



WOKING BOROUGH COUNCIL

FORWARD PLAN OF KEY DECISIONS

**CIVIC OFFICES
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Period Covered: November 2020 - March 2021

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 A Azad
Leader of the Council

The Executive

Chairman: Councillor A Azad
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Vice-Chairman: Councillor S M Ashall
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Councillor K M Davis
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Councillor D Harlow
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Councillor G W Elson
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Councillor C S Kemp
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Officers

Corporate Management Group

Chief Executive:

Ray Morgan
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Deputy Chief Executive:

Douglas Spinks
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**Director of Legal & Democratic Services/
Monitoring Officer**

Peter Bryant
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**Director of Finance/
Chief Finance Officer**

Leigh Clarke
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Director of Housing

Louise Strongitharm
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Director of Community Services

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Director of Neighbourhood Services

Geoff McManus
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19 November 2020

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 2021-22	To recommend to Council that the discretionary Fees and Charges for 2021-22 be approved.	Cllr Ashall, Portfolio Holder, and service users where appropriate.	None.	Chief Finance Officer (Leigh Clarke)
Yes	Next Steps Accommodation Programme	To recommend to Council a property acquisition, subject to Government grant funding being secured, in order to enable the Council to provide suitable move-on accommodation for rough sleepers who have been accommodated during the Covid-19 pandemic and prevent their return to the streets.	Cllr Harlow, Portfolio Holder.	None.	Director of Housing (Louise Strongitharm)
Yes	Management Arrangements	To consider a proposal for future key project management arrangements.	Cllr Azad, Leader of the Council.	None.	Chief Executive (Ray Morgan)
No	Calendar of Meetings 2021-22	To recommend to Council the Calendar of Meetings for 2021-22.	Cllr Azad, Portfolio Holder.	None.	Director of Legal and Democratic Services (Peter Bryant)

No	Draft General Fund Budget 2021-22	To receive the draft General Fund 2021-22 for the purpose of finalising proposals for service budgets and Council Tax.	Cllr Ashall, Portfolio Holder, and Business Managers.	None.	Chief Finance Officer (Leigh Clarke)
No	Draft Housing Revenue Account Budget Update 2021-22	To receive the draft Housing Revenue Account estimates 2021-22 for the purposes of finalising proposals for service.	Cllr Ashall, Portfolio Holder, and Business Managers.	None.	Chief Finance Officer (Leigh Clarke)
Yes	Draft Investment Programme 2020-21 to 2024-25	To receive the draft Investment Programme.	Cllr Ashall, Portfolio Holder, and Business Managers.	None.	Chief Finance Officer (Leigh Clarke)
No	Health and Wellbeing Strategy	To update the Executive on the Strategy.	Cllr Harlow, Portfolio Holder, Internal Officers.	None.	Director of Community Services (Julie Fisher)
No	Woking Football Club and Associated Developments	To note the report.	Cllr Azad, Leader of the Council.	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 Azad, 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 Azad, Portfolio Holder.	None.	Chief Executive (Ray Morgan)

Special Grants Executive - 10 December 2020

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 2021/22	To receive the annual report on applications for the Community Support Scheme for the 2021/22 financial year.	Cllr Ashall, Portfolio Holder, Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Age UK Surrey - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Byfleet Bowls Club - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Cherry Trees - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Citizens Advice Woking - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Community Advice Forum - Application for Financial Assistance	To determine the application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Coram Life Education - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)

No	Crossroads Care Surrey - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Engage Woking Schools - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Friends of the Elderly - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder Internal Officers.	None.	Chief Executive (Ray Morgan)
No	GASP Motor Project - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Headway Surrey - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers,	None.	Chief Executive (Ray Morgan)
No	Home-Start Runnymede and Woking - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Inclusive Intergenerational Dance - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Intergenerational Music Making - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Jigsaw (South-East) - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)

Yes	LCAG Lift Up Together and Little Minions - Application for Financial Assistance	To determine the application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Let's Read Ltd - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	LinkAble - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	MASCOT - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Mayford Village Hall - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Mediation Surrey - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Outline - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Relate West Surrey - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Sight for Surrey - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)

