

Individual Decision

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

Thursday 11 February 2016

Ref:	Title	Portfolio Member	Page No.
ID2943	West Berkshire Council Forward Plan - 16 March 2016 to 30 June 2016	Councillor Roger Croft	3 - 18



This page is intentionally left blank

Individual Executive Member Decision

West Berkshire Council Forward Plan - 16 March 2016 to 30 June 2016 - Summary Report

Committee considering report:	Individual Executive Member Decision
Date of Committee:	11 February 2016
Portfolio Member:	Councillor Roger Croft - Leader of the Council
Forward Plan Ref:	ID2943

1. Purpose of the Report

- 1.1 To advise Members and residents of items to be considered by West Berkshire Council over the next four months.

2. Recommendation

- 2.1 That the Leader of the Council agrees and where appropriate amends the West Berkshire Council Forward Plan.

3. Implications

- 3.1 **Financial:** The Forward Plan has no financial implications.
- 3.2 **Policy:** The Forward Plan details the Policies to be adopted by West Berkshire Council.
- 3.3 **Personnel:** The Forward Plan has no personnel implications.
- 3.4 **Legal:** The Forward Plan has no legal implications.
- 3.5 **Risk Management:** The Forward Plan has no risk management implications.
- 3.6 **Property:** The Forward Plan has no property implications.
- 3.7 **Other:** Not applicable.

4. Consultation Responses

Members:

Leader of Council:	Leader of the Council
Overview & Scrutiny Management Commission Chairman:	Councillor Emma Webster at Overview and Scrutiny Management Commission meetings.
Ward Members:	All Members
Opposition	Councillor Alan Macro at Overview and Scrutiny Management

- Spokesperson:** Commission 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 Executive.
- Trade Union:** Not sought.

5. Other options considered

5.1 Not applicable.

6. Appendices

6.1 Appendix A – Supporting Information

6.2 Appendix B - Equalities Impact Assessment

6.3 Appendix C – West Berkshire Council Forward Plan – 16 March 2016 to 30 June 2016

6.4 Appendix D – Notice of Private Decisions for 17 March 2016 Executive meeting

Individual Executive Member Decision

West Berkshire Council Forward Plan - 16 March 2016 to 30 June 2016 – Supporting Information

1. Introduction/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 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 three confidential items scheduled for the 17 March 2016 Executive meeting. The required notice is attached as Appendix B and will be displayed at the Council. If any representations are received the five day notice will be issued on 10 March 2016. The items are:
- EX2922 - Contract Award Schools Waste Collection Services
 - EX3101 - Options for Delivering Housing Grants and Loans
 - EX3080 - Approved Provider List for Community Home Care Services
- 1.7 Details of decisions that Full Council, the Governance and Ethics Committee and the Personnel Committee are going to take are also included for ease of reference. It should, however, be noted that the 2012 Regulations only apply to Executive meetings.
- 1.8 It should also be noted that any changes made to Executive Member Portfolios will be reflected in the Forward Plan once they are known.
- 1.9 Publication of the Forward Plan remains a statutory requirement of the Local Authority. The Forward Plan, any General Exception Decision Notices and Notices of Private Decisions have to be available for inspection and also have to be published on the Council’s website.

Background Papers:

None.

Subject to Call-In:

Yes: No:

- | | |
|---|-------------------------------------|
| 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"/> |

Officer details:

Name: Moira Fraser
 Job Title: Democratic Services Manager
 Tel No: (01635) 519045
 E-mail Address: moira.fraser@westberks.gov.uk

Appendix B

Equality Impact Assessment - Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity.

Please complete the following questions to determine whether a Stage Two, Equality Impact Assessment is required.

