

Individual Decision

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

Thursday, 12th December, 2013

Ref:	Title	Portfolio Member	Page No.
ID2624	West Berkshire Forward Plan - 15 January 2014 to 31 May 2014	Councillor Gordon Lundie	1 - 26



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Individual Executive Member Decision

Title of Report:	West Berkshire Council Forward Plan - 15 January 2014 to 31 May 2014
Report to be considered by:	Individual Executive Member Decision
Date on which Decision is to be taken:	12 December 2013
Forward Plan Ref:	ID2624

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 at OSMC meetings
Ward Members:	All Members
Opposition Spokesperson:	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

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 16 January 2014 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 8 January 2014.
- 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 have to be published on the Council's website.

Appendices

Appendix A – West Berkshire Council Forward Plan – 15 January 2014 to 31 May 2014
Appendix B – Notice of Private Decisions

West Berkshire Council Forward Plan



West Berkshire Council Forward Plan – 15 January 2014 to 31 May 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
JANUARY 2014											
ID2750	Representatives' Acceptable Behaviour Policy <i>To obtain approval for the draft representatives' acceptable behaviour policy.</i>	ID	01/01/14	Resources	David Lowe	Strategy & Performance, Housing, ICT & Corporate Support, Legal and Strategic Support					01 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					01 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		01 January 2014
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	Maira 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

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 Maira 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 – 15 January 2014 to 31 May 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
ID2772	Environmental Crime Enforcement Strategy 2014/16 <i>To set out the Council's approach to enforcement of those measures aimed at reducing harm to the environment at a local level. To seek approval for the Strategy.</i>	ID	01/01/14	Environment	Sean Murphy	Cleaner & Greener, Waste, Environmental Health, Trading Standards, Thatcham Vision		TBC			01 January 2014
ID2739	Automatic Fire Suppression Systems – Policy <i>To present the proposed formal policy document and guidance document related to Automatic Fire Suppression systems</i>	ID	01/01/14	Resources	Richard Turner	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		TBC			01 January 2014
EX2784	Efficiency Savings in Waste (Paragraph 3 - information relating to financial/business affairs of particular person) <i>To advise Members on savings which have been identified in the Integrated Waste Management Contract</i>	EX	16/01/14 EX	Environment	Jackie Ward	Cleaner & Greener, Waste, Environmental Health, Trading Standards, Thatcham Vision	Yes	08/01/14			01 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					01 January 2014

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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		01 February 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	01 February 2014
EX2775	Annual Report on Complaints Activity in Children's Social Care 2012-13 <i>To report on the statutory complaints process for 2012/2013</i>	EX	13/02/14 EX	Communities	Caroline Corcoran	Children and Young People, Youth Service, Education		05/02/14			01 February 2014
EX2713	Appointment of a Partner Organisation for the Development of the London Road Industrial Estate (Paragraph 3 - information relating to financial/business affairs of particular person) <i>To appoint a preferred partner to take this project forward.</i>	EX	13/02/14 EX	Communities	Bill Bagnell	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property	Yes	05/02/14			01 February 2014

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EX2757	Local Enterprise Partnership Strategic Economic Plan <i>To adopt the plan in line with the other five Berkshire unitary authorities.</i>	EX	13/02/14 EX	Resources	Andy Day	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		05/02/14			01 February 2014
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	13/02/14 EX	Communities	Sandra Dopson	Children and Young People, Youth Service, Education	Yes	05/02/14	Five other Berkshire Unitaries		01 February 2014
EX2741	Voluntary Sector - Outcomes Based Prospectus <i>Executive to agree final prospectus.</i>	EX	13/02/14 EX	Communities	Tandra Forster	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		05/02/14	Full consultation: current service users, User Led Organisations, Staff, Members, Service Providers, general public		01 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	13/02/14 EX	Communities	Tandra Forster	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		05/02/14	Existing and potential client base, interest groups, general public, Council staff, partners		01 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		05/02/14			01 February 2014
EX2753	Update on Apprentices <i>To update on the progress made in employing apprentices at West Berkshire Council.</i>	EX	13/02/14 EX	Resources	Robert O'Reilly	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		05/02/14			01 February 2014
EX2786	Response to the Scrutiny Review into the Adult Social Care Eligibility Criteria <i>To outline the results of the investigation into the operation of the Adult Social Care Eligibility Criteria</i>	EX	13/02/14 EX	Communities	Balwinder Kaur	Community Care, Insurance		05/02/14			
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	10/02/14 GA	Resources	Ian Priestley	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property					01 February 2014
PC2774	Review of Council Policy for Recognising Continuous Service for Employees Transferring from Academies	PC	PC - Feb 2014	Resources	Jane Milone	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property					01 February 2014

