

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



please ask for Sandra Hobbs
direct line 0300 300 5257
date 10 June 2010

NOTICE OF MEETING

CENTRAL BEDFORDSHIRE COUNCIL

Date & Time

Thursday, 24 June 2010 at 6.30 p.m.

Venue at

Council Chamber, Priory House, Monks Walk, Shefford

Richard Carr
Chief Executive

To: The Chairman and Members of the CENTRAL BEDFORDSHIRE COUNCIL

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THIS MEETING

AGENDA

Prayers

Reverend Richard Andrews of Priory Church, Dunstable will take prayers.

1. **Apologies**

The Chairman to ask for any apologies received in advance of the meeting.
The Chairman to ask the meeting if there are any other apologies to be recorded.

2. **Minutes**

To approve the minutes of the Annual meeting of the Council held on 22 April 2010.

(Attached pages 7 to 26)

3. **Members' Interests**

To receive from Members any declarations and the **nature** thereof in relation to:-

- (a) personal interests in any agenda item
- (b) personal and prejudicial interests in any agenda item.

4. **Chairman's Announcements and Communications**

The Chairman to make any announcements or communications.

5. **Leader of the Council's Announcements and Communications**

The Leader of the Council to make any announcements or communications.

6. **Questions, Statements and Deputations**

To receive any questions, statements and deputations from members of the public in accordance with the Public Participation Procedure as set out in Annex 1 of Part A4 of the Constitution.

7. **Petitions**

To receive and discuss petitions in accordance with the Public Participation Procedure as set out at Annex 2 of Part A4 of the Constitution. Notification has been received that a petition will be presented to the Chairman requesting a pedestrian crossing in Meadway, Dunstable.

8. **Recommendations from the Executive**

To consider the recommendations from the meetings of the Executive and answer questions asked under Rule No. 12.1.

	Date of Meeting	Page No.
1. Climate Change Strategy	4 May 2010	27 - 28
2. Central Bedfordshire Council's Draft Single Equality and Diversity Scheme	4 May 2010	29 - 30
3. Sustainable Community Strategy	8 June 2010	To follow
4. Community Engagement Strategy	8 June 2010	To follow

9. **Recommendation from the General Purposes Committee**

To consider the recommendation from the meeting of the General Purposes Committee and answer questions asked under Rule No. 12.1.

	Date of Meeting	Page No.
1. Recommendations of the Boundary Committee for England on the Electoral Review of Central Bedfordshire	3 June 2010	To follow

10. **Recommendations from the Constitution Advisory Group**

To consider the recommendations from the meeting of the Constitution Advisory Group and answer questions asked under Rule No. 12.1.

	Date of Meeting	Page No.
1. Consultation Strategy within the Council's Policy Framework	1 June 2010	31 - 36
2. Call-in of Planning Applications by Members to Development Management Committee	1 June 2010	37 - 40
3. Adoption of the Council's Petition Scheme and Consequential Changes to the Constitution	1 June 2010	41 - 70

11. **Report of the Bedfordshire Police Authority**

To receive and consider the report of the Bedfordshire Police Authority and answer questions asked under Procedure Rule No. 12.1.

(Attached pages 71 to 74)

12. **Report of the Bedfordshire and Luton Combined Fire Authority**

To receive and consider the report of the Bedfordshire and Luton Combined Fire Authority and answer questions asked under Procedure Rule No. 12.1.

(Attached pages 75 to 78)

13. **Written Questions**

To answer written questions from members of the Council under Rule No. 12.2.

The following written questions have been received from Councillor J Murray:-

Grove Theatre, Dunstable

1. On how many days in 2009 were there performances open to the public?
2. What was the total number of seats sold in 2009 and what percentage of full capacity (i.e. full houses for 365 days) does that represent?
3. What was the cash value of seats sold in 2009?
4. How much, in cash terms, was Central Bedfordshire Council's contribution to the running of the Grove Theatre?

Dunstable Office Refurbishment

1. How much was spent on new furniture in the Dunstable offices' refurbishment?
2. Is it considered satisfactory by those who use it?
3. What is to become of the furniture which is being stored in empty units owned by the Council?
4. Is it still serviceable and usable?
5. What is the Council doing to let these premises and gain income whilst they are full of furniture and where would Council move the furniture to, should someone take on a lease of these premises?

14. **Oral Questions**

To answer oral questions asked by Members of the Council under Rule No. 12.7.

15. **Motions (If Any)**

To consider motions submitted by Members of the Council under Rule No. 16 in the order received.

16. **Annual Report from the Overview and Scrutiny Committees**

To receive and consider the Annual Report from the Overview and Scrutiny Committees.

(Attached pages 79 to 108)

17. **Designation of Statutory Officers**

To request the Council to designate posts to fulfil the statutory officer roles of the Chief Finance/Section 151 Officer, Monitoring Officer and Scrutiny Officer.

