

**ANNUAL COUNCIL  
11 MAY 2005  
(7.30 pm – 9.15 pm)**

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

Apologies for absence were received from:

Councillors Mrs Birch and Mrs Pile.

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

The Mayor's Chaplain, The Reverend Guy Cole, opened the proceedings with a prayer.

**1. Election of the Mayor**

It was proposed by Councillor Bettison and seconded by Councillor Birch that Councillor Mrs Jacqui Ryder be elected Mayor for the Municipal Year 2005/2006.

There being no further nominations it was

**RESOLVED** that Councillor Mrs Jacqui Ryder be elected Mayor of the Borough of Bracknell Forest for the 2005/2006 municipal year.

Councillor Mrs Ryder 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 her election.

**THE MAYOR, COUNCILLOR MRS RYDER, IN THE CHAIR.**

**2. The Mayor's Consort**

The Mayor announced that her husband, Mr Peter Ryder, would be her Consort for her term of office. The Mayor's Consort was then invested with the Chain of Office.

**3. Vote of Thanks to the Retiring Mayor (Item 3)**

Councillor Bettison delivered a vote of thanks to the retiring Mayor, Councillor Browne, who was presented with a gift by the Mayor.

4. **Response by the Immediate Past Mayor (Item 4)**

The retiring Mayor, Councillor Browne, in his response, referred to the enjoyment he had derived from serving as the Mayor and paid tribute to the support which he had received from the then Deputy Mayor, Councillor Mrs Jacqui Ryder, in carrying out the Mayoral role. The retiring Mayor paid special thanks to Councillor Mrs Hayes, as co-ordinator of the Mayor's Civic Reception, and presented her with flowers. The retiring Mayor also thanked the Mayor's Secretary for her assistance during his term of office and presented her with a gift and flowers.

The retiring Mayor announced that the sum of £32,829 had been raised by the Mayoral Charity.

5. **Appointment of the Deputy Mayor (Item 5)**

It was proposed by the Mayor and seconded by Councillor Browne that Councillor Cliff Thompson be appointed Deputy Mayor for the Municipal Year 2005/2006.

There being no further nominations, it was

**RESOLVED** that Councillor Cliff Thompson be appointed Deputy Mayor of the Borough of Bracknell Forest for the Municipal Year 2005/2006.

Councillor Thompson then made and signed the Declaration of Acceptance of Office of Deputy Mayor, whereupon he was invested with the Deputy Mayoral Chain of Office.

**ADJOURNMENT**

The Council meeting was adjourned for 10 minutes to allow for photographs to be taken.

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

Mayor's Charity

The Mayor announced that she had chosen 'Sebastian Gates Action Against Cancer', as her Charity for the Municipal Year. She expressed her gratitude to Councillor Mrs Hayes who had kindly volunteered to act as the Mayor's Charity Co-ordinator. The Mayor also extended her thanks to Councillor Browne, who had kindly agreed to sit on the Mayor's Charity Committee. The Mayor added that she would be seeking the assistance of volunteers to help her in her fund raising efforts.

Mayor's Chaplain

The Mayor announced that she had chosen Reverend Jeremy Harris of St Andrew's Church, Priestwood, as her Chaplain for the forthcoming Municipal Year.

Civic Service

The Mayor announced that her Civic Service this year would be held on Sunday 2 October 2005 in St Andrew's Church, Priestwood.

### Masquerade's Ball

The Mayor announced that she intended to host a Masquerade's Ball sometime during October or November 2005.

### Christmas Carol Concert

The Mayor to host a Christmas Carol Concert on Sunday 18 December 2005.

### Mufti Days

The Mayor announced her intention to continue to hold mufti days to raise funds for her Charity.

### The Annual "Yogi Bear" Award

The Mayor invited Councillor Bettison to address the Council. Councillor Bettison, in conjunction with Councillor North, had devised a light hearted award, to be presented annually to a deserving Member deemed to have committed the ultimate faux-pas during the Municipal Year. The "Yogi Bear" Award, presented to Councillor Alan Browne, would be presented annually by the previous recipient to a Member of his or her choice.

