

# Individual Decision

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The attached reports will be taken as  
Individual Portfolio Member Decisions on:

**Thursday 4 May 2017**

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<b>Ref:</b>	<b>Title</b>	<b>Portfolio Members</b>	<b>Page No.</b>
ID3233	<b>West Berkshire Council Forward Plan - 7 June 2017 to 30 September 2017</b>	Councillor Graham Jones	3 - 20
ID3266	<b>Outside Bodies - amendments</b>	Councillor James Fredrickson	21 - 26
ID3309	<b>Outside Bodies - amendments</b>	Councillor Graham Jones	27 - 30



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## Individual Executive Member Decision

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### West Berkshire Council Forward Plan - 7 June 2017 to 30 September 2017

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<b>Committee considering report:</b>	Individual Executive Member Decision
<b>Date of Committee:</b>	4 May 2017
<b>Portfolio Member:</b>	Councillor Graham Jones – Deputy Leader of the Council
<b>Forward Plan Ref:</b>	ID3233

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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>Acting Leader of Council:</b>	Councillor Graham Jones
<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 Spokesperson:</b>	Councillor Lee Dillon at Overview and Scrutiny Management Commission meetings.
<b>Local Stakeholders:</b>	The West Berkshire Forward Plan will be published the first working day after the Individual Decision is signed.
<b>Officers Consulted:</b>	Nick Carter, John Ashworth, Rachael Wardell, Heads of Service, Group Executive.
<b>Trade Union:</b>	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 - 7 June 2017 to 30 September 2017

6.4 Appendix D – Notice of Private Decisions for 15 June 2017 Executive meeting

# Individual Executive Member Decision

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## West Berkshire Council Forward Plan - 7 June 2017 to 30 September 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 are currently three confidential items scheduled for the 15 June 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 6 June 2017. The items are is:
- EX3312 - Debt Write Off – JB (Paragraph 1 – information relating to an individual), (Paragraph 2 – information identifying an individual)
  - EX3313 – Bad Debt Write Off Request – SKW (*Paragraph 1 – information relating to an individual*), (*Paragraph 2 – information identifying an individual*), (*Paragraph 7 – action taken in relation to crime prevention*)
  - EX3314 – Bad Debt Write Off Request - (*Paragraph 1 – information relating to an individual*), (*Paragraph 2 – information identifying an individual*), (*Paragraph 7 – action taken in relation to crime prevention*)
- 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.

**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

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E-mail Address: [moira.fraser@westberks.gov.uk](mailto: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>	25 April 2017

