

Individual Decision

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

Thursday, 14th July, 2011

Ref:	Title	Portfolio Member(s)	Page No.
ID2235	West Berkshire Forward Plan - August to November 2011	Councillor Graham Jones	1 - 12



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Individual Executive Member Decision

Title of Report:	West Berkshire Council Forward Plan - August to November 2011
Report to be considered by:	Individual Executive Member Decision
Date on which Decision is to be taken:	14 July 2011
Forward Plan Ref:	ID2235

Purpose of Report: To advise Members and residents 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.

Other options considered: Not applicable.

Key background documentation: Forward Plan.

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

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

Implications

Policy:	The Forward Plan details the Policies to be adopted by West Berkshire Council.
Financial:	The Forward Plan has no financial implications.
Personnel:	The Forward Plan has no personnel implications.
Legal/Procurement:	The Forward Plan has no legal or procurement implications.
Environmental:	The Forward Plan has no environmental implications.
Property:	The Forward Plan has no property implications.
Risk Management:	The Forward Plan has no risk management implications.
Equalities:	The Forward Plan is a publication of the Council available for all residents at the Council Office in Market Street and on the Council's website.

Consultation Responses

Members:

Leader of Council:	Councillor Graham Jones.
Overview & Scrutiny Management Commission Chairman:	Councillor Brian Bedwell.
Ward Members:	All Members.
Opposition Spokesperson:	Councillor Jeff Brooks.
Local Stakeholders:	The West Berkshire Forward Plan will be published the first working day after the Individual Decision is signed.
Officers Consulted:	Nick Carter, John Ashworth, Teresa Bell, Margaret Goldie, Group Executives.
Trade Union:	Not sought.

Is this item subject to call-in.	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 O&SMC or associated Task Groups within preceding six months		<input type="checkbox"/>
Item is Urgent Key Decision		<input checked="" type="checkbox"/>

Supporting Information

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 four 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 for information is Appendix B - the Overview and Scrutiny Management Commission and Sub-Committees Work Programme.
- 1.3 Publication of the Forward Plan is a statutory requirement of the Local Authority.

Appendices

Appendix A – West Berkshire Council Forward Plan – August to November 2011.

Appendix B – Overview and Scrutiny Management Commission and Sub Committee Work Programmes.

West Berkshire Council Forward Plan



West Berkshire Council Forward Plan - August to November 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
August											
ID2236	Adoption of Parish Plans <i>To adopt Parish Plans.</i>	ID	01/08/11	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC			01 August 2011
ID2237	Approval of Village Design Statements - Burghfield <i>To approve Village Design Statements.</i>	ID	01/08/11	Environment	Paula Amorelli	Planning, Transport Policy, Housing, Economic Development		TBC			01 August 2011
ID2328	Appoint an additional substitute for the Henwick Worthy JMC	ID	01/08/11	Chief Executive	Moira Fraser	Leader of Council					01 August 2011
ID2238	West Berkshire Forward Plan - September 2011 to December 2011 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	11/08/11	Chief Executive	Moira Fraser (2045)	Leader of Council		03/08/11		Not subject to call in.	01 August 2011
EX2123	Scrutiny Annual Report 2010/11 <i>To provide Members with an update on the Scrutiny activity undertaken during the 2010/11 Financial Year.</i>	EX	30/08/11	Chief Executive	David Lowe	Strategy, Performance, Community Safety		31/08/11			01 August 2011
September											
ID2239	Adoption of Parish Plans <i>To adopt Parish Plans.</i>	ID	01/09/11	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC			01 September 2011
ID2240	Approval of Village Design Statements <i>To approve Village Design Statements.</i>	ID	01/09/11	Environment	Paula Amorelli	Planning, Transport Policy, Housing, Economic Development		TBC			01 September 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 Moira Fraser – Tel: 01635 519045 or e-mail: 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
 GA = Governance & Audit Committee
 S = Standards Committee
 PC = Personnel Committee