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

**RESOLVED** that Councillor Bettison be elected Leader of the Council for the 2005/2006 Municipal Year.

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

### 8.1 Members of the Executive

The Leader of the Council announced that he had appointed the following Members to the Executive for the 2005/2006 Municipal Year:

Councillor Mrs Ballin	Executive Member for Planning & Transportation
Councillor Barnard	Executive Member for Children's Services
Councillor Bettison	Executive Member for Council Strategy (Chairman of the Executive)
Councillor Birch	Executive Member for Adult Services, Health Commissioning and Housing
Councillor McCracken	Executive Member for Leisure and Corporate Services
Councillor Mills	Executive Member for Public & Environmental Services and Parish Liaison
Councillor North	Executive Member for Emergency Services and Community Safety
Councillor Ward	Executive Member for Education and Libraries (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, to include additional or amended responsibilities in light of the revised make-up of the Executive

and the respective Member Portfolios. *The individual Executive Member responsibilities are set out as Annexe A to these minutes.*

### 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 Annexe B 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 appointments are set out at Annexe C to these minutes.*

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

**RESOLVED** that, in accordance with Article 10 of the Constitution, the following Council Champions be appointed:

Pensioner's Champion	-	Councillor Thompson
Tenants' and Leaseholders' Champion	-	Councillor Edger/Mrs Pile
Voluntary Sector Champion	-	Councillor Finnie
Commuters' Champion	-	Councillor McLean
Small Business Champion	-	Councillor Thomas

In respect of the position of Council Champion for Tenants' and Leaseholders' Champion, the Leader of the Council advised the Council that Councillor Edger had intimated his intention to stand down following the conclusion of the work of the Better Homes Commission. At that time, the position would fall to Councillor Mrs Pile.

## 10. **Appointment of Executive Support Members**

The Leader of the Council announced that he had appointed the following Members as Executive Support Members for the 2005/2006 Municipal Year:

Councillor Turrell	Executive Support Member for Planning and Transportation
Councillor Brunel-Walker	Executive Support Member for Children's Services
Councillor Wade	Executive Support Member for Adult Services, Health Commissioning and Housing
Councillor Packham	Executive Support Member for Leisure and Corporate Services
Councillor Dudley	Executive Support Member for Public and Environmental Services and Parish Liaison
Councillor Baily	Executive Support Member for Emergency Services and Community Safety
Councillor Mihell	Executive Support Member for Education and Libraries

*The duties assigned to Executive Support Members, together with confirmation as to which Committees, Groups and Panels of the Council on which they may preside are set out as Annexe D to these minutes.*

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

**RESOLVED** that

Ordinary Committees

- (i) for the purposes of allocation of seats to party groups the Licensing & Safety Committee be included with ordinary committees to form a basket of seats as a local variation to the proportionality rules.
- (ii) the total number of seats on the Licensing & Safety Committee and 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 Appeals Committee and the Employment Committee.

Name of Committee	Number of Members	Allocation to Groups	Substitute Members
Planning & Highways Committee	10	9 : 1	3 : 3
Licensing & Safety Committee	15	12 : 3	none
Employment Committee	8	6 : 1	3 : 3
Governor Appointments Committee	4	3 : 1	3 : 3
Appeals Committee	4	3 : 0	3 : 3
<b>Total</b>	<b>41</b>	<b>33 : 6</b>	

- (iii) the non-group Councillors be appointed to the two vacant seats.
- (iv) subject to the determination in (ii) 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 Annexe E.
- (v) 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

- (vi) Members be appointed to serve on the Final Accounts Committee and all the sub groups listed in Annexe G in accordance with nominations made by the political groups.

Overview and Scrutiny Committees

- (vii) 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.

