

Individual Decision



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

Thursday 7 November 2019

Ref:	Title	Portfolio Member		Page No.
ID3697	West Berkshire Council Forward Plan - 10 December 2019 to 31 March 2020	Councillor Doherty	Lynne	3 - 18



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Individual Executive Member Decision

West Berkshire Council Forward Plan – 10 December 2019 to 31 March 2020

Committee considering report:	Individual Executive Member Decision
Date of Committee:	7 November 2019
Portfolio Member:	Councillor Lynne Doherty - Leader of the Council
Forward Plan Ref:	ID3697

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 Council Forward Plan will be published the first working day after the Individual Decision is signed.
- Officers Consulted:** Nick Carter, John Ashworth, Andy Sharp, Joseph Holmes, 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 – 10 December 2019 to 31 March 2020
- 6.5 Appendix E – Notice of Private Decisions for 19 December 2019 Executive meeting

Individual Executive Member Decision

West Berkshire Forward Plan - 10 December 2019 to 31 March 2020– 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 19 December 2019 Executive meeting. The required notice is attached as Appendix E and will be displayed at the Council. If any representations are received the five day notice will be issued on 10 December 2019. The items are:
- EX3857 – Birchwood Care Home – Improvement Journey
(Paragraph 3 – information relating to financial/business affairs of a particular person)
 - EX3742 – Proposed Property Investment
(Paragraph 3 – information relating to financial/business affairs of a particular person)
- 1.7 Details of decisions that Full Council, the Governance and Ethics Committee, Licensing 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:	29 October 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:	Jo Reeves
Date of assessment:	29 October 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	No
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	
Stage Two not required:	

Name: Jo Reeves

Date: 29 October 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

10 December 2019 - 31 March 2020

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
C3720	Minerals and Waste Local Plan – Proposed Submission Version for consultation and associated	To present the Proposed Submission version of the MWLP and supporting evidence base for approval to undertake	C	01 December 2019			27/11/19	05/12/19 C				Elise Kinderman	Place	Economic Development and Planning	Individuals and groups on the Planning Policy	No	No
C3846	Leisure Centre Fees and Charges 2020	To implement the contractual requirement for an annual price review for 2020 for the	C	01 December 2019			27/11/19	05/12/19 C				Jim Sweeting	Place	Public Health and Community Wellbeing			
C3845	2020/21 West Berkshire Council Timetable of Public Meetings	To recommend a timetable of meetings for the 2020/21 Municipal Year.	C	01 December 2019			27/11/19	05/12/19 C				Moira Fraser	Resources	Internal Governance			
C3751	Revised Statement of Community Involvement (2019)	To ask Members to agree to adopt the Revised Statement of Community Involvement (SCI).	C	01 December 2019			27/11/19	05/12/19 C				Rachael Lancaster	Place	Economic Development and Planning		No	No
C3856	Revision of the Investment and Borrowing Strategy 2019/20		C	01 December 2019			27/11/19	05/12/19 C				Shannon Coleman-Slaughter	Resources	Finance			
DOD3859	Contract Award - Supported Lodgings for Young People in Care (Paragraph 3 – information relating to the financial/business		DOD	01 December 2019			tbc				01/12/19 DOD	Vickie Collins	Resources	Children, Education and Young People		Yes	No
EX3832	Preventing Homelessness and Rough Sleeping Strategy	To adopt a new Homelessness and Rough Sleeping Strategy	EX	01 December 2019	19/12/19 EX		11/12/20					Neil Coles	Place	Transport and Countryside		No	No
EX3714	Key Accountable Performance 2019/20: Quarter Two	To report Q2 outturns for the Key Accountable Measures which monitor	EX	01 December 2019	19/12/19 EX		11/12/19			14/01/20		Catalin Bogos	Resources	Internal Governance		No	
EX3807	Cultural Strategy - Consultation Draft	To adopt West Berkshire Council's Cultural Strategy and Action Plan post consultation.	EX	01 December 2019	19/12/19 EX		11/12/19					Paul James	Place	Public Health and Community Wellbeing			
EX3808	Scale of staffing reductions as at 31/03/20 and maximum potential cost of redundancies	quarters one and two of 2019-20.	EX	01 December 2019	19/12/19 EX		11/12/19					Robert O'Reilly	Resources	Internal Governance			
EX3742	Proposed Property Investment (Paragraph 3 - information	To agree to the potential purchase of a property which does not conform with the	EX	01 December 2019	19/12/19 EX		11/12/19					Richard Turner	People	Finance		Yes	No
EX3840	Environment Strategy - Consultation Draft	To approve the Council's Environment Strategy Consultation Draft.	EX	01 December 2019	19/12/19 EX		11/12/19					Paul Anstey	Place	Environment			
EX3857	Birchwood Care Home – Improvement Journey (Paragraph 3 – information relating to the financial/business affairs of a	To update Members on the outcome of the latest inspection, what it means for the home and next steps to continue the improvement.	EX	01 December 2019	19/12/19 EX		11/12/19					Tandra Forster	People	Adult Social Care		Yes	No
EX3860	Community Bond		EX	01 December 2019	19/12/19 EX							Joseph Holmes	Resources	Leader of the Council			
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 December 2019		01/12/19	tbc					Jon Winstanley	Place	Transport and Countryside		No	Yes
ID3794	Parking Review Amendment 30	To consider the responses received during statutory consultation	ID	01 December 2019		01/12/19	tbc					Alex Drysdale	Place	Transport and Countryside			
ID3858	Appointment of representatives on SACRE	To appoint representatives to vacancies on SACRE (Standing Advisory Council on Religious Education)	ID	01 December 2019		01/12/19	tbc					Janet Giddings	Resources	Leader of the Council			
	New PPP Key Performance Indicators	To approve the Key Performance Indicators for the Public Protection Partnership in	JPPC	01 December 2019							10/12/19 JCCP	Paul Anstey	Place	Environment			
	Air Quality for Information Report	For information to the Committee to update on the PPP Position with Air Quality across	JPPC	01 December 2019							10/12/19 JCCP	Anna Smy	Place	Environment			
	PPP ICT Strategy	To agree the PPP ICT Strategy	JPPC	01 December 2019							10/12/19 JCCP	Anna Smy	Place	Environment			
	Customer Journey Strategy	To agree the PPP Customer Journey Strategy	JPPC	01 December 2019							10/12/19 JCCP	Anna Smy	Place	Environment			

