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# Meeting of West Berkshire District Council

Thursday 7 December 2017

***Summons and Agenda***

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To: All Members of the Council

*You are requested to attend a meeting of*

**West Berkshire Council**

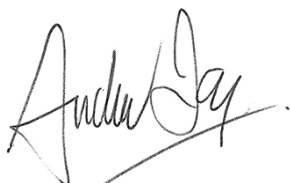
*to be held in the*

**Council Offices Market Street Newbury**

*on*

**Thursday 7 December 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: Wednesday 29 November 2017

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## **AGENDA**

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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.



**Agenda - Council to be held on Thursday, 7 December 2017 (continued)**

**3. PRESENTATIONS OF THE WEST BERKSHIRE COMMUNITY CHAMPION AWARDS (C3225)**

The Chairman will present the following Community Champion Awards for 2017:

- Pat Eastop Junior Citizen of the Year
- Volunteer of the Year
- Community Group of the Year
- Lifetime Achievement Award

**4. MINUTES**

The Chairman to sign as a correct record the Minutes of the ordinary Council meeting held on 14 September 2017 and the extraordinary Council meeting held on 31 October 2017. **(Pages 7 - 20)**

**5. 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](#).

**6. MEMBERSHIP OF COMMITTEES**

To agree changes to the membership of Council appointed Committees.

**7. PETITIONS**

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

**8. PUBLIC QUESTIONS**

Members of the Executive to answer questions submitted by members of the public in accordance with the Council's Constitution. *(There were no public questions submitted in relation to items not included on the agenda.)*

**9. LICENSING COMMITTEE**

The Council is asked to note that since the last meeting of the Council, the Licensing Committee held an extraordinary meeting on 28 September 2017. Copies of the Minutes of this meeting can be obtained from Strategic Support or via the [Council's website](#).

**10. PERSONNEL COMMITTEE**

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



**Agenda - Council to be held on Thursday, 7 December 2017 (continued)**

**11. GOVERNANCE AND ETHICS COMMITTEE**

The Council is asked to note that since the last meeting of Council, the Governance and Ethics Committee met on 27 November 2017. Copies of the Minutes of this meeting can be obtained from Strategic Support or via the [Council's website](#).

**12. DISTRICT PLANNING COMMITTEE**

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

**13. 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 17 October 2017. Copies of the Minutes of this meeting can be obtained from Strategic Support or via the [Council's website](#).

**14. JOINT PUBLIC PROTECTION COMMITTEE**

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

**15. ADJOURNMENT OF THE MEETING**

At this point, the Council meeting will be adjourned to enable the Licensing and Governance and Ethics Committees appointed by the Council to meet to determine their Chairmen and Vice-Chairmen, as appropriate.

**16. RECOMMENCEMENT OF THE MEETING**

At the conclusion of the meeting of the Governance and Ethics Committee, the Council meeting will recommence.

**17. LEISURE CENTRE FEES AND CHARGES 2018 (C3223)**

Purpose: To implement the contractual requirement for an annual price review for 2018 for the leisure contractor to come into effect from 1st January 2018. **(Pages 21 - 28)**

**18. AMENDMENTS TO THE SCHEME OF DELEGATION (C3093)**

Purpose: To amend the Scheme of Delegation which forms Part 3 of the Constitution. **(Pages 29 - 34)**

**19. PROPOSED MEMBER DEVELOPMENT PROGRAMME 2018/19 (C3221)**

Purpose: To agree the proposed Member Development Programme for 2018/19. **(Pages 35 - 42)**



20. **2018/19 WEST BERKSHIRE COUNCIL TIMETABLE OF PUBLIC MEETINGS (C3224)**

Purpose: To recommend a timetable of meetings for the 2018/19 Municipal Year.  
(Pages 43 - 50)

21. **MEMBERS' QUESTIONS**

Members of the Executive to answer the following questions submitted by Councillors in accordance with the [Council's Constitution](#):

(a) **Question to be answered by the Portfolio Holder for Culture and Environment submitted by Councillor Alan Macro:**

*"Since the new charges for the disposal of waste at the HWRC have been introduced, how many instances of fly tipping have been reported on private land?"*

(b) **Question to be answered by the Portfolio Holder for Culture and Environment submitted by Councillor Alan Macro:**

*"How does the Council penalise those who fly tip?"*

(c) **Question to be answered by the Portfolio Holder for Planning, Housing and Leisure submitted by Councillor Alan Macro:**

*"Is the Council considering using CPO powers on the Sandleford development?"*

(d) **Question to be answered by the Portfolio Holder for Culture and Environment submitted by Councillor Lee Dillon:**

*"Can the Council provide assurance that the Highwood Copse School project is being properly project managed?"*

(e) **Question to be answered by the Portfolio Holder for Planning, Housing and Leisure submitted by Councillor Lee Dillon:**

*"Can you confirm to what BREEAM level Highwood Copse School is going to be built to?"*

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 4.

## DRAFT

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

## COUNCIL

### MINUTES OF THE MEETING HELD ON THURSDAY, 14 SEPTEMBER 2017

**Councillors Present:** Peter Argyle, Howard Bairstow, Pamela Bale, Jeff Beck, Dominic Boeck, Paul Bryant, Anthony Chadley, Keith Chopping, Jeanette Clifford, Hilary Cole, James Cole, Richard Crumly, Lee Dillon, Lynne Doherty, Billy Drummond, Adrian Edwards, Dave Goff, Manohar Gopal, Carol Jackson-Doerge (Vice-Chairman), Marigold Jaques, Mike Johnston, Graham Jones, Rick Jones, Tony Linden, Mollie Lock, Gordon Lundie, Alan Macro, Tim Metcalfe, Graham Pask, Anthony Pick, Richard Somner, Quentin Webb (Chairman) and Laszlo Zverko

**Also Present:** Joanne Bassett (Public Relations Assistant), Nick Carter (Chief Executive), Sarah Clarke (Acting Head of Legal Services), Mac Heath (Head of Children and Family Services), Peta Stoddart-Crompton (Public Relations Officer), Rachael Wardell (Corporate Director - Communities), 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, John Ashworth, Councillor Jeremy Bartlett, Councillor Dennis Benneyworth, Councillor Graham Bridgman, Councillor Jason Collis, Councillor Marcus Franks, Councillor James Fredrickson, Councillor Clive Hooker, Councillor Alan Law, Councillor Ian Morrin, Councillor Anthony Stansfeld and Councillor Emma Webster

**Councillors Absent:** Councillor Rob Denton-Powell, Councillor Sheila Ellison, Councillor Nick Goodes, Councillor Paul Hewer, Councillor James Podger, Councillor Garth Simpson and Councillor Virginia von Celsing

## PART I

### 38. Chairman's Remarks

The Chairman reported that he had attended 21 events since the last Council meeting and the Vice Chairman had attended six events on behalf of the Council.

The Chairman noted that the West Berkshire Community Champion Awards had been launched and he encouraged Members to promote the scheme within their communities.

### 39. Minutes

The Minutes of the meeting held on 04<sup>th</sup> July 2017 were approved as a true and correct record and signed by the Chairman subject to the inclusion of the word 'Councillor' before 'Manohar Gopal' on page 10 of the agenda.

### 40. Declarations of Interest

There were no declarations of interest received.

### 41. Petitions

There were no petitions presented at the meeting.

