

Summons and Agenda 7 July 2015

Managing Director
Reading Borough Council
Civic Offices, Bridge Street,
Reading, RG1 2LU

Ian Wardle
Managing Director

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29 June 2015

To: All Members of the Council

Your contact is:

Michael Popham - Democratic Services Manager

Dear Sir/Madam

You are hereby summoned to attend a meeting of the Reading Borough Council to be held at the Civic Offices, Reading, on **Tuesday 7 July 2015 at 6.30pm**, when it is proposed to transact the business specified in the Agenda enclosed herewith.

Yours faithfully



MANAGING DIRECTOR

A G E N D A

Mayor's Announcements

1. To receive Mayor's Announcements.

Declarations of Interest

2. To receive any declarations of interest.

Minutes

3. The Mayor to sign the Minutes of the proceedings of the Council Meeting held on 27 May 2015 (Pages A1-A22)

Petitions

4. To receive petitions in accordance with Standing Order 8.

Questions from Members of the Public

5. Questions in accordance with Standing Order 9.

Questions from Councillors

6. Questions in accordance with Standing Order 10.

Reports and Recommendations from Committees

7. Officer Employment Procedure Rules

Report by Managing Director (Pages B1-B6)

Motions

8. Right to Buy Housing Association Properties

Councillor Davies to move:

This Council notes:

- That there is an increasingly acute demand for social housing in Reading as demonstrated by the number of households on the Housing Register which currently stands at more than 10,000.
- That this demand is against the national background of rising house prices and private rents.
- That nationally house building is at its lowest level for decades.

- That nationally in 2013 for every 6 Council homes sold under the right to buy only 1 was built in its place.
- That the Conservative Government has declared its intention to force Housing Associations to sell housing stock at large discounts to qualifying tenants, costing an estimated £5.8bn.
- That the Conservative Government has proposed that this subsidy be funded by Local Authorities being forced to sell their “best” properties when they become empty, further diminishing the supply of decent social housing.
- That the erosion of the not-for-profit Housing Associations’ asset base will affect their viability and make it more difficult for them to build new homes for rent.

This Council therefore resolves:

1. To call on the government to scrap the proposal to force Housing Associations to sell their houses with large discounts.
 2. To write to the two Reading MPs asking them to lobby relevant ministers and inform those ministers of the damaging effect this proposal could have in Reading worsening the current housing crisis.
 3. That in the event that the Government does bring a bill forward to enact this proposal, lobby ministers for an exemption from the policy in areas of high housing demand such as Reading.
 4. To liaise with our housing association partners on a common strategy to tackle this threat.
 5. That In the event of a bill being brought forward to ask officers to bring a report to an appropriate meeting of the Housing, Neighbourhoods and Leisure committee outlining the impact on Reading, detailing any responses to 1 - 4 above and any action which might be taken to mitigate the effects.
9. Council Funding for Cycling

Councillor Whitham to move:

Council notes:

- The air quality, congestion, health and sustainability benefits of cycling
- In “Cycling Demonstration Towns” estimated benefits of up to £64m were realised for an investment of only £18m¹
- The number of cycle journeys in Reading has stagnated over the last decade with less now than in 2003²
- Edinburgh Council committed to an investment in cycling of 5% of their transport budget (capital and revenue excluding external funding) with a 1% per year escalator with an initial target of 10%³
- 70 bodies⁴ including Age Concern, Child Growth Foundation, Association of Directors of Public Health, British Heart Foundation, Healthcare Commission, Royal College of Physicians, UK Public Health Association & Sustrans supported "Take action on active travel" report and investing at

least 10% of transport budgets in cycling and walking

Council resolves to report back before the end of the year on:

- Cycling related spending broken down by capital, revenue and external funding
- Committing to a fixed percentage of transport capital and revenue expenditure (excluding any extra external funding) going to cycling of 5% or higher
- Committing to a 1% per year escalator on cycling related capital and revenue funding within the transport budget with an aim of reaching 10% (excluding external funding)

¹ https://allpartycycling.files.wordpress.com/2013/04/get-britain-cycling_goodwin-report.pdf

² <http://www.dft.gov.uk/traffic-counts/area.php?region=South+East&la=Reading>

³ http://www.edinburgh.gov.uk/download/meetings/id/46498/item_73_-_8_budget_commitment_to_cycling.

⁴ http://www.fph.org.uk/uploads/Take_action_on_active_travel.pdf

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COUNCIL MEETING MINUTES - 27 MAY 2015

Present: Councillor Jones (Mayor);

Councillors David Absolom, Debs Absolom, Ayub, Ballsdon, Chrisp, Davies, Dennis, Duveen, Eden, D Edwards, K Edwards, Ennis, Gavin, Gittings, Grashoff, Hacker, Hopper, Hoskin, James, Jones, Khan, Lovelock, Maskell, McDonald, McElligott, O'Connell, Page, Pearce, Robinson, Singh, Skeats, Stanford-Beale, Stevens, Terry, Tickner, Vickers, Whitham, J Williams, R Williams and Woodward.

Apologies: Councillors Gittings, Rodda, Steele and White.

1. MAYOR'S ANNOUNCEMENTS

The Mayor referred to the recent sad death of former Mayor, Bill Mander, who had represented Abbey Ward. The Council then stood in silence in his memory and as a sign of respect.

2. ELECTION OF MAYOR

The first business to be transacted being the election of the Mayor, it was moved by Councillor Khan and seconded by Councillor Tickner and CARRIED:

"That Councillor Hacker be elected Mayor of this Borough."

No other candidate having been nominated, Councillor Hacker was duly declared elected.

3. APPOINTMENT OF DEPUTY MAYOR

It was moved by Councillor Page and seconded by Councillor Tickner and CARRIED:

"That Councillor Ayub be appointed Deputy Mayor of this Borough."

4. ADDRESS BY MAYOR

Councillor Hacker addressed the Council.

5. MINUTES

The Minutes of the meeting held on 24 March 2015 were confirmed as a correct record and signed by the Mayor.

