

Individual Decision

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

Thursday, 13th October, 2011

Ref:	Title	Portfolio Member(s)	Page No.
ID2244	West Berkshire Council Forward Plan - November 2011 to February 2012	Councillor Graham Jones	1 - 18



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Individual Executive Member Decision

Title of Report:	West Berkshire Council Forward Plan - November 2011 to February 2012
Report to be considered by:	Individual Executive Member Decision
Date on which Decision is to be taken:	10 November 2011
Forward Plan Ref:	ID2247

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 – December 2011 – February 2012.

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

West Berkshire Council Forward Plan



West Berkshire Council Forward Plan - November 2011 to February 2012

Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact	Lead Member (Porfolio Holder for . . .)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
NOVEMBER 2011											
PC2362	Amendments to Apprenticeships Policy <i>To seek a change in pay policy to allow payment on the National Minimum Wage in some circumstances to young apprentices extra to establishment.</i>	PC	PC - TBC	Chief Executive	Jane Milone	Strategy, Performance, Community Safety					01 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
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	Moira 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
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	Moira Fraser (2045)	Leader of Council		07/12/11	All Members, published on website for local residents	Not subject to call in.	01 December 2011
EX2367	Winter Service Plan 2011/12	EX	15/12/11	Environment	Melvyn May			07/12/11			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 - November 2011 to February 2012

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EX2356	Superfast Broadband for Berkshire <i>To seek approval for the Council being a part of the Superfast Broadband initiative across Berkshire.</i>	EX	15/12/11 EX	Chief Executive	Kevin Griffin	Highways, Transport (Operational), ICT, Customer Services		07/12/11			01 December 2011
EX2351	Options for Delivering Private Sector Renewal (Paragraph 3 - information relating to the financial/business affairs of a particular person) <i>To outline the options for delivering the home improvement services .</i>	EX	15/12/11 EX	Community Services	Mel Brain	Planning, Housing, Transport Policy and Economic Development	Yes	07/12/11			01 December 2011
EX2284	Equalities Report - including Public Sector Equality Duty <i>To set out the requirements that the Public Sector Equality Duty will place on West Berkshire Council. To make recommendations as to future methods for involving people, including the eight protected groups as defined under the Equality Act 2010.</i>	EX	15/12/11 EX	Chief Executive	David Baker/ Jane Milone	Partnerships, Equality, The Visions, Communities		07/12/11			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		07/12/11			01 December 2011

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EX2352	Market Street Redevelopment	EX	15/12/11 EX	Chief Executive	Nick Carter			07/12/11			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 Taceham House and agree best course of action.</i>	EX	15/12/11 EX	Community Services	Mel Brain	Planning, Housing, Trasnport Policy and Economic Development	Yes	07/12/11			01 December 2011
EX2364	Support in Sheltered Accommodation (Paragraph 3 - Information relating to the financial/business affairs of a particular person) <i>To outline the current arrangements for support into sheltered schemes and consider proposals for change in the context of pressures created by an increasingly ageing population</i>	EX	15/12/11 EX	Community Services	Tandra Forster	Community Care, Pensions, Insurance	Yes	07/12/11	Meetings to be held with key providers and consultation with service providers and users		01 December 2011
EX2357	Staffing Implications of the Budget proposals for 2012/13 (Part 1 - information relating to an individual) (Part 2 - information identifying an individual) <i>To seek approval to make redundancy and premature retirements payments to staff at risk of redundancy with effect from 31 March 2012.</i>	EX	15/12/11 EX	Chief Executive	Nick Carter/ Rober O' Reilly	Leader of the Council	Yes	07/12/11			01 December 2011

