

Notice of Meeting



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Executive

Thursday 13 June 2019 at 5.00pm

**in the Council Chamber, Council Offices,
Market Street, Newbury**

Note: The Council broadcasts some of its meetings on the internet, known as webcasting. If this meeting is webcast, please note that any speakers addressing this meeting could be filmed. If you are speaking at a meeting and do not wish to be filmed, please notify the Chairman before the meeting takes place. Please note however that you will be audio-recorded.

Date of despatch of Agenda: Wednesday 5 June 2019

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Democratic Services Team on (01635) 519462

e-mail: executivecycle@westberks.gov.uk

Further information and Minutes are also available on the Council's website at www.westberks.gov.uk



WestBerkshire
C O U N C I L

Agenda - Executive to be held on Thursday, 13 June 2019 (continued)

To:	Councillors Steve Ardagh-Walter, Dominic Boeck, Graham Bridgman, Jeff Cant, Hilary Cole, Lynne Doherty, Rick Jones, Richard Somner and Howard Woollaston
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Agenda

Part I

Pages

- 1. Apologies for Absence**
To receive apologies for inability to attend the meeting (if any).
- 2. Minutes** 5 - 10
To approve as a correct record the Minutes of the meeting of the Executive held on 30 May 2019.
- 3. Declarations of Interest**
To remind Members of the need to record the existence and nature of any personal, disclosable pecuniary or other registrable interests in items on the agenda, in accordance with the Members' [Code of Conduct](#).
- 4. Public Questions**
Members of the Executive to answer questions submitted by members of the public in accordance with the Executive Procedure Rules contained in the Council's Constitution. *(Note: There were no questions submitted relating to items not included on this Agenda.)*
- 5. Petitions**
Councillors or Members of the public may present any petition which they have received. These will normally be referred to the appropriate Committee without discussion.

Petition to be presented by Mrs Lesley McEwen in relation to the junction of Beenham Lane with the A4.

Items as timetabled in the Forward Plan

Pages

- 6. Response to OSMC Recommendations on ASC Overspend (EX3708)** 11 - 16
Purpose: To set out a response to the recommendations from the Overview and Scrutiny Management Commission (OSMC) following their review of the report into the 2018/19 overspend in Adult Social Care (ASC).



West Berkshire
C O U N C I L

Agenda - Executive to be held on Thursday, 13 June 2019 (continued)

7. **2018/19 Revenue Financial Performance: Provisional Outturn (EX3564)** 17 - 26
Purpose: To inform Members of the provisional revenue outturn for 2018/19.
-
8. **Capital Programme Financial Performance Report: Provisional Outturn 2018/19 (EX3594)** 27 - 34
Purpose: To present the provisional capital outturn for the Council in respect of financial year 2018/19.
-
9. **Formal response to the Thames Valley Local Enterprise Partnership's Berkshire Local Industrial Strategy Framework (EX3747)** 35 - 42
Purpose: To introduce West Berkshire District Council's response to the draft Berkshire Local Industrial Strategy Framework.
-
10. **Members' Questions**
Members of the Executive to answer questions submitted by Councillors in accordance with the Executive Procedure Rules contained in the Council's Constitution.
- (a) **Question submitted by Councillor Martha Vickers to the Portfolio Holder for Transport and Countryside**
"What percentage of the Council's non-essential car users travel to work by car?"
-
- (b) **Question submitted by Councillor Adrian Abbs to the Portfolio Holder for Economic Development and Planning**
"How many times this year has the air pollution limit on the Burger King roundabout been exceeded?"
-

Sarah Clarke
Head of Legal and Strategic Support

If you require this information in a different format or translation, please contact Moira Fraser on telephone (01635) 519045.



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DRAFT

Note: These Minutes will remain DRAFT until approved at the next meeting of the Committee

EXECUTIVE

MINUTES OF THE MEETING HELD ON THURSDAY, 30 MAY 2019

Councillors Present: Graham Bridgman, Jeff Cant, Hilary Cole, Lynne Doherty, Rick Jones, Richard Somner and Howard Woollaston

Also Present: John Ashworth (Corporate Director - Environment), Nick Carter (Chief Executive), Sarah Clarke (Head of Legal and Strategic Support), Tess Ethelston (Group Executive (Cons)), Olivia Lewis (Group Executive (Lib Dem)), Bryan Lyttle (Planning & Transport Policy Manager), Andy Sharp (Executive Director (People)), Shiraz Sheikh (Acting Legal Services Manager), Peta Stoddart-Crompton (Public Relations Officer), Councillor Adrian Abbs, Councillor Phil Barnett, Stephen Chard (Principal Policy Officer), Councillor Carolyne Culver, Councillor Lee Dillon, Councillor Owen Jeffery, Councillor Tony Linden, Councillor Alan Macro, Councillor David Marsh, Councillor Steve Masters, Councillor Erik Pattenden, Councillor Garth Simpson, Councillor Andrew Williamson and Councillor Keith Woodhams

Apologies for inability to attend the meeting: Councillor Steve Ardagh-Walter, Councillor Dominic Boeck and Councillor Jeff Brooks

PART I

1. Minutes

The Minutes of the meetings held on 28 March 2019 and 25 April 2019 were approved as true and correct records and signed by the Leader.

2. Declarations of Interest

There were no declarations of interest received.

3. Public Questions

Councillor Lynne Doherty welcomed members of the public in attendance at the meeting and explained the process for the question and answer session.

In accordance with paragraph 5.12.9 of the Constitution, where questioners had more than one question only their first question would be asked and answered. If after all other first questions had been asked and answered, and there was sufficient time, answers would be given to subsequent questions.

In addition, in accordance with paragraph 5.12.6, where public questioners were unable to attend the meeting they would be provided with a written response only.

Councillor Doherty gave a reminder that thirty minutes were set aside for public questions (in accordance with paragraph 5.12.8 of the Constitution). If there was not sufficient time to respond to all questions then a written response would be provided.

A full transcription of the public and Member question and answer sessions would be available from the following link: [Transcription of Q&As](#).

(a) Question submitted by Mr Thomas Tunney to the Portfolio Holder for Economic Development and Planning

A question standing in the name of Mr Thomas Tunney on the subject of the Council's rough sleeping plan for 2019/20 was answered by the Portfolio Holder for Economic Development and Planning.

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(b) **Question submitted by Mr Thomas Tunney to the Portfolio Holder for Transport and Countryside**

A question standing in the name of Mr Thomas Tunney on the subject of the compulsory acquisition of the memorial field in Thatcham for flood water retention was answered by the Portfolio Holder for Transport and Countryside.

