

Public Document Pack

Notice of Meeting

Council

Councillors Neil Knowles (Chair), Simon Bond (Vice-Chair), Clive Baskerville, Adam Bermange, George Blundell, David Buckley, Mandy Brar, Catherine Del Campo, Alison Carpenter, Richard Coe, Suzanne Cross, Carole Da Costa, Wisdom Da Costa, Devon Davies, Karen Davies, Jack Douglas, Genevieve Gosling, Jodie Grove, Geoff Hill, Mark Howard, Maureen Hunt, Lynne Jones, Ewan Larcombe, Sayonara Luxton, Asghar Majeed, Siân Martin, Chris Moriarty, Helen Price, Gary Reeves, Joshua Reynolds, Julian Sharpe, George Shaw, Gurch Singh, Kashmir Singh, John Story, Helen Taylor, Amy Tisi, Julian Tisi, Leo Walters, Simon Werner and Mark Wilson

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Monday 11 March 2024 7.00 pm

Council Chamber - Town Hall - Maidenhead & on [RBWM YouTube](#)

A handwritten signature in black ink, appearing to read 'Stephen Evans'.

**Stephen Evans
Chief Executive**

Agenda

Item	Description	Page
1	Apologies for Absence To receive any apologies for absence	
2	Council Minutes To receive the minutes of the budget meeting of the Council held on 29 February 2024.	To Follow
3	Declarations of Interest To receive any declarations of interest	5 - 6
4	Mayor's Communications To receive such communications as the Mayor may desire to place before the Council	7 - 8
5	Public Questions a) Gerald Hyder of Ascot & Sunninghill ward will ask the following question of Councillor Reynolds, Cabinet member for Cabinet Member for Communities and Leisure	

	<p>Windsor is one of the world's most popular tourist destinations. It would be a major blow to visitors and residents, including schoolchildren, if Windsor's prestigious and popular museum (60,000+ visitors per year, and has recently received full Arts Council accreditation) were to close. Would Councillor Reynolds please explain what is being done to ensure they remain open?</p> <p>b) Sir Brian Donohoe from outside the borough will ask the following question of Councillor Werner, Leader of the Council and Cabinet member for Community Partnerships, Public Protection and Maidenhead</p> <p>RBWM entered into a £90,000 settlement on 24/11/2006 with a part 20 defendant in consolidation action number WC049023. This protected the defendant from all future liability, and included a non-disclosure clause. Why does RBWM have a policy which allows such contracts in child abuse cases?</p> <p><i>The Council will set aside a period of 30 minutes to deal with public questions, which may be extended at the discretion of the Mayor in exceptional circumstances. The councillor who provides the initial response will do so in writing. The written response will be published as a supplement to the agenda by 5pm one working day before the meeting. The questioner shall be allowed up to one minute to put a supplementary question at the meeting. The supplementary question must arise directly out of the reply provided and shall not have the effect of introducing any new subject matter. A councillor responding to a supplementary question will have two minutes to respond.</i></p>	
6	<p>Petitions</p> <p>To receive any petitions presented by councillors on behalf of residents.</p> <p><i>Notice of the petition must be given to the Service Lead: Electoral and Democratic Services no later than noon on the last working day prior to the meeting. A councillor submitting a Petition may speak for no more than 2 minutes to summarise the contents of the Petition.</i></p>	
7	<p>Establishment of a Joint Committee - the Berkshire Prosperity Board</p> <p>To agree the arrangements to establish a fully constituted Joint Committee (to be known as the Berkshire Prosperity Board) from May 2024 to deliver a Berkshire-wide vision for inclusive, green and sustainable economic prosperity.</p>	9 - 36
8	<p>Overview and Scrutiny Co-Optees</p> <p>To approve the appointment of the co-opted representatives to the Place and People Overview and Scrutiny Panel until May 2027.</p>	37 - 46

9	<p>Councillors' Questions</p> <p>a) Councillor Larcombe will ask the following question of Councillor Werner, Leader and Cabinet member for Community Partnerships, Public Protection and Maidenhead</p> <p>Four of the five Directors of RBWM Property Company Ltd resigned on 13 February 2024. Can you please explain the circumstances behind these resignations?</p> <p>b) Councillor Gosling will ask the following question of Councillor Reynolds, Cabinet Member for Communities and Leisure</p> <p>Windsor is one of the UKs best tourist attractions. I believe that our iconic Museum is part of this with an accreditation from The Arts Council. When it charged, it still had a large footfall. Over 1000 people have signed the Museum petitions. What alternative ways are being considered to preserve this attraction for future generations?</p> <p>c) Councillor Brar will ask the following question of Councillor Coe, Cabinet Member for Cabinet Member for Household & Regulatory Services</p> <p>Can I be assured that the Environment Agency and council will engage with Bisham Parish Council and the flood wardens to make sure that any lessons are learnt from the recent flood events on the Thames?</p> <p>d) Councillor Price will ask the following question of Councillor Bermange, Cabinet Member for Planning, Legal and Asset Management</p> <p>A Motion was agreed by Council in September relating to Part II items. When will the periodic review take place regarding historic Part II decisions?</p> <p><i>The Council will set aside a period of 30 minutes to deal with councillor questions, which may be extended at the discretion of the Mayor in exceptional circumstances. The councillor who provides the initial response will do so in writing. The written response will be published as a supplement to the agenda by 5pm one working day before the meeting. The questioner shall be allowed up to one minute to put a supplementary question at the meeting. The supplementary question must arise directly out of the reply provided and shall not have the effect of introducing any new subject matter. A councillor responding to a supplementary question will have two minutes to respond.</i></p>	
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10	<p>Motions on Notice</p> <p>a) By Councillor Larcombe</p> <p>That this council takes immediate action to ensure that the probability of flooding is minimised by ensuring that land drainage infrastructure is maintained in a condition fit-for-purpose.</p> <p><i>A maximum period of 30 minutes will be allowed for each Motion to be</i></p>	
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	<i>moved, seconded and debated, including dealing with any amendments. At the expiry of the 30-minute period debate will cease immediately, the mover of the Motion or amendment will have the right of reply before the Motion or amendment is put to the vote.</i>	
11	<p>Appointment of Chair</p> <p>To consider the following appointment:</p> <p>RECOMMENDATION: That Councillor Martin be appointed as Chair of the Maidenhead Development Management Committee for the remainder of the municipal year.</p>	To Follow
12	<p>Annual Meetings Schedule 2024-25</p> <p>To approve the programme of meetings for the 2024/25 Municipal Year including the split of virtual meetings/in-person meetings.</p>	47 - 64
13	<p>Use of Urgency - Early Adoption of Fees and Charges</p> <p>To note the report explaining the Early Adoption of Fees and Charges decision, the reasons for it and why the decision was treated as matter of urgency.</p>	To Follow

By attending this meeting, participants are consenting to the audio & visual recording being permitted and acknowledge that this shall remain accessible in the public domain permanently.

Please contact Kirsty Hunt, kirsty.hunt@rbwm.gov.uk, with any special requests that you may have when attending this meeting.

Published: Friday 1 March 2024



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:

- a) any unpaid directorships
 - b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
 - c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
- of which you are a member or in a position of general control or management

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, or a body included under Other Registerable Interests in Table 2 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 financial interest or well-being of a body included under Other Registerable Interests as set out in Table 2 (as set out above and in 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 (referred to in the paragraph above) **affects** the 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 4

MAYOR'S COMMUNICATIONS

Since the last Council meeting the Mayor and Deputy Mayor have carried out the following engagements:-

- Attended the World Day of Prayer service at High Street Methodist Church, Maidenhead
- Attended the Hungerford Star Dinner
- Visited the Maidenhead Rotary's Maidenhead Big Read Festival at Maidenhead Library
- Attended the Lord Lieutenant's Awards Ceremony
- Attended the Windsor and Eton Society Dinner
- Attended the Maidenhead's Got Talent event
- Attended the Windsor and Maidenhead Symphony Orchestra concert

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Report Title:	Establishment of a Joint Committee – the Berkshire Prosperity Board
Contains Confidential or Exempt Information	No - Part I
Cabinet Member:	Councillor Simon Werner – Leader of the Council and Cabinet Member for Community Partnerships, Public Protection and Maidenhead
Meeting and Date:	Council – 11 March 2024
Responsible Officer(s):	Stephen Evans, Chief Executive Officer
Wards affected:	All

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REPORT SUMMARY

This report seeks to establish a Joint Committee (to be known as the Berkshire Prosperity Board) to enable the six Berkshire local authorities - through collaboration - to benefit from:

- Working to a shared vision of inclusive, green and sustainable economic prosperity to address challenges and meet opportunities, whilst retaining the sovereignty of each local authority.
- Presenting a strengthened case to government and private investors for greater investment into strategic projects, service delivery and initiatives across Berkshire.
- Acting as a vehicle to commission the Berkshire Local Enterprise Partnership (LEP) and others to deliver core functions in response to the government’s review of LEPs, which will see functions and responsibilities pass to local authorities from 1 April 2024.
- Having a stronger, collective voice in lobbying government and other agencies - taking a collaborative mindset in targeting external bodies effectively for the benefit of Berkshire.
- Advantageously position Berkshire in readiness for potential devolution proposals, to benefit from additional responsibilities and funding opportunities. Providing for a Berkshire that is better able to efficiently, seize future opportunities and adapt to challenges.
- Jointly working to transform Berkshire’s productivity through, responsive, agile collaboration.
- The other 5 Berkshire authorities are following a similar decision pathway during February and March.

DETAILS OF RECOMMENDATION(S)

RECOMMENDATION:

That Council notes the report and agrees:

- i. **The establishment of a fully constituted Joint Committee (to be known as the Berkshire Prosperity Board) from May 2024 to deliver a Berkshire-wide vision for inclusive, green and sustainable economic prosperity.**

- ii. That the proposed constitution for the Joint Committee as set out in Appendix A - Functions and Procedure Rules for a Joint Committee, Appendix B - responsibilities of the accountable body and Appendix C - governance structure is approved, subject to the Monitoring Officer being authorised to make minor amendments to the Functions and Procedure Rules in conjunction with the participating authorities.
- iii. That the Chief Executive, in consultation with the Leader of the Council, be delegated to agree and enter into a legally binding agreement between the six member authorities setting out the supporting arrangements and responsibilities between the authorities - particularly that between the lead authority (known as the accountable body) - and the other member authorities and go through the relevant democratic process if required.

1. REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

Options

Table 1: Options arising from this report

Option	Comments
<p>That Council agrees to the establishment of a fully constituted Joint Committee (to be known as the Berkshire Prosperity Board) from May 2024 to deliver a Berkshire-wide vision for inclusive, green and sustainable economic prosperity.</p> <p>This is the recommended option</p>	<p>The lack of a fully constituted Joint Committee - working on a Berkshire-wide footprint and involving all Berkshire local authorities - would mean that the transfer of LEP functions to local authorities from 1 April will not take place and that the county misses out of wider opportunities which are likely to arise through greater joint working between the authorities.</p>
<p>Do Nothing</p>	<p>Failure to create a Berkshire-wide governance structure such as the one proposed will mean that the Berkshire councils would not be compliant with the government's decision to transfer economic development and prosperity responsibilities from LEPs to local authorities from 1 April 2024.</p>

2. BACKGROUND

- 2.1 Collectively, Berkshire Leaders and Chief Executives have been meeting to consider the challenges and opportunities faced by the Berkshire economy

and the implications this has for residents. Leaders recognised that, although the Berkshire economy is comparatively strong, it faces a number of threats and has been experiencing declining productivity for several years.

