

From: Cllr Deborah Hughes  
Chair, Overview and Scrutiny Committee, and

Cllr Melanie Whitehand,  
Vice Chair, Overview and Scrutiny Committee

To: Ray Morgan,  
Chief Executive Officer (CEO), Woking Borough Council,  
and

Claire Storey,  
Independent Chairman of Standards & Audit Committee (SAC), at WBC

**Memorandum** Dated: 17 June 2020

**Subject:** Next Steps regarding the Woking Football Club & Associated Developments Task Group Report and Recommendations

It is noted that:

1. Agenda Item 8 covering the Woking Football Club and Associated Developments Task Group's Report (the Report) was passed and Agenda item 9 being a Comment by the CEO on this Report was rejected at the Overview and Scrutiny Committee (OSC ) meeting on 15 June 2020
2. Accordingly the Report into the processes behind the Council's handling of the Woking Football Club and Associated Developments and its 15 Recommendations now goes forward to the next normal Full Council Meeting on 30 July 2020
3. There is an urgent need to incorporate the Recommendations into the way in which WBC handles this and other major developments and investments
4. The next OSC meeting is scheduled for 13 July and the next SAC meeting is scheduled for 23 July 2020

It is proposed that:

1. In a spirit of collaboration and partnership the OSC, SAC, and the CEO work closely together over the next few weeks to prepare a short Note that is agreed between the parties to this Memorandum.
2. This Note then accompanies the Woking Football Club and Associated Developments Report and Recommendations (the Recommendations) when presented to Full Council on 30 July 2020.
3. This Note should cover, inter alia, a proposal on how to incorporate and operationalise the Recommendations into the ongoing Governance of WBC including their practical translation into the Council's operating procedures
4. This Note be drafted up by the CEO and agreed by 3 July between the parties to this Memorandum so that it may be noted at the OSC meeting on 13 July, SAC meeting on 23 July and be included along with the Report on the agenda of the Full Council meeting on 30 July.

5. Due to the urgent nature of the Recommendations that there are some recommendations where implementation could easily be adopted at an early date, and so the Note should contain a timetable for proposed implementation

Given the urgency and importance of this work, we would like to receive your comments on this Memorandum and proposed way forward by the end of Friday 12 June please, and to discuss the way in which we can quickly and cooperatively work together to achieve this collaborative way forward.