

Individual Decision

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

Thursday, 18th October, 2012

Ref:	Title	Portfolio Member	Page No.
ID2421	West Berkshire Forward Plan - November 2012 to February 2013	Councillor Gordon Lundie	1 - 18



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Individual Executive Member Decision

Title of Report:	West Berkshire Council Forward Plan - November 2012 to February 2013
Report to be considered by:	Individual Executive Member Decision
Date on which Decision is to be taken:	18 October 2012
Forward Plan Ref:	ID2421

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 Gordon Lundie
E-mail Address:	glundie@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 Gordon Lundie – comments to be raised at signing
Overview & Scrutiny Management Commission Chairman:	Councillor Brian Bedwell. – consulted at OSMC meetings
Ward Members:	All Members - Comments to be raised at signing.
Opposition Spokesperson:	Councillor Jeff Brooks. – comments to be raised at signing
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 West Berkshire Council's Forward Plan, which is published monthly, sets out the key decisions that the Executive (either collectively or by Individual Executive Members) are expected to take over the next four months.
- 1.2 Key decisions are defined by the Government (Regulation 8 of the Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2001) as:
- (i) Those which result in the Local Authority incurring expenditure which is, or the making of savings which are, significant having regard to the Local Authority's budget for the service or function to which the decision is related.
 - (i) Those which are significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the Local Authority.
- 1.3 The introduction of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 in September 2012 replaced the 2000 Executive Access to Information Regulations. As a consequence a requirement to publish a rolling forward plan at least 14 days before the start of each month has now been replaced by a requirement to publish 28 clear days' notice of any intended key decision. It should be noted that "clear days" means working days, from midnight to midnight, and excludes weekends and public holidays, so 28 clear days equates to around 5½ normal weeks. In this case the Forward Plan for items to be considered by the Executive on the 29 November 2012 would have to be published by the 19 October 2012.
- 1.4 On occasions, however, situations may arise where an urgent decision needs to be made in respect of an item that does not appear on the Forward Plan. There are two different ways in which this can be done:
- (i) the authority can take an urgent key decision without giving 28 days' notice where it is impracticable to give the full notice, provided that the authority gives at least five days' clear notice to all members of the Overview and Scrutiny management Commission, which can then call in the decision to check that it was genuinely urgent; or
 - (ii) where a key decision is so urgent there is not even time to give five clear days' notice, the authority can take the decision if the Chairman of the Overview and Scrutiny Management Commission has agreed that the key decision is urgent and cannot reasonably be deferred.
- 1.5 In addition The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 have introduced an entirely new requirement for the Council to publish 28 clear days' notice of the intention to hold a private meeting (or part of a meeting) of the Executive. This 28 day notice must be reinforced by a five day notice which sets out the reasons for the meeting to be held in private, details of any propositions received as to why the meeting should be

open, and the Council's response. The response will be provided by the Monitoring Officer. The regulations again provide for an urgency procedure, under which the Council can decide the matter with shorter than 28 or five days' notice, provided that it has first obtained the consent of the Chairman of the Overview and Scrutiny Management Commission. There are currently no Part II or confidential items scheduled for the 29 November 2012 Executive meeting and there is therefore no need to attach a five day notice to this plan.

- 1.6 Details of decisions that Full Council, the Governance and Audit Committee and the Personnel Committee are going to take are also included on the Forward Plan for ease of reference. It should, however, be noted that the new requirements only apply to Executive meetings.
- 1.7 The Work Programme of Overview and Scrutiny Management Commission and its Sub-Committees is attached as a separate document.
- 1.8 Publication of the Forward Plan remains a statutory requirement of the Local Authority. The Forward Plan, any General Exception Decisions Notices and Notices of Private Decisions have to be available for inspection and also has to be published on the Council's website.

