



**WOKING BOROUGH COUNCIL**

# **FORWARD PLAN OF KEY DECISIONS**

**CIVIC OFFICES  
GLOUCESTER SQUARE  
WOKING GU21 6YL  
01483 755855  
[www.woking.gov.uk](http://www.woking.gov.uk)**

**Period Covered: May 2019 - August 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](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, 20 May 2019.**

# 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)

**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)

**Director of Housing**

Louise Strongitharm  
01483 743599  
[louise.strongitharm@woking.gov.uk](mailto:louise.strongitharm@woking.gov.uk)

## 6 June 2019

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
<b>No</b>	Woking Borough Council Single Use Plastics (SUP) Policy	To recommend to Council the Woking Borough Council Single Use Plastics (SUP) Policy.	Cllr Mrs Hunwicks, Portfolio Holder. Climate Change Working Group.	None.	Deputy Chief Executive (Douglas J Spinks)
<b>Yes</b>	Children's Centres	To recommend to Council arrangements for the delivery of Family Centres in the Borough in partnership with Surrey County Council.	Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
<b>Yes</b>	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)
<b>No</b>	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)

## 27 June 2019

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
<b>No</b>	GDPR Compliance/Cyber Security	To note the position regarding GDPR compliance and cyber security.	Cllr Azad, Portfolio Holder.	None.	Head of Democratic and Legal Services (Peter Bryant)
<b>Yes</b>	Treasury Management Annual Report 2018-19	To receive the Annual Treasury Management Report.	Cllr Azad, Portfolio Holder.	None.	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.	Cllr Bittleston, Portfolio Holder.	None.	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.	Cllr Bittleston, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)

## 11 July 2019

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
<b>Yes</b>	Woking Borough Council Street Naming and Numbering Policy	To recommend to Council the Street Naming and Numbering Policy.	Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
<b>Yes</b>	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.	Deputy Chief Executive (Douglas J Spinks)
<b>Yes</b>	Flood Risk Management	Authorisation to release remaining funds to allow scheme to be constructed.	Cllr Mrs Hunwicks, Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
<b>No</b>	Equalities Annual Report - 2019	To receive an annual report detailing progress on the equalities agenda.	Cllr Kemp, Portfolio Holder, employees, a range of voluntary and community sector groups and organisations.	None.	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.	Cllr Bittleston, Portfolio Holder.	None.	Chief Finance Officer (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.	Cllr Bittleston, Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
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