

## West Berkshire Council Forward Plan 5 October 2021 - 31 January 2022

Key:	
C = Council	
DOD = Delegated Officer Decision	
EX = Executive	
GE = Governance and Ethics Committee	
HWB = Health and Wellbeing Board	
ID = Individual Decision	
JPC = Personnel Committee	
JPPC = Joint Public Protection Committee	
LC = Licensing Committee	
OSMC = Overview & Scrutiny Management Commission	

Reference	Item	Purpose	Decision Body	Month/Year	Executive	ID	Date Report Published	Council	Governance and Ethics Committee	OSMC	Other	Officer and Contact No	Directorate	Lead Member	Consultee(s)	Part II	Call In
EX4089	Establishment of Secondary Provision for Pupils with SEMH/Autism at the former Primary School Site, Theale <i>(Paragraph 3 - information relating to the business affairs of a particular person)</i>	To seek agreement to the use of the old Theale Primary School site for the development of this provision.	EX	October 2021	14/10/21 EX		06/10/2021					Jane Seymour	People	Children, Young People & Education		Yes	Yes
EX4115	Public Protection Partnership - Re-organisation and Restructure	To consider the revised structure that will be adopted following the departure of Wokingham from the Partnership.	EX	October 2021	14/10/21 EX							Paul Anstey	People	Housing, Strategic Partnerships and Transformation		No	No
EX4111	Berkshire West Public Health Nursing 0-19 (25) Contract Award	Approval for award of the Berkshire West Public Health 0-19 (25) Contract.	EX	October 2021	14/10/21 EX		06/10/2021					Zoe Campbell	Resources	Health and Wellbeing		No	No
EX4128	Four Houses Corner Refurbishment Project	To provide an update and seek approval for additional funding.	EX	October 2021	14/10/21 EX							Janet Weekes	Place	Housing, Strategic Partnerships and Transformation		No	Yes
ID4079	West Berkshire Council Forward Plan 9 November 2021 - 28 February 2022	To agree the Forward Plan for the next four months.	ID	October 2021		07/10/2021	29/09/2021					Stephen Chard	Resources	Leader, District Strategy and Communications		No	No
ID4144	Winter Service Plan 2021-22	To approve the Winter Service Plan 2021-22	ID	October 2021		13/10/2021	04/10/2021					Andrew Reynolds	Place	Planning and Transport		No	Yes
OSMC	Covid-19 Review and Lessons Learnt	To report on lessons learnt during the Covid-19 pandemic and changes put in place as a	OSMC	October 2021			04/10/2021			12/10/2021		Joseph Holmes	Resources	Leader, District Strategy and Communications		No	No
OSMC	Equalities and Diversity Strategy	To review the draft Equalities and Diversity Strategy.	OSMC	October 2021			04/10/2021			12/10/2021		Catalin Bogos	Resources	This report applies to all Portfolios		No	No
EX4145	Update on Wokingham Exit from the Public Protection Partnership	To consider any financial implications and legal implication of Wokingham's exit including the potential for any future buy back arrangements.	EX	October 2021	14/10/21 EX						13/09/2021 JPPC	Paul Anstey	Place	Housing, Strategic Partnerships and Transformation			
ID4135	Bus Services Improvement Plan 2021	To approve West Berkshire's initial Bus Services Improvement Plan - as required for an Enhanced Partnership and in accordance with the National Bus Strategy, Bus Back Better.	ID	October 2021		13/10/2021	04/10/2021					Emma Jameson	Place	Planning and Transport		No	No
EX4148	Voluntary and Community Sector Support	The purpose of this report is to set out options for the commissioning of services to support the West Berkshire Voluntary and Community Sector (VSC)	EX	October 2021	14/10/21 EX							Sam Shepherd	People	Health and Wellbeing		Yes	No
ID4122	Membership of Environmental Networks and Coalitions	To present information about the Countryside Climate Network and the Coalition for the Energy Efficiency of Buildings and to recommend that West Berkshire Council seeks membership of both.	ID	October 2021		21/10/2021	12/10/2021					Jenny Graham	Place	Environment and Waste			
EX4146	Electric Vehicle Charging Points - Charging structure	To determine the charges to be set for members of the public using the electric vehicle charging points installed in Council Car Parks across West Berkshire	EX	October 2021	14/10/21 EX							Adrian Slaughter	Place	Planning and Transport		No	Yes
