

## COUNCIL MEETING MINUTES - 24 MAY 2017

**Present:** Councillor Ayub (Mayor);

Councillors David Absolom, Debs Absolom, Ballsdon, Chrisp, Davies, Dennis, Duveen, Eden, D Edwards, K Edwards, Ennis, Gavin, Gittings, Hacker, Hopper, Hoskin, James, Khan, Lovelock, Maskell, McDonald, , McElligott, McGonigle, McKenna, Page, Pearce, Robinson, Rodda, Singh, Skeats, Stanford-Beale, Steele, Terry, Tickner, Vickers, White, J Williams, R Williams and Woodward.

**Apologies:** Councillors Grashoff, Jones, O'Connell and Stevens.

### **1. MAYOR'S ANNOUNCEMENTS**

The Mayor referred to the horrific terrorist attack in Manchester on 22 May 2017. The Council then stood in silence to pay their respects to those people who had died or had been affected by the atrocity. The Mayor then opened and signed a Book of Condolence, which was made available in the Victoria Hall for guests to sign during the evening. The Condolence Book would be brought to the reception area at the Civic Offices for Reading residents to add their own contributions from 25 May 2017.

### **2. ELECTION OF MAYOR**

The first business to be transacted being the election of the Mayor, it was moved by Councillor Ennis and seconded by Councillor Rodda and CARRIED:

"That Councillor R Williams be elected Mayor of this Borough."

No other candidate having been nominated, Councillor R Williams was duly declared elected.

### **3. APPOINTMENT OF DEPUTY MAYOR**

It was moved by Councillor Singh and seconded by Councillor Eden and CARRIED:

"That Councillor Dennis be appointed Deputy Mayor of this Borough."

### **4. ADDRESS BY MAYOR**

Councillor R Williams addressed the Council.

### **5. MINUTES**

The Minutes of the meeting held on 28 March 2017 were confirmed as a correct record and signed by the Mayor.

### **6. VOTE OF THANKS TO COUNCILLOR AYUB AND ROKHSHAH ANJUM AYUB**

It was moved by Councillor Page and seconded by Councillor Tickner and CARRIED:

"That the Council record their sincere appreciation of the ability, courtesy and diligence with which Councillor M Ayub has discharged his duties attached to the

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office of Mayor since 25 May 2016. They also record their grateful thanks to Rokhshah Anjum Ayub for the support and assistance she rendered in the capacity of Mayor's escort throughout his term of office."

### 7. ADDRESS BY RETIRING MAYOR

Councillor Ayub addressed the Council.

### 8. APPOINTMENT OF LEADER OF THE COUNCIL

It was moved by Councillor Page and seconded by Councillor Debs Absolom and CARRIED:

"That Councillor Lovelock be appointed Leader of the Council for the Municipal Year 2017/18."

### 9. CONSTITUTION; POWERS AND DUTIES OF THE COUNCIL AND COMMITTEES; SCHEME OF MEMBERS' ALLOWANCES; AND DELEGATIONS

The Monitoring Officer submitted a report making recommendations for the Municipal Year 2017/18 to:

- (1) appoint the Committees of the Council: the allocation of seats between Groups has to be calculated in accordance with Sections 15-17 of the Local Government and Housing Act 1989 and details have been circulated to Group Leaders before the meeting;
- (2) appoint a local Standards Committee for the authority;
- (3) agree the powers and duties of committees, sub-committees, partnerships and consultative Working Parties (Appendices A, B and C);
- (4) agree changes to the Constitution
  - To confirm the decision of Council on 24 January 2017 (Minute 39 refers) to include 'opting in' to the 'Appointing Person' arrangement to seek external auditors on behalf of the Council; and to confirm the appointment of the external auditors being included in the list of matters reserved to Council set out in Article 4 of the Council's Constitution, as prescribed by the Local Audit (Appointing Persons) Regulations 2015 (see 2.2(h) below).
  - Part 4: Rules of Procedure
    - (a) Contracts Procedure Rules - To agree an update to the Contracts Procedure Rules.
    - (b) Council Procedure Rules - To harmonise the arrangements for public speaking at Council with those permitted at Committee meetings.

