

Individual Decision



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

Thursday 5 November 2020

Ref:	Title	Portfolio Member	Page No.
ID3921	West Berkshire Council Forward Plan- 8 December 2020 - 31 March 2021	Councillor Lynne Doherty	3 - 16



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Individual Executive Member Decision

West Berkshire Council Forward Plan – 8 December 2020 to 31 March 2021

Committee considering report:	Individual Executive Member Decision
Date ID to be signed:	5 November 2020
Portfolio Member:	Councillor Lynne Doherty
Forward Plan Ref:	ID3921

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:	Councillor Lynne Doherty
Overview & Scrutiny Management Commission Chairman:	Councillor Alan Law at Overview and Scrutiny Management Commission meetings.
Ward Members:	All Members

Opposition Spokesperson:	Councillor Lee Dillon at Overview and Scrutiny Management 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, Joseph Holmes, Andy Sharp, Service Directors, Heads of Service, Group Executives.
Trade Union:	Not sought.

5. Other options considered

5.1 Not applicable.

6. Introduction/Background

6.1 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.

6.2 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.

6.3 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.

6.4 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.

6.5 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.

7. Supporting Information

7.1 There is currently one confidential item scheduled for the 17 December 2020 Executive meeting:

- Strategy and Governance Service Review – Proposed Redundancies

7.2 The relevant notice is attached as an appendix to this report.

7.3 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.

7.4 The following change has been made to the Forward Plan in respect of the 17 December 2020 Executive since it was last agreed:

- EX3962 – Alarms Planned and Reactive Maintenance has been deleted from the Forward Plan.

7.5 The following items have been added to the Forward Plan for the December Executive meeting:

- EX3976 – Strategy and Governance Review – Proposed Redundancies
- EX3978 – London Road Industrial Estate – Future Options
- EX3979 – Response to the Newbury Town Centre Pedestrianisation Motion

7.6 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.

8. Conclusion

8.1 Publication of the Forward Plan is a statutory requirement and the Forward Plan for the period 8 December 2020 to 31 March 2021 is presented to the Leader of the Council for final sign off. It will be published on the Council's website.

9. Appendices

Appendix A – Data Protection Impact Assessment – Stage One

Appendix B - Equalities Impact Assessment – Stage One

Appendix C – West Berkshire Council Forward Plan – 8 December 2020 to 31 March 2021

Appendix D – Notice of Private Decisions

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 and Electoral Services Manager
Tel No: (01635) 519045
E-mail Address: moira.fraser@westberks.gov.uk

Appendix A

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:	Strategy and Governance
Team:	Democratic Services
Lead Officer:	Moira Fraser
Title of Project/System:	Forward Plan
Date of Assessment:	28 October 2020

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 “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”</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 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.

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:	28 October 2020

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: 28 October 2020
(despatch date)**

Please now forward this completed form to Pamela Voss, 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
8 December 2020 - 31 March 2021**

