



## NOTICE OF MEETING

### Annual Council

**Wednesday 23 May 2018, 7.30 pm**

**Council Chamber - Time Square, Market Street, Bracknell,  
RG12 1JD**

### To: The Council

Councillor Mrs McKenzie-Boyle (Mayor), Councillor Finch (Deputy Mayor),  
Councillors Allen, Mrs Angell, Angell, Dr Barnard, Bettison OBE, D Birch, Mrs Birch, G Birch,  
Brossard, Brunel-Walker, Dudley, Finnie, Ms Gaw, Mrs Hamilton, Harrison, Mrs Hayes MBE,  
Ms Hayes, Heydon, Dr Hill, Mrs Ingham, Kennedy, Leake, McCracken, Mrs McCracken,  
Mrs McKenzie, McLean, Mrs Mattick, Ms Merry, Ms Miller, Peacey, Phillips, Porter, Skinner,  
Mrs Temperton, Thompson, Tullett, Turrell, Virgo, Wade and Worrall

TIMOTHY WHEADON  
Chief Executive

### EMERGENCY EVACUATION INSTRUCTIONS

- 1 If you hear the alarm, leave the building immediately.
- 2 Follow the green signs.
- 3 Use the stairs not the lifts.
- 4 Do not re-enter the building until told to do so.

If you require further information, please contact: Kirsty Hunt  
Telephone: 01344 353108  
Email: [kirsty.hunt@bracknell-forest.gov.uk](mailto:kirsty.hunt@bracknell-forest.gov.uk)  
Published: 15 May 2018



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**Wednesday 23 May 2018, 7.30 pm**  
**Council Chamber - Time Square, Market Street, Bracknell,**  
**RG12 1JD**

Sound recording, photographing, filming and use of social media at meetings which are held in public are permitted. Those wishing to record proceedings at a meeting are however advised to contact the Democratic Services Officer named as the contact for further information on the front of this agenda as early as possible before the start of the meeting so that any special arrangements can be made.

**AGENDA**

Page No

*The meeting will be opened with prayers by the Mayor's Chaplain*

**1. Apologies for Absence**

**2. Declarations of Interest**

Members are asked to declare any disclosable pecuniary or affected interests in respect of any matter to be considered at this meeting.

Any Member with a Disclosable Pecuniary Interest in a matter should withdraw from the meeting when the matter is under consideration and should notify the Democratic Services Officer in attendance that they are withdrawing as they have such an interest. If the Disclosable Pecuniary Interest is not entered on the register of Members interests the Monitoring Officer must be notified of the interest within 28 days.

Any Member with an affected Interest in a matter must disclose the interest to the meeting. There is no requirement to withdraw from the meeting when the interest is only an affected interest, but the Monitoring Officer should be notified of the interest, if not previously notified of it, within 28 days of the meeting.

**3. Election of the Mayor of the Borough of Bracknell Forest for the 2018/19 Municipal Year**

**4. Vote of Thanks to the Retiring Mayor**

**5. Response by the Immediate Past Mayor**

**6. Appointment of the Deputy Mayor of the Borough of Bracknell Forest for the 2018/19 Municipal Year**

**7. Mayor's Announcements**

8. **Appointments by the Leader of the Council**

This report asks the Council to note:

5 - 24

- a) the Members appointed by the Leader to serve on the Executive for the 2018/19 Municipal Year;
- b) the appointment of Executive Committees, Sub-Committees and Advisory Panels; and
- c) the appointments by the Leader to external organisations

9. **Establishment of Committees and Associated Matters**

This report asks Council to agree:

25 - 30

- a) the establishment and membership of Committees;
- b) appointments to External Organisations;
- c) the appointment of Council Champions.

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**TO: ANNUAL COUNCIL  
23 MAY 2018**

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**APPOINTMENTS AND DELEGATIONS BY THE LEADER OF THE COUNCIL  
FOR THE 2018/2019 MUNICIPAL YEAR  
Director of Resources – Democratic & Registration Services**

**1 PURPOSE OF REPORT**

- 1.1 This report presents to the Council appointments and delegations by the Leader of the Council for the forthcoming Municipal Year. Where there are changes to the current delegations, the Constitution will be amended accordingly.

