

# Supplemental Item for Council

**Thursday 15 May 2025 at 7.00 pm**  
in Council Chamber Council Offices  
Market Street Newbury

## Part I

Page No.

12. **Appointment of and Allocation of Seats on Committees for the 2025/26 Municipal Year** 3 - 14

Purpose: To consider the appointment and allocation of seats on Committees for the next Municipal Year in accordance with the duty under section 15 of the Local Government Housing Act 1989, to ensure that this reflects the latest political make-up of the Council.

*Sarah Clarke.*

Sarah Clarke

Interim Executive Director - Resources

For further information about this/these item(s), or to inspect any background documents referred to in Part I reports, please contact Darius Zarazel (Principal Democratic Services Officer) on (+44)1635519778

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Further information and Minutes are also available on the Council's website at [www.westberks.gov.uk](http://www.westberks.gov.uk)

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## RESOURCES AND PLACE SCRUTINY COMMITTEE (Nine Members)

Liberal Democrat Group (five Members)	Anthony Amirtharaj, Jeremy Cottam, Erik Pattenden, Christopher Read, Laura Coyle
Liberal Democrat Substitutes (three Members)	Billy Drummond, Alan Macro, Geoff Mayes
Conservative Group (three Members)	Ross Mackinnon, Richard Somner, Howard Woollaston
Conservative Substitutes (three Members)	Dennis Benneyworth, Paul Dick, Biyi Oloko
Minority Group (one Member)	Carolyn Culver
Minority Group Substitute (three Members)	Adrian Abbs, David Marsh, Clive Taylor

## CHILDREN AND YOUNG PEOPLE SCRUTINY COMMITTEE (Nine Members)

Liberal Democrat Group (five Members)	Martin Colston, Louise Sturgess, Janine Lewis, Owen Jeffery, Martha Vickers
Liberal Democrat Substitutes (three Members)	Billy Drummond, Alan Macro, Matt Shakespeare
Conservative Group (three Members)	Dominic Boeck, Paul Dick, Jane Langford
Conservative Substitutes (three Members)	Dennis Benneyworth, Clive Hooker, Richard Somner
Minority Group (one Member)	Clive Taylor
Minority Group Substitute (three Members)	Adrian Abbs, Carolyn Culver, David Marsh

## HEALTH AND ADULT SOCIAL CARE SCRUTINY COMMITTEE (Nine Members)

Liberal Democrat Group (five Members)	Nick Carter, Martin Colston, Owen Jeffery, Stephanie Steevenson, Martha Vickers
Liberal Democrat Substitutes (three Members)	Billy Drummond, Janine Lewis, Alan Macro
Conservative Group (three Members)	Dennis Benneyworth, Paul Kander, Jo Stewart
Conservative Substitutes (three Members)	Domonik Boeck, Ross Mackinnon, Biyi Oloko
Minority Group (one Member)	David Marsh
Minority Group Substitute (three Members)	Adrian Abbs, Carolyn Culver, Clive Taylor

**LICENSING COMMITTEE** (12 Members) – no substitutes

Liberal Democrat Group (seven Members)	Phil Barnett, Jeremy Cottam, Billy Drummond, Nigel Foot, Tom McCann, Stephanie Steevenson, Martha Vickers
Conservative Group (three Members)	Paul Dick, Paul Kander, Jane Langford
Minority Group (two Members)	David Marsh, Clive Taylor

**DISTRICT PLANNING COMMITTEE** (11 Members)

Liberal Democrat Group (Portfolio Holder with responsibility for Planning)	Denise Gaines
Liberal Democrat Group (seven Members – the Portfolio Holder for Planning, 4 from the East and 3 from the West of the District)	Phil Barnett, Jeremy Cottam, Nigel Foot, Alan Macro, Geoff Mayes, Justin Pemberton, Tony Vickers
Liberal Democrat Substitutes (four Members – <i>two from the Eastern Area of the District and two from the Western Area of the District</i> )	Antony Amirtharaj, Jeff Brooks, Laura Coyle, Billy Drummond
Conservative Group (two Members - one each from the East and West of the District)	Richard Somner, Howard Woollaston
Conservative Group Substitutes (four Members – <i>two from the Eastern Area of the District and two from the Western Area of the District</i> )	Paul Dick, Clive Hooker, Paul Kander, Ross Mackinnon
Minority Group (one Member from the West of the District)	Adrian Abbs
Minority Group Substitute (one Member – <i>from the Western Area of the District</i> )	Carolyn Culver

**EASTERN AREA PLANNING COMMITTEE** (Nine Members)

Liberal Democrat Group (five Members)	Jeremy Cottam, Alan Macro, Geoff Mayes, Justin Pemberton, Vicky Poole
Liberal Democrat Group Substitutes (three Members)	Janine Lewis, Tom McCann, Christopher Read
Conservative Group (three Members)	Paul Kander, Ross Mackinnon, Richard Somner
Conservative Group Substitutes (three Members)	Jane Langford, Biyi Oloko, Jo Stewart
Minority Group (1 Member)	Clive Taylor

