



Council
Monday 21 July 1997, 7.30 pm

AGENDA

Page No

1. Apologies for Absence

2. Minutes

To approve as a correct record the minutes of the Annual Meeting of the Council held on 13 May 1997.

7 - 16

3. Mayor's Announcements

4. Minutes and Recommendation of Committees

To receive and consider reports, minutes and recommendation of Committees:

17 - 114

All Standing Committees and Sub Committees - 13 May 1997
Unitary 98 Interview Committee - 14 May 1997
Special Planning & Transportation Committee - 19 May 1997
Special Strategy & Policy Committee - 20 May 1997
Unitary 98 Interview Committee - 22 May 1997
Unitary 98 Interview Committee - 23 May 1997
Unitary 98 Interview Committee - 3 June 1997
Unitary 98 Interview Committee - 10 June 1997
Unitary 98 Interview Committee - 12 June 1997
Unitary 98 Interview Committee - 17 June 1997
Social Services Transition and Housing Committee - 17 June 1997
Unitary 98 Interview Committee - 19 June 1997
Public & Environmental Services Committee - 19 June 1997
Unitary 98 Interview Committee - 24 June 1997
Leisure Services Committee - 24 June 1997
Special Strategy & Policy Committee - 25 June 1997
Education Transition Committee - 3 July 1997
Strategy and Policy Committee - 16 July 1997

5. Questions - Standing Order 9:

- (i) Question to the Chairman of Strategy and Policy Committee (Councillor Bettison) from Councillor Mrs Keene

“Can the Chairman confirm the total value of Special Responsibility Allowance now claimable and the value of Special Responsibility Allowance claimed in the 1996/97 administrative year?”

- (ii) Question to the Chairman of Strategy and Policy Committee (Councillor Bettison) from Councillor Harrison

“What effect will the change in advance corporation tax arrangements for Pension Funds have on the Council (as a unitary authority)?”

- (iii) Question to the Chairman of Strategy and Policy Committee (Councillor Bettison) from Councillor McCormack

“Can the Leader confirm that all the members of the Conservative Group are members of the local Conservative Association?”

- (iv) Question to the Chairman of Planning & Transportation Committee (Councillor Mrs Ballin) from Councillor Jones

“There have been two proposals for development of the Peacock Lane site, one for 1250 housing units and the other for half as many. Could the Chairman inform the Council as to whether the proposed development will be, in terms of numbers, closer to the larger figure?”

- (v) Question to the Chairman of Planning Control Sub Committee (Councillor Mrs Doyle) from Councillor Jones

“In view of the large-scale changes to the infrastructure involved in putting a substantial number of houses on the Peacock Lane site, has the Chairman considered how long the delay is likely to be before the first house is built on the site, and how this is likely to affect our five-year housing supply?”

- (vi) Question to the Chairman of Planning & Transportation Committee (Councillor Mrs Ballin) from Councillor Jones

“In view of the widespread traffic problems caused by the recent closure of Peacock Lane, does the Chairman at this stage have any idea of the possible length of the complete or partial closure of Peacock Lane that would be caused by the infrastructure changes attendant on the Peacock Lane site? Can she say whether this would be closer to a month, six months or a year?”

- (vii) Question to the Chairman of Planning Control Sub Committee (Councillor Mrs Doyle) from Councillor Jones

“This Council is currently engaged in enforcement proceedings and litigation involving sites to the west of Bracknell. There are other related enforcements in different areas (for example, a

recent decision to enforce against the parking of military vehicles on a property in Sandhurst - the reason being that the owner was not allowed by us to retain them in their original site to the west of Bracknell). In all these cases the main issue has been the effect of the sites on the gap between Bracknell and Wokingham. In view of the fact that the Council is now about to promote development within this gap, is this Council prepared to withdraw from all current enforcement actions and appeals involving sites in this area?"

- (viii) Question to the Chairman of Social Services Transition & Housing Committee (Councillor Angell) from Councillor Mrs Shillcock

"(a) Why was the decision to exclude the representative of the Council Tenants Panel from speaking at the Housing Sub Committee not made at Committee level?"

(b) How does this decision reflect those corporate values of openness and listening endorsed by this Council?"

- (ix) Question to Chairman of Strategy & Policy Committee (Councillor Bettison) from Councillor McCormack

"How will the Leader ensure that the Conservative's Manifesto commitment to reduce Council Tax be achieved?"

- (x) Question to the Chairman of Education Transition Committee (Councillor Ward) from Councillor Wheaton

"Why was a letter sent by the Chairman to Heads and Chairman of Governors re teacher representation without consultation with the Committee?"

- (xi) Question to the Chairman of Social Services Transition & Housing Committee (Councillor Angell) from Councillor Bayle

"(a) The previous administration decided the new Unitary Council should start with separate Social Services and Housing Departments/Committees mainly because it was felt common clients did not usually present housing and social services need at the same time. It was also felt that amalgamation would prejudice smooth transition and detract from closer links with education. Could the Chairman explain the rationale behind the decision to amalgamate these two departments and give some indication of the degree of amalgamation that is envisaged?"

(b) Will the Social Services Committee consider co-opting additional County Councillors with relevant experience?"

- (xii) Question to the Chairman of Strategy and Policy Committee (Councillor Bettison) from Councillor McCormack

- “(a) How many County Councillors have been co-opted on the service committees over and above the one mandatory (3 for education consultation) in line with Strategy & Policy Committee?
- (b) What advice does the Unitary Structures Sub Committee plan to take from Service Committees on the strategic and technical issues raised in the consultation on staffing structures?”

6. **To receive reports (if any) from Members of the Council** 115 - 116

7. **To receive reports from Officers of the Council**

- (i) Local Government Reorganisation - Appointments of Directors and Retirement of Chief Officers
Report by Chief Executive 117 - 124
- (ii) Membership of Council
Report by Corporate Services - Administration

8. **To consider the following motions submitted under Standing Order 6:**

- (i) 4/97 submitted by Councillors Mrs Clifford and Jones

This Council urges the Secretary of State for Environment and Transport to extend the ‘Zero Tolerance’ approach to irresponsible motorists who threaten the safety of other road users.

In particular we ask him to negotiate with the Home Secretary/Police a policy of:

- (a) using all available technological aids to detect violations of speed limits and
- (b) charging or levying fixed penalties upon all motorists found to be driving at speeds 10% or more above the speed limit.

We believe that such a policy would make roads safer for pedestrians and cyclists and this would encourage more people who currently use cars for short journeys to walk or cycle instead.

- (ii) 5/97 submitted by Councillors Mills and Birch

In view of the importance to Bracknell, its residents and our community of the land occupied by the RAF Staff College this Council resolves to:-

- (a) request the Government to transfer to Bracknell Forest Borough Council, at no charge, the land presently occupied by the RAF Staff College when it becomes

surplus to Government requirements under the current review.

- (b) instruct our Officers to consider preparing plans for the conversion of this land to public open space and other appropriate recreational use.

- (iii) 6/97 submitted by Councillors Mrs Keene and Bayle

“This Council deplores candidates standing for election using bogus party names with the intention to deliberately deceive the electorate.

We will support this Government in any measures it introduces to prevent such a deception happening again.”

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ANNUAL MEETING OF THE COUNCIL 13 MAY 1997

Present: Councillors Angell, Mrs Ballin, Barnard, Bayle, Beadsley, Bettison, Birch, Blatchford, Mrs Clifford, Mrs Doyle, Egan, Fawcett, Finnie, Flood, Good, Grayson, Harrison, Miss Haydon, Mrs Hayes, Mrs Hirst, Jones, McCormack, North, Onions, Mrs Pile, Ryan, Sargeant, Mrs Shillcock, Simonds, Mrs Sutcliffe, Taylor, Thompson, Veakins, Wade, Ward, Wheaton and Worrall

Apologies for absence were received from:
Councillors Adams, Mrs Keene and Mills

THE MAYOR, COUNCILLOR WHEATON IN THE CHAIR

1 Election of Mayor

It was proposed by Councillor Bettison, seconded by Councillor McCormack, *that Councillor James G Finnie be elected Mayor for the 1997/98 Municipal Year.*

There being no other nomination it was

RESOLVED that Councillor James G Finnie be elected Mayor of the Borough of Bracknell Forest for 1997/98 Municipal Year.

Councillor Finnie then made and signed the Declaration of Acceptance of Office of Mayor. He made a short formal address thanking members of the Council for his election and the honour bestowed on him.

THE MAYOR, COUNCILLOR JAMES G FINNIE, IN THE CHAIR

2 Vote of Thanks to Retiring Mayor and Mayoress

The Mayor expressed the Council's gratitude on behalf of all residents of the Borough to Councillor Tom Wheaton and to Mrs Anita Wheaton for the exemplary way in which they had carried out their duties as Mayor and Mayoress over the last two years and had acted as ambassadors for the Borough as many functions over their periods of office. He then moved a vote of thanks to the retiring Mayor and Mayoress.

RESOLVED that the Council place on record its appreciation of the able and effective way in which Councillor Wheaton had undertaken all the many and varied duties falling upon the Mayor over the past two years and of the invaluable support and assistance of Mrs Wheaton throughout.

The Mayor then presented the past Mayor's badge to Councillor Wheaton and a memento to Mrs Wheaton.

Councillor Wheaton responded by thanking the Council for the opportunity to serve the Borough and its residents over the last two year and further expressed his gratitude to Mrs

Wheaton and to his secretary for their support over that time. He then moved a vote of thanks to the retiring Deputy Mayor and Mayoress.

RESOLVED that the Council place on record its appreciation of the able and effective manner in which former Councillor Stan Simmonds and Mrs Simmonds had undertaken their duties as Deputy Mayor and Mayoress over the last two years.

The Mayor then presented the past Mayor's badge to former Councillor Simmonds and a memento to Mrs Simmonds.

3 Appointment of Deputy Mayor

It was proposed by Councillor Bettison, and seconded by Councillor McCormack, *that Councillor Barry Egan be appointed Deputy Mayor for the 1997/98 Municipal Year.*

There being no further nominations it was

RESOLVED that Councillor Barry Egan be appointed Deputy Mayor of the Borough of Bracknell Forest for the 1997/98 Municipal Year.

Councillor Egan then made and signed the Declaration of Acceptance of Office of Deputy Mayor. The Mayor then presented the Deputy Mayor with his badge of office. Councillor Egan thanked the Council for his appointment.

4 Local Elections - 1 May 1997

The Council received and noted the results of the May 1997 local elections for the Borough of Bracknell Forest as set out in Appendix A to these minutes.

5 Minutes

The minutes of the meeting of the Council held on 24 April 1997 were approved as a correct record and signed by the Mayor.

6 Mayor's Announcements

Environment Fair

The mayor reminded the Council that the second Bracknell Forest Environment Fair would be held on Sunday 17 May 1997 at South Hill Park and he hoped that many members of the Council would be free to attend.

7 Formation of Political Groups

The Council received notification of the formation of political groups in accordance with the Local Government and Housing Act 1989 as follows:-

Conservative Group - 23 Members

Leader - Councillor Paul Bettison

Deputy Leader - Councillor Dale Birch

Labour Group - 17 Members

Leader - Councillor Austin McCormack

Deputy Leader - Councillor Tom Wheaton

In accordance with Standing Order 50 Councillor Bettison would act as Leader of the Council.

Councillor Bettison made a short statement in which he drew attention to the need for members and staff to work together in an atmosphere of consensus during the forthcoming year in order to achieve a seamless transfer of County Services to the new unitary authority on 1 April 1998. He paid particular tribute to the work and dedication of Councillor McCormack as former Leader of the Council in reaching the present position which provided an excellent start to shadow working and he expressed the hope that all parties involved would continue working together during the transition period in order to achieve maximum benefits for the residents of the Borough.

8 Unitary 1998

The Council received a report by the Chief Executive on the preparations for the transfer of county functions on 1 April 1998 and which drew attention to the matters which needed to be decided at the annual meeting in order for further progress to be made. Notice of a revised motion was circulated at the meeting and moved by Councillor Bettison and seconded by Councillor Birch. Following debate it was:

RESOLVED that the Council approve

(i) the Committee Structure set out on pages 40-44 of the “Strategies and Options” document subject to the following amendments and additions:-

- 1 Social Services and Housing forming a single Committee of 16 members; with Sub Committees for Housing and Social Services each of 9 members.
- 2 The proposed Community Services Committee be named “Leisure Services Committee”.
- 3 The political proportionality rules be applied as follows:-

Main Committees:	16 members : 9 Conservative, 7 Labour
Sub Committees:	9 members : 5 Conservative, 4 Labour
Focus Groups:	5 members : 3 Conservative, 2 Labour
- 4 A Planning Control Sub Committee of 20 members be appointed, comprising one member for each of the 19 wards plus the Chairman; proportionality 12 Conservative 8 Labour.
- 5 A Town Centre Sub-Committee of 9 members be appointed; proportionality 12 Conservative, 8 Labour.
- 6 An Office Accommodation Focus Group of 5 members be appointed; proportionality 3 Conservative, 2 Labour.
- 7 The proposed Public and Environmental Protection Committee be named “Public and Environmental Services Committee”.
- 8 Working groups be retained for Strategy and Policy Committee and the five service policy committees; comprising Chairman and Vice Chairman and one other controlling group member, plus appropriate officers.
- 9 The functions of the Christmas Festivities Sub-Committee be widened to embrace Millennium Celebrations.

- 10 A Scrutiny and Access Committee be set up, reporting to the Strategy and Policy Committee.
 - 11 In place of the proposed Resources Sub-Committee, the following Sub-Committees be established:
 - (a) Personnel : 9 members (proportionality 5 Conservative, 4 Labour)
 - (b) Finance and Property : 9 members (proportionality 5 Conservative, 4 Labour)
 - 12 That an Education Consultation Panel be set up, reporting to the Education Committee, consisting of 5 members (proportionality 3 Conservative, 2 Labour).
 - 13 A Resource Analysis Focus Group be set up, reporting to Strategy and Policy Committee, consisting of 5 members (proportionality 3 Conservative, 2 Labour).
- (ii) the provisional meetings programme set out as Appendix B to these minutes be approved.
 - (iii) subject to any further adaptations approved by the Strategy and Policy Committee on 25 June, the overall departmental structure and functions check list, and role of the Chief Executive and Policy Unit, as set out in the “Strategies and Options” document on pages 13-18 and 85-86 be approved on the following basis
 - (1) the Social Services and Housing Departments be merged into a single Social Services and Housing department, headed by a single director on the same conditions of service as the other directors
 - (2) Public and Environmental Protection department being named Environmental Services department
 - (3) Community Services department being named Leisure Services department
 - (iv) the special joint meeting of Strategy and Policy Committee on 20 May be authorised to approve more detailed structures for all departments as a basis for consultation and further consideration
 - (v) the personnel protocols referred to on pages 56-57 of the “Strategies and Options” document be adopted
 - (vi) the waiving of the requirements of Standing Order 28 (10) and the establishment of Interview Committees with delegated powers to draw up a short list, interview and appoint the Chief Executive and all other Chief Officers and to finalise their conditions of service as follows:

Appointment of Chief Executive

Conservative Group Leader
 Labour Group Leader
 Mayor

Chairman of Personnel Sub Committee
One additional Member to be nominated by the Leader of the Labour Group

Other Chief Officers

Leader of the Council
Leader of the Labour Group
Chairman of Personnel Sub Committee
Chairman and Vice Chairman of Appropriate Service Policy Committee
One additional Member to be nominated by the Leader of the Labour Group

- (vii) Service Policy Committees and the Strategy and Policy Committee be requested to consider the remaining parts of the “Strategies and Options” proposals as part of their preparation for unitary chancellor
- (viii) the following programme for the recruitment timetable of Chief Executive and Chief Officer appointments and consideration of detailed structures be approved:-

Consider Short List for Chief Executive Post	14 May 1997
Special Meeting of Strategy and Policy Committee to provisionally agree detailed structures for consultation purposes	20 May 1997
Special Reorganisation Consultative Committee and Education Trade Unions Group	21 May 1997
Interviews for Chief Executive Post	22 & 22 May 1997
Consider Short List for Chief Officers	23 May 1997
Special reorganisation employee consultative committee/education trade unions group	18 June 1997
Chief Officer Interviews	2-20 June 1997
Special Strategy and Policy Committee	25 June 1997
Special Council Meeting	2 July 1997

9 Local Government and Housing Act 1989: Appointment of Committees 1997/98

RESOLVED that

- (i) the scheme of delegation of functions to the main Service Policy Committees and the Strategy and Policy Committee and other Committees as set out in Appendix C to these minutes together with the assignment of duties annexed thereto be adopted and that each Service Policy Committee be requested to undertake a detailed review of their Terms of Reference and delegations for consideration by the Strategy and Policy Committee;
- (ii) the total number of seats on ordinary committees appointed by the Council shall be 114 allocated to party groups as follows:-
 - Conservative Group - 64 Labour Group - 50

(iii) the following members be appointed to serve on the committees indicated

Education Transition Committee (16)

Conservative Group - Councillors Barnard, Doyle, Harrison, Mrs Hayes, Mills, Mrs Sutcliffe, Thompson, Ward and Worrall (9).