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

**West Berkshire Council**  
**Forward Plan**  
**7 June 2017 - 30 September 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	ID	Date Report Published	Council	Governance and Ethics Committee	OSMC	Other	Officer and Contact No	Directorate	Lead Member	Consultee(s)	Part II	Call In
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		07/06/17					Melanie Ellis	Resources	Finance and Transformation		No	Yes
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		07/06/17					Kevin Griffin	Resources	Corporate Services and External Affairs		No	Yes
EX3312	Request for Debt Write Off (Paragraph 1 – information relating to an individual) (Paragraph 2 – information identifying an individual)	To write off a debt or the unpaid portion of it, where either: (a) the debt is not enforceable or that attempted recovery is likely to involve expensive litigation with limited hope of success; or (b) the cost of recovery would be disproportionate to the amount involved.	EX	01 June 2017							Tandra Forster/ Roz Haines	Communities	Adult Social Care		Yes	
EX3313	Bad Debt – Write Off Request (Paragraph 1 – information relating to an individual) (Paragraph 2 – information identifying an individual) (Paragraph 7 – action taken in relation to crime prevention)	To write off a debt or the unpaid portion of it, where either: (a) the debt is not enforceable or that attempted recovery is likely to involve expensive litigation with limited hope of success; or (b) the cost of recovery would be disproportionate to the amount involved.	EX	01 June 2017							Desre Wicks	Resources	Corporate Services and External Affairs		Yes	
EX3314	Bad Debt – Write Off Request (Paragraph 1 – information relating to an individual) (Paragraph 2 – information identifying an individual) (Paragraph 7 – action taken in relation to crime prevention)	To write off a debt or the unpaid portion of it, where either: (a) the debt is not enforceable or that attempted recovery is likely to involve expensive litigation with limited hope of success; or (b) the cost of recovery would be disproportionate to the amount involved.	EX	01 June 2017							Desre Wicks	Resources	Corporate Services and External Affairs		Yes	
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 June 2017	tbc	tbc					Elaine Cox	Environment	Culture and Environment	Local Access Forum	No	Yes
ID3234	West Berkshire Forward Plan – 18 July 2017 to 31 October 2017	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, Strategy & Performance, Economic Growth	Corporate Directors and Heads of Service	No	No
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		No	Yes
PP3315	Public Protection Food and Feed Control Plan	To consider the draft plan for the enforcement of food and animal feed controls and to seek approval for the plan	pp	01 June 2017						12/06/17 JPPC	Sean Murphy	Environment	Community Resilience & Partnerships			
PP3316	Public Protection Community Fund	To consider a proposal for the delivery of the Public Protection Community Fund application and evaluation process.	pp	01 June 2017						12/06/17 JPPC	Paul Anstey	Environment	Community Resilience & Partnerships			
PP3317	Public Protection Performance Update	To consider an update 2016/17 performance and budget outturn and progress on delivering the operating model set out in the Business Plan.	pp	01 June 2017						12/06/17 JPPC	Sean Murphy	Environment	Community Resilience & Partnerships			
PP3320	Air Quality Action Plan	To agree the Air Quality Action Plan outlining measures for improving air quality within the Air Quality Management Areas declared for the Twyford and Wokingham Town Centres	PP	01 June 2017						12/06/17 JPPC	Sean Murphy	Environment	Community Resilience & Partnerships			

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## West Berkshire Council Forward Plan 7 June 2017 - 30 September 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	ID	Date Report Published	Council	Governance and Ethics Committee	OSMC	Other	Officer and Contact No	Directorate	Lead Member	Consultee(s)	Part II	Call In
C3308	New Arrangements for Licensing Sub-Committees	To increase the number of Members on Licensing Committees from three to four with no substitute	C	01 July 2017			04/07/17C	19/06/2017 GE			Moira Fraser	Resources	Leader of Council, Strategy & Performance,			
C3319	Local Government Boundary Review	To revisit the previously approved ward boundaries in light of feedback received from the Local Government Boundary Commission.	C	01 July 2017		26/06/17	04/07/17 C				Andy Day	Resources	Leader of the Council			
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		19/07/17					Catalin Bogos	Resources	Leader, Strategy & Performance, Economic Growth		No	Yes
EX3318	A339/ Bear Lane Improvements	To report the results of the public consultation and approve an appropriate way forward.	EX	01 July 2017							Jon Winstanley	Environment	Highways and Transport			
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 July 2017		19/07/17					Sarah Ball	Environment	Planning, Housing and Leisure		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	No	No
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		No	Yes
GE3252	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 2017		11/08/17		21/08/17 GE			Sarah Clarke	Resources	Corporate Services and External Affairs			
GE3253	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 2017		11/08/17		21/08/17 GE			Andy Walker	Resources	Corporate Services and External Affairs			
GE3255	Update on Ethical Matters - Quarter 1 of 2017/18	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 2017		11/08/17		21/08/17 GE			Sarah Clarke	Resources	Chairman of Governance and Ethics Committee			
GE3251	West Berkshire Council Financial Statements 2016/17 including external auditor's opinion	To provide members with the final copy of the Council's Financial Statements.	GE	01 August 2017		11/08/17		21/08/17 GE			Andy Walker	Resources	Leader of Council, Strategy & Performance, Finance			
GE3269	Annual Governance Statement	To allow the committee to review the Annual Governance Statement before it is signed by the Leader and Chief Executive	GE	01 August 2017		11/08/17		21/08/17 GE			Ian Priestley	Resources	Corporate Services and External Affairs			
ID3293	Approval of Community Plans	To agree any Community Plans which have been presented.	ID	01 August 2017	01/08/17	tbc					Jo Naylor	Resources	Community Resilience & Partnerships			
ID3321	Parking scheme - Consolidation Order Amendment 25	To consider the responses received during statutory consultation	ID	01 August 2017							Alex Drysdale	Transport and Countryside	Jeanette Clifford			
ID3322	Parking scheme - Consolidation Order Amendment 26	To consider the responses received during statutory consultation	ID	01 August 2017							Alex Drysdale	Transport and Countryside	Jeanette Clifford			