(Attached pages 109 to 112)

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CENTRAL BEDFORDSHIRE COUNCIL

At the annual meeting of the **CENTRAL BEDFORDSHIRE COUNCIL** held in Priory House, Monks Walk, Shefford on Thursday, 22 April 2010.

PRESENT

Cllr B J Spurr (Chairman)
Cllr P Hollick (Vice-Chairman)

Cllrs	P N Aldis	Cllrs	M Gibson	Cllrs	J Murray
	R A Baker		Mrs S A Goodchild		Mrs M Mustoe
	A R Bastable		T Green		T Nicols
	R D Berry		Mrs D B Gurney		P Rawcliffe
	L Birt		Mrs C Hegley		A A J Rogers
	P A Blaine		D J Hopkin		J A G Saunders
	D Bowater		J G Jamieson		A Shadbolt
	A D Brown		K Janes		K Sharer
	Mrs C F Chapman MBE		R W Johnstone		P Snelling
	J A E Clarke		D Jones		Miss A Sparrow
	N B Costin		M R Jones		R C Stay
	I Dalgarno		J Kane		J Street
	Mrs R J Drinkwater		D J Lawrence		G Summerfield
	P A Duckett		Mrs J G Lawrence		A M Turner
	A Fahn		Mrs A M Lewis		Mrs C Turner
	Mrs J Freeman		H J Lockey		P F Vickers
	P Freeman		S F Male		B Wells
	D J Gale		K C Matthews		P Williams
	Mrs R B Gammons		Ms C Maudlin		J N Young
			D McVicar		

Apologies for Absence

Cllrs	Mrs A Barker	Cllrs	Ms A M W Graham	Cllrs	Ms J Nunn
	Dr R Egan		A Northwood		Mrs P E Turner MBE

Officers in Attendance:	Mr R Carr	–	Chief Executive
	Mr R Ellis	–	Director of Customer and Shared Services
	Mrs E Grant	–	Deputy Chief Executive and Director of Children's Services
	Mrs S Hobbs	–	Democratic Services Officer
	Mrs K John	–	Head of Democratic Services
	Mr A King	–	Head of Corporate Finance
	Mrs B Morris	–	Assistant Director Legal & Democratic Services and Monitoring Officer
	Ms M Peaston	–	Interim Committee Services Manager
	Mr E Thompson	–	Assistant Director, Adult Social Care

Prayers

Prayers were taken by Major Chris Davidson, Salvation Army.

C/10/1

Out-going Chairman's Announcements

The Chairman congratulated Members and Officers on their hard work during the first year of Central Bedfordshire Council which had been a challenging one in view of the economic climate and financial pressures on public services. The Chairman advised that during his term of office he had been proud to accept many awards and certificates on behalf of the Council.

The Chairman reported that he had been raising funds for his chosen charities, RNIB (Royal National Institute for the Blind), East Anglian Air Ambulance – Bedfordshire and “Help for Heroes” (support for wounded service personnel). These monies were still being collected and the final sum would be reported on a future occasion.

The Chairman thanked his wife Barbara and also Barbara Morris, Assistant Director of Legal and Democratic, Kathrin John, Head of Democratic Services, Sandra Hobbs, Democratic Services Officer and Ingrid Male, Personal Assistant to the Chairman for their support to him during his year as Chairman.

The Deputy Leader thanked the out-going Chairman, Councillor Spurr, for the exemplary way in which he had conducted his year in office as Chairman of Central Bedfordshire Council.

It was moved, seconded and

RESOLVED

to place on record the Council’s sincere thanks to Councillor David McVicar for the services rendered by him in the discharge of the important and exacting duties of the office of Chairman of the Shadow Council and also of Central Bedfordshire Council for the period from 1 April 2009 to 18 June 2009 and to thank Mrs Cynthia Gresham for her invaluable support to Councillor McVicar during this period.

Councillor McVicar was presented with a certificate.

Councillor McVicar thanked the Councillors who had served on the Shadow Council.

C/10/2

Election of Chairman 2010/11

The Chairman invited nominations for the office of Chairman of the Council for the Municipal Year 2010/11. Councillor Peter Hollick was duly proposed and seconded. There were no other nominations.

RESOLVED

that Councillor Peter Hollick be appointed to the office of Chairman of the Council for the Municipal Year 2010/11.

Councillor Hollick then signed and read out the Declaration of Acceptance of Office.

Thereafter the newly-elected Chairman thanked Members for their support and indicated that it would be his privilege and honour to represent Central Bedfordshire Council as Chairman.

It was moved, seconded and

RESOLVED

to place on record the Council's sincere thanks for the services rendered by Councillor Brian Spurr, the out-going Chairman, in the discharge of the important and exacting duties of the office over the period from 18 June 2009 to 22 April 2010 and to thank Mrs Barbara Spurr for her invaluable support to Councillor Spurr during this period.

Councillor Spurr was then presented with a certificate.