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EX2353	Environmental Health and Licensing Joint Service Delivery <i>To outline the potential of creating a new Environmental Health and Licensing Service with Wokingham Borough Council.</i>	EX	15/12/11 EX	Environment	Paul Anstey	Environment, "Cleaner Greener", Public Protection, Culture and Leisure		07/12/11	Officers		01 December 2011
EX2371	Building Control Consultancy restructuring	EX	15/12/11 EX	Environment	Roger Paine	Planning, Transport Policy, Housing, Economic Development		07/12/11			01 December 2011
EX2375	Asset Management Plan <i>To seek approval to the Asset Management Plan</i>	EX	15/12/11 EX	Environment	Amanda Dennis	Finance, Property, Health & Safety		07/12/11			01 December 2011
C2314	Review of Polling Places Stations	C	06/12/11 C	Chief Executive	David Holling	Leader of Council		29/11/11			01 December 2011
C2349	Amendments to Parts 7,8 and 12 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 Council		11/11/11 GA 29/11/11 C	Finance and Governance Group		01 December 2011
C2358	2012/13 West Berkshire Council Timetable of Public Meetings <i>To agree the timetable of public meetings for the year 2012/13.</i>	C	06/12/11 C	Chief Executive	Moira Fraser	Leader of Council		29/11/11	Both political groups,		01 December 2011
	Junior Citizen of the Year Award 2011	C	06/12/11 C	Chief Executive	Jo Watt	Chairman of Council		29/11/11			01 December 2011
C2365	Member Development Programme 2012/13 <i>To ask Council to agree the Member Development Programme for 2012/13</i>	C	06/12/11 C	Chief Executive	Jo Watt	Leader of Council		29/11/11	Members		01 December 2011

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C2376	Leisure Centre and Shaw House Fees and Charges Review 2012/13 and proposed new charge to non residents for Library PC use	C	06/12/11 C	Community Services	Chris Jones	Environment, "Cleaner Greener", Public Protection, Culture and Leisure		29/11/11			01 December 2011
JANUARY 2012											
ID2251	Adoption of Parish Plans <i>To adopt Parish Plans.</i>	ID	01/01/12	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC	Local Members and Stakeholders		01 January 2012
ID2252	Approval of Village Design Statements <i>To approve Village Design Statements.</i>	ID	01/01/12	Environment	Paula Amorelli	Planning, Transport Policy, Housing, Economic Development		TBC	Local Members and Stakeholders		01 January 2012
ID2253	West Berkshire Forward Plan - February 2012 to May 2012 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	12/01/12	Chief Executive	Moira Fraser (2045)	Leader of Council		04/01/12	All Members, published on website for local residents	Not subject to call in.	01 January 2012
ID2372	Audrey's Meadow <i>Agreement to protect Audrey's Meadow under the Greenham and Crookham Commons Act</i>	ID	12/01/12	Environment	Zoe Campbell	Environment, "Cleaner Greener", Public Protection, Culture and Leisure		04/01/12			01 January 2012
FEBRUARY 2012											
ID2254	Adoption of Parish Plans <i>To adopt Parish Plans.</i>	ID	01/02/12	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC	Local Members and Stakeholders		01 February 2012

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ID2255	Approval of Village Design Statements <i>To approve Village Design Statements.</i>	ID	01/02/12	Environment	Paula Amorelli	Planning, Transport Policy, Housing, Economic Development		TBC	Local Members and Stakeholders		01 February 2012
ID2324	Speed Limit Review January 2012 (& response to petition regarding Clayhill Road, Burghfield) <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	01/02/12	Environment	Andrew Garratt	Highways, Transport (Operational), ICT, Customer Services		TBC	Local ward members		01 February 2012
ID2256	West Berkshire Forward Plan - March 2012 to June 2012 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	16/02/12	Chief Executive	Moira Fraser (2045)	Leader of Council		08/02/12	All Members, published on website for local residents	Not subject to call in.	01 February 2012
EX2290	Finance Report - Quarter 3	EX	09/02/12 EX	Chief Executive	Joseph Holmes	Finance, Property, Health and Safety		01/02/12			01 February 2012

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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 01/11/11	Jason Teal – 2102 Policy & Communication	Councillor Anthony Stansfeld	In Progress	Quarterly item.
OSMC/10/78	Examination of facilities in place for younger people	By Task Group - Information supplied by, and questioning of, lead officers.		OSMC	Start: 20/09/11 End: 21/02/12 OSMC 21/02/12	Julia Waldman – 2815 Children and Young People	Councillor Irene Neill	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: 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 – 2358 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: June 2011 End: Sep 2011	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: July 2011 End: Jan 2012	Mark Edwards – 2208 Highways & Transport	Councillor David Betts	To be scheduled	Requested by RMSC on 14 December 2010.

