

Notice of Meeting

Council

Councillor Ejaz (Mayor)
Councillor Penfold (Deputy Mayor)
Councillors Penfold, Allen, Bailey, Barnard, Bidwell, Brown, Cochrane, Collings, C Eberle, T Eberle, Egglestone, M Forster, S Forster, Frewer, Frost, Gaw, Gillbe, Haffegée, Harrison, Hayes MBE, Jefferies, Karim, McKenzie-Boyle, McLean, Mossom, Neil, O'Regan, Pickering, Purnell, Robertson, Smith, Temperton, C Thompson, P Thompson, Virgo, Watts, Webb, Welch, Wright and Zahuruddin



Wednesday 15 May 2024, 7.30 pm
Time Square, Market Street, Bracknell, RG12 1JD

Susan Halliwell
Chief Executive

Agenda

All councillors at this meeting have adopted the Mayor's Charter which fosters constructive and respectful debate.

| Item | Description | Page |
|------|---|--------|
| 1. | Apologies for Absence | |
| 2. | Declarations of Interest | |
| | <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. | Election of the Mayor of the Borough of Bracknell Forest for the 2024/25 Municipal Year | |
| 4. | Appointment of the Deputy Mayor of the Borough of Bracknell Forest for the 2024/25 Municipal Year | |
| 5. | Mayor's Announcements | |
| 6. | Appointments by the Leader of the Council | 3 - 34 |

EMERGENCY EVACUATION INSTRUCTIONS

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| | <p>To note:</p> <ul style="list-style-type: none"> 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. | |
| 7. | Establishment of Committees and Associated Matters | 35 - 42 |
| | <p>To agree:</p> <ul style="list-style-type: none"> a. the establishment and membership of committees; b. appointments to external organisations; c. the interpretation of the six-month rule for councillor attendance. | |
| 8. | State of the Borough Speeches | |
| | To provide an opportunity for each of the group leaders to address Council on their view of the state of Bracknell Forest. | |

Annual Meetings of Committees

The Annual Council meeting will be followed by a series of meetings to make appointments for the ensuing municipal year:

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

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: 7 May 2024

EMERGENCY EVACUATION INSTRUCTIONS

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To: **Annual Council**
15 May 2024

**Appointments and Delegations by the Leader of the Council
for the 2024/2025 Municipal Year
Executive Director of Communities – 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 was 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 has appointed Executive Members with portfolios as set out below. The Leader has reviewed the portfolios and the detailed portfolio responsibilities are set out in Appendix A.

2.4 Information regarding each Executive Member, including their wards and contact details, is available on the Council's website www.bracknell-forest.gov.uk.

| Councillor | Portfolios |
|-------------------|---------------------------|
| Councillor Bailey | Children and Young People |

| | |
|----------------------|---|
| Councillor Bidwell | Economy and Regeneration |
| Councillor Gillbe | Planning, Transport and Countryside |
| Councillor Jefferies | Leisure, Culture, Public Protection and Democracy |
| Councillor Neil | Finance and Corporate Improvement |
| Councillor Purnell | Environment, Community and Housing |
| Councillor Temperton | Council Strategy and Climate Change (Leader of the Council and Chair of the Executive) |
| Councillor Wright | Adults and Public Health |

- 2.4 Following the meeting the portfolios of executive responsibilities for each Executive Member will be updated in Part 2, Section 5 of the council's constitution as set out in Appendix A.

Executive Support Members

- 2.6 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.
- 2.7 The Leader of the Council has not appointed any Executive Support Members.

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 B 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 2024-2025, have not been included.

Appointments to External Organisations

- 2.12 Appendix C 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.

5 Climate Change and Ecological Impacts

5.1 There are no climate change and ecological impacts arising directly from this report.

Background Papers

None

Contact for further information

Ann Moore, Democratic & Registration Services: 01344 352260

ann.moore@bracknell-forest.gov.uk

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Executive Member Roles and Delegations

Update for May 2024

Executive Member

These responsibilities are in addition to the councillor role profile.

Purpose

The purpose of Executive Members is to:

- take responsibility within the Executive on the basis of individual and/or collective responsibility for a delegated portfolio of services or functions of the council.

The key duties and responsibilities of Executive Members are to:

- participate in the Executive and to implement agreed policies by taking responsibility individually and/or collectively for any portfolio allocated by the Leader of the Council, including providing a lead on and proposing new policy, strategy, programming, budget and service standards in line with the strategic themes set out in the Council Plan.
- exercise delegated powers in line with the council's constitution.
- consult and communicate with councillors of all party groups, council officers and key partners as appropriate to make sure decisions are well formed and that council policies are widely understood and positively promoted.
- make sure that the party groups are briefed at the appropriate time on significant issues within the respective portfolio – that is, those which have financial or other major resource implications, will result in a change in established policy, or which are contentious or politically sensitive.
- act as spokesperson within and outside the council for matters within the portfolio.
- have responsibility for liaison with Chief Officers and other senior officers responsible for the services within the portfolio.
- answer and account to the council and the community for matters within the portfolio
- respond within agreed timescales to agreed recommendations of relevant overview and scrutiny panels.
- seek to involve and consult non-Executive councillors in the area of work for which they have responsibility, particularly members of the relevant overview and scrutiny panel.
- represent the council and the political administration in the community and elsewhere as required by the Leader.

Key skills

The required key skills of Executive Members include:

- advanced leadership skills for areas of individual responsibility
- ability to work as part of an executive team to drive forward the continuous improvement of the council.
- ability to challenge the status quo and deal with complex strategic issues and problems.
- ability to manage a busy and complex workload, often to tight timescales and deadlines.
- ability to represent the council in a variety of settings both inside and outside the council.

- ability to communicate effectively and to work constructively with officers, councillors, partners, members of the public, the media and other organisations.

Knowledge

An Executive Member should have the following knowledge:

- detailed understanding and in-depth knowledge of the respective portfolio, the scope and range of the relevant services for which they are responsible and an awareness of current agreed policies in respect of those services.
- detailed understanding of the national policy framework and its impact on local policy development for areas of individual responsibility
- detailed understanding of local government finance and audit processes and the ability to interpret council budgets and accounts.
- boundary between operational officer matters and the strategic policy space

Functions

The functions for which individual Executive Members are responsible, are set out in Part 2, Section 5 of the council's constitution.

5. RESPONSIBILITY FOR EXECUTIVE FUNCTIONS

Executive Member for Council Strategy and Climate Change (Leader of the Council and Chair of the Executive) - Cllr Mary Temperton

The **Executive Member for Council Strategy and Climate Change** is responsible for the following functions, to the extent that they comprise Executive Functions:

- 1 As the Executive Leader, to have overall responsibility for providing the vision and strategic direction of the council. Ensuring that the council is inclusive, ambitious and always learning. To ensure that the Nolan Principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership are at the core of the council's work.
- 2 The Leader of the council has the overall fiduciary duty for the council's Revenue and Capital budgets. Overseeing the annual budget cycle to deliver a balance budget, set and collect Council Tax and other fees and charges. To deliver the Medium-Term Financial Strategy and ensuring adherence to the principles and obligations of sound financial management.
- 3 To provide community leadership, having overall responsibility for representing the council and its views to those who live, work or enjoy the borough of Bracknell Forest. To ensure that all people and communities are listen to, have their views taken seriously and are worked with collaboratively when making decisions on how to meet their aspirations.
- 4 To be the principal political leader, with responsibilities for coordinating the work of the council, the Executive, and all organisations in the public, private and voluntary sectors to achieve the strategic objectives of the borough. To champion the Mayor's charter that sets out the standards of behaviour expected from all councillors at all times.
- 5 To act as Chair of meetings of the Executive. To appoint Members of the council to the Executive, and to allocate responsibilities that are within the Executive scheme of executive functions. This to include the discharge of executive functions via the Executive as a whole, sub-committees of the Executive, individual Members of the Executive, an officer, a joint arrangement or another local authority.
- 6 To appoint Members of the council to external bodies, whose functions are the sole responsibility of Bracknell Forest Council's Executive.
- 7 The determination of the Terms of Reference for Committees of the Executive. This including, the appointment of the Chair and the Vice-Chair of those committees carrying out executive functions.
- 8 The council's vision and strategic direction. Responsibility for the council plan, and the annual service planning cycle. The performance management of the council, including monitoring and being accountable for the delivery of the council's objectives.
- 9 Matters relating to the Local Government Association and regional groupings.