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**West Berkshire Council**  
**Forward Plan**  
**7 June 2017 - 30 September 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	ID	Date Report Published	Council	Governance and Ethics Committee	OSMC	Other	Officer and Contact No	Directorate	Lead Member	Consultee(s)	Part II	Call In
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 September 2017		11/08/17	14/09/17 C	21/08/17 GE			Sarah Clarke	Resources	Leader, Strategy & Performance, Economic Growth		No	No
C3310	Appointment of the Independent Remuneration Panel	To agree the membership and scope of the IRP.	C	01 September 2017		06/09/17	14/09/17 C				Moira Fraser	Resources	Leader of the Council			
C3192	Changes to the Constitution	To make amendments to the Constitution.	C	01 September 2017			01/09/17 C	TBC			Moira Fraser	Resources				
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 September 2017		30/08/17					Sarah Clarke	Resources	Corporate Services and External Affairs		No	Yes
EX3180	Key Accountable Performance 2017/18: Quarter One	To report quarter one outturns against the Key Accountable Measures contained in the 2017/18 Council Performance Framework and any additional performance intelligence.	EX	01 September 2017		30/08/17					Catalin Bogos	Resources	Leader, Strategy & Performance, Economic Growth			
EX3303	Financial Performance Report 2017/18 - Quarter One	To inform Members of the latest financial performance of the Council.	EX	01 September 2017		30/08/17					Melanie Ellis	Resources	Finance and Transformation		No	Yes
ID3236	West Berkshire Forward Plan – 10 October 2017 to 31 December 2017	To agree the Forward Plan for the next four months.	ID	01 September 2017	07/09/17	30/08/17					Moira Fraser	Resources	Leader of Council, Strategy & Performance, Economic Growth	Corporate Directors and Heads of Service		
ID3294	Approval of Community Plans	To agree any Community Plans which have been presented.	ID	01 September 2017	01/09/17	tbc					Jo Naylor	Resources	Community Resilience & Partnerships			

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## **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.
15 June 2017	EX3312	Debt Write Off - JB	To write off a debt or the unpaid portion of it, where either: (a) the debt is not enforceable or that attempted recovery is likely to involve expensive litigation with limited hope of success; or (b) the cost of recovery would be disproportionate to the amount involved.	Executive	Councillor Rick Jones  Tandra Forster	Report and associated appendices	(Paragraph 1 – information relating to an individual) (Paragraph 2 – information identifying an individual)

<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.
15 June 2017	EX3313	Bad Debt – Write Off Request - SKW	To write off a debt or the unpaid portion of it, where either: (a) the debt is not enforceable or that attempted recovery is likely to involve expensive litigation with limited hope of success; or (b) the cost of recovery would be disproportionate to the amount involved.	Executive	Councillor James Fredrickson  Desre Wicks	Report and associated appendices	(Paragraph 1 – information relating to an individual) (Paragraph 2 – information identifying an individual) (Paragraph 7 – action taken in relation to crime prevention)
15 June 2017	EX3314	Bad Debt – Write Off Request - TH	To write off a debt or the unpaid portion of it, where either: (a) the debt is not enforceable or that attempted recovery is likely to involve expensive litigation with limited hope of success; or (b) the cost of recovery would be disproportionate to the amount involved.	Executive	Councillor James Fredrickson  Desre Wicks	Report and associated appendices	(Paragraph 1 – information relating to an individual) (Paragraph 2 – information identifying an individual) (Paragraph 7 – action taken in relation to crime prevention)

Date: 25 April 2017

## Individual Executive Member Decision

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### Outside Bodies - amendments

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<b>Committee considering report:</b>	Individual Executive Member Decision
<b>Date ID to be signed:</b>	4 May 2017
<b>Portfolio Member:</b>	Councillor James Fredrickson
<b>Forward Plan Ref:</b>	ID3266