**2 SUPPORTING INFORMATION**

- 2.1 At the Annual Council meeting on 27 May 2015 Councillor Bettison was elected Leader of the Council for a four year term, 2015-2019.
- 2.2 The Leader of the Council has authority to:
- determine the number and scope of Executive portfolios;
  - make appointments to the Executive;
  - appoint Executive Committees; determine their terms of reference and constitution; and appoint Executive Members to them;
  - determine the nature and extent of any delegation of Executive functions to any other authority or any joint arrangements, and appoint Members to any joint committee;
  - make appointments to advisory panels and sub-groups of the Executive; and
  - make appointments to external organisations whose functions are the sole responsibility of the Executive.

## **Executive Members**

- 2.3 The Leader has appointed Executive Members with portfolios as set out below. Information regarding each Executive Member, including their wards and contact details, is available on the Council's website [www.bracknell-forest.gov.uk](http://www.bracknell-forest.gov.uk).

<b>Councillor</b>	<b>Portfolio</b>
Councillor Dr Barnard	Children, Young People and Learning (Vice-Chairman of the Executive)
Councillor Bettison	Council Strategy and Community Cohesion (Leader of the Council and Chairman of the Executive)
Councillor Birch	Adult Services, Health and Housing (Deputy Leader of the Council)
Councillor Brunel-Walker	Economic Development and Regeneration
Councillor Mrs Hayes	Environment
Councillor Heydon	Transformation and Finance
Councillor McCracken	Culture, Resources and Public Protection
Councillor Turrell	Planning and Transport

- 2.4 The portfolios of executive responsibilities for each Executive Member are included in Part 2, Section 5 of the Council's Constitution.

## **Executive Committees**

- 2.5 The terms of reference of Executive Committees appointed by the Leader are set out in Part 2, Section 5 of the Council's Constitution, including joint committees exercising executive functions.

## **Appointments to Committees, advisory panels and sub-groups of the Executive**

- 2.6 A template setting out proposed committees, sub-committees, steering groups, advisory groups and panels is set out at Appendix A.

## **Appointments to external organisations**

- 2.7 A template setting out the external organisations to which appointments will be made is set out at Appendix B.

## **3 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

### **Borough Solicitor**

- 3.1 Nothing to add to the report.

#### Borough Treasurer

- 3.2 There are no additional revenue implications arising from the above recommendations.

#### Equalities Impact Assessment

- 3.3 Not relevant to this report.

#### Strategic Risk Management Issues

- 3.4 Not relevant to this report.

### **4 CONSULTATION**

#### Principal Groups Consulted

- 4.1 None.

#### Method of Consultation

- 4.2 Not applicable.

#### Representations Received

- 4.3 Not applicable.

#### Background Papers

None

#### Contact for further information

Ann Moore, Democratic & Registration Services - 01344 352260

[ann.moore@bracknell-forest.gov.uk](mailto:ann.moore@bracknell-forest.gov.uk)

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## Membership of the Executive, Overview & Scrutiny, Regulatory Committees and Other Committees 2018/19

**Mayor:** Councillor Finch  
**Deputy Mayor:** Councillor Mrs McKenzie

**Leader of the Council:** Councillor Bettison OBE  
**Deputy Leader of the Council:** Councillor D Birch

Key: Committee appointed by	
	Council / relevant Committee
	the Leader
	O&S Commission

### Executive Members

Councillor Dr Barnard	Executive Member for Children, Young People and Learning (Vice-Chairman elect of the Executive)
Councillor Bettison OBE	Executive Member for Council Strategy and Community Cohesion (Leader of the Council and Chairman elect of the Executive)
Councillor D Birch	Executive Member for Adult Services, Health and Housing (Deputy Leader of the Council)
Councillor Brunel-Walker	Executive Member for Economic Development and Regeneration
Councillor Mrs Hayes MBE	Executive Member for the Environment
Councillor Heydon	Executive Member for Transformation and Finance
Councillor McCracken	Executive Member for Culture, Resources and Public Protection
Councillor Turrell	Executive Member for Planning and Transport

