

Report Title:	<b>Appointments to Outside and Associated Bodies</b>
Contains Confidential or Exempt Information	No - Part I
Cabinet Member:	Councillor Andrew Johnson - Leader of the Council and Cabinet Member for Growth & Opportunity
Meeting and Date:	Cabinet – 23 June 2022
Responsible Officer(s):	Emma Duncan – Deputy Director of Law & Strategy Karen Shepherd – Head of Governance
Wards affected:	All

## **REPORT SUMMARY**

*This report deals with the appointment of representatives to serve the Council on a number of associated and outside bodies, see Appendix B. The appointment of council representatives provides support to, and engagement with, a wide variety of bodies including charities and community organisations at both the local and regional level, thereby supporting the key objectives set out in the Corporate Plan 2021-2026.*

### **1. DETAILS OF RECOMMENDATION(S)**

**RECOMMENDATION:** That Cabinet notes the report and:

- i) Appoints representatives to serve on the organisations listed in Appendix B.**
- ii) Delegates authority to the Head of Governance, in consultation with the Leader of the Council and Leaders of the Opposition Groups, to fill any ad hoc vacancies that might arise through the year from nominations received or make any changes to appointments as required.**
- iii) Notes the organisations which no longer require a representative and have been removed from the list of appointments to be made.**

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

- 2.1 Appointments to a number of outside bodies are made by the Council. The schedule attached in Appendix B details the appointments due in June 2022 and indicates the nominations received for each body. Where organisations have stipulated or have expressed a preference that the representative appointed be a serving Councillor, this is indicated.

- 2.2 Appointments are made on a one, two, or four-year basis as determined by the organisation's own constitution or terms of reference. Bodies which have previously been appointed to on a three-year basis have, with the organisation's consent, been amended to being appointed to on either a one, two, or four-year basis instead. This will allow the appointments to align with the borough's election cycle going forward.
- 2.3 Cabinet last made appointments to all outside bodies in June 2019, therefore appointments which have a term of both one year and three years are included for consideration. Any outside bodies which currently have a vacancy are also included, these are noted on Appendix B.
- 2.4 Following on from the resolution of Cabinet in June 2020, all bodies have been reviewed and consulted on whether a representative is still required. The main consultation took place during 2021 and changes were noted at Cabinet in June 2021, however, there are a few examples where it has recently been confirmed that an organisation is no longer in existence, or where a representative from the council is no longer required. These are highlighted at the bottom of Appendix B.

## Options

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

Option	Comments
To appoint representatives to the outside bodies as detailed in Appendix B and review any vacancies.  <b>This is the recommended option.</b>	Group leaders and Councillors not in a political group have been given the opportunity to put forward nominations for appointments.
Not to appoint representatives to the outside bodies as detailed in Appendix B.	Not appointing would mean the Council was not represented on a number of outside bodies within the local authority.

## 3. KEY IMPLICATIONS

**Table 2: Key Implications**

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
% Council representation on outside and associated bodies where it is considered appropriate to have a representative.	Less than 80%	80-90%	91-95%	96-100%	June/July 2022

#### 4. FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 There are no financial implications directly arising from this report that are not already covered by existing budgets.

#### 5. LEGAL IMPLICATIONS

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

#### 6. RISK MANAGEMENT

**Table 3: Impact of risk and mitigation**

<b>Risk</b>	<b>Level of uncontrolled risk</b>	<b>Controls</b>	<b>Level of controlled risk</b>
Lack of representation on relevant outside and associated bodies.	Medium	Promotion of all available appointments to all Councillors.  Careful consideration of feedback from organisations where a reduction in representation is proposed.	Low

#### 7. POTENTIAL IMPACTS

- 7.1 Members appointed to associated and outside bodies ensure good governance and promote partnership working within the Royal Borough.
- 7.2 Reduced or cessation of Member representation on individual associated and outside bodies could require the organisation to amend their constitution or terms of reference.
- 7.3 Equalities: All Councillors can be nominated for appointment. Where allowed by the organisation's constitution, a council representative can be a non-Councillor. An EQIA screening document is available at Appendix A; a full EQIA is not considered necessary for the purposes of this report.
- 7.4 Climate change/sustainability: No impacts identified.
- 7.5 Data Protection/GDPR: Contact details for all appointees are shared with the relevant organisation in accordance with the relevant [Privacy Notice](#).

