

Individual Decision

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

Thursday, 11th August, 2011

Ref:	Title	Portfolio Member(s)	Page No.
ID2238	West Berkshire Forward Plan - September to December 2011	Councillor Graham Jones	1 - 16



This page is intentionally left blank

Individual Executive Member Decision

Title of Report:	West Berkshire Council Forward Plan - September to December 2011
Report to be considered by:	Individual Executive Member Decision
Date on which Decision is to be taken:	11 August 2011
Forward Plan Ref:	ID2238

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 – September to December 2011.

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

West Berkshire Council Forward Plan



West Berkshire Council Forward Plan – September to December 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
September 2011											
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	Local Members and Stakeholders		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	Local Members and Stakeholders		01 September 2011
ID2321	Speed Limit Review (& response to separate petitions regarding Church Street and Engelfield Road, Theale) <i>To approve the statutory consultation for altering the speed limit on a number of roads following a meeting of the speed limit task group</i>	ID	01/09/11	Environment	Andrew Garratt	Highways, Transport (Operational), ICT, Customer Services		TBC	Local ward members		01 September 2011
ID2322	Petition - Traffic Calming in Oregon Avenue, Tilehurst <i>To respond to a petition that has been submitted to the Council</i>	ID	01/09/11	Environment	Andrew Garratt	Highways, Transport (Operational), ICT, Customer Services		TBC	Local ward members		01 September 2011
ID2323	Lamtarra Way , Greenham Consultation <i>To report the responses received during the statutory consultation and advisement of a road closure</i>	ID	01/09/11	Environment	Andrew Garratt	Highways, Transport (Operational), ICT, Customer Services		TBC	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) <i>To make a decision on an application to allow hardship relief.</i>	ID	01/09/11	Chief Executive	Bill Blackett	Finance, Property, Health & Safety	Yes	TBC	None		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 – September to December 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
ID2241	West Berkshire Forward Plan - October 2011 to January 2012 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	15/09/11	Chief Executive	Moira Fraser (2045)	Leader of Council		07/09/11	All Members, published on website for local residents	Not subject to call in.	01 September 2011
ID2345	Plan to Review the Annual Michaelmas Fair and Arrangements to Reduce Anti - Social Behaviour and Noise Disturbance <i>To review arrangements for hosting and managing the Michaelmas Fair and to make recommendations which aim to reduce noise disturbance and anti social behaviour.</i>	ID	01/09/11 ID	Environment	Stewart Souden	Environment, "Cleaner Greener", Public Protection, Culture and Leisure			Leader of the Council, OSMC Chair, Ward Members, Opposition Spokesman, Thames Valley Police		01 September 2011
ID2346	Changes to the Blue Badge Scheme from 2 January 2012 <i>To set the fee payable by Blue Badge applicants</i>	ID	01/09/11 ID	Environment	Martyn Baker	Highways, Transport (Operational), ICT, Customer Services					01 September 2011
ID2348	Outside Body Nominations: Trustees on the Empowering West Berkshire Board and Adventure Dolphin <i>To agree a WBC representative on this Board.</i>	ID	01/09/11 ID	Chief Executive	Andy Day	Leader of the Council			EWB Board		01 September 2011
GA2118	Risk Management Annual Report	GA	05/09/11 GA	Chief Executive	Ian Priestley	Strategy, Performance, Community Safety		25/08/11			01 September 2011
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

KEY:
 ID = Individual Executive Member Decision
 EX = Executive
 C = Council
 GA = Governance & Audit Committee
 S = Standards Committee
 PC = Personnel Committee

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.**

West Berkshire Council Forward Plan – September to December 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
GA2218	Financial Statements 2010-11	GA	05/09/11 GA	Chief Executive	Joseph Holmes			25/08/11			01 September 2011
GA2341	Annual Governance Statement <i>To present the Annual Governance Statement for the Council for the year 2010-11</i>	GA	05/09/11 GA	Chief Executive	Ian Priestley	Strategy, Performance, Community Safety					01 September 2011
GA2342	Annual Governance Statement in Support by the Monitoring Officer	GA	05/09/11 GA	Chief Executive	David Holling	Strategy, Performance, Community Safety					01 September 2011
GA2343	Annual Governance Statement in Support by the S151 Officer	GA	05/09/11 GA	Chief Executive	Andy Walker	Strategy, Performance, Community Safety					01 September 2011
GA2344	Heads of Service Assurance Statements <i>To outline the issues of concern highlighted by the Council's Heads of Service in their Annual Assurance Statements</i>	GA	05/09/11 GA	Chief Executive	Ian Priestley	Strategy, Performance, Community Safety					01 September 2011
EX2347	The multiplier used under the Discretionary Compensation Regulations 2006 <i>To seek consideration from the Personnel Committee of the multiplier used under the Discretionary Compensation Regulations 2006.</i>	EX PC	08/09/11 EX PC 20/09/11	Chief Executive	Robert O'Reilly	Strategy, Performance, Community Safety		31/08/11	Trade Unions		01 September 2011
EX2300	Progress report on Consolidation of Council Leases (Part II – information relating to the business/financial affairs of an individual)	EX	08/09/11 EX	Chief Executive	Les Gaulton		Yes	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