Name of Committee	Number of Members	Allocation to Groups	Substitute Members
Public Scrutiny Commission	12	9 : 1#	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 : 2	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.*

- (viii) That the non-group Councillors be appointed to the two vacant seats.
- (ix) Subject to the determination in (vii) above, Members be appointed to serve on the overview and scrutiny bodies in accordance with nominations made by the political groups as per Annexe F.
- (x) The following formula for the allocation of seats on any further Sub-Committees to be appointed by the Public Scrutiny Commission 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

12. **Appointments to External Organisations 2005/2006**

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

**MAYOR**

## RESPONSIBILITY FOR EXECUTIVE FUNCTIONS

Unless the Constitution or the law requires otherwise, the Executive is responsible for the formulation of the budget and policy framework and the implementation of these in respect of all functions and services other than those listed in paragraphs 1 and 2. Under the terms of the Executive Procedure Rules, the Executive Leader may further delegate onwards to individual members of the Executive, a Committee or Sub-Committee of the Executive, or joint arrangements.

Such onward delegations are reported to the Council and recorded in this part of the Constitution but shall not in any event prejudice the management and operational delegations to officers approved by the Council and set out in Appendix 1 to this part of the Constitution. Individual members of the Executive shall observe any limits on delegations which may be specified by the Council and shall, at all times, act in compliance with the Council's Financial, Contracts and all other relevant procedure rules as set out in this Constitution.

### A. INDIVIDUAL MEMBERS OF THE EXECUTIVE

**In accordance with Section 15(4) of the Local Government Act 2000 Members of the Executive are allocated responsibility for the following functions:**

#### **Executive Member for Council Strategy (Leader of the Council)**

The **Executive Member for Council Strategy** is responsible for the following functions, to the extent that they comprise Executive functions:

1. The formulation and implementation of the Community Plan.
2. Making arrangements for the formulation of proposals for the annual Revenue and Capital Budgets and of proposals for the level of Council Tax.
3. Financial (including Investment and Insurance) Management.
4. The powers and duties of the Council for the collection of local taxes.
5. The internal and external audit arrangements for the Council.
6. The co-ordination of annual service planning, review and performance monitoring.
7. The Council arrangements for community engagement.
8. Matters relating to the Local Government Association and Regional Groupings.
9. The management, maintenance, improvement, development and re-development of Bracknell Town Centre, in so far as these functions are not the responsibility of the Bracknell Town Centre Regeneration Committee
10. The appointment of Members to Committees of the Executive, including, where the Executive Member for Council Strategy considers it appropriate, the appointment of the Chairman and the Vice-Chairman of those Committees.
11. The determination of the terms of reference of the Committees of the Executive.
12. The appointment of Members to external bodies, whose functions are the sole responsibility of Bracknell Forest's Executive.
13. To act as Chairman of meetings of the Executive.

#### **Executive Member for Leisure and Corporate Services & Resource**

The **Executive Member for Leisure and Corporate Services and Resources** is responsible for the following functions, to the extent that they comprise Executive functions:



1. Overall performance and effective operation of the Corporate Services and Resources Department (Democratic and Support Services, Financial Services, Information and Communications Technology, Legal Services, Human Resources, BF Services, Customer Services and Corporate Property).
2. The development and introduction of Information and Communications Technology and its use.
3. The Council's powers under Sections 29 and 38 of the Local Government (Miscellaneous Provisions) Act 1976.
4. The Council's powers under Section 2 of the Local Government Act 2000 [the promotion of well-being.]
5. Building Maintenance Services.
6. The management of all property and land owned by the Council other than that which is used as operational property for functions which are allocated to another Executive Member.
7. Strategic and planned maintenance of all Council properties other than schools and the Council's housing stock.
8. The provision of, maintenance and management of the Council's central fleet of vehicles and mechanical equipment and plant.
9. The provision, maintenance and development of leisure services and facilities.
10. Voluntary managed Community Centres
11. Overall performance of the Environment and Leisure Department relating to those parts for which the Executive Member is responsible.
12. Management and promotion of rights of way and recreational routes for the Borough.
13. Nature and Heritage Conservation.
14. Tourism information, initiatives and services.
15. Recreational Parks, Open Spaces and Countryside.
16. Measures to promote the health of Borough residents.
17. Arts and Cultural Activities.
18. The corporate public relations, marketing and communications function.