- 2.2 In order to respond to these challenges, work has been undertaken by Berkshire local authority Place Directors to explore options to create a vehicle to drive and deliver economic prosperity within Berkshire for the benefit of residents.
- 2.3 Initial discussions explored the option of a devolution deal with government and how Berkshire might benefit from the financial and decision-making powers a deal might bring. Early on in the process, however, it was recognised that Berkshire's chance of securing a significant devolution deal was limited.
- 2.4 Berkshire is disadvantaged by both the government's Levelling Up agenda and because of priority being given to local authority areas with a Combined Authority and/or a directly elected mayor. The Berkshire Leaders have agreed not to pursue the option for a directly elected mayor.
- 2.5 At the same time that this conversation began, the government announced that it would be ending LEP funding from the end of March 2024, and transferring local economic leadership responsibilities and associated budgets back to local authorities. Hence, discussions have been ongoing as to the future of the Berkshire LEP.
- 2.6 As discussions progressed, Leaders recognised that the structure of six unitary authorities - which has provided much benefit to the Berkshire area - could be better harnessed to promote Berkshire collectively and overcome the disadvantage Berkshire has in comparison with other larger counties and metropolitan areas, that speak with a single voice. It is acknowledged that by working in partnership, Berkshire authorities can benefit from greater scale, and with that, have increased influence and a greater ability to develop solutions through collaboration.
- 2.7 Operating collaboratively will give Berkshire more bargaining power when negotiating for funds so that more investment is secured for key projects such as housing, transport, and skills. Collective lobbying will carry more weight and so help Berkshire secure better decisions from government. Shared problem solving should also produce more efficient and effective outcomes than if authorities tackle problems individually.
- 2.8 Through these discussions, the six Berkshire local authorities have set out their intention to develop a Joint Committee to help deliver this economic ambition. Collectively, the authorities have identified a programme that will focus on six thematic workstreams deemed key to the future prosperity of our local economy and residents, with progress overseen by the proposed new Joint Committee. These themes include health and inequalities, education and skills, affordable housing, sector development, strategic infrastructure and net zero.

Berkshire's economy

- 2.9 To date, Berkshire is an economic success story – no other region in the UK has played a bigger role in driving the UK economy in recent decades with significant opportunities ahead. The county has three diverse sub-regional economies and strengths in growth sectors of the future, innovative and international businesses, a highly skilled workforce, and is well connected to London and other highly productive markets.
- 2.10 The Covid pandemic, Brexit, the impacts of the war in Ukraine and the Israel-Hamas war have hit the economy hard and the county is facing economic headwinds linked to changing trading relationships with Europe, labour market shortages and high inflation. Furthermore, as a region, Berkshire is disadvantaged when competing for the government’s Levelling Up Investment programme. As such, although the Berkshire economy is mature, growth is lower than in the past, and we are moving into a period of further economic uncertainty.
- 2.11 It is also important to recognise that some of the county’s communities have not been able to contribute to - and benefit from - Berkshire’s economic success. Wage growth has not kept up with economic growth and residents are facing increasing living costs, high levels of deprivation and poor health outcomes. Economic inactivity remains above pre-Covid trajectory, which is exacerbating labour market pressures. Housing is a particular issue, with median house prices costing almost 11 times more than median earnings, acting as a constraint to recruiting and retaining graduate talent and people with the skills our economy needs.
- 2.12 The Berkshire economy is mature, but the strains of growth are showing. Many of the companies headquartered in Berkshire face re-investment decisions post Covid-19 and Brexit, with a risk of relocation to other parts of the UK or overseas. There are many opportunities with growing industries such as the film industry in and around Reading University and Bray, but the need to act to secure Berkshire’s long-term future is clearly evident.
- 2.13 The development of the Joint Committee will allow Berkshire authorities to share and develop an economic vision to collectively address challenges and seize opportunities working collaboratively with other key parties. Thereby providing a greater voice than each council would have individually, helping to lobby government and secure more finance from both public and private investors, and to be an attractive location for inward investment.

Key drivers for change - responding to government changes to LEP funding and responsibilities

- 2.14 Government will cease funding LEPs from April 2024, with the core functions currently carried out by LEPs to be transferred to local authorities in a bid to empower local leaders and communities. Local authorities will receive the funding for and core responsibilities for delivering these functions from April 2024. The core functions are:
- Economic strategy and planning - this function is needed in the future to continue to provide evidence bases, data, and a Berkshire-wide economic strategy so that collective action can be prioritised and needs-led.

- Business voice - this is a core function required by government going forward in each functional economic area. This function is needed in the future to embed a strong, independent, and diverse local business voice into local decision-making on economic development issues. New guidance on setting up a Business Board (which would form part of a Joint Committee's governance arrangements) is due to be released by Government.
 - Government programme delivery - this function is needed in the future to continue to monitor the final stages of government programmes at the Berkshire level and ensure compliance with programme guidelines.
- 2.15 As part of this transfer of functions, local authorities will now be expected to take responsibility for commissioning the Growth Hubs and Skills Hubs previously provided LEPs.
- 2.16 Berkshire Leaders and the LEP have agreed that they want to continue working in partnership to support the Berkshire economy. As part of the new arrangement, the Berkshire LEP will remain an independent company. Berkshire Leaders have agreed that funding received from government for the core functions will be used to commission specialist organisations (such as the Berkshire LEP) to deliver outcomes.
- 2.17 The development of a Berkshire Joint Committee with a nominated accountable body will allow Berkshire to accept funds from government and commission the core functions to address collective priorities.

Devolution

- 2.18 The government's 2022 Levelling Up White Paper set out plans for encouraging local areas to apply for a devolution deal – called 'County Deals'. These agreements devolve funding, additional responsibilities and decision making with a view to stimulating local economic growth.
- 2.19 Prior to local elections in May 2023, Berkshire Leaders submitted to government an expression of interest in becoming a devolved deal area, setting out the opportunities that Berkshire offers the national economy given the right support and investment.
- 2.20 Having a fully constituted Joint Committee will strengthen Berkshire's chances of being offered a devolution deal if government decides to accelerate the devolution process either in advance of or after the general election.

Benefits of Developing a Joint Committee – The Berkshire Prosperity Board

- 2.21 Establishing a Joint Committee and sharing common goals across a functional economic area will provide the six Berkshire authorities with exciting new opportunities for collaboration on economic development. It also has the potential to provide more flexibility and influence than a single council would have on its own and enable local authorities to speak with one voice to

government and other agencies/organisations to secure funding to help get key projects and initiatives off the ground.

2.22 In particular, Berkshire authorities - through collaboration – are likely to benefit from:

- Working together to a shared vision of inclusive and sustainable economic prosperity through working together to address challenges and meet opportunities, whilst retaining the sovereignty of each local authority.
- Having a strengthened case to government and private investors for funding and greater investment for strategic projects across Berkshire.
- Acting as a vehicle to commission the Thames Valley Chambers of Commerce and Berkshire LEP - and others - in response to the government's review of LEPs.
- Having a stronger, collective voice in lobbying government and other agencies - taking a collaborative mindset in targeting external bodies effectively for the benefit of Berkshire
- Advantageously positioning Berkshire in readiness for potential future devolution proposals, to benefit from additional responsibilities and funding opportunities. Setting up a Berkshire that is better able to efficiently, seize future opportunities and adapt to challenges.
- Working on six shared themes: health and inequalities, education and skills, affordable housing, sector development, strategic infrastructure and net zero.
- Developing approaches to improve Berkshire's productivity through more responsive, agile collaboration.

3. Joint Committee - constitution, secretariat and accountable body

3.1 The Joint Committee's role and purpose - on behalf of the six partner Berkshire local authorities - relates to ensuring that appropriate, effective and formal governance is in place for the purposes of delivering a Berkshire wide vision for economic growth and advancing partner aspirations for greater economic prosperity.

3.2 Core members of the Committee – to be known as the Berkshire Prosperity Board - will include Bracknell Forest Council, Reading Borough Council, Slough Borough Council, The Royal Borough of Windsor and Maidenhead, West Berkshire Council and Wokingham Borough Council.

3.3 It is proposed that each local authority will decide whether a decision made at the Prosperity Board is a key decision and treat it according to the criteria within its own constitution. Voting on all decisions will be on a unanimous 100% basis.

3.4 The structure and constitution of the Joint Committee will need decisions to be approved through each of the participating local authority's democratic decision-making groups. Details of the draft constitution and structure of the Joint Committee is contained in: Functions and procedure rules for a Joint Committee (Appendix A); responsibilities of the accountable body (Appendix B); and the proposed governance structure (Appendix C).

4. Other options that have been considered.

- 4.1 The main alternative approach is to continue to work on economic development in each unitary area as exists at the moment. This no change approach does not resolve matters relating to the passing of LEP functions to local from April 2024, meaning that Berkshire authorities will not be compliant with the government's new approach. It also does not build a stronger voice for Berkshire and does not enable streamlined collective decision making.
- 4.2 The other main alternative option considered was to develop a Combined Authority/Mayoral Combined Authority and seek a formal devolution deal. However, there is currently no collective appetite across the Berkshire authorities to pursue a directly elected mayor model.

5. FINANCIAL AND LEGAL IMPLICATIONS OF THE RECOMMENDATION

- 5.1 Local authorities are empowered to set up Joint Committees by sections 101 and 102 of the Local Government Act 1972 and the Local Government Act 2000 to discharge functions.
- 5.2 Key legal elements that underpin the arrangement of the Joint Committee - such as indemnities, dispute resolution and financial responsibilities - will be agreed in a joint legal agreement. How the arrangements will work in terms of finances, dispute resolution and indemnities between the council are being developed and will be agreed by the member authorities.
- 5.3 Collectively the six Berkshire councils will receive £240k to provide the key functions outlined of Economic Strategy and Planning, Business Voice, and Government Programme Delivery. DLUHC have directly and expressly advised the authorities that the 240k can only be spent on these 3 functions.
- 5.4 It is envisaged that the total cost of the running the prosperity board in the first year will be in the region of £60K. In the first year, the costs of managing the Berkshire Prosperity Board will be contained within existing budgets and using an element of grant funding such as the Shared Prosperity Fund.
- 5.5 The following principles will be applied to the financial management of the Prosperity Board:
 - Open book - transparently accounting for all costs including in-kind.
 - All costs will be shared equally by all participating unitary authorities and billed quarterly on estimate with final settlement on actuals after year end.
 - That all participating authorities have a suitable liability or indemnity arrangement to ensure risks is shared.
- 5.6 In the first instance, any additional funding required beyond the £60k initial estimate for year 1 - and in future years - will look to be drawn from funding pots such as the Shared Prosperity Fund in order to alleviate any further pressure on council budgets.

