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Wokingham Borough Council – Structure and responsibilities

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REVISIONS

Section 1

Page	Change Made	Reference	Date
4	New Management Structure	1.3	November 2006
1, 2	Borough Status	Many	March 2007
Index	Health Select Committee to Health Overview and Scrutiny	Many	May 2007
3	New Committee Structure	1.2	May 2007
6 & 9	Health Select Committee to Health Overview and Scrutiny	Many	May 2007
1-5	Amount from 500,000 to 300,000	1.4.4.d	May 2007
4	New Management Structure	1.3	August 2007
4	New Management Structure	1.3	November 2007
3	New Committee Structure	1.2	June 2008
4	New Management Structure	1.3	June 2008
	Corporate Heads to General Managers and Associated Formatting	Many	July 2008
3	New Committee Structure	1.2	October 2008
4	New Management Structure	1.3	October 2008
6, 9 & 10	Scrutiny Committee to Overview and Scrutiny Management Committee and associated formatting	Many	October 2008
4	New Management Structure	1.3	July 2009
3	New Committee Structure	1.2	May 2010
4	New Management Structure	1.3	May 2010
3	New Committee Structure	1.2	February 2011
4	New Management Structure	1.3	February 2011
4	New Management Structure	1.3	January 2012
3	New Committee Structure	1.2	April 2012
4	New Management Structure	1.3	April 2012
3	New Committee Structure	1.2	February 2013
4	New Management Structure	1.3	February 2013
3	New Committee Structure	1.2	May 2013
4	New Management Structure	1.3	May 2013
4	New Management Structure	1.3	November 2013
6	Overview & Scrutiny Panels to Overview and Scrutiny Committees	1.4.8	November 2013

12	Title Change Head of Governance and Democratic Services to Borough Solicitor	1.6	February 2014
4	Updated Management Structure	1.3	July 2014
3	Updated Committee Structure	1.2	July 2015
2	Publication of the Constitution – Electronic or printed copies	1.1.10	September 2015
6	Removal of word Management and ref to Chapter 7.2	1.4.8	November 2015
10	Replace Strategic Leadership Board with Corporate Leadership Team	1.5.8	November 2015
4	Updated Management Structure	1.3	November 2016
4	Updated Management Structure	1.3	May 2017
4	Updated Management Structure	1.3	November 2017
3	Committee Structure	1.2	May 2018
4	Updated Management Structure	1.3	July 2018
2	Removal of Para c)	1.1.10 c	November 2018
3	Updated Committee Structure	1.2	November 2018
4	Updated Management Structure	1.3	November 2018
6	Removal of Health O & S committee as now reports to Overview and Scrutiny	1.4.8	November 2018
8	Update of Legislation	1.5.3.1	November 2018
9	New 1.5.3.4 and associated formatting	1.5.3.4	November 2018
12	Change Chapter 12.2 to Chapter 13	1.6.2	November 2018
4	Updated Management Structure	1.3	February 2019
4	Updated Management Structure	1.3	May 2019
4	Updated Management Structure	1.3	July 2021
5	Updated Key Decision definitions to reflect changes made to 5.1.9.2 in 2020	1.3	July 2021
1 & 2	Changes to the Constitution – review and approval	1.1.6	February 2022
12	Signing or Sealing on behalf of the Council	1.6.6	February 2022
5	Management Structure	1.3	March 2023
5	Management Structure	1.3	March 2024

Section 2

Page	Change Made	Reference	Date
1, 3, 7, 8, 9, 10	Borough Status	Many	March 2007
4-11	Members Allowances Scheme	2.2	May 2007
All	Members Allowances Scheme	2.2	October 2008
3-11	Members Allowances Scheme	2.2	July 2009
5	Update Names of O & S Panels	2.2.5.2	September 2010
3	Increase membership of Independent remuneration panel to 5 people	2.2.3	November 2010
8	Change Car Mileage Rates	2.2.6.1	November 2010
11	Change of General Manager to Strategic Director	2.2.11	February 2011
6	Additional Text Childcare Form	2.2.5.3	March 2011
13-15	Updated Claim Form and Childcare Form	2.2.17	March 2011
3	Change Legal and Democratic Services to Democratic Services	2.2.1	May 2011
4	Change of Dates	2.2.4	May 2011
4	2 nd Paragraph changed - Re Para C	2.2.5.1. c)	May 2011
6	Change in amount of hours	2.2.5.3.	May 2011
8	1 st Class Travel to Standard Class Travel	2.2.6	May 2011
8	Mileage Rates	2.2.6.1	May 2011
10	Changes to Table - mileage paid on production of claim	2.2.8	May 2011
10	2 nd Paragraph - Democratic Services replaced by Group Offices	2.2.8	May 2011
Index	Updated		September 2011
2	Additional Text - also available on the Councils Website	2.1.6	September 2011
6	Additional Text re Car Parking at Shute End	2.2.5.4	September 2011
15	Updated Childcare Form	2.2.17	January 2012
8	Additional Approved Duty	2.2.5.4	July 2012
12	Supporting Documents - Addition of dates	2.2.16	July 2012
Index and 3	Appointing IRP Members and associated formatting	2.2.3	November 2012

Appx A	New Appx A, Process, Application Form, Role and Terms of Reference for IRP Members	Appx A	November 2012
5	Update Overview and Scrutiny Panels to Overview and Scrutiny Committees	2.2.5.2	May 2013
Index and 3-12	Changes to the Allowances Scheme and associated formatting	2.2	September 2014
4	Change of Effective date	2.2.4	September 2015
4	Change of Basic Allowance	2.2.5.1	September 2015
11	Change to Pension Rules	2.2.13	September 2015
12	Additional dates	2.2.16	September 2015
22	Additional Para 8 – Review of Council Owned Companies	Terms of Reference	September 2015
1	Replace 2009 with 2017	2.1.2	November 2015
3	Replace Office of Deputy Prime Minister with Department for Communities and Local Government	2.2.1	November 2015
5	Removal of Community Partnerships and Corporate Services and replaced with Community and Corporate	2.2.5.2	May 2016
20	Change to period of appointment	Role of IRP Member	September 2016
4, 5, 6, 12	Changes to the Allowances Scheme, incl Basic allowance, SRA, Minimum Wage.	2.2.4, 2.2.5.1, 2.2.5.2. 2.2.16	November 2016
16	Additional wording – Advert on web site etc	Appendix A	February 2017
3	Independent Remuneration Panel and associated formatting	2.2.3	July 2017
4, 5, 6, 12	Changes to the Allowances Scheme, incl Basic allowance, out of pocket expenses, Childcare.	2.2.4, 2.2.5.1, 2.2.5.2. 2.2.16	November 2017
4	Change of effective date	2.2.4	November 2018
5	Remove sentence –Only 1 person to receive SRA	2.2.5.2	November 2018
12	Add Date IRP report November 2018	2.2.16	November 2018
22	New 3, Delete 6 and renumber	Terms of Ref	November 2018
3-6, 20	Changes associated with the IRP meeting biennially	2.2.3 2.2.5.2 2.2.5.4 App A	July 2019

10	Changes to Benefits Entitlement and Tax Liability table	2.2.8	July 2019
4	Paragraph relating to deduction of £40 for registration as data controllers deleted as no longer applicable	2.2.5.1	January 2020
6	Minor correction to typo (2.25 to 2.75) on formula for the Leader if Council in the event of a hung Council	2.2.5.2	January 2020
11	Deletion of person's name as no longer applicable	2.2.15	January 2020
4	Change of effective date Requirement to have adequate equipment and connections to enable participation in virtual meetings	2.2.4 2.2.5.1	January 2021
6	Changes to Childcare and Dependents Carers Allowance	2.2.5.3	January 2021
12	Date of IRP report and resolution of Council added	2.2.16	January 2021

Section 3

Page	Change Made	Reference	Date
10	Update of Escalation Procedure	3.5.3	November 2006
2, 6	Borough Status	Many	March 2007
1, 2, 10	Health Select Committee to Health Overview and Scrutiny	Many	May 2007
Many	Corporate Heads to General Managers and associated formatting	Many	July 2008
1 & 10	Scrutiny Committee to Overview and Scrutiny Management Committee and associated formatting	Many	October 2008
Index and 10-11	Changes to the Petition Scheme	3.5	May 2010
6 & 8	General Manager to Strategic Director	3.3.3 & 3.3.4	February 2011
11	Delete Borough – replaced with more than one ward	3.5.1.3	January 2011
11	Delete – E Petition currently not available	3.5.2	January 2011
12	2 nd Para Petitions changed to Matters	3.5.4	January 2011
12	Democratic Services replaced with the recipient service dept.	3.5.4.1	January 2011
13	Delete – E Petition currently not available	3.5.5	January 2011
14	Delete - The acknowledgement and response will also be published on the website. General Manager to Strategic Director	3.5.5	January 2011
Index and 12	Debating a Petition at a Council Meeting	3.5.4.2	January 2012
2	Customer Care - additional info re Wokingham Direct	3.1.6	November 2012
Index and 3	New Para 3.2.5 and 3.2.6 re access to information rules and associated formatting	3.2.5 & 3.2.6	November 2012
14 & 15	Update Overview and Scrutiny Panels to Overview and Scrutiny Committees	3.5.4.3	May 2013
1	Update Overview and Scrutiny Panels to Overview and Scrutiny Committees	3.1.4 & 3.1.4 a) b) c)	November 2013
7	Change Strategic Director to Director	3.3.3	November 2013
9	Change Strategic Director to Director	3.4.4 & 3.4.4.1	November 2013

