

Notice of Meeting

Overview and Scrutiny Management Commission

**Tuesday, 20th September, 2011 at 6.30
pm**

**in Council Chamber Council Offices
Market Street Newbury**

Date of despatch of Agenda: Monday 12 September 2011

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact David Baker on (01635) 519083
e-mail: dbaker@westberks.gov.uk

Further information and Minutes are also available on the Council's website at
www.westberks.gov.uk



Agenda - Overview and Scrutiny Management Commission to be held on Tuesday, 20 September 2011 (continued)

To: Councillors Brian Bedwell (Chairman), Dominic Boeck, Jeff Brooks (Vice-Chairman), Virginia von Celsing, Marcus Franks, Dave Goff, David Holtby, Mike Johnston, David Rendel, Tony Vickers, Quentin Webb and Emma Webster

Substitutes: Councillors Jeff Beck, Adrian Edwards, Alan Macro, Gwen Mason, Graham Pask, Andrew Rowles, Julian Swift-Hook and Keith Woodhams

Other Officers & Members invited:

Agenda

Part I

Page No.

1. **Apologies for Absence**
Purpose: To receive apologies for inability to attend the meeting (if any).

2. **Minutes** 1 - 8
Purpose: To approve as a correct record the Minutes of the meeting of the Commission held on Tuesday 2nd August 2011.

3. **Declarations of Interest**
Purpose: To receive any Declarations of Interest from Members.

4. **Actions from previous Minutes**
Purpose: To receive an update on actions following the previous Commission meetings.

1. Activities for Teenagers: Examination of the facilities in place for young people. Agenda Item 9

5. **Items Called-in following the Executive on 8th September 2011**
Purpose: To consider any items called-in by the requisite number of Members following the Executive meeting held on Thursday 8th September 2011.

6. **Councillor Call for Action**
Purpose: To consider any items proposed for a Councillor Call for Action.

7. **Petitions**

Agenda - Overview and Scrutiny Management Commission to be held on Tuesday, 20 September 2011 (continued)

Purpose: To receive any petitions requiring an Officer response.

8. **Key accountable measures and activities 2011/12. Update on progress: Q1 outturns.** 9 - 24
Purpose:
1. To report quarter 1 progress against the key accountable measures and activities for West Berkshire Council for 2011/12.
2. To report by exception those measures / activities not achieved / expected to be achieved and cite remedial action that is being taken.
9. **Examination of the facilities in place for young people** 25 - 28
Purpose: For the Commission to agree the Terms of Reference for an examination of the facilities available for young people. To set up and agree membership of the Task Group to conduct the examination.
10. **Health Scrutiny Panel** 29 - 32
Purpose: To provide a verbal update on the work of the Health Scrutiny Panel and provide information on the meeting planned for 4th October 2011.
11. **Resource Management Working Group** 33 - 36
Purpose: To provide a verbal update on the work of the Resource Management Working Group and provide information on the meeting planned for 27th September 2011.
12. **West Berkshire Forward Plan September - December 2011** 37 - 48
Purpose: To advise the Commission of items to be considered by West Berkshire Council from September - December 2011 and decide whether to review any of the proposed items prior to the meeting indicated in the plan.
13. **Overview and Scrutiny Management Commission Work Programme** 49 - 54
Purpose: To receive, agree and prioritise the work programme of the Commission, the Health Scrutiny Panel and the Resource Management Working Group for the remainder of 2011/12.

Andy Day
Head of Policy and Communication

**Agenda - Overview and Scrutiny Management Commission to be held on Tuesday, 20
September 2011 (continued)**

West Berkshire Council is committed to equality of opportunity. We will treat everyone with respect, regardless of race, disability, gender, age, religion or sexual orientation.

If you require this information in a different format, such as audio tape, or in another language, please ask an English speaker to contact Moira Fraser on telephone (01635) 519045, who will be able to help.

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 AUGUST 2011

Councillors Present: Jeff Beck (In place of Dave Goff), Brian Bedwell (Chairman), Dominic Boeck, Jeff Brooks (Vice-Chairman), Adrian Edwards (In place of Virginia von Celsing), Manohar Gopal (In place of David Holtby), Carol Jackson-Doerge (In place of Emma Webster), Mike Johnston, Alan Macro (In place of Tony Vickers), David Rendel, Andrew Rowles (In place of Marcus Franks) and Quentin Webb

Also Present: Nick Carter (Chief Executive), Mark Lewis (Education Assets Manager), Ian Pearson (Head of Education Service) and Julia Waldman (Acting Head of Youth Services and Commissioning), David Baker (LSP Performance Executive), David Lowe (Partnerships & Scrutiny Manager), Councillor Gwen Mason and Councillor Irene Neill

Apologies for inability to attend the meeting: Councillor Virginia von Celsing, Councillor Marcus Franks, Councillor Dave Goff, Councillor David Holtby, Councillor Tony Vickers and Councillor Emma Webster

Councillor(s) Absent:

PART I

32. Minutes

The Minutes of the meeting held on Tuesday 28th June 2011 were approved as a true and correct record and signed by the Chairman subject to the following two amendments:

Page 3 paragraph 4 – the wording be altered from:

Councillor Quentin Webb commented that there was no value in further discussion and proposed that no case had been made to refer the Outturn report back to the Executive. Councillor Chopping seconded the proposal.

To:

Councillor Quentin Webb commented that there was no value in further discussion and proposed that no case had been made to refer the Outturn report back to the Executive. Councillor Linden seconded the proposal.

Page 5 Minute No 27 after paragraph 3 – the following wording was added:

Councillor David Rendel asked Councillor Brian Bedwell what was misleading in the press release. Councillor Brian Bedwell made no further response.

33. Declarations of Interest

Councillor David Rendel declared an interest in Agenda Item 11, but reported that, as his interest was personal and not prejudicial, he determined to remain to take part in the debate and vote on the matter.

34. Actions from previous Minutes

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There were two actions followed up from previous Commission meetings:

1. Activities for Teenagers: Update presentation under agenda Item 8;
2. School Severe Weather Plans: Verbal report under agenda Item 10.

35. **Items Called-in following the Executive meeting on 21st July 2011**

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

36. **Councillor Call for Action**

There were no Councillor Calls for Action

37. **Petitions**

There were no petitions to be received at the meeting.

38. **Activities for Teenagers**

Julia Waldman (Acting head of Services and Commissioning) gave a presentation on activities for teenagers over the six month period since changes were introduced into the Youth Service.

The presentation covered four main areas:

- National messages
- Information of youth activities – mapped across West Berkshire by sector and by activity type
- Issues impacting provision
- Recommendations

The presentation provided a lot of detail on youth activities in West Berkshire but it raised many questions in Members minds in understanding the impact of service and funding changes had made. Councillors Brian Bedwell and Jeff Brooks both requested that this topic should be brought back to the OSMC in three months time. A written report was required based on a piece of research that drilled down into the service details and assessed the impact on service provision.

RESOLVED that;

1. A written report by Julia Waldman to be brought to OSMC on the 1st November 2011.
2. That the OSMC would raise a set of questions that needed to be addressed within the report.

39. **School Academies**

Councillor Alan Macro introduced the report to the Commission which summarised the work carried out by the Stronger Communities Select Committee and a Task Group, made up of Members from the Select Committee.

Councillor Macro highlighted a number of main issues raised and reviewed by the Task Group:

- The funding arrangements were not fair, those applying at the early stage would potentially receive more funding than they were entitled to creating disadvantages elsewhere;
- The Secretary of State had written to schools encouraging them to become academies and detailed the benefits of converting to academy status;
- There were significant costs to be carried by the Local Authority in supporting the legal work required to convert a school to academy status;

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- There would be a direct impact on the Local Education Authority as the number of LA maintained schools were reduced and there was less use of council services;
- Academies have the freedom to buy services from any source;
- The Local Authority was offering a set of services but had decided that some services could not be offered to academies;
- It was unclear what action might be required by the Local Authority for a failing academy;
- The Local Authority retained some statutory responsibilities to provide Home to School transport, Special Education Needs (SEN) support of non-statemented pupils, assessment and provision for statemented pupils and the need to ensure attendance.

Councillor Alan Macro referred the Commission to Section 8 on pages 16 and 17 of the report which outlined nine suggested recommendations to be taken forward to the Executive subject to the Overview and Scrutiny Management Commission's approval.

Councillor Quentin Webb raised the concern that there was no recommendation for the Head of Finance to monitor the costs incurred by the Local Authority. Costs of converting schools to academies would vary considerably, for example Park House was a relatively simple conversion but Kennet school was a particularly complex legal case to manage and the costs were considerable.

