

Individual Decision

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

Thursday, 15th May, 2014

Ref:	Title	Portfolio Member	Page No.
ID2796	West Berkshire Forward Plan 18 June 2014 to 30 September 2014	Councillor Gordon Lundie	1 - 14



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Individual Executive Member Decision

Title of Report:	West Berkshire Council Forward Plan - 18 June 2014 to 30 September 2014
Report to be considered by:	Individual Executive Member Decision
Date on which Decision is to be taken:	15 May 2014
Forward Plan Ref:	ID2796

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) is 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 included 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 introduced an entirely new requirement for the Council to publish 28 clear days' notice of the intention to hold a private meeting (or part of a meeting) of the Executive. This 28 day notice must be reinforced by a five day notice which sets out the reasons for the meeting to be held in private, details of any propositions received as to why the meeting should be open, and the Council's response. The response will be provided by the Monitoring Officer. The regulations again provide for an urgency procedure, under which the Council can decide the matter with shorter than 28 or five days' notice, provided that it has first obtained the consent of the Chairman of the Overview and Scrutiny Management Commission.

- 1.6 There are currently no confidential items scheduled for the 19 June 2014 Executive meeting and there is therefore no requirement to publish a notice.
- 1.7 The following items have been added to/deleted from the Forward Plan for June 2014, since it was last published:
- Proposal for Additional Investment in West Berkshire's Broadband (EX2840) – *New item*
 - Non-Domestic Rates - Reoccupation Relief (EX2845) – *New Item*
 - Delivering Investment from Sustainable Development SPD – Update (EX2821) – *Delayed until the 24 July 2014 meeting*
 - Future Development of All2gether (EX2814) - *Delayed until the 24 July 2014 meeting*
 - Response to a Petition - Road Safety Improvements for People Crossing the A4 Road at Wigmore Lane (ID2791) - *Delayed at authors request*
 - Elective Home Education Policy (ID2807) – *New item*
 - Approval to extend the 'First Step, Next Step' Equity Loan Deposit Scheme to incorporate the HOLD (Home Ownership for People with a long term Disability) Scheme (ID2849) - *New item*
 - Approval to Publish the Housing Allocations Policy for Consultation (ID2840) - *New item*
 - Empty Homes Strategy 2014 -18 (ID2851) - *New item*
 - Private Sector Housing Renewal Policy 2014-18 (ID2852) - *New 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 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 –19 June 2014 to 30 September 2014

West Berkshire Council Forward Plan



West Berkshire Council Forward Plan – 18 June 2014 to 30 September 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
18 - 30 JUNE 2014											
ID2791	Response to a Petition - Road Safety Improvements for People Crossing the A4 Road at Wigmore Lane <i>To respond to a petition containing 40 signatures handed in at the Council meeting on the 12 December 2013.</i>	ID	18/06/14	Environment	Mark Cole	Highways, Transport (Operations), Emergency Planning, Newbury Vision					01 June 2014
ID2807	Elective Home Education Policy <i>To seek approval for updated policy on Elective Home Education.</i>	ID	18/06/14	Communities	Rhian Ireland	Children and Young People, Youth Service, Education		10/06/14			01 June 2014
EX2828	Introduction of West Berkshire Streetworks Permit Scheme <i>To agree a permit scheme for West Berkshire</i>	EX	19/06/14 EX	Environment	Melvyn May	Highways, Transport (Operations), Emergency Planning, Newbury Vision					01 June 2014
EX2845	Non-Domestic Rates - Reoccupation Relief <i>To establish a Council policy for this form of rate relief.</i>	EX	19/06/14 EX	Resources	Bill Blackett	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property					01 June 2014
EX2671	Financial Performance Report - Year End 2013/14 <i>To inform Members of the latest financial performance of the Council.</i>	EX	19/06/14 EX	Resources	Melanie Ellis	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property					01 June 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 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 – 18 June 2014 to 30 September 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
EX2840	Proposal for Additional Investment in West Berkshire's Broadband <i>To explain the opportunity presented to further extend West Berkshire's superfast broadband coverage by taking advantage of the Government's Superfast Extension Programme (SEP)</i>	EX	19/06/14 EX	Resources	Kevin Griffin	Strategy & Performance, Housing, ICT & Corporate Support, Legal and Strategic Support					01 June 2014
ID2797	West Berkshire Forward Plan – 23 July 2014 – 31 October 2014 <i>To agree the Forward Plan for the next four months.</i>	ID	19/06/14	Resources	Moira Fraser	Leader of Council		11/06/14			01 June 2014
ID2810	Approval of Local Transport Plan supporting strategies <i>To gain formal approval of the Passenger Transport and Freight Strategies which support the delivery of the West Berkshire Local Transport Plan 2011-2026</i>	ID	20/06/14	Environment	Jenny Graham	Planning, Transport (Policy), Culture, Customer Services, Countryside/Highways, Transport (Operations), Emergency Planning, Newbury Vision					01 June 2014
ID2850	Approval to publish the Housing Allocations Policy for Consultation <i>To seek approval to publish amendments to the Housing Allocations Policy for public consultation</i>	ID	30/06/14	Communities	Mel Brain	Strategy & Performance, Housing, ICT & Corporate Support, Legal and Strategic Support			Residents, CHR Applicants, Registered Providers, organisations and agencies with an interest in housing		01 June 2014

