

Notice of Meeting

Annual Council

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



Wednesday 28 April 2021, 7.30 - 9.00 pm
Online only

Timothy Wheadon
Chief Executive

Agenda

Item	Description	Page
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The meeting will be opened with prayers by the Mayor's Chaplain

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 2021/22 Municipal Year	
4.	Appointment of the Deputy Mayor of the Borough of Bracknell Forest for the 2021/22 Municipal Year	

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5.	Mayor's Announcements	
6.	Appointments and delegations by the Leader of the Council	3 - 22
	<p>This report asks the Council to note:</p> <ul style="list-style-type: none"> a) the Members appointed by the Leader to serve on the Executive for the 2021/22 Municipal Year; b) arrangements for decisions after 7 May 2021; c) the appointment of Executive Committees, Sub-Committees and Advisory Panels; and d) the appointments by the Leader to external organisations. 	
7.	Establishment of Committees, Meeting Arrangements and Associated Matters	23 - 30
	<p>This report asks the Council to agree:</p> <ul style="list-style-type: none"> a) the establishment and membership of Committees; b) appointments to External Organisations; c) the appointment of Council Champions; and d) arrangements for meetings after 7 May 2021. 	

This Annual Council meeting will be followed by a series of meetings to make appointments for the following municipal year.

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

Sound recording, photographing, filming and use of social media is permitted. Please contact Kirsty Hunt, 01344 353108, kirsty.hunt@bracknell-forest.gov.uk, so that any special arrangements can be made.

Published: 20 April 2021

EMERGENCY EVACUATION INSTRUCTIONS

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To: **Annual Council**
28 April 2021

**Appointments and delegations by the Leader of the Council
for the 2021/2022 Municipal Year
Executive Director of Delivery – Democratic and Registration Services**

1 Introduction

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

2 Supporting Information

- 2.1 At the Annual Council meeting on 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.

2.5 The Leader has delegated all Executive decisions to the relevant Executive portfolio holder, following consultation with the full Executive, until December 2021 or unless the Leader decides to either extend or end this delegation before that time.

Executive Committees

2.6 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

2.7 The Member Development Charter Steering Group is renamed Councillor Development Charter Steering Group in acknowledgement that this will more transparent for residents and reflects the updated Charter terminology.

2.8 The Council agreed on 16 March 2021 for the Pre Submission of Bracknell Forest Local Plan, Policies Map and all supporting documents to the Secretary of State for independent examination by an appointed Inspector who would be requested to recommend any main modifications to the submitted Plan, in the event that they were considered necessary to make the Plan sound. The Local Plan Working Group is therefore no longer required to progress proposals.

2.9 At the Executive meeting on 20 April 2021 it was agreed to establish a Climate Change Advisory Panel to provide advice to the Executive through the Executive Member for the Environment regarding climate change activities within the Borough. The Food Waste Working Group will be disbanded and any issues relating to food waste will be considered by the Climate Change Advisory Panel.

2.10 In order to support the allocation of the 2021/22 Welfare financial stimulus funding a cross-party steering group called the Welfare Advisory Panel has been established to advise the Executive Member for Children, Young People and Learning.

2.11 The Commercial Centre Advisory Panel has been established to advise the Executive Member for Transformation and Finance on proposals for the site.

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

Appointments to external organisations

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

3 Equalities Impact Assessment

- 3.1 Not relevant to this report.

4 Strategic Risk Management Issues

- 4.1 Not relevant to this report.

Background Papers

None

Contact for further information

Ann Moore, Democratic & Registration Services : 01344 352260

ann.moore@bracknell-forest.gov.uk

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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 2021 – 22

