

# Individual Decision

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

**Thursday, 22nd August, 2013**

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<b>Ref:</b>	<b>Title</b>	<b>Portfolio Member(s)</b>	<b>Page No.</b>
ID2620	<b>West Berkshire Forward Plan - October 2013 to January 2014</b>	Councillor Pamela Bale	1 - 16



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## Individual Executive Member Decision

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<b>Title of Report:</b>	<b>West Berkshire Council Forward Plan - 1 October 2013 to 31 January 2014</b>
<b>Report to be considered by:</b>	Individual Executive Member Decision
<b>Date on which Decision is to be taken:</b>	22 August 2013
<b>Forward Plan Ref:</b>	ID2620

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

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**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	
<b>Name &amp; Telephone No.:</b>	Councillor Gordon Lundie
<b>E-mail Address:</b>	<a href="mailto:glundie@westberks.gov.uk">glundie@westberks.gov.uk</a>

Contact Officer Details	
<b>Name:</b>	Moira Fraser
<b>Job Title:</b>	Democratic Services Manager
<b>Tel. No.:</b>	01635 519045
<b>E-mail Address:</b>	<a href="mailto:mfraser@westberks.gov.uk">mfraser@westberks.gov.uk</a>

## Implications

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<b>Policy:</b>	The Forward Plan details the Policies to be adopted by West Berkshire Council.
<b>Financial:</b>	The Forward Plan has no financial implications.
<b>Personnel:</b>	The Forward Plan has no personnel implications.
<b>Legal/Procurement:</b>	The Forward Plan has no legal or procurement implications.
<b>Environmental:</b>	The Forward Plan has no environmental implications.
<b>Property:</b>	The Forward Plan has no property implications.
<b>Risk Management:</b>	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"/>
<b>Outcome</b> (Where one or more 'Yes' boxes are ticked, the item is relevant to equality)				
Relevant to equality - Complete an EIA available at <a href="http://www.westberks.gov.uk/eia">www.westberks.gov.uk/eia</a>			<input type="checkbox"/>	<input type="checkbox"/>
Not relevant to equality			<input checked="" type="checkbox"/>	<input type="checkbox"/>

## Consultation Responses

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### Members:

<b>Leader of Council:</b>	Councillor Gordon Lundie
<b>Overview &amp; Scrutiny Management Commission Chairman:</b>	Councillor Brian Bedwell at OSMC
<b>Ward Members:</b>	All Members.
<b>Opposition Spokesperson:</b>	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.

<b>Is this item subject to call-in?</b>	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

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### 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 is currently one confidential item scheduled for the 5 September 2013 Executive namely 'Sale of former depot Pound Lane, Thatcham'.
- 1.7 There might possibly be one urgent item of business for the Executive meeting on 5 September 2013 in respect of 's106 Bad Debts'. The Chairman and Vice-Chairman of the Overview and Scrutiny Management Commission have been contacted and permission received for the item to be included on the agenda. This would also be a confidential item.
- 1.8 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.
- 1.9 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.

## **Appendices**

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Appendix A – West Berkshire Council Forward Plan – 1 October 2013 to 31 January 2014

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# West Berkshire Council Forward Plan

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# West Berkshire Council Forward Plan – October 2013 to January 2014

Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact	Lead Member (Portfolio Holder for . . .)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
<b>OCTOBER 2013</b>											
SC2692	<b>Standards Committee Report Quarter 2 of 2013/14</b> <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		06/10/13			01 October 2013
ID2633	<b>Adoption of Parish Plans/Neighbourhood Plans/Village Design Statements</b> <i>To adopt Parish Plans/Neighbourhood Plans/Village Design Statements.</i>	ID	01/10/13	Resources/ Environment	Jo Naylor/ Bryan Lyttle/ Paula Amorelli	Partnerships, Equality, Communities, Hungerford and Eastern Area Visions/ Planning, Transport (Policy), Culture, Customer Services, Countryside		TBC	Local Members and Stakeholders		01 October 2013
ID2681	<b>Economic Strategy</b> <i>To approve the updated strategy.</i>	ID	01/10/13	Resources	Janet Duffield	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		TBC			01 October 2013
ID2712	<b>Response to a petition requesting a pedestrian crossing on Old Newtown Road/Paddock Road in Newbury</b> <i>To respond to a petition that has been submitted to the Council.</i>	ID	01/10/13	Environment	Andrew Garratt	Highways, Transport (Operations), Emergency Planning, Newbury Vision		TBC			01 October 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](mailto: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.**

