

## Individual Decision

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

**Thursday, 13th December, 2012**

<b>Ref:</b>	<b>Title</b>	<b>Portfolio Member</b>	<b>Page No.</b>
ID2423	<b>West Berkshire Forward Plan - January 2013 to April 2013</b>	Councillor Gordon Lundie	1 - 26



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## Individual Executive Member Decision

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<b>Title of Report:</b>	<b>West Berkshire Council Forward Plan - January 2013 to April 2013</b>
<b>Report to be considered by:</b>	Individual Executive Member Decision
<b>Date on which Decision is to be taken:</b>	13 December 2012
<b>Forward Plan Ref:</b>	ID2423

**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 Gordon Lundie
<b>E-mail Address:</b>	<a href="mailto:glundie@westberks.gov.uk">glundie@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 Gordon Lundie – comments to be raised at signing
<b>Overview &amp; Scrutiny Management Commission Chairman:</b>	Councillor Brian Bedwell. – consulted at OSMC meetings
<b>Ward Members:</b>	All Members - Comments to be raised at signing.
<b>Opposition Spokesperson:</b>	Councillor Jeff Brooks. – comments to be raised at signing
<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.

<b>Is this item subject to call-in.</b>	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 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 17 January 2013 was published on the 03 December 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 is currently one confidential item scheduled for the 17 January 2013 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 January 2013.

- 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**

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Appendix A – West Berkshire Council Forward Plan – January 2013 to April 2013

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

Appendix C – Notice of Private Decision

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# West Berkshire Council Forward Plan

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# West Berkshire Council Forward Plan – January 2013 to April 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
<b>JANUARY 2013</b>											
ID2556	<b>Station Road, Aldermaston - proposed 7.5 Tonne weight limit</b> <i>To approve the statutory consultation and advertisement of a 7.5 tonne weight limit.</i>	ID	01/01/13	Environment	Andrew Garratt	Planning, Property, Highways, Transport		TBC	Statutory consultees, general public, Parish Council and Ward members as part of the statutory consultation and advertisement.		01 January 2013
ID2557	<b>Zebra Crossing on Bridge Street, Hungerford - Petition</b> <i>To respond to a petition that has been submitted to the Council.</i>	ID	01/01/13	Environment	Andrew Garratt	Planning, Property, Highways, Transport		TBC	Ward members		01 January 2013
ID2518a	<b>Petition for removal of proposed parking charges at Burdwood Centre car park, Thatcham</b> <i>To consider the recommendations that have been made in respect of this item following call-in.</i>	ID	01/01/13	Environment	Mark Cole	Planning, Property, Highways, Transport		TBC			01 January 2013
ID2436	<b>Adoption of Parish Plans</b> <i>To adopt Parish Plans.</i>	ID	01/01/13	Resources	Jo Naylor	Partnerships, Equality, The Visions, Communities, Emergency Planning		TBC	Local Members and Stakeholders		01 January 2013
ID2448	<b>Approval of Village Design Statements</b> <i>To approve Village Design Statements.</i>	ID	01/01/13	Environment	Paula Amorelli	Planning, Property, Highways, Transport		TBC	Local Members and Stakeholders		01 January 2013

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
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ID2570	<b>Equality Annual Report</b> <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, Emergency Planning					01 January 2013
ID2424	<b>West Berkshire Forward Plan - February 2013 to May 2013</b> <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.	01 January 2013
ID2598	<b>Six Monthly Report of the West Berkshire Adoption Service</b> <i>To report on the work of the Adoption Team and to enable Members to scrutinise the operation of the Adoption Service</i>	ID	29/01/13	Communities	Sandra Dopson	Children and Young People, Youth Service, Education		21/01/13			January 2013
EX2582	<b>Healthwatch Commissioning</b>	EX	17/01/13 EX	Communities	Tandra Forster	Health and Wellbeing, Community Safety					01 January 2013
EX2577	<b>Learning from Complaints - Annual Report on Complaints Activity in Children's Social Care 2011 - 2012</b> <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					01 January 2013

