

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 announcements 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

	Council				Executive		Health & Wellbeing		Resources & Place Scrutiny			Health & Adult Social Care Scrutiny			Children & Young People Scrutiny			Planning						Licensing				Governance				Personnel			Appeals		JPPC	
	Annual meeting	Budget meeting	Ordinary meeting	Extraordinary meeting	Ordinary meeting	Extraordinary 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	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			XXX			XXX			XXX			XXX			XXX			XXX			XXX			XXX		XXX			
	43 [all]				2 to 9		6 [E]		9			9			9			11 [H]		9 (from Area)			12		3		8		4 [L]		5		12		4		2 [P]	
	N/A				No		Yes		Yes			Yes			Yes			Yes		Council			No		1		Yes		[M]		Yes		Council		No		Yes [P]	
	Election				Leader		[E]		Council			Council			Council			Council					Council		[I]		Council					Council		[N]		[P]		
	11				4		4 [E]		4			4			6			4					4		3		4		3		4		N/A		3		3	
	N/A				N/A		No		Yes			Yes			Yes			Yes					Yes		No		Yes		No [L]		Yes		Yes		No		[P]	
	None				None		15 [E]		None			None			4 [G]			None					None				2 [K]		4 [L]		None		None				4 [P]	
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	[B]				[D]		[E]		[F]			[F]			[F]			[F]			[F]					•		[F]								[P]		
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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 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 West Berkshire Council. In addition, the Children and Young People Scrutiny Committee has elected to appoint two non-statutory co-opted members to represent young people in west Berkshire.

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 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 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).

Members for an Appeals Panel are identified by Officers based on availability.

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.