

READING BOROUGH COUNCIL
REPORT BY MONITORING OFFICER

TO:	COUNCIL		
DATE:	23 MAY 2018	AGENDA ITEM:	9
TITLE:	CONSTITUTION; POWERS AND DUTIES OF THE COUNCIL AND COMMITTEES; SCHEME OF MEMBERS' ALLOWANCES; AND DELEGATIONS		
SERVICE:	LEGAL AND DEMOCRATIC SERVICES	WARDS:	BOROUGH-WIDE
AUTHOR:	CHRIS BROOKS	TEL:	72602/9372602
JOB TITLE:	HEAD OF LEGAL AND DEMOCRATIC SERVICES	E-MAIL:	Chris.Brooks@reading.gov.uk

1. PURPOSE AND SUMMARY OF REPORT

1.1 This report asks Council, for the Municipal Year 2018/19, to:

- (1) appoint the Committees of the Council: the allocation of seats between Groups has to be calculated in accordance with Sections 15-17 of the Local Government and Housing Act 1989 and details have been circulated to Group Leaders before the meeting;
- (2) appoint a local Standards Committee for the authority;
- (3) agree the powers and duties of committees, sub-committees, partnerships and consultative Working Parties (Appendices A, B and C);
- (4) agree changes to the Constitution
 - Part 3 - Lead Councillor Portfolios (Appendix D) - **To Follow**
- (5) agree the general dispensation granted to all Members as set out in para. 2.18 below.
- (6) amend the Council's scheme of Councillors' Allowances, and confirm those Councillors who meet the definition of Members having significant responsibilities in relation to the discharge of the Council's functions in terms of entitlement to Special Responsibility Allowance at Tier 3 for the remainder of the financial year 2018/19;
- (7) re-establish the Remuneration Panel for the Municipal Year 2018/19.

1.2 The Constitution for the authority will be amended in the light of these changes and published on the Council's website.

- 1.3 The powers and duties of the Committees and Sub-Committees are included in **Appendices A and B**. The terms of reference of Partnership and advisory and consultative bodies, and Member:Officer working groups, are included in **Appendix C**.

(To note: Education and Children-related Committees, partnerships and advisory groups and consultative bodies' terms of reference will be kept under review as the Children's Company is established).

2. RECOMMENDED ACTION

A. Constitution

- 2.1 That the Constitution for the authority be amended to include the action set out below.

B. General Reservation of Powers to the Council

- 2.2 That the following matters be reserved to the Council, in line with Article 4 of the Constitution, and any decisions of Committees in relation to them shall be submitted to the Council as recommendations:

- (a) changing the Constitution;
- (b) approving the authority's budget, and any application to the Secretary of State in respect of any Housing Land Transfer;
- (c) Approving the authority's budget strategy, including plans or strategies for:
 - o The control of borrowing and investments
 - o Capital expenditure
 - o Determining the authority's minimum revenue provision

and agreeing the Council's capital strategy and asset management plan;

The budget framework is as set out in Part 4 of the Constitution (subject to review);

- (d) agreeing and/or amending the terms of reference for committees appointed by the Council, deciding on their composition and making appointments to them;
- (e) making a Members' allowances scheme under Article 2.5 of the Constitution;
- (f) changing the name of the area, conferring the title of freedom or freeman of the Borough;
- (g) (i) confirming the appointment of the Head of Paid Service;
- (ii) confirming the dismissal of the Head of Paid Service, Chief Finance Officer and Monitoring Officer;

- (h) appointing the external auditors and agreeing the arrangements for their appointment;
- (i) making, amending, revoking, re-enacting or adopting bylaws and promoting or opposing the making of local legislation or personal Bills;
- (j) requesting a change to single-member electoral areas, and passing a resolution to change the Council's scheme of elections;
- (k) reorganisation of community governance - making an order giving effect to recommendations made in a community governance review under Section 86 of the Local Government and Public Involvement in Health Act 2007;
- (l) promoting and maintaining high standards of conduct by Councillors and Co-opted Members, including adopting a local Member code of conduct and establishing a local Standards Committee;
- (m) passing a resolution to make a change in governance arrangements for the authority under Section 9KC(1) of the Local Government Act 2000 as amended by Schedule 2 of the Localism Act 2011;
- (n) those functions set out in Part 3 Schedules 2 and 3 of the Council's Constitution which are shown as being for the Council to exercise, and which the Council has not delegated to a Committee or an officer;
- (o) setting the strategic vision and corporate objectives of the Council;
- (p) making referrals to the Secretary of State, the regulator or the NHS Commissioning Board arising from the exercise of the health scrutiny function of the authority, under Section 22A of the National Health Service Act 2006 (as added under Section 190(3) of the Health & Social Care Act 2012);
- (q) entering into joint arrangements with other local authorities under sections 101 and 102 of the Local Government Act 1972;
- (r) all other matters which, by law, must be reserved to Council.

C. Powers and Duties of Committees

2.3 Subject to the Schemes of Delegation to Officers,

The Committees listed in 2.4 below shall have delegated authority to exercise and perform the Powers and Duties of the Council in relation to the functions set out in Appendices A and B to this report.

D. Constitution of Committees

2.4. That for the Municipal Year 2018/19 there be constituted four standing Committees, and five Regulatory and Other Committees, as set out below:

Standing Committees
Policy Committee

Adult Social Care, Children's Services & Education Committee
Housing, Neighbourhoods & Leisure Committee
Strategic Environment, Planning & Transport Committee

Regulatory and Other Committees

Audit and Governance Committee
Health & Wellbeing Board
Licensing Applications Committee
Personnel Committee
Planning Applications Committee

2.4.1 That with regard to the Health and Wellbeing Board, under the provision of regulations 6 and 7 of the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013:

- a) the duty to allocate seats to political groups under Sections 15 and 16 of the Local Government & Housing Act 1989 be disapplied;
- b) the following statutory Members, as officers, be non-voting members of the Board:
 - Director of Children, Education and Early Help Services (or her representative)
 - Director of Adult Care & Health Services (or his representative)
 - Director of Public Health, Berkshire (or her representative)
- c) The following will be co-opted as non-voting additional members:
 - The Chief Executive of Reading Borough Council (or his/her representative)
 - A representative from Reading Voluntary Action
 - A representative from Thames Valley Police's Reading Local Police Area

E. Codes and Protocols

2.5 That a local Standards Committee be appointed for the Municipal Year 2018/19 with unchanged terms of reference, standing orders and Rules of Procedure; that the Committee will consist of Councillors and at least one Co-opted Member; that Mrs T Barnes be re-appointed as a Co-opted Member for the 2018/19 Municipal Year; and that Mr D Comben be re-appointed as the Independent Person for 2018/19.