6. VOTE OF THANKS TO COUNCILLOR T JONES AND COUNCILLOR L TERRY

It was moved by Councillor David Absolom and seconded by Councillor Gavin and CARRIED:

"That the Council record their sincere appreciation of the ability, courtesy and diligence with which Councillor T Jones has discharged his duties attached to the office of Mayor since 11 June 2014. They also record their grateful thanks to

COUNCIL MEETING MINUTES - 27 MAY 2015

Councillor L Terry for the support and assistance she rendered in the capacity of Mayoress throughout her term of office."

7. ADDRESS BY RETIRING MAYOR

Councillor Jones addressed the Council.

8. REPORT ON THE RESULTS OF THE MUNICIPAL ELECTIONS

The Managing Director submitted a report on the results of the Municipal Elections held on 7 May 2015. He also reported that all those elected had signed the Declaration of Acceptance of Office.

9. APPOINTMENT OF LEADER OF THE COUNCIL

It was moved by Councillor Page and seconded by Councillor Eden and CARRIED:

"That Councillor Lovelock be appointed Leader of the Council for the Municipal Year 2015/16."

10. CONSTITUTION; POWERS AND DUTIES OF THE COUNCIL AND COMMITTEES; SCHEME OF MEMBERS' ALLOWANCES; AND DELEGATIONS

The Monitoring Officer submitted a report making recommendations for the Municipal Year 2015/16 to:

- (1) appoint the Committees of the Council: the allocation of seats between Groups had to be calculated in accordance with Sections 15-17 of the Local Government and Housing Act 1989 and details had been circulated to Group Leaders before the meeting;
- (2) appoint a local Standards Committee for the authority;
- (3) agree the powers and duties of committees, sub-committees, partnerships and consultative Working Parties (Appendices A, B and C);
- (4) agree changes to the Constitution
 - Part 4: Rules of Procedure - Financial Procedure Rules (Financial Regulations) (Appendix D) - The Council's Financial Regulations had been reviewed to reflect various changes since their last review, including the move from executive (Cabinet) arrangements to a committee system, the Council's organisational changes and also to include changes to the budget monitoring arrangements.
 - Part 4: Rules of Procedure - Petition Scheme - The Localism Act (2011) repealed the statutory requirement for the Council to operate a petition scheme. The change in the law had enabled the existing arrangements for dealing with petitions to be reviewed. It was recommended that the process could be simplified by consolidating the critical elements of the petition

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scheme within a less prescriptive framework to be set out in Council Procedure Rule 8.

- Part 4: Officer Employment Procedure Rules - To be amended to ensure compliance with the new Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 and agree associated changes be made to Part 2: Article 4 (The Full Council); Article 8 (Regulatory Committees - "5. Personnel Committee") and Article 12 (Officers).
- Part 4: Budget and Policy Framework Rules - To amend to include reference to the priorities in the Corporate Plan within the description of the Policy Framework in Section 2.2.

- (5) amend the Council's scheme of Councillors' Allowances, and confirm those Councillors who met the definition of Members having significant responsibilities in relation to the discharge of the Council's functions in terms of entitlement to Special Responsibility Allowance at Tier 3 for the remainder of the financial year 2015/16;
- (6) re-establish the Remuneration Panel for the Municipal Year 2015/16.
- (7) authorise the Monitoring Officer to update and re-publish the Council's delegations register, as agreed by full Council on 27 January 2015 to include delegations previously made by Cabinet or Committees which had been omitted from the register approved at Minute 41 of that meeting.

1.2 The Constitution for the authority would be amended in the light of these changes and published on the Council's website.

1.3 The powers and duties of the Committees and Sub-Committees were included in **Appendices A and B**. The terms of reference of Partnership and advisory and consultative bodies, and Member:Officer working groups, were included in **Appendix C**.

The recommendations set out in the report were:

"A. Constitution

2.1 That the Constitution for the authority be amended to include the action set out below.

B. General Reservation of Powers to the Council

2.2 That the following matters be reserved to the Council, in line with Article 4 of the Constitution, and any decisions of Committees in relation to them shall be submitted to the Council as recommendations:

- (a) changing the Constitution;
- (b) approving the authority's budget, and any application to the Secretary of State in respect of any Housing Land Transfer;

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- (c) Approving the authority's budget strategy, including plans or strategies for:
- The control of borrowing and investments
 - Capital expenditure
 - Determining the authority's minimum revenue provision

and agreeing the Council's capital strategy and asset management plan;

The budget framework was as set out in Part 4 of the Constitution;

- (d) agreeing and/or amending the terms of reference for committees appointed by the Council, deciding on their composition and making appointments to them;
- (e) making a Members' allowances scheme under Article 2.5 of the Constitution;
- (f) changing the name of the area, conferring the title of freedom or freeman of the Borough;
- (g) (i) confirming the appointment of the Head of Paid Service;
- (ii) confirming the dismissal of the Head of Paid Service, Chief Finance Officer and Monitoring Officer;
- (h) making, amending, revoking, re-enacting or adopting bylaws and promoting or opposing the making of local legislation or personal Bills;
- (i) requesting a change to single-member electoral areas, and passing a resolution to change the Council's scheme of elections;
- (j) reorganisation of community governance - making an order giving effect to recommendations made in a community governance review under Section 86 of the Local Government and Public Involvement in Health Act 2007;
- (k) promoting and maintaining high standards of conduct by Councillors and Co-opted Members, including adopting a local Member code of conduct and establishing a local Standards Committee;
- (l) passing a resolution to make a change in governance arrangements for the authority under Section 9KC(1) of the Local Government Act 2000 as amended by Schedule 2 of the Localism Act 2011;
- (m) those functions set out in Part 3 Schedules 2 and 3 of the Council's constitution which are shown as being for the Council to exercise, and which the Council had not delegated to a Committee or an officer;
- (n) setting the strategic vision and corporate objectives of the Council;

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- (o) making referrals to the Secretary of State, the regulator or the NHS Commissioning Board arising from the exercise of the health scrutiny function of the authority, under Section 22A of the National Health Service Act 2006 (as added under Section 190(3) of the Health & Social Care Act 2012);
- (p) entering into joint arrangements with other local authorities under sections 101 and 102 of the Local Government Act 1972;
- (q) all other matters which, by law, must be reserved to Council.

C. Powers and Duties of Committees

2.3 Subject to the Schemes of Delegation to Officers,

The Committees listed in 2.4 below shall have delegated authority to exercise and perform the Powers and Duties of the Council in relation to the functions set out in Appendices A and B to this report.

