

# PART 6 - TERMS OF REFERENCE OF ALL OTHER COMMITTEES, PANELS AND OTHER BODIES OF THE COUNCIL

## TERMS OF REFERENCE FOR FORUMS, PANELS AND COMMITTEES

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**A) COUNCIL**

*(See Council Procedure Rules – Part 2 C)*

**B) CABINET**

*(See Responsibilities and Procedure Rules for Cabinet – Part 3 A)*

**C) OVERVIEW AND SCRUTINY PANELS**

*(See Purpose and Procedure Rules for Overview and Scrutiny – Part 4 A)*

**AD) REGULATORY PENSION**

**AD1 Berkshire Pension Fund Panel**

**AD1.1 Purpose**

To exercise the general powers and duties of an Administering Authority in the maintenance of such Superannuation funds as may be required in accordance with the Superannuation Fund Act 1972 and Regulations existing under that Act including, but not restricted to the following.

- (i) Determination of the investment policies of the Administering Authority in the light of professional officer advice and other suitably qualified independent advice, legislative constraints and Codes of Practice.
- (ii) Responsibility for the administration of all superannuation funds maintained by the Administering Authority and including, specifically custodianship arrangements.
- (iii) The appointment of External Fund Managers.
- (iv) Determination of the arrangements for obtaining appropriate investment advice including the appointment of a suitably qualified independent person or persons to give expert advice on superannuation fund investment and management arrangements.
- (v) The periodic review and monitoring of the Funds' investment performance.
- (vi) Determination of applications for admitted body status in accordance with the appropriate legislative provisions.
- (vii) To consider the Annual Report on the Fund.

**AD1.2 Membership –**

5 RBWM Councillors

N.B. A Cabinet Member may be a Member of the Berkshire Pension Fund Panel and of the Berkshire Pension Fund Advisory Panel.

**AD1.3 Quorum –**

2 RBWM Councillors

**AD1.4 Frequency -**

Quarterly

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## A 2 Berkshire Pension Fund Panel Sub Committee

### A2.1 Purpose

The Sub Committee shall have delegated authority to undertake the following functions:

- To review and recommend appropriate policies/actions to the Pension Fund Panel and Advisory Panel in respect of the following:
  1. The Strategic Asset Allocation of the Fund
  2. The investment performance of the Fund
  3. New investment products/mandates and their suitability for investment by the Fund
  4. To interview potential managers for the Fund
  5. To recommend the appointment or termination of investment mandates
- Such other matters as may be relevant to managing the investments of the Fund and implementing decisions of the Pension Fund Panel
- Recommend changes to the Investment Strategy
- Set and Change asset allocation
- Review investment opportunities/new managers and authorise officers to make such investments if they comply with the agreed Investment Strategy. Such delegation is limited to a limit of the higher of £50 million, or 3% of the net asset value of the Fund as published in the Fund's latest Financial Statements for any single or series of investments in any one asset class with any single manager. For the avoidance of doubt any proposed investment either incrementally or new in excess of £50 million will require prior approval from the Panel.
- To take emergency actions to terminate a mandate, redeem a pooled holding or reduce exposure to one or more asset classes and to take any other action necessary to secure / recover/ Pension Fund Assets. Such emergency action is delegated to: the Chairman (or in his absence the Vice Chairman) of the Berkshire Pension Fund Panel and one other of: the Vice Chairman, Leader, and Lead Member for Finance, Managing Director or an Executive Director.

### A2.2 Membership

The Berkshire Pension Fund Panel Sub Committee will consist of the Chairman and/or Vice-Chairman of the Berkshire Pension Fund Panel and up to three other members of the Berkshire Pension Fund and Pension Fund Advisory Panels.

### A2.3 Quorum

Four members of whom at least two shall be members of the Berkshire Pension Fund Panel and include the Chairman and/or the Vice Chairman of the Panel.

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## A2.4 Frequency

The Berkshire Pension Fund Panel Sub Committee will meet at least quarterly and on an ad-hoc basis as required. At least five clear days notice of a meeting will be given for each meeting. The Sub Committee may meet “electronically” if required. In such a circumstance it will be made clear by what date Sub Committee Members are required to respond, decisions recorded and reported to subsequent meeting.

## DA32 Berkshire Pension Fund Advisory Panel

### DA23.1 Purpose

To consider and make recommendations to the Berkshire Pension Fund Panel on investment and actuarial issues relating to the Fund as follows:

- (i) The investment policies of the Administering Authority, in the light of professional officer advice and other suitable qualified independent advice, legislative constraints and Codes of Practice.
- (ii) The administration of all superannuation funds maintained by the Administering Authority, including specifically, custodianship arrangements.
- (iii) The appointment of External Fund Managers.
- (iv) The arrangements of obtaining appropriate investment advice, including the appointment of suitably qualified independent person or persons to give expert advice on Superannuation fund investment and management arrangements.
- (v) The periodic review and monitoring of the Fund's investment performance.
- (vi) The Annual Report on the Fund.

### AD23.2 Membership

~~Membership~~ – 17 persons comprising:

- Five Members of the Pension Panel;
- One elected representative from each of Reading Borough Council, Slough Borough Council, West Berkshire Council, Bracknell Forest Borough Council and Wokingham Council;
- Two trade union employee representatives;
- Three representatives from employer bodies with the Fund: University of West London; an employer with a minimum of 200 members within the Fund; a representative from an Academy (to represent all academies within the Fund
- One member drawn from the active membership, and one member drawn from the deferred/pensioner membership.

The term of office for Members of the Advisory Panel should be set to run alongside the election cycle of the administering authority with Members being required to attend a minimum of 2 meetings per annum. Members of the Advisory Panel who fail to

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attend the minimum meeting requirement will be asked by the Berkshire Pension Fund Panel to step down and for a replacement to be appointed.

**A432.3 Quorum –**  
5 Members

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**A423.4 – Frequency**

—As per the Pension Fund Panel schedule

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**A4 Local Pension Board**

**A4.1 Purpose**

To assist the administering authority of The Royal County of Berkshire Pension Fund in securing compliance with the Local Government Pension Scheme Regulations, any other legislation relating to governance and administration of the Scheme and the requirements imposed by The Pensions Regulator including but not limited to:

- i) Challenge any failure to comply with the Scheme rules and associated legislation and any failure to meet the requirements and expectations of the Pensions Regulator;
- ii) Challenge any advice and guidance provided and to understand how that advice and guidance impacts on any decision for which the Board is legally responsible;
- iii) Monitor levels of performance of the administering authority and Scheme employers, review notices of unsatisfactory performance and determine what, if any, costs should be recovered by the Pension Fund where a failure to meet certain levels of performance have not been met;
- iv) Report breaches of the law to the Pensions Regulator where there is a reasonable cause to believe that a legal duty, which is relevant to the administration of the Scheme, has not been, or is not being, complied with as a result of which there is a likely material significance to the Pensions Regulator;
- v) Determine under what circumstances Scheme employers should be reported to the Pensions Regulator;
- vi) Keep under review the administering authority's communication policy with regard to Pension Scheme stakeholders;

**A4.2 Membership**

6 comprising of:

- 3 Scheme Employer Representatives
- 3 Scheme Member Representatives

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N.B. A Member of the Berkshire Pension Fund Panel or Berkshire Pension Fund Advisory Panel is not eligible for membership of the Pensions Board neither are Royal Borough Officers who are involved with the administration or management of the Pension Fund.

**A11.3 Quorum**

A meeting is only quorate when at least 50% of the Scheme member and Scheme Employer Representatives are present with at least 1 member being present from each group. For actions to be agreed by the Chairman or Vice Chairman must be in attendance. A meeting that becomes inquorate may continue but any decisions will be non-binding.

**A11.4 Frequency**

At least bi-annually and up to 4 times per year.

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## B) REGULATORY

### B1D3 Development Management Panels

#### B1D3.1 Purpose

##### Borough-wide Development Management Panels

The Borough-wide Development Management Panel will consider all applications for Major Development ~~when such applications:~~

- ~~(i) where the Head of Planning in consultation with the Leader of the Council considers the application for Major Development should be considered by the Borough-wide Development Management Panel; or~~
- ~~are recommended for refusal by the Head of Planning; and~~
- ~~(ii) where the Head of Planning has recommended refusal and the application has have~~ not been called-in for determination for a decision by the relevant Area Development Management Panel.

Where both (i) and (ii) above occurs then the application will be referred to the Borough-wide Development Management Panel for determination

“Major Development” means development involving any one or more of the following—

- (a) the excavation, processing or working of minerals or the use of land for such uses;
- (b) any development designed to be used wholly or mainly for the purpose of, or material change of use to, treating, storing, processing or disposing of refuse or waste materials;
- (c) the provision of dwellings where—
  - (i) the number of dwellings to be provided is 10 or more; or
  - (ii) the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within sub-paragraph (c)(i);
- (d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or
- (e) development carried out on a site having an area of 1 hectare or more;

*Note: “dwellings”* includes a building constructed as a single occupation dwelling or a single flat within a contained within a building;

##### Area Development Management Panels

(i) Within the operating guidelines and budget approved by the Council the Area Development Management Panels will determine application other than those delegated to the Borough-wide Development Management Panel relating to the following:

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- a. Where a Councillor has requested within 28 days of the publication of the weekly List featuring an application, using the adopted pro-forma for Calling in applications, that an application should be the subject of a decision by the Area Development Management Panel (other than applications for Certificates of Lawfulness for Proposed Uses and Development)
- b. Where a planning application proposes more than two dwellings or over 1000sqm of non-residential floor space and the Head of Planning's recommendation is to approve then the decision is made by the Area Development Management Panel unless the decision is delegated to the Head of Planning by the Chairman of the relevant Panel.
- c. Where the Officer's decision would reverse a previous decision of a Development Management Panel for the same development or would have the effect of preventing the proper implementation of any previous decision of the Council.
- d. Where an emerging or approved Local Plan or other Policy or Guidance is in existence for a particular area or development type and the Officers recommendation on the application would be contrary to the Development Plan
- e. Where an application seeks a renewal of a planning permission, or a variation of a planning permission or a variation of a planning condition for a planning permission previously approved by the panel which would reverse the decision taken by that Area Panel.
- f. Where an application is made by a Councillor or a member of their family and there are one or more objections or it is contrary to adopted planning policies.
- g. Where an application is made by the Council or the Council has land ownership interest in the site and objections have been received.
- h. Where an application is made by officers in politically restricted posts or by an officer employed in a role which is part of or interacts with the planning application process and there are one or more objections or it is contrary to adopted planning policies
- i. Where in the opinion of the Head of Planning in consultation with the Lead Member for Planning, that it would not be appropriate to use delegated authority.
- j. Where any tree of amenity value or significance that is to be felled whether covered by a TPO or in a Conservation Areas or on Highways land may come to an Area Panel if the where the Head of Planning, in consultation with the Lead Member for Planning agree it is appropriate in the public interest. i.e. a contribution to the amenity or street scene.
- k. for the issue of all notices for planning enforcement, trees and listed buildings except in urgent circumstance where they would be issued by the Head of Planning and reported to the Area Development Management Panel at the earliest available opportunity.
- l. All other functions regarding town and country planning and development management listed in Part A and related to trees and hedgerows listed in Part I of Schedule 1 of The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 are to be delegated to the Head of Planning.

(ii) To advise the Council, the Cabinet, the Planning and Housing Overview and Scrutiny Panel on the preparation, updating and monitoring of the Local Plan and policies relating to development management guidance.

**B1D3.2 Membership of Development Management Panels**

The Membership of all Development Management Panels and substitutes will be selected at Annual Council.

Borough-wide Panel

15 members

Area Development Management Panels

There shall be three Area Development Management Panels who shall consider applications in the following wards:

- a) Maidenhead Development Management Panel – 9 Members  
Wards: Belmont, Bisham & Cookham, Boyn Hill, Bray, Cox Green, Furze Platt, Hurley & the Walthams, Oldfield, Pinkneys Green and Maidenhead Riverside.
- b) Windsor Rural Development Management Panel – 9 Members  
Wards: Ascot & Cheapside, Horton & Wraysbury, Old Windsor, Sunningdale and Sunninghill & South Ascot.
- c) Windsor Urban Development Management Panel – 9 Members  
Wards: Castle Without, Clewer North, Clewer South, Clewer East, Eton and Castle, Eton Wick, Datchet, Park

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A Cabinet Member may be a Member of a Development Management Panel but the Lead Members holding the portfolio or responsibility for Planning matters shall not be permitted to be member.