Councillor Irene Neill commented that recommendations 3, 4, 5, 6 and 7 all carried requirements to manage costs and ensured there was no detrimental impact on Local Authority maintained schools.

Councillor Jeff Beck proposed that Members accept the report's recommendations which should be put forward for consideration by the Executive.

Councillor Jeff Brooks made a number of comments:

- Academies were a major Coalition Government initiative;
- The Local Education Authority (LEA) was left to run a rump of maintained schools;
- Kennet School had elected to convert early to academy status for financial gain;
- There was a real need to assess the implications on the LEA as the number of maintained schools was reduced.

Several Councillors raised a number of concerns regarding the phrase "at full cost" in Recommendation 1, Section 8.1.1 on page 16 of the report. It was queried whether it meant just the recovery of all costs or did it include a margin to create a commercial rate that would not disadvantage non-academy schools.

Ian Pearson (Head of Education Service) reassured Members that the costing of services had been carefully considered. The Education Service was planning to provide high quality services to schools and children. Those services offered must recover all their costs and there would not be any subsidies from maintained schools. Considerable thought had been put into the business case and trading strategy covering the services offered.

Ian Pearson then advised that the funding of academies was changing, early conversions had been over funded by the DFE (not Local Authorities) and more recently the ready reckoner showed smaller funding benefits.

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Councillor Jeff Brooks asked if secondary head teachers were aware of the change. Ian Pearson confirmed it had been discussed at a meeting of maintained and academy school head teachers. Ian Pearson commented that the LEA had offered to work with schools considering academy status and provided information and signposting support to head teachers.

Councillor Jeff Brook expressed concern regarding point 7 on page 15 “of the report “The minimal amount of consultation that appears to be required with parents is a concern” and he thought it was sad that it was so light touch.

Councillor Alan Macro stated the authority did not want to discourage schools converting to academies. The Task Group had identified a number of questions and issues it wanted to raise with the Government. In particular, the need for academies to cooperate with Local Authorities in managing children who moved into the area in year, and with the provision of attendance information. It was agreed to draft a letter requesting a meeting with the Government to discuss the issues raised by the Commission.

RESOLVED that:

Councillors Irene Neill and Alan Macro would write a letter requesting a meeting with the Government.

Councillors asked Councillor Alan Macro to draft an amendment to the report’s recommendations that covered the need for academies to cooperate with Local Authorities in managing children who move into the area and with the provision of attendance information. (See recommendation 9 listed below).

Councillor Jeff Beck proposed that Members accept the report’s recommendations with the amended recommendation 9 added. Councillor Dominic Boeck seconded the proposal. At the vote it was carried unanimously.

The suggested actions (recommendations) for the Executive finally agreed were:

1. The Head of Education Service, in conjunction with other appropriate Heads of Service, should actively seek to sell services to academies at full cost, where this makes sense for service delivery and is also to the benefit of other schools. Efforts should be made to ensure that contracts are established for a minimum period of three years;
2. The Head of Education Service, in conjunction with other appropriate Heads of Service, should monitor service reductions to ensure continued viability of delivery and identify corrective action if necessary;
3. The Head of Education Service should encourage the Schools’ Forum to ensure that any financial transfers to academies are in line with real costs and not to the detriment of other schools;
4. The Head of Education Service should monitor the extent to which the Local Authority remains responsible for certain academy capital costs to ensure that this does not have a detrimental impact on Local Authority budgets;
5. The Head of Education Service should monitor the conversion of schools to academy status and the setting up of Free Schools within West Berkshire, including those outside the District boundary which might have an impact on West Berkshire schools, in order to continually evaluate the impact to the Local Authority;

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6. The Head of Education Service should request that the government looks at meeting the Council incurred costs of academy conversions in line with the financial support given to governing bodies who wish to convert;
7. The Head of Education Service should ensure that academies are meeting the requirements of their Funding Agreement with the Secretary of State to support 'weaker' schools;
8. The Head of Education Service and the Head of Cultural Services should encourage academies to make sites and facilities available for community use at a reasonable cost.
9. The Secretary of State should be asked to ensure that academies are required to cooperate with other schools and the LEA, specifically, in the areas of accepting children who move into the area in year and sharing the names of the children on their roll, with the LEA;
10. The Portfolio Holder for Children and Young People and the Youth Service should distribute the approved report to West Berkshire's Members of Parliament to seek their help with pursuing the concerns raised and potentially arranging a meeting with a representative of the Department for Education.

Councillor Brian Bedwell on behalf of the Commission thanked Task Group and Councillors Alan Macro and Irene Neill for their report and recommendations.

40. **Schools Severe Weather Plans**

Mark Lewis (C&YP Assets Manager) provided a verbal update on the progress being made with Schools Severe Weather Plans. All schools had been sent a letter that requested details of their severe weather plan. Forty responses had been received from a total of seventy-eight maintained schools. Thirty schools had provided a plan and a further ten advised that a plan was under development.

All plans would be reviewed and feedback would be offered where appropriate.

Councillor Brian Bedwell commented that there was a need for all schools to have a severe weather completed before the onset of winter. Mark Lewis confirmed that it remained his objective.

Councillor David Rendel asked Mark Lewis to come back to the OSMC at its meeting on 1st November 2011 to provide a further update.

Councillor Adrian Edwards asked was a template provided and could teachers plan to attend the nearest school when travel was difficult. Mark Lewis confirmed that a template was provided as part of the guidance information to schools. Examples of best practice severe weather plans were also made available. The practise of directing teachers to their nearest school when travel conditions were difficult had been discussed with head teachers but it was considered to be unworkable.

Councillor Brian Bedwell asked for a letter to be sent to the chair of school governors asking them to endorse the need for every school to have a severe weather plan. Councillor Jeff Brooks supported Councillor Bedwell and Councillor Irene Neill as portfolio holder agreed to send the letter to chairs of school governors.

RESOLVED that:

1. Mark Lewis would provide a further update on Schools Severe Weather plans at the OSMC meeting on 1st November 2011.
2. Councillor Irene Neill would write to chairs of school governors requesting their support that each school should hold a severe weather plan.

41. Health Scrutiny Panel

Councillor David Rendel declared an interest in Agenda Item 11, but reported that, as his interest was personal and not prejudicial, he determined to remain to take part in the debate and vote on the matter.

The Commission considered a verbal report (Agenda Item 11) on the work of the Health Scrutiny Panel (HSP).

Councillor Quentin Webb reported that at the first meeting of the Health Scrutiny Panel held on 19th July 2011 the following topics had been discussed:

- An update report from Bev Searle on the Health Service in West Berkshire. The report was noted;
- An update report from June Graves on the Health and Wellbeing Board. The report was noted and June Graves was actioned to produce a written summary of the "Update on the Health and Wellbeing Board";
- Dignity of Care for Older People in Hospitals, the Panel approved the proposed methodology and timescales for the review;
- It was proposed that the Six Lives report be brought to the Autumn meeting.

RESOLVED that the verbal report would be noted.

42. Resource Management Working Group

The Commission considered a verbal report (Agenda Item 12) on the work of the Resource Management Working Group (RMWG).

Councillor David Rendel reported to Members to the number of new work items were agreed at the meeting of the RMWG held on 26th July 2011:

- To receive an update on the Timelord changes following Phase 3;
- To review the Council's policies and procedures for energy saving;
- To scrutinise individual items on the Risk Register;
- To review the Medium Term Financial Strategy (MTFS).

RESOLVED that the verbal report would be noted.

43. West Berkshire Forward Plan July - October 2011

The Commission considered the West Berkshire Forward Plan (Agenda Item 13) for the period covering July to October 2011.

RESOLVED that:

The Forward Plan would be noted.

44. Overview and Scrutiny Management Commission Work Programme

OVERVIEW AND SCRUTINY MANAGEMENT COMMISSION - 2 AUGUST 2011 - MINUTES

The Commission considered its work programme and that of the Health Scrutiny Panel and Resource Management Working Group for 2011/12.

Two changes to the OSMC work programme were discussed and agreed:

- Delayed discharges from hospital would be deleted from the programme;
- Conduct a review of West Berkshire plans for the Olympics and Diamond Jubilee events in 2012. Initial discussion to be scheduled for the November 1st meeting of the OSMC.

RESOLVED that:

The changes to the work programme would be noted.

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

CHAIRMAN

Date of Signature

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Agenda Item 8.