6. POTENTIAL IMPACTS

- 6.1 An EQIA screening form has been completed and is attached to this report.
- 6.2 Climate change/sustainability. We do not anticipate any adverse impacts to climate change and sustainability as a consequence of these proposals. Indeed, one of the key workstreams of the new Joint Committee is Net Zero, which aims to take a county-wide approach which should provide additional benefit to Berkshire by making local authorities and wider partners more joined up in their efforts to respond to the impacts of climate change and create more opportunities for reaching net zero.

7. CONSULTATION

- 7.1 Formal consultation on the proposals is not required. A briefing for all RBWM Councillors on the proposals was hosted by the Chief Executive on 22 January 2024.

8. TIMETABLE FOR IMPLEMENTATION

- 8.1 These proposals are being taken through all six Berkshire Local Authority Cabinets and Full Councils during February and March. It is expected that the first meeting of the Berkshire Prosperity Board will take place in May 2024.

9. APPENDICES

- 9.1 This report is supported by three appendices:
- Appendix A – Functions and procedure rules for the Joint Committee
 - Appendix B – Role of the accountable body
 - Appendix C – Governance structure

10. CONSULTATION

Name of consultee	Post held	Date sent	Date returned
<i>Mandatory:</i>		<i>Statutory Officer (or deputy)</i>	
Elizabeth Griffiths	Executive Director of Resources & S151 Officer		
Elaine Browne	Deputy Director of Law & Governance & Monitoring Officer	30/01/24	01/02/24
<i>Deputies:</i>			
Andrew Vallance	Deputy Director of Finance & Deputy S151 Officer	08/02/24	09/02/24
Jane Cryer	Principal Lawyer & Deputy Monitoring Officer		

Helena Stevenson	Principal Lawyer & Deputy Monitoring Officer		
<i>Mandatory:</i>	<i>Procurement Manager (or deputy) - if report requests approval to go to tender or award a contract</i>		
Lyn Hitchinson	Procurement Manager		
<i>Mandatory:</i>	<i>Data Protection Officer (or deputy) - if decision will result in processing of personal data; to advise on DPIA</i>		
Samantha Wootton	Data Protection Officer		
<i>Mandatory:</i>	<i>Equalities Officer – to advise on EQiA, or agree an EQiA is not required</i>		
Ellen McManus-Fry	Equalities & Engagement Officer	09/02/24	09/02/24
<i>Mandatory:</i>	<i>Assistant Director HR – to advise if report has potential staffing or workforce implications</i>		
Nikki Craig	Assistant Director of HR, Corporate Projects and IT		
<i>Other consultees:</i>			
<i>Directors (where relevant)</i>			
Stephen Evans	Chief Executive	Report Author	
Andrew Durrant	Executive Director of Place		
Kevin McDaniel	Executive Director of Adult Social Care & Health		
Lin Ferguson	Executive Director of Children's Services & Education		
<i>Assistant Directors (where relevant)</i>			
<i>External (where relevant)</i>			

Confirmation relevant Cabinet Member(s) consulted	Leader of the Council and Cabinet Member for Community Partnerships, Public Protection and Maidenhead	Yes
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REPORT HISTORY

Decision type:	Urgency item?	To follow item?
Key decision	No	No

Report Author: Stephen Evans, Chief Executive

Appendix A - Equality Impact Assessment

For support in completing this EQIA, please consult the EQIA Guidance Document or contact equality@rbwm.gov.uk

www.rbwm.gov.uk



1. Background Information

Title of policy/strategy/plan:	<u>Establishment of a Joint Committee – The Berkshire Prosperity Board</u>
Service area:	<u>Chief Executive</u>
Directorate:	<u>Chief Executive</u>

Provide a brief explanation of the proposal:

- What are its intended outcomes?
- Who will deliver it?
- Is it a new proposal or a change to an existing one?

The intended outcome is to set up a Joint Committee (to be known as the Berkshire Prosperity Board) to enable the six Berkshire local authorities - through collaboration - to benefit from:

- Working to a shared vision of inclusive, green and sustainable economic prosperity to address challenges and meet opportunities, whilst retaining the sovereignty of each local authority.
- Presenting a strengthened case to government and private investors for greater investment into strategic projects, service delivery and initiatives across Berkshire.
- Acting as a vehicle to commission the Berkshire Local Enterprise Partnership (LEP) and others to deliver core functions in response to the government’s review of LEPs, which will see functions and responsibilities pass to local authorities from 1 April 2024.
- Having a stronger, collective voice in lobbying government and other agencies - taking a collaborative mindset in targeting external bodies effectively for the benefit of Berkshire.
- Advantageously position Berkshire in readiness for potential devolution proposals, to benefit from additional responsibilities and funding

opportunities. Providing for a Berkshire that is better able to efficiently, seize future opportunities and adapt to challenges.

- Jointly working to transform Berkshire`s productivity through, responsive, agile collaboration.

The Joint Committee and its outcomes will be delivered collaboratively by all six Berkshire unitary authorities.

Although the Joint Committee to be established will be a new committee it`s role and purpose - on behalf of the six partner Berkshire local authorities - relates to ensuring that appropriate, effective and formal governance is in place for the purposes of delivering a Berkshire wide vision for economic growth and advancing partner aspirations for greater economic prosperity. These are activities which would have been taking place within each authority individually and therefore is not a new proposal. Subsequent EQIAs will be undertaken for workstreams going forward where relevant.

2. Relevance Check

Is this proposal likely to directly impact people, communities or RBWM employees?

- If No, please explain why not, including how you`ve considered equality issues.
- Will this proposal need a EQIA at a later stage? (for example, for a forthcoming action plan)

No

An EQIA will be completed for any future commissioinging activities or decisions of the Joint Committee as required

If `No`, proceed to `Sign off`. If unsure, please contact equality@rbwm.gov.uk

3. Evidence Gathering and Stakeholder Engagement

Who will be affected by this proposal?

For example, users of a particular service, residents of a geographical area, staff

Among those affected by the proposal, are protected characteristics (age, sex, disability, race, religion, sexual orientation, gender reassignment, pregnancy/maternity, marriage/civil partnership) disproportionately represented?

For example, compared to the general population do a higher proportion have disabilities?

What engagement/consultation has been undertaken or planned?

- How has/will equality considerations be taken into account?
- Where known, what were the outcomes of this engagement?

What sources of data and evidence have been used in this assessment?

Please consult the Equalities Evidence Grid for relevant data. Examples of other possible sources of information are in the Guidance document.

4. Equality Analysis

Please detail, **using supporting evidence**:

- How the protected characteristics below might influence the needs and experiences of individuals, in relation to this proposal.
- How these characteristics might affect the impact of this proposal.

Tick positive/negative impact as appropriate. If there is no impact, or a neutral impact, state 'Not Applicable'

More information on each protected characteristic is provided in the Guidance document.

	Details and supporting evidence	Potential positive impact	Potential negative impact
Age			
Disability			
Sex			
Race, ethnicity and religion			
Sexual orientation and gender reassignment			
Pregnancy and maternity			
Marriage and civil partnership			
Armed forces community			
Socio-economic considerations e.g. low income, poverty			
Children in care/Care leavers			

5. Impact Assessment and Monitoring

If you have not identified any disproportionate impacts and the questions below are not applicable, leave them blank and proceed to Sign Off.

What measures have been taken to ensure that groups with protected characteristics are able to benefit from this change, or are not disadvantaged by it?

For example, adjustments needed to accommodate the needs of a particular group

Where a potential negative impact cannot be avoided, what measures have been put in place to mitigate or minimise this?

- For planned future actions, provide the name of the responsible individual and the target date for implementation.

How will the equality impacts identified here be monitored and reviewed in the future?

See guidance document for examples of appropriate stages to review an EQIA.

6. Sign Off

Completed by: Elaine Browne	Date: 01.02.24
Approved by:	Date:

If this version of the EQIA has been reviewed and/or updated:

Reviewed by:	Date:
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Functions and Procedure Rules for a Joint Committee

1. Functions

The Joint Committee will discharge on behalf of the Participating Local Authorities the functions listed below related to promoting economic prosperity in Berkshire:

- 1.1** Develop a shared, Berkshire-wide vision for inclusive and sustainable economic prosperity, together with a set of practical thematic priorities, that addresses the strategic challenges and opportunities that the area faces.
- 1.2** Agree to and making funding applications and/or investment bids to external bodies, in relation to economic prosperity for the benefit of the Berkshire.
- 1.3** Provide direction to the nominated Local Authority acting as the Accountable Body on the allocation of any funding awards/government grants received to appropriate projects for the benefit of the geographical area of the participating local authorities, including, where applicable, approving the approach to the procurement to be undertaken by Accountable Body Local Authority
- 1.4** Represent the participating local authorities in discussions and negotiations with regional bodies, national bodies, central government inward investors and others on matters relating to investment and funding for the benefit of Berkshire.
- 1.5** Co-ordinate work across the six participating authorities and other Berkshire Committees, networks, and other statutory providers where this can help to promote inclusive and sustainable prosperity and the delivery of priorities across the six programme themes.
- 1.6** Representing the participating local authorities in discussions and negotiations with regional bodies, national bodies and central government on matters relating to economic prosperity for the benefit of the local government areas of the participating authorities.
- 1.7** Provide the appropriate governance, accountability, and delivery mechanisms for any future Government funding and programme support, that could arise from the integration of the LEP, from future growth funding, from UKSPF Berkshire Wide programmes and from any subsequent devolution funding.
- 1.8** Seek to influence and align government investment in Berkshire in order to boost economic growth within the local government areas of the participating authorities.
- 1.9** Agree and approve any additional governance structures as related to the Joint Committee, or any sub-Committees formed by the Joint Committee.
- 1.10** Invite representatives of key stakeholders such as business associations, government agencies, the further education sector, higher education sector, schools, voluntary sector, and health sector to engage with the business of the Joint Committee including by attending meetings and commenting on proposals and documents.

Appendix A: Functions and Procedure Rules for a Joint Committee v6

2. Membership and Quorum

- 2.1 The membership will comprise of six members with each participating Local authority appointing one person to sit on the Joint Committee as a voting member.
- 2.2 Each participating local authority will make a suitable appointment in accordance with its own constitutional requirements. It is anticipated that, where practicable, the leader of each participating local authority will be appointed to the Joint Committee.
- 2.3 Where a participating Local authority does not operate executive arrangements, the appointment of a voting member will be in accordance with the local authority's own procedures. It is envisaged that this will usually be one of its senior councillors.
- 2.4 In all cases, the appointed person must be an elected member (or their Deputy), of the council of the appointing participating local authority. Appointments will be made for a maximum period not extending beyond each member's remaining term of office as a councillor, and their membership of the Joint Committee will automatically cease if they cease to be an elected member of the appointing participating local authority.
- 2.5 Members of the Joint Committee are governed by the provisions of their own Council's Codes and Protocols including the Code of Conduct for Members and the rules on Disclosable Pecuniary Interests.
- 2.6 Each participating local authority will utilise existing mechanisms for substitution as laid down in their own Standing Orders. Continuity of attendance is encouraged.
- 2.7 Where a participating local authority wishes to withdraw from membership of the Joint Committee this must be indicated in writing to each of the Committee members. A six month notice period must be provided.
- 2.8 The quorum for the Joint Committee is **six** members. If the Joint Committee is not quorate it cannot transact any business. If there is no quorum at the time the meeting is due to begin, the start of the meeting will be delayed until a quorum is achieved. If no quorum is achieved after 30 minutes has elapsed, the Committee secretary will advise those present that no business can be transacted, and the meeting will be cancelled.
- 2.9 CEOs or their deputy will attend meetings in an advisory and supporting capacity.

