

Individual Decision

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

Thursday 26 May 2016

Ref:	Title	Portfolio Member	Page No.
ID3124	West Berkshire Council Forward Plan - 29 June 2016 to 30 September 2016	Councillor Roger Croft	3 - 14



This page is intentionally left blank

Individual Executive Member Decision

West Berkshire Council Forward Plan - 29 June 2016 - 30 September 2016 - Summary Report

Committee considering report:	Individual Executive Member Decision
Date of Committee:	26 May 2016
Portfolio Member:	Councillor Roger Croft - Leader of the Council
Forward Plan Ref:	ID3124

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 – 29 June 2016 - 30 September 2016
- 6.4 Appendix D – Notice of Private Decisions for 30 June 2016 Executive meeting

Individual Executive Member Decision

West Berkshire Council Forward Plan - 29 June 2016 - 30 September 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 is currently one confidential item scheduled for the 30 June 2016 Executive meeting. The required notice is attached as Appendix D and will be displayed at the Council. If any representations are received the five day notice will be issued on 21 June 2016. The items are:
- EX 3080 - 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:	18 May 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: 18 May 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

West Berkshire Council Forward Plan 29 June 2016 to 30 September 2016

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

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
EX3123	The Household Waste Recycling Centre Service	To make a decision about how to develop the Household Waste Recycling Centres (HWRCs) and how to control waste flow.	EX	01 June 2016	30/06/16 EX		22/06/16				John Ashworth/ Jackie Ward	Environment	Partnerships, Equality, Community Safety, Environmental Health, Trading Standards, Waste, Customer Services	No			
EX3022	Provisional Financial Outturn Report - 2015/16	To inform Members of the latest financial performance of the Council.	EX	01 June 2016	30/06/16 EX		22/06/16				Melanie Ellis	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	30/06/16 EX		22/06/16				Catalin Bogos	Resources	Leader of Council, Strategy & Performance, Finance				
ID3140	Minor Revisions to Existing Traffic Regulation Orders	To resolve any possible objections received in relation to minor amendments to existing traffic regulation orders in the Parishes of East Ilsley, Holybrook, Shaw cum Donnington and the towns of Hungerford and Thatcham.	ID	01 June 2016		01/06/16	tbc				Glyn Davis	Environment	Highways, Transport, Emergency Planning				
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 July 2016			10/06/16	05/07/16 C			Moira Fraser	Resources	Communications, Democratic & Electoral Services, Finance Assurance, Legal, Human Resources, ICT				
C3134	Changes to the Constitution - Part 11 (Contract Rules of Procedure)	To review and if appropriate amend Part 11 (Contract Rules of Procedure) following a request from the Procurement Board to do so	C	01 July 2016			10/06/16	05/07/16 C			Moira Fraser	Resources	Communications, Democratic & Electoral Services, Finance Assurance, Legal, Human Resources, ICT				
C3114	Health and Wellbeing Strategy Refresh	To refresh the Health and Wellbeing Strategy	C	01 July 2016			27/06/16	05/07/16 C		07/07/16 HWBB	Lesley Wyman	Resources	Deputy Leader, Health and Wellbeing, Devolution				
ID3078	Parking Amendment 23	To consider the responses received during statutory consultation	ID	01 July 2016		01/07/16	tbc				Alex Drysdale	Environment	Highways, Transport, Emergency Planning				
ID3113	Parking Amendment 24	To consider the responses received during statutory consultation	ID	01 July 2016		01/07/16	tbc				Alex Drysdale	Environment	Highways, Transport, Emergency Planning				
ID3062	Joint Strategic Review of PRU Provision	To gain approval to consult on the review of PRU provision in West Berkshire	ID	01 July 2016		01/07/16	tbc				Caroline Corcoran	Communities	Education, Property, Broadband				
ID3151	Community Care (Adult Social Care) Compliments and Complaints Report	For information.	ID	01 July 2016		01/07/16	tbc				Mary Page	Communities	Adult Social Care, No Housing, Countryside, Community Culture & Leisure Services	No			
ID3152	Children and Family Services Annual Complaints Report	For information.	ID	01 July 2016		01/07/16	tbc				Rachel Brickman	Communities	Children's Services and Brilliant West Berkshire	No			
ID3147	Consultation on the Education Plan providing Alternative Provision for Young People with Additional Needs		ID	01 July 2016		04/07/16	24/06/16				Caroline Corcoran	Communities	Education, Property, Broadband	No			

West Berkshire Council Forward Plan 29 June 2016 to 30 September 2016

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

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.

