

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



**TO ALL MEMBERS OF THE
GENERAL PURPOSES COMMITTEE**

24 June 2016

Dear Councillor

GENERAL PURPOSES COMMITTEE – THURSDAY, 30 JUNE 2016

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

7. Market Rate Supplements - Annual Updates

To consider an update on the current application of market rate supplements to posts across Central Bedfordshire Council.

9. Revisions to the Terms of Reference for the Wixams Joint Development Control Committee

To consider proposed revisions to the Wixams Joint Development Control Committee's terms of reference.

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

Yours sincerely

Leslie Manning
Committee Services Officer

email: leslie.manning@centralbedfordshire.gov.uk
telephone: 0300 300 5132

This page is intentionally left blank

Central Bedfordshire Council

GENERAL PURPOSES COMMITTEE

30 June 2016

Market Rate Supplement Payments – Annual Update

Report of: Deb Broadbent Clarke, Director of Improvement and Corporate Services

(deb.broadbent-clarke@centralbedfordshire.gov.uk)

Advising Officer: Catherine Jones, Assistant Director – People

(catherine.jones@centralbedfordshire.gov.uk)

Purpose of this report

To receive an update about the current application of market rate supplements to posts across Central Bedfordshire Council.

RECOMMENDATION

The Committee is asked to:

1. Receive an annual update about the current application of market rate supplements to posts across Central Bedfordshire Council

Background

1. Since 2013 the Committee has requested an Annual update regarding the application of market rate supplements (MRS) to posts across the Council to inform and help the Committee's understanding of the use and value of the market rate supplement policy.
2. This report provides information covering:
 - The number of MRS payments against salary bands
 - The number of MRS payments by MRS band
 - The percentage cost of MRS payments against the total salary bill by directorate
 - Staff turnover in the service areas in receipt of MRS.

3. The application of an MRS is an attempt to bridge the gap between the Council's salary levels and the current 'market' rate of pay for professionals who are key to the delivery of Council services.
4. The basic annual salary applied to any individual post is determined by the job evaluated grade in accordance with the application of the appropriate job evaluation scheme. The Council has two separate job evaluation schemes, the NJC scheme (National Joint Council for local government employees) and the Hay job evaluation scheme for posts above approximately £29k (CBG 10).
5. The application of job evaluation ensures that all staff undertaking work of equal value receive the same level of pay and therefore we avoid generating inequality issues regarding pay and work of equal value and minimise the risk of equal pay claims.
6. However when applying the job evaluated grade to the Council's salary scales the salary for certain posts does not equate to a current market rate.
7. Despite the high levels of investment both nationally and locally to increase the number of employees with the skills required for the economy, there is still a high demand for experienced, skilled professionals in certain service areas across the Council and consequently MRS payments continue to be needed and in some instances the value of the MRS has had to be increased.
8. The Committee will be aware of the continuing challenge to recruit and retain experienced social workers for Children's Services, particularly to work in the most demanding of the front line teams such as Intake and Assessment and Looked after Children. In August 2014 an additional MRS was agreed by the Corporate Management Team for experienced social work staff in teams regarded nationally as hard to fill, and the MRS paid to newly qualified social workers was reduced. All staff in posts requiring a social work degree receive a Standard MRS, however those experienced workers (Social Worker level 2 and above) with case holding responsibilities in the hard to fill teams (Assessment, Family Support, Court work; Long Term Looked After Children, Leaving Care and Conference & Review) also receive an additional Enhanced MRS. This innovative strategy enables us to compete in the highly competitive recruitment market but minimises the cost impact. Whilst there was initially some unhappiness from staff who were not eligible for the Enhanced MRS, none left and only one transferred to an eligible team. More experienced staff have been recruited in the year following implementation of the Enhanced MRS than in any year since CBC was created. Each new recruit results in an agency social worker being released and a cost saving of around £25k to the Council. The reducing vacancy rate amongst children's social workers and their managers (currently 22% overall but as high as 46% in hard to fill frontline services) has therefore reduced our

overall spend on agency workers but this has inevitably increased the proportionate spend on MRS. It is still a better use of our resources to fund an MRS payment to a permanent member of staff rather than long term use of an agency/ interim worker to cover the vacancy. It also maximises the chances of a child building a long term relationship with their social worker rather than frequent changes of locums.

9. Even with the introduction of MRS payments for qualified practitioners 3 years ago, Adult Social Care continues to face recruitment and retention difficulties. The requirements of the Care Act and the amendment to the Mental Capacity Act resulting in the marked increase in Deprivation of Liberty Safeguards assessments, has resulted in an increase in demand for adult social workers. The benchmarking data evidenced that CBC is paying less than neighbouring local authorities for experienced qualified Adult Social Workers, Senior Practitioners and Team Managers.

Consequently having reviewed a detailed business case CMT have recently approved the increase and extension of the current market rate supplements against particular posts in social care.

