

EXECUTIVE FORWARD PLAN

JULY TO OCTOBER 2009

SLOUGH BOROUGH COUNCIL

FORWARD PLAN

Slough Borough Council has a decision making process involving an Executive (Cabinet) and a Scrutiny Function.

As part of the process, the Council will publish a Forward Plan. The Forward Plan sets out the decisions which the Cabinet intends to take over the following 4 months. The Plan includes both Key and non Key decisions. Key decisions are those which are financially significant or have a significant impact on 2 or more Wards in the Town.

What will you find in the Forward Plan?

For each decision, the plan will give:

- The subject of the report.
- Who will make the decision.
- The date on which or the period in which the decision will be made.
- Who will be consulted before the decision is taken.
- How the proposed consultation will be undertaken.
- How to make representations on the report and the deadline for submission of those representations.
- A list of those documents considered in the preparation of the report.

What is a Key Decision?

An executive decision which is likely either:

- To result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or
- To be significant in terms of its effects on communities living or working in an area comprising two or more wards within the borough.

Where can you find a copy of the Forward Plan?

The Plan will be updated and republished monthly. A copy can be obtained from Reception at the Town Hall on weekdays between 9.00 a.m. and 4.45 p.m., from MyCouncil, Landmark Place, High Street, or from Democratic and Member Services, Room GN08, Town Hall, Bath Road, Slough, Tel: (01753) 875120, email: claire.gray@slough.gov.uk. Copies will be available in the Borough's libraries and a copy will be published on Slough Borough Council's Website.

How can you have your say on Forward Plan reports?

Each Report has a contact officer. If you want to comment or make representations, notify the contact officer before the deadline given.

What about the Papers considered when the decision is made?

Reports relied on to make key decisions will be available for viewing through the contact officer or Democratic and Member Services.

Can you attend the meeting at which the decision will be taken?

Where decisions are made by the Cabinet, the majority of these will be made in open meetings. Some decisions have to be taken in private, where they are exempt or confidential as detailed in the Local Government Act 1972. You will be able to attend the discussions on all other decisions.

When will the decision come into force?

Implementation of decisions will be delayed for 5 working days after Members are notified of the decisions to allow Members to refer the decisions to the Overview and Scrutiny Committee, unless the decision is urgent, in which case it may be implemented immediately.

What about key decisions taken by officers?

Many of the Council's decisions are taken by officers under delegated authority. Key decisions will be listed with those to be taken by the Cabinet. Key decisions taken under delegated authority are reported monthly and you can see the list of these at the same locations as the Forward Plan.

Are there exceptions to the above arrangements?

There will be occasions when it will not be possible to include a decision/report in the Forward Plan. If a key decision is not in the Forward Plan but cannot be delayed until it can be published in the Forward Plan, it can still be taken if:

- The Deputy Borough Secretary has informed the Chair of the Overview and Scrutiny Committee or relevant Scrutiny Panel in writing, of the proposed decision/action. (In the absence of the above, the Mayor and Deputy Mayor will be consulted);
- Copies of the Notice have been made available to the Public; and
- At least 5 working days have passed since public notice was given.
- If the decision is too urgent to comply with the above requirement, the agreement of the Chair of the Overview and Scrutiny Committee has been obtained that the decision cannot be reasonably deferred.

For further information, contact Democratic and Member Services as detailed above.

CABINET - Monday, July 6th, 2009

Item	Port- folio	Ward	Priority	Contact Officer	Consultation & Participation	Other Committee	Background Documents	New Item
<p><u>Performance and Financial Reporting for 2009/10</u></p> <p>To present report to Cabinet including information on:</p> <ul style="list-style-type: none"> • Performance Indicators • GF position • GF balances • Capital expenditure • Prudential borrowing, lending & Investments • Summary reports - 3 directorates + central • HR Statistics • Employee / agency • High risks expenditure/ income • Virements to date • Risk assessment - revenue & capital 	F&S	All;	All	<p>Andrew Blake-Herbert, Strategic Director of Resources, Roger Parkin, Director of Improvement & Development Tel: (01753) 875300, Tel: (01753) 875207</p>		<p>Overview & Scrutiny Committee 02/07/2009</p>	None.	
<p><u>Slough Town Football Club</u></p> <p>To provide details of the latest position regarding discussions with Slough Town Football Club (STFC) and Paradigm Housing Association.</p>	N&R	All;	All	<p>Mike Jennings, Acting Assistant Director, Property Services Tel: (01753) 875850</p>		<p>Overview & Scrutiny Committee 02/07/2009</p>	None.	√
<p><u>Berkshire Unitary Authorities Joint Minerals and Waste Core Strategy</u></p> <p>To inform Cabinet of urgent matters arising from the public examination into the document.</p>	N&R	All;	A cleaner, greener place to live, work and play	<p>Paul Stimpson, Head of Planning Policy & Projects Tel: (01753) 875820</p>		None	9th June 2008 Cabinet Report	√

Portfolio Key – F&S = Finance and Strategy, P & A = Performance and Accountability, C & L = Cultural and Leisure, E & C = Education and Children, O & S = Opportunity and Skills, E & O = Environment and Open Spaces, H & W = Health and Wellbeing, N & R = Neighbourhoods and Renewal

Bold – Key Decision Non-Bold – Non-Key Decision *Italics* – Performance/Monitoring Report

