

NOTICE  
OF  
MEETING  
**ONE BOROUGH**

will meet on

**TUESDAY, 7TH DECEMBER, 2021**

**At 11.00 am**

by

**VIRTUAL MEETING - ONLINE ACCESS**

TO: MEMBERS OF THE ONE BOROUGH GROUP

Karen Shepherd – Head of Governance - Issued: 29<sup>th</sup> November 2021

Members of the Press and Public are welcome to attend Part I of this meeting. The agenda is available on the Council's web site at [www.rbwm.gov.uk](http://www.rbwm.gov.uk) or contact the Panel Administrator **Mark Beeley** [mark.beeley@rbwm.gov.uk](mailto:mark.beeley@rbwm.gov.uk)

**Recording of Meetings** – In line with the council's commitment to transparency the Part I (public) section of the virtual meeting will be streamed live and recorded via Zoom. By participating in the meeting by audio and/or video, you are giving consent to being recorded and acknowledge that the recording will be in the public domain. If you have any questions regarding the council's policy, please speak to Democratic Services or Legal representative at the meeting.

## **AGENDA**

### **PART I**

<b><u>ITEM</u></b>	<b><u>SUBJECT</u></b>	<b><u>PAGE NO</u></b>
1.	<b><u>APOLOGIES FOR ABSENCE</u></b>  To receive any apologies for absence.	-
2.	<b><u>DECLARATIONS OF INTEREST</u></b>  To receive any declarations of interest.	5 - 6
3.	<b><u>MINUTES</u></b>  To consider the minutes of the meeting held on 14 <sup>th</sup> September 2021.	7 - 10
4.	<b><u>BUDGET CONSULTATION</u></b>  To receive information on how community groups will be consulted on the Budget 2022/23.	Verbal Report
5.	<b><u>COMMUNITY SAFETY PARTNERSHIP</u></b>  To hear from David Scott, RBWM Head of Communities.	Verbal Report
6.	<b><u>LOCAL OUTBREAK MANAGEMENT PLAN REVIEW</u></b>  To hear from Alex Bayliss.	Verbal Report
7.	<b><u>EMBEDDING COMMUNITY RESPONSE PROJECT UPDATE</u></b>  To hear from Jesal Dhokia.	Verbal Report
8.	<b><u>CCG/NHS UPDATE</u></b>  To hear from Sabahat Hassan.	Verbal Report
9.	<b><u>FOOD SHARE</u></b>  To receive an update on the work of Food Share.	Verbal Report
10.	<b><u>QUEEN'S PLATINUM JUBILEE</u></b>  To hear about the plans to mark the Platinum Jubilee in 2022.	Verbal Report
11.	<b><u>FUTURE MEETINGS OF ONE BOROUGH</u></b>  To consider when/if One Borough should have an in-person meeting. The attached report was agreed at Full Council in September 2021, One Borough is listed on the final page of the report.	11 - 20

12.

DATES OF FUTURE MEETINGS

-

The dates of future meetings are as follows (all 11.30am):

- Tuesday 15<sup>th</sup> March 2022
- Tuesday 14<sup>th</sup> June 2022
- Tuesday 13<sup>th</sup> September 2022
- Tuesday 6<sup>th</sup> December 2022

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## MEMBERS' GUIDE TO DECLARING INTERESTS AT MEETINGS

### Disclosure at Meetings

If a Member has not disclosed an interest in their Register of Interests, they **must make** the declaration of interest at the beginning of the meeting, or as soon as they are aware that they have a Disclosable Pecuniary Interest (DPI) or Other Registerable Interest. If a Member has already disclosed the interest in their Register of Interests they are still required to disclose this in the meeting if it relates to the matter being discussed.

Any Member with concerns about the nature of their interest should consult the Monitoring Officer in advance of the meeting.

### Non-participation in case of Disclosable Pecuniary Interest (DPI)

Where a matter arises at a meeting which directly relates to one of your DPIs (summary below, further details set out in Table 1 of the Members' Code of Conduct) you must disclose the interest, **not participate in any discussion or vote on the matter and must not remain in the room** unless you have been granted a dispensation. If it is a 'sensitive interest' (as agreed in advance by the Monitoring Officer), you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted by the Monitoring Officer in limited circumstances, to enable you to participate and vote on a matter in which you have a DPI.