West Berkshire Council Forward Plan

10 December 2019 - 31 March 2020

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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
EX3834	Padworth HWRC Opening Hours Trial	To recommend permanent changes to the Padworth and Newtown Road HWRC's following the trial extension of the Padworth opening hours	EX	01 January 2020	16/01/20 EX		09/10/19					Jon Winstanley	Place	Transport and Countryside		No	No
EX3784	Final Schools Funding Formula 2020/21	The Council's Executive must agree on an annual basis the school funding formula for primary and secondary schools. This report	EX	01 January 2020	16/01/20 EX		08/01/20					Melanie Ellis	Resources	Children, Education & Young People		No	No
EX3743	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 January 2020	16/01/20 EX		08/01/20					Richard Turner	People	Finance		Yes	No
ID3699	West Berkshire Council Forward Plan – 4 February 2020 to 31 May 2020	To agree the Forward Plan for the next four months.	ID	01 January 2020		02/01/20	20/12/19					Moira Fraser	Resources	Leader, Strategy and Communications	Corporate Directors and Heads of Service	No	No
EX3744	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 February 2020	13/02/20 EX		06/02/20					Richard Turner	People	Finance		Yes	No
EX3797	Revenue Financial Performance Report - Q3 of 2019/20	To inform Members of the latest financial performance of the Council.	EX	01 February 2020	13/02/20 EX		29/08/18					Melanie Ellis	Resources	Finance		No	
EX3801	Capital Financial Performance Report - Q3 of 2019/20	To inform Members of the latest financial performance of the Council.	EX	01 February 2020	13/02/20 EX		29/08/18					Shannon Coleman-Slaughter	Resources	Finance		No	
EX3861	Contract Award Summary Report – Education Packages for Young People with Severe Social	Executive approval to award contract over £2.5m	EX	01 February 2020	13/02/20 EX		05/02/20					Vickie Collins	Resources	Children, Education and Young People		Yes	No
ID3700	West Berkshire Council Forward Plan – 17 March 2020 to 30 June 2020	To agree the Forward Plan for the next four months.	ID	01 February 2020		13/02/20	05/02/20					Moira Fraser	Resources	Leader, Strategy and Communications	Corporate Directors and Heads of Service	No	No
GE3637	Financial Statements 2018/19 - Annual Audit Letter	To provide Members with the Final Annual Audit Letter 2018/19 from external auditor.	GE	03 February 2020			24/01/19		03/02/20 GE			Lesley Flannigan	Resources	Finance		No	Yes
C3709	Review of the Property Investment Strategy	To undertake the annual review of the Strategy	C	01 March 2020			24/02/20	03/03/20 C			09/01/20 PIB	Richard Turner	Resources	Finance			
C3847	Proposed Member Induction and Development Programme - 2020/21	To give consideration to, and agree, the proposed Member Development Programme for 2020/21.	C	01 March 2020			24/02/20	03/03/20 C				Jo Watt	Resources	Internal Governance			
C3809	Investment and Borrowing Strategy 2020/21	In compliance with the Local Government Act 2003, this report summarises the Council's Borrowing Limits as set out by CIPFA's Prudential Code and recommends the Annual Investment and Borrowing Strategy for 2020/21	C	01 March 2020	13/02/20 EX		24/02/20	03/03/20 C				Gabrielle Esplin	Resources	Finance		No	No
C3810	Medium Term Financial Strategy 2020/21 to 2022/23	To agree the medium term financial planning and strategy for the organisation	C	01 March 2020	13/02/20 EX		24/02/20	03/03/20 C			23/01/20 BB	Melanie Ellis/Andy Walker	Resources	Finance		No	No
C3811	Capital Strategy and Programme 2020/21 to 2022/23	To outline the three year Capital Strategy for 2020 to 2023, including the Minimum Revenue Provision (MRP) and to set out the	C	01 March 2020	13/02/20 EX		24/02/20	03/03/20 C			23/01/20 BB	Shannon Coleman-Slaughter	Resources	Finance		No	No
C3812	Revenue Budget 2020/21	To consider and recommend to Council the 2020-21 Revenue Budget.	C	01 March 2020	13/02/20 EX		24/02/20	03/03/20 C			23/01/20 BB	Melanie Ellis/Andy Walker	Resources	Finance		No	No
C3813	Statutory Pay Policy 2020	To seek Council's approval of the Statutory Pay Policy Statement for publication from 1st April 2020.	C	01 March 2020			24/02/20	03/03/20 C				Robert O'Reilly	Resources	Internal Governance		No	No
C3842	Response to a Motion on Development Sites for the New Local Plan	To consider a response to a Motion brought to the 12 September 2019 Council meeting.	C	01 March 2020			24/02/20	03/03/20 C				Bryan Lyttle	Place	Economic Development and Planning			
C3843	Response to a Motion on CO2 Emissions and Water Usage	To consider a response to a Motion brought to the 12 September 2019 Council meeting.	C	01 March 2020	13/02/20 EX		24/02/20	03/03/20 C				Bryan Lyttle	Place	Economic Development and Planning			