Title of Report:	Key accountable measures and activities 2011/12. Update on progress: Q1 Outturns
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	20 September 2011
Forward Plan Ref:	N/A

Purpose of Report:

- To report quarter 1 progress against the key accountable measures and activities for West Berkshire Council for 2011/12.
- To report by exception those measures / activities not achieved / expected to be achieved and cite remedial action that is being taken.

Recommended Action:

1. To note progress against the key accountable measures and activities.
2. Review those areas reporting as either 'amber' or 'red' to ensure that appropriate corrective or remedial action is put in place

Overview and Scrutiny Management Commission Chairman	
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Portfolio Member Details	
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Supporting Information

1. Introduction

- 1.1 This report sets out the quarter 1 outturns progress report on the key accountable measures and activities 2011/12, considered by the Executive on 8th September 2011.
- 1.2 A recommendation formed as part of the task group review into the Council's Performance Management Framework was to move the focus of the Commission's activity for performance management from the review of performance at the closure of the reporting period to the assessment of the impact of any measures taken to address indicators reported as red or amber. Members are therefore requested to identify any indicators they would like to specifically consider at the meeting.

2. Recommendation

- 2.1 The Overview and Scrutiny Management Commission is asked to note the report and recommend further action as appropriate.

Appendices

Appendix A – West Berkshire Council: key accountable measures and activities 2011/12.
Update on progress: Quarter 1.

Title of Report:	Key accountable measures and activities 2011/12. Update on progress: Q1 outturns	Item 8
Report to be considered by:	Executive	
Date of Meeting:	8 th Sept 2011	
Forward Plan Ref:	N/A	

Purpose of Report:

- To report quarter 1 progress against the key accountable measures and activities for West Berkshire Council for 2011/12.
- To report by exception those measures / activities not achieved / expected to be achieved and cite remedial action that is being taken.

Recommended Action:

1. To note progress against the key accountable measures and activities.
2. Review those areas reporting as either 'amber' or 'red' to ensure that appropriate corrective or remedial action is put in place.

Reason for decision to be taken:

Service plans set out the purpose and ambition of the individual service units and collectively, they define the Council's main focus of activities and the measures of performance against which it will assess itself.

Monitoring and managing performance within each of these main areas of work is key in making sure the Council delivers what it has set out to achieve - and where this has not happened, in ensuring that appropriate action is taken to mitigate the impact of the target not being met.

Other options considered:

n/a

Key background documentation:

1. West Berkshire Council 2011/12 corporate performance framework
2. Individual service plans 2011/12

The proposals contained in this report will help to achieve the following Council Plan Priority(ies):

- CPP1 – Support our communities through the economic recession** – to alleviate the impact on different communities and individuals who find themselves out of work and/or disadvantaged
- CPP2 – Raise levels of educational achievement** – improving school performance levels
- CPP3 – Reduce West Berkshire's carbon footprint** – to reduce CO₂ emissions in West Berkshire and contribute to waste management, green travel, transportation and energy efficiency

The proposals will also help achieve the following Council Plan Themes: By effectively

monitoring and managing progress against our key measures and activities.

- CPT1 - Better Roads and Transport**
- CPT2 - Thriving Town Centres**
- CPT3 - Affordable Housing**
- CPT4 - High Quality Planning**
- CPT5 - Cleaner and Greener**
- CPT6 - Vibrant Villages**
- CPT7 - Safer and Stronger Communities**
- CPT8 - A Healthier Life**
- CPT9 - Successful Schools and Learning**
- CPT10 - Promoting Independence**
- CPT11 - Protecting Vulnerable People**
- CPT12 - Including Everyone**
- CPT13 - Value for Money**
- CPT14 - Effective People**
- CPT15 - Putting Customers First**
- CPT16 - Excellent Performance Management**

The proposals contained in this report will help to achieve the above Council Plan Priorities and Themes by: effectively monitoring and managing progress against our key accountable measures and activities.

Portfolio Member Details	
Name & Telephone No.:	Councillor Anthony Stansfeld - Tel (01488) 658238
E-mail Address:	astansfeld@westberks.gov.uk
Date Portfolio Member agreed report:	2 nd August 2011

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Implications

Policy:	Any policy implications will be highlighted in the individual exception reports.
Financial:	Any financial implications will be highlighted in the individual exception reports.
Personnel:	Any policy implications will be highlighted in the individual exception reports.
Legal/Procurement:	Any policy implications will be highlighted in the individual exception reports.
Property:	Any policy implications will be highlighted in the individual exception reports.
Risk Management:	Any policy implications will be highlighted in the individual exception reports.
Equalities Impact Assessment:	Any policy implications will be highlighted in the individual exception reports.

NOTE: The section below does not need to be completed if your report will not progress beyond Corporate or Management Board.

Is this item subject to call-in?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
If not subject to call-in please put a cross in the appropriate box:		
The item is due to be referred to Council for final approval		<input type="checkbox"/>
Delays in implementation could have serious financial implications for the Council		<input type="checkbox"/>
Delays in implementation could compromise the Council's position		<input type="checkbox"/>
Considered or reviewed by Overview and Scrutiny Commission or associated Task Groups within preceding six months		<input type="checkbox"/>
Item is Urgent Key Decision		<input type="checkbox"/>

Executive Report

1. Purpose

- 1.1 The purpose of this report is to provide an update on progress against the Council's key accountable measures and activities for Q1, 2011/12.
- 1.2 The key measures / activities within this report have been distilled from those routinely monitored and managed through individual service plans to focus more singularly on those of particular importance / significance to the ongoing work of the Council as a whole. This report therefore:
- provides assurance to the Executive that areas of significance / particular importance are performing;
 - acts as an early warning system, flagging up areas of significance / particular importance which are not performing - or are not expected to perform - as hoped;
 - and therefore ensures that adequate remedial action is put in place to mitigate the impact of any issues that may arise.

2. Commentary on performance

- 2.1 In total, there are 39 key measures or activities monitored and reported at this level. Of these, 8 are classified as annual measures – i.e. can only be assessed at a single point in time (for example school exam results or surveys).
- 2.2 Of the remaining 31 measures and activities, 28 are reported as green for Q1.
- 2.3 2 key measures are signposted as amber – i.e. behind anticipated performance, but expect to achieve the target by year end. These are:
- *Children's social care core assessments conducted on time.* Q1 outturn was 52 out of 81 assessments (64% against a target of 80% for the year). This is attributed to work pressures and sickness levels within one team. This is being addressed within the service and in reporting amber, the year end target is expected to be achieved.
 - *High priority housing grants approved within 9 weeks.* Q1 outturn was 11 out of 12 applications approved within the timescale (92% against a target of 95%). This is attributed to staff vacancies. The caseload has been distributed amongst other team members and performance is expected to rise.
- 2.4 Data is unavailable in Q1 for 1 measure (levels of litter – data will be available from Q2).
- 2.5 There are no reds reported for Q1.

Appendices

Appendix A – West Berkshire Council: key accountable measures and activities 2011/12: update on progress. Quarter 1.

Consultees

Local Stakeholders: n/a

Officers Consulted: All outturns have been signed off by the relevant head of service prior to being submitted to P&C for inclusion in this report.

Trade Union: n/a

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Appendix A

Key accountable measures and activities 2011/12

Update on progress

Quarter 1: Apr-Jun 2011

compiled by:

Performance, Research & Consultation Team

Policy and Communication

westberks.gov.uk/performance

July 2011

For queries contact: Jessica Broom (x2591) or Jason Teal (x2102)

Purpose of this report

To provide an update on progress against the Council's key accountable measures and activities for quarter 1, 2011/12.

The key measures / activities within this report have been distilled from those routinely monitored and managed through individual service plans to focus more singularly on those which are of particular importance / significance key to the ongoing work of the Council as a whole. This report therefore:

- provides assurance to the Executive that areas of significance / particular importance are performing;
- acts as an early warning system, flagging up areas of significance / particular importance which are not performing - or are not expected to perform - as hoped;
 - and therefore ensures that adequate remedial action is put in place to mitigate the impact of any issues that may arise.

Conventions used in this report

We have updated this report from previous years, both to take account of our new performance framework and also in response to feedback.

For the purposes of reporting, we monitor projected or expected year end performance for each quarter. That is to say, they report whether or not we expect to achieve the level we set ourselves by the end of the year – rather than simply reporting in-year quarterly performance. This has the advantage of allowing service heads and managers to flag up at an early stage if there are issues or concerns in an area – and to put in place appropriate remedial action - rather than simply waiting for the actual data to reveal that an objective will not be met once it has happened.