Where you have a DPI on a matter to be considered or is being considered by you as a Cabinet Member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

*DPIs (relating to the Member or their partner) include:*

- Any employment, office, trade, profession or vocation carried on for profit or gain.
- Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses
- Any contract under which goods and services are to be provided/works to be executed which has not been fully discharged.
- Any beneficial interest in land within the area of the council.
- Any licence to occupy land in the area of the council for a month or longer.
- Any tenancy where the landlord is the council, and the tenant is a body in which the relevant person has a beneficial interest in the securities of.
- Any beneficial interest in securities of a body where:
  - a) that body has a place of business or land in the area of the council, and
  - b) either (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body **or** (ii) the total nominal value of the shares of any one class belonging to the relevant person exceeds one hundredth of the total issued share capital of that class.

Any Member who is unsure if their interest falls within any of the above legal definitions should seek advice from the Monitoring Officer in advance of the meeting.

### Disclosure of Other Registerable Interests

Where a matter arises at a meeting which **directly relates** to one of your Other Registerable Interests (summary below and as set out in Table 2 of the Members Code of Conduct), you must disclose the interest. **You may speak on the matter only if members of the public are also allowed to speak at the meeting** but otherwise **must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation**. If it is a 'sensitive interest' (as agreed in advance by the Monitoring Officer), you do not have to disclose the nature of the interest.

*Other Registerable Interests (relating to the Member or their partner):*

*You have an interest in any business of your authority where it relates to or is likely to affect:*

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority*
- b) any body*
  - (i) exercising functions of a public nature*
  - (ii) directed to charitable purposes or*

*one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)*

## **Disclosure of Non- Registerable Interests**

Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a DPI) or a financial interest or well-being of a relative or close associate, you must disclose the interest. **You may speak on the matter only if members of the public are also allowed to speak at the meeting** but otherwise **must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation**. If it is a 'sensitive interest' (agreed in advance by the Monitoring Officer) you do not have to disclose the nature of the interest.

Where a matter arises at a meeting which **affects** –

- a. your own financial interest or well-being;
- b. a financial interest or well-being of a friend, relative, close associate; or
- c. a body included in those you need to disclose under DPIs as set out in Table 1 of the Members' code of Conduct

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied.

Where a matter **affects** your financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

**You may speak on the matter only if members of the public are also allowed to speak at the meeting** but otherwise **must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation**. If it is a 'sensitive interest' (agreed in advance by the Monitoring Officer, you do not have to disclose the nature of the interest.

## **Other declarations**

Members may wish to declare at the beginning of the meeting any other information they feel should be in the public domain in relation to an item on the agenda; such Member statements will be included in the minutes for transparency.

# Agenda Item 3

## ONE BOROUGH

TUESDAY, 14 SEPTEMBER 2021

PRESENT: Paul Samuels (Vice-Chair, in the Chair), Jeff Pick, Viviana Salmon, Valerie Pike, Usha Parmar, Andrew Saunders, Barbara Grossman, Rebecca Mistry, Anthony Lewis, Sabahat Hassan, Claire Kellow, Peter Haley, Tracy Muschamp, Alison Bourne, Andrew Douglass, Saghir Ahmed and Councillor Samantha Rayner

Also in attendance: Councillor Jon Davey, Councillor Helen Price, Councillor Donna Stimson, Councillor Gurpreet Bhangra and Councillor Gurch Singh

Officers: Mark Beeley, Oran Norris-Browne, Anna Fallgren, Jesal Dhokia, Vanessa Faulkner, Marc Connor and Elaine Keating

### APOLOGIES FOR ABSENCE

Apologies for absence were received from Nicola Davidson, David Scott, Sue Evans, John Diack, Karnail Pannu, Danielle Lane, Philip Reynolds, Caroline Farrar, Belinda Dixon, Tim Hiorns and Jane Corry.

### DECLARATIONS OF INTEREST

There were no declarations of interest received.

### MINUTES

**RESOLVED UNANIMOUSLY: That the minutes of the meeting held on 22<sup>nd</sup> June 2021 were approved a true record.**

Councillor Price asked if past meetings of One Borough, which had been live streamed on YouTube, had been removed from the RBWM YouTube channel.

Mark Beeley, Democratic Services Officer, said that they were still available but they would be removed after the meeting.

