

council/agm06/AGM Report - Appendix A

APPENDIX A

17 May 2006

READING BOROUGH COUNCIL

POWERS AND DUTIES OF COMMITTEES ETC

POWERS AND DUTIES OF COMMITTEES

Subject to:

- (1) The constitution of the Council - in particular Articles 4, 6, 8-10
- (2) The Schemes of Delegation to Officers

the Committees have delegated authority to exercise and perform the Powers and Duties of the Council in relation to the functions set out on the following pages.

REGULATORY COMMITTEES AND SUB-COMMITTEES

1. LICENSING APPLICATIONS COMMITTEE

- (1) To be responsible for those licensing and registration functions specified in the Local Authorities (Functions and Responsibilities) Regulations, 2000, and indicated in the table at Part 3 of the Constitution as being the responsibility of this Committee, in accordance with the policies of the Council from time to time, including;
 - Sex Establishments
 - Hackney Carriage Licences (including Vehicle and Drivers Licences)
 - Private Hire (including Vehicle, Drivers and Operators Licences)
 - Street Trading and Pavement Cafes
 - Approval of recreation and refreshment facilities under Part VIIA of the Highways Act 1980
 - Betting and Gaming Establishments
 - Safety at Sports Grounds
- (2) To monitor the policies of the Council relating to the above functions and recommend to the Council changes to those policies where the Committee considers it appropriate to do so.
- (3) To promote equal opportunities, sustainability and community safety in relation to the provision of the committee's services.

- (4) To determine appeals against a decision taken under delegated powers, to refuse an application for approval of premises, or to revoke any approval which has been granted under the Marriage Act 1994.
- (5) To determine all the new licensing responsibilities under sections 5-8 of the Licensing Act 2003.

2. LICENSING APPLICATIONS SUB-COMMITTEES 1 AND 2

To discharge the following responsibilities under Sections 5-8 of the Licensing Act 2003:

- Application for personal licence if a relevant representation is made;
- Any application for a personal licence or its revocation where the applicant has unspent convictions;
- Application for premises licence/club premises certificate if a relevant representation is made;
- Applications to vary designated premises supervisor where a Police representation is received;
- Application for provisional statement if a relevant representation is made;
- Application to vary premises licence/club premises certificate if a relevant representation is made;
- Applications for transfer of premises licence where a Police representation is received;
- Applications for Interim Authorities where a Police representation is received;
- Any application to review premises licence/club premises certificate;
- Determination of a Police representation to a temporary event notice;
- Decision to object when Local Authority is a consultee and not the lead authority.

3. LICENSING APPLICATIONS SUB-COMMITTEE 3 (formerly “Sub-Committee 5”)

- (1) To be responsible for those licensing and registration functions specified in the Local Authorities (Functions and Responsibilities) Regulations, 2000, and indicated in the table at Part 3 of the Constitution as being the responsibility of the Licensing Applications Committee, in accordance with the policies of the Council from time to time, including;

- Sex Establishments
- Hackney Carriage Licences (including Vehicle and Drivers Licences)
- Private Hire (including Vehicle, Drivers and Operators Licences)
- Street Trading and Pavement Cafes
- Approval of recreation and refreshment facilities under Part VIIA of the Highways Act 1980
- Betting and Gaming Establishments

- Safety at Sports Grounds

- (2) To monitor the policies of the Council relating to the above functions and recommend to the Council changes to those policies where the Committee considers it appropriate to do so.
- (3) To promote equal opportunities, sustainability and community safety in relation to the provision of the committee's services.
- (4) To determine appeals against a decision taken under delegated powers, to refuse an application for approval of premises, or to revoke any approval which has been granted under the Marriage Act 1994.

4. PLANNING APPLICATIONS COMMITTEE

- (1) To be responsible for all functions relating to town and country planning and development control specified in the Local Authorities (Functions and Responsibilities) Regulations, 2000, and other functions indicated in the table in Part 3 of the Constitution, including:
 - development control
 - advertisement control
 - building control
 - conservation matters
 - tree preservation orders
 - listed buildings
 - enforcement
 - removal of permitted development rights
 - "hybrid" applications or notifications
 - street naming
 - public rights of way
 - control of scaffolding and hoarding

OTHER COMMITTEES

5. PERSONNEL COMMITTEE

- (1) Subject to Officer Employment Procedure Rules set out in the constitution:
 - a) to arrange for the appointment of the Chief Executive as the Council's Head of Paid Service, and make recommendations to Council in this respect
 - b) to appoint Corporate Directors, the Monitoring Officer, Section 151 Officer and posts falling within the definition of Deputy Chief Officer in Section 2(1) of the Local Government & Housing Act 1989
 - c) to dismiss Corporate Directors, the Monitoring Officer, Section 151 Officer and posts falling within the definition of Deputy Chief Officer in Section 2(1) of the Local Government & Housing Act 1989

- d) to settle all matters relating to the above appointments or dismissals
- (2) To take any decisions affecting the remuneration, terms and conditions of service of the Chief Executive;
- (3) To undertake performance appraisals of the Chief Executive and Corporate Directors; and to set annual targets against which performance can be measured.
- (4) To discharge the Council's functions under Section 112 of the Local Government Act 1972, including:
- (a) determining the terms and conditions on which staff hold office;
 - (b) approving matters referred to it by the Local Joint Forum; and resolving matters where it has not been possible to secure agreement at the Local Joint Forum;
 - (c) advising the Council and Cabinet on:
 - (i) the requirements for, and the availability of, human resources necessary for the fulfilment of the Council's policies;
 - (ii) the promotion of good employee relations in the Council;
 - (iii) matters of general employment and personnel concern to the Council,
 - (iv) the promotion equal opportunities for all employees of the Council, and in the Council's recruitment and selection procedures, and to monitor the effectiveness of such measures;
- (5) To determine the level of compensation to be paid in individual cases of voluntary redundancy and early retirement and other personnel matters where appropriate
- (6) To decide on claims for injury allowance made under the Local Government Superannuation (Amendment) (No. 2) Regulations 1982, where the claim and recommendation for consideration are agreed between both management and trades unions.
- (7) Where appropriate, to convene an Investigatory Committee to examine matters relating to the conduct or capability of Corporate Directors and Heads of Service