## COUNCIL - 14 SEPTEMBER 2017 - MINUTES

### 42. Public Questions

A full transcription of the public and Member question and answer sessions are available from the following link: [Transcription of Q&As](#). (right click on link and 'Edit Hyperlink'. Insert URL to pdf on website in 'address' field)

- a) A question standing in the name of Mr Jamie Heath on the subject of the difference between the WBC 'Pothole Policy and Guidance' and WBC intervention levels document would receive a written response from the Portfolio Holder for Highways and Transport as Mr Heath was not able to attend the meeting.
- b) A question standing in the name of Mr Jamie Heath on the subject of the Council's adherence to the Pothole Policy would receive a written response from the Portfolio Holder for Highways and Transport as Mr Heath was not able to attend the meeting.

### 43. Membership of Committees

Councillor Graham Jones proposed that Councillor James Cole replace Councillor Nick Goodes on the Licensing Committee. The recommendation was seconded by Councillor Hilary Cole.

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

### 44. Licensing Committee

The Council noted that, since the last meeting, the Licensing Committee had met on 18 July 2017.

### 45. Personnel Committee

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

### 46. Governance and Ethics Committee

The Council noted that, since the last meeting, the Governance and Ethics Committee had met on 21 August 2017.

### 47. District Planning Committee

The Council noted that, since the last meeting, the District Planning Committee had met on 23 August 2017.

### 48. Overview and Scrutiny Management Commission

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

### 49. Joint Public Protection Committee

The Council noted that, since the last meeting, the Joint Public Protection Committee had not met.

### 50. Appointment of the Independent Remuneration Panel (C3310)

The Council considered a report (Agenda Item 14) concerning the membership of the West Berkshire Council Independent Remuneration Panel (IRP) for 2017 and which sought agreement on the scope of the allowances the IRP would consider at its next meeting.

**MOTION:** Proposed by Councillor Graham Jones and seconded by Councillor Lee Dillon:

"That the Council:



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- “1 Agrees the membership of the West Berkshire Council IRP.
- 2 Agrees that the scope that the IRP will consider will include:
- Basic Allowance
  - Special Responsibility Allowances - with particular attention to the following:
    - Governance and Ethics Committee
    - Personnel Committee
    - Overview and Scrutiny Management Commission
    - Standards Committee
  - Allowances for Independent Members
  - Childcare and Dependent Carers Allowance
  - Travelling Allowance
  - Subsistence Allowance
  - The administration of the scheme”

Councillor Graham Jones in introducing the item noted that The Local Authorities (Members' Allowances) (England) Regulations 2003 required Councils to establish and maintain an Independent Remuneration Panel (IRP).

The last meeting of the panel took place in February 2015 and provided an extensive review of Members' Allowances. The panel members at that time were Ms Lindsey Appleton, Mr David Danielli and Mr Declan Hall. Ms Appleton was now a West Berkshire Council Independent Person and could therefore not form part of the panel. Mr Hall was employed as an advisory consultant for the Panel and it was not intended that he be employed on this occasion.

Given the need to replace two of the previous panel members, and in line with the statutory requirements, the proposed membership of the Panel for November 2017 was as follows: Mr David Danielli, Mr Jonathon Hopson and Mr Tim Renouf.

Councillor Graham Jones asked Members to support the scope of the review and highlighted that there was a statutory requirement for the Panel to meet and that he anticipated that this would be a 'light touch' review.

Councillor Lee Dillon supported the membership of the Panel and the scope of the review.

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

### 51. **New Arrangements for Appeals Panel (C3361)**

The Council considered a report (Agenda Item 15) which proposed an increase in the number of Members on an Appeals Panel from three to four and to remove the requirement for a substitute.

**MOTION:** Proposed by Councillor Graham Jones and seconded by Councillor James Cole:

“That the Council:

- “1 Agrees that the Panel for future Appeals Panel meetings will consist of four Members with no substitute required.

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- 2 Agrees that subject to agreement with the paragraph above the necessary changes be made to the Council's Constitution."

Councillor Graham Jones noted that the report set out a change to the way Appeals Panels currently operated. Where an appeal needed to be heard an Appeals Panel of three Members and a substitute was constituted by the Head of Strategic Support. The substitute was required to attend the whole hearing in case an unexpected conflict of interest or illness arose, but they were precluded from taking part in the deliberations and final decision making.

Members had found this frustrating. It was proposed that in order to fully involve all Appeals Panel Members in the decision making process and provide them with the opportunity to gain necessary relevant experience and to make better use of their time the number of Members sitting on an Appeals Panel should be increased to four, but with substitutes no longer being appointed.

Councillor James Cole noted that the amendment had received the full support of the Governance and Ethics Committee when it was discussed at that meeting.

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

### 52. **West Berkshire's Children's Services are "Good" (C3383)**

The Council considered a report (Agenda Item 16) which sought to inform Council of the outcome of the Children's Services Ofsted Inspection of May 2017, responded to Ofsted's recommendations arising from that inspection and which set out the Council's ambition to build on the successful 'Good' Ofsted grading to achieve excellent and sustainable Children's Services.

The report also noted that future consideration would be given to going beyond the action plan in response to Ofsted's seven recommendations, in order to further develop and improve the service.

**MOTION:** Proposed by Councillor Lynne Doherty and seconded by Councillor Gordon Lundie:

"That the Council:

1. Notes the progress made by West Berkshire Children Services since its Ofsted inspection in March 2015 to achieve a 'good' judgement in the inspection undertaken in May in 2017.
2. Endorses the service's Action Plan in response to the seven recommendations in Ofsted's inspection report published in July 2017.
3. Notes that further consideration will be given to the next steps for the development of West Berkshire Children Services to further embed good practice and consider what more needs to be achieved to progress beyond "good" to great services."

Councillor Lynne Doherty explained that the report served to inform Members of the outcome of the Children's Services Ofsted Inspection which took place in May 2017. The report also included an Action Plan which had been drafted in order to respond to Ofsted's recommendations. She was delighted to present the report but recognised that there was further work to do and that the Council would not be complacent. The Service, which had been on a journey over the last two years, had now been transformed from inadequate to good.

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One of the core functions of the service was to protect the District's children and the Service noted the outcome of the inspection which showed that 'children who need help and protection' still required improvement.

The inspection had identified the following key points:

- The workforce had been stabilised. At the time of the initial inspection in 2015 the agency rate was 50% which had been reduced to 12% at the time of the 2017 inspection.
- Timely decision making had been aided by the introduction of the multi-agency safeguarding hub (MASH).
- Leaders demonstrated their care for looked after children through thoughtful attention to improving services.
- Members through their role as corporate parents encouraged children to achieve all they could.
- The relationships between various agencies including foster carers and social workers were good.

Councillor Doherty thanked all those involved in making this happen including frontline staff, social workers, the leadership team, administrative team, Education Services, Prevention Team, Safeguarding Team, Members and partner agencies. She appreciated the level of commitment that was required to achieve this result.

She also thanked Councillor Gordon Lundie for appointing her to the role as Portfolio Holder for Children's Services, Rachael Wardell for her steadfast leadership and Dr Mac Heath who was instrumental in driving the improvement plan forward.

While she was pleased to reflect on the successes she accepted that there was still a lot of work to do. She therefore asked Council to note the progress that had been made and to endorse the 39 improvement streams in the Action Plan.

Councillor Gordon Lundie stated that in his 14 years as a Councillor, with the exception of delivering eulogies for friends, the most difficult speech he had to make was when the Council's Children's Services were judged to be inadequate. While he had disagreed with some of the judgments made by Ofsted in 2015 he had felt it would be more productive to focus on areas that needed improvement.

At the time the Council was struggling with high vacancy rates and a high turnover of social workers in particular. A decision had been taken to make a significant financial investment in this area. Councillor Lundie acceded that at the time he was sceptical that it would deliver the results that were needed but he was very pleased to see the fruits of that investment now.

He too thanked all those involved in delivering the improvement and in particular he thanked Rachael Wardell, Councillor Lynne Doherty and Dr Mac Heath who had joined the organisation at a very difficult juncture.

