

## Notice of Meeting

### Council

Councillors Nick Allen, Roy Bailey, Gareth Barnard, Paul Bidwell, Tricia Brown, Janet Cochrane, Sheila Collings, Christoph Eberle, Tina Eberle, Caroline Egglestone, Naheed Ejaz, Mike Forster, Sophie Forster, Peter Frewer, Ryan Frost, Moira Gaw, Guy Gillbe, Adrian Haffegée, John Harrison, Dorothy Hayes MBE, Kandy Jefferies, Michael Karim, Tina McKenzie-Boyle, Robert McLean, Ray Mossom, Kathryn Neil, Stephen O'Regan, Jenny Penfold, Georgia Pickering, Helen Purnell, Nicholas Robertson, Patrick Smith, Mary Temperton, Cath Thompson, Philip Thompson, Tony Virgo, Jodie Watts, Gerry Webb, Cherise Welch, Megan Wright and Nazar Zahuruddin



**Wednesday 24 May 2023, 7.30 pm**  
**Time Square, Market Street, Bracknell, RG12 1JD**

**Susan Halliwell**  
**Chief Executive**

### Agenda

*The Council has adopted the Mayor's Charter which fosters constructive and respectful debate.*

Item	Description	Page
1.	<b>Apologies for Absence</b>	
2.	<b>Declarations of Interest</b>	
	<p>Members are asked to declare any disclosable pecuniary or affected interests in respect of any matter to be considered at this meeting.</p> <p>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.</p> <p>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.</p>	
3.	<b>Election of the Mayor of the Borough of Bracknell Forest for the 2023/24 Municipal Year</b>	
4.	<b>Vote of Thanks to the Retiring Mayor</b>	
5.	<b>Response by the Immediate Past Mayor</b>	
6.	<b>Appointment of the Deputy Mayor of the Borough of Bracknell Forest</b>	

### **EMERGENCY EVACUATION INSTRUCTIONS**

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7.	<b>Minutes of Previous Meeting</b>	3 - 8
	To approve as a correct record the minutes of the meeting of the Council held on 19 April 2023.	
8.	<b>Mayor's Announcements</b>	
9.	<b>Election of the Leader of the Council</b>	
10.	<b>Political Group Leaders' Introduction</b>	
	Each of the four political group leaders:  Labour – Mary Temperton Conservative – Gareth Barnard Liberal Democrat – Mike Forster Green – Adrian Haffeggee/Sheila Collings  Will have the opportunity to introduce themselves and their groups to the Council.	
11.	<b>Appointments and Delegations by the Leader of the Council for the 2023/24 Municipal Year</b>	9 - 24
	To note:  a. the Members appointed by the Leader to serve on the Executive for the 2023/24 municipal year; b. the appointment of executive committees, sub-committees, and advisory panels; and, c. the appointments by the Leader to external organisations	
12.	<b>Establishment of Committees and Associated Matters</b>	25 - 32
	To agree:  a. the establishment and membership of committees; b. appointments to external organisations; c. the interpretation of the six-month rule for councillor attendance.	

### **Annual Meetings of Committees and the Overview & Scrutiny Commission**

There will be a series of meetings at the conclusion of Annual Council to make appointments for the ensuing municipal year to the:

- Employment Committee
- Governance and Audit Committee
- Licensing and Safety Committee
- Planning Committee
- Overview and Scrutiny Commission

Sound recording, photographing, filming and use of social media is permitted. Please contact Hannah Harding, 01344 352308, hannah.harding@bracknell-forest.gov.uk, so that any special arrangements can be made.

Published: 16 May 2023

### **EMERGENCY EVACUATION INSTRUCTIONS**

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**COUNCIL**  
**19 APRIL 2023**  
**7.32 - 8.24 PM**



**Present:**

Councillors Bhandari (Mayor), Mrs L Gibson (Deputy Mayor), Allen, Angell, Atkinson, Dr Barnard, D Birch, Mrs Birch, Brossard, Brown, Dudley, Finch, Ms Gaw, MJ Gibson, Green, Harrison, Mrs Hayes MBE, Ms Hayes, Heydon, Mrs Ingham, Leake, Mrs McKenzie, Mrs McKenzie-Boyle, Mossom, Parker, Temperton, Turrell and Virgo

**Present Virtually:**

Councillors Bettison OBE, Gbadebo, Mrs Hamilton, Ms Merry, Porter and Skinner

**Apologies for absence were received from:**

Councillors Bidwell, Brunel-Walker, Kirke, Mrs Mattick, McLean, Parker and Wade

**49. Minutes of Previous Meeting**

**RESOLVED** that the minutes of the Council meeting held on 22 February 2023 be approved and signed by the Mayor as a correct record.

**50. Declarations of Interest**

Councillor Heydon declared an disclosable pecuniary interest in agenda item 5, and would leave the Council Chamber for the duration of the item.

**51. Mayor's Announcements**

Mayor's Opportunity Champion Awards Winners

The Mayor gave out his final Opportunity Champion Awards. The awards were presented to Keith Bunyan who runs Martins Heron Train station, Anna Kennedy the Headmistress of Warfield CofE Primary School and Georgina Morris, who was unable to attend in person, who had recently launched the monthly Repair Café in Crowthorne.