10. The MRS payments for Planning and Building Control were reviewed in 2014 and changes/reductions were made to reflect that they were no longer required for some posts. However recruitment to Planning roles has become increasingly difficult, in the current competitive market place and we have had to rely on agency workers to fill gaps where we have been unable to recruit. The current supplements are due to be reviewed in 2017 and it is likely that these will need to remain in place if the existing market conditions continue.
11. There are some legacy contractual entitlements that remain in place, and are protected under TUPE in Community Services.
12. There continues to be a requirement to pay MRS for posts for specialist IT and experienced qualified Finance posts. Regular reviews of the MRS paid to the Finance posts will be undertaken. The 1 post within IT which is paid an MRS will end in 2018 with the ending of a fixed term contract.

Number of MRS payments across salary bands

13. The graphs on Appendix A show that MRS payments are mainly paid to staff in the middle salary bands and not senior managers. However as evident from Appendix B, over the past two years the value of individual MRS have had to be increased, so a greater number of supplements are now paid in the higher pay bands. The data in both these appendices is based on the actual payment of MRS to individuals, it does not reflect the actual number of posts at that level which may be currently vacant and if filled will attract a MRS payment.

Market Rate Supplements as a percentage of the total pay bill.

14. In previous years members of the committee have also wished to understand what percentage of each Director's budget is used to fund the cost of MRS payments.
15. The attached Appendix C shows that the percentage of the total pay bill (excluding on-costs) for each directorate for 2013/14, 2014/15 and the most recent year 2015/16. Due to the impact of staff restructures and staff turnover the data for the annual cost of market rate supplements is taken from a date in time and then annualised.
16. The figures in Appendix C shows increases in the overall percentage, in Children's Services and ICS. However in view of the need to increase the value of MRS to ensure we can attract and retain the skills and experienced staff required, and the increasing success in filling social worker vacancies this would be expected. The reduction in percentage spend in Adult Social Care from 2012 to 2015 reflects the recruitment and retention problems experienced. This is being addressed through the recent CMT report to review MRS payments to offer a more competitive salary and Integrated Services have also undertaken reviews of the Customer Pathway and workforce profile requirements. These reviews will assist in developing the right workforce profile to deliver the corporate plan and develop a multi faceted approach to recruitment and retention.

Staff Turnover Rates

17. As MRS payments are used to attract and retain skills and experience for the Council, the Committee have previously asked to see the turnover rates including the specialist employment areas affected. The turnover rates quoted relate to voluntary leavers only and are calculated including all staff in those service areas regardless of whether they are in receipt of an MRS or not.
18. Appendix D shows that turnover across the Council has increased slightly in the past twelve months from 12.32% in 2014/15 to 13.41% in 2015/16. However this includes variations across services with some services showing increased turnover and others decreasing turnover.
19. The Council's MRS policy sets out that MRS are paid for a period of three years. This allows for stability and confidence that the payment is on going and not just a very short term measure. Any application for an MRS is agreed by CMT in accordance with the guidelines set out in the policy.
20. It is to be anticipated that in view of the three year commitment to the MRS that this will help stabilise staffing levels. We have certainly seen this to be the case across some areas where MRS are paid. However

turnover of staff can reflect a number of factors, the most frequent reason generally given for someone leaving are dissatisfaction with the job/pressure of the work, and lack of career development opportunities.

22. An important part of our approach to retaining our employees is to invest in skills development and this has been successful across the teams as the development opportunities provided are highly valued.
23. However whilst we have been working very hard to stabilise our Children's social worker groups, we are still faced by the challenge that the most common destination for social workers leaving children's services is to a temporary staff agency where pay is very much higher than in local government, the work is readily available and offers the freedom to move to different placements.
24. There has also been a major Regional project over the past 12-18 months focusing on helping to manage the increasing cost of agency workers with developing an agreed 'capped' range of temporary rates for social workers. Managing the rates may also help with reducing the attraction of agency work over and above permanent work. The Directors of Children's Services across the Eastern region have all signed up to support this project.

Corporate Priorities

25. The payment of a market rate supplement supports the Council's commitment to achieving its priorities by ensuring the ability to recruit and retain the skills required to deliver services.

Legal Implications

26. None specifically arising from this report as the payment of a market rate supplement is justified by the evidence of the market information collated and therefore can be defended against any equal pay challenge under equal pay legislation.

Financial Implications

27. None specifically arising from this report.

Equalities Implications

28. None specifically arising from this report as the payment of a market rate supplement is justified by the evidence of the market information collated and therefore can be defended against any equal pay challenge under equal pay legislation.