Throughout the report we have used a RAG 'traffic light' system to report progress:

- ★ means we have either achieved / exceeded - or expect to achieve / exceed - what we set out to do;
- ◆ means we are behind schedule, but still expect to achieve or complete the measure / activity by year end;
- indicates that we have either not achieved – or do not expect to achieve - the activity or target within the year;

indicators reported as Ⓞ are annual indicators that can only be reported at a particular point in time – i.e. GCSE results or the road condition survey, whilst;

indicators reported as U are where the quarterly data is not yet available.

In total, there are 39 key measures or activities which are appraised by the Executive through this reporting mechanism. These are reported on a thematic basis in order to take account of the core functions of the authority.

The table below presents these in more detail. Along with a description of the measure, the table also provides:

- *Column 2*: an indication of whether or not the Council has direct / complete control over the measure.
- *Column 3*: an indication of the impact on either service users, or the community more generally, should the measure not be achieved.

- *Column 4*: the previous year's outturn.
- *Column 5*: the current year's target, quarterly outturn and RAG rating.
- *Column 6*: any supporting commentary provided.

Commentary on performance

Of the 39 key accountable measures and activities, 8 are annual indicators – i.e. can only be assessed at a single point in time. 5 of these are in the education arena (for example, relating to key stage results). The others relate to land supply for housing (reports Q2), road condition (reports Q4) and user rating of our website (reports Q4).

- Of the remaining 31 key accountable measures and activities, 28 are reported as green.
- Data is unavailable in Q1 for 1 measure (levels of litter – data will be available from Q2).
- 2 key measures are signposted as amber – i.e. behind anticipated performance, but expect to achieve the target by year end. These are:
 - *Children's social care core assessments conducted on time*. Q1 outturn was 52 out of 81 assessments conducted within 35 days (64%, against a target of 80% for the year). This is attributed to work pressures and sickness levels within one team. This is being addressed within the service and in reporting amber, the year end target is expected to be achieved.
 - *High priority housing grants approved within 9 weeks*. Q1 outturn was 11 out of 12 applications approved within the timescale (92% against a target of 95%). This is attributed to staff vacancies. The caseload has been distributed amongst other team members and performance is expected to rise.
- There are no reds being reported in Q1.

This report is available at westberks.gov.uk/performance.

2011/12 West Berkshire Council key accountable measures – Quarter 1

Measure / activity	Direct influence	Community / service Impact	2010/11	2011/12		Supporting commentary
			Year end outturn	Target	Q1 outturn	
Adult Social Care						
Financial assessments completed within 3 weeks of referral to Welfare Benefits team	Y	High	71%	80%	100%	★
Carers receiving a carer's assessment or review during the year	Y	High	18%	20%	25%	★
Care assessments completed within 28 days	Y	High	65%	65%	67%	★
Service users and carers receiving Self Directed support (including personal budgets)	Y	Medium	10%	50%	19%	★
Children in Care						
Initial assessments for children's social care that are carried out within 10 working days of referral	Y	Medium	80%	80%	92%	★
Core assessments conducted within 35 working days	Y	Medium	83%	80%	64%	◆ <i>Relates to performance of 1 team with high management sickness levels and increased pressure of work. Performance is being addressed and figure will improve next quarter.</i>
Looked after children whose cases are reviewed within required timescales	Y	High	98%	95%	100%	★
Looked after children with 3 or more moves in a year	Y	High	6%	9%	0%	★
Child Protection Plans lasting 2 years or more	N	Medium	0%	<5%	0%	★
The level of commissioned early intervention services in the Children and Young People directorate	Y	Medium	£1,066,000	£1,172,600	£1,066,000	★
Youth offending						
Number of young people entering the Youth Justice System	N	High	124	120	15	★
Housing						
People presenting as homeless who are prevented from being homeless	Y	High	New	85%	85%	★

2011/12 West Berkshire Council key accountable measures – Quarter 1

Measure / activity	Direct influence	Community / service Impact	2010/11	2011/12		Supporting commentary	
			Year end outturn	Target	Q1 outturn		
High priority housing grants approved within 9 weeks of receipt of full grant application	Y	High	New	95%	92%	◆	<i>Relates to 11 grants being approved within 9 weeks out of 12 received. Staff vacancy due to maternity leave. The work has been distributed amongst the team who are targeting high priority cases, but working through the approvals is slower as this is an additional function.</i>
Benefits							
Average amount of time taken to make a full decision on new benefit claims	Y	High	17 days	18.5 days	18.28 days	★	
Average time taken to make a full decision on changes in a benefit claimant's circumstances	Y	Medium	6 days	8 days	6.18 days	★	
Supporting schools and young people							
Pupils gaining 5 or more high grades at GCSE, including English and Maths	N	High	61%	62%	---	◎	<i>Reports Q2</i>
Pupils scoring level 4 or above in English and Maths at the end of KS2	N	High	74.1%	74.5%	---	◎	<i>Reports Q2</i>
The achievement gap between SEN / non SEN scoring level 4 or above in English and Maths at the end of KS2	N	Medium	54.4%	52%	---	◎	<i>Reports Q3</i>
Children eligible for free school meals who achieve 5+A*-C at GCSE by age 16	N	Medium	28.7%	30%	---	◎	<i>Reports Q3</i>
The number of primary schools below national floor standards	N	High	9	2	---	◎	<i>Reports Q3</i>
Complete the construction phase of Trinity School sports hall	Y	Medium	New	Aug 2011	On track	★	
Young people 16-19 who are NEET	N	High	4.4%	4%	4.3%	★	
Waste							
Proportion of waste recycled / composted / reused	Y	Medium	42%	42%	45.8%	★	

2011/12 West Berkshire Council key accountable measures – Quarter 1

Measure / activity	Direct influence	Community / service Impact	2010/11	2011/12		Supporting commentary	
			Year end outturn	Target	Q1 outturn		
Level of litter, detritus and graffiti (as outlined in the Keep Britain Tidy local environmental indicators)	Y	Medium	'Good'	'Good'	Not available	U	Survey carried out tri-annually. Data available from Q2 onwards.
Planning							
A five year land supply of ready to develop housing sites	Y	Medium	Not available	(Units of deliverable housing = 2,625)	---	🎯	2010/11 data available Q3
Adopt the Local Development Framework's core strategy	Y	High	Not adopted	Mar 2012	On target	★	
Average number of days to register a planning application (based on quarterly performance)	Y	High	7.7 days	5 days	21 days	★	Target is profiled for each quarter in order to achieve year end target. Q1 = 25 days.
Planning applications determined within the government guidelines; <ul style="list-style-type: none"> 'major': 60% within 13 weeks 'minor': 25% within 8 weeks 'other': 75% within 8 weeks 	Y	High		As per indiv. targets	On profiled target for each measure	★	'major': 33% within 13 weeks 'minor': 2% within 8 weeks 'other': 83% within 8 weeks.
The proportion of planning appeals which are upheld compared to the national average	Y	High	38%	35%	40%	★	
Highways							
Principal road network in need of repair	Y	Medium	5%	5%	---	🎯	Reports Q4
Average time to repair a street lighting fault, where the fault is under WBC control	Y	Medium	6.5 days	<7 days	6.12 days	★	
Complete junction improvements to A4 / Langley Hill in Calcot	Y	High	New	Nov 2011	On target	★	
Introduce variable parking message signs in Newbury	Y	High	New	Oct 2011	On target	★	

2011/12 West Berkshire Council key accountable measures – Quarter 1

Measure / activity	Direct influence	Community / service Impact	2010/11	2011/12		Supporting commentary
			Year end outturn	Target	Q1 outturn	
Culture						
Number of visits to cultural venues supported by WBC	N	Medium	1,535,766	1,500,000	399,742	★
Customer Focus						
Contact Centre calls answered within 30 seconds	Y	High	79%	80%	80%	★
Average queuing time for face to face callers	Y	High	6 mins	8 mins	4.79 mins	★
Enquiry resolution time for face to face callers	Y	High	9 mins	10 mins	8.9 mins	★
Proportion of customers rating Contact Centre customer care as 'good' or 'excellent'.	Y	High	99%	95%	94%	★
Website users rating of West Berkshire Council website (Socitm Better Connected Survey)	Y	Medium	3 stars	3 stars	---	🎯 <i>Reports Q4</i>

End of report

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Title of Report:	Examination of the facilities in place for young people – Terms of Reference	Item 9
Report to be considered by:	Overview and Scrutiny Management Commission	
Date of Meeting:	20 September 2011	

Purpose of Report: To outline to the Overview and Scrutiny Management Commission proposed Terms of Reference for a review into the activities available in the District for young people.

Recommended Action: Amend, if necessary, and approve the Terms of Reference for the review.