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- (5) agree the general dispensation granted to all Members as set out in para. 2.18 below.
- (6) amend the Council's scheme of Councillors' Allowances, and confirm those Councillors who meet the definition of Members having significant responsibilities in relation to the discharge of the Council's functions in terms of entitlement to Special Responsibility Allowance at Tier 3 for the remainder of the financial year 2017/18;
- (7) re-establish the Remuneration Panel for the Municipal Year 2017/18.

The Constitution for the authority would be amended in the light of these changes and published on the Council's website.

The powers and duties of the Committees and Sub-Committees were included in **Appendices A and B**. The terms of reference of Partnership and advisory and consultative bodies, and Member:Officer working groups, were included in **Appendix C**.

The recommendations set out in the report were:

### **A. Constitution**

- 2.1 That the Constitution for the authority be amended to include the action set out below.

### **B. General Reservation of Powers to the Council**

- 2.2 That the following matters be reserved to the Council, in line with Article 4 of the Constitution, and any decisions of Committees in relation to them shall be submitted to the Council as recommendations:

- (a) changing the Constitution;
- (b) approving the authority's budget, and any application to the Secretary of State in respect of any Housing Land Transfer;
- (c) Approving the authority's budget strategy, including plans or strategies for:
  - o The control of borrowing and investments
  - o Capital expenditure
  - o Determining the authority's minimum revenue provision

and agreeing the Council's capital strategy and asset management plan;

The budget framework is as set out in Part 4 of the Constitution;

- (d) agreeing and/or amending the terms of reference for committees appointed by the Council, deciding on their composition and making appointments to them;

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- (e) making a Members' allowances scheme under Article 2.5 of the Constitution;
- (f) changing the name of the area, conferring the title of freedom or freeman of the Borough;
- (g)
  - (i) confirming the appointment of the Head of Paid Service;
  - (ii) confirming the dismissal of the Head of Paid Service, Chief Finance Officer and Monitoring Officer;
- (h) appointing the external auditors and agreeing the arrangements for their appointment;
- (i) making, amending, revoking, re-enacting or adopting bylaws and promoting or opposing the making of local legislation or personal Bills;
- (j) requesting a change to single-member electoral areas, and passing a resolution to change the Council's scheme of elections;
- (k) reorganisation of community governance - making an order giving effect to recommendations made in a community governance review under Section 86 of the Local Government and Public Involvement in Health Act 2007;
- (l) promoting and maintaining high standards of conduct by Councillors and Co-opted Members, including adopting a local Member code of conduct and establishing a local Standards Committee;
- (m) passing a resolution to make a change in governance arrangements for the authority under Section 9KC(1) of the Local Government Act 2000 as amended by Schedule 2 of the Localism Act 2011;
- (n) those functions set out in Part 3 Schedules 2 and 3 of the Council's Constitution which are shown as being for the Council to exercise, and which the Council has not delegated to a Committee or an officer;
- (o) setting the strategic vision and corporate objectives of the Council;
- (p) making referrals to the Secretary of State, the regulator or the NHS Commissioning Board arising from the exercise of the health scrutiny function of the authority, under Section 22A of the National Health Service Act 2006 (as added under Section 190(3) of the Health & Social Care Act 2012);
- (q) entering into joint arrangements with other local authorities under sections 101 and 102 of the Local Government Act 1972;
- (r) all other matters which, by law, must be reserved to Council.

### C. Powers and Duties of Committees

2.3 Subject to the Schemes of Delegation to Officers,

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The Committees listed in 2.4 below shall have delegated authority to exercise and perform the Powers and Duties of the Council in relation to the functions set out in Appendices A and B to this report.

### D. Constitution of Committees

- 2.4. That for the Municipal Year 2017/18 there be constituted four standing Committees, and five Regulatory and Other Committees, as set out below:

#### Standing Committees

Policy Committee

Adult Social Care, Children's Services & Education Committee

Housing, Neighbourhoods & Leisure Committee

Strategic Environment, Planning & Transport Committee

#### Regulatory and Other Committees

Audit and Governance Committee

Health & Wellbeing Board

Licensing Applications Committee

Personnel Committee

Planning Applications Committee

- 2.4.1 That with regard to the Health and Wellbeing Board, under the provision of regulations 6 and 7 of the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013:

- a) the duty to allocate seats to political groups under Sections 15 and 16 of the Local Government & Housing Act 1989 be disapplied;
- b) the following statutory Members, as officers, be non-voting members of the Board:
  - Director of Children, Education and Early Help Services (or her representative)
  - Director of Adult Care & Health Services (or his representative)
  - Director of Public Health, Berkshire (or her representative)
- c) the Chief Executive, as an officer, be a non-statutory co-opted non-voting member of the Board.

