

Report Title:	Appointments to Outside and Associated Bodies
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor Bateson, Principal Member for Neighbourhood Planning, Ascot and the Sunnings
Meeting and Date:	Cabinet - 29 June 2017
Responsible Officer(s):	Mary Kilner, Head of Law and Governance
Wards affected:	All

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REPORT SUMMARY

This report deals with the appointment of representatives to serve the Council on a number of associated and outside bodies, see Appendix 1.

1 DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet notes the report and:

- i) **Appoints representatives to serve on the organisations listed in the schedule Appendix 1.**
- ii) **Delegates authority to the Executive Director, in consultation with the Leader of the Council and Leader of the Opposition Group, to fill any ad hoc vacancies that might arise through the year from nominations received.**
- iii) **Notes the revised Constitution adopted at the recent Twinning AGM (Appendix 2) which reflects the revised oversight for the council's twinning and partnership towns' arrangements.**

2 REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

2.1 The Council makes a number of appointments to outside bodies. The schedule attached at appendix 1 details the appointments due in June 2017 and indicates the nominations received for each body. Where organisations have stipulated, or have expressed a preference that the representative appointed be a serving Councillor, this is indicated. Reports on outside bodies by RBWM representatives are produced throughout the year.

2.2 In 1977, the Council delegated responsibility for its twinning activities for all the Borough's Twin towns to a new Twinning Committee. This replaced two Twinning Committees, one for the "Windsor twin towns" and one for "Maidenhead twin towns". Since 1977 the Twinning Committee has operated independent of the Council, although the President is the Mayor and Councillors are appointed to serve on the Committee. This Constitution has broadly remained unchanged since 1997. The Committee have advised that it was now an appropriate time to revamp and re-energise the Committee and proposed that, in the light of the current composition of the Committee, the Council

should take back the oversight management of the Committee during this transition. This approach was endorsed by the Culture and Communities Overview and Scrutiny Panel in November 2016 and, at the Twinning Committee AGM in April 2017, a revised Constitution was approved (see appendix 2). Members are invited to note the revised Constitution, which will enable the Committee to develop new partnership arrangements with other towns to take advantage of new opportunities that may exist, whilst maintaining the existing twinning activities with the Borough's current twin towns. During the course of the coming year engagement events will be held to help promote the opportunities to be gained from twinning and to attract new members to serve on the Committee. The budget for the Twinning Committee had already been allocated.

Table 1: Options

Option	Comments
To appoint representatives to the outside bodies as detailed in Appendix 1. The recommended option.	Group Leaders have been concluded on the proposed appointments.
Not to appoint representatives to the outside bodies as detailed in Appendix 1.	Not appointing would mean the Council was not represented on a number of outside bodies within the local authority.
To note the revised constitution adopted at the recent Twinning AGM (Appendix 2) The recommended option.	This will enable the Committee to develop new partnership arrangements with other towns to take advantage of new opportunities that may exist, whilst maintaining the existing twinning activities with the Borough's current twin towns.

3 KEY IMPLICATIONS

Table 2: Key implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
% Council representation on outside and associated bodies that wish to have representatives	Less than 80%.	80-90%.	91-95%.	96-100%	May 2017

4 FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 There are no financial implications above basic budget arising from this report. The budget for the Twinning Committee had already been allocated.

5 LEGAL IMPLICATIONS

5.1 The Council's Constitution stipulates that the Cabinet shall make appointments to external bodies in accordance with paragraph 19 of Schedule 2 of the Local Authorities (Functions & Responsibilities) (England) Regulations 2000 as amended.

6 RISK MANAGEMENT

6.1 None

7 POTENTIAL IMPACTS

7.2 Members appointed to associated and outside bodies ensure good governance and promote partnership working within the Royal Borough.