**ACTION – Mark Beeley to remove previous recordings of One Borough on the RBWM YouTube channel.**

Councillor Price asked if the RBWM Together link could be sent out to the One Borough group.

**ACTION – Mark Beeley to send out the RBWM Together link after the meeting.**

### EMBEDDING COMMUNITY RESPONSE PROJECT UPDATE

**RESOLVED UNANIMOUSLY: That the order of agenda items be changed, so that the Embedding Community Response Project Update was the first item to be considered.**

Jesal Dhokia, Transformation Project Manager, gave an update on the project. In Clewer and Dedworth, the various project groups had been meeting. The physical environment group had been looking at the adoption of green space, with a plating project up and running which had also received external sponsorship. Around 19 fruit trees had now been planted as part of the orchard. The food network group were helping children to cook and eat healthy meals, in partnership with the West Windsor Hub. The next meetings of each sub group were updated

on the RBWM Together website so that if anyone was interested they could get involved. The young people group was working in partnership with the youth engagement service and a few workshops had been held with green earth.

Councillor Stimson said that the project was fantastic and congratulated Jesal Dhokia on the progress on the project so far.

Jesal Dhokia said that the Maidenhead project was progressing well, with five sub groups currently meeting. The Windsor model had been copied, with each group chaired by someone who was independent. In the health and wellbeing sub group, the health lead had been brought in and the group was investigating health inequalities. The physical environment sub group had recently held a sustainable project, which was great in bringing people together from the local community. There was a joint partnership with Maidenhead Cycle Hub planned on electric bikes. Other sub groups included the employment and skills sub group working with the library and the Department for Work and Pensions was setting up a job club for younger people. The group would be looking to advertise adult learning summer courses and Jesal Dhokia asked any organisations which ran programmes to get in touch. There had been a community empowerment meeting at Maidenhead Library, which was working with People 2 Places and All Saints Church Maidenhead, to see how to get people involved with visiting heritage sites.

Councillor Bhangra joined the meeting.

Councillor Davey asked if the Windsor bike hub were involved with the project. He asked if all of the information on the various sub groups was available on the RBWM Together website.

Jesal Dhokia said that the Windsor bike hub had been mentioned at previous meetings. She would be looking to meet the bike hub with regards to sustainability.

Councillor Davey asked if he could be sent the link to the green space information on the website.

**ACTION – Jesal Dhokia to send Councillor Davey link to the information on green space on RBWM Together.**

Councillor Price said that Windsor Food Share was part of the food network and they had recently identified seven challenges on why some people could struggle with food over the coming months. The job club had started up and was working with local employers.

Councillor Stimson said that the Maidenhead Chamber of Commerce was the gateway to the Kickstart scheme. They were able to offer job opportunities of 25 hours a week and employers would be provided with £850 to spend on training. All Saints Church was currently working with three local schools on a sustainability programme, this could be coordinated with the sub group.

Councillor Singh joined the meeting.

## HEALTH

Sabahat Hassan, Head of Communications at Frimley CCG, explained that they were currently waiting for national communications material from the government on the vaccine. There was expected to be a press conference later that day which would discuss the potential booster campaign, while GPs had been contacting people to come forward for the flu jab. It was important that everyone was protected and Sabahat Hassan asked if members of the One Borough group could share this message.

Information had been updated for if anyone felt unwell and what they should do, a wellbeing leaflet had been produced which provided useful guidance and advice. Sunningdale Health



Hub would be a new health centre which would bring two separate places into a single site. The Frimley CCG AGM was also coming up and would be taking place on 21<sup>st</sup> September 2021 at 1.30pm.

Valerie Pike noted that there had been two consultations on the new health hub in Sunningdale and asked what the supporters list did to add to the project.

Sabahat Hassan said that the plan had been revaluated and the supporters list could then be easily updated with the changes that had been made.

Valerie Pike asked how this would impact on the planning process. She was informed that the supporters list helped to show the support of residents for the application.

## CONSULTATIONS

Councillor Price explained that she had asked for this item to be added to the agenda because she was aware that a number of community groups had not received any notification of consultations which had been taking place. She suggested that consultations could be sent to the clerk, who could then distribute this to the One Borough group.

Councillor Davey said that he agreed with Councillor Price, the council had to respond to feedback given in consultations and therefore it was important that community groups got involved to ensure that their views were heard.

