



Waverley Borough Council Draft 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 £200,000 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.

Draft Executive Forward Plan for the period 1st June, 2024 onwards

Title	Summary	Decision taker	Exempt? ¹	Key	Anticipated earliest (or next) date for decision	Contact officer	Portfolio holder
Renewal of lease, Unit 11, The Enterprise Centre, Coxbridge Business Park, Farnham	To renew the lease.	Executive Head of Assets and Property	Part exempt 3	Yes	Not before 31st May 2024	Caroline Wallis, Asset Investment Manager	Portfolio Holder for Finance, Assets and Property

Title	Summary	Decision taker	Exempt?¹	Key	Anticipated earliest (or next) date for decision	Contact officer	Portfolio holder
Renewal of lease, Unit 19, The Enterprise Centre, Coxbridge Business Park, Farnham	To approve the renewal of the lease.	Executive Head of Assets and Property	Part exempt	Yes	Not before 31st May 2024	Caroline Wallis, Asset Investment Manager	Portfolio Holder for Finance, Assets and Property
HRA Property Disposal	Request to sell property to prevent long standing ongoing neighbourhood issues	Executive Council	Part exempt 1, 2	Yes	11 Jun 2024 16 Jul 2024	Hugh Wagstaff, Head of Housing Operations	Co-Portfolio Holder for Housing (Operations and Services) Co-Portfolio Holder for Housing (Operations and Services)
Community Asset Transfer Policy	To approve policies to enable the transfer of assets to Town and Parish councils. (Revised title - October 2023)	Executive Council	Open	Yes	11 Jun 2024	Executive Head of Assets and Property	Portfolio Holder for Finance, Assets and Property
Scheme of Officer Delegations & Financial Procedure Rules	To approve revised Executive function delegations and recommend revised Council function delegations to Council.	Executive Council	Open	No	11 Jun 2024 16 Jul 2024	Susan Sale, Joint Strategic Director - 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

Title	Summary	Decision taker	Exempt? ¹	Key	Anticipated earliest (or next) date for decision	Contact officer	Portfolio holder
Supplementary Estimate - Democratic Services Restructure	The Leader of the Council is requested to approve a Supplementary Estimate of £55,187 (2024/25) to restructure the Democratic Services team.	Executive	Open	No	11 Jun 2024	Ben Bix, Democratic Services Manager	Leader of the Council & Portfolio Holder for Policy, Governance and Communications
Housing Services: Domestic and Heating Contract	Decision to award contract following procurement to provide gas servicing, annual certificates, repairs and replacement programme	Executive Co-Portfolio Holder for Housing Decisions	Part exempt 3	Yes	13 Jun 2024	Hugh Wagstaff, Head of Housing Operations	Co-Portfolio Holder for Housing (Operations and Services)

Title	Summary	Decision taker	Exempt? ¹	Key	Anticipated earliest (or next) date for decision	Contact officer	Portfolio holder
Low-Carbon Technologies Maintenance Contract Tendering	<p>Recommendation: That the Executive Head of Housing:</p> <ul style="list-style-type: none"> • Endorses commencement of procurement for a low-carbon technologies maintenance contract with an external contractor for the duration of 5 years (3years, plus 1, plus 1). Budget £100,000. • Endorses the recommended route to market of a mini competition through the ProcurePublic Renewable Heating Framework, under an access only provision, published on InTend in accordance with the CPR's. • Endorses the proposed contractor to act as a point of contact to provide a rapid response should an issue arise with Ecovision managed PV panels. 	Executive Head of Housing Services	Open	No	Before 1 Jul 2024	Katie Reilly	Councillor Janet Crowe, Councillor Paul Rivers

