

Notice of Meeting

Overview and Scrutiny Management Commission

Tuesday, 7 December, 2010 at 6.30pm
in Council Chamber Council Offices
Market Street Newbury

Date of despatch of Agenda: Friday, 26 November 2010

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Stephen Chard on (01635) 519462
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**Agenda - Overview and Scrutiny Management Commission to be held on Tuesday, 7
December 2010 (continued)**

To: Councillors Brian Bedwell (Chairman), Jeff Brooks (Vice-Chairman),
Geoff Findlay, Irene Neill, David Rendel, Quentin Webb and
Emma Webster

Agenda

Part I

Page No.

1. **Apologies for Absence**
To receive apologies for inability to attend the meeting (if any).
2. **Minutes** 1 - 10
To approve as a correct record the Minutes of the meeting of the Commission held on 2 November 2010.
3. **Declarations of Interest**
To receive any Declarations of Interest from Members.
4. **Actions from previous Minutes**
To receive an update on actions following the previous Commission meeting.
5. **Items Called-in**
To consider any items called-in by the requisite number of Members following an Individual Decision.
6. **Councillor Call for Action**
Purpose: To consider any items proposed for a Councillor Call for Action.
7. **Petitions**
Purpose: To consider any petitions requiring an Officer response.
8. **Activities for teenagers** To follow
Purpose: To receive an update on progress with developing activities for teenagers.
9. **Greener Select Committee** 11 - 12
Purpose: To provide an update on the work of the Select Committee.
10. **Healthier Select Committee** 13 - 14
Purpose: To provide an update on the work of the Select Committee.



Agenda - Overview and Scrutiny Management Commission to be held on Tuesday, 7 December 2010 (continued)

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| 11. | Resource Management Select Committee
<i>Purpose: To provide an update on the work of the Select Committee and provide information on the meeting held on 11 November 2010.</i> | 15 - 26 |
| 12. | Safer Select Committee
<i>Purpose: To provide an update on the work of the Select Committee and provide information on the meeting held on 6 December 2010.</i> | 27 - 28 |
| 13. | Stronger Communities Select Committee
<i>Purpose: To provide an update on the work of the Select Committee.</i> | 29 - 30 |
| 14. | West Berkshire Forward Plan - December 2010 - March 2011
<i>Purpose: To advise the Commission of items to be considered by West Berkshire Council from December 2010 – March 2011 and decide whether to review any of the proposed items prior to the meeting indicated in the plan.</i> | 31 - 42 |
| 15. | Overview and Scrutiny Management Commission and Select Committee Work Programme
<i>Purpose: To receive, agree and prioritise the work programme of the Commission and Select Committees for the remainder of 2010/11.</i> | 43 - 50 |

Andy Day
Head of Policy and Communication

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Note: These Minutes will remain DRAFT until approved at the next meeting of the Committee

OVERVIEW AND SCRUTINY MANAGEMENT COMMISSION

MINUTES OF THE MEETING HELD ON TUESDAY, 2 NOVEMBER 2010

Councillors Present: Brian Bedwell (Chairman), Irene Neill, David Rendel, Quentin Webb, Emma Webster, Keith Woodhams (In place of Jeff Brooks)

Also Present: Councillor Barbara Alexander (Portfolio Holder for Education), Councillor David Betts (Portfolio Holder for Highways), Councillor Anthony Stansfeld (Portfolio Holder for Emergency Planning), John Ashworth (Corporate Director - Environment), Caroline Corcoran (Education Service Manager), Mark Edwards (Head of Highways and Transport), Carolyn Richardson (Civil Contingencies Manager), Stephen Chard (Policy Officer), David Lowe (Scrutiny & Partnerships Manager)

Apologies for inability to attend the meeting: Councillor Jeff Brooks, Councillor Geoff Findlay, Nick Carter (Chief Executive)

PART I

77. Minutes

The Minutes of the meeting held on 14 September 2010 were approved as a true and correct record and signed by the Chairman.

78. Declarations of Interest

There were no declarations of interest received.

79. Actions from previous Minutes

The actions following the previous meeting were covered on the agenda.

80. Items Called-in following the Executive on 14 October 2010

No items were called-in following the last Executive meeting.

81. Councillor Call for Action

No new Councillor Call for Action (CCfA) items were raised for discussion.

82. Petitions

No petitions were brought to the Commission for consideration.

83. Severe Winter Weather

The Commission considered a report (Agenda Item 8) providing an update on the activity undertaken since the Commission's review and to examine the preparations in place for the coming winter.

Councillor Brian Bedwell opened the item by stating the importance of the scrutiny undertaken at the beginning of the year and in the valuable work that had followed in response to, and in addition to, the scrutiny work.

OVERVIEW AND SCRUTINY MANAGEMENT COMMISSION - 2 NOVEMBER 2010 - MINUTES

Mark Edwards was then asked to provide an update from the perspective of the Highways Service and the following points were made in relation to the six highways related recommendations formed by the Commission:

- The Highway Winter Service Plan had undergone a detailed review during the previous six months. This encompassed the Commission's recommendations and some additional activity which had been identified from within the service. The full draft had been sent to all Members and parish/town councils for consultation and the latest version would be made available in the Members Boardroom. It was hoped that the plan would be approved as an Individual Decision on 11 November 2010.
- The comments received from parish and town councils in relation to gritting routes had been taken into account and approximately a dozen routes had been added. Many of these ensured that routes to, for example, schools and General Practitioner surgeries were included in the primary gritting route and treated wherever practicable.
- Amendments had been made to the Winter Policy to allow for earlier treatment of town centre footways and to provide greater clarity on this matter.
- The salt stock had been increased, as recommended, to 5,000 tonnes, this took into account the fact that around 4,000 tonnes were used last winter. This was purchased at an early stage which ensured that the salt had been delivered in time. This was not the case for all local authorities.
- All parish and town councils had been consulted on the draft Salt Bin Policy. This proposed that the existing West Berkshire Council (WBC) owned bins would remain on the network, but gave parish and town councils the opportunity to obtain new bins at their own cost with WBC paying for salt refills. This had been positively received by many and approximately 50 new bins had been requested. Discussions were also ongoing with parish and town councils with regard to them taking on the ownership of WBC bins at no further cost, as it would be ideal if they were under one ownership. Replacement of existing bins was expected to be infrequent, but it would be the responsibility of the owner to do so.
- To ensure adequate communications regarding the use of salt bins, an information notice would be put on them. Information on WBC's website was also being updated.
- The report produced following the Governments' Winter Resilience Review had been published and this included information and guidance on the issue of potential legal action arising from an individual clearing their own footpath etc. This stated that there was no law to prevent someone from doing so and it was very unlikely that they would be subject to legal action. This information would be made available on WBC's website and shared with Ward Members and parish/town councils. It had also been incorporated into the Winter Service Plan.
- Discussions had been held with the Thames and Kennet Machinery Ring (TKMR), which represented a number of local farmers, with a view to employing local farmers to make use of their vehicles in periods of severe winter weather. A response was awaited from TKMR. A contractual agreement with one organisation was a preferred approach, but there was the potential to consult with separate groups/individual farmers if TKMR did not want to participate.

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- The arrangement whereby staff from Veolia and Waterers could be utilised to assist with snow clearing had been formalised and would be operational for this winter.
- The appropriateness of treatment to roads, footpaths etc depended on a variety of factors, this included the level of snow forecast and the severity of the weather.

Discussion then followed on the level of salt stock. It was recalled that the use of salt was restricted by the Government a year ago and it was queried how much salt would have been used if a restriction had not been imposed. Mark Edwards estimated that an additional 25% could have been used in this eventuality. The Resilience Review recommended there was sufficient stock for 48 gritting runs over a 12 day period (approximately 2,000 tonnes) and this was comfortably the case in West Berkshire.

Councillor David Betts added that an equally severe winter could again lead to rationing directives, as well as a potential need to share resources.

An audit of the number of salt bins was undertaken by WBC during 2009 and as a result some were removed. The severe weather experienced had led to these being returned/replaced by WBC.

The siting of the salt bins was unchanged since the review undertaken in 2008/09 and it was felt that the number of bins (around 200 including those replaced above) and their location was correct from WBC's perspective. Alternative locations for new and/or existing bins was a decision for local communities to take, as long as they were seen to be appropriate and safe.

Carolyn Richardson then described the activity she had undertaken/co-ordinated, as follows:

- An internal debrief of activity was undertaken around the same time as the Commission's review. These pieces of work led to the production of two documents, the debrief action plan and the Commission's response document.
- Contact was ongoing with parish and town councils, and as part of that a severe weather emergency plan template had been provided that could be adopted to include more localised risks. A number of neighbouring parishes were looking to work together.
- A national flooding exercise was being planned for March 2011 and a Thames Valley wide community day was being arranged as part of this.
- The Adverse Weather Plan was out for consultation and this covered all actions in the two documents referred to. This included the Commission's recommendations in relation to the use of 4x4 vehicles and sharing of resources with other organisations. There was also a section to help identify the level of response required, which could be a trigger to open the Emergency Operations Centre (EOC) or involve outside agencies. The roles and responsibilities of those involved in emergency situations was clarified.
- There were five appendices to the plan which covered heat waves, drought, flooding, storms (not snow) and extreme cold/snow (this included the Highway Winter Service Plan).
- The Adverse Weather Plan was still in draft to allow for appropriate consultation to take place and for extensive work to be undertaken to avoid duplication with other plans. However, other than the drought aspect of the plan, it was the intention for

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it to be published by the end of November 2010. In addition, a frequently asked questions document would be put on the website.