Elaine Keating, Youth Engagement Officer, felt that the process had been improved and that consultations were more widely available and advertised. The new RBWM Youth Council would be looking at the forward plan of Full Council and discussing any items of interest.

Councillor Price asked if members would like to be notified of new consultations.

Anthony Lewis felt that an overview of the current consultations would be useful to have.

Jeff Pick said that consultations were usually listed in the borough's newsletter.

Councillor Stimson said that officers were very busy and did not want to add to their workload or duplicate work.

Councillor Price explained that the idea was just to inform people, but if most members subscribed to the newsletter and received notification through that method then there was no need for a separate notification to be sent.

Councillor Davey said that people read the minimum when it came to email newsletters, so having it at the bottom of the newsletter meant that a lot of subscribers probably did not even read the section on consultations.

Jeff Pick mentioned that he had an email alert system and he was able to see how many people clicked on the various links. He said it was a very small number, compared to the number of subscribers who received the emails.

Councillor Price felt that members of the group were happy to subscribe to the borough's newsletter to receive notification of consultations.

Elaine Keating suggested that it could be a future agenda item, if it was relevant.

## COVID UPDATE

Due to technical difficulties, Marc Connor was unable to present. The presentation was distributed to members of the group after the meeting.

## MEMBERSHIP UPDATES

Jeff Pick said that the Police Property Act had been announced, with a £100,000 fund available for community groups. Details would be circulated to the group after the meeting. Nicola Davidson had confirmed that she would be happy to provide advice and support with funding opportunities.

Valerie Pike said that she had recently been involved in a community engagement event. There was awareness raised around scams, home security and the work of community wardens. A meeting would soon be organised for Clewer, Valerie Pike passed on her thanks to Angela Huisman for allowing the meeting to be held in the library.

Viviana Salmon said that the Co-Op was able to support various schemes, community hubs, community fridges and other projects.

Alison Bourne said that the Dash Charity had been successful with some grants which had been applied for. This had allowed the charity to recruit a new children's and police worker. Alison Bourne said that the charity was still looking for accommodation for staff to use as an office and central hub.

Elaine Keating said that there was currently a consultation ongoing with the police on which areas were not felt to be safe and any concerns young people had. October was the month of action so this would be going out to community groups. The RBWM Youth Council was due to have its first meeting on Monday 20<sup>th</sup> September 2021. Elaine Keating encouraged members to use the Youth Council as the voice of young people in the borough.

An update was received on Busy Buttons, which specifically worked with young people and had had a busy summer. Over 7 weeks, a range of activities had been offered and staff were currently looking forward to the September programme. Positive progress had been made with children who had to come out of school for various reasons.

Councillor Davey explained that the Rotary Club were looking to do some fundraising for the Price Philip trust fund. The plan was to take it over the £500,000 mark by the time of the Queens Platinum Jubilee next year.

## DATES OF FUTURE MEETINGS

The next meeting would take place on Tuesday 7<sup>th</sup> December 2021, starting at 11am.

The meeting, which began at 11.00 am, finished at 12.00 pm

CHAIRMAN.....

DATE.....

Report Title:	Council Meeting Arrangements
Contains Confidential or Exempt Information	No - Part I
Cabinet Member:	Councillor Rayner, Deputy Leader of the Council, Corporate & Resident Services, Culture & Heritage, and Windsor
Meeting and Date:	Full Council - 28 September 2021
Responsible Officer(s):	Emma Duncan, Deputy Director of Law and Strategy & Monitoring Officer / Karen Shepherd, Head of Governance & Deputy Monitoring Officer
Wards affected:	All



## REPORT SUMMARY

*Since early May 2021 the council has been required to undertake decision making meetings in person, whilst others have continued in the virtual format. Under the government roadmap all social distancing requirements ended on 19 July 2021. The council therefore needs to consider the appropriate split between virtual and in-person meetings for the remainder of the municipal year.*

### 1. DETAILS OF RECOMMENDATION(S)

**RECOMMENDATION:** That full Council notes the report and:

- i) **Agrees the split of virtual meetings/in-person meetings for the remainder of the municipal year as detailed in Appendix A.**
- ii) **Notes that a further review would take place if and when legislation is enacted to allow decision making meetings to take place virtually.**

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

#### Options

**Table 1: Options arising from this report**

Option	Comments
Agree the split of virtual meetings / in-person meetings for the remainder of the municipal year as detailed in Appendix A  <b>This is the recommended option</b>	The proposed split takes into account legal requirements relating to decision making meetings whilst also recognising the benefits of virtual meetings experienced over the last 16 months.
Amend the split of virtual meetings / in-person meetings for the remainder of the municipal year as detailed in Appendix A	Members could decide on an alternative split, whilst maintaining the in-person requirement for decision making meetings.

