

**West Berkshire Council Forward Plan
15 April 2021 - 31 July 2021**

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Reference	Item	Purpose	Decision Body	Month/Year	Executive	ID	Date Report Published	Council	Governance and Ethics Committee	OSMC	Other	Officer and Contact No	Directorate	Lead Member	Consultee(s)	Part II	Call In
EX3952	Risk Management Strategy	To set out the overarching framework for managing risk at the Council, the Council's risk appetite and latest Corporate Risk Register.	EX	01 April 2021	29/04/21 EX		21/04/21		19/04/21 GE			Joseph Holmes	Resources	Internal Governance		No	Yes
EX4006	Devolution of Hermitage Green	To consider Hermitage Parish Council's request for the leasehold transfer, and all future maintenance responsibility, of Hermitage Green open space including the playground.	EX	01 April 2021	29/04/21 EX		17/03/21					Paul Hendry	Place	Transport and Countryside		No	Yes
EX3985	Review of Library Services	To review the provision of library services.	EX	01 April 2021	29/04/21 EX		21/04/21					Paul James	Place	Public Health and Community Wellbeing, Leisure and Culture		No	Yes
EX4010	Newbury Sports Ground - Update on Negotiations	To provide an update on negotiations in relation to the Newbury Sports Ground.	EX	01 April 2021	29/04/21 EX		21/04/21					Paul Anstey	Place	Public Health and Community Wellbeing, Leisure and Culture			
EX4011	Timelord 2 Final Report	To present the Timelord 2 final report.	EX	01 April 2021	29/04/21 EX		21/04/21					Nick Carter	Resources	Leader, District Strategy and Communications			
GE3894	Internal Audit – Interim Report 2020-21	To update the Committee on the outcome of Internal Audit work carried out during 2020/21	GE	01 April 2021			09/04/21		19/04/21 GE			Julie Gilhespey	Resources	Internal Governance		No	No
GE3895	Internal Audit Plan 2021/22	This report sets out the proposed Internal Audit Work for the three year period from 2021/22 to 2023/24.	GE	01 April 2021			09/04/21		19/04/21 GE			Julie Gilhespey	Resources	Internal Governance		No	No
GE3955	Local Code of Corporate Governance	To provide a Code of corporate governance to the Governance & Ethics Committee to approve. The code is part of the overall system of internal control at the Council and supports the provision of the Annual Governance Statement (AGS) which is approved annually by the Governance and Ethics Committee.	GE	01 April 2021			09/04/21		19/04/21 GE			Joseph Holmes	Resources	Internal Governance		No	Yes
GE3986	Update on Progress with Constitution Review	To provide the Governance and Ethics Committee with an update on progress being made with the review of the Constitution including a response to the Motion brought to the March 2020 Council meeting.	GE	01 April 2021			09/04/21		19/04/21 GE			Moira Fraser	Resources	Internal Governance		No	No
EX3911	Revenue Financial Performance Report - Q3 of 2020/21	Quarter three revenue report for 2020/21.	EX	01 February 2021	11/02/21 EX		05/02/21					Melanie Ellis	Resources	Finance and Economic Development		No	No
GE4032	Action Plan to Respond to the Audit Review of the Governance and Ethics Committee	To set out an action plan with associated timescales, including revised terms of reference and a training programme to respond to the issues identified by the review of the Committee.	GE	01 April 2021			09/04/21		19/04/21 GE			Julie Gilhespey	Resources	Internal Governance			
OSMC	Covid-19 Related Income Risks	To consider risks and associated mitigation strategies associated with changes to parking revenues and other income streams as a result of the Covid-19 pandemic.	OSMC	01 April 2021						20/04/21		Joseph Holmes	Resources	Finance and Economic Development		No	
OSMC	Leisure Strategy	To agree Terms of Reference for the Task and Finish Group.	OSMC	01 April 2021						20/04/21		Gordon Oliver	People	Public Health and Community Wellbeing, Leisure and Culture		No	
OSMC	Community Safety	Meeting as Crime and Disorder Committee, to receive presentations on and consider: performance of the Building Communities Together Partnership in 2020/21 and their priorities for 2021/22	OSMC	01 April 2021						20/04/21		Susan Powell	People	This report applies to all Portfolios		No	
