

**COUNCIL**  
**28 APRIL 2004**  
**(7.30 pm – 9.20 pm)**

Present: Councillors Adams, Baily, Mrs Ballin, Barnard, Mrs Barnard, Beadsley, Mrs Beadsley, Bettison, Birch, Mrs Birch, Browne, Dudley, Earwicker, Edger, Finch, Finnie, Grayson, Harrison, Miss Haydon, Jones, Kendall, Leake, McCracken, McLean, Mihell, Mills, North, Osborne, Packham, Mrs Pile, Mrs Ryder, Sargeant, Mrs Shillcock, Thomas, Thompson, Turrell, Wade, Ward and Worrall

Apologies for absence were received from:  
Councillors Brunel-Walker, Mrs Hayes and Piasecki.

**THE MAYOR, COUNCILLOR MRS PILE, IN THE CHAIR**

Prior to the formal commencement of the meeting, one minute's silence was observed in memory of Mr Peter Boorman and Mr Mick Jeyes who had recently passed away and had served respectively on the Bracknell Forest Tenants' and Leaseholders' Panel and the Bracknell Forest Leaseholders' Association. Reverend G Cole, St Michael's Church, Easthampstead, then opened the proceedings with a prayer.

**1. Election of the Mayor**

It was proposed by Councillor Bettison and seconded by Councillor Birch that Councillor Alan Browne be elected Mayor for the municipal year 2004/2005.

There being no further nominations it was

**RESOLVED** that Councillor Alan Browne be elected Mayor of the Borough of Bracknell Forest for the 2004/2005 municipal year.

Councillor Browne then made and signed the Declaration of Acceptance of Office of Mayor and was invested with the Mayoral Chain of Office and thanked members of the Council for his election.

**THE MAYOR, COUNCILLOR BROWNE, IN THE CHAIR.**

**2. Vote of Thanks to the Retiring Mayor**

Councillor Bettison proposed and Councillor Mrs Shillcock seconded a vote of thanks to the retiring Mayor, Councillor Mrs Pile, who was presented with a bouquet of flowers by Councillor Bettison.

3. **Response by the Immediate Past Mayor**

The retiring Mayor, Councillor Mrs Pile, in her response referred to the pleasure she had derived from serving as the Mayor and paid tribute to the support which she had received from her Consort, Mr Alan Pile.

The retiring Mayor wished both the incoming Mayor and Deputy Mayor well for the year ahead.

4. **Appointment of the Deputy Mayor**

It was proposed by the Mayor and seconded by Councillor Mrs Pile that Councillor Mrs Jacqui Ryder be appointed Deputy Mayor for the municipal year 2004/2005.

There being no further nominations, it was

**RESOLVED** that Councillor Mrs Jacqui Ryder be appointed as Deputy Mayor of the Borough of Bracknell Forest for the municipal year 2004/2005.

Councillor Mrs Ryder then signed the Declaration of Acceptance of Office of Deputy Mayor whereupon she was invested with the Deputy Mayoral Chain of Office.

### ADJOURNMENT

*The Council meeting was adjourned at 8.05 pm and was reconvened at 8.20 pm.*

5. **Minutes**

**RESOLVED** that the minutes of the meeting of the Council held on 3 March 2004 be approved as a correct record and signed by the Mayor.

6. **The Mayor's Announcements (Item 7)**

The Mayor's Charity

The Mayor announced that he had chosen The Ark, an arts project for people with disabilities, as his charity for the coming year.

Bracknell Bowls Club Centenary

On the invitation of the Mayor, Councillor Mrs Pile presented to the Council a plaque commemorating the centenary of Bracknell Bowls Club.

Corporate Services and Resources Department

On the invitation of the Mayor, Councillor Birch announced that within the Corporate Services and Resources Department, Bracknell Forest Services had attained and Revenue Services had retained ISO 9002 awards, which represented an important recognition of the quality of services provided. Councillor Birch also referred to the Council being short-listed for the Municipal Journal Member Development Achievement of the Year Award.

7. **Election of the Leader of the Council (Item 8)**

**RESOLVED** that Councillor Bettison be elected Leader of the Council for the 2004/2005 municipal year.

8. **Appointments by the Leader of the Council (Item 9)**

8/1. Members of the Executive

The Leader of the Council announced that he had appointed the following members to the Executive for the 2004/2005 municipal year:

Councillor Mrs Ballin	Executive Member for Planning & Transportation
Councillor Barnard	Executive Member for Social & Health Care Services and Housing
Councillor Bettison	Executive Member for Council Strategy (Chairman of the Executive)
Councillor Birch	Executive Member for Corporate Services and Resources
Councillor McCracken	Executive Member for Leisure Services
Councillor Mills	Executive Member for Public & Environmental Services and Parish Liaison
Councillor North	Executive Member for Emergency Services and Community Safety
Councillor Wade	Executive Member for Policy Implementation
Councillor Ward	Executive Member for Education (Deputy Chairman of the Executive)

8/2. Delegation of Executive Functions

The Leader of the Council announced that the responsibility for the discharge of Executive functions would be as set out in part 3 of the Council's Constitution, subject to the following additional terms of reference:

"Better Homes Committee

To monitor the progress of the options appraisal for the Council's housing stock."

