



**WOKING BOROUGH COUNCIL**

# **FORWARD PLAN OF KEY DECISIONS**

**CIVIC OFFICES  
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**Period Covered: March 2018 - June 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**  
[cllrmark.pengelly@woking.gov.uk](mailto:cllrmark.pengelly@woking.gov.uk)

# 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  
01483 743440  
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**Strategic Director**

Sue Barham  
01483 743810  
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**Head of Democratic & Legal Services/  
Monitoring Officer**

Peter Bryant  
01483 743030  
[peter.bryant@woking.gov.uk](mailto:peter.bryant@woking.gov.uk)

**Chief Finance Officer**

Leigh Clarke  
01483 743277  
[leigh.clarke@woking.gov.uk](mailto:leigh.clarke@woking.gov.uk)

## 22 March 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 I Johnson - Changing Places campaign	To consider the Notice of Motion from Cllr I Johnson referred to the Executive on 22 March 2018 by Council on 8 February 2018.	Council.	None.	Chief Executive (Ray Morgan)
<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>	Medium Term Financial Strategy	The decision is sought to set the framework for Officers to develop detailed proposals for consideration by the Council to ensure the medium term financial stability of the Council in the context of its objective to support growth and to maintain services for local people.	Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
<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.	None.	Strategic Director (Sue Barham)
<b>No</b>	The Clean Neighbourhoods and Environment Act 2005	To recommend to Council the introduction of a fixed penalty notice scheme for nuisance parking offences relating to a business selling motor vehicles from the public highway.	Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)

<b>No</b>	General Data Protection Regulation (GDPR)	To note action being taken to secure compliance with GDPR and to recommend Council adopts a new data protection policy.	Portfolio Holder, GDPR Steering Group.		Head of Democratic and Legal Services (Peter Bryant)
<b>No</b>	Fixed Penalty Notice (FPN) Policy for Littering from Vehicle Offences	Following Councillor Howard's Notice of Motion, to receive a paper on the new powers available to Local Authorities from April 2018. A communications plan will follow to publicise the issue and enforcement of the new powers.	Portfolio Holder.		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		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.		Chief Finance Officer (Leigh Clarke)

<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.		Chief Executive (Ray Morgan)
<b>Yes</b>	Land Management - Westfield Avenue	<p>To approve Heads of Terms for the redevelopment of Westfield Avenue.</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.		Chief Executive (Ray Morgan)



## 7 June 2018

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
<b>No</b>	Economic Development Strategy Annual Report 2017-18	To report on the progress of the Economic Development Strategy during 2017-18.	Economic Regeneration Task Group, Portfolio Holder.		Deputy Chief Executive (Douglas J Spinks)
<b>Yes</b>	Hoe Valley Flood Alleviation and Environmental Enhancement Scheme	Authorisation to release remaining funds to allow scheme to be constructed.	Portfolio Holder.		Deputy Chief Executive (Douglas J Spinks)
<b>Yes</b>	Woking Integrated Transport Package	To support a bid for further Enterprise M3 funding for sustainable transport.	Portfolio Holder.		Deputy Chief Executive (Douglas J Spinks)
<b>No</b>	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Portfolio Holder.		Chief Finance Officer (Leigh Clarke)

**28 June 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>Yes</b>	Treasury Management Annual Report 2017-18	To receive the Annual Treasury Management Report.	Portfolio Holder.		Chief Finance Officer (Leigh Clarke)
<b>No</b>	Risk Management and Business Continuity Annual Report	To receive the annual report on Risk Management and Business Continuity.	Portfolio Holder.		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.		Chief Finance Officer (Leigh Clarke)

No	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.		Deputy Chief Executive (Douglas J Spinks)
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