

# Individual Decision

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The attached report will be taken as  
Individual Portfolio Member Decision on:

**Thursday, 16th June, 2011**

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<b>Ref:</b>	<b>Title</b>	<b>Portfolio Member(s)</b>	<b>Page No.</b>
ID2232	<b>West Berkshire Council Forward Plan - July to October 2011</b>	Councillor Graham Jones	1 - 14



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## Individual Executive Member Decision

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<b>Title of Report:</b>	<b>West Berkshire Council Forward Plan - June to October 2011</b>
<b>Report to be considered by:</b>	Individual Executive Member Decision
<b>Date on which Decision is to be taken:</b>	16 June 2011
<b>Forward Plan Ref:</b>	ID2232

**Purpose of Report:** To advise Members of items to be considered by West Berkshire Council over the next 4 months.

**Recommended Action:** That the Leader of the Council agrees and where appropriate amends the West Berkshire Council Forward Plan.

**Reason for decision to be taken:** It is a statutory requirement that a Forward Plan be produced.

**Statutory:**       **Non-Statutory:**   
**Other:**

**Other options considered:** n/a

**Key background documentation:** Forward Plan

Portfolio Member Details	
<b>Name &amp; Telephone No.:</b>	Councillor Graham Jones - Tel (01235) 762744
<b>E-mail Address:</b>	gjones@westberks.gov.uk

Contact Officer Details	
<b>Name:</b>	Moira Fraser
<b>Job Title:</b>	Democratic Services Manager
<b>Tel. No.:</b>	01635 519045
<b>E-mail Address:</b>	mfraser@westberks.gov.uk

## Implications

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<b>Policy:</b>	As set out in the report
<b>Financial:</b>	There are no financial implications for the Council.
<b>Personnel:</b>	None
<b>Legal/Procurement:</b>	None
<b>Environmental:</b>	None
<b>Partnering:</b>	None
<b>Property:</b>	None
<b>Risk Management:</b>	None
<b>Community Safety:</b>	None
<b>Equalities:</b>	None

## Consultation Responses

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### Members:

<b>Leader of Council:</b>	Leader of the Council
<b>Overview &amp; Scrutiny Management Commission Chairman:</b>	OSMC Chair (via the Forward Plan being incorporated onto the OSMC Agendas).
<b>Ward Members:</b>	None.
<b>Opposition Spokesperson:</b>	Opposition Leader (via the Forward Plan being incorporated onto the OSMC Agendas).
<b>Local Stakeholders:</b>	The West Berkshire Forward Plan will be published the first working day after the Individual Decision is signed.
<b>Officers Consulted:</b>	Nick Carter, John Ashworth, Teresa Bell, Margaret Goldie, Group Executives and there has also been widespread consultation with senior managers across the authority on the content of the Forward Plan. Given its rolling nature this consultation will be ongoing.
<b>Trade Union:</b>	Not sought.

<b>Is this item subject to call-in.</b>	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
If not subject to call-in please put a cross in the appropriate box:		
The item is due to be referred to Council for final approval		<input type="checkbox"/>
Delays in implementation could have serious financial implications for the Council		<input type="checkbox"/>
Delays in implementation could compromise the Council's position		<input type="checkbox"/>
Considered or reviewed by OSC or associated Task Groups within preceding 6 months		<input type="checkbox"/>
Item is Urgent Key Decision		<input checked="" type="checkbox"/>

## Supporting Information

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### 1. Background

- 1.1 The Forward Plan attempts to cover all decisions, not just those made by the Executive, which the Authority intends to make over the next 4 months. The Forward Plan, attached as Appendix A, also shows the decision path of each item so far including Council, Executive and Individual Decisions.
- 1.2 Also attached as Appendix B is the Overview and Scrutiny Management Commission Work Programme which Members are asked to note.
- 1.3 As part of the continuing development of the Forward Plan we have now incorporated all Plans and Policies which are required to be approved by the Council under the Constitution. These items have been linked to the appropriate meetings of the Executive and Overview and Scrutiny Management Commission.

