

Individual Decision

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

Thursday 4 August 2016

Ref:	Title	Portfolio Member	Page No.
ID3126	West Berkshire Council Forward Plan - 7 September 2016 to 31 December 2016	Councillor Roger Croft	3 - 18



This page is intentionally left blank

Individual Executive Member Decision

West Berkshire Council Forward Plan - 7 September 2016 - 31 December 2016

Committee considering report:	Individual Executive Member Decision
Date of Committee:	4 August 2016
Portfolio Member:	Councillor Roger Croft - Leader of the Council
Forward Plan Ref:	ID3126

1. Purpose of the Report

- 1.1 To advise Members and residents of items to be considered by West Berkshire Council over the next four months.

2. Recommendation

- 2.1 That the Leader of the Council agrees and where appropriate amends the West Berkshire Council Forward Plan.

3. Implications

- 3.1 **Financial:** The Forward Plan has no financial implications.
- 3.2 **Policy:** The Forward Plan details the Policies to be adopted by West Berkshire Council.
- 3.3 **Personnel:** The Forward Plan has no personnel implications.
- 3.4 **Legal:** The Forward Plan has no legal implications.
- 3.5 **Risk Management:** The Forward Plan has no risk management implications.
- 3.6 **Property:** The Forward Plan has no property implications.
- 3.7 **Other:** Not applicable.

4. Consultation Responses

Members:

Leader of Council:	Councillor Roger Croft
Overview & Scrutiny Management Commission Chairman:	Councillor Emma Webster at Overview and Scrutiny Management Commission meetings.
Ward Members:	All Members
Opposition	Councillor Alan Macro at Overview and Scrutiny Management

- Spokesperson:** Commission meetings.
- Local Stakeholders:** The West Berkshire Council Forward Plan will be published the first working day after the Individual Decision is signed.
- Officers Consulted:** Nick Carter, John Ashworth, Rachael Wardell, Heads of Service, Conservative Group Executive.
- Trade Union:** Not sought.

5. Other options considered

5.1 Not applicable.

6. Appendices

6.1 Appendix A – Supporting Information

6.2 Appendix B - Equalities Impact Assessment

6.3 Appendix C – West Berkshire Council Forward Plan – 7 September 2016 - 31 December 2016

6.4 Appendix D – Notice of Private Decisions for 8 September 2016 Executive meeting

Individual Executive Member Decision

West Berkshire Council Forward Plan - 7 September 2016 - 31 December 2016 – Supporting Information

1. Introduction/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) is 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:
- (1) 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.
 - (2) 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 included 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 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 two confidential items scheduled for the 8 September 2016 Executive meeting. The required notice is attached as Appendix D and will be displayed at the Council. If any representations are received the five day notice will be issued on 31 August 2016. The items are:
- EX3161 – Shared Lives Offer to the Royal Borough of Windsor and Maidenhead
 - EX3080 – Approved Provider List (APL) Intention to Award Contract
- 1.7 Details of decisions that Full Council, the Governance and Ethics Committee and the Personnel Committee are going to take are also included for ease of reference. It should, however, be noted that the 2012 Regulations 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.

Background Papers:

None.

Subject to Call-In:

Yes: No:

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"/>

Officer details:

Name: Moira Fraser
Job Title: Democratic Services Manager
Tel No: (01635) 519045
E-mail Address: moira.fraser@westberks.gov.uk

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.

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

Name of policy, strategy or function:	Forward Plan
Version and release date of item (if applicable):	
Owner of item being assessed:	Moira Fraser
Name of assessor:	Jo Reeves
Date of assessment:	18 May 2016

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 policy, strategy function or service and who is likely to benefit from it?	
Aims:	
Objectives:	
Outcomes:	
Benefits:	

2. Note which groups may be affected by the policy, strategy, function or service. 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.
None		

Further Comments relating to the item:

3. Result	
Are there any aspects of the policy, strategy, function or service, including how it is delivered or accessed, that could contribute to inequality?	No
Please provide an explanation for your answer:	
Will the policy, strategy, function or service 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 2 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:	
Stage Two not required:	Yes

Name: Jo Reeves

Date: 18 May 2016

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

West Berkshire Council Forward Plan

This page is intentionally left blank

West Berkshire Council Forward Plan 7 September 2016 to 31 December 2016

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:	C= Council
	DOD= Delegated Officer Decision
	EX= Executive
	GE= Governance and Ethics Committee
	ID= Individual Decision
	PC= Personnel Committee

