



Reading
Borough Council

Working better with you

Summons and Agenda

24 May 2023

**Chief Executive
Reading Borough Council
Civic Offices, Bridge Street,
Reading, RG1 2LU**



Reading
Borough Council
Working better with you

Jackie Yates
CHIEF EXECUTIVE

Civic Offices, Bridge Street,
Reading RG1 2LU
☎ 0118 937 3787

To: All Members of the Council - Annual Meeting

Our Ref:
Your Ref:

Direct: ☎ 0118 937 2153
e-mail:
michael.popham@reading.gov.uk

16 May 2023

Your contact is: Michael Popham, Democratic Services Manager

Dear Sir/Madam

You are hereby summoned to attend a meeting of the Reading Borough Council to be held at the **Town Hall, Reading, on Wednesday, 24 May 2023 at 6.30 pm**, when it is proposed to transact the business specified in the Agenda enclosed herewith.

Yours faithfully

CHIEF EXECUTIVE

A G E N D A

1. ELECTION OF MAYOR

1. The retiring Mayor will announce that the first item of business is the election of the Mayor.
2. The retiring Mayor will invite nominations. If there is more than one nomination a ballot will take place. The retiring Mayor will then announce the result.
3. The retiring Mayor will ask the newly-elected Mayor to make the statutory Declaration of Acceptance of Office. The new Mayor will then read the statutory declaration and sign it. The declaration will be witnessed by the Chief Executive.
4. The newly elected Mayor will take the chair.

2. APPOINTMENT OF DEPUTY MAYOR

5. The newly-elected Mayor will proceed with Item 2 on the Agenda and ask for nominations for Deputy Mayor and a seconder. If there is more than one nomination a ballot will take place. The newly-elected Mayor will then announce the result.
6. The newly-elected Mayor and the newly-appointed Deputy Mayor will retire to an adjoining room, where they will robe.
7. All will **STAND** while the procession leaves the Auditorium.
8. There will be an interval while the Mayoral party changes robes.

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9. The Mace Bearer will announce the return of the Mayoral party.
10. On the return of the newly-elected Mayor, Members of the Council will **STAND** in their places, and **WILL REMAIN STANDING** until the newly-elected Mayor has received the Mace.
11. The newly-elected Mayor will receive the Mace from the outgoing Mayor, who will repeat the customary words.
12. All will then be **SEATED.**

3. ADDRESS BY NEWLY-ELECTED MAYOR

13. The newly-elected Mayor will address the Council.

4. MINUTES OF THE COUNCIL MEETING ON 21 MARCH 2023

14. The Mayor will sign the Minutes, with the agreement of the Council.

5. VOTE OF THANKS TO COUNCILLOR R EDEN AND COUNCILLOR R DAVIES

15. The vote of thanks will be moved and seconded.

16. Councillor R Eden and Councillor R Davies to receive past Mayors' badges, presented by the Mayor.

6. ADDRESS BY RETIRING MAYOR

17. Councillor R Eden will address the Council.

7. ELECTIONS 2023 REPORT

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18. Monitoring Officer to report.

8. APPOINTMENT OF LEADER OF THE COUNCIL

19. A motion will be moved at the meeting.

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

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20. Monitoring Officer to report. The Council will consider a motion, moved by the Leader of the Council.

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

21. The Council will consider a motion, moved by the Leader of the Council.

11. APPOINTMENT OF COUNCIL COMMITTEES AND OTHER BODIES

22. The Council will consider a motion, moved by the Leader of the Council.

12. APPOINTMENT OF CHAIRS/VICE-CHAIRS OF COMMITTEES

23. The Council will consider a motion, moved by the Leader of the Council.

24. The Mayor will move a motion setting the dates of Council Meetings for 2023/24.

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MEETINGS OF COMMITTEES

At the conclusion of the Council Meeting, the following meetings will take place:

- (a) A meeting of the Policy Committee. The Mayor will invite the Chair of the Committee to move a motion.
- (b) A meeting of the Licensing Applications Committee. The Mayor will invite the Chair of the Committee to move a motion.
- (c) A meeting of the Strategic Environment, Planning & Transport Committee. The Mayor will invite the Chair of the Committee to move a motion.

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EVERYONE WILL STAND AS THE MAYOR LEAVES THE AUDITORIUM.

The Mayor, Deputy Mayor, Retiring Mayor, Freeman and Aldermen/Alderwomen will process out, passing by the Mayor’s Escort, Deputy Mayor’s Escort and Retiring Mayor’s Escort who will join the procession. The procession will leave by the Centre Doors. Councillors will stay in the hall for the group photograph.

All guests will stay seated for a few minutes.

COUNCIL MEETING MINUTES - 21 MARCH 2023

Present: Councillor Eden (Mayor);

Councillors Ayub, Ballsdon, Barnett-Ward, Brock, Carnell, Challenger, Cresswell, Cross, Davies, C Dennis, G Dennis, Edwards, Emberson, Ennis, Gavin, Gittings, Griffith, Hornsby-Smith, Hoskin, Keane (via Microsoft Teams), Keeping, Khan, Kitchingham, Kretchmer, Lanzoni, Leng, Lovelock, McCann, McElroy, McEwan, Mitchell, Mpofu-Coles, O’Connell Page, Robinson, Rowland, Singh, Terry, Thompson, White, Woodward and Yeo;

Apologies: Councillors Hacker, Moore, Sultan and Williams.

41. MAYOR’S ANNOUNCEMENTS

(a) Reading Pennsylvania 275th Anniversary

The Mayor was presented with a gift by Alderman Tony Jones and Councillor Tony Page on behalf of Reading Pennsylvania’s Mayor on the occasion of the 275th Anniversary of their city, which had taken place on 16 March 2023 with Alderman Jones and Councillor Page in attendance.

(b) Retiring Councillors

As this was the last meeting prior to the Council elections on 4th May 2023, the Mayor invited the Group Leaders to pay tribute to Councillors who would not be standing for re-election. Councillor Brock spoke about Councillors Khan and Sultan; Councillor Mitchell spoke about Councillor Kretchmer; and Councillor White spoke about former Councillor McGonigle who had stood down from the Council recently.

42. MINUTES

The Minutes of the meeting held on 28 February 2023 were confirmed as a correct record and signed by the Mayor.

43. QUESTIONS FROM COUNCILLORS IN ACCORDANCE WITH STANDING ORDER NO 10

	Questioner	Subject	Answer
1.	Cllr White	Tackling Fly Tipping	Cllr Rowland
2.	Cllr White	Tree Strategy Monitoring Failure	Cllr Rowland

(The full text of the questions and replies was made available on the Reading Borough Council website).

44. INVESTING IN READING’S FUTURE: READING BOROUGH COUNCIL CORPORATE PLAN 2022-25 (2023/24 UPDATE)

The Chief Executive submitted a report on an updated version of the Council’s Corporate Plan ‘Investing in Reading’s Future: Reading Borough Council Corporate Plan 2022-25’, for 2023/24. The final draft plan was attached to the report for approval at Appendix 1.

The report explained that the Corporate Plan described the major achievements and progress made over the last year and set out the Council’s work priorities and future work programme to deliver against the three themes of: Healthy Environment; Thriving Communities; and Inclusive Economy, which were underpinned by the foundational

COUNCIL MEETING MINUTES - 21 MARCH 2023

activity of an efficient and effective organisation. The Appendix to the Corporate Plan detailed the projects and measures that would continue to be monitored and reported to Policy Committee on a quarterly basis.

The Corporate Plan had been agreed by Council on 22 March 2022 (Minute 49 refers) as a 3-year Plan, the Plan had been refreshed for 2023/24 to take account of:

- A review of the performance measures, targets and projects (as set out in the Corporate Plan appendix) that would be used to monitor delivery of the plan;
- The Council's achievements over the last year;
- Updates to 'Our Reading' infographic; and
- Updates regarding any other elements of the narrative to reflect new or completed key projects and initiatives and any other priorities, such as the cost-of-living crisis.

The following motion was moved by Councillor Brock and seconded by Councillor Page and CARRIED:

Resolved -

That the update of the Council's Corporate Plan, titled 'Investing in Reading's Future: Reading Borough Council Corporate Plan 2022-25' be adopted, as set out in Appendix 1 to the report.

45. APPOINTMENT OF A DEPUTY ELECTORAL REGISTRATION OFFICER

The Executive Director of Resources submitted a report on the appointment of a deputy Electoral Registration Officer. The report explained that, under the Representation of the People Act 1983, the Council must appoint an Officer to the position of Electoral Registration Officer (ERO) to be responsible for maintaining the Electoral Register for the area. The ERO would be required to hold a hearing in respect of any objections received for an application to be included on the Register of Electors. These hearings must be held no earlier than the third day and no later than the seventh day after the notice of objection had been received. In order to avoid a breach of the legislation, the report recommended appointing a Deputy ERO who would have the full powers to act in the absence of the ERO and in particular ensure hearings took place within the required timescale.

The following motion was moved by Councillor Terry and seconded by Councillor Brock and CARRIED:

Resolved -

That the post of Legal Services Manager be designated as the Deputy Electoral Registration Officer with full powers to act as Electoral Registration Officer in the absence of the Electoral Registration Officer.

(The meeting started at 6.30pm and closed at 7.30pm).

Council

24 May 2023



Reading
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Title	Elections 2023 Report
Purpose of the report	To note the report for information
Report status	Public report
Report author	Mike Graham, Returning Officer
Lead councillor	Cllr Jason Brock, Leader of the Council
Corporate priority	Thriving Communities
Recommendations	Council is requested: (1) To note report (2) To ask the Monitoring Officer to prepare a report for Policy Committee on the impact of Voter ID at this election and other forthcoming changes to elections in Reading.

1. Executive summary

- 1.1. The Borough Elections in 2023 returned to their normal cycle of elections by thirds. In 2022, the all-out elections following ward boundary changes meant that the three councillors in each ward were elected for periods of between one and four years to allow for the re-introduction of elections by thirds.
- 1.2. On 4 May 2023, fifteen of our sixteen wards elected one councillor and there was a by-election in Park ward which elected two councillors. This report outlines the results.

2. Policy context

- 2.1. The Elections Act 2022 introduced photographic identification for voters at polling stations for this election. The Electoral Commission and the Association of Electoral Administrators issued lots of guidance in the run up to the election and staff involved with elections undertook a great deal of training; receiving training for themselves and then passing this training on to the polling station staff.

3. Elections outcome

- 3.1. Overall, Labour gained one seat and the Conservatives lost one.
- 3.2. With retirements and other changes we have five new councillors. They are:
 - Cllr Amjad Tarar, Battle ward, Labour. Cllr Tarar takes over from the retiring Cllr Gul Khan (Labour).
 - Cllr Sam Juthani, Caversham Heights ward, Labour. Cllr Juthani defeated the incumbent Cllr Paul Carnell (Conservative).
 - Cllr Stephen Goss, Emmer Green ward, Conservative. Cllr Goss takes over from Cllr Harry Kretchmer (Conservative) who retired.
 - Cllr Sarah Magon, Park ward, Green. Cllr Magon takes over from the retiring Cllr Brenda McGonigle (Green) in the by-election.