D. Constitution of Committees

2.4. That for the Municipal Year 2015/16 there be constituted four standing Committees, and five Regulatory and Other Committees, as set out below:

Standing Committees

Policy Committee

Adult Social Care, Children's Services & Education Committee

Housing, Neighbourhoods & Leisure Committee

Strategic Environment, Planning & Transport Committee

Regulatory and Other Committees

Audit and Governance Committee

Health & Wellbeing Board

Licensing Applications Committee

Personnel Committee

Planning Applications Committee

2.4.1 That with regard to the Health and Wellbeing Board, under the provision of regulations 6 and 7 of the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013:

- a) the duty to allocate seats to political groups under Sections 15 and 16 of the Local Government & Housing Act 1989 be disapplied;
- b) the following statutory Members, as officers, be non-voting members of the Board:
 - Director of Education, Children and Early Help Services (or her representative)
 - Director of Adult Care & Health Services (or her representative)
 - Director of Public Health, Berkshire (or her representative)

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- c) the Managing Director, as an officer, be a non-statutory co-opted non-voting member of the Board.

E. Codes and Protocols

- 2.5 That a local Standards Committee be appointed for the Municipal Year 2015/16; that the Committee consist of Councillors and at least one Co-opted Member; and that Mrs T Barnes be re-appointed as a Co-opted Member for the Municipal Year. It was also recommended that Mr D Comben should be re-appointed as the Independent Person for 2015/16.

F. Constitution of Sub-Committees

- 2.6 That for the Municipal Year 2015/16 a Traffic Management Sub-Committee be appointed by the Strategic Environment, Planning & Transport Committee; The Heights Free School Sub-Committee be appointed by the Policy Committee; and the Licensing Applications Committee establish a number of sub-committees.

G. Establishment of Appeals and Complaints Panels

- 2.7 That for the Municipal Year 2015/16, the following bodies be set up to handle appeals against decisions made by or on behalf of the authority:
- a) an Appeals Panel from which trained Councillors will be drawn to hear appeals on matters considered by the following bodies, as required by regulation:
 - Curriculum Complaints Panel
 - Removal of Early Years Providers Appeals Panel
 - b) a Panel to hear appeals on School Transport.
 - c) an Education Appeals Panel to deal with schools admission and school exclusion appeals in line with the provisions of the School Standards Framework Act, 1998, to which Councillors may not be appointed.
 - d) a Social Services Complaints Review Panel to hear individual complaints which reach the third stage of the Council's Social Services Complaints process, to which Councillors may not be appointed.
 - e) a Secure Accommodation Panel.

H. Partnership Bodies

- 2.8 That, for the Municipal Year 2015/16, the Authority continue to participate in the following joint consultative partnership bodies:
- Community Safety Partnership
 - Children's Trust Board
 - Children's Centres Strategic Advisory Board
 - Cultural Partnership Board
 - Lifelong Learning Board

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- Local Sustainable Transport Fund Cross-Boundary Councillor Steering Group
- Safer Reading Neighbourhood Action Group Forum.

I. Education Bodies

2.9 That for the Municipal Year 2015/16 the following Education bodies be set up:

- SACRE (Standing Advisory Council on Religious Education)
- School Admission Forum
- School Improvement Panel

J. Safeguarding Bodies

2.10 That for the Municipal Year 2015/16 the following safeguarding bodies be set up:

- Adult Safeguarding Panel
- Children's Safeguarding Panel
- Parenting Panel

K. Advisory and Consultative Working Parties, Panels and Forums

2.11 That for the Municipal Year 2015/16, Councillors be appointed to serve on the following advisory and consultative bodies, which may not meet formally, and which may operate as special interest groupings with whom partners and stakeholders may liaise and consult:

Equality Groups

- Access and Disabilities Working Group
- Alliance for Cohesion & Racial Equality
- Older People's Working Group

Special Interest Groups

- Arts and Heritage Forum
- Cycle Forum
- Olympic Legacy Forum
- Town Twinning Group

L. Member:Officer Working Parties

2.12 That for the Municipal Year 2015/16 the following advisory Member:Officer consultative Working Parties be established, to report to the bodies set out below:

COUNCIL

- Civic Board

PERSONNEL COMMITTEE

- Local Joint Forum

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PLANNING APPLICATIONS COMMITTEE

- Planning Management Panel

2.13 That the powers and duties of the above bodies listed in H-L above for the Municipal Year 2015/16 be as set out in Appendix C to this report.

M. Neighbourhood Action Groups

2.14 That the Council continue to participate in 13 Neighbourhood Action Groups and a Town Centre group, as previously agreed by Cabinet at its meeting on 12 April 2010.

N. The Council's Constitution

2.15 That the following amendments be made to the Council's Constitution for 2015/16:

a) Financial Regulations (see Appendix D)

That the updated Financial Procedure Rules (Financial Regulations), be approved, as attached to the report at Appendix D, and Part 4 of the Council's Constitution be updated accordingly.

b) Council Procedure Rule 8 - Petitions

That Council Procedure Rule 8 be amended as set out below:

"8. Petitions

(1) A member of the public may present a petition to Council or a Committee provided the petition has not been previously considered by a committee, sub-committee or other body established by the Council.

(2) Petitions presented must be received by the Head of Legal and Democratic Services by not later than 6.00 pm four clear working days before the day of the meeting.

(For example, this means that if a Council meeting is on a Tuesday, the petition must be received in writing by 6.00 pm on the Tuesday before).

(3) Petitions must be presented in the order in which they have been received.

(4) A petitioner may only submit one petition to any Council or Committee meeting. The petitioner may present the petition to the Council or Committee but may not speak for longer than three minutes in total, and the Mayor or Chair shall be able to set a shorter time limit if the number of petitions being presented to the Council or Committee meeting in question warrants this.