- 10 To represent the Council on, and to liaise with, external organisations delivering services directly impacting on or related to the portfolio for which the Executive Member is responsible.
- 11 As Executive Member for Climate Change, to set the strategic direction for the whole borough. To champion the borough's climate change work by providing place-based leadership.
- 12 Advocating for Net zero climate action from the top. Ensuring that the council facilitates the production and implementation of detailed strategic plans for the borough area to achieve Net zero objective set by the council.
- 13 To have responsibility for monitoring progress in reducing emissions and achieving carbon budgets. Ensuring that climate goals are being met.
- 14 Promoting community engagement on addressing climate change. This includes involving residents, businesses, and other stakeholders in climate-related initiatives and decision-making processes.
- 15 Ensuring that climate considerations are integrated across all council services. This includes aligning climate goals with operations, legal services, and member training and development.

Executive Member for Leisure, Culture, Public Protection & Democracy - Cllr Iskandar Jefferies

The **Executive Member for Leisure, Culture, Public Protection & Democracy** is responsible for the following functions, to the extent that they comprise Executive Functions:

- 1 Overall performance and effective operation of Democratic & Registration Services, Digital & ICT Services (including customer services), Legal Services, Sports, Leisure, Heritage and Culture and Community hubs (including centres, community hubs, and community hub libraries).
- 2 The development and introduction of the digital council, including knowledge and information management (KIM), cyber resilience and records management (including links to the Berkshire Records Office and National Archives).
- 3 To exercise the Council's powers under the Local Government (Miscellaneous Provisions) Act 1976; to take appropriate actions as set out in the act.
- 4 To exercise the Council's powers under Section 2 of the Local Government Act 2000 [\[the promotion of well-being.\]](#)
- 5 The provision, maintenance and development of Arts, Culture and Heritage services within the borough, including libraries, South Hill Park Trust client, event spaces, Tourism information (the council's third space strategy).
- 6 The provision, maintenance and development of leisure within the borough, including leisure development, sports provision (including the council's sports centres and other leisure facilities).

- 7 Measures to promote the physical health and wellbeing of borough residents – including, encouraging participation in group activities, team sports and an active lifestyle for all.
- 8 Life events: Civil registration (births, deaths, marriages and civil partnerships). The Coroner’s Service and associated functions, Easthampstead Park Cemeteries and the Crematorium (including the development of new sites) and temporary and permanent mortuary services.
- 9 To be the lead Executive Member for complaints handling. To support a positive complaint handling culture by ensuring that the Executive receives regular information on complaints that provides insight on the council’s complaint handling performance.
- 10 To be the Executive Member for emergency planning and business continuity, in line with the Civil Contingencies Act 2004. To oversee the borough’s preparedness and resilience to crisis. To champion the borough’s Community Risk Register. To lead on the joint arrangements for the provision of emergency planning, making minor changes to the partnership agreement, including the admission and removal of partners.
- 11 To be the Executive Member on the Joint Public Protection Committee. To exercise the executive decision making delegated to this committee by council. To make minor changes to the partnership agreement, including the admission of new partners and service scopes.
- 12 Public Protection (Environmental health) including:
 - Food and safety control.
 - Control and monitoring of pollution and statutory nuisances.
 - Infectious disease and pest control.
 - Animal control.
 - Damp and mould.
 - Environmental Crime (fly-tipping, dumping and Removal and disposal of abandoned vehicles).
- 13 Public Protection (Trading Standards) including:
 - Weights and measures.
 - Fair trading.
 - Trade description.
 - Consumer credit and safety.
 - Consumer complaints.
- 14 Public Protection (Health and Safety) including:
 - Health, safety and welfare of people at, or affected by, work (functions that are not within the purview of the Health and Safety Executive).
 - Promotion of health education and home safety.
- 15 Any licensing functions, which are Executive Functions, and do not fall within the remit of the Licensing and Safety Committee.
- 16 Responsibility for covert monitoring covered by the Biometrics and Surveillance Camera Commissioner and Investigatory Powers Commissioner’s Office.

- 17 To represent the Council on, and to liaise with, external organisations delivering services directly impacting on or related to the portfolio for which the Executive Member is responsible.

Executive Member for Planning, Transport and Countryside - Cllr Guy Gillbe

The **Executive Member for Planning, Transport and Countryside** is responsible for the following functions, to the extent that they comprise Executive Functions:

- 1 Overall performance and effective operation of Place: Including development control, town planning, building control, traffic and highways management, parking control and development, EV charging infrastructure and borough parks, countryside and the protection of our biodiversity.
- 2 The functions of the Council under Town and Country Planning legislation.
- 3 The functions of the Council under the Building Acts.
- 4 The functions of the Council as Local Highway Authority.
- 5 The functions of the Council as Streets Authority (including on-street parking.)
- 6 The functions of the Council under the Road Traffic Regulation legislation and in respect of road closures.
- 7 The functions of the Council under the Traffic Management Act 2004.
- 8 The functions of the Council relating to Public Rights of Way, cycle routes and pedestrian ways and recreational routes for the Borough. Including Road Safety.
- 9 The maximisation of income to the Council via contributions from external sources as a result of planning consents and agreements.
- 10 The parking of vehicles in respect of Council functions and Orders where these relate to the public highway (other than abandoned vehicles and street trading)
- 11 Car Park management and maintenance (including on-street schemes and the provision of car parking solutions.)
- 12 The functions of the Council under the Transport Act 1985 and making representations and objections in respect of applications under HGV licensing legislation.
- 13 To oversee the conservation and promotion of the borough's natural heritage. To enhance biodiversity through habitat preservation, the management of recreational parks, open spaces, and countryside areas to provide leisure opportunities while maintaining ecological balance. This including the management of the Look Out.
- 14 Tree management – the provision of tree advice and support services to land managers.

- 15 Any functions under any Planning and development control which are Executive Functions, and which do not fall within the remit of the Planning Committee.
- 16 To represent the Council on, and to liaise with, external organisations delivering services directly impacting on or related to the portfolio for which the Executive Member is responsible. These including regional and sub-regional planning and transportation matters.