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 – September to December 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
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 Adamant	Children and Young People, Youth Service		31/08/11			01 September 2011
EX2288	Finance Performance 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
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		31/08/11			01 September 2011
EX2325	Response to the Scrutiny Review of HR Establishment Reporting	EX	08/09/11 EX	Chief Executive	Robert O'Reilly	Strategy, Performance, Community Safety		31/08/11			01 September 2011
EX2351	Options for Delivering Private Sector Renewal (Paragraph 3 - information relating to the financial/business affairs of a particular person) <i>The purpose of this report is to outline the options for delivering the home improvement services.</i>	EX	08/09/11 EX	Community Services	Mel Brain	Planning, Housing, Transport Policy and Economic Development	Yes	31/08/11			01 September 2011

KEY:

ID = Individual Executive Member
 EX = Executive
 C = Council
 GA = Governance & Audit Committee
 S = Standards Committee
 PC = Personnel Committee

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.**

West Berkshire Council Forward Plan – September to December 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
C2188	West Berkshire Council 2011/12: Corporate Performance Framework	C	22/09/11 C	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 05/09/11 GA	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	Moira Fraser	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
C2338	Amendment to the Constitution - List of Exemptions to "Key Decisions" <i>To seek approval to extend the exception criteria for reports that can be considered as Individual Executive Member Decisions</i>	C	22/09/11 C 05/09/11 GA	Chief Executive	Moira Fraser	Leader of the Council					01 September 2011
C2349	Amendments to Parts 7, 12, 13 and 14 of the Constitution. <i>To consider potential amendments to the Constitution.</i>	C	06/12/11 C 21/11/11 GA	Chief Executive	Moira Fraser	Leader of the Council		11/11/11	Finance and Governance Group		01 September 2011

October 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 – September to December 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
ID2320	Funding Arrangements Framework for Domiciliary Care and Non-residential Services <i>(Paragraph 6 - information relating to proposed action to be taken by the Local Authority)</i> To seek approval for an amendment to the Fair Access to Care Policy.	ID	01/10/11	Community Services	Jan Evans			TBC			01 October 2011
ID2242	Adoption of Parish Plans To adopt Parish Plans.	ID	01/10/11	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC	Local Members and Stakeholders		01 October 2011
ID2243	Approval of Village Design Statements To approve Village Design Statements.	ID	01/10/11	Environment	Paula Amorelli	Planning, Transport Policy, Housing, Economic Development		TBC	Local Members and Stakeholders		01 October 2011
ID2318	Petition - Phased Crossing at Padworth Lane To provide a response to a petition submitted to the Executive in respect of a controlled pedestrian facility at Padworth Lane	ID	01/10/11	Environment	Mark Edwards	Highways, Transport (Operational), ICT, Customer Services		TBC			01 October 2011
ID2244	West Berkshire Forward Plan - November 2011 to February 2012 To advise Members of items to be considered by West Berkshire Council over the next four months.	ID	13/10/11	Chief Executive	Moir Fraser (2045)	Leader of Council		05/10/11	All Members, published on website for local residents	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

KEY:

ID = Individual Executive Member Decision
EX = Executive
C = Council
GA = Governance & Audit Committee
S = Standards Committee
PC = Personnel Committee