10	Change Head of Governance and Democratic Services to Head of Governance and Improvement Services	3.4.7	November 2013
15	Change Strategic Director to Director	3.5.5	November 2013
13	Addition – Inform Town/Parish about Petition received and associated formatting.	3.5.3	February 2014
17-19	Revised Filming and Recording Protocol	3.6	November 2014
2	Change Wokingham Direct to Customer Services	3.1.6	November 2015
7	Change Wokingham Direct to Customer Services	3.3.3	November 2015
14	Change option to opinion	3.5.4.2g	November 2015
15	Change Wokingham Direct to Customer Services	3.5.5	November 2015
17, 18 & 19	Filming available at all public meetings	3.6	September 2016
1	Add Audit and Wokingham Borough Wellbeing Board to list for Questions	3.1.4 a)	November 2018
2	Remove Local Development Framework and Best Value Performance Indicators	3.1.5	November 2018
5	Updated Legislation	3.2.12.4 3)	November 2018
7	Add wording The internal review undertaken by Shared Legal Solutions	3.3.4	November 2018
7	Remove wording from The Councils archivist..... to the end of the paragraph	3.3.6	November 2018
8	Remove “and resubmitted for the ICO approval”	3.3.7	November 2018
8	Remove wording from “It has therefore and insert new wording	3.3.8	November 2018
8	New Rule – Environmental Info Regs 2004	3.3.10	November 2018
9	Add in GDPR	3.4.1	November 2018
9	Add in GDPR and response time from 40 days to of a month	3.4.2	November 2018
9	Various changes relating to Data Protection Officer	3.4.4	November 2018
9	Add or delegated officer after Director	3.4.4.1	November 2018
9	7 th data protection principle changed to 6th	3.4.5	November 2018
9	Deleted	3.4.6	November 2018
10	Renumbered as 3.4.6 and removed Head of	3.4.7	November 2018

	Governance and Improvement Services		
11	Remove current 3.5.1 and replaced by new	3.5.1	November 2018
11	New	3.5.1.1	November 2018
12	Removal of “provided they are created..... council website” add new electronic and paper petition.....	3.5.2	November 2018
13	Add and relevant Executive Members	3.5.3	November 2018
14	Add next available	3.5.4.2	November 2018
15	Remove must be created and submitted through Council website Add those petitions created outside of the Council website to be printed off	3.5.5	November 2018
15	Remove 1 st Paragraph – petition on front page of website.	3.5.5.1	November 2018
Various	Updated name of service / job titles	various	November 2018
14	Update Petition Process adding petition motion and associated formatting.	3.5.4.2	February 2019
11 12 16	Additional wording relating to people who are not residents specifying if the work or study in the Borough	3.5.1.1 3.5.2.2 3.5.5.1	September 2020
12 15	Once a petition has been submitted no further signatures can be added	3.5.2 3.5.5	September 2020
12 15	Deletion of d). No longer a requirement to include a date of completion	3.5.2.2 3.5.5	September 2020
15	Information on submission of e-petitions created outside of the Council’s website	3.5.5	September 2020
7	Change from Shared Legal Solutions to Legal Services	3.3.4	May 2022

Section 4

Page	Change Made	Reference	Date
4	Public questions, petitions & Motions at Annual Council.	4.2.1.1	February 2007
5	Clarification – Leader not Council appoint to Executive	4.2.1.11	February 2007
6	Champions to make statement to Council		February 2007
13	Written answers to questions	4.2.10.9	February 2007
22	Addition of Champions	4.2.24	February 2007
2, 4-17 inc, 19-29inc,	Borough Status	Many	March 2007
2	Functions of the Council	4.1. 3e	July 2007
5	Rule Deleted	4.2.1.2	July 2007
10	Health Select Committee to Health Overview and Scrutiny	4.2.9.10	July 2007
22	Amended Title	4.2.2.4	July 2007
25	5 to 6 Members	4.4.1	July 2007
	Corporate Heads to General Managers and Associated Formatting		July 2008
2 & 3	Additional Paragraph Q & R	4.1.3	July 2008
8	Duration of Meeting re Motions	4.2.8	July 2008
25	Terms of Reference	4.4.3	July 2008
25	Extraordinary Council Executive to Special Council Executive	4.4	October 2008
25	Scrutiny Committee to Overview and Scrutiny Management Committee and associated formatting	Many	October 2008
27	Extraordinary Council Executive to Special Council Executive	4.4.13	October 2008
4 & 5	Addition of Public Questions and Petitions at Annual Council	4.2.1	January 2009
3	Remove (o) – approve Statement of Accounts	4.1.3	May 2009
26	Review Annual Statement of Accounts to Agree Annual Statement of Accounts	4.4.3	May 2009
1	Revised list of Plans and Policies	4.1.1	July 2009
13	Committee Minutes at Council Meetings	4.2.10.9	July 2009
16	Remove “them” after the word excluded	4.2.12. p	Sept 2009

2	Additional text re Treasury Management	4.1.2	February 2010
26-29	Additional text re Treasury Management and associated formatting	4.4.3 j & k	February 2010
7	Addition of Debating a Petition	4.2.2.1(q)	May 2010
1	Remove Transformation Strategy re number list	4.1.1 (d)	July 2010
2	Addition of Housing Revenue Account	4.1.2. (a)	July 2010
26	Addition of Paragraph re Specialist Advisors	4.4.1	July 2010
26	Delete "eg limited assurance"	4.4.3.1.(b)	July 2010
27	Additional Paragraph Re Risk Management & associated formatting	4.4.3.2. (d)	July 2010
29	Replace Standing Deputies with Substitutes	4.4.1.3	July 2010
7	Replace (q) with (r)	4.2.2.1 h	February 2011
7	Amended to include Budget Council Process and associated formatting	4.2.2.1	February 2011
8	New Para c) – Budget Council and Associated Formatting	4.2.2.2	February 2011
22, 26, 27	General Manager to Strategic Director and associated formatting	4.2.20.3, 4.4.3.1, 4.4.3.2c	February 2011
Index and 2	Additional text – and removing the leader	4.1.3 (d)	February 2011
5	Additional text – motion of no confidence in leader	4.2.1.1	February 2011
6	Additional text – appointments to the Executive	4.2.1.1 (n)	February 2011
6	Remove Executive	4.2.1.1 (q)	February 2011
7	Additional text - motion of no confidence in leader	4.2.2.1	February 2011
15	New 4.2.11.2 Motion of no Confidence – renumber current 4.2.11.2 and 4.2.11.3 and associated formatting.	4.2.11.2 4.2.11.3	February 2011
16	New item (u) to nominate a new leader	4.2.12	February 2011
20	Additional text – motion to remove leader and associated formatting	4.2.15.2	February 2011
Index	Updated		May 2011
8	Deletion of para c) and associated formatting	4.2.2.2	May 2011
18	Addition of new para c) and associated formatting	4.2.13.4	May 2011

3	Add new r) - Sale and Purchase of Shares	4.1.3.	July 2011
21	Deletion of wording related to State of the Borough Debate - associated formatting and renumber rest of the Chapter	4.2.14.1	September 2011
29	Additional delegation to Audit e) - associated formatting and renumber rest of the Chapter	4.4.32 e)	September 2011
Index and 1	Changes to Plans and Policies	4.1.1	January 2012
7	Debating a Petition - move to 4.2.2.1h and renumber.	4.2.2.1.q	January 2012
9	Change of he/she to Mayor/Chairman	4.2.8	January 2012
18	Additional text 'including the proposers actual speech' New paragraph and associated formatting	4.2.13.1	January 2012
18	Delete 'again' in the title	4.2.13.5	January 2012
19	Amendments to Motions. Renumber to 4.2.13.7 and changes to text	4.2.13.6	January 2012
19	Alteration of Motion. Renumber to 4.2.13.8 and changes to text	4.2.13.7	January 2012
19	Withdrawal of Motion. Renumber to 4.2.13.9	4.2.13.8	January 2012
19	Renumber to 4.2.13.10 and changes to text	4.2.13.9	January 2012
20	Right of Reply. Move and renumber as 4.2.13.6 changes to text and associated formatting	4.2.13.10	January 2012
5	Amendment to order of Business for Annual Council meeting	4.2.1.	February 2012
9	Additional sentence Re Annual Council Conclusion time	4.2.8	February 2012
6	Deletion of i) Petitions at Annual Council	4.2.1.1 i)	May 2012
6	Deletion of wording re Non urgent reports	4.2.1.1.m) and 4.2.1.1.n)	May 2012
Index and 1	Addition of Joint Health and Wellbeing Strategy	4.1.1 n	March 2013
28	Addition of Health and Wellbeing Board in Heading	4.4	March 2013
33-40	Addition of Health and Wellbeing Board	4.4.22 to 4.4.46	March 2013
3	Change of Regulation	4.1.3.q)	May 2013
28	Update Overview and Scrutiny Panels to	4.2.2	May 2013

