



**Council
Wednesday 1 May 2002, 7.30 pm**

AGENDA

Page No

1. **Apologies for Absence**
2. **To elect the Mayor of the Borough of Bracknell Forest for the Municipal Year 2002/2003**
Following election the Mayor will make the Declaration of Acceptance of Office.
3. **To appoint the Deputy Mayor of the Borough of Bracknell Forest for the Municipal Year 2002/2003**
Following appointment the Deputy Mayor will make the Declaration of Acceptance of Office.
4. **Declarations of Interest**
To receive any declarations of interest in any matters on the agenda for the meeting.
5. **Minutes**
To approve as a correct record the minutes of the meeting of the Council held on 27 March 2002. 5 - 8
6. **Mayor's Announcements**
7. **Election of Leader of the Council**
8. **To receive the report of the Leader on the appointment and responsibilities of the members of the Executive.** 9 - 14
9. **Local Government and Housing Act 1989: Review of Allocation of Seats and Appointments to Committees 2002/2003**
To consider the report of the Director of Corporate Services. 15 - 20
10. **Appointment of Representatives to Other Groups**

To appoint representatives to serve on the following groups:

- (a) Access Advisory Panel (3:1 with appropriate officers and representatives of external organisations plus 3:3 substitutes)
- (b) Community Safety Focus Group (3:1 with appropriate officers)
- (c) Constitution Review Group (6:2 with appropriate officers)
- (d) Countryside Management Steering Group (2)
- (d) Crowthorne Enterprise Centre Advisory Group (2 : 1)
- (e) Customer Contact Initiative Focus Group (3:1 with appropriate officers)
- (f) Early Years Childcare and Development Partnership (2 LEA representatives 1:1)
- (g) Edgbarrow & Sandhurst Sports Centre Management Committee (3 Council representatives 2:1)
- (h) Fostering Panel (1 member)
- (i) Health & Safety Panel (1 member)
- (j) Health Forum (6:2 with appropriate officers and substitute members (2:2)
- (k) Local Agenda 21 Impact Group (1 member)
- (l) School Organisation Committee (5 LEA representatives 4:1)
- (m) Secure Accommodation Review Panel (Executive Member for Social Services & Housing together with a suitable qualified social services officer and an independent person, appointed by the Director of Social Services & Housing as required.)
- (n) Social Services Complaints Review Panels (any one member of the Council, who may not be a member of the Executive and two independent members, appointed by the Director of Corporate Services as required).
- (o) Standing Advisory Council on Religious Education (5 LEA representatives 4:1)

11. **Appointment of Representatives to External Organisations**

To approve the appointment of representatives to serve on the external and other organisations set out in the schedule attached.

21 - 26

12. **Scheme for Public Participation**

To receive a petition to be presented by Councillor Ward on behalf of Pipers Field Residents' Association in the following terms:-

Memorial Park

In the latest edition of the Pipers Voice, you may have read the main story, we are now asking for your opinion, are you in favour of this youth project to be built on the Memorial Park even though it breaks a 'recreational use only' covenant or do you think that you are against the proposed building to be built shortly on our Memorial Park?"

(The petition is signed by 83 residents against the project and 4 residents in favour of the project)

13. **Question - Procedure Rule 10 (2)**

Notice has been received of the following question by Councillor Glasson to the Executive Member for Social Services & Housing:-

"What action does the portfolio holder plan to take to alleviate the financial crisis inflicted on Homestart as a consequence of his recent decision on grants to voluntary organisations?"

14. **Executive Report**

To receive the Leader's report on the work of the Executive since the Council meeting on 27 March 2002. 27 - 30

15. **Overview and Scrutiny Work Programme**

To receive the report of the Co-ordination Select Committee on the Overview & Scrutiny Work Programme for 2002/03. 31 - 38

16. **Schedule of Meetings 2002/03**

To note the schedule of Council, Executive and Committee meetings for the forthcoming municipal year. 39 - 40

N.B. The annual meetings of each ordinary Committee will be held immediately following the conclusion of the Annual Council meeting.

This page is intentionally left blank

**COUNCIL
27 MARCH 2002
(7.30 pm – 8.25 pm)**

Present: Councillors Adams, Mrs Ballin, Barnard, Beadsley, Bettison, Blatchford, Ms Brown, Browne, Egan, Fawcett, Finnie, Flood, Glasson, Harrison, Miss Haydon, Mrs Hayes, Henfrey, McCormack, McCracken, Mrs Mattick, Mills, North, Piasecki, Mrs Pile, Mrs Ryder, Sargeant, Mrs Shillcock, Turrell, Wallace, Ward and Worrall

Apologies for absence were received from:
Councillors Birch, Mrs Birch, Edger, Grayson, Kendall, Thompson and Wade

The Mayors Chaplain, Reverend Richard Neill, opened the meeting with prayers.

THE MAYOR, COUNCILLOR MRS HAYES, IN THE CHAIR

334. Minutes

RESOLVED that the minutes of the meeting of the Council held on 27 February 2002 be approved as a correct record and signed by the Mayor.

335. Declarations of Interest

Members declared a personal interest in the Executive Report (Education Asset Management Plan) due to their membership of school governing bodies, as set out in Annexe A.

Councillor McCracken declared a personal interest in the Executive Report (Financial Information Management System) due to his employer having tendered for the contract.

Councillor Barnard declared an interest in the Executive Report (Post 16 Strategy) as a governor of Garth Hill School.

336. Mayor's Announcements

1. Mayor's Charity Golf Day – 25 April 2002

The Mayor reminded members that entry forms for the Charity Golf Day were available from her secretary.

2. Mayor's Engagements

A list of engagements completed by the Mayor since the last meeting of the Council had been circulated to members.

3. Queen's Golden Jubilee Service

The Bracknell Forest and Bracknell Team Ministry Queen's Golden Jubilee Service would be held at the Holy Trinity Church Bracknell on Sunday 2 June at 10.30 am, followed by a reception at the Grange Hotel, Bracknell.