Reference	Item	Purpose	Decision Body	Month/Year	Executive	ID	Date Report Published	Council	Governance and Ethics Committee	Other	Officer and Contact No	Directorate	Lead Member	Part II	Call In
C3066	A new Councillors Code of Conduct	To make any changes to the CoC if required following a scheduled review of the document.	C	01 September 2016			07/09/16	15/09/16 C	05/09/16 GE		Moira Fraser	Resources	Corporate Services and External Affairs		
C3134	Changes to the Constitution - Part 11 (Contract Rules of Procedure)	To review and if appropriate amend Part 11 (Contract Rules of Procedure) following a request from the Procurement Board to do so.	C	01 September 2016			07/09/16	15/09/16 C	05/09/16 GE		Moira Fraser	Resources	Corporate Services and External Affairs		
C3114	Health and Wellbeing Strategy Refresh	To refresh the Health and Wellbeing Strategy	C	01 September 2016			07/09/16	15/09/16 C		HWBB - 29/09/16	Lesley Wyman	Resources	Health and Wellbeing (Deputy Leader)		
C3065	Response to the Motion that the Council Investigates Webcasting	To respond to Councillor Alan Macro's motion that 'the Council investigates the cost and practicality of webcasting all Council, Executive and Committee meetings' which was put to the Council on 2 July 2015.	C	01 September 2016			07/09/16	15/09/16 C	05/09/16 GE		Jo Reeves	Resources	Corporate Services and External Affairs		
C3172	Compulsory Purchase Order of Land for Theale Primary School	To seek permission to proceed with a compulsory purchase order of land to facilitate the development of the new Theale Primary School.	C	01 September 2016			07/09/16	15/09/16 C			David Holling	Resources	Corporate Services and External Affairs		
C3173	Short Breaks for Disabled Children	To consider the future funding for short breaks in light of the outcome of the recent court proceedings.	C	01 September 2016			07/09/16	15/09/16 C			Mac Heath/David Holling	Communities/Resources		No	
C3174	Health and Wellbeing Board Governance	To set out the new governance arrangement for the Health and Wellbeing Board to support its ambition to be a systems leader. This report needs to be read in conjunction with the Health and Wellbeing Strategy Refresh	C	01 September 2016			07/09/16	15/09/16 C		HWBB - 29/09/16	Jo Reeves	Resources	Health and Wellbeing		
EX3161	Shared Lives Offer to Royal Borough of Windsor and Maidenhead <i>(Paragraph 6 - information relating to proposed action to be taken by the Local Authority)</i>	To ask the Executive to agree for the existing Royal Borough of Windsor & Maidenhead scheme (which has a total of 6 current placements) to be deregistered as a standalone scheme and become a part of the WBC Scheme. Alongside this will sit a 12 month Shared Lives carer recruitment project funded by RBWM.	EX	01 September 2016	08/09/16 EX		31/08/16				Sarah Salisbury	Communities	Adults, Care and Culture	Yes	Yes
EX3080	Approved Provider List (APL) Intention to Award Contract <i>(Paragraph 3 - information relating to financial/business affairs of a particular person)</i>	To inform the Executive of the intention to award a contract for the Domiciliary Care Approved Provider Framework. To commence the contract in Autumn 2016 and agree a term of three years with the option to extend for a further one year.	EX	01 September 2016	08/09/16 EX		31/08/16				Karen Felgate	Communities	Adults, Care and Culture	Yes	
EX3109	Council Performance Report 2016/17: Q1 (Key Accountable Measures and Activities)	To present the basket of key accountable measures and activities for 2016/17.	EX	01 September 2016	08/09/16 EX		31/08/16				Catalin Bogos	Resources	Leader of Council, Strategy & Performance		
EX3135	Financial Performance Report 2016/17 - Quarter One	To inform Members of the latest financial performance of the Council.	EX	01 September 2016	08/09/16 EX		31/08/16				Gabrielle Esplin	Resources	Finance and Transformation		
EX3160	Treasury Management Annual Report 2015/16	To inform Members of the treasury management activity and performance of the Council's investments for the financial year 2015/16.	EX	01 September 2016	08/09/16 EX		31/08/16				Gabrielle Esplin	Resources	Finance and Transformation		
EX3169	Healthy Child Programme 0-19/25 commissioning and service redesign	To inform the Executive of the intention to commission the Healthy Child Programme 0-19/25 years, share the proposed model and elicit go ahead with the proposed procurement.	EX	01 September 2016	08/09/16 EX		31/08/16				Lesley Wyman/Fatima Ndanusa	Resources	Health and Wellbeing	No	No
ID3078	Parking Amendment 23	To consider the responses received during statutory consultation	ID	01 September 2016		01/09/16	tbc				Alex Drysdale	Environment	Transport and Emergency Planning		
ID3113	Parking Amendment 24	To consider the responses received during statutory consultation	ID	01 September 2016		01/09/16	tbc				Alex Drysdale	Environment	Transport and Emergency Planning		