- Cllr Ama Asare, Thames ward, Labour. Cllr Asare takes over from the retiring Cllr Nusrat Sultan (Labour).
- 3.3. Four of these five, Cllrs Tarar, Juthani, Goss and Asare are elected until 2027. Cllr Magon will serve the remainder of Cllr McGonigle’s term, i.e. until May 2024.
- 3.4. The following councillors were also re-elected until May 2027:
- Cllr Mohammed Ayub, Abbey ward, Labour
 - Cllr Jan Gavin, Caversham ward, Labour
 - Cllr Paul Woodward, Church ward, Labour
 - Cllr Paul Gittings, Coley ward, Labour
 - Cllr Doug Cresswell, Katesgrove ward, Greens
 - Cllr Raj Singh, Kentwood ward, Conservatives
 - Cllr Collette Dennis, Norcot ward, Labour
 - Cllr Josh Williams, Park ward, Greens
 - Cllr Will Cross, Redlands ward, Labour
 - Cllr John Ennis, Southcote ward, Labour
 - Cllr Anne Thompson, Tilehurst ward, Liberal Democrats
 - Cllr Alice Mpofu-Coles, Whitley ward, Labour
- 3.5. The turnout at the election was 30.4%. The composition of the Council is now as follows:

Labour	32
Green	7
Conservative	5
Liberal Democrats	3
Independent	1

- 3.6. I intend to provide a report to a future Policy Committee about the roll-out of Voter ID and other changes from the Elections Act 2022 which will be implemented in Reading over the next few years.

4. Contribution to strategic aims

- 4.1. The Elections Act 2022 outlines new responsibilities on the Council to register overseas voters, introduce changes to absent voting and to introduce voter ID. These new responsibilities are being implemented at different times.
- 4.2. These changes are not strategic priorities for the Council but must be implemented nevertheless. It is in the best interests of the Council and Reading residents that they are implemented as efficiently and effectively as possible.

5. Environmental and climate implications

- 5.1. The Council declared a Climate Emergency at its meeting on 26 February 2019 (Minute 48 refers).
- 5.2. There are no climate impacts arising from this report.

6. Community engagement

- 6.1. A great deal of publicity was necessary to alert residents to the changes in Voter ID. I am grateful to colleagues in the Communications Team for the work they did in support of this election. In addition, we relied upon the national advertising promoted by the Electoral Commission (radio, television, billboards etc).
- 6.2. I am grateful to the project undertaken by No5 counselling which engaged young people in Reading making resources for social media to highlight the need to register to vote and get photo ID in time for the Election.
- 6.3. We will review how effective our engagement was to learn what can be improved for the next election. I will include details in my report to Policy Committee.

7. Equality impact assessment

- 7.1. Equalities impacts arising from the Elections Act changes will be detailed in my report to Policy Committee.

8. Other relevant considerations

- 8.1. There are none.

9. Legal implications

- 9.1. There are none.

10. Financial implications

- 10.1. None arising from this report. Financial impacts arising from the Elections Act changes will be detailed in my report to Policy Committee.

11. Timetable for implementation

- 11.1. Not applicable.

12. Background papers

- 12.1. There are none.

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Council
24 May 2023



Title	CONSTITUTION; POWERS AND DUTIES OF THE COUNCIL AND COMMITTEES; SCHEME OF MEMBERS' ALLOWANCES; AND DELEGATIONS
Purpose of the report	To make a decision
Report status	Public report
Report author	Michael Graham, Monitoring Officer/ AD Legal & Democratic Services
Lead Councillor	Jason Brock, Leader of the Council
Corporate priority	Not applicable, but still requires a decision
Recommendations	That recommendations 3.1 to 3.19 in the report by the Monitoring Officer be approved.

1. Executive Summary

1.1 This report asks Council, for the Municipal Year 2023/24, 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;
- (4) agree the general dispensation granted to all Members as set out in para. 3.17 below;
- (5) 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 4 for the financial year 2023/24;
- (6) re-establish the Remuneration Panel for the Municipal Year 2023/24;
- (7) agree Lead Councillor portfolios.

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

1.3 The matters reserved to Council and the powers and duties of the Committees and Sub-Committees are included in **Appendix A**. The terms of reference of partnership and advisory and consultative bodies, and Member:Officer working groups, are included in **Appendix B**.

2. Policy Context

- 2.1. The Council is required to maintain and publish a Constitution, in accordance with Section 9P of the Local Government Act 2000, setting out how the Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people. Some of these processes are required by the law, while others are a matter for the Council to choose.
- 2.2. The Constitution has six Parts. Part 1 is a summary of its contents and purpose. Part 2 contains 16 Articles which set out the legal position regarding the Council's operation. Part 3 sets out the responsibility for functions. Part 4 contains the authority's Rules of Procedure, including its Standing Orders. Part 5 contains the authority's Codes and Protocols, including the local Member Code of Conduct. Part 6 is the Members' Allowances Scheme.

3. The Proposal

A. Constitution

- 3.1. That the Constitution for the authority be amended, as necessary, to include the action set out below.

B. General Reservation of Powers to the Council

- 3.2. That the reserved matters set out in the Council's responsibilities, as detailed in Part 3 of the Constitution be noted, and any decisions of Committees in relation to them shall be submitted to the Council as recommendations.

C. Powers and Duties of Committees

- 3.3. Subject to the Schemes of Delegation to Officers, the Committees listed in 3.4 below shall have delegated authority to exercise and perform the Powers and Duties of the Council in relation to the functions set out in Appendix A to this report.

D. Constitution of Committees

- 3.4. That for the Municipal Year 2023/24 the following standing Committees and Regulatory and Other Committees be constituted, 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 & Governance Committee

Health & Wellbeing Board

Licensing Applications Committee

Personnel Committee

Planning Applications Committee

Committees related to the Employment Procedure Rules

Investigating and Disciplinary Committee

Appeal Committee

Independent Panel

Joint Committee

Joint Health Overview and Scrutiny Committee (with Buckinghamshire, Oxfordshire, West Berkshire and Wokingham Councils)

E. Codes and Protocols

- 3.5. That a local Standards Committee be appointed for the Municipal Year 2023/24 with unchanged terms of reference, standing orders and Rules of Procedure; 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 2023/24 Municipal Year; and that Mr D Comben be re-appointed as the Independent Person for 2023/24.

F. Constitution of Sub-Committees

- 3.6. That for the Municipal Year 2023/24 a Traffic Management Sub-Committee will be appointed by the Strategic Environment, Planning & Transport Committee; the Policy Committee will appoint a Trustees Sub-Committee and the Licensing Applications Committee will establish a sub-committee (See Meetings of Committees, items (a-c) on tonight's agenda).

G. Establishment of Appeal, Review and Complaints Panels

- 3.7. That for the Municipal Year 2023/24, 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

- 3.8. That, for the Municipal Year 2023/24, the Authority will continue to participate in the following joint consultative partnership bodies:
- Community Safety Partnership
 - Cultural Partnership Board
 - Community Learning & Skills Advisory Board
 - Safer Reading Neighbourhood Forum

I. Education Bodies

- 3.9. That for the Municipal Year 2023/24, the following Education bodies be set up:
- SACRE (Standing Advisory Council on Religious Education)
 - School Admission Forum

J. Safeguarding Bodies

- 3.10. That for the Municipal Year 2023/24 the following safeguarding bodies be set up:
- Adult Safeguarding Panel
 - Children's Safeguarding Panel
 - Parenting Panel

K. Advisory and Consultative Working Parties, Panels and Forums

- 3.11. That for the Municipal Year 2023/24, Councillors will 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
- Channel Panel

Special Interest Groups

- Arts and Heritage Forum
- Cleaner Air & Safer Transport Forum
- Cycle Forum
- Town Twinning Group

L. Member:Officer Working Parties

- 3.12. That for the Municipal Year 2023/24 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

- 3.13. That the powers and duties of the above bodies listed in H-L above for the Municipal Year 2023/24 be as set out in Appendix B to this report.

M. Leadership and Lead Councillor Portfolios

- 3.14. The Leadership and Lead Councillor portfolios for 2023/24 be unchanged from those set out in Article 6 of the Constitution.

N. Scheme of Members' Allowances for the Financial Year 2022/23

- 3.15. That, further to Minute 28 of the meeting of Council on 31 January 2023, 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 4 for the financial year 2023/24 (and subject to no Councillor receiving more than one Special Responsibility Allowance):

- Vice-Chairs of Committees
- Representative(s) on the Fostering Panel
- Independent Person appointed in accordance with Section 28 of the Localism Act 2011

- 3.16. That the Remuneration Panel be re-established for 2023/24 with the same terms of reference as agreed at Minute 51 of the Council meeting on 13 November 2001; that its membership be Lady Audrey Durant, Mick Pollek, Jeanette Skeats and Sally Swift.

O. Delegations

- 3.17. 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 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.

P. Future Meeting Arrangements

- 3.18. The arrangements made in accordance with Section 78 of the Coronavirus Act 2020 and ‘the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020’, which allowed the Council and its Committees to be held remotely ceased to be effective on 7 May 2021. Since this date, Councillors have still been able to attend some meetings remotely and participate in the meeting. However, in these circumstances, they do not form part of the quorum and are not able to vote.
- 3.19. It is recommended that as the disruption to the normal Committee cycle, due to the Covid-19 pandemic, has now dissipated, the arrangements whereby Councillors were able to ask their Group Leader to appoint a substitute to attend committees and vote in their place should be withdrawn, except for those committees/ sub-committees with prescribed substitution arrangements.

4. Contribution to Strategic Aims

- 4.1. The governance arrangements and decision-making structure adopted by the authority are integral to creating a framework to deliver the Council’s strategic aims.

5. Environmental and Climate Implications

- 5.1. There are no environmental and climate implications resulting from the recommendations contained in this report.

6. Community Engagement

- 6.1. Political Groups have been consulted in relation to recommendations set out in the report and elsewhere on the agenda for this meeting.

7. Equality Implications

- 7.1. There are no equality implications resulting from this report and no need to complete an Equality Impact Assessment (EIA).

8. Other Relevant Considerations

- 8.1. There are none.

9. Legal Implications

- 9.1. A principal council shall in every year hold an annual meeting, in accordance with Schedule 12, Part 1 of the Local Government Act 1972 (as amended). The annual meeting of the Council must be held in a year of ordinary elections within twenty-one days immediately following the day of retirement of the Council.

10. Financial Implications

- 10.1. There are no financial implications arising from the recommendations in this report.

11. Timetable for Implementation

- 11.1. The decisions taken in relation to this report will take immediate effect.

12. Background Papers

- 12.1. There are none.