8 CONSULTATION

8.1 Group Leaders have been consulted on the proposed nominations.

9 TIMETABLE FOR IMPLEMENTATION

9.1 The timetable is set out in table 5.

Table 5: Implementation timetable

Date	Details
29 June 2017	Cabinet agrees appointments
11 July onwards	Organisations notified of appointments following end of call-in period

9.2 Implementation date if not called in: Immediately

10 APPENDICES

10.1 There are two supporting appendices:

- Appendix 1 – Proposed nominations to outside and associated bodies.
- Appendix 2 – The RBWM International Partner Towns Committee – Revised constitution

11 BACKGROUND DOCUMENTS

11.1 The Council's Constitution – Part 7E – Advice to Members (Duties on Outside Bodies).

12 CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Commented & returned
Cllr Bateson	Principal Member, Neighbourhood Planning, Ascot & the Sunnings	1/6/17	6/6/17
Cllr S Rayner	Lead Member, Culture & Communities	1/6/17	6/6/17
Alison Alexander	Managing Director	24/5/17	31/5/17
Mary Kilner	Head of Law and Governance	15/5/17	24/5/17

REPORT HISTORY

Decision type: Non-key decision	Urgency item? No
Report Author: Karen Shepherd, Democratic Services Manager, 01628 796529	

	Organisation	Organisation Aims and Meetings	No. of appts required	Current / Former Cllr reps	Other Reps	Notes	Recommended Appointment
Table 1 - One year appointments							
1	Age Concern Windsor	To promote the well being of all older people in Windsor. 4 times per year at The Spencer Denney Centre.	1	Cllr M Airey			Cllr M Airey
2	Berkshire Healthcare NHS Foundation Trust Council of Governors	To engage with local people and organisations in order to shape and develop healthcare provision in the area. 4 formal meetings a year (March, June, Sept Dec) and 4 informal meetings which are joint meetings between the Council and the Trust Board. The meetings start at 10 or 10.15 am and finish at lunchtime. Meetings are held at the Easthampstead Baptist Church, South Hill Road, Bracknell.	1	vacancy		Must be a Cllr.	Cllr Shelim
3	Berkshire Local Transport Body	From 2015, funding for major transport schemes will be devolved to Local Transport Bodies (LTBs). The DfT sets out within the comprehensive guidance accompanying this process that LTBs will be voluntary partnerships between Local Authorities, Local Enterprise Partnerships and other optional organisations. meeting for 2017/18 - 20th July 2017, 4pm, 16th November 2017, 4pm, 15th March 2018, 4pm	1 + 1 Deputy	Cllr Bicknell, Cllr Hill (deputy)		Rep must be a Cllr	Cllr Bicknell, Cllr Hill (deputy)
4	Housing Solutions	To provide a quality housing service that reflects the needs and demands of tenants on a non profit-making basis. 9 meetings a year in Crown House.	1	Cllr McWilliams		Rep must be a Cllr	Cllr McWilliams
5	Local Authorities Aircraft Noise Council	To deal with problems affecting members arising from the nuisance created by the operation of aircraft. March, June, September and November at Spelthorne Borough Council Offices, Knowle Green, Staines, TW18 1XB from 10.30am. Remaining Executive Committee Meetings for 2017/18 are on 14/07/17 and 10/11/17.	3 + 1 deputy	Cllr Beer, Cllr Lenton, Cllr Lion			Cllr Beer, Cllr Lenton and Cllr Bowden
6	South East Employers	To promote good industrial relations, training & development, information services to 81 local authorities. Meetings usually at 10.30am in London, full meetings 13 July 2017 (AGM), 15 March 2018 and 11 July 2018 (AGM). Needs appointing to by 6 June	2 + 2 deputies	Cllr Brimacombe, Cllr Smith		Rep must be a Cllr.	vacancies
7	South East Reserve Forces & Cadets Association	Local civilian body for building, recruitment and general support of the nation's reserve forces. Two county meetings per year in Reading.	1	Cllr Walters			Cllr Walters