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-Chair of the Executive)
Councillor Bettison OBE	Executive Member for Council Strategy and Community Cohesion (Leader of the Council and Chair 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 Harrison	Executive Member for Culture, Delivery and Public Protection
Councillor Mrs Hayes MBE	Executive Member for the Environment
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 (Chair Elect) Mrs Birch Brossard Gbadebo Mrs Mattick Mrs McKenzie-Boyle McLean Mossom Porter Tullett Virgo (Vice-Chair 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> <p>Substitute Members</p> <p>Conservative (5) Atkinson Ms Gaw M J Gibson Mrs Ingham Kirke</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 (Chair Elect) Brossard (Vice-Chair 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> <p>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-Chair Elect) Porter (Chair Elect)</p> <p>Labour (1) Brown</p> <p>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>	<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-Chair Elect) McLean Skinner Tullett (Chair Elect)</p> <p>Labour (1) Temperton</p> <p>Substitute Members</p> <p>Conservative (3) Ms Hayes Mrs Hamilton Virgo</p> <p>Labour (3) Brown Neil</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 Chair 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 Chair training drawn, as required, from the pool of trained members.</p> <table> <tr> <td>Conservative (10)</td><td>Labour (1)</td></tr> <tr> <td>Allen</td><td>Brown</td></tr> <tr> <td>Birch</td><td></td></tr> <tr> <td>Brossard</td><td></td></tr> <tr> <td>Dudley</td><td></td></tr> <tr> <td>Ms Gaw</td><td></td></tr> <tr> <td>Mrs Hamilton</td><td></td></tr> <tr> <td>Mrs Hayes MBE</td><td></td></tr> <tr> <td>Kirke</td><td></td></tr> <tr> <td>Tullett</td><td></td></tr> <tr> <td>Wade</td><td></td></tr> </table>	Conservative (10)	Labour (1)	Allen	Brown	Birch		Brossard		Dudley		Ms Gaw		Mrs Hamilton		Mrs Hayes MBE		Kirke		Tullett		Wade	
Conservative (10)	Labour (1)																						
Allen	Brown																						
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Dudley																							
Ms Gaw																							
Mrs Hamilton																							
Mrs Hayes MBE																							
Kirke																							
Tullett																							
Wade																							
<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) 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 Mrs Bettison – Sandhurst Town Council Cllr Peacey – Binfield Parish Council</p> <p>Independent Persons Dr Louis Lee Vacancy (reserve)</p>	<p>Education Employment Sub Committee of Employment Committee (7 Councillors)</p> <table> <tr> <td>Conservative (6)</td><td>Labour (1)</td></tr> <tr> <td>Allen (Chair Elect)</td><td>Neil</td></tr> <tr> <td>Bhandari</td><td></td></tr> <tr> <td>Leake</td><td></td></tr> <tr> <td>Porter</td><td></td></tr> <tr> <td>Tullett</td><td></td></tr> <tr> <td>Wade (Vice-Chair Elect)</td><td></td></tr> </table> <p>Non-voting Members of the Teachers Associations: David Allais (UNISON) Vacancy (NASUWT) Tom Wheaton (NUT) Asia Allison (GMB)</p> <p style="text-align: center;">Substitute Members</p> <table> <tr> <td>Conservative (3)</td><td>Labour (3)</td></tr> <tr> <td>Angell</td><td>Brown</td></tr> <tr> <td>Brossard</td><td>Temperton</td></tr> <tr> <td>Mrs Hamilton</td><td></td></tr> </table>	Conservative (6)	Labour (1)	Allen (Chair Elect)	Neil	Bhandari		Leake		Porter		Tullett		Wade (Vice-Chair Elect)		Conservative (3)	Labour (3)	Angell	Brown	Brossard	Temperton	Mrs Hamilton	
Conservative (6)	Labour (1)																						
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Conservative (3)	Labour (3)																						
Angell	Brown																						
Brossard	Temperton																						
Mrs Hamilton																							

