

4. Responsibility For Functions - Lead Councillor Portfolios

GENERAL

The Leader, Deputy Leader and all Lead Councillors will have the general responsibility to set the strategic direction of the authority, and to ensure and monitor the effective management and delivery of services within their areas of responsibility, as Members of a collective Policy Committee, and within the following framework:

- Sustainable Community Strategy (Reading 2050)
- Local Development Framework
- The Council's overall strategic objectives, the budget and policy framework of the Council, and the corporate values
- Leading the Way Corporate Plan
- Service Improvement and Performance Management Programmes
- The budgets set for the services, and the Council's Financial Regulations
- The law, the Council's Scheme of Delegations, and Standing Orders and the Constitution
- The operation of the Decision Book

General and shared responsibilities will include:

- a) as part of the Council's community leadership role, working with partners through the Local Strategic Partnership and its delivery groups to take forward the Sustainable Community Strategy and the delivery of the Strategy's three themes of People, Places and Prosperity
- b) developing, co-ordinating, promoting and implementing the Council's corporate strategies, policies, objectives and initiatives; and working together with other Lead Councillors to promote the interests of the Borough and its residents
- c) overseeing the implementation of the Council's key priorities for improvement in line with the Performance Improvement Programme
- d) overseeing, developing, monitoring and promoting services provided directly by the Council
- e) acting as client for the procurement, development, monitoring and promotion of services provided under contract to the Council
- f) exploring alternative models of service provision, including developing new partnerships to deliver services differently; and overseeing, developing and monitoring services provided by joint arrangement with partners including other Councils
- g) promoting the interests of the Borough, and of residents, businesses and other organisations; and taking a community leadership role across the public, voluntary and business sectors, to develop working links with and to monitor the work of bodies providing public services in Reading
- h) promoting consultation and new ways of engaging with the public, and devolving decisions to local communities, within the context of an evolving public engagement strategy
- i) responding to consultations from the Government and other public sector agencies
- j) putting forward nominees to represent the Council on appropriate outside bodies

- k) promoting equal opportunities, sustainability, community safety and public health in relation to the provision of the Council's services, and the delivery of services in Reading by other agencies
- l) overseeing the appropriate levels of resource required to provide the services, within corporate guidelines and service plans
- m) overseeing relations with voluntary and community organisations, and recommending grants for such organisations which fall within the Lead Councillor's portfolio, within the overall grants process and budget set by the Cabinet
- n) championing the needs of children in care as their corporate parent
- o) promoting the Council's vision and transforming services programme, and its key priority areas of value-for-money, residents and customers, and staff
- p) promoting equality and ensuring that the Council's functions and services are delivered within, and do not breach, the following statutory duties:
 - Duty to secure Best Value, under Section 3 of the Local Government Act 1999
 - Duty to consider social value, under the Public services (Social Value) Act 2012
 - Duty, under Section 149 of the Equality Act 2010, to have due regard to the need to:
 - eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
 - advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
 - foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
 - Any of the equality enactments as defined in section 33 of the Equality Act 2006, and do not discriminate against people on grounds of race, gender, disability, religion or belief, sexual orientation, and age.

1. LEADERSHIP

The Leader and Deputy Leader will between them have the responsibilities set out below. The Deputy Leader will support the Leader in carrying out the responsibilities, share the responsibilities as appropriate, and deputise for the Leader in the Leader's absence.

