

ANNEXE B

ACCESS COMMITTEE

- (1) The Committee shall comprise 5 members of the Council (for whom substitute members may be appointed), one of whom shall be appointed as Chairman by the Council. The Committee shall also include such co-opted representatives of voluntary groups and appropriate government and health bodies concerned with the welfare of the disabled as the Committee might deem appropriate.
- (2) The functions of the Committee shall be:
 - (a) to discuss and liaise on access/disability issues;
 - (b) to consider matters affecting disabled people in Bracknell; and
 - (c) to examine the services provided by Council and consider ways in which the quality and efficiency of such services may be improved to the benefit of disabled people in Bracknell.
- (3) Reasonable travelling expenses to and from meetings for those representatives of voluntary bodies/disability groups who would otherwise not be able to attend the meetings shall be met by the Council at the discretion of the Access and Mobility Officer.
- (4) The proceedings of the Access Committee shall be reported to the Council through the Strategy and Policy Committee.
- (5) The Committee may request the Council's officers to submit a report on any relevant function or service which concerns the Borough. (Subject to resources being available).
- (6) One meeting shall normally be held in each Committee cycle, but the Chairman shall be empowered to call special meetings as considered appropriate.
- (7) The Committee shall be empowered to request the provision of necessary facilities for sensorily impaired people to participate in meetings and the work of the Committee.

ANNEXE C

BRACKNELL FOREST BOROUGH LIAISON COMMITTEE

- (1) The Committee shall be known as the “Bracknell Forest Borough Liaison Committee”
- (2) The Committee shall consist of two member representatives each of every parish or town Council within the Borough and the Borough Council. Substitute members may be appointed. The representatives may be accompanied by officers of the representative authorities, who shall be entitled to speak, but not to vote. Officers of the Borough Council, representatives of local public transport operators and the Thames Valley Police shall be entitled to attend and speak, but not to vote.
- (3) The function of the Committee is to discuss any matter relative to the well-being of the residents of, or visitors to, all or any part of the Borough, and to make appropriate reports or recommendations to any constituent authority or any other organisation.
- (4) The Committee may request any constituent authority, or a local public transport operator, to submit a report on any relevant function or service which concerns all or any part of the Borough.
- (5) The Chair and Vice-Chair shall be elected annually. The secretary shall be the Borough Administrator of the Borough Council (or his representative), to whom agenda items should normally be submitted at least 14 days before a meeting.
- (6) Meetings shall normally be held bi-annually.

ANNEXE D

DIRECT SERVICES BOARD

- (1) To be responsible for setting policy and reviewing performance in respect of the following:-
 - (a) all operational matters arising from the activities defined within the relevant “contract” to the standard specified by the “contract”;
 - (b) financial control of the relevant direct service organisations;
 - (c) subject to the Council’s procedures for dealing with consultation, appeals and grievances, of all staff resources deployed on the relevant work, including the levels of manpower employed;
 - (d) remuneration and conditions of service of employees working within the DSOs;
 - (e) commercial deployment of assets (other than fixed property or land) allocated to the relevant work including purchase/disposal of vehicles, plant and materials;
 - (f) the overall effectiveness of the relevant work on the basis of periodic reports from the contractor managers.
- (2) To develop and keep under review a scheme of officer action in respect of the work designed to achieve prompt and effective action in the commercial operation of the “contract”.
- (3) To prepare and present an annual report and trading accounts and such other statements as may be specified by the Secretary of State to the Borough Council through the Policy & Resources Committee.
- (4) Within any legal constraints, to keep under review the desirability of submitting tenders for other relevant work both within the Borough and elsewhere and to make an appropriate recommendation to the Policy & Resources Committee if a change of policy is envisaged.
- (5) To be responsible for ensuring the preparation and submission of future tenders for the relevant work by the appropriate contract manager.
- (6) The relevant current “contracts” at 1.4.98 are:-
 - property maintenance
 - grounds maintenance
 - leisure management.