337. **Scheme for Public Participation**

The Council received a petition submitted by Mrs L Tooze on behalf of the Liberal Democrats in the following terms:-

"In the interests of local democracy, we the undersigned urge this Council to reinstate in Bracknell Forest the right of local residents to ask questions, make statements and present petitions to the relevant decision making bodies, in this case the Executive, and not just to the full Council."

In presenting the petition, Mrs Tooze also drew attention to the fact that the closing date for public submissions to Council meetings normally preceded the meeting of the Executive prior to each Council meeting.

Members of the Council questioned Mrs Tooze on her petition and the Mayor advised that it would be taken into account by the Constitution Review Group when it reviewed the effectiveness of the new arrangements in the near future.

338. **Executive Report**

The Leader of the Council reported on the main activities of the Executive since the meeting of the Council on 27 February 2002 and attention was drawn to the decisions taken on the following topics:.

- Modernising Health and Social Care
- Adult Eligibility Criteria
- Integrated Older People's Services
- Community Transport
- Post-16 Education Strategy
- Education Asset Management Plan
- Replacement Financial Information System

Public consultation was being conducted in respect of the Master Plan for Bracknell Town Centre and the Planning Brief for the Staff College Site. Future consultation was planned on the Community Strategy and the Policy and Performance Plan.

The Council had been highly commended for its work on ICT developments at the recent Local Government Chronicle Awards. In a recent national survey of public satisfaction with council services Bracknell Forest had shown the highest level of public satisfaction of all unitary authorities.

Major issues for the Council in the coming months would include:

- negotiations for the Public Service Agreement in May/June, where 12 targets would be set for the Council focussing on developing excellence, addressing weaknesses and increasing opportunity
- preparation for the Comprehensive Performance Assessment to be conducted by an inspection team visit in July. The Council was in the third tranche of assessments in this national initiative. The inspection would judge the Council against criteria to determine whether it would be described as 'high performing', 'striving', 'coasting' or 'poor performing'. The outcome would be critical to the future inspection regime for the Council's services.

The Leader responded to Members' questions on his report.

MAYOR

MINUTE 335
DECLARATIONS OF INTEREST OF COUNCILLORS ON SCHOOL GOVERNING BODIES
– 27 MARCH 2002

Councillor	School
Councillor Mrs Ballin	Cranbourne Primary
Councillor Barnard	Garth Hill/Holly Spring Junior
Councillor Beadsley	Birch Hill Primary/Brakenhale
Councillor Bettison	New Scotland Hill Primary/Uplands Primary
Councillor Browne	Birch Hill Primary
Councillor Edger	College Town Junior
Councillor Fawcett	Binfield CE Primary
Councillor Finnie	Crowthorne CE Primary
Councillor Glasson	Meadow Vale Primary
Councillor Miss Haydon	Ascot Heath CE Junior
Councillor Kendall	Cranbourne Primary/Easthampstead Park
Councillor McCormack	Brakenhale
Councillor Mrs Mattick	Whitegrove Primary
Councillor Mills	Ranelagh CE Aided/Harmans Water Primary
Councillor Mrs Pile	Crown Wood Primary
Councillor Mrs Ryder	Sandy Lane Infant/new temporary body for Sandy Lane Primary
Councillor Mrs Shillcock	Easthampstead Park/Kennel Lane Special
Councillor Simonds	St Joseph's RC Primary
Councillor Thompson	Broadmoor Primary/Edgbarrow
Councillor Turrell	Holly Spring Junior
Councillor Wallace	Easthampstead Park
Councillor Ward	The Pines Junior
Councillor Worrall	Owlsmoor Primary

AUTHORISATION OF INDIVIDUAL EXECUTIVE MEMBERS

In accordance with Section 15(4) of the Local Government Act 2000 Members of the Executive are, but subject to the Scheme of Delegation to officers and other provisions set out in Part 3 of the Council's Constitution, allocated responsibility for the following to **the extent that they comprise Executive functions:-**

Corporate & Resources (Councillor Bettison)

1. The Community Plan
2. The Setting of Annual Revenue Capital Budgets and of Council Tax.
3. Financial (including Investment and Insurance) Management.
4. The co-ordination of annual service planning, review and performance monitoring.
5. Overall performance of the Corporate Services Department (Finance, IT, Legal Services, Member and Registration Services and Personnel).
6. Corporate Public Relations Functions.
7. Matters relating to the Local Government Association and Regional Groupings.
8. The development and introduction of Information and Communications Technology and its use.
9. The powers and duties of the Council for the collection of local taxes.
10. The Council's powers under Sections 29 and 38 of the Local Government (Miscellaneous Provisions) Act 1976.
12. The Council's powers under Section 2 of the Local Government Act 2000.
13. Building Maintenance Services.
14. The management of all property and land owned by the Council other than that which is used as operational property for functions which are allocated to another Executive Member.
15. Strategic and planned maintenance of all Council properties other than schools and the Council's housing stock.
16. The internal and external audit arrangements for the Council.
17. The management, maintenance, improvement, development and re-development of Bracknell Town Centre.

Education (Councillor Alan Ward)

1. The Council's functions as Local Education Authority.
2. Overall performance of the Education Department.

Leisure Services (Councillor McCracken)

1. The provision, maintenance and development of leisure services and facilities.
2. The Library Service.
3. The Youth and Community Service.
4. Youth and Community Centres and voluntary managed Community Centres.
5. Management and promotion of rights of way and recreational routes for the Borough.
6. Nature and Heritage Conservation
7. Tourism initiatives and activities.
8. Information and services within the Borough.
9. Overall performance of the Leisure Services Department.

Planning & Transportation (Councillor Mrs Ballin)

1. The functions of the Council under Town & Country Planning legislation.
2. The functions of the Council as Local Highway Authority.
3. The functions of the Council as Streets Authority.
4. The functions of the Council under the Road Traffic Regulation Legislation and in respect of road closures.
5. The functions of the Council relating to Public Rights of Way, cycle routes and pedestrian ways.
6. Road Safety.
7. The parking of vehicles in respect of Council functions and Orders where these relate to the public highway (other than abandoned vehicles and street trading).

