

WEST BERKSHIRE COUNCIL'S FORWARD PLAN 1 SEPTEMBER 2022 - 31 DECEMBER 2022

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 seven Executive Members with the following portfolios:

Executive Leader of the Council District Strategy and Communications	Councillor Lynne Doherty
Deputy Leader and Executive Member for Health and Wellbeing	Councillor Graham Bridgman
Housing, Leisure and Culture	Councillor Howard Woollaston
Finance and Economic Development	Councillor Ross Mackinnon
Planning, Transport & Countryside	Councillor Richard Somner
Children, Young People and Education	Councillor Dominic Boeck
Environment & Transformation	Councillor Steve Ardagh-Walter
Adult Social Care	Councillor Joanne Stewart
Internal Governance and Strategic Partnerships	Councillor Tom Marino

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 September 2022

Shiraz Sheikh
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 Sep 2022	Notrees Care Home	New recommendations following the public consultation on the proposed closure of Notrees Care Home.	Yes	Executive			Paul Coe	Open
22 Sep 2022	Adult Social Care - preparation for CQC inspection	To update on the preparations West Berkshire Council is making for the planned Care Quality Commission (CQC) inspections of local authority Adult Social Care (ASC) functions and to identify areas for investment	Yes	Executive			Paul Coe	Open
22 Sep 2022	Capital Programme Overview Financial Year 2023-24	To provide an overview of the approved Capital Programme for financial year	No	Executive			Shannon Coleman-Slaughter	Open

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		2023/24 and forms part of the five year programme covering financial years 2022/23 – 2026/27.						
22 Sep 2022	Agency and Temporary Staff Contract	To provide advanced notice that West Berkshire Council is looking to re-procure a managed service provider to source and fulfil all of its agency and temporary staff requirements. The contract is intended to commence on 4 March 2023 and to have a maximum term of 4 years.	Yes	Executive			Chris Harris	Open
22 Sep 2022	Hackney	To consider	Yes	Executive			Moirra Fraser	Open

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	Carriage Tariffs	any objections and whether or not to modify the hackney carriage fare scale in light of the objections received (and not withdrawn) during the consultation period.						
22 Sep 2022	Cultural Heritage Strategy Delivery Plan	This follows on from the Cultural Heritage Strategy Plan.	Yes	Executive			Felicity Harrison	Open
22 Sep 2022	Helping West Berkshire Taxi Trade Go Greener	To consider options available to the Council to assist the local taxi trade to 'go greener' and provide incentives to entice them to switch to ultra-low emission vehicles and to respond to the	Yes	Executive	EAG and LC at meetings, the Taxi Trade at a Liasion meeting		Moirra Fraser	Open

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		motion tabled at the 18 January 2022 Council meeting which sought to introduce a fee based incentive scheme to help all forms of vehicles licensed by West Berkshire for public transport to go green.						
22 Sep 2022	Treasury Management Annual report	The report summarises the results of the Council's management of cash-flow, borrowing and investments in the financial year 2021/22.	Yes	Executive			Shannon Coleman-Slaughter	Open
6 Oct 2022	Highways Winter Service Plan 2022/23	To approve the 2022/23 Plan.	Yes	Portfolio Holder: Planning, Transport and			Andrew Reynolds	Open

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				Countryside				
2 Nov 2022	Appointment to an Outside Body (Berkshire Maestros)	Appointment to an Outside Body	No	Portfolio Holder: Leader of Council, District Strategy and Communications			Benjamin Ryan	Open
3 Nov 2022	Provision of Grounds Maintenance Contract	To provide advance notice that the Transport & Countryside Team will be going out to tender for our Grounds Maintenance Contract which expires on 7th Jan 2023 - the contract will be let for an initial 5 years with an option to extend for a further 5.	No	Executive	Stakeholder engagement, meetings, telephone with Transport & Countryside team, Legal, Finance		Paul Hendry	Open
3 Nov 2022	Medium Term Financial	To provide Executive with an overview of	No	Executive			Joseph Holmes	Open