MEETING AS AN APPEALS PANEL UNDER THE COUNCIL'S DISCIPLINARY OR GRIEVANCE PROCEDURES

- (8) To consider and determine appeals by employees concerning any matter of grievance or discipline, in respect of which employees have a right of appeal to the Panel, by virtue of any locally or nationally agreed procedure.
- (9) To consider and determine appeals by employees employed under the terms and conditions of service of the JNC for chief officers, concerning any matter of discipline or capability considered by an Investigating Committee established under the terms of Section III of the JNC conditions of service, and for which there is a right of appeal under Section III.
- (10) To consider and decide upon claims for injury allowance made under the Local Government Superannuation (Amendment) (No. 2) Regulations 1982, in cases where there is not agreement between management and trades unions.

NB - Meetings of the Panel as the appeals stage of the Council's disciplinary or Grievance Procedures are held under the Council's own agreed procedures and are not subject to the provisions of the Access to Information Act 1986.

6. STANDARDS COMMITTEE

As set out in Article 9 of the Constitution, the Standards Committee will have the following roles and functions:

The general functions of a Standards Committee are to be:

- (a) promoting and maintaining high standards of conduct by the members and co-opted members of the Council, and
- (b) assisting members and co-opted members of the Council to observe the Code of Conduct, and in so doing:
 - 1. To determine allegations about the personal conduct of Council Members involving a breach of the Code of Conduct, referred by an Ethical Standards Officer of the Standards Board under the Council's Local Determination Procedure, or by the Monitoring Officer under the Council's Local Investigation Procedure.
 - 2. To determine local allegations of breaches of the Council's local codes of practice which have been investigated by the Monitoring Officer under the Council's Local Investigation Procedure, in particular the Planning code of conduct and the Protocol on Member/Officer Relations.

3. To deal with any reports from a case tribunal or interim case tribunal, following the determination of an allegation about the personal conduct of a Council Member involving a breach of the Code of Conduct by the National Adjudication Panel for England.
4. To monitor the probity and propriety of all aspects of Council business.
5. To scrutinise the conduct of individual Councillors, political groups and informal grouping, and to issue reprimands to individual Councillors or groups of Councillors in circumstances where breaches of the law, codes of practice or other conduct considered inappropriate have been established.
6. To advise the Council on the adoption or amendment of national and local codes of conduct and to monitor their effectiveness.
7. To make recommendations to the Council on any matters or issues relating to probity, propriety and general conduct where the Panel considers it appropriate to do so in the interests of maintaining the highest standards in the carrying out of the Council's functions.
8. To refer any matter considered by the Committee for investigation by the Council's Chief Auditor (or other appropriate officer), the Council's external auditors, the Audit Commission or the Standards Board for England as it sees appropriate; the Committee may also refer any such matter to the relevant Political Group(s) for their consideration.
9. To advise, train or arrange to train Councillors, co-opted members and church and parent governor representatives on matters relating to the Members' Code of Conduct and local codes of conduct;
10. To grant dispensations to Councillors, co-opted members and church and parent governor representatives from requirements relating to interests set out in the Members' Code of Conduct;

The Standards Committee will also consider any other matters as the Council refers to it from time to time

APPELLATE BODIES

1. Appeals Panel

To provide a pool of trained Councillors to hear individual appeals and complaints, either as part of a statutory complaints process or as part of the Council's own policies and procedures in respect of the areas set out below, on the following bases:

- a) Where the meeting is part of a statutory process, the Panel will have a quasi-judicial role.
- b) Where the meeting is not part of a statutory process, the Panel will meet as a Committee of Council
- c) the Panel will provide Councillors to hear individual complaints which reach the third stage of the Council's curriculum complaints process.

2. Discretionary Awards Panel (Committee)

- (1) To agree an annual policy for discretionary awards by the Council
- (2) To determine applications for awards which are exceptional to the Council's awards policy and guidelines;
- (3) To hear appeals about any discretionary grants made by the Director of Education and Children's Services in line with the Council's awards policy;
- (4) To monitor closely the budget and budgetary process for discretionary awards, consider the priorities and principles which might operate, and to make recommendations on these matters to the Cabinet.

3. School Transport and Awards Appeals Panel (Committee)

- (1) To hear appeals against decisions taken by the Director of Education and Children's Services in line with the Council's policy on school transport, so that due consideration may be given to the individual and exceptional circumstances of the appellant; and to indicate the form of transport which should be provided, where appropriate
- (2) To hear appeals about any decision of the Awards Panel on:
 - a. discretionary awards refused by the Awards Panel at first instance;
 - b. Decisions of the Awards Panel to terminate awards and/or to take recovery action;
 - c. Any other cases referred by the Awards Panel.

4. Secure Accommodation Panel

In accordance with the Children Act 1989, to review the position of each young person placed in secure accommodation, within 28 days of the initial placement being made, and quarterly thereafter.

5. Social Services Complaints Review Panel

In accordance with the National Health Service and Community Care Act 1990 and Children Act 1989, to hear individual complaints which reach the third stage of the Council's Social Services Complaints process.