### Council Champions

Business Champion	Councillor Wade
Commuters' Champion	Councillor Harrison
Older People's Champion	Councillor Thompson
Voluntary Sector Champion	Councillor Finnie
Champion	Vacancy

## Overview and Scrutiny

<p><b>Overview &amp; Scrutiny Commission</b> (13 Councillors)</p> <p><b>Conservative (12)</b></p> <p><b>Labour (1)</b> Mrs Temperton</p> <p><b>Substitute Members</b></p> <p><b>Conservative (5)</b></p> <p><b>Church Representatives (2)</b> Vacancy (voting) Vacancy (voting)</p> <p><b>Parent Governor Representatives (2)</b> Ms L Wellsteed (voting) Vacancy (voting)</p>	<p><b>Adult Social Care, Health &amp; Housing Overview &amp; Scrutiny Panel</b> (12 Councillors)</p> <p><b>Conservative (11)</b></p> <p><b>Labour (1)</b> Mrs Temperton</p> <p><b>Substitute Members</b></p> <p><b>Co-opted Representative (1)</b> Dr Norman (non voting)</p> <p><b>Conservative (5)</b></p> <p><b>Local Healthwatch Bracknell Forest Observer (1)</b> Mark Sanders (non voting)</p>
<p><b>Children, Young People &amp; Learning Overview &amp; Scrutiny Panel</b> (9 Councillors)</p> <p><b>Conservative (8)</b></p> <p><b>Labour (1)</b> Mrs Temperton</p> <p><b>Substitute Members</b> <b>Conservative (5)</b></p> <p><b>Church Representatives (2)</b> Vacancy (voting) Vacancy (voting)</p> <p><b>Parent Governor Representative (2)</b> Ms L Wellsteed (voting) Vacancy (voting)</p> <p><b>Teacher Representative (1)</b> Ms D Owen (non-voting)</p> <p><b>Social Care Representatives (1)</b> Miss C Barrett (non voting)</p>	<p><b>Environment, Culture &amp; Communities Overview &amp; Scrutiny Panel</b> (9 Councillors)</p> <p><b>Conservative (9)</b></p> <p><b>Substitute Members</b> <b>Conservative (5)</b></p>

## Regulatory Committees

<p><b>Appeals Committee</b> (5 Councillors)</p> <p><b>Conservative (5)</b></p> <p><b>Substitute Members</b> <b>Conservative (5)</b></p>	<p><b>Code of Conduct Panel – Sub Committee of Governance &amp; Audit Committee</b> (3 Councillors)</p> <p>Any three councillors drawn from the membership of the Governance &amp; Audit Committee based on availability, plus one co-opted independent member or parish/town council representative drawn from a pool based on availability.</p> <p><b>Independent Co-opted Members</b> (for complaints concerning Borough councillors) David St John Jones in his capacity as the independent Co-opted Member of Governance &amp; Audit Committee, Heather Quillish Khan Juna</p> <p><b>Parish/Town Council Representatives</b> (for complaints concerning Parish / Town Councillors) Cllr Bob Shurville – Winkfield Parish Council Cllr Bruce McKenzie-Boyle – Crowthorne Parish Council</p> <p><b>Independent Persons</b> Dr Louis Lee Vacancy (reserve)</p>
<p><b>Education Employment Sub Committee of Employment Committee</b> (6 Councillors)</p> <p><b>Conservative (6)</b></p> <p><b>Non-voting Members of the Teachers Associations:</b> David Allais (UNISON) Graham Jackson (NASUWT) Tom Wheaton (NUT) Asia Allison (GMB)</p> <p><b>Substitute Members</b> <b>Conservative (5)</b></p>	<p><b>Employment Committee</b> (9 Councillors)</p> <p><b>Conservative (8)</b>                      <b>Labour (1)</b> Mrs Temperton</p> <p><b>Substitute Members</b> <b>Conservative (5)</b></p>

