

## Individual Decision

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

**Thursday, 3rd September, 2015**

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<b>Ref:</b>	<b>Title</b>	<b>Portfolio Members</b>	<b>Page No.</b>
ID2938	<b>West Berkshire Council Forward Plan - 7 October 2015 to 31 January 2016</b>	Councillor Gordon Lundie	3 - 14



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## Individual Executive Member Decision

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<b>Title of Report:</b>	<b>West Berkshire Council Forward Plan - 7 October 2015 to 31 January 2016</b>
<b>Report to be considered by:</b>	Individual Executive Member Decision
<b>Date on which Decision is to be taken:</b>	3 September 2015
<b>Forward Plan Ref:</b>	ID2938

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**Purpose of Report:** To advise Members and residents of items to be considered by West Berkshire Council over the next four months.

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**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:** None

**Published Works:** None

Portfolio Member Details	
<b>Name &amp; Telephone No.:</b>	Councillor Gordon Lundie – Tel (01488) 73350
<b>E-mail Address:</b>	glundie@westberks.gov.uk

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.

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"/>
<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 Emma Webster at Overview and Scrutiny Management Commission Meetings
<b>Ward Members:</b>	All Members.
<b>Opposition Spokesperson:</b>	Councillor Alan Macro at Overview and Scrutiny Management Commission Meetings.
<b>Local Stakeholders:</b>	The West Berkshire Forward Plan will be published the first working day after the Individual Decision is signed.
<b>Officers Consulted:</b>	Nick Carter, John Ashworth, Rachael Wardell, Heads of Service, Group Executive.
<b>Trade Union:</b>	Not sought.

<b>Is this item subject to call-in?</b>	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

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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 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 There are currently no confidential items scheduled for the 8 October 2015 Executive meeting or as an Individual Executive Member Decision in October 2015.
- 1.7 The following item has been added to the Forward Plan for the Executive on 8 October 2015, since it was last published:
- EX3042 – Response to the OSMC’s Review of the Insurance Fund
- 1.8 Details of decisions that Full Council, the Governance and Audit Committee, Standards 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 has to be published on the Council’s website.

## **Appendices**

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Appendix A – West Berkshire Council Forward Plan – 7 October 2015 to 31 January 2016

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# West Berkshire Council Forward Plan

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# West Berkshire Council Forward Plan – 7 October 2015 to 31 January 2016

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
<b>7 October 2015 to 31 October 2015</b>											
EX3042	<b>Response to the OSMC's Review of the Insurance Fund</b> <i>To provide a response to the recommendations made by the OSMC following the Review of the Insurance Fund.</i>	EX	08/10/15 EX	Resources	Ian Priestley	Deputy Leader, Finance, Insurance, Health & Safety, HR, Pensions, ICT & Corporate Support		30/09/15			01 October 2015
ID3039	<b>Winter Service Plan 2015/16</b> <i>To approve the Winter Service Plan 2015/16</i>	ID	08/10/15	Environment	Melvyn May	Highways, Transport, Emergency Planning		30/09/15			01 October 2015
ID2939	<b>West Berkshire Forward Plan - 18 November 2015 - 29 February 2016</b> <i>To agree the Forward Plan for the next four months.</i>	ID	15/10/15	Resources	Moira Fraser	Leader of the Council, Strategy & Performance, Legal & Strategic Support		07/10/15			01 October 2015
<b>November 2015</b>											
C3023	<b>Proposed Submission Housing Site Allocations Development Plan Document</b> <i>To approve for consultation the proposed submission of the Housing Site Allocation DPD.</i>	C	05/11/15 C	Environment	Liz Alexander	Planning, Economic Development, Visions		28/10/15	Part of the Wider Public Consultation		01 November 2015
C3045	<b>Council Tax discount for vacant property</b> <i>To obtain clarification of the policy handed down on 12th December 2012 which has recently been identified as being capable of an interpretation other than that which had been intended.</i>	C	05/11/15 C	Resources	Bill Blackett	Deputy Leader, Finance, Insurance, Health & Safety, HR, Pensions, ICT & Corporate Support		28/10/15			01 November 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](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.**

**KEY:**  
 ID = Individual Executive Member Decision  
 EX = Executive  
 C = Council  
 GE = Governance & Ethics Committee  
 PC = Personnel Committee

# West Berkshire Council Forward Plan – 7 October 2015 to 31 January 2016

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
ID2940	<b>West Berkshire Forward Plan - 16 December 2015 - 31 March 2016</b> <i>To agree the Forward Plan for the next four months.</i>	ID	12/11/15	Resources	Moira Fraser	Leader of the Council, Strategy & Performance, Legal & Strategic Support		04/11/15			01 November 2015
EX2922	<b>Schools Waste Contract (Paragraph 3 – information relating to financial/business affairs of particular person)</b> <i>To inform Members of the intention to award the contract for the Provision of School Waste.</i>	EX	19/11/15 EX	Communities	Karen Felgate	Education	Yes	11/11/15			01 November 2015
EX2974	<b>Adverse Weather Debrief Action Progress Report</b> <i>To update on the progress of actions following the Adverse Weather Debrief</i>	EX	19/11/15 EX	Resources	Carolyn Richardson	Highways, Transport, Emergency Planning		11/11/15			01 November 2015
EX3035	<b>Bath Road Feasibility</b> <i>To consider the options appraisal for the redevelopment of 1 Bath Road and agree the preferred course of action.</i>	EX	19/11/15 EX	Communities	Cathy Dodson	Adult Social Care, Housing	no	11/11/15			01 November 2015
GE3032	<b>Monitoring Officer's Quarterly Update Report to the Governance and Ethics Committee – Quarter 2 of 2015/16</b> <i>To provide an update on local and national issues relating to ethical standards and to bring to the attention of the Committee any complaints or other problems within West Berkshire.</i>	GE	23/11/15 GE	Resources	David Holling	Chairman of Governance and Ethics Committee		13/11/15			01 November 2015

