

Notice of Meeting

Overview and Scrutiny Management Commission

Tuesday, 10th January, 2012 at 6.30 pm
in Council Chamber Council Offices
Market Street Newbury

Date of despatch of Agenda: Friday, 30 December 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

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Agenda - Overview and Scrutiny Management Commission to be held on Tuesday, 10 January 2012 (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: Councillor Anthony Stansfeld, David Lowe, Nick Carter, David Baker and Jason Teal.

Agenda

Part I

Page No.

1. **Apologies for Absence**
Purpose: To receive apologies for inability to attend the meeting (if any),
2. **Minutes** 1 - 10
Purpose: To approve as a correct record the Minutes of the meeting of the Commission held on 22nd November 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 meeting.
5. **Items Called-in following the Executive on 15 December 2011**
Purpose: To consider any items called-in by the requisite number of Members following the previous Executive meeting.
6. **Item: Councillor Call for Action**
Purpose: To consider any items proposed for a Councillor Call for Action.
7. **Item: Petitions**
Purpose: To receive any petitions requiring an Officer response.



Agenda - Overview and Scrutiny Management Commission to be held on Tuesday, 10 January 2012 (continued)

8. **Item: Key accountable measures and activities 2011/12. Update on progress: Q2 outturns.** 11 - 28
Purpose:
1. *To report quarter 2 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. **Item: Assessing and assuring the 2012/13 performance 'scorecard'** 29 - 38
Purpose: To outline the role the OSMC could play in assessing and assuring the measures and corresponding targets for the Council for the upcoming year.
10. **Item: Health Scrutiny Panel** 39 - 40
Purpose: To provide a verbal update on the work of the Health Scrutiny Panel and provide information on the meeting planned for 17th January 2012.
11. **Item: Resource Management Working Group** 41 - 42
Purpose: To provide a verbal update on the work of the Resource Management Working Group and provide information on the meeting planned for 17th January 2012.
12. **Item: West Berkshire Forward Plan November - February 2012** 43 - 50
Purpose: To advise the Commission of items to be considered by West Berkshire Council from November - February 2012 and decide whether to review any of the proposed items prior to the meeting indicated in the plan.
13. **Item: Overview and Scrutiny Management Commission Work Programme** 51 - 56
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

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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, 22 NOVEMBER 2011

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

Also Present: David Appleton (Head of Cultural Services), John Ashworth (Corporate Director - Environment), Nick Carter (Chief Executive), Mark Lewis (Education Assets Manager) and Gary Lugg (Head of Planning & Countryside) and David Lowe (Partnerships & Scrutiny Manager).

Apologies for inability to attend the meeting: Councillor Dave Goff, Councillor Mike Johnston, Councillor David Rendel and Councillor Emma Webster

Councillor(s) Absent: None.

PART I

57. Minutes

The Minutes of the meeting held on the 20th September 2011 were approved as a true and correct record and signed by the Chairman.

Councillor Tony Vickers asked whether the meeting to discuss the matters arising from the debate on the Council's performance reporting arrangements had taken place, as resolved under minute 51. Councillor Brian Bedwell advised that as Councillor Jeff Brooks' other, external, commitments had understandably taken precedence, the meeting had not yet been held. It was hoped that Councillor Brooks' diary would soon be sufficiently clear to allow the meeting to go ahead.

58. Declarations of Interest

There were no declarations of interest received.

59. Actions from previous Minutes

There were two actions followed up from previous Commission meetings:

1. School Severe Weather Plans: Verbal report was discussed under agenda Item 8;
2. Planning Performance Data Q1 2011/12: Verbal report was discussed under agenda Item 11.

60. Items Called-in following the Executive on 20th October 2011

There were no items were called-in following the last Executive meeting held on 20th October 2011.

61. Councillor Call for Action

There were no Councillor Calls for Action.

62. Petitions

There were no petitions to be received at the meeting.

(Note: 6.35pm: Councillor David Holtby joined the meeting).

63. School Severe Weather Plans update report

In introducing Item 8 Councillor Brian Bedwell reminded the members of the Commission that in previous years schools in the District had closed due to episodes of severe winter weather and the closures had had a consequent effect on parents, who had to make alternative arrangements for the care and supervision of their children. Although lessons had been learnt from past experiences, the Commission had not to date been satisfied that these had been sufficiently well communicated to or acted upon by schools in advance of any severe weather that might reasonably be expected in the coming winter.

The Children and Young People Assets Manager, Mark Lewis, advised that although in January 2010 there were a number of school closures, last year only 1 school had actually had to close (for a heating failure).

Since he had last updated the Commission in August of 2011, the Local Education Authority (LEA) had completed its review of the severe weather plans received from schools (circa 30 plans from the 80 schools in the District). The review had highlighted examples of good practice that the LEA had collated and then shared with all maintained schools, along with a revision to the Severe Winter Weather Guidance for Schools, which was formatted in the form of a template that could be used for those schools that did not already have a plan in place. The template was based on the Council's Severe Weather Plan and was structured under logical headings.

(Note: 6.40pm: Councillor Jeff Brooks joined the meeting).

Although progress had been made in highlighting to schools the benefit of having a plan in place, due to limited resources and conflicting priorities, it was not as much as might have been hoped. Mr Lewis was however able to report that he had noticed a definite shift in the approach that schools were taking to avoiding severe weather closures and there was considerable engagement with the LEA on the matter. Mr Lewis expected that even if the coming winter was as severe as the previous two, fewer schools would be forced to close. This was welcomed by the Commission.

It was recognised by Members that, as responsibility for doing so rested with Head Teachers, the LEA could not compel schools to have a plan in place. The Commission was however collectively of the view that robust encouragement should be given, including through governors. It was consequently considered desirable that the LEA should be able to know how many schools had plans in place so that effort could be targeted appropriately. Support might also be offered to those schools, especially those with small numbers of staff and therefore limited capacity for the development of plans, that might not otherwise be able to do the work on their own.

As separate entities, the LEA had no responsibility to provide advice and guidance to the new school academies, although Councillor Tony Vickers wondered whether the Council had a wider responsibility to the parents of children at the schools to ensure that they

were not disproportionately affected. Other Members also queried whether there could be commercial opportunities to provide expertise to academies.

The Chairman thanked Mark Lewis for his update and for the work that he and his team were doing.

RESOLVED that:

Mark Lewis should:

1. Continue to identify which schools had severe weather plans in place and which did not;
2. Give schools robust encouragement to adopt plans;
3. Circulate to all Elected Members the plan template in order that they promote with their local school governors its adoption, regardless of whether the Member was a governor;
4. Examine the commercial opportunities available to the LEA to provide advice, guidance and expertise to school academies.

64. Olympic events in 2012

The Head of Cultural Services, David Appleton, introduced Item 9 by stating that the West Berkshire Partnership was co-ordinating the delivery of a programme of local activities designed to allow the residents of West Berkshire to meet the potential of the opportunities offered by the 2012 Olympic and Paralympic games. He then showed the Commission a short film that showed in general terms the route of the Olympic Torch from its arrival in Britain.

(Note: 7.17pm: Councillor Andrew Rowles joined the meeting).

After the film Mr Appleton informed the Commission that there were 3 strands to the programme, with the passage through West Berkshire of the Torch Relay providing one of the links between each strand. The strands were:

- Education, Sport and Community;
Delivered by schools themselves with Park House and Theale Green taking a lead role as the employers of the "School games organisers";
- Local Economy;
Suppliers to London 2012;
Visitor Economy;
- Community Celebration;
Mainly led by town and parish councils or voluntary and community groups supported by WBC arts & leisure staff.

