

# Notice of Meeting

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## Overview and Scrutiny Management Commission

**Tuesday, 29 November 2022 at 6.30pm**  
in Council Chamber Council Offices  
Market Street Newbury

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Date of despatch of Agenda: Monday, 21 November 2022

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Gordon Oliver / Vicky Phoenix on (01635) 519486  
e-mail: [gordon.oliver1@westberks.gov.uk](mailto:gordon.oliver1@westberks.gov.uk)

Further information and Minutes are also available on the Council's website at [www.westberks.gov.uk](http://www.westberks.gov.uk)



WestBerkshire  
C O U N C I L

**Agenda - Overview and Scrutiny Management Commission to be held on Tuesday, 29  
November 2022 (continued)**

- To:** Councillors Alan Law (Chairman), Adrian Abbs (Vice-Chairman), Jeff Brooks, James Cole, Tony Linden, Steve Masters, Biyi Oloko, Claire Rowles, Tony Vickers, Lynne Doherty, Ross Mackinnon, Alan Macro, Thomas Marino and Erik Pattenden
- Substitutes:** Councillors Dennis Benneyworth, Jeremy Cottam, Carlyne Culver, Lee Dillon, Gareth Hurley, Owen Jeffery, David Marsh and Andrew Williamson
- Other Officers & Members invited:** Councillors, Lynne Doherty, Ross Mackinnon, Alan Macro, Erik Pattenden, Tom Marino and Richard Somner
- Nigel Lynne, Joseph Homes, Eric Owens, Sarah Clarke , Jon Winstanley, Paula Goodwin and Richard Turner

## Agenda

<b>Part I</b>	<b>Page No.</b>
1. <b>Apologies for Absence</b> To receive apologies for inability to attend the meeting (if any).	7 - 8
2. <b>Minutes</b> To approve as a correct record the Minutes of the meeting of the Commission held on 6 September 2022.	9 - 22
3. <b>Actions from previous Minutes</b> To receive an update on actions following the previous Commission meeting.	23 - 26
4. <b>Declarations of Interest</b> To remind Members of the need to record the existence and nature of any personal, disclosable pecuniary or other registrable interests in items on the agenda, in accordance with the Members' <a href="#">Code of Conduct</a> .	27 - 28
5. <b>Petitions</b> Purpose: To consider any petitions requiring an Officer response.	29 - 30
6. <b>Items Called-in following the Executive on 3 November 2022</b> To consider any items called-in by the requisite number of Members following the previous Executive meeting.	31 - 42

**Agenda - Overview and Scrutiny Management Commission to be held on Tuesday, 29 November 2022 (continued)**

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| 7.  | <b>Customer Journey Task Group - Interim Report</b><br>Purpose: To present the interim findings of the Task and Finish Group set up to review the customer journey for West Berkshire Council service users inside and outside of office hours.  | 43 - 86   |
| 8.  | <b>Fees and Charges Task and Finish Group - Interim Report</b><br>Purpose: To present the interim findings of the Task and Finish Group set up to review the customer journey for West Berkshire Council service users inside and outside of office hours.   | 87 - 146  |
| 9.  | <b>Appraisal Review</b><br>Purpose: To provide an update on the appraisal system for Council officers.   | 147 - 180 |
| 10. | <b>Revenue Financial Performance Report Quarter Two 2022/23</b><br>Purpose: To report on the in-year financial performance of the Council's revenue budgets.   | To Follow |
| 11. | <b>Capital Financial Performance Report Quarter Two 2022/23</b><br>Purpose: The financial performance report provided to Members on a quarterly basis reports on the under or over spends against the Council's approved capital budget. This report presents the Quarter Two financial position.  | To Follow |
| 12. | <b>West Berkshire Local Flood Risk Management Strategy (including North and East Thatcham Flood Alleviation Scheme)</b><br>Purpose: To provide an overview of the West Berkshire Local Flood Risk Management Strategy, outline the Council's duties and responsibilities under the Flood and Water Management Act, update OSMC on the flood alleviation and drainage works programme, and provide an overview of the North and east Thatcham Flood Alleviation Scheme. | 181 - 198 |
| 13. | <b>Health Scrutiny Committee Update</b><br>Purpose: To receive an update from the Chairman of the Health Scrutiny Committee.   | 199 - 200 |
| 14. | <b>West Berkshire Council Forward Plan September to December 2022</b><br>Purpose: To advise the Commission of items to be considered by West Berkshire Council from 1 September to 31 December 2022 and decide whether to review any of the proposed items prior to the meeting indicated in the Plan.   | 201 - 224 |
| 15. | <b>Overview and Scrutiny Management Commission Work Programme</b><br>Purpose: To receive new items and agree and prioritise the work programme of the Commission.  | 225 - 226 |



**Agenda - Overview and Scrutiny Management Commission to be held on Tuesday, 29 November 2022 (continued)**

**16. Exclusion of Press and Public**

RECOMMENDATION: That members of the press and public be excluded from the meeting during consideration of the following items as it is likely that there would be disclosure of exempt information of the description contained in the paragraphs of Schedule 12A of the Local Government Act 1972 specified in brackets in the heading of each item [Rule 8.10.4 of the Constitution](#) refers.

Part II

**17. Items Called-in following the Executive on 3 November 2022**

227 - 236

*(Paragraph 3, information relating to financial/business affairs of a particular person)*

Purpose: to discuss and make recommendation for the freehold disposal of York House.

Sarah Clarke  
Service Director Strategy and Commissioning

If you require this information in a different format or translation, please contact Stephen Chard on telephone (01635) 519462.