

## Individual Decision

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The attached report(s) will be taken as  
Individual Portfolio Member Decision(s) on:

**Thursday, 12th April, 2012**

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<b>Ref:</b>	<b>Title</b>	<b>Portfolio Member(s)</b>	<b>Page No.</b>
ID2262	<b>West Berkshire Forward Plan - May 2012 to August 2012</b>	Councillor Graham Jones	1 - 16



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## Individual Executive Member Decision

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<b>Title of Report:</b>	<b>West Berkshire Council Forward Plan - April 2012 to July 2012</b>
<b>Report to be considered by:</b>	Individual Executive Member Decision
<b>Date on which Decision is to be taken:</b>	12 April 2012
<b>Forward Plan Ref:</b>	ID2262

**Purpose of Report:** To advise Members and residents of items to be considered by West Berkshire Council over the next 4 months.

**Recommended Action:** That the Leader of the Council agrees and where appropriate amends the West Berkshire Council Forward Plan.

**Reason for decision to be taken:** It is a statutory requirement that a Forward Plan be produced.

**Other options considered:** Not applicable.

**Key background documentation:** Forward Plan.

Portfolio Member Details	
<b>Name &amp; Telephone No.:</b>	Councillor Graham Jones - Tel (01235) 762744
<b>E-mail Address:</b>	<a href="mailto:gjones@westberks.gov.uk">gjones@westberks.gov.uk</a>

Contact Officer Details	
<b>Name:</b>	Moira Fraser
<b>Job Title:</b>	Democratic Services Manager
<b>Tel. No.:</b>	01635 519045
<b>E-mail Address:</b>	<a href="mailto:mfraser@westberks.gov.uk">mfraser@westberks.gov.uk</a>

## Implications

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<b>Policy:</b>	The Forward Plan details the Policies to be adopted by West Berkshire Council.
<b>Financial:</b>	The Forward Plan has no financial implications.
<b>Personnel:</b>	The Forward Plan has no personnel implications.
<b>Legal/Procurement:</b>	The Forward Plan has no legal or procurement implications.
<b>Environmental:</b>	The Forward Plan has no environmental implications.
<b>Property:</b>	The Forward Plan has no property implications.
<b>Risk Management:</b>	The Forward Plan has no risk management implications.
<b>Equalities:</b>	The Forward Plan is a publication of the Council available for all residents at the Council Office in Market Street and on the Council's website.

## Consultation Responses

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### Members:

<b>Leader of Council:</b>	Councillor Graham Jones.
<b>Overview &amp; Scrutiny Management Commission Chairman:</b>	Councillor Brian Bedwell.
<b>Ward Members:</b>	All Members.
<b>Opposition Spokesperson:</b>	Councillor Jeff Brooks.
<b>Local Stakeholders:</b>	The West Berkshire Forward Plan will be published the first working day after the Individual Decision is signed.
<b>Officers Consulted:</b>	Nick Carter, John Ashworth, Teresa Bell, Margaret Goldie, Group Executives.
<b>Trade Union:</b>	Not sought.

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

## **Supporting Information**

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### **1. Background**

- 1.1 The Forward Plan attempts to cover all decisions, not just those made by the Executive, which the Authority intends to make over the next four months. The Forward Plan, attached as Appendix A, also shows the decision path of each item so far including Council, Executive and Individual Decisions.
- 1.2 Also attached for information is Appendix B - the Overview and Scrutiny Management Commission and Sub-Committees Work Programme.
- 1.3 Publication of the Forward Plan is a statutory requirement of the Local Authority.

### **Appendices**

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Appendix A – West Berkshire Council Forward Plan – April 2012 to July 2012

Appendix B – Overview and Scrutiny Management Commission and Sub-Committee Work Programmes.