In amplifying the Education, Sport and Community strand, Mr Appleton was able to advise that school games were being organised and that Park House and Theale Green schools had 2 year funding to employ School Games Organisers. The games would be structured into 4 levels:

- Level 1 - Competitions organised within the school;
- Level 2 - Ongoing and regular inter school competition;
- Level 3 - County of Berkshire School Games;
 - Primary Festivals 19/20 April (Berkshire) & 26th June 2012 (W. Berks);
 - Secondary Festival 27/28 June 2012 (Berks);
- Level 4 - National Event. Participation by invitation only.

There would also be curriculum activity, led by Park House School which had been grant aided to support other schools in the area. The aim was to create a 'cross curricular Olympic and Paralympic Values resource' available for all west Berkshire Schools. Independent schools would need to buy into the Schools Sports Partnership to be included.

Finally there was a link with an International Learning Programme. This formed part of the British Council Connecting Classrooms Partnership. Other schools involved were St. Nicholas (Woolhampton), The Castle (Theale Green), Falkland and The Willows.

The Local Economy stand was broken down into two elements, 'Compete For...' and The Visitor Economy.

'Compete For...' encouraged local businesses to bid for the some of the many contracts arising directly from the games. Although awareness had previously been raised, through the Chamber of Commerce, and some local companies had been successful (IFP Forest and Paper Products (Newbury), Berkshire Consultancy (Beech Hill) and Tony Ridley Hyperbaric Associates Ltd (Westridge Green by Basildon) were cited as examples) many local companies hadn't registered and had no intention of doing so.

The main impact on the Visitor Economy was likely to be on the retail footfall figures resulting from event's programmes across the district. Some work was still needed to bring together the performance outcomes of the event's organisers with the commercial benefits of increased footfall. There had been no visible effect on accommodation enquiries at this stage. There was however likely to be a late surge when visitors to the rowing and flat water canoeing events at Eaton Dorney found that Windsor and the surrounding area did not have sufficient capacity.

The final strand, Community Celebration, was focussed on local groups deciding how they wanted to celebrate and being supported by the information and know-how of the Council. Support would be face to face and on-line through the 'Enjoy!' website. Mr Appleton advised that many communities were linking Jubilee celebrations with London 2012. There were likely to be a limited number of major events, mainly led by others, but where the Council was expected to be a key stakeholder and facilitator, for example the Newbury Outdoor Events programme. The Torch Relay was scheduled for Wednesday 11th July, 2012. The general approach taken to Community Celebration was that the Council would 'build the stage, local Communities put on the show' through Local Community Task Groups. There was extensive co-ordination needed between Council Services and external groups such as Thames Valley Police, schools, town and parish councils and the business community. It was expected that there would be local torch bearers.

The Council had a number of contractual obligations with the London Organising Committee of the Olympic and Paralympic Games (LOCOG). These were to:

- Provide a named individual for liaison with LOCOG;
- Establish Community Task Force(s);
 - Local Community;
 - District Wide;
- Issue permits, licences, consents, road closures, Traffic Orders etc. (6 months in advance);
- Conduct risk assessments;
- Organise stewarding;
- Be responsible for street cleansing and waste management;
- Ensuring that site dressing met with the Games' official look and feel; and
- Marketing and Communication.

In support of the meeting these obligations the Thames Valley Police 2012 Forum had been established to focus on highways matters and had met for the first time on 17th November 2011. Overall responsibility for the Torch Relay security rested with the Metropolitan Police. A first briefing for WBC Officers had also taken place on 17th November 2011.

LOCOG had provided a time line for major announcements and Mr Appleton was able to advise the Commission that the names of the Torch Bearers would be announced in February. The Council was working on the publication of a West Berkshire 2012 Events Calendar and communications strategy to support it. Mr Appleton drew Members' attention to the LOCOG webpages for 'local leaders', which outlined what communities might do to celebrate the games, and the Council's West Berkshire Enjoy! pages, which gave information on local activities. These could be seen at the links below:

<http://www.london2012.com/get-involved/local-leaders/>

<http://www.westberksenjoy.org.uk/>

In response to questions from members of the Commission Mr Appleton was able to clarify that:

- The Council was in communication with some communities and was trying to determine the numbers of people likely to turn out and watch the Torch Relay. The actual route of the Relay was not known in detail and had yet to be determined by LOCOG.
- Responsibility for organising and funding events rested with communities, although the Council would carry out some co-ordination of activities, through its West Berkshire Enjoy! website, and by facilitating economies of scale for purchasing.
- Decisions on the deployment of pedestrian barriers would be based on local risk assessments, yet to be completed. Again, communities would be liable for any costs incurred.

The Commission supported the proposal by Councillor David Holtby that the Council could organise a 'welcome back' for West Berkshire athletes returning from the games.

The Chairman thanked David Appleton for a useful, interesting and informative briefing. Members of the Commission agreed that as the games grew closer it would be useful for them to receive further updates.

RESOLVED that

1. David Appleton should investigate the viability of organising a recognition event for West Berkshire athletes returning from the Olympic and Paralympic Games.
2. David Appleton would be invited to update the Commission on the preparations for the Olympic and Paralympic Games in February and May.

65. Methodology of repairing potholes

Councillor Brian Bedwell introduced the proposal to review the methodology in place for the repairing of pot holes which had arisen from a Motion to Council made by Councillor Keith Woodhams. Councillor Bedwell advised that he thought that this would be a worthwhile piece of scrutiny as it was a topic that had the potential to affect many people in the District.

Councillor Woodhams informed the Commission that in researching the topic prior to the Motion to Council he had had discussions with staff in the Highways Department of Hampshire Council in order to understand their operational processes. He had also had an e-mail dialogue with a company that manufactured a road surfacing material. The research findings had been compiled into a dossier for dissemination to Members who would be involved in the scrutiny. He added that he would be happy to join the proposed Task Group that would carry out the review.

Councillor Jeff Beck stated that the presentation recently given by officers from Highways and Transport would also provide useful background and should form part of the briefing dossier.

RESOLVED that

1. The subject, proposed Terms of Reference and methodology be approved for incorporation into the Overview and Scrutiny Commission's work programme.
2. Councillor Woodhams would be the Liberal Democrat member of the Task Group.
3. The Highways and Transport briefing presentation forming part of the Members Development session should be incorporated into the Task Group

66. Planning performance data for Q1 2011/12

Councillor Brian Bedwell introduced Item 11 by reminding Members that the Commission had previously expressed concern about the Planning Service's performance as reported at Quarter 1. Gary Lugg, the Head of Planning and Countryside, had been invited to comment on the Commission's view that his service could do better.

Gary Lugg thanked the Chairman for the opportunity to explain the full picture behind the statistics reported through the corporate performance monitoring system. He advised that the Executive Member for Planning, Councillor Alan Law, would otherwise have also been in attendance for the Item but he had a long standing prior commitment.

Mr Lugg outlined that although Quarter 1 performance had highlighted poor performance, its causes were understood and measures had been taken to address them. The service was now in fact well on course to return to the standard that Members of the Council and service customers had come to expect. He was able to advise that as at the end of the second quarter of 2011:

- The determination of major applications within 8 weeks was above the target set for this point in the reporting cycle;
- The percentage of minor applications determined within 8 weeks had risen from 33% to 50%;
- 83% of all other applications had been determined within 8 weeks.

The service was on course to meet its end of year targets.

Members of the Commission appreciated the clarification on the service's performance and a number of views were expressed on the manner in which the reporting regime was operating during this municipal year. Mr Lugg explained that whilst the new presentation of statistics had led to some confusion in the first quarter, he expected that future reports on planning performance would be more straightforward.