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EX2549	<b>Social Fund</b> <i>To provide information about the transfer of parts of the Social Fund to the Council from the Department for Works &amp; Pensions and how we will manage these funds.</i>	EX	17/01/13 EX	Communities	Jo England	Finance, Economic Development, Health & Safety, Pensions, Human Resources		09/01/13			01 January 2013
EX2482	<b>Establishment Report Quarter 2 2012/13</b> <i>To note changes to the WBC Establishment</i>	EX	17/01/13 EX	Resources	Robert O'Reilly	Finance, Economic Development, Health & Safety, Pensions, Human Resources					01 January 2013
EX2536	<b>Key Accountable Measures and Activities 2012/13. Update on progress: Q2 outturns</b>	EX	17/01/13 EX	Resources	Jason Teal	Strategy, Performance, Council Plan, Housing, ICT, Corporate Services, Strategic Support, Legal					01 January 2013
EX2491	<b>Schools 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	17/01/13 EX	Communities	Caroline Corcoran	Children & Young People, Youth Service, Education		09/01/13	Schools, relevant Council Officers		01 January 2013

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EX2516	<b>Council Tax Base</b> <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, Human Resources					01 January 2013
EX2560	<b>Business Rate Retention - NNDR (National Non-Domestic Rates) Pool Contribution Return</b> <i>To provide a scheme of Council Tax Support</i>	EX	17/01/13 EX	Resources	Sean Anderson	Finance, Economic Development, Health & Safety, Pensions, Human Resources					01 January 2013
EX2572	<b>London Road Industrial Estate (LRIE) Developer 'Opportunity Document' (Paragraph 3 - information relating to financial/business affairs of a particular person)</b> <i>To present the LRIE Opportunity Document to the Executive on 17/01/13 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, Emergency Planning	Yes				01 January 2013
EX2575	<b>Response to the Scrutiny Review of Domestic Abuse</b> <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	Health and Wellbeing, Community Safety					01 January 2013

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## FEBRUARY 2013

ID2437	<b>Adoption of Parish Plans</b> <i>To adopt Parish Plans.</i>	ID	01/02/13	Resources	Jo Naylor	Partnerships, Equality, The Visions, Communities, Emergency Planning		TBC	Local Members and Stakeholders		01 February 2013
ID2449	<b>Approval of Village Design Statements</b> <i>To approve Village Design Statements.</i>	ID	01/02/13	Environment	Paula Amorelli	Planning, Property, Highways, Transport		TBC	Local Members and Stakeholders		01 February 2013
ID2588	<b>Consultation Policy</b> <i>Approval of the final Policy following consultation</i>	ID	01/02/13	Resources	Jason Teal	Strategy, Performance, Council Plan, Housing, ICT, Corporate Services, Strategic Support, Legal		TBC			01 February 2013
ID2425	<b>West Berkshire Forward Plan - March 2013 to June 2013</b> <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 (2045)	Leader of Council		06/02/13	All Members, published on website for local residents	Not subject to call in.	01 February 2013
GA2552	<b>Internal Audit - Interim Report for 2012/13</b>	GA	11/02/13 GA	Resources	Ian Priestley	Finance, Economic Development, Health and Safety, Pensions, Human Resources					01 February 2013

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EX2480	<b>Finance Report - Quarter 3</b>	EX	14/02/13 EX	Resources	Joseph Holmes	Finance, Economic Development, Health & Safety, Pensions, Human Resources					01 February 2013
EX2531	<b>Financial Performance Report Q3</b> <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, Human Resources					01 February 2013
EX2579	<b>Adoption of the Tenancy Strategy</b> <i>For Executive to approve and adopt the Tenancy Strategy for West Berkshire</i>	EX	14/02/13 EX	Communities	Mel Brain	Strategy, Performance, Council Plan, Housing, ICT, Corporate Services, Strategic Support, Legal					01 February 2013
EX2583	<b>Supplementary Planning Document for Develop Contributions - Updates to Topic Papers</b> <i>To consider updates and amendments to the Developer Contributions Planning Policy prior to 4 weeks public consultation</i>	EX	14/02/13 EX	Environment	Caroline Walsh	Planning, Property, Highways, Transport					01 February 2013
EX2584	<b>Community Infrastructure Levy - Preliminary Draft Charging Schedule</b> <i>To consider and approve the Preliminary Draft Charging Schedule prior to public consultation</i>	EX	14/02/13 EX	Environment	Caroline Walsh	Planning, Property, Highways, Transport					01 February 2013