	Overview and Scrutiny Committees		
8	Public Questions at Extraordinary Meetings and associated formatting	4.2.3.2	November 2013
10	Public Questions at Extraordinary Meetings and associated formatting	4.2.9.1	November 2013
23	Strategic Director to Director	4.2.19.3	November 2013
28	Director Business Assurance and Democratic Services to Head of Governance and Improvement Services	4.4.3.1a	November 2013
28	Strategic Director to Director	4.4.3.1d	November 2013
29	Strategic Director to Director	4.4.3.2.c	November 2013
Index 7	Add – Non Executive Directors of Council Owned Companies	4.2.2.1n	February 2014
38	Add – Extraordinary meetings of Health and Wellbeing Board	4.4.36	February 2014
33-34	Increase Membership to 3 for Wokingham CCG to the Health and Wellbeing Board	4.4.23g and 4.4.25	November 2014
7 & 8	Add – to receive statements form the Council Owned Companies and associated formatting.	4.2.2.1o) and 4.2.2.1n)	February 2015
28	To reflect changes to internal audit	4.4.3.1	February 2015
29	Change High Ethical Standards to Good Governance and change covering to reviewing	4.4.3.2b) & 4.4.3.2d)ii)	February 2015
30	Change Business Assurance Manager to Head of Governance Improvement	4.4.5	February 2015
Index &16	Renumber link from 4.2.24 to 4.2.25	4.2.1.2.n	May 2015
20	Renumber link from 2.2.24 to 4.2.25	4.2.13.11 h	May 2015
22	Additional information - recorded vote & associated formatting	4.2.15	May 2015
25	New 4.2.24 Statements from Council Owned Companies & associated formatting	4.2.24	May 2015
39	Delete– Adult Strategic Partnership & renumber remaining items. Change 6 partnership groups to 5	4.4.44 b	May 2015
40	New 4.4.45 Health and Wellbeing Board Sub Committee and associated formatting	4.4 &4.5	May 2015
Index & 33	Addition of I) Voluntary Sector and associated formatting	4.4.23	September 2015

28	Change word Can to May	4.4.1	November 2015
28	Additional Wording – Audit Activity	4.4.3.1.a	November 2015
30	Change word Tell to Notify	4.4.9	November 2015
31	Delete first word – Such	4.4.14.1	November 2015
37	Delete words – for compliance with their responsibilities	4.4.31 i	November 2015
22	Removal of para....amendments proposed to any of these items of business.	4.2.15.5	March 2016
9	Change to proposal to extend a meeting	4.2.8	May 2016
29	Change of wording from Annual basis to when changes occur	4.4.3.2. d iii	February 2017
38	Quorum for Health and Wellbeing Board	4.4.3.5	July 2017
8	Additional wording Extraordinary meeting of the Council	4.2.3.2	November 2017
23	Increase 1 to 3 minutes for presenting a petition	4.2.19.2	March 2018
14	Increase time for Council questions to 30mins	4.2.10.8	July 2018
39	Change of name Integrated Health to Integrated Partnership	4.4.44 d)	July 2108
6	New 4.2.1.1 i) and associated formatting	4.2.1.1	November 2018
7	Add “receipt of” before petitions	4.2.2.1	November 2018
7	Move j) to f) and reorder	4.2.2.1	November 2018
8	Move q) to r) and reorder	4.2.2.1	November 2018
10	Change days before meeting to working days before meeting	4.2.9.3	November 2018
11	Add No person asking a supplementary.....	4.2.9.8	November 2018
13	Change days before meeting to working days before meeting	4.2.10.4	November 2018
14	Add No person asking a supplementary.....	4.2.10.7	November 2018
22	Error on links to 14.2.14.1 and 14.2.14.2	4.2.14.3, 4.2.14.4	November 2018
Various	Name change Health and Wellbeing Board to Wokingham Borough Wellbeing Board	Various	November 2018
11	Asking a question – nominate a person	4.2.9.7	February 2019
15	Motions containing more than 350 words	4.2.11.1	February 2019
6	Changing the order of business to ensure that public questions are asked of new	4.2.1.1	July 2019

	Executive Members		
33	Deletion of (the Wokingham Needs Assessment) and change of “Joint Health and Wellbeing Strategy” to “Health and Wellbeing Strategy”	4.4.22	July 2019
33 36	Addition of Deputy Chief Executive and representatives from Thames Valley Police and Royal Berkshire Fire and Rescue Service as Board Members	4.4.23 4.4.30	July 2019
34	Clarification of when you cease to become a member of the Board	4.4.25	July 2019
34	Changing to one vote per Board Member	4.4.26	July 2019
35	New process for the appointment of substitutes and allowing Members to have substitutes	4.4.27	July 2019
35	Deletion of Changing Substitutes paragraph and renumbering of paragraphs thereafter	4.4.28	July 2019
35	Addition of b) and reorder remaining sub-paras	4.4.29	July 2019
36	Renaming “Wokingham Needs Assessment” to “Joint Strategic Needs Assessment” Renaming “Wokingham Clinical Commissioning Plan” to “NHS Berkshire West Clinical Commissioning Plan”	4.4.30	July 2019
38	Changing “will meet” to “shall schedule a minimum of 6 meetings a year”.	4.4.35	July 2019
39	Speaking rights	4.4.39	July 2019
39	Where minutes of meetings can be found	4.4.41	July 2019
33 39	Deleting mention of The Place and Community Partnership	4.4.23 4.4.43	September 2019
9	Motions cannot be moved 15 minutes prior to the conclusion of the meeting	4.2.8.1	January 2020
10 13	Public and Member questions cannot contain more than 200 words	4.2.9.1 4.2.10.4	January 2020
11 14	Response time for supplementary questions	4.2.9.9 4.2.10.6	January 2020
16 18 19 20	Clarification for when motions can be amended and how they can be amended	4.2.12h) 4.2.13.1 4.2.13.7& 7d)	January 2020

		4.2.13.11b	
18	Changing the time proposers of motions have to speak to 3 minutes	4.2.13.4	January 2020
28	Deletion of “comprise 6 Members”. Due to changes in political balance the composition of the Audit Committee was changed in May 2019.	4.4.1	January 2020
33	Deletion of Thames Valley Police from membership of the Board	4.4.22	January 2020
App	Protocol for Holding Virtual Meetings		July 2020
7	Addition of 30 time limit for items j)-m)	4.2.2.1	September 2020
17	Addition of 9.00pm for Annual Council	4.2.12m)	September 2020
22	Limiting of Members’ response during a recorded vote	4.2.15.5	September 2020
34	Addition of the Chief Executive to the membership of Wokingham Borough Wellbeing Board	4.4.23p)	September 2020
1	Revised Policy Framework	4.1.1	November 2020
23	Changes in the recording of Members’ attendance at meetings	4.2.17	November 2020
45	Changes to public speaking rights at virtual Planning Committee meetings	App para 6	November 2020
47	Rules around voting twice at meetings	App para 7.7	November 2020
5	Deletion of sentence relating to the Chairmen and Vice Chairmen of Committees being appointed by each Committee following Annual Council	4.2.1.1r)	July 2021
11 & 13	Rule relating to not being allowed to ask a Member or public question which has been submitted or asked within the last 6 months	4.2.9.5 4.2.10.5	July 2021
9	Consideration of Motions	4.2.8.1	February 2022
12 & 13	Deadline for Public and Member Questions	4.2.9.9 4.2.10.4	February 2022
16	Motions running out of time but not at the end of the meeting	4.2.11.3	February 2022
18	Motions running out of time simultaneously with the end of the meeting.	4.2.13.1	February 2022
21	Motions on Expenditure and associated amendments	4.2.13.13	February 2022

6	Application of Rules of Procedure to Committees and Sub-Committees	4.2	July 2022
32, index	Removal of Rules of Debate (Audit Committee)	4.4.11	July 2022
33	Rules of Debate (Special Council Executive)	4.4.18	July 2022
5	Timing and order of business – amend reference	4.2.1.1	October 2022
16	Motion set out in agenda – Chief Finance Officer statement	4.2.11.3	October 2022
21	Removal of 4.2.13.13 Motions on Expenditure and Revenue and subsequent renumbering	4.2.13.13	October 2022
7	Timing and Order of Business – to note items 10 minute debate limit	4.2.2.1	October 2022
11 and 14	Scope of Questions Public and Member	4.2.9.5	October 2022
9	Duration of meeting	4.2.8	October 2022
9	Consideration of motions	4.2.8.1	October 2022
17	Motions without Notice	4.2.12	October 2022
29-33	Audit Committee terms of reference	4.4	March 2023
36-42	Wokingham Borough Health and Wellbeing Board Terms of Reference	4.4.21- 4.4.42	November 2023

