

Individual Decision

The attached report will be taken as
Individual Portfolio Member Decision on:

Thursday, 16th May, 2013

| Ref: | Title | Portfolio Member | Page No. |
|-------------|--|-----------------------------|-----------------|
| ID2617 | West Berkshire Forward Plan - July 2013 to October 2013 | Councillor Gordon Lundie | 1 - 12 |



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Individual Executive Member Decision

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| Title of Report: | West Berkshire Council Forward Plan - 01 July 2013 to 31 October 2013 |
| Report to be considered by: | Individual Executive Member Decision |
| Date on which Decision is to be taken: | 16 May 2013 |
| Forward Plan Ref: | ID2617 |

Purpose of Report: To advise Members and residents of key decisions to be considered by West Berkshire Council over the next 4 months.

Recommended Action: That the Leader of the Council agrees and where appropriate amends the West Berkshire Council Forward Plan.

Reason for decision to be taken: It is a statutory requirement that a Forward Plan be produced.

Other options considered: Not applicable.

Key background documentation: Forward Plan.

| Portfolio Member Details | |
|----------------------------------|--|
| Name & Telephone No.: | Councillor Gordon Lundie |
| E-mail Address: | glundie@westberks.gov.uk |

| Contact Officer Details | |
|-------------------------|--|
| Name: | Moira Fraser |
| Job Title: | Democratic Services Manager |
| Tel. No.: | 01635 519045 |
| E-mail Address: | mfraser@westberks.gov.uk |

Implications

| | |
|---------------------------|--|
| Policy: | The Forward Plan details the Policies to be adopted by West Berkshire Council. |
| Financial: | The Forward Plan has no financial implications. |
| Personnel: | The Forward Plan has no personnel implications. |
| Legal/Procurement: | The Forward Plan has no legal or procurement implications. |
| Environmental: | The Forward Plan has no environmental implications. |
| Property: | The Forward Plan has no property implications. |
| Risk Management: | The Forward Plan has no risk management implications. |

| Is this item relevant to equality? | Please tick relevant boxes | | Yes | No |
|--|----------------------------|--|-------------------------------------|-------------------------------------|
| Does the policy affect service users, employees or the wider community and: | | | | |
| • Is it likely to affect people with particular protected characteristics differently? | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Is it a major policy, significantly affecting how functions are delivered? | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Will the policy have a significant impact on how other organisations operate in terms of equality? | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Does the policy relate to functions that engagement has identified as being important to people with particular protected characteristics? | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Does the policy relate to an area with known inequalities? | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Outcome (Where one or more 'Yes' boxes are ticked, the item is relevant to equality) | | | | |
| Relevant to equality - Complete an EIA available at www.westberks.gov.uk/eia | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Not relevant to equality | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Consultation Responses

Members:

| | |
|--|----------------------------------|
| Leader of Council: | Councillor Gordon Lundie |
| Overview & Scrutiny Management Commission Chairman: | Councillor Brian Bedwell at OSMC |
| Ward Members: | All Members. |
| Opposition Spokesperson: | Councillor Jeff Brooks at OSMC |

Local Stakeholders: The West Berkshire Forward Plan will be published the first working day after the Individual Decision is signed.

Officers Consulted: Nick Carter, John Ashworth, Rachael Wardell, Heads of Service, Group Executives.

Trade Union: Not sought.

| | | |
|---|-------------------------------------|---|
| Is this item subject to call-in? | Yes: <input type="checkbox"/> | No: <input checked="" type="checkbox"/> |
| If not subject to call-in please put a cross in the appropriate box: | | |
| The item is due to be referred to Council for final approval | <input type="checkbox"/> | |
| Delays in implementation could have serious financial implications for the Council | <input type="checkbox"/> | |
| Delays in implementation could compromise the Council's position | <input checked="" type="checkbox"/> | |
| Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months | <input checked="" type="checkbox"/> | |
| Item is Urgent Key Decision | <input type="checkbox"/> | |
| Report is to note only | <input type="checkbox"/> | |