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- (5) The same petition may only be presented once, and may not be submitted to a subsequent meeting of another meeting.
- (6) Where petitions are submitted to the Council or Committee:
 - (a) The Leader or Lead Councillor or Chair responsible will reply to the petition, and, if appropriate, may indicate the body of the authority to which the petition will be referred.
 - (b) There will be no right of reply by the petitioner, and no debate.
 - (c) The time limit for the consideration of petitions is ten minutes.
 - (d) If petitions are not presented or heard within the time limit they will be referred to the relevant Committee, Sub-Committee or other Council body.
 - (e) Where a petition is submitted to the Council signed by 1,500 or more people who live, work or study in the local authority's area, the Head of Legal and Democratic Services, at the request of the Lead Petitioner, will include the topic of the petition on the next available agenda to allow a full Council debate on the matter.
 - (f) That, in relation to Council Procedure Rule 8(5)(e) above, the petition organiser will be entitled to address the Council or Committee on the topic of the petition but may not speak for longer than three minutes in total without special dispensation from the Mayor.
 - (g) If the petition is about a planning application or a licensing application or a matter before the Standards Committee refer to Council Procedure Rule 36(4).
- (c) **Officer Employment Procedure Rules**
 - (i) That the Officer Employment Procedure Rules, be amended to include the statutory requirement as described in the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 as follows:

"4. (2) Where a committee, sub-committee or officer is discharging, on behalf of the authority, the function of the dismissal of an officer designated as the head of the authority's paid service, as the authority's chief finance officer, or as the authority's monitoring officer, the authority must approve that dismissal before notice of dismissal is given to that person."
 - (ii) That associated changes to Part 2: Article 4 (The Full Council); Article 8 (Regulatory Committees - "5. Personnel Committee") and Article 12 (Officers) to ensure compliance with the new Local Authorities

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(Standing Orders) (England) (Amendment) Regulations 2015 be approved.

- (iii) That the Head of Legal & Democratic Services be authorised to make any technical changes to Articles and Parts of the Constitution to ensure compliance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 and undertake the appointment process to seek at least two independent persons to serve on a Panel established by the local authority under section 102(4) of the Local Government Act 1972 to consider the dismissal of the Head of Paid Service, the Chief Finance Officer or the Monitoring Officer.

(d) **Budget and Policy Framework Procedure Rules (Policy Framework)**

That a new paragraph be inserted into the Budget and Policy Framework Procedure Rules at 2.2.2, and the remaining paragraphs in the section be renumbered accordingly, in the following terms: 'In order to respond to the challenges facing local authorities, the Council now adopts a three-year Corporate Plan in February each year, which puts the Council's service delivery into context and explains what will be measured to show the difference the Council has made. The focus of the Corporate Plan is to outline the Administration's vision and ambition and establish the priorities for the Council's service delivery.'

O. **Scheme of Members' Allowances for the Financial Year 2015/16**

- 2.16 That, further to Minute 57 of the meeting of Council on 24 March 2015, the following persons shall be regarded as, or equivalent to, "other Councillors carrying out other activities in relation to the discharge of the authority's functions as require the commitment of equivalent time and effort as for other categories of activity which would qualify for Special Responsibility Allowance" at Tier 3 for the remainder of the financial year 2015/16 (and subject to no Councillor receiving more than one Special Responsibility Allowance):

- Vice-Chairs of Committees
- Independent Person appointed in accordance with Section 28 of the Localism Act 2011

- 2.17 That the Remuneration Panel be re-established for 2015/16 with the same terms of reference as agreed at Minute 51 of the Council meeting on 13 November 2001; that its membership be Francis Connolly, Annette Hendry and Brian Revell.

P. **DELEGATIONS**

- 2.18 That the general dispensation, granted to all Members of the authority at the Annual Council Meeting on 11 June 2014, to take part and vote on decisions related to the functions of the authority in respect of:

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- “(i) housing, where you are a tenant of your authority provided that those functions do not relate particularly to your tenancy or lease;
- (ii) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;
- (iii) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;
- (iv) an allowance, payment or indemnity given to members;
- (v) any ceremonial honour given to members; and
- (vi) setting Council Tax or a precept under the Local Government Finance Act 1992;
- (vii) any other business which might reasonably be regarded as affecting the financial position of the Member and/or his/her spouse or partner to a greater extent than the majority of other Council Tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision”;

be renewed for the Municipal Year 2015/16.

- 2.19 That the following delegations, previously made by Committees, be added to the Council’s Delegations Register; and the Monitoring Officer be authorised to update the register to reflect accurately all delegations taken by Committees, and to re-publish the Register on the Council’s website:

Delegation to the Director of Environment & Neighbourhood Services (exercised by the Chief Valuer)

POLICY COMMITTEE

(23A) Local Authority New-build Housing
(Policy Committee, 22 September 2014, Minute 35)

Delegation to the Head of Housing & Neighbourhood Services

POLICY COMMITTEE

(35A) Local Authority New-build Housing
(Policy Committee, 22 September 2014, Minute 35)

Delegations to Head of Planning, Development and Regulatory Services

POLICY COMMITTEE

- (6) Reading Act 2013 - Designation of areas and places in the Borough in which peddling is restricted and touting prohibited

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(Policy Committee, 10 June 2013, Minute 11(5))

LICENSING APPLICATIONS COMMITTEE

(8A) Mobile Homes and Caravan Sites
(Licensing Applications Sub-Committee 3, 16 April 2014, Minute 36)

(14E) Revocation of Vehicle Licences

In (2), inclusion of power to suspend - in consultation with the Chair or Vice-Chair when in the Head of service's opinion it is necessary to do so
(Licensing Applications Committee, 30 May 2001, Minute 132)

(14H) Hackney Carriage or Private Hire Vehicle Drivers' Licence

In (1), inclusion of power to suspend - in consultation with the Chair or Vice-Chair when in the Head of service's opinion it is necessary to do so
(Licensing Applications Committee, 30 May 2001, Minute 132)

(31F) Street Trading Consents - Changes to Conditions

(Licensing Applications Sub-Committee, 22 November 2011, Minute 43)"

It was moved by Councillor Lovelock and seconded by Councillor Page and CARRIED:

Resolved -

That recommendations 2.1 to 2.19 in the report by the Monitoring Officer be approved.