Royal Military Academy Sandhurst 200th Sovereign's Parade

The Mayor reported he attended the Royal Military Academy Sandhurst 200th Sovereign's Parade, which had been a huge honour to attend and a brilliant day for those passing out.

Coronation Celebration Plans

The Mayor provided an update on the Coronation events that would be happening on the 6 May. A live screening of the service at Westminster Abby would take place at Bond Square from 11am, which would be followed by a tea hosted by the Mayor in the Waitrose Café. A coronation crown made up of resident's photos from across the borough was being displayed in Princess Square.

Libraries would be hosting a range of royal events to mark the coronation and the Mayor would be visiting as many street parties as possible on Sunday 7 May.

## 52. **Executive Report**

The Deputy Leader of the Council, Councillor Birch, presented the report on the work of the Executive since that reported at the Council meeting on 22 February 2023. The Executive had met once on the 21 March 2023.

The Deputy Leader highlighted the following matters that had been considered:

### Planning and Transport | Proposed Main Modifications to the Bracknell Forest Local Plan

- The making of Proposed Main Modifications to the Bracknell Forest Local Plan (Pre Submission version), and associated changes to the Policies Map had been agreed.
- The Executive Director: Place, Planning and Regeneration, in consultation with the Executive Member for Planning and Transport, was authorised to agree the draft wording.
- The Proposed Main Modifications to the Bracknell Forest Local Plan would be consulted on for a period of at least six weeks over the Summer of 2023.

### Planning and Transport | Highways and Transport Capital Programme 2023/24

- The overall Highways and Transport Capital Programme for 2023/24 had been approved.
- The Highways and Transport Capital Programme for 2023/24 totalled £4.55m.
- Over 75% of funding was derived from external sources.
- The programme included further DfT funding for electric vehicle charging provision following a successful bid.
- An increase in core capital contribution to £1.2m in 2023/24 had been included for road maintenance.
- Developer contributions via S106 agreements and Community Infrastructure Levy (CIL) supplemented the programme along with a local contribution from Borough Capital.

### Planning and Transport | SANG capacity agreements between Bracknell Forest Council and Surrey Heath Borough Council

- An agreement with Surrey Heath Borough Council (SHBC) had been agreed for land at Shepherd Meadows to serve as further Sustainable Alternative Natural Greenspace (SANG).
- The Council would receive financial contributions at rates in line with the Thames Basin Heaths Special Protection Area Supplementary Planning Document.
- This would support the continued maintenance and enhancement of the SANG.

### Children, Young People & Learning | School Places Plan & Capital Strategy 2023-2028

- The School Places Plan and Capacity Strategy 2023-2028 had been approved.

- This would be published in April 2023.
- The Council had a statutory duty to provide sufficient school places and an agreed vision.
- Headteachers and Further Education providers had been consulted on what planning for school places should look like.

#### Children, Young People & Learning | Household Support Fund (Phase four)

- The Household Support Fund (phase four) would be distributed through:
- Purchasing supermarket vouchers, or for opted schools to make equivalent arrangements. Households would receive a £15 voucher per child per week of the holidays.
- Purchasing pre-paid cards or supermarket vouchers to distribute to low income households.
- Enhancing the Local Welfare Scheme provision.
- Providing application-based grants to the voluntary, community and faith sector organisations to provide direct support to residents.

#### Council Strategy & Community Cohesion | Council Plan Overview Report

- The Executive noted the performance of the council over the period from October to December 2022 highlighted in the Overview Report.

#### Council Strategy & Community Cohesion | Service Plans 2023

- The Executive endorsed the new service plans and agreed that they be published on the website in April 2023.
- All directorates have reviewed the content of their individual service plans in preparation for the 2023/24 financial year.
- The work had been a light touch review, to refresh the plans until September 2023.

#### Adult Services, Health and Housing | Local Authority Housing Fund

- The Executive approved the proposals for the Council to acquire 7 x three bedroom homes and to refurbish 2 x three bedroom properties in existing stock under the Government's Local Authority Housing Fund (LAHF) scheme.
- Any units acquired would be owned and managed by the Council and would be available for use by the housing service as required.
- The four bedroom unit which would need to be provided to a household in bridging accommodation.

#### Adult Services, Health and Housing | Section 75 Agreement (NHS Act 2006) 2023 and Onwards

- Approval was given to the Executive Director: People to agree and enter into a S75 agreement from 1 April 2023 effective for a period of 3 years.
- The recommended model of future S75 agreements was agreed.
- The proposed improvements in development with Frimley Integrated Care Board (ICB) to the current S75 Agreement were noted.

#### Adult Services, Health and Housing | Strategic Procurement Plan – Sexual & Reproductive Health

- The Executive agreed that the Strategic Procurement Plan for the provision of Sexual and Reproductive Health be approved.
- Bracknell Forest Council would take the lead on the re-procurement on behalf of all three councils in East Berkshire Public Health service.
- The proposed contractual term would be 5 years (3 +2) with a review of the provision in year 3.
- Procurement will ensure that the contract could start in July 2024.

