

# Individual Decision

---



Scan here to access the public documents for this meeting

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

**Thursday 11 October 2018**

---

<b>Ref:</b>	<b>Title</b>	<b>Portfolio Member</b>	<b>Page No.</b>
ID3446	<b>West Berkshire Council Forward Plan - 13 November 2018 to 28 February 2019</b>	Councillor Graham Jones	3 - 14



This page is intentionally left blank

## Individual Executive Member Decision

---

### West Berkshire Council Forward Plan - 13 November 2018 to 28 February 2019 - Summary Report

---

<b>Committee considering report:</b>	Individual Executive Member Decision
<b>Date of Committee:</b>	11 October 2018
<b>Portfolio Member:</b>	Councillor Graham Jones - Leader of the Council
<b>Forward Plan Ref:</b>	ID3466

---

#### 1. Purpose of the Report

- 1.1 To advise Members and residents of items to be considered by West Berkshire Council over the next four months.

#### 2. Recommendation

- 2.1 That the Leader of the Council agrees and where appropriate amends the West Berkshire Council Forward Plan.

#### 3. Implications

- 3.1 **Financial:** The Forward Plan has no financial implications.
- 3.2 **Policy:** The Forward Plan details the Policies to be adopted by West Berkshire Council.
- 3.3 **Personnel:** The Forward Plan has no personnel implications.
- 3.4 **Legal:** The Forward Plan has no legal implications.
- 3.5 **Risk Management:** The Forward Plan has no risk management implications.
- 3.6 **Property:** The Forward Plan has no property implications.
- 3.7 **Other:** Not applicable.

#### 4. Consultation Responses

##### Members:

<b>Leader of Council:</b>	Leader of the Council
<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 – 13 November 2018 to 28 February 2019

6.4 Appendix D – Notice of Private Decisions for 22 November 2018 Executive meeting

# Individual Executive Member Decision

---

## West Berkshire Council Forward Plan - 13 November 2018 to 28 February 2018 - Supporting Information

---

### 1. Introduction/Background

- 1.1 West Berkshire Council's Forward Plan, which is published monthly, sets out the key decisions that the Executive (either collectively or by Individual Executive Members) are expected to take over the next four months.
- 1.2 Key decisions are defined by the Government (Regulation 8 of the Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2001) as:
  - (1) Those which result in the Local Authority incurring expenditure which is, or the making of savings which are, significant having regard to the Local Authority's budget for the service or function to which the decision is related.
  - (2) Those which are significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the Local Authority.
- 1.3 The introduction of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 in September 2012 included a requirement to publish 28 clear days' notice of any intended key decision. It should be noted that "clear days" means working days, from midnight to midnight, and excludes weekends and public holidays, so 28 clear days equates to around 5½ normal weeks.
- 1.4 On occasions, however, situations may arise where an urgent decision needs to be made in respect of an item that does not appear on the Forward Plan. There are two different ways in which this can be done:
  - (i) the authority can take an urgent key decision without giving 28 days' notice where it is impracticable to give the full notice, provided that the authority gives at least five days' clear notice to all Members of the Overview and Scrutiny Management Commission, which can then call in the decision to check that it was genuinely urgent; or
  - (ii) where a key decision is so urgent there is not even time to give five clear days' notice, the authority can take the decision if the Chairman of the Overview and Scrutiny Management Commission has agreed that the key decision is urgent and cannot reasonably be deferred.
- 1.5 In addition The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 introduced an entirely new requirement for the Council to publish 28 clear days' notice of the intention to hold a private

meeting (or part of a meeting) of the Executive. This 28 day notice must be reinforced by a five day notice which sets out the reasons for the meeting to be held in private, details of any propositions received as to why the meeting should be open, and the Council's response. The response will be provided by the Monitoring Officer. The regulations again provide for an urgency procedure, under which the Council can decide the matter with shorter than 28 or five days' notice, provided that it has first obtained the consent of the Chairman of the Overview and Scrutiny Management Commission.

- 1.6 There is currently one confidential item scheduled for the 22 November 2018 Executive meeting. The required notice is attached as Appendix B and will be displayed at the Council. If any representations are received the five day notice will be issued on 14 November 2018. The item is:
- EX 3584 - Proposed Property Investment (*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.