8. The functions of the Council under the Transport Act 1985 and making representations and objections in respect of applications under HGV licensing legislation.
9. The functions of the Council under the Building Acts.
10. Performance of the Environment Department relating to those functions which the Executive Member is responsible for.

Public & Environmental Services and Parish Liaison (Councillor Mills)

1. Local Agenda 21.
2. Protection of public health and measures to promote the health of Borough residents.
3. Waste collection, disposal and recycling.
4. Public cleansing including street sweeping, cesspools and private sewers.
5. Air quality and contaminated land.
6. Grounds maintenance, other than countryside maintenance.
7. Environmental standards including:-
 - Food safety and control
 - Control and monitoring of pollution and statutory nuisances
 - Infectious disease and pest control
8. Trading standards including:-
 - Weights and measures
 - Fair trading
 - Trade description
 - Consumer credit and safety
 - Consumer complaints
9. Health and Safety including:-
 - Health, safety and welfare of people at or affected by work
 - Promotion of health education and home safety

10. The provision of, maintenance and management of the Council's central fleet of vehicles and mechanical equipment and plant.
11. Environmental Improvement Schemes
12. Emergency Planning
13. Car Park management and maintenance
14. The Coroners Service, Cemeteries and the Crematorium
15. Bracknell Market
16. Public Conveniences
17. Weighbridges
18. Removal and disposal of abandoned vehicles
19. Any functions under any licensing legislation which are Executive functions and which do not fall within the remit of any other Executive Member.
20. Performance of the Environment Department relating to those functions which the Executive Member is responsible for

Social and Health Care Services & Housing (Councillor Barnard)

1. The Council's functions as a Social Services Authority.
2. The Council's functions as a Housing Authority.
3. Overall performance of the Social Services & Housing Department

Policy Implementation (Councillor Wade)

Responsibility for the implementation of such projects as the Leader of the Council may from time to time designate.

AUTHORISATION OF EXECUTIVE COMMITTEE

In accordance with Section 15(4) of the Local Government Act 2000, a committee of the Executive comprising Councillors Mrs Ballin, Birch and Ward is, subject to the Scheme of Delegation to officers and other provisions set out in Part 3 of the Council's Constitution, allocated responsibility for the following (to the extent that they comprise Executive functions):-

1. To take decisions in relation to Executive functions involving –
 - (i) Allocation of resources within a Council approved rolling programme between £100,000 and £250,000;

- (ii) Authorisation of capital expenditure above estimate not exceeding £50,000;
 - (iii) Writing off debts in excess of £20,000 and not exceeding £50,000;
 - (iv) Approval of terms for the acquisition of land and buildings in excess of £100,000 and not exceeding £500,000;
 - (v) To approve terms for the disposal of land and buildings of less than 0.5 hectares and not exceeding £200,000;
2. To determine any other non-key decision of a routine nature which the Council's Financial, Contracts or other procedure rules specify should not be taken by an individual member of the Executive.

In the event of any Member of the Committee not being able to attend a meeting he/she may by notice given to the Head of Member and Registration Services nominate another Member of the Executive as his/her substitute.

AUTHORISATION OF NON-STATUTORY APPEALS AND GRANT PANEL

In accordance with Section 15(4) of the Local Government Act 2000, a committee of the Executive comprising Councillors Barnard, Birch, McCracken and Ward is, subject to the Scheme of Delegation to officers and other provisions set out in Part 3 of the Council's Constitution, allocated responsibility for the following (to the extent that they comprise Executive functions):-

1. To determine appeals against officer decisions for refusal of:-
- (a) discretionary Education grants
 - (b) home to school transport
 - (c) sale of amenity land
2. To determine applications for grants.

In the event of any Member of the Panel not being able to attend a meeting he/she may by notice given to the Head of Member and Registration Services nominate another Member of the Executive as his/her substitute.

This page is intentionally left blank

**COUNCIL
1 MAY 2002**

**LOCAL GOVERNMENT AND HOUSING ACT 1989: REVIEW OF ALLOCATION OF SEATS AND APPOINTMENTS TO COMMITTEES
(Director of Corporate Services)**

1 INTRODUCTION

1.1 A review of the allocation of committee seats to party groups is conducted each year at the Annual Meeting of the Council, in accordance with the Local Government (Committees and Political Groups) Regulations 1990. On 27 February the Council was informed that Councillors Grayson and Bettison had served notice, under Regulation 9(b) of those Regulations, that Councillor Grayson wished to be treated as a member of the Conservative Group. This change has been reflected in the allocation review set out in this report.

2 RECOMMENDATIONS

2.1 That:

(i) the total number of seats on ordinary Committees appointed by the Council shall be 36 and that such seats shall be allocated to party groups as follows:-

Conservative Group – 28 Labour Group – 8

(ii) Members be appointed to serve on the Standards Committee and on the ordinary Committees in accordance with nominations made by the political groups as set out in the Annexe to the report (to follow).

Name of Committee	Number of Members	Allocation to Groups	Substitute Members
Planning & Highways Committee	20	16 : 4	3 : 3
Employment Committee	8	6 : 2	3 : 3
Licensing & Safety Committee	4	3 : 1	3 : 3
Governor Appointments Committee	4	3 : 1	3 : 3
Total	36	28 : 8	

- (iii) The following formula for the allocation of seats on Sub-Committees to be appointed by Committees be confirmed.

Number of Members	Allocation of Seats
4	3 : 1
8	6 : 2

- (iv) the total number of seats on Select Committees appointed by the Council shall be 40 and that such seats shall be allocated to party groups as follows:-

Conservative Group – 31 Labour Group – 9

- (v) Members be appointed to serve on the following select committees in accordance with nominations made by the political groups as set out in the Annexe to the report.

