

Individual Decision



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The attached report will be taken as Individual Portfolio Member Decision on:

Friday, 30th June, 2023

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Appointments to Outside Bodies

Committee considering report:	Individual Executive Member Decisions
Date of Committee:	30 June 2023
Portfolio Member:	Councillor Lee Dillon
Date Portfolio Member agreed report:	22 June 2023
Report Author:	David Cook
Forward Plan Ref:	ID4396

1 Purpose of the Report

1.1 This report deals with the appointment of representatives to serve the Council on a number of associated and outside bodies, see Appendix A. The appointment of Council representatives provides support to, and engagement with, a wide variety of bodies including charities and community organisations at both the local and regional level.

2 Recommendation

2.1 That the Leader notes the report and appoints to representatives to serve on the organisations listed in Appendix A.

3 Implications and Impact Assessment

Implication	Commentary
Financial:	There are no financial implications directly arising from this report that are not already covered by existing budgets.
Human Resource:	There are no HR implications arising from this report.
Legal:	There are no legal implications arising from this report.
Risk Management:	There are no risk management implications arising from this report.
Property:	There are no property implications arising from this report.

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Policy:	There are no direct policy implications arising from this report.			
	Positive	Neutral	Negative	Commentary
Equalities Impact:				
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		
Environmental Impact:		x		
Health Impact:		x		
ICT Impact:		x		
Digital Services Impact:		x		
Council Strategy Priorities:				The appointment of council representatives provides support to, and engagement with, a wide variety of bodies that may be alignment of strategic priorities.
Core Business:				None.

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Data Impact:				None.
Consultation and Engagement:	Consultation with Liberal Democrat, Conservative, Green and Labour leaders. Stephen Chard – Democratic Services Manager Nicola Thomas – Solicitor – Service Lead, Legal and Democratic Services			

4 Executive Summary

- 4.1 West Berkshire Council is invited to appoint representatives to a range of outside bodies and this decision is taken by the Leader of the Council under his delegated authority. All appointments are made in accordance with Appendix J to Part 13 of the Constitution (Protocol for Council Representatives on Outside Bodies).
- 4.2 Appendix A list the outside bodies being appointed to, this includes the purpose of the organisation, the number of representatives required, the frequency of meetings and any stipulations asked by the organisation, for example if the representative needs to be a member of the Executive.

5 Introduction/Background

- 5.1 West Berkshire Council is required to appoint representatives to the Outside Bodies listed in Appendix A. In order to standardise the timetable for appointments the Council makes to Outside Bodies the majority of appointments are made for four years to coincide with the electoral cycle. The Leader of the Council will, however, have the opportunity to review any of these appointments during the term of office should it be deemed necessary.
- 5.2 The appointments are being made in accordance with Appendix J (Protocol for Council Representation on Outside Bodies) of Part 13 (Codes and Protocols) of the Constitution.
- 5.3 Before accepting the appointment Members should establish:
- the time commitment required by the role and whether or not they have the time and capacity to take on the responsibility;
 - what the nature of the organisation is as this will affect their role and help with identifying the potential risks involved;
 - in what capacity they are being asked to serve on the Outside Body;
 - what the body has been set up to do;
 - the governance arrangements of the organisation; and
 - the financial position of the organisation.
- 5.4 The Council representatives are also advised to:

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- consider if there is likely to be any significant conflict of interest between their role in the outside organisation and their Council role before accepting the office;
- clarify the insurance arrangements and if no insurance exists this must be weighed up in the decision to accept the appointment;
- ask about any specific legal responsibilities attached to the membership of the organisation;
- read the constitution of the organisation and be aware of its powers, duties and objectives;
- attend meetings regularly and present apologies in good time when they are unable to attend;
- satisfy themselves that they receive regular reports on the activities of the organisation and its financial position;
- satisfy themselves that the organisation has adequate Health and Safety and Equalities Policies;
- obtain a copy of the annual report and accounts to ensure that funds are spent on agreed objectives where the organisation is funded by or through the Council; and
- seek advice from the appropriate Council Officers in the event of any doubt or concerns about the running of the organisation.

5.5 Relationships between the Council, Outside Bodies and the Council's representative can be complex. In any case of dispute or difficulty, Members should seek advice from the Secretary or Clerk to the Outside Body, who can then take advice from professional advisors where necessary.

5.6 If Members are concerned about the position they find themselves in as a Councillor on an Outside Body, they should contact the Monitoring Officer for further advice.

