



WOKING BOROUGH COUNCIL

FORWARD PLAN OF KEY DECISIONS

**CIVIC OFFICES
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Period Covered: November 2018 - February 2019

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 K M Davis

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Councillor Mrs B A Hunwicks

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Councillor C S Kemp

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Officers

Corporate Management Group

Chief Executive:

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Deputy Chief Executive:

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

Peter Bryant
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Chief Finance Officer

Leigh Clarke
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22 November 2018

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
No	Notice of Motion - Cllr K Howard - Chewing Gum Receptacles	To consider the Notice of Motion from Cllr K Howard referred to the Executive on 22 November 2018 by Council on 18 October 2018.	Council, Cllr Mrs Hunwicks, Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
Yes	Review of Fees and Charges 2019-20	To recommend to Council that the discretionary Fees and Charges for 2019-20 be approved.	Cllr Azad, Portfolio Holder, and 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)
Yes	Sythwood Residential Units	To recommend to Council the development of a special residential unit, subject to Planning Consent.	Cllr Azad, Portfolio Holder.	None.	Chief Executive (Ray Morgan)
Yes	York Road Project	To recommend to Council the development of a new unit for the York Road Project.	Cllr Azad, Portfolio Holder.	None.	Chief Executive (Ray Morgan)

No	Calendar of Meetings 2019-20	To recommend to Council the Calendar of Meetings for 2019-20.	Cllr Azad, Portfolio Holder.	None.	Chief Executive (Ray Morgan)
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.	Cllr Azad, Portfolio Holder, and 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.	Cllr Azad, Portfolio Holder, and Business Managers.	None.	Chief Finance Officer (Leigh Clarke)
Yes	Draft Investment Programme 2018-19 to 2021-22	To receive the draft Investment Programme.	Cllr Azad, Portfolio Holder, and Business Managers.	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	Draft Contaminated Land Strategy	To receive a draft contaminated land strategy.	Cllr Azad, Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
No	Recommendations from Town Centre Community Leisure Task Group	To receive recommendations from the Town Centre Community Leisure Task Group following its consideration of possible replacement facilities for HG Wells, The Big Apple, Gala Bingo and Quake.	Cllr Kemp, Portfolio Holder, Town Centre Community Leisure Task Group.	None.	Deputy Chief Executive (Douglas J Spinks)

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)

<p>Yes</p>	<p>ATG Cinemas</p>	<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>	<p>Cllr Azad, Portfolio Holder.</p>	<p>None.</p>	<p>Chief Executive (Ray Morgan)</p>
<p>No</p>	<p>Environmental Protection Act 1990</p>	<p>To receive an update on the review of land in the Borough in relation to the requirements of EPA 1990.</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>	<p>Cllr Azad, Portfolio Holder.</p>	<p>None.</p>	<p>Deputy Chief Executive (Douglas J Spinks)</p>

Yes	Land Management - Westfield Avenue	<p>To determine detailed arrangements to take forward the development proposal approved by Council.</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)
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Special Grants Executive - 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)
Yes	Application for Financial Assistance - 1st Goldsworth Park Scout Group	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Application for Financial Assistance - Age Concern Woking	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Application for Financial Assistance - Boom Credit Union	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Application for Financial Assistance - Byfleet Bowls Club	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Application for Financial Assistance - Byfleet Cricket Club	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)

No	Application for Financial Assistance - Cherry Trees	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Application for Financial Assistance - Citizens Advice Woking	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Application for Financial Assistance - Community Advice Forum	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Application for Financial Assistance - Coram Life Education	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Application for Financial Assistance - Crossroad Care Surrey	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Application for Financial Assistance - Freedom Leisure	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Application for Financial Assistance - Friends of the Elderly	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Application for Financial Assistance - Friends of Woking High School	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Application for Financial Assistance - GASP Motor Project	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)

