



Council
Tuesday 13 May 1997, 7.30 pm

AGENDA

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1. **Election of Mayor**
2. **Vote of Thanks to Retiring Mayor and Mayoress**
3. **Appointment of Deputy Mayor**
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6. **Mayor's Announcements**
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8. **Unitary 1998**
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15. **Seminars for Members**

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BRACKNELL FOREST BOROUGH COUNCIL

LIST OF ELECTION RESULTS

1 MAY 1997

* - **Elected**
C - **Conservative**
L - **Labour**

WARD	CANDIDATE	NO. OF VOTES
Binfield	Bennett, Kenneth Charles	363
	Glasson, Edwin Lloyd	877
	Harrison, John Bruce	1996 * C
	Mills, Terry	2059 * C
	Taylor, Geoffrey Howard	281
	Woodrow, Robert Martin	915
	Yoxall, Bernard Walter	721
Bullbrook	Barker, Stephen Hedley	770
	Barnard, Gareth Michael	1223 * C
	Boyd, Lesley Marion	807
	Draper, Robert Edward	1214
	Egan, James Michael Barry	1225 * C
	Hall, Carole Ann	204
	Hall, Peter John	166
	Hanson, Ronald Henry	690
	Jones, Adrienne Susie	1135
	Ryan, Patrick Joseph	1267 * L
	Salter, Michael John	1144
	Tompkins, Neil Albert	170
Garth	Brown, Beatrice Helen	683
	Good, Dennis Reuben	1027 * L
	Maxwell, Robert David	269
	Oxenbury, Jean	64
	Ryder, Jacqueline Doris	786
	Taylor, Steven Paul	999 * L
	Tompkins, Janette Mary	97
Great Hollands South	Adams, Michael John	1063 * L
	Angell, Janice Ann	948
	Angell, Robert	991 * C
	King, Stephen William	975
	Shepherd, John Alexander	399
Great Hollands North	Edmeades, Marilyn Denise	910
	Jones, Langdon Richard	1160 * L
	Martin, Polly	452
	Nicholls, Betty Anne	961
	Shillcock, Jeananne Margaret	1168 * L

Hanworth	Bayle, George William	1953 * L
	Browne, Alan Sydney	1581
	Henfrey, Diana Simone Olivia	1524
	Keene, Janet Hazel	1869 * L
	Le-Patourel, Geoffrey Noel	816
	Wallace, Martin William	1585
	Wheaton, Tom	1853 * L
Harmans Water	Cocks, Alan Edward	847
	Onions, William James Ernest	2033 * L
	Pile, Shelagh Rosemary	1801 * C
	Simmonds, Deborah Rose	461
	Simmonds, Kevin Anthony Phillip	367
	Simmonds, Stanley Charles	1667
	Sutcliffe, Jean Amy	1721 * C
	Vertigen, Graham Edward Stuart	1584
Old Bracknell	Wood, Alexander John	1607
	Ashcroft, Elizabeth Regina Mary	1055
	Beadsley, Michael John	1368 * L
	Hirst, Barbara Mary	1309 * L
	Lewis, John	174
	Lewis, Roderick Alan	170
	Mattick, Isabel Margaret	1034
	Metcalfe, Nicola	169
	Roffey, John Edward	520
	Turrell, Christopher Richard Martin	950
Priestwood	Veakins, Donald Anthony	1196 * L
	Ackary, Raymond Frederick	279
	Clifford, Juliet Mary	930 * L
	Fawcett, David John	798 * L
	Lewin, Veronica Carol	544
	Oxenbury, John Joseph	98
	Southgate, Stanley James	228
	Thomson, Arthur George	469
	Tompkins, John William	136
Wildridings	Brooks, Simon Peter	52
	Gallagher, Laurence Gerard John	253
	Grayson, Philip	754 * L
	McCormack, Austin John	821 * L
	Tompkins, Jonathan Paul	82
	Wreglesworth, Margaret Rose	612
	Wreglesworth, Noel William	553
Crowthorne	Bailey, Roy John	712
	Finnie, James George	1461 * C
	Maxwell, David James	890
	Pope, Stephen	949
	Sandiford, Daphne Elizabeth	647
	Sexton, Christopher Robin	908
	Thompson, John Clifton	1172 * C
	Trevis, Sylvia Maria	588
	Wade, Robert Hugh	1228 * C

