

WEST BERKSHIRE COUNCIL'S FORWARD PLAN 1 APRIL 2023 - 31 JULY 2023

The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

1. This document gives 28 clear days notice of key decisions which the Executive and Individual Executive Members or Officer expect to take.
2. The document is updated as required and is available to the public on the Council's website.
3. The Executive is made up of the Executive Leader, Deputy Leader and eight Executive Members with the following portfolios:

Executive Leader of the Council Strategy, Communications and Public Safety	Councillor Lee Dillon
Deputy Leader and Executive Member for Governance and Transformation	Councillor Jeff Brooks
Finance and Corporate Services	Councillor Iain Cottingham
Regeneration, Growth and Strategy Development	Councillor Martin Colston
Adult Social Care and Health Integration	Councillor Alan Macro
Children, Education and Young People's Services	Councillor Heather Codling
Public Health, Culture, Leisure, Sport and Countryside	Councillor Janine Lewis
Climate Action, Recycling and Biodiversity	Councillor Adrian Abbs
Highways, Housing and Sustainable Travel	Councillor Denise Gaines
Planning and Community Engagement	Councillor Tony Vickers

4. Key decisions are those executive decisions which are likely to result in spending or savings which are "significant" in relation to the budget for the service or function in question, or in terms of the effect on communities living or working in two or more wards or electoral divisions. All contracts above £500,000 require a key decision in accordance with the Constitution.
5. The Regulations and the Council's Constitution provide for urgent key decisions to be made, even though they have not been included in this document in accordance with General Exception and Special Urgency provisions.

6. The Forward Plan will also contain details of intended review activity by the Overview and Scrutiny Management Commission and its Sub-Committee(s) or another body e.g. Task Group associated with the Overview and Scrutiny Management Commission.
7. Copies of the Council's Constitution and agenda and minutes for all meetings of the Council may be accessed on the Council's website.
8. For copies of reports or other documents, and for detailed information regarding specific issues to be considered by the Executive, individual Member or officer please contact the named Lead Officer for the item concerned.
9. For further details on the time of meetings and general information about the Plan please email executivecycle@westberkshire.gov.uk or by writing to the address below.

Publication Date: 1 April 2023

Nicola Thomas
Service Lead
Legal & Democratic Services
West Berkshire Council, Council Offices
Market Street
Newbury
RG14 5LD

Decision Due Date	Title	Purpose	Key Decision e.g. Yes/ No	Decision Maker e.g. Executive Individual Decision Officer decision	Consultation e.g. Members including shadow exec members	Background Papers (All Papers are available for inspection via the Lead Officer)	Lead Officer e.g report author	Report likely to be considered in private (i.e., it contains confidential or exempt information)
27 Apr 2023	Household Support Fund	To determine the local policy for distribution of the Household Support Fund.	Yes	Portfolio Holder: Leader of Council, Strategy, Communications and Public Safety			Sean Murphy	Open
8 Jun 2023	Proposals for developing the Housing Fund for displaced persons.	To approve the purchase of properties and note the proposals to develop WBC owned properties where appropriate, to deliver housing for displaced persons following the Housing Fund allocations to West Berkshire Council.	Yes	Executive			Joseph Holmes	Open
8 Jun 2023	Capital Financial Performance Report Q4	To present the Q4 capital financial performance for	No	Executive			Shannon Coleman-Slaughter	Open

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	2022/23	Members to note.						
8 Jun 2023	Hackney Carriage Tariffs	To consider any objections and whether or not to modify the hackney carriage fare scale in light of the objections received (and not withdrawn) during the consultation period.	Yes	Executive			Moira Fraser	Open
8 Jun 2023	Revenue Financial Performance Report Q4 2022/23	To report on the financial performance of the Council's revenue budgets.	No	Executive			Melanie Ellis	Open
8 Jun 2023	2022/23 Performance Report Quarter Four/Year End		No	Executive			Catalin Bogos	Open
26 Jun 2023	Local Code of		No	Governance			Joseph	Open

