

To: Councillor Terry (Chair)
Councillors Leng, Barnett-Ward, Eden,
Emberson, Ennis, Gittings, Griffith, Nikulina,
Rowland, R Singh, Thompson, White and
Yeo

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30 May 2025

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NOTICE OF MEETING - POLICY COMMITTEE 9 JUNE 2025

A meeting of the Policy Committee will be held on Monday, 9 June 2025 at 6.30 pm in the Council Chamber, Civic Offices, Reading, RG1 2LU. The Agenda for the meeting is set out below.

1. CHAIR'S ANNOUNCEMENTS

2. DECLARATIONS OF INTEREST

3. MINUTES 3 - 8

4. DELEGATED DECISIONS 9 - 10

5. PETITIONS AND QUESTIONS

To receive any petitions from the public and any questions from the public and Councillors.

6. ADOPTION OF THE STATEMENT OF COMMUNITY INVOLVEMENT

BOROUGH WIDE 11 - 42

This report recommends adoption of the Statement of Community Involvement, a document which sets out how consultation will be undertaken on planning policy documents as well as other planning matters.

7. APPOINTMENTS TO OUTSIDE BODIES

BOROUGH WIDE 43 - 50

This report asks the Policy Committee to make appointments or nominations to outside bodies for the Municipal Year 2025/26, or longer where required.

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Agenda Item 3

POLICY COMMITTEE MEETING MINUTES - 7 APRIL 2025

Present: Councillor Terry (Chair);
Councillors Leng (Vice-Chair), Barnett-Ward, Emberson, Ennis, Griffith, McEwan, Thompson, White and Yeo

Apologies: Councillors Gittings, Rowland and R Singh

74. MINUTES

The Minutes of the meeting held on 17 March 2025 were agreed as a correct record and signed by the Chair.

75. DELEGATED DECISIONS

It was requested that the expected timescale for the delegated decision to be made be added to all the decisions.

76. PETITIONS AND QUESTIONS

Questions on the following matters were submitted by members of the public:

	<u>Questioner</u>	<u>Subject</u>	<u>Reply</u>
1.	Sue Sibany-King	Local Government Pension Scheme	Cllr Terry
2.	Sue Sibany-King	Local Government Pension Scheme	Cllr Terry

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

77. THAMES VALLEY POLICE

Matthew Barber, Thames Valley Police (TVP) Police & Crime Commissioner (PCC), Jason Hogg, TVP Chief Constable and Chief Superintendent Felicity Parker attended the meeting to give presentations and answer questions from members of the Committee.

The PCC summarised his areas of focus for 2025 which included information on funding, policing numbers, the increase in neighbourhood police officers, performance relating to the retail crime strategy and shoplifting, funding to the community safety partnership and tackling antisocial behaviour. The Chief Constable provided information on subjects including policing and staff numbers, improvements in recruitment and retention of staff, Force Review update and savings, development of the Neighbourhood Policing App and improvements in contact management performance. The presentation by the Chief Superintendent covered statistics for the Reading area for the 1 April 2024 to 31 March 2025 period, this included a 16% solved crime rate, work to tackle shoplifting, residential burglary, domestic abuse, and community work at Hexham Road Estate, Reading town centre and Coronation Square.

POLICY COMMITTEE MEETING MINUTES - 7 APRIL 2025

The Committee asked a number of questions on subjects which included on police resourcing and restructure, dealing with drug abusers and drug dealers, anti-social behaviour, illegal mooring, supporting Reading Water Festival, domestic abuse, vehicle crime, bicycle theft, diversity in the workplace, drug treatment services, Community Protection Notices, partnership working and attendance to meetings.

Resolved –

That the Thames Valley Police PCC, Chief Constable and Chief Superintendent thanked for their presentations.

78. FLEXIBLE RESPONSE SERVICE FOR ROUGH SLEEPING / HOUSING FIRST AND COUPLES MOVE-ON ACCOMMODATION 2025/26

The Committee received a report seeking approval for the Rough Sleeping Initiatives Team to award a 12-month extension to St Mungo's to deliver a Flexible Response Service for Rough Sleeping support contract and a Housing First and Couples Move-on Accommodation support contract.

The report explained that contracts continued to be grant funded by the Ministry for Housing, Communities and Local Government (MHCLG) via the Rough Sleeping Prevention and Recovery Grant (formerly named Rough Sleeping Initiative) and the Rough Sleeping Accommodation Programme (RSAP). The change in Government and delays in funding announcements created uncertainty around grant award and application process for 2025/26. An announcement had been made on the 18 December 2024 that no bidding process was required, and 2025/26 amounts were being awarded based on 2024/25 calculations.

The report noted that without prejudice scoping and costings negotiations for 2025/26 had been undertaken with existing provider St Mungo's and Value for Money regarding each contract value had been ensured. Extending contracts whilst awaiting future political and funding announcements, rather than undertaking a procurement exercise which would require extensive Officer resource across Council departments, provided value for money and was appropriate for these circumstances.

Revenue funding to continue these contracts beyond 4 June 2026 was uncertain. Central Government were expected to publish their new homelessness and rough sleeping strategy in Spring 2025. Overall grant funding amounts, guidance on how local authorities could bid and timelines for confirmation of award should follow. Once made clear, Officers would undertake an open tender exercise to procure support and accommodation contracts.

Resolved –

(1) That the Interim Assistant Director for Strategic Housing, Housing Needs and Communities, in consultation with the Lead Councillor for Housing, the Assistant Director for Legal and Democratic Services and the Director of Finance, be delegated to:

- a) Award a 12-month contract extension with St Mungo's for the provision of a Flexible Response Service for Rough Sleeping up to the value of £0.673m.**
- b) Award a 12-month contract extension with St Mungo's for the provision of Housing First and Couples Move-on Accommodation contract up to the value of £0.337m.**

79. DISPOSAL OF YEOMANRY HOUSE

The Committee considered a report on the outcome of a marketing exercise to dispose of the Yeomanry House and to dispose of the freehold interest on the terms set out in the associated report. The site was shown on a plan attached to the report at Appendix 1.

Yeomanry House had been declared surplus in accordance with the Council's Asset Strategy and was identified in the Capital Programme as a capital receipt targeted for 2025/26 and required to support the Council's Medium Term Financial Strategy.

The report explained that the property was a Grade 2 listed building and was previously used as the registry office. The property had been advertised as a suitable property for a variety of uses and, conditional and unconditional offers were sought. The site had been advertised on the open market through a local agent and with Reading Voluntary Action for a period of eight weeks. Five offers were received in total and the details of these, including tabulated summaries, were set out in the Confidential Appendices.

Following a comprehensive assessment it was proposed that the land be sold to Bidder A which was the highest offer and Best Consideration. The report noted that the other offers were either lower or carrying planning risk.

Resolved –

- (1) That authority be delegated to the Assistant Director of Property and Asset management to sell the property to Bidder A on the terms set out in confidential appendix;**
- (2) That if the purchaser did not perform to an acceptable timescale the Executive Director for Economic Growth and Neighbourhood Services be given delegated authority, in consultation with the Leader of the Council and the Lead Councillor for Planning & Assets, to:**
 - a) Agree a revised offer price and terms where appropriate which secure Best Consideration;**
 - b) Re-engage with other bidders as appropriate or remarket the property for disposal at Best Consideration.**

POLICY COMMITTEE MEETING MINUTES - 7 APRIL 2025

80. EXCLUSION OF THE PRESS AND PUBLIC

Resolved –

That pursuant to Section 100A of the Local Government Act 1972 (as amended), members of the press and public be excluded during consideration of items 81 and 82 below as it was likely that there would be a disclosure of exempt information as defined in the relevant paragraphs specified in Part 1 of Schedule 12A to that Act.

81. DISPOSAL OF YEOMANRY HOUSE

The Committee received a confidential report and appendices on the proposed disposal of Yeomanry House (Minute 79 above refers). The report and appendices contained exempt information and were therefore submitted separately from the main report which had been considered in the public session.

82. DISPOSAL OF 16 BENNET ROAD

The Committee received a report on the proposed disposal of 16 Bennet Road and to seek authority to dispose of the freehold interest on the terms set out in the associated exempt report.

Resolved –

- (1) That the freehold interest in 16 Bennet Road be sold as set out in the associated exempt report;**
- (2) That, in the unlikely event that the proposed purchaser did not complete the transaction to an acceptable timescale, the Executive Director for Economic Growth and Neighbourhood Services be authorised, in consultation with the Leader of the Council and the Lead Councillor for Planning & Assets, to agree an alternative disposal to secure Best Consideration.**

(The meeting started at 6.30 pm and closed at 8.02 pm)

POLICY COMMITTEE MINUTES – 21 MAY 2025

Present: Councillor Terry (Chair)
Councillors Barnett-Ward, Eden, Emberson, Ennis, Gittings, Griffith, Leng, Nikulina, Rowland, Thompson, White and Yeo.

Apologies: Councillor R Singh.

1. ESTABLISH A TRUSTEES SUB-COMMITTEE, APPOINT THE CHAIRS AND MEMBERS AND AGREE TERMS OF REFERENCE

Resolved:

(1) That the Trustees Sub-Committee be established for the Municipal Year 2025/26 and the following Councillors be appointed to serve on the Sub-Committee:

Trustees Sub-Committee

<u>Labour Councillors</u>	<u>Conservative Councillors</u>	<u>Green Councillor</u>
Ayub Eden Hornsby-Smith Lanzoni Terry	R Singh	McCann

(2) That the following Councillors be appointed as Chair/Vice-Chair of The Trustees Sub-Committee for the Municipal Year 2025/26:

<u>Chair</u>	<u>Vice-Chair</u>
Councillor Hornsby-Smith	Councillor Terry

(3) That the Terms of Reference of the Sub-Committee be as set out in Appendix 1 to the Monitoring Officer's report to Council of 21 May 2025.

