

Individual Decision

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

Thursday, 15th November, 2012

Ref:	Title	Portfolio Member	Page No.
ID2422	West Berkshire Forward Plan - December 2012 to March 2013	Councillor Gordon Lundie	1 - 24



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Individual Executive Member Decision

Title of Report:	West Berkshire Council Forward Plan - December 2012 to March 2013
Report to be considered by:	Individual Executive Member Decision
Date on which Decision is to be taken:	15 November 2012
Forward Plan Ref:	ID2422

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 Special Executive on the 20 December 2012 would have to be published for consultation by the 09 November 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 three confidential items scheduled for the 20 December 2012 Executive meeting and the required notice is attached as an appendix and will be displayed at the Council. If any representations are received the five day notice will be issued in December.

- 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.

Appendix C – Notice of Private Decision

West Berkshire Council Forward Plan



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West Berkshire Council Forward Plan – December 2012 to March 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
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, Property, Highways		TBC	Local Members and Stakeholders		December 2012
ID2557	Zebra Crossing on Bridge Street, Hungerford - Petition <i>To respond to a petition that has been submitted to the Council</i>	ID	01/12/12	Environment	Andrew Garratt	Planning, Transport, Property, Highways		TBC	Ward Members		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	Leader of Council		06/12/12	All Members, published on website for local residents	Not subject to call in.	December 2012
C2567	Leisure Centres' Fees and Charges 2013 <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.</i>	C	13/12/12 C	Environment	Chris Jones	Countryside, Environmental Protection, 'Cleaner and Greener,' Culture, Customer Services		06/12/12	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

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 – December 2012 to March 2013

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C2551	<p>Amendments to the Constitution - Part 4 (Executive Rules of Procedure), Part 5 (Council Rules of Procedure), Part 11 (Contract Rules of Procedure) and Part 13 Appendix A (Code of Conduct for Planning)</p> <p><i>To consider changes to the Executive and Contract Rules of Procedure in light of legislative changes, to propose an amendment to the Council's Rules of Procedure (Paragraph 4.13.7) and to propose an amendment to Part 13 Appendix A (Code of Conduct for Planning) to align the training requirements with those of the Licensing Committee.</i></p>	C	13/12/12 C 26/11/12 GA	Resources	Moira Fraser	Leader of Council		06/12/12	Relevant Officers		December 2012
C2561	<p>Council Tax Support Scheme</p> <p><i>To provide a scheme of Council Tax Support</i></p>	C	13/12/12 C	Resources	Sean Anderson	Finance, Economic Development, Health & Safety, Pensions		06/12/12	Stakeholders		December 2012
C2562	<p>Technical Reforms to Council Tax</p> <p><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></p>	C	13/12/12 C	Resources	Sean Anderson	Finance, Economic Development, Health & Safety, Pensions		06/12/12	Stakeholders		December 2012
C2507	<p>2013/14 West Berkshire Council Timetable of Public Meetings</p> <p><i>To agree the timetable of public meetings for theMunicipal Year 2013/14.</i></p>	C	13/12/12 C	Resources	Moira Fraser	Leader of Council		06/12/12	Officers		December 2012

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C2553	Gambling Policy <i>To consider the Council's review of its Gambling Policy Statement.</i>	C	13/12/12 C	Environment	Brian Leahy	Countryside, Environmental Protection, 'Cleaner and Greener', Culture, Customer Services		06/12/12	Stakeholders		December 2012
	Junior Citizen 2012 <i>To announce the winners of the unior Citizen of the Year 2012.</i>	C	13/12/12 C	Resources	Jude Thomas	Chairman of the Council		Verbal Item	Schools, Organisations for Young People		December 2012
C2574	Approval of Councillor Absence <i>To delegate to the Monitoring Officer the ability to approve absences from attendance at meetings in certain circumstances of Members of the Council by amending the Scheme of Delegation.</i>	C	13/12/12 C 08/11/12 GA	Resources	David Holling	Chairman of Governance and Audit Committee		01/11/12	Group Leaders		December 2012
PC2576	Application for Premature Retirement - Approval for Funding of a Potential Decision by the Personnel Committee (Paragraph 1 – information identifying an individual) <i>To seek approval from the Executive for the expenditure that would be incurred by the Council if a decision is made by Personnel Committee to agree to a request for premature retirement.</i>	EX PC	20/12/12 EX 20/12/12 PC	Resources	Jane Milone	Leader of the Council	yes	13/12/12			December 2012