<p><b>Governance &amp; Audit Committee (8 Councillors)</b></p> <p><b>Conservative (7)</b></p> <p><b>Labour (1)</b> Mrs Temperton</p> <hr/> <p><b>Substitute Members Conservative (5)</b></p> <p><b>Independent Member</b> Mr D St. John Jones</p>	<p><b>Licensing and Safety Committee (15 Councillors)</b></p> <p><b>Conservative (15)</b></p>
<p><b>Licensing Panel – Sub Committee of Licensing and Safety Committee (3 Councillors)</b></p> <p>Any three councillors drawn, as required, from the Membership of the Licensing and Safety Committee.</p> <p><b>Chairs of Panels:</b> Any Councillor who has completed Chairman elect training drawn, as required, from the Membership of the Licensing and Safety Committee.</p>	<p><b>Personnel Appeals Panel – Sub Committee of Employment Committee (4 Councillors)</b></p> <p>Any four of the Employment Committee who are available on the day.</p>
<p><b>Planning Committee (19 Councillors)</b></p> <p>Conservative (19)</p>	

## Other Committees

<p><b>Bracknell Forest Access Group</b> <b>(4 Councillors)</b></p> <p><b>Conservative (4)</b></p>   <p><b>Substitute Members (5)</b></p>	<p><b>Bracknell Town Centre Regeneration Committee</b> <b>(5 Executive Members)</b></p>   <p><b>Co-optee</b> (Non voting) Mrs Temperton</p> <p><b>Substitute Members</b> Any member of the Executive who, in the absence of an appointed Member, is nominated by that Member to serve on the Panel.</p>
<p><b>Code of Conduct Working Group</b> <b>(5 Councillors)</b></p> <p><b>Conservative (4)</b>                      <b>Labour (1)</b> Mrs Temperton</p>   <p>David St. John Jones, Independent member on Governance &amp; Audit Committee</p>	<p><b>Corporate Parenting Advisory Panel</b> <b>(6 Councillors)</b></p> <p><b>Conservative (5)</b>                      <b>Labour (1)</b> Mrs Temperton</p>   <p><b>Substitute Members</b> <b>Conservative (5)</b></p> <p><b>Co-Optees</b> Doug Jennings – Bracknell Forest Foster Carers Association Vacancy</p>
<p><b>Democratic / Civic Accommodation Working Group</b> <b>(7 Councillors)</b></p> <p><b>Conservative (6)</b>                      <b>Labour (1)</b> Mrs Temperton</p>	

<b>Education Review Group (3 Councillors)</b>  <b>Conservative (2)</b> Executive Member for Children, Young People and Learning Children, Young People and Learning Overview and Scrutiny Panel Chairman elect  <b>Bracknell Forest Council</b> Director of Children, Young People & Learning or their representative School improvement <b>Independent Chair</b> Mr P Roffe		<b>Labour (1)</b> Mrs Temperton  <b>Headteacher Representative</b> Ms T Donkin (Holly Spring Junior School)  <b>Chair of Governors Representative</b> Ms J Edwards (Sandhurst School) Ms J Sumner (Winkfield St Mary's CE Primary School)  <b>Parent Governor Representative</b> Mr D Mustoe	
<b>Electoral Review Steering Group (4 Councillors)</b>  <b>Conservative (3)</b>       <b>Substitute Members</b> <b>Conservative (5)</b>		<b>Executive Committee: Commercial Property (4 Executive Members)</b>  <b>Councillors</b>       <b>Substitute Members</b> Any Member of the Executive who, in the absence of an appointed Member, is nominated by that Member to serve on the Committee.	
<b>Health and Wellbeing Board (2 Councillors)</b>  <b>Conservative (2)</b> Executive Member for Adult Services, Health & Housing Executive Member for Children & Young People  <b>Berkshire Care Association</b> Fidelma Tinneney  <b>Bracknell &amp; Ascot Clinical Commissioning Group</b> Dr William Tong Vacancy  <b>Berkshire Healthcare NHS Foundation Trust</b> Alix Gild  <b>Bracknell Forest Council</b> Chairman elect of Local Safeguarding Children's Board Chairman elect of Joint Safeguarding Adult Partnership Board Chief Executive, Bracknell Forest Council Director of Adult Social Care, Health & Housing Director of Children, Young People & Learning Strategic Director of Public Health		<b>Bracknell Forest Homes</b> Linda Wells  <b>Frimley Health NHS Foundation Trust</b> Jane Hogg  <b>Involve</b> Philip Cook  <b>South Central Sub Region NHS</b> David Radbourne  <b>Local Healthwatch</b> Mark Sanders  <b>NHS England South Central Region</b> Hilary Turner	

