

# Individual Decision

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

**Thursday, 24 October, 2013**

<b>Ref:</b>	<b>Title</b>	<b>Portfolio Member</b>	<b>Page No.</b>
ID2622	<b>West Berkshire Forward Plan - December 2013 to March 2014</b>	Councillor Gordon Lundie	1 - 24



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## Individual Executive Member Decision

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<b>Title of Report:</b>	<b>West Berkshire Council Forward Plan - 01 December 2013 to 31 March 2014</b>
<b>Report to be considered by:</b>	Individual Executive Member Decision
<b>Date on which Decision is to be taken:</b>	24 October 2013
<b>Forward Plan Ref:</b>	ID2622

**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	
<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

<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.

<b>Is this item relevant to equality?</b>	Please tick relevant boxes	
	<b>Yes</b>	<b>No</b>
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 checked="" type="checkbox"/>
Not relevant to equality	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## Consultation Responses

### Members:

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

**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:
- (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 relation to paragraph 1.4 (i), it has been necessary to add four items to the Forward Plan for the Executive meeting on 28 November 2013 which do not meet the 28 day requirement. These items are as follows:
- EX2740 Policy for Supporting Adults with a Learning Disability;
  - EX2751 Kings Road Link, Exception to the Contract Rules of Procedure;
  - EX2761 City Deal; and

- EX2732 The Former Control Tower, Greenham Common (which was delayed from the 17 October 2013 meeting)
- 1.6 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.
- 1.7 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. If any representations are received the five day notice will be issued on 20 November 2013.
- 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 Decisions 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 – 01 December 2013 to 31 March 2014

Appendix B – General Exception Notice

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# West Berkshire Council Forward Plan

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# West Berkshire Council Forward Plan – December 2013 to March 2014

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
<b>DECEMBER 2013</b>											
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
C2726	<p><b>Statement of Community Involvement</b>  <i>Development of the required documents which form part of the development plan for the West Berkshire Minerals and Waste Local Plan</i></p>	C	12/12/13 C	Environment	Bryan Lyttle	Planning, Transport (Policy), Culture, Customer Services, Countryside		Included in report going to full council on 19/09/13			01 December 2013
C2737	<p><b>Revised Code of Conduct for Members (including a Social Media Protocol)</b>  <i>To agree any changes required to the Members Code of Conduct following the scheduled review by the Standards Committee and to consider the introduction of an associated social media protocol for Members..</i></p>	C	12/12/13 C 25/11/13 GA 14/10/13 SC	Resources	David Holling	Leader of Council		05/12/13	Standards Committee		01 December 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
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C2593	<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>	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	<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>	C	12/12/13 C	Resources	Moira Fraser	Leader of Council		05/12/13			01 December 2013
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

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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
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					01 December 2013
C2728	<b>Changes to the Constitution – Parts 4, 7 and 13</b> <i>To outline changes to the Constitution.</i>	C	12/12/13 C	Resources	Andy Walker/ David Holling	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property/Leader of Council					01 December 2013
C2756	<b>Response to Motion on Potential Closure of Public Houses</b> <i>To provide a response to the Motion raised at the September Council meeting pertaining to the action the Council could take in relation to the potential closure of public houses.</i>	C	12/12/13 C	Environment/ Resources	Gary Lugg/ Andy Day	Planning, Transport (Policy), Culture, Customer Services, Countryside					01 December 2013

