

Individual Decision

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

Thursday, 28th February, 2013

Ref:	Title	Portfolio Member	Page No.
ID2614	West Berkshire Forward Plan - April 2013 to July 2013	Councillor Gordon Lundie	1 - 16



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Individual Executive Member Decision

Title of Report:	West Berkshire Council Forward Plan - 01 April 2013 to 31 July 2013
Report to be considered by:	Individual Executive Member Decision
Date on which Decision is to be taken:	28 February 2013
Forward Plan Ref:	ID2614

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

Overview & Scrutiny Management Commission Chairman: Councillor Brian Bedwell.

Ward Members: All Members.

Opposition Spokesperson: Councillor Jeff Brooks.

Local Stakeholders: The West Berkshire Forward Plan will be published the first working day after the Individual Decision is signed.

Officers Consulted: Nick Carter, John Ashworth, Margaret Goldie, Heads of Service, Group Executives.

Trade Union: Not sought.

Is this item subject to call-in.	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
If not subject to call-in please put a cross in the appropriate box:		
The item is due to be referred to Council for final approval		<input type="checkbox"/>
Delays in implementation could have serious financial implications for the Council		<input type="checkbox"/>
Delays in implementation could compromise the Council's position		<input type="checkbox"/>
Considered or reviewed by O&SMC or associated Task Groups within preceding six months		<input type="checkbox"/>
Item is Urgent Key Decision		<input checked="" type="checkbox"/>

Supporting Information

1. Background

- 1.1 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.
 - (ii) 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.
- 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

- 1.6 Details of decisions that Full Council, the Governance and Audit Committee and the Personnel Committee are going to take are also included 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 – 01 April 2013 to 31 July 2013

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

West Berkshire Council Forward Plan



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West Berkshire Council Forward Plan – 01 April 2013 to 31 July 2013

Reference	Decision and Purpose	Decision Body	Decision Path	Directorate	Contact	Lead Member (Portfolio Holder for . . .)	Part II	Date Report Published	Consultee(s)	Notes	Decision Month
APRIL 2013											
ID2439	Adoption of Parish Plans <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		April 2013
ID2451	Approval of Village Design Statements <i>To approve Village Design Statements.</i>	ID	01/04/13	Environment	Paula Amorelli	Planning, Property, Highways, Transport		TBC	Local Members and Stakeholders		April 2013
ID2607	Parking Amendment No.13 <i>To consider the responses received during statutory consultation.</i>	ID	01/04/13	Environment	Andrew Garratt	Planning, Property, Highways, Transport			Statutory consultees, general public, Parish Council and Ward Members		April 2013
ID2616	West Berkshire Forward Plan – 01 June to 30 September 2013 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	25/04/13	Resources	Moira Fraser	Leader of Council		17/04/13	Corporate Directors, Heads of Services, Overview and Scrutiny Management Commission	Not subject to call in.	April 2013
May 2013											
ID2440	Adoption of Parish Plans <i>To adopt Parish Plans.</i>	ID	01/05/13	Resources	Jo Naylor	Partnerships, Equality, The Visions, Communities, Emergency Planning		TBC	Local Members and Stakeholders		May 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 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 – 01 April 2013 to 31 July 2013

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ID2452	Approval of Village Design Statements <i>To approve Village Design Statements.</i>	ID	01/05/13	Environment	Paula Amorelli	Planning, Property, Highways, Transport		TBC	Local Members and Stakeholders		May 2013
ID2617	West Berkshire Forward Plan – 01 July to 31 October 2013 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	16/05/13	Resources	Moira Fraser	Leader of Council		08/05/13	Corporate Directors, Heads of Services, Overview and Scrutiny Management Commission	Not subject to call-in	May 2013
EX2610	WBC/BBOWT Partnership for the Future Management of the WBC Countryside Estate <i>To seek approval to enter into a formal partnership with the Berks, Bucks and Oxon Wildlife Trust (BBOWT).</i>	EX	09/05/13 EX	Environment	Paul Hendry	Environment, 'Cleaner Greener,' Public Protection, Customer Services, Culture & Leisure		30/04/13			May 2013
EX2628	Memorandum of Understanding between the Waste Planning Authorities of the South East of England <i>To agree the Memorandum of Understanding.</i>	EX	09/05/13 EX	Resources	Bryan Lyttle	Planning, Property, Highways, Transport		30/04/13			May 2013
C2508	Standards Committee Annual Report 2012/13 <i>To inform Members and residents of the activity undertaken by the Standards Committee over the past Municipal Year.</i>	C	14/05/13 C	Resources	Moira Fraser	Chairman of the Standards Committee		03/05/13	Standards Committee		May 2013