Councillors may not serve on the Social Services Complaints Review Panel

6. Education Appeals Panels

To hear and determine:

- (1) School admission appeals
- (2) individual appeals against decisions to exclude pupils permanently from LEA maintained, voluntary-controlled, and maintained special schools.

Councillors may not serve on Education Appeals Panels.

7. Parking Services Appeals Panel

To hear appeals against decisions by the Head of Planning and Transport about the issuing of discretionary parking permits in line with the Council's general rules on the issue of discretionary parking permits as detailed in Appendix A to the report to Cabinet of 27 September 2004.

POWERS AND DUTIES OF OVERVIEW AND SCRUTINY PANELS

As set out in Article 6 of the Constitution

The Council will appoint the overview and scrutiny committees (to be called Panels) described below to discharge the functions conferred by section 21 of the Local Government Act 2000 or regulations proposed under section 32 of the Local Government Act 2000 in relation to the matters listed under each one.

1. CORPORATE, COMMUNITY AND EXTERNAL AFFAIRS SCRUTINY PANEL

1. To exercise the "call in" function as part of the Council's scrutiny arrangements by considering the decisions taken by the Cabinet along with any representations made by non-executive members on these decisions, and identifying whether any of them should be referred back to the Cabinet

or on to the Council in accordance with the Overview and Scrutiny Procedure Rules in Part 4 of the Constitution.

2. To exercise the “pre-scrutiny” function as part of the Council’s scrutiny arrangements by:
 - (1) Considering the Forward Plan of key decisions made by Cabinet and deciding whether any of these items warrant scrutiny by the Panel or by another Panel prior to their being considered by Cabinet.
 - (2) Conducting a scrutiny investigation of the issue due to be determined or asking another panel to do so.
 - (3) Referring the findings back to Cabinet.
3. To co-ordinate the work of the Scrutiny Panels by:
 - (1) Ensuring that all Scrutiny Panels conduct scrutiny reviews within the context of the Council’s strategic objectives and core values
 - (2) Referring items to other panels for scrutiny as necessary.
 - (3) Considering proposals by other scrutiny panels to scrutinise a particular issue.
 - (4) Establishing whether there is any duplication or overlap between proposed areas of scrutiny activity across the panels and what resources are available to support them.
 - (5) Co-ordinating and monitoring the scrutiny of cross-cutting issues by all Scrutiny Panels, and providing a corporate framework for the scrutiny of the Council’s activities in respect of social inclusion, community participation and partnership arrangements
 - (6) Making recommendations to panels on their proposals in the light of these considerations.
4. To scrutinise the work of the Resources Directorate and the Chief Executive’s Unit.
5. To investigate issues of concern to Reading’s people which impact on the Council’s strategic objective of promoting equality for all, and report to the Council or Cabinet on these matters.
6. To exercise the audit committee function on behalf of the Council including:

Audit Activity

- (1) To consider the Chief Auditor's annual report and opinion, and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the Council's internal control, risk management and corporate governance arrangements;
- (2) To consider summaries of specific internal audit reports as requested (eg those with no or limited assurance);
- (3) To consider reports dealing with the management and performance of the internal audit services;
- (4) To consider a report from internal audit on agreed recommendations not implemented within a reasonable timescale;
- (5) To consider the external auditor's annual letter, relevant reports, and the report to those charged with governance;
- (6) To consider specific reports as agreed with the external auditor;
- (7) To comment on the scope and depth of external audit work and to ensure it gives value for money;
- (8) To commission work from internal and external audit.

Regulatory Framework

- (9) To maintain an overview of the Constitution in respect of contract procedure rules, financial regulations and codes of conduct and behaviour;
- (10) To review any issue referred to it by the Chief Executive and/or Director of Resources;
- (11) To monitor the effective development and operation of risk management and corporate governance in the Council;
- (12) To monitor Council policies on "Raising Concerns at Work" and the anti-fraud and anti-corruption strategy, and the Council's complaints process;
- (13) To oversee the production of the Council's Statement of Internal Control and to recommend its adoption;
- (14) To consider the Council's arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice;

- (15) To consider the Council's compliance with its own and other published standards and controls.

Accounts

- (16) To review the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council;

- (17) To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.

7. To receive reports from the following advisory and consultative panels:

- Access Forum
- Ethnic Minorities Forum
- Pensioners' Working Group

2. CULTURE AND SPORT SCRUTINY PANEL

1. To scrutinise the work of the Council's Environment, Culture and Sport Directorate insofar as Culture and Sport matters are concerned;

2. To scrutinise progress with the improvement plans arising from Best Value Reviews conducted by the Authority into services or activities of the Culture and Sport elements of the Environment, Culture and Sport Directorate at a suitable interval after the improvement plan has been adopted.

3. To investigate issues of concern to Reading's people which impact on the Council's strategic objective to establish Reading as a stimulating and rewarding place to visit, and report to the Council or Cabinet on these matters.

