

Notice of Meeting

Annual Council

Councillor Mrs McKenzie (Mayor)
Councillor Ms Merry (Deputy Mayor)
Councillors Allen, Angell, Atkinson, Bhandari, Dr Barnard,
Bettison OBE, D Birch, Mrs Birch, Brossard, Brown, Brunel-Walker,
Dudley, Finch, Ms Gaw, Gbadebo, Mrs L Gibson, MJ Gibson,
Green, Mrs Hamilton, Harrison, Mrs Hayes MBE, Ms Hayes,
Heydon, Mrs Ingham, Kennedy, Kirke, Leake, Mrs McKenzie-Boyle,
McLean, Mrs Mattick, Mossom, Neil, Parker, Porter, Skinner,
Temperton, Tullett, Turrell, Virgo and Wade



Wednesday 20 May 2020, 7.30 - 9.30 pm
Online only

Timothy Wheadon
Chief Executive

Agenda

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.	Minutes of Previous Meetings	3 - 16
	To approve as a correct record the minutes of the meetings of the Council held on 26 February and 11 March 2020.	
4.	Election of the Mayor of the Borough of Bracknell Forest for the 2020/21 Municipal Year	

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5.	Vote of Thanks to the Retiring Mayor	
6.	Response by the Immediate Past Mayor	
7.	Appointment of the Deputy Mayor of the Borough of Bracknell Forest for the 2020/21 Municipal Year	
8.	Mayor's Announcements	
9.	Appointments by the Leader of the Council	17 - 34
	This report asks the Council to note: a) the Members appointed by the Leader to serve on the Executive for the 2020/21 Municipal Year; b) the appointment of Executive Committees, Sub-Committees and Advisory Panels; and c) the appointments by the Leader to external organisations	
10.	Remote Meetings Protocol and Procedure Rules	35 - 42
	This report asks the Council to consider amendments to the Council Constitution, in particular to the Council and Committee Rules and Access to Information provisions.	
11.	Establishment of Committees and Associated Matters	43 - 48
	This report asks the Council to agree: a) the establishment and membership of Committees; b) appointments to External Organisations; c) the appointment of Council Champions.	

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Published: 12 May 2020

EMERGENCY EVACUATION INSTRUCTIONS

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COUNCIL
26 FEBRUARY 2020
7.30 - 9.30 PM



Present:

Councillors Mrs McKenzie (Mayor), Ms Merry (Deputy Mayor), Allen, Angell, Atkinson, Dr Barnard, Bettison OBE, D Birch, Mrs Birch, Brossard, Brown, Brunel-Walker, Finch, Ms Gaw, Gbadebo, Mrs L Gibson, MJ Gibson, Green, Mrs Hamilton, Harrison, Mrs Hayes MBE, Ms Hayes, Heydon, Mrs Ingham, Kirke, Leake, Mrs McKenzie-Boyle, McLean, Mrs Mattick, Mossom, Neil, Porter, Skinner, Temperton, Turrell and Wade

Apologies for absence were received from:

Councillors Bhandari, Dudley, Kennedy, Parker, Tullett and Virgo

46. Minutes of Previous Meeting

RESOLVED that the minutes of the Council meeting held on 15 January 2020 be approved and signed by the Mayor as a correct record.

47. Declarations of Interest

There were no declarations of interest.

48. Question submitted under Council Procedure Rule 9

In accordance with Council Procedure Rule 9 (Public Participation), Mr T Neill, resident of Harmans Water asked the Executive the following published question:

The Council's published 'Financial Plans and Supporting Information 2019/20' shows, in Annex A, in the table entitled 'Commitment Budget - Transformation Savings 2019/20 to 2021/22', a total reduction of £3,600,000 marked 'AdultsTransformation', also a total reduction of £1,914,000 marked 'ChildrensTransformation' through budget years 2018/19 to 2021/2022. May I take the Council's written and itemised breakdown of these figures, showing specifically from which Council departments and external services you have chosen to withdraw support, and how much from each please?

In response Councillor Heydon, Executive Member for Transformation and Finance explained that it was a complex answer, the Council was committed to providing the support needed to help the most vulnerable children and adults in Bracknell Forest but recognised that the way in which they are supported needed to change. He explained that the Council did this by putting in place social care services that were appropriate to individuals' needs. The Council provided and commissioned those services from a wide variety of organisations, occasionally using block contracts for things like domiciliary care, more often using individual contracts related to a specific person's needs.

Councillor Heydon stated that Transformation savings did not necessarily mean cutting services but instead about doing things differently with an emphasis on quality not quantity. The specific areas of change were identified and the likely potential financial impact of each of these was estimated. However, he explained that it was

recognised that few parts of these complex systems work in isolation, that one change could potentially impact on another and the timing of the financial impact of any change was very difficult to predict. He stated that the Council deliberately did not include in the published budget plans a detailed breakdown of the individual changes.

He explained that the “financial plans and budgets supporting information” document for the 2020/21 financial year included no assumed Transformation savings from either programme beyond 2019/20 and the previous year’s target had therefore been reduced by £1.2m. The Council was working on future areas of focus, but these had not yet been firmed up or accurately quantified.

He concluded that whatever savings were achieved through Transformation would potentially be counteracted by the increasing level of demand for social care services and that in 2020/21 the Council would be spending £6m more on social care services than in 2018/19, when the Transformation programme started.

In response to Mr T Neill’s supplementary questions Councillor Heydon responded that there were multiple interlocking projects within the programme and it would be counterproductive to produce this. Councillor Birch, Executive Member for Adult Social Care, Health and Housing replied that a strength-based approach was used to identify the positive impacts that could be made. He added that no one that was assessed as having a level of care received anything less than what they are entitled to. Instead the projects found new and better, joined up ways of doing delivering this to improve outcomes for Bracknell Forest residents.

49. **Mayor's Announcements**

Bracknell Forest Staff Awards

The Leader of the Council, Councillor Bettison OBE reported that the Council relied on its staff more than ever and their hard work had been recognised at a recent award ceremony. Members of staff were nominated for showing particular effort which reflected the ethos of the Council e.g. open minded or respectful. The awards also recognised the collective efforts made by teams. He encouraged Members to thank these teams and individuals when working with them.

Coronavirus update

Councillor Dr Barnard, Executive Member for Children, Young People and Learning updated the meeting on the support being provided to schools within the borough and that there had been no school closures. A Steering Group was being formed to co-ordinate the Council’s response and schools would have a single point of contact. Regular communications between public health, Public Health England and schools’ teams had been established to disseminate updates. Advice was also available on the front page of the Council’s website.

Family Safeguarding Birthday

Councillor Dr Barnard, Executive Member for Children, Young People and Learning was proud to report that the achievements of the Bracknell Forest family safeguarding team had been recognised by the Minister for Children and Families, and the Chief Social Worker for Children and Families, for its success in supporting local families using the family safeguarding model. The project had celebrated two years supporting vulnerable children and families. The Council had seen a 25 % reduction in child protection cases, meaning more children were able to remain safely

at home with a reduced level of intervention from the Council. It had also resulted in a 33 % reduction in social workers 'caseloads'. The project was a finalist at the upcoming IESE Transformation Awards in the category of Transformation in Health and Social Care.

Promoting Local Democracy

The Mayor was pleased to report that one of the pleasures of the civic role was to work with the borough's young people to promote how local democracy works and the role of Mayor. The Members present joined her in thanking Councillor Temperton for her support at recent events to deal with their questions and curiosity.

The Mayor also thanked Councillor Turrell for his participation in supporting a sixth form student to attend the Council Chamber to again understand how democracy works at a local level.

Travel initiatives

Councillor Turrell had been pleased to hear a number of sustainable travel announcements from government. He reported that the Council used additional funding for subsidised services to protect the bus routes at times when patronage was currently relatively low. He added that officers were looking into the detail of welcome announcements on support for walking and cycling.

50. **Executive Report**

The Leader of the Council, Councillor Bettison OBE, presented his report on the work of the Executive since that reported at the Council meeting on 15 January 2020. The Executive had met twice on 28 January and 11 February 2020.

The Leader highlighted the following matters that had been considered:

- Revenue Budget and Capital Programme proposals were being considered as a separate item on the agenda
- Greening waste collection changes would be introduced for households from October as part of the Council's response to climate change. Waste collection frequencies would also change to weekly food collection, two-weekly recycling/garden waste and three-weekly for refuse. Help and advice would be available on a case by case basis for large families, nappies and medical waste. The highlighted benefits included prevention of 4,000 tonnes of waste to landfill, anticipated increase in recycling rates from 39% to > 50% and saving for Council Tax payers of £219k over 7 years. This scheme would be phased in from April 2021 for flats supported by an Overview and Scrutiny review.
- £10.95m was included in capital programme for Heathlands Redevelopment of 64-bed EMI Dementia care home. A 50:50 shared ownership company would be created with Frimley Health Foundation Trust to operate the home. Initial arrangements for using ground floor had been agreed and Stepnell Ltd were appointed to undertake construction.
- School Places Plan and Capacity Strategy to 2024 had been agreed.
- Draft consultation document for Joint Central/East Berkshire Minerals and Waste Local Plan had been agreed.
- Agreement was reached on the procurement approach for Microsoft licencing.

