



**Reading**  
Borough Council  

---

Working better with you

# **Summons and Agenda 27 May 2026**

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





**Reading**  
Borough Council  
Working better with you

Jackie Yates  
**CHIEF EXECUTIVE**

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

To: All Members of the Council

Our Ref:  
Your Ref:

Direct: ☎ 0118 937 2303  
e-mail:  
committee.services@reading.gov.uk

18 May 2026

Your contact is: Simon Hill / Richard Woodford (Committee Services)

Dear Sir/Madam

You are hereby summoned to attend a meeting of the Reading Borough Council to be held at the **Town Hall, Blagrove Street, Reading**, on **Wednesday, 27 May 2026 at 6.30pm**, when it is proposed to transact the business specified in the Agenda enclosed herewith.

Yours faithfully

CHIEF EXECUTIVE

---

## **A G E N D A**

### **1. TO ELECT A MAYOR FOR THE ENSUING YEAR**

- (1) The retiring Mayor will announce that the first item of business is the election of a new Mayor for the 2026/2027 Municipal Year.
- (2) The retiring Mayor will invite nominations. If there is more than one nomination a ballot will take place. The retiring Mayor will then announce the result.
- (3) The retiring Mayor will ask the newly-elected Mayor to make the statutory Declaration of Acceptance of Office. The new Mayor will then read the statutory declaration and sign it. The declaration will be witnessed by the Chief Executive.
- (4) The newly elected Mayor will take the Chair.

### **2. TO ELECT A DEPUTY MAYOR FOR THE ENSUING YEAR**

- (1) The newly-elected Mayor will announce that the second item of business is the election of a Deputy Mayor for the 2026/2027 Municipal Year.
- (2) The newly-elected Mayor will invite nominations. If there is more than one nomination a ballot will take place. The newly-elected Mayor will then announce the result.
- (3) The newly-elected Mayor and Deputy Mayor will retire to an adjoining room, where they will robe.
- (4) All will STAND while the procession leaves the Auditorium.
- (5) There will be an interval while the Mayoral party changes robes.
- (6) The Mace Bearer will announce the return of the Mayoral party.
- (7) On the return of the newly-elected Mayor, Members of the Council will STAND until the newly-elected Mayor has received the Mace.
- (8) The newly-elected Mayor will receive the Mace from the outgoing Mayor, who will repeat the customary words.
- (9) Members will then be SEATED.

### **3. ADDRESS BY NEWLY-ELECTED MAYOR**

The newly elected Mayor will address the Council.

### **4. VOTE OF THANKS TO THE RETIRING MAYOR AND TADI CHIGUMIRA**

- (1) A vote of thanks to the retiring Mayor will be moved and seconded.
- (2) Councillor Alice Mpofu-Coles and Tadi Chigumira to receive the past Mayors' badge, presented by the newly-elected Mayor.

**5. ADDRESS BY RETIRING MAYOR**

Councillor Mpofu-Coles will address the Council.

**6. MINUTES OF THE COUNCIL MEETING ON 24 MARCH 2026** 9 - 14

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

**7. DECLARATIONS OF INTEREST**

The Mayor will receive any declarations of interest from Members.

**8. STATEMENT OF THE RETURNING OFFICER** 15 - 16

Statement of the persons elected on 7 May 2026.

**9. APPOINTMENT OF LEADER OF THE COUNCIL**

A motion will be moved at the meeting.

**10. ANNUAL REVIEW OF THE COUNCIL'S CONSTITUTION** 17 - 40

- (1) The Monitoring Officer to report.
- (2) The Council will consider a motion, moved by the Leader of the Council.

**11. APPOINTMENT OF DEPUTY LEADER AND LEAD COUNCILLORS AND ALLOCATION OF PORTFOLIOS**

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

**12. APPOINTMENT OF COUNCIL BODIES AND ALLOCATION OF SEATS TO POLITICAL GROUPS** 41 - 70

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

**13. APPOINTMENT OF CHAIRS AND VICE-CHAIRS OF COMMITTEES**

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

**14. DATES OF ORDINARY COUNCIL MEETINGS FOR 2026/27** 71 - 72

The Mayor will move a motion setting the dates of Council Meetings for 2026/27.

.....

**MEETINGS OF COMMITTEES**

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

15. **POLICY COMMITTEE** 73 - 78

The Mayor will invite the Chair of the Committee to move a motion.

16. **STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT COMMITTEE** 79 - 80

The Mayor will invite the Chair of the Committee to move a motion.

.....

EVERYONE WILL STAND AS THE MAYOR LEAVES THE AUDITORIUM.

The Mayor, Deputy Mayor, Retiring Mayor, Freeman and Aldermen will process out, passing by the Mayor's Escort, Deputy Mayor's Escort and Retiring Mayor's Escort who will join the procession. The procession will leave by the Centre Doors. Councillors will follow the procession. All guests will stay seated for a few minutes.

**Present:** Councillor Mpofu-Coles (Mayor);

Councillors Gittings (Deputy Mayor), Asare, Ayub, Ballsdon, Barnett-Ward, Cresswell, Cross, Davies, Dennis, Eden, Edwards, Ennis, Gavin, Griffith, Hornsby-Smith, Hoskin, Keane, Keeping, Lanzoni, Leng, Lovelock, McCann, McElroy, McEwan, McGrother, Mitchell, Moore, Naz, Nikulina, O'Connell, Rowland, R Singh, DP Singh, Stevens, Tarar, Terry, Thompson, White, Williams, Woodward and Yeo

**Remote attendance:** Councillor Magon

**Apologies:** Councillors Emberson, Goss, Hacker and McGoldrick

### 54. MAYOR'S ANNOUNCEMENTS

The Mayor made the following announcements:

'I would like to ask the Council to remember one of our former Councillors who recently passed away. Shirley Corti was a Councillor for Peppard ward between 1997 and 2000. She also worked at Reading Central Library in the music and drama section. Councillors please will you join me in standing for a minute's silence.'

The Council stood for a minute's silence.

'I am delighted to announce that Reading Borough Council has been formally recognised as a Council of Sanctuary by City of Sanctuary UK.

This accreditation is awarded to local authorities that demonstrate a strong and sustained commitment to welcoming and supporting people seeking asylum, refugees, and those who have experienced displacement, to working collaboratively with local partners and people with lived experience, and to ensuring that their services are accessible, inclusive, and shaped by compassion.

To help achieve this, we published our Sanctuary Strategy, in Summer 2025, along with a detailed three-year action plan, which aims to embed a culture of welcome across all Council services.

Together, we will continue to build a welcoming environment that supports people seeking sanctuary to thrive.'

The Mayor also invited Councillor Terry to pay tribute to Councillors Jo Lovelock and Debs Edwards, who were attending their last full Council meeting before standing down at the 2026 local elections. Councillors Lovelock and Edwards also addressed the meeting.

### 55. MINUTES

## COUNCIL MEETING MINUTES - 24 MARCH 2026

The Minutes of the meeting of 24 February 2026 were agreed as a correct record and signed by the Mayor.

### 56. PETITIONS

Sarah Jones presented a petition as follows:

#### **Lack of accessibility to and inside Albert Road Recreation Ground for all**

Access is difficult for wheelchair users of all ages, with uneven pavements along Albert Road, and the pedestrian gate in Richmond Road is too hard to manoeuvre through. Added to these unnecessary accessibility barriers, there are no disabled parking bays in the car park.

The playground is outdated and not DDA-compliant. As a result, local children with special needs are excluded from playing alongside their siblings and peers.

All children deserve safe, inclusive places to play. We call on the Council to urgently:

- Upgrade the playground with inclusive, accessible equipment
- Improve wheelchair access throughout the park
- Provide designated disabled parking near the entrance

Albert Road Rec should be a space for everyone. Please act now to make it inclusive.

**RESPONSE** by Councillor Barnett-Ward (Lead Councillor for: Leisure and Culture):

Thank you for raising your concerns about accessibility and inclusion at Albert Road Recreation Ground. We appreciate residents taking the time to highlight barriers faced by disabled children, young people, and adults. Creating safe, inclusive, and accessible public spaces is a priority for the Council and is reflected in our wider programme of investment in play areas across Reading.

Reading's Labour Council maintains over eighty parks and open spaces and has invested more than £1.7m since 2024, and over £3.5m since 2021, in public play and sports facilities across the Borough. Albert Road Recreation Ground was one of my nearest playgrounds when my children were younger, so I know it very well and have spent a great deal of time there.

Last year, the Council delivered a £100,000 improvement programme at Albert Road. This investment refurbished the popular and free-to-use tennis courts, improved the car park layout, and provided a new wheelchair-accessible entrance. We are also looking to refresh the car park markings to further support safe and accessible use.

Across Reading, the Council has invested significantly in inclusive equipment such as accessible swings, roundabouts, multi-play units, and mobility-aid-friendly surfacing. We will apply this experience and approach as we review the needs at Albert Road Recreation Ground. Any future works would need to be considered carefully as part of a future capital programme, alongside needs and priorities across all of Reading's parks and open spaces. It must be noted that the playground at Albert Road Recreation Ground presents a greater challenge than the playgrounds we have replaced so far, because there are mature trees

## COUNCIL MEETING MINUTES - 24 MARCH 2026

next to the play area. The root network of these trees extends beneath the play equipment. To date, we have not been able to identify a solution for altering or replacing the play equipment that would not result in the loss of some or all of the trees.

I agree wholeheartedly that this park should be a space for everyone. I hope that the Council's strong recent record of investment in inclusive play demonstrates both our capability and our commitment. Our ambition for Albert Road Recreation Ground is for it to be a safe, accessible, and welcoming environment for all children and their families.

To support this, I would be happy to bring Council officers to meet Ward Councillors and residents at the park so concerns can be discussed and understood directly on site.

### 57. QUESTIONS FROM MEMBERS OF THE PUBLIC

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

	<b>Questioner</b>	<b>Subject</b>	<b>Answer</b>
1.	Alison May	Air Quality	Cllr Ennis
2.	Ulrike Magyarosy	Flooding in the Holybrook Area	Cllr Rowland
3.	Pratikshya Gurung	Bins & Littering on the Oxford Rd	Cllr Rowland
4.	Roy Rangarirai	Leisure & Sport	Cllr Barnett-Ward

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

### 58. QUESTIONS FROM COUNCILLORS

Questions on the following matters were submitted by councillors:

	<b>Questioner</b>	<b>Subject</b>	<b>Answer</b>
1.	Cllr McCann	Road Safety on Kings Road and Cemetery Junction	Cllr Ennis
2.	Cllr Hoskin	Adult Social Care Referrals	Cllr Gittings
3.	Cllr Moore	X	Cllr Emberson
4.	Cllr White	Supporting the Local Economy through Buying Local	Cllr Emberson
5.	Cllr Nikulina	City of Sanctuary	Cllr Terry

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

### 59. COUNCIL PLAN UPDATE

The Executive Director of Resources submitted a report on a review of the 2025-28 Council Plan. A Council Plan Update proposed for publication was attached to the report at Appendix

## COUNCIL MEETING MINUTES - 24 MARCH 2026

One and a change log at Appendix Two. The Update had been recommended to Council by the meeting of Policy Committee on 16 March 2026 (Minute 65 refers).

The report explained that the review of the Council Plan had focused on factual updates to sections on key achievements in 2025, resident services, and the Council's budget, updating Council Plan projects to reflect any completed projects, those that are or will become business as usual, or new projects in 26/27, and updating KPIs to ensure these were still the correct measures going forward and add results for 2024/25. Several KPIs had been updated to align with the newly published Local Outcomes Framework.

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

**Resolved –**

**That the Council Plan Update 2026 be adopted and published on the Council's website.**

### 60. READING BOROUGH COUNCIL ANTI-RACISM STATEMENT

The following motion was moved by Councillor Dennis and seconded by Councillor Eden and CARRIED:

**Resolved –**

**This Council notes the motion passed on 19 March 2024 in support of black women.**

**Racism, discrimination, and misogyny should not be tolerated in our society. We need more Black women and people from Black, Asian, and other minority communities in public life.**

**Reading is a diverse and vibrant Borough. We celebrate this diversity and recognise that it enriches our community and our organisation. Racism - whether overt or subtle, individual or institutional - has no place in Reading. We condemn racism unequivocally and commit to playing a leading role in making Reading an anti-racist town.**

**This Council resolves to adopt the below anti-racism statement and publish it on the Council's website to demonstrate commitment as an anti-racist place to work and live.**

**Anti-racism statement**

**It is not enough to simply avoid racism; we must be actively anti-racist. This means identifying and dismantling barriers to equality, challenging injustice wherever we see it, and embedding anti-racist practices into our structures, systems, and culture. Racism can take many forms - from conscious, intentional**

acts to unconscious bias and systemic discrimination. Without understanding these root causes, we cannot dismantle the structures that perpetuate inequality.