He accepted that there were still areas to focus on including health and communication but he was pleased to endorse this great report and looked forward to seeing a strategy to take the service to outstanding.

Councillor Jeanette Clifford congratulated Councillor Doherty and her team on a great achievement and asked her to elaborate on the next steps that would be taken. Councillor Doherty noted that a Strategy Board had been set up. They were looking at other authorities, she thought that there were two, that had been designated as

## COUNCIL - 14 SEPTEMBER 2017 - MINUTES

outstanding and other authorities delivering best practice to see what could be implemented locally to take the service forward.

Councillor Graham Pask, as a former Portfolio Holder in this area, echoed his thanks to all those involved in this process. He commented that the safety of the district's children was paramount. He also noted the role of Members as corporate parents and highlighted that the Corporate Parenting Panel had been overhauled in order to ensure that Members received up to date information which benefitted the district's children.

Councillor Alan Macro stated that he also wished to add his commendation to all those involved in this tough journey and he thanked them all for their efforts. He noted however that the report showed that children who needed help and protection still required improvement. The report also stated that Leaders had been told to give more attention to children who went missing from home or care. He also drew attention to the comments that the risk analysis of those at risk of child sexual exploitation was not sufficiently robust. He was disappointed that recommendation 4 in the Action Plan, which sought to address this concern, had not yet been started.

Councillor Hilary Cole stated that she had attended the feedback on the inspection in May 2017 and had found it to be a very enlightening experience. She was very pleased for the team and commented that she would like them to keep up the good work. She stated that the success was attributable to the outstanding leadership that had been shown and the professionalism of Officers, and she wished them every success on their continuing journey.

Councillor Lee Dillon commented that his group were very supportive of the service moving forward. He did, however, have some concerns which he wished to raise. He commented on the absence of an apology to the children who had been let down at the time.

In terms of the Action Plan, he noted that one of the commitments was 'we will simplify and clarify language used in our plans' and he hoped that this could be applied to the Action Plan itself.

He noted the comments on page 7 of the Action Plan which related to assessment periods for assessing mental health needs and commented that there were no timescales included in the Action Plan for assessing these needs.

He also noted that in Sections D and E reference was made to children being consulted on whether their diversity needs were being met and he queried how this could be achieved if the children were not aware of what their needs were.

Councillor Dillon also commented that the tense of the language used in relation to objective C on page 11 was incorrect. He also commented that the Executive Summary stated that no additional resources would be required but that on page 13 of the document reference was made to considering recommissioning a RH provider which would require resources.

Councillor Rick Jones added his congratulations to the Team for the improvements that had taken place. As far as he was aware the Council was currently the only unitary authority to make a two grade improvement in their inspection results and this was in itself a fantastic achievement. He was a member of the Foster Panel and he had been able to observe at first hand the improvements that had been made.

Councillor Tony Linden queried if modern day slavery had been taken into account given that this was a potential risk for vulnerable children.

In accordance with paragraph 4.13.16 (Points of Order/Explanation) Councillor Lundie was heard on a point of personal explanation. In relation to Councillor Dillon's comments

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about an apology to the affected children he explained that he had offered an apology two years ago, would be happy to apologise again and to take responsibility for the judgement.

Councillor Doherty thanked Members for their kind words which she welcomed on behalf of the service too.

In relation to the comments made by Councillor Macro she reaffirmed that the Council would not be resting on its laurels and would enact the associated actions relating to health and protection requirements set out in the Action Plan.

In terms of missing children the Local Children's Safeguarding Board had met in July 2017 where they had looked at this issue in detail. She would be happy to share that report with Councillor Macro. Processes around child sexual exploitation were being addressed by SEMRAC (Sexual Exploitation and Missing Risk Assessment Conference).

She thanked Councillor Dillon for his comments around the language and tense used in the Action Plan and she would ask Officers to look into this prior to the Plan being submitted to Ofsted. In terms of timescales associated with mental health needs assessments these depended on the type of mental health issue the child was experiencing and so they could not be quantified. CAMHS did however have timescales that they worked to. The Council could however consider how it prioritised need and that this could be articulated going forward.

In terms of diversity of needs social workers had a range of age appropriate tools that they used when working with children which helped to identify needs.

In terms of the RHI (Return Home Interviews) service this was a service that was commissioned and was therefore already funded. Actions would not be driven by costs and that action related to recommissioning a service if it was deemed necessary.

Councillor Doherty noted that modern day slavery was one of a number of emerging issues that the service would have to keep abreast of. Continuous improvement would always be needed to meet new challenges.

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

### 53. **Members' Questions**

A full transcription of the Member question and answer session is available from the following link: (link to pdf on website)

- (a) A question standing in the name of Councillor Mollie Lock on the subject of delays to the Highwood Copse School was answered by the Executive Member for Culture and Environment.
- (b) A question standing in the name of Councillor Alan Macro on the subject of charges at the HWRC was answered by the Executive Member for Culture and Environment.
- (c) A question standing in the name of Councillor Lee Dillon on the subject of the current proposals of the Boundary Commission was answered by the Leader of the Council.

*(The meeting commenced at 7.00pm and closed at 7.49pm)*

**COUNCIL - 14 SEPTEMBER 2017 - MINUTES**

**CHAIRMAN**

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**Date of Signature**

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# DRAFT

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

## COUNCIL

### MINUTES OF THE SPECIAL MEETING HELD ON TUESDAY, 31 OCTOBER 2017

**Councillors Present:** Steve Ardagh-Walter, Pamela Bale, Jeff Beck, Dominic Boeck, Graham Bridgman, Paul Bryant, Anthony Chadley, Keith Chopping, Hilary Cole, James Cole, Jason Collis, Richard Crumly, Rob Denton-Powell, Lee Dillon, Adrian Edwards, Sheila Ellison, James Fredrickson, Dave Goff, Manohar Gopal, Paul Hewer, Clive Hooker, Carol Jackson-Doerge (Vice-Chairman), Marigold Jaques, Graham Jones, Rick Jones, Alan Law, Tony Linden, Mollie Lock, Alan Macro, Tim Metcalfe, Ian Morrin, Graham Pask, Anthony Pick, James Podger, Garth Simpson, Virginia von Celsing, Quentin Webb (Chairman), Emma Webster and Laszlo Zverko

**Also Present:** Nick Carter (Chief Executive), Andy Day (Head of Strategic Support), Martin Dunscombe (Communications Manager), Honorary Alderman John Chapman, Moira Fraser (Democratic and Electoral Services Manager), Honorary Alderman Royce Longton and Gabrielle Mancini (Group Executive - Conservatives)

**Apologies for inability to attend the meeting:** Councillor Peter Argyle, Councillor Dennis Benneyworth, Councillor Jeanette Clifford, Councillor Lynne Doherty, Councillor Billy Drummond, Honorary Alderman Geoff Findlay, Councillor Marcus Franks, Councillor Nick Goodes, Councillor Mike Johnston, Honorary Alderman Joe Mooney, Councillor Richard Somner, Councillor Anthony Stansfeld and Honorary Alderman Alan Thorpe

**Councillor Absent:** Councillor Howard Bairstow, Councillor Jeremy Bartlett and Councillor Gordon Lundie

#### PART I

##### 54. **Declarations of Interest**

There were no declarations of interest received.

##### 55. **Membership of Committees**

Councillor Graham Jones proposed that Councillor James Cole replace Councillor Howard Bairstow on the Western Area Planning Committee. Councillor Howard Bairstow would be appointed as a substitute on this Committee. The recommendation was seconded by Councillor Clive Hooker.

