

WEST BERKSHIRE COUNCIL'S FORWARD PLAN 1 AUGUST 2023 - 30 NOVEMBER 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 Stuart Gourley |
| 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 August 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) |
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| 31 Aug 2023 | Outside Bodies Appointments | To make amendments and further appointments to Outside Bodies | Yes | Portfolio Holder: Leader of Council, Strategy, Communications and Public Safety | | | David Cook | Open |
| 21 Sep 2023 | Establishment of Community Forums | To provide a range of options to establish Community Forums | Yes | Executive | | | Sarah Clarke | 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 | Amendments to Public Protection Partnership's Inter Authority Agreement | To amend the IAA to reflect the changes to the constitution in respect of the Joint Public Protection Committee | Yes | Executive | | | Moira Fraser | Open |

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| | | approved by Council on 20 July 2023 | | | | | | |
| 21 Sep 2023 | Fees and Charges Task and Finish Group Report | OSMC final report | No | Executive | | | Gordon Oliver | Open |
| 21 Sep 2023 | Consultation summary for the development of a sports pitch at Manor Park, and proposal as to how to progress | To inform Members of the 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. | Yes | Executive | | | Paul Martindill | Open |
| 21 Sep 2023 | Corporate Transformation Programme 2023-25 | To outline the projects to be included in the Council's corporate Transformation Programme | No | Executive | | | Gabrielle Mancini | Open |
| 21 Sep 2023 | Customer | Scrutiny | No | Executive | | | Gordon Oliver | Open |

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| | Journey Task and Finish Group Report | Commission task and finish group's final report. | | | | | | |
| 21 Sep 2023 | Capital Financial Performance Report - Q1 of 2023/24 | To present the Q1 capital financial performance for Members to note. | Yes | Executive | | | Shannon Coleman-Slaughter | Open |
| 5 Oct 2023 | Appointment to an Outside Body (Berkshire Maestros) | | Yes | Portfolio Holder: Leader of Council, Strategy, Communications and Public Safety | | | David Cook | Open |
| 20 Oct 2023 | Winter Service Plan 2023/24 | To approve the Winter Service Plan 2023/24 | Yes | Portfolio Holder: Highways, Housing and Sustainable Travel | Consultation with Town/Parish Councils, Ward Members and consideration of the comments received, including from members of the public during | | Andrew Reynolds | Open |

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| | | | | | the previous winter service season. | | | |
| 2 Nov 2023 | Updated Procurement Strategy | To seek approval for the updated strategy. | Yes | Executive | | | Kate Pearson | Open |
| 2 Nov 2023 | Response to the "20 is Plenty" Motion | To respond to a Motion to Council raised by Councillor Abbs at its meeting on 16th March 2023 in respect of 20mph speed limits. | Yes | Executive | Discussion at TAG in July 2023. | | Neil Stacey | Open |
| 2 Nov 2023 | Property Investment Strategy | | Yes | Executive | | | Shannon Coleman-Slaughter | Open |
| 2 Nov 2023 | Corporate Complaints Review | To approve a new Corporate Complaints policy | Yes | Executive | | | Leigh Hogan | Open |
| 2 Nov 2023 | Review of the Newbury Sports Hub development | To review the Executive Committee decision taken | Yes | Executive | | | Paul Martindill | Open |

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| | | on March 23 2023, titled 'Newbury Sports Hub – revised costs and seeking permission to sign the Development Management Agreement'. | | | | | | |
| 2 Nov 2023 | Environment Strategy Annual Progress Report | To inform the Executive of the progress in delivering the Environment Strategy for the period July 2022 - July 2023 | No | Executive | The following groups / people will have been consulted / briefed on the progress report by the time it goes to Executive: Environment Advisory Group (25th September) Environment Delivery Project Board Environment Department Managers Service Lead - Climate | | Jenny Graham | Open |

