

Meeting of West Berkshire District Council

Tuesday 21 May 2019

Summons and Agenda



WestBerkshire
C O U N C I L

To: All Members of the Council

You are requested to attend a meeting of
WEST BERKSHIRE DISTRICT COUNCIL
to be held in the
**COUNCIL OFFICES, MARKET STREET,
NEWBURY**

on

Tuesday 21 May 2019

at the conclusion of the Extraordinary Council
meeting



Sarah Clarke
Head of Legal and Strategic Support
West Berkshire District Council

Date of despatch of Agenda: Monday 13 May 2019

AGENDA

1. **APOLOGIES FOR ABSENCE**

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

2. **CHAIRMAN'S REMARKS**

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

3. **ELECTION OF THE CHAIRMAN FOR THE MUNICIPAL YEAR 2019/20 (C3596)**

To elect the Chairman for the 2019/20 Municipal Year.



WestBerkshire
C O U N C I L

Agenda - Council to be held on Tuesday, 21 May 2019 (continued)

4. APPOINTMENT OF VICE-CHAIRMAN FOR THE MUNICIPAL YEAR 2019/20 (C3597)

To appoint the Vice-Chairman for the 2019/20 Municipal Year.

5. MINUTES

The Chairman to sign as a correct record the Minutes of the Council meeting held on 5 March 2019. **(To Follow)**

6. 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](#).

7. REPORT OF THE RETURNING OFFICER (C3711)

To inform Council of the results of the recent Local Elections and any issues concerning the conduct of the Elections. **(Pages 7 - 34)**

8. ELECTION OF THE STRONG LEADER (C3600)

To elect the Strong Leader for the next four years.

9. APPOINTMENT OF THE EXECUTIVE BY THE LEADER OF THE COUNCIL FOR THE 2019/20 MUNICIPAL YEAR (C3598)

The Leader of the Council to announce the composition of the Executive for the 2019/20 Municipal Year.

10. APPOINTMENT OF AND ALLOCATION OF SEATS ON COMMITTEES FOR THE 2019/20 MUNICIPAL YEAR (C3599)

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, whilst recognising that the number of elected Members of the Council has reduced from 52 to 43.

To agree the Council's Policy Framework for 2019/20 as set out in Paragraph 6.1 of Appendix B. **(Pages 35 - 52)**



11. ADJOURNMENT OF THE MEETING

At this point, the Council meeting will be adjourned to enable the Committees appointed by the Council to meet to determine their Chairmen and Vice-Chairmen. The order of meetings is set out below:

- (a) Overview and Scrutiny Management Commission
- (b) Licensing Committee
- (c) District Planning Committee
- (d) Eastern Area Planning Committee
- (e) Western Area Planning Committee
- (f) Governance and Ethics Committee
- (g) Personnel Committee

12. RECOMMENCEMENT OF THE MEETING

At the conclusion of the meeting of the Personnel Committee, the Council will recommence.

13. APPOINTMENTS TO OUTSIDE BODIES (C3685)

To consider and agree West Berkshire Council's nominations to the following Outside Bodies:

- Royal Berkshire Fire Authority
- Thames Valley Police and Crime Panel
- Local Government Association General Assembly

(Pages 53 - 56)

14. WEST BERKSHIRE COUNCIL STRATEGY: 2019 TO 2023 (C3618)

To inform Members of the feedback received from the consultation on the Draft Council Strategy 2019 – 2023 and to request that the Strategy, amended in response to the consultation feedback, is adopted. **(Pages 57 - 86)**

15. MONITORING OFFICER'S ANNUAL REPORT TO THE GOVERNANCE AND ETHICS COMMITTEE - 2018/19 YEAR END (C3424)

To present the Annual Governance and Ethics Report to Full Council. **(Pages 87 - 118)**

16. 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 9 April 2019. Copies of the Minutes of this meeting can be obtained from Strategic Support or via the [Council's website](#).

Agenda - Council to be held on Tuesday, 21 May 2019 (continued)

17. LICENSING COMMITTEE

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

18. DISTRICT PLANNING COMMITTEE

The Council is asked to note that since the last meeting of the Council, the District Planning Committee met on 17 April 2019. Copies of the Minutes of this meeting can be obtained from Strategic Support or via the [Council's website](#).

19. GOVERNANCE AND ETHICS COMMITTEE

The Council is asked to note that since the last meeting of Council, the Governance and Ethics Committee met on 15 April 2019. Copies of the Minutes of this meeting can be obtained from Strategic Support or via the [Council's website](#).

20. PERSONNEL COMMITTEE

The Council is asked to note that since the last meeting of the Council, the Personnel Committee met on 15 April 2019. Copies of the Minutes of this meeting can be obtained from Strategic Support or via the [Council's website](#).

21. JOINT PUBLIC PROTECTION COMMITTEE

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

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



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Report of the Returning Officer

Committee considering report: Council on 21 May 2019

Report Author: Nick Carter

Forward Plan Ref: C3711

1. Purpose of the Report

- 1.1 To inform Council of the results of the recent Local Elections and any issues concerning the conduct of the Elections.

2. Recommendation

- 2.1 To note the attached report.

3. Implications

- 3.1 **Financial:** Budgetary provision of £140k has been set aside to fund the costs of this District Council election. The cost of the Town/Parish elections will be recovered from the respective Councils.
- 3.2 **Policy:** This report will not require any policy changes.
- 3.3 **Personnel:** N/A
- 3.4 **Legal:** Ensuring that Elections are conducted in accordance with Representation of the People Act and the EAA 2006.
- 3.5 **Risk Management:** N/A
- 3.6 **Property:** N/A

Executive Summary

4. Introduction / Background

- 4.1 The Local Elections were held on 2nd May 2019 for West Berkshire Council and for contested local Town and Parish Councils. These Elections were conducted whilst staff were preparing for the forthcoming elections for the European Parliament.

District Election

- 4.2 142 candidates contested 43 seats on the District Council in 24 Wards. Of those the representation of the various parties was as follows:

Conservative: 43
Green: 16
Liberal Democrat: 36
Labour: 43
UKIP: 4

- 4.3 Of the 24 wards there are:

10 Single Member Wards
9 Two Member Wards
5 Three Member Wards

Parish/ Town Council Elections

- 4.4 Elections were only held in 14 parishes or parish wards. There were a total of 167 candidates contesting 100 seats.

5. The Election Process

- 5.1 Polling Stations opened at 7.00 am on Thursday 2nd May closing at 10.00 pm. A total of 28,884 ballot papers were issued for the District Election and Town /Parish Elections. This figure includes postal votes received for the District Election and Town/Parish Election. This resulted in a turnout of 36%.
- 5.2 Verification of both Ballots took place on Friday 3rd May (am) and was followed by the District Count. The final declaration for the District count took place around 7.30 pm. The Town and Parish Count commenced at 10.00am on Saturday 4th May and concluded around 3.00pm.

6. Issues relating to the Count

- 6.1 There were no particular issues relating to either Count and both progressed as anticipated. I would like to express my thanks to all those staff that supported both Counts and in particular those staff in Strategic Support who have spent many hours supporting the extensive preparatory work. Some key staff vacancies created particular pressures which have been ably covered. I would also like to express my thanks to Oxford City Council who kindly provided staffing resources to support the in-house team. My thanks also to the Election Agents for their support, humour and patience during the Counts.

7. Election Results

- 7.1 Full details of the election results including the turnout figures in each ward are set out in Appendix 'A'.

8. Conclusion

- 8.1 The Local Elections have been delivered as planned and with little issue. An experienced and committed team has effectively overcome staffing shortages and managed the additional pressure of the forthcoming EU Elections.

9. Appendices

- 9.1 Appendix A – Election 2019 Results

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DECLARATION OF RESULT OF POLL

West Berkshire

Election of a District Councillor for

Aldermaston

on **Thursday 2 May 2019**

I, Nick Carter, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
BOECK, Dominic Kevin	The Conservative Party Candidate	529 Elected
GREENHALGH, Peter Alexander	Liberal Democrats	318
HANCOCK, David William	Labour Party	113

* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	1
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	22
E rejected in part	0
Total	

Vacant Seats: 1

Electorate: 3010

Ballot Papers Issued: 983

Turnout: 32.66%

And I do hereby declare that, Dominic Kevin Boeck is duly elected.

Dated Monday 13 May 2019

Nick Carter
Returning Officer

DECLARATION OF RESULT OF POLL

West Berkshire

Election of a District Councillor for

Basildon

on **Thursday 2 May 2019**

I, Nick Carter, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
ASHLEY, Jonathan	Labour Party	64
CARTER, Alex	Green Party Candidate	156
COYLE, Laura Rose	Liberal Democrats	256
LAW, Alan	The Conservative Party Candidate	595 Elected

* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	0
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	16
E rejected in part	0
Total	

Vacant Seats: 1

Electorate: 2835

Ballot Papers Issued: 1087

Turnout: 38.34%

And I do hereby declare that, Alan Law is duly elected.

Dated Monday 13 May 2019

Nick Carter
Returning Officer

DECLARATION OF RESULT OF POLL

West Berkshire

Election of a District Councillor for

Bradfield

on **Thursday 2 May 2019**

I, Nick Carter, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
MACKINNON, Ross	The Conservative Party Candidate	543 Elected
MCKAY, Ian	Labour Party	92
PARK, Ian David Chalmers	Liberal Democrats	237

* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	7
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	24
E rejected in part	0
Total	

Vacant Seats: 1

Electorate: 2873

Ballot Papers Issued: 903

Turnout: 31.43%

And I do hereby declare that, Ross Mackinnon is duly elected.

Dated Monday 13 May 2019

Nick Carter
Returning Officer

DECLARATION OF RESULT OF POLL

West Berkshire

Election of a District Councillor for

Bucklebury

on **Thursday 2 May 2019**

I, Nick Carter, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
COLE, Michael Jon De Courcy	Liberal Democrats	235
GREENWOOD, Francis David	Labour Party	48
PASK, Graham Gerald	The Conservative Party Candidate	745 Elected
PAYNTER, Jacqueline	Green Party Candidate	164

* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	0
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	20
E rejected in part	0
Total	

Vacant Seats: 1

Electorate: 2839

Ballot Papers Issued: 1212

Turnout: 42.69%

And I do hereby declare that, Graham Gerald Pask is duly elected.

Dated Monday 13 May 2019

Nick Carter
Returning Officer

DECLARATION OF RESULT OF POLL

West Berkshire

Election of a District Councillor for Burghfield & Mortimer on Thursday 2 May 2019

I, Nick Carter, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
BISHOP, Janet Lilian	Labour Party	315
BRAGG, Alison May	Green Party Candidate	880
BRIDGMAN, Graham Henry	Conservative Party Candidate	1148 Elected
HANNAWIN, John Patrick	Labour Party	556
HUDSON, Graham William	Labour Party	246
JACKSON-DOERGE, Carol Ingrid	Conservative Party Candidate	1126
LONGTON, Royce Ekins	Liberal Democrats	1293 Elected
MAYES, Geoffrey Brian	Liberal Democrats	1173 Elected
MORRIN, Ian Christopher	Conservative Party Candidate	1028

* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	3
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	35
E rejected in part	0
Total	

Vacant Seats: 3

Electorate: 8190

Ballot Papers Issued: 2908

Turnout: 35.51%

And I do hereby declare that, Graham Henry Bridgman, Royce Ekins Longton, Geoffrey Brian Mayes are duly elected.

Dated Monday 13 May 2019

Nick Carter
Returning Officer

DECLARATION OF RESULT OF POLL

West Berkshire

Election of a District Councillor for

Chieveley & Cold Ash

on **Thursday 2 May 2019**

I, Nick Carter, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
CHARON, Marc	Labour Party	103
COLE, Hilary	Conservative Party Candidate	1073 Elected
EVANS, Christopher James	Labour Party	93
HOBLIN, Jill	Green Party Candidate	572
LISTER, David Robert	Liberal Democrats	530
SIMPSON, Garth Whiteley	Conservative Party Candidate	1000 Elected
THOMAS, James Colin	Green Party Candidate	377

* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	3
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	37
E rejected in part	0
Total	

Vacant Seats: 2

Electorate: 5415

Ballot Papers Issued: 2073

Turnout: 38.28%

And I do hereby declare that, Hilary Cole, Garth Whiteley Simpson are duly elected.

Dated Monday 13 May 2019

Nick Carter
Returning Officer

DECLARATION OF RESULT OF POLL

West Berkshire

Election of a District Councillor for

Downlands

on **Thursday 2 May 2019**

I, Nick Carter, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
COLSTON, Martin Eric	Liberal Democrats	320
HOOKER, Clive Arthur	The Conservative Party Candidate	716 Elected
MURPHY, Grahame John	Labour Party	115

* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	0
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	17
E rejected in part	0
Total	

Vacant Seats: 1

Electorate: 2980

Ballot Papers Issued: 1168

Turnout: 39.19%

And I do hereby declare that, Clive Arthur Hooker is duly elected.

Dated Monday 13 May 2019

Nick Carter
Returning Officer

DECLARATION OF RESULT OF POLL

West Berkshire

Election of a District Councillor for Hungerford & Kintbury on Thursday 2 May 2019

I, Nick Carter, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
BENNEYWORTH, Dennis Charles	Conservative Party Candidate	1772 Elected
BLINDELL, Ronald Jonathan James	Labour Party	153
CHICKEN, Robert Richard	Liberal Democrats	1359
COLE, James William John	Conservative Party Candidate	1669 Elected
DAVIS, Timothy John	Green Party Candidate	763
GAINES, Denise Anne	Liberal Democrats	1446
PUGH, Paul	Labour Party	154
ROWLES, Claire Michelle	Conservative Party Candidate	1605 Elected
WILSON, Matthew Robert	Labour Party	146
WOOD, Shaun Henry	Liberal Democrats	1085

* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	10
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	35
E rejected in part	0
Total	

Vacant Seats: 3

Electorate: 9048

Ballot Papers Issued: 3695

Turnout: 40.84%

And I do hereby declare that, Dennis Charles Benneyworth, James William John Cole, Claire Michelle Rowles are duly elected.

Dated Monday 13 May 2019

Nick Carter
Returning Officer

DECLARATION OF RESULT OF POLL

West Berkshire

Election of a District Councillor for

Lambourn

on **Thursday 2 May 2019**

I, Nick Carter, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
BULBECK REYNOLDS, Moz	Labour Party	136
CHRISTOPHER, Charlie Lloyd Robert	Liberal Democrats	254
WOOLLASTON, Howard Robert	The Conservative Party Candidate	667 Elected

* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	4
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	16
E rejected in part	0
Total	

Vacant Seats: 1

Electorate: 3280

Ballot Papers Issued: 1077

Turnout: 32.84%

And I do hereby declare that, Howard Robert Woollaston is duly elected.

Dated Monday 13 May 2019

Nick Carter
Returning Officer

DECLARATION OF RESULT OF POLL

West Berkshire

Election of a District Councillor for

Newbury Central
on **Thursday 2 May 2019**

I, Nick Carter, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
BEACH, Mark Andrew	Labour Party	196
CLARKE, Joseph Alvin	Conservative Party Candidate	535
FFRENCH BLAKE, Caroline Anne De Vere	Labour Party	178
MILLINGTON, Susan	Green Party Candidate	450
MOORE, Andrew Gregory	Liberal Democrats	957 Elected
STRETTON, Anthony Vincent	Conservative Party Candidate	562
VICKERS, Mary Martha	Liberal Democrats	979 Elected

* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	4
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	21
E rejected in part	0
Total	

Vacant Seats: 2

Electorate: 5474

Ballot Papers Issued: 2040

Turnout: 37.27%

And I do hereby declare that, Andrew Gregory Moore, Mary Martha Vickers are duly elected.

Dated Monday 13 May 2019

Nick Carter
Returning Officer

DECLARATION OF RESULT OF POLL

West Berkshire

Election of a District Councillor for

Newbury Clay Hill

on **Thursday 2 May 2019**

I, Nick Carter, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
BECK, Jeffrey George	Conservative Party Candidate	632 Elected
BRYAN, Danielle Louise	Green Party Candidate	316
CANT, Jeffrey Graham	Conservative Party Candidate	532 Elected
LOWE, Gemma Elizabeth	Labour Party	211
LUSBY TAYLOR, Pamela J	Liberal Democrats	519
MCDUGALL, Lee Charles	Labour Party	163
PIKE, Simon Everett	Liberal Democrats	354

* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	2
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	24
E rejected in part	0
Total	

Vacant Seats: 2

Electorate: 5512

Ballot Papers Issued: 1472

Turnout: 26.71%

And I do hereby declare that, Jeffrey George Beck, Jeffrey Graham Cant are duly elected.

Dated Monday 13 May 2019

Nick Carter
Returning Officer

DECLARATION OF RESULT OF POLL

West Berkshire

Election of a District Councillor for

Newbury Greenham
on **Thursday 2 May 2019**

I, Nick Carter, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
AZAM, Malik Kamail Pasha	UK Independence Party (UKIP)	245
BARNETT, Philip	Liberal Democrats	1337 Elected
COPELAND, Christine Anne	Labour Party	273
DRUMMOND, William	Liberal Democrats	1375 Elected
EVANS, Miles William	Conservative Party Candidate	751
GREENALL, Sarah Anouska	Conservative Party Candidate	752
JONES, Mark Anthony	Conservative Party Candidate	694
LOWE, Matthew Thomas James	Green Party Candidate	567
PATTENDEN, Erik	Liberal Democrats	1151 Elected
PUFFETT, Gary John	Labour Party	263
WAKELYN-GREEN, Michael John	Labour Party	183

* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	10
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	13
E rejected in part	0
Total	

Vacant Seats: 3

Electorate: 8781

Ballot Papers Issued: 2782

Turnout: 31.68%

And I do hereby declare that, Philip Barnett, William Drummond, Erik Pattenden are duly elected.

Dated Monday 13 May 2019

Nick Carter
Returning Officer

DECLARATION OF RESULT OF POLL

West Berkshire

Election of a District Councillor for

Newbury Speen
on **Thursday 2 May 2019**

I, Nick Carter, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
CHAPMAN, Robert	Labour Party	177
CLIFFORD, Jeanette	Conservative Party Candidate	812
CLOUGH, Bertram Watson	Labour Party	145
DOHERTY, Lynne	Conservative Party Candidate	827 Elected
HARRIS, Anthony William	Liberal Democrats	777
MASTERS, Stephen Michael	Green Party Candidate	1324 Elected

* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	1
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	17
E rejected in part	0
Total	

Vacant Seats: 2

Electorate: 5770

Ballot Papers Issued: 2352

Turnout: 40.76%

And I do hereby declare that, Lynne Doherty, Stephen Michael Masters are duly elected.

Dated Monday 13 May 2019

Nick Carter
Returning Officer

DECLARATION OF RESULT OF POLL

West Berkshire

Election of a District Councillor for

Newbury Wash Common

on Thursday 2 May 2019

I, Nick Carter, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
ABBS, Adrian Neil	Liberal Democrats	1830 Elected
DAVENPORT, Stuart Philip	Conservative Party Candidate	842
EDWARDS, Adrian Arthur Walter	Conservative Party Candidate	1118
MARSH, David Ralph	Green Party Candidate	1794 Elected
PICK, Anthony Corbett	Conservative Party Candidate	916
TULLETT, Peter Charles	Labour Party	167
VICKERS, Anthony James Muschamp	Liberal Democrats	1829 Elected
WALLACE, Andrew William	Labour Party	168
WINTRUP, Julie Caroline	Labour Party	253

* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	1
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	33
E rejected in part	0
Total	

Vacant Seats: 3

Electorate: 7225

Ballot Papers Issued: 3389

Turnout: 46.91%

And I do hereby declare that, Adrian Neil Abbs, David Ralph Marsh, Anthony James Muschamp Vickers are duly elected.

