



WOKING BOROUGH COUNCIL

FORWARD PLAN OF KEY DECISIONS

**CIVIC OFFICES
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18 May 2012

Period Covered: May 2012 – September 2012

INTRODUCTION TO WOKING BOROUGH COUNCIL'S FORWARD PLAN OF KEY DECISIONS

As part of the Local Government Act 2000, Woking Borough Council is required to publish a Forward Plan setting out the key decisions the Executive expects to make over the next four months. The Forward Plan is updated monthly and will be available fourteen days in advance of the date that it comes into effect. 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 identified with an asterisk *.

A shaded box indicates the item in the current month has been added to the Forward Plan since it was last published.

Key decisions are defined by statute as:

Decisions 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 in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the Council.

Contact details for members of the Executive, the Council's Corporate Management Group and Business Managers 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 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 Members Services on 01483 743863 or e-mail memberservices@woking.gov.uk

Councillor J Kingsbury
Leader of the Council

The Executive

The Membership of the Executive will be decided by Council at its meeting on Monday, 21 May 2012.

Officers

Corporate Management Group

Chief Executive: Ray Morgan
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31 May 2012

Key Decision	Subject	Decision to be Taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
	Petition - Indoor Skatepark	To consider a petition seeking to give planning, support and local funding for an indoor skatepark.	None.	E-petition on Council's website submitted by Mr Brian Stokes (closing date 17 March 2012).	Geoff McManus
	Notice of Motion - Councillor M A Whitehand	To consider the following Notice of Motion from Cllr M A Whitehand referred by Council on 16 April 2012: Following concerns expressed by local residents as to the number of fast food outlets in Knaphill Village, could consideration be given to adopting a policy to limit the number of such establishments in future.	None.	None.	Douglas Spinks
	Car Parking Charges for the Faith Community	To recommend to Council accordingly, following the result of the Equality Impact Assessment.	As listed in the Equality Impact Assessment (EqIA), Portfolio Holder.	Equality Impact Assessment (EqIA), Report to Executive on 13 October 2011 (and appendices).	David Johnson
	The New Standards Framework	To recommend to Council changes to Committee structure etc. resulting from the introduction of the new Standards framework.	Leader of the Council, Leader of the Liberal Democrats, Chairman of the Standards and Audit Committee, CMG	Localism Act 2011.	David Johnson

*	Commercial Way Public Realm	To receive options for a project budget of £4.6m, £3.6m and £2.6m, and the management arrangements for the street scene in Commercial Way.	Portfolio Holder, Town Centre Development Members Panel.	Consultation Strategy, Display materials, Gillespies' Statement of Community Involvement Report.	David Johnson
	Playing Pitch Strategy	To report on progress with existing strategy for development of football facilities across Borough and to approve next steps for delivery of provisions.	Portfolio Holder.	None.	Geoff McManus
	Risk Management and Business Continuity Annual Report	To receive the annual report on Risk Management and Business Continuity.	Portfolio Holder.	Risk Management Strategy, Business Continuity Plan and corporate and business areas risk registers.	David Johnson
	Facilities Management Services - Market Test	To authorise a procurement exercise to seek to secure continued facilities management services at a lower cost to local taxpayers.	Portfolio Holder.	None.	Diane Phillips
	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Portfolio Holder.	None.	David Johnson
	Improvement Plan Monitoring Information	To receive the quarterly management report on Improvement Planning.	Portfolio Holder.	None.	David Johnson
	Monitoring Reports - Projects	To provide quarterly reports on the progress of projects in the interests of financial prudence and corporate governance.	Portfolio Holder.	Work.together application, Investment Programme.	David Johnson

	<p>Economic Update - Consideration of Investment Proposals</p>	<p>To consider, if any, investment proposals.</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>Portfolio Holder.</p>	<p>None.</p>	<p>David Johnson</p>
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28 June 2012

Key Decision	Subject	Decision to be Taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
	Notice of Motion - Councillor B K Cross	<p>To consider the following Notice of Motion from Cllr B K Cross, referred to the Executive on 28 June 2012 by Council on 16 April 2012:</p> <p>Residents in the Borough are currently unable to report, via the council's website, faulty and defective lighting matters when they are the responsibility of the Borough. Any resident trying to report an issue with a Borough lamp is taken directly to the street lighting pages of the Surrey County Council website. If it is a Surrey County Council responsibility that is fine but where the defective lighting is the responsibility of the Borough residents are unable to report the matter via the Borough's website. This can have health and safety issues as much of the lighting which is the responsibility of the Borough is lighting along paths and walk-ways.</p> <p>Officers are therefore requested to:</p> <ol style="list-style-type: none"> 1. Investigate and develop an alternative link on to the Borough's website so that residents can report defective lighting that is the Borough's responsibility. 2. Ensure that every lamp that is the responsibility of the Borough is uniquely identified to assist residents when reporting defective lighting. 	None.	None.	Geoff McManus

