

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

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## A) PENSION

### A1 Berkshire Pension Fund Committee

#### A1.1 Purpose

To exercise the general powers and duties of an Administering Authority in the maintenance of the Royal County of Berkshire Pension Fund as may be required in accordance with the Superannuation Fund Act 1972, The Public Service Pensions Act 2013 and Local Government Pension Scheme Regulations existing under those Acts including, but not restricted to the following.

- (i) Setting of the Investment Strategy and Funding Strategy Statements and determination of the Strategic Asset Allocation of the Pension Fund's assets in the light of professional advice and other suitably qualified independent advice, legislative constraints and Codes of Practice.
- (ii) Responsibility for the statutory policies and administration of the Royal County of Berkshire Pension Fund maintained by the Administering Authority in accordance with the Local Government Pension Scheme Regulations, The Local Government Pension Scheme (Management of Investment of Funds) Regulations, all other associated legislation and Pension Regulator Codes of Practice.
- (iii) 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 Pension Fund investment and management arrangements.
- (iv) The periodic review and monitoring of the Pension Fund's investment performance in line with the Advisory and Management Agreement entered into with the Local Pensions Partnership (Investments) Limited (LPPI).
- (v) To consider the Annual Report and Accounts of the Fund.
- (vi) The reporting of any breaches of the law to the Pensions Regulator.

#### A1.2 Membership

5 RBWM Councillors

N.B. A Cabinet Member may be a Member of the Berkshire Pension Fund Committee.

#### A1.3 Quorum

2 RBWM Councillors

#### A1.4 Frequency

Quarterly

## **A2 Berkshire Pension Fund Advisory Panel**

### **A2.1 Purpose**

To consider and make recommendations to the Berkshire Pension Fund Committee on all 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 statutory policies and administration of the Royal County of Berkshire Pension Fund maintained by the Administering Authority.
- (iii) The arrangements of obtaining appropriate investment advice, including the appointment of a suitably qualified independent person or persons to give expert advice on Pension Fund investment and management arrangements.
- (iv) The periodic review and monitoring of the Fund's investment performance.
- (v) The Annual Report and Accounts of the Fund.

### **A2.2 Membership**

5 persons comprising:

- One elected representative from each of Reading Borough Council, Slough Borough Council, West Berkshire Council, Bracknell Forest Council and Wokingham Borough Council;

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

### **A2.3 Quorum**

2 Members

### **A2.4 Frequency**

As per the Pension Fund Committee schedule

## **A3 Local Pension Board**

### **A3.1 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;

### **A3.2 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 Pension Board neither are Royal Borough Officers who are involved with the administration or management of the Pension Fund.

### **A3.3 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, the Chair or Vice-Chair must be in attendance. A meeting that becomes inquorate may continue but any decisions will be non-binding.

### **A3.4 Frequency**

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

## B) REGULATORY

### B1 Development Management Committees

#### B1.1 Purpose

(I) Within the operating guidelines and budget approved by the Council the Development Management Committees will determine applications relating to the following:

a. New full or outline planning applications, **regardless of recommendation**, falling into the definition of major development as defined by the Town and Country Planning (Development Management Procedure) (England) Order 2015 (or as superseded).

*Note: Section 73/73A applications or reserved matters applications are delegated matters unless called in under the call-in provisions in b) below.*

*Note: Any Crown applications which are covered by the National Security arrangements set out in the National Planning Policy Guidance are exempt from part a) and are delegated to the Assistant Director of Planning.*

b. Applications where a Borough councillor has requested that an application be called-in to be the subject of a decision by the relevant Development Management Committee (an application in this case being an application for Full, Outline, Hybrid or Householder Planning Permission or an application for Listed Building Consent. No other case types are the subject of the call-in provision.) This is conditional in that the call-in must:

- i) Be in writing using the Councillor call-in pro forma and received before the Neighbour Consultation Expiry Date for that application, and
- ii) Relate to an application in their own ward; and
- iii) provide a planning reason based on a material consideration for the call-in.

c. Where an application is made by a Councillor or a member of their family and there are one or more representations.

d. Where an application is made by an officer employed in a role which is directly involved in the decision-making stage of the planning application process and there are one or more representations.

e. Any matter where authority is normally delegated to the Assistant Director of Planning, but where the Assistant Director of Planning chooses not to exercise their delegated authority and considers the matter should be referred to the relevant Development Management Committee.

f. Where an application for the Council's own development (or a development involving the Council and another party) and private applications in respect of Borough owned land (e.g. prior to a land sale being agreed or negotiated) – that receive 3 public objections or a single objection from an RBWM Councillor.