<b>KEY:</b>
ID = Individual Executive Member Decision
EX = Executive
C = Council
GA = Governance & Audit Committee
S = Standards Committee
PC = Personnel Committee

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ID2739	<b>Automatic Fire Suppression Systems Policy</b> <i>To present the proposed formal policy document and guidance document related to Automatic Fire Suppression systems</i>	ID	01/10/13	Communities	Richard Turner	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		TBC			01 October 2013
ID2735	<b>Schools Place Strategy 2013-2018</b> <i>To review the outcome of the public consultation and approve the revised version of the Schools Place Strategy 2013/18</i>	ID	14/10/13	Communities	Caroline Corcoran	Children and Young People, Youth Service, Education		27/09/13	Public consultation		01 October 2013
ID2736	<b>Winter Service Plan 2013/14</b> <i>To approve the Winter Service Plan 2013/14</i>	ID	14/10/13	Environment	Melvyn May	Highways, Transport (Operations), Emergency Planning, Newbury Vision		27/09/13	Parish Councils, Ward Members and the general public		01 October 2013
ID2622	<b>West Berkshire Forward Plan – 01 December 2013 to 31 March 2014</b> <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	01 October 2013

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EX2685	<b>Adoption of the Housing Allocations Policy</b> <i>To approve and adopt the Council's policy for assessment and allocation of applicants seeking social housing.</i>	EX	17/10/13 EX	Communities	Mel Brain	Strategy & Performance, Housing, ICT & Corporate Support, Legal and Strategic Support		09//10/13	CHR Applicants, residents, Members, Registered Providers & other itnersted stakeholders (e.g. agencies who work with CHR applicants)		01 October 2013
EX2717	<b>Schools Funding Formula</b>	EX	17/10/13 EX	Resources	Claire White	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		09//10/13			01 October 2013
EX2719	<b>Future Development of John O'Gaunt School</b> <i>To set out a five year plan for the development of John O'Gaunt School for approval</i>	EX	17/10/13 EX	Communities	Ian Pearson	Children and Young People, Youth Service, Education		09//10/13			01 October 2013
EX2732	<b>The Former Control Tower, Greenham Common</b> <b>(Paragraph 3 - information relating to financial/business affairs of particular person)</b> <b>(Paragraph 5 - information relating to legal privilege)</b> <i>To consider offers for sale.</i>	EX	17/10/13 EX	Resources	Amanda Dennis	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property	Yes	09//10/13			01 October 2013

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EX2738	<p><b>Changes to the Adoption Service in West Berkshire</b>                      (Paragraph 1 – information pertaining to an individual)                      (Paragraph 2 – information identifying an individual)  <i>To explore the possible development of a Shared Adoption Service across the 6 Berkshire Local Authorities.</i></p>	EX	17/10/13 EX	Communities	Sandra Dopson	Children and Young People, Youth Service, Education	Yes	09/10/13			01 October 2013
<b>NOVEMBER 2013</b>											
ID2634	<p><b>Adoption of Parish Plans/Neighbourhood Plans/Village Design Statements</b>  <i>To adopt Parish Plans/Neighbourhood Plans/Village Design Statements.</i></p>	ID	01/11/13	Resources/ Environment	Jo Naylor/ Bryan Lyttle/ Paula Amorelli	Partnerships, Equality, Communities, Hungerford and Eastern Area Visions/ Planning, Transport (Policy), Culture, Customer Services, Countryside		TBC	Local Members and Stakeholders		01 November 2013
ID2623	<p><b>West Berkshire Forward Plan – 18 December 2013 to 30 April 2014</b>  <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i></p>	ID	14/11/13	Resources	Moira Fraser	Leader of Council		06/11/13	Corporate Directors, Heads of Services, Overview and Scrutiny Management Commission	Not subject to call-in	01 November 2013