Executive Member for the Environment, Community and Housing – Cllr Helen Purnell

The **Executive Member for the Environment, Community and Housing** is responsible for the following functions, to the extent that they comprise Executive Functions:

- 1 Overall performance and effective operation of the environmental services, services to keep the community safe and address the housing needs of the borough. To build and sustain resilient communities, that work together, based on trust, respect and mutual understanding.
- 2 Engaged and empowered Communities development: Responsible for Community Cohesion, focusing on building social capital and enhancing community resilience.
- 3 Empowerment of Civic Participation and Community Engagement: empowering community involvement and advancing civic participation for all communities and demographic groups. To encourage active participation in local activities while fostering collaboration with community organisations to promote community cohesion.
- 4 Facilitation of Inclusive Decision-Making Processes: facilitate community involvement in civic life by engaging with residents and community groups. Ensuring that the voices of all stakeholders are heard and considered in local governance.
- 5 Lead for the 3rd sector: voluntary and community groups. To collaborate with third sector groups to promote building of social capital, fostering trust and social cohesion. Encouraging civic participation through volunteering, capacity-building and co-designing, and co-delivering services. The distribution of grants and funding programs to ensure they thrive and address community needs.
- 6 To chair the Town and Parish Councils Liaison meeting.
- 7 The Council's arrangements to meet the requirements of Equalities legislation (public sector equalities duty).
- 8 Lead waste management and reduction strategies aligned with national and local "reject, reduce, reuse, and recycle" objectives, while promoting community engagement and advocating for sustainable infrastructure. Champion the circular economy principles and build a greener future for the community (incl: Household recycling centres, waste fleet and weighbridges).
- 9 Environmental Services: Public cleansing, including street sweeping, cesspools and private sewers. Public Conveniences, Grounds maintenance, other than countryside maintenance (excluding tree management). Rural hedges and ditches. Environmental improvement schemes not covered in any other portfolio.

- 10 Closed landfill sites and associated surveillance, management and land utilisation.
- 11 The Council's functions as a Housing Authority, including the prevention of homelessness, the adequate provision for rough sleepers and those in need of temporary accommodation. The fair administration of the allocation of housing and ensuring that people in the borough have safe & affordable places to live. To represent the Council on the Strategic Housing Partnership.
- 12 The council's landlord function (non-commercial), for the provision of temporary accommodation and any other housing stock held by the council. This to include safety of these homes, and their repairs and maintenance.
- 13 The facilitation of delivering additional affordable homes within the borough, including ensuring sufficient provision for those with care and support needs (incl: adaptations).
- 14 The community safety statutory partners, including liaison with Royal Berkshire Fire and Rescue Service, Thames Valley Police. Liaison and engagement with the Office of Police and Crime Commissioner, including attending partnership boards and decision-making bodies.
- 15 To be responsible for meeting the council's statutory duties in relation to: Prevent, Serious violence, domestic abuse, and Youth Justice. To hold responsibility for prevention and reduction of anti-social behaviour and the statutory notices and actions that are associated with this area of work.
- 16 To issue and/or extend Public Spaces Protection Orders, and the use of CCTV systems in public places. Responsibility for overt monitoring covered by the Biometrics and Surveillance Camera Commissioner.
- 17 Any functions under Environment, Community Safety or Housing which are Executive Functions, and which do not fall within the remit of another Executive portfolio.
- 18 To represent the Council on, and to liaise with, external organisations delivering services directly impacting on or related to the portfolio for which the Executive Member is responsible. To serve on Executive Committee (e.g. Joint Waste Disposal Board).

Executive Member for Children and Young People – Cllr Roy Bailey

The **Executive Member for Children and Young People** is responsible for the following functions, to the extent that they comprise Executive Functions:

- 1 Overall performance and effective operation of services for Children and young people. To keep children safe and able to thrive. To address the needs of each child in the borough, their parents, carers, guardians, and ensure that the borough has a child focus. To collaborate with partners to drive positive change for children. The fostering educational excellence and promoting positive outcomes for children, as they fall under the Director of Children Service (DCS)'s purview (Children's Act 2004).

- 2 To be the Executive Member responsible for the provision of services to children with Special Educational Needs and Disabilities (SEND) shaping policies, practices, and resources to enhance the lives of children with SEND.
- 3 The Council's responsibilities for schools and the provision of education and learning. This to include apprenticeships, alternative provision and related matters. Virtual and extended schools, admissions, attendance, and elective home education.
- 4 The provision of home to school transport services. The provision of travel training and pathways to independent travel for children and young people.
- 5 Supporting parents, carers and guardians to ensure that children are safe and thrive. The supportive services for this group, including after-school clubs, breakfast clubs and support during school holidays.
- 6 The Council's responsibilities for Adult and Community Learning. This to include further and higher education provisions and providers (including sports academies providing education), as part of life-long learning.
- 7 The Council's responsibilities for children's social care and related matters including transition to adulthood. Holding the Executive Member responsibility for inspections, including the Inspection of Local Authority Children Service (ILACS) and Joint Targeted Area Inspections (JTAI).
- 8 The Early Years and Childcare Services, provided in the community (nurse provision, child minders and pre-schools services).
- 9 The provision of services for children and families who require support to achieve positive outcomes but who do not require a statutory intervention, including the provision of high quality universal and targeted early and family help, and youth work provision.
- 10 The Council's responsibility to young carers, ensuring their needs are assessed and they are supported through transition into adulthood.
- 11 To be the Executive Member with responsibility for Permanency. Representing the Council on the Berkshire Adoption Panel. Representing the Council on the Bracknell Forest and Windsor and Maidenhead Joint Fostering Panel.
- 12 To lead on corporate parenting, looked after children and care leavers. Championing the needs of looked after children in and from the borough.
- 13 To lead on the relationship with health for the provision of Child and Adolescent Mental Health Service (CAMHS)
- 14 Liaison with other providers of services to children and young people.
- 15 Any functions under Children, Families and learning which are Executive Functions, and which do not fall within the remit of another Executive portfolio.

- 16 To represent the Council on, and to liaise with, external organisations delivering services directly impacting on or related to the portfolio for which the Executive Member is responsible.

Executive Member for Adults and Public Health - Cllr Megan Wright

The **Executive Member for Adults and Public Health** is responsible for the following functions, to the extent that they comprise Executive Functions:

- 1 Overall performance and effective operation of Adult Social Services (including commissioning and market management of the provider market), services to address mental and physical health needs of the community and public health and well-being needs of the borough.
- 2 The promotion and implementation of “Health in all policies” to improving health and health equity across all service providers within the borough. To lead on addressing the wider determinants of health in all activities that the council undertakes.
- 3 Lead the relationship with the NHS and its Trusts, providers and ancillary services. The effectiveness of the provision of health services to the borough residents.
- 4 Council services within hospitals, including hospital discharge, continuing health care assessments and social work practise in health settings.
- 5 Lead responsibility for Adult safeguarding and the protection of vulnerable people in all settings.
- 6 The Health & Wellbeing Board, liaison and joint commissioning with providers of health services, the Council’s function on Public Health.
- 7 The Executive Member for community mental health, including those seeking help with drug or alcohol addiction, high risk behaviours and suicide prevention.
- 8 To represent the Council on the Supporting People Commissioning Body. To represent the Council on the Older People’s Forum.
- 9 To lead on independent living, including Disabled Facility Grants, Adaptations (prescribed by Occupational Therapists) and social prescribing. Support the voluntary sector to help reduce isolation and loneliness.
- 10 To represent the Council as a member for the South East Councils with Adult Services responsibilities.
- 11 The Executive Member for the provision of services to adults with learning and intellectual disabilities.
- 12 To lead on sexual and reproductive health.
- 13 The Executive Member for telecare, assistive technology and services provided by ForestCare, including Out of Hours services.

- 14 The Executive Member for carers providing support to adults (paid or unpaid care) with health or social care needs.
- 15 Any functions under Adult health and social care which are Executive Functions, and which do not fall within the remit of another Executive portfolio.
- 16 To represent the Council on, and to liaise with, external organisations delivering services directly impacting on or related to the portfolio for which the Executive Member is responsible.