Conclusion

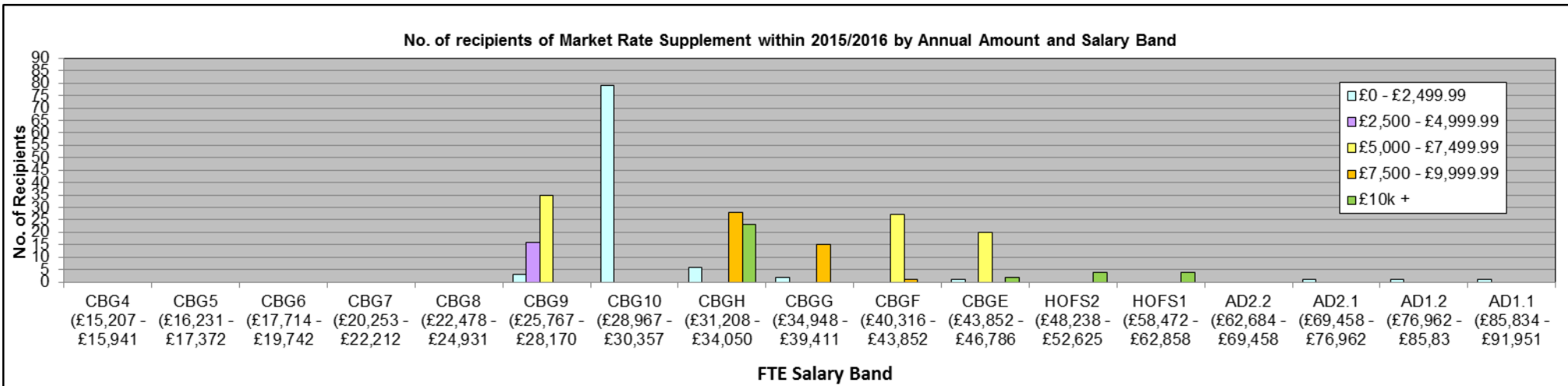
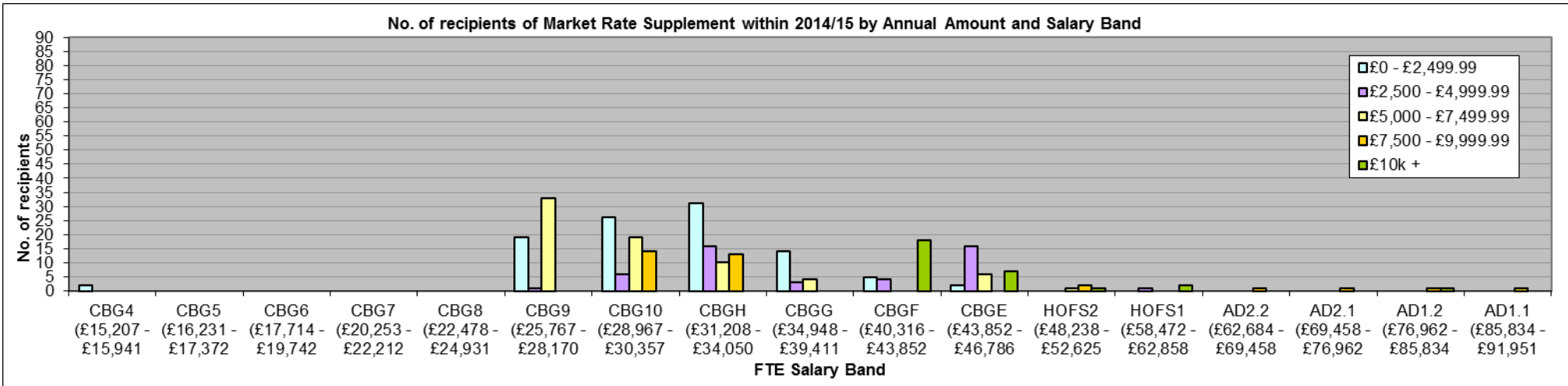
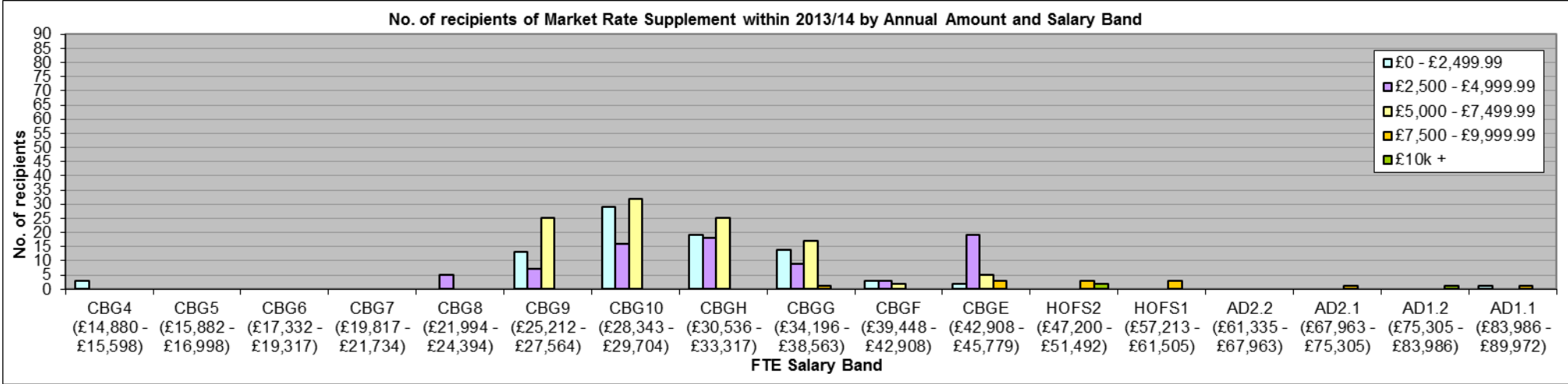
- 29 The information set out in this report and the attached appendices show that there is still a critical requirement to pay MRS in some service areas to enable the council to attract and retain employees with the necessary skills and experience to meet the needs of our services.