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EX2573	Legal Services Restructure <i>To outline current structure and resilience concerns within Legal Services and to propose a restructure to enhance resilience and ensure effective future operation of the service</i>	EX	20/12/12 EX	Resources	David Holling	Performance, Strategic Support, Emergency Planning, Community Safety	Yes	13/12/12	Staff		December 2012
EX2578	Staffing Implications Associated with Savings put Forward to Deliver the 2013/14 Revenue and Budget and Home Care Reconfiguration <i>To obtain approval for redundancies to be paid 31/03/13.</i>	EX	20/12/12 EX	Resources	Nick Carter/ Robert O'Reilly	Leader of the Council	yes	13/12/12	Staff		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, Property, Highways		TBC	Local Members and Stakeholders		January 2013
ID2570	Equality Annual Report <i>To set out our progress towards our published equality objectives. An annual report is required by law to be published each January.</i>	ID	16/01/13	Resources	Elaine Walker	Partnerships, Equality, The Visions, Communities		09/01/13	Stakeholders		January 2013

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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	Leader of Council		10/01/13	All Members, published on website for local residents	Not subject to call in.	January 2013
EX2577	Learning from Complaints Annual Report on Complaints Activity Children & Young People (Social Care) for period 1 April 2011 - 31 March 2012 <i>To inform senior managers and Elected Members of complaints activity and learning from complaints for the last financial year.</i>	EX	17/01/13 EX	Communities	Yvette Jones	Children and Young People, Youth Service, Education		10/01/13	Stakeholders		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 the Council will manage these funds.</i>	EX	17/01/13 EX	Communities	Jo England	Finance, Economic Development, Health & Safety, Pensions		10/01/13	Stakeholders		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		10/01/13			January 2013

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EX2536	Key Accountable Measures and Activities 2012/13. Update on progress: Q2 outturns <i>To report Quarter 2 Outturns against the Council's key accountable measures and to report by exception those measures and activities not achieved and cire any remedail action that has been taken.</i>	EX	17/01/13 EX	Resources	Jason Teal	Performance, Strategic Support, Emergency Planning, Community Safety		10/01/13	Relevant Officers		January 2013
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		10/01/13	Schools, relevant Council 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		10/01/13			January 2013
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		10/01/13			January 2013

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EX2572	London Road Industrial Estate (LRIE) Developer 'Opportunity Document' (Paragraph 3 - information relating to financial/business affairs of a particular person) <i>To present the LRIE Opportunity Document to the Executive on 170113 and seek the Executive's approval to publish the Opportunity Document.</i>	EX	17/01/13 EX	Communities	Bill Bagnell	Partnerships, Equality, The Visions, Communities	Yes	10/01/13	Stakeholders		January 2013
EX2575	Response to the Scrutiny Review of Domestic Abuse <i>For the Executive to consider the recommendations from the scrutiny review into domestic abuse and to resolve accordingly.</i>	EX	17/01/13 EX	Resources	David Lowe	Performance, Strategic Support, Emergency Planning, Community Safety		10/01/13			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, Property, Highways		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
GA2552	Internal Audit - Interim Report for 2012/13 <i>To report on the activity of the Internal Audit Service over the past six months.</i>	GA	11/02/13 GA	Resources	Ian Priestley	Performance, Strategic Support, Emergency Planning, Community Safety		01/02/13			February 2013

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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	Moira Fraser	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
MARCH 2013											
ID2438	Adoption of Parish Plans <i>To adopt Parish Plans.</i>	ID	01/03/13	Resources	Jo Naylor	Partnerships, Equality, The Visions, Communities		TBC	Local Members and Stakeholders		March 2013
ID2450	Approval of Village Design Statements <i>To approve Village Design Statements.</i>	ID	01/03/13	Environment	Paula Amorelli	Planning, Transport, Property, Highways		TBC	Local Members and Stakeholders		March 2013
ID2426	West Berkshire Forward Plan - April 2013 to July 2013 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	14/03/13	Resources	Moira Fraser	Leader of Council		06/02/13	All Members, published on website for local residents	Not subject to call in.	March 2013
C2571	Revenue Budget 2013-14 <i>To consider and recommend to Council the 2013-14 revenue budget.</i>	EX C	14/02/12 EX 05/03/13 C	Resources	Joseph Holmes	Finance, Economic Development, Health & Safety, Pensions		06/02/13			March 2013

