

Individual Decision

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

Thursday, 13th September, 2012

Ref:	Title	Portfolio Member(s)	Page No.
ID2420	West Berkshire Forward Plan - October 2012 to January 2013	Councillor Graham Jones	1 - 16



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Individual Executive Member Decision

Title of Report:	West Berkshire Council Forward Plan - October 2012 to January 2013
Report to be considered by:	Individual Executive Member Decision
Date on which Decision is to be taken:	13 September 2012
Forward Plan Ref:	ID2420

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

Contact Officer Details	
Name:	Moira Fraser
Job Title:	Democratic Services Manager
Tel. No.:	01635 519045
E-mail Address:	mfraser@westberks.gov.uk

Implications

Policy:	The Forward Plan details the Policies to be adopted by West Berkshire Council.
Financial:	The Forward Plan has no financial implications.
Personnel:	The Forward Plan has no personnel implications.
Legal/Procurement:	The Forward Plan has no legal or procurement implications.
Environmental:	The Forward Plan has no environmental implications.
Property:	The Forward Plan has no property implications.
Risk Management:	The Forward Plan has no risk management implications.
Equalities:	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

Members:

Leader of Council:	Councillor Graham Jones.
Overview & Scrutiny Management Commission Chairman:	Councillor Brian Bedwell.
Ward Members:	All Members.
Opposition Spokesperson:	Councillor Jeff Brooks.
Local Stakeholders:	The West Berkshire Forward Plan will be published the first working day after the Individual Decision is signed.
Officers Consulted:	Nick Carter, John Ashworth, Margaret Goldie, Heads of Service, Group Executives.
Trade Union:	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

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

Appendix A – West Berkshire Council Forward Plan –October 2012 to January 2013

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

West Berkshire Council Forward Plan



West Berkshire Council Forward Plan – October 2012 to January 2013

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
October 2012											
ID2433	Adoption of Parish Plans <i>To adopt Parish Plans.</i>	ID	01/10/12	Resources	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC	Local Members and Stakeholders		October 2012
ID2445	Approval of Village Design Statements <i>To approve Village Design Statements.</i>	ID	01/10/12	Environment	Paula Amorelli	Planning, Transport Policy, Property		TBC	Local Members and Stakeholders		October 2012
ID2545	Rights of Way Case Programmes <i>To inform the Portfolio Member of progress with the rights of way case programmes and seek formal approval for the current year's path order case programme.</i>	ID	01/10/12	Environment	Elaine Cox	Countryside, Environmental Protection, 'Cleaner and Greener', Culture		TBC			October 2012
ID2550	Fairer Contributions Policy <i>To confirm the amendments to the wording of the current policy agreed as part of the Judicial Review challenge.</i>	ID	01/10/12	Communities	Jo England	Finance, Economic Development, Health & Safety, Pensions		TBC			October 2012
ID2555	Speed Limit Review – August 2012	ID	01/10/12	Environment	Andrew Garratt	Highways, Transport (Operational), ICT & Corporate Services, Customer Services		TBC	Local Ward Members		

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 – October 2012 to January 2013

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ID2556	Station Road, Aldermaston – Proposed 7.5 Tonne Weight Limit	ID	01/10/12	Environment	Andrew Garratt	Highways, Transport (Operational), ICT & Corporate Services, Customer Services		TBC	Statutory consultees, general public, Parish Council and Ward members as part of the statutory consultation and advertisement		
ID2421	West Berkshire Forward Plan - November 2012 to February 2013 <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 (2045)	Leader of Council		10/10/12	All Members, published on website for local residents	Not subject to call in.	October 2012
ID2554	Household Waste Recycling Centres - Trailer Policy <i>To approve the revision of the Household Waste Recycling Policy.</i>	ID	18/10/12	Environment	Jackie Ward	Environment, Public Protection, Culture and Leisure		10/10/12			October 2012
ID2558	Winter Service Plan 2012/13	ID	19/10/12	Environment	Melvyn May	Highways, Transport (Operational), ICT & Corporate Services, Customer Services		11/10/12	Parish Council's, Ward Members and the general public		

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ID2521	A343 Andover Road, Newbury - Relocation of Pedestrian Crossing <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	22/10/12	Environment	Neil Stacey	Highways, Transport (Operational), ICT & Corporate Services, Customer Services		12/10/12			October 2012
EX2535	Q1 Performance Report <i>To report Q1 outturns against the key accountable measures and activities contained in the 2012/13 corporate performance framework and by exception those measures/activities not achieved and any remedial action that has been taken.</i>	EX	18/10/12 EX	Resources	Jason Teal	Performance, Strategic Support, Emergency Planning, Community Safety		10/10/12			October 2012
EX2350	Proposal for 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	18/10/12 EX	Communities	Mel Brain	Strategy, Council Plan, Housing	Yes	10/10/12			October 2012
EX2515	Homecare Service Reconfiguration <i>To seek approval for the proposed changes to the Homecare Service staffing arrangements.</i>	EX	18/10/12 EX	Communities	Stephen Stace	Community Care, Insurance		10/10/12			October 2012

