

# Individual Executive Member Decision

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## Shaw cum Donnington Parish Plan

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**Committee considering report:** Individual Executive Member Decision

**Date ID to be signed:** 27 July 2023

**Portfolio Member:** Councillor Tony Vickers

**Date Portfolio Member agreed report:** 17 July 2023

**Forward Plan Ref:** ID4399

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### 1. Purpose of the Report

1.1 To seek adoption of the refreshed Shaw cum Donnington Parish Plan by Individual Decision.

### 2. Recommendation

2.1 For West Berkshire Council to formally adopt the Shaw cum Donnington Parish Plan.

### 3. Implications

3.1 **Financial:** There are no specific financial implications arising from this report at this stage. The majority of the actions will be delivered by the Parish Council. Any of the actions in the Parish Plan that require the Council's assistance and possible financial support will need to be addressed when those actions are moved forward and brought before Members for consideration.

3.2 **Policy:** Parish Plans are part of the Council's Engaging and Enabling Local Communities approach.

3.3 **Personnel:** There are no personnel implications at this stage

3.4 **Legal:** There are no direct legal implications at this stage

3.5 **Risk Management:** Future support for the Action Plan items may be limited by Council finances and alternative priorities.

3.6 **Property:** No specific property implications. Any property related matters within the Action Plan will be addressed by the relevant Service, as and when the action is moved forward by the community in conjunction with the Council.

## 4.0 Consultation Responses

- 4.1 Officer views from across the relevant service areas were sought on the draft plan and fed back to the working group.
- 4.2 All Council Members and Senior Managers will be forwarded a copy of this finalised Parish Plan prior to endorsement.
- 4.3 The two Ward Members for this area were consulted and supported the plan with their commentary as follows:

Councillor Anthony Amirtharaj commented that: “Although as new councillors to this ward, we have not had any opportunity to contribute to the creation of the plan and add our inputs, I really appreciate the effort and thought process which went in this plan. Starting from the residents’ survey, consolidation of the inputs and converting these into a long-term strategic plan and taking into account the new developments at Donnington Heights and Shaw Valley is commendable.

Also, this plan expands into community wellbeing and improving health standards and traffic calming measures which I believe are key focus areas for improvements for this parish.

I'm looking forward to working along with the Shaw cum Donnington parish and other members of the community to address the targeted and actionable improvements to this parish and contribute positively to the improvement areas proposed in this plan.”

Councillor Martha Vickers confirmed that: “I endorse Antony’s comments and thank all those involved in developing the Parish Plan. I am currently involved in Newbury’s Development Plan so can appreciate how much hard work goes in to forming a Parish Plan. As they come from those most closely involved with their Communities, I think they are extremely valuable.”

## 5. Introduction/Background

- 5.1 Parish Plans are key documents that set out a vision for how a community wishes to develop in the future. They contain an Action Plan that will help to realise that vision.
- 5.2 The endorsement of a Parish Plan means that the Council commits to working positively with the community to realise the vision set out in the plan. This means that the Council will give approval or sanction, where it can, actions that have the support of the community and have been included in the Parish Plan Action Plan.

## 6. Supporting Information

- 6.1 Parish Plans are developed through a wide ranging consultation process with the local community. This helps ensure that the resulting plan reflects the needs and aspirations of local people. The Plans are therefore an important source of intelligence about the views and concerns of the community as well as highlighting specific actions that communities wish to see taken in their areas.
- 6.2 The attached Shaw cum Donnington Parish Plan sets out the parish aspirations and Action Plan for this community.

## 7. Conclusion

- 7.1 It is RECOMMENDED that the Plan be formally adopted by the Council.
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## 8. Appendices

- 8.1 Appendix A – DPA Impact assessment  
Appendix B - Equalities Impact Assessment  
Appendix C – Shaw cum Donnington Parish Plan

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### 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 type="checkbox"/> |
| Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months | <input type="checkbox"/> |
| Item is Urgent Key Decision   | <input type="checkbox"/> |
| Report is to note only  | <input type="checkbox"/> |
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### Wards affected:

Shaw cum Donnington

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### Officer details:

Name: Jo Naylor  
Job Title: Principal Policy Officer  
Tel No: 01635 503019  
E-mail Address: [jo.naylor@westberks.gov.uk](mailto:jo.naylor@westberks.gov.uk)

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## 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](mailto:dp@westberks.gov.uk)

Directorate:	Communities and Wellbeing
Service:	
Team:	Building Communities Together Team
Lead Officer:	Joanne Naylor
Title of Project/System:	Parish Planning (Shaw cum Donnington Parish Plan)
Date of Assessment:	20 <sup>th</sup> June 2023