(4) That the following appointments (or nominations, where indicated) be made for the Municipal Year 2025-26:

(a) Joint Waste Disposal Board

2 Representatives	Councillor Rowland Councillor Terry
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(b) Royal Berkshire Fire Authority

3 Representatives	Councillor Gittings Councillor Griffith Councillor McElroy
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(c) Local Government Association

POLICY COMMITTEE MINUTES – 21 MAY 2025

Conference General Assembly	Councillors Leng & Terry Councillor Terry
(d) <u>Joint Committee of the Integrated Care Partnership</u>	2 Representatives Councillor Terry Councillor Leng (Deputy)
(e) <u>PATROL Adjudication Joint Committee</u>	2 Representatives Councillor Ennis Councillor Cross (Deputy)

Committee	Date of meeting	Minute number	Item title	Decision	Officer delegated to	Lead Councillor portfolio	Expected timescale for decision
Policy Committee	20/01/25	55(4)	Local Authority New Build Programme Update	That the Executive Director of Communities and Adult Social Care, in consultation with the Director of Finance and the Lead Councillor for Housing, be authorised to bid for Homes England grant funding for all appropriate schemes within the LANB programme and to approve details of the bids;	Exec Director of Community and Adult Social Care Services	Housing	Hexham, Amethyst and Dwyer scheme bids approved and ODN published May 2025. Other schemes as required, currently to 2028.
Policy Committee	20/01/25	55(6)	Local Authority New Build Programme Update	That the Executive Director of Communities and Adult Social Care, in consultation with the Director of Finance, the Assistant Director for Procurement and the Assistant Director of Legal and Democratic Services, be authorised to enter into contract with relevant parties to enable delivery of the schemes listed at paragraph 2.1 of the report;	Exec Director of Community and Adult Social Care Services	Housing	The LANB schemes listed in 2.1 of the report are expected to complete by 2028. We will need to reserve this delegation until then, with contracts for each scheme coming forward as required.
Policy Committee	20/01/25	55(7)	Local Authority New Build Programme Update	That the latest position on Dee Park be noted and that the Executive Director of Communities and Adult Social Care, in consultation with the Director of Finance, be authorised to procure an appropriate multi-disciplinary team as set out in the report;	Exec Director of Community and Adult Social Care Services	Housing	This delegation refers specifically to the procurement of an multi-disciplinary team to develop and submit a planning application for Dee Park Phase 3. Decision on this expected to be required Q2 2025/26.
Policy Committee	20/01/25	55(9)	Local Authority New Build Programme Update	That the Executive Director of Communities and Adult Social Care, in consultation with the Assistant Director of Legal and Democratic Services, be authorised to enter into collateral warranties as required on all phases of the LANB programme.	Exec Director of Community and Adult Social Care Services	Housing	The LANB schemes linked to this delegation are expected to complete by 2028. We will need to reserve this delegation until then, with CWs for each scheme coming forward as required.
Policy Committee	17/03/25	68 (3)	Closing the Gap 2 - Recommission of Community-based Preventative Services	That the Executive Director of Communities & Adult Social Care, in consultation with the Leader of the Council, be authorised to enter into contracts with the successful organisations for three years with the option to extend for up to two years, commencing on 1 November 2025.	Exec Director of Community and Adult Social Care Services	Leadership	Delegation will be exercised on 21 July 2025 when contracts will be awarded followed by a standstill. We will publish contract notices between 29/7/25 and 5/8/25 with a contract Go Live of 1 November 2025.
Policy Committee	17/03/25	69 (1)	Discretionary Licensing in the Private Rented Sector - Implementation Proposal	That the Assistant Director for Planning, Transport and Public Protection be authorised to procure a delivery partner to support the processing and compliance checks for the Council's agreed Discretionary Licensing scheme;	AD of Planning, Transport & Public Protection Services	Housing	Review of tenders expected by October 2025
Policy Committee	17/03/25	69 (2)	Discretionary Licensing in the Private Rented Sector - Implementation Proposal	That the Assistant Director for Planning, Transport and Public Protection, in consultation with the Director of Finance, Executive Director for Economic Growth and Neighbourhood Services and Lead Councillor for Housing, be authorised to enter into a 5-year contract plus 2 years to support the delivery of the licence processing and compliance checks element of the Discretionary licensing in the private rented sector scheme.	AD of Planning, Transport & Public Protection Services	Housing	Review of tenders expected by October 2025

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Agenda Item 5

READING BOROUGH COUNCIL

POLICY COMMITTEE

9 JUNE 2025

COUNCILLOR QUESTION NO. 1

Councillor White to ask the Leader of the Council:

GLL changing rooms policy change

It has recently come to light that leisure centres in Reading operated by GLL on behalf of the council have introduced a policy restricting access to single-sex changing rooms based on biological sex. This decision has caused considerable distress among transgender customers who have been using these facilities for many years – some of whom have contacted me. Concerns have been raised about the lack of consultation, the potential for discrimination, and how such a policy could be practically and fairly enforced. The Equality and Human Rights Commission has yet to publish final guidance on this matter.

The Green Party stands firmly for trans rights and for the protection and inclusion of all marginalised communities. Public services, particularly those run on behalf of councils, must be inclusive, safe, and welcoming for everyone.

Does the Leader of the Council agree with this change in GLL's changing rooms policy?

REPLY by Councillor Terry (Leader of the Council):

Thank you for your question Cllr White. Other stakeholders have also asked the Council for its position on similar matters as a result of the Supreme Court ruling and there will be lots of concerns until we have the new statutory Code of Practice.

The Equalities and Human Rights Commission (EHRC) has published its draft amendments to its statutory Code of Practice for services, public functions and associations, which is out to consultation until the end of June.

As you know, this Council prides itself on offering services that are inclusive, safe, and welcoming for all. We will ensure that this policy is also replicated in the actions taken by our contractors and there is already discussion on these matters with GLL.

If the Council needs to provide new facilities to comply with the amended statutory Code of Practice, then we will review this with GLL once the final version has been published and we understand the full implications.

All Councils, and the leisure industry, are looking at the implications of the Supreme Court judgment for the services they provide to residents and businesses. We take our obligations seriously and are committed to remaining a Borough which celebrates inclusion and diversity.

I do want to reassure customers and residents that the Council's leisure facilities continue to offer an inclusive and welcoming environment for all and we will continue

to look at all of these issues carefully with a view to continuing to be a Borough where inclusion and diversity is championed.

READING BOROUGH COUNCIL

POLICY COMMITTEE

9 JUNE 2025

COUNCILLOR QUESTION NO. 2

Councillor White to ask the Lead Councillor for Climate Strategy and Transport:

Bus Fares Going Up Again

Bus fares are unfortunately going up again in June.

From 1 January 2025 the Labour government increased the national single fare cap from £2 to £3, forcing Reading Buses to make an unusually large 25-50% increase to single fares in the £2-£3 range to return them to normal and attempt to replace millions of pounds of funding that was covering this discount. In January 2026 the £3 cap is being removed which is hundreds of thousands of pounds more of subsidy being removed.

This Labour government has also increased National Insurance contributions for Reading Buses increasing costs by hundreds of thousands of pounds.

The Labour government removing funding that was covering the bus fare discount and at the same time increasing national insurance contributions has left the bus company forced to put up fares to try to recover millions of pounds in lost money.

Does the Lead Councillor agree that it is right to increase the cost of bus travel for Reading residents way beyond inflation in a cost of living crisis?

REPLY by Councillor Ennis (Lead Councillor for Climate Strategy and Transport):

Central Government provided funding directly to bus operators to introduce the national single fare cap, with the objective of supporting the bus industry to grow back patronage following the Covid pandemic. Whilst it was not mandatory for operators to participate in the scheme, Reading Buses has agreed reimbursement rates with Government to enable the cap to be available to customers on its services. It was never intended for the cap to remain permanently due to the level of subsidy this would require.

In Reading, the Council has provided additional benefits for passengers alongside the national fare cap through successfully secured £26m of Bus Service Improvement Plan (BSIP) Government funding in April 2022, which was the third highest award (by population) in the country, with many authorities not receiving any funding at that time. This enabled us to introduce, among other schemes and measures, the Reading All-Bus ticket which provided a multi-operator day ticket at a heavily subsidised rate for passengers.

The initial discounted rate of £3.50 on the bus, or £3.40 via App, allowed all day bus travel in Reading and for the first time the same ticket was able to be used on services provided by different operators. Since its introduction, the Reading All-Bus ticket has saved passengers around £5million in fares. However, one of the conditions of the BSIP funding is that the funding was spent by March 2025,

therefore fares have now returned on a commercial basis alongside the removal of the national single fare cap.

The Reading All-Bus ticket will now cost £4.90 via App or £5.40 if purchased on the bus. Whilst this is an increase, it is important to note that operators are also offering their own products and Reading Buses offers a 'simply Reading Adult 1 Day ticket' for £4.50 which can be used on any Reading Buses service in the simply Reading area. This is the same price as the equivalent ticket was in 2022. There are also a range of other flexible, weekly and season ticket products that bring down the cost of travel further.

In February this year the Council secured a further £2.4m funding for its BSIP programme. This is obviously less than the initial £26m award and the Council has had to consider what schemes and initiatives it can continue with. We are planning enhancements to the Buzz 9 services and Buzz 18 services, further bus stop enhancements and the continuation of a reduced park & ride ticket offer from Mereoak and Winnersh Park & Ride sites. We are also working with Wokingham Borough Council to deliver improvements to the A4 London Road and Sutton Seeds roundabout outside of the borough.

The best way to minimise increases in bus fares is to support ways of increasing passenger numbers. We have used BSIP funding to support struggling bus services which have subsequently seen frequency improvements back to pre-Covid levels such as the 4, 17 and 21. The introduction of further bus priority measures helps to improve the efficiency of bus services and offer more attractive services to encourage more people to travel by bus in Reading.

READING BOROUGH COUNCIL

POLICY COMMITTEE

9 JUNE 2025

COUNCILLOR QUESTION NO. 3

Councillor White to ask the Lead Councillor for Housing:

Housing regulator slams Reading Council

The Regulator of Social Housing has found the Council's council house repair service to be both slow and ineffective.

