



WOKING BOROUGH COUNCIL

FORWARD PLAN OF KEY DECISIONS

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

Period Covered: February 2021 - May 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
cllrayesha.azad@woking.gov.uk

Vice-Chairman: Councillor S M Ashall
cllrsimon.ashall@woking.gov.uk

Councillor K M Davis
cllrkevin.davis@woking.gov.uk

Councillor D Harlow
cllrdebbie.harlow@woking.gov.uk

Councillor G W Elson
cllrgary.elson@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

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

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

**Director of Finance/
Chief Finance Officer**

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

Director of Housing

Louise Strongitharm
01483 743599
louise.strongitharm@woking.gov.uk

Director of Community Services

Julie Fisher
01483 743301
julie.fisher@woking.gov.uk

Director of Neighbourhood Services

Geoff McManus
01483 743707
geoff.mcmanus@woking.gov.uk

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	Terms of Joint Study on the Future Infrastructure Requirements of the East of Woking	To agree terms of a joint study with other authorities and partners on the future infrastructure requirements of the east of Woking, based on both current demand and future demand.	Cllr Elson, Portfolio Holder.	Infrastructure Delivery Plan (2018) , Woking Core Strategy , Site Allocations Development Plan Document (DPD) .	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 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 Executive - 25 February 2021

Following the Special Grants Executive held on 10 December 2020, a Special Executive has been scheduled to review the allocation of funds in the event either the Revenue Grant budget or the Capital Grant budget is reduced as part of budgetary considerations.

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 – Review of Allocations of Funds	To review the allocation of funds in the event either the Revenue Grant budget or the Capital Grant budget is reduced as part of budgetary considerations.	Cllr Ashall, Portfolio Holder, Internal Officers.	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	Update on Council Decisions following the Independent Investigation into the Woking Football Club and Associated Developments	To receive an update on Council Decisions following the Independent Investigation into the Woking Football Club and Associated Developments.	Cllr Azad, Leader of the Council.	None.	Director of Legal and Democratic Services (Peter Bryant)
Yes	Monument Way West Development Proposals	To authorise the framework which will include affordable housing and Woking Community Transport relocation.	Cllr Azad, Portfolio Holder.	None.	Chief Executive (Ray Morgan)
No	Height and Scale of New Buildings across Woking	Following Cllr Lyon's Notice of Motion at Council on 3 December 2020, the Executive to receive a report setting out existing guidance regarding height and scale of new buildings, along with the consequential impacts which may arise from any changes, with a view to updating the Design Supplementary Planning Document, if appropriate.	Cllr Elson, Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
Yes	Financing Affordable Housing	To consider alternative financial arrangements to secure the delivery of affordable homes.	Cllr Azad, Leader of the Council, Cllr Harlow, Portfolio Holder for Housing, Cllr Ashall, Portfolio Holder for Finance.	None.	Chief Executive (Ray Morgan)

No	Council Tax and Business Rate Debt Collection - Adoption of Council Tax Protocol	Following Cllr Aziz's Notice of Motion at Council on 3 December 2020, the Executive to receive a report considering the adoption of the CAB Protocol or similar regarding collection of unpaid Council Tax and Business Rate debt.	Cllr Ashall, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
No	Regulation of Investigatory Powers Act 2000 - Annual Monitoring Report and IPSO Report	To receive details of RIPA authorisations during 2020 calendar year, and 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	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)

<p>Yes</p>	<p>Monument Way West Development Proposals</p>	<p>To receive confidential information in respect of the Monument Way West Development Proposals 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>Yes</p>	<p>Development Agreement - New Central Extension</p>	<p>To authorise a development agreement.</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>