Labour Group - Councillors Beadsley, Fawcett, Good, Mrs Hirst, Mrs Shillcock, Taylor and Wheaton (7).

Leisure Services Committee (16)

Conservative Group - Councillors Bettison, Blatchford, Egan, Finnie, Flood, Mrs Haydon, Mrs Hayes, North and Thompson (9).

Labour Group - Councillors Fawcett, Good, Grayson, Mrs Keene, McCormack, Taylor and Wheaton (7).

Public and Environmental Services Committee (16)

Conservative Group - Councillors Barnard, Egan, Flood, Mills, North, Mrs Pile, Simonds, Wade and Ward (9).

Labour Group - Councillors Adams, Bayle, Beadsley, Mrs Clifford, Mrs Keene, Onions and Veakins (7).

Social Services Transition and Housing Committee (16)

Conservative Group - Councillors Angell, Egan, Harrison, Miss Haydon, Mrs Hayes, Mrs Pile, Simonds, Mrs Sutcliffe and Worrall (9).

Labour Group - Councillors Bayle, Grayson, Mrs Hirst, Jones, McCormack, Ryan and Mrs Shillcock (7).

Planning and Transportation Committee (16)

Conservative Group - Councillors Mrs Ballin, Blatchford, Mrs Doyle, Finnie, Flood, Mrs Pile, Sargeant, Wade and Worrall (9).

Labour Group - Councillors Adams, Bayle, Mrs Clifford, Jones, Onions, Ryan and Veakins (7).

Strategy and Policy Committee (16)

Conservative Group - Councillors Angell, Mrs Ballin, Bettison, Birch, Mills, North, Sargeant, Wade and Ward (9).

Labour Group - Councillors Adams, Bayle, Good, Jones, Mrs Keene, McCormack and Wheaton (7).

Direct Services Board (9)

Conservative Group - Councillors Barnard, Blatchford, Miss Haydon, Mrs Pile and Sargeant (5).

Labour Group - Councillors Bayle, Grayson, Mrs Keene and Taylor (4).

Audit, Performance and Scrutiny Committee (9)

Conservative Group - Councillors Birch, Blatchford, Mrs Hayes, North and Wade (5).

Labour Group - Councillors Beadsley, Good, McCormack and Mrs Shillcock (4).

- (iv) the following formula be adopted for the allocation of seats on sub committees to be appointed by all other committees

Number of Members	Allocation of Seats
3	2:1
5	3:2
9	5:4
20 (Planning Control Sub Committee)	12:8

10 Appointment of Representatives to Outside Bodies and Other Organisations

RESOLVED that the persons indicated to be appointed to serve as the Council's representatives on the bodies and other organisations listed in Appendix D to these minutes and that the appointed representatives be requested to submit written reports to the Council.

11 Other Appointments

RESOLVED that appointments be made to other groups for the year 1997/98 as follows:-

Access Committee

Councillors Mrs Clifford, Finnie, Onions, Mrs Sutcliffe and Ward

(Substitutes) Councillor Mrs Hirst and two vacancies to be filled on the nomination of the Leader of the Council

Environmental Impact Group

Councillor Mills

Quality Group

Councillor Birch

Health & Safety Committee

Councillor Sargeant

Voluntary Grants Panel

Councillor Bayle, Finnie, Good, Miss Haydon and Mrs Sutcliffe

Electoral Review Steering Group

Councillors Angell, Bayle, Bettison, McCormack and Mills

Town Centre Forum

12 Scheme of Members Allowances 1997/98

The Leader of the Council advised that item 13 would be withdrawn from the Council agenda so that consideration of an interim scheme for 1997/98 could be considered by the Strategy and Policy Committee on Tuesday 20 May 1997 following consultation between the political groups with the intention of bringing forward a further review during the current Municipal Year leading to the introduction of a new scheme from 1 April 1998 when the Council would assume full powers of the new unitary authority.

13 Standing Orders, Financial Regulations and Delegations to Officers

RESOLVED that

- (i) the outgoing Council's Standing Orders and Financial Regulations be adopted pending a review to be undertaken by a Focus Group to be established by the Strategy and Policy Committee
- (ii) all existing officer delegations continue to be exercised by the officers indicated in the Council's current scheme pending the appointment of new Chief Officers and a review to be taken subsequently by each main committee

ADJOURNMENT

The Council meeting adjourned at 9.05pm to allow committees to meet to deal with the appointment of Chairman, Vice Chairman and Sub Committees. The Council reconvened at 9.35pm.

14 Committee Working Groups 1997/98

RESOLVED that the following Committee Working Groups be established for the year 1997/98 comprising the Chairman and Vice Chairman of the Committees indicated together with the member listed below:

Education Transition Committee - Councillor Harrison

Leisure Committee - Councillor Miss Haydon

Environmental Services Committee - Councillor Mrs Pile

Social Services Transition and Housing Committee - Councillor Simonds

Planning and Transportation Committee - Councillor Mrs Doyle

Strategy and Policy Committee - Councillor Angell

15 Seminars for Members

The Council received proposals for a programme of seminars for members of the Council during the Year 1997/98.

RESOLVED that the proposed Seminar programme submitted to the meeting be adopted.

The meeting commenced at 7.30pm
and concluded at 9.40pm

MAYOR

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AUDIT PERFORMANCE & SCRUTINY COMMITTEE

13 MAY 1997

Present: Councillors Beadsley, Birch, Blatchford, Good, Mrs Hayes,
McCormack, North, Mrs Shillcock and Wade

1. **Election of Chairman.**

RESOLVED that Councillor Birch be elected Chairman of the Audit Performance & Scrutiny Committee for the 1997/98 municipal year.

2. **Appointment of Vice Chairman.**

RESOLVED that Councillor North be appointed Vice Chairman of the Audit Performance & Scrutiny Committee for the 1997/98 municipal year.

CHAIRMAN

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CHRISTMAS FESTIVITIES AND MILLENNIUM SUB COMMITTEE

13 MAY 1997

Present: Councillors Barnard, Blatchford, good, Miss Haydon,
Mrs Hayes, Onions, Mrs Sutcliffe and Wheaton

1. **Election of Chairman**

RESOLVED that Councillor Blatchford be elected Chairman of the Christmas Festivities and Millennium Sub Committee for the 1997/98 municipal year.

2. **Appointment of Vice Chairman.**

RESOLVED that Councillor Mrs Hayes be appointed Vice Chairman of the Christmas Festivities and Millennium Sub Committee for the 1997/98 municipal year.

CHAIRMAN

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DIRECT SERVICES BOARD

13 MAY 1997

Present: Councillors Barnard, Bayle, Blatchford, Grayson, Miss Haydon,
Mrs Pile, Sargeant and Taylor

An apology for Absence was received from Councillor Mrs Keene

49. **Election of Chairman.**

RESOLVED that Councillor Sargeant be elected Chairman of the Direct Services Board for 1997/98 municipal year.

50. **Appointment of Vice Chairman.**

RESOLVED that Councillor Miss Haydon be appointed Vice Chairman of the Direct Services Board for 1997/98 municipal year.

CHAIRMAN

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EDUCATION BUDGET SUB COMMITTEE

13 MAY 1997

Present: Councillors Barnard, Beadsley, Fawcett, Good, Mrs Hayes
Thompson, Ward, Wheaton and Worrall

1. **Election of Chairman.**

RESOLVED that Councillor Barnard be elected Chairman of the Education Budget Sub Committee for the 1997/98 municipal year.

2. **Appointment of Vice Chairman.**

RESOLVED that Councillor Ward be appointed Vice Chairman of the Education Budget Sub Committee for the 1997/98 municipal year.

CHAIRMAN

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EDUCATION TRANSITION COMMITTEE

13 MAY 1997

Present: Councillors Barnard, Beadsley, Doyle, Fawcett, Good, Harrison
Mrs Hirst, Mrs Shillcock, Mrs Sutcliffe, Taylor, Thompson,
Ward, Wheaton and Worrall

An apology for absence was received from Councillor Mills

15. Election of Chairman.

RESOLVED that Councillor Ward be elected Chairman of the Education Transition Committee for the 1997/98 municipal year.

16. Appointment of Vice Chairman.

RESOLVED that Councillor Barnard be appointed Vice Chairman of the Education Transition Committee for the 1997/98 municipal year.

17. Appointment of Education Consultation Panel.

RESOLVED that Councillors Barnard, Mrs Hirst, Mrs Sutcliffe, Ward and Wheaton be appointed to serve on the Education Consultation Panel for 1997/98 municipal year.

18. Appointment of Education Budget Sub Committee.

RESOLVED that Councillors Barnard, Beadsley, Fawcett, Good, Mrs Hayes, Thompson, Ward, Wheaton and Worrall be appointed to serve on the Education Budget Sub Committee for the 1997/98 municipal year.

19. Appointment of Education Quality Assurance Sub Committee.

RESOLVED that Councillors Barnard, Mrs Doyle, Harrison, Mrs Hirst, Mrs Shillcock, Mrs Sutcliffe, Taylor, Ward and Wheaton be appointed to serve on the Education Quality Assurance Sub Committee for the 1997/98 municipal year.

CHAIRMAN

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FINANCE & PROPERTY SUB COMMITTEE

13 MAY 1997

Present: Councillors Bettison, Egan, Fawcett, Mrs Hayes,
Mrs Hirst, Mrs Pile, Ryan, Wade and Wheaton

1. **Election of Chairman.**

RESOLVED that Councillor Bettison Chairman of the Finance & Property Sub Committee for 1997/98 municipal year.

2. **Appointment of Vice Chairman.**

RESOLVED that Councillor Wade be appointed Vice Chairman of the Finance & Property Sub Committee for 1997/98 municipal year.

CHAIRMAN

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HIGHWAYS SUB COMMITTEE

13 MAY 1997

Present: Councillors Mrs Ballin, Mrs Clifford, Mrs Doyle,
Finnie, Flood, Good, Ryan, Veakins and Wade

1. **Election of Chairman.**

RESOLVED that Councillor Flood be elected Chairman of the Highways Sub Committee for 1997/98 municipal year.

2. **Appointment of Vice Chairman.**

RESOLVED that Councillor Mrs Doyle be appointed Vice Chairman of the Highways Sub Committee for 1997/98 municipal year.

CHAIRMAN

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HOUSING SUB COMMITTEE

13 MAY 1997

Present: Councillors Angell, Grayson, Miss Haydon, Mrs Hirst,
Jones, Mrs Pile, Mrs Shillcock, Ward and Worrall

1. **Election of Chairman.**

RESOLVED that Councillor Angell be elected Chairman of the Housing Sub Committee for 1997/98 municipal year.

2. **Appointment of Vice Chairman.**

RESOLVED that Councillor Worrall be appointed Vice Chairman of the Housing Sub Committee for 1997/98 municipal year.

CHAIRMAN

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LEISURE SERVICES COMMITTEE

13 MAY 1997

Present: Councillors Bettison, Blatchford, Egan, Fawcett,
Finnie, Flood, Good, Grayson, Miss Haydon, Mrs Hayes,
McCormack, North, Taylor, Thompson and Wheaton

An apology for absence was received from Councillor Mrs Keene

20. **Election of Chairman.**

RESOLVED that Councillor North be elected Chairman of the Leisure Services Committee for the 1997/98 municipal year.

21. **Appointment of Vice Chairman.**

RESOLVED that Councillor Mrs Hayes be appointed Vice Chairman of the Leisure Services Committee for the 1997/98 municipal year.

22. **Appointment of Executive Sub Committee.**

RESOLVED that Councillors Fawcett, Good, Mrs Hayes, Miss Haydon and North be appointed as members of the Leisure Services Executive Sub Committee for the 1997/98 municipal year.

23. **Appointment of Bracknell and Wokingham Joint Golf Course Committee.**

RESOLVED that Councillors Flood, Good and Thompson with Councillor Egan as a reserve member be appointed to serve on the Bracknell and Wokingham Joint Golf Course Committee for the 1997/98 municipal year.

24. **Edgbarrow and Sandhurst Sports Centre Management Committee.**

RESOLVED that Councillors Finnie, Grayson and North be appointed to serve on the Edgbarrow and Sandhurst Sports Centre Management Committee for the 1997/98 municipal year.

25. **Christmas Festivities and Millennium Sub Committee.**

RESOLVED that Councillors Blatchford, Good, Mrs Hayes, Mrs Keene and Wheaton be appointed to serve on the Christmas Festivities and Millennium Sub Committee and that Councillors Barnard, Miss Haydon, Onions and Mrs Sutcliffe be co-opted thereto.

CHAIRMAN

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PLANNING & TRANSPORTATION COMMITTEE

13 MAY 1997

Present: Councillors Mrs Ballin, Bayle, Blatchford, Mrs Clifford,
Mrs Doyle, Finnie, Flood, Jones, Onions, Mrs Pile, Ryan,
Sargeant, Veakins, Wade and Worrall

An apology for Absence was received from Councillor Adams

34. **Election of Chairman.**

RESOLVED that Councillor Mrs Ballin be elected Chairman of the Planning & Transportation Committee for the 1997/98 municipal year.

35. **Appointment of Vice Chairman.**

RESOLVED that Councillor Sargeant be appointed Vice Chairman of the Planning & Transportation Committee for the 1997/98 municipal year.

36. **Executive Sub Committee**

RESOLVED that Councillors Mrs Ballin, Mrs Clifford, Mrs Doyle, Jones and Sargeant be appointed to serve on the Planning & Transportation Executive Sub Committee for the 1997/98 municipal year.

37. **Highways Sub Committee.**

RESOLVED that Councillors Mrs Ballin, Mrs Clifford, Mrs Doyle, Finnie, Flood, Ryan, Veakins and Wade be appointed to serve on the Highways Sub Committee for the 1997/98 municipal year and that Councillor Good be co-opted thereto.

38. **Planning Control Sub Committee.**

RESOLVED that

- (i) a Planning Control Sub Committee be appointed with delegated powers to determine all planning applications (other than those determined by the Borough Planning Officer) and to deal with all planning contraventions, tree preservation orders and building control functions on behalf of the Committee;
- (ii) that Councillors Adams, Mrs Ballin, Mrs Doyle, Fawcett, Flood, Mrs Hirst, Jones, Onions, Mrs Pile, Ryan, Sargeant, Taylor, Wheaton and Worrall be appointed to serve on the Planning Control Sub Committee for the 1997.98 municipal year and that Councillors Birch, Harrison, Simonds, Thompson and Ward be co-opted thereto.

39. **Special Meeting.**

The Chairman advised members that a special meeting of the Committee would be held on Monday 19 May 1997 at 7.00pm.

CHAIRMAN

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PLANNING CONTROL SUB COMMITTEE

13 MAY 1997

Present: Councillors Mrs Ballin, Birch, Mrs Doyle, Fawcett,
Flood, Harrison, Mrs Hayes, Mrs Hirst, Jones, Onions,
Mrs Pile, Ryan, Sargeant, Simonds, Taylor, Thompson,
Ward, Wheaton and Worrall

An apology for Absence was received from Councillor Adams

1. **Election of Chairman.**

RESOLVED that Councillor Mrs Doyle be elected Chairman of the Planning Control Sub Committee for 1997/98 municipal year.