In response to a question regarding whether methane capture was currently happening the Leader of the Council, Councillor Bettison OBE replied that residential waste was currently sent to Lakeside where it was incinerated. He reassured Members that the flue was subject to many different processes and cleaning to protect the atmosphere. Councillor Mrs Hayes MBE, Executive Member for Environment added that methane from the London Road site was used to heat a school's swimming pool. She encouraged members to participate in the cross-party steering group developing proposals for food waste. Councillor Bettison OBE concluded that in the future food would be treated by anaerobic digestion with methane used to produce electricity and then residual material being composted.

A question was raised regarding how the logistics of the new waste collection would be programmed with the potential for congested scheduling impacting the number of bins and residential collections. Councillor Mrs Hayes MBE responded that work was ongoing with officers to review the collection programme and reported that there would not be problems with lorries in residential areas.

51. Financial Plans and Revenue Budgets 2020/2021

The Council considered the report by the Borough Treasurer which set out the financial plans and revenue budgets for the financial year 2020/21 and the supporting information which presented the Council's spending plans for 2020/21 and detailed budgets for the General Fund and Capital Programme.

Councillor Heydon gave a comprehensive budget speech placing particular focus on the following matters:

- He observed that Climate Change had become a global and local topic and although the Council had decided not to declare an emergency it had agreed to identify a range of actions that would meet the target of eradicating the Council's contribution to climate change by 2050. He stated that significant actions had already been taken such as replacing old street lighting, introducing new food waste collection arrangements and further detailed proposals would be brought forward in the months ahead.
- He reported that the Council had faced its most challenging 12 months since the Council became a unitary authority in 1998.
- He stated that authorities in all parts of the country were facing significant and complex pressures in social care services, both children's and adults. The Council's focus had been on investing in the right services to reach the vulnerable at the right time. In the past year the Council had seen the costs of providing social care services to vulnerable children and adults increase to £6m above the budgeted levels due the rising number of people requiring support and the high costs of providing complex care services to meet individual needs.
- He stated that the Council was facing £8m of pressures. There was £7m pressure for social care services alone which was significantly higher than the additional grant funding for Social Care announced in the September Spending Review. £1m of pressures were from other service areas.
- He explained the Council had pared back capital spending proposals with only the highest priority schemes being included such as vehicles to deliver the new food waste service, improvements to Sandy Lane and Harmans Water schools as well as maintenance works across our property estate. The Council would continue to make full use of the external funding received for Highways schemes for example.
- He reflected that it was becoming increasingly difficult to identify savings that have little or no impact on service users. Savings of almost £5m had been sought to help balance the budget and the Council would work closely with

- the small number of service users potentially affected by the proposals, to ensure any impact on them was minimised.
- The budget consultation had received 19 responses and though higher than previous years was still disappointing. Councillor Heydon thanked those that had, including colleagues in the Labour and Liberal Democrat parties, and the Overview and Scrutiny Commission.
 - He explained that the local government finance settlement had included one further year of the New Homes Bonus grant which was an incentive for housing growth in 2020/21. As a consequence, the Council would receive an additional £1m of grant above what was expected.
 - Bracknell Forest Schools were set to receive almost £5m of additional mainstream funding plus £1.5m for high needs pupils. Set against the increased costs being faced this would mean a deficit budget for schools in 2020/21.
 - Council Tax increase of 3.99% was proposed at the maximum permitted level. This would equate to an additional £1 per week for an average Band D property, and would raise an additional £2.4m. Bracknell Forest residents would continue to have one of the lowest tax levels of any unitary authority in the country.
 - In conclusion even with an increase to Council Tax, savings of £5m and the additional one-off Government grant, the Council would still need to use £0.4m from the Council's reserves to balance the budget and maintain services.

On the proposition of Councillor Heydon, Executive Member for Transformation and Finance, seconded by Councillor Bettison OBE the recommendation as set out in the agenda was moved.

As required by legislation a recorded vote was taken on the motion and the voting was as follows:

FOR (33): Councillors Allen, Angell, Atkinson, Dr Barnard, Bettison OBE, D Birch, Mrs Birch, Brossard, Brunel-Walker, Finch, Ms Gaw, Gbadebo, Mrs Gibson, M J Gibson, Green, Mrs Hamilton, Harrison, Mrs Hayes MBE, Ms Hayes, Heydon, Mrs Ingham, Kirke, Leake, Mrs Mattick, Mrs McKenzie, Mrs McKenzie-Boyle, McLean, Ms Merry, Mossom, Porter, Skinner, Turrell, Wade

ABSTAIN (3): Brown, Neil and Temperton

It was therefore **RESOLVED** that:

2.1 Capital Programme 2020/21 - 2022/23

- i) General Fund capital funding of £19.225m for 2020/21 in respect of those schemes listed on pages 150 to 152 be agreed;
- ii) The inclusion of an additional budget of £1m for 'Invest to Save' schemes be agreed;
- iii) The inclusion of £3.970m of expenditure to be funded from S106 and SANGS as outlined in the summary report for Council (page 147) and included on pages 150 to 152 be agreed;
- iv) That those schemes that attract external grant funding be agreed for inclusion within the 2020/21 capital programme at the level of funding received.

2.2 Revenue Budget 2020/21

- i) The budget proposals set out in Table 1 (page 3) of the summary report for Council, subject to the changes identified in sections 3.2 (page 4), 3.3 (pages 5 to 6), 3.5 (page 7), 3.8 (pages 8 to 9), 4.3 (pages 11 to 13), 7.2 (page 19) and 7.3 (page 19) of the report, be agreed;
- ii) Fees and charges as set out in Annexe G (pages 101 to 135) be approved;
- iii) A provision for inflation of £1.998m be approved;
- iv) The commitment budget as set out in Annexe A be approved (pages 21 to 22);
- v) That the Council should make additional funding available for distribution to schools through the local funding formula at the level set out in section 4.1 (pages 10 to 11) of the summary report for Council subject to any minor amendments made by the Executive Member for Children, Young People and Learning following the receipt of definitive funding allocations for Early Years and High Needs;
- vi) A contingency of £2.250m be included, use of which is authorised by the Chief Executive in consultation with the Director: Finance in accordance with the delegations included in the Council's constitution;
- vii) Subject to the above, the revised draft budget proposals be agreed;
- viii) A contribution of £0.379m (after allowing for additional interest from the use of balances of £0.004m) be made from revenue balances to support revenue expenditure;
- ix) Total net expenditure (after use of balances) of £90.828m, be approved;
- x) The Council's Council Tax requirement, excluding Parish Council precepts, be set at £63.475m;
- xi) The Council Tax for the Council's services for each Valuation Band be set as follows:

Band	Tax Level Relative to Band D	£
A	6/9	903.90
B	7/9	1,054.55
C	8/9	1,205.20
D	9/9	1,355.85
E	11/9	1,657.15
F	13/9	1,958.45
G	15/9	2,259.75
H	18/9	2,711.70

At the meeting on 11 February 2020 the Executive recommended the 2020/21 Treasury Management Strategy Statement and noted that strategy together with the Prudential Indicators and the Minimum Revenue Provision Policy Statement were matters which the Council approved.

- xii) The Council approves the following indicators, limits, strategies and policies included in Annexe E (pages 67 to 92):
 - The Prudential Indicators and Limits for 2020/21 to 2022/23 contained within Annexe E(i);
 - The Minimum Revenue Provision (MRP) Policy contained within Annexe E(ii);
 - The Treasury Management Strategy Statement, and the Treasury Prudential Indicators contained in Annexe E(iii);

- The Authorised Limit Prudential Indicator in Annexe E(iii);
- The Investment Strategy 2020/21 to 2022/23 and Treasury Management Limits on Activity contained in Annexe E(iv);

xiii) The formal Council Tax Resolution contained in section 3 be approved.