- The opportunities for Members and for parish/town councils to be involved in the event of severe weather was covered in the plan. An example of Member involvement from last winter was the assistance provided with measuring snow depths.

Caroline Corcoran then described the activity undertaken in the Education Service:

- Guidance had been provided to West Berkshire's schools, including Governors.
- The guidance incorporated the aspects covered in the Commission's review, where appropriate, and was a way of helping to ensure that schools were well prepared in the event of severe weather.
- It was the responsibility of schools to have their own plans in place to ensure that they could be opened safely wherever possible. I.e. pathways within a school site adequately cleared and gritted.

Members felt it was the responsibility of the Education Service to ensure plans were in place and it was suggested that schools should be required to confirm this was the case. Caroline Corcoran agreed to take this point back to ensure that adequate plans were in place. These would be shared with the Commission.

One of the Commission's recommendations was a suggestion that a mutual aid scheme could be adopted to allow staff unable to reach their usual place of work to report to their nearest school in the event of severe weather. Caroline Corcoran advised that due to issues regarding safeguarding and child protection this was not possible.

It was understood that there was the potential for staff, who lived some distance from their place of work, to be accommodated locally with fellow members of staff during severe weather. It was suggested that the possibility of extending this to governors, and perhaps parents, should be explored. Caroline Corcoran agreed to take this point back for exploration.

Finally, with regard to schools, Caroline Corcoran advised that based on her experience of another local authority during last winter, schools made every effort to remain open.

Carolyn Richardson advised that two vulnerable people plans had been produced since last winter. The first was specific to Community Care and this contained activity to be undertaken if a full service could not be provided. This covered the location of staff and their ability to offer assistance to those known to be in need.

The corporate vulnerable people plan sought to identify those who were vulnerable in the community for a number of reasons, but not known to Community Care, and looked at ways in which data could be shared confidentially with other agencies/organisations.

Councillor Bedwell thanked all involved for their hard work in ensuring that the District would be further well prepared in the event of a similar occurrence.

RESOLVED that:

- (1) The update would be noted.
- (2) Caroline Corcoran would ensure that schools provided the Education Service with copies of their severe weather plans and that these would be shared with the Commission.

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- (3) Caroline Corcoran would investigate the potential for school staff, who lived some distance from their place of work, to be accommodated locally in the event of severe weather.

84. **Scrutiny review into the Council's Performance Management Framework**

The Commission considered a report (Agenda Item 9) outlining the results of the investigation into the Council's Performance Management Framework.

Councillor Irene Neill, Chairman of the Task Group, made the following points:

- The importance of the 'golden thread' principle was highlighted, whereby the Council's aims and objectives should be monitored and sought to be achieved throughout the Council Plan, Service Plans, team plans and in individual's appraisal documents.
- One of the main purposes for the formation of the task group related to the structure of the Executive Cycle and the time delay this caused before the Commission could see performance reports. It was not found to be possible to alter this so that a significant difference could be made. However, it was recommended that the Commission's activity should be altered to assess the impact of any measures taken to address indicators reported as red or amber to help to resolve difficulties.
- There was found to be a need for a greater correlation between the budget setting process and the Council Plan process.
- The Council's practice of publishing quarterly performance reports was not commonly found in other local authorities.

Further clarity was sought on the reasons why performance reports could not be released to the Commission at an earlier stage, so that advice and assistance could be offered as part of policy development. David Lowe advised that this was an issue of timeliness due to the time taken for reports to be seen by Corporate Board, Management Board and the Executive.

In response to the suggestion made that this was a political decision, Councillor Quentin Webb, another Member of the task group, accepted that this was partly the case as the process needed to be in the control of Corporate Board and Executive Members. It was felt right that they undertook the function of analysing the corrective action being taken to address poor performance.

David Lowe went on to advise that the function of analysing indicators reported as red or amber by the Commission would enable more current discussions to be held.

It was added that there were different methods that could be deployed in holding the Executive to account, which included questioning decisions that had been made.

Recommendation 1, which asked that the number and relevance of measures in place to evaluate progress against the aims of the Council Plan, was then discussed. There was a view that this recommendation should be more specific in requesting that consideration should be given to reducing the number of indicators as well as ensuring they were SMART (Specific, Measurable, Agreed, Realistic and Timebound).

The task group did discuss this aspect, but it was felt that this could not be included in the recommendation as the Council Plan had not yet been finalised. However, it was agreed that the recommendation would be amended in light of these comments.

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Councillor Anthony Stansfeld, Portfolio Holder for Performance, was then asked to comment on the report and he made the following points:

- Indicators needed to be relevant to, and in the control of, the Council.
- Having a proportion of red indicators was to be expected as part of a robust target setting process and high standards should be set.

A view was then given that the Commission should continue to challenge those indicators reported as red.

RESOLVED that subject to an amendment to recommendation 1, the recommendations would be approved for the consideration of the Executive.

85. **Scrutiny review into the use of local food**

The Commission considered a report (Agenda Item 10) outlining the results of the investigation into promoting the use of local food.

Nine recommendations to encourage the use of local food were proposed in the report for the consideration of the Executive and the West Berkshire Partnership. Some activity had already been incorporated as a result.

Councillor Emma Webster informed Members that farm shops and local village markets were discussed at the meetings and this was recorded in the minutes. A mechanism for raising awareness of these and other initiatives were the booklets produced by the Local Food Group. This covered Berkshire, Buckinghamshire and Oxfordshire.

The work undertaken by parish and town councils in managing and increasing the number of allotments was another topic included in the review. The cost of developing land for allotment use could be a restricting factor and legislation needed to be explored to assess whether land could continue to be used for allotments in future generations. Allotment usage was a potential topic for a future District Parish Conference.

RESOLVED that the recommendations would be approved for the consideration of the Executive and the West Berkshire Partnership.

86. **Scrutiny review into the installation of automatic fire suppression systems in Council buildings**

The Commission considered a report (Agenda Item 11) outlining the results of the investigation into the need for a policy for the installation of automatic fire suppression systems in all new Council buildings and those undergoing major refurbishment.

The potential to lower insurance costs as a result of installing fire suppression systems was examined by the Safer Select Committee. This found that the Council already had a low premium which was offset by a high excess and therefore further savings were unlikely. However, recommendation (e) asked that further discussions be held with the Council's property insurers with the aim of achieving further savings.

RESOLVED that the recommendations would be approved for the Executive's consideration.

87. **Scrutiny review into Supporting Small Schools**

The Commission considered a report (Agenda Item 12) outlining the results of the investigation into the support that could be provided to small schools in West Berkshire.

Councillor Irene Neill opened the item by advising that the matter was investigated at the request of Management Board and it was agreed between Councillor Neill and Ian

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Pearson, Head of Education Services, that a single group would be formed to avoid duplication. A wide membership was formed which included Councillors Neill and Alan Macro as Chairman and Vice-Chairman of the Select Committee and Councillor Barbara Alexander, Portfolio Holder for Education.

The 16 schools covered in the review had 100 pupils or less on their roll and a number of different aspects were covered. The findings from the review included:

- The importance of good leadership and quality teaching.
- The transition of pupils from a small primary school to a large secondary was not felt to be a concern.
- It was difficult to determine whether educational viability was compromised because of low numbers and it was hard to establish a minimum number of pupils.

The group's report was then presented to the Stronger Communities Select Committee and, subject to some minor amendments, it was approved without the need for any additional work.

The potential for schools to form partnerships and federations was encouraged in a number of the recommendations, this included access to sports provision, teaching for gifted and talented pupils, and to create opportunities for teachers to share knowledge and experience.

The financial viability of retaining small schools was a consideration and there were some additional costs to meet. However, funding protection was in place to help meet fixed costs that were incurred by all schools. The small schools group and the Select Committee felt there was a case to continue to support small schools, particularly due to the benefits to local communities.

It was noted, however, that a decision might need to be taken at a later date regarding a small school's future based on either its educational or financial viability.

Due to an insufficient amount of detail at the time of the review, consideration was not given to the potential changes to the provision of education, i.e. free schools.

RESOLVED that the recommendations would be approved for the consideration of the Executive.

88. Greener Select Committee

The Commission considered a report (Agenda Item 13) on the work of the Greener Select Committee.

The Select Committee considered evidence regarding assisted waste collection and fly tipping at its last meeting, and Commission Members raised a number of points in relation to this:

- It was queried whether recycle checks were undertaken prior to the black waste sacks being sent to landfill.
- It was felt by some Members that fly tipping appeared to be on the increase and it was suggested that this should be investigated in more depth. Councillor Emma Webster advised that the evidence presented suggested a downward trend across West Berkshire, however it was requested that this information be broken down by Ward and circulated to Members. This issue would also continue to be monitored at future meetings. Incidents of fly tipping were recorded by both the incident and by the number of items. Members were also eager to understand the level of prosecutions as a result of fly tipping.

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- The inability for household waste recycling centres to receive paint tins was another issue raised by Members.

Councillor Webster agreed to take these points back to the Select Committee for further discussion/investigation.

The next review was into the Council's Rights of Way Improvement Plan.

RESOLVED that the update would be noted and the points raised in relation to waste collection and fly tipping would be discussed at the next meeting.

(Councillor Emma Webster left the meeting at 7.50pm).

89. Healthier Select Committee

The Commission considered a report (Agenda Item 14) on the work of the Healthier Select Committee.

RESOLVED that the report be noted.

90. Resource Management Select Committee

The Commission considered a report (Agenda Item 15) on the work of the Resource Management Select Committee.

RESOLVED that the report be noted.

