

# Individual Decision

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The attached report(s) will be taken as  
Individual Portfolio Member Decision(s) on:

**Thursday, 10th November, 2011**

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<b>Ref:</b>	<b>Title</b>	<b>Portfolio Member(s)</b>	<b>Page No.</b>
ID2247	<b>West Berkshire Forward Plan - December 2011 to March 2012</b>	Councillor Graham Jones	1 - 14



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## Individual Executive Member Decision

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<b>Title of Report:</b>	<b>West Berkshire Council Forward Plan - December 2011 to March 2012</b>
<b>Report to be considered by:</b>	Individual Executive Member Decision
<b>Date on which Decision is to be taken:</b>	10 November 2011
<b>Forward Plan Ref:</b>	ID2247

**Purpose of Report:** To advise Members and residents of items to be considered by West Berkshire Council over the next four months.

**Recommended Action:** That the Leader of the Council agrees and where appropriate amends the West Berkshire Council Forward Plan.

**Reason for decision to be taken:** It is a statutory requirement that a Forward Plan be produced.

**Other options considered:** Not applicable.

**Key background documentation:** Forward Plan.

Portfolio Member Details	
<b>Name &amp; Telephone No.:</b>	Councillor Graham Jones - Tel (01235) 762744
<b>E-mail Address:</b>	gjones@westberks.gov.uk

Contact Officer Details	
<b>Name:</b>	Moira Fraser
<b>Job Title:</b>	Democratic Services Manager
<b>Tel. No.:</b>	01635 519045
<b>E-mail Address:</b>	mfraser@westberks.gov.uk

## Implications

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<b>Policy:</b>	The Forward Plan details the Policies to be adopted by West Berkshire Council.
<b>Financial:</b>	The Forward Plan has no financial implications.
<b>Personnel:</b>	The Forward Plan has no personnel implications.
<b>Legal/Procurement:</b>	The Forward Plan has no legal or procurement implications.
<b>Environmental:</b>	The Forward Plan has no environmental implications.
<b>Property:</b>	The Forward Plan has no property implications.
<b>Risk Management:</b>	The Forward Plan has no risk management implications.
<b>Equalities:</b>	The Forward Plan is a publication of the Council available for all residents at the Council Office in Market Street and on the Council's website.

## Consultation Responses

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### Members:

<b>Leader of Council:</b>	Councillor Graham Jones.
<b>Overview &amp; Scrutiny Management Commission Chairman:</b>	Councillor Brian Bedwell.
<b>Ward Members:</b>	All Members.
<b>Opposition Spokesperson:</b>	Councillor Jeff Brooks.
<b>Local Stakeholders:</b>	The West Berkshire Forward Plan will be published the first working day after the Individual Decision is signed.
<b>Officers Consulted:</b>	Nick Carter, John Ashworth, Teresa Bell, Margaret Goldie, Group Executives.
<b>Trade Union:</b>	Not sought.

Is this item subject to call-in.	Yes: <input type="checkbox"/>	No: <input checked="" 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 O&SMC or associated Task Groups within preceding six months		<input type="checkbox"/>
Item is Urgent Key Decision		<input checked="" type="checkbox"/>

## **Supporting Information**

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### **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 four months. The Forward Plan, attached as Appendix A, also shows the decision path of each item so far including Council, Executive and Individual Decisions.
- 1.2 Also attached for information is Appendix B - the Overview and Scrutiny Management Commission and Sub-Committees Work Programme.
- 1.3 Publication of the Forward Plan is a statutory requirement of the Local Authority.

### **Appendices**

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Appendix A – West Berkshire Council Forward Plan – December 2011 – March 2012.

Appendix B – Overview and Scrutiny Management Commission and Sub-Committee Work Programmes.