	Organisation	Organisation Aims and Meetings	No. of appts required	Current / Former Cllr reps	Other Reps	Notes	Recommended Appointment
8	South Central Health Overview And Scrutiny Group	Currently not in operation but appointment needed in case a meeting is called.	1	Cllr Ilyas		Rep should be Chairman of Adult Services & Health O&S, or Member of Adult Services & Health O&S if Chair chooses not to act	Cllr Ilyas
9	Thames Basin Heaths Special Protection Area Strategic Partnership	The Partnership will provide a vehicle for joint working, liaison and exchange of information between the local authorities and other organisations affected by the Thames Basin Heaths SPA and related planning or land management issues. Approx 3 times per year.	1	Cllr Hilton			Cllr Hilton
10	Windsor Old People's Welfare Association	Care of the elderly in Windsor. One meeting per month.	2	Cllr Quick, vacancy			Cllr Quick, Mrs Sue Evans
11	Windsor & Eton Society	To conserve the heritage of the buildings and the environment of the conservation area situated adjacent to Windsor Castle and other buildings and places of architectural or historic interest within the boundaries of Windsor. Ad hoc - normally at Windsor Constitutional Club.	2	Cllr Quick, Cllr C Rayner		Rep must be a Cllr.	Cllr Quick, Cllr C Rayner

	Organisation	Organisation Aims and Meetings	No. of appts required	Current / Former Cllr reps	Other Reps	Notes	Recommended Appointment
Table 2 - Two year appointments							
1	Bracknell & District C.A.B	To ensure that individuals do not suffer through ignorance of their rights and responsibilities or of services available; or through an inability to express their needs effectively. Advice is confidential, impartial, free and independent. Remaining meetings for 2017 are 25th August and 23rd November meetings start at 6pm for about 2 hours and the location is usually the Bracknell Hilton Hotel / Council Buildings.	1	Cllr Dr Evans			Cllr J Sharpe
2	Maidenhead & District Arts Council	To advance the education of the public in the Maidenhead area of the RBWM in the appreciation of and participation in the Arts. To provide or assist with the provision of facilities and resources available to the aforementioned public for the appreciation of and participation in the Arts. Ad hoc meetings usually every two months and an annual AGM, meetings during the week in the evening.	1	Cllr Stretton			vacancy
3	Maidenhead and Windsor C.A.B.	To provide free, impartial and confidential advice and advocacy to all those who require it in the area of Windsor and Maidenhead and its surroundings. The Board meets quarterly but members are also required to take an active role in a number of portfolios that requires their time.	2	Cllr Love, Cllr D Wilson.		Constitution no longer permits "representative" Trustees / Board Members. RBWM can nominate members who will then require approval from the Board to be put forward to their AGM for election.	Cllr Love, Cllr D Willson
4	Windsor Festival Society	To bring first class music by international artists and orchestras to audiences in Windsor, Eton and Maidenhead. The Trustees meet quarterly at the Macdonald Hotel, Windsor. Usually in January, March, May and October.	1	Cllr S Rayner			Cllr S Rayner
5	Clewer Youth and Community Centre - Management Committee	To promote and organise activities for local people and the general co-ordination and development of youth and community services so that individuals and groups may be helped to identify and meet their social, cultural and educational needs.	2	Cllr Bhatti, Cllr N Airey			Cllr Bhatti, Cllr N Airey
6	Campaign To Protect Rural England - Windsor & Maidenhead Branch	To organise concerted action to secure the protection and preservation of rural scenery and of the amenities of the British countryside and the towns and villages within Berkshire. Monthly meetings at the Englefield Estate Office, Theale. Ad hoc specialist meetings in London. Monthly meetings are in the morning but some meetings in London are held at the Houses of Parliament and then it is in the evening	1	Cllr Walters			Cllr Walters