### **Our principles**

- **Action, not words:** Becoming an anti-racist organisation means making real changes in our workplaces and communities.
- **Utilising our influence:** We will use our position, influence and partnerships to drive forward our ambition in making Reading an anti-racist place to live and work.
- **Transparency and accountability:** We will publish progress and invite feedback to ensure lasting change.

### **Our Commitments**

#### **1. Speak Out and Act Together**

- **Zero tolerance for racism across the organisation and in our partnerships.**
- **Provide support to victims of racism and take a lead in inclusive community conversations, wherever we are present, to build understanding and unity.**
- **Challenge racist behaviour and address microaggressions and subtle bias.**

#### **2. Change Systems and Structures**

- **Review policies, procedures, and services to ensure they are inclusive and anti-racist.**
- **Tackle institutional and structural racism, ensuring leaders exhibit moral leadership.**
- **Put in place measures to eliminate gaps in outcomes between racial and ethnic groups.**

#### **3. Listen, Learn, and Educate**

- **Promote racial literacy by supporting community workshops, public campaigns, and allyship initiatives that build shared understanding of privilege and inequality**
- **Champion inclusive leadership in the community by working with local organisations, schools, and partners to embed collective responsibility for equality across all our areas of influence.**

#### **4. Celebrate and Amplify Voices**

- **Actively promote and celebrate the history and achievements of Black, Asian, and other minority communities.**

## COUNCIL MEETING MINUTES - 24 MARCH 2026

- **Foster meaningful relationships across communities to ensure everyone is seen, heard, and valued.**

(The meeting closed at 8.35 pm)

**READING BOROUGH COUNCIL**

**ANNUAL MEETING OF THE COUNCIL**

**LOCAL ELECTIONS – 7 MAY 2026**

**STATEMENT OF RETURNING OFFICER**

Following local government elections held on 7 May 2026, I formally submit below a Statement for the information of the Council showing details of the persons elected as Councillors:

<b>WARD</b>	<b>NAME OF PERSON ELECTED</b>
<b>ABBEY</b>	Jacqueline <b>DOMINGUEZ</b> <b>GREEN</b>
<b>BATTLE</b>	Pratikshya <b>GURUNG</b> <b>LABOUR</b>
<b>CAVERSHAM</b>	Jacopo <b>LANZONI</b> <b>LABOUR</b>
<b>CAVERSHAM HEIGHTS</b>	Isobel <b>BALLSDON</b> <b>CONSERVATIVE</b>
<b>CHURCH</b>	Ruth <b>McEWAN</b> <b>LABOUR</b>
<b>COLEY</b>	Richard <b>WALKEM</b> <b>GREEN</b>
<b>EMMER GREEN</b>	Alex <b>SMITH</b> <b>CONSERVATIVE</b>
<b>KATESGROVE</b>	Louise <b>KEANE</b> <b>GREEN</b>
<b>KENTWOOD</b>	Glenn <b>DENNIS</b> <b>LABOUR AND COOPERATIVE</b>
<b>NORCOT</b>	Alison <b>FOSTER</b> <b>LABOUR</b>

<b>PARK</b>	Rob <b>WHITE</b> <b>GREEN</b>
<b>REDLANDS</b>	Kathryn <b>McCANN</b> <b>GREEN</b>
<b>SOUTHCOTE</b>	Ulrike <b>MAGYAROSY</b> <b>LABOUR</b>
<b>THAMES</b>	David <b>CLARKE</b> <b>GREEN</b>
<b>TILEHURST</b>	Meri <b>O'CONNELL</b> <b>LIBERAL DEMOCRATS</b>
<b>WHITLEY</b>	Rachel <b>EDEN</b> <b>LABOUR</b>

And, following a by-election held on 7 May 2026 in Caversham Heights Ward, I formally submit below a Statement for the information of the Council showing details of the person elected as a Councillor:

<b>WARD</b>	<b>NAME OF PERSON ELECTED</b>
<b>CAVERSHAM HEIGHTS</b>	Saadia <b>SAADAT</b> <b>CONSERVATIVE</b>

All Councillors have signed the Declaration of Acceptance of Office.

**LOUISE DUFFIELD**

Returning Officer

n:/council/agm26/elecprt

## Council

27 May 2026



Reading

Borough Council

---

Working better with you

<b>Title</b>	Annual Review of Constitution
<b>Purpose of the report</b>	To make a key decision
<b>Report status</b>	Public report
<b>Statutory Officer Commissioning Report</b>	Jayne La Grua, Director of Legal & Democratic Services and Monitoring Officer
<b>Report author</b>	Jayne La Grua, Director of Legal & Democratic Services and Monitoring Officer
<b>Lead Councillor</b>	Councillor Terry, Leader of the Council
<b>Council priority</b>	Not applicable, but still requires a decision
<b>Recommendations</b>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. approve the proposed amendments to the Council’s Constitution;</li> <li>2. request that the Director of Legal and Democratic Services publishes the amended Constitution on the Council’s website.</li> </ol>

### 1. Executive Summary

- 1.1 The Council’s Constitution sets out how the Council operates, how decisions are made, and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people.
- 1.2 The Constitution is reviewed on an annual basis. The last review of the Constitution was presented to Council for adoption on 21 May 2025.
- 1.3 This report asks Council to:
  - (a) approve the proposed changes to the Constitution to take immediate effect; and
  - (b) request that the Director of Legal and Democratic Services publishes the amended Constitution on the Council’s website.

### 2. Policy Context

- 2.1. Section 9P of the Local Government Act 2000 requires local authorities to prepare and keep up to date a document (their Constitution) which contains:
  - (a) a copy of the authority’s standing orders;
  - (b) a copy of the authority’s code of conduct for its members and co-opted members;
  - (c) such information as the Secretary of State may direct; and
  - (d) such other information (if any) as the authority considers appropriate.
- 2.2 The Council must ensure that copies of its constitution are available at its principal office for inspection by members of the public at all reasonable hours and must supply a copy of its constitution to any person on requests.

### 3. PROPOSED AMENDMENTS TO THE COUNCIL'S CONSTITUTION

- 3.1. The proposed amendments to the Constitution are set out below. Where applicable, relevant extracts of the Constitution showing the proposed changes are provided in **Appendices 1 - 7** of this report.

#### Job Titles

- 3.2 It is proposed to amend the job titles of 'Assistant Directors' to 'Directors', throughout the document, to reflect a decision made by the Head of Paid Service to ensure internal consistency across the Council in naming conventions and better align with job titles commonly used across the sector.

#### Part 2 – Articles of the Constitution

##### *Article 6 – The Leadership and Lead Councillors*

- 3.3 It is proposed to add membership of the Children's Services Improvement Board to the Lead Councillor Portfolio for Children. This proposed change is shown in **Appendix 1**.
- 3.4 It is further proposed to add oversight of the discharge of the Council's duties under PREVENT to the Lead Councillor Portfolio for Environmental Services & Community Safety. This proposed change is shown in **Appendix 2**.

##### *Article 9 – The Standards Committee*

- 3.5 It is proposed that Article 9.1.2 be amended to delete oversight and development of the Staff Code of Conduct, as principal responsibility for this lies with the Head of Paid Service.

This proposed change is shown in **Appendix 3**.

#### Part 3 – Responsibility for Functions

##### *2. Standing Committees and Sub-Committees*

###### *Trustees' Sub-Committee*

- 3.9 To remove Victoria Recreation Ground from the list of charitable trusts for which the Trustees' Sub-Committee has delegated authority to act as Trustee for the Council. This was included in error as the Council is the lessee and not Trustee of this Recreation Ground. This proposed change is also shown in **Appendix 4**.

##### *5. Appeals Bodies*

###### *Appeals Panel*

- 3.13 To remove Curriculum Complaints from the Terms of Reference of Appeals Panels, as this is no longer a statutory duty for local authorities. This proposed change is shown in **Appendix 5**.

#### Part 4 - Rules of Procedure

##### *Council and Committee Procedure Rules (Standing Orders)*

- 3.14 To amend Standing Order 36(5) to specify that separate time limits apply for public petitions and questions and councillor questions to Committees, in line with the arrangements for full Council meetings. This proposed amendment is shown in **Appendix 6**.

#### Part 6 – Members' Allowances Scheme

- 3.15 To amend the Members' Allowances Scheme to reflect the fact that, as of 11 May 2026, elected members are eligible for enrolment in the Local Government Pension Scheme. This proposed change is shown in **Appendix 7**.

#### **4. Contribution to Strategic Aims**

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

#### **5. Environmental and Climate Implications**

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

#### **6. Community Engagement**

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

#### **7. Equality Implications**

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

#### **8. Other Relevant Considerations**

- 8.1. There are none.

#### **9. Legal Implications**

- 9.1. Set out in the body of the report.

#### **10. Financial Implications**

- 10.1. It is anticipated that the financial implications of the statutory change to make elected members eligible for enrolment in the Local Government Pension Scheme (see 3.15 above) will be managed within the currently allocated budget for the member allowances scheme. An assessment of the impact will be reported to the Remuneration Panel for their review of the scheme for 2027/28.

#### **11. Timetable for Implementation**

- 11.1. Not applicable.

#### **12. Background Papers**

- 12.1. There are none.

### **Appendices**

1. Proposed Amendment to Lead Councillor Portfolio for Children
2. Proposed Amendment to Lead Councillor Portfolio for Environmental Services & Community Safety
3. Proposed Amendment to Standards Committee Terms of Reference
4. Proposed Amendments to Trustees Sub-Committee Terms of Reference
5. Proposed Amendment to Appeals Panel Terms of Reference
6. Proposed Amendment to Council and Committee Procedure Rules
7. Proposed Amendment to Members' Allowances Scheme

This page is intentionally left blank

### 3. CHILDREN

- (1) To be the Lead Councillor for all Children's services under Section 19(1) of the Children Act 2004; to be accountable for their delivery; and to exercise political responsibility for the effectiveness, availability, and value for money of all of the Council's children's services.

[NB – the Children Act 2004 specifies that these functions are also the responsibility of the Director of Children's Services]

- a) Education services – the authority's functions in its capacity as a local education authority, except those excluded under Section 18(3) of the Act (namely certain functions relating to further education, higher education, and adult education)
- b) Social Services – the authority's social services functions within the meaning of the Local Authorities Social Services Act 1970, insofar as they relate to children, and the local authority's functions for children and young people leaving care
- c) Health Services – any health-related functions exercised on behalf of an NHS body under Section 31 of the Health Act 1999, insofar as they relate to children
- d) Inter-agency Co-operation – the functions of the Children's Services Authority set out in the Children Act 2004, in particular, building and leading the arrangements for inter-agency cooperation.
- e) The functions conferred on Children's Services Authorities under the Children Act 2004.
- f) The role of the Lead Member for Children's Services is set out in detail in Statutory Guidance on the roles and responsibilities of the Director of Children's Services and the Lead Member for Children's Services. see: [Directors of Child Services Statutory Guidance](#)
- (2) To develop the local vision and drive improvements for local people, including integrated children's services, with children, young people and their families placed at the centre of their policies and activities and to communicate this vision for children to councillors, and to the boards and partnerships on which they are either present or represented.
- (3) To provide a particular focus, with the Executive Director for Children's Services, on safeguarding and promoting the welfare of children across all agencies. The responsibilities of the Executive Director (statutory Director of Children's Services) and Lead Councillor (the statutory Lead Member) extend to all children receiving services in their area, irrespective of the type of school they attend, or their home local authority area.
- (4) To develop, promote and implement policies, strategies, and procedural arrangements to champion children's interests both across functional boundaries within the local authority and across local partnerships to ensure that the needs of all children and young people, including the most disadvantaged and vulnerable, and their families and carers, are addressed, with a particular focus on promoting early identification and prevention.
- (5) To oversee the development and implementation of the Council's Corporate Plan, Children and Young People's Plan and related strategies and policies.
- (6) To be satisfied that the discharge of the authority's statutory children's services' functions is effective.
- (7) To ensure the provision of the following children's services:
- Commissioning Children's Public Health 0-19 services, including health visiting and school nursing
  - Adoption – through Adopt Thames Valley – and post-adoption support

- Youth Services provision (including where funded through the Housing Revenue Account)
- (8) To be consulted on, and oversee and monitor the responses to inspections and consultation undertaken by external bodies (eg Ofsted and Care Quality Commission) on children's services provision in Reading, and on developments outside Reading affecting residents in Reading.

~~(9) To be a member of the Children's Services Improvement Board.~~

#### Corporate Parenting

- (9) To contribute to, and be satisfied that the local authority demonstrates, high standards of corporate parenting, in particular by encouraging Members to promote the educational achievement and health and wellbeing of looked after children and children leaving care.

## **7. ENVIRONMENTAL SERVICES & COMMUNITY SAFETY**

### **A) Environment**

- (1) To oversee the development and implementation of plans and strategies to promote the environment of local communities.
- (2) To be responsible for environmental maintenance and cleansing in the Borough.
- (3) To promote good community relations and consultation, working in partnership with the voluntary sector and local interest groups.
- (4) To determine the position of the Borough Council in respect of the Authority's responsibilities and functions under legislation governing the Police and Fire & Rescue Services, including all matters concerned with the administration of these services.

