



**WOKING BOROUGH COUNCIL**

# **FORWARD PLAN OF KEY DECISIONS**

**CIVIC OFFICES  
GLOUCESTER SQUARE  
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**Period Covered: January 2018 - April 2018**

## **WOKING BOROUGH COUNCIL'S FORWARD PLAN OF KEY DECISIONS**

Under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, Woking Borough Council is required to publish a notice setting out the key decisions to be taken by the Council at least 28 clear days before the decision is made. In addition, the regulations require the Authority to publish details of any decisions to be taken in private at a meeting of the Executive at least 28 clear days before the meeting. It is intended that, by publishing the Plan, the citizens of Woking will be able to find out the expected timing of key decisions, who will take them and also the consultation mechanisms available.

For completeness this plan lists all the decisions to be taken by the Executive.

Key decisions are decisions made in connection with the discharge of a function which is the responsibility of the Council's Executive which is likely to result in:

The Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates, or

Significant effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the Council.

Key decisions can be taken by an individual Member or officer on behalf of the Executive under delegated powers.

Contact details for members of the Executive and the Council's Corporate Management Group are set out in this document.

Any reports relevant to the key decisions or the listed background documents (with the exception of confidential information) can be viewed on the website ([www.woking.gov.uk](http://www.woking.gov.uk)), at the Civic Offices, or a copy can be purchased for a reasonable fee. A notice setting out the outcome of the decision will also be available within six days of the relevant meeting. For further details contact Democratic Services on 01483 743863 or e-mail [memberservices@woking.gov.uk](mailto:memberservices@woking.gov.uk)

**Councillor D J Bittleston**  
**Leader of the Council**

# **The Executive**

**Chairman: Councillor D J Bittleston**

[cllrdavid.bittleston@woking.gov.uk](mailto:cllrdavid.bittleston@woking.gov.uk)

**Vice-Chairman: Councillor C S Kemp**

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**Councillor A Azad**

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**Councillor Mrs B A Hunwicks**

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**Councillor A C L Bowes**

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**Councillor S Hussain**

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**Councillor M Pengelly**

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# Officers

## Corporate Management Group

**Chief Executive:**

Ray Morgan  
01483 743333  
[ray.morgan@woking.gov.uk](mailto:ray.morgan@woking.gov.uk)

**Deputy Chief Executive:**

Douglas Spinks  
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**Strategic Director**

Sue Barham  
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**Head of Democratic & Legal Services/  
Monitoring Officer**

Peter Bryant  
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[peter.bryant@woking.gov.uk](mailto:peter.bryant@woking.gov.uk)

**Chief Finance Officer**

Leigh Clarke  
01483 743277  
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## 18 January 2018

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
<b>No</b>	Notice of Motion - Cllr W P Forster - Support for Care Leavers	To consider the Notice of Motion from Cllr W P Forster referred to the Executive on 18 January 2018 by Council on 7 December 2017.	Council.	None.	Chief Finance Officer (Leigh Clarke), Strategic Director (Sue Barham)
<b>No</b>	Notice of Motion - Cllr K Howard - Roadside Litter	To consider the Notice of Motion from Cllr K Howard referred to the Executive on 18 January 2018 by Council on 7 December 2017.	Council.	None.	Strategic Director (Sue Barham)
<b>No</b>	Protocols of the Thameswey Group of Companies	To consider the proposed changes to the protocols.	None.	None.	Chief Executive (Ray Morgan)
<b>No</b>	Fixed Penalty Notice (FPN) Policy for Fly Tipping Offences	To recommend to Council the introduction of a fixed penalty notice scheme for fly tipping offences.	Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
<b>No</b>	Parking for the Faith Community and Community Groups	To review the Council's policy statement for parking charges for the faith community.	As identified in the review of the Equality Impact Assessment (EqIA) being undertaken, Portfolio Holder.	Equality Impact Assessment (EqIA)	Head of Democratic and Legal Services (Peter Bryant)

<b>Yes</b>	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
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## 1 February 2018