5.7 Members are asked to submit an annual report to the Service Lead, Legal and Democratic Services on the activity of the Outside Body using a prescribed form that will be circulated to Members. Members will be asked to report back by the 1st May each year. The reports will then be made available to all Members. Where there is more than one Member appointed to an outside body a joint submission can be made.

6 Options for consideration

6.1 Not to appoint representatives. This is not the preferred option as it would hinder the Council's abilities to forge working relationships with our partners.

7 Conclusion

7.1 The Leader of the Council is invited to agree the nominations as set out in Appendix A to ensure the Council is represented on outside bodies as requested. Those bodies will be advised of the nominations once agreed.

7.2 Appendix A – List of organisations to be appointed to.

Subject to Call-In:

Yes: No:

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

Wards affected: All

Officer details:

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Body	Purpose of Group	Body Website	No. of Reps	Comments on Reps	Term of Body	Frequency of Meetings	Month Meeting Held	Time Meeting Held	Duration of Meeting	Venue of Meeting	Appointed Reps Name
AWE Local Liaison Committee	The AWE Local Liaison Committee provides a forum between the Company and the local community in the vicinity of AWE Aldermaston and Burghfield	www.awe.co.uk	3 Members of Council	Preference is that they are members for Aldermaston and Burghfield Areas	4 years	Quarterly	March June Sept Dec	9.30am	3½ hrs	AWE Aldermaston	Cllrs Matt Shakespeare Vicky Poole, Dominic Boeck
Berkshire Healthcare NHS Foundation Trust Council of Governors	The Trust provides specialist mental health and community health services to a population of around 900,000 within Berkshire. The Trust operates from more than 100 sites across the county, including its community hospitals, Prospect Park Hospital, clinics and WestCall Out of Hours Service. The Trust also provides health care and therapy to people in their own homes.	www.berkshirehealthcare.nhs.uk	1 Member of Council		4 years	4 per annum	Feb, May, Sept and Dec	10am to 1pm	3 hours max	Easthampstead Baptist Church Hall Bracknell	Cllr Janine Lewis
Berkshire Maestros	Berkshire Maestros is a charity working across Berkshire offering music lessons, ensembles and other musical opportunities to over 4,500 children and young people (as well as recent work with adults including dementia singing cafes) in schools, our own music centres and in the community.	https://berkshiremaestros.org.uk/	1 Member of Council			6 per annum		6pm	2 hours	Waterside Centre, Prospect School, Microsoft Teams	Cllr Heather Codling
Berkshire Local Transport Body	Local Transport Bodies are voluntary partnerships between Local Authorities, Local Enterprise Partnerships (LEP) and others to allocate devolved funding for major local transport schemes. The Berkshire Local Transport Body (BLTB) is a partnership of the six Berkshire authorities plus the LEP. Slough is the accountable body.	Link to BLTB meetings webpage	1 Member of Council 1 Nominated Deputy		4 years	3 per annum		4pm	2 hours	The Centre, Farnham Road, Slough	Cllr Gaines (sub Cllr Anthony)