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
EX3902	Approval to adopt a revised Housing Allocations Policy	To seek approval to adopt and implement the revised Housing Allocations Policy.	EX	01 December 2020	17/12/20 EX		09/12/20					Fidelis Ukwenu/Janet Weekes	Place	Planning and Housing	Wide range of partners, stakeholders and service users	No	No
EX3884	Key Accountable Performance 2020/21: Quarter Two	To report Q2 outturns for the Key Accountable Measures which monitor performance against the 2020/21 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 December 2020	17/12/20 EX		09/12/20			26/01/21		Catalin Bogos	Resources	Internal Governance		No	Yes
EX3964	Response to Safer Schools Motion	To provide a response to a motion proposed at the 03 March 2020 Council meeting.	EX	01 December 2020	17/12/20 EX		09/12/20					Neil Stacey	Place	Transport and Countryside		No	Yes
EX3966	Response to the Power to Communities Motion	To provide a response to a motion proposed at the 03 March 2020 Council meeting.	EX	01 December 2020	17/12/20 EX		09/12/20					Jon Winstanley	Place	Environment		No	Yes
EX3978	London Road Industrial Estate - future options	For the Executive to approve the next steps for the development of the London Road Industrial Estate, alongside indicative timescales and development options for consideration.	EX	01 December 2020	17/12/20 EX		09/12/20					Joseph Holmes	Resources	Finance and Economic Development		No	Yes
EX3979	Response to the Newbury Town Centre Pedestrianisation Motion	To provide a response to the Motion regarding the pedestrianisation of roads in Newbury Town Centre, which was presented to Council by Councillor David Marsh in September 2020.	EX	01 December 2020	17/12/20 EX		09/12/20					Neil Stacey	Place	Transport and Countryside		No	Yes
EX3908	Revenue Financial Performance Report - Q2 of 2020/21	To inform Members of the latest financial performance of the Council.	EX	01 December 2020	17/12/20 EX		09/12/20					Melanie Ellis	Resources	Finance and Economic Development		No	No
EX3909	Capital Financial Performance Report - Q2 of 2020/21	To present the Q2 capital financial performance for Members to note.	EX	01 December 2020	17/12/20 EX		09/12/20					Shannon Coleman-Slaughter	Resources	Finance and Economic Development		No	No
ID3923	West Berkshire Council Forward Plan 3 Feb 2021- 31 May 2021	To agree the Forward Plan for the next four months.	ID	01 December 2020		31/12/20	21/12/20					Maira Fraser	Resources	Leader, District Strategy and Communications		No	No
PC3968	Apprenticeship Strategy	To approve the Strategy.	PC	01 December 2020			TBC				Dec 20 TBC	Abi Witting	Resources	Internal Governance		No	Yes
EX3976	Strategy and Governance Service Review – Proposed Redundancies <i>(Paragraph 1 – information relating to an individual)</i> <i>(Paragraph 2 – information identifying an individual)</i> <i>(Paragraph 3 – information relating to financial/business affairs of particular person)</i>	To agree the redundancy costs arising from the Strategy and Governance Service Review	EX	01 January 2021	14/01/21 EX		06/01/21					Sarah Clarke	Resources	Internal Governance		Yes	Yes
EX3888	Leisure Strategy	To adopt the Council's Leisure Strategy post the consultation exercise.	EX	01 January 2021	14/01/21 EX		06/01/21					Paul Anstey	Place	Public Health & Community Wellbeing, Leisure and Culture		No	Yes
EX3807	Cultural Heritage Strategy	To adopt the Council's Cultural Strategy post the consultation exercise.	EX	01 January 2021	14/01/21 EX		06/01/21					Paul James	Environment	Public Health & Community Wellbeing, Leisure and Culture		No	Yes
OSMC	Commercialisation Part 2: Commercial Board Update	To report to the Commission the Board's activities and achievements, what revenue had been achieved and how this was tracked	OSMC	01 January 2021			18/01/21			26/01/21		Andy Sharp	People	Finance and Economic Development		No	No
EX3961	Care Homes Catering <i>(Paragraph 3 – information relating to the financial/business affairs of a particular person)</i>	To award the contract for West Berkshire Council Care Homes and Resource Centre catering	EX	01 February 2021	11/02/21 EX		03/02/21					Zoe Campbell	Resources	Adult Social Care		Yes	No
EX3833	Adoption of the Housing Strategy	To adopt a new Housing Strategy	EX	01 February 2021	11/02/21 EX		03/02/2021					Neil Coles	Place	Planning and Housing		No	Yes