(c) **Question submitted by Mr Thomas Tunney to the Portfolio Holder for Transport and Countryside**

A question standing in the name of Mr Thomas Tunney on the subject of whether the new flood defences focussed water to the memorial field in Thatcham was answered by the Portfolio Holder for Transport and Countryside.

(d) **Question submitted by Mr Thomas Tunney to the Portfolio Holder for Transport and Countryside**

A question standing in the name of Mr Thomas Tunney on the subject of what would happen to the location of the dog enclosure as part of the plans for the memorial field in Thatcham was answered by the Portfolio Holder for Transport and Countryside.

(e) **Question submitted by Mr Peter Norman to the Portfolio Holder for Economic Development and Planning**

A question standing in the name of Mr Peter Norman asking when the Council would undertake a review of the current Core Strategy was answered by the Portfolio Holder for Economic Development and Planning.

(f) **Question submitted by Mr Peter Norman to the Portfolio Holder for Economic Development and Planning**

A question standing in the name of Mr Peter Norman on the subject of the Council's land allocations for new housing was answered by the Portfolio Holder for Economic Development and Planning.

(g) **Question submitted by Mrs Pamela Sergent to the Portfolio Holder for Transport and Countryside**

A question standing in the name of Mrs Pamela Sergent on the subject of the installation of the hedge netting in Theale was answered by the Portfolio Holder for Transport and Countryside.

(h) **Question submitted by Mr Thomas Ward to the Portfolio Holder for Transport and Countryside**

A question standing in the name of Mr Thomas Ward on the subject of when the investigation required on the drainage layout on Englefield Road would resume would receive a written answer from the Portfolio Holder for Transport and Countryside.

(i) **Question submitted by Mr Paul Morgan to the Portfolio Holder for Public Health and Community Wellbeing**

A question standing in the name of Mr Paul Morgan on the subject of the business case and the costs associated with the Council's proposal for the Community Football Ground in Faraday Road was answered by the Portfolio Holder for Public Health and Community Wellbeing.

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(j) **Question submitted by Mr Paul Morgan to the Portfolio Holder for Public Health and Community Wellbeing**

A question standing in the name of Mr Paul Morgan on the subject of the Playing Pitch Strategy was answered by the Portfolio Holder for Public Health and Community Wellbeing.

(k) **Question submitted by Mr Jason Braidwood to the Portfolio Holder for Transport and Countryside**

A question standing in the name of Mr Jason Braidwood on the subject of what quality controls the Council would put in its own planning application submission process was answered by the Portfolio Holder for Transport and Countryside.

(l) **Question submitted by Mr Jack Harkness to the Portfolio Holder for Public Health and Community Wellbeing**

A question standing in the name of Mr Jack Harkness asking what consultation took place and what evidence of need did the Council have to justify the plans for a MUGA at the community football ground in Faraday Road was answered by the Portfolio Holder for Public Health and Community Wellbeing.

(m) **Question submitted by Mr Lee McDougall to the Portfolio Holder for Public Health and Community Wellbeing**

A question standing in the name of Mr Lee McDougall on the subject of identifying a permanent solution for the Community Football Ground at Faraday Road would receive a written answer from the Portfolio Holder for Public Health and Community Wellbeing.

(n) **Question submitted by Ms Alison May to the Portfolio Holder for Economic Development and Planning**

A question standing in the name of Ms Alison May asking if the Council would instigate an Ancient Woodland Inventory review was answered by the Portfolio Holder for Economic Development and Planning.

(o) **Question submitted by Mr John Stewart to the Portfolio Holder for Public Health and Community Wellbeing**

A question standing in the name of Mr John Stewart asking for confirmation of the costs the Council incurred from the removal of the spectator stand, fencing, gates and floodlighting from the Faraday Road football ground was answered by the Portfolio Holder for Public Health and Community Wellbeing.

(p) **Question submitted by Dr Julie Wintrup to the Portfolio Holder for Internal Governance**

A question standing in the name of Dr Julie Wintrup asking if the deal with St Modwen's would be subject to a public and independent review would receive a written answer from the Portfolio Holder for Internal Governance.

4. **Petitions**

There were no petitions presented to the Executive.

5. **Members' Questions**

A full transcription of the public and Member question and answer sessions would be available from the following link: [Transcription of Q&As](#).

EXECUTIVE - 30 MAY 2019 - MINUTES

(a) **Question submitted by Councillor Steve Masters to the Portfolio Holder for Economic Development and Planning**

A question standing in the name of Councillor Steve Masters on the subject of the success of the night shelter managed by West Berkshire Homeless was answered by the Portfolio Holder for Economic Development and Planning.

(b) **Question submitted by Councillor Steve Masters to the Portfolio Holder for Economic Development and Planning**

A question standing in the name of Councillor Steve Masters querying the number of people and/or families who were currently on the waiting list for social housing was answered by the Portfolio Holder for Economic Development and Planning.

(c) **Question submitted by Councillor Steve Masters to the Portfolio Holder for Economic Development and Planning**

A question standing in the name of Councillor Steve Masters on the subject of the number of social housing units which had been brought into the local housing stock since May 2015 was answered by the Portfolio Holder for Economic Development and Planning.

(d) **Question submitted by Councillor Steve Masters to the Portfolio Holder for Economic Development and Planning**

A question standing in the name of Councillor Steve Masters asking if the Portfolio Holder noted any connection between the levels of homelessness and the lack of adequate social housing stock was answered by the Portfolio Holder for Economic Development and Planning.

(e) **Question submitted by Councillor Steve Masters to the Portfolio Holder for Economic Development and Planning**

A question standing in the name of Councillor Steve Masters querying how many social housing units could have been built on existing Council land if the money invested in commercial property had instead been used for this purpose was answered by the Portfolio Holder for Economic Development and Planning.

(f) **Question submitted by Councillor Adrian Abbs to the Portfolio Holder for Economic Development and Planning**

A question standing in the name of Councillor Adrian Abbs on the subject of the decoupling of the two Sandford planning applications was answered by the Portfolio Holder for Economic Development and Planning.

(g) **Question submitted by Councillor Alan Macro to the Portfolio Holder for Environment**

A question standing in the name of Councillor Alan Macro on the subject of Clean Air Day was answered by the Portfolio Holder for Transport and Countryside.

(h) **Question submitted by Councillor Alan Macro to the Portfolio Holder for Transport and Countryside**

A question standing in the name of Councillor Alan Macro on the subject of the timing chosen for the removal of hedges near the construction site of the new Theale Church of England Primary School was answered by the Portfolio Holder for Transport and Countryside.