#### Culture, Delivery and Public Protection | Procurement of Microsoft M365 Licences

- The Executive agreed that the approved framework be accessed for Microsoft M365 licences via a direct award.
- This would retain the Council's current professional partnership with its current Microsoft Gold Partner, Phoenix Software Ltd.

#### Transformation and Finance | Joint Venture Business Plan Review

- The Executive noted the progress made by Bracknell Forest Cambium Partnership for the period December 2021 to December 2022.
- The Executive agreed that the Bracknell Forest Cambium Partnership enters into the Bond and Co-indemnities required to undertake the enabling works.
- It was noted that there was no flow of liability from this arrangement to the Council.
- The Joint Venture Business Plan had not changed materially.

The report contained recommendations that the Council was asked to resolve in respect of the following matters:

- Local Authority Housing Fund
- Joint Venture Business Plan Review

Councillor Temperton asked whether there would be a four bedroom property delivered as part of the Local Authority Housing Fund. Councillor Birch, Executive Member for Adult Services, Health and Housing responded that it was within the plan to deliver a four bedroom property.

#### Local Authority Housing Fund

On the proposition of Councillor Birch, Adult Services, Health and Housing, seconded by Councillor Allen it was

**RESOLVED** that Council approve capital spend up to a maximum of £3.4m to meet the total cost of acquiring the additional homes, to be funded from a combination of the (Local Authority Housing Fund) LAHF grant and long-term borrowing

#### Joint Venture Business Plan Review

On the proposition of Councillor Birch, Adult Services, Health and Housing, seconded by Councillor Dr Barnard it was

**RESOLVED** that Council approve the annual refresh of the Joint Venture Business Plan 2020-2023 for the Bracknell Forest Cambium Partnership, alongside the financial budget and forecast.

Councillor Birch thanked those Councillors who would be stepping down at the Election in May. The combined service of the eleven Councillors who were stepping down was 124 years.

53. **Report of Overview and Scrutiny**

The Council considered the Overview and Scrutiny report 2022-23 which informed councillors of progress made in respect of the operation and development of overview and scrutiny in Bracknell Forest over the four-year period of the administration –2019-2023.

Councillor Angell, Chair of Overview and Scrutiny Commission reported that the Commission and its Panels had received support from Executive members, officers and external witnesses in terms of information provided and participation in activities. The report included statistics on activities including increased frequency of Commission meetings, review activities, officer and witness attendance. He thanked the Chair and Vice-Chairs of the Panels and officers for their hard work to deliver the work programme.

On the proposition of Councillor Angell, Chair of Overview and Scrutiny Commission, seconded by Councillor Virgo it was

**RESOLVED** that the 2019-2023 four-year report of the Overview and Scrutiny Commission be approved.

**CHAIRMAN**

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To: **Annual Council**  
**24 May 2023**

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**Appointments and Delegations by the Leader of the Council  
for the 2023/2024 Municipal Year  
Executive Director of Delivery – Democratic and Registration Services**

## **1 Introduction**

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 24 May 2023 Councillor Temperton is due to be elected Leader of the Council for a four-year term, 2023-2027.

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 councillors 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 is appointing 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 Bailey	Children, Young People and Learning
Councillor Bidwell	Economic Development and Regeneration
Councillor Gillbe	Planning and Transport

Councillor Jefferies	Culture, Delivery and Public Protection
Councillor Neil	Finance and Business Change (Deputy Leader of the Council and Vice-chair of the Executive)
Councillor Purnell	Environment and Community Cohesion
Councillor Temperton	Council Strategy and Climate Change (Leader of the Council and Chair of the Executive)
Councillor Wright	Adult Services, Health and Housing

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

2.5 The current portfolios of executive responsibilities will be amended as follows:

- responsibility for Community Cohesion will be transferred from the Leader's portfolio to the Environment portfolio
- responsibility for Climate Change will be transferred from the Environment portfolio to the Leader's portfolio

### **Executive Support Members**

2.6 The Leader of the Council will appoint the following Executive Support Member:

- Councillor Frost – Executive Support Member for Children, Young People and Learning.

2.7 The roles and responsibilities of Executive Support Members are set out in Part 1, Section 4 of the Council's Constitution. These appointments do not receive a Special Responsibility Allowance.

### **Executive Committees**

2.8 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, working groups and sub-groups of the Executive**

2.9 Appendix A sets out the proposed committees, sub-committees, steering groups, working groups, advisory groups and panels. Advisory groups, working groups and panels which are not required for 2023-2024, have not been included.

### **Climate Change Advisory Panel (CCAP)**

2.10 Nominations are not being sought for CCAP as it is not being re-established in its current form. The Leader has reflected on whether this is the best vehicle to deliver against the Council's ambition regarding responding to climate change. Officers will be asked to bring forward a report at the earliest opportunity with proposals for a

cross-party body, involving partnerships, businesses and the community to support the delivery of the Council's Climate Change Action Plan.

### **Portfolio Review Groups (PRGs)**

- 2.11 Nominations are not being sought for PRGs as they are not being re-established in their current form. The Leader of the Council will work with officers on a process to ensure that all councillors are briefed on the work of the Executive.

