

EXECUTIVE FORWARD PLAN

JUNE 2010 TO SEPTEMBER 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. 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, 14th June, 2010

| Item | Port- folio | Ward | Priority | Contact Officer | Consultation & Participation | Other Committee | Background Documents | New Item |
|--|----------------|-----------------|---|--|---------------------------------|--|-------------------------|-------------|
| <u>Performance and Financial Monitoring 2010/11</u> <i>To present a report to Cabinet with information on:</i> <ul style="list-style-type: none"> • <i>Risks</i> • <i>Update on financial systems</i> • <i>Compliance</i> • <i>Service Performance</i> • <i>BV PIs and LAA targets</i> • <i>Balance scorecard</i> | 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 07/06/2010 | None. | |
| <u>Statement of Accounts and Outturn Position 2009/10</u> To present to Cabinet the Statement of Accounts for the 2009/10 financial year. | F&S | All | All | Julie Evans, Strategic Director of Resources, Annal Nayyar, Deputy Director, Finance Tel: 01753 875300, Tel: 01753 477228 | | Overview and Scrutiny Committee 07/06/2010 | | |
| <u>Heart of Slough Update Report</u> | N&R | All; Central | A Cleaner, Greener place to live, Work and Play; Being Safe, Feeling Safe; Prosperity for All; | Neil Simon, Interim Assistant Director, Property Services, Julie Evans, Strategic Director of Resources Tel: 01753 875898, Tel: 01753 875300 | | | 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, 14th June, 2010

| Item | Portfolio | Ward | Priority | Contact Officer | Consultation & Participation | Other Committee | Background Documents | New Item |
|--|-----------|------|--|--|--|-----------------|---|----------|
| <p><u>Housing Futures - Provision of Housing Management Services</u></p> <p>To report to Cabinet on the progress of the transfer of housing management services to direct provision.</p> | N&R | All; | All | Neil Aves, Assistant Director of Housing Tel: (01753) 875527 | | | None. | |
| <p><u>Statutory Service Delivery Plans</u></p> <p>To seek Cabinet endorsement for Statutory Service Plans in relation to:</p> <ul style="list-style-type: none"> • Food Safety Service • Health and Safety Service • Trading Standards Service <p>in accordance with the requirements laid down by external agencies.</p> | E&O | All; | A Cleaner, Greener place to live, Work and Play; Adding Years to Life and Life to Years; Being Safe, Feeling Safe; | Keith Eaglestone, Trading Standards Manager, Ginny de Haan, Food & Safety Manager Tel: 01753 875260, Tel: 01753 477912 | | | Food Standards Agency Framework Document, Health and Safety Commission Section 18 Standard, National Indicators for Local Authorities and Local Authority Partnerships. | |
| <p><u>Primary School Places Action Plan 2011-13</u></p> <p>To present to Cabinet the latest Primary School Places Action Plan.</p> | E&C | All | Prosperity for all | Clair Pyper, Strategic Director of Education and Children's Services, SBC Tel: (01753) 875704 | <p>i) All primary schools have been visited individually to discuss expansion</p> <p>ii) Draft was circulated to Primary Heads</p> <p>iii) Draft approved by School organisation Group</p> | | School Places Plan 2009-19 | √ |

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 June, 2010

| Item | Port- folio | Ward | Priority | Contact Officer | Consultation & Participation | Other Committee | Background Documents | New Item |
|--|------------------------|-------------|--|---|---|---|---------------------------------------|---------------------|
| <u>LACM7 - Slough's Carbon Management Plan: 2010 - 2014</u> To seek Cabinet endorsement of the Council's Carbon Management Plan 2010 – 2014 for submission to the Carbon Trust on 31 March 2010 | E&O | All | A cleaner, greener place to live work and play | Amanda Renn, Policy Officer Tel: 01753 875560 | | Overview and Scrutiny Committee 25/02/10 | None. | |
| <u>Scheme of Delegation to Officers</u> To agree the Scheme of Delegation to Officers insofar as it applies to Executive functions. | P&A | All | | Catherine Meek, Deputy Borough Secretary Tel: (01753) 875011 | | | 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 | | 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 | 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, 12th July, 2010

| Item | Port- folio | Ward | Priority | Contact Officer | Consultation & Participation | Other Committee | Background Documents | New Item |
|--|----------------|------|--|---|---------------------------------|---|-------------------------|-------------|
| <u>Performance and Financial Monitoring 2010/11</u> <i>To present to Cabinet information on:</i> <ul style="list-style-type: none"> • GF position • GF balances • Capital expenditure • Prudential borrowing, lending & Investments • Summary reports • High risks expenditure/ income • Virements to date • Risk assessment- revenue & capital • Employee / agency • Balance scorecard • BV PIs and LAA targets | P&A, F&S | All | All | <i>Julie Evans, Strategic Director of Resources, Roger Parkin, Director of Improvement & Development Tel: 01753 875300, Tel: (01753) 875207</i> | | <i>Overview and Scrutiny Committee 01/07/2010</i> | None. | |
| <u>Parking Enforcement Policy</u> | N&R | All | Being Safe, Feeling Safe; Prosperity for All | Kam Hothi, Parking Enforcement Manager Tel: 01753 787899 | | | None. | |
| <u>Berkshire Minerals and Waste Core Strategy</u> | N&R | All | A Cleaner, Greener place to live, Work and Play; | Paul Stimpson, Head of Planning Policy & Projects Tel: (01753) 875820 | | | 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 |
|--|----------------|------|---------------------------|---|---------------------------------|--------------------|---|-------------|
| <u>Trading Standards - Age Restricted Sales Enforcement</u> To present a report to cabinet on the following areas of work to have ongoing support and approval: : <ul style="list-style-type: none"> • Under age testing purchases of alcohol, knives, solvents, tobacco etc. • Work in schools with theatrical presentations on knives, alcohol awareness with workshops • Provision of Free proof of age card for all schoolchildren over 16 years of age • Trader education packs to all relevant traders within borough Trader education seminars | H&W | All | Being Safe, Feeling Safe; | Keith Eaglestone, Trading Standards Manager Tel: 01753 875260 | | | 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 | 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, 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"> • GF position • GF balances • Delivery against efficiency agenda • HRA • Summary reports • Other budgets/contingencies/reserves • High risks expenditure/ income • Virements to date • Grants • Trading accounts • Debt recovery • BV PIs and LAA targets • Balance scorecard • Update on financial systems | P&A, F&S | All; | All | <p>Julie Evans, Strategic Director of Resources, Roger Parkin, Director of Improvement & Development Tel: 01753 875300, Tel: (01753) 875207</p> | | Overview & Scrutiny Committee 09/09/10 | None. | √ |
| <p><u>References from Overview and Scrutiny</u></p> <p>To present recommendations to Cabinet 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 Forward Plan.</p> | P&A, 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