

Summons and Agenda 21 May 2025

**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: 0118 937 2153

13 May 2025

Your contact is: Michael Popham, Democratic Services Manager
(michael.popham@reading.gov.uk)

Dear Sir/Madam

You are hereby summoned to attend a meeting of the Reading Borough Council to be held at **Town Hall, Reading, on Wednesday, 21 May 2025 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 25 MARCH 2025

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

5. **VOTE OF THANKS TO THE RETIRING MAYOR, COUNCILLOR DENNIS, AND LUKE DENNIS**

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

16. Councillor Dennis and Luke Dennis to receive past Mayors' badges, presented by the Mayor.

6. **ADDRESS BY RETIRING MAYOR**

17. Councillor Dennis will address the Council.

7. **APPOINTMENT OF LEADER OF THE COUNCIL**

18. A motion will be moved at the meeting.

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

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

9. **APPOINTMENT OF DEPUTY LEADER & LEAD COUNCILLORS AND ALLOCATION OF PORTFOLIOS**

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

10. **APPOINTMENT OF COUNCIL COMMITTEES AND OTHER BODIES**

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

11. **APPOINTMENT OF CHAIRS/VICE-CHAIRS OF COMMITTEES**

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

12. **DATES OF COUNCIL MEETINGS FOR 2025/26**

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23. The Mayor will move a motion setting the dates of Council Meetings for 2025/26.

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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 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 follow the procession.

All guests will stay seated for a few minutes.

COUNCIL MEETING MINUTES – 25 MARCH 2025

Present: Councillor Dennis (Mayor);

Councillors Asare, Ayub, Ballsdon, Barnett-Ward, Cresswell, Cross, Davies, Eden, Edwards, Emberson, Ennis, Gittings, Goss, Griffith, Hornsby-Smith, Hoskin, Juthani, Keane, Keeping, Lanzoni, Leng, Lovelock, McCann, McElroy, McEwan, McGoldrick, McGrother, Mitchell, Mpofu-Coles, Naz, O'Connell, Rowland, D Singh, Stevens, Tarar, Terry, Thompson, White, Williams, Woodward and Yeo.

In attendance (via Microsoft Teams): Councillors Magon and Nikulina;

Apologies: Councillors Gavin, Hacker, Moore and R Singh.

51. MAYOR'S ANNOUNCEMENTS

(a) Mayor's Charities Fundraiser

The Mayor reminded everyone about the forthcoming Mayor's Charities fundraiser, the Big Quiz, which would be taking place on Thursday 15th May at 6:30pm.

(b) Michael Harper

The Mayor announced with great sadness the sudden and unexpected passing of Michael Harper on Monday, 10 March 2025, in the following words:

'Michael was a kind and dedicated presence in our community, serving as the Mayor's escort alongside former Mayor Tony Page during his Mayoral year in 2023-2024. Throughout the year, Michael accompanied Tony to a wide range of engagements, offering his unwavering support and enthusiasm. Most recently, he joined Tony on the judging panel for the Mayor's fundraiser, Let's Sing, in March 2024, where his warmth and generosity of spirit were evident to all. Michael will be greatly missed by all who knew him, and our thoughts are with Tony, his family and friends at this difficult time'.

The Council stood for a minute's silence in Michael's memory.

52. MINUTES

The Minutes of the meeting held on 25 February 2025 were confirmed as a correct record and signed by the Mayor.

53. QUESTIONS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH STANDING ORDER NO 9

	Questioner	Subject	Answer
1.	Sam D'Arcy Darling	Good Community Relations with the Transgender Community	Cllr Rowland
2.	Sam D'Arcy Darling	Equity for Transgender, Gender Non-Conforming and Non-binary Residents	Cllr Terry

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

COUNCIL MEETING MINUTES – 25 MARCH 2025

54. COUNCIL PLAN 2025-28

Further to Minute 71 of Policy Committee held on 17 March 2025, the Executive Director of Resources submitted a report with a proposed new Council Plan 2025-28 attached at Appendix 1 for adoption. The report also had a summary of the results of community engagement on the draft Council Plan at Appendix 2.

The report explained that the draft Council Plan was structured around a vision, five high-level priorities, objectives (specific outcomes to be delivered for each priority), projects (activities being undertaken over the next three years to deliver the objectives) and Key Performance Indicators (KPIs), which would show the progress made in delivering the objectives and how well day-to-day services were performing. Each KPI had an associated target and performance against these would be reported quarterly to Policy Committee.

The report highlighted some of the key deliverables in the Council Plan including the delivery of over 300 new council homes through the Local Authority New Build programme, completing the new Central Library and Civic Reception, investments to reduce the Council's carbon emissions in its buildings, fleet, and operations, delivering three new children's homes and four new adult social care facilities in Reading and completing the £8 million programme to improve roads and pavements. It was noted that the Council Plan provided the framework for prioritisation of resources and was used to inform Service Planning and performance objectives for staff.

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

Resolved –

That the Council Plan 2025-28, as appended to the report, be adopted.

55. SPECIAL COUNCIL MEETING – 24 JUNE 2025

Pursuant to Notice, a motion was moved by Councillor Terry and seconded by Councillor Rowland and CARRIED:

Resolved –

That the Council resolves to convene, on 24th June 2025, a special meeting for the purpose of considering a nomination for conferring the title of Honorary Alderman, in accordance with section 249 (1) of the Local Government Act 1972 and the criteria approved by the Council on 23rd February 2022, on the following person:

- **Tony Page, for having rendered eminent service on Reading Borough Council as a member for Abbey ward, including a term as Mayor of Reading and having held senior political office.**

(The meeting closed at 7.17 pm).

MAYOR:.....

DATE: 25/03/25

Council

21 May 2025



Reading
Borough Council
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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
Executive Director/ Statutory Officer Commissioning Report	Darren Carter, Interim Executive Director of Resources
Report author	Michael Graham, Monitoring Officer/ AD Legal & Democratic Services
Lead Councillor	Cllr Liz Terry, Leader of the Council
Council priority	Not applicable, but still requires a decision
Recommendations	1. 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 2025/26, 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 2025/26;
- (6) re-establish the Remuneration Panel for the Municipal Year 2025/26;
- (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 1. The terms of reference of partnership and advisory and consultative bodies, and Member Officer working groups, are included in Appendix 2.

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. Appendix A highlights any changes to terms of reference, standing orders and Rules of Procedure.

D. Constitution of Committees

- 3.4. That for the Municipal Year 2025/26 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 Committees

Berkshire Prosperity Board (with Bracknell Forest, Slough, West Berkshire, Windsor & Maidenhead and Wokingham Councils)

E. Codes and Protocols

- 3.5. That a local Standards Committee be appointed for the Municipal Year 2025/26 with unchanged terms of reference.

F. Constitution of Sub-Committees

- 3.6. That for the Municipal Year 2025/26 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 2025/26, 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.