Title	Summary	Decision taker	Exempt?¹	Key	Anticipated earliest (or next) date for decision	Contact officer	Portfolio holder
Corporate Strategy 2024-2028	To recommend a revised Corporate Strategy to Council.	Executive Council	Open	Yes	9 Jul 2024 16 Jul 2024	Executive Head of Organisational Development	Leader of the Council & Portfolio Holder for Policy, Governance and Communications
Grounds Maintenance Contract	To consider the extension of the existing Grounds Maintenance contract or in-housing of the service.	Executive	Open	Yes	9 Jul 2024	Matt Lank, Land Asset Manager	Portfolio Holder for Environment and Sustainability
Update on the Financial Status of the Guildford and Waverley Collaboration	To receive an update on the Financial Status of the Guildford and Waverley Collaboration	Executive	Open	No	9 Jul 2024	Richard Bates	Leader of the Council & Portfolio Holder for Policy, Governance and Communications

Title	Summary	Decision taker	Exempt? ¹	Key	Anticipated earliest (or next) date for decision	Contact officer	Portfolio holder
Route to Market for Off-Street Car Parking Enforcement	Waverley Borough Council's (the Council) contract for off-street car parking enforcement with its current provider (Marston's Group NSL) expires on the 30th of September 2024, after a short term 6 month contract approved so Waverley Borough Council can review the options available. This report sets out the process followed to explore all options and makes recommendations to the Executive.	Executive	Part exempt	Yes	9 Jul 2024	Fiona Stewart, Business Transformation Officer	Councillor Tony Fairclough
Brightwells Yard Development	Options regarding request to move the library provision into the scheme.	Executive	Part exempt	Yes	9 Jul 2024	Debbie Smith, Development Programme Manager	Deputy Leader of the Council & Portfolio Holder for Enforcement and Regulatory Services
Brightwells Yard Green Space		Executive		No	9 Jul 2024	Debbie Smith, Development Programme Manager	

Title	Summary	Decision taker	Exempt?¹	Key	Anticipated earliest (or next) date for decision	Contact officer	Portfolio holder
Revised Statement of Community Involvement	The report to be taken to Executive recommends that the revised Statement of Community Involvement (SCI) is recommended to Full Council for adoption.	Executive	Open	Yes	9 Jul 2024	Olivia Gorham	Portfolio Holder for Planning and Economic Development
Request for Additional Funds for Recruitment	Request for approval of £100k from reserves in respect of Senior Recruitment costs.	Executive	Open	No	9 Jul 2024	Jon Formby, Interim Human Resources Manager	Portfolio Holder for Organisational Development and Governance
Remaining Capacity of the Farnham Park SANG	To decide on a strategy to manage the remaining capacity of the Farnham Park SANG	Executive	Open	No	9 Jul 2024	Matthew Ellis, Team Leader (Local Plans & Planning Policy)	Portfolio Holder for Planning and Economic Development
Productivity Plan	To endorse the compiled Productivity Plan following a request from the Department for Levelling Up, Housing and Communities as part of the 2024/25 local government finance settlement.	Executive	Open	No	9 Jul 2024	Robin Taylor, Executive Head of Organisational Development	

Title	Summary	Decision taker	Exempt? ¹	Key	Anticipated earliest (or next) date for decision	Contact officer	Portfolio holder
Swimming Pool Support Fund		Executive	Open	No	9 Jul 2024	Paul Smith	
Approval to enter into contract for Refurbishment and Alteration of 38 Weybourne Road Farnham GU9 9HG.	Approval to enter into contract for Refurbishment and Alteration of 38 Weybourne Road Farnham GU9 9HG.	Executive	Open	No	9 Jul 2024	Hugh Wagstaff, Head of Housing Operations	Co-Portfolio Holder for Housing (Operations and Services)
Housing Services: Electrical Testing Service Contract 12 month Extension	Approval to extend the Electrical Testing Service contract with NRT Electrical for months	Executive Co-Portfolio Holder for Housing Decisions	Open	Yes	25 Jul 2024	Louisa Cotton, Operational Support Officer (Commissioning), Hugh Wagstaff, Head of Housing Operations	Co-Portfolio Holder for Housing (Operations and Services)
Housing Services: Asbestos Removals Service Contract	To enter into a new contract for Asbestos Removal.	Executive Co-Portfolio Holder for Housing Decisions	Open	Yes	25 Jul 2024	Ibiyemi Akoto, Louisa Cotton, Operational Support Officer (Commissioning)	Co-Portfolio Holder for Housing (Operations and Services)
Equalities, Diversity & Inclusion Policy	To approve a corporate EDI Policy	Executive	Open	Yes	6 Aug 2024	Executive Head of Organisational Development	Portfolio Holder for Community Services, Leisure and EDI