Executive Member for Finance and Corporate Improvement Councillor Kathryn Neil

The **Executive Member for Finance and Corporate Improvement** is responsible for the following functions, to the extent that they comprise Executive Functions:

- 1 Overall performance and effective operation of the financial resources of the council, including accountancy services, payments, procurement and income management. To have responsibility for the staff of the council, including their welfare, wellbeing and relationship with the council.
- 2 The formulation of the Council's annual revenue budget, and its implementation following its approval by Council.
- 3 The formulation of the Council's annual capital budget, and its implementation following its approval by Council.
- 4 The powers and duties of the Council for the collection of local taxes, fee income, charges and debt recovery.
- 5 Financial (including investment and insurance) management, and management of the Council's balances.
- 6 The procurement processes and practises within the council. This to include the procurement obligation to obtain social value for the council's purchasing activities.
- 7 To act as lead Member in relation to risk management and audit responsibilities which are not covered by the Governance and Audit committee.
- 8 To be the joint Executive Member for the council's property joint venture. Holding a board role on the Cambium Partnership.
- 9 The Executive Member for the Business Change programme and Corporate Improvement.
- 10 Employee relations, and staff well-being and welfare. Relationship with Trades Unions, employee associations and staff networks. To be the link with the national pay bodies and employer groups.
- 11 Staff training and development. To lead on being an employer of choice (recruitment, retention and staff performance management). Staff apprenticeships and being a learning organisation.

- 12 Any functions under the resources and finance responsibility which are Executive Functions, and which do not fall within the remit of another Executive portfolio.
- 13 To represent the Council on, and to liaise with, external organisations delivering services directly impacting on or related to the portfolio for which the Executive Member is responsible.

Executive Member for Economy and Regeneration - Cllr Paul Bidwell

The **Executive Member for Economy and Regeneration** is responsible for the following functions, to the extent that they comprise Executive Functions:

- 1 Overall performance and effective operation of services to business, the economy and the regeneration of the borough. To lead on the council having effective communications with residents, stakeholders and other place partners. To lead on the council's property assets, to maximise the estate to achieve the council's financial and community objectives.
- 2 The management, maintenance, improvement, development and redevelopment of Bracknell Town Centre. To have delegated authority to vary the Development Agreement with Bracknell Regeneration Partnership (BRP) regarding the early transfer of land and property interests acquired under the Compulsory Purchase Order (CPO).
- 3 The Executive Member for economic activity, business health and employment. This to include development of Business Improvement Districts, employer forums and working with business representative groups like the Chambers of Commerce.
- 4 To lead on making the borough attractive for inward investment; working to retain businesses and help attract new sectors to the Bracknell Forest area.
- 5 To be the joint Executive Member for the council's property joint venture. Holding a board role on the Cambium Partnership.
- 6 To lead on Markets within the borough, including Bracknell Town Centre.
- 7 The management of all property and land owned by the Council, including the council's commercial investment portfolio. To lead on maximising the benefits of the estate including sales, acquisitions and disposals to achieve the council's asset strategy.
- 8 Strategic and planned maintenance of all Council properties, other than housing properties, as part of the council's corporate landlord.
- 9 The corporate public relations, marketing and communications function. To lead on the quality of the engagement with residents, including surveys, questionnaires and formal and informal consultations (not including staff consultations). The Council obligations under the transparency code and open government.
- 10 Any functions under property, regeneration, business engagement or communications which are Executive Functions, and which do not fall within the remit of another Executive portfolio.

- 11 To represent the Council on, and to liaise with, external organisations delivering services directly impacting on or related to the portfolio for which the Executive Member is responsible.

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Membership of the Executive, Overview & Scrutiny, Non-Executive Decision - Making Committees, Other Bodies and Other Joint Committees, Panels and Groups 2024 – 25

Mayor: Jenny Penfold
Deputy Mayor: Janet Cochrane

Leader of the Council: Mary Temperton
Deputy Leader of the Council: TBC

| Key: Committee appointed by | |
|-----------------------------|--------------------------------|
| | Council |
| | Leader |
| | Overview & Scrutiny Commission |
| | Relevant Committee |

| Executive Members | |
|--------------------|--|
| Roy Bailey | Executive Member for Children and Young People |
| Paul Bidwell | Executive Member for Economy and Regeneration |
| Guy Gillbe | Executive Member for Planning, Transport and Countryside |
| Iskandar Jefferies | Executive Member for Leisure, Culture, Public Protection and Democracy |
| Kathryn Neil | Executive Member for Finance & Corporate Improvement |
| Helen Purnell | Executive Member for Environment, Community and Housing |
| Mary Temperton | Executive Member for Council Strategy and Climate Change (Leader of the Council and Chair of the Executive) |
| Megan Wright | Executive Member for Adults and Public Health |

Overview and Scrutiny

| | |
|---|---|
| <p>Overview & Scrutiny Commission (12 Councillors)</p> <p>Labour (6) Egglestone Ejaz Frost Pickering – Chair-elect Watts Webb</p> <p>Conservative (3) TBA</p> <p>Liberal Democrat (2) C Eberle M Forster</p> <p>Green (1) Haffegge</p> <p>Church Representatives (2) Vacancy (voting on education matters) Vacancy (voting on education matters)</p> <p>Parent Governor Representatives (2) Victoria Hill (voting on education matters) <i>(four year term of office from November 2022 until November 2026)</i> Vacancy (voting on education matters)</p> <p style="text-align: center;">Substitute Members</p> <p>Labour (3) Brown Cochrane Penfold</p> <p>Conservative (3) TBA</p> <p>Liberal Democrat (1) Smith</p> <p>Green (1) Collings</p> | <p>Education, Skills & Growth Overview & Scrutiny Panel (Core membership of 9 Councillors)</p> <p>Labour (5) Ejaz Frost Penfold Watts – Chair-elect Webb</p> <p>Conservative (2) TBA</p> <p>Liberal Democrat (2) Smith Vacancy – TBA</p> <p>Parent Governor Representatives (2) Victoria Hill (voting on education matters) <i>(four year term of office from November 2022 until November 2026)</i> Vacancy (voting)</p> <p style="text-align: center;">Substitute Members</p> <p>Labour (3) Brown Cochrane Frewer</p> <p>Conservative (3) TBA</p> <p>Liberal Democrat (2) C Eberle M Forster</p> |
| <p>Environment and Communities Overview & Scrutiny Panel (Core membership of 9 Councillors)</p> <p>Labour (5) Brown Ejaz Cochrane O'Regan Watts</p> <p>Conservative (2) TBA</p> <p>Liberal Democrat (2) C Eberle – Chair-elect M Forster – Vice-chair-elect</p> <p style="text-align: center;">Substitute Members</p> <p>Labour (3) Frewer Penfold Welch</p> <p>Conservative (3) TBA</p> <p>Liberal Democrat (1) Smith</p> | <p>Health and Care Overview & Scrutiny Panel (Core membership of 9 Councillors)</p> <p>Labour (5) Cochrane Egglestone – Chair-elect Watts Webb Vice – Chair-elect Welch</p> <p>Conservative (2) TBA</p> <p>Liberal Democrat (2) S Forster Vacancy – TBA</p> <p style="text-align: center;">Substitute Members</p> <p>Labour (3) Frewer Penfold C Thompson</p> <p>Conservative (3) TBA</p> <p>Liberal Democrat (0) C Eberle M Forster Smith</p> |

**Joint Health Overview & Scrutiny Committee
(Berkshire Wide Committee)**

Labour (1)
Egglestone

Conservative (1)
TBA

Substitute Members

Labour (1)
Webb

Conservative (1)
TBA

Non-Executive Decision-Making Committees

Appointment Committee (5 Councillors)

Five seats allocated to political groups based on political proportionality as follows:

- At least one Executive Member and one opposition Member
- Three other councillors, one of which to be the Chair of the Employment Committee if available
- Maximum number of substitutes permitted per political group

Chief Executive to agree the appointments in accordance with the wishes of the political group(s)

Labour (3)

Employment Committee Chair
Relevant Executive Member
Temperton

Conservative (1)

TBA

Liberal Democrat (1)

M Forster

Substitute Members

Labour (3)

Employment Committee Vice-chair
Executive Member
Brown

Conservative (3)

TBA

Liberal Democrat (2)

C Eberle
Smith

Appeals Committee (11 Councillors)

Any three councillors drawn, as required and based in availability, from the pool of trained members below.