EX4048	Highway Asset Management Plan Refresh	To approve the adoption of an updated Highways Asset Management Plan taking on board the latest national guidance and best practice.	EX	November 2021	18/11/21 EX		24/08/2021					Andrew Reynolds	Place	Planning and Transport		No	Yes
EX4112	Drug and Alcohol Behaviour Change Service Contract Award	To award the contract.	EX	November 2021	18/11/21 EX		10/11/2021					Zoe Campbell	Resources	Health and Wellbeing		No	No
EX4120	Cultural Heritage Strategy – Action Plan		EX	November 2021	18/11/21 EX							Paul James	Resources	Internal Governance, Leisure and Culture		No	
EX4121	Environment Strategy Progress Report	To present the first annual progress report for the delivery of the Environment Strategy.	EX	November 2021	18/11/21 EX							Jenny Graham	Place	Environment and Waste		No	No
EX4140	Hackney Carriage Tariffs	To agree a revised hackney carriage fare scale following the statutory consultation if any objections are received and are not withdrawn.	EX	November 2021	18/11/21 EX							Maira Fraser	Place	Housing, Strategic Partnerships and Transformation		No	No
GE4116	Update Report – Review of the Effectiveness of the Governance and Ethics Committee		GE	November 2021					15/11/21 GE			Julie Gillhespey	Resources	Internal Governance, Leisure and Culture		No	Yes
ID4080	West Berkshire Council Forward Plan 7 December 2021 - 31 March 2022	To agree the Forward Plan for the next four months.	ID	November 2021		04/11/2021	27/10/2021					Stephen Chard	Resources	Leader, District Strategy and Communications		No	No
ID4081	West Berkshire Council Forward Plan 30 December 2021 - 30 April 2022	To agree the Forward Plan for the next four months.	ID	November 2021		25/11/2021	17/11/2021					Stephen Chard	Resources	Leader, District Strategy and Communications		No	No
ID4129	S106 Contributions policy	To adopt the new S106 Contributions policy.	ID	November 2021		29/11/2021	30/11/2021					Janet Weekes	Place	Planning and Transport		No	No
JPPC4060	Public Protection Partnership - Food and Feed Plan	To agree the PPP Food and Feed Plan.	JPPC	November 2021			21/10/2021				01/11/2021 JPPC	Rosalyn Gater	People	Housing, Strategic Partnerships and Transformation			
JPPC4064	Annual Air Quality Report	For information to the Committee to update on the PPP Position for 2020 with Air Quality across all 3 areas.	JPPC	November 2021			22/10/2021				01/11/2021 JPPC	Anna Smy	People	Internal Governance, Leisure and Culture			
JPPC4065	Vehicle Emissions Policy	To agree a policy.	JPPC	November 2021			21/10/2021				01/11/2021 JPPC	Anna Smy	People	Internal Governance, Leisure and Culture			
LC4043	Fireworks Operational Approach	To agree the operational approach that will be taken in respect of the management of fireworks.	JPPC	November 2021			21/10/2021				01/11/2021 JPPC	Anna Smy	People	Internal Governance, Leisure and Culture			
JPPC4136	Updated Control Strategy	To consider the updated strategy.	JPPC	November 2021			21/10/2021				01/11/2021 JPPC	Sean Murphy	People	Internal Governance, Leisure and Culture			
JPPC4132	Update on the Reconfiguration of the Service including Governance Arrangements and Progress with the Withdrawal of Wokingham from the PPP	To provide members with an update on progress being made with these two projects and to consider any changes needed to the governance arrangements.	JPPC	November 2021			21/10/2021				01/11/2021 JPPC	Sean Murphy	People	Internal Governance, Leisure and Culture			
LC4041	Draft Hackney Carriage and Private Hire Vehicle Driver and Operator Policy	To consider the draft policy arising from the Statutory Taxi and Private Hire Vehicles Standards Report prior to it going out to the trade for consultation.	LC	November 2021			29/10/2021				08/11/21 LC	Sean Murphy	Place	Housing, Strategic Partnerships and Transformation			
LC4042	Hackney Carriage and Private Hire Vehicle Driver and Operator Policy	To agree the policy post consultation.	LC	November 2021			29/10/2021				08/11/21 LC	Sean Murphy	Place	Planning and Transport			