Appendices

- Appendix A – Number of recipients of Market Rate Supplements by salary band
- Appendix B – Annual Market Rate Supplements by banding
- Appendix C – Market Rate Supplements as a percentage of salary costs for 2013/14, 2014/15 and 2015/16
- Appendix D Market Rate Supplement analysis including staff turnover information for 2013/14, 2014/15 and 2015/16.

Background Papers

None



Appendix B – Number of recipients of Market Rate Supplements by salary

2013/14	Annual Market Rate Supplement Banding					
Directorate	£0 - £2,499.99	£2,500 - £4,999.99	£5,000 - £7,499.99	£7,500 - £9,999.99	£10k +	
Children's Services	2	42	97	6	3	150
Social Care Health & Housing	71	19	0	0	0	90
Community Services	4	1	2	1	0	8
Financial Services	0	0	6	0	0	6
Improvement & Corporate Services	0	0	6	1	0	7
Regeneration	7	15	1	4	0	27
No. of Recipients in 2013/14	84	77	106	12	3	282

2014/15	Annual Market Rate Supplement Banding					
Directorate	£0 - £2,499.99	£2,500 - £4,999.99	£5,000 - £7,499.99	£7,500 - £9,999.99	£10k +	
Children's Services	3	23	63	29	27	145
Social Care Health & Housing	88	8	2	0	0	98
Community Services	3	0	2	1	0	6
Financial Services	0	0	6	0	0	6
Improvement & Corporate Services	0	0	0	0	1	1
Regeneration	5	16	0	3	1	25
No. of Recipients in 2014/15	99	47	73	33	29	281

2015/2016	Annual Market Rate Supplement Banding					
Directorate	£0 - £2,499.99	£2,500 - £4,999.99	£5,000 - £7,499.99	£7,500 - £9,999.99	£10k +	
Children's Services	14	7	54	45	29	149
Social Care Health & Housing	78	2	10	0	0	90
Community Services	1	0	2	0	0	3
Financial Services	0	0	7	0	0	7
Improvement & Corporate Services	0	0	0	0	1	1
Regeneration	0	10	3	2	0	15
No. of Recipients in 2015/16	93	19	76	47	30	265

This page is intentionally left blank

Appendix C - Market Rate Supplements as a percentage of salary costs 2013/2014, 2014/2015 and 2015/2016

Directorate	2013/14 Cost of Market Rate Supplement s	2014/15 Cost of Market Rate Supplements	2015/16 Cost of Market Rate Supplement s
Children's Services	£537,132	£702,424	£975,884
Social Care Health & Housing	£166,546	£133,307	£151,143
Chief Executive	£0	£0	£0
Community Services	£20,164	£21,467	£13,158
Improvement & Corporate Services	£6,667	£5,810	£14,166
Public Health	£0	£0	£0
Financial Services	£25,943	£34,632	£33,360
Regeneration	£101,396	£82,570	£69,288
TOTAL	£857,847	£980,210	£1,256,999

Directorate	2013/14 Salary Costs	MRS as % Salary Costs 2013/14	2014/15 Salary Costs	MRS as % Salary Costs 2014/15	2015/16 Salary Costs	MRS as % Salary Costs 2015/16
Children's Services	£11,325,359	4.74%	£11,460,657	6.13%	£12,634,508	7.72%
Social Care Health & Housing	£13,342,563	1.25%	£16,362,619	0.81%	£18,440,277	0.82%
Chief Executive			£209,145	0.00%	£209,470	0.00%
Community Services	£8,093,897	0.25%	£8,095,816	0.27%	£9,905,454	0.13%
Improvement & Corporate Services	£11,377,062	0.06%	£11,780,002	0.05%	£9,970,131	0.14%
Public Health			£746,190	0.00%	£710,406	0.00%
Financial Services	£4,772,741	0.54%	£4,017,166	0.86%	£4,050,142	0.82%
Regeneration	£5,876,179	1.73%	£5,380,490	1.53%	£5,366,210	1.29%
TOTAL	£54,787,801	1.57%	£58,052,085	1.69%	£61,286,598	2.05%