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EX3952	Risk Management Strategy	To set out the overarching framework for managing risk at the Council, the Council's risk appetite and latest Corporate Risk Register.	EX	01 February 2021	11/02/21 EX		03/02/21		01/02/21 GE		Joseph Holmes	Resources	Internal Governance		No	Yes
GE3689	External Audit Fee and Plan for financial year 2021/22	To present to members the Audit Fee Letter for 2021/22 from Grant Thornton. The letter sets out the fee for the audit in line with the prescribed scale fee set by the Public Sector Audit Appointments Ltd (PSAA). To provide Members with a copy of the External Audit Plan for 2021-22	GE	01 February 2021			22/01/21		01/02/21 GE		Shannon Coleman-Slaughter	Resources	Internal Governance		No	Yes
GE3934	External Auditors Report on the Financial Statements	To receive the report from the external auditors.	GE	01 February 2021			22/01/21		01/02/21 GE		Shannon Coleman-Slaughter	Resources	Finance and Economic Development		No	Yes
GE3907	Strategic Risk Register Update Q2 2020/21	To provide an update on the Strategic Risk Register as at Q2 of 2020/21.	GE	01 February 2021			22/01/21		01/02/21 GE		Catalin Bogos	Resources	Internal Governance		No	No
GE3892	Preparation for 2020-21 Financial Statements	To provide Members with a copy of the audited financial statements for the financial year ended 31 March 2021	GE	01 February 2021			22/01/21		01/02/21 GE		Shannon Coleman-Slaughter	Resources	Finance and Economic Development		No	Yes
GE3955	Local Code of Corporate Governance	To adopt the Code.	GE	01 February 2021			22/01/21		01/02/21 GE		Joseph Holmes	Resources	Internal Governance		No	Yes
GE3893	Internal Audit – Interim Report 2020-21	To update the Committee on the outcome of internal audit work.	GE	01 February 2021			22/01/21		01/02/21 GE		Julie Gilhespy	Resources	Internal Governance		No	Yes
GE3986	Update on Progress with Constitution Review	To provide the Governance and Ethics Committee with an update on progress being made with the review of the Constitution.	GE	01 February 2021					01/02/21 GE		Sarah Clarke	Resources	Internal Governance		No	No
ID3924	West Berkshire Council Forward Plan 16 March 2021- 30 June 2021	To agree the Forward Plan for the next four months.	ID	01 February 2021		11/02/21	03/02/21				Moir Fraser	Resources	Leader, District Strategy and Communications		No	No
C3933	Health Scrutiny arrangements across Buckinghamshire, Oxfordshire and Berkshire West (BOB)	To consider the proposal to form a new mandatory committee with health scrutiny powers to consider matters affecting patient flow across the whole Buckinghamshire, Oxfordshire and Berkshire West (BOB) geography.	C	01 March 2021			22/02/21	02/03/21 C			Gordon Oliver	People	Public Health & Community Wellbeing, Leisure and Culture		No	No
C3972	Response to the Fireworks Motion	To present a response to the Motion presented to the 10 September Council meeting.	C	01 March 2021			22/02/21	02/03/21 C		08/02/21 - Lic	Sean Murphy	Place	Planning and Housing		No	No
C3980	Investment and Borrowing Strategy 2021/22	This report sets out the proposed Investment and Borrowing Strategy for 2021/22, as required by the Local Government Act 2003.	C	01 March 2021	11/02/21 EX		22/02/21	02/03/21 C			Shannon Coleman-Slaughter	Resources	Finance and Economic Development		No	No
C3982	Capital Strategy 2021/22 to 2023/24	To outline the Capital Strategy covering financial years 2021/22 -2023/24 and supporting funding framework, providing a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of local public services along with an overview of how associated risk is managed and the implications for future financial sustainability	C	01 March 2021	11/02/21 EX		22/02/21	02/03/21 C			Shannon Coleman-Slaughter	Resources	Finance and Economic Development		No	No
C3984	Statutory Pay Policy 2021	To seek Council's approval of the Statutory Pay Policy Statement for publication from 1st April 2021.	C	01 March 2021			22/02/21	02/03/21 C		09/02/21 PC	Rebecca Bird	Resources	Internal Governance		No	No
C3981	Medium Term Financial Strategy 2021/22 to 2023/24	To agree the medium term financial planning and strategy for the organisation.	C	01 March 2021	11/02/21 EX		22/02/21	02/03/21 C			Joseph Holmes	Resources	Finance and Economic Development		No	No
C3983	Revenue Budget 2021/22	To consider and recommend to Council the 2021-22 Revenue Budget.	C	01 March 2021	11/02/21 EX		22/02/21	02/03/21 C			Joseph Holmes/Melanie Ellis	Resources	Finance and Economic Development		No	No
EX3911	Revenue Financial Performance Report - Q3 of 2020/21	To inform Members of the latest financial performance of the Council.	EX	01 March 2021	25/03/21 EX		17/03/21				Melanie Ellis	Resources	Finance and Economic Development		No	No
EX3912	Capital Financial Performance Report - Q3 of 2020/21	To present the Q3 capital financial performance for Members to note.	EX	01 March 2021	25/03/21 EX		17/03/21				Shannon Coleman-Slaughter	Resources	Finance and Economic Development		No	No

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EX3885	Key Accountable Performance 2020/21: Quarter Three	To report Q3 outturns for the Key Accountable Measures which monitor performance against the 2020/21 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 March 2021	25/03/21 EX		17/03/21			20/04/21		Catalin Bogos	Resources	Internal Governance		No	Yes
ID3925	West Berkshire Council Forward Plan 15 April 2021- 31 July 2021	To agree the Forward Plan for the next four months.	ID	01 March 2021		11/03/21	03/03/21					Moir Fraser	Resources	Leader, District Strategy and Communications		No	No

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