

# EXECUTIVE FORWARD PLAN

## SEPTEMBER TO DECEMBER 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](mailto: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 - Tuesday, 22nd September, 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"> <li>• BVPIs and LAA targets</li> <li>• Balance scorecard</li> <li>• GF position</li> <li>• GF balances</li> <li>• Delivery against efficiency agenda</li> <li>• HRA</li> <li>• Summary reports - 3 directorates</li> <li>• Other budgets/&amp; contingencies/reserves</li> <li>• High risks expenditure/ income</li> <li>• Virements to date</li> <li>• Grants</li> <li>• Trading accounts</li> <li>• Debt recovery</li> <li>• Update on financial systems</li> </ul>	F&S P&A	All;	All	Roger Parkin, Director of Improvement & Development Tel: (01753) 875300, Tel: (01753) 875207		Overview & Scrutiny Committee 03/09/2009	None.	
<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	

**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 - Tuesday, 22nd September, 2009**

<b>Item</b>	<b>Port- folio</b>	<b>Ward</b>	<b>Priority</b>	<b>Contact Officer</b>	<b>Consultation &amp; Participation</b>	<b>Other Committee</b>	<b>Background Documents</b>	<b>New Item</b>
<p><b><u>Scambusters Report</u></b></p> <p>To seek approval for the necessary authorisation of officers of the Trading Standards South East [TSSE] Scambusters Project Team to exercise statutory powers to assist SBC Trading Standards Officers on complex cases involving consumer frauds and scams where resources are limited.</p>	C&L	All;	Being safe, feeling safe	Keith Eaglestone, Trading Standards Manager Tel: 01753 875260			None.	√
<p><u>IT Resilience and Business Continuity</u></p> <p>To provide an update to Cabinet on possible alternative solutions for a high quality IT facility in the Borough.</p>	P&A	All;	All	Andrew Blake-Herbert, Strategic Director of Resources Tel: (01753) 875300			None.	
<p><u>Staff Travel Plan</u></p> <p>To seek Cabinet endorsement of the Staff travel Plan.</p>	N&R	All;	A cleaner, greener place to live, work and play.	Gillian Ralphs, Assistant Director, Transport and Planning Tel: (01753) 875081			None.	√
<p><u>Contract in Excess of £250,000</u></p> <p>To advise Cabinet of the contracts of a value of over £250,000 that are proposed to be let in 2009/10 financial year that were not included in the Report to Cabinet on 20<sup>th</sup> April 2008.</p>	F&S	All	All	Gillian Ralphs, Assistant Director, Transport and Planning Tel: (01753) 875081			None.	√

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<p><u>Housing Needs Activity Report and Homelessness Strategy</u></p> <p>To advise Members of the work of the housing needs section and to present to Cabinet the Lettings Plan and Homelessness Strategy for approval.</p>	N&R	All;	Adding years to life and life to years	Anne Bateman, Housing Needs Manager Tel: 01753 875408		Neighbourhoods and Renewal Scrutiny Panel 01/09/2009	None.	
<p><u>Disposal of Longcroft - Langley Road, Slough</u></p> <p>To present a report to Cabinet seeking approval for the disposal of Longcroft.</p>	N&R	Kedermister;	Adding years to life and life to years	Mike Coles, Valuer (Asset Management) Tel: (01753) 875852			None.	
<p><u>Termination of Occupation at Elliman Avenue</u></p> <p>To request Cabinet approval for the termination of the occupation of the property and the proposal that it be used by a voluntary group.</p>	N&R	Central;	Adding years to life and life to years;	Michael Condon, Head of Asset Management Tel: (01753) 477277			None.	
<p><u>Libraries Strategic Review</u></p> <p>To present findings and recommendations of a strategic review of Slough's library service.</p>	C&L	All;	Prosperity for all	Andrew Stevens, Assistant Director For Learning & Cultural Engagement Tel: 01753 875753		Community Leisure and Environment Scrutiny Panel 15/09/2009	None.	

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<p><u>Community School Refurbishment</u></p> <p>To present to Cabinet a report on the costs and specifications of the refurbishment of the former Lea Infant and Junior Schools.</p>	E&C	All;	Prosperity for all	Clair Pyper, Strategic Director of Education and Children's Services, SBC, Tony Madden, School Organisation Advisor Tel: (01753) 875704, Tel: (01753) 875739			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>To provide Cabinet with an update of the forward Plan.</p>	<i>F&amp;S</i>	<i>All;</i>	<i>All</i>	<i>Catherine Meek, Deputy Borough Secretary Tel: (01753) 875011</i>			<i>Slough Borough Councils Constitution</i>	

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## CABINET - Monday, 19th October, 2009

Item	Port- folio	Ward	Priority	Contact Officer	Consultation & Participation	Other Committee	Background Documents	New Item
<p><i>Performance and Financial reporting 2009/10</i></p> <p>To present a report to Cabinet with information on:</p> <ul style="list-style-type: none"> <li>• Performance Indicators</li> <li>• GF position</li> <li>• GF balances</li> <li>• Capital expenditure</li> <li>• Prudential borrowing, lending &amp; Investments</li> <li>• Summary reports - 3 directorates</li> <li>• High risks expenditure/ income</li> <li>• Virements to date</li> <li>• Employee / agency</li> <li>• Balance scorecard</li> <li>• BV PIs and LAA targets</li> </ul>	<i>F&amp;S P&amp;A</i>	<i>All</i>	<i>All</i>	<i>Roger Parkin, Director of Improvement &amp; Development Tel: (01753) 875207</i>			<i>None.</i>	
<p><b>Shared Services Update</b></p> <p>To update Cabinet on progress on the Shared Services Programme and to seek Cabinet approval to set up an independent company to be controlled by the three partner authorities.</p>	<b>F&amp;S</b>	<b>All</b>	<b>All</b>	<b>Roger Parkin, Director of Improvement &amp; Development Tel: (01753) 875207</b>			None.	

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<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>  To provide Cabinet with an update of the forward Plan.	<i>F&amp;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 - Monday, 7th December, 2009

Item	Port- folio	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"> <li>• Service Performance</li> <li>• GF position</li> <li>• GF balances</li> <li>• High risks expenditure/ income</li> <li>• Virements to date</li> <li>• Grants</li> <li>• Update on financial systems</li> <li>• Debt recovery</li> <li>• Trading accounts</li> <li>• Summary reports - 3 directorates</li> </ul>	F&S, P&A	All;	All	Roger Parkin, Director of Improvement & Development Tel: (01753) 875207		Overview & Scrutiny Committee 19/11/2009	None.	√
<p><u>References from Overview and Scrutiny</u></p> <p>To present recommendations to Cabinet from the Overview &amp; Scrutiny Committee.</p>	F&S	All;	All	Kevin Barrett, Democratic Services Manager Tel: (01753) 875014			None.	√
<p><b><u>Revenue Budget Strategy 2010/11 and Future Years</u></b></p> <p><b>This paper sets out the latest assessment of the Council's budget projection for 2010/11 &amp; future years.</b></p>	F&S	All	All	<b>Annal Nayyar, Deputy Director of Finance Tel.: 01753 477228</b>			None.	√
<p><u>Executive Forward Plan</u></p> <p>To provide Cabinet with an update of the Executive Forward Plan.</p>	F&S	All;	All	Catherine Meek, Deputy Borough Secretary Tel: (01753) 875011			Slough Borough Council's Constitution	√

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