

Individual Decision

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

Thursday, 15 December, 2011

Ref:	Title	Portfolio Member(s)	Page No.
ID2250	West Berkshire Council Forward Plan - January to April 2012	Councillor Graham Jones	1 - 16



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Individual Executive Member Decision

Title of Report:	West Berkshire Council Forward Plan - January 2012 to April 2012
Report to be considered by:	Individual Executive Member Decision
Date on which Decision is to be taken:	15 December 2011
Forward Plan Ref:	ID2250

Purpose of Report: To advise Members and residents of items to be considered by West Berkshire Council over the next four 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 – January 2012 – April 2012.

Appendix B – Overview and Scrutiny Management Commission and Sub-Committees Work Programme.

West Berkshire Council Forward Plan



West Berkshire Council Forward Plan – January to April 2012

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
JANUARY 2012											
	London Road Industrial Estate	NTCTG	12/01/12 - NTCTG	Chief Executive	Les Gaulton						01 January 2012
ID2251	Adoption of Parish Plans <i>To adopt Parish Plans.</i>	ID	01/01/12 TBC	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC	Local Members and Stakeholders		01 January 2012
ID2390	Parking Amendment No 11 <i>To consider the responses received during statutory consultation</i>	ID	01/01/12 TBC	Environment	Andrew Garratt	Highways, Transport (Operational), ICT, Customer Services		TBC			01 January 2012
ID2389	Porchester Road/Newtown Road Petition <i>To respond to a petition that has been submitted to the Council.</i>	ID	01/01/12 TBC	Environment	Andrew Garratt	Highways, Transport (Operational), ICT, Customer Services		TBC			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

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 – January to April 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
ID2404	Local Lettings Plans for Arcade Mews and Maidenhead House <i>Arcade Mews and Maidenhead House are two town centre blocks of flats owned by Sovereign South & West. The blocks both suffer from vandalism and anti-social behaviour. The proposed Local Lettings Plans seek to introduce sensitive lettings to the blocks to try and reduce these behaviours.</i>	ID	16/01/12 ID	Community Services	Mel Brain	Planning, Transport Policy, Housing, Economic Development		06/01/12			01 January 2012
C2387	Core Strategy	C	31/01/12 C	Environment	Bryan Lyttle	Planning, Transport Policy, Housing, Economic Development		23/01/12			01 January 2012
FEBRUARY 2012											
ID2254	Adoption of Parish Plans <i>To adopt Parish Plans.</i>	ID	01/02/12 TBC	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions, Communities		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 TBC	Environment	Andrew Garratt	Highways, Transport (Operational), ICT, Customer Services		TBC	Local ward members		01 February 2012
ID2405	Easton Village - Proposed 30mph Speed Limit <i>To consider the responses received during the statutory consultation.</i>	ID	01/02/12 TBC	Environment	Andrew Garratt	Highways, Transport (Operational), ICT, Customer Services		TBC			01 February 2012

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ID2406	Sulham Village - Proposed 30mph Speed Limit <i>To consider the responses received during statutory consultation.</i>	ID	01/02/12 TBC	Environment	Andrew Garratt	Highways, Transport (Operational), ICT, Customer Services		TBC			01 February 2012
ID2407	Kintbury Road, Inkpen - Proposed 30mph Speed Limit <i>To consider the responses received during statutory consultation</i>	ID	01/02/12 TBC	Environment	Andrew Garratt	Highways, Transport (Operational), ICT, Customer Services		TBC			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
GA2388	Internal Audit - Interim Report for 2011/12 <i>To update the Committee on the outcomes of work performed by Internal Audit during 2011/12.</i>	GA	20/02/12 GA	Chief Executive	Ian Priestley	Finance, Property, Health and Safety		10/02/12			01 February 2012
EX2350	Proposal for 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	09/02/12 EX	Community Services	Mel Brain	Planning, Housing, Transport Policy and Economic Development	Yes	01/02/12			01 February 2012
EX2403	School Meals Procurement	EX	09/02/12 EX	Children and Young People	Amerie Bailey	Children and Young People, Youth Service		01/02/12			01 February 2012
EX2402	Building Cleaning Contract Procurement	EX	09/02/12 EX	Children and Young People	Amerie Bailey	Children and Young People, Youth Service		01/02/12			01 February 2012