Berkshire Pension Fund Advisory Panel	The Royal Borough of Windsor and Maidenhead acts as the administering authority for the Berkshire Pension Fund that covers all Local Government Pension Scheme employees.	www.rbwm.gov.uk/web/berkshire_pension_fund.htm	1 (Member of Council)		4 years	4 per annum		4pm	2 hours	Town Hall, Maidenhead or York House Windsor	Cllr Cottam
BLASJC (Bus Lane Adjudication Service Joint Committee)	Not the same as the tribunal. Can be the same rep as PATROL but not necessarily so. It is mandatory for the authorities operating Bus Lane enforcement to provide a Councillor nomination (a named substitute is desirable!) to the BLASJC.	www.patrol-uk.info	1 + 1 nominated sub	could be the PH	4 years						Cllr Gaines (sub Cllr Somner)
Buckinghamshire, Oxfordshire and Berkshire West Integrated Care Partnership	A group of organisations which plan and provide health and care services for residents living across the three areas.		1 (Member of Council)								Alan Macro
Bucklebury Common Advisory Committee	Bucklebury Common is managed by Bucklebury Estate with support from Bucklebury Heathland Conservation Group and Berks, Bucks & Oxon Wildlife Trust (BBOWT) who attend Advisory Committee meetings. A Council representative is required to ensure that the Council's interests, and those of the community, are maintained.	http://www.bbowl.org.uk/reserves/bucklebury-common	1 (Member of Council)		4 years	3 per annum		Evening	1½ hours	Victory Rooms, Bucklebury or Bucklebury Village Hall	Cllr Read
Building Communities Together Partnership	The Building Communities Together Partnership will oversee and guide multi-agency partnership work contributing to achieving the Health and Wellbeing Strategy Aim to: 'build a thriving and sustainable environment in which communities can flourish'		3 Members of Council	PH, Shadow PH and the Police and Crime Panel Rep	4 years	Quarterly		2pm	2½ hours	Council Offices Market Street	Cllr M Vickers, Cllr Sturgess, Cllr Woollaston
Clarke's Educational Foundation	Charitable trust which awards grants for educational purposes (subject to its terms of reference)		1	The Foundation feel that it would be useful for the rep to be a ward member for Stratfield Mortimer area.	4 years	4 per annum	March June Sept Nov	7pm	1 hour	Mortimer West End Village Hall	Cllr Carter
Domestic Abuse Board	Overseeing Domestic Abuse Strategy		1 (Member of Council)	Preferably the PH with responsibility for Communities	4 years	Quarterly		10am	1 hour	Council Offices Market Street	Cllr Lewis
Donnington Hospital Trust	Provision of almshouses in Berkshire and Oxfordshire	www.donningtonhospital.com	1 (Member of Council)		4 years	2 per annum	May October	10am	2 hours	Donnington Hospital Trust, Newbury	Martha Vickers
Greenham and Crookham Commons Commission	Established under the Greenham and Crookham Commons Act 2002. This is a statutory body whose duties are set out under Schedule 8 of the Act 2002. Constitution defined in the Act. NB Mr Emes volunteer rep's full name is Peter Derek Emes but known as Derek.		2 + 1 (Members of Council appointed by the Leader and one community rep appointed by the volunteers annually)	Derek Emes is standing down as the volunteer rep in November and Laurence Parker has been appointed	4 years	Approx. Quarterly		6.30pm	2-2.5 hrs	Foxhold House Vet Surgery, Greenham Common	Cllr Drummond, Cllr Pattenden