EXECUTIVE - 30 MAY 2019 - MINUTES

(i) Question submitted by Councillor David Marsh to the Portfolio Holder for Public Health and Community Wellbeing

A question standing in the name of Councillor David Marsh asking if the Council would implement a ban on all vehicles near schools at drop-off and collection times to protect children from poisonous exhaust fumes was answered by the Portfolio Holder for Public Health and Community Wellbeing.

6. Exclusion of Press and Public

RESOLVED that members of the press and public be excluded from the meeting for the under-mentioned item of business on the grounds that it involves the likely disclosure of exempt information as contained in Paragraphs 1 and 2 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information)(Variation) Order 2006. Rule 8.10.4 of the Constitution also refers.

7. Staffing Restructure at Birchwood Care Home (EX3726)

(Paragraph 1 – information relating to an individual)

(Paragraph 2 – information identifying an individual)

The Executive considered an exempt report (Agenda Item 8) concerning the changes made to the staffing structure at Birchwood Care Home following the 2019/20 investment and which sought approval to delete posts and make redundancy payments.

RESOLVED that the recommendations in the exempt report be agreed.

Other options considered: as outlined in the exempt report.

(The meeting commenced at 5.00pm and closed at 5.47pm)

CHAIRMAN

Date of Signature

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Response to OSMC Recommendations on ASC Overspend

Committee considering report:	Executive on 13 June 2019
Portfolio Member:	Councillor Jeff Cant
Date Portfolio Member agreed report:	30 May 2019
Report Author:	Steve Duffin
Forward Plan Ref:	EX3708

1. Purpose of the Report

- 1.1 To set out a response to the recommendations from the Overview and Scrutiny Management Commission (OSMC) following their review of the report into the 2018/19 overspend in Adult Social Care (ASC).

2. Recommendation

- 2.1 That the suggested responses to each of the 3 recommendations of the OSMC, as shown at paragraphs 5.2, 5.3 and 5.4, be approved.

3. Implications

- 3.1 **Financial:** The recommendations of the OSMC build on those already contained in the report into the 2018/19 overspend in ASC and will help strengthen the financial management arrangements for this important service area and across the Council.
- 3.2 **Policy:** None
- 3.3 **Personnel:** None
- 3.4 **Legal:** None.
- 3.5 **Risk Management:** None
- 3.6 **Property:** None
- 3.7 **Other:** None

4. Other options considered

- 4.1 None

Executive Summary

5. Introduction / Background

- 5.1 On the 26th February 2019 the OSMC considered the Chief Executive's report into the causes of the in-year overspend in Adult Social Care. OSMC subsequently produced a report on its findings and made 3 recommendations.
- 5.2 Recommendation 1 - That a clear and unambiguous understanding of responsibilities and divisions of labour in the budget build and subsequent budget management process be introduced. This should be on the basis of the service owning the budget and Finance owning the process.

Response – The report produced by the Chief Executive has resulted in the creation of a joint Action Plan agreed between the Head of ASC and the Head of Finance & Property. This plan includes looking at what tasks are being undertaken by each team, exploring opportunities for automating more of them and seeing if they are owned by the correct service. Progress against this Action Plan is monitored monthly at the new Financial Planning Meetings with a report to Corporate Board every 6 months.

- 5.3 Recommendation 2 - That a similar remodelling (or rebasing) be applied to the Short Term Services and all other ASC areas to avoid any further under or over budgeting.

Response – Work is underway on the creation of a model that covers Short Term Services with the aim of having this in place to inform the 2020/21 revenue budget build. Once in place this will mean that around 72% of the ASC Gross Expenditure Budget will be covered by the two models. The salaries budget covers 25% of the remaining gross expenditure and this budget is built each year in accordance with a very detailed corporate process.

- 5.4 Recommendation 3- That the Executive and Portfolio Holder for Finance give priority to re-basing/ remodelling the whole corporate budget build every four years to ensure that a similar in-year situation does not occur again.

Response - The resources required to rebase/ remodel the whole corporate budget every 4 years would be a concern. The priority at the moment is on the demand led services so, as well as refining the ASC LTS model and the creation of an ASC STS model, we will focus on ensuring appropriate budget build models are in place for Children's Services. Consideration will then be given to the benefits of remodelling other areas, possibly on a rolling programme.

6. Conclusion

- 6.1 The review of the report into the ASC overspend undertaken by OSMC on the 26th February 2019 provided a very useful opportunity to further explore a number of issues, some specific to ASC but others that impact across the council.

7. Appendices

Appendix A – Equalities Impact Assessment

Appendix A

Equality Impact Assessment - Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity as set out in the Public Sector Equality Duty (Section 149 of the Equality Act), which states:

- “(1) A public authority must, in the exercise of its functions, have due regard to the need to:**
- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;**
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; this includes the need to:**
 - (i) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;**
 - (ii) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;**
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it, with due regard, in particular, to the need to be aware that compliance with the duties in this section may involve treating some persons more favourably than others.**
- (2) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.**
- (3) Compliance with the duties in this section may involve treating some persons more favourably than others.”**

The following list of questions may help to establish whether the decision is relevant to equality:

- Does the decision affect service users, employees or the wider community?
- (The relevance of a decision to equality depends not just on the number of those affected but on the significance of the impact on them)
- Is it likely to affect people with particular protected characteristics differently?
- Is it a major policy, or a major change to an existing policy, significantly affecting how functions are delivered?
- Will the decision have a significant impact on how other organisations operate in terms of equality?
- Does the decision relate to functions that engagement has identified as being important to people with particular protected characteristics?
- Does the decision relate to an area with known inequalities?
- Does the decision relate to any equality objectives that have been set by the council?

Please complete the following questions to determine whether a full Stage Two, Equality Impact Assessment is required.

What is the proposed decision that you are asking the Executive to make:	None
Summary of relevant legislation:	Not applicable
Does the proposed decision conflict with any of the Council's key strategy priorities?	No
Name of assessor:	Steve Duffin
Date of assessment:	1 st May 2019

Is this a:		Is this:	
Policy	No	New or proposed	No
Strategy	No	Already exists and is being reviewed	No
Function	No	Is changing	No
Service	No		

1 What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
Aims:	Improved internal processes
Objectives:	Improved internal processes
Outcomes:	Improved internal processes
Benefits:	Improved internal processes

2 Note which groups may be affected by the proposed decision. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this.		
(Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)		
Group Affected	What might be the effect?	Information to support this
Age	None	
Disability	None	
Gender Reassignment	None	
Marriage and Civil	None	

Partnership		
Pregnancy and Maternity	None	
Race	None	
Religion or Belief	None	
Sex	None	
Sexual Orientation	None	
Further Comments relating to the item:		

3 Result	
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	No
Please provide an explanation for your answer:	
Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?	No
Please provide an explanation for your answer:	

If your answers to question 2 have identified potential adverse impacts and you have answered 'yes' to either of the sections at question 3, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the [Equality Impact Assessment guidance and Stage Two template](#).