3 COUNCIL TAX RESOLUTION

3.1 That the recommendations of the Executive outlined in sections 2.1 and 2.2 be agreed.

3.2 That it be noted that the amounts calculated for the year 2020/21 in accordance with Section 67 of the Local Government Finance Act 1992 are:

(a) **46,816 TAX BASE FOR THE WHOLE COUNCIL AREA**

being the amount calculated by the Council, in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as amended, as its council tax base for the year

(b) **TAX BASE FOR PART OF THE COUNCIL'S AREA
EACH PARISH AREA**

Binfield	4,190
Bracknell	19,846
Crowthorne	2,916
Sandhurst	7,932
Warfield	5,051
Winkfield	6,881

being the amounts calculated by the Council, in accordance with regulation 6 of the Regulations, as amended, as the amounts of its council tax base for the year for dwellings in those parts of its area to which one or more special items relate

3.3 That the following amounts be now calculated by the Council for the year 2020/21 in accordance with Sections 31 to 36 of the Local Government and Finance Act 1992 as amended (the Act):

(a) £295,729,909 **TOTAL EXPENDITURE INCLUDING GENERAL FUND, PARISH PRECEPTS AND THE COUNCIL'S SHARE OF ANY DEFICIT ON THE COLLECTION FUND**

being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act

(b) £228,682,173 **TOTAL INCOME INCLUDING GOVERNMENT SUPPORT AND THE COUNCIL'S SHARE OF ANY SURPLUS ON THE COLLECTION FUND**

being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act

- (c) £67,047,736 **BOROUGH AND PARISH PRECEPTS NET EXPENDITURE TO BE FINANCED FROM COUNCIL TAX**

being the amount by which the aggregate at 3.3(a) above exceeds the aggregate at 3.3(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its council tax requirement for the year

- (d) £1,432.15 **AVERAGE BAND "D" COUNCIL TAX FOR WHOLE BOROUGH**

being the amount at 3.3(c) above, divided by the amount at 3.2(a) above, calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its council tax for the year (including Parish precepts)

- (e) £3,572,262 **PARISH PRECEPTS**

being the aggregate amount of all special items referred to in Section 34(1) of the Act

- (f) £1,355.85 **BOROUGH COUNCIL TAX FOR BAND "D" PROPERTIES**

being the amount at 3.3(d) above less the result given by dividing the amount at 3.3(e) above by the amount at 3.2(a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its council tax for the year if there were an area of the Borough to which no special item relates

(g) Part of the Council's area	BOROUGH AND PARISH COUNCIL TAX FOR EACH PARISH FOR BAND "D"
Binfield	£1,409.18
Bracknell	£1,444.51
Crowthorne	£1,436.30
Sandhurst	£1,430.61
Warfield	£1,397.95
Winkfield	£1,435.63

being the amounts given by adding to the amount at 3.3(f) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 3.2(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its council tax for the year for dwellings in those parts of its area to which one or more special items relate

(h) Part of the Council's area **BOROUGH AND PARISH COUNCIL TAX IN EACH PARISH FOR EACH VALUATION BAND**

Parish	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Binfield	939.45	1,096.03	1,252.60	1,409.18	1,722.33	2,035.48	2,348.63	2,818.36
Bracknell	963.01	1,123.51	1,284.01	1,444.51	1,765.51	2,086.51	2,407.52	2,889.02
Crowthorne	957.53	1,117.12	1,276.71	1,436.30	1,755.48	2,074.66	2,393.83	2,872.60
Sandhurst	953.74	1,112.70	1,271.65	1,430.61	1,748.52	2,066.44	2,384.35	2,861.22
Warfield	931.97	1,087.29	1,242.62	1,397.95	1,708.61	2,019.26	2,329.92	2,795.90
Winkfield	957.09	1,116.60	1,276.12	1,435.63	1,754.66	2,073.69	2,392.72	2,871.26

being the amounts given by multiplying the amounts at 3.3(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands

- 3.4 That it be noted that for the year 2020/21 the Police and Crime Panel have stated the following amounts in precepts issued to the Council regarding the Police and Crime Commissioner for the Thames Valley, in accordance with Section 40 of the Act, for each of the categories of dwellings shown below:

	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Police and Crime Commissioner for the Thames Valley	144.19	168.22	192.25	216.28	264.34	312.40	360.47	432.56

- 3.5 That it be noted that for the year 2020/21 the Royal Berkshire Fire Authority have stated the following amounts in precepts issued to the Council, subject to confirmation by the Fire Authority on 25 February, in accordance with Section 40 of the Act, for each of the categories of dwellings shown below:

	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Royal Berkshire Fire Authority	45.07	52.58	60.09	67.60	82.62	97.64	112.67	135.20

3.6 That, having calculated the aggregate in each case of the amounts at 3.3(h), 3.4 and 3.5 above, the Council, in accordance with Section 30(2) of the Act, hereby sets the following amounts as the amounts of council tax for the year 2020/21 for each of the categories of dwellings shown below:

(a) Part of the Council's area	TOTAL COUNCIL TAX FOR EACH VALUATION BAND							
	A	B	C	D	E	F	G	H
Parish	£	£	£	£	£	£	£	£
Binfield	1,128.71	1,316.83	1,504.94	1,693.06	2,069.29	2,445.52	2,821.77	3,386.12
Bracknell	1,152.27	1,344.31	1,536.35	1,728.39	2,112.47	2,496.55	2,880.66	3,456.78
Crowthorne	1,146.79	1,337.92	1,529.05	1,720.18	2,102.44	2,484.70	2,866.97	3,440.36
Sandhurst	1,143.00	1,333.50	1,523.99	1,714.49	2,095.48	2,476.48	2,857.49	3,428.98
Warfield	1,121.23	1,308.09	1,494.96	1,681.83	2,055.57	2,429.30	2,803.06	3,363.66
Winkfield	1,146.35	1,337.40	1,528.46	1,719.51	2,101.62	2,483.73	2,865.86	3,439.02

52. **Questions Submitted Under Council Procedure Rule 10**

Councillors Dr Barnard, Mrs Ingham and McLean asked Councillor Turrell, Executive Member for Planning and Transport the following published question:

Having campaigned consistently, over many years, for safer crossing points on Harvest Ride, we are delighted with the new Puffin crossing [connecting Quelm Park with Sopwith Road]. This will help keep our residents safe. However, given the speed of traffic on Harvest Ride, a further crossing is desperately needed to allow pedestrians to get from the southside of Harvest Ride to Whitegrove School and Westmorland Park safely. Can you confirm to us and our residents that money for this infrastructure project will be found from the capital budget, given the extra burden of new housing that has been place on Harvest Ride?

Councillor Turrell replied that across Bracknell Forest significant improvements had been achieved in road safety. He stated that reductions in numbers of deaths and injury accidents had been sustained over a number of years. This had been achieved by putting in many road safety measures, including traffic lights, crossings and improvements to paths and cycleways. He added that highways were regularly inspected and safety provision was reviewed in the light of evidence coming from recorded incidents. He explained that provision of appropriate highway infrastructure was sought at the planning stage.

Councillor Turrell was pleased that the recently installed crossing was welcomed and was making a difference to residents. He noted the views of the community and local Members that pedestrians wished to cross Harvest Ride in the location referred to in the question. He advised the meeting that officers had already been considering the future opportunity to provide a traffic light crossing in this location but that improvements of this type needed to be designed, planned and budgeted for. The draft 2021/22 transport capital programme would be developed and he hoped that this scheme would be part of the proposed programme, subject to no unforeseen

budget pressures or emerging issues which take greater priority. He concluded that he was pleased to confirm that currently this location had a good safety record.

In response to Councillor Ingham's supplementary questions he confirmed that he would be happy to meet with residents to hear their concerns and he advised that care should be taken in crossing the road in that location before an additional crossing was installed.

Councillor Temperton asked the Leader of the Council the following published question:

In July 2019, seven months ago, the Council unanimously agree to meet the government's target of eradicating its net contribution to climate change by 2050. On 6 February 2020, a Freedom of Information request asked if the Council had calculated the carbon footprint across the Bracknell Forest area. The response was 'No'. Is this calculation being done now?

Councillor Bettison OBE replied that officers were working with the Association for Public Service Excellence (APSE) to establish a set of baseline figures for the council's own current carbon footprint. It is anticipated that this work would be completed during March 2020. APSE's methodology follows the principles of the Greenhouse Gas (GHG) Protocol and the carbon conversion factors used are taken from the Department for Business Energy and Industrial Strategies' GHG Conversion Reporting publication. This will allow for a consistent approach to comparing emissions and using recognised techniques for future reporting.

Councillor Bettison OBE displayed a slide showing DEFRA statistics for carbon dioxide emissions for local authority areas which showed that the per capita emissions was 6.7 per person in 2005 but reduced to 3.7 tons per person in 2017. He concluded that he believed the Council would be able to achieve carbon neutrality and acknowledged it was the borough's residents who would make this reduction possible.

CHAIRMAN

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COUNCIL
11 MARCH 2020
7.30 - 7.44 PM



Present:

Councillors Mrs McKenzie (Mayor), Ms Merry (Deputy Mayor), Allen, Angell, Atkinson, Bhandari, Dr Barnard, Bettison OBE, D Birch, Mrs Birch, Brossard, Brown, Brunel-Walker, Dudley, Finch, Ms Gaw, Gbadebo, Mrs L Gibson, MJ Gibson, Green, Mrs Hamilton, Harrison, Mrs Hayes MBE, Ms Hayes, Mrs Ingham, Leake, Mrs McKenzie-Boyle, McLean, Mrs Mattick, Mossom, Neil, Temperton, Turrell and Wade

Apologies for absence were received from:

Councillors Heydon, Kennedy, Kirke, Parker, Porter, Skinner, Tullett and Virgo

53. Declarations of Interest

There were no declarations of interest.