OSMC	Traded Services	To provide further detail on the performance of the Council's traded services and the operation of the Commercial Board.	OSMC	01 April 2021						20/04/21		Andy Sharp	People	Finance and Economic Development		No	
PC4020	Workforce Strategy		PC	01 April 2021			15/04/21				23/04/21 PC	Rebecca Bird	Resources	Internal Governance			
C3933	Health Scrutiny arrangements across Buckinghamshire, Oxfordshire and Berkshire West (BOB)	To consider the proposal to form a new mandatory committee with health scrutiny powers to consider matters affecting patient flow across the whole Buckinghamshire, Oxfordshire and Berkshire West integrated care system geography.	C	01 May 2021			23/04/21	04/05/21 C		09/02/21		Gordon Oliver	People	Public Health & Community Wellbeing, Leisure and Culture		No	Yes
C3959	West Berkshire Local Plan Review 2036	Formal approval of Council to go out to Regulation 19 Consultation	C	01 May 2021			23/04/21	04/05/21 C				Bryan Lyttle	Place	Planning and Housing		No	No
C3992	Monitoring Officer's Annual Report to the Governance and Ethics Committee –2020/2021	To provide an update on local and national issues relating to ethical standards and to bring to the attention of the Committee any complaints or other problems within West Berkshire.	C	01 May 2021			23/04/21	04/05/21 C				Sarah Clarke	Resources	Chairman of the Governance and Ethics Committee		No	No

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C3993	Appointments to Outside Bodies	To consider and agree West Berkshire Council's nominations to the following Outside Bodies: Royal Berkshire Fire Authority, Thames Valley Police and Crime Panel and the Local Government Association General Assembly.	C	01 May 2021			23/04/21	04/05/21 C			Moira Fraser	Resources	Leader, District Strategy and Communications		No	No
C3997	Appointment of and Allocation of Seats on Committees for the 2021/22 Municipal Year	To consider the appointment and allocation of seats on Committees for the next Municipal Year in accordance with the duty under Section 15 of the Local Government Housing Act 1989. To agree the Council's Policy Framework for 2021/22 To agree the terms of reference of the Council's Committees.	C	01 May 2021			23/04/21	04/05/21 C			Moira Fraser	Resources	Leader, District Strategy and Communications		No	No
C4008	Health Scrutiny	To consider a proposal to form a new Health Overview and Scrutiny Committee, reporting to the Overview and Scrutiny Management Commission, which would be responsible for scrutiny of NHS services in West Berkshire.	C	01 May 2021			23/04/21	04/05/21 C	09/02/21		Gordon Oliver	People	Public Health & Community Wellbeing, Leisure and Culture		No	No
C3994	Election of the Chairman for the Municipal Year 2021/22	To elect the Chairman for the 2021/22 Municipal Year.	C	01 May 2021				04/05/21 C			Moira Fraser	Resources	Leader, District Strategy and Communications		No	No
C3995	Appointment of Vice-Chairman for the Municipal Year 2021/22	To appoint the Vice Chairman for the 2021/22 Municipal Year.	C	01 May 2021				04/05/21 C			Moira Fraser	Resources	Leader, District Strategy and Communications		No	No
C3996	Appointment of the Executive by the Leader for the 2021/22 Municipal Year	The Leader to announce the composition of the Executive for the 2021/22 Municipal Year.	C	01 May 2021				04/05/21 C			Moira Fraser	Resources	Leader, District Strategy and Communications		No	No
C4054	Recovery and Renewal Strategy 2021 Update	To present the 2021 Update of the Recovery and Renewal Strategy.	C	01 May 2021				04/05/21 C			Nick Carter/Joseph Holmes	Resources	Leader, District Strategy and Communications			
HWBB	Delivery of Health & Wellbeing Strategy - Q4	To provide the performance dashboard for the delivery of the health and wellbeing strategy and highlight any emerging issues.	HWBB	01 May 2021					20/05/21		Gordon Oliver	People	Public Health and Community Wellbeing, Leisure and Culture			
HWBB	Joint Health and Wellbeing Strategy	Presentation of final document.	HWBB	01 May 2021					20/05/21		Matt Pearce/Sarah Rayfield	People	Public Health and Community Wellbeing, Leisure and Culture			