### E. Codes and Protocols

- 2.5 That a local Standards Committee be appointed for the Municipal Year 2017/18; that the Committee will consist of Councillors and at least one Co-opted Member; that Mrs T Barnes be re-appointed as a Co-opted Member for the Municipal Year; and that Mr D Comben be re-appointed as the Independent Person for 2017/18.

### F. Constitution of Sub-Committees

- 2.6 That for the Municipal Year 2017/18 a Traffic Management Sub-Committee will be appointed by the Strategic Environment, Planning & Transport

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Committee; The Mapledurham Playing Fields Trustees Sub-Committee will be appointed by the Policy Committee; and the Licensing Applications Committee will establish a number of sub-committees (See Meetings of Committees, item (c) later on the agenda).

### G. Establishment of Appeal, Review and Complaints Panels

2.7 That for the Municipal Year 2017/18, the following bodies be set up to handle appeals against decisions made by or on behalf of the authority:

- a) an Appeals Panel from which trained Councillors will be drawn to hear appeals on matters considered by the following bodies, as required by regulation:
  - Curriculum Complaints Panel
  - Removal of Early Years Providers Appeals Panel
- b) an Education Appeals Panel to deal with schools admission and school exclusion reviews in line with the provisions of the School Standards Framework Act, 1998, to which Councillors may not be appointed.
- c) a Social Services Complaints Review Panel to hear individual complaints which reach the third stage of the Council's Social Services Complaints process, to which Councillors may not be appointed.
- d) a Secure Accommodation Panel.

### H. Partnership Bodies

2.8 That, for the Municipal Year 2017/18, the Authority will continue to participate in the following joint consultative partnership bodies:

- Community Safety Partnership
- Children's Trust Board
- Children's Centres Strategic Advisory Board
- Cultural Partnership Board
- Lifelong Learning Board
- Local Sustainable Transport Fund Cross-Boundary Councillor Steering Group
- Safer Reading Neighbourhood Forum

### I. Education Bodies

2.9 That for the Municipal Year 2017/18 the following Education bodies be set up:

- SACRE (Standing Advisory Council on Religious Education)
- School Admission Forum

### J. Safeguarding Bodies

2.10 That for the Municipal Year 2017/18 the following safeguarding bodies be set up:

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- Adult Safeguarding Panel
- Children's Safeguarding Panel
- Parenting Panel

### K. Advisory and Consultative Working Parties, Panels and Forums

- 2.11 That for the Municipal Year 2017/18, Councillors be appointed to serve on the following advisory and consultative bodies, which may not meet formally, and which may operate as special interest groupings with whom partners and stakeholders may liaise and consult:

#### Equality Groups

- Access and Disabilities Working Group
- Alliance for Cohesion & Racial Equality
- Older People's Working Group

#### Special Interest Groups

- Arts and Heritage Forum
- Cycle Forum
- Town Twinning Group

### L. Member:Officer Working Parties

- 2.12 That for the Municipal Year 2017/18 the following advisory Member:Officer consultative Working Parties be established, to report to the bodies set out below:

#### COUNCIL

- Civic Board

#### PERSONNEL COMMITTEE

- Local Joint Forum

#### PLANNING APPLICATIONS COMMITTEE

- Planning Management Panel

- 2.13 That the powers and duties of the above bodies listed in H-L above for the Municipal Year 2017/18 be as set out in Appendix C to this report.

### M. The Council's Constitution

- 2.14 That the following amendments be made to the Council's Constitution for 2017/18:

- (a) Contracts Procedure Rules - To amend the wording of Contracts Procedure Rules 10 and 11 by deleting existing rules 10.(2) c) and 11 (4) c):

#### **"10. Submissions and Opening of Electronic Tenders**

- (1) Where a competitive tender procedure is required, every such tender shall be returned using the Council's e-tendering system.

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- (2) Tenders for any one contract shall be opened at one time, which shall be as soon as practicable after the closing date for the receipt of tenders stated in the invitation to tender and only in the presence of:
  - a) the Chief Executive or his/her representative; and
  - b) the Service Head or Project Officer responsible for the invitation of the tenders or his/her representative;
- (3) The e-tendering system must be configured to ensure all tenders are locked and not accessible by anyone until the date and time set for opening. The identity of tenderers who have submitted returns must be anonymised until after the tenders have been opened.

