

WEST BERKSHIRE COUNCIL'S FORWARD PLAN 1 JANUARY 2024 - 30 APRIL 2024

The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

1. This document gives 28 clear days notice of key decisions which the Executive and Individual Executive Members or Officer expect to take.
2. The document is updated as required and is available to the public on the Council's website.
3. The Executive is made up of the Executive Leader, Deputy Leader and eight Executive Members with the following portfolios:

Executive Leader of the Council Public Safety (on sabbatical)	Councillor Lee Dillon
Deputy Leader and Executive Member for Strategy, Communications, Governance and Transformation	Councillor Jeff Brooks
Finance and Corporate Services	Councillor Iain Cottingham
Economy and Regeneration	Councillor Louise Sturgess
Adult Social Care and Health Integration	Councillor Alan Macro
Children, Education and Young People's Services	Councillor Heather Codling
Public Health, Culture, Leisure, Sport and Countryside	Councillor Janine Lewis
Climate Action, Recycling and Biodiversity	Councillor Stuart Gourley
Executive Member for Highways, Housing and Sustainable Travel	Councillor Denise Gaines
Planning and Community Engagement	Councillor Tony Vickers

4. Key decisions are those executive decisions which are likely to result in spending or savings which are "significant" in relation to the budget for the service or function in question, or in terms of the effect on communities living or working in two or more wards or electoral divisions. All contracts above £500,000 require a key decision in accordance with the Constitution.
5. The Regulations and the Council's Constitution provide for urgent key decisions to be made, even though they have not been included in this document in accordance with General Exception and Special Urgency provisions.

6. The Forward Plan will also contain details of intended review activity by the Overview and Scrutiny Management Commission and its Sub-Committee(s) or another body e.g. Task Group associated with the Overview and Scrutiny Management Commission.
7. Copies of the Council's Constitution and agenda and minutes for all meetings of the Council may be accessed on the Council's website.
8. For copies of reports or other documents, and for detailed information regarding specific issues to be considered by the Executive, individual Member or officer please contact the named Lead Officer for the item concerned.
9. For further details on the time of meetings and general information about the Plan please email executivecycle@westberkshire.gov.uk or by writing to the address below.

Publication Date: 1 January 2024

Nicola Thomas
Service Lead
Legal & Democratic Services
West Berkshire Council, Council Offices
Market Street
Newbury
RG14 5LD

Decision Due Date	Title	Purpose	Key Decision e.g. Yes/ No	Decision Maker e.g. Executive Individual Decision Officer decision	Consultation e.g. Members including shadow exec members	Background Papers (All Papers are available for inspection via the Lead Officer)	Lead Officer e.g report author	Report likely to be considered in private (i.e., it contains confidential or exempt information)
22 Jan 2024	Schools Funding Formula 2024/25	To approve the school funding formula distribution for 2024/25.	Yes	Portfolio Holder: Finance and Corporate Services			Melanie Ellis	Open
31 Jan 2024	Experimental Prohibition of Driving Order	Kings Road Newbury. To consider the responses received during statutory consultation.	No	Portfolio Holder: Highways, Housing and Sustainable Travel			Alex Drysdale	Open
8 Feb 2024	Capital Financial Performance Report - Q3 of 2023/24	To present the Q3 capital financial performance for Members to note.	Yes	Executive			Shannon Coleman-Slaughter	Open
8 Feb 2024	Revenue Financial Performance Report - Q3 of 2023/24	To report on the financial performance of the Council's revenue budgets and provide a year-end forecast.	Yes	Executive			Melanie Ellis	Open
8 Feb 2024	Statutory Payments Policy	Approval required on changes made to employment	Yes	Executive			Sadie Owen	Open

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		policies						
8 Feb 2024	Direct Payment Policy	To introduce the new Direct Payment Policy.	Yes	Executive			Jo England	Open
15 Feb 2024	Proposed Changes to the Admission Arrangements 2025/26 for all West Berkshire Community and Voluntary Controlled Schools	Local Authorities have a statutory responsibility to determine admission arrangements for community and voluntary controlled schools in their area by 28 February each year. In doing this, local authorities must comply with the requirements of the School Admissions Code and all relevant legislation.	Yes	Portfolio Holder: Children, Education and Young People's Services			Nick Winter	Open
29 Feb 2024	Investment	To review the	Yes	Council			Shannon	Open