OSC Chairman	
Name & Telephone No.:	Councillor Brian Bedwell – Tel (0118) 9420196
E-mail Address:	bbedwell@westberks.gov.uk
Contact Officer Details	
Name:	David Lowe
Job Title:	Scrutiny and Partnerships Manager
Tel. No.:	01635 519817
E-mail Address:	dlowe@westberks.gov.uk

Executive Report

1. Introduction

- 1.1 This report provides an update on activity on the examination of activities for teenagers since the last Overview and Scrutiny Management Commission (OSMC) meeting of 2 August 2011.

2. Background

- 2.1 At its meeting of 2 August 2011, the Acting Head of Youth Services and Commissioning (Julia Waldman) updated the Commission on the facilities available within the district for teenagers. This update was the latest in a string following a review of the subject carried out between October 2008 and March 2009.
- 2.2 It was resolved at the meeting that Mrs Waldman would provide a report back to the Commission at its meeting of 1 November, and a meeting was held on 16 August between the Chairman, Vice-Chairman, Mrs Waldman and scrutiny support officers to scope the contents of the report.
- 2.3 During the course of the meeting however it became clear that more value might be added to the public understanding of the issue if a fuller task group review were to be conducted.

3. Proposed Terms of Reference

- 3.1 It is proposed therefore that the Overview and Scrutiny Commission establishes a time limited task group to conduct a review into the facilities available for teenagers in West Berkshire and, being cognisant of previous scrutiny activity, in particular:
- Examine where, what kind, how many and by whom facilities and activities for young people are being provided
 - Assess the need and demand for facilities
 - Consider what might be done further to improve the facilities in place for young people, particularly in the context of Big Society developments and the withdrawal of support for universal youth provision by the Youth Service
 - Report to the OSMC thence the Executive with recommendations as appropriate.

4. Operation and delivery

- 4.1 The task group would comprise 4 Conservative Members and 2 Liberal Democrats and be supported by the Scrutiny and Partnerships Manager and Policy Officer (Scrutiny Support). Technical expertise would be provided from officers in Youth Services and Commissioning
- 4.2 The task group would return and report to the Overview and Scrutiny Commission by its meeting of 21 February 2012.

5. Recommendation

- 5.1 It is recommended that Members of the Commission amend, if necessary, and approve the Terms of Reference for the review.

Appendices

There are no appendices to this report.

Consultees

Officers Consulted: Julia Waldman, Acting Head of Youth Services and Commissioning

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Agenda Item 10.

Title of Report:	Health Scrutiny Panel Work Programme
Report to be considered by:	Health Scrutiny Panel
Date of Meeting:	20 September 2011

Purpose of Report: To consider and prioritise the work programme for the municipal year 2011/12.

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

Health Scrutiny Panel Chairman	
Name & Telephone No.:	Councillor Quentin Webb – Tel (01635) 202646
E-mail Address:	qwebb@westberks.gov.uk

Contact Officer Details	
Name:	Jo Naylor
Job Title:	Principal Policy Officer
Tel. No.:	01635 503019
E-mail Address:	jnaylor@westberks.gov.uk

Executive Report

1. Introduction

- 1.1 Members are requested to consider the latest work programme attached at Appendix A. In addition, Members are asked to give consideration to future areas for scrutiny.

Appendices

Appendix A – Health Scrutiny Panel Work Programme

Consultees

Local Stakeholders:

Officers Consulted: Scrutiny and Partnerships Manager

Trade Union: N/A

OVERVIEW & SCRUTINY MANAGEMENT COMMISSION WORK PROGRAMME 2011/12

Reference	Subject/purpose	Methodology	Expected outcome	Review Body	Dates	Lead Officer(s)/ Service Area	Portfolio Holder(s)	Status: In Progress Completed	Comments
OSMC/11/104	Anti-Child Poverty Strategy	To monitor the strategy	Monitoring item	HSP	Start: On-going End: April 2012	Julia Waldman – 2815 Children and Young People	Cllr Joe Mooney	In Progress	
OSMC/11/105	Dignity and Nutrition – Hospitals To review the Care Quality Commission report on Dignity and Nutrition - Hospitals	To survey and hold focus groups detailing information		HSP	Start: July 2011 End: 2012	Nigel Owen, West Berkshire LINK, Age UK	Cllr Joe Mooney		
OSMC/11/106	Update on the Health and Wellbeing Board To receive updates from the Health and Wellbeing Board	To update members on Health and Wellbeing Board	Monitoring item	HSP	Ongoing	Teresa Bell/June Graves	Cllr Joe Mooney	In Progress	
OSMC/11/107	Update on the Health Service in West Berkshire	To update members on the changes to Health Service in West Berkshire	Monitoring item	HSP	Ongoing	Bev Searle - Director Joint Partnerships and Commissioning	Cllr Joe Mooney	In Progress	
OSMC/11/108	Six lives report To receive updates on progress of Six Lives report	Investigate NHS improvements since the six lives report		HSP	Start: Oct 2011 End: 2012	Alison Love, Nigel Owen, Teresa Bell	Cllr Joe Mooney		
OSMC/11/114	GP Commissioning To understand the arrangements in the East of West Berkshire concerning GP Commissioning	In meeting review.		HSP	Start: Oct 2011 End:	June Graves, Bev Searle	Cllr Joe Mooney		
OSMC/11/115	Review of the Ambulance Indicators To understand and review the changes to the ambulance indicators	In meeting review.		HSP	Start: Oct 2011 End:		Cllr Joe Mooney		

Key:

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

Scheduled Meetings Dates

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

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Title of Report:	Resource Management Working Group Work Programme
Report to be considered by:	Resource Management Working Group
Date of Meeting:	20 September 2011

Purpose of Report: To consider and prioritise the work programme for the municipal year 2011/12.

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

Resource Management Working Group Chairman	
Name & Telephone No.:	Councillor Tony Vickers – Tel (01635) 230046
E-mail Address:	tvickers@westberks.gov.uk

Contact Officer Details	
Name:	David Baker
Job Title:	Policy Officer
Tel. No.:	01635 519083
E-mail Address:	dbaker@westberks.gov.uk

Executive Report

1. Introduction

- 1.1 Members are requested to consider the latest work programme attached at Appendix A. In addition, Members are asked to give consideration to future areas for scrutiny.

Appendices

Appendix A – Resource Management Working Group Work Programme

Consultees

Local Stakeholders:

Officers Consulted: Head of Finance, Scrutiny and Partnerships Manager

Trade Union: N/A

OVERVIEW & SCRUTINY MANAGEMENT COMMISSION WORK PROGRAMME 2011/12

Reference	Subject/purpose	Methodology	Expected outcome	Review Body	Dates	Lead Officer(s)/ Service Area	Portfolio Holder(s)	Status: In Progress Completed	Comments
OSMC/09/57	Revenue and capital budget reports To receive the latest period revenue and capital budget reports To consider any areas of concern.	Information supplied by, and questioning of, lead officer via in meeting review	Monitoring item	RMWG	Start: 13/09/10 End: Each Quarter	Andy Walker – 2433 Finance	Councillor Keith Chopping	In Progress	May lead to areas for in depth review.
OSMC/09/63	Establishment Reports To receive the latest report on the changes to the Council's establishment.	Information supplied by, and questioning of, lead officer via in meeting review	Monitoring item	RMWG	Start: 13/09/10 End: Each Quarter	Robert O'Reilly – 2358 Human Resources	Councillor Anthony Stansfeld	In Progress	May lead to areas for in depth review.
OSMC/11/98	Legal and Electoral Services Budget To discuss budget pressures within this service area.	In meeting review with information supplied by, and questioning of, lead officers.		RMWG	Start: June 2011 End: Sep 2011	David Holling Legal & Electoral Services	Councillor Anthony Stansfeld	In Progress	Requested by RMSC on 14 December 2010.
OSMC/11/99	Highways Asset Management Plan To review the AMP and the highways land contained within it.	In meeting review with information supplied by, and questioning of, lead officers.		RMWG	Start: July 2011 End: Jan 2012	Mark Edwards – 2208 Highways & Transport	Councillor David Betts	To be scheduled	Requested by RMSC on 14 December 2010.
OSMC/11/109	Timelord To receive an update on the Timelord changes following Phase 3.	In meeting review and update Members of the Timelord Phase 3 development		RMWG	Start: July 2011 End: Sep 2011	Jackie Jordan	Councillor Pam Bale	In Progress	Requested by RMWG on 26 July 2011
OSMC/11/110	Energy Saving To review the Council's policies and procedures for Energy Saving.	In a meeting review the Council's procedures to Energy Saving		RMWG	Start: July 2011 End: Nov 2011	Adrian Slaughter	Councillor Hilary Cole	In Progress	Requested by RMWG on 26 July 2011.
OSMC/11/111	Risk Register To scrutinise individual items on the Risk Register.	In meeting review and scrutinise individual items on Risk Register.		RMWG	Start: July 2011 End: On-going	Ian Priestley	Councillor David Betts	In Progress	Requested by RMWG on 26 July 2011
OSMC/11/112	Medium Term Financial Strategy To review the MTFS	In meeting review of the MTFS		RMWG	Start: July 2011 End: Nov 2011	Andy Walker	Councillor Keith Chopping	In Progress	Requested by RMWG on 26 July 2011

