

# Individual Decision

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

**Thursday 15 September 2016**

<b>Ref:</b>	<b>Title</b>	<b>Portfolio Member</b>	<b>Page No.</b>
ID3127	<b>West Berkshire Council Forward Plan - 18 October 2016 to 31 January 2017</b>	Councillor Roger Croft	3 - 16



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## Individual Executive Member Decision

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### West Berkshire Council Forward Plan - 18 October 2016 - 31 January 2017

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<b>Committee considering report:</b>	Individual Executive Member Decision
<b>Date of Committee:</b>	15 September 2016
<b>Portfolio Member:</b>	Councillor Roger Croft - Leader of the Council
<b>Forward Plan Ref:</b>	ID3127

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#### 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:

<b>Leader of Council:</b>	Councillor Roger Croft
<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</b>	Councillor Alan Macro at Overview and Scrutiny Management

- Spokesperson:** Commission meetings.
- Local Stakeholders:** The West Berkshire Council 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, Conservative 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 – 18 October 2016 - 31 January 2017

6.4 Appendix D – Notice of Private Decisions for 8 September 2016 Executive meeting

# Individual Executive Member Decision

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## West Berkshire Council Forward Plan – 18 October 2016 – 31 January 2017 – Supporting Information

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### 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) 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 three confidential items scheduled for the 20 October 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 12 October 2016. The items are:
- EX3169 - Healthy Child Programme 0-19/25 Commissioning and Service Redesign
  - EX3162 - Berkshire Community Equipment Service Contract Award
  - EX3175 - Contract Award – Complex Needs Service for Clients with a Learning Disability
- 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 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.

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**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"/>

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**Officer details:**

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

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## 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.

<b>Name of policy, strategy or function:</b>	Forward Plan
<b>Version and release date of item (if applicable):</b>	
<b>Owner of item being assessed:</b>	Moira Fraser
<b>Name of assessor:</b>	Jo Reeves
<b>Date of assessment:</b>	7 September 2016

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

<b>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?</b>	
<b>Aims:</b>	
<b>Objectives:</b>	
<b>Outcomes:</b>	
<b>Benefits:</b>	

<b>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.</b> (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.)		
<b>Group Affected</b>	<b>What might be the effect?</b>	<b>Information to support this.</b>
None		

<b>Further Comments relating to the item:</b>

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

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.

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

**Name: Jo Reeves**

**Date: 7 September 2016**

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



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# West Berkshire Council Forward Plan

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## West Berkshire Council Forward Plan 18 October 2016 to 31 January 2017