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EX2393	<p>Implementing the Recommendations of the Munro Review of Child Protection - A Child Centred System</p> <p><i>The Munro report was commissioned by the Government in June 2010. It was written by Professor Eileen Munro of LSE after she was commissioned to review the circumstances leading up to the death of Peter Connelly (Baby P) and other high profile child abuse cases. The final report was produced in May 2011 and the Government produced their response accepting the majority of recommendations made in July 2011. Munro's recommendation will require a sea change in the delivery of child protection services. They will impact on all aspects of service delivery including training, procedures, ICT systems, leadership and governance. The purpose of this report is to set out the process for making the changes proposed in West Berks</i></p>	EX	09/02/12 EX	Children and Young People	Mark Evans	Children and Young People, Youth Service		01/02/12			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
C2334	Revenue Budget: 2012-13 Financial Year To consider and recommend to Council the 2012-13 revenue budget.	EX	09/02/12 EX 01/03/12 C	Chief Executive	Nick Carter/ Andy Walker/ Rob O'Reilly	Finance, Property, Health & Safety		01/02/12 EX 22/02/12 C			01 February 2012

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C2337	Capital Strategy and Programme 2012-2017	EX	09/02/12 EX 01/03/12 C	Chief Executive	Andy Walker	Finance, Property, Health & Safety		01/02/12 EX 22/02/12 C			01 February 2012
C2335	Medium Term Financial Strategy	EX	09/02/12 EX 01/03/12 C	Chief Executive	Joseph Holmes	Finance, Property, Health & Safety		01/02/12 EX 22/02/12 C			01 February 2012
C2373	Corporate Strategy 2012-2016 To define the strategic direction for the Council over the next four years.	EX	09/02/12 EX 01/03/12 C	Chief Executive	Jason Teal	Leader of Council		01/02/12 EX 22/02/12 C	All staff will be formally consulted over the autumn, partners and the general public (via the website) will also be consulted.		01 February 2012
C2336	Local Government Act 2003 - Borrowing Limits and Annual Investment Strategy 2012/13	EX	09/02/12 EX 01/03/12 C	Chief Executive	Joseph Holmes	Finance, Property, Health & Safety		01/02/12 EX 22/02/12 C			01 February 2012
MARCH 2012											
PC2400	Draft Pay Policy Statement	PC	01/03/12 TBC	Chief Executive	Jane Milone			TBC			01 March 2012
	LSP Governance	LSP	01/03/12 TBC	Chief Executive	Andy Day			TBC			01 March 2012
ID2257	Adoption of Parish Plans <i>To adopt Parish Plans.</i>	ID	01/03/12 TBC	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC	Local Members and Stakeholders		01 March 2012

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ID2258	Approval of Village Design Statements <i>To approve Village Design Statements.</i>	ID	01/03/12 TBC	Environment	Paula Amorelli	Planning, Transport Policy, Housing, Economic Development		TBC	Local Members and Stakeholders		01 March 2012
ID2378	School Admission Arrangements 2013-14 <i>To determine the School Admission Arrangements for 2013-14</i>	ID	09/03/12	Children and Young People	Mwazwita Mundang-epfupfu	Children and Young People, Youth Service		01/03/12			01 March 2012
ID2259	West Berkshire Forward Plan - April 2012 to July 2012 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	15/03/12	Chief Executive	Moira Fraser (2045)	Leader of Council		07/03/12	All Members, published on website for local residents	Not subject to call in.	01 March 2012
EX2395	Key accountable measures and activities 2011/12. Update on progress: Q3 outturns	EX	29/03/12 EX	Chief Executive	Jason Teal	Strategy, Performance, Community Safety		21/03/12			01 March 2012
C2334	Revenue Budget: 2012-13 Financial Year <i>To consider and recommend to Council the 2012-13 revenue budget.</i>	C	09/02/12 EX 01/03/12 C	Chief Executive	Nick Carter/ Andy Walker/ Rob O'Reilly	Finance, Property, Health & Safety		01/02/12 EX 22/02/12 C			01 March 2012
C2337	Capital Strategy and Programme 2012-2017	C	09/02/12 EX 01/03/12 C	Chief Executive	Andy Walker	Finance, Property, Health & Safety		01/02/12 EX 22/02/12 C			01 March 2012
C2335	Medium Term Financial Strategy	C	09/02/12 EX 01/03/12 C	Chief Executive	Joseph Holmes	Finance, Property, Health & Safety		01/02/12 EX 22/02/12 C			01 March 2012