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MARCH 2014											
ID2638	Adoption of Parish Plans/Neighbourhood Plans/Village Design Statements <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
ID2627	West Berkshire Forward Plan – 01 May 2014 to 31 August 2014 <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	West Berkshire Council Strategy Refresh 2014-19 <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	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 04/03/14 C	Resources	Andy Walker	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property					01 March 2014

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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 04/03/14 C	Resources	Andy Walker	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property					01 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					01 March 2014
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					01 March 2014
C2762	Strategic Communities Plan Refresh	C	13/02/14 EX 04/03/14 C	Resources	David Lowe	Partnerships, Equality, Communities, Hungerford and Eastern Area Visions, Community Safety					01 March 2014
C2770	Changes to the Constitution - Scheme of Delegation <i>To amend the Scheme of Delegation in line with relevant changes to legislation</i>	C	04/03/14 C 10/02/14 GA	Resources	David Holling	Chairman of the Governance and Audit Committee					01 March 2014

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C2771	Changes to the Constitution - Part 13 Codes and protocols <i>To amend Appendix A, D, E, G and J to Part 13 (Codes and Protocols) of the Constitution.</i>	C	04/03/14 C 10/02/14 GA	Resources	David Holling	Chairman of the Governance and Audit Committee					01 March 2014
C2587	Community Infrastructure Levy - Adoption of Charging Schedule <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
C2656	Statutory Pay Policy Statement 2014 <i>To present a pay policy statement for the Council to be published in April 2014</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	Health and Wellbeing Strategy <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
C2726	Statement of Community Involvement <i>Development of the required documents which form part of the development plan for the West Berkshire Minerals and Waste Local Plan</i>	C	04/03/14 C	Environment	Bryan Lyttle	Planning, Transport (Policy), Culture, Customer Services, Countryside					01 March 2014

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EX2764	West Berkshire Local Flood Risk Management Strategy <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
EX2648	Key Accountable Measures and Activities 2013/14. Update on progress: Q3 outturns <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
EX2781	Discretionary Council Tax Relief <i>To establish Council's policy for discretionary forms of Council Tax relief from 1st April 2014 onwards</i>	EX	27/03/14 EX	Resources	Bill Blackett	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property					01 March 2014
EX2782	Discretionary Rate Reliefs <i>To establish Council's policy for discretionary forms of rate relief from 1st April 2014 onwards</i>	EX	27/03/14 EX	Resources	Bill Blackett	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property					01 March 2014

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APRIL 2014

ID2639	Adoption of Parish Plans/Neighbourhood Plans/Village Design Statements <i>To adopt Parish Plans/Neighbourhood Plans/Village Design Statements.</i>	ID	01/04/14	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 April 2014
ID2783	West Berkshire Community Learning and Skills Plan <i>To seek approval for the strategic plan for Community Learning and Skills in West Berkshire</i>	ID	23/04/14	Communities	Sara Hanson	Children and Young People, Youth Service, Education					01 April 2014

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ID2759	<p>West Berkshire Climate Change Strategy and Action Plan <i>The Climate Change Strategy shapes a plan with our partners and local communities to address the causes and impacts of climate change.</i></p>	ID	01/04/14	Environment	Evangelina Wood	Cleaner and Greener, Waste, Environmental Health, Trading Standards and Thatcham Vision			LSP 'Greener Sub-Partnership', including Cllrs D. Boeck and R. Longton. AWE (Member of the Greener Sub-Partnership) Environment Agency (Member of the Greener Sub-Partnership) Newbury Friends of The Earth (Member of the Greener Sub-Partnership) Newbury Town Council (Sustainable Newbury) West Berkshire Council – Planning Policy North Wessex Downs AONB Sovereign / Vale Housing West Berkshire Council employees West Berkshire Residents West Berkshire Green Exchange (Member of the Greener Sub-Partnership)		01 April 2014
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11											