3. Chair and Vice-Chair

- 3.1 The Chair of the Joint Committee will be appointed for 12 months and will rotate in turn between the six participating local authorities.
- 3.2 Unless otherwise unanimously agreed by the Joint Committee, each participating local authority's appointed person will serve as chair for 12 months at a time. Where the incumbent Chair ceases to be a member of the Joint Committee, the individual appointed by the relevant local authority as a replacement will serve as Chair for the remainder of the 12 months as chair.

Appendix A: Functions and Procedure Rules for a Joint Committee v6

- 3.3 The Joint Committee will also appoint a Vice-Chair from within its membership on an annual basis to preside in the absence of the Chair. This appointment will also rotate in a similar manner to the Chair.
- 3.4 At its first meeting, the Joint Committee will draw up the rotas for Chair and Vice-Chair respectively as well as the meeting schedule for the year.
- 3.5 Where neither the Chair nor Vice-Chair are in attendance, the Joint Committee will appoint a Chair to preside over the meeting where they are quorate.
- 3.6 In the event of any disagreement as the meaning or application of these Rules, the decision of the Chair shall be final.

4. Sub-Committees

- 4.1 The Joint Committee may establish sub-committees to undertake elements of its work if required.
- 4.2 Any such sub-committee may not make a decision unless:
1. That decision has been delegated to it by the Joint Committee, and
 2. Such decisions are made unanimously as provided elsewhere in these Rules.

5. Delegation to officers

- 5.1 The Joint Committee may delegate specific functions to officers of any of the participating local authorities.
- 5.2 Any such delegation may be subject to the requirement for the officer to consult with or obtain the prior agreement of an officer (or officers) of the other participating local authorities.
- 5.3 It may also be subject to the requirement for the officer with delegated authority to consult with the Chair of the Joint Committee and the Leaders of the one or more participating local authorities before exercising their delegated authority.

6. Administration

- 6.1 Clerking support for the Joint Committee, and accommodation for meetings, will be managed in the first year by Bracknell Forest Council working with the Chair and Vice-Chair.
- 6.2 At its first meeting, the Joint Committee will agree the rotas for Chair and Vice-Chair respectively as well as the meeting schedule for the year.
- 6.3 In the first year, Authorities will where possible support the Joint Committee in kind by taking on responsibilities such as communications and clerking.

7. Financial matters

Appendix A: Functions and Procedure Rules for a Joint Committee v6

- 7.1 In the first year the costs of managing the Joint Committee will be contained within existing budgets and using an element of the shared prosperity fund. Beyond the first year, Council's will work within available budgets and funding sources.
- 7.2 When making a decision which has financial consequences, the Joint Committee will follow the relevant provisions of the Financial Procedure Rules of the Accountable Body Local Authority.
- 7.3 Where authorities are delegated funds to undertake work by the Prosperity Board, they follow their own contract procedure rules. Authorities will need to provide the accountable body with information to enable them to monitor that, spend is within budget and consistent with the outcomes required by the Prosperity Board.

8. Agenda management

- 8.1 Subject to 8.2, all prospective items of business for the Joint Committee shall be agreed by a meeting of the Chief Executives of the participating local authorities or their authorised representatives.
- 8.2 It will be the responsibility of each report author to ensure that the impacts on all participating local authorities are fairly and accurately represented in the report. They may do this either by consulting with the monitoring officer and chief finance officer of each participating local authority or by some other appropriate method.
- 8.3 In pursuance of their statutory duties, the monitoring officer and/or the chief financial officer of any of the participating local authorities may include an item for consideration on the agenda of a meeting of the Joint Committee, and, may require that an extraordinary meeting be called to consider such items.
- 8.4 Each participating local authority operating executive arrangements will be responsible for considering whether it is necessary to treat prospective decisions as 'key- decisions' and follow any steps required by law such as inclusion in any Forward Plan. Each participating local authority operating a Committee system will apply its local non statutory procedures.

9. Meetings

- 9.1 The Joint Committee will meet in-person, face to face quarterly and as required to fulfil its functions.
- 9.2 A programme of meetings at the start of each Municipal Year will be scheduled and included in the Calendar of Meetings for all participating local authorities.
- 9.3 Access to meetings and papers of the Joint Committee by the press and public is subject to Part 5A of the Local Government Act 1972 and to the Openness of Local Government Bodies Regulations 2014.

Appendix A: Functions and Procedure Rules for a Joint Committee v6

10. Notice of meetings

- 10.1 On behalf of the Joint Committee, the Committee secretary will give notice to the public of the time and place of any meeting in accordance with Part 5A of the 1972 Act.
- 10.2 At least five clear working days in advance of a meeting the secretariate to the Joint Committee will publish the agenda via the website of secretariate's authority and provide the documentation and website link to the participating local authorities to enable the information to be published on each Participating Local authority's website. "Five Clear Days" does not include weekends or national holidays and excludes both the day of the meeting and the day on which the meeting is called.
- 10.3 The secretary to the Joint Committee will arrange for the copying and distribution of papers to all Members of the Committee.

11. Public participation

- 11.1 Unless considering information classified as 'exempt' or 'confidential' under the 1972 Act, all meetings of the Joint Committee shall be held in public.
- 11.2 Public representations and questions are permitted at meetings of the Joint Committee. Notification must be given in advance of the meeting indicating by 12 noon on the last working day before the meeting the matter to be raised and the agenda item to which it relates. Representatives will be provided with a maximum of 3 minutes to address the Joint Committee.
- 11.3 The Chair shall have discretion to determine the number of speakers per agenda item and to extend the time allowed for addressing the Joint Committee.
- 11.4 Where the number of public representations exceed the time / number allowed, a written response will be provided or the representation deferred to the next meeting of the Joint Committee if appropriate.
- 11.5 The Joint Committee may also invite special representatives of stakeholders such as business associations, government agencies such as DWP or Jobcentre Plus, the further education sector, voluntary sector, and health sector to take an interest in the business of the Committee including by attending meetings and commenting on proposals and documents.
- 11.6 The Chair shall have discretion to regulate the behaviour of all individuals present at the meeting in the interests of the efficient conduct of the meeting.

12. Councillor participation

- 12.1 Any elected member of any of the participating local authorities who is not a member of the Joint Committee may ask a question or address the Committee with the consent of the Chair.

Appendix A: Functions and Procedure Rules for a Joint Committee v6

13. Business to be transacted

- 13.1 Standing items for each meeting of the Joint Committee will include the following:
- Minutes of the Last Meeting
 - Apologies for absence
 - Declarations of Interest
 - Provision for public participation
 - Substantive items for consideration
- 13.2 The Chair may vary the order of business and take urgent items their discretion. The Chair should inform the Members of the Joint Committee prior to allowing the consideration of urgent items.
- 13.3 An item of business may not be considered at a meeting unless:
- (i) A copy of the agenda included the item (or a copy of the item) is open to inspection by the public for at least five clear days before the meeting; or
 - (ii) By reason of special circumstances which shall be specified in the minutes the Chair of the meeting is of the opinion that the item should be considered at the meeting as a matter of urgency.
- 13.4 “Special circumstances” justifying an item being considered as a matter or urgency will relate to both why the decision could not be made at a meeting allowing the proper time for inspection by the public as well as why the item or report could not have been available for inspection for five clear days before the meeting.

14. Extraordinary meetings

- 14.1 Arrangements may be made following consultation with Chair of the Joint Committee to call an extraordinary meeting of the Joint Committee. The Chair should inform the appointed Members prior to taking a decision to convene an extraordinary meeting.
- 14.2 The business of an extraordinary meeting shall be only that specified on the agenda.

15. Cancellation of meetings

- 15.1 Meetings of the Joint Committee may, after consultation with the Chairman, be cancelled if there is insufficient business to transact or some other appropriate reason warranting cancellation. The date of meetings may be varied after consultation with the Chairman and appointed members of the Joint Committee, in the event that it is necessary for the efficient transaction of business.

16. Rules of debate

- 16.1 The rules of debate in operation in the Chair’s authority shall apply.

17. Request for determination of business

Appendix A: Functions and Procedure Rules for a Joint Committee v6

- 17.1 Any member of the Joint Committee may request at any time that:
- The Joint Committee move to vote upon the current item of consideration.
 - The item be deferred to the next meeting.
 - The item be referred back to a meeting of the Chief Executives of the participating local authorities for further consideration
 - The meeting be adjourned.

17.2 The Joint Committee will then vote on the request.

18. Urgency procedure

18.1 Where the Chair (following consultation with the appointed Members of the Joint Committee) is of the view that an urgent decision is required in respect of any matter within the Joint Committee's functions and that decision would not reasonably require the calling of an Extraordinary Meeting of the Joint Committee to consider it and it cannot wait until the next Ordinary Meeting of the Joint Committee, then they may request in writing the Chief Executive of each participating local authority (in line with pre-existing delegations in each local authority's Constitution) to take urgent action as is required within each of the constituent local authorities.

19. Voting

19.1 It is proposed that each local authority will decide whether a decision made at the Prosperity Board is a key decision and treat it according to the criteria within its own constitution. .

19.2 Where a vote is required it will be on the basis of one vote per local authority member . The Chair will take the vote by show of hands.

19.3 Decisions shall be decided by a unanimous vote where all six Members or member deputies are present and agree.

19.4 Where, immediately after a vote is taken at a meeting, if any Member so requests, there shall be recorded in the minutes of the proceedings of that meeting whether the person cast his / her vote for or against the matter or whether he/ she abstained from voting.

20. Minutes

20.1 At the next suitable meeting of the Joint Committee, the Chairman will move a motion that the minutes of the previous meeting be agreed as a correct record. The meeting may only consider the accuracy of the minutes and cannot change or vary decisions taken at a previous meeting as a matter arising out of the minutes.

20.2 Once agreed, the Chairman will sign them.

20.3 There will be no item for the approval of minutes of an ordinary Joint Committee meeting on the agenda of an extraordinary meeting.

Appendix A: Functions and Procedure Rules for a Joint Committee v6

21. Exclusion of the public and press

- 21.1 Members of the public and press may only be excluded from a meeting of the Joint Committee either in accordance with the 1972 Act or in the event of disturbance.
- 22.2 A motion may be moved at any time for the exclusion of the public from the whole or any part of the proceedings. The motion shall specify by reference to Section 100(A) Local Government Act 1972 the reason for the exclusion in relation to each item of business for which it is proposed that the public be excluded. The public must be excluded from meetings whenever it is likely, in view of the nature of business to be transacted, or the nature of the proceedings that confidential information would be disclosed.
- 22.3 If there is a general disturbance making orderly business impossible, the Chairman may adjourn the meeting for as long as he/she thinks is necessary.
- 22.4 Background papers will be published as part of the Joint Committee agenda and be made available to the public via the website of each authority.