Chairs of Panels:

Any councillor who has completed Chair training drawn, as required, from the pool of trained members.

Labour (6)

Cochrane
Gillbe
O'Regan
Pickering
C Thompson
Webb

Conservative (3)

TBA

Liberal Democrat (2)

M Forster
Smith

| | |
|--|---|
| <p>Code of Conduct Panel Sub Committee of Governance & Audit Committee</p> <p>Any three councillors drawn from the membership of the Governance & 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>Independent Co-opted Members Pool (for complaints concerning Borough councillors) Vacancy - Independent Co-opted Member of Governance & Audit Committee Khan Juna Vacancy</p> <p>Parish/Town Council Representatives (for complaints concerning Parish / Town Cllrs) TBA – Crowthorne Town Council TBA – Warfield Parish Council</p> <p>Independent Persons Heather Quillish <i>(Four year term of office from November 2022 until November 2026)</i> Vacancy (reserve)</p> | <p>Education Employment Sub Committee of Employment Committee (7 Councillors)</p> <p>Labour (4) Gillbe – Vice chair-elect Neil Pickering – Chair-elect Webb</p> <p>Conservative (2) TBA</p> <p>Liberal Democrat (1) P Thompson</p> <p>Non-voting Members of the Teachers Associations: David Allais (UNISON) Vacancy (NASUWT) Paul Tatum (NEU) David McMullan (GMB)</p> <p>Substitute Members</p> <p>Labour (1) Frost</p> <p>Conservative (3) TBA</p> <p>Liberal Democrat (3) C Eberle M Forster Smith</p> |
| <p>Employment Committee (9 Councillors)</p> <p>Labour (5) Frost Gillbe – Vice Chair-elect Neil Pickering – Chair-elect Webb</p> <p>Conservative (2) TBA</p> <p>Liberal Democrat (2) M Forster P Thompson</p> <p>Substitute Members</p> <p>Labour (4) Egglesstone O'Regan Purnell C Thompson</p> <p>Conservative (3) TBA</p> <p>Liberal Democrat (2) C Eberle Smith</p> | <p>Governance & Audit Committee (8 Councillors)</p> <p>Labour (4) Ejaz Karim – Vice chair elect Neil O'Regan – Chair-elect</p> <p>Conservative (2) TBA</p> <p>Liberal Democrat (1) Zahuruddin</p> <p>Green (1) Haffegge</p> <p>Independent Co-opted Member: Vacancy</p> <p>Substitute Members</p> <p>Labour (3) Bidwell Purnell Welch</p> <p>Conservative (3) TBA</p> <p>Liberal Democrat (3) C Eberle M Forster Smith</p> <p>Green (1) Collings</p> |

| | |
|--|--|
| <p>Licensing and Safety Committee (15 Councillors)</p> <p>Labour (8) Bidwell Cochrane Frewer Frost O'Regan – Vice-chair elect Purnell C Thompson Welch – Chair-elect</p> <p>Conservative (4) TBA</p> <p>Liberal Democrat (2) Smith Zahuruddin</p> <p>Green (1) Vacancy</p> | <p>Licensing Panel – Sub Committee of Licensing and Safety Committee (3 Councillors)</p> <p>Any three councillors drawn, as required, from the membership of the Licensing and Safety Committee.</p> <p>Chairs of Panels: Any councillor who has completed chair training drawn, as required, from the membership of the Licensing and Safety Committee.</p> |
| <p>Councillor Appeals Panel – Sub Committee of Employment Committee (5 Councillors)</p> <p>Five councillors drawn from the Employment Committee in the first instance as follows:</p> <ul style="list-style-type: none"> • At least one Executive Member and one opposition councillor • Three other councillors • Up to three substitutes per political group(s) <p>Councillors must not have had any previous involvement in the matter being considered.</p> <p>Chief Executive to agree the appointments in accordance with the wishes of the political group(s)</p> | <p>Planning Committee (12 Councillors)</p> <p>Labour (6) Brown – Chair-elect Egglestone Frewer Ejaz Penfold C Thompson</p> <p>Conservative (3) TBA</p> <p>Liberal Democrat (2) Smith Zahuruddin</p> <p>Green (1) Collings – Vice-chair elect</p> |

