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Meeting of West Berkshire District Council

Tuesday 4 July 2017

Summons and Agenda



WestBerkshire
C O U N C I L

To: All Members of the Council

You are requested to attend a meeting of

West Berkshire Council


to be held in the

Council Offices Market Street Newbury

on

Tuesday 4 July 2017

at 7.00pm



Andy Day
Head of Strategic Support
West Berkshire District Council

Note: The Council broadcasts some of its meetings on the internet, known as webcasting. If this meeting is webcasted, please note that any speakers addressing this meeting could be filmed. If you are speaking at a meeting and do not wish to be filmed, please notify the Chairman before the meeting takes place. Please note however that you will be audio-recorded.

Date of despatch of Agenda: Friday 23 June 2017

AGENDA

1. **APOLOGIES FOR ABSENCE**

To receive apologies for inability to attend the meeting (if any).

2. **CHAIRMAN'S REMARKS**

The Chairman to report on functions attended since the last meeting and other matters of interest to Members.

3. **MINUTES**

The Chairman to sign as a correct record the Minutes of the Council meeting held on 9 May 2017. **(Pages 7 - 20)**



4. DECLARATIONS OF INTEREST

To remind Members of the need to record the existence and nature of any personal, disclosable pecuniary or other registrable interests in items on the agenda, in accordance with the Members' [Code of Conduct](#).

5. PETITIONS

Councillors may present any petition which they have received. These will normally be referred to the appropriate body without discussion.

6. PUBLIC QUESTIONS

Members of the Executive to answer the following questions submitted by members of the public in accordance with the Council's Constitution:

- (a) **Question to be answered by the Deputy Leader of the Council and Portfolio Holder for Planning, Housing and Leisure submitted by Ms Judith Bunting:**

“Can Members of the Council please reassure residents of Newbury and West Berkshire that sufficient sprinklers are provided, or will be required, to protect families, staff and children in the case of serious fire, such as the recent blaze at Grenfell Tower, in local schools and in social and affordable housing developments such as the multi-storey blocks at the Racecourse development, the urban village planned for the Market Street area, and the high rise blocks currently being considered for the Stirling Cables site?”

- (b) **Question to be answered by the Leader of the Council submitted by Mr Simon Pike:**

“What methodology and data has the Council used to predict the substantial reductions in the electorate in some polling districts (e.g. Catmore 35% reduction and Falkland 17% reduction) in 2022, that it provided to the Local Government Boundary Commission (LGBC) in December 2016 as part of the Boundary Review?”

- (c) **Question to be answered by the Leader of the Council submitted by Mr Simon Pike:**

“How does the Council's proposed ward pattern that is built out of current polling districts, which are arbitrary subdivisions of the existing ward pattern, meet the objective of the Local Government Boundary Commission that ‘Ward patterns should – as far as possible – reflect community interests and identities?’”

- (d) **Question to be answered by the Leader of the Council submitted by Mr Tony Vickers:**

“What impact will the major revision of District wards within the towns of Newbury and Greenham have on town council wards and the way in which town councillors are divided among the new wards?”



Agenda - Council to be held on Tuesday, 4 July 2017 (continued)

7. MEMBERSHIP OF COMMITTEES

The Monitoring Officer to advise of any changes to the membership of Committees since the previous Council meeting.

8. LICENSING COMMITTEE

The Council is asked to note that since the last meeting of the Council, the Licensing Committee has not met.

9. PERSONNEL COMMITTEE

The Council is asked to note that since the last meeting of the Council, the Personnel Committee has not met.

10. GOVERNANCE AND ETHICS COMMITTEE

The Council is asked to note that since the last meeting of Council, the Governance and Ethics Committee met on 19 June 2017. Copies of the Minutes of this meeting can be obtained from Strategic Support or via the [Council's website](#).

11. DISTRICT PLANNING COMMITTEE

The Council is asked to note that since the last meeting of the Council, the District Planning Committee has not met.

12. OVERVIEW AND SCRUTINY MANAGEMENT COMMISSION

The Council is asked to note that since the last meeting of the Council, the Overview and Scrutiny Management Commission met on 16 May 2017. Copies of the Minutes of this meeting can be obtained from Strategic Support or via the [Council's website](#).

13. LOCAL GOVERNMENT BOUNDARY REVIEW (C3319)

Purpose: To update Members in relation to the review of the district's boundaries and to the need to review some of the previously approved warding patterns based on greater clarity of the projections used to inform the predicted total number of electors. (Pages 21 - 54)

14. NEW ARRANGEMENTS FOR LICENSING SUB-COMMITTEES (C3308)

Purpose: To increase the number of Members on Licensing Sub-Committees from three to four with no substitute required. (Pages 55 - 58)

15. NOTICES OF MOTION

There were no Motions submitted for this meeting.

16. MEMBERS' QUESTIONS

There were no Member Questions submitted in relation to items not included on this agenda.

Agenda - Council to be held on Tuesday, 4 July 2017 (continued)

If you require this information in a different format or translation, please contact
Moira Fraser on telephone (01635) 519045.

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Agenda Item 3.

DRAFT

Note: These Minutes will remain DRAFT until approved at the next meeting of the Committee

COUNCIL

MINUTES OF THE MEETING HELD ON

TUESDAY, 9 MAY 2017

Councillors Present: Peter Argyle, Howard Bairstow, Pamela Bale, Jeremy Bartlett, Jeff Beck, Dennis Benneyworth, Dominic Boeck, Graham Bridgman, Paul Bryant, Anthony Chadley, Keith Chopping, Jeanette Clifford, Hilary Cole, James Cole, Richard Crumly, Lynne Doherty, Billy Drummond, Adrian Edwards, Sheila Ellison, Marcus Franks, James Fredrickson, Clive Hooker, Carol Jackson-Doerge (Vice-Chairman), Marigold Jaques, Mike Johnston, Graham Jones, Rick Jones, Alan Law, Tony Linden, Mollie Lock, Gordon Lundie, Alan Macro, Ian Morrin, Graham Pask, Anthony Pick, James Podger, Garth Simpson, Richard Somner, Anthony Stansfeld, Virginia von Celsing, Quentin Webb (Chairman), Emma Webster and Laszlo Zverko

Also Present: John Ashworth (Corporate Director - Environment), Nick Carter (Chief Executive), Sarah Clarke (Acting Head of Legal Services), Andy Day (Head of Strategic Support), Martin Dunscombe (Communications Manager), Bryan Lyttle (Planning & Transport Policy Manager), Andrew Morrow (Senior Minerals and Waste Planning Officer), Shiraz Sheikh (Principal Solicitor), Richard Turner (Property Service Manager), Moira Fraser (Democratic and Electoral Services Manager), Gabrielle Mancini (Group Executive - Conservatives) and Jo Reeves (Principal Policy Officer)

Apologies for inability to attend the meeting: Councillor Steve Ardagh-Walter, Councillor Lee Dillon, Honorary Alderman Geoff Findlay, Councillor Dave Goff, Councillor Manohar Gopal, Councillor Paul Hewer, Councillor Tim Metcalfe, Honorary Alderman Joe Mooney, Honorary Alderman Andrew Rowles and Rachael Wardell

Councillors Absent: Councillor Rob Denton-Powell and Councillor Nick Goodes

PART I

1. Chairman's Remarks

The Chairman stated that it was with great sadness that the Council had learnt that Councillor Roger Croft had passed away on the 24th March 2017. He wished to record his and the Council's sincere condolences to both Roger's and his wife Zelda's families. He stated that he was a highly respected colleague and would be sadly missed. The Chairman asked all those present to observe a minute's silence to remember both Roger and Zelda Croft.

Councillor Emma Webster commented that the Councillor Croft was a man of action who sought to make a difference for his community who had not realised how much he was loved.

Councillor Alan Macro stated that Councillor Croft had always been very straightforward in all his dealings with him and described him as a very personable man. He also passed on condolences from Councillor Lee Dillon who had worked closely with Councillor Croft at both West Berkshire and Thatcham Town Councils.

Councillor Dominic Boeck commented that he had known the Crofts for 30 years and their families had grown up together. He noted Councillor Croft's tremendous contribution to the Council and his community.

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Councillor Gordon Lundie stated that Councillor Croft would be remembered for his loyalty, wit, creativity and friendship and he was so very sad that he could no longer call on him to discuss matters over a pint of beer. He commented that Councillor Croft had a quick mind and a sound business grasp, both great skills for the Council which had seen him rise rapidly through the ranks. He had been a natural choice as Councillor Lundie's deputy when he was elected Leader and he had been a great colleague to work with. Since becoming Leader, Councillor Croft had had to oversee difficult choices being made and he had come up with innovative ideas to offset some of the service reductions which would otherwise have to be made. Councillor Lundie commented that Councillor Croft had been blessed with a wonderful wife, children and grandchildren that he loved to spend time with. He stated that Councillor Croft was a skilled Leader, a reluctant Leader of the Council and a good friend.

Councillor Graham Jones stated that over the six years they had worked together at the Council he and Councillor Croft had become very good friends, serving as each other's Deputy Leader in their time served as Leader of the Council. He had welcomed the 'business brain' that Councillor Croft had brought to the Council, which had helped to focus thinking. He stated that he would remember Councillor Croft for his sense of humour, impatience to get things done and his great love of life. He was not a Councillor that was elected to make up numbers but instead wanted to get things done.

The Chairman thanked Vice Chairmen, Councillor Carol Jackson-Doerge and Councillor Jeanette Clifford, for their support over the 2016/17 Municipal Year.

The Chairman then reported that he, the Vice Chairmen and Councillors Edwards and Argyle had attended 178 events over the past year. He commented that representing the Council was a great honour. He thanked the Council for electing him and giving him the opportunity to represent them during the past year.

2. Presentations

The Chairman made the following long service presentations to Members for ten years' service:

- Councillor Howard Bairstow
- Councillor Hilary Cole
- Councillor Carol Jackson-Doerge
- Councillor Mike Johnston
- Councillor Alan Law

It was noted that although they had given their apologies for inability to attend the meeting Councillors Dave Goff and Paul Hewer had also served the Council for ten years.

The Chairman then made the following long service presentations to Members for twenty years' service:

- Councillor Peter Argyle
- Councillor Graham Jones

Finally the Chairman presented a long service award to Councillor Graham Pask for thirty years' service to the Council.

The Acting Leader of the Council, Councillor Graham Jones congratulated Councillor Pask on this significant achievement. Councillor Quentin Webb commented that Councillor Pask had been a wonderful co-ward member who had been a pleasure to work with.

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Councillor Graham Pask thanked the Council for the award and stated that it had been a great honour to represent his residents whom he thanked for electing him on no fewer than eight occasions.

Councillor Webb thanked Councillor Marigold Jaques, his Chairman's Lady for the 2016/17 Municipal Year, for the wonderful support that she had given him during his year in Office.

The Chairman then thanked Jude Thomas for all the support that she had afforded him during his year in Office.

3. **Election of the Chairman for the Municipal Year 2017/18 (C3154)**

The Motion was proposed by Councillor Emma Webster and seconded by Councillor Dominic Boeck that Councillor Quentin Webb be re-elected Chairman of the Council for the Municipal Year 2017/18. There were no further nominations.

Councillor Webster in proposing Councillor Webb for the role of Chairman noted that Councillor Webb had fulfilled the role expertly in 2016/17 and she had no doubt he would do so again.

Councillor Boeck commented that Councillor Webb was a very active Member in his community and a very hard working Councillor.

RESOLVED that Councillor Quentin Webb be re-elected as Chairman of Council for the Municipal Year 2017/18.

The Chairman read and signed the Declaration of Acceptance of Office. Councillor Webb thanked the Council for re-electing him and Councillors Webster and Boeck for their kind words. He stated that it was an honour and a privilege and that he would seek to continue to uphold the motto of 'forward together' in the best tradition of West Berkshire Council.

He was pleased to announce that Councillor Marigold Jaques had agreed to be the Chairman's Lady for the next Municipal Year too.

4. **Appointment of Vice-Chairman for the Municipal Year 2017/18 (C3155)**

The Chairman requested nominations for the position of Vice-Chairman of Council for the Municipal Year 2017/18. In response to this request Councillor Carol Jackson-Doerge was nominated by Councillor Graham Jones and the nomination was seconded by Councillor Emma Webster. There were no further nominations for the position of Vice-Chairman.

Councillor Graham Jones stated that Councillor Jackson-Doerge was held in high regard across the Chamber and was also a highly regarded in her community.

Councillor Webster noted that she was a passionate community campaigner who had a lot of energy, drive and determination which would serve her well in this role.

RESOLVED that Councillor Carol Jackson-Doerge be re-appointed Vice-Chairman of Council for the Municipal Year 2017/18.

The Vice-Chairman read and signed the Declaration of Acceptance of Office. Councillor Jackson-Doerge thanked the Council for re-electing her. She noted that this was a huge honour which she would not take lightly and she would support Councillor Webb to the best of her ability. She thanked her family and friends for their forbearance and encouragement over the last year.

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5. Minutes

The Minutes of the meeting held on 02 March 2017 were approved as a true and correct record and signed by the Chairman.

The Minutes of the extraordinary meeting held on the 23 March 2017 were approved as a true and correct record and signed by the Chairman subject to the inclusion of the following amendment:

“Item 6 - Minutes (23 March 2017)”

Page 29, Item 89 – Local Government Boundary Review, sixth paragraph:

Councillor Clive Hooker stated that when he had stood to be elected as a Ward Member for the Downlands Ward he understood that one of his main roles was to support the parish councils. Currently he attended around **30** parish council meetings per year. Increasing the size of the Downlands Ward to cover eight parish councils and three parish meetings would make it impossible for him to continue to attend all their meetings. It would be **geographically** difficult for him to attend meetings where his journey would be around 40 minutes in duration **as well as being financially difficult** and he felt that this change would diminish the service provided to residents.”

6. Declarations of Interest

Councillors Quentin Webb and Sheila Ellison declared an interest in Agenda Item 15 (West Berkshire District Council Housing Site Allocations Development Plan Document), and reported that, as their interest was a disclosable pecuniary interest, they would be leaving the meeting during the course of consideration of the matter.

Councillors Carol Jackson-Doerge, Alan Macro and Jeanette Clifford declared an interest in Agenda Item 15 (West Berkshire District Council Housing Site Allocations Development Plan Document), but reported that, as their interest was personal or an other registrable interest and not a disclosable pecuniary interest, they determined to remain to take part in the debate and vote on the matter.