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# West Berkshire Council Forward Plan

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# West Berkshire Council Forward Plan – May 2012 to August 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
<b>MAY 2012</b>											
ID2263	<b>Adoption of Parish Plans</b> <i>To adopt Parish Plans.</i>	ID	01/05/12	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC	Local Members and Stakeholders		01 May 2012
ID2264	<b>Approval of Village Design Statements</b> <i>To approve Village Design Statements.</i>	ID	01/05/12	Environment	Paula Amorelli	Planning, Transport Policy, Housing, Economic Development		TBC	Local Members and Stakeholders		01 May 2012
ID2466	<b>West Berkshire Standing Advisory Council on Religious Education</b> <i>To agree the Locally Agreed Syllabus for religious education to be taught in West Berkshire Council schools</i>	ID	01/05/12	Chief Executive	Jayne Mann	Children and Young People, Youth Service		TBC	SACRE		01 May 2012
ID2490	<b>Petition for a footway at Sulhamstead and Ufton Nerve School</b> <i>To respond to a petition that has been submitted to the Council.</i>	ID	01/05/12	Environment	Andrew Garratt	Highways, Transport (Operational), ICT, Customer Services		TBC	Statutory consultees		01 May 2012
ID2484	<b>Revision of the Local Development Scheme (LDS) for the Local Development Framework</b> <i>To approve the revised Local Development Scheme for West Berkshire</i>	ID	04/05/12	Environment	Paula Amorelli	Planning, Transport Policy, Housing, Economic Development		25/04/12			01 May 2012
ID2485	<b>Home to School Transport Policy 2013-14</b> <i>Seek approval to consult on the Home to School Transport Policy 2013-14</i>	ID	10/05/12	Communities	Mwazwit a Mundang efpufu	Children and Young People, Youth Service		30/04/12			01 May 2012

The items included in the Forward Plan were correct at the time of publication. The Forward Plan may, however, change and you are advised to contact Moira Fraser – Tel: 01635 519045 or e-mail: [mfraser@westberks.gov.uk](mailto: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.**

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

# West Berkshire Council Forward Plan – May 2012 to August 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
ID2265	<b>West Berkshire Forward Plan - June 2012 to September 2012</b> <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	17/05/12	Chief Executive	Moira Fraser (2045)	Leader of Council		09/05/12	All Members, published on website for local residents	Not subject to call in.	01 May 2012
EX2350	<b>Proposal for Redevelopment of Taceham House (Paragraph 3 - information relating to the financial or business affairs of a particular person)</b> <i>To consider the options for Taceham House and agree best course of action.</i>	EX	17/05/12 EX	Community Services	Mel Brain	Planning, Housing, Transport Policy and Economic Development	Yes	09/05/12			01 May 2012
EX2473	<b>Environmental Crime Enforcement Strategy</b> <i>To set out the proposed Environmental Crime Enforcement Strategy and seek approval for its implementation.</i>	EX	17/05/12 EX	Environment	Sean Murphy	Environment, "Cleaner Greener", Public Protection, Culture and Leisure		09/05/12			01 May 2012
C2455	<b>Standards Committee Annual Report 2011/12</b> <i>To inform Members and residents of the activity undertaken by the Standards Committee over the past Municipal Year.</i>	C	10/05/12 C	Standards Committee	Chief Executive	Moira Fraser	Leader of Council	02/05/12	Standards Committee		01 May 2012
C2488	<b>Appointment and Allocation of Seats on Committees 2012/13</b> <i>To consider the appointment of and allocation of seats on Committees and associated bodies for the 2012/13 Municipal Year and to agree the Council's Policy Framework for 2012/13.</i>	C	10/05/12 C	Chief Executive	Chief Executive	Moira Fraser	Leader of Council	02/05/12	Group Leaders		01 May 2012

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# West Berkshire Council Forward Plan – May 2012 to August 2012

