

Individual Decision

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

Thursday, 4th December, 2014

Ref:	Title	Portfolio Member	Page No.
ID2802	West Berkshire Council Forward Plan - 14 January 2015 to 30 April 2015	Councillor Gordon Lundie	1 - 12



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Individual Executive Member Decision

Title of Report:	West Berkshire Council Forward Plan - 14 January 2015 to 30 April 2015
Report to be considered by:	Individual Executive Member Decision
Date on which Decision is to be taken:	04 December 2014
Forward Plan Ref:	ID2802

Purpose of Report: To advise Members and residents of items to be considered by West Berkshire Council over the next four 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 checked="" 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"/>
<p>If not subject to call-in please put a cross in the appropriate box:</p> <p>The item is due to be referred to Council for final approval <input type="checkbox"/></p> <p>Delays in implementation could have serious financial implications for the Council <input type="checkbox"/></p> <p>Delays in implementation could compromise the Council's position <input checked="" type="checkbox"/></p> <p>Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months <input checked="" type="checkbox"/></p> <p>Item is Urgent Key Decision <input type="checkbox"/></p> <p>Report is to note only <input type="checkbox"/></p>		

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 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 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 As there are no substantive items which will require a decision the 15 January 2015 Executive meeting has been cancelled.
- 1.7 No items have been added to/deleted from the Forward Plan which will be agreed as an Individual Decision in January 2015 since it was last published.
- 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 – 14 January 2015 to 30 April 2015

West Berkshire Council Forward Plan



West Berkshire Council Forward Plan – 14 January 2015 to 30 April 2015

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
JANUARY 2015											
ID2920	Parking Amendment 17 <i>To consider the responses received during statutory consultation</i>	ID	12/01/15	Environment	Andrew Garratt	Highways, Transport (Operations), Emergency Planning, Newbury Vision					January 2015
ID2912	Equality Objectives - Annual Report January 2015 <i>To set out the detail of the annual equalities report required to be published in January 2015.</i>	ID	01/01/15	Resources	Elaine Walker	Partnerships, Equality, Communities, Hungerford and Eastern Area Visions					January 2015
ID2803	West Berkshire Forward Plan – 11 February 2015 – 31 May 2015 <i>To agree the Forward Plan for the next four months.</i>	ID	08/01/15	Resources	Moira Fraser	Leader of Council		31/12/14			January 2015
ID2890	Response to a petition - introduction of a 40mph speed limit from Thornford Road to the junction of Crookham Park Home site <i>To respond to a petition that has been submitted to the Council</i>	ID	01/01/15	Environment	Andrew Garratt	Highways, Transport (Operations), Emergency Planning, Newbury Vision					January 2015
FEBRUARY 2015											
EX2922	Procurement of the Schools' Waste Contract (Paragraph 3 – information relating to financial/business affairs of particular person)	EX	12/02/15 EX	Communities	Caroline Corcoran	Strategy & Performance, Housing, ICT & Corporate Support, Legal and Strategic Support	Yes				February 2015

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 – 14 January 2015 to 30 April 2015

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
EX2778	Key Accountable Measures and Activities 2014/15. Update on progress: Q2 outturns <i>To report Quarter 2 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	12/02/15 EX	Resources	Andy Day	Strategy & Performance, Housing, ICT & Corporate Support, Legal and Strategic Support					February 2015
EX2904	New School for Newbury (Paragraph 3 - information relating to the financial/business affairs of a particular person) <i>To consider the recommendation to DFE for the sponsor of the new school in Newbury</i>	EX	12/02/15 EX	Communities	Caroline Corcoran	Children and Young People, Youth Service, Education, Safeguarding	Yes				February 2015
EX2923	Procurement of the Schools' and Corporate Sites - Cleaning Contract (Paragraph 3 – information relating to financial/business affairs of particular person)	EX	12/02/15 EX	Communities	Caroline Corcoran	Strategy & Performance, Housing, ICT & Corporate Support, Legal and Strategic Support	Yes				February 2015
EX2831	Financial Performance Report - Quarter Three 2014/15 <i>To inform Members of the latest financial performance of the Council.</i>	EX	12/02/15 EX	Resources	Melanie Ellis	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property, Insurance					February 2015