West Berkshire Council Forward Plan 7 September 2016 to 31 December 2016

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:	C= Council
	DOD= Delegated Officer Decision
	EX= Executive
	GE= Governance and Ethics Committee
	ID= Individual Decision
	PC= Personnel Committee

ID3127	West Berkshire Forward Plan - 18 October 2016 - 31 January 2017	To agree the Forward Plan for the next four months.	ID	01 September 2016		15/09/16	07/09/16				Moira Fraser	Resources	Leader of Council, Strategy & Performance		
EX3162	Contract Award - Berkshire Community Equipment Service (BCES) (Paragraph 5 – information relating to legal privilege)	To seek delegated authority for the Head of Service to award the contract for Berkshire Community Equipment Service from 1st April 2017	EX	01 October 2016	20/10/16 EX		12/10/16				Trish Guest	Communities	Adults, Care and Culture	Yes	
EX3158	Public Protection Cross Border Working Arrangements	To set out a basis of delegation for cross border working arrangements for the Trading Standards and Environmental Health Services and to seek the relevant delegations.	EX	01 October 2016	20/10/16 EX		12/10/16				Sean Murphy	Environment	Communities and Public Protection		
EX3053	Schools Formula 2017/18	To approve the Schools funding formula for 2017/18	EX	01 October 2016	20/10/16 EX		12/10/16				Claire White		Education and Corporate Infrastructure		
EX3108	Home to School Transport Policy 2017-18	To determine the Council's Policy post consultation.	EX	01 October 2016	20/10/16 EX		12/10/16				Ian Pearson	Communities	Education and Corporate Infrastructure		
EX3163	Request permission to extend the current Northgate (Resourcelink) contract for Payroll/HR (Paragraph 5 - information relating to legal privilege)	To seek permission for an extension to an existing contract.	EX	01 October 2016	20/10/16 EX		12/10/16				Sean Anderson	Resources	Corporate Services and External Affairs	Yes	Yes
EX3166	Adoption of the Temporary Accommodation Policy	Temporary Accommodation Policy.	EX	01 October 2016	20/10/16 EX		12/10/16				Mel Brain	Communities	Adults, Care and Culture	No	Yes
EX3168	Adoption of the Decant Policy	To seek approval from the Executive to adopt the Decant Policy	EX	01 October 2016	20/10/16 EX		12/10/16				Mel Brain	Communities	Adults, Care and Culture	No	Yes
ID3128	West Berkshire Forward Plan - 22 November 2016 - 28 February 2017	To agree the Forward Plan for the next four months.	ID	01 October 2016		20/10/16	12/10/16				Moira Fraser	Resources	Leader of Council, Strategy & Performance		
GE3090	Monitoring Officer's Quarterly Update Report to the Governance and Ethics Committee – Quarter 2 of 2016/17	To provide an update on local and national issues relating to ethical standards and to bring to the attention of the Committee any complaints or other problems within West Berkshire.	GE	01 November 2016			18/11/16		28/11/16 GE		David Holling	Resources	Chairman of Governance and Ethics Committee		
ID3129	West Berkshire Forward Plan - 20 December 2016 - 31 March 2017	To agree the Forward Plan for the next four months.	ID	01 November 2016		17/11/16	09/11/16				Moira Fraser	Resources	Leader of Council, Strategy & Performance		
C3068	Changes to the Constitution	To review and amend Part 5 of the Constitution.	C	01 December 2016			30/11/16	08/12/16 C			David Holling	Resources	Leader of Council, Strategy & Performance		
C3096	Presentation of the West Berkshire Community Champion Awards	The Chairman will present the following Community Champion awards for 2016: <input type="checkbox"/> Pat Eastop Junior Citizen of the Year Award; <input type="checkbox"/> Volunteer of the Year; <input type="checkbox"/> Community Group of the Year Award; <input type="checkbox"/> Lifetime Achievement Award.	C	01 December 2016			30/11/16	08/12/16 C			Jo Watt	Resources	Chairman of Council		
C3097	Proposed Member Development Programme - 2017/18	To agree the proposed Member Development Programme for 2017/18.	C	01 December 2016			30/11/16	08/12/16 C			Jude Thomas	Resources	Leader of Council, Strategy & Performance		
C3098	Activity Team West Berkshire Fees and Charges 2017/18	To consider the fees and charges for the 2017/18 Activity Team West Berkshire programme in order to enable the service to competitively advertise and promote activities and maximise advanced bookings and income.	C	01 December 2016			30/11/16	08/12/16 C			Jim Sweeting	Environment	Adults, Care and Culture		
C3099	Leisure Centre Fees and Charges 2017	To implement the contractual requirement for an annual price review for 2017 for the leisure contractor to come into effect from 1st January 2016.	C	01 December 2016			30/11/16	08/12/16 C			Jim Sweeting	Environment	Adults, Care and Culture		
C3171	Council Tax Support Scheme 2017/18	To agree the scheme for the forthcoming financial year.	C	01 December 2016			30/11/16	08/12/16 C			Sean Anderson	Resources	Corporate Services and External Affairs/ Finance and Transformation		
EX3136	Financial Performance Report 2016/17 - Quarter Two	To inform Members of the latest financial performance of the Council.	EX	01 December 2016	22/12/16 EX		14/12/16				Wendy Howells	Resources	Finance and Transformation		
EX3110	Council Performance Report 2016/17: Q2 (Key Accountable Measures and Activities)	To present the basket of key accountable measures and activities for 2016/17.	EX	01 December 2016	22/12/16 EX		14/12/16				Catalin Bogos	Resources	Leader of Council, Strategy & Performance		