7. Monitoring Officer's Quarterly Update Report - 2016/17 Year End (C3083)

The Council considered a report (Agenda Item 8) which updated Members on local and national issues relating to ethical standards and drew attention to any complaints or other problems within West Berkshire.

MOTION: Proposed by Councillor Keith Chopping and seconded by Councillor Jeff Beck:

That the Council:

- (1) “notes the content of the report.
- (2) agrees to circulate the report to all Parish/Town Councils in the District for information.”

Councillor Chopping in introducing the item explained that there was a minor typographical error in the report which related to paragraph 12 of the Supporting Information on page 41 of the Agenda in that paragraph 12 appeared twice (first dealing with Gifts and Hospitality and then the Conclusion).

Following the introduction of the Localism Act 2011 a number of changes were made to the Standards Regime. It was agreed that as part of the governance arrangements, the

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Monitoring Officer would prepare a report for the Annual meeting of Full Council, detailing the number and nature of any complaints received and updating Members of any other matters of activity connected with the Code of Conduct.

Councillor Chopping noted that only one dispensation was granted in 2016/17. He commented that the number of gifts and hospitality received by Members remained relatively low.

Councillor Chopping highlighted that all elected Members of the West Berkshire Council had completed and submitted their Register of Interest forms. There had been a significant decrease in the number of complaints received in 2016/17, when there were only three complaints. Councillor Chopping explained that there would be some changes to the Parish Council representatives on the Governance and Ethics Committee and the Advisory Panel.

During the past year, the Standards Committee was merged with the Governance and Audit Committee to become the Governance and Ethics Committee and a revised Code of Conduct was approved by Full Council in September 2016.

Councillor Beck thanked Officers for the considerable amount of work they put into this Committee.

The Motion was put to the meeting and duly **RESOLVED**.

8. **Election of the Strong Leader (C3307)**

The Council considered nominations for the Strong Leader of the Council until May 2019.

MOTION: Proposed by Councillor Hilary Cole and seconded by Councillor Keith Chopping:

That the Council:

“appoints Councillor Graham Jones as the Strong Leader until May 2019”.

Councillor Hilary Cole stated that she regretted the tragic circumstances that she was having to make this nomination in. She was however delighted to be able to nominate Councillor Graham Jones who had a wealth of previous experience in this role as he had served as Leader from 2005 to 2012 and had also been the Leader of the Opposition from 2003 to 2005. His consensual and collegiate approach and the fact that he was well respected would serve him well in this role. Councillor Graham Jones had agreed to take up the role after discussions with his wife about the implications of doing so and Councillor Hilary Cole thanked Julie Jones for her forbearance.

Councillor Chopping stated that Councillor Graham Jones was a generous man, very approachable, a good communicator and more importantly a good listener: attributes which would help him to lead the Council through these difficult times.

The Motion was put to the meeting and duly **RESOLVED**.

Councillor Graham Jones thanked Councillors Hilary Cole and Chopping for their kind words and he thanked the Council for their continuing support. He commented that Councillor Roger Croft had done a lot of work and there was still a lot of work to be done in a climate of increasing demand and diminishing resources. He would continue Councillor Croft's legacy of seeking to maximise income and increasing community capacity.

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9. Appointment of the Executive by the Leader of the Council for the 2017/18 Municipal Year (C3156)

Councillor Graham Jones announced the appointment of Members to the Executive for 2017/18 as follows:

Leader of the Council and Strategy	Graham Jones
Deputy Leader, Planning, Housing and Leisure	Hilary Cole
Finance, Transformation and Economic Development	Anthony Chadley
Culture and Environment	Dominic Boeck
Children, Education and Young People	Lynne Doherty
Community Resilience and Partnerships	Marcus Franks
Health and Wellbeing	James Fredrickson
Adult Social Care	Rick Jones
Highways and Transport	Jeanette Clifford
Corporate Services	Keith Chopping

10. Proposed New Model for Scrutiny (C3311)

The Council considered a report (Agenda Item 11) which outlined proposed changes to the way that scrutiny operated within the Council.

MOTION: Proposed by Councillor Graham Jones and seconded by Councillor Hilary Cole:

That the Council:

“approves the proposed new model for scrutiny as outlined in sections 6 and 7 of the report and that this be implemented with immediate effect.”

Councillor Graham Jones in introducing this item commented that scrutiny was a tool for improvement and should seek to consider both internal and external issues. He noted the responsibility that scrutiny had to monitor health care. He felt that this new model would be a better model to harness the extensive skills Members had. In addition he noted that this model allowed non-scrutineers to be appointed to specific scrutiny tasks if they had a special skill set or interest in a subject matter. He hoped that in addition to holding the Executive to account the two bodies could work together to develop policy where appropriate.

Councillor Alan Macro commented that the current model had only been in operation for a year but that it had not proved to be very successful. This was largely attributed to having limited resources available to undertake the work. He felt that the Council was not investing sufficient resources in this area of work. He also stated that the refusal to lower the threshold for calling items in from five to four Members hampered the ability to hold the Executive to account.

Councillor Emma Webster in her role as Chairman of OSMC thanked David Lowe, Charlene Hurd and Stephen Chard for all the work they had put into Scrutiny over the

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past Municipal Year. She stated that a lot of useful work had been undertaken by scrutiny but that it was felt that this new model would help to take the role of scrutiny forward. It would involve more people and allow the Council to draw on the professional expertise of Members. She encouraged Members to engage with their residents to see what issues they would like the Council to scrutinise.

Councillor Graham Jones concurred with Councillor Macro that the Council had enjoyed limited success with the existing scrutiny model and that was why a proposal was being tabled to change the model. He corrected Councillor Macro about call-in thresholds and explained that the threshold had not been increased it had remained at five for a considerable period of time. He stated that it was the role of all back benchers irrespective of their party to hold the executive to account. He was not aware of the Liberal Democrats approaching any Conservative Members about calling an item in recently. He acknowledged that resources to support scrutiny were limited but that he was confident that this model could be made to work.

The Motion was put to the meeting and duly **RESOLVED**.

11. **Appointment of and Allocation of Seats on Committees for the 2017/18 Municipal Year (C3157)**

The Council considered a report (Agenda Item 12) concerning the appointment and allocation of seats on Committees for the next Municipal Year and sought to agree the Council's Policy Framework for 2017/18 as set out in Paragraph 7.1 of Appendix A.

MOTION: Proposed by Councillor Graham Jones and seconded by Councillor Hilary Cole:

That the Council:

- “1. notes that under Paragraph 8 of the Local Government (Committees and Political Groups) Regulations 1990, notice has been received that the Members set out in paragraph 1.1 of Appendix A to this report are to be regarded as Members of the Conservative and Liberal Democrat Groups respectively.
2. notes the discussion and outcome of the proposed new model for scrutiny as outlined in paragraphs 6.1 to 6.4 of the report entitled “Proposed new model for Scrutiny” (Agenda item 11 refers) and if appropriate adjusts the seats and substitute numbers accordingly on Committees as set out in Tables A, B and C of Appendix A.
3. agrees to the appointment of the various Committees and to the number of places on each as set out in paragraph 3.2 of Appendix A (Table A).
4. agrees to the allocation of seats to the Political Groups in accordance with section 15(5) of the Local Government Act 1989 as set out in paragraph 4.6 of Appendix A (Table B).
5. agrees the number of substitutes on Committees and Commissions as set out in paragraph 5.1 of Appendix A (Table C).
6. agrees that In respect of the District and Area Planning Committees, the substitute Members are all drawn from Members representing wards within the Committee's area who are not appointed to the Committee. Where substitutes attend the District Planning Meeting they need to be drawn from the same Area Planning meeting as the Member they are substituting for.
7. approves the appointment of Members to the Committees as set out in Appendix C and in accordance with the wishes of the Political Groups.

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8. agrees, that the Council, in accordance with Regulation 4, Schedule 3 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, and the Local Authorities (Functions and Responsibilities) (England) (Amendment No.2) Regulations 2008, the Council's Policy Framework for 2017/18 be as set out in paragraph 7.1 of Appendix A and that any appropriate amendments be made to the Council's Constitution (Paragraph 2.5.2) should this be necessary.
9. in accordance with Regulation 5, Schedule 4 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, approves that all other plans, policies and strategies requiring approval and not included in the approved Policy Framework be delegated to the Council's Executive.
10. agrees that Paragraph 2.6.5 of Article 6, setting out the Executive Portfolios, be amended to reflect any changes made by the Leader of the Council at the Annual Council meeting.
11. agrees to the appointment of two non voting co-opted Parish/Town Councillors and one non-voting substitute Parish/Town Councillor to the Governance and Ethics Committee namely Barry Dickens (co-opted non voting Parish Councillor), Geoff Mayes (co-opted non voting Parish Councillor) and Jane Langford (substitute co-opted non voting Parish Councillor)
12. appoints two Parish/Town Councillors and one non-voting substitute Parish/Town Councillor to the Governance and Ethics Committee's Advisory Panel namely Tony Renouf, Darren Peace, and Bruce Laurie (substitute)
13. re-appoints three Independent Persons namely Lindsey Appleton, James Rees and Mike Wall.
14. agrees the membership of the Health and Wellbeing Board as set out in paragraph 10.1 of Appendix A.
15. delegates authority to the Monitoring Officer to make any changes required to the Constitution as a result of the appointments to Committees.”.

The Motion was put to the meeting and duly **RESOLVED**.

12. **Adjournment of the Meeting**

RESOLVED that the meeting of Council be adjourned to enable the various Committees to determine their Chairmen and Vice-Chairmen.

The meeting was adjourned at 8.00pm

13. **Recommencement of the Meeting**

The meeting was reconvened at 8.08pm.

14. **West Berkshire District Council Housing Site Allocations Development Plan Document (C3227)**

(Councillor Alan Macro declared a personal interest in Agenda item 15 by virtue of the fact that he lived opposite one of the sites (THE009) identified as a housing site in the DPD. As his interest was personal and not a prejudicial or disclosable pecuniary interest he determined to take part in the debate and vote on the matter).

(Councillor Quentin Webb declared a disclosable pecuniary interest in Agenda item 15 by virtue of the fact that he owned a home in Hermitage Green and there was a proposal to change a settlement boundary that would affect his property. As his interest was a disclosable pecuniary interest he determined to leave the meeting, stood down as Chairman for this item and took no part in the debate or voting on the matter).

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(Councillor Sheila Ellison declared a disclosable pecuniary interest in Agenda item 15 by virtue of the fact that she owned land within one of the proposed changes to a settlement boundary. As her interest was a disclosable pecuniary interest she determined to leave the meeting, and took no part in the debate or voting on the matter).

(Councillor Carol Jackson-Doerge declared a personal interest in Agenda item 15 by virtue of the fact that she lived within the parish of Burghfield which was referenced in the report. As her interest was personal and not a disclosable pecuniary or other registrable interest she determined to take part in the debate and vote on the matter).

(Councillor Jeanette Clifford declared a personal interest in Agenda Item 15 by virtue of the fact that lived near to a site referenced in the report and she had been lobbied in respect of this site. As her interest was personal and not a disclosable pecuniary or other registrable interest she determined to take part in the debate and vote on the matter).

(Councillors Quentin Webb and Sheila Ellison left the meeting at 8.08pm and returned at 8.17pm)

Councillor Carol Jackson-Doerge in the Chair.

The Council considered a report (Agenda Item 15) which informed Members of the receipt of the Inspector's Report into the Examination of the West Berkshire District Council Housing Site Allocations Development Plan Document (HSA DPD). Members were also asked to adopt the West Berkshire Housing Site Allocations Development Plan Document which was attached as Appendix A to the report.

MOTION: Proposed by Councillor Hilary Cole and seconded by Councillor Alan Law:

That the Council resolves to:

- "(1) Adopt the West Berkshire Housing Site Allocations Development Plan Document as attached in Appendix A in accordance with Section 23 of the Planning and Compulsory Purchase Act 2004 (as amended).
- (2) Delegate authority to the Head of Development and Planning to agree any minor typographical and formatting refinements to the West Berkshire Housing Site Allocations Development Plan Document before publication".

Councillor Hilary Cole in introducing the report stated that the work on this document had started in September 2013 when the call for sites had been issued and the process was now finally coming to an end. The Planning Inspector's report concluded that all legal and regulatory requirements had been met and that the document provided an appropriate basis for the planning of the area providing that a number of modifications were made to the plan. These were summarised in paragraphs 6.3 of the summary report.

The Portfolio Holder thanked all the Officers that had been involved in the process and she also paid tribute to the former Portfolio Holders Councillors Keith Chopping and Alan Law and thanked them for their significant contributions. The HSA DPD had been subjected to a tortuous process, heated debate and extensive consultation and its adoption would mean that the Council would remain a plan led authority.

Councillor Alan Law commented that he was pleased to have the opportunity to second the report. In his opinion the long journey associated with this process had started in 2005. The production of the document had been a convoluted process and its production had not been assisted by the lack of stability at Central Government level. The goal posts had been moved on several occasions. He stated that the Council wanted to retain

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control over its planning destiny and this paper would achieve that. He thanked all those involved in its production, especially Officers, for their hard work and commended their stamina.

Councillor Emma Webster explained that this report had historically caused her great trouble and in fact at the November 2015 meeting she had spoken against the proposals. However she was pleased that Members and residents had had the opportunity to fully engage in the process and the Inspector at the Public Enquiry had devoted a full day to the Eastern Urban Area. Their comments had therefore been taken on board and they were respectful of the process even if they did not welcome the outcome. Councillor Webster acknowledged that it was important for the Council to have a plan and she would therefore be supporting this report.

Councillor Alan Macro too supported the need for stability around planning. The initial Core Strategy process had started under the Labour Government and when they changed their minds about the strategy the Council was set back two or three years in its development. The Liberal Democrat Group had raised objections to a number of sites within the HSA DPD. They were also concerned that some of the sites in the document would be brought forward and would be developed sooner than had originally been anticipated. They were especially concerned about the site on Lower Way in Thatcham and the Theale site. Both Theale and Thatcham had originally been given time to stabilise in terms of infrastructure.