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

##### 56. **Boundary Review - Response to the Local Government Boundary Commission's Draft Proposals (C3399)**

The Council considered a report (Agenda Item 4) concerning the Council's response to the Local Government Boundary Commission's (LGBC) proposed changes to the District's warding patterns from the 2019/20 District Council Elections.

**MOTION:** Proposed by Councillor Graham Jones and seconded by Councillor Lee Dillon:

That the Council:

“approves the proposed changes to the following wards (set out below and in more detail in Appendix B) as the Council's formal response to the Local Government Boundary Commission's review of the Council's warding patterns.

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- (i) Bucklebury and Aldermaston (Paragraphs 3.2 to 3.6)
- (ii) Hungerford and Kintbury (Paragraph 3.7)
- (iii) Basildon and Compton (Paragraph 3.8)
- (iv) Wash Common, Newbury Central and Greenham (Paragraphs 3.9 to 3.21)
- (v) Thatcham Central and Crookham (Paragraphs 3.22 to 3.25)
- (vi) Purley and Tilehurst (Paragraphs 3.26 to 3.29)
- (vii) Florence Gardens (Paragraph 3.30)".

Councillor Graham Jones noted that there was a typographical error on page 19 of the documentation and that the net effect of changes to the proposed new Ridgeway Ward should read **minus** 4%. The Leader noted that this was a cross party submission and he thanked Councillor Lee Dillon for his input on the Steering Group. He also thanked all the other Members of the Steering Group for their contributions. He also thanked Andy Day and his team for all the work they had put into getting the proposals prepared.

Councillor Graham Jones commented that this was a very difficult piece of work to get right and he accepted that there might not be universal support for all of the proposals contained within the Council's submission. The draft recommendations published by the LGBC on the 29 August 2017 proposed that the number of Councillors be reduced from 52 to 43. After considering the LGBC's recommendations the Steering Group felt that it would be more beneficial to focus on specific proposals and that it was not possible to re-consider all the boundary changes.

The Council would continue to state its preference not to have three Member wards, where practicably possible, and that any modifications needed to ensure that Councillors were close to the people they were representing and that wards were based on community interest. The building blocks for wards should therefore continue to be the parishes. It was however accepted that a three Member ward should remain in Hungerford and Kintbury as there was local support for the proposal.

The Council was also proposing to retain a three Member ward in Burghfield and Mortimer. Councillor Graham Jones accepted that there were divergent views on this proposal.

Councillor Alan Law commented that at the March 2017 meeting he had voted against the Conservative Administration for the first time in his life. He felt that the original proposal for the Basildon and Compton Ward did not meet the objective of strengthening a sense of community. He also felt that the previously proposed ward was too big for one Councillor to cover properly.

He had therefore submitted an alternative proposal to the LGBC and he was now happy with the revised proposals splitting the area into two one Member wards (Basildon and Ridgeway Wards). He would be writing to the LGBC to offer his support.

Councillor Graham Pask commented that he was not supportive of the LGBCs proposal for the three Member Bucklebury and Aldermaston Ward which would cover 15 parishes. In his opinion having to cover that many parishes would diminish the representation afforded to parishioners. The villages to the south of the A4 had a different feel to the rest of the proposed ward, much of which was in the Area of Outstanding Natural Beauty (AONB). He felt the Council's proposed revision, three one Member wards, was an excellent proposal and he hoped that it would find favour with the Boundary Commission.

Councillor Mollie Lock stated that she was not in favour of the three Member Burghfield and Mortimer Ward. This was a diverse ward with communities built around schools,



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churches, pubs and doctors surgeries. Mortimer had recently had its Neighbourhood Development Plan approved and Burghfield was in the process of developing their own one. She felt that it would be difficult to democratically represent their residents. Members knew their residents and their diverse needs and they knew how to assist those residents. She did not therefore think that a three Member ward in this area would properly serve the needs of the residents.

Councillor Graham Bridgman commented that he did not agree with Councillor Lock's comments. He had liaised with Councillors Keith Chopping, Carol Jackson-Doerge and Ian Morrin, all of whose wards were affected by the proposals that he was going to comment on. These three wards (Burghfield, Mortimer and Sulhamstead) were those that formed an overlap with the Wokingham Constituency. He and these three Councillors supported the proposed three Member Burghfield and Mortimer Ward, but wished to exclude any part of the Sulhamstead Parish.

The previous Council submission to the LGBC included a single Member Mortimer Ward covering the Stratfield Mortimer parish alone and a two Member Burghfield Ward comprised of the Beech Hill, Burghfield, Sulhamstead and Wokefield parishes, despite the stated desire of both the Beech Hill and Wokefield parishes that they preferred to be linked to Mortimer rather than Burghfield.

The fundamental premise running through the original WBC proposal was that parishes were the basic building blocks of local democracy, and splitting them between district council wards should not be undertaken unless it was wholly unavoidable.

This premise was unfortunately ignored by the LGBC in their proposals for their new Burghfield and Mortimer ward, by including the southern part of the Sulhamstead parish but putting the northern part into the new Aldermaston and Bucklebury ward. As a consequence the new Burghfield and Mortimer ward would be up to a plus 10% margin over the average electorate, whilst the Aldermaston and Bucklebury ward would be -7%. Sulhamstead Parish Council had also expressed a strong desire not to be split into two wards.

This group of Councillors therefore felt that there was some logic to creating a ward containing the service villages of Burghfield and Mortimer based on the concentration of local population in those villages, the fact that the Beech Hill and Wokefield Parish Councils had expressed a desire to remain connected to Mortimer, and that the area shared a secondary school namely The Willink School. In addition there was a developing synergy between local voluntary groups in the two villages.

Councillor Bridgman commented that the Members were however not supportive of creating a vast new Aldermaston and Bucklebury ward. This was primarily due to the fact that this area was situated in sparsely populated rural countryside. They therefore supported the Council's proposal to have three one-Member wards in this area rather than a single three-Member ward.

Councillor Rick Jones stated that the Council's proposed submission set out a well balanced proposal. He was concerned that the LGBC appeared to base their proposal on a mistaken view of boundaries and linkages. He had some concerns about the proposals around Purley and Tilehurst but they were not sufficient to reject the Council's proposal as a whole.

Councillor Alan Macro stated that although he was broadly supportive of the proposals he wished that the Council had gone further and objected to all three Member wards.

Councillor Dominic Boeck stated that he too was very concerned about the LGBC's proposals for the Bucklebury and Aldermaston ward which would cover 15 parishes. In his experience residents in rural areas generated a lot more case work and these

## COUNCIL - 31 OCTOBER 2017 - MINUTES

communities were more difficult to service, due to their rurality. The idea of addressing individual parishioners' issues around this giant ward was extremely daunting. The LGBC appeared to have ignored the Council's fundamental principle of boundaries following communities.

Councillor Tim Metcalfe commented on the proposed Tilehurst North Ward, where it was proposed that the three Member ward for Purley and Tilehurst be amended to one two Member ward for Purley and a one Member ward for Tilehurst. He agreed that the Purley Ward was too big a ward for one Member but did not think that residents would recognise the Tilehurst North Ward. He noted the Council's preference not to have three Member wards but felt that this ward should be included in a three Member Birch Copse Ward.

Councillor James Fredrickson commenting on the LGBC's proposal for Greenham and stated that as Ward Member he supported the Council's proposal to redraw the Greenham Ward and to create a new Newbury St John's Ward. In talking to the community and looking at responses to a range of consultation exercises affecting these residents it had become evident that they considered themselves to form part of the wider Newbury Community and not that of Greenham. He therefore commended Officers for suggesting the proposed change.

Councillor Emma Webster commented that although she agreed with the Council's position in respect of three Member wards, as a Member representing residents in a three Member ward, she would not want residents to think that this configuration did not work. It was important to put residents at the heart of all decisions and to ensure that Members represented their residents to the best of their ability. Councillor Tony Linden supported Councillor Webster's comments on three Member wards.