Little Sandhurst	Bettison, Paul David	1291 * C
	Birch, Dale Philip	1220 * C
	Gurran, Susan Dorothy	415
	Score, John Richard	618
	Taylor, Nicholas Beresford	574
	Urquhart, Clive	439
Central Sandhurst	Darke, Peter John Woodburn	97
	Earwicker, Raymond William	608
	Geary, Edward	286
	Nicholson, John Mark	596
	North, Peter Laurie	1368 * C
	Ryan, Jillian Irene	348
	Ward, Alan Frederick	1245 * C
College Town	Blatchford, Andrew Duncan	1219 * C
	Neighbour, David Alan	982
	Plested, Ian	397
	Simonds, Raymond	1142 * C
	Sullivan, Veronica Anne	993
	Tidd, Alexandra Denise	381
Owlsmoor	Annette, Andrew Douglas	551
	Hodge, Reginald Peter John	948
	Worrall, David James	1480 * C
Warfield	Brown, Patricia Eira	986
	Sargeant, Edward Michael	2572 * C
	Towle, Martyn Jon	744
Ascot	Doyle, Hilary	2928 * C
	Farrelly, Frances Sophia	1433
	Harding, John James	1295
	Harradine, Anthony Francis	1343
	Haydon, Anne Kay	2955 * C
	Hayes, Dorothy Andrea Susan	2893 * C
	Norman, Lucy Mary	1376
	Simmonds, Susan Jane	1358
	Wright, John Kenneth	1206
Cranbourne	Ballin, Mary Patricia	503 * C
	House, Anthony Malcolm	246
St Mary's	Draper, Carol Ann	151
	Flood, Robert Anthony	962 * C
	Holburn, Muriel Evelyn	252

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Appendix D
As referred to in
Minute 10

REPRESENTATIVES ON OUTSIDE BODIES 1997/98

	Body	No. of Reps	Period of Office	Representative (s) 1997/98
1.	LGA Rural Commission	1 + BPO	1 year	Councillor Mrs Doyle
2.	Association of Councils of the Thames Valley Region	Nominated Deputy Observer	1 year	Cllrs Ward/Bettison/Ballin
3.	Berkshire Archaeological Trust Limited	1	1 year	Cllr Mrs Hayes
4.	Binfield Badger Group - Management Committee	1	1 year	Mr L Blake
5.	Binfield School Joint Management Project	2	1 year	Councillor Harrison Councillor Mills
6.	Birch Hill Community Association - Management Committee	1	1 year	Councillor Bayle
7.	Blackwater Valley Project - Steering Group	2 + 1 reserve	1 year	Councillor North Councillor Blatchford (Councillor Simonds)
8.	Bracknell Age Concern	1	1 year	Councillor Mrs Sutcliffe
9.	Bracknell Area Community Police Consultative Group	1 + 1 reserve	1 year	Councillor Mrs Hayes (Councillor Harrison)
10.	Bracknell Citizens Advice Bureau	1	1 year	Mr M Wallace
11.	Bracknell Council for Voluntary Service	1 + 1 Officer	1 year	Councillor Ward
12.	Bracknell Forest Borough Liaison Committee	3 + 3 reserves	1 year	Councillor Good Councillor North Councillor Egan (Councillors Simonds, Barnard, Taylor)
13.	Bracknell Forest Neighbourhood Mediation Service	1	1 year	Councillor Clifford
14.	Bracknell Job Support Centre (Management Committee)	1	1 year	Councillor Blatchford
15.	Bracknell & District Victim Support Scheme	1	1 year	Councillor Jones
16.	Bracknell & Wokingham Business Centre	1	1 year	Mr M Wallace
17.	Bracknell (Town Council) Environment & Safety Committee	1	1 year	Councillor Bayle