## Appendices

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- Appendix A – West Berkshire Council Forward Plan – June to October 2011  
Appendix B – Overview and Scrutiny Management Commission Work Programme

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# West Berkshire Council Forward Plan

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# West Berkshire Council Forward Plan – July to October 2011

Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact	Lead Member (Portfolio Holder for ...)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
<b>July 2011</b>											
ID2233	<b>Adoption of Parish Plans</b> <i>To adopt Parish Plans.</i>	ID	01/07/11	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC			01 July 2011
ID2234	<b>Approval of Village Design Statements</b> <i>To approve Village Design Statements.</i>	ID	01/07/11	Environment	Paula Amorelli	Planning, Transport Policy, Housing, Economic Development		TBC			01 July 2011
ID2293	<b>Petition Reducing Speed, Traffic and Parking Problems Along Church Street, Theale</b> <i>To respond to a petition that has been submitted to the Council</i>	ID	01/07/11	Environment	Andrew Garratt	Highways, Transport (Operational), ICT, Customer Services		TBC			01 July 2011
ID2297	<b>Consultation on Home to School and College Transport Policy 2012-13</b> <i>To consult and agree a Home to school and College transport Policy for 2012-13</i>	ID	01/07/11	Children and Young People	Mwazwita Mudge mudge@westberks.gov.uk	Children and Young People, Youth Service		TBC			01 July 2011
ID2316	<b>Appointments to Outside Bodies</b> <i>To make any additional appointments to Outside Bodies not included on the bulk appointments made in June</i>	ID	01/07/11	Chief Executive	Maira Fraser	Leader of Council		TBC			01 July 2011
ID2272	<b>Petition: Reducing Volume and Speed of traffic along Englefield Road, Theale</b> <i>To respond to a petition that has been submitted to the Council</i>	ID	08/07/11	Environment	Andrew Garratt	Highways, Transport (Operational), ICT, Customer Services		29/06/11	Local Ward Member/ Petition Organiser		01 July 2011
ID2273	<b>Petition: Reducing Speed Limit along Clayhill Road, Burghfield</b> <i>To respond to a petition that has been submitted to the Council</i>	ID	08/07/11	Environment	Andrew Garratt	Highways, Transport (Operational), ICT, Customer Services		29/06/11	Local Ward Member/ Petition Organiser		01 July 2011

The items included in the Forward Plan were correct at the time of publication. The Forward Plan may, however, change and you are advised to contact Maira Fraser – Tel: 01635 519045 or e-mail: [mfraser@westberks.gov.uk](mailto:mfraser@westberks.gov.uk) to confirm the contents of any agenda before attending a meeting. **Executive decisions may be taken by the Executive acting as a collective body or by officers acting under delegated powers.**

**KEY:**  
 ID = Individual Executive Member Decision  
 EX = Executive  
 C = Council  
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# West Berkshire Council Forward Plan – July to October 2011

Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact	Lead Member (Portfolio Holder for ...)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
ID2235	<b>West Berkshire Forward Plan - August 2011 to November 2011</b> <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	14/07/11	Chief Executive	Moira Fraser (2045)	Leader of Council		06/07/11		Not subject to call in.	01 July 2011
EX2227	<b>Establishment Report Q4 2010/11</b> <i>To provide Members with an update on information pertaining to the Council's establishment.</i>	EX	21/07/11 EX	Chief Executive	Robert O'Reilly	Strategy, Performance, Community Safety		13/07/11			01 July 2011
EX2271	<b>Referral and Assessment Team</b> <i>To provide an update for Members on the increasing pressures on the Referral and Assessment Team</i>	EX	21/07/11 EX	Children and Young People	Sue Adamantos	Children and Young People, Youth Service		13/07/11			01 July 2011
EX2058	<b>Civil Contingencies Annual Report 2010/11</b> <i>To provide Members with an update on the activities undertaken in respect of Civil Contingency during the final quarter of the 2010/11 Financial Year.</i>	EX	21/07/11 EX	Chief Executive	Carolyn Richardson	Strategy, Performance, Community Safety		13/07/11			01 July 2011
EX2296	<b>Castle Gate Statement of Purpose</b> <i>To present Members with a copy of the Castle Gate's annual revision of its Statement of Purpose as required by the Children's Home Regulations 2001. To present members with the Short Break Statement which is a new legal requirement.</i>	EX	21/07/11 EX	Children and Young People	Juliet Penley	Children and Young People, Youth Service		13/07/11			01 July 2011
EX2295	<b>Annual Report on Children Subject to Child Protection Plans</b> <i>To update Members on recent activity in relation to children subject to child protection plans</i>	EX	21/07/11 EX	Children and Young People	Lorna Hunt	Children and Young People, Youth Service		13/07/11			01 July 2011

