



WOKING BOROUGH COUNCIL

FORWARD PLAN OF KEY DECISIONS

**CIVIC OFFICES
GLOUCESTER SQUARE
WOKING GU21 6YL
01483 755855
www.woking.gov.uk**

Period Covered: January 2019 - May 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

cllrdavid.bittleston@woking.gov.uk

Vice-Chairman: Councillor A Azad

cllrayesha.azad@woking.gov.uk

Councillor A C L Bowes

cllrashley.bowes@woking.gov.uk

Councillor D Harlow

cllrdebbie.harlow@woking.gov.uk

Councillor K M Davis

cllrkevin.davis@woking.gov.uk

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
ray.morgan@woking.gov.uk

Deputy Chief Executive:

Douglas Spinks
01483 743440
douglas.spinks@woking.gov.uk

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

Peter Bryant
01483 743030
peter.bryant@woking.gov.uk

Chief Finance Officer

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

7 February 2019

| Key Decision | Subject | Decision to be taken | Consultation (Undertaken prior to the meeting unless otherwise stated) | Background Documents | Contact Officer |
|--------------|--|--|---|----------------------|--|
| No | Petition - Ice-Cream Van in Woking Park | To consider the petition referred to the Executive by Council on 6 December 2018, and to submit a recommendation to Council. | Cllr Kemp, Portfolio Holder. | None. | Deputy Chief Executive (Douglas J Spinks) |
| Yes | General Fund, Service Plans, Budgets and Prudential Indicators 2019-20 | 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 2022-23 | 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 | Capital, Investment and Treasury Management Strategies | To recommend to Council the Treasury Management Strategy for 2019-20. | Portfolio Holder. | None. | Chief Finance Officer (Leigh Clarke) |

| | | | | | |
|------------|--|---|--|-------|---|
| Yes | Citizens Advice Woking - Business Plan | To consider the Business Plan submitted by Citizens Advice Woking as requested by the Executive at its meeting on 13 December 2018. | Cllr Azad, Portfolio Holder. | None. | Deputy Chief Executive (Douglas J Spinks) |
| Yes | Woking College 3G Pitch Development | To authorise the development of the Woking College 3G Football Artificial Turf Pitch and pavilion project. | Cllr Kemp, Portfolio Holder. | None. | Deputy Chief Executive (Douglas J Spinks) |
| No | Application for Financial Assistance - Woking Blackhawks Basketball Club | To determine the grant application. | Cllr Azad, Portfolio Holder. Internal Officers. | 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) |
| 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. | Deputy Chief Executive (Douglas J Spinks) |

28 March 2019

| Key Decision | Subject | Decision to be taken | Consultation (Undertaken prior to the meeting unless otherwise stated) | Background Documents | Contact Officer |
|--------------|---|---|---|----------------------|---|
| Yes | Contaminated Land Strategy | To recommend to Council the Contaminated Land Strategy following completion of the technical consultation. | Cllr Mrs Hunwicks, Portfolio Holder. | None. | Deputy Chief Executive (Douglas J Spinks) |
| Yes | Application for Financial Assistance - Royal Horticultural Society (Wisley) | To determine the grant application. | Cllr Azad, Portfolio Holder. Internal Officers. | None. | Deputy Chief Executive (Douglas J Spinks) |
| Yes | Citizens Advice Woking - Business Plan Update | To consider an update on the Business Plan submitted by Citizens Advice Woking as requested by the Executive at its meeting on 13 December 2018. | Cllr Azad, Portfolio Holder. | None. | Deputy Chief Executive (Douglas J Spinks) |
| Yes | Duke's Court Plaza Project | To approve the project which includes the creation of a new landscaped pedestrianised plaza, improvements to the appearance of the main Duke's Court reception and the provision of new restaurant space. | Cllr Azad, Portfolio Holder. | None. | Deputy Chief Executive (Douglas J Spinks) |

| | | | | | |
|-----------|--|---|------------------------------------|-------|--|
| No | Regulation of Investigatory Powers Act 2000 - Annual Monitoring Report | To receive details of RIPA authorisations during 2018 calendar year. | Cllr Azad, Portfolio Holder. | None. | Head of Democratic and Legal Services (Peter Bryant) |
| 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) |

| | | | | | |
|-------------------|--|--|-------------------------------------|--------------|--|
| <p>Yes</p> | <p>Land Management - Elizabeth House and Cornerstone</p> | <p>To agree the detailed arrangements.</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> |
|-------------------|--|--|-------------------------------------|--------------|--|