Name of policy, strategy or function:	Forward Plan
Version and release date of item (if applicable):	
Owner of item being assessed:	Moira Fraser
Name of assessor:	Jo Reeves
Date of assessment:	3 rd February 2016

Is this a:		Is this:	
Policy	No	New or proposed	No
Strategy	No	Already exists and is being reviewed	No
Function	No	Is changing	No
Service	No		

1. What are the main aims, objectives and intended outcomes of the policy, strategy function or service and who is likely to benefit from it?	
Aims:	
Objectives:	
Outcomes:	
Benefits:	

2. Note which groups may be affected by the policy, strategy, function or service. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this. (Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)		
Group Affected	What might be the effect?	Information to support this.
None		

Further Comments relating to the item:		

3. Result	
Are there any aspects of the policy, strategy, function or service, including how it is delivered or accessed, that could contribute to inequality?	No
Please provide an explanation for your answer:	
Will the policy, strategy, function or service have an adverse impact upon the lives of people, including employees and service users?	No
Please provide an explanation for your answer:	

If your answers to question 2 have identified potential adverse impacts and you have answered ‘yes’ to either of the sections at question 3, or you are unsure about the impact, then you should carry out a Stage 2 Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the Equality Impact Assessment guidance and Stage Two template.

4. Identify next steps as appropriate:	
Stage Two required	
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	
Stage Two not required:	Yes

Name: Jo Reeves

Date: 3rd February 2016

Please now forward this completed form to Rachel Craggs, the Principal Policy Officer (Equality and Diversity) for publication on the WBC website.

West Berkshire Council Forward Plan

This page is intentionally left blank

Key:	C= Council
	DOD= Delegated Officer Decision
	EX= Executive
	GE= Governance and Ethics Committee
	ID= Individual Decision
	PC= Personnel Committee

West Berkshire Council Forward Plan 16 March 2016 to 30 June 2016

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.

Reference	Item	Purpose	Decision Body	Month/Year	Executive	ID	Date Report Published	Council	Governance and Ethics Committee	Other	Officer and Contact No	Directorate	Lead Member	Consultee(s)	Part II	Call In	Notes
EX2922	Contract Award Schools Waste Collection Services (Paragraph 3 – information relating to financial/business affairs of particular person)	To provide information regarding the procurement tender process which will lead to a contract award to succeed the current contract.	EX	01 March 2016	17/03/16 EX		09/03/16				Karen Felgate	Communities	Education, Property, Broadband		Yes	No	
EX3101	Options for Delivering Housing Grants and Loans (Paragraph 3 – information relating to financial/business affairs of particular person) (Paragraph 4 – information relating to terms proposed in negotiations in labour relation matters)	The purpose of this report is to outline the options available to the Council for delivering the home improvement service.	EX	01 March 2016	17/03/16 EX						Mel Brain	Communities	Adult Social Care, Housing, Countryside, Community Culture & Leisure Services		Yes		
EX3063	Building Control Shared Service	To agree a shared arrangement for the Building Control Service.	EX	01 March 2016	17/03/16 EX		09/03/16				Sean Murphy	Environment	Planning, Economic Development, Regeneration, Pensions				
EX3071	A4 Junction 12, Calcot Surfacing Exception to the Contract Rules of Procedure	To agree an exception under 11.11 of the Contract Rules of Procedure to allow the Council to waive the need for a competitive purchasing process in respect of the resurfacing of the A4 through Junction 12 (M4) at Calcot.	EX	01 March 2016	17/03/16 EX						Jon Winstanley	Environment	Highways, Transport, Emergency Planning			No	
EX3073	Discretionary Rate Relief Update	To update the existing scheme so that all discretionary forms of relief are documented and have a related formal policy. Various modifications to the existing schemes based upon experience of operating those schemes.	EX	01 March 2016	17/03/16 EX		09/03/16				Bill Blackett	Resources	Leader of Council, Strategy & Performance, Finance				
EX3080	Approved Provider List for Community Home Care Services (Paragraph 3 - information relating to financial/business affairs of a particular person)	Members to agree contract award of Approved Provider List for Community Home Care Services	EX	01 March 2016	17/03/16 EX		09/03/16				Karen Felgate	Communities	Adult Social Care, Housing, Countryside, Community Culture & Leisure Services		Yes	No	
ID2944	West Berkshire Forward Plan - 20 April 2016 - 31 July 2016	To agree the Forward Plan for the next four months.	ID	01 March 2016		17/03/16	09/03/16				Moira Fraser	Resources	Leader of Council, Strategy & Performance, Finance				
ID3076	Traffic Management & Road Safety Programme 2016/17	To advise Members of the Traffic Management & Road Safety works programme for 2016/17	ID	01 March 2016		16/03/16	08/03/16				Glyn Davis	Environment	Highways, Transport, Emergency Planning				
ID3077	Parking Amendment 22	To consider the responses received during statutory consultation	ID	01 March 2016		16/03/16	08/03/16				Alex Drysdale	Environment	Highways, Transport, Emergency Planning				

Key:	C= Council
	DOD= Delegated Officer Decision
	EX= Executive
	GE= Governance and Ethics Committee
	ID= Individual Decision
	PC= Personnel Committee

West Berkshire Council Forward Plan 16 March 2016 to 30 June 2016

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.