18.	Bracknell Twinning Association	1	1 year	Councillor Bayle
19.	Bracknell Volunteer Centre	1	1 year	Mrs I Mattick
20.	Bullbrook Community Association	1	1 year	Councillor G Barnard
21.	Central Berkshire Transportation Study Steering Committee	2	1 year	Councillor Flood Councillor Mrs Doyle
22.	College Hall Management Committee	1 + 1 Officer	1 year	Councillor Angell Borough Housing Officer
23.	Community Council for Berkshire	1	1 year	Mayor
24.	Community Forum - Great Hollands/Birch Hill/Hanworth	3	1 year	To be determined by Strategy and Policy Committee
25.	Consultative Committee for Museums in Berkshire	2 + 1 reserve	1 year	Councillor Barnard Councillor Mrs Hayes (Cllr Egan)
26.	Countryside Steering Group	1	1 year	Councillor North
27.	Coopers Hill Youth & Community Centre	1	4 years	Mr H McCartan (31.8.98)
28.	Crime Prevention Panel	1	1 year	Councillor Mrs Pile
29.	Crime Reduction Steering Group	1	1 year	Councillor Mrs Sutcliffe
30.	Crown Wood Community Assoc.	1	1 year	Councillor Mrs Pile
31.	District Youth and Community Committee	2	4 years	Mr Bouchard & Mr Mosses (to 31.12.98)
32.	East Berkshire Community Health Council	3	4 years	Councillor Mrs Hirst (to 31.8.89) Councillor Veakins (to 31.8.98) Councillor Mrs Doyle (to 31.8.2000)
33.	Easthampstead & Wildridings Community Assoc.	1	1 year	Councillor Grayson
34.	Economic Strategy Group	2	1 year	Cllrs Bettison & Finnie
35.	Edgbarrow Youth & Community Centre	1	4 years	Councillor Birch (to 31.8.98)
36.	Emergency Planning Panel	3	1 year	Cllrs Flood, Mrs Pile & Barnard
37.	Farley Wood Community Association	1	1 year	Councillor Mills
38.	Forest Park Community Association	1	1 year	Councillor Mrs Doyle
39.	Forest Park Infrastructure Fund Administrators	2	1 year	Councillor Mrs Doyle & Councillor Mrs Hayes

40.	Great Hollands Community Assoc.	1	1 year	Councillor Adams
41.	Hanworth Community Association Council	1	1 year	Councillor Mrs Keene
42.	Harmans Water Community Assoc.	1	1 year	Councillor Mrs Sutcliffe
43.	Homestart	1	1 year	Councillor Worrall
44.	Inter Authority Action Group	1 + 1 Officer	1 year	Councillor Mrs Ballin Borough Planning Officer
45.	Joint Consultative Committee Health	1 + 1 reserve	3 years	Councillor Veakins (Councillor Onions) (to May 1999)
46.	Leisure Forum	1	1 year	Councillor North
47.	Local Government Association	Nomination Deputy Observer	1 year	Councillor Bettison Councillor Wade Councillor Mrs Ballin
48.	Local Government Information Unit Management Committee	1 + 1 reserve	1 year	Councillor Ward (Cllr Mrs Ballin)
49.	Margaret Wells-Furby Childrens Resources Centre (formally Bracknell Childrens Centre)	1	1 year	Councillor Angell
50.	Martins Heron Community Association	1	1 year	Councillor Mrs Hayes
51.	MIND Day Centre Management Committee	1	1 year	Mr E Thompson
52.	National Housing & Town Planning Council Southern Regional Executive	1 + 1 reserve + 1 Officer	1 year	Councillor Angell Borough Housing Officer (Cllr Worrall)
53.	National Local Government Forum Against Poverty	1	1 year	Councillor Ward
54.	New Towns Committee of the LGA	1 + 1 reserve	1 year	Councillor Ward (Cllr Sargeant)
55.	North Ascot Community Association	1	1 year	Councillor Miss Haydon
56.	North Ascot Youth & Community Centre	1	4 years	Councillor Mrs Hayes (to 31.8.98)
57.	Owlsmoor Community Association	1	1 year	Councillor Worrall
58.	Priestwood Community Association	1	1 year	Councillor Fawcett
59.	Priestwood Youth & Community Centre	1	4 years	Mr R Moses (to 31.8.98)
60.	Public Transport Consultation Group	2 + 1 reserve	1 year	Cllrs Flood, Mrs Ballin (Cllr Mrs Doyle)
61.	Reading Post Office) Advisory Committee)	1 + 1 reserve	1 year	Mr G H Taylor

