



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 £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. 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.

Executive Forward Plan for the period 30th October, 2023 onwards

Topic	Decision	Decision taker	Key	Anticipated earliest (or next) date for decision	Contact officer	Portfolio holder
Software Contract for Regulatory Services E3	Contract for replacement software to support Regulatory Services functions as a result of support for current system being withdrawn w.e.f. 31 March 2024	Executive	Yes	31 Oct 2023	Richard Homewood, Executive Head of Regulatory Services	PORTFOLIO HOLDER FOR ENFORCEMENT AND REGULATORY SERVICES
Community Asset Transfer Policy	To approve policies to enable the transfer of assets to Town and Parish councils. (Revised title - October 2023)	Executive	Yes	28 Nov 2023	Executive Head of Assets and Property	PORTFOLIO HOLDER FOR FINANCE, ASSETS AND PROPERTY
Resourcing of Waverley Borough Council In-House Legal Services Function	To support proposals for increased in-house legal resource.	Executive	Yes	28 Nov 2023	Susan Sale, Joint Executive Head of Legal & Democratic Services	LEADER OF THE COUNCIL & PORTFOLIO HOLDER FOR POLICY, GOVERNANCE AND COMMUNICATIONS

<p>Guildford and Waverley Transformation and Collaboration Programme</p>	<ol style="list-style-type: none"> 1. To seek agreement to the Executives working more jointly on these matters in the future, e.g. by way of simultaneous meetings. 2. To seek agreement to interim staffing arrangements. 3. To seek a mandate to progress other issues e.g. co-location and single officer structure, and receive a report back in October. 	<p>Executive</p>	<p>Yes</p>	<p>28 Nov 2023</p>	<p>Robin Taylor, Executive Head of Organisational Development</p>	<p>PORTFOLIO HOLDER FOR ORGANISATIONAL DEVELOPMENT AND GOVERNANCE</p>
<p>New Build Housing Cedar Close, Farnham E3</p>	<p>To update Executive on the need to undertake some latent defect remediation work to three homes at Cedar Close, Farnham. To seek formal approval enter into contract to deliver the works and associated delegations.</p>	<p>Executive</p>	<p>Yes</p>	<p>28 Nov 2023</p>	<p>Louisa Blundell, Housing Development Manager</p>	<p>CO-PORTFOLIO HOLDER FOR HOUSING (OPERATIONS AND SERVICES)</p>

<p>Housing Delivery - Churt E3</p>	<p>The purpose of this report is to seek Executive approval to demolish the existing community room and former staff accommodation ahead of approval of a full business case for the scheme at Parkhurst Fields to deliver a development with a net gain of sustainable homes to meet local housing need.</p>	<p>Executive</p>	<p>Yes</p>	<p>28 Nov 2023</p>	<p>Louisa Blundell, Housing Development Manager</p>	<p>CO-PORTFOLIO HOLDER FOR HOUSING (DELIVERY)</p>	<p>Overview and Scrutiny Committee - Resources</p>
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<p>Housing Revenue Account - New Build Housing Delivery E3</p>	<p>To provide Executive with an overview of the proposed new build housing schemes which are in a position to proceed to planning and subject to this contract and to seek member approval to recommendations and relevant delegations made for each scheme as set out in Annexes to the report.</p>	<p>Executive</p>	<p>Yes</p>	<p>28 Nov 2023</p>	<p>Louisa Blundell, Housing Development Manager</p>	<p>CO-PORTFOLIO HOLDER FOR HOUSING (DELIVERY)</p>
<p>Housing Delivery - 12 new homes at Woodside Park, Catteshall Lane E3</p>	<p>Report to seek formal approval enter into land and build agreements for the acquisition of 12 new homes at Woodside Park with relevant delegations to officers and additional budget from reserves.</p>	<p>Executive</p>	<p>Yes</p>	<p>28 Nov 2023</p>	<p>Louisa Blundell, Housing Development Manager</p>	<p>CO-PORTFOLIO HOLDER FOR HOUSING (DELIVERY)</p>

New Build Housing Delivery - Witley E3	Delivery of 3 new homes for affordable rent at Wheeler Street, Witley, through land acquisition and build agreement with a developer	Executive	Yes	28 Nov 2023	Louisa Blundell, Housing Development Manager	CO-PORTFOLIO HOLDER FOR HOUSING (DELIVERY)
Surveillance Policy		Executive Council	No	28 Nov 2023 12 Dec 2023	Susan Sale, Joint Executive Head of Legal & Democratic Services	LEADER OF THE COUNCIL & PORTFOLIO HOLDER FOR POLICY, GOVERNANCE AND COMMUNICATIONS LEADER OF THE COUNCIL & PORTFOLIO HOLDER FOR POLICY, GOVERNANCE AND COMMUNICATIONS
Homelessness Strategy 2023-2028	To adopt Waverley's Homelessness Strategy 2023-2028	Executive	Yes	28 Nov 2023	Michael Rivers, Housing Needs Manager	CO-PORTFOLIO HOLDER FOR HOUSING (DELIVERY)