### **B) Community Safety**

- (1) To promote good community relations and consultation, working in partnership with the voluntary sector and local interest groups.
- (2) To oversee the development and implementation of corporate strategies and policies, which promote community safety.
- (3) To provide quality assurance, strategic planning for community safety-related services and monitor and challenge performance against the key measures for success set out in the Corporate Plan.

(4) To have oversight of the discharge of the Council's duties under PREVENT.

### **C) Public Protection and Regulation**

To oversee the development and implementation of plans, and strategies within prescribed regulatory legislation in relation to premises and other licensing functions to deliver public protection measures for the Borough.

This page is intentionally left blank

# Article 9 - The Standards Committee

## LOCAL STANDARDS COMMITTEE - TERMS OF REFERENCE AND STANDING ORDERS

### 9.1 Standards Committee

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

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

Councillor Code of Conduct

Overall standards of conduct and ethics of Members and co-opted Members of the Council  
Arrangements for Dealing with Allegations of Misconduct (the "Arrangements Document")

~~Staff Code of Conduct~~

Planning Code of Conduct

Handling Arrangements for the Council's Developments Policy

Member Officer Protocol

Policies in relation to Gifts and Hospitality

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

### 9.2 Composition

#### (a) Political Balance

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

#### (b) Membership

9.2.2 The Standards Committee will be composed of:

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

#### (c) Chairing the Committee

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

#### (d) Quorum

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

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

#### (e) Voting

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

**(f) Calling of Meetings**

9.2.7 Meetings of the Standards Committee may be called by:

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

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

**9.3 Role and Function**

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

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

- (10) To advise, train or arrange to train Councillors, co-opted members and church and parent governor representatives on matters relating to the local Member Code of Conduct and associated local protocols;
- (11) To oversee the training delivered to Councillors, co-opted members and church and parent governor representatives to ensure that they are able to fulfil their functions effectively;
- (12) To promote, oversee and monitor the register of interests of Councillors and co-opted Members of the authority, and their disclosure and declaration of disclosable pecuniary interests;
- (13) To grant dispensations to Councillors, co-opted members and church and parent governor representatives from requirements relating to interests set out in the Members' Code of Conduct.
- (14) To consider any other matters as the Council refers to the Committee from time to time.

This page is intentionally left blank

## Trustees' Sub-Committee

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

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

This page is intentionally left blank

## Appeals Panel

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

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

This page is intentionally left blank

### 36. Participation by Members of the Public

(1) Subject to (3) and (4) below, members of the public may present a petition to a Standing Committee, subject to:

- The petition being about a matter relating to the Committee's powers and duties; and
- The petition being received by the Assistant Director of Legal and Democratic Services by no later than 12 noon, four clear working days before the day of the meeting.

**(This means that, for example, if the meeting is on a Tuesday, the petition must be received in writing by 12 noon on the Tuesday before, assuming that no Bank Holidays fall within this period).**

The petition will be dealt with under Standing Order 8 above.

(2) Subject to (3) below, a Councillor or a member of the public may ask the Chair of any Committee (but not the Standards Committee) a question about that body's powers and duties, if:

- (a) It has been submitted in writing to the Assistant Director of Legal and Democratic Services;
- (b) It has been received by him/her by not later than 12 noon four clear working days before the meeting.

**(This means that, for example, if the meeting is on a Tuesday, the question must be received in writing by 12 noon on the Tuesday before, assuming that no Bank Holidays fall within this period).**

The question will be dealt with under Standing Order 9 or 10 above.

(3) Questions asked in accordance with (2) above shall not be permitted if they involve consideration of confidential information or exempt information as defined in Paragraphs 1-7 of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).

(4) At meetings of the Planning Applications Committee, Licensing Applications Committee, Standards Committee or their sub-committees, a petition may not be submitted or a question may not be asked about any individual application to be determined or individual case to be heard at the meeting.

(5) There shall be a time limit of 30 minutes for public petitions ~~to~~ and questions asked at Committees and a time limit of 30 minutes for councillor questions.

This page is intentionally left blank

# Part 6 - Members' Allowances Scheme

## Members' Allowances and Subsistence

This section explains the Councillors' Allowances Scheme adopted by the Borough Council effective from 1 April 2026 to 31 March 2027.

### 1. ALLOWANCES PAYABLE TO COUNCILLORS

**Note:** A person may forego all or part of any allowances to which they are entitled. To do so, notice must be given in writing to the Monitoring Officer.

#### 1.1 Basic Allowance

The Basic Allowance paid to all Councillors is £9,825.99 per year. It is paid automatically through the payroll system, monthly in arrears.

Basic allowance is intended to recognise the time commitment of all councillors, including such inevitable calls on their time as meetings with officers and constituents and attendance at political group meetings. It is also intended to cover incidental costs such as the use of their homes and telephone.

#### 1.2 Special Responsibility Allowance

The Special Responsibility Allowances payments are as follows:

- (a) the amount paid to the Leader is £22,111.80;
- (b) the amount paid to the Deputy Leader is £13,506.12;
- (c) the amount paid to SRA Tier 1 is £11,354.76;
- (d) the amount paid to SRA Tier 2 is £7,262.28;
- (e) the amount paid to SRA Tier 3 is £3,632.28;
- (f) the amount paid to SRA Tier 4 is £1,283.64.

Paid through the payroll system monthly in arrears as follows.

No councillor is to receive more than one Special Responsibility Allowance.

With regard to Special Responsibility Allowance:

- ◆ Tier One is paid to the Lead Councillors.
- ◆ Tier Two is paid to the Leader of the main opposition group and the Chairs of Licensing Applications Committee and Planning Applications Committee.
- ◆ Tier Three is paid to Chairs of Committees (except the Chair of the Appeals Committee) and Group Leaders of the other political groups.
- ◆ Tier 4 is paid to the Vice-Chairs of Committees and the Independent Person appointed in accordance with Section 28 of the Localism Act 2011 to carry out the functions specified in that Act in relation to the Members' Code of Conduct and Local Standards Committee.
- ◆ In addition to the categories set out in tier 4 above, tier 4 SRA is paid to the Council's representative(s) on the Fostering Panel.

### 2. DEPENDANT CARER'S ALLOWANCE

- (a) Up to £13.45 per hour for childcare for up to 15 hours per week.

- (b) Up to £13.45 per hour towards the cost of a care attendant for an elderly or disabled relative (including a disabled child) for up to 15 hours per week.

The person providing the care may not be a close relative, defined as spouse, partner (opposite or same sex cohabiters), parents, children, brothers, sisters, grandparents and grandchildren. The paid care attendant must sign a receipt to show that they have cared for the dependent during the hours claimed for.

A claim may be made for the cost of a paid care attendant to look after children or elderly or disabled relatives when undertaking particular duties as set out below:

- a meeting of the authority
  - a meeting of a committee or sub-committee of the authority
  - a meeting of some other body to which the authority makes appointments or nominations
- or
- a meeting of a committee or sub-committee of a body to which the authority makes appointments or nominations
  - a meeting which has **both** been authorised by the authority, a committee, or sub-committee of the authority or a joint committee of the authority and one or more authorities, or a sub-committee of a joint committee **and** to which representatives of more than one political group have been invited (if the authority is divided into several political groups) or to which two or more councillors have been invited (if the authority is not divided into political groups)
  - a meeting of a local authority association of which the authority is a member
  - duties undertaken on behalf of the authority in pursuance of any standing order requiring a member or members to be present while tender documents are opened
  - duties undertaken on behalf of the authority in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises
  - duties undertaken on behalf of the authority in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of section 342 of the Education Act 1996
  - any other duty approved by the authority in connection with discharging the duties of the authority or its committees or sub-committees.

**Note: This allowance is taxable.**

### 3. **TRAVELLING AND SUBSISTENCE EXPENSES**

3.1 Travelling and subsistence expenses may be claimed when a councillor is on Council business which is an approved duty as set out below:

- a meeting of the authority
- a meeting of a committee or sub-committee of the authority
- a meeting of some other body to which the authority makes appointments or nominations
- a meeting of a committee or sub-committee of a body to which the authority makes appointments or nominations
- a meeting which has both been authorised by the authority, a committee, or sub-committee of the authority or a joint committee of the authority and one or more authorities, or a sub-committee of a joint committee and to which representatives of more than one political group have been invited (if the authority is divided into several political groups) or to which two or more councillors have been invited (if the authority is not divided into political groups)
- a meeting of a local authority association of which the authority is a member

- duties undertaken on behalf of the authority in pursuance of any standing order requiring a member or members to be present while tender documents are opened
- duties undertaken on behalf of the authority in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises
- duties undertaken on behalf of the authority in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of section 342 of the Education Act 1996
- any other duty approved by the authority in connection with discharging the duties of the authority or its committees or sub-committees.

Claims must be supported by receipts/spent tickets in order to be non-taxable.

Expenses may **NOT** be claimed for:

- ◆ meetings of political groups.
- ◆ attendance at Public Local Enquiries by councillors appointed by Planning Committee.
- ◆ attendance at Public Meetings not convened by the Council.
- ◆ attendance at School Governors' Meetings.

### 3.2 **SUBSISTENCE ALLOWANCE**

- Breakfast allowance           £9.15
- Lunch allowance               £12.64
- Tea allowance                   £5.01
- Evening meal allowance       £15.65
- Overnight subsistence       £82.21 a day outside London  
£93.77 a day in London or at LGA Annual Conferences

The subsistence limits referred to above may be exceeded in exceptional circumstances at the discretion of the Monitoring Officer, e.g. to enable a Councillor and an officer attending a conference to stay at the same accommodation, subject to there being sufficient budget provision.

### 3.3 **TRAVEL ALLOWANCE**

- Travel by councillor's own motorcycle – 40.9 pence per mile
- Public Transport – cost of the ordinary fare, cheap fare or portion of any weekly ticket.

#### 3.3.1 **By Councillor's Own Car**

The rate paid for travel by councillor's own motor vehicle is 45 pence per mile.

A claim may also be made for carrying passengers (not exceeding four) who would qualify for travelling allowance. The rate payable is 3p per mile for the first passenger and 2p per mile for second and subsequent passengers.

#### 3.3.2 **Car Park Fees etc.**

The costs incurred in car parking fees, tolls and ferries may be claimed.

#### 3.3.3 **By Councillor's Own Motorcycle**

The rate paid for travel by a councillor's own solo motorcycle is 40.9 pence per mile.

#### 3.3.4 **By Councillor's Own Bicycle**

The rate paid for travel by a councillor's own bicycle is 37p per mile.

The cycle to work scheme for officers has been extended to councillors.

### 3.3.5 **Public Transport**

The cost of the ordinary fare, cheap fare or portion of any weekly ticket may be claimed.

### 3.3.6 **Taxis**

When travelling by taxi, the equivalent of the fare for appropriate public transport is claimable UNLESS it is a case of urgency or no public transport is reasonably available. In this case a claim may be submitted for the actual fare and any reasonable gratuity paid.

This means, for example, a councillor using a taxi on non-urgent business during the day when there is a bus service available can only claim the cost of the bus fare. However, using a taxi late at night, when the bus service had ended, a claim for the total cost of the journey may be made.

Councillors with access disabilities which prevent their use either of private cars or public transport, may travel by taxi and reclaim both their actual fare and any reasonable gratuity paid.

## 4. **CO-OPTEE'S ALLOWANCES**

Co-optees' Allowances are payable solely to non-councillor members of the Standards Committee attending meetings of the Committee or any Sub-Committee set up by the Committee as part of its process of assessing, investigating and hearing complaints about Councillors; the allowances to be paid at the daily rate equivalent of the Councillors' Basic Allowance; the Monitoring Officer to be authorised to settle the rate to be paid on each occasion.

## 5. **PROVISION FOR WITHHOLDING OF ALLOWANCES UNDER CERTAIN CIRCUMSTANCES**

Where a councillor is fully or partially suspended from their duties, their basic allowance may be fully or partly withheld.

Travel and subsistence allowances may be withheld where a councillor has been suspended from duties or responsibilities which attracted these allowances.

Where a councillor is fully or partially suspended from any duties or responsibilities which attract special responsibility allowance, those allowances may be withheld by the authority.

Co-optees' allowance may also be withheld where a co-optee is partially or fully suspended from their duties.

Dependant carer's allowance may not be withheld from councillors.

## 6 **PAYMENT OF ALLOWANCES/EXPENSES**

### 6.1 **Claim Forms**

All expenses can be claimed on the one form (except Basic and Special Responsibility Allowances, which are paid automatically).

Time and place of departure may be from work, it does not have to be a home to home journey but claims must show clearly where you are travelling from and to. Completed forms should be sent to the Councillor Services Team who will forward them to the Payments Section.

