

# Individual Decision

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

**Thursday 23 March 2017**

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<b>Ref:</b>	<b>Title</b>	<b>Portfolio Member</b>	<b>Page No.</b>
ID3133	<b>West Berkshire Council Forward Plan - 27 April 2017 to 31 July 2017</b>	Councillor Graham Jones	3 - 14



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## Individual Executive Member Decision

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### West Berkshire Council Forward Plan - 27 April 2017 to 31 July 2017

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<b>Committee considering report:</b>	Individual Executive Member Decision
<b>Date of Committee:</b>	23 March 2017
<b>Portfolio Member:</b>	Councillor Graham Jones – Deputy Leader of the Council
<b>Forward Plan Ref:</b>	ID3133

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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 Deputy 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 Lee Dillon 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 - 27 April 2017 to 31 July 2017

6.4 Appendix D – Notice of Private Decisions for 4 May 2017 Executive meeting

# Individual Executive Member Decision

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## West Berkshire Council Forward Plan - 27 April 2017 to 31 July 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) 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 4 May 2017 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 25 April 2017. The item is:
- EX3299 - Property Service - Purchase of Merchant House (*Paragraph 3 – information relating to financial/business affairs of particular person*)
- 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.

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**Background Papers:** None.

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**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>	14 March 2017

<b>Is this a:</b>		<b>Is this:</b>	
<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: 14 March 2017**

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

## West Berkshire Council Forward Plan 27 April 2017 to 31 July 2017

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
ID3301	Public Rights of Way Case Programmes	To inform of progress on the four annual Case Programmes and request approval for the next year's Programmes	ID	01 April 2017		28/04/17	19/04/17					Elaine Cox	Environment	Culture and Environment	Local Access Forum	No	Yes
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 May 2017			12/04/17	09/05/17 C	24/04/17 GE			Sarah Clarke	Resources	Leader, Strategy & Performance, Economic Growth		No	Yes
C3227	Adoption of the West Berkshire District Council Housing Sites Allocation Development Plan Document	To identify future housing development sites within West Berkshire.	C	01 May 2017			28/04/17	09/05/17 C				Bryan Lyttle	Environment	Planning and Housing		No	Yes
C3273	Minerals and Waste Local Plan	To seek authorisation to consult on the Minerals and Waste Local Plan - preferred options, preferred site allocations and associated evidence base documents.	C	01 May 2017			28/04/17	09/05/17 C			PAG - March	Andrew Morrow	Environment	Planning and Housing		No	Yes
C3283	Property Investment Strategy	To provide a formal policy for the acquisition of commercial investment properties that would derive a net return to the Council.	C	01 May 2017			28/04/17	09/05/17 C				Richard Turner	Communities	Leader of the Council			
C3286	Stratfield Mortimer Neighbourhood Plan	To consider progressing the Stratfield Mortimer Neighbourhood Plan to referendum.	C	01 May 2017			28/04/17	09/05/17 C				Laila Bassett	Environment	Planning and Housing		No	No
C3083	Monitoring Officer's Quarterly Update Report to the Governance and Ethics Committee - 2016/17 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 2017			12/04/17	09/05/17 C	24/04/17 GE			Sarah Clarke	Resources	Chairman of the Governance and Ethics Committee		No	Yes
C3154	Election of the Chairman for the Municipal Year 2017/18	To elect the Chairman for the 2017/18 Municipal Year.	C	01 May 2017			28/04/17	09/05/17 C				Moira Fraser	Resources	Leader, Strategy & Performance, Economic Growth		No	Yes
C3155	Appointment of Vice-Chairman for the Municipal Year 2017/18	To appoint the Vice-Chairman for the 2017/18 Municipal Year.	C	01 May 2017			28/04/17	09/05/17 C				Moira Fraser	Resources	Leader, Strategy & Performance,		No	Yes
C3156	Appointment of the Executive by the Leader of the Council for the 2017/18 Municipal Year	For the Leader of the Council to announce the composition of the Executive for the 2017/18 Municipal Year.	C	01 May 2017			28/04/17	09/05/17 C				Moira Fraser	Resources	Leader, Strategy & Performance, Economic Growth		No	Yes
C3157	Appointment of and Allocation of Seats on Committees for the 2017/18 Municipal Year	To allocate seats on the various Council Committees for the 2016/17Municipal Year.	C	01 May 2017			28/04/17	09/05/17 C				Moira Fraser	Resources	Leader, Strategy & Performance, Economic Growth		No	Yes
EX3217	Revised Community Infrastructure Levy Regulations 123 List	To update the Community Infrastructure Levy Regulations 123 list following the EIP into the Housing Sites Allocation Development Plan Document.	EX	01 May 2017	04/05/17 EX		25/04/17					Sarah Ball	Environment	Planning and Housing		No	Yes
EX3285	Adopt Thames Valley Regional Adoption Agency	To seek agreement to disband Adopt Berks and become a partner in a wider Adoption Agency hosted by Oxfordshire.	EX	01 May 2017	04/05/17 EX		25/04/17					Mac Heath	Communities	Children & Young People			No
EX3298	Insurance Retender 2017	The Council is putting all of its insurance arrangements out to re tender, with new contracts needing to be in place by 1st May 2017.	EX	01 May 2017	04/05/17 EX		25/04/17					Ian Priestley	Resources	Communications, Democratic & Electoral Services,			
EX3299	Property Service - Purchase of Merchant House (Paragraph 3 – information relating to financial/business affairs of Merchant House)	To agree the purchase of Merchant House.	EX	01 May 2017	04/05/17 EX		25/04/17					Richard Turner	Communities	Leader of the Council		Yes	
ID3233	West Berkshire Forward Plan – 07 June 2017 to 30 September 2017	To agree the Forward Plan for the next four months.	ID	01 May 2017		04/05/17	25/04/17					Moira Fraser	Resources	Leader of Council, Strategy & Performance,	Corporate Directors and Heads of	No	Yes
ID3266	Annual Appointments to Outside Bodies	To agree the appointment of representatives on the Royal Berkshire Fire and Rescue Service, Local Government	ID	01 May 2017		04/05/17	25/04/17					Jude Thomas	Resources	Leader, Strategy & Performance, Economic Growth		No	Yes
ID3290	Approval of Community Plans	To agree any Community Plans which have been presented.	ID	01 May 2017		01/05/17	tbc					Jo Naylor	Resources	Community Resilience & Partnerships			
ID3300	Northcroft Lane, Newbury - Pedestrian Improvements	To report on consultation responses into proposed pedestrian improvements and decide on a way forward.	ID	01 May 2017		12/05/17	04/05/17					Neil Stacey	Environment	Highways and Transport	Local Residents, Newbury Town Council and		

