

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
 - Registrars

- 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 act as the shareholder to the Council's wholly-owned Housing Company: "Homes for Reading Limited".
- (13) To act as sole member/owner of Brighter Futures for Children and to exercise all the Council's responsibilities in relation to this function.
- (14) To act as the shareholder to the Council's wholly-owned Company, Reading Transport Limited.
- (15) 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).

- (16) Climate Change Strategy - To contribute to and adopt the relevant parts of the Climate Change action plan.

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 Trustees' Sub-Committee

To act as Trustee for the Council and consider and respond to any proposal made by any organisation, including the local authority, which might affect the objectives of the charitable trusts below:

- 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

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

- (1) To be the authority's Education and Social Services Committee.
- (2) 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) **Adult Social Care**
- Support or health services to vulnerable adults provided by the local authority
 - Assessment of need, 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**
- Adoption
 - Children's public health - health visiting and school nursing
 - Corporate Parenting
- (c) **Education**

- Maintenance and development of maintained school buildings, and new school building
- School Finance, including Dedicated Schools Grant
- Adult education and lifelong learning - New Directions
- Home-to-school transport

(d) Health

- (3) 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.
- (4) To be responsible for oversight of the RBC client function of the service delivery contract with Brighter Futures for the delivery of the Council's children's social care, early years and education services covered by the contract, and the governance of the children's company:

(a) Children's Services

- Support services to children provided by the local authority
- 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

(b) Education

- Primary and secondary education
 - 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
- (5) 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

- (6) To be responsible for the overview, service performance and improvement and scrutiny of all functions for which the Committee is responsible.
- (7) 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.
- (8) Climate Change Strategy - To contribute to and adopt the relevant parts of the Climate Change action plan.

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
- Dog warden service
- Environmental education and health promotion
- Environmental Health - commercial
- Food health and hygiene
- Noise regulation
- Smoke-free premises and smoking cessation

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
- Highway Maintenance

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.
- (5) Climate Change Strategy - To contribute to and adopt the relevant parts of the Climate Change action plan.

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:

Strategic Environment matters, including:

- Agenda 21 and biodiversity
- Air quality, noise and radiation
- Contaminated land
- Flood prevention
- Recycling and waste disposal (not operational matters see HNL)
- Woodlands Plan

Planning

- Building Control
- Planning Policy
- Planning Enforcement

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 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 be responsible for the overview, service performance and improvement and scrutiny of all functions for which the Committee is responsible
- (4) Registration Services, including cemeteries and crematorium and any other regulatory services not covered by other Committees
- (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)
- (6) Climate Change Strategy - To contribute to and adopt the relevant parts of the Climate Change action plan.

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.