At the time of the regulator's investigation there were a whopping 1,600 overdue repairs. This is down from the peak but still too high. Green councillors have been raising this for some time.

Can the Lead Councillor for Housing update me on progress carrying out repairs to council houses including the current number of overdue repairs?

REPLY by Councillor Yeo (Lead Councillor for Housing):

To date the regulator for social housing has inspected 45 Local Authorities and of these 54% received a C3 regulatory judgement.

While we are obviously disappointed with our inspection outcome, its findings were largely in line with the Council's own Improvement Plan and the areas we had already identified for attention, in particular the need to improve the responsiveness of our housing repairs service.

The Regulator of Social Housing reported that at the time of the inspection (Feb 25) internal performance targets for emergency, urgent, routine and void repairs were not being met, and there were approximately 1,600 overdue repairs.

Following the recent inspection, we are now operating under the Regulator of Social Housing's Provider Improvement Regime. The Regulator has made it clear that we must demonstrate steady and sustainable progress, underpinned by a clear understanding of the root causes of our failings. Our improvement plan must not only deliver measurable outcomes but also provide assurance that these improvements are embedded and maintained over time.

On 4th June, I attended a preliminary meeting with the Regulator of Social Housing, accompanied by senior officers, to discuss the forthcoming steps under the Provider Improvement Regime. This engagement marks the beginning of a structured improvement process, which will include a series of meetings throughout July to establish key priorities and agree on realistic and deliverable timescales. Following this, monthly meetings will be held with the Regulator's Provider Improvement Team to provide ongoing scrutiny of our performance against the agreed improvement plan

The services delivery against performance targets at the end of April were as follows:

91.2% of Emergency Repairs were completed within 3 hours

48.6% of Urgent Repairs were completed within 2 working days
91.3% of Routine Repairs were completed within 15 working days

The service has been working hard to make improvements with a task force established in February 24 which was in place focussing on rapid improvement. This has now evolved into a Repairs and Property Services continuous improvement plan.

As of 31st May there were 1,791 overdue repairs.

As part of this wider improvement agenda, the Repairs and Property Services Improvement Plan has been structured into ten distinct workstreams. These workstreams are designed to address critical recommendations, including the procurement and mobilisation of suitable contractors, the implementation of robust contract management practices, and the development of a comprehensive recruitment and retention strategy.

To ensure effective oversight, fortnightly operational meetings have been established to monitor and track progress against the plan. Progress updates are reported as a standing item to the Housing, Neighbourhood & Leisure Committee.

Policy Committee

09 June 2025



Title	Adoption of the Statement of Community Involvement
Purpose of the report	To make a decision
Report status	Public report
Executive Director/ Statutory Officer Commissioning Report	Emma Gee
Report author	Mark Worringham, Planning Policy Manager
Lead Councillor	Councillor Micky Leng, Lead Councillor for Planning and Assets
Council priority	Thriving Communities
Recommendations	1. That the Statement of Community Involvement (Appendix 2) be adopted.

1. Executive Summary

1.1. This report recommends adoption of the Statement of Community Involvement (SCI). An SCI is a document which sets out how consultation will be undertaken on planning policy documents as well as other planning matters, and is a statutory requirement. The previous SCI was adopted in 2014 and updates were required in particular to comply with the law around neighbourhood plan making. A new version of the SCI for adoption is included as Appendix 2.

2. Policy Context

2.1 The Statement of Community Involvement (SCI) is a document which is part of a local authority's set of planning policy documents, and its purpose is to set out how the local planning authority will involve the community in producing planning documents, as well as on planning applications and pre-application enquiries. It is a statutory requirement that a local planning authority should have a Statement of Community Involvement. The Council adopted its previous Statement of Community Involvement on 19th March 2014.

3. The Proposal

Current position

3.1 It is a statutory requirement that a SCI be reviewed at five yearly intervals from adoption to ensure that it remains up-to-date. A review was carried out during 2019, and this concluded that the SCI was out of date purely in terms of neighbourhood planning. There are no groups in Reading that are constituted to carry out neighbourhood planning, but nonetheless it would be a statutory requirement for the SCI to state how the Council would support neighbourhood plans. None of the content about carrying out consultations on local plans was considered out of date.

3.2 A consultation on amendments to the SCI was carried out in 2019. However, an amended version was never adopted because general Council-wide policy changes on consultation were anticipated at the time but did not subsequently transpire.

3.3 A review of the SCI's content was carried out and was reported to Council on 15th October 2024 as part of the item on the Local Plan Partial Update. This review found that the whole SCI was up-to-date other than those elements that related to neighbourhood planning. Council therefore decided that the Statement of Community Involvement (adopted 2014) remains an up-to-date basis for carrying out consultation on the Local Plan Partial Update as informed by that review (Minute 22 refers). However, the covering report to Council noted that an update in terms of neighbourhood planning should be progressed when resources allow.

3.4 Policy Committee on 18th December 2024 agreed a draft replacement SCI for consultation (Minute 44 refers). Consultation was carried out between 15th January and 26th February 2025.

3.5 Three responses were received to the consultation (see Appendix 3). None of these were substantive or required significant changes to the SCI.

Option proposed

3.6 Only one change is proposed from the draft version previously agreed by Policy Committee, to add that the Council will notify consultation bodies of an application for neighbourhood area status (paragraph 6.24).

3.7 Committee is recommended to adopt the revised Statement of Community Involvement as attached at Appendix 2. Once adopted the SCI will replace the current SCI and guide future consultations on planning policy documents.

Other options considered

3.8 There is one alternative options that have been identified which is to not adopt the updated SCI.

3.9 Not adopting an updated SCI means that the current SCI does not comply with the law because it does not set out how the Council will support neighbourhood plans and neighbourhood development orders.

4. Contribution to Strategic Aims

4.1 The Statement of Community Involvement contributes to the following Council Plan priorities for 2025-28, through empowering local communities to engage with their local areas and influence development.

- Promote more equal communities in Reading
- Secure Reading's economic and cultural success
- Deliver a sustainable and healthy environment and reduce our carbon footprint

4.2 In terms of the identified principles to deliver these priorities, the SCI is particularly necessary for involving, collaborating, and empowering residents in planning matters.

5. Environmental and Climate Implications

5.1 The Statement of Community Involvement deals with how consultation will be undertaken on matters that have significant environmental and climate implications, including energy efficiency of new development, climate adaptation of development, protection of green spaces, habitats, trees and woodlands and ensuring that development is served by sustainable modes of transport. However, the content of the SCI itself will not have any particular implications as it does not create any policy expectations on those matters.

6. Community Engagement

6.1 The Statement of Community Involvement sets out how community involvement on planning matters will be carried out. The Draft Statement of Community Involvement was subject to a six-week period of consultation in January and February 2025, the results of which are summarised in Appendix 3. This was carried out in line with the

existing Statement of Community Involvement (SCI), adopted by Council in March 2014 (Minute 33 refers).

7. Equality Implications

7.1 The Scoping Assessment, included at Appendix 1 identifies that an Equality Impact Assessment (EqIA) is relevant to the Statement of Community Involvement. The EqIA (also at Appendix 1) identifies that there are positive impacts for all protected characteristics, but particularly on age and racial groups, as defined in the Equality Act, because some of these groups have traditionally been underrepresented in consultation in the past, which the SCI can seek to address. Compliance with the duties under S149 of the Equality Act 2010 can involve treating some persons more favourably than others, but it is not considered that there will be a negative impact on other groups with relevant protected characteristics.

8. Other Relevant Considerations

8.1 There are none.

9. Legal Implications

9.1 A Statement of Community Involvement is a requirement under Section 18 of the Planning and Compulsory Purchase Act 2004. The Act sets out the process for preparing a SCI.

9.2 Section 18 (2B) of the 2004 Act (as amended) requires that a SCI sets out the policies for giving advice or assistance as regards making neighbourhood development orders and modification of neighbourhood development plans.

9.3 Under Regulation 10A of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended 2017), a local planning authority must review a SCI within five years of the date of its adoption.

9.4 Dave Anthony, Solicitor, has cleared these Legal Implications.

10. Financial Implications

10.1 In terms of the SCI itself, the work undertaken on drafting it and the expenditure on community engagement, has been funded from existing budgets.

1. Revenue Implications

10.2 The contents of the SCI will potentially have financial implications for community involvement on future documents and therefore on revenue, but consultation costs for plan-making are usually modest and can be accommodated within existing budgets. The cost of consultation can vary widely depending on the means used to communicate and whether there are consultation events. However, the increasing use of digital tools offers opportunities to continue to reduce the costs of consultation whilst reaching a wider audience.

10.3 The SCI will be amended to refer to support for neighbourhood planning. With no current neighbourhood plans in place or proposed, this would have no immediate resource implications. However, this could change if a constituted neighbourhood group wished to proceed with a neighbourhood plan, and this would have significant resource implications. In other authorities where neighbourhood plans are regularly produced, at least one dedicated officer is often required, and there are also substantial costs associated with holding an examination and local referendum. However, the statutory requirement to provide support to neighbourhood groups would exist with or without a reference in the SCI.

2. Capital Implications

10.4 There are no capital implications of this report.

3. Value for Money (VFM)

10.5 The SCI will provide value for money in that it specifically considers how resources could be most efficiently used in carrying out community involvement, particularly including through electronic communications. It also considers how to target specific groups and areas to make best use of resources.

4. *Risk Assessment*

10.6 There are no direct financial risks associated with the report.

10.7 Stuart Donnelly, Financial Planning & Strategy Manager, has cleared these Financial Implications.

11 Timetable for Implementation

11.1 Once adopted the SCI will apply immediately to consultations on planning matters.

12 Background Papers

12.1 There are none.

Appendices

1. Equality Impact Assessment
2. Statement of Community Involvement for adoption
3. Summary of responses on draft Statement of Community Involvement

Appendix 1: Equality Impact Assessment

Provide basic details

Name of proposal/activity/policy to be assessed:

Adoption of the Statement of Community Involvement

Directorate: DEGNS – Directorate of Economic Growth and Neighbourhood Services

Service: Planning, Transport and Public Protection

Name: Mark Worringham

Job Title: Planning Policy Manager

Date of assessment: 07/11/2024

Scope your proposal

What is the aim of your policy or new service?