OVERVIEW & SCRUTINY MANAGEMENT COMMISSION WORK PROGRAMME 2011/12

Reference	Subject/purpose	Methodology	Expected outcome	Review Body	Dates	Lead Officer(s)/ Service Area	Portfolio Holder(s)	Status: In Progress Completed	Comments
OSMC/11/113	Procedures for Blue Badge Holder To review the procedures, criteria and rules of use for Blue Badge holders.	In meeting review.		RMWG	Start: July 2011 End: Nov 2011	Mark Edwards	Councillor David Betts	In Progress	Requested by RMWG on 26 July 2011

Key:

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

Scheduled Meetings Dates

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

Title of Report:	West Berkshire Forward Plan
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	20 September 2011

Purpose of Report: To advise the Overview and Scrutiny Management Commission of items to be considered by West Berkshire Council from September to December 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 September to December 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:	David Baker
Job Title:	Policy Officer (Scrutiny Support)
Tel. No.:	01635 519083
E-mail Address:	dbaker@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 September to December 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 – September to December 2011

West Berkshire Council Forward Plan – September to December 2011

Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact	Lead Member (Porfolio Holder for . . .)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
September 2011											
ID2239	Adoption of Parish Plans <i>To adopt Parish Plans.</i>	ID	01/09/11	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC	Local Members and Stakeholders		01 September 2011
ID2240	Approval of Village Design Statements <i>To approve Village Design Statements.</i>	ID	01/09/11	Environment	Paula Amorelli	Planning, Transport Policy, Housing, Economic Development		TBC	Local Members and Stakeholders		01 September 2011
ID2327	Non-Domestic Rates - application for hardship relief (Part II - Information relating to the business /financial affairs of a particular person) <i>To make a decision on an application to allow hardship relief.</i>	ID	01/09/11	Chief Executive	Bill Blackett	Finance, Property, Health & Safety	Yes	TBC	None		01 September 2011
ID2345	Plan to Review the Annual Michaelmas Fair and Arrangements to Reduce Anti - Social Behaviour and Noise Disturbance <i>To review arrangements for hosting and managing the Michaelmas Fair and to make recommendations which aim to reduce noise disturbance and anti social behaviour.</i>	ID	01/09/11 ID	Environment	Stewart Souden	Environment, "Cleaner Greener", Public Protection, Culture and Leisure		TBC	Leader of the Council. OSMC Chair, Ward Members, Opposition Spokesman, Thames Valley Police		01 September 2011
ID2346	Changes to the Blue Badge Scheme from 2 January 2012 <i>To set the fee payable by Blue Badge applicants</i>	ID	01/09/11 ID	Environment	Martyn Baker	Highways, Transport (Operational), ICT, Customer Services		TBC			01 September 2011

The items included in the Forward Plan were correct at the time of publication. The Forward Plan may, however, change and you are advised to contact Moira Fraser – Tel: 01635 519045 or e-mail: mfraser@westberks.gov.uk to confirm the contents of any agenda before attending a meeting. **Executive decisions may be taken by the Executive acting as a collective body or by officers acting under delegated powers.**

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

West Berkshire Council Forward Plan – September to December 2011

Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact	Lead Member (Porfolio Holder for . . .)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
ID2348	Outside Body Nominations: Trustees on the Empowering West Berkshire Board and Advernture Dolphin <i>To afree a WBC representative on this Board.</i>	ID	01/09/11 ID	Chief Executive	Andy Day	Leader of the Council			EWB Board		01 September 2011
ID2241	West Berkshire Forward Plan - October 2011 to January 2012 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	15/09/11	Chief Executive	Moira Fraser (2045)	Leader of Council		07/09/11	All Members, published on website for local residents	Not subject to call in.	01 September 2011
ID2321	Speed Limit Review (& response to separate petitions regarding Church Street and Engelfield Road, Theale) <i>To approve the statutory consultation for altering the speed limit on a number of roads following a meeting of the speed limit task group</i>	ID	22/09/11	Environment	Andrew Garratt	Highways, Transport (Operational), ICT, Customer Services		15/09/11	Local ward members		01 September 2011
ID2322	Petition - Traffic Calming in Oregon Avenue, Tilehurst <i>To respond to a petition that has been submitted to the Council</i>	ID	22/09/11	Environment	Andrew Garratt	Highways, Transport (Operational), ICT, Customer Services		15/09/11	Local ward members		01 September 2011
ID2323	Lamtarra Way , Greenham Consultation <i>To report the responses received during the statutory consultation and advertisement of a road closure</i>	ID	22/09/11	Environment	Andrew Garratt	Highways, Transport (Operational), ICT, Customer Services		15/09/11	Statutory consultees, general public, Parish Council and Ward Members		01 September 2011

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West Berkshire Council Forward Plan – September to December 2011

Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact	Lead Member (Porfolio Holder for . . .)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
ID2359	Paynesdown Road, Thatcham <i>To consider the responses received during a public consultation on the introduction of a 20mph zone with speed cushions</i>	ID	22/09/11	Environment	Andrew Garratt	Highways, Transport (Operational), ICT, Customer Services		15/09/11	Local residents as part of the public consultation and Statutory consultees, general public, Parish Council and Ward members as part of the statutory consultation and advertisement		
GA2118	Risk Management Annual Report	GA	05/09/11 GA	Chief Executive	Ian Priestley	Strategy, Performance, Community Safety		25/08/11			01 September 2011
GA2056	Internal Audit Annual Report 2010/11 <i>To provide the Committee with an opinion from the "Head of Internal Audit" on the Council's internal control framework, and to support the approval of the Annual Governance Statement</i>	GA	05/09/11 GA	Chief Executive	Ian Priestley	Strategy, Performance, Community Safety		25/08/11			01 September 2011
GA2218	Financial Statements 2010-11	GA	05/09/11 GA	Chief Executive	Joseph Holmes			25/08/11			01 September 2011
GA2341	Annual Governance Statement <i>To present the Annual Governance Statement for the Council for the year 2010-11</i>	GA	05/09/11 GA	Chief Executive	Ian Priestley	Strategy, Performance, Community Safety		25/08/11			01 September 2011
GA2342	Annual Governance Statement in Support by the Monitoring Officer	GA	05/09/11 GA	Chief Executive	David Holling	Strategy, Performance, Community Safety		25/08/11			01 September 2011

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West Berkshire Council Forward Plan – September to December 2011

Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact	Lead Member (Porfolio Holder for . . .)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
GA2343	Annual Governance Statement in Support by the S151 Officer	GA	05/09/11 GA	Chief Executive	Andy Walker	Strategy, Performance, Community Safety		25/08/11			01 September 2011
GA2344	Heads of Service Assurance Statements <i>To outline the issues of concern highlighted by the Council's Heads of Service in their Annual Assurance Statements</i>	GA	05/09/11 GA	Chief Executive	Ian Priestley	Strategy, Performance, Community Safety		25/08/11			01 September 2011
EX2347	The multiplier used under the Discretionary Compensation Regulations 2006 <i>To seek consideration from the Personnel Committee of the multiplier used under the Discretionary Compensation Regulations 2006.</i>	EX PC	08/09/11 EX PC 20/09/11	Chief Executive	Robert O' Reilly	Strategy, Performance, Community Safety		31/08/11	Trade Unions		01 September 2011
EX2271	Referral and Assessment Team <i>To provide an update for Members on the increasing pressures on the Referral and Assessment Team</i>	EX	08/09/11 EX	Children and Young People	Sue Adamant os	Children and Young People, Youth Service		31/08/11			01 September 2011
EX2295	Annual Report on Children Subject to Child Protection Plans <i>To update Members on recent activity in relation to children subject to child protection plans</i>	EX	08/09/11 EX	Children and Young People	Sue Adamant os	Children and Young People, Youth Service		31/08/11			01 September 2011
EX2288	Finance Performance Report - Quarter 1 <i>To provide Members with information in respect of the Council's Capital and Revenue Budgets for the first quarter of the Financial Year 2011/12.</i>	EX	08/09/11 EX	Chief Executive	Joseph Holmes	Finance, Property, Health and Safety		31/08/11			01 September 2011

