

Individual Decision

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

Thursday, 12th September, 2013

Ref:	Title	Portfolio Member	Page No.
ID2621	West Berkshire Forward Plan - November 2013 to February 2014	Councillor Gordon Lundie	1 - 20



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Individual Executive Member Decision

Title of Report:	West Berkshire Council Forward Plan - 01 November 2013 to 28 February 2014
Report to be considered by:	Individual Executive Member Decision
Date on which Decision is to be taken:	12 September 2013
Forward Plan Ref:	ID2621

Purpose of Report: To advise Members and residents of items 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 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.

Ward Members: All Members.

Opposition Spokesperson: Councillor Jeff Brooks.

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:
- (1) 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.
 - (2) 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 now 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 28 November 2013 Executive meeting and the required notice is attached as an appendix and will be displayed at the Council. The item is:
- Changes to the Adoption Service in West Berkshire (*Paragraph 1 - information pertaining to an individual, Paragraph 2 - information identifying an individual*)
- 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 Decisions Notices and Notices of Private Decisions have to be available for inspection and also has to be published on the Council's website.

Appendices

Appendix A – West Berkshire Council Forward Plan – 01 November 2013 to 28 February 2014

West Berkshire Council Forward Plan



West Berkshire Council Forward Plan – 01 November 2013 to 28 February 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
NOVEMBER 2013											
ID2745	Community Learning Supply Chain Charges and Fees Policy <i>To approve the Community Learning Supply Chain Charges and Fees Policy</i>	ID	01/11/13	Communities	Sara Hanson	Children and Young People, Youth Service, Education		TBC	Community Learning Partnership		November 2013
ID2707	Bank Holiday Car Park Charges <i>To respond to an objection from Newbury Town Council opposing the implementation of Bank Holiday parking charges in the Newbury car parks that was approved, subject to consultation, by Full Council on 5th March 2013</i>	ID	0/11/13	Environment	Martyn Baker	Highways, Transport (Operations), Emergency Planning, Newbury Vision		TBC			November 2013
ID2715	Parking Amendment No. 15 (On Street Charging) <i>To consider the responses received during statutory consultation</i>	ID	01/11/13	Environment	Andrew Garratt	Highways, Transport (Operations), Emergency Planning, Newbury Vision		TBC			November 2013
ID2634	Adoption of Parish Plans/Neighbourhood Plans/Village Design Statements <i>To adopt Parish Plans/Neighbourhood Plans/Village Design Statements.</i>	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		November 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
S = Standards Committee
PC = Personnel Committee

West Berkshire Council Forward Plan – 01 November 2013 to 28 February 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
ID2623	West Berkshire Forward Plan – 18 December 2013 to 30 April 2014 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	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	November 2013
GA2559	Review of the Council's Anti-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	25/11/13 GA	Resources	Ian Priestley	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		15/11/13			November 2013
EX2669	Financial Performance Report - Q2 of 2013/14 <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			November 2013
EX2738	Changes to the Adoption Service in West Berkshire (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>	EX	28/11/13 EX	Communities	Sandra Dopson	Children and Young People, Youth Service, Education	Yes	20/11/13	Five other Berkshire Unitaries		November 2013

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DECEMBER 2013											
ID2635	Adoption of Parish Plans/Neighbourhood Plans/Village Design Statements <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		December 2013
C2728	Changes to the Constitution - Parts 3, 4, 7, 10 and 13 <i>To outline changes to the Constitution.</i>	C	12/12/13 C 25/11/13 GA	Resources	Andy Walker	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		15/11/13			December 2013
C2729	Council Tax Reduction Scheme 2014/2015 <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>	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	December 2013

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C2737	Revised Code of Conduct for Members <i>To agree any changes required to the Members Code of Conduct following the scheduled review by the Standards Committee.</i>	C	12/12/13 C 25/11/13 GA 14/10/13 SC	Resources	David Holling	Leader of Council		15/11/13	Standards Committee		December 2013
C2593	Leisure Centres' Fees and Charges 2014 <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>	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.		December 2013
C2594	2014/15 West Berkshire Council Timetable of Public Meetings <i>To agree the timetable of public meetings for the year 2014/15.</i>	C	12/12/13 C	Resources	Moira Fraser	Leader of Council		05/12/13			December 2013
C2595	Adventure Dolphin Fees and Charges 2014/15 <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		December 2013

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C2672	Member Development Programme May 2014 – May 2016 <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			December 2013
C2592	Junior Citizen of the Year 2013	C	12/12/13 C	Resources	Jo Watt	Chairman of the Council					December 2013
ID2743	A4 Calcot Widening Improvements <i>To report the feedback from the consultation exercise and agree the final scheme design.</i>	ID	16/12/13	Environment	Jon Winstanley	Highways, Transport (Operations), Emergency Planning, Newbury Vision		06/12/13			December 2013
EX2706	Staffing Implications associated with savings put forward to deliver the 2014/15 revenue budget. (Paragraph 1 - information relating to an individual) (Paragraph 2 - information identifying an individual) <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	10/12/13			December 2013
EX2741	Voluntary Sector - Outcomes Based Prospectus <i>Executive to agree final prospectus.</i>	EX	19/12/13 EX	Communities	Tandra Forster	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		10/12/13	Full consultation: current service users, User Led Organisations, Staff, Members, Service Providers, general public		December 2013

