

Individual Decision



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

Thursday 25 July 2019

Ref:	Title	Portfolio Member	Page No.
ID3694	West Berkshire Council Forward Plan - 28 August 2019 to 30 November 2019	Councillor Lynne Doherty	3 - 20



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Individual Executive Member Decision

West Berkshire Council Forward Plan - 28 August 2019 to 30 November 2019 - Summary Report

Committee considering report:	Individual Executive Member Decision
Date of Committee:	25 July 2019
Portfolio Member:	Councillor Lynne Doherty - Leader of the Council
Forward Plan Ref:	ID3694

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:	Leader of the Council
Overview & Scrutiny Management Commission Chairman:	Councillor Alan Law at Overview and Scrutiny Management Commission meetings.
Ward Members:	All Members
Opposition	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, Andy Sharp, Heads of Service, Group Executives.
- Trade Union:** Not sought.

5. Other options considered

- 5.1 Not applicable.

6. Appendices

- 6.1 Appendix A – Supporting Information
- 6.2 Appendix B – Data Protection Impact Assessment – Stage One
- 6.3 Appendix C - Equalities Impact Assessment
- 6.4 Appendix D – West Berkshire Council Forward Plan – 28 August 2019 to 30 November 2019
- 6.5 Appendix E – Notice of Private Decisions for 5 September 2019 Executive meeting

Individual Executive Member Decision

West Berkshire Council Forward Plan - 28 August 2019 to 30 November 2019 – 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 are currently two confidential items scheduled for the 5 September 2019 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 30 August 2019. The items are:
- EX3787 Land at Love Lane
(Paragraph 3 – information relating to financial/business affairs of particular person)
 - EX3738 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 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

Data Protection Impact Assessment – Stage One

The General Data Protection Regulations require a Data Protection Impact Assessment (DPIA) for certain projects that have a significant impact on the rights of data subjects.

Should you require additional guidance in completing this assessment, please refer to the Information Management Officer via dp@westberks.gov.uk

Directorate:	Resources
Service:	Legal and Strategic Support
Team:	Democratic Services
Lead Officer:	Moira Fraser
Title of Project/System:	West Berkshire Council Forward Plan
Date of Assessment:	17 July 2019

Do you need to do a Data Protection Impact Assessment (DPIA)?

	Yes	No
<p>Will you be processing SENSITIVE or “special category” personal data?</p> <p>Note – sensitive personal data is described as “<i>data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation</i>”</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will you be processing data on a large scale?</p> <p>Note – Large scale might apply to the number of individuals affected OR the volume of data you are processing OR both</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will your project or system have a “social media” dimension?</p> <p>Note – will it have an interactive element which allows users to communicate directly with one another?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will any decisions be automated?</p> <p>Note – does your system or process involve circumstances where an individual’s input is “scored” or assessed without intervention/review/checking by a human being? Will there be any “profiling” of data subjects?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will your project/system involve CCTV or monitoring of an area accessible to the public?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will you be using the data you collect to match or cross-reference against another existing set of data?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will you be using any novel, or technologically advanced systems or processes?</p> <p>Note – this could include biometrics, “internet of things” connectivity or anything that is currently not widely utilised</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you answer “Yes” to any of the above, you will probably need to complete [Data Protection Impact Assessment - Stage Two](#). If you are unsure, please consult with the Information Management Officer before proceeding.

Appendix C

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:	Linda Pye
Date of assessment:	17 July 2019

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: Linda Pye

Date: 17 July 2019

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

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West Berkshire Council Forward Plan

