

# Individual Decision

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

**Thursday, 12th July, 2012**

<b>Ref:</b>	<b>Title</b>	<b>Portfolio Member</b>	<b>Page No.</b>
ID2418	<b>West Berkshire Forward Plan - August 2012 to November 2012</b>	Councillor Graham Jones	1 - 14



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## Individual Executive Member Decision

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<b>Title of Report:</b>	<b>West Berkshire Council Forward Plan - August 2012 to November 2012</b>
<b>Report to be considered by:</b>	Individual Executive Member Decision
<b>Date on which Decision is to be taken:</b>	12 July 2012
<b>Forward Plan Ref:</b>	ID2418

**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, Margaret Goldie, Heads of Service, 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 – August 2012 to November 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 – August 2012 to November 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>AUGUST 2012</b>											
ID2431	<b>Adoption of Parish Plans</b> <i>To adopt Parish Plans.</i>	ID	01/08/12	Resources	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC	Local Members and Stakeholders	If needed	August 2012
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	Resources	Moira Fraser	Leader of Council		08/08/12	All Members, published on website for local residents	Not subject to call in.	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, Property		TBC	Local Members and Stakeholders	If needed	August 2012
<b>SEPTEMBER 2012</b>											
EX2350	<b>Proposal for Redevelopment of Taceham House</b> <i>(Paragraph 3 - information relating to the financial or business affairs of a particular person)</i> <i>To consider the options for Taceham House and agree best course of action.</i>	EX	06/09/12 EX	Communities	Mel Brain	Strategy, Council Plan, Housing	Yes	29/08/12			September 2012
ID2432	<b>Adoption of Parish Plans</b> <i>To adopt Parish Plans.</i>	ID	01/09/12	Resources	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC	Local Members and Stakeholders	If needed	September 2012
ID2444	<b>Approval of Village Design Statements</b> <i>To approve Village Design Statements.</i>	ID	01/09/12	Environment	Paula Amorelli	Planning, Transport Policy, Property		TBC	Local Members and Stakeholders	If needed	September 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
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S = Standards Committee
PC = Personnel Committee

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

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ID2420	<b>West Berkshire Forward Plan - October 2012 to January 2013</b> <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	13/09/12	Resources	Moira Fraser	Leader of Council		05/09/12	All Members, published on website for local residents	Not subject to call in.	September 2012
ID2521	<b>A343 Andover Road, Newbury - Relocation of Pedestrian Crossing</b> <i>To inform the Executive Member for Highways and Transport of the results of the consultation of a proposal to relocate a pedestrian crossing and allow a decision to be made as to whether to proceed with the proposal.</i>	ID	18/09/12 ID	Environment	Neil Stacey	Highways, Transport (Operational), ICT & Corporate Services, Customer Services		10//09/12			September 2012
ID2518	<b>Petition for removal of proposed parking charges at Burdwood Centre car park, Thatcham</b> <i>To respond to a petition that has been submitted to the Council.</i>	ID	26/09/12 ID	Environment	Mark Cole	Highways, Transport (Operational), ICT & Corporate Services, Customer Services		18/09/12			September 2012
GA2524	<b>Annual Governance Statement 2011/12</b> <i>To review the Annual Governance Statement.</i>	GA	10/09/12 GA	Resources	Ian Priestley	Performance, Strategic Support, Emergency Planning, Community Safety		31/08/12			September 2012
GA2525	<b>Heads of Service Assurance Statements</b> <i>To outline the areas of concern raised by Heads of Service in their Assurance Statements.</i>	GA	10/09/12 GA	Resources	Ian Priestley	Performance, Strategic Support, Emergency Planning, Community Safety		31/08/12			September 2012