### 11. Submissions and Opening of Paper Tenders

- (1) In exceptional circumstances, and with the approval of the Head of Legal & Democratic Services, a tender may be returned in paper (hard copy) form.
- (2) Where a paper (hard copy) invitation to tender is required, every such invitation shall state:-
  - a) The place where, and the time by which, the tender shall be delivered;
  - b) That no tender will be considered unless it is delivered in a plain, sealed envelope addressed to the Head of Legal & Democratic Services, and bearing the word "Tender..." followed by the subject to which it relates.
- (3) On receipt, tenders shall be kept in the custody of the Head of Legal & Democratic Services until the time appointed for their opening.
- (4) Tenders for any one contract shall be opened at one time, which shall be as soon as practicable after the closing date for the receipt of tenders stated in the invitation to tender and only in the presence of:
  - a) the Chief Executive or his/her representative, and
  - b) the Service Head or Project Officer responsible for the invitation of the tenders or his/her representative.

### (b) Council Procedure Rules (Standing Orders) 8 & 9

To harmonise the arrangements for submitting petitions to and asking questions at Council with those applied at Committee meetings. This would allow members of the public 30 minutes in total at Council for presenting petitions and asking questions. In order to make the Council arrangements consistent with Committee meetings, Lead Petitioners would be given five minutes in total to speak to their petition. The Monitoring Officer is authorised to make the



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changes to Council Procedure Rules 8 and 9 to reflect the changes described above.

### O. Scheme of Members' Allowances for the Financial Year 2017/18

2.15 That, further to Minute 55 of the meeting of Council on 28 March 2017, the following persons shall be regarded as, or equivalent to, "other Councillors carrying out other activities in relation to the discharge of the authority's functions as require the commitment of equivalent time and effort as for other categories of activity which would qualify for Special Responsibility Allowance" at Tier 3 for the remainder of the financial year 2017/18 (and subject to no Councillor receiving more than one Special Responsibility Allowance):

- Vice-Chairs of Committees
- Independent Person appointed in accordance with Section 28 of the Localism Act 2011

2.16 That the Remuneration Panel be re-established for 2017/18 with the same terms of reference as agreed at Minute 51 of the Council meeting on 13 November 2001; that its membership be Francis Connolly, Annette Hendry and Brian Revell.

### P. DELEGATIONS

2.17 The Monitoring Officer's delegated authority, under Section 33 of the Localism Act 2011, to grant a dispensation from the restrictions in Section 31(4) of the Act, which would allow members of the authority with a disclosable pecuniary interest to take part and vote on decisions in certain prescribed circumstances be agreed in the following circumstances:

- "(i) housing, where you are a tenant of your authority provided that those functions do not relate particularly to your tenancy or lease;
- (ii) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;
- (iii) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;
- (iv) an allowance, payment or indemnity given to members;
- (v) any ceremonial honour given to members; and
- (vi) setting Council Tax or a precept under the Local Government Finance Act 1992;
- (vii) any other business which might reasonably be regarded as affecting the financial position of the Member and/or his/her spouse or partner to a greater extent than the majority of other

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Council Tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision”;

and the general dispensation apply for four years, subject to it being renewed each year at the Annual Council Meeting.

It was moved by Councillor Lovelock and seconded by Councillor Page and CARRIED:

### Resolved -

That recommendations 2.1 to 2.17 in the report by the Monitoring Officer be approved.

## 10. APPOINTMENT OF DEPUTY LEADER AND LEAD COUNCILLORS AND ALLOCATION OF PORTFOLIOS

It was moved by Councillor Lovelock and seconded by Councillor Page and CARRIED:

### Resolved -

- (1) That Councillor Page be appointed the Deputy Leader of the Council for the Municipal Year 2017-18;
- (2) That for the Municipal Year 2017-18, the following Councillors be appointed as Lead Councillors for the services listed below:

Adult Social Care	Councillor Eden
Children's Services & Families	Councillor Gavin
Culture, Sport & Consumer Services	Councillor Hacker
Education	Councillor Jones
Health	Councillor Hoskin
Housing	Councillor Ennis
Neighbourhoods	Councillor Terry
Strategic Environment, Planning & Transport	Councillor Page