23. Overview and Scrutiny

- 23.1 Decisions of the Joint Committee which relate to the executive functions of a participating local authority will need to be in accordance with each of the six local authority's own democratic scrutiny procedures for agreement before implementation.
- 23.2 Decisions of the Joint Committee which relate to the executive functions of a participating local authority will be subject to scrutiny and 'call -in' arrangements (or such other arrangements equivalent to call-in that any participating local authority operating a Committee system may have) as would apply locally to a decision made by that participating local authority acting alone
- 23.3 No decision should be implemented until such time as the call-in period has expired across all of the participating local authorities.
- 23.4 Where a decision is called in, arrangements will be made at the earliest opportunity within the participating local authority where the Call-In had taken place for it to be heard.
- 23.5 Any decision called in for scrutiny before it has been implemented shall not be implemented until such time as the call-in procedures of the participating local authority concerned have been concluded.

24. Access to minutes and papers after the meeting

- 24.1 On behalf of the Joint Committee, the secretariate will make available copies of the following for six years after the meeting:
 - (i) the minutes of the meeting and records of decisions taken, together with reasons, for all meetings of the Joint Committee, excluding any part of the minutes of proceedings when the meeting was not open to the public or which disclose exempt or confidential information.

Appendix A: Functions and Procedure Rules for a Joint Committee v6

- (ii) the agenda for the meeting; and
- (iii) reports relating to items when the meeting was open to the public.

25. Dispute Resolution

- 25.1 Where any dispute arises within the Joint Committee in connection with this arrangements, the Partners must use their best endeavours to resolve that dispute within the Joint Committee in accordance with the Terms of Reference.
- 25.2 Where any dispute is not resolved under Clause 25.1 on an informal basis, any participating member of the Joint Committee may convene an extraordinary meeting of the Joint Committee to attempt to resolve the dispute.
- 25.3 Where any dispute is not resolved under Clause 25.1 or 25.2, the Joint Committee can appoint an independent mediator to attempt to resolve the dispute. The cost of mediation will be borne in equal shares between parties involved in the dispute.
- 25.4 Where any dispute remains unresolved The Joint Committee will commission an independent review. The Joint Committee will abide by the independent review findings.
- 25.5 The cost will be borne in equal shares between parties involved in the dispute.

26. Amendment of these Rules

- 26.1 These Rules shall be agreed by the Joint Committee at its first meeting. Any amendments shall be made by the Joint Committee, following consultation with the monitoring officers of the participating local authorities. Note that Rule 1 (Functions) may only be amended following a formal delegation from each of the participating local authorities.
- 26.2 These rules and arrangements shall be reviewed every 12 months at the start of the new Chair and Vice-Chair term.

27. Special Representatives

The Functions and Procedure Rules for the Joint Committee set out that there will be a select number of 'special representatives' invited to attend meetings to 'influence' the work of the Committee as and when appropriate. These will be drawn from the following sectors and institutions: for example, Chamber of Commerce, LEP, emergency services, voluntary sector and businesses.

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Appendix B - Responsibilities of the accountable body v6

Responsibilities of the accountable body

1. The accountable body

- 1.1 The accountable body is responsible for carrying out the finance functions and has oversight of governance, including providing legal and procurement services on behalf of the Joint Committee.
- 1.2 The accountable body ensures that decisions and activities of the Joint Committee conform with all relevant law, and that records and other evidence are maintained and managed in an appropriate manner including any documents (electronic or physical) relating to all funding received from Government or other public sources.
- 1.3 The accountable body should discharge its duty in line with the Local Government Finance Act 1988, section 114 requiring its Section 151 officer to report to all the participating authority's Leaders if there is or is likely to be unlawful expenditure or an unbalanced budget.
- 1.4 The accountable body must ensure that the Joint Committee must meet within 21 days to consider the report referred to in 1.6, and during that period the Prosperity Programme is prohibited from entering new arrangements that will cause money to be spent.
- 1.5 The accountable body should discharge its duty in line with The Local Government Act 1992 which requires financial reporting annually, to start in April and end in March, and meet the associated accounting obligations.
- 1.6 Where any grant is transferred to participating local authorities, the accountable body ensures this is done under a written agreement which reflects the grant requirements of the awarding body, clearly sets out ownership of responsibilities and makes adequate provisions for the protection of public funds (e.g. arrangements to suspend or claw back funding in the event of non-delivery or mismanagement)
- 1.7 The accountable body will co-ordinate participating local authorities in order to respond to any FOI/EIR requests made regarding the Joint Committee including the responsibilities of the accountable body.

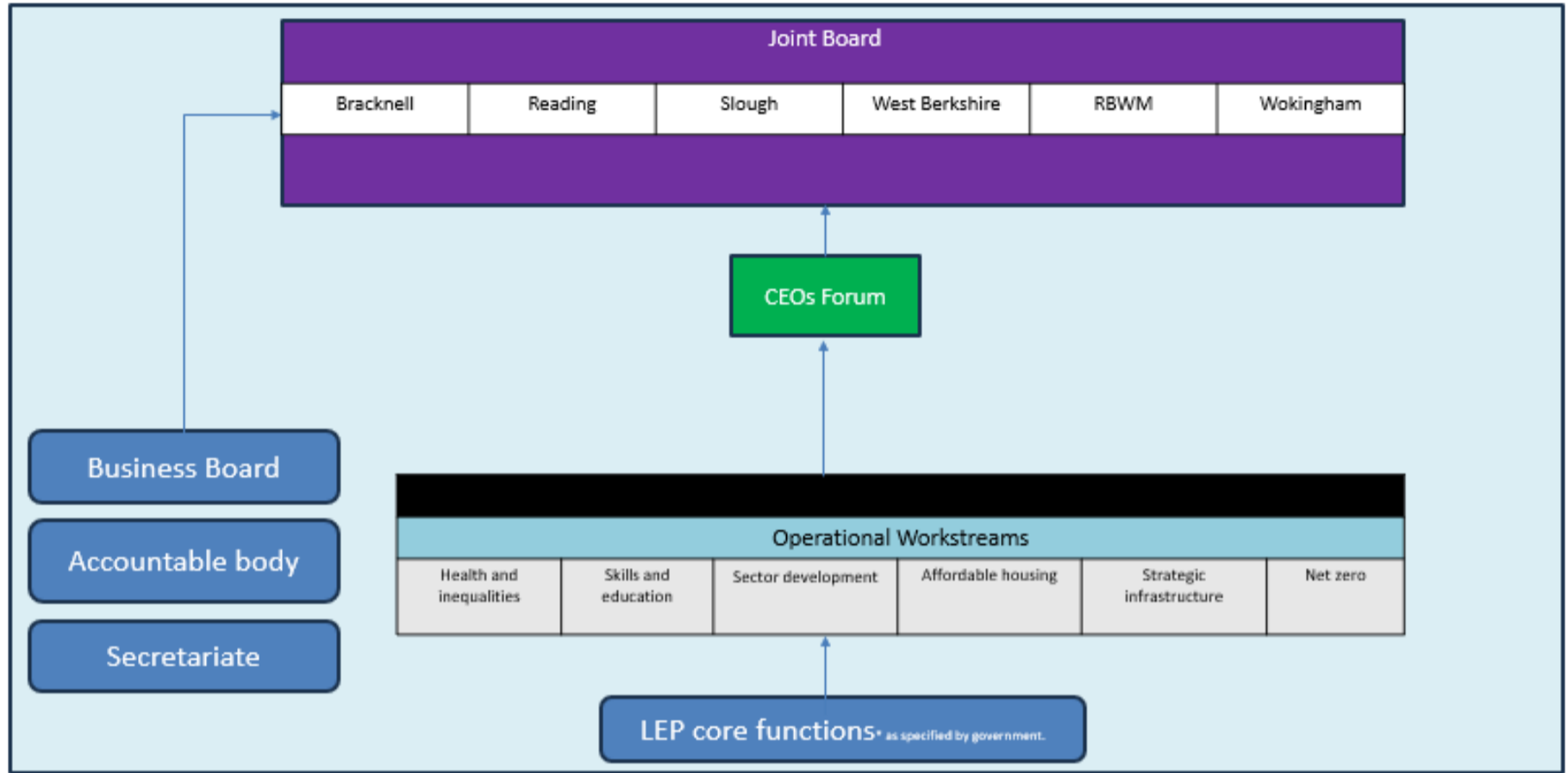
OPERATING PRINCIPLES

- 1.8 Open book- transparently accounting for all costs including in-kind.
- 1.9 All costs will be shared equally by all participating unitary authorities and billed quarterly on estimate with final settlement on actuals after year end.
- 1.10 That all participating authorities have a suitable liability or indemnity arrangement to ensure risks is shared.

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1. Governance arrangements

Proposed initial structure – Berkshire Prosperity Board



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Report Title:	Appointment of co-optees to Overview and Scrutiny
Contains Confidential or Exempt Information	No - Part I
Meeting and Date:	People Overview and Scrutiny Panel – 1 February 2024 Place Overview and Scrutiny Panel – 5 February 2024 Full Council – 11 March 2024
Responsible Officer(s):	Mark Beeley – Principal Democratic Services Officer – Overview and Scrutiny
Wards affected:	None

REPORT SUMMARY

In accordance with section A3 of Part 4 of the council's constitution, the Place Overview and Scrutiny Panel and the People Overview and Scrutiny Panel are permitted to appoint a number of individuals as co-optees on their respective Panels.

Overview and Scrutiny has a vital role in performance management by linking the planning and delivery of services to the experiences of and impact upon local people. Expanding its membership to include representation beyond locally elected representatives strengthens these links and gives a voice to the key representatives from the local community.

All relevant bodies and organisations have been informed of these positions and both Overview and Scrutiny Panels have approved the appointments which have been proposed.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Full Council notes the report and approves that:

- i) **The appointment of the following representatives are made to the Place Overview and Scrutiny Panel until May 2027:**
 - i. **Louvaine Kneen as the Parish Councillor representing the Northern Parishes.**
 - ii. **Roly Latif and David Sanders (sub) as the Parish Councillors representing the Southern Parishes.**
- ii) **The appointment of the following representatives are made to the People Overview and Scrutiny Panel until May 2027:**
 - i. **Tony Wilson as the Church of England diocese representative.**
 - ii. **Catherine Hobbs as the Roman Catholic diocese representative.**

- iii. **Poornima Karunacadacharan and David Hicks (sub) as the primary parent governor representatives.**
- iv. **Noel Wood as the secondary parent governor representative.**
- v. **Mark Jervis as an additional co-optee on the Panel.**

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

Options

Table 1: Options arising from this report

Option	Comments
<p>Approve the appointments outlined above to the People Overview and Scrutiny Panel and the Place Overview and Scrutiny Panel.</p> <p>This is the recommended option.</p>	<p>Overview and Scrutiny activities benefit from a wide range of knowledge, experience and viewpoints.</p> <p>Both Panels are keen to encourage wider participation and the approval of appointments will help expand the knowledge and expertise of those involved.</p>
Do Nothing	To not appoint co-optee representatives would constitute a missed opportunity to improve decision making and scrutiny.