## **Virtual / in-person meetings**

- 2.1 The pandemic has given councils, including the Royal Borough, an opportunity to amend working practices. Whilst the past 18 months have been a significant challenge, the borough needs to capitalise on the changes that have been successfully introduced to improve democratic accountability, transparency, and more agile ways of working. It will be important to retain flexibility of options for meetings, to allow for mitigation measures should any future social distancing restrictions be imposed.
- 2.2 The legislation specifically permitting council meetings to take place in a virtual format as a result of the global pandemic included a sunset clause and therefore, for decision making meetings, the virtual format is no longer possible until the government introduces new legislation, if indeed it decides to do so. For non-decision-making meetings the option to continue in the virtual format remains.
- 2.3 Relevant officers responded to the recent government call for evidence on remote meetings and all Members were also encouraged to submit their own response. Various professional bodies and local government organisations are lobbying government to consider fresh legislation at the earliest opportunity to give councils the flexibility to choose which format best suits their meeting and governance arrangements.
- 2.4 The key lessons from virtual meetings have been:
- On-line platforms have overall worked well for formal meetings of the Council, increasing transparency and engagement.
  - Public engagement has increased as a result of the live-streaming of meetings and has allowed residents to participate more easily, which has been widely welcomed.
  - The ability for officers to attend some meetings remotely has reduced travel time, thereby increasing capacity for other productive work, and supporting the council's climate change agenda. It has also encouraged wider officer attendance at meetings, leading to a better corporate understanding of the council's priorities.
  - Remote meetings support the council's move to a Modern Workplace and more agile ways of working.
  - Members attending meetings remotely has reduced costs in terms of Member travel claims, and printing and postage of hard copy agenda documentation.
  - The flexibility of online meetings has been welcomed by meeting participants with caring responsibilities or other commitments (such as Members who also work full time).
  - The virtual format has brought benefits for participants with disabilities, for example acoustics are improved for fully virtual meetings in comparison to those held in some council meeting rooms.

- The virtual format has exacerbated some issues of poor behaviour as eye contact is limited and participants, including the Chairman who has a role in managing behaviour during a meeting, are less aware of the body language of others. In-person meetings can therefore mitigate some of the behaviour issues experienced.

2.5 In considering appropriate arrangements for the remainder of the municipal year the following principles should be supported:

- Taking an agile and resilient approach in the face of the ongoing pandemic, including the potential for future ad hoc restrictions.
- On-line accessibility should be maintained for meetings to allow for increased transparency and public participation.
- The council should look to transform its democratic processes to focus the service around the needs of the users (public, partners, Members, officers) and deliver efficiencies, allowing officer and Member time to be spent where it delivers more value to the authority and thereby to residents.
- There should be a mixed economy approach to meetings with some being held with Members in-person and some virtually, demonstrating the Council's leadership in adopting agile ways of working.
- For in-person meetings, non-Members of Committees, public speakers and officers continue to be given the option of attending virtually, to encourage attendance and generate a wider understanding of the Council's work, other than where in-person attendance is required under legislation (N.B. In-person attendance requirements can be different for different types of attendees). It is acknowledged that for councillors this creates a 'two tier' system where Members of the Committee must attend meetings in-person whereas non-Members can join virtually if they wish. However, the right of a non-Member to speak is subject to agreement by the Chairman of the relevant committee, as set out in the constitution.

2.6 In recognition that some Members and other meeting participants are returning to working in office locations rather than from home on a regular basis, the start times for all meetings are proposed to return to those in place pre-pandemic. Details can be found in Appendix A.

2.7 The split between virtual and in-person meetings would be further reviewed if legislation is enacted to allow decision making meetings to take place virtually and when Members consider the 2022/23 programme of meetings (Full Council January 2022).