Name of Committee	Number of Members	Allocation to Groups	Substitute Members
Coordination Select Committee	8	6 or 7: 1 or 2	3 : 3
Select Committee on Corporate & Resource Issues	8	6 or 7: 1 or 2	3 : 3
Select Committee on Economic & Sustainable Development	8	6 or 7 : 1 or 2	3 : 3
Select Committee on Lifelong Learning	8	6 or 7 : 1 or 2	3 : 3
Select Committee on Social Care	8	6 or 7 : 1 or 2	3 : 3
Total	40	31 : 9	

3 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 3.1 Although the allocation of seats to select committees must be politically proportionate these are not ordinary committees and should not be aggregated together with the seats of ordinary committees for the purposes of allocation of seats to party groups by the Council under section 15 (5)(c) of the Local Government and Housing Act 1989.

Borough Finance Officer

- 3.2 There are no financial implications arising from the above recommendations.

Access Implications

- 3.3 Not relevant to this report.

4 SUPPORTING INFORMATION

- 4.1 The Council is required to determine the allocation of seats on ordinary and select committees to political groups for the forthcoming municipal year and to make appointments in accordance with the wishes of the group to which each seat has been allocated. The allocation exercise for the select committees has to be separated from that for the other committees as they are not ordinary committees in the sense of the Local Government and Housing Act 1989 and cannot be aggregated together in the 'basket' of seats.
- 4.2 The Local Government and Housing Act 1989 introduced Regulations in order to ensure that the political balance on Committees reflects the political complexion of the Council. In order to achieve this the Council is required to observe the following principles as far as practicable in making appointments to ordinary Committees ie:
- (a) no Committee should comprise Members drawn from one political group only;
 - (b) the majority of seats on each Committee should be allocated to a political group if the number of members of the group is a majority of the Authority's membership;
 - (c) subject to satisfying (a) and (b) above, the total number of seats allocated to each political group on all ordinary Committees should reflect the political balance of the Council; and
 - (d) subject to (a) – (c) above, the number of seats on each Committee allocated to each political group should reflect the political balance of the Council.
- 4.3 The above four principles apply to all ordinary Committees appointed by the Council and to Sub-Committees appointed by those Committees. The Council has previously agreed that political proportionality rules will not be applied to the Standards Committee.
- 4.4 Following the notice from Councillors Grayson and Bettison in February, the composition of the Council is 31 Conservative (77.5%) and 9 Labour (22.5%). If the Council retains the four ordinary committees provided in the constitution, the following determination should be made.
- (i) That the total number of seats on ordinary committees for the forthcoming municipal year is 36

(ii) That the available seats be allocated to groups as follows:

Conservative Group	28
Labour Group	8

If this determination is agreed then the allocation would be as follows.

Name of Committee	Number of Members	Allocation to Groups
Planning & Highways Committee	20	16 : 4
Employment Committee	8	6 : 2
Licensing & Safety Committee	4	3 : 1
Governor Appointments Committee	4	3 : 1
Total Allocation	36	28 : 8

4.5 This gives a total allocation of 28 seats (77.77%) to the Conservative Group and 8 seats (22.22%) to the Labour Group. In percentage terms this overall allocation is within 0.3% of the respective proportion of seats held by each group on the Council. Overall this represents an acceptable match and would comply with the principles of the Local Government and Housing Act 1989 set out above.

4.6 Committees are also required to observe political proportionality when setting the membership of Sub-Committees. The formula by which this should be done is set out below:

Size of Sub-Committee	Allocation of Seats	Proportion
4	3 : 1	75% : 25%
8	6 : 2	75% : 25%

Seats on Select Committees

4.7 Select Committee seats are to be allocated in accordance with the same rules on proportionality set out above. However the allocation is to be carried out separately from the allocation to ordinary committees. If the Council appoints the five select committees in the constitution, the following determination should be made.

(i) That the total number of seats on select committees for the forthcoming municipal year is 40

(ii) That the available seats be allocated to groups as follows:

Conservative Group	31
Labour Group	9

If this determination is agreed then the allocation would be 6 Conservative: 2 Labour members on four of the select committees and 7 Conservative: 1 Labour on one select committee, as follows.

Name of Committee	Number of Members	Allocation to Groups
Co-ordination Select Committee	8	6 or 7 : 1 or 2
Select Committee on Corporate & Resource Issues	8	6 or 7 : 1 or 2
Select Committee on Economic & Sustainable Development	8	6 or 7 : 1 or 2
Select Committee on Lifelong Learning	8#	6 or 7 : 1 or 2
Select Committee on Social Care	8	6 or 7 : 1 or 2
Total Allocation	40	31 : 9

does not include the 2 voting representatives nominated by Oxford and Portsmouth Diocesan Councils and the 2 voting Parent Governor Representatives. If the Council determines that this Committee will be 6:2 then one further 'balancing' member of the Conservative Group can be added to maintain an overall majority.

4.8 Because the total number of seats on select committees is equal to the total number of seats on the Council as a whole it is possible to allocate seats to the party groups in direct proportion. The Council will need to determine on which select committee the Labour Group shall be allocated one seat rather than two.

Background Papers

None – Published Works only

Contact for further information

Peter Driver– 01344 352260
peter.driver@bracknell-forest.gov.uk

Doc. Ref

Allocation of Seats 1-5-02

This page is intentionally left blank

Agenda Item 11

(ITEM 11)

BRACKNELL FOREST BOROUGH COUNCIL APPOINTMENTS TO EXTERNAL ORGANISATIONS FOR 2002/2003

	BODY	REPRESENTATION REQUIREMENTS	NOMINATIONS
1.	Age Concern Berkshire	1 Representative - as Observer	
2.	Association of Councils of the Thames Valley Region	2 Representatives 2 Standing Deputies 2 Observers	
3.	Association of Councils of the Thames Valley Region: European Group	1 Representative 1 Substitute	
4.	Berkshire Archaeological Trust Limited	1 Representative	
5.	Berkshire Association of Young People	1 Representative	
6.	Berkshire Central and West Community Legal Service Partnership	1 Representative	
7.	Berkshire Community Foundation	1 Representative	
8.	Berkshire Pension Fund Advisory Panel	1 Representative	
9.	Berkshire Valuation Tribunal	3 Representatives	Councillor Mrs Hayes <i>(Term of office expires 31 March 2004)</i> Councillor Mrs Mattick <i>(Term of office expires 31 March 2004)</i> Councillor Mrs Ryder <i>(Term of office expires 31 March 2004)</i>
10.	Berkshire Young Musicians' Trust	1 Trustee	
11.	Binfield Badger Group - Management Committee	1 Representative	
12.	Binfield School Joint Management Project	2 Representatives	

