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# JPPC Terms of Reference

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<b>Committee considering report:</b>	Joint Public Protection Committee
<b>Date of Committee:</b>	09 June 2025
<b>Chair of Committee:</b>	To be appointed at the Meeting
<b>Date JMB agreed report:</b>	19 May 2025
<b>Report Author:</b>	Moirra Fraser
<b>Forward Plan Ref:</b>	JPPC

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## 1. Purpose of the Report

- 1.1 To note the current Terms of Reference of the Committee as this is the first meeting of the new Municipal Year.
- 1.2 To note that should the governance arrangements of the JPPC be revised the Terms of Reference will be amended to reflect the changes and will need to be adopted by West Berkshire Council as the host authority.

## 2. Recommendations

The Committee:

- 2.1 **NOTES** the current terms of reference of the Joint Public Protection Committee (JPPC).

## 3. Implications and Impact Assessment

Implication	Commentary
<b>Financial:</b>	None – although it is noted that the terms of reference do delegate authority to the JPPC to make decisions around budgets, fee setting and dealing with the treatment of trading surpluses or deficits.
<b>Human Resource:</b>	None
<b>Legal:</b>	<p>The Terms of Reference (ToR) are set out in West Berkshire Council's Constitution (as the host authority) and should be read in conjunction with the Meeting Procedure Rules which set out the rules and procedures that apply to all of the Council's Bodies and Sub-Bodies.</p> <p>Any changes to the ToR will have to be adopted by West Berkshire Council's Full Council meeting in accordance with its Constitution.</p> <p>The requirements of the JPPC and the Public Protection Partnership are also included in the Inter Authority Agreement (IAA).</p>

<b>Risk Management:</b>	There is a risk that any decision of the JPPC could be challenged. Having clear rules governing the manner in which meetings will be conducted, should reduce the risk of challenges being successful.			
<b>Property:</b>	None			
<b>Policy:</b>	None			
	<b>Positive</b>	<b>Neutral</b>	<b>Negative</b>	<b>Commentary</b>
<b>Equalities Impact:</b>				
<b>A</b> Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		x		Report is to note only.
<b>B</b> Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		x		Report is to note only.
<b>Environmental Impact:</b>	x			The Meeting Rules and Procedures do allow some individuals to attend meetings remotely using technology which will reduce their environmental impact.
<b>Health Impact:</b>		x		
<b>ICT or Digital Services Impact:</b>		x		
<b>PPP Priorities:</b>		x		<p>The report will impact on the following PPP Priorities</p> <ol style="list-style-type: none"> <li>1. Building Safer Communities</li> <li>2. Improved Living Environment</li> <li>3. Protecting Consumers from Fraud</li> <li>4. Reducing Harm in Young People</li> <li>5. Protecting and Informing Consumers</li> <li>6. Protection of the Environment</li> <li>7. Promoting Animal Welfare</li> <li>8. Safety in the Workplace</li> <li>9. Safe and Healthy Food Chain</li> </ol> <p>Business as Usual Activity is supported too.</p>

<b>Data Impact:</b>		X		
<b>Consultation and Engagement:</b>	None			
<b>Other Options Considered:</b>	None			

## 4. Executive Summary

- 4.1 The current Terms of Reference of the JPPC were discussed at the 12 June 2023 Committee meeting where it was proposed that the membership be increased to include a third member from each partner authority. The current membership and terms of reference were subsequently adopted at the 20 July 2023 West Berkshire Full Council meeting in its capacity as the host authority.
- 4.2 The Membership of the JPPC therefore currently comprises of six Members, three from each of BFC and WBC as follows:
- The Executive/Cabinet Member with responsibility for Public Protection Services (appointed by the Leader of the respective Council);
  - Two additional Members (appointed by each Council at its respective Annual Meeting or in the event of a vacancy) reflecting the political balance of the individual Council.
- 4.3 Should any changes be proposed to the governance of the Committee at a future meeting the Terms of Reference will be amended accordingly.
- 4.4 It is considered to be good governance practice for the terms or reference to be presented to the Committee at the first meeting of the Municipal Year annually.

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## 5. Appendices

- 5.1 Appendix A – Terms of Reference
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## 6. Background Papers:

- 6.1 None

### Subject to Call-In:

Yes: ☐ No: ☒

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

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Delays in implementation could have serious financial implications for the Council

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Delays in implementation could compromise the Council's position

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Considered or reviewed by Overview and Scrutiny Management Committee  
or associated Task Groups within preceding six months

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Item is Urgent Key Decision

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Report is to note only

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**Wards affected:** All Wards

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