4 Identify next steps as appropriate:	
Stage Two required	No
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	

Name:

Date:

Please now forward this completed form to Rachel Craggs, Principal Policy Officer (Equality and Diversity) (rachel.craggs@westberks.gov.uk), for publication on the WBC website.

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2018/19 Revenue Financial Performance: Provisional Outturn

Committee considering report:	Executive on 13 June 2019
Portfolio Member:	Councillor Jeff Cant
Date Portfolio Member agreed report:	5 June 2019
Report Author:	Melanie Ellis
Forward Plan Ref:	EX3564

1. Purpose of the Report

- 1.1 To inform Members of the provisional revenue outturn for 2018/19.

2. Recommendation

- 2.1 To note the report, and in particular the continued challenge of managing pressures in adult social care, which are shared nationally.

3. Implications

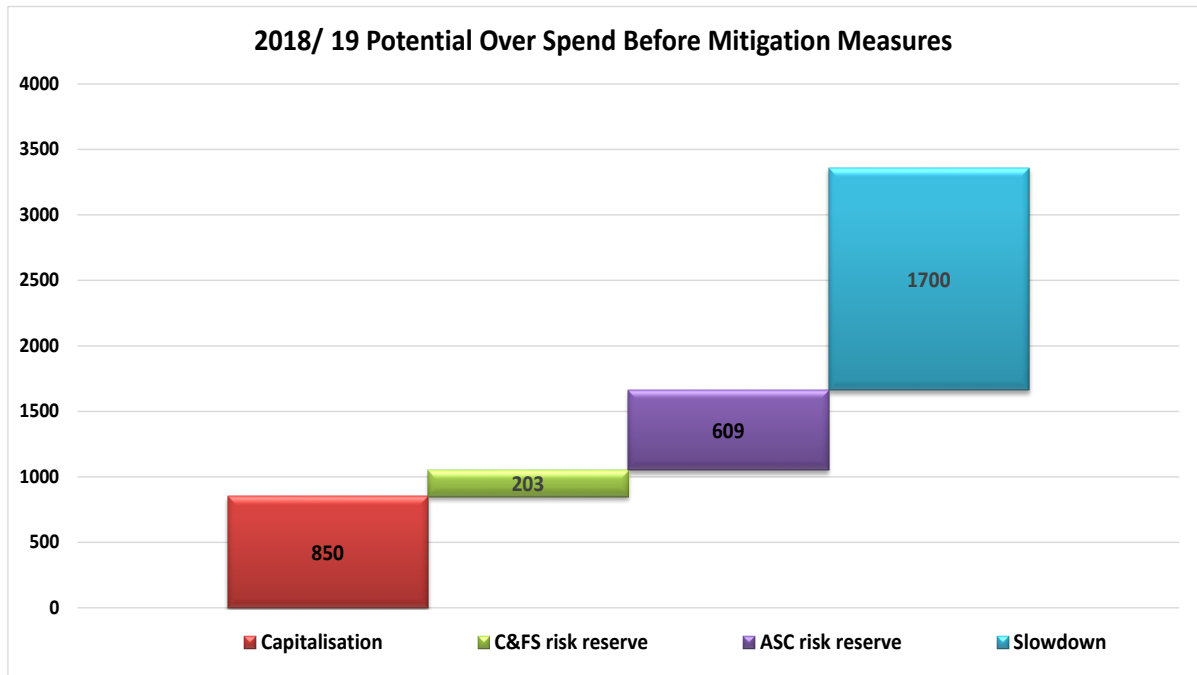
- 3.1 **Financial:** The Council faced a potential overspend of £3.3m in 2018/19 and has responded to this with a Council wide mitigation programme, including the use of service specific risk reserves, to arrive at a balanced outturn. Areas of ongoing overspend and unmet savings have been addressed as part of the 2019/20 budget build.
- 3.2 **Policy:** n/a
- 3.3 **Personnel:** n/a
- 3.4 **Legal:** n/a
- 3.5 **Risk Management:** n/a
- 3.6 **Property:** n/a
- 3.7 **Other:** n/a

4. Other options considered

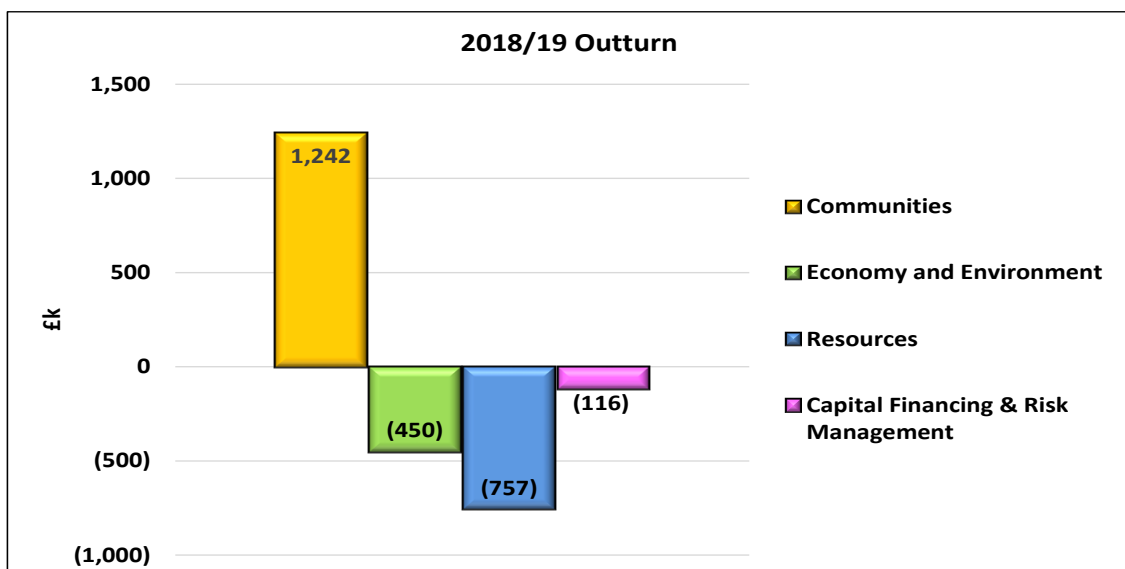
- 4.1 N/a – factual report for information.