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: 20/09/11 End: TBD	Jan Evans – 2736 Adult Social Care	Councillor Joe Mooney	To be scheduled	Invite officers to September meeting of OSMC User experiences 01/11/11
OSMC/11/103	Olympics and Diamond Jubilee Events 2012. To review and monitor events in West Berkshire			OSMC	Start Date 01/11/11		Carol Jackson-Doerge		
OSMC/11/104	Anti-Child Poverty Strategy	To monitor the strategy	Monitoring item	HSP	Start: On-going End: April 2012	Julia Waldman – 2815 Children and Young People	Cllr Joe Mooney	In Progress	
OSMC/11/105	Dignity and Nutrition – Hospitals To review the Care Quality Commission report on Dignity and Nutrition - Hospitals	To survey and hold focus groups detailing information		HSP	Start: July 2011 End: 2012	Nigel Owen, West Berkshire LINK, Age UK	Cllr Joe Mooney		
OSMC/11/106	Update on the Health and Wellbeing Board To receive updates from the Health and Wellbeing Board	To update members on Health and Wellbeing Board	Monitoring item	HSP	Ongoing	Teresa Bell/June Graves	Cllr Joe Mooney	In Progress	
OSMC/11/107	Update on the Health Service in West Berkshire	To update members on the changes to Health Service in West Berkshire	Monitoring item	HSP	Ongoing	Bev Searle - Director Joint Partnerships and Commissioning	Cllr Joe Mooney	In Progress	
OSMC/11/108	Six lives report To receive updates on progress of Six Lives report	Investigate NHS improvements since the six lives report		HSP	Start: Oct 2011 End: 2012	Alison Love, Nigel Owen, Teresa Bell	Cllr Joe Mooney		
OSMC/11/109	Timelord To receive an update on the Timelord changes following Phase 3.	In meeting review and update Members of the Timelord Phase 3 development		RMWG	Start: July 2011 End: Sep 2011	Jackie Jordan	Councillor Pam Bale	In Progress	Requested by RMWG on 26 July 2011
OSMC/11/110	Energy Saving To review the Council's policies and procedures for Energy Saving.	In a meeting review the Council's procedures to Energy Saving		RMWG	Start: July 2011 End: Nov 2011	Adrian Slaughter	Councillor Hilary Cole	In Progress	Requested by RMWG on 26 July 2011.

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/11/111	Risk Register To scrutinise individual items on the Risk Register.	In meeting review and scrutinise individual items on Risk Register.		RMWG	Start: July 2011 End: On-going	Ian Priestley	Councillor David Betts	In Progress	Requested by RMWG on 26 July 2011
OSMC/11/112	Medium Term Financial Strategy To review the MTFS	In meeting review of the MTFS		RMWG	Start: July 2011 End: Nov 2011	Andy Walker	Councillor Keith Chopping	In Progress	Requested by RMWG on 26 July 2011
OSMC/11/113	Procedures for Blue Badge Holder To review the procedures, criteria and rules of use for Blue Badge holders.	In meeting review.		RMWG	Start: July 2011 End: Nov 2011	Mark Edwards	Councillor David Betts	In Progress	Requested by RMWG on 26 July 2011
OSMC/11/114	GP Commissioning To understand the arrangements in the East of West Berkshire concerning GP Commissioning	In meeting review.		HSP	Start: Oct 2011 End:	June Graves, Bev Searle	Cllr Joe Mooney		
OSMC/11/115	Review of the Ambulance Indicators To understand and review the changes to the ambulance indicators	In meeting review.		HSP	Start: Oct 2011 End:		Cllr Joe Mooney		
OSMC/11/116	Parkway To scrutinise the areas of car parking fees and affordable housing commissioning under the Parkway development	In meeting review.		Task Group	Start Nov 2011 End TBC	David Holling Legal & Electoral Services Andy Walker	Cllr Pam Bale		Transferred to the Newbury Town Centre Task Group by OSMC 20/09/11

Key:

OSMC Overview and Scrutiny Management Commission
HSP Health Scrutiny Panel
RMWG Resource Management Working Group

Scheduled Meetings Dates

20/09/11	01/11/11	10/01/12	21/02/12	17/04/12	29/05/12
04/10/11	17/01/12	27/03/12			
27/09/11	08/11/11	17/01/12	28/02/12	24/04/12	

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