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| | | | | | Change Service Director, Environment Executive Director Place Parish Climate Forum | | | |
| 2 Nov 2023 | Night Warden Service | The purpose of the report is to seek agreement to proceed with a staff consultation, with a view to de-commissioning the Night Warden (NW) Service as soon as possible | Yes | Executive | | | Maria Shepherd | Open |
| 2 Nov 2023 | Contracts for Award Under Delegated Authority from Executive Board | To provide details of forthcoming supply, service and works contract awards that will have a | Yes | Executive | | | Kate Pearson | Open |

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| | | contract value in excess of £2.5m and as such will require approval from the Executive during the next quarter. | | | | | | |
| 2 Nov 2023 | The future of West Street House | To present potential options for the future of West Street House. | Yes | Executive | | | Richard Turner | Open |
| 2 Nov 2023 | Asset Management Strategy | | Yes | Executive | | | Shannon Coleman-Slaughter | Open |
| 7 Nov 2023 | Proposed Amendment to the Household Support Fund 2023/24 | To consider an increased contribution for voluntary sector provision to deliver the core objectives of the Household Support Fund. | Yes | Portfolio Holder: Leader of Council, Strategy, Communications and Public Safety | | | Sean Murphy | Open |
| 14 Dec 2023 | Medium Term Financial Planning | To provide Executive with an overview of | Yes | Executive | | | Joseph Holmes | Open |

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| | | the financial planning position for 2023-24 and beyond | | | | | | |
| 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 |
| 12 Dec 2023 | Update to Household Support Fund allocations | | Yes | Portfolio Holder: Highways, Housing and Sustainable Travel | | | Sean Murphy | Open |
| 14 Dec 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 | Yes | Executive | | | Martin Syrett | Fully exempt Information relating to the financial or business affairs of any particular person (including the authority |

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| | | Sovereign Housing Association. | | | | | | holding that information) |
| 14 Dec 2023 | Awareness Days programme | To set out the programme of awareness days, weeks or months to be included on the communications plan for the year ahead. | Yes | Executive | | | Martin Dunscombe | 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 of that action. | Yes | Executive | | | Catalin Bogos | Open |
| 14 Dec 2023 | Equality, Diversity and Inclusion Framework | The purpose of the report is to propose a new EDI Framework for West | Yes | Executive | | | Pamela Voss | Open |

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| | | Berkshire Council. | | | | | | |
| 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 | Response to Rwanda motion | Report response to Rwanda motion | Yes | Executive | | | Sean Murphy | Open |
| 14 Dec 2023 | Rural Prosperity Fund Business Grant Scheme Proposal | To seek approval for the design of a capital grant scheme for small rural businesses to promote | Yes | Executive | | | Sam Robins | Open |

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| | | economic growth, as part of the Rural England Prosperity Fund. | | | | | | |
| 14 Dec 2023 | Hackney Carriage Tariffs - 2024 | To consider proposals for adjustments to the tariffs and the proposed consultation process. | Yes | Executive | | | Moira Fraser | Open |
| 14 Dec 2023 | 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 given to the successful bidder to operate the Council's retender of our network of contracted local bus services. | Yes | Executive | | | Matthew Metcalfe | Open |
| 14 Dec 2023 | Newbury | To approve a | Yes | Executive | | | 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 | | | | | Winstanley | |
| 14 Dec 2023 | Senior Management Restructure (Resources) | To approve potential redundancy payments associated within a restructure, | Yes | Executive | | | Joseph Holmes | Fully exempt Information relating to any individual. Information which is likely to reveal the identity of an individual. Information relating to the financial or business affairs of any particular person (including the authority holding that information) Information |

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| | | | | | | | | relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority. |
| 26 Jan 2024 | Pangbourne Bus Turning Circle Consultation | To make a decision on whether a consultation about the proposed Pangbourne Turning Circle | Yes | Portfolio Holder: Highways, Housing and Sustainable Travel | | | Emma Jameson | Open |