No	Surrey Care Trust - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Surrey Drug and Alcohol Care Ltd - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Surrey North Area Cruse Bereavement Care - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Surrey Welfare Rights Unit - Application for Financial Assistance	To determine the grant application	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	TALK Surrey CIO - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	The Brigitte Trust - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	The Club at Old Woking - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	The Counselling Partnership - Application for Financial Assistance	To determine the application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	The Lighthouse - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)

Yes	The Maybury Centre Trust - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	The Therapy Garden - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	The Useful Wood Company - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	The Woking Community Furniture Project - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Trinity Methodist Church (ROC Woking) - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	West Surrey Family History Society - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Woking Age Concern - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Woking and District Men's Shed - Application for Financial Assistance	To determine the application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)

Yes	Woking and Sam Beare Hospices - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Woking and Weybridge Branch of Parkinson's UK - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Woking Blackhawks Basketball Club - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Woking Community Transport (Bustler) - Application for Financial Assistance	To determine the grant application.	Cllr Ashall. Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Woking Community Transport (Town Centre Buggy) - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Woking Family Contact Centre - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Woking High School Academy Trust - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Woking Parks Bowls Club - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)

No	Woking People of Faith - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Woking Shopmobility - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Woking Street Angels - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
No	Woking Strokeability - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Woking Talking Newspaper (1988) Association - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Woking United Reformed Church Charity - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Woodham Parish Hall - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	York Road Project - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Your Sanctuary - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)

14 January 2021

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
No	Regulation of Investigatory Powers Act 2000 - IPSO Report	To receive the IPSO report and agree any necessary resulting actions.	Cllr Azad, Portfolio Holder.	None.	Director of Legal and Democratic Services (Peter Bryant)
No	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Cllr Azad, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)

4 February 2021

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 2021-22	To recommend to Council the General Fund, Service Plans, Budgets and Prudential Indicators for 2021-22.	Cllr Ashall, Portfolio Holder, Business Managers.	None.	Chief Finance Officer (Leigh Clarke)
Yes	Housing Revenue Account Budgets 2021-22	To recommend to Council the Housing Revenue Account Budgets for 2021-22.	Cllr Ashall, Portfolio Holder, Business Managers.	None.	Chief Finance Officer (Leigh Clarke)
Yes	Investment Programme 2020-21 to 2024-25	To recommend to Council the full review of the Investment Programme and priorities.	Cllr Ashall, 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 Capital, Investment and Treasury Management Strategies for 2021-22.	Cllr Ashall, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
Yes	Housing Management and Maintenance Service	To recommend to Council that the delivery approach for Housing Management and Maintenance Services from 1 April 2022 be confirmed (following resident consultation).	Cllr Harlow, Portfolio Holder and Housing Task Group, tenant and leaseholder consultation.	None.	Director of Housing (Louise Strongitharm)

No	Churchyard Closure and Transfer of Maintenance Responsibility – St Mary The Virgin Horsell	The Executive is requested to resolve that the responsibility for the maintenance of the closed churchyard at St Mary The Virgin Horsell is transferred to Woking Borough Council.	Cllr Davis, Portfolio Holder.	None.	Director of Neighbourhood Services (Geoff McManus)
No	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Cllr Azad, 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 Azad, Portfolio Holder.	None.	Chief Executive (Ray Morgan)

25 March 2021

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
Yes	Medium Term Financial Strategy	The decision is sought to set the framework for Officers to develop detailed proposals for consideration by the Council to ensure the medium term financial stability of the Council in the context of its objective to support growth and to maintain services for local people.	Cllr Ashall, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
Yes	Smarts Heath Road Woking Gymnastic Centre	To recommend to Council funding arrangements for the implementation of the approved scheme.	Cllr Azad, Portfolio Holder.	None.	Chief Executive (Ray Morgan)
Yes	Robin Hood	To recommend to Council the provision of Loan Finance to Rutland Woking for the development of the former Pub site for residential accommodation.	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 2020 calendar year.	Cllr Azad, Portfolio Holder.	None.	Director of Legal and Democratic Services (Peter Bryant)

No	Write off of Irrecoverable Debt	To write off debts over £10,000.	Cllr Ashall, Portfolio Holder.	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 Azad, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)