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C2373	Corporate Strategy 2012-2016 <i>To define the strategic direction for the Council over the next four years.</i>	C	09/02/12 EX 01/03/12 C	Chief Executive	Jason Teal	Leader of Council		01/02/12 EX 22/02/12 C	All staff will be formally consulted over the autumn, partners and the general public (via the website) will also be consulted.		01 March 2012
C2336	Local Government Act 2003 - Borrowing Limits and Annual Investment Strategy 2012/13	C	09/02/12 EX 01/03/12 C	Chief Executive	Joseph Holmes	Finance, Property, Health & Safety		01/02/12 EX 22/02/12 C			01 March 2012
C2401	Draft Amended Terms of Reference for Personnel Committee	C	01/03/12 C	Chief Executive	Jane Milone			23/02/12			01 March 2012
APRIL 2012											
ID2260	Adoption of Parish Plans <i>To adopt Parish Plans.</i>	ID	01/04/12 TBC	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC	Local Members and Stakeholders		01 April 2012
ID2261	Approval of Village Design Statements <i>To approve Village Design Statements.</i>	ID	01/04/12 TBC	Environment	Paula Amorelli	Planning, Transport Policy, Housing, Economic Development		TBC	Local Members and Stakeholders		01 April 2012
ID2262	West Berkshire Forward Plan - May 2012 to August 2012 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	12/04/12	Chief Executive	Moira Fraser	Leader of Council		04/04/12	All Members, published on website for local residents	Not subject to call in.	01 April 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/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/11/99	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: Jan 2012 End: TBC	Mark Edwards – 2208 Highways & Transport	Councillor David Betts	To be scheduled	Member training will take place before Jan 2012 date tbc.
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.		HSP	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	In meeting review.		OSMC	Update 1: 2/12 Update 2: 5/12	David Appleton 2578 Culture & Youth	Carol Jackson-Doerge		Updates following briefing in November 2011.
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 Irene Neill	In Progress	

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/11/105	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	In Progress	
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	In Progress	
OSMC/11/109	Timelord To receive an update on the Timelord changes following Phase 3 post implementation.	In meeting review and update Members of the Timelord Phase 3 development		RMWG	Start: Jan 2012 End:	Jackie Jordan	Councillor Pam Bale	In Progress	the Closure Report to Timelord Programme Board in late November
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.
OSMC/11/111	Risk Register To scrutinise individual items on the Risk Register on an annual basis.	In meeting review and scrutinise individual items on Risk Register.	Monitoring item	RMWG	Ongoing	Ian Priestley	Councillor David Betts	In Progress	Next request Sept 2012
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

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/11/114	GP Commissioning To scrutinise 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	In Progress	
OSMC/11/116	Parkway To scrutinise the financial arrangements for car parking and affordable housing allocated under the Parkway development	In meeting review.		RMWG	Start Nov 2011 End TBC	Nick Carter CEO David Holling Legal & Electoral Services Andy Walker Finance	Cllr Pam Bale		Newbury Town Centre Task Group to be asked to review and report back on the opening months operation of Parkway Centre by April 2012
OSMC/11/117	Managed Vacany Factor (MVF)	In meeting review.		RMWG	Start Jan 2012 End TBC	Robert O'Reilly HR	Councillor Anthony Stansfeld		
OSMC/11/118	Planning To understand in greater depth the factors affecting the performance of the Planning Service	In meeting review.		OSMC	Start Nov 2012	Gary Lugg - 2617 Planning Service	Councillor Alan Law		Update following a similar Item in November 2011
OSMC/11/119	Continuing Healthcare (CHC) To examine the operation of the NHS CHC scheme in the NHS Berkshire West area	In meeting review.		HSP	Jan-12	Jan Evans – 2736 Adult Social Care	Councillor Joe Mooney		
OSMC/11/120	Potholes To examine the methodology in operation for the repair of pot holes	Task group review with information supplied by, and questioning of, lead officers and		OSMC	Feb-12	Mark Edwards – 2208 Highways & Transport	Councillor David Betts		

Key:

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

Scheduled meeting dates

10/01/12	21/02/12	17/04/12	29/05/12
06/12/11	17/01/12	27/03/12	
17/01/12	28/02/12	24/04/12	

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