



## Spelthorne Borough Council Services Committees Forward Plan and Key Decisions

This Forward Plan sets out the decisions which the Service Committees expect to take over the forthcoming months, and identifies those which are **Key Decisions**.

A **Key Decision** is a decision to be taken by the Service Committee, which is either likely to result in significant expenditure or savings or to have significant effects on those living or working in an area comprising two or more wards in the Borough.

Please direct any enquiries about this Plan to [CommitteeServices@spelthorne.gov.uk](mailto:CommitteeServices@spelthorne.gov.uk).

## Spelthorne Borough Council

### Service Committees Forward Plan and Key Decisions for 1 October 2023 to 31 January 2024

Anticipated earliest (or next) date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Administrative Committee 12 10 2023	Annual Report on Complaints To report on complaints statistics for 22-23 under the Council's Complaints procedure and investigated by the Ombudsman.	Non-Key Decision	Public	Gillian Scott, Corporate Governance Support Officer
Administrative Committee 12 10 2023	Appointment of Charity Trustees - Laleham Charities Village Hall and Recreation Ground Appointment of one representative trustee to Laleham Charities Village Hall and Recreation Ground.	Non-Key Decision	Public	Christeen Abee, Senior Committee Manager
Administrative Committee 12 10 2023	Appointment of Charity Trustees - Staines Parochial Charity Appointment of one representative trustee to Staines Parochial Charity.	Non-Key Decision	Public	Karen Wyeth, Principal Committee Manager
Administrative Committee 12 10 2023	Review of Charity Appointments Process	Non-Key Decision	Public	Farida Hussain, Group Head- Corporate Governance
Administrative Committee 08 02 2024	Update on Projects	Non-Key Decision	Public	Dan Dredge, Control and Systems Manager, Sandy Muirhead, Group Head - Commissioning and Transformation

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Administrative Committee 08 02 2024	Procurement of a New Website	Non-Key Decision	Public	Jennifer Medcraft, Head of Communications and Customer Experience
Administrative Committee 08 02 2024	Summary of Reported Issues	Non-Key Decision	Public	Sandy Muirhead, Group Head - Commissioning and Transformation