11. APPOINTMENT OF DEPUTY LEADER AND LEAD COUNCILLORS AND ALLOCATION OF PORTFOLIOS

It was moved by Councillor Lovelock and seconded by Councillor Page and CARRIED:

Resolved -

- (1) That Councillor Page be appointed the Deputy Leader of the Council for the Municipal Year 2015-16;
- (2) That for the Municipal Year 2015-16, the following Councillors be appointed as Lead Councillors for the services listed below:

Adult Social Care	Councillor Eden
Children's Services & Families	Councillor Gavin
Culture, Sport & Consumer Services	Councillor Gittings
Education	Councillor Jones
Health	Councillor Hoskin

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Housing	Councillor Davies
Neighbourhoods	Councillor Terry
Strategic Environment, Planning & Transport	Councillor Page

12. APPOINTMENT OF COUNCIL COMMITTEES AND OTHER BODIES

It was moved by Councillor Lovelock and seconded by Councillor Page and CARRIED:

Resolved -

- (1) That, subject to the provisions of the Local Government and Housing Act, 1989, and Regulations made thereunder, the following Councillors be appointed to serve on Committees in the Municipal Year 2015/16:

Adult Social Care, Children's Services & Education Committee (10:3:1:1)

<u>Labour</u> <u>Councillors</u>	<u>Conservative</u> <u>Councillors</u>	<u>Liberal Democrat</u> <u>Councillor</u>	<u>Green</u> <u>Councillor</u>
Eden D Edwards Ennis Gavin Hoskin Jones McElligott Orton Pearce R Williams	Ballsdon Stanford-Beale Vickers	O'Connell	White

Audit & Governance Committee (5:2)

<u>Labour Councillors</u>	<u>Conservative</u> <u>Councillors</u>
Debs Absolom Lovelock McElligott Page Terry	Steele Stevens

Health & Wellbeing Board

Leader of the Council
Lead Councillor for Health
Lead Councillor for Adult Social Care
Lead Councillor for Children's Services & Families

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Named Substitutes: Councillors D Edwards, McElligott, Tickner and R Williams

Observers: Conservative and Liberal Democrat Group Spokespersons

Housing, Neighbourhoods & Leisure Committee (10:3:1:1)

<u>Labour Councillors</u>	<u>Conservative Councillors</u>	<u>Liberal Democrat Councillor</u>	<u>Green Councillor</u>
Debs Absolom Davies Dennis K Edwards Gittings James Lawrence Livingston Terry Tickner	Grashoff Robinson Steele	O'Connell	J Williams

Licensing Applications Committee (7:3)

<u>Labour Councillors</u>	<u>Conservative Councillors</u>
Chrisp Dennis D Edwards Livingston Page Singh Woodward	Grashoff Skeats Vickers

Personnel Committee (4:1)

<u>Labour Councillors</u>	<u>Conservative Councillor</u>
Gavin Lovelock Page Terry (or nominees)	Skeats

Planning Applications Committee (8:3:1)

<u>Labour Councillors</u>	<u>Conservative Councillors</u>	<u>Liberal Democrat Councillor</u>
Davies Gavin	Ballsdon Hopper	Duveen

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Lawrence
Livingston
Maskell
Page
Pearce
Singh

Policy Committee (9:3:1:1)

<u>Labour Councillors</u>	<u>Conservative Councillors</u>	<u>Liberal Democrat Councillor</u>	<u>Green Councillor</u>
Davies Eden Gavin Gittings Hoskin Jones Lovelock Page Terry	Hopper Skeats Stanford-Beale	Duveen	White

Standards Committee (5:2)

<u>Labour Councillors</u>	<u>Conservative Councillors</u>
Ayub Chrisp D Edwards Livingston Orton	McDonald Steele

(Together with the following independent member: Mrs T Barnes)

Named Substitutes (1:1)

<u>Labour Councillor</u>	<u>Conservative Councillor</u>
Eden	Skeats

Strategic Environment, Planning & Transport Committee (9:3:1:1)

<u>Labour Councillors</u>	<u>Conservative Councillors</u>	<u>Liberal Democrat Councillor</u>	<u>Green Councillor</u>
David Absolom Ayub Chrisp Dennis Lawrence	Hopper McDonald Stevens	Duveen	Whitham

COUNCIL MEETING MINUTES - 27 MAY 2015

Maskell
Page
Rodda
R Williams

- (2) That the following Councillors be appointed to serve on other bodies in the Municipal Year 2015-16:

Access and Disabilities Working Group (4:1)

<u>Labour</u> <u>Councillors</u>	<u>Conservative</u> <u>Councillor</u>
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Eden Hoskin Khan R Williams	Grashoff
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Adult Safeguarding Panel (3:1:1)

<u>Labour</u> <u>Councillors</u>	<u>Conservative</u> <u>Councillor</u>	<u>Liberal Democrat</u> <u>Councillor</u>
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Eden Orton R Williams	Vickers	O'Connell
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Alliance for Cohesion and Racial Equality (1:1:1:1)

<u>Labour</u> <u>Councillor</u>	<u>Conservative</u> <u>Councillor</u>	<u>Liberal Democrat</u> <u>Councillor</u>	<u>Green</u> <u>Councillor</u>
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Lovelock	Robinson	O'Connell	J Williams
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Appeals Pool from which Members will be drawn to serve on the Curriculum Complaints Panel or the Removal of Early Years Providers Appeals Panel, as required by regulation.

<u>Labour Councillors</u>	<u>Conservative</u> <u>Councillor</u>	<u>Liberal Democrat</u> <u>Councillor</u>
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D Edwards Gittings Livingston Lovelock	Vickers	O'Connell
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Arts & Heritage Forum (5:2)

<u>Labour Councillors</u>	<u>Conservative</u> <u>Councillor</u>
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COUNCIL MEETING MINUTES - 27 MAY 2015

Gittings
Hacker
James
Livingston
R Williams

Grashoff
Steele

Children's Centres Strategic Advisory Board

Lead Councillor for Children's Services & Families

Children's Safeguarding Panel (3:1:1)

<u>Labour</u> <u>Councillors</u>	<u>Conservative</u> <u>Councillor</u>	<u>Liberal Democrat</u> <u>Councillor</u>
D Edwards Gavin Jones	Stanford-Beale	O'Connell

Children's Trust Board

Lead Councillors for Children's Services & Families and Education

Observers: Conservative and Liberal Democrat Group Spokespersons

Civic Board (6:3:1)

<u>Labour</u> <u>Councillors</u>	<u>Conservative</u> <u>Councillors</u>	<u>Liberal Democrat</u> <u>Councillor</u>
Gavin Gittings Lawrence Livingston Lovelock Page	Skeats Stanford-Beale Stevens	Duveen

Community Safety Partnership

Councillors Gavin, Page and Terry

Observer: Conservative Group Spokesperson

Cultural Partnership Board

Lead Councillor for Culture, Sport & Consumer Services and other Group Spokespersons.