Section 5

Page	Change Made	Reference	Date
Index & 36	Add disturbance by the Public	5.4.44	November 2006
32 & 36	Limit time for public & member questions	5.4.25, 5.4.26, 5.4.28, 5.4.33, 5.4.40	February 2007
7, 15, 16, 22, 24, 29, 32, 33, 35	Borough Status	Many	March 2007
4	Health Select Committee to Health Overview and Scrutiny	5.1.10	May 2007
5-21	New Chapter	5.2	May 2007
22, 23	New Chapter	5.3	May 2007
25	Health Select Committee to Health Overview and Scrutiny	5.4.4.b	May 2007
37	Health Select Committee to Health Overview and Scrutiny	5.4.43	May 2007
39	Health Select Committee to Health Overview and Scrutiny	5.5.6	May 2007
24	Health Select Committee to Health Overview and Scrutiny	5.4.1.c	May 2007
31	Question Time at Extraordinary Meetings	5.4.19	July 2007
33	Question Time at Extraordinary Meetings	5.4.25	July 2007
35	Question Time at Extraordinary Meetings	5.4.36	July 2007
38	Items delegated to Executive Members	5.5.1	July 2007
5	Executive Member	5.2.1	January 2008
23	Champion to the Executive	5.3.5	January 2008
Many	Corporate Heads to General Managers and Associated Formatting	Many	July 2008
2 & 3	Champions to Deputy Executive Members	5.1.5	July 2008
5-21	Chapter updated	5.2	July 2008
37-39	Chapter updated	5.5	July 2008
Many	Scrutiny Committee to Overview and Scrutiny Management Committee and associated formatting	Many	October 2008

5	Leaders Responsibilities, Responsibilities to the Executive Member for Corporate Services and Deletion of Philip Mirfin as Deputy Executive Member for Corporate Services	5.2.1	October 2008
6	Responsibilities to the Executive Member for Community Regeneration, and removal of “and Safety” from the title	5.2.1	October 2008
7	Deletion of Norman Gould as Deputy Executive Member for Highways and Transport	5.2.1	October 2008
15	Insert New 5.2.7.4.9 and renumber following paragraphs	5.2.7.4.9	October 2008
18 & 19	Deletion of 5.2.10.1 and renumber following paragraphs	5.2.10.1	October 2008
5, 6, 14, 15, 16, 17	Responsibilities to the Executive Members for Children’s Services and Corporate Services	various	January 2009
Index & Chapter 5.2	Executive Members	5.2	May 2009
32	Extend Time of Public Questions	5.4.25	July 2009
32	Order of Questions	5.4.26	July 2009
35	Time allotted to Member Questions	5.4.40	July 2009
35	Format error	5.4.36	September 2009
38-41	Addition of l) and m) and associated formatting	5.5.1	September 2009
3	Additional Paragraph (f) re Treasury Management and associated formatting	5.1.9	February 2010
5-8	Change of Executive Membership	5.2.1.	March 2010
Index and 5-22	Change of Executive Membership	5.2	May 2010
38	Add Joint Committees and Various Bodies	5.5.1. b	July 2010
44	Addition New Sub Committee of the Executive (Trading and Enterprises Sub Committee)	5.7	July 2010
Index & 3	Change Limit on Executive Authority to Incur Expenditure and assoc formatting	5.1.8.2.	November 2010
42	Change Limit on Executive Authority to take key decisions and assoc formatting	5.6.3	November 2010
44	Increase Membership of TESC from 3 to 4	5.7.2.	November 2010

Index and 1	Insert text re Changes to Leaders Responsibility	5.1.1	February 2011
1	Insert text – Leader appointed for 4 years	5.1.3	February 2011
1	Change of Leaders Term of Office to 4 years	5.1.3.d	February 2011
1	Change of paragraph e)	5.1.3.e	February 2011
1	New 5.1.4 – Deputy Leader and Executive Members, renumber rest of chapter and associated formatting	5.1.4	February 2011
2	Change of Responsibility for Functions and additional paragraph.	5.1.7	February 2011
12	Executive changed to Leader	5.2.5.1	February 2011
24	Executive changed to leader and addition of paragraphs d, e & f, and associated formatting	5.4.1	February 2011
24	Change to Leader Delegation	5.4.2	February 2011
25	Executive changed to Leader	5.4.3	February 2011
25	New paragraph c)	5.4.3	February 2011
Index	Updated		September 2011
5-22	New Chapter 5.2 - Executive Members and associated formatting	5.2	May 2011
44	New Chapter 5.7	5.7	July 2011
46	Amendment to Membership of TESC, re Substitutes	5.7.2	February 2012
Index and 5-23	New Chapter 5.2 - Executive Members and associated formatting.	5.2	May 2012
48	Change to Allow Public and Member Questions at Trading and Enterprises Sub Committee	5.7.7	July 2012
Index and 3	Additional information relating to Key Decisions and associated formatting	5.1.9.1.	November 2012
3	Additional information relating to Key Decisions and associated formatting	5.1.9.2	November 2012
3	Additional information relating to Key Decisions and associated formatting	5.1.9.3	November 2012
3	Additional information relating to Key Decisions and associated formatting	5.1.9.4	November 2012
3	Additional information relating to Key Decisions and associated formatting	5.1.9.5	November 2012

3	Additional information relating to Key Decisions and associated formatting	5.1.9.6	November 2012
25	Addition of Audit Committee	5.4.1.F	November 2012
26	Change to decisions by Individual Members of the Executive	5.4.4.a & c	November 2012
27	New 5.4.5, Executive Decisions by Officers and associated formatting	5.4.5	November 2012
40	Changes re Access to Information Rules and associated formatting	5.5.2	November 2012
41	Changes re Access to Information Rules and associated formatting	5.5.10	November 2012
43 & 44	Chapter deleted information now included into Rule 5.1.9	5.6	November 2012
45	Chapter deleted - Trading and Enterprises Sub Committee disbanded	5.7	November 2012
Index	Updated		May 2013
6-24	New Chapter 5.2 - Executive Members and associated formatting	5.2	May 2013
25	Changes to Deputy Executive Members and associated formatting	5.3	May 2013
5	Overview and Scrutiny Panel to Committees	5.1.11f	November 2013
10	Strategic Director to Director	5.2.2.1	November 2013
10	Overview and Scrutiny Panel to Committees	5.2.3	November 2013
13	Strategic Director to Director	5.2.4.4	November 2013
14	Strategic Director to Director	5.2.5.4	November 2013
31	Overview and Scrutiny Panel to Committees	5.4.1.f	November 2013
33	Strategic Director to Director	5.4.4.c	November 2013
33	Strategic Director to Director	5.4.6a	November 2013
37	Overview and Scrutiny Panel to Committees	5.4.19g	November 2013
37	Overview and Scrutiny Panel to Committees	5.4.19h	November 2013
45	Change Head of Operational Property to Head of Support Services	5.5.1f	November 2013
45	Change Exec Member Council Budgets to Exec Member Finance	5.5.1l	November 2013
45	Change Exec Member Council Budgets to Exec Member Finance	5.5.1m	November 2013
46	General Member to Director	5.5.3	November 2013
46	Strategic Director to Director	5.5.4	November 2013

46	Change title Sect 151 Officer	5.5.5 a	November 2013
46	Change title Monitoring Officer	5.5.5 b	November 2013
47	Overview and Scrutiny Panel to Committees	5.5.6	November 2013
47	Strategic Director to Director	5.5.7	November 2013
47	General Manager to Director	5.5.7	November 2013
47	Strategic Director to Director	5.5.10	November 2013
48	Strategic Director to Director	5.5.11	November 2013
Index and Section 5	Updated Section 5.2 and associated formatting	5.2	July 2014
20	Deputy Executive Member change – Chris Singleton to Malcolm Richards Planning and Highways	5.3.1.1	November 2014
36 and 37	Updated Numbering.	5.4.10 to 5.4.16	November 2014
43	Change Mayor to Leader	5.4.37	February 2015
Index and 6-25	Updated Section 5.2 and 5.3 and associated formatting	5.2 & 5.3	May 2015
46	New Paragraph n) Designation of neighbourhood area	5.5.1	May 2015
15	Additional text – after Responsible for – insert Tenant Services including	5.2.11.4	November 2015
19	Add new 5.2.14.17 and renumber	5.2.14.17	November 2015
20	Remove John Halsall as Deputy Exec Member	5.3.1.1	November 2015
2	Add sentence - ...Leader remove Deputy Executive Member....	5.1.6	March 2016
Index and all Pages	Updated Section 5.2 and 5.3 and associated formatting	5.2 & 5.3	May 2016
Index and all pages	Updated Section 5.2 and 5.3 and associated formatting	5.2 & 5.3	May 2017
Index and all pages	Updated Section 5.2 and 5.3 and associated formatting	5.2 & 5.3	May 2018
6	Change of Executive Member	5.2.1	July 2018