Appendices

Appendix A – West Berkshire Council Forward Plan – November 2012 to February 2013

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

West Berkshire Council Forward Plan



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West Berkshire Council Forward Plan – November 2012 to February 2013

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
NOVEMBER 2012											
ID2565	Appointment to Outside Body - St Bartholomews School Foundation <i>To appoint a replacement representative on this outside body following the resignation of one of the Council's appointees.</i>	ID	01/11/12	Resources	Moira Fraser	Leader of the Council		24/10/12	Members and the Foundation		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
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
ID2518	Petition for removal of proposed parking charges at Burdwood Centre car park, Thatcham <i>To respond to a petition that has been submitted to the Council.</i>	ID	01/11/02	Environment	Mark Cole	Highways, Transport (Operational), ICT & Corporate Services, Customer Services		TBC	Local Members and Stakeholders	postponed after initially being set for the 26 September 2012	November 2012
ID2566	Equality Policy <i>To set out West Berkshire Council's expectations and responsibilities in relation to equality.</i>	ID	14/11/12	Resources	Elaine Walker	Partnerships, Equality, The Visions, Communities		07/11/12	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

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
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West Berkshire Council Forward Plan – November 2012 to February 2013

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GA2552	Interim Audit Report 2012/13 <i>To inform members about the activity of Internal Audit for the 2012/13 Financial Year.</i>	GA	26/11/12 GA	Resources	Ian Priestley	Performance, Strategic Support, Emergency Planning, Community Safety		16/11/12	Heads of Service		November 2012
EX2563	Treasury Management Annual Report 2011-12 <i>To inform Members of the previous year's treasury management activities and the performance of the Council's investments.</i>	EX	29/11/12 EX	Resources	Gabrielle Esplin	Finance, Economic Development, Health & Safety, Pensions		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	Budget Holders		November 2012
EX2513	Public Health - Organisational Structures <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	Members and Stakeholders		November 2012

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EX2500	<p>Residential/Nursing Care Placements Policy for Older People and Establishment of WBC 'Usual Rate' <i>To report on the findings of the consultation on the Residential Nursing Placement Policy for Older People and to propose finalisation of Policy;</i> <i>To propose the setting of the 'usual rate' the Council will pay for care placements for older people in residential homes and in nursing homes, in accordance with the Local Authority Circular LAC(2004)20. The aim is to be transparent about these prices for older people's residential and nursing care.</i></p>	EX	29/11/12 EX	Communities	Tandra Forster	Community Care, Insurance		21/11/12	wider consultation with stakeholders		November 2012
DECEMBER 2012											
ID2435	<p>Adoption of Parish Plans <i>To adopt Parish Plans.</i></p>	ID	01/12/12	Resources	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC	Local Members and Stakeholders		December 2012
ID2557	<p>Zebra Crossing on Bridge Street, Hungerford - Petition <i>To respond to a petition that has been submitted to the Council.</i></p>	ID	01/12/12	Environment	Andrew Garratt	Planning, Transport Policy, Property		TBC	Ward Members		December 2012
ID2447	<p>Approval of Village Design Statements <i>To approve Village Design Statements.</i></p>	ID	01/12/12	Environment	Paula Amorelli	Planning, Transport Policy, Property		TBC	Local Members and Stakeholders		December 2012
ID2423	<p>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></p>	ID	13/12/12	Resources	Maira Fraser (2045)	Leader of Council		05/12/12	All Members, published on website for local residents	Not subject to call in.	December 2012

