

## West Berkshire Council Forward Plan 6 July 2021 - 31 October 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	
C3959	West Berkshire Local Plan Revised Timetable 2036	To set out the revised timetable for consultation on the West Berkshire Local Plan.	C	July 2021			30/06/2021	08/07/21	C			Bryan Lyttle	Place	Planning and Transport		No	No	
C4086	Chief Executive Appointment Sign-off	To sign off the appointment of the Chief Executive.	C	July 2021			30/06/2021	08/07/21	C			Abi Witting	Resources	Internal Governance, Leisure and Culture		No	No	
C4104	Changes to the Constitution	To agree amendments to the Council's Constitution.	C	July 2021			30/06/2021	08/07/21	C			Sarah Clarke	Resources	Internal Governance, Leisure and Culture		No	No	
C3972	Response to the Fireworks Motion	To present a response to the Motion presented to the 10 September Council meeting.	C	July 2021			30/06/2021	08/07/21	C		08/02/21 - Lic	Sean Murphy	Place	Housing, Strategic Partnerships and Transformation		No	No	
EX4099	Treasury Management Annual Report 2020/21	This report summarises the results of the Council's management of cash-flow, borrowing and investments in the financial year 2020/21.	EX	July 2021	15/07/21	EX	07/07/2021					Shannon Coleman-Slaughter	Resources	Finance and Economic Development		No	Yes	
EX4053	Environment Strategy Delivery Plan	To provide an update on the progress made on the Environment Strategy Delivery Plan and to outline the next steps.	EX	July 2021	15/07/21	EX	07/07/2021					Jenny Graham	Place	Environment & Waste		No	Yes	
EX4011	Timelord 2 Final Report	To agree the Timelord 2 Final report.	EX	July 2021	15/07/21	EX	07/07/2021					Nick Carter	Resources	Leader, District Strategy and Communications	Staff	No	Yes	
EX4089	Establishment of Secondary Provision for Pupils with SEMH/Autism	To seek agreement to the use of the old Theale Primary School site for the development of this provision	EX	July 2021	15/07/21	EX	07/07/2021					Jane Seymour	People	Children, Young People & Education		Yes	Yes	
EX4090	Former Primary School Site, Theale	To propose the future of the currently vacant site.	EX	July 2021	15/07/21	EX	07/07/2021					Richard Turner	Resources	Finance and Economic Development		Yes	Yes	
EX4105	Equalities and Diversity Strategy	To agree the Equalities and Diversity Strategy.	EX	July 2021	15/07/21	EX	07/07/2021					Catalin Bogos	Resources	Internal Governance, Leisure and Culture		No	Yes	
EX4107	West Berkshire Water Safety Partnerships	To gain approval for West Berkshire Council to enter into a Water Safety Partnership with the Emergency Services and the Canal and River Trust.	EX	July 2021	15/07/21	EX	07/07/2021					Jon Winstanley	Place	Environment and Countryside		No	Yes	
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	July 2021			16/07/2021		26/07/21	GE		Shannon Coleman-Slaughter	Resources	Internal Governance, Leisure and Culture		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	July 2021			16/07/2021		26/07/21	GE		Catalin Bogos	Resources	Internal Governance, Leisure and Culture		No	Yes	
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	July 2021			16/07/2021		26/07/21	GE		Julie Gillhespey	Resources	Internal Governance, Leisure and Culture		No	Yes	
GE4031	Annual Governance Statement 2020-21	To approve the Annual Governance Statement 2020-21	GE	July 2021			16/07/2021		26/07/21	GE		Joseph Holmes	Resources	Internal Governance, Leisure and Culture		No	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	July 2021			16/07/2021		26/07/21	GE		Shannon Coleman-Slaughter	Resources	Finance and Economic Development		No	Yes	
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	July 2021			16/07/2021		26/07/21	GE		Shannon Coleman-Slaughter	Resources	Finance and Economic Development		No	Yes	
ID4037	Placement Policy	To update the current Placement Policy	ID	July 2021			21/07/2021	13/07/2021				Janet Weekes	Place	Planning and Transport		No	No	
ID4077	West Berkshire Council Forward Plan 24 August 2021 - 30 November 2021	To agree the Forward Plan for the next four months.	ID	July 2021			22/07/2021	14/07/2021				Stephen Chard	Resources	Leader, District Strategy and Communications		No	No	