Councillor Macro acknowledged that if the plan was not adopted it would be difficult to defend the Council's five year land supply and many other sites could be at risk of planning by appeal. His Group would therefore not be opposing the adoption of the HSA DPD.

Councillor Hilary Cole thanked Members for their support. Councillor Macro clarified that the Liberal Democrat Group would not be supporting the proposal they would however not be opposing it.

The Motion was put to the meeting and duly **RESOLVED**.

In accordance with Procedure Rule 4.17.3 it was requisitioned that the voting on the Motion be recorded. The names of those Members voting for, against and abstaining were recorded as follows:

FOR the Motion:

Councillors Peter Argyle, Howard Bairstow, Pamela Bale, Jeremy Bartlett, Jeff Beck, Dennis Benneyworth, Dominic Boeck, Graham Bridgman, Paul Bryant, Anthony Chadley, Virginia von Celsing, Keith Chopping, Jeanette Clifford, Hilary Cole, James Cole, Richard Crumly, Lynne Doherty, Adrian Edwards, Marcus Franks, James Fredrickson, Clive Hooker, Carol Jackson-Doerge, Marigold Jaques, Mike Johnson, Graham Jones, Rick Jones, Alan Law, Gordon Lundie, Ian Morrin, Graham Pask, Anthony Pick, James Podger, Garth Simpson, Richard Somner, Anthony Stansfeld, Emma Webster, Laszlo Zverko

ABSTAINED:

Councillors: Tony Linden, Billy Drummond, Mollie Lock and Alan Macro

(Councillors Sheila Ellison and Quentin Webb did not vote on this item)

15. West Berkshire Minerals and Waste Local Plan - Preferred Options Consultation (C3273)

The Council considered a report (Agenda Item 16) concerning approval of the publication of the Preferred Options Consultation for the West Berkshire Minerals and Waste Local

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Plan for a six week period in accordance with the West Berkshire Statement of Community Involvement. In addition approval was required for the publication of a number of supporting documents.

MOTION: Proposed by Councillor Hilary Cole and seconded by Councillor Graham Pask:

That the Council:

- “(1) publishes the Preferred Options Consultation Document, and supporting evidence (including the Sustainability Appraisal /Strategic Environmental Assessment report and Habitats Regulations Assessment), for a six week consultation in accordance with the West Berkshire Statement of Community Involvement.
- (2) grants delegated authority to the Head of Development and Planning, in consultation with the appropriate portfolio holder to agree any minor typographical and formatting alterations to the draft Preferred Options consultation document and supporting information prior to publication for consultation.”

Councillor Hilary Cole stated that now that the Housing Site Allocations Development Plan Document had been completed work was progressing on the Minerals and Waste Local Plan - Preferred Options. The report was seeking permission for the document to go out for a six week consultation. It was important that the Plan be adopted so that the Council could direct where it wished extraction to take place.

Councillor Alan Macro welcomed the restriction of extraction in the Area of Outstanding Natural Beauty. The geology of the District meant that extraction tended to be concentrated in the lower Kennet Valley. This had resulted in a large number of lakes in the area and there were no restrictions on the creation of additional lakes.

Residents near the extraction sites would also be concerned about the HGV movements to and from the sites and he was concerned that there were no policies in place to make more use of more sustainable modes of transport including making use of the canal. Councillor Macro welcomed the policies in respect of radio active waste.

Councillor Graham Pask noted that the report was only seeking permission to go out to consultation and he urged councillor Macro and the concerned residents to feed their comments into that process. He stated that the authority looked forward to receiving a good response to the consultation.

Councillor Hilary Cole reminded Members that this consultation was work in progress and that all the responses would be taken into account. She appreciated that HGV movements were an issue that caused great concern for residents and she therefore encouraged them to respond to the consultation.

The Motion was put to the meeting and duly **RESOLVED**.

16. **Stratfield Mortimer Neighbourhood Development Plan (C3286)**

The Council considered a report (Agenda Item 17) which asked Members to consider the officer recommendation that the examiner's decision on the Stratfield Mortimer Neighbourhood Development Plan (NDP) (i.e. that it should not proceed to referendum) was not followed and the NDP progress to referendum. This was as a result of new landscape evidence which West Berkshire District Council (WBDC) officers considered overcame the concerns raised by the examiner in his report.

MOTION: Proposed by Councillor Hilary Cole and seconded by Councillor Graham Bridgman:

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That the Council:

“agrees to the Stratfield Mortimer NDP progressing to referendum*”.

Councillor Hilary Cole in introducing the item noted that West Berkshire Council had a very proud record of working with town and parish councils. The introduction of the Localism Act 2011 enabled local communities to develop Neighbourhood Development Plans (NDP) which would be used to shape the future of their locality. The NDPs would be developed by the community with guidance from the local authority.

Stratfield Mortimer were the first parish to develop a NDP in West Berkshire and she applauded the Parish Council for their support of the process. She congratulated the Stratfield Mortimer NDP Steering Group for all their hard work. She thanked both groups for their resilience in progressing the NDP.

The Plan had been subjected to a forensic assessment by the Examiner who had recommended that the Plan did not proceed to referendum. Since then new evidence had come to light and the Council was now of the opinion that it could, under the legislation, support proceeding to referendum on the 22 June 2017. Representations on this proposal were sought between 03 March and 18 April 2017. Officers did not feel that any of the submissions received meant that the decision to proceed to referendum should be revisited.

Councillor Hilary Cole thanked Officers for all the work that they had put into supporting the process.

Councillor Graham Bridgman commented that this had been a long haul and the decision of the Examiner was unexpected. He stated that it had proved to be an interesting process and had involved a lot of hard work.

Councillor Bridgman applauded the Stratfield Mortimer NDP Steering Group for all their hard work. He thanked Planning Officers especially Bryan Lyttle and Laila Bassett for their endeavours. He stated that he had hoped that the referendum could take place in tandem with the General Election but sadly the legislation did not permit this.

Councillor Mollie Lock stated that she too would like to recognise the efforts of the Stratfield Mortimer NDP Steering Group. Councillor Lock noted that the Plan referred to a site for a school. However the Plan did not specify what would happen to the land if the school was not built within five years. She wished to see this land ringfenced for a school and that any time constraints should be removed.

Councillor Hilary Cole noted Councillor Lock's comments but she explained that the referendum had to go out as presented as the Plan belonged to the community and not to West Berkshire Council.

The Motion was put to the meeting and duly **RESOLVED**.

17. **Property Investment Strategy (C3283)**

The Council considered a report (Agenda Item 18) which set out a formal policy for the acquisition of commercial investment properties that would provide a balanced investment portfolio from which the Council could derive a long term, sustainable revenue stream. The report also conveyed the key elements and sought approval to implement a Property Investment Strategy. In addition approval was also being sought for the formal governance arrangements for the acquisition and disposal of commercial investment property and ongoing management of the investment portfolio. Members were also being asked to agree the acquisition and disposal of building assets up to a value of £10m by way of Delegated Authority.

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MOTION: Proposed by Councillor Dominic Boeck and seconded by Councillor Anthony Chadley:

That the Council resolves:

- “(1) To approve the Property Investment Strategy (set out in appendix C) as an addendum to the Council’s Investment and Borrowing Strategy 2017/2018.
- (2) To delegate to the Head of Legal Services in consultation with and having received agreement from the Property Investment Board to purchase investment property in accordance with the above Strategy up to a maximum of £10 million per transaction.
- (3) To delegate to the Head of Legal Services in consultation with and having received agreement from the Property Investment Board to dispose of property in accordance with the above Strategy up to a maximum of £10 million per transaction.
- (4) To delegate to the Head of Finance and Property in consultation with the Portfolio Holder for Property, authority to appoint suitable consultants in accordance with the Contract Rules of Procedure (Part 11 of the Constitution).”

Councillor Dominic Boeck in introducing the report thanked Officers for developing the Strategy. The proposal represented an opportunity for the Council to realise a favourable rate of return by investing in commercial property whether it be inside or outside the District. The strategy sought permission to invest up to £50m which would be borrowed from the Public Works Loan Board and should generate around £1m of surplus income annually. The cost assumptions were set out in Appendix E to the report. The report also set out the governance arrangements for the acquisition of properties. Any acquisitions that did not meet the agreed criteria would be brought to the Executive for approval.

Councillor Alan Macro stated that while he welcomed the proposal he was concerned that the Council had taken so long to start investing. He was concerned that the Government might intervene and increase borrowing costs and he was concerned about the possible impact on the investment returns if this happened before the portfolio was complete. He noted that Members were involved in the governance arrangements and hoped that this would be cross party.

Councillor Alan Law commented that while he supported the principle he had reservations about the Council’s expertise to deliver it. He accepted that consultants would be employed but commented that they were not subject to any risks. He also had concerns about the return on investment calculation and stated that outside of London voids tended to be in the 10 to 15% range and the calculation was based on voids of 5%. According to his calculations the authority would lose money if the properties were vacant for 30% of the year and this was not uncommon in a recession. This Strategy would cost the Council a lot of money if the Council did not get it right.

Councillor James Fredrickson commented that this was one of the most important changes in the Council’s history. He thanked John Ashworth, Shiraz Sheikh and Richard Turner for all their hard work in putting the Strategy together. The Council would proceed with caution and care and ensure due diligence was undertaken. The proposal would make the authority more resilient and it would be better placed to address the needs of residents.

Councillor Graham Jones stated that it was not important that the authority was not the first to adopt this approach and it was often useful to learn lessons from others. This Strategy would allow the authority to generate income which could be used to protect Council services in the future. The Council would proceed with appropriate caution.

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Councillor Anthony Chadley noted that he had alluded to this Strategy when he had introduced the budget in March 2017. He noted in response to Councillor Law's concerns that the authority would be purchasing going concerns which would help to reduce the issue of voids. The Strategy was based on clear financial evidence and took into account volatility over the past 35 years.

Councillor Boeck thanked Members for their support of this innovative initiative which would generate reliable secure income streams for the future. The legislation that underpinned this Strategy (the Local Government Act 2003) required authorities taking up the offer to consider three things namely; security, liquidity and yield and the proposal would meet these three requirements.

The Motion was put to the meeting and duly **RESOLVED**.

18. **Licensing Committee**

The Council noted that, since the last meeting, the Licensing Committee had not met.

19. **Personnel Committee**

The Council noted that, since the last meeting, the personnel Committee had not met.

20. **Governance and Ethics Committee**

The Council noted that, since the last meeting, the Governance and Ethics Committee had met on 24 April 2017 and a special meeting had taken place on the same evening.

21. **District Planning Committee**

The Council noted that, since the last meeting, the District Planning Committee had not met.

22. **Overview and Scrutiny Management Commission**

The Council noted that, since the last meeting, the Overview and Scrutiny Management Commission had not met.

(The meeting commenced at 7.00 pm and closed at 8.48 pm)

CHAIRMAN

Date of Signature

Local Government Boundary Review - Summary Report

Committee considering report:	Council on 4 July 2017
Portfolio Member:	Councillor Graham Jones
Date Portfolio Member agreed report:	1 June 2017
Report Author:	Andy Day
Forward Plan Ref:	C3319

1. Purpose of the Report

- 1.1 To update Members in relation to the review of the district's boundaries and to the need to review some of the previously approved warding patterns based on greater clarity of the projections used to inform the predicted total number of electors.
- 1.2 The Boundary Review Steering Group, which met on 1 June 2017, are recommending minor changes to the following warding patterns (as set out in Paragraph 2.2 of Appendix A) to those agreed by Council at its meeting on 23 March 2017.

2. Recommendations

- 2.1 That, in accordance with the Council Rules of Procedure 4.9 and 4.16, the Council's decision of 23 March 2017 in relation to proposed new warding patterns and new ward names be rescinded.
- 2.2 That, based on a further review of the electorate forecast figures, the new warding patterns and names (Appendix C refers) be submitted to the Local Government Boundary Commission in accordance with Phase 2 of the Boundary Review.
- 2.3 Notwithstanding the proposed changes, the Council reaffirm that it would still like the Local Government Boundary Commission to look at whether the Greenham ward should be two single Member wards based on a view that there would be two distinct communities of the Racecourse development and the proposed new Sandford development.

3. Implications

- 3.1 **Financial:** N/A
- 3.2 **Policy:** N/A
- 3.3 **Personnel:** N/A
- 3.4 **Legal:** This review is being conducted in accordance with the Local Democracy, Economic Development and Construction Act 2009.

3.5 **Risk Management:** N/A

3.6 **Property:** N/A

Executive Summary

4. Introduction / Background

- 4.1 At its meeting on 23 March 2017, the Council approved its proposed warding patterns and new ward names as part of Phase 2 of the review of the district's boundaries.
- 4.2 As part of the Local Government Boundary Commission's (LGBC) consultation a small number of Parish Councils asked for clarification of some of the future projections which had been used by the Council to support the review. These projections were the subject of consultation with officers of the Boundary Commission before they were formally submitted in early December 2016. However, forecasting the future number of electors is not an exact science and is one that involves a number of assumptions. A new methodology has now been produced.
- 4.3 Since the submission of the forecast figures in December 2016 there have been a number of factors that have led the Council to have to review these. The original number of elector figures was taken as at September 2016. The ratio applied to future electors per household was 1.75 at this point. Since submitting the forecasts in December 2016 the number of electors has increased from 124,492 to 130,217 and the ratio now used is 1.8.
- 4.4 Another issue which has necessitated a further review is the Lakeside planning application which was approved on appeal in February 2017 and will see 325 properties built on a site in Theale. Given the ratio of 1.8 electors to each property this will increase Theale's electorate by 585 electors. This would mean that based on the Council's original warding patterns Theale would be +22%. This is not acceptable position. There was also a planning application allowed on appeal in North Newbury but this decision has not impacted on the approved tolerance levels.
- 4.5 Finally, the Council approved its Housing Sites Allocation Development Plan Document on 9 May and this has helped to provide a degree of clarity in predicting future housing numbers and electors.
- 4.6 The number of proposed changes to the approved warding patterns is relatively small accepting that changes to one ward will impact on another. The original submission had four wards in excess of the + or - 10% tolerance level. The new proposals will see three wards in excess of the 10% ratio but in the case of two of these they will only be 11% (ie 1% over the tolerance level). The new proposals therefore provide greater electoral equality.

5. Consultation

- 5.1 The LGBC intend to have a second round of consultation for a shorter 4 week period starting on 13 June. Given this approach the opportunity has been taken to review the Council's own submission which has led to a small number of changes.