Appendices

- A. Responsibility for Functions – Terms of Reference of Council and Committees, as set out in Part 3 of the Constitution
- B. Consultative Committees' and Forums' terms of reference as set out in Article 10 of the Constitution

Part 3 - Responsibility for Functions - Terms of Reference of Council, Committees and Delegations to Officers

1. Council Responsibilities

Procedural Functions

- (1) To adopt and uphold the Constitution of the Council;
- (2) To agree the roles and responsibilities of all committees and keep them under review and to delegate functions to officers;
- (3) To elect the Mayor and Deputy Mayor of the Council;
- (4) To agree the composition and membership of all committees unless the function has been delegated by the Council;
- (5) To adopt Standing Orders and Financial Procedure Rules (Regulations) for the Council and to keep them under review;
- (6) To adopt a Code of Conduct for Members and any Member/Officer Protocols;
- (7) To consider any report from committees;
- (8) To consider any matters referred to the Council for decision.
- (9) To receive any report by the Chief Executive, Monitoring Officer or Responsible Finance Officer;
- (10) The appointment of representatives to outside bodies unless the appointment has been delegated by the Council

The Budget and Policy Framework

- (11) Council must exercise the following functions:
 - (a) Approving or adopting the following the plans and strategies including any subsequent amendment, modification, variation or revocation (but subject to the exceptions mentioned in (c) below)
 - The Budget, including:
 - Setting the Council Tax
 - The control of borrowing and investments
 - Capital expenditure
 - Determining the authority's minimum revenue provision and agreeing the Council's capital strategy and asset management plan;
 - Plans and Alterations which together comprise the Local Plan;
 - Crime and Disorder Reduction Strategy;

- Licensing Authority Planning Statement;
 - Gambling Act Statement of Principles
 - Pay Policy Statement
 - Local Transport Plan;
 - Youth Justice Plan.
- (b) The Council must approve any part of the above plans or strategies, whether or not in draft form, which is required to be submitted to the Secretary of State.
- (c) The Council must amend, modify, vary or revoke any of the above plans or strategies, once approved or adopted, unless:
- The amendment etc is required to give effect to requirements made by the Secretary of State or a Minister in relation to a plan or strategy submitted for approval, in whole or in part; OR
 - Council, when approving or adopting the plan or strategy, makes an arrangement for its future amendment.
- (d) The following public health document which the authority is required to prepare and publish, with its partner Integrated Care Board and involving the local Healthwatch and local people living or working in the area:
- Joint Health & Wellbeing Strategy to meet the health needs of the area included in the Joint Strategic Needs Assessment, relating to the exercise of public health functions by the authority, the NHS Commissioning Board or the Integrated Care Board. This document will be recommended by the Health and Wellbeing Board to Council for adoption.
- (e) Other plans and strategies, and successor documents, may be adopted, approved, amended modified, varied or revoked by the Committee to which the subject function has been delegated, or the Policy Committee. This provision does not prevent the relevant Committee from recommending a plan or strategy to Council for consideration if it so wishes.
- (12) The Council may set the strategic vision and corporate objectives of the Council;

Powers Reserved to the Council

- (13) To keep under review ward boundaries and to decide the Council's response to any proposals by the Local Government Boundary Commission affecting the authority's electoral boundaries;
- (14) To promote or oppose local, personal, or other Bills of Parliament;
- (15) To determine the Council's Scheme for Members' Allowances after having regard to the Independent Remuneration Panel's report;
- (16) To appoint the Head of Paid Service (Chief Executive); and to designate the Monitoring Officer and section 151 Officer;
- (17) To make, amend, revoke, or re-enact any byelaws to apply within the unitary boundaries;
- (18) Any other matter by law required to be considered or determined by the Council;
- (19) Confirming the dismissal of the Head of Paid Service, Chief Finance Officer, or Monitoring Officer;
- (20) Appointing the external auditors and agreeing the arrangements for their appointment;

- (21) Applications to the Secretary of State in respect of any Housing Land Transfer Housing Land for approval of a programme of disposal of 500 or more properties to a person or to dispose of land used for residential purposes where approval is required under Sections 32 or 43 of the Housing Act 1985;
- (22) Applications to register common land or town or village greens, except where the power is exercisable solely for the purpose of giving effect to -
 - (a) an exchange of lands effected by an order under section 19(3) of, or paragraph 6(4) of Schedule 3 to, the Acquisition of Land Act 1981 (c. 67) or
 - (b) an order under section 147 of the Inclosure Act 1845 (c. 8 & 9 Vict. c. 118);
- (23) 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;
- (24) Council may take a decision in respect of any function it has delegated to a committee or officer, in place of that Committee or officer; and a Committee or officer may refer or recommend a decision in respect of a delegated function to be taken by Council.

Functions Relating to Elections and the Name and Status of Areas and Individuals

- (25) To change the name of the council or its wards under Section 74 of the Local Government Act 1972;
- (26) To confer the title of Freedom of the Borough and Honorary Alderman under Section 249 of the Local Government Act 1972;
- (27) To appoint an electoral registration officer under Section 8(2) of the Representation of the People Act 1983;
- (28) To appoint a returning officer for Local Government elections under Section 35 of the Representation of the People Act 1983;
- (29) To divide constituencies into polling districts under Section 18 of the Representation of the People Act 1983;
- (30) To divide wards and parliamentary constituencies into polling districts at local government elections under Section 31 of the Representation of the People Act 1983;
- (31) To declare vacancy in office in certain cases under Section 86 of the Local Government Act 1972;
- (32) To submit proposals to the Secretary of State for an order under section 10 (pilot schemes for local elections in England and Wales) of the Representation of the People Act 2000 under Section 10 of the Representation of the People Act 2000;
- (33) To decide whether to carry out governance and/or electoral reviews.

[Note. The balance of the electoral functions are delegated to the Returning Officer/Electoral Registration Officer which is the Assistant Director of Legal and Democratic Services. These include (but are not limited to):

- To assign officers in relation to requisitions of the registration officer under Section 52(4) of the Representation of the People Act 1983;
- To exercise all powers in respect of holding of elections under Section 39(4) of the Representation of the People Act 1983;

- To pay expenses properly incurred by electoral registration officers under Section 54 of the Representation of the People Act 1983;
- To give public notice of a casual vacancy]

2. Standing Committees and Sub-Committees

POLICY COMMITTEE

- (1) To make recommendations as appropriate on matters reserved to Council for decision, including constitutional matters and the authority's budget and overall strategic direction;
- (2) To set the policy framework for those functions for which the Committee is responsible, and for functions which cut across more than one committee area;
- (3) To be responsible for the authority's corporate assets and resources, in particular the financial, land and property, and information assets and resources;
- (4) To ensure the corporate management of the Council, and the efficient and cost-effective delivery of its services to the public
- (5) To be responsible for making Key Decisions (as defined in paragraph 13.4 of Article 13) for the following functions and services:
 - Appointments to outside bodies
 - Business and financial planning
 - Civic Buildings
 - Compulsory Purchase Orders -The making of CPOs
 - Communication
 - Council Tax, NNDR, Revenues and Benefits
 - Councillor Services
 - Customer Services
 - Economic Development and Regeneration - including town centre management
 - Electoral Services
 - Emergency Planning and Business Continuity
 - Equalities
 - Finance
 - Grants to Voluntary Bodies
 - Health and Safety (internal)
 - Information and Communication Technology (ICT)
 - Land, Property and Asset Management - acquisition, utilisation, facility management and disposal
 - Legal and Democratic Services
 - Local Ombudsman Investigations
 - Markets
 - Open Services and Procurement
 - Performance Management and Service Improvement
 - Public Health
 - Registrars
 - Voluntary sector - support and promotion
- (6) To act as Trustee for the Council in respect of such charities as agreed from time to time.
- (7) To promote health care, health improvement, and the reduction of health inequalities for local people.

- (8) To be responsible for any joint arrangements and partnership areas, relevant to the functions of the Committee in which the authority is involved.
- (9) To be responsible for the overview, service performance and improvement and scrutiny of all functions for which the Committee is responsible, and for functions which cut across more than one committee area;
- (10) To exercise Powers for Community Call for Action, Petitions, and scrutiny of other Public Service Providers, as set out in the Local Government and Public Involvement in Health Act 2007 (see also Adult, Social Care, Children's Services & Education Committee below re: Health Scrutiny functions).
- (11) To be responsible for decision-making in matters which cut across the delegation of functions to Committees;
- (12) To act as the shareholder to the Council's wholly owned Housing Company: Homes for Reading Limited.
- (13) To act as sole member/owner of Brighter Futures for Children and to exercise all the Council's responsibilities in relation to this function.
- (14) To act as the shareholder to the Council's wholly owned Company, Reading Transport Limited.
- (15) To exercise the Council's functions and responsibilities, in relation to any other companies not specified in (12), (13) and (14) above, in which the Council holds interests for example as shareholder or sole member. The companies include but are not limited to: Reading Economic Destination Agency (REDA); IESE; Reading-Hampshire Property Partnership.
- (16) To take decisions on operational matters in functions which have been delegated to another Committee but where a decision is required out of that Committee's normal cycle of meetings;
- (17) The Policy Committee may take urgent decisions on behalf of Council, subject to the function not being reserved by statute to Council.
- (18) The Reading Climate Emergency Strategy and the Council's Carbon Plan- To contribute to and adopt the relevant parts of the Strategy and Plan.
- (19) Delegation to Officers
 - (a) The responsibilities for making decisions in respect of the matters within the responsibility of this Committee (other than key decisions which are reserved to this Committee) are delegated to the Executive Directors and Assistant Directors in the corporate and senior management structure. An officer can only carry out a responsibility if:
 - they (or an officer who reports to them) have budgetary or management responsibility for it and
 - the constitution or the law does not require it to be carried out by someone else.
 - (b) Officers do not have to use their delegated powers: they can ask the person or body that delegated the power to them to make a decision or refer the matter to the relevant committee. Officers who have had something delegated to them can authorise officers they line manage to do it on their behalf (unless it was delegated on condition that they do it themselves).
 - (c) The Committee can at any time take back responsibilities they have delegated or decide to delegate them on certain conditions.

Trustees' Sub-Committee

To act as Trustee for the Council and consider and respond to any proposal made by any organisation, including the local authority, which might affect the objectives of the charitable trusts below:

- Mapledurham Playing Fields
- Albert Road Recreation Ground
- Blagrove Recreation Ground
- Cintra Playing Fields
- Grove Road Allotments (Poor's Allotments)
- King George V Gardens (Eldon Square)
- Robert Hewitt Recreation Ground
- Sol Joel Playing Fields
- Victoria Recreation Ground

ADULT SOCIAL CARE, CHILDREN'S SERVICES & EDUCATION COMMITTEE

- (1) To be the authority's Education and Social Services Committee.
- (2) To be responsible for and take key-decisions the statutory and non-statutory functions relating to the services listed below, and to set the policy framework for those functions for which the Committee is responsible:
 - a. Adult Social Care
 - b. Children's Services
 - c. Education
 - d. Health

The Health Scrutiny function (see below), except scrutiny of "Quality Accounts" from Acute sector which is delegated to the Health and Wellbeing Board

- (3) To be responsible for oversight of the Reading Borough Council client function of the service delivery contract with Brighter Futures for Children for the delivery of the Council's children's social care, early years and education services covered by the contract, and the governance of the children's company.
- (4) To be responsible for any joint arrangements and partnerships relevant to the functions of the committee in which the authority is involved.
- (5) To be responsible for the overview, service performance and improvement and scrutiny of all functions for which the Committee is responsible.
- (6) To undertake the health scrutiny functions of the local authority under Section 244 of the National Health Services Act 2006 as amended by Sections 190 and 191 of the Health & Social Care Act 2012.
- (7) To provide a corporate framework for the scrutiny of Children's Services as set out in the Children Act 2004 and to ensure effective accountability for providing a focus on the needs of children across all services of the Council, and the integration of all public services provided to children by the Council, health, and other partners.
- (8) Reading Climate Emergency Strategy and the Council's Carbon Plan - To contribute to and adopt the relevant parts of the Strategy and Plan.
- (9) Delegation to Officers
 - (a) The responsibilities for making decisions in respect of the matters within the responsibility of this Committee (other than key decisions) are delegated to the

officers in the corporate and senior management structure. An officer can only carry out a responsibility if:

- they (or an officer who reports to them) have budgetary or management responsibility for it and
 - the constitution or the law does not require it to be carried out by someone else.
- (b) Officers do not have to use their delegated powers: they can ask the person or body that delegated the power to them to make a decision or refer the matter to the relevant committee. Officers who have had something delegated to them can authorise officers they line manage to do it on their behalf (unless it was delegated on condition that they do it themselves).
- (c) The Committee can at any time take back responsibilities they have delegated or decide to delegate them on certain conditions.