H. Partnership Bodies

- 3.8. That, for the Municipal Year 2025/26, the Authority will continue to participate in the following joint consultative partnership bodies:
- Community Safety Partnership
 - Community Learning & Skills Advisory Board
 - Safer Reading Neighbourhood Forum

I. Education Bodies

- 3.9. That for the Municipal Year 2025/26, the following Education body be set up:
- SACRE (Standing Advisory Council on Religious Education)

J. Safeguarding Bodies

- 3.10. That for the Municipal Year 2025/26 the following safeguarding bodies be set up:
- Adult Safeguarding Board
 - Children's Safeguarding Partnership
 - Parenting Panel

K. Advisory and Consultative Working Parties, Panels and Forums

- 3.11. That for the Municipal Year 2025/26, 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 2025/26 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 2025/26 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 2025/26 be unchanged from those set out in Article 6 of the Constitution, except for the following:

- (i) Lead Councillor for Climate Strategy & Transport:

REMOVE reference to Local Sustainable Transport Fund (LSTF) Cross Boundary Councillor Steering Group, which has been superseded by the Berkshire Strategic Transport Forum and Transport for the South East (TfSE).

- (ii) Lead Councillor for Leisure & Culture:

Lead Councillor to Chair the Cultural Education Partnership and ADD highlighted in yellow to (4) of the portfolio:

“(4) To promote:

- Tourism in the Borough
- The physical and intangible heritage of the Borough
- The development and use of waterways within Reading
- The general development of the arts and learning in Reading, including the support of community arts initiatives and Cultural Education Partnership
- Libraries”

N. Scheme of Members' Allowances for the Financial Year 2025/26

- 3.15. That, further to Minute 37 of the meeting of Council on 28 January 2025, 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 2025/26 (and subject to no Councillor receiving more than one Special Responsibility Allowance):

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

3.16. That the Remuneration Panel be re-established for 2025/26 with the same terms of reference as agreed at Minute 51 of the Council meeting on 13 November 2001; and 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 closures and amalgamations, 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.

3.18. Council and Committee Procedure Rules (Standing Orders)

Annual Council Meeting

To confirm that the business of the Annual Council Meeting will be limited to the purpose set out in the notice of the meeting and specified in Standing Order 1, by the addition of the following:

“1.3 Business

The business at the Annual Council Meeting shall be limited to the purposes for which the meeting was called as set out in the notice of the meeting.”

3.19 Terms of Reference of Committees and other bodies

(a) Article 9 - Standards Committee

At its meeting on 22 April 2025, the Standards Committee considered and adopted the Planning Code of Conduct. The Council is recommended to update the Constitution with the new Code, which can be found at this link: [Planning Code](#).

It is also recommended to amend Article 9.2.2 (fourth bullet point) to make it clear that, whilst no longer being precluded from membership of the Standards Committee, Group Leaders won't be able to play any part in hearing a complaint where they have conducted a Stage 1 investigation. The fourth bullet point in Article 9.2.2, will read:

- The leader of a political group who has been appointed to the Standards Committee may not take part in an agenda item to hear a complaint about a councillor, where they have conducted the Stage 1 investigation of the complaint.

(b) Article 10 - Consultative Committees and Forums

Civic Board

REMOVE reference to 'demolition of the former Civic Offices' as follows:

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.

(c) Constitution - Part 3 - Responsibility for Functions

Traffic Management Sub-Committee

DELETE Local Sustainable Transport Fund (LSTF) Cross Boundary Councillor Steering Group from the Sub-Committee's terms of reference as follows:

- "(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"

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. Background Papers

11.1. There are none.

Appendices

1. Responsibility for Functions – Terms of Reference of Council and Committees, as set out in Part 3 of the Constitution
2. Standards Committee's and Consultative Committees' and Forums' terms of reference as set out in Articles 9 & 10 of the Constitution respectively

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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;
 - Statement of Licensing Policy;
 - 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) Approving the annual statement of accounts.
- (22) Receiving the external auditor's annual report.
- (23) To receive a report from the Audit & Governance Committee assessing its performance, which would include how it had complied with the CIPFA position statement and discharged its responsibilities.
- (24) 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;
- (25) 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);
- (26) 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;
- (27) 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

- (28) To change the name of the council or its wards under Section 74 of the Local Government Act 1972;
- (29) To confer the title of Freedom of the Borough and Honorary Alderman under Section 249 of the Local Government Act 1972;
- (30) To appoint an electoral registration officer under Section 8(2) of the Representation of the People Act 1983;
- (31) To appoint a returning officer for Local Government elections under Section 35 of the Representation of the People Act 1983;
- (32) To divide constituencies into polling districts under Section 18 of the Representation of the People Act 1983;
- (33) To divide wards and parliamentary constituencies into polling districts at local government elections under Section 31 of the Representation of the People Act 1983;
- (34) To declare vacancy in office in certain cases under Section 86 of the Local Government Act 1972;
- (35) 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;
- (36) 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 13.3 of Article 13) for the following functions and services:
 - Appointments to outside bodies
 - Business and financial planning
 - Changes to Fees and Charges
 - 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) Changes to Fees and Charges.
- (10) 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) Changes to Fees and Charges.
- (7) 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) Changes to Fees and Charges.
- (7) 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.

This Committee will act as the Council's statutory licensing committee under Section 6 of the Licensing Act 2003 and referenced in Section 154 of the Gambling Act 2005 and will discharge the functions reserved to the Committee under those two Acts.

The Committee is also set up under Sections 101 and 102 of the Local Government Act 1972 to exercise any other licensing and registration functions not specified in the Licensing Act 2003 and the Gambling Act 2005, which include, but are not limited to, those responsibilities listed in the Local Authorities (Functions and Responsibilities) Regulations, 2000.

Under Section 6(1) of the Licensing Act 2003, the Committee must have at least 10, but no more than 15, members.

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.

The Committee and Sub-Committees will operate in accordance with the Licensing Act 2003 (Hearings) Regulations 2005 when determining matters under the Licensing Act 2003.

- 2. Subject to officer delegations, 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.

The Committee and Sub-Committees will operate in accordance with Gambling Act 2005 (Proceedings of Licensing Committees and Subcommittees) (Premises Licences and Provisional Statements) (England and Wales) Regulations 2007 when determining matters under the Gambling Act 2005.

- 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 determine appeals against decisions taken by the Assistant Director of Planning, Transport & Public Protections Services under delegated authority 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.

The Committee and Sub-Committees will follow its local procedure in accordance with the Standing Orders set out in the Constitution when making decisions on all those licensing and regulatory functions, which are not being considered under the Licensing Act 2003 and Gambling Act 2005.

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 by 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 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.

Statement of purpose

The Audit and Governance Committee's purpose is to provide an independent and high-level focus on the adequacy of governance, risk and control arrangements. Its role in ensuring there is sufficient assurance over governance, risk and control gives greater confidence to all those charged with governance that those arrangements are effective.

The committee has oversight of both internal and external audit, together with the financial and governance reports, helping to ensure there are adequate arrangements in place for both internal challenge and public accountability.

Governance, risk and control

- To review RBC's corporate governance arrangements against the good governance framework, including the ethical framework, and consider the local code of governance.
- To monitor the effective development and operation of risk management in the council.
- To monitor progress in addressing risk-related issues reported to the committee.
- To consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.

- To consider reports on the effectiveness of financial management arrangements, including compliance with CIPFA's Financial Management Code.
- To consider RBC's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.
- To review the assessment of fraud risks and potential harm to the council from fraud and corruption.
- To monitor the counter-fraud strategy, actions and resources.
- To review the governance and assurance arrangements for significant partnerships or collaborations.