2. **Appointment of Vice Chairman.**

RESOLVED that Councillor Sargeant be appointed Vice Chairman of the Planning Control Sub Committee for 1997/98 municipal year.

CHAIRMAN

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PUBLIC & ENVIRONMENTAL SERVICES COMMITTEE

13 MAY 1997

Present: Councillors Barnard, Bayle, Beadsley, Mrs Clifford,
Egan, Flood, North, Onions, Mrs Pile, Simonds,
Veakins, Wade and Ward

Apologies for Absence were received from Councillors Adams, Mrs Keene
and Mills

26. Election of Chairman.

RESOLVED that Councillor Mills be elected Chairman of the Public & Environmental Services Committee for the 1997/98 municipal year.

27. Appointment of Vice Chairman.

RESOLVED that Councillor Egan be appointed Vice Chairman of the Public & Environmental Services Committee for the 1997/98 municipal year.

28. Executive Sub Committee.

RESOLVED that Councillors Adams, Mrs Clifford, Egan, Mills and Mrs Pile be appointed to serve on the Public & Environmental Services Executive Sub Committee for the 1997/98 municipal year.

29. Hackney Carriage Sub Committee.

RESOLVED that Councillors Beadsley, Egan, North, Mrs Pile and Beaks be appointed to serve on the Hackney Carriage Sub Committee for the 1997/98 municipal year and that Councillor Blatchford be co-opted thereto with Councillors Mrs Clifford, Onions and Simonds as reserve members.

CHAIRMAN

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PERSONNEL SUB COMMITTEE

13 MAY 1997

Present: Councillors Beadsley, Blatchford, Grayson, Harrison,
Sargeant, Mrs Shillcock and Ward

Apologies for Absence were received from Councillors Mrs Keene and Mills

1. **Election of Chairman.**

RESOLVED that Councillor Sargeant be elected Chairman of the Personnel Sub Committee for 1997/98 municipal year.

2. **Appointment of Vice Chairman.**

RESOLVED that Councillor Mills be appointed Vice Chairman of the Personnel Sub Committee for 1997/98 municipal year.

3. **Local Joint Committee.**

RESOLVED that Councillors Mrs Keene and Sargeant be appointed to serve on the Personnel Sub Committee for the 1997/98 municipal year and that Councillor Ward be co-opted thereto with Councillors Egan and Grayson as co-opted substitutes.

4. **Pay Negotiations Panel.**

RESOLVED that Councillors Mrs Keene, Mills and Sargeant be appointed to serve on the Pay Negotiations Panel for the 1997/98 municipal year and that Councillor Worrall be co-opted as a reserve member thereto.

5. **Appeals Panel.**

RESOLVED that Councillors Mrs Keene, Mills and Sargeant be appointed to serve on the Appeals Panel for the 1997/98 municipal year and that Councillors Grayson and Worrall be co-opted as substitutes thereto.

CHAIRMAN

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STRATEGY & POLICY COMMITTEE

13 MAY 1997

Present: Councillors Angell, Mrs Ballin, Bayle, Bettison,
Birch, Good, Jones, McCormack, North, Sargeant,
Wade, Ward and Wheaton

Apologies for Absence were received from Councillors Adams, Mrs Keene
and Mills

40. **Election of Chairman.**

RESOLVED that Councillor Bettison be elected Chairman of the Strategy & Policy Committee for the 1997/98 municipal year.

41. **Appointment of Vice Chairman.**

RESOLVED that Councillor Birch be appointed Vice Chairman of the Strategy & Policy Committee for the 1997/98 municipal year.

42. **Executive Sub Committee.**

RESOLVED that Councillors Angell, Bettison, Birch, McCormack and Wheaton be appointed to serve on the Strategy & Policy Executive Sub Committee for the 1997/98 municipal year.

43. **Finance & Property Sub Committee.**

RESOLVED that Councillors Bettison, Wade and Wheaton be appointed to serve on the Finance & Property Sub Committee for the 1997/98 municipal year and that Councillors Egan, Fawcett, Mrs Hayes, Mrs Hirst, Mrs Pile and Ryan be co-opted thereto.

44. **Personnel Sub Committee.**

RESOLVED that Councillor Mrs Keene, Mills, Sargeant and Ward be appointed to serve on the Personnel Sub Committee for the 1997/98 municipal year and that Councillors Beadsley, Blatchford, Grayson, Harrison and Mrs Shillcock be co-opted thereto.

45. **Reorganisation Employee Consultative Committee.**

RESOLVED that Councillors Bettison, Mrs Keene, Sargeant and Ward be appointed to serve on the Reorganisation Employee Consultative Committee for the 1997/98 municipal year and that Councillors Grayson be co-opted thereto.

46. **Town Centre Sub Committee.**

RESOLVED that Councillors Angell, Mrs Ballin, Bettison, Jones, McCormack, North and Wheaton be appointed to serve on the Town Centre Sub Committee for the 1997/98 municipal year and that Councillors Flood and Mrs Hirst be co-opted thereto.

47. **Office Accommodation Focus Group.**

RESOLVED that Councillors Bettison, Blatchford, McCormack, Sargeant and Wheaton be appointed to serve on the Office Accommodation Focus Group for the 1997/98 municipal year.

48. **Resource Analysis Focus Group.**

RESOLVED that Councillors Bettison, Mrs Keene, McCormack, Sargeant and Ward be appointed to serve on the Resource Analysis Focus Group for the 1997/98 municipal year.

CHAIRMAN

SOCIAL SERVICES TRANSITION & HOUSING COMMITTEE

13 MAY 1997

Present: Councillors Angell, Bayle, Egan, Grayson, Harrison
Miss Haydon, Mrs Hayes, Mrs Hirst, Jones, McCormack,
Mrs Pile, Ryan, Mrs Shillcock, Simonds, Mrs Sutcliffe
and Worrall

30. **Election of Chairman.**

RESOLVED that Councillor Angell be elected Chairman of the Social Services Transition & Housing Committee for the 1997/98 municipal year.

31. **Appointment of Vice Chairman.**

RESOLVED that Councillor Worrall be appointed Vice Chairman of the Social Services Transition & Housing Committee for the 1997/98 municipal year.

32. **Housing Sub Committee.**

RESOLVED that Councillors Angell, Grayson, Miss Haydon, Mrs Hirst, Jones, Mrs Pile, Mrs Shillcock and Worrall be appointed to serve on the Housing Sub Committee for the 1997/98 municipal year and that Councillor Ward be co-opted thereto.

33. **Social Services Transition Sub Committee.**

RESOLVED that councillors Angell, Bayle, McCormack, Ryan, Mrs Shillcock, Mrs Sutcliffe and Worrall be appointed to serve on the Social Services Transition Sub Committee for the 1997/98 municipal year and that Councillors Barnard and Miss Haydon be co-opted thereto.

CHAIRMAN

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SOCIAL SERVICES TRANSITION SUB COMMITTEE

13 MAY 1997

Present: Councillors Angell, Barnard, Bayle, Miss Haydon, McCormack,
Ryan, Mrs Shillcock, Mrs Sutcliffe and Worrall

1. **Election of Chairman.**

RESOLVED that Councillor Angell be elected Chairman of the Social Services Transition Sub Committee for 1997/98 municipal year.

2. **Appointment of Vice Chairman.**

RESOLVED that Councillor Worrall be appointed Vice Chairman of the Social Services Transition Sub Committee for 1997/98 municipal year.

CHAIRMAN

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TOWN CENTRE SUB COMMITTEE

13 MAY 1997

Present: Councillors Angell, Mrs Ballin, Bettison, Flood, Mrs Hirst,
Jones, McCormack, North and Wheaton

1. **Election of Chairman.**

RESOLVED that Councillor Bettison be elected Chairman of the Town Centre Sub Committee for 1997/98 municipal year.

2. **Appointment of Vice Chairman.**

RESOLVED that Councillor Angell be appointed Vice Chairman of the Town Centre Sub Committee for 1997/98 municipal year.

CHAIRMAN

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UNITARY 98 INTERVIEW COMMITTEE

14 MAY 1997

Present: Councillors Bettison, Finnie, McCormack
Sargeant and Wheaton

In attendance Mr A Madden (Borough Personnel Manager)

51. Exclusion of Public and Press.

RESOLVED that pursuant to Section 100A of the Local Government Act 1972 members of the public and press be excluded from the meeting for the consideration of the following item which involves the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

- (1) Information relating to employees or applicants for employment.

52. Shortlisting for Chief Executive's Post for the Unitary Authority.

The Sub Committee received and discussed the papers submitted by the Council's consultant, succession Planning Associates relating to the applicants for the Chief Executives post in the unitary authority.

Discussions were held on the application forms of the candidates and compared to the person specification.

Member comments were made in relation to the above and it was

RESOLVED that the shortlisted applicants be invited for interview and those be fixed for 21 and 22 May.

The meeting commenced at 7.30pm and concluded at 10.00pm

CHAIRMAN

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SPECIAL PLANNING AND TRANSPORTATION COMMITTEE

19 MAY 1997

Present: Councillor Mrs M P Ballin (Chairman)
Councillors Mrs Clifford, Mrs Doyle, Finnie,
Flood, Jones, Onions, Mrs Pile, Ryan, Sargeant,
Wade and Worrell

Also present: Councillors Harrison, Mrs Hayes, Mrs Hirst, Taylor,
Thompson and Wheaton

53 Bracknell Forest Borough Local Plan

The Committee considered a report which had been prepared in response to the instruction to the Committee Chairman, to examine the effects of a review of the content of the Bracknell Forest Borough Local Plan (BFBLP) on the local plan adoption process and programmes.

The report set out three possible options for the effects of a review of the local plan programme, depending on the extent of the review.

At this stage it was important to advise members of the public and the Inspector at the earliest opportunity which course of action the Council intended to take. The submissions for the purpose of the Public Local Inquiry (PLI) were required to be with the Inspector by 30 June 1997. It was therefore important that the position be made clear at this stage to avoid abortive work. It was noted that there would be a cost attached to each of the three options outlined.

The Borough Planning Officer suggested that, if alternative housing sites were to be discussed in place of current major proposal sites then option 2 would be the most appropriate course of action. This would involve the postponement of the PLI to allow time to identify and publish all the necessary changes and to administer and consider the resultant objections.

The Chairman moved the following Motion which having been put to the vote was declared carried.

RESOLVED that:

- 1 A review of the Bracknell Forest Borough Local Plan commenced as a matter of urgency;**
- 2 The progress of the review appear as a standard item on the agenda of future committees until complete;**
- 3 The Planning Inspector be informed of the need to postpone the local plan public local enquiry; and**
- 4 All objectors to, and supporters of, the local plan be notified of this decision.**

The meeting commenced at 7.00pm and concluded at 7.20pm

CHAIRMAN

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STRATEGY & POLICY COMMITTEE
20 MAY 1997

Present: Councillor Bettison (Chairman)
Councillors: Angell, Mrs Ballin, Birch, Good,
Jones, Mrs Keene, McCormack, Mills, North,
Sargeant, Wade, Ward and Wheaton.

Also present: Councillors: Barnard, Mrs Doyle, Egan, Flood,
Harrison, Miss Haydon, Mrs Hayes and Thompson.

54. Scheme Of Members Allowances. (Item 2)

The Borough Administrator submitted proposals for interim adjustments to the existing scheme of members allowances in accordance with the decision of the Annual Council meeting.

It was noted that the proposed adjustments reflected inflation of two years, the substantially increased workload as a result of unitary status and the higher level of involvement which committee vice chairman would have in view of the increased workload. It was further noted that a review of the allowances scheme would take place later in the year and reported back to the committee with a view to the introduction of a new scheme of allowances from 1 April 1998 when the full operational responsibilities of the new unitary Council would commence.

RESOLVED that

- (i) the existing scheme of Members' Allowances be confirmed for the 1997/98 financial year and that the following adjustments be made with new payments effective from 20 May 1997 on the following basis.
 - (a) Basic Allowance - The present annual basic allowance of £494 (including telephone allowance) be increased to £523.64.
 - (b) Attendance Allowance - The present payment for attendance at approved duties be increased from £24.58 to £30 and that Schedule 2 of the scheme be amended as follows:-

SCHEDULE 2
APPROVED DUTIES

There is specified as an approved duty for the purpose of payment of attendance allowances attendance at meetings of the Council; attendance at meetings of Committees and Sub-Committees, Steering Groups and Focus Groups by Councillors appointed to be members of those committees, sub committees, or groups and to which Members of more than one political group are invited; attendance at meetings of any other body to which the Council makes one or more appointments or nominations by the Members so nominated; attendance at authorised planning site visits and at internal and external training and other seminars approved by the Council plus such other duties as may be specifically authorised by resolution of any Committee.

- (c) Special Responsibility Allowance - Payments be on the following basis and that Schedule 1 of the scheme be amended accordingly.

Leader of the Council	£6,000
Deputy Leader of the Majority Group	£1,750
Principal Committee Chairman (6)	£2,000
Strategy & Policy Committee	“
Education Transition Committee	“
Leisure Services Committee	“
Public and Environmental Services Committee	“
Social Services Transition and Housing	“
Committee	
Planning and Transportation Committee	“
Sub Committee Chairman	£1,500
Housing Sub Committee	“
Social Services Transition Sub Committee	“
Highways Sub Committee	“
Planning Control Sub Committee	“
Finance & Property Sub Committee	“
Personnel Sub Committee	“
All Vice Chairmen above	£250
Chairmen of non Principal Committees as follows:-	£250
Access Committee	“
Direct Services Board	“
Audit Performance & Scrutiny Committee	“
Education Quality Assurance Sub Committee	“
Education Budget Sub Committee	“
Hackney Carriage Sub Committee	“
Town Centre Sub Committee	“
Christmas Festivities and Millennium Sub	“
Committee	
Leader of Principal Opposition Group	£2,000
Deputy Leader of Principal Opposition Group	£1,500

- (ii) the Officers investigate an equitable way of reviewing the overall Members Allowances for the year commencing 1 April 1998 and report back to the Strategy & Policy Committee.

55. **Appointment Of Representatives To BCC Committees. (Item 3)**

The Chief Executive advised the Committee that the Berkshire County Council had invited the Borough and District Councils to nominate members to attend meetings of the County Service Committees and Sub Committees concerned with transition. The Chief Executive further suggested that, in accordance with past practice, it would be appropriate for each main service policy committee, transition sub committees and the Strategy & Policy Committee to co-opt one local county councillor as a non-voting member during the shadow year.

RESOLVED that;

- (i) The following members be authorised to attend meetings of the County Committee and Sub Committees as indicated:

County Transition Committee	Councillor Bettison
Assets Sub Committee	Councillor Bettison
Personnel Sub Committee	Councillor Sargeant
Education Committee	Councillor Ward

Social Service Committee	Councillor Angell
Public Protection Committee	Councillor Egan
Environment Committee	Councillor Mills
Community Services Committee	Councillor North
European and Regional Affairs Committee	Councillor Mrs Ballin
Planning Committee	Councillor Mrs Ballin
Performance Review and Audit Committee	Councillor Birch
Superannuation Fund Investment Committee	Councillor Sargeant

- (ii) Each Main Service Policy Committee, the Strategy & Policy Committee, the two Education Sub Committees and the Social Services Sub Committee be authorised to co-opt one local County Councillor to serve as a non-voting member thereon for the shadow year and that the Education Consultation Panel be authorised to co-opt three local County Councillors to serve as non-voting members thereon during the shadow year.

56. Community Forum For Birch Hill, Hanworth And Great Hollands. (Item 4)

The Borough Administrator advised the Committee that the appointment of representatives to serve on the community forum for Birch Hill, Hanworth and Great Hollands had been deferred by the Annual Council meeting for further consideration by the Committee. The Committee were provided with further information relating to the setting up of the community forum and noted that, whilst the original constitution had been agreed in principle, it had never been formally opted.

RESOLVED that Mrs J Angell, Mrs D Henfrey and Mr M Wallace be appointed to serve on the community forum for Birch Hill, Hanworth and Great Hollands as the Council's representatives for the current Municipal Year

57. Binfield Library. (Item 5)

The Committee were advised of the background relating to the Council's support and financial commitment for a project to provide a new library in Binfield by the County Council.