22	Update Finance Portfolio title	5.2.12.24	July 2018
28	Change of Deputy Executive Member	5.3.1.1	July 2018
44	Increase of amounts to £25,000	5.5.1 d)	July 2018
3	Delete 'best value'	5.1.9.2 h)	November 2018
6	Change of Executive Member	5.2.1	November 2018
28	Change of Deputy Executive Member	5.3.1.1	November 2018
39	Change day before meeting to Working day	5.4.27	November 2018
40	Add –'no person asking a supplementary question should speak for longer than one minute.	5.4.32	November 2018
41	Change day before meeting to Working day	5.4.36	November 2018
42	Add –'no person asking a supplementary question should speak for longer than one minute.	5.4.39	November 2018
45	Add text relating to approval by Executive member and footnote, and associated formatting	5.5.1 g)	November 2018
Index 16-20	New Executive Member for Housing	5.2.12	February 2019
41	Nominate a person to ask your question	5.4.3.1	February 2019
Index 6-30	Updated Section 5.2 and 5.3 and associated formatting	5.2 & 5.3	May 2019
45	Correcting an error in the wording from the amendment that was made in Nov 2018	5.5.1g)	September 2019
47	If the relevant Executive Member is not present at the meeting 30 minutes after the published start time it will be declared null and void	5.5.7	September 2019
39 42	Public and Member questions cannot contain more than 200 words	5.4.25 5.4.36	January 2020
41 43	Response time for supplementary questions	5.4.34 5.4.38	January 2020
45	Tightening up the process of approving Procurement business cases with a total ascertainable value of £500k or more	5.5.1g)	January 2020
46	Addition of item related to the My Journey travel programme	5.5.1o)	January 2020
11	Additional responsibilities for the Leader of Council	5.2.6.21	June 2020

29	Deletion of Deputy Executive Member posts	5.3.1.1	June 2020
6 & 15	Change of title to Executive Member for Resident Services, Communications and Emissions	5.2.1 & 5.2.10	July 2020
3	All supplementary estimates to be agreed by Executive	5.1.9.2	November 2020
Index 6-30	Updated Section 5.2 and 5.3 and associated formatting	5.2 & 5.3	July 2021
46 & 49	Rule relating to not being allowed to ask a Member or public question which has been submitted or asked within the last 6 months	5.4.29 5.4.37	July 2021
46 & 48	Public and Member Question deadline	5.4.27 5.4.36	February 2022
51-54	List of Items Delegated to Individual Executive Members	5.5.1	May 2022
13	Change from Shared Legal Solutions to Legal Services	5.2.7.15	May 2022
Index 6-35	Updated Section 5.2 and 5.3 and associated formatting	5.2 & 5.3	May 2022
44	Scope of Questions	5.4.29	October 2022
14	Additional delegation Deputy Leader and Executive Member for Housing	5.2.7.17	October 2022
8	Policy Formulation and Development	5.2.4.2a)	March 2023
22	Executive Member Responsibility	5.2.10.24	March 2023
6-34	List of Items Delegated to Individual Executive Members	5.2-5.3	May 2023
3	Key Decision	5.1.9.1	March 2024
25-26	Executive Member Planning and Local Plan	5.2.13, 5.2.13.4	March 2024
50-53	Shareholder Committee	5.7	March 2024

Section 6

Page	Change Made	Reference	Date
Index, 1 and 2	Terms of Reference & New Procedure Rules		November 2006
10	Overview & Scrutiny to Scrutiny	Many	February 2007
11	Borough Status	Many	March 2007
10	Name Change Health Select Committee to Health Overview and Scrutiny	6.2.30	May 2007
11	Highways Consultative Board abolished.	6.2.31 f	July 2007
All	Whole Chapter updated	Many	October 2008
2	Councillor Call for Action	6.1.4 f	July 2009
3	Police & Justice Act	6.1.4.o	July 2009
3	Local Gov and Public Involvement in Health Act 2007	6.1.5.b	July 2009
3	Refer to Health Overview and Scrutiny Committee	6.1.5.h	July 2009
4	Councillor Call for Action	6.2.2.e	July 2009
5	Police & Justice Act	6.2.2.h & i	July 2009
5	Councillor Call for Action	6.2.3.e	July 2009
5	Police & Justice Act	6.2.3.h & i	July 2009
6	Councillor Call for Action	6.2.4.e	July 2009
6	Police & Justice Act	6.2.4. h & i	July 2009
7	Joint Meeting with Health Overview and Scrutiny Committee	6.3.2.	July 2009
8	Councillor Call for Action	6.3.6.b ii	July 2009
10	Councillor Call for Action	6.3.13	July 2009
11	Councillor Call for Action	6.3.19	July 2009
12	Entitlement to Speak at Meeting	6.3.21	July 2009
12	Addition – Attendance at Executive to Present a Report	6.3.23	July 2009
20	Addition – Overview and Scrutiny Committee or Panels	6.3.33 g	July 2009
1	Addition of Substitutes and associated formatting	6.1.2.1	November 2009
5	Addition of Substitutes and associated formatting	6.2.1.1	November 2009
All	Changes to Overview and Scrutiny MC and Panels Arrangements	All	May 2010

4	Additional Text – Special Advisors and associated formatting	6.1.5 c	January 2011
22	Additional Text – Call in Process and associated formatting	6.3.33	January 2011
8, 9, 11, 16	Change Strategic Leadership Board to Legacy Operations Board	6.2.2.2h, 6.2.3.2f, 6.2.4.2h, 6.3.1.8c	February 2011
17	Change General Manager to Strategic Director	6.3.21	February 2011
2	Change to Terms of Reference. Re Membership of O & S Panels	6.1.4	February 2012
6	Change to Arrangements to Appoint to Panels	6.2.1	February 2012
19	Changes in relation to Access to Information and associated formatting	6.3.24	November 2012
19	Changes in relation to Access to Information and associated formatting	6.3.25	November 2012
19	Changes in relation to Access to Information and associated formatting	6.3.26	November 2012
21	Changes in relation to Access to Information and associated formatting	6.3.30a	November 2012
Whole Chapter	To incorporate Health Overview and Scrutiny into this chapter and associated formatting	Whole Chapter	May 2013
20	Strategic Director to Director	6.3.21	November 2013
21	Strategic Director to Director	6.3.21	November 2013
25	Formatting – remove “	6.3.29	November 2013
22	Additional text - response within 28 days of request and associated formatting.	6.2.23.1	February 2014
6	New Chapter 6.2	6.2	September 2015
28	Change of Statutory Scrutiny Officer and change wording from Economic Development and Construction etc to Localism Act 2011, the Council is required	6.3.37	November 2015
10	Add the Localism Act	6.2.3.2. j)	November 2018
11	Add the Localism Act	6.2.4.1. d)	November 2018
15	Remove Health Overview and Scrutiny	6.3.4	November 2018
16	Add Relevant Committee	6.3.7.iv)	November 2018
Various	Change of Name Health and Wellbeing to Wokingham Borough Wellbeing	Various	November 2018

26	Change of Working days and associated formatting	6.3.30	February 2019
27	Requests for information	6.3.31	February 2019
1	Changes to the number of substitutes allowed	6.1.2.1	November 2020
1	Addition of Climate Emergency Overview and Scrutiny Committee	6.1.2, 6.1.2.1	October 2022
6	Appointment of Overview and Scrutiny Committees and update substitute arrangements	6.2.1, 6.2.1.1	October 2022
13	Climate Emergency Overview and Scrutiny Committee terms of reference	6.2.5	October 2022

Section 7

Page	Change Made	Reference	Date
Index 1 and 2	Terms of Reference & New Procedure Rules		November 2006
1, 2	Borough Status	Many	March 2007
All Pages	Health Select Committee to Health Overview and Scrutiny	Many	May 2007
Many	Corporate Heads to General Managers and Associated Formatting	Many	July 2008
1-2	Terms of Reference and Procedure Rules	7.1	July 2008
5-10	Addition of paragraph e) and associated formatting	7.2.14	July 2008
5, 9 & 10	Scrutiny Committee to Overview and Scrutiny Management Committee and associated formatting	Many	October 2008
2	Joint Meeting with Overview and Scrutiny Management Committee	7.1.3. j	July 2009
4	Joint Meeting with Overview and Scrutiny Management Committee and associated formatting	7.1.6	July 2009
1	Addition of Substitutes and associated formatting	7.1.1.1	November 2009
5	Public/Member Questions at Extraordinary meetings	7.2.2	July 2010
3	Additional Text – Special Advisors	7.1.3.c	January 2011
7	Change Strategic Leadership Board to Legacy Operations Board	7.2.14	February 2011
11	Change General Manager to Strategic Director	7.2.27	February 2011
2	Additional Paragraph vii) - Quality Accounts	7.1.2 a)	May 2012
2	Additional Paragraph vii) - Care Quality Commission	7.1.2 c)	May 2012
2	Change of Paragraph f) - Care Quality Commission	7.1.2 f)	May 2012
6	Questions after presentations and associated formatting	7.2.5	November 2012
10	Access to Information - Key Decisions	7.2.23	November 2012
10	Access to Information - Key Decisions	7.2.24	November 2010
Chapter deleted May 2013 – incorporated into Chapter 6			

