

Central
Bedfordshire
Council
Priory House
Monks Walk
Chicksands,
Shefford SG17 5TQ



TO ALL MEMBERS OF THE GENERAL PURPOSES COMMITTEE

08 March 2013

Dear Councillor

GENERAL PURPOSES COMMITTEE – THURSDAY, 14 MARCH 2013

Further to the agenda and papers for the above meeting, previously circulated, please find attached the following report which was marked to follow:-

**7. Houghton Regis Town Centre Management Committee:
Amended Terms of Reference**

To consider changes to the terms of reference for the Houghton Regis Town Centre Management Committee and their inclusion in the Constitution.

Should you have any queries regarding the above please contact me.

Yours sincerely

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Committee Services Officer

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Meeting: General Purposes Committee
Date: 14 March 2013
Subject: Houghton Regis Town Centre Management Committee (HRTC MC) – Amended Terms of Reference
Report of: Edwina Grant, Deputy Chief Executive / Director of Children’s Services
Summary: The report proposes to inform the Committee of changes to the Terms of Reference and Standing Orders for the Houghton Regis Town Centre Management Committee to become the Houghton Regis Partnership Committee.

Advising Officer: Peter Fraser, Head of Partnerships and Community Engagement
Public/Exempt: Public
Wards Affected: Houghton Regis
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

- **Enhancing Central Bedfordshire – creating jobs, managing growth, protecting our countryside and enabling businesses to grow.**

The Partnership Committee ensures the continued expansion and development of Houghton Regis town, encouraging and enabling local partner and community involvement, business investment and growth to take place.

- **Improved educational attainment.**

By ensuring Houghton Regis remains an attractive place to live and work, families are encouraged to live in the area and their children attend local schools. This has the potential to lead to improved school standards and attainment and a skilled, qualified workforce in the area.

- **Promote health and wellbeing and protecting the vulnerable.**

By ensuring Houghton Regis considers the needs of the vulnerable at all times, the Partnership Committee protects and makes provision for the more vulnerable members of the community.

- **Better infrastructure – improved roads, broadband reach and transport.**

The Partnership Committee ensures due consideration is given to the impact of development and infrastructure issues affecting Houghton Regis.

- **Great universal services – bins, leisure and libraries.**

Ensures a joined up approach between the Partnership Committee, Houghton Regis Town Council, Central Bedfordshire Council and other partners, which leads to better Value for Money.

Financial:

1. There are no financial implications to the report .

Legal:

2. If approved, the Central Bedfordshire Council Constitution will need to be amended to include the new Terms of Reference.

Risk Management:

3. Not Applicable

Staffing (including Trades Unions):

4. Not Applicable.

Equalities/Human Rights:

5. Public authorities have a statutory duty to advance equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics. The revised Terms of reference for the Partnership Committee provides an opportunity to consider issues beyond the town centre such as neighbourhood deprivation.

Public Health

6. Paragraph 2.1 of the revised Terms of Reference indicate that the new Partnership Committee will :
'Work towards improving the economic, social, environmental and cultural vitality of Houghton Regis' which will have a positive impact on the health and wellbeing of the town and its residents

Community Safety:

7. Paragraph 2.6 of the revised terms of reference indicate that the new Partnership Committee will
'Encourage the regeneration of deprived areas of Houghton Regis through effective neighbourhood improvement strategies' which will have a positive impact on community safety

Sustainability:

8. Not Applicable.

Procurement:

9. Not applicable.

RECOMMENDATION:

The Committee is asked to:

1. **Approve the new Terms of Reference for the Houghton Regis Partnership Committee, and recommend adoption to Council for inclusion in the Council's Constitution. (see Appendix A)**

Summary

10. HRTC MC has recently undergone an exercise to review its Terms of Reference with a view to becoming a joint / partnership committee in line with other towns.
11. The General Purposes Committee is asked to consider the new Terms of Reference with a view to recommending adoption at Full Council and amending the Central Bedfordshire Council constitution thereafter.
12. With assistance from CBC, the Terms of Reference now follow a similar format to other committees e.g. Biggleswade Joint Committee, Leighton Linlade Partnership Committee and the Dunstable Joint Committee.
13. Houghton Regis Town Council approved the new Terms of Reference at their Full Council meeting on 28 January 2013. It resolved:

'To advise CBC that the Town Council welcome the replacement of the HRTC MC with Houghton Regis Partnership Committee to consider and act on issues relating to Houghton Regis and endorse the draft Terms of Reference'
14. In line with the Community Engagement Strategy, a senior officer from the Council will support the Partnership Committee and be the single point of contact to collate reports as required.
15. Appendix A shows tracked changes between the existing and proposed new Terms of Reference.