RESOLVED that;

- (i) the Committee confirm the resolution of the Policy & Resources Urgency Sub Committee of 3 December 1996 to support a financial contribution of £500,000 towards the Binfield library project;
- (ii) Unresolved issues regarding the project be reported to the Leisure Committee for consideration and that the final details of the scheme be reported to the Strategy & Policy Committee for ratification;
- (iii) A Focus Group be established to develop and consider all aspects of the project and that Councillors Harrison, Mills and North together with two other members and appropriate officers and members of the County Council be appointed to serve thereon.

58. Berkshire County Council's Statutory Transfer Orders. (Item 6)

The Borough Personnel Manager submitted a summary of preliminary listings identifying the category of County Council staff to be transferred to the Borough Council on vesting day in 1998.

RESOLVED that the Berkshire County Council Statutory Transfer Order list be approved and that the Borough Personnel Manager be authorised to approve amendments there to in consultation with the Chairman of the Personnel Sub Committee.

59. **Exclusion Of Public And Press. (Item 7)**

RESOLVED that pursuant to Section 100A of the local Government Act 1972, members of the public and press be excluded from the meeting for the consideration of the tabled item and items 8 and 9 which involve the likely disclosure of exempt information under the following categories of Schedule 12A of that act.

- (1) Information relating to employees of the Council (Items 8 & 9)
- (9) Terms to be proposed for a contract for acquisition of property (Tabled item)

60. **Office Accommodation (Tabled Item)**

The Chairman had previously agreed that this item should be submitted to the Committee on grounds of urgency in view of the pressing need to acquire suitable office accommodation for the unitary authority having regard to prevailing condition in the property market.

In a report containing exempt information the Committee were advised of the outcome of negotiation which had taken place in relation to the acquisition by the Council of a suitable office building in Bracknell town centre. The Committee further received a detailed financial appraisal by the Borough Finance Officer setting out the capital and revenue financial implications, and the timetable for completion of the purchase required by the vendors.

RESOLVED that

- (i) The Committee confirms the offer of £15m for the unencumbered freehold interest in the building concerned in its existing condition subject to a satisfactory survey;
- (ii) A survey of the building be commenced immediately and an interim report be prepared within the timescale set out; and
- (iii) Subject to the interim survey report being satisfactory the officers be instructed to proceed with exchange and completion of the transaction.

61. **Detailed Structures. (Item 8)**

In a report containing exempt information the Committee received a summary of the process and outcome of the development of draft detailed structures for the unitary authority together with benchmark costings for the draft structures proposed.

RESOLVED that

- (i) approval in principal be given to the detailed structures submitted as a basis for consultation of interested parties subject to the following adjustments:-
 - (a) All landscape and grass cutting to be dealt with by public and environmental services.
 - (b) Community Centres to remain as a leisure services function dealt with at arms length as at present;
- (ii) officers be requested to report back to the next special meeting of the Committee on 25 June with the results of the consultation exercise;
- (iii) Further detailed costings be reported to the next meeting; and
- (iv) the Resource Analysis Focus Group be requested to consider the definition of posts identified as new and posts which will not be filled at this stage.

62. **Unitary 98: Remuneration For Preparation Work (Item 9)**

The Committee noted that the agreed scheme of remuneration for Borough employees engaged on preparational work for the new authority had expired on 30 April 1997.

RESOLVED that pending new officers taking up their posts, the flat rate salary supplement of 10% continue from 1 May 1997 for Chief Executive, Chief Officers and appropriate lead officers subject to the list being monitored by the Chief Executive in consultation with the Leader of the Council.

The meeting commenced at 7.50pm
and concluded at 10.25pm.

CHAIRMAN

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UNITARY 98 INTERVIEW COMMITTEE

22 MAY 1997

Present: Councillors Bettison, Finnie, McCormack,
Sargeant and Wheaton

In attendance Mr A Madden (Borough Personnel Manager)

63. Exclusion of Public and Press.

RESOLVED that pursuant to Section 100A of the Local Government Act 1972 members of the public and press be excluded from the meeting for consideration of the following item which involves the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

- (1) Information relating to employees or applicants for employment.

64. Recruitment of Chief Executive for the Unitary Authority.

The Sub Committee interviewed the shortlisted candidates for the above appointment.

Following a lengthy and intensive interview process discussions were held on each candidate.

Following Member consideration it was

RESOLVED that the post of Chief Executive for the Unitary Council be offered to Gordon Mitchell currently Head of Policy Unit at Bracknell Forest Borough Council on the terms and conditions agreed.

The meeting commenced at 5.45pm and concluded at 9.30pm on 21 May. It then re-convened at 9.30am and concluded at 6.30pm on 22 May.

CHAIRMAN

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UNITARY 98 INTERVIEW COMMITTEE

23 MAY 1997

Present: Councillors Bettison, Finnie, McCormack,
Sargeant and Wheaton

In attendance Mr A Madden (Borough Personnel Manager)

65. Exclusion of Public and Press.

RESOLVED that pursuant to Section 100A of the Local Government Act 1972 members of the public and press be excluded from the meeting for consideration of the following item which involves the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

- (1) Information relating to employees or applicants for employment.

66. Shortlisting for Directors for the Unitary Authority.

The Sub Committee received and discussed the papers submitted by the Council's consultant, Succession Planning Associates relating to the applicants for the Chief Officers/Directors posts in the unitary authority.

Discussions were held on the application forms for the Director posts and comparison made with the person specifications.

Member comments were made in relation to the above and it was

RESOLVED that the shortlisted applicants be invited for interview on the applicable dates.

The meeting commenced at 4.00pm and
concluded at 9.00pm

CHAIRMAN

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UNITARY 98 INTERVIEW COMMITTEE

3 JUNE 1997

Present: Councillors Barnard, Bettison, McCormack,
Ward and Wheaton

In attendance Mr A Madden (Borough Personnel Manager)
Mr R Ely (Director of Arts Education and Libraries,
Dorset County Council)

67. Exclusion of Public and Press.

RESOLVED that pursuant to Section 100A of the Local Government Act 1972 members of the public and press be excluded from the meeting for consideration of the following item which involves the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

- (1) Information relating to employees or applicants for employment.

68. Recruitment of Director of Education for the Unitary Authority.

The Sub Committee interviewed the shortlisted candidates for the above appointment.

Following a lengthy and intensive interview process discussions were held on each candidate.

Following Member consideration it was

RESOLVED that the post of Director of Education for the Unitary Council be offered to Anthony Eccleston currently Assistant Director of Education at Buckinghamshire County Council on the terms and conditions agreed.

The meeting commenced at 5.45pm and concluded at 9.30pm on 2 June. It then re-convened at 9.30am and concluded at 6.00pm on 3 June.

CHAIRMAN

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UNITARY 98 INTERVIEW COMMITTEE

10 JUNE 1997

Present: Councillors Bettison, Birch, Mrs Keene,
McCormack and Sargeant

In attendance Mr G Mitchell (Chief Executive)
Mr A Madden (Borough Personnel Manager)

69. Exclusion of Public and Press.

RESOLVED that pursuant to Section 100A of the Local Government Act 1972 members of the public and press be excluded from the meeting for consideration of the following item which involves the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

- (1) Information relating to employees or applicants for employment.

70. Recruitment of Director of Corporate Services for the Unitary Authority.

The Sub Committee interviewed the shortlisted candidates for the above appointment.

Following a lengthy and intensive interview process discussions were held on each candidate.

Following Member consideration it was

RESOLVED that the post of Director of Corporate Services for the Unitary Council be offered to Timothy Wheadon currently Community Services Secretary at the London Borough of Bexley on the terms and conditions agreed.

The meeting commenced at 5.45pm and concluded at 9.15pm on 9 June. It then re-convened at 9.30am and concluded at 7.00pm on 10 June.

CHAIRMAN

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UNITARY 98 INTERVIEW COMMITTEE

12 JUNE 1997

Present: Councillors Angell, Bayle, Bettison, McCormack,
Sargeant and Worrall

In attendance Mr G Mitchell (Chief Executive)
Mr A Madden (Borough Personnel Manager)

71. Exclusion of Public and Press.

RESOLVED that pursuant to Section 100A of the Local Government Act 1972 members of the public and press be excluded from the meeting for consideration of the following item which involves the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

- (1) Information relating to employees or applicants for employment.

72. Recruitment of Director of Social Services & Housing for the Unitary Authority.

The Sub Committee interviewed the shortlisted candidates for the above appointment.

Following a lengthy and intensive interview process discussions were held on each candidate.

Following Member consideration it was

RESOLVED that the post of Director of Social Services & Housing for the Unitary Council be offered to Trevor Farmer currently Acting Director of Social Services at the London Borough of Hounslow on the terms and conditions agreed.

The meeting commenced at 5.45pm and concluded at 10.15pm on 11 June. It then re-convened at 9.30am and concluded at 6.30pm on 12 June.

CHAIRMAN

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UNITARY 98 INTERVIEW COMMITTEE

17 JUNE 1997

Present: Councillors Mrs Ballin, Bettison, Jones,
McCormack and Sargeant

In attendance Mr G Mitchell (Chief Executive)
Mr A Madden (Borough Personnel Manager)

73. Exclusion of Public and Press.

RESOLVED that pursuant to Section 100A of the Local Government Act 1972 members of the public and press be excluded from the meeting for consideration of the following item which involves the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

- (1) Information relating to employees or applicants for employment.

74. Recruitment of Director of Planning & Transportation for the Unitary Authority.

The Sub Committee interviewed the shortlisted candidates for the above appointment.

Following the interview process discussions were held on each candidate.

Following Member consideration it was

RESOLVED that the post of Director of Planning & Transportation for the Unitary Council be offered to George Kingston currently Borough Planning Officer at the Council on the terms and conditions agreed.

The meeting commenced at 9.15pm and
concluded at 12.30pm on 17 June.

CHAIRMAN

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SOCIAL SERVICES TRANSITION & HOUSING COMMITTEE

17 JUNE 1997

Present: Councillor Anngell (Chairman); Councillors Bayle, Egan, Grayson, Harrison, Miss Haydon, Mrs Hayes, Mrs Hirst, Jones, McCormack, Mrs Pile, Ryan, Mrs Shillcock, Simonds, Mrs Sutcliffe and Worrall

75. Welcome.

The Chairman welcomed the members of the Committee and observers to the first meeting of the Social Services Transition & Housing Committee in the current municipal year.

76. Appointment of Director of Social Services & Housing.

The Chairman reported that Mr Trevor Farmer, presently Deputy Director of Social Services responsible for children and families with the London Borough of Hounslow had been appointed Director of Social Services & Housing to the Council. A start date was currently being arranged.

77. Urgent Actions Taken Under Delegated Powers.

The Committee was advised of urgent action taken under delegated powers by the Borough Housing Officer in relation to:

- (a) Authorising an increase in a Local Authorities social housing grant to the Toynbee Housing Association.
- (b) Tender acceptance for improvements to Swan House.

78. Scheme of Delegation and Related Topics. (Item 1)

In a report being circulated to all main Committees, the Borough Administrator reported that the Council required each policy Committee to commission a review of its functions, responsibilities and delegations to ensure completeness and accuracy.

In order to achieve this it was suggested that a Focus Group be established by each service Committee to comprise of five members plus appropriate Officers.

RESOLVED that a Focus Group be established comprising Councillors Angell, Bayle, Mrs Shillcock, Simonds and Worrall, plus the Borough Housing Officer, Borough Engineer & Surveyor, Borough Environmental Services Officer, Borough Solicitor, Borough Administrator (or their representatives) and representatives from the County Council Social Services Department with the following Terms of Reference:

- (a) To review the description of the functions assigned to the Committee to ensure they are complete and accurate;
- (b) to examine the scope for delegating decision making activities in respect of the functions to Officers or to Sub Committees;

- (c) to consider how best to achieve the strategic management functions assigned to the Committee; and
- (d) to report back to the next meeting with firm proposals.

79. **Housing Act 1996 - Introductory Tenancies. (Item 2)**

The Borough Housing Officer reported that Introductory Tenancies was a measure introduced within the Housing Act 1996 that Local Authorities may use if they wished to deal speedily with problems early in a tenancy. Introductory Tenancy was a prelude to a secure tenancy for those new tenants who conducted their tenancy in a satisfactory manner. An Introductory Tenancy automatically became secure tenancy after 12 months, provided that the Authority had not commenced proceedings to end it. Introductory Tenancies can only be applied to new tenants.

Where a new tenant did not conduct the Introductory Tenancy in a satisfactory manner the Authority had an automatic right to terminate the tenancy and recover possession of the property, providing that the correct procedure had been followed. Any decision to terminate Introductory Tenancies had to be accompanied by a right to a review of the decision.

In considering this matter the Committee noted that criteria for the Introductory Tenancy regime needed to be established, and this would be dealt with in due course.

RESOLVED that an Introductory Tenancy regime be adopted with effect from 1 October 1997.

80. **Council Houses. (Item 3)**

The Borough Housing Officer submitted a report recommending a promotional initiative with regard to the sale of Council houses.

RESOLVED that the proposed initiative to promote the sale of Council houses in conjunction with an appropriate revision of the procedure for processing applications be endorsed.

81. **Joint Working with Health. (Item 4)**

The Borough Housing Officer reported that in preparing its Community Care Plans, the Local Authority was required, under Section 46 of the NHS in Community Care Act, to consult with Health Authorities. Accordingly the Committee considered a paper detailing the formal planning and joint working arrangements essential to the fulfilment of its statutory obligations.

The report outlined the key issues in joint planning for day one, the present planning and purchasing structure and gave a brief guide to the terminology and membership of the planning groups.

RESOLVED that members, in particular the Council's representative on the JCC Health, support, in principle, the preferred options for joint planning and joint working, as detailed in the report.

82. **Social Services - A Caring Future. (Item 5)**

The Borough Housing Officer reported that the report 'Social Services - A Caring Future' was the summary of the work undertaken and recommendations made by the Social Services Panel over the last two years. The report had been summarised in the "Strategies & Options" document.

The report made a number of important recommendations about the kind of Social Services authority that would best address the needs of the new unitary Council, particularly with regard to the statutory framework in which Social Services functions must operate. The report had been agreed by the Strategy & Policy Committee at its meeting on 20 May 1997.

The Borough Housing Officer defined a number of policy statements which were aimed to turn the vision into reality to achieve the objectives identified and the Committee was asked to support these statements.

RESOLVED that the policy statements detailed in the Officer's report be adopted as a basis for more detailed working in the shadow year.

83. **Delivery of Specialist Services in a Unitary Setting. (Item 6)**

In a detailed report the Borough Housing Officer submitted future proposals for specialist services such as Out Of Hours Emergency Service; Registration and Inspection Services; Child Protection Arrangements; Guardian Ad Litem and Reporting Officer; Adoption and Fostering; Berksability and the Sensory Needs Service.

On each of the above services the current situation was stated, together with an appropriate recommendation with regard to the placing of the particular service.

RESOLVED that:

- (i) the proposed joint arrangements and lead authorities for specialist services, as detailed in the Officer's report, be endorsed in principle in order that more detailed work and the delivery arrangements could follow; and
- (ii) the recommendations in the Officer's report be supported, particularly the recommendation relating to the Out of Hours Emergency Service arrangements for which Bracknell Forest Borough Council was proposing to be the lead authority.

84. **Housing Major Repair and Improvement Programme. (Item 7)**

The Committee received a report from the Borough Engineer & Surveyor detailing the status of the 1996/97 repair and maintenance programme and the 1997/97 programme.

RESOLVED that:

- (i) the progress of the schemes for 1996/97 and 1997/98 be noted; and
- (ii) the schemes proposed for anti- condensation works to 1-10, 47-58 Lady Bank, 66-85 Liscombe and for the installation of a lift in Liscombe House be approved and the Borough Engineer & Surveyor, in consultation with the Chairman, be authorised to accept the lowest tender received.

85. Seminar - Registered Social Landlords. (Item 8(i))

The Borough Housing Officer sought approval to arrangements for training for members concerning a role of registered social landlords.

RESOLVED that a Seminar be held on a date to be arranged in the Autumn 1997 at 6.30 - 9.00pm in the Council Chamber at Easthampstead House on the role of registered social landlords and that invitation be extended to all Members of the Council.