ANNEXE E

AUDIT PERFORMANCE AND SCRUTINY COMMITTEE

Outline terms of reference:

- 1 To oversee the internal and external audit arrangements for the Council and the internal service and the appointed external auditor within the overriding requirement to provide an adequate and effective audit service in accordance with Section 151 of the Local Government Act 1972 and the Accounts and Audit Regulations 1996.
- 2 To ensure that such recommendations contained in all audit reports are adequately addressed by service Committees.
- 3 To appoint the officer responsible for provision and management of internal audit in accordance with the Accounts and Audit Regulations 1996.
- 4 To receive reports as necessary from the officer responsible for internal audit, regarding the planning of internal audit work, findings and recommendations contained in internal audit reports and any suspected or reported irregularities concerning all significant irregularities.
- 5 To receive and consider on behalf of the Council the external auditor's management letter concerning the annual audit of the accounts of the Council and to formulate the Council's response to any issues raised following consultation with the appropriate service committees.
- 6 To receive and consider periodic reports from the External Auditor and the Audit Commission concerning the independence and effectiveness of the internal audit function and to make recommendations as appropriate to Strategy & Resources Committee.
- 7 To promote and advise upon the development of:
 - (a) Performance Information, including Citizen's Charter. Performance Indicators.
 - (b) Service guarantees.
 - (c) Quality and Performance Management Systems.
 - (d) Information to inform the budget process.
- 8 To oversee arrangements for the publication of Corporate Performance Information, including Citizen's Charter performance indicators.

- 9 To carry out regular appraisal of the quality of Council services on behalf of its clients, including a biennial survey of opinion.
- 10 To undertake efficiency and value for money service reviews on any service provided by the Council.
- 11 To undertake detailed examinations of the local service providers' work, membership, practice and to promote sound democratic, and accountable processes within them.
- 12 Oversight of complaints system, monitor complaints received and response.
- 13 Specific responsibility for reviewing and enhancing democratic practice and to produce a democracy plan for Council consideration.
- 14 To receive and review performance reports in accordance with the performance measurement policy of the Council.
- 15 To oversee the Council's policy on customer care and the work of the Quality Group.
- 16 To examine through democratic scrutiny the service quality of other bodies providing public services and to liaise with them to achieve the highest possible standards.
- 17 To receive internal and external audit reports and appropriate value for money studies were not considered by other committees.
- 18 To receive reports from the Monitoring Officer and Section 151 Officer.
- 19 To commission quality reports from Council officers.
- 20 To carry out investigations of any subject referred by Strategy & Policy Committee or Service Committees.
- 21 To oversee the work of Central Services and their performance through the corporate framework document.

ANNEXE F

Standard Terms of Reference for all Service Policy Committees and for Strategy and Policy Committee

Primary Responsibilities

- 1 To act on behalf of the Council in all matters relating to the operation or future provision of the services identified in the Council's Scheme for the Assignment of Functions to Committees and to be responsible for the exercise of the functions so assigned within the terms of all relevant legislative requirements and overall Council policy.
- 2 To ensure that effective arrangements are made for the discharge of its functions through officer delegations where appropriate within the Council's overall scheme of delegation.
- 3 To prepare for consideration by the Strategy and Policy Committee, annual estimates of Revenue and Capital Expenditure and to be responsible for the subsequent monitoring of expenditure against budgets and for maintaining the integrity of such budgets following approval by the Council.
- 4 To advise the Council on the development of policy objectives in relation to the services assigned to the Committee, acting through the Strategy and Policy Committee where such policy objectives impact on the activities or interests of other Committees either directly or indirectly or which might result in proposed changes in overall resourcing requirements
- 5 To review on a regular basis the progress towards achievement of the policy objectives approved either by the Committee or by the Council on the recommendation of the Committee.
- 6 To determine Performance Targets and to establish Performance Indicators for all appropriate aspects of the services for which the Committee is responsible and to ensure that regular monitoring of Performance is undertaken.
- 7 To report to the Audit, Performance and Scrutiny Committee on performance and quality plans and outcomes in line with the annual work programme set by Council.
- 8 To play a full part in the development and review of the Council's strategy and in pursuing those strategic responsibilities delegated by the Council.
- 9 To establish an Executive Sub Committee to take urgent decisions on behalf of the main committee and to deal with such other matters as may be specifically identified by the main committee or referred by the appropriate officers, together with such other standing Sub Committees (as may be approved by the Council) with delegated powers to take operational decisions on specified matters falling within the functions assigned to the Committee and which have not been delegated to officers.