**WESTERN AREA PLANNING COMMITTEE** (Nine Members)

Liberal Democrat Group (five Members)	Antony Amirtharaj, Phil Barnett, Nigel Foot, Denise Gaines, Tony Vickers
Liberal Democrat Group Substitutes (three Members)	Martin Colston, Billy Drummond, Stuart Gourley
Conservative Group (three Members)	Paul Dick, Clive Hooker, Howard Woollaston
Conservative Group Substitutes (one Member)	Dennis Benneyworth
Minority Group (one Member)	Adrian Abbs
Minority Group Substitute (one Member)	Carolyn Culver

**GOVERNANCE COMMITTEE** (Nine Members)

Liberal Democrat Group (six Members)	Jeremy Cottam, Laura Coyle, Billy Drummond, Owen Jeffery, Erik Pattenden, Stephanie Steevenson
Liberal Democrat Group Substitutes (two Members)	Janine Lewis, Alan Macro
Conservative Group (two Members)	Dominic Boeck, Howard Woollaston
Conservative Group Substitutes (two Members)	Dennis Benneyworth, Paul Dick
Minority Group (one Member)	Carolyn Culver
Minority Substitute (one Member)	Adrian Abbs
Co-optees (two)	David Southgate, Vacancy
Co-optee Substitute (two)	Anne Budd, Vacancy
Independent Audit Person (one)	Simon Carey

**PERSONNEL COMMITTEE** (Seven Members)

Liberal Democrat Group (four Members)	Antony Amirtharaj, Jeff Brooks, Laura Coyle, Matt Shakespeare
Liberal Democrat Substitutes (two Members)	Martin Colston, Denise Gaines
Conservative Group (two Members)	Clive Hooker, Biyi Oloko
Conservative Substitutes (two Members)	Ross Mackinnon, Howard Woollaston
Minority Group (one Member)	Adrian Abbs
Minority Substitute (one Member)	Carolyn Culver

**APPEALS PANEL** (12 Members) *(There are no substitutes on this Panel) – Chairman elected at each meeting*

Liberal Democrat Group (nine Members)	Jeff Brooks, Heather Codling, Jeremy Cottam, Laura Coyle, Billy Drummond, Denise Gaines, Christopher Read, Stephanie Steevenson, Martha Vickers
Conservative Group (three Members)	Clive Hooker, Biyi Oloko, Jo Stewart

**JOINT PUBLIC PROTECTION COMMITTEE** (one Executive Member and two Council Members)

Executive Member	Tom McCann
Substitute (Executive Member)	All other Members of the Executive
Council Representatives	Jeremy Cottam, Howard Woollaston

## APPENDIX B - MEMBERSHIP OF TASK GROUPS AND PANELS 2025/2026

**JOINT HEALTH OVERVIEW AND SCRUTINY COMMITTEE** (six Members and four other members)

Liberal Democrat Group (two Members)	Stephanie Steevenson, Martha Vickers
Liberal Democrat Group Substitute (one Member)	Geoff Mayes

**Any Member of Council will be welcome to attend the Advisory Groups detailed below with the consent of the relevant Portfolio Holder.**

**MEMBER DEVELOPMENT GROUP** (three Members)

Liberal Democrat Group (one Member)	Vicky Poole
Conservative Group (one Member)	Howard Woollaston
Minority Group (one Member)	Clive Taylor

**STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION (SACRE)** (four Members)

Liberal Democrat Group (two Members)	Jeremy Cottam, Billy Drummond
Conservative Group (one Member)	Paul Dick
Minority Group (one Member)	Clive Taylor

**CORPORATE PARENTING PANEL** (nine Members and ten other members)

Portfolio Holder for Children and Family Services	Heather Codling
Shadow Portfolio Holder for Children, Education and Young People	Dominic Boeck
Liberal Democrat Group (five Members)	Phil Barnett, Owen Jeffery, Erik Pattenden, Matt Shakespeare, Martha Vickers
Conservative Group (three Members)	Paul Dick, Ross Mackinnon, Paul Kander
Minority Group (one Member)	Clive Taylor

**SCHOOLS FORUM** (Portfolio Holder with primary responsibility for children's services or education and Portfolio Holder with primary responsibility for resources, *entitled to attend and speak but are not Forum members*)

Portfolio Holder for Children, Education and Young People's Services	Heather Codling
Portfolio Holder for Finance and Corporate Services	Iain Cottingham

**CHAMPION FOR THE ARMED FORCES**

<b>Armed Forces</b>	Stephanie Steevenson
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## APPENDIX C - MEMBERSHIP OF Health and Wellbeing Board