(II) 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 and the CIL regulations are to be delegated to the Assistant Director of Planning. All functions listed in the Localism Act 2011 related to plan making and neighbourhood planning are delegated to the Assistant Director of Planning save for those which the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 require to be determined by Full Council. For the avoidance of doubt the Assistant Director of Planning also has delegated authority for those types of application subsequently introduced under the Town and Country Planning Acts (including secondary legislation and regulations) subject to the exceptions listed above.

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

### **B1.2 Membership of the Development Management Committees**

Each Committee shall have 9 members. One shall be the Chair.

Membership shall be in line with political balance.

Members for the Maidenhead Development Management Committee will be drawn from Councillors representing the following wards:

Hurley & Walthams; Cox Green; Oldfield; Boyn Hill; St Mary's; Belmont; Riverside; Furze Platt; Pinkneys Green; Bisham & Cookham; Bray

Members for the Windsor and Ascot Development Management Committee will be drawn from Councillors representing the following wards:

Sunningdale & Cheapside; Ascot & Sunninghill; Old Windsor; Datchet, Horton & Wraysbury; Eton & Castle; Clewer East; Clewer & Dedworth West; Clewer & Dedworth East

Substitute Members for each Committee can be drawn from any ward.

A Cabinet Member may be a Member of a Development Management Committee but the Cabinet Member(s) holding the main portfolio for Planning shall not be permitted to be a Member.

### **B1.3 Quorum**

3 Members

### **B1.4 Frequency**

Monthly



Note: While the dates are ideally fixed, they may be subject to change for reasons such as venue availability issues or may be on other days if additional extraordinary meetings of the Committee are required. Extraordinary meetings may be called by agreement of the Assistant Director of Planning with the Chair of the Committee.

## **B2 Councillor Standards Panel**

### **B2.1 Purpose**

In relation to the Members of the Council:

- (i) To promote and maintain high standards of conduct by Councillors, co-opted Members, including church and parent governor representatives;
- (ii) To assist Councillors, co-opted members, including church and parent governor representatives, to observe the Councillors' Code of Conduct;
- (iii) To recommend to the Council on the adoption or revision of its Councillors' Code of Conduct;
- (iv) To monitor the operation of the Councillors' Code of Conduct.
- (v) Advising, training or arranging to train Councillors, co-opted members and church and parent governor representatives on matters relating to the Councillors' Code of Conduct;
- (vi) To consider an annual report on Councillor Standards by the Monitoring Officer.

### **B2.2 Membership**

8 Members

### **B2.3 Quorum**

3 Members

### **B2.4 Frequency**

As required

## **B3 Councillor Standards Sub Committee**

### **B3.1 Purpose**

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

### **B3.2 Membership**

2 selected from the existing Members (including substitutes) of the Councillor Standards Panel (politically balanced wherever possible) and one of the Council's Independent Persons acting as Chair.

If the complaint relates to a Town or Parish Councillor then a co-opted Town or Parish Councillor may also be an additional member but will have no voting rights.

### **B3.3 Quorum**

3 Members

### **B3.4 Frequency**

As required

## **B4 Appointment Committee**

### **B4.1 Purpose**

To determine arrangements for the appointment and conditions of service of the Chief Executive (who is appointed, on recommendation, by Council) and the Executive Directors in accordance with Part 8B,

### **B4.2 Membership**

5 Members (politically balanced) to include Leader of the Council (Chair), Deputy Leader of the Council (Vice-Chair) and relevant Cabinet Member if appropriate.

### **B4.3 Quorum**

3 Members

### **B4.4 Frequency**

As required

## **B5 Employment Appeals Sub Committee**

### **B5.1 Purpose**

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

### **B5.2 Membership**

3 selected from the existing Members (including substitutes) of the Appointment Committee.