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	and Borrowing Strategy 2024/25	Council's management of cash-flow, borrowing and investments in the financial year 2023/24.					Coleman-Slaughter	
29 Feb 2024	Medium Term Financial Strategy	To provide Executive with an overview of the financial planning strategy for 2023-24 and beyond	Yes	Council			Joseph Holmes	Open
29 Feb 2024	Revenue Budget 2024-25	To inform Members of the latest revenue financial performance of the Council.	Yes	Council			Melanie Ellis	Open
29 Feb 2024	Capital Strategy 2024-34	To inform Members of the latest capital financial performance of the Council.	Yes	Council			Shannon Coleman-Slaughter	Open

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14 Mar 2024	Response to Garage Block Motion		No	Executive			Katharine Makant	Open
14 Mar 2024	Windmill Court and Stafford House-restrictive covenants	To enable a decision on whether to lift the restrictions and restrictive covenants on the titles of property to permit redevelopment of the site by Sovereign Housing Association.	Yes	Executive			Martin Syrett	Fully exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information)
14 Mar 2024	Contracts for Award Under Delegated Authority from Executive	To gain approval from Executive to delegate authority to an individual (Service Lead or Service Director) to proceed with contract awards with a value in	Yes	Executive			Kate Pearson	Open

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		excess of £2.5M						
14 Mar 2024	Capital Financial Performance Report Q3 2023/24		Yes	Executive			Shannon Coleman-Slaughter	Open
14 Mar 2024	Standing item: Asset Disposal		Yes	Executive			Shannon Coleman-Slaughter	Open
14 Mar 2024	Building Control Shared Service Agreement		Yes	Executive			Sean Murphy	Open
14 Mar 2024	Response to Hampshire Together public consultation	To agree the Council's response to the Hampshire Together public consultation on proposed changes to acute hospital services in and around Basingstoke	No	Portfolio Holder: Adult Social Care and Health Integration			Gordon Oliver	Open

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		and Winchester						
21 Mar 2024	Contract Award for Four Houses Corner Construction	For information only.	Yes	Clare Lawrence - Executive Director			Bill Bagnell	Open
25 Mar 2024	Three Year Highway Improvement Programme 2024/25 - 2026/27	To seek the approval of the Executive Portfolio Holder: Highways, Housing and Sustainable Travel to implement the Draft Three Year Highway Improvement Programme 2024/25 - 2026/27 and proceed with the 2024/25 schemes.	Yes	Portfolio Holder: Highways, Housing and Sustainable Travel	Consultation is not normally undertaken as the programme is based on objective data obtained through technical surveys and developed in accordance with the Council's approved Asset Management Plan. However, any comments received from stakeholders during the previous 12 month period are considered		Andrew Reynolds	Open

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					and all Local Ward Members and Town/Parish Councils are advised of scheme details in advance of work commencing. The full approved programme will also be published on the Council's website.			
26 Mar 2024	Establishment of the Berkshire Prosperity Board		Yes	Council			Nigel Lynn	Open
10 Apr 2024	Contract Award for Thatcham Memorial Fields - Flood Alleviation	For information - contract award following full tender process. Expected cost £1.3-£1.6m.	Yes	Jon Winstanley - Service Director			Vickie Collins	Open

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	Scheme							
1 May 2024	School Streets Francis Baily School - Experimental Traffic Order	To consider the responses received during statutory consultation.	No	Portfolio Holder: Highways, Housing and Sustainable Travel			Gareth Dowding	Open
2 May 2024	2024-25 Network Management Works Programme	To seek approval of the proposed Network Management Works Programme for 2024-25	Yes	Portfolio Holder: Highways, Housing and Sustainable Travel			Neil Stacey	Open
16 May 2024	Bond Riverside programme update	To update and refresh the Bond Riverside regeneration programme to bring it into alignment with the position and goals of the Council administration.	Yes	Executive			Sam Robins	Open
4 Jul 2024	Rights of Way Improvement	To present the revised plan following public	Yes	Executive			Elaine Cox	Open

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	Plan	consultation.						
16 May 2024	Hackney Carriage Tariffs - 2024		Yes	Executive			Moira Fraser	Open
16 May 2024	2023/24 Performance Report Quarter Three	To highlight successes and where performance has fallen below the expected level, to present information on the remedial action taken, and the impact of that action.	Yes	Executive			Catalin Bogos	Open
16 May 2024	Standing item: Asset Disposal		Yes	Executive			Shannon Coleman-Slaughter	Open
16 May 2024	Review of CIL	To review how CIL exemptions are granted to householders, including approval of (1) a CIL	Yes	Executive			Katharine Makant	Open