91. Safer Select Committee

The Commission considered a report (Agenda Item 16) on the work of the Safer Select Committee.

Three new items were proposed for the work programme, as follows:

- To investigate the visibility and effectiveness of schemes aimed to empower communities that face perceived hostile situations.
- To examine how the integrated offender management scheme might be supported.
- To examine how crime might be designed out from new developments.

These arose from the item on crime statistics.

RESOLVED that the additions to the work programme would be approved.

92. Stronger Communities Select Committee

The Commission considered a report (Agenda Item 17) on the work of the Stronger Communities Select Committee.

Positive news was received that the playbuilder programme funding, which was at risk, had been received in full and projects could proceed as planned.

The first meeting of the Housing Register Task Group was held on 27 September 2010 where some concerns were raised regarding the level of communication undertaken with residents. It was suggested that Ward Members could assist with this process but there were felt to be data protection restrictions. This matter would be discussed in more detail at the next meeting scheduled for 5 November 2010.

A new item was proposed for the work programme to explore the Big Society initiative as it was felt to be opportune to look at enabling people and encouraging them to take responsibility for their own communities.

**OVERVIEW AND SCRUTINY MANAGEMENT COMMISSION - 2 NOVEMBER 2010 -
MINUTES**

RESOLVED that the update would be noted and the addition to the work programme approved.

93. West Berkshire Forward Plan - November 2010 - February 2011

The Commission considered the West Berkshire Forward Plan (Agenda Item 18) for the period covering November 2010 to February 2011.

RESOLVED that the Forward Plan would be noted.

94. Overview and Scrutiny Management Commission and Select Committee Work Programme

The Commission considered the work programme of the Commission and Select Committees for the remainder of 2010/11 (Agenda Item 19).

RESOLVED that the work programme would be noted.

(The meeting commenced at 6.30pm and closed at 8.40pm)

CHAIRMAN

Date of Signature

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Agenda Item 9.

Title of Report:	Greener Select Committee
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	7 December 2010

Purpose of Report: To provide an update on the work of the Select Committee.

Recommended Action: To note the information.

Greener Select Committee Chairman	
Name & Telephone No.:	Councillor Emma Webster – Tel (0118) 9411676
E-mail Address:	ewebster@westberks.gov.uk
Contact Officer Details	
Name:	David Cook
Job Title:	Principal Policy Officer
Tel. No.:	01635 519475
E-mail Address:	dcook@westberks.gov.uk

Executive Report

1. Introduction

- 1.1 This report provides an update on the work undertaken by the Greener Select Committee since the report made at the last OSMC meeting.

2. Progress made

- 2.1 The Greener Select Committee has been undertaking a review into the use of local resources, initially focusing on the use of local food.
- 2.2 At the meeting on 7 September 2010 the Select Committee considered evidence from Newbury Town Council with regards to the work they do managing allotments.
- 2.3 The evidence given formed part of the review. The draft recommendations were approved by the Select Committee and passed to the Overview and Scrutiny Management Commission who approved the recommendations at its meeting on 2 November 2010.
- 2.4 The final recommendations of the review are due to be considered by the Executive on 17 February 2011.
- 2.5 The Committee also considered evidence from Andrew Deacon, Waste Manager, regarding assisted waste collection and fly tipping.
- 2.6 The Public Transport Task Group met on 1 October 2010 and considered evidence from John Blacker (Mobility and Inclusion Manager, First Great Western).

3. Discussion items scheduled for the next meeting

- 3.1 The next meeting of the Greener Select Committee is scheduled to take place on 14 December 2010.
- 3.2 The Committee will be reviewing the Council's Rights of Way Improvement Plan.
- 3.3 The Committee will also consider a report in response to two petitions submitted to Council regarding the Council's obligations to stimulate renewable electricity generation within West Berkshire and if the Council could generate environmentally sustainable green energy on the Council's offices, schools, leisure centres and other properties.

4. Work Programme

- 4.1 The latest work programme for the Select Committee is contained within Appendix A of item 15 of this agenda.

Appendices

There are no Appendices to this report.

Title of Report:	Healthier Select Committee Update
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	7 December 2010

Purpose of Report: To provide an update on the work of the Healthier Select Committee.

Recommended Action: To note for information.

Greener Select Committee Chairman	
Name & Telephone No.:	Councillor Geoff Findlay – Tel: (01635)871992
E-mail Address:	gfindlay@westberks.gov.uk

Contact Officer Details	
Name:	Jo Naylor
Job Title:	Principal Policy Officer
Tel. No.:	(01635) 503019
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Executive Report

1. Introduction

- 1.1 The Healthier Select Committee has not met since the update provided to the last Commission meeting.
- 1.2 Work is underway preparing for the 20 January 2011 meeting of the Healthier Select Committee. The main item on this agenda will be delayed discharges ('bed blocking') following reports of increased numbers of beds being blocked at both the Royal Berkshire Hospital and the West Berkshire Community Hospital.
- 1.3 The review will hear evidence of managers from Adult Social Care, those from the Royal Berkshire Hospital, the West Berkshire Community Hospital and the NHS Berkshire West Primary Care Trust. Members will investigate the reasons and possible actions that can be taken to improve the situation.
- 1.4 Other future topics for the Select Committee will be progress against health performance indicators for the District and the impact of the national review of Adult Social Care on local services.

2. Work Programme

- 2.1 The latest work programme for the Select Committee is contained within Appendix A of Item 15 of this agenda.

Appendices

There are no Appendices to this report.

Agenda Item 11.

Title of Report:	Resource Management Select Committee
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	7 December 2010

Purpose of Report: To provide an update on the work of the Select Committee.

Recommended Action: To note the information.

Resource Management Select Committee Chairman	
Name & Telephone No.:	Councillor Jeff Brooks – Tel (01635) 47391
E-mail Address:	jbrooks@westberks.gov.uk

Contact Officer Details	
Name:	Stephen Chard
Job Title:	Policy Officer (Scrutiny Support)
Tel. No.:	01635 519462
E-mail Address:	schard@westberks.gov.uk

Executive Report

1. Introduction

- 1.1 The Select Committee met on 11 November 2010 and the draft minutes are attached at Appendix A. A summary of the main discussions held are as follows:

Community Services Directorate budget

- 1.2 Concerns were raised in relation to a number of budget pressures within the Community Services Directorate and it was agreed that this issue will be returned to at a future meeting. The primary focus of this work will be on Adult Social Care.

Property contracts and contractors in schools

- 1.3 An update was provided on the work undertaken to improve the services provided to schools. A Maintenance Term Contract (MTC) working group has been formed to produce the specification for the new MTC which is due for renewal in April 2011. This group includes representatives from schools to ensure that the requirements of schools are met where possible. Work on the new MTC is well advanced and a final draft/completed document will be presented at the special Select Committee being held on 14 December 2010. The latest information on the level of buy back from schools will also be reported.
- 1.4 The existing process for approving work/invoices within the Council and schools was explored. This did have some safeguards to help ensure that work was completed satisfactorily and the cost was reasonable and appropriate. However, it was not possible to enhance this process to ensure that schools approved invoices for all works undertaken due to the restrictions of the existing contract. Members felt that the new MTC should enable schools to approve all work undertaken before payment is made.
- 1.5 The level of minor work provided within the existing MTC has been reduced as previously resolved by the Select Committee. The majority of schools are utilising the handy person provided by Property or have a caretaker.
- 1.6 A school satisfaction survey is planned six months after the introduction of the new MTC.

Chief Executive Directorate budget

- 1.7 Nick Carter attended the meeting to provide information on the level of underspend within the Directorate budget in recent financial years, particularly in the latter part of previous years.
- 1.8 The increase to the underspend in 2008/09 was felt to be fairly reasonable. However, Nick Carter accepted that the increase in 2009/10 was significant (a month 9 forecast of £133k underspent to an outturn position of £416k underspent). The factors contributing to this were explored and are detailed in the minutes.

1.9 Members agreed to undertake more detailed analysis at the next meeting to identify any trends causing such increases. This will be supported by data covering the previous four financial years.

1.10 The month 5 budget position across the Council was also reported and noted.

2. Discussion items scheduled for the next meeting

2.1 A special meeting of the Select Committee has been arranged for 14 December 2010 and the draft agenda items are as follows:

(1) To receive and comment on the draft Asset Management Plan prior to its presentation at Executive.

(2) Month 6 revenue and capital budget reports. This is an exception to the budget reporting process as, at the request of the Leader of the Council, the Select Committee will be considering a quarterly report prior to its approval at Executive. This is due to the cancellation of the Executive meeting scheduled for 25 November 2010.

(3) Information will also be provided as described in the above section.

2.2 It has also been agreed to hold a further special meeting in January 2011. This will discuss pressures within the Community Services Directorate budget, the month 8 position for the Council and the work undertaken to assess and ensure value for money.

3. New item for consideration

3.1 Members supported the addition of an item relating to the Local Land and Property Gazetteer (LLPG), this holds a range of property related information and links to a number of separate Council databases. This was forwarded from the Stronger Communities Select Committee Housing Register Task Group where it was identified that it was not possible for non Council maintained systems to link to the LLPG. The Resource Management Select Committee will review the potential for improvement in this area. The Commission is asked to approve this addition to the work programme.

4. Work Programme

4.1 The latest work programme for the Select Committee is contained within Appendix A of item 15 of this agenda.

Appendices

Appendix A – Resource Management Select Committee minutes from 11 November 2010.

