This Table is intended as a precis of elements of the Constitution relating to the make up of the Council, Committees, etc. It also lists (i) the standard items of business, (ii) the order of those items of business, and (iii) the Motions that can be moved without notice, at a meeting. In some places the Constitution will refer to this Table to identify which item of business/Motion/etc a particular meeting can consider/deal with. If there is any conflict between the wording of the Constitution and the contents of this Table, the Constitution will prevail.

References to [A], [B], [C], etc, are to the notes at the bottom of the table.

Constitution of Body

Where to look for terms of reference, powers, etc

Membership [A] - number of Councillors appointed as Members of Body

Substitutes appointed?

Members appointed by?

Quorum

Councillor Membership politically balanced?

Number of other Members (see notes below and Constitution for who, how appointed, etc)

Standard Items of Business at Meeting (order cannot be varied)

Elect a Member to preside if Chairman/Vice-Chairman of Body not present

Receive apologies for inability to attend the meeting

Chairman's remarks

Elect Chairman of Body (annually at Annual Meeting unless vacancy)

Elect Vice-Chairman of Body (annually at Annual Meeting unless vacancy)

Approve Minutes of previous meeting(s)

Receive Declarations of Interest

Elect Leader of Council (four-yearly at First Annual Meeting after elections unless vacancy)

Receive Leader's notification of number and membership of Executive (annually at Annual Meeting, unless change)

Receive annuncements from Chairman/Leader/Executive/Head of Paid Service

Standard Items of Business (where relevant) at Meeting (order can be varied by Chairman or on Motion)

Receive Petitions

Respond to public written questions

Decide on Committees, size, terms of reference, allocation of seats, etc

Appoint Councillors to Committees

Appoint Councillors to Outside Bodies (if not delegated, eg to Leader)

Agree any amendments to Constitution

Respond to Petitions previously received

Consider Reports and Proposals from Executive/Scrutiny Committee/Officers

Deal with matters referred from Council/Scrutiny Committee

Receive Reports on joint arrangements/external organisations and receive questions/provide answers on such Consider Motions submitted by Members

Respond to Councillors' written questions

Consider Called In item

Consider business/any other business specified in the Agenda

Procedural Motions that may be moved without notice

Appoint a Chairman for meeting if Chairman/Vice-Chairman absent

Accuracy of Minutes

Closure or adjournment of the meeting

Order of or next business

Refer any matter to Council/Executive/Committee/Statutory Officer

Establish a Committee and appoint members if such arises from an Agenda item

Establish a Task Group and appoint members if such if arises from an Agenda item

Establish a Sub-Committee and appoint members if such if arises from an Agenda item

Withdraw a Motion or amendment with leave of the Chairman Amend a Motion as permitted

Amend the time limit for speeches (if any)

Allow member of the public to speak in accordance with Rules

Allow continuation of meeting past 22:00

Suspend a Rule of Procedure where permitted

Exclude the press and public in accordance with the statutory provisions

A Member named for disorderly conduct not to be further heard/leave the meeting

A Closure Motion

- A Each Councillor's term of office starts on the fourth day after being elected and finishes (except for the Chairman of Council and Leader of Council see [B]) on the fourth day after the date of the next all council elections.
- B The Chairman of Council and Leader of Council continue as Councillors (and thus in post) until the agenda items for election of Chairman and Leader at the first Annual Meeting of Council after all council elections.
- C Only Motions relating to Revenue and Expenditure may be considered at the Budget Meeting of Council.
- D The Leader of Council chairs the Executive.
- The Health & Wellbeing Board (HWB) is a statutory body constituted as a Committee of the Council. Some members are identfied by statute, some are appointed by the Council (by the Leader), and some are appointed by
- E the Board. Any obligation to allocate seats to political parties is disapplied in relation to the HWB. The Chairman is nominated by the Council and the Vice-Chairman by the ICB. The quorum must include at least one WBC Councillor and one ICB representative.
- At the first meeting of a committee in the municipal year, the Clerk will (i) take apologies for absence and (ii) seek nominations for Chairman, then the (newly) elected Chairman (or the Clerk if they are absent) will take nominations for Vice-Chairman.