A) Corporate Strategy and Resources

- (1) To lead the development and implementation of the Council's strategic vision and corporate objectives and priorities, including:
 - the Council forward programmes
 - the Council's vision and objectives
 - the needs of the Borough and the community on matters of comprehensive, corporate and strategic importance;
 - the Council's corporate and strategic plans;
 - the Reading Sustainable Community Strategy (Reading 2050) and the authority's Corporate Plan.
- (2) To provide the Council's community leadership role, including taking or agreeing the chair of the Reading Local Strategic Partnership; and to promote work in partnership with key stakeholders to secure the implementation of the Sustainable Community Strategy and Reading 2050 vision and Local Development Framework, through local partnerships.
- (3) To oversee the allocation and management of resources required to implement the Council's corporate, budgetary and strategic objectives, with specific reference to:
 - the annual budget, Capital Programme, and Capital Strategy;
 - capital expenditure and tenders of over £1 million in total;
- (4) To ensure the existence of effective financial management and audit arrangements.
- (5) To oversee the development and implementation, unless otherwise specified, of the following corporate strategies and policies:
 - Capital Strategy (development only)
 - Future Development of Reading Strategy
 - Corporate Plan
 - Promotion of the Borough
 - Sustainable Community Strategy (Reading 2050)
- (6) To oversee and monitor the Council's links and relations with other Berkshire authorities, partners and external bodies including:
 - promoting the Council's economic and other interests in the Borough and in Berkshire, the Thames Valley, the South-East Region and beyond;
 - the Local Economic Partnership
 - town twinning
- (7) To ensure the corporate management of the Council, and the effective delivery of its services to the public; and to oversee the Council's management processes to ensure their effective contribution to the provision of efficient, high quality services; including the need for new services or changes in services where appropriate.
- (8) To oversee the following services on behalf of the Berkshire Unitary Authorities, under the terms of the joint management agreements concluded with the other Authorities:

- Berkshire Coroner
- Berkshire Record Office and County Archive

(9) To promote good community relations and consultation

B) Economic Development and Performance

(1) To oversee the development and implementation of the following corporate strategies and policies:

- Sustainable Economic Development Strategy

(2) To be responsible for the following corporate activities and services:

- Thriving Economy
 - Town Centre policy and Business Improvement District (BID)
 - Economic Development
 - Reading Community Interest Company and Reading Diamond
 - Local Enterprise Partnership (LEP)
- Major bids for external funding

(3) To coordinate bids for funding for regeneration projects from external sources, including Europe; and to promote opportunities for working in partnership to seek European and other funding

(4) In partnership with neighbouring authorities, relevant Government Departments and key local partners, to promote and oversee local and regional development programmes, and to represent the Council on associated bodies, including:

- Reading and Mid-Berkshire City Deal (with the LEP)
- Reading CIC UK (community interest company)

E) Open Services and Voluntary Sector

(1) To oversee and monitor the Council's procurement and commissioning arrangements, with reference to the Government's Open services agenda, and the development and implementation of the following corporate strategies and policies, including:

- Community Right of Challenge
- Community right to Bid for assets of community value
- Procurement & Commissioning Strategy
- Voluntary Sector Strategy (with Neighbourhoods)

(2) To oversee the corporate framework for the allocation of all grant aid to voluntary organisations, community bodies and other groups

2. ADULT SOCIAL CARE

- (1) To oversee the development and implementation of policies, strategies and procedural arrangements for the provision of the Council's community care functions.
- (2) To oversee the implementation of the following corporate strategies and policies:
 - Ageing Well
 - Domiciliary and Intermediate Care Strategy
 - Reading Learning Disability Partnership Strategy
 - Reading Mental Health Strategy
 - Supporting People.
- (3) To ensure the direct provision of the following services:
 - Community Care, including:
 - Vulnerable adults, including
 - Asylum seekers
 - Substance abuse
 - HIV/AIDS
 - Other people with complex needs
 - Older People
 - People with mental health problems
 - People with learning disabilities
 - People with physical disabilities.
 - Quality Assurance, Strategic Planning and other functions associated with the above.
- (4) To oversee and liaise with partners on commissioned and shared services and budgets.
- (5) To promote good community relations and consultation, including the following partnerships:
 - Reading Older People's Partnership
 - Physical Disability and Sensory Needs Network
 - Carers' Steering Group
 - Learning Disability carers' Forum
 - Mental Health Partnership.
- (6) To be responsible for responses to consultation undertaken by external bodies eg Care Quality Commission on adult service provision in Reading, and on developments outside Reading affecting residents in Reading

3. CHILDREN

- (1) To be the Lead Councillor for all Children's services under Section 19(1) of the Children Act 2004, and to exercise political responsibility for the effectiveness, availability and value for money of all of the Council's children's services.