<p>Employment Committee (9 Councillors)</p> <p>Conservative (8) Allen (Vice-Chair Elect) Angell Bhandari Dudley Leake (Chair Elect) Porter Tullett Wade</p> <p>Heydon (non-voting)</p> <p>Labour (1) Neil</p> <p>Substitute Members</p> <p>Conservative (5) Atkinson Mrs Birch Kirke Ms Merry Virgo</p> <p>Labour (3) Brown Temperton</p>	<p>Governance & Audit Committee (8 Councillors)</p> <p>Conservative (7) Allen (Chair Elect) Gbadebo Mrs Hayes MBE Heydon Leake Tullett Wade (Vice-Chair Elect)</p> <p>Labour (1) Neil</p> <p>Independent Member Mr D St. John Jones</p> <p>Substitute Members</p> <p>Conservative (5) Brossard Ms Gaw Green Mrs Ingham Mrs McKenzie-Boyle</p> <p>Labour (3) Brown Temperton</p>
<p>Licensing and Safety Committee (15 Councillors)</p> <p>Conservative (14) Allen Atkinson Dr Barnard Brossard (Vice-Chair Elect) Brunel-Walker Finch Ms Gaw Gbadebo Mrs Ingham Kirke Leake Mrs McKenzie-Boyle Porter (Chair 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 Chair 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-Chair Elect) Birch Dudley (Chair 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</p> <p>Conservative (3) Finch Mrs Hayes MBE Mrs McKenzie-Boyle</p> <p>Labour (2) Brown Neil</p>	<p>Bracknell Town Centre Regeneration Committee (6 Executive Members)</p> <p>Dr Barnard (Vice-Chair Elect) Bettison OBE Brunel-Walker (Chair Elect) Harrison Heydon Turrell</p> <p>Co-optee (Non voting) Allen Atkinson 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>Climate Change Advisory Panel (10 Councillors)</p> <p>Conservative (8) Executive Member for the Environment 7 vacancies</p> <p>Labour (1) Temperton</p> <p>Lib Dem (1) Parker</p> <p>Co-opted Members (non voting) Executive Member for Culture, Delivery & Public Protection Executive Member for Planning & Transport</p>	<p>Code of Conduct Working Group (6 Councillors)</p> <p>Conservative (5) Allen Birch (Chair 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>Commercial Centre Advisory Panel (7 Councillors)</p> <p>Conservative (6) Mrs Hamilton Mrs Hayes MBE Heydon (Chair Elect) Mrs Ingham Mossom Turrell</p> <p>Lib Dem (1) Parker</p>	<p>Corporate Parenting Advocacy Panel (6 Councillors)</p> <p>Conservative (5) Mrs Birch Mrs L Gibson Ms Hayes (Chair Elect) Mrs Ingham (Vice-Chair Elect) 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>Councillor Development Charter Steering Group (9 Councillors)</p> <p>Conservative (8) Allen (Chair Elect) Dr Barnard Bettison Birch Dudley Kirke Mossom Wade (Vice Chair Elect)</p> <p>Labour (1) Neil</p> <p>Substitute Members Conservatives (3) Bhandari Green Mrs L Gibson</p>	<p>Disability Advisory & Access Forum (4 Councillors)</p> <p>Conservative (4) Brossard (Vice-Chair Elect) Mrs L Gibson Mrs Ingham Mrs Mattick (Chair Elect)</p> <p>Substitute Members (3) Ms Gaw M J Gibson Virgo</p>
<p>Electoral Review Steering Group (4 Councillors)</p> <p>Conservative (3) Birch (Vice-Chair Elect) Leake Turrell (Chair Elect)</p> <p>Labour (1) Temperton</p> <p>Substitute Members Conservative (3) Allen Dr Barnard Wade</p> <p>Labour (3) Brown Neil</p>	<p>Equalities Working Group (12 Councillors)</p> <p>Conservative (10) Atkinson Bettison OBE Bhandari Gbadebo Harrison Mrs Hayes MBE Kirke Mrs Mattick Mrs McKenzie Merry</p> <p>Labour (1) 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 (Chair Elect) Wade</p> <p>Staff side representatives David Allais (Unison) Keith Roberts (GMB) Neil Duncan-Jordan (Unison)</p> <p>Substitute Members Conservative (3) Bhandari Porter Tullett</p>