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DRAFT

Note: These Minutes will remain DRAFT until approved at the next meeting of the Committee

RESOURCE MANAGEMENT SELECT COMMITTEE

MINUTES OF THE MEETING HELD ON THURSDAY, 11 NOVEMBER 2010

Councillors Present: Jeff Brooks (Chairman), Richard Crumly, Dave Goff, David Rendel, Laszlo Zverko (Vice-Chairman)

Also Present: Councillor Keith Chopping (Portfolio Holder for Finance, Economic Development, Property, Health and Safety), Steve Broughton (Head of Property and Public Protection), Nick Carter (Chief Executive), Andy Walker (Head of Finance), Stephen Chard (Policy Officer)

Apologies for inability to attend the meeting: Councillor David Holtby

PART I

28. Minutes

The Minutes of the meeting held on 13 September 2010 were approved as a true and correct record and signed by the Chairman.

29. Declarations of Interest

There were no declarations of interest received.

30. Actions from previous Minutes

The Committee considered a report providing the information requested at the last meeting (Agenda Item 4).

Newbury Cinema Subsidy

Nick Carter advised that financial data needed to be provided by the Kennet Centre before the subsidy would be paid. A budget provision was in place to cover the subsidy, if required, and would need to be available for a five year period.

Quarterly Budget Reports

Although, as an exception, the Quarter 2 budget report would be provided to the Committee without being first presented to the Executive, the decision had been taken by the Portfolio Holder for Finance (Councillor Keith Chopping) that these reports should be taken to the Executive in the first instance as the formal decision making body.

Some Members of the Committee were of the view that this approach made scrutiny of the quarterly reports meaningless when they had already been signed off and consultation should take place before Executive meetings to enable recommendations for improvement to be made.

Councillor Chopping reasserted his view that the process of quarterly reports being approved by the Executive should continue, before views were sought from the Committee. However, Councillor Chopping consented to discuss this further with Executive Members and senior Officers.

In considering the budget reporting timetable, it was suggested that it would be useful to hold a Committee meeting in January 2011 to consider the month 8 position.

Capital depleters (Adult Social Care)

It was noted in the month 5 report that there had been a sharp increase in the number of people who were previously self funding whose capital had depleted and were eligible for support. It was felt that this had risen on an annual basis and the accuracy of budget forecasting was questioned.

Andy Walker advised that this issue was under close scrutiny within Community Services and was felt to be due to a variety of reasons, including the current economic situation. A contingency budget was held based on the best information available.

Nick Carter assured Members that benchmarking analysis was undertaken both within the Directorate and in the Finance service area, and suggested that the Corporate Director for Community Services be invited to a future meeting to discuss this and other measures being taken to manage the Directorate budget. In particular, this should focus on Adult Social Care.

Placing a charge against an individual's property to contribute or pay for their care

It was agreed that an update on developments with this work would be provided as part of the item to discuss the Community Services Directorate budget.

Budget for new and unexpected care packages for clients with a learning disability

A contingency budget was not held for unexpected clients with learning disabilities. Work being undertaken to manage this issue would be included as part of the item to discuss the Community Services Directorate budget.

Street lighting contract

Councillor Chopping confirmed that the potential to turn off some street lights could be considered at a later stage to achieve savings, assuming there would be no risk to safety in doing so.

The procurement of the contract was touched upon at the last meeting and in follow up, Nick Carter advised that the street lighting team had been able to spot purchase electricity at a very good rate. However, this aspect had not been carried forward as part of the Berkshire wide procurement process that had been entered into for some contracts. Other than achieving some limited corporate savings and benefiting schools, this Berkshire wide approach did not provide significant benefits for the Council as good rates had already been negotiated in many cases.

West Street House and West Point running costs

Steve Broughton explained that actual costs had proved to be higher than estimated. This was due to the fact that these were higher specification buildings and, because of the tight timeframes when purchasing the buildings, costs of utilities, maintenance etc had to be estimated.

Capital expenditure in the Community Services Directorate

It was noted that the level of uncommitted expenditure had reduced slightly between quarters one and two.

Land charges income

A budget pressure of nearly £50k was noted by the Committee as a result of a reduction in land charges income. Nick Carter explained that this was primarily due to decisions taken by the Government to abandon Home Information Packs and to remove the personal search fee. The general stagnation in the housing market was another contributing factor. This was an ongoing pressure which was included in the base budget.

RESOLVED that:

- (1) Councillor Keith Chopping would discuss the release of quarterly budget reports with Executive Members and senior Officers.
- (2) Consideration would be given to holding a Committee meeting in January 2011 to consider the month 8 position.
- (3) Teresa Bell, Corporate Director for Community Services, would be invited to a future meeting to discuss the measures being taken to manage the Directorate budget. In particular, this should focus on Adult Social Care.

31. Property contracts and contractors in schools

The Committee considered a report (Agenda Item 5) giving an update on the action undertaken, since this item was last discussed, to improve property services provided to schools.

One of the resolutions was to explore ways in which schools could have greater responsibility for approving invoices for works undertaken to ensure payments were appropriately made.

Steve Broughton explained that this was being considered by the Maintenance Term Contract (MTC) working group, which had been formed to produce the specification for the new MTC. This was due for renewal in April 2011. This group was represented by primary and secondary schools to ensure that the requirements of schools were met where possible.

Unfortunately it was not possible to enhance this process within the existing contract as it was not in the original specification and invoices submitted covered a number of separate items. In addition, schools could not access the Council's financial system, Agresso, and authorisation had therefore been given by schools to Property to approve payments. Andy Walker added that efforts were being made to upgrade Agresso to allow access for schools. This upgrade was being undertaken alongside work on the new MTC.

In the event that further work was found to be required in addition to that already requested by a school as part of an emergency call out, then it was the responsibility of the school to sign off the additional work. This often took place on site with the acceptance that the invoice would be higher without knowing the total cost. If the work was not of an urgent nature then a quote could be requested before work proceeded. On receipt of the invoice by Property, the difference to the original order/cost would be discussed with the school to ascertain if this was reasonable and appropriate. Kier would be challenged if necessary and, if the work was not completed satisfactorily, they would be requested to return to site to complete the work. If payment was made in such an instance, then the contract warranty offered protection.

The Select Committee were of the view that the new MTC should enable schools to approve all work undertaken before payment was made.

The level of minor work provided within the existing MTC had been reduced as previously resolved and the majority of schools were either accessing the handy person service provided by Property or they employed a caretaker. Although not using the MTC for minor works was a decision for schools to take and could not be insisted upon.

The services offered by Property to schools were part of a fair funding agreement and there was no mark up on the cost.

It was noted that the majority of school buildings were owned by the Council. However, the majority of maintenance money was held by schools and concerns were therefore

RESOURCE MANAGEMENT SELECT COMMITTEE - 11 NOVEMBER 2010 - MINUTES

raised that if a school procured work directly and encountered difficulties, this would need to be rectified by the Council. Steve Broughton explained that this was managed by the Education Assets Team and schools were required to inform this team of work they arranged themselves. Nick Carter added that the Council also had responsibility for school buildings owned by the school, in order to ensure that the welfare of children was protected.

It was the intention of the Education Assets Team to continue to monitor work undertaken, which was not the case in all local authorities, but resources did not allow for monitoring of all work commissioned.

School buildings were surveyed every five years, unless they had major projects ongoing. These were conducted by an external surveyor. It was suggested that Governors could be asked to provide a building report on a more frequent basis.

Work on the specification for the new MTC was well advanced, but further procurement work was still required. This involved procuring a list of contractors who could cover different types of work. Those included would be able to bid for jobs which would encourage more competitive pricing. The MTC would be advertised through the Official Journal of the European Union (OJEU). The Committee asked to receive the draft specification/an update prior to approval, if timescales allowed.

The decision to not conduct a satisfaction survey at this time was understood by Members to allow time for the introduction of the revised MTC and other Property service improvements to be implemented. However, the Select Committee requested that the survey be undertaken six months into the new MTC. This timescale was agreed to by Steve Broughton.

Steve Broughton advised that there was a reduction in the level of negative feedback received. It was felt though that the level of buy back into the new MTC would be a good test of school's opinion of the services provided. Information on the level of buy back would be provided to the Committee when available.

RESOLVED that:

- (1) The new MTC should enable schools to approve all work undertaken before payment was made.
- (2) The draft specification/an update would be discussed, prior to approval, at a future meeting of the Committee, if timescales allowed.
- (3) A satisfaction survey would be undertaken six months after the introduction of the new MTC.
- (4) Information on the level of buy back into the new MTC would be provided to the Committee when available.

32. Chief Executive Directorate budget

The Committee considered a report (Agenda Item 6) concerning the underspend within the Chief Executive Directorate budget in previous financial years and the current position.

This was raised by the Committee as a concern at a previous meeting, particularly due to the increased underspend in the latter part of previous financial years.

Nick Carter provided the following information:

- An underspend of £22k was forecast at month 9 in 2008/09. The outturn position was £104k underspent. This was felt to be a reasonable increase.