### 6.2 **Payment Dates**

Allowances will be paid at the end of each month. The usual payment date is 25<sup>th</sup> of the month. To ensure payment is received by the end of the month, claims should be submitted **by the 7<sup>th</sup> of the month**. It is essential that claims are submitted regularly and do not build up, to allow effective budgetary monitoring.

### 6.3 **Taxation Allowances**

Basic, Special Responsibility and Dependant Carers' Allowances are taxable income. HM Inspector of Taxes, Reading South 1 District is provided with the names of new councillors and asks them for appropriate information from which a PAYE tax code can be issued. Alternatively, a councillor may apply to HM Inspector to pay tax at the standard rate, although the only advantage in this method seems to be a greater element of privacy than with a normal tax code.

It is necessary to apply a temporary tax code on allowances until instructions are received from HM Inspector.

In returning the tax assessment forms, members are able to claim certain expenses which would reduce tax liability. These are expenses incurred wholly, exclusively and necessarily in the performance of the duties of the councillor not reimbursed by the Council; they can extend beyond direct Council work for example to the costs of dealing with Ward work, such as travelling, telephone calls, stationery and postage, provided they are not of a political nature. The decision on what is acceptable is made by the Inspector of Taxes who may ask for the actual figures to be returned by a member after the year end.

Travelling and subsistence allowances are not taxable, provided receipts or spent tickets are submitted with claims.

### 6.4 **National Insurance Contributions**

Basic and Special Responsibility Allowances are subject to a National Insurance contribution on the whole amount of allowances where the weekly average since the previous payment (or from the first week of the tax year, if later) exceed the 'lower earnings limit'. Some married women are still eligible to pay at 3.85% and retired persons are exempt, but in either case, an appropriate certificate from the Department of Social Security must be produced.

A Councillor who has more than one employment and expects to pay National Insurance contributions on earnings at the upper earnings limit throughout the year in one of them, or a combination of some of them, may apply for deferment of contribution liability in the other employment(s). If the application for deferment is accepted, payment of contributions in the other employment(s) will be excused and the employer(s) authorised not to make any deduction of National Insurance.

Any councillor interested in deferment of National Insurance contributions should refer to DSS Leaflet NP28 for further information.

### 6.5 **Councillors Receiving Benefit**

Entitlement to Income Support/Job Seekers Allowance/Universal Credit may be affected by the Councillor allowance.

## **7. ACCESS TO LOCAL GOVERNMENT PENSION SCHEME**

[Eligible Councillors will be able to join the Local Government Pension Scheme, in accordance with The Local Government Pension Scheme \(Elected Member Pensions\) Regulations 2026.](#)

## **8. FINANCIAL ADVICE**

Councillors who would like financial advice should contact:

**Teresa Regan**

**Tel:** 01959 561 000

**Email:** [teresa.regan@fluentifa.co.uk](mailto:teresa.regan@fluentifa.co.uk)

**Address:** Victory Way, Admirals Park, Crossways, Dartford, Kent, DA2 6AG

Or alternatively contact the Councillor Services Team who can make an appointment for you.

9. **SALARY SACRIFICE SCHEME**

- Bus to Work Scheme
- Childcare Vouchers
- Cycle to Work Scheme

**Council**  
**27 May 2026**



<b>Title</b>	Appointment of Council Bodies and Allocation of Seats to Political Groups
<b>Purpose of the report</b>	To make a key decision
<b>Report status</b>	Public report
<b>Statutory Officer Commissioning Report</b>	Jayne La Grua, Director of Legal & Democratic Services and Monitoring Officer
<b>Report author</b>	Simon Hill, Democratic Services Manager
<b>Lead Councillor</b>	Councillor Terry, Leader of the Council
<b>Council priority</b>	All
<b>Recommendations</b>	<p>Council is asked to:</p> <ol style="list-style-type: none"> <li>1. agree the total number of Committees Seats, the overall share of Committee Seats, and the Allocation of Committee Seats as set out in Tables 1 to 3 of Appendix 1;</li> <li>2. appoint to the list of Committees as set out in Table 3 of Appendix 1;</li> <li>3. authorise the Director of Legal and Democratic Services, in consultation with the relevant Group Leader, to determine any necessary adjustments to be made to individual Committee allocations in accordance with the provisions of Sections 15 and 16 of the Local Government and Housing Act 1989;</li> <li>4. appoint to the Corporate Parenting Panel and Health &amp; Wellbeing Board in accordance with the Constitution, and approve the allocation of seats as set out in Tables 4 and 5 of Appendix 1;</li> <li>5. appoint to the Consultative Committees and Forums listed in Table 6 of Appendix 1; and</li> <li>6. Agree and adopt the revised Constitution agreed by the Standing Advisory Committee on Religious Education as attached at Appendix 2.</li> </ol>

## 1. Executive Summary

- 1.1. The Council is required at its annual meeting to decide which committees to establish for the year, their size and terms of reference, and determine the allocation of seats to political groups represented on the Council on committees in accordance with the provisions of [Sections 15 and 16 of The Local Government and Housing Act 1989](#) and [The Local Government \(Committees and Political Groups\) Regulations 1990](#).

## 2. Background

- 2.1. The Local Government and Housing Act 1989 requires the Council to allocate seats on committees to political groups for the forthcoming municipal year in accordance with the size of each group on the Council as a whole, unless alternative arrangements are notified to all councillors and agreed without any councillor voting against them.

- 2.2. Section 15 of the 1989 Act (Duty to Allocate Seats to Political Groups) sets out the requirements as to political proportionality on Council bodies and requires the Council, in allocating seats on committees of the Council to political groups, to give effect, so far as practicable, to the following four principles:
- (a) that not all seats on the committee are allocated to the same political group;
  - (b) that the political group having a majority of seats on the Council should have a majority on each committee;
  - (c) that, subject to paragraphs (a) and (b) above, the number of seats on the Council's committees allocated to each political group bears the same proportion to the total number of such committee seats as the number of members of that group bears to the membership of the full Council; and
  - (d) that, subject to paragraphs (a) to (c) above, seats will be allocated on each committee in the same ratio as exists on the Council.
- 2.3. Section 16 of the 1989 Act (Duty to Give Effect to Allocations) requires the Council to give effect to the allocations determined as set out above in accordance with the wishes of the relevant political group.
- 2.4. The following table sets out the proportionate distribution of seats amongst political groups that have formed since the local elections held on 7 May 2026:

*Table 1: Proportionality Calculation:*

<b>Political Group</b>	<b>Number of seats on the Council</b>	<b>Percentage Entitlement</b>
Labour	29	60.42%
Green	11	22.92%
Conservative	5	10.42%
Liberal Democrat	3	6.25%
<b>Total</b>	<b>48</b>	<b>100%</b>

### **3. Establishment of Committees and their Terms of Reference**

#### Standing Committees

- 3.1 Article 7 of the Council's [Constitution](#) establishes the following four Standing Committees:
- (1) Policy Committee
  - (2) Adult Social Care, Children's Services & Education Committee
  - (3) Housing, Neighbourhoods and Leisure Committee
  - (4) Strategic Environment, Planning & Transport
- 3.2 The duty to allocate seats to political groups in proportion to their membership of the Council applies to all of the Standing Committees listed above.
- 3.3 Article 6 of the Council's Constitution requires that the Leader, Deputy Leader and each of the Lead Councillors be appointed to Policy Committee.
- 3.4 There is no restriction on the overall size of the Council's Standing Committees.
- 3.5 The Terms of Reference of the Council's Standing Committees are set out in Section 2 of Part 3 of the Council's Constitution.

#### Regulatory and Other Committees

- 3.6 In addition to the Council's four Standing Committees, the Council appoints the following Regulatory and Other Committees to discharge its quasi-judicial, regulatory and other functions in accordance with Article 8 of the Council's Constitution:
- (1) Licensing Applications Committee
  - (2) Planning Applications Committee
  - (3) Standards Committee
  - (4) Audit and Governance Committee
  - (5) Personnel Committee
- 3.7 The duty to allocate seats to political groups in proportion to their membership of the Council applies to all of the Regulatory and Other Committees listed above, with the exception of the Licensing Applications Committee.
- 3.8 The Licensing Applications Committee is established under the Licensing Act 2003, which overrides the usual proportionality provisions of the 1989 Act and are not included in the allocations. The Council still aims for political balance in practice, but it is not a statutory requirement.
- 3.9 Section 6 of [The Licensing Act 2003](#) requires Licensing Committees to have at least 10 and no more than 15 members.
- 3.10 Regulation 7 of [The Town and Country Planning \(Discharge of Local Planning Authority Functions\) \(England\) Regulations 2026](#), which is expected to come into force during the 2026/2027 municipal year, will limit membership of Planning Committees to no more than 13 members.
- 3.11 Article 9 of the Council's Constitution includes the following provisions in respect of membership of the Standards Committee:
- Seven Councillors, subject to each registered political group on the Council having an entitlement to at least one seat;
  - At least one, and no more than three, co-opted Independent Member(s) (persons who are not a Councillor or an officer of the Council or who are not disqualified from being a Member of a Committee of the Council under Section 104 of the Local Government Act 1972);
  - Each political group may nominate named substitute members and those Councillors may attend in the place of appointed Councillors provided that they have received training similar to that received by members of the Committee.
- 3.12 There are no restrictions on the overall size of the Audit and Governance Committee or Personnel Committee.
- 3.13 The Terms of Reference of the Council's Regulatory and Other Committees are set out in Sections 3 and 4 of Part 3 of the Council's Constitution.

#### **4. Allocation of Committee Seats**

- 4.1. The number of seats available on the Council's Committees have been calculated having regard to the statutory and constitutional provisions set out above and assuming that the overall size of Committees remain approximately as they were for the 2025/2026 municipal year, subject to some minor adjustments to achieve political balance. This calculation is set in **Table 1 of Appendix 1**.
- 4.2. To achieve a political balance the distribution of committee seats between political groups is calculated on the proportional split of 48 Council seats, as set out at paragraph 2.4 above. The overall share of the total number of seats on Committees is shown in **Appendix 1 at Table 2**.
- 4.3. The allocation of seats on each of the Council's Committees follows the proportionality calculation set out in paragraph 2.4 above, the general principle of rounding up or down,

and any specific constitutional requirements such as the inclusion of all Lead Councillors on Policy Committee and the representation of all Political Groups on Standards Committee. A suggested proportionate distribution of seats amongst political groups is shown in **Appendix 1 at Table 3**.

## **5. Nominations and Appointments to Committees**

- 5.1 A motion will be moved at the meeting that nominations to the Council's Standing, Regulatory and Other Committees be made.

## **6. Sub-Committees**

- 6.1 Committees may appoint Sub-Committees to discharge specific functions and provision is made in the Council's Constitution for the following Standing Committees to appoint the following Sub-Committees in accordance with the Terms of Reference set out in Part 3 of the Council's Constitution:

*Table 2: Sub-Committees of Standing Committees*

<b>Appointing Committee</b>	<b>Sub-Committee</b>
Policy Committee	Trustees' Sub-Committee
SEPT Committee	Traffic Management Sub-Committee

- 6.2 Appointments to the above Sub-Committees are made by their Appointing Committees in proportion to the Council's overall political balance. The Policy and SEPT Committees will meet to consider a motion on appointments to the the Sub-Committees on the rising of the Council meeting.

## **7. Corporate Parenting Panel**

- 7.1 The Corporate Parenting Panel is not included within the political balance arrangements as it is not a committee to which Section 15 of the Local Government and Housing Act 1989 applies. The Panel reflects the Council's collective corporate parenting responsibilities and is constituted to support cross-party working rather than political proportionality.
- 7.2 A motion will be moved at the meeting that appointments be made to the Corporate Parenting Panel for the 2026/27 municipal year.

## **8. Health & Wellbeing Board**

- 8.1 The Health and Wellbeing Board, which came into effect on 1 April 2013, is a Committee of the Council. Political balance is not a requirement. Council is required to confirm the appointment of the Board, whose terms of reference are contained in Section 4 of Part 3 the Constitution of the Council.
- 8.2 A motion will be moved at the meeting that Councillor appointments to the Health and Wellbeing Board be confirmed for the 2026/27 municipal year.

## **9. Consultative Committees and Forums**

- 9.1 Article 10 of the Council's Consitution provides that, each municipal year, the Council will appoint Councillors to represent it on the bodies listed below:

- Access and Disabilities Working Group
- Alliance for Cohesion and Racial Equality
- Arts and Heritage Forum
- Civic Board
- Cleaner Air and Safer Transport Forum

- Cycle Forum
- Local Joint Forum
- Older People's Working Group
- Safer Reading Neighbourhood Forum

9.2 The rules on political balance do not apply to these Consultative Committees and Forums. However, in previous years, the Council has informally applied broadly the same proportionality rules to these bodies.

9.3 Accordingly an indicative-only allocation of seats is shown in Table 6 of Appendix 1, based on the 2025/2026 allocations and subject to the preferences and nominations made by the political Groups.