Telecommunications)
Advisory Committee)

62.	RELATE	1	1 year	Mrs I Mattick
63.	Royal British Legion (Bracknell Branch) (Social Services Committee)	1	1 year	Councillor Sargeant
64.	Sandhurst Day Centre Association	1	1 year	Councillor Ward
65.	Sandhurst Welfare Committee	1	1 year	Councillor Birch
66.	Sandhurst Youth & Community Centre	1	4 years	Mrs D Nicholson (to 31.8.98)
67.	Southern Arts Assoc. (The Company)	1	1 year	Councillor Ward
68.	South East Employer/Southern Provincial Council	1 + 1 reserve	1 year	Councillor Sargeant (Cllr Grayson)
69.	South Hill Park Board	5	1 year	Cllrs Angell, Flood Mrs Hayes, Mr M Wallace & Ward
70.	South Hill Park Trust Limited (The Company)	1	1 year	Councillor Mills
71.	Thames Valley European Forum	1	1 year	Councillor Mrs Ballin
72.	Thames Valley Economic Partnership Advisory Council	1	1 year	Councillor Barnard
73.	Thames Valley Enterprise Local Action Group	1	1 year	Chief Executive
74.	United Charities, Easthampstead	2	4 years	Mr M Beasley and Cllr Finnie (to 1998)
75.	BCC Voluntary Sector Consultative Committee	1	1 year	Councillor Finnie
76.	Warfield Parochial Charities - Trustees	2	4 years	Cllr Sargeant and Mr D Swindells (to 1998)
77.	Windsor Theatre Fund Committee	1 + 1 reserve	1 year	Councillor Finnie (Cllr Wade)

SCHOOL GOVERNING BODIES

Brackenhale
Garth Hill
Edgbarrow
Easthampstead Park

Cllr Mrs Hirst (to 2000)
Mrs M Langton (to 2000)
Mrs C Goddard (to 1999)
Cllr Mrs Keene (to 2000)

Sandhurst
Ranelagh

Mrs A Tidd (to 1999)
Councillor Ward
and Mr Wallace and
Mrs J Edwards (to 1997)

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BRACKNELL FOREST BOROUGH COUNCIL

PART I - SCHEME OF DELEGATION OF POWERS TO COMMITTEES

General

- 1 The Council has delegated responsibility for overseeing the exercise of its various functions to the Committees indicated in this scheme on the following basis:
 - (i) The scheme shall operate within the terms of Section 101 of the Local Government Act 1972.
 - (ii) Committees may arrange for their service planning and other responsibilities to be undertaken by Sub Committees or by Officers within the terms of Section 101 of the Local Government Act 1972. Any proposal for functions of the Council to be undertaken by any other means shall be a matter for the Council to determine on advice from the Strategy & Policy Committee.
 - (iii) Committees shall adopt the Council's scheme of core management delegations to all Chief Officers and such other Officer delegations as may be considered appropriate.
 - (iv) All actions taken by Committees or Sub Committees or Officers under delegated powers shall be in accordance with Standing Orders and Financial Regulations and shall accord with any resolution of the Council on matters of policy and principle.