Councillor Lee Dillon thanked Councillor Alan Macro for attending the Steering Group on his behalf at late notice on one occasion. He commented that this was a difficult issue to get right and that where it was not possible to get things right it would be necessary to make compromises in order to get the numbers to stack up. Following the last Council meeting all Members had been invited to make submissions to the LGBC and his Group had taken the opportunity to do so.

Councillor Dillon stated that he too welcomed the Council's proposal to remove the majority of the three Member wards. He noted that a three Member ward in Thatcham could be problematic for the Town Council.

Councillor Dillon noted his thanks that the report had been brought back to full Council for discussion and he asked if the result of the vote could be recorded in the minutes.

Councillor Graham Jones in summing up stated that it was not possible to 'please all the people all the time'. He thanked Members for the positive debate on the proposal and stressed the need to get the boundaries right in order to represent the residents properly. He accepted that there was a divergence of views on the Burghfield and Mortimer Wards and he felt that both cases had been well put. In terms of the Purley on Thames Ward he accepted that the decision was marginal. He hoped that the LGBC would draw heavily on the evidence presented by the Council and that they would support the Council's amendments. He encouraged all Members to write to the LGBC setting out their views.

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 recommendation be recorded. The names of those Members voting for, against and abstaining were read to the Council as follows:

**FOR the Motion:**

**COUNCIL - 31 OCTOBER 2017 - MINUTES**

Councillors Steve Ardagh-Walter, Jeff Beck, Dominic Boeck, Graham Bridgman, Paul Bryant, Anthony Chadley, Virginia von Celsing, Keith Chopping, Hilary Cole, James Cole, Jason Collis, Richard Crumly, Rob Denton-Powell, Lee Dillon, Adrian Edwards, Sheila Ellison, James Fredrickson, Dave Goff, Manohar Gopal, Paul Hewer, Clive Hooker, Carol Jackson-Doerge, Marigold Jaques, Graham Jones, Rick Jones, Alan Law, Tony Linden, Mollie Lock, Alan Macro, Ian Morrin, Graham Pask, Anthony Pick, James Podger, Garth Simpson, Quentin Webb, Emma Webster

**AGAINST the Motion:** None

**Abstained:** Councillors Pamela Bale, Tim Metcalfe, Laszlo Zverko

*(The meeting commenced at 7.00pm and closed at 7.42pm)*

**CHAIRMAN** .....

**Date of Signature** .....

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## Leisure Centre Fees and Charges 2018

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<b>Committee considering report:</b>	Council
<b>Date of Committee:</b>	07 December 2017
<b>Portfolio Member:</b>	Councillor Hilary Cole
<b>Date Portfolio Member agreed report:</b>	09 November 2017
<b>Report Author:</b>	Jim Sweeting
<b>Forward Plan Ref:</b>	C3223

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### 1. Purpose of the Report

- 1.1 To implement the contractual requirement for an annual price review for 2018 for the leisure contractor to come into effect from 1st January 2018.

### 2. Recommendation

- 2.1 That Council approve the proposed increase in Fees and Charges as outlined for the leisure management contract.

### 3. Implications

- 3.1 **Financial:** There are no direct implications to the Council's own budgets from the contractor implementing any increase in Fees and Charges. Within the terms of the Leisure Contract, the contractor retains all income. An income share arrangement is specified within the contract should end of year surpluses be above a certain threshold
- 3.2 **Policy:** The Leisure contract was changed in 2010/11 to accommodate a review of Fees and Charges prior to January of the following and subsequent years. This now forms a condition of the contract between West Berkshire Council and Legacy Leisure
- 3.3 **Personnel:** None
- 3.4 **Legal:** Agreement to any increase in leisure contract Fees and Charges will be formally recorded through an exchange of letters and will be included in the Council's published schedule of Fees and Charges for 2018/19
- 3.5 **Risk Management:** None
- 3.6 **Property:** None
- 3.7 **Other:** None

#### 4. Other options considered

- 4.1 The Fees and Charges for the Leisure Centres are set by the leisure contractor, the proposals outlined are those which have been presented by Legacy Leisure as part of their Business Plan for the West Berkshire contract for 2018. Consideration is given to the level of fees and charges set by local competitors in the industry.
- 4.2 The contractor was invited to consider an increase in fees and charges above the rate of inflation however it was considered this would make the centres uncompetitive and increase the potential for a fall in income received.

## Executive Summary

### 5. Introduction / Background

- 5.1 In establishing their proposed fees and charges for core activity at leisure centres for 2018 the contractor has outlined the standard (non card holder) prices as outlined in Appendix C. Once discounts as set out in 5.2 are applied it results in an average increase of 3.1% in the charges applied to West Berkshire Card holders in line with the Retail Price Index at the end of the Contract year (3.5% - June 2017) when rounded to the nearest 5p.
- 5.2 To make it simpler for customers to understand the benefits of being a West Berkshire Card holder it was agreed in December 2015 that the discount applied to West Berkshire Card holders would change from a basic 10% to flat rates applied as follows:
- (a) £1.00 for adult activity
  - (b) £0.50p for junior activity
  - (c) £5.00 for team sports

It is not proposed by the contractor to change the level of discount received by West Berkshire Card Holders in 2018.

- 5.3 Benchmarking against other authorities indicates that the discounts applied for West Berkshire card holders are in line with other Local Authority leisure centres in the neighbouring areas

### 6. Proposal

- 6.1 The fees and charges for 2018 for core activity at West Berkshire Leisure Centres are outlined in Appendix C.

### 7. Conclusion

- 7.1 When the proposed fees and charges are benchmarked against surrounding Local Authority owned facilities it is seen that charges in West Berkshire are at the lower end of the comparison thus representing good value for money to West Berkshire residents.

### 8. Appendices

- 8.1 Appendix A – Equalities Impact Assessment
- 8.2 Appendix B – Supporting Information
- 8.3 Appendix C – Maximum Fees and Charges Proposed for ‘Core Activity’ at the Leisure Centres for 2018

## Appendix A

### 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.

<b>What is the proposed decision that you are asking the Executive to make:</b>	To approve the maximum fees and charges to be applied at Leisure Centres in 2018 for identified Core Activity.
<b>Summary of relevant legislation:</b>	None – leisure provision to the community is a discretionary service.
<b>Does the proposed decision conflict with any of the Council’s key strategy priorities?</b>	No
<b>Name of assessor:</b>	Jim Sweeting
<b>Date of assessment:</b>	09-10-2017

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

<b>1 What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?</b>	
<b>Aims:</b>	To consider the fees and charges proposed by the leisure contractor for 2018
<b>Objectives:</b>	To agree the maximum core fees and charges with the leisure contractor for 2018
<b>Outcomes:</b>	Maximum Fees and Charges agreed and published prior to coming into effect on January 1 <sup>st</sup> 2018.
<b>Benefits:</b>	Consistent charging policy across facilities in West Berkshire.

<b>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.</b>		
(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.)		
<b>Group Affected</b>	<b>What might be the effect?</b>	<b>Information to support this</b>
Age		

Disability		
Gender Reassignment		
Marriage and Civil Partnership		
Pregnancy and Maternity		
Race		
Religion or Belief		
Sex		
Sexual Orientation		
<b>Further Comments relating to the item:</b>		
None of the listed groups are affected more positively or negatively than others by the proposed changes. For those on low incomes in which ever group access to a concessionary programme is available which provides reduced admission during off peak times. Bespoke schemes have also been commissioned by Public Health and the Communities directive to provide further support towards programmes.		