This page is intentionally left blank

Appendix D – Market Rate Supplement Analysis Turnover Information for 2013/14, 2014/15 & 2015/16

Area	2013/14	2014/15	2015/16
	Voluntary Turnover Rate	Voluntary Turnover Rate	Voluntary Turnover Rate
CBC	10.79%	12.32%	13.41%
<i>Assets</i>	6.38%	2.04%	12.12%
<i>Financial Services</i>	2.72%	2.56%	7.81%
<i>Information Technology</i>	19.48%	12.33%	26.25%
<i>Child Serv Ops</i>	16.97%	14.10%	12.44%
<i>Learn&Strat Com / Comm & Part / School Imp</i>	17.19%		9.09%
<i>Commissioning</i>		11.39%	15.79%
<i>School Improvement</i>		7.94%	
<i>Social Care Health & Housing</i>	9.93%	18.89%	15.04%
<i>Resources</i>	10.77%	11.43%	9.76%
<i>CS, PP, W&L</i>	10.39%	7.76%	16.10%
<i>Highways & Tran</i>	13.98%	13.53%	14.62%
<i>Development Infrastructure</i>	5.26%	8.39%	8.86%

This page is intentionally left blank

Central Bedfordshire Council

General Purposes Committee

30 June 2016

Proposed Revisions to Terms of Reference and Standing Orders for the Wixams Joint Development Control Committee

Advising Officers: Director of Regeneration and Business
(jason.longhurst@centralbedfordshire.gov.uk)

Louise Newcombe, Principal Planning Officer
(louise.newcombe@centralbedfordshire.gov.uk)

Mel Peaston, Committee Services Manager
(mel.peaston@centralbedfordshire.gov.uk)

Purpose of this report

1. To consider the recommendation made by the Wixams Joint Development Control Committee (Wixams JDCC) held on 15 March, 2016 regarding proposed revisions to the Terms of Reference and Standing Orders relating to that Committee; and to include the Standing Orders of the Joint Committee for ease of reference.

RECOMMENDATIONS

The General Purposes Committee is asked to **RECOMMEND TO COUNCIL**:

1. that the proposed revisions to Part J2 of the Council's Constitution comprising the Terms of Reference of the Wixams Joint Development Control Committee, as reproduced at Appendix A to this report, be approved;
2. that the full Standing Orders of the Wixam's Joint Development Committee, including the Scheme of Public Participation, be set out in the Council's Constitution as shown at Appendix A to this report.

Overview and Scrutiny Comments/Recommendations

1. None, responsibility for consideration of this matter falls within the remit of the General Purposes Committee rather than the overview and scrutiny function.

Background

2. At its meeting on 21 October 2015, Members of the Wixams Joint Development Control Committee acknowledged that there was scope for reducing the type of matters brought before the Committee for determination and increasing those which could be delegated to the officers at Bedford Borough Council and Central Bedfordshire Council. As a result a report setting out proposed revisions to the Committee's Terms of Reference and Standing Orders was submitted to the Wixams JDCC on 15 March 2016 for consideration. The revisions were agreed by the Wixams JDCC and recommended to the General Purposes Committees of both Councils for approval.
3. The agreed revisions, as they impact on the relevant section of Part J2 (Joint Arrangements) of Central Bedfordshire Council's Constitution, which refers to the Wixams JDCC Terms of Reference, are attached at Appendix A. This also includes the Standing Orders, for the sake of transparency and ease of reference.
4. The proposed revisions aim to provide clarification and certainty as to which types of planning application will be considered and determined by the Wixams JDCC and which will be determined through Officer delegated powers. The proposed revisions also provide updated guidance, reflecting the formation of Central Bedfordshire Council and its location at offices in Chicksands.
5. The implications of the rider following proposed revised Standing Order 14 which states "All other relevant parts of the scheme of delegation to authorised officers of Bedford Borough Council and Central Bedfordshire Council are deemed to apply in respect of planning applications considered by the Joint Committee" includes:
 - a. that the provision to enable ward Members to call-in delegated matters for determination by the Joint Committee applies, as set out in Part H3 paragraph 4.4.21 of Central Bedfordshire Council's constitution, and Planning Committee Scheme of Delegations to Officers, Delegations to the Assistant Director Planning, Planning Services Group Delegation, Schedule 3 paragraph (2) and the paragraph which follows, of Bedford Borough Council's constitution.

Council Priorities

6. Updating the Wixams JDCC Terms of Reference contributes towards the Council's priority of being 'a more efficient and responsive Council'.

Corporate Implications

Legal Implications

7. There are no legal implications to the revisions.

Financial and Risk Implications

8. There are no financial and risk implications.

Equalities Implications

9. No equality issues have been identified.

Implications for Work Programming

10. There are none.

Conclusion and next Steps

11. Any recommendation by the General Purposes Committee to revise the Wixams JDCC Terms of Reference and Standing Orders will be submitted to the next meeting of Full Council on 21 July 2016 for approval.