F. Constitution of Sub-Committees

2.6 That for the Municipal Year 2018/19 a Traffic Management Sub-Committee will be appointed by the Strategic Environment, Planning & Transport Committee; The Mapledurham Playing Fields Trustees Sub-Committee will be appointed by the Policy Committee; and the Licensing Applications Committee will establish a number of sub-committees (See Meetings of Committees, item (c) later on the agenda).

G. Establishment of Appeal, Review and Complaints Panels

- 2.7 That for the Municipal Year 2018/19, the following bodies be set up to handle appeals against decisions made by or on behalf of the authority:
- a) an Appeals Panel from which trained Councillors will be drawn to hear appeals on matters considered by the following bodies, as required by regulation:
 - Curriculum Complaints Panel
 - Removal of Early Years Providers Appeals Panel
 - b) an Education Appeals Panel to deal with schools admission and school exclusion reviews in line with the provisions of the School Standards Framework Act, 1998, to which Councillors may not be appointed.
 - c) a Social Services Complaints Review Panel to hear individual complaints which reach the third stage of the Council's Social Services Complaints process, to which Councillors may not be appointed.
 - d) a Secure Accommodation Panel.

H. Partnership Bodies

- 2.8 That, for the Municipal Year 2018/19, the Authority will continue to participate in the following joint consultative partnership bodies:
- Community Safety Partnership
 - Children's Trust Board
 - Children's Centres Strategic Advisory Board
 - Cultural Partnership Board
 - Community Learning & Skills Advisory Board
 - Local Sustainable Transport Fund Cross-Boundary Councillor Steering Group
 - Safer Reading Neighbourhood Forum

I. Education Bodies

- 2.9 That for the Municipal Year 2018/19 the following Education bodies be set up:
- SACRE (Standing Advisory Council on Religious Education)
 - School Admission Forum

J. Safeguarding Bodies

- 2.10 That for the Municipal Year 2018/19 the following safeguarding bodies be set up:
- Adult Safeguarding Panel
 - Children's Safeguarding Panel
 - Parenting Panel

K. Advisory and Consultative Working Parties, Panels and Forums

- 2.11 That for the Municipal Year 2018/19, Councillors will be appointed to serve on the following advisory and consultative bodies, which may not meet formally, and which may operate as special interest groupings with whom partners and stakeholders may liaise and consult:

Equality Groups

- Access and Disabilities Working Group
- Alliance for Cohesion & Racial Equality
- Older People's Working Group

Special Interest Groups

- Arts and Heritage Forum
- Cycle Forum
- Town Twinning Group

L. Member:Officer Working Parties

- 2.12 That for the Municipal Year 2018/19 the following advisory Member:Officer consultative Working Parties be established, to report to the bodies set out below:

COUNCIL

- Civic Board

PERSONNEL COMMITTEE

- Local Joint Forum

PLANNING APPLICATIONS COMMITTEE

- Planning Management Panel

- 2.13 That the powers and duties of the above bodies listed in H-L above for the Municipal Year 2018/19 be as set out in Appendix C to this report.

M. The Council's Constitution

- 2.14 That the following amended documents be approved for inclusion in the Council's Constitution for 2018/19:

- Lead Councillor Portfolios (Appendix D) - **To Follow**

N. Scheme of Members' Allowances for the Financial Year 2018/19

- 2.15 That, further to Minute 41 of the meeting of Council on 27 March 2018, the following persons shall be regarded as, or equivalent to, "other Councillors carrying out other activities in relation to the discharge of the authority's functions as require the commitment of equivalent time and effort as for other categories of activity which would qualify for Special Responsibility Allowance" at Tier 3 for the remainder of the financial year 2018/19 (and subject to no Councillor receiving more than one Special Responsibility Allowance):

- Vice-Chairs of Committees
- Independent Person appointed in accordance with Section 28 of the Localism Act 2011

- 2.16 That the Remuneration Panel be re-established for 2018/19 with the same terms of reference as agreed at Minute 51 of the Council meeting on 13 November 2001; that its membership be Francis Connolly and Dick Taylor.

O. DELEGATIONS

2.17 The Monitoring Officer's delegated authority, under Section 33 of the Localism Act 2011, to grant a dispensation from the restrictions in Section 31(4) of the Act, which would allow members of the authority with a disclosable pecuniary interest to take part and vote on decisions in certain prescribed circumstances be agreed in the following circumstances:

- "(i) housing, where you are a tenant of your authority provided that those functions do not relate particularly to your tenancy or lease;
- (ii) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;
- (iii) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;
- (iv) an allowance, payment or indemnity given to members;
- (v) any ceremonial honour given to members; and
- (vi) setting Council Tax or a precept under the Local Government Finance Act 1992;
- (vii) any other business which might reasonably be regarded as affecting the financial position of the Member and/or his/her spouse or partner to a greater extent than the majority of other Council Tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision";

and the general dispensation apply for four years, subject to it being renewed each year at the Annual Council Meeting.

3. BACKGROUND PAPERS

None

TERMS OF REFERENCE OF STANDING COMMITTEES AND SUB-COMMITTEES

1. POLICY COMMITTEE

- (1) To make recommendations as appropriate on matters reserved to full Council for decision, including constitutional matters and the authority's budget and overall strategic direction;
- (2) To set the policy framework for those functions for which the Committee is responsible, and for functions which cut across more than one committee area;
- (3) To be responsible for the authority's corporate assets and resources, in particular the financial, human, land and property, and information assets and resources;
- (4) To ensure the corporate management of the Council, and the efficient and cost-effective delivery of its services to the public
- (5) To be responsible for decision-making for the following functions and services:
 - Appointments to outside bodies
 - Business and financial planning
 - Civic Buildings
 - Civic Centre
 - Town Hall
 - Bennet Road sites
 - The Avenue
 - Compulsory Purchase Orders
 - Communication
 - Council Tax, NNDR, Revenues and Benefits - assessment, entitlement, income and recovery
 - Councillor Services
 - Customer Services
 - Economic Development and Regeneration - including town centre management
 - Electoral Services
 - Emergency Planning and Business Continuity
 - Equalities
 - Finance
 - Grants to Voluntary Bodies
 - Health and Safety (internal)
 - Information and Communication Technology (ICT)
 - Land, Property and Asset Management - acquisition, utilisation, facility management and disposal
 - Legal and Democratic Services
 - Local Ombudsman Investigations
 - Markets
 - Open Services and Procurement
 - Performance Management and Service Improvement
 - Public Health
 - Voluntary sector - support and promotion