Dated Monday 13 May 2019

Nick Carter
Returning Officer

DECLARATION OF RESULT OF POLL

West Berkshire

Election of a District Councillor for

Pangbourne

on **Thursday 2 May 2019**

I, Nick Carter, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
FERGUSON, Suzanne Eizabeth	Labour Party	205
HURLEY, Gareth John	The Conservative Party Candidate	593 Elected
SHAKESPEARE, Matthew James	Liberal Democrats	350

* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	0
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	13
E rejected in part	0
Total	

Vacant Seats: 1

Electorate: 2878

Ballot Papers Issued: 1161

Turnout: 40.34%

And I do hereby declare that, Gareth John Hurley is duly elected.

Dated Monday 13 May 2019

Nick Carter
Returning Officer

DECLARATION OF RESULT OF POLL

West Berkshire

Election of a District Councillor for

Ridgeway

on Thursday 2 May 2019

I, Nick Carter, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
BLACKMAN, Charlotte Therese	Labour Party	33
CULVER, Carolyne Lindsey	Green Party Candidate	917 Elected
PALMER, Michael Phillip Bernard	UK Independence Party (UKIP)	73
VON CELSING, Virginia Anne	The Conservative Party Candidate	458

* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:		Number of ballot papers
A	want of an official mark	0
B	voting for more Candidates than voter was entitled to	0
C	writing or mark by which voter could be identified	0
D	being unmarked or wholly void for uncertainty	2
E	rejected in part	0
Total		

Vacant Seats: 1

Electorate: 3155

Ballot Papers Issued: 1483

Turnout: 47.00%

And I do hereby declare that, Carolyne Lindsey Culver is duly elected.

Dated Monday 13 May 2019

Nick Carter
Returning Officer

DECLARATION OF RESULT OF POLL

West Berkshire

Election of a District Councillor for

Thatcham Central
on **Thursday 2 May 2019**

I, Nick Carter, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
BURNS, David Adam	Labour Party	129
CRUMLY, Richard John	Conservative Party Candidate	603
FIELD, Paul John	Green Party Candidate	289
GHAREB-ORABI, Nassar	Liberal Democrats	766 Elected
HUNTLEY, Gary	Labour Party	121
JAQUES, Marigold Mary	Conservative Party Candidate	516
JEFFERY, Owen Edward	Liberal Democrats	907 Elected
MCMAHON, David John	UK Independence Party (UKIP)	242

* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	6
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	6
E rejected in part	0
Total	

Vacant Seats: 2

Electorate: 5498

Ballot Papers Issued: 1934

Turnout: 35.18%

And I do hereby declare that, Nassar Ghareb-Orabi, Owen Edward Jeffery are duly elected.

Dated Monday 13 May 2019

Nick Carter
Returning Officer

DECLARATION OF RESULT OF POLL

West Berkshire

Election of a District Councillor for Thatcham Colthrop & Crookham on Thursday 2 May 2019

I, Nick Carter, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
ARDAGH-WALTER, Stephen John	The Conservative Party Candidate	480 Elected
BOYD, John Andrew	Liberal Democrats	409
WILDER, James Andrew Stephen	Labour Party	75

* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	5
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	17
E rejected in part	0
Total	

Vacant Seats: 1

Electorate: 2666

Ballot Papers Issued: 986

Turnout: 36.98%

And I do hereby declare that, Stephen John Ardagh-Walter is duly elected.

Dated Monday 13 May 2019

Nick Carter
Returning Officer

DECLARATION OF RESULT OF POLL

West Berkshire

Election of a District Councillor for

Thatcham North East

on Thursday 2 May 2019

I, Nick Carter, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
COLLIS, Jason Paul	Conservative Party Candidate	706
COTTAM, Jeremy Richard	Liberal Democrats	1054 Elected
DENTON-POWELL, Robert William	Conservative Party Candidate	622
DILLON, Lee Raymond James	Liberal Democrats	1088 Elected
HALL, Neale Thomas	Labour Party	167
MCDOWELL, Teresa Anne	Labour Party	156

* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	1
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	37
E rejected in part	0
Total	

Vacant Seats: 2

Electorate: 5988

Ballot Papers Issued: 2007

Turnout: 33.52%

And I do hereby declare that, Jeremy Richard Cottam, Lee Raymond James Dillon are duly elected.

Dated Monday 13 May 2019

Nick Carter
Returning Officer

DECLARATION OF RESULT OF POLL

West Berkshire

Election of a District Councillor for

Thatcham West

on Thursday 2 May 2019

I, Nick Carter, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
BERRINGTON, Sarah Anne	Labour Party	109
BROOKS, Jeffrey Charles George	Liberal Democrats	885 Elected
CRUMLY, Ellen Mary	Conservative Party Candidate	472
JOHNSON, Gary Edward	UK Independence Party (UKIP)	256
LIVERMORE, Jane Elisabeth	Green Party Candidate	255
PICKEN, Helen Elizabeth	Conservative Party Candidate	419
TURAUSKIS, Susan Elizabeth	Labour Party	82
WOODHAMS, Keith William	Liberal Democrats	809 Elected

* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	6
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	11
E rejected in part	0
Total	

Vacant Seats: 2

Electorate: 5487

Ballot Papers Issued: 1792

Turnout: 32.66%

And I do hereby declare that, Jeffrey Charles George Brooks, Keith William Woodhams are duly elected.

Dated Monday 13 May 2019

Nick Carter
Returning Officer

DECLARATION OF RESULT OF POLL

West Berkshire

Election of a District Councillor for

Theale

on **Thursday 2 May 2019**

I, Nick Carter, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
MACRO, Alan Michael	Liberal Democrats	601 Elected
PIERRE-TRAVES, Alexandre Gregory	The Conservative Party Candidate	203
RYDER, Christopher Gary	Labour Party	85

* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	3
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	28
E rejected in part	0
Total	

Vacant Seats: 1

Electorate: 2355

Ballot Papers Issued: 920

Turnout: 39.07%

And I do hereby declare that, Alan Michael Macro is duly elected.

Dated Monday 13 May 2019

Nick Carter
Returning Officer

DECLARATION OF RESULT OF POLL

West Berkshire

Election of a District Councillor for

Tilehurst & Purley
on **Thursday 2 May 2019**

I, Nick Carter, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
BELL, Elizabeth Rowena Jane	Labour Party	666
BOWN, Stephen Geoffrey	Liberal Democrats	547
JONES, Richard John	Conservative Party Candidate	1419 Elected
LYTHGOE, Stuart Graham Silvester	Labour Party	471
MARINO, Thomas Joseph	Conservative Party Candidate	1318 Elected
RAYNER, Benjamin David	Labour Party	650
WILLIAMSON, Andrew Brian	Conservative Party Candidate	1375 Elected
YOUNG, Stephen Desmond	Green Party Candidate	701

* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	4
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	34
E rejected in part	0
Total	

Vacant Seats: 3

Electorate: 8352

Ballot Papers Issued: 2736

Turnout: 32.76%

And I do hereby declare that, Richard John Jones, Thomas Joseph Marino, Andrew Brian Williamson are duly elected.

Dated Monday 13 May 2019

Nick Carter
Returning Officer

DECLARATION OF RESULT OF POLL

West Berkshire

Election of a District Councillor for

Tilehurst Birch Copse

on **Thursday 2 May 2019**

I, Nick Carter, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
BRAMPTON, Gary	Green Party Candidate	349
COULSON, Louise Harriet	Labour and Co-operative Party	385
LINDEN, Anthony Nicholas	Conservative Party Candidate	829 Elected
NORMAN, Gary Arthur	Liberal Democrats	198
O'KEEFFE, Elizabeth Rosemary	Liberal Democrats	235
STEWART, Joanne Lisa	Conservative Party Candidate	835 Elected
TAYLOR, Clive	Labour and Co-operative Party	412

* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	3
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	27
E rejected in part	0
Total	

Vacant Seats: 2

Electorate: 6184

Ballot Papers Issued: 1741

Turnout: 28.15%

And I do hereby declare that, Anthony Nicholas Linden, Joanne Lisa Stewart are duly elected.

Dated Monday 13 May 2019

Nick Carter
Returning Officer

DECLARATION OF RESULT OF POLL

West Berkshire

Election of a District Councillor for Tilehurst South & Holybrook on Thursday 2 May 2019

I, Nick Carter, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
ARGYLE, Peter	Conservative Party Candidate	865 Elected
CROAL, Charles Spalding	Labour Party	395
GILLESPIE, Emma Claire	Labour Party	367
LOWES, Sarah	Liberal Democrats	266
MILLER, Vaughan	Liberal Democrats	206
SOMNER, Richard James	Conservative Party Candidate	910 Elected

* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	3
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	30
E rejected in part	0
Total	33

Vacant Seats: 2

Electorate: 5712

Ballot Papers Issued: 1596

Turnout: 27.94%

And I do hereby declare that, Peter Argyle, Richard James Somner are duly elected.

Dated Monday 13 May 2019

Nick Carter
Returning Officer

Appointment of and Allocation of Seats on Committees for the 2019/20 Municipal Year

Committee considering report: Council on 21 May 2019

Portfolio Member: Leader of the Council

Report Author: Moira Fraser

Forward Plan Ref: C3599

1. Purpose of the Report

- 1.1 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, whilst recognising that the number of elected Members of the Council has reduced from 52 to 43.
- 1.2 To agree the Council's Policy Framework for 2019/20 as set out in Paragraph 6.1 of Appendix B.

2. Recommendations

- 2.1 That the Council notes that under Paragraph 8 of the Local Government (Committees and Political Groups) Regulations 1990, notice has been received that the Members set out in paragraph 1.1 of Appendix B to this report are to be regarded as Members of the Conservative, Liberal Democrat and Green Party Groups respectively.
- 2.2 That the Council agrees to the appointment of the various Committees and to the number of places on each as set out in paragraph 2.2 of Appendix B (Table A).
- 2.3 That the Council agrees to the allocation of seats to the Political Groups in accordance with section 15(5) of the Local Government Act 1989 as set out in paragraph 3.4 of Appendix B (Table B)
- 2.4 That the number of substitutes on Committees and Commissions be as set out in paragraph 4.1 of Appendix B (Table C).
- 2.5 In respect of the District and Area Planning Committees, the substitute Members are all drawn from Members representing wards within the Committee's area who are not appointed to the Committee. Where substitutes attend the District Planning meeting they need to be drawn from the same Area Planning meeting as the Member they are substituting for.
- 2.6 That the Council approves the appointment of Members to the Committees as set out in Appendix C and notes the appointments set out in Appendix D which are in accordance with the wishes of the Political Groups.
- 2.7 That the Council, in accordance with Regulation 4, Schedule 3 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, and the Local Authorities (Functions and Responsibilities) (England) (Amendment No.2)

Regulations 2008, agrees that the Council's Policy Framework for 2019/20 be as set out in paragraph 6.1 of Appendix B and that any appropriate amendments be made to the Council's Constitution (Paragraph 2.5.2) should this be necessary.

- 2.8 That the Council, in accordance with Regulation 5, Schedule 4 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, approves that all other plans, policies and strategies requiring approval and not included in the approved Policy Framework be delegated to the Council's Executive.
- 2.9 That the Council agrees that Paragraph 2.6.5 of Article 6, setting out the Executive Portfolios, be amended to reflect any changes made by the Leader of the Council at the Annual Council meeting.
- 2.10 That the appointment of two non-voting co-opted Parish/Town Councillors be made to the Governance and Ethics Committee namely: Barry Dickens (co-opted non-voting Parish Councillor) and Jane Langford (co-opted non-voting Parish Councillor). That two substitute non-voting co-opted Parish/Town Councillors be appointed to the Governance and Ethics Committee
- 2.11 That the appointment of two non-voting co-opted Parish/Town Councillors is made to the Governance and Ethics Committee's Advisory Panel namely Tony Renouf, and another. That two substitute non-voting co-opted Parish/Town Councillors be appointed to the Governance and Ethics Committee's Advisory Panel.
- 2.12 To re-appoint three Independent Persons namely Lindsey Appleton, James Rees and Mike Wall.
- 2.13 To note the membership of the Health and Wellbeing Board as set out in paragraph 9.1 of Appendix B.
- 2.14 That authority be delegated to the Monitoring Officer to make any changes required to the Constitution as a result of the changes to the number of Members of the Council and following the appointments to Committees.

3. Implications

- | | | |
|-----|-------------------------|---|
| 3.1 | Financial: | Members Allowances, proposed by the Independent Remuneration Panel, were agreed at the March 2018 Council meeting. All allowances will be met from within existing budgets. Independent Remuneration Report |
| 3.2 | Policy: | The appointments and allocations will be made in accordance with the Council's statutory obligations. The Council's Policy making framework is updated annually. |
| 3.3 | Personnel: | None |
| 3.4 | Legal: | The allocation of seats to the Political Groups is in accordance with section 15(5) of the Local Government Act 1989 and related regulations mentioned in the report. |
| 3.5 | Risk Management: | None |

3.6 **Property:** None

3.7 **Other:** None

4. Other options considered:

4.1 Not to change the size of existing committees. This is not recommended for the reasons detailed in the report.

Executive Summary

5. Introduction / Background

- 5.1 The Council is required to appoint Committees and other Member bodies that are not part of the Executive. Membership of the Council's Committees is agreed annually at the May Council meeting. This report also considers the allocation of seats on each Committee having regard to the fact that the total number of Members has reduced from 52 to 43 Councillors.
- 5.2 This report sets out the Membership of the Political Groups, the proposed size and Membership of the Committees as well as the number of substitutes to be appointed for each of the bodies. It also sets out the 2019/20 Policy Framework.
- 5.3 As Members will be aware the Council was subject to Boundary Review between 2016 and 2018. An initial report brought to the 22 November 2016 Council meeting noted that a cross party Working Group had been set up to manage the process and to consider future governance arrangements in the Council. The Working Group comprised the following Members:
- Councillor Graham Jones (Chairman)
Councillor Pamela Bale (Vice Chairman)
Councillor Steve Ardagh-Walter
Councillor Adrian Edwards
Councillor Alan Macro
- 5.4 In order to determine future governance arrangements a survey of Members was undertaken between 19 September and 3 October 2016 to better understand the time commitment of Members in relation to a number of roles that they were required to undertake. 32 (62%) Members completed the survey.
- 5.5 The Working Group noted that all Members have representational roles and the majority also sit on outside bodies. The report above noted that as the number of members decreased, the number of constituents that each individual Member represented would increase. That report suggested that there were three substantive roles for Members under a reduced total and these are set out below:
- (i) Executive (10)
 - (ii) Regulatory (Planning and Licensing) (15)
 - (iii) Scrutiny (OSMC and Governance and Ethics) (15)
- 5.6 Following the Boundary Review (26 April 2018) the number of Councillors on West Berkshire Council was reduced from 52 to 43. This is 3 members more than that which had originally been proposed, and the number which had been considered by the Working Group.
- 5.7 Appointments to the Executive are a matter reserved to the Leader of Council, and are not therefore considered here. This report proposes that the number of seats on the committees be allocated as detailed in the supporting information.

6. Proposals

- 6.1 In accordance with Regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990, 24 Members wish to be regarded as members of the Conservative Group, 16 Members wish to be regarded as members of the Liberal Democrat Group and 3 Members wish to be regarded as members of the Green Party Group.
- 6.2 Members, and where appropriate substitutes, will be appointed to 8 Committees totalling 76 seats. In this case 43 of these seats will be allocated to Conservative Members, 28 to Liberal Democrat Members and 5 to Green Party Members. The Health and Wellbeing Board is not included in these appointments as it is subject to its own membership requirements.
- 6.3 The Council will continue to appoint two Parish/Town Councillors to the Governance and Ethics Committee, two Parish/ Town Councillors to the Governance and Ethics Committee's Advisory Panel and three Independent Persons. Two substitute Parish/ Town Councillors will be appointed to the Governance and Ethics Committee and two substitute Parish/ Town Councillors will be appointed to the Governance and Ethics Committee's Advisory Panel.

7. Conclusions

- 7.1 Members are asked to agree the appointment of and allocation of seats on the Committees for the 2019/20 Municipal Year.
- 7.2 Members are asked to agree the Council's Policy Framework for 2019/20 as set out in Paragraph 6.1 of Appendix B.

8. Appendices

- 8.1 Appendix A – Equalities Impact Assessment
- 8.2 Appendix B – Supporting Information
- 8.3 Appendix C – Membership of Committees 2019/2020 – to follow
- 8.4 Appendix D - Task Group and Panel Memberships 2019/20 – to follow
- 8.5 Appendix E – Wards covering each Planning Committee

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.

What is the proposed decision that you are asking the Executive to make:	To appoint Members to Committees
Summary of relevant legislation:	Local Government (Committees and Political Groups) Regulations 1990 Local Government and Housing Act 1989 Local Authorities (Functions and Responsibilities) (England) Regulations 2000, Local Authorities (Functions and Responsibilities) (England) (Amendment No.2) Regulations 2008. Localism Act 2011
Does the proposed decision conflict with any of the Council's key strategy priorities?	No
Name of assessor:	Moir Fraser
Date of assessment:	08 May 2019

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		

1 What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
Aims:	To appoint Members to the Councils various Committees.
Objectives:	To agree the number and names of members allocated to committees.
Outcomes:	Members are appointed to appropriate committees
Benefits:	An efficiently run Council

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

(Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)		
Group Affected	What might be the effect?	Information to support this
Age		
Disability		
Gender Reassignment		
Marriage and Civil Partnership		
Pregnancy and Maternity		
Race		
Religion or Belief		
Sex		
Sexual Orientation		
Further Comments relating to the item:		
All groups affected equally		

3 Result	
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	No
Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?	No

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

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

4 Identify next steps as appropriate:	
Stage Two required	No

Name: Moira Fraser

Date: 08 May 2019

Appointment of and Allocation of Seats on Committees for the 2019/20 Municipal Year - Supporting Information

1. Political Groups

- 1.1 In accordance with Regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990, the under-mentioned Members have given notice of their wish to be regarded as Members of the Political Groups set out below.

Conservative	Liberal Democrat	Green Party
Ardagh-Walter, Steve	Abbs, Adrian	Culver, Carolyne
Argyle, Peter	Barnett, Phil	Marsh, David
Beck, Jeff	Brooks, Jeff	Masters, Steve
Benneyworth, Dennis	Cottam, Jeremy	
Boeck, Dominic	Dillon, Lee	
Bridgman, Graham	Drummond, Billy	
Cant, Jeff	Jeffery, Owen	
Cole, Hilary	Kessell, Nassar	
Cole, James	Longton, Royce	
Doherty, Lynne	Macro, Alan	
Hooker, Clive	Mayes, Geoff	
Hurley, Gareth	Moore, Andy	
Jones, Rick	Pattenden, Erik	
Law, Alan	Vickers, Martha	
Linden, Tony	Vickers, Tony	
Mackinnon, Ross	Woodhams, Keith	
Marino, Tom		
Pask, Graham		
Rowles, Claire		
Simpson, Garth		
Somner, Richard		
Stewart, Joanne		
Williamson, Andrew		
Woollaston, Howard		

Recommendation 1:

- That the Council notes that under Paragraph 8 of the Local Government (Committees and Political Groups) Regulations 1990, notice has been received that the Members set out in paragraph 1.1 above are to be regarded as Members of the Conservative, Liberal Democrat and Green Party Groups respectively.