<b>Local Countryside Access Forum</b> <b>(2 Councillors)</b>	<b>Local Joint Committee Consultative Committee of Employment Committee</b> <b>(4 Councillors)</b>  <b>Conservative (4)</b>  <b>Staff side representatives</b> David Allais (Unison) Lorna Cameron (Unison) Nikki Dancey (GMB)  <b>Substitute Members</b> <b>Conservative (2)</b>
<b>Local Plan Working Group</b> <b>(7 Councillors)</b>	<b>Member Development Charter Steering Group</b> <b>(9 Councillors meeting with appropriate Officers)</b>  <b>Conservative (8)</b>  <b>Labour (1)</b> Mrs Temperton  <b>Substitute Members</b> <b>Conservatives (3)</b>
<b>Parish &amp; Town Council Liaison Group</b> <b>(3 Councillors)</b>  <b>Conservative (3)</b>  <b>Two representatives from each of the following:</b> Binfield Parish Council Bracknell Town Council Crowthorne Parish Council Sandhurst Town Council Warfield Parish Council Winkfield Parish Council	<b>School Improvement Advisory Board</b> <b>(6 Councillors including only one Executive Member)</b>  <b>Conservative (6)</b>  <b>Substitute Members</b> <b>Conservative (5)</b>
<b>Secure Accommodation Review Panel</b> <b>(Executive Member)</b>  Executive Member for Children, Young People and Learning, a suitably qualified Social Services officer and an independent person, appointed by the Director of Children, Young People and Learning.	<b>Standing Advisory Council on Religious Education</b> <b>(5 Councillors)</b>  <b>Conservative (5)</b>

**Portfolio Review Groups**

Care Portfolio Review Group	Community Portfolio Review Group
Environment Portfolio Review Group	Finance Portfolio Review Group



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Member Development Charter Steering Group	The Leader	
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Parish & Town Council Liaison Group	The Leader	
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Planning Committee	Council	
School Improvement Advisory Board	The Leader	
Secure Accommodation Review Panel	The Leader	
Standing Advisory Council on Religious Education (SACRE)	The Leader	

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## External Organisations 2018/19

Key: Appointed by	
	Council
	the Leader

	BODY	REPRESENTATION REQUIREMENTS	COUNCILLOR
1	Age Concern Bracknell	1 Trustee	
2	Age UK Berkshire	1 Representative	
3	Berkshire Association of Clubs for Young People	1 Representative	
4	Berkshire Community Foundation	1 Representative	
5	Berkshire Healthcare NHS Foundation Trust	1 Representative	
6	Berkshire Joint Adoption Panel	1 Member	
7	Berkshire Leaders Group	Leader of the Council	
8	Berkshire Local Transport Board	Executive Member for Economic Development and Regeneration  Commuters' Champion as named substitute	
9	Berkshire Maestros (formerly Berkshire Young Musicians' Trust)	1 Trustee	
10	Berkshire Pension Fund Advisory Panel	1 Member	
11	Berkshire Strategic Transport Members' Forum	Executive Member for Economic Development and Regeneration  Commuters' Champion as named substitute	
12	Binfield Badger Group - Management Committee	1 Representative	
13	Birch Hill Community Association	1 Representative	
14	Blackwater Valley Advisory Committee for Public Transport	1 Representative	