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#### 1. Purpose of the Report

- 1.1 To consider West Berkshire Council nominations to the following outside bodies:
- (1) Local Government Association General Assembly
  - (2) City Deal Joint Committee (Elevate)
  - (3) Henwick Worthy Joint Management Committee
  - (4) Kennet Leisure Centre Joint Advisory Committee

#### 2. Recommendations

- 2.1 To agree the Council's representatives on the following outside bodies:
- (1) Local Government Association General Assembly
  - (2) City Deal Joint Committee (Elevate)
  - (3) Henwick Worthy Joint Management Committee
  - (4) Kennet Leisure Centre Joint Advisory Committee

#### 3. Implications

- 3.1 **Financial:** West Berkshire Council Members are not paid attend Outside Body meetings however any costs associated with meeting attendance will be met from within existing Members Allowances budget where the Outside Body does not pay these costs
- 3.2 **Policy:** Appointments will be made in accordance with Part 13 Appendix J (Protocol for Council Representation on Outside Bodies) of the Council's Constitution
- 3.3 **Personnel:** None
- 3.4 **Legal:** None

## Outside Bodies - amendments

3.5 **Risk Management:** None

3.6 **Property:** None

3.7 **Other:** None

## 4. Consultation Responses

### Members:

**Acting Leader of Council:** Councillor Graham Jones

**Overview & Scrutiny Management Commission Chairman:** Councillor Emma Webster

### Ward Members:

**Opposition Spokesperson:** Councillor Lee Dillon

**Local Stakeholders:** Stewart Souden, Jim Sweeting

**Officers Consulted:** Gabrielle Mancini

**Trade Union:** Not consulted

## 5. Other options considered

5.1 Not to appoint representatives

## 6. Introduction/Background

- 6.1 The Council is required to appoint representatives to a range of Outside Bodies. The bulk of these appointments were made via an Individual Decision in June 2015 and the appointments were aligned to the Council's electoral cycle. From time to time the authority is required to revisit these appointments for a variety of reasons. One appointment in this report is requested on an annual basis; following the death of Councillor Roger Croft, Leader of the Council, in March 2017, additional nominations are also necessary.
- 6.2 Appointments will be made in accordance with Appendix J to Part 13 of the Constitution (Protocol for council Representatives on Outside Bodies).

## 7. Local Government Association General Assembly

- 7.1 The Local Government Association is a politically-led, cross-party organisation that works on behalf of councils to ensure that local government has a voice with national government. It aims to influence and set the political agenda on issues relevant to councils in order to deliver local solutions.
- 7.2 The General Assembly acts as the 'parliament' of local government, with all authorities in LGA membership entitled to have a minimum of one representative. It meets each summer at the LGA's Annual Conference. Membership is reviewed annually.
- 7.3 Four places are available to West Berkshire Council, although only two nominations have been made recently. In June 2015, Councillor Gordon Lundie, then Leader of the Council, and Councillor Roger Croft, then Deputy Leader of the Council, were nominated to the Assembly.
- 7.4 In November 2016, Councillor Graham Jones replaced Councillor Gordon Lundie; representatives were Councillor Roger Croft as Leader of Council and Councillor Graham Jones as Deputy Leader.
- 7.5 Following the death of Councillor Roger Croft in March 2017, Councillor Graham Jones became Acting Leader and Councillor Hilary Cole, Acting Deputy Leader.
- 7.6 The following Members have expressed an interest in being nominated to this Outside Body for 2017/18: Councillor Graham Jones and Councillor Hilary Cole.

## 8. City Deal Joint Committee

- 8.1 The City Deal Joint Committee is the pan-Berkshire body accountable for the City Deal (now called Elevate). It is led by Reading Borough Council and is linked to the Local Enterprise Partnership Lead Members European Social Fund meeting. West Berkshire Council has one representative on the Committee, traditionally the Executive Portfolio Holder for Economic Development, and no substitutes. The representative has no legal responsibilities or voting rights.
- 8.2 In June 2015, Councillor Alan Law was appointed to this role, as Portfolio Holder.
- 8.3 Following Councillor Law's resignation from the Executive in August 2016, Councillor Roger Croft, then Leader of Council and Portfolio Holder for Economic Development, replaced Councillor Law.