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
<b>Yes</b>	General Fund, Service Plans, Budgets and Prudential Indicators 2018-19	To recommend to Council the General Fund, Service Plans, Budgets and Prudential Indicators for 2018-19.	Portfolio Holder, Business Managers.	None.	Chief Finance Officer (Leigh Clarke)
<b>Yes</b>	Housing Revenue Account Budgets 2018-19	To recommend to Council the Housing Revenue Account Budgets for 2018-19.	Portfolio Holder, Business Managers.	None.	Chief Finance Officer (Leigh Clarke)
<b>Yes</b>	Investment Programme 2017-18 to 2020-21	To recommend to Council the full review of the Investment Programme and priorities.	Portfolio Holder, Business Managers, Finance Task Group.	None.	Chief Finance Officer (Leigh Clarke)
<b>Yes</b>	Treasury Management Strategy and Prudential Indicators 2018-19	To recommend to Council the Treasury Management Strategy for 2018-19.	Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
<b>No</b>	Domestic Abuse Workforce Policy	To recommend to Council the adoption of the Domestic Abuse Workforce Policy.	Portfolio Holder.	None.	Chief Executive (Ray Morgan)
<b>Yes</b>	Earn your Deposit Scheme	To recommend to Council that Thamesway operate the Earn your Deposit Scheme.	Portfolio Holder, Thamesway.	None.	Chief Executive (Ray Morgan)

<b>No</b>	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
<b>No</b>	Monitoring Reports - Projects	To provide quarterly reports on the progress of projects in the interests of financial prudence and corporate governance.	Portfolio Holder.	None.	Chief Executive (Ray Morgan)
<b>Yes</b>	Brookwood Cemetery	<p>To recommend to Council on a Brookwood Cemetery property matter.</p> <p>(The press and public will be excluded from the meeting during consideration of this item in view of the nature of the proceedings that, if members of the press and public were present during this item, there would be disclosure to them of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A, to the Local Government Act 1972.)</p>	Portfolio Holder.	None.	Chief Executive (Ray Morgan)



**22 March 2018**

<b>Key Decision</b>	<b>Subject</b>	<b>Decision to be taken</b>	<b>Consultation (Undertaken prior to the meeting unless otherwise stated)</b>	<b>Background Documents</b>	<b>Contact Officer</b>
<b>No</b>	Parking Standards Supplementary Planning Document (SPD)	To note the analysis of various responses to the consultation on the Parking Standards and to recommend to Council the adoption of the Parking Standards SPD for the purposes of managing development across the Borough.	Portfolio Holder, Local Development Framework Working Group.	None.	Deputy Chief Executive (Douglas J Spinks)
<b>No</b>	Self-build and Custom Housebuilding Guidance Note	To note the analysis of the various responses to the consultation on the Self-build and Custom Housebuilding Guidance Note and to recommend to Council to adopt the Guidance Note to provide advice to those who wish to acquire serviced plots for self build and custom housebuilding.	Portfolio Holder, Local Development Framework Working Group.	None.	Deputy Chief Executive (Douglas J Spinks)
<b>No</b>	Update of Financial Regulations	To update the Council's Financial Regulations.	Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
<b>No</b>	Update of Contract Standing Orders	To update the Council's Contract Standing Orders.	Portfolio Holder.	None.	Head of Democratic and Legal Services (Peter Bryant)

<b>No</b>	Homelessness Reduction Act - Implications arising from its implementation	To seek approval to new and amendment of existing Policies and Practices as maybe necessary to enable the Homelessness Reduction Act 2017 to be implemented successfully.	Housing Task Group, Portfolio Holder and colleagues.	Homelessness Reduction Act 2017, DCLG - Homelessness Code of Guidance for Local Authorities	Strategic Director (Sue Barham)
<b>Yes</b>	Hoe Valley Flood Alleviation and Environmental Enhancement Scheme	Authorisation to release remaining funds to allow scheme to be constructed.	Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
<b>No</b>	Regulation of Investigatory Powers Act 2000 - Annual Monitoring Report	To receive details of RIPA authorisations during 2017 calendar year.	Portfolio Holder	None.	Head of Democratic and Legal Services (Peter Bryant)
<b>No</b>	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)

<b>No</b>	Contaminated Land Strategy Review Report and Future Funding	<p>To receive the Contaminated Land Strategy Review Report and the requirements for future funding of desk top studies and site investigations.</p> <p>(The press and public will be excluded from the meeting during consideration of this item in view of the nature of the proceedings that, if members of the press and public were present during this item, there would be disclosure to them of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A, to the Local Government Act 1972.)</p>	Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
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