	BODY	REPRESENTATION REQUIREMENTS	NOMINATIONS
13.	Birch Hill Community Association – Management Committee	1 Representative	
14.	Blackwater Valley Network - Members Steering Group	3 Representatives 1 Reserve	
15.	Blackwater Valley Recreation & Countryside Management Service Steering Group	2 Representatives 1 Reserve	
16.	Bracknell Age Concern	1 Representative	
17.	Bracknell & District Victim Support Scheme	1 Representative	
18.	Bracknell & Wokingham College Corporation	1 Co-opted Member	
19.	Bracknell Citizens Advice Bureau	1 Representative	
20.	Bracknell Council for Voluntary Service	1 Representative	
21.	Bracknell Forest, Wokingham and Reading Joint Waste Disposal Board	2 Representatives	
22.	Bracknell Job Support Centre Management Committee	2 Representatives	
23.	Bracknell Tea House Association	1 Representative	
24.	Bracknell Town Council Environment & Safety Committee	1 Representative	
25.	Bracknell Twinning Association	1 Representative	
26.	Bracknell Volunteer Centre	1 Representative	
27.	Bullbrook Community Association	1 Representative	
28.	Community Council for Berkshire	1 Representative	

	BODY	REPRESENTATION REQUIREMENTS	NOMINATIONS
29.	Crown Wood Community Association	1 Representative	
30.	Crowthorne Initiative Group	1 Representative	
31.	East Berkshire Adoption Panel	1 Representative	
32.	East Berkshire Community Health Council	4 Representatives	Councillor Barnard <i>(Term of office expires 31 August 2002)</i> Councillor Miss Haydon <i>(Term of office expires 31 August 2002)</i> Councillor Mrs Ryder <i>(Term of office expires 31 August 2004)</i> Councillor Thompson <i>(Term of office expires 31 August 2003)</i>
33.	Eastern Wessex Territorial Auxiliary and Volunteer Reserve Association	1 Representative	
34.	Easthampstead & Wildridings Community Association	1 Representative	
35.	Easthampstead Parochial Charities, Easthampstead	2 Representatives	
36.	Environmental Trust for Berkshire	1 Representative	
37.	Farley Wood Community Association	1 Representative	
38.	Forestline	1 Representative	
39.	Forest Park Community Association	1 Representative	
40.	Great Hollands Community Association	1 Representative	
41.	Hanworth Community Association	1 Representative	
42.	Harmans Water Community Association	1 Representative	

	BODY	REPRESENTATION REQUIREMENTS	NOMINATIONS
43.	Heathrow Airport Consultative Committee	1 Representative: 1 Deputy:	
44.	Homestart – Bracknell Forest	1 Representative	
45.	Joint Strategic Planning Committee	2 Representatives	
46.	Keep Mobile	1 Representative	
47.	Local Government Against Poverty	1 Representative	
48.	Local Government Association	3 Representatives 1 Observer	
49.	Local Government Association New Towns Committee	1 Representative 1 Reserve	
50.	Local Government Association Rural Commission	1 Representative	
51.	Local Government Information Unit Management Committee	1 Representative 1 Reserve	
52.	Martins Heron and the Warren Community Association	1 Representative	
53.	MIND Day Centre Executive Committee	1 Representative	
54.	National Housing & Town Planning Council Southern Regional Executive	1 Representative 1 Reserve	
55.	New Owlsmoor Community Centre	1 Representative	
56.	North Ascot Community Association	1 Representative	
57.	Parents and Children Together	1 Representative	
58.	Priestwood Community Association	1 Representative	

	BODY	REPRESENTATION REQUIREMENTS	NOMINATIONS
59.	Reading Post Office Advisory Committee	<i>(The Council nominates rather than appoints representatives. In addition, representatives appointed in previous years continue to serve until such time as they are no longer required.)</i>	
60.	Relate	1 Representative	
61.	Rhos-y-Gwaliau Trust	1 Representative	
62.	Royal Berkshire Fire Authority	3 Representatives	
63.	Royal British Legion (Bracknell Branch) (Service and Welfare Committee)	1 Representative	
64.	Sandhurst Day Centre Association	1 Representative	
65.	South East Employers	2 Representatives 2 Reserves	
66.	South Eastern Museums Service	1 Representative 1 Observer	
67.	South East England Regional Assembly	1 Representative 1 Reserve	
68.	South East Regional Association for the Deaf	1 Representative	
69.	Southern Arts	2 Representatives	
70.	South Hill Park Trust Board	4 Representatives	
71.	South Hill Park Trust Limited (The Company)	1 Representative	
72.	Standing Conference for Archives	1 Representative	
73.	Thames Forest Area Community and Police Consultative Group	1 Representative 1 Standing Deputy	
74.	Thames Valley Economic Partnership Advisory Board	1 Representative	

	BODY	REPRESENTATION REQUIREMENTS	NOMINATIONS
75.	Thames Valley Police Authority Joint Committee	1 Representative	
76.	Thames Valley Police Authority	<i>(The appointment of local authority representatives to the Thames Valley Police Authority is the responsibility of the Thames Valley Police Authority Joint Committee)</i>	
77.	University of Reading - Court and Council	1 Representative (until July 2002)	
78.	Warfield Parochial Charities - Trustees	2 Representatives	

**COUNCIL
1 MAY 2002**

EXECUTIVE REPORT

Since the last report to the Council on 27 March the Executive have met collectively on one occasion to take Executive decisions. The most significant of these are brought to the attention of the Council in this report.