Section 8

Page	Change Made	Reference	Date
17	Remove last sentence	8.5.1	September 2006
1, 22	Borough Status	Many	March 2007
1	Additional text, duties of Highways Consultative Board to Planning	8.1.1	July 2007
14	Addition of new para C in relation to the Gambling Act, and number of members appointed to the Licensing and Appeals committee.	8.4.1	July 2007
17	Disbanded Highways Consultative Board	8.5	July 2007
18	Substitute Members on the Personnel Board	8.6.1	July 2007
19	Wording re 1 st and 2 nd Tier Officers	8.6.7	July 2007
6	Member Participation	8.3.4.1	October 2007
8	Last sentence re-worded	8.3.6.1	October 2007
13	New Declaration Flowchart	Appx A	October 2007
Many	Corporate Heads to General Managers and Associated Formatting	Many	July 2008
2	Cycle 3 to 4 weekly meetings	8.2.1	July 2008
14	Deletion of some Panels	8.4.1	July 2009
16	e & f to f and g	8.4.11	July 2009
1	Deletion of 'for an extension to their own property'	8 1 1 (k)	July 2010
3	Change Members to Member	8.2.8. (b)	July 2010
3	Change Members to Member	8.2.8. (c)	July 2010
3 & 4	Change Members to Member, add new paragraph	8.2.8 (d)	July 2010
14	Addition 'Street Trading'	8.4.1. (g)	July 2010
16	Change 8.4.1 e) & f) to 8.4.1. f) & g)	8.4.11.4	July 2010
16	New – Premises Licence and Club Premises Certificate, and associated formatting.	8.4.12	July 2010
1	Change – Amount of Days of Notification	8.1.1 li	September 2010
19	Change – Personnel Board Function and Composition	8.6.1.	November 2010
20	Removal of Deputy Chief Executive	8.6.7	November 2010
21-23	Remove Chapter – Forum no longer exists	8.7	November 2010
Index	Remove Council Wide Forum from Index	Index	February 2011

19, 20	Change General Manager to Strategic Director	8.6.1, 8.6.7	February 2011
14	Home to School Transport Removed from List	8.4.1 g)	May 2012
Index and 21	New Chapter 8.7 - School Transport Appeals	8.7	May 2012
1	Change General Manager to Strategic Director	8.1.1 j)	May 2013
1	Change Strategic Leadership Board to Corporate Leadership Team	8.1.1 k)	May 2013
6	Title Change of Monitoring Officer	8.3.4.1 e)	May 2013
Index	Strategic Director to Director (8.6.7)	Index	November 2013
1	Add text – a net increase in -	8.1.1i	September 2013
1	Change title Strategic Director Development and Regeneration & Head of Development	8.1.1j	November 2013
6	Change Title of Monitoring Officer and associated formatting	8.3.4.1 e	November 2013
6	Change Development Control Committee to Planning Committee	8.3.5.1	November 2013
8	Change Title Head of Development	8.3.6.1	November 2013
9	Change Title Head of Development	8.3.7.3	November 2013
19	Strategic Director to Director	8.6.1	November 2013
20	Strategic Director to Director	8.6.7	November 2013
Index & New Pages 22-29	New Chapter 8.8 Commons Registration Committee	8.8	November 2013
14	Change six meetings per year to at least four per year.	8.4.2	February 2015
2	Change to Public Speaking at Planning and associated formatting	8.25	November 2016
3	Speaking by Members who are not Committee Members	8.27	November 2016
22-29	Change Head of Governance & Improvement Services to – Commons Registration Officer	8.8	November 2016
2	Remove wording every four weeks	8.2.1	February 2017
1	New 8.1.1 m) procedure for appeals Building of Traditional Local	8.1.1m)	July 2017

New page 14	New appendix document –Character procedure for appeals Building of Traditional Local	Appx A	July 2017
16	Licensing and Appeals Meeting schedule	8.4.2	November 2017
4	Changes re Members other than Planning members speaking and associated formatting	8.2.7	March 2018
1	Time limit members wanting to list an item.	8.1.1 li)	July 2018
1	Add Wildlife and Countryside Act 1981	8.1.1	November 2018
4	Registered Relevant Ward Members to share 3 minutes and new para – Members must register to speak	8.2.7	November 2018
16	Removal of grievance of disciplinary procedures	8.4.1g	February 2019
17	Delete 2 nd Paragraph & new paragraph re Speaking and associated formatting	8.4.6.	February 2019
18	Replace current and add new paragraph	8.4.11	February 2019
19	Remove Paragraph	8.4.12.2	February 2019
18	No requirement for Sub-Committees to be politically balanced	8.4.10	July 2019
1	Change of Officer titles	8.1.1j)	July 2021
5	Further clarification of rules of debate	8.2.8	July 2021
2	Addition to Terms of Reference	8.1.1n)	February 2022
23	Change of Membership of School Transport Appeal Panels	8.7.1& 8.7.2	February 2022
21	Adding the appointment of permanent Assistant Directors to the functions of Personnel Board and setting out the procedure	8.6.1 8.6.7	March 2022
17, index	Removing Rules of Debate (Licensing and Appeals)	8.4.8	July 2022
4	Rules of Debate (Planning Committee	8.2.8	October 2022
12	Decision Making (Planning Committee)	8.3.12.2	October 2022
1-2	Planning Committee terms of reference	8.1.1	March 2024

Section 9

Page	Change Made	Reference	Date
4, 12, 14, 21, 30, 32, 41	Borough Status	Many	March 2007
	New Chapter 9.2 Code of Conduct	9.2	July 2007
	New Chapter 9.3 Member Officer Protocol	9.3	July 2007
	New Chapter 9.5 Whistleblowing Policy	9.5	July 2007
Index and 30 - 38	New Chapter 9.4 Anti Fraud and Corruption	9.4	October 2007
1-3	Standards Terms of Reference	9.1.5, 9.1.1 & 9.1.13	January 2008
	Corporate Heads to General Managers and Associated Formatting	Many	July 2008
1-12	Addition of Referrals, Review & Hearings Sub Committee	9.1	July 2008
39-46	Chapter Updated	9.4	July 2008
47-52	Chapter Updated	9.5	July 2008
23-37	Scrutiny Committee to Overview and Scrutiny Management Committee and associated formatting	Many	October 2008
1	Independent Members on another Standards Committee	9.1.1. b	July 2009
47	Telephone nos.	9.5.2.c & d	July 2009
17	Change "carried on by you" to "carried out by you"	9.2.5.1. a) iii)	September 2009
Many	Change of Name Change and Terms of Reference of Sub Committees and Associated formatting	9.1	September 2009
21	Change of Name Standards Board for England	n/a	September 2009
10	Change of name Referrals Sub Committee and deletion of paragraph b)	9.1.39.1a 9.1.39.1b	September 2009
2	Parish/Town Councils Question Time & associated formatting	9.1.7	May 2010
46	Change name of Business Assurance Auditor to Principal Investigations Officer	9.4.13.3	July 2010

21, 23, 27- 36	Change General Manager to Strategic Director	9.3.2, 9.3.17, 9.3.19, 9.3.22, 9.3.26, 9.3.30, 9.3.32, 9.3.34, 9.3.35, Appx1, & 2	February 2011
Index & 39	Chapter Updated – Anti Fraud & Corruption	9.4	February 2011
47	Chapter Updated – Whistleblowing Policy	9.5	February 2011
Index	Updated		September 2011
55	New Chapter - Anti Bribery Policy	9.6	September 2011
62	New Chapter - Money Laundering Policy	9.7	September 2011
66	New Chapter - Prosecution and Sanction Policy	9.8	September 2011
Index and 71	New Chapter - Councillor Representation on Outside Bodies Protocol and Appx A-E	9.9	January 2012
Index and 1-21	Replace Chapters 9.1 Standards Committee and 9.2 Members Code of Conduct	9.1 and 9.2	July 2012
Index and 1-22	Replace Chapters 9.1 Standards Committee and 9.2 Members Code of Conduct	9.1 and 9.2	February 2013
23	Update Overview and Scrutiny Panels to Overview and Scrutiny Committees	9.3.26-9.3.28	May 2013
30	Update Overview and Scrutiny Panels to Overview and Scrutiny Committees	9.3.2	May 2013
49	Update name of Strategic Director	9.5.3. d)	May 2013
49	Update name of Strategic Director	9.5.3. e)	May 2013
48	New Chapter 9.5	9.5	September 2013
Index 2-8	New Sections and associated formatting	9.1.12 to 9.1.20	November 2013
Various	Change Strategic Director to Director	Many	November 2013
Various	Change Title for the Monitoring Officer	Many	November 2013
Various	Change Title for the Section 151 Officer	Many	November 2013
62	SOCA to NCA	9.7.2.1	November 2013
64	SOCA to NCA	9.7.7.1	November 2013
66	New Chapter 9.8	9.8	November 2013