4. To scrutinise matters referred to it from the Corporate, Community and External Affairs Scrutiny Panel.

5. To receive reports from the following advisory and consultative panels:

- Arts Forum
- Sports Development Forum
- Town Twinning Group
- Woodlands, Waterways and Open Spaces Forum (also to Environment)

3. ENVIRONMENT SCRUTINY PANEL

1. To scrutinise the work of the Council's Environment, Culture and Sport Directorate, insofar as Environment matters are concerned;
2. To provide a corporate framework for the scrutiny of the activity of the Council in respect of local Agenda 21 and sustainability issues, and to make recommendations to the Council or the Cabinet on improvements to services or activities of the Council in these respects
3. To scrutinise progress with the improvement plans arising from Best Value Reviews conducted by the Authority into services or activities of the Environment elements of the Environment, Culture and Sport Directorate at a suitable interval after the improvement plan has been adopted.
4. To investigate issues of concern to Reading's people which impact on the Council's strategic objective of developing Reading as a Green City with a sustainable environment and economy, and report to the Council or Cabinet on these matters.
5. To scrutinise matters referred to it from the Corporate, Community and External Affairs Scrutiny Panel.
6. To receive reports from the following advisory and consultative panels:
 - Transport Users' Forum
 - Green City Forum
 - Woodlands, Waterways and Open Spaces Forum (also to Culture and Sport)

4. EDUCATION AND CHILDREN'S SERVICES SCRUTINY PANEL

1. To scrutinise the work of the Council's Education and Children's Services Directorate
2. To provide a corporate framework for the scrutiny of Children's services as set out in the Children Act 2004, and to ensure effective accountability for providing a focus on the needs of children across all services of the Council, and the integration of all public services provided to children by the Council, the PCT and other partners
3. To investigate issues of concern to Reading's people which impact on the Council's strategic objective of promoting Reading as a learning city, and report to the Council or Cabinet on these matters.
4. To scrutinise progress with the improvement plans arising from Best Value Reviews conducted by the Authority into services or activities of the

Education and Children's Services Directorate at a suitable interval after the improvement plan has been adopted.

5. To scrutinise matters referred to it from the Corporate, Community and External Affairs Scrutiny Panel.

5. HOUSING, HEALTH & COMMUNITY CARE SCRUTINY PANEL

1. To scrutinise the work of the Council's Housing and Community Care Directorate.
2. To exercise the power of health scrutiny for Councils with Social Services responsibilities as set out in the Health & Social Care Act 2001
3. To scrutinise progress with the improvement plans arising from Best Value Reviews conducted by the Authority into services or activities of the Housing and Community Care Directorate at a suitable interval after the improvement plan has been adopted.
4. To investigate issues of concern to Reading's people which impact on the Council's strategic objective to promote equality, social inclusion and a safe and healthy environment for all, and report to the Council or Cabinet on these matters.
5. To scrutinise matters referred to it from the Corporate, Community and External Affairs Scrutiny Panel.
6. To receive reports from the following advisory and consultative panel:
 - Healthier Reading Forum

General Role

Within their terms of reference, overview and scrutiny panels will:

- i) review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions;
- ii) make reports and/or recommendations to the full Council and/or the Cabinet and/or any policy, joint or area panel in connection with the discharge of any functions;
- iii) consider any matter affecting the area or its inhabitants; and

Specific Functions

- (a) **Policy development and review.**

Overview and scrutiny panels may:

- i) assist the Council and the executive in the development of its budget and policy framework by in-depth analysis of policy issues;
- ii) conduct research, community and other consultation in the analysis of policy issues and possible options;
- iii) consider and implement mechanisms to encourage and enhance community participation in the development of policy options;
- iv) question members of the Cabinet and/or committees and chief officers about their views on issues and proposals affecting the area;
- v) liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working;
- vi) question representatives of Health bodies about their views on issues and proposals affecting their areas, as provided by the Health & Social Care Act 2001

(b) Scrutiny.

Overview and scrutiny panels may:

- i) review and scrutinise the decisions made by and performance of the Cabinet and/or committees and Council officers both in relation to individual decisions and over time;
- ii) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- iii) question members of the Cabinet and/or committees and chief officers about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
- iv) make recommendations to the Cabinet and/or appropriate committee and/or Council arising from the outcome of the scrutiny process;

- v) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the overview and scrutiny panel and local people about their activities and performance; and
 - vi) question and gather evidence from any person (with their consent).
- c) **Finance.**

Overview and scrutiny panels may exercise overall responsibility for the finances made available to them.

Proceedings of Overview and Scrutiny Panels

Overview and Scrutiny Panels will conduct their proceedings in accordance with the Overview and Scrutiny Procedure Rules set out in Part 4 of the Constitution

POWERS AND DUTIES OF PARTNERSHIP BODIES

1. HEALTHIER READING PARTNERSHIP

The Healthier Reading Partnership will have as its core purpose the guardianship of the Healthy People Chapter of the Community Plan. Through this role the Partnership will enable the promotion and delivery of the Healthier Reading Strategy. This is broadly defined as reflecting the physical, psychological, socio-cultural and spiritual needs and well being of the population of Reading.

The partnership will ensure that its membership reflects appropriate representation from all key organisations and that the representation is maintained at a level that will significantly contribute toward the Healthier Reading agenda.

In discharging this role the Partnership will:

- 1) Provide expert opinion, knowledge and advice that will enable the delivery of the Healthier Reading Strategy.
- 2) Establish task groups to manage the delivery of components of the Healthier Reading Strategy receiving regular reports from the lead persons on the delivery of the key issues, priorities and outcomes set out in the Healthy People Chapter of the Community Plan
- 3) Make appropriate links with other delivery groups identified within the Local Strategic Partnership on the Health Inequalities agenda.

- 4) To develop the already well-established health partnership networks across all appropriate organisations within the town. To ensure joined up approach to health inequalities and health improvement
- 5) Engage its collective expertise and knowledge to explore new ideas and initiatives relevant to the Healthier Reading agenda
- 6) Ensure the communication between other relevant bodies across the political, health, social care and voluntary sectors are maintained and strengthened.
- 7) Ensure the equal opportunities principles are incorporated in the development implementation of the Healthier Reading Strategy.
- 8) To make recommendations to the Reading Primary Care Trust Board & Executive Committee, Reading Borough Council Cabinet, and the Local Strategic Partnership on matters relating to reducing health inequalities and encouraging social inclusion.

