

Individual Decision



Scan here to access the public documents for this meeting

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

Thursday 28 November 2019

| Ref: | Title | Portfolio Member | Page No. |
|-------------|--|--------------------------|-----------------|
| ID3698 | West Berkshire Council Forward Plan - 3 January 2020 to 30 April 2020 | Councillor Lynne Doherty | 3 - 18 |



This page is intentionally left blank

Individual Executive Member Decision

West Berkshire Council Forward Plan – 3 January 2020 to 30 April 2020

| | |
|--------------------------------------|--|
| Committee considering report: | Individual Executive Member Decision |
| Date of Committee: | 28 November 2019 |
| Portfolio Member: | Councillor Lynne Doherty - Leader of the Council |
| Forward Plan Ref: | ID3697 |

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: | Leader of the Council |
| Overview & Scrutiny Management Commission Chairman: | Councillor Alan Law at Overview and Scrutiny Management Commission meetings. |
| Ward Members: | All Members |
| Opposition | Councillor Lee Dillon 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, Andy Sharp, Joseph Holmes, Heads of Service, Group Executives.
- Trade Union:** Not sought.

5. Other options considered

- 5.1 Not applicable.

6. Appendices

- 6.1 Appendix A – Supporting Information
- 6.2 Appendix B – Data Protection Impact Assessment – Stage One
- 6.3 Appendix C - Equalities Impact Assessment
- 6.4 Appendix D – West Berkshire Council Forward Plan – 3 January 2020 to 30 April 2020
- 6.5 Appendix E – Notice of Private Decisions for 16 January 2020 Executive meeting

Individual Executive Member Decision

West Berkshire Forward Plan – 3 January 2020 to 30 April 2020– 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) 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:
- (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 is currently one confidential item scheduled for the 16 January 2020 Executive meeting. The required notice is attached as Appendix E and will be displayed at the Council. If any representations are received the five day notice will be issued on 8 January 2020. The items are:

- EX3743 – Proposed Property Investment
(Paragraph 3 – information relating to financial/business affairs of a particular person)

1.7 Details of decisions that Full Council, the Governance and Ethics Committee, Licensing 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

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: | Legal and Strategic Support |
| Team: | Democratic Services |
| Lead Officer: | Moira Fraser |
| Title of Project/System: | West Berkshire Council Forward Plan |
| Date of Assessment: | 20 November 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> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <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"/> | <input checked="" type="checkbox"/> |
| <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"/> | <input checked="" type="checkbox"/> |
| <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"/> | <input checked="" type="checkbox"/> |
| <p>Will your project/system involve CCTV or monitoring of an area accessible to the public?</p> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <p>Will you be using the data you collect to match or cross-reference against another existing set of data?</p> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <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"/> | <input checked="" type="checkbox"/> |

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 C

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: | 20 November 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 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 | No |
| Owner of Stage Two assessment: | |
| Timescale for Stage Two assessment: | |
| Stage Two not required: | |

Name: Jo Reeves

Date: 20 November 2019

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

3 January 2020 - 30 April 2020

| |
|--|
| C = Council |
| DOD = Delegated Officer Decision |
| EX = Executive |
| GE = Governance and Ethics Committee |
| HWB = Health and Wellbeing Board |
| ID = Individual Decision |
| PC = Personnel Committee |
| PP = Joint Public Protection Committee |