86. Policy Seminars/Visits for Members - Social Services. (Item 8(ii))

The Borough Housing Officer submitted a report recommending policy seminars and visits for members appropriate to Social Services facilities and detailed proposals for five seminars with associated visits.

RESOLVED that approval be given to the proposals for policy seminars/visits, as detailed in the Officer's report, on dates to be agreed with the Chairman.

87. Exclusion of the Press and Public.

RESOLVED that pursuant to Section 100A of the Local Government Act 1972 members of the press and public be excluded from the meeting for the consideration of the following items which involve the likely disclosure of exempt information under the following categories of Schedule 12A of that Act:

- (5) Information relating to business/financial affairs a third party (Item 9)
- (7) Terms of the proposed for a contract (Item 9)

88. Urgent Action taken under Delegated Powers.

In a report containing exempt information the Borough Housing Officer reported on urgent action taken under delegated powers with regard to authorising Local Authority social housing grant to the Magna Housing Association.

The meeting commenced at 7.30pm
and concluded at 9.20pm

CHAIRMAN

UNITARY 98 INTERVIEW COMMITTEE

19 JUNE 1997

Present: Councillors Birch, Good, Mrs Hayes,
McCormack, North and Sargeant

In attendance Mr G Mitchell (Chief Executive)
Mr A Madden (Borough Personnel Manager)

89. Exclusion of Public and Press.

RESOLVED that pursuant to Section 100A of the Local Government Act 1972 members of the public and press be excluded from the meeting for consideration of the following item which involves the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

- (1) Information relating to employees or applicants for employment.

90. Recruitment of Director of Leisure Services for the Unitary Authority.

The Sub Committee interviewed the shortlisted candidates for the above appointment.

Following the interview process, discussions were held on each candidate.

Following Member consideration it was

RESOLVED that no appointment be made at this time to the post of Director of Leisure Services and that the post be re-advertised at a later date.

The meeting commenced at 9.30am and
concluded at 2.30pm on 19 June.

CHAIRMAN

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PUBLIC & ENVIRONMENTAL SERVICES COMMITTEE
19 JUNE 1997

Present: Councillors Mills (Chairman), Adams, Barnard, Bayle, Beadsley, Mrs Clifford, Egan, Flood, Mrs Keene, North, Onions, Mrs Pile, Simonds, Veakins, Wade and Ward

Also Present: Councillors Blatchford and Mrs Hayes

Apologies for Absence were received from:
County Councillor Tomkinson

91. **Minutes.**

The minutes of the meeting of the Committee held on 18 March 1997 were approved as a correct record and signed by the Chairman.

92. **Local Government Reorganisation - Position Statement.**

The Committee considered a report giving details of the current position relating to the Local Government Reorganisation specifically relating to the licensing of petroleum installations and sports grounds, trading standards and waste disposal. It was considered that it would be useful for the Customer Advice Centre to give advice regarding food hygiene issues.

RESOLVED that the committee noted and endorses the action taken to date.

93. **Emergency Planning. (Item 2)**

The Committee considered a report giving details of the view reached by the Officer Working Party regarding the basis on which emergency planning should be undertaken following the advent of unitary authorities. Work had been based on the view that the function should be dealt with on a unitary authority level, although ensuring effective liaison and communication between the unitary authorities. The Joint Officer Working Group had produced a draft memorandum of understanding which could form the basis for future liaison and cooperation between the unitary authorities.

The Home Office had indicated that it would need to be satisfied in respect of the liaison arrangements to be put in place between the six Berkshire Unitary Authorities.

RESOLVED that:

- (i) the Committee endorses the decision that emergency planning post 1 April 1998 should be the responsibility of the unitary authorities;
- (ii) the Committee acknowledges the need for effective liaison and communication between the unitary authorities and to that end approves and endorses the principles of establishing a “Memorandum of Understanding”; and
- (iii) subject to the results of the current consultation process, the post of Emergency Planning Officer as proposed be redesignated Civil Emergency Planning Officer.

94. Combined Fire Authority (Shadow Planning). (Item 3)

The Borough Administrator presented a report regarding the proposal by the Home Office to make an order to combine the responsibilities of each new unitary authority under a Combined Fire Authority for Berkshire. The draft Berkshire Fire Services (Combination Scheme) Order 1997 had been submitted to all existing District/Borough Councils seeking views on issues relating to the name of the Combined Fire Authority, the name of the combined Fire Brigade, who should be appointed to convene the first meeting, the number of members required for the Joint Committee and the quorum for the meetings. The report also envisaged the setting up of a Pre-Shadow Committee to make early progress with planning preparations.

RESOLVED:

- (a) That the Committee submit the following comments to the Home;
 - (i) that the name of the Combined Fire Authority be the Royal Berkshire Fire Authority;
 - (ii) that the name of the Brigade remain the Royal Berkshire Fire and Rescue Service;
 - (iii) that the first meeting of the Combined Fire Authority be called by the Berkshire County Council Solicitor;
 - (iv) that the number of elected Members to serve on the Combined Fire Authority be 24;
 - (v) that the quorum at meetings of the Combined Fire Authority be one third of the total membership, and one half for the Fire Authorities Budget Meetings; and
 - (vi) that this Council support the provisions of Section 39 of the Local Government (Miscellaneous Provisions) Act 1976 applying to combined fire authorities;
- (b) that this Council support the early establishment of a Pre-Shadow Joint Fire Authority Committee and that the following members, Councillors Egan, Onions and Mills be recommended for appointment, and Councillors Barnard, Beadsley and Flood as reserves, with attendance at such meetings qualifying as an approved duty under this Council’s Scheme of Allowances; and
- (c) that an information seminar be arranged for all Members of the Council on the Berkshire Fire & Rescue Service.

95. **Establishment of the Shadow Thames Valley Police Authority. (Item 4)**

The Borough Administrator presented a report detailing the steps which would be required to be taken in order to respond to the draft consultation document constituting the Thames Valley Police Authority with effect from 1 April 1998, and the need to consider the ways in which the Local Authority representatives would be appointed to the Shadow Thames Valley Police Authority with effect from 1 October 1997. The draft Thames Valley (Police Authority) Order 1997 had been received for consultation from the Home Secretary, setting out the manner for constituting the new Police Authority. Consideration was given to a proposal to increase the number of the Local Authority seats on the Police Authority to 12 and hence the overall total number of seats to 23, in order to enable each unitary authority to have one representative, while Buckinghamshire County Council would have two seats and Oxfordshire County Council three; in view of their larger populations and tax bases.

The procedure whereby local authority members would be appointed to the Police Authority would be by each of the nine constituent authorities appointing members to a Joint Committee which would then appoint representatives from the Local Authorities to the Police Authority itself.

RESOLVED that:

- (i) a response be made to the draft Thames Valley (Police Authority) Order 1997 in the manner set out in the Officer's report, indicating that the size of the Police Authority should be increased to 23 of which 12 would be local authority members; and
- (ii) the actions required to be taken in order to establish the local authority representation on the Police Authority be noted.

96. **Scheme of Delegation and Related Topics. (Item 5)**

The Borough Administrator submitted a report regarding the proposals made by the Annual Council meeting of 13 May 1997 that each main service Policy Committee should establish a Focus Group to undertake a full review of the functions responsibilities and delegations of that Committee in order ensure completeness, accuracy and to decide how that Committee should fulfil its strategic and operational responsibilities. The Focus Group would report back to the Strategy & Policy Committee of 15 October 1997, and would be comprised of five members, with Officers as detailed in the report.

RESOLVED that:

A focus group be established comprising Councillors Adams, Mrs Clifford, Egan, Mills and Mrs Pile plus the Borough Environmental Services Officer, Borough Engineer and Surveyor, Borough Housing Officer, Borough Finance Officer, Borough Solicitor and Borough Administrator or their representatives, appropriate County Council Officers, and any other Officers as considered appropriate; with the following terms of reference:-

- (a) To review the description of the functions assigned to the Committee to ensure they are complete and accurate.
- (b) To examine the scope for delegating decision making activities in respect of the functions to Officers or to Sub Committees.

- (c) To consider how best to achieve the strategic management functions assigned to the Committee.
- (d) To report back to the next meeting with firm proposals.

97. Appeals Sub Committee. (Item 6)

The Borough Administrator submitted a report giving details of the urgent need to establish a mechanism for dealing with appeals against decisions taken by or on behalf of the Committee in relating to entertainment licences, street trading and the Council's functions under the Cinemas Act 1985. In addition to these functions the Panel could be constituted in appropriate circumstances to hear an appeal against any decision taken by the Borough Environmental Services Officer under delegated powers if justified in the interests of natural justice.

RESOLVED that:

- (i) the Public & Environmental Services Committee should establish a Sub Committee to be known as the Appeals Sub Committee with the following Terms of Reference;
 - (a) to consider appeals in respect of the determination of applications for Entertainment's licences;
 - (b) to consider appeals in relation to the refusal by the Council to grant or vary a street trading licence;
 - (c) to consider appeals or other appropriate issues relating to the Council's functions under the Cinemas Act 1985 and other legislation in respect of the licensing of and objections to the public exhibition of films;
 - (d) to consider appeals against any decision taken by the Borough Environmental Services Officer under delegated powers if justified in the interests of natural justice; and
- (ii) the Appeals Sub Committee comprises of five members in the ratio 3 Conservative and 2 Labour, and that Councillors Barnard, Flood, Onions, Mrs Pile and Veakins be nominated to serve thereon.

98. Coroner's Service. (Item 7)

The Committee considered a report regarding the way in which the Coroner's Service could be operated within a unitary context, considering the advice provided in Home Office Circular 9/1996. It was noted that a County-wide group of officers had been in discussion with the Coroners and the Home Office to assess the provision of the Service from 1 April 1998. The information received from the Home Office suggested that it would be beneficial to maintain one Coroner's District cover the areas of the four unitary authorities, forming the present

Coroner's District of East Berkshire. If this was accepted, it was considered that one of the Councils within the District should act as the lead authority. The present Coroner for East Berkshire had expressed that the Service should be hosted by the Royal Borough of Windsor and Maidenhead and having regard to this and other factors it was felt that it would consider that Windsor and Maidenhead Unitary Authority should act as the Lead Authority for the Coroner's Service. The existence of the public mortuary at Easthampstead Park would be an issue to be taken into account in discussion of the detail arrangements necessary to support the Lead authority role.

RESOLVED that:

Subject to the detail to be approved in the necessary Order and Agreement, the Council agrees that:

- (a) an East Berkshire Coroner's District should be established covering the four unitary authorities of Bracknell Forest, Royal Borough of Windsor & Maidenhead, Slough and Wokingham, and
- (b) that the Royal Borough of Windsor & Maidenhead should act as the host authority for the Coroner's Service in East Berkshire.

99. **Position Statement - Environmental Services Capital Programme. (Item 8)**

The Borough Environmental Services Officer submitted a report giving details of the development of schemes to be spent on desire lines footpaths, environmental improvements in open amenity areas and the progression of toilet refurbishments schemes at Brooke House, Napier Road, Crowthorne and Birch Hill shops.

RESOLVED that the Committee:

- (a) notes the position statement in respect of desire lines and environmental improvements;
- (b) notes the position with regards to the proposed refurbishment of Brooke House, Napier Road and Birch Hill toilets;
- (c) delegates authority to the Borough Environmental Services Officer in consultation with the Chairman to approve the detailed design of the Napier Road, Crowthorne and Birch Hill shops schemes; and
- (d) authorises the Borough Environmental Services Officer in consultation with the Chairman to seek tenders for the work detailed in the report and accept the most appropriate tender received.

100. **Position Statement - London Road Landfill Site. (Item 9)**

The Borough Environmental Services Officer submitted a report regarding the current position relating to the restoration of this site and implementation of aftercare arrangements in accordance with the current planning consents.

RESOLVED that the Committee notes the position with regards to the London Road site.

101. **Position Statement - Waste Disposal Market Testing. (Item 10)**

The Borough Environmental Services Officer submitted a report updating the Committee on progress made with regards to the waste disposal market testing exercise and its impact on current thinking concerning the development of waste disposal and recycling arrangements.

RESOLVED that:

- (a) the Committee notes the contribution of the current market testing exercise to the strategic development of cost effective and sustainable waste disposal outlets; and
- (b) notes that in light of the opportunities and uncertainties arising from the award of the BERIS contract and current market testing exercise, it is considered prudent, whilst maximising participation in current schemes, to refrain from developing new recycling initiatives until they can be informed by the nature of waste disposal outlets available to the new authority.

102. Street Trading - Designation of Additional Streets. (Item 11)

In accordance with Standing Order 23 Councillor North declared a non pecuniary interest in this item but was allowed to remain in the Council Chamber and speak and vote.

The Borough Environmental Services Officer submitted a report regarding additional streets within the Borough to be designated as consent streets and a schedule for the Local Government (Miscellaneous Provisions) Act 1982, enabling street trading to be controlled within those streets.

RECOMMENDED that:

- (i) Pursuant to schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 the streets as listed in Annexe B hereto including all forecourts, roads, footways or other areas adjacent to the streets to which the public have access without payment referred to in this resolution for a distance of 30 metres from the said streets, be designated as consent streets; such designations to be effective from 1 September 1997 and that the conditions as per Annexe B of the report to Environment Committee on 19 September 1995 (minute 235 refers) be adopted as the Council's conditions in respect of street trading in those streets as of that date; and
- (ii) the fees payable on applications for all consent street traders in the streets as listed in Annexe A of the report in accordance with the current scale of fees and charges, namely £110 per calendar month, £270 for the three calendar months and £500 for six calendar months.

103. Local Agenda 21 - Policy Review/Progress Update. (Item 12)

The Committee considered a report giving details of the progress made in respect of performance relating to the adopted policies, key action areas and indicators in relation to the Council environmental performance.

The Committee considered that the details regarding the Corporate Travel Coordinator and mileage in relation to cycle paths should be included in the indicators.

RESOLVED that:

- (i) reaffirms its support for the existing policies, key action areas and indicators as set out in Annexe A for the period ending 31 March 1998; and
- (ii) the Environmental Impact Group be charged with the responsibility for the production of an Environmental Strategy for adoption by the Council that takes due account of the powers and duties of a Unitary Authority and becomes effective as of the 1 April 1998.

104. Environment Fair - 1998. (Item 13)

In a joint report the Borough Environmental Services Officer and Borough Leisure Officer gave details of the proposal to stage an environment fair during 1998 based on the success of the last environment fairs held within the grounds of South Hill Park.

RESOLVED that the Committee:

- (i) confirms its intention to hold an environment fair on Sunday 17 May 1998 at South Hill Park;
- (ii) records its thanks to everyone involved in helping make this year's event a success; and
- (ii) write to the Officers involved in the day's events and thank them for their hard work.

105. Performance Indicators. (Item 14)

The Committee received the six monthly performance indicators for the period ending 31 March 1997 and customer surveys for Cemetery and Crematorium, and of Residents who have requested a service.

RESOLVED that the performance indicators and customer surveys be noted.

106. Annual Report - Miscellaneous Licensing & Registration. (Item 15)

The Borough Environmental Services Officer submitted the annual report in relation to the range of licensing applications and registrations undertaken under delegated powers.

RESOLVED that the Committee notes and approves the action taken under their delegated powers in respect of licensing registration.

107. SANDS Memorial - Easthampstead Park Cemetery & Crematorium. (Tabled Item)

Due to the timescale involved, the Borough Environmental Services Officer submitted a tabled report regarding the proposals to provide a SANDS (Stillborn & Neonatal Death Society) Memorial Sculpture to provide a focal point in the Babies Garden of Remembrance in Easthampstead Park Cemetery and Crematorium.

RESOLVED that an amount of £6,170 be set aside from the existing capital programme to facilitate the provision of a SANDS Memorial Sculpture by SANDS at Easthampstead Park Cemetery and Crematorium - Babies Garden of Remembrance.