## 8. CONSULTATION

- 8.1 All Group Leaders, and Members not in a political group, have been given the opportunity to put forward nominations for appointment.

## 9. TIMETABLE FOR IMPLEMENTATION

- 9.1 Implementation date if not called in: Immediately.

## 10. APPENDICES

- 10.1 This report is supported by two appendices:

- Appendix A – Equalities Impact Assessment
- Appendix B – Proposed nominations to outside and associated bodies.

## 11. BACKGROUND DOCUMENTS

- 11.1 This report is supported by two background documents:

- [The Council's Constitution – Part 7E – Advice to Members \(Duties on Outside Bodies\)](#)
- Annual Reports – Council Representatives on Outside Bodies 2021/22 (Available on request)

## 12. CONSULTATION

Name of consultee	Post held	Date sent	Date returned
<i>Mandatory:</i>		<i>Statutory Officers (or deputies)</i>	
Adele Taylor	Executive Director of Resources/S151 Officer	05/05/22	09/05/22
Emma Duncan	Deputy Director of Law and Strategy / Monitoring Officer	05/05/22	05/05/22
<i>Deputies:</i>			
Andrew Vallance	Head of Finance (Deputy S151 Officer)	05/05/22	
Elaine Browne	Head of Law (Deputy Monitoring Officer)	05/05/22	
Karen Shepherd	Head of Governance (Deputy Monitoring Officer)	03/05/22	03/05/22
<i>Mandatory:</i>		<i>Procurement Manager (or deputy) - if report requests approval to award, vary or extend a contract</i>	
Lyn Hitchinson	Procurement Manager	N/A	N/A
<i>Other consultees:</i>			

<i>Directors (where relevant)</i>			
Duncan Sharkey	Chief Executive	05/05/22	06/05/22
Andrew Durrant	Executive Director of Place	05/05/22	
Kevin McDaniel	Executive Director of Children's Services	05/05/22	
Hilary Hall	Executive Director of Adults, Health and Housing	05/05/22	09/05/22
<i>Heads of Service (where relevant)</i>			
David Scott	Head of Communities	05/05/22	05/05/22
Nikki Craig	Head of HR, Corporate Projects and IT	05/05/22	09/05/22
Lynne Lidster	Head of Commissioning – People	05/05/22	10/05/22
<i>External (where relevant)</i>			
N/A			

Confirmation relevant Cabinet Member(s) consulted	<p>Councillor Andrew Johnson, Leader of the Council and Cabinet Member for Growth &amp; Opportunity</p> <p>Councillor Samantha Rayner, Cabinet Member Business, Corporate &amp; Residents Services, Culture &amp; Heritage, &amp; Windsor</p>	Yes
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## REPORT HISTORY

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

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**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD**  
**EQUALITY IMPACT ASSESSMENT**

**EqlA : Appointments to Outside and Associated Bodies**

**Essential information**

Items to be assessed: (please mark 'x')

<b>Strategy</b>		<b>Policy</b>		<b>Plan</b>		<b>Project</b>		<b>Service/Procedure</b>	x
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<b>Responsible officer</b>	Karen Shepherd, Head of Governance	<b>Service area</b>	Governance	<b>Directorate</b>	Law and Strategy
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<b>Stage 1: EqlA Screening (mandatory)</b>	Date created: 3/5/22	<b>Stage 2 : Full assessment (if applicable)</b>	Date created: 3/5/22
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**Approved by Head of Service / Overseeing group/body / Project Sponsor:**