6. Conclusion

- 6.1 The changes in the number of electors coupled with other factors outside of the Council's control has necessitated a review of the forecasting figures. This review

has resulted in some of the previously approved warding patterns being amended, the result of which will see greater electoral equality.

7. Appendices

- 7.1 Appendix A - Supporting Information
- 7.2 Appendix B - Equalities Impact Assessment
- 7.3 Appendix C - Proposed Warding Patterns

Local Government Boundary Review – Supporting Information

1. Introduction/Background

- 1.1 At its meeting on 23 March 2017, the Council approved its proposed warding patterns and new ward names as part of Phase 2 of the review of the district's boundaries.
- 1.2 As part of the Local Government Boundary Commission's (LGBC) consultation a small number of Parish Councils asked for clarification of some of the future projections which had been used by the Council to support the review. These projections were the subject of consultation with officers of the Boundary Commission before they were formally submitted in early December 2016. However, forecasting the future number of electors is not an exact science and is one that involves a number of assumptions. A new methodology has now been produced.
- 1.3 Since the submission of the forecast figures there have been a number of factors that have led the Council to have to review these. The number of elector figures was taken as at September 2016. The ratio applied to future electors per household was 1.75 at this point. Since submitting the forecasts in December 2016 the number of electors has increased from 124,492 to 130,217 and the ratio has now been revised to 1.8.
- 1.4 Another issue which has necessitated a further review is the Lakeside planning application which was approved on appeal in February 2017 and will see 325 properties built on a site in Theale. Given the ratio of 1.8 electors to each property this would increase Theale's electorate by 585 electors. This would mean that based on the Council's original warding patterns Theale would have a tolerance level of +22%. This is not an acceptable position. There was also a planning application allowed on appeal in North Newbury but this decision has not impacted on the approved tolerance levels.
- 1.5 Finally, the Council approved its Housing Sites Allocation Development Plan Document on 9 May and this has helped to provide a degree of clarity in predicting future housing numbers and hence electors.

2. Proposals

- 2.1 The number of proposed changes to the approved warding patterns is relatively small accepting that changes to one ward will impact on another ward. The original submission had four wards in excess of the + or - 10% tolerance level. The new proposals will see three wards in excess of the 10% ratio but in the case of two of these they will only be 11% (i.e. 1% over the tolerance level). The new proposals therefore provide greater electoral equality.
- 2.2 The proposed changes to the warding patterns relate to the following:

Ward	Proposal	Impact	Tolerance
Bradfield	To add Englefield	To remove Englefield from Theale	9%
Burghfield	To add Beech Hill	To remove Beech Hill from Mortimer	11%
Mortimer	To remove Beech Hill	To add Beech Hill to Burghfield	7%
Pangbourne & Purley	To add Sulham and Tidmarsh	To remove Sulham and Tidmarsh from Theale	6%
Thatcham Kennet & Crookham	To add Part of TH2 (Ashbourn/Paynesdown)	To remove (Ashbourn/Paynesdown) from Thatcham Henwick	9%
Thatcham Henwick	To remove Part of TH2 (Ashbourn/Paynesdown)	To add (Ashbourn/Paynesdown) to Kennet & Crookham	9%
Theale	To remove Sulham/Tidmarsh/Englefield	To add Sulham and Tidmarsh to Pangbourne & Purley and Englefield to Bradfield	1%
Tilehurst Birch Copse	To add part of ZTL4 (Warborough Ave)	To delete (Warborough Ave) from Tilehurst Cotswold	-9%
Tilehurst Cotswold	To remove part of ZTL4 (Warborough Ave)	To add (Warborough Avenue) to Tilehurst Birch Copse	-9%

- 2.3 The Local Government Boundary Commission has advised that because of the change in the forecast numbers and other factors outside of the Council’s control they intend to conduct a further 4 week consultation exercise commencing on 13 June.
- 2.4 Given the approach from the LGBC the opportunity has been taken to review the Council’s previously approved warding patterns to see whether a greater degree of electoral equality could be obtained across those wards that have been impacted by the new forecasts and to propose new proposals as set out in Appendix C. With the

exception of those wards set out above all other previously approved warding patterns remain unaffected or within the approved tolerance levels.

3. Conclusion

- 3.1 The electorate projections used to inform the Council's future warding patterns have been re-appraised based on changes in the number of electors (this has increased from 124,492 to 130,217) and other factors (Lakeside planning appeal) outside of the Council's control.
- 3.2 As a result of the projections being reassessed, it is proposed that the Council take the opportunity to submit new proposals in line with the changes recommended in paragraph 2.2 with all other areas remaining unaffected or within the approved tolerance levels.

4. Consultation and Engagement

- 4.1 The LGBC will be holding a further four week period of consultation starting on 13 June.

Subject to Call-In:

Yes: No:

The item is due to be referred to Council for final approval	<input checked="" type="checkbox"/>
Delays in implementation could have serious financial implications for the Council	<input type="checkbox"/>
Delays in implementation could compromise the Council's position	<input type="checkbox"/>
Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months	<input type="checkbox"/>
Item is Urgent Key Decision	<input type="checkbox"/>
Report is to note only	<input type="checkbox"/>

Strategic Aims and Priorities Supported:

The proposals will help achieve the following Council Strategy aim:

X MEC – Become an even more effective Council

The proposals contained in this report will help to achieve the following Council Strategy priority:

X MEC1 – Become an even more effective Council

Officer details:

Name: Andy Day
Job Title: Head of Strategic Support
Tel No: 01635 519459
E-mail Address: andy.day@westberks.gov.uk

Appendix B

Equality Impact Assessment - Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity as set out in the Public Sector Equality Duty (Section 149 of the Equality Act), which states:

- “(1) A public authority must, in the exercise of its functions, have due regard to the need to:**
- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;**
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; This includes the need to:**
 - (i) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;**
 - (ii) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;**
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it, with due regard, in particular, to the need to be aware that compliance with the duties in this section may involve treating some persons more favourably than others.**
- (2) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.**
- (3) Compliance with the duties in this section may involve treating some persons more favourably than others.”**

The following list of questions may help to establish whether the decision is relevant to equality:

- Does the decision affect service users, employees or the wider community?
- (The relevance of a decision to equality depends not just on the number of those affected but on the significance of the impact on them)
- Is it likely to affect people with particular protected characteristics differently?
- Is it a major policy, or a major change to an existing policy, significantly affecting how functions are delivered?
- Will the decision have a significant impact on how other organisations operate in terms of equality?
- Does the decision relate to functions that engagement has identified as being important to people with particular protected characteristics?
- Does the decision relate to an area with known inequalities?
- Does the decision relate to any equality objectives that have been set by the council?

Please complete the following questions to determine whether a full Stage Two, Equality Impact Assessment is required.

What is the proposed decision that you are asking the Council to make:	To approve new warding patterns which impact on 9 wards.
Summary of relevant legislation:	The Local Democracy, Economic Development and Construction Act 2009 regulates how the LGBC must conduct reviews of Districts.
Does the proposed decision conflict with any of the Council’s key strategy priorities?	N/A
Name of assessor:	Andy Day
Date of assessment:	15 May 2017

Is this a:		Is this:	
Policy	No	New or proposed	No
Strategy	No	Already exists and is being reviewed	No
Function	No	Is changing	No
Service	No		

1. What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
Aims:	To provide a Council proposal to inform the LGBC review of the District.
Objectives:	To achieve a smaller Council size in terms of the number of Members elected.
Outcomes:	To achieve a Council size of 42 + or - 1 for the 2019/20 District Council elections.
Benefits:	Given the Council’s financial position this proposal will contribute to the Council becoming more efficient.

2. Note which groups may be affected by the proposed decision. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this.

(Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)

Group Affected	What might be the effect?	Information to support this
Age	N/A	This review will seek to reduce the number of Councillors from 52 to 42. This proposal is not expected to impact on any of the groups with protected characteristics more than anyone else.
Disability	N/A	As above
Gender Reassignment	N/A	As above
Marriage and Civil Partnership	N/A	As above
Pregnancy and Maternity	N/A	As above
Race	N/A	As above
Religion or Belief	N/A	As above
Sex	N/A	As above
Sexual Orientation	N/A	As above
Further Comments relating to the item:		

3. Result

Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	No
--	-----------

Please provide an explanation for your answer:

Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?	No
---	-----------

Please provide an explanation for your answer: The Council is looking to reduce the number of Members that are elected every four years. Whilst the number of electors per Councillor will increase residents will still have to support from an elected representative.

If your answers to question 2 have identified potential adverse impacts and you have answered ‘yes’ to either of the sections at question 3, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the [Equality Impact Assessment guidance and Stage Two template](#).

4. Identify next steps as appropriate:	
Stage Two required	No
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	

Name: Andy Day

Date: 15 May 2017

Please now forward this completed form to Rachel Craggs, Principal Policy Officer (Equality and Diversity) (rachel.craggs@westberks.gov.uk), for publication on the WBC website.

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No of Cllrs	Ave. Number of electorate per Cllr (current)	Ave. Number of electorate per Cllr (Dec prediction)	Ave. Number of electorate per Cllr (May prediction)	%diff btw Dec & May est.
40	2,971	3,112	3,255	
41	2,898	3,036	3,176	
42	2,829	2,964	3,100	
Total	118,823	124,492	130,217	4.6%

December Estimate

No of Wards: 17
 No of Cllrs: 42
 Electors: 124,492
 Av. Per Cllr: 2964 10% = 296 2668 or 3261

May Estimate

No of Wards: 27
 No of Cllrs: 42
 Electors: 130,217
 Av. Per Cllr: 3100 10% = 310 2790 or 3410

PS code	Polling Station	Current Ward	Current electorate	Current v estimated	Dec Estimated Electorate	Dec 2016 Estimated				Diff from May Estimated to Current electorate	Diff from May to Dec estimate	May Estimated Electorate				% tolerance (42)	
						Electors	/Cllrs per Cllr	Diff (42)	% tolerance (42)			Electors	/Cllrs per Cllr	Diff (42)	% tolerance (42)		
1 Aldermaston Ward						3,214	1	3,214	250	8%			3,399	1	3,399	298	10%
AA1	Aldermaston No 1	Aldermaston	526	0	526						14	14	540				
AA2	Aldermaston No 2	Aldermaston	326	0	326						26	26	352				
WA	Wasing	Aldermaston	32	4	36						-1	-5	31				
YUA	Ufton Nervet	Mortimer	248	14	262						12	-2	260				
YPA	Padworth	Mortimer	662	46	708						76	30	738				
BH	Brimpton	Aldermaston	450	-24	426						7	31	457				
YBD	Beenham	Sulhamstead	912	18	930						108	90	1,020				
												185					
2 Bradfield Ward		Add Englefield from Theale				3,071	1	3,071	107	4%			3,391	1	3,391	291	9%
AC	Ashampstead	Compton	293	-1	292						15	16	308				
BA	Basilidon	Basilidon	1,456	8	1,464						80	72	1,536				
BF1	Bradfield No 1	Bucklebury	450	9	459						1	-8	451				
BF2	Bradfield No 2	Bucklebury	840	16	856						33	17	873				
YED	Englefield	Sulhamstead	216	-15	201						7	22	223				
												97					
3 Bucklebury Ward						2,859	1	2,859	-105	-4%			2,994	1	2,994	-106	-3%
BI1	Bucklebury No 1	Bucklebury	678	3	681						18	15	696				
BI2	Bucklebury No 2	Bucklebury	1,072	4	1,076						38	34	1,110				
MA	Midgham	Aldermaston	257	-35	222						5	40	262				
SC	Stanford Dingley	Bucklebury	167	4	171						1	-3	168				
WG	Woolhampton	Aldermaston	683	26	709						75	49	758				
												135					
4 Burghfield Ward		Add Beech Hill from Mortimer				6,321	2	3,161	196	7%			6,905	2	3,453	352	11%
YBJ1	Burghfield No 1	Burghfield	1,098	68	1,166						100	32	1,198				
YBJ2	Burghfield No 2	Burghfield	3,501	215	3,716						378	163	3,879				
YSG1	Sulhamstead No 1	Sulhamstead	254	-30	224						2	32	256				
YSG2	Sulhamstead No 2	Sulhamstead	844	131	975						186	55	1,030				
YWF	Wokefield	Mortimer	241	-1	240						13	14	254				
YBB	Beech Hill	Mortimer	257	49	306						31	-18	288				
												296					

No of Clrs	Ave. Number of electorate per Clr (current)	Ave. Number of electorate per Clr (Dec prediction)	Ave. Number of electorate per Clr (May prediction)	%diff btw Dec & May est.
40	2,971	3,112	3,255	
41	2,898	3,036	3,176	
42	2,829	2,964	3,100	
Total	118,823	124,492	130,217	4.6%

December Estimate

No of Wards: 17
 No of Clrs: 42
 Electors: 124,492
 Av. Per Clr: 2964 10% = 296 2668 or 3261

May Estimate

No of Wards: 27
 No of Clrs: 42
 Electors: 130,217
 Av. Per Clr: 3100 10% = 310 2790 or 3410