Title	Summary	Decision taker	Exempt?¹	Key	Anticipated earliest (or next) date for decision	Contact officer	Portfolio holder
National Heritage Lottery Fund Grant Utilisation for the Museum of Farnham	To accept a grant from the National Heritage Lottery Fund for the capital repair and community engagement programme for the Museum of Farnham	Executive	Open	Yes	6 Aug 2024	Charlotte Hall, Arts and Cultural Services Manager	Portfolio Holder for Community Services, Leisure and EDI
Housing Services: Roof Replacement Contract	Approval to enter into contract for a roof replacement contract	Executive	Open	Yes	6 Aug 2024	Louisa Cotton, Operational Support Officer (Commissioning), Hugh Wagstaff, Head of Housing Operations	Co-Portfolio Holder for Housing (Operations and Services)
Corporate Anti-Social Behaviour Policy	A corporate Anti-social Behaviour policy together with process and procedures for use by all Council Departments	Executive	Open	Yes	15 Oct 2024	David Hollingsworth	Portfolio Holder for Community Services, Leisure and EDI
Thriving Communities Commissioning Fund 2025/28	Approval and request to open the Council's 3 year funding scheme - Thriving Communities Commissioning Fund 2025/28	Executive	Open	Yes	15 Oct 2024	Sam Hutchison, Executive Head of Community Services, Jane Todd, Katie Webb, Community Services Manager	Portfolio Holder for Community Services, Leisure and EDI

Title	Summary	Decision taker	Exempt? ¹	Key	Anticipated earliest (or next) date for decision	Contact officer	Portfolio holder
Guildford and Waverley Safeguarding Children and Adults at Risk Policy	Approval of the new Guildford and Waverley Safeguarding Children and Adults at Risk Policy and Waverley Process and Procedures Manual. The Policy ensures that the council is meeting its statutory role and responsibilities for safeguarding	Executive	Open	Yes	15 Oct 2024	Sam Hutchison, Executive Head of Community Services, Katie Webb, Community Services Manager	Portfolio Holder for Community Services, Leisure and EDI

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.

Note 1: 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 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. The exemptions and corresponding paragraphs are listed below:

Paragraph (1) - Information relating to any individual.

Paragraph (2) - Information which is likely to reveal the identity of an individual.

Paragraph (3) - Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Paragraph (4) - Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office-holders under, the authority.

Paragraph (5) - Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

Paragraph (6) - Information which reveals that the authority proposes – (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.

Paragraph (7) - Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

QUALIFICATIONS:

(8) Information falling within paragraph (3) above is not exempt information by virtue of that paragraph if it is required to be registered under –

- (a) the Companies Act 1985;
- (b) the Friendly Societies Act 1974;
- (c) the Friendly Societies Act 1992;
- (d) the Industrial and Provident Societies Acts 1965 to 1978;
- (e) the Building Societies Act 1986; or
- (f) the Charities Act 1993.

(9) Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.

(10) Information which –

- (a) falls within any of paragraphs 1 to 7 above; and
- (b) is not prevented from being exempt by virtue of paragraph 8 or 9 above,

is exempt information if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Councillor Paul Follows

Leader of the Council, Portfolio Holder for Policy, Governance and Communications; Liberal Democrats Group Leader

Primary areas of responsibility: Leader of the Council. Corporate Strategy, Council Policy, Communications and Engagement, Democratic and Committee Services, Elections, Information Security, GDPR, Governance, Legal, Overview and Scrutiny Support

Additional: Member of the Joint WBC/GBC Governance Committee.