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C2512	Appointment and Allocation of Seats on Committees <i>To consider the appointment of and allocation of seats on Committees and associated bodies for the 2013/14 Municipal Year and to agree the Council's Policy Framework for 2013/14.</i>	C	14/05/13 C	Resources	Moira Fraser	Leader of the Council		03/05/13	Group Leaders		May 2013
C2509	Election of Chairman for the Municipal Year 2013/14 <i>To elect a Chairman of the Council for the 2013/14 Municipal Year.</i>	C	14/05/13 C	Resources	Moira Fraser	Leader of the Council		03/05/13			May 2013
C2510	Appointment of Vice Chairman for the 2013/14 Municipal Year <i>To appoint a Vice Chairman for the 2013/14 Municipal Year.</i>	C	14/05/13 C	Resources	Moira Fraser	Leader of the Council		03/05/13			May 2013
C2511	Announcement of Executive <i>To receive notification from the Executive Leader on the Members appointed to the Executive.</i>	C	14/05/13 C	Resources	Moira Fraser	Leader of the Council		03/05/13			May 2013
C2641	Amendment to the Constitution - Part 7 Speaking Rights at Planning Meetings <i>To propose an amendment to speaking rights for adjoining parish councils at Planning Committee meetings.</i>	C	14/05/13 C 29/04/13 GA	Resources	David Holling	Leader of Council		19/04/13	Planning Policy Task Group		May 2013
JUNE 2013											
ID2629	Adoption of Parish Plans <i>To adopt Parish Plans.</i>	ID	01/06/13	Resources	Jo Naylor	Partnerships, Equality, The Visions, Communities, Emergency Planning		TBC	Local Members and Stakeholders		June 2013

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West Berkshire Council Forward Plan – 01 April 2013 to 31 July 2013

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ID2517	Appointment of Thames Valley Police and Crime Panel Representative <i>To appoint the Council's representative on this Outside Body.</i>	ID	06/06/13	Resources	Moira Fraser	Leader of the Council		29/06/13	Group Leaders		June 2013
ID2618	West Berkshire Forward Plan – 01 August to 30 November 2013 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	20/06/13	Resources	Moira Fraser	Leader of Council		12/06/13	Corporate Directors, Heads of Services, Overview and Scrutiny Management Commission	Not subject to call-in	June 2013
EX2532	Financial Performance Report Year End <i>To inform Members of the latest financial performance of the Council.</i>	EX	20/06/13 EX	Resources	Joseph Holmes	Finance, Economic Development, Health & Safety, Pensions, Human Resources		12/06/13			June 2013
C2585	Community Infrastructure Levy - Draft Charging Schedule <i>To consider and approve the Draft Charging Schedule for public consultation.</i>	C	06/06/13 C	Environment	Caroline Walsh	Planning, Property, Highways, Transport		TBC			June 2013
C2586	Supplementary Planning Document for Developer Contributions - Adoption of updated Topic Papers <i>To adopt the updated Developer Contributions Supplementary Planning Document.</i>	C	06/06/13 C	Environment	Caroline Walsh	Planning, Property, Highways, Transport		TBC			June 2013
C2599	Greenham Control Tower <i>To report back on the deliberations of the Planning Policy Task Group following the referral of a motion to the group at Full Council on the 13 December 2012.</i>	C	06/06/13 C	Environment	Gary Lugg	Planning, Property, Highways, Transport		TBC	Planning Policy Task Group		June 2013