PS code	Polling Station	Current Ward	Current electorate	Current v estimated	Dec Estimated Electorate	Dec 2016 Estimated	Diff from May Estimated to Current electorate	Diff from May to Dec estimate	May Estimated Electorate	% tolerance (42)			
5	Chieveley Ward					Electors /Clrs 2,881 1	per Clr 2,881	Diff (42) -83	% tolerance (42) -3%	Electors /Clrs 2,999 1	per Clr 2,999	Diff (42) -102	% tolerance (42) -3%
	BC	Beedon	Downlands	356	13	369	31	18	387				
	CC1	Chieveley No 1	Chieveley	1,072	-13	1,059	40	53	1,112				
	CC2	Chieveley No 2	Chieveley	834	-11	823	30	41	864				
	HA	Hampstead Norreys	Compton	619	11	630	17	6	636				
								118					
6	Castle Ward		formerly Cold Ash			Electors /Clrs 5,733 2	per Clr 2,867	Diff (42) -98	% tolerance (42) -3%	Electors /Clrs 6,266 2	per Clr 3,133	Diff (42) 33	% tolerance (42) 1%
	CD1	Cold Ash No 1	Cold Ash	2,365	30	2,395	121	91	2,486				
	FC	Frilsham	Bucklebury	240	2	242	9	7	249				
	HC	Hermitage	Bucklebury	1,450	45	1,495	74	29	1,524				
	SA	ShawCumDonnington	Speen	1,322	6	1,328	388	382	1,710				
	YA	Yattendon	Compton	285	-12	273	12	24	297				
								533					
7	Downlands Ward					Electors /Clrs 3,014 1	per Clr 3,014	Diff (42) 50	% tolerance (42) 2%	Electors /Clrs 3,114 1	per Clr 3,114	Diff (42) 13	% tolerance (42) 0.4%
	BG	Brightwalton	Downlands	293	20	313	7	-13	300				
	CA	Catmore	Downlands	22	-8	14	-4	4	18				
	CB	Chaddleworth	Downlands	369	9	378	26	17	395				
	EA	East Garston	Lambourn Valley	410	-19	391	24	43	434				
	FA	Farnborough	Downlands	62	-13	49	2	15	64				
	FB	Fawley	Downlands	114	0	114	-3	-3	111				
	GA1	Great Shefford No 1	Lambourn Valley	663	23	686	14	-9	677				
	GA2	Great Shefford No 2	Lambourn Valley	89	14	103	3	-11	92				
	LB	Leckhampstead	Downlands	280	0	280	54	54	334				
	WB	Welford	Kintbury	420	15	435	8	-7	428				
	PC	Peasemore	Downlands	251	0	251	10	10	261				
								100					
8	Greenham Ward					Electors /Clrs 6,176 2	per Clr 3,088	Diff (42) 124	% tolerance (42) 4%	Electors /Clrs 5,790 2	per Clr 2,895	Diff (42) -206	% tolerance (42) -6.6%
	GB1	Greenham No 1	Greenham	2,881	295	3,176	2,099	1,804	4,980				
	GB2	Greenham No 2	Greenham	538	2,462	3,000	272	-2,190	810				
								-386					

No of Cllrs	Ave. Number of electorate per Cllr (current)	Ave. Number of electorate per Cllr (Dec prediction)	Ave. Number of electorate per Cllr (May prediction)	%diff btw Dec & May est.
40	2,971	3,112	3,255	
41	2,898	3,036	3,176	
42	2,829	2,964	3,100	
Total	118,823	124,492	130,217	4.6%

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						Electors	/Cllrs	per Cllr	Diff (42)	% tolerance (42)		Electors	/Cllrs	per Cllr	Diff (42)	% tolerance (42)
9	Hungerford Ward					5,239	2	2,620	-345	-12%		5,543	2	2,772	-329	-11%
	HD1	Hungerford No 1	Hungerford	3,191	-28	3,163					270	298	3,461			
	HD2	Hungerford No 2	Hungerford	200	-31	169					-3	28	197			
	HD3	Hungerford No 3	Hungerford	1,046	119	1,165					54	-65	1,100			
	CE	Combe	Kintbury	33	-8	25					-5	3	28			
	IA	Inkpen	Kintbury	694	-58	636					-24	34	670			
	WD	West Woodhay	Kintbury	80	1	81					7	6	87			
												304				
10	Kintbury Ward					2,802	1	2,802	-162	-5%		3,152	1	3,152	51	2%
	KT	Kintbury	Kintbury	2,014	-62	1,952					254	316	2,268			
	EC	Enborne	Kintbury	571	49	620					81	32	652			
	HB	Hamstead Marshall	Kintbury	224	6	230					7	1	231			
												350				
11	Lambourn Ward					3,024	1	3,024	60	2%		3,342	1	3,342	242	8%
	LA1	Lambourn No 1	Lambourn Valley	227	-19	208					11	30	238			
	LA2	Lambourn No 2	Lambourn Valley	2,472	-89	2,383					168	257	2,640			
	LA3	Lambourn No 3	Lambourn Valley	182	15	197					8	-7	190			
	LA4	Lambourn No 4	Lambourn Valley	263	-27	236					11	38	274			
												318				
12	Mortimer Ward					3,353	1	3,353	389	13%		3,333	1	3,333	232	7%
	YSD1	Stratfield Mortimer N Mortimer		2,542	-4	2,538					253	257	2,795			
	YSD2	Stratfield Mortimer N Mortimer		518	-9	509					20	29	538			
												3,236				
13	Newbury Clay Hill Ward					5,580	2	2,790	-174	-6%		5,804	2	2,902	-199	-6%
	CD2	Cold Ash No 2	Clay Hill	446	25	471					2	-23	448			
	NB1	Newbury No 1	Clay Hill	2,736	-199	2,537					37	236	2,773			
	NB2	Newbury No 2	Clay Hill	1,664	95	1,759					70	-25	1,734			
	NB3	Newbury No 3	Victoria	530	283	813					319	36	849			
												224				

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						Electors	/Cllrs	per Cllr	Diff (42)	% tolerance (42)	Electors	/Cllrs	per Cllr	Diff (42)	% tolerance (42)
14	Newbury Falkland Ward					5,542	2	2,771	-193	-7%	6,383	2	3,192	91	3%
	NB11	Newbury No 11	St Johns	1,304	26	1,330					17	-9	1,321		
	NB13	Newbury No 13	Falkland	2,470	-329	2,141					64	393	2,534		
	NB14	Newbury No 14	Falkland	2,493	-422	2,071					35	457	2,528		
											841				
15	Newbury Northcroft Ward					2,804	1	2,804	-160	-5%	2,803	1	2,803	-297	-10%
	NB7	Newbury No 7	Speen	476	8	484					11	3	487		
	NB8	Newbury No 8	Northcroft	1,091	-76	1,015					19	95	1,110		
	NB9	Newbury No 9	Northcroft	621	86	707					17	-69	638		
	NB16	Newbury No 16	Northcroft	504	94	598					64	-30	568		
											-1				
16	Newbury St Johns Ward					6,309	2	3,155	190	6%	6,819	2	3,409	309	10%
	NB5	Newbury No 5	Victoria	1,427	225	1,652					53	-172	1,480		
	NB12	Newbury No 12	St Johns	3,380	-203	3,177					179	382	3,559		
	NB15	Newbury No 15	Greenham	1,461	19	1,480					319	300	1,780		
											510				
17	Newbury Victoria Ward					5,873	2	2,937	-28	-1%	5,499	2	2,750	-351	-11%
	NB4	Newbury No 4	Victoria	1,066	904	1,970					877	-27	1,943		
	NB6	Newbury No 6	Victoria	1,035	895	1,930					513	-382	1,548		
	NB10	Newbury No 10	Northcroft	1,938	35	1,973					70	35	2,008		
											-374				

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						Electors	/Cllrs	per Cllr	Diff (42)	% tolerance (42)
18	Pangbourne & Purley Ward	Add Sulham and Tidmarsh from theale	6,059	2	3,030	65	2%			
	ZPB	Pangbourne	2,348	139	2,487			139	0	2,487
	ZPD	Purley	3,482	90	3,572			194	104	3,676
	ZSF	Sulham	72	1	73			-2	-3	70
	ZTC	Tidmarsh	352	-9	343			16	25	368
									104	
19	Ridgeway Ward		3,036	1	3,036	72	2%			
	AB	Aldworth	244	16	260			15	-1	259
	CF	Compton	1,187	6	1,193			74	68	1,261
	EB	East Ilsley	453	47	500			7	-40	460
	SE	Streatley	831	-8	823			70	78	901
	WC	West Ilsley	262	-2	260			7	9	269
									114	
20	Speen Ward		2,784	1	2,784	-180	-6%			
	BE	Boxford	393	20	413			44	24	437
	SB1	Speen No 1	438	75	513			-6	-81	432
	SB2	Speen No 2	1,038	84	1,122			36	-48	1,074
	SB3	Speen No 3	511	73	584			210	137	721
	WE	Winterbourne	145	7	152			5	-2	150
									30	
21	Thatcham Kennet & Crookham Ward	formerly Central & South	6,573	2	3,287	322	11%			
	TH3	Thatcham No 3	452	-47	405			157	204	609
	TH4	Thatcham No 4	2,371	40	2,411			59	19	2,430
	TH11	Thatcham No 11	506	17	523			39	22	545
	TH13	Thatcham No 13	1,375	67	1,442			24	-43	1,399
	TH5	Thatcham No 5	852	320	1,172			112	-208	964
	TH12 split /	-	-	-	620				-35	585
	TH2 split /	-	-	-	-					214
									-41	

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22	Thattham Dunstan Ward	formerly East				Electors /Clr per Clr Diff (42) % tolerance (42) 6,070 2 3,035 71 2%			Electors /Clr per Clr Diff (42) 6,353 2 3,176 76 2%	
	TH8	Thattham No 8	Thattham North	1,444	68	1,512	5	-63	1,449	
	TH9	Thattham No 9	Thattham North	2,144	-124	2,020	48	172	2,192	
	TH10	Thattham No 10	Thattham South and	2,186	-128	2,058	37	165	2,223	
	TH12 split /	Thattham B	-	-	-	480	9	489		
							283			
23	Thattham Henwick Ward	formerly West				Electors /Clr per Clr Diff (42) % tolerance (42) 6,497 2 3,249 284 10%			Electors /Clr per Clr Diff (42) 6,768 2 3,384 284 9%	
	TH1	Thattham No 1	Thattham West	2,255	-98	2,157	122	220	2,377	
	TH2	Thattham No 2	Thattham West	2,252	-3	2,249	150	153	2,402	
	TH6	Thattham No 6	Thattham Central	1,395	-37	1,358	19	56	1,414	
	TH7	Thattham No 7	Thattham North	667	-35	632	15	50	682	
	CD1 split /	-	-	-	-	101	-	6	107	
	TH2 split/	-	-	-	-	-	-	-	-214	
						(moved 107 from Cold Ash CD1 (Florence Gdns)		485		
24	Theale Ward					Electors /Clr per Clr Diff (42) % tolerance (42) 3,062 1 3,062 98 3%			Electors /Clr per Clr Diff (42) 3,118 1 3,118 17 1%	
	ZTA1	Theale No 1	Theale	988	-3	985	778	781	1,766	
	ZTA2	Theale No 2	Theale	1,301	159	1,460	51	-108	1,352	
						moved sulham/tidmarsh to Pangbourne - Englefield to Bradfield		12,203		
25	Tilehurst Birch Copse Ward	formerly Central				Electors /Clr per Clr Diff (42) % tolerance (42) 5,298 2 2,649 -315 -11%			Electors /Clr per Clr Diff (42) 5,652 2 2,826 -274 -9%	
	ZTL5	Tilehurst No 5	Birch Copse	1,337	196	1,533	54	-142	1,391	
	ZTL6	Tilehurst No 6	Birch Copse	1,219	-80	1,139	18	98	1,237	
	ZTL 7 split /	-	-	-	-	1,233	-	-29	1,204	
	ZTL4 split /	-	-	-	-	1,393	-	-189	1,204	
						ZTL4 split - Warborough Avenue		-262	616	

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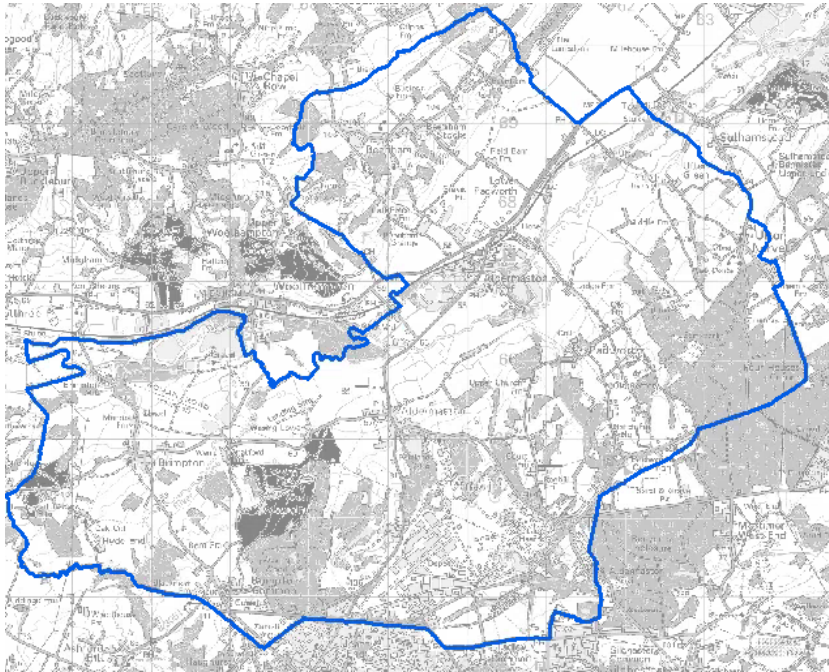
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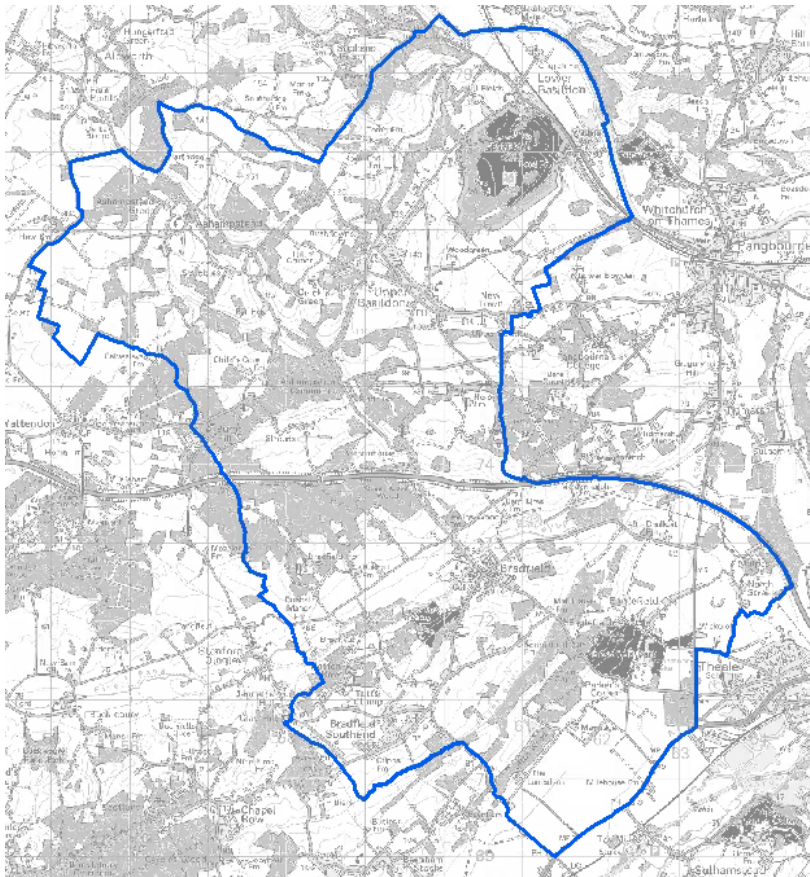
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						Electors	/Cllrs	per Cllr	Diff (42)	% tolerance (42)								
26	Tilehurst Cotswold Ward		formerly North			5,742	2	2,871	-93	-3%	148	10	1,514	5,672	2	2,836	-264	-9%
	ZTL1	Tilehurst No 1	Purley on Thames	1,366	138	1,504					56	122	2,234					
	ZTL2	Tilehurst No 2	Westwood	2,178	-66	2,112					129	304	1,466					
	ZTL3	Tilehurst No 3	Birch Copse	1,337	-175	1,162					-	110	1,074					
	ZTL4 split /			-	-	964							-616					
	ZTL4 split / Warborough Avenue			-	-	-						546						
	moved ZTL4 split - Warborough Avenue - into Birch Copse																	
27	Tilehurst South & Holybrook Ward					5,576	2	2,788	-176	-6%	32	143	2,768	5,809	2	2,904	-196	-6%
	ZH1	Holybrook No 1	Calcot	2,736	-111	2,625					116	102	2,748					
	ZH2	Holybrook No 2	Calcot	2,632	14	2,646					-	-12	293					
	ZTL 7 split /	Tilehurst A		-	-	305						233						