### HEALTH AND WELLBEING (21 Members) – Subject to Change around Portfolio Holders

Name	Role/Organisation	Substitute
Cllr Jeff Brooks	WBC Leader of Council, Executive Portfolio Holder: Strategy and Communications	Cllr Vicky Poole
Cllr Patrick Clark	WBC Portfolio Holder for Adult Social Care & Public Health	
<b>Cllr Heather Codling (Chairman)</b>	WBC Portfolio Holder for Children and Family Services	
Cllr Nigel Foot	WBC Portfolio Holder for Culture, Leisure, Sport and Countryside	
Cllr Denise Gaines	WBC Portfolio Holder for Planning and Housing	
Cllr Jo Stewart	WBC Conservative Group Spokesperson for Health and Wellbeing	Cllr Dominic Boeck
Cllr David Marsh	WBC Minority Group Spokesperson for Health and Wellbeing	Cllr Carolyne Culver
Paul Coe	WBC Executive Director - Adult Social Care	Maria Shepherd
AnnMarie Dodds	WBC Executive Director – Children’s Services	
Dr Matt Pearce	Director of Public Health	Steven Bow
April Peberdy	Service Director – Community Services	
Sean Murphy	Service Lead – Public Protection, Public Protection Partnership	
Jessica Jhundoo-Evans	Arts & Leisure Representative	Hannah Elder
Helen Williamson	Berkshire Healthcare Foundation Trust	
<b>Dr Ben Riley (Vice-Chairman)</b>	Berkshire West Clinical Commissioning Group (1)	Helen Clark
TBC	Berkshire West Clinical Commissioning Group (2)	
Fiona Worby	Healthwatch West Berkshire	Jamie Evans/ Mike Fereday
Gail Muirhead	Royal Berkshire Fire and Rescue Service	Stephen Leonard Paul Thomas
Dr Janet Lippett	Royal Berkshire NHS Foundation Trust	William Orr Andrew Statham
Rebecca Morgan	Sovereign Network Group	Ben Owen

Ch Supt Felicity Parker	Thames Valley Police	TBC
Rachel Peters	Voluntary Sector Representative	Bernie Prizeman

## APPENDIX D - Wards covering each Planning Committee

Wards within the Western Planning Area	Wards within the Eastern Planning Area
Lambourn	Basildon
Downlands	Pangbourne
Ridgeway	Bucklebury
Hungerford and Kintbury	Bradfield
Chieveley and Cold Ash	Aldermaston
Newbury Speen	Burghfield and Mortimer
Newbury Central	Theale
Newbury Wash Common	Tilehurst and Purley
Newbury Clay Hill	Tilehurst Birch Copse
Newbury Greenham	Tilehurst South and Holybrook
	Thatcham West
	Thatcham North East
	Thatcham Colthrop and Crookham
	Thatcham Central

## **APPENDIX E – Council Bodies Rules – Part 6 of the Constitution**

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### **1. Bodies - Introduction**

- **1.1** The Council has established various Bodies (the term includes Committees, Boards and Commissions - see Glossary) - these may only be added to or removed by the Council.
- **1.2** Each Body will have a number of aspects, many of which will be common (to a greater or lesser extent) to other Bodies and to the Council or Executive. Each Body will have:
  - A specified Composition;
  - Terms of Reference;
  - Rules of Procedure;and may have:
  - Delegated or Statutory Powers.
- **1.3** The Bodies of the Council are:
  - The Appeals Committee;
  - The District Planning Committee;
  - The Eastern Area Planning Committee;
  - The Governance Committee;
  - The Health Scrutiny Committee
  - The Licensing Committee;
  - The Personnel Committee;
  - The Scrutiny Commission;
  - The Western Area Planning Committee.
- **1.4** The following bodies also act in accordance with these Rules with aspects similar to Council Bodies:
  - The Health and Wellbeing Board;
  - The Joint Public Protection Committee;

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### **2. Bodies - Composition**

- **2.1** At each Annual Meeting (or at any other Meeting as necessary) Council will confirm the continuation of, or establish, or amend, or disband, its Bodies and decide upon the composition of each and appoint the membership.
- **2.2** Membership may be required by statute to reflect the Political Balance of the Council.
- **2.3** Bodies may or may not have Substitute Members able to substitute for a Member of a Body unable to attend a particular meeting.
- **2.4** Bodies may or may not have external members.
- **2.5** The specific composition of all Bodies, including the number of members and political affiliations (where the Body is politically balanced), substitutes, etc, is set out in a list published in respect of each Council Annual Meeting and re-published in the event of any changes, and available on the Website, and reflected in the Meetings Rules Table.