Matters Reserved to the Council

- 2 The following matters shall be reserved to the full Council and shall not be usurped by any Committee except by way of recommendation.
 - (i) Setting the Council Tax.
 - (ii) Review and allocation of seats on Committees.
 - (iii) Reports by designated Statutory Officers submitted in accordance with legislative requirements.
 - (iv) Promotion of local legislation.
 - (v) The Council's Standing Orders, financial regulations, scheme of delegation to committees and scheme for members' allowances.
 - (vi) Overall departmental structure and functions.
 - (vii) Expenditure for the benefit of some or all of the residents of Bracknell Forest and falling to be authorised under Section 137 of the Local Government Act 1972.

Assignment of Functions

- 3 Each Main Service Policy Committee is to be responsible for the strategic management of the Service Functions under all relevant legislation in accordance with the schedule at Annexe A.
(Page)

Terms of Reference for all Service Policy Committees and Strategy & Policy Committee

- 4 The Terms of Reference attached at Annexe B (Page) shall apply for all Service Policy Committees in respect of the functions assigned to those Committees and to the Strategy & Policy Committee in so far as they are applicable. The Strategy & Policy Committee shall have the additional responsibilities set out in Annexe B2 (Page).

Corporate and Liaison Committees and Other Bodies

- 5 In addition to the Main Service Policy Committees and the Strategy and Policy Committee, the Council has agreed to establish and to provide administrative and other support to the bodies listed below with the functions and responsibilities set out in the relevant Annexe.

Access Committee	-	Annexe C (Page)
Bracknell Forest Borough Liaison Committee	-	Annexe D (Page)
Direct Services Board	-	Annexe E (Page)
Audit Performance and Scrutiny Committee	-	Annexe F (Page)

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BRACKNELL FOREST BOROUGH COUNCIL

**ASSIGNMENT OF FUNCTIONS TO SERVICE POLICY COMMITTEES 1997/98
(AS AT MAY 1997 - TO BE REVISED BY FOCUS GROUPS)**

1 EDUCATION TRANSITION COMMITTEE

To plan for the assumption of all responsibilities for education with effect from 1.4.98 including all personnel, budgetary and service delivery implications - excluding education powers assigned to the Leisure Services Committee.

2 SOCIAL SERVICES TRANSITION AND HOUSING COMMITTEE

(a) Social Services

To plan for the assumption of all Social Services for all client groups and carers with effect from 1.4.98, including all personnel, budgetary and service delivery implications.

(b) Housing

To exercise the existing powers, duties and delegations of Housing Committee.

3 LEISURE SERVICES COMMITTEE

To exercise the existing powers, duties and delegations of the Leisure Committee.

To plan for the assumption of all responsibilities for the Youth & Community and Library services including all personnel budgetary and service delivery implications.

4 PUBLIC AND ENVIRONMENTAL SERVICES

To plan for the assumption of all responsibilities for Consumer safety, Fair trading, Food quality, Animal Health & Welfare, Weights and Measures, Consumer Credit, Waste Disposal with effect from 1.4.98 including all personnel, budgetary and service implications.

To exercise the existing powers, duties and delegations of the Environment Committee of the Borough Council except those transferred to the Planning & Transportation Committee.

5 PLANNING AND TRANSPORTATION COMMITTEE

To plan for the assumption of all responsibilities for Strategic Planning, Waste Minerals and Transportation functions with effect from 1 April 1998 including all personnel, budgetary and service implications.

To exercise the existing powers, duties and delegations covering the existing Borough Council functions of the Planning Committee.