Executive Summary

- 4.2 At Quarter One it became evident that a significant overspend was emerging in the Communities Directorate, most notably in Adult Social Care. The whole Council was tasked with putting mitigation strategies in place in order to address the forecast overspend. Without this action the Council could have faced an overspend of £3.3million.
- 4.3 Cost reduction measures achieved £1.7m of savings, a further £850k was capitalised, and £812k was released from risk reserves at Quarter Three. The impact of the mitigation measures is shown in the chart below.



- 4.4 £81k was returned to reserves at the end of the year, resulting in a net use of £731k reserves.
- 4.5 Directorate over and under spends (after all mitigation measures) are shown in the following chart (the net position being the £81k returned to reserves):



- 4.6 At Quarter One Adult Social Care was showing a significant overspend. An in depth review was undertaken of the modelling used to set the budget concluding that the modelled budget should have been £1.4m higher, with the remainder of the overspend arising from demand, unmet savings, transfers of care and the embargo of Birchwood care home.
- 4.7 The Adult Social Care outturn position is overspent by £838k. There were overspends of £2m in commissioning and £1.1m in Birchwood care home offset by underspends of £800k in the rest of the service. The overspend was reduced using £600k risk reserves, £500k Winter funding and £290k Transformation funding. The underlying overspend has been addressed in the 2019/20 budget build with improved modelling used to forecast future budget requirements in commissioning. Birchwood care home has received additional funding to address staffing levels for 2019/20, but our care home provision will remain an area of focus.
- 4.8 Children & Family Services outturn position is £632k overspent. Childcare lawyers overspent by £565k. This is in part attributable to a £200k unmet savings target and in part to four complex high court cases. The demand led placement budgets are overspent by £396k mainly in Independent Fostering Agencies' and Special Guardianship. The 2018/19 savings programme has only delivered £26k against a target of £426k, and £400k of savings have not been met, however, in-year savings of £200k were delivered.
- 4.9 The remainder of the Communities Directorate is underspent. The Economy and Environment Directorate was underspent by £450k, reflecting in-year savings and capitalisation of relevant costs. Resources was £757k underspent, reflecting in-year savings and additional income from commercial property investment.
- 4.10 The 2018/19 budget was set with a £5.2m savings and income generation programme. Progress is monitored using the RAG system. At outturn, £881k of risks are Red (17%) and £4.4 Green (83%). Whilst some savings have over achieved, the savings programme as a whole has significantly under achieved in 2018/19. The Communities Directorate has only achieved 56% of savings targets. (ASC 76% achieved, CFS 6% achieved, Education 84% achieved). This will be addressed in 2019/20 as part of the ongoing savings and income generation programme.
- 4.11 The Transformation Reserve was established in order to ensure that the Council has the resources to pursue transformation plans outlined in the MTFs and to invest in strategies that will bring future benefits to the organisation. £566k was allocated in 2017/18 and £864k in 2018/19. Budget Board allocated a further £869k in April 2019 from existing reserves to increase the Transformation Reserve back to £1m.

5. Proposal

- 5.1 To note the outturn position.

6. Conclusion

- 6.1 The Council faced a potential overspend of £3.3m in 2018/19 and has responded to this with a Council wide mitigation programme, and has had to make use of service specific risk reserves. After these actions the final position will result in £81k being

returned to reserves. Areas of ongoing overspend and unmet savings have been addressed as part of the 2019/20 budget build.

7. Appendices

- 7.1 Appendix A – Data Protection Impact Assessment
- 7.2 Appendix B – Equalities Impact Assessment
- 7.3 Appendix C – Supporting Information
- 7.4 Appendix D – Communities Directorate Report
- 7.5 Appendix E – Economy & Environment Directorate Report
- 7.6 Appendix F – Resources Directorate Report
- 7.7 Appendix G – Summary Revenue Forecast 2018/19
- 7.8 Appendix H – Summary of Budget Changes

Appendix A

Data Protection Impact Assessment – Stage One

The General Data Protection Regulations require a Data Protection Impact Assessment (DPIA) for certain projects that have a significant impact on the rights of data subjects.

Should you require additional guidance in completing this assessment, please refer to the Information Management Officer via dp@westberks.gov.uk

Directorate:	Resources
Service:	Finance and Property
Team:	Accountancy
Lead Officer:	Melanie Ellis
Title of Project/System:	Q4 Financial Performance
Date of Assessment:	23/8/18

Do you need to do a Data Protection Impact Assessment (DPIA)?

	Yes	No
<p>Will you be processing SENSITIVE or “special category” personal data?</p> <p><small>Note – sensitive personal data is described as “data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation”</small></p>	<input type="checkbox"/>	x
<p>Will you be processing data on a large scale?</p> <p><small>Note – Large scale might apply to the number of individuals affected OR the volume of data you are processing OR both</small></p>	<input type="checkbox"/>	x
<p>Will your project or system have a “social media” dimension?</p> <p><small>Note – will it have an interactive element which allows users to communicate directly with one another?</small></p>	<input type="checkbox"/>	x
<p>Will any decisions be automated?</p> <p><small>Note – does your system or process involve circumstances where an individual’s input is “scored” or assessed without intervention/review/checking by a human being? Will there be any “profiling” of data subjects?</small></p>	<input type="checkbox"/>	x
<p>Will your project/system involve CCTV or monitoring of an area accessible to the public?</p>	<input type="checkbox"/>	x
<p>Will you be using the data you collect to match or cross-reference against another existing set of data?</p>	<input type="checkbox"/>	x
<p>Will you be using any novel, or technologically advanced systems or processes?</p> <p><small>Note – this could include biometrics, “internet of things” connectivity or anything that is currently not widely utilised</small></p>	<input type="checkbox"/>	x

If you answer “Yes” to any of the above, you will probably need to complete [Data Protection Impact Assessment - Stage Two](#). If you are unsure, please consult with the Information Management Officer before proceeding.

Equality Impact Assessment - Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity as set out in the Public Sector Equality Duty (Section 149 of the Equality Act), which states:

- “(1) A public authority must, in the exercise of its functions, have due regard to the need to:**
- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;**
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; this includes the need to:**
 - (i) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;**
 - (ii) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;**
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it, with due regard, in particular, to the need to be aware that compliance with the duties in this section may involve treating some persons more favourably than others.**
- (2) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.**
- (3) Compliance with the duties in this section may involve treating some persons more favourably than others.”**

The following list of questions may help to establish whether the decision is relevant to equality:

- Does the decision affect service users, employees or the wider community?
- (The relevance of a decision to equality depends not just on the number of those affected but on the significance of the impact on them)
- Is it likely to affect people with particular protected characteristics differently?
- Is it a major policy, or a major change to an existing policy, significantly affecting how functions are delivered?
- Will the decision have a significant impact on how other organisations operate in terms of equality?
- Does the decision relate to functions that engagement has identified as being important to people with particular protected characteristics?
- Does the decision relate to an area with known inequalities?
- Does the decision relate to any equality objectives that have been set by the council?