Mr Lugg then went on to explain the reasons behind the previous drop in performance. It was caused, said Mr Lugg, by:

- A 16% drop in the number of applications received, attributable to the recession, with a corresponding drop in revenues received. In response to the drop in

demand the service reduced the numbers of staff required to deal with it through a freeze on recruitment;

- Central government cuts to Councils' Revenue Support Grant which affected all services across the authority and prioritisation decisions taken by West Berkshire Council resultantly, including a freeze on recruitment;
- Cuts to the Planning Delivery Grant (PDG) received from the government;

When the number of planning applications subsequently rose, the Council's freeze on recruitment created a mis-match between demand and the Council's ability to meet it. This was exacerbated by a high rate of staff turnover, for example in the Registration Team where there had been vacancies in 5 out of 7 posts. A number of planners had also left during the period and whilst they had almost all gone to higher posts, either internally or to other organisations, the effect was that there were insufficient staff to determine applications. Temporary or agency planners with the requisite experience were found to not be available on the open market.

Although some posts had been left vacant for 9 months, the service was now in fact over establishment, deliberately, to reduce the backlog that had arisen.

In response to a question from Councillor Tony Vickers, Mr Lugg agreed that the government's stated intent to replace the PDG with the power for Local Planning Authorities (LPAs) to set and retain their own fees and in effect make them self-funding should have the effect of reducing the risk of similar circumstances recurring. Mr Lugg added that the authority was prepared to begin the new operation, and was working on a start date of April 2012, the government had however noticeably slowed its implementation timeline.

Mr Lugg advised Members that the service intended to re-introduce pre-application advice, although the current backlog dictated that it could not happen immediately. It was intended that the service would in future be paid for and discussions had been undertaken with developers to understand their expectations of cost, quality and speed. As the LPA, the Council did however have to strike an appropriate balance between the requirements of developers and the rights of objectors.

The Chairman thanked Mr Lugg for his attendance and members of the Commission agreed that the session had been sufficiently useful to warrant an update in 12 months.

RESOLVED that

The Head of Planning and Countryside be invited to update the Commission on the performance of handling planning applications in Quarter 3 of 2012.

67. Health Scrutiny Panel

Councillor Quentin Webb introduced the report of the Panel's work at its most recent meeting of 4th October 2011 (agenda Item 12). Members of the Commission had no questions or other comments.

Councillor Webb then went on to request that the Commission consider giving approval to the Health Scrutiny Panel undertaking a review into NHS continuing healthcare.

In outlining the case for a review, Councillor Webb stated that many people require ongoing personal care and support due to accident, injury or illness and most receive this care through their local authority or buy it themselves. They receive it either in a care home or in their own home. Some people however have nursing or healthcare needs of such a level that they are entitled to NHS Continuing Healthcare (NHS CHS). This ongoing care is fully funded by the NHS.

In England, as at June 2011, Councillor Webb advised that 53,466 people receive NHS CHC support, a figure that was up considerably from 31,000 in March 2007.

It is not lawful for local authorities to provide care that should be provided by the NHS.

Figures from the Department of Health show that the eligibility framework is inconsistently applied across the country. Councillor Webb was able to cite that against an England average of 10.5 people in receipt of NHS CHC per 10,000, the Berkshire West PCT funded just 3.3. Berkshire East, Hampshire and Buckinghamshire PCTs funded 8.8, 7.1 and 10.4 people per 10,000 respectively but he cautioned that the figures should be used to form the basis of questions and not merely as a cause for complaint.

Councillor Webb advised, and was supported by Nick Carter, that this apparent significant variation in the numbers of complex needs claimants was an issue of some importance to the local authority, as it may be unnecessarily having to fund care, and residents of West Berkshire, who might otherwise be in receipt of higher levels of care.

The request was supported by members of the Commission.

RESOLVED that

1. The activity report be noted.
2. The review of NHS CHC be added to the work programme.

68. Resource Management Working Group

The Commission considered a report (Agenda Item 13) on the work of the Resource Management Working Group (RMWG).

Councillor Tony Vickers advised that at its meeting of 27 September 2011 the Group had considered Items on the Quarter 1 Establishment Report, the Legal and Electoral Service budget, the Month 4 Finance Report and the Strategic Risk Register.

Councillor Vickers then went on to outline that the RMWG work programme included the following work items:

- Quarter reports on revenue, capital and establishment;
- Highways Asset Management Plan;
- Energy Saving;
- MTFS;
- Timelord;
- Procedures for Blue Badge Holders;
- Managed vacancies;
- The financial arrangements for car parking and affordable housing under the Parkway development.

RESOLVED that

The report would be noted.

69. West Berkshire Forward Plan November 2011 - February 2012

The Commission considered the West Berkshire Forward Plan (Agenda Item 14) for the period covering November 2011 to February 2012.

RESOLVED that: The Forward Plan be noted.

70. Overview and Scrutiny Management Commission Work Programme

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

The change to the combined OSMC work programme resolved under Item 12 would be made.

RESOLVED that:

The change to the work programme would be recorded.

(The meeting commenced at 6.30 pm and closed at 8.20 pm)

CHAIRMAN

Date of Signature

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Title of Report:	Key Accountable Measures and Activities 2011/12. Update on Progress: Q2 Outturns
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	10 January 2012
Forward Plan Ref:	EX2394

Purpose of Report:

1. To report quarter 2 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.

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:

- West Berkshire Council 2011/12 corporate performance framework
- Individual service plans 2011/12

The proposals contained in this report will help to achieve the following Council Plan Priorities:

- 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:

- 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:	20 th November 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.

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"/>	
Report is to note only	<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 Q2, 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 of these annual measures (relating to key stage results) are reported in Q2.
- 2.2 Of the 33 reported measures and activities, 23 are reported as green for Q2.
- 2.3 7 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.*
 - *The level of commissioned early intervention services in the CYP directorate.*
 - *People presented as homeless who are prevented from being homeless.*
 - *The proportion of young people who are NEET.*
 - *The proportion of upheld planning appeals*
 - *Calls to the Contact Centre answered within 30 seconds.*
 - *Users' ratings of the Contact Centre.*
- 2.4 There are 3 reds being reported for Q2 – i.e. will not be achieved by year end. These are in relation to:
- *The proportion of adult social care service users receiving self-directed support.*
 - *Pupils gaining 5+ high grades at GCSE.*
 - *The adoption of the LDF by March 2012.*
- 2.5 Further detail is contained in the main body of this report.

Appendices

Appendix A – West Berkshire Council: key accountable measures and activities 2011/12: update on progress. Quarter 2.

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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Key accountable measures and activities 2011/12

Update on progress

Quarter 2: Jul-Sep 2011

compiled by:

Performance, Research & Consultation Team

Policy and Communication

westberks.gov.uk/performance

Oct 2011

Purpose of this report

To provide an update on progress against the Council's key accountable measures and activities for quarter 2, 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

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 a more descriptive 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, 6 are annual indicators – i.e. can only be assessed at a single point in time. 3 of these are in the education arena (for example, relating to key stage results or national floor standards). The others relate to land supply for housing (reports Q3), road condition (reports Q4) and users' ratings of our website (reports Q4).

Of the remaining 33 key accountable measures and activities, 23 are reported as green.

7 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 assessments conducted on time.*
- *The level of commissioned early intervention services in the CYP directorate.*
- *People presented as homeless who are prevented from being homeless.*
- *The proportion of young people who are NEET.*
- *The proportion of upheld planning appeals*
- *Calls to the Contact Centre answered within 30 seconds.*
- *Users' ratings of the Contact Centre.*

There are 3 reds being reported in Q1.

- *The proportion of adult social care service users receiving self-directed support.*
- *Pupils gaining 5+ high grades at GCSE.*
- *Adopting the LDF by March 2012.*

More information – outturns and commentary - on each of these measures is contained in the main body of this report.