People Overview and Scrutiny Panel

- 2.1 The People Overview and Scrutiny Panel, when dealing with education matters, shall include in its membership the following voting representatives:
- One Church of England diocese representative.
 - One Roman Catholic diocese representative.
 - Two parent governor representatives (One to represent the primary phase and one to represent the secondary phase).
 - One representative from the Regional Schools Commissioner.
- 2.2 All schools in the borough were contacted and informed of the positions available on the People Overview and Scrutiny Panel. This information was circulated to parent governors of each school.

- 2.3 Three nominations were received, two for the primary parent governor position and one for the secondary parent governor position. After discussing with both interested individuals from primary schools, an agreement was reached for one to be the representative and one to act as the substitute.
- 2.4 The Church of England diocese representative and the Roman Catholic diocese representative who served on the Panel from May 2019 – May 2023 have expressed a preference to continue as the nominated representatives.
- 2.5 The Regional Schools Commissioner are unable to appoint a representative to the Panel at the current time due to resourcing.
- 2.6 Mark Jervis, who had previously been a parent governor co-optee on the Panel from May 2019 until May 2023, no longer fulfils this criteria. However, he is the Chair of Trustees for Pioneer Educational Trust which is a multi-academy trust that includes Desborough College and Trevelyan Middle School.
- 2.7 Mark Jervis has expressed his desire to remain on the Panel and would provide a good source of knowledge for the Panel in his new role. It is recommended that Mark Jervis is appointed as a co-optee, especially as the Regional Schools Commissioner were unable to appoint a representative.

Place Overview and Scrutiny Panel

- 2.8 The Place Overview and Scrutiny Panel shall include two further co-opted members when considering any matters of Crime and Disorder. These shall be one parish councillor representing each of the northern and southern parishes.
- 2.9 All Parish Councils were asked to put forward interested candidates and were given 28 days to submit a 100 word statement.
- 2.10 One nomination was received from the Northern Parishes, from Bray Parish Council. Two nominations were received from the Southern Parishes, one from Sunninghill and Ascot Parish Council and one from Wraysbury Parish Council.
- 2.11 As only one nomination was received from the Northern Parishes, this nomination is recommended for approval.
- 2.12 Two completed nominations were received from the Southern Parishes. However, one nomination was received after the deadline and therefore this nomination is recommended to be the substitute representative.

3. FINANCIAL DETAILS / VALUE FOR MONEY

- 3.1 There are no financial implications as a result of this report. Co-optee appointments are volunteers and are not paid expenses to attend meetings.

4. LEGAL IMPLICATIONS

- 4.1 By appointing to the co-optee positions outlined above, Overview and Scrutiny would be fulfilling its obligations in the Constitution to appoint co-optees to the Place Overview and Scrutiny Panel and the People Overview and Scrutiny Panel. The scrutiny function has an important role to play in delivering local accountability and transparency in decision making. It was introduced by the Local Government Act 2000 primarily to serve as a check and balance on Executive powers. Subsequent legislation has given council's the responsibility for scrutinising local NHS Trusts, the work of Crime and Disorder Reduction Partnerships, and other partners, like the Environment Agency.

5. RISK MANAGEMENT

- 5.1 No risks identified. Expanding the membership of Overview and Scrutiny enables risks to be mitigated, particularly around reducing the potential for poor decision making. There is also the opportunity to be more transparent as a result of these appointments which is to the benefit of residents.
- 5.2 Effective scrutiny is important to the successful functioning of local democracy by securing the efficient delivery of council services and driving improvements. A robust work programme is essential in order to ensure that overview and scrutiny activity contributes successfully to the work of the council.

6. POTENTIAL IMPACTS

- 6.1 Equalities. An Equality Impact Assessment is available as Appendix A. All Parish Councils and parent governors have been informed of the co-optee positions and were given an equal chance to express an interest. If more expressions of interest than places were received, a vote could be held if necessary.
- 6.2 Climate change/sustainability.
There may be a small impact on climate change/sustainability as with an increase to membership there may be an increase in carbon emissions caused by co-optees attending meetings. However, co-optee representatives will have the option to attend meetings remotely which would mitigate this environmental impact.
- 6.3 Data Protection/GDPR.
The email addresses of co-optee appointments will be shared with Panel Members on Overview and Scrutiny to encourage discussion outside of meetings. This proposal is not proposing new ways of working and will continue to adhere to data protection and GDPR requirements.

7. CONSULTATION

- 7.1 The report is being considered by the Place Overview and Scrutiny Panel and the People Overview and Scrutiny Panel before going to Full Council for formal adoption.

7.2 Councillor Chris Moriarty (Chair of Corporate), Councillor Sian Martin (Chair of Place) and Councillor Helen Taylor (Chair of People) have been consulted on the report.

8. TIMETABLE FOR IMPLEMENTATION

8.1 The full implementation stages are set out in Table 2. Should both Overview and Scrutiny Panels approval the appointments, co-optees would begin sitting on each Panel immediately. The appointments would either last until May 2027, or following resignation from the Panel.

Table 2: Implementation timetable

Date	Details
01/02/24	Considered by the People Overview and Scrutiny Panel.
05/02/24	Considered by the Place Overview and Scrutiny Panel.
11/03/24	Considered by Full Council for formal ratification and approval.

9. APPENDICES

9.1 This report is supported by one appendix:

- Appendix A – Equality Impact Assessment

10. BACKGROUND DOCUMENTS

10.1 This report is supported by one background document:

- [RBWM Constitution - Part 4 - Overview and Scrutiny](#)

11. CONSULTATION

Name of consultee	Post held	Date sent	Date returned
<i>Mandatory: Statutory Officer (or deputy)</i>			
Elizabeth Griffiths	Executive Director of Resources & S151 Officer	15/01/24	22/01/24
Elaine Browne	Deputy Director of Law & Governance & Monitoring Officer	15/01/24	16/01/24
<i>Deputies:</i>			
Andrew Vallance	Deputy Director of Finance & Deputy S151 Officer	15/01/24	
Jane Cryer	Principal Lawyer & Deputy Monitoring Officer	15/01/24	25/01/24
<i>Mandatory: Procurement Manager (or deputy) - if report requests approval to go to tender or award a contract</i>			
Lyn Hitchinson	Procurement Manager	N/A	N/A

Mandatory:	<i>Data Protection Officer (or deputy) - if decision will result in processing of personal data; to advise on DPIA</i>		
Samantha Wootton	Data Protection Officer	15/01/24	23/01/24
Mandatory:	<i>Equalities Officer – to advise on EQiA, or agree an EQiA is not required</i>		
Ellen McManus-Fry	Equalities & Engagement Officer	15/01/24	22/01/24
Other consultees:			
Directors (where relevant)			
Stephen Evans	Chief Executive	15/01/24	
Andrew Durrant	Executive Director of Place	15/01/24	
Kevin McDaniel	Executive Director of Adult Social Care & Health	15/01/24	
Lin Ferguson	Executive Director of Children’s Services & Education	15/01/24	19/01/24
Assistant Directors (where relevant)			

Councillor Chris Moriarty	Chair of the Corporate Overview and Scrutiny Panel	15/01/24	15/01/24
Councillor Sian Martin	Chair of the Place Overview and Scrutiny Panel	15/01/24	16/01/24
Councillor Helen Taylor	Chair of the People Overview and Scrutiny Panel	15/01/24	15/01/24

REPORT HISTORY

Decision type:	Urgency item?	To follow item?
Overview and Scrutiny Panel decision	No	No

Report Author: Mark Beeley – Principal Democratic Services Officer – Overview and Scrutiny
mark.beeley@rbwm.gov.uk
01628 796345

Appendix A - Equality Impact Assessment

For support in completing this EQIA, please consult the EQIA Guidance Document or contact equality@rbwm.gov.uk

1. Background Information

Title of policy/strategy/plan:	Appointment of co-optees to Overview and Scrutiny
Service area:	Governance
Directorate:	Resources

Provide a brief explanation of the proposal:

- What are its intended outcomes?
- Who will deliver it?
- Is it a new proposal or a change to an existing one?

To approve the appointment of co-optees to the Place Overview and Scrutiny Panel and the People Overview and Scrutiny Panel.

Proposed appointments are detailed in the report recommendation.

2. Relevance Check

Is this proposal likely to directly impact people, communities or RBWM employees?

- If No, please explain why not, including how you've considered equality issues.
- Will this proposal need a EQIA at a later stage? (for example, for a forthcoming action plan)

Overview and Scrutiny plays a key role in holding the Cabinet to account and scrutinising the performance of council service areas. The co-optee appointments would help the Panel in their scrutiny work and look to improve the performance of the council through recommendations made.

All Parish Councils and schools/parent governors have been contacted for the relevant positions and have been given a fair opportunity to submit an expression of interest.

If 'No', proceed to 'Sign off'. If unsure, please contact equality@rbwm.gov.uk

3. Evidence Gathering and Stakeholder Engagement

Who will be affected by this proposal? For example, users of a particular service, residents of a geographical area, staff
This will impact the nominated co-optees and the residents/communities who are represented by them.
Among those affected by the proposal, are protected characteristics (age, sex, disability, race, religion, sexual orientation, gender reassignment, pregnancy/maternity, marriage/civil partnership) disproportionately represented? For example, compared to the general population do a higher proportion have disabilities?
No.
What engagement/consultation has been undertaken or planned? <ul style="list-style-type: none">• How has/will equality considerations be taken into account?• Where known, what were the outcomes of this engagement?
All Parish Councils and schools/parent governors have been contacted for the relevant positions and have been given a fair opportunity to submit an expression of interest.
What sources of data and evidence have been used in this assessment? Please consult the Equalities Evidence Grid for relevant data. Examples of other possible sources of information are in the Guidance document.
N/A

4. Equality Analysis

Please detail, **using supporting evidence**:

- How the protected characteristics below might influence the needs and experiences of individuals, in relation to this proposal.
- How these characteristics might affect the impact of this proposal.

Tick positive/negative impact as appropriate. If there is no impact, or a neutral impact, state 'Not Applicable'

More information on each protected characteristic is provided in the Guidance document.

	Details and supporting evidence	Potential positive impact	Potential negative impact
Age	<p>These positions were open to all members of the relevant groups, regardless of age.</p> <p>Parent governors have been chosen to cover primary and secondary school communities.</p>	x	
Disability	<p>These positions were open to all members of the relevant groups, regardless of disability.</p>	x	
Sex	<p>These positions were open to all members of the relevant groups, regardless of sex.</p>	x	
Race, ethnicity and religion	<p>These positions were open to all members of the relevant groups, regardless of race, ethnicity and religion.</p> <p>The particular inclusion of representatives from the Church of England and Roman Catholic dioceses reflects the presence of those faith schools within the borough.</p>	x	
Sexual orientation and gender reassignment	<p>These positions were open to all members of the relevant groups, regardless of sexual orientation and gender reassignment.</p>	x	
Pregnancy and maternity	<p>These positions were open to all members of the relevant groups, regardless of pregnancy and maternity status.</p>	x	
Marriage and civil partnership	<p>These positions were open to all members of the relevant groups, regardless of marriage and civil partnership status.</p>	x	
Armed forces community	<p>These positions were open to all members of the relevant groups, regardless of membership of the Armed Forces community.</p>	x	

Socio-economic considerations e.g. low income, poverty	These are voluntary positions and co-optees do not receive any fees or expenses for attending meetings. Meetings can be attended virtually which can reduce the cost to co-optees of travel to meeting venues.	x	
Children in care/Care leavers	These positions were open to all members of the relevant groups, regardless of care experience.	x	

5. Impact Assessment and Monitoring

If you have not identified any disproportionate impacts and the questions below are not applicable, leave them blank and proceed to Sign Off.

