



**WOKING BOROUGH COUNCIL**

# **FORWARD PLAN OF KEY DECISIONS**

**CIVIC OFFICES  
GLOUCESTER SQUARE  
WOKING GU21 6YL  
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**Period Covered: September 2022 - December 2022**

## **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 Leadership Team 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 A-M Barker**  
**Leader of the Council**

# The Executive

**Chairman: Councillor A-M Barker**  
[cldrann-marie.barker@woking.gov.uk](mailto:cldrann-marie.barker@woking.gov.uk)

**Vice-Chairman: Councillor W P Forster**  
[cldrwill.forster@woking.gov.uk](mailto:cldrwill.forster@woking.gov.uk)

**Councillor I Johnson**  
[cldrrian.johnson@woking.gov.uk](mailto:cldrrian.johnson@woking.gov.uk)

**Councillor L S Lyons**  
[cldrliam.lyons@woking.gov.uk](mailto:cldrliam.lyons@woking.gov.uk)

**Councillor R N Leach**  
[cldrrob.leach@woking.gov.uk](mailto:cldrrob.leach@woking.gov.uk)

**Councillor E Nicholson**  
[cldrrellen.nicholson@woking.gov.uk](mailto:cldrrellen.nicholson@woking.gov.uk)

**Councillor D Roberts**  
[cldrdale.roberts@woking.gov.uk](mailto:cldrdale.roberts@woking.gov.uk)

# Officers

## Corporate Leadership Team

**Chief Executive:**

Julie Fisher  
01483 743333  
[julie.fisher@woking.gov.uk](mailto:julie.fisher@woking.gov.uk)

**Strategic Director - Place**

Giorgio Framaliccio  
01483 743440  
[giorgio.framaliccio@woking.gov.uk](mailto:giorgio.framaliccio@woking.gov.uk)

**Strategic Director - Communities**

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

**Strategic Director - Corporate Resources**

Kevin Foster  
01483 743198  
[kevin.foster@woking.gov.uk](mailto:kevin.foster@woking.gov.uk)

**Director of Finance (Section 151 officer)**

Leigh Clarke  
01483 743277  
[leigh.clarke@woking.gov.uk](mailto:leigh.clarke@woking.gov.uk)

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

Joanne McIntosh  
01483 743038  
[joanne.mcintosh@woking.gov.uk](mailto:joanne.mcintosh@woking.gov.uk)

## 8 September 2022

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
<b>No</b>	Notice of Motion - Cllr W Forster - Proportional Representation	To consider the Notice of Motion from Cllr W Forster referred to the Executive on 8 September 2022 by Council on 21 July 2022.	Cllr Barker, Portfolio Holder.	None.	Strategic Director - Corporate Resources (Kevin Foster)
<b>Yes</b>	Animal Welfare Policy	To recommend to Council the adoption of the Council's Animal Welfare Policy, following public consultation and stakeholder engagement.	Cllr Barker, Leader of the Council, Cllr Lyons, Portfolio Holder, Cllr Azad, public consultation and stakeholder engagement.	None.	Strategic Director - Place (Giorgio Framalico)
<b>No</b>	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Cllr Barker, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)

## 6 October 2022

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
<b>No</b>	Empty Homes Plan	To recommend to Council the adoption of the Empty Homes Plan.	Cllr Johnson, Portfolio Holder.	None.	Strategic Director - Communities (Louise Strongitharm)
<b>No</b>	Performance and Financial Monitoring Review	To receive recommendations from the Overview and Scrutiny Committee following its review of performance and financial monitoring.	Cllr Barker, Portfolio Holder, Overview and Scrutiny Committee, Councillors and Officers.	None.	Head of Transformation and Digital (Adam Walther)
<b>Yes</b>	Victoria Place - Six Months On	To receive a report on Victoria Place six months on from its opening in March 2022.	Cllr Forster, Deputy Leader.	None.	Strategic Director - Place (Giorgio Framallicco)
<b>Yes</b>	Selective Licensing Review	To receive a report on the Selective Licensing Review.	Cllr Johnson, Portfolio Holder, Housing Task Group.	None.	Strategic Director - Communities (Louise Strongitharm)
<b>No</b>	Confidentiality Protocol Annual Report	To receive the Confidentiality Annual Report.	Cllr Barker, Portfolio Holder.	None.	Director of Legal and Democratic Services (Joanne McIntosh)

<b>No</b>	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Cllr Barker, 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 Barker, Portfolio Holder.	None.	Chief Executive (Julie Fisher)

## 17 November 2022

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
<b>No</b>	Review of the Constitution	To recommend to Council the review of the Constitution.	Cllr Barker, Portfolio Holder.	None.	Director of Legal and Democratic Services (Joanne McIntosh)
<b>Yes</b>	Thamesway Business Plans	To recommend to Council the Thamesway Business Plans.	Cllr Barker, Portfolio Holder.	None.	Chief Executive (Julie Fisher)
<b>Yes</b>	Review of Fees and Charges 2023-24	To recommend to Council that the discretionary Fees and Charges for 2023-24 be approved.	Cllr Roberts, Portfolio Holder, and service users where appropriate.	None.	Director of Finance (Leigh Clarke)
<b>No</b>	Partnership Landscape	To consider a report setting out partnership arrangements.	Cllr Barker, Portfolio Holder.	None.	Chief Executive (Julie Fisher), Strategic Director - Place (Giorgio Framalicco)
<b>No</b>	Calendar of Meetings 2023-24	To recommend to Council the Calendar of Meetings for 2023-24.	Cllr Barker, Portfolio Holder.	None.	Director of Legal and Democratic Services (Joanne McIntosh)
<b>No</b>	Draft Medium Term Financial Strategy (MTFS) and General Fund Budget 2023-24	To receive the draft Medium Term Financial Strategy and General Fund 2023-24 for the purpose of finalising proposals for service budgets and Council Tax.	Cllr Roberts, Portfolio Holder and Senior Managers.	None.	Director of Finance (Leigh Clarke)



<b>No</b>	Draft Housing Revenue Account Budget Update 2023-24	To receive the draft Housing Revenue Account estimates 2023-24 for the purposes of finalising proposals for service.	Cllr Roberts, Portfolio Holder and Senior Managers.	None.	Director of Finance (Leigh Clarke)
<b>Yes</b>	Draft Investment Programme 2022-23 to 2026-27	To receive the draft Investment Programme.	Cllr Roberts, Portfolio Holder and Senior Managers.	None.	Director of Finance (Leigh Clarke)
<b>Yes</b>	Housing Infrastructure Fund (HIF) - Update	To receive an update on the project and seek the approval of the Executive to the way forward.	Cllr Forster, Deputy Leader.	None.	Strategic Director - Place (Giorgio Framalocco)
<b>Yes</b>	Affordable Housing Delivery Supplementary Planning Document (SPD)	To seek authority to publish the Affordable Housing Delivery SPD for public consultation and engagement.	Cllr Lyons, Portfolio Holder.	None.	Strategic Director - Place (Giorgio Framalocco)
<b>No</b>	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Cllr Barker, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)

**Special Grants Executive - 8 December 2022**

<b>Key Decision</b>	<b>Subject</b>	<b>Decision to be taken</b>	<b>Consultation (Undertaken prior to the meeting unless otherwise stated)</b>	<b>Background Documents</b>	<b>Contact Officer</b>
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