## 11. APPOINTMENT OF COUNCIL COMMITTEES AND OTHER BODIES

It was moved by Councillor Lovelock and seconded by Councillor Page and CARRIED:

### Resolved -

- (1) That, subject to the provisions of the Local Government and Housing Act, 1989, and Regulations made thereunder, the following Councillors be appointed to serve on Committees in the Municipal Year 2017/18:

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### Adult Social Care, Children's Services & Education Committee (9:3:1:1)

<u>Labour Councillors</u>	<u>Conservative Councillors</u>	<u>Liberal Democrat Councillor</u>	<u>Green Councillor</u>
Eden Gavin Hoskin Jones Khan Maskell McElligott McKenna Pearce	Robinson Stanford-Beale Vickers	O'Connell	J Williams

### Audit & Governance Committee (6:2:1)

<u>Labour Councillors</u>	<u>Conservative Councillors</u>	<u>Liberal Democrat Councillor</u>
Lovelock McElligott McKenna Page Rodda Terry	Steele Stevens	Duveen

### Health & Wellbeing Board

Leader of the Council  
Lead Councillor for Health  
Lead Councillor for Adult Social Care  
Lead Councillor for Children's Services & Families

Named Substitutes: Councillors McElligott, Tickner and R Williams

Observers: Conservative and Liberal Democrat Group Spokespersons

### Housing, Neighbourhoods & Leisure Committee (10:3:1:1)

<u>Labour Councillors</u>	<u>Conservative Councillors</u>	<u>Liberal Democrat Councillor</u>	<u>Green Councillor</u>
Debs Absolom Davies Dennis K Edwards Ennis Hacker James Terry	Grashoff McDonald Steele	O'Connell	McGonigle

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Tickner  
R Williams

### Licensing Applications Committee (7:3)

<u>Labour Councillors</u>	<u>Conservative Councillors</u>
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Chrisp	Grashoff
Dennis	McDonald
D Edwards	Skeats
Livingston	
Maskell	
Page	
Woodward	

### Personnel Committee (4:1)

<u>Labour Councillors</u>	<u>Conservative Councillor</u>
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David Absolom	Skeats
Lovelock	
Page	
Terry	

(or nominees)

### Planning Applications Committee (9:3:1:1)

<u>Labour Councillors</u>	<u>Conservative Councillors</u>	<u>Liberal Democrat Councillor</u>	<u>Green Councillor</u>
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Brock	Hopper	Duveen	J Williams
Gavin	Robinson		
Livingston	Vickers		
Maskell			
McKenna			
Page			
Pearce			
Singh			
R Williams			

### Policy Committee (9:3:1:1)

<u>Labour Councillors</u>	<u>Conservative Councillors</u>	<u>Liberal Democrat Councillor</u>	<u>Green Councillor</u>
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Eden	Hopper	Duveen	White
Ennis	Skeats		
Gavin	Stevens		

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Hacker  
Hoskin  
Jones  
Lovelock  
Page  
Terry

### Standards Committee (5:2)

<u>Labour Councillors</u>	<u>Conservative Councillors</u>
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Ayub	Robinson
Brock	Steele
D Edwards	
Khan	
Livingston	

(Together with the following independent member: Mrs T Barnes)

### Named Substitutes (1:1)

<u>Labour Councillor</u>	<u>Conservative Councillor</u>
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Eden	Skeats
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### Strategic Environment, Planning & Transport Committee (9:3:1:1)

<u>Labour Councillors</u>	<u>Conservative Councillors</u>	<u>Liberal Democrat Councillor</u>	<u>Green Councillor</u>
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David Absolom	Hopper	Duveen	McGonigle
Ayub	McDonald		
Brock	Vickers		
Chrisp			
Gittings			
Khan			
Maskell			
Page			
Rodda			

- (2) That the following Councillors be appointed to serve on other bodies in the Municipal Year 2017-18:

### Access and Disabilities Working Group (3:1)

<u>Labour Councillors</u>	<u>Conservative Councillor</u>
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Eden	Grashoff
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Khan  
R Williams

### Adult Safeguarding Panel (3:1:1)

Labour  
Councillors

Conservative  
Councillor

Liberal Democrat  
Councillor

Eden  
Hoskin  
Jones

Vickers

O'Connell

### Alliance for Cohesion and Racial Equality (1:1:1:1)

Labour  
Councillor

Conservative  
Councillor

Liberal Democrat  
Councillor

Green  
Councillor

Lovelock

McDonald

O'Connell

McGonigle

Appeals Pool from which Members will be drawn to serve on the Curriculum Complaints Panel or the Removal of Early Years Providers Appeals Panel, as required by regulation.