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

2011/12 West Berkshire Council key accountable measures – Quarter 2							
Measure / activity	Direct influence	Community / service Impact	2010/11		2011/12		Supporting commentary
			Year end outturn	Target	Q1 outturn	Q2 (YTD) outturn	
Adult Social Care							
Financial assessments completed within 3 weeks of referral to Welfare Benefits team	Y	High	71%	80%	100% ★	100% ★	YTD outturn: 460 / 460.
Carers receiving a carer's assessment or review during the year	Y	High	18%	20%	25% ★	23% ★	Rolling 12 mth outturn: 672 / 2,888.
Care assessments completed within 28 days	Y	High	65%	65%	67% ★	66% ★	Rolling 12 mth outturn: 935 / 1,421
Service users and carers receiving Self Directed support (including personal budgets)	Y	Medium	10%	50%	19% ★	22% ■	YTD outturn: 636 / 2,888. Initial target was based on the introduction of a streamlined Personal Budgets process that has been delayed due to the Day Services reconfiguration and RAISE finance development that reduced capacity to work on the Personal Budget process underpinning the operational activity. Additionally, due to vacancies in the long term care teams and the operating model restructure, the capacity to complete the reviews to move existing clients onto Self Directed Support has been restricted. See exception report for further information.
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% ★	87% ★	YTD outturn: 374 / 430
Core assessments conducted within 35 working days	Y	Medium	83%	80%	64% ◆	73% ◆	Year to date outturn: 141 / 193. This indicator is below target due to a poor start in Q1 with high management sickness levels and increased pressure of work. However, performance is improving and it is expected the overall target

Available from westberks.gov.uk/performance










2011/12 West Berkshire Council key accountable measures – Quarter 2							
Measure / activity	Direct influence	Community / service Impact	2010/11		2011/12		Supporting commentary
			Year end outcome	Target	Q1 outcome	Q2 (YTD) outcome	
Looked after children whose cases are reviewed within required timescales	Y	High	98%	95%	100% ★	100% ★	will be met by year end. Q2 outcome: 128 / 128.
Looked after children with 3 or more moves in a year	Y	High	6%	9%	0% ★	0% ★	
Child Protection Plans lasting 2 years or more	N	Medium	0%	<5%	0% ★	0% ★	Q2 outcome: 0 / 66.
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 ★	£1,066,000 ◆	Target may be affected by the need to balance the 2012/13 budget savings.
Youth offending							
Number of young people entering the Youth Justice System	N	High	124	120	15 ★	29 ★	Q2 outcome: 14.
Housing							
People presenting as homeless who are prevented from being homeless	Y	High	New	85%	85% ★	79% ◆	YTD outcome: 253 / 319. The housing service is facing increased demand for homelessness services, reflecting a national trend. Due to the benefit reforms and the current economic climate, the prevention tools that have been successful in the past are less accessible, e.g. most private rented accommodation is well above the Local Housing Allowance level (and thus unaffordable) and landlords are increasingly reluctant to take applicants on benefits, as there is a buoyant rental market in WB. This leaves the Council with no other option but to take a homeless application.

2011/12 West Berkshire Council key accountable measures – Quarter 2							
Measure / activity	Direct influence	Community / service Impact	2010/11		2011/12		Supporting commentary
			Year end outcome	Target	Q1 outcome	Q2 (YTD) outcome	
High priority housing grants approved within 9 weeks of receipt of full grant application	Y	High	New	95%	92%	96%	YTD outcome: 52 / 54.
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	18 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	7 days	
Supporting schools and young people							
Pupils gaining 5 or more high grades at GCSE, including English and Maths	N	High	61%	62%	---	61%	There was lower than expected GCSE results in 6 out of 10 secondary schools in West Berkshire. The specific impact of this measure was caused by drop in performance in GCSE mathematics in 5 schools - including a 12% drop at Little Heath School.
Pupils scoring level 4 or above in English and Maths at the end of KS2	N	High	74.1%	74.5%	---	75%	
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%	---	---	Reports Q3
Children eligible for free school meals who achieve 5+A*-C at GCSE by age 16	N	Medium	28.7%	30%	---	---	Reports Q3
The number of primary schools below national floor standards	N	High	9	2	---	---	Reports Q3
Complete the construction phase of Trinity School sports hall	Y	Medium	New	Aug 2011	On track	Complete	The sports hall has been completed. The MUGA pitch is due to be completed in Dec 2011.

2011/12 West Berkshire Council key accountable measures – Quarter 2							
Measure / activity	Direct influence	Community / service Impact	2010/11		2011/12		Supporting commentary
			Year end outturn	Target	Q1 outturn	Q2 (YTD) outturn	
Young people 16-19 who are NEET	N	High	4.4%	4%	4.3%	7.8%	The high percentage reflects seasonal fluctuations as young people leave school and take up training or jobs. As witnessed in previous years, this is expected to drop down by the end of November.
Waste							
Proportion of waste recycled / composted / reused	Y	Medium	42%	42%	45.8%	44.0% (est)	Estimate will be finalised in Dec 2011.
Level of litter, detritus and graffiti (as outlined in the Keep Britain Tidy local environmental indicators)	Y	Medium	'Good'	'Good'	Not avail.	'Good'	
Planning							
A five year land supply of ready to develop housing sites	Y	Medium	Not available	(Units of deliv. hsing = 2,625)	---	---	2010/11 data available Q3
Adopt the Local Development Framework's core strategy	Y	High	Not adopted	Mar 2012	On target	Will not be publ.	The examination into the Core Strategy has been suspended by the Planning Inspector to allow the Council time to rectify a procedural issue relating to the Sustainability Appraisal / Strategic Environmental Assessment work, following a High Court judgement in March 2011. The examination will not resume until February 2012, therefore the Core Strategy will not be adopted by March 2012.
Average number of days to register a planning application (based on quarterly performance)	Y	High	7.7 days	5 days	21 days	10 days	

2011/12 West Berkshire Council key accountable measures – Quarter 2							
Measure / activity	Direct influence	Community / service Impact	2010/11		2011/12		Supporting commentary
			Year end outcome	Target	Q1 outcome	Q2 (YTD) outcome	
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	‘major’: 46% ‘minor’: 46% ‘other’: 83%	As per indiv. targets	On profiled target for each measure	On profiled target for each measure	‘major’: 39% within 13 weeks ‘minor’: 1% within 8 weeks ‘other’: 84% within 8 weeks.
				35%	40%	38%	YTD outcome: 16 / 43. During Q1-2 some Inspectorate decisions were in relation to decisions made during the previous Q3-4 and which failed to recognise the value of the Council’s tighter approach adopted during that period where more emphasis was placed on measurable size and proportion considerations when dealing with householder development in the AONB. Over the annual monitoring period it is expected that the target will be met.
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	6.07 days	
Complete junction improvements to A4 / Langley Hill in Calcot	Y	High	New	Nov 2011	On target	On target	
Introduce variable parking message signs in Newbury	Y	High	New	Oct 2011	On target	Completed	
Culture							
Number of visits to cultural venues supported by WBC	N	Medium	1,535,766	1.5m	399,742	798,353	