2. Appointment of Committees

- 2.1 In accordance with Paragraph 4.2.2 of the Constitution, the Council is required to appoint Committees and other Member bodies that are not part of the Executive or its sub-committees.
- 2.2 It is proposed that Council appoint the Committees (as set out in Table A) with the number of places shown for each. The Health and Wellbeing is subject to its own Membership requirements and are therefore not included in this table.

Table A

Body	Number of Seats	
Overview and Scrutiny Management Commission	9	
Licensing Committee	12	
District Planning Committee	10 <i>(five members of the Eastern Area Planning Committee and five Members of the Western Area Planning Committee)</i>	
Eastern Area Planning Committee	9	
Western Area Planning Committee	9	
Personnel Committee	5	
Appeals Panel	12	
Governance and Ethics Committee	9 <i>(two co-opted, non voting Parish Councillors will also be appointed to this Committee)</i>	
Joint Public Protection Committee	1	
Total	76	

- 2.3 The revised boundaries for the Eastern and Western Area Planning Committees are set out in Appendix E.
- 2.4 It is proposed that 12 Members be appointed to the Licensing Committee and the Appeals Panel, to ensure that there is a sufficient pool of Members trained and available to undertake the work of these Committees which frequently sit as a Sub-Committee or Panel consisting of 3 Members to consider specific applications or appeals.

Recommendation 2 and 14:

- That the Council agrees to the appointment of the various Committees and to the number of places on each as set out in paragraph 2.2 (Table A).
- That authority be delegated to the Monitoring Officer to make any changes required to the Constitution as a result of the appointments to Committees.

3. Allocation of Seats

3.1 The political balance of the Council currently stands as follows:

	Number of Members No.	Political Composition %
Conservative Group	24	55.81% (56%)
Liberal Democrat Group	16	37.21% (37%)
Green Party Group	3	6.97% (7%)
	43	100.00%

3.2 In allocating seats on Committees, the Council must give effect to the requirements for political balance on Committees as prescribed by section 15 of the Local Government and Housing Act 1989. These requirements apply only to voting members of the Committee.

This section creates a sequential test that must be adhered to when allocating seats to the Committees of Council, which provides as follows:

- (1) Not all seats on any Committee are to be allocated to the same political group;
- (2) The majority of seats on any Committee must be allocated to the majority Group;
- (3) Subject to the satisfaction of the above statutory criteria, the total number of seats on ordinary Committees must be allocated to political groups in the same proportion as their representation on the Council;
- (4) Subject to all the above, the number of seats on each Committee must be the same proportion as the political group's representation on full Council;

3.3 The third requirement detailed above creates the "basket principle", which means that on the basis of 76 seats on Committees (Table A) and the normal rules of rounding, the seats should be allocated to each Group on the basis set out in the table below.

	Total Number of Seats	Conservative Group	Liberal Democrat Group	Green Party
Seats on Council	43	24	16	3
Number of seats as percentage (Table A)	100%	55.81%	37.21%	6.97%
Number of seats shown as rounded percentage	100%	56%	37%	7%
Number of seats allocated on basis of rounded percentage	76	43	28	5

(Total % of seats multiplied by seats available(76))				
Seats allocated expressed as a percentage	100%	56.57%	36.84%	6.57%

3.4 Having regard to the above, it is suggested that the seats on Committees should be allocated as set out in Table B below.

Table B				
Committee	Total Number of Seats	Conservative Group	Liberal Democrat Group	Green Party
Overview and Scrutiny Management Commission	9	5	3	1
Licensing Committee	12	7	4	1
District Planning Committee	10	5	4	1
Eastern Area Planning Committee	9	5	4	0
Western Area Planning Committee	9	5	3	1
Personnel Committee	5	3	2	0
Appeals Panel	12	7	5	0
Governance and Ethics Committee	9	5	3	1
Joint Public Protection Committee	1	1	0	0
Total	76	43	28	5

Recommendation 3 and 14:

- That the Council agrees to the allocation of seats to the Political Groups in accordance with section 15(5) of the Local Government Act 1989 as set out in paragraph 3.4 (Table B).
- That authority be delegated to the Monitoring Officer to make any changes required to the Constitution as a result of the appointments to Committees.

4. Substitutes

- 4.1 In accordance with the Council's Constitution, the Council is required to determine the number of substitute Members that may be appointed in respect of each Committee. The number of substitutes for each Committee is as follows:

Table C	
Overview and Scrutiny Management Commission	Up to 3 per Political Group
Area Planning Committees	Up to 3 per Political Group
District Planning Committee	Up to 4 per Political Group – 2 from the Eastern Area of the District and 2 from the Western Area of the District
Licensing Committee	No substitutes permitted
Personnel Committee	Up to 2 per Political Group
Appeals Panel	No substitutes permitted
Governance and Ethics Committee	Up to 2 per Political Group

- 4.2 In respect of the District and Area Planning Committees, the substitute Members are all drawn from Members representing wards within the Committee's area who are not appointed to the Committee.

Recommendations 4 and 5:

- That the number of substitutes on Committees and Commissions be as set out in paragraph 4.1 (Table C).
- In respect of the District and Area Planning Committees, the substitute Members are all drawn from Members representing wards within the Committee's area who are not appointed to the Committee. Where substitutes attend the District Planning meeting they need to be drawn from the same Area Planning meeting as the Member they are substituting for.

5. Appointment to Committees

- 5.1 Appendix C is a list of Committees and the nominations from each Political Group.

Recommendation 6:

- That the Council approves the appointment of Members to the Committees as set out in Appendix C and notes the appointments set out in Appendix D which are in accordance with the wishes of the Political Groups.

6. Planning and Policy Framework

- 6.1 In accordance with Regulation 4, Schedule 3 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 and the Local Authorities (Functions and Responsibilities) (England) (Amendment No.2) Regulations 2008 the Council is requested to confirm the Policy Framework for 2019/20 as set out below:

- Council Strategy;
- Local Transport Plan;
- Licensing Policy;
- Gambling Policy;
- Plans and strategies which together comprise the Development Plan;
- Health and Wellbeing Strategy;
- Statutory Pay Policy Statement;
- Property Investment Strategy.

Recommendations 7 and 8:

- **That the Council, in accordance with Regulation 4, Schedule 3 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, and the Local Authorities (Functions and Responsibilities) (England) (Amendment No.2) Regulations 2008, agrees that the Council's Policy Framework for 2019/20 be as set out in paragraph 6.1 and that any appropriate amendments be made to the Council's Constitution (Paragraph 2.5.2) should this be necessary.**
- **That the Council, in accordance with Regulation 5, Schedule 4 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, approves that all other plans, policies and strategies requiring approval and not included in the approved Policy Framework be delegated to the Council's Executive.**

7. Executive – Article 6

- 7.1 Paragraph 2.6.5 of Article 6 of the Constitution sets out the current Executive Portfolios and this will need to be amended in the light of any proposed changes made by the Leader of the Council to these Portfolios as set out in Appendix C.

Recommendation 9:

- **That the Council agrees that Paragraph 2.6.5 of Article 6 of the Constitution, setting out the Executive Portfolios, be amended to reflect any changes made by the Leader of the Council at the Annual Council meeting.**

8. Governance and Ethics Committee

- 8.1 At the Full Council meeting on the 02 July 2015 Members agreed to form a Governance and Ethics Committee. It was agreed that the membership of the Governance and Ethics Committee would comprise ten representatives (eight District Councillors appointed on a proportional basis and two co-opted non-voting Parish/Town Councillors). Two substitute (and also non-voting) Parish/Town Councillors will also be appointed so that there is Parish Council representation at the meetings and also to provide continuity
- 8.2 It was also agreed that the Advisory Panel and three Independent Persons would be retained.
- 8.3 In view of the composition of the Council post the May 2019 elections it is proposed that the Advisory Panel comprises ten Members: two from the administration, two

from each of the opposition parties, two parish/town councillors and two of the three Independent Persons, used on a rotational basis.

- 8.4 Two non-voting substitute Parish Councillors will also be appointed to the Governance and Ethics Advisory Panel. This is in order to ensure that there is Parish Council representation at the meetings and also to provide continuity.

Recommendations 10, 11 and 12:

- **That the appointment of two non-voting co-opted Parish/Town Councillors be made to the Governance and Ethics Committee namely: Barry Dickens (co-opted non-voting Parish Councillor) and Jane Langford (co-opted non-voting Parish Councillor). That two substitute non-voting co-opted Parish/Town Councillors be appointed to the Governance and Ethics Committee.**
- **That the appointment of two non-voting co-opted Parish/Town Councillors is made to the Governance and Ethics Committee's Advisory Panel namely Tony Renouf and another. That two substitute non-voting co-opted Parish/Town Councillors be appointed to the Governance and Ethics Committee's Advisory Panel.**
- **To re-appoint three Independent Persons namely Lindsey Appleton, James Rees and Mike Wall.**

9. Health and Wellbeing Board

- 9.1 The Health and Wellbeing Board is a Sub-Committee of the Executive as set out in the Health and Social Care Act 2012. A number of regulations linked to Committees have been disapplied in relation to this Committee such as the proportionality rules and rules pertaining to voting. The membership of the Board will be as follows:

- Leader of the Council or other appropriate elected Member
- Portfolio Holder with responsibility for Health and Wellbeing
- Berkshire West Clinical Commissioning Group (x2)
- Strategic Director of Public Health or Assistant Director of Public Health
- Director of Community Services (role covers Children's Services and Adult Social Services)
- Local Healthwatch Representative
- Representative from the Voluntary and Community Sector
- Portfolio Holder with responsibility for Children and Young People
- Portfolio Holder with responsibility for Adult Social Care
- Portfolio Holder with responsibility for Partnerships
- Shadow Portfolio Holder(s) with responsibility for Health and Wellbeing
- NHS England Local Area Team

- Representative for Royal Berkshire Fire and Rescue Service
- Representative for Thames Valley Police
- Representative from the Housing Sector
- Representative(s) for employers
- Representative for Berkshire Healthcare Foundation Trust
- Representative for Royal Berkshire NHS Foundation Trust

** Subject to any changes made to the Portfolio Holders by the Leader at the Council meeting.*

9.2 Each of the Board Members have nominated a named substitute as set out in Appendix C.

Recommendation 13

- **To note the membership of the Health and Wellbeing Board as set out in paragraph 9.1.**

Background Papers:

- The Local Government and Housing Act 1989
- Local Government (Committees and Political Groups) Regulations 1990
- Local Authorities (Functions and Responsibilities) (England) Regulations 2000
- The Localism Act 2011
- The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015

Subject to Call-In:

Yes: ☐ No: ☒

The item is due to be referred to Council for final approval



Wards affected:

All

Strategic Aims and Priorities Supported:

The proposals will help achieve the following Council Strategy aim:

☒ **MEC – Become an even more effective Council**

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

☒ **MEC1 – Become an even more effective Council**

The proposals contained in this report will help to achieve the above Council Strategy aim and priority by ensuring the Council's Governance structure is adequately resourced.

Officer details:

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Job Title: Democratic and Electoral Services Manager
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Appendix E – 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

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Appointments to Outside Bodies

Committee considering report: Council on 21 May 2019

Portfolio Member: Leader of the Council

Report Author: Jo Reeves

Forward Plan Ref: C3685

1. Purpose of the Report

1.1 To consider West Berkshire Council nominations to the following outside bodies:

- Royal Berkshire Fire Authority
- Thames Valley Police and Crime Panel
- Local Government Association General Assembly

2. Recommendation

2.1 To agree the appointment of representatives on the following outside bodies:

- Royal Berkshire Fire Authority
- Thames Valley Police and Crime Panel
- Local Government Association General Assembly

3. Implications

- 3.1 **Financial:** West Berkshire Council Members are not paid to attend Outside Body meetings but any costs associated with meeting attendance will be met from within existing Members Allowances budget, where the Outside Body does not pay these costs.
- 3.2 **Policy:** Appointments will be made in accordance with Part 13 Appendix J (Protocol for Council Representation on Outside Bodies) of the Council's Constitution.
- 3.3 **Personnel:** None.
- 3.4 **Legal:** None.
- 3.5 **Risk Management:** None.
- 3.6 **Property:** None.
- 3.7 **Other:** None.

4. Other options considered

4.1 Not to appoint representatives.

5. Introduction/Background

- 5.1 The Council is required to appoint representatives to a range of Outside Bodies. The majority of these appointments will be made via an Individual Decision in June 2019 and these appointments will be aligned to the Council's electoral cycle.
- 5.2 Nominations to the three Outside Bodies, Royal Berkshire Health Authority, Thames Valley Police and Crime Panel and Local Government Association General Assembly are required annually. Appointments will be made in accordance with Appendix J to Part 13 of the Constitution (Protocol for Council Representatives on Outside Bodies).

6. Royal Berkshire Fire Authority

- 6.1 Members are responsible for setting the Fire and Rescue Service operating budget and determining how the service is run. Meetings of the Royal Berkshire Fire Authority take place in the evenings, on a quarterly basis, at the authority's Headquarters in Calcot, Reading. It should be noted that a Member appointed to the Fire Authority is expected to attend all Fire Authority meetings and to serve on at least one committee or working party.
- 6.2 Appointments to the Royal Berkshire Fire Authority are made on a proportionality basis based on the electoral roll. The Royal Berkshire Fire and Rescue Service have informed the Council that they require four Member appointments from West Berkshire Council. Under the Local Government and Housing Act 1989 the Council is required to allocate seats on the Fire Authority reflecting the political balance of the whole Council.

7. Thames Valley Police and Crime Panel

- 7.1 The Panel comprises 18 elected members (one from each Authority) and 2 co-optees. Appointments of elected Members to the Panel are made in accordance with each Authority's own procedures, with a view to ensuring that the 'balanced appointment objective' is met, so far as is reasonable practicable.
- 7.2 The balanced appointment objective requires that the Panel should (when taken together):
- Represent all parts of the police area;
 - Represent the political make-up of the Authorities;
 - Have the skills, knowledge and experience necessary for the Panel to discharge its functions effectively.
- 7.3 A Member shall be appointed annually to the Panel to hold office matching the Municipal Year, subject to the following provisos that he/she:

Shall cease to be a Member of the Panel if he/she ceases to be a member of:

- The Authority;
- The political group in the Authority when the appointment to hold office was made.

8. Local Government Association General Assembly

- 8.1 The Local Government Association is a politically-led, cross-party organisation that works on behalf of councils to ensure that local government has a voice with national government. It aims to influence and set the political agenda on issues relevant to councils in order to deliver local solutions.
- 8.2 The General Assembly acts as the 'parliament' of local government, with all authorities in LGA membership entitled to have a minimum of one representative. It meets each summer at the LGA's Annual Conference. Membership is reviewed annually.
- 8.3 Four places are available to West Berkshire Council, although only two nominations have been made recently.

9. Proposals

- 9.1 That the Council appoints representatives to the organisations set out in the paragraphs above.

Background Papers:

Appendix J to Part 13 of the Constitution (Protocol for Council Representatives on Outside Bodies).

Subject to Call-In:

Yes: ☐ No: ☒

The item is due to be referred to Council for final approval



Wards affected:

All

Strategic Aims and Priorities Supported:

The proposals will help achieve the following Council Strategy aims

- ☒ **BEC – Better educated communities**
- ☒ **SLE – A stronger local economy**
- ☒ **P&S – Protect and support those who need it**
- ☒ **HQL – Maintain a high quality of life within our communities**
- ☒ **MEC – Become an even more effective Council**

Officer details:

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West Berkshire Council Strategy 2019 - 2023 Consultation Feedback

Committee considering report:	Council on 21 May 2019
Portfolio Member:	Leader of the Council
Report Author:	Catalin Bogos - Performance and Risk Manager
Forward Plan Ref:	C3618

1. Purpose of the Report

- 1.1 To inform Members of the feedback received from the consultation on the Draft Council Strategy 2019 – 2023 and to request that the Strategy amended in response to the consultation feedback is adopted.

2. Recommendations

- (1) To note the feedback received to the draft Council Strategy.
- (2) In response to the feedback received:
- (a) To develop a "Delivery Plan" to support the Council Strategy 2019 – 2023.
- (b) To approve a number of textual changes to aid clarity and a small number of format changes.
- (3) That Council, at its annual meeting, be requested to adopt the West Berkshire Council Strategy for 2019 – 2023 (see Appendix C) subject to the changes identified within this report.

3. Implications

- 3.1 **Financial:** The MTFS will be fully aligned with the new Council Strategy.
- 3.2 **Policy:** The Council Strategy is part of the Council's approved Policy Framework.
- 3.3 **Personnel:** None.
- 3.4 **Legal:** None.
- 3.5 **Risk Management:** None.
- 3.6 **Property:** None.
- 3.7 **Other:** There are no other implications associated with this report.

4. Other options considered

4.1 None.

Executive Summary

5. Introduction / Background

- 5.1 The Council Strategy 2019 - 2023 sets out what the Council aims to achieve as priority areas for improvement over the next four years and highlights the commitments planned for each priority.
- 5.2 The previous Council Strategy expired on 31 March 2019.
- 5.3 Comments were invited on the draft Council Strategy 2019 - 2023 between 11th February and 24th March 2019. Comments were able to be submitted by the public or organisations via an online survey or through paper copies. The consultation was published on the Council's website, Twitter feed, Facebook page and media releases were sent to the local media. Key target groups, organisations and stakeholders were also contacted directly by email and encouraged to comment.

6. Overview

- 6.1 A total of 156 responses were received in response to the consultation exercise. These can be summarised as follows (multiple options selection was allowed):
 - (i) 150 (96.8%) from residents of West Berkshire;
 - (ii) 14 (9.0%) from West Berkshire Business owners,
 - (iii) 14 (9.0%) from employees of a West Berkshire Business
 - (iv) The remaining responses were from the West Berkshire Council employees (4.3%), Town and Parish Councillors (4.3%), District Councillors (Shaw-cum-Donnington, Enborne) (1%), partner organisations (1.4%), West Berkshire Council service providers (2.9%), other (Pangbourne and Whitchurch Sustainability group (PAWS), West Berkshire Green Exchange, West Berks Climate Action Network, Archaeology service, Scout Group, Thatcham Flood Forum, NAG.NHW).
- 6.2 Section 149 of the Equality Act 2010 sets out the public sector equality duty which, in the exercise of its functions, includes the requirement to have due regard to eliminate discrimination, to advance equal opportunity and foster good relations. As a result it was decided to offer an opportunity for respondents to provide information on their equalities characteristics.
- 6.3 The age groups 35-44, 45-54 and 55-64 had the highest proportion of respondents (21% - 28%). A total of 91% of the people that responded were from a White ethnic background. Of the total respondents: more females responded to the consultation and 2.1% selected 'Other' for their gender; 8.5% of total respondents consider themselves to have a disability and 6.4% were the primary carer for an elderly or disabled person. Between 61.4% and 63.4% of respondents did not respond to some of the equalities questions.

7. Themes resulting from the qualitative analysis of the responses to the consultation

- 7.1 A number of distinct themes have resulted from the qualitative analysis of the 156 responses received as part of the consultation activity.

- 7.2 The themes are listed starting with the one that included the highest number of comments/responses.

Theme 1: Clarity about the reassurance provided that the Council will continue to deliver the statutory functions

- 7.3 There was wide support (119 of 153 respondents) about the clarity of the message that in addition to the areas the Council Strategy propose to focus on (Priorities for Improvement), the Council will continue to deliver the statutory functions.