---

**Background Papers:**

None.

**Subject to Call-In:**

Yes:  No:

The item is due to be referred to Council for final approval	<input type="checkbox"/>
Delays in implementation could have serious financial implications for the Council	<input type="checkbox"/>
Delays in implementation could compromise the Council's position	<input checked="" type="checkbox"/>
Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months	<input checked="" type="checkbox"/>
Item is Urgent Key Decision	<input type="checkbox"/>
Report is to note only	<input type="checkbox"/>

**Officer details:**

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

---

## Appendix B

### Equality Impact Assessment - Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity.

Please complete the following questions to determine whether a Stage Two, Equality Impact Assessment is required.

<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>	3 October 2018

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: 3 October 2018

---

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



---

# West Berkshire Council Forward Plan

---

This page is intentionally left blank

**West Berkshire Council Forward Plan  
13 November 2018 - 28 February 2019**

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

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
EX3607	Devolution	To determine plans for devolution to Parish and Town Councils.	EX	01 November 2018	22/11/18 EX		14/11/18					Jo Naylor	Resources	Community Resilience and Partnerships		No	Yes
EX3584	Proposed Property Investment (Paragraph 3 - information relating to financial/business affairs of particular person)	To agree to the potential purchase of a property which does not conform with the criteria of the Property Investment Strategy	EX	01 November 2018	22/11/18 EX		14/11/18					Richard Turner	Communities	Finance, Transformation and Property		Yes	No
GE3360	Financial Statements 2017/18 - Annual Audit Letter	To provide Members with the Final Annual Audit Letter 2017/18 from external auditor. The audit letter summarises the outcome from their audit work at West Berkshire Council in relation to the 2017/18 audit year.	GE	01 November 2018			16/11/18		26/11/18 GE			Lesley Flannigan	Resources	Finance, Transformation and Property			
GE3628	Internal Audit – Interim Report 2018-19	To update the Committee on the outcome of internal audit work	GE	01 November 2018			16/11/18		26/11/18 GE			Julie Gilhespy	Resources	Corporate Services			
GE3639	Risk Management Update Report Q2 2018/19	To provide an update with progress.	GE	01 November 2018			16/11/18		04/02/19 GE			Catalin Bogos	Resources	Corporate Services			
GE3650	Governance of the Code of Conduct Regime	To consider the governance arrangements around Standards complaints.	GE	01 November 2018					26/11/18 GE			Sarah Clarke	Resources	Corporate Services			
GE3661	External Auditors - Audit Progress Report and Sector Update	The purpose of the report is to provide the Governance and Ethics Committee with a progress report by the external auditors on how they were delivering their responsibilities.	GE	01 November 2018			16/11/18		26/11/18 GE			Lesley Flannigan	Resources	Chairman of Governance and Ethics Committee			
ID3447	West Berkshire Council Forward Plan – 11 December 2018 to 31 March 2019	To agree the Forward Plan for the next four months.	ID	01 November 2018		08/11/18	31/10/18					Moira Fraser	Resources	Leader of the Council, Strategy	Corporate Directors and Heads of Service	No	No
ID3448	West Berkshire Council Forward Plan – 4 January 2019 to 30 April 2019	To agree the Forward Plan for the next four months.	ID	01 November 2018		29/11/18	21/11/18					Moira Fraser	Resources	Leader of the Council, Strategy	Corporate Directors and Heads of Service	No	No
ID3656	Refresh of the Procurement Strategy	Sign off Strategy for publication on intranet	ID	01 November 2018		01/11/18	tbc					Karen Felgate	Resources	Adult Social Care		No	No
C3417	New Greenham Park Local Development Order	To adopt a Local Development Order at Greenham Business Park. A Local Development Order is a "simplified planning zone " which seeks to expedite certain types of new employment uses at New Greenham Park without the express need for planning permission to be sought in advance.	C	01 December 2018			28/11/18	06/12/18 C			20/04/18 PAG	Michael Butler	Environment	Planning, Housing and Waste		No	n/a
C3430	Gambling Policy	To make any amendments to the Council's Gambling Policy arising from the recent consultation and any legislative changes	C	01 December 2018			28/11/18	06/12/18 C			November Licensing	Charlie Fletcher	Environment	Community Resilience & Partnerships		No	No
C3431	Licensing Policy	To make any amendments to the Council's Licensing Policy arising from the recent consultation and any legislative changes	C	01 December 2018			28/11/18	06/12/18 C			November Licensing	Charlie Fletcher	Environment	Community Resilience & Partnerships		No	No
C3260	Amendments to the Constitution	To review and amend sections of the Scheme of Delegation in light of legislative changes and current practice.	C	01 December 2018			05/09/18	06/12/18 C	tbc			Sarah Clarke	Resources	Corporate Services		No	No
C3632	Proposed Member Development Programme - 2019/20	To agree the proposed Member Development Programme for 2019/20.	C	01 December 2018			28/11/18	06/12/18 C				Moira Fraser	Resources	Leader of the Council, Strategy		No	No
C3658	2019/20 West Berkshire Council Timetable of Public Meetings	To recommend a timetable of meetings for the 2019/20 Municipal Year.	C	01 December 2018			28/11/18	06/12/18 C				Moira Fraser	Resources	Leader of the Council		No	No
C3215	SACRE Annual Report	To provide Members with the Annual Report of the Standing Advisory Council on Religious Education (SACRE).	C	01 December 2018			28/11/18	06/12/18 C				Moira Fraser	Resources	Children, Education & Young People		No	No
C3428	Polling Places and Polling District Review 2018		C	01 December 2018			28/11/18	06/12/18 C				Phil Runacres	Resources	Corporate Services		No	No
C3657	Leisure Centre Fees and Charges 2019	To implement the contractual requirement for an annual price review for 2019 for the leisure contractor to come into effect from 1st January 2019.	C	01 December 2018			28/11/18	06/12/18 C				Jim Sweeting	Economy and Environment	Health and Wellbeing, Leisure and Culture		No	No