#### **Executive Member for Education and Libraries**

The **Executive Member for Education and Libraries** is responsible for the following functions, to the extent that they comprise executive functions:

1. The Council's responsibilities for schools and related matters including extended schools, admissions and transport.
2. The Council's responsibilities for Adult and Community Learning.
3. The Library and Information Services.
4. The overall performance of Education, Children's Services and Libraries Department in respect of these functions.
5. To act as Vice Chairman at meetings of the Executive.

#### **Executive Member for Planning & Transportation**

The **Executive Member for Planning and Transportation** is responsible for the following functions, to the extent that they comprise executive functions:

1. The functions of the Council under Town & Country Planning legislation.
2. The functions of the Council as Local Highway Authority.
3. The functions of the Council as Streets Authority (including on-street parking).
4. The functions of the Council under the Road Traffic Regulation Legislation and in respect of road closures.

5. The functions of the Council relating to Public Rights of Way, cycle routes and pedestrian ways
6. Road Safety
7. The parking of vehicles in respect of Council functions and Orders where these relate to the public highway (other than abandoned vehicles and street trading).
8. The functions of the Council under the Transport Act 1985 and making representations and objections in respect of applications under HGV licensing legislation.
9. The functions of the Council under the Building Acts.
10. The overall performance of the Environment and Leisure Department relating to those functions for which the Executive Member is responsible.
11. To represent the Council on regional and sub-regional planning matters
12. To represent the Council on the Strategic Housing Partnership.
13. The functions of the Council under the Traffic Management Act 2004.

### **Executive Member for Public & Environmental Services and Parish Liaison**

The **Executive Member for Public & Environmental Services and Parish Liaison** is responsible for the following functions, to the extent that they comprise executive functions:

1. Local Agenda 21.
2. Protection of public health (not related to commissioning).
3. Waste collection, disposal and recycling.
4. Public cleansing including street sweeping, cesspools and private sewers.
5. Grounds maintenance, other than countryside maintenance.
6. Environmental standards including:-
  - Food safety and control
  - Control and monitoring of pollution and statutory nuisances
  - Infectious disease and pest control
7. Trading standards including:-
  - Weights and measures
  - Fair trading
  - Trade description
  - Consumer credit and safety
  - Consumer complaints
8. Health and Safety including:-
  - Health, safety and welfare of people at or affected by work
  - Promotion of health education and home safety
9. Environmental Improvement Schemes
10. Car Park management and maintenance (including on-street schemes and the provision of car parking solutions)
11. The Coroner's Service, Cemeteries and the Crematorium
12. Bracknell Market
13. Public Conveniences
14. Rural hedges and ditches.
15. Weighbridges
16. Removal and disposal of abandoned vehicles
17. Any functions under any licensing legislation which are Executive functions and which do not fall within the remit of any other Executive Member
18. The overall performance of the Environment and Leisure Department relating to those functions for which the Executive Member is responsible.
19. Liaison with the Parish Councils in the Borough.

### **Executive Member for Emergency Services and Community Safety**

The **Executive Member for Emergency Services and Community Safety** is responsible for the following functions, to the extent that they comprise executive functions:

1. Emergency Planning
2. The formulation and implementation of the Safer Communities Strategy.
3. Liaison with the Royal Berkshire Fire and Rescue Service.
4. Liaison with the Thames Valley Police Authority
5. Liaison with the Royal Berkshire NHS Ambulance Trust.
6. CCTV systems in public places.

### **Executive Member for Children's Services**

The **Executive Member for Children's Services** is responsible for the following functions, to the extent that they comprise executive functions:

1. The Council's responsibilities for children's social care and related matters.
2. The Youth and Community Service and Centres.
3. The Early Years and Childcare Service.
4. Children's Centres.
5. To represent the Council on the Berkshire Adoption Panel
6. To represent the Council on the Bracknell Forest and Windsor & Maidenhead Joint Fostering Panel.
7. Liaison with other providers of services to children and young people.
8. Overall performance of the Education, Children's Services and Libraries Department in respect of these functions.