8/3. Appointments to Executive Committees, Sub Groups and Advisory Panels

The Leader of the Council announced that he had made appointments to Committees of the Executive and its Advisory Panels. *These appointments are set out at Annex A to these minutes.*

8/4. Appointment of Members to External Organisations

The Leader of the Council announced that he had made appointments to external organisations, whose functions solely related to the Executive. *These are set out at Annex B to these minutes.*

9. **Appointment of Council Champions (Item 10)**

**RESOLVED** that in accordance with Article 10 of the Constitution the following Champions be appointed.

Pensioners' Champion – Councillor Thompson

Tenants' and Leaseholders Champion – Councillor Edger

Vulnerable Children and Young People's Champion – Councillor Miss Haydon

No appointment was made to the position of Voluntary Sector Champion.

10. **Local Government and Housing Act 1989: Review of Allocation of Seats and Appointments to Committees (Item 11)**

**RESOLVED** that

Ordinary Committees

- (i) the total number of seats on ordinary Committees appointed by the Council shall be 41 as set out below and that such seats shall be allocated to party groups as follows:-

Conservative Group – 33

Labour Group – 6

and that the two vacant seats shall be on the Employment Committee and the Appeals Committee.

<u>Name of Committee</u>	<u>Number of Members</u>	<u>Allocation to Groups</u>	<u>Substitute Members</u>
Planning & Highways Committee	10	9: 1	3 : 3
Employment Committee	8	6 : 1*	3 : 3
Licensing & Safety Committee	15	12 : 3	none
Governor Appointments Committee	4	3 : 1	3 : 3
Appeals Committee	4	3 : *	3 : 3
Total	41	33 : 6	

\* vacant seat

- (ii) the non-group Councillors be appointed to the two vacant seats as set out in the Annex C attached;
- (iii) subject to the determination in (i) above, Members be appointed to serve on the Standards Committee and on the above ordinary Committees in accordance with nominations made by the political groups as per Annex C attached.
- (iv) the following formula for the allocation of seats on Sub-Committees to be appointed by Committees be confirmed.

Number of Members                      Allocation of Seats

3	2 : 1
4	3 : 1
5	4 : 1
6	5 : 1
7	6 : 1
8	7 : 1

#### Overview and Scrutiny Committees

- (v) the total number of seats on the Public Scrutiny Commission and its Standing Panels shall be 39 as set out below and that such seats shall be allocated to party groups having regard to the proportion of seats held by the non-executive Members of the Council as follows:-

Conservative Group – 30                      Labour Group – 7

and that the two vacant seats shall fall on the Public Scrutiny Commission and the Health, Social Care and Housing Scrutiny Panel.

<u>Name of Committee</u>	<u>Number of Members</u>	<u>Allocation to Groups</u>	<u>Substitute Members</u>
Public Scrutiny Commission	12	9 : 2 *#	3 : 3
Environment Scrutiny Panel	9	7 : 2	3 : 3
Lifelong Learning Scrutiny Panel	9	7 : 2 #	3 : 3
Health, Social Care and Housing Scrutiny Panel	9	7 : 1*	3 : 3
Total	39	30 : 7	

# *does not include the 2 voting representatives nominated by Oxford and Portsmouth Diocesan Councils and the 2 voting Parent Governor Representatives.*

\* *vacant seat*

- (vi) the non-group Councillors be appointed to the two vacant seats as set out in Annex D attached;
- (vii) subject to the determination in (v) above, Members be appointed to serve on the overview and scrutiny bodies in accordance with nominations made by the political groups as per Annex D attached.
- (viii) the following formula for the allocation of seats on any further Sub-Committees to be appointed by the Public Scrutiny Commission be confirmed.

<u>Number of Members</u>	<u>Allocation of Seats</u>
4	3 : 1
5	4 : 1
6	5 : 1
7	6 : 1

8

7 : 1

- (ix) a Final Accounts Committee (7:1); an Appointments Committee: Assistant Director of Social Services and Housing, Sustainable Communities (3:1); and an Appointments Committee: Borough IT Services Manager (3:1) be appointed with terms of reference as set out in Annex E in accordance with nominations made by the political groups as per Annex E attached; and
- (x) Members be appointed to serve on all other sub groups listed in Annexe F in accordance with nominations made by the political groups.

#### 11. **Appointment of Representative to External Organisations 2004/2005 (Item 12)**

**RESOLVED** that the persons indicated in Annex G to these minutes be appointed to serve as the Council's representatives or members on the external organisations listed.

#### 12. **Executive Report (Item 13)**

The Leader of the Council presented the Executive report to the Council together with a supplement which had been circulated on 22 April 2004. Since the last meeting of the Council, the Executive had met on 16 March and 20 April 2004 and had made decisions on the following matters:

- Corporate Performance Overview Report;
- Highways Term Works Contract 2004/2014;
- Day Opportunities Review – Response to Scrutiny Panel Report;
- Best Value Review of Housing Strategy and Enabling;
- Council Housing Stock Options Appraisal: Elected Members' Involvement;
- Education Behaviour Support Plan; and
- Citizenship, Naming and Renewal of Vows Ceremonies.

The Leader summarised the Council's achievements over the previous 12 months in particular he highlighted the two star rating for Social Services; the Council's Comprehensive Performance Assessment rating of "good"; and the OFSTED rating of the Standing Advisory Council on Religious Education also as "good".

The Leader of the Council also referred to preparations for the future which included detailing a programme of 15 key objectives together with 98 action points. Planning briefs had also been prepared for the Eastern Gateway; the Garth Hill and Wick Hill sites; and Amen Corner. Reference was also made to challenges facing the Council such as responding to the Children's Green Paper "Every Child Matters"; the 2005/2006 budget round; and implementing organisational restructuring.

The Leader highlighted the development of partnership arrangements and stressed their importance of these for future working. In particular the Leader referred to the delegated and committed and highly skilled workforce in place to deliver the targets and policies set.