Supporting Information

1. Background

- 1.1 West Berkshire Council's Forward Plan, which is published monthly, sets out the key decisions that the Executive (either collectively or by Individual Executive Members) are expected to take over the next four months.
- 1.2 Key decisions are defined by the Government (Regulation 8 of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2001) as:
- (i) Those which result in the Local Authority incurring expenditure which is, or the making of savings which are, significant having regard to the Local Authority's budget for the service or function to which the decision is related.
 - (ii) Those which are significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the Local Authority.
- 1.3 The introduction of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 in September 2012 replaced the 2000 Executive Access to Information Regulations. As a consequence a requirement to publish a rolling forward plan at least 14 days before the start of each month has been replaced by a requirement to publish 28 clear days' notice of any intended key decision. It should be noted that "clear days" means working days, from midnight to midnight, and excludes weekends and public holidays, so 28 clear days equates to around 5½ normal weeks.
- 1.4 On occasions, however, situations may arise where an urgent decision needs to be made in respect of an item that does not appear on the Forward Plan. There are two different ways in which this can be done:
- (i) the authority can take an urgent key decision without giving 28 days' notice where it is impracticable to give the full notice, provided that the authority gives at least five days' clear notice to all Members of the Overview and Scrutiny Management Commission, which can then call in the decision to check that it was genuinely urgent; or
 - (ii) where a key decision is so urgent there is not even time to give five clear days' notice, the authority can take the decision if the Chairman of the Overview and Scrutiny Management Commission has agreed that the key decision is urgent and cannot reasonably be deferred.
- 1.5 In addition The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 have introduced an entirely new requirement for the Council to publish 28 clear days' notice of the intention to hold a private meeting (or part of a meeting) of the Executive. This 28 day notice must be reinforced by a five day notice which sets out the reasons for the meeting to be held in private, details of any propositions received as to why the meeting should be open, and the Council's response. The response will be provided by the Monitoring Officer. The regulations again provide for an urgency procedure, under which the Council can decide the matter with shorter than 28 or five days' notice, provided that it has first obtained the consent of the Chairman of the Overview and Scrutiny Management Commission.

- 1.6 There are currently no confidential or urgent items scheduled for the 25 July 2013 Executive.
- 1.7 Details of decisions that Full Council, the Governance and Audit Committee and the Personnel Committee are going to take are also included for ease of reference. It should, however, be noted that the new requirements only apply to Executive meetings.
- 1.8 Publication of the Forward Plan remains a statutory requirement of the Local Authority. The Forward Plan, any General Exception Decision Notices and Notices of Private Decisions have to be available for inspection and also have to be published on the Council's website.
- 1.9 The Portfolios will be updated after the Annual Council meeting on the 14 May 2013.

Appendices

Appendix A – West Berkshire Council Forward Plan – 01 July 2013 to 31 October 2013

West Berkshire Council Forward Plan



West Berkshire Council Forward Plan – 01 July to 31 October 2013

| Reference | Decision and Purpose | Decision Body | Decision Path | Directorate | Contact | Lead Member (Porfolio Holder for . . .) | Part II | Date Report Published | Consultee(s) | Notes | Decision Month |
|------------------|--|---------------|---------------|-------------|----------------|--|---------|-----------------------|--|-------|----------------|
| JULY 2013 | | | | | | | | | | | |
| ID2667 | SEN & Disability Strategy 2013 - 2016 <i>To seek approval of the draft SEN & Disability Strategy 2013 – 2016.</i> | ID | 01/07/13 | Communities | Jane Seymour | Children and Young People, Education, Youth Service | | TBC | Parents of children with SEN, schools, statutory and voluntary agencies involved with children with SEN. | | July 2013 |
| ID2660 | Speed Limit Review – May 2013 <i>To approve the statutory consultation for alterinmg the speed limit on a number of roads following a meeting of the Speed Limit Task Group.</i> | ID | 01/07/13 | Environment | Andrew Garratt | Planning, Property, Highways, Transport | | TBC | Speed Limit Task Group | | July 2013 |
| ID2630 | Adoption of Parish Plans <i>To adopt Parish Plans.</i> | ID | 01/07/13 | Resources | Jo Naylor | Partnerships, Equality, The Visions, Communities, Emergency Planning | | TBC | Local Members and Stakeholders | | July 2013 |
| ID2663 | Community Care (Adult Social Care) Compliments and Complaints Report <i>To outline the approach to handling complaints for Adult Social Care and to provide information about the number and type of complaints within Community Care (Adult Social Care). To highlight the number and nature of compliments received from April 2012 to March 2013. To illustrate how complaints and compliments are logged and monitored, and review the actions taken as a result of the lessons learned.</i> | ID | 01/07/13 | Communities | Mary Page | Community Care, Insurance | | TBC | | | July 2013 |