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C2457	<b>The Localism Act 2011 - The Amended Standards Regime</b> <i>To describe the changes and make recommendations for the Council to impelment the new regime.</i>	C	10/05/12 C Standards Committee	Chief Executive	David Holling	Leader of Council		02/05/12	Standards Committee		01 May 2012
C2486	<b>Election of the Chairman for the 2012/13 Municipal Year</b> <i>To elect a Chairman of the Council for the 2012/13 Municipal Year.</i>	C	10/05/12 C	Chief Executive	Moira Fraser	Leader of Council		02/05/12			01 May 2012
C2487	<b>Appointment of the Vice-Chairman for the 2012/13 Municipal Year</b> <i>To appoint a Vice Chairman for the 2012/13 Municipal Year.</i>	C	10/05/12 C	Chief Executive	Moira Fraser	Leader of Council		02/05/12			01 May 2012
C2489	<b>Announcement of the Executive for 2012/13 Municipal Year</b> <i>The Leader of the Council t announce the composition of the Executive for the forthcoming Municipal Year.</i>	C	10/05/12 C	N/a	Leader of the Council	Leader of Council		02/05/12			01 May 2012
<b>June 2012</b>											
ID2429	<b>Adoption of Parish Plans</b> <i>To adopt Parish Plans.</i>	ID	01/06/12	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC	Local Members and Stakeholders		01 June 2012
EX2307	<b>Annual Scrutiny Report 2011/12</b> <i>To report to the executive the scrutiny work over the past year</i>	EX	14/06/12 EX	Chief Executive	David Lowe	Leader of Council		09/05/12			01 June 2012
ID2441	<b>Approval of Village Design Statements</b> <i>To approve Village Design Statements.</i>	ID	01/06/12	Environment	Paula Amorelli	Planning, Transport Policy, Housing, Economic Development		TBC	Local Members and Stakeholders		01 June 2012

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ID2417	<b>West Berkshire Forward Plan - July 2012 to October 2012</b> <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	14/06/12	Chief Executive	Moira Fraser (2045)	Leader of Council		06/06/12	All Members, published on website for local residents	Not subject to call in.	01 June 2012
EX2464	<b>Financial Outturn 2011/12</b>	EX	14/06/12 EX	Chief Executive	Joseph Holmes	Highways, Transport (Operational), ICT, Customer Services		06/06/12			01 June 2012
EX2330	<b>Establishment Report Q4 11/12</b> <i>To note changes to the WBC Establishment</i>	EX	14/06/12 EX	Chief Executive	Robert O'Reilly	Strategy, Performance, Community Safety		06/06/12			01 June 2012
EX2472	<b>Annual Employment Report 2011/12</b> <i>To provide Members with information pertaining to the Council's workforce for the previous Financial Year.</i>	EX	14/06/12 EX	Chief Executive	Robert O'Reilly	Strategy, Performance, Community Safety		06/06/12			01 June 2012
<b>July 2012</b>											
ID2430	<b>Adoption of Parish Plans</b> <i>To adopt Parish Plans.</i>	ID	01/07/12	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC	Local Members and Stakeholders		01 July 2012
ID2442	<b>Approval of Village Design Statements</b> <i>To approve Village Design Statements.</i>	ID	01/07/12	Environment	Paula Amorelli	Planning, Transport Policy, Housing, Economic Development		TBC	Local Members and Stakeholders		01 July 2012
ID2418	<b>West Berkshire Forward Plan - August 2012 to November 2012</b> <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	12/07/12	Chief Executive	Moira Fraser (2045)	Leader of Council		04/07/12	All Members, published on website for local residents	Not subject to call in.	01 July 2012

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# West Berkshire Council Forward Plan – May 2012 to August 2012

