



WOKING BOROUGH COUNCIL

FORWARD PLAN OF KEY DECISIONS

**CIVIC OFFICES
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Period Covered: November 2023 - March 2024

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), 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-M Barker
Leader of the Council

The Executive

Chairman: Councillor A-M Barker
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Vice-Chairman: Councillor W P Forster
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Councillor P J T Graves
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Councillor L S Lyons
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Councillor I Johnson
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Councillor E Nicholson
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Councillor D Roberts
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Officers

Corporate Leadership Team

Chief Executive:

Julie Fisher
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Acting Strategic Director - Place

Beverley Kuchar
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Strategic Director - Communities

Louise Strongitharm
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Strategic Director - Corporate Resources

Kevin Foster
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**Interim Director of Finance (Section 151
Officer)**

Eugene Walker
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**Interim Director of Legal and Democratic
Services & Monitoring Officer**

Gareth John
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16 November 2023

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 2024-25	To recommend to Council that the discretionary Fees and Charges for 2024-25 be approved.	Cllr Roberts, Portfolio Holder, and service users where appropriate.	None.	Interim Director of Finance (Section 151 Officer) (Eugene Walker)
Yes	Climate Change Supplementary Planning Document (SPD)	To note the analysis of various responses to the Climate Change SPD consultation and to recommend to Council the adoption of the Climate Change SPD for the purposes of providing more detailed guidance on the application of planning policies related to climate change and aid the delivery of highly sustainable forms of development in the Borough.	Cllr Lyons, Portfolio Holder.	None.	Acting Strategic Director - Place (Beverley Kuchar)
No	Calendar of Meetings 2024-25	To recommend to Council the Calendar of Meetings for 2024-25.	Cllr Barker, Portfolio Holder.	None.	Interim Director of Legal and Democratic Services (Gareth John)

Yes	Companies Governance Framework and Business Cases for Victoria Square Woking Ltd and ThamesWey Developments Ltd (Sheerwater) Supported Borrowing	To receive a report on a new Framework for Company Governance and an update on the investment programmes for Victoria Square Woking Ltd and ThamesWey Developments Ltd (Sheerwater).	Cllr Forster, Deputy Leader.	None.	Strategic Director - Corporate Resources (Kevin Foster)
No	Update on General Fund and Housing Revenue Account Budgets 2024-25	To receive an update on the draft General Fund and HRA Budget 2024-25.	Cllr Roberts, Portfolio Holder.	None.	Interim Director of Finance (Section 151 Officer) (Eugene Walker)
No	General Fund and HRA Outturn Report 2022-23	To receive the General Fund and HRA Outturn Report 2022-23.	Cllr Roberts, Portfolio Holder.	None.	Interim Director of Finance (Section 151 Officer) (Eugene Walker)
No	CIL - Application for Funding - West Byfleet Rec Tennis Court Enhancement	To determine a CIL application for funding over £10,000 in respect of West Byfleet Rec tennis court enhancements.	Cllr Lyons, Portfolio Holder.	None.	Acting Strategic Director - Place (Beverley Kuchar)
No	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Performance Management Report.	Cllr Barker, Portfolio Holder.	None.	Strategic Director - Corporate Resources (Kevin Foster)
No	Financial Monitoring Report - Budget Monitoring and Forecast 2023-24 - Quarter 2	To receive a financial monitoring report.	Cllr Roberts, Portfolio Holder.	None.	Interim Director of Finance (Section 151 Officer) (Eugene Walker)

<p>Yes</p>	<p>Companies Governance Framework and Business Cases for Victoria Square Woking Ltd and ThamesWey Developments Ltd (Sheerwater) Supported Borrowing</p>	<p>To receive confidential information in respect of the Company Governance and Funding Updates on Victoria Square Woking Ltd and ThamesWey Developments Ltd (Sheerwater) item 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 Roberts, Portfolio Holder.</p>	<p>None.</p>	<p>Strategic Director - Corporate Resources (Kevin Foster)</p>
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<p>Yes</p>	<p>Contract Update</p>	<p>To receive a confidential Contract Update.</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 Graves, Portfolio Holder.</p>	<p>None.</p>	<p>Acting Strategic Director - Place (Beverley Kuchar)</p>
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14 December 2023