- 7.4 Some of the 34 respondents that disagreed went on to explain their answers by:

- (a) Indicating that some areas should be prioritised (e.g. social mobility and greater skills for employment, reduce cut backs, efficiencies whilst providing better services, maintenance of minor roads) –

Response: these are being addressed in the themes below.

- (b) Saying that in some areas the strategy was vague/not specific enough, jargon is used –

Response: these are being addressed in the themes below.

- (c) The Strategy should better reflect the financial challenges faced by the Council and highlight that only statutory services will be delivered. –

Response: these are being addressed in the themes below.

- (d) Suggesting the Strategy should acknowledge and address the conflicting nature of resolving the housing need versus traffic congestion, poor air quality and green space usage –

Response: the Council Strategy clearly identifies the challenge to strike the right balance between infrastructure developments and protecting and enhancing our environment. The commitments also focus on sustainable solutions and protecting the environment.

Theme 2: Positive feedback on the proposed priorities and commitments

- 7.5 56 of the 126 responses that rated the priorities, 'Agreed' or 'Strongly Agreed' with ALL six priorities for improvement. Individual priorities scored between 108 positive responses for 'Ensure vulnerable people achieve better outcomes' to 84 for 'Develop local infrastructure...' priority.
- 7.6 Comments included: 'All these areas are of importance', 'These are all equally important', 'These are all crucial to a balanced success for the WBC community', 'They are all very worthwhile goals and should rightly be the priority', 'Seems a reasonable structure for the future'.

Theme 3: Climate change/Climate emergency/CO2 reduction/Air pollution

- 7.7 21 of the 156 respondents made reference to climate change, CO2 and air pollution in their comments. These comments covered a broad range and included suggestions or questions about the Council's plans for combating climate change, declaring a climate emergency and adopting a climate emergency mitigation plan, cutting off carbon emissions and targeting carbon zero by 2030. They also

suggested that there was a local planning requirement for higher standards in relation to sustainability and woodland planting, supporting renewable, green and decentralised energy schemes.

- 7.8 A number of organisations offered to collaborate, to provide proposals on addressing climate change locally and to run some of the projects.
- 7.9 **Response:** In 2012 the Council's Core Strategy Policy CS12 was ground breaking in requiring by 2016, all new residential development to be built to the Code for Sustainable Homes level 6 which was Zero Carbon. However, requirements at national level in 2014 determined that such standards should not be part of planning policy but, instead, building regulations.
- 7.10 The Council Strategy is prioritising 'Maintaining a green district' with commitments such as sustainable transport solutions and taking advantage of the production, storage and utilisation of green energy. The priority to 'Develop the local infrastructure' with commitments to develop an integrated infrastructure plan also help to support the priority entitled "Maintaining a green district. The subject of CO2 emissions and air pollution will be picked up once the Local plan is approved.
- 7.11 **Proposal:** It is not proposed to make any changes based on the comments received. Opportunities will be explored to engage with organisations that offered to collaborate on this topic.

Theme 4: Transport infrastructure

- 7.12 21 of 156 respondents commented on transport infrastructure. Comments included suggestions that the Council should seek to improve the transport infrastructure, to provide alternatives to travelling by car, reduce social and economic isolation in some rural areas, to build more pedestrian and cycling routes, requiring that car charging points are built into all new housing, to address traffic congestion, road safety and the maintenance of the minor roads.
- 7.13 **Response:** The annual survey on the road conditions indicates that the quality of our roads is good. However, 'Maintaining our roads', whilst not a priority for improvement, it is part of the Council Strategy as part of the core business of the Council.
- 7.14 The Strategy already acknowledges needs, such as demographic change, connectivity, reduction of traffic congestion, and improvement of the strategic road networks. These needs informed the prioritisation of infrastructure development, including transport. There is also a commitment, included in the Strategy, to develop an integrated infrastructure plan to deliver travel and transport infrastructure. These plans will assess the impact of additional pressures on the highway network from development and the use of public transport and improved cycling and walking infrastructure.

In addition, some of the actions suggested by respondents are already in place, for example, the Council's current residential parking policy requires electric charging points to be installed and we will be looking to strengthen this through the Local Plan and Local Transport Plan refresh work.

- 7.15 **Proposal:** It is not proposed to make any changes based on the comments received.

Theme 5: Priorities and commitments are too generic

- 7.16 21 of 156 respondents expressed views that the way in which the priorities and commitments were written could potentially make it difficult to measure progress towards the delivery of the Council's priorities.
- 7.17 **Response:** These comments are noted and the Strategy includes statements to give reassurance that it will be supported by more specific plans such as the Economic Development Strategy, Workforce Strategy and Housing Strategy etc. In addition, measurable objectives and targets will be included in the Council Strategy Delivery Plan. Each quarter, performance will be reported against these measures and targets as part of the quarterly performance reporting to the Executive and to the Overview and Scrutiny Management Commission (OSMC).
- 7.18 **Proposal:** To develop a "Delivery Plan" to support the Council Strategy 2019 – 2023.

Theme 6: Housing Development / Needs

- 7.19 18 of 156 respondents included comments relating to Housing. These comments varied from suggesting the inclusion of commitments to deliver specific types of housing (e.g. affordable housing, housing for single working people, 'tiny houses with affordable rent for homeless'), build more homes, brownfield development, through to views that further development and expansion is not necessary, and that infrastructure should be developed first before building more housing.
- 7.20 **Response:** Housing development is prioritised as part of the 'Development of local infrastructure...' priority for improvement. However, the Strategy makes clear reference to the Local Plan as the Council's document that sets our planning policies, determining how land is used and what will be built and where. The Strategy also includes the commitment that an Integrated Infrastructure Plan will be developed to deliver amongst others regeneration, housing and transport infrastructure.
- 7.21 **Proposal:** It is not proposed to make any changes based on the comments received.

Theme 7: Waste Management / Recycling

- 7.22 18 of the 156 respondents suggested that recycling needs to be improved and feature more in the Strategy. The improvements suggested relate to comparisons with other council areas where more items can be recycled much easier (with less sorting), achieve plastic free towns, building recycling plants, increase the number of recycling facilities and greater joint working with neighbouring authorities in order to achieve better value for money.
- 7.23 **Response:** The waste management and recycling services are not part of the commitments for improvement included under the 'Maintain a green district' priority. The services are delivered as part of a PFI (private finance initiative) with Veolia. The evidence base shows that West Berkshire is amongst the best 25% of local authorities in England for '% of household waste sent for refuse, recycling and composting' and is performing better than the national targets.

- 7.24 The Council is achieving these results by continuously sharing best practice with neighbouring authorities, adding supplementary collection services when possible (e.g. aerosols, increased size cardboard). The type of recyclable materials that any local authority can collect is determined by the demand from within the reprocessing industry (nationally and internationally). As such the Council is not able to guarantee that if collected it would be able to send such items for recycling.
- 7.25 **Proposal:** The waste management/recycling function is maintained as a core function rather than a Priority for improvement commitment. However, more specific reference is made to recycling in the wording of the Council Strategy. It should be noted that the Council's adopted Waste Strategy is to maximise recycling and composting.

Theme 8: Partnerships / Participation / Empowering residents

- 7.26 15 of the 156 respondents made comments about creating opportunities for working with other organisations in the District, increasing participation and empowering residents so 'it is not all about what the Council will do for them but what can be done together'. Partnership working with police, education and health services, working with other local authorities, with churches and faith organisations, to foster local communities etc were also suggested.
- 7.27 **Response:** The Council has already a strong partnership working approach. The Council is part of a number of partnerships including the Health and Well-Being Partnership, Building Communities Together Partnership, Shared services with other local authorities such as Public Protection Partnership, co-location of Police and Council officers within the Building Communities Together team, partnerships with Town and Parish Councils and also with local volunteers to deliver services such as the library service.
- 7.28 We are confident that the commitments included in the strategy to 'Help people to help themselves and others' and 'Expand our work with partner organisations and communities to improve services for local residents' are addressing the points highlighted as part of the feedback to the consultation.
- 7.29 **Proposal:** It is suggested the text of the Council Strategy be amended to strengthen the Council's approach of working with other public sector organisations, and the voluntary and community sector.

Theme 9: Stop cuts / More efficient working

- 7.30 10 of the 156 responses included comments about stopping the budget cuts to vital services and the need to streamline the Council to provide better services, at reduced costs. Other comments suggested that the Council should make more use of its assets, to consider stopping the increase in spending on vulnerable people whilst decreasing services for everyone else and being a lot clearer that the Council is only able to provide its statutory services.
- 7.31 A small number of respondents also questioned if the commitments in the strategy were properly funded or at risk of budget cuts and did not support the Council taking risks to invest in commercial property in order to generate income.
- 7.32 **Response:** The commitments in the new Strategy focus on further partnership working and generating income. The Strategy has not made reference to initiatives

such as the New Ways of Working service reviews programme or the Financial Challenge Reviews, all of which are approaches which will be continued going forward. In terms of savings delivered over the last few years the approach of the Council was to protect front line services and managed to achieve 70% of savings through efficiencies, transformation and income generation.

- 7.33 **Proposal:** Amendments are included in the text of the Strategy to make it clearer and to highlight that the savings of £60 million over the last nine years have been achieved as a result of becoming more efficient (38% of total savings), 20% as a result of transformation activities and 12% as a result of income generation. In addition, the focus to ensure that statutory services are appropriately delivered is better reflected.

Theme 10: Respondents commented on the numerical order of the Priorities for improvement in the Strategy

- 7.34 10 of the 156 respondents commented on the order of priorities suggesting changes to start with the ones they believe more important.
- 7.35 **Response:** It was not intended to prioritise the priorities for improvement. The association of numbers with the title of the priorities was used only for making it easier to reference them. The approach of the Council Strategy is to highlight interdependent priorities for improvement.
- 7.36 **Proposal:** Numeric labels are removed from the framework diagram. The identified priorities are all equally important.

Theme 11: Economic Development

- 7.37 9 of 156 respondents made comments about economic development. These comments ranged from suggesting that the Council should not be involved in economic development and that businesses should take care of themselves through to there being no need to grow the economy. Other comments remarked on the need to focus on SMEs, retain a high street sector, build skills needed by local businesses and facilitate alternative transport solutions to cars into Newbury through to providing some free car parking.
- 7.38 **Response:** The commitments in the Council Strategy already cover the points received in response to the consultation. They will ensure that there is a focus on helping all types of businesses from new start-ups to existing businesses (including SMEs and high street businesses). They also include an approach to provide incentives to enable businesses to grow.
- 7.39 The priority 'Supporting businesses in West Berkshire' is linked with the one on 'Infrastructure' which aims to ensure the right balance is achieved between development (including economic growth) and the protection of the District's environment. It is also linked with the one on 'Supporting everyone to reach their potential' which includes a commitment to 'Support everyone on their learning journeys to achieve their best' and relates to our efforts to improve some of the areas that negatively impact on West Berkshire's relative position to other local authorities on social mobility.

- 7.40 There is another direct link between this priority and the commitment to deliver an integrated infrastructure plan of which key elements are the transport and travel developments.
- 7.41 **Proposal:** It is not proposed to make any changes based on the comments received.

Theme 12: Sport, Leisure and Culture

- 7.42 9 of 156 respondents mentioned sport, leisure, culture in their response. These comments suggest that sport, leisure or cultural activities have a positive impact on some of the areas prioritised for improvement.
- 7.43 **Response:** The Strategy includes a number of commitments that reflect the majority of the points highlighted as part of the consultation. It includes a commitment to 'Enhance the arts, culture and leisure offering in the District' but also commitments to 'Improve health and well-being' and to 'Expand our work with partner organisations'.
- 7.44 **Proposal:** It is not proposed to make any changes based on the comments received.

8. Formatting and wording suggestions

- 8.1 A number of suggestions have been received on the format of the Strategy and wording and, where appropriate some changes have been made to make the document clearer. Appendix C incorporates all these suggested amendments.

9. Equalities Impact Assessment Outcomes

- 9.1 This paper reports on the feedback received to a consultation activity. Respondents have been offered the opportunity to provide information on their equalities characteristics.

10. Conclusions

- 10.1 A good level of response was received to the consultation on the Draft Council Strategy 2019 - 2023 from individuals and on behalf of organisations. A high level summary of these comments has been provided within this report.
- 10.2 Based on the analysis of the feedback received no substantial changes are suggested and more clarity is included to highlight the fact that the strategy details the priorities for further improvement.

11. Appendices

- 11.1 Appendix A – Data Protection Impact Assessment
- 11.2 Appendix B – Equalities Impact Assessment
- 11.3 Appendix C – Council Strategy 2019 - 2023

Appendix A

Data Protection Impact Assessment – Stage One

The General Data Protection Regulations require a Data Protection Impact Assessment (DPIA) for certain projects that have a significant impact on the rights of data subjects.

Should you require additional guidance in completing this assessment, please refer to the Information Management Officer via dp@westberks.gov.uk

Directorate:	Resources
Service:	Strategic Support
Team:	Performance, Research and Risk
Lead Officer:	Catalin Bogos
Title of Project/System:	n/a
Date of Assessment:	29/03/2019

Do you need to do a Data Protection Impact Assessment (DPIA)?

	Yes	No
<p>Will you be processing SENSITIVE or “special category” personal data?</p> <p><i>Note – sensitive personal data is described as “data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation”</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will you be processing data on a large scale?</p> <p><i>Note – Large scale might apply to the number of individuals affected OR the volume of data you are processing OR both</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will your project or system have a “social media” dimension?</p> <p><i>Note – will it have an interactive element which allows users to communicate directly with one another?</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will any decisions be automated?</p> <p><i>Note – does your system or process involve circumstances where an individual’s input is “scored” or assessed without intervention/review/checking by a human being? Will there be any “profiling” of data subjects?</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will your project/system involve CCTV or monitoring of an area accessible to the public?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will you be using the data you collect to match or cross-reference against another existing set of data?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will you be using any novel, or technologically advanced systems or processes?</p> <p><i>Note – this could include biometrics, “internet of things” connectivity or anything that is currently not widely utilised</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you answer “Yes” to any of the above, you will probably need to complete [Data Protection Impact Assessment - Stage Two](#). If you are unsure, please consult with the Information Management Officer before proceeding.

Appendix B

Equality Impact Assessment – Stage One

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

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

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

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

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

What is the proposed decision that you are asking the Executive to make:	To adopt the Council Strategy 2019 -2023 as amended following public consultation.
Summary of relevant legislation:	n/a
Does the proposed decision conflict with any of the Council's key strategy priorities?	This Strategy sets the priorities for improvement for the Council for 2019 – 2023.
Name of assessor:	Catalin Bogos
Date of assessment:	29/03/2019

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

1 What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
Aims:	The feedback from public consultation is appropriately reflected in the Council Strategy.
Objectives:	The Strategy informs the work of the Council's services ensuring strategic prioritisation.
Outcomes:	The Strategy is adopted by Full Council in May 2019 in order to achieve improvements relating to six priorities for improvement and to deliver the core business of the Council.
Benefits:	The Council Strategy sets the strategic direction for Council services and brings clarity to local residents and partner organisations of the Council's focus over the next four years.

2 Note which groups may be affected by the proposed decision. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this. (Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)
--

Group Affected	What might be the effect?	Information to support this
Age		
Disability		
Gender Reassignment		
Marriage and Civil Partnership		
Pregnancy and Maternity		
Race		
Religion or Belief		
Sex		
Sexual Orientation		
Further Comments relating to the item:		
The new Council Strategy is setting the strategic direction for the next four years with expected improvements on a number of prioritised areas. Changes in policy impacting on groups of population with protected characteristics will involve specific Equality Impact Assessments.		

3 Result	
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	No
Please provide an explanation for your answer: The strategy sets the priorities for improvement, any changes in policy will include specific Equality Impact Assessments.	
Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?	No
Please provide an explanation for your answer: The aim of the new strategy is to deliver better outcomes for people living and working in West Berkshire.	

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

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

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

Name: Catalin Bogos

Date: 29/03/2019

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

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Council Strategy 2019 – 2023

Building on our strengths



WestBerkshire
C O U N C I L

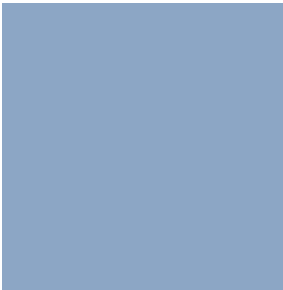
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Priorities for Improvement	
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Foreword



Nick Carter
Chief Executive



TBC
Leader of the Council

Welcome to the new Council Strategy 2019 to 2023. The message which runs throughout this document and reflects all we want to achieve is ‘Building on Our Strengths’. In the Strategy we focus on the improvements the Council is prioritising in the next four years and on our longer-term journey to 2036.

This journey is set out in the new West Berkshire Vision 2036 – a shared vision for the future, which was developed by the partners of the Health and Wellbeing Board. It is an ambition for the entire District rather than for a specific organisation, seeking to address local challenges and make the most of the future opportunities that exist within West Berkshire.

The purpose of this Strategy is to support that Vision and to set out six important areas that we want to improve between now and 2023. Just as importantly, it reaffirms our commitment to continue delivering the core services that you value so much; services such as emptying bins and recycling, repairing potholes and looking after vulnerable children and adults.

The Strategy builds on our District’s strengths: an affluent area, with a good economy, good transport and communication infrastructure, and great countryside. It builds on our past achievements which include positive inspections of our social care, education services and schools, and significant improvements to local infrastructure

(such as access to superfast broadband, better junctions and roads, and flood prevention and alleviation schemes). Working more closely with our communities will help make sure that our residents continue to receive the services that they need and value.

