

Individual Decisions

The attached reports will be taken as an
Individual Portfolio Member Decisions on:

13 December 2007

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ID1341	West Berkshire Forward Plan – January 2008 to April 2008	Councillor Graham Jones	10

Individual Decision

Title of Report:	Representation on Outside Body – North Wessex Downs LEADER Local Action Group		
Report to be considered by:	Councillor Graham Jones	on:	13 December 2007
Forward Plan Ref:	ID1523		

Purpose of Report: To consider nominations to the North Wessex Downs LEADER Local Group.

Recommended Action: To agree the Council's representation on the North Wessex Downs LEADER Local Group.

Reason for decision to be taken: Following the establishment of the North Wessex Downs LEADER Local Action Group, the Council is required to make an appointment.

List of other options considered: None

Key background documentation: None

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Supporting Information

1. Background

- 1.1 The North Wessex Downs AONB, in partnership with West Berkshire Council and other agencies, is in the process of bidding for Rural Development Programme for England (RDPE) funding. The RDPE will run from 2007 to 2013 and is jointly funded by the EU and the UK Government.
- 1.2 Broadly, the new Programme will be used to safeguard and enhance the rural environment and foster competitive and sustainable businesses and thriving rural communities. It will provide financial support for a wide range of activities including Environmental Stewardship, skills development, farming and forestry diversification, food processing and marketing, renewable energy supply chains and climate change mitigation.
- 1.3 The Leader programme is a means to deliver RDPE funding and support the activities outlined. It is based on:
 - Creating a local partnership - A wide range of rural businesses, community groups and public and voluntary sector organisations coming together in a Local Action Group (LAG).
 - A bottom up approach.
 - Local project management.
 - Encouraging experimentation and innovation.
- 1.4 Leader funds are put into the hands of a board - Local Action Group (LAG). The LAG will disperse funds to projects that can help address local problems and exploit local opportunities.
- 1.5 In July 2007 the North Wessex Downs AONB in partnership with West Berkshire Council and other agencies delivered an Expression of Interest for Leader funding, seeking £500,000 per annum over 5 years. This Expression of Interest was successful and the bid group was advised to prepare a more detailed application and apply for the first round of Leader funding available from 2008.
- 1.6 Although the bid has not yet been successful, it is necessary to establish the LAG in advance so that its Members can approve the submitted application.
- 1.7 The LAG will consist of 20 Members – see Appendix 1 – including one West Berkshire Council representative. There are a further four public sector representatives and 15 representatives from the private, community and voluntary sectors.
- 1.8 The representative will serve for three years.
- 1.9 During consultation with the AONB it has been confirmed that a substitute should also be appointed.

Appendices

Appendix 1 – North Wessex Downs LEADER Local Action Group Information

Implications

Policy: The proposal outlined in this report is not in contradiction to any of the Council's existing policies, including those outlined in the Council Plan.

Financial: The payment of travelling and subsistence claims.

Consultation Responses

Members:

Leader of Council: Graham Jones

**Overview & Scrutiny
Commission Chairman:** Brian Bedwell

**Policy Development
Commission Chairman:** Quentin Webb

Ward Members: N/A

**Opposition
Spokesperson:** Royce Longton

Local Stakeholders: North Wessex Downs AONB

Officers Consulted: Andy Day, Katharine Sheehan, Robin Steel

Trade Union: N/A

Is this item subject to call-in.	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>
If not subject to call-in please put a cross in the appropriate box:		
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 OSC or associated Task Groups within preceding 6 months	<input type="checkbox"/>	
Item is Urgent Key Decision	<input type="checkbox"/>	

North Wessex Downs LEADER Local Action Group information October 2007

Purpose

The paper sets out more information about the North Wessex Downs LEADER Local Action Group (LAG). It provides information for all those with an interest in standing for membership of the LAG, and those who wish to vote on membership. The fine details of the roles and responsibilities will be refined over the next couple of months as the bid for LEADER funding is completed.