### **Appointments to external organisations**

- 2.12 Appendix B sets out the external organisations to which appointments will be made.

## **3 Equalities Impact Assessment**

- 3.1 Not relevant to this report.

## **4 Strategic Risk Management Issues**

- 4.1 Not relevant to this report.

### 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, Non-Executive Decision-Making Committees, Other Bodies and Other Joint Committees, Panels and Groups 2023 – 24

**Mayor:** Naheed Ejaz  
**Deputy Mayor:** Jenny Penfold

**Leader of the Council:** Mary Temperton  
**Deputy Leader of the Council:** Kathryn Neil

Key: Committee appointed by	
	Council
	the Leader
	Overview & Scrutiny Commission
	relevant Committee

Executive Members	
Roy Bailey	Executive Member for Children, Young People and Learning
Paul Bidwell	Executive Member for Economic Development and Regeneration
Ryan Frost	Executive Support Member for Children, Young People and Learning
Guy Gillbe	Executive Member for Planning and Transport
Kandy Jefferies	Executive Member for Culture, Delivery and Public Protection
Kathryn Neil	Executive Member for Finance and Business Change (Deputy Leader of the Council and Vice-chair of the Executive)
Helen Purnell	Executive Member for the Environment and Community Cohesion
Mary Temperton	Executive Member for Council Strategy and Climate Change (Leader of the Council and Chair of the Executive)
Megan Wright	Executive Member for Adult Services, Health and Housing

## Overview and Scrutiny

Overview & Scrutiny Commission (12 Councillors)		Education, Skills & Growth Overview & Scrutiny Panel (Core membership of 9 Councillors)	
Labour (6)	Conservative (3)	Labour (5)	Conservative (2)
Liberal Democrat (2)	Green (1) Haffegée	Liberal Democrat (2)	Parent Governor Representatives (2) Victoria Hill (voting) <i>(four year term of office from November 2022 until November 2026)</i> Vacancy (voting)
Church Representatives (2)	Vacancy (voting) Vacancy (voting)	Substitute Members Labour (5)	Conservative (3)
Parent Governor Representatives (2) Victoria Hill (voting) <i>(four year term of office from November 2022 until November 2026)</i> Vacancy (voting)	Liberal Democrat (3)	Liberal Democrat (3)	
Substitute Members Labour (5)	Conservative (3)		
Liberal Democrat (3)	Green (1) Collings		
Environment & Communities Overview & Scrutiny Panel (Core membership of 10 Councillors)		Health and Care Overview & Scrutiny Panel (Core membership of 10 Councillors)	
Labour (5)	Conservative (2)	Labour (5)	Conservative (2)
Liberal Democrat (2)	Green (1) Haffegée	Liberal Democrat (2)	Green (1) Collings
Substitute Members		Substitute Members	
Labour (5)	Conservative (3)	Labour (5)	Conservative (3)
Liberal Democrat (3)	Green (1) Collings	Liberal Democrat (3)	Green (1) Haffegée

## Non-Executive Decision-Making Committees

<b>Appointment Committee (5 Councillors)</b>	<b>Appeals Committee (11 Councillors)</b>						
<p>Five seats allocated to political groups based on political proportionality as follows:</p> <ul style="list-style-type: none"> <li>• At least one Executive Member and one opposition Member</li> <li>• Three other Members, one of which to be the Chair of the Employment Committee if available</li> <li>• Maximum number of substitutes permitted per political group</li> </ul> <p>Chief Executive to agree the appointments in accordance with the wishes of the political group(s)</p>	<p>Any three councillors drawn, as required and based in availability, from the pool of trained members below.</p> <p>Chairs of Panels: Any Councillor who has completed Chair training drawn, as required, from the pool of trained members.</p> <p style="text-align: center;"><b>Labour (6)    Conservative (3)</b></p>						
<table border="1" style="width: 100%;"> <tr> <td data-bbox="114 658 528 958"> <p><b>Labour (3)</b> Employment Committee Chair Relevant Executive Member 1 other councillor</p> <p><b>Liberal Democrat (1)</b></p> </td> <td data-bbox="531 658 810 958"> <p><b>Conservative (1)</b></p> </td> </tr> <tr> <td colspan="2" data-bbox="114 963 810 990" style="text-align: center;"><b>Substitute Members</b></td> </tr> <tr> <td data-bbox="114 994 528 1294"> <p><b>Labour (5)</b> Employment Cttee Vice-chair Executive Member Up to 3 other councillors</p> <p><b>Liberal Democrat (3)</b></p> </td> <td data-bbox="531 994 810 1294"> <p><b>Conservative (3)</b></p> </td> </tr> </table>	<p><b>Labour (3)</b> Employment Committee Chair Relevant Executive Member 1 other councillor</p> <p><b>Liberal Democrat (1)</b></p>	<p><b>Conservative (1)</b></p>	<b>Substitute Members</b>		<p><b>Labour (5)</b> Employment Cttee Vice-chair Executive Member Up to 3 other councillors</p> <p><b>Liberal Democrat (3)</b></p>	<p><b>Conservative (3)</b></p>	<p style="text-align: center;"><b>Liberal Democrat (2)</b></p>
<p><b>Labour (3)</b> Employment Committee Chair Relevant Executive Member 1 other councillor</p> <p><b>Liberal Democrat (1)</b></p>	<p><b>Conservative (1)</b></p>						
<b>Substitute Members</b>							
<p><b>Labour (5)</b> Employment Cttee Vice-chair Executive Member Up to 3 other councillors</p> <p><b>Liberal Democrat (3)</b></p>	<p><b>Conservative (3)</b></p>						
<b>Code of Conduct Panel Sub Committee of Governance &amp; Audit Committee</b>	<b>Education Employment Sub Committee of Employment Committee (7 Councillors)</b>						
<p>Any three councillors drawn from the membership of the Governance &amp; Audit Committee (including substitutes) 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 Pool (for complaints concerning Borough councillors)</b> Vacancy, Independent Co-opted Member of Governance &amp; Audit Committee Khan Juna Vacancy</p> <p><b>Parish/Town Council Representatives (for complaints concerning Parish / Town Cllrs)</b> Cllr Peacey – Binfield Parish Council Cllr Kempster – Bracknell Town Council</p> <p><b>Independent Persons</b> Heather Quillish</p>	<p style="text-align: center;"><b>Labour (4)    Conservative (2)</b></p> <p><b>Liberal Democrat (1)</b></p> <p><b>Non-voting Members of the Teachers Associations:</b> David Allais (UNISON) Vacancy (NASUWT) Paul Tatum (NEU) David McMullan (GMB)</p> <p style="text-align: center;"><b>Substitute Members Labour (3)    Conservative (3)</b></p> <p><b>Lib Dem (3)</b></p>						