- 10 To establish up to four time-limited Focus Groups at any one time to undertake in depth examinations of any aspect of any service for which the Committee is responsible and to prepare recommendations for the Committee's consideration.
- 11 To promote public awareness of the functions for which the Committee is responsible.
- 12 To seek information, views and opinions to inform the work of the Committee from external bodies, interested groups or service users as appropriate.

Other Matters

- 13 In addition to any matters specifically assigned to any committee there shall be delegated subject to any statutory requirement, scheme or order, the following powers:
 - (i) To authorise or institute proceedings on behalf of the Council in any Court in relation to offences committed in respect of any of the matters assigned to the committee;
 - (ii) To authorise any urgent steps to be taken to defend any proceedings instituted against the Council in any Court, including the briefing of Counsel, payment of Moines into Court and the settlement of actions upon such terms as may seem advisable;
 - (iii) To appoint representatives to attend annual conferences so long as provision in estimates is not exceeded.
 - (iv) To approve the terms of the Council's response to any consultation document dealing with any matter falling exclusively within the responsibilities assigned to the Committee.

Contracted Services

- 14 To be responsible for the client role in respect of all contracted services falling within the functions assigned to the Committee, including recommendations to Strategy and Policy Committee on the letting of such contracts.

Secondary responsibilities of Strategy and Policy Committee

- 1 To guide the Council in determining and reviewing its strategy, objectives and priorities having regard to the comprehensive community and economic needs of the Borough.
- 2 To have responsibility for overall policy, strategy performance management **and for ensuring that best value is achieved in all aspects of the Council's services.**
- 3 To guide annual service planning, review and performance monitoring setting direction for corporate policy
- 4 To direct key Council policy initiatives and the assignment of corporate or strategic functions e.g. Agenda 21, community safety, voluntary sector, economic development and Access.
- 5 To ensure that the organisation and performance management processes of the Council effectively contribute to the achievement of the Council's objectives and to make recommendations for change in either committee or departmental structures or the distribution of functions and responsibilities.
- 6 To be responsible for allocating monitoring and controlling the resources of the Council in terms of staffing land and property assets.
- 7 To oversee the development of a comprehensive **annual** plan encouraging partnership and community involvement in all aspects **set out therein including targets for the Council's work for the year.i**
- 8 To advise the Council on new policies changes in policies and recommendations from other committees which may have a significant impact upon the plans or resources of the Council.
- 9 To be responsible for the corporate public relations functions of the Authority including support to outside agencies providing information services.
- 10 To oversee the development of external affairs on behalf of the Council.
- 11 To oversee local government reorganisation arrangements in the shadow period to ensure a smooth transition into Unitary working.
- 12 To oversee the process of budget planning and monitoring and to recommend an appropriate balance of resources between services that reflects corporate priorities.
- 13 To consider the spending proposals of service policy and other committees and to **recommend** a draft budget to the Council.

- 14 To advise the Council generally over internal financial, borrowing and economic policies and to make any necessary funding adjustments..

- 15 To determine the remuneration and conditions of service and to appoint an Interview Panel with powers to appoint the statutory Officers, Chief Officer and Second tier posts.
- 16 To make recommendations to the Council over standing orders, financial regulations scheme of delegation and membership of Committees.
- 17 To consider any proposals for the transfer of Council functions from public to private sectors or vice-versa.
- 18 To deal with matters relating to the Local Government Association and Regional Groupings.