Appendices

The following Appendix is attached: -

Appendix A - Revised Terms of Reference, including Standing Orders, for Wixams Joint Development Control Committee - Part J2 (Joint Arrangements) of the Council's Constitution

Background Papers

12. The following background papers, not previously available to the public, were taken into account and are available on the Council's website:

None

This page is intentionally left blank

CONSTITUTION
REVISIONS TO PART J2

Wixams Joint Development Control Committee (with Bedford Borough Council)

1. To exercise the development control powers and duties of the Bedford Borough and Central Bedfordshire Councils under the Town and Country Planning legislation in relation to the Wixams (Elstow New Settlement) (the area as defined in the Planning and Development brief) (figure 2) as specified below:-
2. Determination of: -
 - 2.1 Outline planning applications for development relating to the settlement.
 - 2.2 Full / reserved matter* applications for sites that straddle the boundaries of the constituent Authorities.

**reserved matters relating to the original outline planning permissions (reference CB/11/02182/VOC & 11/01380/M73) comprise any applications for approval of reserved matters for Sub Areas, Strategic Infrastructure Works and Strategic Landscaping Applications.*
3. The heads of terms of any joint legal agreements relating to the proposed development.
4. Any other planning issues / applications relating to the development of the settlement as may be referred to the Committee from time to time from either Authority in respect of their own area.
5. All other matters as set out in Standing Order 14 below will be dealt with in accordance with that delegation.
6. Membership:
 - 9 Central Bedfordshire councillors
 - 9 Bedford Borough councillors
 - See Standing Orders 2 and 12 below in respect of substitutes
7. Full terms of reference are set out below.

Terms of Reference of the Wixams Joint Development Control Committee

NB: These were not previously included in the Constitution but for the sake of transparency and ease of reference, are proposed for inclusion now and are set out

below.

Standing Order 1 - Meetings

Ordinary Meetings

- i. Ordinary meetings of the Joint Committee will take place on such days, and at such times and frequencies, as the Committee may agree.

Special Meetings

- ii. A special meeting of the Joint Committee may be called at any time by its Co-chairs.

Summons and Agenda

- iii. A summons and full agenda will be provided to each member of the Joint Committee at least three clear days before the meeting.

Items of Business

- iv. Only items of business appearing on the agenda will be considered at a meeting, unless an item is deemed by the Co-Chair presiding at the meeting to be urgent.

Place of Meeting

- v. Meetings of the Joint Committee will rotate between Bedford and Chicksands, Shefford.

Standing Order 2 – Size of Joint Committee

The Joint Committee will comprise 18 Councillors, that is 9 representing Bedford Borough Council and 9 representing Central Bedfordshire Council. Up to 4 named substitutes may also be appointed by each authority. Each Council shall appoint its Members to the Joint Committee in accordance with the requirements of Section 15 of the Local Government and Housing Act 1989.

Standing Order 3 – Chairing of Meetings

- i. The joint committee shall at the first meeting after its appointments elect as Co-chairs of the committee, one member of each of the constituent authorities.
- ii. Each meeting the committee shall be chaired by the Co-chair of the authority hosting the meeting, save that in the absence from a meeting of any one of the Co-chairs, the other Co-chair shall preside.

- iii. In the absence of both Co-chairs, the joint committee shall elect a person from among their number to preside at the meeting.
- iv. The person presiding shall be entitled to a second or casting vote where there is an equality of any votes on the matter.

Standing Order 4 – Quorum

- i. The quorum at a meeting is one quarter of the joint committee’s membership. If the meeting lacks a quorum at any stage, its business shall be adjourned to an agreed date and time or to the next ordinary meeting.

Standing Order 5 – Decisions and recommendations

- i. Minutes of the proceedings of meetings of the Joint Committee shall be recorded formally and signed at the next meeting by the person presiding.
- ii. No discussions shall take place on the minutes except where their accuracy is challenged by a motion before they are signed.
- iii. The Joint Committee shall have full delegated powers to act within its Terms of Reference. If it wishes to make a recommendation on any matter, this will be placed before the Council of each of the two Local Authorities for a decision.

Standing Order 6 – Rights of non-members of the Joint Committee

- i. Every member of each of the two constituent councils shall have the right to attend meetings of the Joint Committee. Such a member will be entitled to speak once on any item and may, with the consent of the person presiding, contribute further, but shall not vote.

Standing Order 7 – Public participation

- i. Public participation in meetings of the Joint Committee shall operate on the basis of the scheme set out in Appendix A to these Standing Orders.

Standing Order 8 – Rules of Debate

Motions and Amendments

- i. A motion or amendment may only be discussed if it has been proposed and seconded and, if required by the person presiding, put into writing.