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	Governance			Committee			Holmes	
26 Jun 2023	Annual Governance Statement 2022-2023	To provide members with an overview of the Council's compliance with the CIPFA/SOLAC E code of corporate governance and to summarise overall governance in a statement for the year. The Annual Governance Statement (AGS) provides both a summary of the activities and an action plan for the year ahead on how to continually improve	No	Governance Committee			Joseph Holmes	Open

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		governance.						
26 Jun 2023	Financial Year 2022/23 Going Concern Assessment		No	Governance Committee			Shannon Coleman-Slaughter	Open
26 Jun 2023	Financial Statements 2022-23 Highlight Report		No	Governance Committee			Shannon Coleman-Slaughter	Open
30 Jun 2023	Beech Hill Parish Plan		No	Portfolio Holder: Deputy Leader and Executive Member for Governance and Transformation			Jo Naylor	Open
30 Jun 2023	Shaw Cum Donnington Refreshed Parish Plan		No	Portfolio Holder: Deputy Leader and Executive			Jo Naylor	Open

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				Member for Governance and Transformation				
6 Jul 2023	Response to petition to Full Council on the 1st December 2022	To provide a response to the petition presented to the Council meeting on the 1st December.	No	Executive			Joseph Holmes	Open
6 Jul 2023	West Berkshire Council Early Years Service - Childcare Sufficiency Assessment 2022	To report to elected council members on how we are meeting our duty to secure sufficient childcare.	No	Executive			Avril Allenby	Open
6 Jul 2023	Save the Readibus petition	To report on the receipt of a 1208 signature petition entitled 'Save the Readibus', which calls on the Council to	No	Executive			Jon Winstanley	Open

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		'review their decision on funding the ReadiBus service'						
6 Jul 2023	Treasury Outturn report		No	Executive			Shannon Coleman-Slaughter	Open
6 Jul 2023	Contracts for Award Under Delegated Authority from Executive Board		Yes	Executive			Vicki Murphy	Open
12 Jul 2023	Parking Review Amendment 32	To consider the responses received during statutory consultation	No	Portfolio Holder: Highways, Housing and Sustainable Travel			Gareth Dowding	Open
12 Jul 2023	Parking Review Amendment 33	To consider the responses received during statutory consultation	No	Portfolio Holder: Highways, Housing and Sustainable Travel			Gareth Dowding	Open
17 Jul 2023	Newbury	To approve a	Yes	Portfolio			Jon	Open

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	Town Centre Pedestrianisation	trial extension of the pedestrianisation timing in Newbury Town Centre from 10am to 5pm, to 10am to 12 midnight		Holder: Highways, Housing and Sustainable Travel			Winstanley	
20 Jul 2023	2023-24 Network Management Works Programme	To seek approval of the proposed Network Management Works Programme for 2023-24.	No	Portfolio Holder: Highways, Housing and Sustainable Travel			Neil Stacey	Open
31 Jul 2023	Procurement and Contract Award for HR & Payroll System.	To inform regarding a contract award of £1.2m	Yes	Joseph Holmes - Executive Director			Vicki Murphy	Open
31 Aug 2023	Procurement and Contract Award for Digital Roadmap Project	To inform regarding a contract award of £500,000.	Yes	Joseph Holmes - Executive Director			Vicki Murphy	Open

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	support for DIG Partnership							
31 Aug 2023	Procurement and Contract Award Apprenticeship Training Provider Services for social care and education	To inform regarding a contract award of £500,000.	Yes	Joseph Holmes - Executive Director			Vicki Murphy	Open
21 Sep 2023	Parking Strategy 2023-2033	To consider and approve the draft West Berkshire Council Parking Strategy 2023-2033 before it is distributed for public consultation.	Yes	Executive			Ian Martinez	Open
21 Sep 2023	Community Infrastructure Levy- Customer Journey	Response to motion to Council March 2023 by Councillor	No	Executive			Bryan Lytle	Open

