

West Berkshire Council Forward Plan – December 2011 to March 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 |
|----------------------|--|---------------|---------------|--------------------|-----------------------|---|---------|-----------------------|---|-------------------------|------------------|
| DECEMBER 2011 | | | | | | | | | | | |
| PC2385 | Recognising Continuous Service for Employees Transferring from Academies | PC | 14/12/11 PC | Chief Executive | Jane Milone | Strategy, Performance, Community Safety | | 06/12/11 | | | 01 December 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 | 14/12/11 PC | Chief Executive | Jane Milone | Strategy, Performance, Community Safety | | 06/12/11 | | | 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 |
| ID2382 | Lamtarra Way, Greenham - Petition to abolish planned permanent bollards <i>To respond to a petition that has been submitted to the Council.</i> | ID | 16/12/11 | Environment | Andrew Garratt (2491) | Highways, Transport (Operational), ICT, Customer Services | | 08/12/11 | Members | | 01 December 2011 |
| EX2380 | The Control Tower <i>To obtain a decision on disposal options for the Control Tower.</i> | EX | 15/12/11 EX | Environment | Amanda Dennis | Finance, Property, Health & Safety | | 07/12/11 | | | 01 December 2011 |
| EX2320 | Funding Arrangements Framework for Domiciliary Care and Non-residential Services (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</i> | EX | 15/12/11 EX | Community Services | Jan Evans | Community Care, Pensions, Insurance | Yes | 07/12/11 | | | 01 December 2011 |

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| EX2367 | Winter Service Plan 2011/12 | EX | 15/12/11 EX | Environment | Melvyn May | Highways, Transport (Operational), ICT, Customer Services | | 07/12/11 | | | 01 December 2011 |
| 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 |
| 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 | Financial Performance 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 |
| EX2352 | Market Street Redevelopment | EX | 15/12/11 EX | Chief Executive | Nick Carter | Partnerships, Equality, The Visions, Communities | | 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 |
| EX2383 | Charging Policy for Bed & Breakfast Temporary Accommodation <i>To set out a proposed charging policy for applicants placed in bed & breakfast as temporary accommodation under the Council's homelessness duties</i> | EX | 15/12/11 EX | Community Services | Mel Brain | Planning, Transport Policy, Housing, Economic Development | | 07/12/11 | | | 01 December 2011 |
| EX2384 | Change to the bedroom allocation in the Council's adopted Housing Allocation Policy <i>To recommend that the Council's Allocation Policy in respect of bedroom allocations is amended to bring social housing and private rented housing into line, reflecting the proposed changes in Local Housing Allowance and to ensure equity across housing tenures.</i> | EX | 15/12/11 EX | Community Services | Mel Brain | Planning, Transport Policy, Housing, Economic Development | | 07/12/11 | | | 01 December 2011 |

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| EX2386 | Support for Reading Large Project LSTF Bid | EX | 15/12/11 EX | Environment | Bryan Lyttle | Planning, Transport Policy, Housing, Economic Development | | 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 |
| 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, Transport 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) (Paragraph 6 - information relating to proposed action to be taken by the Local Authority) <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 |

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| C2379 | New Blue Badge Improvement Service <i>To set the fee payable by Blue Badge applicants</i> | C | 06/12/11 C | Environment | Martyn Baker | Highways, Transport (Operational), ICT, Customer Services | | 28/11/11 | | | 01 December 2011 |
| C2314 | Review of Polling Districts, Polling Places and Polling 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 Council's Constitution. <i>To consider potential amendments to the Constitution.</i> | C | 21/11/11 GA 06/12/11 C | 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 |
| C2365 | Proposed Member Development Programme for 2011 to 2015 <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 |
| C2376 | Cultural Services Fees and Charges <i>To implement the contractual requirement for an annual price review for 2012 for Parkwood Leisure to come into effect from 1 Jan 12; to bring forward agreement of 2012 charges for Shaw House to come into effect from 1 Jan 12; to request permission to charge non residents (visitors) for temporary use of public PCs in Libraries with effect from 1 Jan 12.</i> | C | 06/12/11 C | Community Services | Chris Jones | Environment, "Cleaner Greener", Public Protection, Culture and Leisure | | 29/11/11 | | | 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 |

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| 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 |
| C2387 | Core Strategy | C | 31/01/12 C | Environment | Bryan Lyttle | Planning, Transport Policy, Housing, Economic Development | | 24/01/12 | | | 01 January 2012 |

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| 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 |
| 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 | | 31/01/12 | | | 01 February 2012 |

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| MARCH 2012 | | | | | | | | | | | |
| ID2257 | Adoption of Parish Plans <i>To adopt Parish Plans.</i> | ID | 01/03/12 | Chief Executive | Jo Naylor | Partnerships, Equality, The Visions, Communities | | TBC | Local Members and Stakeholders | | 01 March 2012 |
| ID2258 | Approval of Village Design Statements <i>To approve Village Design Statements.</i> | ID | 01/03/12 | 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 | Mwazwit a Mundang epufufu | 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 |
| C2334 | Revenue Budget 2012-13 | C | 09/02/12 EX 01/03/12 C | Chief Executive | Nick Carter/Andy Walker/Robert O'Reilly | Finance, Property, Health & Safety | | 31/01/12 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 | | 31/01/12 EX 22/02/12 C | | | 01 March 2012 |

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| 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 | | 31/01/12 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 | Joseph Holmes | Finance, Property, Health & Safety | | 31/01/12 EX 22/02/12 C | | | 01 March 2012 |
| 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 | | 31/01/12 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 |

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OVERVIEW & SCRUTINY MANAGEMENT COMMISSION: COMBINED 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/09/57 | 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/11/109 | 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: TBC | 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: Jan 2012 End: TBC | 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 | Start: Sep 2012 Annual review | 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: Jan 2012 End: Jan 2012 | 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: Jan 2012 End: TBC | Mark Edwards | Councillor David Betts | In Progress | Requested by RMWG on 26 July 2011 |
| 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 |