

Individual Decision

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

Thursday, 20th June, 2013

Ref:	Title	Portfolio Member	Page No.
ID2618	West Berkshire Forward Plan - August 2013 - November 2013	Councillor Gordon Lundie	1 - 12



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Individual Executive Member Decision

Title of Report:	West Berkshire Council Forward Plan - 1 August 2013 to 30 November 2013
Report to be considered by:	Individual Executive Member Decision
Date on which Decision is to be taken:	20 June 2013
Forward Plan Ref:	ID2618

Purpose of Report: To advise Members and residents of key decisions to be considered by West Berkshire Council over the next 4 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	
Name & Telephone No.:	Councillor Gordon Lundie
E-mail Address:	glundie@westberks.gov.uk

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

Implications

Policy:	The Forward Plan details the Policies to be adopted by West Berkshire Council.
Financial:	The Forward Plan has no financial implications.
Personnel:	The Forward Plan has no personnel implications.
Legal/Procurement:	The Forward Plan has no legal or procurement implications.
Environmental:	The Forward Plan has no environmental implications.
Property:	The Forward Plan has no property implications.
Risk Management:	The Forward Plan has no risk management implications.

Is this item relevant to equality?	Please tick relevant boxes		Yes	No
Does the policy affect service users, employees or the wider community and:				
• Is it likely to affect people with particular protected characteristics differently?			<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Is it a major policy, significantly affecting how functions are delivered?			<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Will the policy have a significant impact on how other organisations operate in terms of equality?			<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Does the policy relate to functions that engagement has identified as being important to people with particular protected characteristics?			<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Does the policy relate to an area with known inequalities?			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Outcome (Where one or more 'Yes' boxes are ticked, the item is relevant to equality)				
Relevant to equality - Complete an EIA available at www.westberks.gov.uk/eia			<input type="checkbox"/>	<input type="checkbox"/>
Not relevant to equality			<input checked="" type="checkbox"/>	<input type="checkbox"/>

Consultation Responses

Members:

Leader of Council:	Councillor Gordon Lundie
Overview & Scrutiny Management Commission Chairman:	Councillor Brian Bedwell at OSMC
Ward Members:	All Members.
Opposition Spokesperson:	Councillor Jeff Brooks at OSMC

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

Officers Consulted: Nick Carter, John Ashworth, Rachael Wardell, Heads of Service, Group Executives.

Trade Union: 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 checked="" type="checkbox"/>	
Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months	<input checked="" type="checkbox"/>	
Item is Urgent Key Decision	<input type="checkbox"/>	
Report is to note only	<input type="checkbox"/>	

Supporting Information

1. Background

- 1.1 West Berkshire Council's Forward Plan, which is published monthly, sets out the key decisions that the Executive (either collectively or by Individual Executive Members) are expected to take over the next four months.
- 1.2 Key decisions are defined by the Government (Regulation 8 of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2001) as:
- (i) Those which result in the Local Authority incurring expenditure which is, or the making of savings which are, significant having regard to the Local Authority's budget for the service or function to which the decision is related.
 - (ii) Those which are significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the Local Authority.
- 1.3 The introduction of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 in September 2012 replaced the 2000 Executive Access to Information Regulations. As a consequence a requirement to publish a rolling forward plan at least 14 days before the start of each month has been replaced by a requirement to publish 28 clear days' notice of any intended key decision. It should be noted that "clear days" means working days, from midnight to midnight, and excludes weekends and public holidays, so 28 clear days equates to around 5½ normal weeks.
- 1.4 On occasions, however, situations may arise where an urgent decision needs to be made in respect of an item that does not appear on the Forward Plan. There are two different ways in which this can be done:
- (i) the authority can take an urgent key decision without giving 28 days' notice where it is impracticable to give the full notice, provided that the authority gives at least five days' clear notice to all Members of the Overview and Scrutiny Management Commission, which can then call in the decision to check that it was genuinely urgent; or
 - (ii) where a key decision is so urgent there is not even time to give five clear days' notice, the authority can take the decision if the Chairman of the Overview and Scrutiny Management Commission has agreed that the key decision is urgent and cannot reasonably be deferred.
- 1.5 In addition The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 have introduced an entirely new requirement for the Council to publish 28 clear days' notice of the intention to hold a private meeting (or part of a meeting) of the Executive. This 28 day notice must be reinforced by a five day notice which sets out the reasons for the meeting to be held in private, details of any propositions received as to why the meeting should be open, and the Council's response. The response will be provided by the Monitoring Officer. The regulations again provide for an urgency procedure, under which the Council can decide the matter with shorter than 28 or five days' notice, provided that it has first obtained the consent of the Chairman of the Overview and Scrutiny Management Commission.