<i>(Four year term of office from November 2022 until November 2026)</i> Vacancy (reserve)			
<b>Employment Committee (9 Councillors)</b>		<b>Governance &amp; Audit Committee (8 Councillors)</b>	
<b>Labour (5)</b>	<b>Conservative (2)</b>	<b>Labour (4)</b>	<b>Conservative (2)</b>
<b>Liberal Democrat (2)</b>		<b>Liberal Democrat (1)</b>	<b>Green (1)</b> Haffegée
		<b>Independent member: Vacancy</b>	
<b>Substitute Members</b>		<b>Substitute Members</b>	
<b>Labour (5)</b>	<b>Conservative (3)</b>	<b>Labour (5)</b>	<b>Conservative (3)</b>
<b>Liberal Democrat (3)</b>		<b>Lib Dem (3)</b>	<b>Green (1)</b> Collings
<b>Licensing and Safety Committee (15 Councillors)</b>		<b>Licensing Panel – Sub Committee of Licensing and Safety Committee (3 Councillors)</b>	
<b>Labour (8)</b>	<b>Conservative (4)</b>	Any three councillors drawn, as required, from the Membership of the Licensing and Safety Committee.	
	<b>Green (1)</b> Collings	<b>Chairs of Panels:</b> Any Councillor who has completed Chair training drawn, as required, from the Membership of the Licensing and Safety Committee.	
<b>Liberal Democrat (2)</b>			
<b>Councillor Appeals Panel – Sub Committee of Employment Committee (5 Councillors)</b>		<b>Planning Committee (12 Councillors)</b>	
Five councillors drawn from the Employment Committee in the first instance as follows: <ul style="list-style-type: none"> <li>At least one Executive Member and one opposition Member</li> <li>Three other Members</li> <li>Up to three substitutes per political group(s)</li> </ul> Members must not have had any previous involvement in the matter being considered.  Chief Executive to agree the appointments in accordance with the wishes of the political group(s)		<b>Labour (6)</b>	<b>Conservative (3)</b>
		<b>Liberal Democrat (2)</b>	<b>Green (1)</b> Collings





<b>Executive Committee: Commercial Property (4 Executive Members)</b>	<b>Local Joint Committee Consultative Committee of Employment Committee (4 Councillors)</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>Labour (2)</b> <b>Conservative (1)</b>  <b>Liberal Democrat (1)</b>  <b>Staff side representatives</b> David Allais (Unison) David McMullen (GMB) Pat Kenny (Unison)  <b>Substitute Members</b>
<b>Secure Accommodation Review Panel (Executive Member)</b>	<b>Welfare Advisory Panel (5 Councillors)</b>
Executive Member for Children, Young People and Learning, a suitably qualified Social Services officer and an independent person, appointed by the Executive Director of People.	<b>Labour (3)</b> <b>Conservative (1)</b>  <b>Liberal Democrat (1)</b>