Central Godalming Regeneration Project E3	To close the project and agree new project start up, with reallocation of funds.	Executive	Yes	28 Nov 2023	Debbie Smith, Development Programme Manager	PORTFOLIO HOLDER FOR FINANCE, ASSETS AND PROPERTY
HRA mid-year review 2023/24	To consider a mid-year review of the HRA Business Plan including any reprioritisation of capital schemes.	Executive Council	Yes	28 Nov 2023 12 Dec 2023	Candice Keet, Lead Service Accountant	PORTFOLIO HOLDER FOR FINANCE, ASSETS AND PROPERTY
General Fund mid-year MTFP review 2023/24	To note the position and make recommendations to Council as appropriate.	Executive Council	Yes	28 Nov 2023 12 Dec 2023	Executive Head of Finance Rosie Plaistowe-Melham, Senior Accountant	PORTFOLIO HOLDER FOR FINANCE, ASSETS AND PROPERTY PORTFOLIO HOLDER FOR FINANCE, ASSETS AND PROPERTY
Economic Development Strategy review	To approve the revised Economic Development Strategy.	Executive Council	Yes	9 Jan 2024 20 Feb 2024	Executive Head of Regeneration and Planning Policy	PORTFOLIO HOLDER FOR PLANNING AND ECONOMIC DEVELOPMENT PORTFOLIO HOLDER FOR PLANNING AND ECONOMIC DEVELOPMENT

Corporate Strategy 2024-2028	To recommend a revised Corporate Strategy to Council.	Executive Council	Yes	9 Jan 2024 20 Feb 2024	Executive Head of Organisational Development	LEADER OF THE COUNCIL & PORTFOLIO HOLDER FOR POLICY, GOVERNANCE AND COMMUNICATIONS
HRA Planned Works	<ul style="list-style-type: none"> • HRA External decorations and roofline works • HRA Roofing • HRA windows and doors • HRA planned works Select Framework for general building works 	Co-Portfolio Holder for Housing (Operations and Services) Executive Co-Portfolio Holder for Housing Decisions	Yes	25 Jan 2024 25 Jan 2024	Annalisa Howson, Service Development Manager	CO-PORTFOLIO HOLDER FOR HOUSING (OPERATIONS AND SERVICES) CO-PORTFOLIO HOLDER FOR HOUSING (OPERATIONS AND SERVICES)
Equalities, Diversity & Inclusion Policy	To approve a corporate EDI Policy	Executive	Yes	6 Feb 2024	Executive Head of Organisational Development	PORTFOLIO HOLDER FOR COMMUNITY SERVICES, LEISURE AND EDI

<p>Capital Strategy 2024/25 - Incorporating Treasury Management and Asset Management Investment Strategy</p>	<p>To review the Capital Strategy, the Treasury Management Strategy and the Asset Management Investment Strategy and make recommendations to Council as appropriate.</p>	<p>Executive Council</p>	<p>Yes</p>	<p>6 Feb 2024 20 Feb 2024</p>	<p>Candice Keet, Lead Service Accountant</p>	<p>PORTFOLIO HOLDER FOR FINANCE, ASSETS AND PROPERTY PORTFOLIO HOLDER FOR FINANCE, ASSETS AND PROPERTY</p>
<p>General Fund Budget 2024/25, Capital Programme 2024/25 and Medium Term Financial Plan 2024/25 - 2027/28</p>	<p>To consider the Budget and make recommendations to Council as appropriate.</p>	<p>Executive Council</p>	<p>Yes</p>	<p>6 Feb 2024 20 Feb 2024</p>	<p>Candice Keet, Lead Service Accountant</p>	<p>PORTFOLIO HOLDER FOR FINANCE, ASSETS AND PROPERTY PORTFOLIO HOLDER FOR FINANCE, ASSETS AND PROPERTY</p>
<p>Council Tax Setting 2024/25</p>		<p>Council</p>	<p>Yes</p>	<p>20 Feb 2024</p>	<p>Candice Keet, Lead Service Accountant</p>	<p>PORTFOLIO HOLDER FOR FINANCE, ASSETS AND PROPERTY</p>

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). 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.

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 above 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.

[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].