<b>Key:</b>	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
EX3169	Healthy Child Programme 0-19/25 Commissioning and Service Redesign <i>(Paragraph 3 – information relating to financial/business affairs of particular person)</i> <i>(Paragraph 5 – information relating to legal privilege)</i> <i>(Paragraph 6 – information relating to proposed action to be taken by the Local Authority)</i>	To inform the Executive of the intention to commission an integrated Healthy Child Programme (HCP) for 0-19/25 year olds (up to 25 years for young people with special educational needs and disabilities); to share the proposed commissioning model and to obtain sign-off for the proposed tendering exercise or contract extension as appropriate.	EX	01 October 2016	20/10/16 EX		31/08/16				Lesley Wyman	Resources	Deputy Leader, Health and Wellbeing		Yes	No
EX3162	Berkshire Community Equipment Service Contract Award <i>(Paragraph 3 – information relating to financial/business affairs of particular person)</i>	To seek delegated authority for the Head of Service to award the contract for Berkshire Community Equipment Service from 1st April 2017	EX	01 October 2016	20/10/16 EX		12/10/16				Trish Guest	Communities	Adult Social Care		Yes	
EX3108	Home to School Transport Policy 2017-18	To determine the Council's Policy post consultation.	EX	01 October 2016	20/10/16 EX		12/10/16				Ian Pearson	Communities	Children & Young People			
EX3166	Adoption of the Temporary Accommodation Policy	Temporary Accommodation Policy.	EX	01 October 2016	20/10/16 EX		12/10/16				Mel Brain	Communities	Adult Social Care		No	Yes
EX3168	Adoption of the Decant Policy	To seek approval from the Executive to adopt the Decant Policy	EX	01 October 2016	20/10/16 EX		12/10/16				Mel Brain	Communities	Adult Social Care		No	Yes
EX3175	Contract Award – Complex Needs Service for Clients with a Learning Disability <i>(Paragraph 3 - information relating to financial/business affairs of particular person)</i>	To inform Executive of the intention to award the contract of a complex needs learning disability service at Blagden House in Newbury	EX	01 October 2016	20/10/16 EX						Karen Felgate	Communities	Adult Social Care		Yes	
EX3181	Library Service Proposals	To request authority for public consultation on proposals for the future shape of the West Berkshire Library Service in light of the Needs Assessment. To ensure that the Council achieves savings while meeting its statutory obligations in library service provision.	EX	01 October 2016	20/10/16 EX		12/10/16				Mike Brook	Environment	Culture and Environment		No	Yes
ID3128	West Berkshire Forward Plan - 22 November 2016 - 28 February 2017	To agree the Forward Plan for the next four months.	ID	01 October 2016		20/10/16	12/10/16				Moira Fraser	Resources	Leader, Strategy & Performance, Economic Growth			
ID3176	Adoption of Parish Plans/Neighbourhood Plans/Village Design Statements	To adopt Parish Plans/Neighbourhood Plans/Village Design Statements.	ID	01 October 2016		18/10/16	11/10/16				Jo Naylor	Resources	Community Resilience & Partnerships			
ID3177	Appointment of Representatives to Outside Body - Local Enterprise Partnership	To agree the appointment of the Council's representative on the Local Enterprise Partnership.	ID	01 October 2016		18/10/16	11/10/16				Moira Fraser	Resources	Deputy Leader of the Council			
ID3182	Winter Service Plan 2016-17	To approve the Winter Service Plan 2016-17.	ID	01 October 2016		20/10/16	12/10/16				Melvyn May	Environment	Highways & Transport		No	Yes
PC3178	Appointment of the Council's Monitoring Officer	To appoint the Council's Monitoring Officer in accordance with the Scheme of Delegation	PC	01 October 2016						PC 21/10/16	Robert O'Reilly	Resources	Chairman of the Governance and Ethics Committee			
	Boundary Review		C	01 November 2016				22/11/2016 C			Andy Day	Resources	Deputy Leader, Health and Wellbeing			
C3029																
EX3053	Schools Funding Formula 2017/18	To note the Schools funding formula for 2017/18	EX	01 November 2016	24/11/16 EX		12/10/16				Claire White		Children & Young People			
GE3090	Monitoring Officer's Quarterly Update Report to the Governance and Ethics Committee – Quarter 2 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 November 2016			18/11/16		28/11/16 GE		David Holling	Resources	Chairman of Governance and Ethics Committee			
ID3129	West Berkshire Forward Plan - 20 December 2016 - 31 March 2017	To agree the Forward Plan for the next four months.	ID	01 November 2016		17/11/16	09/11/16				Moira Fraser	Resources	Leader, Strategy & Performance, Economic Growth			
C3114	Health and Wellbeing Strategy Refresh	To refresh the Health and Wellbeing Strategy	C	01 December 2016			30/11/16	08/12/16 C		HWBB - 29/09/16	Lesley Wyman	Resources	Health and Wellbeing (Deputy Leader)			
C3174	Health and Wellbeing Board Governance	To set out the new governance arrangement for the Health and Wellbeing Board to support its ambition to be a systems leader. This report needs to be read in conjunction with the Health and Wellbeing Strategy Refresh	C	01 December 2016			30/11/16	08/12/16 C		HWBB - 29/09/16	Jo Reeves	Resources	Deputy Leader, Health and Wellbeing			