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**B1.3 Quorum**

- Maidenhead Development Management Panel – 3 Members
- Windsor Rural Development Management Panel – 3 Members
- Windsor Urban Development Management Panel – 3 Members
- Borough-wide Development Management Panel – 4 Members

**B1.4 Frequency**

- Area Panels - Every four weeks
- Borough-wide – Every four weeks

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**B2 Employment and Member Standards Panel**~~Employment Panel~~

### **B2D5.1 Purpose**

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#### In relation to the officers or employees of the Council:

- (i) ~~To approve any payment of monies (other than that set out in the contract of employment) or payment under any employment policy (including pension costs) where such payment is in excess of £25,000 (whether singularly or collectively).~~
- (ii) ~~To consider representations on employment relation matters from recognised Trade Unions.~~
- (iii) ~~To approve determine new or significant changes to employment overall human resources policies for all staff employed by the council.~~
- (iv) ~~To approve significant revisions to staffing, in the case of five or more employees where the total redundancy costs (including redundancy and pension costs), is more than £25,000, or where there are changes to the number and functions of the Council's directorates or any other significant changes of a similar magnitude, (subject where appropriate to consultation with the Trade Unions and other similar organisations involved).~~
- (v) ~~To determine arrangements for the appointment and conditions of service of the Managing Director (who is appointed, on recommendation, by Council) and the Directors and Heads of Service in accordance with Part 8B.~~
- ~~(vi) To determine arrangements for the conditions of service of all other Council employees.~~
- (vi) To monitor the cost effectiveness of Human Resources management across the Council's services.
- (viii) ~~To determine the Council's Pay and Benefits Policy and annual pay awards under the Council's local schemes.~~
- ~~(viii) To establish and monitor Corporate Health and Safety policies for the Council.~~
- (ix) ~~To establish and monitor Equal Opportunities policies for the Council.~~
- (xi) ~~To establish and monitor the Council's training and staff development policies.~~
- (xii) ~~To consider employment implications arising from i-xi for alternative employment arrangements (including Local Authority Trading Company or Community Interest Company) to deliver services (including pensions) delegated from Council or Cabinet.~~

#### In relation to the members of the Council:

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- ~~(xiii) To promote and maintain high standards of conduct by Members, co-opted Members, including church and parent governor representatives;~~
- ~~(xiv) to assist Councillors, co-opted members, including church and parent governor representatives, to observe the Members' Code of Conduct;~~
- ~~(xv) To recommend to the Council on the adoption or revision of its Members' Code of Conduct;~~
- ~~(xvi) To monitor the operation of the Members' Code of Conduct, the Officers' Code of Conduct and the Council's Whistleblowing policy and any other appropriate codes of conduct and procedures;~~
- ~~(xvii) advising, training or arranging to train Councillors, co-opted members and church and parent governor representatives on matters relating to the Members' Code of Conduct;~~
- ~~(xviii) To present an annual report to Council on Member Standards by the Chairman of the Employment and Members Standards Panel.~~

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**B2D5.2 Membership:**

8 Members

**B2D5.3 Quorum:**

3 Members

**B2D5.4 Frequency:**

12-6 per annum

**B3D6 Employment Appeals Subcommittee Panel**

**B3D6.1 Purpose:**

To determine officer Disciplinary and Grievance Appeals in accordance with the Council's HR procedures

**B3D6.2 Membership**

3 selected from the existing Members (including substitutes) of the Employment and Members Standards Panel

**B3D6.3 Quorum:**

3 Members

**B3D6.4 Frequency:**

As required

**B4 Member Standards Subcommittee**

**B4.1 Purpose**

To determine breaches of the Members Code of Conduct in accordance with the procedure in Part 7A

**B4.2 Membership**

5 selected from the existing Members (including substitutes) of the Employment and Members Standards Panel

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**B4.3 Quorum**

3 Members

**B4.4 Frequency**

As required

**B5D7 Licensing Panel**

**B5D7.1 Purpose:**

- (i) The Licensing Panel will determine and keep under review:
  - a. the Statement of Licensing Policy
  - b. the Statement of Gambling Policy
  - c. the Hackney Carriage Policy and Conditions
  - d. the Private Hire Driver and Vehicle Policy and Conditions
  - e. the Street Trading Policy
  - f. the Sex Establishments Policy
  - g. the current Street Collections and House to House Collections Policy.
- (ii) The above Policies, as determined by the Licensing Panel refer to certain delegations of functions to Officers. The Panel will keep these delegations under review and amend as necessary.
- (iii) To consult with members of the Hackney Carriage and Private Hire trade via their representative organisations on at least an annual basis in respect of proposed fee bands, enforcement, provision or ranks and other matters of concern to users and the trade and to make recommendations from time to time to the Council.
- (iv) To decide whether to arrange a survey on demand with regard to Hackney Carriages.

(All other functions other than those to the Licensing & PSPO Sub-committee which may be delegated to the Licensing Panel are to be delegated to Officers)

**B5D7.2 Membership -**

15 Members. N.B: A Cabinet Member may be a Member of the Licensing Panel

**B5D7.3 Quorum:**

4 Members

**B5D7.4 Frequency:**

Quarterly

**B6D8 Licensing & PSPO sPanel-Sub Committee**

**B6D8.1 Purpose**

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The Licensing & PSPO Panel Sub Committee will consider all matters relating to the following functions:

- i. Where an objection or representation is made for an application for or a variation to; a personal licence, a premises licence, a club premises certificate or a provisional statement.
- ii. Where a Police objection has been received in relation to an application for or to; vary a designated premises supervisor, a transfer of premises licence or Interim Authorities.
- iii. Where the authority must carry out a review of a premises licence.
- iv. Where an objection or representation is made for an Application for club gaming/club machine permits.
- v. Where there is a decision to be made for the cancellation of a club gaming or club machine permit.
- vi. Where there is a decision to be made to give a counter notice to a temporary use notice
- vii. Where an application for Licensed Premises Gaming Machine Permits involves over 4 machines.
- viii. Where a decision to object involves the local authority as a consultee and not as the relevant authority considering the application.
- ix. Where there is a determination of a Police objection to a temporary event notice.
- x. Where an application is received from a Sexual Entertainment Venue, including applications for existing premises
- xi. To consider the implementation of Public Space Protection Orders (PSPOs) within a single ward with regard to determining whether such an order should be made, extended, varied or discharged under Part 4 Chapter 2 of the Anti-social behaviour, Crime and Policing Act 2014;
- xii. To consider whether to make, extend, vary or discharge PSPOs proposing to restrict public right of access to highways (including alley ways) in accordance with Part 4 Chapter 2 of the Anti-social behaviour, Crime and Policing Act 2014 and under s.118b of the Highway Act 1980 for the stopping up of highways..
- xiii. In accordance with the Council's agreed Cold Calling Control Zone Policy, (as agreed by Cabinet on 27 November 2008), to consider requests to establish Cold Calling Control Zones.

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(The above circumstances (i. to ix) ~~(a-i)~~ in which functions may be delegated to the Licensing Sub Committee are set out in the Licensing Act 2003 and drafted in RBWM's Licensing Policy Statement and within Annex A of RBWM's Statement of Principles Gambling Act 2005. ~~(xj)~~ is pursuant to the Local Government (Miscellaneous Provisions) Act 1982, as amended).

**B6D8.2 Membership:**

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Any 3 Members of the full Licensing Panel. The Members will be called for a sub-committee meeting on a rota basis from amongst those appointed by the Council, with political balance being maintained wherever possible.

**B6D8.3 Quorum:**

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3 Members

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**B6D8.4 Frequency:**

As required

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**B7D9 Rights of Way and Highway Licensing Panel**

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**B7D9.1 Purpose:**

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- (a) (i) In accordance with Council policies to exercise the Council's functions relating to the following paragraphs of Section B of Schedule 1 of *The Local Authorities (Functions and Responsibilities) (England) Regulations 2000*:
  - i. 37 (registration of common land or town or village greens)
  - ii. 38 (variations of rights of common)
  - iii. 72 (function relating to registration of common land and town or village greens)
- (b) To consider any public objections to the making of any Statutory Order and determining those Orders in relation to the above functions.
- (c) In accordance with Council policies to exercise the Council's functions relating to the following paragraphs of Part I of Section I of Schedule 1 of *The Local Authorities (Functions and Responsibilities) (England) Regulations 2000*:
  - i. 1, 2, 4, 8, 20, 31, 32 (create, divert (permanent or temporary) or stop up a footpath, bridleway or restricted byway)
  - ii. 5 (determination of application for public path extinguishment order)
  - iii. 6, 10 (power to make rail crossing extinguishment or diversion order)
  - iv. 7, 11 (power to make special extinguishment or diversion order)
  - v. 9 (power to make a public path diversion order)
  - vi. 13 (power to make an SSSI diversion order)
  - vii. 23, 30 (power to extinguish certain public rights of way)

All other functions in Part I of Schedule 1 are delegated to the Executive Director – Communities or their authorised delegated officer.

- (d) To receive recommendations from the Local Access Forum and to publish the Annual Report under regulation 13 of *The Local Access Forums (England) Regulations 2007*

- (e) In accordance with Council Policy, the Approved Code of Practice and available budgets to exercise the Council's functions relating to the functions set out in Part 2.

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- (b)(f) To consider any public objections to the making of any Statutory Order and determining those Orders in relation to the above functions.

**B7D9.2 Membership –**

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8 Members \_

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N.B: A Cabinet Member may be a Member of the Rights of Way and Highway Licensing Panel

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**B7D9.3 Quorum:**

2 Members

**B7D9.4 Frequency:**

Quarterly.

~~D9.5 Delegations to Officers~~

~~9.5.1 Power to permit deposit of builder's skip on highway (Section 139 of the Highways Act 1980)~~

~~Officer: Head of Highways and Transport.~~

~~9.5.2 Power to license planting, retention and maintenance of trees etc. in part of highway (Section 142 of the Highways Act 1980)~~

~~Officer: Head of Highways and Transport.~~

~~9.5.3 Power to authorise erection of stiles etc on footpaths or bridleways (Section 147 of the Highways Act 1980)~~

~~Officer: Head of Highways and Transport, in consultation with the ward eouncillors.~~

~~9.5.4 Power to license works in relation to buildings etc which obstruct the highway (Section 169 of the Highways Act 1980).~~

~~Officer: Head of Highways and Transport~~

~~9.5.5 Power to consent to temporary deposits or excavations in streets (Section 171 of the Highways Act 1980)~~

~~Officer: Head of Highways and Transport~~

~~9.5.6 Power to dispense with obligation to erect hoarding or fence (Section 172 of the Highways Act 1980).~~

~~Officer: Head of Highways and Transport.~~

~~9.5.7 Power to restrict the placing of rails, beams etc. over highways (Section 178 of the Highways Act 1980).~~

~~Officer: Head of Highways and Transport.~~

~~9.5.8 Powers relating to the removal of things so deposited on highways as to be a nuisance (Section 149 of the Highways Act 1980).~~

~~Officer: Head of Highways and Transport.~~

~~9.5.9 Duty to assert and protect the rights of the public to use and enjoyment of highways (Section 130 of the Highways Act 1980).~~

~~Officer: Head of Highways and Transport, in consultation with the ward eouncillors.~~

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~~9.5.10 Duty to keep a definitive map and statement under review (Section 53 of the Wildlife and Countryside Act 1981).~~

~~Officer: Head of Highways and Transport in consultation with Monitoring Officer~~

~~D10 Local Pension Board~~

~~D10.1 Purpose~~

~~To assist the administering authority of The Royal County of Berkshire Pension Fund in securing compliance with the Local Government Pension Scheme Regulations, any other legislation relating to governance and administration of the Scheme and the requirements imposed by The Pensions Regulator including but not limited to:~~

- ~~i) Challenge any failure to comply with the Scheme rules and associated legislation and any failure to meet the requirements and expectations of the Pensions Regulator;~~
- ~~ii) Challenge any advice and guidance provided and to understand how that advice and guidance impacts on any decision for which the Board is legally responsible;~~
- ~~iii) Monitor levels of performance of the administering authority and Scheme employers, review notices of unsatisfactory performance and determine what, if any, costs should be recovered by the Pension Fund where a failure to meet certain levels of performance have not been met;~~
- ~~iv) Report breaches of the law to the Pensions Regulator where there is a reasonable cause to believe that a legal duty, which is relevant to the administration of the Scheme, has not been, or is not being, complied with as a result of which there is a likely material significance to the Pensions Regulator;~~
- ~~v) Determine under what circumstances Scheme employers should be reported to the Pensions Regulator;~~
- ~~vi) Keep under review the administering authority's communication policy with regard to Pension Scheme stakeholders;~~

~~D10.2 Membership~~

~~6 comprising of:~~

- ~~• 3 Scheme Employer Representatives~~
- ~~• 3 Scheme Member Representatives~~

~~N.B. A Member of the Berkshire Pension Fund Panel or Berkshire Pension Fund Advisory Panel is not eligible for membership of the Pensions Board neither are Royal Borough Officers who are involved with the administration or management of the Pension Fund.~~

~~D10.3 Quorum A meeting is only quorate when at least 50% of the Scheme member and Scheme Employer Representatives are present with at least 1 member being present from each group. For actions to be agreed by the Chairman or Vice Chairman must be in~~

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~~attendance. A meeting that becomes inquorate may continue but any decisions will be non-binding.~~

~~D10.4 Frequency—At least bi-annually and up to 4 times per year.~~

## **F27 Local Plans Working Group**

### **F27.1 Purpose**

~~To assist the relevant Lead Members and Officers to evaluate options and to make recommendations for consideration by Cabinet (or Council as required) on the consultation, drafting, examination, putting to referendum or adoption of the Borough Local Plan, area action plans, Neighbourhood Development Plans and other plans or policy documents for which the Council is responsible or on which the Council is formally consulted.~~

~~To assist the relevant Lead Members and Officers to evaluate options and to make recommendations for consideration by Cabinet on the management of risks and issues arising from the preparation of plans and on the resource management and programme management of the preparation of plans.~~

~~To complement, but not substitute for, any of the responsibilities of the relevant Overview and Scrutiny Panel, and to forward its recommendations for Cabinet to the Panel so it may pay due regard to the recommendations of this Working Group, prior to their consideration by Cabinet. For the avoidance of doubt, it is presumed here that the Panel will in all regards pursue its activities and reach conclusions independently of this Working Group.~~

~~To review and to consider the content and progress of the programme for delivery of the Council's development plan coverage, including progress on development plan documents, Neighbourhood Plans and supplementary planning documents, and to make recommendations to Cabinet thereon.~~

### **F27.2 Membership**

~~10 Members~~

### **F27.3 Quorum**

~~3 Members~~

### **F27.4 Frequency of meetings**

~~The Group should meet periodically as required and should continue for the duration of the borough local plan review process, and that of any other plans or documents referred to the Group for consideration~~

## **B8F28 Statutory Officer Panel**

### **FB828.1 Purpose**

This Panel is established in accordance with Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015

The Panel shall produce a report to full Council making recommendations on whether dismissal is appropriate disciplinary action for the Council's Head of Paid Service, Chief Finance Officer or Monitoring Officer. Where dismissal is not recommended, the Panel will recommend alternative appropriate sanctions in accordance with Part 8B.

### **FB828.2 Membership**

The Panel shall consist of at seven members:

- a) 2 Independent Persons (appointed under section 28(7) of the Localism Act 2011)
- b) 5 members of the Council.

Where the Council's Independent Persons are not available then the Independent Person shall be such person from another local authority that the Council considers appropriate.

### **B8F44.3 Quorum**

Not applicable

### **B8F44.4 Frequency**

As required but at least 20 working days prior to the relevant Council meeting.

### **B8F44.5 Type**

Advisory committee of full Council.

## **B18F9 Constitution Sub Committee**

### **B9F9.1 Purpose**

- a. To make recommendations to Council for changes to the Constitution for purposes of good governance and better performance of statutory duties.

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- b. To make amendments to the Constitution necessary to give effect to decision of the Council, the Cabinet or any delegated decision of any subcommittee, panel or forum.
- c. To make changes as necessary or to comply with changes in legislative requirements or to give effect to any decision of the Sub Committee that has been delegated to it in wide or general terms.
- d. To make such changes necessary to reflect any changes in the allocation of functions to officers

except where such power is expressly reserved to full Council or Cabinet in this constitution or in law.