No	Application for Financial Assistance - Home-Start Runnymede and Woking	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Application for Financial Assistance - Horsell Prepared	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Application for Financial Assistance - Intergenerational Music Making CIC	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Application for Financial Assistance - Knaphill Community Fridge	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Application for Financial Assistance - LCAG Lift Up Together and Little Minions	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Application for Financial Assistance - Let's Read	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Application for Financial Assistance - MASCOT	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Application for Financial Assistance - Mayford Village Hall	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Application for Financial Assistance - Meadow Sports FC	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)

No	Application for Financial Assistance - Outline	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Application for Financial Assistance - Rape and Sexual Abuse Support Centre	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Application for Financial Assistance - Relate West Surrey	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Application for Financial Assistance - Royal Horticultural Society (Wisley)	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Application for Financial Assistance - Sayapatri Nepali Cultural Group	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Application for Financial Assistance - Send Primary School	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Application for Financial Assistance - Surrey Drug and Alcohol Care Ltd	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Application for Financial Assistance - Surrey Minority Ethnic Forum	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)

No	Application for Financial Assistance - Surrey North Area Cruse Bereavement Care	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Application for Financial Assistance - Surrey Welfare Rights Unit	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Application for Financial Assistance - TALK Surrey CIO	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Application for Financial Assistance - The Brigette Trust	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Application for Financial Assistance - The Club at Old Woking	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Application for Financial Assistance - The Lightbox	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Application for Financial Assistance - The Lighthouse / Emmaus Transformation Trust	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Application for Financial Assistance - The Maybury Centre Trust	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Application for Financial Assistance - True Honour	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)

Yes	Application for Financial Assistance - West Surrey Mediation Service	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Application for Financial Assistance - Woking & Sam Beare Hospices	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Application for Financial Assistance - Woking & Weybridge branch of Parkinson's UK	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Application for Financial Assistance - Woking Blackhawks Basketball Club	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Application for Financial Assistance - Woking Community Furniture Project	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Application for Financial Assistance - Woking Community Transport (Bustler)	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Application for Financial Assistance - Woking Community Transport (Town Centre Buggy)	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Application for Financial Assistance - Woking District Scouts (Handicamp)	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)

No	Application for Financial Assistance - Woking Family Contact Centre	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Application for Financial Assistance - Woking Men's Shed	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Application for Financial Assistance - Woking Mind	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Application for Financial Assistance - Woking People of Faith	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Application for Financial Assistance - Woking Shopmobility	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Application for Financial Assistance - Woking Street Angels	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Application for Financial Assistance - Woking Talking Newspaper (1988) Association	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Application for Financial Assistance - York Road Project	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Application for Financial Assistance - Your Sanctuary	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)

No	Application for Financial Assistance- The Counselling Partnership	To determine the grant application.	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)

17 January 2019

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
Yes	Robin Hood	To recommend to Council the provision of Loan Finance to Rutland Woking for the development of the former Pub site for a Community Transport Depot and residential accommodation.	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	Hardship Relief on Business Rates	To determine the application for hardship relief on business rates. (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.)	Cllr Azad, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
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7 February 2019

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
Yes	General Fund, Service Plans, Budgets and Prudential Indicators 2018-19	To recommend to Council the General Fund, Service Plans, Budgets and Prudential Indicators for 2019-20.	Portfolio Holder, Business Managers.	None.	Chief Finance Officer (Leigh Clarke)
Yes	Housing Revenue Account Budgets 2019-20	To recommend to Council the Housing Revenue Account Budgets for 2019-20.	Portfolio Holder, Business Managers.	None.	Chief Finance Officer (Leigh Clarke)
Yes	Investment Programme 2018-19 to 2021-22	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)
Yes	Treasury Management Strategy and Prudential Indicators 2019-20	To recommend to Council the Treasury Management Strategy for 2019-20.	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.	Portfolio Holder.	None.	Chief Executive (Ray Morgan)