Structure of the North Wessex Downs LEADER

Figure 1 shows the overall structure of LEADER in the North Wessex Downs. This section gives further information about the different parts of the structure:

Local Action Group

The LAG is the 'Board' of the LEADER funding, and is the decision making body. Its primary roles are to:

- devise the overall strategy and bid for the LEADER funding, including the Local Development Strategy;
- monitor and review the LEADER funding; and
- make decisions on individual funding applications.

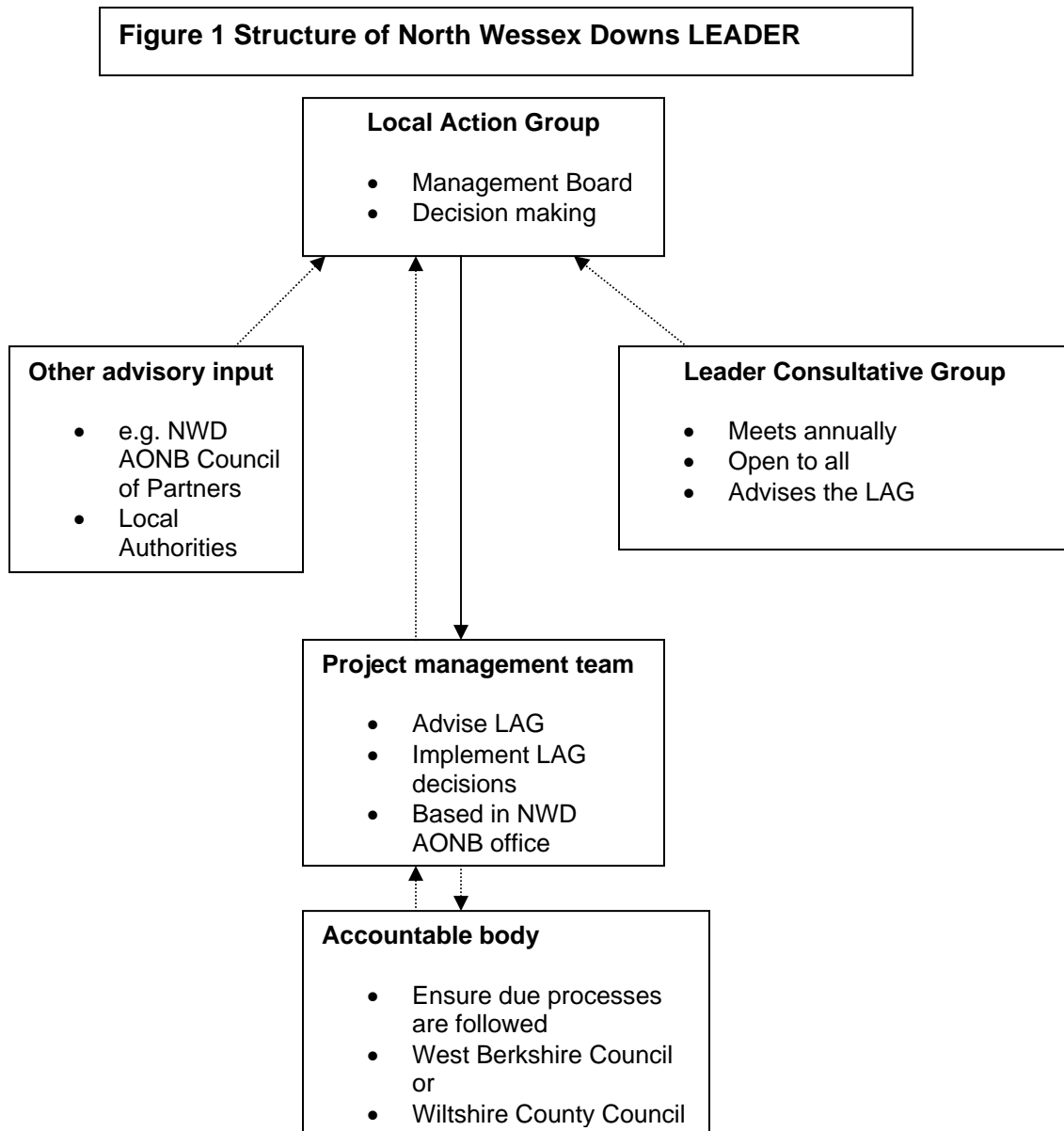
It will meet 4 times per year, and members will be expected to undertake some work between meetings, including training. Further information about the membership of the LAG is provided later in the paper.