COMMUNITY PLAN FOR BRACKNELL FOREST 2002-2005

All Local Authorities are now required to prepare a Community Strategy for promoting or improving the economic, social and environmental well being of the area and contributing to the achievement of sustainable development in the UK. The Strategy is to be contained in a Community Plan drawn up in partnership with other providers, local businesses and communities. Statutory guidance has been issued by the DTLR which identifies the objectives and components of the Strategy and the principles on which it should be based. Locally extensive consultation has taken place with a range of agencies and the public and a wide selection of attendees participated in a conference entitled "Thinking for Tomorrow" held in February 2002 at K2. That conference produced the ambitions codified in our draft plan.

The first draft of our Community Plan has now been published for consultation with the public and other agencies throughout the summer. Select Committees will have an important role in the consultation and each will be given the opportunity to comment on the plan. We are planning further consultation with the Bracknell Chamber of Commerce, the core groups of partners and business groups. The Executive will bring back the final version of the Community Plan in due course for adoption by the Council.

POLICY AND PERFORMANCE PLAN 2002/03

All Councils are required to publish a Best Value Performance Plan each year. A first draft of this plan for 2002/03 has now been published within the Council's draft Policy and Performance Plan. The plan will now be considered by the Co-ordination Select Committee as a consultation draft before being brought back to the Council for adoption. When completed the plan will be compliant with statutory guidance issued by the DTLR.

In this connection the Council will wish to note that there is no longer a requirement for all Council services to be subject to a fundamental review over a five year period. The legal requirement to review functions does however remain and this change should enable Authorities to focus on national and local priorities and areas of weakness and opportunity identified in the new comprehensive Performance Assessment.

The plan represents a challenging, but achievable programme of work for the coming years setting out clearly the objectives for each Department and the performance targets we aim to meet.

LIFE IS FOR LIVING

The Executive has now published the first ever Cultural Strategy for the Borough of Bracknell Forest. This has been prepared in partnership and consultation with Borough

Council Officers and Members, Town and Parish Councils, the private and voluntary sector and other strategic partners such as the local Police, Primary Care Trust and regional agencies. The Strategy is a wide ranging document reflecting the following definition of culture adopted locally for the purposes of the strategy:

Culture in Bracknell Forest is the combination of pursuits, beliefs and knowledge which defines who we are and what we do.

The Strategy identifies the following four strategic priorities:

- Improve the sense of belonging and community spirit
- Enhance town centres throughout the Borough
- Undertake more outreach and community development work
- Continue to support the range of high quality facilities and services and improvement them where necessary

These strategic priorities are supported by action plans. Overall the aim has been to promote a cross-cutting, multi-agency approach which will construct initiatives reflecting the priorities of individual communities and the Borough as a whole. There will be a balance between deliverable actions, plans and the development of processes which would further develop cultural activity and partnership within Bracknell Forest over a period of time.

BRACKNELL FOREST VOLUNTARY SECTOR COMPACT

The Council will be aware that the Voluntary Sector Compact, comprising representatives of the voluntary and statutory sectors have been developing a series of Codes of Good Practice to guide voluntary activities in the Borough and relationships with the Council. The Executive have previously approved the first Code of Good Practice which deals with Consultation and Communication and has now approved the second code which deals with Funding. Meanwhile, important new arrangements are being put in place for regular formal liaison meetings between the Voluntary Sector Champion, the Executive Portfolio holder for SS&H, senior officers and reps of the Voluntary Sector. The Executive believe that these will help foster the important partnership working that is essential to the future development of services, particularly to vulnerable people within the Borough.

The Voluntary Sector Champion, Councillor Mrs Ryder, in her role as the current chairman of the Voluntary Sector Compact, is also facilitating two workshops to develop action plans and these take place on 29 and 30 April 2002.

ELGIBILITY AND PRIORITY FOR SERVICES (CHILDREN'S SERVICES)

The Social Services Joint Review recommended that a review of eligibility criteria for children's services should be undertaken which would set out the basic criteria for providing service including assessment and ensure fair access. In furtherance of that review the former Social Services & Housing Committee endorsed draft eligibility criteria which were then distributed to key stakeholders for comment. As a result, some minor amendments were made to the original draft and the criteria were then piloted for a three month period within the Social Services & Housing department. This pilot has now reached its conclusion and some further relatively minor changes have been made. Staff involved in the pilot have reported back favourably and the Executive have now given final approval to the revised criteria. The criteria will be subject to an annual review process and a public information leaflet is currently being drafted.

LOOKING AHEAD

Once again there are important issues to be addressed by the Executive in the coming weeks, some which are described below:

Public Service Agreement

A report was made to the previous meeting on the development of a Local Public Service Agreement. This work is progressing and negotiations covering the twelve targets will take place during May and June 2002. This will lead to a final report to the Executive in June 2002.

Comprehensive Performance Assessment

Again an initial report on the Comprehensive Performance Assessment process was brought to the last meeting of the Council explaining the background to this new scheme. The present timetable is that self-assessment will be undertaken during June 2002 with on-site fieldwork from 15 – 26 July 2002. There will be an initial feedback on 29 July and we can look forward an announcement during December 2002.

Inspection Children's Services and Action Plan

All Members of the Council were invited to a presentation on 18 April 2002 when the Social Services lead inspector introduced his report on the inspection of Children's Services undertaken during October 2001. Overall this was an encouraging report showing considerable improvement since the Social Services Joint Review and the Director and her staff should be congratulated. As ever there is always room for improvement and no room for complacency as we seek to sustain the progress that has been made over the last year. We have established a joint group comprising Councillors Barnard, Bettison and Miss Haydon, Director of Social Services & Housing, Director of Education and Chief Executive or Deputy and other appropriate officers, to review the inspection report and bring forward a draft action plan at our next meeting.

Policy Advisory Groups

The Co-ordination Select Committee has agreed to a request by the Executive to establish two time-limited sub committees to conduct in-depth policy reviews and bring forward recommendations to the Executive. The Groups will focus on Housing Strategy and Unauthorised Traveller Encampments. The approach represents a new way of working for the Council and will involve widespread consultation and evidence gathering outside of the Council chamber. We hope this will open up avenues and opportunities for the Select Committees to respond to their important role in policy development.

Other Items

There are already a number of important topics listed in our Forward Plan for May, June, July & August 2002 and I would urge Members who are not on the Executive to approach the appropriate Executive Member if they require any further information.