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C2561	Council Tax Support <i>To provide a scheme of Council Tax Support.</i>	C	13/12/12 C	Resources	Sean Anderson	Finance, Economic Development, Health & Safety, Pensions		05/12/12			December 2012
C2567	Culture & Environmental Services Fees and Charges <i>To implement the contractual requirement for an annual price review for 2013 for Parkwood Community Leisure to come into effect from 1st January 2013; to bring forward agreement of 2013 charges for Shaw Hosue to come into effect from 1st January 2013.</i>	C	13/12/12 C	Environment	Chris Jones	Countryside, Environmental Protection, 'Cleaner and Greener,' Culture, Customer Services		05/12/12	For Leisure Fees and Charges: members of the Joint Advisory Committees - i.e. Governing Bodies of Schools (for joint use sites), Town and Parish Councils plus leisure centre stakeholders.		December 2012
C2562	Technical Reforms to Council Tax <i>To inform Council of the Government reforms to Council Tax which are included in the Local Government Finance Bill and to decide on a policy for affected Council Tax reductions.</i>	C	13/12/12 C	Resources	Sean Anderson	Finance, Economic Development, Health & Safety, Pensions		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
	Junior Citizen 2012	C	13/12/12 C	Resources	Jude Thomas	Chairman of the Council		05/12/12	Schools and other stakeholder groups as well as local residents		December 2012

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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	All Members and Heads of Service		December 2012
C2551	Changes to the Constitution <i>To agree various changes to the Constitution as a result of the Access to Information Regulations 2012 and amendments to the contract rules of procedure.</i>	C	13/12/12 C 26/11/12 GA	Resources	Moira Fraser	Leader of Council		16/11/12	Finance and Governance Group and Governance and Audit Committee		December 2012
C2564	Council Rules of Procedure - Amendment <i>To consider an amendment relating to the timing of submissions of changes with financial implications to the S151 Officer.</i>	C	13/12/12 C 26/11/12 GA	Resources	Andy Day	Finance, Economic Development, Health & Safety, Pensions		05/12/12	Finance and Governance Group and Governance and Audit Committee		December 2012
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
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
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

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EX2560	Business Rate Retention - NNDR (National Non-Domestic Rates) Pool Contribution Return <i>To provide a scheme of Council Tax Support</i>	EX	17/01/13 EX	Resources	Sean Anderson	Finance, Economic Development, Health & Safety, Pensions		09/01/13			January 2013
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	17/01/13 EX	Communities	Jo England	Finance, Economic Development, Health & Safety, Pensions		09/01/13			January 2013
EX2536	Key Accountable Measures and Activities 2012/13. Update on progress: Q2 outturns <i>To update Members about the progress against the Council;s performamce measures and where appropriate review the corrective action that has been taken.</i>	EX	17/01/13 EX	Resources	Jason Teal	Performance, Strategic Support, Emergency Planning, Community Safety		09/01/13	Responsible Officers		January 2013
EX2516	Council Tax Base <i>To set the Council Tax base for the year commencing 1 April 2013.</i>	EX	17/01/13 EX	Resources	Bill Blackett	Finance, Economic Development, Health and Safety, Pensions		09/01/13			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	Heads of Service		January 2013

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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	17/01/13 EX	Communities	Caroline Corcoran	Children & Young People, Youth Service, Education		09/01/13	Schools, relevant Council Officers		January 2013
FEBRUARY 2013											
ID2449	Approval of Village Design Statements <i>To approve Village Design Statements.</i>	ID	01/02/13	Environment	Paula Amorelli	Planning, Transport Policy, Property		TBC	Local Members and Stakeholders		February 2013
ID2437	Adoption of Parish Plans <i>To adopt Parish Plans.</i>	ID	01/02/13	Resources	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC	Local Members and Stakeholders		February 2013
ID2425	West Berkshire Forward Plan - March 2013 to June 2013 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	14/02/13	Resources	Maira Fraser (2045)	Leader of Council		06/02/13	All Members, published on website for local residents	Not subject to call in.	February 2013
EX2531	Financial Performance Report Q3 <i>To inform Members of the latest financial performance of the Council.</i>	EX	14/02/13 EX	Resources	Joseph Holmes	Finance, Economic Development, Health & Safety, Pensions		06/02/13	Budget Holders		February 2013
C2544	Council Strategy Refresh 2013/14 <i>To update the Council Strategy 2013-2017.</i>	C	14/02/13 EX 05/03/13 C	Resources	Jason Teal	Strategy, Council Plan, Housing		06/02/13			March 2013