LEADER Consultative Group

The LEADER Consultative Group is the main advisory body for the North Wessex Downs LEADER. Its membership is open to all. The current LEADER mailing list will be used as a basis for the membership. The Consultative Group will meet once a year, and its role is to provide advice to the LAG about the LEADER funding. It will also be the voting body for the LAG membership. While the LAG is under no obligation to follow the advice of the LEADER consultative group, the spirit of the LEADER programme is to have a bottom-up approach and the expectation is that the LAG would respond positively to such advice.

Other advisory input

We felt it important that advice and information can be offered to the LAG at any time rather than just once a year. Therefore, we propose that any organisation or individual may ask for advice to be presented to the LAG either at a meeting or by circulation.



Key

- Dashed arrow is advisory relationship, e.g. the project management team advises the LAG.
- Black arrow shows decision making relationship e.g. the LAG makes decisions for the LAG to implement.

LEADER project management team

The LEADER project management team will run the day-to-day aspects of the LEADER project. They will be responsible for providing the secretariat to the LAG and the LEADER Consultative Group. They will be responsible for record keeping and administration and for ensuring that proposals are appraised. They advise the LAG on correct process and procedures and are responsible for ensuring that all due processes are followed.

They will also be key to encouraging the development of projects. They will work closely with existing organisations to avoid duplications. For example, if the LAG wishes to see more projects involving Parish Plans in Berkshire, then the LEADER project management team will liaise with Berkshire Community Council's Parish Plan team and develop ways of achieving this, rather than going straight out to the communities.

The team will work closely with other funding programmes, for example the Sustainable Development Fund to provide an integrated service, so that those with ideas do not have to trawl around each different funding officer and website.

The exact size of the team will depend on the size of the LEADER funding and the amount of administration funding available. However, we anticipate that there will be at least the need for a project manager with administrative support. The need for separate people to undertake different roles under the audit requirements means that several part-time staff will be preferable to one or two full-time staff. The LEADER project management team will be based in the North Wessex Downs AONB office.

The team will not be recruited until the funding is confirmed. In the meantime, the role of the project management team will be undertaken by the North Wessex Downs AONB team.

Accountable body

The accountable body will be responsible for signing the contract with the funding administrators (the Regional Development Agencies), and is accountable and legally and financially responsible for all the LEADER activities within the contract. It will be essential that the accountable body has a strong mechanism to advise the LAG to ensure that the decisions taken fit under its legal and financial responsibilities. However, it is also important to underline that the LAG is the decision-making body, rather than the accountable body.

This will be done through the LEADER project management team. It is proposed that the accountable body be West Berks Council or Wiltshire County Council.

LAG membership

The LAG will consist of 20 members:

Five members from the public sector:

- West Berks Council representative 3 years
- Wiltshire County Council representative 2 years
- Forestry Commission representative 2 years
- Natural England representative 3 years
- North Wessex Downs AONB team 3 years

15 from the private, community and voluntary sectors

- TV Energy representative
- 2 Forestry representatives* one 3 year, one 2 year
- 2 Farmer representatives* one 3 year, one 2 year

- NFU representative 3 years
- CLA representative 2 years
- Community Council Berkshire rep. 3 years
- Business Link representative 2 years
- Private sector representative* 2 years
- Young people representative* 2 years
- Woman's group representative* 3 years
- Environmental NGO representative* 3 years
- Tourism representative* 2 years
- Training and skills sector* 2 years

Those places marked with a star will be filled through open elections. The other places are filled by people nominated by the relevant organisation.

