

## 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](mailto:committees@waverley.gov.uk).

### Executive Forward Programme for the period 2 December 2015 onwards

| TOPIC   | DECISION   | DECISION<br>TAKER     | KEY | ANTICIPATED<br>EARLIEST (OR<br>NEXT) DATE<br>FOR DECISION | CONTACT<br>OFFICER | O AND S   |
|---|--|-----------------------|-----|---|--------------------|-----------|
| <b>POLICY AND GOVERNANCE, HUMAN RESOURCES – CLLR ROBERT KNOWLES<br/>(LEADER)</b>              |  |                       |     |   |                    |           |
| 1. Performance Management   | To receive an exception report for over and under performance in the appropriate Quarter | Executive             |     | March 2016  | Louise Norie       | CORP/COMM |
| 2. Electoral Reviews  | To conduct a parliamentary and possibly Waverley review                                  | Executive and Council | √   | May 2016  | Robin Pellow       | CORPORATE |
| <b>MAJOR PROJECTS, LEP, WAVERLEY TRAINING SERVICES – CLLR JULIA POTTS<br/>(DEPUTY LEADER)</b> |  |                       |     |   |                    |           |
| 1. Brightwells Redevelopment, Farnham [E3]  | To agree funding arrangements  | Executive and Council | √   | December 2015   | Kelvin Mills       | CORP/COMM |

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|---|--|-----------------------|-----|---|--------------------|-----------|
| <b>PLANNING – CLLR BRIAN ADAMS</b>              |  |                       |     |   |                    |           |
| 1. Alfold Conservation Area Appraisal (CAA)     | Adoption of CAA                              | Executive and Council |     | January 2016  | Sarah Wells        | COMMUNITY |
| 2. Cranleigh Conservation Area Appraisal (CAA)  | Agreement to consult on draft CAA            | Executive             |     | January 2016  | Sarah Wells        | COMMUNITY |
| 3. Shopfronts SPD                               | For adoption of the SPD                      | Executive and Council |     | February 2016   | Sarah Wells        | COMMUNITY |
| 4. Cranleigh CAA                                | Adoption of CAA                              | Executive and Council |     | May 2016  | Sarah Wells        | COMMUNITY |
| 5. Local Plan                                   | Approval of the plan for publication         | Executive and Council | √   | April 2016  | Matthew Evans      | COMMUNITY |
| <b>OPERATIONAL SERVICES – CLLR KEVIN DEANUS</b> |  |                       |     |   |                    |           |
| 1. Health and Wellbeing Plan                    | To develop and implement a plan for Waverley | Executive and Council | √   | February 2016   | Kelvin Mills       | COMMUNITY |
| <b>HOUSING – CLLR CAROLE KING</b>               |  |                       |     |   |                    |           |

| TOPIC  | DECISION  | DECISION<br>TAKER                | KEY | ANTICIPATED<br>EARLIEST (OR<br>NEXT) DATE<br>FOR DECISION | CONTACT<br>OFFICER | O AND S   |
|--|---|----------------------------------|-----|---|--------------------|-----------|
| 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. Capital Works and Professional Consultants Fees [E3]  | Potential for seeking approval for procurement of services and appointment of contractors                               | Executive (and possibly Council) |     | May/June 2016   | Hugh Wagstaff      | CORPORATE |
| 3. Better Care Fund                                      | To identify how to make best use of this fund for Waverley (picks up DFG future funding)                                | Executive                        |     | January 2016  | Jane Abraham       | CORPORATE |
| <b>CUSTOMER AND CORPORATE SERVICES – CLLR TOM MARTIN</b> |   |                                  |     |   |                    |           |
| 1. Age Concern Farncombe                                 | To agree new lease arrangements   | Executive                        |     | February 2016   | Kelvin Mills       | CORPORATE |
| <b>FINANCE – CLLR WYATT RAMSDALE</b>                     |   |                                  |     |   |                    |           |
| 1. Budget Management [E3]                                | Potential for seeking approval for budget variations  | Executive (and possibly Council) | √   | Every Executive meeting                                   | Peter Vickers      | CORP/COMM |
| 2. Treasury Management Strategy                          | To approve the policy and strategy for 2016/2017  | Executive                        | √   | February 2016   | Peter Vickers      | CORPORATE |

| TOPIC   | DECISION                        | DECISION TAKER        | KEY | ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION | CONTACT OFFICER | O AND S |
|---|---------------------------------|-----------------------|-----|--|-----------------|---------|
| 3. Budget, Council Tax, Rent Levels, Capital Programme and Fees and Charges | To agree the budget for 2016/17 | Executive and Council | √   | February 2016                                    | Peter Vickers   | BOTH    |

### COMMUNICATIONS AND GRANTS - CLLR STEFAN REYNOLDS

### LEISURE AND ENVIRONMENT – 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](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].