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C2503	Capital Strategy and Programme 2013-2018 <i>To agree the Capital Strategy and Programme for the next five years.</i>	EX 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>	EX C	14/02/13 EX 05/03/13 C	Resources	Joseph Holmes	Finance, Economic Development, Health and Safety, Pensions		06/02/13			March 2013
C2506	Borrowing Limits and Annual Investment Strategy 2013/14 <i>In compliance with The Local Government Act 2003, this report summarises the Council's borrowing limits as set out by CIPFA's Prudential Code, and recommends the Annual Investment Strategy for the coming year.</i>	EX C	14/02/13 EX 05/03/13 C	Resources	Andy Walker	Finance, Economic Development, Health and Safety, Pensions		06/02/13			March 2013
C2544	Council Strategy Refresh 2013/14 <i>To update the Council Strategy 2013-2017.</i>	EX C	14/02/13 EX 05/03/13 C	Resources	Jason Teal	Strategy, Council Plan, Housing, ICT & Corporate Services		06/02/13			March 2013
EX2537	Key Accountable Measures and Activities 2012/13. Update on progress: Q3 outturns <i>To report Quarter 3 Outturns against the Council's key accountable measures and to report by exception those measures and activities not achieved and cire any remedail action that has been taken.</i>	EX	21/03/13 EX	Resources	Jason Teal	Performance, Strategic Support, Emergency Planning, Community Safety		14/03/12			March 2013

Page 15

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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/1/105	Dignity and Nutrition – CoC Standards To review the standards of dignity and nutrition in local hospitals - survey evidence to be provided by West Berkshire LINK (HealthWatch).	To survey and hold focus groups detailing information		HSP	Start: July 2011 End: March 2013	LINK, Age UK	Cllr Graham Jones	In Progress	Additional survey of the Royal Berkshire Hospital outpatients being undertaken in October 2012. Update from LINKs required at March 2013 meeting.
OSMC/1/107	Update on the Health Service in West Berkshire To update members on the changes to Health Service in West Berkshire	To update members on the changes to Health Service in West Berkshire	Monitoring item	HSP	Ongoing	Julie Curtis - Interim Director Joint Commissioning	Cllr Graham Jones	In Progress	Julie Curtis to be contacted about attendance at the next meeting.
OSMC/1/119	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: Dec 2012	Jan Evans – 2736 Adult Social Care	Cllr Graham Jones	In Progress	The findings of the Independent Review of CHC to be received at the December meeting.
OSMC/12/122	Home Care To understand and critically appraise the processes 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	The remit of review work to be explored with June Graves/Jan Evans in October 2012.
OSMC/12/133	PCT Quality Handover To examine the PCT's arrangements for the handover of its quality responsibilities to Clinical Commissioning Groups	In meeting review	Members satisfied with arrangements	HSP	Start: 4 Dec 2012 End: 4 Dec 2012	Sam Oloropec, PCT	Cllr Graham Jones		Presentation to be made at December meeting.
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 Stanfield	In Progress	Quarterly item. Q2 2012/13 to January meeting
OSMC/11/129	Housing Allocations policy To contribute to the development of a new policy	In meeting policy developed 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
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: TBD End: TBD	Susan Powell, Robbin Rickard	Councillor Anthony Stanfield	To be scheduled	- Item raised in response to performance reported at Q2 2011/12. See agenda and minutes of 21/02/12.