### **B5.3 Quorum**

3 Members

#### **B5.4 Frequency**

As required

*N.B. Part 6 indexation and page numbering will be amended as necessary following approval of proposed changes*

As required

### **B6 Licensing Panel**

#### **B6.1 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 delegated to the Licensing & PSPO Sub Committee which may be delegated to the Licensing Panel are to be delegated to Officers)

#### **B6.2 Membership**

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

#### **B6.3 Quorum**

3 Members

#### **B6.4 Frequency**

Quarterly

## **B7 Licensing & Public Space Protection Order Sub Committee**

### **B7.1 Purpose**

The Licensing & PSPO 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.

(The above circumstances (i. to ix) in which functions may be delegated to the Licensing & PSPO 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. (x) is pursuant to the Local Government (Miscellaneous Provisions) Act 1982, as amended).

### **B7.2 Membership**

Any 3 Members of the full Licensing Panel (including its Substitutes). 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.

### **B7.3 Quorum**

3 Members

### **B7.4 Frequency**

As required

## **B8 Rights of Way and Highway Licensing Panel**

### **B8.1 Purpose:**

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

### **B8.2 Membership**

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

### **B8.3 Quorum**

2 Members

### **B8.4 Frequency**

As required.

## **B9 Statutory Officer Panel**

### **B9.1 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.

### **B9.2 Membership**

The Panel shall consist of 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 a person from another local authority that the Council considers appropriate.

### **B9.3 Quorum**

Not applicable

### **B9.4 Frequency**

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

### **B9.5 Type**

Advisory committee of full Council.

**B10** *deleted 4/5/21*

## **B11 Audit and Governance Committee**

### **B11.1 Purpose**

- 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 a quarterly report on the outcome of all audit reviews in line with the annual audit plan.
- c) To consider and approve the council's anti-fraud and corruption policies and review those on an annual basis.
- d) To receive half-yearly reports on anti-fraud and corruption activities.
- e) To consider the External Auditor's annual letter, relevant reports and reports to those charged with governance including issues arising from the audited accounts.
- f) 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.
- g) To approve arrangements for the appointment of the Council's external auditor.
- h) To review any relevant issue referred to the Committee by the Chief Executive, a Director or any Overview and Scrutiny Panel.
- 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 oversee the production of the Council's Annual Governance Statement and to recommend its adoption.
- k) To review and approve 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.
- l) To consider on an at least an annual basis, all relevant policies relating to capital, investment and treasury management and to recommend to full Council for approval.
- m) To consider on at least a half-yearly basis, a review of performance in relation to treasury management activities.

### **B11.2 Membership**

5 Members of the Council.

No Member of Cabinet can be a Member of the Committee

### **B11.3 Quorum**

2 Members

### **B11.4 Frequency**

4 times per annum

### **B11.5 Type**

Committee of Council



## C) JOINT ARRANGEMENTS

### C1 East Berkshire Joint Health Overview and Scrutiny Committee

#### C1.1 Purpose

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 Chair. 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.

#### C1.2 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 committee as non-voting observers in order to familiarise themselves with the issues under review.

The Chair of the joint committee will be rotated annually between the three East Berkshire authorities. The Joint Committee will appoint two vice-chairs 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.

### **C1.3 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.

### **C1.4 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 Chair 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.

## **C2 Joint East Berkshire Health Overview and Scrutiny Committee with Buckinghamshire County Council**

### **C2.1 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.

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 regulation 4(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 Chair will be the Chair 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.

## **C2.2 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.

## **C2.3 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.

## **C2.4 Frequency**

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

### **C3 Health and Wellbeing Board**

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

The Board is not subject to political balance under regulation 7 of the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.

#### **C3.1 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 have changed the requirements for health and social care nationally in order to bring more local democracy into local services. The Health and Social Care Act 2012 brought in the most wide-ranging reforms of the NHS since it was founded in 1948 including significant changes to local governance structures for health and wellbeing, to improve health outcomes for the local population.

Each locality now has a statutory requirement to create a Health and Wellbeing Board, which has specific functions for the associated area. The Board is hosted by the local authority and the Health and Social Care Act, and accompanying regulations, have detailed the requirements and functions of a Health and Wellbeing Board.

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

1. Assess the needs of the local population and lead the statutory Joint Strategic Needs Assessment (JSNA).
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 and elected members through the Royal Borough's Cabinet.

#### **Reporting Structures**

Any deviation from these terms of reference will be agreed by the statutory partners of the Board, specifically the Royal Borough and the NHS Frimley ICB governing bodies.