## **10. Standing Advisory Council for Religious Education Constitution**

10.1 The Council also appoints to the Standing Advisory Council for Religious Education (SACRE).

10.2 SACRE reviewed its Constitution during 2025/26, a copy of which is attached at **Appendix 2**. The Constitution sets out arrangements for the SACRE including membership, recruitment, meetings procedures and Chairing. It also sets out the requirements for a statutory Agreed Syllabus Conference.

10.3 It is a requirement that SACRE's Constitution be formally adopted by the Council.

10.4 The SACRE Terms of Reference set out in Article 10 of the Council's Constitution (Consultative Committees and Forums) remain unchanged.

## **11. Joint Bodies and Outside Bodies**

11.1 The Council has delegated responsibility for making appointments to Joint and Outside Bodies to the Policy Committee.

## **12. Contribution to Strategic Aims**

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

## **13. Environmental and Climate Implications**

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

## **14. Community Engagement**

14.1 Political Groups have been consulted in relation to recommendations set out in the report.

## **15. Equality Implications**

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

## **16. Other Relevant Considerations**

17.1 There are none.

## **17. Legal Implications**

18.1 The Council is required to decide which committees and sub-committees to establish for the year, their size and terms of reference, and determine the allocation of seats to political groups represented on the Council on Committees in accordance with the

provisions of Sections 15 and 16 of the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990.

**18. Financial Implications**

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

**19. Timetable for Implementation**

19.1 Not applicable.

**20. Background Papers**

20.1 There are none.

**21. Appendices**

Appendix 1 – Allocation of seats on Committees and Other Bodies (to follow)

Appendix 2 - SACRE Constitution and Terms of Reference



**READING BOROUGH COUNCIL**

**SACRE CONSTITUTION AND TERMS OF REFERENCE**

## DOCUMENT CONTROL INFORMATION

**Title:** Reading SACRE Constitution

**Date:** October 2025

**Review date:** October 2029

## CONTENTS

1.	What is SACRE?.....	3
2.	Membership.....	3
3.	Recruitment.....	5
4.	Term of office.....	6
5.	Co-opted members.....	7
6.	Meetings.....	7
7.	Agendas and papers.....	8
8.	Minutes.....	8
9.	Availability of papers to the public.....	9
10.	Voting.....	9
11.	Chair and Vice-Chair.....	10
12.	Sub-Committees.....	10
13.	Constitution.....	10
14.	Costs.....	10
15.	Agreed Syllabus Conference.....	11
16.	Requests for determinations.....	13
17.	Annual Report and communication with schools.....	13
18.	Code of Conduct.....	14
19.	Complaints procedure.....	15
20.	Freedom of Information requests.....	15
	Appendix 1 – Code of Conduct.....	
	Appendix 2 – Roles and Responsibilities.....	
	Appendix 3 – SACRE Standing Agenda Items.....	

## **1. WHAT IS SACRE?**

1.1. SACRE stands for Standing Advisory Council on Religious Education. Every upper tier Local Authority area must have a SACRE. It is the responsibility of the Local Authority to convene and support a SACRE. This is set out in Section 390-397 of the Education Act 1996 - <https://www.legislation.gov.uk/ukpga/1996/56/section/390>

1.2. The purpose of a SACRE is to provide advice to the Local Authority in relation to Religious Education ("RE"), and the statutory requirements to provide a daily act of religious worship. Religious Education is the only subject in the basic curriculum that is not statutorily prescribed by the Department for Education, although it is a statutory element of the curriculum. It remains a local responsibility to set a syllabus for local schools. The rationale for this is that it is important that Religious Education reflect the views and perspectives within a locality of people of all beliefs and none. The legislation requires that every SACRE reflect the demography of the local area for this reason.

1.3. As set out in section 391 of the Education Act 1996, the functions of a SACRE are to:

- a) advise the Local Authority on matters that the Local Authority sees fit to refer, where these relate to:
  - i. religious worship in community schools or in foundation schools which (within the meaning of Part II of the School Standards and Framework Act 1998) do not have a religious character, and
  - ii. religious education to be given in accordance with an agreed syllabus
- a (i) and (ii) include methods of teaching, the choice of materials and the provision of training for teachers.
- b) Compile and submit an annual report
- c) decide whether the Local Authority's agreed syllabus for RE needs to be reviewed, and require that the local authority does so
- d) ensure the locally agreed syllabus is reviewed every five years, with an Agreed Syllabus Conference ("ASC").

1.4 SACREs must also consider and make a 'determination' on any application that the requirement for Christian collective worship should not apply to a particular school or class, or description of pupils within that school.

## **2. MEMBERSHIP**

2.1. The basis for the membership of any SACRE is set out in the 1996 Education Act Section 390(4). The members of the SACRE shall be appointed by Reading Borough Council ("the Local Authority").

2.2. In accordance with Section 390(6) and paragraph 4(4) of Schedule 31 of the 1996 Education Act, the Local Authority will ensure that the composition of Group A on a SACRE, and Committee A on an ASC, is - so far as it is consistent with the efficient discharge of the SACRE's functions - broadly representative of the proportionate strengths of the denominations and religions in the area.

2.3. SACRE members shall form the following four “Representative Groups”:

**Group A) such Christian denominations other than the Church of England, and other religions and denominations of such religions that in the opinion of the Local Authority will appropriately reflect the principal denominations in the area.**

**Up to 4 members, representing denominations such as:**

Free Churches.

Roman Catholic Church.

Baptist Church.

Salvation Army.

Methodist Church.

Greek Orthodox Church.

United Reformed Church.

Evangelical Church.

**Religions and worldviews other than Christianity (1 member from each):**

Hinduism.

Islam.

Judaism.

Sikhism.

Buddhism.

Humanism.

Pagan.

**Group B) The Church of England – 3 members**

**Group C) Teachers, Teaching Unions and Educationalists (representing both Primary and Secondary education) - 6 members**

**Group D) The Local Authority – 5 members (elected councillors representing different political parties)**

**Co-opted members**

Any other co-opted members agreed by SACRE (non-voting)

**Local Authority support**

**The Local Authority will provide the following support for the operation of SACRE:**

Local Authority Link Officer.

Clerk to SACRE.

RE Advisor.

2.4 Members of SACRE represent particular communities or interest groups and are accountable to a nominating body. Members of SACRE should represent the perspective of their nominating group in the work of the SACRE. They should act as channels through which information passes between their nominating group / sponsoring body and SACRE, bringing the confidence of their faith / belief / professional group/ Local community that they can represent them appropriately.

2.5 It is the responsibility of the Local Authority to determine who would be in the groups, but they would normally consult local faith communities and SACRE members before making a decision. SACRE has no legal right to veto this decision.

### **3. RECRUITMENT**

3.1 The Local Authority must appoint named persons to each of the four Representative Groups.

3.2 When there is a vacancy within a Representative Group, the Clerk will generally approach an organisation, explaining the work of the SACRE, and the required commitment, and ask the organisation to provide a nomination. In some cases, individuals may be invited to join the SACRE, or express interest in joining; they will be asked to identify an appropriate organisation to be their nominating body, and to provide a nomination. Individuals cannot be nominated by a family member, partner, or friend.

3.3 The Clerk will maintain a record of each member's nominating body, and the contact details of the individual who nominated the member and will periodically check that the contact information is up to date.

3.4 Upon receiving a nomination, the Clerk will welcome the new member to the SACRE in writing and provide details of the next meeting. New members will be provided with the SACRE's constitution, latest annual report, and NASACRE's handbook for SACRE members, as well as details of upcoming training available to new SACRE members provided by NASACRE. They will be asked to sign the Code of Conduct within this constitution to confirm that they agree to act in accordance with it.

3.5 In accordance with Section 392(2) of the 1996 Education Act, before appointing a person to represent any religion, denomination, association or organisation as a member of the SACRE, the Local Authority shall take all reasonable steps to assure themselves that he or she is representative of the religion, denomination, association or organisation they are being appointed to represent. The Local Authority will seek assurance that nominating bodies are reputable organisations which act in accordance with the Code of Conduct within this constitution and provide a support network for the member. All appointments to the SACRE and ASC will be made on the basis of nomination by a suitable, reputable organisation.

3.6 In the case of Group C (Teachers, Teaching Unions and Educationalists), nominations will be sought via the Reading Primary and Secondary Associations, teaching unions and RE Leaders.

3.7 The Chair or Vice-Chair will aim to arrange a meeting with new members before they attend their first SACRE meeting. For new faith representative members who are not school teachers, a teacher member of Group C will be asked if the new member could visit their school to observe an RE lesson and Collective Worship.

3.8 SACRE members may suggest people or organisations who they feel would be a positive addition to the SACRE. Members may be consulted by the Local Authority regarding the appointment of members and amendments to the membership structure, but the legal responsibility for appointing SACRE members and determining the make-up of the SACRE lies with the Local Authority.

3.9 Absent members may be substituted if the Clerk knows that the meeting will not be Quorate or if a member is temporarily absent for more than 3 meetings due to circumstances, for example poor health. In this case, members may suggest substitutions, but the nominating body will make the final decision.

#### **4. TERM OF OFFICE**

4.1. Members of Representative Groups are expected to serve from the date of their appointment for 4 years, at which point they are eligible to be re-appointed or replaced. In order to be re-appointed, a re-nomination will need to be received from the member's nominating body. Members of Representative Group D (Local Authority) may often serve shorter terms, depending on their re-election to office, or the re-allocation of their areas of responsibility by the Local Authority.

4.2. Members may resign from the SACRE at any time by contacting the Clerk, who will inform the Chair, Vice-Chair and Local Authority link officer.

4.3. The Local Authority will withdraw a person from membership of the SACRE if, in their opinion, he or she ceases to be representative of the religion, denomination, organisation or association which they were appointed to represent (in accordance with section 392(3) of the 1996 Education Act).

4.4. Where a member of a Representative Group fails to attend 3 consecutive meetings of the SACRE, the Clerk shall ask the member if they wish to continue to serve. If they do but then continue to fail to attend 3 subsequent consecutive meetings (the Clerk shall inform the member in writing after missing the second meeting as a warning) they shall cease to be a member of the SACRE, and their nominating body shall be invited to nominate another representative provided that:

- a) the Clerk to the SACRE has advised the member in writing of the provision of this clause following the second missed meeting and at least 10 working days before the third meeting and
- b) the SACRE does not decide to disapply this rule for reasons of extenuating circumstances.

4.5 If the SACRE cannot carry out the functions it was appointed to do, namely give advice to the Local Authority and its schools on RE and collective worship or the review of a syllabus the Local Authority and not the SACRE or ASC is the appropriate body to deal with such situations. The Local Authority will remove membership from any person who fails to adhere to the SACRE's Code of Conduct, as set out in Appendix 1. In such a case, the Local Authority would generally contact the nominating body to mediate between the member and the Local Authority to ensure that the behaviour of the SACRE member is appropriate.

4.6 Upon a member's resignation or following the removal by the Local Authority, the Local Authority shall take the appropriate steps as per paragraph 3.2 to appoint a replacement.

## **5. CO-OPTED MEMBERS**

5.1 The SACRE may appoint people through co-option to aid in its work and/or for specific time-limited projects.

5.2 Any member of SACRE may propose someone for co-option if that person will represent a view or perspective not already represented on SACRE.

5.3 A member may be co-opted without a formal vote being taken on this if no member objects to their co-option.

5.4 Co-opted members are not members of any of the four Representative Groups on the SACRE.

5.5 Co-opted members:

- shall have the right to speak at meetings but not to vote
- will generally join the SACRE for a year but may join for a shorter period at the discretion of the SACRE.

## **6. MEETINGS**

6.1 At least 7 clear days before each meeting of the SACRE the Clerk shall send notices to every member setting out the business to be transacted.

6.2 At least 3 clear days before each SACRE or ASC meeting (or at the time it is convened if the meeting is convened at shorter notice), the Local Authority shall give public notice of the time and place of such meeting by posting it on its website in accordance with regulation 4 of The Religious Education (Meetings of Local Conferences and Councils) Regulations 1994 ("the 1994 Regulations").

6.3 The SACRE shall regulate its own proceedings and may establish committees for specified purposes. Such committees may include persons who are not themselves members of the SACRE.

6.4 The SACRE shall generally meet three times per year. Dates of meetings will generally be shared with SACRE members at least 6 months in advance. When setting meeting dates, the Clerk will aim to avoid the dates of religious festivals or holy days which may prevent SACRE members from being able to attend a meeting. Members should notify the clerk when dates are shared, any reasons for re-considering a suggested meeting date.

6.5 In the event that an additional meeting is required, members will be notified of the date of this as early as possible, and at least two months in advance of the meeting date. The process for the meeting agenda and papers will follow the procedures set out in clause 7 of this Constitution.

6.6 The Director-Education or his/her representative(s) shall be entitled to attend all meetings of the SACRE and of any committees it may establish and to speak but not to vote.