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# West Berkshire Council Forward Plan

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# West Berkshire Council Forward Plan – December 2011 to March 2012

Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact	Lead Member (Porfolio Holder for . . .)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
<b>DECEMBER 2011</b>											
PC2385	<b>Recognising Continuous Service for Employees Transferring from Academies</b>	PC	14/12/11 PC	Chief Executive	Jane Milone	Strategy, Performance, Community Safety		06/12/11			01 December 2011
PC2362	<b>Amendments to Apprenticeships Policy</b> <i>To seek a change in pay policy to allow payment on the National Minimum Wage in some circumstances to young apprentices extra to establishment.</i>	PC	14/12/11 PC	Chief Executive	Jane Milone	Strategy, Performance, Community Safety		06/12/11			01 December 2011
ID2250	<b>West Berkshire Forward Plan - January 2012 to April 2012</b> <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	15/12/11	Chief Executive	Moira Fraser (2045)	Leader of Council		07/12/11	All Members, published on website for local residents	Not subject to call in.	01 December 2011
EX2380	<b>The Control Tower</b> <i>To obtain a decision on disposal options for the Control Tower.</i>	EX	15/12/11 EX	Environment	Amanda Dennis	Finance, Property, Health & Safety		07/12/11			01 December 2011
EX2367	<b>Winter Service Plan 2011/12</b>	EX	15/12/11 EX	Environment	Melvyn May	Highways, Transport (Operational), ICT, Customer Services		07/12/11			01 December 2011
EX2356	<b>Superfast Broadband for Berkshire</b> <i>To seek approval for the Council being a part of the Superfast Broadband initiative across Berkshire.</i>	EX	15/12/11 EX	Chief Executive	Kevin Griffin	Highways, Transport (Operational), ICT, Customer Services		07/12/11			01 December 2011

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

<b>KEY:</b>	
ID =	Individual Executive Member Decision
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# West Berkshire Council Forward Plan – December 2011 to March 2012

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EX2284	<b>Equalities Report - including Public Sector Equality Duty</b> <i>To set out the requirements that the Public Sector Equality Duty will place on West Berkshire Council. To make recommendations as to future methods for involving people, including the eight protected groups as defined under the Equality Act 2010.</i>	EX	15/12/11 EX	Chief Executive	David Baker/ Jane Milone	Partnerships, Equality, The Visions, Communities		07/12/11			01 December 2011
EX2289	<b>Financial Performance Report (Quarter 2)</b>	EX	15/12/11 EX	Chief Executive	Joseph Holmes	Finance, Property, Health and Safety		07/12/11			01 December 2011
EX2308	<b>Community Planning Q2 2011/12</b> <i>To provide Members with an update on parish planning activity during the final quarter of 2011/12 Financial Year.</i>	EX	15/12/11 EX	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions, Communities		07/12/11			01 December 2011
EX2329	<b>Establishment Report Q2 11/12</b> <i>To note changes to the WBC Establishment</i>	EX	15/12/11 EX	Chief Executive	Robert O'Reilly	Strategy, Performance, Community Safety		07/12/11			01 December 2011
EX2352	<b>Market Street Redevelopment</b>	EX	15/12/11 EX	Chief Executive	Nick Carter	Partnerships, Equality, The Visions, Communities		07/12/11			01 December 2011
EX2353	<b>Environmental Health and Licensing Joint Service Delivery</b> <i>To outline the potential of creating a new Environmental Health and Licensing Service with Wokingham Borough Council.</i>	EX	15/12/11 EX	Environment	Paul Anstey	Environment, "Cleaner Greener", Public Protection, Culture and Leisure		07/12/11	Officers		01 December 2011

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EX2371	<b>Building Control Consultancy restructuring</b>	EX	15/12/11 EX	Environment	Roger Paine	Planning, Transport Policy, Housing, Economic Development		07/12/11			01 December 2011
EX2375	<b>Asset Management Plan</b> <i>To seek approval to the Asset Management Plan</i>	EX	15/12/11 EX	Environment	Amanda Dennis	Finance, Property, Health & Safety		07/12/11			01 December 2011
EX2383	<b>Charging Policy for Bed &amp; Breakfast Temporary Accommodation</b> <i>To set out a proposed charging policy for applicants placed in bed &amp; breakfast as temporary accommodation under the Council's homelessness duties</i>	EX	15/12/11 EX	Community Services	Mel Brain	Planning, Transport Policy, Housing, Economic Development		07/12/11			01 December 2011
EX2384	<b>Change to the bedroom allocation in the Council's adopted Housing Allocation Policy</b> <i>To recommend that the Council's Allocation Policy in respect of bedroom allocations is amended to bring social housing and private rented housing into line, reflecting the proposed changes in Local Housing Allowance and to ensure equity across housing tenures.</i>	EX	15/12/11 EX	Community Services	Mel Brain	Planning, Transport Policy, Housing, Economic Development		07/12/11			01 December 2011
EX2386	<b>Support for Reading Large Project LSTF Bid</b>	EX	15/12/11 EX	Environment	Bryan Lyttle	Planning, Transport Policy, Housing, Economic Development		07/12/11			01 December 2011