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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
C3158	Shared Public Protection Cross Border Working Arrangements	To set out a basis of delegation for cross border working arrangements for the Trading Standards and Environmental Health Services and to seek the relevant delegations.	C	01 December 2016	20/10/16 EX		12/10/16	08/12/16 C			Sean Murphy	Environment	Community Resilience & Partnerships			
C3068	Changes to the Constitution	To review and amend Part 5 of the Constitution.	C	01 December 2016			30/11/16	08/12/16 C			David Holling	Resources	Leader, Strategy & Performance, Economic Growth			
C3096	Presentation of the West Berkshire Community Champion Awards	The Chairman will present the following Community Champion awards for 2016: <input type="checkbox"/> Pat Eastop Junior Citizen of the Year Award; <input type="checkbox"/> Volunteer of the Year; <input type="checkbox"/> Community Group of the Year Award; <input type="checkbox"/> Lifetime Achievement Award.	C	01 December 2016			30/11/16	08/12/16 C			Jo Watt	Resources	Chairman of Council			
C3097	Proposed Member Development Programme - 2017/18	To agree the proposed Member Development Programme for 2017/18.	C	01 December 2016			30/11/16	08/12/16 C			Jude Thomas	Resources	Leader, Strategy & Performance, Economic Growth			
C3098	Activity Team West Berkshire Fees and Charges 2017/18	To consider the fees and charges for the 2017/18 Activity Team West Berkshire programme in order to enable the service to competitively advertise and promote activities and maximise advanced bookings and income.	C	01 December 2016			30/11/16	08/12/16 C			Jim Sweeting	Environment	Adult Social Care			
C3099	Leisure Centre Fees and Charges 2017	To implement the contractual requirement for an annual price review for 2017 for the leisure contractor to come into effect from 1st January 2016.	C	01 December 2016			30/11/16	08/12/16 C			Jim Sweeting	Environment	Adult Social Care			
C3171	Council Tax Support Scheme 2017/18	For Council to decide on the Council Tax Support Scheme for 2017/18 in order to fulfill its statutory obligation to do so	C	01 December 2016			30/11/16	08/12/16 C			Sean Anderson	Resources	Corporate Services and External Affairs/ Finance and Transformation			
EX3136	Financial Performance Report 2016/17 - Quarter Two	To inform Members of the latest financial performance of the Council.	EX	01 December 2016	22/12/16 EX		14/12/16				Wendy Howells	Resources	Finance and Transformation			
EX3110	Council Performance Report 2016/17: Q2 (Key Accountable Measures and Activities)	To present the basket of key accountable measures and activities for 2016/17.	EX	01 December 2016	22/12/16 EX		14/12/16				Catalin Bogos	Resources	Leader, Strategy & Performance, Economic Growth			
EX3148	Retention of Land - Update		EX	01 December 2016	22/12/16 EX		14/12/16				Ian Pearson	Communities	Children & Young People			
EX3170	Staffing implications associated with savings put forward to deliver the 2017/18 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 savings to deliver the 2017/18 revenue budget.	EX	01 December 2016	22/12/16 EX		14/12/16				Robert O'Reilly	Resources	Corporate Services and External Affairs		Yes	No
EX3183	Senior Management Review - Final Proposals (Paragraph 2 - information identifying an individual)	To set out final proposals with regard to changes to the Council's senior management structure	EX	01 December 2016	22/12/16 EX		14/12/16				Nick Carter	Resources	Corporate Services and External Affairs	All staff and Members	Yes	No
ID3130	West Berkshire Forward Plan - 13 January 2017 - 30 April 2017	To agree the Forward Plan for the next four months.	ID	01 December 2016		08/12/16	30/11/16				Moira Fraser	Resources	Leader, Strategy & Performance, Economic Growth			
ID3179	Mill Lane Newbury 20mph Order	To consider the response received during statutory consultation	ID	01 December 2016		01/12/16	TBC				Glyn Davis	Environment	Highways & Transport	Ward Members, Town Council and consultation respondents		
EX3164	Pupil Referral Unit Service Alternative Provision	To approve the configuration of alternative provision in West Berkshire from September 2017	EX	01 January 2017	19/01/17 EX		11/01/17				Ian Pearson	Communities	Children & Young People		No	Yes
ID3131	West Berkshire Forward Plan - 14 February 2017 - 31 May 2017	To agree the Forward Plan for the next four months.	ID	01 January 2017		12/01/17	04/01/17				Moira Fraser	Resources	Leader, Strategy & Performance, Economic Growth			

## **NOTICE OF A PRIVATE MEETING OF A DECISION-MAKING BODY<sup>1</sup>**

*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.*

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<sup>1</sup> 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 meeting<sup>2</sup> of a decision-making body, public notice<sup>3</sup> 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 notice<sup>4</sup> 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.
20 Oct 2016	EX3169	<b>Healthy Child Programme 0-19/25 Commissioning and Service Redesign</b>	To inform the Executive of the intention to commission an integrated Healthy Child Programme (HCP) for 0-19/25 year olds (up to 25 years for young people with special educational needs and disabilities); to share the proposed commissioning model and to obtain sign-off for the proposed tendering exercise or contract extension as appropriate.	Executive	Deputy Leader, Health and Wellbeing  Lesley Wyman	Report and associated appendices.	(Paragraph 3 – information relating to financial/business affairs of particular person) (Paragraph 5 – information relating to legal privilege) (Paragraph 6 – information relating to proposed action to be taken by the Local Authority)

<sup>2</sup> 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.

<sup>3</sup> In accordance with Regulation 5(2) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

<sup>4</sup> 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.
20 Oct 2016	EX3162	<b>Berkshire Community Equipment Service Contract Award</b>	To seek delegated authority for the Head of Service to award the contract for Berkshire Community Equipment Service from 1st April 2017	Executive	Adult Social Care Trish Guest	Report and associated appendices.	(Paragraph 3 – information relating to financial/business affairs of particular person)
20 Oct 2016	EX3175	<b>Contract Award – Complex Needs Service for Clients with a Learning Disability</b>	To inform Executive of the intention to award the contract of a complex needs learning disability service at Blagden House in Newbury	Executive	Children & Young People Karen Felgate	Report and associated appendices.	(Paragraph 3 - information relating to financial/business affairs of particular person)

Andy Day  
Head of Strategic Support  
West Berkshire Council

Date: 7 September 2016

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