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	Independent Review	Brooks						
21 Sep 2023	Corporate Complaints Review	To approve a new Corporate Complaints policy	Yes	Executive			Leigh Hogan	Open
21 Sep 2023	2023/24 Performance Report Quarter One	To highlight successes and where performance has fallen below the expected level, to present information on the remedial action taken, and the impact of that action.	Yes	Executive			Catalin Bogos	Open
21 Sep 2023	Revenue Financial Performance Report - Q1 of 2023/24	To report on the financial performance of the Council's revenue budgets and provide a year-end forecast.	No	Executive			Melanie Ellis	Open
21 Sep 2023	Contract	Contract Award	Yes	Executive			Sadie Owen	Open

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	Award – Supported Living Schemes and Floating Support for Adults with Learning Disabilities							
21 Sep 2023	Review of Libraries Service	To evaluate the impact of the transformation of the library service which took place in 2017-18 and put forward any additional options for improving the service for residents.	Yes	Executive	Community Needs Assessment Stakeholder Surveys – volunteers, staff, service managers, hard to reach groups Public Survey including library users and non-users Parish and Town Council engagement sessions		Felicity Harrison	Open
21 Sep 2023	Consultation	To inform Members of the	Yes	Executive			Paul Martindill	Open

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	summary for the development of a sports pitch at Manor Park, and proposal as to how to progress	findings from the consultation exercise with regard to the development of a sports pitch at Manor Park and whether to progress with a planning application.						
21 Sep 2023	LRIE lease acquisitions	To seek Executive sign-off to make an offer to buy-back the leases on plots 13U and 13T on the LRIE, subject to a satisfactory price being agreed at negotiations which are currently underway with the leaseholders on the sites.	Yes	Executive			Sam Robins	Open
21 Sep 2023	Capital	To present the Q1 capital	Yes	Executive			Shannon	Open

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	Financial Performance Report - Q1 of 2023/24	financial performance for Members to note.					Coleman-Slaughter	
2 Nov 2023	Equality, Diversity and Inclusion Framework	The purpose of the report is to propose a new EDI Framework for West Berkshire Council.	Yes	Executive			Susan Powell	Open
2 Nov 2023	Updated Procurement Strategy	To seek approval for the updated strategy.	Yes	Executive			Kate Pearson	Open
2 Nov 2023	Windmill Court and Stafford House-restrictive covenants	To enable a decision on whether to lift the restrictions and restrictive covenants on the titles of property to permit redevelopment of the site by Sovereign Housing	Yes	Executive			Martin Syrett	Fully exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information)

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		Association.						
2 Nov 2023	Property Investment Strategy		Yes	Executive			Shannon Coleman-Slaughter	Open
2 Nov 2023	Asset Management Strategy		Yes	Executive			Shannon Coleman-Slaughter	Open
30 Nov 2023	West Berkshire SEND Strategy	The publication of the West Berks SEND Strategy.	Yes	Portfolio Holder: Children, Education and Young People's Services			Jack Caine	Open
14 Dec 2023	2023/24 Performance Report Quarter Two	To highlight successes and where performance has fallen below the expected level, to present information on the remedial action taken, and the impact	Yes	Executive			Catalin Bogos	Open

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		of that action.						
14 Dec 2023	Capital Financial Performance Report - Q2 of 2023/24	To present the Q2 capital financial performance for Members to note.	Yes	Executive			Shannon Coleman-Slaughter	Open
14 Dec 2023	Revenue Financial Performance Report - Q2 of 2023/24	To report on the financial performance of the Council's revenue budgets and provide a year-end forecast.	Yes	Executive			Melanie Ellis	Open
14 Dec 2023	Parking Strategy 2023-2033	To consider and approve the West Berkshire Council Parking Strategy 2023-2033.	Yes	Executive			Ian Martinez	Open
31 Jan 2024	Parking Review Amendment 34	Experimental parking amendment for Sterling Gardens, Newbury. To consider the	No	Portfolio Holder: Highways, Housing and Sustainable Travel			Alex Drysdale	Open