# Other Joint Committees, Panels and Groups

Key: Committee appointed by	
	Council
	the Leader

	<b>REPRESENTATION REQUIREMENTS</b>	<b>COUNCILLOR</b>
Adopt Thames Valley Adoption Panel (changed from Berkshire Joint Adoption Panel)	Relevant Executive Member	
Berkshire Healthcare NHS Foundation Trust	1 Councillor	
Berkshire Leaders Group	Leader of the Council	
Berkshire Local Transport Board	Relevant Executive Member	
	1 Councillor as reserve	
Berkshire Pension Fund Advisory Panel	1 Councillor	
Berkshire Strategic Transport Members' Forum	Relevant Executive Member	
	1 Councillor as reserve	
Blackwater Valley Advisory Committee for Public Transport	Relevant Executive Member	
Bracknell Forest Fostering Panel	Relevant Executive Member	
Business Improvement District (BID) Company	Relevant Executive Member	
Children and Young People's Partnership Board	Relevant Executive Member	
Children's Centre Advisory Board	2 Councillors	
Civilian Military Partnership Known as Armed Forces Community Covenant Champion	Relevant Executive Member	
	Deputy Armed Forces Champion	

**REPRESENTATION  
REQUIREMENTS**

**COUNCILLOR**

Community Safety Partnership Steering Group	Relevant Executive Member	
Community Safety Partnership Workshop Group	Relevant Executive Member	
	2 Councillors	
Downshire Homes Board Ltd	Relevant Executive Member	
	Relevant Executive Member	
Economic and Skills Development Partnership	Relevant Executive Member	
Health and Wellbeing Board	Relevant Executive Member	
	1 Councillor	
Improvement and Efficiency Social Enterprise (IESE)	1 Director	TBA
	1 Councillor	TBA
	Relevant Executive Member	TBA
Joint Waste Disposal Board (BF, Wokingham and Reading)	Relevant Executive Member	
	Relevant Executive Member	
Lily Hill Park Management Committee	Relevant Executive Member	
Local Countryside Access Forum	2 Councillors	
Local Government Association	Leader of the Council	
Awaiting membership details	Other seats TBA	

**REPRESENTATION  
REQUIREMENTS**

**COUNCILLOR**

Parish and Town Council Liaison Group	Relevant Executive Member	
	2 Councillors	
PATROL (Parking and Traffic Regulations Outside London) Adjudication Joint Committee	Relevant Executive Member	
	1 Councillor as reserve	
Joint Public Protection Committee (JPPC) (Bracknell Forest and West Berkshire)	Relevant Executive Member	
	Chair of Licensing & Safety Committee	
	Substitute Any Member of the Executive	
Royal Berkshire Fire Authority		
	Awaiting membership details	
South East England Councils	Leader of the Council	
	1 Councillor as reserve	
South East Strategic Leaders	Leader of the Council	
South Hill Park Management Committee	Relevant Executive Member	
	1 Councillor	
Standing Advisory Council on Religious Education (SACRE)	Relevant Executive Member	
	Membership requirements TBC	

**REPRESENTATION  
REQUIREMENTS**

**COUNCILLOR**

Standing Conference for Archives Including Berkshire Record Office Capital Working Group	1 Councillor	
Thames Basin Heaths Joint Strategic Partnership Board	Relevant Executive Member	
Thames Valley Berkshire City Deal Joint Committee	Relevant Executive Member	
	1 Councillor as reserve	
Thames Valley Berkshire Local Enterprise Partnership	Relevant Executive Member	
Thames Valley Police and Crime Panel (Joint Committee)	Relevant Executive Member	
	1 Councillor as reserve	

## External Organisations 2023 – 24

***Councillors are nominated to voluntary sector organisations as representatives in a non-management capacity with no role in the governance of the organisation. Such roles will be limited to Councillors acting as conduits for communication between the Council and the organisation or as observers at the organisation's meetings.***

***Where a Councillor is nominated as a representative pursuant to above, they may not subsequently accept a role on the organisation's board as a Trustee/Director or in any other management capacity such as Treasurer.***

Key: Appointed by	
	Council
	the Leader

	BODY	REPRESENTATION REQUIREMENTS	COUNCILLOR
1	Age UK Berkshire	1 Representative	
2	Berkshire Association of Clubs for Young People (Known as Berkshire Youth)	1 Representative	
3	Berkshire Community Foundation	1 Representative	
4	Berkshire Maestros (formerly Berkshire Young Musicians' Trust)	1 Representative	
5	Binfield Badger Group	1 Representative	
6	Birch Hill Community Association (Charity number 276224)	1 Representative	
7	Bracknell Forest Cambian Partnership (was Joint Venture Partnership Board)	2 Representatives – relevant Executive Members	
8	Bullbrook Community Association (Charity number 300124)	1 Representative	
9	Citizens Advice East Berkshire	1 Representative	
10	Crown Wood Community Association (Charity number 282997)	1 Representative	

	<b>BODY</b>	<b>REPRESENTATION REQUIREMENTS</b>	<b>COUNCILLOR</b>
11	Easthampstead & Wildridings Community Association (Charity number 300125)	1 Representative	
12	Farley Wood Community Association (Charity number 1127154)	1 Representative	
13	Federation of Burial Cremation Authorities	1 Representative	
14	Forest Park Community Association (Charity number 298690)	1 Representative	
15	Hanworth Community Association (Charity number 269282)	1 Representative	
16	Heathrow Community Noise Forum	Relevant Executive Member	
		1 Community Representative	Geoff Paxton
17	Heritage Champion	Relevant Executive Member	
18	Homestart – Bracknell Forest	1 Representative	
19	Involve Board	1 Representative	
20	Jennett’s Park Community Association (Charity number 1148928)	1 Representative	
21	Keep Mobile Country Tours Ltd	1 Representative	
22	Great Hollands Community Association (Charity number 1138209)	1 Representative	
23	Owlsmoor Centre (Charity number 1080713)	1 Representative	
24	Priestwood Community Association (Charity number 1089708)	1 Representative	
25	North Ascot Community Association (Charity number 278231)	1 Representative	
26	Sandhurst Day Centre Association	1 Representative	
27	South East Reserve Forces’ and Cadets’ Association	1 Representative	
28	The Parks Community Association (Charity number 1161192)	1 Representative	