<b>3 Result</b>	
<b>Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?</b>	<b>No</b>
<b>Please provide an explanation for your answer:</b> Benchmarking suggests that the charges levied at West Berkshire’s leisure centres compare very favourably with other similar types of facilities in the area. Access is by both pay and play and membership so participants can access the facility on a pay as you go basis rather than having to commit to a monthly membership or contract	
<b>Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?</b>	<b>Yes/No</b>
<b>Please provide an explanation for your answer:</b> Benchmarking suggests that the charges levied at West Berkshire’s leisure centres compare very favourably with other similar types of facilities in the area. Access is by both pay and play and membership so participants can access the facility on a pay as you go basis rather than having to commit to a monthly membership or contract.	

**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](#).**

<b>4 Identify next steps as appropriate:</b>	
<b>Stage Two required</b>	No
<b>Owner of Stage Two assessment:</b>	
<b>Timescale for Stage Two assessment:</b>	

**Name: Jim Sweeting**

**Date: 09-10-2017**

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

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## Amendments to the Scheme of Delegation

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<b>Committee considering report:</b>	Council on 7 December 2017
<b>Portfolio Member:</b>	Councillor Keith Chopping
<b>Date Portfolio Member agreed report:</b>	09 November 2017
<b>Report Author:</b>	Shiraz Sheikh
<b>Forward Plan Ref:</b>	C3093

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### 1. Purpose of the Report

- 1.1 To amend the Scheme of Delegation which forms Part 3 of the Constitution.

### 2. Recommendation

- 2.1 The Council resolves to approve the amendments to Scheme of Delegation, Part 3 of the Constitution and adopts the version contained in Appendix A.

### 3. Implications

- 3.1 **Financial:** None. The Scheme of Delegation operates in conjunction with other key documents such as the Financial and Contract Rules of Procedure.
- 3.2 **Policy:** None
- 3.3 **Personnel:** None
- 3.4 **Legal:** Section 101 of the Local Government Act 1972 states that a local authority may delegate authority for the discharge of its functions to a committee, sub-committee or officer. Similarly, the Local Government Act 2000 authorises the Leader of the Executive to make arrangements for the discharge of executive functions by a member or committee of the Executive, or by officers. The Scheme of Delegation is therefore a key Constitutional document as it details who is authorised to take operational decisions on behalf of the Council.
- 3.5 **Risk Management:** As a matter of good governance, the Council reviews the Constitution on an annual basis. Regularly reviewing the Constitution ensures that it is amended to reflect legislative and organisational change, which reduces the risk of successful litigation against the Council.
- 3.6 **Property:** None
- 3.7 **Other:** None

### 4. Other options considered

- 4.1 Do not change the Scheme.

## Executive Summary

### 5. Introduction / Background

- 5.1 During 2010/11 following an audit of the Constitution and its processes the Finance and Governance Group of Officers which includes the Monitoring Officer, S151 Officer, Chief Internal Auditor and Head of Strategic Support began a systematic review of each part of the Constitution.
- 5.2 This systematic review of the Constitution ensures that the Council's administrative arrangements remain effective and efficient bearing in mind changes imposed by government and other bodies as well as improving transparency and openness. This process has been recognised as good best practice.
- 5.3 The changes introduced as part of the Senior Management Review implemented on the 1<sup>st</sup> April 2017 meant that the Scheme of Delegation had to be amended to accurately reflect the revised Council structure.

### 6. Proposal

- 6.1 It is proposed that the amendments to the Scheme of Delegation as detailed at Appendix C be adopted. The amendments reflect the current organisational structure of the Council.
- 6.2 The previous version of the Scheme had been subject to various amendments over a period of time, which meant that the specific delegations given to different Heads of Service was not consistent in style or format. Whilst some of those differences still exist, it is considered that the proposed revisions help to align the delegations to all Heads of Service in all service areas.
- 6.3 One significant change is that the proposed amendments will grant a general delegation to each customer facing service area to undertake all the day to day functions necessary for that service area to fulfil its statutory duties and obligations. It is considered that this should provide greater flexibility and certainty about the powers exercisable by each Head of Service.
- 6.4 The general delegations and reservations remain largely the same as the previous version of the scheme, which should ensure that the general delegation of powers are exercised in an appropriate manner and are subject to appropriate controls.
- 6.5 This report was considered by the Council's Governance and Ethics Committee on the 27<sup>th</sup> November 2017. The Governance and Ethics Committee proposed a number of further amendments, which are detailed in the Supporting Information. These amendments have all been incorporated into the revised Scheme attached to this Report.

### 7. Conclusion

- 7.1 It is considered that the proposed amendments to the Scheme of Delegation provide greater certainty and flexibility for the Council to operate in an effective and efficient manner. It is therefore recommended that the Council adopts the amended version of the Scheme of Delegation at Appendix C.

## 8. Appendices

- 8.1 Appendix A – Equalities Impact Assessment.
- 8.2 Appendix B – Supporting Information
- 8.3 Appendix C – Scheme of Delegation
- 8.4 Appendix D – Scheme of Delegation – Track Changes

## 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.

<b>What is the proposed decision that you are asking the Council to make:</b>	Amend the Scheme of Delegation
<b>Summary of relevant legislation:</b>	Local Government Act 1972
<b>Does the proposed decision conflict with any of the Council's key strategy priorities?</b>	No
<b>Name of assessor:</b>	Shiraz Sheikh
<b>Date of assessment:</b>	18.10.17

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

<b>1 What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?</b>	
<b>Aims:</b>	To ensure that the Scheme of Delegation remains up to date and fit for purpose.
<b>Objectives:</b>	To provide greater certainty to staff and the communities that we serve as to how the Council will operate when exercising its powers.
<b>Outcomes:</b>	Clear and lawful decision making
<b>Benefits:</b>	Clear understanding of who is responsible for exercising the Council's powers and duties.

<b>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.</b>		
(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.)		
<b>Group Affected</b>	<b>What might be the effect?</b>	<b>Information to support this</b>
Age	None	
Disability	None	

Gender Reassignment	None	
Marriage and Civil Partnership	None	
Pregnancy and Maternity	None	
Race	None	
Religion or Belief	None	
Gender	None	
Sexual Orientation	None	
<b>Further Comments relating to the item:</b>		
The changes to the policies will impact all staff equally. The policies seek to clarify obligations which are in fact imposed by legislative requirements.		

<b>3 Result</b>	
<b>Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?</b>	<b>No</b>
<b>Please provide an explanation for your answer:</b>	
<b>Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?</b>	<b>No</b>
<b>Please provide an explanation for your answer:</b>	

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](#).

<b>4 Identify next steps as appropriate:</b>	
<b>Stage Two required</b>	No
<b>Owner of Stage Two assessment:</b>	
<b>Timescale for Stage Two assessment:</b>	

Name:

Date:

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

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## Proposed Member Development Programme 2018/19

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<b>Committee considering report:</b>	Council on 7 December 2017
<b>Portfolio Member:</b>	Councillor Keith Chopping
<b>Date Portfolio Member agreed report:</b>	31 October 2017
<b>Report Author:</b>	Jude Thomas
<b>Forward Plan Ref:</b>	C3221

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### 1. Purpose of the Report

- 1.1 To agree the proposed Member Development Programme for 2018/19.

### 2. Recommendations

- 2.1 Members are asked to discuss and, if appropriate, agree the proposed Member Development Programme for 2018/19.

### 3. Implications

- 3.1 **Financial:** The induction programme will be delivered within the existing budget.
- 3.2 **Policy:** N/A
- 3.3 **Personnel:** N/A
- 3.4 **Legal:** N/A
- 3.5 **Risk Management:** N/A
- 3.6 **Property:** N/A
- 3.7 **Other:** N/A

### 4. Other options considered

- 4.1 Not to run a Member Development Programme.