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		responses received during statutory consultation.						
31 Jan 2024	Parking Review Amendment 35	Relates to various experimental EV charging bays in Newbury and Hungerford. To consider responses received during statutory consultation.	No	Portfolio Holder: Highways, Housing and Sustainable Travel			Alex Drysdale	Open
31 Jan 2024	Experimental Prohibition of Driving Order	Kings Road Newbury. To consider the responses received during statutory consultation.	No	Portfolio Holder: Highways, Housing and Sustainable Travel			Alex Drysdale	Open
8 Feb 2024	The Retender of the Council's Network of Contracted Local Bus Services	To ensure contract award approval from Corporate Board, Operations Board and Executive is	Yes	Executive			Matthew Metcalfe	Open

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		given to the successful bidder to operate the Council's retender of our network of contracted local bus services.						
8 Feb 2024	Capital Financial Performance Report - Q3 of 2023/24	To present the Q3 capital financial performance for Members to note.	Yes	Executive			Shannon Coleman-Slaughter	Open
8 Feb 2024	Revenue Financial Performance Report - Q3 of 2023/24	To report on the financial performance of the Council's revenue budgets and provide a year-end forecast.	Yes	Executive			Melanie Ellis	Open
8 Feb 2024	Hackney Carriage Tariffs - 2024	To consider proposals for adjustments to the tariffs and the proposed consultation process.	Yes	Executive			Moira Fraser	Open

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1 Mar 2024	Procurement and Contract Award for Social Care Case Management Decision	To inform regarding a contract award of £1.2m	Yes	Paul Coe - Interim Executive Director			Vicki Murphy	Open
1 May 2024	School Streets Francis Baily School - Experimental Traffic Order	To consider the responses received during statutory consultation.	No	Portfolio Holder: Highways, Housing and Sustainable Travel			Gareth Dowding	Open
16 May 2024	2023/24 Performance Report Quarter Three	To highlight successes and where performance has fallen below the expected level, to present information on the remedial action taken, and the impact of that action.	Yes	Executive			Catalin Bogos	Open
16 May 2024	Waste	Information and	Yes	Executive			Kofi Adu-	Open

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	Strategy	Approval for Publication					Gyamfi	
12 Sep 2024	2023/24 Performance Report Quarter Four	To highlight successes and where performance has fallen below the expected level, to present information on the remedial action taken, and the impact of that action.	Yes	Executive			Catalin Bogos	Open
	Customer Journey Task and Finish Group Report	Scrutiny Commission task and finish group's final report.	No	Executive			Gordon Oliver	Open
	Leisure Strategy Delivery Plan	To present the plan for implementing the Leisure Strategy.	Yes	Executive			Jim Sweeting	Open
	Fees and Charges Task and Finish Group Report	OSMC final report	No	Executive			Gordon Oliver	Open

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	Joint Legal team (JLT) Review	To agree a revised Heads of Term Agreement and to delegate authority to the Service Lead, Legal and Democratic Services to finalise the same.	Yes	Executive			Leigh Hogan	Fully exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information) Information which reveals that the authority proposes to give under any enactment a notice under or by virtue of which requirements are imposed on a person Information which reveals

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								that the authority proposes to make an order or direction under any enactment.
	Contract Award report for West Point House Refurbishment Project	Contract value estimated to be £990k therefore included on the Forward Plan for information	No	Joseph Holmes - Executive Director			Vickie Collins	Open
	Procurement and Contract Award for revenue and Benefits Software as a Service	To inform regarding a contract award of £615,535 over 3 years.	Yes	Joseph Holmes - Executive Director			Vicki Murphy	Open