**B9F9.2 Membership**

4 Members of the Council ~~including the Leader of the Council.~~

**B9F9.3 Quorum:**

2 Members

**B9F9.4 Frequency:**

As and when required.

**B9F9.5 Type:**

Committee of Council

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## **CE) JOINT ARRANGEMENTS**

### **CE1 Berkshire Adoption Panel**

#### **EC1.1 Purpose**

To consider and make recommendations under the Adoption and Children Act 2002 and the associated Regulations 2005 on:

- applications from prospective adopters
- the matching and placement of children in the care of Reading, Wokingham, West Berkshire, Bracknell Forest, Slough and Windsor and Maidenhead Borough Councils where it is considered that adoption is in a child's best interests
- consideration of whether adoption is the best plan for a child where the child is relinquished (excluding cases in proceedings which are read by the agency advisor, and are not presented to the adoption panel)

#### **EC1.2 Membership:**

- 1 elected Member from each of: Windsor & Maidenhead, Bracknell Forest, Slough, Reading, Wokingham and West Berkshire Councils.
- 1 Medical Advisor nominated and provided by East and West Berkshire Health Authorities.
- 3 Social Workers - one Social Worker from those employed by each of the 6 Local Authorities.
- 3 Independent Members - e.g. Adoptive Parents, Legal Advisers.

The Independent Chair - a person to be appointed by agreement between the 6 Local Authorities having considerable experience in adoption work.

#### **EC1.3 Quorum:**

At least six members to be present including the Chair or Vice Chair and at least one social worker and one independent member.

#### **CE1.4 Frequency:**

Twice monthly except August (when there is normally only one). Additional panels may be held if required. Panels may be cancelled if there are no cases to be heard.

### **CE2 East Berkshire Joint Health Overview and Scrutiny Committee**

#### **CE2.1 Purpose**

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These terms of reference together with the health scrutiny code of practice for East Berkshire provide a framework for carrying out joint health scrutiny work in East Berkshire under powers to scrutinise the NHS contained in the Health and Social Care Act 2001.

The East Berkshire Joint Health OSC has been formed by Bracknell Forest Council, Slough Borough Council and the Royal Borough of Windsor and Maidenhead;

- a) To look at strategic, regional, sub-regional or locality related health issues or look at a specific review as determined by the joint health overview and scrutiny committee (working as a *discretionary* committee).
- b) To form a *statutory* Joint Health Scrutiny Committee i.e. as required under law where the local authorities whose residents are affected by a particular course of action by a NHS body, consider the proposals to be “substantial” and wish to review the NHS decision/action or where the NHS body requires it.

Officer support i.e. the administration of agendas and minutes will follow annually with the rotation of the Chairman. Please refer to the joint health scrutiny protocol for details of the administration of specific reviews and the balance of administration between health trusts and local authorities.

Health scrutiny reviews undertaken on specific topics over a specific length of time, may be delegated to review groups of the joint committee with membership of between 3 and 6 Councillors, and with at least 1 member from each authority. This may be waived if an authority does not wish to take part, as the review will not affect their area, and if the involvement of the two remaining authorities is agreed.

Each separate review must be accompanied by a pro forma, covering the following items; description of the subject, identification of the health bodies involved/leading the issue, review group membership, issues to be addressed, officer support and the evidence gathering process proposed.

At the end of each review, a report must be produced and signed off by the Joint committee and considered by each individual participating authority.

The joint committee will also receive and consider responses by NHS bodies to its reports and reviews as empowered under the Act.

## **EC2.2 Membership**

The Committee will comprise of nine Councillors; three members elected annually from each of the individual three local authorities in East Berkshire. The three authorities have agreed to waive the requirement for the committee as a whole to have proportional political representation. However, each local authority may decide whether to maintain political proportionality for its seats on the committee or not.

Appointments to the committee will be for a term of office one year from the date of each authority's annual council meeting. Substitutions may be made by each authority for their own representatives if they so wish. Substitutes may attend meetings of the joint

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committee as non-voting observers in order to familiarise themselves with the issues under review.

The Chairmanship of the joint committee will be rotated annually between the three East Berkshire authorities. The Joint Committee will appoint two vice-chairmen from the other participating authorities.

The Joint Committee may ask individuals to assist it on a review by review basis. Independent professionals or those with specialist knowledge may be requested to give their expert advice to the joint committee during a review, without being co-opted.

### **EC2.3 Quorum**

The quorum for the main joint committee meetings shall be 6, provided that each authority is represented. The quorum for review meetings shall be 3, provided that each authority is represented or that joint agreement is reached for one or two authorities to lead/act for the joint committee.

### **EC2.4 Frequency**

Once established the Joint Committee will meet three times per year and rotate the venue for the meeting with the first and last meeting being held in the premises of the authority from which the Chairman is appointed for that year. Special meetings may be called in addition to the meetings held three times per year if the need arises. The joint committee will meet in public and be advertised as such in each authority area in accordance with the local government acts.

The schedule of Joint Committee meetings may include flexibility if required, for example; to give a break in the timetable to allow individual authorities to evaluate responses to the Joint Committee's report and return with comments.

## **EC3 Joint East Berkshire Health Overview and Scrutiny Committee with Buckinghamshire County Council**

### **EC3.1 Purpose**

This Committee is established in accordance with the Directions issued by the Secretary of State for Health on 17th July 2003 following the initiation of a joint consultation under regulation 4 of the Local Authority (Overview and Scrutiny Committees Health Scrutiny Functions) Regulations 2002 by the Berkshire East Primary Care Trust (BEPCT) and the Berkshire Healthcare Foundation Trust (BHT) with the health overview and scrutiny committees/Panels of Bracknell Forest Council, Slough Borough Council, Windsor and Maidenhead Borough Council and Buckinghamshire County Council ("the constituent authorities") on proposals it has under consideration for a substantial development of the health service or a substantial variation in the provision of such service covering the areas of the constituent authorities.

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The role of the Joint Committee shall be to consider the proposals upon which the BEPCT and BHT have consulted. In performing this role, the Joint Committee shall exercise the following functions:

- i) to consider and report on the proposal consulted on to the BEPCT and BHT under regulation4(4) of the Regulations;
- ii) to require the BEPCT and BHT to provide information about the proposal;
- iii) to require officers of the NHS to attend before it to answer such questions as appear to it to be necessary for the discharge of its functions in connection with the consultation;
- iv) to co-opt additional members as it considers appropriate and be empowered to decide who to appoint to fill a co-opted place.
- v) to invite any other local authority members to meetings where their areas may be affected;
- vi) to invite such experts to meetings as the Joint Committee sees fit to advise them;
- vi) such other functions ancillary to those listed in i) to v) above as the Joint Committee considers necessary and appropriate in order fully to perform its role.

The Chairman will be the Chairman of the Joint East Berkshire Health Overview and Scrutiny Committee, with officer support from the same local authority until the role passes to another local authority at the end of the municipal year in line with the terms of reference of the Joint East Berkshire Health Overview and Scrutiny Committee.

### **CE3.2 Membership**

The Joint Committee shall be made up of 12 Health Overview and Scrutiny Committee members comprising 3 Members each from Bracknell Forest Council, Slough Borough Council and Windsor and Maidenhead Borough Council and 3 Members from Buckinghamshire County Council/or South Buckinghamshire District Council. These Members will be appointed by the local authorities concerned. Each local authority will appoint substitute members if they so wish. The four authorities are asked to waive the requirement for the committee as a whole to have proportional political representation.

Appointments to the committee will be for a term of office one year from the date of each authority's annual council meeting. Substitutes may attend meetings of the joint committee as non-voting observers in order to familiarise themselves with the issues under review.

### **CE3.3 Quorum**

The quorum for the main joint committee meetings shall be 6, provided that each authority is represented or that joint agreement is reached for one or two authorities to lead/act for the joint committee.

### **CE3.4 Frequency**

The Joint Committee will meet in public and be advertised as such in each authority area in accordance with the local government acts.

## **E4 Joint Strategic Planning Committee**

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~~E4.1 Purpose:~~~~Titles and Definitions~~

~~The Committee shall be known as “the Joint Strategic Planning Committee”, hereinafter referred to as the “Joint Committee”. The reference to “the authority (ies)” relates individually or collectively to the six unitary authorities~~

~~Purpose of Joint Working Arrangements~~

~~As a guiding principle, services should be delivered at the level of the individual unitary local authority, or between individual authorities, wherever it is practicable and efficient to do so. Joint working should only be undertaken at the minimum level required by law where clear benefits, such as greater economy or quality of service, can be identified, or where it is essential for a strategic view to be taken.~~

~~The Joint Committee shall be responsible for the following areas of work:~~

- ~~a) The current Structure Plan and any future replacement of it;~~
- ~~b) TPP preparation — any overview sections of the submission; any joint working on cross boundary topics affecting all six unitary authorities (the scope of this will be dependent upon the final agreed format of TPPs for Berkshire);~~
- ~~c) The current Minerals and Waste Local Plans and any jointly prepared successors to them.~~

~~Basis for Funding~~

~~Each unitary authority will bear an equal (one sixth) share of the costs of the service. A draft annual budget will be agreed at a meeting in September preceding each financial year and the Joint Committee will advise the six authorities of the details, in order that:~~

- ~~a) provision can be made in each unitary authority budget; or~~
- ~~b) the budget can be referred back to the Joint Committee for further consideration.~~

~~The procedure for setting a budget shall be subject to a separate agreement between the unitary authorities.~~

~~E4.2 Membership/Voting~~

~~Two elected members per Unitary Authority may attend meetings of the Joint Committee, one of whom shall be the Member of the Joint Committee for that Authority with voting rights. The other Member shall be present as an observer but shall be given the opportunity to participate in the debate of items. Substitutes will be allowed both for the Member of the Joint Committee and the observer member. The Joint Committee may set up sub-groups of its members to consider matters relating to its terms of reference and to make recommendations to the Joint Committee in relation to them. Decision making powers shall remain with the full Joint Committee.~~

### Chairing the Joint Committee

~~The chair of the Joint Committee will be chosen by the Joint Committee. It is proposed that a convention be adopted of revolving the Chair between authorities on an annual basis, by a method to be agreed by the Joint Committee. In the event of a tied vote, the Chairman will not have a casting vote. The authorities will seek to resolve the disputed matter by negotiation and will hold a special meeting to vote upon the disputed matter again.~~

#### ~~E4.3 Quorum~~

~~At least one representative per unitary authority from at least four of the unitary authorities will be required to constitute a quorum.~~

#### ~~E4.4 Frequency~~

~~As required~~

## **CE54 Health and Wellbeing Board**

NB: Health and Wellbeing Board became a formal committee of Council in April 2013 as a part of the Health and Social Care Act 2012.

### **CE5.1 Purpose**

- To implement the national and local requirements on Health and Wellbeing Boards to improve the life outcomes, health and wellbeing of residents in the Borough.
- To act as a high level strategic partnership to agree the priorities that will improve the health and wellbeing of the residents of the Royal Borough of Windsor and Maidenhead.
- To deliver the statutory functions placed on Health and Wellbeing Boards through the Health and Social Care Act 2012 and other statutory or local priorities.

### **Background**

Social policy changes from Central Government are changing the requirements for health and social care nationally in order to bring more local democracy into local services. On 12 July 2010, the NHS White Paper *Equity and Excellent - Liberating the NHS* and the accompanying consultation paper *Local Democratic Legitimacy in Health* outlined significant changes to local governance structures for health and wellbeing, to improve health outcomes for the local population.

Each locality had a statutory requirement to create a Health and Wellbeing Board, which had specific functions for the associated area. The Board is to be hosted by the local authority and subsequent documents from Central Government have detailed and refined the requirements and functions of a HWB.

### **Requirements of Health and Wellbeing Boards**

1. Assess the needs of the local population and lead the statutory Joint Strategic Needs Assessment (JSNA).

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2. Prepare a Joint Health and Wellbeing Strategy based on the needs identified in the JSNA.
3. Oversee the delivery of the Better Care Fund.
4. Promote integration and partnership, including joined up commissioning plans across the NHS, social care and public health.
5. Support joint commissioning and pooled budgets where all parties agree it makes sense.
6. Offer strategic and organisational leadership to meet local priorities.

### Accountability

The Board is locally accountable to the community it services, elected members through the Royal Borough's Cabinet and to the Community Partnership Forum.

There are accountabilities for commissioning decisions and actions through the NHS England Local Area Team

### Reporting Structures

Any deviation from these terms of reference will be agreed by the statutory partners of the Board, specifically the Royal Borough, the Berkshire NHS Cluster Board and the Clinical Commissioning Groups' governing bodies.

### Review of the Health and Wellbeing Board

The terms of reference and membership will be reviewed annually.

### CE45.2 Membership

- **Chair** Lead Member for Adult Services and Health.
- **Deputy-Chair** Chair Windsor, Ascot and Maidenhead Clinical Commissioning Group.
- Lead Member for Children's Services.
- Principal Member for Public Health and Communications.
- Managing Director.
- Deputy Director Health and Adult Social Care.
- Director of Public Health Berkshire.
- Chair Bracknell and Ascot Clinical Commissioning Group.
- Chair Windsor and Maidenhead Healthwatch.

Named substitutes will attend meetings of the Board in place of core members as required. Other partners and stakeholders may be co-opted into temporary or permanent membership to help address the identified strategic priorities.

### EC45.3 Frequency of Meetings

Four meetings per year. All meetings will be public unless there are confidential (Part II) items as applicable by the Local Government Act 1972.

### CE45.4 Quorum

Minimum representation of four members for a meeting to take place with at least two members each from the Council and the NHS.

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## **CE56 Achieving for Children Joint Committee**

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### **CE56.1 Purpose**

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The London Borough of Richmond upon Thames, Royal Borough of Kingston upon Thames and The Royal Borough of Windsor and Maidenhead have established the Joint Committee pursuant to powers under the Local Government Acts 1972 and 2000. The Joint Committee shall be known as "The Achieving for Children Joint Committee".

The Joint Committee will discharge functions on behalf of all three boroughs insofar as they relate to the ownership of jointly owned local authority company "Achieving for Children" (the Company).