To set out how community involvement on planning documents and decisions will be carried out.

Who will benefit from this proposal and how?

The local community and other stakeholders will benefit through being involved in planning documents and decisions at a time and in a way when there is a genuine opportunity to shape the results.

What outcomes will the change achieve and for whom?

The community will have a genuine say in planning documents and decisions. For planning policy documents, specific efforts will be made to reach previously underrepresented groups, e.g. younger people, ethnic minorities and people in certain areas of Reading.

Who are the main stakeholders and what do they want?

Local residents, community and voluntary groups, local businesses, relevant developers and landowners, infrastructure providers, statutory consultees. All stakeholders would like a greater say in the planning process, and in a manner which enables them to have a genuine influence.

Assess whether an EIA is Relevant

How does your proposal relate to eliminating discrimination; promoting equality of opportunity; promoting good community relations?

Do you have evidence or reason to believe that some (racial, disability, gender, sexuality, age and religious belief) groups may be affected differently than others? (Think about your monitoring information, research, national data/reports etc)

Yes No

Is there already public concern about potentially discriminatory practices/impact or could there be? Think about your complaints, consultation, feedback.

Yes No

If the answer is **Yes** to any of the above you need to do an Equality Impact Assessment.

If No you **MUST** complete this statement

N/A

Assess the Impact of the Proposal

Your assessment must include:

- **Consultation**
- **Collection and Assessment of Data**
- **Judgement about whether the impact is negative or positive**

Consultation

Relevant groups/experts	How were/will the views of these groups be obtained	Date when contacted
Local residents, community and voluntary groups, local businesses, relevant developers and landowners, infrastructure providers, statutory consultees	Consultation involved notifying consultees of the documents, publication on the website, availability in key offices, press releases, social media etc.	January/February 2024

Collect and Assess your Data

Describe how could this proposal impact on Racial groups

In the SCI, ethnic minority groups have been specifically identified as being groups whose involvement should be specifically sought due to their underrepresentation in previous consultations.

Is there a negative impact? Yes No Not sure

Describe how could this proposal impact on Gender/transgender (cover pregnancy and maternity, marriage)

No specific impacts are identified.

Is there a negative impact? Yes No Not sure

Describe how could this proposal impact on Disability

The SCI specifically identifies the need to ensure that consultation methods and materials are accessible to all.

Is there a negative impact? Yes No Not sure

Describe how could this proposal impact on Sexual orientation (cover civil partnership)

No specific impacts are identified.

Is there a negative impact? Yes No Not sure

Describe how could this proposal impact on Age

In the existing SCI, younger people (under 40) have been specifically identified as being groups whose involvement should be specifically sought due to their underrepresentation in previous consultations.

Is there a negative impact? Yes No Not sure

Describe how could this proposal impact on Religious belief?

The SCI does not specifically identify measures aimed at specific religious groups. However, following the SCI guidelines will make consultations appropriate to the groups that are likely to be affected.

Is there a negative impact? Yes No Not sure

Make a Decision

Tick which applies

1. No negative impact identified

Go to sign off



2. Negative impact identified but there is a justifiable reason

You must give due regard or weight but this does not necessarily mean that the equality duty overrides other clearly conflicting statutory duties that you must comply with.

Reason

N/A

3. Negative impact identified or uncertain

What action will you take to eliminate or reduce the impact? Set out your actions and timescale?

How will you monitor for adverse impact in the future?

The results of consultation exercises will continue to be analysed to identify whether any particular groups are particularly excluded from the community involvement processes.

Signed (completing officer)	Mark Worringham	Date: 7 th November 2024
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Signed (Lead Officer)	Mark Worringham	Date: 7 th November 2024
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READING BOROUGH COUNCIL

STATEMENT OF COMMUNITY INVOLVEMENT

Adopted June 2025

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1. Introduction

- 1.1 Under the Planning and Compulsory Purchase Act 2004, the Council is required to produce a Statement of Community Involvement (SCI). This document sets out how the authority intends to achieve continuous community involvement in the preparation of local development documents in their area. The SCI also covers how people and the community will be engaged in decisions on planning applications for major development that affect the authority's area.
- 1.2 The SCI needs to set out a clear framework for how to involve the community, whilst allowing for the fact that different consultations will have different purposes and emphases. It should give clarity about what standards the Council will be expected to adhere to in carrying out community involvement on planning matters.
- 1.3 The statement applies to all planning projects: Local Development Documents (LDD's); Supplementary Planning Documents (SPD's) covering policy interpretation, development frameworks, development briefs; changes to the service and procedures of the Planning Section; major planning applications; monitoring/ information packs; etc.
- 1.4 The previous version of the SCI was adopted on 19th March 2014. This version replaces the 2014 version.

2. Statutory requirements

2.1 In consulting with the community and other key stakeholders, the Council must comply with some minimum statutory requirements. For planning policy documents, these requirements are set out in the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). For planning applications, the requirements are set out in the Town and Country Planning (Development Management Procedure) (England) Order 2010 (as amended). This section deals primarily with the planning policy procedures.

2.2 The main requirements of the 2012 Regulations for local plans and supplementary planning documents can be summarised as follows:

- For local plans, two periods of consultation or community involvement are required – an early stage where representations are invited on the scope and content of the document, and a pre-submission stage when representations are invited on the full draft document (Regulations 18, 19, 20). The pre-submission consultation should be a minimum of six weeks in length;
- For supplementary planning documents, a single consultation period is required which cannot be less than four weeks (Regulation 12);
- Documents should be available at the Council's principal offices during normal office hours, and published on the web (Regulation 35);
- For local plans, a number of specific bodies must be consulted if they have an interest in the area (e.g. Historic England, Natural England, Highways England, utilities providers and adjoining authorities); and
- For local plans, the Council must consult whichever more general bodies (voluntary groups, groups representing ethnicities or nationalities, businesses etc) it considers appropriate.

2.3 Other legislation, whilst not dictating the form and timing of planning consultations, has an impact on how they should be carried out. In summary:

- The Local Government and Public Involvement in Health Act 2007 placed a duty on local authorities to involve local people by keeping them informed, consulting them and involving them in other ways in the design and delivery of services
- The Equality Act 2010 places an 'Equality Duty' on public bodies, to understand how their plans to introduce new, or change existing, policies, procedures or services will affect groups protected under equality legislation
- The Gunning principles (1985)¹ established 4 necessary elements for statutory consultations:
 - Consult when proposals are still at a formative stage
 - Give sufficient reasons (and information) for your proposals to permit 'intelligent consideration'
 - Give adequate time for consideration and response
 - Take responses conscientiously into account

2.4 What is demonstrated above is that the minimum statutory requirements for consultation are actually quite limited. The Council generally significantly exceeds the statutory minimum on every major planning policy consultation. Of most importance is the requirement to carry out

¹ R v LB Brent ex parte Gunning (1985)

consultation in line with an adopted Statement of Community Involvement, which underlines the importance of this document.

2.5 In terms of pre-application consultations, Section 122 of the Localism Act 2011 introduces a requirement for certain types of development to be subject to pre-application consultation. It is left to secondary legislation to specify what types of development will be subject to this requirement. To date, the only secondary legislation has been to require pre-application consultation for onshore wind development of more than two turbines or where the hub height of any turbine exceeds 15 metres². However, the Government has indicated that further classes of development may be included via secondary legislation in the future.

2.6 There is a statutory requirement under Section 18 of the Planning and Compulsory Purchase Act 2004 (as amended by the Neighbourhood Planning Act 2017) for Statements of Community Involvement to set out the local planning authority's policies for giving advice or assistance on neighbourhood development plans and orders. This is set out in Section 6 of the SCI, and this includes summarising out the statutory role of the local planning authority in that process.

² The Town and Country Planning (Development Management Procedure and Section 62A Applications) (England) (Amendment) Order 2013

3. Duty to co-operate

- 3.1 In addition to statutory consultation requirements, Section 110 of the Localism Act 2011 introduced a duty to co-operate in relation to planning of sustainable development. The 'duty to co-operate', as it is generally known, requires local planning authorities to engage constructively with one another and with other specified bodies such as the Environment Agency, Historic England and Homes England on an ongoing basis in preparing local planning documents.
- 3.2 The duty to co-operate is a substantially more significant task than merely consulting certain organisations within specified periods. It requires ongoing co-operation from the very start of the process, and is the first test that will be considered in an examination on a local plan. Where compliance with the duty to co-operate cannot be demonstrated, local plans will have no hope of being found 'sound'.
- 3.3 As the duty to co-operate is a separate task from community involvement, and will also be dependent on the timescales and processes of other bodies, this SCI does not set out proposals for how it will be undertaken. However, it is important to be aware of its existence, as it means that consultation with the bodies prescribed in the Regulations³ will only be part of an overall picture of how those bodies are engaged.
- 3.4 The Council has a Duty to Co-operate Scoping Strategy which identifies the main strategic matters that will need co-operation, and the key duty to co-operate partners for each matter. The most recent version of this strategy is from December 2015⁴, but the strategic matters and partners have been updated as part of the Local Plan process and are set out in the Duty to Co-operate Statement prepared to support the Local Plan Partial Update⁵, which also sets out the relevant measures undertaken in relation to the Council's local plan. The Council also seeks to agree Statements of Common Ground during plan-making with neighbouring authorities and potentially other duty to co-operate partners that sets out the relevant strategic matters.

