



WOKING BOROUGH COUNCIL

FORWARD PLAN OF KEY DECISIONS

**CIVIC OFFICES
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Period Covered: September 2018 - December 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), 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

Councillor D J Bittleston
Leader of the Council

The Executive

Chairman: Councillor D J Bittleston

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Vice-Chairman: Councillor A Azad

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Councillor A C L Bowes

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Councillor D Harlow

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Councillor K M Davis

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Councillor Mrs B A Hunwicks

cllrberyl.hunwicks@woking.gov.uk

Councillor C S Kemp

cllrcolin.kemp@woking.gov.uk

Officers

Corporate Management Group

Chief Executive:

Ray Morgan
01483 743333
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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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Chief Finance Officer

Leigh Clarke
01483 743277
leigh.clarke@woking.gov.uk

13 September 2018

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
Yes	Business Rates Recovery Policy	To recommend to Council that the Business Rates Recovery Policy be adopted.	Cllr Azad, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
Yes	Council Tax Recovery Policy	To recommend to Council that the Council Tax Recovery Policy be adopted.	Cllr Azad, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
Yes	West Byfleet Recreation Ground - Children's Play Area - Consultation Outcome	To receive a report on the outcome of the public consultation regarding the Children's Play Area in West Byfleet Recreation Ground and to agree a timescale for delivery.	Cllr Kemp, Portfolio Holder, Local Residents.	None.	Chief Executive (Ray Morgan)
No	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Cllr Bittleston, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)

Yes	Land Management - Byfleet	<p>To consider the acquisition of land.</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>	Cllr Azad, Portfolio Holder.	None.	Chief Executive (Ray Morgan)
Yes	School Place Provision	<p>To consider a proposal to support the provision of new school places.</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>	Cllr Bittleston, Leader of the Council.	None.	Chief Executive (Ray Morgan)

No	Contaminated Land Sites Review and Report into Future Funding	<p>To receive an update on the review of contaminated land 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>	Cllr Azad, Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
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11 October 2018

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
Yes	Tree Strategy and Tree Management Policies	To recommend to Council that the Tree Strategy and Tree Management Policies be adopted.	Cllr Mrs Hunwicks, Portfolio Holder, Climate Change Working Group.	None.	Deputy Chief Executive (Douglas J Spinks)
Yes	Medium Term Financial Strategy (MTFS) Investment Strategy Update	Following a review of the Investment Strategy, the Executive to consider proposals to generate £3.5m of savings or income required by March 2022.	Cllr Azad, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
No	Housing Revenue Account Medium Term Financial Strategy	To receive a report detailing the Housing Revenue Account Medium Term Financial Strategy.	Cllr Azad, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
No	Affordable Housing Expenditure Update	To receive a report providing an update on the expenditure incurred on increasing the supply of affordable housing in the Borough.	Cllr Azad, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
Yes	ATG Cinemas	To consider proposals for redevelopment of the Cinemas.	Cllr Azad, Portfolio Holder.	None.	Chief Executive (Ray Morgan)

No	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Cllr Bittleston, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
No	Monitoring Reports - Projects	To provide quarterly reports on the progress of projects in the interests of financial prudence and corporate governance.	Cllr Bittleston, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
Yes	ATG Cinemas	<p>To receive confidential financial information in respect of ATG Cinemas in Part I of the agenda.</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>	Cllr Azad, Portfolio Holder.	None.	Chief Executive (Ray Morgan)

22 November 2018

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
Yes	Review of Fees and Charges 2019-20	To recommend to Council that the discretionary Fees and Charges for 2019-20 be approved.	Portfolio Holder, service users where appropriate.	None.	Deputy Chief Executive (Douglas J Spinks)
No	Update of Contract Standing Orders/Procurement Procedures	To update the Council's Contract Standing Orders.	Cllr Azad, Portfolio Holder.	None.	Head of Democratic and Legal Services (Peter Bryant)
No	Update of Financial Regulations	To update the Council's Financial Regulations.	Cllr Azad, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
No	Calendar of Meetings 2019-20	To recommend to Council the Calendar of Meetings for 2019-20.	Portfolio Holder.	None.	Chief Executive (Ray Morgan)
Yes	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)
Yes	Draft Investment Programme 2018-19 to 2021-22	To receive the draft Investment Programme.	Portfolio Holder, Business Managers.	None.	Chief Finance Officer (Leigh Clarke)

No	Draft Housing Revenue Account Budget Update 2019-20	To receive the draft Housing Revenue Account estimates 2019-20 for the purposes of finalising proposals for service.	Portfolio Holder, Business Managers.	None.	Chief Finance Officer (Leigh Clarke)
No	Draft General Fund Budget 2019-20	To receive the draft General Fund 2019-20 for the purpose of finalising proposals for service budgets and Council Tax.	Portfolio Holder, Business Managers.	None.	Chief Finance Officer (Leigh Clarke)
No	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Cllr Bittleston, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)

13 December 2018

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
Yes	Applications for Financial Assistance 2019/20	To receive the annual report on applications for the Community Support Scheme for the 2019/20 financial year.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Progress on the Gender Pay Gap	Following Council on 5 April 2018, to receive a report from the Chief Executive on progress to reduce the gender pay gap.	Cllr Bittleston, Portfolio Holder.	None.	Chief Executive (Ray Morgan)

Applications will be added after the Grants application deadline.