The make-up of the LAG was formed through discussions at open meetings in May 2007 and the subsequent development of the Bid.

Elections

The first elections for the open LAG vacancies will be held as follows:

Nomination forms will be sent to all those on the LEADER mailing list and available on the North Wessex Downs AONB website www.northwessexdowns.org.uk from 12 noon on 22 October. If you wish to join the LEADER mailing list, please contact the North Wessex Downs AONB team on 01488 685440, or info@northwessexdowns.org.uk.

The closing date for receipt of nomination forms at the North Wessex Downs AONB office by post, FAX or email is 4pm on Friday 26 October. Individuals can stand for more than one constituency.

Ballot papers will be sent to all those on the LEADER mailing list on the 29 October. The ballot papers will include the personal statements made by the candidates. Candidates will also be invited to introduce themselves at the open meeting on the 25 October.

Each member of the LEADER mailing list has one vote for each place on the LAG. The closing date for the receipt of ballot forms at the North Wessex Downs AONB office by post, FAX or email is 4pm on Friday 2 November. The results will then be announced the week beginning the 5 November. If people standing for more than one place receive the most votes for two different places, then they will be elected to the place for which they received the most votes.

It is proposed that the LAG co-opt members to fill any vacancies following the election. LAG members will be elected for 2 or 3 years as noted above in the first instance to prevent a large change of membership at once. The LAG will review its make-up and may decide to change its make-up and election process.

Criteria for LAG membership

There is no requirement for previous skills or experience in LAG members. Applications are welcome from anybody who lives or has a strong work connection with the North Wessex Downs. LAG members will be expected to have strong connections with their constituencies to be able to both represent them and generate enthusiasm for LEADER and the development of projects, but do not have to have set qualifications. For

example, the youth representative could be somebody who works closely with young people, rather than a young person per se.

Unfortunately, public sector employees are not able to stand for any of the open places, due to the LEADER rules.

It is possible for a member of the LAG to develop projects. Processes will be put in place so that any interests are declared and they can ensure no involvement with the appraisals, decision-making, and monitoring of such a project.

Chair

It is proposed that Fiona Newcombe chairs the LAG for a settling in phase of a maximum of a year from the first LAG meeting. The LAG will then elect its own chair.

Decision making

When an application is received and appraised, three LAG members including one from a public body, will be selected to act as the decision making panel. The remaining 17 members will be invited to comment on the application. These comments will be passed on to the decision making panel to help inform their conclusion. The LEADER Consultative Group will have no say in decision making for individual applications.

Further information

For more information about the North Wessex Downs LEADER bid, please see the North Wessex Downs AONB website www.northwessexdowns.org.uk, or contact Fiona Newcombe, Director North Wessex Downs AONB on 01488 685440 or info@northwessexdowns.org.uk.

Individual Decision

Title of Report:	West Berkshire Forward Plan – January 2008 to April 2008		
Report to be considered by:	Leader of Council	on:	13 December 2007
Forward Plan Ref:	ID1341		

Purpose of Report:

To advise Members of items to be considered by West Berkshire Council over the next 4 months.

Recommended Action:

That the Leader of the Council agrees and where appropriate amend the West Berkshire Council Forward Plan.

Reason for decision to be taken:

It is a statutory requirement that a Forward Plan be produced.

List of other options considered:

N/A

Key background documentation:

None

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Supporting Information

1. Background

- 1.1 The Forward Plan attempts to cover all decisions, not just those made by the Executive, which the Authority intends to make over the next 4 months. The Forward Plan, attached as Appendix A, also shows the decision path of each item so far including Council, Executive and Overview and Scrutiny Committee.
- 1.2 As part of the continuing development of the Forward Plan we have now incorporated all Plans and Policies which are required to be approved by the Council under the Constitution. These items have been linked to the appropriate meetings of the Executive and Overview and Scrutiny Committee.

