

COUNCIL
21 NOVEMBER 2001

ITEM 8 (g) Terms of Reference of Miscellaneous Bodies

1. ACCESS ADVISORY PANEL

- 1 The Panel shall comprise four members of the Council (for whom substitute members may be appointed), one of whom shall be appointed as Chair by the Council. The Panel shall also include such co-opted representatives of voluntary and other groups concerned with the welfare of disabled people as the Panel might deem appropriate.
- 2 The functions of the Panel shall be:
 - (1) To discuss and liaise on access and disability issues;
 - (2) To consider matters affecting disabled people in Bracknell Forest;
 - (3) To examine the services provided by the Council and consider ways in which the quality and efficiency of such services may be improved to the benefit of disabled people in Bracknell;

and to provide advice to the Executive, Select and other Committees, and officers of the Council as appropriate on these issues.

2. COMMUNITY SAFETY FOCUS GROUP

- (1) To oversee the work of the Council in developing and implementing a Community Safety Strategy, as required by Sections 5 and 6 of the Crime and Disorder Act 1998.
- (2) To provide advice to the Director of Environment, the Community Safety Manager and the Economic and Sustainable Development Select Committee, as appropriate, on community safety issues.

3. CONSTITUTION REVIEW GROUP

In the light of any guidance received from the Corporate and Resources Select Committee, which has an overview and scrutiny role in relation to the governance of the local authority, including the Council's Constitution, its executive arrangements and procedural rules, to advise the Monitoring Officer on the development of proposals to revise and amend the Council's constitution, its executive arrangements and procedure rules, for consideration by the Council.

4. COUNTRYSIDE MANAGEMENT STEERING GROUP

5. CROWTHORNE ENTERPRISE CENTRE ADVISORY GROUP

6. CUSTOMER CONTACT INITIATIVE FOCUS GROUP

- (1) To consider and develop the scope of the customer contact initiative.
- (2) To shape the development of the Council's customer contact initiative.
- (3) To produce an appraisal of resources required, both revenue and capital, and the benefits flowing from the initiative.
- (4) To develop a set of principles which will underpin any decision to include individual services within the scope of the customer contact initiative.
- (5) To develop a phased approach for service inclusion.
- (6) To consider the appropriate technical standards for future developments
- (7) To advise on any appointment of an appropriate Information and Communication Technology partner to deliver the required technology and back up systems.
- (8) To consider the scope of the customer contact initiative, having regard to Best Value and its principles.

7. EARLY YEARS CHILDCARE AND DEVELOPMENT PARTNERSHIP

- (1) To work with Bracknell Forest Borough Council to draw up an Early Years Developments and Childcare Plan that ensures that a good quality part-time education is provided, free of charge, for all four year-olds whose parents want it, with targets set to extend that entitlement to three year olds over time; and provision of childcare places for 0-14 year olds is extended.
- (2) To participate in the on-going review of local early years and childcare services.
- (3) To highlight the potential for developing active local partnerships between different providers and sectors in Bracknell Forest and to support their establishment.
- (4) To identify the requirements of those children with special educational needs and to consider how they should be met.
- (5) To identify training for those involved in the delivery of early years and childcare provision.
- (6) To share information about the availability of early years and childcare services for parents; and service developments for providers.
- (7) To assist providers in the identification of sources of funding and in the preparation of bids.
- (8) To promote good practice and improvements in the quality of service.

8. EDGBARROW AND SANDHURST SPORTS CENTRE MANAGEMENT COMMITTEE

The role of this Committee is set out in the management agreement between Bracknell Forest, Crowthorne Parish and Sandhurst Town Councils.

9. HEALTH AND SAFETY PANEL

- (1) In accordance with Section 2(7) of the Health and Safety at Work etc Act 1974, the Panel shall have the function of keeping under review the measures taken to ensure the health and safety at work of all Bracknell Forest Borough Council employees and all other people who may be affected by the Council's activities. In so doing the Panel, will
- monitor the implementation of the Health & Safety Policy across all Council activities in relation to staff and the public;
 - adopt a collaborative approach to dealing with health and safety matters that involves managers, employees and trade union representatives;
 - receive reports from departmental safety groups which have implications for the Council as a whole or which have not been adequately resolved at departmental level.
- (2) To make recommendations as appropriate to the Executive, individual members of the Executive, the Corporate Management Team, individual Directors, the Local Joint Committee, the Teachers' Joint Consultative Committee or any other appropriate committee of the Council on matters affecting the health and safety of Council employees and others who may be affected by the Council's activities.

10. HEALTH PANEL

11. LOCAL AGENDA 21 IMPACT GROUP *unchanged*

The Local Agenda 21 Impact Group will:

- review and evaluate progress to ensure that the Borough Council's service departments incorporate the principles of sustainable development into all aspects of their business,
- review and evaluate policies and practices that could have an adverse impact and recommend changes to policy where needed,
- support the Best Value Review process by piloting a sustainability checklist used to review the sustainability of individual Council Services,
- review and evaluate the implementation of the Borough Councils Local Agenda 21 performance,
- be responsible for liaising on the Local Agenda 21 strategy by reporting to Corporate Management Team and the Local Agenda 21 Advisory (Member) Group,
- contribute to the evaluation, monitoring and measuring of performance of the Local Agenda 21 strategy in achieving local sustainability,
- forge links between Community Planning and Local Agenda 21
- generate initiatives and ideas for implementation both within and outside the Council,
- report to the Corporate Management Team for support for initiatives and to consider the implications to management policy,
- oversee the preparation of detailed budgetary estimates for proposed projects.

12. LOCAL JOINT COMMITTEE

The Joint Committee may consider any matter concerning employees' conditions of service with a view to:

- (a) establishing regular formal contact between the Council and its employees so as to prevent differences and to recognise them should they arise;
- (b) acting as the principal official channel for consultation between employees and the Executive and the Employment Committee;
- (c) considering any relevant matter referred to it by the Executive or the Employment Committee or by any of the recognised trade unions concerned;
- (d) making recommendations or comments to the Executive Member for Corporate Services, the Employment Committee or any other Committee, as appropriate, as to the application of any or all of the terms and conditions of employment and the education and training of employees employed by the Council and any other matter affecting employees well being to be discussed by those bodies;
- (e) discussing supplements to national agreements where they are required; and
- (f) discharging such other functions specifically assigned to the Committee.

13 TEACHERS' JOINT CONSULTATIVE COMMITTEE

The Consultative Committee may consider any matter concerning Education policy and practice, particularly teachers' conditions of service with a view to:

- (a) establishing regular formal contact between the Council and its employees so as to prevent differences and to recognise them should they arise;
- (b) acting as the principal official channel for consultation between teachers and the Executive Member for Education and the Education Employment Sub Committee;
- (c) considering any relevant matter referred to it by Education Employment Sub Committee and/or the Executive Member for Education and any other Committees of the Council, or by any of the recognised Trades Unions concerned;
- (d) making recommendations or comments to the Education Employment Sub Committee, the Executive Member for Education and/or any other Committees of the Council as to Education policies, the application of any or all of the terms and conditions of employment and the education and training of teachers employed by the Council and any other matter affecting teachers to be discussed by the Education Employment Sub Committee or the Executive;
- (e) being the main channel for the nomination of teacher members to serve on working parties and focus groups on education matters;

- (f) discussing supplements to national agreements where they are required;
and
- (g) discharging such other functions specifically assigned to the Committee.