GE3084	Annual Governance Statement 2015-16	To allow the Committee to review the Annual Governance Statement prior to signature by the Leader and Chief Executive	GE	01 August 2016			12/08/16		22/08/16 GE		Ian Priestley	Resources	Communications, Democratic & Electoral Services, Finance Assurance, Legal, Human Resources, ICT				
GE3085	Internal Audit Annual Report 2015/16	To provide an opinion on the effectiveness of the Council's internal control framework	GE	01 August 2016			12/08/16		22/08/16 GE		Ian Priestley	Resources	Communications, Democratic & Electoral Services, Finance Assurance, Legal, Human Resources, ICT				
GE3086	Annual Governance Statement - Statement in Support by the Section 151 Officer	To provide evidence and independent verification of governance matters which may impact on the Annual Governance Statement from the viewpoint of the Section 151 Officer.	GE	01 August 2016			12/08/16		22/08/16 GE		Andy Walker	Resources	Communications, Democratic & Electoral Services, Finance Assurance, Legal, Human Resources, ICT				
GE3087	Annual Governance Statement - Statement in Support by the Monitoring Officer	To provide evidence and independent verification of governance matters which may impact on the Annual Governance Statement from the viewpoint of the Monitoring Officer.	GE	01 August 2016			12/08/16		22/08/16 GE		David Holling	Resources	Communications, Democratic & Electoral Services, Finance Assurance, Legal, Human Resources, ICT				
GE3088	West Berkshire Council Financial Statements 2015/16 including KPMG Opinion	To provide Members with the final copy of the Council's Financial Statements	GE	01 August 2016			12/08/16		22/08/16 GE		Andy Walker	Resources	Leader of Council, Strategy & Performance, Finance				
GE3089	Monitoring Officer's Quarterly Update Report to the Governance and Ethics Committee – Quarter 1 of 2016/17	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.	GE	01 August 2016			12/08/16		22/08/16 GE		David Holling	Resources	Chairman of Governance and Ethics Committee				
ID3126	West Berkshire Forward Plan - 7 September 2016 - 31 December 2016	To agree the Forward Plan for the next four months.	ID	01 August 2016		04/08/16	27/07/16				Moira Fraser	Resources	Leader of Council, Strategy and Performance, Finance				
ID3149	The Housing Grants and Loans Policy - made under the Regulatory Reform (Housing Assistance - England and Wales) Order 2002	To request approval from the Portfolio Holder to adopt the Housing Grants and Loans Policy which will supersede the expired Private Sector Housing Renewal Policy 2009	ID	01 August 2016		04/08/16	27/07/16				Cathy Dodson	Communities	Adult Social Care, No Housing, Countryside, Community Culture & Leisure Services				
C3065	Response to the Motion that the Council Investigates Webcasting	To respond to Councillor Alan Macro's motion that 'the Council investigates the cost and practicality of webcasting all Council, Executive and Committee meetings' which was put to the Council on 2 July 2015.	C	01 September 2016			07/09/16	15/09/16 C	22/08/16 GE		Jo Reeves	Resources	Communications, Democratic & Electoral Services, Finance Assurance, Legal, Human Resources, ICT				
EX3080	Approved Provider List for Community Home Care Services (Paragraph 3 - information relating to financial/business affairs of a particular person)		EX	01 September 2016	08/09/16 EX		31/08/16				Karen Felgate	Communities	Adult Social Care, No Housing, Countryside, Community Culture & Leisure Services				
EX3109	Council Performance Report 2016/17: Q1 (Key Accountable Measures and Activities)	To present the basket of key accountable measures and activities for 2016/17.	EX	01 September 2016	08/09/16 EX		31/08/16				Catalin Bogos	Resources	Leader of Council, Strategy & Performance, Finance				
EX3135	Financial Performance Report 2016/17 - Quarter One	To inform Members of the latest financial performance of the Council.	EX	01 September 2016	08/09/16 EX		31/08/16				Melanie Ellis	Resources	Leader of the Council, Strategy and Performance, Finance				
ID3127	West Berkshire Forward Plan - 18 October 2016 - 31 January 2017	To agree the Forward Plan for the next four months.	ID	01 September 2016		15/09/16	07/09/16				Moira Fraser	Resources	Leader of Council, Strategy and Performance, Finance				

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.
30 June 2016	EX3080	Approved Provider List for Community Home Care Services	<i>To approve the provider list for Community Home Care Services</i>	Executive	Adult Social Care, Housing, Countryside, Community Culture & Leisure Services Karen Felgate	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: 18 May 2016

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.