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EX2351	<b>Options for Delivering Private Sector Renewal</b> (Paragraph 3 - information relating to the financial/business affairs of a particular person) <i>To outline the options for delivering the home improvement services .</i>	EX	15/12/11 EX	Community Services	Mel Brain	Planning, Housing, Trasnport Policy and Economic Development	Yes	07/12/11			01 December 2011
EX2350	<b>Redevelopment of Taceham House</b> (Paragraph 3 - information relating to the financial or business affairs of a particular person) <i>To consider the options for Taceham House and agree best course of action.</i>	EX	15/12/11 EX	Community Services	Mel Brain	Planning, Housing, Trasnport Policy and Economic Development	Yes	07/12/11			01 December 2011
EX2364	<b>Support in Sheltered Accommodation</b> (Paragraph 3 - information relating to the financial/business affairs of a particular person) (Paragraph 6 - information relating to proposed action to be taken by the Local Authority) <i>To outline the current arrangements for support into sheltered schemes and consider proposals for change in the context of pressures created by an increasingly ageing population</i>	EX	15/12/11 EX	Community Services	Tandra Forster	Community Care, Pensions, Insurance	Yes	07/12/11	Meetings to be held with key providers and consultation with service providers and users		01 December 2011
C2379	<b>New Blue Badge Improvement Service</b> <i>To set the fee payable by Blue Badge applicants</i>	C	06/12/11 C	Environment	Martyn Baker	Highways, Transport (Operational), ICT, Customer Services		28/11/11			01 December 2011

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C2314	<b>Review of Polling Districts, Polling Places and Polling Stations</b>	C	06/12/11 C	Chief Executive	David Holling	Leader of Council		29/11/11			01 December 2011
C2349	<b>Amendments to Parts 7,8 and 12 of the Council's Constitution.</b> <i>To consider potential amendments to the Constitution.</i>	C	21/11/11 GA 06/12/11 C	Chief Executive	Moira Fraser	Leader of Council		11/11/11 GA 29/11/11 C	Finance and Governance Group		01 December 2011
C2358	<b>2012/13 West Berkshire Council Timetable of Public Meetings</b> <i>To agree the timetable of public meetings for the year 2012/13.</i>	C	06/12/11 C	Chief Executive	Moira Fraser	Leader of Council		29/11/11	Both political groups,		01 December 2011
C2365	<b>Proposed Member Development Programme for 2011 to 2015</b> <i>To ask Council to agree the Member Development Programme for 2012/13</i>	C	06/12/11 C	Chief Executive	Jo Watt	Leader of Council		29/11/11	Members		01 December 2011
C2376	<b>Cultural Services Fees and Charges</b> <i>To implement the contractual requirement for an annual price review for 2012 for Parkwood Leisure to come into effect from 1 Jan 12; to bring forward agreement of 2012 charges for Shaw House to come into effect from 1 Jan 12; to request permission to charge non residents (visitors) for temporary use of public PCs in Libraries with effect from 1 Jan 12.</i>	C	06/12/11 C	Community Services	Chris Jones	Environment, "Cleaner Greener", Public Protection, Culture and Leisure		29/11/11			01 December 2011
	<b>Junior Citizen of the Year Award 2011</b>	C	06/12/11 C	Chief Executive	Jo Watt	Chairman of Council		29/11/11			01 December 2011