Labour Councillors

Conservative  
Councillor

Liberal Democrat  
Councillor

D Edwards  
Lovelock

Vickers

O'Connell

### Arts & Heritage Forum (5:2)

Labour Councillors

Conservative  
Councillor

Davies  
Hacker  
James  
Livingston  
R Williams

Grashoff  
Steele

### Children's Centres Strategic Advisory Board

Lead Councillor for Children's Services & Families

### Children's Safeguarding Panel (3:1:1)

Labour  
Councillors

Conservative  
Councillor

Liberal Democrat  
Councillor

Gavin  
McElligott

Stanford-Beale

O'Connell

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McKenna

### Children's Trust Board

Lead Councillors for Children's Services & Families and Education

Observers: Conservative and Liberal Democrat Group Spokespersons

### Civic Board (6:3:1)

Labour  
Councillors

Conservative  
Councillors

Liberal Democrat  
Councillor

Gittings

Skeats

Duveen

Jones

Stanford-Beale

Livingston

Stevens

Lovelock

Page

R Williams

### Community Safety Partnership

Councillors Gavin, Page and Terry

Observer: Conservative Group Spokesperson

### Cultural Partnership Board

Lead Councillor for Culture, Sport & Consumer Services and other Group Spokespersons.

### Cycle Forum (3:1:1)

Labour  
Councillors

Conservative  
Councillor

Liberal Democrat  
Councillor

Debs Absolom

Hopper

O'Connell

Gittings

Page

### Lifelong Learning Board

Lead Councillors for Education and Children's Services & Families

### Local Joint Forum (3:1)

Labour Councillors

Conservative  
Councillor

David Absolom

Steele

Lovelock

Page

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(or nominees)

### Local Sustainable Transport Fund Cross-Boundary Councillor Steering Group

Group Leaders, Lead Councillor for Strategic Environment, Planning & Transport, and other Group Transport spokespersons.

### Older People's Working Group (4:1)

<u>Labour Councillors</u>	<u>Conservative Councillor</u>
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Eden Jones Khan Singh	Vickers
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### Parenting Panel (3:1:1)

<u>Labour Councillors</u>	<u>Conservative Councillor</u>	<u>Liberal Democrat Councillor</u>
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Gavin Jones Maskell	Stanford-Beale	O'Connell
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### Planning Management Panel (3:1:1)

<u>Labour Councillors</u>	<u>Conservative Councillor</u>	<u>Liberal Democrat Councillor</u>
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Brock Livingston McKenna	Vickers	Duveen
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(or nominees)

### SACRE (3:1:1)

<u>Labour Councillors</u>	<u>Conservative Councillor</u>	<u>Liberal Democrat Councillor</u>
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Jones Khan Singh	Robinson	O'Connell
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### Safer Reading Neighbourhood Forum (3:1)

<u>Labour Councillors</u>	<u>Conservative Councillor</u>
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Ayub  
Khan  
Terry

McDonald

### School Admission Forum

Councillors Jones and Pearce

Observers - Councillors O'Connell and Robinson

### Secure Accommodation Panel

Councillor D Edwards

Standing Deputy: Councillor Gavin

### Town Twinning Group (2:1)

Labour Councillors      Conservative  
Councillor

Dennis  
Tickner

Grashoff

(Mayor - ex-officio)

- (3) That the terms of reference of the above bodies be as set out in Appendices A, B and C to the Monitoring Officer's report on the Constitution, Powers and Duties of the Council and Committees etc;
- (4) That the following Councillors be appointed/nominated as appropriate as Chairs/Vice-Chairs of the bodies listed at (2) above:

### Working Party etc

### Chair/Vice Chair

Access & Disabilities Working Group	Councillor Eden (Chair) Councillor R Williams (Vice-Chair)
Adult Safeguarding Panel	Councillor Eden (Chair)
Arts & Heritage Forum	Councillor Hacker (Chair) Councillor Davies (Vice-Chair)
Children's Safeguarding Panel	Councillor Gavin (Chair)
Children's Trust Board	Councillor Gavin (Chair)
Civic Board	Councillor Page (Chair)
Community Safety Partnership	Councillor Terry (nomination)
Cultural Partnership Board	Councillor Hacker (Chair)
Cycle Forum	Councillor Page (Chair)
Lifelong Learning Board	Councillor Jones (Chair)
Local Joint Forum	Councillor Lovelock (Vice-Chair)
Local Sustainable Transport Fund	Councillor Page (Chair)
Cross-Boundary Councillor Steering Group	

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Older People's Working Group	Councillor Khan (Chair)
	Councillor Eden (Vice-Chair)
Parenting Panel	Councillor Gavin (Chair)
	Councillor Jones (Vice-Chair)
Planning Management Panel	Councillor Livingston (Chair)
SACRE	Non-Councillor
Safer Reading Neighbourhood Forum	Councillor Terry (Chair)
	Councillor Ayub (Vice-Chair)
School Admission Forum	Councillor Jones (Chair)
Town Twinning Group	The Mayor

### 12. APPOINTMENT OF CHAIRS/VICE CHAIRS OF COMMITTEES

It was moved by Councillor Lovelock and seconded by Councillor Page and CARRIED:

Resolved -

That the following be appointed Chairs and Vice-Chairs of the following Committees for the Municipal Year 2017/18:

Committee	Chair	Vice-Chair
Adult Social Care, Children's Services & Education	Councillor McElligott	Councillor Pearce
Audit & Governance	Councillor Stevens	Councillor McElligott
Health & Wellbeing Board	Councillor Hoskin	Dr A Ciecierski
Housing, Neighbourhoods & Leisure	Councillor James	Councillor Dennis
Licensing Applications	Councillor Woodward	Councillor Livingston
Planning Applications	Councillor Livingston	Councillor Brock
Personnel	Councillor Lovelock	Councillor Page
Policy	Councillor Lovelock	Councillor Page
Standards	Mrs T Barnes	Councillor D Edwards
Strategic Environment, Planning & Transport	Councillor David Absolom	Councillor Brock

### 13. PARLIAMENTARY GENERAL ELECTION - INDEMNITY AND POLLING STATIONS

Further to Minute 100 of Policy Committee on 13 April 2015, the Chief Executive submitted a report, formally requesting an indemnity in respect of any claims made against the (Acting) Returning Officer in respect of the 2017 general election, and future elections, which were not covered by the Council's insurance policy.

## COUNCIL MEETING MINUTES - 24 MAY 2017

The report explained that responsibility for running Parliamentary General Elections was personal to the Returning Officer, to whom the writ would be sent directly by the Crown. Any insurance claims arising from the running of the election and count would therefore be made against the (Acting) Returning Officer in respect of his/her own actions or those of his/her staff.

Further to Minute 30 of Council on 21 October 2014, the report also gave notice of the change of polling place for polling district A in Battle ward; and a temporary arrangement for the polling station in polling district MB in Caversham ward. These would have effect for the general election on Thursday 8 June 2017.

It was moved by Councillor Lovelock and seconded by Councillor Page and CARRIED:

### Resolved -

- (1) That the Returning Officer / (Acting) Returning Officer be granted an indemnity, under the provisions of the Local Authority (Indemnity for Members and Officers) Order 2004, to cover all costs arising from the conduct of the 2017 parliamentary elections, and future parliamentary, European and local elections and referendums by himself and his staff which were not covered by the Council's insurance policy with QBE.
- (2) That with regard to polling district A in Battle ward, the Emmanuel Methodist Church, 448 Oxford Road, Reading, be designated as the polling place in place of Cranbury College.
- (3) That with regard to polling district MB in Caversham ward, it be noted that the designated polling station at the Amersham Road Youth & Community Centre would not be available for use at the general election on 8 June 2017 due to the Centre being closed for building works, and the polling place will therefore be located at the adjacent Caversham Children's Centre, in Amersham Road.

## 14. DATES OF COUNCIL MEETINGS FOR 2017/18

It was moved by the Mayor and seconded by the Deputy Mayor and CARRIED:

### Resolved -

That, before the day of the Annual Meeting in 2018, meetings of the Council be held at half-past six o'clock in the afternoon on 27 June and 17 October 2017, and 23 January, 28 February and 27 March 2018, unless the Mayor shall specify some other date and time.

(The meeting closed at 7.29pm).