Reference	Item	Purpose	Decision Body	Month/Year	Executive	ID	Date Report Published	Council	Governance and Ethics Committee	Other	Officer and Contact No	Directorate	Lead Member	Consultee(s)	Part II	Call In	Notes
ID3078	Parking Amendment 23	To consider the responses received during statutory consultation	ID	01 March 2016		16/03/16	08/03/16				Alex Drysdale	Environment	Highways, Transport, Emergency Planning				
ID3079	Appointment to Outside Bodies	To reappoint representatives to outside bodies including the Lambourn Joint Advisory Committee and Henwick Worthy Joint Management Committee	ID	01 March 2016		16/03/16	09/03/16				Jo Watt	Resources	Leader of Council, Strategy & Performance, Finance				
ID3102	Collective Energy Switching Scheme for West Berkshire	To make a decision over whether the Council run a Collective Energy Switching Scheme.	ID	01 March 2016		18/03/16					Evangeline Haggarty	Environment	Partnerships, Equality, Community Safety, Environmental Health, Trading Standards, Waste, Customer Services				
EX2963	Council Performance Report 2015/16: Q3 (Key Accountable Measures and Activities)	To present the basket of key accountable measures and activities for 2015/16.	EX	01 April 2016	17/03/16 EX		13/04/16				Catalin Bogos	Resources	Leader of Council, Strategy & Performance, Finance				
EX3094	Staffing implications associated with additional 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)	To seek approval to make the redundancy payments associated with the required staffing implications associated with the Phase 2 savings to deliver the 2016/17 revenue budget.	EX	01 April 2016	21/04/16 EX						Robert O'Reilly	Resources	Communications, Democratic & Electoral Services, Finance Assurance, Legal, Human Resources, ICT		Yes		
EX3100	2016/17 Budget Consultation - Phase Two		EX	01 April 2016	21/04/16 EX		13/04/16				Andy Day	Resources	Leader of Council, Strategy & Performance, Finance				
ID2945	West Berkshire Forward Plan - 25 May 2016 - 31 August 2016	To agree the Forward Plan for the next four months.	ID	01 April 2016		21/04/16	13/04/16				Moira Fraser	Resources	Leader of Council, Strategy & Performance, Finance				
C2977	Medium Term Financial Strategy (MTFS): 2016-19	To agree the medium term financial planning and strategy for the organisation.	C	01 May 2016	21/04/16 EX		11/05/16	19/05/16 C			Andy Walker	Resources	Leader of Council, Strategy & Performance, Finance				
C3055	Council Strategy 2015 to 2019 Refresh	To agree the refresh of the Council Strategy 2015 to 2019.	C	01 May 2016			11/05/16	19/05/16 C			Catalin Bogos	Resources	Leader of Council, Strategy & Performance, Finance				
C2993	Election of the Chairman for the Municipal Year 2016/17	To elect the Chairman for the 2016/17 Municipal Year	C	01 May 2016			11/05/16	19/05/16 C			Moira Fraser	Resources	Leader of Council, Strategy & Performance, Finance				
C2994	Appointment of Vice Chairman for the Municipal Year 2016/17	To appoint the Vice-Chairman for the 2016/17 Municipal Year	C	01 May 2016			11/05/16	19/05/16 C			Moira Fraser	Resources	Leader of Council, Strategy & Performance, Finance				

Key:	C= Council
	DOD= Delegated Officer Decision
	EX= Executive
	GE= Governance and Ethics Committee
	ID= Individual Decision
	PC= Personnel Committee

West Berkshire Council Forward Plan 16 March 2016 to 30 June 2016

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.

