

# EXECUTIVE FORWARD PLAN

## SEPTEMBER TO DECEMBER 2010

## **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 - Monday, 20th September, 2010

Item	Port- folio	Ward	Priority	Contact Officer	Consultation & Participation	Other Committee	Background Documents	New Item
<p><u>Performance and Financial Monitoring 2010/11</u></p> <p>To present to Cabinet information on:</p> <ul style="list-style-type: none"> <li>• GF position</li> <li>• GF balances</li> <li>• Delivery against efficiency agenda</li> <li>• HRA</li> <li>• Summary reports - 3 directorates + central</li> <li>• Other budgets/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>• BV PIs and LAA targets</li> <li>• Balance scorecard</li> <li>• Update on financial systems</li> </ul>	P&A, F&S	All	All	<p>Julie Evans, Strategic Director of Resources, Roger Parkin, Director of Improvement &amp; Development Tel: 01753 875300, Tel: (01753) 875207</p>		<p>Overview &amp; Scrutiny Committee 09/09/10</p>	None.	
<p><b><u>Budget 2011/12</u></b></p> <p>This report will seek Cabinet approval for several recommendations.</p>	F&S	All	Prosperity for all	<p>Annal Nayyar, Deputy Director of Finance</p>		<p>Overview and Scrutiny Committee 09/09/2010</p>	None.	√
<p><b><u>Berkshire Community Equipment Store</u></b></p> <p>To seek Cabinet approval for an extension of a Section 75 agreement for the Pan-Berkshire service.</p>	H&W	All	Adding Years to Life and Life to Years	<p>Mike Bibby, Assistant Director Personalisation, Commissioning and Partnership, Su Davy, Joint Commissioning Manager Tel: 875800, Tel: 01753 8755864</p>	Other Unitary authorities and PCTs in Berkshire		None	

**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, 20th September, 2010**

Item	Portfolio	Ward	Priority	Contact Officer	Consultation & Participation	Other Committee	Background Documents	New Item
<p><b><u>Care Quality Commission (CQC) - Registrations</u></b></p> <p>To report to Cabinet on the new requirements from the CQC and the implications that these will have on the Council.</p>	H&W	All	Adding Years to life and life to years	Derek Oliver, Assistant Director, Community and Adult Social Care Tel: (01753) 875752			None	
<p><b><u>Adult Social Care Transformation</u></b></p> <p>To present to cabinet the strategy for the implementation of Personalised Social Care Services in Slough.</p>	H&W	All	Adding Years to Life and Life to Years	Mike Bibby, Assistant Director Personalisation, Commissioning and Partnership Tel: 875800	Ongoing consultation with service users, carers, general public, provider organisations, staff and unions	Special Health Scrutiny Panel 02/09/2010	'Putting People First' - A shared vision and Commitment to the transformation of Adult Social Care - HMG 2007 Transforming Adult Social Care - Local Authority Circular (DH, 2010) 1 - March 2010	
<p><b><u>Results of the Feasibility Study for a New School in the Chalvey Area</u></b></p> <p>To advise Cabinet of the outcome of the feasibility study for a new primary school to serve the Chalvey ward.</p>	E&C	Chalvey	Prosperity for All	Clair Pyper, Strategic Director of Education and Children's Services Tel: (01753) 875704		None	None.	√

**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, 20th September, 2010

Item	Portfolio	Ward	Priority	Contact Officer	Consultation & Participation	Other Committee	Background Documents	New Item
<u>BSF and Secondary School Places</u>  Report on progress to date and future planning following the announcements on the Building Schools for the Future Programme and the Government's successor programme.	E&C	All	Prosperity for All	Clair Pyper, Strategic Director of Education and Children's Services Tel: (01753) 875704			Cabinet Papers from the meeting held on 14th June 2010  Primary School Places Action Plan	
<u>Parking Enforcement Policy</u>  To present to Cabinet the Parking Enforcement Policy and associated recommendations from the Neighbourhoods and Renewal Scrutiny Panel.	N&R	All	Being Safe, Feeling Safe; Prosperity for All	Kam Hothi, Parking Enforcement Manager Tel: 01753 787899		Neighbourhoods and Renewal 15/09/2010	None.	
<u>Housing Services Re-Integration</u>  To provide Cabinet with an update on the provision of Housing Management Services and the reintegration of People 1 <sup>st</sup> staff and services into the Council.	N&R	All	A Cleaner, Greener place to live, Work and Play; Being Safe, Feeling Safe	Neil Aves, Assistant Director of Housing Tel: (01753) 875527		Neighbourhoods and Renewal Panel 15/09/2010	None.	
<u>References from Overview and Scrutiny</u>  To present recommendations to Cabinet from the Overview and Scrutiny Committee and Scrutiny Panels.	P&A	All	All	Teresa Clark, Senior Democratic Services Officer Tel: 01753 875018			None.	
<u>Executive Forward Plan</u>  To present to Cabinet the latest published Forward Plan.	P&A, F&S	All	All	Catherine Meek, Deputy Borough Secretary Tel: (01753) 875011			Slough Borough Council's Constitution	