Council	Executive	Health & Wellbeing	Resources & Place Scrutiny		Health & Adult Social Care Scrutiny			Children & Young People Scrutiny			Planning						Licensing				Governance				Personnel			Appeals	
Annual meeting Budget meeting Ordinary meeting Extraordinary meeting	Ordinary meeting Extraordinary meeting	Ordinary meeting Extraordinary meeting		eeting	Annual meeting Ordinary meeting	Extraordinary meeting	Annual meeting	Ordinary meeting	Extraordinary meeting	Annual meeting	Ordinary meeting	Extraordinary meeting	Annual meeting	Ordinary meeting	Extraordinary meeting	Annual meeting	Ordinary meeting	Extraordinary meeting	Sub-Committee meeting	Annual meeting	Ordinary meeting	Extraordinary meeting	Advisory Panel meeting	Annual meeting	Ordinary meeting	Extraordinary meeting	Membership	Appeals Panel meeting	Meeting
XXX	XXX XXX 43 (all) 2 to 9		XXX 6 [E] 9		XXX 9		XXX 9			XXX 11 [L] 9 (from Area)					XXX 12 3			XXX 8 4 [L]				XXX 5			XX		XXX		
N/A	No	Yes Yes			Yes		Yes			11 [H] 9 (from Area) Yes					12 3 No 1			8 4 [L] Yes [M]				Yes			12 No	4 0	2 [P] Yes [P]		
Election			[E] Council 4 [E] 4		Council		Council			Council					Council [I]			Council						Council	[N]	[P]			
11 N/A	11 4 N/A N/A				4 Yes		4 Yes			4 Yes					4 3 Yes No			4 3 Yes No [L]			4 Yes			N/A Yes	3 No	3 [P]			
None	None	No 15 [E]	Yes None		None	4 [G]			None					None				2 [K] 4 [L]				None			Nor		4 [P]		
		• • • •			T 4												[12									[0]			
					[F] •	•	[F]	•	•	[F]	•	•	[F]	•	•	[F]	•	•	[1]	[F]	•	•	•	[F]	•	•		[O] •	•
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The following co-opted members are defined by statute where the functions of an overview and scrutiny committee relate to any education functions which are the responsibility of the Executive: (i) a person nominated by the Diocesan Board of Education for any Church of England diocese which falls wholly or partly within West

- G Berkshire; (ii) a person nominated by the bishop of any Roman Catholic diocese which falls wholly or partly in West Berkshire; (iii) an elected representatives of primary school parent governors at schools maintained by West Berkshire Council and (iv) an elected representatives of primary school parent governors at schools maintained by
- H The District Planning Committee membership is comprised of the Executive Portfolio Holder with responsibility for Planning plus five Members each from the Eastern and Western Area Planning Committees.
- The members for a Licensing Sub-Committee are are identified by Officers based on availability following consultation with the Chairman of the Licensing Committee.
- The Chairman (or Vice Chairman if the Chairman is absent) of the Licensing Committee will chair a Licensing Sub Committee meeting if present.
- The Governance Committee membership is comprised of eight Councillors plus two Parish Council ${\bf K}$ representatives
- The Advisory Panel membership comprises two Councillors from the Administration, two from the main opposition party, two Parish or Town Councillors and two (out of three) Independent Persons.
- There are no substitutes for Councillor members of the Advisory Panel, but there are two Parish Council member substitutes (and three Independent Persons, with two sitting on a Panel).
- N Members for an Appeals Panel are identified by Officers based on availability.
- O The Appeals Committee as a body does not have a Chairman the Chairman for each Appeals Panel Meeting will be elected at the Meeting.
- The Joint Public Protection Committee (JPPC) comprises four members, two from each local authority (for WBC,
- the relevant Executive Member and the Chairman of the Licensing Committee), plus a Substitute or Substitutes (for WBC the other Executive Members) with the Chairmanship and Vice-Chairmanship rotating between the Executive membership.