Financial and governance reporting

Governance reporting

- To review the AGS prior to approval and consider whether it properly reflects the risk environment and supporting assurances, including the head of internal audit's annual opinion.
- To consider whether the annual evaluation for the AGS fairly concludes that governance arrangements are fit for purpose, supporting the achievement of RBC's objectives.

Financial reporting

- To monitor the arrangements and preparations for financial reporting to ensure that statutory requirements and professional standards can be met.
- To review 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.
- To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.

Arrangements for audit and assurance

To consider RBC's framework of assurance and ensure that it adequately addresses the risks and priorities of the council.

External audit

- To support the independence of external audit through consideration of the external auditor's annual assessment of its independence and review of any issues raised by PSAA or the authority's auditor panel as appropriate.
- To consider the external auditor's annual letter, relevant reports and the report to those charged with governance.
- To consider specific reports as agreed with the external auditor.
- To comment on the scope and depth of external audit work and to ensure it gives value for money.
- To consider additional commissions of work from external audit.
- To advise and recommend on the effectiveness of relationships between external and internal audit and other inspection agencies or relevant bodies.
- To provide free and unfettered access to the audit committee chair for the auditors, including the opportunity for a private meeting with the committee.

Internal audit

- To approve the internal audit charter.
- To review proposals made in relation to the appointment of external providers of internal audit services and to make recommendations.
- To approve the risk-based internal audit plan, including internal audit's resource requirements, the approach to using other sources of assurance, and any work required to place reliance upon those other sources.
- To approve significant interim changes to the risk-based internal audit plan and resource requirements.

- To make appropriate enquiries of both management and the head of internal audit to determine if there are any inappropriate scope or resource limitations.
- To consider any impairments to the independence or objectivity of the head of internal audit arising from additional roles or responsibilities outside of internal auditing and to approve and periodically review safeguards to limit such impairments.
- To consider reports from the head of internal audit on internal audit's performance during the year, including the performance of external providers of internal audit services. These will include:
 - updates on the work of internal audit, including key findings, issues of concern and action in hand as a result of internal audit work
 - regular reports on the results of the QAIP
 - reports on instances where the internal audit function does not conform to the PSIAS and LGAN, considering whether the non-conformance is significant enough that it must be included in the AGS.
- To consider the head of internal audit's annual report, including:
 - the statement of the level of conformance with the PSIAS and LGAN and the results of the QAIP that support the statement (these will indicate the reliability of the conclusions of internal audit)
 - the opinion on the overall adequacy and effectiveness of RBC's framework of governance, risk management and control, together with the summary of the work supporting the opinion (these will assist the committee in reviewing the AGS).
- To consider summaries of specific internal audit reports as requested.
- To receive reports outlining the action taken where the head of internal audit has concluded that management has accepted a level of risk that may be unacceptable to RBC or there are concerns about progress with the implementation of agreed actions.
- To contribute to the QAIP and in particular to the external quality assessment of internal audit that takes place at least once every five years.
- To consider a report on the effectiveness of internal audit to support the AGS where required to do so by the accounts and audit regulations.
- To provide free and unfettered access to the audit committee chair for the head of internal audit, including the opportunity for a private meeting with the committee.

Accountability arrangements

- To report to those charged with governance on the committee's findings, conclusions and recommendations concerning the adequacy and effectiveness of their governance, risk management and internal control frameworks, financial reporting arrangements and internal and external audit functions.
- To report to full council on a regular basis on the committee's performance in relation to the terms of reference and the effectiveness of the committee in meeting its purpose.
- To publish an annual report on the work of the committee, including a conclusion on the compliance with the CIPFA Position Statement.

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.
- (10) Delegations to Officers

The Health and Wellbeing Board has made delegations to the Executive Director – Communities & Adult Social Care, as follows:

- (a) to respond on behalf of the Health & Wellbeing Board to consultations on the Buckinghamshire, Oxfordshire and Berkshire West Integrated Care Board Annual Report and NHS England performance assessment of the Buckinghamshire, Oxfordshire and Berkshire West Integrated Care Board, in consultation with the Chair of the Board.
- (b) to approve Better Care Fund performance submissions that fall outside of the Health and Wellbeing Board's meeting timetable, in consultation with the Chair of the Board.
- (c) to enter into Section 75 (Health Act 2006) agreements that support the delivery of Better Care Fund plans, in consultation with the Lead Councillors for Adult Social Care and Education & Public Health and the Assistant Director of Legal and Democratic Services.
- (d) authority to sign off Better Care Fund returns in consultation with the Lead Councillor for Education & Public Health and the Lead Councillor for Adult Social Care.

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 Councillors 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
- A representative from the Berkshire West GP Leadership Group

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.

JOINT BERKSHIRE PROSPERITY BOARD

1. Functions

The Joint Committee will discharge on behalf of the Participating Local Authorities the functions listed below related to promoting economic prosperity in Berkshire:

- 1.1 Develop a shared, Berkshire-wide vision for inclusive and sustainable economic prosperity, together with a set of practical thematic priorities, that addresses the strategic challenges and opportunities that the area faces.
- 1.2 Agree to and making funding applications and/or investment bids to external bodies, in relation to economic prosperity for the benefit of the Berkshire.
- 1.3 Provide direction to the nominated Local Authority acting as the Accountable Body on the allocation of any funding awards/government grants received to appropriate projects for the benefit of the geographical area of the participating local authorities, including, where

applicable, approving the approach to the procurement to be undertaken by Accountable Body Local Authority

- 1.4 Represent the participating local authorities in discussions and negotiations with regional bodies, national bodies, central government inward investors and others on matters relating to investment and funding for the benefit of Berkshire.
- 1.5 Co-ordinate work across the six participating authorities and other Berkshire Committees, networks, and other statutory providers where this can help to promote inclusive and sustainable prosperity and the delivery of priorities across the six programme themes.
- 1.6 Representing the participating local authorities in discussions and negotiations with regional bodies, national bodies and central government on matters relating to economic prosperity for the benefit of the local government areas of the participating authorities.
- 1.7 Provide the appropriate governance, accountability, and delivery mechanisms for any future Government funding and programme support, that could arise from the integration of the LEP, from future growth funding, from UKSPF Berkshire Wide programmes and from any subsequent devolution funding.
- 1.8 Seek to influence and align government investment in Berkshire in order to boost economic growth within the local government areas of the participating authorities.
- 1.9 Agree and approve any additional governance structures as related to the Joint Committee, or any sub-Committees formed by the Joint Committee.
- 1.10 Invite representatives of key stakeholders such as business associations, government agencies, the further education sector, higher education sector, schools, voluntary sector, and health sector to engage with the business of the Joint Committee including by attending meetings and commenting on proposals and documents.