| Reference | Item | Purpose | Decision Body | Month/Year | Executive | ID | Date Report Published | Council | Governance and Ethics Committee | OSMC | Other | Officer and Contact No | Directorate | Lead Member | Consultee(s) | Part II | Call In |
|-----------|--|--|---------------|------------------|-----------|----|-----------------------|------------|---------------------------------|------|-------|---------------------------|-------------|-------------------------------------|---|---------|---------|
| C3720 | Minerals and Waste Local Plan – Proposed Submission Version for consultation and associated evidence base documents. | To present the Proposed Submission version of the MWLP and supporting evidence base for approval to undertake public consultation on these documents in accordance with the West Berkshire Statement of Community Involvement and the Town and Country Planning (Local Planning) (England) Regulations 2012. | C | 01 January 2020 | | | 31/12/2019 | 09/01/20 | C | | | Elise Kinderman | Place | Economic Development and Planning | Individuals and groups on the Planning Policy consultation database | No | No |
| C3751 | Revised Statement of Community Involvement (2019) | To ask Members to agree to adopt the Revised Statement of Community Involvement (SCi). | C | 01 January 2020 | | | 31/12/2019 | 09/01/20 | C | | | Rachael Lancaster | Place | Economic Development and Planning | | No | No |
| C3845 | 2020/21 West Berkshire Council Timetable of Public Meetings | To recommend a timetable of meetings for the 2020/21 Municipal Year. | C | 01 January 2020 | | | 31/12/2019 | 09/01/20 | C | | | Moira Fraser | Resources | Internal Governance | | | |
| C3856 | Revision of the Investment and Borrowing Strategy 2019/20 | To agree an update to the strategy to reflect outline compliance against the Prudential Indicators, an expansion of the sources of borrowing available to the Council and to allow for the provision of loan financing to a number of organisations. | C | 01 January 2020 | | | 31/12/2019 | 09/01/20 | C | | | Shannon Coleman-Slaughter | Resources | Finance | | | |
| C3842 | Response to a Motion on Development Sites for the New Local Plan | To consider a response to a Motion brought to the 12 September 2019 Council meeting. | C | 01 January 2020 | | | 31/12/2019 | 09/01/20 | C | | | Bryan Lyttle | Place | Economic Development and Planning | | | |
| C3843 | Response to a Motion on CO2 Emissions and Water Usage | To consider a response to a Motion brought to the 12 September 2019 Council meeting. | C | 01 January 2020 | | | 31/12/2019 | 09/01/20 | C | | | Bryan Lyttle | Place | Economic Development and Planning | | | |
| EX3743 | Proposed Property Investment (Paragraph 3 - information relating to financial/business affairs of particular person) | To agree to the potential purchase of a property which does not conform with the criteria of the Property Investment Strategy | EX | 01 January 2020 | 16/01/20 | EX | 08/01/2020 | | | | | Richard Turner | People | Finance | | Yes | No |
| EX3834 | Padworth HWRC Opening Hours Trial | To recommend permanent changes to the Padworth and Newtown Road HWRC's following the trial extension of the Padworth opening hours | EX | 01 January 2020 | 16/01/20 | EX | 09/10/2019 | | | | | Jon Winstanley | Place | Transport and Countryside | | No | No |
| EX3784 | Schools Funding Formula 2020/21 | To set out the requirements and changes for setting the primary and secondary school funding formula for 2020/21 and to set out West Berkshire Council's funding proposals to go out to consultation with all schools. | EX | 01 January 2020 | 16/01/20 | EX | 08/01/2020 | | | | | Melanie Ellis | Resources | Children, Education & Young People | | No | No |
| EX3865 | Transfer of an Asset | To seek approval to grant a 99 year lease of of a council building to a Parish Council. | EX | 01 January 2020 | 16/01/20 | EX | 08/01/2020 | | | | | Paul James | Place | Internal Governance | | | |
| EX3869 | Devolution programme and requests for freehold transfers | To bring to the consideration of the Executive the recent requests for freehold transfer of land/public open space from town and parish councils as part of the Devolution Programme. The report seeks agreement as to whether a leasehold only approach should be adopted or whether there might be agreed parameters and circumstances under which a freehold transfer would be considered acceptable. | EX | 01 January 2020 | 16/01/20 | EX | 08/01/2020 | | | | | Jo Naylor | Resources | Transport and Countryside | | | |
| ID3699 | West Berkshire Council Forward Plan – 4 February 2020 to 31 May 2020 | To agree the Forward Plan for the next four months. | ID | 01 January 2020 | | | 02/01/2020 | 20/12/2019 | | | | Moira Fraser | Resources | Leader, Strategy and Communications | Corporate Directors and Heads of Service | No | No |
| ID3868 | Speed Limit Review October 2019 | To inform the Executive Member for Transport and Countryside of the recommendations of the Speed Limit Task Group following the speed limit review undertaken on 9th October 2019 and to seek approval of the recommendations. | ID | 01 January 2020 | | | 01/01/2020 | tbc | | | | Gareth Dowding | Place | Transport and Countryside | | No | Yes |
| EX3797 | Revenue Financial Performance Report - Q3 of 2019/20 | To inform Members of the latest financial performance of the Council. | EX | 01 February 2020 | 13/02/20 | EX | 29/08/2018 | | | | | Melanie Ellis | Resources | Finance | | No | |
| EX3744 | Proposed Property Investment (Paragraph 3 - information relating to financial/business affairs of particular person) | To agree to the potential purchase of a property which does not conform with the criteria of the Property Investment Strategy | EX | 01 February 2020 | 13/02/20 | EX | 06/02/2020 | | | | | Richard Turner | People | Finance | | Yes | No |