HOUSING, NEIGHBOURHOODS AND LEISURE COMMITTEE

- (1) Subject to officer delegations, to be responsible for the statutory and non-statutory functions relating to the services and areas of responsibility listed below, and to set the policy framework for those functions for which the Committee is responsible:
- a. Housing
 - b. Neighbourhoods
 - Environmental and public protection
 - Environmental maintenance and cleansing
 - Community Safety
 - Community Capacity Development
 - c. Recreation including allotments, parks and open spaces and sports development
 - d. Arts and Cultural Services
- (2) To be responsible for any joint arrangements and partnerships, relevant to the functions of this Committee, in which the authority is involved.
- (3) To be responsible for the overview, service performance and improvement and scrutiny of all functions for which the Committee is responsible.
- (4) To undertake the crime and disorder scrutiny functions of the local authority under Section 19 of the Police & Justice Act 2006; and in accordance with the Crime and Disorder (Overview and Scrutiny) Regulations 2009, to act as the crime and disorder committee of the Council.
- (5) Reading Climate Emergency Strategy and the Council's Carbon Plan - To contribute to and adopt the relevant parts of the Strategy and Plan.
- (6) Delegations to Officers
- a. The responsibilities for making decisions in respect of the matters within the responsibility of this Committee (other than key decisions) are delegated to the officers in the corporate and senior management structure. An officer can only carry out a responsibility if:
 - they (or an officer who reports to them) have budgetary or management responsibility for it and
 - the constitution or the law does not require it to be carried out by someone else.
 - b. Officers' use of delegated powers

- Officers do not have to use their delegated powers: they can ask the person or body that delegated the power to them to make a decision or refer the matter to the relevant committee.
 - Officers who have had something delegated to them can authorise officers they line manage to do it on their behalf (unless it was delegated on condition that they do it themselves).
- c. The Committee can at any time take back responsibilities they have delegated or decide to delegate them on certain conditions.

STRATEGIC ENVIRONMENT, PLANNING & TRANSPORT COMMITTEE

- (1) Subject to officer delegations, to be responsible for the statutory and non-statutory functions relating to the services and areas of responsibility listed below, and to set the policy framework for those functions for which the Committee is responsible:
- a. Strategic Environment matters, including:
 - Agenda 21 and biodiversity
 - Air quality, noise, and radiation
 - Contaminated land
 - Flood prevention
 - Recycling and waste disposal (not operational matters - see Housing Neighbourhoods and Leisure Committee)
 - Woodlands Plan
 - b. Planning and Building Control (other than those regulatory functions reserved to the Planning Applications Committee)
 - c. Highways & Transport and Car Parking
- (2) To be responsible for any joint arrangements and partnerships, relevant to the functions of the Committee in which the authority is involved:
- (3) To be responsible for the overview, service performance and improvement and scrutiny of all functions for which the Committee is responsible
- (4) To review and scrutinise the exercise of flood risk management functions by the lead local authority under Section 9FH of the Local Government Act 2000 (as amended by Schedule 2 to the Localism Act 2011)
- (5) Reading Climate Emergency Strategy and the Council's Carbon Plan - To contribute to and adopt the relevant parts of the Strategy and Plan.
- (6) Delegation to Officers
- a. The responsibilities for making decisions in respect of the matters within the responsibility of this Committee (other than key decisions) are delegated to the officers in the corporate and senior management structure. An officer can only carry out a responsibility if:
 - they (or an officer who reports to them) have budgetary or management responsibility for it and
 - the constitution or the law does not require it to be carried out by someone else.
 - b. Officers' use of delegated powers

- Officers do not have to use their delegated powers: they can ask the person or body that delegated the power to them to make a decision or refer the matter to the relevant committee.
 - Officers who have had something delegated to them can authorise officers they line manage to do it on their behalf (unless it was delegated on condition that they do it themselves).
- c. The Committee can at any time take back responsibilities they have delegated or decide to delegate them on certain conditions.

3. Regulatory Committees

LICENSING APPLICATIONS COMMITTEE

All members of the Licensing Applications Committee may serve on a Sub-Committee. The Monitoring Officer is delegated to select members to serve on a sub-committee on a case-by-case basis.

1. Subject to officer delegations, to determine the following functions under the Licensing Act 2003 and any regulations or orders made under that Act:
 - a. Application for personal licence where a relevant representation is made by the Responsible Authority (Police);
 - b. Application for premises licence/club premises certificate where a relevant representation is made and not withdrawn;
 - c. Applications to vary designated premises supervisor where a relevant representation is made by the Responsible Authority (Police);
 - d. Application for provisional statement if a relevant representation is made and not withdrawn;
 - e. Application to vary premises licence/club premises certificate if a relevant representation is made and not withdrawn;
 - f. Applications for transfer of premises licence where a relevant representation is received from the Responsible Authority (Police);
 - g. Consideration of an objection from a Responsible Authority (Police) made to an interim authority notice;
 - h. Any application to review premises licence/club premises certificate;
 - i. Decision to give counter notice following Police objection to a temporary event notice;
 - j. Decision to object when Local Authority is a consultee and not the lead authority.
2. To determine the following functions under the Gambling Act 2005
 - a. Application for a licence (including for variation and provisional statement) where relevant representations have been made and not withdrawn
 - b. Application for the transfer of a licence where relevant representations have been received from the Gambling Commission;
 - c. Applications for the review of a licence
 - d. Applications for club gaming / club machine permits where the Assistant Director Planning, Transport & Public Protection is minded to refuse;
 - e. The cancellation of club gaming/club machine permits where relevant representations have been received and not withdrawn;
 - f. Decision to give a counter notice to a temporary use notice.
3. In relation to Sex Establishments and Sexual Entertainment Venues
 - a. The determination of applications for grant, variation, renewal, or transfer of licences where objections or representations have been received
 - b. The decision to revoke a licence

4. In relation to hackney carriage and private hire licensing:
 - a. In relation to the Local Government (Miscellaneous Provisions) Act 1976 and the Town Police Clauses Act 1847 to revoke, refuse to grant or renew, hackney carriage, private hire, and School Transport drivers and operators' licences;
 - b. To determine whether a charge should be made and where applicable, the level of such fees and charges for the issue, approval, consent, licence or permit, or other registration pursuant to powers set out in the Local Government (Miscellaneous Provisions) Act 1976 and the Local Government (Miscellaneous Provisions) Act 1982;
 - c. To determine applications for the revision of the taxi fare tariff pursuant to section 65 of the Local Government (Miscellaneous Provisions) Act 1976
5. To approve and monitor all policies relating to the above licensing functions and recommend to the Council changes to those policies where the Committee considers it appropriate to do so or where the matter is reserved to Council to determine.
6. To determine applications for, and revocations of, a scrap metal Site or Collector's licence where a relevant representation is received against a proposal to refuse or revoke.
7. To determine appeals against a decision taken under delegated powers, to refuse an application for approval of premises, or to revoke any approval granted under the Marriage Act 1994.
8. To promote equal opportunities, sustainability, and community safety in relation to the provision of the committee's services.
9. Delegations to Officers
 - a. The responsibilities for making decisions in respect of the matters within the responsibility of this Committee (other than those reserved to the committee at 1-4 above) are delegated to the officers in the corporate and senior management structure. An officer can only carry out a responsibility if:
 - they (or an officer who reports to them) have budgetary or management responsibility for it and
 - the constitution or the law does not require it to be carried out by someone else.
 - b. Officers' use of delegated powers
 - Officers do not have to use their delegated powers: they can ask the person or body that delegated the power to them to make a decision or refer the matter to the relevant committee.
 - Officers who have had something delegated to them can authorise officers they line manage to do it on their behalf (unless it was delegated on condition that they do it themselves).
 - c. The Committee can at any time take back responsibilities they have delegated or decide to delegate them on certain conditions.

PLANNING APPLICATIONS COMMITTEE

1. Subject to officer delegations the determination of:
 - applications for planning permission;
 - approval of reserved matters;

- variations of conditions;
 - variations of legal agreements or planning obligations;
 - advertisement consent;
 - listed building or conservation area consent;
 - works affecting trees covered by tree preservation order.
2. The Committee has reserved the following matters to be determined by the Committee:
- Applications “called-in” by a Councillor, including those in adjacent authorities
Councillors need to explain why a decision by the Committee is required, in consultation with the Planning Manager and Chair.
 - Planning Applications Committee re-referral
When Planning Applications Committee has resolved that a matter should be referred back to the Committee.
 - Applications submitted by serving councillors and employees of the Council on Corporate Management Team and any person employed or engaged by Planning and Legal Services or their close family
Applies to applications for planning permission, approval of reserved matters, variations of conditions, variations of legal agreements or planning obligations, advertisement consent, listed building consent, works affecting trees covered by tree preservation order and certificates of existing or proposed lawful use or development made by serving councillors or their close family and any member of the Corporate Management Team and any person employed or engaged by Planning and Legal Services or their close family.
 - Council developments
Power to determine an application for planning permission made by the Council alone or jointly with another person under Section 316 of the Town and Country Planning Act 1990 and the Town and Country Planning General Regulations 1992 (S.I. 1992/1492) (Para 6) and the determination of applications made by the Council for listed building consent.
 - Departures from the Development Plan
Any development which is considered by the Assistant Director of Planning, Transport and Public Protection Services to be a departure from the provisions of the adopted development plan and recommendation is for approval.
 - ‘Major’ Applications within the Borough where the officer recommendation is to grant planning permission
Major development, ie: Building or engineering work involving new development or change of use comprising: (i) residential development of 10 or more dwellings or residential development on an application site of 0.5 ha or more, or (ii) in the case of other development those comprising 1,000 sq. m or more of gross floorspace, or an application site of 1ha or more.
 - Listed building consent
Only when forms part of a proposal that also requires planning permission in any of the above categories.
 - Tree Preservation Orders/Trees in conservation areas
Where an objection to a Tree Preservation Order has been received or where the proposal has been submitted by or on behalf of the Council.
3. Other decisions to be determined Planning Applications Committee only:
- Additions or removal of properties from the Local List.
 - To serve direct action notices.
 - To approve street names.
4. Delegations to Officers
- a. The responsibilities for making decisions in respect of the matters within the responsibility of this Committee other than those set out in section 2 and 3 above, are delegated to the officers in the corporate and senior management structure.

- b. An officer can only carry out a responsibility if:
- they (or an officer who reports to them) have budgetary or management responsibility for it and
 - the constitution or the law does not require it to be carried out by someone else.
- c. Officers' use of delegated powers
- Officers do not have to use their delegated powers: they can ask the person or body that delegated the power to them to make a decision or refer the matter to the relevant committee.
 - Officers who have had something delegated to them can authorise officers they line manage to do it on their behalf (unless it was delegated on condition that they do it themselves).
 - The Committee can at any time take back responsibilities they have delegated or decide to delegate them on certain conditions.

TRAFFIC MANAGEMENT SUB-COMMITTEE

- (1) To act as a greater Reading consultative body to promote public transport, cycling and walking within Reading;
- (2) To consult with operators of public transport services, cyclists, pedestrians, and users of public transport in Reading, on matters affecting transportation in the Reading area;
- (3) To receive and hear petitions about, and to determine, transport and traffic management schemes which affect the public highway and may require a regulatory process for which the Council as Transport Authority for the area is responsible, in the following areas:
 - Traffic and Transport Schemes such as Local Area Enhancements;
 - Road Safety Schemes;
 - Traffic Management Schemes such as signalised junctions;
 - Safer Routes to School Schemes;
 - Traffic Management elements of Section 106 Agreements;
 - Traffic Regulation Orders;
 - Residents' Parking Schemes;
 - Enforcement of Traffic Regulation Orders
 - On-street and off-street Car Parking.
- (4) To consider and make representations to Committee on transport schemes requiring changes to the public highway resulting from the development of the Reading Transport Strategy, emerging either through the Local Transport Plan process, Local Sustainable Transport Fund Cross-Boundary Councillor Steering Group, or from area or specific consultation exercises;
- (5) To review proposals referred by the Planning Applications Committee to resolve a transport impact generated by a proposed development and, where appropriate, to make recommendations for actions affecting the public highway to be included in such development to either the Planning Applications Committee or another Committee, as appropriate;
- (6) To receive the Minutes of the Cycle Forum.
- (7) To act as the **Discretionary Highway Permits Panel**, in respect of appeals concerning discretionary parking permits, and the use of the highway under Section 115E of the Highways Act 1980. See Article 8.