³ Regulation 4 of the Town and Country Planning (Local Planning) (England) Regulations 2012

⁴ https://images.reading.gov.uk/2019/12/RBC_Duty_to_Cooperate_Scoping_Strategy_1215.pdf

⁵ <https://www.reading.gov.uk/planning-and-building-control/planning-policy/new-local-plan/local-plan-partial-update/>

4. Principles

4.1 The Council produced 'Working Better With You: Community Involvement Guidance' in 2012, which sets out a policy and set of principles for involving residents and customers. The guidance is based around eight principles for community consultation, as follows:

- Accessibility and choice: We will ensure that you are informed/consulted/involved in a way that considers your needs. It is your choice whether to be involved, how to get involved and to what extent (within legal boundaries).
- Timeliness: We will inform, consult and/or involve you as early as possible.
- Inclusiveness and equity: We will seek and welcome all views. We value diversity. Opportunities to get involved will be equally accessible to everyone, young people's views are considered equal to those of adults.
- Transparency and honesty: We will be open from the start about our proposals, the process, outcomes, timeframes for implementation and levels of influence, any resource limitations or statutory requirements. You have the right to challenge any barrier to your involvement (e.g. process, approach, assumptions) and to work with us to seek solutions.
- Respect and listening: We value, listen to, respect and learn from the contribution of all participants.
- Accountability: We will demonstrate what difference your involvement makes in processes or outcomes.
- Flexibility and evolution: We will regularly re-evaluate our involvement processes and methods and modify them in response to feedback or changing or developing needs. We will seek and share innovative and creative ways to improve involvement.

4.2 These can be further developed into a number of principles for consulting and involving on planning matters, using the same headings. These principles should be used to guide how consultation and community involvement exercises are carried out. More specific guidance on particular types of planning document is included in section 6.

Accessibility and Choice

- The Council will maintain a list of individuals, groups and organisations that have expressed an interest in being involved in consultations on planning matters, and will consult them on all relevant planning matters.
- Measures to involve and consult the community will be appropriate to the type, scope and stage of the policy or plan, and to the community itself.
- The Council will clearly state the methods for responding, and the timescales, at the beginning of the process. This will be on the website, and any consultation material, letters and e-mails produced.
- The Council is emphasising the importance of working at a neighbourhood level. In consulting on planning documents, the Council will use existing neighbourhood networks and structures to consult and involve, where those networks and structures are representative of the neighbourhood, and this may mean a differing approach in different neighbourhoods.
- The materials, documents and methods of community involvement will be designed to maximise accessibility insofar as is possible.

Timeliness

- Community involvement on policies and proposals will be front-loaded. This means that the most wide-ranging and open involvement will take place at the earliest stage, when the

opportunity to shape the outcome is greatest. As policies and proposals develop further, consultations should become more focussed and seek views on more detailed matters.

- Any community involvement stage for a planning policy document will last for a minimum of six weeks;
- The Council will avoid consulting over Christmas and New Year insofar as is possible. Where consultations over these periods are inevitable, consultation periods will be extended to take account of this, usually for an additional two week period. Where consultation is necessary in other holiday periods, consideration will also be given to extending deadlines.
- Events designed to publicise the community involvement (e.g. public exhibitions) will be held at a time within the community involvement period which allows time for responses afterwards, e.g. not within the last ten days before the period closes.

4.5 ***Inclusiveness and Equity***

- All groups will have equal opportunities to get involved in the process, and this will include the selection of venues and timing of events.
- Whilst enabling all groups to be involved in the process, the Council will make particular efforts to reach groups that have typically been difficult to involve in past planning policy consultation exercises in Reading. These include:
 - Younger people (under 40);
 - Black and minority ethnic populations; and
 - Residents of less affluent communities, including much of South Reading and parts of West and Central Reading
- Local development documents will be published as accessible documents for screen readers, as will all supporting documents wherever possible.

4.6 ***Transparency and Honesty***

- Where background evidence is vital to an understanding of the decisions to be made, this will be made available on the Council's website and on request, and will be highlighted within the consultation documents themselves.
- The Council will highlight any significant constraints that prevent the pursuit of certain options, and will not consult on options that are not realistic or achievable.

4.7 ***Respect and Listening***

- All responses received in writing within the specified consultation period will be taken into account.
- When publishing consultation results, the Council will publish only the name of the respondent and no other personal details.

4.8 ***Accountability***

- In reporting on the community involvement, the Council will respond to each individual point made, stating what action, if any, the Council will be taking to address the point. Where the number of responses is reasonably low, for example under 50, this may be done individually for each respondent. However, where a significant number of responses have been received, where the same point has been made by a number of different respondents, these may be grouped together with a single Council response.
- A report of consultation will be published which summarises the consultation undertaken, and summarises the representations received and the Council response to those representations.

This will be published at the next stage of the document at the latest and will be available on the website and in hard copy in Reading Borough libraries and the Civic Offices.

- The Council will contact anyone who made representations on planning policy to notify them of the next stage of that policy production. In doing so, the Council will highlight the availability of the report of consultation.

4.9 ***Flexibility and Evolution***

- The Council will welcome any comments on the community involvement processes used, and will take account of them in future exercises, and will ask for feedback on specific events, e.g. workshops and exhibitions.
- Lessons learned from individual community involvement stages will be reported on in the Statement of Consultation, and will be taken into account in future exercises.
- The Council will not set consultation processes in stone, but will instead evolve each consultation taking account of past experience, whilst still following the principles of this SCI.

5. Resources

- 5.1 Whilst well-designed and appropriate community involvement adds significant value to the process, planning and preparation, carrying out consultation, recording and analysis of results and reporting results and giving feedback does take considerable time and effort, involving significant manpower and financial resources. Therefore, while being fully committed to ensuring that all sections of the community are fully involved in planning decision-making processes and that their views are taken into account, methodologies must be cost effective and capable of being contained within defined manpower and financial budgets, particularly in the current climate. As such, the Council will need to consider at each stage of each document the type and extent of community involvement that represents best use of resources whilst complying with statutory requirements and the principles of this SCI.
- 5.2 In recent years the Council has moved to largely electronic communications rather than sending letters, as it represents a much better use of resources. Therefore, notifications of consultation will generally be sent to those on the Council's planning consultation lists by e-mail, unless correspondence by letter has been specifically requested, e.g. due to having no access to e-mail or the internet.
- 5.3 Electronic communications are of increasing importance in involvement and consultation, and can be a very resource-efficient measure. The Council will need to continue to evolve the way that it uses such areas as social media and interactive online tools to better enable community involvement. Recent local plan consultations have involved hosting a webinar with interactive polls throughout and creation of a video explaining the plan.
- 5.4 An important way of significantly reducing resource burdens is by combining consultations, either with other planning consultations, or with other consultations being carried out by the Council. The Council will continue to look for such opportunities to combine consultations where appropriate.

6. Document types

6.1 This section gives some commentary on the main types of planning policy document and gives some information on how the process of production may fit in with the principles. It also highlights different approaches to engaging with the community, using the five levels of involvement set out in the Council's consultation guidance, as follows:

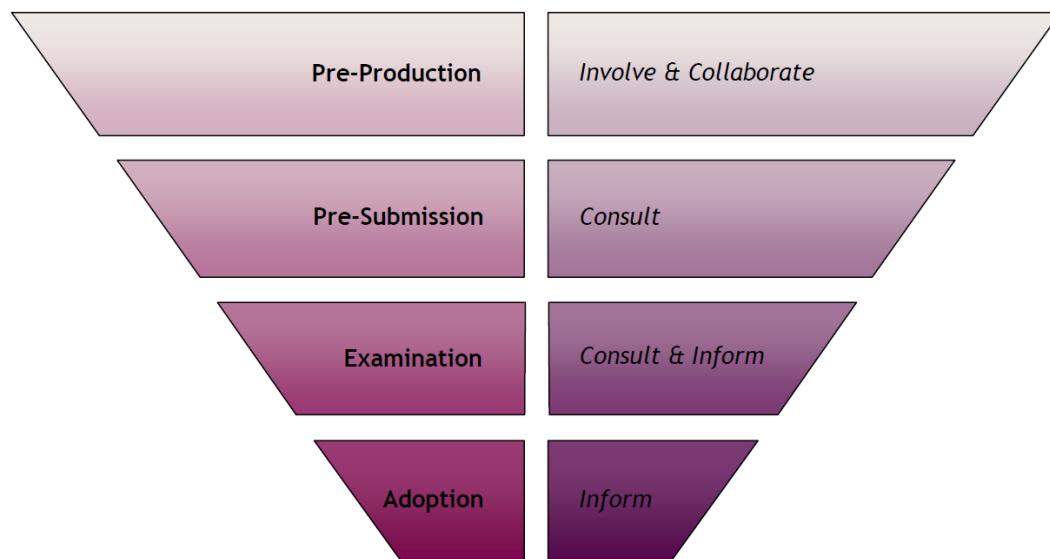
Table 1: What different participation levels mean in practice

	Inform	Consult	Involve	Collaborate	Empower
Participation level	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
Example methods	Fact sheets Web sites Road shows	Public comment Focus groups Surveys Public meetings	Workshops Deliberative polling	Citizen advisory committees Consensus-building Participatory decision-making	Citizen juries Ballots Delegated decision

Local Plan

6.2 The local plan comprises a document, or documents, with 'development plan' status, i.e. it is the primary consideration in determining planning applications. These are the most important documents that the Council produces, and the community involvement should reflect the fact that it is in the local plan that the planning strategy for the Borough is decided.

Figure 1: Approach to the local plan



Pre-Preparation

6.3 This stage is referred to in Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012, which states that the local planning authority should consult on what a local plan should contain. This stage is therefore a very wide-ranging stage, where the front-loading referred to in principle 5 should occur. The main emphasis at this stage will be to involve.

6.4 This stage may be based around discussions of which issues to cover, and how to approach those issues, together with a range of alternative options. A full draft document would not be available, or appropriate, at this stage.

6.5 Appropriate involvement tools at this stage might include:

- Interactive workshops;
- Questionnaires;
- Leaflet drops across a defined area;
- Exhibitions, particularly in locations and at times which would maximise the number of people not previously involved in planning matters attending, e.g. shopping centres;
- Online resources, including interactive webpages questionnaires, videos and webinars;
- Forum discussions, which could include specific groups such as developer/landowner forums.

Pre-Submission Draft

6.6 This is the statutory consultation stage on the full draft document, as specified in Regulation 19. A full draft of the document must be published and comments invited. As there is now a full draft in place, there is little purpose in asking open-ended questions, or posing multiple options, and this could in fact be construed as being actively dishonest. Instead, the Council should be asking for views on the document, whether the approach is correct, and how it might be improved. The emphasis here is to consult.