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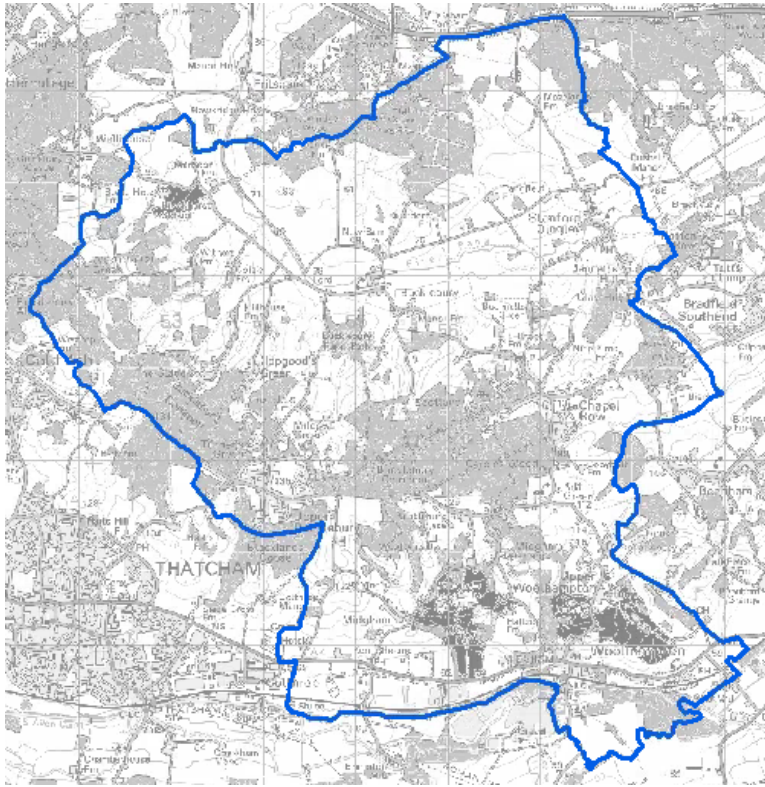
1. Aldermaston Ward