Appendices

Appendix A – Executive Forward Plan – January 2008 to April 2008

Implications

Policy: As set out in the report

Financial: There are no financial implications for the Council

Consultation Responses

Members:

Leader of Council: Leader of the Council

**Overview & Scrutiny
Commission Chairman:** OSC Chairman

Ward Members: N/a

Opposition Spokesperson: Opposition Leader

**Policy Development
Commission Chairman:** N/a

Local Stakeholders: The West Berkshire Council Forward Plan will be published the first working day after the Individual Decision is signed.

Officers Consulted: Nick Carter, John Ashworth, Margaret Goldie, Teresa Bell, Group Executives and there has been widespread consultation with senior managers across the Authority on the content of the Forward Plan. Given its rolling nature this consultation will be ongoing.

Trade Union: Not sought

Is this item subject to call-in.	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
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West Berkshire Council Forward Plan



West Berkshire Council Forward Plan

Reference	Decision and Purpose	Decision Body	Decision Path	Service Area	Contact & Ext. No.	Lead Member	Part II	Date Report Published	Notes
January 2008									
EX1525	Housing Act 2004 - Home Information Packs - Penalty Charge Notice Policy <i>To consider and ammend or approve the Policy for issuing and Appealing Against Penalty Charges Notices issued under the Home Information Pack (No2) Regulations 2007.</i>	EX	24/01/08 EX	Environment	Sean Murphy (2840)	Councillor Keith Chopping		16/01/08	
EX1540	Safer, Stronger and Sustainable Communities Policy Development Commission's Recommendations on Equality and Diversity <i>To allow the Executive to consider recommendations put forward by the Safer, Stronger and Sustainable Communities Policy Development Commission.</i>	EX	24/01/08 EX	Chief Executive	Joanna Richardson	Councillor Emma Webster		16/01/08	
EX1542	Accommodation Strategy 2006-2011 <i>Update</i>	EX	24/01/08 EX	Chief Executive	Martyn Powers	Councillor Graham Jones		16/01/08	
EX1478	Employee Attitude Survey and Action Planning	EX	24/01/2008 EX	Chief Executive	Jane Milone	Councillor Anthony Stansfeld		16/01/08	
ID1364	West Berkshire Forward Plan - February 2008 to May 2008 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID		Chief Executive	Moira Fraser (2045)	Councillor Graham Jones		09/01/08	
EX1499	Equality Update and Report on Progress <i>To note recent progress in relation to promoting equality, in particular in relation to the disability, race and gender equality duty and to secure approval for the revisions to the Council's draft Comprehensive Equality Policy and draft Corporate Equality Plan</i>	EX	24/01/08 EX	Children and Young People	Karen Reeve (2735)	Councillor Emma Webster		16/01/08	Report delayed to the January Executive by Corporate Board to allow time for further work to be undertaken

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:
David Cook – Tel: 01635 519475 e-mail: dcook@westberks.gov.uk in Policy & Communication to confirm the contents of any agenda before attending a meeting.

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West Berkshire Council Forward Plan

Reference	Decision and Purpose	Decision Body	Decision Path	Service Area	Contact & Ext. No.	Lead Member	Part II	Date Report Published	Notes
EX1382	Local Area Agreement - 2008/09 Refresh <i>To seek approval for the 2008/09 refresh of the Local Area Agreement.</i>	EX	24/01/08 EX	Chief Executive	Andy Day (2459)	Councillor Graham Jones		16/01/08	
EX1520	Inspection reports of the CPA, JAR, YOT and Youth Service <i>To accept each report and to approve their action plans</i>	EX	24/01/08 EX	Chief Executive	David Baker (2083)	Councillor Graham Jones		16/01/08	
EX1521	Student Finance Transition <i>To seek Members endorsement of West Berkshire's plan for the migration of student finance service to the Student Loans Company</i>	EX	24/01/08 EX	Chief Executive	Emma Thorne (2778)	Councillor Laszlo Zverko		16/01/08	
EX1529	Scrutiny review of the Complaints Handling Process	EX	24/01/08 EX 13/11/07	Chief Executive	David Lowe (2817)	Councillor Anthony Stansfeld		02/11/07	
EX1540	Annual Progress Report on the Disability Equality Scheme 2007-09 <i>Compliance with statutory duties under the Disability Equality Scheme.</i>	EX	24/01/08 EX	Chief Executive	Joanna Richardson	Councillor Emma Webster		16/01/08	
EX1541	Permissive Plan Agreement adjacent to A329 Reading Road Streatley. <i>To delegate authority to Streatley Parish Council under Section 101 Local Government Act 1972</i>	EX	24/01/08 EX	Chief Executive	Michele Sherman (2416)	Councillor Anthony Stansfeld		16/01/08	
February 2008									
ID1365	West Berkshire Forward Plan - March 2008 to June 2008 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID		Chief Executive	Moira Fraser (2045)	Councillor Graham Jones		06/02/08	