This page is intentionally left blank

**COUNCIL
1 MAY 2002**

**OVERVIEW AND SCRUTINY WORK PROGRAMME 2002/03
(Report of the Co-ordination Select Committee)**

- 1.1 This report presents the proposed work programmes for the five select committees for 2002/03. These have been prepared by the individual select committees and adapted following discussion by the Co-ordination Select Committee, and further discussions with Chairmen and lead Directors.
- 1.2 The Co-ordination Select Committee is responsible for the development and maintenance of a robust system of overview and scrutiny which reflects the key activities of:-
- Developing and reviewing policy
 - Holding the Executive to account
- 1.3 The work programme is not intended to be an exhaustive list of issues to be dealt with through the year but it should provide the framework for the major pieces of work planned by each select committee. Additional work may be identified and carried out by select committees subject to time and resource constraints.
- 1.4 The Annexe to this report presents the outline Work Programme for each select committee.

Policy Advisory Groups

- 1.5 In addition to the work programme, the Co-ordination Select Committee has established two time-limited Policy Advisory Groups to conduct in-depth policy investigations and make recommendations to the Executive. The Groups will investigate Housing Strategy and Unauthorised Traveller Encampments. These groups will experiment with new ways of gathering evidence and will provide opportunities to strengthen the policy development role of overview and scrutiny members.

RECOMMENDATION

That the overview and scrutiny work programme for 2002/03 be approved as set out in the Annexe.

Background Papers

Reports to Select Committees March 2002

Contact for further information

Peter Driver (01344) 352260

peter.driver@bracknell-forest.gov.uk

Doc. Ref

Work Programme 2002/03

This page is intentionally left blank

**SELECT COMMITTEE ON CORPORATE & RESOURCE ISSUES
WORK PROGRAMME 2002/03**

	M	J	J	A	S	O	N	D	J	F	M	A
BUDGET & POLICY FRAMEWORK ITEMS												
Budget 2003/04 -									■			
BEST VALUE REVIEWS												
Finance BVR – Action Plan	■											
Personnel BVR – Issues Papers		■	■									
Personnel BVR – Interim Report					■							
Personnel BVR – Draft Final Report and Action Plan						■	■					
Building Asset Management – BVR scoping						■						
Building Asset Management BVR – Interim Report										■		
Building Asset Management BVR – Draft Final Report and Action Plan												
POLICY DEVELOPMENT MATTERS												
e-gov@local: towards a national strategy for local e-government – a consultation paper	■											
OTHER TOPICS												
Budget & Policy Framework Consultation processes					■	■						
Electoral Arrangements					■							
Internal Audit Assurance Report	■						■					
Auditor's Management Letter 2002								■				

2003/04

**SELECT COMMITTEE ON ECONOMIC & SUSTAINABLE DEVELOPMENT
WORK PROGRAMME 2002/03**

	M	J	J	A	S	O	N	D	J	F	M	A
BUDGET & POLICY FRAMEWORK ITEMS												
Community Safety Strategy – 1 st Year Review												
Annual Progress Report on Local Transport Plan												
Budget 2003/04												
Policy and Performance Plan 2002-2003												
BEST VALUE REVIEWS												
Street Scene Best Value Review - Scoping												
Street Scene Best Value Review – Interim Report												
Street Scene Best Value Review – Draft Final Report and Action Plan												
Cemetery & Crematorium Best Value Review – Scoping												
Cemetery & Crematorium Best Value Review – Interim Report												
Cemetery & Crematorium Best Value Review - Draft Final Report and Action Plan												
POLICY DEVELOPMENT MATTERS												
Food Law Enforcement Plan – Mid Year Review												
Local Agenda 21 Strategy												
OTHER TOPICS												
Waste Management												
Planning Control Review: Member Involvement and Delegations												
Planning Policy Guidance Note 3												

2003/04
2003/04

**SELECT COMMITTEE ON LIFELONG LEARNING
WORK PROGRAMME 2002/03**

	M	J	J	A	S	O	N	D	J	F	M	A
BUDGET & POLICY FRAMEWORK ITEMS												
Budget 2003/04												
Education Development Plan												
Adult Learning Plan												
Behaviour Support Plan / Pupil Referral Service												
Green Paper, 14-19, Extending opportunities, raising standards		or		and								
Annual Library Plan												
BEST VALUE REVIEWS												
Lifelong Learning BVR - scoping												
Lifelong Learning BVR – interim report												
Lifelong Learning BVR – draft Final report and Action Plan												
POLICY DEVELOPMENT MATTERS												
Use and Spread of Community Centres	TBA											
Council Charging Policy (Leisure Services)												
OTHER TOPICS												
Proposed not-for-profit Leisure Trust		or										
Heritage Strategy												

2003/04

**SELECT COMMITTEE ON SOCIAL CARE
WORK PROGRAMME 2002/03**

	M	J	J	A	S	O	N	D	J	F	M	A
BUDGET & POLICY FRAMEWORK ITEMS												
Revenue & Capital Budget (incl) HRA												
Youth Justice Plan												
BEST VALUE REVIEWS (some of these will be dealt with under the theme of vulnerability)												
Adults with Physical and Sensory Disabilities BVR												
Services to people with a learning disability BVR – scoping												
Services to vulnerable Children and Young People BVR – scoping												
Services to Older people BVR– scoping												
POLICY DEVELOPMENT MATTERS												
Supporting People												
Mental health Strategy												
OTHER TOPICS/THEMES												
1. VULNERABILITY												
Children's Services & Young People												
Implementing Valuing People – Learning Disabilities												
Adult Services												

Commissioning Strategy													
Integration with PCT – Older People													
Nursing and Residential Care													
2.HOUSING ISSUES													
3..PERFORMANCE & QUALITY (some issues will be dealt with under the theme of vulnerability but other specific issues will be considered here))													
Quality of Meals on Wheels for the House Bound													
Review no of complaints													
Shortage of Occupational Therapists													
4. ISSUES TO BE LOOKED AT UNDER EACH THEME													
Cross-cutting issues e.g. visits to other authorities, key workers, carers, crime and disorder													
Refer to Joint Review and investigate appropriate items													
How future surveys/consultation is conducted													
Benefits													
Gain comparative information to assess performance													
Training e.g. with Health													