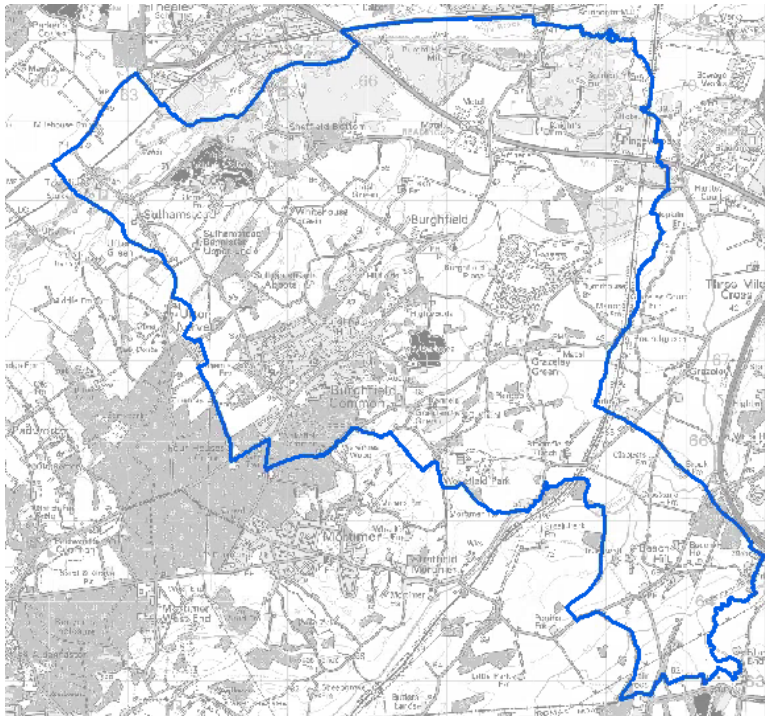
2. Bradfield Ward



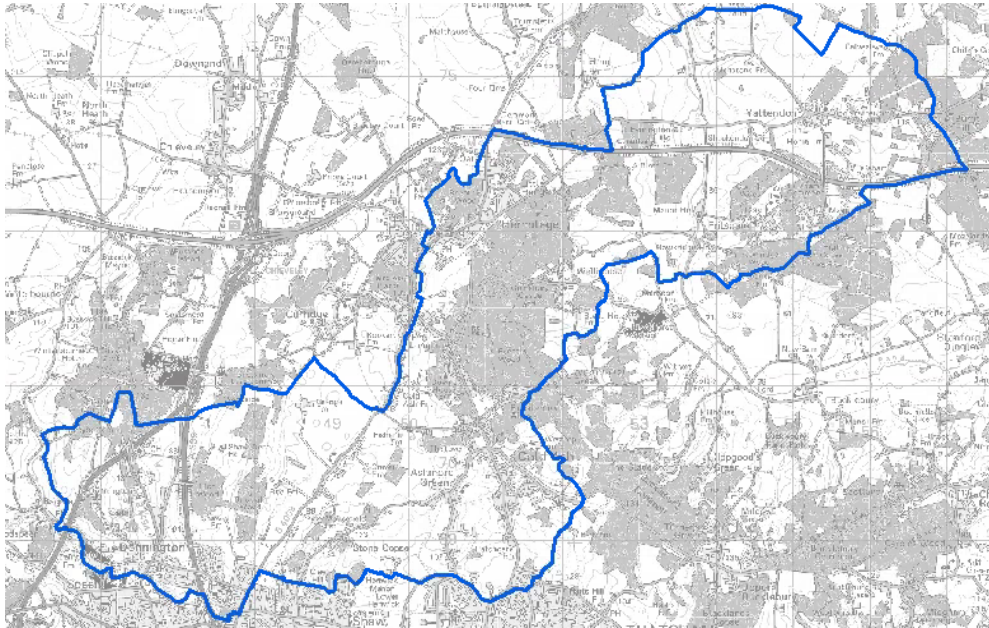
3. Bucklebury Ward



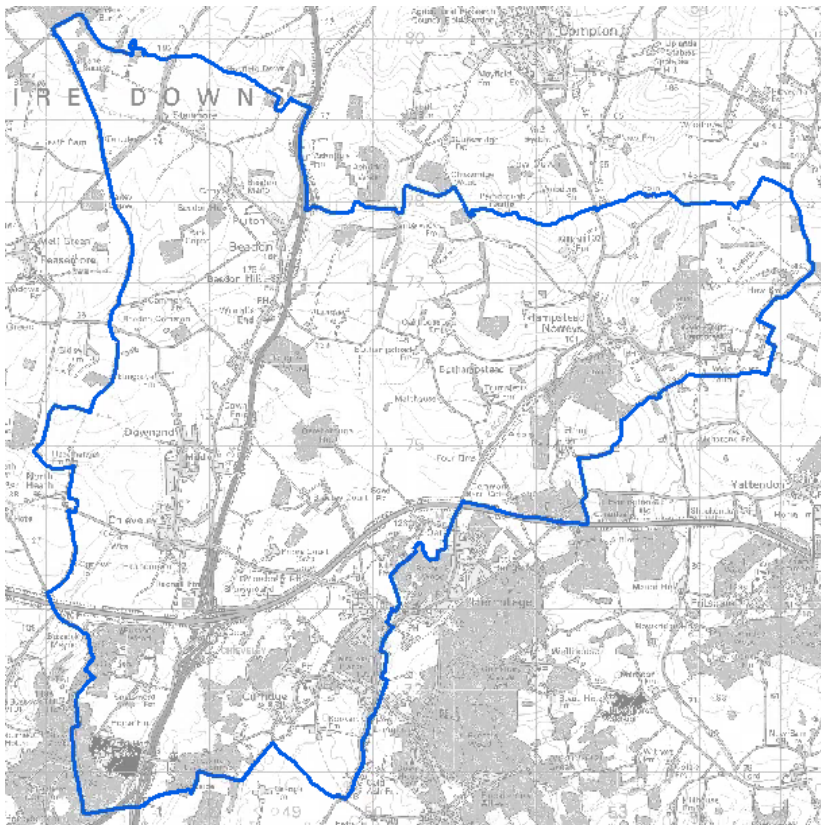
4. Burghfield Ward



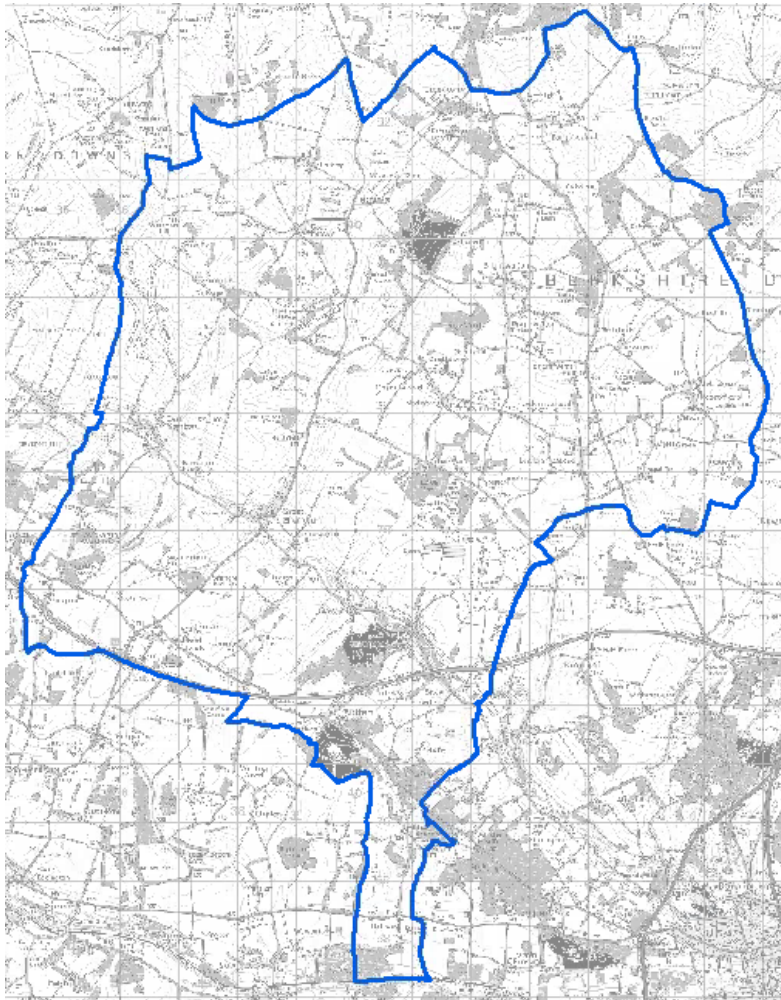
5. Castle Ward



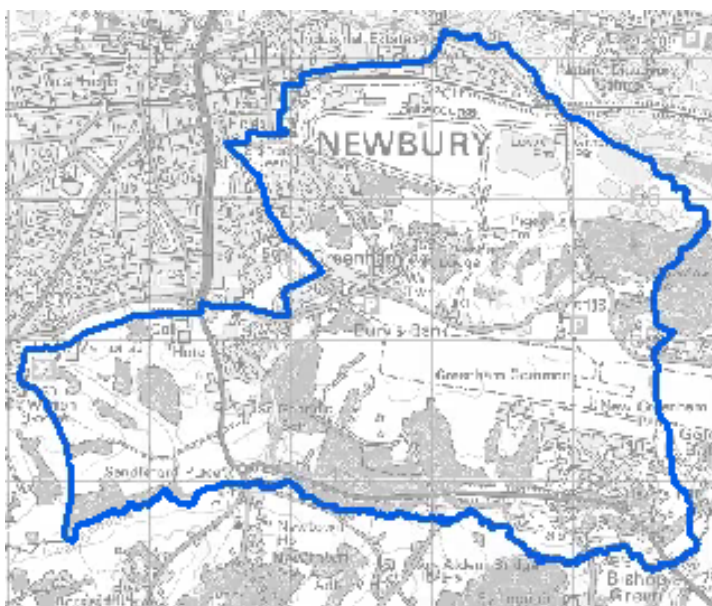
6. Chieveley Ward



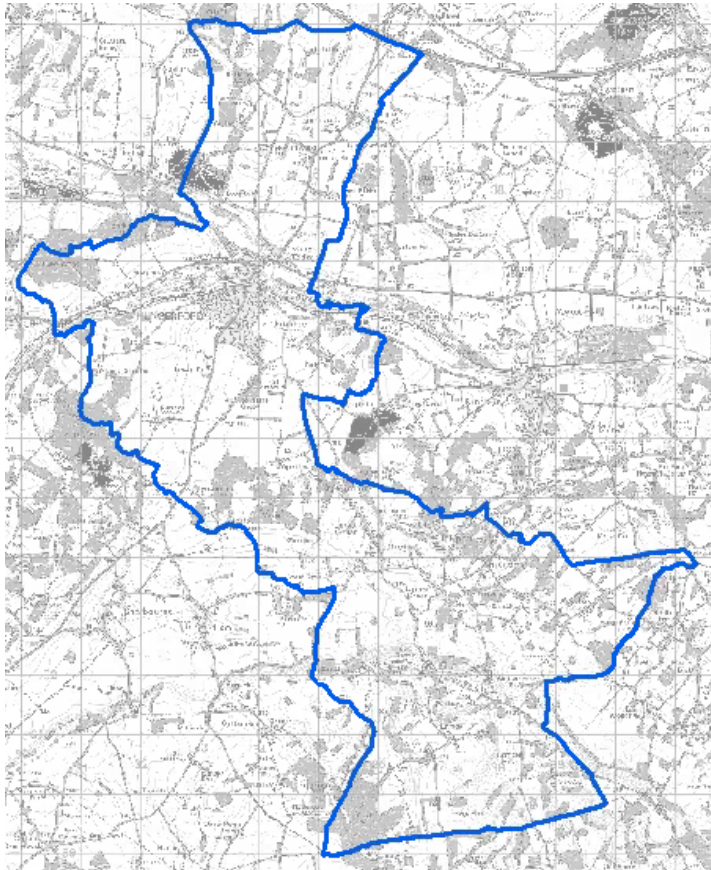
7. Downlands Ward



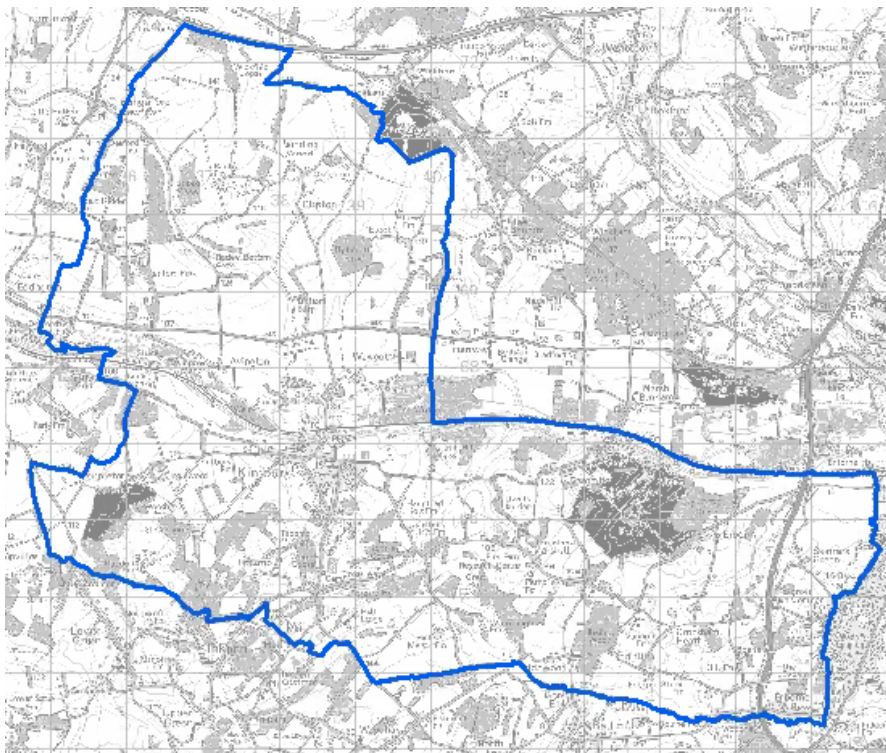
8. Greenham Ward



9. Hungerford Ward



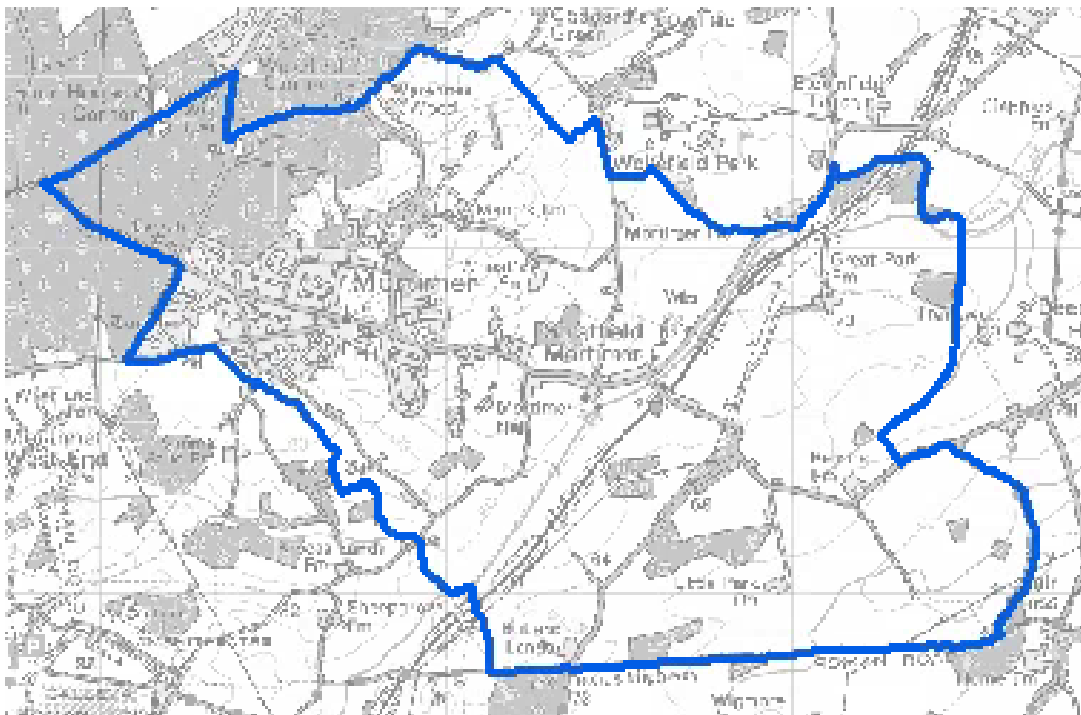
10. Kintbury Ward



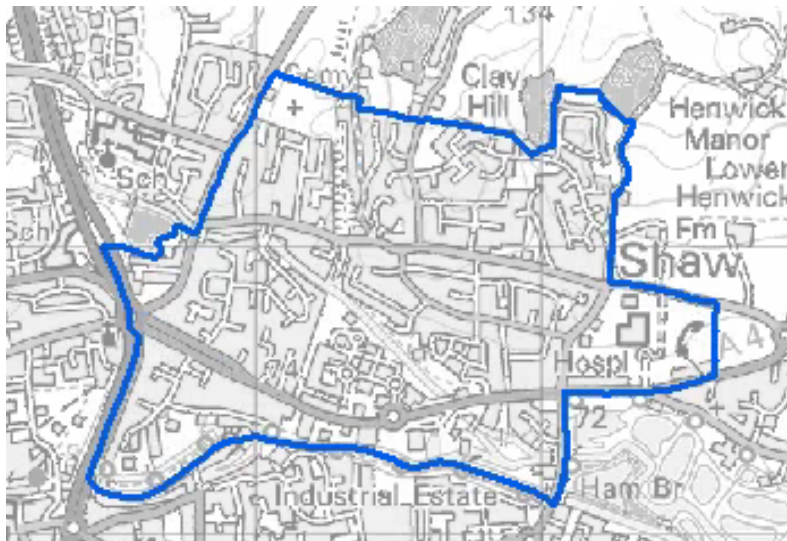
11. Lambourn Ward



12. Mortimer Ward



13. Newbury Clay Hill Ward



14. Newbury Falkland Ward



15. Newbury Northcroft Ward



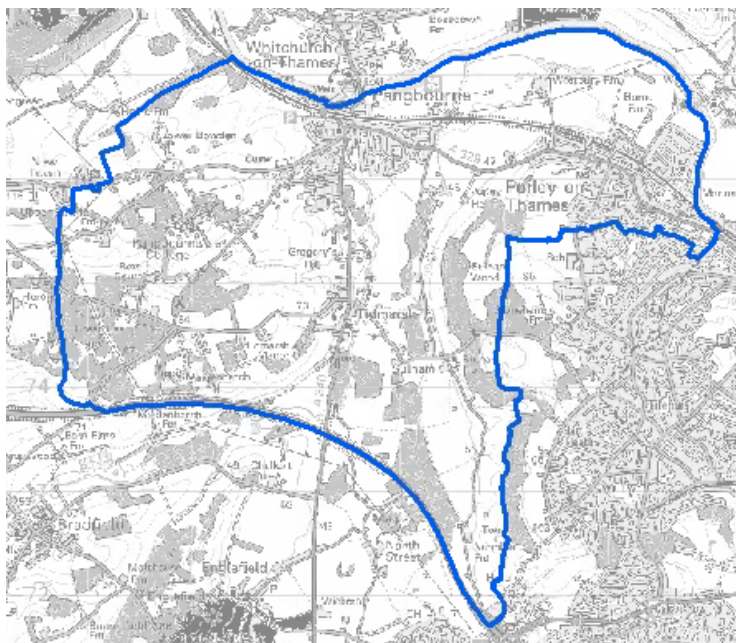
16. Newbury St Johns Ward



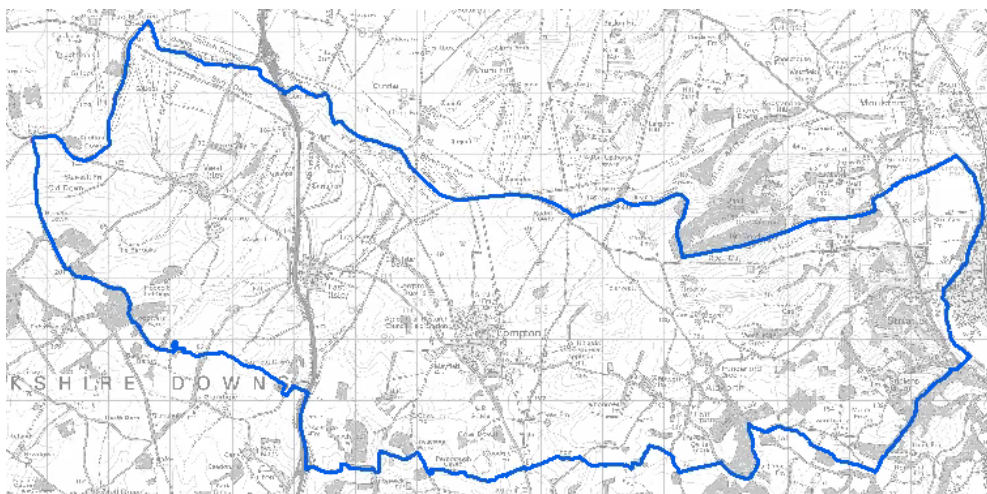
17. Newbury Victoria Ward



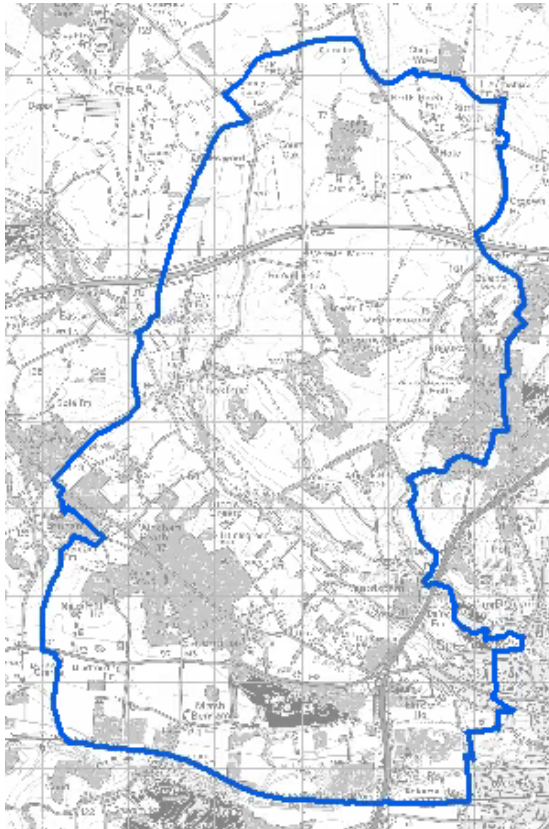
18. Pangbourne & Purley Ward



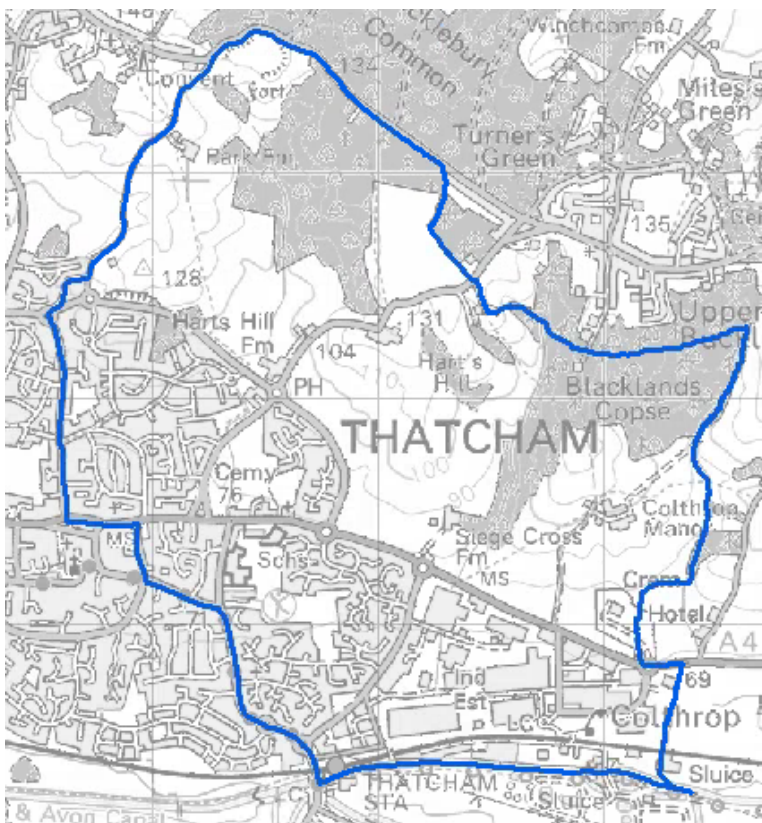
19. Ridgeway Ward



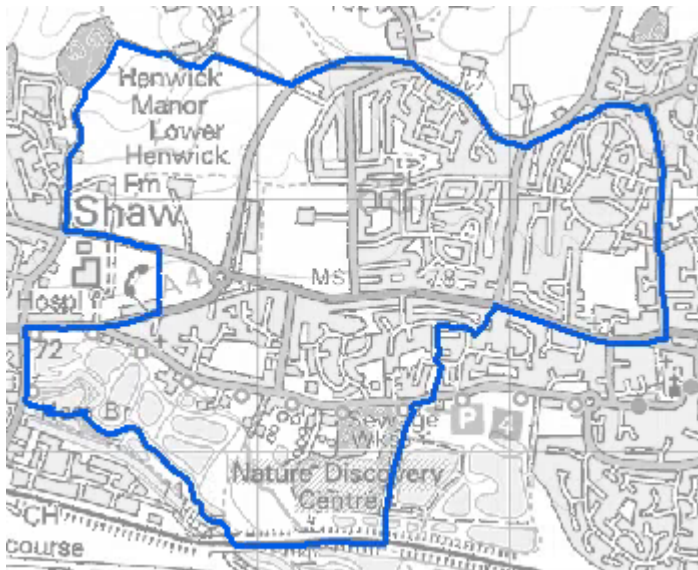
20. Speen Ward



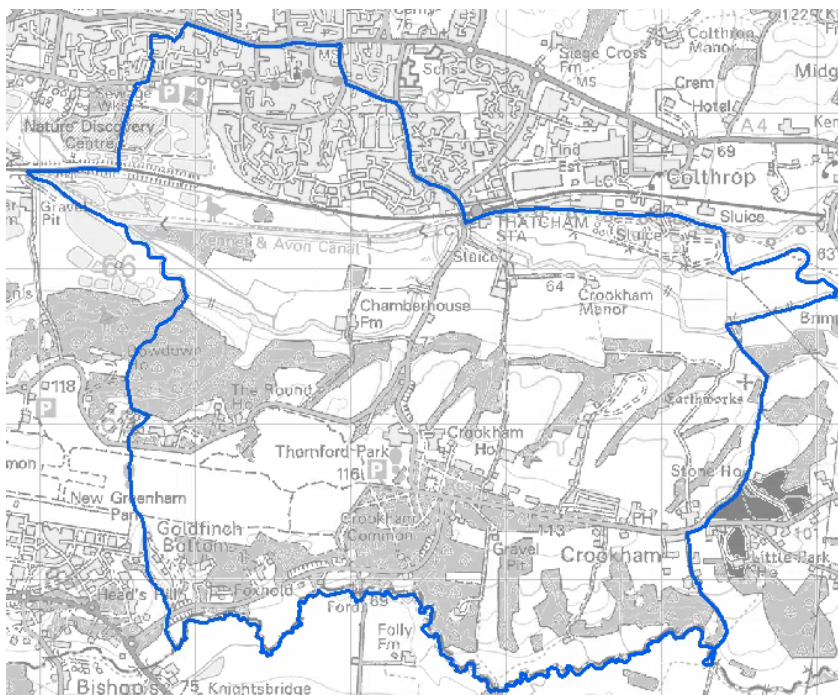
21. Thatcham Dunstan Ward



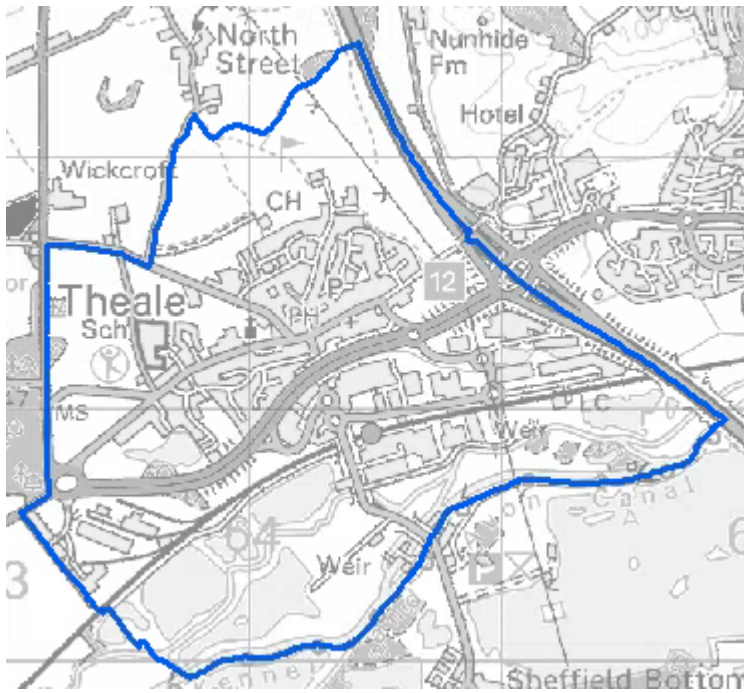
22. Thatcham Henwick Ward



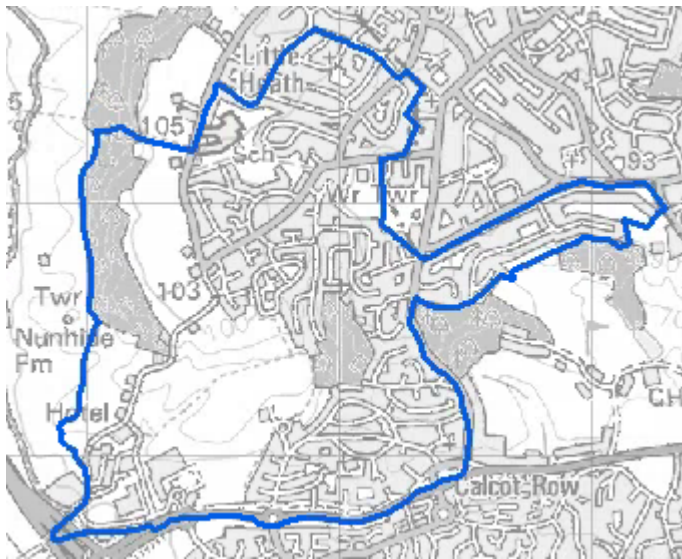
23. Thatcham Kennet and Crookham Ward



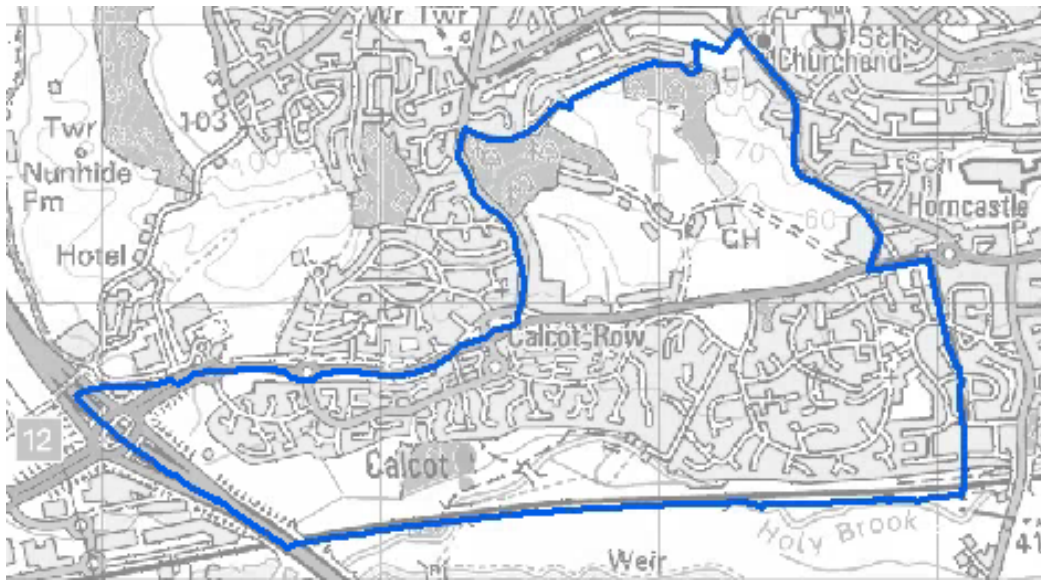
24. Theale Ward



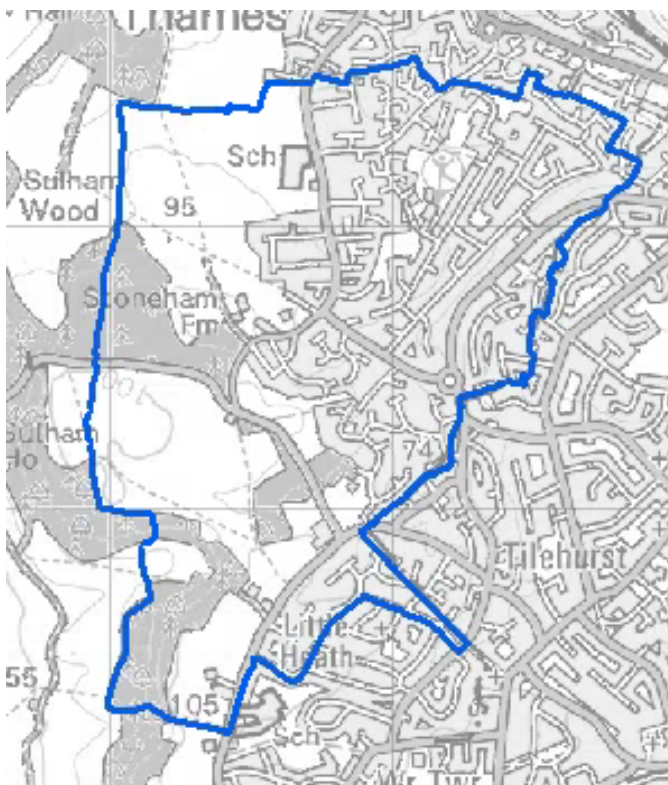
25. Tilehurst Birch Copse Ward



26. Tilehurst Calcot Ward



27. Tilehurst Cotswold Ward



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New Arrangements for Licensing Sub-Committees – Summary Report

Committee considering report:	Council on 4 July 2017
Portfolio Member:	Councillor Graham Jones
Date Portfolio Member agreed report:	11 May 2017
Report Author:	Moira Fraser
Forward Plan Ref:	C3308

1. Purpose of the Report

- 1.1 To increase the number of Members on Licensing Sub-Committees from three to four with no substitute required

2. Recommendations

- 2.1 To agree that the Panel for future Licensing Sub-Committee meetings will consist of four Members with no substitute required.
- 2.2 Subject to agreement with paragraph 2.1 the necessary changes to be made to the Council's Constitution.

3. Implications

- 3.1 **Financial:** None
- 3.2 **Policy:** The Constitution would have to be amended to reflect the changes
- 3.3 **Personnel:** N/a
- 3.4 **Legal:** The Constitution would have to be amended to reflect the changes.
- 3.5 **Risk Management:** N/a
- 3.6 **Property:** N/a
- 3.7 **Other:** N/a

4. Other options considered

- 4.1 To retain the current arrangements.

Executive Summary

5. Introduction / Background

- 5.1 The Licensing Act 2003 gave responsibility for licensing to local authorities. Section 6 of the Act provides that the licensing authority must establish a committee, which should consist of at least 10 but no more than 15 members. In turn the Licensing Committee could delegate some of its functions to a Sub-Committee that had been established by it.
- 5.2 West Berkshire Council's Licensing Committee comprises 12 Members, reflecting the political composition of the Authority and it is not permitted to appoint substitutes.