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- There was often a call for expenditure restraint during the third and fourth quarters of the financial year, namely with recruitment costs and discretionary spend, to help meet overspends within other Council directorates and services. There was an expectation within the Executive that the support service functions within the Chief Executive Directorate would help meet necessary savings, above more front line services which might have essential posts needing to be filled. Vacant posts could impact negatively on performance levels.
- There was a more significant increase to the underspend in 2009/10 than in previous years. The month 9 forecast was an underspend of £133k and the outturn position was £416k underspent. This varied by service area, with the most significant underspend increase in Policy and Communication (£104k at month 9 and £220k at outturn). This was primarily due to savings with the CCTV contract and the fact that underspends had not been fully reported at month 9 in some parts of the service.
- The Chief Executive Directorate was set a savings target of £125k. This helped to ensure that the Council's budget balanced in 2009/10.
- The £416k underspend was not built into the 2010/11 budget. These savings would only be retained if agreed as part of the 2010/11 budget.
- Each service had a managed vacancy factor (MVF) of between 3-3.5%, this was based on turnover. However, the level of turnover was reducing and some services had been required to meet their MVF target from elsewhere within the budget. MVF savings were separate to the service reductions already discussed and increasing MVF targets had not been considered.
- The current forecast for 2010/11 was an underspend of around £100k. No significant changes were expected later in the financial year, part of this was due to a reduction in turnover.

Members felt that some analysis should be undertaken to assess whether the increased underspend between month 9 and the outturn position in recent years was a clearly identifiable trend. This could enable money in the Chief Executive Directorate budget to be allocated to pressures elsewhere in the Council.

Nick Carter agreed to provide additional data on the previous four financial years in time for the next meeting to help analyse whether this was the case. This would be detailed by service from months 3 to 12.

Andy Walker added the following points:

- The month 9 forecast had been used to help inform savings to assist with the outturn position and would be used again in future.
- The Directorate budget had reduced over recent years.
- Benchmarking data showed that the Council's Chief Executive Directorate budget was in the lowest quartile.
- Service areas were efficient and there was not felt to be unnecessary slack in the budget.

A concern was raised by a Member that there should be no reliance on the Chief Executive Directorate finding savings as this might not always be the case in future years.

RESOLVED that Nick Carter would provide additional data on the previous four financial years in time for the next meeting. This would be detailed by service from months 3 to 12 to help identify any trends.

33. Financial Performance report (Month 5)

The Committee considered the month 5 revenue budget as part of the financial performance report (Agenda Item 7).

Andy Walker introduced the report by making the following points:

- The current forecast for the year end position was an overspend of just over £1.5m. This was an improvement of £209k from the month 4 forecast.
- All Directorates, other than Community Services, were forecasting close to their budget. Due to pressures within Adult Social Care, the Community Services Directorate was predicting a significant overspend.
- The month 5 position was largely unchanged in month 6.
- The movement through reserves figure of £155k related to a provision set aside from an ex Berkshire County Council liability which was no longer required. This linked to the reduced underspend in capital financing and management. Andy Walker agreed to provide further detail in a Part 2 report.

A request was made for summary information to be provided for levies and interest as was the case for the Directorates. Andy Walker agreed to provide this in future.

The forecast expenditure in the Corporate Director (CYP) budget of -£9k was queried and Andy Walker agreed to investigate and report back on this at the next meeting.

The significant difference in the forecast for Youth Services and Commissioning was queried. This changed from an overspend in month 4 of £32k to an underspend of £134k in month 5. Andy Walker offered to include further detail on this within the month 6 report, but it was felt that this was due to changes in income from month to month.

The reduced demand for concessionary fares was queried. It was believed that while there was a high level of bus pass applications, usage was less than expected. Andy Walker agreed to provide some background to this.

RESOLVED that:

- (1) The month 5 report would be noted, including the risk that the budget position in Adult Social Care could worsen.
- (2) Andy Walker would:
 - provide further detail on the movement through reserves/capital financing and management figures as a Part 2 report;
 - provide summary information for levies and interest in future reports;
 - investigate and report back on the forecast expenditure in the Corporate Director (CYP) budget;
 - include further detail on the significant difference in the forecast for Youth Services and Commissioning between months 4 and 5;
 - provide further detail on the reduced demand for concessionary fares.

34. Work Programme

The Committee considered the Resource Management Select Committee Work Programme (Agenda Item 8).

The potential to hold a special meeting in December was discussed. This meeting would hopefully consider the Asset Management Plan (AMP) and, at the request of the Executive as an exception, the Quarter 2 Financial Performance Report. It was hoped by Officers present, Nick Carter and Steve Broughton, and Councillor Keith Chopping, Portfolio Holder for Property, that the AMP would prove to be acceptable at Management Board on 25 November 2010 and therefore considered by the Committee prior to the Executive.

It was also agreed that a special meeting would be held in January 2011 to consider the month 8 position and pressures/remedial action taken within the Community Services Directorate.

It was advised that during a meeting of the Stronger Communities Select Committee Common Housing Register Task Group an issue was raised with regard to the Local Land and Property Gazetteer (LLPG). The LLPG was able to hold a range of property related information and was able to link to a number of separate Council databases. However, this was not possible for non Council maintained systems and the Resource Management Select Committee was asked to review the potential for improvement. This item was added to the work programme.

RESOLVED that:

- (1) Special meetings would be arranged for Tuesday 14 December 2010 and in January 2011.
- (2) The item relating to the LLPG would be added to the work programme.

(The meeting commenced at 6.35pm and closed at 8.25pm)

CHAIRMAN

Date of Signature

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Title of Report:	Safer Select Committee
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	7 December 2010

Purpose of Report: To provide an update on the work of the Safer Select Committee.

Recommended Action: To note for information

Safer Select Committee Chairman	
Name & Telephone No.:	Councillor Quentin Webb – Tel (01635) 202646
E-mail Address:	qwebb@westberks.gov.uk
Contact Officer Details	
Name:	Elaine Walker
Job Title:	Principal Policy Officer (Equality and Diversity)
Tel. No.:	01635 519441
E-mail Address:	ewalker@westberks.gov.uk

Executive Report

1. Introduction

- 1.1 This report provides an update on the work undertaken by the Safer Select Committee since the report made at the last OSMC meeting.
- 1.2 The Committee have not met since the last report to the OSMC. Their next meeting will take place on 6 December 2010.

2. Installation of Automatic Fire Suppression Systems

- 2.1 The final report of the Safer Select Committee into whether a policy should be adopted regarding the installation of automatic fire suppression systems in Council buildings will be presented at Corporate Board on 7 December 2010, followed by Management Board on 16 December 2010 and Executive on 13 January 2011.
- 2.2 The Committee will be visiting St Bartholomew's School on 1 December 2010 to view the newly installed automatic fire suppression system in a school setting.

3. Work Programme

- 3.1 The Committee will be reviewing the following items at their next meeting:
 - (1) A review of the gating orders protocol established in 2008;
 - (2) Community Empowerment;
 - (3) Integrated Offender Management Scheme;
 - (4) 'Designing out Crime' – planning policies.
- 3.2 The latest work programme for the Select Committee is contained within Appendix A of item 15 on this agenda.

Appendices

There are no Appendices to this report.

Agenda Item 13.

Title of Report:	Stronger Communities Select Committee
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	7 December 2010

Purpose of Report: To provide an update on the work of the Select Committee.

Recommended Action: To note the information.

Stronger Communities Select Committee Chairman	
Name & Telephone No.:	Councillor Irene Neill – Tel (0118) 9712671
E-mail Address:	ineill@westberks.gov.uk

Contact Officer Details	
Name:	Stephen Chard
Job Title:	Policy Officer (Scrutiny Support)
Tel. No.:	01635 519462
E-mail Address:	schard@westberks.gov.uk

Executive Report

1. Introduction

1.1 The Select Committee has not met since the last OSMC report.

2. Housing Register Task Group

2.1 The Housing Register task group met for the second time on 5 November 2010, this concluded its work. A report, including recommendations, is in draft form and will be approved by the task group before it is reported to the next meeting of the Select Committee, currently scheduled for 27 January 2011. The report will then be brought to the Commission for approval.

3. Discussion items scheduled for the next meeting

3.1 The date of the next meeting, currently 27 January 2011, is likely to be rearranged to accommodate the items proposed on the work programme.

4. Work Programme

4.1 The latest work programme for the Select Committee is contained within Appendix A of item 15 of this agenda.

Appendices

There are no Appendices to this report.

Agenda Item 14.

Title of Report:	West Berkshire Forward Plan
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	7 December 2010

Purpose of Report: To advise the Overview and Scrutiny Management Commission of items to be considered by West Berkshire Council from December 2010 to March 2011 and decide whether to review any of the proposed items prior to the meeting indicated in the plan.

Recommended Action: That the Overview and Scrutiny Management Commission considers the West Berkshire Council Forward Plan for December 2010 to March 2011 and recommends further action as appropriate.

Overview and Scrutiny Management Commission Chairman	
Name & Telephone No.:	Councillor Brian Bedwell – Tel (0118) 9420196
E-mail Address:	bbedwell@westberks.gov.uk

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

Contact Officer Details	
Name:	Stephen Chard
Job Title:	Policy Officer (Scrutiny Support)
Tel. No.:	01635 519462
E-mail Address:	schard@westberks.gov.uk

Executive Report

1. Introduction

- 1.1 The Forward Plan attempts to cover all decisions, not just those made by the Executive, which the Authority intends to take over the next 4 months. The Forward Plan, attached at Appendix A, for the months of December 2010 to March 2011, also shows the decision path of each item including Council, Executive and Individual Decisions.
- 1.2 In order to hold the Executive to account, Overview and Scrutiny Management Commission Members are asked to identify any forthcoming decisions which may be appropriate for scrutiny.