- (6) To act as Trustee for the Council in respect of the charities:
 - Mapledurham Playing Fields
 - Albert Road Recreation Ground
 - Blagrove Recreation Ground
 - Cintra Playing Fields
 - Grove Road Allotments (Poor's Allotments)
 - King George V Gardens (Eldon Square)
 - Robert Hewitt Recreation Ground
 - Sol Joel Playing Fields
 - Victoria Recreation Ground
- (7) To promote health care, health improvement, and the reduction of health inequalities for local people
- (8) To be responsible for the following joint arrangements and partnership areas:
 - Berkshire Coroner
 - Berkshire Record Office
 - Economic and Regional Development
 - Local Enterprise Partnership
 - Reading CIC UK
 - Reading and Berkshire City Deal
 - Local Strategic Partnership and Community Strategy
 - Reading Compact (Voluntary Sector)
- (9) To be responsible for the overview, service performance and improvement and scrutiny of all functions for which the Committee is responsible, and for functions which cut across more than one committee area;
- (10) To exercise Powers for Community Call for Action Petitions, and scrutiny of other Public Service Providers, as set out in the Local Government and Public Involvement in Health Act 2007 (see also Adult, Social Care, Children's Services & Education Committee below re: Health Scrutiny functions).
- (11) To be responsible for decision-making on matters which cut across the delegation of functions to Committees;
- (12) To take decisions about any ongoing projects associated with the rationalisation of the Council's office and depot accommodation, the provision of improved office space and accommodation at Council buildings, the demolition of the former Civic Offices and the Masterplan for developing the former Civic Centre site area.
- (13) To act as the shareholder to the Council's wholly-owned Housing Company: "Homes for Reading Limited".
- (14) To take decisions on operational matters in functions which have been delegated to another Committee but where a decision is required out of that Committee's normal cycle of meetings; or where a decision is required as a matter of urgency (as set out in para. 7.7 of the Council's Constitution).

1.1 Personnel Committee

A separate Personnel Committee has been set up under Sections 101 and 102 of the Local Government Act 1972, to be responsible for functions exercised under Section 112 of the Local Government Act 1972 concerning the appointment and dismissal of staff, and the terms and conditions on which they hold office. See Article 8.

1.2 The Mapledurham Playing Fields Trustees Sub-Committee

(1) That a Mapledurham Playing Fields Trustees Sub-Committee be set up under Section 101 of the Local Government Act 1972, with the following delegated powers in respect of any proposal that may be made by the Education Funding Agency (EFA) as its preferred site for The Heights free school on land owned by the Council in west Caversham:

(a) If the EFA recommend Mapledurham Playing Fields:

- i) To exercise the function of the authority as Trustee of the Mapledurham Playing Fields, and to oversee and promote the objectives of the charitable trust, ie the provision and maintenance of a recreation ground for the benefit of the inhabitants of the Parish of Mapledurham and the Borough of Reading without distinction of political, religious or other opinions;
- ii) To consider and respond, as trustee, to any proposal made by the EFA, or any other body including the authority, which might touch upon the objectives of the charitable trust in relation to this matter;

(b) If the EFA recommend Albert Road Playing Fields:

- i) To exercise the function of the authority as Trustee of Albert Road Playing Fields, and to oversee and promote the objectives of the charitable trust, ie to provide a public ground for the Borough of Reading for the purposes of the Recreation Grounds Act 1959;
- ii) To consider and respond, as trustee, to any proposal made by the EFA, or any other body including the authority, which might touch upon the objectives of the charitable trust in relation to this matter;

(c) If the EFA recommend the Council's land at Shipnell's Farm, Bugs Bottom:

To represent the Council's interest as landowner in the land which by the covenant is expressly held as public open space; and in this respect to consider and respond to any proposal made by the EFA, or any other body, including the authority, which might touch upon the covenant in relation to this matter.

2. ADULT SOCIAL CARE, CHILDREN'S SERVICES & EDUCATION

(1) To be responsible for the statutory and non-statutory functions relating to the services and areas of responsibility listed below, and to set the policy framework and scrutiny for those functions for which the Committee is responsible:

a) Adult Social Care

- Support or health services to vulnerable adults provided by the local authority
- Assessment of need, care planning and commissioning services (including joint commissioning) for:
 - vulnerable adults
 - older people
 - People with mental health problems
 - People with learning disabilities
 - People with physical disabilities
- Carers' support
- Charging for social care and support services
- Safeguarding adults

b) Children's Services

- Support services to children provided by the local authority
- Adoption and fostering
- Behavioural support
- Child protection
- Children missing education
- Day nurseries and nursery education
- Early Years services - including Children's Centres
- Educational psychology
- Family support services
- Learning disabilities and mental health services for children
- Looked-after children and care leavers
- Play service
- Safeguarding children
- Special Educational Needs (SEN services)
- Teenage pregnancy and support
- Young carers
- Young people not in education, employment or training (NEETs)
- Youth offending
- Youth services

c) Education

- Primary and secondary education
- Adult education and lifelong learning - New Directions
- Careers development - and post-16 planning
- Commissioning education services
- Governor support
- School admissions and planning for places
- School attendance
- School improvement
- School services - including catering

- d) Health
 - To be responsible for the Health Scrutiny function (see below), except scrutiny of "Quality Accounts" from Acute sector which is delegated to the Health and Wellbeing Board
- (2) To be the authority's Education and Social Services Committee.
- (3) To be responsible for the following joint arrangements and partnerships in which the authority is involved:
 - Academies, free schools and other educational providers
 - Children's Trust
 - Berkshire Post-16 Partnership
- (4) To be responsible for the overview, service performance and improvement and scrutiny of all functions for which the Committee is responsible.
- (5) To undertake the health scrutiny functions of the local authority under Section 244 of the National Health Services Act 2006 as amended by Sections 190 and 191 of the Health & Social Care Act 2012.
- (6) 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, health and other partners.