The meeting commenced at 7.30pm and concluded at 9.45pm

CHAIRMAN

UNITARY 98 INTERVIEW COMMITTEE

24 JUNE 1997

Present: Councillors Adams, Mrs Ballin, Egan,
McCormack, Mills and Sargeant

In attendance Mr G Mitchell (Chief Executive)
Mr A Madden (Borough Personnel Manager)

108. Exclusion of Public and Press.

RESOLVED that pursuant to Section 100A of the Local Government Act 1972 members of the public and press be excluded from the meeting for consideration of the following item which involves the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

- (1) Information relating to employees or applicants for employment.

109. Recruitment of Director of Public & Environmental Services for the Unitary Authority.

The Sub Committee interviewed the shortlisted candidates for the above appointment.

Following a lengthy and intensive interview process discussions were held on each candidate.

Following Member consideration it was

RESOLVED that the post of Director of Public & Environmental Services for the Unitary Council be offered to John Osborne currently Chief Environmental Services Officer at the London Borough of Bexley on the terms and conditions agreed.

The meeting commenced at 5.45pm and concluded at 9.15pm on 23 June. It then re-convened at 9.30am and concluded at 5.00pm on 24 June.

CHAIRMAN

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LEISURE SERVICES COMMITTEE
24 JUNE 1997

Present: Councillor North (Chairman)
Councillors Blatchford, Egan, Fawcett, Finnie, Flood
Good, Miss Haydon, Mrs Hayes, Mrs Keene, McCormack
Taylor and Thompson

Apologies for Absence were received from:
Councillors Bettison, Grayson and Wheaton

110. Minutes

The minutes of the meeting of the Committee held on 11 March 1997 were approved as a correct record and signed by the Chairman.

111. Urgent Action Taken Under Delegated Powers

The Committee received details of an urgent action taken under delegated powers in relation to the formation of the Binfield Library Focus Group.

RESOLVED that the urgent action taken under delegated powers be noted.

112. Minutes - Binfield Library Group

RESOLVED that the minutes of the Binfield Library Group meeting for 14 May and 10 June 1997 be noted.

113. Scheme of Delegation and Related Topics (Item 1)

The Committee received a report regarding proposals made by the Annual Council meeting of 13 May 1997 that each main service policy committee should establish a focus group to undertake a full review of the functions, responsibilities and delegations with that committee in order to ensure completeness, accuracy and decide how each committee should fulfil its strategic and operational responsibilities. The focus group would report back to the Strategy and Policy Committee on 15 October 1997, and would be comprised of five Councillors together with officers as detailed in the report.

RESOLVED that a focus group be established comprising Councillors Fawcett, Good, Miss Haydon, Mrs Hayes and North, plus the Borough Leisure Officer, Borough Finance Officer, Borough Solicitor and Borough Administrator or their representatives, appropriate County Council Officers and any other officers considered appropriate; with the following terms of reference:

- (i) To review the description of the functions assigned to the Committee to ensure they are complete and accurate;
- (ii) To examine the scope for delegating decision making activities in respect of the functions to Officers or to Sub Committees;
- (iii) To consider how best to achieve the strategic management functions assigned to the Committee; and
- (iv) To report back to the next meeting with firm proposals.

114. Draft Leisure Strategy (Item 2)

Jim Lynch of Strategy Leisure attended the Committee to give a presentation on the process undertaken by Strategy Leisure in the development of the Council's draft Leisure Strategy. He outlined the work

undertaken through market research, facilities audits, population analyses and general research. The results of the work has illustrated that the Borough's population was fairly affluent, mobile and leisure orientated with a high percentage of people under the age of 34 years. It was considered that provision of facilities was good and therefore the strategy had been based on modest growth with five main strands as follows:

- (i) An emphasis on young people;
- (ii) The preservation of assets;
- (iii) A local delivery of service;
- (iv) A development approach; and
- (v) Working to improve access.

It was considered that sports facilities provision within the Borough was at a reasonable level and that work should be undertaken to develop sports and arts provision within the Borough through schools. Opportunities existed for improvements to the library service through the development of the town centre. It was considered that the Borough provided a high standard of green space and that there would be a need to maintain the balance between access to creche areas and preserving the spaces. Mr Lynch outlined the importance of developing a consultation process for developing services within the Borough.

The Committee considered the draft Leisure Strategy and submitted questions thereon. Mr Lynch highlighted the importance of obtaining lottery funding for sports development and the benefits that could be obtained from the appointment of an officer designated to be responsible for lottery funding applications. Councillors considered the possible designation of a Community Centre Liaison Officer and noted that the Resource Analyses Focus Group would be considering additional Leisure Services posts in the near future.

RESOLVED that:

- (i) the Committee notes the receipt of the Draft Leisure Strategy document (1997 - 2002) and the contents therein;
- (ii) the Committee approves the further consultation period on the document by all interested parties to be completed by Tuesday 30 September 1997;
- (iii) a further presentation to be given to the Leisure Services Committee on Tuesday 11 November to finalise the draft document and approve future compilation, distribution and evaluation; and
- (iv) the Leisure Strategy be referred to all other main service Committees for consultation.

115. **Capital Programme Update. (Item 3)**

The Committee received a report giving details of the current Leisure Capital Programme and the proposed capital schemes for Coral Reef; the refurbishment of the changing areas and the installation of the air handling unit.

RESOLVED that the Capital Programme as detailed in Annexe 1 of the Officer's report and the capital schemes proposed for Coral Reef be approved.

116. **The Croft/Winkfield Parish Hall Development. (Item 4)**

The Committee received a report regarding the progress made to date with regards to the project to build a parish hall and associated recreational open space in Chavey Down, Winkfield. It was noted that tenders had been received for the project and that a shortfall of funding of £63,000 had been identified. The Committee considered the need to progress the project and the possible options for identifying the shortfall from elsewhere within the current Leisure capital programme.

RESOLVED that:

- (i) the Committee supports the need to provide an additional £63,000 towards the cost of the project to build the Croft/Winkfield parish hall development; and
- (ii) the £63,000 would be met from savings elsewhere in the Leisure capital programme, as detailed within the officer's report.

117. Leisure Capital Programme - Construction Projects. (Item 5)

The Borough Engineer & Surveyor reported on the progress of the following construction schemes within the Leisure Capital Programme.

- (i) Coral Reef major refurbishment of changing rooms - scheme gone out to tender;
- (ii) The Look Out extension - works to extend cafe, shop and toilets almost completed;
- (iii) The Look Out overflow car park - works complete;
- (iv) Carnation Hall (The Croft - tenders received);
- (v) Coral Reef replace air handling unit - tenders received;
- (vi) Sandhurst Sports Centre new entrance and gym - preparation underway for tendering in September;
- (vii) Edgbarrow Sports Centre - replacement ATP - going out to tender;
- (viii) Edgbarrow Sports Centre replacement of Granwood Floor in the Main Hall - work to be completed in July.

RESOLVED that:

- (i) the Committee notes the progress of schemes previously approved by the Committee; and
- (ii) tender B for the construction of the new Community Centre at The Croft, Winkfield be accepted.

118. Section 106 Funds - Open Space and Community Facilities. (Item 6)

The Committee considered a report regarding the Section 106 Funds available for open spaces and community projects, giving details of existing commitments and proposed allocations for the Section 106 Funds.

RESOLVED that:

- (i) the committed projects and provisionally allocated projects detailed in the Officer's report be noted; and
- (ii) the Officer's report be sent to the parish councils for information.

119. The Look Out - Cleaning Specification. (Item 7)

The Committee considered a report giving details of the cleaning specification which had been drawn up to undertake increased cleaning requirements at The Look Out in view of greater usage in the exhibition, shop, play area, car park and general flow areas. Expressions of interest had been sought from external contractors and tenders have been received thereon. Expressions of interest were far in

excess of the current cleaning budget and therefore it was proposed to create the establish of three new part time cleaner posts to cover the increase in workload.

RESOLVED that:

- (i) the Committee approves the establishment of 3 new part time cleaner posts to cover a total of 16 hours per week, the cost of which would be accommodated within the existing approved net budget for The Look Out, subject to the concurrence of Personnel sub Committee; and
- (ii) the cleaning specification and operation be reviewed after twelve months and that a report be brought back to the Leisure Services Committee if considered necessary.

120. **Part Time Temporary Admin. Assistant. (Item 8)**

The Acting Borough Leisure Officer presented a record requesting permission for the appointment of a part time Administration Assistant on a fixed term contract until 31 March 1998 to work in the Central Leisure Office at Easthampstead House in order to deal with both the existing workload and the workload to be generated by the transition to a unitary authority.

RESOLVED that the Committee approves the appointment of a 15 hours per week Administration Assistant on BG I for a fixed term period up to 31 March 1998, subject to the concurrence of the Personnel Sub Committee.

121. **Land South of Cabbage Hill, Warfield. (Item 9)**

The Committee received a report seeking approval to proceed with the building of the bridge given access to land recently purchased as open space at Cabbage Hill. Approval was also sought to open up a riverside path along The Cut.

RESOLVED that:

- (i) The Borough Engineer & Surveyor be authorised to spend up to £50,000 on construction of a bridge to land south of Cabbage Hill, and that he be authorised to accept tenders for the works in consultation with the Chairman, and
- (ii) the riverside path be signposted.

122. **Lily Hill Park. (Item 10)**

The Committee received a report giving details of proposals to undertake a public consultation exercise on the draft policy statement for the management of Lily Hill Park in order to guide the Council to re-establish the integrity between the House and the Park, restore the original park design and resolve or mitigate any factors which undermine the quality or nature of the Park or its use for informal recreation.

RESOLVED that the views of the public be sought on the draft policy statement for Lily Hill Park by 8 August 1997.

123. **Blackwater Valley Footpath/Cycling. (Item 11)**

In response to the consultation process undertaken by the Blackwater Valley Countryside and Recreation Management Service regarding the issue of whether cycling should be permitted on the Blackwater Valley footpath, the Committee considered implications of having access for both cyclist and pedestrians.

RESOLVED that the Council support the concept of cycling along the Blackwater Valley footpath, subject to any necessary alterations to highway status of the route.

124. **Southern Screen. (Item 12)**

The Committee considered a report regarding the Southern Screen, a film commission company funded by local authorities and regional arts boards, who acted as a one-stop shop for promoting and marketing locations, facilities, personnel and services in the South and South-East to the film and television industries. It was noted that this Council currently supported Southern Screen, and it was proposed to carry on this support in the 1997/98 municipal year.

RESOLVED that the report be noted and approval be given to the funding of Southern Screen for 1997/98 in the sum of £600 (plus VAT).

125. **Sport South. (Item 13)**

A request had been received from Councillor John Dawson of New Forest District Council requesting financial support from Bracknell Forest of £250 and seeking commitment, continuance and development of Sport South.

RESOLVED that the Committee support the commitment, continuance and development of Sport South and that a contribution of £250 for the period 1 April 1997 to 31 March 1998 be approved.

The meeting commenced at 7.30pm and concluded at 8.40pm.

CHAIRMAN

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STRATEGY AND POLICY COMMITTEE
25 JUNE 1997

Present: Councillor Bettison (Chairman)
Councillors Angell, Mrs Ballin, Bayle
Birch, Mrs Keene, McCormack, Mills
North, Sargeant, Wade, Ward and
County Councillor Dr L Murray

Also present: Councillor Blatchford

Apologies for Absence were received from:
Councillors Good and Wheaton

126. Reorganisation Employee Consultative Committee/Education Consultation Panel.

RESOLVED that the minutes of the joint meeting of the Reorganisation Employee Consultative Committee and Education Consultation Panel held on 18 June 1997 as set at Appendix B hereto, be received.

127. Appointment of Unitary Chief Executive and Chief Officers.

The Committee noted the following first tier appointments made by the Unitary 98 Interview Committee as follows:

Chief Executive	Mr Gordon Mitchell (presently Head of Policy, Bracknell Forest Borough Council)
Director of Education	Mr Anthony Eccleston MA (presently Assistant Director of Education, Buckinghamshire County Council)
Director of Corporate Services	Mr Timothy Wheadon (presently Community Services Secretary, London Borough of Bexley)
Director of Social Services and Housing	Mr Trevor Farmer (presently Deputy Director of Social Services, London Borough of Hounslow)
Director of Planning and Transportation	Mr George Kingston (presently Borough Planning Officer, Bracknell Forest Borough Council)
Director of Public and Environmental Services	Mr John Osborne (presently Chief Environmental Services Officer, London Borough of Bexley)

128. Exclusion of Public and Press.

RESOLVED that pursuant to Section 100A of the Local Government Act 1972 members of the public and press be excluded from the meeting for the consideration of item 5 which involves the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

- (11) Information relating to employee consultations

129. **Detailed Structures. (Item 5)**

In a report containing exempt information the Borough Personnel Manager referred to the detailed structures considered by the Committee on 20 May which had been subsequently released for consultation purposes and had been previously circulated to all Members of the Council. The report drew attention to several important principles which needed to be resolved and outlined the procedures to be followed thereafter. Details of all responses received as a result of the consultation were appended to the report and the Borough Personnel Manager further circulated a letter received from the County Director of Personnel which enclosed a copy of a resolution passed by the County Transition and Resources Committee at its meeting on 12 June expressing general concerns about the status of new and unchanged posts proposed by the Borough Council and specifically identified a number of proposed posts which the County Council considered to have been incorrectly designated.

After detailed discussion and consideration of the views expressed during the consultation process the Committee.

RESOLVED That

- (i) The Employees' comments appended to the report submitted be noted and considered by the Directors in establishing their final structures;
- (ii) subject to further consultation with new Directors, Support Services are managed by the Central Service Units for one year after vesting day and that after that time the position be reassessed and that during that period a review be carried of the Department's public interface;
- (iii) the Committee appoint a Unitary Structures Sub Committee comprising the Members of the Resource Analysis Focus Group with delegated authority to approved detailed variations and amendments to the approved structures (including transfer status) following consideration of further information from the Chief Officers in relation to proposed service levels;
- (iv) the Chief Executive in consultation with the Borough Personnel Manager be authorised to approve the early recruitment to selective posts identified by the Resource Analysis Focus Group;
- (v) the structures as previously circulated be agreed subject to the foregoing in order to permit the Authority to inform the Borough staff of their Local Government reorganisation transfer status and to adhere to the timetable outlined in the Personnel Protocol to start the second tier Officer prior consideration process. The

announcement of the decision on those posts being contested by Berkshire County Councils be suspended subject to further consultations and legal advice;

- (vi) the Council's appreciation of the valued contributions made by employees and others who had participated in the consultation process be placed on record.

130. **Council Meeting.**

The Chairman advised the meeting that the decisions made by the Committee fell within the Committee's powers and that there was therefore no requirement for a Special Council meeting on 2 July. The Special Council meeting would accordingly be cancelled.

The meeting commenced at 7.30pm and concluded at 9.00pm

CHAIRMAN

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EDUCATION TRANSITION COMMITTEE
3 JULY 1997

Present: Councillor Ward (Chairman)
Councillors Barnard, Beadsley, Mrs Doyle, Fawcett,
Good, Harrison, Mrs Hayes, Mrs Hirst, Mills,
Mrs Shillcock, Mrs Sutcliffe, Taylor, and Worrall

Also present: County Councillor Mrs L Boyd (for Dr L Murray),
Councillor North

Apologies for Absence were received from:
Councillor Wheaton, County Councillor Dr L Murray

147. Petition.

The Chairman of the Committee, Councillor Ward declared his interest in this item of business and vacated the chair.

COUNCILLOR BARNARD, VICE CHAIRMAN IN THE CHAIR

The Committee received a petition in the following terms:-

“We, the undersigned, strongly object to the decision by the Windsor & Maidenhead Borough Council to exclude the children of Forest Park and the Warren from Charters School.

We believe that any decision should not have been made before *full* consultation with ALL the parties concerned.”

The petition was in response to changes to the designated appropriate area of Charters School being put forward by Windsor and Maidenhead Royal Borough Council. A representative of the petitioners spoke to the petition and presented it. The Vice Chairman called on Berkshire County Council’s Head of Admissions, who was attending the meeting as part of the County’s Bracknell Forest Link Team, to indicate the County Council’s position on this issue. It was noted that a special meeting of the County Council’s Education Committee was due to consider the County Council’s response to the proposed changes. Existing County policy was that there would be no change to admissions policies or catchment areas for the remainder of the life of the County Council. Since the school allocations for September 1998 would be carried out by Berkshire County Council by the end of February 1998, the County Council would have to determine whether an exception should be made to the general policy on this occasion. There was concern about the lack of consultation carried out by the Royal Borough of Windsor and Maidenhead and advice from the DfEE indicated that where there was lack of agreement, the County Council was not compelled to administer the proposed changes.