Reference	Item	Purpose	Decision Body	Month/Year	Executive	ID	Date Report Published	Council	Governance and Ethics Committee	Other	Officer and Contact No	Directorate	Lead Member	Consultee(s)	Part II	Call In	Notes
C2995	Appointment of the Executive by the Leader of the Council for the 2016/17 Municipal Year	For the Leader of the Council to announce the composition of the Executive for the 2016/17 Municipal Year	C	01 May 2016			11/05/16	19/05/16 C			Moira Fraser	Resources	Leader of Council, Strategy & Performance, Finance				
C2996	Appointment of and Allocation of Seats on Committees for the 2016/17 Municipal Year	To allocate seats on the various Council Committees for the 2016/17 Municipal Year.	C	01 May 2016			11/05/16	19/05/16 C			Moira Fraser	Resources	Leader of Council, Strategy & Performance, Finance				
C2997	Standards Committee Annual Report 2015/16	To present the Standards Committee Annual Report for 2015/16.	C	01 May 2016			11/05/16	19/05/16 C			Moira Fraser	Resources	Communications, Democratic & Electoral Services, Finance Assurance, Legal, Human Resources, ICT				
C2998	Appointment of Representatives to Outside Bodies RBFRS and TVPCP	To agree the appointment of representatives on the RBFRS and TVPCP.	C	01 May 2016			11/05/16	19/05/16 C			Moira Fraser	Resources	Leader of Council, Strategy & Performance, Finance				
C3034	Monitoring Officer's Quarterly Update Report to the Governance and Ethics Committee – 2015/16 Year End	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.	C	01 May 2016			17/04/16	19/05/16 C	25/04/16 GE		David Holling	Resources	Chairman of Governance and Ethics Committee				
C3013	Changes to the Constitution	To review and amend parts of the Constitution if required following discussion at the Finance and Governance Group	C	01 May 2016			17/04/16	19/05/16 C	25/04/16 GE		David Holling	Resources	Leader of Council, Strategy & Performance, Finance				
C3066	Changes to the Code of Conduct	To make any changes to the CoC if required following a scheduled review of the document.	C	01 May 2016			17/04/16	19/05/16 C	25/04/16 GE		Moira Fraser	Resources	Communications, Democratic & Electoral Services, Finance Assurance, Legal, Human Resources, ICT				
EX3022	Provisional Financial Outturn Report - 2015/16	To inform Members of the latest financial performance of the Council.	EX	01 June 2016	June/July 2016		tbc				Rod Mercer	Resources	Leader of Council, Strategy & Performance, Finance				
EX2964	Council Performance Report 2015/16: Q4 (Key Accountable Measures and Activities)	To present the basket of key accountable measures and activities for 2015/16.	EX	01 June 2016	18/06/16 EX		tbc				Catalin Bogos	Resources	Leader of Council, Strategy & Performance, Finance				

This page is intentionally left blank

NOTICE OF A PRIVATE MEETING OF A DECISION-MAKING BODY¹

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.

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.

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.
17/03/16	EX2922	Contract Award Schools Waste Collection Services	<i>To provide information regarding the procurement tender process which will lead to a contract award to succeed the current contract.</i>	Executive	Education, Property, Broadband Karen Felgate – Contracts and Commissioning Manager	Report and Associated Appendices	(Paragraph 3 – information relating to financial/business affairs of particular person)
17/03/16	EX3101	Options for Delivering Housing Grants and Loans	<i>The purpose of this report is to outline the options available to the Council for delivering the home improvement service.</i>	Executive	Adult Social Care, Housing, Countryside, Community Culture & Leisure Services Mel Brain - Housing Strategy and Operations Manager	Report and Associated Appendices	(Paragraph 3 – information relating to financial/business affairs of particular person) (Paragraph 4 – information relating to terms proposed in negotiations in labour relation matters)

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 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.
17/03/16	EX3080	Approved Provider List for Community Home Care Services	<i>Members to agree contract award of Approved Provider List for Community Home Care Services</i>	Executive	Adult Social Care, Housing, Countryside, Community Culture & Leisure Services Karen Felgate – Contracts and Commissioning Manager	Report and Associated Appendices	(Paragraph 3 - information relating to financial/business affairs of a particular person)

Andy Day
Head of Strategic Support
West Berkshire Council

Date: 3rd February 2016

This page is intentionally left blank