Appendices:

Appendix A – tracked changes between the existing and proposed new Terms of Reference

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Appendix A – tracked changes between the existing and proposed new Terms of Reference – Houghton Regis Partnership Committee

<p>Houghton Regis <u>Partnership</u> Committee</p>	<p>1. Purpose</p> <p>1.1 To serve as a partnership committee that sets the broad direction for all those involved in initiatives impacting on the town (e.g. the town Centre's customers, employees, residents, visitors, traders, property owners, service providers and developers), and to co-ordinate their activities so as to realise our aspirations for the town and the town centre.</p> <p>1.2 To inform and advise the relevant Committees of the local authorities on all aspects of their responsibilities for the Town Centre and its environs.</p> <p>2. Objectives</p> <p>2.1 Work towards improving the economic, social, environmental and cultural vitality of Houghton Regis.</p> <p>2.2 Encourage appropriate town centre and town development, for approval by the Town Council and Central Bedfordshire Council (CBC).</p> <p>2.3 Recognise and deliver the context of the Local Development Framework and related planning processes including:</p> <ul style="list-style-type: none"> • informing and advising the relevant committees of the local authorities on all aspects of their responsibilities for the town centre and its environs; • consulting, co-ordinating and communicating the infrastructure needs of Houghton Regis to the relevant local authorities; and • working in partnership with relevant bodies to achieve the delivery of new infrastructure. <p>2.4 Co-ordinate the activities of the various town centre service providers and those responsible for meeting the needs of the Town Centre including:</p> <ul style="list-style-type: none"> • identifying appropriate funding opportunities for the furtherance of town initiatives; and • undertaking and co-ordinating marketing and promotional work for the town centre. <p>2.5 Establish task and finish groups to progress/deliver specific proposals in town development strategies</p>	<p>Deleted: Town Council Management</p> <p>Formatted: Font: Bold</p> <p>Deleted: Town Centre Management</p> <p>Deleted: To</p> <p>Deleted: of the Town Centre initiative taking into account the needs of the</p> <p>Deleted: T</p> <p>Deleted:</p> <p>Deleted: C</p> <p>Deleted: .</p> <p>Formatted: Font: Bold</p> <p>Formatted: Bullets and Numbering</p> <p>Formatted: Bullets and Numbering</p> <p>Deleted: 3.</p> <p>Deleted: To c</p> <p>Deleted: T</p> <p>Deleted: C</p> <p>Deleted: .</p> <p>Formatted: Bullets and Numbering</p> <p>Formatted: English (U.S.)</p> <p>Formatted: Indent: Left: 0.15 cm, Hanging: 0.95 cm</p>
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	<p>where applicable.</p> <p><u>2.6 Encourage the regeneration of deprived areas of Houghton Regis through effective neighbourhood improvement strategies.</u></p> <p>3. Membership</p> <p><u>3.1 The core membership to comprise:</u></p> <ul style="list-style-type: none"> • 4 Central Bedfordshire Council appointed Councillors; <u>and</u> • 4 Houghton Regis Town Council appointed Councillors <p><u>3.2 Representatives of the local community, local interest groups etc will be invited to attend its meetings as non-voting members where applicable.</u></p> <p><u>3.3 CBC Councillors should be from wards within Houghton Regis.</u></p> <p><u>3.4 All Councillors should have the interests of the town as a priority, not their own wards.</u></p> <p>4. Chairman</p> <p><u>4.1 The Chairman (CBC Councillor) and Vice-Chairman (HRTC Councillor) shall be elected from and by the partnership committee's core membership.</u></p> <p><u>4.2 The elected Chairman and Vice-Chairman will hold the post for a period of one year, after which they can stand for re-election</u></p> <p>5. Secretariat</p> <p><u>5.1 Houghton Regis Town Council administers the Partnership committee, which is governed by the Town Council's Standing Orders. A copy of the Standing Orders can be viewed at Houghton Regis Town Council (HRTC) offices at Council Offices, Peel Street, Houghton Regis, Beds. LU5 5EY Tel: 01582 708540. They are also available online at http://www.houghtonregis.org.uk/infopage.asp?infoid=1182</u></p> <p>6. Decision-making arrangements</p> <p><u>6.1 The partnership committee will make decisions at its meetings. Decisions will be made by consensus whenever possible. However, if no consensus can be reached, a majority vote, based on one vote per core member, will carry the decision, with the Chair having the casting vote if the vote is equal.</u></p>
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	<p>6.2 <u>The partnership committee will delegate operational decision-making to smaller working groups as necessary and appropriate.</u></p> <p>7. Frequency of meetings</p> <p>7.1 <u>The partnership committee will meet a minimum of four times a year.</u></p> <p>8. Quorum</p> <p><u>In order for the partnership committee to operate, a quorum of 50% of the membership of the committee must be present.</u></p>
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6.1 . Houghton Regis Town Council administers the committee which is governed by the Town Council's Standing Orders.¶
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6.2 . Only Members of the committee can vote.¶
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6.3 . A Councillor appointed by Central Bedfordshire Council will take on the role of Chairman and a Councillor appointed by the Town Council will take on the role of Vice-Chairman.¶

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Updated: May 2012

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