

# EXECUTIVE FORWARD PLAN

## DECEMBER 2010 TO MARCH 2011

## **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, 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.	
<u>Medium Term Financial Plan 2011/12 to 2014/15</u>  This report sets out the latest assessment for the Council's budget for 2011/12 and future years.	F&S	All	All	Julie Evans, Strategic Director of Resources, Annal Nayyar, Deputy Director of Finance Tel: 01753 875300,		Overview and Scrutiny Committee 02/12/2010	Cabinet Documents 12/07/10	
<u>Council Tax Base for 2011/12</u>  This report presents information on the properties in Slough and their categories of occupation for the purpose of determining the council tax base for the borough for the 2011/12 financial year.	F&S	All	All	Annal Nayyar, Deputy Director of Finance Tel.: 01753 477228			Council Tax Base for 2011/12	√
<u>Outcomes &amp; Recommendations from Review of Adult Social Care Day Services</u>  To present to Cabinet the recommendations of the Day Services Review carried out during 2009 and 2010.	H&W	All	<b>Adding Years to Life and Life to Years;</b>	Mike Bibby, Assistant Director Personalisation, Commissioning and Partnership, Geoff Elford, Interim Day Services Project manager Tel: 875800, Tel: 01753 875780	Consultation with Service users, carers and staff.	Health Scrutiny Panel 25/10/10	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, 13th December, 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>
<b><u>Adult Social Care Charging Policy</u></b>	H&W	All	<b>Adding years to life and life to years</b>	<b>Mike Bibby, Assistant Director Personalisation, Commissioning and Partnership Tel: 875800</b>	<b>Consultation with service users, carers and provider organisations</b>	<b>Health Scrutiny Panel 09/12/2010</b>	<b>Adult Social Care Charging Policy</b>	
<b><u>Voluntary &amp; Community Sector Policy and Commissioning Framework</u></b>  The report details the proposed new council wide policy in providing support and funding to the voluntary and community sector.	H&W	All	<b>All</b>	<b>Rafiq Chohan, Assistant Director Economic Development and Inclusion Tel: (01753) 875847</b>	<b>Consultation with voluntary and community sector agencies. From 11 Nov - 6 Jan.</b>	<b>Health Scrutiny Panel 09/12/2010</b>	<b>Voluntary &amp; Community Sector policy and Commissioning Framework</b>	
<b><u>References from Overview and Scrutiny</u></b>  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.	
<b><u>Executive Forward Plan</u></b>  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	

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## CABINET - Monday, 24th January, 2011

Item	Port- folio	Ward	Priority	Contact Officer	Consultation & Participation	Other Committee	Background Documents	New Item
<u>Performance and Finance Monitoring 2010/11</u>  To present to Cabinet information on the latest financial and performance monitoring.	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 Committee 13/01/2011	Performance and Finance Monitoring 2010/11	
<u>Heart of Slough, Learning and Cultural Centre Site Assembly – Compulsory Purchase of Land/Interests in Land</u>	N&R	Central	<b>A Cleaner, Greener place to live, Work and Play</b>	<b>Julie Evans, Strategic Director of Resources, Steven Quayle, Solicitor-Regeneration and Major Projects Tel: 01753 875300 and 875748</b>			<b>Heart of Slough, Learning and Cultural Centre Site Assembly – Compulsory Purchase of Land/Interests in Land</b>	
<u>Gypsy and Traveller Review and Strategy</u>  To present to Cabinet a follow up on the planning position on the provision of gypsy and traveller pitches and enforcement practices.	N&R	All	<b>A cleaner, Greener place to live, wok and play Being safe, feeling safe</b>	<b>Gillian Ralphs, Assistant Director, Transport and Planning Tel: (01753) 875081</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			References from Overview and Scrutiny	

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## CABINET - Monday, 24th January, 2011

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<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	

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## CABINET - Monday, 7th February, 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, Annal Nayyar, Deputy Director of Finance Tel: 01753 875300,		Overview and Scrutiny 27/01/2011	None.	
<u>Budget and Council Tax 2011/12 and Future Years</u>  <b>To seek Cabinet's approval for Slough Borough Council's financial, capital, treasury &amp; asset management strategies. These set out the Revenue, Capital &amp; Treasury Management Budgets for 2011/12 &amp; to agree the amount of Council Tax to be levied. The annual Capital &amp; Revenue Budgets identify the resources required to deliver the full range of council services. Recommendations are made for balancing the budget &amp; setting the level of council tax in 2011/12.</b>	F&S	All	All	<b>Julie Evans, Strategic Director of Resources, Annal Nayyar, Deputy Director of Finance Tel: 01753 875300,</b>		<b>Overview and Scrutiny Committee 27/01/2011</b>	<b>CIPFA's Code of Practice on Treasury Management CIPFA's Prudential Code for Capital Finance Local Government Act 2003 Guidance on Local Authority Investments</b>	
<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				
<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	

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## CABINET - MONDAY, 14th March, 2011

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, Annal Nayyar, Deputy Director of Finance Tel: 01753 875300,		Overview and Scrutiny 03/03/2011	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				
<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	

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