*"I am satisfied that an equality impact has been undertaken adequately."*

**Signed by (print):** K. Shepherd

**Dated:** 3/5/22

# ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

## EQUALITY IMPACT ASSESSMENT

### EqlA : Appointments to Outside and Associated Bodies

#### **Guidance notes**

##### **What is an EqlA and why do we need to do it?**

The Equality Act 2010 places a 'General Duty' on all public bodies to have 'due regard' to:

- Eliminating discrimination, harassment and victimisation and any other conduct prohibited under the Act.
- Advancing equality of opportunity between those with 'protected characteristics' and those without them.
- Fostering good relations between those with 'protected characteristics' and those without them.

EqlAs are a systematic way of taking equal opportunities into consideration when making a decision, and should be conducted when there is a new or reviewed strategy, policy, plan, project, service or procedure in order to determine whether there will likely be a detrimental and/or disproportionate impact on particular groups, including those within the workforce and customer/public groups. All completed EqlA Screenings are required to be publicly available on the council's website once they have been signed off by the relevant Head of Service or Strategic/Policy/Operational Group or Project Sponsor.

##### **What are the "protected characteristics" under the law?**

The following are protected characteristics under the Equality Act 2010: age; disability (including physical, learning and mental health conditions); gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

##### **What's the process for conducting an EqlA?**

The process for conducting an EqlA is set out at the end of this document. In brief, a Screening Assessment should be conducted for every new or reviewed strategy, policy, plan, project, service or procedure and the outcome of the Screening Assessment will indicate whether a Full Assessment should be undertaken.

##### **Openness and transparency**

RBWM has a 'Specific Duty' to publish information about people affected by our policies and practices. Your completed assessment should be sent to the Strategy & Performance Team for publication to the RBWM website once it has been signed off by the relevant manager, and/or Strategic, Policy, or Operational Group. If your proposals are being made to Cabinet or any other Committee, please append a copy of your completed Screening or Full Assessment to your report.

##### **Enforcement**

Judicial review of an authority can be taken by any person, including the Equality and Human Rights Commission (EHRC) or a group of people, with an interest, in respect of alleged failure to comply with the general equality duty. Only the EHRC can enforce the specific duties. A failure to comply with the specific duties may however be used as evidence of a failure to comply with the general duty.

# ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

## EQUALITY IMPACT ASSESSMENT

### EqlA : Appointments to Outside and Associated Bodies

#### Stage 1 : Screening (Mandatory)

##### 1.1 What is the overall aim of your proposed strategy/policy/project etc and what are its key objectives?

The aim of the proposal is to appoint council representatives to a number outside and associated bodies.

**1.2 What evidence is available to suggest that your proposal could have an impact on people (including staff and customers) with protected characteristics? Consider each of the protected characteristics in turn and identify whether your proposal is Relevant or Not Relevant to that characteristic. If Relevant, please assess the level of impact as either High / Medium / Low and whether the impact is Positive (i.e. contributes to promoting equality or improving relations within an equality group) or Negative (i.e. could disadvantage them). Please document your evidence for each assessment you make, including a justification of why you may have identified the proposal as “Not Relevant”.**



# ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

## EQUALITY IMPACT ASSESSMENT

### EqlA : Appointments to Outside and Associated Bodies

Protected characteristics	Relevance	Level	Positive/negative	Evidence
<b>Age</b>	Not relevant			All Councillors can be nominated for appointment. Where allowed by the organisation's constitution, a council representative can be a non-Councillor.
<b>Disability</b>	Not relevant			
<b>Gender re-assignment</b>	Not relevant			
<b>Marriage/civil partnership</b>	Not relevant			
<b>Pregnancy and maternity</b>	Not relevant			
<b>Race</b>	Not relevant			
<b>Religion and belief</b>	Not relevant			
<b>Sex</b>	Not relevant			
<b>Sexual orientation</b>	Not relevant			