## Executive Summary

### 5. Introduction / Background

- 5.1 The Member Development Group met on 9 October 2017 and gave consideration to the Member Development Programme for the 2018/19 Municipal Year.
- 5.2 Whilst attendance at the Member Development Sessions is still of some concern, feedback from the sessions remains very positive and it is hoped that more Members might be encouraged to attend.
- 5.3 Mindful that this programme is scheduled for the year immediately prior to the District elections, it will curtail at the end of 2018, unless there are any requests for specific updates. It is, therefore, a more concise programme than previous years.
- 5.4 Members, Corporate Directors and Heads of Service have been canvassed for suggestions as to what should be included. Responses were received from two Members and all proposals were given full consideration.
- 5.5 The Member Development Programme is a three tier model offering mandatory, strategic (linked to the Council's priorities) and specialist subjects. The proposed programme has been populated with mandatory and strategic sessions and potential specialist sessions have also been identified. The latter sessions will be scheduled later in the year, when officers believe them to be most timely. This programme also allows for additional sessions should they be requested by Members or officers. See Appendix A.
- 5.6 Repeat Equalities training will be offered, as directed by Group Leaders, via E-learning or the traditional format for those Members that have not, as yet, completed it.
- 5.7 It is hoped that the use of webcasting for some sessions, to allow them to be viewed remotely, will continue to be explored, once issues of IT reliability are resolved.
- 5.8 Members have appreciated receiving the presentations in advance of sessions, to allow them to download and annotate; this will continue together with the publication of all presentations on the Councillors' intranet page.

### 6. Proposal

- 6.1 It is proposed that this Programme be agreed and implemented for the municipal year 2018/19.

### 7. Conclusion

- 7.1 In order to ensure that all Members are fully briefed on the diverse activities, responsibilities and pressures on the Council, and in order to best undertake their roles as elected Councillors, Members are encouraged to adopt the proposed programme.

### 8. Appendices

- 8.1 Appendix A – Equalities Impact Assessment
- 8.2 Appendix B – Proposed Member Development Programme 2018/19

## Appendix A

### 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;**
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    - (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.**
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- 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.

<b>What is the proposed decision that you are asking the Executive to make:</b>	To agree the Member Development Programme for 2018/19
<b>Summary of relevant legislation:</b>	NA
<b>Does the proposed decision conflict with any of the Council's key strategy priorities?</b>	No
<b>Name of assessor:</b>	
<b>Date of assessment:</b>	

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

<b>1 What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?</b>		
<b>Aims:</b>	To give Members the opportunity to receive training and information updates on the key issues affecting the Council in a variety of formats to improve accessibility.	
<b>Objectives:</b>	That the majority of Members attend the sessions offered.	
<b>Outcomes:</b>	That Members are better informed in their decision making and Council business having attended the Programme.	
<b>Benefits:</b>	That decision making is well informed	
<b>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.</b>		
(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.)		
<b>Group Affected</b>	<b>What might be the effect?</b>	<b>Information to support this</b>
Age	N/A	N/A
Disability	N/A	N/A

Gender Reassignment	N/A	N/A
Marriage and Civil Partnership	N/A	N/A
Pregnancy and Maternity	N/A	N/A
Race	N/A	N/A
Religion or Belief	N/A	N/A
Sex	N/A	N/A
Sexual Orientation	N/A	N/A
<b>Further Comments relating to the item:</b>		

<b>3 Result</b>	
<b>Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?</b>	<b>No</b>
<b>Please provide an explanation for your answer:</b>	
<b>Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?</b>	<b>No</b>
<b>Please provide an explanation for your answer:</b>	

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](#).

<b>4 Identify next steps as appropriate:</b>	
<b>Stage Two required</b>	
<b>Owner of Stage Two assessment:</b>	
<b>Timescale for Stage Two assessment:</b>	

Name:

Date:

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

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Title	Prov Date	Audience	Mandatory	Content	Lead Officer
<b>MANDATORY</b>					
Licensing Update	Sep-18	Licensing Members	For Licensing Members		External Trainer organised by Licensing/ Solicitor - Corporate and Communities Public Protection Manager
Planning Update 1	Nov-18	All	For Planning Members	Standing item	Head of Development & Planning
Planning Update 2	Ad hoc	All	For Planning Members	Standing item	Head of Development & Planning
<b>STRATEGIC</b>					
Corporate Programme *	May-18	All	No	Standing item	Corporate Programme Manager
Policy & Finance Update 1 *	Sep-18	All	No	Standing item	Chief Executive Head of Strategic Support Head of Finance & Property
Policy & Finance Update 2 *	TBA	All	No	Standing item	Chief Executive Head of Strategic Support Head of Finance & Property
Health & Wellbeing	Jul-18	All	No	Closing the gap in health outcomes – priorities in public health in West Berkshire	(Interim) Head of Public Health & Wellbeing
Family Hubs	May-18	All	No		Head of Education
Family Safeguarding Model	Jun-18	All	No	New ways of working in Children and Family Services	Head of Children & Family Services
<b>POSSIBLE ADDITIONAL SESSIONS</b>					
Media Training	TBA	Executive & Shadow Executive	No		Communications Manager
IT: The Art of the Possible	TBA	All	No	Including OneNote & Skype for Business	Head of Customer Services & ICT
Brexit: The Implications for WBC	TBA	All	No		Heads of Service, as appropriate

Title	Prov Date	Audience	Mandatory	Content	Lead Officer
<b>E-LEARNING</b>					
Equalities	TBC	All Members that have not already attended training	Yes		E-learning
<b>REPEAT MANDATORY INDUCTION SESSIONS</b>					
Equalities	TBC	All Members that have not already attended training	Yes		Principal Policy Officer (Equalities) Solicitor Team Leader - Legal

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## 2018/19 West Berkshire Council Timetable of Public Meetings

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<b>Committee considering report:</b>	Council on 7 December 2017
<b>Portfolio Member:</b>	Councillor Graham Jones
<b>Date Portfolio Member agreed report:</b>	09 November 2017
<b>Report Author:</b>	Moira Fraser, Democratic and Electoral Services Manager
<b>Forward Plan Ref:</b>	C3224

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### 1. Purpose of the Report

- 1.1 To recommend a timetable of meetings for the 2018/19 Municipal Year.

### 2. Recommendation

- 2.1 To approve the timetable of public meetings for the 2018/19 Municipal Year.

### 3. Implications

- 3.1 **Financial:** There are no financial implications associated with the publication of this report. The costs associated with holding meetings, Members' attendance and the publication of agendas will be met from existing budgets.
- 3.2 **Policy:** This report accords with the Council's policy of publishing its timetable of meetings.
- 3.3 **Personnel:** None.
- 3.4 **Legal:** None.
- 3.5 **Risk Management:** None.
- 3.6 **Property:** None.
- 3.7 **Other:** n/a.

### 4. Other options considered

- 4.1 None

## Executive Summary

4.2 The timetable of meetings for the Municipal Year 2018/19 is attached as Appendix B to the report and has been based on the following:

- Council meetings to be held in May, July, September, December and March;
- Executive meetings have been arranged to take cognisance of democratic requirements and holiday periods;
- Area Planning Committees (both Western and Eastern) to be held on a three weekly cycle with provisional dates included for District Planning Committees. District Planning Committees will only be held if the meetings are required and additional meetings may be arranged to ensure that Planning timescales are adhered to;
- Four Overview and Scrutiny Commission meetings have now been scheduled into the Executive timetable of meetings;
- Licensing Committee meetings are arranged on an ad hoc basis;
- Health and Wellbeing Board meetings have been included on a bi-monthly basis;
- Governance and Ethics Committees have been arranged to perform the roles previously undertaken by both the Standards Committee, i.e. to promote and maintain high standards of conduct by Councillors/co-opted Members and by the Governance and Audit Committee, i.e. to meet deadlines for Council meetings and to facilitate the signing off of the Council's financial accounts;
- Personnel Committee meetings are arranged on an ad hoc basis;
- Four Corporate Parenting Panels are scheduled (June, September, December and March);
- Two District/Parish Conferences are scheduled each year (at the request of parishes these will be held on two different days of the week);
- Member Development sessions are scheduled in the timetable. The proposed dates will be finalised at the Member Development Group meeting in December 2017 and will be agreed at the December 2017 Council meeting.