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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
EX3280	Response to the Government's Draft Airports National Policy Statement	To inform Members of the key points in the Policy Statement and for Members to agree a response.	EX	01 June 2017	15/06/17 EX		25/04/17					Jenny Graham	Environment	Highways and Transport		No	No
EX3267	West Berkshire ICT & Digital Services Strategy 2017-2020	To explain the Council's ICT and Digital Services Strategy for the next 3 years.	EX	01 June 2017	15/06/17 EX		07/06/17					Kevin Griffin	Resources	Corporate Services and External Affairs		No	Yes
EX3138	Provisional Financial Outturn Report - 2016/17	To inform Members of the provisional financial performance of the Council for 2016/17.	EX	01 June 2017	15/06/17 EX		07/06/17					Melanie Ellis	Resources	Finance and Transformation		No	Yes
EX3272	Legal Shared Service	The purpose of this report is to seek an 'in principle' decision to consider a shared service for Legal Services.	EX	01 June 2017	15/06/17 EX		07/06/17					Sarah Clarke	Resources	Corporate Services and External Affairs		No	Yes
ID3234	West Berkshire Forward Plan – 18 July	To agree the Forward Plan for the next four months.	ID	01 June 2017		15/06/17	07/06/17					Moira Fraser	Resources	Leader of Council,	Corporate	No	Yes
ID3291	Approval of Community Plans	To agree any Community Plans which have been presented.	ID	01 June 2017		01/06/17	tbc					Jo Naylor	Resources	Community Resilience & Partnerships			
EX3112	Key Accountable Performance 2016/17: Year End	To present the basket of key accountable measures and activities for 2016/17.	EX	01 July 2017	27/07/17 EX		19/07/17					Catalin Bogos	Resources	Leader, Strategy & Performance, Economic Growth		No	Yes
ID3235	West Berkshire Forward Plan – 30 August 2017 to 30 November 2017	To agree the Forward Plan for the next four months.	ID	01 July 2017		27/07/17	19/07/17					Moira Fraser	Resources	Leader of Council, Strategy & Performance, Economic Growth	Corporate Directors and Heads of Service		
ID3292	Approval of Community Plans	To agree any Community Plans which have been presented.	ID	01 July 2017		01/07/17	tbc					Jo Naylor	Resources	Community Resilience & Partnerships			

## **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.
4 May 2017	EX3299	Property Service - Purchase of Merchant House	To agree the purchase of Merchant House.	Executive	Councillor Graham Jones  Richard Turner	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: 14 March 2017

<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.