

# West Berkshire Council Forward Plan – 15 January 2014 to 31 May 2014

Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact	Lead Member (Portfolio Holder for . . .)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
<b>JANUARY 2014</b>											
ID2750	<b>Representatives' Acceptable Behaviour Policy</b> <i>To obtain approval for the draft representatives' acceptable behaviour policy.</i>	ID	01/01/14	Resources	David Lowe	Strategy & Performance, Housing, ICT & Corporate Support, Legal and Strategic Support					01 January 2014
ID2652	<b>Equalities Annual Report</b> <i>To set out our progress towards our published equality objectives. An annual report is required by law to be published each January.</i>	ID	01/01/14	Resources	Elaine Walker	Partnerships, Equality, Communities, Hungerford and Eastern Area Visions					01 January 2014
ID2636	<b>Adoption of Parish Plans/Neighbourhood Plans/Village Design Statements</b> <i>To adopt Parish Plans/Neighbourhood Plans/Village Design Statements.</i>	ID	01/01/14	Resources/ Environment	Jo Naylor/ Bryan Lyttle/ Paula Amorelli	Partnerships, Equality, Communities, Hungerford and Eastern Area Visions/Planning, Transport (Policy), Culture, Customer Services, Countryside		TBC	Local Members and Stakeholders		01 January 2014
ID2625	<b>West Berkshire Forward Plan – 12 February 2014 to 30 June 2014</b> <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	16/01/14	Resources	Moir Fraser	Leader of Council		03/01/14	Corporate Directors, Heads of Services, Overview and Scrutiny Management Commission	Not subject to call-in	01 January 2014

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ID2772	<b>Environmental Crime Enforcement Strategy 2014/16</b> <i>To set out the Council's approach to enforcement of those measures aimed at reducing harm to the environment at a local level. To seek approval for the Strategy.</i>	ID	01/01/14	Environment	Sean Murphy	Cleaner & Greener, Waste, Environmental Health, Trading Standards, Thatcham Vision		TBC			01 January 2014
ID2739	<b>Automatic Fire Suppression Systems – Policy</b> <i>To present the proposed formal policy document and guidance document related to Automatic Fire Suppression systems</i>	ID	01/01/14	Resources	Richard Turner	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		TBC			01 January 2014
EX2784	<b>Efficiency Savings in Waste (Paragraph 3 - information relating to financial/business affairs of particular person)</b> <i>To advise Members on savings which have been identified in the Integrated Waste Management Contract</i>	EX	16/01/14 EX	Environment	Jackie Ward	Cleaner & Greener, Waste, Environmental Health, Trading Standards, Thatcham Vision	Yes	08/01/14			01 January 2014
SC2693	<b>Standards Committee Report Quarter 3 of 2013/14</b> <i>To update the Standards Committee on activity over the past quarter.</i>	SC	13/01/14 SC	Resources	Moira Fraser	Chairman of the Standards Committee					01 January 2014

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<b>FEBRUARY 2014</b>											
ID2637	<b>Adoption of Parish Plans/Neighbourhood Plans/Village Design Statements</b> <i>To adopt Parish Plans/Neighbourhood Plans/Village Design Statements.</i>	ID	01/02/14	Resources/Environment	Jo Naylor/ Bryan Lyttle/ Paula Amorelli	Partnerships, Equality, Communities, Hungerford and Eastern Area Visions/Planning, Transport (Policy), Culture, Customer Services, Countryside		TBC	Local Members and Stakeholders		01 February 2014
ID2626	<b>West Berkshire Forward Plan – 26 March 2014 to 31 July 2014</b> <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	20/02/14	Resources	Moira Fraser	Leader of Council		12/02/14	Corporate Directors, Heads of Services, Overview and Scrutiny Management Commission	Not subject to call-in	01 February 2014
EX2775	<b>Annual Report on Complaints Activity in Children's Social Care 2012-13</b> <i>To report on the statutory complaints process for 2012/2013</i>	EX	13/02/14 EX	Communities	Caroline Corcoran	Children and Young People, Youth Service, Education		05/02/14			01 February 2014
EX2713	<b>Appointment of a Partner Organisation for the Development of the London Road Industrial Estate</b> <b>(Paragraph 3 - information relating to financial/business affairs of particular person)</b> <i>To appoint a preferred partner to take this project forward.</i>	EX	13/02/14 EX	Communities	Bill Bagnell	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property	Yes	05/02/14			01 February 2014