4.3 In addition the timetable, once agreed, is also shared with Town and Parish Councils and the Fire Authority so that it can be taken into consideration when their schedules of meetings are agreed.

## 5. Conclusion

5.1 The schedule has been drafted to ensure that the number of meetings takes into account the volume of business demands. Early adoption will allow time for Members to put meetings into their diaries prior to the commencement of the Municipal Year. The timetable will also form the basis of a committee programme for administrative purposes.

## 6. Recommendation

6.1 It is recommended that the schedule for the 2018/19 Municipal Year be approved.

**Subject to Call-In:**

Yes:  No:

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

The proposals contained in this report will help to achieve all the Council Strategy aims and priorities by ensuring that a robust decision making framework is in place.

**Officer details:**

Name: Moira Fraser  
Job Title: Democratic and Electoral Services Manager  
Tel No: 01635 519045  
E-mail Address: mfraser@westberks.gov.uk

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**7. Appendices**

- 7.1 Appendix A – Equalities Impact Assessment
- 7.2 Appendix B – Timetable of meetings May 2018 – May 2019

## Appendix A

### 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.

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

<b>Name of policy, strategy or function:</b>	Timetable of public meetings
<b>Version and release date of item (if applicable):</b>	Proposed timetable due for publication on 29 November 2017
<b>Owner of item being assessed:</b>	Moira Fraser
<b>Name of assessor:</b>	Linda Pye
<b>Date of assessment:</b>	10 October 2017

Is this a:		Is this:	
<b>Policy</b>	<b>No</b>	<b>New or proposed</b>	<b>No</b>
<b>Strategy</b>	<b>No</b>	<b>Already exists and is being reviewed</b>	<b>Yes</b>
<b>Function</b>	<b>Yes</b>	<b>Is changing</b>	<b>Yes</b>
<b>Service</b>	<b>No</b>		

<b>1 What are the main aims, objectives and intended outcomes of the policy, strategy, function or service and who is likely to benefit from it?</b>	
<b>Aims:</b>	To agree a timetable of public meetings for publication.
<b>Objectives:</b>	
<b>Outcomes:</b>	
<b>Benefits:</b>	Agreeing and publishing the timetable in advance of the Municipal Year gives advanced notice of forthcoming public meetings.

<p><b>2 Note which groups may be affected by the policy, strategy, function or service. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this.</b></p> <p>(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.)</p>
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<b>Comments relating to the item:</b>
It is not envisaged that agreeing the dates of meetings in advance of the Municipal Year in which they will take place will adversely affect the majority of individuals who would wish to attend the meetings. Care is taken to ensure that meetings are held in venues with disabled access. It is noted that most of the Council’s public meetings do take place in the evenings which might impact on the ability of some residents to attend the meetings. Advertising meeting dates in advance should assist with mitigating this issue as those wishing to attend the meetings would have advance warning as to when they should take place.

<b>3 Result</b>	
<b>Are there any aspects of the policy, strategy, function or service, including how it is delivered or accessed, that could contribute to inequality?</b>	<b>No</b>
<b>Please provide an explanation for your answer:</b> Please see comments above.	
<b>Will the policy, strategy, function or service have an adverse impact upon the lives of people, including employees and service users?</b>	<b>No</b>
<b>Please provide an explanation for your answer:</b>	

If your answers to question 2 have identified potential adverse impacts and you have answered ‘yes’ to either of the sections at question 3, 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.

<b>4 Identify next steps as appropriate:</b>	
<b>Stage Two required</b>	No.
<b>Owner of Stage Two assessment:</b>	
<b>Timescale for Stage Two assessment:</b>	
<b>Stage Two not required:</b>	

Name: Linda Pye

Date: 10 October 2017

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

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# West Berkshire Council – Timetable of Meetings- May 2018 to May 2019

	MAY 2018	JUN 2018	JUL 2018	AUG 2018	SEP 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019	MAR 2019	APR 2019	MAY 2019
Mon						1						1	
Tues	1					2			1			2	
Weds	2	E			1	3	D		2			3	W
Thurs	3	X			2	4	HWBB	1	3			4	2
Fri	4		1		3	5		2	4			5	3
Sat	5		2		4	6		3	5	1		6	4
Sun	6		3	1	5	7		4	6	2		7	5
Mon	7		4	2	6	8		5	7	3		8	6
Tues	8	C	5	3	C	9	OSMC	6	DPC	4		8	7
Weds	9		6	W	4	E	8	W	7	E	5	9	OSMC
Thurs	10		7	5	HWBB Dev Mtg	9		6	X	11		10	E
Fri	11		8	6		10		7		9		11	
Sat	12		9	7		11		8		10		12	
Sun	13		10	8		12		9		11		13	
Mon	14		11	ARE	9	13		10		12		14	G&E
Tues	15		12	JPPC	10	OSMC	14	11		13		15	OSMC
Weds	16	W	13	E	11	D	15	E	12	W	16	E/W	13
Thurs	17		14	X	12		16		13	X	14	X	14
Fri	18		15		13		17		14			15	19
Sat	19		16		14		18		15			17	20
Sun	20		17		15		19		16			18	21
Mon	21		18	G&E	16		20		17			19	22
Tues	22		19		17		21	JPPC	23			20	21
Weds	23	E	20		18	W	22	D	19	W	20	E/JPPC	23
Thurs	24	HWBB	21		19		23		20	X	24	HWBB	21
Fri	25		22		20		24		21			22	26
Sat	26		23		21		25		22			23	27
Sun	27		24		22		26		23			24	28
Mon	28		25		23	G&E	27		24			25	29
Tues	29		26	CPP	24		28		25			26	30
Weds	30	D	27	W	25	E	29	W	26	E	27		29
Thurs	31		28		26	X	30		27			28	30
Fri			20		27		31		28			29	31
Sat			30		28				29			30	
Sun					29				30			31	
Mon					30				31				
Tues					31								

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- C** Council – 7.00pm except Budget meeting which starts at 6.30pm
- X** Executive – 5.00pm
- G&E** Governance and Ethics Committee – 5.00pm
- CPP** Corporate Parenting Panel – 6.30pm
- OSMC** Overview & Scrutiny Management Commission – 6.30pm
- JPPC** Joint Public Protection Committee – Wokingham BC @ 7pm

- W** Western Area Planning Cttee – 6.30pm
- E** Eastern Area Planning Cttee – 6.30pm
- D** District Planning Committee (provisional dates) – 6.30pm
- DPC** District/Parish Conference – 6.30pm
- ARE** Annual Recognition Event
- HWBB** Health and Wellbeing Board – 9.30am

- 1** Bank Holiday
- School Holiday

**Public Meetings:** All meetings are open to the public  
**Venues:** All meetings are held at Council Offices, Market Street, Newbury with the exception of: Eastern Area Planning Committee which is usually held at the Calcot Centre, Highview.  
**Questions to Council and Executive:** Questions must be submitted by 10.00am seven clear working days before the meeting.  
**District Planning:** All stated dates are provisional subject to requirement.

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