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ID2851	Empty Homes Strategy 2014-18 <i>The strategy will set out the successes to date and the strategic direction the Council is taking in respect of empty homes in the next 4 years</i>	ID	30/06/14	Communities	Karen Felgate	Strategy & Performance, Housing, ICT & Corporate Support, Legal and Strategic Support			Housing Policy Reference Group		01 June 2014
ID2852	Private Sector Housing Renewal Policy 2014-18 <i>This policy sets out the Council's policy with regard to private sector housing in West Berkshire as well as an action plan for the next 4 years</i>	ID	30/06/14	Communities	Karen Felgate	Strategy & Performance, Housing, ICT & Corporate Support, Legal and Strategic Support			Housing Policy Reference Group		01 June 2014
ID2849	Approval to extend the 'First Step, Next Step' Equity Loan Deposit Scheme to incorporate the HOLD (Home Ownership for People with a long term Disability) Scheme <i>To seek approval to extend the 'First Step, Next Step' Equity Loan Deposit Scheme to incorporate the HOLD (Home Ownership for People with a long term Disability) Scheme</i>	ID	30/06/14	Communities	Mel Brain	Strategy & Performance, Housing, ICT & Corporate Support, Legal and Strategic Support					01 June 2014
JULY 2014											
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	14/07/14 GA	Resources	Ian Priestley	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property					01 July 2014

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C2674	Polling Places and Polling District Review <i>To review Polling places and Polling Districts in accordance with the provisions of the Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006</i>	C	22/07/14 C	Resources	Phil Runacres	Strategy & Performance, Housing, ICT & Corporate Support, Legal and Strategic Support					01 July 2014
C2820	Response to S106 and CIL Motion <i>To provide the response to the Motion submitted at Full Council on 12 December 2013</i>	C	22/07/14 C	Environment	Caroline Walsh	Planning, Transport (Policy), Culture, Customer Services, Countryside		14/07/14			01 July 2014
C2844	Preferred Option Housing Site Allocations Development Plan Document <i>To recommend the Preferred Option Housing Site Allocations Development Plan Document for public consultation</i>	C	22/07/14 C	Environment	Liz Alexander	Planning, Transport (Policy), Culture, Customer Services, Countryside					01 July 2014
C2847	North Wessex Downs AONB Management Plan 2014-19 <i>To consider the adoption of the North Wessex Downs AONB Management Plan for 2014-19</i>	C	22/07/14 C	Environment	Paula Amorelli	Planning, Transport (Policy), Culture, Customer Services, Countryside			Statutory bodies, community and other stakeholders		01 July 2014
EX2814	Future Development of All2gether <i>To inform Corporate Board of the future aspirations of All2gether and the additional assistance they have requested from the Council to enable them to be met.</i>	EX	24/07/14 EX	Resources	Elaine Walker	Partnerships, Equality, Communities, Hungerford and Eastern Area Visions, Community Safety					01 July 2014