The Joint Committee is not a self-standing legal entity but part of its constituent authorities. Any legal commitment entered into pursuant of a decision of the Joint Committee must be made by either or all of the authorities which will be indemnified appropriately.

These Terms of Reference govern the conduct of meetings of the Joint Committee and except, where expressly stated otherwise, take precedence over each Borough's relevant Constitutional provisions. The Joint Committee may vary the Terms of Reference rules as it considers appropriate.

### **CE56.2 Definitions**

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Any reference to Access to Information legislation shall mean Part VA of the Local Government Act 1972 (as amended) and The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 (as amended)."

### **CE56.3 Functions**

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The Joint Committee will discharge on behalf of all three boroughs the functions listed below insofar as they relate to the ownership of local authority company "Achieving for Children of the Company". The Joint Committee will decide on behalf of each Council to:

- Enter into any arrangement, contract or transaction resulting in expenditure either with a capital value greater than £10,000 or revenue value greater than £10 million. Any expenditure of such revenue by the Company being less than £10 million shall be subject to the Company's own financial regulations and shall be subject to prior approval within the Business Plan and operating revenue budget, which shall be approved by the Members in accordance with the Reserved Matters.
- Enter into any arrangement, contract or transaction where the Company is providing services to third parties without following the Trading Opportunity Evaluation Process as produced by the Members. Such arrangements, contracts or transactions shall also be subject to prior approval within the Business Plan, which shall be approved by the Members in accordance with the Reserved Matters.
- Enter into any borrowing, credit facility or investment arrangement (other than trade credit in the ordinary course of business) that has not been approved by the Members under the Financial Plan.
- Appoint or remove any auditor of the Company.

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- Adopt or amend the Business Plan in respect of each financial year, which for the avoidance of doubt shall include the adoption and amendment of an operating revenue budget for the financial year to which it relates.
- Adopt or amend the Financial Plan.
- Enter into any arrangement, contract or transaction within, ancillary or incidental to the ordinary course of the Company's business or is otherwise than on arm's length terms.
  - Deal with any surpluses of the Company.
  - Appoint or remove any Company Directors (from the Achieving for Children Board).
  - Agree any terms for any Directors (but for the avoidance of doubt this does not include the terms and conditions of employment of Executive Directors as defined in the Articles of Association of the Company).
  - Agreeing changes in employment terms and conditions which would be inconsistent with the National Joint Council National Agreement on Pay and Conditions of Service and any changes to the pay and grading structure of the chief executive post of the Company.

The Joint Committee will be responsible for setting out the expectations and ambitions of the three Council's as owners of ~~of "Achieving for children"~~ the Company.

#### **EC65.4 Membership**

There will be nine elected members of the Joint Committee, three appointed from each Borough. Appointments will be made in line with each Authority's governance arrangements.

The appointments should include the Leader of each Council and a Member whose portfolio areas include responsibility for Children's Services.

Appointments will be made for a maximum period not extending beyond each Member's remaining term of office as a Councillor.

As nominees of their respective Councils, 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.

Each authority will utilise existing mechanisms for substitution as laid down in their own Standing Orders.

#### **CE65.5 Chair**

Each Council will appoint one Member as a Co-Chair each of whom, in rotation, preside over meetings of the Joint Committee.

Meeting venues shall rotate between the Council's main offices with the Co-Chair from the authority which is hosting the meeting presiding over the meeting. Where the host Co-Chair is not present, the Joint Committee shall appoint an alternate Co-Chair from amongst its number to preside over the meeting.

#### **CE65.6 Sub-Committees**

The Joint Committee may establish sub-committees to undertake elements of its work if required and subject to the approval of each of the constituent authorities.

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**EC56.7 Delegation to Officers**

The Joint Committee may delegate specific functions to officers of any of the Boroughs.

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 boroughs.

It may also be subject to the requirement for the officer with delegated authority to consult with the Co-Chairs of the Joint Committee before exercising their delegated authority.

**CE56.8 Administration**

Organisational and clerking support for the Joint Committee will be provided on a rotational basis by the host authority on an annual basis or longer if agreed by all three Councils.

**CE56.9 Budget**

The Joint Committee will not have an allocated budget.

**CE56.10 Agenda Management**

All prospective items of business for the Joint Committee shall be agreed by the Chief Executives of all three Councils or their representatives, following consultation with the AfC Management Team.

Where a decision of the Joint Committee does not apply to all three Boroughs, the delegation of functions to the Joint Committee is limited to the Borough to which the decision applies.

To comply with Access to Information legislation in the publication of agendas including Forward Plan requirements, those functions delegated to the Joint Committee for determination and defined as key- decisions on behalf of Richmond and Windsor and Maidenhead must be included in the Forward Plan.

Although not legally required for Kingston under the Committee System Governance Arrangements, a Forward Plan has been maintained and notice will be given therein.

**E6C5.11 Meetings**

The Joint Committee will meet as required to fulfil its functions and will determine a programme of meetings before the start of each Municipal Year to be included in the Calendar of Meetings for all three Authorities.

The quorum for a meeting of the Joint Committee shall be at least two members from each Borough.

Access to meetings and papers of the Joint Committee by the Press and Public is subject to Part 2 of the Local Authorities (Executive Arrangements) (Meetings and Access to information) (England) Regulations 2012

**C5E6.12 Notice of Meetings**

The host authority clerk of the Joint Committee will give notice to the public of the time and place of any meeting in accordance with the Access to Information requirements.

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At least five clear working days in advance of a meeting the host authority clerk of the Joint Committee will publish the agenda via the website of the host authority and distribute a copy of the papers to all Members of the Committee. 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.

### **C5E6.13 Public Participation**

Unless considering information classified as “exempt” or “confidential” under Access to Information Legislation, all meetings of the Joint Committee shall be held in public.

An agenda item to last no longer than 30 minutes will be included on each agenda to hear public representations and questions. Notification must be given in advance of the meeting indicating the matter to be raised, by 12 noon on the last working day before the meeting.

Where the number of public representations exceed the time allowed, a written response will be provided or the matter will be deferred to the next meeting of the Joint Committee.

### **C5E6.14 Member Participation**

Any member of each Council who is not a member of the Joint Committee may ask a question or address the Committee with the consent of the Co-Chair of the meeting at which they wish to speak.

### **E6C5.15 Business to be Transacted**

Standing items for each meeting of the Joint Committee will include the following:

- Public participation
- Apologies for absence
- Declarations of Interest
- Minutes of the Last Meeting
- Substantive items for consideration

The Co-Chair may vary the order of business and take urgent items as specified in the Access to Information Requirements at his / her discretion.

An item of business may not be considered at a meeting unless:

- 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
- Where the meeting is convened at shorter notice from the time the meeting is convened; or
- By reason of special circumstances which shall be specified in the minutes the Co-Chair of the meeting (following consultation with the other Co-Chair) is of the opinion that the item should be considered at the meeting as a matter of urgency

“Special Circumstances” justifying an item being considered as a matter of urgency will relate to both why the decision could not be made at a later meeting allowing the proper time for inspection of documents 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.

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**C5E6.16. Extraordinary Meetings**

Arrangements may be made following consultation with all three Co-Chairs to call an extraordinary meeting of the Joint Committee.

The business of an extraordinary meeting shall be only that specified on the agenda.

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**C5E6.17 Cancellation of Meetings**

Meetings of the Joint Committee may, after consultation with all three Co-Chairs, 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 all Co-Chairs in the event that it is necessary for the efficient transaction of business.

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**C5E6.18 Rules of Debate**

The rules of debate in operation in the authority which is hosting the meeting shall apply.

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**C5E6.19 Request for Determination of Business**

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 the relevant Chief Executive for further consideration by the Council
- The meeting be adjourned.

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**C5E6.20 Urgency Procedure**

Where all Co-Chairs of the Joint Committee are of the view that an urgent decision is required in respect of any matter within the Joint Committee's Terms of Reference 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 authorise in writing the Chief Executive of Achieving for Children to take such a decision following consultation with the Co-Chairs. Decisions taken in these circumstances shall not be subject to any of the Council procedures.

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**C5E6.21 Voting**

Each elected member will be entitled to one vote.

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Where there is an equality of votes and the matter cannot be resolved, the conflict resolution mechanism will be implemented.

The conflict resolution mechanism states that:

- The matter will be referred back to the Chief Executives of all three Authorities for further consideration.
- After further consideration has taken place, the matter will be placed on the agenda for the next available meeting of the Joint Committee for determination. If on this on this second occasion t there is still an equality of votes the Chair can exercise a casting vote to ensure that a decision is made.

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### **C5E6.22 Minutes**

At the next suitable meeting of the Joint Committee, the Co-Chair presiding 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.

Once agreed, the Co-Chair presiding at the meeting will sign the minutes.

### **C5E6.23 Exclusion of Public and Press**

Members of the public and press may only be excluded from a meeting of the Joint Committee either in accordance with the Access to Information requirements or in the event of disturbance.

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.

If there is a general disturbance making orderly business impossible, the Co-Chair may adjourn the meeting for as long as he/she thinks is necessary.

To comply with the Executive Arrangements (Access to Information) Regulations 2012 on Richmond's and Windsor and Maidenhead's behalf, all 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.

### **C5E6. 24 Overview and Scrutiny**

Decisions of the Joint Committee will be subject to scrutiny and Call -In.

On the publication of the minutes of a meeting of the Joint Committee, 5 clear days must elapse (not including the date of publication and weekend days and bank holidays) before decisions can be implemented.

Decisions of the Joint Committee will be subject to the existing "Call-In" arrangements operating in each of the Boroughs as outlined in their respective Constitutions.

Where a decision is called in, arrangements will be made at the earliest opportunity within the Borough where the Call-In had taken place for it to be heard.

The body hearing the Call-in would be able to take the following courses of action:

- Take no further action (decision takes effect)
- Refer back to the decision-maker (Joint Committee) for reconsideration
- Refer to the Full Council meeting of the relevant authority (only if deemed to be contrary to the budget and / or policy framework of the relevant authority in line with the delegations to the Joint Committee.)

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 Council concerned have been concluded.

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## FD) OTHER PANELS, FORUMS AND COMMITTEES

*These Panels, Forums and Committees are conducted or sponsored by the Council either as a statutory requirement or through choice for the better economic, social or environmental reasons. They are not committees discharging Council function (i.e. making decisions) pursuant to s101 and 102 of the Local Government Act 1972.*

### F1 Access Advisory Forum

#### F1.1 Purpose:

The Royal Borough of Windsor and Maidenhead supports the social model of disability, which asserts that barriers, negative attitudes and exclusion by society are the ultimate factors defining who is disabled and who is not. Adopting this approach will result in a focus on removing barriers and a more inclusive approach to service delivery.

*Comprehensive Equality and Diversity Policy 2010-2013*

The functions of the Forum shall be:

- to help with the preparation, development and implementation of the Comprehensive Equality and Diversity Policy for the Borough;
- to work in partnership with neighbouring Access Forums on matters of shared interest and with other groups or agencies with an interest in developing an inclusive environment;
- to encourage the development of an environment which is independently accessible to disabled people;
- to discuss and liaise with groups and individuals in the area of the Borough on access/disability issues;
- to consider matters affecting disabled people in the Borough and make recommendations to the Cabinet or Panels as necessary;
- to consider the impact of local or national consultations affecting disabled people in the Borough, respond where appropriate, and make recommendations to the Cabinet or Panels as necessary;
- to examine the services provided by the Council and consider ways in which the quality and efficiency of such services may be improved to the benefit of persons with disabilities in the Borough and make recommendations to Cabinet or appropriate Panels;
- to advise on ways to promote and publicise access awareness throughout the Borough; and
- to advise on improvements for disabled access facilities to and within buildings.
- The meetings of the Forum shall be open to the public, subject to powers of exclusion to suppress or prevent disorderly conduct or other misbehaviour.
- Members of the public may speak at the Forum at the discretion of the Chairman
- Copies of agenda and reports for the meetings of the Forum shall be open to inspection at least five clear working days before the meeting.
- Items of business may be submitted to the Chairman for consideration at least one month before each meeting.

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- ~~• The Council shall reimburse members of the Forum reasonable expenses incurred in connection with attendance at Forum meetings or other activities relating to discharge of the functions of the Forum, in respect of travelling expenses and expenses of arranging for the care of their children or dependants.~~

#### **F1.2 Membership**

The membership shall be comprised of the following groups:

- ~~• Users of local services who themselves have a disability or represent a disabled person.~~
- ~~• Representatives of voluntary groups, associations or Charities working with people with disabilities.~~
- ~~• Appropriate Government and Health bodies concerned with people with disabilities.~~
- ~~• Two Councillors from the Royal Borough of Windsor and Maidenhead.~~
- ~~• RBWM officers concerned with enabling people with disabilities to access services.~~
- ~~• The minimum number of members shall be 10 and the maximum number of members shall be 20.~~
- ~~• The Forum Chairman and Vice Chairman shall be service users or representatives. They shall be independent from the Council and shall be elected from amongst the members of the Forum.~~
- ~~• Appointments to the Forum, including the Chairman and Vice Chairman, shall be two-year appointments.~~
- ~~• Members of the Forum may resign by giving notice to the Chairman.~~
- ~~• Members of the Forum may appoint substitute representatives to attend Forum meetings~~

F1.3 Quorum: 6

#### **F1.4 Frequency**

Quarterly with any additional meetings to be arranged by agreement with the Forum.

#### **F2 Admissions Forum**

Deleted 27/9/19

#### **F3 Public Space Protection Order Panel**

F3.1 Purpose:

A) To consider the implementation of Public Space Protection Orders (PSPOs) within a single ward with regard to determining whether such an order should be made, extended, varied or discharged under Part 4 Chapter 2 of the Anti-social behaviour, Crime and Policing Act 2014.

B) To consider whether to make, extend, vary or discharge PSPOs proposing to restrict public right of access to highways (including alley ways) in accordance with Part 4 Chapter 2 of the Anti-social behaviour, Crime and Policing Act 2014 and under s.118b of the Highway Act 1980 for the stopping up of highways.