	<b>BODY</b>	<b>REPRESENTATION REQUIREMENTS</b>	<b>COUNCILLOR</b>
15	Bracknell & District Citizens Advice Bureau	1 Representative	
16	Bracknell & District Victim Support Scheme	1 Representative	
17	Bracknell & Wokingham College Corporation	1 Representative	Ms Miller (Term of office ends May 2020)
18	Bracknell Forest Fostering Panel	1 Member	
19	Bracknell Voluntary Car Service	1 Representative	
20	Bullbrook Community Association	1 Representative	
21	Children and Young People's Partnership Board	Executive Member for Children, Young People & Learning	
22	Children's Centre Transitional Advisory Board	2 Representatives	
23	Civilian Military Partnership Known as Armed Forces Community Covenant Champion	1 Representative* * Currently acting as Chairman	
24	Climate Berkshire	Executive Member for the Environment	
25	Community Safety Partnership	Executive Member for Culture, Corporate Services and Public Protection  2 Representative	
26	Community Safety Partnership Executive	Executive Member for Culture, Corporate Services and Public Protection	
27	Crown Wood Community Association	1 Representative	
28	Downshire Homes Board Ltd	Executive Member for Adult Social Care, Health & Housing  Executive Member for Transformation & Finance	
29	Easthampstead & Wildridings Community Association	1 Representative	
30	Economic and Skills Development Partnership	Executive Member for Economic Development and Regeneration  Business Champion	

	<b>BODY</b>	<b>REPRESENTATION REQUIREMENTS</b>	<b>COUNCILLOR</b>
31	Farley Wood Community Association	1 Representative	
32	Federation of Burial Cremation Authorities	1 Representative	
33	Forest Park Community Association	1 Representative	
34	Great Hollands Community Association	1 Representative	
35	Hanworth Community Association	1 Representative	
36	Heathrow Airport Consultative Committee	1 Representative 1 Deputy	
37	Heathrow Community Noise Forum	1 Representative 1 Community Representative	Geoff Paxton
38	Heritage Champion	1 Member	
39	Homestart – Bracknell Forest	1 Representative	
40	Improvement and Efficiency Social Enterprise (iESE)	1 Director 1 Member	
41	Involve Board	1 Representative	
42	Jennett's Park Community Association	1 Representative	
43	Joint Minerals & Waste Plan Board (Bracknell Forest, Hampshire, Reading, RBWM and Wokingham)	2 Members	
44	Joint Waste Disposal Board (Bracknell Forest, Wokingham and Reading)	2 Members	
45	Keep Mobile Country Tours Ltd	1 Trustee	
46	Local Government Association	Leader of the Council  Executive Member for Transformation and Finance  1 Observer	
47	Martins Heron and the Warren Community Association	1 Representative	

	BODY	REPRESENTATION REQUIREMENTS	COUNCILLOR
48	North Ascot Community Association	1 Representative	
49	Owlsmoor Community Centre	1 Representative	
50	Parents and Children Together	1 Representative	
51	PATROL (Parking And Traffic Regulations Outside London) Adjudication Joint Committee	1 Representative 1 Reserve	
52	Police and Crime Panel	1 Representative	
53	Priestwood Community Association	1 Representative	
54	Public Protection Partnership Joint Committee (Bracknell Forest, Wokingham and West Berkshire)	Executive Member for Culture, Corporate Services and Public Protection  Chairman of Licensing & Safety Committee  Substitute	
55	Relate	1 Representative	
56	Royal Berkshire Fire Authority	3 Members  <i>(Appointments to the Fire Authority are subject to section 15 of the Local Government &amp; Housing Act 1989 [political balance])</i>	Dudley McCracken Mrs McKenzie-Boyle  <i>(Term of Office expires May 2019)</i>
57	Sandhurst Day Centre Association	1 Representative	
58	South East England Councils	1 Representative  1 Reserve	
59	South East Reserve Forces' and Cadets' Association	1 Representative	
60	South East Strategic Leaders	Leader of the Council	
61	South Hill Park Management Committee	2 Representatives	
62	Standing Conference for Archives Including Berkshire Record Office Capital Working Group	1 Representative	