ID4108	West Berkshire Minerals and Waste Local Plan Statement of Common Ground	To present the Statement of Common Ground relating to the preparation of the West Berkshire Minerals and Waste Local Plan for signing by the Executive Member for Planning and Transport	ID	July 2021			15/07/2021	07/07/2021				Rachael Lancaster	Place	Planning and Transport		No	Yes	
ID4109	South East Waste Planning Advisory Group and Joint Central and Eastern Berkshire Statements of Common Ground	To present the specified Statements of Common Ground relating to the preparation of the West Berkshire Minerals and Waste Local Plan for signing by the Executive Member for Planning and Transport	ID	July 2021			15/07/2021	07/07/2021				Elise Kinderman	Place	Planning and Transport		No	Yes	
OSMC	New Ways of Working	To provide an update on and overview of the Council's New Ways of Working programme.	OSMC	July 2021			28/06/2021			06/07/2021		Melanie Best	Resources	Internal Governance, Leisure and Culture		No	No	
OSMC	Recovery Strategy	To review progress in implementing the Recovery Strategy	OSMC	July 2021			28/06/2021			06/07/2021		Joseph Holmes	Resources	This report applies to all Portfolios		No	No	
PC4020	Workforce Strategy 2019-23: Refreshed 2021	To seek approval for the refreshed Workforce Strategy 2021 and delivery plan from Personnel Committee.	PC	July 2021			28/06/2021			06/07/2021	16/07/21	PC	Rebecca Bird	Resources	Internal Governance, Leisure and Culture		No	No

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ID4114	Local Flood Risk Management Strategy 2021-2026	To establish local flood risk management objectives for West Berkshire and measures to be implemented in accordance with Section 9 of the Flood and Water management Act 2010.	ID	July 2021		12/07/2021	21/07/2021				Stuart Clark	Place	Planning and Transport			
EX4009	Separate Food Waste Collection <i>(Paragraph 3 - information relating to financial/business affairs of a particular person)</i>	To agree a way forward in relation to separation of food waste	EX	September 2021	02/09/21 EX		24/08/2021				Kofi Adu-Gyamfi	Place	Environment & Waste	Residents and local stakeholders	Yes	Yes
EX4012	Revenue Financial Performance Report - Q1 of 2021/22	To inform Members of the latest financial performance of the Council.	EX	September 2021	02/09/21 EX		24/08/2021				Melanie Ellis	Resources	Finance and Economic Development		No	No
EX4013	Capital Financial Performance Report - Q1 of 2021/22	To present the Q1 capital financial performance for Members to note.	EX	September 2021	02/09/21 EX		24/08/2021				Shannon Coleman-Slaughter	Resources	Finance and Economic Development		No	No
EX4000	Key Accountable Performance 2021/22: Quarter One	To report Q1 outturns for the Key Accountable Measures which monitor performance against the 2021/22 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	September 2021	02/09/21 EX		24/08/2021		12/10/2021		Catalin Bogos	Resources	Internal Governance, Leisure and Culture		No	Yes
EX4048	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	September 2021	02/09/21 EX		24/08/2021				Andrew Reynolds	Place	Planning and Transport		No	Yes
EX4115	Public Protection Partnership - Re-organisation and Restructure	To consider the revised structure that will be adopted following the departure of Wokingham from the Partnership	EX	September 2021	02/09/21 EX						Paul Anstey	People	Internal Governance, Leisure and Culture		No	No
GE3891	Annual Audit Letter	To present the Annual Audit Letter.	GE	September 2021			17/09/2021		27/09/21 GE		Joseph Holmes	Resources	Finance and Economic Development		No	Yes
GE4091	Internal Audit Interim Report 2021/22 Q2	To update the Committee on the outcome of Internal Audit work	GE	September 2021			17/09/2021		27/09/21 GE		Julie Gillhespey	Resources	Internal Governance, Leisure and Culture		No	Yes
ID4078	West Berkshire Council Forward Plan 5 October 2021 - 31 January 2022	To agree the Forward Plan for the next four months.	ID	September 2021		02/09/2021	24/08/2021				Stephen Chard	Resources	Leader, District Strategy and Communications		No	No
JPPC4060	Public Protection Partnership - Food and Feed Plan	To agree the PPP Food and Feed Plan	JPPC	September 2021			03/09/2021		13/09/2021 JPPC		Rosalynd Gater	People	Housing, Strategic Partnerships and Transformation			