3. HOUSING, NEIGHBOURHOODS AND LEISURE

- (1) To be responsible for the statutory and non-statutory functions relating to the services and areas of responsibility listed below, and to set the policy framework for those functions for which the Committee is responsible:
 - a) Housing
 - Empty Homes
 - Environmental health - domiciliary
 - Housing advice
 - Housing and estate management
 - Housing provision and allocation - directly or with Housing Associations
 - Housing Revenue Account - and rents assessment, income and recovery
 - Homelessness
 - Licensing and regulation of private sector housing
 - Private sector services, standards and improvement
 - Rent Officer
 - Tenant services - including Right to Buy and sale of Council dwellings
 - b) Neighbourhoods
 - Environmental and public protection
 - Animal health and welfare
 - Cemeteries and crematorium
 - Consumer Advice
 - Dog warden service

- Environmental education and health promotion
 - Environmental Health - commercial
 - Food health and hygiene
 - Health & safety at work
 - Noise regulation
 - Registration (births, marriages, deaths)
 - Smoke-free premises and smoking cessation
 - Street trading
 - Trading Standards
 - Environmental maintenance and cleansing
 - Your Reading (cleaner)
 - Grounds maintenance of all Council land - including housing and parks
 - Public conveniences
 - Recycling and refuse collection (operational matters)
 - Street sweeping and cleansing
 - Woodlands
 - Community Safety
 - Your Reading (safer)
 - Anti-social behaviour and crime & disorder reduction
 - Drugs and Alcohol Action Team (DAAT)
 - Domestic violence and abuse
 - Traveller Services
 - Youth justice
 - Community Capacity Development
 - Community development
 - Community halls and facilities
 - Community relations
 - Social inclusion
 - Thriving Neighbourhoods
- c) Recreation
- Your Reading (greener)
 - Allotments
 - Common land and woodland
 - Parks and children's play areas
 - Promotion, events, festivals and tourism
 - Sports development
 - Leisure Strategy
- d) Arts and Cultural Services, including:
- Archive and Modern Records
 - Historic buildings and monuments
 - Libraries
 - Museum and Art Gallery
 - Promotion, events, festivals and tourism
 - Theatres
 - Reading Cultural Strategy
- (2) To be responsible for the following joint arrangements and partnerships in which the authority is involved:
- Thames Valley Police Authority and Police & Crime Panel
 - Berkshire Fire & Rescue
 - Community Safety Partnership and Neighbourhood Forums

- (3) To be responsible for the overview, service performance and improvement and scrutiny of all functions for which the Committee is responsible
- (4) To undertake the crime and disorder scrutiny functions of the local authority under Section 19 of the Police & Justice Act 2006; and in accordance with the Crime and Disorder (Overview and Scrutiny) Regulations 2009, to act as the crime and disorder committee of the Council, and to exercise the following functions:
 - (i) to review or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions;
 - (ii) to make reports or recommendations to the local authority with respect to the discharge of those functions.
 - (iii) to make reports or recommendations to a responsible authority or to a co-operating person or body on a crime and disorder matter and consider responses to its reports and recommendations within 1 month of receipt or as soon as possible thereafter;
 - (iv) to meet at least twice in each Municipal Year;
 - (v) the Crime and Disorder Committee may also require any officer of a responsible authority or of a co-operating person or body to attend to answer questions.

3.1 Licensing Applications

A separate Licensing Applications Committee has been set up under Section 6 of the Licensing Act 2003. See Article 8.

4. STRATEGIC ENVIRONMENT, PLANNING & TRANSPORT

- (1) To be responsible for the statutory and non-statutory functions relating to the services and areas of responsibility listed below, and to set the policy framework for those functions for which the Committee is responsible:
 - a) Strategic Environment matters, including:
 - o Agenda 21 and biodiversity
 - o Air quality, noise and radiation
 - o Contaminated land
 - o Flood prevention
 - o Recycling and waste disposal (not operational matters see HNL)
 - o Woodlands Plan
 - b) Planning
 - o Building Control
 - o Planning Policy
 - o Planning Enforcement
 - c) Highways & Transport
 - Car Parking (including disabled parking)

- Cycling
 - Concessionary Fares
 - Disabled transport - including Readibus
 - Flood prevention
 - Footpaths, bridleways and public rights of way
 - Hackney Carriage ranks
 - Highways and bridges
 - Private street works
 - Public transport
 - Reservoirs
 - Street furniture and bus shelters
 - Street lighting, street furniture, and bus shelters
 - Taxi ranks
 - Traffic management and road safety
 - Transport planning
- (2) To be responsible for the following joint arrangements and partnerships in which the authority is involved:
- Climate Change Partnership
 - Local Sustainable Transport Fund Cross-Boundary Councillor Steering Group
 - Berkshire Local Transport Body
 - Waste Disposal (Re3)
- (3) To act as shareholder in Reading Transport Limited
- (4) To be responsible for the overview, service performance and improvement and scrutiny of all functions for which the Committee is responsible
- (5) To review and scrutinise the exercise of flood risk management functions by the lead local authority under Section 9FH of the Local Government Act 2000(as amended by Schedule 2 to the Localism Act 2011)

4.1 Planning Applications

A separate Planning Applications Committee has been set up under Sections 101 and 102 of the Local Government Act 1972, 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. See Article 8.

4.2 Traffic Management Sub-Committee

- (1) To act as a greater Reading consultative body to promote public transport, cycling and walking within Reading;
- (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;
- (3) To receive and hear petitions about, and to determine, 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, in the following areas:

- 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.
- (4) To consider and make representations to Committee on 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, Local Sustainable Transport Fund Cross-Boundary Councillor Steering Group, or from area or specific consultation exercises;
- (5) To review proposals referred 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 the Planning Applications Sub-Committee or the Committee, as appropriate;
- (6) To receive the Minutes of the Cycle Forum.
- (7) To act as the **Discretionary Highway Permits Panel**, in respect of appeals concerning discretionary parking permits, and the use of the highway under Section 115E of the Highways Act 1980. See Article 8.

TERMS OF REFERENCE OF REGULATORY COMMITTEES AND SUB-COMMITTEES

1. LICENSING APPLICATIONS COMMITTEE

1.1 This is the Council's licensing committee under Section 6 of the Licensing Act 2003, to discharge the licensing functions in that Act.

1.2 It is also set up under Sections 101 and 102 of the Local Government Act 1972 to exercise 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.

1.3 Under Section 6(1) of the Licensing Act 2003, the Committee must have at least 10, but no more than 15, members.

1.4 Its powers and duties are as follows:

- (1) To exercise any function of a licensing authority under the Licensing Act 2003 and any regulations or orders made under that Act.
- (2) To determine matters in relation to, and to discharge licensing responsibilities under Sections 7 - 8 of, the Licensing Act 2003 (see under Sub-Committees 1-2).
- (3) To exercise 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 (see under Sub-Committee 3).
- (4) To determine matters in relation to the following:
 - Gambling Act 2005
 - Health Act 2006 (smoke-free premises)
- (5) To approve and monitor the policies of the Council relating to all the above licensing functions and recommend to the Council changes to those policies where the Committee considers it appropriate to do so or where it is prescribed by law as a matter reserved to full Council to determine.
- (6) To promote equal opportunities, sustainability and community safety in relation to the provision of the committee's services.
- (7) 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.