[NB - the Children Act 2004 specifies that these functions are also the responsibility of the Director of Children's Services]

- a) Education services - the authority's functions in its capacity as a local education authority, except those excluded under Section 18(3) of the Act (namely certain functions relating to further education, higher education and adult education)
 - b) Social Services - the authority's social services functions within the meaning of the Local Authorities Social Services Act 1970, insofar as they relate to children, and the local authority's functions for children and young people leaving care
 - c) Health Services - any health-related functions exercised on behalf of an NHS body under Section 31 of the Health Act 1999, insofar as they relate to children
 - d) Inter-agency Co-operation - the new functions of the Children's Services Authority set out in the Children Act, in particular building and leading the arrangements for inter-agency cooperation set out in (e) below.
 - e) The following functions conferred on Children's Services Authorities under the Children Act 2004:
 - o Section 10 - promoting co-operation with partner organisations to improve the well-being of children within the authority's area
 - o Section 11 - safeguarding children and promoting their welfare
 - o Section 12 - establishing maintaining and operating a database of basic information on children in the authority
 - o Sections 13-16 - establishing a Local Safeguarding Children's Board
 - o Section 17 - preparing and publishing a Children and Young People's Plan setting out the authority's strategy for discharging its functions re. children and young people
 - o Section 20(9)(d) - consulting on and co-ordinating statements of proposed action in the light of a Joint Area Review report and monitoring and evaluating implementation
 - f) The following functions that have been modified by the 2004 Act:
 - o Schedule 2 - seconding at least one Children's Social Worker and at least one education professional to the Youth Offending Team (Section 39(5) of the Crime & Disorder Act 1998)
 - o Section 50 - duty to promote the educational achievement of looked-after children (Section 22(3)(A) of the Children's Act 1989)
 - o Section 52 - duty to provide the Secretary of State with information on individual children where so directed (Section 83(4A) of the Children's Act 1989)
 - g) The role of the Lead Member for Children's Services is set out in detail in Statutory Guidance issued in 2009 - The role and responsibilities of the Lead Member for Children's Services and the Director of Children's Services.
- (2) To be proactive in developing the local vision and driving improvements for local people, including integrated children's services, with children, young people and their families placed at the centre of their policies and activities and to communicate this vision for

children to councillors, and to the boards and partnerships on which they are either present or represented..

- (3) To provide a particular focus, with the Director of Children, Education & Early Help Services and the Chief Executive of the Children's Company, 'Brighter Futures for Children', on safeguarding and promoting the welfare of children across all agencies. The responsibilities of the Chief Executive of the Company, the Director and Lead Councillor extend to all children receiving services in their area, irrespective of the type of school they attend, or their home local authority area.
- (4) To develop, promote and implement policies, strategies and procedural arrangements to champion children's interests both across functional boundaries within the local authority and across local partnerships to ensure that the needs of all children and young people, including the most disadvantaged and vulnerable, and their families and carers, are addressed, with a particular focus on promoting early identification and prevention through:
 - effective coordination between Council services;
 - effective consultation and co-operation between the Council and the police, PCT, other Health Trusts, Probation Service, Connexions, the Children and Family Court Advisory Service, the Learning & Skills Council and the voluntary and community sector;
 - active leadership of the Reading Children's Trust;
 - effective integrated and strategic commissioning, leading to integrated service delivery;
 - active membership of the Local Safeguarding Children Board.
- (5) To oversee the development and implementation of the Children and Young People's Plan and related strategies and policies
- (6) To oversee the implementation of the following corporate strategies and policies:
 - 14-19 Strategy
 - Children & Young People's Plan
 - Children in Care Pledge
 - Early intervention strategy
 - Play Strategy (with Culture & Sport)
 - Learning Difficulties and Disabilities Strategy (with Education)
- (7) To contribute to and be satisfied that the local authority demonstrates high standards of corporate parenting, in particular by encouraging Members to promote the educational achievement and health and well-being of looked after children and children leaving care
- (8) To ensure provision of the following services and support to the specific vulnerable groups listed below to meet statutory responsibilities:
 - Children's action teams which deliver family support for Children in need, education welfare, educational psychology and youth engagement services
 - Child protection
 - Services to Looked-after children and Care Leavers
 - Fostering, Adoption and post-adoption support
 - SEN assessments and support to children with disabilities
 - Children with mental health problems
 - Young carers
 - Children missing education
 - Young runaways
 - Elective Home Education
 - Behavioural Support
 - Early years and play services including children's centres