#### **Audio visual equipment**

2.8 Meetings held in a fully virtual format have brought benefits to both participants and online viewers in terms of improved picture and audio quality, particularly in comparison to the volume and quality pre-Covid when only Cabinet and full Council meetings (held in-person) were streamed online via the Periscope app.

- 2.9 Since 7 May 2021 the council has been legally required to hold decision making meetings in person. To ensure residents can continue to view all council meetings online, basic equipment already in council possession (a camera and microphone/speaker) have been linked to a council officer laptop from which the meeting has also been live streamed on YouTube. This has provided a single fixed view of the meeting room, and enabled online attendees (non-Panel Members, public speakers, some officers) to interact with in person attendees including Panel Members via screens in the meeting room.
- 2.10 Concerns have been expressed at the audio quality provided by the current equipment, particularly for meetings with a large number of participants and in council meeting rooms with poor acoustic properties. Feedback has also been received that the single fixed view is a step back from fully virtual meetings in terms of transparency as it is not always clear to viewers who is speaking. Officers are therefore investigating procurement options to improve the audio-visual equipment whilst maintaining a hybrid solution (allowing two-way audio and video between in-person and virtual meeting participants) and a livestream either to the council's page on YouTube or embedded into the Modern.gov agenda webpages on the council website. Once these investigations have concluded, the appropriate decision-making and resources will be identified, dependent on the solution.

### 3. KEY IMPLICATIONS

#### 3.1

**Table 2: Key Implications**

<b>Outcome</b>	<b>Unmet</b>	<b>Met</b>	<b>Exceeded</b>	<b>Significantly Exceeded</b>	<b>Date of delivery</b>
Virtual meetings held where appropriate	No virtual meetings held	Virtual meetings held where appropriate	n/a	n/a	Meetings for which agenda are published 29 September 2021 onwards

### 4. FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 The costs of holding meetings in-person are contained within existing budgets. A Zoom licence to allow both in-person and virtual meetings to be livestreamed costs c.£1000 per annum (licence for 6 x meeting clerks).
- 4.2 Once investigations on procurement options to improve the audio-visual equipment are complete, the appropriate decision-making and resources will be identified dependent on the solution.

### 5. LEGAL IMPLICATIONS

- 5.1 There are a number of Acts of Parliament, Regulations, Statutory Instruments, and guidance which govern meetings of the Council; the principal ones being

the Local Government Act 1972, the Local Government Act 2000, and the Localism Act 2011.

- 5.2 New legislation would be required to enable decision making meetings to be held virtually.

## 6. RISK MANAGEMENT

### 6.1 Table 4: Impact of risk and mitigation

Risk	Level of uncontrolled risk	Controls	Level of controlled risk
Reduced public engagement in council meetings	Medium	Enable some meetings to continue in the virtual format and maintain the hybrid meeting format	Low

## 7. POTENTIAL IMPACTS

- 7.1 Equalities. An Equality Impact Assessment (EQIA) has been undertaken and published on the [council's website](#).
- 7.2 Climate change/sustainability. Virtual meetings have reduced the need for Members, officers, and members of the public to travel to venues around the borough. The virtual format has also enabled increased use of electronic agenda, thereby reducing printing requirements and paper usage.
- 7.3 Data Protection/GDPR. The council undertook a Data Protection Impact Assessment and published a Privacy Notice in May 2020 when virtual meetings first took place; the principles still apply for meeting participants attending meetings in a virtual capacity, whether or not the meeting itself is held fully virtually, or in a hybrid format.

## 8. CONSULTATION

- 8.1 Feedback from meeting participants (Members, officers, external partners, public speakers) and from viewers of the livestreams on YouTube over the last 16 months has been taken into account in considering proposals for virtual meetings.

## 9. TIMETABLE FOR IMPLEMENTATION

9.1 The full implementation stages are set out in table 5.

**Table 5: Implementation timetable**

Date	Details
28 September 2021	Full Council consideration of proposals
29 September 2021 and ongoing for the remainder of the municipal year	For agenda published 29 September 2021 onwards, implementation of revised virtual / in-person meeting split
If legislation is implemented to allow decision making meetings to be held virtually	Split between virtual / in-person meetings to be reviewed in light of any new legislation
25 January 2022	The split between in-person and virtual meetings would be reviewed as part of the consideration of the 2022/23 programme of meetings.