West Berkshire Council Forward Plan 7 September 2016 to 31 December 2016

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:	C= Council
	DOD= Delegated Officer Decision
	EX= Executive
	GE= Governance and Ethics Committee
	ID= Individual Decision
	PC= Personnel Committee

EX3148	Education Plan providing Alternative Provision for Young People with Additional Needs		EX	01 December 2016	22/12/16 EX		14/12/16				Ian Pearson	Communities	Education and Corporate Infrastructure		
EX3170	Staffing implications associated with savings put forward to deliver the 2017/18 revenue budget: approval to pay redundancy payments (Paragraph 1 - information relating to an individual) (Paragraph 2 - information identifying an individual)	To seek approval to make the redundancy payments associated with the required staffing implications associated with savings to deliver the 2017/18 revenue budget.	EX	01 December 2016	22/12/16 EX		14/12/16				Robert O'Reilly	Resources	Communications, Democratic & Electoral Services, Finance Assurance, Legal, Human Resources, ICT	Yes	No
ID3130	West Berkshire Forward Plan - 13 January 2017 - 30 April 2017	To agree the Forward Plan for the next four months.	ID	01 December 2016		08/12/16	30/11/16				Moira Fraser	Resources	Leader of Council, Strategy & Performance		

This page is intentionally left blank

NOTICE OF A PRIVATE MEETING OF A DECISION-MAKING BODY¹

Notice of an imminent occasion when the public may be excluded from a meeting due to the likelihood that if members of the public were present during an item of business confidential or exempt information would be disclosed to them.

¹ In accordance with Regulation 5(7) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

1. At least 28 clear days before a private meeting² of a decision-making body, public notice³ must be given which must include a statement of reasons for the meeting to be held in private.
2. At least 5 clear days before a private meeting of a decision-making body, further public notice⁴ must be given which must include a statement of reasons for the meeting to be held in private, details of any representations received by the decision-making body about why the meeting should be open to the public and a statement of the Council's response to such representations.
3. Where the date by which a meeting must be held makes compliance with the above requirements impracticable, the meeting may only be held in private where the decision-making body has obtained agreement from the Chair of the Overview and Scrutiny Management Commission.

Date of Decision or period within which the decision is to be made	Ref No:	Matter in respect of which the decision is to be made	Short Description	Decision maker	Executive Member & Lead Officer	List of documents to be submitted to decision maker	Public or Private meeting. Statement of reasons if private.
8 Sept 2016	EX3161	Shared Lives Offer to the Royal Borough of Windsor and Maidenhead (RBWM)	<i>To ask the Executive to agree for the existing RBWM scheme to be deregistered as a standalone scheme and become a part of the West Berkshire Council scheme. Alongside this will sit a 12 month Shared Lives carer recruitment project funded by the RBWM.</i>	Executive	Adults, Care and Culture Sarah Salisbury	Report and associated appendices	Paragraph 6 – information relating to proposed action to be taken by the Local Authority

² A 'private meeting' means a meeting or part of a meeting of a decision making body which is open to the public except to the extent that the public are excluded due to the confidential or exempt business to be transacted.

³ In accordance with Regulation 5(2) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

⁴ In accordance with Regulation 5(4) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

Date of Decision or period within which the decision is to be made	Ref No:	Matter in respect of which the decision is to be made	Short Description	Decision maker	Executive Member & Lead Officer	List of documents to be submitted to decision maker	Public or Private meeting. Statement of reasons if private.
8 Sept 2016	EX3080	Approved Provider List (APL) Intention to Award Contract	<i>To inform the Executive of the intention to award a contract for the Domiciliary Care Approved Provider Framework. Proposed to commence the contract in Autumn 2016 and agree a term of three years with the option to extend for a further one year.</i>	Executive	Adults, Care and Culture Karen Felgate	Report and associated appendices	Paragraph 3 – information relating to financial/business affairs of a particular person

Andy Day
Head of Strategic Support
West Berkshire Council

Date: 27 July 2016

This page is intentionally left blank