28 August 2019 - 30 November 2019

Key:	C = Council
	DOD = Delegated Officer Decision
	EX = Executive
	GE = Governance and Ethics Committee
	HWB = Health and Wellbeing Board
	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
ID3754	Bucklebury Village Design Statement - Refresh	To adopt the refreshed VDS post consultation.	ID	01 August 2019		01/08/19	tbc					Paula Amorelli	Place	Economic Development and Planning		No	Yes
ID3710	Compton 20mph speed limit and traffic calming	To consider the responses received during consultation	ID	01 August 2019		29/08/19	20/08/19					Chris Vidler	Place	Transport and Countryside		No	Yes
ID3788	Brimpton Parish Plan	To approve the Parish Plan.	ID	01 August 2019		01/08/19	tbc					Jo Naylor	Resources	Public Health and Community Wellbeing		No	Yes
ID3803	Appointments to Outside Bodies	To appoint Members to Outside Bodies including the Learning Disability Partnership Board and AONB Council of Partners.	ID	01 August 2019		28/08/19	20/08/19					Moirá Fraser	Resources	Leader, Strategy and Communications		No	Yes
C3804	Response to the Consultation and Motion on Heathrow Expansion	To set out the proposed response to the current consultation on plans for expanding Heathrow with a third runway and to respond to the Motion tabled at the 02 July 2019 Council meeting.	C	01 September 2019			04/09/19	12/09/19	C			Jenny Graham	Place	Transport and Countryside		No	No
DOD3782	Voluntary Sector Prospectus (Paragraph 3 information relating to the financial / business affairs of a person)	To continue and further our working relationships with the Community and Voluntary Sector (CVS).	DOD	01 September 2019			tbc				DOD date tbc - September 2019	Thomas Bailey	Resources			yes	No
DOD3814	Tree Maintenance Contract Award (Paragraph 3 - information relating to financial/business affairs of particular person)	To award the contract	DOD	01 September 2019			23/08/19				03/09/19 DOD	Paul Hendry	Place	Transport and Countryside		Yes	No
EX3756	Devolution: Garage adjacent to Beansheaf Community Centre, Calcot	To consider devolving an asset to the parish council	EX	01 September 2019	05/09/19 EX		28/08/19					Colin Broughton	Resources	Finance		No	Yes
EX3791	Consent for Transport for the South East becoming a Sub-national Transport Body	Transport for the South East (TfSE) is planning to put a proposal forward to Government seeking statutory status. If successful, TfSE will then become a Sub-national Transport Body (STB). One of the steps towards this happening is for each constituent authority to give its formal consent. This item will seek the consent of West Berkshire Council to TfSE's proposals. The twin purposes of creating sub-national transport bodies are to facilitate the development of a transport strategy and so promote economic growth for the area.	EX	01 September 2019	05/09/19 EX		28/08/19					Jenny Graham	Place	Transport and Countryside		No	No
EX3806	Treasury Management Annual Report 2018-19	To inform Members of the treasury management activity and performance of the Council's investments for the financial year 2018/19	EX	01 September 2019	05/09/19 EX		28/08/19					Gabrielle Esplin	Resources	Finance		No	No
EX3795	Revenue Financial Performance Report - Q1 of 2019/20	To inform Members of the latest financial performance of the Council.	EX	01 September 2019	05/09/19 EX		29/08/18					Melanie Ellis	Resources	Finance		No	
EX3724	Reducing rough sleeping in West Berkshire: A plan to ensure no-one has the need to sleep rough	To agree an operational plan that seeks to reduce rough sleeping across West Berkshire. The plan is required by the Ministry of Housing, Communities and Local Government to support the Rough Sleeper Initiative funding awarded to the Council for 2019/20 and 2020/21.	EX	01 September 2019	05/09/19 EX		28/08/19					Neil Coles	Place	Finance		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
EX3655	Protection of Land - 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 September Council meeting.	EX	01 September 2019	05/09/19 EX		28/08/19					Paul Hendry	Place	Transport and Countryside		No	Yes
EX3739	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 September 2019	05/09/19 EX		28/08/19					Richard Turner	People	Finance		Yes	No
EX3787	Land at Love Lane (Paragraph 3 - information relating to financial/business affairs of particular person)	To propose the transfer of the asset to the Newbury Academy Trust as part of a WBDC project to expand the capacity of Trinity School due to demographic growth working through primary and on to secondary provision in Newbury.	EX	01 September 2019	05/09/19 EX		28/08/19					Richard Turner/Ann McManners	Resources	Finance		Yes	Yes
EX3799	Capital Financial Performance Report - Q1 of 2019/20	1.3 To agree the corporate health measures and targets to be used during 2019/20.	EX	01 September 2019	05/09/19 EX		29/08/18					Shannon Coleman-Slaughter	Resources	Finance		No	Yes
EX3818	Staffing Implications Due to a Proposed Contact Centre Management Restructure (Paragraph 1 - information relating to an individual); (Paragraph 2 - information identifying an individual)	To set out the staffing implications which are likely to result from the proposed management restructure of the Council's Contact Centre.	EX	01 September 2019	05/09/19 EX		28/08/19					Kevin Griffin	Resources	Internal Governance		Yes	
ID3695	West Berkshire Council Forward Plan - 8 October 2019 to 31 January 2020	To agree the Forward Plan for the next four months.	ID	01 September 2019		05/09/19	28/08/19					Moir Fraser	Resources	Leader, Strategy and Communications	Corporate Directors and Heads of Service	No	No
PC3755	Council Workforce Strategy 2019-2023	The purpose of the report is to present the final draft of the Workforce Strategy to sit alongside the Council Strategy. The final draft will go to Operations Board on 4th July 2019 and then to the Executive for approval on 25th July 2019.	PC	01 September 2019							12/09/19 PC	Robert O'Reilly	Resources	Internal Governance		No	Yes
EX3753	Corporate Office and School Building Cleaning Services	Contract award approval.	EX	01 October 2019	17/10/19 EX		09/10/19					Karen Felgate	Resources	Internal Governance		Yes	No
EX3758	Economic Development Strategy and Delivery Plan	To approve the final version of the Economic Development Strategy following public consultation.	EX	01 October 2019	17/10/19 EX		09/10/19					Gabrielle Mancini	Place	Economic Development and Planning		No	Yes
EX3713	Key Accountable Performance 2019/20: Quarter One	To report Q1 outturns for the Key Accountable Measures which monitor performance against the 2019/20 Council Performance Framework. To provide assurance that the objectives set out in the Council Strategy and other areas of significant activity are being managed effectively. To present, by exception, those measures that are predicted to be 'amber' or 'red' and provide information on any remedial action taken and the impact of that action. To recommend changes to measures/targets as requested by services.	EX	01 October 2019	17/10/19 EX		09/10/19			01/10/19		Catalin Bogos	Resources	Internal Governance		No	Yes