Notes: Governance, Legal and Democratic roles shared with Cllr Victoria Kiehl

Executive Working Groups: Cost of Living EWG (Chair), Governance & Constitution Review EWG (Chair)

Councillor George Murray

Portfolio Holder for Customer Services and IT

Primary areas of responsibility: Complaints, Ombudsman, Customer Services, Case Management, Digital Services, FOI, ICT and Business Systems.

Councillor Victoria Kiehl

Portfolio Holder for Organisational Development and Governance

Primary Responsibilities: Business Transformation, HR, Learning and Development, Strategy and Policy Performance, Programme Assurance, Audit and Risk Management, Emergency Planning and Business Continuity, Governance, Legal, O&S Support

Additional: Member of the Joint WBC/GBC Governance Committee

Notes: Business Transformation shared with Cllr Peter Clark. Emergency Planning, Governance, Legal, O&S Support Shared with Cllr Paul Follows

Executive Working Groups: Governance & Constitution Review EWG (Vice-Chair)

Councillor Tony Fairclough

Deputy Leader and Portfolio Holder for Enforcement and Regulatory Services

Primary Responsibilities: Corporate Health and Safety, Environmental Health/Crime, Food Safety, Licensing, Private Sector Housing, Parking, Building Control, Events, Planning Enforcement

Councillor Kika Mirylees

Portfolio Holder for Community Services, Leisure and EDI

Primary Responsibilities: Children and Young People, Careline, Community Grants, Community Safety, Safer Waverley Partnership, Disabled Facilities Grants, Adaptations, Family Support, Health, Safeguarding, Supporting Vulnerable People, Migrants and Refugees, EDI, Museums and Culture, Leisure Centres.

Additional: Lead contact for Citizens Advice Waverley and the Police/PCC

Notes: Cranleigh LC Project sits with Cllr Liz Townsend until centre is operational.

Executive Working Groups: Cost of Living EWG (Vice-Chair)

Councillor Janet Crowe

Co-Portfolio Holder for Housing (Delivery)

Primary Responsibilities: Housing Delivery, Housing Compliance and Performance, Landlord Services

Additional: Delegated Powers for Housing Matters (see constitution)

Notes: Consultee on HRA matters

Executive Working Groups: Waverley Housing Delivery EWG (Chair), Community Infrastructure Levy (CIL) EWG (Chair)

Councillor Paul Rivers

Co-Portfolio Holder for Housing (Operations and Services)

Primary Responsibilities: Housing Maintenance and Repairs, Housing Compliance and Performance, Landlord Services

Additional: Delegated Powers for Housing Matters (see constitution)

Notes: Consultee on HRA matters

Executive Working Groups: Landlord Services EWG (Co-Chair), Waverley Housing Delivery EWG (Vice-Chair)

Councillor Liz Townsend

Portfolio Holder for Planning and Economic Development

Additional: Executive member responsibility for Brightwell's

Notes: None

Executive Working Groups: N/A

Councillor Mark Merryweather

Portfolio Holder for Finance, Assets and Property

Primary Responsibilities: Finance and accounting, (General Fund / Housing Revenue Account), Internal Audit, Procurement, Revenues and Benefits, Property and Land Assets, Facilities.

Additional: None

Notes: None.

Executive Working Groups: Assets and High Street Investment EWG (Chair)

Primary Responsibilities: Planning Applications, Planning Integration and Improvement, Economic Development, Planning Policy, Design, Conservation, Regeneration, Waverley Training Services

Additional: None

Notes: Cranleigh LC Project sits with Cllr Liz Townsend until centre is operational.

Executive Working Groups: Local Plan Review EWG (Chair), Dunsfold Governance EWG (Chair)

Councillor Steve Williams

Portfolio Holder for Environment and Sustainability

Primary Responsibilities: Carbon Neutrality Commitment, Environmental sustainability, renewable energy. Sustainable transport, waste management strategies for sustainability.

Additional: Surrey Pensions Committee (Member), Surrey Environmental Partnership (Member), Surrey Greener Futures Board (Member)

Notes: None

Executive Working Groups: Climate Change EWG (Chair), Sustainable Transport EWG (Chair), Waste Strategy EWG (Chair)