HWBB	Voice of Disability	Report back on the recommendations made in relation to the Healthwatch VoD report.	HWBB	01 May 2021					20/05/21		Andrew Sharp					
HWBB	Housing Strategy	To present the Housing Strategy, which is due to be adopted in February 2021.	HWBB	01 May 2021					20/05/21		Gary Lugg	Place	Planning and Housing			
HWBB	Local Outbreak Control Plan	Updates on COVID in West Berkshire and measures put in place to manage local outbreaks	HWBB	01 May 2021					20/05/21		Matthew Pearce	People	Public Health and Community Wellbeing, Leisure and Culture			
HWBB	Covid Recovery	Update on development and implementation of the Recovery Strategy	HWBB	01 May 2021					20/05/21		Nick Carter/Joseph Holmes	Resources				
HWBB	Tackling Health Inequalities	Update on work to tackle health inequalities in West Berkshire particularly for diverse communities	HWBB	01 May 2021					20/05/21		Matthew Pearce	People	Public Health and Community Wellbeing, Leisure and Culture			
HWBB	ICP Transformation Programme	To provide an update on current activity	HWBB	01 May 2021					20/05/21		Andy Sharpe					
HWBB	Review of Health and Wellbeing Board Sub-Groups	To consider options for the structure of the Health and Wellbeing Board Sub-Groups to reflect the priorities identified in the Joint Health & Wellbeing Strategy.	HWBB	01 May 2021					20/05/21		Gordon Oliver	Resources				
HWBB	Review of Terms of Reference	To consider how the terms of reference for the Health and Wellbeing Board and Steering Group should change to reflect the new Strategy.	HWBB	01 May 2021					20/05/21		Gordon Oliver	Resources				
ID4025	Local Cycling & Walking Infrastructure Plan	Network plan for future active travel investment	ID	01 May 2021		01/05/21	TBC				Josh Kerry	Place	Transport and Countryside		no	yes
ID4049	Environment Delivery Strategy	To set out the strategy for the delivery of the Environment Strategy.	ID	01 May 2021		06/05/21					Jenny Graham	Place	Environment			
EX3914	Revenue Financial Performance Report - Q4 of 2020/21	To inform Members of the latest financial performance of the Council.	EX	01 June 2021	10/06/21 EX						Melanie Ellis	Resources	Finance and Economic Development			
EX3915	Capital Financial Performance Report - Q4 of 2020/21	To present the Q4 capital financial performance for Members to note.	EX	01 June 2021	10/06/21 EX						Shannon Coleman-Slaughter	Resources	Finance and Economic Development			
EX3973	Highway Asset Management Plan Refresh	To approve the adoption of an updated Highways Asset Management Plan taking on board the latest national guidance and best practice.	EX	01 June 2021	Jun-21						Andrew Reynolds	Place	Transport and Countryside			
EX3886	Key Accountable Performance 2020/21: Quarter Four	To report Q4 outturns for the Key Accountable Measures which monitor performance against the 2020/21 Council Performance Framework. To provide assurance that the objectives set out in the Council Strategy and other areas of significant activity are being managed effectively. To present, by exception, those measures that are predicted to be 'amber' or 'red' and provide information on any remedial action taken and the impact of that action. To recommend changes to measures/targets as requested by services.	EX	01 June 2021	10/06/21 EX		02/06/21		06/07/21		Catalin Bogos	Resources	Internal Governance		No	

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GE3689	External Audit Fee and Plan for financial year 2021/22	To present to members the Audit Fee Letter for 2021/22 from Grant Thornton. The letter sets out the fee for the audit in line with the prescribed scale fee set by the Public Sector Audit Appointments Ltd (PSAA). To provide Members with a copy of the External Audit Plan for 2021-22	GE	01 June 2021			04/06/21		14/06/21 GE		Shannon Coleman-Slaughter	Resources	Internal Governance		No	Yes
GE3891	Annual Audit Letter	To present the Annual Audit Letter.	GE	01 June 2021			04/06/21		14/06/21 GE		Joseph Holmes	Resources	Finance and Economic Development		No	Yes
ID4053	Environment Strategy Delivery Plan	To get formal approval for the first public version of the Environment Strategy Delivery Plan and the process for its ongoing revision and updating	ID	01 June 2021		10/06/21	02/06/21				Jenny Graham	Place	Environment		no	yes