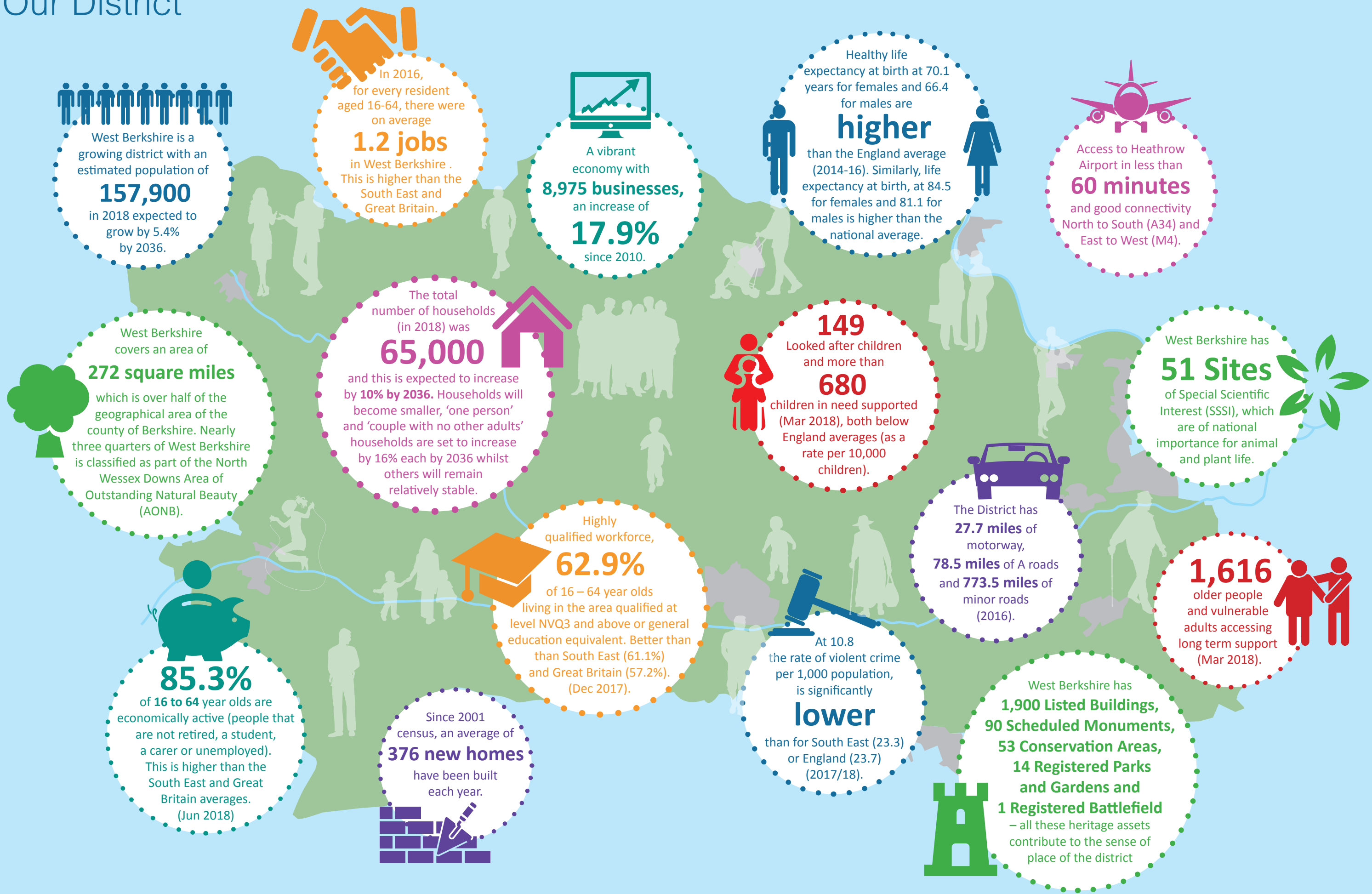
The identification of the six priorities has been informed by an analysis of future trends, by looking at where we are today and the aspirations and ambitions of our local communities. It also reflects the ongoing challenges faced by the public sector in terms of how local authorities are funded and an increasing level of need for a number of our services, most notably social care. New opportunities, such as new technologies, regional and national infrastructure projects, are also reflected in the Strategy. The District also has a significant need for more housing. Over the coming years we will seek to work with partners to deliver the right number and mix of housing.

The priorities for improvement are interwoven and cannot be delivered in isolation. In order to illustrate this and the links with the aspirations from the Vision 2036, we have grouped them into four themes: Protected and cared for, Open for business, Great place, and Sustainable and innovative together.

The themes, priorities for improvement and commitments in this Strategy will be reflected in the Council’s Medium Term Financial Strategy and will be supported by more specific plans such as the Economic Development Strategy, Workforce Strategy and Housing Strategy. Each service of the Council will produce an annual service plan detailing objectives and targets against which progress will be reported publicly on a quarterly basis.

The Strategy includes our organisation’s overarching values as our guiding principles on how we will provide the improvements. These are as important as the priorities for improvement, to ensure we continue to work together to make West Berkshire an even greater place in which to live, work and learn.

Our District



Continuing from the previous strategy

- Key achievements

Thinking about what we want to improve over the next four years, we have reflected on what we achieved through our last Council Strategy, which covered 2015-19. Grouped by Aim, these are:



Better educated communities

- 75.8% of five year olds achieved a Good Level of Development against the Early Years Foundation Stage Profile, putting West Berkshire in the top 10% nationally.
- Over 93% of schools in West Berkshire are rated 'Good' or 'Outstanding' by Ofsted.
- Strong results about the support for children that have Special Educational Needs (SEN) and/or Disabilities are evidenced by the Ofsted and Care Quality Commission's inspection.
- Over 92% of those that applied for a primary or secondary school place - were offered their first choice.
- In the top 10% in England for primary school attendance (Mar 2018).
- Building projects at Little Heath School (sixth form block) and John Rankin Infant and Junior Schools (expansion) were completed. The building of a new school at Highwood Copse was started, and is due to open in September 2020.



A stronger local economy

- The Market Street Regeneration Scheme, which aims to deliver new homes and improve the gateway to Newbury, has begun.
- 94% (69,180) of premises in West Berkshire can receive Superfast Broadband (Sep 2018).
- The Tull Way Flood Alleviation Scheme and the A339/London Road Industrial Estate junction



Protect and support those who need it

- Children and Family Services improved and achieve a rating of 'Good' at the Ofsted inspection in May 2017.
- Five of the six adult social care services managed by the Council were rated 'Good' regarding safeguarding by the Care Quality Commission (Mar 2018).
- More than 2,000 children have received emotional health support from the Emotional Health Academy since it began in 2016.
- Reduced our reliance on agency workers in Children and Family Services from 29.7% of posts in March 2016 to 12.3% in September 2018.



Maintain a high quality of life within our communities

- The new multi-agency Building Communities Together team conducted community conversations across the district. This helped communities to identify local issues and co-design solutions to address them (e.g. support for families with children with autism, reduction in anti-social behaviour).
- Launched the new Community Solutions Fund with Greenham Common Trust, making £400,000 available to local communities, which they can invest in projects to help them become more sustainable.
- Developed the West Berkshire Vision 2036 with the Health and Wellbeing Board, setting the aspirations for the District's future.
- Agreed devolution deals with town and parish councils to increase sustainability of local services. This included the transfer of Hungerford Library to Hungerford Town Council, and playgrounds and open spaces to Thatcham Town Council.



Become an even more effective council

- Invested £39m in commercial property. We will continue to invest up to £100m, expecting to generate a profit of £2m per year starting 2021/22. This profit will be used to support local services.
- Launched the West Berkshire Lottery to support the local voluntary and community sector.
- Started a three-year programme of reviewing what we do to identify new ways of delivering each of our services to ensure better outcomes for service beneficiaries.
- The Public Protection Partnership started in 2017, sharing Environmental Health & Licensing and Trading Standards services with Bracknell Forest and Wokingham Councils.

Building on our strengths – strategic framework

In determining which areas to focus on, and prioritise for improvement over the next four years, we have analysed our district's profile, our achievements against our previous Council Strategy, and the needs of our residents. We have also considered the long term aspirations identified in the West Berkshire Vision 2036, and aligned our six new **priorities for improvement** (priorities) to them. We have also listened to the feedback we have received from our residents across a range of consultation exercises.

We have identified our priorities by considering the areas in which we either compare less favourably nationally or with other similar local authorities, or where we need to continue to do well in order to maximise the outcomes for our residents and businesses.

Our priorities are grouped into four broad **themes** in order to illustrate their interdependence and the links to the West Berkshire Vision 2036. It is our aim to ensure our complex and wide ranging services adopt a collaborative approach to working to achieve these improvements.

In addition to the priorities, a key component of our Council Strategy relates to the delivery of our **core business**. These are the services that we are legally required to provide, of which there are more than 700 and include:

- Protecting our children.
- Maintaining our roads.
- Collecting your bins and keeping the streets clean.
- Providing benefits.
- Collecting Council Tax and business rates.
- Ensuring the wellbeing of older people and vulnerable adults.
- Planning and housing.

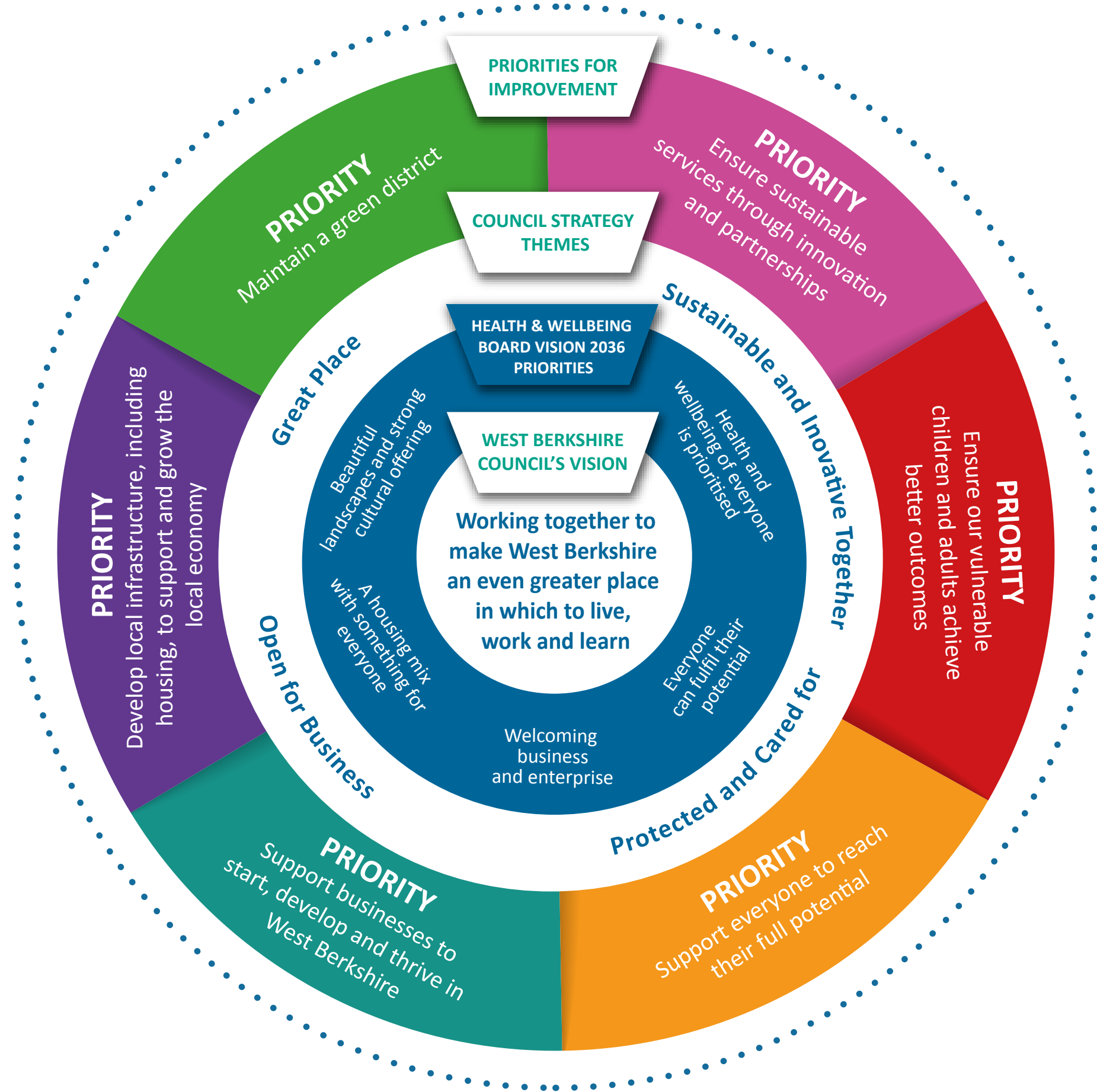
As illustrated by our achievements section, many of these services are delivered at a very high standard and this will remain unchanged going forward.

The way we do things is as important as what we do, and as such, our elected members, managers and employees have reviewed **our overarching values** and selected three new ones that reflect our current culture and behaviour:

- Integrity
- Customer focused
- Fairness

The diagram on the next page illustrates the Strategy's framework, and subsequent sections provide the details for each priority including the needs (what we know) and commitments (what we will do).





Core Business 2019 - 2023

The Council provides over 700 mandatory, core services which it believes are essential for the communities of West Berkshire. These include:

- Protecting our children
- Maintaining our roads
- Collecting your bins, recycling and keeping the streets clean
- Providing benefits
- Collecting Council Tax and business rates
- Ensuring the wellbeing of older people and vulnerable adults
- Planning and housing

Overarching Values

Integrity

‘we act with integrity ensuring all decisions are lawful, transparent and impartial’

Customer focused

‘we listen to our customers and do our best for them’

Fairness

‘we will always treat everyone fairly’

Ensure our vulnerable children and adults achieve better outcomes

What this means

The Council has specific statutory duties to provide safeguarding and care to vulnerable children and adults. Over the last few years good progress has been made to improve our services. We have achieved an Ofsted rating of 'Good' for our Children and Family Service, and five out of six Adult Social Care services have been rated 'Good' or better by the Care Quality Commission. We are also on track to ensure the remaining service achieves this too.

Good quality services should translate into good outcomes for the people they serve. We are

constantly monitoring these outcomes to identify and address the ones that are not at the levels we would like or expect. The focus of this priority is to improve outcomes such as:

- Keeping children and young people safe from abuse and neglect through early intervention.
- Helping our looked after children and other vulnerable children to reach their potential.
- Ensuring high quality services are provided by us or by service providers commissioned by us to our vulnerable adults and older people.

What we know

In terms of vulnerable children and young people, there are a number of areas that we aim to focus on, namely:

- Reduce the rate of repeat referrals to Children and Family Services.
- Reduce the rate of children that had a repeat Child Protection Plan.
- Improve outcomes for looked after children relating to offending, substance misuses, education attainment and placement at distance from home.
- Increase the proportion of care leavers in suitable accommodation.

For our vulnerable adults and older people we need to do more in terms of:

- Reviews of Adult Social Care service users cases completed in a timely manner.
- Adult Social Care service users' achievement of full independence following discharge from hospital.
- Adult Social Care service users' perception of feeling safer and more secure after receiving services.

The levels of need on a range of Council social care services are increasing, particularly in relation to the number of children with Child Protection Plans and the number Adult Social Care long-term care packages.

New and emerging risks associated with these services will continued to be monitored and addressed in order to protect vulnerable children and adults.



What we will do

In delivering this priority for improvement, we are committing to:

1. Support children, young people and vulnerable adults at an earlier stage, ensuring they are safe through prevention and early intervention services.
2. Improve outcomes for our looked after children and other vulnerable children and adults.
3. Ensure better outcomes for social care users and improved satisfaction.
4. Safeguard against new and emerging risks.
5. Support more vulnerable young adults into employment.

Support everyone to reach their full potential

What this means

West Berkshire is an affluent part of the country and the majority of our residents enjoy long and healthy lives, lower mortality rates from preventable causes and most children are better prepared for school at the end of reception year, when compared to regional or national averages. We are one of the least deprived areas, nationally.

However, there are parts of the District that are not doing as well as we would like. This priority is therefore about identifying and addressing barriers that create such gaps in education, health and wellbeing particularly for children and their families.

It is also about engaging with geographical communities, or communities of need, to identify causes and solutions to issues that prevent them from achieving their full potential.

What we know

There are a number of areas where some places in West Berkshire do not do as well as the rest of the District. Some small geographical areas in Greenham and Thatcham North are amongst the most deprived in the country in terms of crime, education and income. There is also significant variation amongst geographical areas in terms of life expectancy and mortality from preventable causes. Residents living in the more deprived wards are expected to live approximately 10 years less than those in the least deprived ones.

There are a number of areas where more needs to be done to achieve a better relative position when compared with similar local authorities or nationally. These include: nursery providers' Ofsted ratings, educational attainment of pupils on Free School Meals and house prices compared to average salary.



In addition, unhealthy behaviours such as inactivity, smoking and poor diet are responsible for the greatest burden of ill-health and early death across West Berkshire. These risk factors are also not distributed equally across our population with unhealthy lifestyles more common amongst more deprived socio-economic groups.

We know that one of our many strengths is our relationship with our various communities. We therefore propose to collaborate more with our town and parish councils, the voluntary and community sector, and with communities and residents in order to identify and address local issues.

What we will do

In delivering this priority for improvement, we are committing to:

1. Support everyone on their learning journey to achieve their best.
2. Improve the health and wellbeing of our residents through appropriate interventions and policies.
3. Help people to help themselves and others.





What this means

West Berkshire has a strong economy and is part of the Thames Valley economic 'power house'. The District has a vibrant business sector, with a growing number of businesses. As a result, it compares favourably nationally in terms of unemployment, the proportion of workless households and gross weekly pay. It also has a skilled and creative workforce.

The social and economic benefits of a strong business sector are further enhanced by the Government's commitment to give local authorities greater control over the resources they raise locally, for the benefit of local people.

West Berkshire was part of the business rates retention pilot scheme in 2018/19 which will continue for 2019/20.

Even though our business sector is in a strong position, both regionally and nationally, we are prioritising this area for further improvement given its significance for local residents, the services we provide, and the increasing national competition to attract and grow businesses. It will also help to ensure we make the most of any opportunities that might arise from the UK's relationship with the European Union and countries around the World.

What we know

In West Berkshire there were approximately 5,700 properties registered for business rates (September 2018), after a 4.4% net increase compared to last year. In a competitive regional and national environment all such businesses, especially the new ones, need the best support to start and flourish.



With low unemployment rates, and the number of jobs in the area higher than the resident working population, West Berkshire is attractive to people looking for work across the South East. This is helped by a good digital and transport infrastructure.

The District has one of the best rural broadband speeds in the country according to ThinkBroadband. In addition, Newbury has been identified as the town with the best 'Digital Influence Index' in the UK (May 2018). This means our businesses are good at maintaining an online presence and therefore more likely to be discovered by online customers, which may translate into increased physical footfall and sales. TechNation's report rated Newbury as the top 'tech town' in the UK (2018).

Whilst the District offers excellent opportunities for businesses, the Council needs to do even more to support start-ups and business growth. This is because the needs of our residents are better met by a strong economic sector, which will be enhanced by virtue of the Council piloting the Business Rates Retention Scheme. This will mean that the Council will be better able to continue to support the services that matter most to our local residents. In addition, the Council has a significant impact on the local economy as one of the main employers in the District, through its regulatory

and planning functions and as an operator or commissioner of key local services, such as leisure, waste collection and infrastructure maintenance and development.

Given the uncertain and evolving international business environment as a result of the 2016 referendum decision to leave the European Union, there is a clear need to ensure that the Council enables local businesses to maximise the opportunities expected from the UK developing new international trade relationships.

What we will do

In delivering this priority for improvement, we are committing to:

1. Improve the help and guidance for start-ups and existing small businesses to grow, including by facilitating access to business incubators, or similar resources/initiatives.
2. Ensure our planning policies enable start-up and growth of businesses in the District.
3. Provide incentives and opportunities to enable businesses to grow.





Develop local infrastructure, including housing, to support and grow the local economy

What this means

Following on from the previous Council Strategy, we will continue the development of our local physical and digital infrastructure.

Physical infrastructure includes:

- Key regeneration schemes, such as the London Road, the Market Street and the Sterling Cables developments that will be progressed during the lifetime of this Strategy.
- Flood prevention and alleviation schemes, for example Lambourn West, Grazeley Green, Stanford Dingley, East Thatcham and North Thatcham.
- Travel and transport infrastructure, such as enhancements to the Newbury railway station.

This priority also includes a commitment to address housing needs. This will combine a number of actions which will facilitate the building of the right size, type and number of homes needed by our residents and will support an increase of the affordability of housing in the District.

The digital infrastructure development will build on the District's excellent connectivity to Superfast Broadband, and create opportunities for West Berkshire to benefit from the latest technological advances. This work will see us as part of the 'Smart City Cluster' project, which is funded by the Thames Valley Local Enterprise Partnership. This project will see investments in smart technology and in infrastructure to support the "Internet of Things".