- 5.3 The Constitution also sets out in paragraphs 2.8.2 and 2.8.3 of Part 02 – Articles of the Constitution that the Licensing Committee will appoint, as and when necessary, a Sub-Committee to determine applications where representations have been received (as set out in Part 3 (Scheme of Delegation)). Currently each Sub-Committee comprises three Members and a named substitute drawn from the membership of the Licensing Committee. It should be noted that no Members are able to determine an application from within their own Ward.
- 5.4 When this provision came into effect in 2005 over 150 Licensing applications were received in the first year and consequently Committee Members had numerous opportunities to sit on Licensing Sub-Committee hearings. Some of those applications would have been mediated out negating the need to hold a Licensing Hearing but the Sub-Committee would still have determined over 100 applications during that period. However, in 2015 and 2016 the number of applications heard by the Sub-Committee had dropped to 4 per year.

6. Proposal

- 6.1 At an informal meeting held with Members of the Licensing Committee in March 2017 a discussion took place on the membership of Licensing Sub-Committees and it was proposed that in order to provide Members with the opportunity to gain the necessary relevant experience the number of Members sitting on a Licensing Sub-Committee should be increased to four with no substitutes being appointed. The quorum for a Sub-Committee would be three.
- 6.2 In addition, under the current arrangement, the substitute was required to stay on in the hearing in case an unexpected conflict of interest or illness arose. There had been no requirement for the substitute to replace a panel member in the recent past. This has meant that the substitute has to attend the pre-meeting and hearing, but then has to leave when the deliberations start which Members have found frustrating.
- 6.3 There would be no budgetary implication, should Members be minded to approve this recommendation, as the current requirement for a substitute to be in attendance would no longer be necessary.

7. Conclusion

- 7.1 Those Members of the Licensing Committee who were in attendance at the informal meeting in March 2017 agreed, in principle, with the proposal to increase the number of Members sitting on a Licensing Sub-Committee from three to four (with no substitute required). The four Members would be drawn from the existing twelve Members of the Licensing Committee. This proposal would therefore ensure that all Members of the Committee have the opportunity to sit and gain experience on Licensing Sub-Committees and would reduce the frustration of Members having to sit through all the proceedings but not taking part in the decision making process.
- 7.2 The proposal was discussed at the Governance and Ethics Committee on the 19 June 2017 where it received unanimous support from all Members present.

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