	<b>BODY</b>	<b>REPRESENTATION REQUIREMENTS</b>	<b>COUNCILLOR</b>
63	Thames Basin Heaths Joint Strategic Partnership Board	1 Representative from each of the 13 Local Authorities which deal with nature conservation issues around the Thames Basin Heaths	
64	Thames Valley Berkshire City Deal Joint Committee	Executive Member for Economic Development and Regeneration  1 Substitute	
65	Thames Valley Berkshire Local Enterprise Partnership	Executive Member for Economic Development and Regeneration	
66	The Parks Community Association	1 Representative	

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**TO: ANNUAL COUNCIL  
23 MAY 2018**

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## **ESTABLISHMENT OF COMMITTEES AND ASSOCIATED MATTERS Director of Resources – Democratic and Registration Services**

### **1 PURPOSE OF REPORT**

- 1.1 This report sets out the position regarding the overall allocation of seats on committees. The Council is asked to agree the establishment of committees, and the appointment of Members to serve on committees and other bodies.
- 1.2 The Council is required to determine the allocation of committee seats to party groups and then to appoint to those seats in accordance with the wishes of each party group on the Council. The Conservative Group is now the only Group on the Council. Nominations from the Conservative Group will be tabled at the meeting.

### **2 RECOMMENDATIONS**

- 2.1 That ordinary committees are established and their size and allocation of seats agreed as a local variation to the proportionality rules, as set out in paragraph 6 of the report;
- 2.2 That the Licensing and Safety Committee and the Overview and Scrutiny Commission are established, their size and allocation of seats are agreed as a local variation to the proportionality rules, as set out in paragraph 6 of the report;
- 2.3 That the membership of each committee is agreed, in accordance with Members' wishes;
- 2.4 That appointments to external organisations are agreed; and
- 2.5 That the appointment of Council Champions, in accordance with Part 1 Section 7 of the Constitution are agreed.

### **3 REASONS FOR RECOMMENDATIONS**

- 3.1 A review of the allocation of committee seats to party groups is conducted each year at the Annual Meeting of the Council, in accordance with the Local Government (Committees and Political Groups) Regulations 1990.

### **4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 This report reflects the Conservative Group recommendations for the allocation of seats on committees, which require Council agreement to a local variation to the proportionality rules.

### **5 SUPPORTING INFORMATION**

#### **Background**

- 5.1 The Bracknell Forest Borough elections took place on 7 May 2015 together with a by-election in October 2016, as a result of which the political balance of the Council is as follows:

	<b>Number of Councillors</b>	<b>Proportionality</b>
Conservative	41	97.62%
Labour	1	2.38%
	42	100%

### **Political balance requirements**

- 5.2 The Local Government and Housing Act 1989 requires the Council to allocate seats on ordinary and overview and scrutiny committees to political groups for the forthcoming municipal year, in accordance with the size of each group on the Council as a whole, unless alternative arrangements are notified to all Members and agreed without any Councillor voting against them. The Council is also required to make appointments to committees in accordance with the wishes of the political group to which each seat has been allocated.
- 5.3 The Local Government and Housing Act 1989 introduced provisions in order to ensure that the political balance on committees reflects the political complexion of the Council. In order to achieve this, the Council is required to observe the following principles as far as is reasonably practicable:
- (a) that not all seats on the committee are allocated to the same political group;
  - (b) that the majority of seats on each committee should be allocated to a particular political group if the number of members of the group is a majority of the authority's membership;
  - (c) subject to paragraphs (a) and (b) above, that the total number of all seats allocated to each political group on ordinary committees should reflect the political balance of the Council; and
  - (d) subject to paragraphs (a) to (c) above, that the number of seats on each committee allocated to each political group should reflect the political balance of the Council.
- 5.4 Principles (a), (b) and (d) apply to all appointments to the authority's own committees and sub-committees and to certain outside bodies. However, principle (c) only relates to appointments to the 'ordinary' committees of the Council.