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EX2546	Contract for Statutory Learning Difficulty Assessments for Young People Moving to Post-16 Provision, and Intensive Support to Those at Risk of Becoming 'NEET'. <i>To seek agreement to enter into a contract for Learning Difficulty Assessments, and services designed to keep vulnerable young people in education, employment or training, in conjunction with Bracknell Forest, Reading and Wokingham Borough Councils.</i>	EX	18/10/12 EX	Communities	Julia Waldman	Children and Young People, Youth Service, Education		10/10/12			October 2012
EX2500	Residential and Nursing Placement Policy <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
EX2527	School Funding Reform April 2013 <i>To agree the required new funding formula for schools in West Berkshire.</i>	EX	18/10/12 EX	Resources	Claire White	Finance, Economic Development, Health & Safety, Pensions		10/10/12	All maintained and Academy Schools, Schools Forum		October 2012
EX2548	NHS Independent Complaints Advocacy Service Commissioning <i>Following transfer of commissioning responsibility from the Department of Health, seek approval for the joint commissioning of an Independent Complaints Advocacy Service.</i>	EX	18/10/12 EX	Communities	Tandra Forster	Community Care, Insurance		10/10/12			October 2012

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November 2012

ID2434	Adoption of Parish Plans <i>To adopt Parish Plans.</i>	ID	01/11/12	Resources	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC	Local Members and Stakeholders		November 2012
ID2446	Approval of Village Design Statements <i>To approve Village Design Statements.</i>	ID	01/11/12	Environment	Paula Amorelli	Planning, Transport Policy, Property		TBC	Local Members and Stakeholders		November 2012
ID2422	West Berkshire Forward Plan - December 2012 to March 2013 <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 (2045)	Leader of Council		07/11/12	All Members, published on website for local residents	Not subject to call in.	November 2012
GA2552	Interim Audit Report 2012/13 <i>To consider the Interim Audit Report for 2012/13.</i>	GA	26/11/12 GA	Resources	Ian Priestley	Performance, Strategic Support, Emergency Planning, Community Safety		18/11/12			November 2012
EX2513	Public Health – Organisational Structure <i>To agree a model for public health across the six Berkshire Unitaries.</i>	EX	29/11/12 EX	Resources	Andy Day	Leader of the Council		21/11/12			November 2012
EX2530	Financial Performance Report Q2 <i>To inform Members of the latest financial performance of the Council.</i>	EX	29/11/12 EX	Resources	Joseph Holmes	Finance, Economic Development, Health & Safety, Pensions		21/11/12			November 2012

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EX2491	Schools and Early Years Settings - Place Strategy 2013-2018. <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
EX2549	Social Fund <i>To provide information about the transfer of parts of the Social Fund to the Council from the Department for Works & Pensions and how we will manage these funds.</i>	EX	29/11/12 EX	Communities	Jo England	Finance, Economic Development, Health & Safety, Pensions		21/11/12			November 2012
December 2012											
ID2435	Adoption of Parish Plans <i>To adopt Parish Plans.</i>	ID	01/12/12	Resources	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC	Local Members and Stakeholders		December 2012
ID2447	Approval of Village Design Statements <i>To approve Village Design Statements.</i>	ID	01/12/12	Environment	Paula Amorelli	Planning, Transport Policy, Property		TBC	Local Members and Stakeholders		December 2012
ID2423	West Berkshire Forward Plan - January 2013 to April 2013 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	13/12/12	Resources	Moira Fraser (2045)	Leader of Council		05/12/12	All Members, published on website for local residents	Not subject to call in.	December 2012
C2507	2013/14 West Berkshire Council Timetable of Public Meetings <i>To agree the timetable of public meetings for the year 2013/14.</i>	C	13/12/12 C	Resources	Moira Fraser	Leader of Council		05/12/12			December 2012

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C2551	Changes to the Constitution <i>To agree various changes to the Constitution as a result of the Access to Information Regulations 2012.</i>	C	13/12/12 C	Resources	Moira Fraser	Leader of Council		05/12/12			December 2012
C2553	Gambling Policy <i>To consider the Council's review of its Gambling Policy Statement.</i>	C	13/12/12 C	Environment	Brian Leahy	Environment, Public Protection, Culture and Leisure		05/12/12			December 2012
January 2013											
ID2436	Adoption of Parish Plans <i>To adopt Parish Plans.</i>	ID	01/01/13	Resources	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC	Local Members and Stakeholders		January 2013
ID2448	Approval of Village Design Statements <i>To approve Village Design Statements.</i>	ID	01/01/13	Environment	Paula Amorelli	Planning, Transport Policy, Property		TBC	Local Members and Stakeholders		January 2013
ID2424	West Berkshire Forward Plan - February 2013 to May 2013 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	17/01/13	Resources	Moira Fraser (2045)	Leader of Council		09/01/13	All Members, published on website for local residents	Not subject to call in.	January 2013
EX2482	Establishment Report Quarter 2 2012/13 <i>To note changes to the WBC Establishment</i>	EX	17/01/13 EX	Resources	Robert O'Reilly	Performance, Strategic Support, Emergency Planning, Community Safety		09/01/13			January 2013