1.5 Licensing Applications Sub-Committees 1 and 2

These Sub-Committees are set up by the Committee under Section 9 of the Licensing Act 2003. They must consist of three members of the Licensing Applications Committee.

- (1) To discharge any function under the Licensing Act 2003 and any regulations or orders made under that Act, including:
 - 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.
- (2) To determine an application made in respect of the Gambling Act 2005 where a relevant representation has been made and undertake a review of a licence where the licensing authority has granted an application for a review under s.199 of the Act or has given notice under s.200 of its intention to review the application.
- (3) To determine applications made in respect of the Gambling Act 2005 for club gaming permits and club machine permits, which the Head of Planning, Development and Regulatory Services was minded to refuse.

1.6 Licensing Applications Sub-Committee 3

This Sub-Committee is set up by the Committee under Section 101(1) of the Local Government Act 1972.

- (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:
 - Caravan Sites/ Mobile Homes
 - Sex Establishments and Sexual Entertainment Venues
 - Hackney Carriage Licences (including Vehicle and Drivers Licences)
 - Private Hire (including Vehicle, Drivers and Operators Licences and School Transport Drivers' Licences)
 - Scrap Metal Dealers or Motor Salvage Operator
 - Street Trading
 - Approval of recreation and refreshment facilities under Part VIIA of the Highways Act 1980
 - Safety at Sports Grounds

- Functions relating to smoke-free premises (see also Housing, Neighbourhoods and Leisure Committee)
- (2) To approve and monitor the policies of the Council relating to all the above licensing functions and recommend to the Council or Licensing Applications Committee changes to those policies where the Sub-Committee considers it appropriate to do so or where it is prescribed by law as a matter reserved to full Council to determine.
 - (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.

2. PLANNING APPLICATIONS COMMITTEE

2.1 This is set up under Sections 101 and 102 of the Local Government Act 1972, 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

3. AUDIT AND GOVERNANCE COMMITTEE

3.1 This is set up under Sections 101 and 102 of the Local Government Act 1972. It is the Council's audit committee as recommended by the Audit Commission and CIPFA.

Audit Activity

- (1) To approve (but not direct) Internal Audit's strategy, plan and monitor performance.
- (2) To review summary Internal Audit reports and the main issues arising, and seek assurance that action has been taken where necessary.
- (3) To seek assurances that action is being taken on risk related issues identified by auditors and inspectors.

- (4) To consider a report from internal audit on agreed recommendations not implemented within a reasonable timescale and agree actions as appropriate; and to require Directors and/or heads of service to attend for the consideration of specific reports.
- (5) To approve 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 corporate governance arrangements.
- (6) To consider the findings of the review of effectiveness of the systems of internal audit.
- (7) To consider the external auditor's annual letter, relevant reports, and the report to those charged with governance.
- (8) To consider specific reports as agreed with the external auditor.
- (9) To comment on the scope and depth of external audit work, to ensure it gives value for money and to make recommendations as appropriate.
- (10) To commission work from internal and external audit, subject to budget provision being available.
- (11) To ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies, and that the value of the audit process is actively promoted.

Regulatory Framework

- (12) To maintain an overview of the Constitution in respect of contract procedure rules and financial regulations and to make recommendations to Council as appropriate.
- (13) To complement the work of the Standards Committee in relation to its role in promoting high ethical standards and ensuring adherence to the Code of Conduct for Members and Officers, making recommendations to and receiving recommendations from it as appropriate.
- (14) To review any issue referred to it by the Council, Chief Executive, Directors or Service Managers.
- (15) To provide an independent assurance of the adequacy of the Risk Management Strategy and the associated control environment. In particular
 - i) To receive the annual review of internal controls and be satisfied that the Annual Governance Statement properly reflects the risk environment and any actions required to improve it;
 - ii) To receive six monthly reports covering implementation of the Council's Risk Management Policy and Strategy to determine whether strategic risks are being actively managed;
 - iii) To review and revise as necessary the Risk Management Policy and Strategy on an annual basis.

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- (16) To have the knowledge and skills requisite to their role with regard to risk management and to undertake awareness training in respect of Risk Management as and when specific training needs are identified.
- (17) To monitor Council policies on whistle blowing and the anti-fraud and anticorruption strategy and the Council's complaints process.
- (18) To oversee the production of the Authority's Annual Governance Statement and to recommend its adoption.
- (19) To consider the Council's arrangements for corporate governance and agree necessary actions to ensure compliance with best practice.
- (20) To consider the Council's compliance with its own and other published standards and controls and to make recommendations as appropriate.

Accounts

- (21) To approve 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.
- (22) To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.
- (23) To review the financial statements, external auditor's opinion and reports to members, and monitor management action in response to the issues raised by external audit.
- (24) To agree the Treasury Management Strategy and Policies prior to recommendations being made to Council.
- (25) To monitor treasury management decisions to ensure compliance with the approved Treasury Management Strategy.

Training

- (26) To identify training opportunities for Audit and Governance Committee Members and all Members of the Council in corporate governance issues and to make recommendations as appropriate.

Governance

- (27) To oversee corporate governance across the Council.
- (28) To review and take decisions on functions listed in Schedules 1, 2 and 3 of the Local Authorities (Functions and Responsibilities) Regulations which can be delegated by full Council to be exercised by a Committee.
- (29) To make recommendations to the Council on:
 - (i) the process for appointing the external auditors and in particular whether to opt-in to auditor appointment by the specified person; and
 - (ii) the appointment of the external auditors.

4. HEALTH AND WELLBEING BOARD

This is set up under Section 194 of the Health & Social Care Act 2012. Under Section 194(11), the Board must be treated as a committee appointed by the authority under Section 102 of the Local Government Act 1972.

