

# WEST BERKSHIRE COUNCIL'S FORWARD PLAN 1 SEPTEMBER 2024 - 31 DECEMBER 2024

## 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:

Leader of the Council and Executive Member for Strategy and Communications	Councillor Jeff Brooks
Deputy Leader and Executive Member for Planning and Housing	Councillor Denise Gaines
Finance and Resources	Councillor Iain Cottingham
Economic Development and Regeneration	Councillor Louise Sturgess
Adult Social Care and Public Health	Councillor Patrick Clark
Children and Family Services	Councillor Heather Codling
Culture, Leisure, Sport and Countryside	Councillor Nigel Foot
Environment and Highways	Councillor Stuart Gourley
Executive Member for Transformation and Corporate Programme	Councillor Vicky Poole
Public Safety and Community Engagement	Councillor Justin Pemberton

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 September 2024

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)
20 Aug 2024	Parking Traffic Regulation Orders (TROs) 2024 Off-street Parking	<p>To make decision on whether following the consultation(s) on off-street and on-street car parking and Newbury Wharf bus station, the orders for parking can be approved.</p> <p>At Full Council on 29 February 2024, the decision was made to introduce new parking fees and charges for 2024/25.</p> <p>To introduce these charges a formal Traffic Regulation Order is required and a period of consultation to take place. If any comments</p>	No	Portfolio Holder: Environment and Highways			Emma Jameson	Open

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		or objections are received it is necessary for a formal decision to be made on approving the orders.						
19 Sep 2024	Waste Strategy		Yes	Executive			Kofi Adu-Gyamfi	Open
19 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
19 Sep 2024	Revenue Financial Performance Report - Q1 of 2024/25	To inform Members of the latest financial performance of	Yes	Executive			Melanie Ellis	Open

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		the Council.						
19 Sep 2024	Capital Financial Performance Report - Q1 of 2024/25	To present the Q1 capital financial performance for Members to note.	Yes	Executive			Shannon Coleman-Slaughter	Open
19 Sep 2024	Future of Turnham's Green		No	Executive			Gabrielle Mancini	Open
19 Sep 2024	Customer Charter	To review and update the Council's customer charter.	No	Executive			Sarah Clarke	Open
19 Sep 2024	2024/25 Performance Report Q1		Yes	Executive			Catalin Bogos	Open
19 Sep 2024	Options for Shaw House		No	Executive			Gabrielle Mancini	Open
19 Sep 2024	Domestic Abuse Strategy 2023-27		Yes	Executive			Jade Wilder	Open

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19 Sep 2024	Carers Strategy	The strategy is a key document in setting out how the council will support carers in the district.	No	Executive			Hannah Cole	Open
27 Sep 2024	Parking Traffic Regulation Orders (TROs) 2024: On-Street Parking	To make a decision on whether, following consultation on on-street parking, an Order Amendment for parking can be approved. At Full Council on 29 February 2024, the decision was made to introduce new parking fees and charges for 2024/25. To introduce these charges a formal Traffic Regulation	Yes	Portfolio Holder: Environment and Highways			Ian Martinez	Open

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		Order is required and a period of consultation to take place. If any comments or objections are received it is necessary for a formal decision to be taken on approving the order or order amendment						
11 Oct 2024	Winter Service Plan 2024/25	To approve the Winter Service Plan 2024/25	Yes	Portfolio Holder: Environment and Highways			Andrew Reynolds	Open
	Household support fund	To agree the allocations of the fund.	Yes	Portfolio Holder: Planning and Housing			Nick Caprara	Open
31 Oct 2024	Arboriculture Contract	To approve the appointment of a new arboriculture contractor for the period 2024-2029	Yes	Clare Lawrence - Executive Director			Paul Hendry	Open

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7 Nov 2024	Care Homes Contract Award		Yes	Executive			Gabrielle Mancini	Open
7 Nov 2024	Risk Management Strategy 2024-2027	To set out the overarching framework for managing risk at the Council, the Council's risk appetite and the risk management objectives for the next three years.	Yes	Executive			Catalin Bogos	Open
7 Nov 2024	Local Authority Designated Officer Report		Yes	Executive			Rebecca Wilshire	Open
7 Nov 2024	Independent Reviewing Officer Annual Report		Yes	Executive			Rebecca Wilshire	Open
7 Nov 2024	Children and Families Safeguarding Annual Report		Yes	Executive			Rebecca Wilshire	Open