- 8.4 Following the recent death of Councillor Roger Croft, it is necessary to nominate a replacement Member for the Committee.
- 8.5 The following Member has expressed an interest in being nominated to this Outside Body for 2017/18: Councillor Anthony Chadley.

## **9. Henwick Worthy Joint Management Committee**

- 9.1 The Henwick Worthy Joint Management Committee is tasked with discussing issues of policy relating to the sports and recreational centres at the Henwick Worthy sports fields. The appointees have legal responsibilities and voting rights and need to be current members of West Berkshire Council. The JMC recently adjusted its constitution to increase the membership of the Committee to ensure that meetings were quorate and the Council is required to appoint three Members and up to two substitutes to the Committee. The Chairmanship alternates between Thatcham Town and West Berkshire Councils.
- 9.2 In June 2015, Councillors Marigold Jaques and Nick Goodes were appointed to this role and Councillor Graham Pask was appointed as a substitute. In November 2015, after taking into account the increased membership, Councillors Marigold Jaques, Nick Goodes and Graham Pask were appointed as substantive Members on the Outside Body and Mr Jeff Brooks was appointed as a substitute member.
- 9.3 In June 2016, it became necessary to adjust these appointments and Councillor Steve Ardagh-Walter replaced Councillor Nick Goodes as a substantive Member and Councillor Roger Croft replaced Mr Jeff Brooks as substitute.
- 9.4 Following Councillor Roger Croft's death, it is necessary to nominate one or two substitute Members.
- 9.5 The following Members have expressed an interest in being nominated as substitutes to this Outside Body for 2017/18: Councillor Richard Crumly and Councillor Sheila Ellison.

## **10. Kennet Leisure Centre Joint Advisory Committee**

- 10.1 The Kennet Leisure Centre JAC receives update reports on the operation of the Leisure Centre. Its purpose is to discuss these reports and feed the information back to the bodies they represent.
- 10.2 West Berkshire Council has four representatives on the committee, all of whom must be Members of Council. Members have voting rights but no legal responsibilities.
- 10.3 In June 2015, Councillors Marigold Jaques, Rob Denton-Powell, Steve Ardagh-Walter and Roger Croft were nominated to the Committee.
- 10.4 Following Councillor Roger Croft's death in March 2017, it is necessary to nominate a further representative.
- 10.5 The following Member has expressed an interest in being nominated as a replacement representative to this Outside Body for 2017/18: Councillor Richard Crumly.



## 11. Conclusion

11.1 That the Council appoints representatives to the organisations as set out in the paragraphs above.

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### Subject to Call-In:

Yes:  No:

The item is due to be referred to Council for final approval

Delays in implementation could have serious financial implications for the Council

Delays in implementation could compromise the Council's position

Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months

Item is Urgent Key Decision

Report is to note only

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### Wards affected:

NA

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The proposals contained in this report will help to achieve the following Council Strategy priority:

**MEC1 – Become an even more effective Council**

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### Officer details:

Name: Jude Thomas  
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## 12. Appendices

None

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## Individual Executive Member Decision

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### Outside Bodies - amendments

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<b>Committee considering report:</b>	Individual Executive Member Decision
<b>Date ID to be signed:</b>	4 May 2017
<b>Portfolio Member:</b>	Councillor Graham Jones
<b>Forward Plan Ref:</b>	ID3309

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#### 1. Purpose of the Report

1.1 To consider West Berkshire Council nominations to the following outside bodies:

- (1) Royal Berkshire Fire Authority
- (2) Thames Valley Police and Crime Panel

#### 2. Recommendations

2.1 To agree the Council's representatives on the following outside bodies:

- (1) Royal Berkshire Fire Authority
- (2) Thames Valley Police and Crime Panel

#### 3. Implications

- 3.1 **Financial:** West Berkshire Council Members are not paid to attend Outside Body meetings however any costs associated with meeting attendance will be met from within existing Members Allowances budget where the Outside Body does not pay these costs
- 3.2 **Policy:** Appointments will be made in accordance with Part 13 Appendix J (Protocol for Council Representation on Outside Bodies) of the Council's Constitution
- 3.3 **Personnel:** None
- 3.4 **Legal:** None
- 3.5 **Risk Management:** None
- 3.6 **Property:** None
- 3.7 **Other:** None