- Teenage conception reduction and support to teenage parents
 - Young People not in education employment or training
 - Support to children and young people in conflict with the law through the Youth Offending Service, Source and other Safer Communities initiatives (jointly with Neighbourhoods & Housing, Culture & Sport).
- (9) To be satisfied that the discharge of the authority's statutory children's services' functions is effective by:
- ensuring regular access to reports and management data and ask questions about performance and outcomes
 - ensuring services meet inspection requirements developed by the Office for Standards in Education (Ofsted) and the Commission for Healthcare Audit and Inspection (CHAI)
 - developing performance management arrangements that deliver shared and agreed outcomes across services that work with children and young people.
- (10) To be responsible for responses to consultation undertaken by external bodies eg OFSTED and Care Quality Commission on children's service provision in Reading, and on developments outside Reading affecting residents in Reading
- (11) **Brighter Futures for Children**

To work with the Director for Children, Education & Early Help and the Chief Executive and Chair of Brighter Futures for Children to establish the Company and ensure it delivers the Children's Services responsibilities of the Local Authority.

4. CORPORATE & CONSUMER SERVICES

A) Audit & Financial Management

- (1) To ensure the existence of effective financial and management audit arrangements, reporting any concerns to Audit & Governance Committee as necessary.
- (2) To oversee the development and implementation of the following corporate strategies and policies:
 - Annual Governance statement and Assurance Report??
 - Anti-Fraud Strategy, Fraud Response Plan and Housing Benefit Prosecution Policy
 - Capital Strategy - implementation (Leadership development of Strategy)
 - Corporate Governance
 - Corporate Asset Management Plan (monitoring & implementation responsibilities)
 - Corporate Procurement Strategy
 - Business Continuity Plan
 - Financial Regulations
 - Risk Management Strategy
 - Treasury Management Strategy
- (3) To be responsible for the following corporate activities and services:
 - Financial Management
 - Revenues and Benefits
 - Internal Audit and Investigations Team
 - Emergency Planning
 - Accountancy
 - Communications and Promotion
 - Submissions to national award schemes
 - Democratic Services
 - Electoral Registration and Elections
 - Facilities Management
 - Civic Centre and Corporate Buildings
 - Legal Services
 - Development and Land & Property, including management of Council buildings and sites (Use of assets with Leadership)
 - Markets
- (4) To monitor the corporate management of the Council, and the effective delivery of its services to the public; and to oversee the Council's management processes to ensure their effective contribution to the provision of efficient, high quality services; including the need for new services or changes in services where appropriate. (see also Leadership)

B) Equalities and Human Resources

- (5) To promote equal opportunities in employment and in the provision and delivery of services, both by the Council and by other agencies providing services locally; to monitor its effectiveness of this provision; and to disseminate good practice - with Neighbourhoods and Communities.
- (6) To oversee the development and implementation of the following corporate strategies and policies:
 - Human Resources Strategy
 - Pay Policy

- (7) To be responsible for the following corporate activities and services:
- Corporate Human Resources
 - Industrial Relations
 - Recruitment and Selection
 - Health & Safety (RBC)
 - Management Development and Training
 - Equal access to premises, facilities and services
- C) Performance Management and Service Improvement**
- (8) To monitor the delivery of the Council's Corporate Programme to achieve the savings and transformational change needed to ensure the Council's financial sustainability and service improvement
- (9) To work with the Chief Executive and the Corporate Management Team and support the Corporate Delivery Board, which will be responsible for implementing the Corporate Programme, to deliver the targets of the eight workstreams:
- Digital Futures
 - Children's Company
 - Cultural & Leisure Trust
 - Adults' Transformation
 - Children's Transformation
 - Commercialisation
 - Transport & Parking
 - Assets
- (10) To promote a corporate governance framework for the Council, addressing community leadership, service delivery arrangements, structures and processes, risk management and internal controls, and standards of conduct, and to monitor its implementation.
- (11) To oversee the development and implementation of the following corporate strategies and policies:
- * Customer Services Programme
 - * Corporate Complaints Procedure and Policy and Procedure for Dealing with Unreasonably Persistent Complainants
 - * Information Strategy
 - * Information Security Policy
- (12) To be responsible for the following corporate activities and services:
- * Business Support
 - * Customer Services
 - * Strategic IT
 - * Policy, Performance and Community Services
- (13) To promote a corporate framework for performance management and service planning, to identify areas of good and bad performance.
- (14) To promote and oversee the development and implementation of the Performance Improvement Programme and associated corporate projects.