The Leader of the Council and Executive Members then responded to questions on the Executive Report.

13. **2003/2004 Annual Report of the Chairman of the Public Scrutiny Commission (Item 14)**

Councillor Sargeant, Chairman of the Public Scrutiny Commission, presented the annual report to the Council and responded to questions thereon.

The Council agreed to receive the report.

14. **Making of By-Laws: Regulation of Cosmetic Piercing and Skin Colouring Businesses (Item 15)**

The Council considered the report of the Licensing and Safety Committee which set out proposals for the adoption of by-laws to regulate cosmetic piercing and skin colouring businesses.

On the proposition of Councillor Kendall, seconded by Councillor Beadsley, it was

**RESOLVED** that

- (i) the draft model by-laws as set out in Annexes H and I of these minutes, be approved;
- (ii) the common seal be affixed to the by-laws; and
- (iii) the Borough Solicitor be authorised to execute the necessary procedures relating to the making of the by-laws and to apply to the Secretary of State for confirmation.

15. **Scheme of Delegation to Officers: Interim Arrangements (Item 16)**

The Director of Corporate Services and Resources submitted a report which invited the Council to approve interim revisions to the scheme of delegation to officers and proper officer appointments to take account of the departmental re-organisation of the Council, which would become fully effective from 1 May 2004.

**RESOLVED** that

- (i) the former delegations to the Director of Environment and the Director of Leisure Services which relate to the functions undertaken in the new Environment and Leisure Department be delegated to the Director of Environment and Leisure;
- (ii) the former delegations to the Director of Leisure Services which relate to functions undertaken in the new Education and Libraries Department be delegated to the Director of Education and Libraries;
- (iii) the former delegation to the Director of Environment which relate to functions undertaken in the Corporate Services and Resources Department be delegated to the Director of Corporate Services and Resources;

- (iv) the former delegations to the Director of Environment which relate to functions undertaken in the Social Services and Housing Department be delegated to the Director of Social Services and Housing; and
- (v) the delegations to the Borough Finance Officer which relate to the exercise of all other powers and duties relating to Council Tax and the National Non-Domestic Rate collection be allocated to the Director of Corporate Services and Resources;
- (vi) the proper officer functions be amended to reflect paragraphs (i) – (v) above;
- (vii) the Director of Corporate Services and Resources be delegated authority to take all operational decisions in relation to Bracknell Forest Services and the Director of Social Services and Housing be delegated authority in relation to all matters relating to the Crime and Disorder Reduction Act;
- (viii) that the Director of Environment and Leisure be delegated those functions set out in Annexe B to the report submitted.

**THE MAYOR**



## ANNEX A

**APPOINTMENT OF COMMITTEES, ADVISORY PANELS AND  
OTHER SUB GROUPS OF THE EXECUTIVE**

*(Minute 8/3 refers)*

**Committees of the Executive**

<p><b>BRACKNELL TOWN CENTRE REGENERATION COMMITTEE</b></p> <p><b>Councillors (4 Executive Members)</b></p> <p>Barnard Mrs Ballin (Vice Chairman) Bettison (Chairman) Mills</p> <p><i>Non Voting Co-optee (Minority Group)</i> Mrs Shillcock</p> <p><b>Substitute Members</b> (Any member of the Executive who, in the absence of an appointed Member, is nominated by that Member to serve on the Panel.)</p>	<p><b>EXECUTIVE COMMITTEE (Contracts/Finance)</b></p> <p><b>Councillors (4 Executive Members)</b></p> <p>Mrs Ballin Birch (Chairman) Ward</p> <p><b>Substitute Members</b> (Any member of the Executive who, in the absence of an appointed member, is nominated by that Member to serve on the Panel.)</p>	<p><b>GRANTS PANEL</b></p> <p><b>Councillors (4 Executive Members)</b></p> <p>Barnard Birch McCracken (Vice Chairman) Ward (Chairman)</p> <p><b>Substitute Members</b> (Any member of the Executive who, in the absence of an appointed Member, is nominated by that Member to serve on the Panel.)</p>
	<p><b>BETTER HOMES COMMITTEE</b></p> <p><b>Councillors (4 Executive Members)</b></p> <p>Barnard Bettison Birch McCracken</p> <p><b>Substitute Members</b> (Any member of the Executive who, in the absence of an appointed member, is nominated by that Member to serve on the Panel.)</p>	

## Advisory Panels and Other Appointments

<p><b>ACCESS ADVISORY PANEL</b></p> <p><b>Councillors 5 (4:1)</b></p> <p>Adams Edger Finnie (Vice Chairman) Harrison (Chairman)</p> <p><b>Substitute Members (2:2)</b></p> <p>Mrs Beadsley Miss Haydon Mrs Pile Mrs Shillcock</p>	<p><b>LOCAL DEVELOPMENT FRAMEWORK STEERING GROUP</b></p> <p><b>Councillors 4 Executive Members</b></p> <p>Mrs Ballin (Chairman) Barnard Birch Wade</p> <p><i>Non Voting Co-optees –</i></p> <p>Jones Worrall</p>	<p><b>CUSTOMER CONTACT INITIATIVE STEERING GROUP</b></p> <p><b>Councillors 8 (7:1)</b></p> <p>Barnard Dudley Finch McCracken (Vice Chairman) Mills (Chairman) Piasecki Wade Ward</p> <p><b>Substitute Members (3:3)</b></p> <p>Adams Beadsley Mrs Beadsley Edger Leake Thompson</p>
<p><b>SCHOOL PERFORMANCE ADVISORY PANEL</b></p> <p><b>Councillors 4 (3:1)</b></p> <p>Beadsley Mrs Birch (Vice Chairman) Edger Mrs Hayes (Chairman)</p> <p>+ Executive Member for Education (Ward)</p> <p><b>Substitute Members (3:3)</b></p> <p>Mrs Beadsley Birch Jones Mrs Ryder Mrs Shillcock Thompson</p>	<p><b>HEALTH FORUM</b></p> <p><b>Councillors 8 (7:1)</b></p> <p>Baily Barnard (Vice Chairman) Finnie Miss Haydon McCracken Mills (Chairman) Mrs Shillcock Thompson</p> <p><b>Substitute Members (3:3)</b></p> <p>Beadsley Mrs Beadsley Birch Mrs Birch Dudley Piasecki</p>	<p><b>SECURE ACCOMMODATION REVIEW PANEL</b></p> <p>Executive Member for Social and Health Care Services and Housing, together with a suitably qualified social services officer and an independent person, appointed by the Director of Social Services and Housing.</p> <hr/> <p><b>SUSTAINABILITY ACTION GROUP</b></p> <p><b>Councillor (1)</b></p> <p>Mills (Chairman)</p>