**West Berkshire Council Forward Plan  
13 November 2018 - 28 February 2019**

<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>

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
C3660	Sustainable Drainage Systems (SuDS) Supplementary Planning Document (SPD)	To consider adoption of the SuDS SPD	C	01 December 2018			28/11/18	06/12/18 C				Laila Bassett	Economy and Environment	Planning, Housing and Waste			No
C3659	Presentation of the West Berkshire Community Champion Awards	The Chairman will present the following Community Champion awards for 2018: •The Pat Eastop MBE Junior Citizen of the Year Award, •Volunteer of the Year •Community Group of the Year •Lifetime Achievement Award	C	01 December 2018				06/12/18 C				Moira Fraser	Resources	Chairman of Council			No
EX3649	Devolution of Playgrounds to Thatcham Town Council	To consider Thatcham Town Council's (TTC) devolution proposal for the freehold transfer, and all future	EX	01 December 2018	20/12/18 EX		12/12/18				16/10/18 AMG	Paul Hendry	Environment	Planning, Housing and Waste		Yes	
EX3562	Revenue Financial Performance Report - Q2 of 2018/19	To inform Members of the latest financial performance of the Council.	EX	01 December 2018	20/12/18 EX		14/11/18					Melanie Ellis	Resources	Finance, Transformation and Property			
EX3592	Capital Financial Performance Report - Q2 of 2018/19	To inform Members of the latest financial performance of the Council.	EX	01 December 2018	20/12/18 EX		14/11/18					Shannon Coleman-Slaughter	Resources	Finance, Transformation and Property			
EX3608	Devolution	To determine plans for devolution to Parish and Town Councils.	EX	01 December 2018	20/12/18 EX							Jo Naylor	Resources	Community Resilience and Partnerships			No Yes
EX3585	Proposed Property Investment (Paragraph 3 - information relating to financial/business affairs of particular person)	To agree to the potential purchase of a property which does not conform with the criteria of the Property Investment	EX	01 December 2018	20/12/18 EX		12/12/18					Richard Turner	Communities	Finance, Transformation and Property		Yes	No
EX3655	Response to Council Motion on Unauthorised Encampments	To provide a response to the Motion asking the Council to assess the susceptibility of each of its green areas in towns and villages to unauthorised encampments presented to the	EX	01 December 2018	20/12/18 EX		12/12/18					Paul Hendry	Economy and Environment	Highways, Transport, Environment and Countryside			
EX3662	GP Public Health Enhanced Services Contract	To discuss an exception report.	EX	01 December 2018	20/12/18 EX		12/12/18					Edward Clintworth	Resources	Health and Wellbeing		Yes	Yes
	Implementation of External Review	To approve the agreed Action Plan following the External Review of the Service	PP	01 December 2018							11/12/18 JPPC	Sean Murphy Sean.Murphy@westberks.gov.uk	Economy and Environment	Cllr Iain McCracken - Bracknell Forest District Council	JMB	No	No
	Performance Report	Quarter 2 Performance	PP	01 December 2018							11/12/18 JPPC	Anna Smy anna.smy@westberks.gov.uk	Economy and Environment	Cllr Iain McCracken - Bracknell Forest District Council	JMB	No	No
	Operational Delegation of Work	To approve the operational activities of the PPP.	PP	01 December 2018							11/12/18 JPPC	Sean Murphy Sean.Murphy@westberks.gov.uk	Economy and Environment	Cllr Iain McCracken - Bracknell Forest District Council	JMB	No	No