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EX2590	<b>District Profile</b>	EX	14/02/13 EX	Resources	Jenny Legge	Strategy, Performance, Council Plan, Housing, ICT, Corporate Services, Strategic Support, Legal					01 February 2013
EX2591	<b>Community Right to Bid</b>	EX	14/02/13 EX	Resources	Andy Day	Strategy, Performance, Council Plan, Housing, ICT, Corporate Services, Strategic Support, Legal					01 February 2013
EX2596	<b>Accommodation Based Support Services</b> <i>(Paragraph 3 - information relating to the financial/business affairs of a particular person)</i> <i>To advise upon existing contractual arrangements for two accommodation based services. To seek agreement to an exemption to the contract rules of procedure.</i>	EX	14/02/13 EX	Communities	Tandra Foster	Strategy, Performance, Council Plan, Housing, ICT, Corporate Services, Strategic Support, Legal	Yes				01 February 2013
<b>MARCH 2013</b>											
ID2438	<b>Adoption of Parish Plans</b> <i>To adopt Parish Plans.</i>	ID	01/03/13	Resources	Jo Naylor	Partnerships, Equality, The Visions, Communities, Emergency Planning		TBC	Local Members and Stakeholders		01 March 2013

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ID2450	<b>Approval of Village Design Statements</b> <i>To approve Village Design Statements.</i>	ID	01/03/13	Environment	Paula Amorelli	Planning, Property, Highways, Transport		TBC	Local Members and Stakeholders		01 March 2013
C2571	<b>Revenue Budget 2013-14</b> <i>To consider and recommend to Council the 2013-14 revenue budget</i>	C	14/02/13 EX 05/03/13 C	Resources	Joseph Holmes	Finance, Economic Development, Health & Safety, Pensions					01 November 2012
C2503	<b>Capital Strategy and Programme 2013-2018</b> <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, Human Resources					01 March 2013
C2504	<b>Medium Term Financial Strategy (MTFS) 2013-17</b> <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, Human Resources					01 March 2013
C2502	<b>Revenue Budget: 2013-14 Financial Year, MTFS, Capital Strategy &amp; Investment Strategy</b> <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, Human Resources					01 March 2013

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C2506	<b>Borrowing Limits and Annual Investment Strategy 2013/14</b>	C	14/02/13 EX 05/03/13 C	Resources	Andy Walker	Finance, Economic Development, Health and Safety, Pensions, Human Resources					01 March 2013
C2519	<b>Revenue Budget 2013-14, MTFS, Capital Strategy &amp; Investment Strategy</b>	C	14/02/13 EX 05/03/13 C	Resources	Joseph Holmes	Finance, Economic Development, Health & Safety, Pensions, Human Resources					01 March 2013
C2544	<b>Council Strategy Refresh 2013/14</b> <i>To update the Council Strategy 2013-2017.</i>	C	14/02/13 EX 05/03/13 C	Resources	Jason Teal	Strategy, Performance, Council Plan, Housing, ICT, Corporate Services, Strategic Support, Legal		06/02/13			01 March 2013
C2581	<b>Health and Wellbeing Strategy</b> <i>To adopt the West Berkshire Health and Wellbeing Strategy.</i>	C	05/03/13 C	Resources	Andy Day	Health and Wellbeing, Community Safety			Health and Wellbeing Board, PCT, CCGs and other stakeholders		01 March 2013
C2597	<b>Statutory Pay Policy Statement</b>	C	18/02/13 PC 05/03/13 C	Resources	Jane Milone	Finance, Economic Development, Health and Safety, Pensions, Human Resources			Corporate Board, Heads of Service		01 March 2013