## JANUARY 2012

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ID2251	<b>Adoption of Parish Plans</b> <i>To adopt Parish Plans.</i>	ID	01/01/12	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC	Local Members and Stakeholders		01 January 2012
ID2252	<b>Approval of Village Design Statements</b> <i>To approve Village Design Statements.</i>	ID	01/01/12	Environment	Paula Amorelli	Planning, Transport Policy, Housing, Economic Development		TBC	Local Members and Stakeholders		01 January 2012
ID2253	<b>West Berkshire Forward Plan - February 2012 to May 2012</b> <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	12/01/12	Chief Executive	Moira Fraser (2045)	Leader of Council		04/01/12	All Members, published on website for local residents	Not subject to call in.	01 January 2012
ID2372	<b>Audrey's Meadow</b> <i>Agreement to protect Audrey's Meadow under the Greenham and Crookham Commons Act</i>	ID	12/01/12	Environment	Zoe Campbell	Environment, "Cleaner Greener", Public Protection, Culture and Leisure		04/01/12			01 January 2012
C2387	<b>Core Strategy</b>	C	31/01/12 C	Environment	Bryan Lyttle	Planning, Transport Policy, Housing, Economic Development		24/01/12			01 January 2012

## FEBRUARY 2012

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ID2254	<b>Adoption of Parish Plans</b> <i>To adopt Parish Plans.</i>	ID	01/02/12	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC	Local Members and Stakeholders		01 February 2012
ID2255	<b>Approval of Village Design Statements</b> <i>To approve Village Design Statements.</i>	ID	01/02/12	Environment	Paula Amorelli	Planning, Transport Policy, Housing, Economic Development		TBC	Local Members and Stakeholders		01 February 2012
ID2324	<b>Speed Limit Review January 2012 (&amp; response to petition regarding Clayhill Road, Burghfield)</b> <i>To approve the statutory consultation for altering the speed limit on a number of roads following a meeting of the speed limit task group</i>	ID	01/02/12	Environment	Andrew Garratt	Highways, Transport (Operational), ICT, Customer Services		TBC	Local ward members		01 February 2012
ID2256	<b>West Berkshire Forward Plan - March 2012 to June 2012</b> <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	16/02/12	Chief Executive	Moira Fraser (2045)	Leader of Council		08/02/12	All Members, published on website for local residents	Not subject to call in.	01 February 2012
EX2290	<b>Finance Report - Quarter 3</b>	EX	09/02/12 EX	Chief Executive	Joseph Holmes	Finance, Property, Health and Safety		31/01/12			01 February 2012

## MARCH 2012

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ID2257	<b>Adoption of Parish Plans</b> <i>To adopt Parish Plans.</i>	ID	01/03/12	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC	Local Members and Stakeholders		01 March 2012
ID2258	<b>Approval of Village Design Statements</b> <i>To approve Village Design Statements.</i>	ID	01/03/12	Environment	Paula Amorelli	Planning, Transport Policy, Housing, Economic Development		TBC	Local Members and Stakeholders		01 March 2012
ID2378	<b>School Admission Arrangements 2013-14</b> <i>To determine the School Admission Arrangements for 2013-14</i>	ID	09/03/12	Children and Young People	Mwazwit a Mundang epfupfu	Children and Young People, Youth Service		01/03/12			01 March 2012
ID2259	<b>West Berkshire Forward Plan - April 2012 to July 2012</b> <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	15/03/12	Chief Executive	Moira Fraser (2045)	Leader of Council		07/03/12	All Members, published on website for local residents	Not subject to call in.	01 March 2012
C2334	<b>Revenue Budget 2012-13</b>	C	09/02/12 EX 01/03/12 C	Chief Executive	Nick Carter/Andy Walker/Robert O'Reilly	Finance, Property, Health & Safety		31/01/12 EX 22/02/12 C			01 March 2012
C2335	<b>Medium Term Financial Strategy</b>	C	09/02/12 EX 01/03/12 C	Chief Executive	Joseph Holmes	Finance, Property, Health & Safety		31/01/12 EX 22/02/12 C			01 March 2012