Such infrastructure will allow devices to connect, interact and exchange information, and help to improve areas such as transport, energy management, assisted living and the environment. As a result, information as an asset becomes even more important and we will look to improve how we use it.

What we know

The main need is about continuing the developments of the District's infrastructure to address local residents and businesses' needs in terms of key redevelopments, housing, transport, travel and digital infrastructure.

The demographic change needs to be managed in terms of how our communities will develop. Our Local Plan to 2026, which sets our planning policies, determines how land is used and what will be built and where, is currently being reviewed to cover the period up to 2036. Whilst it is being finalised, the housing need suggested by the Government in November 2018 is of 551 dwellings per annum (to be reviewed in 2020) will be used as the basis of the new Local Plan. The housing need is also assessed in terms of affordability and suitability for residents, and for particular groups. This is evidenced by indicators such as the average house price to earnings ratio and the number of applicants on the Council's Housing Register.

Infrastructure needs, such as moving towards a more mobile and flexible working pattern, greater connectivity to town centres, and employment centres and a shortage of employment land will have to be addressed to attract more new businesses to West Berkshire, including companies looking to secure a location within one hour's drive of Heathrow.

The Local Transport Plan 2011-2026 highlights the needs relating to travel (to reduce congestion and improve traffic flow), access to services and facilities, and transport infrastructure (improve key junctions, roads and Newbury Railway Station).

The Council will need to ensure West Berkshire benefits from future improvements to the strategic road networks, including the development of the Cambridgeshire to Oxford express ways, and the delivery of additional capacity created by

transforming M4 J12 to J3 into a smart motorway.

Another set of needs for physical infrastructure improvements are as a result of the work done to understand the causes of the 2013/14 flooding in the District. We need to continue to implement flood prevention and alleviation schemes, over the life of the Strategy.

The digital infrastructure and information assets are another dimension to focus on. Whilst the Superfast Broadband project to ensure the District is one of the best connected places in the country is almost complete, we still need to ensure West Berkshire is future-proofed and making the most of advances in technology such as 5G networks, development of autonomous vehicles and 'Smart Cities Cluster' initiatives. We will need to develop and better use the informational assets for the benefit of local residents and the local economy.

The District's culture, sport and leisure infrastructure and activities are positively impacting health and wellbeing and, educational achievement, reducing loneliness and bringing communities together. Changes over the last few years in how such assets and activities are managed means that the Council needs to continue to build up relationships with local organisations to achieve a level of collaboration and coordination that result in financial viable services.

What we will do

In delivering this priority for improvement, we are committing to:

1. Develop an Integrated Infrastructure Plan to deliver regeneration, housing, flood prevention and alleviation schemes, and travel and transport infrastructure.
2. Further develop digital infrastructure and information assets in the District.
3. Enhance the arts, culture and leisure offering in the District.



Maintain a green district

What this means

The North Wessex Downs Area of Outstanding Natural Beauty (AONB), a landscape of the highest national importance, covers 74% of West Berkshire and makes a significant contribution to the uniqueness of the District.

We need to ensure that the protection of the District's environment and heritage remains a priority, and its high quality and diverse landscape character is maintained. Striking a balance between

the need for improvements in infrastructure, especially housing, and keeping the District as an attractive place to live, work and learn is paramount.

We will focus on protecting and enhancing our environment through pioneering technologies which contribute to reducing the impact of transport, maximising opportunities relating to green energy management solutions, using our assets better and looking at the way in which we deliver our services.

What we know

Some of the advantages of the District also present a number of associated challenges that we need to manage in relation to their impact on the environment.

The strong transport network in the District ensures excellent road and rail connections with key urban centres in southern England (London, Reading, Southampton, Portsmouth, Bristol, Oxford, and Swindon). Whilst more recently West Berkshire reached the top 10 local authorities for the number of electric vehicles in the South East, we still have one of the highest consumption rates for fuel in the region, due to the extent of our principal roads network. As a result the Council has declare two air quality management areas (one in Newbury and one in Thatcham) due to pockets of poor air quality in particular relating to nitrogen dioxide (NO₂). Levels have decreased since 2015 but further work still needs to be done. Solutions include improvements of our infrastructure for greener travel, such as cycle routes and more electric vehicle charging points, and make better use of renewable energies.



In terms of cycle routes, an example of a specific need is to achieve a suitable standard for commuters travelling at higher speeds than on a leisure route. This has been identified at regional level to improve cycling routes and connectivity between Newbury and Windsor. As part of this the link between Newbury- Thatcham – Calcot – outskirts of Reading needs to be delivered by the Council.



The International Renewable Energy Agency estimates that, as cost decline for solar and wind technologies, renewable power is an increasingly competitive way to meet new energy generation needs compared with the fossil fuel-fired power generation. There is a need in this domain for the council to develop approaches to support the green energy production, storage and utilisation in the area, whilst protecting the AONB.

What we will do

In delivering this priority for improvement, we are committing to:

1. Develop more sustainable transport solutions which protect the environment.
2. Promote and improve cycle ways in the District.
3. Develop opportunities and expertise to take advantage of the production, storage and utilisation of green energy.
4. Minimise the impact on the environment in delivering services such as the use of assistive technologies in social care.



Ensure sustainable services through innovation and partnerships

What this means

This priority focusses more on improvements in the way we deliver our services, rather than the services we provide. It covers three main aspects:

Sustainability

In an increasingly challenging financial climate, combined with an increase in demand for our services, especially in social care, we need to ensure we continue to manage our finances effectively.

Innovation

Innovation will become an even more crucial part of the way the Council manages its resources.

We will need to take advantage of new technologies which will help us to continue to deliver services in a better way.

Partnerships

Working with other public sector partner services, the voluntary and community sector, local businesses, the communities and residents of West Berkshire is at the core of our philosophy, and reflected in the Council's Vision: 'Working together to make West Berkshire an even greater place in which to live, work and learn'.

What we know

The Council is operating in an increasingly challenging financial climate and over the last nine years we have had to make savings of £60 million as a result of reduced funding from Central Government. This has only been possible by increasing the efficiency of our services (delivering 38% of total savings), reducing some of our administrative functions and transforming how we deliver services (20%), and increasing income (12%) whilst protecting, as far as possible, the services (particularly the statutory services) provided to local residents.

The Council's resources have been put under further pressure by the increasing levels of need for our services, particularly in social care.

Almost half of the Council's budget is spent on social care services so any increase in demand in this area will have significant financial consequences for the Council.

Linked to managing demand, we are reviewing our services and processes in order to identify new ways in which we can achieve better outcomes for our residents and services users. In order to progress this in a systematic way, in 2017, we started a service review and transformation programme called New Ways of Working and this will need to continue over the life of this Strategy. The programme includes a component focusing on increasing access to technology and digitisation as solutions to work in a more efficient and effective way.

The implementation of innovative approaches in service delivery has meant that many of our services have moved online and included engaging more with users to understand their needs and views on the services we provide. Continuing this approach will help us to better understand and ensure that we act on the feedback and information we receive, as well as, to identify new ways of working for improved outcomes.

However, we fully recognise that some of our residents are unable to take advantage of online services, advice and information and we will use data to find ways to continue to provide services in the most appropriate way to them too.

Based on our successful track record of partnership working, there is a clear need to further expand the 'working together' approach that brings together knowledge, skills, innovation resources and other resources. Evidence of partnership working which results in our communities and residents receiving the services that they need and value most includes:

- The Health and Well-being Partnership,
- Building Communities Together Partnership,
- Shared services with other local authorities (e.g. Public Protection Partnership),
- Co-location of Police and Council officers within the Building Communities Together team,
- Our devolution agreements with town and parish councils but also work with local volunteers to deliver library services,
- Our work with local communities to identify local needs and empower residents to implement solutions in response to such needs.

As the organisation continues to change, we need to ensure that we have a workforce with the appropriate knowledge and skills to deliver changing services.

What we will do

In delivering this priority for improvement, we are committing to:

1. Expand our work with partner organisations and communities to improve services for local residents.
2. Increase the sustainability of our business models by expanding on the initiatives to generate income for supporting vital Council's services.
3. Implement a Workforce Strategy which supports leadership development, recruitment and retention and employee wellbeing.
4. Use data to better understand our services' beneficiaries to improve the way we interact with them and the services we provide.



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Monitoring Officer's Annual Report to the Governance and Ethics Committee – 2018/19 Year End

Committee considering report: Council on 21 May 2019

Portfolio Member: Councillor Dominic Boeck

Date Portfolio Member agreed report: 14 March 2019

Report Author: Sarah Clarke

Forward Plan Ref: C3424

1. Purpose of the Report

- 1.1 To provide an update on local and national issues relating to ethical standards and to bring to the attention of Members any complaints or other problems within West Berkshire.
- 1.2 To present the Annual Governance and Ethics Report to Full Council.

2. Recommendation

- 2.1 Members are requested to note the content of the report.
- 2.2 The report to be circulated to all Parish/Town Councils in the District for information.

3. Implications

- 3.1 **Financial:** There are no financial issues arising from this report. However the costs associated with external investigations may lead to a budget pressure.
- 3.2 **Policy:** Revised policy and changes to processes adopted at Council in May 2012 and reviewed in December 2013 and September 2016.
- 3.3 **Personnel:** There are no personnel issues associated with this report
- 3.4 **Legal:** There are no legal issues arising from this report. The matters covered by this report are generally requirements of the Local Government Act 2000 in so far as appropriate and the Localism Act 2011 and its supporting regulations.
- 3.5 **Risk Management:** The benefits of this process are the maintenance of the Council's credibility and good governance by a high standard of ethical behaviour. The threats are the loss of credibility of the Council if standards fall. Adherence to the requirements of the Code of Conduct also reduce the risk of the Council's decisions being subject to legal challenge.

3.6 **Property:** There are no property issues associated with this report

3.7 **Other:** A diminution in standards of behaviour by elected Members could have a significant reputational impact on the Council

4. Other options considered

4.1 Not to produce the report. There is no legal obligation to produce this report, so not doing so would be an option. However, it is considered that an annual report provides a good overview of work being undertaken, and may assist in identifying any significant problems or developing trends. This overview is also helpful in ensuring full transparency regarding complaints. Not producing this report is therefore not recommended as an option.

Executive Summary

5. Introduction / Background

- 5.1 Following the enactment of the Localism Act 2011 a number of changes were made to the Standards Regime. As part of the governance arrangements adopted by West Berkshire Council, it was agreed that the Monitoring Officer would produce an annual report for the Governance and Ethics Committee and that it would be presented to Full Council at the Annual meeting. The report would also be circulated to all Town and Parish Councils.
- 5.2 The key issues identified in the report are:
- One dispensation was granted by the Monitoring Officer during 2018/19
 - During 2018/19, 22 formal complaints were received by the Monitoring Officer. Of these complaints, 20 were about parish councillors, 1 related to a co-opted councillor and 1 complaint was about a district councillor. This was an increase on the number of complaints received in the previous year 2017/18, when 16 complaints were received.
 - No further action was taken on 14 of the complaints following the initial assessment. Of the remainder, 3 complaints were withdrawn, 2 complaints were referred for investigation and one complaint is still being processed and informal resolution was sought in two cases.
 - Following two matters that were referred for investigation, changes were made to the Social Media Protocol for Members and the Member Development Programme.
 - The Committee on Standards in Public Life have published their report on Ethical Standards in Local Government on 30th January 2019. Legislative changes would be required to enact all of the proposals in that Report.
 - The amount of gifts and hospitality received by officers is broadly similar to last year although the total number of items recorded by Members has improved significantly over the past 12 months.

6. Proposal

- 6.1 Members are asked to note the content of the report and agree that it should be circulated to all Town and Parish Councils for information.

7. Conclusion

- 7.1 Although there are a relatively high number of complaints, these are limited to related matters at a very small number of parishes. It is of note that only two matters were referred for investigation.
- 7.2 It is the opinion of the Monitoring Officer that standards of conduct at all levels across the district remain high, which is to be commended.

8. Appendices

- 8.1 Appendix A – Data Protection Impact Assessment
- 8.2 Appendix B – Equalities Impact Assessment
- 8.3 Appendix C – Supporting Information
- 8.4 Appendix D – Members Register of Gifts and Hospitality
- 8.5 Appendix E – Officers Register of Gifts and Hospitality

Appendix A

Data Protection Impact Assessment – Stage One

The General Data Protection Regulations require a Data Protection Impact Assessment (DPIA) for certain projects that have a significant impact on the rights of data subjects.

Should you require additional guidance in completing this assessment, please refer to the Information Management Officer via dp@westberks.gov.uk

Directorate:	Resources
Service:	Legal
Team:	
Lead Officer:	Sarah Clarke
Title of Project/System:	Governance of the Code of Conduct
Date of Assessment:	15 February 2019

Do you need to do a Data Protection Impact Assessment (DPIA)?

	Yes	No
Will you be processing SENSITIVE or “special category” personal data? Note – sensitive personal data is described as “data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation”	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will you be processing data on a large scale? Note – Large scale might apply to the number of individuals affected OR the volume of data you are processing OR both	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will your project or system have a “social media” dimension? Note – will it have an interactive element which allows users to communicate directly with one another?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will any decisions be automated? Note – does your system or process involve circumstances where an individual's input is “scored” or assessed without intervention/review/checking by a human being? Will there be any “profiling” of data subjects?	<input type="checkbox"/>	X
Will your project/system involve CCTV or monitoring of an area accessible to the public?	<input type="checkbox"/>	X
Will you be using the data you collect to match or cross-reference against another existing set of data?	<input type="checkbox"/>	X
Will you be using any novel, or technologically advanced systems or processes? Note – this could include biometrics, “internet of things” connectivity or anything that is currently not widely utilised	<input type="checkbox"/>	X

If you answer “Yes” to any of the above, you will probably need to complete [Data Protection Impact Assessment - Stage Two](#). If you are unsure, please consult with the Information Management Officer before proceeding.

Appendix B

Equality Impact Assessment - Stage One

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

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

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

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

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

What is the proposed decision that you are asking the Council to make:	None. This is a report on work undertaken.
Summary of relevant legislation:	Localism Act 2011 – Requirement to maintain high standards of conduct
Does the proposed decision conflict with any of the Council's key strategy priorities?	No
Name of assessor:	Sarah Clarke
Date of assessment:	15 February 2019

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	No		

1 What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
Aims:	To review local arrangements for the regulation and governance of ethical conduct.
Objectives:	To maintain high standards of ethical conduct.
Outcomes:	High standards of conduct achieved in all aspects of conduct.
Benefits:	High levels of trust and confidence in decisions being taken by the Council.

2 Note which groups may be affected by the proposed decision. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this.		
(Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)		
Group Affected	What might be the effect?	Information to support this
Age	None	
Disability	None	

Gender Reassignment	None	
Marriage and Civil Partnership	None	
Pregnancy and Maternity	None	
Race	None	
Religion or Belief	None	
Sex	None	
Sexual Orientation	None	
Further Comments relating to the item:		

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

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

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

4 Identify next steps as appropriate:	
Stage Two required	
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	

Name: Sarah Clarke

Date: 15/02/19

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

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Monitoring Officer's Annual Report to the Governance and Ethics Committee – 2018/19 Year End – Supporting Information

1. Introduction/Background

- 1.1 The Localism Act 2011 was enacted on 15th November 2011 and it made fundamental changes to the system of regulation of the standards of conduct for elected and co-opted members of Councils and Parish Councils.
- 1.2 In order to ensure that the process was working effectively locally it was agreed that the Monitoring Officer would produce an annual report which would be presented to the Governance and Ethics Committee. The report would set out the number and nature of complaints received and inform Members of any other activity that was taking place around the Code of Conduct regime. It would also provide a means of updating the Committee on the progress of investigations.
- 1.3 It was also agreed that the report would be presented to Full Council at the Annual meeting and that it would be circulated to all Town and Parish Councils. This report also includes a look forward to the forthcoming Municipal Year.

2. Governance Arrangements

- 2.1 The Governance and Ethics Committee was comprised of ten members (eight District Councillors appointed on a proportional basis and two co-opted non-voting Parish/Town Councillors). The revised membership for 2019/20 will be agreed as part of the discussion at this Council meeting.
- 2.2 The Monitoring Officer is authorised to appoint three Independent Persons who are used on a rotational basis on the Initial Assessment Panel and Advisory Panel. The Advisory Panel comprised 8 Members: 2 from the administration, 2 from the main opposition party, 2 parish/town councillors and 2 independent persons. The revised membership for 2019/20 will also be agreed as part of the discussion at this Council meeting.
- 2.3 A revised Code of Conduct was adopted in September 2016. The Code and Governance arrangements are supported by a number of documents including:
 - Terms of Reference for the Governance and Ethics Committee and Advisory Panel;
 - Gifts and Hospitality Protocol;
 - Complaints procedures for breaches of the Code of Conduct;
 - Dispensations procedure;
 - Social Media Protocol.

3. Independent Persons

- 3.1 Under Section 28 of the Localism Act 2011 the Council has to ensure it has appointed at least one Independent Person who is consulted before any decision is made to investigate an allegation against any Member of the Council or any Parish Councillor. It was agreed at the Full Council meeting on the 27 September 2012 that the Independent Person may be consulted directly either by the person who has made the complaint or the person the complaint has been made about. Three Independent Persons have therefore been appointed in order to ensure that a conflict situation does not arise.
- 3.2 James Rees, Mike Wall and Lindsey Appleton were appointed as the Council's Independent Persons for the 2018/19 Municipal Year. All three Independent Persons have agreed to remain as Independent Persons for the 2019/20 Municipal Year.
- 3.3 A person is not considered to be "independent" if:-
- (i) They are or have been, within the last five years, an elected or co-opted Member or officer of the Council or of any Parish Councils within this area. This also applies to committees or sub-committees of the various Councils.
 - (ii) They are a relative or close friend of a current elected, or co-opted, Member or officer of the Council or any Parish Council within its area, or any elected or co-opted member of any committee or sub-committee.
 - (iii) The definition of relative includes the candidate's spouse, civil partner, grandparent, child etc.
- 3.4 In addition The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 require provisions to be made relating to the potential dismissal or disciplining of the Head of Paid Service, Monitoring Officer or Section 151 Officer. A panel needs to be set up to advise on matters relating to the dismissal of these Officers. The Act requires at least two Independent Persons who have been appointed under section 28(7) of the Localism Act 2011 to be appointed to the panel. The role of the Independent Persons therefore includes the requirement of this legislation.
- 3.5 The Council is asked to recognise the significant contribution of the Independent Persons and thank them for their ongoing contributions.

4. Governance and Ethics Committee

- 4.1 The overall purpose of the Governance and Ethics Committee is to provide effective challenge across the Council and independent assurance on the risk management and governance framework and associated internal control environment to members and the public, independently of the Executive. The Governance and Ethics Committee is also responsible for receiving the annual Audit Letter and for signing off the Council's final accounts.
- 4.2 The Committee is also charged with promoting and maintaining high standards of conduct throughout the Council. They promote, educate and support Councillors (both District and Parish) in following the highest standards of conduct and ensuring that those standards are fully owned locally. The roles and functions of the

Governance and Ethics Committee are set out in paragraph 2.8.4 of the Constitution (Part 2 Articles of the Constitution).