**Outcome, action and public reporting**

# ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

## EQUALITY IMPACT ASSESSMENT

### EqlA : Appointments to Outside and Associated Bodies

Screening Assessment Outcome	Yes / No / Not at this stage	Further Action Required / Action to be taken	Responsible Officer and / or Lead Strategic Group	Timescale for Resolution of negative impact / Delivery of positive impact
Was a significant level of negative impact identified?	No			
Does the strategy, policy, plan etc require amendment to have a positive impact?	No			

If you answered **yes** to either / both of the questions above a Full Assessment is advisable and so please proceed to Stage 2. If you answered "No" or "Not at this Stage" to either / both of the questions above please consider any next steps that may be taken (e.g. monitor future impacts as part of implementation, re-screen the project at its next delivery milestone etc).

Organisation	Organisation Aims and Meetings	No. of representatives	Current Cllr Reps	Other Reps	Notes	Recommended Appointment
<b>1 year appointments</b>						
<a href="#">Age Concern - Windsor</a>	To promote the well being of all older people in Windsor.	1	Cllr Bowden			<i>Cabinet to consider nominations:</i> Cllr Bowden has been nominated by the Conservative Group. Cllr Price has been nominated by the Local Independents Group.
<a href="#">Berkshire Healthcare NHS Foundation Trust Council of Governors</a>	To engage with local people and organisations in order to shape and develop healthcare provision in the area in a tailored and customer focused way.	1	Cllr Sharpe			Cllr Sharpe
<a href="#">Berkshire Local Transport Body</a>	From 2015, funding for major transport schemes will be devolved to Local Transport Bodies (LTBs). The Department for Transport (DfT) sets out within the comprehensive guidance accompanying this process that LTBs will be voluntary partnerships between Local Authorities, Local Enterprise Partnerships and other optional organisations. Quarterly meetings.	1	Cllr Clark			Cllr Haseler
<a href="#">Berkshire Maestros</a>	To advance the education in music of, and to provide music centres for young people residing in the county of Berkshire.	1	Cllr Walters			Cllr Walters
<a href="#">Community Safety Partnership</a>	Community Safety Partnerships (CSPs) are made up of representatives from the police, local authorities, fire and rescue authorities, health and probation services (the 'responsible authorities'). The responsible authorities work together to protect their local communities from crime and to help people feel safe.	1	Cllr Cannon			<i>Cabinet to consider nominations:</i> Cllr Cannon has been nominated by the Conservative Group. Cllr Davey has been nominated by the Local Independents Group. Cllr Werner has been nominated by the Liberal Democrat Group.
<a href="#">Heathrow Strategic Planning Group Member Board</a>	The Council is an observing member of HSPG. Operates within a terms of reference which includes a member steering board which is regularly briefed on the work requests from Heathrow Airports Limited and the alternative proposals from Arora.	2	Cllr Johnson Cllr Clark			Cllr Johnson Cllr Haseler
<a href="#">Housing Solutions</a>	To provide a quality housing service that reflects the needs and demands of tenants on a non profit-making basis. 9 meetings a year in Crown House.	1	Vacancy		Cllr McWilliams has been nominated by the Conservative Group. Cllr Reynolds has been nominated by the Liberal Democrat Group.	Delegated to the Chair of Housing Solutions to appoint to through the company's normal recruitment process.
<a href="#">Joint Minerals &amp; Waste Members Board</a>	The Council is engaged in producing a Joint Central and Eastern Berkshire Minerals and Waste plan working with Bracknell Forest, Wokingham and Reading; there is a members board which is regularly briefed on progress.	2	Cllr Bateson Cllr Coppinger			Cllr Haseler Cllr Coppinger