2. Membership and Quorum

- 2.1 The membership will comprise of six members with each participating Local authority appointing one person to sit on the Joint Committee as a voting member.
- 2.2 Each participating local authority will make a suitable appointment in accordance with its own constitutional requirements. It is anticipated that, where practicable, the leader of each participating local authority will be appointed to the Joint Committee.
- 2.3 Where a participating Local authority does not operate executive arrangements, the appointment of a voting member will be in accordance with the local authority's own procedures. It is envisaged that this will usually be one of its senior councillors.
- 2.4 In all cases, the appointed person must be an elected member (or their Deputy), of the council of the appointing participating local authority. Appointments will be made for a maximum period not extending beyond each member's remaining term of office as a councillor, and their membership of the Joint Committee will automatically cease if they cease to be an elected member of the appointing participating local authority.
- 2.5 Members of the Joint Committee are governed by the provisions of their own Council's Codes and Protocols including the Code of Conduct for Members and the rules on Disclosable Pecuniary Interests.
- 2.6 Each participating local authority will utilise existing mechanisms for substitution as laid down in their own Standing Orders. Continuity of attendance is encouraged.

- 2.7 Where a participating local authority wishes to withdraw from membership of the Joint Committee this must be indicated in writing to each of the Committee members. A six month notice period must be provided.
- 2.8 The quorum for the Joint Committee is **six** members. If the Joint Committee is not quorate it cannot transact any business. If there is no quorum at the time the meeting is due to begin, the start of the meeting will be delayed until a quorum is achieved. If no quorum is achieved after 30 minutes has elapsed, the Committee secretary will advise those present that no business can be transacted, and the meeting will be cancelled.
- 2.9 CEOs or their deputy will attend meetings in an advisory and supporting capacity.

3. Chair and Vice-Chair

- 3.1 The Chair of the Joint Committee will be appointed for 12 months and will rotate in turn between the six participating local authorities.
- 3.2 Unless otherwise unanimously agreed by the Joint Committee, each participating local authority's appointed person will serve as chair for 12 months at a time. Where the incumbent Chair ceases to be a member of the Joint Committee, the individual appointed by the relevant local authority as a replacement will serve as Chair for the remainder of the 12 months as chair.
- 3.3 The Joint Committee will also appoint a Vice-Chair from within its membership on an annual basis to preside in the absence of the Chair. This appointment will also rotate in a similar manner to the Chair.
- 3.4 At its first meeting, the Joint Committee will draw up the rotas for Chair and Vice-Chair respectively as well as the meeting schedule for the year.
- 3.5 Where neither the Chair nor Vice-Chair are in attendance, the Joint Committee will appoint a Chair to preside over the meeting where they are quorate.
- 3.6 In the event of any disagreement as the meaning or application of these Rules, the decision of the Chair shall be final.

4. Sub-Committees

- 4.1 The Joint Committee may establish sub-committees to undertake elements of its work if required.
- 4.2 Any such sub-committee may not make a decision unless:
1. That decision has been delegated to it by the Joint Committee, and
 2. Such decisions are made unanimously as provided elsewhere in these Rules.

5. Delegation to officers

- 5.1 The Joint Committee may delegate specific functions to officers of any of the participating local authorities.
- 5.2 Any such delegation may be subject to the requirement for the officer to consult with or obtain the prior agreement of an officer (or officers) of the other participating local authorities.
- 5.3 It may also be subject to the requirement for the officer with delegated authority to consult with the Chair of the Joint Committee and the Leaders of the one or more participating local authorities before exercising their delegated authority.

6. Administration

- 6.1 Clerking support for the Joint Committee, and accommodation for meetings, will be managed in the first year by Bracknell Forest Council working with the Chair and Vice-Chair.
- 6.2 At its first meeting, the Joint Committee will agree the rotas for Chair and Vice-Chair respectively as well as the meeting schedule for the year.
- 6.3 In the first year, Authorities will where possible support the Joint Committee in kind by taking on responsibilities such as communications and clerking.

7. Financial matters

- 7.1 In the first year the costs of managing the Joint Committee will be contained within existing budgets and using an element of the shared prosperity fund. Beyond the first year, Council's will work within available budgets and funding sources.
- 7.2 When making a decision which has financial consequences, the Joint Committee will follow the relevant provisions of the Financial Procedure Rules of the Accountable Body Local Authority.
- 7.3 Where authorities are delegated funds to undertake work by the Prosperity Board, they follow their own contract procedure rules. Authorities will need to provide the accountable body with information to enable them to monitor that, spend is within budget and consistent with the outcomes required by the Prosperity Board.

8. Agenda management

- 8.1 Subject to 8.2, all prospective items of business for the Joint Committee shall be agreed by a meeting of the Chief Executives of the participating local authorities or their authorised representatives.
- 8.2 It will be the responsibility of each report author to ensure that the impacts on all participating local authorities are fairly and accurately represented in the report. They may do this either by consulting with the monitoring officer and chief finance officer of each participating local authority or by some other appropriate method.
- 8.3 In pursuance of their statutory duties, the monitoring officer and/or the chief financial officer of any of the participating local authorities may include an item for consideration on the agenda of a meeting of the Joint Committee, and, may require that an extraordinary meeting be called to consider such items.
- 8.4 Each participating local authority operating executive arrangements will be responsible for considering whether it is necessary to treat prospective decisions as 'key- decisions' and follow any steps required by law such as inclusion in any Forward Plan. Each participating local authority operating a Committee system will apply its local non statutory procedures.

9. Meetings

- 9.1 The Joint Committee will meet in-person, face to face quarterly and as required to fulfil its functions.
- 9.2 A programme of meetings at the start of each Municipal Year will be scheduled and included in the Calendar of Meetings for all participating local authorities.
- 9.3 Access to meetings and papers of the Joint Committee by the press and public is subject to Part 5A of the Local Government Act 1972 and to the Openness of Local Government Bodies Regulations 2014.

10. Notice of meetings

- 10.1 On behalf of the Joint Committee, the Committee secretary will give notice to the public of the time and place of any meeting in accordance with Part 5A of the 1972 Act.
- 10.2 At least five clear working days in advance of a meeting the secretariate to the Joint Committee will publish the agenda via the website of secretariate's authority and provide the documentation and website link to the participating local authorities to enable the information to be published on each Participating Local authority's website. "Five Clear Days" does not include weekends or national holidays and excludes both the day of the meeting and the day on which the meeting is called.
- 10.3 The secretary to the Joint Committee will arrange for the copying and distribution of papers to all Members of the Committee.

11. Public participation

- 11.1 Unless considering information classified as 'exempt' or 'confidential' under the 1972 Act, all meetings of the Joint Committee shall be held in public.
- 11.2 Public representations and questions are permitted at meetings of the Joint Committee. Notification must be given in advance of the meeting indicating by 12 noon on the last working day before the meeting the matter to be raised and the agenda item to which it relates. Representatives will be provided with a maximum of 3 minutes to address the Joint Committee.
- 11.3 The Chair shall have discretion to determine the number of speakers per agenda item and to extend the time allowed for addressing the Joint Committee.
- 11.4 Where the number of public representations exceed the time / number allowed, a written response will be provided or the representation deferred to the next meeting of the Joint Committee if appropriate.
- 11.5 The Joint Committee may also invite special representatives of stakeholders such as business associations, government agencies such as DWP or Jobcentre Plus, the further education sector, voluntary sector, and health sector to take an interest in the business of the Committee including by attending meetings and commenting on proposals and documents.
- 11.6 The Chair shall have discretion to regulate the behaviour of all individuals present at the meeting in the interests of the efficient conduct of the meeting.