AUDIT AND GOVERNANCE COMMITTEE

This is set up under Sections 101 and 102 of the Local Government Act 1972. It is the Council's audit committee as recommended by the Audit Commission and CIPFA.

Audit Activity

- (1) To approve (but not direct) Internal Audit's strategy, plan and monitor performance.
- (2) To review Internal Audit reports and the key issues arising and seek assurance that action has been taken where necessary.
- (3) To seek assurances that action is being taken on risk related issues identified by auditors and inspectors.
- (4) To consider reports from the Executive Director of Resources on progress with the implementation of agreed audit recommendations; and require Executive Directors and/or Assistant Directors to attend for the consideration of specific reports.
- (5) To approve the Chief Internal Auditor's annual report and opinion, and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the Council's corporate governance arrangements.
- (6) To consider the findings of the review of effectiveness of the systems of internal audit.
- (7) To consider the external auditor's annual audit letter, relevant reports, and the report to those charged with governance.
- (8) To consider specific reports as agreed with the external auditor.
- (9) To comment on the scope and depth of audit work, to ensure it gives value for money and to make recommendations as appropriate.
- (10) To commission work from internal and external audit, subject to budget provision being available.
- (11) To ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies, and that the value of the audit process is actively promoted.

Regulatory Framework

- (12) To maintain an overview of the Constitution in respect of contract procedure rules and financial regulations and to make recommendations to Council as appropriate.
- (13) To complement the work of the Standards Committee in relation to its role in promoting high ethical standards and ensuring adherence to the Code of Conduct for Members and Officers, making recommendations to, and receiving recommendations from it as appropriate.
- (14) To review any issue referred to it by the Council, Chief Executive, Directors, or Service Managers.
- (15) To provide an independent assurance of the adequacy of the Risk Management Strategy and the associated control environment. In particular
 - i) To receive the annual review of internal controls and be satisfied that the Annual Governance Statement accurately reflects the risk environment and any actions required to improve it;
 - ii) To receive six monthly reports covering implementation of the Council's Risk Management Policy and Strategy to determine whether strategic risks are being actively managed;

APPENDIX A

- iii) To review and revise as necessary the Risk Management Policy and Strategy on an annual basis.
- (16) To have the knowledge and skills requisite to their role with regard to risk management and to undertake awareness training in respect of Risk Management as and when specific training needs are identified.
- (17) To monitor Council policies on whistle blowing and the anti-fraud and anticorruption strategy and the Council's complaints process.
- (18) To review and agree the Authority's Annual Governance Statement.
- (19) To consider the Council's arrangements for corporate governance and agree necessary actions to ensure compliance with best practice.
- (20) To consider the Council's compliance with its own and other published standards and controls and to make recommendations as appropriate.

Accounts

- (21) To approve the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.
- (22) To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.
- (23) To review the financial statements, external auditor's opinion and reports to members, and monitor management action in response to the issues raised by external audit.
- (24) To monitor treasury management decisions to ensure compliance with the approved Treasury Management Strategy.

Training

- (25) To identify training opportunities for Audit and Governance Committee Members and all Members of the Council in corporate governance issues and to make recommendations as appropriate.

Governance

- (27) To make recommendations to the Council on:
 - (i) the process for appointing the external auditors and in particular whether to opt-in to auditor appointment by the specified person; and
 - (ii) the appointment of the external auditors.

4. Other Committees

HEALTH AND WELLBEING BOARD

- (1) To discharge the functions of the Health & Wellbeing Boards as set out in Sections 195-196 of the 2012 Act, ie:
 - Duty to encourage integrated working in health and social care under the National Health Service Act 2006
 - Power to encourage closer working in relation to wider determinants of health
 - Power to give its opinion to the authority on whether the authority is discharging its duty to have regard to the Joint Strategic Needs Assessment and Joint Health & Wellbeing Strategy for its area
 - Duty to provide an opinion - to its partner Integrated Care Boards and/or the NHS Commissioning Board - about whether the local commissioning plans have taken proper regard of the Joint Health & Wellbeing Strategy
- (2) To discharge any other health functions delegated to it by the authority.
- (3) To ensure that the authority meets its duties as a relevant authority, under Section 16 of the Local Government & Public Involvement in Health Act 2007 (“the 2007 Act”), as amended by Sections 192 and 193 of the Health & Social Care Act 2012:
 - a. to prepare, with its partner Integrated Care Boards, and publish a Joint Strategic Needs Assessment for the area, involving the local Healthwatch and local people living or working in the area;
 - b. to prepare, with its partner Integrated Care Boards, and publish a Joint Health & Wellbeing Strategy to meet the health needs of the area included in the Joint Strategic Needs assessment, relating to the exercise of public health functions by the authority, the NHS Commissioning Board or the Integrated Care Boards, involving the local Healthwatch and local people living or working in the area;
 - c. to ensure that the local authority, and its partner Integrated Care Boards have regard to these documents.
- (4) To promote health care, health improvement and the reduction of health inequalities for all local people, including children and vulnerable adults, and to exercise the following statutory duties on behalf of the authority:
 - a. To improve the health of people in its area under Section 28 of the National Health Service Act 2006, including:
 - any public health functions of the Secretary of State which s/he requires local authorities to discharge on his/her behalf
 - dental health functions of the Council
 - the duty to co-operate with the prison service to secure and maintain the health of prisoners
 - the Council’s duties set out in Schedule 1 of the National Health Service Act 2006, which include medical inspection of pupils, the weighing and measuring of children and sexual health services
 - arrangements for assessing the risks posed by violent and sexual offenders
 - b. To improve public health under Sections 2B and 111 of the National Health Act 2006 (as amended by Section 12 of the Health & Social Care Act 2012), including:
 - (i) Under Section 2B(3):
 - Providing information and advice
 - Providing services or facilities designed to promote healthy living (including helping individuals address behaviour that is detrimental to health or in any other way)
 - Providing services for the prevention, diagnosis, or treatment of illness

- Providing financial incentives to encourage individuals to adopt healthier lifestyles
 - Providing assistance (including financial) to help individuals minimise any risks to health arising from their accommodation or environment
 - Providing or participating in the provision of training for persons working or seeking to work in the field of health improvement
 - Making available the services of any person or any facilities
- (ii) Under Section 2B(4), providing grants or loans on such terms as the local authority considers appropriate.
- (iii) Under Section 111 and Schedule 1:
- Dental public health (S111)
 - Medical inspection of pupils (Paras 1-7B)
 - Research for any purpose connected with the exercise of the authority's health functions (Para 13)
- (5) To discharge health and social care functions identified by the Government and/or the National Health Service for exercise by the Board, including the integration of health and social care functions within Reading;
- (6) To approve and publish a Pharmaceutical Needs Assessment for Reading;
- (7) To oversee and implement any joint arrangements and partnerships, relevant to the functions of the committee in which the authority is involved;
- (8) To make representations to the Adult Social Care, Children's Services and Education Committee as the authority's health scrutiny committee;
- (9) To scrutinise Quality Accounts on behalf of Adult Social Care, Children's Services and Education Committee.

Membership

The Council may co-opt additional persons or representatives to be members of the Board as it thinks appropriate, either as voting or non-voting Members, subject to the Council consulting beforehand with the Board.

The membership of the Board, under Section 194(2) of the Health & Social Care Act 2012, is as follows:

- 4 Councillors - ie, the Leader of the Council, and the Lead Councillor for Education & Public Health, Adult Social Care and Children (the Act requires at least 1 Councillor to be on the Board)
 - The Director of Adult Social Care & Health *
 - The Director of Children, Education & Early Help Services *
 - Director of Public Health for the Local Authority or his/her representative *
 - Two representatives from the Buckinghamshire, Oxfordshire and Berkshire West Integrated Care Board (the Act requires a representative of each relevant Integrated Care Board)
 - A representative from the Local Healthwatch organisation
- (* the Members asterisked will not have voting rights, as explained below)

Voting rights

Under the provision of Regulations 6 and 7 of the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013, the Council, following consultation with the shadow Health & Wellbeing Board, has decided as follows:

- To disapply the duty to allocate seats to political groups under Sections 15 and 16 of the Local Government & Housing Act 1989
- To treat the following as non-voting members of the Board:
 - The Director of Adult Care & Health Services (or his/her representative)
 - The Director of Children, Education & Early Help Services (or his/her representative)
 - The Director of Public Health (or his/her representative)

The voting membership of the Board must be named by the body they are representing. It will therefore be as follows:

- 4 Councillors by relevant office, ie the Leader of the Council, and the Lead Councillors for Education & Public Health, Adult Social Care, and Children
- 1 named Local Healthwatch representative
- 2 named local Integrated Care Board representatives

The bodies appointing voting Members to the Board may, in addition, appoint named substitute Members who may attend as voting Members in the place of their named Member.

Voting Members will be subject to the Council's local Member Code of Conduct, and will be required, under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 to register with the Monitoring Officer, and to declare at meetings, any disclosable pecuniary interest that both they and/or their spouse/partner has in the business of the Board.

Co-opted Members

The following will be co-opted as non-voting additional members:

- The Chief Executive of Reading Borough Council (or his/her representative)
- A representative from Reading Voluntary Action
- A representative from Thames Valley Police's Reading Local Police Area
- A representative from Royal Berkshire Fire & Rescue Service
- A representative from Royal Berkshire NHS Foundation Trust
- A representative from Berkshire Healthcare NHS Foundation Trust.

Observers

The following observers may attend and participate but not vote at Board meetings:

- Chair - Local Safeguarding Adults Board
- Chair - Local Safeguarding Children Board
- One relevant shadow Lead Councillor for each opposition group on the Council (up to three in total).
- A named representative of NHS England will join the Board to help in the preparation of the Joint Strategic Needs Assessment or Joint Health and Well-being Strategy.

PERSONNEL COMMITTEE

To be responsible for functions exercised under Section 112 of the Local Government Act 1972 namely:

- (1) Subject to Officer Employment Procedure Rules set out in the constitution:
 - a) to arrange for the appointment of the Council's Head of Paid Service, and make recommendations to Council in this respect;
 - b) to appoint Executive Directors, the Monitoring Officer and Section 151 Officer;
 - c) to dismiss Executive Directors;

- d) to establish a Panel (Sub-Committee) under section 102(4) of the Local Government Act 1972 for the purposes of advising the authority on matters relating to the dismissal of the Head of Paid Service, the Chief Finance Officer and the Monitoring Officer of the authority, in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015, and which requires the Panel to include at least two independent persons appointed under section 28(7) of the Localism Act 2011;
 - e) to settle all matters relating to the above appointments or dismissals unless the decision on the matter is reserved to Council.
- (2) To take any decisions affecting the remuneration, terms and conditions of service of the Head of Paid Service;
 - (3) To undertake performance appraisals of the Head of Paid Service and to set annual targets against which performance can be measured.
 - (4) To discharge the Council's functions under Section 112 of the Local Government Act 1972, including:
 - (a) determining the terms and conditions on which staff hold office;
 - (b) approving compensation levels in line with the Council's policies and procedures governing redundancy, medical or early retirement as applying from time to time before notice of dismissal is given to staff below Executive Director level.
 - (c) approving matters referred to it by the Local Joint Forum; and resolving matters where it has not been possible to secure agreement at the Local Joint Forum;
 - (d) advising the Council and Committees on:
 - (i) the requirements for, and the availability of, human resources necessary for the fulfilment of the Council's policies;
 - (ii) the promotion of good employee relations in the Council;
 - (iii) matters of general employment and personnel concern to the Council;
 - (iv) the promotion of equal opportunities for all employees of the Council, and in the Council's recruitment and selection procedures, and to monitor the effectiveness of such measures;
 - (5) To receive from the Assistant Director of Human Resources and Organisational Development twice a year a report on all early retirements and redundancies made in the preceding six months.
 - (6) To decide on claims for injury allowance made under the Local Government Superannuation (Amendment) (No. 2) Regulations 1982, where the claim and recommendation for consideration are agreed between both management and trades unions.
 - (7) Where appropriate, to convene an Investigatory Committee to examine matters relating to the conduct or capability of Directors and Heads of Service.
 - (8) Delegation to Officers
 - (a) The responsibilities for making decisions in respect of the matters within the responsibility of this Committee (other than key decisions) are delegated to the officers in the corporate and senior management structure. An officer can only carry out a responsibility if:

- they (or an officer who reports to them) have budgetary or management responsibility for it and
 - the constitution or the law does not require it to be carried out by someone else.
- (b) Officers do not have to use their delegated powers: they can ask the person or body that delegated the power to them to make a decision or refer the matter to the relevant committee. Officers who have had something delegated to them can authorise officers they line manage to do it on their behalf (unless it was delegated on condition that they do it themselves).
- (c) The Committee can at any time take back responsibilities they have delegated or decide to delegate them on certain conditions.