16	Add Text – of which you are a member	9.2.14a.ii	February 2014
All	New Chapters, 9.4, 9.5, 9.6, 9.7, and 9.8 and associated formatting	All	February 2015
All	New Chapter 9.2 and associated formatting	All	May 2015
Index and 3-8	Updated process for Considering Code of Conduct Complaints and associated formatting	9.1.13 – 9.1.16	September 2015
21-36	New Chapter 9.3 Member Officer Protocol and associated formatting	9.3	September 2015
12	Wording relating to & Addition of Appx C	9.2.8.2	March 2016
Index and all pages	New Chapters	9.4 – 9.8	March 2016
3	Monitoring Officer decision regarding a complaint and associated formatting	9.1.13.4	July 2017
36, 37, 39, 40, 41, 42, 44, 48, 55, 57, 60,	Change job titles and associated formatting	9.4.6, 9.4.8, 9.4.9, 9.4.16, 9.4.20, 9.4.21, 9.5.3, 9.5.7.1, 9.6.16.1, 9.6.19.2, 9.7.6	March 2018
45	Remove Director of Health and Wellbeing	9.5.3.e	March 2018
49	Add new a) Chairman of Audit	9.5.8 a	March 2018
63-80	New Chapter 9.9 RIPA, renumber current 9.9 and associated formatting.	9.9	March 2018
10	Name change of Organisation	9.2.1	November 2018
39	Clarification of process and updated legislation	9.4.13 a), g), i) & l)	November 2018
56	Updated Legislation	9.6.17	November 2018
58	Updated and New Legislation	9.7.1	November 2018
Various	Change of Job titles and Service Areas	Various	November 2018
34	Updated Chapter 9.4 – Anti Fraud and Corruption Strategy	9.4	September 2020
42	Updated Chapter 9.5 Whistleblowing Policy and Guidance	9.5	September 2020
51	Updated Chapter 9.6 Anti Bribery Policy	9.6	September 2020

57	Updated Chapter 9.7 Anti Money Laundering Policy	9.7	September 2020
61	Updated Chapter 9.8 Case Disposal Policy (new title)	9.8	September 2020
63	Updated Chapter 9.9 Acquisition of Communications Data and Use of Covert Surveillance and Covert Human Intelligence Sources Policy	9.9	September 2020
84	Addition of Local Code of Corporate Governance	Appendix	November 2020
1	Changing the composition of the Standards Committee to allow all Executive Members to be appointed to the Committee	1	July 2021
Chapter 9.2	Revised Member Code of Conduct	10-	July 2021
3-10	Revised process for dealing with misconduct complaints	9.1.12-9.1.16	February 2022
101 and 104	Removal of reference to Public Protection Partnership	Principles B and E Local Code of Corporate Governance	May 2022
71-72	Updated Enforcement Sanctions Policy	9.8	May 2022
2	Removal of procedure at ordinary meeting	9.1.9	July 2022
45-77	Anti Fraud Policies	9.4-9.9	March 2024

Section 10

Page	Change Made	Reference	Date
6	Borough Status	Many	March 2007
	New Chapter 10.2	10.2	July 2007
	Corporate Heads to General Managers and Associated Formatting	Many	July 2008
3-46	New Chapter 10.2	10.2	July 2008
9, 10, 12, 14-16, 27, 29	Change General Manager to Strategic Director	10.2.11, 10.2.13, 10.2.14, 10.2.16, 10.2.19, 10.2.22, Appx 1	February 2011
26	Update List of Useful Contacts	10.2.50	May 2013
Various	Strategic Director to Director and some title changes.	Various	November 2013
8, 10, 34, 35, 40	Changes made to diagrams updating from WDC to WBC and updating titles.	Various	February 2014
47	Addition of Appendix 11 – Channel Panel	47	July 2021
26	Change from Shared Legal Solutions to Legal Services	10.2.50	May 2022

Section 11

Page	Change Made	Reference	Date
Index, 1-4, 9, 12, 15-44, 49, 52-55	Corporate Heads of Property and Childrens Services. Associated formatting	Many	November 2006
10	Functions of Authorising Officer – Regulation of Investigatory Powers Act 2000	11.3.3.2	February 2007
15	Paragraph deleted	11.3.5.14	February 2007
45	Paragraph deleted	11.3.16.4	February 2007
9, 11, 16, 24, 29, 30, 50, 51, 57	Borough Status	Many	March 2007
52	Change number of years for taking lease	11.3.18.10	March 2007
52	Increase amount for disposal of land	11.3.18.11	March 2007
7	Changes to Scheme of Delegation – deletion of Head of Procurement and re-named Head of Cultural Services to Knowledge Development	Many	May 2007
41	Delegation to Head of Finance	11.3.13.20	May 2007
44	Word change “formal” to “simple”	11.3.16	May 2007
5	Licensing Authority Fee Setting Gambling Act	11.2	July 2007
13	Approval of virements	11.3.4.5	July 2007
13	Interim Appointment of Deputy Chief Executive and Corporate Heads.	11.3.4.7	July 2007
14	Virement between budgets	11.3.5.2	July 2007
14	Section 106 Funds	11.3.5.10	July 2007
15	Disposal or Write Offs	11.3.5.24	July 2007
44	Further Delegation to make in year changes	11.3.15.23	July 2007
45	Addition of Animal Welfare Act 2006	11.3.16.5b	July 2007
46	Addition of Fraud Act 2006	11.3.16.5b	July 2007
46	Addition of Health Act 2006	11.3.16.5b	July 2007
48	Addition of Violent Crime Reduction Act 2006	11.3.16.5b	July 2007
61	New Chapter 11.5	11.5	July 2007

30	Corporate Head of Environment – delegation – Highways part XIV	11.3.10	October 2007
38-56	Corporate Head of Environment delegation and associated formatting	11.3.11.14 & 11.3.11.15	January 2008
	Corporate Heads to General Managers and Associated Formatting	Many	July 2008
1-47	New Chapters 11.1 to 11.3	11.1 - 11.3	July 2008
49	Increase of amount	11.4.9	July 2008
52	Appointment of Head of Paid Service	11.5.3	July 2008
53	Appointment of General Managers and Interim appointment of Head of Paid Service	11.5.4	July 2008
54-61	New Chapter 11.6	11.6	July 2008
Many	Deletion of Post – Deputy Chief Executive / General Manager Strategic Priorities and associated formatting	11.1 – 11.3	July 2009
16-19	New Paragraph re Treasury Management and associated re-numbering and formatting.	11.3.6.3	February 2010
50	Change of wording re Gifts and Hospitality	11.4.9	July 2010
50	Change ‘Department’ to ‘Service’	11.4.9.1	July 2010
55-63	Whole Chapter updated	11.6	July 2010
5-48	Updated Sections and Associated Formatting	11.2 & 11.3	Sept 2010
11	Addition of new paragraph d) & associated formatting	11.3.3.2	January 2011
2	Change Job Titles of Nominated Deputies	11.1.2.2	February 2011
2	Correct numbering – to 11.1.2.3	11.1.2.4	February 2011
12 & 13	Change General Manager to Strategic Director	11.3.3.2, 11.3.3.3, 11.3.4	February 2011
Index and 26	Additional Delegation to Strategic Director with Responsibility for Childrens Services and associated formatting	New 11.3.10.40	February 2011
Index and New page 49	Additional Strategic Director of Public Health and associated formatting	11.3.24	March 2013
34	Additional Paragraph – Joint Procurement through Director of Public Health and associated formatting	11.3.11.24	February 2014

Index 50-64	Updated Chapters and associated formatting	11.4, 11.5 & 11.6	May 2015
Index all pages	Updated Chapters and associated formatting	11.1, 11.2, &11.3,	November 2015
15	New Rule – approval of Community Asset Transfers and Assoc formatting	11.3.6.9 ii	March 2016
10	Addition e) Neighbourhood Planning (Referendums) Regulations 2012	11.3.3.2 e)	September 2016
Index & all pages	Change of Job Title of Directors Further Delegation to Borough Solicitor in relation to Commons Registration Committee	Various 11.3.10.1	November 2016
21	Access to Personal files act 1987 - repealed included in Data Protection act 1998	Appx A	May 2017
29	Personnel board decisions – exec members	11.5.3	November 2017
29-30	Personnel board decisions – exec members	11.5.4	November 2017
33-34	Personnel board decisions – exec members	11.6.5.3	November 2017
9	Removal of Other Legislation – this now contained in RIPA policy (9.9)	11.3.3.2	March 2018
Many	Updating Job titles and associated formatting	Many	July 2018
11	Data Protection Officer - - New	11.3.3.4	July 2018
26	Change of Policy name	11.4.1, 11.4.21	July 2018
28	Deletion of a-u (subject areas for Policy)	11.4.11.1	July 2018
29	Changes re Interim and Permanent	11.5.3, 11.5.4	July 2018
30	Add Assistant to Political Group	11.5.6	July 2018
31	Include Independent Investigator	11.5.8	July 2018
32	Removal of Head of Governance and Town Centre. They no longer report to the Chief Executive.	11.6.1	July 2018
33	Changes re Interim and Permanent	11.6.3	July 2018
34	New – suspension	11.6.5.5	July 2018
35	5 or less. Add Director. Removal HR Consultant	11.6.5.8	July 2018
36	Addition – Advice from HR Tier 1 &2 In consultation with Exec & Directors, Tier 3&4 Replace Member with Director. Remove Advice from HR	11.6.59, 11.6.5.10	July 2018