	Organisation	Organisation Aims and Meetings	No. of appts required	Current / Former Cllr reps	Other Reps	Notes	Recommended Appointment
Table 3 - Four year appointments							
1	Charles Davis Trust	General benefit of the poor within the old borough of Maidenhead.	1	Cllr Love, Cllr Majeed, Ms Kemp, vacancy		Appointment to fill the vacancy only	Cllr Walters
2	Twinning Committee	To Promote Links And Exchanges With Our Twin Towns: Bad Godesberg, Goslar, St Cloud, Neuilly, Kortrijk And Frascati.	1	Cllr Lenton, Cllr Luxton, Cllr Quick and Cllr C Rayner		Vacancy to fill as the Mayor has a position by virtue of his position and thus Cllr Lenton is a member as Mayor.	vacancy
3	Elizabeth House, Cookham	To provide a hot meal daily, warmth, friendship and various services and activities for the local over sixties.	1	vacancy		Mr Stretton no longer RBWM representative and thus vacancy.	Cllr Kellaway
4	Swan Lifeline	To rescue, provide shelter and treatment for and otherwise relieve sick, neglected and injured swans or any other species of bird the Trustees consider to be in need of attention. To advance the education of the public about the incidence and effect of pollution and pollutants on swans and other waterfowl of the rivers and waterways of the UK. The committee meets between 9 and 10 times per annum. Meetings will be held at Cuckoo Weir Island, South Meadow Lane, Windsor. Meetings are held during the day, could change to evenings if required.	1	vacancy			vacancy
5	Youth & Community Centre Mgt Ctte - Cox Green	To Promote and organise activities for young people and the community and the general co-ordination and development of Youth and Community Services so that individuals and groups may be helped to identify and to meet their social, cultural, spiritual and educational needs. The Committee meets four times a year (usually on a Tuesday evening, in September, Nov/Dec, Feb/March and May). Although not a prerequisite knowledge of either HR or legal process would benefit the organisation.	2	Cllr Brimacombe, Mr Harvey, Mrs Howes		Appointents to replace Mr Harvey and Mrs Howes.	2 vacancies
6	Youth and Community Centre Mgt Ctte - Marlow Road (Prev - Castle Hill)	To promote and organise activities for young people and the general co-ordination and development of youth and community services so that individuals and groups may be helped to identify and to meet their social, cultural and educational needs. Ad hoc.	2	Cllr Hill, Cllr Mills, 2 vacancies			Cllr Hill, Cllr Mills and 2 vacancies.
7	Clewer Non Ecclesiastical Charities	Relief in need in the ancient parish of Clewer.	1	Cllr E Wilson, vacancy		Appointment to fill vacancy only	Cllr E Wilson, Cllr Bhatti
Table 4 - Vacancies to be Appointed During the Year							
1	Local Access Forum (Countryside And Rights Of Way Act)	To advise the Council about improvement of public access to land in their area for open-air recreation. Meets twice a year at 6.30pm.	2	Cllr Majeed, Cllr Hunt		Rep must be Cllr.	Cllr Majeed, Cllr Hunt

**THE ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD
INTERNATIONAL PARTNER TOWNS COMMITTEE
CONSTITUTION**

1. Title

The Committee shall be called “The Royal Borough of Windsor and Maidenhead International Partner Towns Committee” (hereinafter called “the Committee”).

2. Objects

The objects of the Committee shall be:

- i) to promote and develop further the friendship links which have been established by the Royal Borough and its international partner towns (Bonn-Bad Godesberg and Goslar (Germany), Saint-Cloud and Neuilly-sur-Seine (France), Frascati (Italy) and Kortrijk (Belgium)) and those of other towns with which the Committee may form partnership links.
- ii) to broaden the mutual understanding of the cultural, recreational, sporting, educational and commercial activities of the partner towns by encouraging all organisations and individuals, particularly children and young people, within the Borough to participate in exchange and partnership activities and to develop their own contacts.
- iii) to consider, advise upon, facilitate and co-ordinate, where necessary proposals of local organisations and individuals relating to partnership activity.
- iv) to consider and make recommendations on any proposals relating to international partnership which require the approval or support of the Borough Council.

3. Management Committee

- i) The Management Committee shall consist of 17 Members as follows:
 - a) the Mayor of the Royal Borough of Windsor and Maidenhead, who shall be an ex-officio member as President of the Committee.
 - b) four members of the Borough Council appointed by the Council.
 - c) twelve individuals or representatives of organisations operating within the Borough who support the aims and objects of the Committee.
- ii) The Council’s Head of Communities and Highways, or his designated representative, shall be an ex-officio member of the committee and will have the right to vote.
- iii) The Committee shall have the power to co-opt, provided that no more than six persons may be co-opted at any time. Co-opted members shall have the right to vote.
- iv) Any casual vacancy arising shall be filled by the Management Committee at its next ordinary meeting.

4. Officers

- i) At the Annual General Meeting of the Association the members shall elect:
 - a) Chairman;
 - b) Vice Chairman;
 - c) Honorary Secretary;

- d) Honorary Treasurer;
- ii) The term of office of the Chairman shall be a maximum of six years. The retiring chairman shall not be eligible for re-election to the office of Chairman for one year after the end of his/her term of office.
- iii) Nominations shall be made and seconded in writing by members of the Committee to the Secretary not less than seven days before the date of the Annual General Meeting, indicating each nominee's willingness to stand.