West Berkshire Council Forward Plan - August to November 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
ID2321	Speed Limit Review (& response to separate petitions regarding Church Street and Engelfield Road, Theale) To approve the statutory consultation for altering the speed limit on a number of roads following a meeting of the speed limit task group	ID	01/09/11	Environment	Andrew Garratt	Highways, Transport (Operational), ICT, Customer Services			Local ward members		01 September 2011
ID2322	Petition - Traffic Calming in Oregon Avenue, Tilehurst To respond to a petition that has been submitted to the Council	ID	01/09/11	Environment	Andrew Garratt	Highways, Transport (Operational), ICT, Customer Services			Local ward members		01 September 2011
ID2323	Lamtarra Way , Greenham Consultation To report the responses received during the statutory consultation and advisement of a road closure	ID	01/09/11	Environment	Andrew Garratt	Highways, Transport (Operational), ICT, Customer Services			Statutory consultees, general public, Parish Council and Ward Members		01 September 2011
ID2327	Non-Domestic Rates - application for hardship relief (Part II - Information relating to the business /financial affairs of a particular person) To make a decision on an application to allow hardship relief.	ID	01/09/11	Chief Executive	Bill Blackett	Finance, Property, Health & Safety	Yes		None		01 September 2011
ID2241	West Berkshire Forward Plan - October 2011 to January 2012 To advise Members of items to be considered by West Berkshire Council over the next four months.	ID	15/09/11	Chief Executive	Moirra Fraser (2045)	Leader of Council		07/09/11		Not subject to call in.	01 September 2011
GA2118	Risk Management Annual Report	GA	05/09/11 GA	Chief Executive	Ian Priestley	Strategy, Performance, Community Safety					01 September 2011

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GA2056	Internal Audit Annual Report 2010/11 <i>To provide the Committee with an opinion from the "Head of Internal Audit" on the Council's internal control framework, and to support the approval of the Annual Governance Statement</i>	GA	05/09/11 GA	Chief Executive	Ian Priestley	Strategy, Performance, Community Safety		25/08/11			01 September 2011
GA2218	Financial Statements 2010-11	GA	05/09/11 GA	Chief Executive	Joseph Holmes			25/08/11			01 September 2011
EX2300	Progress report on Consolidation of Council Leases	EX	08/09/11 EX	Chief Executive	Les Gaulton			31/08/11			01 September 2011
EX2271	Referral and Assessment Team <i>To provide an update for Members on the increasing pressures on the Referral and Assessment Team</i>	EX	08/09/11 EX	Children and Young People	Sue Adamantos	Children and Young People, Youth Service		31/08/11			01 September 2011
EX2295	Annual Report on Children Subject to Child Protection Plans <i>To update Members on recent activity in relation to children subject to child protection plans</i>	EX	08/09/11 EX	Children and Young People	Sue Adamantos	Children and Young People, Youth Service		31/08/11			01 September 2011
EX2288	Finance Report - Quarter 1 <i>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.</i>	EX	08/09/11 EX	Chief Executive	Joseph Holmes	Finance, Property, Health and Safety		31/08/11			01 September 2011
EX2274	Q1 Performance Update <i>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.</i>	EX	08/09/11 EX	Chief Executive	Jessica Broom	Strategy, Performance, Community Safety		31/08/11			01 September 2011

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EX2313	Treasury Management Annual Report 2010/11 <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					01 September 2011
EX2325	Response to the Scrutiny Review of HR Establishment Reporting	EX	08/09/11	Chief Executive	Robert O'Reilly	Strategy, Performance, Community Safety					01 September 2011
C2188	West Berkshire Council 2011/12: Corporate Performance Framework	C	22/09/11	Chief Executive	Jason Teal	Leader of Council					01 September 2011
C2326	Recognition of Former Councillors <i>To consider introducing a scheme which will enable this Council to recognise former Councillors who have provided eminent service to this Council over a long period of time.</i>	C	22/09/11 C	Chief Executive	Andy Day			15/09/11			01 September 2011
C2303	Changes to the Constitution - Part 4, 5 & 6 <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	Changes to the Constitution - Scheme of Delegation; Reservoir Act <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	Report to Consider the Recommendations of the IRP <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			15/09/11			01 September 2011