- 1.6 There are currently no confidential or urgent items scheduled for the 5 September 2013 Executive.
- 1.7 Details of decisions that Full Council, the Governance and Audit Committee and the Personnel Committee are going to take are also included for ease of reference. It should, however, be noted that the new requirements only apply to Executive meetings.
- 1.8 Publication of the Forward Plan remains a statutory requirement of the Local Authority. The Forward Plan, any General Exception Decision Notices and Notices of Private Decisions have to be available for inspection and also have to be published on the Council's website.

Appendices

Appendix A – West Berkshire Council Forward Plan – 1 August 2013 to 30 November 2013

West Berkshire Council Forward Plan



West Berkshire Council Forward Plan – August 2013 to November 2013

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
AUGUST 2013											
ID2707	Car Park Charges on Bank Holidays in Newbury <i>To determine the level of parking charges to be applied on Bank Holidays</i>	ID	01/08/13	Environment	Martyn Baker	Highways, Transport (Operations), Emergency Planning, Newbury Vision		5 clear working days before the signing			August 2013
ID2631	Adoption of Parish Plans <i>To adopt Parish Plans.</i>	ID	01/08/13	Resources	Jo Naylor	Partnerships, Equality, Communities, Hungerford and Eastern Area Visions		5 clear working days before the signing	Local Members and Stakeholders		August 2013
ID2708	Petition for the designation of the footpath between Craven Road and St David's Road, Newbury as a public right of way <i>To respond to a petition that has been submitted to the Council.</i>	ID	01/08/13	Environment	Andrew Garratt	Highways, Transport (Operations), Emergency Planning, Newbury Vision		5 clear working days before the signing			August 2013
ID2620	West Berkshire Forward Plan – 01 October 2013 to 31 January 2014 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	22/08/13	Resources	Moira Fraser	Leader of Council		14/08/13	Corporate Directors, Heads of Services, Overview and Scrutiny Management Commission	Not subject to call-in	August 2013
SEPTEMBER 2013											
ID2632	Adoption of Parish Plans <i>To adopt Parish Plans.</i>	ID	01/09/13	Resources	Jo Naylor	Partnerships, Equality, Communities, Hungerford and Eastern Area Visions		5 clear working days before the signing	Local Members and Stakeholders		September 2013

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 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.**

KEY:	
ID =	Individual Executive Member Decision
EX =	Executive
C =	Council
GA =	Governance & Audit Committee
SC =	Standards Committee
PC =	Personnel Committee

West Berkshire Council Forward Plan – August 2013 to November 2013

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ID2621	West Berkshire Forward Plan – 01 November 2013 to 28 February 2014 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	12/09/13	Resources	Moira Fraser	Leader of Council		04/09/13	Corporate Directors, Heads of Services, Overview and Scrutiny Management Commission	Not subject to call-in	September 2013
GA2559	Review of the Council's Anti-Bribery Policy <i>In accordance with the recommendation of the Governance and Audit Committee to revisit the Council's Bribery Policy adopted on the 10 September 2012 to ensure that it is fit for purpose.</i>	GA	02/09/13 GA	Resources	Ian Priestley	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		22/08/13			September 2013
GA2702	Annual Internal Audit Report	GA	02/09/13 GA	Resources	Ian Priestley	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		22/08/13			September 2013
GA2703	Annual Governance Statement	GA	02/09/13 GA	Resources	Ian Priestley			22/08/13			September 2013
GA2704	Annual Governance Statement - Statement in Support by the Section 151 Officer	GA	02/09/13 GA	Resources	Andy Walker	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		22/08/13			September 2013

