<br/>CLLR JULIA POTTS (LEADER)</b> |   |                                     |     |   |                    |            |
| 1. Brightwells [E3]  | To bring forward matters when necessary                   | Executive (and potentially Council) |     | Potentially each Executive meeting                        | Kelvin Mills       | ENVT       |
| 2. Performance Management  | Quarterly combined performance report                     | Executive                           |     | October 2017  | Louise Norie       | ALL        |
| 3. Independent Remuneration Panel – Members' Allowances  | To receive the report and recommendations of the Panel    | Executive and Council               |     | October 2017  | Emma McQuillan     | CS and VFM |
| <b>CUSTOMER AND CORPORATE SERVICES – CLLR TOM MARTIN (DEPUTY LEADER)</b>                         |   |                                     |     |   |                    |            |
| 1. Property Acquisitions   | To bring forward opportunities for approval as they arise | Executive (and potentially Council) |     | Potentially each Executive meeting                        | David Allum        | CS AND VFM |

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|--|---|--------------------------------|-----|---|--------------------|------------|
| 2. Customer Services Review  | To review and agree the way forward for Customer Services | Executive and Council          | √   | September 2017  | David Allum        | CS AND VFM |
| <b>PLANNING I – CLLR BRIAN ADAMS</b>                               |   |                                |     |   |                    |            |
| 1. CIL Draft Charging Schedule                                     | To agree the next stage                                   | Executive                      | √   | October 2017  | Graham Parrott     | ENVT       |
| 2. Local Plan Part II – Approval for Regulation 18 Consultation    | For approval  | Executive and possibly Council |     | November 2017   | Graham Parrott     | ENVT       |
| 3. Local Plan Part I   | For adoption  | Executive and Council          | √   | November 2017   | Graham Parrott     | ENVT       |
| <b>ECONOMIC DEVELOPMENT – CLLR ANDREW BOLTON</b>                   |   |                                |     |   |                    |            |
| 1. Economic Development Strategy                                   | For approval  | Executive and Council          |     | October 2017  | Damian Roberts     | CS AND VFM |
| <b>COMMUNITY SERVICES AND COMMUNITY SAFETY – CLLR KEVIN DEANUS</b> |   |                                |     |   |                    |            |
| 1. 'Prevent' Counter-Terrorism Strategy                            | To agree a Strategy and Action Plan                       | Executive                      |     | September 2017  | Katie Webb         | COMM WELL  |

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|--|---|----------------------------------|-----|--|------------------|------------|
| 2. Safeguarding Policy                                 | To review and adopt the policy  | Executive                        |     | Sept 2017  | Kelvin Mills     | COMM WELL  |
| 3. Joint Enforcement Team (JET) Initiative             | To agree next steps   | Executive                        |     | Sept 2017  | Richard Homewood | ENVT       |
| <b>ENVIRONMENT – CLLR JIM EDWARDS</b>                  |   |                                  |     |  |                  |            |
| 1. Disabled Parking Charges                            | To report on the outcome of the Equalities Impact Assessment and recommend a way forward                                | Executive                        |     | September 2017                                   | Richard Homewood | ENVT       |
| <b>HEALTH, WELLBEING AND CULTURE – CLLR JENNY ELSE</b> |   |                                  |     |  |                  |            |
| <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    | CS AND VFM |
| <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     | HOUSING    |

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|--|--|----------------------------------|-----|--|-----------------|---------|
| 2.Partnership with Developers or Housing Associations for new Affordable Homes | Give consideration to matters as they arise to assist in the delivery of affordable homes in the Borough | Executive (and possibly Council) |     | Potentially every Executive meeting              | Andrew Smith    | HOUSING |
| 3. Implementing requirements of the Housing and Planning Act 2016              | Decisions to implement changes resulting from the Act  | Executive (and possibly Council) | √   | September 2017                                   | Andrew Smith    | HOUSING |
| 4. Homelessness Reduction Bill   | To agree a response and budget/grant allocations   | Executive                        |     | September 2017                                   | Andrew Smith    | HOUSING |
| 5. HRA Business Plan Review  | To review the business plan as part of the budget process  | Executive (and possibly Council) |     | November 2017                                    | Hugh Wagstaff   | HOUSING |
| 6. Review Tenancy Agreements   | To agree amendments and the consultation process   | Executive                        |     | December 2017                                    | Hugh Wagstaff   | HOUSING |
| 7. Housing Maintenance Contract Procurement [E3]                               | To report back on the progress of the project  | Executive                        |     | January 2018                                     | Hugh Wagstaff   | HOUSING |
| 8. Approve Housing Strategy  | To adopt the strategy  | Executive and Council            |     | February 2018                                    | Andrew Smith    | HOUSING |
| 9. Asset Management Strategy [E3]  | To adopt the strategy  | Executive and Council            |     | February 2018                                    | Hugh Wagstaff   | HOUSING |

**PLANNING II – CLLR CHRIS STOREY**

### 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].