



**WOKING BOROUGH COUNCIL**

# **FORWARD PLAN OF KEY DECISIONS**

**CIVIC OFFICES  
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**Period Covered: May 2018 - August 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**

**The Membership of the Executive will be decided by the Leader of the Council and announced at the Council meeting on Monday, 21 May 2018.**

# 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  
[douglas.spinks@woking.gov.uk](mailto:douglas.spinks@woking.gov.uk)

**Strategic Director**

Sue Barham  
01483 743810  
[sue.barham@woking.gov.uk](mailto:sue.barham@woking.gov.uk)

**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)

## 7 June 2018

| Key Decision | Subject  | Decision to be taken   | Consultation<br>(Undertaken prior to the meeting unless otherwise stated) | Background Documents | Contact Officer                              |
|--------------|--|--|---|----------------------|--|
| <b>No</b>    | Notice of Motion - Cllr A-M Barker - Tackling Plastics | To consider the Notice of Motion from Cllr A-M Barker referred to the Executive on 7 June 2018 by Council on 5 April 2018. | Council.  | None.                | Deputy Chief Executive<br>(Douglas J Spinks) |
| <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,<br>Portfolio Holder.                    | None.                | Deputy Chief Executive<br>(Douglas J Spinks) |
| <b>Yes</b>   | Woking Integrated Transport Package                    | To support a bid for further Enterprise M3 funding for sustainable transport.  | Portfolio Holder.   | None.                | Deputy Chief Executive<br>(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.   | None.                | Chief Finance Officer<br>(Leigh Clarke)      |

## 28 June 2018

| Key Decision | Subject   | Decision to be taken   | Consultation<br>(Undertaken prior to the meeting unless otherwise stated) | Background Documents | Contact Officer                              |
|--------------|---|--|---|----------------------|--|
| <b>Yes</b>   | Treasury Management Annual Report 2017-18             | To receive the Annual Treasury Management Report.  | Portfolio Holder.   | None.                | Chief Finance Officer<br>(Leigh Clarke)      |
| <b>No</b>    | Community Infrastructure Levy – Enforcement           | To seek delegated authority for the Deputy Chief Executive to administer CIL enforcement in accordance with the requirements of the Community Infrastructure Levy Regulations 2010 (as amended). | Portfolio Holder.   | None.                | Deputy Chief Executive<br>(Douglas J Spinks) |
| <b>No</b>    | Risk Management and Business Continuity Annual Report | To receive the annual report on Risk Management and Business Continuity.   | Portfolio Holder.   | 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<br>(Leigh Clarke)      |

## 12 July 2018

| Key Decision | Subject   | Decision to be taken  | Consultation<br>(Undertaken prior to the meeting unless otherwise stated)                        | Background Documents | Contact Officer                                      |
|--------------|---|---|--|----------------------|--|
| <b>No</b>    | Update of Financial Regulations                                   | To update the Council's Financial Regulations.  | Portfolio Holder.  | None.                | Chief Finance Officer<br>(Leigh Clarke)              |
| <b>No</b>    | Update of Contract Standing Orders/Procurement Procedures         | To update the Council's Contract Standing Orders.   | Portfolio Holder.  | None.                | Head of Democratic and Legal Services (Peter Bryant) |
| <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<br>(Douglas J Spinks)         |
| <b>No</b>    | Equalities Annual Report - 2018                                   | To receive an annual report detailing progress on the equalities agenda.                      | Portfolio Holder, employees, a range of voluntary and community sector groups and organisations. | 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<br>(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> | Land Management - Westfield Avenue | <p>To consider the feasibility study.</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) |