<p>What measures have been taken to ensure that groups with protected characteristics are able to benefit from this change, or are not disadvantaged by it? For example, adjustments needed to accommodate the needs of a particular group</p>
<p>Co-optees are able to ask for reasonable adjustments to help them fulfil their role.</p>
<p>Where a potential negative impact cannot be avoided, what measures have been put in place to mitigate or minimise this?</p> <ul style="list-style-type: none"> For planned future actions, provide the name of the responsible individual and the target date for implementation.
<p>N/A</p>
<p>How will the equality impacts identified here be monitored and reviewed in the future? See guidance document for examples of appropriate stages to review an EQIA.</p>
<p>The same process would be followed should any vacancies arise and all equalities impacts would be considered.</p>

6. Sign Off

Completed by: Mark Beeley	Date: 11/01/24
Approved by: Ellen McManus-Fry	Date: 22/01/24

If this version of the EQIA has been reviewed and/or updated:

Reviewed by:	Date:
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Report Title:	2024/25 Programme of Meetings
Contains Confidential or Exempt Information	No - Part I
Cabinet Member:	Councillor Werner, Leader of Council and Cabinet Member for Community Partnerships, Public Protection and Maidenhead Councillor Bermange, Cabinet Member for Planning, Legal & Asset Management
Meeting and Date:	Council – 11 March 2024
Responsible Officer(s):	Elizabeth Griffiths, Executive Director of Resources and s151 Officer Elaine Browne, Monitoring Officer and Deputy Director of Law and Governance
Wards affected:	All Wards

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REPORT SUMMARY

This report sets out the programme of meetings for the Council, Cabinet and the other various panels, forums, sub-committees and other bodies administered by Democratic Services for the 2024/25 Municipal Year, for Council approval.

A comprehensive programme of meetings underpins the council's governance framework and decision-making processes which support the Corporate Plan 2021-26 objective 'a Council trusted to deliver its promises'.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Council notes the report and:

- i) Approves the programme of meetings for the 2024/25 Municipal Year, attached as Appendix B**
- ii) Agrees to the split of virtual meetings/in-person meetings for the 2024/25 Municipal Year, attached as Appendix C**
- iii) Notes that a further review of in-person/virtual meetings 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
Approve the programme of meetings for 2024/25 and continued associated split of virtual/in-person meetings This is the recommended option	It is considered that the proposed schedule best reflects the operation of the Council from May 2024 onwards.

Option	Comments
A number of variances to the 2024/25 meeting dates could be developed if Council wishes.	Although a number of variances to the meeting dates could be developed, it is considered that the proposed schedule best reflects the operation of the Council as detailed in the constitution.
Do Nothing	The Council would not have set dates for it's decision making meetings, which in turn could impact on statutory requirements and have significant financial implications.

- 2.1 The proposed Council programme of meetings for 2024/25 (attached as Appendix B) has been developed to align with the committee, panel and forum structure set out in the council constitution.
- 2.2 A number of panels, sub committees and forums meet on an ad hoc basis. Dates for such meetings will be publicised as and when arranged, in consultation with the relevant officers and the Chair of that meeting.
- 2.3 Meeting dates for a number of forums considered as outside or associated bodies but administered by Democratic Services and supported by Council Officers from the relevant service area, have been included in the schedule to ensure alignment with the corporate calendar. They are therefore included in Appendix B, but under a separate section.
- 2.4 The terms of reference for the Council's three Overview and Scrutiny Panels state 'Each Overview and Scrutiny Panel shall ordinarily meet four times a year and the first meeting being held within 30 days of Annual Council meeting'. The programme therefore includes four scheduled meetings for each Overview and Scrutiny Panel. Each Overview and Scrutiny Panel can agree to call additional meetings to enable it to undertake its Work Programme. A further two meetings have been proposed for the Corporate Overview and Scrutiny Panel, to enable it to undertake budget monitoring on a regular basis.
- 2.5 In September 2021, Council considered the appropriate split of virtual and in-person meetings for the remainder of the municipal year, in light of the benefits realised through virtual meetings held during the Covid-19 pandemic. As of November 2023, the government has not announced any proposals to allow Councils to again hold decision-making meetings in a virtual capacity. It is therefore proposed that the split of in-person and virtual meetings shown in Appendix C is adopted for 2024/25. A further review would be undertaken if and when legislation is enacted to allow decision making meetings to take place virtually.
- 2.6 The dates of Cabinet meetings have been altered slightly compared to previous years, to better align with the financial timescales and to allow for reports to go through more in-depth reviews, before they are presented to Cabinet.

3. KEY IMPLICATIONS

Table 2: Key Implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Full programme of Council meetings approved for the start 2023/24 Municipal Year	Programme of meetings not approved	Programme of meetings approved.	n/a	n/a	Meetings to take place from 15 May 2024 onwards

4. FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 The costs of holding the meetings detailed in Appendix A are contained within revenue budgets.

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.

6. RISK MANAGEMENT

Table 3: Impact of risk and mitigation

Threat or risk	Impact with no mitigations in place or if all mitigations fail	Likelihood of risk occurring with no mitigations in place.	Mitigations currently in place	Mitigations proposed	Impact of risk once all mitigations in place and working	Likelihood of risk occurring with all mitigations in place.
There is a risk that Council business may not be transacted in a timely manner	Moderate 2	Medium	A programme was agreed and is adhered too	n/a	Minor 1	Low

7. POTENTIAL IMPACTS

- 7.1 Equalities. An EQIA screening has been undertaken (attached as Appendix A) a full EQIA is not considered to be required.

- 7.2 Climate change/sustainability. Virtual and hybrid meetings have reduced the need for Councillors, officers, and members of the public to travel to venues around the borough. The virtual format has also enabled increased use of electronic agendas, 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 Executive Directors and Deputy/Assistant Directors have been consulted to ensure the programme aligns with the budget and policy framework. Partner organisations have also been consulted where appropriate.
- 8.2 Lead Officers were contacted and informed of the proposed dates in October 2023.

9. TIMETABLE FOR IMPLEMENTATION

- 9.1 The full implementation stages are set out in table 4.

Table 4: Implementation timetable

Date	Details
15 May 2024	Meetings to take place following Annual Council on 14 May 2024

10. APPENDICES

- 10.1 This report is supported by three appendices:
- Appendix A – Equality Impact Assessment
 - Appendix B – Draft Programme of Meetings 2024/25
 - Appendix C – Virtual/In-Person Split of Meetings

11. BACKGROUND DOCUMENTS

- 11.1 This report is supported by one background document:
- The [Council's Constitution](#)

12. CONSULTATION

Name of consultee	Post held	Date sent	Date returned
<i>Mandatory: Statutory Officer (or deputy)</i>			
Elizabeth Griffiths	Executive Director of Resources & S151 Officer	29/11/23	29/02/24
Elaine Browne	Deputy Director of Law & Governance & Monitoring Officer	29/11/23	29/11/23
<i>Deputies:</i>			
Andrew Vallance	Deputy Director of Finance & Deputy S151 Officer	09/02/24	09/02/24
Jane Cryer	Principal Lawyer & Deputy Monitoring Officer		
Helena Stevenson	Principal Lawyer & Deputy Monitoring Officer		
<i>Mandatory: Procurement Manager (or deputy) - if report requests approval to go to tender or award a contract</i>			
Lyn Hitchinson	Procurement Manager	n/a	
<i>Mandatory: Data Protection Officer (or deputy) - if decision will result in processing of personal data; to advise on DPIA</i>			
Samantha Wootton	Data Protection Officer	n/a	
<i>Mandatory: Equalities Officer – to advise on EQiA, or agree an EQiA is not required</i>			
Ellen McManus-Fry	Equalities & Engagement Officer	15.11.23	15.11.23
<i>Mandatory: Assistant Director HR – to advise if report has potential staffing or workforce implications</i>			
Nikki Craig	Assistant Director of HR, Corporate Projects and IT	06.02.24	07.02.24
<i>Other consultees:</i>			
<i>Directors (where relevant)</i>			
Stephen Evans	Chief Executive		
Andrew Durrant	Executive Director of Place		
Kevin McDaniel	Executive Director of Adult Social Care, Health & Communities		
Lin Ferguson	Executive Director of Children's Services & Education		
<i>Assistant Directors (where relevant)</i>			

Confirmation relevant Cabinet	Leader of Council and Cabinet Member for Community	Yes
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Member(s) consulted	Partnerships, Public Protection and Maidenhead Cabinet Member for Planning, Legal & Asset Management	Yes
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REPORT HISTORY

Decision type:	Urgency item?	To follow item?
Council decision	No	No

Report Author: Oran Norris-Browne, Principal Democratic Services Officer - Governance, 07717 801478

Appendix A - Equality Impact Assessment

For support in completing this EQIA, please consult the EQIA Guidance Document or contact equality@rbwm.gov.uk

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1. Background Information

Title of policy/strategy/plan:	<u>Programme of Meetings 2024/25</u>
Service area:	<u>Democratic Services</u>
Directorate:	<u>Resources</u>

Provide a brief explanation of the proposal:

- What are its intended outcomes?
- Who will deliver it?
- Is it a new proposal or a change to an existing one?

The overall aim of the proposal is to set the Council's programme of meetings for the 24/25 municipal year.

2. Relevance Check

Is this proposal likely to directly impact people, communities or RBWM employees?

- If No, please explain why not, including how you've considered equality issues.
- Will this proposal need a EQIA at a later stage? (for example, for a forthcoming action plan)

Yes

If 'No', proceed to 'Sign off'. If unsure, please contact equality@rbwm.gov.uk

3. Evidence Gathering and Stakeholder Engagement

Who will be affected by this proposal? For example, users of a particular service, residents of a geographical area, staff
Residents, External Speakers, Officers of the Council and Councillors
Among those affected by the proposal, are protected characteristics (age, sex, disability, race, religion, sexual orientation, gender reassignment, pregnancy/maternity, marriage/civil partnership) disproportionately represented? For example, compared to the general population do a higher proportion have disabilities?
No
What engagement/consultation has been undertaken or planned? <ul style="list-style-type: none">• How has/will equality considerations be taken into account?• Where known, what were the outcomes of this engagement?
All Lead Officers were consulted on each of their meeting dates, to ensure that these were suitable for them as some occur in the evenings, and it is important for a healthy work/life balance.
What sources of data and evidence have been used in this assessment? Please consult the Equalities Evidence Grid for relevant data. Examples of other possible sources of information are in the Guidance document.
n/a

4. Equality Analysis

Please detail, **using supporting evidence**:

- How the protected characteristics below might influence the needs and experiences of individuals, in relation to this proposal.
- How these characteristics might affect the impact of this proposal.