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| | | should proceed in late January/early February 2024. | | | | | | |
| 22 Jan 2024 | Schools Funding Formula 2024/25 | To approve the school funding formula distribution for 2024/25. | Yes | Portfolio Holder: Finance and Corporate Services | | | Melanie Ellis | Open |
| 31 Jan 2024 | Parking Review Amendment 34 | Experimental parking amendment for Sterling Gardens, Newbury. To consider the responses received during statutory consultation. | No | Portfolio Holder: Highways, Housing and Sustainable Travel | | | Alex Drysdale | Open |
| 31 Jan 2024 | Parking Review Amendment 35 | Relates to various experimental EV charging bays in Newbury and Hungerford. To consider responses received during | No | Portfolio Holder: Highways, Housing and Sustainable Travel | | | Alex Drysdale | Open |

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| | | statutory consultation. | | | | | | |
| 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 | Parking Strategy 2023-2033 | To consider and approve the West Berkshire Council Parking Strategy 2023-2033. | Yes | Executive | | | Ian Martinez | Open |
| 26 Mar 2024 | Capital Strategy 2024-34 | To inform Members of the latest capital financial performance of the Council. | Yes | Council | | | Shannon Coleman-Slaughter | Open |
| 26 Mar 2024 | Revenue Budget 2024-25 | To inform Members of the latest revenue financial performance of the Council. | Yes | Council | | | Melanie Ellis | Open |

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| 26 Mar 2024 | Medium Term Financial Strategy | To provide Executive with an overview of the financial planning strategy for 2023-24 and beyond | Yes | Council | | | Joseph Holmes | Open |
| 26 Mar 2024 | Investment and Borrowing Strategy 2024/25 | To review the Council's management of cash-flow, borrowing and investments in the financial year 2023/24. | Yes | Council | | | Shannon Coleman-Slaughter | Open |
| 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 | Yes | Executive | | | Melanie Ellis | Open |

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| | | provide a year-end forecast. | | | | | | |
| 8 Feb 2024 | Response to Garage Block Motion | | No | Executive | | | Katharine Makant | Open |
| 14 Mar 2024 | Rights of Way Improvement Plan | To present the revised plan following public consultation. | Yes | Executive | | | Elaine Cox | Open |
| 14 Mar 2024 | Building Control Shared Service Agreement | | Yes | Executive | | | Sean 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 | Yes | Executive | | | Catalin Bogos | Open |

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| | | below the expected level, to present information on the remedial action taken, and the impact of that action. | | | | | | |
| 16 May 2024 | Waste Strategy | Information and Approval for Publication | Yes | Executive | | | Kofi Adu-Gyamfi | Open |
| 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 |
| | Review of Libraries Service | To evaluate the impact of the transformation of the library service which | Yes | Executive | Community Needs Assessment Stakeholder Surveys – | | Felicity Harrison | Open |

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| | | took place in 2017-18 and put forward any additional options for improving the service for residents. | | | volunteers, staff, service managers, hard to reach groups Public Survey including library users and non-users Parish and Town Council engagement sessions | | | |
| | Bond Riverside Regeneration Programme Review | To approve revised strategic objectives and delivery strategy for the Bond Riverside Regeneration Programme in order to take account of the change of direction for Football on Faraday Road. The report will be a revision and | Yes | Executive | | | Sam Robins | Open |

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| | | replacement for the London Road Industrial Estate Project Refresh report that was approved by Executive on 9 June 2022. | | | | | | |
| | Leisure Strategy Delivery Plan | To present the plan for implementing the Leisure Strategy. | Yes | Executive | | | Paul Martindill | Open |
| | Community Infrastructure Levy- Customer Journey Independent Review | Response to motion to Council March 2023 by Councillor Brooks | No | Executive | | | Bryan Lytle | Open |
| | Joint Legal team (JLT) Review | To agree a revised Heads of Term Agreement and to delegate authority to the Service Lead, Legal and | Yes | Executive | | | Leigh Hogan | Fully exempt Information relating to the financial or business affairs of any particular |

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| | | Democratic Services to finalise the same. | | | | | | 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 that the authority proposes to make an order or direction under any enactment. |

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| | 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 |
| | 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 |
| | Kennet Valley Primary School SEMH Provision | Contract award report for the Kennet Valley expansion works following | Yes | Paul Coe - Interim Executive Director | | | Vicky Pearce | Open |

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| | | a full tender process. Contract value estimated at £1.8 million | | | | | | |