Available from westberks.gov.uk/performance

2011/12 West Berkshire Council key accountable measures – Quarter 2						
Measure / activity	Direct influence	Community / service Impact	2010/11		2011/12	
			Year end outturn	Target	Q1 outturn	Q2 (YTD) outturn
Customer Focus						
Contact Centre calls answered within 30 seconds	Y	High	79%	80%	80%	77% 
Average queuing time for face to face callers	Y	High	6 mins	8 mins	4.79 mins 	4.97 mins 
Enquiry resolution time for face to face callers	Y	High	9 mins	10 mins	8.9 mins 	9.6 mins 
Proportion of customers rating Contact Centre customer care as 'good' or 'excellent'	Y	High	99%	95%	94% 	91% 
Website users rating of West Berkshire Council website (Socitm Better Connected Survey)	Y	Medium	3 stars	3 stars	--- 	--- 
Supporting commentary						
YTD: 60,911 / 79,540 calls. In the past two quarters the service has absorbed libraries and free school meals into its portfolio. At the same time, there has been further pressure due to an increase in demand caused by a compulsory data matching exercise between Housing Benefit and Working Families Tax credit, which suspended a significant number of claims. A significant increase in call volumes occurred as a consequence of queries about Council Tax Direct Debits and about the new waste collection arrangements. Housing Benefit claims and debt recovery arrangements for residents in arrears with Council Tax, have also added to call volumes and prevented the service achieving its response targets.						
YTD outturn: 21 / 23. The quantum in this measure is relatively small and so this relates to 2 dissatisfied customers. Ongoing quality control protocols are in place to ascertain why these are occurring.						
Reports Q4						

2011/12 West Berkshire Council key accountable measures – Quarter 2 – exception reports to support ‘red’ measures / activities

Service Unit		Adult Social Care			
PI Owner	Jan Evans				
Indicator	Description of Indicator				
ASC3	Increase the number of service users and carers receiving Self Directed Support (including Personal Budgets) to 50%				
Period	Result Q1	Result Q2 (YTD)	Target	Service Impact (High/Medium/Low)	
Quarter 2	19%	22%	50%	Medium	
<p>REASON FOR RED: Initial target was based on the introduction of a streamlined Personal Budgets process that has been delayed due to the Day Services reconfiguration and RAISE finance development that reduced capacity to work on the Personal Budget process underpinning the operational activity. Additionally, due to vacancies in the long term care teams and the operating model restructure, the capacity to complete the reviews to move existing clients onto Self Directed Support has been restricted.</p>					
<p>RECOMMENDED ACTION:</p> <ol style="list-style-type: none"> 1. Continue to develop a new streamlined Personal Budgets process by 31st March. 2. Amend RAISE system to provide electronic records for Personal Budgets 3. All new service users to be given a Personal Budget with a cash Personal Budget being the first option 4. Complete annual reviews to move service users onto Personal Budgets 					
<p>IMPACT OF ACTION: Numbers of clients on Self Directed Support should continue to increase due to a quicker process and targeted reviews.</p>					
<p>RISKS ASSOCIATED WITH NEW REMEDIAL ACTIONS: New process not implemented quickly enough to increase the numbers as expected. Clients will continue to receive services through a commissioned process.</p>					

Service Unit		CYP Education	
PI Owner	Andy Tubbs		
Indicator	Description of Indicator		
ED1	Percentage of pupils gaining 5+ GCSE grades A*-C including English and mathematics		
Period	Result	Target	Service Impact (High/Medium/Low)
Q2	61%	62%	High
<p>REASON FOR RED:</p> <p>Lower than expected GCSE results in 6 out of 10 secondary schools in West Berkshire. Specific impact caused by drop in performance in GCSE mathematics in 5 schools - including a 12% drop at Little Heath School. Analysis of school results shows that there were issues around the quality of teaching staff available with a mathematics specialism and choice of higher or lower tier papers for subject entries in maths. Local authority analysis shows that 248 pupils across all 10 schools achieved a grade D in mathematics. Of these pupils, 55% managed to gain a grade C or higher in English.</p> <p>RECOMMENDED ACTION:</p> <p>Issue already discussed with the secondary Headteachers Forum in October 2011, including sharing of detailed analysis of students and grades achieved. Good practice and achievement in mathematics identified in John O Gaunt School and at Kennet / Trinity Schools. Headteachers agreed to participate in further study to identify elements of best practice in the teaching of mathematics in these schools and share findings with other schools. An Advanced Skills Teacher for mathematics will be deployed in lower performing schools to assist with improvement programmes. All schools to improve targeting of 1:1 tuition funding to improve progress of pupils with potential to achieve grade C+ but currently achieving below required trajectory.</p> <p>IMPACT OF ACTION:</p> <p>Resources in schools targeted at improving quality of teaching and learning in mathematics leading to improved performance by current year 11 pupils in 2012 examinations.</p> <p>RISKS ASSOCIATED WITH NEW REMEDIAL ACTIONS:</p> <p>Recruitment and retention of good quality maths teachers is challenging in the face of a national shortage. Schools expected to use in house training and support in order to help satisfactory teachers improve to good or better.</p>			

Service Unit		Planning & Countryside		
PI Owner	Bryan Lyttle			
Indicator	Description of Indicator			
PLC2	Full Council to adopt Local Development Framework's Core Strategy by March 2012			
Period	Result	Target	Service Impact (High/Medium/Low)	
Quarter 2	Suspended	Adopt by March	High – The Planning Policy Team are unable to progress the Core Strategy. The team are unable to progress also other LDF documents in detail until such time as the Core Strategy is approved.	
<p>REASON FOR RED: The examination into the Core Strategy has been suspended by the Planning Inspector to allow the Council time to rectify a procedural issue relating to the Sustainability Appraisal / Strategic Environmental Assessment work following a High Court Judgement in March 2011. The examination will not resume until February 2012 which means it will not be possible to meet the target of adopting the Core Strategy by March 2012.</p> <p>RECOMMENDED ACTION: The Council takes steps to address the issues raised by the inspector and carries out a further consultation on the revised Sustainability Appraisal / Strategic Environmental Assessment which would allow the Planning Inspector to re-open the examination in February 2012.</p> <p>IMPACT OF ACTION: The delay in the adoption of the Core Strategy has a knock on effect in the production of other LDF documents.</p> <p>RISKS ASSOCIATED WITH NEW REMEDIAL ACTIONS: The Core Strategy might still be found unsound.</p>				

End of report

Title of Report:	Assessing and assuring the 2012/13 performance 'scorecard'
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	10 January 2012
Forward Plan Ref:	

Purpose of Report:

To outline the role the OSMC could play in assessing and assuring the measures and corresponding targets for the Council for the upcoming year.

Recommended Action:

To establish an OSMC task group to contribute to the development of the core dataset by ensuring any 'scorecard' is an appropriate reflection of the Council's priorities and core business and that targets are sufficiently robust, given resource constraints.

Reason for decision to be taken:

Other options considered:

Key background documentation:

2012-16 draft Council Strategy

2011/12 Key Accountable Measures and Activities: quarterly updates

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

- CPP1 – Support our communities through the economic downturn** – 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 crime and the fear of crime**

The proposals will also help achieve the following Council Plan Theme(s):

- 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:

Portfolio Member Details	
Name & Telephone No.:	Councillor Anthony Stansfeld
E-mail Address:	AStansfeld@westberks.gov.uk
Date Portfolio Member agreed report:	22 Dec 2011

Contact Officer Details	
Name:	Jason Teal
Job Title:	Performance, Research and Consultation Manager
Tel. No.:	01635 519102
E-mail Address:	jteal@westberks.gov.uk

Implications

Policy:	None
Financial:	None If there are any financial implications contained within this report this section must be signed off by a West Berkshire Finance Manager. Please note that the report cannot be accepted by Policy and Communication unless this action has been undertaken.
Personnel:	None
Legal/Procurement:	None
Property:	None
Risk Management:	None
Equalities Impact Assessment:	n/a Where a decision is required, Policy and Communication are not able to accept your report without an EIA Stage 1 being completed (Appendix A to this report). Further information and an EIA Stage 2 form can be found at: www.westberks.gov.uk/eia . For advice please contact Principal Policy Officer (Equality & Diversity) on Ext. 2441.
Corporate Board's Recommendation:	n/a To be completed after the Corporate Board meeting.