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GA2477	<b>Internal Audit Plan - 2012-13</b> <i>To outline a programme of internal audit work for the Council.</i>	GA	23/07/12 GA	Chief Executive	Ian Priestley	Finance, Property, Health & Safety		13/07/12			01 July 2012
GA2476	<b>Annual Review of Internal Audit</b> <i>To review the internal audit service of the Council.</i>	GA	23/07/12 GA	Chief Executive	Ian Priestley	Finance, Property, Health & Safety		13/07/12			01 July 2012
EX2456	<b>Key accountable measures and activities 2011/12. Update on progress: Q4 and year end outturns</b> <i>To report year end progress against the key accountable measures and activities for West Berkshire Council for 2011/12 and to report by exception those measures/activities not achieved/expected to be achieved and cite remedial action that is being taken.</i>	EX	19/07/12 EX	Chief Executive	Jason Teal	Strategy, Performance, Community Safety		10/07/12			01 July 2012
EX2475	Restructuring of the Trading Standards Service	EX	19/07/12 EX	Environment	Sean Murphy	Environment, "Cleaner Greener", Public Protection, Culture and Leisure		10/07/12			01 July 2012
<b>AUGUST 2012</b>											
ID2431	<b>Adoption of Parish Plans</b> <i>To adopt Parish Plans.</i>	ID	01/08/12	Chief Executive	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC	Local Members and Stakeholders		01 August 2012
ID2443	<b>Approval of Village Design Statements</b> <i>To approve Village Design Statements.</i>	ID	01/08/12	Environment	Paula Amorelli	Planning, Transport Policy, Housing, Economic Development		TBC	Local Members and Stakeholders		01 August 2012

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# West Berkshire Council Forward Plan – May 2012 to August 2012

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ID2419	<b>West Berkshire Forward Plan - September 2012 to December 2012</b> <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	16/08/12	Chief Executive	Moira Fraser (2045)	Leader of Council		08/08/12	All Members, published on website for local residents	Not subject to call in.	01 August 2012

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# West Berkshire Council OSMC Work Programme

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# OVERVIEW & SCRUTINY MANAGEMENT COMMISSION WORK PROGRAMME 2011/12

Reference	Subject/purpose	Methodology	Expected outcome	Review Body	Dates	Lead Officer(s)/ Service Area	Portfolio Holder(s)	Status: In Progress Completed	Comments
OSMC/11/102	<b>Day Centres</b> To examine the provision of day centres across the District.	Task group review with information supplied by, and questioning of, lead officers and		HSP	Start: TBD End: TBD	Jan Evans – 2736 Adult Social Care	Councillor Joe Mooney	To be scheduled	
OSMC/11/104	<b>Anti-Child Poverty Strategy</b>	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	
OSMC/11/105	<b>Dignity and Nutrition – Hospitals</b> 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: April 2012	Nigel Owen, West Berkshire LINK, Age UK	Cllr Joe Mooney	In Progress	Update report received. To be presented at the next meeting
OSMC/11/106	<b>Update on the Health and Wellbeing Board</b> 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	<b>Update on the Health Service in West Berkshire</b>	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/11/119	<b>Continuing Healthcare (CHC)</b> To examine the operation of the NHS CHC scheme in the NHS Berkshire West area	In meeting review		HSP	Start: Jan 2012 End: April 2012	Jan Evans – 2736 Adult Social Care	Councillor Joe Mooney	In Progress	
OSMC/12/122	<b>Home Care</b> To understand and critically appraise the systems and process in place for the provision of Home Care	TBD		HSP	Start: TBD End: TBD	Jan Evans – 2736 Adult Social Care	Councillor Joe Mooney	To be scheduled	Item incorporated at OSMC meeting of 2012-02-21