Other Bodies

| | | | | | |
|--|---|--|--|--|--|
| <p>NO LONGER REQUIRED – TO BE REMOVED FROM LIST Bracknell Town Centre Regeneration Committee (6 Executive Members)</p> <p>Substitute Members Any member of the Executive who, in the absence of an appointed councillor, is nominated by that councillor to serve on the Committee.</p> | <p>Constitution Review Group (6 Councillors)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Labour (3) Bailey Gillbe – Chair-elect Pickering</p> <p>Liberal Democrat (1) M Forster</p> <p>Labour (3) Neil Purnell Temperton</p> <p>Liberal Democrat (2) C Eberle Smith</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Conservative (1) TBA</p> <p>Green (1) Haffegee</p> <p style="text-align: center;">Substitutes</p> <p>Conservative (3) TBA</p> <p>Green (1) Collings</p> </td> </tr> </table> | <p>Labour (3) Bailey Gillbe – Chair-elect Pickering</p> <p>Liberal Democrat (1) M Forster</p> <p>Labour (3) Neil Purnell Temperton</p> <p>Liberal Democrat (2) C Eberle Smith</p> | <p>Conservative (1) TBA</p> <p>Green (1) Haffegee</p> <p style="text-align: center;">Substitutes</p> <p>Conservative (3) TBA</p> <p>Green (1) Collings</p> | | |
| <p>Labour (3) Bailey Gillbe – Chair-elect Pickering</p> <p>Liberal Democrat (1) M Forster</p> <p>Labour (3) Neil Purnell Temperton</p> <p>Liberal Democrat (2) C Eberle Smith</p> | <p>Conservative (1) TBA</p> <p>Green (1) Haffegee</p> <p style="text-align: center;">Substitutes</p> <p>Conservative (3) TBA</p> <p>Green (1) Collings</p> | | | | |
| <p>Corporate Parenting Advocacy Panel (7 Councillors)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Labour (4) Cochrane Temperton – Vice-chair elect C Thompson – Chair-elect Wright</p> <p>Liberal Democrat (1) S Forster</p> <p>Non-voting Co-optees Relevant Executive Member</p> <p>Bracknell Forest Foster Carers Association</p> <p>Designated Nurse Children in Care, CCG</p> <p>Foster Carer</p> <p>SiLSiP representatives</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Conservative (1) TBA</p> <p>Green (1) Collings</p> <p>Bailey</p> <p>Doug Jennings</p> <p>Lynette Jones-Jardine</p> <p>Vacancy</p> <p>2 vacancies</p> </td> </tr> </table> | <p>Labour (4) Cochrane Temperton – Vice-chair elect C Thompson – Chair-elect Wright</p> <p>Liberal Democrat (1) S Forster</p> <p>Non-voting Co-optees Relevant Executive Member</p> <p>Bracknell Forest Foster Carers Association</p> <p>Designated Nurse Children in Care, CCG</p> <p>Foster Carer</p> <p>SiLSiP representatives</p> | <p>Conservative (1) TBA</p> <p>Green (1) Collings</p> <p>Bailey</p> <p>Doug Jennings</p> <p>Lynette Jones-Jardine</p> <p>Vacancy</p> <p>2 vacancies</p> | <p>Councillor Development Charter Steering Group (7 Councillors)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Labour (4) Egglestone Karim – Chair-elect Watts – Vice-chair elect Welch</p> <p>Liberal Democrat (1) M Forster</p> <p>Labour (3) Frost Neil C Thompson</p> <p>Liberal Democrat (2) C Eberle Smith</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Conservative (1) TBA</p> <p>Green (1) Haffegee</p> <p style="text-align: center;">Substitutes</p> <p>Conservative (3) TBA</p> <p>Green (1) Collings</p> </td> </tr> </table> | <p>Labour (4) Egglestone Karim – Chair-elect Watts – Vice-chair elect Welch</p> <p>Liberal Democrat (1) M Forster</p> <p>Labour (3) Frost Neil C Thompson</p> <p>Liberal Democrat (2) C Eberle Smith</p> | <p>Conservative (1) TBA</p> <p>Green (1) Haffegee</p> <p style="text-align: center;">Substitutes</p> <p>Conservative (3) TBA</p> <p>Green (1) Collings</p> |
| <p>Labour (4) Cochrane Temperton – Vice-chair elect C Thompson – Chair-elect Wright</p> <p>Liberal Democrat (1) S Forster</p> <p>Non-voting Co-optees Relevant Executive Member</p> <p>Bracknell Forest Foster Carers Association</p> <p>Designated Nurse Children in Care, CCG</p> <p>Foster Carer</p> <p>SiLSiP representatives</p> | <p>Conservative (1) TBA</p> <p>Green (1) Collings</p> <p>Bailey</p> <p>Doug Jennings</p> <p>Lynette Jones-Jardine</p> <p>Vacancy</p> <p>2 vacancies</p> | | | | |
| <p>Labour (4) Egglestone Karim – Chair-elect Watts – Vice-chair elect Welch</p> <p>Liberal Democrat (1) M Forster</p> <p>Labour (3) Frost Neil C Thompson</p> <p>Liberal Democrat (2) C Eberle Smith</p> | <p>Conservative (1) TBA</p> <p>Green (1) Haffegee</p> <p style="text-align: center;">Substitutes</p> <p>Conservative (3) TBA</p> <p>Green (1) Collings</p> | | | | |

| | |
|---|--|
| <p>Council Sector Working Group (14 Councillors)</p> <p>Labour (7) Egglestone Penfold Purnell Temperton Watts Welch Wright</p> <p>Conservative (3) TBA</p> <p>Liberal Democrat (2) T Eberle Smith</p> <p>Green (2) Collings Haffegge</p> | <p>Disability Access Advisory Panel (5 Councillors)</p> <p>Labour (3) Brown Purnell – Chair-elect C Thompson – Vice chair-elect</p> <p>Conservative (1) TBA</p> <p>Liberal Democrat (1) P Thompson</p> |
| <p>Electoral Review Steering Group (6 Councillors)</p> <p>Labour (3) Bailey Gillbe – Vice chair-elect Temperton – Chair-elect</p> <p>Conservative (1) TBA</p> <p>Liberal Democrat (1) Zahuruddin</p> <p>Green (1) Haffegge</p> <p style="text-align: center;">Substitute Members</p> <p>Labour (3) Brown Wright Pickering</p> <p>Conservative (3) TBA</p> <p>Green (1) Collings</p> <p>Liberal Democrat (3) C Eberle M Forster Smith</p> | <p>NO LONGER REQUIRED – TO BE REMOVED FROM LIST</p> <p>Executive Committee: Commercial Property (4 Executive Members) Councillors</p> <p>Substitute Members Any Member of the Executive who, in the absence of an appointed Executive Member, is nominated by that Executive Member to serve on the Committee.</p> |
| <p>Local Joint Committee Consultative Committee of Employment Committee (4 Councillors)</p> <p>Labour (2) Gillbe – Vice-chair elect Pickering – Chair-elect</p> <p>Conservative (1) TBA</p> <p>Liberal Democrat (1) P Thompson</p> <p>Staff side representatives David Allais (Unison) Pat Kenny (Unison) David McMullen (GMB)</p> <p style="text-align: center;">Substitute Members</p> <p>Labour (3) Neil O'Regan Temperton</p> <p>Conservative (1) TBA</p> <p>Liberal Democrat (3) C Eberle M Forster Smith</p> | <p>Secure Accommodation Review Panel (Executive Member)</p> <p>Executive Member for Children and Young People, a suitably qualified Social Services officer and an independent person, appointed by the Executive Director of People.</p> |

**Welfare Advisory Panel
(5 Councillors)**

Labour (3)

Brown

Temperton – Chair-elect

Watts – Vice-chair elect

Conservative (1)

TBA

Liberal Democrat (1)

Smith

Other Joint Committees, Panels and Groups

| | |
|-----------------------------|------------|
| Key: Committee appointed by | |
| | Council |
| | the Leader |

| | REPRESENTATION REQUIREMENTS | COUNCILLOR |
|---|--|-------------------|
| Adopt Thames Valley Adoption Panel (changed from Berkshire Joint Adoption Panel) | Relevant Executive Member | Bailey |
| Berkshire Healthcare NHS Foundation Trust | 1 Councillor | Karim |
| Berkshire Leaders Group | Leader of the Council | Temperton |
| Berkshire Local Transport Board | Relevant Executive Member | Gillbe |
| | 1 Councillor as reserve | Egglestone |
| Berkshire Pension Fund Advisory Panel | 1 Councillor | O'Regan |
| Berkshire Strategic Transport Members' Forum | Relevant Executive Member | Gillbe |
| | 1 Councillor as reserve | Welch |
| Blackwater Valley Advisory Committee for Public Transport | Relevant Executive Member | Gillbe |
| Bracknell Forest Fostering Panel | Relevant Executive Member | Bailey |
| Business Improvement District (BID) Company | Relevant Executive Member | Bidwell |
| Children and Young People's Partnership Board | Relevant Executive Member | Bailey |
| Children's Centre Advisory Board | 2 Councillors | C Thompson |
| | | Penfold |
| Civilian Military Partnership Known as Armed Forces Community Covenant Champion | 1 councillor | Pickering |
| Deputy Armed Forces Champion | 1 councillor | M Forster |
| Community Safety Partnership Steering Group | Relevant Executive Member | Purnell |
| Community Safety Partnership Workshop Group | Relevant Executive Member | Purnell |
| | | Egglestone |
| | 2 Councillors | Jefferies |