## **6 ALLOCATION OF SEATS ON ORDINARY COMMITTEES**

- 6.1 The Conservative Group is now the only political group on the Council. There is one Labour councillor on the Council however it requires two Members to form a Group; as a result Councillor Mrs Temperton is not entitled to any seats on committees as of right. However to give effect to (a) above, one seat on every committee and sub-committee has been offered to Councillor Mrs Temperton. Councillor Mrs Temperton has indicated that she would prefer not to have a seat on every committee/sub-committee and has identified those that she would like to sit on. Such a departure from the normal rules of proportionality is permitted by the Regulations if notice is given of the proposal in the agenda and if it is approved by the Council with no Member voting against the proposal. If any Member votes against the proposal then

the normal proportionality rules will be applied and Councillor Mrs Temperton will have a seat on every committee/sub-committee.

- 6.2 The table below sets out the proposed allocation of seats on ordinary committees. As set out above this proposal represents a local variation to the proportionality rules as Councillor Mrs Temperton would not like a seat on two of the committees which are therefore allocated to the same political group.

<b>Committee</b>	<b>Number of seats</b>	<b>Conservative Group</b>	<b>Labour</b>
Appeals Committee	4	4	0
Employment Committee	9	8	1
Governance and Audit Committee	8	7	1
Planning Committee	19	19	0

### **Licensing and Safety Committee**

- 6.5 There are a further 15 seats on the Licensing and Safety Committee, which is the Council's Licensing Committee for the purposes of the Licensing Act 2003. As such it is not an ordinary committee in the sense of the Local Government and Housing Act 1989 and, although it must be politically proportionate, it has not been included in the table above which shows the overall allocation of seats on committees. The proposal for the allocation of seats on this committee also represents a variation to the proportionality rules as Councillor Mrs Temperton would not like a seat and therefore every seat is allocated to the same political group.

Conservative Group 15; Labour 0

### **Overview and Scrutiny Commission**

- 6.6 There are a further 13 seats on the Overview and Scrutiny Commission. Although the allocation of seats to the Overview and Scrutiny Commission must be politically proportionate this is not an ordinary committee and therefore has not been aggregated together with the seats of ordinary committees for the purposes of the allocation of seats to party groups by the Council under section 15(5)(c) of the Local Government and Housing Act 1989, i.e. principles (a), (b), and (d) apply but not (c).

- 6.7 The proposal for the 13 seats is in accordance with the proportionality rules:

Conservative Group 12; Labour 1

### **Sub-committees**

- 6.8 Committees are also required to observe political proportionality when setting the membership of sub-committees. The proposed allocation of sub-committee seats is set out below. This proposal represents a local variation to the proportionality rules as Councillor Mrs Temperton would not like a seat on two sub-committees which are therefore allocated to the same political group.

<b>Overview &amp; Scrutiny Panels/Sub-Committees</b>	<b>Number of seats</b>	<b>Conservative Group</b>	<b>Labour</b>
Adult Social Care, Health & Housing OSP	12	11	1
Children, Young People & Learning OSP	9	8	1
Environment, Culture & Communities OSP	9	9	0
Education Employment Sub-Committee	6	6	0

- 6.9 There will be a meeting of each committee immediately following the Annual Council meeting to establish their sub-committees. In law the Overview and Scrutiny Panels are sub-committees of the Overview and Scrutiny Commission.

#### **Membership of committees and other bodies**

- 6.10 A template of the proposed committees, sub-committees, steering groups, advisory groups and panels is set out in Appendix A of agenda item 8.

#### **Membership of external organisations**

- 6.11 A template of external organisations, to which appointments will be made is set out in Appendix B of agenda item 8.

### **7 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

#### Borough Solicitor

- 7.1 The relevant legal issues are identified elsewhere in this report.

#### Borough Treasurer

- 7.2 There are no additional revenue implications arising from the above recommendations.

#### Equalities Impact Assessment

- 7.3 Not relevant to this report.

#### Strategic Risk Management Issues

- 7.4 Not relevant to this report.

### **8 CONSULTATION**

#### Principal Groups Consulted

- 8.1 Conservative Group and Councillor Mrs Temperton

Method of Consultation

8.2 Discussion

Representations Received

8.3 Outcome of discussions reflected in this report.

Background Papers

None

Contact for further information

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