37	Remove Career Grade Progression	11.6.5.12	July 2018
39	Addition Flexible Working Arrangements	New 11.6.5.18	July 2018
8	Amendment to Legislation & associated formatting	11.3.3.1	November 2018
12	Remove on a quarterly basis	11.3.4.2	November 2018
12	Add who is not a statutory chief officer	11.3.4.6	November 2018
13	Add (and the GDPR)	11.3.5.15	November 2018
14	Add footnote	11.3.6 a)	November 2018
14	Replace Customer Services with insurance and settlement claims.	11.3.6.c)	November 2018
15	Delete e), h) and k) and reorder	11.3.6	November 2018
15	Add new i) Community Health and Wellbeing	11.3.6 i)	November 2018
15	Add new j) Economic Development	11.3.6 j)	November 2018
17	Remove b) f) & g) and reorder	11.3.8.1 b) f) and g)	November 2018
18	Add and asset management	11.3.9 c)	November 2018
18	Add road safety and Transport Regulation Orders and associated formatting	11.3.9 e)	November 2018
18	New o – v and associated formatting	11.3.9	November 2018
19	Update list of relevant acts	11.3.10.b)	November 2018
19	Remove including effecting of all	11.3.10 c)	November 2018
19	Remove d) & f) and reorder	11.3.10 d) & f)	November 2018
21-26	Various Changes to the Acts	Appx A	November 2018
Various	Changes to job title / service area	Various	November 2018
Various	Changes to job title / service area	Various	February 2019
16	Joint Procurement through Director Public Health	New 11.3.6.2	February 2019
17	Joint Procurement through Director Public Health	Remove 11.3.8.2	February 2019
19	Add Shared across Berkshire	11.3.12	February 2019
30	Remove Directors Adult Social Services and Childrens Services	11.5.3.	February 2019
31	Remove Chief Officers and Monitoring Officer	11.5.4	February 2019

31-42	Full review various changes	11.5.7 – 11.6.5.18	February 2019
1 & 17	Changes to job titles/management structure	11.1.2. 11.3.8	July 2019
24	Addition of Local Authorities Cemetery Order 1977	App A	February 2021
19	Assistant Director Governance delegations	11.3.10 b)	February 2022
30 & 31	Change in the process for the appointment of permanent Assistant Directors	11.5.2 11.5.4 11.5.6	March 2022
31	Change in the process for the appointment of Interim Directors	11.5.5	March 2022
35	Change in the process for the appointment of Interim Directors and the addition of a process for the appointment of Interim Assistant Directors	11.6.5.3	March 2022
Index, 1-20	Updated scheme of Officer delegation	Section 11 up to Appendix A	May 2022
18	Director Place and Growth		March 2024

Section 12

Page	Change Made	Reference	Date
3-6, 51, 52, 53, 60, 64, 68, 77	Tidy up of reference nos: as per Roger Jones and change of Name from Maggie Poole to Maggie Gibb.	Many	November 2006
1, 3, 7, 8, 40, 60, 67, 73, 74, 78	Borough Status	Many	March 2007
All	Updated Sections 12.1 and 12.2	12.1 & 12.2	July 2007
57, 58	Clarification of Rule	12.2.8	October 2007
61	Deletion of Paragraph	12.2.11.2	October 2007
63	Clarification of Paragraph	12.2.12.11	October 2007
64	Change of Wording – not compulsory	12.2.14 & 12.2.14.1	October 2007
64	Clarification of PPQ and Associated formatting	12.2.15	October 2007
71	Signing Contracts	12.2.22	January 2008
5	Typing error corrected	12.1.16.16	January 2008
77	European Contract Regulations	Appendix 1	January 2008
Many	Corporate Heads to General Managers and Associated Formatting	Many	July 2008
All	Updated Sections	12.1 and 12.2	July 2008
2	Scrutiny Committee to Overview and Scrutiny Management Committee and associated formatting	Many	October 2008
71	Value changed from £20,000 to £50,000	12.2.15.2	October 2008
95-116	Appx 5 – Consultancy – and associated formatting	Appx 5	January 2009
All pages	Updated Sections 12.1 and 12.2	12.1 & 12.2	Sept 2009
98	Change of Financial thresholds for European Contract Regulations as at 1 January 2010	Appx 1	December 2009
25-26	New Paragraph re Treasury Management and associated re-numbering and formatting.	12.1.13.2	February 2010

All	Updated Sections	12.1 & 12.2	July 2010
10	Typing/Formatting Error	12.1.5.9	Sept 2010
11	Clarification of Officer responsibility for entering into Property Agreements	12.1.5.13	Sept 2010
106	Updated Appx1 - Euro Contract Regulations	Appx	January 2012
Index and All pages	Whole Chapter updated	12.1 and 12.2	January 2012
Index and All pages	Whole Chapter updated	12.1 and 12.2	May 2013
65	Additional Paragraph – Service contracts in excess of EU threshold.	12.2.1.1	November 2014
Index and All pages	Whole Chapter updated and section 12.2 removed to become Chapter 13	12.1	November 2015
6	Update Table	12.1.3	November 2017
10	Disposal or acquisition land or buildings	12.1.5.9	November 2017
14	Community Infrastructure Levy	12.1.8.2	November 2017
32	Community Infrastructure Levy	12.1.17.3	November 2017
33	Disposal or acquisition land or buildings	12.1.17.5	November 2017
Various	Replace Wisser with BWO	Various	November 2018
Various	Job title / service area name changes	Various	November 2018
1	Delete Note the term director.....	12.1	November 2018
3	Update year audit regulations	12.1.2.3	November 2018
7	Date changed	12.1.4.11	November 2018
10	Remove last sentence – this will exclude	12.1.5.10	November 2018
14	To reflect the abolition of the Audit Commission	12.1.9	November 2018
30	Remove Thames Valley Strategic Group	12.1.16.14	November 2018
18	Requirement to regularly inspect plant and equipment	12.1.10.6i)	July 2019
Various	Changes to job titles/management structure	12.1.10	July 2019
33	Addition of wording relating to S106/CIL money that relates to the My Journey travel programme	12.1.17.3	January 2020
53	Revised Statement of Material Decisions	App A	February 2021

	Form		
32	Fees and Charges	12.1.16.24	May 2022

Section 13

Page	Change Made	Reference	Date
All pages	New Chapter 13		November 2015
6	Procurement procedures	13.3.2	November 2017
7	Standstill period and Reg84 report	13.3.2.1 13.3.2.2	November 2017
8	Standstill period and Reg84 report	13.3.2.3	November 2017
9	Standstill period and Reg84 report, plus additional wording re Procurement cards.	13.3.3.1	November 2017
14	Updating the OJEU Threshold Values	Appendix 1	January 2018
Index and all pages	Changes in relation to new e-procurement system and changes to job titles and associated formatting.		March 2018
3	Increase month to 48 from 24	13.2.2	November 2018
5	Change job title and add note	13.3.1.1	November 2018
5	Remove last paragraph A business case...	13.3.1.1	November 2018
6	Remove and raise a waiver	13.3.2	November 2018
10	Limits updated and change job title	13.3.3.2	November 2018
2	Addition of two new paragraphs relating to procurement advice that needs to be sought in extraordinary situations and associated formatting	13.2.1.5 13.2.1.6	September 2019
3	Additional wording to clarify the calculation for estimating contract values	13.2.2	January 2020
5	Changes to table and wording to provide clarification on when business cases are required	13.3.1.1	January 2020
7 9	Removal of references to Relationship Managers as no longer appropriate	13.3.2.1 13.3.2.3	January 2020
8	Clarification of Quick Quotes process and removal of reference to Relationship Managers	13.3.2.2	January 2020
5	Alignment of Procurement Business Case figures with OJEU Threshold Values	13.3.1.1	November 2020
Index and all pages	Removal of EU and related references. Changes relating to the application of exemptions under the Public Contracts Regs, the setting up of a dynamic purchasing		February 2021

	system or a framework agreement and the recording of contracts		
1, 12-14, 22	Change from Shared Legal Solutions to Legal Services	13.1.4, 13.3.3.1, 13.3.3.2, 13.3.4.1, Appendix 3 vi	May 2022