REPRESENTATION REQUIREMENTS

COUNCILLOR

| | | |
|--|---|----------------------|
| Downshire Homes Board Ltd | NO APPOINTMENT REQUIRED | |
| Economic and Skills Development Partnership | Relevant Executive Member | Bidwell |
| Health and Wellbeing Board | Relevant Executive Member | Wright |
| | 1 Councillor | Karim |
| Improvement and Efficiency Social Enterprise (iESE) | NO APPOINTMENT REQUIRED | |
| Joint Public Protection Committee (JPPC) (Bracknell Forest and West Berkshire) 3 seats (2 Labour / 1 Conservative) proportional to the political balance of the Council | Relevant Executive Member (Lab) | Jefferies |
| | Chair of Licensing & Safety Committee (Lab) | Welch |
| | 1 Councillor (Con) | TBA |
| | Substitute | Any Executive Member |
| Joint Climate Action Board (See Other Bodies page for Council Sector Working Group) | Relevant Executive Member | Temperton |
| | 1 Councillor (Green) | Haffegée |
| | 1 Councillor (Lib Dem) | T Eberle |
| | 1 Councillor (Con) | TBA |
| Joint Prosperity Board | Leader of the Council | Temperton |
| | Deputy Leader of the Council | |
| Joint Waste Disposal Board (BF, Wokingham and Reading) | Relevant Executive Member | Purnell |
| | Relevant Executive Member | Temperton |
| Lily Hill Park Management Committee | Relevant Executive Member | Gillbe |
| Local Countryside Access Forum | 2 Councillors | Collings |
| | | Welch |
| Local Government Association Assembly | Leader of the Council | Temperton |
| | 2 Councillors | Wright |
| | | M Forster |
| Parish and Town Council Liaison Group | Relevant Executive Member | Purnell |
| | 2 Councillors | Penfold |
| | | Frewer |

REPRESENTATION REQUIREMENTS

COUNCILLOR

| | | |
|--|--|--------------|
| PATROL (Parking and Traffic Regulations Outside London) Adjudication Joint Committee | Relevant Executive Member | Gillbe |
| | 1 Councillor as reserve | Frewer |
| Royal Berkshire Fire Authority | 3 seats proportional to the political balance of the council (2 Labour / 1 Conservative) | Brown (Lab) |
| | | Frewer (Lab) |
| | | (Con) TBA |
| South East England Councils | Leader of the Council | Temperton |
| | 1 Councillor as reserve | Bidwell |
| South East Strategic Leaders | Leader of the Council | Temperton |
| South Hill Park Management Committee | Relevant Executive Member | Gillbe |
| | 1 Councillor | Jefferies |
| Standing Advisory Council on Religious Education (SACRE) | 4 Councillors | Bailey |
| | | TBA |
| | | Brown |
| | | Frost |
| | | Vacancy |
| Standing Conference for Archives Including Berkshire Record Office Capital Working Group | 1 Councillor | Gillbe |
| Thames Basin Heaths Joint Strategic Partnership Board | Relevant Executive Member | Gillbe |
| Thames Valley Berkshire City Deal Joint Committee | Relevant Executive Member | Bidwell |
| | 1 Councillor as reserve | O'Regan |
| Thames Valley Berkshire Local Enterprise Partnership | Relevant Executive Member | Bidwell |
| Thames Valley Police and Crime Panel (Joint Committee) | Relevant Executive Member | Purnell |
| | 1 Councillor as reserve | Jefferies |

External Organisations 2024 – 25

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 | Wright |
| 2 | Berkshire Association of Clubs for Young People (Known as Berkshire Youth) | 1 Representative | Frost |
| 3 | Berkshire Community Foundation | 1 Representative | TBA |
| 4 | Berkshire Music Trust (formerly Berkshire Maestros) | 1 Representative | Smith |
| 5 | Binfield Badger Group | 1 Representative | Collings |
| 6 | Birch Hill Community Association (Charity number 276224) | 1 Representative | C Thompson |
| 7 | Bracknell Forest Cambian Partnership (was Joint Venture Partnership Board) | 2 Representatives – relevant Executive Members | Bidwell |
| | | | Neil |
| 8 | Broadmoor Local External Stakeholder Group | Relevant Executive Member | Gillbe |
| | | Ward Councillor | TBA |
| 9 | Bullbrook Community Association (Charity number 300124) | 1 Representative | Jefferies |
| 10 | Citizens Advice East Berkshire | 1 Representative | Cochrane |
| 11 | Crown Wood Community Association (Charity number 282997) | 1 Representative | Welch |

| | BODY | REPRESENTATION REQUIREMENTS | COUNCILLOR |
|----|---|------------------------------------|-------------------|
| 12 | Easthampstead & Wildridings Community Association (Charity number 300125) | 1 Representative | Purnell |
| 13 | Farley Wood Community Association (Charity number 1127154) | 1 Representative | Pickering |
| 14 | Federation of Burial Cremation Authorities | 1 Representative | Egglestone |
| 15 | Forest Park Community Association (Charity number 298690) | 1 Representative | Frewer |
| 16 | Great Hollands Community Association (Charity number 1138209) | 1 Representative | Ejaz |
| 17 | Hanworth Community Association (Charity number 269282) | 1 Representative | Penfold |
| 18 | Heathrow Community Noise Forum | Relevant Executive Member | Gillbe |
| | | 1 Community Representative | Geoff Paxton |
| 19 | Heritage Champion | Relevant Executive Member | Jefferies |
| 20 | Homestart – Bracknell Forest | 1 Representative | Purnell |
| 21 | Involve Board | 1 Representative | Purnell |
| 22 | Jennett's Park Community Association (Charity number 1148928) | 1 Representative | Neil |
| 23 | Keep Mobile Community Transport | 1 Representative | Ejaz |
| 24 | North Ascot Community Association (Charity number 278231) | 1 Representative | TBA |
| 25 | Owlsmoor Centre (Charity number 1080713) | 1 Representative | TBA |
| 26 | Priestwood Community Association (Charity number 1089708) | 1 Representative | Karim |
| 27 | Sandhurst Day Centre Association | 1 Representative | Zahuruddin |
| 28 | South East Reserve Forces' and Cadets' Association | 1 Representative | M Forster |
| 29 | The Parks Community Association (Charity number 1161192) | 1 Representative | Wright |

To: **Annual Council**
15 May 2024

Establishment of Committees and Associated Matters
Executive Director: Communities – 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 revoke the decision to waive the application of s85(1) of the Local Government Act 1972 so that, from the day after this council meeting, attendance at any of the meetings listed in Appendix B of agenda item 11 must be in person, to satisfy the requirements of the six-month rule for councillor attendance at meetings.**
- (f) To delegate authority to the Borough Solicitor to make any consequential changes to the constitution.**

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 Following consultation with group leaders and whips, council is asked to agree that councillors must attend at least one meeting in person within a six-month period to satisfy the six-month rule and avoid being disqualified as a councillor. Attendance remotely will cease to satisfy this requirement.

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:

| | Number of councillors | Proportionality |
|-------------------------|------------------------------|------------------------|
| Labour | 22 | 53.659% |
| Conservative | 10 | 24.390% |
| Liberal Democrat | 7 | 17.073% |
| Green | 2 | 4.878% |
| | 41 | 100% |

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 to ensure that the political balance on committees reflects the political complexion of the council. 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.

It is proposed that no changes are made to the size and allocation of seats on ordinary committees.

| 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 |
| Total allocation of places | 45 | 24 | 11 | 8 | 2 |
| Overall political balance | 45 | 24 | 11 | 8 | 2 |
| This proposal is politically proportionate | | | | | |

Licensing and Safety Committee

- 5.6 The Licensing and Safety Committee 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 Licensing and Safety Committee currently has 15 seats which is the legally permitted maximum number. The minimum permitted number is 10. The number of seats on the committee was set at the highest permissible size (15) so that there was a large pool of trained councillors to sit on Licensing Panels to hear appeals when required. All Licensing & Safety Committee members will be expected to attend training so that the council has a pool of 15 councillors to draw from to sit on Licensing Hearing Panels.