- (15) Within the context both of corporate performance management and the overall budget situation, to review and evaluate alternative models of service provision, including developing new partnerships to deliver services differently, in consultation with the Leader and relevant Lead Councillors.

D) Environmental Health & Public Protection

- (16) To be responsible for the following environmental health and public protection legislation and services within the Borough (with other Lead Councillors where appropriate):
- Cemeteries and crematorium
 - Sunday trading
 - Consumer advice and trading standards
 - Registrar's service (births, marriages and deaths)

5. CULTURE, HERITAGE & RECREATION

A) Culture

- (1) To oversee policy priorities and objectives and strategies for the provision of arts, cultural and leisure services in Reading; both directly by the Borough Council and in partnership with the private sector and other agencies; and to monitor and review provision against the Council's corporate and strategic objectives.
- (2) To oversee the development and implementation of the following corporate strategies and policies:
 - Allotments Management Plan
 - Cultural Strategy
 - Library Annual Position Statement
 - Open Spaces Strategy
 - Play Strategy (with Children & Families)
 - Public Art Strategy
 - to Health, Wellbeing & Sport
 - Thames Parks Plan
 - Tree Strategy (with Strategic Environment)
 - Your Reading (Passport) (with Health, Wellbeing & Sport)
- (3) To ensure the provision of the following services:
 - Health, Wellbeing & Sport
 - Catering services.
 - Museum Service
 - Entertainment, arts, cultural and other facilities at the Hexagon, 21 South Street, the Town Hall and at other venues
 - Library Service
 - Public art programme
 - Outdoor recreational facilities, including parks and children's play areas
 - Allotments
 - Woodlands Management (see also Strategic Environment)
 - Archive and Modern Records service
- (4) To promote:
 - tourism in the Borough;
 - the development and use of waterways within Reading;
 - the general development of the arts and learning in Reading, including the support of community arts initiatives.
- (5) To ensure the care of the Council's historic monuments and buildings, including the Abbey Ruins, Abbey Gateway, and the Caversham Court Gazebo.
- (6) To co-ordinate all non-licensing aspects of Council policy towards arts and leisure festivals and other major events.
- (7) To promote good community relations and consultation, including the following partnerships:
 - Cultural Partnership

5. EDUCATION

- (1) To develop, promote, and implement policies, strategies, and procedural arrangements for the provision of the Council's educational institutions, including the Council's scheme for the financing of schools.
- (2) To oversee the implementation of the following corporate strategies and policies:
 - Learning Difficulties and Disabilities Strategy (with Children & Families)
 - Adult Learning Plan
 - School Improvement Strategy
 - Berkshire Post-16 Partnership plan
- (3) To ensure the provision of the following education services:
 - * School admissions
 - * Planning of school places and capital development
 - * Finance/IT support for schools
 - * Governor Support
 - * Information services
 - * Equality services
 - * School Improvement
 - * New Directions Service
 - * Commissioning high needs places
 - * Organising home to school transport
- (4) To work in partnership with neighbouring local education authorities, maintained schools, Academies, Free schools, the Regional Schools Commissioner and other educational providers to promote high educational standards and opportunities within Reading and for Reading children, and to ensure that the Council as local education authority is able to meet its statutory duties to ensure the effective education of all local children.
- (5) To co-ordinate and monitor the nomination and/or the appointment of Borough representatives on School Governing and other Educational Bodies.
- (6) To be responsible for responses to consultation undertaken by external bodies eg DfE, OFSTED, LGA and on education provision by schools in Reading, and provision outside Reading affecting residents in Reading
- (7) To promote good community relations and consultation, with particular reference to the following partnerships and key stakeholders in the Education Service, parents, governors, teachers and the voluntary sector:
 - Children's Trust
 - Berkshire Post-16 Partnership
- (8) To monitor and challenge schools with regards to:
 - Standards and attainment.
 - Inclusion
 - Budgets
 - Ofsted outcomes to be good or outstanding.
- (9) To be responsible for the following environmental health and public protection legislation and services within the Borough:
 - Environmental education and health promotion (with Health, Wellbeing & Sport)

- School Transport Drivers' Licences

(10) **Brighter Futures for Children**

To work with the Director for Children, Education & Early Help and the Director and Chair of Brighter Futures for Children to establish the Company and ensure it delivers the Education Services responsibilities of the Local Authority.