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~~C) In accordance with the Council's agreed Cold Calling Control Zone Policy, (as agreed by Cabinet on 27 November 2008), to consider requests to establish Cold Calling Control Zones.~~

### ~~F3.2 Membership~~

#### ~~Six Members~~

- ~~• If the panel relates to the Highway, for example in the case of an Alley Gating application, Cabinet Member with responsibility for Highways (or substitute). Otherwise, Cabinet Member with responsibility for Environment (or substitute).~~
- ~~• Chairman of the Crime and Disorder Overview and Scrutiny Panel (or substitute).~~
- ~~• Up to three Ward Members, including (as long as they are not conflicted in any way) a member from the Ward to which the proposal under consideration relates.~~
- ~~• Plus in order to achieve political balance non-Ward Members may be appointed. The Membership is subject to political balance and Authority to determine which Members are appointed be delegated to the Democratic Services Manager in consultation with appropriate Group Leaders.~~
- ~~• If the order relates to the Highway, the panel will be chaired by the Cabinet Member for Highways. Otherwise all panels, including requests relating to Cold Calling Control Zones will be chaired by the Cabinet Member for Environmental Services.~~

### ~~F3.3 Quorum~~

#### ~~Four Members to include:~~

- ~~• The Cabinet Member with responsibility for Highways or Environment (or substitute),~~
- ~~• The Chairman of the Crime and Disorder Overview and Scrutiny Panel (or substitute),~~
- ~~and~~
- ~~2 Others~~

### ~~F3.4 Frequency: As required~~

### ~~F3.5 Type: Committee of Council~~

## **DF41 Area Forums**

### **F4D1.1 Purpose**

The Royal Borough has established two Area Forums:

- Windsor Town Forum covering issues concerning the following wards:
  - Castle Without
  - Clewer East
  - Clewer North
  - Clewer South
  - Eton and Castle
  - Eton Wick
  - Park

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▪ Maidenhead Town Forum, covering issues concerning the following wards:

- Belmont
- Boyn Hill
- Furze Platt
- Maidenhead Riverside
- Oldfield
- Pinkneys Green

These Area Forums will provide a means whereby the Council can consult with local communities and, potentially, devolve some decision-making.

The Area Forums are given the power to spend money as delegated by Cabinet resolution; to direct neighbourhood budget expenditure in unparished areas and to send reports with recommendations to Cabinet. The Area Forums will report any such expenditure to Cabinet at least annually. In order to facilitate these roles, Area Forums will be able to work with the local residents, businesses, organisations, including public and private sector, and with other representative organisations such as Parish Councils, Chambers of Commerce, Residents' Associations, etc., any of whom may be invited to attend and contribute to the discussions of the Area Forum. The Area Forums will be politically balanced wherever possible and the Members should represent a Ward within the areas of responsibility set out above.

The Area Forums may consider areas such as:

- Local Policing
- Local planning consultation
- Local youth services
- Local transport issues, including car parking
- Repair and maintenance of local highways
- Local library and information services
- Local leisure, heritage and arts
- Local environmental initiatives

**F4D1.2 Membership**

Windsor Town Forum - 7 Members; Maidenhead Town Forum - 7 Members

**F4D1.3 Quorum:**

2 Members

**DF41.4 Frequency:**

Three times per annum.

**D2F5 Appeals Panel**

**D2F5.1 Purpose:**

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To act as an Appeals Panel to hear and determine appeals in respect of the following activities and services of the Council:

- (i) *Social Services and Housing Homeless Appeals* - to consider and determine appeals made against decisions made by the officers under delegated powers in respect of homelessness and the interpretation of rules for admission to the Housing Waiting List.
- (ii) *School Transport Appeals* - to consider and determine appeals against decisions made by officers under delegated powers relating to applications for home to school transport and discretionary awards. To determine applications for major and minor awards which are exceptional to the guidelines.
- (iii) *Discretionary Housing Payments* - to hear representatives and to consider appeals against Officer determinations in respect of discretionary housing payments.
- iv) To consider appeals in relation to the refusal to grant, suspension or revocation of Private Hire or Hackney Carriage Driver or Vehicle Licences.
- v) *Registration and Awards Appeals*: To consider any other appeals under statutory regulations.

**D2F5.2 Membership:**

~~Three~~ 3 Members, maintaining political balance wherever possible.

**D2F5.3 Quorum:**

3 Members

**D2F5.4 Frequency:**

As required

**F6 Audit and Performance Review Panel**

~~F6.1 Purpose:~~

~~Internal Audit~~

~~(a) To consider and approve the Head of Audit and Investigation's Internal Audit strategy and plan, internal audit annual report and opinion, a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the Council's Corporate Governance arrangements. To consider and approve the approach for the effectiveness of the Internal Audit system, note the outcome of the review and agree the conclusion.~~

~~(b) To receive and consider:~~

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- ~~(i) specific internal audit reports, as requested by the Panel, with the agreement of the S.151 Officer or Monitoring Officer.~~
- ~~(ii) A report from Internal Audit on treated concerns not implemented within a reasonable time scale.~~

#### External Audit

- ~~(c) To consider the External Auditor's annual letter, relevant reports and reports to those charged with governance including issues arising from the audited accounts.~~
- ~~(d) To consider specific reports as agreed with external audit and to comment on the scope and depth of external audit work and to ensure that it delivers value for money.~~
- ~~(e) To consult on behalf of the Council with the Audit Commission, or any other relevant body, over the appointment of the Council's external auditor.~~
- ~~(f) To commission work for internal and external audit as the Panel considers appropriate.~~

#### Regulatory Framework

- ~~(g) To receive an annual report and maintain an overview of the Council's Constitution in respect of contract and financial procedure rules~~
- ~~(h) To review any issue referred to the Panel by the Managing Director or a Director or any Council body.~~
- ~~(i) To receive an annual report on and monitor the effective development and operation of, risk management and corporate governance in the Council.~~
- ~~(j) To monitor Council policies on "Raising Concerns at Work" and the anti-fraud and corruption strategy and the Council's complaints process, on at least an annual basis.~~
- ~~(k) To oversee the production of the Council's Annual Governance Statement and to recommend its adoption.~~
- ~~(l) To receive an annual report to consider the Council's arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice.~~
- ~~(m) To receive an annual report on and consider the Council's compliance with, its own and other agreed published standards and controls.~~
- ~~(n) To consider or improvements to processes, people or systems which are necessary to achieve efficient and effective planning, delivery, control, reporting and governance of the Council's activities.~~

#### Accounts

~~(e) To review the annual statement of accounts, specifically to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council and to approve the Statement of Accounts for inspection by the External Auditors (KPMG).~~

Performance Review

~~(p) To monitor the performance of the Council as a whole and in respect of particular services as the Panel or Cabinet may from time to time identify for service improvement.~~

~~(q) To consider and agree and thereafter monitor the Council's Development Review Plan and make recommendations to deliver service improvement.~~

~~(r) To monitor the Council's performance in respect of~~

~~(i) such national and local performance indicators as the Panel considers appropriate~~

~~(ii) delivery of outcome improvement plans in respect of reviews undertaken and make recommendations on areas requiring service improvement and on setting targets to deliver such improvements~~

~~(iii) the effectiveness of performance reporting to enable the Directors and Heads of Service, the Cabinet and the Overview and Scrutiny Panels to perform their management, governance and overview and scrutiny roles respectively~~

~~and make recommendations on areas requiring service improvement and on setting targets to deliver such improvements.~~

~~(s) To consider and make recommendations in respect of external reviews and inspections of Council Services.~~

Partnerships

~~(t) To monitor the partnership arrangements in which the Council is involved including but not restricted to:~~

~~— Governance arrangements~~

~~— any inspections or reviews undertaken in respect of partnership arrangements~~

~~(u) To receive and consider reports on the Council's negotiations to agree Local Area Agreements (LAA) and to monitor performance towards achieving the agreed targets.~~

~~F6.2 Membership: 8 Members.~~

~~A Cabinet Member may be a Member of this Panel but should not be the Chairman.~~

~~F6.3 Quorum: 2 Members~~

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~~F6.4 Frequency: The Panel will be programmed to meet ten times per year.~~

### **D3F7 Aviation Forum**

#### **D3F7.1 Purpose:**

##### Mission Statement

The AVIATION FORUM is committed to providing community leadership to local communities within the Royal Borough by representing local views at national and regional government levels on the economic, social and environmental impacts and concerns arising from activities associated with aviation, particularly those related to Heathrow Airport.

The Aviation Forum (The Forum) shall provide a proactive forum on behalf of the Council of the Royal Borough of Windsor and Maidenhead to discuss, advise, coordinate and provide community leadership on strategic aviation policies and major aviation issues, with particular emphasis on activities related to Heathrow Airport.

The Forum will report to the ~~relevant Overview and Scrutiny Council's Sustainability~~ Panel on any issues likely to impact upon Council Policy or interest, particularly those matters that may result in a change of Policy that require a Cabinet decision. It will be for the ~~Overview and Scrutiny Sustainability Panel~~ to make any recommendation to Cabinet.

The Forum will contribute to the work of the Council in responding to Government and other aviation-related bodies and agencies on all aviation issues that have a strategic planning, transportation, land use, sustainability or environmental health dimension.

The Forum will provide assistance and advice to the Council on the development and implementation of relevant policies and guidance including responses to proposals arising out of the development of the national aviation strategy.

The Forum shall not act in a way that conflicts with or undermines the Royal Borough's policies as a whole or damages the interests of its local communities.

The Forum will develop its role and pursue its objectives in accordance with an annual work programme, which will be kept under review so as to ensure consistency with Council policies, strategies and community aspirations.

The annual work programme of The Forum will be submitted to an annual meeting of the Sustainability Panel for the purposes of agreement and performance reporting and monitoring; or at such frequencies or for the purposes of reporting on specific issues as requested or directed by the Panel.

The Chairman may request representatives on The Forum to form Technical Working groups for the purposes of researching and investigating specific aviation-related matters with a view to providing advice to The Forum and the Council.

The Forum will maintain close links with other aviation-interest groups such as:

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- 2M Group
- Strategic Aviation Special Interest Group (SASIG)
- Local Authority Aircraft Noise Council (LAANC)
- Heathrow Airport Consultative Committee (HACC)
- Air Noise Working Group (Officer technical group)

Agenda items for discussion at The Forum meetings will be agreed in advance with the Chairman. In any event Members and Officers formally representing the Borough on relevant outside bodies shall communicate and/or provide The Forum with relevant updates and briefings as deemed necessary.

The Chairman will, in consultation with The Forum members, identify material and items suitable for recommending as a press release to be issued on behalf of the Council.

#### **D3F7.2 Membership**

5 members

#### **D3F7.3 Quorum:**

2 Members

#### **D3F7.4 Frequency:**

Quarterly

#### **F8 ~~BIG SOCIETY PANEL~~**

~~Deleted 24/5/16~~

#### **D4F10 Corporate Parenting Forum**

##### **D4F10.1 Purpose**

The Corporate Parenting Forum receives reports from professionals delivering services to children in care and care leavers to ensure that they receive the corporate parenting they need to reach their full potential. The Corporate Parenting Forum acts as the forum through which elected members exercise their corporate parenting responsibilities.

The Forum:

- Acts as the Forum through which elected members exercise their corporate parenting role and responsibilities.
- Ensures that the Council Pledge to children and care leavers is meaningful and delivered in full.
- Examine ways in which the Council as a whole and partner agencies can improve the life chances of all children in care and care leavers and become a more effective corporate parent.

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- \_\_\_ Reflects the commitment of the Council, to reduce the need for children and young people to come into care and be an excellent corporate parent for those in care.
- \_\_\_ Refers matters to the Council's Scrutiny and Overview Board which warrant further investigation.
- \_\_\_ Advises the Cabinet of any actions which need to be taken.
- \_\_\_ Ensures there are good joint working arrangements between council departments and partner agencies, maintaining an overview of these services and holding operational services to account.
- \_\_\_ Provides an opportunity for representatives of the Children in Care Council to report their views and work to the Forum.
- \_\_\_ Provides an opportunity for elected members to hear the views, wishes and feelings of the children and young people in the care of the Council, so that they are able to understand their experiences of being in care.
- \_\_\_ Maintains a strategic overview of new developments, initiatives, plans policies and strategies that impact on services for children in care and care leavers, including child sexual exploitation.
- \_\_\_ Monitors the performance of the Council by receiving regular progress reports on all performance data relating to Children in Care Services.
- \_\_\_ Receives regular reports on the needs of care leavers including employment, further education, training and housing.
- \_\_\_ Receive Annual reports from the Adoption and Fostering Services, and Independent Reviewing Officers.
- \_\_\_ Agrees an annual forward plan setting out its key priorities and areas for action. This will be included in the annual report which will be submitted to council.
- \_\_\_ Acknowledges and celebrate the achievements of children and young people in care in areas of education, drama, sport and employment, and participate in annual celebration events.
- \_\_\_ Takes account of direct experiences of parents of children in care and to ensure they influence the improvement of services and policy development

This means that:

The annual RBWM Outcome Improvement Plan for children in care and care leavers sets out the actions the Council and its partners will take to fulfil its role as an excellent corporate parent. This includes:

- Improving corporate parenting services by, for example, supporting the development of the Children in Care Council, ensuring young people participate in the Corporate Parenting Forum and monitoring the implementation of the RBWM Pledge to children in care and care leavers
- Ensuring quality family and parenting support services are in place to prevent children coming into care where possible
- Improving the range and quality of local care placements
- Delivering a first class education through RBWM's Virtual School for Children in Care
- Promoting the physical and mental health of the children in our care

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- Ensuring that our care leavers have the support that they need to make a successful transition to adulthood

The Corporate Parenting Forum includes Children in Care Council representatives who are enabled to participate in the Forum alongside officers and members. The Participation Project Worker ensures that the views of RBWM children in care and care leavers are heard and responded to and facilitates the Children in Care Council. The Chair of the Corporate Parenting Forum, the Lead Member and the Director of Children's Services meet with Children in Care Council representatives on an ongoing basis.

#### **D4F40.2 Membership**

5 Councillors and 1 member of Local Safeguarding Children Board along with relevant officers, including the Director of Children's Services, Deputy Director Early Help and Safeguarding, Service Leaders and the Head Teacher of the Virtual School.

#### **D4F40.3 Quorum:**

Two Members

#### **D4F40.4 Frequency:**

Six times per year.