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West Berkshire Council Forward Plan

Reference	Decision and Purpose	Decision Body	Decision Path	Service Area	Contact & Ext. No.	Lead Member	Part II	Date Report Published	Notes
EX1386	Risk Management Strategy <i>To present the Council's Risk Management Strategy.</i>	EX	14/02/08 EX	Chief Executive	Ian Priestley (2253)	Councillor Anthony Stansfeld		05/02/08	
EX1387	Strategic Risk Register <i>To approve the Council's Strategic Risk Register.</i>	EX	14/02/08 EX	Chief Executive	Ian Priestley (2253)	Councillor Anthony Stansfeld		05/02/08	
EX1504	Admission Arrangements 2009/10 <i>To determine the admission arrangements for 2009-10</i>	EX	14/02/08 EX	Children and Young People	Malcolm Berry	Councillor Barbara Alexander		05/02/08	Moved from March Executive.
C1391	Annual Revenue Budget 2008/09 <i>To approve the Annual Revenue Budget 2008/09.</i>	C	14/02/08 EX 04/03/08 C	Chief Executive	Andy Walker (2433)	Councillor Laszlo Zverko		05/02/08 22/02/08	
C1390	Community Plan <i>To present the Community Plan.</i>	C	14/02/08 EX 04/03/08 C	Chief Executive	Mark Harris (2568)	Councillor Graham Jones		05/02/08 22/02/08	
C1394	Council Plan <i>To present the Council Plan.</i>	C	14/02/08 EX 04/03/08 C	Chief Executive	Nigel Owen	Councillor Graham Jones		05/02/08 22/02/08	
C1393	Local Government Act 2003- Borrowing Limits and Annual Investment Strategy 2008/09 <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	14/02/08 EX 04/03/08 C	Chief Executive	Andy Walker (2433)	Councillor Laszlo Zverko		05/02/08 22/02/08	

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West Berkshire Council Forward Plan

Reference	Decision and Purpose	Decision Body	Decision Path	Service Area	Contact & Ext. No.	Lead Member	Part II	Date Report Published	Notes
C1392	Capital Strategy and Programme <i>To present the Capital Strategy and Programme.</i>	C	14/02/08 EX 04/03/08 C	Chief Executive	Andy Walker (2433)	Councillor Laszlo Zverko		05/02/08 22/02/08	
ID1532	Traffic Management and Road Safety Works Programme for 2008/09	ID		Environment	Andrew Garratt (2491)	Councillor Keith Chopping		22/02/08	
ID1533	School Safety Programme	ID		Environment	Andrew Garratt (2491)	Councillor Keith Chopping		22/02/08	
March 2008									
EX1388	Capital Programme Monitoring - Q3 2007/08 <i>To report the progress on the Capital Programme for the third quarter of 2007/08.</i>	EX	06/03/08 EX	Chief Executive	Andy Walker (2433)	Councillor Laszlo Zverko		05/02/08	
EX1384	Budget Monitoring 2007/08 - Quarter 3 <i>To update Members on the budget monitoring position.</i>	EX	06/03/08 EX	Chief Executive	Simon Freeman (2249)	Councillor Laszlo Zverko		05/02/08	
EX1385	Establishment Monitoring - Quarter 3 of 2007/08 <i>To update Members on staffing levels across the Council.</i>	EX	06/03/08 EX	Chief Executive	Rob O' Reilly (2358)	Councillor Anthony Stansfeld		05/02/08	
EX1389	Level One Performance Monitoring - Quarter 3 <i>To outline performance levels across the Council and to consider, where appropriate, the remedial action that is required.</i>	EX	06/03/08 EX	Chief Executive	David Baker (2083)	Councillor Graham Jones		05/02/08	
EX1527	Scrutiny Review of Flooding	EX	06/03/2008 EX 08/01/08	Chief Executive	David Lowe (2817)	Councillor Geoff Findlay		21/12/07	