West Berkshire Council Forward Plan

10 December 2019 - 31 March 2020

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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
EX3745	Proposed Property Investment <i>(Paragraph 3 - information relating to financial/business)</i>	To agree to the potential purchase of a property which does not conform with the criteria of the Property Investment Strategy	EX	01 March 2020	26/03/20 EX		18/03/20					Richard Turner	People	Finance		Yes	No
EX OR C	REPPiR 19 - AWE DEPZ Approval	To agree the DEPZ areas for AWE Aldermaston and Burgfield.	EX	01 March 2020								Carolyn Richardson	Place	Environment			
EX3715	Key Accountable Performance 2019/20: Quarter Three	To report Q3 outturns for the Key Accountable Measures which monitor performance against the 2019/20 Council Performance Framework. To provide	EX	01 March 2020	26/03/20 EX		18/03/19			21/04/20		Catalin Bogos	Resources	Internal Governance		No	
ID3701	West Berkshire Council Forward Plan – 16 April 2020 to 31 July 2020	To agree the Forward Plan for the next four months.	ID	01 March 2020		12/03/20	04/03/20					Maira Fraser	Resources	Leader, Strategy and Communications	Corporate Directors and Heads of Service	No	No

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NOTICE OF A PRIVATE MEETING OF A DECISION-MAKING BODY¹

Notice of an imminent occasion when the public may be excluded from a meeting due to the likelihood that if members of the public were present during an item of business confidential or exempt information would be disclosed to them.

¹ In accordance with Regulation 5(7) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

1. At least 28 clear days before a private meeting² of a decision-making body, public notice³ must be given which must include a statement of reasons for the meeting to be held in private.
2. At least 5 clear days before a private meeting of a decision-making body, further public notice⁴ must be given which must include a statement of reasons for the meeting to be held in private, details of any representations received by the decision-making body about why the meeting should be open to the public and a statement of the Council's response to such representations.
3. Where the date by which a meeting must be held makes compliance with the above requirements impracticable, the meeting may only be held in private where the decision-making body has obtained agreement from the Chair of the Overview and Scrutiny Management Commission.

Date of Decision or period within which the decision is to be made	Ref No:	Matter in respect of which the decision is to be made	Short Description	Decision maker	Executive Member & Lead Officer	List of documents to be submitted to decision maker	Public or Private meeting. Statement of reasons if private.
19 December 2019	EX3857	Birchwood Care Home – Improvement Journey	To update Members on the outcome of the latest inspection, what it means for the home and next steps to continue the improvement.	Executive	Councillor Graham Bridgman Tandra Forster	Report and associated appendices	(Paragraph 3 – information relating to financial/business affairs of particular person)
19 December 2019	EX3741	Proposed Property Investment	To agree to the potential purchase of a property which does not conform with the criteria of the Property Investment Strategy	Executive	Councillor Jeff Cant Richard Turner	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: 29 October 2019

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.