**West Berkshire Council Forward Plan  
5 October 2021 - 31 January 2022**

<b>Key:</b>	C = Council
	DOD = Delegated Officer Decision
	EX = Executive
	GE = Governance and Ethics Committee
	HWB = Health and Wellbeing Board
	ID = Individual Decision
	PC = Personnel Committee
	JPPC = Joint Public Protection Committee
	LC = Licensing Committee
	OSMC = Overview & Scrutiny Management Commission

LC4044	Licensing Annual Report	To set out the work of the Licensing Committee in 2020/21 as well as the work of the Licensing Service as delivered through the Public Protection Partnership.	LC	November 2021			29/10/2021			08/11/21 LC	Sean Murphy	Place	Planning and Transport			
LC4043	Fireworks Operational Approach	To agree the operational approach that will be taken in respect of the management of fireworks.	LC	November 2021			28/10/2021			08/11/21 LC	Anna Smy	Place	Housing, Strategic Partnerships and Transformation			
PC4051	Results of the Employee Attitude Survey	To consider the results of the EAS including benchmarking data and comparisons with previous surveys.	PC	November 2021						12/11/21 PC	Abi Witting/Rebecca Bird	Resources	Internal Governance, Leisure and Culture			
PC4050	Recruitment and Pay Scales	To consider a sample of current recruitment activity in order to analyse where employees are being recruited to on the banding within pay scales. This information had been requested by the Personnel Committee.	PC	November 2021			08/07/2021			12/11/21 PC	Abi Witting	Resources	Internal Governance, Leisure and Culture			
EX4149	Development of Newbury Sport Hub	Award of contract to Build 3G Artificial Grass Pitch, Clubhouse, Spectator Stand and Car Park (Sports Hub) at Newbury Rugby Club.	EX	November 2021	18/11/21 EX						Paul Martindill/Matt Pearce	Resources	Internal Governance, Leisure and Culture		No	No
LC4141	Licensing Act 2003 and Gambling Act 2005 Delegations	To note the delegations afforded to the Licensing Committee arising from the legislation.	LC	November 2021			27/09/2021			08/11/21 LC	Moira Fraser	Resources	Internal Governance, Leisure and Culture		No	No
C4045	Statement of Gambling Principles	To review the statement of Gambling Principles by January 2022 when the current document is due for renewal.	C	December 2021			29/10/2021	02/12/21 C		08/11/21 LC	Sean Murphy	Place	Planning and Transport			
EX4014	Revenue Financial Performance Report - Q2 of 2021/22	To inform Members of the latest financial performance of the Council.	EX	December 2021	16/12/21 EX		08/12/2021				Melanie Ellis	Resources	Finance and Economic Development			
EX4015	Capital Financial Performance Report - Q2 of 2021/22	To present the Q2 capital financial performance for Members to note.	EX	December 2021	16/12/21 EX		08/12/2021				Shannon Coleman-Slaughter	Resources	Finance and Economic Development			
EX4001	Key Accountable Performance 2021/22: Quarter Two	To report Q2 outturns for the Key Accountable Measures which monitor performance against the 2021/22 Council Performance Framework. To provide assurance that the objectives set out in the Council Strategy and other areas of significant activity are being managed effectively. To present, by exception, those measures that are predicted to be 'amber' or 'red' and provide information on any remedial action taken and the impact of that action. To recommend changes to measures/targets as requested by services.	EX	December 2021	16/12/21 EX		08/12/2021		25/01/2022		Catalin Bogos	Resources	Internal Governance, Leisure and Culture		No	
EX4142	Local Flood Risk Management Strategy 2021-2026	To approval the West Berkshire Local Flood Risk Management Strategy 2020-25	EX	December 2021	16/12/21 EX						Stuart Clark	Place	Planning and Transport		No	Yes
ID4082	West Berkshire Council Forward Plan 2 February 2022 - 31 May 2022	To agree the Forward Plan for the next four months.	ID	December 2021		30/12/2021	20/12/2021				Stephen Chard	Resources	Leader, District Strategy and Communications		No	No
JPPC4063	Noise Policy - Annual Review	To note any changes to the Policy.	JPPC	December 2021			03/12/2021			13/12/2021 JPPC	Anna Smy	People	Housing, Strategic Partnerships and Transformation			
JPPC4139	Training and Development Plan	To agree the plan for the forthcoming year.	JPPC	December 2021			03/12/2021			13/12/2021 JPPC	Toby Green	People	Internal Governance, Leisure and Culture			
JPPC4063	Noise Policy - Annual Review	To note any changes to the Policy.	JPPC	December 2021			03/12/2021			13/12/2021 JPPC	Anna Smy	People	Internal Governance, Leisure and Culture			
JPPC4131	Review of the Contaminated Land Strategies	To consider and where appropriate update the Contaminated Land Strategies for all three authorities.	JPPC	December 2021			03/12/2021			13/12/2021 JPPC	Susanne McLaughlin	People	Internal Governance, Leisure and Culture			
JPPC4070	Public Protection Partnership Q2 2021/22 Performance Report	To consider the Quarter 2 Performance Report.	JPPC	December 2021						13/12/2021 JPPC	Sean Murphy/Moira Fraser/Anna Smy	People	Internal Governance, Leisure and Culture			
JPPC4071	RIPA Policy	To agree a policy following on from the recent audit of these processes.	JPPC	December 2021						13/12/2021 JPPC	Sean Murphy	People	Internal Governance, Leisure and Culture			
JPPC4072	CCTV Policy	To agree a policy.	JPPC	December 2021						13/12/2021 JPPC	Sean Murphy	People	Internal Governance, Leisure and Culture			
OSMC	Communications and Engagement Strategy - Operational Review	To review progress in implementing the Communications and Engagement Strategy.	OSMC	December 2021			02/12/2021		14/12/2021		Andy Sharp / Gabrielle Mancini	People / Resources	Leader, District Strategy and Communications		No	No
OSMC	Leisure Strategy	To report the findings of the Scrutiny Review into the draft Leisure Strategy.	OSMC	December 2021			02/12/2021		14/12/2021		Paul Anstey	Resources	Internal Governance, Leisure and Culture		No	No
OSMC	Effective employee appraisal and the management training and development programme	To review the Council's current employee appraisal system and management training and development programme.	OSMC	December 2021			02/12/2021		14/12/2021		Sarah Clarke	Resources	Internal Governance, Leisure and Culture		No	Yes
OSMC	Kennet and Avon Towpath / Thames Path	To consider how West Berkshire Council can work with the Canal and River Trust, Sustrans Environment Agency and other partners to repair / enhance the Kennet and Avon Canal Towpath and Thames Path.	OSMC	December 2021			02/12/2021		14/12/2021		Paul Hendry	Place	Transport and Planning		No	Yes
C4147	External audit appointment process – 2023/24 – 2028/29	To approve the process for appointing external auditors to the Council from 2023-29	C	December 2021				02/12/2021 C	15/11/21 GE		Shannon Coleman-Slaughter	Resources	Internal Governance, Leisure and Culture		No	No
EX4143	West Berkshire Domestic Abuse Strategy 2021-2023	For Executive to approve our new DA Safe Accommodation Strategy which has been produced specifically to meet Part 4 of the Domestic Abuse Act 2021 and will coincide with our existing DA Strategy 2020-23 until combined at a later date	EX	December 2021	16/12/21 EX						Jade Wilder	People	Health and Wellbeing		No	No