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C2506	Borrowing Limits and Annual Investment Strategy 2013/14	C	14/02/13 EX 05/03/13 C	Resources	Andy Walker	Finance, Economic Development, Health and Safety, Pensions		06/02/13			March 2013
C2504	Medium Term Financial Strategy (MTFS) 2013-17 <i>To agree the Council's Strategy for the next four years.</i>	C	14/02/13 EX 05/03/13 C	Resources	Joseph Holmes	Finance, Economic Development, Health and Safety, Pensions		06/02/13			March 2013
C2503	Capital Strategy and Programme 2013-2018 <i>To agree the Capital Strategy and Programme for the next five years.</i>	C	14/02/13 EX 05/03/13 C	Resources	Andy Walker	Finance, Economic Development, Health and Safety, Pensions		06/02/13			March 2013
C2502	Revenue Budget: 2013-14 Financial Year <i>To consider and recommend to Council the 2012-13 revenue budget.</i>	C	14/02/13 EX 05/03/13 C	Resources	Nick Carter/Andy Walker/Robert O'Reilly	Finance, Economic Development, Health and Safety, Pensions		06/02/13			March 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	Clr 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	Clr 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	Clr 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/12/133	PCT Quality Handover To examine the PCT's arrangements for the handover of its quality responsibilities to Care Commissioning Groups	In meeting review	Members satisfied with arrangements	HSP	Start: 4 Dec 2012 End: 4 Dec 2012	Sam Olorepec, PCT	Councillor Joe Mooney		Item incorporated at OSMC meeting of 2012-06-26
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/11/129	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	Mei 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
OSMC/12/123	Domestic Abuse To understand and critically appraise the systems and process in place for the management 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

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/12/128	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 Stanfeld		- 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 Stanfeld	To be scheduled	item incorporated at OSMC meeting of 2012-04-17
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 - One day special scrutiny review arranged for 26 November 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 Stanfeld	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/12/139	Schools and early years To contribute to the development of the strategy for managing school organisation that ensures there are sufficient school places and in the right locations to meet demand	In meeting review		OSMC	Start: 11/12/12 End: 11/12/12	Ian Pearson - 2729 Head of Education	Councillor Irene Neill	In Progress	Agreed at the meeting of 18 September 2012 - To be included on December agenda
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.
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 Stanfeld	In Progress	May lead to areas for in depth review. Q1 - October. Q2 - Feb (post Jan Exec)

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/11/110	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 2014 End: April 2014	Adrian Slaughter	Councillor Hilary Cole	Complete	Completed in April 2012. 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	Start: 6 November 2012 End: 6 November 2012	Ian Priestley	Councillor Roger Croft	In Progress	Next request Nov 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: 2 Oct 2012 End: 2 Oct 2012	Andy Walker	Councillor Alan Law	In Progress	Discussed by RMWG - 27/12. 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: 5 Feb 2013 End: 5 Feb 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 27/7/12. Possible return to a future meeting (Nov?) with consideration of process for Taceham House as an example and the 'Asset Challenge' methodology.
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: 6 November 2012 End: 6 November 2012		Councillor Irene Neill	To be scheduled	Item incorporated at OSMC meeting of 2012-06-26
OSMC/12/138	Management of sickness absence due to stress <i>Paragraph 1 - information relating to an individual</i> <i>Paragraph 2 - information identifying an individual</i>	In meeting review.		RMWG	Start: 2 Oct 2012 End: 2 Oct 2012	Robert O'Reilly – 2358 Human Resources	Councillor Anthony Stansfeld		Requested by Chairman to link with Q1 Establishment Report item. Part II item.

Key:
OSMC

Overview and Scrutiny Management
Commission
Resource Management Working Group
Health Scrutiny Panel

RMWG
HSP

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