Amendments

- ii. An amendment must be relevant to the motion and shall be either:

(a) to leave out words
(b) to leave out words and insert or add others
(c) to insert or add words.
but no amendment may be moved which shall have the same effect as voting against the motion.

- iii. Only one amendment may be moved or discussed at a time and no further amendment shall be moved until the amendment under discussion has been disposed of. However the person presiding may permit two or more amendments to be discussed (but not voted on) together if s/he considers that this would be a convenient way to proceed.
- iv. If an amendment is lost then other amendments may be moved upon the original motion. If an amendment is carried, then further amendments may be moved to the revised motion.

Alteration or withdrawal of a motion

- v. With the consent of the person presiding, a Member may alter or withdraw a motions/he has moved.

Right of reply

- vi. The proposer of a motion has a right of reply at the close of the debate on a motion or upon amendment to their motion immediately before either is put to the vote. The mover of an amendment also has a right of reply. Neither reply should exceed one minute in length.

Standing Order 9 – Admission to meetings

- i. Meetings of the Joint Committee shall be open to the public and the press unless the statutory powers of exclusion have been exercised.

Standing Order 10 – Interest of Members in contracts and other matters

Financial interest

- i. If any Member has any financial interest, direct or indirect, within the meaning of Section 95 of the Local Government Act 1972 in any matter, h/she will withdraw from the meeting while the matter is under consideration unless:-
 - i. The disability to discuss that matter has been removed by the Secretary of State; or
 - ii. The Joint Committee invite him or her to remain.

Non-financial interest

- ii. (a) Any Member who has a personal, non-financial interest in any matter

must promptly disclose that interest but may remain, speak and vote unless the interest is clear and substantial, in which case the member must withdraw (subject to paragraph ii (b) below of this Standing Order.

- iii. Members shall have regard to the provisions of the National Code of Local Government Conduct. Involvement in the affairs of a public body or voluntary association etc, by a Member who has been appointed as a representative of a constituent Council will not, in the absence of any other relevant constraints, be construed as a clear and substantial interest and in that situation the Member should disclose the interest, but may remain and participate fully in the meeting.

Standing Order 11 – Voting

- i. All decisions shall be taken by majority of Members present and voting by show of hands.
- ii. In the case of an equality of votes the person presiding may give a second or casting vote.
- iii. Immediately after a vote is taken, the request of any Member for a record of the way in which his/her vote was cast shall be met and included in the minutes of the meeting.

Standing Order 12 – Changes in membership and substitutes

- i. Any changes in the membership or substitute members of the Joint Committee shall be notified to the relevant Chief Executive for report to the next meeting of the relevant Council for information. Such notice shall be given to the Chief Executive or his/her nominee prior to the commencement of the meeting of the Joint Committee from which it is likely to have effect.
- ii. Each political group on either authority represented on the Joint Committee shall be entitled to nominate substitute members, the number of which shall not exceed 50% of the total seats held by that group on the joint committee with a minimum of one substitute per group.
- iii. Each Independent Member on the Joint Sub-Committee not belonging to a constituted political group within a Council shall be entitled to nominate another Independent Member (who does not belong to a constituted political group within the relevant Council) as a substitute member on the Joint Committee.
- iv. A Councillor who wishes a substitute Member to attend a meeting in his/her place shall so inform one of the substitute Members as soon as practicable before the date of the meeting and the substitute Member shall at the meeting concerned inform the relevant Chief Executive or his/her representative of his/her appointment as a substitute. In the event that no named substitute is able to act in that capacity for any given meeting, then any other member of the political group concerned shall be entitled to act as

a substitute provided that the relevant Chief Executive or his/her representative is so informed before the commencement of the meeting and that the status of the substitute Member is declared at the start of the meeting.

- v. Any Member for whom a substitute is attending shall cease to be a member of the Joint Committee for the duration of the meeting, including any adjournment, and the substitute Member shall be a full member of the Joint Committee for the same period.

Standing Order 13 – Codes of Conduct

- i. Members shall observe their own Council's code of conduct for councillors dealing with planning matters except that any member of the Joint Committee who expresses a fixed view on an application prior to its determination by the Joint Committee shall be required *either*:
 - (a) To declare an interest in that applications and withdraw from the meeting during consideration and determination thereof; *or*
 - (b) To appoint a substitute member for the meeting at which the application is to be considered, in which case the Member who has expressed a fixed view may speak on the application from the public gallery prior to the formal discussion of the item.