<p><b>EDGBARROW AND SANDHURST SPORT CENTRE MANAGEMENT COMMITTEE</b></p> <p><b>Borough Council Representatives 3 (2:1)</b>  Earwicker  Finnie  North (Chairman)</p>	<p><b>CROWTHORNE ENTERPRISE CENTRE ADVISORY GROUP</b></p> <p><b>Councillors 3 (2:1)</b></p> <p>Finnie  Jones  Wade (Chairman)</p>
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### Appointment of Members to Partnerships

(These appointments apply to those partnerships where the Constitution does not specify a particular Member of the Executive.)

<p><b>CRIME AND DISORDER REDUCTION PARTNERSHIP BOARD</b></p> <p><b>Councillors 1</b>  North</p>	<p><b>EARLY YEARS CHILD CARE &amp; DEVELOPMENT PARTNERSHIP</b></p> <p><b>(Local Education Authority Representatives) 2 (1 :1)</b></p> <p>Mrs Shillcock  Ward</p>
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## ANNEX B

**APPOINTMENT OF REPRESENTATIVES TO EXTERNAL ORGANISATIONS**  
(Minute 8/4 refers)

	<b>BODY</b>	<b>REPRESENTATION REQUIREMENTS</b>	<b>NOMINATIONS</b>
1.	Berkshire Joint Adoption Panel	1 Member	Cllr Miss Haydon
2.	Bracknell Forest and Windsor & Maidenhead Joint Fostering Panel	1 Member	Cllr Miss Haydon
3.	Berkshire Joint Strategic Planning Committee	1 Member (Voting) 1 Member (Non-voting) (from the Executive.)	Cllr Mrs Ballin Cllr Mills
4.	Blackwater Valley Countryside Partnership	2 Members  1 Reserve Member	Cllr Baily Cllr McCracken Cllr Mrs Hayes
5.	Bracknell Forest, Wokingham and Reading Joint Waste Disposal Board	2 Members	Cllr Mrs Ballin Cllr Mills

## ANNEX C

**APPOINTMENT OF ORDINARY STANDING COMMITTEES  
AND THE STANDARDS COMMITTEE**  
(Minute 10 (ii) and (iii) refer)

<p><b>APPEALS COMMITTEE</b></p> <p><b>Councillors 4 ( 3 : 0 : 1)</b></p> <p>Earwicker Finnie Mills Ward</p> <p><b>Substitute Members (3:-)</b> McCracken Thompson Wade</p>	<p><b>EDUCATION GOVERNOR APPOINTMENTS COMMITTEE</b></p> <p><b>Councillors 4 (3:1)</b></p> <p>Beadsley Edger Mrs Hayes Ward</p> <p><b>Substitute Members (3 :3)</b> Baily Mrs Beadsley Jones Mills Mrs Shillcock Thompson</p>	<p><b>EMPLOYMENT COMMITTEE</b></p> <p><b>Councillors 8 (6:1:1)</b></p> <p>Baily Mrs Beadsley Edger Finnie Grayson Leake McLean Mrs Ryder Ward (non-voting)</p> <p><b>Substitute Members (3:3)</b> Adams Dudley Jones Piasecki Turrell Worrall</p>
<p><b>LICENSING AND SAFETY COMMITTEE</b></p> <p><b>Councillors 15 (12: 3)</b></p> <p>Adams Baily Mrs Barnard Beadsley Brunel-Walker Finch Kendall Leake Mihell Osborne Piasecki Mrs Pile Mrs Ryder Sargeant Thompson</p> <p><i>(No substitute members)</i></p>	<p><b>PLANNING AND HIGHWAYS COMMITTEE</b></p> <p><b>Councillors 10 (9:1)</b></p> <p>Birch Dudley Edger Finnie Jones Mills Mrs Pile Thompson Turrell Worrall</p> <p><b>Substitute Members (3: 3)</b> Adams Beadsley Browne Mrs Hayes Packham Piasecki</p>	<p><b>STANDARDS COMMITTEE</b></p> <p><b>Councillors 4 (2: 2)</b></p> <p>Mrs Beadsley Finnie Jones Thompson</p> <p><b>Substitute Members (1:1)</b> Mrs Ryder Piasecki</p> <p><b>Independent Members (2)</b> Mr D Briggs Revd D Osborn</p>