West Berkshire Council Forward Plan

3 January 2020 - 30 April 2020

| | |
|------------|-----------------------------------|
| C | Council |
| DOD | Delegated Officer Decision |
| EX | Executive |
| GE | Governance and Ethics Committee |
| HWB | Health and Wellbeing Board |
| ID | Individual Decision |
| PC | Personnel Committee |
| PP | Joint Public Protection Committee |

| Reference | Item | Purpose | Decision Body | Month/Year | Executive | ID | Date Report Published | Council | Governance and Ethics Committee | OSMC | Other | Officer and Contact No | Directorate | Lead Member | Consultee(s) | Part II | Call In |
|-----------|---|---|---------------|------------------|-------------|------------|-----------------------|------------|---------------------------------|------|--------------|---------------------------|-------------|--------------------------------------|----------------------------------|---------|---------|
| EX3861 | Contract Award Summary Report – Education Packages for Young People with Severe Social Emotional and Mental Health Difficulties <i>(Paragraph 3 – information relating to the financial/business affairs of a particular person)</i> | Executive approval to award contract over £2.5m | EX | 01 February 2020 | 13/02/20 EX | | 05/02/2020 | | | | | Vickie Collins | Resources | Children, Education and Young People | | Yes | No |
| EX3791 | Consent for Transport for the South East becoming a Sub-national Transport Body | Transport for the South East (TISE) is planning to put a proposal forward to Government seeking statutory status. If successful, TISE will then become a Sub-national Transport Body (STB). One of the steps towards this happening is for each constituent authority to give its formal consent. This item will seek the consent of West Berkshire Council to TISE's proposals. The twin purposes of creating sub-national transport bodies are to facilitate the development of a transport strategy and so promote economic growth for the area. | EX | 01 February 2020 | 13/02/20 EX | | 06/02/2020 | | | | | Jenny Graham | Place | Transport and Countryside | | No | No |
| EX3801 | Capital Financial Performance Report - Q3 of 2019/20 | To inform Members of the latest financial performance of the Council. | EX | 01 February 2020 | 13/02/20 EX | | 29/08/2018 | | | | | Shannon Coleman-Slaughter | Resources | Finance | | No | |
| GE3828 | Grant Thornton – Audit Opinion on 2018/19 Financial Statements - ISA260 | | GE | 01 February 2020 | | | | | 03/02/20 GE | | | Andy Walker | Resources | Finance | | | |
| GE3691 | Risk Management Update Report Q2 2019/20 | To update the Committee on Council risks. | GE | 01 February 2020 | | | | | 03/02/20 GE | | | Catalin Bogos | Resources | Internal Governance | | | |
| ID3700 | West Berkshire Council Forward Plan – 17 March 2020 to 30 June 2020 | To agree the Forward Plan for the next four months. | ID | 01 February 2020 | | 13/02/2020 | 05/02/2020 | | | | | Moir Fraser | Resources | Leader, Strategy and Communications | Corporate Directors and Heads of | No | No |