West Berkshire Council
 Executive Member of the Council
 Governance & Audit Committee
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West Berkshire Council Forward Plan – 15 January 2014 to 31 May 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
ID2760	<p>Renewable Energy Strategy & Recommendations: A Renewable Energy Target for West Berkshire <i>The Renewable Energy Strategy sets out what may be possible in West Berkshire, considering various constraints and possibilities. The accompanying recommendations report, sets out what is recommended for a renewable energy target, considering these constraints.</i></p>	ID	01/04/14	Environment	Evangelina Wood	Cleaver abd Greener, Waste, Environmental Health, Trading Standards and Thatcham Vision			<p>LSP 'Greener Sub-Partnership', including Cllrs D. Boeck and R. Longton. AWE (Member of the Greener Sub-Partnership) Environment Agency (Member of the Greener Sub-Partnership) Newbury Friends of The Earth (Member of the Greener Sub-Partnership) Newbury Town Council (Sustainable Newbury) West Berkshire Council – Planning Policy North Wessex Downs AONB Sovereign / Vale Housing West Berkshire Council employees West Berkshire Residents West Berkshire Green Exchange (Member of the Greener Sub-Partnership)</p>		01 April 2014
<p>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.</p> <p>Executive decisions may be taken by the Executive acting as a collective body or by officers acting under delegated powers.</p>											
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West Berkshire Council Executive Member Decision
 Executive Council
 Governance & Audit Committee
 Standards Committee
 PC = Personnel Committee

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MAY 2014											
C2690	Standards Committee Annual Report 2013/11 <i>To present the Annual Standards Committee report to the Council.</i>	C	15/05/14 C 14/04/14 SC	Resources	David Holling	Leader of Council		07/05/14			01 May 2014
C2689	Appointment and Allocation of Seats on Committees for the 2014/15 Municipal Year <i>To consider the appointment of and allocation of seats on Committees and associated bodies for the 2014/15 Municipal Year and to agree the Council's Policy Framework for 2014/15.</i>	C	15/05/14 C	Resources	Moira Fraser	Leader of Council		07/05/14			01 May 2014
C2758	Threshold for Triggering a Debate at Full Council <i>To review the petition threshold for triggering a debate at Full Council.</i>	C	15/05/2014 C 28/04/14	Resources	Gillian Durrant	Chairman of Governance and Audit					01 May 2014
C2686	Election of Chairman for the Municipal Year 2014/15 <i>To elect a Chairman of the Council for the 2014/15 Municipal Year.</i>	C	15/05/14 C	Resources	Moira Fraser	Leader of Council					01 May 2014
C2687	Appointment of Vice Chairman for the 2014/15 Municipal Year <i>To appoint a Vice Chairman for the 2014/15 Municipal Year.</i>	C	15/05/14 C	Resources	Moira Fraser	Leader of Council					01 May 2014
C2688	Appointment of the Executive by the Leader of the Council for the 2014/15 Municipal Year <i>To receive notification from the Executive Leader on the Members appointed to the Executive.</i>	C	15/05/14 C	Resources		Leader of Council					01 May 2014

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ID =	Individual Executive Member Decision
EX =	Executive
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GA =	Governance & Audit Committee
S =	Standards Committee
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C2776	Changes to the Constitution - Part 13 Codes and protocols <i>To amend Appendix F and I to Part 13 (Codes and Protocols) of the Constitution.</i>	C	15/05/14 C 28/04/14 GA	Resources	David Holling	Chairman of the Governance and Audit Committee					01 May 2014
ID2640	Adoption of Parish Plans/Neighbourhood Plans/Village Design Statements <i>To adopt Parish Plans/Neighbourhood Plans/Village Design Statements.</i>	ID	01/05/14	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 May 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.
16 January 2014	EX2784	Efficiency Savings in Waste	To advise Members on savings which have been identified in the Integrated Waste Management Contract.	Executive	Jackie Ward (Lead Officer) Dominic Boeck (Executive Member)	Report	Paragraph 3 – information relating to financial/business affairs of particular person

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.

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

Andy Day
Head of Strategic Support
West Berkshire Council

Date 3 December 2013

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