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EX2757	<b>Local Enterprise Partnership Strategic Economic Plan</b> <i>To adopt the plan in line with the other five Berkshire unitary authorities.</i>	EX	13/02/14 EX	Resources	Andy Day	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		05/02/14			01 February 2014
EX2738	<b>Changes to the Adoption Service in West Berkshire (Paragraph 1 - information pertaining to an individual, Paragraph 2 - information identifying an individual)</b> <i>To explore the possible development of a Shared Adoption Service across the 6 Berkshire Local Authorities</i>	EX	13/02/14 EX	Communities	Sandra Dopson	Children and Young People, Youth Service, Education	Yes	05/02/14	Five other Berkshire Unitaries		01 February 2014
EX2741	<b>Voluntary Sector - Outcomes Based Prospectus</b> <i>Executive to agree final prospectus.</i>	EX	13/02/14 EX	Communities	Tandra Forster	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		05/02/14	Full consultation: current service users, User Led Organisations, Staff, Members, Service Providers, general public		01 February 2014
EX2742	<b>Charging for Supporting People Services</b> <i>Executive to agree to introduced charges for Supporting People services in line with the Council's Fairer Contributions Policy.</i>	EX	13/02/14 EX	Communities	Tandra Forster	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		05/02/14	Existing and potential client base, interest groups, general public, Council staff, partners		01 February 2014

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EX2670	<b>Financial Performance Report - Q3 of 2013/14</b> <i>To inform Members of the latest financial performance of the Council.</i>	EX	13/02/14 EX	Resources	Melanie Ellis	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		05/02/14			01 February 2014
EX2753	<b>Update on Apprentices</b> <i>To update on the progress made in employing apprentices at West Berkshire Council.</i>	EX	13/02/14 EX	Resources	Robert O'Reilly	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		05/02/14			01 February 2014
EX2786	<b>Response to the Scrutiny Review into the Adult Social Care Eligibility Criteria</b> <i>To outline the results of the investigation into the operation of the Adult Social Care Eligibility Criteria</i>	EX	13/02/14 EX	Communities	Balwinder Kaur	Community Care, Insurance		05/02/14			
GA2559	<b>Review of the Council's Anti-Bribery Policy</b> <i>In accordance with the recommendation of the Governance and Audit Committee to revisit the Council's Bribery Policy adopted on the 10 September 2012 to ensure that it is fit for purpose.</i>	GA	10/02/14 GA	Resources	Ian Priestley	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property					01 February 2014
PC2774	<b>Review of Council Policy for Recognising Continuous Service for Employees Transferring from Academies</b>	PC	PC - Feb 2014	Resources	Jane Milone	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property					01 February 2014

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<b>MARCH 2014</b>											
ID2638	<b>Adoption of Parish Plans/Neighbourhood Plans/Village Design Statements</b> <i>To adopt Parish Plans/Neighbourhood Plans/Village Design Statements.</i>	ID	01/03/14	Resources/Environment	Jo Naylor/ Bryan Lyttle/ Paula Amorelli	Partnerships, Equality, Communities, Hungerford and Eastern Area Visions/Planning, Transport (Policy), Culture, Customer Services, Countryside		TBC	Local Members and Stakeholders		01 March 2014
ID2627	<b>West Berkshire Forward Plan – 01 May 2014 to 31 August 2014</b> <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	27/03/14	Resources	Moira Fraser	Leader of Council		19/03/14	Corporate Directors, Heads of Services, Overview and Scrutiny Management Commission	Not subject to call-in	01 March 2014
C2744	<b>West Berkshire Council Strategy Refresh 2014-19</b> <i>To present the refreshed 2014-19 Council Strategy for adoption</i>	C	13/02/14 EX 04/03/14 C	Resources	Jason Teal	Strategy & Performance, Housing, ICT & Corporate Support, Legal and Strategic Support					01 March 2014
C2746	<b>Capital Strategy and Programme 2014-2019</b> <i>To agree the Capital Strategy and Programme for the next five years.</i>	C	13/02/14 EX 04/03/14 C	Resources	Andy Walker	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property					01 March 2014

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C2747	<b>Borrowing Limits and Annual Investment Strategy 2014/15</b> <i>In compliance with The Local Government Act 2003, this report summarises the Council's borrowing limits as set out by CIPFA's Prudential Code, and recommends the Annual Investment Strategy for the coming year.</i>	C	13/02/14 EX 04/03/14 C	Resources	Andy Walker	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property					01 March 2014
C2748	<b>Medium Term Financial Strategy (MTFS) 2014-17</b> <i>To agree the Council's Strategy for the coming years.</i>	C	13/02/14 EX 04/03/14 C	Resources	Andy Walker	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property					01 March 2014
C2749	<b>Revenue Budget 2014/15</b> <i>To consider and recommend to Council the 2014-15 revenue budget.</i>	C	13/02/14 EX 04/03/14 C	Resources	Andy Walker	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property					01 March 2014
C2762	<b>Strategic Communities Plan Refresh</b>	C	13/02/14 EX 04/03/14 C	Resources	David Lowe	Partnerships, Equality, Communities, Hungerford and Eastern Area Visions, Community Safety					01 March 2014
C2770	<b>Changes to the Constitution - Scheme of Delegation</b> <i>To amend the Scheme of Delegation in line with relevant changes to legislation</i>	C	04/03/14 C 10/02/14 GA	Resources	David Holling	Chairman of the Governance and Audit Committee					01 March 2014