| C3813 | Statutory Pay Policy 2020 | To seek Council's approval of the Statutory Pay Policy Statement for publication from 1st April 2020. | C | 01 March 2020 | | | 24/02/2020 | 03/03/20 C | | | | Abi Witting | Resources | Internal Governance | | No | No |
| C3709 | Review of the Property Investment Strategy | To undertake the annual review of the Strategy | C | 01 March 2020 | | | 24/02/2020 | 03/03/20 C | | | 09/01/20 PIB | Richard Turner | Resources | Finance | | | |
| C3812 | Revenue Budget 2020/21 | To consider and recommend to Council the 2020-21 Revenue Budget. | C | 01 March 2020 | 13/02/20 EX | | 24/02/2020 | 03/03/20 C | | | 23/01/20 BB | Melanie Ellis/Andy Walker | Resources | Finance | | No | No |
| C3847 | Proposed Member Induction and Development Programme - 2020/21 | To give consideration to, and agree, the proposed Member Development Programme for 2020/21. | C | 01 March 2020 | | | 24/02/2020 | 03/03/20 C | | | | Jo Watt | Resources | Internal Governance | | | |
| C3810 | Medium Term Financial Strategy 2020/21 to 2022/23 | To agree the medium term financial planning and strategy for the organisation | C | 01 March 2020 | 13/02/20 EX | | 24/02/2020 | 03/03/20 C | | | 23/01/20 BB | Melanie Ellis/Andy Walker | Resources | Finance | | No | No |
| C3809 | Investment and Borrowing Strategy 2020/21 | In compliance with the Local Government Act 2003, this report summarises the Council's Borrowing Limits as set out by CIPFA's Prudential Code and recommends | C | 01 March 2020 | 13/02/20 EX | | 24/02/2020 | 03/03/20 C | | | | Gabrielle Esplin | Resources | Finance | | No | No |
| C3811 | Capital Strategy and Programme 2020/21 to 2022/23 | To outline the three year Capital Strategy for 2020 to 2023, including the Minimum Revenue Provision (MRP) and to set out the funding framework for the Council's three year Capital Programme for 2020 to 2023. | C | 01 March 2020 | 13/02/20 EX | | 24/02/2020 | 03/03/20 C | | | 23/01/20 BB | Shannon Coleman-Slaughter | Resources | Finance | | No | No |
| EX OR C | REPP19 - AWE DEPZ Approval | To agree the DEPZ areas for AWE Aldermaston and Burghfield. | EX | 01 March 2020 | | | | | | | | Carolyn Richardson | Place | Environment | | | |
| EX3745 | Proposed Property Investment <i>(Paragraph 3 - information relating to financial/business affairs of particular person)</i> | To agree to the potential purchase of a property which does not conform with the criteria of the Property Investment Strategy | EX | 01 March 2020 | 26/03/20 EX | | 18/03/2020 | | | | | Richard Turner | People | Finance | | Yes | No |

West Berkshire Council Forward Plan

3 January 2020 - 30 April 2020

| | |
|-----|-------------------------------------|
| C | = Council |
| DOD | = Delegated Officer Decision |
| EX | = Executive |
| GE | = Governance and Ethics Committee |
| HWB | = Health and Wellbeing Board |
| ID | = Individual Decision |
| PC | = Personnel Committee |
| PP | = Joint Public Protection Committee |