2. SAFER READING CAMPAIGN

- (1) To reduce crime and the fear of crime in Reading by establishing and supporting Safer Community Forums and other partnership initiatives.
- (2) To inform and advise, after detailed consultations, both the Borough Council and the Area Commander about the appropriate joint initiatives in Policy Statements and for inclusion in the Annual Policing Plans for the Reading Police Area and the Thames Valley Police Authority.
- (3) To develop and support a range of groups which will link up with local community forums across the borough which will involve the Police, Councillors, Council staff, other agencies and residents, to develop effective local responses to particular local problems.
- (4) To develop in partnership with the business community and current arrangements for Town Centre Management, a specific forum to deal with crime-related issues in the town centre.
- (5) To consider a range of initiatives developed at Safer Community Forum/Borough wide level, including in particular, those which focus on offenders and patterns of repeat offending, victims and patterns of repeat victimisation, and community development or other techniques that promote guardianship or social control within the Community.

3. READING COMPACT GROUP

- (1) To promote understanding and co-operation between the town's numerous voluntary and community groups and the statutory agencies in

the form of the Borough Council, the Primary Care Trust and the Acute Services Trust. Other local Health Trusts also take an interest.

- (2) To develop work programmes to bring about the aims of the Voluntary Sector Compact.
- (3) To provide a mechanism to report to Reading Borough Council, the NHS Trusts and the voluntary sector on progress made and future plans
- (4) To meet quarterly to review the progress of the Compact and to initiate any work arising from it. It may appoint sub-groups to deal with specific areas of work.
- (5) To produce an Annual report that will be a public document and be presented each year to the Council, the NHS Boards and to Reading Voluntary Sector Forum

4. CRIME AND DISORDER REDUCTION PARTNERSHIP

- (1) To manage all aspects of the implementation in Reading of the Crime and Disorder Act 1998
- (2) To identify the resource demands on each partner agency
- (3) To identify the operational changes required of each partner agency
- (4) To co-ordinate Crime and Disorder input to the planning and strategy of partner agencies, and multi-bidding processes (e.g. SRB, Europe)
- (5) To manage public and inter-agency consultation about Crime and Disorder strategies and plans
- (6) To oversee the activities of the Safer Reading Campaign, the Youth Justice Steering Group, the Drugs and Alcohol Action Team and the Reading Anti-Social Behaviour Multi-Agency Panel
- (7) To monitor and manage jointly-held budgets relating to the activities of the Partnership and its sub-groups

5. CHILDREN AND YOUNG PEOPLES' STRATEGIC PARTNERSHIP BOARD

- (1) To achieve the five outcomes of Every Child Matters:
 - be healthy
 - stay safe
 - enjoy and achieve
 - make a positive contribution

- achieve economic well-being
- (2) To oversee work with parents and young people (including Reading Borough Council as a corporate parent) to deliver the five outcomes.
 - (3) To report to the Reading 2020 Partnership on issues relating to Children & Young People, and to work with other Reading 2020 theme groups, in particular the Crime & Disorder Reduction Partnership and the Healthier Reading Partnership, as appropriate.
 - (4) To lead the development, approval and implementation of the Children & Young People's Plan; of the Children & Young People chapter of the Reading Community Strategy; and of other related plans.
 - (5) To ensure development of strategies, priorities, joint protocols, funding arrangements, staffing and training arrangements etc. to assist in achieving the five outcomes, as part of the evolution of a Children's Trust.
 - (6) To establish and direct the work of delivery groups and other working groups as necessary, to achieve the outcomes.
 - (7) To receive from the Executive, reports on progress and performance against the five outcomes and to agree action as appropriate.
 - (8) To receive annual reports from the Local Safeguarding Children Board, the Parenting Panel, the Children's Fund Steering Group and others as appropriate; and to receive any other recommendations those bodies may wish to make.
 - (9) To promote equality across all public services, ensuring protection and support to children and young people according to their needs, regardless of their race, culture, religion, sexuality or disability.
 - (10) To make recommendations to the Executive bodies of partner organisations on issues of strategy and resources in relation to children and young people.

POWERS AND DUTIES OF ADVISORY AND CONSULTATIVE WORKING PARTIES PANELS AND FORUMS

Education & Children's Services Bodies

1. SACRE

- (1) To advise the Authority on such matters connected with religious worship in schools and the religious education to be given in accordance with an agreed syllabus as the Authority may refer to is or as it may see fit

- (2) In particular, to advise on methods of teaching, the choice of materials, and the provision of training for teachers
- (3) To consider, on an application made by a headteacher of any school after consultation with the governing body, whether it is appropriate for the requirement for Christian collective worship to apply in the case of the school, or in the case of any class or description of pupils at that school;

[SACRE shall arrive at its decision and communicate it to the headteacher in accordance with the provisions of Section 12 of the Education Reform Act 1988]
- (4) The representative groups on the SACRE, other than that representing the Authority, may at any time require a review of any Agreed Syllabus for the time being adopted by the Authority
- (5) To publish each year a report on its proceedings and those of its representative groups; to specify any matters on which the SACRE has given advice to the Authority and the reasons for offering the advice
- (6) To take any action assigned to it by the Authority in relation to the consideration and disposal of any complaint concerning collective worship or religious education in compliance with Section 23 of the Education Reform Act 1988

2. SCHOOL ORGANISATION COMMITTEE

The School Organisation Committee is a statutory body which must be constituted under the provisions of the School Standards and Framework Act 1998, and according to a framework prescribed in primary legislation. Its function is to consider, in the light of a statement of priorities for school organisation, statutory proposals for:

- New schools
- School closures
- School enlargement
- Changes in school age range
- Changes in Special Needs provision
- Changes in designated areas
- Grammar schools ending selection
- Single-sex schools becoming co-educational and vice-versa
- Boarding provision
- Changes of school to new site
- Changes in school category (eg from Foundation to Community)

3. SCHOOL ADMISSIONS FORUM

- (1) To consider existing and proposed admissions arrangements;
- (2) To monitor the operation of arrangements, especially how admissions relate to published admission numbers;
- (3) To consider how processes might be improved;
- (4) To assess the extent to which existing arrangements serve local parents and children;
- (5) To review the comprehensiveness and accessibility of guidance for parents;
- (6) To promote agreement among members on admissions issues, including SEN, vulnerable children and those arriving outside the normal admissions round;
- (7) To be consulted by, and to advise, the LEA on the co-ordinated admission scheme;
- (8) To promulgate advice that represents the agreed views of all members of the Forum.

(The Forum should seek to achieve a consensus among the whole membership, rather than to secure a majority opinion. The LEA must publish the Forum's advice on its website as a minimum and send copies to all local admissions authorities).

4. SCHOOL IMPROVEMENT PANEL

- (1) To receive and examine OFSTED and other inspection reports into schools in Reading
- (2) To monitor information about schools' performance against the Education Development Plan and other relevant policy and strategic documents
- (3) To receive and consider officer briefings
- (4) To make recommendations for action as appropriate to the Cabinet, Council, Director of Education & Children's Services, Head Teachers of School(s), School(s) governing bodies, the Schools Admissions Forum, the Schools Organisation Committee, and any other relevant body

5. SCHOOLS FORUM

To be consulted by the Council on:

- (1) any proposed changes to the schools funding formula and the financial effect of any such change;
- (2) the terms of any proposed contract for the supply of goods or services to Reading schools;
- (3) the financial effect of the following:
 - The arrangements to be made for the education of pupils with special educational needs;
 - The arrangements for the use of pupil referral units and the education of children otherwise than at school;
 - Arrangements for early years education;
 - Arrangements for insurance;
 - Prospective revisions to the scheme for the financing of schools;
 - Administrative arrangements for the allocation of central government grants paid to schools via the relevant authority;
 - Arrangements for free school meals;
- (4) any other matters concerning the funding of schools which the authority sees fit.

6. PARENTING PANEL

To work to ensure the welfare of all the Council's looked after children (LAC) by:

- (1) Measuring the progress of LAC against agreed performance indicators that will include safeguarding, educational attainment, health, care planning and placement data;
- (2) Routinely receiving core data and associated reports that are specific to LAC;
- (3) Ensuring that performance targets are met in accordance with the prescribed outcomes of the Every Child Matters agenda;
- (4) Practising an inclusive and participative approach that builds on the experience and insight of LAC and their carers;
- (5) Making recommendations to the Children and Young People's Strategic Partnership Board regarding matters of policy, development and improvement;

- (6) Addressing issues of fairness and equality that may present specifically in relation to the needs of LAC;
- (7) Unremittingly raising the profile of Reading's LAC and their best interests.

SRB Steering Group

1. MAP PARTNERSHIP STEERING GROUP (SRB5)

This is a body set up by MAP, as Lead Partner, to oversee the delivery of the objectives of the SRB5 bid. It comprises representatives of all of the partners involved in the scheme, including five Councillors from Reading Borough Council as follows:

- The three Councillors representing Katesgrove ward
- One Councillor from each of the opposition Groups

Advisory and Consultative Working Parties, Panels and Forums

These bodies will report to the Council's Scrutiny Panels as indicated.

CORPORATE, COMMUNITY AND EXTERNAL AFFAIRS SCRUTINY PANEL

The three bodies set out below, which deal with the Council's equal opportunity target groups, will have the following common areas of oversight:

- 1) Keeping under review the general pattern of facilities across the Borough required by the particular groups, identifying gaps in provision and so on, suggesting initiatives to improve provision, and being consulted on detailed plans and proposals as the City 2020 vision of environmentally and socially sustainable communities develops
- 2) Maintaining an oversight of Borough-wide provision for education, youth and play work, lifelong learning, leisure, libraries and so on, receiving reports from appropriate officers and commenting on Borough-wide priorities
- 3) Being consulted on major planning applications, for example those involving redevelopment of the town centre, to ensure that facilities are provided to meet the needs of the group
- 4) Being consulted, by Lead Councillors and by Scrutiny Panels as appropriate, on other Borough-wide service issues that could have a significant impact on the group in particular

- 5) Acting as a voice for the group on other issues as appropriate
- 6) Supporting initiatives aimed at the group
- 7) Initiating wider public consultation on local issues, whether by questionnaires, public meetings, exhibitions or whatever, when it feels that input from the wider public would be particularly valuable
- 8) Setting up sub-groups for a fixed term to consider particular issues that are not appropriate for discussion at the full forum, to report back to the Forum, and with the ability to co-opt other people as appropriate

1. ACCESS FORUM

(Lead Councillor: Leadership)

- (1) To campaign for improved access for people with disabilities and to act as a pressure group in identifying and promoting public awareness of problems of access for people with disabilities to public buildings and commercial premises within the Borough;
- (2) To monitor and review the role of the Council as an employer and as a provider of services to people with disabilities;

2. ETHNIC MINORITIES FORUM

(Lead Councillor: Community Action and Regeneration)

- (1) To comment on and input to Council policies and services, with the aim of making them meet the needs of the black and ethnic minority communities in Reading.
- (2) To monitor the implementation of policies and services.
- (3) To promote and support new thinking.
- (4) To promote understanding and harmony between different black and ethnic minority groups in Reading.
- (5) To enable the exchange of information between the Council and the black and ethnic minority community.
- (6) To promote cross-community and cultural events.