## ANNEX D

## APPOINTMENT OF OVERVIEW AND SCRUTINY BODIES

*(Minutes 10 (vi) and (vii) refer)*

<b>PUBLIC SCRUTINY COMMISSION</b>		
<b>Councillors 12 (9: 2 :1)</b> Beadsley Mrs Birch Grayson Harrison Leake McLean Packham Piasecki Sargeant Thompson Turrell Worrall	<b>Substitute Members 6 (3: 3)</b> Adams Baily Edger Jones Kendall Mrs Shillcock	<b>Church Representatives (2)</b> Mr G S Anderson ( <i>voting</i> ) Mr M Gibbons ( <i>voting</i> )  <b>Parent Governor Representatives (2)</b> Mrs D Whitbread ( <i>voting</i> ) Mr O Dempsey ( <i>voting</i> )
<b>ENVIRONMENT SCRUTINY PANEL</b>  <b>Councillors 9 (7: 2)</b> Adams Browne Dudley Finch Harrison Jones McLean Mihell Packham  <b>Substitute Members 6 (3:3)</b> Mrs Barnard Beadsley Mrs Beadsley Finnie Osborne Piasecki	<b>LIFELONG LEARNING SCRUTINY PANEL</b>  <b>Councillors 9 (7: 2)</b> Baily Mrs Barnard Beadsley Mrs Beadsley Mrs Birch Leake Osborne Mrs Ryder Thompson  <b>Substitute Members 6 (3: 3)</b> Adams Dudley Jones McLean Mrs Shillcock Turrell  <b>Church Representatives (2)</b> Mr G S Anderson ( <i>voting</i> ) Mr M Gibbons ( <i>voting</i> ) <b>Parent Governor Representatives (2)</b> Mrs D Whitbread ( <i>voting</i> ) Mr O Dempsey ( <i>voting</i> ) <b>Teachers Associations Representatives (3)</b> Mrs A Griffiths ( <i>non-voting</i> ) Mrs S Jales ( <i>non-voting</i> ) Miss V Richardson ( <i>non-voting</i> )	<b>HEALTH, SOCIAL CARE AND HOUSING SCRUTINY PANEL</b>  <b>Councillors 9 (7 : 1 : 1)</b> Mrs Birch Brunel-Walker Earwicker Edger Harrison Miss Haydon Leake Packham Mrs Shillcock  <b>Substitute Members 6 (3: 3)</b> Adams Baily Mrs Beadsley Browne Mrs Hayes Piasecki  <b>Tenants Panel Representative (1)</b> Mr R Gristwood

## ANNEX E

**APPOINTMENT OF AND TERMS OF REFERENCE  
OF OTHER COMMITTEES**  
(Minute 10 (ix) refers)

<p><b>FINAL ACCOUNTS COMMITTEE</b></p> <p><b>Councillors 8 (7:1)</b></p> <p>Birch Mrs Birch Finnie Leake Mihell Piasecki Thomas Wade</p> <p><b>Substitute Members (3: 3)</b> Adams Beadsley McCracken Packham Mrs Shillcock Thompson</p>	<p><b>APPOINTMENTS COMMITTEE: ASSISTANT DIRECTOR OF SOCIAL SERVICES AND HOUSING (SUSTAINABLE COMMUNITIES)</b></p> <p><b>Councillors 4 (3:1)</b></p> <p>Barnard Edger Leake Mrs Shillcock</p> <p><b>Substitute Members (2:2)</b></p> <p>Beadsley Packham Piasecki Thompson</p>	<p><b>APPOINTMENTS COMMITTEE: BOROUGH IT SERVICES MANAGER</b></p> <p><b>Councillors 6 (5:1)</b></p> <p>Beadsley Birch Brunel-Walker Edger Finch Worrall</p> <p><b>Substitute Members (3:3)</b> Jones Mihell Piasecki Mrs Shillcock Thomas Thompson</p>
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**TERMS OF REFERENCE OF OTHER COMMITTEES**

Final Accounts Committee

1. To receive a report on the financial out-turn for the year and to approve the provisions and earmarked reserves.
2. To approve the draft Statement of Accounts in accordance with the timetable set out in the Accounts and Audit Regulations 2003.
3. To authorise the Chairman to sign and date the Statement of Accounts on behalf of the Committee, when approval has been given by the Committee in accordance with the Accounts and Audit Regulations 2003.

Appointment Committee: Assistant Director of Social Services and Housing,  
Sustainable Communities

To interview and appoint on behalf of the Council to the post of Assistant Director of Social Services and Housing, Sustainable Communities.

Appointment Committee: Borough IT Services Manager

To interview and appoint on behalf of the Council to the post of Borough IT Services Manager.

## ANNEX F

## APPOINTMENT OF OTHER GROUPS

*(Minute 10 (x) refers)*

<p><b>CONSTITUTION REVIEW GROUP</b></p> <p><b>Councillors (7:1)</b></p> <p>Mrs Ballin Beadsley Kendall McLean Thompson Turrell Wade Ward</p> <p><b>Substitute Members (3:3)</b></p> <p>Bettison Jones Leake Piasecki Sargeant Mrs Shillcock</p>	<p><b>SCHOOL ORGANISATION COMMITTEE</b></p> <p><b>(Local Education Authority Representatives) (5)</b></p> <p><b>Councillors (4:1)</b></p> <p>Beadsley Mrs Hayes Mrs Ryder Thompson Ward</p>	<p><b>STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION</b></p> <p><b>(Local Education Authority Representatives) (5) (4:1)</b></p> <p>Cllr Mrs Hayes Cllr Leake Cllr Mrs Ryder Cllr Thompson Mr D Fawcett</p>
	<p><b>HEALTH &amp; SAFETY PANEL</b></p> <p><b>Councillor (1)</b> Browne(Chairman)</p> <p><b>Substitute Member (1)</b> Baily</p>	