54. Local Government Boundary Commission for England Electoral Review - Stage 2 Submission

The Local Government Boundary Commission for England (LGBCE) is reviewing Bracknell Forest Council's electoral arrangements. The new arrangements for the Borough are scheduled to come into effect at the Council elections in May 2023. The Commission's review is undertaken in two stages. The first stage to determine the future Council size was completed on 7 January. The outcome was that the Commission is minded to recommend that 40 councillors should be elected to Bracknell Forest Council in future; two fewer than the current arrangements. This was consistent with the Working Group's recommendation that was agreed by Council on 13 November 2019.

Stage Two of the review will determine a new pattern of electoral wards to accommodate 40 councillors. The Commission has opened a consultation inviting proposals for the new warding pattern. This phase of the consultation closes on 16 March 2020.

The cross-party Boundary Review Working Group appointed by Council on 17 July reconvened and worked with support from officer to develop a Borough-wide warding pattern in response to the consultation, that demonstrates how the statutory criteria set by the Commission have been met. Council was asked to agree the working group's proposal.

The proposal had full cross-party support and Councillor Birch read a statement in support of the proposal from Councillor Parker at his request in his absence.

On the proposition of Councillor Birch, Chairman of the Boundary Review Working Group, seconded by Councillor Temperton, Labour Group Leader

it was **RESOLVED** unanimously that the cross party Boundary Review Working Group proposal on a future warding pattern for Bracknell Forest Council be agreed and submitted to the Commission by 16 March 2020, subject to the inclusion of the

following factual correction to the final sentence of the Boundaries section of the proposal (page 2) to read:

'Windsor Parliamentary Constituency includes the three northern parishes with the exception of Martins Heron, The Warren and Forest Park which are in the Bracknell Parliamentary Constituency.'

Vote of thanks to the Officers supporting the Boundary Review Working Group.

Cllr Birch, Chairman of the Boundary Review Working Group, delivered a vote of thanks to Timothy Wheadon, Andrew Hunter, Ann Moore and Philip Sadler who supported the Boundary Review Working Group with the preparation of the proposal submission.

CHAIRMAN

**TO: Annual Council
20 May 2020**

**Appointments and delegations by the Leader of the Council
for the 2020/2021 Municipal Year
Executive Director: Delivery**

1 PURPOSE OF REPORT

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

2 SUPPORTING INFORMATION

2.1 At the Annual Council meeting on 22 May 2019 Councillor Bettison was elected Leader of the Council for a four year term, 2019-2023.

2.2 The Leader of the Council has authority to:

- determine the number and scope of Executive portfolios;
- make appointments to the Executive;
- appoint Executive Committees; determine their terms of reference and constitution; and appoint Executive Members to them;
- determine the nature and extent of any delegation of Executive functions to any other authority or any joint arrangements, and appoint Members to any joint committee;
- make appointments to advisory panels and sub-groups of the Executive; and
- make appointments to external organisations whose functions are the sole responsibility of the Executive.

Executive Members

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

Councillor	Portfolio
Councillor Dr Barnard	Children, Young People and Learning (Vice-Chairman of the Executive)
Councillor Bettison	Council Strategy and Community Cohesion (Leader of the Council and Chairman of the Executive)
Councillor D Birch	Adult Services, Health and Housing

	(Deputy Leader of the Council)
Councillor Brunel-Walker	Economic Development and Regeneration
Councillor Harrison	Culture, Delivery and Public Protection
Councillor Mrs Hayes	Environment
Councillor Heydon	Transformation and Finance
Councillor Turrell	Planning and Transport

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

Executive Committees

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

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

- 2.6 Appendix A sets out the proposed committees, sub-committees, steering groups, advisory groups and panels.

Appointments to external organisations

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

3 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 3.1 Under Section 9C of the Local Government Act 2000 the Leader may appoint two or more Councillors to the Executive subject to the number of Executive members not exceeding ten. The Executive may not include the chairman or vice-chairman of the authority.

Borough Treasurer

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

Equalities Impact Assessment

- 3.3 Not relevant to this report.

Strategic Risk Management Issues

- 3.4 Not relevant to this report.

4 CONSULTATION

Principal Groups Consulted

4.1 None.

Method of Consultation

4.2 Not applicable.

Representations Received

4.3 Not applicable.

Background Papers

None

Contact for further information

Ann Moore, Democratic & Registration Services - 01344 352260

ann.moore@bracknell-forest.gov.uk

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Appendix A

Membership of the Executive, Overview & Scrutiny, Non-Executive Decision Making Committees, Other Bodies and Other Joint Committees, Panels and Groups 2020 – 21

Mayor: Councillor Ms Merry
Deputy Mayor: Councillor Gbadebo

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

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

Executive Members

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

Council Champions

Commuters' Champion	Cllr Atkinson
Large Business Champion	Cllr Bhandari
Older People's Champion	Cllr Ms Gaw
Small Business Champion	Cllr Wade
Voluntary Sector Champion	Cllr M J Gibson

Overview and Scrutiny

<p>Overview & Scrutiny Commission (12 Councillors)</p> <p>Conservative (11) Angell (Chairman Elect) Mrs Birch Brossard Gbadebo Mrs Mattick Mrs McKenzie-Boyle McLean Mossom Porter Tullett Virgo (Vice Chairman Elect)</p> <p>Labour (1) Temperton</p> <p>Church Representatives (2) Vacancy (voting) Vacancy (voting)</p> <p>Parent Governor Representatives (2) Mark Glanville (voting) Tracey Wright (voting)</p> <hr/> <p style="text-align: center;">Substitute Members</p> <p>Conservative (5) Atkinson Ms Gaw M J Gibson Mrs Ingham Kirke</p> <p>Labour (3) Brown Neil</p>	<p>Wellbeing & Finance Overview & Scrutiny Panel (Core membership of 12 Councillors)</p> <p>Conservative (11) Allen Atkinson Bhandari Brossard Finch M J Gibson Mrs L Gibson Mrs Mattick (Vice Chairman Elect) McLean Skinner Tullett (Chairman Elect)</p> <p>Labour (1) Temperton</p> <p style="text-align: center;">Substitute Members</p> <p>Conservative (3) Ms Hayes Mrs Hamilton Virgo</p> <p>Labour (3) Brown Neil</p>
<p>Education, Skills & Growth Overview & Scrutiny Panel (Core membership of 9 Councillors)</p> <p>Conservative (8) Mrs Birch (Chairman Elect) Brossard (Vice-Chairman Elect) Ms Gaw Mrs Hamilton Gbadebo Ms Hayes Ms Merry Skinner</p> <p>Labour (1) Temperton</p> <p>Parent Governor Representatives (2) Mark Glanville (voting) Tracey Wright (voting)</p> <hr/> <p style="text-align: center;">Substitute Members</p> <p>Conservative (3) Allen Bhandari Mrs L Gibson</p> <p>Labour (3) Brown Neil</p>	<p>Environment & Communities Overview & Scrutiny Panel (Core membership of 9 Councillors)</p> <p>Conservative (8) Angell Brossard Ms Gaw Mrs Ingham Kennedy Kirke Mrs McKenzie-Boyle (Vice-Chairman Elect) Porter (Chairman Elect)</p> <p>Labour (1) Brown</p> <p style="text-align: center;">Substitute Members</p> <p>Conservative (3) Gbadebo Mrs Mattick Mossom</p> <p>Labour (3) Neil Temperton</p> <p>Co-opted Member Parker (non voting)</p>

Non-Executive Decision Making Committees

<p>Appointment Committee (5 Councillors)</p> <p>Five seats allocated to political groups based on political proportionality as follows:</p> <ul style="list-style-type: none"> • At least one Executive Member and one opposition Member • Three other Members, one of which to be the Chairman of the Employment Committee if available • Maximum number of substitutes permitted per political group <p>Chief Executive to agree the appointments in accordance with the wishes of the political group(s)</p>	<p>Appeals Committee (11 Councillors)</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 Chairman training drawn, as required, from the pool of trained members.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Conservative (10)</p> <p>Allen Birch Brossard Dudley Ms Gaw Mrs Hamilton Mrs Hayes MBE Kirke Tullett Wade</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Labour (1)</p> <p>Brown</p> </td> </tr> </table>	<p>Conservative (10)</p> <p>Allen Birch Brossard Dudley Ms Gaw Mrs Hamilton Mrs Hayes MBE Kirke Tullett Wade</p>	<p>Labour (1)</p> <p>Brown</p>		
<p>Conservative (10)</p> <p>Allen Birch Brossard Dudley Ms Gaw Mrs Hamilton Mrs Hayes MBE Kirke Tullett Wade</p>	<p>Labour (1)</p> <p>Brown</p>				
<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 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) David St John Jones in his capacity as the independent Co-opted Member of Governance & Audit Committee, Heather Quillish Khan Juna</p> <p>Parish/Town Council Representatives (for complaints concerning Parish / Town Councillors) Cllr McKenzie-Boyle – Crowthorne Parish Council Cllr Strudley – Warfield Parish Council</p> <p>Independent Persons Dr Louis Lee Vacancy (reserve)</p>	<p>Education Employment Sub Committee of Employment Committee (7 Councillors)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Conservative (6)</p> <p>Allen (Chairman Elect) Bhandari Leake Porter Tullett Wade (Vice-Chairman Elect)</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Labour (1)</p> <p>Neil</p> </td> </tr> </table> <p>Non-voting Members of the Teachers Associations: David Allais (UNISON) Graham Jackson (NASUWT) Tom Wheaton (NUT) Asia Allison (GMB)</p> <p style="text-align: center;">Substitute Members</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Conservative (3)</p> <p>Angell Brossard Mrs Hamilton</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Labour (3)</p> <p>Brown Temperton</p> </td> </tr> </table>	<p>Conservative (6)</p> <p>Allen (Chairman Elect) Bhandari Leake Porter Tullett Wade (Vice-Chairman Elect)</p>	<p>Labour (1)</p> <p>Neil</p>	<p>Conservative (3)</p> <p>Angell Brossard Mrs Hamilton</p>	<p>Labour (3)</p> <p>Brown Temperton</p>
<p>Conservative (6)</p> <p>Allen (Chairman Elect) Bhandari Leake Porter Tullett Wade (Vice-Chairman Elect)</p>	<p>Labour (1)</p> <p>Neil</p>				
<p>Conservative (3)</p> <p>Angell Brossard Mrs Hamilton</p>	<p>Labour (3)</p> <p>Brown Temperton</p>				