6. HEALTH, WELLBEING & SPORT

- (1) To oversee the development and implementation of policies, strategies and procedural arrangements for the provision of the Council's public health functions under the terms of the Health & Social Care Act 2012 and the National Health Service Act 2006.
- (2) To seek to secure the best possible health care system for the people of Reading and to reduce health inequalities in the Borough, by working in partnership with the Clinical Commissioning Groups, the local Healthwatch, the Thames Valley Area team of the NHS Commissioning Board, and other interested stakeholders, health bodies and interested community and voluntary groups.
- (3) To work with health partners, the Director of Public Health for Berkshire, the Director of Children, Education & Early Help, and the Lead Councillors for Adult Social Care, and Children, to improve the health of all people in the Borough's area, in association where appropriate with other services provided by the Borough Council across all portfolio areas.
- (4) To lead for the Council on the Reading Health & Wellbeing Board, and to work in conjunction with Board members to:
 - Oversee the preparation of Joint Strategic Needs Assessments with the Clinical Commissioning Groups
 - Approve a strategy for meeting the local health needs identified by the Joint Strategic Needs Assessment, including through the exercise of the Council's functions
 - Develop, agree and implement a shared agenda for commissioning health provision in Reading
 - Monitor the award and delivery of contracts for health provision in Reading, including contracts under the joint arrangement for public health in Berkshire
- (5) To be responsible for the following services:
 - any public health functions of the Secretary of State which the local authority is required to discharge on his/her behalf
 - dental health functions of the Council
 - health of prisoners, in cooperation with the prison service
 - the Council's duties set out in Schedule 1 of the National Health Act 2006, including 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
- (6) To oversee the implementation of the health transition programme in Berkshire, including the operation of the joint arrangement for public health and the Public Health Joint Advisory Board for Berkshire
- (7) To oversee the development and implementation of plans and strategies and health and public protection legislation and services within the Borough:
 - Food Law Enforcement Service Plan
 - Food, health and hygiene
 - Health and Safety at Work (not RBC)
 - Environmental education and health promotion (with Education)
 - Safety at Sports Grounds
 - Functions relating to smoke-free premises
 - Any other activities which contribute to the maintenance and improvement of the environmental health and protection of the people of Reading and to exercise the

Council's powers in respect of all other environmental health, public protection and environmental matters

Sport

- (8) To oversee the development and implementation of the Sports Facilities Strategy
- (9) To oversee the provision of indoor recreation facilities at the Council's leisure centres and those of its leisure partners.
- (10) To promote sport development in the Borough.
- (11) Your Reading (Passport) (with Culture, Heritage & Recreation).

7. HOUSING

- (1) To oversee the development and implementation of policies and strategies for the provision and improvement of housing in the Borough, including in the private sector
- (2) To oversee the development and implementation of the following corporate strategies and policies:
 - Empty Homes Strategy
 - Homelessness Strategy
 - Housing Allocations Policy and Strategy
 - Housing Investment Plan and Housing Strategy Statement
 - Housing Revenue Account Self-financing Business Plan
 - Housing Strategy
 - Tenancy Strategy
- (3) To be responsible for the direct provision of the Council's housing services and responsibilities, including:
 - providing housing accommodation for those households in need, either directly through the Council's own stock, or in other ways, in conjunction with Housing Associations and developers.
 - managing the Council's stock of housing, shops and garages, and assessing rents of dwellings.
 - temporary accommodation for those in urgent need through homelessness or emergency.
- (4) To oversee the provision of housing services to tenants through the Whitley PFI scheme
- (5) To be responsible for all housing services provided to Council and private sector tenants, including:
 - Right to Buy legislation and the sale of Council dwellings;
 - Housing Defects Act 1984;
 - tenants' consultation;
 - rent arrears
 - renovation grants;
 - mortgage advances;
 - advisory services to private sector tenants and landlords;
 - Housing Advice service;
 - determination of homelessness
 - Rent Officer
- (6) To oversee the promotion, licensing (where applicable) and enforcement of satisfactory standards in housing accommodation in the private sector, including houses in multiple occupation; action in respect of unfit individual private rented dwellings; and public safety in the case of empty properties.
- (7) To promote the assessment and fulfilment of present and future housing needs, whether in the public or private sectors.
- (8) To promote good community relations and consultation, including the following partnerships:
 - RFTRA