6.7 Appropriate involvement tools at this stage might include:

- Directly contacting important consultees, including those involved at earlier stages;
- Direct discussion with key stakeholders;
- Drop-in events, particularly in locations and at times where interested individuals have a chance to discuss aspects of the policy or plan with Council representatives;
- Publication of the policy or plan online.

6.8 The Pre-Submission Draft consultation stage can be repeated if necessary.

Examination

6.9 Once the document is submitted to the Secretary of State, this marks the beginning of the process of Examination. Whilst some consultees will be involved in the Examination process, including providing written evidence and appearing at hearings, this will be under the control of the Inspector rather than the Council, so this is not for the SCI to manage.

6.10 If it appears during the Examination process that changes are needed that would not result in significant policy shifts, there is a process by which modifications necessary to make a plan sound and legally compliant can be proposed and recommended by the Inspector, known as 'main modifications'. This regularly happens at examination stage, in Reading as elsewhere. The consultation will need to be fairly focused, as there is not scope to comment on matters outside

the modifications at this stage. However, the Council will need to consult broadly the same groups and individuals consulted at Pre-Submission stage.

Adoption

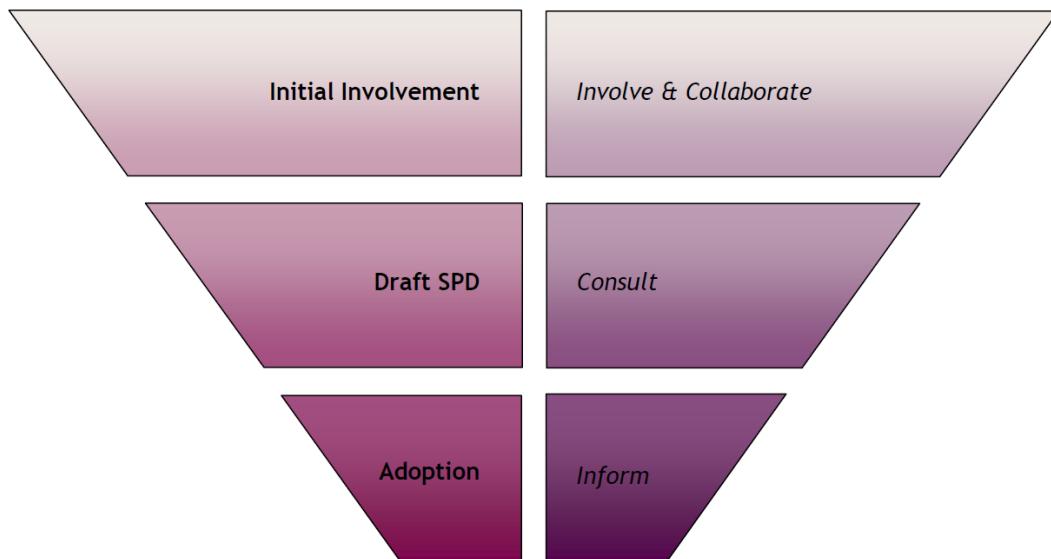
6.11 When the local plan is adopted in its final form, the Council simply needs to inform, as there is no longer an opportunity to affect the document other than through the judicial review process. Appropriate tools at this stage might include:

- Directly informing important consultees and those previously involved;
- Publication of the policy and plan online.

Supplementary Planning Documents

6.12 Supplementary Planning Documents (SPDs) supplement policy in higher level development plans. They are not able to make entirely new policy themselves. Examples of SPDs include briefs for specific sites, particularly where they are identified in development plans, or detailed guidelines on matters such as sustainable design or parking standards. As these are lower-level documents, there are fewer consultation or involvement stages.

Figure 2: Approach to supplementary planning documents



Initial Involvement (optional)

6.13 Initial involvement is not a statutory stage in preparing a Supplementary Planning Document, and may only be necessary in certain cases. For instance, where the Local Plan already provides clear guidance, from which a SPD cannot deviate, there is little benefit of a consultation that seeks to start from scratch.

6.14 However, in other cases an initial involvement exercise may be vital. For instance, the Meadway Centre Planning Brief process started with a wide consultation on issues and potential options for the development of the centre, based on a questionnaire. This received a good response, which played a crucial role in the contents of the Brief once drafted. This was appropriate in this case because; (a) the Meadway Centre, as a district centre, plays a key role in the functioning of the local community, who will ultimately be the users of the site; and (b), because the adopted policy that it supplemented did not already give a great deal of specific guidance on the site. An initial involvement exercise can therefore be an extremely useful tool in some circumstances. The emphasis here is to involve.

6.15 Appropriate involvement tools at this stage might include:

- Interactive workshops;
- Questionnaires;
- Leaflet drops across a defined area;
- Exhibitions, particularly in locations and at times which would maximise the number of people not previously involved in planning matters attending, e.g. shopping centres;
- Forum discussions.

Draft SPD

6.16 This is the statutory consultation stage on the Draft SPD. A full draft of the document must be published and comments invited. As there is now a full draft in place, there is little purpose in asking open-ended questions, or posing multiple options, and this could in fact be construed as being actively dishonest. Instead, the Council should be asking for views on the document, whether the approach is correct, and how it might be improved. The emphasis here is to consult.

6.17 The minimum statutory period for a Draft SPD consultation is four weeks, but the Council will consult for at least six weeks to give sufficient time for responses.

6.18 Appropriate involvement tools at this stage might include:

- Directly contacting important consultees, including those involved at earlier stages;
- Direct discussion with key stakeholders;
- Drop-in events, particularly in locations and at times where interested individuals have a chance to discuss aspects of the policy or plan with Council representatives;
- Publication of the policy or plan online.

6.19 The Draft SPD consultation stage can be repeated if necessary.

Adopted SPD

6.20 When the SPD is adopted in its final form, the Council simply needs to inform, as there is no longer an opportunity to affect the document other than through the judicial review process. Appropriate tools at this stage might include:

- Directly informing important consultees and those previously involved;
- Publication of the policy and plan online.

Neighbourhood Development Plans and Orders

6.21 Local communities are able to plan for the development that they wish to see through making a neighbourhood development plan or order for their area. Only parish and town councils and designated neighbourhood forums (plus, in the case of a neighbourhood development order, certain community groups) can make use of such powers. There are no parish or town councils in Reading, and currently no designated neighbourhood forums, although there is potential for the latter to be established within the lifetime of the SCI.

6.22 Should proposals for neighbourhood development plans or orders be brought forward, it will be for the neighbourhood forum to take the lead on the document, albeit with support from the Council. The emphasis at every stage of such a document is therefore to empower.

6.23 There are a number of statutory roles that the Council must fulfil within the process of making a neighbourhood development plan or order:

- Consult on and determine any application for neighbourhood forum and area status within set timescales;
- Check whether a submitted plan or order complies with the relevant legislation;
- Publicise the submitted plan and notify consultation bodies;
- Appoint an independent examiner;
- Publicise the report of the examiner, reach its own view on the plan or order and decide whether to send it to local referendum; and
- Organise the local referendum, and make the plan or order if the results show that more than half of those voting are in favour.

6.24 As well as the statutory roles, the Council will also provide support and guidance throughout the process. This may include the following general areas:

- Notifying consultation bodies of an application for neighbourhood plan areas;
- Giving initial advice on the scope of the plan or order;
- Providing comments on emerging drafts;
- Assisting with preparing, commissioning or assembling evidence, including Strategic Environmental Assessment;
- Access to technical tools and expertise, for instance on mapping;
- Giving support to consultation

It should be noted that the support that the Council can give over and above its statutory role may be limited by the resources available at the time.

6.25 Neighbourhood plans are not required by law to comply with the SCI, so it is not for this document to dictate how community involvement is carried out. However, the principles set out in section 4 are a useful guide to how to undertake consultation and involvement on planning matters. The Planning Advisory Service also has a useful series of publications and toolkits, giving advice and guidance on neighbourhood planning⁶.

⁶ <https://www.local.gov.uk/pas/pas-topics/neighbourhood-plans>

7. Development proposals

Pre-Application Consultation on Significant or Sensitive Proposals

7.1 The Government has identified the importance of applicants engaging with the local community prior to making a planning application, as part of the pre-application process. Paragraph 40 of the National Planning Policy Framework states that a local planning authority:

“... should also, where they think this would be beneficial, encourage any applicants who are not already required to do so by law to engage with the local community and, where relevant, with statutory and non-statutory consultees, before submitting their applications.”

7.2 The Council agrees with this emphasis on engaging the community from the outset. It can result in an improved scheme which takes the needs of the existing community into account, and a better relationship between the developer and the community that carries through the application process and beyond. This is particularly the case for proposals that are sensitive or of a significant scale.

7.3 The following categories of development are considered to be sensitive or of a significant scale. If a development falls within any of the following categories, applicants are strongly advised to follow the guidance in this section:

- Development exceeding the following thresholds:
 - Housing: a net increase of more than 50 units;
 - Retail or leisure: a net increase in floorspace of 2,500m²;
 - Office: a net increase of 2,500 m²;
 - Other employment: development with similar levels of employment to 2,500m² office floorspace;
 - Mixed uses: developments which would have equivalent total levels of development to those listed above, e.g. a net increase of 25 units together with 1,250 sq m of offices;
 - Other uses: a net increase of 5,000m².
- Development which would not be in accordance with the development plan;
- Development proposed on playing fields owned by a local authority or used by an educational institution;
- Development proposed on more than 5 ha of greenfield land;
- Schedule 1 and 2 developments as defined by the Environmental Impact Assessment Regulations;
- Developments involving the loss of allotments; and
- Any other proposals that are judged by the planning case officer to be particularly sensitive or of significant interest to the wider local community.

7.4 Developers of schemes proposing lower amounts of development are also invited to carry out similar pre-application involvement and consultation in line with the provisions set out in this paper, as a matter of good practice.