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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	09/02/15 GA	Resources	Ian Priestley	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property, Insurance					February 2015
ID2804	West Berkshire Forward Plan – 18 March 2015 – 30 June 2015 <i>To agree the Forward Plan for the next four months.</i>	ID	12/02/15	Resources	Moira Fraser	Leader of Council		04/02/15			February 2015
ID2921	Parking Amendment 18 <i>To consider the responses received during statutory consultation</i>	ID	02/02/15	Environment	Andrew Garratt	Highways, Transport (Operations), Emergency Planning, Newbury Vision					February 2015
PC2929	New Appraisal Arrangements and Challenge and Support Procedure	PC	09/02/15 PC	Resources	Jane Milone	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property, Insurance					February 2015
PC2928	Amendments to Recruitment and Selection Policy	PC	09/02/15 PC	Resources	Jane Milone	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property, Insurance					February 2015

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MARCH 2015											
C2657	Health and Wellbeing Strategy	C	03/03/15 C H&WB - 22/01/15	Resources	Lesley Wyman	Health and Wellbeing					March 2015
C2836	Draft Capital Strategy and Programme 2015/16 to 2019/20 <i>To outline the five year Capital Strategy for 2015 to 2020, including the Minimum Revenue Provision (MRP) statement and the Asset Management Plan, and to set out the funding framework for Council's five year Capital Programme 2015/16 to 2019/20</i>	C	12/02/15 EX 03/03/15 C	Resources	Andy Walker	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property, Insurance					March 2015
C2833	Statutory Pay Policy Statement <i>To present a pay policy statement for the Council to be published in April 2015 for approval</i>	C	03/03/15 C 09/02/15 PC	Resources	Jane Milone	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property, Insurance					March 2015
C2834	Medium Term Financial Strategy (MTFS): 2015-18 <i>To inform Members of the medium term financial planning and strategy for the organisation.</i>	C	12/02/15 EX 03/03/15 C	Resources	Andy Walker	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property, Insurance					March 2015

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C2835	Revenue Budget 2015/16 <i>To consider and recommend to Council the 2015-16 revenue budget.</i>	C	12/02/15 EX 03/03/15 C	Resources	Andy Walker	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property, Insurance					March 2015
C2837	Investment and Borrowing Strategy 2015/16 <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	12/02/15 EX 03/03/15 C	Resources	Andy Walker	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property, Insurance					March 2015
C2843	Members Allowances Scheme <i>To consider the recommendations of the Independent Remuneration Panel</i>	C	03/03/15 C	Resources	Jo Watt	Leader of Council					March 2015
C2911	Amendment to Constitution - Scheme of Delegation <i>To consider any changes required to the Scheme of Delegation for the forthcoming year.</i>	C	03/03/15 C 09/02/15 GA	Resources	David Holling	Leader of Council					March 2015
C2839	Amendments to the Constitution - Scheme of Delegation <i>To review and amend sections of the Scheme of Delegation in light of legislative changes.</i>	C	03/03/15 C 09/02/15 GA	Resources	David Holling	Chairman of Governance and Audit Committee					March 2015

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EX2779	Key Accountable Measures and Activities 2014/15. Update on progress: Q3 outturns <i>To report Quarter 3 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	19/03/15 EX	Resources	Andy Day	Strategy & Performance, Housing, ICT & Corporate Support, Legal and Strategic Support					March 2015
ID2805	West Berkshire Forward Plan – 22 April 2015 – 31 July 2015 <i>To agree the Forward Plan for the next four months.</i>	ID	19/03/15	Resources	Moira Fraser	Leader of Council		11/03/15			March 2015
ID2914	Determination of Admission Arrangements 2016/17 <i>To determine the admission arrangements for community and voluntary controlled schools for 2016/17 following consultation.</i>	ID	10/03/15	Communities	Vicky Pearce	Children and Young People, Youth Service, Education, Safeguarding					March 2015
APRIL 2015											
ID2806	West Berkshire Forward Plan – 27 May 2015 – 31 August 2015 <i>To agree the Forward Plan for the next four months.</i>	ID	23/04/15	Resources	Moira Fraser	Leader of Council		15/04/15			April 2015

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