Henwick Worthy Joint Management Committee	To discuss issues of policy relating to the sports and recreational centres. NB WBC representation changed to 3 substantive reps and 2 substitute reps.		3 members and 2 Nominated Substitutes.	Updated on the 18/11/20 AA a sub and KW a full member. Updated on 16/05/22 - K Woodhams replaced by J Brooks	4 years	Quarterly		6pm	1- 2 hours	Thattham Town Council Offices	Cllr Gourley, Cllr Dillon, Cllr Pemberton. (Subs Cllr Cllr Jeffery , Cllr Brooks)
Kennet & Avon Canal Partnership Steering Group	To oversee a maintenance agreement with British Waterways Board BR 05/22 : Waiting for a reply from Paul Hendry.		1 Member, 1 Member Deputy, 1 Officer			2 per year		Daytime		Often at the Canal Centre in Devizes	Cllr T Vickers (Sub Cllr Lewis)
Kennet Leisure Centre Joint Advisory Committee	The Kennet Leisure Centre JAC has been established to receive update reports on the operation of the Leisure Centre to all representatives to discuss these reports and take information back to the bodies they represent.	http://www.leisurecentre.com/kennet-leisure-centre	3 (Members of Council)		4 years	3 per year	Feb, July and Oct	6pm	Less than 1 hour	Kennet School	Cllr Lewis , Cllr Steeverson , Cllr Jeffery
Learning Disability Partnership Board			1 Member								Cllr Steevenson
Local Government Association General Assembly	Forum re-considers strategic policy of national significance to Local Government.	http://www.local.gov.uk/general-assembly	4 (Members of Council)		Annual	1 a year		Daytime		London - with 1 annual conference	Jeff Brooks, Martin Colston, Lee Dillon, Ross Mackinnon
Magnox - Harwell Site Stakeholder Group	The Harwell Site Stakeholder Group is a regular meeting which is part of the formal arrangements for the interface between the Nuclear Decommissioning Authority (NDA) the site licence company (RSRL) and stakeholders including the local community and the wider Harwell Oxford campus. The SSG will not have a role in the formal decision making in respect of the site activities, but it will be responsible for reflecting local views by inputting advice, expressing views and commenting on the progress of work on site. Campus organisations are invited to provide information about new development and operations on the campus.	https://www.gov.uk/government/organisations/magnox-ltd	1 Member (preferably a member of Council)	No	4 years	Quarterly		2 Daytime 2 Evening		Health Protection Agency - Fermi Avenue Harwell Oxford	Cllr Shakespeare
Mary Hare School	Mary Hare is a national charity. Mary Hare School is a non-maintained special school providing for profoundly and severely deaf children and young people from all over the UK. Pupils' fees are paid for by the Local Education Authority where they live.	www.maryhare.org.uk	1 (Preferably a Member of Council)		4 years	Quarterly	March June October November	Varies	2-4 hours	Mary Hare School	Cllr Steevenson
Mid and West Berkshire Countryside Local Access Forum	The Mid and West Berkshire Local Access Forum (LAF) is a statutory body which advises the local authorities on improvements to countryside access and access in general. See Countryside and Rights of Way Act 2000. This LAF acts for West Berkshire, Reading and Wokingham. The statute says that each authority may have member representation on the LAF.	https://info.westberks.gov.uk/article/27480	1 (Member of Council)		4 years	3 per annum		2pm	3 hours	Shared between West Berkshire, Wokingham and Reading.	Tony Vickers
Newbury Almshouse Trust	Contact details for Sue Farrant - Tel 01635 32227. Email: sue.farrant@cooptel.net . Charity providing housing for the elderly in need in the former (1972) Borough of Newbury.		2 (Preferably Members of Council)		4 years	Quarterly	January April July October	5.15pm	2 hours	Fair Close Day Centre	Cllr Colston , Cllr Coyle
AONB Council of Partners - North Wessex Downs	North Wessex Downs Council of Partners is the governing body that steers the delivery of the Statutory Management Plan as required under the Countryside & Rights of Way Act 2000 to conserve and enhance the natural beauty of the protected landscape of the North Wessex Downs.	www.northwessexdowns.org.uk	1 Member of Council		4 years	3 per year	March July November	9.30am		Within North Wessex Downs	Tony Vickers
Padworth Common Advisory Committee	The Advisory Committee comprises members of the public, the Council and an officer from the Berks, Bucks & Oxon Wildlife Trust (BBOWT). This body helps provide a structure for the management of the Common and Country Park for its recreational, conservation and ecological importance.	http://www.bbowl.org.uk/reserves/padworth-common	1 Member of Council and 1 nominated sub		4 years	3 per annum		Evenings or Saturday/ Sunday	1 1/2 hours	On site - 'A' Clump Car Park, Padworth Common	Cllr Boeck (sub Cllr Carter)
PATROL (Parking and Traffic Regulations Outside London Joint Committee) Adjudication Joint Committee	Different to the tribunals. The rep for PATROL can be the same rep as BLASJC	www.patrol-uk.info	1 member of Council + 1 nominated sub	could be PH for Highways	4 years						Cllr Pemberton (sub Cllr Somner)
Readibus	An alternative fully accessible bus service for people with restricted mobility who cannot or have great difficulty in using ordinary mainstream public transport.	www.readibus.co.uk	1 (Member of Council)		4 years	4 per annum	Feb June Sept Nov	7pm	1-2 hours	Civic Offices, Reading	Cllr Carter
Royal Berkshire NHS Foundation Trust Council of Governors	The principal purpose of the Trust is the provision of goods and services for the purposes of the health service in England. To advise on the strategic direction of the trust and to hold the Board of Directors to account.	http://www.royalberkshire.nhs.uk/	1 (Member of Council)			Quarterly		6pm	2 hours	Reading - Royal Berkshire NHS Foundation Trust	Cllr Macro

