

WEST BERKSHIRE COUNCIL'S FORWARD PLAN 1 AUGUST 2023 - 30 NOVEMBER 2023

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 Strategy, Communications and Public Safety	Councillor Lee Dillon
Deputy Leader and Executive Member for Governance and Transformation	Councillor Jeff Brooks
Finance and Corporate Services	Councillor Iain Cottingham
Regeneration, Growth and Strategy Development	Councillor Martin Colston
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
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 August 2023

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)
31 Aug 2023	Outside Bodies Appointments	To make amendments and further appointments to Outside Bodies	Yes	Portfolio Holder: Leader of Council, Strategy, Communications and Public Safety			David Cook	Open
21 Sep 2023	Establishment of Community Forums	To provide a range of options to establish Community Forums	Yes	Executive			Sarah Clarke	Open
21 Sep 2023	Revenue Financial Performance Report - Q1 of 2023/24	To report on the financial performance of the Council's revenue budgets and provide a year-end forecast.	No	Executive			Melanie Ellis	Open
21 Sep 2023	Amendments to Public Protection Partnership's Inter Authority Agreement	To amend the IAA to reflect the changes to the constitution in respect of the Joint Public Protection Committee	Yes	Executive			Moira Fraser	Open

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)
		approved by Council on 20 July 2023						
21 Sep 2023	Fees and Charges Task and Finish Group Report	OSMC final report	No	Executive			Gordon Oliver	Open
21 Sep 2023	Consultation summary for the development of a sports pitch at Manor Park, and proposal as to how to progress	To inform Members of the findings from the consultation exercise with regard to the development of a sports pitch at Manor Park and whether to progress with a planning application.	Yes	Executive			Paul Martindill	Open
21 Sep 2023	Corporate Transformation Programme 2023-25	To outline the projects to be included in the Council's corporate Transformation Programme	No	Executive			Gabrielle Mancini	Open
21 Sep 2023	Customer	Scrutiny	No	Executive			Gordon Oliver	Open

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)
	Journey Task and Finish Group Report	Commission task and finish group's final report.						
21 Sep 2023	Capital Financial Performance Report - Q1 of 2023/24	To present the Q1 capital financial performance for Members to note.	Yes	Executive			Shannon Coleman-Slaughter	Open
5 Oct 2023	Appointment to an Outside Body (Berkshire Maestros)		Yes	Portfolio Holder: Leader of Council, Strategy, Communications and Public Safety			David Cook	Open
20 Oct 2023	Winter Service Plan 2023/24	To approve the Winter Service Plan 2023/24	Yes	Portfolio Holder: Highways, Housing and Sustainable Travel	Consultation with Town/Parish Councils, Ward Members and consideration of the comments received, including from members of the public during		Andrew Reynolds	Open

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)
					the previous winter service season.			
2 Nov 2023	Updated Procurement Strategy	To seek approval for the updated strategy.	Yes	Executive			Kate Pearson	Open
2 Nov 2023	Response to the "20 is Plenty" Motion	To respond to a Motion to Council raised by Councillor Abbs at its meeting on 16th March 2023 in respect of 20mph speed limits.	Yes	Executive	Discussion at TAG in July 2023.		Neil Stacey	Open
2 Nov 2023	Property Investment Strategy		Yes	Executive			Shannon Coleman-Slaughter	Open
2 Nov 2023	Corporate Complaints Review	To approve a new Corporate Complaints policy	Yes	Executive			Leigh Hogan	Open
2 Nov 2023	Review of the Newbury Sports Hub development	To review the Executive Committee decision taken	Yes	Executive			Paul Martindill	Open

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)
		on March 23 2023, titled 'Newbury Sports Hub – revised costs and seeking permission to sign the Development Management Agreement'.						
2 Nov 2023	Environment Strategy Annual Progress Report	To inform the Executive of the progress in delivering the Environment Strategy for the period July 2022 - July 2023	No	Executive	The following groups / people will have been consulted / briefed on the progress report by the time it goes to Executive: Environment Advisory Group (25th September) Environment Delivery Project Board Environment Department Managers Service Lead - Climate		Jenny Graham	Open