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EX2520	<b>Re-tender of the Council's Insurance Contract</b> <i>(Paragraph 3 - information relating to the financial/business affairs of a person)</i>	EX	06/09/12 EX	Resources	Ian Priestley	Community Care, Insurance		29/08/12			September 2012
EX2514	<b>County Archive</b> <i>To seek approval to continue with the current joint arrangement.</i>	EX	06/09/12 EX	Environment	Amanda Loaring	Countryside, Environmental Protection, 'Cleaner and Greener', Culture		29/08/12			September 2012
EX2478	<b>Finance Report - Quarter 1</b>	EX	06/09/12 EX	Resources	Joseph Holmes	Finance, Economic Development, Health & Safety, Pensions		29/08/12			September 2012
C2459	<b>Changes to the Constitution, Parts 7, 9,10 and 13</b> <i>To consider changes to the Financial Rules of procedure and Protocols in light of legislative changes.</i>	C	27/09/12 C 10/09/12 GA	Resources	Joseph Holmes	Leader of Council		31/08/12			September 2012
C2501	<b>Proposed Member Development Programme for 2012 to 2015</b> <i>To ask Council to agree the Member Development Programme for 2012/13</i>	C	27/09/12 C	Resources	Jude Thomas	Leader of Council		19/09/12	Members		September 2012
C2522	<b>Pre Planning Application Process and Charging</b> <i>To seek Council authority to charge for pre planning application advice and for Council to delegate authority to amend the charging scheme to the Head of Planning and Countryside</i>	C	27/09/12 C	Environment	Gary Lugg	Planning, Transport Policy, Property		19/09/12	Development Industry Panel (Planning Service Customer Panel) will be consulted on 29th June 2012		September 2012

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<b>OCTOBER 2012</b>											
ID2433	<b>Adoption of Parish Plans</b> <i>To adopt Parish Plans.</i>	ID	01/10/12	Resources	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC	Local Members and Stakeholders	If needed	October 2012
ID2445	<b>Approval of Village Design Statements</b> <i>To approve Village Design Statements.</i>	ID	01/10/12	Environment	Paula Amorelli	Planning, Transport Policy, Property		TBC	Local Members and Stakeholders	If needed	October 2012
ID2421	<b>West Berkshire Forward Plan - November 2012 to February 2013</b> <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	18/10/12	Resources	Moira Fraser	Leader of Council		10/10/12	All Members, published on website for local residents	Not subject to call in.	October 2012
EX2513	<b>Director of Public Health</b> <i>To agree a model for public health across the six Berkshire Unitaries.</i>	EX	18/10/12 EX	Resources	Andy Day	Leader of the Council		10/10/12			October 2012
EX2515	<b>Home Care Reablement Reconfiguration</b>	EX	18/10/12 EX	Communities	Stephen Stace	Community Care, Insurance		10/10/12			October 2012
EX2492	<b>Localising Support for Council Tax in England</b> <i>To make a decision on the scheme to be adopted by West Berkshire Council as a replacement for Council Tax benefit</i>	EX	18/10/12 EX	Resources	Bill Blackett	Finance, Economic Development, Health & Safety, Pensions		10/10/12	Formal consultation with Taxpayers and major precepting authorities is a requirement of the legislation introducing Localisation of Council Tax support		October 2012

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EX2500	<b>Residential and Nursing Placement Policy</b> <i>To seek approval of the policy post consultation.</i>	EX	18/10/12 EX	Communities	Tandra Forster	Community Care, Insurance		10/10/12	wider consultation with stakeholders		October 2012
<b>NOVEMBER 2012</b>											
ID2434	<b>Adoption of Parish Plans</b> <i>To adopt Parish Plans.</i>	ID	01/11/12	Resources	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC	Local Members and Stakeholders	If needed	November 2012
ID2446	<b>Approval of Village Design Statements</b> <i>To approve Village Design Statements.</i>	ID	01/11/12	Environment	Paula Amorelli	Planning, Transport Policy, Property		TBC	Local Members and Stakeholders	If needed	November 2012
ID2422	<b>West Berkshire Forward Plan - December 2012 to March 2013</b> <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	15/11/12	Resources	Moira Fraser	Leader of Council		07/11/12	All Members, published on website for local residents	Not subject to call in.	November 2012
EX2491	<b>Schools and Early Years Settings - Place Strategy 2013-2018.</b> <i>To determine a strategy for managing school organisation and ensure that there are sufficient school places to meet overall demand; there are sufficient school places in the right locations to meet demand; the provision of school places are managed in a cost effective manner.</i>	EX	29/11/12 EX	Communities	Caroline Corcoran	Children & Young People, Youth Service, Education		21/11/12	Schools, relevant Council Officers		November 2012
EX2479	<b>Finance Report - Quarter 2</b>	EX	29/11/12 EX	Resources	Joseph Holmes	Finance, Economic Development, Health & Safety, Pensions		21/11/12			November 2012