LC4041	Draft Hackney Carriage and Private Hire Vehicle Driver and Operator Policy	To consider the draft policy arising from the Statutory Taxi and Private Hire Vehicles Standards Report prior to it going out to the trade for consultation.	LC	01 June 2021			11/06/21			21/06/21 LC	Sean Murphy	Place	Planning and Housing			
LC4043	Fireworks Policy	To agree the policy.	LC	01 June 2021							Anna Smy	Place	Planning and Housing			
	Draft Statement of Gambling Principles	To give initial consideration to the document prior to it being finalised at the November meeting before adoption by full Council in December 2021.	LC	01 June 2021							Sean Murphy	Place	Planning and Housing			
	Update Following Discussions at the Taxi and Private Hire West Berkshire Council Liaison Group	To provide the Committee with an update and raise any issues emanating from the Liaison Group meetings.	LC	01 June 2021							Sean Murphy	Place	Planning and Housing			
EX4009	Separate Food Waste Collection (Paragraph 3 - information relating to financial/business affairs of a particular person)	To agree a way forward in relation to separation of food waste	EX	01 July 2021	15/07/21 EX		07/07/21				Kofi Adu-Gyamfi	Place	Environment	Residents and local stakeholders via online public consultation	Yes	Yes
GE3820	Draft Financial Statements Highlight Report including Directors Narrative Statement and Going Concern Assessment 2020/21	To present the draft West Berkshire Council Financial Statements 2020/21.	GE	01 July 2021			16/07/21		26/07/21 GE		Shannon Coleman-Slaughter	Resources	Finance and Economic Development		No	Yes
GE4028	Risk Register Update Q4 2020/21	To provide an update on the Strategic Risk Register as at Q4 of 2020/21.	GE	01 July 2021			16/07/21		26/07/21 GE		Catalin Bogos	Resources	Internal Governance			
GE4029	Internal Audit Annual Assurance Report 2020/21	The Public Sector Internal Audit Standards (PSIAS) require the Audit Manager to make a formal annual report to those charged with governance within the Council.	GE	01 July 2021			16/07/21		26/07/21 GE		Julie Gillhespey	Resources	Internal Governance			
GE4030	Draft Financial Year 2020/21 Going Concern Assessment	This report summarises the management assessment of the Council continuing to operate as a going concern for the purposes of producing the Statement of Accounts for 2019/20.	GE	01 July 2021			16/07/21		26/07/21 GE		Shannon Coleman-Slaughter	Resources	Finance and Economic Development			
GE4031	Draft Annual Governance Statement	To allow the committee to review the Annual Governance Statement before it is signed by the Leader and Chief Executive	GE	01 July 2021			16/07/21		26/07/21 GE		Joseph Holmes	Resources	Internal Governance			
OSMC	Joint Health and Wellbeing Strategy	To consider the draft Health and Wellbeing Strategy.	OSMC	01 July 2021				06/07/21			Matt Pearce/Sarah Rayfield	People	Public Health and Community Wellbeing, Leisure and Culture		No	
OSMC	New Ways of Working	To provide an update on and overview of the Council's New Ways of Working programme.	OSMC	01 July 2021				06/07/21			Melanie Best	Resources	Internal Governance			
OSMC	Recovery Strategy	To review progress in implementing the Recovery Strategy	OSMC	01 July 2021				06/07/21			Joseph Holmes	Resources	This report applies to all Portfolios			
OSMC	Leisure Strategy	To report the findings of the Scrutiny Review into the draft Leisure Strategy	OSMC	01 July 2021				06/07/21			Paul Anstey	People	Public Health and Community Wellbeing, Leisure and Culture			
OSMC	Inequalities in West Berkshire	To present a research report to the Commission outlining inequalities in West Berkshire, actions to address these and benchmarking data against comparable local authorities.	OSMC	01 July 2021				06/07/21			Matthew Pearce	People	This report applies to all Portfolios			
PC4050	Recruitment and Pay Scales	To consider a sample of current recruitment activity in order to analyse where employees are being recruited to on the banding within pay scales.	PC	01 July 2021					16/07/21 PC		Abi Witting	Resources	Internal Governance			