6.7 All meetings of the SACRE and any sub-committee of the SACRE including the four Representative Groups which constitute the SACRE shall be open to the public in accordance with regulation 3(1) of the 1994 Regulations, except if clause 6.9 applies.

6.8 The public may be excluded from any meeting or any part of a meeting during an item of business that is likely to 'be ... in breach of the obligation of confidence' (as stated in Paragraph 4(2) of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012) and/or confidential information would be disclosed as defined in regulation 9 of the Religious Education (Meetings of Local Conferences and Councils) Regulations 1994.

6.9 If clause 6.9 applies, the Chair will declare that the meeting will go into 'Part 2'. This signifies that the discussion will be confidential to SACRE members, and that that part of the meeting will not be live streamed. Any members of the public who have attended the meeting will be asked to leave for this item. Minutes of 'Part 2' discussions will only be circulated to SACRE members and not made public.

6.10 If there is an unresolvable issue at the meeting of SACRE or an ASC, or one that would bring the SACRE, ASC or the Local Authority into disrepute, the Chair will close the discussion. The SACRE or ASC shall have the power to exclude any person from a public meeting, including members of the public and/or representatives of news media, for the purpose of suppressing or preventing disorderly conduct or other misbehaviour, in accordance with regulation 3(2) of the 1994 Regulations.

6.11 The validity of the proceedings of the SACRE, or of any of its Representative Groups, shall not be affected by a vacancy in the membership or on the ground that a member does not at the time represent the denomination, religion, or association they were appointed to represent.

## **7. AGENDAS AND PAPERS**

7.1 The agenda for each meeting shall be determined by the Chair, Local Authority link officer, RE Advisor, and the Clerk to SACRE.

7.2 Members may submit requests for agenda items to the Clerk for consideration at least 14 days before a meeting.

7.3 The agenda and any papers for review will be circulated to SACRE members as well as published on the Reading Borough Council website at least 7 days before the meeting.

7.4 For standing agenda items see appendix 3.

## **8. MINUTES**

8.1 The clerk will agree draft minutes of each meeting with the Chair, RE advisor and LA link officer.

8.2 Draft minutes of each meeting will be sent to members no later than three weeks after each meeting.

8.3 The minutes shall be confirmed at the next meeting.

8.4 The Clerk shall publish minutes of SACRE meetings on the Reading Borough Council website.

## **9. AVAILABILITY OF PAPERS TO THE PUBLIC**

9.1 All papers of the SACRE shall be available to the public except in relation to any information defined as confidential as set out in clause 6.9 and defined in Regulation 9(3) of the 1994 Regulations and The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

## **10. VOTING**

10.1 In the interests of achieving consensus through discussion (except as provided in clause 11.2 below for the election of the Chair and Vice-Chair). When a formal vote is required, each of the groups have equal voting rights; there is one vote per Group, each Group makes its own arrangements for how to decide, most commonly through internal discussion rather than a majority vote. SACRE should only take a vote from the four Representative Groups when it is necessary to make a formal record of the position of SACRE, or if there are opposing views. Following a vote, SACRE can record a position on a matter on which it is advising the Local Authority.

10.2 For the SACRE to be quorate, at least one member of each Representative Group should be present (in accordance with the Education Act 1996).

10.3 On any question or matter on which the SACRE is formally advising the Local Authority, only the Representative Groups on the SACRE shall be entitled to vote, and each Representative Group shall have a single vote (as set out in Section 390(7) of the Education Act 1996).

10.4 A proposal shall be deemed to be carried if it is approved by at least three of the four Representative Groups.

10.5 Decisions within a Representative Group about how the Representative Group will vote do not require unanimity. In accordance with Section 392(7) of the 1996 Education Act, each Representative Group may decide how to regulate its own proceedings, including provision for resolving deadlock. Unless a Representative Group determines its own method of deciding on its vote, and of how to resolve a tied vote, the default process shall be that the vote of each Representative Group will be decided by a majority of votes within the Representative Group. A tied vote within a Representative Group will be recorded as an abstention by that Representative Group.

10.6 Only Representative Group members present in the meeting may vote. Co-opted members do not have a vote.

10.7 When votes are to be taken, Representative Groups will have the opportunity to discuss the matter at the meeting prior to voting.

10.8 When it is anticipated that meetings will involve a vote, whether formal or informal, the matter will be included as an item in the published agenda, and members notified in advance that a vote will be taking place.

## **11 CHAIR AND VICE-CHAIR**

11.1 The SACRE shall elect annually at its first meeting in the academic year (or any meeting during the year when the position is vacant) a Chairperson and a Vice Chairperson from among its members. The Chair and Vice Chairperson should be from different Groups.

11.2 Members will be asked to nominate and 'second' members to stand for the roles of Chair and Vice-Chair. A vote will then be taken on the basis of one vote per member. The Chair and Vice-Chair will be appointed for a period of one year, after which time an election will be held among the membership. Chairs and Vice-chairs may serve for repeated terms if they are re-elected.

11.3 Where it is not practicable or possible for some reason to elect a Chair or Vice-Chair, the Local Authority may appoint a Chair and/or Vice-Chair for a period of time, under its duty as the appointing body (according to section 390 of the 1996 Education Act), until it is possible for such roles to be elected in accordance with clauses 11.1 and 11.2 above.

11.4 The Chair, Vice-Chair, RE advisor and Local Authority link officer will constitute this SACRE's executive group and will meet before each SACRE meeting.

## **12 SUB-COMMITTEES**

12.1 The SACRE may constitute sub-committees to deal with matters, for example to work on a particular aspect of the Action Plan. At least 7 clear days' notice of meetings of any such sub-committees should be given to members. The Terms of reference for the SACRE will apply to a sub-Committee.

12.2 Sub-committees cannot make decisions which are binding on the SACRE.

## **13 CONSTITUTION**

13.1 The Local Authority has a legal duty to comply with the relevant legislation. A SACRE's constitution is broadly determined by the 1996 Education Act and The Religious Education (Meetings of Local Conferences and Councils) Regulations 1994.

13.2 This SACRE's constitution is devised by the Local Authority, in partnership with its legal services, in consultation with the SACRE.

13.3 This SACRE Constitution will be reviewed every 4 years, or earlier if there is a change in legislation or of the religious demographics of the area. The Local Authority may change the Constitution at any time, but it shall consult with the SACRE to approve the changes before doing so. The Local Authority will not be obliged to obtain the SACRE's approval where the changes are required, such as the removal of reference to bodies that no longer exist.

13.4 After consultation with members regarding changes to the Constitution, the revised document will be formally approved and adopted via the Local Authority's executive committee.

## **14 COSTS**

14.1 The costs of operating the SACRE shall be met by the Local Authority, with a budget identified on an annual basis. This will include the cost of providing an RE advisor.

14.2 In addition, the Local Authority will provide the services of a Clerk to the SACRE, and a Local Authority link officer.

## **15 AGREED SYLLABUS CONFERENCE**

15.1 The locally Agreed Syllabus is the statutory document for RE in maintained schools in the local authority. It sets out what should be taught to pupils in all key stages and the standards expected at the end of each key stage. It is produced by an Agreed Syllabus Conference.

15.2 An Agreed Syllabus Conference ("ASC") is a statutory body that produces the Agreed Syllabus. It is established under Schedule 31 of the Education Act 1996.

15.3 An ASC is a separate legal entity from a SACRE. The ASC will be incorporated into the SACRE constitution and members shall follow the SACRE Code of Conduct.

15.4 The ASC is a body appointed by the Local Authority according to the same structure as the SACRE, but the membership of one does not automatically mean membership of the other, Hence the ASC may have a wholly different membership to the SACRE, a shared membership or may be the same members of the SACRE. Voting too on an ASC is different to a SACRE. All Committees (known as Groups in the SACRE) must vote for a syllabus before it can be adopted. It has to be unanimous and not a majority vote.

15.5 The Local Authority has responsibility to convene the ASC and includes the duty to provide with funds and for its work.

15.4 The Agreed Syllabus will be reviewed at least every 5 years in line with Paragraph 2 of Schedule 31 of the 1996 Education Act, and a Conference for this purpose shall be convened every five years.

15.5 The Representative Groups on the SACRE, other than the group representing the Local Authority, may at any time require a review of any Agreed Syllabus that is currently adopted by the Local Authority, in accordance with section 391(3) of the 1996 Education Act. In accordance with section 391(4) of the 1996 Education Act, each Representative Group shall have a single vote on the question of whether to require a review of the Agreed Syllabus. There is no provision for co-opted members.

15.6 Paragraphs 4(1) and 4(2) of Schedule 31 of the 1996 Education Act provides that the membership of the ASC will be appointed by the Local Authority according to the same four-group structure as the SACRE. The four groups on an ASC are referred to as "committees" rather than Representative Groups.

15.7 The number of persons appointed to represent each denomination or religion required to be represented shall - so far as is consistent with the efficient discharge of the Committee's functions - reflect broadly the proportionate strength of that denomination or religion in the area in accordance with paragraph 4(4) of Schedule 31 of the 1996 Education Act.

15.8 Before appointing a person to represent any religion, denomination or associations as a member of a Committee on an ASC, the Local Authority shall take all reasonable steps to assure themselves that they are representative of the religion, denomination or associations in question, in accordance with paragraph 7(1) of Schedule 31 of the 1996 Education Act.

15.9 Paragraph 7(2) of Schedule 31 (Agreed Syllabuses of RE) of the 1996 Education Act provides that no proceedings under that schedule shall be invalidated on the ground that a member of a Committee did not represent the religion, denomination or associations which they were appointed to represent, unless it is shown that the Local Authority failed to take the steps required by paragraph 7(1)/ clause 15.6 above.

15.10 In accordance with paragraph 8 of Schedule 31 of the 1996 Education Act, a person appointed as a member of a committee:

- may resign their membership; or
- may be withdrawn from membership by the Local Authority if, in their opinion, they cease to be representative of the religion, denomination or associations which they were appointed to represent.

15.11 On resignation or if a person is withdrawn from the ASC, the Local Authority shall appoint someone in their place in the same manner that they made the original appointment as per Paragraph 9 of Schedule 31 of the 1996 Education Act.

15.12 Any sub-committees appointed by the ASC shall each include at least one member of each of the Committees constituting the ASC, in accordance with paragraph 5 of Schedule 31 of the 1996 Education Act.

15.13 Members of the ASC will elect a Chairperson of the ASC – by voting on the basis of one vote per member.

15.14 For the ASC to be quorate, at least one member of each of the four Committees should be present.

15.15 Paragraph 6 of Schedule 31 of the 1996 Education Act provides that on any question to be decided by the ASC or by any sub-committee of the ASC, a single vote shall be given for each of the Committees constituting the ASC.

15.15 Only Committee members present in the meeting may vote.

15.16 Where a conference is convened to reconsider any agreed syllabus, if

a) the conference—

(i) unanimously recommend that the existing syllabus should continue to be the agreed syllabus, or

(ii) unanimously recommend a new syllabus to be adopted in substitution for the existing syllabus, and

(b) it appears to the Local Authority that the syllabus or, as the case may be, the new syllabus, reflects the fact that the religious traditions in Great Britain are in the main Christian while taking account of the teaching and practices of the other principal religions represented in Great Britain,

the authority may give effect to the recommendation.

15.17 The vote of each Committee of the ASC must therefore be unanimous for a syllabus before it can be adopted, as set out in Schedule 31 of the Education Act 1996.

15.18 If one of the Committees has a tied vote within its members and after further discussion cannot decide how to vote, it shall be deemed that the Committee has abstained from voting. This will mean that a unanimous recommendation of the ASC cannot be reached and clause 15.20 of this Constitution shall apply.

15.19 Once a syllabus is unanimously approved by the ASC, it will be formally approved and adopted via the Local Authority's executive committee.

15.20 Where the unanimous recommendation of the ASC cannot be reached on the adoption of a syllabus, the Local Authority may report this to the Secretary of State who will take over the process as set out in paragraph 12 of Schedule 31 of the 1996 Education Act.

## **16 REQUESTS FOR DETERMINATIONS**

16.1 In accordance with section 394(1) of the 1996 Education Act, the SACRE shall, on an application made by a head-teacher of:

- a) any community school or
- b) foundation school which has not been designated under section 69(3) of the 1998 School Standards and Framework Act as having a religious character)

consider whether it is appropriate for the requirement for Christian collective worship (imposed by paragraph 3(2) of Schedule 20 to the 1998 School Standards and Framework Act) to apply in the case of that school, or in the case of any class or description of pupils at that school.

16.2 In determining whether it is appropriate for the requirement for Christian collective worship to apply as referred to in 16.1, the SACRE shall have regard to any circumstances relating to the family backgrounds of the pupils at the school, or of the pupils of the particular class or description in question, which are relevant for determining the character of the collective worship appropriate in their case, in accordance with section 394(2) of the 1996 Education Act.