12. Councillor participation

- 12.1 Any elected member of any of the participating local authorities who is not a member of the Joint Committee may ask a question or address the Committee with the consent of the Chair.

13. Business to be transacted

- 13.1 Standing items for each meeting of the Joint Committee will include the following:
- Minutes of the Last Meeting
 - Apologies for absence
 - Declarations of Interest
 - Provision for public participation
 - Substantive items for consideration

13.2 The Chair may vary the order of business and take urgent items their discretion. The Chair should inform the Members of the Joint Committee prior to allowing the consideration of urgent items.

13.3 An item of business may not be considered at a meeting unless:

- (i) A copy of the agenda included the item (or a copy of the item) is open to inspection by the public for at least five clear days before the meeting; or
- (ii) By reason of special circumstances which shall be specified in the minutes the Chair of the meeting is of the opinion that the item should be considered at the meeting as a matter of urgency.

13.4 “Special circumstances” justifying an item being considered as a matter of urgency will relate to both why the decision could not be made at a meeting allowing the proper time for inspection by the public as well as why the item or report could not have been available for inspection for five clear days before the meeting.

14. Extraordinary meetings

14.1 Arrangements may be made following consultation with Chair of the Joint Committee to call an extraordinary meeting of the Joint Committee. The Chair should inform the appointed Members prior to taking a decision to convene an extraordinary meeting.

14.2 The business of an extraordinary meeting shall be only that specified on the agenda.

15. Cancellation of meetings

15.1 Meetings of the Joint Committee may, after consultation with the Chairman, be cancelled if there is insufficient business to transact or some other appropriate reason warranting cancellation. The date of meetings may be varied after consultation with the Chairman and appointed members of the Joint Committee, in the event that it is necessary for the efficient transaction of business.

16. Rules of debate

16.1 The rules of debate in operation in the Chair’s authority shall apply.

17. Request for determination of business

17.1 Any member of the Joint Committee may request at any time that:

- The Joint Committee move to vote upon the current item of consideration.
- The item be deferred to the next meeting.
- The item be referred back to a meeting of the Chief Executives of the participating local authorities for further consideration
- The meeting be adjourned.

17.2 The Joint Committee will then vote on the request.

18. Urgency procedure

18.1 Where the Chair (following consultation with the appointed Members of the Joint Committee) is of the view that an urgent decision is required in respect of any matter within the Joint Committee’s functions and that decision would not reasonably require the calling of an Extraordinary Meeting of the Joint Committee to consider it and it cannot wait until the next Ordinary Meeting of the Joint Committee, then they may request in writing the Chief Executive

of each participating local authority (in line with pre-existing delegations in each local authority's Constitution) to take urgent action as is required within each of the constituent local authorities.

19. Voting

- 19.1 It is proposed that each local authority will decide whether a decision made at the Prosperity Board is a key decision and treat it according to the criteria within its own constitution. .
- 19.2 Where a vote is required it will be on the basis of one vote per local authority member . The Chair will take the vote by show of hands.
- 19.3 Decisions shall be decided by a unanimous vote where all six Members or member deputies are present and agree.
- 19.4 Where, immediately after a vote is taken at a meeting, if any Member so requests, there shall be recorded in the minutes of the proceedings of that meeting whether the person cast his / her vote for or against the matter or whether he/ she abstained from voting.

20. Minutes

- 20.1 At the next suitable meeting of the Joint Committee, the Chairman will move a motion that the minutes of the previous meeting be agreed as a correct record. The meeting may only consider the accuracy of the minutes and cannot change or vary decisions taken at a previous meeting as a matter arising out of the minutes.
- 20.2 Once agreed, the Chairman will sign them.
- 20.3 There will be no item for the approval of minutes of an ordinary Joint Committee meeting on the agenda of an extraordinary meeting.

21. Exclusion of the public and press

- 21.1 Members of the public and press may only be excluded from a meeting of the Joint Committee either in accordance with the 1972 Act or in the event of disturbance.
- 21.2 A motion may be moved at any time for the exclusion of the public from the whole or any part of the proceedings. The motion shall specify by reference to Section 100(A) Local Government Act 1972 the reason for the exclusion in relation to each item of business for which it is proposed that the public be excluded. The public must be excluded from meetings whenever it is likely, in view of the nature of business to be transacted, or the nature of the proceedings that confidential information would be disclosed.
- 21.3 If there is a general disturbance making orderly business impossible, the Chairman may adjourn the meeting for as long as he/she thinks is necessary.
- 21.4 Background papers will be published as part of the Joint Committee agenda and be made available to the public via the website of each authority.

22. Overview and Scrutiny

- 22.1 Decisions of the Joint Committee which relate to the executive functions of a participating local authority will need to be in accordance with each of the six local authority's own democratic scrutiny procedures for agreement before implementation.
- 22.2 Decisions of the Joint Committee which relate to the executive functions of a participating local authority will be subject to scrutiny and 'call -in' arrangements (or such other arrangements

equivalent to call-in that any participating local authority operating a Committee system may have) as would apply locally to a decision made by that participating local authority acting alone

- 22.3 No decision should be implemented until such time as the call-in period has expired across all of the participating local authorities.
- 22.4 Where a decision is called in, arrangements will be made at the earliest opportunity within the participating local authority where the Call-In had taken place for it to be heard.
- 22.5 Any decision called in for scrutiny before it has been implemented shall not be implemented until such time as the call-in procedures of the participating local authority concerned have been concluded.

23. Access to minutes and papers after the meeting

- 23.1 On behalf of the Joint Committee, the secretariate will make available copies of the following for six years after the meeting:
 - (i) the minutes of the meeting and records of decisions taken, together with reasons, for all meetings of the Joint Committee, excluding any part of the minutes of proceedings when the meeting was not open to the public or which disclose exempt or confidential information.
 - (ii) the agenda for the meeting; and
 - (iii) reports relating to items when the meeting was open to the public.

24. Dispute Resolution

- 24.1 Where any dispute arises within the Joint Committee in connection with this arrangements, the Partners must use their best endeavours to resolve that dispute within the Joint Committee in accordance with the Terms of Reference.
- 24.2 Where any dispute is not resolved under Clause 25.1 on an informal basis, any participating member of the Joint Committee may convene an extraordinary meeting of the Joint Committee to attempt to resolve the dispute.
- 24.3 Where any dispute is not resolved under Clause 25.1 or 25.2, the Joint Committee can appoint an independent mediator to attempt to resolve the dispute. The cost of mediation will be borne in equal shares between parties involved in the dispute.
- 24.4 Where any dispute remains unresolved The Joint Committee will commission an independent review. The Joint Committee will abide by the independent review findings.
- 24.5 The cost will be borne in equal shares between parties involved in the dispute.

25. Amendment of these Rules

- 25.1 These Rules shall be agreed by the Joint Committee at its first meeting. Any amendments shall be made by the Joint Committee, following consultation with the monitoring officers of the participating local authorities. Note that Rule 1 (Functions) may only be amended following a formal delegation from each of the participating local authorities.
- 25.2 These rules and arrangements shall be reviewed every 12 months at the start of the new Chair and Vice-Chair term.