## ANNEX G

**APPOINTMENT OF REPRESENTATIVES AND MEMBERS TO EXTERNAL  
ORGANISATIONS 2004/2005**  
*(Minute 11 refers)*

	<b>BODY</b>	<b>REPRESENTATION REQUIREMENTS</b>	<b>APPOINTMENTS</b>
1.	Age Concern Berkshire	1 Representative - as Observer	Cllr Miss Haydon
2.	Association of Councils of the Thames Valley Region	2 Representatives  2 Standing Deputies  2 Observers	Cllr Mrs Ballin Cllr Barnard Cllr Leake Cllr Thompson Cllr Turrell Cllr Wade
3.	Association of Councils of the Thames Valley Region: European Group	1 Representative  1 Substitute	Cllr Barnard  Cllr Mrs Ballin
4.	Berkshire Archaeological Trust Limited	1 Representative	Cllr Birch
5.	Berkshire Association of Young People	1 Representative	Cllr Miss Haydon
6.	Berkshire Central and West Community Legal Service Partnership	1 Representative	Cllr Thompson
7.	Berkshire Community Foundation	1 Representative	Cllr Finnie
8.	Berkshire Pension Fund Advisory Panel	1 Member	Cllr Mihell
9.	Berkshire Valuation Tribunal	2 Tribunal Members  <i>(Appointments made pursuant to Minute 70, 3 March 2004)</i>	Cllr Mrs Hayes <i>(Term of office expires 31 March 2010)</i> Mrs Mattick <i>(Term of office expires 31 March 2010)</i>
10.	Berkshire Young Musicians' Trust	1 Trustee	Cllr Ward
11.	Binfield Badger Group - Management Committee	1 Representative	Cllr Mills

	<b>BODY</b>	<b>REPRESENTATION REQUIREMENTS</b>	<b>APPOINTMENTS</b>
12.	Binfield School Joint Management Project	2 Representatives	Cllr Harrison Cllr Mills
13.	Birch Hill Community Association – Management Committee	1 Representative	Cllr Browne
14.	Blackwater Valley Network Members Steering Group	3 Members  1 Reserve	Cllr Mrs Ballin Cllr North Cllr Worrall Cllr Birch
15.	Bracknell Age Concern	1 Representative	Cllr Thompson
16.	Bracknell & District Victim Support Scheme	1 Representative	Mrs Mattick
17.	Bracknell Citizens Advice Bureau	1 Representative	Cllr Finnie
18.	Bracknell Forest Voluntary Action Management Committee	1 Representative	Cllr Barnard
19.	Bracknell Tea House Association	1 Representative	Cllr Packham
20.	Bracknell Town Council Environment & Safety Committee	1 Representative	Cllr Mills
21.	Bracknell Twinning Association	1 Representative	Cllr Birch
22.	Bracknell Volunteer Centre	1 Representative	Mrs Mattick
23.	Bullbrook Community Association	1 Representative	Cllr Sargeant
24.	Community Council for Berkshire	1 Representative	Cllr Mrs Ryder
25.	Crown Wood Community Association	1 Representative	Cllr Dudley
26.	East Berkshire MIND Executive Committee	1 Representative	Cllr Miss Haydon
27.	Easthampstead & Wildridings Community Association	1 Representative	Cllr Grayson

	<b>BODY</b>	<b>REPRESENTATION REQUIREMENTS</b>	<b>APPOINTMENTS</b>
28.	Easthampstead Parochial Charities, Easthampstead	2 Representatives	Mrs Mattick Cllr Mrs M Beadsley
29.	Environmental Trust for Berkshire	1 Representative	Cllr Mills
30.	Farley Wood Community Association	1 Representative	Cllr Mills
31.	Federation of British Cremation Authorities	1 Representative	Mrs Mattick
32.	Forest Park Community Association	1 Representative	Cllr Osborne
33.	Great Hollands Community Association	1 Representative	Cllr Piasecki
34.	Hanworth Community Association	1 Representative	Cllr Mrs Birch
35.	Harmans Water Community Association	1 Representative	Cllr Turrell
36.	Heathrow Airport Consultative Committee	1 Representative: 1 Deputy:	Cllr Mrs Ballin Cllr Sargeant
37.	Homestart – Bracknell Forest	1 Representative	Cllr Mrs Barnard
38.	Keep Mobile	1 Representative	Cllr Dudley
39.	Local Government Association	3 Representatives 1 Observer	Cllr Bettison Cllr Ward Cllr Mrs Shillcock Cllr Mrs Ballin
40.	Local Government Association Rural Commission	2 Representatives	Cllr Bettison Cllr Mills
41.	Local Government Association Urban Commission	2 Representatives	Cllr Bettison Cllr Mrs Ballin
42.	Local Government Information Unit Management Committee	1 Representative 1 Reserve	Cllr Ward Cllr Mrs Ballin