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EX2647	<p>Key Accountable Measures and Activities 2013/14. Update on progress: Q2 outturns</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		10/12/13			December 2013
EX2713	<p>Appointment of a Partner Organisation for the Development of the London Road Industrial Estate</p> <p>(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	10/12/13			December 2013
ID2624	<p>West Berkshire Forward Plan – 15 January 2014 to 31 May 2014</p> <p><i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i></p>	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	December 2013

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JANUARY 2014											
ID2636	Adoption of Parish Plans/Neighbourhood Plans/Village Design Statements <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		January 2014
ID2652	Equalities Annual Report <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			January 2014
EX2730	Non-Domestic Rate Retention Calculations <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		January 2014
EX2731	Council Taxbase <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		January 2014

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ID2625	West Berkshire Forward Plan – 12 February 2014 to 30 June 2014 <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		08/01/14	Corporate Directors, Heads of Services, Overview and Scrutiny Management Commission	Not subject to call-in	January 2014
SC2693	Standards Committee Report Quarter 3 of 2013/14 <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			January 2014
FEBRUARY 2014											
ID2637	Adoption of Parish Plans/Neighbourhood Plans/Village Design Statements <i>To adopt Parish Plans/Neighbourhood Plans/Village Design Statements.</i>	ID	01/02/14	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		February 2014
EX2742	Charging for Supporting People Services <i>Executive to agree to introduced charges for Supporting People services in line with the Council's Fairer Contributions Policy.</i>	EX	13/02/13 EX	Communities	Tandra Forster	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		05/02/13	Existing and potential client base, interest groups, general public, Council staff, partners		February 2014

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EX2670	Financial Performance Report - Q3 of 2013/14 <i>To inform Members of the latest financial performance of the Council.</i>	EX	13/02/14 EX	Resources	Melanie Ellis	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		05/02/13			February 2014
C2746	Capital Strategy and Programme 2014-2019 <i>To agree the Capital Strategy and Programme for the next five years.</i>	C	13/02/14 EX 04/03/13 C	Resources	Andy Walker	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		05/02/13			March 2014
C2747	Borrowing Limits and Annual Investment Strategy 2014/15 <i>In compliance with The Local Government Act 2003, this report summarises the Council's borrowing limits as set out by CIPFA's Prudential Code, and recommends the Annual Investment Strategy for the coming year.</i>	C	13/02/14 EX 04/03/13 C	Resources	Andy Walker	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		05/02/13			March 2014
C2748	Medium Term Financial Strategy (MTFS) 2014-17 <i>To agree the Council's Strategy for the coming years.</i>	C	13/02/14 EX 04/03/14 C	Resources	Andy Walker	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		05/02/13			March 2014

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C2749	Revenue Budget: 2014/15 <i>To consider and recommend to Council the 2014-15 revenue budget.</i>	C	13/02/14 EX 04/03/14 C	Resources	Andy Walker	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		05/02/13			March 2014
ID2626	West Berkshire Forward Plan – 26 March 2014 to 31 July 2014 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	20/02/14	Resources	Moira Fraser	Leader of Council		12/02/14	Corporate Directors, Heads of Services, Overview and Scrutiny Management Commission	Not subject to call-in	February 2014

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NOTICE OF A PRIVATE MEETING OF A DECISION-MAKING BODY TO WHICH THE CHAIR OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMISSION HAS AGREED¹

Notice of an imminent occasion when the public may be excluded from a meeting due to the likelihood that if members of the public were present during an item of business confidential or exempt information would be disclosed to them and which the Chair of the Overview and Scrutiny Management Commission has agreed is urgent and cannot reasonably be deferred.

¹ In accordance with Regulation 5(7) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

1. At least 28 clear days before a private meeting² of a decision-making body, public notice³ must be given which must include a statement of reasons for the meeting to be held in private.
2. At least 5 clear days before a private meeting of a decision-making body, further public notice⁴ must be given which must include a statement of reasons for the meeting to be held in private, details of any representations received by the decision-making body about why the meeting should be open to the public and a statement of the Council's response to such representations.
3. Where the date by which a meeting must be held makes compliance with the above requirements impracticable, the meeting may only be held in private where the decision-making body has obtained agreement from the Chair of the Overview and Scrutiny Management Commission.
4. Compliance with the requirements for the giving of public notice has been impracticable in relation to the business detailed below.

Date of Decision or period within which the decision is to be made	Ref No:	Matter in respect of which the decision is to be made	Short Description	Decision maker	Executive Member & Lead Officer	List of documents to be submitted to decision maker	Public or Private meeting. Statement of reasons if private.
28 November 2011	EX2738	Changes to the Adoption Service in West Berkshire	To explore the possible development of a Shared Adoption Service across the 6 Berkshire Local Authorities	Executive	Councillor Irene Neill/ Sandra Dopson	Report and associated appendices	Private (Paragraph 1 - information pertaining to an individual, Paragraph 2 - information identifying an individual)

5. The Chair of the Overview and Scrutiny Committee has agreed that the Executive may hold a private meeting to consider the business referred to in paragraph 4 above because the meeting is urgent and cannot reasonably be deferred for the reasons stated below.

² A 'private meeting' means a meeting or part of a meeting of a decision making body which is open to the public except to the extent that the public are excluded due to the confidential or exempt business to be transacted.

³ In accordance with Regulation 5(2) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

⁴ In accordance with Regulation 5(4) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

Andy Day
Head of Strategic Support
West Berkshire Council

Date 04 September 2013

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