- (1) To discharge the functions of the Health & Wellbeing Boards as set out in Sections 195-196 of the 2012 Act, ie:
 - Duty to encourage integrated working in health and social care under the National Health Service Act 2006
 - Power to encourage closer working in relation to wider determinants of health
 - Power to give its opinion to the authority on whether the authority is discharging its duty to have regard to the Joint Strategic Needs Assessment and Joint Health & Wellbeing Strategy for its area
 - Duty to provide an opinion - to its partner clinical commissioning groups CCGs and/or the NHS Commissioning Board - about whether the local commissioning plans have taken proper regard of the Joint Health & Wellbeing Strategy
- (2) To discharge any other health functions delegated to it by the authority.
- (3) To ensure that the authority meets its duties as a relevant authority, under Section 116 of the Local Government & Public Involvement in Health Act 2007 ("the 2007 Act"), as amended by Sections 192 and 193 of the Health & Social Care Act 2012:
 - (a) to prepare, with its partner CCGs, and publish a Joint Strategic Needs Assessment for the area, involving the local Healthwatch and local people living or working in the area;
 - (b) to prepare, with its partner CCGs, and publish a Joint Health & Wellbeing Strategy to meet the health needs of the area included in the Joint Strategic Needs assessment, relating to the exercise of public health functions by the authority, the NHS Commissioning Board or the CCGs, involving the local Healthwatch and local people living or working in the area;
 - (c) to ensure that the local authority, and its partner CCGs, have regard to these documents.
- (4) To promote health care, health improvement and the reduction of health inequalities for all local people, including children and vulnerable adults, and to exercise the following statutory duties on behalf of the authority:
 - (a) To improve the health of people in its area under Section 28 of the National Health Service Act 2006, including:
 - any public health functions of the Secretary of State which s/he requires local authorities to discharge on his/her behalf
 - dental health functions of the Council
 - the duty to co-operate with the prison service to secure and maintain the health of prisoners

- the Council's duties set out in Schedule 1 of the National Health Service Act 2006, which include medical inspection of pupils, the weighing and measuring of children and sexual health services
 - arrangements for assessing the risks posed by violent and sexual offenders
- (b) To improve public health under Sections 2B and 111 of the National Health Act 2006 (as amended by Section 12 of the Health & Social Care Act 2012), including:
- (i) under Section 2B(3):
 - Providing information and advice
 - Providing services or facilities designed to promote healthy living (including helping individuals address behaviour that is detrimental to health or in any other way)
 - Providing services for the prevention, diagnosis or treatment of illness
 - Providing financial incentives to encourage individuals to adopt healthier lifestyles
 - Providing assistance (including financial) to help individuals minimise any risks to health arising from their accommodation or environment
 - Providing or participating in the provision of training for persons working or seeking to work in the field of health improvement
 - Making available the services of any person or any facilities
 - (ii) Under Section 2B(4), providing grants or loans on such terms as the local authority considers appropriate.
 - (iii) Under Section 111 and Schedule 1:
 - Dental public health (S111)
 - Medical inspection of pupils (Paras 1-7B)
 - Research for any purpose connected with the exercise of the authority's health functions (Para 13)
- (5) To discharge health and social care functions identified by the Government and/or the National Health Service for exercise by the Board, including the integration of health and social care functions within Reading;
- (6) To approve and publish a Pharmaceutical Needs Assessment for Reading
- (7) To oversee and implement the following joint arrangement and partnerships in which the authority is involved:
- Berkshire Public Health Joint Arrangement
 - Berkshire Public Health Joint Advisory Board
- (8) To make representations to the Adult Social Care, Children's Services and Education Committee as the authority's health scrutiny committee.
- (9) To scrutinise Quality Accounts on behalf of Adult Social Care, Children's Services and Education Committee.

Membership

The Council may co-opt additional persons or representatives to be members of the Board as it thinks appropriate, either as voting or non-voting Members, subject to the Council consulting beforehand with the Board.

The membership of the Board, under Section 194(2) of the Health & Social Care Act 2012, is as follows:

- 4 Councillors - ie the Leader of the Council, and the Lead Councillors for Health, Adult Social Care, Children's Services and Families (the Act requires at least 1 Councillor to be on the Board)
- The Director of Adult Social Care & Health *
- The Director of Children, Education & Early Help Services *
- Director of Public Health for the Local Authority or his/her representative *
- Two representatives from the Berkshire West Clinical Commissioning Group (CCG) (the Act requires a representative of each relevant CCG)
- A representative from the Local Healthwatch organisation

(* the Members asterisked will not have voting rights, as explained below)

Voting rights

Under the provision of Regulations 6 and 7 of the Local Authority (Public Health, Health and Wellbeing Board and Health Scrutiny) Regulations 2013, the Council, following consultation with the shadow Health & Wellbeing Board, has decided as follows:

- To disapply the duty to allocate seats to political groups under Sections 15 and 16 of the Local Government & Housing Act 1989
- To treat the following as non-voting members of the Board:
 - The Director of Adult Social Care & Health (or his/her representative)
 - The Director of Children, Education & Early Help Services (or his/her representative)
 - The Director of Public Health (or his/her representative)

The voting membership of the Board must be named by the body they are representing. It will therefore be as follows:

- 4 Councillors by relevant office, ie the Leader of the Council, and the Lead Councillors for Health, Adult Social Care, and Children's Services and Families
- 1 named Local Healthwatch representative
- 2 named local CCG representatives

The bodies appointing voting Members to the Board may, in addition, appoint named substitute Members who may attend as voting Members in the place of their named Member.

Voting Members will be subject to the Council's local Member Code of Conduct, and will be required, under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 to register with the Monitoring Officer, and to declare at meetings,

any disclosable pecuniary interest that both they and/or their spouse/partner has in the business of the Board.

Co-opted Members

The following will be co-opted as non-voting additional members:

- The Chief Executive of Reading Borough Council (or his/her representative)
- A representative of Reading Voluntary Action
- A representative from Thames Valley Police's Reading Local Police Area

Observers

The following observers may attend and participate but not vote at Board meetings:

Chair - Local Safeguarding Adults Board
Chair - Local Safeguarding Children Board

One relevant shadow Lead Councillor for each opposition group on the Council (up to three in total).

A named representative of NHS England will join the Board to help in the preparation of the Joint Strategic Needs Assessment or Joint Health and Well-being Strategy.

5. PERSONNEL COMMITTEE

5.1 This is set up under Sections 101 and 102 of the Local Government Act 1972 to be responsible for the following functions:

- (1) Subject to Officer Employment Procedure Rules set out in the constitution:
 - a) to arrange for the appointment of 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 and posts falling within the definition of Deputy Chief Officer in Section 2(1) of the Local Government & Housing Act 1989;
 - d) to establish a Panel (Sub-Committee) under section 102(4) of the Local Government Act 1972 for the purposes of advising the authority on matters relating to the dismissal of the Head of Paid Service, the Chief Finance Officer and the Monitoring Officer of the authority, in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015, and which requires the Panel to include at least two independent persons appointed under section 28(7) of the Localism Act 2011;
 - e) to settle all matters relating to the above appointments or dismissals unless the decision on the matter is reserved to full Council.