16.3 In accordance with section 394(3) of the 1996 Education Act, the SACRE shall give the headteacher written notification of their decision on the application.

16.4 In accordance with section 395(1) of the 1996 Education Act, any determination by a SACRE under section 394 shall be reviewed by the SACRE:

- a) at any time on an application made by the head teacher, and
- b) in any event not later than the end of the period of five years beginning with the date on which the determination first took effect or (where it has since been reviewed under this section) with the effective date of the decision on the last review.

## **17. ANNUAL REPORT AND COMMUNICATION WITH SCHOOLS**

17.1 In accordance with section 391(6) of the 1996 Education Act, the SACRE shall each year publish a report on its proceedings and those of its Representative Groups ("the SACRE Annual Report"). This report shall specify any matters on which the SACRE has given advice to the Local Authority and the reasons for offering the advice.

17.2 The SACRE Annual Report will be sent via email to elected members, the Director of Education, RE teachers, SACRE members, NASACRE, the DfE and the Secretary of State. It

will also be shared with headteachers via the Education Newsletter and published on the RBC website.

17.3 The SACRE communicates regularly with schools via RE Network Meetings and the weekly Headteacher briefing, as well as via email with RE teachers.

## **18. CODE OF CONDUCT**

18.1 An effective SACRE and ASC is a model of social cohesion in which every member has the right to voice their opinion in an environment where they are heard and respected, even when there are many different positions or opinions on the issues under discussion.

18.2 Members of SACRE and of an ASC must feel they form part of an environment where challenge is welcomed but without any threat (either implied or real), bullying, harassment, or discrimination. Should any SACRE or ASC member feel that dialogue has crossed the line from challenge into threat, bullying, harassment, or discrimination, they may raise an informal concern with the Local Authority through the Clerk, and this will be addressed with the relevant SACRE member informally by an appropriate Local Authority officer. If the individual raising the concern is dissatisfied with the action taken, they may make a formal complaint to the Director of Education, as set out in 19 below.

18.3 The Code of Conduct apply to members' conduct outside SACRE and ASC meetings as well as within meetings. The Code of Conduct applies to all forms of communication and interaction, including:

- a) at face-to-face meetings
- b) at online or telephone meetings
- c) in written communication
- d) in verbal communication
- e) in non-verbal communication
- f) in electronic and social media communication, posts, statements, and comments.

Members' social media communications, communication in any public forum, and in any written communication, should be respectful and polite, and should not include threatening, offensive, discriminatory or derogatory language. Social media communications, and any public communications, should be professional in tone, align

with the values of the SACRE and should not bring the Local Authority into disrepute.

18.4 On appointment to the SACRE, members must declare any relevant interests they (or their partner) have and should update the Clerk as soon as there is any change to this information. The Clerk will ask members on an annual basis to confirm that the information remains accurate and complete. When a matter arises at a meeting which directly relates to a member's declared interest, members must disclose the interest. The Chair can use their discretion to decide whether it is appropriate for the member to participate in discussion of the matter, and to vote on it.

18.5 Members who would like to raise any matters relating to the SACRE or ASC can contact the LA link officer, Chair, Vice-Chair or Clerk at any time. If a SACRE member wishes

to communicate with all other members of the SACRE outside SACRE meetings about any matter, or with the RE advisor, this must be done via the Clerk.

18.6 This Code of Conduct applies to SACRE and ASC members as soon as they join the SACRE or ASC and sign their declaration of acceptance of the Code or attend their first meeting of the SACRE or ASC and continues to apply until the person ceases to be a SACRE or ASC member. The Clerk will keep copies of the signed Codes of Conduct.

18.7 Members are required to co-operate with any investigation related to a possible breach of the Code of Conduct and comply with any sanction imposed following a finding that the Code has been breached.

## **19. COMPLAINTS PROCEDURE**

19.1 Anyone may raise a formal complaint with the Local Authority about the SACRE or ASC as a whole, or about individual members.

19.2 A complaint can be submitted on the Local Authority's website or sent, via the SACRE Clerk, to the Director of Education.

19.3 The Local Authority will confirm receipt of the complaint and provide contact details and an estimate of when its reply can be expected.

19.4 A formal investigation will be undertaken by a senior Local Authority officer, following the Local Authority Corporate Complaints procedure. Where the Code of Conduct set out in clause 18 above is deemed to have been breached, the investigating officer will, if considered appropriate, arrange support and mediation to resolve the matter before taking other action.

## **20. FREEDOM OF INFORMATION REQUESTS**

20.1 The Local Authority is subject to the requirements of the Freedom of Information Act 2000 ("FOIA") and the Environmental Information Regulations 2004 ("EIR").

20.2 SACRE members shall assist and co-operate with the Local Authority to enable it to comply with information disclosure requirements.

20.3 A SACRE member shall:

(a) forward any received FOIA request ("Request for Information") to the Local Authority as soon as practicable after receipt and in any event within two working days of receipt.

(b) provide all necessary assistance as reasonably requested by the Local Authority to enable it to respond to a Request for Information within the time for compliance set out in section 10 of the FOIA or regulation 5 of the EIR.

20.4 The Local Authority shall be responsible for determining at its absolute discretion whether information is exempt from disclosure in accordance with the provisions of the FOIA or the EIR; and/or is to be disclosed in response to a Request for Information.

20.5 In no event shall the SACRE member respond directly to a Request for Information unless expressly authorised to do so by the Local Authority.

## **Appendix 1: Code of Conduct**

### **Reading SACRE Code of Conduct**

As voting members of a Local Authority committee, SACRE and ASC members are subject to Reading Borough Council's Code of Conduct for Councillors (Chapter 9.2 of the Reading Borough Council constitution). This includes the expectation that committee members will uphold The Seven Principles of Public Life - GOV.UK (the 'Nolan Principles').

An effective SACRE and ASC is a model of social cohesion in which every member is heard and respected, even when there are many different positions or opinions on the issues under discussion.

Reading SACRE expects all its members (when operating as members of the SACRE or of an ASC) to:

- attend all SACRE meetings and take a full and active part in its work.
- participate in and review the work of SACRE for the benefit of the whole community.
- listen with respect to the views of other members and where a situation of disagreement occurs, disagree respectfully (respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. Members can challenge, criticise, and disagree with views, ideas, opinions, and policies in a robust but civil manner. They should not, however, subject individuals, groups of people or organisations to personal attack).
- express views and opinions openly, honestly, and sensitively, always recognising others may have views different from one's own.
- assume at all times that other members of SACRE are honourable and concerned with the best interests of SACRE.
- seek reasoned consensus where views diverge and never disrespect the views of other SACRE members or seek to convert them to a different belief stance.
- actively consult with and report back to the body which they represent so that debate is fully informed.
- actively challenge and resist stereotyping.
- accord any and all religion and worldviews the same respect.
- ensure they do not bully, harass, or discriminate against any person, group of people or organisation.
- withhold any views inconsistent with equality and human rights and accept the presence of views they find challenging, where not to do so would compromise the rights of others.

- take a dispassionate view of religion as a field of study, mindful that religious education involves developing pupils' knowledge and understanding of religion and worldviews, rather than nurturing religious faith.
- show respect in their communication with Local Authority employees, and employees of partner organisations, being respectful of the employees' role and professional integrity.
- act in a dignified and professional manner, as befits their role as members of a Reading Borough Council committee, and as representatives of their nominating body.

Members of SACRE and of an ASC must feel they form part of an environment where challenge is welcomed but without any threat (either implied or real), bullying, harassment, or discrimination. Should any SACRE or ASC member feel that dialogue has crossed the line from challenge into threat, bullying, harassment, or discrimination, they may raise an informal concern with the Local Authority through the Clerk, and this will be addressed with the relevant SACRE member informally by an appropriate Local Authority officer. If the individual raising the concern is dissatisfied with the action taken, they may make a formal complaint to the Director of Education, as set out in 19 below.

The expectations in clause 18.1 apply to members' conduct outside SACRE and ASC meetings as well as within meetings. The Code of Conduct applies to all forms of communication and interaction, including:

- a) at face-to-face meetings
- b) at online or telephone meetings
- c) in written communication
- d) in verbal communication
- e) in non-verbal communication
- f) in electronic and social media communication, posts, statements, and comments. Members' social media communications, communication in any public forum, and in any written communication, should be respectful and polite, and should not include threatening, offensive, discriminatory or derogatory language. Social media communications, and any public communications, should be professional in tone, align with the values of the SACRE and of Reading Borough Council, and should not bring the Local Authority into disrepute.

The Nolan Principles and the Reading Borough Council Code of Conduct require that members of Local Authority committees impartially exercise their responsibilities in the interests of the local community, and do not use, or attempt to use, their position improperly to the advantage or disadvantage of themselves or anyone else.

On appointment to the SACRE, members must declare any relevant interests they (or their partner) have and should update the Clerk as soon as there is any change to this information. The Clerk will ask members on an annual basis to confirm that the information remains accurate and complete. When a matter arises at a meeting which directly relates to a member's declared interest, members must disclose the interest. The Chair can use their discretion to decide whether it is appropriate for the member to participate in discussion of the matter, and to vote on it.

Members who would like to raise any matters relating to the SACRE or ASC can contact the LA link officer, Chair, Vice-Chair or Clerk at any time. If a SACRE member wishes to communicate with all other members of the SACRE outside SACRE meetings about any matter, or with the RE advisor, this must be done via the Clerk.

This Code of Conduct applies to SACRE and ASC members as soon as they join the SACRE or ASC and sign their declaration of acceptance of the Code or attend their first meeting of the SACRE or ASC and continues to apply until the person ceases to be a SACRE or ASC member.

Members are required to co-operate with any investigation related to a possible breach of the Code of Conduct and comply with any sanction imposed following a finding that the Code has been breached.

Signed: .....

Print name: .....

Date: .....

## **Appendix 2: Roles and Responsibilities**

**Roles and Duties are not exhaustive lists and are regularly reviewed.**

### **The Chair**

There are a number of key roles that the Chair performs.

The specific role of the Chair is to ensure that the SACRE fulfils its statutory duties and responsibilities.

To do this the Chair will need to have a clear grasp of the nature and make up of SACRE, what it is responsible for and what it can do beyond its statutory functions.

The Chair should also take a leading role in SACRE's on-going process of self-evaluation and development. During SACRE meetings it is the responsibility of the Chair to ensure the smooth and efficient running of the meeting. This includes making sure that the business of the meeting is dealt with and that all members can participate and contribute fully.

The Chair also has the responsibility to decide on any involvement from non-members who are present, for example, experts who might be brought in to advise SACRE on a specific matter pertinent to an agenda item being discussed; likewise, if it is deemed necessary, to decide when someone should be asked to leave the meeting or be removed from it.

The Chair of SACRE is responsible, with the clerk and the professional officer, for constructing the agenda for each meeting. This includes deciding on items where the press and public might need to be excluded if they are present. In the meeting, it is the Chair's role to sign the minutes of the previous meeting as a true and accurate record as well as to ensuring that any actions resulting from the minutes have actually taken place.

If the Chair needs a mandate to act on SACRE's behalf before the next meeting, that should be sought at the meeting being chaired. If there are issues relating to inefficiencies in the timeliness of notice for meetings, the publication of agendas and reports, the provision of funding or support or the venue of SACRE's meetings, it is the Chair's place to bring this up with the most senior paid official of the local authority.

In many ways the Chair of SACRE is its public face and may be asked to represent SACRE at Council meetings or public events, including interfaith events. In this way the Chair of SACRE becomes a champion for religious education and collective worship in the local authority and its schools. Therefore, it is important that the Chair of SACRE has a clear understanding of the nature of RE and collective worship and how that effects different schools in different ways, the role that RE and collective worship play in a broad and balanced education and their contribution to pupils' spiritual, moral, social and cultural development. Beyond understanding these, a good and effective SACRE Chair needs to believe in the positive contribution of these elements of education in the development of each pupil and of society.

The Chair also needs to be committed to ensuring the inclusive involvement of all SACRE members and the constituencies that they represent.

**The Chair shall ensure there is:**

- a clear timetable of meetings for the year is agreed and published.
- membership of the SACRE is efficiently maintained, i.e. that the four groups of SACRE have appropriate representation, with good attendance and participation.
- SACRE produces guidance to support the local authority and its schools with regard to religious education and collective worship.
- an annual report is produced each year and sent to the Secretary of State as required by statute.
- SACRE members have a programme of training, and when necessary, induction.
- there is a Vice or Deputy Chair if the Chair is unable to make a meeting.
- where there is an agreed code of conduct, it is adhered to by all SACRE members.

**The Clerk**

Legislation underpinning the statutory work of SACREs requires that they should have the support of a clerk or similar officer, that minutes are produced in an efficient and legal manner, thereby ensuring the smooth and effective running of the SACRE; the LA has a responsibility to ensure that the minutes of SACREs and ASCs are publicly available for six years after their adoption. Follow-up from meetings and liaising with various organisations and communities is time consuming, requiring a level of professional competency.

