

**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

Councillors Angell, Bettison, Egan, Mrs Hirst and McCormack

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