

Individual Decision

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

Thursday 17th November 2016

Ref:	Title	Portfolio Member	Page No.
ID3129	West Berkshire Council Forward Plan - 20 December 2016 to 31 March 2017	Councillor Roger Croft	3 - 18



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Individual Executive Member Decision

West Berkshire Council Forward Plan - 20 December 2016 – 31 March 2017

Committee considering report:	Individual Executive Member Decision
Date of Committee:	17 November 2016
Portfolio Member:	Councillor Roger Croft - Leader of the Council
Forward Plan Ref:	ID3129

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:	Councillor Roger Croft
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 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 – 20 December 2016 – 31 March 2017

6.4 Appendix D – Notice of Private Decisions for 22 December 2016 Executive meeting

Individual Executive Member Decision

West Berkshire Council Forward Plan – 20 December 2016 – 31 March 2017 – 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) 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 The following item have been added to the Forward Plan for the Executive meeting on the 22 December 2016 since it was last published:

- EX3201 - Birchwood Care Home Future (this item was originally scheduled for 24 November 2016 meeting)

1.7 There are currently four confidential items scheduled for the 22 December 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 14 December 2016. The items are:

- EX3201 - Birchwood Care Home Future
- EX3202 - Tender for Homelessness Services
- EX3183 - Senior Management Review - Final Proposals
- EX3170 - Staffing implications associated with savings put forward to deliver the 2017/18 revenue budget: approval to pay redundancy payments

1.8 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.

1.9 The report now also includes some Delegated Officer Decisions with a DOD reference.

1.10 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



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:	7 September 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: 7 September 2016

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 20 December 2016 to 31 March 2017

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	OSMC	Other	Officer and Contact No	Directorate	Lead Member	Consultee(s)	Part II	Call In
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			
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					Melanie Ellis	Resources	Finance and Transformation			
EX3148	John O'Gaunt School Retention of Land - Update		EX	01 December 2016	22/12/16 EX		14/12/16					Richard Turner	Communities	Children & Young People			
EX3170	Staffing implications associated with savings put forward to deliver the 2017/18 revenue budget: approval to pay redundancy payments (Strand 1) (Paragraph 1 - information relating to an individual) (Paragraph 2 - information)	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
EX3201	Birchwood Care Home Future (paragraph 3 - information relating to financial/business affairs of particular person)	To inform Members that ASC intend not to renew the contract at Birchwood Care Home and bring the service in house.	EX	01 December 2016	22/12/16 EX		16/11/16					Karen Felgate/ Roz Haines	Communities	Adult Social Care	service provider	Yes	No
EX3202	Tender for Homelessness Services (Paragraph 3 – information relating to financial/business affairs of particular person)	To seek approval to award the tender due to the contract value.	EX	01 December 2016	22/12/16 EX		14/12/16					Robert Bradfield	Communities	Adult Social Care and Planning & Housing		Yes	No
EX3204	Adult Placement Service - Shared Lives	To approve Business Case for the creation of and recruitment to a Senior Shared Lives Officer post and increase administrative hours within the Shared Lives Team	EX	01 December 2016	22/12/16 EX		14/12/16					Sarah Salisbury	Communities	Adult Social Care			
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	Members, Town Council and		
ID3185	A343 Sandpit Hill and Wash Water 40mph Order	To consider the response received during statutory consultation	ID	01 December 2016		14/12/16	06/12/16					Glyn Davis	Environment	Highways & Transport	Ward Member, Parish Council, local residents and businesses	No	Yes
ID3186	Speed Limit Review October 2016	To approve the statutory consultation for altering the speed limit on a number of roads following a meeting of the speed limit task group	ID	01 December 2016		14/12/16	06/12/16					Glyn Davis	Environment	Highways & Transport		No	Yes
ID3187	Petition for improvements to the zebra crossing on Shaw Road, Newbury	To respond to a petition that has been received by the Council.	ID	01 December 2016		14/12/16	06/12/16					Glyn Davis	Environment	Highways & Transport		No	Yes