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EX2306	<b>Accessibility Strategy</b>	EX	21/07/11 EX	Children and Young People	Jane Seymour	Children and Young People, Youth Service		13/07/11			01 July 2011
EX2123	<b>Scrutiny Q4 2010/11</b> <i>To provide Members with an update on the Scrutiny activity undertaken during the 2010/11 Financial Year.</i>	EX	21/07/11 EX	Chief Executive	David Lowe	Strategy, Performance, Community Safety		13/07/11			01 July 2011
EX2126	<b>Community Planning Q4 2010/11</b> <i>To provide Members with an update on parish planning activity during the final quarter of 2010/11 Financial Year.</i>	EX	21/07/11 EX	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions, Communities		13/07/11			01 July 2011
EX2311	<b>Annual Report of the West Berkshire Adoption Service and the West Berkshire Adoption Service Statement and Purpose</b> <i>To enable Members to scrutinise the operation of the Adoption Service</i>	EX	21/07/11 EX	Children and Young People	Sandra Dopson	Children and Young People, Youth Service		13/07/11			01 July 2011
EX2312	<b>Annual Report of the West Berkshire Fostering Service and the West Berkshire Fostering Service Statement and Purpose</b> <i>To enable Members to scrutinise the operation of the Fostering Service</i>	EX	21/07/11 EX	Children and Young People	Sandra Dopson	Children and Young People, Youth Service		13/07/11			01 July 2011
<b>August 2011</b>											
ID2236	<b>Adoption of Parish Plans</b> <i>To adopt Parish Plans.</i>	ID	01/08/11	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC			01 August 2011
ID2237	<b>Approval of Village Design Statements</b> <i>To approve Village Design Statements.</i>	ID	01/08/11	Environment	Paula Amorelli	Planning, Transport Policy, Housing, Economic Development		TBC			01 August 2011

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ID2238	<b>West Berkshire Forward Plan - September 2011 to December 2011</b> To advise Members of items to be considered by West Berkshire Council over the next four months.	ID	11/08/11	Chief Executive	Moira Fraser (2045)	Leader of Council		03/08/11		Not subject to call in.	01 August 2011
<b>September 2011</b>											
ID2239	<b>Adoption of Parish Plans</b> To adopt Parish Plans.	ID	01/09/11	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC			01 September 2011
ID2240	<b>Approval of Village Design Statements</b> To approve Village Design Statements.	ID	01/09/11	Environment	Paula Amorelli	Planning, Transport Policy, Housing, Economic Development		TBC			01 September 2011
ID2241	<b>West Berkshire Forward Plan - October 2011 to January 2012</b> To advise Members of items to be considered by West Berkshire Council over the next four months.	ID	15/09/11	Chief Executive	Moira Fraser (2045)	Leader of Council		07/09/11		Not subject to call in.	01 September 2011
EX2288	<b>Finance Report - Quarter 1</b> To provide Members with information in respect of the Council's Capital and Revenue Budgets for the first quarter of the Financial Year 2011/12.	EX	08/09/11 EX	Chief Executive	Joseph Holmes	Finance, Property, Health and Safety		31/08/11			01 September 2011
EX2274	<b>Q1 Performance Update</b> To report quarterly performance against each of the outcomes identified in the 2011/12 Council Plan and to report remedial action being taken, where targets were not projected to be met.	EX	08/09/11 EX	Chief Executive	Jessica Broom	Strategy, Performance, Community Safety		31/08/11			01 September 2011