	<b>BODY</b>	<b>REPRESENTATION REQUIREMENTS</b>	<b>APPOINTMENTS</b>
43.	Martins Heron and the Warren Community Association	1 Representative	Cllr Mihell
44.	National Housing & Town Planning Council Southern Regional Executive	1 Representative 1 Reserve	Cllr Barnard Cllr Leake
45.	New Owlsmoor Community Centre	1 Representative	Cllr Worrall
46.	North Ascot Community Association	1 Representative	Cllr Miss Haydon
47.	Parents and Children Together	1 Representative	Cllr Miss Haydon
48.	Priestwood Community Association	1 Representative	Cllr Packham
49.	Relate	1 Representative	Cllr Mrs Barnard
50.	Rhos-y-Gwaliau Trust	1 Representative	Cllr Mihell
51.	Royal Berkshire Fire Authority	3 Members <i>(Appointments to the Fire Authority are subject to section 15 of the Local Government &amp; Housing Act 1989 [political balance])</i>	Cllr Adams Cllr Mills Cllr North
52.	Royal British Legion (Bracknell Branch) (Service and Welfare Committee)	1 Representative	Cllr Sargeant
53.	Sandhurst Day Centre Association	1 Representative	Cllr Ward
54.	South East Employers	2 Representatives 2 Reserves	Cllr Edger Cllr Leake Cllr Mihell Cllr Wade
55.	South East England Regional Assembly	1 Representative 1 Reserve	Cllr Mrs Ballin Cllr Worrall
56.	South East Reserve Forces' and Cadets' Association	1 Representative	Cllr Edger

	<b>BODY</b>	<b>REPRESENTATION REQUIREMENTS</b>	<b>APPOINTMENTS</b>
57.	South Hill Park Trust Board	4 Representatives	Cllr Finnie (until 2005 AGM) Cllr Thompson (until 2005 AGM)  Cllr Mrs Birch (until 2007 AGM) Cllr Mrs Ryder (until 2007 AGM)
58.	South Hill Park Trust Limited (The Company)	1 Representative	Cllr Mills
59.	Standing Conference for Archives	1 Representative	Cllr McCracken
60.	Thames Valley Economic Partnership Advisory Board	2 Representatives	Cllr Mrs Ballin Cllr Barnard
61.	Thames Valley Police Authority Joint Committee	1 Member	Cllr North
62.	Thames Valley Police Authority	<i>(The appointment of local authority representatives to the Thames Valley Police Authority is the responsibility of the Thames Valley Police Authority Joint Committee)</i>	Cllr North
63.	University of Reading - Court and Council	1 Representative	Cllr Bettison
64.	Voluntary Sector Compact Implementation Group	3 Members	Cllr Miss Haydon Cllr Mrs Ryder Cllr Mrs Shillcock
65.	Warfield Parochial Charities - Trustees	2 Representatives	Cllr McLean Cllr Sargeant

## ANNEX H

**MODEL BYELAWS**

(Minute 14 refers)

## Cosmetic piercing

Byelaws for the purposes of securing the cleanliness of premises registered under section 15 of the Local Government (Miscellaneous Provisions) Act 1982 and fittings in those premises and of registered persons and persons assisting them and the cleansing and, so far as appropriate, sterilization of instruments, materials and equipment used in connection with the business of cosmetic piercing made by ..... in pursuance of Section 15(7) of the Act.

1. Interpretation:
  - a. **In these byelaws, unless the context otherwise requires:**
    - “The Act” means the Local Government (Miscellaneous Provisions) Act 1982;
    - “Client” means any person undergoing treatment;
    - “Operator” means any person giving treatment;
    - “Premises” means any premises registered under Part VIII of the Act;
    - “Proprietor” means any person registered under Part VIII of the Act;
    - “Treatment” means any operation in effecting cosmetic piercing;
    - “The treatment area” means any part of the premises where treatment is given to clients.
  - b. The Interpretation Act 1978 shall apply for the interpretation of these byelaws as it applies for the interpretation of an Act of Parliament.
2. For the purpose of securing the cleanliness of premises and fittings in such premises a proprietor shall ensure that:
  - a. All internal walls, doors, windows, partitions, floors and floor coverings, and ceilings are kept clean and in such good repair as to enable them to be cleaned effectively;
  - b. All waste materials, and other litters, arising from the treatment should be handled and disposed of as clinical waste in accordance with relevant legislation and guidance as advised by the local authority;
  - c. All needles used in treatment are single-use and disposable, as far as is practicable; and are stored and disposed of as clinical waste in accordance with the relevant legislation and guidance as advised by the local authority;
  - d. All furniture and fittings in the premises are kept clean and in such good repair as to enable them to be cleaned effectively;

- e. All tables, couches and seats used by clients in the treatment area, and any surface on which the items specified in 3b below are placed immediately prior to treatment, have a smooth impervious surface which is disinfected immediately after use and at the end of each working day;
  - f. Where tables and couches are used, they are covered by a disposable paper sheet which is changed for each client;
  - g. No eating, drinking or smoking is permitted in the treatment area and a notice or notices reading "No Smoking", "No Eating or Drinking" is prominently displayed there.
3. For the purpose of securing the cleansing and so far as is appropriate, the sterilization of instruments, materials and equipment used in connection with the treatment:
- a. An operator shall ensure that, before use in connection with treatment, any gown, wrap or other protective clothing, paper or other covering, towel, cloth or other such article used in the treatment:
    - i. is clean and in good repair, and, so far as is appropriate, sterile;
    - ii. has not previously been used in connection with any other client unless it consists of a material which can be and has been adequately cleaned and, so far as is appropriate, sterilized.
  - b. An operator shall ensure that any needle, metal instrument, or other item of equipment, used in treatment or for handling instruments and needles used in the treatment is in a sterile condition and kept sterile until it is used;
  - c. A proprietor shall provide:
    - i. adequate facilities and equipment for the purpose of sterilization (unless pre-sterilised items are used) and of cleansing, as required in pursuance of these byelaws;
    - ii. sufficient and safe gas points and/or electrical socket outlets to enable compliance with these byelaws;
    - iii. an adequate constant supply of clean hot and cold water readily available at all times on the premises;
    - iv. adequate storage for all items mentioned in byelaw 3a and b above, so that those items are properly stored in a clean and suitable place so as to avoid, as far as possible, the risk of contamination.
4. For the purpose of securing the cleanliness of operators:
- a. A proprietor shall ensure that:
    - i. any operator keeps his hands and nails clean and his nails short;
    - ii. any operator wears disposable surgical gloves that have not previously been used with any other client;