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.**

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West Berkshire Council Forward Plan – September to December 2011

Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact	Lead Member (Porfolio Holder for . . .)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
EX2274	Q1 Performance Update <i>To report quarterly performance against each of the outcomes identified in the 2011/12 Council Plan and to report remedial action being taken, where targets were not projected to be met.</i>	EX	08/09/11 EX	Chief Executive	Jessica Broom	Strategy, Performance, Community Safety		31/08/11			01 September 2011
EX2313	Treasury Management Annual Report 2010/11 <i>To consider an Annual Report on the Treasury Management Function, reviewing the previous year's activities and performance of the fund for the year.</i>	EX	08/09/11 EX	Chief Executive	Gabrielle Esplin	Finance, Property, Health and Safety		31/08/11			01 September 2011
EX2325	Response to the Scrutiny Review of HR Establishment Reporting	EX	08/09/11 EX	Chief Executive	Robert O'Reilly	Strategy, Performance, Community Safety		31/08/11			01 September 2011
EX2351	Options for Delivering Private Sector Renewal <i>(Paragraph 3 - information relating to the financial/business affairs of a particular person)</i> <i>The purpose of this report is to outline the options for delivering the home improvement services.</i>	EX	08/09/11 EX	Community Services	Mel Brain	Planning, Housing, Transport Policy and Economic Development	Yes	31/08/11			01 September 2011
C2188	West Berkshire Council 2011/12: Corporate Performance Framework	C	22/09/11 C	Chief Executive	Jason Teal	Leader of Council		15/09/11			01 September 2011
C2326	Recognition of Former Councillors <i>To consider introducing a scheme which will enable this Council to recognise former Councillors who have provided eminent service to this Council over a long period of time.</i>	C	22/09/11 C 05/09/11 GA	Chief Executive	Andy Day			15/09/11 25/08/11			01 September 2011

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West Berkshire Council Forward Plan – September to December 2011

Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact	Lead Member (Porfolio Holder for . . .)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
C2303	Changes to the Constitution - Part 4, 5 and 6 <i>To consider any changes required to the Council's Constitution.</i>	C	22/09/11 C 05/09/11 GA	Chief Executive	Moira Fraser	Leader of Council		15/09/11 25/08/11			01 September 2011
C2155	Report to Consider the Recommendations of the IRP <i>To consider any changes required to the scheme following the March 2011 Council meeting where the Governance Structures of the Council were discussed</i>	C	22/09/11 C	Chief Executive	Jo Watt			15/09/11			01 September 2011
C2338	Amendment to the Constitution - List of Exemptions to "Key Decisions" <i>To seek approval to extend the exception criteria for reports that can be considered as Individual Executive Member Decisions</i>	C	22/09/11 C 05/09/11 GA	Chief Executive	Moira Fraser	Leader of the Council		15/09/11 25/08/11			01 September 2011
C2360	Revised Parking Charges <i>To consider alternative options for revised or new parking cvcharges in order to generate additional revenue income to support Council savings targets</i>	C	22/09/11	Environment	Mark Cole	Highways, Transport (Operational), ICT, Customer Services		15/09/11			01 September 2011
October 2011											
ID2320	Funding Arrangements Framework for Domiciliary Care and Non-residential Services (Paragraph 6 - information relating to proposed action to be taken by the Local Authority) <i>To seek approval for an amendment to the Fair Accedss to Care Policy.</i>	ID	01/10/11	Community Services	Jan Evans		Yes	TBC			01 October 2011

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ID2242	Adoption of Parish Plans <i>To adopt Parish Plans.</i>	ID	01/10/11	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC	Local Members and Stakeholders		01 October 2011
ID2243	Approval of Village Design Statements <i>To approve Village Design Statements.</i>	ID	01/10/11	Environment	Paula Amorelli	Planning, Transport Policy, Housing, Economic Development		TBC	Local Members and Stakeholders		01 October 2011
ID2318	Petition - Phased Crossing at Padworth Lane <i>To provide a response to a petition submitted to the Executive in respect of a controlled pedestrian facility at Padworth Lane</i>	ID	01/10/11	Environment	Mark Edwards	Highways, Transport (Operational), ICT, Customer Services		TBC			01 October 2011
ID2244	West Berkshire Forward Plan - November 2011 to February 2012 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	13/10/11	Chief Executive	Moira Fraser (2045)	Leader of Council		05/10/11	All Members, published on website for local residents	Not subject to call in.	01 October 2011
EX2284	Equalities Report	EX	20/10/11 EX	Chief Executive	Robert O'Reilly	Partnerships, Equality, The Visions, Communities		11/10/11			01 October 2011
EX2315	Transfer of the Council's contract with the Skills Funding Agency for Adult and Community Learning to new arrangements. (Part II – Information relating to the business/financial affairs of an individual) <i>To gain Members approval for the transfer of the Council's contract with the Skills Funding Agency for Adult Safeguarded Learning to the preferred provider.</i>	EX	20/10/11 EX	Children and Young People	Sara Hanson	Children and Young People, Youth Service	Yes	11/10/11			01 October 2011

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West Berkshire Council Forward Plan – September to December 2011

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EX2319	Petition - Trees along Skilton Road <i>To provide a response to a petition submitted to the Executive in respect of the condition and affects of the trees along Skilton Avenue, Tilehurst</i>	EX	20/10/11 EX	Environment	Gary Lugg	Envrionment, Cleaner greener, Public Protection, Culture and Leisure		11/10/11			01 October 2011
EX2331	Response to the Scrutiny Review into the project to transfer the Council's CCTV <i>To respond to the recommendations of the Overview and Scrutiny Management Commission following the investigation into the project to transfer the Council's CCTV</i>	EX	20/10/11 EX	Chief Executive	Susan Powell	Strategy, Performance, Community Safety		11/10/11			01 October 2011
C2304	Changes to the Constitution - Scheme of Delegation <i>To consider any changes required to the Council's Constitution - SoD.</i>	C	25/10/11 C 29/09/11 GA	Environment	Mark Edwards	Leader of Council		21/10/11 22/09/11			01 October 2011
C2354	Sustainability Appraisal, Strategic Environment Assessment and Proposed Core Strategy <i>To seek approval of the amendments to the sustainability appraisal and strategic environment assessment of the Core Strategy and the proposed changes to the Core Strategy, both for public consultation</i>	C	25/10/11 C	Environment	Bryan Lyttle	Planning, Housing, Trasnport Policy and Economic Development		21/10/11	All residents, employees, landowners and people with an interest in the development of West Berkshire via formal consultation including media alerts during November and December 2011		01 October 2011

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West Berkshire Council Forward Plan – September to December 2011

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November 2011											
ID2245	Adoption of Parish Plans <i>To adopt Parish Plans.</i>	ID	01/11/11	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC	Local Members and Stakeholders		01 November 2011
ID2246	Approval of Village Design Statements <i>To approve Village Design Statements.</i>	ID	01/11/11	Environment	Paula Amorelli	Planning, Transport Policy, Housing, Economic Development		TBC	Local Members and Stakeholders		01 November 2011
ID2247	West Berkshire Forward Plan - December 2011 to March 2012 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	10/11/11	Chief Executive	Moira Fraser (2045)	Leader of Council		02/11/11	All Members, published on website for local residents	Not subject to call in.	01 November 2011
December 2011											
ID2248	Adoption of Parish Plans <i>To adopt Parish Plans.</i>	ID	01/12/11	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC	Local Members and Stakeholders		01 December 2011
ID2249	Approval of Village Design Statements <i>To approve Village Design Statements.</i>	ID	01/12/11	Environment	Paula Amorelli	Planning, Transport Policy, Housing, Economic Development		TBC	Local Members and Stakeholders		01 December 2011
ID2250	West Berkshire Forward Plan - January 2012 to April 2012 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	15/12/11	Chief Executive	Moira Fraser (2045)	Leader of Council		06/12/11	All Members, published on website for local residents	Not subject to call in.	01 December 2011

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West Berkshire Council Forward Plan – September to December 2011