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EX2313	<b>Treasury Management Annual Report 2010/11</b> <i>To consider an Annual Report on the Treasury Management Function, reviewing the previous year's activities and performance of the fund for the year.</i>	EX	08/09/11 EX	Chief Executive	Gabrielle Esplin	Finance, Property, Health and Safety		31/08/11			01 September 2011
C2303	<b>Changes to the Constitution - Part 4</b> <i>To consider any changes required to the Council's Constitution.</i>	C	22/09/11 C 05/09/11 GA	Chief Executive	Moir Fraser	Leader of Council		26/08/11			01 September 2011
C2304	<b>Changes to the Constitution - Scheme of Delegation; Reservoir Act</b> <i>To consider any changes required to the Council's Constitution - SoD.</i>	C	22/09/11 C 05/09/11 GA	Environment	Mark Edwards	Leader of Council		26/08/11			01 September 2011
C2155	<b>Report to Consider the Recommendations of the IRP</b> <i>To consider any changes required to the scheme following the March 2011 Council meeting where the Governance Structures of the Council were discussed</i>	C	22/09/11 C	Chief Executive	Jo Watt	Leader of Council		15/09/11			01 September 2011
<b>October 2011</b>											
ID2242	<b>Adoption of Parish Plans</b> <i>To adopt Parish Plans.</i>	ID	01/10/11	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC			01 October 2011
ID2243	<b>Approval of Village Design Statements</b> <i>To approve Village Design Statements.</i>	ID	01/10/11	Environment	Paula Amorelli	Planning, Transport Policy, Housing, Economic Development		TBC			01 October 2011

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ID2244	<b>West Berkshire Forward Plan - November 2011 to February 2012</b> <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	13/10/11	Chief Executive	Moira Fraser (2045)	Leader of Council		05/10/11		Not subject to call in.	01 October 2011
EX2284	<b>Equalities Report</b>	EX	20/10/11 EX	Chief Executive	Robert O'Reilly	Partnerships, Equality, The Visions, Communities		12/10/11			01 October 2011
EX2315	<b>Update on progress towards new arrangements for the delivery of Adult and Community Learning in West Berkshire</b> <i>To gain Members approval for the transfer of the Council's contract with the Skills Funding Agency for Adult Safeguarded Learning to the preferred provider.</i>	EX	20/10/11 EX	Children and Young People	Sara Hanson	Children and Young People, Youth Service	Yes	12/10/11			01 October 2011

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# OVERVIEW & SCRUTINY MANAGEMENT COMMISSION WORK PROGRAMME

Reference (a)	Subject/purpose (b)	Methodology (c)	Expected outcome (d)	Review Body (e)	Dates (f)	Lead Officer(s)/ Service Area (g)	Portfolio Holder(s) (h)	Comments (h)
OSMC/09/17	Capacity of maternity services at the Royal Berkshire Foundation Hospital. Fact finding report to establish the current capacity to meet demand for services.	In meeting review with information supplied by, and questioning of, lead officers.	Monitoring item	HSP	Start: 17/11/10 End:	Chief Executive and Chairman of the Royal Berkshire Hospital. Royal Berkshire Hospital Foundation Trust	Councillor Joe Mooney	Investigation of the reported pressures on the maternity unit.
OSMC/	Delayed discharges from hospital To determine the causes of delayed discharges from hospitals affecting West Berkshire residents.	In meeting review with information supplied by, and questioning of, lead officers.	Investigate ways to improve the current system, and improve patient experience.	HSP	Start: TBC End:	Chief Executive of the Royal Berkshire NHS Trust and Bev Searle - NHS Berkshire West. Royal Berkshire NHS Trust & NHS Berkshire West	Councillor Joe Mooney	
OSMC/11/104	CCTV To review the transfer of the CCTV system to RBWM	In meeting review with information supplied by, and questioning of, lead officers.		OSMC	Start: 09/06/11 End: 09/06/11 OSMC 09/06/11	Andy Day - 2459 Policy & Communication	Councillor Anthony Stansfeld	Agreed by OSMC on 010311
OSMC/09/02	Performance Report for Level One Indicators To monitor quarterly the performance levels across the Council and to consider, where appropriate, any remedial action.	In meeting review with information supplied by, and questioning of, lead officers.	Monitoring item	OSMC	Start: 14/09/10 End: OSMC 28/06/11	Jason Teal - 2102 Policy & Communication	Councillor Anthony Stansfeld	Quarterly item.