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
No	Petition - Brookwood Lye Development	To receive a petition.	Cllr Barker, Leader of the Council.	None.	Acting Strategic Director - Place (Beverley Kuchar)
No	Draft Medium Term Financial Strategy (MTFS) and General Fund Budget 2024-25	To receive the draft Medium Term Financial Strategy and General Fund 2024-25 for the purpose of finalising proposals for service budgets and Council Tax.	Cllr Roberts, Portfolio Holder and Senior Managers.	None.	Interim Director of Finance (Section 151 Officer) (Eugene Walker)
No	Draft Housing Revenue Account Budget Update 2024-25	To receive the draft Housing Revenue Account estimates 2024-25 for the purposes of finalising proposals for service.	Cllr Roberts, Portfolio Holder and Senior Managers.	None.	Interim Director of Finance (Section 151 Officer) (Eugene Walker), Strategic Director - Communities (Louise Strongitharm)
Yes	Asset Disposal	To agree an asset sale.	Cllr Roberts, Portfolio Holder.	None.	Strategic Director - Corporate Resources (Kevin Foster)

<p>Yes</p>	<p>Asset Disposal</p>	<p>To receive confidential information in respect of the Asset Disposal item 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 Roberts, Portfolio Holder.</p>	<p>None.</p>	<p>Strategic Director - Corporate Resources (Kevin Foster)</p>
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18 January 2024

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
Yes	UK Shared Prosperity Fund (UKSPF)	To receive a report on the UK Shared Prosperity Fund (UKSPF).	Cllr Roberts, Portfolio Holder.	None.	Strategic Director - Corporate Resources (Kevin Foster)
No	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)

1 February 2024

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), General Fund, Service Plans, Budgets and Prudential Indicators 2024-25	To recommend to Council the MTFS, General Fund, Service Plans, Budgets and Prudential Indicators for 2024-25, and to receive output from the public consultation on Council services.	Cllr Roberts, Portfolio Holder, Business Managers.	None.	Interim Director of Finance (Section 151 Officer) (Eugene Walker)
Yes	Housing Revenue Account Budgets 2024-25	To recommend to Council the Housing Revenue Account Budgets for 2024-25.	Cllr Roberts, Portfolio Holder, Business Managers.	None.	Interim Director of Finance (Section 151 Officer) (Eugene Walker)
Yes	Capital Programme 2023-24 to 2027-28	To recommend to Council the full review of the Capital Programme and priorities.	Cllr Roberts, Portfolio Holder, Business Managers, Finance Task Group.	None.	Interim Director of Finance (Section 151 Officer) (Eugene Walker)
Yes	Capital and Treasury Management Strategies 2024-25	To recommend to Council the Capital and Treasury Management Strategies for 2024-25.	Cllr Roberts, Portfolio Holder.	None.	Interim Director of Finance (Section 151 Officer) (Eugene Walker)

No	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Performance Management Report.	Cllr Barker, Portfolio Holder.	None.	Strategic Director - Corporate Resources (Kevin Foster)
No	Financial Monitoring Report - Budget Monitoring and Forecast 2023-24 - Quarter 3	To receive a financial monitoring report.	Cllr Roberts, Portfolio Holder.	None.	Interim Director of Finance (Section 151 Officer) (Eugene Walker)

21 March 2024

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
Yes	Climate Change Strategy	To recommend to Council the adoption of the Climate Change Strategy.	Cllr Graves, Portfolio Holder, public consultation and stakeholder engagement.	None.	Acting Strategic Director - Place (Beverley Kuchar)
No	Woking Environment Action (WEAct) – Recommendations and Responses	To receive Officer responses to WEAct’s climate recommendations, as considered by the Greener Woking Working Group at its meeting on 28 June 2023.	Cllr Graves, Portfolio Holder, Greener Woking Working Group.	None.	Acting Strategic Director - Place (Beverley Kuchar)
No	Regulation of Investigatory Powers Act 2000 – Annual Monitoring Report	To receive details of RIPA authorisations during 2023 calendar year.	Cllr Barker, Portfolio Holder.	None.	Interim Director of Legal and Democratic Services (Gareth John)
No	Write off of Irrecoverable Debt	To write off debts over £10,000.	Cllr Roberts, Portfolio Holder.	None.	Interim Director of Finance (Section 151 Officer) (Eugene Walker)