5. Meetings

- i) In addition to the Annual General Meeting, which shall be held in April each year. the Committee shall meet at least 6 times during the year, in accordance with the programme agreed at the Annual General Meeting.
- ii) Each organisation in the Borough of Windsor and Maidenhead interested in objects of Committee may send not more than two representatives to attend the Annual General Meeting but only one representative may vote.
- iii) The business of the Annual General Meeting shall include:
 - a) a report of the work of the Committee during the preceding year
 - b) a financial statement
 - c) the election of twelve members to serve on the Management Committee
 - d) the election of Officers
 - e) Appointment of Coordinators for the Partner Towns
 - f) Programme of meeting of the Committee.
- iv) The Committee shall meet as such other times as the Chairman shall consider necessary but, on notice being given in writing to the Secretary by not less than five members of the Committee requesting the calling of a meeting of the Committee for the purpose of discussing the matter(s) referred to in the notice, the Secretary, after consultation with the Chairman, shall convene such a meeting within twenty-one days of receiving the notice.
- v) Individual members shall be expected to attend all meetings of the Committee. Extenuating circumstances that may preclude an individual member from attending three or more consecutive meetings shall be notified to the Chairman. The Officers of the Committee shall have discretion, in such circumstances, to permit the individual to continue in membership. Otherwise, in the event that a member is absent for three consecutive meetings, that individual shall be deemed to have forfeited membership of the Committee.
- vi) The Secretary shall give at least fourteen days notice in writing of the Annual General Meeting and/or any special General meeting and at least seven days notice in writing of all ordinary meetings of the Committee. Notices of the Annual General Meeting and/or Special General Meeting should be displayed on the Public Notice Boards at the Town Hall, Maidenhead, the Guildhall, Windsor and in all main and branch libraries within the Borough. Notices of ordinary meetings of the Committee may be given in the minutes of the previous meeting of the Committee.
- vii) A copy of the minutes of all Committee meetings shall be sent to each member of the Committee and shall be published on the Royal Borough's web site.
- viii) Each member of the Committee including co-opted members shall have one vote and, in the event of equality of voting for and against any motion, the Chairman shall have a second and/or casting vote.

- ix) The quorum of a meeting of the Committee will be one quarter of the whole number of Members appointed to the Committee, including ex-officio members, rounded up to the nearest whole number. The quorum for any Sub-Committee shall be 2.

6. Sub-Committees

- i) The Committee shall have power to appoint such sub-committees, as it concedes appropriate to carry out the objectives of this Constitution.
- ii) The Committee shall have power to determine the membership of such sub-committees and may delegate powers to such sub-committees within such limits as the Committee may determine including power to a sub-committee to co-opt further members, not exceeding one quarter of the total membership of the sub-committee.

7. Honorary Appointments

- i) The Committee shall have the power to bestow Honorary Life Membership on any Member of the Committee after his/her retirement from the Committee in recognition of distinguished service.
- ii) Honorary Life Members shall be entitled to attend meetings of the Committee but shall have the right to vote only at the Annual General Meeting or any Special General Meeting. Honorary Life Members shall be invited to social functions organised by the Committee as subscribing Members except as otherwise decided by the Committee.

8. Finance

The revenue and capital of the Committee shall consist of:

- i) funding from the Royal Borough
- ii) grants and sponsorships from other organisations
- iii) donations and any other casual benefits

9. Fund Raising

The Committee is not required to promote or participate in any fund raising activity on behalf of organisations or individuals whether or not connected with International Partnership activities but may, if so decided by a simple majority of members, accept donations and/or sponsorship.

10. Amendments

Any amendments to this Constitution shall only be effective if agreed by a two-thirds majority of those present and voting at an Annual General or a Special General Meeting and by the Council of the Royal Borough of Windsor and Maidenhead and shall date from the date of approval by the Borough Council.

11. Dissolution of the Committee

In the event of the dissolution of the Committee, any property or monies remaining after its debts and liabilities have been settled shall be paid back to the Council.