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- (2) To take any decisions affecting the remuneration, terms and conditions of service of the Head of Paid Service;
- (3) To undertake performance appraisals of the Head of Paid Service 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 Committees 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 of 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 discharge the Council's functions relating to pensions;
- (6) To determine the level of compensation to be paid in individual cases of voluntary redundancy and early retirement and other personnel matters where appropriate.
- (7) 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.
- (8) Where appropriate, to convene an Investigatory Committee to examine matters relating to the conduct or capability of Corporate Directors and Heads of Service.
- (9) To review and set the level of fees for the Kennet Day Nursery.

MEETING AS AN APPEALS PANEL UNDER THE COUNCIL'S DISCIPLINARY OR GRIEVANCE PROCEDURES, in accordance with the Officer Employment Procedure Rules as set out in Part 4 of the Council's Constitution "Rules of Procedure"

- (10) 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.
- (11) 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.
- (12) 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 at 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 1985.

MEETING AS AN APPOINTMENTS PANEL, in accordance with the Officer Employment Procedure Rules as set out Part 4 of the Council's Constitution "Rules of Procedure"

- (13) Where the Council appoints a Personnel (Appointments) Committee or a Sub-Committee to carry out the function of appointing any officer to the positions referred to in paragraph 2.2 of the Officer Employment Procedure Rules, the membership of the Committee or Sub-Committee shall consist of members nominated by the Group Leaders from the political groups represented on the Personnel Committee and should include the Leader and/or at least one Lead Councillor.

6. STANDARDS COMMITTEE

- 6.1 This is set up under Sections 101 and 102 of the Local Government Act 1972. Its terms of reference and Standing Orders are set out in Article 9.

7. APPEALS BODIES

7.1 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:
 - (i) to hear individual complaints which reach the third stage of the Council's curriculum complaints process;

- (ii) to hear appeals against the removal of Early Years Providers from the Council's Directory of Providers.

7.2 Discretionary Highway Permits Panel

This is exercised by the Traffic Management Sub-Committee of the Strategic Environment, Planning and Transport Committee: See also Article 7.

- (1) To consider and determine appeals against decisions made by the Head of Highways & Transport to refuse discretionary parking permits, and with the right, in exceptional circumstances, to overturn decisions and grant permits
- (2) To review decisions to refuse applications for the grant of permission for use of the highway under Section 115E of the Highways Act 1980.

7.3 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.

7.4 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.

7.5 Education Appeal and Review Panels

To hear and determine:

- (1) School admission appeals
- (2) Individual reviews of decisions of the School's Governing Body to uphold the Head Teacher's decision to exclude pupils permanently from Academies, LEA maintained, voluntary-controlled, and maintained special schools.

Councillors may not serve on Education Appeal and Review Panels.

TERMS OF REFERENCE OF CONSULTATIVE COMMITTEES AND FORUMS

1. ACCESS AND DISABILITIES WORKING GROUP

- (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 disabled people to public buildings, commercial premises, the highway network and public transport within the Borough;
- (2) To monitor and review the role of the Council as an employer and as a provider of services to disabled people.

2. ADULT SAFEGUARDING PANEL

To meet on an ad hoc basis to consider serious adult safeguarding case reviews or scrutinise internal/external providers where complex whole systems issues arise.

3. ALLIANCE FOR COHESION AND RACIAL EQUALITY

- (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.

4. ARTS AND HERITAGE FORUM

- (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 and heritage.
- (2) To promote and develop arts, crafts and heritage 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 and heritage-related activities and to promote the provision and maximum use of facilities.
- (4) To support educational opportunities in the development of arts, crafts and heritage in Reading.

5. CHILDREN'S CENTRES STRATEGIC ADVISORY BOARD

The Strategic Advisory Board will take an over-arching, strategic role, supporting Reading Borough Council to shape and develop the children's centre programme across the whole borough.

The Board will not have legal or statutory responsibilities for the children's centres (this will remain with the Local Authority), but it will be a "critical friend"/"sounding board" that:

- Advises on strategic issues and developments that affect all of Reading's children's centres
- Supports the Local Authority in improving performance of Reading's children's centres
- Represents and communicates the views of the Children's Centre Cluster Advisory Boards
- Allows for information sharing and peer support across Children's Centre Cluster Advisory Boards

Responsibilities

- Reviewing Reading-wide children's centre performance information
- Supporting the development of the children's centre service specifications
- Monitoring progress to deliver the children's centre Strategy and Action Plan
- Advising on programme developments across Reading using local knowledge on performance and parent views
- Sharing knowledge to support and advise Cluster Advisory Boards as required

Membership

- Lead Councillor for Children and Families
- Reading Borough Council's Head of Children's Services
- Reading Borough Council's Early Help Service Manager
- A representative from each of the Children's Centre Cluster Advisory Boards (Chair, or another nominated Board member)
- Headteachers of schools that share a site with a children's centre

The Lead Councillor for Children and Families will chair the Strategic Advisory Board.

Meetings

There should be a minimum of 4 meetings a year, although more may be held as required. Dates will be agreed at the beginning of each year.

Decisions will be made by consensus among the group.

6. CHILDREN'S SAFEGUARDING PANEL

To meet on an ad hoc basis to consider serious case reviews or scrutinise internal/external providers where complex whole systems issues arise.

7. CHILDREN'S TRUST 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 Reading 2020 Partnership on issues relating to Children & Young People, and to work with other Reading 2020 theme groups, in particular the Community Safety Partnership, as appropriate, to secure co-ordinated action for children and young people.
- (4) To lead the development, approval and implementation, and review 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 work streams and other working groups as necessary, to achieve the outcomes.

- (7) To receive 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 and respond to 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.

8. CIVIC BOARD

To be the project board for the ongoing projects associated with the rationalisation of the Council's office and depot accommodation, the provision of improved office space and accommodation at Council buildings, the demolition of the former Civic Offices and the Masterplan for developing the former Civic Centre site area.

9. COMMUNITY SAFETY 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. Europe)
- (5) To manage public and inter-agency consultation about Crime and Disorder strategies and plans
- (6) To oversee the activities of the Safer Neighbourhood Forum, the Youth Justice Management Board, the Drugs and Alcohol Treatment Service and the Reading Anti-Social Behaviour Multi-Agency Panel

- (7) To monitor and manage performance and jointly-held budgets relating to the activities of the Partnership and its sub-groups
- (8) To exercise strategic oversight and scrutiny of the implementation of the Prevent duty in Reading
- (9) To act as the governing body for Reading Troubled Families Programme.