26. Special Representatives

The Functions and Procedure Rules for the Joint Committee set out that there will be a select number of 'special representatives' invited to attend meetings to 'influence' the work of the Committee as and when appropriate. These will be drawn from the following sectors and institutions: for example, Chamber of Commerce, LEP, emergency services, voluntary sector and businesses.

Article 9 - The Standards Committee

LOCAL STANDARDS COMMITTEE - TERMS OF REFERENCE AND STANDING ORDERS

9.1 Standards Committee

9.1.1 The Standards Committee is appointed by Council at its Annual Meeting

9.1.2 The purpose of the Standards Committee is to oversee and develop the Council's ethical framework which includes, but is not limited to, the following policies:

Councillor Code of Conduct

Overall standards of conduct and ethics of Members and co-opted Members of the Council

Arrangements for Dealing with Allegations of Misconduct (the "Arrangements Document")

Staff Code of Conduct

Planning Code of Conduct

Handling Arrangements for the Council's Developments Policy

Member Officer Protocol

Policies in relation to Gifts and Hospitality

9.1.3 The Standards Committee may establish sub-committees and determine procedures for the operation of these sub-committees.

9.2 Composition

(a) Political Balance

9.2.1 The Councillor membership of the Standards Committee will comply with the political balance rules in Section 15 of the Local Government and Housing Act 1989.

(b) Membership

9.2.2 The Standards Committee will be composed of:

- Seven Councillors, subject to each registered political group on the Council having an entitlement to at least one seat;
- At least one, and no more than three, co-opted Independent Member(s) (persons who are not a Councillor or an officer of the Council or who are not disqualified from being a Member of a Committee of the Council under Section 104 of the Local Government Act 1972
- Each political group may nominate named substitute members and those Councillors may attend in the place of appointed Councillors provided that they have received training similar to that received by members of the Committee
- The leader of a political group who has been appointed to the Standards Committee may not take part in an agenda item to hear a complaint about a councillor where they have conducted the Stage 1 investigation of the complaint.

(c) Chairing the Committee

9.2.3 The Council will appoint an Independent Member of the Committee to be its Chair.

(d) Quorum

9.2.4 The quorum of the Standards Committee shall be three Members, subject to Councillors from more than one political group being present.

9.2.5 The quorum of any sub-committee of the Committee shall be two members.

(e) Voting

9.2.6 Decisions by the Standards Committee shall be reached by a simple majority vote.

(f) Calling of Meetings

9.2.7 Meetings of the Standards Committee may be called by:

- the Head of Paid Service, or
- the Monitoring Officer, or
- the Leader of the Council, or
- the Leader of any registered political Group on the Council, or
- the Chair of the Standards Committee, or
- a petition signed by at least one fifth of the Councillors serving on the Council (ie ten Councillors)

9.2.8 The meeting will be held in public, under the access to information provisions of Section 100(A) of the Local Government Act 1972. The press and public may be excluded from meetings only where confidential or exempt information is being considered, as defined in the Council's Access to Information Procedure Rules (in part 4 of the Constitution), and subject to the passage of the necessary resolution.

9.3 Role and Function

9.3.1 The general terms of reference of the Standards Committee are to be:

1. To advise and support the Council in meeting its statutory duty of promoting and maintaining high standards of conduct by Councillors and co-opted Members of the authority
2. To assist Councillors and co-opted members of the Council to observe the local Member Code of Conduct, and to promote standards of behaviour and conduct by Members which is consistent with the seven principles of public life.
3. To maintain the Arrangements Document, to oversee its effectiveness and direct the Monitoring Officer to publish amendments or revisions
4. To receive and consider reports from the Monitoring Officer made under the Council's Member complaints process, concerning allegations made about Members involving a breach of the local Member Code of Conduct, and/or other associated Council protocols, in particular the Planning code of conduct and the Protocol on Member/Officer Relations.
5. To develop the ethical framework of the Council.
6. To monitor the probity and propriety of all aspects of Council business.
7. To advise the Council on the adoption or amendment of local codes of conduct and associated protocols and to monitor their effectiveness.
8. To make recommendations to the Council on any matters or issues relating to probity, propriety and general conduct where the Panel considers it appropriate to do so in the interests of maintaining the highest standards in the carrying out of the Council's functions.
9. To refer any matter considered by the Committee for investigation by the Council's Chief Auditor (or other appropriate officer) or the Council's external auditors as it sees appropriate; the Committee may also refer any such matter to the relevant Political Group(s) for their consideration.
10. To advise, train or arrange to train Councillors, co-opted members and church and parent governor representatives on matters relating to the local Member Code of Conduct and associated local protocols;
11. To oversee the training delivered to Councillors, co-opted members and church and parent governor representatives to ensure that they are able to fulfil their functions effectively;
12. To promote, oversee and monitor the register of interests of Councillors and co-opted Members of the authority, and their disclosure and declaration of disclosable pecuniary interests;

13. To grant dispensations to Councillors, co-opted members and church and parent governor representatives from requirements relating to interests set out in the Members' Code of Conduct.
14. To consider any other matters as the Council refers to the Committee from time to time.

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 SAFEGUARDING BOARD & CHILDREN'S SAFEGUARDING PARTNERSHIP

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 Safeguarding Board & Children's Safeguarding Partnership 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 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 Freeman 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. 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.

10. 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:

<https://yourvoicebob-icb.uk.engagementhq.com/21739/widgets/61805/documents/37123>

11. 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.

12. 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.

13. CORPORATE PARENTING PANEL

The function of Corporate Parenting

'Corporate Parenting' is the term used to refer to the collective responsibility of the Council and our partner agencies to provide the best possible care and protection for children and young people who are 'Looked After'; that is, children and young people for whom the authority has, or shares, parental responsibility, or for whom the Authority provides care and accommodation on behalf of their parents.

The Authority also has a duty and responsibility towards care experienced young people aged 16 to 25 years.

Reading Borough Council supports the view set out by the Department for Education regarding Corporate Parenting principles, which states:

'The role that councils play in looking after children is one of the most important things they do. Local authorities have a unique responsibility to the children they look after and their care experienced young people (relevant and former relevant children) ... and the critical question that local authorities should ask in adopting such an approach is: 'would this be good enough for my child?''

We believe that children and young people in care have the same needs – to be loved, cared for, and feel safe – as other children. We also recognise that many Children Looked After (CLA) have suffered abuse or neglect prior to coming into care and it is important that this is addressed whilst they are kept safe and their education, health and care needs are met. Children looked after and care experienced young people face unique challenges and we are committed to ensuring that our corporate parenting principles are embedded in the wider work of Reading Borough Council, so that we can work collectively to help our children looked after and our care experienced young people to address these challenges.

It is our role as corporate parents to advocate on behalf of our children looked after and our care experienced young people, and to empower them to make their own decisions in preparation for adulthood. We want all our children and young people looked after and care experienced young people to achieve their full potential and to obtain the best possible outcomes, the same outcomes that we would want for our own children.

In Reading Borough the delivery of care to children looked after and care experienced young people, is largely delegated to Children's Services functions within Brighter Futures for Children. The leadership responsibility for corporate parenting rests with the Chief Executive of the Council and as a key element of their statutory duties, the Director of Children's Services, and the Lead Member for Children. However, all elected members and council employees, regardless of the department they are employed within, share corporate parenting responsibility for Reading's children looked after and care experienced young people.