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ANNEXE B

ACCESS COMMITTEE

- (1) The Committee shall comprise 5 members of the Council (for whom substitute members may be appointed), one of whom shall be appointed as Chairman by the Council. The Committee shall also include such co-opted representatives of voluntary groups and appropriate government and health bodies concerned with the welfare of the disabled as the Committee might deem appropriate.
- (2) The functions of the Committee shall be:
 - (a) to discuss and liaise on access/disability issues;
 - (b) to consider matters affecting disabled people in Bracknell; and
 - (c) to examine the services provided by Council and consider ways in which the quality and efficiency of such services may be improved to the benefit of disabled people in Bracknell.
- (3) Reasonable travelling expenses to and from meetings for those representatives of voluntary bodies/disability groups who would otherwise not be able to attend the meetings shall be met by the Council at the discretion of the Access and Mobility Officer.
- (4) The proceedings of the Access Committee shall be reported to the Council through the Strategy and Policy Committee.
- (5) The Committee may request the Council's officers to submit a report on any relevant function or service which concerns the Borough. (Subject to resources being available).
- (6) One meeting shall normally be held in each Committee cycle, but the Chairman shall be empowered to call special meetings as considered appropriate.
- (7) The Committee shall be empowered to request the provision of necessary facilities for sensorily impaired people to participate in meetings and the work of the Committee.

ANNEXE C

BRACKNELL FOREST BOROUGH LIAISON COMMITTEE

- (1) The Committee shall be known as the “Bracknell Forest Borough Liaison Committee”
- (2) The Committee shall consist of two member representatives each of every parish or town Council within the Borough and the Borough Council. Substitute members may be appointed. The representatives may be accompanied by officers of the representative authorities, who shall be entitled to speak, but not to vote. Officers of the Borough Council, representatives of local public transport operators and the Thames Valley Police shall be entitled to attend and speak, but not to vote.
- (3) The function of the Committee is to discuss any matter relative to the well-being of the residents of, or visitors to, all or any part of the Borough, and to make appropriate reports or recommendations to any constituent authority or any other organisation.
- (4) The Committee may request any constituent authority, or a local public transport operator, to submit a report on any relevant function or service which concerns all or any part of the Borough.
- (5) The Chair and Vice-Chair shall be elected annually. The secretary shall be the Borough Administrator of the Borough Council (or his representative), to whom agenda items should normally be submitted at least 14 days before a meeting.
- (6) Meetings shall normally be held bi-annually.

ANNEXE D

DIRECT SERVICES BOARD

- (1) To be responsible for setting policy and reviewing performance in respect of the following:-
 - (a) all operational matters arising from the activities defined within the relevant “contract” to the standard specified by the “contract”;
 - (b) financial control of the relevant direct service organisations;
 - (c) subject to the Council’s procedures for dealing with consultation, appeals and grievances, of all staff resources deployed on the relevant work, including the levels of manpower employed;
 - (d) remuneration and conditions of service of employees working within the DSOs;
 - (e) commercial deployment of assets (other than fixed property or land) allocated to the relevant work including purchase/disposal of vehicles, plant and materials;
 - (f) the overall effectiveness of the relevant work on the basis of periodic reports from the contractor managers.
- (2) To develop and keep under review a scheme of officer action in respect of the work designed to achieve prompt and effective action in the commercial operation of the “contract”.
- (3) To prepare and present an annual report and trading accounts and such other statements as may be specified by the Secretary of State to the Borough Council through the Policy & Resources Committee.
- (4) Within any legal constraints, to keep under review the desirability of submitting tenders for other relevant work both within the Borough and elsewhere and to make an appropriate recommendation to the Policy & Resources Committee if a change of policy is envisaged.
- (5) To be responsible for ensuring the preparation and submission of future tenders for the relevant work by the appropriate contract manager.
- (6) The relevant current “contracts” at 1.4.98 are:-
 - property maintenance
 - grounds maintenance
 - leisure management.