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C2336	<b>Local Government Act 2003 - Borrowing Limits and Annual Investment Strategy 2012/13</b>	C	09/02/12 EX 01/03/12 C	Chief Executive	Joseph Holmes	Finance, Property, Health & Safety		31/01/12 EX 22/02/12 C			01 March 2012
C2337	<b>Capital Strategy and Programme 2012-2017</b>	C	09/02/12 EX 01/03/12 C	Chief Executive	Joseph Holmes	Finance, Property, Health & Safety		31/01/12 EX 22/02/12 C			01 March 2012
C2373	<b>Corporate Strategy 2012-2016</b> <i>To define the strategic direction for the Council over the next four years.</i>	C	09/02/12 EX 01/03/12 C	Chief Executive	Jason Teal	Leader of Council		31/01/12 EX 22/02/12 C	All staff will be formally consulted over the autumn, partners and the general public (via the website) will also be consulted.		01 March 2012

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# OVERVIEW & SCRUTINY MANAGEMENT COMMISSION: COMBINED WORK PROGRAMME 2011/12

Reference	Subject/purpose	Methodology	Expected outcome	Review Body	Dates	Lead Officer(s)/ Service Area	Portfolio Holder(s)	Status: In Progress Completed	Comments
OSMC/09/57	<b>Revenue and capital budget reports</b> To receive the latest period revenue and capital budget reports To consider any areas of concern.	Information supplied by, and questioning of, lead officer via in meeting review	Monitoring item	RMWG	Start: 13/09/10 End: Each Quarter	Andy Walker – 2433 Finance	Councillor Keith Chopping	In Progress	May lead to areas for in depth review.
OSMC/09/63	<b>Establishment Reports</b> To receive the latest report on the changes to the Council's establishment.	Information supplied by, and questioning of, lead officer via in meeting review	Monitoring item	RMWG	Start: 13/09/10 End: Each Quarter	Robert O'Reilly – 2358 Human Resources	Councillor Anthony Stansfeld	In Progress	May lead to areas for in depth review.
OSMC/11/99	<b>Highways Asset Management Plan</b> To review the AMP and the highways land contained within it.	In meeting review with information supplied by, and questioning of, lead officers.		RMWG	Start: Jan 2012 End: TBC	Mark Edwards – 2208 Highways & Transport	Councillor David Betts	To be scheduled	Member training will take place before Jan 2012 date tbc.
OSMC/11/109	<b>Timelord</b> To receive an update on the Timelord changes following Phase 3 post implementation.	In meeting review and update Members of the Timelord Phase 3 development		RMWG	Start: Jan 2012 End: TBC	Jackie Jordan	Councillor Pam Bale	In Progress	the Closure Report to Timelord Programme Board in late November
OSMC/11/110	<b>Energy Saving</b> To review the Council's policies and procedures for Energy Saving.	In a meeting review the Council's procedures to Energy Saving		RMWG	Start: Jan 2012 End: TBC	Adrian Slaughter	Councillor Hilary Cole	In Progress	Requested by RMWG on 26 July 2011.
OSMC/11/111	<b>Risk Register</b> To scrutinise individual items on the Risk Register on an annual basis.	In meeting review and scrutinise individual items on Risk Register.	Monitoring item	RMWG	Start: Sep 2012 Annual review	Ian Priestley	Councillor David Betts	In Progress	Next request Sept 2012
OSMC/11/112	<b>Medium Term Financial Strategy</b> To review the MTFS	In meeting review of the MTFS		RMWG	Start: Jan 2012 End: Jan 2012	Andy Walker	Councillor Keith Chopping	In Progress	Requested by RMWG on 26 July 2011
OSMC/11/113	<b>Procedures for Blue Badge Holder</b> To review the procedures, criteria and rules of use for Blue Badge holders.	In meeting review.		RMWG	Start: Jan 2012 End: TBC	Mark Edwards	Councillor David Betts	In Progress	Requested by RMWG on 26 July 2011
OSMC/11/116	<b>Parkway</b> To scrutinise the financial arrangements for car parking and affordable housing allocated under the Parkway development	In meeting review.		RMWG	Start Nov 2011 End TBC	Nick Carter CEO David Holling Legal & Electoral Services Andy Walker Finance	Cllr Pam Bale		Newbury Town Centre Task Group to be asked to review and report back on the opening months operation of Parkway Centre by April 2012