Saunders Wynne & Coventry Educational Foundation	To provide the independent review of the way the charity is conducted	N/a	1	Useful for it to be the Ward Member for Chaddleworth	4 years	3 times a year	Feb May Sept	7.30pm	2 hours	Chaddleworth House	Cllr Hooker
Snelsmore Common Advisory Committee	Overseeing the management of Snelsmore Commons and the work that the Council is doing. Active involvement by several volunteer wardens		1 member of Council and 1 Nominated sub		4 years	3 per year		10.30am		Mary Hare Grammar School	Cllr Culver (sub Martha Vickers)
South East Employers (SEEMP)	The Councillor representatives set the strategic direction of the organisation and ensure we have a vital councillor contact back to you as a member council.	www.seemp.co.uk	2 reps and 2 subs		1 year						Cllr Brooks , Cllr Gaines , (subs Cllr Mackinnon , Cllr Anthony)
South East Reserve Forces and Cadets Association	The Association is an arms length Government Body constituted to support the Reserve and Cadet Forces in the South East through the provision and maintenance of the Volunteer Estate, engaging with employers, provision of a permanent staff for the Army Cadet Force and recruitment support.	http://www.serfca.org	1 (Member of Council)	Ideally Armed Forces Champion	4 years	2 per year		Evenings	3 hours	TA centre within the county	Cllr Steevenson
St Bartholomew's School Charitable Foundation	The Foundation's object is to advance the education of pupils attending St Bartholomew's School. This is done by the funding of annual prizes and making grants for specific projects.	http://www.stbarts.co.uk/	3 Council Members who have local community knowledge, links to St Bart's, trustee experience, commitment and time. (Need not be Members of Council)		4 years	3 per year + special meetings		5.30pm	1-1½ hours	St Bartholomew's School	Erik Pattenden and Martha Vickers
Standing Conference on Archives	The Standing Conference on Archives is a stakeholder body set up under the terms of the Berkshire joint agreement for archives. It receives reports and other updates on the work of the joint archives service. Membership consists of one elected member and one officer representative from each Berkshire district, together with representatives of the county historical societies and key archive depositors.	www.berkshirerecordoffice.org.uk	1 (Member + 1 Officer)		4 years	2 per year	June November	2pm	1½ hours	Berkshire Record Office	Cllr Vickers
Thames Valley Police and Crime Panel		https://www.oxfordshire.gov.uk/residents/community-and-living/our-work-communities/tv-police-and-crime-panel	1 (Member of Council)		Annual						Vicky Poole
Thatcham Memorial Hall		https://thatchammemorialhall.com/	1 Member of Council		4 yearly	4 per annum		7pm	2 hours	Thatcham Memorial Hall	Cllr Cottingham
Volunteer Centre West Berkshire	To promote any charitable purpose (charitable under English Law) for the benefit of the community in the area of West Berkshire and Hampshire as the trustees see fit, in particular, but not exclusively by the following means. (a) Promoting, encouraging and supporting volunteering; (b) Providing opportunities for individuals to volunteer; (c) Providing assistance and training for volunteers; (2) To relieve the charitable needs of people in the area of West Berkshire and Hampshire by the provision of advice and services calculated to relieve such needs.	www.volunteerwestberks.org.uk	1 WBC is invited to put one rep forward which the Centre can chose to accept or not		centre's Constitution says 5 years	Every 10 weeks		2pm	90 minutes	1 Bolton Place Newbury	Cllr Gourley
West Berkshire Citizens Advice Bureau	The CAB offers free confidential, impartial and independent advice on a wide range of issues that people face. We also campaign to change policies and practices that affect our clients unfairly.	www.westberkscab.org.uk	1 (Member of Council)		4 years	7 per annum	January March May July September October November	5 meetings 5pm 1 meeting at 1pm 1 meeting Noon-6pm		Broadway House Newbury	Cllr Cottingham
West Berkshire Fostering Panel	In-house Fostering Panel consisting of a range of in-house and external professionals and members of the public (Independent social worker Chair, in-house social workers, in-house Education service representative and independent members (care leaver and other Local Authority foster carer). The Panel considers applications for the approval of new foster carers, extension to temporary approvals and full approvals for "connected person" ("family and friends" carers), foster carer annual reviews and other matters requiring scrutiny eg issues of concern.	https://www.westberks.gov.uk	1 (Member of Council)	No	4 years	Monthly (2nd Thursday)	Monthly	9.30-2.00pm	Whole morning	West Point House Newbury	Justin Pemberton

West Berkshire Heritage Forum			1 Member		4 years							Cllr Jeffery
Willink Leisure Centre Joint Advisory Committee	The Willink Leisure Centre JAC has been established to receive update reports on the operation of the Leisure Centre to all representatives to discuss these reports and take information back to the bodies they represent.	http://www.leisurecentre.com/willink-leisure-centre	2 (Members of Council)		4 years	2 per year	April and October	6.30pm	Less than 1 hour	Willink School - Members usually gather at Willink Leisure Centre prior to going into the school		Cllr Poole , Cllr Mackinnon
Wokefield Common Advisory Committee	Wokefield Common is managed by the landowner in partnership with Berks, Bucks and Oxon Wildlife Trust (BBOWT) who attend Advisory Committee meetings. A Council representative is required to ensure that the Council's interests, and those of the community, are maintained.	http://www.bbowl.org.uk/reserves/wokefield-common	1 + 1 sub? (Member of Council)		4 years	3 per year		Evening	1 1/2 hours	Methodist Hall, Mortimer		Cllr Poole