

# EXECUTIVE FORWARD PLAN

APRIL TO JULY 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, 11th April, 2011

Item	Port- folio	Ward	Priority	Contact Officer	Consultation & Participation	Other Committee	Background Documents	New Item
<i>Performance and Financial Monitoring 2010/11</i>  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.	
<b>Phase 1 and 2 Britwell and Haymill Regeneration Scheme - Update</b>  To provide an update to Cabinet on the progress made since last reported to Cabinet in March 2011.	N&R	Britwell and Haymill	A Cleaner, Greener Place to Live Work and Play	John Rice, Interim Assistant Director, Environment and Regeneration Tel.: (01753) 875239			Cabinet reports from January and March 2011	√
<b>Contracts in Excess of £250,000</b>  To present to Cabinet a list of contracts due to be let in 2010/11 which are anticipated to be in excess of £250,000. Cabinet is asked to add any conditions it requires to the letting of these contracts.	F&S	All	All	Catherine Meek, Deputy Borough Secretary Tel: (01753) 875011			Slough Borough Council's Constitution	
<u>Mobile Telephony / Furniture Contracts</u>  To present to Cabinet for their review and ratification the tender award decisions for the Mobile Telephony Contract to Telefonica O2 UK Limited and the Furniture Contract to AFI Group Limited.	P&A	All	All	Joannah Head, Assistant Director Commissioning, Procurement and Shared Services Tel.: 01753 875285			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>Audit Plan</u>  To present the Annual Audit Plan to Cabinet for consideration.	P&A	All	All	Sarah Sarll, Interim Head Of Internal Audit & Risk Management Tel.: (01753) 875374			None.	
<u>Dog Control Orders</u>  To consider the implementation of a range of Dog Control Orders and the review of the current fine in relation to dog fouling.	E&O	All	A Cleaner, Greener Place to Live Work and Play	Dympna Malloy, Head of Neighbourhood Enforcement Tel. (01753) 875215		Neighbourh oods & Renewal Scrutiny Panel 23/03/2011	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			Overview and Scrutiny Committee and Scrutiny Panel reports	
<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	Slough Borough Council's Constitution	

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## CABINET - Monday, 13th June, 2011

Item	Portfolio	Ward	Priority	Contact Officer	Consultation & Participation	Other Committee	Background Documents	New Item
<i>Performance and Financial Monitoring 2011/12</i>  <i>To present information to Cabinet on the latest financial and performance monitoring from across the Council.</i>	F&S, P&A	All	All	<i>Julie Evans, Strategic Director of Resources, Roger Parkin, Director of Improvement &amp; Development</i> <i>Tel: (01753) 875300, Tel: (01753) 875207</i>		<i>Overview and Scrutiny Committee 07/06/2011</i>	<i>None.</i>	
<b><u>Statement of Accounts and Outturn Position for 2010/11</u></b>  <b>To present the Statement of Accounts for 2010/11 to Cabinet for recommendation to the Council for approval and to present the General Fund outturn position for 2010/11.</b>	F&S	All	All	<b>Julie Evans, Strategic Director of Resources</b> <b>Tel: (01753) 875300</b>		<b>Overview &amp; Scrutiny Committee 07/06/2011 Extraordinary Council 28/06/2011</b>	<b>None.</b>	
<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	All	Catherine Meek, Deputy Borough Secretary Tel: (01753) 875011			Slough Borough Council's Constitution	
<u>Slough Community Leisure Management Fee</u>  For Cabinet to consider the changes recommended to the SCL Board on the annual fee and a proposed 3 year capital programme for leisure.	C&L	All	Adding Years to Life and Life to Years; Celebrating Diversity, Enabling Inclusion;	Andrew Stevens, Assistant Director For Learning & Cultural Engagement Tel: 01753 875753			None.	√

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## CABINET - Monday, 11th April, 2011

Item	Portfolio	Ward	Priority	Contact Officer	Consultation & Participation	Other Committee	Background Documents	New Item
<u>Statutory Service Delivery Plans</u>  To seek Cabinet endorsement for Statutory Service Plans in relation to: <ul style="list-style-type: none"> <li>• Food Safety Service</li> <li>• Health and Safety Service</li> <li>• Trading Standards Service</li> </ul> in accordance with the requirements laid down by external agencies.	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			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			Overview and Scrutiny Committee and Scrutiny Panel reports	
<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 07/06/2011	Slough Borough Council's Constitution	

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## CABINET - Monday, 18th July, 2011

Item	Portfolio	Ward	Priority	Contact Officer	Consultation & Participation	Other Committee	Background Documents	New Item
<u><i>Performance and Financial Monitoring 2011/12</i></u>  <i>To present information to Cabinet on the latest financial and performance monitoring from across the Council.</i>	<i>F&amp;S, P&amp;A</i>	<i>All</i>	<i>All</i>	<i>Julie Evans, Strategic Director of Resources, Roger Parkin, Director of Improvement &amp; Development Tel: (01753) 875300, Tel: (01753) 875207</i>		<i>Overview and Scrutiny Committee 12/07/2011</i>	<i>None.</i>	
<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 12/07/2011	Slough Borough Council's Constitution	√

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