



WOKING BOROUGH COUNCIL

FORWARD PLAN OF KEY DECISIONS

**CIVIC OFFICES
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www.woking.gov.uk**

Period Covered: March 2024 - June 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
cldrann-marie.barker@woking.gov.uk

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
cldrdale.roberts@woking.gov.uk

Officers

Corporate Leadership Team

Chief Executive:

Julie Fisher
01483 743333
julie.fisher@woking.gov.uk

Acting Strategic Director - Place

Beverley Kuchar
01483 743473
beverley.kuchar@woking.gov.uk

Strategic Director - Communities

Louise Strongitharm
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louise.strongitharm@woking.gov.uk

Strategic Director - Corporate Resources

Kevin Foster
01483 743198
kevin.foster@woking.gov.uk

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

Eugene Walker
01483 743070
eugene.walker@woking.gov.uk

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

Gareth John
01483 743077
gareth.john@woking.gov.uk

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Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
No	Companies Governance Framework - Shareholder Executive Committee	To agree the establishment of a formal Shareholder Executive Committee and to recommend to Council associated amendments to the Constitution.	Cllr Barker, Portfolio Holder.	None.	Strategic Director - Corporate Resources (Kevin Foster)
No	Review of the Council's Committee Structure	To recommend to Council the adoption of changes to the Council's Committee Structure.	The Centre for Governance and Scrutiny, the Improvement and Recovery Board, All Members.	None.	Interim Director of Legal and Democratic Services (Gareth John)
Yes	ThamesWey Milton Keynes Business Case	To receive a report on the ThamesWey Milton Keynes Business Case.	Cllr Barker, Leader of the Council.	None.	Strategic Director - Corporate Resources (Kevin Foster)
Yes	Resident Services Programme	To request the Executive to agree the project outline and proceed to commercial exercise and contract award within the agreed budget.	Cllr Forster, Portfolio Holder.	None.	Strategic Director - Corporate Resources (Kevin Foster)

No	Victoria Square Woking Ltd - Share Purchase	To consider authorising the Share Purchase option available to the Council under the Shareholders' Agreement dated 25 April 2017 in relation to Victoria Square Woking Limited.	Cllr Forster, Portfolio Holder.	None.	Strategic Director - Corporate Resources (Kevin Foster)
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 Sundry Debts	To write off debts over £10,000.	Cllr Roberts, Portfolio Holder.	None.	Interim Director of Finance (Section 151 Officer) (Eugene Walker)
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)

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Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
No	Council Vision	To agree a new vision for the Council and associated work programme.	Cllr Barker, Leader of the Council.	None.	Chief Executive (Julie Fisher)
Yes	ThamesWey and Victoria Square Business Plans	To consider the ThamesWey and Victoria Square Business Plans and recommend thereon to Council.	Cllr Barker, Leader of the Council.	None.	Strategic Director - Corporate Resources (Kevin Foster)
Yes	Fees and Charges 2024-25 Review for Car Park Tariffs	To recommend to Council the Fees and Charges 2024-25 Review for Car Park Tariffs.	Cllr Roberts, Portfolio Holder.	None.	Acting Strategic Director - Place (Beverley Kuchar)
Yes	30 Year Housing Revenue Account (HRA) Business	To approve the 30 Year Housing Revenue Account (HRA) Business Plan.	Cllr Johnson and Cllr Roberts, Portfolio Holders.	None.	Interim Director of Finance (Section 151 Officer) (Eugene Walker), Strategic Director - Communities (Louise Strongitharm)
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)
Yes	General Fund Medium Term Financial Strategy (MTFS)	To receive an update on the General Fund Medium Term Financial Strategy (MTFS).	Cllr Roberts, Portfolio Holder.	None.	Interim Director of Finance (Section 151 Officer) (Eugene Walker)
No	Risk Management and Business Continuity Annual Report	To receive the annual report on Risk Management and Business Continuity.	Cllr Barker, Portfolio Holder.	None.	Strategic Director - Corporate Resources (Kevin Foster)
No	Performance Management Report	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 4	To receive a financial monitoring report.	Cllr Roberts, Portfolio Holder.	None.	Interim Director of Finance (Section 151 Officer) (Eugene Walker)
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)