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 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 Management Commission or associated Task Groups within preceding six months	<input type="checkbox"/>
Item is Urgent Key Decision	<input type="checkbox"/>
Report is to note only	<input type="checkbox"/>

Executive Summary

1. Introduction

- 1.1 This report outlines to OSMC the process for developing the performance reporting framework for 2012/13.

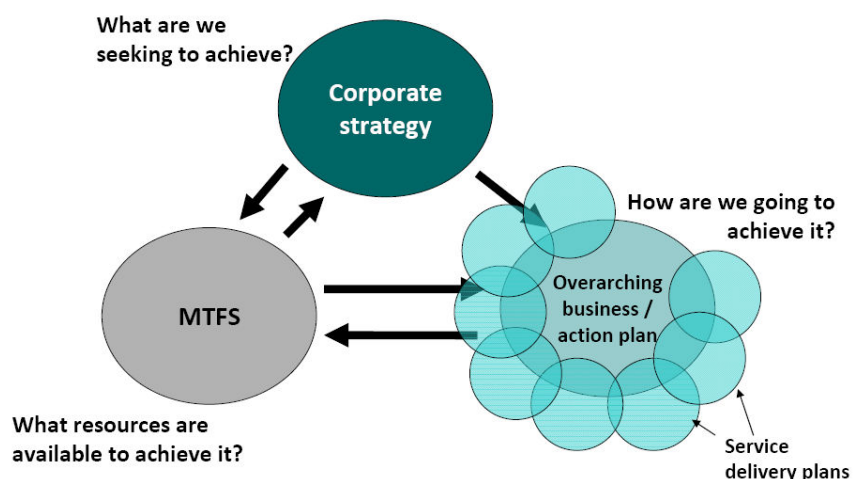
2. Proposals

- 2.1 One clear valuable role for the committee is establishing a task group to assist and advise in the development of this core dataset or 'scorecard' – to ensure it is appropriately comprehensive, covering the key objectives referenced in the strategy and that targets are sufficiently robust, given resource constraints.
- 2.2 The task group could usefully contribute to the process in 2 stages: (a) in March, to ensure the scorecard is an appropriate reflection of the Council's priorities and core business and then latterly (b) in April / May as part of the targeting setting and assurance process.

Executive Report

1. Background: the draft 2012-16 West Berkshire Council Strategy

- 1.1 The new Council Strategy is currently out for consultation (ends 20th January 2012). Once adopted and published, the strategy will set the purpose, ambition and strategic direction for the Council. In conjunction with the Medium Term Financial Strategy, the two documents set the policy and financial framework within which the Council operates.
- 1.2 The Council's overarching draft vision is to use the resources available to make West Berkshire a great place to live, learn, work and do business in. Underlying this is the need to change the relationship between the demand for services from the public and how those services are provided - to move to a new, more sustainable model for the provision of local public services.
- 1.3 In setting the Council's ambition and agenda for change over the next 4 years, the strategy proposes to focus on 4 key priorities areas:
 - Caring for and protecting the vulnerable;
 - Promoting a vibrant district;
 - Improving education, and;
 - Protecting the environment.
- 1.4 These are underpinned by a set of proposed principles, providing the prism through which the Council is / will be approaching and responding to changes in the policy, financial and legislative landscape and developing how we provide services:
 - Putting people first
 - Living within our means
 - Empowering people and communities
 - Transforming our services to remain affordable and effective
 - Doing what's important well
- 1.5 Both the priorities and principles are supported by a set of strategic objectives which articulate in firmer language what is meant, or intended, under these broad headings.
- 1.6 On the basis of these objectives, the new Council Strategy will set out a realistic set of quality outcomes that the Council will deliver for the people of West Berkshire over the medium term - whilst living within our means.
- 1.7 Together with the Medium Term Financial Strategy, it will provide the framework from which our more detailed strategic business plan and individual service delivery plans are developed, through which our strategic objectives and outcomes will be realised and delivered.



1.8 The draft Council Strategy is available to view, download and comment on at westberks.gov.uk/councilstrategy.

2. The process of developing the 2012/13 performance reporting framework

- 2.1 As with previous years, heads of service will be tasked with embedding strategic objectives into service delivery plans (or other cross-cutting working groups / strategies) to ensure that supporting work programmes are developed, appropriate measures are designed and robust targets set.
- 2.2 Service delivery plans are drafted and developed to take account the span of aims and objectives a service is seeking to meet – both strategic and operational. Those directly relevant to the Council Strategy (or Council Plan historically) are extracted and compiled into an overarching corporate business plan. This process allows us to make explicit links between (a) what the organisation is seeking to achieve and (b) capturing how, and the extent to which it is achieving it.

3. Developing the core dataset

- 3.1 The draft strategy provides an explicit set of objectives under the principle of ‘doing what’s important well’, reaffirming the Council’s commitment to monitoring and publishing performance data on a core dataset of key priority outcomes. This is currently done on a quarterly basis, through the ‘Key Accountable Measures and Activities’ performance reports, presented to this Committee and published at westberks.gov.uk/performance.
- 3.2 These reports essentially present the key process or outcomes the Council is focussing on delivering. As with previous years, this ‘scorecard’ will be constructed as a means of monitoring key outcomes within the Council Strategy.
- 3.3 One clear role for a task group of OSMC is in contributing to the development of this core dataset – to ensure it is appropriately comprehensive, covering the key objectives referenced in the strategy and that targets are sufficiently robust, given resource constraints.

- 3.4 A suggested objective for the activity could be to ensure that measures and targets are an appropriate reflection of priorities as set out in the Council Strategy and the resources available to commit to them, and that they are logical and robust.

4. Timescales

- 4.1 The service delivery planning element of the corporate planning process begins in December, feeding through to March.
- 4.2 As with previous years, heads of service are tasked with developing *substantive* plans by February, with the *indicative* targets confirmed once year end outturns have been compiled in April / May.
- 4.3 As such, an OSMC task group could usefully contribute to the process in 2 stages: (a) in March, to ensure the scorecard is an appropriate reflection of the Council's priorities and core business and then latterly (b) in April / May as part of the targeting setting and assurance process.

Appendices

*There are no appendices to this report.

Consultees

Local Stakeholders: *

Officers Consulted: Andy Day,

Trade Union: *

Equality Impact Assessment – Stage One

Name of item being assessed:	Assessing and assuring the 2012/13 performance 'scorecard'
Version and release date of item (if applicable):	
Owner of item being assessed:	Jason Teal
Name of assessor:	Jason Teal
Date of assessment:	22 Dec 2011

1. What are the main aims of the item?
<ul style="list-style-type: none"> To develop the core dataset by ensuring any 'scorecard' is an appropriate reflection of the Council's priorities and core business and that targets are sufficiently robust, given resource constraints.

2. Note which groups may be affected by the item, consider how they may be affected and what sources of information have been used to determine this. (Please demonstrate consideration of all strands – age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation)

Group Affected	What might be the effect?	Information to support this.
n/a		

Further comments relating to the item:
This item does not impact on the delivery of services, more about ensuring the key data to monitor and track to ensure the delivery of objectives is robust and appropriate.

3. Result (please tick by clicking on relevant box)
<input type="checkbox"/> High Relevance - This needs to undergo a Stage 2 Equality Impact Assessment
<input type="checkbox"/> Medium Relevance - This needs to undergo a Stage 2 Equality Impact Assessment
<input type="checkbox"/> Low Relevance - This needs to undergo a Stage 2 Equality Impact Assessment
<input checked="" type="checkbox"/> No Relevance - This does not need to undergo a Stage 2 Equality Impact Assessment

For items requiring a Stage 2 equality impact assessment, begin the planning of this now, referring to the equality impact assessment guidance and Stage 2 template.