To: **Annual Council**  
**24 May 2023**

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**Establishment of Committees and Associated Matters**  
**Executive Director: Delivery – 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 councillors to sit 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. Nominations from each political group will be circulated separately.

**2 Recommendations**

**2.1 That Council agrees the following:**

- (a) **The establishment of ordinary committees, their size and allocation of seats, as set out in paragraph 5 of the report**
- (b) **The establishment of the Licensing and Safety Committee and the Overview and Scrutiny Commission, their size and allocation of seats as set out in paragraph 5 of the report**
- (c) **The membership of each committee, in accordance with political groups' wishes**
- (d) **Appointments to external organisations**
- (e) **To waive the application of s85(1) of the Local Government Act 1972 so that attendance at Council, the Executive and any of the meetings listed in Appendix A of agenda item 11 either remotely or in person, satisfies the requirements of the six-month rule for councillor attendance at meetings.**

**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.
- 3.2 In order for councillors to work more flexibly and effectively Council is asked to confirm that virtual remote attendance at meetings satisfies the requirement of s85(1) of the Local Government Act 1972 for councillors to attend at least one meeting within a six-month period in order to avoid being disqualified as a councillor.

#### **4 Alternative Options Considered**

- 4.1 This report reflects the majority group's proposals for the allocation of seats on committees which have been discussed with all political groups on the Council.

#### **5 Supporting Information**

##### **Background**

- 5.1 The Bracknell Forest Borough elections took place on 24 May 2023, as a result of which the political balance of the Council is as follows:

	<b>Number of councillors</b>	<b>Proportionality</b>
<b>Labour</b>	22	53.659%
<b>Conservative</b>	10	24.390%
<b>Liberal Democrat</b>	7	17.073%
<b>Green</b>	2	4.878%
	<b>41</b>	<b>100%</b>

##### **Political balance requirements**

- 5.2 The Local Government and Housing Act 1989 requires the Council to allocate seats on ordinary, licensing 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 councillors 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
  - (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.

### Allocation of seats on ordinary committees

- 5.5 There are four political groups on the Council: Conservative, Green, Labour and Liberal Democrat. The table below sets out the proposed allocation of seats on ordinary committees to the four political groups. This proposal satisfies the principles set out in paragraph 5.3 above.

Committee	Number of seats	Labour Group	Conservative Group	Liberal Democrat Group	Green Group
Appeals	11	6	3	2	0
Appointments	5	3	1	1	0
Employment	9	5	2	2	0
Governance & Audit	8	4	2	1	1
Planning	12	6	3	2	1
<b>Total allocation of places</b>	<b>45</b>	<b>24</b>	<b>11</b>	<b>8</b>	<b>2</b>
<b>Overall political balance</b>	<b>45</b>	<b>24</b>	<b>11</b>	<b>8</b>	<b>2</b>
<b>No adjustments required to achieve overall political balance</b>					

### Licensing and Safety Committee

- 5.6 There are 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.
- 5.7 The proposal for the 15 seats is in accordance with the proportionality rules.

	Number of seats	Labour Group	Conservative Group	Liberal Democrat Group	Green Group
<b>Licensing and Safety Committee</b>	15	8	4	2	1

### Overview and Scrutiny Commission

- 5.8 There are 12 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).
- 5.9 The proposal for the 12 seats is in accordance with the proportionality rules:

	<b>Number of seats</b>	<b>Labour Group</b>	<b>Conservative Group</b>	<b>Liberal Democrat Group</b>	<b>Green Group</b>
<b>Overview &amp; Scrutiny Commission</b>	12	6	3	2	1

- 5.10 In addition to the core Overview and Scrutiny Panel membership, all non-executive councillors can take part in review work. This enables the overview and scrutiny function to tap into the skills and knowledge of councillors across a wide variety of topics. This also allows working councillors to be involved effectively, based on their availability, interests and knowledge.
- 5.11 There will be a meeting of each committee immediately following the Annual Council meeting to appoint chairs and to establish sub-committees.

### **Sub-committees**

- 5.12 Committees are required to observe political proportionality when setting the membership of sub-committees. The proposed allocation of sub-committee seats is set out below:

<b>Committee/Sub-committee</b>	<b>Number of seats</b>	<b>Labour Group</b>	<b>Conservative Group</b>	<b>Liberal Democrat Group</b>	<b>Green Group</b>
Councillor Appeals Panel	5	3	1	1	0
Education Employment Sub-committee	7	4	2	1	0

### **Substitutes**

- 5.13 In addition to appointing councillors to serve on committees, the Council may also, in accordance with the procedures set out in Rule 10.3 and Rule 10.4 of the Constitution, on the nomination of a political group represented on the Council, appoint councillors to act as substitutes for members of their political group appointed to committees, up to the maximum number shown in the table below.