The responsibility for corporate parenting also extends to partner agencies such as Police, Housing, Health, and schools, who, through s.10 of the Children Act 2004, have a duty to co-operate with the Council in meeting the needs of cared for and care experienced children and young people. The Headteacher of the Virtual School also has a statutory responsibility to promote the education of children looked after, and children who were previously looked after.

All sections within a local authority and all elected members have a responsibility and a positive role to play in enriching the lives of children and young people who are looked after by the authority, and their care experienced young people.

As corporate parents for our children looked after and care experienced young people, we share responsibility for ensuring that all children looked after receive a good standard of care and are able to achieve the high-quality outcomes that every parent would want for their own children or children within their family¹.

The key corporate parenting principles which local authorities should have regard to when exercising their functions in relation to looked after children and young people² are captured in our corporate parenting aims. We are committed to ensuring that children looked after by Brighter Futures for Children are able to enjoy childhoods in which they are safe, well cared for and supported to achieve their full potential. In order for them to achieve this we are committed to:

- Acting in the best interests of our children and young people and promoting their physical and mental health and wellbeing.
- Encouraging our children and young people to express their views, wishes and feelings
- Taking children and young people's views wishes and feelings into account.
- Supporting our children and young people to access and make the best use of services provided by Brighter Futures for Children, Reading Borough Council, and our partner agencies.
- Promoting high aspirations for our children and young people and seeking to secure the best outcomes for them.
- Ensuring that our children and young people are kept safe and enabled to experience stability in their home lives, relationships and education or work.
- Preparing our children and young people for adulthood and independent living.

The role of the Corporate Parenting Panel

The Corporate Parenting Panel will take a key role in monitoring and evaluating the services provided to Reading's children and young people looked after and care experienced young people, in order to ensure that Brighter Futures for Children is, on behalf of Reading Borough Council, meeting our corporate parenting responsibilities to a high standard.

¹ This collective responsibility is laid out in the Children Act 1989. Government guidance for Councillors, *'If this were my child'* (DfES 2003)

² Outlined in The Children and Social Work Act 2017

The Panel will be directed and challenged by the Children in Care Council (Care2listen), Care Ambassadors (care experienced young people), and primary school aged children looked after (Care2havefun), who represent the care experienced population of Reading, to ensure that a positive impact is made, and that service delivery is making the differences that it is designed to achieve.

The Panel will:

- Promote a strong corporate parenting ethos and consider whether, and if so how, services need to be delivered differently to meet the needs of our care population as effectively as possible.
- At each Panel meeting the Participation Officer will support members of Care2listen to provide a summary report of the work that the Children in Care Council are undertaking, and share any comments, compliments and complaints made by children and young people in care.
- Corporate Parenting Panel will receive reports and representation from health and education colleagues who can assist the Panel in understanding the needs and experiences of children and young people in care and care experienced young people and help to promote service improvements and better outcomes for children and young people in care.
- Receive information from our Independent Reviewing Officer service to provide an insight into their knowledge of life in care for children in Reading, as well as from advocates, foster carers, social workers, volunteers, and other professionals.
- Consider key service reports that relate to our children and young people who are looked after and our care experienced young people. These will include (but will not be restricted to):

BFfC's annual Corporate Parenting Report
BFfC Voluntary Adoption Agency's annual report
BFfC Independent Fostering Agency's annual report
BFfC's Independent Reviewing Officer Service annual report
BFfC's annual Participation Report
Annual Health report
Annual Virtual School report.

- Ensure that a whole council approach is taken to the delivery and development of services for children and young people in care and care experienced young people.
- Celebrate the individual and collective successes of children and young people in care and care experienced young people.
- Monitor the development of, and adherence to, Brighter Futures for Children's Promises to Children and Young People in Care, and Reading's Care Experienced Young People's Charter.

The Panel will not:

- Manage work programmes or overseas specific pieces of work – acknowledging that operational management needs to be given the freedom to manage.
- Be focused on the delivery of specific services – the Panel will concentrate on 'the big picture'.
- Take responsibility for the outputs and outcomes of specific services – these are best monitored at the level of the specific organisations responsible for them.

- Be the main vehicle for the voice of looked after children and young people – this will be the responsibility of the Children in Care Council (Care2listen). The Panel will however regularly listen to and respect the views of individuals and the wider looked after children's community.

The role of our Children Looked After and Care Experienced young people who attend the Panel will:

- Represent the voices and share the views of Reading children and young people in care.
- Support and guide Panel members regarding the wishes and feelings of our children and young people in care.
- Share our young people's views on whether, and if so how, services need to be delivered differently to meet the needs of our care population as effectively as possible. This will include (but not be restricted to):

Activities and initiatives being developed by the council.
The design and delivery of services and strategic initiatives
The quality of services
Participation
The celebration of success.
Influence the decisions of Panel

Meetings:

Structure, management, and agenda of meetings

- The Corporate Parenting Panel will meet on a quarterly basis (4x yearly).
- The Panel will be chaired by the Lead Councillor for Children or in their absence by the vice chair.
- Administration to the Panel will be provided by Reading Borough Council.
- The Panel will agree an annual work programme which will align with its key priority areas:

Safeguarding
Engaging with and listening to our children and young people who are looked after
Assessment and planning
Placements
Education, training, and employment
Health and wellbeing
Leisure, culture, and life skills
Leaving care.

- Any papers for Panel consideration will be sent out to Panel members a minimum of 5 working days before each Panel meeting.

Membership of the Corporate Parenting Panel

Membership of the Brighter Futures for Children (Reading Borough Council) Corporate Parenting Panel will include:

- Elected members
- Senior officers from Brighter Futures for Children (see below)
- Senior officers from across the wider council (see below)

- Relevant strategic and operational leads from education and health (see below)
- Representative membership from key stakeholder groups (see below)
- A representative group of the children and young people who are looked after by BFfC and of our care experienced young people

(Please see further details attached in Appendix 1)

Quoracy

- While the Panel will welcome and benefit from the attendance of representatives from a range of stakeholder groups, including children and young people who are looked after by BFfC and care experienced young people, the Board is not a decision-making body, so a minimum quorum is not required.

Conduct

- The Panel and its members will operate in accordance with the standards of behaviour and principles required of RBC employees, as set out in the council's Code of Conduct; this will apply to both councillors and any persons appointed as a co-opted member of the Panel.

Note: These Terms of Reference will be reviewed after two Panel Meetings – ie in December 2023 and annually thereafter

Appendix 1 – Details of Membership of the Corporate Parenting Panel

Elected Members:

The Leader of the Council

Elected Members / Councillors with the chair of the panel being the Lead Councillor for Children.

Senior officers from Brighter Futures for Children:

Executive Director of Children's Services

Director of Children's Social Care

Head of Service, Corporate Parenting

Head of Service, Together for Families

Service Manager, Corporate Parenting

Service Manager, Conferencing, Reviewing and LADO

Brighter Futures for Children's, Children's Participation Officer

Brighter Futures for Children's Independent Fostering Agency Registered Manager

Senior Officers from across the wider council:

Chief Executive Officer of RBC

Head of Service for Housing

Assistant Director for Adults

Strategic and operational leads from education and health

Headteacher of the Virtual School

Designated Nurse for Safeguarding Children and Looked After

Named Nurse Child Protection, Royal Berkshire Foundation Trust

Stakeholders:

An approved foster carer representing the Reading Carers' Link

Representative membership from:

Thames Valley Police

Source (Drug and Alcohol Counselling Service)

DWP (Department of Work & Pensions)

Reading Leisure Services

Children Looked After and Care Experienced young people:

A minimum of 2 and a maximum of 4 children and young people who are looked after by BFfC and/or Reading care experienced young people.