**CO-ORDINATION SELECT COMMITTEE
WORK PROGRAMME 2002/03**

	M	J	J	A	S	O	N	D	J	F	M	A
BUDGET & POLICY FRAMEWORK ITEMS												
Policy & Performance Plan 2002/03	■											
Community Plan												
POLICY DEVELOPMENT MATTERS												
Review Pilot Policy Advisory Groups		■			■							
OTHER TOPICS												
Review of Select Committee Operations		■			■		■	■			■	
O&S Work Programme 2003/04											■	

SCHEDULE OF MEETINGS 2002-2003

	Day	Start Time	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
COUNCIL	Wed	7.30	1 & 29	26	24		25	30		4		5 & 27 (Thu)	26	24 (Thu)	21
Planning & Highways Committee	Thu	7.30	9	13	11	8	5	3	7	5	16	13	13	16 (Wed)	22
Licensing & Safety Committee	Thu	7.30			4		26				21 (Tue)			3	
Employment Committee	Wed	7.30			10			16			22			2	
Education Employment Sub	Tue	5.30			23			22				11		8	
Teachers' Joint Consultative	Tue	4.30		25			24						25		
Local Joint Committee	Mon	4.00		24			30				6		17		
Health and Safety Panel	Tue	3.30		18			10			10			4		
Education Governor Appointments Committee	Mon	8.30 am	20						11			17			
Access Advisory Panel	Wed	7.30		19				2			15			9	
Executive Briefing (closed)	Tue	5.00	7	5 (Wed)	1 (Mon)	27		1	5	3	7	4, 25		1	
EXECUTIVE	Tue	5.00	21	18	16		10	15	19	17	21	18	11	10 (Thu)	
Appeals & Grants Panel	Mon	8 am	13		1		16		4		20		3	7	
School Performance Advisory Panel	various	5.00	22 (Wed)		17 (Wed)		30 (Mon)		26 (Tue)		30 (Thu)		31 (Mon)		
Co-ordination Select Committee	Wed	7.30	15	19			17 (Tue)		13	11			5		
Corporate and Resources Select Committee	Wed	7.30	22		17		18		20		29		19		
Economic and Sustainable Development Select Committee	Thu	7.30	23	27			19		28		30		27		
Lifelong Learning Select Committee	Tue	7.30	28		9		24		12		28		18		
Social Care Select Committee	Thu	7.30	30		18		4 (Wed)		14		23		20		
BOROUGH/PARISH ELECTIONS	Thu														1

Council Meetings – approximately every month

Meetings of the Executive – once per month, except August

Select Committees – six times per annum as required by the Constitution, with additional meetings scheduled as required.

Planning & Highways Committee – approximately every four weeks

Governor Appointments Committee/Teachers Joint Consultative Committee – once per school term

Others – four times per annum on a quarterly basis, although some panels will meet more often.

This page is intentionally left blank

MEETINGS OF ALL COMMITTEES WEDNESDAY 1 MAY 2002

The Council Chamber, Easthampstead House, Bracknell
Commencing at 8.30PM or on the rising of the Council, if later

CO-ORDINATION SELECT COMMITTEE

- 1 ELECTION OF CHAIRMAN
- 2 APPOINTMENT OF VICE CHAIRMAN
- 3 APPOINTMENT OF CURRENT POLICY ADVISORY GROUPS
 - (i) Policy Advisory Group on Housing Strategy – 8 Councillors (6:2)

Councillors Edger, Flood, Glasson, Harrison (C), Mrs Mattick, Mrs Shillcock, Simonds and Turell (VC)
 - (ii) Policy Advisory Group on Unauthorised Traveller Encampments – 8 Councillors (6:2)

Councillors Adams, Browne, Egan (VC), Jones, Mrs Ryder, Sargeant, Wallace (C) and Worrall

SELECT COMMITTEE ON CORPORATE & RESOURCE ISSUES

- 1 ELECTION OF CHAIRMAN
- 2 APPOINTMENT OF VICE CHAIRMAN

SELECT COMMITTEE ON ECONOMIC & SUSTAINABLE DEVELOPMENT

- 1 ELECTION OF CHAIRMAN
- 2 APPOINTMENT OF VICE CHAIRMAN

SELECT COMMITTEE ON LIFELONG LEARNING

- 1 ELECTION OF CHAIRMAN
- 2 APPOINTMENT OF VICE CHAIRMAN

SELECT COMMITTEE ON SOCIAL CARE

- 3 ELECTION OF CHAIRMAN
- 4 APPOINTMENT OF VICE CHAIRMAN

PLANNING AND HIGHWAYS COMMITTEE

- 1 ELECTION OF CHAIRMAN
- 2 APPOINTMENT OF VICE CHAIRMAN

EDUCATION GOVERNOR APPOINTMENTS COMMITTEE

- 1 ELECTION OF CHAIRMAN
- 2 APPOINTMENT OF VICE CHAIRMAN

LICENSING AND SAFETY COMMITTEE

- 1 ELECTION OF CHAIRMAN
- 2 APPOINTMENT OF VICE CHAIRMAN

EMPLOYMENT COMMITTEE

- 1 ELECTION OF CHAIRMAN
- 2 APPOINTMENT OF VICE CHAIRMAN
- 3 APPOINTMENT OF SUB AND ADVISORY GROUPS

(i) Education Employment Sub Committee

4 Councillors (3:1)

One nominated Member of the Executive, non-voting:

Staff representatives – to be confirmed

6 Substitute Members: (3:3)

(ii) Teachers' Joint Consultative Committee

Employer's side: 4 Councillors (3:1)

Staff representatives – to be confirmed

(iii) Local Joint Committee

4 Councillors (3:1)

2 Reserve Members: (1:1)

(iv) Personnel Appeals Panel

4 Councillors: (3:1)