3. PENSIONERS' WORKING GROUP

(Lead Councillor: Leadership)

To campaign for improved services to pensioners, and to act as a pressure group to identify and promote public awareness of issues facing pensioners within the Borough;

CULTURE AND SPORT SCRUTINY PANEL

4. ARTS FORUM

(Lead Councillor: Culture & Sport)

- (1) To act as an advisory, consultative and co-ordinating body on behalf of the Borough Council and other organisations in the town, including voluntary groups, in relation to the arts.
- (2) To promote and develop arts and crafts in Reading, including community arts initiatives, through the involvement and cooperation of the Borough Council and local groups and organisations.
- (3) To encourage participation in arts-related activities and to promote the provision and maximum use of facilities.
- (4) To support educational opportunities in the development of arts and crafts in Reading.

5. SPORTS DEVELOPMENT FORUM

(Lead Councillor: Culture & Sport)

- (1) To act as an advisory, consultative and co-ordinating body on behalf of the Borough Council with Sport England, the University, sports clubs, and other interested organisations in the town, including voluntary groups, in relation to:
 - a) sports provision and development in Reading
 - b) the implementation of the following sports programmes:
 - Active Community
 - Active Schools
 - Active Sports
 - c) the operation of Reading Sports & Leisure
 - d) responses to Government and other external initiatives concerning sports matters

- (2) To act as a point of liaison for the Reading Sports Aid Fund in making awards for recognition of sporting achievement

6. TOWN TWINNING GROUP

(Lead Councillor: Leadership)

To provide a forum for liaison with the Reading Town Twinning Associations, for the exchange of information, to work together as joint projects, and to promote town twinning.

CULTURE & SPORT AND ENVIRONMENT SCRUTINY PANELS

7. WOODLANDS, WATERWAYS AND OPEN SPACES FORUM

(Lead Councillor: Culture & Sport)

- (1) In consultation with interested organisations, to promote the general protection and enhancement of the woodlands, waterways, parks and open spaces of Reading as amenities for enjoyment by the public and as a major contribution to the environment of the Borough;
- (2) To make recommendations to the Planning Applications Committee about the proper planning of the woodlands, waterways, parks and open spaces, including the implementation of the Council's Waterways Plan; and to comment, as a non-statutory consultee, on individual planning applications directly affecting the Town's waterways and surrounding areas.
- (3) To make recommendations to the Lead Councillors and Cabinet about:
 - the utilisation and development of the town's woodlands, waterways, parks and open spaces in relation to leisure, community services and tourism;
 - the review of a Woodlands Plan and a Waterways Plan for Reading.
 - environmental issues affecting the town's woodlands, waterways, parks and open spaces.
- (4) To receive the minutes of the Mid and West Berks Countryside Local Access Forum and the minutes of other partnership bodies with concerns of the Woodlands, Waterways, ~~Parks~~ and Open Spaces Forum

ENVIRONMENT SCRUTINY PANEL

8. GREEN CITY FORUM

(Lead Councillor: Environment & Consumer Affairs)

- (1) To promote and progress Reading's Local Agenda 21.
- (2) To receive, comment on and endorse reports on the following:
 - how the Council's policy and service delivery objectives impact on the development of Reading's Local Agenda 21.
 - how links with local schools and "friends of" groups are helping to develop Reading's Local Agenda 21.
 - The state of the environment" of Reading.
 - The development of Neighbourhood Agenda 21 to include community participation (including receiving reports from the neighbourhood (GLOBE) groups).
 - The development of Reading's Business Agenda 21.
- (3) To make recommendations to the Cabinet and Council regarding the development of Reading's Local Agenda 21, including recommendations on the most appropriate ways of implementing it.
- (4) To liaise with any other working group of the Council, as appropriate, to ensure a co-ordinated approach to the development of Reading's Local Agenda 21 and to ensure that measures taken in its implementation are economically sustainable as well as environmentally sustainable.

9. TRANSPORT USERS FORUM

(Lead Councillor: Strategic Planning & Transport)

- (1) To act as a greater Reading consultative body to promote public transport, cycling and walking within Reading; and to submit comments or recommendations to the Lead Councillors, Cabinet or Planning Applications Committee, as appropriate.
- (2) To consult with operators of public transport services, cyclists, pedestrians, and users of public transport in Reading, on matters affecting transportation in the Reading area, and, where necessary, to make recommendations to the Lead Councillors and Cabinet as appropriate.

HOUSING, HEALTH AND COMMUNITY CARE SCRUTINY PANEL

10. HEALTHIER READING FORUM

(Lead Councillor: Community Care and Health)

- (1) To act as a consultative body on health issues in Reading, including those highlighted by the Government as in "Our Healthier Nation", enabling all interested groups and communities to influence the policies and priorities of the local health service purchasers and providers and of the Borough Council and other local agencies and encourage partnership work and other initiatives to improve the health of the Borough and its residents.
- (2) To make recommendations to the Cabinet and other relevant bodies as appropriate.