Standing Order 14 – Delegations to Officers

Officers of each Authority, authorised in accordance with their particular scheme of delegations, shall have delegated authority to deal with and determine the following matters:

- a) Applications for planning permission solely within their boundary.
- b) Applications to develop land without compliance with conditions subject to which a previous planning permission was granted (section 73) for all sites (in this Standing Order meaning those within each Authority boundary and those that straddle the boundaries)
- c) Applications for planning permission for development carried out before the date of the application (section 73A) for all sites
- d) Applications for non-material amendments following a grant of planning permission (Section 96A of the 1990 Act) for all sites.
- e) Applications for reserved matters approval pursuant to any outline planning permission granted previously on sites solely within the Authority boundary.
- f) Applications to approve details pursuant to and discharge conditions attached to any planning permission granted previously for all sites

**CONSTITUTION
REVISIONS TO PART J2**

- g) Applications for replacement planning permission subject to a new time limit on sites solely within the Authority boundary.
- h) In relation to parts 1, 3, 4, 6, 7, 11, 14, 15, 16, 17 and 18 of Schedule 2 of the GPDO 2015 (as amended) (i) approval or agreement required for any element of a proposal or (b) for determination as to whether or not prior approval or agreement to any element of a proposal is required and, where such prior approval is required by the Council, determination of details of that element for all sites.
- i) Applications for express consent for the display of advertisements and related powers and duties for all sites.

All other relevant parts of the schemes of delegation to authorised officers of Bedford Borough Council and Central Bedfordshire Council are deemed to apply in respect of planning applications considered by the Joint Committee.

Appendix A –

Wixam’s Joint Development Control Committee Scheme for Public Participation

Applicants, agents, representatives of Parish/Town Councils, members of Bedford Borough Council and Central Bedfordshire Council (in respect of any application falling within their ward) and members of the public, who have already submitted comments in writing prior to the publication of the agenda, are entitled to speak (but not to question Officers or Members of the constituent councils) during the consideration of a planning application at any meeting of the Joint Committee at which the application is to be determined. Such entitlement to speak shall be in accordance with the following provisions:

(a) Any person meeting the above qualification who wishes to speak must notify the nominated officer of their Local Authority by telephone or e-mail by 10.00am on the day of the meeting at which the application in which s/he is interested is to be considered.

(b) The following procedures will apply in respect of each item:

- | | | |
|--|---|--|
| | • | Introduction of an item by officers and or the Co-Chair |
| | • | Representations by Parish/Town Council representative(s) |
| | • | Representations by non-Members of the Joint Committee in respect of any applications falling within their electoral ward |
| | • | Joint Committee Members’ questions |
| | • | Representations by objector/s or the representative for all objectors |
| | • | Joint Committee Members’ questions |

Appendix A

CONSTITUTION
REVISIONS TO PART J2

		<ul style="list-style-type: none"> • Representations by applicant and/or any supporters
		<ul style="list-style-type: none"> • Joint Committee Members' questions
		<ul style="list-style-type: none"> • Clarification by Officers, if required
		<ul style="list-style-type: none"> • Consideration of the application by the Joint Committee.
(c)	The total time allowed for speeches in respect of each of the following groups of speakers will not exceed 5 minutes:-	
	i.	Parish/Town Council representatives for each Parish/Town Council that may have been consulted on an application who have been authorised, in writing, to speak, by the Clerk or Chairman of the Town/Parish Council on the Council's behalf;
	ii.	Ward representatives from either Council not on the Joint Committee
	iii.	Objectors
	iv.	Applicants and/or supporters.
	Where an application affects more than one Town/Parish Council or ward, the Co-chair has the discretion to vary the requirements of (i) to (iv) above, where s/he considers it conducive to the dispatch of business and will not cause prejudice to the parties involved.	
(d)	In the event of there being no spokesperson appointed to speak on behalf of a group of speakers referred to under either category (iii) and (iv) or provision (c) above, the order of speaking shall be the same as the order in which the requests were received until the time limit has expired.	
(e)	Anyone making representations under this scheme shall confide their comments to material planning considerations and should draw any believed inaccuracies in reports etc to the attention of the officers prior to the meeting.	
(f)	Where consideration of a planning application is deferred, public participation shall be permitted on each occasion that such an application is reconsidered provided that the notice requirements in (a) above have been complied with.	
(g)	The Co-Chair of the Joint Committee may:	
	<p>(a) suspend the operation of this scheme during the consideration of any application or for the remainder of the meeting if s/he considers it necessary to do so for the purposes of maintaining order at the meeting;</p> <p>(b) vary the order in which applications are to be considered if s/he</p>	

Appendix A

**CONSTITUTION
REVISIONS TO PART J2**

	considers that it is convenient and conducive to the despatch of the business and will not cause any prejudice to the parties involved.
(h)	This scheme does not provide a right for Members or Officers of either constituent council to speak where they have declared an interest in the planning application.
(i)	For interpretation purposes, Parish/Town Council shall be taken to include a Parish meeting.
(j)	The Co-Chair has the right to require any person to stop speaking at any time s/he considers the question or statement to be defamatory, improper or outside the responsibilities of the Joint Committee.
(k)	The Co-Chair may vary or suspend the operation of this scheme at any time during the meeting, if s/he considers:-
	<p>(a) that it is necessary to do so for the purpose of maintaining order at the meeting; or</p> <p>(b) that it is convenient and conducive to the despatch of business to do so.</p>

This page is intentionally left blank