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GA2559	<b>Review of the Council's Anti-Bribery Policy</b> <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	25/11/03	Resources	Ian Priestley	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		15/11/13			01 November 2013
EX2669	<b>Financial Performance Report - Q2 of 2013/14</b> <i>To inform Members of the latest financial performance of the Council.</i>	EX	28/11/13 EX	Resources	Melanie Ellis	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		20/11/13			01 November 2013

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## DECEMBER 2013

ID2635	<b>Adoption of Parish Plans/Neighbourhood Plans/Village Design Statements</b> <i>To adopt Parish Plans/Neighbourhood Plans/Village Design Statements.</i>	ID	01/12/13	Resources/ Environment	Jo Naylor/ Bryan Lyttle/ Paula Amorelli	Partnerships, Equality, Communities, Hungerford and Eastern Area Visions/ Planning, Transport (Policy), Culture, Customer Services, Countryside		TBC	Local Members and Stakeholders		01 December 2013
ID2624	<b>West Berkshire Forward Plan – 15 January 2014 to 31 May 2014</b> <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	12/12/13	Resources	Moira Fraser	Leader of Council		03/12/13	Corporate Directors, Heads of Services, Overview and Scrutiny Management Commission	Not subject to call-in	01 December 2013
EX2706	<b>Staffing Implications associated with savings put forward to deliver the 2014/15 revenue budget.</b> <b>(Paragraph 1 - information relating to an individual)</b> <b>(Paragraph 2 - information identifying an individual)</b> <i>To set out the staffing implications which are likely to result from the setting of the Council's 2014/15 revenue budget and to seek approval to make the redundancy payments associated with the required staffing implications</i>	EX	19/12/13 EX	Resources	Robert O'Reilly	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property	Yes	11/12/13			01 December 2013

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EX2713	<p><b>Appointment of a Partner Organisation for the Development of the London Road Industrial Estate</b> (Paragraph 3 - information relating to financial/business affairs of particular person)</p> <p><i>To appoint a preferred partner to take this project forward.</i></p>	EX	19/12/13 EX	Communities	Bill Bagnell	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property	Yes	11/12/13			01 December 2013
EX2647	<p><b>Key Accountable Measures and Activities 2013/14. Update on progress: Q2 outturns</b></p> <p><i>To report Quarter 2 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></p>	EX	19/12/13 EX	Resources	Jason Teal	Strategy & Performance, Housing, ICT & Corporate Support, Legal and Strategic Support		11/12/13			01 December 2013
C2728	<p><b>Changes to the Constitution - Budget Amendments</b></p> <p><i>To outline changes to the Constitution in respect of amendments to the budget at Council meetings.</i></p>	C	12/12/13 C	Resources	Andy Walker	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		05/12/13			01 December 2013