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Reference	Item	Purpose	Decision Body	Month/Year	Executive	ID	Date Report Published	Council	Governance and Ethics Committee	OSMC	Other	Officer and Contact No	Directorate	Lead Member	Consultee(s)	Part II	Call In
ID3206	A329 Oxford Road Crossing	To report on consultation responses into proposed pedestrian crossing improvements and decide on a way forward.	ID	01 December 2016		20/12/16	12/12/16					Jon Winstanley	Environment	Highways and Transport			
EX3053	School Funding Formula 2017/18	The School Finance Regulations require the local authority on an annual basis to review the school funding formula, consult with all schools on its proposals, and gain political approval. This report sets out the proposal for the primary and secondary school	EX	01 January 2017	19/01/17 EX		11/01/17					Claire White	Communities	Children & Young People			
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					Caroline Simmonds	Communities	Children & Young People		No	Yes
EX3194	Staffing implications associated with savings put forward to deliver the 2017/18 revenue budget: approval to pay redundancy payments (Strand 2) (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 January 2017	19/01/17 EX		11/01/17					Robert O'Reilly	Resources	Corporate Services and External Affairs		Yes	No
EX3169	Healthy Child Programme 0-19/25 Commissioning and Service Redesign (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)	For Executive to approve delegate authority to the Head of Public Health and Wellbeing, in consultation with the Portfolio Holder, to award the integrated Healthy Child Programme (HCP) contract for 0-19/25 year olds (up to 25 years for young people with special educational needs and disabilities).	EX	01 January 2017	19/01/17 EX		11/01/17					Lesley Wyman	Resources	Deputy Leader, Health and Wellbeing		Yes	No
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			
ID3212	Annual Equalities Report	Provide an update on progress with the Council's Equalities Objectives which is required by legislation to be published on the Council's website in January each year.	ID	01 January 2017		09/01/17	tbc					Rachel Craggs	Resources	Community Resilience & Partnerships			
EX3195	Staffing implications associated with savings put forward to deliver the 2017/18 revenue budget: approval to pay redundancy payments (Strand 3) (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 February 2017	16/02/17 EX		08/02/17					Robert O'Reilly	Resources	Corporate Services and External Affairs		Yes	No
EX3137	Financial Performance Report 2016/17 - Quarter Three	To inform Members of the latest financial performance of the Council.	EX	01 February 2017	16/02/17 EX		08/02/17					Shannon Coleman-Slaughter	Resources	Finance and Transformation			
GE3209	Accounting Policies	The purpose of the report is to approve the Accounting Policies that will be used to produce the Annual Accounts for the year ended 31 March 2017.	GE	01 February 2017					02/02/2017 GE			Lesley Flannigan	Resources	Finance and Transformation			