<p>School Improvement Advisory Board (7 Councillors including only one Executive Member)</p> <p>Conservative (7) Allen Dr Barnard (Chair Elect) Bhandari Mrs Birch Ms Gaw (Vice-Chair Elect) Ms Hayes Leake</p> <p>Substitute Members</p> <p>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>		
<p>Welfare Advisory Panel (5 Councillors)</p> <table border="0"> <tr> <td data-bbox="113 786 526 943"> <p>Conservative (4) Dr Barnard (Chair Elect) Brunel-Walker Heydon Mossom</p> </td><td data-bbox="526 786 810 853"> <p>Labour (1) Temperton</p> </td></tr> </table>	<p>Conservative (4) Dr Barnard (Chair Elect) Brunel-Walker Heydon Mossom</p>	<p>Labour (1) Temperton</p>	
<p>Conservative (4) Dr Barnard (Chair Elect) Brunel-Walker Heydon Mossom</p>	<p>Labour (1) Temperton</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
Business Improvement District (BID) Company	Relevant Executive Member	Brunel-Walker
Children and Young People's Partnership Board	Relevant Executive Member	Dr Barnard
Children's Centre Advisory Board	2 Councillors	Brossard
		Mrs Temperton
Civilian Military Partnership Known as Armed Forces Community Covenant Champion	Relevant Executive Member ** Currently acting as Chair	Bettison OBE
	Deputy Armed Forces Champion	Ms Merry

REPRESENTATION REQUIREMENTS

COUNCILLOR

Community Safety Partnership Steering Group	Relevant Executive Member	Harrison
Community Safety Partnership Workshop Group	Relevant Executive Member	Harrison
	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 Champions (Large and Small Business Champions)	
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

REPRESENTATION REQUIREMENTS

COUNCILLOR

	Relevant Executive Member	Heydon
	Minority Group Leader	Mrs Temperton
Local Outbreak Engagement Board	4 Councillors	Barnard
		Bettison (Chair)
		Birch
		Brunel-Walker (Vice Chair)
	Permanently invited guests	Executive Members
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
	Chair of Licensing & Safety Committee	Porter
	Substitute - Any Member of the Executive	
Royal Berkshire Fire Authority	2 Conservative 1 Labour	Dudley
		Mrs McKenzie-Boyle
		Brown
South East England Councils	Leader of the Council	Bettison OBE
	1 Councillor as Reserve	Turrell

REPRESENTATION REQUIREMENTS

COUNCILLOR

South East Strategic Leaders	Leader of the Council	Bettison OBE
South Hill Park Management Committee	Relevant Executive Member	Harrison
	1 Councillor	M J Gibson
Standing Advisory Council on Religious Education (SACRE)	Relevant Executive Member	Dr Barnard
	4 Councillors	Bhandari
		Finch
		Mrs L Gibson
		Mrs Mattick
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 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
Thames Valley Police and Crime Panel (Joint Committee)	Relevant Executive Member	Harrison
	Substitute	Mrs Hayes MBE

Portfolio Review Groups

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

Appendix B

External Organisations 2021 – 22

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	Citizens Advice East Berkshire	1 Representative	M J Gibson
8	Bracknell Forest Cambian Partnership (was Joint Venture Partnership Board)	2 Representatives	Brunel-Walker
			Heydon
9	Bullbrook Community Association (Charity number 300124)	1 Representative	Angell

	BODY	REPRESENTATION REQUIREMENTS	COUNCILLOR
10	Crown Wood Community Association (Charity number 282997)	1 Representative	Dudley
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
22	Keep Mobile Country Tours Ltd	Relevant Champion	
23	New Great Hollands Community Association (Charity number 1138209)	1 Representative	Mrs L Gibson
24	New Owlsmoor Centre (Charity number 1080713)	1 Representative	Mossom
25	New Priestwood Community Association (Charity number 1089708)	1 Representative	Green
26	North Ascot Community Association (Charity number 278231)	1 Representative	Mrs Hayes MBE
27	Sandhurst Day Centre Association	1 Representative	Allen
28	South East Reserve Forces' and Cadets' Association	1 Representative	Ms Merry
29	The Parks Community Association (Charity number 1161192)	1 Representative	Ms Merry

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**To: Annual Council
28 April 2021**

**Establishment of Committees. Meeting Arrangements and Associated Matters
Executive Director of Delivery – Democratic and Registration Services**

1 Purpose of report

- 1.1 This report sets out the position regarding the overall allocation of seats on committees. The council is asked to agree the establishment of committees, and the appointment of councillors to sit on committees and other bodies.
- 1.2 The council is required to determine the allocation of committee seats to party groups and then to appoint to those seats in accordance with the wishes of each party group on the council. The nominations from the Conservative and Labour Group are included in appendix A of agenda item 9.
- 1.3 Council is also asked to agree interim meeting arrangements to enable the council to undertake its business in a covid-secure way until either virtual meetings are permitted or covid compliant requirements are relaxed.