West Berkshire Council Forward Plan

28 August 2019 - 30 November 2019

C	Council
DOD	Delegated Officer Decision
EX	Executive
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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
EX3780	Public Health Nursing 0-19 (25)	Approval for Award of the Public Health Nursing 0-19 (25)	EX	01 October 2019	17/10/19 EX							Zoe Campbell	Resources	Finance		No	Yes
EX3740	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 October 2019	17/10/19 EX		09/10/19					Richard Turner	People	Finance		Yes	No
EX3815	Council Strategy Delivery Plan 2019 to 2023	To agree the Council Strategy Delivery Plan.	EX	01 October 2019	17/10/19 EX		09/10/19			01/10/19	26/09/19 BB	Catalin Bogos	Resources	Internal Governance		No	Yes
ID3656	Refresh of the Procurement Strategy		ID	01 October 2019		01/10/19	tbc					Karen Felgate	Resources	Finance		No	No
ID3696	West Berkshire Council Forward Plan – 12 November 2019 to 29 February 2020	To agree the Forward Plan for the next four months.	ID	01 October 2019		10/10/19	02/10/19					Moirra Fraser	Resources	Leader, Strategy and Communications	Corporate Directors and Heads of Service	No	No
ID3793	Winter Service Plan 2019-20	To approve the Winter Service Plan 2019-20	ID	01 October 2019		10/10/19	02/10/19					Andrew Reynolds	Place	Transport and Countryside		No	Yes
ID3805	Response to a Motion relating to Road and Pedestrian Safety Issues Bowling Green Road Thatcham	To respond to a Motion presented to Council.	ID	01 October 2019		01/10/19						Jon Winstanley	Place	Transport and Countryside		No	Yes
EX3728	Procurement Strategy – Public Health Nursing & Health Visiting Service: 0-19 (up to 25 for young people with special educational needs and disabilities)	To agree the award of the contract.	EX	01 November 2019	21/11/19 EX		13/11/19					Zoe Campbell	Resources	Finance		No	Yes
EX3741	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 2019	21/11/19 EX		13/11/19					Richard Turner	People	Finance		Yes	No
EX3759	Cultural Strategy	To adopt West Berkshire Council's Cultural Strategy and Action Plan post consultation.	EX	01 November 2019	21/11/19 EX		13/11/19					Paul James	Place	Public Health and Community Wellbeing	Focus Groups, voluntary organisations, culture and leisure community organisations	No	Yes
EX3796	Revenue Financial Performance Report - Q2 of 2019/20	To inform Members of the latest financial performance of the Council.	EX	01 November 2019	21/11/19 EX		13/11/19					Melanie Ellis	Resources	Finance		No	Yes
EX3800	Capital Financial Performance Report - Q2 of 2019/20	To inform Members of the latest financial performance of the Council.	EX	01 November 2019	21/11/19 EX		13/11/19					Shannon Coleman-Slaughter	Resources	Finance		No	Yes
EX3816	0-19 Health Visiting and School Nursing – Contract Award	To agree the award of the contract.	EX	01 November 2019	21/11/19 EX		13/11/19					Zoe Campbell	Resources	Public Health and Community Wellbeing		No	Yes
EX3817	Sexual and Reproductive Health Contract Award	To agree the award of the contract.	EX	01 November 2019	21/11/19 EX		13/11/19					Zoe Campbell	Resources	Public Health and Community Wellbeing		No	Yes
GE3638	Internal Audit – Interim Report 2018-19	To present the Internal Audit - Interim Report 2018-19.	GE	01 November 2019			15/11/19		25/11/19 GE			Julie Gilhespy	Resources	Internal Governance		No	Yes
GE3637	Financial Statements 2018/19 - Annual Audit Letter	To provide Members with the Final Annual Audit Letter 2018/19 from external auditor. The audit letter summarises the outcome from their audit work at West Berkshire Council in relation to the 2018/19 audit year.	GE	01 November 2019			15/11/19		25/11/19 GE			Lesley Flannigan	Resources	Finance		No	Yes
ID3697	West Berkshire Council Forward Plan – 10 December 2019 to 31 March 2020	To agree the Forward Plan for the next four months.	ID	01 November 2019		07/11/19	30/10/19					Moirra Fraser	Resources	Leader, Strategy and Communications	Corporate Directors and Heads of Service	No	No
ID3698	West Berkshire Council Forward Plan – 3 January 2020 to 30 April 2020	To agree the Forward Plan for the next four months.	ID	01 November 2019		28/11/19	20/11/19					Moirra Fraser	Resources	Leader, Strategy and Communications	Corporate Directors and Heads of Service	No	No
LIC3789	Licensing Fees and Charges	To consider a range of fees and charges.	LIC	01 November 2019			08/11/19				18/11/19 LIC	Suzanne McLaughlin	Place	Economic Development and Planning		No	Yes

