

# EXECUTIVE FORWARD PLAN

## JANUARY TO APRIL 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, 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	All	<b>A Cleaner, Greener place to live, Work and Play</b>	<b>Julie Evans, Strategic Director of Resources, Steven Quayle, Solicitor – Regeneration &amp; Major Projects</b> Tel: (01753) 875300, Tel: (01753) 875004				
<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</b> Tel: (01753) 875081			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

Item	Port- folio	Ward	Priority	Contact Officer	Consultation & Participation	Other Committee	Background Documents	New Item
<p><b><u>Draft Asset Management Plan 2010 to 2015</u></b></p> <p>The Report presents the Draft Asset Management Plan 2010 to 2015 for approval.</p> <p>This updates the Council's present Asset Management Strategy as set out in the Asset Management Plan 2008 to 2013. It reflects the substantial changes which have occurred in the last two years in the light of challenges facing the Council. It proposes a process which ensures the Council's property assets are considered and used in a manner which supports service delivery in an efficient, cost effective manner and to support the Council's Revenue and Capital Budgets.</p>	P&A	All	All	<p>Michael Condon, Head of Asset Management, Julie Evans, Strategic Director of Resources Tel: (01753) 477277, Tel: (01753) 875300</p>			None.	√
<p><b><u>Slough Forward's Climate Change Document</u></b></p> <p>To present to Cabinet the final draft of Slough Forward's Climate Change Strategy summary document.</p>	C&L	All;	A cleaner, greener place to live, work and play;	<p>Denise Alder, Strategic Director of the Green &amp; Built Environment Tel: (01753) 875202</p>	<p>Public consultation from 13 Sep to 22 Oct 2010 (see: <a href="http://slough-consult.limehouse.co.uk/portal">http://slough-consult.limehouse.co.uk/portal</a>) Climate Change workshop with Community, Leisure &amp; Environment and Neighbourhoods &amp; Renewal Panel Members on 30 June 2010</p>	<p>Community, Leisure and Environment Scrutiny Panel 15/11/2010</p>	<p>Community Leisure and Environment Scrutiny Panel Reports and minutes from meetings of 15/11/2010, 14/09/2010 and 30/06/2010</p>	√

**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, 24th January, 2011**

<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>Air Quality Update report</u>  This report updates Cabinet on the 2007 Air Quality report concerning the Town Centre.	E&O	Central	A Cleaner, Greener place to live, work and play	Nigel Dicker, Assistant Director, Environmental Services and Quality, Monica Wilsch, Head of Environmental Quality Tel: (01753) 875218, Tel: (01753) 875219			Green and Built Scrutiny Panel report - September 2007	√
<u>Play Area Development</u>  To inform Cabinet of progress on the Capital development of play areas across the borough through the use of grant funding and developer contributions.	C&L, E&C, E&O	All	Adding years to Life and Life to years Being Safe, Feeling Safe A Cleaner, Greener place to live, Work and Play	Alison Hibbert, Head of Creative Delivery Tel: (01753) 875896			Play Strategy Play Audit	√
<u>Annual Audit Letter</u>  To present to Cabinet the Annual Audit Letter.	P&A	All	All	Julie Evans, Strategic Director of Resources Tel: (01753) 875300		Audit Committee 25/01/2011 Council 01/02/2011	Annual Audit Letter	√
<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	
<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		Overview & Scrutiny 20/01/2010	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, 7th February, 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 information to Cabinet on the latest financial and performance monitoring from across the Council.	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.	
<b><u>Medium Term Financial Plan 2011/12 to 2014/15</u></b>  <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>	<b>F&amp;S</b>	<b>All</b>	<b>All</b>	<b>Julie Evans, Strategic Director of Resources 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			References from Overview and Scrutiny	
<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		Overview and Scrutiny Committee 27/01/2011	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, 14th March, 2011

Item	Port- folio	Ward	Priority	Contact Officer	Consultation & Participation	Other Committee	Background Documents	New Item
<p><u>Performance and Financial Reporting 2010/11</u></p> <p>To present information to Cabinet on the latest financial and performance monitoring from across the Council.</p>	P&A, F&S	All	All	Julie Evans, Strategic Director of Resources, Roger Parkin, Director of Improvement & Development Tel: (01753) 875300, Tel: (01753) 875207		Overview and Scrutiny Committee 03/03/2011	None.	√
<p><b><u>Slough Borough Council's Third Local Transport Plan</u></b></p> <p>To present to Cabinet the draft Third Local Transport Plan (LTP3). LTP3 is a statutory document which sets out a 15 year plan for how the Council sets out to improve transport in Slough. LTP3 replaces LTP2 which expires at the end of March 2011. The LTP therefore needs to be adopted so that it is operative from the 1st April 2011.</p>	<b>N&amp;R</b>	<b>All</b>	<b>All</b>	<b>Rub Nawaz, Transport Strategy Manager Tel: (01753) 474081</b>	<b>Public and stakeholder consultation underway between 8th November 2010 and 7th January 2011</b>		<b>Draft Third Local Transport Plan, Draft Third Local Transport Plan (Executive Summary), Environmental Report, Supplementary Strategy Documents</b>	√
<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	Teresa Clark, Senior Democratic Services Officer Tel: (01753) 875018			None.	√
<p><u>Executive Forward Plan</u></p> <p>To present to Cabinet the latest published Executive Forward Plan.</p>	F&S	All	All	Catherine Meek, Deputy Borough Secretary Tel: (01753) 875011		Overview and Scrutiny Committee 03/03/2011	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, 11th April, 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 information to Cabinet on the latest financial and performance monitoring from across the Council.	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 Committee 31/03/2011	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			References from Overview and Scrutiny	
<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		Overview and Scrutiny Committee 31/03/2011	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