

## 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 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](mailto: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)
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	Community Infrastructure Levy- Customer Journey Independent Review	Response to motion to Council March 2023 by Councillor Brooks	No	Executive			Bryan Lyttle	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	Establishment	To provide a	Yes	Executive			Sarah Clarke	Open

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	of Community Forums	range of options to establish Community Forums						
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 Award – Supported Living Schemes and Floating Support for Adults with Learning Disabilities	Contract Award	Yes	Executive			Sadie Owen	Open
21 Sep 2023	Amendments to Public Protection Partnership's Inter Authority	To amend the IAA to reflect the changes to the constitution in respect of the Joint Public	Yes	Executive			Moira Fraser	Open

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	Agreement	Protection Committee 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	No	Executive			Gabrielle Mancini	Open

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		Programme						
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	Customer Journey Task and Finish Group Report	Scrutiny Commission task and finish group's final report.	No	Executive			Gordon Oliver	Open
21 Sep 2023	Capital Financial Performance Report - Q1 of 2023/24	To present the Q1 capital financial performance for Members to	Yes	Executive			Shannon Coleman-Slaughter	Open

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		note.						
21 Sep 2023	Parking Strategy 2024-2034	To consider and approve the West Berkshire Council Parking Strategy 2023-2033.	Yes	Individual Executive Member Decisions			Ian Martinez	Open
	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 the previous winter service season.		Andrew Reynolds	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	To enable a decision on whether to lift	Yes	Executive			Martin Syrett	Fully exempt Information relating to the

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	House-restrictive covenants	the restrictions and restrictive covenants on the titles of property to permit redevelopment of the site by Sovereign Housing Association.						financial or business affairs of any particular person (including the authority holding that information)
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	Bond Riverside Regeneration Programme Review	To approve revised strategic objectives and delivery strategy for the Bond Riverside Regeneration Programme in order to take	Yes	Executive			Sam Robins	Open



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		account of the change of direction for Football on Faraday Road. The report will be a revision and replacement for the London Road Industrial Estate Project Refresh report that was approved by Executive on 9 June 2022.						
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 on March 23	Yes	Executive			Paul Martindill	Open

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		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 Change		Jenny Graham	Open

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					Service Director, Environment Executive Director Place Parish Climate Forum			
2 Nov 2023	Asset Management Strategy		Yes	Executive			Shannon Coleman-Slaughter	Open
2 Nov 2023	Medium Term Financial Planning	To provide Executive with an overview of the financial planning position for 2023-24 and beyond	Yes	Executive			Joseph Holmes	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	To highlight successes and	Yes	Executive			Catalin Bogos	Open

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	Report Quarter Two	where performance has fallen below the expected level, to present information on the remedial action taken, and the impact of that action.						
14 Dec 2023	Equality, Diversity and Inclusion Framework	The purpose of the report is to propose a new EDI Framework for West Berkshire Council.	Yes	Executive			Pamela Voss	Open
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	To report on the financial performance of the Council's revenue	Yes	Executive			Melanie Ellis	Open

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	2023/24	budgets and provide a year-end forecast.						
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
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	No	Portfolio Holder: Highways, Housing and Sustainable Travel			Alex Drysdale	Open

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		received during 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	Capital Strategy 2024-34	To inform Members of the latest capital financial performance of the Council.	Yes	Executive			Shannon Coleman-Slaughter	Open
8 Feb 2024	Revenue Budget 2024-25	To inform Members of the latest revenue financial performance of the Council.	Yes	Executive			Melanie Ellis	Open
8 Feb 2024	Medium Term Financial Strategy	To provide Executive with an overview of the financial planning strategy for 2023-24 and	Yes	Executive			Joseph Holmes	Open

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		beyond						
8 Feb 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	Executive			Shannon Coleman-Slaughter	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 given to the successful bidder to operate the Council's retender of our network of contracted local bus services.	Yes	Executive			Matthew Metcalfe	Open
8 Feb 2024	Capital Financial	To present the Q3 capital financial	Yes	Executive			Shannon Coleman-	Open

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	Performance Report - Q3 of 2023/24	performance for Members to note.					Slaughter	
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
14 Mar 2024	Rights of Way Improvement Plan	To present the revised plan following public consultation.	Yes	Executive			Elaine Cox	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	Yes	Executive			Catalin Bogos	Open



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		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
	Newbury Town Centre Pedestrianisation	To approve a trial extension of the pedestrianisation timing in Newbury Town	Yes	Portfolio Holder: Highways, Housing and Sustainable Travel			Jon Winstanley	Open

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		Centre from 10am to 5pm, to 10am to 12 midnight						
	Leisure Strategy Delivery Plan	To present the plan for implementing the Leisure Strategy.	Yes	Executive			Paul Martindill	Open
	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

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								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.
	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 negotiatuons which are currently underway with	Yes	Executive			Sam Robins	Open

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		the leaseholders on the sites.						
	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 a full tender process. Contract value estimated at £1.8 million	Yes	Paul Coe - Interim Executive Director			Vicky Pearce	Open