

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.

Executive Forward Programme for the period 1 April 2015 onwards

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	O AND S
POLICY AND GOVERNANCE, STRATEGIC HR – CLLR ROBERT KNOWLES (LEADER)						
FINANCE AND PROPERTY, WAVERLEY TRAINING SERVICES – CLLR JULIA POTTS (DEPUTY LEADER)						
1. Budget Management	Potential for seeking approval for budget variations	Executive (and possibly Council)	√	Every Executive meeting	Peter Vickers	CORP/COMM
2. Age Concern Farncombe	To agree new lease arrangements	Executive		July 2015	Kelvin Mills	CORPORATE
3. Performance Management	To receive an exception report for over and under performance in the appropriate Quarter	Executive		July 2015	Louise Norie	CORP/COMM

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	O AND S
4. Property Asset Management Strategy	To agree a strategy for adoption	Executive		June 2015	Roger Standing	CORPORATE
PLANNING – CLLR BRIAN ADAMS						
1. Elstead & Weyburn Neighbourhood Plan Designation	To agree the area application	Executive		June 2015	Matthew Ellis	COMMUNITY
2. Witley Conservation Area Appraisal	For adoption of the CAA	Executive and Council		June 2015	Jennifer Samuelson	COMMUNITY
3. Cranleigh Conservation Area Appraisal	To agree consultation on the draft CAA	Executive		June 2015	Sarah Wells	COMMUNITY
4. Ockford Road Conservation Area Appraisal	For adoption of the CAA	Executive and Council		July 2015	Jennifer Samuelson	COMMUNITY
5. Shopfronts Supplementary Planning Document	To agree consultation on the draft SPD	Executive		July 2015	Jennifer Samuelson	COMMUNITY
6. Alfold Conservation Area Appraisal	To agree consultation on the draft CAA	Executive		September	Jennifer Samuelson	COMMUNITY
7. Cranleigh Conservation Area Appraisal	For adoption of the CAA	Executive and Council		November	Sarah Wells	COMMUNITY

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	O AND S
8. Shopfronts SPD	For adoption of the SPD	Executive and Council		November 2015	Jennifer Samuelson	COMMUNITY
HOUSING OPERATIONS, COMMUNITY SAFETY, OLDER PEOPLE, HEALTH AND WELLBEING – CLLR CAROLE KING						
1. Ageing Well Strategy for Waverley	To develop and agree a Strategy	Executive and Council	√	July 2015	Kelvin Mills	COMMUNITY
2. Health and Wellbeing Plan	To develop and implement a plan for Waverley	Executive and Council	√	June 2015	Kelvin Mills	COMMUNITY
3. Capital Works and Professional Consultants Fees [E3]	Potential for seeking approval for procurement of services and appointment of contractors	Executive (and possibly Council)		September 2015	Hugh Wagstaff	CORPORATE
HOUSING STRATEGY AND DELIVERY – CLLR STEWART STENNETT						
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	Jane Abraham	CORPORATE
2. Review of Housing Support Services to Vulnerable People across the Borough	To review options	Executive		June 2015	Jane Abraham	CORPORATE

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	O AND S
3. Better Care Fund	To identify how to make best use of this fund for Waverley (picks up DFG future funding)	Executive		June 2015	Jane Abraham	CORPORATE
IT AND CUSTOMER SERVICES, CLIMATE CHANGE – CLLR TOM MARTIN						
1. Carbon Management Plan	To adopt a new plan	Executive and Council	√	June 2015	Roger Standing	CORPORATE
ENVIRONMENT – CLLR DONAL O'NEILL						
1. Review of Corporate Health and Safety Policies	To review and update current health and safety policies across the Council	Executive and Council		July 2015	Rob Anderton	CORPORATE
2. Scrap Metal Dealers Policy	To consider a draft policy	Executive		July 2015	Rob Anderton	COMMUNITY
MEMBER SUPPORT AND COMMUNICATIONS, GRANTS - CLLR STEFAN REYNOLDS						
MAJOR PROJECTS AND BRIGHTWELLS, ECONOMIC DEVELOPMENT – CLLR ADAM TAYLOR-SMITH						

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	O AND S
1. Brightwells Redevelopment, Farnham [E3]	To agree funding arrangements	Executive and Council	√	April 2015	Kelvin Mills	CORP/COMM
LEISURE AND CULTURE – CLLR SIMON THORNTON						

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). 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].