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)
					Change Service Director, Environment Executive Director Place Parish Climate Forum			
2 Nov 2023	Night Warden Service	The purpose of the report is to seek agreement to proceed with a staff consultation, with a view to de-commissioning the Night Warden (NW) Service as soon as possible	Yes	Executive			Maria Shepherd	Open
2 Nov 2023	Contracts for Award Under Delegated Authority from Executive Board	To provide details of forthcoming supply, service and works contract awards that will have a	Yes	Executive			Kate Pearson	Open

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)
		contract value in excess of £2.5m and as such will require approval from the Executive during the next quarter.						
2 Nov 2023	The future of West Street House	To present potential options for the future of West Street House.	Yes	Executive			Richard Turner	Open
2 Nov 2023	Asset Management Strategy		Yes	Executive			Shannon Coleman-Slaughter	Open
7 Nov 2023	Proposed Amendment to the Household Support Fund 2023/24	To consider an increased contribution for voluntary sector provision to deliver the core objectives of the Household Support Fund.	Yes	Portfolio Holder: Leader of Council, Strategy, Communications and Public Safety			Sean Murphy	Open
23 Nov 2023	Medium Term Financial Planning	To provide Executive with an overview of	Yes	Executive			Joseph Holmes	Open

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)
		the financial planning position for 2023-24 and beyond						
30 Nov 2023	West Berkshire SEND Strategy	The publication of the West Berks SEND Strategy.	Yes	Portfolio Holder: Children, Education and Young People's Services			Jack Caine	Open
12 Dec 2023	Update to Household Support Fund allocations		Yes	Portfolio Holder: Highways, Housing and Sustainable Travel			Sean Murphy	Open
14 Dec 2023	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	Yes	Executive			Martin Syrett	Fully exempt Information relating to the financial or business affairs of any particular person (including the authority

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)
		Sovereign Housing Association.						holding that information)
14 Dec 2023	Awareness Days programme	To set out the programme of awareness days, weeks or months to be included on the communications plan for the year ahead.	Yes	Executive			Martin Dunscombe	Open
14 Dec 2023	2023/24 Performance Report Quarter Two	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
14 Dec 2023	Equality, Diversity and Inclusion Framework	The purpose of the report is to propose a new EDI Framework for West	Yes	Executive			Pamela Voss	Open

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)
		Berkshire Council.						
14 Dec 2023	Capital Financial Performance Report - Q2 of 2023/24	To present the Q2 capital financial performance for Members to note.	Yes	Executive			Shannon Coleman-Slaughter	Open
14 Dec 2023	Care Homes	The paper relates to the Care Market Strategy.	Yes	Executive			Richard Pask	Open
14 Dec 2023	Revenue Financial Performance Report - Q2 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
14 Dec 2023	Response to Rwanda motion	Report response to Rwanda motion	Yes	Executive			Sean Murphy	Open
14 Dec 2023	Rural Prosperity Fund	To seek approval for the design of a	Yes	Executive			Sam Robins	Open

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)
	Business Grant Scheme Proposal	capital grant scheme for small rural businesses to promote economic growth, as part of the Rural England Prosperity Fund.						
14 Dec 2023	Hackney Carriage Tariffs - 2024	To consider proposals for adjustments to the tariffs and the proposed consultation process.	Yes	Executive			Moira Fraser	Open
14 Dec 2023	The Retender of the Council's Network of Contracted Local Bus Services	To ensure contract award approval from Corporate Board, Operations Board and Executive is given to the successful bidder to operate the Council's retender of our	Yes	Executive			Matthew Metcalfe	Open