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October											
ID2242	Adoption of Parish Plans <i>To adopt Parish Plans.</i>	ID	01/10/11	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC			01 October 2011
ID2243	Approval of Village Design Statements <i>To approve Village Design Statements.</i>	ID	01/10/11	Environment	Paula Amorelli	Planning, Transport Policy, Housing, Economic Development		TBC			01 October 2011
ID2318	Petition - Phased Crossing at Padworth Lane <i>To provide a response to a petition submitted to the Executive in respect of a controlled pedestrian facility at Padworth Lane</i>	ID	01/10/11	Environment	Mark Edwards	Highways, Transport (Operational), ICT, Customer Services					01 October 2011
ID2244	West Berkshire Forward Plan - November 2011 to February 2012 <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	Equalities Report	EX	20/10/11 EX	Chief Executive	Robert O'Reilly	Partnerships, Equality, The Visions, Communities		12/10/11			01 October 2011
EX2315	Transfer of the Council's contract with the Skills Funding Agency for Adult and Community Learning to new arrangements. <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				01 October 2011

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EX2319	Petition - Trees along Skilton Road <i>To provide a response to a petition submitted to the Executive in respect of the condition and affects of the trees along Skilton Avenue, Tilehurst</i>	EX	20/10/11 EX	Environment	Gary Lugg	Environment, Cleaner greener, Public Protection, Culture and Leisure					01 October 2011
November											
ID2245	Adoption of Parish Plans To adopt Parish Plans	ID	01/11/11	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions, Communities					01 November 2011
ID2246	Approval of Village Design Statements To approve Village Design Statements	ID	01/11/11	Environment	Paula Amorelli	Planning, Transport Policy, Housing, Economic					01 November 2011
ID2247	West Berkshire Council Forward Plan – December 2011 to March 2012 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	01/11/11	Chief Executive	Maira Fraser	Leader of the Council					01 November 2011

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OVERVIEW & SCRUTINY MANAGEMENT COMMISSION WORK PROGRAMME 2011/12

Reference	Subject/purpose	Methodology	Expected outcome	Review Body	Dates	Lead Officer(s)/ Service Area	Portfolio Holder(s)	Status: In Progress Completed	Comments
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: each Q End: OSMC 28/06/11	Jason Teal – 2102 Policy & Communication	Councillor Anthony Stansfeld	In Progress	Quarterly item.
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	In Progress	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	In Progress	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	In Progress	
OSMC/10/95	Big Society/Localism 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: Q4 End:	Andy Day – 2459 Policy & Communication	Councillor Pamela Bale	To be scheduled	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 To consider any areas of concern.	Information supplied by, and questioning of, lead officer via in meeting review	Monitoring item	RMWG	Start: each Q End:	Andy Walker – 2433 Finance	Councillor Keith Chopping	In Progress	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	In Progress	May lead to areas for in depth review.

OVERVIEW & SCRUTINY MANAGEMENT COMMISSION WORK PROGRAMME 2011/12

Reference	Subject/purpose	Methodology	Expected outcome	Review Body	Dates	Lead Officer(s)/ Service Area	Portfolio Holder(s)	Status: In Progress Completed	Comments
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	Councillor Anthony Stansfeld	In Progress	Requested by RMSC on 14 December 2010.
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	To be scheduled	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: 30/06/11 OSMC 02/08/11 TBC	Ian Pearson – 2729 Education	Councillor Irene Neill	In Progress	Terms of Reference approved by OSMC on 18/01/11
OSMC/11/101	The Budget Setting Process To review the process used for setting the Council's annual budget.	Information supplied by, and questioning of, lead officer via in meeting review		RMWG	Start: TBD End: TBD	Andy Walker – 2433 Finance	Councillor Keith Chopping	To be scheduled	
OSMC/11/102	Day Centres To examine the provision of day centres across the District.	Task group review with information supplied by, and questioning of, lead officers and external partners.		Task Group	Start: TBD End: TBD	Jan Evans – 2736 Adult Social Care	Councillor Joe Mooney	To be scheduled	

Key:

OSMC Overview and Scrutiny Management Commission

HSP Health Scrutiny Panel

RMWG Resource Management Working Group