7.5 Promoters of significant or sensitive development schemes should have regard to the principles set out in section 4 of this SCI. They should pay particular attention to the need to properly plan and resource community involvement exercises. In particular, the following measures should be taken:

- Developers should prepare a project plan for pre-application involvement and consultation to be discussed and agreed with the case officer. The case officer will provide assistance in identifying and providing contact information for local representatives, groups and individuals who should be invited by the applicant to become involved in the proposals. This will include local residential and other property, representatives of community groups, including local Councillors, relevant statutory and non-statutory consultees, statutory undertakers and any other bodies or individuals to which such information is deemed relevant by the local planning authority. Where proposals relate to the historic environment, the developer will be required to consult a number of organisations with interests in these matters⁷.
- The developer's project plan should include details of the scope of the community involvement including which stakeholders will be engaged, timescales and milestones, materials that will be made available to the community and stakeholders and the venues proposed for holding interactive events. Website development resources should also be highlighted.
- The project plan should also discuss the need for local authority officer resources as part of the involvement process. Reading Borough Council already faces considerable pressure on planning staff resources. The Council cannot therefore guarantee to make staff resources available to assist involvement exercises or to attend public events. As a minimum, as part of pre-application discussions and correspondence, case officers from the Planning Section will:
 - Provide information and advice on consultees and stakeholders relevant to involvement in a particular proposal;
 - Provide information and advice on potential venues for public interactive events;
 - Facilitate involvement with elected members where necessary;
 - Appraise and provide comment and advice on a community involvement project plan prepared by the developer/potential applicant; and
 - Arrange for links or material to be loaded onto the Council's website.

Case officers will make efforts to attend events and take part in involvement exercises as observers, if time and resources allow. Where officer attendance or assistance in pre-application involvement exercises is specifically requested by a developer/potential applicant, and this is agreed on a "without prejudice" basis by the Development Manager, any cost to the local authority will be charged to the developer/potential applicant at the Council's standard rates for officer time and any materials.

- On the most significant or sensitive proposals, where very wide community interest is anticipated, it would be advisable to discuss community involvement arrangements with the community at the initial stage. Council officers can help to identify where this is likely to be required. Such initial approaches to the community and stakeholders should offer a range of involvement approaches and express willingness to meet groups or hold exhibitions/meetings to explore proposals. They should invite suggestions from the community and stakeholders on how involvement should take place to best meet the needs of the community. Prospective applicants should discuss with the community matters such as possible venues for exhibitions, meetings and other events, and the timing of those events to

⁷ Historic England; Ancient Monuments Society; Council for British Archaeology; Society for the Protection of Ancient Buildings; The Georgian Group; The Victorian Society; The Twentieth Century Society; Garden History Society; The National Trust; Local Civic/Amenity Society; Local Building Preservation Trust; Local Archaeological and Antiquarian Societies, and local history societies. Also refer to the Historic England website for further advice (<https://historicengland.org.uk/advice/Planning/>).

meet the needs of all in the community. This will be particularly important in involving hard to reach and specific groups within the community.

- Developers should prepare circular information on the developer/applicant's intentions to make a planning application and develop a particular site. Developers should discuss the form and content of the information to be provided with the local planning authority. Such circular information shall be designed to include a means to feed back appropriate responses either by prompted questions or through other written and digital communication.
- Developers should widely distribute such information as may be agreed by the local planning authority by posting to household addresses and other addresses determined in conjunction with and agreed by the local planning authority.
- Developers should arrange and provide at least one interactive involvement event designed to enable all consultees to attend, receive information, participate and feed back information on their area and its community and their views on possible development or other change in the area.
- Such an event might take the form of a place check, enquiry by design event, exhibition and workshop, a planning for real exercise, public meeting or similar, facilitated interactive event⁸. The timing and arrangements for the event should be set out in the project plan. It is advisable for developers to discuss the time, location, illustrative materials, facilitation arrangements and event programme with the local planning authority. The local planning authority must be invited to send representatives to observe and, if appropriate, to participate in any event.
- Developers should provide a website of relevant information or provide digital images and information (or a suitable document such as a document in .pdf format in an accessible format) that can be put on the planning page of the Reading Borough Council website.
- Developers or prospective applicants will be expected to prepare a public report of community involvement for submission with a significant or sensitive planning application (as defined in this SCI), detailing the extent of the community involvement exercise carried out, reporting all views and responses and indicating the actions or changes that have been carried out or that it is proposed are carried out in order to meet the views and concerns raised by the community involvement. Where no actions or changes are proposed, the report should explain why this is the case.

7.6 ***In order to meet these requirements, a prospective applicant will need to allow considerable time for carrying out pre-application involvement.***

Consultation on Planning Applications

7.7 Consultation on planning applications will be carried out in line with the relevant statutory requirements, taking account of resource availability.

⁸ See Glossary for more explanation of these terms

Glossary

Adoption: Adoption is the point at which a planning document becomes official policy.

Citizen advisory committee: Committees that include citizens or community representatives, to advise on policy-making or decisions.

Citizen jury: A group of people chosen to represent the community or communities, who are not experts in the issue.

Consensus building: A collaborative approach to problem solving that seeks solutions that are agreeable to all sides.

Deliberative polling: A form of consultation that combines techniques of public opinion research and public deliberation. A sample of people are polled on a specific issue. This is followed up by some of the sample being invited to an event to discuss the issue.

(See <https://deliberation.stanford.edu/what-deliberative-polling> for further information)

Drop-in event: Similar to an exhibition (see below), and often used interchangeably, but there may be less illustrative materials and may focus on the opportunity to speak one-to-one with a Council officer or representative of the developer.

Enquiry by design: An intensive, usually multi-day event (also known as a 'charrette', where a group of stakeholders seek to come up with a solution to a planning or design problem.

(See <https://participedia.net/method/4639> for further information)

Examination: Local plans are assessed at an examination, during which an independent inspector assesses the soundness of the document.

Exhibition: An event consisting of the display of illustrative materials, usually manned, where the public can attend without appointment.

Focus group: A small group of people whose opinions about something (such as a new product) are studied to learn the opinions that can be expected from a larger group⁹

Judicial review: A type of court proceeding in which a judge reviews the lawfulness of a decision or action made by a public body.

(Definition from <http://www.judiciary.gov.uk/you-and-the-judiciary/judicial-review>, which includes further information)

Local development documents: A document making up part of the planning strategy.

Local plan: The main planning policy document for a local authority area. The local plan has 'development plan' status, which means that it is the primary consideration in deciding planning applications.

Memorandum of understanding: A document that describes the general principles of an agreement between parties, but does not amount to a substantive contract.

Neighbourhood Forum: Community groups that are designated to take forward neighbourhood planning in areas without parishes. It is the role of the local planning authority to agree who should be the neighbourhood forum for the neighbourhood area.¹⁰

Neighbourhood Plan: A type of planning policy document prepared by the local community via a neighbourhood forum. They are subject to procedures set out in the Neighbourhood Planning (General) Regulations 2012.

⁹ Source: www.merriam-webster.com

¹⁰ Source: www.planningportal.gov.uk

Placecheck: A Placecheck consists of one or more walkabouts, followed by discussion of the information and opinions they turn up, and some serious thinking about the next steps and who needs to be involved.

(Definition from www.placecheck.info, which includes more information)

Planning for Real event: A community planning event based around a 3-dimensional model with scope for attendees to make suggestions.

(See www.planningforreal.org.uk for more information)

Pre-application: Discussions between a prospective applicant and the Council prior to making a planning application, generally confidential in nature.

Public meeting: A meeting open to the public, usually with a number of speakers and a chance for questions and answers. This type of event may well be larger scale than the others listed.

(See <https://www.resourcecentre.org.uk/information/organising-a-public-meeting/> for further information)

Road Show: A traveling presentation advocating a political idea or agenda.¹¹

Supplementary Planning Document: Supplementary Planning Documents (SPDs) supplement policy in higher level Development Plan Documents. They are not able to make entirely new policy themselves.

Workshop: An interactive event where attendees can participate in activities and discussions centred around planning issues.

¹¹ Source: www.thefreedictionary.com

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Appendix 3: Summary of consultation responses on draft SCI

Response from	Summary of response	Council comments
Historic England	We support the general aims and approach of the draft SCI and welcome reference to engagement with Historic England when appropriate e.g. regarding Local Plans in paragraph 2.2 and fulfilling the Duty to Cooperate (paragraph 3.1). Also, we welcome footnote 7 on engagement with relevant organisations when proposals relate to the historic environment.	Noted. No change needed.
Historic England	With regards to neighbourhood planning, we would welcome notification of proposed neighbourhood planning areas as well as consultation on draft plans. The regulations state that we should be consulted on draft plans where our interests are considered to be affected. Our published advice on neighbourhood planning can be found at: https://historicengland.org.uk/advice/planning/plan-making/improve-your-neighbourhood	Change proposed. Notification to consultation bodies of proposed neighbourhood planning areas should be added as a non-statutory role of the Council.
National Highways	No comments	Noted.
Natural England	No comments	Noted.

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Policy Committee

09 June 2025



Title	Outside Body Appointments
Purpose of the report	To make a key decision
Report status	Public report
Executive Director/ Statutory Officer Commissioning Report	Mike Graham, Monitoring Officer
Report author	Simon Hill, Principal Committee Administrator
Lead Councillor	Councillor Terry, Leader of the Council
Council priority	All
Recommendations	<ol style="list-style-type: none"> 1. That the Committee make appointments or nominations to the outside bodies listed on the schedule (Attached at Appendix 1/to be circulated); 2. That the appointments or nominations be made on an “or nominee” basis where the organisation in question is willing to accept this arrangement; 3. That the Monitoring Officer, in consultation with the Leader of the Council and (if applicable) the relevant Group Leader, be authorised to appoint to any vacancies not appointed to at this meeting or arising mid-year.

1. Executive Summary

1.1. This report asks the Policy Committee to make appointments or nominations to outside bodies for the Municipal Year 2025/26, or longer where required. A schedule of nominations is attached at Appendix 1.