Please complete the following questions to determine whether a full Stage Two, Equality Impact Assessment is required.

What is the proposed decision that you are asking the Executive to make:	No decision.
Summary of relevant legislation:	
Does the proposed decision conflict with any of the Council's key strategy priorities?	
Name of assessor:	Melanie Ellis
Date of assessment:	23/8/18

Is this a:		Is this:	
Policy	No	New or proposed	No
Strategy	No	Already exists and is being reviewed	No
Function	No	Is changing	No
Service	No		

1 What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
Aims:	
Objectives:	
Outcomes:	
Benefits:	

2 Note which groups may be affected by the proposed decision. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this.		
(Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)		
Group Affected	What might be the effect?	Information to support this
Age		
Disability		
Gender Reassignment		
Marriage and Civil		

Partnership		
Pregnancy and Maternity		
Race		
Religion or Belief		
Sex		
Sexual Orientation		
Further Comments relating to the item:		

3 Result	
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	Yes/No
Please provide an explanation for your answer:	
Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?	Yes/No
Please provide an explanation for your answer:	

If your answers to question 2 have identified potential adverse impacts and you have answered 'yes' to either of the sections at question 3, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the [Equality Impact Assessment guidance and Stage Two template](#).

4 Identify next steps as appropriate:	
Stage Two required	
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	

Name:

Date:

Please now forward this completed form to Rachel Craggs, Principal Policy Officer (Equality and Diversity) (rachel.craggs@westberks.gov.uk), for publication on the WBC website.

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Capital Programme Financial Performance Report: Provisional Outturn 2018/19

Committee considering report:	Executive on 13 June 2019
Portfolio Member:	Councillor Jeff Cant
Date Portfolio Member agreed report:	22 May 2019
Report Author:	Shannon Coleman-Slaughter
Forward Plan Ref:	EX3594

1. Purpose of the Report

- 1.1 The financial performance reports provided to Members, throughout the financial year, report the under or over spend against the Council's approved capital budget. This report presents the provisional capital outturn for the Council in respect of financial year 2018/19. It should be noted that these figures are provisional and may change as a result of External Audit.

2. Recommendation

- 2.1 The capital provisional outturn position and the level of budget to be carried forward to 2019/20 should be noted.
- 2.2 Given the political and economic uncertainty at present, it is not prudent to review the property investment strategy until such time as there is more clarity in the investment market.

3. Implications

- 3.1 **Financial:** The provisional outturn is a £8.68 million underspend against the 2018/19 revised capital budget of £89.9 million. £8.57 million primarily consisting of government grants and developers contributions for Education, Highways and Housing schemes, is now proposed to be re-profiled into 2019/20 to enable the continuation of ongoing capital schemes.
- 3.2 **Policy:** N/A
- 3.3 **Personnel:** N/A
- 3.4 **Legal:** N/A
- 3.5 **Risk Management:** N/A
- 3.6 **Property:** N/A

4. Other options considered

- 4.1 None.

Executive Summary

5. Introduction / Background

- 5.1 A capital budget for 2018/19 of £72.8million was set by Council in March 2018 with funding of £25.5million from external grants, £4.5million section 106 contributions and Community Infrastructure Levy and with £42.8million planned to be funded from borrowing.
- 5.2 During the year budget changes have occurred, mainly as a result of additional grants and section 106 allocations received in year and £11.3 million of spend re-profiled into 2018/19 from 2017/18. The revised budget was £89.9million.
- 5.3 Total capital expenditure in 2018/19 was £81.3 million against the £89.9 million budget, an overall underspend of £8.7 million or 9.7 %. Capital Strategy Group on the 9th May has reviewed the outturn in detail and proposes that £8.6 million should be carried forward into 2019/20 to enable the continuation of schemes already underway and to help fund emerging pressures in the capital programme. The table below details outturn against revised budget and proposed re-profiling into 2019/20.

Directorate Summary	Current Budget	Quarter Three		Outturn		Change from Quarter Three Forecast	Amount proposed to be Re-profiled to 2019/20
		Forecast Spend in Year	Forecast (under)/Over Spend	Total Spend in Year	(Under)/Over Spend		
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Communities	11,148	10,967	0	10,316	(832)	(832)	896
Economy & Environment	27,542	26,924	0	20,116	(7,426)	(7,426)	7,202
Resources	51,256	49,671	(3,078)	50,828	(428)	2,650	479
Totals	89,946	87,562	(3,078)	81,260	(8,686)	(5,608)	8,577

- 5.4 The main contributing factor for the Communities Directorate underspend position is the development of Highwood Copse School's contractor going into administration temporarily halting spend on the project. The contract for the development of the school will be retendered as part of the 2019/20 programme.
- 5.5 The capital budget of £27.5million for the Economy & Environment Directorate was underspent by £7.4million. The underspend relates primarily to Highways schemes (£6.4million), within the Transport & Countryside Service as a result of £1.9 million of additional funding was received from for highways maintenance in December 2018, which could not be fully utilised by 31st March 2019. Developer delays, inclusive of the Kings Road Link (£1.9million), £897k for Sandford access and £850k on flood defence schemes in Thatcham, Purley and Lambourn were incurred in the year contributing to the underspend position. The Development & Planning Service underspent by £822k, primarily through funding for the purchase of temporary accommodation, three properties are planned for purchase in 2019/20.
- 5.6 The capital budget of £51.2million for the Resources Directorate was underspent by a net £428k. Underspends were incurred against budgets for Members bids (unclaimed by recipients totalling £180k), Finance & Property schemes due to delays in the completion of the new heating and cooling systems (£147k), and delays in the MyView (£61k) and ICT projects (£83k). The budget for redevelopment of the London Road Industrial Estate was overspent by £51k

because of higher than expected legal costs. It is proposed that the underspends totalling £480k across the directorate are re-profiled into 2019/20 to enable completion of the projects. The overspend against the London Road budget is proposed to be offset against the savings in the Economy & Environment Directorate.

- 5.7 The Resources Directorate budget included £47million for the acquisition of commercial property supporting the Council's Investment Property Strategy. Appendix D provides an update on the Property Investment Portfolio. Council had previously agreed that the Strategy overseeing this area of investment should be reviewed on an annual basis. However, given the political and economic uncertainty at present, it is proposed that it is not prudent to review the full strategy until such time as there is more clarity in the investment market.