<p>Employment Committee (9 Councillors)</p> <p>Conservative (8) Allen (Vice-Chairman Elect) Angell Bhandari Dudley Leake (Chairman Elect) Porter Tullett Wade</p> <p>Heydon (non-voting)</p> <p style="text-align: center;">Substitute Members</p> <p>Conservative (5) Atkinson Mrs Birch Kirke Ms Merry Virgo</p> <p>Labour (1) Neil</p> <p>Labour (3) Brown Temperton</p>	<p>Governance & Audit Committee (8 Councillors)</p> <p>Conservative (7) Allen (Chairman Elect) Gbadebo Mrs Hayes MBE Heydon Leake Tullett Wade (Vice-Chairman Elect)</p> <p>Independent Member Mr D St. John Jones</p> <p style="text-align: center;">Substitute Members</p> <p>Conservative (5) Brossard Ms Gaw Green Mrs Ingham Mrs McKenzie-Boyle</p> <p>Labour (1) Neil</p> <p>Labour (3) Brown Temperton</p>
<p>Licensing and Safety Committee (15 Councillors)</p> <p>Conservative (14) Allen Atkinson Dr Barnard Brossard (Vice Chairman Elect) Brunel-Walker Finch Ms Gaw Gbadebo Mrs Ingham Kirke Leake Mrs McKenzie-Boyle Porter (Chairman Elect) Tullett</p> <p>Labour (1) Brown</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 Chairman training drawn, as required, from the Membership of the Licensing and Safety Committee.</p>
<p>Personnel 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 Member • Three other Members • Up to three substitutes per political group(s) <p>Members 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 (18 Councillors)</p> <p>Conservative (16) Angell Barnard Bhandari Brossard (Vice-Chairman Elect) Birch Dudley (Chairman Elect) Gbadebo Green Mrs Hayes MBE Heydon Mrs Mattick Mrs McKenzie Mrs McKenzie-Boyle Mossom Skinner Virgo</p> <p>Labour (1) Brown</p> <p>Lib Dem (1) Parker</p>

Other Bodies

<p>Boundary Review Group (7 Councillors)</p> <p>Conservative (5) Allen Dr Barnard D Birch Leake McLean</p> <p>Labour (1) Temperton</p> <p>Lib Dem (1) Parker</p> <p>Substitute Members Conservative (3) Finch Mrs Hayes MBE Mrs McKenzie-Boyle</p> <p>Labour (2) Brown Neil</p>	<p>Bracknell Forest Access Group (4 Councillors)</p> <p>Conservative (4) Brossard (Vice-Chairman Elect) Mrs L Gibson Mrs Ingham Mrs Mattick (Chairman Elect)</p> <p>Substitute Members (3) Ms Gaw M J Gibson Virgo</p>
<p>Bracknell Town Centre Regeneration Committee (5 Executive Members)</p> <p>Dr Barnard Bettison OBE Brunel-Walker Harrison Turrell</p> <p>Co-optee (Non voting) Mrs Temperton</p> <p>Substitute Members Any member of the Executive who, in the absence of an appointed Member, is nominated by that Member to serve on the Panel.</p>	<p>Code of Conduct Working Group (6 Councillors)</p> <p>Conservative (5) Allen Birch (Chairman Elect) Mrs Hayes MBE Kirke Leake</p> <p>Labour (1) Neil</p> <p>David St. John Jones, Independent member on Governance & Audit Committee</p>
<p>Corporate Parenting Advocacy Panel (6 Councillors)</p> <p>Conservative (5) Mrs Birch Mrs L Gibson Ms Hayes (Chairman Elect) Mrs Ingham Vacancy</p> <p>Labour (1) Temperton</p> <p>Non Voting Co-Optees Relevant Executive Member Bracknell Forest Foster Carers Association Designated Nurse Children in Care, CCG Foster Carer SiLSiP representatives</p> <p>Doug Jennings Debbie Hartrick Vacancy 2 Vacancies</p>	<p>Electoral Review Steering Group (4 Councillors)</p> <p>Conservative (3) Birch Leake Turrell</p> <p>Labour (1) Temperton</p> <p>Substitute Members Conservative (3) Allen Dr Barnard Wade</p> <p>Labour (3) Brown Neil</p>
<p>Food Waste Member Steering Group (7 Councillors)</p> <p>Conservative (5) Angell Brossard Mrs Hayes MBE (Chairman Elect) Leake Mrs McKenzie-Boyle</p> <p>Labour (1) Mrs Temperton</p> <p>Lib Dem (1) Parker</p>	

<p>Executive Committee: Commercial Property (4 Executive Members)</p> <p>Councillors Bettison OBE Birch Brunel-Walker Heydon</p> <p>Substitute Members Any Member of the Executive who, in the absence of an appointed Member, is nominated by that Member to serve on the Committee.</p>	<p>Local Joint Committee Consultative Committee of Employment Committee (4 Councillors)</p> <p>Conservative (4) Allen Angell Leake (Chairman elect) Wade</p> <p>Staff side representatives David Allais (Unison) Lorna Cameron (Unison) Nikki Dancey (GMB)</p> <p>Substitute Members Conservative (3) Bhandari Porter Tullett</p>
<p>Local Plan Working Group (9 Councillors)</p> <p>Conservative (9) Angell Bhandari Birch (Vice Chairman Elect) Brossard Ms Gaw Mrs Hayes MBE Mrs Ingham Mossom Turrell (Chairman Elect)</p>	<p>Member Development Charter Steering Group (9 Councillors)</p> <p>Conservative (8) Allen (Chairman Elect) Dr Barnard Bettison Birch Dudley Kirke Mossom Wade (Vice Chairman Elect)</p> <p>Labour (1) Neil</p> <p>Substitute Members</p> <p>Conservatives (3) Bhandari Green Mrs L Gibson</p> <p>Labour (3) Brown Temperton</p>
<p>School Improvement Advisory Board (7 Councillors including only one Executive Member)</p> <p>Conservative (7) Allen Dr Barnard (Chairman Elect) Bhandari Mrs Birch Ms Gaw (Vice Chairman Elect) Ms Hayes Leake</p> <p>Substitute Members Conservative (3) Green Mrs Hamilton Mrs Ingham</p>	<p>Secure Accommodation Review Panel (Executive Member)</p> <p>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.</p>

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	Dr Barnard
Berkshire Healthcare NHS Foundation Trust	1 Councillor	Mrs Mattick
Berkshire Leaders Group	Leader of the Council	Bettison OBE
Berkshire Local Transport Board	Relevant Executive Member	Brunel-Walker
	Relevant Champion as named substitute	
Berkshire Pension Fund Advisory Panel	1 Councillor	Leake
Berkshire Strategic Transport Members' Forum	Relevant Executive Member	Brunel-Walker
	Relevant Champion as named substitute	
Blackwater Valley Advisory Committee for Public Transport	Relevant Executive Member	Turrell
Bracknell Forest Fostering Panel	Relevant Executive Member	Dr Barnard
Civilian Military Partnership Known as Armed Forces Community Covenant Champion	Relevant Executive Member ** Currently acting as Chairman	Bettison OBE
Children and Young People's Partnership Board	Relevant Executive Member	Dr Barnard
Children's Centre Advisory Board	2 Councillors	Brossard
		Mrs Temperton
Community Safety Partnership Steering Group	Relevant Executive Member	Harrison
Community Safety Partnership Workshop Group	Relevant Executive Member	Harrison