8. NEIGHBOURHOODS & COMMUNITIES

A) Environment

- (1) To oversee the development and implementation of plans and strategies in the following areas:
 - Graffiti Removal Policy
 - Love Clean Reading
- (2) To be responsible for environmental maintenance and cleansing in the Borough, including:
 - Dog Warden service
 - Grounds maintenance and environmental maintenance of all Council land, including housing and parks;
 - Noise regulation
 - Public conveniences;
 - Refuse collection
 - Recycling and refuse treatment and disposal (with Strategic Environment)
 - Street sweeping and cleansing;
 - Woodlands (see also Culture, Heritage & Recreation);
- (3) To promote good community relations and consultation, including the following partnerships (with Strategic Environment)
 - GLOBE Groups
 - Greater Reading Environment Network (GREN)
- (4) To determine the position of the Borough Council in respect of the Authority's responsibilities and functions under legislation governing the Police and Fire & Rescue Services, including all matters concerned with the administration of these services.

B) Community Safety

- (1) To promote good community relations and consultation, including the following partnerships:
 - Community Safety Partnership, Delivery Groups of the CSP, and the Youth Offending Team
 - Safer Neighbourhood Forums (x9)
 - Safer Reading Neighbourhood Forums Group
 - Reading Neighbourhood Network
 - Berkshire Fire and Rescue Authority and Committee
 - Thames Valley Police and Police & Crime Panel
- (2) To oversee the development and implementation of the following corporate strategies and policies:
 - Anti-Social Behaviour Strategy
 - Community Safety Strategic Assessment
 - Crime and Disorder Reduction Partnership/Community Safety Plan
 - Domestic Abuse Strategy
 - Youth Justice Plan
- (3) To oversee the development and implementation of a community hubs programme, co-locating services to improve service take-up and facilitate sharing of resources and the creation of vibrant public buildings

(4) To ensure the direct provision of the following services:

- Community Safety partnership coordination
- Anti-Social Behaviour cross tenure service
- Gypsy and Traveller liaison

C) Community Capacity Development

(1) To develop, co-ordinate and monitor a community development strategy for the Council, by:

- co-ordinating community development opportunities
 - developing partnerships and working arrangements with other agencies and service providers

(2) To develop a new public involvement strategy for the Council, exploring and promoting new ways for the Council to engage with local people, communities and stakeholders, including use of a wide range of consultation methods, and developing opportunities for devolving decisions to local communities (with Leadership)

(3) To oversee the development and implementation of the following corporate strategies and policies:

- Community Development Strategy
 - Consultation and Participation Strategy (with Leadership)
 - Social Inclusion Strategy, the promotion of co-operatives and closed-loop economies in local areas (with Leadership)
 - Thriving Neighbourhoods
 - Voluntary Sector Strategy (with Leadership)

(4) To ensure the direct provision of the following services:

- Community functions, including use of community halls and other community facilities
- Community Enablement

(5) To co-ordinate and monitor representation on outside organisations and Community Centre Management Committees

(6) To promote community use of facilities provided by other public bodies, agencies or businesses.

D) Equalities

To act as the Council's 'equalities champion' promoting equal opportunities, and to lead on the general responsibility of all Lead Councillors to:

- Ensure that the Council's functions and services are delivered in accordance with Section 149 of the Equality Act 2010, having due regard to the need to:
 - eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
 - advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
 - foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

- act to any of the equality enactments as defined in section 33 of the Equality Act 2006, and do not discriminate against people on grounds of race, gender, disability, religion or belief, sexual orientation, and age.