2 Recommendations

- 2.1 **That the establishment of committees and the appointment of councillors to sit on them is agreed as follows:**
 - (a) **That the establishment of ordinary committees, their size and allocation of seats, agreeing a local variation to the proportionality rules, is agreed as set out in paragraph 6 of the report**
 - (b) **That the establishment of the Licensing and Safety Committee and the Overview and Scrutiny Commission, their size and allocation of seats is agreed as set out in paragraph 6 of the report**
 - (c) **That the establishment of Appeal Panels as required are agreed as set out in paragraph 6 of the report**
 - (d) **That the membership of each committee, in accordance with political groups' wishes is agreed**
 - (e) **That appointments to external organisations are agreed**
 - (f) **That the appointment of Council Champions is agreed, in accordance with Part 1 Section 7 of the Constitution.**
- 2.2 **That arrangements for meetings are agreed as follows:**
 - (a) **That from 7 May 2021 all non-executive decision-making is delegated to the Chief Executive, who is authorised to delegate further if appropriate. All delegations and decisions to be reported to all councillors in due course.**
 - (b) **That all meetings will continue to take place virtually, noting that decision-making committees will meet informally to advise the Chief Executive of the committee's views before the Chief Executive takes a decision that would otherwise be reserved to the committee, as set out in detail in section 6 of the report**

- (c) That if a committee advises the Chief Executive that an officer recommendation would not be supported, a quorate meeting of the committee will be held as soon as practicable to determine the matter in a covid-secure venue
- (c) That these arrangements will remain in place until 31 December 2021 unless the Council decides to extend them for a further period or to end them earlier
- (d) That these arrangements will be reviewed by the end of July
- (e) That the six-month councillor attendance rule as set out in the Local Government Act 1972, s85, is suspended for 12 months from the date of this Annual Meeting of the Council

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 The Local Government Act 1972 requires that all councillors must be physically present at decision-making council/committee and Executive meetings in order to be part of the quorum and to vote. As a consequence of the impact of Covid-19 the Government introduced 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') to permit remote meetings. These regulations cease to apply to meetings on or after 7 May 2021 and the Government has decided not to extend the regulations beyond that date.
- 3.3 The Association of Democratic Services Officers (ADSO) and Lawyers in Local Government (LLG) have begun legal proceedings for a declaratory judgment in the High Court, that remote meetings may continue to be held without the need for primary legislation when the regulations come to an end. This application will be heard by the High Court on 21 April and the judgement is expected a short while after. The Secretary of State has stated on behalf of the Government that this application has his and his Department's support. Although therefore there is good reason to be cautiously optimistic that remote meetings will be available in the future this may not be permissible in time for 7 May and a decision is needed on how to manage council and committee meetings while some form of social distancing is required.

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.
- 4.2 Options to ensure the council can conduct its business are limited while measures to work covid-securely are in place.

5 Establishment of committees and other bodies

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

Allocation of seats on ordinary committees

- 5.5 There are 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.

- 5.6 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

- 5.7 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 councillor voting against the proposal. If any councillor votes against the proposal the normal proportionality rules will be applied.

Licensing and Safety Committee

- 5.8 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.
- 5.9 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

- 5.10 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).
- 5.11 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.

- 5.12 In addition to the core Panel membership set out at Appendix A of agenda item 9, all non-executive councillors can take part in review work. This enables the overview & 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

- 5.13 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

Substitutes

- 5.14 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, 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

- 5.15 In addition to appointing councillors 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

- 5.16 Appendix A of agenda item 6 sets out the proposed committees, sub-committees, steering groups, advisory groups and panels.

Membership of external organisations

- 5.17 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.
- 5.18 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.