#### 4. Consultation Responses

**Members:**

**Acting Leader of Council:** Councillor Graham Jones

**Overview & Scrutiny Management Commission Chairman:** Councillor Emma Webster

**Ward Members:**

**Opposition Spokesperson:** Councillor Lee Dillon

**Local Stakeholders:** Fayth Rowe (RBFRS) Clare Gray (SBDC)

**Officers Consulted:** Gabrielle Mancini

**Trade Union:** Not consulted

#### 5. Other options considered

5.1 Not to appoint representatives

## 6. Introduction/Background

- 6.1 The Council is required to appoint representatives to a range of Outside Bodies. The bulk of these appointments were made via an Individual Decision in June 2015 and the appointments were aligned to the Council's electoral cycle. Nominations to the two Outside Bodies in this report are requested annually.
- 6.2 Appointments will be made in accordance with Appendix J to Part 13 of the Constitution (Protocol for Council Representatives on Outside Bodies).

## 7. Royal Berkshire Fire Authority

- 7.1 Members are responsible for setting the Fire and Rescue Service operating budget and determining how the service is run. Meetings of the Royal Berkshire Fire Authority take place in the evenings, on a quarterly basis, at the authority's Headquarters in Calcot, Reading. Members should note that a Member appointed to this Fire Authority is expected to attend all Fire Authority meetings and to serve on at least one committee or working party.
- 7.2 Appointments to the Royal Berkshire Fire Authority are made on a proportionality basis based on the electoral roll. Following a decision made at the 25 April 2016 Fire Authority meeting it has been agreed that there will be 20 members appointed in 2017/18, a reduction of five members in total. The Fire Authority comprises local councillors appointed by the six unitary authorities in the county: Bracknell Forest Borough Council (3 seats); Reading Borough Council (3 seats); Royal Borough of Windsor and Maidenhead (3 seats); Slough Borough Council (3 seats); West Berkshire Council (4 seats) and Wokingham District Council (4 seats).
- 7.3 At the Executive meeting in May 2007 it was agreed that West Berkshire Council appointments will be made based on the Council's proportionality rules.
- 7.4 The representatives for the 2016/17 period were Councillors Paul Bryant, Adrian Edwards, Carol Jackson-Doerge and Emma Webster.
- 7.5 The following Members have expressed an interest in being nominated to this Outside Body for 2017/18: Paul Bryant, Adrian Edwards, Carol Jackson-Doerge and Emma Webster.

## 8. Thames Valley Police and Crime Panel

- 8.1 The Panel comprises 18 elected members (one from each Authority) and 2 co-optees. Appointments of elected Members to the Panel are made in accordance with each Authority's own procedures, with a view to ensuring that the 'balanced appointment objective' is met so far as is reasonable practicable.
- 8.2 The balanced appointment objective requires that the Panel should (when taken together):
- (1) Represent all parts of the police area;
  - (2) Represent the political make-up of the Authorities;
  - (3) Have the skills, knowledge and experience necessary for the Panel to discharge its functions effectively.

8.3 A Member shall be appointed annually to the Panel to hold office matching the Municipal Year, subject to the following provisos that he/she:

- (1) Shall cease to be a Member of the Panel if he/she ceases to be a member of:
  - (a) The Authority;
  - (b) The political group in the Authority when the appointment to hold office was made.

8.4 The Council's current representative on the organisation is Councillor Quentin Webb.

8.5 The following Member has expressed an interest in being appointed to the panel for 2017/18: Councillor Emma Webster.

## 9. Conclusion

9.1 That the Council appoints representatives to the organisations as set out in the paragraphs above.

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### Subject to Call-In:

Yes:  No:

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Wards affected: N/A

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### Strategic Aims and Priorities Supported:

The proposals contained in this report will help to achieve the following Council Strategy priority:

**MEC1 – Become an even more effective Council**

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### Officer details:

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Job Title: Member Services Officer  
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## 10. Appendices

None