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Reference	Item	Purpose	Decision Body	Month/Year	Executive	ID	Date Report Published	Council	Governance and Ethics Committee	OSMC	Other	Officer and Contact No	Directorate	Lead Member	Consultee(s)	Part II	Call In
GE3091	Internal Audit Interim Report 16-17	To update the Committee on the outcome of internal audit work.	GE	01 February 2017			27/01/17		06/02/17 GE			Ian Priestley	Resources	Corporate Services and External Affairs			
GE3092	Monitoring Officer's Quarterly Update Report to the Governance and Ethics Committee – Quarter 3 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 February 2017			27/01/17		06/02/17 GE			Sarah Clarke	Resources	Chairman of Governance and Ethics Committee			
GE3189	Webcasting Policy	To outline the procedure for identifying meetings to be webcast and provide guidance to Councillors.	GE	01 February 2017			27/01/17		06/02/17 GE			Jo Reeves	Resources	Chairman of Governance and Ethics Committee			
ID3132	West Berkshire Forward Plan - 28 March 2017 - 30 June 2017	To agree the Forward Plan for the next four months.	ID	01 February 2017		23/02/17	15/02/17					Moira Fraser	Resources	Leader, Strategy & Performance, Economic Growth			
PC3214	Remuneration for Election Roles		PC	01 February 2017							PC in Feb						
C3093	Amendments to the Constitution - Scheme of Delegation	To review and amend sections of the Scheme of Delegation in light of legislative changes and current practice.	C	01 March 2017			22/02/17	02/03/17 C				Sarah Clarke	Resources	Leader, Strategy & Performance, Economic Growth			
C3118	Investment and Borrowing Strategy 2017/18	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 and Borrowing Strategy for 2017/18.	C	01 March 2017	16/02/17 EX		22/02/17	02/03/17 C				Andy Walker	Resources	Finance and Transformation			
C3119	Medium Term Financial Strategy (MTFS): 2017-20	To agree the medium term financial planning and strategy for the organisation.	C	01 March 2017	16/02/17 EX		22/02/17	02/03/17 C				Andy Walker	Resources	Finance and Transformation			
C3120	Capital Strategy and Programme 2017/18 to 2021/22	To outline the five year Capital Strategy for 2017 to 2022, including the Minimum Revenue Provision (MRP) Statement and the Asset Management Plans for Property and Highways, and to set out the funding framework for the Council's five year Capital Programme for 2017/18 to 2021/22.	C	01 March 2017	16/02/17 EX		22/02/17	02/03/17 C				Andy Walker	Resources	Finance and Transformation			
C3121	Revenue Budget 2017/18	To consider and recommend to Council the 2017-18 Revenue Budget.	C	01 March 2017	16/02/17 EX		22/02/17	02/03/17 C			01/12/16 BB	Andy Walker	Resources	Finance and Transformation			
C3122	Statutory Pay Policy 2017	To seek approval for publication of the Statutory Pay Policy Statement, effective from 1 st April 2017.	C	01 March 2017			22/02/17	02/03/17 C			PC in Feb	Jane Milone	Resources	Corporate Services and External Affairs			
C3208	Library Service Review	To present an analysis of the public consultation responses and recommend the future shape of the library service	C	01 March 2017	16/02/17 EX		08/02/17	02/03/17 C				Mike Brook	Environment	Culture and Environment		No	No
EX3196	Staffing implications associated with savings put forward to deliver the 2017/18 revenue budget: approval to pay redundancy payments (Strand 4) (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 March 2017	30/03/17 EX		22/03/17					Robert O'Reilly	Resources	Corporate Services and External Affairs		Yes	No
EX3111	Council Performance Report 2016/17: Q3 (Key Accountable Measures and Activities)	To present the basket of key accountable measures and activities for 2016/17.	EX	01 March 2017	30/03/17 EX							Catalin Bogos	Resources	Leader, Strategy & Performance, Economic Growth			
ID3133	West Berkshire Forward Plan - 27 April 2017 - 31 July 2017	To agree the Forward Plan for the next four months.	ID	01 March 2017		23/03/17	15/03/17					Moira Fraser	Resources	Leader, Strategy & Performance, Economic Growth			

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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.
22 December 2016	EX3201	Birchwood Care Home Future	To inform Members that ASC intend not to renew the contract at Birchwood Care Home and bring the service in house.	EX	Adult Social Care Karen Felgate	Report and associated appendices	Private
22 December 2016	EX3170	Staffing implications associated with savings put forward to deliver the 2017/18 revenue budget: approval to pay redundancy payments	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	Corporate Services and External Affairs Robert O' Reilly	Report and associated appendices	Private
22 December 2016	EX3183	Senior Management Review - Final Proposals	To set out final proposals with regard to changes to the Council's senior management structure	EX	Corporate Services and External Affairs Nick Carter	Report and associated appendices	Private

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.
22 December 2016	EX3202	Tender for Homelessness Services	To seek approval to award the tender due to the contract value.	EX	Adult Social Care and Planning & Housing Robert Bradfield	Report and associated appendices	Private

Andy Day
Head of Strategic Support
West Berkshire Council

Date: 09 November 2016

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