CABINET - Monday, July 6th, 2009

Item	Port- folio	Ward	Priority	Contact Officer	Consultation & Participation	Other Committee	Background Documents	New Item
<u>Trading Standards Statutory Service Delivery Plan 2009/10 and Food, Health & Safety Statutory Service Delivery Plans 2009/10</u>	H&W	All;	Aspects of the plans impact upon all the priorities	Keith Eaglestone, Trading Standards Manager, Ginny de Haan, Head of Food, Safety and Business Support Tel: 01753 875260, Tel: 01753 477912			Report and draft Service Delivery Plans	√
<u>IT Resilience and Business Continuity</u>	P&A	All	All	Andrew Blake-Herbert, Strategic Director of Resources Tel: (01753) 875300		Overview & Scrutiny Committee 02/07/2009	None.	√
<u>References from Overview and Scrutiny</u> To present Recommendations to Cabinet by the Overview and Scrutiny Committee and Scrutiny Panels.	F&S	All;	All	Kevin Barrett, Democratic Services Manager Tel: (01753) 875014			None.	
<u>Executive Forward Plan</u> <i>To Provide Cabinet with an update on the Forward Plan</i>	<i>F&S</i>	<i>All;</i>	<i>All</i>	<i>Catherine Meek, Deputy Borough Secretary Tel: (01753) 875011</i>			<i>Slough Borough Council's Constitution.</i>	

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CABINET - Tuesday, 22nd September, 2009

Item	Portfolio	Ward	Priority	Contact Officer	Consultation & Participation	Other Committee	Background Documents	New Item
<p><u>Performance and Financial Reporting for 2009/10</u></p> <p>To present report to Cabinet including information on:</p> <ul style="list-style-type: none"> • BVPIs and LAA targets • Balance scorecard • GF position • GF balances • Delivery against efficiency agenda • HRA • Summary reports - 3 directorates • Other budgets/& contingencies/reserves • High risks expenditure/ income • Virements to date • Grants • Trading accounts • Debt recovery • Update on financial systems 	F&S	All;	All	<p>Andrew Blake-Herbert, Strategic Director of Resources, Roger Parkin, Director of Improvement & Development Tel: (01753) 875300, Tel: (01753) 875207</p>		<p>Overview & Scrutiny Committee 03/09/2009</p>	None.	
<p><u>Homelessness Strategy</u></p> <p>To adopt a new Homelessness Strategy on behalf of the Council identifying how the council will respond to those in housing need.</p>	N&R	All;	All	<p>Anne Bateman, Housing Needs Manager Tel: 01753 875408</p>		<p>Neighbour hoods and Renewal Scrutiny Panel 01/09/2009</p>	None.	√

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CABINET - Tuesday, 22nd September, 2009

Item	Port- folio	Ward	Priority	Contact Officer	Consultation & Participation	Other Committee	Background Documents	New Item
<p><u>Publication version of the Site Allocations Development Plan Document and supporting Proposals Map</u></p> <p>To approve Draft Site Allocation Development Plan Document and Proposals Map for public consultation and Submission to the Secretary of State for Approval</p>	N&R	All;	All	Paul Stimpson, Head of Planning Policy & Projects Tel: (01753) 875820	Borough wide consultation with local residents, parish councils, interest groups and other stakeholders.	Planning Committee 08/09/2009	Cabinet Report and Minutes 20th April 2009	√
<p><u>Community School Refurbishment</u></p> <p>To report to Cabinet on the refurbishment costs and specification of the former Lea Infant and Junior Schools.</p>	E&C	Central;	Adding years to life and life to years	Clair Pyper, Strategic Director of Education and Children's Services Tel: (01753) 875704			None.	√
<p><u>References from Overview and Scrutiny</u></p> <p>To present Recommendations to Cabinet by the Overview and Scrutiny Committee and Scrutiny Panels.</p>	F&S	All;	All	Kevin Barrett, Democratic Services Manager Tel: (01753) 875014			None.	
<p><u>Executive Forward Plan</u></p> <p><i>To provide Cabinet with an update of the forward Plan.</i></p>	F&S	All;	All	<i>Catherine Meek, Deputy Borough Secretary</i> Tel: (01753) 875011			<i>Slough Borough Council's Constitution</i>	

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CABINET - Monday, 19th October, 2009

Item	Portfolio	Ward	Priority	Contact Officer	Consultation & Participation	Other Committee	Background Documents	New Item
<p><u>Performance and Financial reporting 2009/10</u></p> <p>To present a report to Cabinet with information on:</p> <ul style="list-style-type: none"> • Performance Indicators • GF position • GF balances • Capital expenditure • Prudential borrowing, lending & Investments • Summary reports - 3 directorates • High risks expenditure/ income • Virements to date • Employee / agency • Balance scorecard • BV PIs and LAA targets 	F&S	All;		<p>Andrew Blake-Herbert, Strategic Director of Resources, Roger Parkin, Director of Improvement & Development Tel: (01753) 875300, Tel: (01753) 875207</p>		<p>Overview & Scrutiny Committee 08/10/2009</p>	None.	√
<p><u>References from Overview and Scrutiny</u></p> <p>To present Recommendations to Cabinet by the Overview and Scrutiny Committee and Scrutiny Panels.</p>	F&S	All;	All	<p>Kevin Barrett, Democratic Services Manager Tel: (01753) 875014</p>			None.	√
<p><u>Executive Forward Plan</u></p> <p>To provide Cabinet with an update of the forward Plan.</p>	F&S		All	<p>Catherine Meek, Deputy Borough Secretary Tel: (01753) 875011</p>			Slough Borough Council's Constitution	√

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