Cycle Forum (3:1:1:1)

<u>Labour</u>	<u>Conservative</u>	<u>Liberal Democrat</u>	<u>Green</u>
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COUNCIL MEETING MINUTES - 27 MAY 2015

<u>Councillors</u>	<u>Councillor</u>	<u>Councillor</u>	<u>Councillor</u>
Dennis Gittings Page	Hopper	O'Connell	Whitham

Lifelong Learning Board

Lead Councillors for Education and Children's Services & Families

Local Joint Forum (3:1)

<u>Labour Councillors</u>	<u>Conservative Councillor</u>
Gavin Lovelock Page (or nominees)	Steele

Local Sustainable Transport Fund Cross-Boundary Councillor Steering Group

Group Leaders, Lead Councillor for Strategic Environment, Planning & Transport, and other Group Transport spokespersons.

Older People's Working Group (4:1)

<u>Labour Councillors</u>	<u>Conservative Councillor</u>
Eden Hoskin Khan R Williams	Vickers

Olympic Legacy Forum (2:1)

<u>Labour Councillors</u>	<u>Conservative Councillor</u>
Gittings Livingston	Steele

Parenting Panel (3:1:1)

<u>Labour Councillors</u>	<u>Conservative Councillor</u>	<u>Liberal Democrat Councillor</u>
D Edwards Gavin Jones	Stanford-Beale	O'Connell

COUNCIL MEETING MINUTES - 27 MAY 2015

Planning Management Panel (3:1:1)

<u>Labour Councillors</u>	<u>Conservative Councillor</u>	<u>Liberal Democrat Councillor</u>
Livingston Maskell Page (or nominees)	Ballsdon	Duveen

SACRE (3:1:1)

<u>Labour Councillors</u>	<u>Conservative Councillor</u>	<u>Liberal Democrat Councillor</u>
Ennis Jones Khan	Ballsdon	O'Connell

Safer Reading Neighbourhood Action Group Forum (3:1)

<u>Labour Councillors</u>	<u>Conservative Councillor</u>
Ayub Khan Terry	Robinson

School Admission Forum

Councillors D Edwards and Jones

Observers - Councillors Ballsdon, O'Connell

School Improvement Panel (5:1:1)

<u>Labour Councillors</u>	<u>Conservative Councillors</u>	<u>Liberal Democrat Councillor</u>
Gavin Jones Livingston Maskell McElligott	Ballsdon	O'Connell

School Transport Appeals Panel (5:2:1)

<u>Labour Councillors</u>	<u>Conservative Councillors</u>	<u>Liberal Democrat Councillor</u>
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COUNCIL MEETING MINUTES - 27 MAY 2015

Chrisp
D Edwards
Gittings
Jones
Livingston

Grashoff
Vickers

O'Connell

(or nominees)

Secure Accommodation Panel

Councillor D Edwards
Standing Deputy: Councillor Gavin

Town Twinning Group (2:1)

Labour Councillors

Conservative Councillor

Ayub
Livingston
(Mayor - ex-officio)

Grashoff

- (3) That the terms of reference of the above bodies be as set out in Appendices A, B and C to the Monitoring Officer's report on the Constitution, Powers and Duties of the Council and Committees etc;
- (4) That the following Councillors be appointed/nominated as appropriate as Chairs/Vice-Chairs of the bodies listed at (2) above:

Working Party etc

Chair

Access & Disabilities Working Group

Councillor R Williams (Chair)
Councillor Eden (Vice-Chair)

Adult Safeguarding Panel

Councillor Eden

Arts & Heritage Forum

Councillor Hacker (Chair)
Councillor R Williams (Vice-Chair)

Children's Safeguarding Panel

Councillor Gavin

Children's Trust Board

Councillor Gavin

Civic Board

Councillor Page

Community Safety Partnership

Councillor Terry (nomination)

Cultural Partnership Board

Councillor Gittings

Cycle Forum

Councillor Page

Lifelong Learning Board

Councillor Jones

COUNCIL MEETING MINUTES - 27 MAY 2015

Local Joint Forum	Councillor Lovelock (Vice-Chair)
Local Sustainable Transport Fund Cross-Boundary Councillor Steering Group	Councillor Page
Older People's Working Group	Councillor Khan (Chair) Councillor Eden (Vice-Chair)
Olympic Legacy Forum	Councillor Gittings
Parenting Panel	Councillor D Edwards Councillor Gavin (Vice-Chair)
Planning Management Panel	Councillor Maskell
SACRE	Non-Councillor
Safer Reading Neighbourhood Action Group Forum	Councillor Terry Councillor Ayub (Vice-Chair)
School Admission Forum	Councillor Jones
School Improvement Panel	Councillor Jones
School Transport Appeals Panel	Councillor D Edwards (Chair) Councillor Gittings (Vice-Chair)
Town Twinning Group	The Mayor

13. APPOINTMENT OF CHAIRS/VICE CHAIRS OF COMMITTEES

It was moved by Councillor Lovelock and seconded by Councillor Page and CARRIED:

Resolved -

That the following be appointed Chairs and Vice-Chairs of the following Committees for the Municipal Year 2015/16:

Committee	Chair	Vice-Chair
Adult Social Care, Children's Services & Education	Councillor McElligott	Councillor Pearce
Audit & Governance	Councillor Stevens	Councillor Lovelock
Health & Wellbeing Board	Councillor Hoskin	Councillor Lovelock
Housing, Neighbourhoods & Leisure	Councillor K Edwards	Councillor James
Licensing Applications	Councillor Woodward	Councillor Livingston

COUNCIL MEETING MINUTES - 27 MAY 2015

Planning Applications	Councillor Maskell	Councillor Livingston
Personnel	Councillor Lovelock	Councillor Page
Policy	Councillor Lovelock	Councillor Page
Standards	Mrs T Barnes	Councillor D Edwards
Strategic Environment, Planning & Transport	Councillor David Absolom	Councillor Lawrence

14. DATES OF COUNCIL MEETINGS FOR 2015/16

It was moved by the Mayor and seconded by the Deputy Mayor and CARRIED:

Resolved -

That, before the day of the Annual Meeting in 2016, meetings of the Council be held at half-past six o'clock in the afternoon on 7 July and 20 October 2015, and 26 January, 23 February and 22 March 2016, unless the Mayor shall specify some other date and time.