4. Identify next steps as appropriate:	
Stage Two required	
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	
Stage Two not required:	

Name: Jason Teal

Date: 22nd Dec 2011

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Title of Report:	Health Scrutiny Panel Work Programme
Report to be considered by:	OSMC
Date of Meeting:	10 January 2012

Purpose of Report: To provide an update on the work of the Health Scrutiny Panel

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 The Health Scrutiny Panel has not met since the last OSMC meeting held on Tuesday 22 November 2011.
- 1.2 The next meeting of the Health Scrutiny Panel is scheduled for Tuesday 17 January 2012.

Appendices

None

Consultees

Local Stakeholders:

Officers Consulted: Head of Finance, Scrutiny and Partnerships Manager

Trade Union: N/A

2.

Title of Report:	Resource Management Working Group Work Programme
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	10 January 2012

Purpose of Report: To provide an update on the work of the Resource Management Work Group

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 The Resource Management Working Group has not met since the last OSMC meeting held on Tuesday 22 November 2011.
- 1.2 The next meeting of The Resource Management Working Group is scheduled for Tuesday 17 January 2012.

Appendices

None

Consultees

Local Stakeholders:

Officers Consulted: Head of Finance, Scrutiny and Partnerships Manager

Trade Union: N/A

Title of Report:	West Berkshire Forward Plan
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	10 January 2012

Purpose of Report: To advise the Overview and Scrutiny Management Commission of items to be considered by West Berkshire Council from November to February 2012 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 November to February 2012 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
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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 November to February 2012, 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 – November to February 2012.

West Berkshire Council Forward Plan – November 2011 to February 2012

Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact	Lead Member (Portfolio Holder for . . .)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
November 2011											
ID2245	Adoption of Parish Plans <i>To adopt Parish Plans.</i>	ID	01/11/11	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC	Local Members and Stakeholders		01 November 2011
ID2247	West Berkshire Forward Plan – December 2011 to March 2012 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	10/11/11	Chief Executive	Moira Fraser (2045)	Leader of Council		02/11/11	All Members, published on website for local residents	Not subject to call in.	01 November 2011
December 2011											
ID2248	Adoption of Parish Plans <i>To adopt Parish Plans.</i>	ID	01/12/11	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC	Local Members and Stakeholders		01 December 2011
ID2249	Approval of Village Design Statements <i>To approve Village Design Statements.</i>	ID	01/12/11	Environment	Paula Amorelli	Planning, Transport Policy, Housing, Economic Development		TBC	Local Members and Stakeholders		01 December 2011
ID2250	West Berkshire Forward Plan - January 2012 to April 2012 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	15/12/11	Chief Executive	Moira Fraser (2045)	Leader of Council		07/12/11	All Members, published on website for local residents	Not subject to call in.	01 December 2011
EX2367	Winter Service Plan 2011/12	EX	15/12/11 EX	Environment	Melvyn May			07/12/11			01 December 2011
EX2356	Superfast Broadband for Berkshire <i>To seek approval for the Council being a part of the Superfast Broadband initiative across Berkshire.</i>	EX	15/12/11 EX	Chief Executive	Kevin Griffin	Highways, Transport (Operational), ICT, Customer Services		12/10/11			01 December 2011

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

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

West Berkshire Council Forward Plan – November 2011 to February 2012

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
EX2351	Options for Delivering Private Sector Renewal (Paragraph 3 - information relating to the financial/business affairs of a particular person) <i>To outline the options for delivering the home improvement services .</i>	EX	15/12/11 EX	Community Services	Mel Brain	Planning, Housing, Trasnport Policy and Economic Development	Yes	07/12/11			01 December 2011
EX2284	Equalities Report - including Public Secor Equality Duty <i>To set out the requirements that the Public Sector Equality Duty will place on West Berkshire Council. To make recommendations as to future methods for involving people, including the eight protected groups as defined under the Equality Act 2010.</i>	EX	15/12/11 EX	Chief Executive	David Baker/ Jane Milone	Partnerships, Equality, The Visions, Communities		07/12/11			01 December 2011
EX2289	Finance Report - Quarter 2	EX	15/12/11 EX	Chief Executive	Joseph Holmes	Finance, Property, Health and Safety		07/12/11			01 December 2011
EX2308	Community Planning Q2 2011/12 <i>To provide Members with an update on parish planning activity during the final quarter of 2011/12 Financial Year.</i>	EX	15/12/11 EX	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions, Communities		07/12/11			01 December 2011
EX2329	Establishment Report Q2 11/12 <i>To note changes to the WBC Establishment</i>	EX	15/12/11 EX	Chief Executive	Robert O'Reilly	Strategy, Performance, Community Safety		07/12/11			01 December 2011
EX2352	Market Street Redevelopment	EX	15/12/11 EX	Chief Executive	Nick Carter						01 December 2011

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West Berkshire Council Forward Plan – November 2011 to February 2012

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EX2350	Redevelopment of Taceham House (Paragraph 3 - information relating to the financial or business affairs of a particular person) <i>To consider the options for Taceham House and agree best course of action.</i>	EX	15/12/11 EX	Community Services	Mel Brain	Planning, Housing, Trasnport Policy and Economic Development	Yes	07/12/11			01 December 2011
EX2364	Supporting People - Support Services for Older People (Paragraph 3 - Information relating to the financial/business affairs of a particular person) <i>To outline the current arrangements for support into sheltered schemes and consider proposals for change in the context of pressures created by an increasingly ageing population</i>	EX	15/12/11 EX	Community Services	Tandra Forster	Community Care, Pensions, Insurance	Yes		Meetings to be held with key providers and consultation with service providers and users		01 December 2011
EX2357	Staffing Implications of the Budget proposals for 2012/13 (Part 1 - information relating to an individual) (Part 2 - information identifying an individual) <i>To seek approval to make redundancy and premature retirements payments to staff at risk of redundancy with effect from 31 March 2012.</i>	EX	15/12/11 EX	Chief Executive	Nick Carter/ Rober O' Reilly	Leader of the Council	Yes				01 December 2011
EX2353	Environmental Health and Licensing Joint Service Delivery <i>To outline the potential of creating a new Environmental Health and Licensing Service with Wokingham Borough Council.</i>	EX	15/12/11 EX	Environment	Paul Anstey	Environment, "Cleaner Greener", Public Protection, Culture and Leisure			Officers		01 December 2011

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West Berkshire Council Forward Plan – November 2011 to February 2012

Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact	Lead Member (Porfolio Holder for . . .)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
EX2371	Building Control Consultancy restructuring	EX	15/12/11 EX	Environment	Roger Paine	Planning, Transport Policy, Housing, Economic Development		07/12/11			01 December 2011
C2314	Review of Polling Places Stations	C	06/12/11 C	Chief Executive	David Holling	Leader of Council		29/11/11			01 December 2011
C2349	Amendments to Parts 7,8 and 12 of the Constitution. <i>To consider potential amendments to the Constitution.</i>	C	06/12/11 C 21/11/11 GA	Chief Executive	Moira Fraser	Leader of Council		11/11/11 GA 29/11/11 C	Finance and Governance Group		01 December 2011
C2358	2012/13 West Berkshire Council Timetable of Public Meetings <i>To agree the timetable of public meetings for the year 2012/13.</i>	C	06/12/11 C	Chief Executive	Moira Fraser	Leader of Council		29/11/11	Both political groups,		01 December 2011
	Junior Citizen of the Year Award 2011	C	06/12/11 C	Chief Executive	Jo Watt	Chairman of Council					01 December 2011
C2365	Member Development Programme 2012/13 <i>To ask Council to agree the Member Development Programme for 2012/13</i>	C	06/12/11 C	Chief Executive	Jo Watt	Leader of Council			Members		01 December 2011
January 2012											
ID2251	Adoption of Parish Plans <i>To adopt Parish Plans.</i>	ID	01/01/12	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC	Local Members and Stakeholders		01 January 2012
ID2252	Approval of Village Design Statements <i>To approve Village Design Statements.</i>	ID	01/01/12	Environment	Paula Amorelli	Planning, Transport Policy, Housing, Economic Development		TBC	Local Members and Stakeholders		01 January 2012