MEETING AS AN APPOINTMENTS PANEL, in accordance with the Officer Employment Procedure Rules as set out Part 4 of the Council’s Constitution “Rules of Procedure”

- (9) Where the Council appoints a Personnel (Appointments) Committee or a Sub-Committee to carry out the function of appointing any officer to the positions referred to in paragraph 2.2 of the Officer Employment Procedure Rules, the membership of the Committee or Sub-Committee shall consist of members nominated by the Group Leaders from the political groups represented on the Personnel Committee and should include the Leader and/or at least one Lead Councillor.

Investigating and Disciplinary Committee (Relevant Officers)

To deal with disciplinary matters relating to the Head of Paid Service (Chief Executive), the Section 151 Officer (Executive Director of Resources) and the Monitoring Officer (Assistant Director of Legal and Democratic Services) (‘relevant officers’), including the authority:

- To implement sanctions other than dismissal of a ‘relevant officer,’ including suspension;
- To make representations to the Independent Panel in the event the Committee makes a recommendation to dismiss a ‘relevant officer’.

Appeals Committee (Relevant Officers)

To hear appeals from the Head of Paid Service (Chief Executive), the Section 151 Officer (Executive Director of Resources) and the Monitoring Officer (Assistant Director of Legal and Democratic Services) (‘relevant officers’) in relation to disciplinary matters short of dismissal.

Independent Panel (Relevant Officers)

An Independent Panel, comprising at least two people appointed under section 28 of the Localism Act 2011, to hear from the ‘relevant officer’ and the Chair of the Investigating and Disciplinary Committee (IDC) and advise Council in the event of a recommendation from the IDC to dismiss a ‘relevant officer’ i.e., Head of Paid Service (Chief Executive), the Section 151 Officer (Executive Director of Resources) and the Monitoring Officer (Assistant Director of Legal and Democratic Services).

(NB: confirming the dismissal of a relevant officer i.e., the Head of Paid Service, Chief Finance Officer and Monitoring Officer is a matter reserved to Council.)

5. Appeals Bodies

Appeals Panel

To provide a pool of trained Councillors to hear individual appeals and complaints, either as part of a statutory complaints process or as part of the Council's own policies and procedures in respect of the areas set out below, on the following bases:

- (a) Where the meeting is part of a statutory process, the Panel will have a quasi-judicial role.
- (b) Where the meeting is not part of a statutory process, the Panel will meet as a Committee of Council.
- (c) the Panel will provide Councillors:
 - (i) to hear individual complaints which reach the third stage of the Council's curriculum complaints process;
 - (ii) to hear appeals against the removal of Early Years Providers from the Council's Directory of Providers.

Discretionary Highway Permits Panel

This is exercised by the Traffic Management Sub-Committee of the Strategic Environment, Planning and Transport Committee: See also Article 7.

- (1) To consider and determine appeals against decisions made by the AD Planning, Transport and Public Protection to refuse discretionary parking permits, and with the right, in exceptional circumstances, to overturn decisions and grant permits
- (2) To review decisions to refuse applications for the grant of permission for use of the highway under Section 115E of the Highways Act 1980.

Secure Accommodation Panel

In accordance with the Children Act 1989, to review the position of each young person placed in secure accommodation, within 28 days of the initial placement being made, and quarterly thereafter.

Social Services Complaints Review Panel

In accordance with the National Health Service and Community Care Act 1990 and Children Act 1989, to hear individual complaints which reach the third stage of the Council's Social Services Complaints process.

Councillors may not serve on the Social Services Complaints Review Panel.

Education Appeals and Review Panels

To hear and determine:

- (1) School admission appeals
- (2) Individual reviews of decisions of the School's Governing Body to uphold the Head Teacher's decision to exclude pupils permanently from Academies, LEA maintained, voluntary-controlled, and maintained special schools.

Councillors may not serve on Education Appeal and Review Panels.

6. Joint Committees

JOINT HEALTH OVERVIEW AND SCRUTINY COMMITTEE (BUCKINGHAMSHIRE, OXFORDSHIRE, READING, WEST BERKSHIRE, WOKINGHAM)

1. Health Services are required to consult a local authority's Health Overview and Scrutiny Committee about any proposals they have for a substantial development or variation in the provision of health services in their area. When these substantial developments or variations affect a geographical area that covers more than one local authority (according to patient flow), the local authorities are required to appoint a Joint Health Overview and Scrutiny Committee (JHOSC) for the purposes of the consultation.
2. The NHS Long-Term Plan (published at the beginning of 2019) sets out the vision and ambition for the NHS for the next 10 years. It states - "Every Integrated Care System will need streamlined commissioning arrangements to enable a single set of commissioning decisions at system level." The purpose of the JHOSC would be to hold to account and challenge these commissioning decisions at system level. This function would be new and a different part of local health scrutiny arrangements. The powers and duties of health scrutiny would remain unchanged at Place and Neighbourhood level (see definitions below) - and, in recognition of the slight differences across the ICS footprint, also at Locality level. The creation of a JHOSC to scrutinise system level decisions would strengthen existing scrutiny arrangements.
3. These terms of reference set out the arrangements for Buckinghamshire Council, Oxfordshire County Council, Reading Borough Council, West Berkshire Council, Wokingham Borough Council, to operate a JHOSC in line with the provisions set out in legislation and guidance and to allow it to operate as a mandatory committee.

Terms of Reference

4. The new JHOSC will operate formally as a mandatory joint committee i.e., where the councils have been required under Regulation 30 (5) Local Authority (Public Health, Health and Well-being Boards and Health Scrutiny) Regulations 2013 to appoint a joint committee for the purposes of providing independent scrutiny to activities delivered at system level (as detailed below) by the Buckinghamshire, Oxfordshire and Berkshire West Integrated Care System.

The Kings Fund published a report in April 2020 "Integrated Care Systems explained: making sense of systems, places and neighbourhoods" which says that NHS England and NHS Improvement has adopted the terminology used in some systems to describe a three-tiered model - System, Place and Neighbourhood.

System - typically covering a population of 1-3 million people. Key functions include setting and leading overall strategy, managing collective resources and performance, identifying and sharing best practice to reduce unwarranted variations in care, and leading changes that benefit from working at a larger scale such as digital, estates and workforce transformation.

Place - a town or district within an ICS, typically covering a population of 250-500,000. This is where the majority of changes to clinical services will be designed and delivered and where population health management will be used to target intervention to particular groups. At this level, providers may work together to join up their services through alliances and more formal contractual arrangements.

Neighbourhood - a small area, typically covering a population of 30-50,000 where groups of GPs and community-based services work together to deliver co-ordinated, pro-active care and support, particularly for groups and individuals with the most complex needs. Primary Care Networks and multi-disciplinary community teams form at this level.

Activities at Place, Neighbourhood and Locality would be scrutinised by the relevant local authority through their existing health scrutiny arrangements.

5. The purpose of the mandatory JHOSC across Buckinghamshire, Oxfordshire, Reading, West Berkshire, Wokingham is to:
 - a. make comments on the proposal consulted on
 - b. require the provision of information about the proposal
 - c. gather evidence from key stakeholders, including members of the public
 - d. require the member or employee of the relevant health service to attend before it to answer questions in connection with the consultation.
 - e. Refer to the Secretary of State only on where it is not satisfied that:
 - consultation on any proposal for a substantial change or development has been adequate in relation to content or time allowed (NB. The referral power in these contexts only relates to the consultation with the local authorities, and not consultation with other stakeholders)
 - the proposal would not be in the interests of the health service in the area
 - a decision has been taken without consultation and it is not satisfied that the reasons given for not carrying out consultation are adequate.
6. Notwithstanding point (e) above, Member authorities have the right to refer an issue to the Department of Health if the joint health scrutiny committee does not collectively agree to refer an issue.
7. With the exception of those matters referred to in paragraph [3] above responsibility for all other health scrutiny functions and activities remain with the respective local authority Health Scrutiny Committees.
8. The process for determining the appropriate level of scrutiny - i.e.. System or Place/Neighbourhood/Locality will be in accordance with an agreed toolkit which will set out the process for initiating early dialogue between ICS Leads and the Members of the JHOSC. All constituent authorities will be notified of the outcome of those discussions.
9. No matter to be discussed by the Committee shall be considered to be confidential or exempt without the agreement of all Councils and subject to the requirements of Schedule 12A of the Local Government Act 1972.

Governance

10. Meetings of the JHOSC will be conducted under the Standing Orders of the Local Authority hosting and providing democratic services support and subject to these terms of reference.

Frequency of meetings

11. The JHOSC will meet at least twice a year with the Integrated Care System Leads to ensure oversight of key priorities and deliverables at system level.

Host authority

12. The JHOSC would be hosted by one of the named authorities. The role of host authority would be undertaken by the chairing authority for the same time period [24 months].

Membership

13. Membership of the JHOSC will be appointed by the Buckinghamshire, Oxfordshire, Reading, West Berkshire and Wokingham bodies that have responsibility for discharging health scrutiny functions.

14. Appointments to the JHOSC have regard to the proportion of patient flow. The Joint Committee will therefore have 19 members, consisting of 6 from Buckinghamshire, 7 from Oxfordshire, 2 from Reading, 2 from West Berkshire, 2 from Wokingham.
15. Appointments by each authority to the JHOSC will reflect the political balance of that authority.
16. The quorum for meetings will be 6 voting members, comprising at least one member from each authority. Member substitutes from each authority will be accepted.
17. The JHOSC shall reserve the right to consider the appointment of additional temporary co-opted members in order to bring specialist knowledge onto the committee to inform specific work streams or agenda items. Any co-opted member appointed will not have a vote.
18. Healthwatch shall be recognised as a key stakeholder and a standing item will be included on the JHOSC agenda to allow the organisation to report back on patient and public views from across the ICS.

Chairman & Vice Chairman

19. The Chairman of the JHOSC shall be drawn from the members of it and will normally be filled by the member whose authority is hosting the Committee for a period of 24 months.
20. The Vice-Chairman of the JHOSC shall be drawn from members on the Committee and elected every 24 months.

Task & Finish Groups

21. The Committee may appoint such Working Groups of their members as they may determine to undertake and report back to the Committee on specified investigations or reviews as set out in the work programme. Appointments to such Working Groups will be made by the Committee, ensuring political balance as far as possible. Such panels will exist for a fixed period, on the expiry of which they shall cease to exist.

Committee support

22. The work of the JHOSC will require support in terms of overall coordination, setting up and clerking of meetings and underpinning policy support and administrative arrangements.
23. Meetings of the committee are to be arranged and held by the host authority.