**REPRESENTATION
REQUIREMENTS**

COUNCILLOR

	2 Councillors	Tullett
		Bhandari
Downshire Homes Board Ltd	Relevant Executive Member	Birch
	Relevant Executive Member	Heydon
Economic and Skills Development Partnership	Relevant Executive Member	Brunel-Walker
	Relevant Champion	
Health and Wellbeing Board	Relevant Executive Member	Birch
	1 Councillor	Dr Barnard
Improvement and Efficiency Social Enterprise (iESE)	1 Director	Bettison OBE
	1 Councillor	Heydon
Joint Minerals and Waste Plan Board (Bracknell Forest, Reading, RBWM and Wokingham)	Relevant Executive Member	Mrs Hayes MBE
	Relevant Executive Member	Turrell
Joint Waste Disposal Board (BF, Wokingham and Reading)	Relevant Executive Member	Mrs Hayes MBE
	Relevant Executive Member	Harrison
Lily Hill Park Management Committee	Relevant Executive Member	Harrison
Local Countryside Access Forum	2 Councillors	Brossard
		Finch
Local Government Association	Leader of the Council	Bettison OBE
	Relevant Executive Member	Heydon
	Minority Group Leader	Mrs Temperton

**REPRESENTATION
REQUIREMENTS**

COUNCILLOR

Parish and Town Council Liaison Group	Relevant Executive Member	Harrison
	2 Councillors	Bhandari
		Mrs McKenzie-Boyle
PATROL (Parking and Traffic Regulations Outside London) Adjudication Joint Committee	Relevant Executive Member	Turrell
	1 Councillor as Reserve	Brossard
Public Protection Partnership Joint Committee (Bracknell Forest, Wokingham and West Berkshire)	Relevant Executive Member	Harrison
	Chairman of Licensing & Safety Committee	Porter
	Substitute - Any Member of the Executive	
Royal Berkshire Fire Authority	2 Conservative 1 Labour	Dudley
		Mrs McKenzie-Boyle
		Brown
Standing Advisory Council on Religious Education (SACRE)	Relevant Executive Member	Dr Barnard
	4 Councillors	Bhandari
		Finch
		Mrs L Gibson
		Mrs Mattick
South East England Councils	Leader of the Council	Bettison OBE
	1 Councillor as Reserve	Turrell
South East Strategic Leaders	Leader of the Council	Bettison OBE
South Hill Park Management Committee	Relevant Executive Member	Harrison

**REPRESENTATION
REQUIREMENTS**

COUNCILLOR

	1 Councillor	M J Gibson
Standing Conference for Archives Including Berkshire Record Office Capital Working Group	1 Councillor	Virgo
Thames Basin Heaths Joint Strategic Partnership Board	Relevant Executive Member	Turrell
Thames Valley Police and Crime Panel (Joint Committee)	Relevant Executive Member	Harrison
	Substitute	Mrs Hayes MBE
Thames Valley Berkshire City Deal Joint Committee	Relevant Executive Member	Brunel-Walker
	1 Councillor as Substitute	Heydon
Thames Valley Berkshire Local Enterprise Partnership	Relevant Executive Member	Brunel-Walker

Portfolio Review Groups

<p>Care Portfolio Review Group</p> <p>Allen Dr Barnard Birch Mrs Birch (Chairman Elect) Brossard (Vice-Chairman Elect) Gbadebo Mrs L Gibson Mrs Hamilton Ms Hayes Kennedy Mrs Mattick Tullett</p>	<p>Community Portfolio Review Group</p> <p>Allen Brossard Harrison M J Gibson Mrs Kennedy Mrs Mattick (Vice-Chairman Elect) Mrs McKenzie-Boyle Tullett (Chairman Elect)</p>
<p>Environment Portfolio Review Group</p> <p>Angell Brossard Ms Gaw Mrs Ingham Kennedy Leake Mrs McKenzie-Boyle (Vice Chairman Elect) Mossom Porter (Chairman Elect) Turrell Virgo Wade</p>	<p>Finance Portfolio Review Group</p> <p>Allen (Chairman Elect) Angell Atkinson Bettison OBE Bhandari Birch Green Heydon Leake Porter Tullett Wade (Vice-Chairman Elect)</p>

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Appendix B

External Organisations 2020 – 21

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	Relevant Champion	
2	Berkshire Association of Clubs for Young People (Known as Berkshire Youth)	1 Representative	Bhandari
3	Berkshire Community Foundation	1 Representative	Mrs McKenzie-Boyle
4	Berkshire Maestros (formerly Berkshire Young Musicians' Trust)	1 Representative	Dr Barnard
5	Binfield Badger Group	1 Representative	Harrison
6	Birch Hill Community Association (Charity number 276224)	1 Representative	M J Gibson
7	Bracknell & District Citizens Advice Bureau	1 Representative	M J Gibson
8	Bullbrook Community Association (Charity number 300124)	1 Representative	Angell
9	Business Improvement District (BID) Company	Relevant Executive Member	Brunel-Walker
10	Crown Wood Community Association (Charity number 282997)	1 Representative	Dudley

	BODY	REPRESENTATION REQUIREMENTS	COUNCILLOR
11	Easthampstead & Wildridings Community Association (Charity number 300125)	1 Representative	Heydon
12	Farley Wood Community Association (Charity number 1127154)	1 Representative	Bhandari
13	Federation of Burial Cremation Authorities	1 Representative	Harrison
14	Forest Park Community Association (Charity number 298690)	1 Representative	Ms Hayes
15	Hanworth Community Association (Charity number 269282)	1 Representative	Mrs Birch
16	Heathrow Community Noise Forum	Relevant Executive Member	Turrell
		1 Community Representative	Geoff Paxton
17	Heritage Champion	Relevant Executive Member	Mrs Hayes MBE
18	Homestart – Bracknell Forest	1 Representative	Bhandari
19	Involve Board	1 Representative	Mrs Ingham
20	Jennett's Park Community Association (Charity number 1148928)	1 Representative	Gbadebo
21	Keep Mobile Country Tours Ltd	Relevant Champion	
22	New Great Hollands Community Association (Charity number 1138209)	1 Representative	Mrs L Gibson
23	New Owlsmoor Centre (Charity number 1080713)	1 Representative	Mossom
24	New Priestwood Community Association (Charity number 1089708)	1 Representative	Green
25	North Ascot Community Association (Charity number 278231)	1 Representative	Mrs Hayes MBE
26	Sandhurst Day Centre Association	1 Representative	Allen
27	South East Reserve Forces' and Cadets' Association	1 Representative	Ms Merry
28	The Parks Community Association (Charity number 1161192)	1 Representative	Ms Merry

To: **Annual Council**
20 May 2020

Remote Meetings Protocol and Procedure Rules **Executive Director: Delivery**

1 Purpose of Report

- 1.1 This report seeks Council's approval to the Remote Meetings Protocol and Procedure Rules which makes amendments to the Council Constitution, in particular to the Council and Committee Rules and Access to Information provisions, in consequence of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392 ('the Regulations').

2 Recommendation

- 2.1 **That the Remote Meetings Protocol and Procedure Rules appended to this report are approved.**

3 Reasons for Recommendation

- 3.1 The Regulations have an automatic amending effect on the Council's existing rules and were applied immediately by the Council in order to run committee and Executive meetings remotely. It is good practice, even with express mandatory standing orders, to have these adopted formally by Full Council at the first opportunity to do so. The Annual Meeting of the Council is the first opportunity for Council to approve these rules.

4 Alternative Options Considered

- 4.1 None.

5 Supporting Information

- 5.1 The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392 ('the Regulations') came into force on 4 April 2020. These Regulations make provisions for remote access to local authority meetings held before 7 May 2021 by Members of the authority and the press and public.
- 5.2 The effect of the Regulations on the Council's Constitution is to insert what are, in effect, mandatory standing orders for those authorities that wish to hold meetings remotely, either wholly or partially. The attached Remote Meetings Protocol and Procedure Rules provide the means and guidance for the conduct of any remote meeting of the Council, and its various Committees and Sub-Committees, held under the provisions of the Regulations. As such they should be read in conjunction with the Council's Constitution. Wherever there is a conflict, these Remote Meetings Procedure Rules take precedence in relation to any remote meeting.

- 5.3 The Remote Meetings Protocol and Procedure Rules draw significantly on the model Standing Orders produced by the Association of Democratic Services Officers (ADSO) and Lawyers in Local Government (LLG). They have also been informed by the experience gained so far in running Planning Committee and the Executive remotely via Microsoft Teams Live Event.
- 5.3 These revised procedure rules exist only on a temporary basis, having effect between 4th April 2020 and 7th May 2021.

6 Consultation and Other Considerations

Legal Advice

- 6.1 The legal basis for the holding of virtual meetings is referenced in the report.

Financial Advice

- 6.2 There is an impact on resources within Democratic & Registration Services to produce and manage remote meetings accessible by the public. This may restrict the number of remote meetings that can be supported at any one time.

Other Consultation Responses

- 6.3 Not applicable.

Equalities Impact Assessment

- 6.4 The Live Events facility within Microsoft Teams allows members of the public to have live access to meetings through their personal computer and mobile devices. The meetings are broadcast and recorded.

Strategic Risk Management Issues

- 6.5 It is vital for good democracy that councillors are able to attend meetings to discuss and vote on matters in public, unless there are sound legal reasons for excluding the press and public from their decision-making. The unprecedented national health crisis made this impossible to do until appropriate legislation was passed to enable meetings to be held remotely and the Council decided that it wished to hold virtual meetings to which the press and public have access.