Tick positive/negative impact as appropriate. If there is no impact, or a neutral impact, state 'Not Applicable'

More information on each protected characteristic is provided in the Guidance document.

	Details and supporting evidence	Potential positive impact	Potential negative impact
Age	<p>The virtual meeting technology used by the Council (Zoom) also allows individuals to join the meeting via a telephone line rather than requiring a computer. The democratic right of residents to ask any questions/address Councillors is therefore maintained.</p> <p>Those unable to access technology to enable them to watch a meeting at home would be able to use borough libraries to view the livestream or video after the meeting date. Minutes summarising the debate and setting out any decisions will be drafted after the meeting and can be provided, upon request, to anyone without a facility to watch the live broadcast or view the minutes on the council website.</p> <p>There may be some positive impact for younger people or working age people who find it harder to attend committee meetings (particularly those held during the day) due to work, education or caring commitments but they will be able to observe the meetings live or via recordings.</p> <p>Positive for all age groups who would have previously had to travel to council offices in order to attend meetings particularly if they did not drive, have access to a car or had to rely on public transport.</p>	<p>If an individual is not able to access either a computer or telephone, they would be permitted to nominate a spokesperson to speak on their behalf or submit a question or statement to Democratic Services in advance to be read out at the meeting.</p>	<p>People with this protected characteristic may experience difficulties using technology to access fully virtual meetings, although use of online meetings has increased across all age groups as a result of the covid pandemic.</p>
Disability	<p>The setting of the programme of meetings does not affect persons with this protected characteristic, but in determining meeting venues issues of</p>	<p>The introduction of a new AV system in the Council</p>	<p>People with this protected characteristic may find it more difficult</p>

	accessibility will be taken into account.	Chamber, Town Hall in July 2022 has improved both audio and picture quality for hybrid meetings, including the introduction of a new hearing loop.	to access fully virtual meetings.
Sex	The proposals do not affect persons with this protected characteristic	n/a	n/a
Race, ethnicity and religion	The proposals do not affect persons with this protected characteristic	n/a	n/a
Sexual orientation and gender reassignment	The proposals do not affect persons with this protected characteristic	n/a	n/a
Pregnancy and maternity	The introduction of a new AV system in the Council Chamber at the Town Hall in July 2022 has improved both audio and picture quality for hybrid meetings.	People with this protected characteristic will be able to join remotely from their own home to participate in the meeting.	People with this protected characteristic may find it more difficult to access in-person meetings.
Marriage and civil partnership	The proposals do not affect persons with this protected characteristic	n/a	n/a
Armed forces community	The proposals do not affect persons with this protected characteristic	n/a	n/a
Socio-economic considerations e.g. low income, poverty	The introduction of a new AV system in the Council Chamber at the Town Hall in July 2022 has improved both audio and picture quality for hybrid meetings. Therefore, persons will not have to incur travel/parking costs when attending inperson meetings, as the hybrid option exists. If a person does not have access to technology, then the libraries will contain copies of agenda & minutes upon request.	People with this protected characteristic will be able to join remotely and not have to travel.	People with this protected characteristic may find it more difficult to access in-person meetings or not have access to technology to join remotely.

Children in care/Care leavers	The proposals do not affect persons with this protected characteristic	n/a	n/a
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5. Impact Assessment and Monitoring

If you have not identified any disproportionate impacts and the questions below are not applicable, leave them blank and proceed to Sign Off.

<p>What measures have been taken to ensure that groups with protected characteristics are able to benefit from this change, or are not disadvantaged by it? For example, adjustments needed to accommodate the needs of a particular group</p>
<p>All meetings are now livestreamed on YouTube and the Council has adopted a hybrid approach to all meetings, allowing persons to attend virtually. A new Audio Visual system has also been installed within the Town Hall, Maidenhead to increase accessibility and the quality of meetings for people at home.</p>
<p>Where a potential negative impact cannot be avoided, what measures have been put in place to mitigate or minimise this?</p> <ul style="list-style-type: none"> For planned future actions, provide the name of the responsible individual and the target date for implementation.
<p>n/a</p>
<p>How will the equality impacts identified here be monitored and reviewed in the future? See guidance document for examples of appropriate stages to review an EQIA.</p>
<p>This shall be governed by Government guidance, as and when this changes to allow for fully virtual meetings for decision making bodies.</p>

6. Sign Off

Completed by: Oran Norris-Browne	Date: 01/11/23
Approved by: Ellen McManus-Fry	Date: 15/11/23

If this version of the EQIA has been reviewed and/or updated:

Reviewed by:	Date:
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ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD PROGRAMME OF MEETINGS 2024/2025

MEETING	June	July	August	September	October	November	December	January	February	March	April	May
Council (7.00pm)		17		25		20		22	26 (Budget)		23	14 (Annual)
Cabinet Briefings (10:00am)	19	10		18	9	20	4	15 29 (Budget)	12	19	2	7
Cabinet (7.00pm) <i>New schedule to reflect adopted processes</i>		3 24			2 23		4 18	29	12 (Budget)	5	2 30	21
Corporate Overview and Scrutiny Panel (7.00pm)*	5	8		11			12	20			1	
People Overview & Scrutiny Panel (7.00pm)*	10			23					3	27		
Place Overview & Scrutiny Panel (7.00pm)*	12			2				27		24		
Audit and Governance Committee (7.00pm)	4			9		18		13		31		
Windsor & Ascot Development Management Committee (7.00pm)	6	4	1	5	3	7	5	9	6	6	3	1
Maidenhead Development Management Committee (7.00pm)	19	18	15	19	17	21	19	23	27	20	24	15
Licensing Panel (6.00pm)		15			14				10		28	
Berkshire Pension Fund Committee (4.00pm)	17			16			16			17		
Windsor Forum (6.30pm)	11	23		18		26		28		18		13
Maidenhead Town Forum (6.30pm)	3	11		3		14		15		13		8
Corporate Parenting Forum (5.30pm)	13			12		28		16		11	29	
School Improvement Forum (5.00pm)	25				15				11			
Health and Wellbeing Board (3.00pm)		9			8			21			1	

* Overview and Scrutiny Panels set their own work programme and confirm the schedule of meetings at their first meeting of the municipal year, held within 30 days of Annual Council. Meeting dates other than June 2023 may therefore be amended or added to. Additional Corporate O&S Panel dates have been scheduled to align with the council's budget monitoring process.

N.B. Council meetings programmed on an ad hoc basis: Aviation Forum, Appeals Panel, Licensing and PSPO Sub Committee, Employment Appeals Sub Committee, Member Standards Panel and Sub Committee, Appointment Committee, Rights of Way and Highway Licensing Panel, Independent Remuneration Panel, Statutory Officer Panel, Grants Panel.

OUTSIDE/ASSOCIATED BODY ADMINISTERED BY RBWM

One Borough (11.00am)	11			10			3			11		
Rural Forum (5.30pm)						19				25		
Flood Liaison Group (6.00pm)	18				22			21			22	
Standing Advisory Council on Religious Education (5.00pm)	24			10			9			3		
Local Access Forum (6.30pm)		22					3					
Schools Forum (2.00pm)		4				21	12	16				
Disability and Inclusion Forum (11.00am)	10			9			2			10		
Berkshire Pension Board (11:00am)	17			16			16			17		

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Appendix C – Council Meeting Arrangements

Decision-Making Council Meetings	Number per Year	Start Time	Virtual or In-Person
Council	7	7:00pm	In-Person
Cabinet	12	7:00pm (pre-meeting from 6:00pm)	In-Person
Corporate Overview & Scrutiny	6	7:00pm	In-Person Extraordinary meetings (unless decision making) can be held virtually
People Overview & Scrutiny	4	7:00pm	In-Person Extraordinary meetings (unless decision making) can be held virtually
Place Overview & Scrutiny	4	7:00pm	In-Person Extraordinary meetings (unless decision making) can be held virtually
Audit & Governance Committee	5	7:00pm	In-Person Extraordinary meetings (unless decision making) can be held virtually
Licensing Panel	4	6:00pm	In-Person
Windsor & Ascot DM Committee	12	7:00pm (Tech Briefings from 6:00pm)	In-Person
Maidenhead DM Committee	12	7:00pm (Tech Briefings from 6:00pm)	In-Person
Berkshire Pension Fund Committee	4	4:00pm	In-Person
Grants Panel	1	Daytime	In-Person
Appeals Panel	Varies	Ad hoc during daytime	In-Person
Appointment Committee	Varies	Ad hoc during daytime	In-Person
Rights of Way & Highway Licensing Panel	1	6:30pm	In-Person
Independent Remuneration Panel	Varies	Ad hoc during daytime	In-Person
Statutory Officer Panel	Varies	Ad hoc during daytime	In-Person
Member Standards Sub Committee	Varies	Ad hoc during daytime	In-Person

Appendix C – Council Meeting Arrangements

Employment Appeals Sub Committee	Varies	Ad hoc during daytime	In-Person
Licensing and PSPO Sub Committee	Varies	Ad hoc during daytime	In-Person However, can be held virtually without new legislation as this falls under the Licensing Act 2003 & not the Local Government Act 1972

Council Forum & Board Meetings	Number per Year	Start Time	Virtual or In-Person
Windsor Forum	6	6:30pm	In-Person However, can be held virtually if agreed by the Chair
Maidenhead Town Forum	6	6:30pm	In-Person However, can be held virtually if agreed by the Chair
Corporate Parenting Forum	6	5:30pm	In-Person However, can be held virtually if agreed by the Chair
School Improvement Forum	3	5:00pm	Virtual However, can be held in-person if agreed by the Chair
Aviation Forum	Varies	7:00pm	Virtual However, can be held in-person if agreed by the Chair
Health & Wellbeing Board	4	3:00pm	Virtual However, can be held in-person if agreed by the Chair
Member Standards Panel	1 – date varies	6:00pm	Virtual However, can be held in-person if agreed by the Chair

Appendix C – Council Meeting Arrangements

Outside Bodies Administrated by Democratic Services	Number per Year	Start Time	Virtual or In-Person
One Borough	4	11:00am	In-Person However, can be held virtually if agreed by the Chair
Berkshire Pension Board	4	11:00am	Hybrid However, can be held fully virtual if agreed by the Chair
Rural Forum	2	5:30pm	In-Person However, can be held virtually if agreed by the Chair
Flood Liaison Group	4	6:00pm	Virtual However, can be held in-person if agreed by the Chair
Standing Advisory Council on Religious Education	4	5:00pm	In-Person However, can be held virtually if agreed by the Chair
Local Access Forum	2	6:30pm	In-Person However, can be held virtually if agreed by the Chair
Schools Forum	6	2:00pm	Virtual However, can be held in-person if agreed by the Chair
Disability & Inclusion Forum	4	11:00am	In-Person However, can be held virtually if agreed by the Chair

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