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West Berkshire Council Forward Plan

Reference	Decision and Purpose	Decision Body	Decision Path	Service Area	Contact & Ext. No.	Lead Member	Part II	Date Report Published	Notes
EX1528	Scrutiny Review of Neighbourhood Action Groups	EX	06/03/2008 EX 08/01/08	Chief Executive	Jo Naylor (3019)	Councillor Emma Webster		21/12/07	
EX1539	Proposed 20mph Speed Limit Outside Schools in West Berksire	EX	06/03/2008 EX	Chief Executive	Joanna Richardson/ Mark Edwards	Councillor Keith Chopping		27/02/08	
EX1541	Housing Council Tax Benefits Service <i>To allow the Executive to note the Safer, Stronger and Sustainable Communities Policy Development Commission's recommendations following a review on progress made within the Housing and Council Tax Benefits Service</i>	EX	06/03/2008 EX	Chief Executive	Joanna Richardson (2441)	Councillor Marcus Franks		27/02/08	
ID1366	West Berkshire Forward Plan - April 2008 to July 2008 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID		Chief Executive	Moira Fraser (2045)	Councillor Graham Jones		05/03/08	
April 2008									
ID1367	West Berkshire Forward Plan - May 2008 to August 2008 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID		Chief Executive	Moira Fraser (2045)	Councillor Graham Jones		09/04/08	
EX1397	Annual Satisfaction Survey <i>To inform Members of the opinions of residents of West Berkshire with regard to their quality of life and the services they receive from the Council.</i>	EX	17/04/08 EX	Chief Executive	Jessica Broom (2591)	Councillor Graham Jones		09/04/08	

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EX1505	Home to School and College Transport Policy 2009-10 <i>To go out to consultation</i>	EX	17/04/08 EX	Children and Young People	Malcolm Berry	Councillor Barbara Alexander			
EX1395	Home to School Transport <i>To determine a Home to School Transport Policy for the 2008/09 Academic Year.</i>	EX	17/04/08 EX	Children and Young People	Malcolm Berry (2770)	Councillor Barbara Alexander		09/04/08	
EX1398	School Admission Arrangements 2009/10 <i>To determine the LEA's Admission Arrangements for Community and Voluntary Controlled Schools and Co-ordinated Admission Schemes for 2009/10.</i>	EX	17/04/08 EX	Children and Young People	Malcolm Berry (2770)	Councillor Barbara Alexander		09/04/08	
EX1396	School Term Dates for 2009/10, 2010/11, 2011/2012 <i>To advise the Executive of the proposed term dates for West Berkshire Schools and to seek approval for the 2009/10 term dates and the provisional dates for 2010-11 and 2011-2012.</i>	EX	17/04/08 EX	Children and Young People	Jeanne Lapsley (2030)	Councillor Barbara Alexander		09/04/08	
EX1538	Review of the Scrutiny Function <i>To consider recommendations in respect of the Scrutiny Function following the IDeA Mini Peer Review.</i>	EX	17/04/2008 EX	Chief Executive	Nick Carter (2101)	Councillor Anthony Stansfeld		09/04/08	

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