4.3 At the conclusion of 2018/19 the Governance and Ethics Committee comprised the following Members:

- (1) Steve Ardagh-Walter (Conservative)
- (2) Jeff Beck (*Vice-Chairman*) (Conservative)
- (3) Paul Bryant (Conservative)
- (4) Keith Chopping (*Chairman*) (Conservative)
- (5) Jason Collis (Conservative)
- (6) Anthony Pick (Conservative)
- (7) Quentin Webb (Conservative)
- (8) Jeff Brooks (Liberal Democrat)
- (9) Sheila Ellison (Substitute) (Conservative)
- (10) Graham Bridgman (Substitute) (Conservative)
- (11) Alan Macro (Substitute) (Liberal Democrat)

4.4 The Governance and Ethics Committee has a special responsibility regarding the 56 Town and Parish Councils within the District. It is responsible for ensuring that high standards of conduct are met within the parishes and that all Parish and Town Councillors are aware of their responsibilities under their Codes of Conduct.

4.5 The District Councillors are therefore supported on the Governance and Ethics Committee by two co-opted Parish Councillors who are appointed in a non-voting capacity. Ideally two substitutes are also appointed to this Committee. During 2018/19 the Governance and Ethics Committee included the following Parish Councillors:

- (1) Barry Dickens (co-opted non-voting Parish Councillor)
- (2) Geoff Mayes (co-opted non-voting Parish Councillor)
- (3) Jane Langford (substitute co-opted non-voting Parish Councillor)

* There was one vacancy for a substitute co-opted non-voting Parish Councillor on the Committee.

4.6 The Council is asked to recognise the contribution of the Parish Councillors and thank them for their contributions.

4.7 In terms of parish council appointments for 2019/20 all parishes have been contacted to see if they would like to nominate parish councillors to sit on this Committee or the Advisory Panel. A number of nominations have come forward. Training will be provided to any new parish councillors that are appointed to either the Governance and Ethics Committee or the Advisory Panel.

5. Advisory Panel

- 5.1 The Advisory Panel is responsible for dealing with complaints where evidence of a breach of the Code has been investigated by an independent investigator. The Advisory Panel considers the investigators report and its considerations are reported to the Governance and Ethics Committee which makes the formal decision in respect of allegations which have been investigated where it is considered that a breach of the relevant code of conduct has occurred.
- 5.2 The District Councillors on the Advisory Panel were representatives of both the main political groups within the Council and are not appointed in accordance with the proportionality rules. During 2018/19 the Advisory Panel comprised the following District Councillors:
- Adrian Edwards (Conservative)
 - Marigold Jaques (Conservative)
 - Mollie Lock (Liberal Democrat)
 - Alan Macro (Liberal Democrat)
- 5.3 During the 2018/19 Municipal Year the following Parish Councillors were appointed to the Advisory Panel:
- Tony Renouf
 - Bruce Laurie
- *There were two vacancies for substitute Parish Councillors on this panel.
- 5.4 The Council is asked to recognise the Parish Councillors' contributions to the Panel and to thank them for that contribution.

6. The Monitoring Officer

- 6.1 The Monitoring Officer is a statutory post and in West Berkshire rests with the Head of Legal and Strategic Support Service. The Monitoring Officer (Sarah Clarke) in 2018/19 was supported by three deputies (Andy Day, Leigh Hogan and Shiraz Sheikh). The Monitoring Officer has a key role in promoting and maintaining standards of conduct. The Monitoring Officer acts as legal adviser to the Governance and Ethics Committee and Advisory Panel.
- 6.2 The Monitoring Officer also carries out the following functions:
- reporting on contraventions or likely contraventions of any enactment or rule of law and reporting on any maladministration or injustice where the Ombudsman has carried out an investigation;
 - establishing and maintaining registers of Members' interests and gifts and hospitality;
 - maintaining, reviewing and monitoring the Constitution;
 - advising Members and Parish Councillors on interpretation of the Code of Conduct;
 - conducting or appointing an external investigator to look into allegations of misconduct;

- performing ethical framework functions in relation to Parish Councils;
- acting as the proper officer for access to information;
- undertaking an initial assessment , in consultation with the Independent Person, when complaints relating to alleged breach of the Code of Conduct are received;
- making arrangements for relevant matters to be considered by the Governance and Ethics Committee and Advisory Panel;
- advising whether Executive decisions are within the policy framework; and
- advising on vices issues and maladministration, and in consultation with the Section 151 Officer financial impropriety, probity, and budget and policy issues to all Members.

7. The Work of the Committee 2018 – 2019

7.1 During the 2018/19 Municipal Year the work undertaken by the Committee included:

- (1) Consideration of the monitoring cycle for both internal and external audit.
- (2) The Committee reviewed the report of an external review of internal audit.
- (3) The Committee signed off the 2017/18 Financial Statements including the Annual Governance Statements and the final audit letter from the previous external auditors KPMG. The Committee is looking forward to working with the newly appointed external auditors Grant Thornton over the forthcoming year.

7.2 One of the functions of the Governance and Ethics Committee is to oversee the Council's Constitution. During the 2018/19 Year the Committee discussed and recommended changes to the following elements of the Constitution:

- (1) Part 2 (Articles of the Constitution)
- (2) Part 3 (Scheme of Delegation)
- (3) Part 10 (Finance Rules of Procedure)
- (4) Part 11 (Contract Rules of Procedure)
- (5) Social Media Protocols for both Officers and Members as set out in Part 13 (Codes & Protocols)

7.3 The Monitoring Officer, under delegated authority, had previously granted a dispensation to all West Berkshire Councillors to speak and vote on any items pertaining to Council Tax. This dispensation remained in place until May 2019. Councillor Jeff Brooks was appointed to the Council during the 2018/19 Municipal Year and he too applied for and was granted this dispensation. No other dispensations were granted during this period.

8. Register of Interests

All elected Members of West Berkshire Council (for 2018/19) completed and submitted their Register of Interest forms. District Councillors are reminded to review their interests on a regular basis and Parish Councils are reminded via their

Clerks to complete and return Declarations of Interest forms to the Monitoring Officer in order that compliance with the Localism Act 2011 is maintained. This process will be repeated for all Members elected in May 2019.

9. Local Assessment of Complaints

Matters outstanding from 2017/18

- 9.1 Three complaints were received on the 26th and 28th March 2018 which was too late for the outcome of those complaints to be included in last year's report. There was also one matter outstanding that had been referred for investigation. In the interests of transparency, details of these complaints are therefore included within this report.
- 9.2 Following the initial assessment of the three complaints referred to above, it was determined by the Monitoring Officer in consultation with the Independent Person, that no further action needed to be taken.
- 9.3 The matter that had been referred to investigation related to a complaint against a parish councillor (NPC1/18). When this complaint and the investigators report were considered by the Governance and Ethics Committee, it was determined that there had been a breach of the relevant Code of Conduct.

Quarter 1 – 2018/19

- 9.4 During this period, seven formal complaints were received by the Monitoring Officer.
- 9.5 One of the these complaints (NDC2/18) pertained to a District Councillor, five related to Parish Councillors (NPC6/18, NPC7/18, NPC8/18, NPC9/18 and NPC10/18) and one related to a co-optee (CoP1/18). This was the first complaint received about a person co-opted onto West Berkshire Council, however this complaint was later withdrawn.
- 9.6 NDC2/18 was investigated, but no further action was taken on three of the complaints and informal resolution was sought in respect of NPC8/18 and NPC9/18.

Quarter 2 – 2018/19

- 9.7 During Quarter 2 of 2018/19 five formal complaints were received by the Monitoring Officer.
- 9.8 All five complaints related to Parish Councillors (NPC11/18, NPC12/18, NPC13/18, NPC14/18 and NPC15/18).
- 9.9 Following the initial assessment of these complaints it was determined by the Monitoring Officer, in consultation with the Independent Person, that in the case of NPC13/18 and NPC14/18 no breach had been identified and that no further action needed to be taken.
- 9.10 The complainant in respect of complaint NPC11/18 and NPC12/18 had requested that their identity be kept confidential. The Monitoring Officer in consultation with the Independent Person considered the request and concluded that in these cases the complainant's confidentiality should not be withheld and the complainant therefore withdrew their complaint.

- 9.11 It was agreed that complaint NPC15/18 should be investigated. Complaint NDC2/18, which had been the subject of an investigation, was considered by the Advisory Panel in July 2018 and they concurred with the investigator's conclusion that a breach of the Code of Conduct had occurred. The matter was therefore referred to the Governance and Ethics Committee (August 2018) who agreed that West Berkshire Council's Code of Conduct had been breached.

Quarter 3 - 2018/19

- 9.12 In this period, nine formal complaints were received by the Monitoring Officer
- 9.13 Eight of the complaints listed under NPC16/18 pertained to the same event. The complaints were assessed individually and it was deemed that no breach of the Code of Conduct had occurred. NPC17/18 also pertained to a parish councillor and again the Assessment Panel concluded that no breach of the parish's Code of Conduct had transpired and that no further action needed to be taken.
- 9.14 The Advisory Panel and the Governance and Ethics Committee met in October to consider NPC1/18. Unusually the Committee meeting took place in private due to the sensitive nature of some of the information detailed within the investigators report. The Committee determined that a breach of the Code of Conduct had occurred.

Quarter 4 - 2018/19

- 9.15 One complaint has been received by the Monitoring Officer. (NPC1/19). The complainant has asked that the complaint be suspended pending the outcome of other legal proceedings.

10. Year on Year Comparison of Complaints

- 10.1 Table 1 – The Number of District and Parish Councillor Complaints received 2010/11 to 2018/19

	10/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19
District Councillors	4	5	8	2	2	16	0	1	1
Parish Councillors	5	6	10	5	7	10	3	15	20
Co-Optees	0	0	0	0	0	0	0	0	1
Total	9	11	18	7	9	26	3	16	22

- 10.2 The number of complaints received during 2018/19 represented an increase from the previous year, when 16 complaints were received. The figure also represented a significant increase on the average of 13 complaints per annum over the past ten years. It should be noted however that 8 of the complaints pertained to the same incident.
- 10.3 Table 2 shows that, of the complaints received to date in the vast number of cases (77%) either the complaint was withdrawn or no further action was taken on the complaint. Two complaints were referred for investigation and as is shown in Table 3. In one case the investigator and then the Governance and Ethics Committee agreed that a breach of the Code of Conduct had occurred. The other matter

referred for investigation was the subject of a separate report presented to the April 2019 Governance and Ethics Committee. The number of complaints investigated has remained relatively static at around two complaints per annum.

10.4 It is also of note that in addition to the fact that eight of the complaints related to a single incident, two parishes had been the subject of five and four complaints respectively.

10.5 Although the increase in the number of complaints was not hugely significant, the time and resources required to determine and manage these complaints should not be under estimated. This is particularly the case when an investigation takes place into a potential breach of a code of conduct, which can be a lengthy process involving multiple parties.

10.6 Table 2 - Action Taken on Complaints received 2010/11 to 2018/19.

	10/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19
No Further Action	3	6	11	3	2	21	1	13	14
Other Action	2	3	2	1	3	2	1	0	2
Investigation	4	2	2	0	3	1	1	1	2
Withdrawn/ not progressed	0	0	3	3	1	2	0	2	3
Outcome Awaited	0	0	0	0	0	0	0	0	1
Total	9	11	18	7	9	26	3	16	22

10.7 Table 3 - Outcome of Items Investigated 2010/11 to 2018/19.

	10/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19
Breach	1	2	0	0	1	1	1	1	1
No Breach	3	0	2	0	2	0	0	0	0
Outcome awaited	0	0	0	0	0	0	0	0	1
Total	4	2	2	0	3	1	1	1	2

11. Learning Points Arising from Complaints

11.1 Following the complaints that have been considered over the past year, changes have been made to the Council's Social Media Protocol and the Member Development Programme.

11.2 One complaint also resulted in recommendations being made by the Advisory Panel regarding potential penalties, which raised questions about the process because the Advisory Panel do not have the benefit of hearing mitigation that may be put forward by the subject member prior to making their recommendation.

11.3 In accordance with s28 of the Localism Act 2011, the Council must consult the Independent Person prior to making a decision in respect of any allegation that it

has decided to investigate. The Independent Person therefore sits on the Advisory Panel to ensure compliance with that legislative requirement.

- 11.4 An alternative to the current procedure would be to have the Independent Person sit as part of the Governance and Ethics Committee which receives the investigators report.
- 11.5 It is considered that the current process is adequate and it is therefore not proposed to make any changes at this time.

12. Gifts and Hospitality

- 12.1 The Gifts and Hospitality Protocol is incorporated into the Members Code of Conduct and is set out in Appendix H to Part 13 of the Constitution (Codes and Protocols).
- 12.2 Officers are also subject to restrictions on those Gifts and Hospitality that are deemed to be acceptable under the Officers' Code of Conduct, which is set out in Part 13 of the Constitution. Like Members, Officers are required to declare gifts or hospitality received.
- 12.3 The intention of the rules governing Gifts and Hospitality is to ensure that the Council can demonstrate that no undue influence has been applied or could be said to have been applied by any service user, supplier or anyone else dealing with the Council and its stewardship of public funds. The rules therefore set out the obligations imposed on Members and Officers to declare relevant gifts and hospitality which have been offered to or received by them.
- 12.4 It should be noted that in addition to the risk that there could be a perception of impropriety, the acceptance of a gift or hospitality could amount to an offence under the Bribery Act 2010.
- 12.5 The Bribery Act 2010 creates a number of offences where a gift or other benefit is given or offered, which may amount to an offence of bribing another person, and/or of being bribed. Therefore, if Members or Officers are offered a 'gift' or other benefit by a third party, this could amount to an offence not just by the person offering the gift, but also by the Member or Officer concerned and by the Council. It is important to note that offences under this legislation can be committed by a person offering a gift or reward, even if the gift is not accepted.
- 12.6 In view of the above, it is very important that both Officers and Members understand the potentially serious implications of accepting gifts when it is not appropriate to do so. This important issue was therefore one of the session items at the Senior Management Seminar which took place at Shaw House in June 2018.
- 12.7 A copy of the general register detailing Gifts and Hospitality declared by Members during 2018/19 is attached at Appendix D to this report.
- 12.8 There is a significant improvement on the number of declarations of gifts and hospitality received by Members increasing from 16 in 2017/18 to 59 in 2018/19.
- 12.9 The items declared by Members related almost exclusively to hospitality and attendance at events. Members of the Executive declared 24 individual items, the Chairman and Vice Chairman of Council declared 27 individual items, and the

remaining 8 items related to declarations made by 5 other members. This may signify that gifts and hospitality are still not being declared on a uniform basis.

12.10 A copy of the register detailing Gifts and Hospitality declared by Officers for 2018/19 is attached at Appendix E to this report. Officers recorded a total of 79 declarations of gifts & hospitality, which can be broken down by directorate as follows:

- Communities – 28 (3 refused)
- Economy & Environment – 31 (4 refused)
- Resources – 20 (3 refused)

12.11 The types of matters recorded in the Register of Gifts & Hospitality varies significantly. Of the items declared that included an estimate of value, these ranged from between £2 and £300.

12.12 There was a significant variance in the value of gifts being rejected which ranged from £6 for a bacon sandwich to £300 for a rugby match at Twickenham.

12.13 The total number of declarations made by officers has increased by 15 from the total of 64 declared during 2017/18. This is not considered to be a significant number and may have resulted from increased awareness of the need to report.

12.14 What is evident however is that officers are still accepting gifts in circumstances where they should have been rejected. This matter has been raised with Heads of Service to ensure that officers are aware of the rules regarding gifts and hospitality.

13. The Committee on Standards in Public Life

13.1 The Committee on Standards in Public Life published its report and recommendations on ethical standards in local government on the 30 January 2019 following a year-long review and wide consultation. Key recommendations include:

- a new power for local authorities to suspend councillors without allowances for up to six months
- revised rules on declaring interests, gifts and hospitality
- local authorities retain ownership of their own Codes of Conduct
- a right of appeal for suspended councillors to the Local Government Ombudsman
- a strengthened role for the Independent Person
- greater transparency about the number and nature of Code complaints.

13.2 The Governance and Ethics Committee will be asked to consider these recommendation and approve any changes which are required as a result of legislative changes.

14. Conclusion

14.1 Although there has been a rise in the number of complaints over the past year, it is considered that overall standards of ethical behaviour by Members at all levels across the district remain good. As stated in the report, a number of complaints that were received in 2018/19 originated from the same instance or parish council, so the potential problems highlighted by the process is lower than the number of complaints received.

- 14.2 The number of complaints referred for investigation remains low and is relevant when considering the overall position.
- 14.3 Members at all levels also continue to seek the advice of the Monitoring Officer prior to engaging in activities which could give rise to difficulties under their respective Code of Conduct. That such advice is sought from the Monitoring Officer demonstrates an awareness amongst Members of the obligations placed upon them, and a desire to adhere to the relevant ethical standards.
- 14.4 Work will be undertaken as outlined in the report to ensure that standards of ethical conduct by all of those operating within the public sector remain high.
- 14.5 Overall, it is considered that the standards of ethical behaviour locally across West Berkshire at both District and Parish level are good and this achievement should be noted.

15. Consultation and Engagement

Andy Day, Andy Walker, Moira Fraser, Shiraz Sheikh, Leigh Hogan, Julie Gillhespey.