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West Berkshire Council Forward Plan – November 2011 to February 2012

Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact	Lead Member (Porfolio Holder for . . .)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
ID2253	West Berkshire Forward Plan - February 2012 to May 2012 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	12/01/12	Chief Executive	Moira Fraser (2045)	Leader of Council		04/01/12	All Members, published on website for local residents	Not subject to call in.	01 January 2012
ID2372	Audrey's Meadow <i>Agreement to protect Audrey's Meadow under the Greenham and Crookham Commons Act</i>	ID	12/01/12	Environment	Zoe Campbell	Environment, "Cleaner Greener", Public Protection, Culture and Leisure					01 January 2012
February 2012											
ID2254	Adoption of Parish Plans <i>To adopt Parish Plans.</i>	ID	01/02/12	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC	Local Members and Stakeholders		01 February 2012
ID2255	Approval of Village Design Statements <i>To approve Village Design Statements.</i>	ID	01/02/12	Environment	Paula Amorelli	Planning, Transport Policy, Housing, Economic Development		TBC	Local Members and Stakeholders		01 February 2012
ID2324	Speed Limit Review January 2012 (& response to petition regarding Clayhill Road, Burghfield) <i>To approve the statutory consultation for altering the speed limit on a number of roads following a meeting of the speed limit task group</i>	ID	01/02/12	Environment	Andrew Garratt	Highways, Transport (Operational), ICT, Customer Services		TBC	Local ward members		01 February 2012
ID2256	West Berkshire Forward Plan - March 2012 to June 2012 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	16/02/12	Chief Executive	Moira Fraser (2045)	Leader of Council		08/02/12	All Members, published on website for local residents	Not subject to call in.	01 February 2012

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West Berkshire Council Forward Plan – November 2011 to February 2012

Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact	Lead Member (Portfolio Holder for . . .)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
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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:	10 January 2012

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	By Task Group - Information supplied by, and questioning of, lead officers.		OSMC	Start: 20/09/11 End: 21/02/12 OSMC 21/02/12	Julia Waldman – 2815 Children and Young People	Councillor Irene Neill	In Progress	
OSMC/09/57	Revenue and capital budget reports To receive the latest period revenue and capital budget reports To consider any areas of concern.	Information supplied by, and questioning of, lead officer via in meeting review	Monitoring item	RMWG	Start: 13/09/10 End: Each Quarter	Andy Walker – 2433 Finance	Councillor Keith Chopping	In Progress	May lead to areas for in depth review.
OSMC/09/63	Establishment Reports To receive the latest report on the changes to the Council's establishment.	Information supplied by, and questioning of, lead officer via in meeting review	Monitoring item	RMWG	Start: 13/09/10 End: Each Quarter	Robert O'Reilly – 2358 Human Resources	Councillor Anthony Stansfeld	In Progress	May lead to areas for in depth review.
OSMC/11/99	Highways Asset Management Plan To review the AMP and the highways land contained within it.	In meeting review with information supplied by, and questioning of, lead officers.		RMWG	Start: Jan 2012 End: TBC	Mark Edwards – 2208 Highways & Transport	Councillor David Betts	To be scheduled	Member training will take place before Jan 2012 date tbc.
OSMC/11/102	Day Centres To examine the provision of day centres across the District.	Task group review with information supplied by, and questioning of, lead officers and external partners.		HSP	Start: 20/09/11 End: TBD	Jan Evans – 2736 Adult Social Care	Councillor Joe Mooney	To be scheduled	Invite officers to September meeting of OSMC User experiences 01/11/11
OSMC/11/103	Olympics and Diamond Jubilee Events 2012. To review and monitor events in West Berkshire	In meeting review.		OSMC	Update 1: 2/12 Update 2: 5/12	David Appleton 2578 Culture & Youth	Carol Jackson-Doerge		Updates following briefing in November 2011.
OSMC/11/104	Anti-Child Poverty Strategy	To monitor the strategy	Monitoring item	HSP	Start: On-going End: April 2012	Julia Waldman – 2815 Children and Young People	Cllr Irene Neill	In Progress	

OVERVIEW & SCRUTINY MANAGEMENT COMMISSION WORK PROGRAMME 2011/12

Reference	Subject/purpose	Methodology	Expected outcome	Review Body	Dates	Lead Officer(s)/ Service Area	Portfolio Holder(s)	Status: In Progress Completed	Comments
OSMC/11/105	Dignity and Nutrition – Hospitals To review the Care Quality Commission report on Dignity and Nutrition - Hospitals	To survey and hold focus groups detailing information		HSP	Start: July 2011 End: 2012	Nigel Owen, West Berkshire LINK, Age UK	Cllr Joe Mooney	In Progress	
OSMC/11/106	Update on the Health and Wellbeing Board To receive updates from the Health and Wellbeing Board	To update members on Health and Wellbeing Board	Monitoring item	HSP	Ongoing	Teresa Bell/June Graves	Cllr Joe Mooney	In Progress	
OSMC/11/107	Update on the Health Service in West Berkshire	To update members on the changes to Health Service in West Berkshire	Monitoring item	HSP	Ongoing	Bev Searle - Director Joint Partnerships and Commissioning	Cllr Joe Mooney	In Progress	
OSMC/11/108	Six lives report To receive updates on progress of Six Lives report	Investigate NHS improvements since the six lives report		HSP	Start: Oct 2011 End: 2012	Alison Love, Nigel Owen, Teresa Bell	Cllr Joe Mooney	In Progress	
OSMC/11/109	Timelord To receive an update on the Timelord changes following Phase 3 post implementation.	In meeting review and update Members of the Timelord Phase 3 development		RMWG	Start: Jan 2012 End:	Jackie Jordan	Councillor Pam Bale	In Progress	the Closure Report to Timelord Programme Board in late November
OSMC/11/110	Energy Saving To review the Council's policies and procedures for Energy Saving.	In a meeting review the Council's procedures to Energy Saving		RMWG	Start: July 2011 End: Nov 2011	Adrian Slaughter	Councillor Hilary Cole	In Progress	Requested by RMWG on 26 July 2011.
OSMC/11/111	Risk Register To scrutinise individual items on the Risk Register on an annual basis.	In meeting review and scrutinise individual items on Risk Register.	Monitoring item	RMWG	Ongoing	Ian Priestley	Councillor David Betts	In Progress	Next request Sept 2012
OSMC/11/112	Medium Term Financial Strategy To review the MTFS	In meeting review of the MTFS		RMWG	Start: July 2011 End: Nov 2011	Andy Walker	Councillor Keith Chopping	In Progress	Requested by RMWG on 26 July 2011
OSMC/11/113	Procedures for Blue Badge Holder To review the procedures, criteria and rules of use for Blue Badge holders.	In meeting review.		RMWG	Start: July 2011 End: Nov 2011	Mark Edwards	Councillor David Betts	In Progress	Requested by RMWG on 26 July 2011

OVERVIEW & SCRUTINY MANAGEMENT COMMISSION WORK PROGRAMME 2011/12

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

Key:

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

Scheduled meeting dates

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

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