6. Proposal

- 6.1 To note the outturn position.

7. Conclusion

- 7.1 Total capital expenditure in 2018/19 was £81.3 million against the £89.9 million budget, an overall underspend of £8.7 million or 9.7 %. Capital Strategy Group on the 9th May has reviewed the outturn in detail and proposed that £8.57 million is carried forward into 2019/20 to enable the continuation of schemes already underway and to help fund any emerging pressures in the capital programme.

8. Appendices

- 8.1 Appendix A – Data Protection Impact Assessment
- 8.2 Appendix B – Equalities Impact Assessment
- 8.3 Appendix C – Supporting Information
- 8.4 Appendix D – Property Investment Performance March 2019

Appendix A

Data Protection Impact Assessment – Stage One

The General Data Protection Regulations require a Data Protection Impact Assessment (DPIA) for certain projects that have a significant impact on the rights of data subjects.

Should you require additional guidance in completing this assessment, please refer to the Information Management Officer via dp@westberks.gov.uk

Directorate:	Resources
Service:	Finance and Property
Team:	Accountancy
Lead Officer:	Andy Walker
Title of Project/System:	
Date of Assessment:	7/5/19

Do you need to do a Data Protection Impact Assessment (DPIA)?

	Yes	No
<p>Will you be processing SENSITIVE or “special category” personal data?</p> <p>Note – sensitive personal data is described as “<i>data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation</i>”</p>	<input type="checkbox"/>	X
<p>Will you be processing data on a large scale?</p> <p>Note – Large scale might apply to the number of individuals affected OR the volume of data you are processing OR both</p>	<input type="checkbox"/>	X
<p>Will your project or system have a “social media” dimension?</p> <p>Note – will it have an interactive element which allows users to communicate directly with one another?</p>	<input type="checkbox"/>	X
<p>Will any decisions be automated?</p> <p>Note – does your system or process involve circumstances where an individual’s input is “scored” or assessed without intervention/review/checking by a human being? Will there be any “profiling” of data subjects?</p>	<input type="checkbox"/>	X
<p>Will your project/system involve CCTV or monitoring of an area accessible to the public?</p>	<input type="checkbox"/>	X
<p>Will you be using the data you collect to match or cross-reference against another existing set of data?</p>	<input type="checkbox"/>	X
<p>Will you be using any novel, or technologically advanced systems or processes?</p> <p>Note – this could include biometrics, “internet of things” connectivity or anything that is currently not widely utilised</p>	<input type="checkbox"/>	X

If you answer “Yes” to any of the above, you will probably need to complete [Data Protection Impact Assessment - Stage Two](#). If you are unsure, please consult with the Information Management Officer before proceeding.

Appendix B

Equality Impact Assessment - Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity as set out in the Public Sector Equality Duty (Section 149 of the Equality Act), which states:

- “(1) A public authority must, in the exercise of its functions, have due regard to the need to:**
- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;**
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; this includes the need to:**
 - (i) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;**
 - (ii) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;**
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it, with due regard, in particular, to the need to be aware that compliance with the duties in this section may involve treating some persons more favourably than others.**
- (2) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.**
- (3) Compliance with the duties in this section may involve treating some persons more favourably than others.”**

The following list of questions may help to establish whether the decision is relevant to equality:

- Does the decision affect service users, employees or the wider community?
- (The relevance of a decision to equality depends not just on the number of those affected but on the significance of the impact on them)
- Is it likely to affect people with particular protected characteristics differently?
- Is it a major policy, or a major change to an existing policy, significantly affecting how functions are delivered?
- Will the decision have a significant impact on how other organisations operate in terms of equality?
- Does the decision relate to functions that engagement has identified as being important to people with particular protected characteristics?
- Does the decision relate to an area with known inequalities?
- Does the decision relate to any equality objectives that have been set by the council?

Please complete the following questions to determine whether a full Stage Two, Equality Impact Assessment is required.

What is the proposed decision that you are asking the Executive to make:	To note the Quarter Three capital monitoring position.
Summary of relevant legislation:	Not applicable
Does the proposed decision conflict with any of the Council's key strategy priorities?	No
Name of assessor:	Shannon Coleman-Slaughter
Date of assessment:	7.5.19

Is this a:		Is this:	
Policy	No	New or proposed	No
Strategy	No	Already exists and is being reviewed	No
Function	No	Is changing	No
Service	No		

1 What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
Aims:	Overview of the position of the 2018/19 capital programme
Objectives:	As above
Outcomes:	As above
Benefits:	As above

2 Note which groups may be affected by the proposed decision. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this. (Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)		
Group Affected	What might be the effect?	Information to support this
Age	Yes	Capital programme covers delivery of key projects aligned to the Council Strategy.
Disability	Yes	
Gender Reassignment	No	

Marriage and Civil Partnership	No	
Pregnancy and Maternity	No	
Race	No	
Religion or Belief	No	
Sex	No	
Sexual Orientation	No	
Further Comments relating to the item:		

3 Result	
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	No
Please provide an explanation for your answer:	
Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?	No
Please provide an explanation for your answer:	

If your answers to question 2 have identified potential adverse impacts and you have answered 'yes' to either of the sections at question 3, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the [Equality Impact Assessment guidance and Stage Two template](#).

4 Identify next steps as appropriate:	
Stage Two required	No
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	

Name: Shannon Coleman-Slaughter

Date: 7/5/19

Please now forward this completed form to Rachel Craggs, Principal Policy Officer (Equality and Diversity) (rachel.craggs@westberks.gov.uk), for publication on the WBC website.

Formal Response to the Thames Valley Local Enterprise Partnership's Berkshire Local Industrial Strategy Framework

Committee considering report:	Executive on 13 June 2019
Portfolio Member:	Councillor Hilary Cole
Date Portfolio Member agreed report:	30 May 2019
Report Author:	Gabrielle Mancini
Forward Plan Ref:	EX3747

1. Purpose of the Report

- 1.1 To introduce West Berkshire District Council's response to the draft Berkshire Local Industrial Strategy Framework.

2. Recommendation

- 2.1 That West Berkshire District Council responds to the Thames Valley Berkshire Local Enterprise Partnership's consultation on the draft Berkshire Local Industrial Strategy Framework.

3. Implications

- 3.1 **Financial:** None
- 3.2 **Policy:** None
- 3.3 **Personnel:** None
- 3.4 **Legal:** None
- 3.5 **Risk Management:** None
- 3.6 **Property:** None
- 3.7 **Other:** None

4. Other options considered

- 4.1 Not to respond or support the TVB LEP BLIS.