<a href="#">Local Authorities Aircraft Noise Council</a>	To deal with problems affecting members arising from the nuisance created by the operation of aircraft. March, June, September and November.	1	Cllr Bowden			Cllr Bowden
<a href="#">Older People's Advisory Forum</a>	Our focus is on the older members of our community and how they are cared for by both the NHS, Primary Care, and Social Care.	1	Cllr G Jones			Cllr G Jones
<a href="#">South East Reserve Forces &amp; Cadets Association</a>	Local civilian body for building, recruitment and general support of the nation's reserve forces. Two county meetings per year in Reading.	1	Cllr Walters			Cllr Walters
<a href="#">Thames Basin Heaths Joint Strategic Partnership Board</a>	The Thames Basin Heaths Joint Strategic Partnership (The Partnership) will provide a vehicle for joint working, liaison and exchange of information between the local authorities and other organisations affected by the Thames Basin Heaths SPA and related planning or land management issues. Approx 3 times per year.	1	Cllr Hilton			Cllr Hilton
<a href="#">Thames Valley Berkshire Local Enterprise Partnership</a>	The Berkshire Local Enterprise Partnership is a business-led, multi-sector partnership mandated by government to lead activities that drive local economic growth. To date we have secured and allocated £182m of UK and European public funds to deliver a wide range of initiatives in the Thames Valley Berkshire area.	1	Cllr Clark		With the organisation's agreement, the appointment period has been amended from three years to one year, to allow alignment with the borough's election cycle.	<i>Cabinet to consider nominations:</i> Cllr Clark has been nominated by the Conservative Group. Cllr Werner has been nominated by the Liberal Democrat Group.
<a href="#">Thames Valley Police and Crime Panel</a>	To maintain an efficient and effective police service for the people of the Thames Valley.	1 (+1 sub)	Cllr Cannon Cllr Bowden (sub)			<i>Cabinet to consider nominations:</i> Cllr Cannon and Cllr Bowden (sub) have been nominated by the Conservative Group. Cllr Werner has been nominated by the Liberal Democrat Group.
<a href="#">VisitWindsor Partnership Board</a>	The Partnership Board will become the leadership and management hub for a fresh approach to partnership working that will ensure closer links between the Royal Borough of Windsor & Maidenhead, key industry stakeholders, the wider membership and national and regional organisations such as Tourism South East, VisitEngland and VisitBritain.	3	Cllr Rayner (Cabinet Member) Cllr Coppinger (Maidenhead) Cllr Shelim (Windsor/Ascot)		The council will be represented by three elected Members – one will be the Cabinet Member with responsibility for tourism. One Member will represent Maidenhead and one Member will represent a Windsor or Ascot ward.	Cllr Rayner (Cabinet Member) Cllr Coppinger (Maidenhead) Cllr Shelim (Windsor/Ascot)
<a href="#">Windsor and Eton Society</a>	To conserve the heritage of the buildings and the environment of the conservation area situated adjacent to Windsor Castle and other buildings and places of architectural or historic interest within the boundaries of Windsor.	2	Cllr Bowden Cllr Shelim			<i>Cabinet to consider nominations:</i> Cllr Bowden and Cllr Shelim have been nominated by the Conservative Group. Cllr Davey has been nominated by the Local Independents Group.
<a href="#">Windsor Festival Society</a>	To bring first class music by international artists and orchestras to audiences in Windsor, Eton and Maidenhead.	1	Cllr Rayner			Cllr Rayner
<a href="#">Windsor Old People's Welfare Association</a>	Care of the elderly in Windsor. One meeting per month.	2	Cllr Bowden Cllr Story (Mayor)		Representative must include the Mayor.	Cllr Bowden Cllr Bateson (Mayor)