Councillor Mrs Doyle proposed a motion in the following terms which was duly seconded:-

“This Council:

- (i) recognises the right of the Royal Borough of Windsor & Maidenhead to determine the catchment areas for schools within its Borough;
- (ii) views with concern the action taken by the Education Committee of the Royal Borough of Windsor & Maidenhead in changing the catchment area for Charters School without prior consultation with the public and this Council; and

- (iii) requests a meeting with the Royal Borough of Windsor & Maidenhead to discuss the implications of this change for the children of Forest Park and The Warren.”

RESOLVED that the motion put forward by Councillor Mrs Doyle be adopted, and that the petition be noted.

COUNCILLOR WARD IN THE CHAIR

148. Minutes of Sub and Liaison Committees.

The Committee received for information copies of the minutes of the Education Consultation Panel held on 21 May 1997 and 5 June 1997.

149. Appointment of Director of Education. (Item 1)

The Committee received a report from the Borough Personnel Manager providing some biographical background to Mr Anthony Eccleston who was due to take up his appointment in August. Mr Eccleston addressed the Committee and indicated that he was very pleased to be coming to Bracknell Forest and hoped to raise achievements of all learners in the Borough.

RESOLVED that the report be noted.

150. Constitutional Matters. (Item 2)

The Committee received a report from the Borough Administrator detailing the Committee’s membership and Terms of Reference.

It was noted that there would be a Focus Group meeting once that would examine Terms of Reference for the Education Transition Committee, the Sub Committee Terms of Reference and Officer delegations for the Director of Education.

RESOLVED

- (i) that the Terms of Reference and assignment of functions for the Education Transition Committee as passed by the Council be agreed as an interim statement;
- (ii) that the Focus Group be established on the basis set out in Appendix 2 to the report to consider the Committee’s Terms of Reference and Officer delegations and that the following Councillors be nominated to serve on the Focus Group: Councillors Barnard, Mrs Hirst, Mrs Hayes, Ward and Wheaton;
- (iii) that an Executive Sub Committee comprising of Councillors Barnard, Mrs Doyle, Mrs Hirst, Ward and Wheaton be established.

151. Teacher and Headteacher Consultation Arrangements. (Item 3)

The Committee received a report from the Education Planning & Project Officer detailing proposals for Teacher consultation arrangements and religious representatives on the Committee. The Chairman emphasised that the new unitary authority would not be following

all of Berkshire County Council's consultation arrangements. He emphasised that the ten Headteachers who had been co-opted by the former Education Panel had proved very helpful in the discussions leading up to the shadow period. The aim was for meaningful consultation to take place early on in the Committee cycle rather than to adopt Berkshire County Council's approach of presenting the consultation body with finalised Committee reports a day or so prior to the full Committee meeting.

Concerns were expressed about the apparently narrow range of people being included in the consultation arrangements. Non Teachers, Post 16 and other specialist staff were not included in the consultation arrangements. It was recommended by the Education Consultation Panel that the representatives appointed to the Education Transition Committee would be automatically also members of the Education Consultation Panel. It was essential that the proposals were agreed at the meeting, otherwise the arrangements would not come into effect until the November meeting of the Committee.

RESOLVED

- (i) that the Committee approve the arrangements set out in the report for Teacher representatives on the Education Transition Committee, religious representatives on the Committee, Teachers' representatives and that consultations continue with regard to the JNWP;
- (ii) that meetings of the Education Consultation Panel are held early in each cycle wherever possible;
- (iii) that the Committee review the arrangements following consultation and in the light of corporate guidelines prior to formalising proposals to be effective for the period after 1 April 1998;
- (iv) that agenda papers and minutes relating to the Education Transition Committee be issued to all members of the Consultation Panel and Teacher representatives; and
- (v) that the Teacher representatives elected to the Education Transition Committee also be members of the Education Consultation Panel in addition to the five Teacher representatives to be appointed to the Panel.

152. Education Appeals Committees. (Item 4)

The Committee received a copy of a report for information which was to be considered by the Strategy & Policy Committee on 16 July 1997. The report indicated the need for the Borough Administrator to be designated as Clerk to the Appeals Committee to support the entire process for recruitment and for training of Appeal Committee members. It was hoped that all members of the Borough Council would be able to take on some of the Appeal Committee work.

RESOLVED that the Committee note and approve the proposals set out in the report.

153 School Admission Arrangements. (Item 5)

The Committee received a report from the Education Planning & Project Officer detailing the existing admissions policies for County and County controlled primary and secondary schools. It was proposed that there should be no change for September 1998 to these arrangements.

RESOLVED that with effect from 1 April 1998 to the end of 1998/99 school year, the proposals for school admission arrangements detailed in the report be adopted, based on the status quo.

154. **The Committee's Response to "Partnerships in Learning". (Item 6)**

The Committee received a report from the Education Planning & Project Officer requesting any feedback on the "Partnerships in Learning" document which had been published in April 1997. It was noted that the Working Group had identified the need for a policy on nursery education and for a strategy for Post 16 education in the Borough.

RESOLVED that the broad principles of Partnerships in Learning be endorsed, with the additions identified by the Working Group.

155. **Education Budget and Standard Spending Assessment. (Item 7)**

The Committee received a report from the Borough Finance Officer detailing the progress being made with the budget disaggregation. There would be a consultation on the scheme for local management of schools in the Autumn term.

RESOLVED that the report be noted.

156. **Staffing Structures. (Item 8)**

The Committee received a report from the Education Planning & Project Officer detailing the response to the consultation on staffing structures.

RESOLVED that the report be noted.

157. **Progress Report on Inter Authority Joint Working. (Item 9)**

The Committee received a report from the Education Planning & Project Officer detailing the latest situation on key issues being considered by the Borough in conjunction with other new unitary authorities. The Education Planning & Project Officer updated the Committee as follows:-

- Berkshire Young Musicians' Trust: It was noted that the Berkshire Youth Musicians' Trust would need to establish six separate contracts with the new Councils and clearly there would be diversity among the Councils as to their requirements from the Trust.
- Special Education: The report contained two lists of items, one indicating where joint arrangements may be justified and the second where they would probably not be justified.

- Welsh outdoor centres: An arrangement would need to be made by the Unitary Councils for the continued use of Rhos-y-Gwaliau and Tirabad. On the basis of current usage, Rhos-y-Gwaliau was used for six weeks of the year by Bracknell Forest schools. The Committee declared its general support for outdoor education and would look to support in a general manner, rather than the Welsh centres alone.

RESOLVED that the report be noted.

158. **Easthampstead Park. (Item 10)**

The Education Planning & Project Officer indicated that this agenda item was withdrawn whilst consultation continued on the issue.

159. **Term Dates for 1998/99. (Item 11)**

The Committee received report from the Education Planning & Project Officer detailing term dates for 1998/99.

RESOLVED that the term dates set out in the report be approved.

160. **LEA Management Information Systems. (Item 12)**

The Committee received a report from the Borough I.T. Manager and the Education Planning & Project Officer setting out a proposal for the LEA Management Information System. An evaluation had been carried out and the Borough would need to proceed with the early installation and implementation of hardware and software to allow the Department to train, test and develop the new systems ready to go live on April 1998.

RESOLVED

- (i) that SIMS-EMS be adopted as the central Local Education Authority system;
- (ii) the appropriate hardware and software be purchased on behalf of the LEA;
- (iii) SIMS Limited provide a comprehensive planning, implementation and training service to the LEA;
- (iv) a support contract be established between the LEA and SIMS Limited;
- (v) that the identified indicative cost of figures £99,200 be approved for this purpose from the transitional budget, with ongoing cost of £84,051 per annum.

The meeting commenced at 7.30pm and concluded at 9.40pm.

CHAIRMAN

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STRATEGY AND POLICY COMMITTEE
16 JULY 1997

Present: Councillor Bettison (Chairman)
Councillors Adams, Angell, Mrs Ballin, Bayle, Birch
Jones, Mrs Keene, McCormack, Mills, North, Sargeant,
Wade, Ward and Wheaton

County Councillor Mrs Williams

Apology for Absence was received from Councillor Good

161. Berkshire County Council - Co-opted Membership.

The Committee noted that County Councillor Dr L A Murray had been appointed to attend meetings of the Committee as a non voting co-opted member. On behalf of the Committee the Chairman extended a welcome to County Councillor Mrs Williams who was attending the meeting as a substitute.

162. Urgent Action Taken Under Delegated Powers.

The Committee received and noted details of urgent action taken under delegated powers in relation to the following matters:-

- (i) Repair work to Time Square.
- (ii) Amalgamation of James Elliman First and Middle Schools, Slough.

163. Town Centre Sub Committee.

RESOLVED that the minutes of the meetings of the Town Centre Sub Committee held on 20 May and 17 June 1997, as set out in Appendices A and B hereto be received and that the recommendations in minutes 2 (Terms of Reference), 4 (Appointment of Focus Group) and 7 (Extension of Exclusivity Period) be adopted.

164. Audit, Performance and Scrutiny Committee.

RESOLVED that the minutes of the meeting of the Audit, Performance and Scrutiny Committee held on 26 June 1997, as set out at Appendix C hereto, be received and that the recommendation at minute 2 (Terms of Reference) be adopted.

165. Access Committee.

RESOLVED that the minutes of the meeting of the Access Committee held on 7 July 1997, as set out at Appendix D hereto be received.

The Committee further noted that whilst the minutes reflected discussion at the Access Committee, such discussions should not be taken as an accurate reflection of Council policies.

166. **Unitary Structures Sub Committee.**

RESOLVED that the minutes of the meeting of the Unitary Structures Sub Committee held on 8 July 1997, as set at Appendix E hereto, be received.

167. **Finance & Property Sub Committee.**

RESOLVED that the minutes of the meeting of the Finance & Property Sub Committee held on 8 July 1997, as set out in Appendix F hereto, be received and that the recommendations contained in minutes 5 (Main Frame Business Study) and 6 (Design and Print Section - Unitary Investment Plan) be adopted.

168. **Personnel Sub Committee.**

RESOLVED that the minutes of the meeting of the Personnel Sub Committee held on 10 July 1997, as set out at Appendix G hereto, be received.

169. **Health Related Matters. (Item 1)**

The Committee received a report by the Borough Environmental Services Officer outlining the contribution that the Council makes to ensuring the health and well-being of its residents, the changing nature of that contribution as a Unitary Authority and the developing relationships between the Council and the Berkshire Health Authority and the various NHS Trusts. The Committee were reminded of the major workshop hosted by the Council in March 1997 to explore ways of improving cooperation and joint planning of health related matters and were advised of a report by the Chief Executive of the Berkshire Health Authority dealing with the need to review the joint planning & working arrangements between the various agencies and organisations involved.

RESOLVED that

- (i) Council notes the report prepared by the Chief Executive of the Berkshire Health Authority and looks forward to playing a positive part in developing relationships which are aimed at providing significant improvements to the health and well being of Bracknell residents;
- (ii) Council, in partnership with Bracknell CVS, seeks to compile and publish a directory of all organisations within the Borough which play a part in health related matters; and
- (iii) Council supports a campaign aimed at ensuring that patients understand the significance of medication prescribed for them and complete their course of treatment.

170. **Communications Plan for the Transitional Year. (Item 2)**

The Chief Executive presented a detailed communications plan for the transitional year May 1997 - April 1998 aimed at avoiding public confusion at a time of major change in the

provision of local services and achieving communication of clear and concise information about the role and activities of the new Authority.

RESOLVED that

- (i) the overall strategy and communications plan for the transitional year as set in the report submitted be adopted;
- (ii) the draft budget for the transitional work plan amounting to £68,000 be approved;
- (iii) a Focus Group be established with the time limited task of designing a new corporate identity and logo and bringing forward proposals for a plan of implementation;
- (iv) that Councillors Birch, Flood and North together with two other Members to be nominated by the minority party and appropriate Officers, be appointed to serve on the Focus Group.

171. Representation on Outside Bodies. (Item 3)

The Borough Administrator advised the Committee that the Council had been invited to put forward an additional nomination to serve on the East Berkshire Community Health Council until 31 March 1998 and to appoint one Member and one Officer representative to the Standing Conference on Archives in Berkshire.

RESOLVED that

- (i) Councillor J C Thompson be nominated for consideration by Berkshire County Council as a County nominated representative on the East Berkshire Community Health Council;
- (ii) Councillor Mrs Hayes and Mrs H Tranter (Leisure Department) be appointed to represent the Council on the Standing Conference on Archives in Berkshire for the remainder of the municipal year; and
- (iii) attendances at the above meetings be classified as an approved duty for the purposes of the Scheme Of Members Allowances.

172. Release of Set Aside Capital Receipts. (Item 4)

The Borough Finance Officer reported receipt of a consultation paper setting out the government's proposals for the release of Set Aside Capital Receipts for housing purposes. The Committee noted that the proposed basis for allocation of resources resulted in an entitlement of £80,000 for the Borough.

RESOLVED that subject to the Council being allocated a supplementary credit approval, a scheme be prepared for inclusion within the Housing Investment Programme submission due in September.

173. Multicultural Event - European Year Against Racism. (Item 5)

The Chief Executive submitted a details of an application by the Indian Community Association Berkshire for financial assistance towards a family fun-day to be held on 27 July

1997 at South Hill Park and aimed at celebrating ethnic diversity as well as highlighting the European Year Against Racism, Xenophobia and Anti-Semitism. Details of the proposed event were submitted and the Committee noted that this was intended to be a partnership event supported by the Borough Council, South Hill Park Arts Centre and County Council together with the local Indian community.

RESOLVED that

- (i) That the Borough Council gives its support to the European Year Against Racism and also endorses the family fun-day event as proposed by the Indian Community Association, Bracknell (ICAB).
- (ii) That a grant of £750 be made to ICAB, and Berkshire County Council be asked to consider making a matched contribution of £750.

174. Electoral Boundary Reviews and Related Matters. (Item 6)

The Borough Administrator submitted a report advising the Committee of a number of outstanding electoral issues which had previously been raised with the Local Government Commission for England and which further drew attention to the distortions to the pattern of elector representation which had taken place in recent years as a result of population growth.

RESOLVED that the Electoral Review Steering Group be requested to consider and make recommendations for dealing with the current electoral issues and anomalies outlined in the report submitted.

175. Voluntary Sector Issues in the Run-Up to Unitary Status. (Item 7)

The Committee received a report by the Chief Executive which identified the need to review arrangements for grant aid within the development of a new relationship between the Borough Council and voluntary sector in the run-up to unitary status. The Committee noted that a number of concerns had been expressed by local voluntary organisations regarding the future arrangements for grant aid by the Unitary Authority.

RESOLVED that

- (i) the report be noted and that a Focus Group be established on voluntary sector issues comprised of five Members together with appropriate Officers to consider a review of the Council's grant processes and make proposals for a corporate strategy for grant administration within the Authority; and
- (ii) Councillors Angell, Bayle, Bettison, McCormack and North be appointed to serve on the Focus Group.

176. Standing Order 50 - Designation of Deputy Leader of Council. (Item 8)

The Committee noted that with the substantial increase in workload and responsibilities arising from unitary status including the increasing number of meetings with Outside Bodies, it would be appropriate to formally designate a position of Deputy Leader of the Council.

RECOMMENDED that Standing Order 50 be amended by the addition of a further paragraph as follows:

- (2) A member nominated by a political group having an overall majority of members on the Council as Deputy Leader of that Group shall be designated “Deputy Leader of the Council”. The designated member shall be recognised as acting on behalf of the majority group in the absence of the Leader of that Group.

177. Education Appeals Committees. (Item 9)

The Borough Administrator reported on the requirement for the Council to establish a system of Education Appeals Committees to consider appeals from parents in respect of school admission and school exclusions and further reported on the detailed arrangements proposed including the requirement for formal training of all parties involved. The Committee noted that there were potential difficulties in the recruitment of people to serve on Appeals Committees having regard to the need for Committee Members to have had no prior involvement with appellants.

