

NB: Red text indicates changes from the original recommendation made by the Executive.

Month presented to the Executive	Review title	Recommendation	Date Adopted by Executive	Implemented within 12 months?
Jun-11	Council's Common Housing Register	To ensure that people are not wrongly removed from the CHR, the Housing Strategy and Operations Manager should consider amendments to the review process including changes to the letter/follow up letters, an improved form and provision of a pre paid envelope. An amendment to the letters should include notification that data will be shared with their Ward Member(s) (in line with recommendation 5).	16/06/11	yes
		The Housing Strategy and Operations Manager should examine whether the support offered to vulnerable people on the CHR is adequate and effective.	16/06/11	yes
		The Head of Policy and Communication should recommended to elected Members, post the May 2011 local elections, that they register with the Information Commissioner in order to process data as WBC's registration does not cover Members in their constituency role.	No	
		The Scrutiny and Partnerships Manager should arrange for data protection training/a briefing to be held for Members, post the May 2011 local elections, to help raise awareness.	16/06/11	yes
		The Housing Strategy and Operations Manager should arrange for Ward data to be included on Locata which can then be shared with Ward Members to allow them to assist in the review process, possibly through a pilot project in the first instance. As part of this, Ward Members will need to be briefed on the process for this activity.	No	
		The Housing Strategy and Operations Manager should arrange for Locata to be upgraded to allow data to be filtered by Ward, if investigations find that the current version of Locata does not allow for this.	No	
Sep-11	Scrutiny Review of HR Establishment Reporting	The Head of Human Resources should establish a mechanism whereby Heads of Service provide the relevant data to Human Resources to enable a forecast to be added to future Establishment Reports for both Council and joint/externally funded posts	No	
Oct-11	Scrutiny Review into the Project to Transfer the Council's CCTV	The Procurement Team should produce an advice note for Heads of Service to outline the circumstances when services can or can not be 'partnered' with other local authorities. This may have avoided the four weeks delay in starting the project.	25/10/11	yes
		Officers letting contracts should seek advice from the Council's Head of Legal and Electoral Services in agreeing terms and conditions with a view to protecting the Council's position through Liquidated Damages where possible in the event that the contractor fails to perform. In the unlikely event that BT were prepared to vary their standard terms and conditions and allowed the Council to add penalty clauses, than the Council may have been able to obtain compensation and or reduce the period of delay in BT completing their works.	25/10/11	yes

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		Risk Registers used on projects should consider the implications of projects being delayed and / or failing, and outline the measures that would be taken to maintain existing services until solutions can be found. This would have highlighted the risks posed by the winter weather caused by the delay in starting the project	25/10/11	
		Project Managers should set out a clear communications plan and agree this with key stakeholders and also maintain a log of communications with key stakeholders. This would provide a clear audit trail of communications.	25/10/11	
		Where a service / system is not classed as being business critical than consideration should be given to shutting down the service / system for a period before 'shifting' to the new service / system in order to minimise cost and facilitate the shift. Alternatively where a service / system is considered to be business critical then a fully costed proposal to ensure business continuity should be included within the project plan.	No	
Oct-11	Review into the Effect of Schools Becoming Academies on the Capacity of the Local Education Authority	(1) The Head of Education Service, in conjunction with other appropriate Heads of Service, should actively seek to sell services to academies at full cost, where this makes sense for service delivery and is also to the benefit of other schools. Efforts should be made to ensure that contracts are established for a minimum period of three years.	25/10/11	yes
		(2) The Head of Education Service, in conjunction with other appropriate Heads of Service, should monitor service reductions to ensure continued viability of delivery and identify corrective action if necessary.	25/10/11	yes
		(3) The Head of Education Service should encourage the Schools' Forum to ensure that any financial transfers to academies are in line with real costs and not to the detriment of other schools.	25/10/11	yes
		(4) The Head of Education Service should monitor the extent to which the Local Authority remains responsible for certain academy capital costs to ensure that this does not have a detrimental impact on Local Authority budgets.	25/10/11	yes
		(5) The Head of Education Service should monitor the conversion of schools to academy status and the setting up of Free Schools within West Berkshire, including those outside the District boundary which might have an impact on West Berkshire schools, in order to continually evaluate the impact to the Local Authority.	25/10/11	yes
		(6) The Head of Education Service should request that the government looks at meeting the Council incurred costs of academy conversions in line with the financial support given to governing bodies who wish to convert.	25/10/11	yes
		(7) The Head of Education Service should ensure that academies are meeting the requirements of their Funding Agreement with the Secretary of State to support 'weaker' schools.	25/10/11	yes
		(8) The Head of Education Service and the Head of Cultural Services should encourage academies to make sites and facilities available for community use at a reasonable cost.	25/10/11	yes