## West Berkshire Council Forward Plan 5 October 2021 - 31 January 2022

Key:	C = Council
	DOD = Delegated Officer Decision
	EX = Executive
	GE = Governance and Ethics Committee
	HWB = Health and Wellbeing Board
	ID = Individual Decision
	PC = Personnel Committee
	JPPC = Joint Public Protection Committee
	LC = Licensing Committee
	OSMC = Overview & Scrutiny Management Commission

GE3891	Annual Audit Letter	To present the Annual Audit Letter.	GE	January 2022			07/01/2022		17/01/22	GE	Joseph Holmes	Resources	Internal Governance, Leisure and Culture		No	Yes
GE4023	Strategic Risk Register Update Q2 2021/22	To provide an update on the Strategic Risk Register as at Q2 of 2021/22.	GE	January 2022			07/01/2022		17/01/22	GE	Catalin Bogos	Resources	Internal Governance, Leisure and Culture			
GE4092	Internal Audit Interim Report 2021/22 Q2	To update the Committee on the outcome of Internal Audit work.	GE	January 2022			07/01/2022		17/01/22	GE	Julie Gillhespey	Resources	Internal Governance, Leisure and Culture			
GE4123	Treasury Management - Mid Year Report		GE	January 2022			07/01/2022		17/01/22	GE	Shannon Coleman-Slaughter	Resources	Finance and Economic Development			No
LC4046	Fees for Taxi and Private Hire Vehicles	To consider any issues arising from the consultation and their impact on the proposed fees which will be recommended to full Council for approval.	LC	January 2022			21/01/2022		31/01/22	LC	Julia O'Brien	Place	Housing, Strategic Partnerships and Transformation			
LC4047	Fees for Private Hire Operators	To consider any issues arising from the consultation and their impact on the proposed fees which will be recommended to full Council for approval.	LC	January 2022			21/01/2022		31/01/22	LC	Julia O'Brien	Place	Housing, Strategic Partnerships and Transformation			
OSMC	London Road Development Options - Call-in	To review Executive decision EX3978.	OSMC	January 2022					26/01/2021		Joseph Holmes	Place	Planning and Housing		No	Yes
OSMC	London Road Industrial Estate Task Group Report - Feedback from Executive	To provide feedback from Executive on the findings of the scrutiny review into the London Road Industrial Estate development.	OSMC	January 2022					26/01/2021		Sarah Clarke	Resource	Internal Governance, Leisure and Culture		No	Yes