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		Enforcement Policy and (2) an appeals process which could lead to reimbursement for those who were disqualified for exemption due to mistakes in their paperwork.						
4 Jul 2024	Revenue Performance Report Outturn 2023/24		Yes	Executive			Melanie Ellis	Open
4 Jul 2024	2023/24 Performance Report Year End		No	Executive			Catalin Bogos	Open
4 Jul 2024	Capital Financing Performance Report Outturn 2023/24		Yes	Executive			Shannon Coleman-Slaughter	Open

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4 Jul 2024	Productivity Plan		No	Executive			Gabrielle Mancini	Open
4 Jul 2024	Peer Review Report	To share the findings of the recent peer review.	No	Executive			Catalin Bogos	Open
4 Jul 2024	CQC Inspection report	To share the findings of the recent CQC inspection.	Yes	Executive			Paul Coe	Open
19 Sep 2024	2023/24 Performance Report Quarter Four	To highlight successes and where performance has fallen below the expected level, to present information on the remedial action taken, and the impact of that action.	Yes	Executive			Catalin Bogos	Open
19 Sep 2024	Revenue Financial Performance Report - Q1 of	To inform Members of the latest financial performance of	Yes	Executive			Melanie Ellis	Open

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	2024/25	the Council.						
19 Sep 2024	Capital Financial Performance Report - Q1 of 2024/25	To present the Q1 capital financial performance for Members to note.	Yes	Executive			Shannon Coleman-Slaughter	Open
19 Sep 2024	Future of Turnham's Green		No	Executive			Gabrielle Mancini	Open
7 Nov 2024	Care Homes Contract Award		Yes	Executive			Gabrielle Mancini	Open
7 Nov 2024	Capital Financial Performance Report - Q2 of 2024/25	To present the Q2 capital financial performance for Members to note.	Yes	Executive			Shannon Coleman-Slaughter	Open
12 Dec 2024	Revenue Financial Performance Report - Q2 of 2024/25		Yes	Executive			Melanie Ellis	Open

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13 Feb 2025	Capital Financial Performance Report - Q3 of 2024/25	To present the Q3 capital financial performance for Members to note.	Yes	Executive			Shannon Coleman-Slaughter	Open
13 Feb 2025	Revenue Financial Performance Report - Q3 of 2024/25	To inform Members of the latest financial performance of the Council.	Yes	Executive			Melanie Ellis	Open
	Leisure Strategy Delivery Plan	To present the plan for implementing the Leisure Strategy.	Yes	Executive			Paul Martindill	Open
	Community Infrastructure Levy- Customer Journey Independent Review	Response to motion to Council March 2023 by Councillor Brooks	No	Executive			Bryan Lyttle	Open
	Joint Legal team (JLT) Review	To agree a revised Heads of Term Agreement and	Yes	Executive			Leigh Hogan	Fully exempt Information relating to the financial or

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		to delegate authority to the Service Lead, Legal and Democratic Services to finalise the same.						business affairs of any particular person (including the authority holding that information) Information which reveals that the authority proposes to give under any enactment a notice under or by virtue of which requirements are imposed on a person Information which reveals that the authority proposes to make an order or

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								direction under any enactment.
	LRIE lease acquisitions	To seek Executive sign-off to make an offer to buy-back the leases on plots 13U and 13T on the LRIE, subject to a satisfactory price being agreed at negotiations which are currently underway with the leaseholders on the sites.	Yes	Executive			Sam Robins	Open
	Review of Libraries Service	To evaluate the impact of the transformation of the library service which took place in 2017-18 and put forward any additional	Yes	Executive	Community Needs Assessment Stakeholder Surveys – volunteers, staff, service managers, hard to reach groups		Felicity Harrison	Open

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		options for improving the service for residents.			Public Survey including library users and non-users Parish and Town Council engagement sessions			
	Parking Strategy 2023-2033	To consider and approve the West Berkshire Council Parking Strategy 2023-2033.	Yes	Executive			Ian Martinez	Open
	Contract Award report for West Point House Refurbishment Project	Contract value estimated to be £990k therefore included on the Forward Plan for information	No	Joseph Holmes - Executive Director			Vickie Collins	Open
	Kennet Valley Primary School SEMH Provision	Contract award report for the Kennet Valley expansion works following a full tender	Yes	Paul Coe - Executive Director			Vicky Pearce	Open

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		process. Contract value estimated at £1.8 million						
	Contract Award report for Mrs Blands Infant and Nursery School Heating Replacement	Contract award report for heating replacement works at Mrs Blands School following a full tender process. Contract value estimated at £500k.	Yes	AnnMarie Dodds - Executive Director			Vicky Pearce	Open