### **Review of the Health and Wellbeing Board**

The terms of reference and membership will be reviewed annually.

#### **C3.2 Membership**

- Cabinet Member(s) with responsibility for Adults or Children's Services.
- Clinical Lead RBWM NHS Frimley ICB.
- Executive Director of Adult Social Care, Health & Communities
- Executive Director of Children's Services & Education
- Assistant Director of Housing & Public Protection
- Director of Public Health for East Berkshire.
- Deputy Director of Public Health for East Berkshire.
- Representative from NHS Frimley ICB.
- Representative from East Berkshire Healthwatch.
- Two Members of the Council, nominated by the Leader.
- Chair of the People Overview and Scrutiny Panel.

The Chair will be a Member of the Council nominated by the Leader. The Vice-Chair will be the Clinical Lead RBWM NHS Frimley ICB.

Members of the Council appointed to the Board should represent a geographical spread of the borough, however this is not a requirement.

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 as agreed by the Board.

#### **C3.3 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.

#### **C3.4 Quorum**

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

Relevant outside bodies shall communicate and/or provide the Board with relevant updates and briefings as deemed necessary.

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

## **C4 Achieving for Children Joint Committee**

#### **C4.1 Purpose**

The London Borough of Richmond upon Thames, the 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 councils with regards dispute resolution and will be convened as and when required.

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.

#### **C4.2 Definitions**

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).”

#### **C4.3 Functions**

The Joint Committee will discharge functions on behalf of all three Councils with regards solely dispute resolution in relation to matters concerning this Agreement.

#### **C4.4 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 Councillors and the rules on Disclosable Pecuniary Interests.

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

#### **C4.5 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 CoChair is not present, the Joint Committee shall appoint an alternate Co-Chair from amongst its number to preside over the meeting.

#### **C4.6 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.

#### **C4.7 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.

#### **C4.8 Administration**

Organisational and clerking support for the Joint Committee will be provided for by the host authority.

#### **C4.9 Budget**

The Joint Committee will not have an allocated budget.

#### **C4.10 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.

#### **C4.11 Meetings**

The Joint Committee will meet as and when required for the purposes of fulfilling its function with regards dispute resolution. 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 VA of the Local Government Act 1972 (as amended) and Part 2 of the Local Authorities (Executive Arrangements) (Meetings and Access to information) (England) Regulations 2012.

#### **C4.12 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.

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.

#### **C4.13 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 15 minutes will be included on each agenda to hear deputations from the public in relation to items on the agenda that are not exempt under paragraph 13.1. Notification must be given to the host authority in advance of the meeting indicating the matter to be raised, by 12 noon on the last working day before the meeting. Each deputation will last no longer than 5 minutes and only 3 deputations will be permitted (i.e. the first three to register with the host authority in advance of the deadline).

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.

#### **C4.14 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.

#### **C4.15 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.

#### **C4.16 Cancellation of Meetings**

If in the event a dispute is resolved prior to the meeting of the Joint Committee called to resolve the issue, after consultation with all three Co-chairs the meeting will be cancelled

#### **C4.17 Rules of Debate**

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

#### **C4.18 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.

In the event that a unanimous decision cannot be reached then Part 2 and/or Part 3 of the Dispute Resolution Procedure (Schedule 7) shall apply.

#### **C4.19 Urgency Procedure**

Where all Co-Chairs of the Joint Committee are of a view that an urgent decision is required in respect of any matter within the Joint Committee’s Terms of Reference and it cannot wait until an Ordinary Meeting of the Joint Committee has been called and notice been given under Paragraph 12 of this Schedule (Notice of Meetings), then arrangements will be made to call an urgent meeting of the Joint Committee.

#### **C4.20 Voting**

With regards the Joint Committee’s function in the resolution of disputes under the conflict resolution mechanism, each elected member will be entitled to one vote.

Where there is an equality of votes and the matter cannot be resolved then Part 2 of the Dispute Resolution will be engaged.

#### **C4.21 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.

#### **C4.22 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.

#### **C4.23 Overview and Scrutiny**

With regards RBKT and LBRT, decisions of the Joint Committee will not be subject to scrutiny and call-in and this paragraph 24 does not apply.

With regards RBWM, decisions of the Joint Committee which are defined as executive decisions by RBWM will be subject to scrutiny and Call-in. Call-in provisions will only apply in the event that the decisions of the Joint Committee are contrary to the original decision of the RBWM Cabinet.