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ID2426	<b>West Berkshire Forward Plan - April 2013 to July 2013</b> <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 (2045)	Leader of Council		06/02/13	All Members, published on website for local residents	Not subject to call in.	01 March 2013
EX2537	<b>Key Accountable Measures and Activities 2012/13. Update on progress: Q3 outturns</b>	EX	21/03/13 EX	Resources	Jason Teal	Strategy, Performance, Council Plan, Housing, ICT, Corporate Services, Strategic Support, Legal					01 March 2013
EX2580	<b>Adoption of the Homelessness Review and Homelessness Strategy 2013-2018</b> <i>For Executive to approve and adopt the Homelessness Review and Homelessness Strategy 2013-2018 for West Berkshire</i>	EX	21/03/13 EX	Communities	Mel Brain	Strategy, Performance, Council Plan, Housing, ICT, Corporate Services, Strategic Support, Legal					01 March 2013
<b>APRIL 2013</b>											
ID2439	<b>Adoption of Parish Plans</b> <i>To adopt Parish Plans.</i>	ID	01/04/13	Resources	Jo Naylor	Partnerships, Equality, The Visions, Communities, Emergency Planning		TBC	Local Members and Stakeholders		01 April 2013
ID2451	<b>Approval of Village Design Statements</b> <i>To approve Village Design Statements.</i>	ID	01/04/13	Environment	Paula Amorelli	Planning, Property, Highways, Transport		TBC	Local Members and Stakeholders		01 April 2013

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# West Berkshire Council Forward Plan – January 2013 to April 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
ID2427	<b>West Berkshire Forward Plan - May 2013 to August 2013</b> <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	11/04/13	Resources	Moira Fraser (2045)	Leader of Council		03/04/13	All Members, published on website for local residents	Not subject to call in.	01 April 2013

The items included in the Forward Plan were correct at the time of publication. The Forward Plan may, however, change and you are advised to contact Moira Fraser – Tel: 01635 519045 or e-mail: [mfraser@westberks.gov.uk](mailto:mfraser@westberks.gov.uk) to confirm the contents of any agenda before attending a meeting.  
**Executive decisions may be taken by the Executive acting as a collective body or by officers acting under delegated powers.**

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

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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/1/1/105	<b>Dignity and Nutrition – CQC Standards</b> 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/1/1/107	<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	Julie Curtis - Interim Director Joint Commissioning	Cllr Graham Jones	In Progress	Julie Curtis to be contacted about attendance at the next meeting.
OSMC/1/1/119	<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: 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/12/1/22	<b>Home Care</b> 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/12/1/33	<b>PCT Quality Handover</b> 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: March 2013 End: March 2013	Sam Oloropec, PCT	Cllr Graham Jones		Presentation to be made at March 2013 meeting.
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:	Jason Teal – 2102 Policy & Communication	Councillor Anthony Stansfeld	In Progress	Quarterly item. Q2 2012/13 to January meeting
OSMC/1/1/129	<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 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/12/1/28	<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: TBD End: TBD	Susan Powell, Robin Rickard	Councillor Anthony Stansfeld	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	<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 Strategic Support	Councillor Anthony Stansfeld	To be scheduled	Item incorporated at OSMC meeting of 2012-04-17
OSMC/12/134	<b>Housing and Homelessness</b> 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	<b>Annual target setting</b> 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/12/139	<b>Schools and early years</b> 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	<b>Schools Performance</b> 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	<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	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	<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	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. Q1 - October. Q2 - Feb (following Exec in Jan)
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 2014 End: April 2014	Adrian Slaughter	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	<b>Risk Register</b> 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	<b>Medium Term Financial Strategy</b> 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	<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: 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  
HSP

Resource Management Working Group  
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 AGREED<sup>1</sup>**

*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.*

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<sup>1</sup> 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 meeting<sup>2</sup> of a decision-making body, public notice<sup>3</sup> 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 notice<sup>4</sup> 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.

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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.
17 January 2013	EX2572	London Road Industrial Estate (LRIE) Developer 'Opportunity Document'	To present the LRIE Opportunity Document to the Executive on 170113 and seek the Executive's approval to publish the Opportunity Document.	Executive	Councillor Pamela Bale Portfolio Holder for Partnerships, Equality, The Visions, Communities, Emergency Planning  Lead Officer is Bill Bagnell (Special Projects - 01635 519980)	Report	Private meeting, - (Paragraph 3 - information relating to financial/business affairs of a particular person)

<sup>2</sup> 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.

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

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

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
EX2572	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
EX2572		

Andy Day  
 Head of Strategic Support  
 West Berkshire Council

05 December 2012

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