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C2766	<b>Licensing Act 2003</b> <i>To adopt the updated and amended Licensing Policy Statement as required by the Licensing Act 2003. Part 2.5.(1) (a) (b)</i>	C	12/12/13 C	Environment	Brian Leahy	Cleaner & Greener, Waste, Environmental Health, Trading Standards, Thatcham Vision					01 December 2013
EX2706	<b>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)</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				01 December 2013
EX2647	<b>Key Accountable Measures and Activities 2013/14. Update on progress: Q2 outturns</b> <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>	EX	19/12/13 EX	Resources	Jason Teal	Strategy & Performance, Housing, ICT & Corporate Support, Legal and Strategic Support					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>  <b>(Paragraph 3 - information relating to financial/business affairs of particular person)</b></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				01 December 2013
EX2738	<p><b>Changes to the Adoption Service in West Berkshire</b>  <b>(Paragraph 1 – information pertaining to an individual); Paragraph 2 – information identifying an individual)</b></p> <p><i>To explore the possible development of a Shared Adoption Service across the 6 Berkshire Local Authorities</i></p>	EX	19/12/13 EX	Communities	Sandra Dopson	Children and Young People, Youth Service, Education	Yes				01 December 2013
EX2767	<p><b>West Berkshire Community Champion Award Scheme</b></p> <p><i>To propose the introduction of a Community Champion Award Scheme which recognises the contribution volunteers make to West Berkshire.</i></p>	EX	19/12/13 EX	Resources	Andy Day	Partnerships, Equality, Communities, Hungerford and Eastern Area Visions					01 December 2013
EX2763	<p><b>Duty to Co-operate: Memorandums of Understanding for Strategic Planning and Minerals and Waste</b></p> <p><i>To inform Members that under the Localism Act 2011, Memorandums of Understanding have been drafted between the Berkshire authorities for both Strategic Planning and Minerals and Waste</i></p>	EX	19/12/13 EX	Environment	Liz Alexander	Planning, Transport (Policy), Culture, Customer Services, Countryside					01 December 2013

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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
ID2743	<b>A4 Calcot Widening Improvements</b> <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					01 December 2013
ID2752	<b>Extension to 30mph speed limit on Aldworth Road, Compton</b> <i>To consider the responses received during statutory consultation.</i>	ID	01/12/13	Environment	Andrew Garratt	Highways, Transport (Operations), Emergency Planning, Newbury Vision					01 December 2013
ID2765	<b>Admissions Arrangements Consultation 2015-16</b> <i>To seek approval to consult on admission arrangements for 2015/16 (statutory requirement)</i>	ID	05/12/13	Communities	Vicky Pearce	Children and Young People, Youth Service, Education					01 December 2013
<b>JANUARY 2014</b>											
EX2730	<b>Non-Domestic Rate Retention Calculations</b> <i>To calculate and set the amount of the central and relevant precepting authoritys shares of estimated non-domestic rate income for 2014/2015</i>	EX	16/01/14 EX	Resources	Bill Blackett	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property			Internal consultees in Planning External consultation with developers		01 January 2014

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EX2731	<b>Council Taxbase</b> <i>To set the taxbase for tax setting purposes in accordance with statutory rules</i>	EX	16/01/14 EX	Resources	Bill Blackett	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property			Internal consultees in Planning External consultation with developers		01 January 2014
EX2757	<b>Local Enterprise Partnership Strategic Economic Plan</b> <i>To adopt the plan in line with the other five Berkshire unitary authorities</i>	EX	16/01/14 EX	Resources	Andy Day	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property					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
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					01 January 2014

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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
ID2759	<b>Climate Change Strategy &amp; Action Plan</b> <i>The Climate Change Strategy shapes a plan with our partners and local communities to address the causes and impacts of climate change.</i>	ID	16/01/14	Environment	Evangeline Wood	Cleaner & Greener, Waste, Environmental Health, Trading Standards, Thatcham Vision					01 January 2014
ID2760	<b>Renewable Energy Strategy &amp; Recommendations: A Renewable Energy Target for West Berkshire</b>	ID	16/01/14	Environment	Evangeline Wood	Cleaner & Greener, Waste, Environmental Health, Trading Standards, Thatcham Vision					01 January 2014
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					01 January 2014

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<b>FEBRUARY 2014</b>											
EX2741	<b>Voluntary Sector - Outcomes Based Prospectus</b> <i>Executive to agree final prospectus.</i>	EX	13/02/14 EX	Communities	Tandra Forster	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property			Full consultation: current service users, User Led Organisations, Staff, Members, Service Providers, general public		01 February 2014
EX2742	<b>Charging for Supporting People Services</b> <i>Executive to agree to introduced charges for Supporting People services in line with the Council's Fairer Contributions Policy.</i>	EX	13/02/14 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		01 February 2014
EX2670	<b>Financial Performance Report - Q3 of 2013/14</b> <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					01 February 2014