14. PLANNING MANAGEMENT PANEL

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

15. 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

16. 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.

17. 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.

YEAR PLANNER: MUNICIPAL YEAR 2025-26

	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			SAT	SUN	BANK HOLIDAY			LSCA (prov)		SAT	SUN				LSCA (prov)		SAT	SUN				LSCA (prov) PSV		SAT	SUN	BANK HOLIDAY			LSCA (prov)		SAT		
						Con Lib Dem	Labour					Con Labour			Con?				Con Labour		Council (Annual Meeting)						PLNMP HT	PA.C HT	HT	HT			
JUNE	SUN		Con GS Labour Lib Dem	LSCB (prov)	MB (prov)	LJF ARTS						LSCA (prov)	#DM	SAT	SUN		#DQ		LSCA (prov) PSV		SAT	SUN				LSCA (prov) A&D		SAT	SUN				
				LSCA (prov)								CAST				Labour	MB (prov)	SRNF	Con				PLNMP Labour	Council	PA.C					STA.C			
JULY				LSCA (prov)	OPWG	SAT	SUN					SAT	SUN				CSP LSCA (prov) PSV		SAT	SUN						SAT	SUN				LSCA (prov)		
			ACE.C	SAC			Labour Lib Dem							Con GS Labour (prov)	PARP MB (prov)		AG.C	PERS.C				PLNMP POL.C	LSCB (prov)	PA.C									
AUG			SAT	SUN					SAT	SUN						SAT	SUN						SAT	SUN	BANK HOLIDAY			LSCA (prov)		SAT	SUN		
						LSCB (prov)							LSCB (prov)						LSCB (prov)					SAT	SUN								
SEPT				LSCA (prov) PSV		SAT	SUN					LSCA (prov)	SAT	SUN				LSCA (prov)		SAT	SUN					CSP		SAT	SUN				
	Lib Dem			CYCLE									A&D		Con GS							PARP	LSCB (prov) LSCA (prov)	SRNF	AG.C				Labour				
			LSCA (prov) PSV	#DM	SAT	SUN						SAT	SUN			LSCA (prov)	OPWG	SAT	SUN				LSCA (prov)		SAT	SUN					PSV		
OCT														Con GS Labour	Council	ACE.C					POL.C		MB (prov)					HT	LSCB (prov) HT	HT	HT	HT	
	SAC																																
NOV	SAT	SUN						SAT	SUN						SAT	SUN						SAT	SUN					CSP LSCA (prov) PSV AG.C (prov)		SAT	SUN		
			PLNMP Labour Lib Dem		PA.C	LSCB (prov)				Con GS Labour			HNL.C		LIC.C/ LSCB (prov)		POL.C	MB (prov)	SEPT.C	PERS.C				Labour		TM.SC							
DEC				LSCA (prov)		SAT	SUN					LSCA (prov)	SAT	SUN					PSV		SAT	SUN					XMAS DAY	BOXING DAY	SAT	SUN			
	PLNMP Lib Dem	CAST	PA.C	ARTS											Con GS	LSCB (prov)	POL.C						LSCB (prov)										
JAN '26	BANK HOLIDAY		SAT	SUN				LSCA (prov)		SAT	SUN					#DM H&WB	SAT	SUN		#DQ		LSCA (prov)		SAT	SUN				LSCA (prov) PSV			SAT	

KEY TO MEETINGS ON 2025-26 YEAR PLANNER

<u>BODIES</u>	<u>KEY</u>	<u>START TIME</u>	<u>BODIES</u>	<u>KEY</u>	<u>START TIME</u>
Access & Disabilities Working Group	A&D	2.00pm	Licensing Applications Committee	LIC.C	6.30pm
Adult Social Care, Children's Services & Education Committee	ACE.C	6.30pm	Licensing Applications Sub-Committee A	LSCA	9.30am
Arts & Heritage Forum	ARTS	6.00pm	Licensing Applications Sub-Committee B	LSCB	5.00/6.30pm
Audit & Governance Committee	AG.C	6.30pm	Local Joint Forum	LJF	5.00pm
Cleaner Air & Safer Transport Forum	CAST	6.30pm	Member Briefing Sessions	MB	6.30pm
Community Safety Partnership	CSP	9.30am	Older People's Working Group	OPWG	2.00pm
Conservative Group	Con	6.30pm	Parenting Panel	PARP	5.00pm
Conservative Group Spokespersons	Con GS	6.30pm	Personnel Committee	PERS.C	6.30pm
Council	Council	6.30pm	Planning Applications Committee	PA.C	6.30pm
Cycle Forum	CYCLE	6.30pm	Planning Management Panel	PLNMP	5.00pm
Deadline for receipt of Motions to Council	#DM	12 noon	Planning Site Visits	PSV	12.30pm
Deadline for receipt of Questions and Petitions to Council	#DQ	12 noon	Policy Committee	POL.C	6.30pm
Green Group	n/a	not diared	SACRE	SAC	6.00pm
Half Term	HT	n/a	Safer Reading Neighbourhood Forum	SRNF	6.30pm
Health & Wellbeing Board	H&WB	2.00pm	Standards Committee	STA.C	6.30pm
Housing, Neighbourhoods & Leisure Committee	HNL.C	6.30pm	Strategic Environment, Planning & Transport Committee	SEPT.C	6.30pm
Labour Group	Labour	7.00pm	Traffic Management Sub-Committee	TM.SC	6.30pm
Liberal Democrat Group	Lib Dem	7.00pm			

- NB:**
- 1. Group meetings are subject to confirmation by the Groups.**
 - 2. * HMD on 21 January 2026 is the Holocaust Memorial Day Reading event (tbc)**

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

<u>2024-25 Academic Year</u>	2 June – 23 July 2025 (Term 6)		
<u>2025-26 Academic Year</u>	4 September* – 24 October 2025 (Term 1)	3 November – 19 December 2025 (Term 2)	5 January – 13 February 2026 (Term 3)
	23 February – 27 March 2026 (Term 4)	13 April – 22 May 2026 (Term 5)	

* Wednesday 3 September 2025 is an inset (staff training) day for all Reading's community schools

READING BOROUGH COUNCIL
POLICY COMMITTEE - 21 MAY 2025

AGENDA

For a meeting to be held at the Town Hall, Reading, on the evening of Wednesday 21 May 2025, 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 2025-26**

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READING BOROUGH COUNCIL

LICENSING APPLICATIONS COMMITTEE - 21 MAY 2025

AGENDA

For a meeting to be held at the Town Hall, Reading, on the evening of Wednesday 21 May 2025, 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 - 21 MAY 2025

AGENDA

For a meeting to be held at the Town Hall, Reading, on the evening of Wednesday 21 May 2025, 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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