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.**

West Berkshire Council Forward Plan – September to December 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
EX2315	<p>Transfer of the Council's contract with the Skills Funding Agency for Adult and Community Learning to new arrangements.</p> <p>(Part II – Information relating to the business/financial affairs of an individual)</p> <p>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.</p>	EX	20/10/11 EX	Children and Young People	Sara Hanson	Children and Young People, Youth Service	Yes	11/10/11			01 October 2011
EX2319	<p>Petition - Trees along Skilton Road</p> <p>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</p>	EX	20/10/11 EX	Environment	Gary Lugg	Environment, Cleaner greener, Public Protection, Culture and Leisure		11/10/11			01 October 2011
EX2331	<p>Response to the Scrutiny Review into the project to transfer the Council's CCTV</p> <p>To respond to the recommendations of the Overview and Scrutiny Management Commission following the investigation into the project to transfer the Council's CCTV</p>	EX	20/10/11 EX	Chief Executive	Susan Powell	Strategy, Performance, Community Safety		11/10/11			01 October 2011
C2304	<p>Changes to the Constitution - Scheme of Delegation</p> <p>To consider any changes required to the Council's Constitution - SoD.</p>	C	25/10/11 C 29/09/11 GA	Environment	Mark Edwards	Leader of Council		21/09/11			01 October 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 – September to December 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
C2354	Sustainability Appraisal, Strategic Environment Assessment and Proposed Core Strategy <i>To seek approval of the amendments to the sustainability appraisal and strategic environment assessment of the Core Strategy and the proposed changes to the Core Strategy, both for public consultation</i>	C	25/10/11 C	Environment	Bryan Lyttle	Planning, Housing, Transport Policy and Economic Development		21/10/11	all residents, employees, landowners and people with an interest in the development of West Berkshire via formal consultation including media alerts during November and December 2011		01 October 2011
November 2011											
ID2245	Adoption of Parish Plans <i>To adopt Parish Plans.</i>	ID	01/11/11	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC	Local Members and Stakeholders		01 November 2011
ID2246	Approval of Village Design Statements <i>To approve Village Design Statements.</i>	ID	01/11/11	Environment	Paula Amorelli	Planning, Transport Policy, Housing, Economic Development		TBC	Local Members and Stakeholders		01 November 2011
ID2247	West Berkshire 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	10/11/11	Chief Executive	Moirá Fraser (2045)	Leader of Council		02/11/11	All Members, published on website for local residents	Not subject to call in.	01 November 2011
December 2011											
ID2248	Adoption of Parish Plans <i>To adopt Parish Plans.</i>	ID	01/12/11	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC	Local Members and Stakeholders		01 December 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 – September to December 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
ID2249	Approval of Village Design Statements <i>To approve Village Design Statements.</i>	ID	01/12/11	Environment	Paula Amorelli	Planning, Transport Policy, Housing, Economic Development		TBC	Local Members and Stakeholders		01 December 2011
ID2250	West Berkshire Forward Plan - January 2012 to April 2012 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	15/12/11	Chief Executive	Moirra Fraser (2045)	Leader of Council		07/12/11	All Members, published on website for local residents	Not subject to call in.	01 December 2011
EX2289	Finance Report - Quarter 2	EX	15/12/11 EX	Chief Executive	Joseph Holmes	Finance, Property, Health and Safety		07/12/11			01 December 2011
EX2308	Community Planning Q2 2011/12 <i>To provide Members with an update on parish planning activity during the final quarter of 2011/12 Financial Year.</i>	EX	15/12/11 EX	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions, Communities		07/12/11			01 December 2011
EX2329	Establishment Report Q2 11/12 <i>To note changes to the WBC Establishment</i>	EX	15/12/11 EX	Chief Executive	Robert O'Reilly	Strategy, Performance, Community Safety		06/12/11			01 December 2011
EX2352	Market Street Redevelopment	EX	15/12/11 EX	Chief Executive	Nick Carter						01 December 2011
EX2350	Redevelopment of Taceham House (Paragraph 3 - information relating to the financial or business affairs of a particular person) <i>To consider the options for disposal and redevelopment of Taceham House and agree best course of action.</i>	EX	15/12/11 EX	Community Services	Mel Brain	Planning, Housing, Transport Policy and Economic Development	Yes	11/10/11			01 December 2011
C2314	Review of Polling Places Stations	C	06/12/11 C	Chief Executive	David Holling			29/11/11			01 December 2011

KEY:

ID = Individual Executive Member Decision
EX = Executive
C = Council
GA = Governance & Audit Committee
S = Standards Committee
PC = Personnel Committee

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.**

This page is intentionally left blank

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 01/11/11	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 02/08/11	Julia Waldman – 2815 Children and Young People	Councillor Irene Neill	In Progress	As requested by OSMC on 2nd March 2010.
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: 13/09/10 End: Each Quarter	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: Each Quarter	Robert O'Reilly – 2368 Human Resources	Councillor Anthony Stansfeld	In Progress	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	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	Ian Pearson – 2729 Education	Councillor Irene Neill	In Progress	Terms of Reference approved by OSMC on 18/01/11

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/11/102	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	
OSMC/11/103	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.		HSP	Start: TBC End:	Chief Executive of the Royal Berkshire NHS Trust & Bev Searle - NHS Berkshire West.	Cllr Joe Mooney	To be scheduled	
OSMC/11/104	Anti-Child Poverty Strategy	To monitor the strategy		HSP	Start: On-going End: April 2012	Julia Waldman – 2815 Children and Young People	Cllr Joe Mooney		
OSMC/11/105	Dignity and Nutrition To review the Care Quality Commission report on Dignity and Nutrition - Hospitals	In meeting review with information supplied by, and questioning of, lead officers.		HSP	Start: TBC End:	TBC	Cllr Joe Mooney		
OSMC/11/106	Updates: To receive updates from the Health and Wellbeing Board Health Service in West Berkshire	In meeting review with information supplied by, and questioning of, lead officers.		HSP	Start: TBC End:	TBC	Cllr Joe Mooney		
OSMC/11/107	Six Lives report To receive updates on progress of Six Lives report	In meeting review with information supplied by, and questioning of, lead officers.		HSP	Start: TBC End:	TBC	Cllr Joe Mooney		
OSMC/11/108	Protection, Safety and Welfare To discuss the Protection, Safety and Welfare of people who use West Berkshire Council services	In meeting review with information supplied by, and questioning of, lead officers.		HSP	Start: TBC End:	TBC	Cllr Joe Mooney		

Key:
OSMC
HSP
RMWG

Overview and Scrutiny Management Commission
Health Scrutiny Panel
Resource Management Working Group

03/08/11

OSMC Work Programme