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)
		network of contracted local bus services.						
14 Dec 2023	Newbury Town Centre Pedestrianisation	To approve a trial extension of the pedestrianisation timing in Newbury Town Centre from 10am to 5pm, to 10am to 12 midnight	Yes	Executive			Jon Winstanley	Open
14 Dec 2023	Senior Management Restructure (Resources)	To approve potential redundancy payments associated within a restructure,	Yes	Executive			Joseph Holmes	Fully exempt Information relating to any individual. Information which is likely to reveal the identity of an individual. Information relating to the financial or business affairs of any particular person (including the

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)
	Pangbourne Bus Turning Circle							authority holding that information) Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority.
26 Jan 2024	Pangbourne Bus Turning Circle	To make a decision on whether a	Yes	Portfolio Holder: Highways,			Emma Jameson	Open

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)
	Consultation	consultation about the proposed Pangbourne Turning Circle should proceed in late January/early February 2024.		Housing and Sustainable Travel				
31 Jan 2024	Parking Review Amendment 34	Experimental parking amendment for Sterling Gardens, Newbury. To consider the responses received during statutory consultation.	No	Portfolio Holder: Highways, Housing and Sustainable Travel			Alex Drysdale	Open
31 Jan 2024	Parking Review Amendment 35	Relates to various experimental EV charging bays in Newbury and Hungerford. To consider responses received during statutory	No	Portfolio Holder: Highways, Housing and Sustainable Travel			Alex Drysdale	Open

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)
		consultation.						
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	Parking Strategy 2023-2033	To consider and approve the West Berkshire Council Parking Strategy 2023-2033.	Yes	Executive			Ian Martinez	Open
8 Feb 2024	Capital Strategy 2024-34	To inform Members of the latest capital financial performance of the Council.	Yes	Executive			Shannon Coleman-Slaughter	Open
8 Feb 2024	Revenue Budget 2024-25	To inform Members of the latest revenue financial performance of the Council.	Yes	Executive			Melanie Ellis	Open
8 Feb 2024	Medium Term	To provide Executive with	Yes	Executive			Joseph	Open

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)
	Financial Strategy	an overview of the financial planning strategy for 2023-24 and beyond					Holmes	
8 Feb 2024	Investment and Borrowing Strategy 2024/25	To review the Council's management of cash-flow, borrowing and investments in the financial year 2023/24.	Yes	Executive			Shannon Coleman-Slaughter	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-	Yes	Executive			Melanie Ellis	Open

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)
		end forecast.						
14 Mar 2024	Rights of Way Improvement Plan	To present the revised plan following public consultation.	Yes	Executive			Elaine Cox	Open
14 Mar 2024	Building Control Shared Service Agreement		Yes	Executive			Sean Murphy	Open
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
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	Yes	Executive			Catalin Bogos	Open

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)
		action taken, and the impact of that action.						
16 May 2024	Waste Strategy	Information and Approval for Publication	Yes	Executive			Kofi Adu-Gyamfi	Open
12 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
	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	Yes	Executive	Community Needs Assessment Stakeholder Surveys – volunteers, staff, service managers, hard to reach groups Public Survey		Felicity Harrison	Open

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)
		improving the service for residents.			including library users and non-users Parish and Town Council engagement sessions			
	Bond Riverside Regeneration Programme Review	To approve revised strategic objectives and delivery strategy for the Bond Riverside Regeneration Programme in order to take account of the change of direction for Football on Faraday Road. The report will be a revision and replacement for the London Road Industrial Estate Project Refresh report	Yes	Executive			Sam Robins	Open

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)
		that was approved by Executive on 9 June 2022.						
	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 to delegate authority to the Service Lead, Legal and Democratic Services to finalise the same.	Yes	Executive			Leigh Hogan	Fully exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information)

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)
								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 direction under any enactment.
	LRIE lease acquisitions	To seek Executive sign-off to make an offer to buy-back the leases	Yes	Executive			Sam Robins	Open

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)
		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.						
	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 process. Contract value estimated at £1.8 million	Yes	Paul Coe - Interim Executive Director			Vicky Pearce	Open