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C2771	<b>Changes to the Constitution - Part 13 Codes and protocols</b> <i>To amend Appendix A, D, E, G and J to Part 13 (Codes and Protocols) of the Constitution.</i>	C	04/03/14 C 10/02/14 GA	Resources	David Holling	Chairman of the Governance and Audit Committee					01 March 2014
C2587	<b>Community Infrastructure Levy - Adoption of Charging Schedule</b> <i>To adopt the Charging Schedule for CIL</i>	C	04/03/14 C	Environment	Caroline Walsh	Planning, Transport (Policy), Culture, Customer Services, Countryside					01 March 2014
C2656	<b>Statutory Pay Policy Statement 2014</b> <i>To present a pay policy statement for the Council to be published in April 2014</i>	C	04/03/14 C PC - Feb 2014	Resources	Jane Milone	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property					01 March 2014
C2657	<b>Health and Wellbeing Strategy</b> <i>To adopt the West Berkshire Health and Wellbeing Strategy.</i>	C	04/03/14 C	Resources	Lesley Wyman	Health and Wellbeing, Community Safety					01 March 2014
C2726	<b>Statement of Community Involvement</b> <i>Development of the required documents which form part of the development plan for the West Berkshire Minerals and Waste Local Plan</i>	C	04/03/14 C	Environment	Bryan Lyttle	Planning, Transport (Policy), Culture, Customer Services, Countryside					01 March 2014

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EX2764	<b>West Berkshire Local Flood Risk Management Strategy</b> <i>To approve the West Berkshire Local Flood Risk Management Strategy</i>	EX	27/03/14 EX OSMC - 25/02/14	Environment	Jon Winstanley	Highways, Transport (Operations), Emergency Planning, Newbury Vision					01 March 2014
EX2648	<b>Key Accountable Measures and Activities 2013/14. Update on progress: Q3 outturns</b> <i>To report Quarter 3 progress against the key accountable measures and activities for West Berkshire Council for 2013/14 and to report by exception those measures/activities not achieved/expected to be achieved and cite remedial action that is being taken.</i>	EX	27/03/14 EX	Resources	Jason Teal	Strategy & Performance, Housing, ICT & Corporate Support, Legal and Strategic Support					01 March 2014
EX2781	<b>Discretionary Council Tax Relief</b> <i>To establish Council's policy for discretionary forms of Council Tax relief from 1st April 2014 onwards</i>	EX	27/03/14 EX	Resources	Bill Blackett	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property					01 March 2014
EX2782	<b>Discretionary Rate Reliefs</b> <i>To establish Council's policy for discretionary forms of rate relief from 1st April 2014 onwards</i>	EX	27/03/14 EX	Resources	Bill Blackett	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property					01 March 2014

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## APRIL 2014

ID2639	<b>Adoption of Parish Plans/Neighbourhood Plans/Village Design Statements</b> <i>To adopt Parish Plans/Neighbourhood Plans/Village Design Statements.</i>	ID	01/04/14	Resources/Environment	Jo Naylor/Bryan Lyttle/Paula Amorelli	Partnerships, Equality, Communities, Hungerford and Eastern Area Visions/Planning, Transport (Policy), Culture, Customer Services, Countryside		TBC	Local Members and Stakeholders		01 April 2014
ID2783	<b>West Berkshire Community Learning and Skills Plan</b> <i>To seek approval for the strategic plan for Community Learning and Skills in West Berkshire</i>	ID	23/04/14	Communities	Sara Hanson	Children and Young People, Youth Service, Education					01 April 2014