Should a press statement or press release need to be made by the JHOSC, this will be approved all authorities before being signed off by the Chairman.

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Article 10 - Consultative Committees and Forums

10.1 Consultative Committees and Forums

Each Municipal Year the Council will appoint Councillors to represent it on the bodies listed below:

1. ACCESS AND DISABILITIES WORKING GROUP

- (1) To campaign for improved access for people with disabilities and to act as a pressure group in identifying and promoting public awareness of problems of access for disabled people to public buildings, commercial premises, the highway network and public transport within the Borough;
- (2) To monitor and review the role of the Council as an employer and as a provider of services to disabled people.

2. ADULT & CHILDREN'S SAFEGUARDING PANELS

To meet on an ad hoc basis to consider serious safeguarding case reviews or scrutinise internal/external providers where complex whole systems issues arise.

(The membership of the Adult & Children's Safeguarding Panels will be drawn from members of the Adult Social Care, Children's Services & Education Committee).

3. ALLIANCE FOR COHESION AND RACIAL EQUALITY

- (1) To comment on and input to Council policies and services, with the aim of making them meet the needs of the black and ethnic minority communities in Reading.
- (2) To monitor the implementation of policies and services.
- (3) To promote and support new thinking.
- (4) To promote understanding and harmony between different black and ethnic minority groups in Reading.
- (5) To enable the exchange of information between the Council and the black and ethnic minority community.
- (6) To promote cross-community and cultural events.

4. ARTS AND HERITAGE FORUM

- (1) To act as an advisory, consultative and co-ordinating body on behalf of the Borough Council and other organisations in the town, including voluntary groups, in relation to the arts and heritage.
- (2) To promote and develop arts, crafts and heritage in Reading, including community arts initiatives, through the involvement and cooperation of the Borough Council and local groups and organisations.
- (3) To encourage participation in arts and heritage-related activities and to promote the provision and maximum use of facilities.

- (4) To support educational opportunities in the development of arts, crafts and heritage in Reading.

5. CHANNEL PANEL

In compliance with the statutory requirements set out under sections 36 - 41 of the Counter Terrorism and Security Act 2015, Reading Borough Council has a Channel panel in place for its area, has regard to the Channel duty guidance 2020 and is committed to complying with the requirements within it.

Aims of the Panel

- The aim of Prevent is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism. Delivery of Prevent is grounded in early intervention and safeguarding.
- Channel provides early support for anyone who is vulnerable to being drawn into any form of terrorism or supporting terrorist organisations, regardless of age, faith, ethnicity or background.
- The Channel process adopts a multi-agency approach to identify and support to individuals at risk of being drawn into terrorism.

Strategic Objectives

- Reduce the risk of a person living or working in Reading being drawn into violent extremism/terrorism.
- Establish an effective process which will allow for the identification, assessment and support of individuals who may be vulnerable to radicalisation, either through Channel and/ or other appropriate support services.
- Ensure appropriate representation of partner agencies, and other organisations as required, to form a multi-agency Channel Panel working in partnership.
- Ensure that the Channel Panel operates in accordance with the requirements of statutory guidance and make changes as required by any future changes in the guidance.
- Review the Channel Panel Terms of Reference annually.

Operational Objectives

- Risk assess referrals by drawing on the Case Management Information System Vulnerability Assessment Framework and all relevant information shared by partners to agree the most appropriate response
- Agree and record a Support Plan for each case adopted by the panel.
- Identify if appropriate a suitable intervention provider (IP) (from a list designated by the Home Office) to offer support in order to reduce the level of threat/vulnerability/risk where a case has been adopted.
- If Channel is not considered appropriate, a referral to other forms of support must be considered, and arrangements made as considered necessary.
- Accurately record decisions on an agreed proforma, including the Support Plan for everyone adopted by the Channel Panel, keeping a complete audit trail of decision making, and ensure progress reports at each panel meeting including updated VAFs.
- Conduct full reviews at 6- and 12-months following case closure, with flexibility to agree to a 3-month review if deemed appropriate.

6. CIVIC BOARD

To be the project board for the ongoing projects associated with the rationalisation of the Council's office and depot accommodation, the provision of improved office space and accommodation at Council buildings, the demolition of the former Civic Offices and the Masterplan for developing the former Civic Centre site area and other matters as necessary.

To consider nominations to the grant of Freedom of the Borough and make recommendations to a specially convened Council meeting to create Freemen and Aldermen and Alderwomen.

7. CLEANER AIR & SAFER TRANSPORT FORUM

- (1) To propose measures to improve air quality across Reading Borough.
- (2) To evaluate, improve and promote transport sustainability across the Borough.
- (3) To influence Council policy and facilitate the development and direction of the Council's sustainability agenda.
- (4) To identify and share best practice in relation to clean and green 'healthy streets' initiatives which promote sustainability, healthy living, energy efficiency, sustainable transport and carbon reduction.
- (5) To identify and develop potential low traffic neighbourhoods.
- (6) To promote and raise awareness of sustainable initiatives within the Borough and to promote improved performance across the Council and its partners.
- (7) To extend networking to other relevant organisations and to maintain currency of knowledge and information within the context of transport sustainability and climate change matters.
- (8) To make recommendations to the Council on sustainability and climate change matters.
- (9) To support road safety initiatives, particularly for vulnerable road users.
- (10) To discuss progress and delivery of the Cycling Strategy in order to identify, prioritise and optimise actions to meet the objectives of the Cycling Strategy:
 - To improve the cycling environment;
 - To provide better facilities for cyclists;
 - To influence travel behaviour; and
 - To develop skills and capacity.

8. COMMUNITY SAFETY PARTNERSHIP

- (1) To manage all aspects of the implementation in Reading of the Crime and Disorder Act 1998
- (2) To identify the resource demands on each partner agency
- (3) To identify the operational changes required of each partner agency
- (4) To co-ordinate Crime and Disorder input to the planning and strategy of partner agencies, and multi-bidding processes (e.g. Europe)
- (5) To manage public and inter-agency consultation about Crime and Disorder strategies and plans
- (6) To oversee the activities of the Safer Neighbourhood Forum, the Youth Justice Management Board, the Drugs and Alcohol Treatment Service and the Reading Anti-Social Behaviour Multi-Agency Panel
- (7) To monitor and manage performance and jointly-held budgets relating to the activities of the Partnership and its sub-groups

- (8) To exercise strategic oversight and scrutiny of the implementation of the Prevent duty in Reading
- (9) To act as the governing body for Reading Troubled Families Programme.

9. CULTURAL PARTNERSHIP BOARD

- (1) To develop, support and promote an increase in the number of people that live, work, study and play in Reading participating in Culture as targeted in the Reading Sustainable Communities Strategy and the relevant feeder strategies.
- (2) To encourage discussions, between interested partners at a strategic level, on issues relating to health and wellbeing, community safety, inclusion, community cohesion and economic development, and the maximisation of culture, leisure and sport participation in the support role in delivery of improved outcomes.
- (3) To work in partnership to increase the profile, investment and support of culture, leisure and sport in Reading.
- (4) To oversee the priorities, development and implementation of the Reading Cultural Strategy and the annual delivery plan for 'Culture Reading' networks, receiving reports on the progress against the annual delivery plan, and agree actions and priorities as appropriate.

10. CYCLE FORUM

To discuss progress and delivery of the Cycling Strategy in order to identify, prioritise and optimise actions to meet the objectives of the Cycling Strategy:

- To improve the cycling environment;
- To provide better facilities for cyclists;
- To influence travel behaviour; and
- To develop skills and capacity.

Such actions may be on any topic within the Cycling Strategy, including promotion, mapping, training, security, signing, route infrastructure, parking and monitoring.

11. JOINT COMMITTEE OF THE INTEGRATED CARE PARTNERSHIP

Integrated Care Boards (ICBs) are statutory bodies responsible for planning and funding most NHS services in the area. Integrated Care Systems (ICSs) are geographically based arrangements that bring together providers and commissioners of NHS services with local authorities and other local partners to plan, co-ordinate and commission health and care services. ICSs are required to establish new partnership forums called Integrated Care Partnerships (ICPs) to develop a health and care strategy for the area to integrate the services that they plan, purchase, and provide for local residents. Follow the link to the full terms of reference of the Buckinghamshire, Oxfordshire & Berkshire West Joint Committee of the ICP:

[20220927-bob-icb-board-item-09-i-annex-1-bob-integrated-care-partnership-joint-committee-draft-tor-002.pdf](https://www.buckinghamshire.gov.uk/media/20220927-bob-icb-board-item-09-i-annex-1-bob-integrated-care-partnership-joint-committee-draft-tor-002.pdf)

12. LOCAL JOINT FORUM

- (1) To establish and maintain regular methods of negotiation and consultation between the Council and its employees, excluding matters of individual discipline, grievance, promotion or capability.

- (2) To seek to prevent differences and resolve them should they arise, notwithstanding the fact that disputes are dealt with through the Council's Disputes Procedure.
- (3) To implement Agreements entered into by the relevant National Joint Bodies or Provincial Councils.
- (4) To refer matters to the relevant National or Provincial Council on any matter within the scope of the functions of that Council.
- (5) To consider and recommend in relation to any matters of interest, including matters referred to it by the Employers or Trade Union sides, or by the Divisional Joint Forums.
- (6) To make recommendations to the Personnel Committee, or other Committees of the Council, Directorate Joint Forums or other relevant bodies.
- (7) Where recommendations and representations are not accepted by the Personnel Committee or by other Committees of the Council the matters shall be referred back to the Local Joint Forum for further consideration. The Local Joint Forum shall then have the right to make further recommendations to the appropriate body.
- (8) To establish and maintain machinery for the promotion and encouragement of measures affecting the health, safety and welfare of the Council's employees, to receive reports and to make recommendations for appropriate action.
- (9) Any other matters of collective bargaining including staff development, equal opportunities etc.
- (10) To consider and make recommendations concerning the way services are delivered.

13. OLDER PEOPLE'S WORKING GROUP

- (1) To identify and promote awareness of the issues facing older people in the Reading borough;
- (2) To provide a channel for older people to influence the development of local services, particularly those provided or commissioned by the Council;
- (3) To improve older people's access to information about local services;
- (4) To support older people to take an active role as citizens.

14. PARENTING PANEL

1. Purpose

- To act as a focus for the Council's responsibilities as corporate parent by providing a channel of communication between looked after children and young people, council and other agency officers, carers and councillors, providing a forum for LAC policy development discussion and challenge.

2. Scope

The Corporate Parenting Panel

- Will be the champion of children looked after by them.
- Will champion the Children's Pledge in order to ensure the best life chances possible for looked after children.

- Will provide a channel of communication between children and young people who are or have been looked after, carers, officers and Councillors to discuss corporate parenting issues, as appropriate to the need to respect the privacy of looked after children.
- Will proactively engage with looked after children to gain a real understanding of the experience of being looked after as appropriate to the need to respect the privacy of looked after children; and
- Will celebrate the success of looked after children.

15. PLANNING MANAGEMENT PANEL

To preview the planning applications and other items on the Agenda for the forthcoming meeting of the Committee.