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7 Nov 2024	Shaw House Options		No	Executive			Gabrielle Mancini	Open
7 Nov 2024	Adults Homelessness	Contract Award	Yes	Executive			Rebecca Braithwaite	Open
7 Nov 2024	Waste Contract Paper		Yes	Executive			Kofi Adu-Gyamfi	Open
7 Nov 2024	Wraparound Care	To inform Executive about the Wraparound Care Programme and the West Berkshire strategy for the delivery of this DFE programme	No	Executive			Kate Parietti	Open
7 Nov 2024	Garden Waste Charging Options		Yes	Executive			Kofi Adu-Gyamfi	Open
7 Nov 2024	Procurement activity annual	To inform the Executive of	Yes	Executive			Kate Pearson	Open

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	report	the procurements undertaken by the Council over the past 12 months and the impact of the Social Value procurement policy.						
7 Nov 2024	Medium Term Financial Strategy and Revenue Budget 2025-26 planning	To inform members of the latest financial planning assumptions and implications for future financial years	No	Executive			Joseph Holmes	Open
7 Nov 2024	Youth Justice Plan		Yes	Executive			Rebecca Wilshire	Open
12 Dec 2024	Capital Financial Performance Report - Q2 of 2024/25	To present the Q2 capital financial performance for Members to note.	Yes	Executive			Shannon Coleman-Slaughter	Open
12 Dec 2024	Contracts for	To gain	Yes	Executive			Liz Martin	Open

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	Award Under Delegated Authority from Executive	approval from Executive to delegate authority to an individual (Service Lead or Service Director) to proceed with contract awards with a value in excess of £2.5M						
12 Dec 2024	Revenue Financial Performance Report - Q2 of 2024/25		Yes	Executive			Melanie Ellis	Open
12 Dec 2024	2024/25 Performance Report Q2		Yes	Executive			Catalin Bogos	Open
13 Feb 2025	Corporate Accommodation Review		Yes	Executive			Gabrielle Mancini	Open
13 Feb 2025	Capital Financial Performance	To present the Q3 capital financial	Yes	Executive			Shannon Coleman-Slaughter	Open

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	Report - Q3 of 2024/25	performance for Members to note.						
13 Feb 2025	Revenue Financial Performance Report - Q3 of 2024/25	To inform Members of the latest financial performance of the Council.	Yes	Executive			Melanie Ellis	Open
27 Mar 2025	Future of the Shared Partnership for the Public Protection Partnership	To fulfil the requirement of the IAA which is due to expire in January 2027, which requires the partner authorities to review the current arrangements and adopt any changes 2 years before the current arrangement expires.	No	Executive			Sean Murphy	Open
22 May 2025	2024/25 Performance Report Q3		Yes	Executive			Catalin Bogos	Open

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	Leisure Strategy Delivery Plan	To present the plan for implementing the Leisure Strategy.	Yes	Executive			Jude Thomas	Open
	Rights of Way Improvement Plan	To present the revised plan following public consultation.	Yes	Executive			Elaine Cox	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			Nicola Thomas	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

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								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.
	Gateway Plaza update		No	Executive			Sam Robins	Open
	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	Yes	Executive			Sam Robins	Open

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		agreed at negotiatuons which are currently underway with the leaseholders on the sites.						
	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
	Parking Strategy 2023-2033	To consider and approve the West Berkshire	Yes	Executive			Ian Martinez	Open

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		Council Parking Strategy 2023-2033.						
	A4 Bath Road, Calcot Bus Priority Measures Public Consultation	To make decision on whether a consultation about proposals for installing bus priority measures along the A4 Bath Road in Calcot (from the junction with the M4 to the West Berkshire boundary with Reading Borough) can proceed during the summer/early autumn of 2024.	Yes	Portfolio Holder: Environment and Highways			Emma Jameson	Open
	Contract Award report for West Point	Contract value estimated to be £990k therefore included on the	No	Joseph Holmes - Executive			Vickie Collins	Open

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	House Refurbishment Project	Forward Plan for information		Director				
	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 - Executive Director			Vicky Pearce	Open
	Contract Award report for Mrs Blands Infant and Nursery School Heating Replacement	Contract award report for heating replacement works at Mrs Blands School following a full tender process. Contract value estimated at £500k.	Yes	AnnMarie Dodds - Executive Director			Vicky Pearce	Open