### **Executive Member for Adult Services, Health Commissioning and Housing (Deputy Leader of the Council)**

The **Executive Member for Adult Services, Health Commissioning and Housing** is responsible for the following functions, to the extent that they comprise executive functions:

1. The Council's functions as a Housing Authority.
2. The overall performance of the Adult Services and Housing Department.
3. Liaison and joint commissioning with providers of health care services to adults.

## Appointment of Executive Committees, Sub Groups and Advisory Panels

<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><b>Non-Voting Co-optee</b></p> <p>Mrs Shillcock</p> <p><b>Substitute Members</b></p> <p>(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 Bettison Birch (Chairman) Ward</p> <p><b>Substitute Members</b></p> <p>(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>ACCESS ADVISORY PANEL</b></p> <p><b>Councillors (4)</b></p> <p>Edger Finnie (Vice-Chairman) Harrison (Chairman) Jones</p> <p><b>Substitute Members (4)</b></p> <p>Leake Mrs Pile Mrs Beadsley 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 Mills</p> <p><b>Non-Voting Co-Optees</b></p> <p>Jones Worrall</p>	<p><b>CUSTOMER CONTACT INITIATIVE STEERING GROUP</b></p> <p><b>Councillors (8)</b></p> <p>Barnard Dudley Finch McCracken (Vice-Chairman) Mills (Chairman) Piasecki Wade Ward</p>
<p><b>SUSTAINABILITY ACTION GROUP</b></p> <p><b>Councillor (1)</b></p> <p>Mills (Chairman)</p>	<p><b>HEALTH FORUM</b></p> <p><b>Councillors (8)</b></p> <p>Baily Barnard Finnie Miss Haydon McCracken Mills Mrs Shillcock Thompson</p>	<p><b>Substitute Members</b></p> <p>Adams Beadsley Mrs Beadsley Edger Leake Thompson</p>

	<p><b>Substitute Members</b></p> <p>Beadsley Mrs Beadsley Birch Mrs Birch Dudley Piasecki</p>	
<p><b>SCHOOL PERFORMANCE ADVISORY PANEL</b></p> <p><b>Councillors (4)</b></p> <p>Beadsley Mrs Birch (Vice-Chairman) Edger Mrs Hayes (Chairman)</p> <p>Plus Executive Member for Education (Ward)</p> <p><b>Substitute Members</b></p> <p>Mrs Beadsley Birch Jones Mrs Ryder Mrs Shillcock Thompson</p> <p><b>EDGEBARROW AND SANDHURST SPORT CENTRE MANAGEMENT COMMITTEE</b></p> <p><b>Borough Council Representatives (3)</b></p> <p>Earwicker Finnie North (Chairman)</p> <p><b>Borough Substitute (1)</b></p> <p>Birch</p>	<p><b>BETTER HOMES COMMISSION</b></p> <p><b>Independent Chairman</b></p> <p>Reverend D Osborn</p> <p><b>Councillors (4)</b></p> <p>Barnard Bettison Edger Mrs Shillcock Birch (Non-Voting Ex-Officio)</p> <p><b>Substitute Members</b></p> <p>Thompson Wade</p> <p><b>Tenant/Leaseholder Representatives</b></p> <p>Anne Brunton Jacki Brundish Linda Coyle David Maynard</p> <p><b>Substitute Members</b></p> <p>Henry Bone Richard Ireland</p>	<p><b>SECURE ACCOMMODATION REVIEW PANEL</b></p> <p>Executive Member for Children's Services, together with a suitably qualified Social Services Officer and an independent person, appointed by the Director of Education, Children's Services and Libraries.</p> <p><b>CROWTHORNE ENTERPRISE ADVISORY GROUP</b></p> <p><b>Councillors (3)</b></p> <p>Finnie Jones Wade (Chairman)</p>

### Appointment of Members to Partnerships

<b>SAFER COMMUNITIES STRATEGIC PARTNERSHIP</b>	<b>EARLY YEARS CHILDCARE AND DEVELOPMENT PARTNERSHIP</b>
<b>Councillors (1)</b>	<b>Councillors (2)</b>
North	Mrs Shillcock Ward