2. Policy Context

2.1. Appointing the Council’s representatives on outside bodies is a Key Decision reserved to Policy Committee under Part 2 Article 13.3 and Part 3 Section 2(5) of the Council’s Constitution. This annual report requests a delegation to the Monitoring Officer to appoint to any vacancies remaining or arising mid-year in consultation with the Leader of the Council and (if applicable) the relevant Group Leader.

3. The Proposal

3.1. Appointments to the Royal Berkshire Fire Authority, Joint Waste Disposal Board, BOB Integrated Care Partnership, LGA Conference & General Assembly and PATROL Adjudication Joint Committee were made by Policy Committee motion at the Council AGM on 21 May 2025 – see the Minutes elsewhere on this agenda.

3.2. A schedule of nominations to the remaining vacancies is attached at Appendix 1. There are a small number of appointments currently marked ‘TBC’ where a nomination is still to be confirmed. An update on these will be reported at the meeting.

3.3. The following bodies have been removed from the schedule as they are either no longer active or the Council is no longer required to make a nomination:

- LGA Unitary Authorities network
- Local Enterprise Partnership Forum
- Reading In Bloom Committee

4. Contribution to Strategic Aims

4.1. Representation on joint committees and outside bodies gives the Council an opportunity, through its representatives, to work with partner organisations to achieve the priorities set out in the Council Plan:

- Promote more equal communities in Reading
- Secure Reading's economic and cultural success
- Deliver a sustainable and healthy environment and reduce our carbon footprint
- Safeguard and support the health and wellbeing of Reading's adults and children
- Ensure Reading Borough Council is fit for the future

4.2. In delivering these priorities, we will be guided by the following set of principles:

- Putting residents first
- Building on strong foundations
- Recognising, respecting, and nurturing all our diverse communities
- Involving, collaborating, and empowering residents
- Being proudly ambitious for Reading

4.3. Full details of the Council Plan and the projects which will deliver these priorities are published on the Council's website - [Council plan - Reading Borough Council](#). These priorities and the Council Plan demonstrate how the Council meets its legal obligation to be efficient, effective and economical.

5. Environmental and Climate Implications

5.1. There are no environmental or climate implications arising from the decision to make appointments to outside bodies.

6. Community Engagement

6.1. Representation on outside bodies gives the Council an opportunity, through its representatives, to engage with the community on matters that affect the Borough.

7. Equality Implications

7.1. Under the Equality Act 2010, Section 149, a public authority must, in the exercise of its functions, have due regard to the need to -

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

7.2. An Equality Impact Assessment (EIA) is not relevant to the decision to make appointments to outside bodies.

8. Other Relevant Considerations

8.1. There are any number of other issues which can be relevant for a report and these might include (the list is not exhaustive):

- Procedural requirements – be particularly careful to note departures from established procedures
- Legitimate expectations of service users and the public to be consulted about changes to policy
- Public Health implications
- Risk management implications
- Health and Safety risk assessments
- Transparency of information and freedom of information implications
- Effects on the Armed Forces Community (Armed Forces Act 2021) - for more information on this, see the EqIA template on the intranet at the link in paragraph 7 above
- Privacy Impact Assessment
- Impact on Human Rights Act duties
- Corporate Parenting
- Regulatory duties (though these may be covered also in legal implications)
- Changes brought about by European Union (Withdrawal Agreement) Act
- Community safety implications
- Any other relevant issues

9. Legal Implications

- 9.1. The Council cannot legally provide personal liability cover for representatives serving on outside bodies (Burgoine v Waltham LBC 1996) and it is the responsibility of the outside body to secure the appropriate insurance and personal liability cover for people on it. Local authorities do not have a legal power to extend their insurance policies to cover the liabilities of third parties.
- 9.2. All Councillors, officers and other people appointed by Reading – and any other local authority – are therefore advised of the need to check directly with the outside body about its insurance cover, and how far it protects them.

10. Financial Implications

- 10.1. Attendance by Councillors appointed to outside bodies will be an approved duty for the purposes of the Council's scheme made in accordance with the provisions of the Local Authorities (Members' Allowances) Regulations 1991. This means that travel and subsistence claims may be made in respect of expenses incurred in attending meetings. Non-Councillors who are appointed to represent the Borough on outside bodies may claim financial loss allowance and travel and subsistence, if applicable.

11. Timetable for Implementation

- 11.1. Details of the new appointments will be circulated to the relevant organisations and published on the Council's website in the week following this meeting.

12. Background Papers

- 12.1. There are none.

Appendices

1. Schedule of nominations to outside body appointments

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Organisation	Nomination	Terms of Office	End (June 2026 unless specified)
Association of Public Service Excellence (APSE)	Councillor Karen Rowland	1 year	
Association of Public Service Excellence (APSE)	Councillor Paul Gittings	1 year	
AWE Aldermaston – Local Liaison Committee	Councillor Clarence Mitchell	1 year	
AWE Aldermaston – Local Liaison Committee	Councillor Mark Keeping	1 year	
<i>Berkshire Healthcare Foundation Trust – Governor</i>	<i>Councillor Jacopo Lanzoni</i>	3 years	30/06/27
Berkshire Local Transport Body	Councillor John Ennis	1 year	
Berkshire Music Trust	Councillor Richard Davies	1 year	
Berkshire Pension Fund Committee	Councillor Glenn Dennis	1 year	
Berkshire Prosperity Board	Councillor Liz Terry	1 year	
Berkshire Strategic Flood Risk Partnership	Councillor Micky Leng	1 year	
Brighter Futures for Children	Darren Carter	1 year	
Caversham Park Village Association	Councillor Stephen Goss	1 year	
Citizens' Advice Reading Trustee Board	Councillor Micky Leng	1 year	
Conservation Area Advisory Committee	Councillor David Stevens	1 year	
Earley Charity	Councillor Liz Terry	4 years	30/06/29
Earley Charity	David Sutton	4 years	30/06/29
Flexible Home Improvements Limited	Bryony Hall	1 year	
Homes for Reading Limited	Councillor Jan Gavin	3 years (annual confirmation)	
Homes for Reading Limited	Councillor Jo Lovelock	3 years (annual confirmation)	
Homes for Reading Limited	Councillor Ama Asare	3 years (annual confirmation)	
Homes for Reading Limited	Councillor Raj Singh	3 years (annual confirmation)	
Homes for Reading Limited	Emma Gee	3 years (annual confirmation)	
Improvement and Efficiency Social Enterprise (Non-executive Director)	Councillor Ellie Emberson	1 year	
Improvement and Efficiency Social Enterprise (Shareholder representative)	Councillor Liz Terry	1 year	
Kenavon Drive Management Company	Councillor Richard Davies	1 year	
Local Government Information Unit Members Assembly (deputy)	Councillor Alice Mpofu-Coles	1 year	
Local Government Information Unit Members Assembly	Councillor Rachel Eden	1 year	
Mid and West Berkshire Local Access Forum	Councillor Paul Gittings	1 year	
Queen Victoria Institute	Councillor Karen Rowland	until Charity is dissolved	
Readibus Board of Directors	Councillor Andrew Hornsby-Smith	1 year	
Readibus Board of Directors	Councillor Jacopo Lanzoni	1 year	
Readibus Board of Directors	Councillor Mohammed Ayub	1 year	
Reading Climate Change Partnership	Ben Burfoot	1 year	
Reading Climate Change Partnership	Chris Maddocks	1 year	

Organisation	Nomination	Terms of Office	End (June 2026 unless specified)
Reading Climate Change Partnership	Councillor John Ennis	1 year	
Reading Community Energy Society	Councillor Liz Terry	1 year	
Reading Community Energy Society	Councillor Rachel Eden	1 year	
Reading Community Welfare Rights Unit Management Committee	Councillor Meri O'Connell	1 year	
Reading Community Welfare Rights Unit Management Committee	Councillor Mohammed Ayub	1 year	
Reading Community Welfare Rights Unit Management Committee	Councillor Ruth McEwan	1 year	
Reading Hampshire Property Partnership	Michael Graham	1 year	
<i>Reading Sports Aid Fund</i>	<i>Councillor Adele Barnett-Ward</i>	<i>3 years</i>	<i>30/06/26</i>
Reading Sports Aid Fund (Mayor ex-officio)	Councillor Alice Mpofu-Coles	1 year	
<i>Reading Sports Aid Fund</i>	<i>Councillor Paul Gittings</i>	<i>3 years</i>	<i>30/06/27</i>
Reading Voluntary Action	Councillor Graeme Hoskin	1 year	
REDA - Reading's Economy and Destination Agency	Councillor Liz Terry	1 year	
REDA - Reading's Economy and Destination Agency	Jackie Yates	1 year	
Royal Berkshire Archives Standing Committee	Councillor Liz Terry	1 year	
Royal Berkshire NHS Foundation Trust - Governor	Councillor David Stevens	1 year	
South East Employers	Councillor Ellie Emberson	1 year	
South East Employers	Councillor Liz Terry	1 year	
South East England Councils	Councillor Liz Terry	1 year	
South East England Councils (substitute)	Councillor Micky Leng	1 year	
<i>South East Reserve Forces and Cadets' Association</i>	<i>Councillor Graeme Hoskin</i>	<i>3 years</i>	<i>30/06/27</i>
South East Strategic Leaders	Councillor Liz Terry	1 year	
South East Strategic Leaders (substitute)	Councillor Micky Leng	1 year	
Thames Valley Police & Crime Panel	Councillor Karen Rowland	1 year	
Thames Valley Police & Crime Panel (substitute)	Councillor Paul Gittings	1 year	
Tilehurst People's Local Charity	Councillor Finn McGoldrick	4 years	
Trading Standards South-East Ltd	Ian Saville	1 year	
Trading Standards South-East Ltd	Rob Abell	1 year	
Transport for the South East	Chris Maddocks	1 year	
University of Reading Court (Mayor)	Councillor Alice Mpofu-Coles	1 year	
<i>Weller Centre Advisory Board</i>	<i>Councillor Jan Gavin</i>	<i>4 years</i>	<i>30/06/26</i>
<i>Appointments shown in italics have a longer term and are not becoming vacant at this time.</i>			