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

	Y e s	N o
<p><b>Will you be processing SENSITIVE or “special category” personal data?</b></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><b>Will you be processing data on a large scale?</b></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><b>Will your project or system have a “social media” dimension?</b></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><b>Will any decisions be automated?</b></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><b>Will your project/system involve CCTV or monitoring of an area accessible to the public?</b></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Will you be using the data you collect to match or cross-reference against another existing set of data?</b></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Will you be using any novel, or technologically advanced systems or processes?</b></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 as set out in the Public Sector Equality Duty (Section 149 of the Equality Act), which states:

- “(1) A public authority must, in the exercise of its functions, have due regard to the need to:**
- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;**
  - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; This includes the need to:**
    - (i) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;**
    - (ii) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;**
  - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it, with due regard, in particular, to the need to be aware that compliance with the duties in this section may involve treating some persons more favourably than others.**
- (2) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.**
- (3) Compliance with the duties in this section may involve treating some persons more favourably than others.”**

The following list of questions may help to establish whether the decision is relevant to equality:

- Does the decision affect service users, employees or the wider community?
- (The relevance of a decision to equality depends not just on the number of those affected but on the significance of the impact on them)
- Is it likely to affect people with particular protected characteristics differently?
- Is it a major policy, or a major change to an existing policy, significantly affecting how functions are delivered?
- Will the decision have a significant impact on how other organisations operate in terms of equality?

- Does the decision relate to functions that engagement has identified as being

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important to people with particular protected characteristics?

- Does the decision relate to an area with known inequalities?
- Does the decision relate to any equality objectives that have been set by the council?

Please complete the following questions to determine whether a full Stage Two, Equality Impact Assessment is required.

<b>What is the proposed decision that you are asking the Executive to make:</b>		To obtain WBC endorsement for Shaw cum Donnington Parish Plan	
<b>Summary of relevant legislation:</b>		N/A – Parish Plans are non-statutory documents	
<b>Does the proposed decision conflict with any of the Council’s key strategy priorities?</b>		No, it is in accordance with the Council Strategy of building resilient communities.	
<b>Name of assessor:</b>		Jo Naylor	
<b>Date of assessment:</b>		20/6/2023	
<b>Is this a:</b>		<b>Is this:</b>	
<b>Policy</b>	<b>No</b>	<b>New or proposed</b>	<b>Yes</b>
<b>Strategy</b>	<b>No</b>	<b>Already exists and is being reviewed</b>	<b>No</b>
<b>Function</b>	<b>No</b>	<b>Is changing</b>	<b>No</b>
<b>Service</b>	<b>No</b>		
<b>1 What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?</b>			
<b>Aims:</b>		To endorse and support the community’s priorities as described within the Shaw cum Donnington Parish Plan.	
<b>Objectives:</b>		To provide a plan with clear priorities and action points for the community to progress with this Council.	

<b>Outcomes:</b>	Delivery of projects which will help support the community, its environment and help with building community resilience.
<b>Benefits:</b>	Clear priorities for joint action with partners and greater community development/resilience.

**2 Note which groups may be affected by the proposed decision. 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.)

<b>Group Affected</b>	<b>What might be the effect?</b>	<b>Information to support this</b>
Age	N/A	
Disability	N/A	
Gender Reassignment	N/A	
Marriage and Civil Partnership	N/A	
Pregnancy and Maternity	N/A	
Race	N/A	
Religion or Belief	N/A	
Sex	N/A	
Sexual Orientation	N/A	

**Further Comments relating to the item:**

As part of the development of a Shaw cum Donnington Parish Plan all residents are consulted and given equal right to comment on the issues within the residents' survey. There is no bias or discrimination in relation to any specific group.



<b>3 Result</b>	
<b>Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?</b>	<b>No</b>
Please provide an explanation for your answer:	
<b>Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?</b>	<b>No</b>
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 Two 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](#).

<b>4 Identify next steps as appropriate:</b>	
<b>Stage Two required</b>	Not required.
<b>Owner of Stage Two assessment:</b>	
<b>Timescale for Stage Two assessment:</b>	

Name: Joanne Naylor

Date: 20<sup>th</sup> June 2023

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Please now forward this completed form to Rachel Craggs, Principal Policy Officer (Equality and Diversity) ([rachel.craggs@westberks.gov.uk](mailto:rachel.craggs@westberks.gov.uk)), for publication on the WBC

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