Background Papers

LLG/ADSO Remote Meetings Protocol and Procedure Rules

Contact for further information

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REMOTE MEETINGS PROTOCOL AND PROCEDURE RULES

1 Introduction

- 1.1 The Remote Meetings Protocol and Procedure Rules amend the Constitution, in particular the Council and Committee Rules and Access to Information provisions, in consequence of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392 ('the Regulations'). As such they should be read in conjunction with the Constitution. Wherever there is a conflict, these Rules take precedence in relation to any remote meeting.
- 1.2 The Protocol and Procedure Rules relate to all formal meetings of the Council and may be applied to other meetings as good practice. They will apply until the 7 May 2021 or until further legislative changes are introduced.

2 Notice of meeting and provision of papers

- 2.1 The proper officer will give the requisite notice to the public of the time of the meeting, and the agenda, together with details of how to join the meeting which will be available on the Council's [website](#).
- 2.2 Members will be notified of a remote meeting by email. All agenda papers will be available on the Council's website and via the agenda software (Moder.Gov app) or other electronic means as appropriate.
- 2.3 The 'place' at which the meeting is held may be a physical building or a virtual location, web address or conference call telephone number; or a combination of these. The meeting may also be held in a meeting room or Council Chamber with a proportion of the membership and any participating public additionally attending remotely.

Amends Council Procedure Rule 6 and Committee Procedure Rule 7 (notice of and summons to meetings) and Access to Information Procedure Rules 5 (access to agenda and reports before the meeting)

3 Remote access to meetings

- 3.1 Councillors will attend meetings remotely using the video conferencing facilities provided by the Council. Members of the public who are invited to contribute to a meeting remotely will attend via an audio link or other electronic means as permitted by Regulation 5(6)(c) of the Regulations.
- 3.2 Councillors and members of the press and public who are not participating in the meeting will access the meeting through webcasting, live audio streaming or other means.
- 3.3 Live broadcasts will normally be recorded automatically and will be available to the public after the meeting.
- 3.4 If technology fails for a wholly remote meeting so that the meeting is no longer open to the public, the meeting will be adjourned until public access is restored or to another date.
- 3.5 If technology fails so that a member of the public who attends to exercise their right to speak and is unable to do so, their written representation will be provided for all Members attending the meeting. In the absence of a written representation the item will be deferred.

[Amends Council Procedure Rule 6 and Committee Procedure Rule 7 \(notice of and summons to meetings\), Access to Information Procedure Rules 3 and 5 \(rights to attend meetings and access to agenda and reports before the meeting\)](#)

4 Management of remote meetings for councillors

- 4.1 Any councillor participating in a meeting remotely must be able to be heard and ideally seen by all other councillors in attendance, and the remote participant must in turn, be able to hear and ideally see those other councillors participating.
- 4.2 In addition, a remote participant must be able to be heard by, and in turn hear any members of the public entitled to attend the meeting and exercise their right to speak.
- 4.3 At the outset of the meeting and at any reconvening of a committee or Executive meeting, all councillors attending either remotely or in person, will normally be asked to confirm their attendance and that they can hear (and see) all participants. This may not be practical for large meetings such as Full Council. The attendance of those councillors at the meeting will be recorded by the Democratic Services Officer.
- 4.4 A Member who is not practicably able to see or be seen by other members during a meeting, for example due to technological issues, still 'attends' a meeting if they can hear and be heard by other participants, for example connecting by phone.
- 4.5 The normal quorum requirements for meetings as set out in the Council's Constitution will apply to a remote meeting. In the event of any apparent failure of the technology the Chair should immediately determine if the meeting is still quorate:
 - if it is, the business of the meeting will continue
 - if it is not, the meeting will adjourn for a period of no more than 15 minutes specified by the Chair, to allow the connection to be re-established.
- 4.6 Should any aspect of an individual's remote participation fail, the Chair may call a short adjournment of up to five minutes to determine whether the connection can quickly be re-established, either by video technology or telephone. If the connection is not restored within that time the remote councillor will be deemed to have left the meeting at the point of failure then the presumption will be that the meeting should continue to deal with the business, providing the meeting remains quorate and the public are able to hear.
- 4.7 If the connection is successfully re-established, then the remote councillor(s) will be deemed to have returned at the point of re-establishment.
- 4.8 If a connection to a councillor is lost during a regulatory meeting, the Chair will stop the meeting to enable the connection to be restored. If the connection cannot be restored within a reasonable time, the meeting will proceed, but the councillor who was disconnected will not be able to vote on the matter under discussion as they would not have heard all the facts.
- 4.9 A Member who disconnects and re-connects to the meeting due to technological issues will be deemed to be 'present throughout' as long as any matters discussed during their absence are repeated.

[Amends Council Procedure Rule 8 and Committee Procedure Rule 9 \(quorum\)](#)

5 Remote attendance of the public to exercise their right to speak

- 5.1 Any member of the public participating in a meeting remotely in exercise of their right to speak at Council or in regulatory or other meetings must meet the same criteria as members of the Council. Members of the public attending a meeting remotely must, likewise, when they are speaking be able to be heard (and ideally be seen) by all councillors in attendance, and the remote participant must in turn, be able to hear

(and ideally see) other participants and, where practicable, be seen by any other members of the public attending the meeting.

- 5.2 The provisions within the Constitution regarding deadlines for notification of a request to exercise a right to speak at a meeting will continue to apply. For those items of business, an invitation to participate in the meeting remotely will be sent out in advance.
- 5.3 In those instances when a technological solution is not available for a particular meeting or fails during the meeting, existing public speaking rights with public participation will be by receipt of representations in writing. Submissions, petitions or questions received from the public will then be read out by the Chair or a supporting officer.
- 5.4 As part of their introduction the Chair will explain the procedure for public participation. Members of the public must adhere to this procedure otherwise they may be excluded from the meeting.
- 5.5 The Democratic Services Officer or meeting facilitator should mute the member of the public once they have spoken, if possible, and remove them from the remote meeting on the instruction of the Chair, in order to maintain the good administration of the meeting or to retain order.
- 5.6 Wherever possible a breakdown of the technology and/or prohibitive call costs should not disadvantage the member of the public in remote attendance.

[Amends Council Procedure Rule 9 \(public participation\) and any scheme for public participation in respect of planning, licensing and other committees](#)

6 Meeting procedures

- 6.1 Where required the meeting will be supported by a meeting facilitator in addition to the Democratic Services Officer. Their role will be to control the video, telephone or conferencing technology employed for remote access and attendance, and to administer the public and Member interaction, engagement and connections on the instruction of the Chair.
- 6.2 Councillors participating in meetings remotely should indicate their wish to speak via the technological solution in place which replaces the physical practices or rules concerning raising one's hand or standing to be recognised or expressing a desire to speak.
- 6.3 It will assist the meeting if those councillors who wish to speak on a particular item could indicate their wish to speak to the Chair and to the Democratic Services Officer in advance of the start of the meeting where possible. Political groups are also encouraged to co-ordinate this activity wherever possible in respect of Full Council meetings and other meetings likely to result in a high number of requests to speak. This is particularly important if Members are unable to participate via video conference for any reason.
- 6.4 The Chair will follow the normal rules of debate within the Constitution and will determine who may speak, as well as the order and priority of speakers and the content and length of speeches in the normal way.
- 6.5 At the beginning of the meeting the Chair will explain the protocol for councillor and public participation and the rules of debate. The Chair's ruling during the debate will be final.
- 6.6 Where members of the public are exercising speaking rights at the meeting via remote attendance, the Chair will, as part of their introduction explain the procedure for their participation which will reflect those relevant elements of the meeting

etiquette. Members of the public must adhere to this procedure otherwise they may be excluded from the meeting.

- 6.7 When the Chair is satisfied that there has been sufficient debate and (if the rules of the meeting require) there is a proposer and seconder for the item being discussed the Chair will progress to making a decision. Unless a Recorded Vote is called, the method of voting will be at the Chair's discretion and will be by one of the following methods:
- a vote by electronic means
 - an officer calling out the name of each councillor present with:
 - members stating 'for', 'against', or 'abstain' to indicate their vote when their name is called
 - the Democratic Services Officer clearly stating the result of the vote and the Chair then moving onto the next agenda item
 - by the general assent of the meeting
- 6.8 A Member who is attending the meeting over the telephone due to technical issues can give their vote over the telephone if the Chair is satisfied that they are the correct person and that they have been present for all of the debate on the item under discussion.
- 6.9 Details of how Members voted will not be kept or minuted unless a Recorded Vote is called. Where a Recorded Vote is requested Members will be asked in turn to signify verbally whether or not they support that request and it will be recorded in the normal way.