- 5.19 Appendix B of agenda item 6 sets out the external organisations to which appointments will be made.

6 Meetings arrangements after 7 May 2021

Background

- 6.1 From 7 May 2021 the Council cannot lawfully continue to hold decision-making meetings virtually via Teams or Zoom, however non decision-making meetings can continue to be held remotely. This includes the Overview and Scrutiny Commission and its panels, PRG's and a wide range of other bodies such as working groups, panels and boards.
- 6.2 There are real positives to holding meetings remotely which the council would wish to retain longer term. These include:
- Meetings are accessible to a wider range of members of the public as proceedings can be watched live or at a later date providing greater democratic transparency and accountability
 - Councillors' attendance at meetings is on average 10% better and increased engagement with overview and scrutiny activity is even greater
 - Public engagement at meetings is better, particularly at overview and scrutiny
 - Councillors with other commitments can more easily join a remote meeting and move between them
 - Officers have been able to achieve a better life balance when they don't have to travel to meetings
 - The council's green footprint is lower due to reduced travel/lighting/heating
 - Meeting rooms can be freed up for community events
 - Greater flexibility may attract a more diverse range of people to stand as councillors

Proposals for meetings

- 6.2 As it is not currently possible to move immediately to physical attendance at meetings in the Council Chamber or any other venue and remain covid-compliant the following is proposed for the conduct of council business until the end of December by which time the way forward should be clearer:
- Non-executive decision making to be delegated to the Chief Executive who can further delegate decisions to officers as appropriate
 - Executive decisions to be delegated to individual executive members (the Leader has given effect to this delegation and it is reported in the Leader's report to this meeting)
 - All meetings to continue to be held virtually in line with current arrangements and in public for transparency. The Executive, Council and its committees to meet on an informal basis only, to advise the decision-maker of their views. The final decision to be made by the relevant executive member or the Chief Executive/officer taking into account the views expressed. Where a report contains an officer recommendation and the advice from the informal meeting

is that this would not be supported, a quorate meeting of the committee will be set up to consider the matter as soon as practicable. These meetings will be held in accordance with the statutory access to information rules relating to the publication of notice of the agenda and public meetings. Any councillor who has been present at the informal meeting must approach decision-making at the formal meeting with an open mind and reconsider the matter, taking into account any additional information presented at that meeting. This will apply in particular for planning decisions. In order for members of the public and officers to join a committee meeting remotely and for the meeting to be streamed, committee members attending the in-person meeting will be required to join the meeting on Teams or Zoom in the usual way at whatever venue the meeting is held.

- These arrangements to be in place until 31 December unless circumstances change, and it is decided to extend them further or end them earlier. Delegated decisions to be periodically reported to all councillors and arrangements to be reviewed by the end of July.

Six-month rule for councillor attendance at meetings

- 6.3 Section 85(1) of the Local Government Act 1972 requires a member of a local authority to attend at least one meeting of the authority within a six-month consecutive period in order to avoid being disqualified as a councillor. This requirement can be waived, and the time limit extended if any failure to attend is due to a reason approved by the authority in advance of the six-month period expiring.
- 6.4 The council's custom and practice is to accept attendance at any meetings of the bodies listed in appendix A of agenda item 6 as fulfilling the six-month attendance rule. It is recognised however that the proposed change to the meetings arrangements may have the unintended consequence that a councillor who sits predominantly on decision-making committees may be unable to satisfy the requirements of this provision. It is therefore proposed that the six-month councillor attendance rule is waived for 12 months from the date of this Annual Meeting.

7 Consultation and other considerations

Legal advice

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

Financial advice

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

Other consultation responses

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

Equalities impact assessment

- 7.4 Not relevant to this report.

Strategic risk management issues

- 7.5 It is critical for robust arrangements to be in place for the council to conduct its business without procedural challenge. The establishment of committees, the allocation of seats to political groups and the proposed interim meeting arrangements satisfy this requirement.

Climate change implications

- 7.6 The recommendations in section 2.2 above will reduce emissions of CO₂ as the council's green footprint will be lower due to reduced travel to meeting venues and reduced lighting and heating.

Background Papers

None

Contact for further information

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