## 10. APPENDICES

10.1 This report is supported by one appendix:

- Appendix A – proposed virtual / in-person meeting split for the remainder of the municipal year

## 11. BACKGROUND DOCUMENTS

11.1 This report is supported by one background document:

- [Programme of meetings for 2021/22](#)

11.2 The above link also provides access to recordings of fully virtual and in-person meetings held since May 2021 for comparison.

## 12. CONSULTATION

Name of consultee	Post held	Date sent	Date returned
<i>Mandatory: Statutory Officers (or deputy)</i>			
Adele Taylor	Executive Director of Resources/S151 Officer	13/9/21	16/9/21
<i>Deputies:</i>			
Andrew Vallance	Head of Finance (Deputy S151 Officer)	13/9/21	
<i>Other consultees:</i>			
<i>Directors (where relevant)</i>			
Duncan Sharkey	Chief Executive	13/9/21	13/9/21
Andrew Durrant	Executive Director of Place	13/9/21	15/9/21



Kevin McDaniel	Executive Director of Children's Services	13/9/21	
Hilary Hall	Executive Director of Adults, Health and Housing	13/9/21	13/9/21
<i>Heads of Service (where relevant)</i>			
Lynne Lidster	Head of Commissioning - People	13/9/21	13/9/21
Elaine Browne	Head of Law	13/9/21	13/9/21
Nikki Craig	Head of HR, Corporate Projects, and IT	13/9/21	13/9/21
Chris Joyce	Head of Infrastructure, Sustainability and Economic Growth	13/9/21	14/9/21

Confirmation relevant Cabinet Member(s) consulted	Cllr Rayner, Deputy Leader of the Council, Corporate & Resident Services, Culture & Heritage, and Windsor	Yes
	Councillor Johnson, Leader of the Council	Yes

## REPORT HISTORY

<b>Decision type:</b>	<b>Urgency item?</b>	<b>To follow item?</b>
Council decision	No	No

Report Author: Karen Shepherd, Head of Governance, 07766 778286
-----------------------------------------------------------------

## Appendix A

Meeting	No. of meetings scheduled per year in the council programme of meetings	Notes - N.B. start times for all meetings are those agreed pre-Covid (Full Council Feb 2020)
<b><i>Council meetings required to be held in-person or considered to best held in-person (Panel Members and clerk/Proper Officer)</i></b>		
Council	7	Start time 7.00pm; could only be held virtually if new legislation enacted
Cabinet	13	Start time 7.00pm; could only be held virtually if new legislation enacted
Corporate Overview and Scrutiny Panel	6	Scheduled meetings to be held in person (start time 7.00pm); Extraordinary meetings (unless decision-making e.g. a call-in) to be held virtually (start time 7.00pm)
Adults, Children and Health Overview & Scrutiny Panel	4	Scheduled meetings to be held in person (start time 7.00pm); Extraordinary meetings (unless decision-making e.g. a call-in) to be held virtually (start time 7.00pm)
Infrastructure Overview & Scrutiny Panel	4	Scheduled meetings to be held in person (start time 7.00pm); Extraordinary meetings (unless decision-making e.g. a call-in) to be held virtually (start time 7.00pm)
Communities Overview & Scrutiny Panel	4	Scheduled meetings to be held in person (start time 7.00pm); Extraordinary meetings (unless decision-making e.g. a call-in) to be held virtually (start time 7.00pm)
Audit and Governance Committee	5	Scheduled meetings to be held in person (start time 7.00pm); Extraordinary meetings (unless decision making) to be held virtually (start time 7.00pm)
Maidenhead Development Management Committee	12	Start time 7.00pm; could only be held virtually if new legislation enacted
Windsor and Ascot Development Management Committee	12	Start time 7.00pm; could only be held virtually if new legislation enacted
Licensing Panel	4	Start time 6.00pm; Could only be held virtually if new legislation enacted