Appendices

Appendix A – West Berkshire Council Forward Plan – December 2010 to March 2011

West Berkshire Council Forward Plan – December 2010 to March 2011

Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact & Ext. No.	Lead Member (Portfolio Holder for . . .)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
ID2167	Newbury Racecourse - Proposed waiting restrictions <i>To consider the responses received during statutory consultation.</i>	ID	01/12/10	Environment	Andrew Garratt	Highways, Transport (Operations) & ICT		TBC	Statutory consultees, general public, Parish Council and Ward Members		01 December 2010
ID2069	Adoption of Parish Plans <i>To adopt Parish Plans.</i>	ID	01/12/10	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions		TBC			01 December 2010
ID2070	Approval of Village Design Statements <i>To approve Village Design Statements.</i>	ID	01/12/10	Chief Executive	Paula Amorelli (2233)	Planning, Housing, Transport Policy		TBC			01 December 2010
ID2165	Westridge Green, Aldworth - Proposed 30mph speed limit <i>To consider the responses received during statutory consultation.</i>	ID	01/12/10	Environment	Andrew Garratt	Highways, Transport (Operations) & ICT		TBC	Statutory consultees, general public, Parish Council and Ward Members		01 December 2010
ID2090	West Berkshire Standing Advisory Council on Religious Education <i>To agree to the appointment of Mr. M.A. Harwood as the replacement Church of England representative on Group B</i>	ID	01/12/10	Chief Executive	Jayne Mann	Education		TBC			01 December 2010
ID2190	Local Development Framework Annual Monitoring Report 2010 <i>To agree the Annual Monitoring Report for publication</i>	ID	01/12/10	Environment	Caroline Peddie	Planning, Housing, Transport Policy		TBC			01 December 2010

DECEMBER 2010

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 – December 2010 to March 2011

Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact & Ext. No.	Lead Member (Portfolio Holder for . . .)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
ID2071	West Berkshire Forward Plan - January 2011 to April 2011 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	16/12/10	Chief Executive	Moira Fraser (2045)	Leader of the Council		08/12/10		Not subject to call in.	01 December 2010
C1982	West Berkshire Council Timetable of Public Meetings <i>To agree the timetable of public meetings for the year 2011/12.</i>	C	09/12/10 C	Chief Executive	Moira Fraser	Leader of the Council		01/12/10			01 December 2010
C2003	Stronger Leader and Cabinet Model - Outcomes of Consultation <i>To consider adopting new style leader and cabinet arrangements following consultation exercise.</i>	C	15/11/10 GA 09/12/10 C	Chief Executive	David Holling	Leader of the Council		05/11/10 GA 01/12/10 C			01 December 2010
C2162	Designation of a New Conservation Area in Peasmore and Adoption of the Peasmore Conservation Area Appraisal <i>To designate a new Conservation Area in Peasmore and adopt the Peasmore Conservation Area Appraisal.</i>	C	09/12/10 C	Environment	Bryan Lyttle	Planning, Housing and Transport Policy		01/12/10	English heritage, other national and local heritage societies, local stakeholders including local residents, Ward and Parish Councillors		01 December 2010
C2163	Streathley Conservation Area Appraisal	C	09/12/10 C	Environment	Bryan Lyttle	Planning, Housing and Transport Policy		01/12/10	English heritage, other national and local heritage societies, local stakeholders including local residents, Ward and Parish Councillors		01 December 2010

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ID =	Executive
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West Berkshire Council Forward Plan – December 2010 to March 2011

Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact & Ext. No.	Lead Member (Portfolio Holder for . . .)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
C2164	Appointment of Designated Scrutiny Officer <i>A Statutory Requirement to appoint someone to the role of Scrutiny Officer.</i>	C	15/11/10 GA 09/12/10 C	Democratic Services	Moirra Fraser	Leader of the Council		05/11/10 GA 01/12/10 C			01 December 2010
C1886	Amendments to the Constitution - Scheme of Delegation <i>To include Part 10 of the Town and Country Planning Act to the Head of Planning and Trading Standards.</i>	C	15/11/10 GA 09/12/10 C	Chief Executive	Andy Day	Leader of the Council		05/11/10 GA 01/12/10 C		Moved from May Council cycle	01 December 2010
C2173	Licensing Policy (Alcohol)	C	09/12/10 C	Environment	Brian Leahy	Environment, "Cleaner Greener", Public Protection, Customer Services		01/12/10			01 December 2010
	Junior Citizen of the Year Award 2010	C	09/12/10 C	Chief Executive	Jo Watt	Chairman of the Council		01/12/10			01 December 2010
JANUARY 2011											
ID2148	Dorneywood Way area, Newbury - Proposed 20mph speed limit zone <i>To consider the responses received during statutory consultation.</i>	ID	01/01/11	Environment	Andrew Garratt	Highways, Transport (Operational) & ICT		TBC			01 January 2011
ID2153	A340 Tidmarsh Road - 40mph speed limit <i>To consider the responses received during statutory consultation.</i>	ID	01/01/11	Environment	Andrew Garratt	Highways, Transport (Operational) & ICT		TBC			01 January 2011
ID2053	West Berkshire District Council Order, Station Road, Kintbury, 40mph speed limit	ID	01/01/11	Environment	Andrew Garratt	Highways, Transport (Operational) & ICT		TBC			01 January 2011

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West Berkshire Council Forward Plan – December 2010 to March 2011

Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact & Ext. No.	Lead Member (Portfolio Holder for . . .)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
ID2144	Speed Limit Review - October 2010 <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	01/01/11	Environment	Andrew Garratt	Planning, Housing, Transport Policy		TBC			01 January 2011
ID2075	Adoption of Parish Plans <i>To adopt Parish Plans.</i>	ID	01/01/11	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions		TBC			01 January 2011
ID2076	Approval of Village Design Statements <i>To approve Village Design Statements.</i>	ID	01/01/11	Chief Executive	Paula Amorelli (2233)	Planning, Housing, Transport Policy		TBC			01 January 2011
ID2166	Hampstead Norreys - Proposed 40mph speed limit <i>To consider the responses received during statutory consultation.</i>	ID	01/01/11	Environment	Andrew Garratt	Highways, Transport (Operational) & ICT		TBC	Statutory consultees, general public, Parish Council and Ward Members		01 January 2011
ID2186	Reading Road Burghfield - Proposed 50mph Speed Limit <i>To consider the responses received during statutory consultation.</i>	ID	01/01/11	Environment	Andrew Garratt	Highways, Transport (Operational) & ICT		TBC			01 January 2011
ID2185	Various Villages Parking Review 2010 - Amendment No 8 <i>To consider the responses received during statutory consultation.</i>	ID	04/01/11	Environment	Andrew Garratt	Highways, Transport (Operational) & ICT		TBC			01 January 2011

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West Berkshire Council Forward Plan – December 2010 to March 2011

Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact & Ext. No.	Lead Member (Portfolio Holder for . . .)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
ID2074	West Berkshire Forward Plan - February 2011 to May 2011 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	13/01/11	Chief Executive	Moira Fraser (2045)	Leader of the Council		05/01/11		Not subject to call in.	01 January 2011
EX2107	Council Plan Outcomes 2010/11: Quarterly Performance Update - Q2 <i>To report quarterly performance against each of the outcomes identified in the 2010/11 Council Plan and to report remedial action being taken, where targets were not projected to be met.</i>	EX	13/01/11 EX	Chief Executive	David Cook	Strategy, Performance, Community Safety		06/01/11	Performance officers, EPMG/IPG		01 January 2011
EX2119	Establishment Report Q2 2010/11	EX	13/01/11 EX	Chief Executive	Robert O'Reilly	Strategy, Performance, Community Safety		06/01/11			01 January 2011
EX2028	Empowering West Berkshire	EX	13/01/11 EX	Chief Executive	Andy Day	Portfolio Holders for Leisure & Culture and Community Care		06/01/11			01 January 2011
EX2157	Response to the Scrutiny Review into the Performance of Schools in West Berkshire <i>To respond to the recommendations of the Overview and Scrutiny Management Commission following the investigations into the performance of schools in West Berkshire.</i>	EX	13/01/11 EX	Children and Young People	Andy Tubbs	Education		06/01/11			01 January 2011

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West Berkshire Council Forward Plan – December 2010 to March 2011

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EX2170	Newbury Town Centre Traffic Management Issues - Second Report <i>For the Executive to consider the feedback received from the various interest groups and organisations consulted on the Council's proposals for revised traffic management in the town centre and to seek authority to proceed as recommended.</i>	EX	13/01/11 EX	Environment	Mark Cole	Highways, Transport (Operational) & ICT		06/01/11	Interest groups and organisations listed in first report dated 18/02/10 already consulted. Individual stakeholders to be advised on proposals when approved by Executive. Statutory advertisement and consultation on required Traffic Regulation Orders (TRO's)		01 January 2011
EX2177	Taxbase 2011-12	EX	13/01/11 EX	Chief Executive	Joseph Holmes			06/01/11			01 January 2011
EX2174	Future Governance of the West Berkshire Partnership Framework	EX	13/01/11 EX	Chief Executive	Sam Shepherd			06/01/11			01 January 2011
FEBRUARY 2011											
ID2078	Adoption of Parish Plans <i>To adopt Parish Plans.</i>	ID	01/02/11	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions		TBC			01 February 2011
ID2079	Approval of Village Design Statements <i>To approve Village Design Statements.</i>	ID	01/02/11	Chief Executive	Paula Amorelli (2233)	Planning, Housing, Transport Policy		TBC			01 February 2011