	Members Allowances	To consider the Independent Remuneration Panel's report on Members Allowances, and to recommend the report to Council.	Cllr J Kingsbury (Portfolio Holder), Independent Remuneration Panel.	Members Allowances Scheme.	David Johnson
	Electoral Cycle - Proposed Consultation	To consult on electoral cycle.	Portfolio Holder.	Local Government and Public Involvement in Health Act 2007, Localism Act 2011.	David Johnson
*	Treasury Management Annual Report 2011-12	To receive the Annual Treasury Management Report.	Portfolio Holder.	Financial Services Working Papers, CIPFA Code of Practice on Treasury Management, Sector Annual Treasury Report Template.	Leigh Clarke
*	The Lightbox - application for support	To determine the application for Community Support.	Portfolio Holder. Internal Officers. Working Association of Voluntary Service.	Application Form.	David Johnson
	Designation of Part Time Taxi Rank - New Central Development	To determine the designation of a part time taxi rank at the New Central Development.	Representatives of the taxi trade, Portfolio Holder.	None.	Geoff McManus
	Localisation of Council Tax Support Update	To obtain a steer on the arrangements to apply from 1 April 2013 on the proposal to localise Council Tax benefit.	Other Surrey Authorities, Portfolio Holder.	Consultation documents.	David Ripley

	Heather Farm Suitable Alternative Natural Greenspace	Approval to amend the Thames Basin Heaths Special Protection Area Avoidance Strategy 2010-2015 to add the Heather Farm Suitable Alternative Natural Greenspace and amend the Suitable Alternative Natural Greenspace tariff.	Portfolio Holder.	Thames Basin Heaths Special Protection Area Avoidance Strategy 2010-2015, Woking Borough Council, September 2010, Thames Basin Heaths Delivery Framework, Natural England, March 2008, South East Plan Policy NRM6 Thames Basin Heaths Special Protection Area, May 2009.	Douglas Spinks
*	Woking Pakistan Muslim Welfare Association - application for support	To review the Council's funding position for the Neighbourhood Advice Centre.	Portfolio Holder. Internal Officers.	Application Form.	David Johnson
	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Portfolio Holder.	None.	David Johnson
	Economic Update - Consideration of Investment Proposals	To consider, if any, investment proposals. (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.)	Portfolio Holder.	None.	David Johnson

	Hardship Relief on Business Rates	To determine the application for hardship relief on business rates. (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.)	Portfolio Holder.	Application forms, Guidelines from DCLG.	David Ripley
	Hardship Relief on Business Rates	To determine the application for hardship relief on business rates. (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.)	Portfolio Holder.	Application forms, Guidelines from DCLG.	David Ripley

28 June 2012 – Special Council

	The New Standards Framework	To approve changes to Committee structure etc. resulting from the introduction of the new Standards framework.	Leader of the Council, Leader of the Liberal Democrats, Chairman of the Standards and Audit Committee, CMG, Executive.	Localism Act 2011.	David Johnson
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19 July 2012

Key Decision	Subject	Decision to be Taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
	Response to Consultation on Forthcoming Changes to the Licensing Act and Adoption of a Late Night Levy	To consider the response to the consultation on the forthcoming changes to the Licensing Act and adoption of a Late Night Levy, and to recommend to Council.	Portfolio Holder, interested parties including all premises licence and club premises certificate holders within the Borough.	None.	Geoff McManus
	Equalities Annual Report - 2012	To receive an annual report detailing progress on the equalities agenda.	Portfolio Holder, employees, a range of voluntary and community sector groups and organisations.	The Equality Framework for Local Government.	David Johnson
*	Lakeview Community Centre	To approve proposals for redevelopment of Lakeview Community Centre.	Lakeview Working Group, Portfolio Holder.	Minutes of Lakeview Working Group; Executive Report 10 March 2011; Lakeview Community Centre.	Geoff McManus
	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Portfolio Holder.	None.	David Johnson
	Improvement Plan Monitoring Information	To receive the quarterly management report on Improvement Planning.	Portfolio Holder.	None.	David Johnson

	Monitoring Reports - Projects	To provide quarterly reports on the progress of projects in the interests of financial prudence and corporate governance.	Portfolio Holder.	Work.together application, Investment Programme.	David Johnson
	Financial Forecast 2012-13 to 2014-15	To receive an updated forecast of the Council's financial position.	Portfolio Holder.	2012/13 Budget and Executive reports.	Leigh Clarke
	Economic Update - Consideration of Investment Proposals	To consider, if any, investment proposals. (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.)	Portfolio Holder.	None.	David Johnson

13 September 2012

Key Decision	Subject	Decision to be Taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
*	Thameswey Business Plans 2013	To consider the Company Business Plan and recommend thereon to Council.	Leader of the Council.	Previous Thameswey Business Plans and Accounts.	Leigh Clarke
	Corporate Property Strategy	To recommend to Council the Corporate Property Strategy.	CMG, Leader & O & S, Business Managers, Portfolio Holder.	O & S Committee Dec 2011 Asset Management Report.	Diane Phillips
	Health and Safety Annual Report	The report on Health and Safety be received.	Health and Safety Committee.	Health and Safety files.	Diane Phillips
	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Portfolio Holder.	None.	David Johnson

	<p>Economic Update - Consideration of Investment Proposals</p>	<p>To consider, if any, investment proposals.</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>Portfolio Holder.</p>	<p>None.</p>	<p>David Johnson</p>
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