**APPOINTMENT OF REPRESENTATIVES TO EXTERNAL ORGANISATIONS**

*(Minute 8/4 refers)*

	<b>BODY</b>	<b>REPRESENTATION REQUIREMENTS</b>	<b>REPRESENTATIVE</b>
1.	Berkshire Joint Adoption Panel	1 Member	Councillor Barnard
2.	Bracknell Forest and Windsor & Maidenhead Joint Fostering Panel	1 Member	Councillor Barnard
3.	Bracknell Forest Local Area Policing Board	1 Member	Councillor Turrell
4.	Berkshire Joint Strategic Planning Committee	1 Member (Voting) 1 Member (Non-Voting) (from the Executive)	Councillor Mrs Ballin Councillor Mills
5.	Blackwater Valley Countryside Partnership	2 Members 1 Reserve Member	Councillor Baily Councillor McCracken Councillor Mrs Hayes
6.	Bracknell Forest, Wokingham and Reading Joint Waste Disposal Board	2 Members	Councillor McCracken Councillor Mills
7.	ODPM e-Champions	1 Member 1 Officer	Councillor Bettison Chief Executive
8.	ODPM Heritage Champion	1 Member	Councillor Mrs Hayes

**Duties Assigned to Executive Support Members, together with confirmation as to which Committees, Groups and Panels of the Council on which they may preside.**

The Executive Support Members shall have the following duties:

- (i) to assist, support and advise the relevant Executive Member in the exercise of his or her responsibilities,
- (ii) to carry out particular tasks and projects as agreed with the Executive Member from time to time;
- (iii) to attend public and private meetings of the Executive as an observer and in the absence of the Executive Member to propose motions and speak (but not to vote);
- (iv) in the absence of the Executive Member, to speak at meetings of the Council on matters relating to the allocated portfolio area.

Executive Support Members may serve on Scrutiny Panels and Working Groups provided that they must withdraw from any discussion on matters within the portfolio area in which they act as Executive Support Member. It would, therefore, be inappropriate for Executive Support Members to act as Chairman or Vice-Chairman of a Scrutiny Panel.

Executive Support Members shall not be appointed to the role of Chairman or Vice-Chairman of the Licensing & Safety Committee or the Planning & Highways Committee.



**APPOINTMENT OF ORDINARY STANDING COMMITTEES  
AND THE STANDARDS COMMITTEE**

*(Minute 11 (ii) and (iii) refer)*

<p><b>APPEALS COMMITTEE</b></p> <p><b>Councillors 4 ( 3 : 0 : 1)</b></p> <p>Earwicker Finnie (Chairman) Mills (Vice-Chairman) 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 (Vice-Chairman) Mrs Hayes (Chairman) 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 (Chairman) Finnie Grayson Leake (Vice-Chairman) Mrs Ryder Ward (non-voting) Worrall</p> <p><b>Substitute Members (3:3)</b> Adams Dudley Jones McLean Piasecki Turrell</p>
<p><b>LICENSING AND SAFETY COMMITTEE</b></p> <p><b>Councillors 15 (12: 3)</b></p> <p>Adams Baily Mrs Barnard Beadsley Browne Brunel-Walker Finch Kendall (Chairman) Leake Mihell Osborne Piasecki Mrs Ryder (Vice-Chairman) 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>Browne Dudley Edger (Vice-Chairman) Finnie Mrs Hayes Jones Packham Mrs Pile Thompson Worrall (Chairman)</p> <p><b>Substitute Members (3: 3)</b> Mrs Beadsley Mrs Birch Finch Miss Haydon Mrs Shillcock (Vacancy: Labour Group)</p>	<p><b>STANDARDS COMMITTEE</b></p> <p><b>Councillors 4 (2: 2)</b></p> <p>Mrs Beadsley Finnie (Vice-Chairman) Jones Thompson</p> <p><b>Substitute Members (2) (1:1)</b> Piasecki Mrs Ryder</p> <p><b>Independent Members (2)</b> Mr D Briggs (Chairman) Revd D Osborn</p>