For any Joint Committee meeting including executive decisions as defined by RBWM, the minutes will be published within two working days. 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 on the part of RBWM.

Decisions of the Joint Committee which are defined as executive decisions will be subject to the "call in" arrangements operating in RBWM as set out in its constitution.

Where a decision is called in, arrangements will be made at the earliest opportunity within RBWM for it to be heard.

## D) 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.*

### D1 Area Forums

#### D1.1 Purpose

The Royal Borough has established two Area Forums:

- Windsor Forum covering issues concerning the following wards:
  - Clewer & Dedworth East
  - Clewer & Dedworth West
  - Clewer East
  - Eton & Castle
  - Old Windsor
  
- Maidenhead Town Forum, covering issues concerning the following wards:
  - Belmont
  - Boyn Hill
  - Furze Platt
  - Riverside
  - Oldfield
  - Pinkneys Green
  - St Mary's

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

## **D1.2 Membership**

Windsor Forum - 5 Members; Maidenhead Town Forum - 7 Members

## **D1.3 Quorum:**

3 Members

## **D1.4 Frequency:**

Six times per annum.

## **D2 Appeals Panel**

### **D2.1 Purpose:**

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.

### **D2.2 Membership:**

5 Members maintaining political balance wherever possible.

### **D2.3 Quorum:**

### *3 Members*

#### **D2.4 Frequency:**

As required

### **D3 Aviation Forum**

#### **D3.1 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 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 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 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 Place Overview and Scrutiny 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 Chair 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:

- 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 Forum meetings will be agreed in advance with the Chair. 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 Chair 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.

### **D3.2 Membership –**

5 Members

### **D3.3 Quorum:**

2 Members

### **D3.4 Frequency:**

Quarterly

## **D4 Corporate Parenting Forum**

### **D4.1 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.

- 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 relevant Overview and Scrutiny Panel 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

- 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 Cabinet Member and the Executive Director of Children's Services & Education meet with Children in Care Council representatives on an ongoing basis.

#### **D4.2 Membership**

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

#### **D4.3 Quorum:**

Two Members

#### **D4.4 Frequency:**

Six times per year.

### **D5 Grants Panel**

#### **D5.1 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 meetings or to be delegated to the Strategic Lead for Communities in consultation with the Chair of the Grants Panel and the relevant Cabinet Member to reflect the specific service area to which the grant relates.

Under delegated authority, to consider applications for Social Enterprise Grants

#### **D5.2 Membership:**

5 Members of the Council

#### **D5.3 Quorum:**

2 Members

#### **D5.4 Frequency**



The Panel will meet as required to consider annual Kidwells Trust grants and annual capital grants. Interim meetings as required.

## **D6 Independent Remuneration Panel**

### **D6.1 Purpose:**

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

The Panel shall produce a report making recommendations:

- 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-optee's 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 (Councillors' Allowances) (England) Regulations 2003;
- 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) states 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.

## **D6.2 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.

## **D6.3 Quorum:**

2 Members

## **D6.4 Frequency:**

As required

## **D7 School Improvement Forum**

### **D7.1 Purpose:**

#### **Objective**

To ensure that pupils faced with disadvantages achieve well across the Borough through collaborative approaches which seek to support those with barriers to learning.

To celebrate the success of our schools in providing high quality education across the borough and to ensure that all pupils achieve well.

#### **Terms of Reference**

- To shape the programme of collaborative work to support pupil premium children across the borough
- To monitor, review and evaluate:
  - The effectiveness of the projects to support pupils in receipt of additional funding as a result of low income.
  - The progress and learnings from the rollout of the Inclusion Charter Mark across the borough to establish a clear view of the range of inclusive education on offer across the borough
- To consider the annual results and recommend key borough-wide priorities for the next academic year.

## **D7.2 Membership**

Cabinet Member for Children's Services, Opposition Spokesperson for Children's Services and one other Member from the ruling group.

The three primary cluster chairs and the chair of the secondary heads association will be invited to attend the meeting along with the officers and school leaders working with the projects

## **D7.3 Quorum**

2 Members

## **D7.4 Frequency**

Frequency of meetings will be one per Academic term, timed to fit into the school cluster meeting timetable.