The items included in the Forward Plan were correct at the time of publication. The Forward Plan may, however, change and you are advised to contact Moira Fraser – Tel: 01635 519045 or e-mail: mfraser@westberks.gov.uk to confirm the contents of any agenda before attending a meeting.
Executive decisions may be taken by the Executive acting as a collective body or by officers acting under delegated powers.

| | |
|-------------|--------------------------------------|
| KEY: | |
| ID = | Individual Executive Member Decision |
| EX = | Executive |
| C = | Council |
| GA = | Governance & Audit Committee |
| SC = | Standards Committee |
| PC = | Personnel Committee |

West Berkshire Council Forward Plan – 01 July to 31 October 2013

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|-----------|---|---------------|---------------|-------------|----------------|--|---------|-----------------------|---------------------------------------|-------|----------------|
| ID2679 | Raised zebra crossings in Pangbourne Village <i>To approve the statutory consultation for altering the speed limit on a number of roads following a meeting of the Speed Limit Task Group</i> | ID | 01/07/13 | Environment | Andrew Garratt | Planning, Property, Highways, Transport | | TBC | | | July 2013 |
| ID2680 | ICT Strategy <i>To approve the updated strategy.</i> | ID | 01/07/13 | Resources | Kevin Griffin | Council Strategy and Performance, Housing, ICT, Corporate Services, Strategic Support, Legal | | TBC | | | July 2013 |
| ID2684 | Thatcham Level Crossing Improvements <i>To review the results of a consultation into proposed improvements on the southbound approach to Thatcham Level Crossing.</i> | ID | 01/07/13 | Environment | Jon Winstanley | Planning, Property, Highways, Transport | | TBC | | | July 2013 |
| GA2678 | Internal Audit - Workplan for 13-14 <i>To outline the proposed work programme for internal audit for the coming year</i> | GA | 08/07/13 | Resources | Ian Priestley | Finance, Pensions, Economic Development, Health & Safety, HR | | 28/06/13 | Corporate Directors, Heads of Service | | July 2013 |
| GA2683 | Amendments to the Constitution - Part 5 (Executive Rules of Procedure) and Part 6 (Scrutiny Rules of Procedure) <i>To note the amendments to the Constitution following the May 2013 Council meeting if required.</i> | GA | 08/07/13 | Resources | Andy Day | Leader of the Council | | 28/06/13 | | | July 2013 |
| SC2691 | Standards Committee Report Quarter 1 of 2013/14 <i>To update the Standards Committee on activity over the past quarter.</i> | SC | 15/07/13 SC | Resources | Moira Fraser | Chairman of the Standards Committee | | 05/07/13 | | | July 2013 |

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|--------------------|--|---------------|---------------|-------------|--------------|--|---------|-----------------------|---|------------------------|----------------|
| ID2619 | West Berkshire Forward Plan – 01 September to 31 December 2013 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i> | ID | 25/07/13 | Resources | Moira Fraser | Leader of Council | | 17/07/13 | Corporate Directors, Heads of Services, Overview and Scrutiny Management Commission | Not subject to call-in | July 2013 |
| EX2538 | Key Accountable Measures and Activities 2012/13. Update on progress: Q4 outturns | EX | 25/07/13 EX | Resources | Jason Teal | Council Strategy and Performance, Housing, ICT, Corporate Services, Strategic Support, Legal | | 17/07/13 | Corporate Directors, Heads of Services | | July 2013 |
| EX2682 | City Deal <i>To outline to Members the detail behind a Reading and Central Berkshire City Deal.</i> | EX | 25/07/13 EX | Resources | Andy Day | Finance, Economic Development, Health & Safety, Pensions | | 17/07/13 | | | July 2013 |
| AUGUST 2013 | | | | | | | | | | | |
| ID2631 | Adoption of Parish Plans <i>To adopt Parish Plans.</i> | ID | 01/08/13 | Resources | Jo Naylor | Partnerships, Equality, The Visions, Communities, Emergency Planning | | TBC | Local Members and Stakeholders | | August 2013 |
| ID2620 | West Berkshire Forward Plan – 01 October 2013 to 31 January 2014 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i> | ID | 22/08/13 | Resources | Moira Fraser | Leader of Council | | 14/08/13 | Corporate Directors, Heads of Services, Overview and Scrutiny Management Commission | Not subject to call-in | August 2013 |