ANNEXE E

AUDIT PERFORMANCE AND SCRUTINY COMMITTEE

Outline terms of reference:

- 1 To oversee the internal and external audit arrangements for the Council and the internal service and the appointed external auditor within the overriding requirement to provide an adequate and effective audit service in accordance with Section 151 of the Local Government Act 1972 and the Accounts and Audit Regulations 1996.
- 2 To ensure that such recommendations contained in all audit reports are adequately addressed by service Committees.
- 3 To appoint the officer responsible for provision and management of internal audit in accordance with the Accounts and Audit Regulations 1996.
- 4 To receive reports as necessary from the officer responsible for internal audit, regarding the planning of internal audit work, findings and recommendations contained in internal audit reports and any suspected or reported irregularities concerning all significant irregularities.
- 5 To receive and consider on behalf of the Council the external auditor's management letter concerning the annual audit of the accounts of the Council and to formulate the Council's response to any issues raised following consultation with the appropriate service committees.
- 6 To receive and consider periodic reports from the External Auditor and the Audit Commission concerning the independence and effectiveness of the internal audit function and to make recommendations as appropriate to Strategy & Resources Committee.
- 7 To promote and advise upon the development of:
 - (a) Performance Information, including Citizen's Charter. Performance Indicators.
 - (b) Service guarantees.
 - (c) Quality and Performance Management Systems.
 - (d) Information to inform the budget process.
- 8 To oversee arrangements for the publication of Corporate Performance Information, including Citizen's Charter performance indicators.

- 9 To carry out regular appraisal of the quality of Council services on behalf of its clients, including a biennial survey of opinion.
- 10 To undertake efficiency and value for money service reviews on any service provided by the Council.
- 11 To undertake detailed examinations of the local service providers' work, membership, practice and to promote sound democratic, and accountable processes within them.
- 12 Oversight of complaints system, monitor complaints received and response.
- 13 Specific responsibility for reviewing and enhancing democratic practice and to produce a democracy plan for Council consideration.
- 14 To receive and review performance reports in accordance with the performance measurement policy of the Council.
- 15 To oversee the Council's policy on customer care and the work of the Quality Group.
- 16 To examine through democratic scrutiny the service quality of other bodies providing public services and to liaise with them to achieve the highest possible standards.
- 17 To receive internal and external audit reports and appropriate value for money studies were not considered by other committees.
- 18 To receive reports from the Monitoring Officer and Section 151 Officer.
- 19 To commission quality reports from Council officers.
- 20 To carry out investigations of any subject referred by Strategy & Policy Committee or Service Committees.
- 21 To oversee the work of Central Services and their performance through the corporate framework document.

ANNEXE F

Standard Terms of Reference for all Service Policy Committees and for Strategy and Policy Committee

Primary Responsibilities

- 1 To act on behalf of the Council in all matters relating to the operation or future provision of the services identified in the Council's Scheme for the Assignment of Functions to Committees and to be responsible for the exercise of the functions so assigned within the terms of all relevant legislative requirements and overall Council policy.
- 2 To ensure that effective arrangements are made for the discharge of its functions through officer delegations where appropriate within the Council's overall scheme of delegation.
- 3 To prepare for consideration by the Strategy and Policy Committee, annual estimates of Revenue and Capital Expenditure and to be responsible for the subsequent monitoring of expenditure against budgets and for maintaining the integrity of such budgets following approval by the Council.
- 4 To advise the Council on the development of policy objectives in relation to the services assigned to the Committee, acting through the Strategy and Policy Committee where such policy objectives impact on the activities or interests of other Committees either directly or indirectly or which might result in proposed changes in overall resourcing requirements
- 5 To review on a regular basis the progress towards achievement of the policy objectives approved either by the Committee or by the Council on the recommendation of the Committee.
- 6 To determine Performance Targets and to establish Performance Indicators for all appropriate aspects of the services for which the Committee is responsible and to ensure that regular monitoring of Performance is undertaken.
- 7 To report to the Audit, Performance and Scrutiny Committee on performance and quality plans and outcomes in line with the annual work programme set by Council.
- 8 To play a full part in the development and review of the Council's strategy and in pursuing those strategic responsibilities delegated by the Council.
- 9 To establish an Executive Sub Committee to take urgent decisions on behalf of the main committee and to deal with such other matters as may be specifically identified by the main committee or referred by the appropriate officers, together with such other standing Sub Committees (as may be approved by the Council) with delegated powers to take operational decisions on specified matters falling within the functions assigned to the Committee and which have not been delegated to officers.