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ID2077	West Berkshire Forward Plan - March 2011 to June 2011 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	10/02/11	Chief Executive	Moira Fraser (2045)	Leader of the Council		02/02/11		Not subject to call in.	01 February 2011
GAC2114	Internal Audit Q2 2010/11	GA	14/02/11 GA	Chief Executive	Ian Priestley	Strategy, Performance, Community Safety		04/02/11			01 February 2011
GAC2117	Strategic Risk Register Q2 2010/11	GA	14/02/11 GA	Chief Executive	Ian Priestley	Strategy, Performance, Community Safety		04/02/11			01 February 2011
GAC1905	Anti Fraud Strategy <i>To put in place an Anti Fraud Strategy for the Council that meets best practice.</i>	GA	14/02/11 GA	Chief Executive	Ian Priestley	Finance, Economic Development, Property, Health and Safety		04/02/11	Corporate Board, External Auditors		01 February 2011
EX2160	West Berkshire Admission Arrangements 2012-13 for Community and Voluntary Controlled Schools and Co-ordinated Admission Scheme <i>To determine the West Berkshire Admission Arrangements for Community and voluntary Controlled Schools and the Co-ordinated Admissions Scheme.</i>	EX	17/02/11 EX	Children and Young People	Malcolm Berry	Education		09/02/11			01 February 2011
EX2048	Financial Report Q3 2010/11	EX	17/02/11 EX	Chief Executive	Andy Walker	Finance, Economic Development, Property, Health and Safety		09/02/11			01 February 2011

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EX2191	Scrutiny Review on the Use of Local Resources – Local Food <i>To consider the findings of the Greener Select Committee review into local food</i>	EX	17/02/11 EX	Environment	Adrian Slaughter	Environment, "Cleaner Greener", Public Protection, Customer Services		09/02/11			01 February 2011
MARCH 2011											
ID2081	Adoption of Parish Plans <i>To adopt Parish Plans.</i>	ID	01/03/11	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions		TBC			01 March 2011
ID2082	Approval of Village Design Statements <i>To approve Village Design Statements.</i>	ID	01/03/11	Chief Executive	Paula Amorelli (2233)	Planning, Housing, Transport Policy		TBC			01 March 2011
ID2080	West Berkshire Forward Plan - April 2011 to July 2011 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	17/03/11	Chief Executive	Maira Fraser (2045)	Leader of the Council		09/03/11		Not subject to call in.	01 March 2011
EX2108	Council Plan Outcomes 2010/11: Quarterly Performance Update - Q3 <i>To report quarterly performance against each of the outcomes identified in the 2010/11 Council Plan and to report remedial action being taken, where targets were not projected to be met.</i>	EX	31/03/11 EX	Chief Executive	David Cook	Strategy, Performance, Community Safety		23/03/11	Performance officers, EPMG/IPG		01 March 2011
EX2120	Establishment Report Q3 2010/11	EX	31/03/11 EX	Chief Executive	Robert O'Reilly	Strategy, Performance, Community Safety		23/03/11			01 March 2011

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C2183	Care Quality Commission Annual Rating for Adult Social Care 2009-10 <i>To publicly note the Care Quality Commission grading for Adult Social Care for 2009-10.</i>	EX	13/01/11 EX 03/03/11 C	Community Services	Jeanette Chappell	Community Care, Pensions, Insurance		06/01/11 EX 24/02/11 C			01 March 2011
C2178	Budget 2011-12	C	17/02/11 EX 03/03/11 C	Chief Executive	Andy Walker	Leader of the Council		09/02/11 EX 24/02/11 C			01 March 2011
C2179	MTFS	C	17/02/11 EX 03/03/11 C	Chief Executive	Andy Walker	Leader of the Council		09/02/11 EX 24/02/11 C			01 March 2011
C2180	Borrowing Limits	C	17/02/11 EX 03/03/11 C	Chief Executive	Andy Walker	Leader of the Council		09/02/11 EX 24/02/11 C			01 March 2011
C2181	Capital Strategy and Programme	C	17/02/11 EX 03/03/11 C	Environment	John Ashworth	Leader of the Council		09/02/11 EX 24/02/11 C			01 March 2011
C2104	Amendments to Part 10 of the Council's Constitution	C	14/02/11 GA 03/03/11 C	Chief Executive	Andy Walker/ David Holling	Leader of the Council		07/02/11 GA 24/02/11 C			01 March 2011
C2184	Sustainable Community Strategy Update 2011/12 <i>To agree the Sustainable Community Strategy.</i>	C	03/03/11 C	Chief Executive	Sam Shepherd	Leader of the Council		24/02/11 C			01 March 2011

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Title of Report:	Overview and Scrutiny Management Commission and Select Committee Work Programme
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	7 December 2010

Purpose of Report: To receive, agree and prioritise the Work Programme of the Commission and Select Committees for the remainder of the 2010/11 Municipal Year.

Recommended Action: To consider the current items and any future areas for scrutiny.

Overview and Scrutiny Management Commission Chairman	
Name & Telephone No.:	Councillor Brian Bedwell – Tel (0118) 9420196
E-mail Address:	bbedwell@westberks.gov.uk

Contact Officer Details	
Name:	Stephen Chard
Job Title:	Policy Officer (Scrutiny Support)
Tel. No.:	01635 519462
E-mail Address:	schard@westberks.gov.uk

Executive Report

1. Introduction

- 1.1 An updated version of the Work Programme is attached at Appendix A for the Commission's consideration. Members are also asked to consider any future areas for scrutiny.

Appendices

Appendix A – Overview and Scrutiny Management Commission and Select Committee Work Programme

Consultees

Officers Consulted: Scrutiny and Partnerships Manager, Principal Policy Officers

OVERVIEW & SCRUTINY MANAGEMENT COMMISSION AND SELECT COMMITTEE WORK PROGRAMME

Reference (a)	Subject/purpose (b)	Methodology (c)	Expected outcome (d)	Review Body (e)	Dates (f)	Lead Officer(s)/ Service Area (g)	Portfolio Holder(s) (h)	Comments (h)
OSMC/09/21	Rights of Way Improvement Plan To review the WB ROWIP and make recommendations on delivery.	In meeting review with information supplied by, and questioning of, lead officers.	Make recommendations to improve delivery.	GSC	Start: 14/12/10 End: 14/12/10	Paul Hendry - 2858 Countryside & Environment	Councillor Hilary Cole	A review will be undertaken after the Local Access Forum has made its recommendations.
OSMC/09/26	Use of local resources For the Select Committee to discuss.	In meeting review with information supplied by, and questioning of, lead officers.	To be identified.	GSC	Start: 19/01/10 End: 07/09/10	Countryside & Environment	Councillor Pamela Bale	The review will start by looking at use of local food.
OSMC/09/27	Equality and amenity of the local environment For the Select Committee to discuss.	In meeting review with information supplied by, and questioning of, lead officers.	To be identified.	GSC	Start: 14/12/10 End: 14/12/10	Countryside & Environment	Councillor Hilary Cole	Review will be undertaken as part of the review of the Right of Way Improvement Plan.
OSMC/10/79	Council motion on renewable energy To consider action required to stimulate renewable electricity generation within West Berkshire and related targets.			GSC	Start: 14/12/10 End: 14/12/10	Adrian Slaughter - 2424 Property	Councillor Hilary Cole	Agreed Council Motion - 4/3/10
OSMC/10/84	Fly Tipping Cllr Vickers requested the topic be added due to concerns over the rise in fly tipping.	In meeting review with information supplied by, and questioning of, lead officers.	To be identified.	GSC	Start: TBC End: 07/09/10	TBC Countryside & Environment	Councillor Hilary Cole	Rational behind the review to be considered.
OSMC/10/94	Council Motion on generating environmentally sustainable green energy on the Council's offices, schools, leisure centres and other property That the Council generates environmentally sustainable green energy on the Council's offices, schools, leisure centres and other property.	In meeting review with information supplied by, and questioning of, lead officers.	Green energy sold back to the national grid.	GSC	Start: 14/12/10 End: 14/12/10	Adrian Slaughter - 2424 Property	Councillor Hilary Cole	Agreed Council Motion - 23/09/10

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OSMC/09/24	Accessibility of public transport Review accessibility of public transport in West Berkshire for all residents.	Information supplied by, and questioning of, lead officers, and external partners.	For review.	GSC/SC SC	Start: 19/01/10 End:	Bryan Lyttle - 2638 and Mark Edwards - 2208 Planning & Trading Standards and Highways & Transport	Councillor Alan Law & Councillor David Betts	Joint work between GSC and SCSC to review accessibility of public transport and contribute to the work on Local Transport Plan 3. Item 68 merged with this item
OSMC/09/16	Local Area Agreement Targets (LAA) Monitoring of progress of Health and Wellbeing LAA targets.	In meeting review with information supplied by, and questioning of, lead officers.	Monitoring item	HSC	Start: 20/01/11 End:	Bev Searle - Director of Partnerships & Joint Commissioning - 0118 982 2760 NHS Berkshire West	Councillor Pamela Bale	Monitoring of LAA activity.
OSMC/09/17	Capacity of maternity services at the Royal Berkshire Foundation Hospital. Fact finding report to establish the current capacity to meet demand for services.	In meeting review with information supplied by, and questioning of, lead officers.	Monitoring item	HSC	Start: 17/11/10 End:	Chief Executive and Chairman of the Royal Berkshire Hospital. Royal Berkshire Hospital Foundation Trust	Councillor Joe Mooney	Investigation of the reported pressures on the maternity unit.
OSMC/	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.	Investigate ways to improve the current system, and improve patient experience.	HSC	Start: 20/01/11 End:	Chief Executive of the Royal Berkshire NHS Trust and Bev Searle - NHS Berkshire West. Royal Berkshire NHS Trust & NHS Berkshire West	Councillor Joe Mooney	