#### **D5F41 Cycle Forum**

##### *F11.1 Purpose:*

##### **Mission Statement**

- ~~To advocate and promote ideas relating to how cycling may be made more attractive and accessible to residents, visitors, employees and businesses within the Royal Borough of Windsor and Maidenhead.~~

##### **Objectives**

- ~~To facilitate the exchange of ideas amongst both existing and potential cyclists.~~
- ~~To work with relevant partners and stakeholders to:~~
  - ~~promote cycling as part of an integrated transport strategy for the Royal Borough;~~
  - ~~encourage increased levels of cycling for both utility and leisure trips;~~
  - ~~facilitate cycle access in both urban and rural areas;~~
  - ~~enable straightforward interchange between cycling and other transport modes;~~
  - ~~improve the safety of cyclists and reduce cycle casualties;~~
  - ~~enhance cycle security and reduce cycle thefts.~~

##### **Delivery of Objectives**

- ~~Responding to consultations on policies and proposals that affect cycling within the Royal Borough of Windsor and Maidenhead.~~
- ~~Identifying and proposing policies, schemes and initiatives that would improve conditions for cyclists and/ or encourage increased levels of cycling, making best use of existing data (where available) and with reference to current best practice.~~

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~~Recommendations will be progressed by Council officers or other members of the Forum where this can be achieved without recourse to additional budgets or resources. Alternatively, new proposals will be considered against other priorities for implementation through the Local Transport Plan or other suitable funding mechanisms. Where appropriate, the Chair or the Lead Member with responsibility for transport issues may be asked to take proposals to Cabinet or Full Council for consideration.~~

**Administration**

~~All administrative functions for the Cycle Forum are co-ordinated by officers of the Royal Borough of Windsor and Maidenhead.~~

*F11.2 Membership*

- ~~4 Members of the Council~~
- ~~Membership of the Cycle Forum is open to all individuals and organisations that are interested in or are affected by cycling in the Royal Borough of Windsor and Maidenhead~~
- ~~Organisations currently represented on the Cycle Forum include:~~
  - ~~Royal Borough of Windsor and Maidenhead~~
  - ~~Cyclists Touring Club (CTC)~~
  - ~~Guards Club Road Residents Association~~
  - ~~Maidenhead and District Cycling Club~~
  - ~~Maidenhead Cyclists Action Group~~
  - ~~Ramblers Association~~
  - ~~Sustrans~~
  - ~~Thames Velo~~

**Chair**

~~Meetings are chaired by an elected member of the Royal Borough of Windsor and Maidenhead.~~

*F11.3 Quorum: 3 Members*

*F11.4 Frequency and Locations of Meetings*

- ~~Meetings will be held at least 4 times a year.~~
- ~~Meetings will take place in Council premises and will alternate between Maidenhead and Windsor (subject to the availability of venues).~~

**F12 Grants Panel**

**D5F12.1 Purpose:**

To consider applications for Grant funding to voluntary organisations, with a view to formulating recommendations to Cabinet.

Under delegated authority to consider applications received outside of the Annual Grants cycle and agree grants awards at an interim Grants Panel meeting or to be delegated to the Head of Strategy and Communities in consultation with the Chair of the Grants Panel and the relevant Lead Member to reflect the specific service area to which the grant relates.

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Under delegated authority, to consider applications for Social Enterprise Grants

**D5F42.2 Membership:**

5 Members of the Council

**D5F42.3 Quorum:**

2 Members

**D5F42.4 Frequency**

The Panel will meet in early January each year to consider annual revenue grants, annual Kidwells Trust grants, annual capital grants, and to note Service Level Agreements. Interim meetings as required.

~~**D6F13 Headteachers' Policy Forum**~~

~~Deleted 24/5/16.~~

**F44 Independent Remuneration Panel**

**D6F44.1 Purpose:**

This Panel is established in accordance with Part 4 of the Local Authorities (Members' Allowances) (England) Regulations 2003.

The Panel shall produce a report making recommendations on:

- a) as to the responsibilities or duties in respect of which the following should be available:
  - (i) special responsibility allowance;
  - (ii) travelling and subsistence allowance; and
  - (iii) co-optees' allowance;
- b) as to the amount of such allowances and as to the amount of basic allowance;
- c) as to whether dependents' carers' allowance should be payable to members of an authority, and as to the amount of such as allowance;
- d) as to whether, in the event that the scheme is amended at any time so as to effect an allowance payable for the year in which the amendment is made, payment of allowances may be backdated in accordance with regulation 10(6) of the Local Authorities (Members' Allowances) (England) Regulations 2003;

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- e) as to whether adjustments to the level of allowances may be determined according to an index and if so which index and how long that index should apply, subject to a maximum of four years, before its application is reviewed;
- f) as to which members of an authority are to be entitled to pensions in accordance with a scheme made under section 7 of the Superannuation Act 1972; and
- g) as to treating basic allowance or special responsibility allowance, or both, as amounts in respect of which such pensions are payable in accordance with a scheme made under section 7 of the Superannuation Act 1972.

Once the Council receives a copy of a report made to it by an independent remuneration panel, it shall, as soon as reasonably practical:

- a) ensure that copies of that report are available for inspection by members of the public at the principal office of the authority, at all reasonable hours; and
- b) publish in one or more newspapers circulating in its area, a notice which:
  - (i) states that it has received recommendations from an independent remuneration panel in respect of its scheme;
  - (ii) describes the main features of that Panel's recommendations and specifies the recommended amounts of each allowance mentioned in the report in respect of that authority;
  - (iii) state that copies of the panel's report are available at the principal office of the authority for inspection by members of the public at such times as may be specified by the authority in the notice; and
  - (iv) specifies the address of the principal office of the authority at which such copies are made available.

The Council shall supply a copy of a report made by an independent remuneration panel to any person who requests a copy and who pays to the authority such reasonable fee as the authority may determine.

Before the Council makes or amends its scheme for the payment of allowances to Members, it must have regard to the remuneration panel's recommendations to it on the scheme.

#### **F14D6.2 Membership**

The Panel shall consist of at least three members, none of whom:

- a) is also a Member of the Council in respect of which recommendations are made by the Panel, or a member of a committee or sub-committee of the Council; or
- b) is disqualified from being or becoming a Member of the Council.

#### **F14D6.3 Quorum:**

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2 Members

**F14D6.4 Frequency:**

As required

**F15 Local Access Forum**

**F15.1 Purpose:**

Constitution

~~The Countryside and Rights of Way Act 2000 requires local highway authorities to establish Local Access Forums to advise the authorities about improvement of public access to land in their area for open air recreation. The Local Access Forum shall operate in accordance with the Local Access Forums (England) Regulations 2007, which set out procedural rules for the establishment and the administration of the Forum.~~

Terms of Reference

~~To work in partnership with the Royal Borough of Windsor and Maidenhead as to the improvement of public access to land within the Borough for the purpose of open air recreation and enjoyment.~~

~~To work in partnership with the Royal Borough of Windsor and Maidenhead on all matters relating to Public Rights of Way in the Borough.~~

~~To help with the preparation, development and implementation of a Rights of Way Improvement Plan for the Borough.~~

~~To comment on the preparation of maps of 'open access' land in the Borough and future management of any such land, having regard to the wishes and plans of the owners of the land.~~

~~To comment on national or local consultation documents relating to public rights of way or access to open countryside.~~

~~To work in partnership with neighbouring Local Access Forums on matters of shared interest, and with other groups or agencies with an interest in the Borough's countryside.~~

~~To comment on and have active involvement in the preparation of other Strategies and Plans being developed by the Borough Council, such as the Community Strategy, Local Transport Plan, Local Plan, Walking Strategy, Cycling Strategy etc.~~

Procedures

~~The meetings of the Forum shall be open to the public, subject to powers of exclusion to suppress or prevent disorderly conduct or other misbehaviour. Members of the public may speak at the Forum meetings about any item under consideration in accordance with the following procedure:-~~

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- ~~Anyone wishing to make representations under this procedure must contact the Rights of Way Team Leader at least 48 hours prior to the meeting.~~
- ~~Where more than one representation is to be made on the same subject, the Rights of Way Team Leader may negotiate to combine them into a single representation, where appropriate, so that views can be put to the forum in the most efficient way.~~
- ~~Members of the Forum may question the person making representation for further clarification or information.~~
- ~~In the interest of the orderly conduct of business no more than 10 minutes will be allocated for public representations on any agenda item. However the Chairman may exercise his discretion to alter this time limit dependent on the degree of interest shown.~~
- ~~No one person may be allowed to speak on any item for more than 3 minutes.~~

~~Copies of agendas and reports for the meetings of the Forum shall be open to inspection by the public at least five clear working days before the meeting, except that in very exceptional circumstances where the meeting is convened at shorter notice, the copies of the agenda and reports shall be open to inspection from the time the meeting is convened.~~

~~Urgent items may be considered at a meeting of the Forum without prior notice, at the chairman's discretion, but only by reason of special circumstances, which shall be specified in the minutes of the meeting.~~

~~Items for "Any Other Business" must be announced to the Chairman prior to the commencement of the meeting.~~

~~The minutes of the meetings of the Forum shall be open to inspection by the public.~~

~~The Council shall reimburse members of the Forum reasonable expenses incurred in connection with attendance at Forum meetings or other activities relating to discharge of the functions of the Forum, in respect of travelling expenses and expenses of arranging for the care of their children or dependants.~~

~~The Council shall support and fund appropriate training or development programmes for Forum members as identified by the Forum.~~

~~The Forum shall prepare an annual report, which shall be published by the Council.~~

~~The Council may alter or amend the Terms of Reference if required by the Forum provided that the Terms shall at all times comply with the Local Access Forums (England) Regulations 2007 or any replacement Regulations.~~

## **F15.2 Membership**

~~The membership of the Local Access Forum shall be appointed so that they shall represent the following groups:~~

- ~~users of local rights of way or open access land (e.g. walkers, horse riders, cyclists, carriage drivers, recreational vehicle users)~~

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- ~~• owners and occupiers of land crossed by public rights of way or owners and occupiers of open access land~~
- ~~• 3 Councillors from the Royal Borough of Windsor and Maidenhead~~
- ~~• any other interests especially relevant to the borough, such as Parish Councils~~

~~The Council shall ensure that a reasonable balance is maintained between the number of members representative of users and the number representative of landowners or occupiers. The minimum number of members shall be 10 and the maximum number of members shall be 22.~~

~~The Forum Chairman and Vice Chairman shall be appointed by election from amongst the members of the Forum.~~

~~Appointments to the Forum, including the Chairman and Vice Chairman, shall be two-year appointments.~~

~~Members of the Forum may resign by giving notice in writing to the Council.~~

~~Members of the Forum may appoint substitute representatives to attend Forum meetings.~~

~~The Council may terminate membership in accordance with the provisions set out in the Local Access Forums (England) Regulations 2007.~~

~~F15.3 Quorum: A meeting of the Forum shall be quorate if a minimum of 50% of members are present.~~

~~F15.4 Frequency: The Forum shall meet at six monthly intervals, with any additional meetings to be arranged by agreement of the Forum.~~

## **F16 Maidenhead Town Partnership Board**

### **F16.1 Purpose**

~~The purpose of MTP is two fold; firstly, to serve as a forum to co-ordinate activities and projects which will benefit the users of the town and enhance its vitality and attractiveness and to report to Cabinet with recommendations; and secondly, to oversee the work of the Town Manager, agreeing programmes of work and priorities with the post holder.~~

~~The partnership will be sustainable and offer support to Maidenhead businesses in the short to medium term prior to regeneration projects starting in the town through the Partnership for the Rejuvenation of Maidenhead~~

~~Income generated from partners contributions will be used solely for the purpose of:~~

- ~~• Increasing footfall~~
- ~~• Improving the perception of the town amongst local residents and the wider catchment area of the town centre~~
- ~~• Developing a clear and cohesive marketing message for Maidenhead~~
- ~~• Monitor the performance of the town centre and benchmark against other towns.~~

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- ~~Attract further retail~~
- ~~Creating a clean and safe environment for business and visitors~~

~~Two meetings per year to receive a financial presentation from RBWM. One at the time of the Capital being set and then 6 months later — budgets are to be transparent~~

~~A breakdown of Section 106 monies allocated to the town centre is to be provided~~

~~Maidenhead Town Partnership will be a statutory consultee for planning, licensing, highways and parking~~

#### MTP Sub Groups

##### *Performance Panel (to replace strategy)*

- ~~Monitors actions against the budget and business plan and how the town is performing compared to other towns in the region and nationally~~
- ~~Produces a 'Maidenhead Milestone' performance report that is circulated to members on a quarterly basis~~
- ~~Retail meetings to be established that will share trading figures and inform marketing decisions~~

##### *Environment and Accessibility*

- ~~Work alongside PRoM to implement aspects of the Maidenhead Public Realm Strategy (PRS)~~
- ~~Carry out regular town centre inspections with Streetcare Services and other council departments to ensure standards are maintained~~

##### *Events and Marketing (to be re-established with a renewed focus on marketing)*

- ~~Monitors the event programme in the town~~
- ~~Develop a clear marketing message for the town as a whole engaging town centre businesses~~
- ~~Issue press releases for all events~~
- ~~Develop marketing materials to support the overall marketing message (i.e. town map)~~
- ~~Promote skills training to local businesses in partnership with GROW~~
- ~~Where possible use vacant retail units for events~~
- ~~Monitor and evaluate~~

##### *Maidenhead Crime Reduction Partnership (will oversee SMART, Pubwatch and the community radio scheme in Maidenhead)*

- ~~Manage Shops in Maidenhead Against Retail Theft (SMART)~~
- ~~Manage roll out of community radio in the town centre~~
- ~~Work in partnership with the Neighbourhood Action Group and Joint Action Group to resolve issues raised as priorities by residents and businesses in the town centre~~
- ~~Ensure that Maidenhead is safe day and night and negative perceptions are challenged~~

The Board will also:

- ~~• Select the Town Manager for Maidenhead; oversee the post holder's work and agree with him/her the business plan and programme of work for the town centre.~~
- ~~• Monitor and evaluate the effectiveness of the business plan and identify sources of funding for the action contained therein.~~
- ~~• Receive regular reports and presentations from the Town Manager and any other appropriate organisations or individuals.~~
- ~~• Receive an annual report from the Council's Managing Director~~
- ~~• Receive a financial report at each meeting.~~
- ~~• MTP will be used as a consultative body by RBWM with proposals affecting the town centre circulated to all members for consultation~~