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<b>December 2015</b>											
ID2941	<b>West Berkshire Forward Plan - 13 January 2016 - 30 April 2016</b> <i>To agree the Forward Plan for the next four months.</i>	ID	03/12/15	Resources	Moira Fraser	Leader of the Council, Strategy & Performance, Legal & Strategic Support		25/11/15			01 December 2015
C2898	<b>West Berkshire Community Champion Awards</b> <i>To present the Community Champion Awards for 2014.</i>	C	10/12/15 C	Resources	Jo Watt	Chairman of Council		02/12/15			01 December 2015
C2926	<b>2016/17 West Berkshire Council Timetable of Public Meetings</b> <i>To recommend a timetable of meetings for 2016/17.</i>	C	10/12/15 C	Resources	Moira Fraser	Leader of the Council, Strategy & Performance, Legal & Strategic Support		02/12/15			01 December 2015
C2930	<b>Proposed Member Development Programme - May 2016</b> <i>To ask Members to agree the proposed Member Induction and Development Programmes for 2015/16.</i>	C	10/12/15 C	Resources	Jo Watt	Leader of the Council, Strategy & Performance, Legal & Strategic Support		02/12/15			01 December 2015
C2931	<b>Council Tax Reduction Scheme 2016/17</b> <i>To establish West Berkshire's 2016/17 Council Tax Reduction Scheme for taxpayers on low income.</i>	C	10/12/15 C	Resources	Bill Blackett	Deputy Leader, Finance, Insurance, Health & Safety, HR, Pensions, ICT & Corporate Support		02/12/15			01 December 2015

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C2932	<b>Activity Team West Berkshire - Fees and Charges 2016/17</b> <i>To consider the fees and charges for the 2016/17 Activity Team West Berkshire programme in order to enable the service to competitively advertise and promote activities and maximise advanced bookings and income.</i>	C	10/12/15 C	Environment	Jim Sweeting	Deputy Leader, Finance, Insurance, Health & Safety, HR, Pensions, ICT & Corporate Support		02/12/15			01 December 2015
C2933	<b>Leisure Centres' Fees and Charges 2016</b> <i>To implement the contractual requirement for an annual price review for 2016 for Parkwood Community Leisure to come into effect from 1st January 2015.</i>	C	10/12/15 C	Environment	Jim Sweeting	Deputy Leader, Finance, Insurance, Health & Safety, HR, Pensions, ICT & Corporate Support		02/12/15			01 December 2015
C3011	<b>Changes to the Constitution</b> <i>To review and amend parts of the Constitution if required following discussion at the Finance and Governance Group</i>	C	10/12/15 C 23/11/15 GE	Resources	David Holling	Leader of the Council, Strategy & Performance, Legal & Strategic Support		02/12/15			01 December 2015
EX2962	<b>Council Performance Report 2015/16: Q2 (Key Accountable Measures and Activities)</b> <i>To present the basket of key accountable measures and activities for 2015/16.</i>	EX	17/12/15 EX	Resources	Catalin Bogos	Leader of the Council, Strategy & Performance, Legal & Strategic Support		09/12/15			01 December 2015

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EX3020	<b>Financial Performance Report 2015/16 - Quarter Two</b> <i>To inform Members of the latest financial performance of the Council.</i>	EX	17/12/15 EX	Resources	Melanie Ellis	Deputy Leader, Finance, Insurance, Health & Safety, HR, Pensions, ICT & Corporate Support		09/12/15			01 December 2015
EX3036	<b>Staffing implications associated with savings put forward to deliver the 2016/17 revenue budget: approval to pay redundancy payments (Paragraph 1 - information relating to an individual) (Paragraph 2 - information identifying an individual)</b> <i>To seek approval to make the redundancy payments associated with the required staffing implications associated with savings to deliver the 2016/17 revenue budget.</i>	EX	17/12/15 EX	Resources	Robert O'Reilly	Deputy Leader, Finance, Insurance, Health & Safety, HR, Pensions, ICT & Corporate Support	Yes	09/12/15			01 December 2015
<b>January 2016</b>											
ID3030	<b>Equality Objectives Annual Report - January 2016</b> <i>To set out the detail of the annual equalities report, as required by the Equality Act 2010..</i>	ID	01/01/16	Resources	Rachel Craggs	Partnerships, Equality, Community Safety		tbc			01 January 2016
ID2942	<b>West Berkshire Forward Plan - 10 February 2016 - 31 May 2016</b> <i>To agree the Forward Plan for the next four months.</i>	ID	07/01/16	Resources	Moira Fraser	Leader of the Council, Strategy & Performance, Legal & Strategic Support		29/12/15			01 January 2016

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