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EX2536	<p>Key Accountable Measures and Activities 2012/13. Update on progress: Q2 outturns</p> <p><i>To report Q21 outturns against the key accountable measures and activities contained in the 2012/13 corporate performance framework and by exception those measures/activities not achieved and any remedial action that has been taken.</i></p>	EX	17/01/13 EX	Resources	Jason Teal	Performance, Strategic Support, Emergency Planning, Community Safety		09/01/13			January 2013
EX2516	<p>Council Tax Base</p> <p><i>To set the Council Tax base for the year commencing 1 April 2013.</i></p>	EX	17/01/13 EX	Resources	Bill Blackett	Finance, Economic Development, Health and Safety, Pensions		09/01/13			January 2013

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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	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	To report back...
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: October 2012	LINK, Age UK	Cllr Joe Mooney	In Progress	Consultation / survey to commence in July 2012. Update from LINKs.
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/11/119	Continuing Healthcare (CHC) 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	Home Care 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	The effect of health service reorganisation on local provision and private finance initiatives (PFI).			HSP	Start: TBD End: TBD		Councillor Joe Mooney		
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:	Jason Teal – 2102 Policy & Communication	Councillor Anthony Stansfeld	In Progress	Quarterly item. Q1 2012/13 to Sept meeting
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 external partners.		OSMC	Feb-12	Mark Edwards – 2208 Highways & Transport	Councillor Keith Chopping	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. - Report to be presented to OSMC on 31/07/12; 18/09/12
OSMC/11/129	Housing Allocations policy 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 Roger Croft	In Progress	- Added to work programme at the 10 January 2012 meeting, following a suggestion by Corporate Board - Following consultation exercise by Housing Service, expected to return to OSMC in early 2013

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/12/123	Domestic Abuse To understand and critically appraise the systems and process in place for the mangement of domestic abuse in the District	TBD		OSMC	Start: Sept 2012 End:	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 - First meeting on 20/07/12; Series of meetings arranged during September including external stakeholders; Expected to conclude in Oct 2012
OSMC/12/128	Youth Justice 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: Oct 2012 End: Oct 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	Consultation 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 Strategic Support	Councillor Anthony Stansfeld	To be scheduled	item incorporated at OSMC meeting of 2012-04-17
OSMC/12/131	Youth Clubs To review the process undertaken to manage the transfer of youth clubs from local authority control and the arrangements in place resultantly.			OSMC	Start: 31/07/12 End: 18/09/12		Councillor Irene Neill	In Progress	- Item incorporated at OSMC meeting of 29/05/12. for discussion on 26/06/12. - Brought to meeting on 31/07/12 - Recommendations expected on 18/09/12
OSMC/12/134	Housing and Homelessness To consider the factors contributing to an increase in homelessness.	In meeting review with representatives from Sovereign Housing and CAB		OSMC	Start: 31/07/12 End:	June Graves	Councillor Roger Croft	In Progress	- Item incorporated at OSMC meeting of 26/06/12. - Brought to meeting on 31/07/12 - Housing Service to lead on consultation activity; further scrutiny to take place in late 2012
OSMC/12/135	Annual target setting To examine the annual targets being set for 2013/14.	Task group working directly with PM officers	Annually recurring	OSMC	Start: September End:	Jason Teal – 2102 Strategic Support	Councillor Anthony Stansfeld	In Progress	Independent work, unsupported by scrutiny officers. Output directly into the following year's Council Plan.
OSMC/12/137	GCSE results To understand the current attainment levels in English and maths and the effect of previous measure taken to improve them.	In meeting review		OSMC	Start: 30/10/12 End:	Ian Pearson - 2729 Head of Education	Councillor Irene Neill	In Progress	Agreed at the meeting of 31 July 2012
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	Latest report to each meeting	Andy Walker – 2433 Finance	Councillor Alan Law	In Progress	May lead to areas for in depth review.

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/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	Consider quarterly reports. Q1/3 summary rept. Full rept for Q2/4	Robert O'Reilly – 2358 Human Resources	Councillor Anthony Stansfeld	In Progress	May lead to areas for in depth review.
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: April 2012 End: April 2012	Adrian Slaughter	Councillor Hilary Cole	Complete	Review to be undertaken in April 2014.
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 Roger Croft	In Progress	Next request Sept 2012
OSMC/11/112	Medium Term Financial Strategy 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 Alan Law	In Progress	Discussed by RMWG - 2/7/12. Item to cover the impact on the MTFS from the intro of the Local Gov Finance Bill in 13/14 and beyond as well as the potential impact of Bus Rate Reform.
OSMC/11/113	Procedures for Blue Badge Holder 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 Keith Chopping	In Progress	Requested by RMWG on 26 July 2011
OSMC/12/121	Asset Management 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 Keith Chopping	Complete	Considered in depth on 2/7/12. Possible return to a future meeting with consideration of process for Taceham House as an example.
OSMC/12/132	School Academies To consider the impact of Local Authority maintained schools converting to academy status on the Council's finances.			RMWG	Start: TBD End: TBD		Councillor Irene Neill	To be scheduled	Item incorporated at OSMC meeting of 2012-06-26

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

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