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ID2637	<b>Adoption of Parish Plans/Neighbourhood Plans/Village Design Statements</b> <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		01 February 2014
ID2626	<b>West Berkshire Forward Plan – 26 March 2014 to 31 July 2014</b> <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	01 February 2014
<b>MARCH 2014</b>											
C2587	<b>Community Infrastructure Levy - Adoption of Charging Schedule</b> <i>To adopt the Charging Schedule for CIL</i>	C	04/03/14 C	Environment	Caroline Walsh	Planning, Transport (Policy), Culture, Customer Services, Countryside					01 March 2014
C2655	<b>Borrowing Limits and Annual Investment Strategy 2014/15</b> <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	04/03/14 C	Resources	Gabrielle Esplin	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property					01 March 2014

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# West Berkshire Council Forward Plan – December 2013 to March 2014

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
C2656	<b>Statutory Pay Policy Statement</b> <i>To present a pay policy statement to be published from 1st April 2014 for approval</i>	C	04/03/14 C PC - Feb 2014	Resources	Jane Milone	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property					01 March 2014
C2657	<b>Health and Wellbeing Strategy</b> <i>To adopt the West Berkshire Health and Wellbeing Strategy.</i>	C	04/03/14 C	Resources	Lesley Wyman	Health and Wellbeing, Community Safety					01 March 2014
EX2648	<b>Key Accountable Measures and Activities 2013/14. Update on progress: Q3 outturns</b> <i>To report Quarter 3 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	27/03/14 EX	Resources	Jason Teal	Strategy & Performance, Housing, ICT & Corporate Support, Legal and Strategic Support					01 March 2014
ID2638	<b>Adoption of Parish Plans/Neighbourhood Plans/Village Design Statements</b> <i>To adopt Parish Plans/Neighbourhood Plans/Village Design Statements.</i>	ID	01/03/14	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 March 2014

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# West Berkshire Council Forward Plan – December 2013 to March 2014

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ID2627	<b>West Berkshire Forward Plan – 01 May 2014 to 31 August 2014</b> <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	27/03/14	Resources	Moira Fraser	Leader of Council		19/03/14	Corporate Directors, Heads of Services, Overview and Scrutiny Management Commission	Not subject to call-in	01 March 2014
C2744	<b>West Berkshire Council Strategy Refresh 2014-19</b> <i>To present the refreshed 2014-19 Council Strategy for adoption</i>	C	13/02/14 EX 04/03/14 C	Resources	Jason Teal	Strategy & Performance, Housing, ICT & Corporate Support, Legal and Strategic Support					01 March 2014
C2746	<b>Capital Strategy and Programme 2014-2019</b> <i>To agree the Capital Strategy and Programme for the next five years.</i>	C	13/02/14 EX 04/03/14 C	Resources	Andy Walker	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property					01 March 2014
C2747	<b>Borrowing Limits and Annual Investment Strategy 2014/15</b> <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 04/03/14 C	Resources	Andy Walker	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property					01 March 2014

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C2748	<b>Medium Term Financial Strategy (MTFS) 2014-17</b> <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					01 March 2014
C2749	<b>Revenue Budget: 2014/15</b> <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					01 March 2014
C2762	<b>Strategic Plan Refresh</b>	C	13/02/14 EX 04/03/14 C	Resources	David Lowe	Strategy & Performance, Housing, ICT & Corporate Support, Legal and Strategic Support					01 March 2014
EX2764	<b>West Berkshire Local Flood Risk Management Strategy</b> <i>To approve the West Berkshire Local Flood Risk Management Strategy</i>	EX	27/03/14 EX OSMC - 25/02/14	Environment	Jon Winstanley	Highways, Transport (Operations), Emergency Planning, Newbury Vision					01 March 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 AGREED<sup>1</sup>**

*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.*

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<sup>1</sup> 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 meeting<sup>2</sup> of a decision-making body, public notice<sup>3</sup> 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 notice<sup>4</sup> 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 2013	EX2732	The Former Control Tower, Greenham Common	To consider offers for sale.	Executive	Amanda Dennis (Lead Officer)  Alan Law (Executive Member)	Report	Paragraph 3 – information relating to financial/business affairs of particular person Paragraph 5 – information relating to legal privilege)

<sup>2</sup> 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.

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

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



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.

<b>Date of Chair's agreement</b>	<b>Matter in respect of which the decision is to be made</b>	<b>Reasons why meeting urgent and cannot reasonably be deferred</b>

Andy Day  
Head of Strategic Support  
West Berkshire Council

Date 16 October 2013

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