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		(9) The Head of Education Service should ask the Secretary of State to ensure that academies are required to cooperate with other schools and the LA, specifically, in the areas of accepting children who move into the area in year and sharing the names of the children on their roll, with the LA.	25/10/11	yes
		(10) The Portfolio Holder for Children and Young People and the Youth Service should distribute the approved report to West Berkshire's Members of Parliament to seek their help with pursuing the concerns raised and potentially arranging a meeting with a representative of the Department for Education.	25/10/11	yes
Jul-12	Facilities Available for Young People	a. The Executive Member for Children and Young People and Youth Service should work, including through the networks available to Elected Members, to encourage schools to enable community groups to access the use of their facilities.	19/07/12	
		b. The Executive Member for Finance, Property and Health and Safety should take steps to allow and promote the use of Council property by community groups. This should include through tenancy agreements for let assets.	19/07/12	
		c. The Executive Member for Partnerships, Equality, the Visions and Communities should encourage town and parish councils to allow the use of their property by community groups.	19/07/12	
		d. The Executive Member for Highways, Transport (Operational), ICT and Customer Services should critically examine the opportunities for the Council to allow the public use of the Council's own transport fleet, particularly in locations where there is an expressed need for community transport, working to remove bureaucratic burdens and obstacles where they exist.	No	
		e. The Executive Member for Highways, Transport (Operational), ICT, Customer Services should introduce a mechanism to assess the extent to which Council transport assets are being utilised by community groups.	19/07/12	
		f. The Executive Member for the Environment, "Cleaner Greener", Public Protection, Culture and Leisure should identify measures to encourage and increase the use by community groups of the Council's leisure facilities, for example sports and leisure centres.	19/07/12	
		g. When considering change of use applications by and for community groups, the Executive Member for Planning and Housing should ensure that planning policies to allow favourable weighting and consideration of the wider societal benefits that their activities usually generate.	No	
		h. The Executive Member for Children and Young People and the Youth Service should continue to support organisations, such as the Berkshire Association of Clubs for Young People, that enable community groups to operate effectively, for example through the provision of training and CRB checks.	19/07/12	

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		i. The Executive Member for Children and Young People and the Youth Service should implement a comprehensive plan, which includes the use of social media, to communicate to young people the wealth of spare time opportunities and activities that are available to them.	19/07/12	
		j. The Executive Member for Children and Young People and the Youth Service should create and promote guidance on the key steps to be taken on the establishment of youth community groups. This might take the form of a 'Youth Club Starter Pack'.	19/07/12	
		k. The Executive Member for Children and Young People and the Youth Service should take steps to identify and the remove those Youth Service practices that prevent or obstruct the use of its facilities by community groups.	19/07/12	
		l. The Executive Member for Partnerships, Equality, the Visions and Communities should establish a mechanism to allow the sharing across community groups of resources such as training opportunities, skills, expertise and knowledge.	19/07/12	
		m. The Executive Member for Partnerships, Equality, the Visions and Communities should encourage communities developing parish plans to consider items and activities that have a lower purchase/build cost but provide better value than more expensive but less flexible items such as Multi Use Games Areas (MUGAs).	19/07/12	
		n. The Executive Member for Strategy, Performance and Community Safety should ensure that budgets allocated for the provision of Community Wardens, across all contributing organisations, are protected to enable their invaluable work to continue.	19/07/12	
		o. The Executive Member for Children and Young People and the Youth Service should ensure that budgets allocated for the provision of detached youth workers are protected to enable their invaluable work to continue.	19/07/12	