16. SACRE

- (1) To advise the Authority on such matters connected with religious worship in schools and the religious education to be given in accordance with an agreed syllabus as the Authority may refer to is or as it may see fit
- (2) In particular, to advise on methods of teaching, the choice of materials, and the provision of training for teachers
- (3) To consider, on an application made by a headteacher of any school after consultation with the governing body, whether it is appropriate for the requirement for Christian collective worship to apply in the case of the school, or in the case of any class or description of pupils at that school;

[SACRE shall arrive at its decision and communicate it to the headteacher in accordance with the provisions of Section 12 of the Education Reform Act 1988]
- (4) The representative groups on the SACRE, other than that representing the Authority, may at any time require a review of any Agreed Syllabus for the time being adopted by the Authority
- (5) To publish each year a report on its proceedings and those of its representative groups; to specify any matters on which the SACRE has given advice to the Authority and the reasons for offering the advice
- (6) To take any action assigned to it by the Authority in relation to the consideration and disposal of any complaint concerning collective worship or religious education in compliance with Section 23 of the Education Reform Act 1988

17. SAFER READING NEIGHBOURHOOD FORUM

- (1) To reduce crime and the fear of crime in Reading by establishing and supporting geographically based Safer Neighbourhood Forums;
- (2) To develop and support geographically based Safer Neighbourhood Forums which will involve the Police, Councillors, Council Staff, residents and other agencies to develop effective local problem solving responses to identified local priorities and where appropriate those which are contained in the Community Safety Plans;
- (3) To encourage collaboration across Reading on how best to address local issues through the sharing of best practice and jointly run projects.

18. SCHOOL ADMISSION FORUM

- (1) To consider how well existing and proposed admissions arrangements serve the interests of children and parents within the area of the authority;
- (2) To promote agreement on admission issues;
- (3) To consider the comprehensiveness and accessibility of the admissions literature and information produced for parents by each admission authority within the area of the authority;
- (4) To consider the effectiveness of the authority's proposed co-ordinated admission arrangements;
- (5) To consider the means by which admission processes might be improved and how actual admissions relate to the admission numbers published;
- (6) To monitor the admission of children who arrive in the authority's area outside a normal admission round with a view to promoting arrangements for the fair distribution of such children among local schools, taking account of any preference expressed in accordance with arrangements made under section 86(1) of the School Standards and Framework Act 1998 and in accordance with the School Admissions Code (Chapter 3);
- (7) To promote the arrangements for children with special educational needs, children in care and children who have been excluded from school;
- (8) To consider referring an objection to the Schools Adjudicator where either the Forum identifies policy, practice or oversubscription criteria of a school that may be unfair, unlawful or that contravene the mandatory provisions of the School Admission Code, or where their advice has been disregarded by admission authorities;
- (9) To review the comprehensiveness, effectiveness and accessibility of advice and guidance for parents by the local authority, both through the published composite prospectus and delivery of Choice Advice;
- (10) To endorse, promote and monitor local authority In-Year Fair Access Protocols for potentially vulnerable children including those previously excluded from school, children in care, children with special educational needs and/or disabilities, children who are hard to place, and those who arrive in the area outside the normal admission round;
- (11) To consider the draft local authority report to the School's Adjudicator;
- (12) To consider any other admission issues that arise;
- (13) To promulgate advice that represents the agreed views of all members of the Forum.

19. TOWN TWINNING GROUP

To provide a forum for liaison with the Reading Town Twinning Associations, for the exchange of information, to work together as joint projects, and to promote town twinning.

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YEAR PLANNER: MUNICIPAL YEAR 2023-24

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
MAY	BANK HOLIDAY			Elections		SAT	SUN	BANK HOLIDAY			LSCA (prov)		SAT	SUN				LSCA (prov)		SAT	SUN				LSCA (prov) PSV		SAT	SUN	BANK HOLIDAY					
									Con Lib Dem	Labour					Con Labour Lib Dem			Con? Lib Dem?				Con Labour Lib Dem		Council (Annual Meeting)						PLNMP HT	PA.C HT			
JUNE	LSCA (prov)		SAT	SUN						SAT	SUN				LSCA (prov) PSV		SAT	SUN					LSCA (prov)	SAT	SUN				LSCA (prov)					
	HT	HT			Con GS Labour Lib Dem	LSCB (prov)		SAC				POL.C		TM.SC	ARTS LJF				PLNMP Labour	MB (prov)	PA.C		A&D Con Lib Dem			Labour	Council LSCA (prov)	ST.A.C	SEPT.C					
JULY	SAT	SUN					OPWG	SAT	SUN						SAT	SUN								SAT	SUN			SAT	SUN					
			Con GS Labour Lib Dem	CAST	LSCC (prov) SRNF	HNL.C				POL.C LSCA (prov)		ACE.C	CSP PSV LIC.C/ LSCC (prov) PERS.C	H&WB			PLNMP Labour	PARP MB (prov)	PA.C	AG.C			SAT	SUN			LSCA (prov)							
AUG					SAT	SUN						SAT	SUN													SAT	SUN	BANK HOLIDAY			PSV			
		LSCC (prov)													LSCB (prov)															LSCC (prov)				
SEPT		SAT	SUN					LSCA (prov)		SAT	SUN													SAT	SUN					SAT				
				PLNMP		PA.C		A&D			Labour	LSCB (prov)	TM.SC				Con GS Lib Dem			MB (prov)		LSCA (prov)					POL.C	PARP AG.C		PSV ARTS LSCC (prov)				
OCT	SUN						H&WB	SAT	SUN					SAT	SUN								SAT	SUN										
		PLMNP Labour	LSCB (prov)	PA.C	SAF STA.C					SAC	LJF	SRNF	Con Lib Dem			Labour	Council	ACE.C		LSCA (prov)	ACRE (prov)			SAT	SUN	Con GS Lib Dem HT	LSCB (prov) HT	MB (prov) HT	PSV HT	HT	HT	PLMNP POL.C		
NOV				SAT	SUN							SAT	SUN													SAT	SUN				PSV			
	PA.C					Labour	LIC.C/ LSCB (prov)	HNL.C					TM.SC	MB (prov)	SEPT.C	PERS.C										A&D				Labour	LSCB (prov)	CAST		
DEC		SAT	SUN						SAT	SUN																SAT	SUN	XMAS DAY	BOXING DAY			SAT	SUN	
				PLMNP Labour	MB (prov)	PA.C	ARTS				Con GS Lib Dem		POL.C							LSCB (prov)														
JAN '24	BANK HOLIDAY			LSCA (prov) PSV		SAT	SUN						SAT	SUN					LSCA (prov)	H&WB	SAT	SUN						LSCA (prov) PSV		SAT	SUN			
				MB (prov)					PLNMP Labour	LSCB (prov)	PA.C	TM.SC			Con GS Lib Dem		ACE.C	SRNF					POL.C	PARP AG.C	HMD* (prov)	Con Lib Dem			PLNMP Labour	Council	PA.C			
FEB	CSP LSCA (prov)		SAT	SUN																					SAT	SUN					LSCA (prov)			
					Labour		MB (prov)	LSCC (prov)		OPWG	SAT	SUN	Con GS Labour Lib Dem HT	HT	HT	HT	HT			POL.C (CI Tax)	LIC.C/ LSCB (prov)	LJF HNL.C	Con Lib Dem		PSV		SAT	SUN			PLMNP Labour	Council (CI Tax)	PA.C	A&D
MAR		SAT	SUN						SAT	SUN							H&WB	SAT	SUN						SAT	SUN					LSCA (prov)	GOOD FRIDAY	SAT	SUN
			Con GS Labour Lib Dem	LSCB (prov)	TMS.C	SAC					POL.C	LSCB (prov)	SEPT.C	Con Lib Dem					Labour	Council	ARTS ACE.C	PERS.C				PLNMP Labour	MB (prov)	PA.C						
APR	EASTER MONDAY					SAT	SUN						SAT	SUN																				
		Con GS Lib Dem	CAST LSCC (prov)						POL.C	MB (prov)	AG.C	PAR.P			Labour								PLNMP		PA.C	SRNF								
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			

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Agenda Item 13

KEY TO MEETINGS ON 2023-24 YEAR PLANNER

BODIES	KEY	START TIME	BODIES	KEY	START TIME
Access & Disabilities Working Group	A&D	2.00pm	Licensing Applications Sub-Committee A	LSCA	9.30am
Adult Social Care, Children's Services & Education Committee	ACE.C	6.30pm	Licensing Applications Sub-Committee B	LSCB	5.00pm
Alliance for Cohesion and Racial Equality	ACRE	6.30pm	Licensing Applications Sub-Committee C	LSCC	6.30pm
Arts & Heritage Forum	ARTS	6.00pm	Local Joint Forum	LJF	5.00pm
Audit & Governance Committee	AG.C	6.30pm	Member Briefing Sessions	MB	6.30pm
Cleaner Air & Safer Transport Forum	CAST	6.30pm	Older People's Working Group	OPWG	2.00pm
Community Safety Partnership	CSP	9.30am	Parenting Panel	PARP	5.00pm
Conservative Group	Con	6.30pm	Personnel Committee (non-appt meetings)	PERS.C	6.30pm
Conservative Group Spokespersons	Con GS	6.30pm	Planning Applications Committee	PA.C	6.30pm
Council	Council	6.30pm	Planning Management Panel	PLNMP	5.00pm
Green Group	n/a	not diaried	Planning Site Visits	PSV	12.30pm
Half Term	HT	n/a	Policy Committee	POL.C	6.30pm
Health & Wellbeing Board	H&WB	2.00pm	SACRE	SAC	6.00pm
Housing, Neighbourhoods & Leisure Committee	HNL.C	6.30pm	Safer Reading Neighbourhood Forum	SRNF	6.30pm
Labour Group	Labour	7.00pm	School Admission Forum	SAF	5.30pm
Liberal Democrat Group	Lib Dem	7.00pm	Standards Committee	STA.C	6.30pm
Licensing Applications Committee	LIC.C	6.30pm	Strategic Environment, Planning & Transport Committee	SEPT.C	6.30pm
			Traffic Management Sub-Committee	TM.SC	6.30pm

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- NB:**
1. Group meetings are subject to confirmation by the Groups.
 2. * HMD on 24 January 2024 is the Holocaust Memorial Day Reading event (tbc)

School Terms (for schools under Reading Local Authority Control):

<u>2022-23 Academic Year</u>	5 June – 21 July 2023 (Term 6)		
<u>2023-24 Academic Year</u>	4 September* – 20 October 2023 (Term 1)	30 October – 20 December 2023 (Term 2)	8 January – 9 February 2024 (Term 3)
	19 February – 28 March 2024 (Term 4)	15 April – 24 May 2024 (Term 5)	

* Friday 1 September 2023 is an inset (staff training) day for all Reading's community schools

READING BOROUGH COUNCIL
POLICY COMMITTEE - 24 MAY 2023

AGENDA

For a meeting to be held at the Town Hall, Reading, on the evening of Wednesday 24 May 2023, following the conclusion of the meeting of the Borough Council.

1. **TO ESTABLISH A TRUSTEES SUB-COMMITTEE, APPOINT THE CHAIR AND MEMBERS AND AGREE TERMS OF REFERENCE**
2. **TO MAKE APPOINTMENTS/NOMINATIONS TO OTHER BODIES FOR THE MUNICIPAL YEAR 2023-24**

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READING BOROUGH COUNCIL

LICENSING APPLICATIONS COMMITTEE - 24 MAY 2023

AGENDA

For a meeting to be held at the Town Hall, Reading, on the evening of Wednesday 24 May 2023, following the conclusion of the meetings of the Borough Council and the Policy Committee.

1. **TO ESTABLISH LICENSING APPLICATIONS SUB-COMMITTEES AND AGREE TERMS OF REFERENCE**

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READING BOROUGH COUNCIL

STRATEGIC ENVIRONMENT, PLANNING & TRANSPORT COMMITTEE - 24 MAY 2023

AGENDA

For a meeting to be held at the Town Hall, Reading, on the evening of Wednesday 24 May 2023, following the conclusion of the meetings of the Borough Council, the Policy Committee and the Licensing Applications Committee.

1. **TO ESTABLISH A TRAFFIC MANAGEMENT SUB-COMMITTEE, APPOINT THE CHAIR AND VICE-CHAIR AND MEMBERS AND AGREE TERMS OF REFERENCE**

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