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C2600	GAMA Site <i>To report back on the deliberations of the Planning Policy Task Group following the referral of a motion to the group at Full Council on the 13 December 2012.</i>	C	06/06/13 C	Environment	Gary Lugg	Planning, Property, Highways, Transport		TBC	Planning Policy Task Group		June 2013
JULY 2013											
ID2630	Adoption of Parish Plans <i>To adopt Parish Plans.</i>	ID	01/07/13	Resources	Jo Naylor	Partnerships, Equality, The Visions, Communities, Emergency Planning		TBC	Local Members and Stakeholders		July 2013
ID2619	West Berkshire Forward Plan – 01 September to 31 December 2013 <i>To advise Members of items to be considered by West Berkshire Council over the next four months.</i>	ID	25/07/13	Resources	Moira Fraser	Leader of Council		17/07/13	Corporate Directors, Heads of Services, Overview and Scrutiny Management Commission	Not subject to call-in	July 2013
EX2538	Key Accountable Measures and Activities 2012/13. Update on progress: Q4 outturns	EX	25/07/13 EX	Resources	Jason Teal	Council Strategy and Performance, Housing, ICT, Corporate Services, Strategic Support, Legal		17/07/13	Heads of Service		July 2013
EX2481	Annual Employment Report 12/13 <i>To provide information on staffing trends.</i>	EX	25/07/13 EX	Resources	Robert O'Reilly	Finance, Economic Development, Health and Safety, Pensions, Human Resources		17/07/13	Heads of Service		June 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/11/105	Dignity and Nutrition – CQC 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/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	Julie Curtis - Interim Director Joint Commissioning	Cllr Graham Jones	In Progress	Julie Curtis to be contacted about attendance at the next meeting.
OSMC/11/119	Continuing Healthcare (CHC) assess the effect of the CHC operations policy and procedures in practise	In meeting review		HSP	Start: March 2013 End: March 2013	Jan Evans – 2736 Adult Social Care	Cllr Graham Jones	In Progress	Monitoring of the CHC independent review action plan. Update against actions required at next 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: March 2013 End: March 2013	Sam Otoropec, PCT	Cllr Graham Jones		Presentation to be made at March 2013 meeting.
OSMC/12/143	Adult Social Care Eligibility Criteria To conduct a review of the Council's Fair Access to Care Services policy			HSP	Start: December 2012 End: Summer 2013	Jan Evans–2736 Adult Social Care	Councillor Joe Mooney	In Progress	Terms of Reference for the review agreed to take place across five sessions.
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 Roger Croft	In Progress	Quarterly item. Q2 2012/13 to February 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	Finish May 2013	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 to mid 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, Robin Rickard	Councillor Graham Jones	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 Roger Croft	To be scheduled	item incorporated at OSMC meeting of 2012-04-17
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 Roger Croft	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: 21 May 2013 End: 21 May 2013	Ian Pearson - 2729 Head of Education	Councillor Irene Neill	In Progress	Agreed at the meeting of 18 September 2012
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 Alan Law	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 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. Annual recurrence	In meeting review and scrutinise individual items on Risk Register.	Monitoring item	RMWG	Start: TBD End: TBD	Ian Priestley	Councillor Roger Croft	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

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/11/113	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: 12 Mar 2013 End: 12 Mar 2013	Mark Edwards	Councillor Keith Chopping	In Progress	Requested by RMWG on 26 July 2011
OSMC/12/144	Shaw House To understand the utilisation and income generated	in meeting review		RMWG	Start: Feb 2013 End: Feb 2013	Steve Broughton - 2837 Head of Culture & Environmental Protection	Councillor Hilary Cole	Scheduled	Item incorporated at OSMC meeting of 11/12/12.
OSMC/12/145	Risk Register Examination of the management of risk for internal resources	in meeting review		RMWG	Start: Feb 2013 End: TBD	Ian Priestley - 2253 Chief Internal Auditor	Councillor Alan Law	Scheduled	- Item incorporated at OSMC meeting of 11/12/12. - Initial meeting to identify specific items for further, more detailed, examination

Key:

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

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