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	Planning Update	the financial planning position for 2023-24 and beyond.						
3 Nov 2022	West Berkshire Co-Production Framework	The purpose of this report is to propose a Co-Production Framework for West Berkshire.	Yes	Executive	Citizens of West Berkshire, Voluntary and Community Sector Organisations, Town and Parish Councils, all Councillors.		Samantha Shepherd	Open
3 Nov 2022	Response to Sprinklers Motion	To consider the response to the Sprinklers Motion submitted to Council in July 2021.	Yes	Executive			Bryan Lyttle	Open
3 Nov 2022	Environment Strategy Annual Progress Report	To present the second annual progress report for the delivery of the Environment Strategy.	No	Executive			Jenny Graham	Open
3 Nov 2022	Buckingham	To give	Yes	Executive			Gordon Oliver	Open

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	hire, Oxfordshire and Berkshire West Integrated Care Partnership (BOB ICP) Joint Committee	approval for the Buckinghamshire, Oxfordshire and Berkshire West Integrated Care System (BOB ICS) to establish an Integrated Care Partnership (ICP) through a Joint Committee and agree West Berkshire Council representation on the ICP.						
3 Nov 2022	York House - disposal	To propose the disposal of the freehold of York House.	Yes	Executive			Richard Turner	Fully exempt Information relating to any individual. Information relating to the financial or business affairs of any particular person (including the

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								authority holding that information)
24 Nov 2022	Moving Traffic Offence (MTO) Part 6 application	To advise Portfolio Member of Objections received during consultation on the council's application to apply for MTO Part 6 powers and to seek approval of officer recommendations.	No	Portfolio Holder: Planning, Transport and Countryside			Cheryl Evans	Open
7 Dec 2022	Contract Award Housing First		Yes	Portfolio Holder: Housing, Leisure and Culture			Karen Felgate	Open
15 Dec 2022	Children & Young Peoples Integrated Therapies (CYPIT)	To award the contract for the supply/provision of the CYPIT Service following a tender process.	Yes	Executive			Millie Smith	Fully exempt Information relating to any individual. Information which is likely to reveal the

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								identity of an individual.
15 Dec 2022	Transfer of the Freehold of the Corn Exchange Building to the Corn Exchange (Newbury) Trust	To provide an update on the current status of negotiations with the Corn Exchange (Newbury) Trust regarding the transfer of the freehold of the Corn Exchange and to propose how the Council concludes this matter.	Yes	Executive			Nicola Peacock	Open
15 Dec 2022	CCTV Policy	To set out the obligations on the Council with respect to the use of CCTV. To seek approval for fuller consultation of the CCTV policy with a view to formal	Yes	Executive			Leigh Hogan	Open

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		Executive approval to follow.						
15 Dec 2022	Corporate Landlord Model Feasibility	To discuss and make recommendation regarding the potential change to the way West Berkshire Council manages and maintains its estate through a Corporate Landlord Model.	Yes	Executive			Richard Turner	Open
15 Dec 2022	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 options for improving the service for residents.	Yes	Executive	Community Needs Assessment Stakeholder Surveys – volunteers, staff, service managers, hard to reach groups Public Survey including library users and non-users		Felicity Harrison	Open

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					Parish and Town Council engagement sessions			
15 Dec 2022	Grazeley Solar Farm Project Update	To provide an update on the business case for the Grazeley Solar Farm project and to seek delegated authority for the Service Director Environment to enter into a power purchase agreement to supply energy through the Heat Networks and Electricity Generation Assets (HELGA) Framework	Yes	Executive			Jon Winstanley	Fully exempt Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings. Information which reveals that the authority proposes to give under any enactment a notice under or by virtue of which requirements are imposed

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								on a person
15 Dec 2022	Revenue Financial Performance Report Q2, 2022-2023	To report on the financial performance of the Council's revenue budget and provide a position at Quarter Two.	Yes	Executive			Melanie Ellis	Open
15 Dec 2022	Capital Financial Performance Report Q2 of 2022-2023	To present the forecast outturn position for financial year 2022/23 as at Quarter Two.	Yes	Executive			Shannon Coleman-Slaughter	Open
12 Jan 2023	The future of West Street House and West Point	To present potential options for the future of WSH and WP	Yes	Executive			Richard Turner	Fully exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information)
12 Jan 2023	Key	To provide	No	Executive			Catalin Bogos	Open

