



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 5 January, 2024 onwards

Topic	Decision	Decision taker	Key	Anticipated earliest (or next) date for decision	Contact officer	Portfolio holder	O & S
New lease, Unit 8, The Enterprise Centre, Coxbridge Business Park, Alton Road, Farnham	Grant a Tenancy at Will to permit occupation until a New lease based on the following Heads of Terms can be granted	Executive Head of Assets and Property	Yes	Not before 3rd Jan 2024	Caroline Wallis, Asset Investment Manager	PORTFOLIO HOLDER FOR FINANCE, ASSETS AND PROPERTY	

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	PORTFOLIO HOLDER	O & S
Surrender of Existing lease and grant new lease, Unit 9, The Enterprise Centre, Coxbridge Business Park, Alton Road, Farnham	Surrender of Existing lease and grant new lease.	Executive Head of Assets and Property	Yes	Not before 3rd Jan 2024	Caroline Wallis, Asset Investment Manager	PORTFOLIO HOLDER FOR FINANCE, ASSETS AND PROPERTY	
New lease, Unit 17 The Enterprise Centre, Coxbridge Business Park, Alton Road, Farnham	To grant a new lease.	Executive Head of Assets and Property	Yes	Not before 3rd Jan 2024	Caroline Wallis, Asset Investment Manager	PORTFOLIO HOLDER FOR FINANCE, ASSETS AND PROPERTY	
Housing Latent Defect Remediation, Farnham	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.	Executive	Yes	9 Jan 2024	Louisa Blundell, Housing Development Manager	CO-PORTFOLIO HOLDER FOR HOUSING (OPERATIONS AND SERVICES)	Resources

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Housing Delivery - Churt	The purpose of this report is to seek Executive approval to demolish the existing community room, former staff accommodation and garage 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.	Executive	Yes	9 Jan 2024	Louisa Blundell, Housing Development Manager	CO-PORTFOLIO HOLDER FOR HOUSING (DELIVERY)	Overview and Scrutiny Committee - Resources
Social Housing Decarbonisation Fund Wave 2.2	Recommendation that executive Approves a direct award of the contract to EON to undertake the delivery of the work via Fusion21 Decarbonisation framework, Lot 1	Executive	Yes	6 Feb 2024	Hugh Wagstaff, Head of Housing Operations	CO-PORTFOLIO HOLDER FOR HOUSING (OPERATIONS AND SERVICES)	

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Economic Development Strategy review	To approve the revised Economic Development Strategy.	Executive Council	Yes	6 Feb 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	Services O&S
Corporate Strategy 2024-2028	To recommend a revised Corporate Strategy to Council.	Executive Council	Yes	6 Feb 2024 20 Feb 2024	Executive Head of Organisational Development	LEADER OF THE COUNCIL & PORTFOLIO HOLDER FOR POLICY, GOVERNANCE AND COMMUNICATIONS	Overview & Scrutiny - Resources
Central Godalming Regeneration Project	To close the project and agree new project start up, with reallocation of funds.	Executive	Yes	6 Feb 2024	Debbie Smith, Development Programme Manager	PORTFOLIO HOLDER FOR FINANCE, ASSETS AND PROPERTY	

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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	Overview & Scrutiny - Resources
Capital Strategy 2024/25 - Incorporating Treasury Management and Asset Management Investment Strategy	To review the Capital Strategy, the Treasury Management Strategy and the Asset Management Investment Strategy and make recommendations to Council as appropriate.	Executive Council	Yes	6 Feb 2024 20 Feb 2024	Candice Keet, Senior Accountant	PORTFOLIO HOLDER FOR FINANCE, ASSETS AND PROPERTY PORTFOLIO HOLDER FOR FINANCE, ASSETS AND PROPERTY	
General Fund Budget 2024/25, Capital Programme 2024/25 and Medium Term Financial Plan 2024/25 - 2027/28	To consider the Budget and make recommendations to Council as appropriate.	Executive Council	Yes	6 Feb 2024 20 Feb 2024	Rosie Plaistowe-Melham, Financial Services Manager Candice Keet, Senior Accountant	PORTFOLIO HOLDER FOR FINANCE, ASSETS AND PROPERTY PORTFOLIO HOLDER FOR FINANCE, ASSETS AND PROPERTY	

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HRA Budget 2024/25, Capital Programme 24/25	To consider the budget and make recommendations to Council as appropriate.	Executive Council	Yes	6 Feb 2024 20 Feb 2024	Candice Keet, Senior Accountant	PORTFOLIO HOLDER FOR FINANCE, ASSETS AND PROPERTY PORTFOLIO HOLDER FOR FINANCE, ASSETS AND PROPERTY	
Leaseholder Insurance	To procure building insurance to cover the Council leasehold properties.	Executive	Yes	6 Feb 2024	Louisa Cotton, Operational Support Officer (Commissioning)	CO-PORTFOLIO HOLDER FOR HOUSING (OPERATIONS AND SERVICES)	
Weydown Road Development Project		Executive	Yes	6 Feb 2024	Debbie Smith, Development Programme Manager	PORTFOLIO HOLDER FOR FINANCE, ASSETS AND PROPERTY	
Fairground Development Project	Decision to progress to next stage of procurement for a development partner	Executive	Yes	6 Feb 2024	Debbie Smith, Development Programme Manager	PORTFOLIO HOLDER FOR FINANCE, ASSETS AND PROPERTY	

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Council Tax Setting 2024/25	To set the Council Tax	Council	Yes	20 Feb 2024	Candice Keet, Senior Accountant	PORTFOLIO HOLDER FOR FINANCE, ASSETS AND PROPERTY	
Community Asset Transfer Policy	To approve policies to enable the transfer of assets to Town and Parish councils. (Revised title - October 2023)	Executive	Yes	5 Mar 2024	Executive Head of Assets and Property	PORTFOLIO HOLDER FOR FINANCE, ASSETS AND PROPERTY	Overview & Scrutiny - Resources
Housing Services: Electrical Services Contract	Contract to deliver electrical servicing, certificates, repairs, planned upgrades and electrical heating to council homes	Executive	Yes	9 Apr 2024	Andrew Smith, Executive Head of Housing Services	CO-PORTFOLIO HOLDER FOR HOUSING (OPERATIONS AND SERVICES)	NB CMB 12 March 2024 LSAB 28 March
Housing Services: Domestic and Heating Contract	Decision to award contract following procurement to provide gas servicing, annual certificates, repairs and replacement programme	Executive	Yes	9 Apr 2024	Andrew Smith, Executive Head of Housing Services	CO-PORTFOLIO HOLDER FOR HOUSING (OPERATIONS AND SERVICES)	NB CMB 12 March 2024 LSAB 28 March

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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 	<p>Co-Portfolio Holder for Housing (Operations and Services)</p> <p>Executive Co-Portfolio Holder for Housing Decisions</p>	Yes	<p>Not before 25th Jan 2024</p> <p>Not before 25th Jan 2024</p>	Annalisa Howson, Service Development Manager	<p>CO-PORTFOLIO HOLDER FOR HOUSING (OPERATIONS AND SERVICES)</p> <p>CO-PORTFOLIO HOLDER FOR HOUSING (OPERATIONS AND SERVICES)</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 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].