# OVERVIEW & SCRUTINY MANAGEMENT COMMISSION WORK PROGRAMME

Reference (a)	Subject/purpose (b)	Methodology (c)	Expected outcome (d)	Review Body (e)	Dates (f)	Lead Officer(s)/ Service Area (g)	Portfolio Holder(s) (h)	Comments (h)
OSMC/10/78	Activities for teenagers To identify the work undertaken and future action planned in the Children and Young People Directorate to improve activities for teenagers, following its identification as the top priority for improvement in the annual resident survey.	Information supplied by, and questioning of, lead officers.		OSMC	Start: 25/05/10 End: 28/06/11 OSMC 28/06/11	Julia Waldman - 2815 Children and Young People	Councillor Irene Neill	As requested by OSMC on 2nd March 2010.
OSMC/11/102	Planning Performance Indicator - affordable housing units To explore factors causing this indicator to be reported as red, including the impact of the recession, and the remedial action being taken.	In meeting review with information supplied by, and questioning of, lead officers.		OSMC	Start: 01/03/11 End: 28/06/11 OSMC 28/6/11	Gary Lugg - 2617 Planning and Countryside	Councillor Alan Law	Requested as part of the discussion on the Q2 performance report.
OSMC/11/105	West Berkshire Council Preliminary Flood Risk Assessment	In meeting review with information supplied by, and questioning of, lead officers.		OSMC	Start: 28/06/11 End: 28/06/11	Stuart Clark - 2857 Highways and Transport	Councillor David Betts	
OSMC/10/95	Big Society To explore the initiative as a way of enabling people and encouraging them to take responsibility for their own communities.	Initial briefing followed by in meeting review.		OSMC	Start: End:	Andy Day - 2459 Policy & Communication		Item to be scheduled at a later date once further detail known. Work ongoing at LSP level.
OSMC/09/57	Revenue and capital budget reports To receive the latest period revenue and capital budget reports and consider any areas of concern.	Information supplied by, and questioning of, lead officer via in meeting review	Monitoring item	RMWG	Start: 13/09/10 End:	Andy Walker - 2433 Finance	Councillor Keith Chopping	May lead to areas for in depth review.
OSMC/09/63	Establishment Reports To receive the latest report on the changes to the Council's establishment.	Information supplied by, and questioning of, lead officer via in meeting review	Monitoring item	RMWG	Start: 13/09/10 End:	Robert O'Reilly - 2358 Human Resources	Councillor Anthony Stansfeld	May lead to areas for in depth review.
OSMC/11/98	Legal and Electoral Services Budget To discuss budget pressures within this service area.	In meeting review with information supplied by, and questioning of, lead officers.		RMWG	Start: End:	David Holling - Legal & Electoral Services		Requested by RMSC on 14 December 2010.

# OVERVIEW & SCRUTINY MANAGEMENT COMMISSION WORK PROGRAMME

Reference (a)	Subject/purpose (b)	Methodology (c)	Expected outcome (d)	Review Body (e)	Dates (f)	Lead Officer(s)/ Service Area (g)	Portfolio Holder(s) (h)	Comments (h)
OSMC/11/99	Highways Asset Management Plan To review the AMP and the highways land contained within it.	In meeting review with information supplied by, and questioning of, lead officers.		RMWG	Start: End:	Mark Edwards - 2208 Highways & Transport	Councillor David Betts	Requested by RMSC on 14 December 2010.
OSMC/11/100	School Academies To review the effect of schools becoming Academies on the capacity of the LEA.	Task group review with information supplied by, and questioning of, lead officers and external partners.		Task Group	Start: 07/02/11 End:	Ian Pearson - 2729 Education	Councillor Irene Neill	Terms of Reference approved by OSMC on 18/01/11

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