Executive Summary

5. Introduction / Background

- 5.1 HM Government published a national Industrial Strategy published in late 2017. This tasked all 38 Local Enterprise Partnerships (LEPs) in the country with leading the development of a Local Industrial Strategy for their respective areas.
- 5.2 The aims of these Local Industrial Strategies are to raise productivity and to ensure that local economic assets contribute even more to the national economy.
- 5.3 As the advocate for the area, Thames Valley Berkshire LEP (TVB LEP) has a responsibility to respond to this and shape a Local Industrial Strategy for Berkshire, commonly known as the BLIS.
- 5.4 The resultant framework document sets out five priorities and poses a number of questions to ensure that it meets the needs of local stakeholders. Its publication marks a key milestone in the process of developing the BLIS.
- 5.5 TVB LEP has asked the council to formally respond to the consultation on the framework's content as local authorities will be key stakeholders as it seeks to deliver the aims of the Local Industrial Strategy.

6. Proposal

- 6.1 That West Berkshire District Council responds formally to the BLIS consultation.

7. Conclusion

- 7.1 The Berkshire Local Industrial Strategy will be a key document for the future of West Berkshire's economy, as well as that of the region, and the framework as published will have bearing on the council's own strategies, including the West Berkshire Local Plan to 2036 and the refreshed West Berkshire Economic Development Strategy 2019.
- 7.2 Given this and the fact that the TVB LEP, one of our key partners, has asked us to formally respond to its consultation, it is recommended that the attached submission (Appendix D) is given.

8. Appendices

- 8.1 Appendix A – Data Protection Impact Assessment
- 8.2 Appendix B – Equalities Impact Assessment
- 8.3 Appendix C – Supporting Information
- 8.4 Appendix D – BLIS response

Appendix A

Data Protection Impact Assessment – Stage One

The General Data Protection Regulations require a Data Protection Impact Assessment (DPIA) for certain projects that have a significant impact on the rights of data subjects.

Should you require additional guidance in completing this assessment, please refer to the Information Management Officer via dp@westberks.gov.uk

Directorate:	Economy and Environment
Service:	Development and Planning
Team:	Planning and Transport Policy
Lead Officer:	Gabrielle Mancini
Title of Project/System:	Response to Draft Berkshire Local Industrial Strategy Framework
Date of Assessment:	26/04/2019

Do you need to do a Data Protection Impact Assessment (DPIA)?

	Yes	No
<p>Will you be processing SENSITIVE or “special category” personal data?</p> <p>Note – sensitive personal data is described as “<i>data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation</i>”</p>		x
<p>Will you be processing data on a large scale?</p> <p>Note – Large scale might apply to the number of individuals affected OR the volume of data you are processing OR both</p>		x
<p>Will your project or system have a “social media” dimension?</p> <p>Note – will it have an interactive element which allows users to communicate directly with one another?</p>		x
<p>Will any decisions be automated?</p> <p>Note – does your system or process involve circumstances where an individual's input is “scored” or assessed without intervention/review/checking by a human being? Will there be any “profiling” of data subjects?</p>		x
<p>Will your project/system involve CCTV or monitoring of an area accessible to the public?</p>		x
<p>Will you be using the data you collect to match or cross-reference against another existing set of data?</p>		x
<p>Will you be using any novel, or technologically advanced systems or processes?</p> <p>Note – this could include biometrics, “internet of things” connectivity or anything that is currently not widely utilised</p>		x

If you answer “Yes” to any of the above, you will probably need to complete [Data Protection Impact Assessment - Stage Two](#). If you are unsure, please consult with the Information Management Officer before proceeding.

Appendix B

Equality Impact Assessment - Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity as set out in the Public Sector Equality Duty (Section 149 of the Equality Act), which states:

- “(1) A public authority must, in the exercise of its functions, have due regard to the need to:**
- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;**
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; this includes the need to:**
 - (i) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;**
 - (ii) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;**
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it, with due regard, in particular, to the need to be aware that compliance with the duties in this section may involve treating some persons more favourably than others.**
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- (3) Compliance with the duties in this section may involve treating some persons more favourably than others.”**

The following list of questions may help to establish whether the decision is relevant to equality:

- Does the decision affect service users, employees or the wider community?
- (The relevance of a decision to equality depends not just on the number of those affected but on the significance of the impact on them)
- Is it likely to affect people with particular protected characteristics differently?
- Is it a major policy, or a major change to an existing policy, significantly affecting how functions are delivered?
- Will the decision have a significant impact on how other organisations operate in terms of equality?
- Does the decision relate to functions that engagement has identified as being important to people with particular protected characteristics?
- Does the decision relate to an area with known inequalities?
- Does the decision relate to any equality objectives that have been set by the council?

Please complete the following questions to determine whether a full Stage Two, Equality Impact Assessment is required.

What is the proposed decision that you are asking the Executive to make:	That West Berkshire Council submits a formal response to the draft Berkshire Local Industrial Strategy Framework consultation
Summary of relevant legislation:	
Does the proposed decision conflict with any of the Council's key strategy priorities?	No
Name of assessor:	Gabrielle Mancini
Date of assessment:	26/04/2019

Is this a:		Is this:	
Policy	No	New or proposed	No
Strategy	No	Already exists and is being reviewed	No
Function	No	Is changing	No
Service	No		

1 What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
Aims:	To shape a Local Industrial Strategy for Berkshire
Objectives:	To contribute to the consultation on the BLIS to ensure West Berkshire's views are considered as part of this process.
Outcomes:	West Berkshire's views will be reflected in the final document.
Benefits:	West Berkshire District Council and its residents and businesses are given the opportunity to contribute to a document that will have a bearing on the future of the local economy.

2 Note which groups may be affected by the proposed decision. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this. (Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)		
Group Affected	What might be the effect?	Information to support this
Age	None	

Disability	None	
Gender Reassignment	None	
Marriage and Civil Partnership	None	
Pregnancy and Maternity	None	
Race	None	
Religion or Belief	None	
Sex	None	
Sexual Orientation	None	
Further Comments relating to the item:		

3 Result	
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	No
Please provide an explanation for your answer:	
Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?	No
Please provide an explanation for your answer:	

If your answers to question 2 have identified potential adverse impacts and you have answered 'yes' to either of the sections at question 3, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the [Equality Impact Assessment guidance and Stage Two template](#).

4 Identify next steps as appropriate:	
Stage Two required	
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	

Name: Gabrielle Mancini

Date: 26/04/2019

Please now forward this completed form to Rachel Craggs, Principal Policy Officer (Equality and Diversity) (rachel.craggs@westberks.gov.uk), for publication on the WBC website.

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