- 10 To establish up to four time-limited Focus Groups at any one time to undertake in depth examinations of any aspect of any service for which the Committee is responsible and to prepare recommendations for the Committee's consideration.
- 11 To promote public awareness of the functions for which the Committee is responsible.
- 12 To seek information, views and opinions to inform the work of the Committee from external bodies, interested groups or service users as appropriate.

Other Matters

- 13 In addition to any matters specifically assigned to any committee there shall be delegated subject to any statutory requirement, scheme or order, the following powers:
 - (i) To authorise or institute proceedings on behalf of the Council in any Court in relation to offences committed in respect of any of the matters assigned to the committee;
 - (ii) To authorise any urgent steps to be taken to defend any proceedings instituted against the Council in any Court, including the briefing of Counsel, payment of Moines into Court and the settlement of actions upon such terms as may seem advisable;
 - (iii) To appoint representatives to attend annual conferences so long as provision in estimates is not exceeded.
 - (iv) To approve the terms of the Council's response to any consultation document dealing with any matter falling exclusively within the responsibilities assigned to the Committee.

Contracted Services

- 14 To be responsible for the client role in respect of all contracted services falling within the functions assigned to the Committee, including recommendations to Strategy and Policy Committee on the letting of such contracts.

Secondary responsibilities of Strategy and Policy Committee

- 1 To guide the Council in determining and reviewing its strategy, objectives and priorities having regard to the comprehensive community and economic needs of the Borough.
- 2 To have responsibility for overall policy, strategy performance management **and for ensuring that best value is achieved in all aspects of the Council's services.**
- 3 To guide annual service planning, review and performance monitoring setting direction for corporate policy
- 4 To direct key Council policy initiatives and the assignment of corporate or strategic functions e.g. Agenda 21, community safety, voluntary sector, economic development and Access.
- 5 To ensure that the organisation and performance management processes of the Council effectively contribute to the achievement of the Council's objectives and to make recommendations for change in either committee or departmental structures or the distribution of functions and responsibilities.
- 6 To be responsible for allocating monitoring and controlling the resources of the Council in terms of staffing land and property assets.
- 7 To oversee the development of a comprehensive **annual** plan encouraging partnership and community involvement in all aspects **set out therein including targets for the Council's work for the year.i**
- 8 To advise the Council on new policies changes in policies and recommendations from other committees which may have a significant impact upon the plans or resources of the Council.
- 9 To be responsible for the corporate public relations functions of the Authority including support to outside agencies providing information services.
- 10 To oversee the development of external affairs on behalf of the Council.
- 11 To oversee local government reorganisation arrangements in the shadow period to ensure a smooth transition into Unitary working.
- 12 To oversee the process of budget planning and monitoring and to recommend an appropriate balance of resources between services that reflects corporate priorities.
- 13 To consider the spending proposals of service policy and other committees and to **recommend** a draft budget to the Council.
- 14 To advise the Council generally over internal financial, borrowing and economic policies and to make any necessary funding adjustments..

- 15 To determine the remuneration and conditions of service and to appoint an Interview Panel with powers to appoint the statutory Officers, Chief Officer and Second tier posts.
- 16 To make recommendations to the Council over standing orders, financial regulations scheme of delegation and membership of Committees.
- 17 To consider any proposals for the transfer of Council functions from public to private sectors or vice-versa.
- 18 To deal with matters relating to the Local Government Association and Regional Groupings.

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