# 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	<b>Performance Report for Level One Indicators</b> 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,	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	<b>Examination of facilities in place for younger people</b>	By Task Group - Information supplied by, and questioning of,		OSMC	Start: 20/09/11 End: 2/12 OSMC 4/12	Julia Waldman – 2815 Children and Young People	Councillor Irene Neill	In Progress	Investigation completed, Report due to April 2012 meeting
OSMC/11/103	<b>Olympics and Diamond Jubilee Events 2012.</b> 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/11/120	<b>Potholes</b> To examine the methodology in operation for the repair of pot holes	Task group review with information supplied by, and questioning of,		OSMC	Feb-12	Mark Edwards – 2208 Highways & Transport	Councillor David Betts		Item to begin following the completion of Item 78, Councillors Brian Bedwell, Emma Webster, Keith Woodhams participating
OSMC/11/121	<b>Housing Allocations policy</b> To contribute to the development of a new policy	In meeting policy development		OSMC	Feb-12	Mel Brain - 2403 Social Care Commissioning and Housing	Councillor Alan Law		Added to work programme at the 10 January 2012 meeting, following a suggestion by Corporate Board
OSMC/12/120	<b>Youth Justice</b> To review the outcomes being achieved following the changes made to police interventions with young people and the resultant drop in people entering the youth justice system.	In meeting review with information supplied by, and questioning of, lead officers.		OSMC	Start: Aug 2012 End: Aug 2012	Susan Powell, Robin Rickard	Councillor Anthony Stansfeld		Item raised in response to performance reported at Q2 2011/12. See agenda and minutes of 2012-02-21
OSMC/12/122	<b>Domestic Abuse</b> To understand and critically appraise the systems and process in place for the management of domestic abuse in the District	TBD		OSMC	Start: TBD End: TBD	Davy Pearson, Robin Rickard (TBC)	Councillor Anthony Stansfeld	To be scheduled	Item incorporated at OSMC meeting of 2012-02-21. Scope and ToR to be provided at the meeting of 2012-04-17

# 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	<b>Revenue and capital budget reports</b> 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	<b>Establishment Reports</b> 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/11/109	<b>Timelord</b> To receive an update on the benefits realised following the changes introduced in the Timelord	In meeting review and update Members of the		RMWG	Start: 28 Feb 2012 End: 28 Feb 2012	Jackie Jordan	Councillor Pam Bale	In Progress	the Closure Report to Timelord Programme Board in late November
OSMC/11/110	<b>Energy Saving</b> To review the Council's policies and procedures for Energy Saving.	In a meeting review the Council's procedures to		RMWG	Start: April 2012 End: April 2012	Adrian Slaughter	Councillor Hilary Cole	In Progress	Report to meeting on 28/02/12
OSMC/11/111	<b>Risk Register</b> 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	<b>Medium Term Financial Strategy</b> To review the role and format of the MTFS	In meeting review of the MTFS		RMWG	Start: Oct 2012 End: Oct 2012	Andy Walker	Councillor Keith Chopping	In Progress	Requested by RMWG on 26 July 2011
OSMC/11/113	<b>Procedures for Blue Badge Holder</b> To review the operation of the new procedures, criteria and rules of use for Blue Badge holders following the introduction of them in January 2012.	In meeting review.		RMWG	Start: Jan 2013 End: Jan 2013	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/11/117	<b>Managed Vacancy Factor (MVF)</b> To understand the aims and operation of the MVF in its budget management and monitoring	In meeting review.		RMWG	Start April 2012 End April 2012	Robert O'Reilly HR	Councillor Anthony Stansfeld		
OSMC/11/99	<b>Highways Asset Management Plan</b> To review the AMP and the opportunities arising from exploiting the information contained within the Asset Register.	In meeting review with information supplied by, and questioning of, lead officers.		RMWG	Start: 28 Feb 2012 End: 28 Feb 2012	Mark Edwards – 2208 Highways & Transport	Councillor David Betts	To be scheduled	
OSMC/12/121	<b>Asset Management</b> To understand and critically appraise the systems and process in place for the management of the Council's assets	In meeting review with information supplied by, and questioning of, lead officers.		RMWG	Start: TBD End: TBD	John Ashworth	Councillor David Betts	To be scheduled	Item incorporated at OSMC meeting of 2012-02-21

**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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