Strategic Aims and Priorities Supported:

The proposals will help achieve the following Council Strategy aim:

☒ **MEC – Become an even more effective Council**

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

☒ **MEC1 – Become an even more effective Council**

Officer details:

Name: Sarah Clarke
Job Title: Head of Legal Services
Tel No: 01635 519596
E-mail Address: sarah.clarke@westberks.gov.uk

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03.04.18	Jeanette Clifford	Masterplanning Community Workshop for Grazeley at Wokefield Park	Lunch and coffee	Approx £25	Yes	Requested MO advise. MO Approved.
11.04.18	Jeff Beck	Newbury Rotarians 09/04/18 accompanied the Mayor of Newbury (David Fern) to a Dinner and Meeting, held at Donnington Valley Hotel, Newbury	Sausage, Mash, Cabbage and Onion Gravy, Syrup Sponge and Custard, Gin and Tonic plus Cup of Tea	£20	Yes	
30.04.18	Jeff Beck	Town Mayor of Thatcham's Civic Reception. Thatcham Town Council 29/04/18	Meat and Drinks	Approx £25	Yes	
06.05.18	Anthony Pick	Reception at the Museum to introduce their "Hoards" exhibition	Each received a glass of wine and some snacks		Yes	
10.05.18	Graham Jones	A guest of Cratus (a local government / business think tank) at Donnington Valley Hotel	Dinner	Approx £50	Yes	MO approved
10.05.18	Peter Argyle	Open Studios as Vice-Chairman	Canapes and drinks		Yes	Attended as V-C of Council
11.05.18	Anthony Chadley	A guest of Cratus (a local government / business think tank) at Donnington Valley Hotel	Dinner	Approx £50	Yes	MO approved
11.05.18	James Fredrickson	A guest of Cratus (a local government / business think tank) at Donnington Valley Hotel	Dinner	Approx £50	Yes	MO approved
14.05.18	Jeanette Clifford	Parking and Property Event, provided by Parking Review to Patrol Members	Attendance	Normal price £350 + VAT, look free place	Yes	
17.05.18	Jeanette Clifford	Invitation and hospitality from Hughes Hotel Group to the opening of the Oxford Street Kitchen	Hospitality	£25	Yes	
17.05.18	Lynne Doherty	Invitation and hospitality from Hughes Hotel Group to the opening of the Oxford Street Kitchen	Hospitality	£25	Yes	
22.05.18	Peter Argyle	Foster Conference	Coffee		Yes	Vice-Chairman
23.05.18	Jeanette Clifford	Oxford to Cambridge Expressway Stakeholder Conference on behalf of the leader	Hospitality	£25	Yes	
24.05.18	Jeanette Clifford	Back Heathrow Councillors' dinner	Dinner	£25+	Yes	MO Approved
10.05.18	Peter Argyle	Open Studios	Canapes and drinks		Yes	Vice-Chairman
22.05.18	Peter Argyle	Foster Conference	Coffee		Yes	Vice-Chairman
07.06.18	Tony Lunden	Back Heathrow Councillors' dinner	Dinner	£25-	Yes	MO Approved
02.06.18	Hilary Cole	Com Exchange circus event			No	
09.06.18	Hilary Cole	Mabel Luke opening			Yes	
21.06.18	Hilary Cole	Cocktail party at Denison barracks			Yes	
30.06.18	Hilary Cole	Greenham Control tower event			Yes	
11.06.18	Jeanette Clifford	International Business Festival	VIP Guest Pass to Smart Cities at the International Business Festival		Yes	
01.06.18	Peter Argyle	TV Kings Awards	Buffet supper		Yes	Vice-Chairman
05.06.18	Peter Argyle	Volunteer Event	Snacks		Yes	Vice-Chairman
08.06.18	Peter Argyle	Mabel Luke Opening	Lunch and drinks		Yes	Vice-Chairman
15.06.18	Peter Argyle	Hungerford Library	Drinks		Yes	Vice-Chairman
21.06.18	Peter Argyle	Beating Retreat	Canapes and drinks		Yes	Vice-Chairman
23.06.18	Peter Argyle	Battle of Newbury	£5 entrance ticket		Yes	Vice-Chairman
26.06.18	Dominic Boeck	NHS 70th Birthday Summer Ball Invitation	Guests (2 people) of Dr Bahla reception drinks, 3 course dinner, wine, dancing	£90	Yes	MO approved
15.07.18	Jeanette Clifford	A reception hosted by PATROL at the Houses of Parliament	Drinks and canapes	£25	Yes	
15.07.18	Jeanette Clifford	The Institute of Civil Engineers awards dinner as a guest of Balfour Beatty	Dinner	£100	Yes	Head of SS approved
17.07.18	Peter Argyle	Newbury College Buffet	Lunch		Yes	
30.07.18	Jeff Beck	Thatcham Town Council as Escort to the Town Mayor of Thatcham, attended a Performance of Confusions by Kennet Amateur Theatrical Society at Upper Bucklebury Memorial Hall	Ploughman's Meal	£7.00	Yes	

	Adrian Edwards	To visit Newbury Golf Club on 20 September				No	Refused as it may be an attempt to persuade me to consider their proposals out of committee which will compromise my decision at a subsequent planning meeting.
03.09.2018	Hilary Cole	To visit Newbury Golf Club on 20 September				No	As above
03.09.2018	Paul Bryant	To visit Newbury Golf Club on 20 September				No	As above
06.09.18	Peter Argyle	Aldershot Army event as Vice-Chairman of Council		Buffet lunch		Yes	Vice-Chairman
17.09.18	Jeanette Clifford	Invitation Ginsters inaugural pasty store opening event		half a pasty and a glass of wine		Yes	
19.09.18	Peter Argyle	RAF Welford event		Buffet lunch		Yes	Vice-Chairman
26.09.18	Peter Argyle	Fairclough event		Coffee		Yes	Vice-Chairman
22.10.18	Peter Argyle	Berkshire Maestros event		£11 concert ticket		Yes	Vice-Chairman
24.10.18	Peter Argyle	Readibus AGM		Coffee and snacks		Yes	Vice-Chairman
08.11.18	Peter Argyle	CCB AGM		Coffee		Yes	Vice-Chairman
08.11.18	Peter Argyle	WW1 Exhibition		Wine		Yes	Vice-Chairman
10.11.18	Peter Argyle	Servicemen memorial unveiling in Thatcham		Coffee		Yes	Vice-Chairman
10.11.18	Peter Argyle	Beenhaim wind concert		£10 ticket and wine		Yes	Vice-Chairman
15.11.18	Peter Argyle	Newbury Town Council WW1 talk		2 x £5 tickets and wine		Yes	Vice-Chairman
19.11.19	Peter Argyle	Reception and briefing for the Army Engagement Team at Newbury Racecourse		Light refreshments		Yes	Vice-Chairman
19.11.18	Hilary Cole	Reception and briefing for the Army Engagement Team at Newbury Racecourse		Tea and coffee on arrival and sandwiches and soft drinks afterwards - only had one soft drink.	£15 approx	Yes	
01.12.18	Graham Jones	Roundtable discussion as part of Small Business Saturday at 'The Newbury' pub in Newbury		Hot drink and a breakfast roll	Approx £7.50	Yes	
01.12.18	Hilary Cole	Roundtable discussion as part of Small Business Saturday at 'The Newbury' pub in Newbury		Hot drink and a breakfast roll	Approx £10	Yes	
01.12.18	Graham Bridgman	Roundtable discussion as part of Small Business Saturday at 'The Newbury' pub in Newbury		Hot drink and a breakfast roll	Approx £7.50	Yes	
01.12.18	Carol Jackson-Doerge	Roundtable discussion as part of Small Business Saturday at 'The Newbury' pub in Newbury		Hot drink and a breakfast roll	Approx £7.50	Yes	
05.12.18	Peter Argyle	Kennet School concert		Ticket and wine		Yes	Vice-Chairman
09.12.18	Peter Argyle	Thatcham Town Council Carol concert		Wine		Yes	Vice-Chairman
12.12.18	Peter Argyle	Memorial service at Greenham Common		Light refreshments		Yes	Vice-Chairman
14.12.19	Peter Argyle	Kennet School play		Ticket and wine		Yes	Vice-Chairman
20.12.18	Graham Jones	Visit to the Newbury Royal Mail Sorting Office		Royal Mail pack of presentation stamps	Approx £10	Yes	Accepted but given to Chief Executive's PA for sale keeping - to be used as a prize in the future.
16.2.19	Jeff Beck	Get Berkshire Active! Awards Ceremony - Hilton Hotel, Reading as guest of the Town Mayor of Thatcham		Sit down meal and drinks	Approx £34	Yes	

Officers' Register of Interests, Gifts & Hospitality**1.4.2018 - 31.3.2019**

No.	Date of declaration	Job title	Team	Details	Received from	Value	Accepted?
1407	23.04.2018	Network Manager	Resources	Unsolicited mailed marketing material – Airzooka	interroute	Approx £16	Yes
1408	09.05.18	Member Services Officer	Strategic Support	1. Flowers 2. Jo Malone perfume	Chairman Cllr Quentin Webb		Yes
1409	18.05.18	Chartered Legal Executive – Governance & Environment	Legal Services	A box of chocolates	Service User		Yes
1410	17.05.18	Economic Development Officer	Development and Planning Service	1 x iced coffee	Gergana Ilieva, Manager of Regus (Theale and Newbury)	£2.40	Yes
1411	07.06.18	Fraud Victim Support Officer	Public Protection Partnership Trading Standards	bottle of wine	Service user		Yes
1412	22.06.18	Public Transport Officer	Transport Services Team	Invitation to attend Open House event with BBQ at Streetdrone autonomous vehicles workshop in Oxford on evening of 21/06/2018	Mike Potts / Mark Preston, Preston EV / Streetdrone	£10.00	Yes
1413	26.06.18	Project Engineer	Transport Services Team	School of Computing and Engineering Dinner	University of West London	Over £25	Yes
1414	28.06.18	Projects Manager	Transport Services Team	Attend the ceremony (Institution of Civil Engineers industry award) and been offered accommodation	Balfour Beatty	A table for 10 would cost £1000, so it is £100 per head.	Yes/No
1415	11.07.18	Senior Transport Services Officer	Transport Services Team	2 x boxes of cookies.	Service user	£8.00	Yes
1416	19.07.18	Supervising Social Worker	Family Placement Team	a punnet of strawberries	Service user	£2.00	Yes
1417	31.07.18	HR Manager	Human Resources	1 bottle of Chardonnay	Rod King Chair of Governors, Cold Ash St Marks Primary	£7.00	Yes

No.	Date of declaration	Job title	Team	Details	Received from	Value	Accepted?
1418	31.07.18	Placement support worker	Children services	Small box of Heroes chocolates	Service user	£3.00	Yes
1419	23.08.18	Occupational Therapist	MI, Reablement, Reviews and Sensory Needs	Chocolates	Client	£5.00	Yes
1420	07.08.18	Projects Manager	Transport Services Team	A bacon sandwich	MTP Consultants	£6.00	No
1421	04.09.2018	Animal Warden	Residential Team	a bottle of wine (Chardonnay)	Client		Yes
1422		Principal Engineer	Traffic Management & Road Safety	Invite for two senior management to attend rugby at Twickenham for the Harlequins vs Bath Match including hospitality.	Match Tech Staff Agency	£300.00	No
1423	12.09.2018	Payroll Manager	Human Resources	A Cadburys gift pack containing Milk Tray, Roses, Heros and a bar of Dairy Milk	Patrick Mitchell at Francis Baily School	£15.00	Yes
1424	13.09.2018	Project Engineer	Project Management	Selected to become one of the InnovateUK's independent assessor for a £216M funding competition	InnovateUK		Yes
1425	19.09.2018	Animal Health officer	Public Protection Partnership	a 5 year Members membership to the Newbury & District Agricultural Sociey	Newbury & District Agricultural Society	£30.00	Yes
1426	20.09.2018	Group Executive - Conservative	Strategic Support	invited by the BID to attend a lunch at The Newbury on Thursday to discuss the establishment of the Newbury West Berkshire CIC. Lunch	BID	Approx £20	Yes
1427	10.10.18	Deputyship Officer	Adult Social Care	6 bottles of Prosecco. Accepted and shared with the team - one bottle each.	Lansley Estate Agents	Approx £72	Yes
1428	17.10.18	Transport Officer	Transport and Countryside	Bottle of red wine.	Grateful iCollege Parent	Approx £10	Yes

No.	Date of declaration	Job title	Team	Details	Received from	Value	Accepted?
1429	23.10.18	Economic Development Officer	Development and Planning	Buffet lunch for the team. (Won a competition for a buffet lunch from the Monkey Tree by having business card drawn out of jar.)	Monkey Tree café	Approx £30	Yes
1430	28.10.18	Intervention Worker	Children and Family Services	Plant received from a family she worked with.	Family Shelley worked with	Approx £5-10	Yes
1431	8.11.18	Advisory Teacher	Education Services	Flowers	Laura Street, SENCO from Parsons Down	Approx £25-30	Yes
1432	28.11.18	Intervention Worker	Children and Family Services	2 boxes of biscuits for Shelley and a student social worker	A family	Approx £7.50 per box	Yes
1433	21.11.18		Adult Social Care	£50 cash	Father of a deceased client	£50	Advised not to accept
1434	3.12.18	Supervising Social Worker	Children and Family Services	Large selection box for Laura and her family.	A foster carer that Laura regularly works with.	Approx £7-8	Yes
1435	3.12.18	Economic Development Officer	Development and Planning	Roundtable discussion at The Newbury Pub as part of 'Small Business Saturday' - hot drink and breakfast roll.	The Newbury Pub	£7.50 per head	Yes
1436	3.12.18	Planning and Transport Policy Manager	Development and Planning	Roundtable discussion at The Newbury Pub as part of 'Small Business Saturday' - cup of tea	The Newbury Pub	£3	Yes
1437	3.12.18	Public Relations Officer	Development and Planning	Roundtable discussion at The Newbury Pub as part of 'Small Business Saturday' - hot drink and breakfast roll.	The Newbury Pub	£7.50 per head	Yes
1438	7.12.18	Planning and Transport Policy Manager	Development and Planning	As part of Neighbourhood Development Planning process had a pot of tea from the Swan Public House in Compton paid for by Compton Parish Council	Compton Parish Council	£5.00	

No.	Date of declaration	Job title	Team	Details	Received from	Value	Accepted?
1439	7.12.18	Senior Planning Officer	Development and Planning	As part of Neighbourhood Development Planning process had a pot of tea from the Swan Public House in Compton paid for by Compton Parish Council	Compton Parish Council	£5.00	
1440	6.12.18	Waste Team	Transport and Countryside	Christmas lunch as part of routine monthly contract meeting. Value in total £150	Veolia	Total value - £150 - cost per head £37.50	Yes
1441	10.12.18	Economic Development Officer	Development and Planning	Coffee, sandwiches, small portion of fruit offered as part of a lunch time Chamber of Commerce meeting.	Chamber of Commerce	£6	Yes
1442	13.12.18	Parking Office Team Leader	Transport and Countryside	2 x boxes of chocolates 6 x pens 6 x small note pads	One of contractors, Bristow and Sutor	Chocs - £8 Pens - £1 Notepads £1	Yes on behalf of the parking team
1443	14.12.18	Revenue and Benefits Manager	Finance	2 bottles of wine and 2 boxes of chocolates	Document Despatch Ltd	£20	Yes - see notes
1444	14.12.18	Social Care Practitioner	Adult Social Care	Small wrapped gift left by a clients mother - donator said value was £5.	Clients mother	£5	Yes
1445	5.12.18	Culture and Libraries Manager	Public Protection, Culture	Request from Kennet Radio for Paul to do a 2 hour show once a month on local arts and history. A voluntary, non paid role - see email in folder	Kennet Radio	None	Yes
1446	6.12.18	Project Engineer	Transport and Countryside	Declaring that she is a Professional Reviewer for the Institution of Civil Engineers in her own time. Over night accommodation is provided - see email	Institution of Civil Engineers	Unknown	
1447	14.12.18	Planning Officer	Development and Planning	Gift of flowers with glass vase. See email in the folder from Bob Dray	Mr and Mrs Hammond - planning applicants	£10-15	Yes

No.	Date of declaration	Job title	Team	Details	Received from	Value	Accepted?
1448	17.12.18	Housing Grants and Loans Supervisor	Development and Planning	6 trays of Ferrero Rocher chocolates given to the Housing Grants and Loans Team via Technical Officer - Simon Howe	S&J Building Services	£60	Yes
1449	18.12.18	Deprivation of Liberty Officer	Adult Social Care	Sweetland box of handmade Mediterranean pastries	External section 12 Doctor, Dr Hawa	£15	No
1450	14.12.18	Support Services Officer	Strategic Support	Box of Malteser Truffles	Newbury Office Supplies	£5	Yes
1451	18.12.18	Early Years Data, Information and Funding Officer	Early Years	Box of chocolates as appreciation of the work/support that has recently been done with them with regards to an Ofsted Inspection	Early Years Provider - Woodlands	£8	Yes
1452	19.12.18		Strategic Support	Tub of Quality Street	Cllr Adrian Edwards	£5	Yes
1453	19.12.18	Principal Policy Officer	Strategic Support	The Voice of Disability Event organised by Healthwatch - received a cup of tea and a buffet lunch.	Healthwatch	£3	Yes
1454	19.12.18	Land Charges Officers	Strategic Support	Bottle of red wine each	Gardner and Leader	£6 per bottle	Yes
1455	20.12.18	Social Worker	Children's Services	One bottle of Prosecco and and small box of chocolates from one foster carer. One orchid plant and hand cream from another foster carer. Both from foster carers that NF had been supervising for the last year.	Foster carers who NF had been supervising for the last year.	Less than £10 per gift	Yes
1456	20.12.18	Care Quality Officers in Commissioning Team	Commissioning Team	Bottle of white wine each	Gracewell Care Home	£6 per bottle	Yes

No.	Date of declaration	Job title	Team	Details	Received from	Value	Accepted?
1457	20.12.18	Highways Contract and Claims Officer	Transport and Countryside	Bottle of pink gin and some bottles of tonic and lunch at Bills Swiss chocolates	Neil Finch at Volker Highways Steve Wells at Volker Highways	£20 for gin and £20 for lunch £8 for chocs	Yes
1458	13.12.18	Facilities Officer	Finance and Property	Bottle? From Bishops, cleaning material supplier to the Council	Bishops	£5	Yes but passed to Clare Ockwell for the Christmas raffle
1459	20.12.18	Facilities Officer	Finance and Property	Bottle of red wine and whiskey - from BTU, the Council's mechanical maintenance contractor	BTU	£30	Yes, left in reception
1460	20.12.18	Maintenance and Project delivery Manager	Finance and Property	Bottle of red wine and cognac - from BTU, the Council's mechanical maintenance contractor	BTU	£30	Yes, left in reception
1461	20.12.18	Local Land Charges Officers	Strategic Support	A bottle of Prosecco each	PSG	£8 per bottle	Yes
1462	27.12.18	Members Services Officer	Strategic Support	Gift box from L'Occitane	Cllr Carol Jackson-Doerge, Chairwoman of Council	£15	Yes
1463	27.12.18	Policy Officer	Strategic Support	Gift box from L'Occitane	Cllr Carol Jackson-Doerge, Chairwoman of Council	£15	Yes
1464	27.12.18	Occupational Therapist	Adult Social Care	Bottle of red wine	Service User	Less than £10	Yes
1465	27.12.18	Customer Services Adviser	Customer Services and ITC	Small box of M&S chocolates	Gulab Singh, Service user	£5	Yes
1466	27.12.18	Supervising Social Worker	Family Placement Team	1 bottle of white wine 1 box of Ferrero Rocher chocs	Foster carer Foster carer	less than £5 £5.50 or £10	Yes

No.	Date of declaration	Job title	Team	Details	Received from	Value	Accepted?
1467	31.12.18	Occupational Therapist	Joint Care Provider Services	Box of chocolates from a service user as a token of appreciation	Service User	£6	Yes
1468	2.01.19	Technical Officer, Licensing	Licensing, Public Protection	Box of chocolates Box of chocolates	Service user Service user (taxi drivers - see email for names)	£10.00 £10.00	Yes Yes
1469	2.01.19	Project Officer	Public Protection Partnership	Chocolate bars with a card	iChoosr	£8 approx	Yes but returned
1470	2.01.19	Grounds Maintenance/Countryside Team	Transport and Countryside	Three bottles of wine (one each)	Continental Landscapes	£5 each	No
1471	8.01.19	Social Care Practitioner	Adult Social Care	Large tea light holder and two smaller ornaments from Marks and Spencers	Service user	£27.50	No
1472	8.01.19	Library officers	Public Protection and Culture	Various small edible gifts from service users	Various service users	£2.50-£5.00 per item	Yes
1473	8.01.19	Library officers	Public Protection and Culture	Various small edible gifts and a scarf from service users	Various service users	£2.50-£5.00 per item	Yes
1474	8.01.19	Library officers	Public Protection and Culture	Various small edible gifts from service users	Various service users	£2.50-£5.00 per item	Yes
1475	10.01.19	Deputy Manager	Adult Social Care	Approximately 30 boxes of biscuits and chocolates	From residents families	Around £5 per item?	Yes
1476	10.01.19	Deputy Manager	Adult Social Care	Bottle of Bucks Fizz	From residents family	£2-3	Yes
1477	10.01.19	Residential Care Officer	Adult Social Care	Bottle of Bucks Fizz	From residents family	£2-3	Yes
1478	10.01.19	Business Administrator	Adult Social Care	Bottle of Bucks Fizz	From residents family	£2-3	Yes
1479	10.01.19	Home Manager	Adult Social Care	Bottle of Bucks Fizz	From residents family	£2-3	Yes
1480	10.01.19	Home Manager	Adult Social Care	Candle	From residents family	£5	Yes
1481	10.01.19	Care Home Administrator	Adult Social Care	Various edible items given to all care home staff	From residents family	Various	Yes

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