#### **F16.2 Membership**

##### Board Membership

- 1 x representative from each core partner
- 1 x representative from the Maidenhead & District Chamber of Commerce (non-voting)
- 1 x representative from each Corporate Member (non-voting)
- 1 x representative from each Partner Member (non-voting)
- 1 x representative from each sub-group Chair (non-voting)

##### RBWM Representation on the Board

- Lead Member for Maidenhead
- Leader of the Opposition
- 2 x Oldfield Ward Councillor
- RBWM Managing Director to attend at least 2 board meetings per year (non-voting)

*(It is a requirement that the nominated representative must be of a senior enough position to be able to make decisions at the Board on behalf of the company they are representing)*

~~Named substitutes will be allowed at any meeting.~~

~~The financial contributions threshold to membership is initially set at a minimum of £3000 per annum (which may be re-set from time to time by majority agreement of the board by vote). Each member organisation will be required to sign a voluntary Service Level Agreement with MTP to enable to partnership to have greater financial stability.~~

~~MTP financial year will run from April to March.~~

~~The Chair and Vice-Chair will be voted on by the Board on an annual basis at the June meeting.~~

##### General Membership

~~Contribution Level Maximum Numbers~~

~~Core Partners (£ 3000) 15~~

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Corporate Partners	(£ 1000)	unlimited
Partner	(£ 500)	unlimited
Sole Trader	(£ 100)	unlimited
RBWM	(£35,750)	

~~General membership encourages wider participation by the business community and gives a clear indication of level of annual contribution to be entitled to attend the annual meeting of the partnership. Members will also become automatically affiliated with the Maidenhead and District Chamber of Commerce.~~

**F16.3 Quorum**

~~One quarter of the total number of core members plus 4 Council positions.~~

**F16.4 Frequency**

~~Meetings will be held bi-monthly in February, April, June, August, October and December. The annual meeting will be held in June of each year.~~

**F18 Rural Forum**

**F18.1 Purpose**

~~The forum is intended as a platform to discuss issues relevant to our rural areas and to make recommendations to the appropriate Panel or Forum. The Terms of Reference as agreed at 24 June 2008 are set out below:~~

- ~~(i) Be made aware of, and have the opportunity to comment on, the rural work done by the Council and rural interest organisations~~
- ~~(ii) Provide a local Forum for discussion about the aspirations and concerns of farmers, rural businesses and other representatives from the rural community of the Royal Borough of Windsor & Maidenhead District~~
- ~~(iii) Provide a networking opportunity amongst a variety of rural interests~~
- ~~(iv) Act as a consultative, information sharing/gathering arena~~
- ~~(v) Identify areas of special rural interest to link into the Council's Community Planning process, and other plans where appropriate~~

- ~~• Meeting open to the public and press to attend.~~
- ~~• Agendas and Minutes of each Forum will be made available on the Council's website.~~

**F18.2 Membership**

- ~~(ii) Six Councillors~~
- ~~(iii) Membership of the Rural Forum will be by invite and will consist of representatives from:~~
  - ~~• National Trust - 1 representative plus 1 substitute~~

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- ~~• Berkshire College of Agriculture – 1 representative plus 1 substitute~~
- ~~• Woodland Managers – 1 representative plus 1 substitute~~
- ~~• Country Landowners Association – 1 representative plus 1 substitute~~
- ~~• Crown Estate – 1 representative plus 1 substitute~~
- ~~• Council for Protection of Rural England – 1 representative plus 1 substitute~~
- ~~• National Farmers Union – Up to 3 representatives to cover RBWM~~
- ~~• Smallholders Association – 1 representative plus 1 substitute~~
- ~~• Parish Councils – 2/3 from RBWM~~
- ~~• RBWM Officers with a rural interest – When item on the Agenda requires.~~

~~Additional organisations and individuals may be invited to attend a Forum if they have an interest in a specific agenda topic.~~

~~F18.3 Quorum: 4 Members~~

#### ~~F18.4 Frequency~~

~~Twice per year. Up to 2-hour meetings will be held bi-annually in June and November and will be organised by RBWM, Democratic Services.~~

### **D7F49 School Improvement Forum**

#### **D7F49.1 Purpose:**

##### **Objective**

To celebrate the success of our schools and support points for action identified in inspections carried out by independent teams under contract to OFSTED and to keep Members regularly informed with regard to the quality of education provided by schools in the Royal Borough which have had additional support from the Authority.

##### **Terms of Reference**

- To facilitate a full discussion on all aspects of the a school's OFSTED report including points for action
- To monitor, review and evaluate:
  - The affect of the work of the Education Directorate in schools
  - The quality of the education being provided in schools and other educational establishments
  - The outcomes of the internal evaluating and advising in schools by the local authority in respect of subjects, phases and specific surveys
  - The outcomes of schools own plans, developments and self reviews
- To receive updates on specific educational initiatives of the Royal Borough, for example the extra resources for gifted and talented pupils.

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- To monitor the progress of schools causing concern, where additional support has been provided.

**D7F49.2 Membership**

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- Cabinet Lead Member for Children’s Services, Opposition Spokesperson for Children’s Services and one other Member from the ruling group.
- When schools are invited to discuss their OFSTED reports and plans for action the Ward Members for the school concerned will also be invited to attend.
- The Headteacher, together with the Chair of Governors, or governor representative will be invited to attend in order to present OFSTED reports and discuss issues.

**D7F49.3 Quorum:**

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2 Members

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**D7F49.4 Frequency**

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- Frequency of meetings will be determined by the production of OFSTED reports on schools in the Borough and the need to inform Members.

**F20 Schools Forum**

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**F20.1 Purpose:**

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1. ~~The Education Act 2002 requires Local Authorities (LAs) to establish a Schools Forum for dialogue, advice, and consultation between schools and LEAs. These Terms of Reference are written in accordance with that Act, the Schools Forums (England) Regulations 2010, and anticipated changes outlined in the draft Schools Forum (England) Regulations 2012 coming into effect from October 2012.~~
2. ~~The main purpose of the Schools Forum is to consider school related financial issues and to provide advice to the Council about such matters. RBWM should consult the Schools Forum on:~~
  - ~~i. changes to RBWM’s local school funding formula~~
  - ~~ii. the terms of contracts for supplies and services to RBWM schools~~
  - ~~iii. on specified issues in relation to the Schools Budget including:~~
    - ~~○ arrangements for pupils with special educational needs~~
    - ~~○ arrangements for the use of pupil referral units~~
    - ~~○ arrangements for early years education~~
    - ~~○ insurance arrangements~~
    - ~~○ administration of the allocation of government grants paid to schools via the LA~~
    - ~~○ arrangements for free school meals~~
  - ~~iv. the initial determination of the Schools Budget.~~

~~The above list is not exhaustive and the LA may also consult the Forum on other matters concerning the funding of schools.~~

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3. The Schools Forum can make decisions on the following LA proposals:
- i. increases in the maximum level of expenditure allowed by the central expenditure limit rules
  - ii. revisions to the scheme for financing schools
  - iii. any increase in budgeted central expenditure in relation to
    - o the school specific contingency
    - o contributions from the central Schools Budget to combined services
    - o prudential borrowing costs
    - o premature retirement and redundancy costs
    - o SEN transport costs
  - iv. variations to the Minimum Funding Guarantee without application to the Secretary of State where:
    - o the variation to the coverage of the MFG has previously been approved by the schools forum or Secretary of State and did not have a specified time limit.
    - o the variation applies to the implementation of the early years single funding formula.
    - o the variation would result in a higher level of MFG protection than that specified by the DFE.
4. Where Schools Forum approval is required and agreement is not forthcoming, the LA has the option of approaching the Secretary of State to adjudicate.
5. The Schools Forum can only exercise its powers in relation to proposals put forward by the LA. It has no powers to initiate proposals.

Financial

6. Forum members should be aware of the budget and what its resources are to be used for i.e. supply cover, travel expenses, loss of earnings & childcare costs.
7. RBWM will reimburse reasonable expenses in connection with attendance at meetings for supply cover, travel expenses, loss of earnings or childcare costs.

Amendments to the terms of reference

8. These terms of reference should be reviewed annually. Any changes to these arrangements should be ratified by a quorate meeting of the Forum before being presented to Full council for approval.

F20.2 Membership

9. Membership of the Schools Forum must comply with the following requirements of the Regulations:
- o school members and academy members must comprise at least two thirds of the membership of the Forum
  - o primary, secondary and academy schools members must be in proportion to the total number of pupils at these schools

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- ~~• RBWM's special school and nurseries should also be represented~~
- ~~• there is no minimum number of Schools Forum members~~
- ~~• the early years private, voluntary and independent sector and the 14-19 Strategic Partnership must be represented on the Forum.~~

10. ~~Proposed membership of the RBWM Schools Forum is as follows:~~

School / Non School	Sub-sector	Nos on-roll	Governor	Head Teacher	Total
Non Schools	Early Years / Private, Voluntary, Independent				1
	14-19				1
<b>Non Schools members subtotal</b>					<b>2</b>
Schools	Academy (all-phases)	34%	1	3	4
	Maintained primary & nursery	44%	1	5	6
	Maintained secondary	22%	1	2	3
	Special	n/a	0	1	1
	Pupil Referral Unit	n/a	0	1	1
<b>Schools members SubTotal</b>					<b>15</b>
<b>All members Total</b>					<b>17</b>

11. ~~The following have observer (non-voting) status:~~

- ~~• Education Funding Agency representative~~
- ~~• Lead member for Education~~
- ~~• Head of Governor Services~~

12. ~~The composition of the Schools Forum should be reviewed annually to ensure that representation matches changes in pupil and school numbers and school type. Membership will not be restructured to reflect in-year changes such as conversion to academy status of members' schools.~~

13. ~~The number of LA attendees participating in meetings is limited to the Director of Children's Services and / or his representative, and LA officers providing financial and technical advice. They attend meetings in an advisory capacity but not as members (i.e. have no voting rights). Elected members who hold an executive role in the LA (e.g. the lead member) may not stand as either schools or non-schools members of the Forum, but they may attend as observers.~~

14. ~~Substitutes will not normally be allowed because of the difficulties in fully briefing substitutes and achieving continuity. Those absent should take responsibility for briefing those from their representative group before the meeting and those present have a duty to report back. On material matters absent members should make their views known before the meeting, preferably in writing. The Forum reserves the right to accept substitutes but only in exceptional circumstances, e.g. when the quorum~~

~~will not be met or it is not balanced. Where substitutes are accepted, they will have the right to vote.~~

#### Method of appointment and term of office

~~15. The period of membership will be as follows:~~

<del>Head teachers</del>	<del>elected annually</del>
<del>School governors</del>	<del>elected for a period of three years. Members may be re-elected for a maximum of three consecutive periods of membership.</del>
<del>Non school members</del>	<del>See below</del>

~~16. The Forum will elect the Chair and the Vice Chair of the Forum for a period of three years.~~

~~17. Where a member leaves the organisation they are representing or ceases to be eligible to the appointment, they will be required to resign from the Forum and a replacement representative sought for the remainder of the vacant representative's normal term of appointment.~~

~~18. If a school changes its status (e.g. becomes an Academy), the term of office of any member representing that school will come to an end at the end of the academic year.~~

~~19. The key principle in nominating School Forum representatives is that everyone who is eligible for election has the opportunity to stand for election and /or vote should they so wish.~~

~~20. Head teacher area cluster groups or nursery cluster groups shall be responsible for nominating head teacher representatives for each sub-group within the maintained sector~~

~~21. Academy members must be elected by the governing bodies of the academies. The members do not necessarily have to be a principal or a governor. Academy members are treated as a single group and do not need to be in proportion to the number of pupils within each academy school sector (i.e. primary, secondary).~~

~~22. Governor nominations will be sought via the Governor Chairman's committee, and, where more than one nomination for a post is received, elections will be held within the appropriate forum and the clerk of the Schools Forum advised of the outcome. The outcome of the nominations will be noted in the minutes of the Schools Forum.~~

~~23. RBWM will invite nominations for non-school members from the 14-19 Partnership and the early years Private, Voluntary and Independent (PVI) sector. Where a vacancy for a non-schools member arises, the LA will seek nominations from the relevant body for a replacement. A non-schools member shall remain in office until s/he resigns or until the relevant body makes a further nomination to replace him/her.~~

Sub-committees and working groups

- ~~24. The Forum may set up working groups or sub-groups as required. The Forum will agree the terms of reference of such groups and specify membership arrangements.~~
- ~~25. Sub groups are required to report to a full (quorate) meeting of the Forum for approval of findings before such findings are published or formally passed to the LA.~~

Declaration of interests

- ~~26. Where a member of the Forum has an interest (either as a headteacher, governor, parent or individual) in a matter to be discussed at a meeting of the Forum or a sub-committee, they must declare an interest at the start of the meeting or as soon as it becomes apparent. Following a declaration of interest, the Forum shall determine whether the member should withdraw from the meeting for that item or remain and not be counted in the quorum for the item.~~

Roles and responsibilities

- ~~27. Each member is responsible for cascading information down to the head teachers and governors and for representing the views of their specific sector. They should ensure all proposals are discussed and understood and any outcomes are accurately recorded. They should not use their position to advance their own specific agendas.~~
- ~~28. Anyone attending Forum meetings in their capacity as an elected member or officer of RBWM or observer, who is not a member of the Forum, can speak at the discretion of the Chair.~~
- ~~29. The Forum shall inform school governing bodies and headteachers about the results of all consultations brought to the attention of the Schools Forum. They must also feed back the outcomes of decisions made at each meeting.~~
- ~~30. Feedback from governing bodies on the value of the Forum and the appropriateness of its response to consultations will be requested at least annually and thereafter as agreed.~~

**F20.3 Quorum**

- ~~31. The Forum will be quorate if 40% of members (including substitutes) are present at a meeting and these present are broadly representative of the full membership. (i.e. the primary and secondary sector must be adequately represented.)~~
- ~~32. Whilst there is nothing to stop it continuing to meet if it is inquorate, any advice given to RBWM in such circumstances would not have to be taken into account.~~

Voting

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~~33. Proposals requiring a decision will be decided by majority vote. The number of individual members voting (i) in favour; or (ii) against; or (iii) abstaining must be recorded.~~

~~34. Only Schools members and providers from private, voluntary and independent sector can vote on issues related to the local funding formula.~~

#### **F20.4 Frequency**

~~35. Meetings will take place during term time, and at least four times per annum.~~

~~36. Meetings will be held at a time of day and at an appropriate location to enable as many members as possible to attend (normally 3:30pm unless otherwise notified).~~

~~37. Meetings of the full Schools Forum, but not of its sub-groups, will be held in public, if necessary with a Part II section for the purpose of discussing matters of a confidential nature.~~

~~38. On occasions, when there is an urgent business need for a decision or view to be expressed by the Forum before the next scheduled meeting, the Chair of the Schools Forum and one or more members of the Forum may either:~~

- ~~• call an extra-ordinary meeting, or~~
- ~~• seek views from forum members by email correspondence, providing all members of the Forum have an opportunity to participate.~~

~~Such instances should be kept to a minimum. Exceptionally, the Chair can give the authority a view on an urgent issue without prior consultation with other members. It is not legal for the Chair to take a decision on behalf of the Schools Forum no matter how urgent the issue may be.~~

#### Administration

~~39. Officers will agree the agenda and forward plan with the chair person at a pre-meeting, normally two to three weeks in advance of the main meeting. SF members and LA officers may contribute discussion items for future meetings with the approval of the Director of CS and the Chair.~~

~~40. The agenda and papers will be distributed by e-mail to Forum members at least one week prior to the meeting and posted simultaneously on First Class and the RBWM website. Delays in the dispatch of papers needing to be tabled are sometimes unavoidable. The late dispatch of papers should occur in exceptional circumstances only, but when this happens, the Chair shall have discretion to take a view on deferring the agenda item to give Forum members sufficient time to consider the item properly.~~

~~41. The clerk will minute the meetings, and record any decisions made and votes taken. These will be confirmed by the Chair before distribution to the Forum.~~

~~42. Minutes of each meeting will be confirmed with the Chair before being distributed by email to Forum members as soon as practicable after the meeting. Minutes will also~~

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be available on First Class and the RBWM website. The accuracy of the minutes will be formally agreed at the subsequent meeting of the Forum.