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EX2289	Finance Report - Quarter 2	EX	15/12/11 EX	Chief Executive	Joseph Holmes	Finance, Property, Health and Safety		06/12/11			01 December 2011
EX2308	Community Planning Q2 2011/12 <i>To provide Members with an update on parish planning activity during the final quarter of 2011/12 Financial Year.</i>	EX	15/12/11 EX	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions, Communities		06/12/11			01 December 2011
EX2329	Establishment Report Q2 11/12 <i>To note changes to the WBC Establishment</i>	EX	15/12/11 EX	Chief Executive	Robert O'Reilly	Strategy, Performance, Community Safety		06/12/11			01 December 2011
EX2352	Market Street Redevelopment	EX	15/12/11 EX	Chief Executive	Nick Carter			06/12/11			01 December 2011
EX2350	Redevelopment of Taceham House (Paragraph 3 - information relating to the financial or business affairs of a particular person) <i>To consider the options for disposal and redevelopment of Taceham House and agree best course of action.</i>	EX	15/12/11 EX	Community Services	Mel Brain	Planning, Housing, Trasnport Policy and Economic Development	Yes	06/12/11			01 December 2011
C2314	Review of Polling Stations	C	06/12/11 C	Chief Executive	David Holling			29/11/11			01 December 2011

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Title of Report:	Overview and Scrutiny Management Commission Work Programme
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	20 September 2011

Purpose of Report: To review the Work Programme of the Overview and Scrutiny Management Commission for 2011/12 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:	David Baker
Job Title:	Policy Officer (Scrutiny Support)
Tel. No.:	01635 519083
E-mail Address:	dbaker@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 Work Programme 2011/12

Consultees

Officers Consulted: Scrutiny and Partnerships Manager, Principal Policy Officers

OVERVIEW & SCRUTINY MANAGEMENT COMMISSION WORK PROGRAMME 2011/12

Reference	Subject/purpose	Methodology	Expected outcome	Review Body	Dates	Lead Officer(s)/ Service Area	Portfolio Holder(s)	Status: In Progress Completed	Comments
OSMC/09/02	Performance Report for Level One Indicators To monitor quarterly the performance levels across the Council and to consider, where appropriate, any remedial action.	In meeting review with information supplied by, and questioning of, lead officers.	Monitoring item	OSMC	Start: each Q End: OSMC 01/11/11	Jason Teal – 2102 Policy & Communication	Councillor Anthony Stansfeld	In Progress	Quarterly item.
OSMC/10/78	Examination of facilities in place for younger people	Information supplied by, and questioning of, lead officers.		Task Group	Start: 25/09/11 End: 21/02/12 OSMC 21/02/12	Julia Waldman – 2815 Children and Young People	Councillor Irene Neill	In Progress	
OSMC/10/95	Big Society/Localism To explore the initiative as a way of enabling people and encouraging them to take responsibility for their own communities.	Initial briefing followed by in meeting review.		OSMC	Start: Q4 End:	Andy Day – 2459 Policy & Communication	Councillor Pamela Bale	To be scheduled	Item to be scheduled at a later date once further detail known. Work ongoing at LSP level.
OSMC/09/57	Revenue and capital budget reports To receive the latest period revenue and capital budget reports To consider any areas of concern.	Information supplied by, and questioning of, lead officer via in meeting review	Monitoring item	RMWG	Start: 13/09/10 End: Each Quarter	Andy Walker – 2433 Finance	Councillor Keith Chopping	In Progress	May lead to areas for in depth review.
OSMC/09/63	Establishment Reports To receive the latest report on the changes to the Council's establishment.	Information supplied by, and questioning of, lead officer via in meeting review	Monitoring item	RMWG	Start: 13/09/10 End: Each Quarter	Robert O'Reilly – 2358 Human Resources	Councillor Anthony Stansfeld	In Progress	May lead to areas for in depth review.
OSMC/11/98	Legal and Electoral Services Budget To discuss budget pressures within this service area.	In meeting review with information supplied by, and questioning of, lead officers.		RMWG	Start: June 2011 End: Sep 2011	David Holling Legal & Electoral Services	Councillor Anthony Stansfeld	In Progress	Requested by RMSC on 14 December 2010.
OSMC/11/99	Highways Asset Management Plan To review the AMP and the highways land contained within it.	In meeting review with information supplied by, and questioning of, lead officers.		RMWG	Start: July 2011 End: Jan 2012	Mark Edwards – 2208 Highways & Transport	Councillor David Betts	To be scheduled	Requested by RMSC on 14 December 2010.

OVERVIEW & SCRUTINY MANAGEMENT COMMISSION WORK PROGRAMME 2011/12

Reference	Subject/purpose	Methodology	Expected outcome	Review Body	Dates	Lead Officer(s)/ Service Area	Portfolio Holder(s)	Status: In Progress Completed	Comments
OSMC/11/102	Day Centres To examine the provision of day centres across the District.	Task group review with information supplied by, and questioning of, lead officers and external partners		Task Group	Start: 20/09/11 End: TBD	Jan Evans – 2736 Adult Social Care	Councillor Joe Mooney	To be scheduled	Invite officers to September meeting of OSMC User experiences 01/11/11
OSMC/11/103	Olympics and Diamond Jubilee Events 2012. To review and monitor events in West Berkshire			OSMC	Start Date 01/11/11		Carol Jackson-Doerge		
OSMC/11/104	Anti-Child Poverty Strategy	To monitor the strategy	Monitoring item	HSP	Start: On-going End: April 2012	Julia Waldman – 2815 Children and Young People	Cllr Joe Mooney	In Progress	
OSMC/11/105	Dignity and Nutrition – Hospitals To review the Care Quality Commission report on Dignity and Nutrition - Hospitals	To survey and hold focus groups detailing information		HSP	Start: July 2011 End: 2012	Nigel Owen, West Berkshire LINK, Age UK	Cllr Joe Mooney		
OSMC/11/106	Update on the Health and Wellbeing Board To receive updates from the Health and Wellbeing Board	To update members on Health and Wellbeing Board	Monitoring item	HSP	Ongoing	Teresa Bell/June Graves	Cllr Joe Mooney	In Progress	
OSMC/11/107	Update on the Health Service in West Berkshire	To update members on the changes to Health Service in West Berkshire	Monitoring item	HSP	Ongoing	Bev Searle - Director Joint Partnerships and Commissioning	Cllr Joe Mooney	In Progress	
OSMC/11/108	Six lives report To receive updates on progress of Six Lives report	Investigate NHS improvements since the six lives report		HSP	Start: Oct 2011 End: 2012	Alison Love, Nigel Owen, Teresa Bell	Cllr Joe Mooney		
OSMC/11/109	Timelord To receive an update on the Timelord changes following Phase 3.	In meeting review and update Members of the Timelord Phase 3 development		RMWG	Start: July 2011 End: Sep 2011	Jackie Jordan	Councillor Pam Bale	In Progress	Requested by RMWG on 26 July 2011

OVERVIEW & SCRUTINY MANAGEMENT COMMISSION WORK PROGRAMME 2011/12

Reference	Subject/purpose	Methodology	Expected outcome	Review Body	Dates	Lead Officer(s)/ Service Area	Portfolio Holder(s)	Status: In Progress Completed	Comments
OSMC/11/110	Energy Saving To review the Council's policies and procedures for Energy Saving.	In a meeting review the Council's procedures to Energy Saving		RMWG	Start: July 2011 End: Nov 2011	Adrian Slaughter	Councillor Hilary Cole	In Progress	Requested by RMWG on 26 July 2011.
OSMC/11/111	Risk Register To scrutinise individual items on the Risk Register.	In meeting review and scrutinise individual items on Risk Register.		RMWG	Start: July 2011 End: On-going	Ian Priestley	Councillor David Betts	In Progress	Requested by RMWG on 26 July 2011
OSMC/11/112	Medium Term Financial Strategy To review the MTFS	In meeting review of the MTFS		RMWG	Start: July 2011 End: Nov 2011	Andy Walker	Councillor Keith Chopping	In Progress	Requested by RMWG on 26 July 2011
OSMC/11/113	Procedures for Blue Badge Holder To review the procedures, criteria and rules of use for Blue Badge holders.	In meeting review.		RMWG	Start: July 2011 End: Nov 2011	Mark Edwards	Councillor David Betts	In Progress	Requested by RMWG on 26 July 2011
OSMC/11/114	GP Commissioning To understand the arrangements in the East of West Berkshire concerning GP Commissioning	In meeting review.		HSP	Start: Oct 2011 End:	June Graves, Bev Searle	Cllr Joe Mooney		
OSMC/11/115	Review of the Ambulance Indicators To understand and review the changes to the ambulance indicators	In meeting review.		HSP	Start: Oct 2011 End:		Cllr Joe Mooney		

Key:

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

Scheduled Meetings Dates

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

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