- iii. any operator of the premises wears a gown, wrap or protective clothing that is clean and washable, or alternatively a disposable covering that has not previously been used in connection with any other client;
  - iv. any operator keeps any open boil, sore, cut or open wound on an exposed part of his body effectively covered by an impermeable dressing;
  - v. any operator does not smoke or consume food or drink in the treatment area.
- b. A proprietor shall provide:
- i. suitable and sufficient washing facilities for the sole use of operators, including hot and cold water and sanitising soap or detergent;
  - ii. suitable and sufficient sanitary accommodation for operators.



## ANNEX I

**MODEL BYELAWS**  
(Minute 14 refers)**Semi-permanent skin-colouring**

Byelaws for the purposes of securing the cleanliness of premises registered under section 15 of the Local Government (Miscellaneous Provisions) Act 1982 and fittings in such premises and registered persons and persons assisting them and the cleansing and, so far as appropriate, sterilization of instruments, materials and equipment used in connection with the business of semi-permanent skin-colouring, made by ..... in pursuance of section 15(7) of the Act.

1. Interpretation:
  - a. In these byelaws, unless the context otherwise requires:
    - “The Act” means the Local Government (Miscellaneous Provisions) Act 1982;
    - “Client” means any person undergoing treatment;
    - “Operator” means any person giving treatment;
    - “Premises” means any premises registered under Part VIII of the Act;
    - “Proprietor” means any person registered under Part VIII of the Act;
    - “Treatment” means any operation in effecting semi-permanent skin-colouring;
    - “The treatment area” means any part of the premises where treatment is given to clients.
  - b. The Interpretation Act 1978 shall apply for the interpretation of these byelaws as it applies for the interpretation of an Act of Parliament.
2. For the purpose of securing the cleanliness of premises and fittings in such premises a proprietor shall ensure that:
  - a. All internal walls, doors, windows, partitions, floors and floor coverings, and ceilings are kept clean and in such good repair as to enable them to be cleaned effectively;
  - b. The treatment area is used solely for giving treatment;
  - c. The floor of the treatment area is provided with a smooth impervious surface;
  - d. All waste materials, and other litters, arising from the treatment should be handled and disposed of as clinical waste in accordance with relevant legislation and guidance as advised by the local authority;
  - e. All needles used in treatment are single-use and disposable, as far as is practicable; and are stored and disposed of a clinical waste in accordance with the relevant legislation and guidance as advised by the local authority;

- f. All furniture and fittings in the premises are kept clean and in such good repair as to enable them to be cleaned effectively;
  - g. All tables, couches and seats used by clients in the treatment area, and any surface on which the items specified in 3b below are placed immediately prior to treatment, have a smooth impervious surface which is disinfected immediately after use and at the end of each working day;
  - h. Where tables and couches are used, they are covered by a disposable paper sheet which is changed for each client;
  - i. No eating, drinking or smoking is permitted in the treatment area and a notice or notices reading "No Smoking", "No Eating or Drinking" is/are prominently displayed there.
3. For the purpose of securing the cleansing and so far as is appropriate, the sterilization of instruments, materials and equipment used in connection with the treatment:
- a. An operator shall ensure that, before use in connection with treatment, any gown, wrap or other protective clothing, paper or other covering, towel, cloth or other such articles used in the treatment:
    - i. is clean and in good repair, and so far as is appropriate, is sterile;
    - ii. has not previously been used in connection with any other client unless it consists of a material which can be and has been adequately cleaned and, so far as is appropriate, sterilized.
  - b. An operator shall ensure that:
    - i. any needle, metal instrument, or other item or equipment, used in treatment or for handling instruments and needles used in treatment, is in a sterile condition and kept sterile until it is used;
    - ii. all dyes used for semi-permanent skin-colouring are sterile and inert;
    - iii. the containers used to hold the dyes for each customer are either disposed of at the end of each session of treatment, or are cleaned and sterilized before re-use;
  - c. A proprietor shall provide:
    - i. adequate facilities and equipment for the purpose of sterilization (unless pre-sterilised items are used) and of cleansing, as required in pursuance of these byelaws;
    - ii. sufficient and safe gas points and/or electrical socket outlets to enable compliance with these byelaws;
    - iii. an adequate constant supply of clean hot and cold water readily available at all times on the premises;

- iv. adequate storage for items mentioned in byelaw 3a and b above, so that those items are properly stored in a clean and suitable place so as to avoid, as far as possible, the risk of contamination.
4. For the purpose of securing the cleanliness of operators:
- a. A proprietor shall ensure that:
    - i. any operator keeps his hands and nails clean and his nails short;
    - ii. any operator wears disposable surgical gloves that have not previously been used with any other client;
    - iii. any operator of the premises wears a gown, wrap or protective clothing that is clean and washable, or alternatively a disposable covering that has not previously been used in connection with any other client;
    - iv. any operator keeps any open boil, sore, cut or open wound on an exposed part of his body effectively covered by an impermeable dressing;
    - v. any operator does not smoke or consume food or drink in the treatment area.
  - b. A proprietor shall provide:
    - i. suitable and sufficient washing facilities for the sole use of operators, including hot and cold water, sanitising soap or detergent;
    - ii. suitable and sufficient sanitary accommodation for operators.