## **F21 – Staff Forum**

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~~This Forum is a works council pursuant to The Information and Consultation of Employees Regulations 2004 and is not a committee discharging a Council function (i.e. making decisions) pursuant to s101 and 102 of the Local Government Act 1972. It is not a public meeting.~~

### **F21.1 Purpose:**

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- ~~• To discuss new initiatives and major issues affecting the council, staff and trade unions.~~
- ~~• To provide an opportunity for staff and trade union representatives to contribute to and understand the objectives of the council.~~
- ~~• To provide an opportunity for staff and trade union representatives to contribute to the development of the HR policies of the council.~~
- ~~• To receive feedback from staff and trade union representatives on issues facing the council and their views on new initiatives.~~
- ~~• To contribute to improved communication within the council to support the performance management process.~~
- ~~• To provide 'a sounding board' for proposals for significant change within the council and to receive the views of staff and trade union representatives at an early stage.~~
- ~~• To provide a means of integrating all parts of the council by providing information in a common and consistent format that supports the existing channels of communication.~~
- ~~• The forum will only consider matters affecting the whole or the majority of the council and is not designed to replace communication through the performance management process, nor be an alternative route for issues better addressed at service / unit level.~~
- ~~• The Staff Forum will present updates to Cabinet through the Lead or Principal Member with responsibility for Human Resources.~~

~~Items for negotiation e.g. terms and conditions, will not be addressed, but will be the subject of formal discussions with the relevant staff and trade union representatives outside of this forum by the Head of Human Resources or representative and assisted by a Director/Member of the senior Leadership Team as appropriate.~~

### **F21.2 Membership**

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- ~~• 4 Members including one Opposition Member and the Lead or Principal Member with responsibility for Human Resources~~
- ~~• Managing Director~~
- ~~• Head of Human Resources~~

~~Staff Directorate Representatives (could also be Trade Union representatives)~~

~~Volunteers will be sought within Directorates by the Head of Human Resources for the staff representatives. In the event of more people volunteering than are required, an election will be organised within the appropriate Directorate.~~

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~~The Staff Group should reflect the organisation and can be made of up to three people from each Directorate (9 staff members). This group could include current Transformation Champions from Directorates.~~

#### Trade Union, Senior Officers

- ~~Regional Organiser, GMB and 1 branch member~~
- ~~Regional Organiser, UNISON and 1 branch member~~

#### **F21.3 Quorum:**

- ~~2 Councillors~~
- ~~Managing Director or nominated deputy~~

~~F21.4 Frequency: At least 4 times per year.~~

### **F22 SACRE (Standing Advisory Council on Religious Education)**

#### **F22.1 Purpose:**

##### Constitution

~~The Standing Advisory Council on Religious Education (SACRE) is established in accordance with Section II of the Education Act 1988 (as amended by Section 255 of the Education Act 1993) by the Royal Borough of Windsor and Maidenhead acting as the local education authority.~~

##### Duties and Powers

- ~~The SACRE shall advise the authority on such matters connected with religious worship in county schools and the religious education to be given in accordance with an agreed syllabus in County and Controlled Voluntary schools as the authority may refer to it or as it may see fit.~~
- ~~SACRE shall in particular advise on methods of teaching, the choice of materials and the provision of training for teachers.~~
- ~~The SACRE shall on an application made by a headteacher of any county school after consultation with the governing body, consider whether it is appropriate for the requirement for Christian collection worship to apply in the case of that school, or in the case of any class or description of pupils at that school. The SACRE shall arrive at its decision and communicate it to the headteacher in accordance with the provisions of Section 1 of the Education Reform Act 1988.~~
- ~~The representative groups on the SACRE, other than that representing the authority, may at any time require a review of any Agreed Syllabus for the time being adopted by the authority.~~

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- e) ~~The SACRE shall, each year, publish a report on its proceedings and those of its representative groups. The report shall specify any matters on which the SACRE has given advice to the authority and the reasons for offering the advice.~~
- f) ~~The SACRE shall take any action assigned to it by the authority in relation to the consideration and disposal of any complaint concerning collective worshipper religious education in compliance with Section 23 of the Education Reform Act 1988.~~

## **F22.2 Membership**

~~The members of SACRE (other than co-opted members) shall be appointed by the authority so that they shall represent the following groups:~~

### ~~Group A – Christian denominations and other religions~~

- ~~The Free Churches – 3~~
- ~~The Roman Catholic Church – 1~~
- ~~Hinduism – 1~~
- ~~Islam – 1~~
- ~~Judaism – 1~~
- ~~Sikhism – 1~~
- ~~Buddhist – 1~~
- ~~Baha'i – 1~~

### ~~Group B~~

- ~~The Church of England – 3~~

### ~~Group C – Associations representing teachers~~

- ~~Key Stage 1 – 1~~
- ~~Key Stage 2 – 1~~
- ~~Key Stage 3 – 1~~
- ~~Key Stage 4 – 1~~
- ~~Headteacher representative – 1~~
- ~~Academy representative – 1~~

### ~~Group D~~

- ~~The local authority – 3~~

### ~~Terms of Office~~

- a) ~~Members of the SACRE shall serve from the date of their appointment until their successors are appointed by the authority. They shall be eligible for reappointment.~~
- b) ~~Any member who fails to attend 3 consecutive ordinary meetings of the SACRE other than for a reason approved by the SACRE shall cease to be a member.~~

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~~e) — The validity of the proceedings of the SACRE, or of any of its representative groups, shall be affected by a vacancy in the membership or on the grounds that a member does not at the time represent the domination, religion or associate he or she was appointed to represent.~~

#### Procedure

~~The SACRE shall elect annually at its first meeting of the academic year, a Chairman and a Vice-Chairman from among its members by voting in accordance with Clause 4.~~

~~F22.3 Quorum: 5 Members~~

~~F22.4 Frequency: Three times per year~~

### **F23 — Sustainability Panel**

#### *F23.1 Purpose*

~~To advise and report to Lead Members on sustainability issues, including:~~

- ~~\* Delivery across RBWM~~
- ~~\* Borough Local Plan~~
- ~~\* Alternative Fuels~~
- ~~\* Learning for Sustainability~~
- ~~\* Waste and Recycling~~
- ~~\* Energy~~
- ~~\* Water~~
- ~~\* Transportation~~

~~The Working Group shall be advised and supported by officers within the Head of Policy and Performance's Team, together with the Learning for Sustainability Co-ordinator, and external agencies where appropriate.~~

~~F23.2 Membership: 6 Members~~

~~F23.3 Quorum: 2 Members~~

~~F23.4 Frequency: Six times per year~~

### **F25 — Tourism Development Forum**

#### **F25.1 Purpose**

~~Within the remit of the Council to consider all matters relating to visitor management in the Royal Borough including all aspects of the Visitor Management Strategy, visitor information services, publicity and liaison with other bodies involved in visitor management and to make appropriate recommendations to the Council concerning above.~~

~~The Forum may request the Council's Officers to submit a report on any relevant function or service that concerns the Borough (subject to resources being available).~~

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~~The Forum shall be empowered to request the provision of necessary facilities for sensory impaired people to participate in meetings and the work of the Forum.~~

~~F25.2 Membership—6 Councillors, and representatives from the trade~~

~~F25.3 Quorum: 2 Members~~

~~F25.4 Frequency: Meetings shall normally be held twice a year.~~

## ~~F26 Windsor UK~~

~~Windsor Eton Ascot~~

### ~~1. Aim of Windsor UK~~

~~Windsor UK seeks to provide an opportunity to work collaboratively with retailers, local businesses and the community to work towards a shared vision that will enhance the quality of the environment, strengthen the retail and office accommodation offer, generate thriving town centres in order to maximise visitor footfall, increase spending and ultimately offer customer choice and satisfaction~~

~~It will seek to be:~~

- ~~1. Lead organisation in delivering a Business Improvement District to Windsor Town Centre.~~
- ~~2. Single body representing the interests of commerce and business within Windsor and surrounding districts (including Eton, Ascot and the Sunninghill and Sunningdale)~~
- ~~3. Single body as consultee under RBWM constitution for designated s including but not exclusively all proposals, permits or permissions affecting the town centre circulated to all members for consultation on all matters relating to the areas of the town previously identified.~~
- ~~4. Develop and deliver an annual action plan to enhance Windsor, Eton and Ascot Town Centres and promote the surrounding areas.~~
- ~~5. To monitor and evaluate the effectiveness of the action plan and identify sources of funding for the actions contained therein.~~
- ~~6. To oversee the delivery of regular reports and presentations from the Town Manager and any other appropriate organisations or individuals.~~

### ~~Community Benefit:~~

~~Windsor UK will be the main driver for positive change to the local economy in the Town Centre, and will provide strategic direction and leadership. This will involve:~~

- ~~• Establishing a shared set of principles, policies and operating standards for the town centres.~~

- ~~Supporting the developing Borough local, Neighbourhood and Regeneration plans for Windsor, Eton and Ascot Town Centres.~~
- ~~Deliver an annual programme of free events for the residents and visitors to the town centre.~~
- ~~Providing a clear long term financial plan for Windsor UK and its commitments for the town centre.~~
- ~~Taking collective responsibility for the development of the town centre.~~
- ~~Being inclusive of and transparent to all partners (e.g. board members, partners, members, sponsors, users)~~

~~Legal Status: Private Community Interest Company limited by guarantee~~

## ~~2. Membership~~

~~Windsor UK is drawn from a diverse spectrum of local businesses, both big and small, local and visitor orientated, retail and other commercial. It also includes elected councillors. Furthermore, membership of the forum is actively encouraged and open to any business located in the area that Windsor UK represents. Any businesses out side of these areas may be submitted as members following consultation with the board.~~

- ~~1. Board Membership is open to any business who is based in the area or is elected to represent any part of the area covered by Windsor UK.~~
- ~~2. Associate and Entry level membership is open to any business based in the area that has a desire to help secure the future of Windsor Town Centre, wishes to become involved to help achieve that objective and has relevant skills or experience. Associate members will not be able to vote.~~
- ~~3. Windsor UK will keep an up to date list of all members' names, contact details and skills and experience, for the purposes of involving them in the work of Windsor UK including organising its meetings and the AGM.~~
- ~~4. All listed Board members are entitled to vote at board meetings of Windsor UK.~~
- ~~5. Windsor UK may suspend from membership anyone who brings Windsor UK into disrepute by, for example, repeatedly and/or unapologetically flouting its values expressed in section 1 above. Suspended members are not entitled to vote, speak at or attend meetings of Windsor UK or any of its sub groups/committees.~~
- ~~6. A minimum of 15 board members are required for the board for Windsor UK.~~

~~Windsor UK will review its membership annually to ensure that it continues to meet it members requirements and that it properly representing the views of its members.~~

## ~~Board Membership~~

- 1 x representative from each core funding partner
- 1 x representative from Eton Traders Association
- 1 x representative from each sub-group Chair (non-voting)

**RBWM Representation on the Board (voting rights)**

- Leader of the Council and or Lead Member for Windsor
- 1 Local Windsor Councillor or Chair of Windsor Town Forum-
- Managing Director of RBWM to attend at least 1 board meeting per year (non-voting)

(It is a requirement that the nominated representative must be of a senior enough position to be able to make decisions at the Board on behalf of their company they are representing). Named substitutes will be allowed at any meeting.

The financial contributions threshold to board membership is initially set at a minimum of £3000 per annum (This may be re-set from time to time by majority agreement of the board by vote). Each member organisation will be required to sign a voluntary Service Level Agreement with Windsor UK.

Windsor UK financial year will run from April to March.

The Chair and Vice Chair will be appointed by members at annual meeting and will be non-Council representatives.

**Quorum:** 6 Members

**Frequency of meetings:** meetings will be held two or three times per year in March, June, and September.

Two meetings per year (separate from board meetings) to receive a financial presentation from RBWM. One prior to the time of the Capital Budget being set and then 6 months later.

Monthly meetings held of all key sub-groups. ie, retailers, christmas lights etc.

**General Membership contributions**

Contribution Level	Maximum Numbers
Board members	(£ 3000) min. unlimited
Associate members (40 employees and more)	(£ 1000) unlimited
Associate members (less than 40 employees)	(£ 500) unlimited
Entry/Chamber members	(£ 100) unlimited

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~~General membership encourages wider participation by the business community and gives a clear indication of level of annual contribution to be entitled to attend the annual meeting of the partnership.~~

~~The annual meeting will be held in June of each year.~~

~~F29 Policy Committee~~

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