2 year appointments						
<a href="#">Relate London North West, Hertfordshire, Mid Thames and Buckinghamshire</a>	Offers a confidential counselling service for people who have difficulties or anxieties with their marriage or other personal relationships.  The Board meets quarterly in March, June, Sept & Dec for 2 hours starting at 7pm on a Wed evening. Meetings are held via Zoom/hybrid format.	1	Vacancy		Appointment until end of term (2023).  The Board would welcome nomination of anyone with strategic skills, knowledge and experience in the fields of:  Information and communication technology Safeguarding Equality, Diversity and Inclusion	Cllr Story
4 year appointments						
<a href="#">Charters School Community Recreation Centre Trust</a>	To provide and to promote the use of recreational and leisure facilities at Charters School, Sunningdale in the interests of social welfare for the benefit of and with the object of improving the conditions of life of the residents of the civil parishes of Sunningdale and Sunninghill. Such facilities to be available to members of the public at large.	3	Cllr Bateson Cllr Story Cllr Luxton		Appointment until end of term (2023).  With the organisation's agreement, the appointment period has been amended from three years to four years to align with the borough's election cycle. Therefore an appointment is required in June 2022 for one year. A new four year appointment will be made in 2023.  At least one shall be a Ward member for Sunningdale & South Ascot and one a Ward member for Sunninghill (unless such members decline to act). Person should have knowledge of or associations with the areas of Sunningdale and/or Sunninghill.	Cllr Bateson Cllr Story Cllr Luxton
<a href="#">Cox Green Community Centre - Management Committee</a>	Supervisory body, meeting four times a year to set strategy, review progress and consider the financial and operations reports provided by those responsible for the day-to-day running and control of the Centre (i.e. Centre Manager, Pre School Manager and Treasurer). When appropriate, members may also serve on one of the executive sub committees (Finance, Early Years, Fundraising, Policies & Procedures).	3	Cllr McWilliams Cllr Haseler Vacancy		Appointment until end of term (2023).  Appointment only needs to be made to the one vacant position.	<i>No nominations have been made for the vacant position.</i>
RBWM/All Parishes Meeting	Chair meetings between RBWM and the Parish Councils. Usually three meetings a year.	1	Cllr Bateson		Cllr Bateson has stepped down from this body after becoming Mayor.	Cllr Rayner
<a href="#">Rural Forum</a>	The Rural Forum discusses issues that affect rural communities within the Royal Borough, including providing updates on the farming community and rural crime. A Farm Walk is hosted by a member of the Forum each summer, usually June.	6	Vacancy Cllr Cannon Cllr Clark Cllr Coppinger Cllr Hunt Cllr Rayner		Cllr Bateson has stepped down from this body after becoming Mayor.  Appointment until end of term (2023).  Appointment only needs to be made to the vacant position.	<i>Cabinet to consider nominations:</i> Cllr Johnson has been nominated by the Conservative Group. Cllr Larcombe has nominated himself.
<a href="#">Windsor and Maidenhead Christian Trust</a>	The object of the association is to promote the moral improvement of people within the area by furthering education in the basic principles of Christian morality; undertaking voluntary work in education, social services and similar charitable activities for the benefit of the community and in accordance with Christian principles.	2	Cllr Stimson Vacancy		Appointment until end of term (2023).  Appointment only needs to be made to the one vacant position.	<i>No nominations have been made for the vacant position.</i>
<a href="#">Windsor Municipal Charities</a>	The main business is providing accommodation for the elderly low-income people of Windsor.	2	Cllr Shelim	Ed Wilson	Appointment until end of term (2023).  With the organisation's agreement, the appointment period has been amended from three years to four years to align with the borough's election cycle. Therefore an appointment is required in June 2022 for one year. A new four year appointment will be made in 2023.	<i>Cabinet to consider nominations:</i> Cllr Shelim and Ed Wilson have been nominated by the Conservative Group. Cllr Price has been nominated by the Local Independents Group.
Bodies which no longer need a representative						
Eton Commons Management Committee	-	-	Cllr Bowden		The body meets sporadically and has not done so for some time - they will contact RBWM if a representative is required in future.	N/A
Windsor and Maidenhead Victim Support Scheme	-	-	Rajiv Chelani Dorothy Kemp		No longer exists.	N/A