<b>Berkshire Pension Fund Committee</b>	<b>4</b>	<b>Start time 4.00pm; Could only be held virtually if new legislation enacted</b>
<b>Grants Panel</b>	<b>1</b>	<b>Start time 10.00am; Could only be held virtually if new legislation enacted</b>
<b>Appeals Panel</b>	<b>0</b>	<b>Various daytime start times; Could only be held virtually if new legislation enacted</b>
<b>Appointment Committee</b>	<b>0</b>	<b>Start time 6.30pm; Could only be held virtually if new legislation enacted</b>
<b>Rights of Way and Highway Licensing Panel</b>	<b>0</b>	<b>Start time 6.30pm; Could only be held virtually if new legislation enacted</b>
<b>Independent Remuneration Panel</b>	<b>0</b>	<b>Various daytime start times; independent panel members prefer in person</b>
<b>Statutory Officer Panel</b>	<b>0</b>	<b>Daytime start time; Could only be held virtually if new legislation enacted</b>
<b>Member Standards Sub Committee</b>	<b>0</b>	<b>Various daytime start times; Could only be held virtually if new legislation enacted</b>
<b>Employment Appeals Sub Committee</b>	<b>0</b>	<b>Various daytime start times; Could only be held virtually if new legislation enacted</b>
<b>Licensing and PSPO Sub Committee</b>	<b>0</b>	<b>Various daytime start times; can be held virtually without new legislation as falls under Licensing Act 2003 not Local Government Act 1972, however Members have expressed a preference for in-person meetings</b>

### ***Council meetings considered to best held virtually***

<b>Windsor Town Forum</b>	<b>6</b>	<b>6.30pm start time; External attendees welcomed the virtual format; one meeting per municipal year to be held in person to be agreed with the Chairman</b>
<b>Maidenhead Town Forum</b>	<b>6</b>	<b>6.30pm start time; External attendees welcomed the virtual format; one meeting per municipal year to be held in person to be agreed with the Chairman</b>
<b>Corporate Parenting Forum</b>	<b>6</b>	<b>5.30pm start time; External attendees including Children In Care, foster carers, NHS etc welcomed the virtual format; majority of agenda is in Part II; one meeting per municipal year to be held in person to be agreed with the Chairman</b>
<b>School Improvement Forum</b>	<b>3</b>	<b>5.00pm start time; Teacher attendees have welcomed the virtual format; one meeting per municipal year to be held in person to be agreed with the Chairman</b>

<b>Aviation Forum</b>	<b>0</b>	<b>7.00pm start time; number of external attendees welcomed the virtual format; one meeting per municipal year to be held in person to be agreed with the Chairman</b>
<b>Health &amp; Wellbeing Board</b>	<b>0</b>	<b>3.00pm start time; External attendees welcomed the virtual format; one meeting per municipal year to be held in person to be agreed with the Chairman</b>
<b>Member Standards Panel</b>	<b>0</b>	<b>6.30pm start time; one meeting per municipal year to be held in person to be agreed with the Chairman</b>

***Other/outside bodies administered by Democratic Services considered to best held virtually***

<b>One Borough</b>	<b>4</b>	<b>Start time 11.00am; community groups welcomed virtual format; encouraged to hold one meeting per municipal year in person, to be agreed with the Chairman</b>
<b>Berkshire Pension Board</b>	<b>4</b>	<b>Start time varies but during daytime, attendees welcomed virtual format; encouraged to hold one meeting per municipal year in person, to be agreed with the Chairman. N.B. May be occasional decision making which would require an in-person meeting</b>
<b>Rural Forum</b>	<b>2</b>	<b>Start time 5.30pm; farming community welcomed virtual format; encouraged to hold one meeting per municipal year in person, to be agreed with the Chairman</b>
<b>Flood Liaison Group</b>	<b>4</b>	<b>Start time 6.00pm; encouraged to hold one meeting per municipal year in person, to be agreed with the Chairman</b>
<b>Standing Advisory Council on Religious Education</b>	<b>4</b>	<b>Start time 6.00pm, attendees welcomed the virtual format; encouraged to hold one meeting per municipal year in person, to be agreed with the Chairman</b>
<b>Local Access Forum</b>	<b>2</b>	<b>Start time 6.30pm; encouraged to hold one meeting per municipal year in person, to be agreed with the Chairman</b>
<b>Schools Forum</b>	<b>6</b>	<b>Start time 2.00pm; teacher attendees welcomed virtual format; encouraged to hold one meeting per municipal year in person, to be agreed with the Chairman</b>
<b>Disability and Inclusion Forum</b>	<b>4</b>	<b>Start time 11.00am; external attendees representing services users with disabilities welcomed the virtual format given ease of accessibility; encouraged to hold one meeting per municipal year in person, to be agreed with the Chairman</b>