(The meeting closed at 7.20pm).

READING BOROUGH COUNCIL
REPORT BY MONITORING OFFICER

TO:	COUNCIL		
DATE:	7 JULY 2015	AGENDA ITEM:	7
TITLE:	OFFICER EMPLOYMENT PROCEDURE RULES		
LEAD COUNCILLOR:	JO LOVELOCK	PORTFOLIO:	LEADERSHIP
SERVICE:	LEGAL & DEMOCRATIC SERVICES	WARDS:	BOROUGH-WIDE
LEAD OFFICER:	CHRIS BROOKS	TEL:	0118 937 2602 / 72602
JOB TITLE:	HEAD OF LEGAL AND DEMOCRATIC SERVICES	E-MAIL:	chris.brooks@reading.gov.uk

1. PURPOSE AND SUMMARY OF REPORT

1.1 Further to the Council's Annual Meeting held on 27 May 2015, this report seeks the Council's approval to amend the Officer Employment Procedure Rules to ensure that they comply with the new Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015.

1.2 At the Annual Meeting, the Council agreed to update Part 2 of the Council's Constitution: Article 4 (The Full Council); Article 8 (Regulatory Committees - "5. Personnel Committee") and Article 12 (Officers). These changes were agreed to bring them into line with the new Regulations, which prescribe that the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2001 should now read:

"4. (2) Where a committee, sub-committee or officer is discharging, on behalf of the authority, the function of the dismissal of an officer designated as the head of the authority's paid service, as the authority's chief finance officer, or as the authority's monitoring officer, the authority must approve that dismissal before notice of dismissal is given to that person."

1.3 The new Regulations also require at least two independent persons to serve on a Panel established by the local authority under section 102(4) of the Local Government Act 1972 to consider the dismissal of the Head of Paid Service, the Chief Finance Officer or the Monitoring Officer. The Head of Legal & Democratic Services was therefore authorised by the Council, on 27 May 2015, to undertake the appointment process to seek the independent persons, as necessary.

2. RECOMMENDED ACTION

2.1 That the revised Officer Employment Procedure Rules, as appended to the report, be approved for inclusion in Part 4 (Rules of Procedure) of the Council's Constitution.

3. POLICY CONTEXT

- 3.1 The new Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 make changes to the process by which the Head of Paid Service, Chief Finance Officer and Monitoring Officer can be dismissed.
- 3.2 In order to comply with the new Regulations the Council must make changes to the Constitution to reflect the revised procedures, most notably to the Officer Employment Procedure Rules.

4. THE PROPOSAL

4.1 Current Position:

- 4.1.1 The Council adopts a Constitution each year, which includes rules and procedures relating to officer employment. The new Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 have prescribed a process to be followed in the event the local authority wants to dismiss the Head of Paid Service, Chief Finance Officer or Monitoring Officer. Consequently, the Officer Employment Procedure Rules have been reviewed to ensure compliance with the new Regulations.
- 4.1.2 The Council, at its Annual Meeting on 27 May 2015, agreed to update Part 2 of the Council's Constitution: Article 4 (The Full Council); Article 8 (Regulatory Committees - "5. Personnel Committee") and Article 12 (Officers) and review and amend the Officer Employment Procedure Rules.

4.2 Options Proposed

- 4.2.1 The Council is recommended to approve the revised Officer Employment Procedure Rules as set out in the Appendix to this report.

4.3 Other Options Considered

- 4.3.1 The option not to make the required changes to the Council's rules of procedure is not recommended.

5. CONTRIBUTION TO STRATEGIC AIMS

- 5.1 The changes to the Officer Employment Procedure Rules are being made in response to new Regulations made by the Government. The changes that need to be made to the Council's procedures, as a result of the new Regulations, are not considered to conflict with any of the Council's Corporate Plan priorities:

1. Safeguarding and protecting those that are most vulnerable;
2. Providing the best start in life through education, early help and healthy living;
3. Providing homes for those in most need;
4. Keeping the town clean, safe, green and active;
5. Providing infrastructure to support the economy; and
6. Remaining financially sustainable to deliver these service priorities.

6. COMMUNITY ENGAGEMENT AND INFORMATION

- 6.1 The revised Officer Employment Procedure Rules will be included in the Council's Constitution, which is published on the website and as such available for public inspection.

7. EQUALITY IMPACT ASSESSMENT

- 7.1 Under the Equality Act 2010, Section 149, a public authority must, in the exercise of its functions, have due regard to the need to—

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

- 7.2 It is not considered that an Equality Impact Assessment (EIA) is relevant to the decisions arising from this report. This is because the report concerns the adoption, by the Council of new operating arrangements to comply with changes in legislation.

8. LEGAL IMPLICATIONS

- 8.1 The new Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 require the Council to make changes to the following parts of the Constitution:

Part 2: Article 4 (The Full Council);
Article 8 (Regulatory Committees - "5. Personnel Committee");
Article 12 (Officers); and
Part 4: Rules of Procedure - Officer Employment Procedure Rules.

- 8.2 Under Part 2: Article 4 of the Constitution, changes to the Constitution are matters reserved to the Council to determine. As a result, the new Officer Employment Procedure Rules must be approved by full Council.

9. FINANCIAL IMPLICATIONS

- 9.1 There is no specific budget line in the Council's estimates for establishing Committees concerned with the appointment/ dismissal of officers.

- 9.2 The new Regulations require the appointment of at least two independent persons to serve on Committees considering the dismissal of the Head of Paid Service, Chief Finance Officer or Monitoring Officer. By way of comparison, the independent persons/ members on the Standards Committee have received a Special Responsibility Allowance. It is likely that independent members appointed to comply with these Regulations would either receive a Tier 3 payment, currently £1,074 pa or a daily rate equivalent to the councillors' Basic Allowance. This equates to £32.62 a day.

10. BACKGROUND PAPERS

- 10.1 None.