West Berkshire Council Forward Plan

28 August 2019 - 30 November 2019

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LIC3790	Reducing Environmental Impact of Licensable Activities	To discuss ways in which licensable activities could potentially be encouraged to reduce pollution	LIC	01 November 2019			08/11/19				18/11/19 LIC	Suzanne McLaughlin	Place	Environment		No	Yes



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.
3 September 2019	DOD3814	Tree Maintenance Contract Award	<i>To award the contract.</i>	Delegated Officer Decision	Transport and Countryside Jon Winstanley	Report and associated appendices	(Paragraph 3 – information relating to financial/business affairs of particular person)
5 September 2019	EX3787	Land at Love Lane	<i>To propose the transfer of the asset to the Newbury Academy Trust as part of a WBDC project to expand the capacity of Trinity School due to demographic growth working through primary and on to secondary provision in Newbury.</i>	Executive	Finance Richard Turner	Report and associated appendices	(Paragraph 3 – information relating to financial/business affairs of particular person)
5 September 2019	EX3739	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	Finance Richard Turner	Report and associated appendices	(Paragraph 3 - information relating to financial/business affairs of particular person)

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.
5 September 2019	EX3818	Staffing implications due to a proposed Contact Centre management restructure	<i>To set out the staffing implications which are likely to result from the proposed management restructure of the Council's Contract Centre.</i>	Executive	Internal Governance Kevin Griffin	Report and associated appendices	(Paragraph 1 - information relating to an individual); (Paragraph 2 - information identifying an individual)
September 2019	DOD3782	Voluntary Sector Prospectus	<i>To continue and further the Council's work with the Community and Voluntary Sector.</i>	Delegated Officer Decision	Public Health and Community Wellbeing Thomas Bailey	Report and associated appendices	(Paragraph 3 - information relating to financial/business affairs of particular person)

Sarah Clarke
Head of Legal and Strategic Support
West Berkshire Council
Date: 17 July 2019

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