EX3609	Devolution	To determine plans for devolution to Parish and Town Councils.	EX	01 January 2019	17/01/19 EX							Jo Naylor	Resources	Community Resilience and Partnerships			No Yes
EX3586	Proposed Property Investment (Paragraph 3 - information relating to financial/business affairs of particular person)	To agree to the potential purchase of a property which does not conform with the criteria of the Property Investment	EX	01 January 2019	17/01/19 EX		09/01/19					Richard Turner	Communities	Finance, Transformation and Property		Yes	No
ID3449	West Berkshire Council Forward Plan – 5 February 2019 to 31 May 2019	To agree the Forward Plan for the next four months.	ID	01 January 2019		03/01/19	21/12/18					Moira Fraser	Resources	Leader of the Council, Strategy	Corporate Directors and Heads of Service	No	No
	Joint Public Protection Committee	To consider the effectiveness of the Public Protection Shared Service and the process for setting fees and charges.	OSMC	01 January 2019			07/01/19			15/01/19		Sean Murphy	Economy and Environment	Community Resilience and Partnerships			
EX3563	Revenue Financial Performance Report - Q3 of 2018/19	To inform Members of the latest financial performance of the Council.	EX	01 February 2019	14/02/19 EX		06/02/19					Melanie Ellis	Resources	Finance, Transformation and Property			
EX3593	Capital Financial Performance Report - Q3 of 2018/19	To inform Members of the latest financial performance of the Council.	EX	01 February 2019	14/02/19 EX		06/02/19					Shannon Coleman-Slaughter	Resources	Finance, Transformation and Property			
EX3610	Devolution	To determine plans for devolution to Parish and Town Councils.	EX	01 February 2019	14/02/19 EX							Jo Naylor	Resources	Community Resilience and Partnerships			No Yes
EX3587	Proposed Property Investment (Paragraph 3 - information relating to financial/business affairs of particular person)	To agree to the potential purchase of a property which does not conform with the criteria of the Property Investment	EX	01 February 2019	14/02/19 EX		06/02/19					Richard Turner	Communities	Finance, Transformation and Property		Yes	No
C3405	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.	GE	01 February 2019				05/03/19 C	04/02/19 GE			Sarah Clarke	Resources	Corporate Services			
GE3406	Internal Audit – Interim Report 2018-		GE	01 February 2019					04/02/19 GE			Julie Gillhespy	Resources	Corporate Services			
ID3450	West Berkshire Council Forward Plan – 19 March 2019 to 30 June 2019	To agree the Forward Plan for the next four months.	ID	01 February 2019		14/02/19	06/02/19					Moira Fraser	Resources	Leader of the Council, Strategy	Corporate Directors and Heads of Service	No	No

## **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.*

---

<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.
22 November 2018	EX3584	Proposed Property Investment	<i>To agree to the potential purchase of a property which does not conform with the criteria of the Property Investment Strategy</i>	Executive	Councillor Anthony Chadley  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: 3 October 2018

<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.