



**WOKING BOROUGH COUNCIL**

# **FORWARD PLAN OF KEY DECISIONS**

**CIVIC OFFICES  
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**Period Covered: November 2022 - March 2023**

## **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**  
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**Councillor L S Lyons**  
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**Councillor R N Leach**  
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**Councillor E Nicholson**  
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**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  
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**Strategic Director - Communities**

Louise Strongitharm  
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**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  
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## 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>	Notice of Motion - Cllr J Morley - Fair Tax	To consider the Notice of Motion from Cllr J Morley referred to the Executive on 17 November 2022 by Council on 13 October 2022.	Cllr Roberts, Portfolio Holder.	None.	Director of Legal and Democratic Services (Joanne McIntosh)
<b>Yes</b>	Victoria Place Update	To receive a report on Victoria Place following its opening in March 2022.	Cllr Forster, Deputy Leader.	None.	Strategic Director - Place (Giorgio Framalico)
<b>No</b>	Woking Strategic Partnerships	To consider a report setting out partnership arrangements.	Cllr Barker, Portfolio Holder, Overview and Scrutiny Committee.	None.	Strategic Director - Place (Giorgio Framalico)
<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>	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>	Cost of Living Crisis Update	To receive an update on the Cost of Living Crisis.	Cllr Barker, Leader of the Council.	None.	Strategic Director - Communities (Louise Strongitharm)

<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>	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, Housing Task Group.	None.	Strategic Director - Place (Giorgio Framalico)
<b>Yes</b>	Property Management	To receive a report on Property Management.	Cllr Roberts Portfolio Holder.	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)

<b>No</b>	Property Management	<p>To receive confidential financial information in respect of Property Management 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>	Cllr Roberts, Portfolio Holder.	None.	Strategic Director - Place (Giorgio Framalitto)
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## 8 December 2022

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
<b>Yes</b>	Medium Term Financial Strategy (MTFS)	To recommend to Council the Medium Term Financial Strategy (MTFS).	Cllr Roberts, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
<b>No</b>	Empty Homes Plan	To recommend to Council the adoption of the Empty Homes Plan.	Cllr Johnson, Portfolio Holder, Housing Task Group	None.	Strategic Director - Communities (Louise Strongitharm)
<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 Framaliccò)
<b>No</b>	Cost of Living Crisis Update	To receive an update on the Cost of Living Crisis.	Cllr Barker, Leader of the Council.	None.	Strategic Director - Communities (Louise Strongitharm)
<b>No</b>	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information.	Cllr Barker, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)



## 19 January 2023

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
<b>Yes</b>	Town Centre Masterplan	To receive the outcome of the consultation and to recommend to Council the Town Centre Masterplan.	Cllr Lyons, Portfolio Holder. Community and stakeholder engagements and consultations.	None.	Strategic Director - Place (Giorgio Framalico)
<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>No</b>	Cost of Living Crisis Update	To receive an update on the Cost of Living Crisis.	Cllr Barker, Leader of the Council.	None.	Strategic Director - Communities (Louise Strongitharm)
<b>No</b>	Risk Management Update	To receive an update on Risk Management, including an updated Risk Management Policy incorporating the risk appetite statement.	Cllr Barker, Portfolio Holder, Overview and Scrutiny Committee.	None.	Chief Executive (Julie Fisher)
<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.	Strategic Director - Corporate Resources (Kevin Foster)
<b>No</b>	Monitoring Reports - Woking for All Strategy	To receive an update on progress against delivery of the Woking For All Strategy and the Supplementary and Amended Priorities.	Cllr Barker, Portfolio Holder.	None.	Strategic Director - Corporate Resources (Kevin Foster)

## 2 February 2023

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
<b>Yes</b>	Medium Term Financial Strategy (MTFS), General Fund, Service Plans, Budgets and Prudential Indicators 2023-24	To recommend to Council the MTFS, General Fund, Service Plans, Budgets and Prudential Indicators for 2023-24.	Cllr Roberts, Portfolio Holder, Business Managers.	None.	Chief Finance Officer (Leigh Clarke)
<b>Yes</b>	Housing Revenue Account Budgets 2023-24	To recommend to Council the Housing Revenue Account Budgets for 2023-24.	Cllr Roberts, Portfolio Holder, Business Managers.	None.	Chief Finance Officer (Leigh Clarke)
<b>Yes</b>	Investment Programme 2022-23 to 2026-27	To recommend to Council the full review of the Investment Programme and priorities.	Cllr Roberts, Portfolio Holder, Business Managers, Finance Task Group.	None.	Chief Finance Officer (Leigh Clarke)
<b>Yes</b>	Capital, Investment and Treasury Management Strategies	To recommend to Council the Capital, Investment and Treasury Management Strategies for 2023-24.	Cllr Roberts, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
<b>No</b>	Cost of Living Crisis Update	To receive an update on the Cost of Living Crisis.	Cllr Barker, Leader of the Council.	None.	Strategic Director - Communities (Louise Strongitharm)

<b>Yes</b>	Play Areas Update	To receive an update on play area refurbishment programme and review of Green Flag status for Woking Park.	Cllr Nicholson, Portfolio Holder, Overview and Scrutiny Committee.	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)

## 23 March 2023

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 (MTFS)	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 Roberts, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
Yes	Greener Woking - Draft Revised Climate Change Strategy	To receive an update on Greener Woking and a draft Woking 2050 Climate Change Strategy for consultation.	Cllr Leach, Portfolio Holder, Greener Woking Working Group.	None.	Strategic Director - Place (Giorgio Framallicco)
Yes	Climate Change Supplementary Planning Document (SPD)	To seek approval to publish a draft Climate Change SPD for public consultation.	Cllr Lyons, Portfolio Holder, LDF Working Group.	None.	Strategic Director - Place (Giorgio Framallicco)
Yes	Affordable Housing Delivery Supplementary Planning Document (SPD)	To recommend to Council the Affordable Housing Delivery Supplementary Planning Document (SPD).	Cllr Lyons, Portfolio Holder.	None.	Strategic Director - Place (Giorgio Framallicco)

<b>No</b>	Cost of Living Crisis Update	To receive an update on the Cost of Living Crisis.	Cllr Barker, Leader of the Council.	None.	Strategic Director - Communities (Louise Strongitharm)
<b>No</b>	Regulation of Investigatory Powers Act 2000 – Annual Monitoring Report	To receive details of RIPA authorisations during 2022 calendar year.	Cllr Barker, Portfolio Holder.	None.	Director of Legal and Democratic Services (Joanne McIntosh)
<b>No</b>	Write off of Irrecoverable Debt	To write off debts over £10,000.	Cllr Roberts, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
<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)