



WOKING BOROUGH COUNCIL

FORWARD PLAN OF KEY DECISIONS

**CIVIC OFFICES
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Period Covered: June 2019 - September 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

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Councillor G S Cundy

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Councillor D Harlow

cllrdebbie.harlow@woking.gov.uk

Councillor K M Davis

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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
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**Head of Democratic & Legal
Services/ Monitoring Officer**
Peter Bryant
01483 743030
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Chief Finance Officer
Leigh Clarke
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leigh.clarke@woking.gov.uk

Director of Housing
Louise Strongitharm
01483 743599
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
No	Notice of Motion - Cllr A-M Barker - Review of Committee Structure	To consider the Notice of Motion from Cllr A-M Barker referred to the Executive on 16 June 2019 by Council on 20 May 2019.	Cllr Azad, Portfolio Holder.	None.	Head of Democratic and Legal Services (Peter Bryant)
No	Woking Borough Council Single Use Plastics (SUP) Policy	To recommend to Council the Woking Borough Council Single Use Plastics (SUP) Policy.	Cllr Davis, Portfolio Holder. Climate Change Working Group.	None.	Deputy Chief Executive (Douglas J Spinks)
Yes	Children's Centres	To recommend to Council arrangements for the delivery of Family Centres in the Borough in partnership with Surrey County Council.	Cllr Kemp, Portfolio Holder.	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)

27 June 2019

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
Yes	Treasury Management Annual Report 2018-19	To receive the Annual Treasury Management Report.	Cllr Azad, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
No	Risk Management and Business Continuity Annual Report	To receive the annual report on Risk Management and Business Continuity.	Cllr Bittleston, 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)
Yes	Land Management	To consider the acquisition of property. (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.	Deputy Chief Executive (Douglas J Spinks)

<p>Yes</p>	<p>Land Management</p>	<p>To consider the acquisition of property.</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>
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11 July 2019

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
Yes	Temporary Accommodation	To recommend proposals to increase and improve the provision of temporary accommodation in the Borough.	Cllr Harlow, Portfolio Holder.	None.	Strategic Director for Housing (Louise Strongitharm)
Yes	Woking Borough Council Street Naming and Numbering Policy	To recommend to Council the Street Naming and Numbering Policy.	Cllr Davis, Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
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.	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.	Chief Executive (Ray Morgan)
No	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)

No	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.	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 Executive (Ray Morgan)
Yes	Temporary Accommodation	To recommend proposals to increase and improve the provision of temporary accommodation in the Borough. (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 Harlow, Portfolio Holder.	None.	Strategic Director for Housing (Louise Strongitharm)

12 September 2019

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
Yes	Flood Risk Management	Authorisation to release remaining funds to allow scheme to be constructed.	Cllr Davis, Portfolio Holder.	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)
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)