JPPC4063	Noise Policy - Annual Review	To note any changes to the Policy	JPPC	September 2021			03/09/2021		13/09/2021 JPPC		Anna Smy	People	Housing, Strategic Partnerships and Transformation			
JPPC4067	Fee Policy for Relevant Protected Sites under Caravan Sites and Mobile Homes Legislation	Fee Policy for Relevant Protected Sites under Caravan Sites and Mobile Homes Legislation	JPPC	September 2021			03/09/2021		13/09/2021 JPPC		Rosalynd Gater	People	Housing, Strategic Partnerships and Transformation			
JPPC4066	PPP list of Fees and Charges 2022/23	To approve the PPP list of Fees and Charges to be submitted to each LA budget setting cycle	JPPC	September 2021			03/09/2021		13/09/2021 JPPC		Sean Murphy	People	Housing, Strategic Partnerships and Transformation			
JPPC4064	Annual Air Quality Report	For information to the Committee to update on the PPP Position for 2020 with Air Quality across all 3 areas	JPPC	September 2021			03/09/2021		13/09/2021 JPPC		Anna Smy	People	Internal Governance, Leisure and Culture			
JPPC4065	Vehicle Emissions Policy	To agree a policy.	JPPC	September 2021			03/09/2021		13/09/2021 JPPC		Anna Smy	People	Internal Governance, Leisure and Culture			
JPPC4068	PPP Private Sector Housing Policy		JPPC	September 2021			03/09/2021		13/09/2021 JPPC		Rosalynd Gater	People	Internal Governance, Leisure and Culture			
JPPC4069	Public Protection Partnership Q1 2021/22 Performance Report	To consider the Quarter 1 Performance Report	JPPC	September 2021			03/09/2021		13/09/2021 JPPC		Maira Fraser	People	Internal Governance, Leisure and Culture			
	Training and Development Plan	To agree the plan for the forthcoming year.	JPPC	September 2021			03/09/2021		13/09/2021 JPPC		Toby Green	People	Internal Governance, Leisure and Culture			
LC4043	Fireworks Operational Approach	To agree the operational approach that will be taken in respect of the management of fireworks.	JPPC	September 2021			03/09/2021		13/09/2021 JPPC		Anna Smy	People	Internal Governance, Leisure and Culture			
JPPC4063	Noise Policy - Annual Review	To note any changes to the Policy	JPPC	September 2021			03/09/2021		13/09/2021 JPPC		Anna Smy	People	Internal Governance, Leisure and Culture			
	Review of the Contaminated Land Strategies	To consider and where appropriate update the Contaminated Land Strategies for all three authorities	JPPC	September 2021			03/09/2021		13/09/2021 JPPC		Susanne McLaughlin	People	Internal Governance, Leisure and Culture			
EX3888	Leisure Strategy	To adopt the Council's Leisure Strategy post the consultation exercise.	EX	October 2021	14/10/21 EX		06/10/2021				Paul Anstey/Jim Sweeting	Place	Internal Governance, Leisure and Culture		No	Yes
EX4111	Berkshire West Public Health Nursing 0-19 (25) Contract Award	Approval for award of the Berkshire West Public Health 0-19 (25) Contract	EX	October 2021	14/10/21 EX		06/10/2021				Zoe Campbell	Resources	Health and Wellbeing		No	No
ID4079	West Berkshire Council Forward Plan 9 November 2021 - 28 February 2022	To agree the Forward Plan for the next four months.	ID	October 2021		07/10/2021	29/09/2021				Stephen Chard	Resources	Leader, District Strategy and Communications		No	No
OSMC	Covid-19 Lessons Learnt	To report on lessons learnt during the Covid-19 pandemic and changes put in place as a consequence	OSMC	October 2021			04/10/2021		12/10/2021		Matthew Pearce	People	Health and Wellbeing		No	No
OSMC	Environment Strategy - Operational Review	To review progress in implementing the Environment Strategy.	OSMC	October 2021			04/10/2021		12/10/2021		Jenny Graham	Place	Environment & Waste		No	No
OSMC	Communications and Engagement Strategy - Operational Review	To review progress in implementing the Communications and Engagement Strategy.	OSMC	October 2021			04/10/2021		12/10/2021		Martin Dunscombe	Resources	Leader, District Strategy and Communications		No	No
OSMC	Leisure Strategy	To report the findings of the Scrutiny Review into the draft Leisure Strategy	OSMC	October 2021			04/10/2021		12/10/2021		Paul Anstey	People	Internal Governance, Leisure and Culture		No	No
OSMC	Equalities and Diversity Strategy	To review the draft Equalities and Diversity Strategy	OSMC	October 2021			04/10/2021		12/10/2021		Catalin Bogos	Resources	This report applies to all Portfolios		No	No