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|-----------------------|---|---------------|---------------|-------------|------------------|--|---------|-----------------------|--------------------------------|-------|----------------|
| SEPTEMBER 2013 | | | | | | | | | | | |
| ID2632 | Adoption of Parish Plans <i>To adopt Parish Plans.</i> | ID | 01/09/13 | Resources | Jo Naylor | Partnerships, Equality, The Visions, Communities, Emergency Planning | | TBC | Local Members and Stakeholders | | September 2013 |
| GA2559 | Review of the Council's Bribery Policy <i>In accordance with the recommendation of the Governance and Audit Committee to revisit the Council's Bribery Policy adopted on the 10 September 2012 to ensure that it is fit for purpose.</i> | GA | 02/09/13 GA | Resources | Ian Priestley | Finance, Economic Development, Health & Safety, Pensions | | 23/08/13 | | | September 2013 |
| EX2645 | Treasury Management Annual Report 2012-13 <i>To inform Members of the previous year's treasury management activities and the performance of the Council's investments.</i> | EX | 05/09/13 EX | Resources | Gabrielle Esplin | Finance, Economic Development, Health & Safety, Pensions | | 28/08/13 | | | September 2013 |
| EX2646 | Key Accountable Measures and Activities 2013/14. Update on progress: Q1 outturns <i>To report Quarter 1 progress against the key accountable measures and activities for West Berkshire Council for 2013/14 and to report by exception those measures/activities not achieved/expected to be achieved and cite remedial action that is being taken.</i> | EX | 05/09/13 EX | Resources | Jason Teal | Council Strategy and Performance, Housing, ICT, Corporate Services, Strategic Support, Legal | | 28/08/13 | | | September 2013 |
| EX2668 | Financial Performance Report - Q1 of 2013/14 <i>To inform Members of the latest financial performance of the Council.</i> | EX | 05/09/13 EX | Resources | Melanie Ellis | Finance, Pensions, Economic Development, Health & Safety, HR | | 28/08/13 | | | September 2013 |

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|---------------------|--|---------------|---------------|-------------|----------------|--|---------|-----------------------|--|------------------------|----------------|
| ID2621 | West Berkshire Forward Plan – 01 November 2013 to 28 February 2014 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i> | ID | 12/09/13 | Resources | Moira Fraser | Leader of Council | | 04/09/13 | Corporate Directors, Heads of Services, Overview and Scrutiny Management Commission | Not subject to call-in | September 2013 |
| OCTOBER 2013 | | | | | | | | | | | |
| ID2633 | Adoption of Parish Plans <i>To adopt Parish Plans.</i> | ID | 01/10/13 | Resources | Jo Naylor | Partnerships, Equality, The Visions, Communities, Emergency Planning | | TBC | Local Members and Stakeholders | | October 2013 |
| ID2681 | Economic Strategy <i>To approve the updated strategy.</i> | ID | 01/10/13 | Resources | Janet Duffield | Finance, Economic Development, Health & Safety, Pensions | | TBC | | | October 2013 |
| SC2692 | Standards Committee Report Quarter 2 of 2013/14 <i>To update the Standards Committee on activity over the past quarter.</i> | SC | 14/10/13 SC | Resources | Moira Fraser | Chairman of the Standards Committee | | 04/10/13 | | | October 2013 |
| EX2685 | Adoption of the Housing Allocations Policy <i>To approve and adopt the Council's policy for assessment and allocaton of applicants seeking social housing.</i> | EX | 17/10/13 EX | Communities | Mel Brain | Strategy, Council Plan, Housing | | 09//10/13 | CHR Applicants, residents, Members, Registered Providers & other itnersted stakeholders (e.g. agencies who work with CHR applicants) | | October 2013 |

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| ID2622 | West Berkshire Forward Plan – 01 December 2013 to 31 March 2014 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i> | ID | 24/10/13 | Resources | Moira Fraser | Leader of Council | | 16/10/13 | Corporate Directors, Heads of Services, Overview and Scrutiny Management Commission | Not subject to call-in | October 2013 |

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