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	Accountable Performance 2022/23: Quarters One & Two	assurance that the core business and council priorities for improvement measures in the Council Strategy 2019-2023 are being managed effectively. 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.						
12 Jan 2023	Briefing Note - Social Value Policy	To provide an update on the Social Value Policy which was adopted by the Council at	No	Executive			June Graves	Open

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		Executive on 18th November 2021						
9 Feb 2023	North and East Thatcham Flood Alleviation Scheme	To gain approval to award the contract for the flood alleviation works following a full tender process.	Yes	Executive			Andrew Reynolds	Fully exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information)
9 Feb 2023	Building Maintenance Measured Term Contract	To gain approval to award the term contract for planned and reactive building maintenance works following a full tender process.	Yes	Executive			Sadie Owen	Fully exempt
9 Feb 2023	Energy Procurement Review	To report on the procurement	Yes	Executive			Jenny Graham	Fully exempt Information in respect of

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		route for the Council's energy for the current and 23/24 financial years and to present options and a recommendation on procurement route and products available for 24/25 onwards						which a claim to legal professional privilege could be maintained in legal proceedings.
23 Mar 2023	Review of the West Berkshire Council Contaminated Land Strategies	To consider and where appropriate update the Contaminated Land Strategies for West Berkshire.	Yes	Executive			Suzanne McLaughlin	Open
23 Mar 2023	Leisure Strategy Delivery Plan	To present the plan for implementing the Leisure Strategy.	Yes	Executive			Jim Sweeting	Open
23 Mar 2023	Leisure	West Berkshire Council is	No	Executive			Jim Sweeting	Open

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	Management Contract	procuring an Operator Partner to manage, operate and maintain a number of existing leisure and community facilities together with a proposed new facility to replace one of the existing facilities. The Contract is intended to commence on 1 July 2023 and to have a maximum term of 15 years.						
23 Mar 2023	Revenue Financial Performance Report Q3 2022-2023	To inform Members of the latest financial performance of the Council.	Yes	Executive			Melanie Ellis	Open
23 Mar 2023	Medium Term	To provide	Yes	Executive			Melanie Ellis	Open

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	Financial Planning Update	Executive with an overview of the financial planning position for 2023-24 and beyond						
23 Mar 2023	Treasury Management Strategy	To review the Council's management of cash-flow, borrowing and investments in the financial year 2022/23.	Yes	Executive			Shannon Coleman-Slaughter	Open
23 Mar 2023	Capital Financial Performance Report Q3 2022-2023	To present the Q3 capital financial performance for Members to note.	Yes	Executive			Shannon Coleman-Slaughter	Open
3 Nov 2022	Extension of existing leisure management contract from January 2023 to June 2023	To inform of the current budget pressures on the existing Leisure Contract and seeking a decision as to	Yes	Executive			Paul Martindill	Open

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	(formerly Leisure Budget Pressure)	whether additonal funding will be approved to maintain the Leisure Centre service until the commencement of the new contract.						
31 Mar 2023	Domestic Abuse Service Contract	To provide advance notice that Communiuty & Wellbeing and Housing Teams will be going out to re-tender for our Core Domestic Abuse Service. The current contract expires on 31st March 2023.	Yes	Andy Sharp - Executive Director			Catherine Greaves	Open
25 May 2023	Contract Award - Domiciliary Care Approved	Contract Award	Yes	Executive			Rebecca Braithwaite	Fully exempt Information relating to the financial or business

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	Provider List							affairs of any particular person (including the authority holding that information)
25 May 2023	Contract Award - ASC Advocacy Services	Contract award	Yes	Executive			Karen Felgate	Open
25 May 2023	Contract Award - Extra Care Housing	Contract award	Yes	Executive			Rebecca Braithwaite	Fully exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information)
25 May 2023	Contract Award - Baily Thomas House Learning	Contract Award	Yes	Executive			Rebecca Braithwaite	Fully exempt Information relating to the financial or business

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	Disability Respite Service							affairs of any particular person (including the authority holding that information)
25 May 2023	Quarterly Performance Report 2022/23: 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.	No	Executive			Catalin Bogos	Open
7 Jul 2023	Parking Strategy	Revised parking strategy for West Berkshire.	Yes	Executive			Ian Martinez	Open
7 Jul 2023	Contract award Berkshire Community	Contract award paper	Yes	Executive			Karen Felgate	Open

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	Equipment Service							