It is proposed that no change is made to the size and allocation of seats on the Licensing and Safety Committee.

| | Number of seats | Labour Group | Conservative Group | Liberal Democrat Group | Green Group |
|---------------------------------------|-----------------|--------------|--------------------|------------------------|-------------|
| Licensing and Safety Committee | 15 | 8 | 4 | 2 | 1 |

This proposal is politically proportionate

Overview and Scrutiny Commission

- 5.8 There are 12 seats on the Overview and Scrutiny Commission. Although the allocation of seats to the 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).

It is proposed that no change is made to the size and allocation of seats on the Overview & Scrutiny Commission.

| | Number of seats | Labour Group | Conservative Group | Liberal Democrat Group | Green Group |
|---|------------------------|---------------------|---------------------------|-------------------------------|--------------------|
| Overview & Scrutiny Commission | 12 | 6 | 3 | 2 | 1 |
| This proposal is politically proportionate | | | | | |

Overview & scrutiny panels

- 5.9 Overview and scrutiny panels are not sub-committees of the Commission and therefore are not subject to the proportionality rules. Each panel is currently a different size. It is proposed that all panels are the same size with 9 seats and where possible, the proportionality rules will be applied. The proposal reflects the Green Group's preference not to have core membership of the panels.

It is proposed that each overview and scrutiny panel has 9 seats as allocated below:

| | Number of seats | Labour Group | Conservative Group | Liberal Democrat Group | Green Group |
|---|------------------------|---------------------|---------------------------|-------------------------------|--------------------|
| Education, Skills & Growth Overview & Scrutiny Panel | 9 | 5 | 2 | 2 | 0 |
| Environment & Communities Overview & Scrutiny Panel | 9 | 5 | 2 | 2 | 0 |
| Health & Care Overview & Scrutiny Panel | 9 | 5 | 2 | 2 | 0 |
| This proposal is politically proportionate | | | | | |

- 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.

Sub-committees

- 5.11 There will be a meeting of each committee immediately following the Annual Council meeting to appoint chairs and to establish sub-committees and panels.
- 5.12 Committees are required to observe political proportionality when setting the membership of sub-committees. There is no requirement to aggregate the seats on sub-committees to reflect the overall political balance of the council.

It is proposed that no change is made to the size and allocation of seats on sub-committees.

| Committee/Sub-committee | Number of seats | Labour Group | Conservative Group | Liberal Democrat Group | Green Group |
|---|------------------------|---------------------|---------------------------|-------------------------------|--------------------|
| Councillor Appeals Panel | 5 | 3 | 1 | 1 | 0 |
| Education Employment Sub-committee | 7 | 4 | 2 | 1 | 0 |
| This proposal is politically proportionate | | | | | |

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.

| Size of Political Group | Maximum Number of Substitutes |
|--------------------------------|--------------------------------------|
| 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 B of agenda item 6 sets out the proposed committees, sub-committees, steering groups, advisory groups, and panels. Nominations from the Labour, Liberal Democrat and Green groups have been included. Nominations from the Conservative Group 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 C of agenda item 6 sets out the external organisations to which appointments will be made.

Committee and membership changes

- 5.19 The following are no longer required and will be disestablished. The Executive will determine any matters previously delegated to these committees.
- Bracknell Town Regeneration Committee
 - Executive Committee: Commercial Property
- 5.20 The council will not be appointing representatives to the following bodies:
- Downshire Homes Board Ltd
 - Improvement and Efficiency Social Enterprise (IESE)

Six-month rule for councillor attendance at meetings

- 5.21 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 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.
- 5.22 The council's custom and practice has been to accept attendance at any meetings of the bodies listed in appendix B of agenda item 6 as fulfilling the six-month attendance rule.
- 5.23 At the last annual meeting of the council it was agreed that attendance should be taken to mean either in person or remotely. This has been reviewed by all groups on the council. Members considered that the provision within the legislation that permitted council to extend the six-month time limit if a councillor was unable to attend one meeting in a six-month period due to a reason approved by the council, provided sufficient safeguard for councillors and met constituents' expectations that a councillor should attend a meeting of the council, in person so that they can vote on any matter.
- 5.24 Council is therefore asked to agree that attendance at any of the meetings listed in Appendix B, must be in person to 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 Whilst the exact membership of each committee and role is not yet known, there is not anticipated to be any extra costs associated with this report and the costs will be contained within the existing budget.

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 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 CO₂.

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

Ann Moore, Assistant Director: Democratic and Registration Services - 01344 352260
ann.moore@bracknell-forest.gov.uk

Notice of Meeting

Employment Committee

Members of the Committee will be appointed by Council prior to the meeting

**Wednesday 15 May 2024, On the rise of Annual Council
Council Chamber - Time Square, Market Street, Bracknell, RG12
1JD**



This is one of a series of meetings following Annual Council to make appointments for the ensuing municipal year.

Agenda

*All councillors at this meeting have adopted the Mayor's Charter
which fosters constructive and respectful debate.*

| Item | Description | Page |
|------|---|------|
| 1. | Election of Chair | |
| 2. | Appointment of Vice-Chair | |
| 3. | Appointment of Sub Committee and Advisory Groups | |
| | <ul style="list-style-type: none">• Education Employment - Sub Committee of Employment Committee• Local Joint Committee - Consultative Committee of Employment Committee• Councillor Appeals Panel - Sub Committee of Employment Committee <p>Appointment details will be set out as an appendix to the Annual Council agenda</p> | |

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Published: 1 May 2024

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Notice of Meeting

Governance & Audit Committee

Members of the Committee will be appointed by Council prior to the meeting

**Wednesday 15 May 2024, On the rise of Annual Council
Council Chamber - Time Square, Market Street, Bracknell, RG12
1JD**



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| Item | Description | Page |
|------|---|------|
| 1. | Election of Chair | |
| 2. | Appointment of Vice-Chair | |
| 3. | Appointment of Code of Conduct Panels - Sub Committees of Governance and Audit Committee | |
| | Appointment details will be set out as an appendix to the Annual Council agenda. | |

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Notice of Meeting

Licensing and Safety Committee

Members of the Committee will be appointed by Council prior to the meeting

**Wednesday 15 May 2024, On the rise of Annual Council
Time Square, Market Street, Bracknell, RG12 1JD**



This will be one of a series of meetings to follow the Annual Council meeting to make appointments for the ensuing municipal year.

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| Item | Description | Page |
|------|---|------|
| 1. | Election of Chair | |
| 2. | Appointment of Vice-Chair | |
| 3. | Appointment of Licensing Panels- Sub Committees of Licensing and Safety Committee Appointment details will be set out as an appendix to the Annual Council agenda | |

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Notice of Meeting

Overview and Scrutiny Commission

Members of the Committee will be appointed by Council prior to the meeting

**Wednesday 15 May 2024, On the rise of Annual Council
Council Chamber - Time Square, Market Street, Bracknell, RG12
1JD**



Agenda

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| Item | Description | Page |
|------|--|------|
| 1. | Election of Chair | |
| 2. | Appointment of Vice-Chair | |
| 3. | Appointment of Overview & Scrutiny Panels | |
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Notice of Meeting

Planning Committee

Members of the Committee will be appointed by Council prior to the meeting

**Wednesday 15 May 2024, On the rise of Annual Council
Council Chamber - Time Square, Market Street, Bracknell, RG12
1JD**



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| 1. | Election of Chair | |
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