10. CULTURAL PARTNERSHIP BOARD

1. To develop, support and promote an increase in the number of people that live, work, study and play in Reading participating in Culture as targeted in the Reading Sustainable Communities Strategy and the relevant feeder strategies.
2. To encourage discussions, between interested partners at a strategic level, on issues relating to health and wellbeing, community safety, inclusion, community cohesion and economic development, and the maximisation of culture, leisure and sport participation in the support role in delivery of improved outcomes.
3. To work in partnership to increase the profile, investment and support of culture, leisure and sport in Reading.
4. To oversee the priorities, development and implementation of the Reading Cultural Strategy and the annual delivery plan for 'Culture Reading' networks, receiving reports on the progress against the annual delivery plan, and agree actions and priorities as appropriate.

11. CYCLE FORUM

To discuss progress and delivery of the Cycling Strategy in order to identify, prioritise and optimise actions to meet the objectives of the Cycling Strategy:

- To improve the cycling environment;
- To provide better facilities for cyclists;
- To influence travel behaviour; and
- To develop skills and capacity.

Such actions may be on any topic within the Cycling Strategy, including promotion, mapping, training, security, signing, route infrastructure, parking and monitoring.

12. COMMUNITY LEARNING & SKILLS ADVISORY BOARD (formerly Lifelong Learning Board)

1. Scrutiny of overall performance of the service against agreed KPIs
2. Review and approve key documents:
 - Community Learning and Service Plan
 - Self-Assessment
 - Quality Improvement Plan
3. Advising the Head of New Directions on the strategic financial planning of the service, including ensuring the setting of fees and fee concessions are in accordance with SFA grant guidelines
4. Consider Reading Community Learning Network activity
5. Approve commissioned activity (Decision Book)
6. Consider links and opportunities with other Council services
7. Consider contribution to overall Council objectives
8. Consider 'Narrowing the Gap' activity
9. Review learner engagement, feedback and communication with stakeholders
10. Visit classes to elicit first hand feedback

13. LOCAL JOINT FORUM

- (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, or other Committees of the Council, Directorate Joint Forums or other relevant bodies.
- (7) Where recommendations and representations are not accepted by the Personnel Committee 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.

14. LOCAL SUSTAINABLE TRANSPORT FUND CROSS-BOUNDARY COUNCILLOR STEERING GROUP

1. To oversee the bid development process through to Programme Entry Submission for Local Sustainable Transport Funding for the Reading Travel-to-Work Area Local Sustainable Transport Fund Project.
2. To review and agree potential package measures relevant to the Travel -to-Work Area proposed for inclusion in the Local Sustainable Transport Fund Programme Entry Submission by each authority.
3. To co-ordinate individual authority processes for formal endorsement of the agreed Programme Entry Submission, particularly the approved early delivery elements of the package, the timescale for their delivery and the conceptual design of a Department for Transport compliant potential road user pricing scheme.
4. To agree the distribution of any awarded partnership pump-priming or scheme development funding on an annual basis according to the schemes proposed and accepted and the

implementation of any area-wide public and stakeholder engagement/ communications plans on a partnership basis.

5. To review other related projects and proposals relevant to the Reading Travel-to-Work Area and agree joint actions or development for inclusion in a medium-term Transport Investment Package where appropriate.
6. To consider and recommend for adoption by individual authorities the constitution for an on-going joint Member Group to manage the future delivery of the Transport Investment Package following Programme Entry.
7. To transfer governance arrangements from this Group to the Joint Local Sustainable Transport Fund Investment Programme Board, once a funding agreement is reached with the DfT.

15. OLDER PEOPLE'S WORKING GROUP

- (1) To identify and promote awareness of the issues facing older people in the Reading borough;
- (2) To provide a channel for older people to influence the development of local services, particularly those provided or commissioned by the Council;
- (3) To improve older people's access to information about local services;
- (4) To support older people to take an active role as citizens.

17. PARENTING PANEL

1. Purpose

- To act as a focus for the Council's responsibilities as corporate parent by providing a channel of communication between looked after children and young people, council and other agency officers, carers and councillors, providing a forum for LAC policy development discussion and challenge.

2. Scope

The Corporate Parenting Panel

- Will be the champion of children looked after by them.

- Will champion the Children's Pledge in order to ensure the best life chances possible for looked after children.
- Will provide a channel of communication between children and young people who are or have been looked after, carers, officers and Councillors to discuss corporate parenting issues, as appropriate to the need to respect the privacy of looked after children.
- Will proactively engage with looked after children to gain a real understanding of the experience of being looked after as appropriate to the need to respect the privacy of looked after children; and
- Will celebrate the success of looked after children.

18. PLANNING MANAGEMENT PANEL

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

19. 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

20. SAFER READING NEIGHBOURHOOD FORUM

- (1) To reduce crime and the fear of crime in Reading by establishing and supporting geographically based Safer Neighbourhood Forums;
- (2) To develop and support geographically based Safer Neighbourhood Forums which will involve the Police, Councillors, Council Staff, residents and other agencies to develop effective local problem solving responses to identified local priorities and where appropriate those which are contained in the Community Safety Plans;
- (3) To encourage collaboration across Reading on how best to address local issues through the sharing of best practice and jointly run projects.

21. SCHOOL ADMISSION FORUM

- (1) To consider how well existing and proposed admissions arrangements serve the interests of children and parents within the area of the authority;
- (2) To promote agreement on admission issues;
- (3) To consider the comprehensiveness and accessibility of the admissions literature and information produced for parents by each admission authority within the area of the authority;
- (4) To consider the effectiveness of the authority's proposed co-ordinated admission arrangements;
- (5) To consider the means by which admission processes might be improved and how actual admissions relate to the admission numbers published;
- (6) To monitor the admission of children who arrive in the authority's area outside a normal admission round with a view to promoting arrangements for the fair distribution of such children among local schools, taking account of any preference expressed in accordance with arrangements made

under section 86(1) of the School Standards and Framework Act 1998 and in accordance with the School Admissions Code (Chapter 3);

- (7) To promote the arrangements for children with special educational needs, children in care and children who have been excluded from school;
- (8) To consider referring an objection to the Schools Adjudicator where either the Forum identifies policy, practice or oversubscription criteria of a school that may be unfair, unlawful or that contravene the mandatory provisions of the School Admission Code, or where their advice has been disregarded by admission authorities;
- (9) To review the comprehensiveness, effectiveness and accessibility of advice and guidance for parents by the local authority, both through the published composite prospectus and delivery of Choice Advice;
- (10) To endorse, promote and monitor local authority In-Year Fair Access Protocols for potentially vulnerable children including those previously excluded from school, children in care, children with special educational needs and/or disabilities, children who are hard to place, and those who arrive in the area outside the normal admission round;
- (11) To consider the draft local authority report to the School's Adjudicator;
- (12) To consider any other admission issues that arise;
- (13) To promulgate advice that represents the agreed views of all members of the Forum.

22. TOWN TWINNING GROUP

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.