OVERVIEW & SCRUTINY MANAGEMENT COMMISSION AND SELECT COMMITTEE WORK PROGRAMME

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OSMC/09/12	Review of the Council's eligibility criteria for social care. To review the existing criteria for accessing social care in light of the findings of the National Care Enquiry.	In meeting review with information supplied by, and questioning of, lead officers.	Investigate how the national changes will influence access to local social care, and make recommendations.	HSC	Start: 20/01/11 End:	Jan Evans - 2736 Community Services	Councillor Joe Mooney	Review of how national changes may need to influence local criteria for accessing social care.
OSMC/10/85	Investigation deprivation and child poverty in the ten most deprived wards in the District. To investigate what work is being done to tackle deprivation and how this can be applied to improve the quality of life across the District's most deprived wards.	In meeting review with information supplied by, and questioning of, lead officers.	Investigate ways to improve outcomes, and make recommendations to partner agencies.	HSC	Start: 12/10/10 End:	Julia Waldman Children & Young People	Councillor Gordon Lundie	
OSMC/10/86	Electronic booking system for consultant appointments at the Royal Berkshire Foundation Hospital To determine ways to rectify problems being experienced by patients using the electronic booking system.	In meeting review with information supplied by, and questioning of, lead officers.	Investigate ways to improve the current system, and improve patient experience.	HSC	Start: TBC End:	Chief Executive and Chairman of the Royal Berkshire Hospital. Royal Berkshire Hospital Foundation Trust	Councillor Joe Mooney	
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: 07/12/10	Julia Waldman - 2815 Children and Young People	Councillor Gordon Lundie	As requested by OSMC on 2nd March 2010.
OSMC/10/76	Shared service arrangements To receive further detail on shared services, the work ongoing to review shared service arrangements and progress with the production of a register of shared services.	Information supplied by, and questioning of, lead officer.	To be identified.	OSMC	Start: 29/06/10 End: 18/01/11	Steve Duffin - 2594 Benefits and Exchequer		As requested by OSMC on 26th January 2010.
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: 14/09/10 End:	Jason Teal - 2102 Policy & Communication	Councillor Anthony Stansfeld	Quarterly item.

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OSMC/09/67	West Berkshire Partnership performance report To monitor quarterly the performance levels across the Partnership and to consider, where appropriate, any remedial action.	In meeting review with information supplied by, and questioning of, lead officers and partners via in meeting review	Monitoring item	OSMC	Start: 26/01/10 End:	Sam Shepherd - 3041 Policy & Communication	Councillor Pamela Bale	Quarterly item.
OSMC/09/04	Representation of the Council on outside bodies To assess the value of the representation of Councillors on outside bodies	Information supplied by, and questioning of, lead officers, and external partners.	To understand the benefits.	OSMC	Start: End:	Moir Fraser - 2045 Policy & Communication	Councillor Anthony Stansfeld	Will allow a critical evaluation of where Councillors can have most effect when dealing with outside bodies.
OSMC/09/58	Communications Strategy refresh To consider the refresh of the Strategy.	In meeting review with information supplied by, and questioning of, lead officer.	To consider the Strategy and make suggestions for improvement.	OSMC	Start: End:	Keith Ulyatt - 2125 Policy & Communication	Councillor Anthony Stansfeld	Following discussion at OSMC on 28th July 2009 and the item to consider the Place Survey results on 15th September 2009.
OSMC/09/59	Scrutiny method of operation To review the new scrutiny system after a 6 month period.	In meeting review.	To review the new scrutiny system to assess its benefits.	OSMC	Start: End:	David Lowe - 2817 Policy & Communication	Councillor Anthony Stansfeld	As requested by OSMC on 16th June 2009.
OSMC/09/49	Property contracts and contractors in schools Review of the efficiency and effectiveness of Property Services in relation to contracts and the use of contractors in schools.	Information supplied by, and questioning of, lead officers and other expert witnesses via in meeting review	To suggest improvements to the efficiency and effectiveness of Property Services within schools.	RMSC	Start: 30/06/09 End: 14/12/10	Steve Broughton - 2837 Property and Public Protection	Councillor Keith Chopping	This topic has been kept under review over a number of meetings with the latest update due in December 2010.
OSMC/09/53	Accommodation Strategy/Asset Management Plan To receive and comment on the draft AMP prior to its presentation at Executive.	Information supplied by, and questioning of, lead officers via in meeting review	To understand more fully the plans in place in respect of Council accommodation.	RMSC	Start: 22/09/09 End: 14/12/10	Steve Broughton - 2837 Property and Public Protection	Councillor Keith Chopping	
OSMC/09/70	Chief Executive Directorate budget monitoring To discuss the current position and ways to resolve any overspends within the budget	Information supplied by, and questioning of lead officer.	Identify improvements to processes.	RMSC	Start: 19/01/10 End: 14/12/10	Nick Carter - 2101 Chief Executive	Councillor Keith Chopping	Requested by RMSC on 12th July 2010.

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OSMC/09/57	Revenue and capital budget reports To receive the latest period revenue and capital budget reports and consider any areas of concern.	Information supplied by, and questioning of, lead officer via in meeting review	Monitoring item	RMSC	Start: 13/09/10 End:	Andy Walker - 2433 Finance	Councillor Keith Chopping	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	RMSC	Start: 13/09/10 End:	Robert O'Reilly - 2358 Human Resources	Councillor Anthony Stansfeld	May lead to areas for in depth review.
OSMC/09/55	Value for Money Consideration of the work undertaken by the Council and the methodology in place to assess and ensure value for money.	Information supplied by, and questioning of, lead officer via in meeting review	Consider work undertaken to assess and ensure value for money and make suggestions for improvement.	RMSC	Start: tbc Jan 11 End: tbc Jan 11	John Ashworth - 2870 Environment	Councillor Keith Chopping	An appropriate subject that meets the acceptance criteria. Previously undertaken in April 2009.
OSMC/10/97	Community Services Directorate Budget To discuss the measures being taken to manage the Directorate budget, with a particular focus on Adult Social Care.	In meeting review with information supplied by, and questioning of, lead officers.		RMSC	Start: tbc Jan 11 End: tbc Jan 11	Teresa Bell - 2730 Community Services	Councillor Joe Mooney	
OSMC/10/77	Housing register To consider the workings of the register, reviews, communication with those on the waiting list.	Information supplied by, and questioning of, lead officer via in meeting review	To be identified.	SCSC	Start: 08/07/10 End: 27/01/11	June Graves - 2733 Housing & Performance	Councillor Alan Law	As requested by OSMC on 26th January 2010. Agreement to form a working group by SCSC. Two meetings held.
OSMC/09/47	Monitor changes introduced to the Youth Service To monitor annually the progress of the changes being introduced to the Youth Service and the impact that they make on an annual basis until 1 year after all changes have been fully introduced.	Information supplied by, and questioning of, lead officer via in meeting review	Monitoring item	SCSC	Start: 27/01/11 End: 27/01/11	Mark Vernon - 2552 Children & Youth Services	Councillor Gordon Lundie	This was a recommendation of the facilities for young people task group that was endorsed by the OSC.
OSMC/10/83	Primary school admissions To identify whether the difficulties reported by a number of local authorities with primary school placements had an effect in West Berkshire.	Information supplied by, and questioning of, lead officer via in meeting review	To gain an understanding of the issue.	SCSC	Start: End:	Caroline Corcoran - 2030 Education	Councillor Barbara Alexander	Accepted onto the work programme by OSMC on 25/5

OVERVIEW & SCRUTINY MANAGEMENT COMMISSION AND SELECT COMMITTEE WORK PROGRAMME

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OSMC/09/37	Partnership activity in response to the recession. Assessment of the impact of the measures taken by the West Berkshire Partnership to mitigate the local effects of the recession.	Information supplied by, and questioning of, lead officers, and external partners.	Monitoring item	SCSC	Start: End:	Policy & Communication	Councillor Pamela Bale & Councillor Keith Chopping	High profile activity that is very topical that will give visibility to the work that the Council and its partners are doing on behalf of residents and businesses.
OSMC/10/95	Big Society 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.		SCSC	Start: End:	Andy Day - 2459 Policy & Communication		
OSMC/09/34	Gating orders To review protocol for gating orders adopted in October 2008.			SSC	Start: 06/12/10 End:	Alex O'Connor - 264608 Policy & Communication	Councillor Anthony Stansfeld	Specified in original review of 2008 to be reviewed after one year.
OSMC/10/74	Policy for the installation of fire sprinklers in Council buildings To review the requirement for a policy for the implementation of fire sprinklers in Council buildings.	Interview with relevant officers and review of available research information.	To identify whether there is a need for a policy regarding fire sprinkler systems in Council buildings (including schools).	SSC	Start: 06/04/10 End: 20/09/10	Steve Broughton - 2837 Health and Safety/Property and Public Protection	Councillor Anthony Stansfeld	Investigations to include whether a return on the investment of installing sprinklers could bring a reduction in insurance costs
OSMC/10/91	Community Empowerment To consider whether to implement a local scheme to support communities to deal with anti-social and intimidating behaviour.			SSC	Start: 06/12/10 End: 20/09/10	Susan Powell - 264703 Policy and Communication	Councillor Anthony Stansfeld	
OSMC/10/92	Integrated Offender Management Programme To review how the Council can support the Integrated Offender Management Programme in the future.			SSC	Start: 06/12/10 End: 20/09/10	Susan Powell - 264703 Policy and Communication	Councillor Anthony Stansfeld	
OSMC/10/93	Designing out Crime To consider how to support the process of designing out crime in new building developments.			SSC	Start: 06/12/10 End: 20/09/10	Gary Lugg - 2617 Planning and Countryside	Councillor Alan Law	