**APPOINTMENT OF OVERVIEW AND SCRUTINY BODIES**

*(Minutes 11 (vi) and (vii) refer)*

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

## APPOINTMENT OF OTHER COMMITTEES

*(Minute 11 (ix) refers)*

<p><b>FINAL ACCOUNTS COMMITTEE</b></p> <p><b>Councillors 8 (7:1)</b></p> <p>Mrs Birch Finnie Leake McCracken (Chairman) Mihell (Vice-Chairman) Piasecki Thomas Wade</p> <p><b>Substitute Members (6) (3: 3)</b> Adams Beadsley Birch Packham Mrs Shillcock Thompson</p>	<p><b>PARISH COUNCIL STANDARDS SUB-COMMITTEE</b></p> <p><b>Bracknell Forest Borough Council (1)</b> Finnie</p> <p><b>Parish/Town Councillors (2)</b></p> <p><i>To be appointed</i></p> <p><b>Independent Member (1)</b> Reverend D Osborn (Chairman)</p> <p><b>Substitute Members (8)</b></p> <p><b>Bracknell Forest Borough Council (3)</b> Mrs Beadsley Jones Thompson</p>	<p><b>CONSTITUTION REVIEW GROUP</b></p> <p><b>Councillors (8)</b></p> <p>Mrs Ballin Beadsley Kendall Leake Thompson Turrell Wade (Chairman) Ward (Vice-Chairman)</p> <p><b>Substitute Members (6)</b> Bettison Mrs Hayes Jones Piasecki Sargeant Mrs Shillcock</p>
<p><b>STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION</b></p> <p><b>(Local Education Authority Representatives) (5)</b></p> <p>Mrs Hayes Leake Mrs Ryder Thompson Mr D Fawcett</p>	<p><b>Parish/Town Councillors (4)</b></p> <p><i>To be appointed</i></p> <p><b>Independent Member (1)</b> Mr D Briggs</p> <p><b>SCHOOL ORGANISATION COMMITTEE</b></p> <p><b>(Local Education Authority Representatives) (5)</b></p> <p>Beadsley Edger Mrs Hayes Thompson Ward</p>	<p><b>HEALTH AND SAFETY PANEL</b></p> <p><b>Councillors (1)</b></p> <p>Browne (Chairman)</p> <p><b>Substitute Member</b></p> <p>Baily</p>

## ANNEXE H

**APPOINTMENT OF REPRESENTATIVES AND MEMBERS TO EXTERNAL ORGANISATIONS 2005/2006**

*(Minute 13 refers)*

	<b>BODY</b>	<b>REPRESENTATION REQUIREMENTS</b>	<b>REPRESENTATIVES</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 Mills
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 Mrs Hayes
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 Browne
8.	Berkshire Pension Fund Advisory Panel	1 Member	Cllr Mihell
9.	Berkshire and Buckinghamshire Valuation Tribunal	2 Tribunal Members  (Appointments made pursuant to Minute 70, 3 March 2004)	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>REPRESENTATIVES</b>
12.	Birch Hill Community Association – Management Committee	1 Representative	Cllr Browne
13.	Blackwater Valley Network Members Steering Group	3 Members  1 Reserve	Cllr Mrs Ballin Cllr North Cllr Worrall Cllr Birch
14.	Bracknell Age Concern	1 Representative	Cllr Thompson
15.	Bracknell & District Victim Support Scheme	1 Representative	Mrs Mattick
16.	Bracknell Citizens Advice Bureau	1 Representative	Cllr Finnie
17.	Bracknell Forest Voluntary Action Management Committee	1 Representative	Cllr Barnard
18.	Bracknell Tea House Association	1 Representative	Cllr Packham
19.	Bracknell Town Council Environment & Safety Committee	1 Representative	Cllr Mills
20.	Bracknell Twinning Association	1 Representative	Cllr Birch
21.	Bracknell Volunteer Centre	1 Representative	Cllr Leake
22.	Bullbrook Community Association	1 Representative	Cllr Sargeant
23.	Community Council for Berkshire	1 Representative	Cllr Finnie
24.	Crown Wood Community Association	1 Representative	Cllr Dudley
25.	East Berkshire MIND Executive Committee	1 Representative	Cllr Miss Haydon
26.	Easthampstead & Wildridings Community Association	1 Representative	Cllr Browne
27.	Easthampstead Parochial Charities, Easthampstead	2 Representatives	Cllr Mrs Beadsley Cllr Mrs Hayes