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C2729	<p><b>Council Tax Reduction Scheme 2014/2015</b>  <i>For each financial year, each billing authority must consider whether to revise its scheme or to replace it with another scheme.</i>  <i>The authority must make any revision to its scheme, or any replacement scheme, no later than 31 January in the financial year preceding that for which the revision or replacement scheme is to have effect.</i></p>	C	12/12/13 C	Resources	Bill Blackett	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		05/12/13		Not subject to call-in	01 December 2013
C2593	<p><b>Leisure Centres' Fees and Charges 2014</b>  <i>To implement the contractual requirement for an annual price review for 2014 for Parkwood Community Leisure to come into effect from 1st January 2014; to bring forward agreement of 2014 charges for Shaw House to come into effect from 1st January 2014.</i></p>	C	12/12/13 C	Environment	Chris Jones	Planning, Transport (Policy), Culture, Customer Services, Countryside		05/12/13	For Leisure Fees and Charges: members of the Joint Advisory Committees - i.e. Governing Bodies of Schools (for joint use sites), Town and Parish Councils plus leisure centre stakeholders.		01 December 2013
C2594	<p><b>2014/15 West Berkshire Council Timetable of Public Meetings</b>  <i>To agree the timetable of public meetings for the year 2014/15.</i></p>	C	12/12/13 C	Resources	Moira Fraser	Leader of Council		05/12/13			01 December 2013

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C2595	<b>Adventure Dolphin Fees and Charges 2014/15</b> <i>To bring forward agreement on increases in fees and charges for the 2014/15 Adventure Dolphin activity programme: in line with fair market price; to maximise advance bookings and income in support of the drive for the service to become cost neutral.</i>	C	12/12/13 C	Environment	Chris Jones	Planning, Transport (Policy), Culture, Customer Services, Countryside		05/12/13	Stakeholders		01 December 2013
C2672	<b>Member Development Programme May 2014 – May 2016</b> <i>To agree the Member Development programme for the forthcoming Municipal Years.</i>	C	12/12/13 C	Resources	Jude Thomas/ Jo Watt	Leader of Council		05/12/13			01 December 2013
C2592	<b>Junior Citizen of the Year 2013</b>	C	12/12/13 C	Resources	Jo Watt	Chairman of the Council		05/12/13			01 December 2013
<b>JANUARY 2014</b>											
SC2693	<b>Standards Committee Report Quarter 3 of 2013/14</b> <i>To update the Standards Committee on activity over the past quarter.</i>	SC	13/01/14 SC	Resources	Moira Fraser	Chairman of the Standards Committee		03/01/14			01 January 2014
ID2636	<b>Adoption of Parish Plans/Neighbourhood Plans/Village Design Statements</b> <i>To adopt Parish Plans/Neighbourhood Plans/Village Design Statements.</i>	ID	01/01/14	Resources/Environment	Jo Naylor/ Bryan Lyttle/ Paula Amorelli	Partnerships, Equality, Communities, Hungerford and Eastern Area Visions/ Planning, Transport (Policy), Culture, Customer Services, Countryside		TBC	Local Members and Stakeholders		01 January 2014

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ID2652	<b>Equalities Annual Report</b> <i>To set out our progress towards our published equality objectives. An annual report is required by law to be published each January.</i>	ID	01/01/14	Resources	Elaine Walker	Partnerships, Equality, Communities, Hungerford and Eastern Area Visions		TBC			01 January 2014
ID2625	<b>West Berkshire Forward Plan – 12 February 2014 to 30 June 2014</b> <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	16/01/14	Resources	Moira Fraser	Leader of Council		03/01/14	Corporate Directors, Heads of Services, Overview and Scrutiny Management Commission	Not subject to call-in	01 January 2014
EX2730	<b>Non-Domestic Rate Retention Calculations</b> <i>To calculate and set the amount of the central and relevant precepting authority's shares of estimated non-domestic rate income for 2014/2015</i>	EX	16/01/14EX	Resources	Bill Blackett	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		08/01/14	Internal consultees in Planning External consultation with developers		01 January 2014
EX2731	<b>Council Taxbase</b> <i>To set the taxbase for tax setting purposes in accordance with statutory rules</i>	EX	16/01/14EX	Resources	Bill Blackett	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		08/01/14	Internal consultees in Planning External consultation with developers		01 January 2014

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](mailto: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.**

<b>KEY:</b>
ID = Individual Executive Member Decision
EX = Executive
C = Council
GA = Governance & Audit Committee
S = Standards Committee
PC = Personnel Committee