RESOLVED that

- (i) the Borough Administrator be designated as Clerk to the Appeals Committee.
- (ii) the Clerk to the Appeals Committee be requested to seek nominations for members of the Appeals Committees from members of the Council and from Bracknell Forest Schools and to report back to a future meeting of the Committee.
- (iii) the Borough Administrator advertise for the appointment of Lay Members for Education Appeals Committees.
- (iv) in continuation of existing practice, members of Appeals Committees be eligible for Attendance Allowance and Travelling and Subsistence Allowances on the same basis as the Members Allowances Scheme prevailing at the time.

178. Office Accommodation. (Item 10)

The Committee received the reports of the meetings of the Office Accommodation Focus Group held on 13 June and 14 July 1997.

The Committee noted that the recommendations arising from the first meeting set out the parameters within which the future development of location options should be pursued whilst the recommendations made at the second meeting reflected the proposals for meeting the Council’s requirements in the best possible way and the resulting actions required.

RESOLVED that

- (i) the reports submitted be,
- (ii) the departmental occupancy of each of the available buildings, in broad terms, be confirmed as identified:-

Time Square - Social Services and Housing/Planning and Transportation/I.T. (part)/plus part on one floor for common services and meeting rooms, (noting that some functions of these departments would continue to be operated from the Depot).

Fitzwilliam House - Education/Leisure

Seymour House - Public Environmental Services/Corporate Services - Legal

Easthampstead House - Chief Executive, Policy Unit, Head of Corporate Services, Personnel, I.T., Administration, Finance, Council Chamber, meeting rooms plus, offices for Mayor and Leaders of Majority and Minority Groups

- (iii). consideration be given to an alternative name for Time Square, possibly by way of a competition for suggested names;
- (iv) the Committee authorise the Borough Engineer & Surveyor, in consultation with the Chairman, to accept the lowest tender for internal repairs and works to Time Square;
- (v) the Committee authorise the Borough I.T. Services Manager, in consultation with the Chairman, to accept the most suitable tender received for PABX equipment for Time Square; and in pursuance of the recommendations from the meeting on 13 July, the Borough Engineer & Surveyor be authorised to serve notice of termination the Council's lease at Ocean House; and
- (vi) the Committee release the funding of £687,000 for Time Square, with expenditure against the tenders as detailed above and on orders where the cost is within delegated authority for acceptance, subject to continuing consultation with the Chairman.

179. Transition Costs Budget. (Item 11)

The Borough Finance Officer submitted details of the Transition Costs budget and funding arrangements and drew attention to the need for streamlining the process of approval to budget items during the transitional year.

RESOLVED that

- (i) approval be given to the budget of £5,132,000 for transition costs in 1997/98 excluding the purchase of major assets; and
- (ii) the Chief Executive be authorised to approve expenditure within the funded Transition Costs budget.

180. Budget Strategy and Preparation 1998/99. (Item 12)

The Borough Finance Officer drew attention to the need for a sound financial strategy to be put in place for the Unitary Authority which would enable the Authority to use its resources to the maximum benefit of the local community and submitted proposals for the preparation of the 1997/98 budget for the Unitary Authority. The Committee noted that the Council's policy was to avoid distortion to the level of services provided to the public and that current relative levels of spending should therefore be maintained at the beginning of the new year.

RESOLVED that Committees be requested to prepare revenue and capital budgets within the following parameters:

Budget to be based on level of services provided in the current year

No allowance in budget for one-off items

Budget to be prepared from a zero base

Contingencies are only provided for by the Strategy and Policy Committee

Budget to be prepared at November 1997 prices

Central Services not to be allocated throughout the budget (except statutory requirements)

Each Committee to demonstrate that there is no growth included

Budget pressures be identified by each Committee in priority order

181. Small Land Sales Policy. (Item 13)

The Committee noted the background to the current policy with regard to applications from owner occupiers to purchase land in the Council's ownership which adjoins their properties and the arrangements made to deal with such applications.

RESOLVED that

- (i) all applications to purchase land adjacent to residential property and within the Borough Council's ownership be considered on the basis of a presumption in favour of the sale but with due regard to the Technical and Environmental implications of such Disposal; and
- (ii) the practice of charging a non returnable fee of £100 be continued.

182. Terms of Reference of Sub Committees Etc. (Item 14)

The Borough Administrator submitted details of the Terms of Reference and operational responsibilities allocated to the Committee at the annual Council meeting and drew attention to the need to clarify and refine the Terms of Reference and delegated functions of the various Sub Committee and Focus Groups appointed at the annual meeting and subsequently.

RESOLVED

- (i) that the standard Terms of Reference set out in Annexe 1 of the report submitted be adopted with the exception of item 7;
- (ii) that the responsibilities of the Personnel Sub Committee, Finance & Property Sub Committee, Town Centre Sub Committee and the Audit, Performance and Scrutiny Committee be confirmed as set out in Annexes 3, 4, 5 and 6 respectively subject to responsibility for monitoring and development of the Council's Equal Opportunities Policy being assigned to the Personnel Sub Committee and to the proposed variation in the Terms of Reference of the Audit, Performance and Scrutiny referred to in the minutes of the meeting of that Committee held on 26 June 1997.

- (iii) that the Policy and Resources Executive Sub Committee be authorised to act on behalf of the Committee, Finance Sub Committee and the Personnel Sub Committee in all matters delegated to those Committees by the Council where a decision by Members is required before the next scheduled meeting.
- (iv) the Terms of Reference set out below be adopted for the time-limited Focus Groups indicated;

Resource Analysis Focus Group

- (i) to scrutinise the proposed establishment of the Unitary Authority and to make recommendations accordingly;
- (ii) to consider proposals for the early recruitment of selective posts and to advise Officers as considered appropriate;
- (iii) to monitor existing establishment posts with a view to ensuring that all job descriptions make the best use of allocated human resources and to make recommendations accordingly.

Office Accommodation Focus Group

To review the overall departmental office accommodation requirements for the Unitary Authority and to make recommendations concerning the allocation of accommodation to departments.

Town Centre (Traffic Management) Focus Group

To examine traffic management and other issues relating to the proposed Town Centre Retail Development Scheme and to make recommendations to the Town Centre Sub Committee prior to entry into the development agreement.

RECOMMENDED that the responsibilities of the Strategy and Policy Committee adopted at the annual Council meeting be varied as follows:

- 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.
- 7 To oversee the development of a comprehensive annual plan including partnership and community involvement in all aspects set out therein including targets for the Council's work for the year.

183. **Items submitted for Information.**

The Committee received the following reports submitted for information only.

Performance Indicators (It was noted that the annual increase in local land searches over the period was 44 per month)	Item 15
Transition Plan: Review of Progress	Item 16

184. **Exclusion of Public and Press.**

RESOLVED that pursuant to Section 100A of the Local Government Act 1972 members of the public and press be excluded from the meeting for the consideration of Items 17 to 20 which involve the likely disclosure of exempt information under the following categories of Schedule 12A of that Act:

- | | | |
|------|--|---------------|
| (12) | Information relating to the determination of legal proceedings | Items 17 & 18 |
| (9) | Information concerning property transactions | Items 19 & 20 |

185. **Urgent Action Under Delegated Powers. (Item 17)**

The Committee noted urgent action taken under delegated powers and which was exempt from public disclosure in relation to the following matters:

- (i) Tenders for energy supply.
- (ii) Construction related arbitration and litigation.

186. **Items Submitted for Information.**

The Committee noted the following reports which were submitted for information only.

Construction related arbitration and litigation (Item 18)

Property Assets (Item 19)

187. **The Tea House. (Item 20)**

Consideration was given to a report by the Borough Engineer & Surveyor which outlined the background to the proposed replacement of the Tea House in Bracknell town centre and the possible temporary relocation of the facility pending resolution of outstanding retail redevelopment properties for the town..

RESOLVED that the Tea House Association be consulted on the proposals contained in the report and, subject to an agreement being reached with the Association, approval be given to the following actions:-

- (i) the Borough Engineer and Surveyor be authorised to enter into a lease, on the basis set out in the report, for a unit in the Broadway to provide a temporary alternative location for the Tea House, with a concurrent sub-lease to the Tea House Association;
- (ii) the appropriate consents be applied for such use;
- (iii) a sum of £2,000 from the capital budget be allocated to the Tea House Association to enable them to undertake fitting out works as appropriate;

- (iv) a further report be brought to Committee regarding the detailed Management arrangements to be put in place following consultation with the Tea House Association; and
- (v) arrangements be put in hand to demolish the existing building once the Association has been satisfactorily relocated.

The meeting commenced at 7.30pm and concluded at 10.05pm

CHAIRMAN

**COUNCIL MEETING
21 JULY 1997**

**REPORTS ON OUTSIDE BODIES
(Corporate Services - Administration)**

1 INTRODUCTION

The attached reports dealing with meetings of the Outside Bodies indicated below have been received and are submitted for information:

- (i) Blackwater Valley Network;
- (ii) Community Forum for Great Hollands, Birch Hill and Hanworth.

2 RECOMMENDATION

That the reports submitted be received.

Background Papers

None

Contact for further information

Malcolm Biggs - extension 1006

Doc.Ref

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(ITEM 7(i))

**COUNCIL
21 JULY 1997**

**LOCAL GOVERNMENT REORGANISATION - APPOINTMENT OF DIRECTORS AND
RETIREMENT OF CHIEF OFFICERS
(Chief Executive)**

1 INTRODUCTION

- 1.1 This paper advises the Council of the start dates of the newly appointed Directors and the retirement dates of existing Chief Officers.

2 RECOMMENDATION

- 2.1 **That the Council place on record its appreciation of the valued services of the undermentioned Officers and the contribution those Officers have made to the Borough Council and the residents of the Borough.**

Mr A J Targett	Chief Executive
Mr R Holden	Borough Housing Officer
Mr I Mihell	Head of Corporate Services (formerly Borough Treasurer)
Mr A Stanton	Borough Environmental Services Officer
Mr N Rogers	Borough Leisure Officer

3 SUPPORTING INFORMATION

- 3.1 The Council will have noted the appointments made by the Unitary 98 Interview Committee to the new Director posts as indicated in the minutes submitted earlier in the agenda for this meeting. The following start dates have been agreed.

Mr G Mitchell	(Chief Executive) - commenced 1.6.97
Mr J Osborne	(Director of Public & Environmental Services) - To be arranged
Mr T Farmer	(Director of Social Services & Housing) - 22.9.97
Mr T Wheadon	(Head of Corporate Services) - 6.10.97
Mr A Eccleston	(Director of Education) - 4.8.97
Mr G Kingston	(Director of Planning & Transportation) - 1.9.97

- 3.2 The Council will also wish to know that the following Chief Officers have indicated their intention to retire from the Council's service on the dates indicated.

Mr R Holden	(Borough Housing Officer) - 31.8.97
Mr I Mihell	(Head of Corporate Services) - 5.10.97
Mr A Stanton	(Borough Environmental Services Officer) - To be arranged in association with start date for Mr Osborne
Mr N Rogers	(Borough Leisure Officer) - leaving arrangements to be finalised

Background Papers

None.

Contact for further information
Chief Executive (Ext 5601)

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**COUNCIL
21 JULY 1997**

**MEMBERSHIP OF COUNCIL
(Corporate Services - Administration)**

1 INTRODUCTION

- 1.1 Section 85 of the Local Government Act 1972 provides that if a Member fails throughout a period of six consecutive months from the date of his last attendance to attend any meetings of the authority, he shall, unless failure was due to some reason approved by the authority before the expiry of that period, cease to be a Member of the Authority.

- 1.2 Councillor Mrs J Sutcliffe is to be admitted to hospital in the near future and it is therefore necessary for the Council to consider the position.

2 ADVICE OF STATUTORY AND OTHER OFFICERS

2.1 Legal powers to be used

The procedures are specified in Section 85 of the Local Government Act 1972 and, in relation to the requirements for political balance on Committees etc, in Regulations made under Section 15, 16 and 17 of the Local Government and Housing Act 1989.

2.2 Financial Arrangements

None.

3 RECOMMENDATION

- (i) **that Councillor Mrs Jean Sutcliffe be granted leave of absence from Council duties until the next ordinary meeting of the Council scheduled to be held on 29 October 1997;**

- (ii) **that the following substitute appointments to Committees, Sub Committees etc be made for that period;**

**Social Services Transition and Housing Committee - Councillor
Education Transition Committee - Councillor
Access Committee - Councillor
Voluntary Grants Panel - Councillor
Social Services Transition Sub Committee - Councillor
Education Consultation Panel - Councillor
Education Quality Assurance Sub Committee - Councillor
Christmas Festivities and Millennium Sub Committee - Councillor**

- (iii) **that a further report be made to the next meeting.**

4 SUPPORTING INFORMATION

- 4.1 Under the provisions stated above, any Member who does not attend any meeting of the Council over a period of 6 months is automatically disqualified from membership unless the absence is approved by the Authority. Members are advised that Councillor Mrs Jean Sutcliffe is to undergo hospital treatment in the near future. It would therefore be appropriate for the Council to grant Councillor Mrs Sutcliffe leave of absence for the duration of her treatment and recuperation.
- 4.2 In order to maintain the party balance on Committees and Sub Committees as required under the Local Government and Housing Act 1985, it is further suggested that Councillor Mrs Sutcliffe should cease to be a member of those Committees and Sub Committees to which she was appointed at the Annual Council meeting and that substitute appointments should be made to the seats allocated to the majority group, as indicated in the recommendations above.

Background Papers

None - published works only.

Contact for further information

Malcolm Biggs (Ext 2006)

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COUNCIL MEETING
21 JULY 1997

MEMBERSHIP OF COUNCIL
(Corporate Services - Administration)

3 Revised Recommendation

- (i) that Councillor Mrs Jean Sutcliffe be granted leave of absence from Council duties until the next ordinary meeting of the Council scheduled to be held on 29 October 1997;**
- (ii) that the following substitute appointments to Committees, Sub Committees etc be made for that period;**

Social Services Transition and Housing Committee - Councillor Barnard
Education Transition Committee - Councillor Egan
Access Committee - Councillor Angell
Voluntary Grants Panel - Councillor Mrs Pile
Social Services Transition Sub Committee - Councillor Mills
Education Consultation Panel - Councillor Egan
Education Quality Assurance Sub Committee - Councillor Egan
Christmas Festivities and Millennium Sub Committee - Councillor Birch

Outside Bodies

Crime Reduction Steering Group - Councillor Mrs Pile
Harmans Water Community Association - Councillor Mrs Pile
Bracknell Age Concern - Councillor Miss Haydon

- (iii) that a further report be made to the next meeting.**

Background Papers

None

Contact for further information

Malcolm Biggs - Extension 2006

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**COUNCIL MEETING
21 JULY 1997**

**EAST BERKSHIRE COUNTY HEALTH COUNCIL
(Corporate Services - Administration)**

1 INTRODUCTION

- 1.1 The Council is currently represented on the East Berkshire County Health Council as follows:

Councillor Mrs Hirst (to 31.8.98)
Councillor Veakins (to 31.8.98)
Councillor Mrs Doyle (to 31.8.2000)

In addition, at its meeting on 16 July 1997, the Strategy and Policy Committee agreed to nominate Councillor Thompson to the Berkshire County Council for consideration as a County appointment to this C.H.C. (Minute 171 refers).

- 1.2 Councillor Mrs Doyle has found it difficult to attend meetings of the C.H.C. as a result of her commitments as Chairman of the Planning Control Sub Committee and wishes to resign from membership of the C.H.C.

Councillor Thompson has been proposed by the majority group to replace Councillor Mrs Doyle. In the circumstances, on advice from the Leader, Councillor Mrs Sutcliffe has been nominated in place of Councillor Thompson to the vacancy for a County representative.

2 RECOMMENDATIONS That

- (i) **Councillor Thompson be nominated to represent this Council on the East Berkshire County Health Council in place of Councillor Mrs Doyle;**
- (ii) **the action taken in nominating Councillor Mrs Sutcliffe to the vacancy for a County representative in place of Councillor Thompson be confirmed.**

Background Papers

None

Contact for further information

Malcolm Biggs - Extension 2006

Doc.Ref

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