Member:Officer Working Parties

The following advisory Member:Officer consultative Working Parties will be established, to report to the bodies set out below:

CABINET

1. TRAFFIC MANAGEMENT ADVISORY PANEL

(Lead Councillor: Strategic Planning and Transport)

- (1) To consider, and make recommendations to Cabinet on transport and traffic management schemes which affect the public highway and may require a regulatory process for which the Council as Transport Authority for the area is responsible;
- (2) To consider and make representations to Cabinet on the transport schemes requiring changes to the public highway resulting from the development of the Reading Transport Strategy, emerging either through the Local Transport Plan process or from area or specific consultation exercises;
- (3) To review proposals referred to the Panel by the Planning Applications Committee to resolve a transport impact generated by a proposed development and, where appropriate, to make recommendations for actions affecting the public highway to be included in such development to either Planning Applications Committee or Cabinet, as appropriate;
- (4) The proposals and schemes to be considered by the Panel will include:
 - Traffic and Transport Schemes such as Local Area Enhancements;
 - Road Safety Schemes;
 - Traffic Management Schemes such as signalised junctions;
 - Safer Routes to School Schemes;
 - Traffic Management elements of Section 106 Agreements;

- Traffic Regulation Orders;
 - Residents' Parking Schemes;
 - Enforcement of Traffic Regulation Orders
 - On-street and off-street Car Parking.
- (5) To receive and hear petitions.
- (6) To receive written submissions to the Council on matters of transport or traffic management.

PERSONNEL COMMITTEE

2. LOCAL JOINT FORUM

(Lead Councillor: Leadership)

- (1) To establish and maintain regular methods of negotiation and consultation between the Council and its employees, excluding matters of individual discipline, grievance, promotion or capability.
- (2) To seek to prevent differences and resolve them should they arise, notwithstanding the fact that disputes are dealt with through the Council's Disputes Procedure.
- (3) To implement Agreements entered into by the relevant National Joint Bodies or Provincial Councils.
- (4) To refer matters to the relevant National or Provincial Council on any matter within the scope of the functions of that Council.
- (5) To consider and recommend in relation to any matters of interest, including matters referred to it by the Employers or Trade Union sides, or by the Divisional Joint Forums.
- (6) To make recommendations to the Personnel Committee, Cabinet or Committees of the Council, Directorate Joint Forums or other relevant bodies.
- (7) Where recommendations and representations are not accepted by the Personnel Committee, Cabinet or by other Committees of the Council the matters shall be referred back to the Local Joint Forum for further consideration. The Local Joint Forum shall then have the right to make further recommendations to the appropriate body.
- (8) To establish and maintain machinery for the promotion and encouragement of measures affecting the health, safety and welfare of

the Council's employees, to receive reports and to make recommendations for appropriate action.

- (9) Any other matters of collective bargaining including staff development, equal opportunities etc.
- (10) To consider and make recommendations concerning the way services are delivered.

PLANNING APPLICATIONS COMMITTEE

3. PLANNING MANAGEMENT PANEL

To preview the planning applications and other items on the Agenda for the forthcoming meeting of the Committee.

SAFER COMMUNITY FORUMS

As set out in Article 10 of the Constitution

- (1) To monitor, review and respond to local crime levels, by means of partnership work involving local residents, the police and other agencies;
- (2) To maintain an oversight of the Community Safety Strategy 2005-2008, and through the implementation of local initiatives make positive contributions towards its implementation;
- (3) To consider the impact of traffic management schemes and transport issues in respect of their impact on community safety;
- (4) To be consulted on major planning applications and briefs which could have a significant impact on crime and community safety;
- (5) To be consulted on other service issues, including borough-wide issues, that could have a significant impact on crime reduction and community safety;
- (6) To act as a voice for the local community on issues which impact on community safety such as environment, youth provision and traffic;
- (7) To initiate wider public consultation on local community safety issues, whether by questionnaires, public meetings, exhibitions or whatever, when it is felt that input from the wider public would be particularly valuable;

- (8) It will be open to any Safer Community Forum to have subgroups, which will focus on particular local crime hotspots or on community safety issues reflected in the Community Safety Strategy 2005-2008;
- (9) To consider, make recommendations and evaluate the effectiveness of crime reduction and community safety schemes for funding under the provision for small-scale capital initiatives contained in the Council's capital programme.

LIAISON COUNCILLORS

The Council will establish non-executive Councillors to liaise with the Cabinet, support relevant Lead Councillors and lead on and undertake specific projects in areas of activity which the Council, from year to year, chooses to place particular significance as indicated below.

As explained in Part 4 of the Constitution (Cabinet Procedure Rules), the Liaison Councillors will have the following general roles:

- 1) To shadow Lead Councillor portfolios in respect of their area of activity
- 2) To provide a link between the Cabinet and other Councillors
- 3) To attend Cabinet meetings and to speak - but not vote - on their area of activity

The areas of activity for Liaison Councillors in the Municipal Year 2006/07 will be:

Liaison Councillor	Lead Councillors	Areas of Interest	Consultative bodies
Access	Leadership	Access to public buildings and services for people with disabilities Community strategy - accessible spaces chapter	Access Forum
E-Government	Leadership	Transforming Services - technology strand Community Strategy - learning community chapter	
Green City	Culture & Sport Environment & Consumer Affairs Strategic Planning & Trans	Agenda 21 Your Reading - cleaner, greener Community strategy - quality	Green City Forum Woodlands, Waterways & Open Spaces Forum

Powers & Duties of Committees etc

		environments chapter	
Healthier Reading & Sports Development	Culture & Sport Community Care & Health	Our Healthier Nation Community Strategy - healthy people chapter Children & Young Persons' Strategic Partnership	Healthier Reading Forum Sports Development Forum Healthier Reading Partnership
Safer Reading	Leadership Community Action & Regeneration Culture & Sport Housing Community Care & Health	Crime Prevention DAATs / YOT Your Reading - safer Community Strategy - safe places chapter	Crime & Disorder Partnership Safer Reading Campaign Fire Authority Police Consultative Committee
Traffic Management	Strategic Planning & Trans	Residents' Parking Traffic Regulation	Traffic Management Advisory Panel