

## 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, 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 1 December 2018 onwards

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	O & S
<b>POLICY AND GOVERNANCE, HUMAN RESOURCES, BRIGHTWELLS AND LEP - CLLR JULIA POTTS (LEADER)</b>						
Brightwells [E3]	To bring forward matters when necessary	Executive	No	Potentially every meeting	Kelvin Mills, Head of Communities and Major Projects	VFM and CS/Environ
Annual Pay Policy Statement 2019/20		Council, Executive	Yes	February 2019	Katy Meakin, HR Manager	VFM and CS/Environ
Service Plans 2019-20		Executive	Yes	March 2019	Louise Norie, Corporate Policy Manager	All Overview & CS
Review of Polling Places		Executive, Council	Yes	Not before 20th Jan 2020	Tracey Stanfield, Elections Manager	VFM and CS
<b>FINANCE AND COMMUNICATIONS - CLLR GED HALL (DEPUTY LEADER)</b>						
Property Acquisitions [E3]	To bring forward opportunities for approval as they arise	Executive	Yes	Potentially every meeting	David Allum, Head of Customer and Corporate Services	VFM and CS

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Budget Management [E3]	To seek approval for budget variations, if required.	Executive	No	Potentially every meeting	Peter Vickers, Head of Finance	VFM and CS
Medium Term Financial Plan Review	To carry out an interim review of the MTFP.	Executive	No	January 2019	Peter Vickers, Head of Finance	VFM and CS
Risk Appetite Statement		Executive	Yes	8 Jan 2019	Peter Vickers, Head of Finance	VFM and CS
Waverley Communications Strategy	To recommend the Communications Strategy to Council.	Executive, Council	Yes	February 2019	Robin Taylor, Head of Policy & Governance	VFM and CS
Medium Term Financial Plan 2019/20 - 2021/22		Executive	Yes	5 Feb 2019	Peter Vickers, Head of Finance	Joint O&S (January 2019)
Treasury Management Framework 2019/20		Executive	Yes	5 Feb 2019	Peter Vickers, Head of Finance	VFM and CS
<b>OPERATIONAL &amp; ENFORCEMENT SERVICES - CLLR KEVIN DEANUS</b>						
<b>ECONOMIC &amp; COMMUNITY DEVELOPMENT - CLLR JIM EDWARDS</b>						
<b>ENVIRONMENT - CLLR ANDREW BOLTON</b>						
<b>HEALTH, WELLBEING AND CULTURE - CLLR JENNY ELSE</b>						
Funding for Voluntary Sector 2019-20		Executive	Yes	February 2019	Jane Todd	Community Wellbeing
<b>HOUSING - CLLR CAROLE KING</b>						

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	O & S
Housing Delivery Board [E3]	To approve and adopt policies and make decisions to assist in the delivery of affordable homes in the Borough, as required.	Executive	Yes	Potentially every meeting	Andrew Smith, Head of Strategic Housing Delivery	Housing
<b>POLICY &amp; CUSTOMER SERVICES - CLLR CHRIS STOREY</b>						
Local Plan Part II - Approval to Publish	Approval for publication	Executive, Council	Yes	Jun 2019	Graham Parrott, Planning Policy Manager	Environment
Local Plan Part II - Approval to submit	Approval to submit.	Executive, Council	Yes	Sep 2019	Graham Parrott, Planning Policy Manager	Environment
Surrey Hills AONB Management Plan		Executive	Yes	April 2019	Head of Planning	Environment

### 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].