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ID2759	<p><b>West Berkshire Climate Change Strategy and Action Plan</b></p> <p><i>The Climate Change Strategy shapes a plan with our partners and local communities to address the causes and impacts of climate change.</i></p>	ID	01/04/14	Environment	Evangelina Wood	Cleaner and Greener, Waste, Environmental Health, Trading Standards and Thatcham Vision			LSP 'Greener Sub-Partnership', including Cllrs D. Boeck and R. Longton. AWE (Member of the Greener Sub-Partnership) Environment Agency (Member of the Greener Sub-Partnership) Newbury Friends of The Earth (Member of the Greener Sub-Partnership) Newbury Town Council (Sustainable Newbury) West Berkshire Council – Planning Policy North Wessex Downs AONB Sovereign / Vale Housing West Berkshire Council employees West Berkshire Residents West Berkshire Green Exchange (Member of the Greener Sub-Partnership)		01 April 2014
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ID2760	<p><b>Renewable Energy Strategy &amp; Recommendations: A Renewable Energy Target for West Berkshire</b>  <i>The Renewable Energy Strategy sets out what may be possible in West Berkshire, considering various constraints and possibilities. The accompanying recommendations report, sets out what is recommended for a renewable energy target, considering these constraints.</i></p>	ID	01/04/14	Environment	Evangelina Wood	Cleaver abd Greener, Waste, Environmental Health, Trading Standards and Thatcham Vision			LSP 'Greener Sub-Partnership', including Cllrs D. Boeck and R. Longton. AWE (Member of the Greener Sub-Partnership) Environment Agency (Member of the Greener Sub-Partnership) Newbury Friends of The Earth (Member of the Greener Sub-Partnership) Newbury Town Council (Sustainable Newbury) West Berkshire Council – Planning Policy North Wessex Downs AONB Sovereign / Vale Housing West Berkshire Council employees West Berkshire Residents West Berkshire Green Exchange (Member of the Greener Sub-Partnership)		01 April 2014
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<b>MAY 2014</b>											
C2690	<b>Standards Committee Annual Report 2013/11</b> <i>To present the Annual Standards Committee report to the Council.</i>	C	15/05/14 C 14/04/14 SC	Resources	David Holling	Leader of Council		07/05/14			01 May 2014
C2689	<b>Appointment and Allocation of Seats on Committees for the 2014/15 Municipal Year</b> <i>To consider the appointment of and allocation of seats on Committees and associated bodies for the 2014/15 Municipal Year and to agree the Council's Policy Framework for 2014/15.</i>	C	15/05/14 C	Resources	Moira Fraser	Leader of Council		07/05/14			01 May 2014
C2758	<b>Threshold for Triggering a Debate at Full Council</b> <i>To review the petition threshold for triggering a debate at Full Council.</i>	C	15/05/2014 C 28/04/14	Resources	Gillian Durrant	Chairman of Governance and Audit					01 May 2014
C2686	<b>Election of Chairman for the Municipal Year 2014/15</b> <i>To elect a Chairman of the Council for the 2014/15 Municipal Year.</i>	C	15/05/14 C	Resources	Moira Fraser	Leader of Council					01 May 2014
C2687	<b>Appointment of Vice Chairman for the 2014/15 Municipal Year</b> <i>To appoint a Vice Chairman for the 2014/15 Municipal Year.</i>	C	15/05/14 C	Resources	Moira Fraser	Leader of Council					01 May 2014
C2688	<b>Appointment of the Executive by the Leader of the Council for the 2014/15 Municipal Year</b> <i>To receive notification from the Executive Leader on the Members appointed to the Executive.</i>	C	15/05/14 C	Resources		Leader of Council					01 May 2014

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Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact	Lead Member (Portfolio Holder for . . .)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
C2776	<b>Changes to the Constitution - Part 13 Codes and protocols</b> <i>To amend Appendix F and I to Part 13 (Codes and Protocols) of the Constitution.</i>	C	15/05/14 C 28/04/14 GA	Resources	David Holling	Chairman of the Governance and Audit Committee					01 May 2014
ID2640	<b>Adoption of Parish Plans/Neighbourhood Plans/Village Design Statements</b> <i>To adopt Parish Plans/Neighbourhood Plans/Village Design Statements.</i>	ID	01/05/14	Resources/Environment	Jo Naylor/ Bryan Lyttle/ Paula Amorelli	Partnerships, Equality, Communities, Hungerford and Eastern Area Visions/Planning, Transport (Policy), Culture, Customer Services, Countryside		TBC	Local Members and Stakeholders		01 May 2014

The items included in the Forward Plan were correct at the time of publication. The Forward Plan may, however, change and you are advised to contact Moira Fraser – Tel: 01635 519045 or e-mail: [mfraser@westberks.gov.uk](mailto:mfraser@westberks.gov.uk) to confirm the contents of any agenda before attending a meeting.  
**Executive decisions may be taken by the Executive acting as a collective body or by officers acting under delegated powers.**

<b>KEY:</b>
ID = Individual Executive Member Decision
EX = Executive
C = Council
GA = Governance & Audit Committee
S = Standards Committee
PC = Personnel Committee