<b>Size of Political Group</b>	<b>Maximum Number of Substitutes</b>
Fewer than 11	3
11-17	4
18 or more	5

- 5.14 Committees may also appoint, on the nomination of any of the political groups represented on the Council, up to three councillors to act as substitutes for members of their political group appointed to sub-committees.

## **Nominations**

- 5.15 Appendix A of agenda 11 sets out the proposed committees, sub-committees, steering groups, advisory groups and panels. Nominations from the Green Group have been included. Nominations from the other groups will be circulated separately.

### **Membership of external organisations**

- 5.16 Councillors will be nominated to voluntary sector organisations as representatives in a non-management capacity with no role in the governance of the organisation. Such roles will be limited to councillors acting as conduits for communication between the Council and the organisation or as observers at the organisation's meetings.
- 5.17 Where a councillor is nominated as a representative pursuant to above, they may not subsequently accept a role on the organisation's board as a Trustee/Director or in any other management capacity such as Treasurer.
- 5.18 Appendix B of agenda 11 sets out the external organisations to which appointments will be made. Nominations to these organisations will be circulated separately.

### **Six-month rule for councillor attendance at meetings**

- 5.19 Section 85(1) of the Local Government Act 1972 requires a member of a local authority to attend at least one meeting of the authority within a six-month consecutive period in order to avoid being disqualified as a councillor. This requirement can be waived, and the time limit extended if any failure to attend is due to a reason approved by the authority in advance of the six-month period expiring.
- 5.20 The Council's custom and practice has been to accept attendance at any meetings of the bodies listed in appendix A of agenda item 11 as fulfilling the six-month attendance rule. Attendance at any of these meetings has previously been taken to mean 'in person'.
- 5.21 The Council has sound hybrid arrangements in place for councillors to participate in meetings remotely and it is well understood that that there must be a quorum of councillors in the room, and that those joining remotely cannot vote on items for decision at Council or its committees. Many of the non-decision-making meetings take place almost entirely remotely, including overview and scrutiny panel meetings. This pattern of meeting arrangements is likely to have the unintended consequence that a councillor who sits predominantly on bodies that meet remotely, may be unable to satisfy the requirements of the six-month rule.
- 5.22 Council is therefore asked to agree that attendance at any of the meetings listed in Appendix A, both remotely and in person satisfy the requirements of the six-month rule for councillor attendance at meetings.

## **6 Consultation and other considerations**

### Legal Advice

- 6.1 Seats on each committee will have been allocated having had regard to the following principles;
- a) That not all seats on the body to which appointments are made are to be allocated to the same political group
  - b) The majority of seats on the body is allocated to a particular political group if the numbers of persons belonging to that group is the majority of the Authority's membership
  - c) Subject to (a). and (b). the total number of seats on all the ordinary committees of the Authority allocated to a particular political group reflects that groups proportion of the membership of the Authority
  - d) Subject to (a). and (c), the number of seats on each body allocated to a particular political group reflects the groups proportion of the membership of the Authority
- 6.2 Under Section 85 of the Local Government Act 1972, if a councillor fails throughout a period of six consecutive months from the date of their last attendance to attend any meeting of the authority, they shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority. The term 'meeting' for this purpose can be read as extending to meetings of the Council, its committees, sub committees, joint committees or joint boards or other body by whom for the time being any functions of the authority are being discharged, or who were appointed to advise the authority on any matter relating to the discharge of their functions, and attendance as representative of the authority at a meeting of any body of persons.
- 6.3 Quite separately if a member of the Executive fails for six months to attend any of the meetings of the Executive, they cease to be a member of the Authority unless the absence is approved by the Authority. For this purpose the discharge by a member acting alone, of any executive function, or the attendance at a meeting of a Committee of an Executive shall be deemed to be attendance at a meeting of an Executive.

### Financial Advice

- 6.4 As the names for each seat have not yet been identified, it is not possible to confirm whether there will be an impact on allowances. Therefore, it is unknown at this stage if there are to be any financial implications associated with this report.

### Other consultation responses

- 6.5 Political groups were consulted on the proposals within this report and the outcome of discussions are reflected in the proposals.

### Equalities Impact Assessment

- 6.6 Not relevant to this report.

### Strategic Risk Management Issues

- 6.7 It is critical for robust arrangements to be in place for the Council to conduct its business without procedural challenge. The establishment of committees and the allocation of seats to political groups satisfy this requirement.

### Climate Change Implications

- 6.8 The recommendations in Section 2 above are expected to have no impact on emissions of CO<sub>2</sub>.

### Health & Wellbeing Considerations

- 6.9 The committees, partnerships and external organisations referred to within this report provide the governance framework for using local government powers and functions to improve the health of Bracknell Forest residents and reduce the inequalities that exist.

### Background Papers

None

### Contact for further information

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