	<b>BODY</b>	<b>REPRESENTATION REQUIREMENTS</b>	<b>REPRESENTATIVES</b>
28.	Environmental Trust for Berkshire	1 Representative	Cllr Mills
29.	<b>Farley Wood Community Association</b>	1 Representative	Cllr Mills
30.	Federation of British Cremation Authorities	1 Representative	Mrs Mattick
31.	Forest Park Community Association	1 Representative	Cllr Brunel-Walker
32.	Great Hollands Community Association	1 Representative	Cllr Piasecki
33.	Hanworth Community Association	1 Representative	Cllr Mrs Birch
34.	Harmans Water Community Association	1 Representative	Cllr Turrell
35.	Heathrow Airport Consultative Committee	1 Representative: 1 Deputy:	Cllr Mrs Ballin Cllr Sergeant
36.	Homestart – Bracknell Forest	1 Representative	Cllr Leake
37.	Keep Mobile	1 Representative	Cllr Barnard
38.	Local Government Association	3 Representatives 1 Observer	Cllr Bettison Cllr Mrs Shillcock Cllr Ward Cllr Mrs Ballin
39.	Local Government Association Rural Commission	2 Representatives	Cllr Bettison Cllr Mills
40.	Local Government Association Urban Commission	2 Representatives	Cllr Bettison Cllr Mrs Ballin
41.	Local Government Information Unit Management Committee	1 Representative 1 Reserve	Cllr Ward Cllr Mrs Ballin
42.	Martins Heron and the Warren Community Association	1 Representative	Cllr Mihell

	<b>BODY</b>	<b>REPRESENTATION REQUIREMENTS</b>	<b>REPRESENTATIVES</b>
43.	National Housing & Town Planning Council Southern Regional Executive	1 Representative 1 Reserve	Cllr Birch Cllr Leake
44.	New Owlsmoor Community Centre	1 Representative	Cllr Worrall
45.	North Ascot Community Association	1 Representative	Cllr Miss Haydon
46.	Parents and Children Together	1 Representative	Cllr Barnard
47.	Priestwood Community Association	1 Representative	Cllr Packham
48.	Relate	1 Representative	Cllr Mrs Barnard
49.	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
50.	Royal British Legion (Bracknell Branch) (Service and Welfare Committee)	1 Representative	Cllr Sargeant
51.	Sandhurst Day Centre Association	1 Representative	Cllr Ward
52.	South East Employers	2 Representatives 2 Reserves	Cllr Edger Cllr Leake Cllr Mihell Cllr Wade
53.	South East England Regional Assembly	1 Representative 1 Reserve	Cllr Mrs Ballin Cllr Worrall
54.	South East Reserve Forces' and Cadets' Association	1 Representative	Cllr Edger
55.	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)

	<b>BODY</b>	<b>REPRESENTATION REQUIREMENTS</b>	<b>REPRESENTATIVES</b>
56.	South Hill Park Trust Limited (The Company)	1 Representative	Cllr Mills
57.	Standing Conference for Archives	1 Representative	Cllr Mrs Hayes
58.	Thames Valley Economic Partnership Advisory Board	2 Representatives	Cllr Mrs Ballin Cllr Thomas
59.	Thames Valley Police Authority Joint Committee	1 Member	Cllr North
60.	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
61.	University of Reading - Court and Council	1 Representative	Cllr Bettison
62.	Voluntary Sector Compact Implementation Group	3 Members	Cllr Finnie Cllr Mrs Ryder Cllr Mrs Shillcock
63.	Warfield Parochial Charities - Trustees	2 Representatives	Cllr McLean Cllr Sargeant