| Reference | Item | Purpose | Decision Body | Month/Year | Executive | ID | Date Report Published | Council | Governance and Ethics Committee | OSMC | Other | Officer and Contact No | Directorate | Lead Member | Consultee(s) | Part II | Call In |
|-----------|--|---|---------------|---------------|-------------|------------|-----------------------|------------|---------------------------------|------------|-------|---------------------------|-------------|---------------------------------------|--|---------|---------|
| EX3715 | Key Accountable Performance 2019/20: Quarter Three | To report Q3 outturns for the Key Accountable Measures which monitor performance against the 2019/20 Council Performance Framework. To provide assurance that the objectives set out in the Council Strategy and other areas of significant activity are being managed effectively. To present, by exception, those measures that are predicted to be 'amber' or 'red' and provide information on any remedial action taken and the impact of that action. To recommend changes to measures/targets as requested by services. | EX | 01 March 2020 | 26/03/20 EX | | 18/03/2019 | | | 21/04/2020 | | Catalin Bogos | Resources | Internal Governance | | No | |
| EX3807 | Cultural Strategy | To adopt the Council's Cultural Strategy post the consultation exercise. | EX | 01 March 2020 | 26/03/20 EX | | 18/03/2020 | | | | | Paul James | Environment | Public Health and Community Wellbeing | | | |
| ID3701 | West Berkshire Council Forward Plan – 16 April 2020 to 31 July 2020 | To agree the Forward Plan for the next four months. | ID | 01 March 2020 | | 12/03/2020 | 04/03/2020 | | | | | Moirá Fraser | Resources | Leader, Strategy and Communications | Corporate Directors and Heads of Service | No | No |
| ID3867 | Three Year Highway Improvement Programme 2020/21 - 2022/23 | To seek the approval of the Executive Member for Transport and Countryside to implement the draft Three Year Highway Improvement Programme for 2020/21 - 2022/23 and proceed with the 2020/21 improvement programme. | ID | 01 March 2020 | | 01/03/2020 | tbc | | | | | Andrew Reynolds | Place | Transport and Countryside | | No | Yes |
| C3687 | Monitoring Officer's Annual Report to the Governance and Ethics Committee –2019/20 Year End | 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. | C | 01 April 2020 | | | | 12/05/20 C | 20/04/20 GE | | | Sarah Clarke | Resources | Internal Governance | | | |
| EX3746 | Proposed Property Investment (Paragraph 3 - information relating to financial/business affairs of particular person) | To agree to the potential purchase of a property which does not conform with the criteria of the Property Investment Strategy | EX | 01 April 2020 | 30/04/20 EX | | 22/04/2020 | | | | | Richard Turner | People | Finance | | Yes | No |
| EX3758 | Economic Development Strategy and Delivery Plan | To approve the final version of the Economic Development Strategy following public consultation. | EX | 01 April 2020 | 30/04/20 EX | | 22/04/2020 | | | | | Gabrielle Mancini | Place | Economic Development and Planning | | No | Yes |
| EX3831 | Environment Strategy | To adopt the post consultation strategy. | EX | 01 April 2020 | 30/04/20 EX | | 22/04/2020 | | | | | Paul Anstey | Place | Environment | | | |
| GE3637 | External Audit Opinion 2018/19 | To provide Members with the Final Annual Audit Letter 2018/19 from external auditor. The audit letter summarises the outcome from their audit work at West Berkshire Council in relation to the 2018/19 audit year. | GE | 01 April 2020 | | | 08/04/2020 | | 20/04/20 GE | | | Shannon Coleman-Slaughter | Resources | Finance | | No | Yes |
| GE3688 | Internal Audit Plan 2020/21 | To outline the proposed internal audit work programme for the next three years | GE | 01 April 2020 | | | | | 20/04/20 GE | | | Julie Gihespey | Resources | Internal Governance | | | |
| GE3690 | Internal Audit – Interim Report 2019-20 | To update the Committee on the outcome of internal audit work | GE | 01 April 2020 | | | | | 20/04/20 GE | | | Julie Gihespey | Resources | Internal Governance | | | |
| GE3689 | External Audit Plan 2020-21 | To provide Members with a copy of the External Audit Plan for 2020-21 | GE | 01 April 2020 | | | | | 20/04/20 GE | | | Julie Gihespey | Resources | Internal Governance | | | |

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. |
|---|----------------|--|---|-----------------------|--|--|---|
| 16 January 2020 | EX3743 | Proposed Property Investment | To agree to the potential purchase of a property which does not conform with the criteria of the Property Investment Strategy | Executive | Councillor Ross McKinnon Richard Turner | Report and associated appendices | (Paragraph 3 - information relating to financial/business affairs of particular person) |

Sarah Clarke
 Head of Legal and Strategic Support
 West Berkshire Council
 Date: 20 November 2019

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.