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GA2705	Annual Governance Statement - Statement in Support by the Monitoring Officer	GA	02/09/13 GA	Resources	David Holling			22/08/13			September 2013
EX2668	Financial Performance Report - Q1 of 2013/14 <i>To inform Members of the latest financial performance of the Council.</i>	EX	05/09/13 EX	Resources	Melanie Ellis	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		28/08/13			September 2013
EX2646	Key Accountable Measures and Activities 2013/14. Update on progress: Q1 outturns <i>To report Quarter 1 progress against the key accountable measures and activities for West Berkshire Council for 2013/14 and to report by exception those measures/activities not achieved/expected to be achieved and cite remedial action that is being taken.</i>	EX	05/09/13 EX	Resources	Jason Teal	Strategy & Performance, Housing, ICT & Corporate Support, Legal and Strategic Support		28/08/13			September 2013
EX2645	Treasury Management Annual Report 2012-13 <i>To inform Members of the previous year's treasury management activities and the performance of the Council's investments.</i>	EX	05/09/13 EX	Resources	Gabrielle Esplin	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		28/08/13			September 2013

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C2650	Compton Institute for Animal Health Supplementary Planning Document <i>To adopt the SPD</i>	C	19/09/13 C	Environment	Sarah McCullough	Planning, Transport (Policy), Culture, Customer Services, Countryside		11/09/13			September 2013
C2675	Sandleford Park Supplementary Planning Document <i>To adopt the Supplementary Planning Document</i>	C	19/09/13 C	Environment	Liz Alexander	Planning, Transport (Policy), Culture, Customer Services, Countryside		11/09/13			September 2013
OCTOBER 2013											
ID2633	Adoption of Parish Plans <i>To adopt Parish Plans.</i>	ID	01/10/13	Resources	Jo Naylor	Partnerships, Equality, Communities, Hungerford and Eastern Area Visions		5 clear working days before the signing	Local Members and Stakeholders		October 2013
ID2681	Economic Strategy <i>To approve the updated strategy.</i>	ID	01/10/13	Resources	Janet Duffield	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		5 clear working days before the signing			October 2013
SC2692	Standards Committee Report Quarter 2 of 2013/14 <i>To update the Standards Committee on activity over the past quarter.</i>	SC	14/10/13 SC	Resources	Moira Fraser	Chairman of the Standards Committee		04/10/13			October 2013

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EX2685	Adoption of the Housing Allocations Policy <i>To approve and adopt the Council's policy for assessment and allocation of applicants seeking social housing.</i>	EX	17/10/13 EX	Communities	Mel Brain	Strategy & Performance, Housing, ICT & Corporate Support, Legal and Strategic Support		09//10/13	CHR Applicants, residents, Members, Registered Providers & other itnersted stakeholders (e.g. agencies who work with CHR applicants)		October 2013
ID2622	West Berkshire Forward Plan – 01 December 2013 to 31 March 2014 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	24/10/13	Resources	Moira Fraser	Leader of Council		16/10/13	Corporate Directors, Heads of Services, Overview and Scrutiny Management Commission	Not subject to call-in	October 2013
NOVEMBER 2013											
ID2634	Adoption of Parish Plans <i>To adopt Parish Plans.</i>	ID	01/11/13	Resources	Jo Naylor	Partnerships, Equality, Communities, Hungerford and Eastern Area Visions		5 clear working days before the signing	Local Members and Stakeholders		November 2013
ID2623	West Berkshire Forward Plan – 18 December 2013 to 30 April 2014 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	14/11/13	Resources	Moira Fraser	Leader of Council		06/11/13	Corporate Directors, Heads of Services, Overview and Scrutiny Management Commission	Not subject to call-in	November 2013

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EX2669	Financial Performance Report - Q2 of 2013/14 <i>To inform Members of the latest financial performance of the Council.</i>	EX	28/11/13 EX	Resources	Melanie Ellis	Finance, Economic Development, Health & Safety, Human Resources, Pensions, Property		20/11/13			November 2013

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