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### **3. Sub-Committees, Panels and Task Groups ("Sub-Bodies")**

- **3.1** A Body ("Parent Body") may form one or more Sub-Committees, Panels or Task Groups (together "Sub-Bodies") as described in this Part and/or in the relevant Appendix to this Part ("Body Appendix").
- **3.2** In particular:
  - The Governance Committee has a Standing Advisory Panel established by Council for certain purposes in relation to the Code of Conduct (and only the Governance Committee has a Standing Panel);
  - The Licensing Committee forms task-limited Sub-Committees from time to time to determine certain types of licensing application;
  - The Appeals Committee forms task-limited Panels from time to time to determine certain appeals against Officer Decisions;
  - The Health and Wellbeing Board has a Steering Group and a number of Sub-, Sub-Sub-, and Sub-Sub-Sub- Bodies (each a "Health and Wellbeing Sub-Body") as more fully detailed in the relevant Committee Appendices;
  - The Scrutiny Commission and Health Scrutiny Committee may form Task Groups for the purpose of conducting in depth scrutiny reviews on a particular topic.
- **3.3** The Governance Committee Standing Advisory Panel, Licensing Sub-Committees and Appeals Panels are together referred to as the "Standing Sub-Bodies".
- **3.4** So far as a Sub-Body other than a Standing Sub-Body, is concerned (eg a Health and Wellbeing Sub-Body, a Sub-Committee or a Task Group), unless the relevant Body Appendix and/or the minutes of the meeting of the Parent Body that established it state otherwise:
  - **3.4.1** Health and Wellbeing Sub-Bodies:
    - **3.4.1.1** will be standing bodies meeting in private; and
    - **3.4.1.2** any powers to act will be set out in the relevant Body Appendix and/or the Scheme of Delegation;
  - **3.4.2** Sub-Committees:
    - **3.4.2.1** will be standing bodies meeting in public; and
    - **3.4.2.2** any powers to act will be set out in the relevant Body Appendix and/or the Scheme of Delegation;
  - **3.4.3** Task Groups:
    - **3.4.3.1** will be time- or task- limited bodies generally meeting in private; and
    - **3.4.3.2** have no powers to act, only to advise/recommend.

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### **4. Sub-Bodies - Composition**

- **4.1** Sub-Body membership may be required by statute to reflect the Political Balance of the Council.
- **4.2** Sub-Bodies may or may not have Substitute Members able to substitute for a Sub-Body Member unable to attend a particular meeting.
- **4.3** Sub-Bodies may or may not have external members, subject to the agreement of the Monitoring Officer.
- **4.4** The composition of the Standing Sub-Bodies is set out in the relevant Body Appendix and reflected in the Meetings Rules Table.
- **4.5** The composition of Sub-Bodies other than the Standing Sub-Bodies will be set out, as appropriate in the circumstances, in the relevant Body Appendix and/or the minutes of the meeting of the Parent Body that established it.
- **4.6** The Parent Body may determine that certain classes of Sub-Body Member (eg Members of the Parent Body) shall be voting members of the Sub-Body and others (eg Non-Councillors) shall be non-voting.
- **4.7** The minimum membership shall be three voting Members for a Task Group and four voting Members for any other Sub-Body, apart from a Licensing Sub-Committee which shall be formed of three voting Members.

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### **5. Bodies and Sub-Bodies - Terms of Reference and Delegated Powers**

- **5.1** The terms of reference for each Body and Standing Sub-Body are set out in the relevant Body Appendix.
  - **5.2** The terms of reference for Sub-Bodies other than the Standing Sub-Bodies are set out, as appropriate in the circumstances, in the relevant Body Appendix and/or the minutes of the meeting of the Parent Body that established it.
  - **5.3** When establishing a Task Group, the Parent Body will determine:
    - **5.3.1** the membership of the Task Group;
    - **5.3.2** whether to appoint one of those Members to act as the chairman of the Task Group or let this be determined by the Task Group;
    - **5.3.3** whether any non-Body members should be appointed to the Task Group;
    - **5.3.4** whether there should be substitute members of the Task Group;
    - **5.3.5** who other than Task Group members should be involved with the Task Group's work and who (if anyone) should be consulted
    - **5.3.6** the Terms of Reference for the Task Group;
    - **5.3.7** what the timescale for the task in question should be;
    - **5.3.8** who should be responsible for reporting progress back to the Parent Body and how often;
    - **5.3.9** and any other appropriate matter.
  - **5.4** The powers delegated to each Body and, where relevant, Sub-Body are set out in Part 3 (Scheme of Delegation).
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## **6. Bodies and Sub-Bodies - Rules of Procedure**

- **6.1** The general rules of procedure for each Body or Sub-Body are set out in Part 3 (Meeting Procedure Rules).
- **6.2** Specific Procedure Rules relating to a Body and/or its Sub-Bodies are set out in the relevant Body Appendix.