

Part []

Council Bodies

Appendix: Joint Public Protection Committee

1 Preamble

- 1.1 Part [] (Council Bodies) sets out the rules and procedures that apply to all of the Council's Bodies and Sub-Bodies.
- 1.2 If there is any conflict between the wording of Part [] and this Appendix, this Appendix will prevail.

2 Introduction

- 2.1 The Joint Public Protection Committee ("Joint Committee") has been established to oversee the strategic leadership of the Joint Public Protection Partnership ("PPP"), comprising Bracknell Forest Council ("BFC") and West Berkshire District Council ("WBDC") (together, "the Councils").
- 2.2 WBDC is the host authority for the PPP and, unless otherwise agreed in writing, the WBDC Constitution will apply to all procedures and Meetings of the Joint Committee.

3 Scope of Role

- 3.1 The purpose of the Joint Committee is to:
 - 3.1.1 set the strategic direction of the shared service; and
 - 3.1.2 to monitor the delivery of the shared service and to review the following:
 - standards of service delivery and performance;
 - fee income and costs ((on a true cost delivery basis);
 - the treatment of trading surpluses or deficits;
 - the action plan for business growth and development.

4 Membership

- 4.1 The Joint Committee shall comprise of four members, two from each partner authority. Membership of the Joint Committee will be as follows:
 - 4.1.1 The Executive/Cabinet Member with responsibility for Public Protection Services (appointed by the Leader of the respective council);
 - 4.1.2 One additional Member (appointed by each Council at its respective Annual Meeting or in the event of a vacancy).
- 4.2 Each Council or Leader will nominate at least one substitute Executive Member who may act as substitute for both the Executive and non - Executive member of the Joint Committee. The substitute member(s) is entitled to attend all meetings of the Joint Committee but will only be classed as a member of the Joint Committee and vote when acting as a substitute.

- 4.3 At least one officer representing each partner local authority will attend the JPPC to advise Members. Where possible, the Public Protection Manager for the Service will also attend.

5 Chairman and Vice-Chairman

- 5.1 The Joint Committee shall appoint one of its Members to be Chairman of the Joint Committee who shall, unless he or she resigns his or her office or ceases to be a member of the Joint Committee, continue in office for a period of up to 16 months or until his/her successor becomes entitled to act. In an election year or where the Chairman ceases to be a member of the Joint Committee the Executive/Cabinet Member appointed to the Joint Committee from the authority currently chairing the meeting will act as the Chairman until the first meeting of the Municipal Year.
- 5.2 The first Chairman of the Joint Committee (2022) shall be a person nominated by WBDC.
- 5.3 The Chairmanship of the Joint Committee, following the initial appointment, shall rotate between the Councils on an annual cycle. The Vice Chairman shall ordinarily become the next Chairman.
- 5.4 The Joint Committee shall appoint one of its Members to be Vice Chairman of the Joint Committee who shall, unless he or she resigns his or her office or ceases to be a member of the Joint Committee, continue in office for a period of 16 months or until his/her successor becomes entitled to act.
- 5.5 The first Vice Chairman of the Joint Committee (2022) shall be a person nominated by BFC.
- 5.6 The Vice Chairmanship of the Joint Committee following the initial appointment shall rotate between the Councils on an annual cycle.

6 Quorum

- 6.1 The quorum of a Meeting shall be two.
- 6.2 At least one Member from each Council must be present for the meeting to be quorate.

7 Frequency of Meetings

- 7.1 The Joint Committee will meet quarterly. Additional meetings may take place with the agreement of the Chairman. Meetings will usually be held at WBDC or BFC.
- 7.2 All meetings will be held in public and dates and times of meetings will be agreed by the Joint Committee. The press and public shall be permitted to attend meetings of the Joint Committee unless excluded under the relevant provisions of the Local Government Act 1972 and in accordance with Part 8 of the Access to Information Rules of Procedure or any other legislative provision.

8 Minutes of Meetings

- 8.1 The Joint Committee shall agree the minutes of meetings at the next meeting of the Committee.
- 8.2 Minutes of meetings will be available on WBDC's website.

9 Voting

- 9.1 Where any matter under consideration relates to a proposal to admit an additional party or parties to the shared service arrangement, a proposal to incur expenditure which requires increased contributions by the Councils or significant proposed changes to the fundamental principles or operation of the shared service or the contract the vote must be unanimous. In this event the advisory decision will be referred back to the Councils for consideration.
- 9.2 In all other matters any vote will be subject to a simple majority. In simple majority voting the Chairman will have a casting vote.

10 Forward Plan

- 10.1 The Joint Committee will take Key Decisions on behalf of the Councils and will give notice of these decisions at least 28 days before they are due to be taken.

11 Administration

- 11.1 WBDC's Democratic Services' Team will provide administration for the Joint Committee.
- 11.2 Agendas will be sent out electronically five clear working days before the meeting and minutes will be provided seven clear working days after the meeting.