E) Public Protection & Regulation

To oversee the development and implementation of plans and strategies and public protection legislation and services within the Borough:

- Gambling Licensing Statement
- Licensing Authority Policy Statement
- Animal health and welfare
- Functions under the Licensing Act 2003 (Premises licensing etc)
- Caravan Sites/ Mobile Homes
- Sex Establishments and Sexual Entertainment Venues

9. STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT

A) Environment

- (1) To oversee the development and implementation of policies and strategies across Council services to address climate change issues identified at the Rio Earth summit 1992 and subsequent summits, through the international Agenda 21 and biodiversity treaties:
 - Climate Change Strategy and Action plan
 - Bio-diversity Plan
 - Contaminated Land Strategy
 - Environment Strategy
 - Joint Municipal Waste Management Strategy (with Bracknell Forest and Wokingham)
 - Tree Strategy (with Recreation & Regulation)
 -
- (2) To be responsible for services which contribute to the quality of the environment in Reading, including:
 - Refuse recycling, treatment and disposal (with Recreation & Regulation)
 - Promoting “green” waste disposal in partnership with neighbouring authorities through RE3
 - Air quality, noise and radiation
 - Common land and access to countryside
 - Development of Woodlands (with Recreation & Registration)
- (3) To work in partnership with the Environment Agency and Thames Water to promote flood prevention
- (4) To promote good community relations and consultation, including the following partnerships:
 - Climate Change Partnership
 - Cultural Partnership - Green Strand
 - Local GLOBE
 - Greater Reading Environment Network (GREN) (with Neighbourhoods)
 - Re3 Waste Disposal Partnership

B) Planning

- (1) To oversee the implementation of the strategic planning framework for the Council, with particular reference to:
 - Local Development Framework
 - Sites & Detailed Policies Document
 - Unitary, Structure, Borough and local plans
 - Minerals
 - Cross-boundary plans
 - Area plans or planning briefs for strategic sites within the Borough
 - Climate Change Strategy and Action Plan
 - Community Infrastructure Levy
- (2) To be responsible for advising on the Council's position on strategic matters under consideration by the Joint Minerals and Waste Planning Committee
- (3) To approve responses to consultation on:

- Major developments outside the Borough which affect the Borough.
 - Regional or sub-regional planning guidance and regional transport strategy
 - Other authorities' local or structure plans
 - Any strategic, non-statutory supplementary planning guidance such as area plans or planning briefs
- (4) To be responsible for the following functions:
- Planning policy
 - Development control
 - Planning enforcement
 - Building Control
- (5) To ensure effective public and business participation in the planning processes

C) Transport

- (1) To oversee the implementation of a transport strategy for both the Borough and the town centre, and to ensure that the transport elements of all major Council and private sector development initiatives contribute to the aims of the Council's transport strategy.
- (2) To oversee the implementation of the following corporate strategies and policies:
- Local Transport Plan
 - Local Development Framework
 - Access Plan for Reading
 - Cycling Strategy
- (3) To be responsible for the following services:
- road safety
 - car parking
 - Hackney carriage ranks
 - transport services for the disabled
 - cycling
 - concessionary fares scheme
 - road safety plans, training and school crossing patrols
 - maintenance of street lighting, street furniture and bus shelters
 - highways maintenance, construction and management
 - highway development and improvement
 - bridge maintenance and construction
 - private street works
 - public transport support and co-ordination
 - matters arising from the Reading Urban Area Package and Berkshire Local Transport Plan, including the management of relevant budgets
 - reservoirs
 - Traffic signals
 - Transport planning
 - Traffic management regulatory functions
 - Footpaths, bridleways, byways and other non-road public rights of way
- (4) To ensure effective public, stakeholder and business participation in the planning and transport processes
- (5) In partnership with neighbouring authorities:
- to oversee the implementation of the Reading Area Transport Plans

- to prepare a Transport Policy and Programme, and to recommend the Local Transport Plan bid and bids for supplementary grant, Local Strategic Transport Funding and other sources of Government, European and private funding to the Council.
 - To operate the Berkshire Local Transport Body Assurance Framework, and to represent the Council on the Local Berkshire Transport Body and
- (6) To co-ordinate liaison with:
- Local Sustainable Transport Fund Cross-Boundary Councillor Steering Group
 - Berkshire Strategic Transport Forum
- (7) To represent the interests of the Council as shareholder in Reading Transport Limited.
- (8) To be responsible for the following environmental health and public protection legislation and services within the Borough:
- Hackney Carriage Licences (including Vehicle and Drivers Licences)
 - Private Hire (including Vehicle, Drivers and Operators Licences)
 - Scrap Metal Dealers or Motor Salvage Operator
 - Street Trading
 - Approval of recreation and refreshment facilities under Part VIIA of the Highways Act 1980