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/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: 26/11/12 End: 26/11/12	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/12/139	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/12/140	Schools Performance To discuss progress in school performance, particularly in English and Mathematics.	in meeting review		OSMC	Start: TBD End: TBD	Ian Pearson - 2729 Head of Education	Councillor Irene Neill	To be scheduled	- Item incorporated at OSMC meeting of 30/10/12. - Schedule for early 2013.
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 (following Exec in Jan)
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 Slaughtner	Councillor Hilary Cole	Complete	Completed in April 2012. 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	Risk Register To scrutinise individual items on the Risk Register on an annual basis. Annual recurrence	In meeting review and scrutinise individual items on Risk Register.	Monitoring item	RMWG	Start: TBD End: TBD	Ian Priestley	Councillor Anthony Stanfeld	To be scheduled	Annual item for November
OSMC/11/112	Medium Term Financial Strategy To review the role and format of the MTFS Annual recurrence	In meeting review of the MTFS		RMWG	Start: Oct 2013 End: Oct 2013	Andy Walker	Councillor Alan Law		Annual item for October
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

Key:

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

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NOTICE OF A PRIVATE MEETING OF A DECISION-MAKING BODY TO WHICH THE CHAIR OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMISSION HAS AGREED¹

Notice of an imminent occasion when the public may be excluded from a meeting due to the likelihood that if members of the public were present during an item of business confidential or exempt information would be disclosed to them and which the Chair of the Overview and Scrutiny Management Commission has agreed is urgent and cannot reasonably be deferred.

¹ In accordance with Regulation 5(7) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

1. At least 28 clear days before a private meeting² of a decision-making body, public notice³ must be given which must include a statement of reasons for the meeting to be held in private.
2. At least 5 clear days before a private meeting of a decision-making body, further public notice⁴ must be given which must include a statement of reasons for the meeting to be held in private, details of any representations received by the decision-making body about why the meeting should be open to the public and a statement of the Council's response to such representations.
3. Where the date by which a meeting must be held makes compliance with the above requirements impracticable, the meeting may only be held in private where the decision-making body has obtained agreement from the Chair of the Overview and Scrutiny Management Commission.
4. Compliance with the requirements for the giving of public notice has been impracticable in relation to the business detailed below.

Date of Decision or period within which the decision is to be made	Ref No:	Matter in respect of which the decision is to be made	Short Description	Decision maker	Executive Member & Lead Officer	List of documents to be submitted to decision maker	Public or Private meeting. Statement of reasons if private.
20 December 2012	EX2573	Legal Services Restructure	<i>To outline current structure and resilience concerns within Legal Services and to propose a restructure to enhance resilience and ensure effective future operation of the service</i>	Executive	Performance, Strategic Support, Emergency Planning, Community Safety	Report, Structure Charts	Private meeting, - report will identify individuals

² A 'private meeting' means a meeting or part of a meeting of a decision making body which is open to the public except to the extent that the public are excluded due to the confidential or exempt business to be transacted.

³ In accordance with Regulation 5(2) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

⁴ In accordance with Regulation 5(4) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

Date of Decision or period within which the decision is to be made	Ref No:	Matter in respect of which the decision is to be made	Short Description	Decision maker	Executive Member & Lead Officer	List of documents to be submitted to decision maker	Public or Private meeting. Statement of reasons if private.
20 December 2012	PC2576	Application for Premature Retirement - Approval for Funding of a Potential Decision by the Personnel Committee	<i>To seek approval from the Executive for the expenditure that would be incurred by the Council if a decision is made by Personnel Committee to agree to a request for premature retirement.</i>	Executive and Personnel Committee	Leader of the Council	Report	Private meeting, - report will identify individual
20 December 2012	EX2578	Staffing Implications Associated with Savings put Forward to Deliver the 2013/14 Revenue and Budget and Home Care Reconfiguration	<i>To obtain approval for redundancies to be paid 31/03/13.</i>	Executive	Leader of the Council	Reports, structure Charts	Private meeting, - report will identify individuals

5. The Chair of the Overview and Scrutiny Committee has agreed that the Executive may hold a private meeting to consider the business referred to in paragraph 4 above because the meeting is urgent and cannot reasonably be deferred for the reasons stated below.

Matter in respect of which the decision is to be made	Reasons why meeting urgent and cannot reasonably be deferred
EX2573	Delays could have serious financial implications for the Council
PC2576	Delays could have serious financial implications for the Council
EX2578	Delays could have serious financial implications for the Council

Ref No	Representations as to why Meeting should not be held in Private	Monitoring Officer's Response
EX2573		
PC2576		
EX2578		

Andy Day
Head of Strategic Support
West Berkshire Council

06 November 2012

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