[Amends Council Procedure Rule 15 and Committee Procedure Rule 18 \(voting\)](#)

7 Meetings etiquette protocol

- 7.1 Participants are asked to adhere to the following etiquette protocol during remote attendance at a meeting:
- Committee members should join the meeting no later than fifteen minutes before the start to allow themselves and the Democratic Services Officer/meetings facilitator the opportunity to test the equipment.
 - Any camera (video-feed) should show an agreed virtual background where possible, or a non-descript background. Participants should be careful not to allow exempt or confidential papers to be seen in the video-feed.
 - Participants should have their video turned off and microphones muted when not talking unless invited by the Chair or Democratic Services Officer to switch them on.
 - Councillors should use the agreed technological solution to indicate a wish to speak or be recognised, replacing the requirement to raise one's hand or to stand to be recognised or to speak. Where the technological solution is to use a chat facility, the camera should be switched on when the councillor is the next to be called to speak which will minimise delays in the public broadcast.
 - **The chat facility must not be used for private conversations between participants.**
 - When the Chair invites a participant to speak they will unmute their microphone and turn on their camera if they have not already done so, unless speaking to a diagram, presentation slide or drawing.
 - Participants should only speak when invited to by the Chair.
 - Only one person may speak at any one time.

- Before speaking each participant should say their name in full e.g. 'Cllr Joanne Smith'.
- When referring to a specific report, page, or slide, the participant should make it clear what they are referring to so that all participants have a clear understanding of what is being discussed at all times.

8 Declarations of interests

- 8.1 Any Member participating in a remote meeting who declares a disclosable pecuniary interest or other declarable interest, in any item of business that would normally require them to leave the room, must also leave the remote meeting. Their departure will be confirmed by the Democratic Services Officer or meeting facilitator, who will invite the relevant Member by link, email or telephone, to re-join the meeting at the appropriate time.

9 Exclusion of press and public

- 9.1 There are times when council meetings are not open to the public, when confidential, or "exempt" issues (as defined in Schedule 12A of the Local Government Act 1972) are under consideration. Where the technology is available, the Democratic Services Officer or meeting facilitator will ensure that no members of the public in remote attendance or remotely accessing the meeting are able to hear or see the proceedings once the exclusion has been agreed by the meeting.
- 9.2 Where this technology is not available the remote public meeting will be ended and the Members and officers will be invited to join the private meeting.
- 9.3 Each Member in remote attendance must ensure and verbally declare that there are no other persons present who are not entitled to be present, either hearing or seeing consideration of such items, and/or recording the proceedings.
- 9.4 Any Member in remote attendance who fails to disclose that there were in fact persons present who were not so entitled would be deemed to be in breach of the Members' Code of Conduct responsibilities.

10 Public access to meeting documentation following the meeting

Members of the public may access minutes, decisions and other relevant documents through the Council's website.

[Amends Council Procedure Rule 6 and Committee Procedure Rule 7 \(notice of and summons to meetings\)](#) and [Access to Information Procedure Rules 5 \(access to agenda and reports before the meeting\)](#)

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TO: **Annual Council**
20 May 2020

Establishment of Committees and Associated Matters **Executive Director: Delivery**

1 PURPOSE OF REPORT

- 1.1 This report sets out the position regarding the overall allocation of seats on committees. The Council is asked to agree the establishment of committees, and the appointment of Members to serve on committees and other bodies.
- 1.2 The Council is required to determine the allocation of committee seats to party groups and then to appoint to those seats in accordance with the wishes of each party group on the Council. The nominations from the Conservative and Labour Group are included in Appendix A of agenda item 9.

2 RECOMMENDATIONS

2.1 The Council is asked to agree:

- (i) the establishment of ordinary committees, their size and allocation of seats, agreeing a local variation to the proportionality rules, as set out in paragraph 6 of the report;**
- (ii) 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 6 of the report;**
- (iii) the establishment of Appeal Panels as required as set out in paragraph 6 of the report;**
- (iv) the membership of each committee, in accordance with political group(s) wishes;**
- (v) appointments to external organisations;**
- (vi) the appointment of Council Champions, in accordance with Part 1 Section 7 of 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.

4 ALTERNATIVE OPTIONS CONSIDERED

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

5 SUPPORTING INFORMATION

Background

- 5.1 The Bracknell Forest Borough elections took place on 2 May 2019, as a result of which the political balance of the Council is as follows:

	Number of Councillors	Proportionality
Conservative	38	90.48%
Labour	3	7.14%
Liberal Democrats	1	2.38%
	42	100%

Political balance requirements

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

6 ALLOCATION OF SEATS ON ORDINARY COMMITTEES

- 6.1 There are two political groups on the Council: Conservative and Labour. There is one Liberal Democrat councillor on the Council however it requires two Members to form a Group; as a result Councillor Parker is not entitled to any seats on committees

as of right. However to give effect to (a) above, one seat on every committee and sub-committee if the Labour Group do not wish to hold that seat it may be offered to Councillor Parker.

6.2 The table below sets out the proposed allocation of seats on ordinary committees.

Committee	Number of seats	Conservative Group		Labour Group		Liberal Democrat	
Employment Committee	9	8	8.1432	1	0.6426	0	0.21
Governance and Audit Committee	8	7	7.2384	1	0.5712	0	0.19
Planning Committee	18	16	16.2864	1	1.2852	1	0.43
Total allocation of places	35	31		3		1	
Overall political balance	35	32	31.668	2	2.499	1	0.833

6.3 The allocation set out above is a departure from the normal rules of proportionality which is permitted by the Regulations if notice is given of the proposal in the agenda and if it is approved by the Council with no Member voting against the proposal. If any Member votes against the proposal then the normal proportionality rules will be applied.

Licensing and Safety Committee

6.4 There are a further 15 seats on the Licensing and Safety Committee, which is the Council's Licensing Committee for the purposes of the Licensing Act 2003. As such it is not an ordinary committee in the sense of the Local Government and Housing Act 1989 and, although it must be politically proportionate, it has not been included in the table above which shows the overall allocation of seats on committees.

6.6 The proposal for the 15 seats is in accordance with the proportionality rules:

Conservative Group (13.57) 14 seats; Labour Group (1.07) 1 seat and Liberal Democrat (0.36) 0 seat.

Overview and Scrutiny Commission

6.7 There are a further 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).

6.8 The proposal for the 12 seats is in accordance with the proportionality rules:

Conservative Group (10.8576) 11 seats; Labour Group (0.8568) 1 seat and Liberal Democrat (0.2856) 0 seat.

- 6.9 At its meeting on 5 November 2019 the Overview and Scrutiny Commission agreed to a revised structure of an overarching Overview & Scrutiny Commission with three Overview & Scrutiny Panels focussing on the thematic delivery of the Council Plan. In addition to the core Panel membership set out at Appendix A of agenda item 9, all non-executive Members can take part in review work. This enables the overview & scrutiny function to tap into the skills and knowledge of Members across a wide variety of topics. This also allows working councillors to be involved effectively based on their availability, interests and knowledge.

Sub-committees

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

Sub Committees	Number of seats	Conservative Group	Labour	Liberal Democrat
Education Employment Sub-Committee	7	6 (6.3336)	1 (0.4998)	0 (0.166)

Membership of committees and other bodies

Appeals Panel

- 6.10 It is recognised that the Appeals Committee is only required to meet when an Appeal is submitted against officer decision to refuse Home to School Transport. It is therefore not appropriate to set a pre-established schedule of meetings which are regularly cancelled or rescheduled. These are ad-hoc meetings that need to be established in response to an appeal being received. When an appeal is received a hearing date will be set within 40-days as required.
- 6.11 It is also recognised that it is best practice to have a smaller body to determine appeals similar to the Licensing Panels format. It is therefore proposed that the existing Appeals Committee members and Conservative Group substitutes form a pool of trained members from which membership of an ad hoc Panel will be drawn as required based on availability. Each Panel may not be politically proportionate however the pool from which members are drawn would be.
- 6.11 It is therefore recommended that the Council agrees the establishment of Appeals Panels as required comprising of 3 members. Political proportionality would be waived as the Appeals Panel would be established based on members availability, in a similar format to Licensing Panels from a politically balanced (as below) pool of 11 trained members.

Committee	Number of seats	Conservative Group	Labour Group	Liberal Democrat
Appeals Panel	11	10	9.9528	1 0.7854 0 0.2618

Substitutes

- 6.12 In addition to appointing Members 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, appoint on the nomination of a political group represented on the Council a number of Councillors up to the maximum as shown in the table below, to act as substitutes for Members of their Group appointed to Committees.

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

- 6.13 In addition to appointing Members to serve on Sub-Committees, 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 Group appointed to Sub-Committees.

Nominations

- 6.14 Appendix A of agenda item 9 sets out the proposed committees, sub-committees, steering groups, advisory groups and panels.

Membership of external organisations

- 6.15 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.
- 6.16 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.
- 6.17 Appendix B of agenda item 9 sets out the external organisations to which appointments will be made.

7 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

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

Director of Finance

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

Equalities Impact Assessment

- 7.3 Not relevant to this report.

Strategic Risk Management Issues

- 7.4 Not relevant to this report.

8 CONSULTATION

Principal Groups Consulted

8.1 Political groups and Councillor Parker.

Method of Consultation

8.2 Discussion.

Representations Received

8.3 Outcome of discussions reflected in this report.

Background Papers

None

Contact for further information

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