**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, 18th October, 2010**

Item	Port- folio	Ward	Priority	Contact Officer	Consultation & Participation	Other Committee	Background Documents	New Item
<p><u>Performance and Financial Monitoring 2010/11</u></p> <p>To present to Cabinet information on:</p> <ul style="list-style-type: none"> <li>• GF position</li> <li>• GF balances</li> <li>• Prudential borrowing, lending &amp; Investments</li> <li>• Capital expenditure</li> <li>• Summary reports - 3 directorates + central</li> <li>• High risks expenditure/ income</li> <li>• Virements to date</li> <li>• Employee / agency</li> <li>• HR Statistics</li> <li>• Service Performance</li> <li>• Balance scorecard</li> </ul>	P&A, F&S	All	All	<p>Julie Evans, Strategic Director of Resources, Roger Parkin, Director of Improvement &amp; Development Tel: 01753 875300, Tel: (01753) 875207</p>		<p>Overview and Scrutiny 07/10/10</p>	None.	
<p><u>Adult Social Care Commissioning Priorities</u></p>	C&L, E&C, E&O, H&W, N&R, O&S, P&A, F&S	All	All	<p>Mike Bibby, Assistant Director Personalisation, Commissioning and Partnership Tel: 875800</p>	<p>Consultation with voluntary sector and other partner agencies</p>	<p>Health Scrutiny Panel 23/09/2010</p>	None.	
<p><u>Gypsy and Traveller Review and Strategy</u></p> <p>To present to Cabinet a follow up on the planning position on the provision of gypsy and traveller pitches and enforcement practices.</p>	N&R	All	<p>A cleaner, Greener place to live, work and play, Being safe, feeling safe</p>	<p>Gillian Ralphs, Assistant Director, Transport and Planning Tel: (01753) 875081</p>			None.	√

**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, 18th October, 2010**

<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>
<u>References from Overview and Scrutiny</u>  To present recommendations to Cabinet from the Overview and Scrutiny Committee and Scrutiny Panels.	P&A	All	All	Teresa Clark, Senior Democratic Services Officer Tel: 01753 875018			None.	
<u>Executive Forward Plan</u>  To present to Cabinet the latest published Executive Forward Plan.	F&S	All	All	Catherine Meek, Deputy Borough Secretary Tel: (01753) 875011			Slough Borough Council's Constitution	

**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, 22nd November, 2010

Item	Portfolio	Ward	Priority	Contact Officer	Consultation & Participation	Other Committee	Background Documents	New Item
<p><u>Performance and Financial Monitoring 2010/11</u></p> <p>To present to Cabinet information on:</p> <ul style="list-style-type: none"> <li>• Update on financial systems</li> <li>• GF balances</li> <li>• Summary reports - 3 directorates + central</li> <li>• High risks expenditure/ income</li> <li>• Virements to date</li> <li>• Grants</li> <li>• Trading accounts</li> <li>• Debt recovery</li> <li>• GF position</li> <li>• Compliance</li> <li>• Service Performance</li> <li>• Balance scorecard</li> <li>• BV PIs and LAA targets</li> </ul>	P&A, F&S	All;	All	<p>Julie Evans, Strategic Director of Resources, Roger Parkin, Director of Improvement &amp; Development Tel: 01753 875300, Tel: (01753) 875207</p>		<p>Overview and Scrutiny Committee 10/11/10</p>	None.	
<p><u>References from Overview and Scrutiny</u></p> <p>To present to Cabinet references from the Overview and Scrutiny Committee and Scrutiny Panels.</p>	P&A	All;	All	<p>Teresa Clark, Senior Democratic Services Officer Tel: 01753 875018</p>			None.	
<p><u>Executive Forward Plan</u></p> <p>To present to Cabinet the latest published Executive Forward Plan.</p>	F&S	All;	All	<p>Catherine Meek, Deputy Borough Secretary Tel: (01753) 875011</p>			Slough Borough Council's Constitution	

**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, 13th December, 2010

Item	Port- folio	Ward	Priority	Contact Officer	Consultation & Participation	Other Committee	Background Documents	New Item
<u>Performance and Financial Monitoring 2010/11</u>  To present to Cabinet information on the latest financial and performance monitoring.	F&S, P&A	All;	All	Julie Evans, Strategic Director of Resources, Roger Parkin, Director of Improvement & Development Tel: 01753 875300, Tel: (01753) 875207		Overview and Scrutiny 02/12/10	None.	√
<b><u>Outcomes &amp; Recommendations from Review of Adult Social Care Day Services</u></b>	H&W	All;	<b>Adding Years to Life and Life to Years;</b>	<b>Mike Bibby, Assistant Director Personalisation, Commissioning and Partnership, Geoff Elford, Interim Day Services Project manager</b> Tel: 875800, Tel: 01753 875780	<b>Consultation with Service users, carers and staff.</b>	<b>Health Scrutiny Panel 25/10/10</b>	None.	√
<u>References from Overview and Scrutiny</u>  To present to Cabinet references from the Overview and Scrutiny Committee and Scrutiny Panels.	P&A	All;	All	Teresa Clark, Senior Democratic Services Officer Tel: 01753 875018			None.	√
<u>Executive Forward Plan</u>  To present to Cabinet the latest published Executive Forward Plan.	F&S	All;	All	Catherine Meek, Deputy Borough Secretary Tel: (01753) 875011			Slough Borough Council's Constitution	√

**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