Officer Employment Procedure Rules

Adopted by Council, 7 July 2015

The Officer Employment Procedure Rules incorporate prescribed Standing Orders relating to staff as required by the Local Authorities (Standing Orders) Regulations 1993, as amended by the Local Authorities (Standing Orders) (England) Regulations 2001; the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014; and the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015. Part IV of Schedule 1 to the 2014 Regulations sets out provisions that must be incorporated into the Standing Orders of an authority operating a committee system. They have been incorporated into the Rules below, in plainer English, and are shown *in italics*:

1. Recruitment and Appointment

(a) Declarations

The Council requires any candidate for appointment as an officer to state on the application form whether they are a partner, spouse or relative of an existing Councillor or officer of the Council.

(b) Seeking Support for Appointment.

The Council advises all applicants for appointment as an officer that canvassing support from any Councillor or employee of the authority, or giving false information, or omitting to give information, will render the person liable for dismissal if appointed.

No Councillor may seek support for any person for any appointment with the Council.

2. Appointment, Dismissal and Disciplinary Action

2.1 *The appointment and dismissal of, and taking disciplinary action against, a member of staff of the Council shall be carried out by the Managing Director as the Head of the Council's Paid Service or by an officer nominated by him/her. A record of officers nominated by the Managing Director shall be maintained by the Human Resources Manager.*

2.2 *Paragraph 2.1 shall not apply to the appointment or dismissal of, or disciplinary action against an officer holding a post described in Sections 2 and 9 of the Local Government & Housing Act 1989. This includes the following:-*

- (a) *the Head of the Authority's Paid Service (Managing Director)*
- (b) *the Director of Adult Care and Health Services, Director of Children, Education and Early Help Services and the Director of Environment and Neighbourhood Services*
- (c) *the Head of Finance (Chief Finance Officer)*
- (d) *the Monitoring Officer (Head of Legal & Democratic Services)*
- (e) *persons who, as respects all or most of their duties, report directly to or are directly accountable to the Head of the Council's Paid Service*
- (f) *persons who, as respects all or most of their duties, report directly to or are accountable to any of the posts listed above (other than staff whose duties are of a clerical or support nature)*
- (g) *persons who, as respects all or most of their duties report directly or are directly accountable to the Council or a Committee or Sub-Committee of the Council*
- (h) *assistants for political groups.*

2.3 *Any appointment or dismissal of an officer designated as the Head of the Council's Paid Service, shall be approved by the full Council before any offer of appointment or notice of dismissal is given to the person concerned.*

2.4 *Any dismissal of an officer designated as the Chief Finance Officer or Monitoring Officer, shall be approved by the full Council before any notice of dismissal is given to the person concerned.*

2.5 Where the Council appoints a Committee or a Sub-Committee to carry out the function of appointing or dismissing any officer to or from the positions referred to in paragraph 2.2 above, the Committee or Sub-Committee shall include at least one Lead Councillor.

3. Appointment of Chief Officers - Process

3.1 Where the Council wishes to appoint a Chief Officer as defined by statute, and wishes to seek applicants from outside existing officers of the Council, the following procedure will apply:

- (a) the appointment will be co-ordinated and made by the Personnel Committee, or by any other Committee or Sub-Committee authorised by full Council or the Personnel Committee to make the appointment;
- (b) the post will be advertised publicly, to bring it to the attention of people who are qualified to apply for it;
- (c) a job description and person specification will be produced, and sent to all applicants for the job, specifying:
 - (i) the duties of the post
 - (ii) the qualifications and qualities being sought by the Council
- (d) the Personnel Committee will either:
 - (a) interview all qualified applicants for the post, or
 - (b) select a short-list of qualified applicants in accordance with the Council's recruitment and selection policy and procedures.
- (e) If no suitably qualified person applies for the post, any re-advertisement will comply with paragraph (3) above.

3.2 The Personnel Committee has delegated powers to appoint Corporate Directors, the Monitoring Officer, the Section 151 Officer and posts falling within the definition of Deputy Chief Officer in Section 2(1) of the Local Government & Housing Act 1989.

4. Disciplinary Proceedings against the Head of Paid Service, Monitoring Officer and Chief Finance Officer

4.1 *No disciplinary action as defined by Regulation 2 of the Local Authorities (Standing Orders) (England) Regulations 2001 may be taken against the Head of the Authority's Paid Service, the Monitoring Officer or the Chief Finance Officer in cases of alleged misconduct, otherwise than in accordance with a recommendation contained in a report made by a designated independent person appointed in accordance with the provisions of Regulation 7 of these Regulations.*

4.2 *Such disciplinary action means any action occasioned by alleged misconduct which, if proved, would be recorded under normal Council procedures on the officer's personal file, and includes any proposal for dismissal for reasons other than redundancy, permanent ill-health or infirmity of mind or body. It does not include failure to renew a fixed-term contract of employment unless the authority has undertaken to review such a contract.*

4.3 The process will be initiated by the Personnel Committee, unless any other Committee has been authorised to take this action.

4.4 *The relevant officer may be suspended whilst the investigation is taking place, and if so, the suspension will be on full pay and will last for no longer than two months.*

4.5 Further disciplinary action may only be taken as recommended in the report made by the designated independent person.

- 4.6 *Dismissal of the Head of the Authority's Paid Service, the Monitoring Officer or the Chief Finance Officer may only be exercised by the full Council, having taken into consideration a recommendation of a Personnel Panel.*
- 4.7 *The Personnel Committee shall be responsible for establishing a Panel (Sub-Committee) under section 102(4) of the Local Government Act 1972 for the purposes of making recommendations to the Council on matters relating to the dismissal of the Head of Paid Service, the Chief Finance Officer and the Monitoring Officer of the authority, in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015, which include the requirement for the Panel to include at least two independent persons appointed under section 28(7) of the Localism Act 2011;*
- 4.8 The Personnel Committee has delegated powers to dismiss Corporate Directors and posts falling within the definition of Deputy Chief Officer in Section 2(1) of the Local Government & Housing Act 1989.
5. **Appeal**
- 5.1 *Nothing in this Standing Order shall prevent a Member from serving as a member of any Committee or Sub-Committee established by the Council to consider an appeal by:*
- (i) a person against any decision relating to the appointment of that person as a member of staff of the authority, or*
 - (ii) a member of staff of the authority against any decision relating to the dismissal of, or taking disciplinary action against, that member of staff.*