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# OVERVIEW & SCRUTINY MANAGEMENT COMMISSION WORK PROGRAMME 2012/13

Reference	Subject/purpose	Methodology	Expected outcome	Review Body	Dates	Lead Officer(s)/ Service Area	Portfolio Holder(s)	Status: In Progress Completed	Comments
OSMC/11/104	<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	To report back...
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: ..2012	LINK, Age UK	Cllr Joe Mooney	In Progress	Consultation / survey to commence in July 2012. Update from LINKs.
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	June Graves	Cllr Joe Mooney	In Progress	for discussion on ...
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	Awaiting results
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 21/02/12. Scope and ToR to be provided at the meeting of 17/04/12
OSMC/12/124	<b>The effect of health service reorganisation on local provision and private finance initiatives (PFI).</b>			HSP	Start: TBD End: TBD				
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, 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/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	Chris Jones 2558 Culture & Youth	Carol Jackson-Doerge	In Progress	Updates following briefing in November 2011. Further update to be provided in May 2012.
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, lead officers and external partners.		OSMC	Feb-12	Mark Edwards – 2208 Highways & Transport	Councillor David Betts	In Progress	Item to begin following the completion of Item 78, Councillors Brian Bedwell, Emma Webster, Keith Woodhams participating. First meeting held on 29/03/12.

# OVERVIEW & SCRUTINY MANAGEMENT COMMISSION WORK PROGRAMME 2012/13

Reference	Subject/purpose	Methodology	Expected outcome	Review Body	Dates	Lead Officer(s)/ Service Area	Portfolio Holder(s)	Status: In Progress Completed	Comments
OSMC/11/129	<b>Housing Allocations policy</b> To contribute to the development of a new policy	In meeting policy development supported by task group and individual Member activity.		OSMC	Feb-12	Mel Brain - 2403 Social Care Commissioning and Housing	Councillor Alan Law	In Progress	Added to work programme at the 10 January 2012 meeting, following a suggestion by Corporate Board
OSMC/12/123	<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 21/02/12. Scope and ToR to be provided at the meeting of 17/04/12
OSMC/12/128	<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 21/02/12. To be heard at OSMC in September 12
OSMC/12/130	<b>Consultation</b> The effectiveness of consultation undertaken by the Council	Task group review with information supplied by, and questioning of, lead officers and external partners.		OSMC	Start: TBD End: TBD	Jason Teal – 2102 Policy & Communication	Councillor Anthony Stansfeld	To be scheduled	item incorporated at OSMC meeting of 2012-04-17
OSMC/12/131	<b>Youth Clubs</b>			OSMC	Start: TBD End: TBD		Councillor Irene Neill	To be scheduled	item incorporated at OSMC meeting of 29/05/12. for discussion on 26/06/12
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: Latest report to each meeting	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: Quarters 2 & 4	Robert O'Reilly – 2358 Human Resources	Councillor Anthony Stansfeld	In Progress	May lead to areas for in depth review.
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 Energy Saving		RMWG	Start: April 2012 End: April 2012	Adrian Slaughter	Councillor Hilary Cole	Complete	Review to be undertaken in April 2014.

# OVERVIEW & SCRUTINY MANAGEMENT COMMISSION WORK PROGRAMME 2012/13

Reference	Subject/purpose	Methodology	Expected outcome	Review Body	Dates	Lead Officer(s)/ Service Area	Portfolio Holder(s)	Status: In Progress Completed	Comments
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
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: July 2012 End: July 2012	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

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