**The Clerk shall:**

- Arrange, attend and clerk meetings of the SACRE / ASC
- Produce and circulate minutes and agendas of the SACRE / ASC in a timely manner
- Ensure that all papers are circulated to members in advance of meetings
- Advise on dates of meetings, particularly in relation to religious holidays or other Council meetings which may clash and affect quoracy
  
- Arrange venues for meetings of the SACRE / ASC
- Liaise with a venue for use of any necessary equipment (e.g. IT, projector) required
- Remind members / other attendees about reports for meetings / circulation deadlines
- Circulate additional papers from e.g. NASACRE, RE Council and Ofsted, as appropriate
- Work as a team closely with the Chair, RE Professional and other SACRE officers to produce reports, e.g. when changes to the SACRE constitution or membership are required
- Be the first point of contact for SACRE members, faith community members, members of the public and other bodies concerned with the work of SACREs

- Respond to queries, alerting the Chair and Adviser when necessary
- Maintain the SACRE membership list, keeping it up to date, chasing members whose attendance is poor and identifying any membership issues for the attention of the Chair, RE Professional and LA officers
- Contact nominating bodies represented on the SACRE when membership lapses to arrange for replacements and / or liaise with these bodies over other issues
- Contribute information, e.g. membership and attendance details for the Annual Report
- Assist in the production and circulation of the Annual Report; issue Welcome / Induction Packs for new members and ensure that they have sufficient information
- Where possible liaise with the LA Officer, other Council departments, keeping the Chair, the RE Professional and other officers informed of any relevant Council initiatives
- Ensure that all SACRE publications / advice are circulated to the relevant bodies
- Liaise with the Council's committee / legal section re. governance issues
- Be responsible for the passing on invoices for payment, relating to SACRE work, e.g. attendance at national conferences, catering for meetings.

### **RE Link Advisor**

It is important therefore that the RE Link Advisor is able to work with the support of the Clerk and the LA Officer, at least one of whom should be able to make necessary links with council processes and departments to ensure effective communications with schools and cross-Council working.

### **The RE Link Advisor shall:**

- Attend all SACRE\* meetings, helping to prepare agendas and key papers
- Advise SACRE\* on issues relating to its work
- Ensure SACRE\* is up to date with local, regional and national initiatives and issues related to RE, collective worship and syllabus developments, e.g. the work of the RE Council, the All Party Parliamentary Group for RE, DfE or charitable funded initiatives
- Relate SACRE's work to wider community issues, including partnerships with faith and belief communities
- Lead on areas related to the Agreed Syllabus, RE and collective worship
- Produce reports to meet the deadlines agreed for distribution of papers for meetings
- Support SACRE members' development, including their ability to provide a bridge between their nominating body and SACRE
- Manage and deliver the training of SACRE members and, where appropriate, teachers and other groups interested in RE
- With relevant administrative support / SACRE Clerk, manage and advise meetings of sub groups e.g. working parties for particular initiatives

- With the SACRE Clerk ensure that SACRE publications are circulated to relevant bodies
- Working with the Chair, the Clerk and other SACRE officers, produce reports to the Council e.g. when changes to the SACRE constitution or membership are required
- Draft and edit the SACRE Annual Report and all SACRE materials and publications
- With administrative support, update any relevant RE / ASC / SACRE website and SACRE's presence on the LA website
- Take the lead on the monitoring aspects of SACRE, especially agreed school visits and analysis of examination results in Religious Studies.

### **The Local Authority Officer**

It is customary for SACREs to be attended or appointed by a senior Local Authority Officer who represents the Director of Children's Services, supports SACRE's effective communications with the LA and the smooth running of the work of the Clerk and RE Link Adviser. Where either or both of these other functions are provided by an external consultant, this role is vital and pivotal as the LA Officer will need to establish the necessary links for SACRE with Council processes and departments to ensure effective communications with schools and cross-Council working. The LA Officer will be able to provide SACRE with information regarding the local schools and the successes and difficulties they are experiencing, will understand and link SACRE to budget processes and Council initiatives which may influence or impact on their work, e.g. the Prevent Board or Community Safety Partnership. Where the RE Professional is not a LA employee, the LA Officer will need to facilitate their link to other information about schools, examination data and other LA employees who can support links with schools, training processes and office backup. When the LA is sending its budget for the coming year, the LA Officer should ensure that the needs of SACRE are recognised and that a sufficient budget is available so that SACRE can perform its statutory duties. When there is an Agreed Syllabus Conference, those additional needs will also have to be budgeted for.

### **Appendix 3: SACRE Standing Agenda Items**

#### **1. All meetings:**

- Welcome and Apologies
- Approval of minutes
- Matters arising
- How are things in Reading schools?
- Action Plan and budget
- Feedback from teacher networks and training
- National updates relating to education and RE, including NASACRE updates
- Feedback from Berkshire SACRE hub meetings
- Member presentations - about their faith or worldview/ about collective worship at their school
- AOB
- Dates of next meetings

#### **2. Autumn meetings:**

- Election of Chair and Vice-Chair
- Draft annual report for previous academic year to be shared
- Reading school Ofsted inspections update

#### **3. Spring meetings:**

- Final annual report on previous academic year to be shared
- Draft Development Plan for coming financial year

#### **4. Summer meetings:**

- Feedback from NASACRE Conference/ASC



# YEAR PLANNER: MUNICIPAL YEAR 2026-27

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
<b>MAY</b>		SAT	SUN	BANK HOLIDAY			Elections		SAT	SUN				LSCA (prov)		SAT	SUN				LSCA (prov)		SAT	SUN	BANK HOLIDAY		Council (Annual Meeting) HT	LSCA (prov) PSV		SAT	SUN
<b>JUNE</b>	PLNMP Lib Dem	LSCB (prov) CSP	PA.C	ARTS		SAT	SUN				Con Lib Dem LSCA (prov)		SAT	SUN											LSCA (prov) PSV		SAT	SUN			
<b>JULY</b>			OPWG	SAT	SUN																										
<b>AUG</b>	SAT	SUN						SAT	SUN																						
<b>SEPT</b>			LSCA (prov) PSV		SAT	SUN																				SAT	SUN				
<b>OCT</b>	LSCA (prov) PSV	#DM	SAT	SUN																											
<b>NOV</b>	SUN																														
<b>DEC</b>			LSCA (prov)		SAT	SUN																									
<b>JAN '27</b>	BANK HOLIDAY	SAT	SUN																												
<b>FEB</b>	PLNMP Labour Lib Dem			LSCA (prov)	OPWG	SAT	SUN																								
<b>MAR</b>	PLNMP Labour Lib Dem			LSCA (prov)		SAT	SUN																								
<b>APR</b>	LSCA (prov)		SAT	SUN																											

Page 66

Agenda Item 14

## KEY TO MEETINGS ON 2026-27 YEAR PLANNER

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

- NB:**
1. Group meetings are subject to confirmation by the Groups.
  2. \* HMD on 27 January 2027 is the Holocaust Memorial Day Reading event (tbc)

<b>School Terms</b> (for schools under Reading Local Authority Control):			
<u>2025-26 Academic Year</u>	1 June – 22 July 2026 (Term 6)		
<u>2026-27 Academic Year</u>	2 September* – 23 October 2026 (Term 1)	2 November – 18 December 2026 (Term 2)	4 January – 12 February 2027 (Term 3)
	22 February – 25 March 2027 (Term 4)	12 April – 28 May 2027 (Term 5)	

\* Tuesday 1 September 2026 is an inset (staff training) day for all Reading's community schools

## READING BOROUGH COUNCIL

### POLICY COMMITTEE – 27 MAY 2026

#### AGENDA

For a meeting to be held at the Town Hall, Reading, on the evening of Wednesday 27 May 2026, following the conclusion of the meeting of the Council.

---

1. **TO MAKE APPOINTMENTS TO JOINT BODIES AND OTHER BODIES FOR THE MUNICIPAL YEAR 2026-27**
  
2. **TO ESTABLISH A TRUSTEES SUB-COMMITTEE, AGREE TERMS OF REFERENCE AND APPOINT THE MEMBERSHIP, CHAIR AND VICE-CHAIR**

This page is intentionally left blank

# Policy Committee

27 May 2026



**Reading**  
Borough Council  
Working better with you

<b>Title</b>	Appointments to Joint Bodies and Outside Bodies and Establishment of a Trustees' Sub-Committee
<b>Purpose of the report</b>	To make a key decision
<b>Report status</b>	Public report
<b>Executive Director/ Statutory Officer Commissioning Report</b>	Jayne La Grua, Director of Legal & Democratic Services and Monitoring Officer
<b>Report author</b>	Simon Hill, Acting Democratic Services Manager
<b>Lead Councillor</b>	Councillor Terry, Leader of the Council
<b>Council priority</b>	All
<b>Recommendations</b>	<p>Policy Committee is asked to:</p> <ol style="list-style-type: none"><li>1. appoint to the Joint Committees and Outside Bodies set out at paragraphs 3.1 to 3.6 of this Report;</li><li>2. establish and appoint to a Trustees' Sub-Committee for the Municipal Year 2026/27 in accordance with Article 7.2.2 and Part 3 Section 2 of the Constitution of the Council and within the terms of reference set out therein;</li><li>3. authorise the Director of Legal and Democratic Services, in consultation with the Leader of the Council and (if applicable) the relevant Group Leader, to appoint to any vacancies not appointed to at this meeting or arising mid-year.</li></ol>

## 1. Executive Summary

- 1.1. The Council is required to agree appointments to the Joint Bodies and Other Bodies to which the Council is invited to nominate representatives. The background and criteria for appointing to these bodies is set out in paragraph 3.1 to 3.6 of this report.
- 1.2. This report also asks the Policy Committee to establish and appoint to a Trustees Sub-Committee for the Municipal Year 2026/27.

## 2. Policy Context

- 2.1. Appointing the Council's representatives on Joint Bodies and Outside Bodies is a Key Decision delegated to Policy Committee by the Council in accordance with Part 2 Article 13.3 and Part 3 Section 2(5) of the Council's Constitution.
- 2.2. Policy Committee has sub-delegated the function of considering the Council's responsibilities for its trusts to a Trustees Sub-Committee, under section 101 and 102 of the Local Government Act 1972.

## 3. The Proposal

Appointments to Joint Bodies and Outside Bodies

- 3.1. The majority of Joint and Outside Body appointments are made through an annual report to Policy Committee in June, but a small number are required to be made at this meeting, either at the request of the external body or for operational reasons.
- 3.2. The Berkshire Prosperity Board is a Joint Committee discharging various functions of the participating local authorities including developing a shared Berkshire-wide vision for inclusive and sustainable economic prosperity, making funding applications and/or investment bids to external bodies in relation to economic prosperity for the benefit of the Berkshire, and representing the participating local authorities in discussions and negotiations with regional bodies, national bodies, central government inward investors and others on matters relating to investment and funding for the benefit of Berkshire. Each authority appoints one member to the Board, and it is anticipated that, where practicable, this will be the Leader of the Council.
- 3.3. The Joint Waste Disposal Board is a Joint Committee established by Bracknell, Wokingham and Reading to administer the operation of the waste disposal arrangements of the Councils in accordance with a Joint Working Agreement. Each Council appoints two members to the Board.
- 3.4. The Royal Berkshire Fire Authority has 20 seats which are allocated in proportion to the number of registered local government electors in each of the Berkshire local authorities. This calculation gives Reading three seats, which should be allocated proportionately (2:1).
- 3.5. Parking and Traffic Regulations Outside London (PATROL) is the statutory joint committee of over 300 local authorities and charging authorities that manage and enforce parking and other traffic restrictions in England (outside London) and Wales. Authorities issuing penalties for contravening such restrictions have a statutory duty to make provision for independent legal adjudication of any resulting appeals, and making provision for this adjudication (delivered by the Traffic Penalty Tribunal) is the core function of the PATROL Joint Committee. One representative and one deputy are appointed.
- 3.6. Appointments to the LGA Conference and General Assembly are made at this meeting so that details can be submitted to the LGA ahead of their deadlines.

#### Trustees Sub-Committee

- 3.7. Appointments to the Trustees Sub-Committee must be made in line with the political proportionality of seats on the Council as a whole.
- 3.8. There is no requirement for members of the Trustees' Sub-Committee to be drawn from within the membership of Policy 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 No other relevant considerations.

## **9. Legal Implications**

- 9.1. These are set out within the body of the report.

## **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.

This page is intentionally left blank

## READING BOROUGH COUNCIL

### STRATEGIC ENVIRONMENT, PLANNING & TRANSPORT COMMITTEE – 27 MAY 2026

#### AGENDA

For a meeting to be held at the Town Hall, Reading, on the evening of Wednesday 27 May 2026, following the conclusion of the meetings of the Council and the Policy Committee.

---

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

This page is intentionally left blank