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EX2649	Key Accountable Measures and Activities 2013/14. Update on progress: Q4 outturns <i>To report Quarter 4 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	24/07/14 EX	Resources	Jason Teal	Strategy & Performance, Housing, ICT & Corporate Support, Legal and Strategic Support					01 June 2014
EX2821	Delivering Investment from Sustainable Development SPD - Update <i>To consider updates to the SPD for developer contributions prior to a 6 week public consultation (scheduled to take place prior to school summer holidays)</i>	EX	24/07/14 EX	Environment	Caroline Walsh	Planning, Transport (Policy), Culture, Customer Services, Countryside		16/07/14			01 July 2014
EX2848	Corporate Fraud <i>Arising out of the consequences of DWP Single Fraud Intergration Service this report makes a case for the establishment of a Corporate Fraud Prevention Team.</i>	EX	24/07/14 EX 14/07/14 GAC	Resources	Sean Anderson	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property					01 July 2014
EX2819	Initial proposals for the governance of the Community Infrastructure Levy <i>To consider the governance of the Community Infrastructure Levy</i>	EX	24/07/14 EX	Environment	Caroline Walsh	Planning, Transport (Policy), Culture, Customer Services, Countryside		16/07/14			01 July 2014
ID2798	West Berkshire Forward Plan – 3 September 2014 – 31 December 2014 <i>To agree the Forward Plan for the next four months.</i>	ID	31/07/14	Resources	Moira Fraser	Leader of Council		23/07/14			01 July 2014

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AUGUST 2014											
SEPTEMBER 2014											
ID2799	West Berkshire Forward Plan – 8 October 2014 – 31 January 2015 <i>To agree the Forward Plan for the next four months.</i>	ID	04/09/14	Resources	Moira Fraser	Leader of Council		27/08/14			01 August 2014
EX2829	Financial Performance Report - Quarter One 2014/15 <i>To inform Members of the latest financial performance of the Council.</i>	EX	04/09/14 EX	Resources	Melanie Ellis	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property					01 September 2014
EX2777	Key Accountable Measures and Activities 2014/15. Update on progress: Q1 outturns <i>To report Quarter 1 progress against the key accountable measures and activities for West Berkshire Council for 2014/15 and to report by exception those measures/activities not achieved/expected to be achieved and cite remedial action that is being taken.</i>	EX	04/09/14 EX	Resources	Jason Teal	Strategy & Performance, Housing, ICT & Corporate Support, Legal and Strategic Support					01 September 2014
C2657	Health and Wellbeing Strategy	C	18/09/14 C 11/09/14 GA	Resources	Lesley Wyman	Health and Wellbeing					01 September 2014

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C2846	Revised Statement of Community Involvement <i>To consider the adoption of the revised Statement of Community Involvement (SCI)</i>	C	18/09/14 C	Environment	Paula Amorelli	Planning, Transport (Policy), Culture, Customer Services, Countryside			Statutory bodies, community and other stakeholders		01 September 2014
C2859	Changes to the Constitution - Part 10 Finance Rules of Procedure <i>To amend the Constitution in light of legislative changes.</i>	C	18/09/14 C 01/09/14 GA	Resources	Andy Walker	Chairman of Governance and Audit					01 September 2014
C2793	Response to Motion on Protected Employment Land <i>To respond to the motion brought to Council on the 12 December 2013.</i>	C	18/09/14 C	Environment	Liz Alexander	Planning, Transport (Policy), Culture, Customer Services, Countryside					01 September 2014
ID2800	West Berkshire Forward Plan – 1 Nov 2014 – 28 Feb 2015 <i>To agree the Forward Plan for the next four months.</i>	ID	25/09/14	Resources	Moira Fraser	Leader of Council		17/09/14			01 September 2014

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