C/10/3

Election of Vice-Chairman 2010/11

The Chairman invited nominations for the office of Vice-Chairman of the Council for the Municipal Year 2010/11. Councillor Mrs Fiona Chapman MBE was duly proposed and seconded and there were no other nominations.

RESOLVED

that Councillor Mrs Fiona Chapman MBE be appointed to the office of Vice-Chairman of the Council for the Municipal Year 2010/11.

Councillor Mrs Chapman MBE then signed and read out the Declaration of Acceptance of Office and thanked Members for their support.

C/10/4

Minutes**RESOLVED**

that the Minutes of the meeting of the Council held on 25 February 2010 be confirmed and signed by the Chairman as a correct record.

C/10/5 **Members' Interests**

(a) **Personal Interests:-**

None.

(b) **Personal and Prejudicial Interests:-**

None.

C/10/6 **Chairman's Announcements and Communications**

The Chairman announced the death of Pauline Dunnington who had been a Councillor for Luton Council and Bedfordshire County Council for 20 years.

The Chairman announced that for his nominated charities, he intended to look at ways of being able to support smaller, local groups within Central Bedfordshire, perhaps working through a co-ordinating body. He indicated that he would bring details of his plans for his charitable activities to the next Council meeting.

C/10/7 **Leader of the Council's Announcements and Communications**

The Deputy Leader acknowledged the Leader of the Council's absence due to illness and placed on record the Council's best wishes for her swift recovery.

C/10/8 **Questions, Statements and Deputations**

No questions, statements or deputations had been received under Annex 1 of Part A4 of the Constitution.

C/10/9 **Recommendations from the Executive**

(a) **Community Safety Partnership Plan 2010 - 2012**

The Council considered a recommendation from the meeting of the Executive held on 6 April 2010 which sought approval of the Community Safety Partnership Plan and strategic assessment priorities identified for 2010 – 2012.

RESOLVED

that the Community Safety Partnership Plan and strategic assessment priorities identified for 2010 – 2012, as set out in Appendix A to the Executive report at its meeting on 6 April 2010, be adopted.

(b) The Central Bedfordshire Communications Strategy

The Council considered a recommendation from the meeting of the Executive held on 6 April 2010 which sought approval and implementation of the Communications Strategy.

RESOLVED

that the Communications Strategy, attached as Appendix A to the Executive report at its meeting on 6 April 2010, be approved for implementation.

C/10/10

Recommendation from the Regulation Committee

The Council considered a recommendation from the meeting of the Regulation Committee held on 24 February 2010 which sought approval of the Alcohol Designation Order to restrict anti-social drinking in public places in Arlesey and Stotfold, subject to there being no adverse responses from the public to the public consultation.

Members were advised that two letters had been received during the public consultation. Each letter reiterated adverse comments which had already been made during the initial round of consultation. The initial letters had been considered and further evidence had been gathered from the Police. The position therefore was that no new adverse responses had been received arising from the public consultation.

Corrections were reported by a Member to two of the designated public places listed in the Schedule for Shefford in that Bloomfield Road should read Bloomfield Drive and Somerfield Car Park should read Morrisons Car Park.

RESOLVED

that the Alcohol Designation Order to restrict anti-social drinking in public places in Arlesey and Stotfold, be adopted, subject to the above corrections.

C/10/11

Recommendation from the Standards Committee

The Council considered a recommendation from the meeting of the Standards Committee held on 26 February 2010 which sought adoption of the amended Members' Planning Code of Good Practice.

A query was raised about the procedure followed by members of the public as there was no provision for them to provide evidence using audio or DVD equipment at meetings of the Development Management Committee. The Monitoring Officer advised Members that this issue was not covered by the Planning Code of Good Practice and confirmed that the issue could be looked at when the procedure at Development Management Committee was next discussed.

RESOLVED

that the Members' Planning Code of Good Practice of the Constitution as set out in Appendix A to the report, be adopted.

C/10/12

Recommendations from the Constitution Advisory Group

(a) Revised Policy Framework

The Council considered a recommendation from the meeting of the Constitution Advisory Group held on 1 April 2010 which sought the approval of the amended Policy Framework in Part B2 of the Constitution.

Members were advised that the Housing Investment Programme was proposed for removal from the Policy Framework and not the Housing Strategy.

RESOLVED

that the Policy Framework in Part B2 of the Constitution be amended by:-

- 1. the inclusion of the budgetary plans listed in paragraph 1.1.3.2 under the Budget definition in paragraph 2.1, in order that all elements relating to the budget are listed in one place;**
- 2. deleting the "Housing Investment Programme" in paragraph 1.1.3.6, given that authorities are no longer required to produce Housing Investment Programmes;**
- 3. amending the "Sustainability Policy Suite" in paragraph 1.1.3.7 to "Climate Change Strategy" to reflect the correct title for the Strategy; and**
- 4. amending the headings of "Statutory" in paragraph 1.1.2 to "Required" and "Other" in paragraph 1.1.3 to "Recommended/Discretionary" to reflect that the Government specifies certain plans and strategies which authorities are required to include in their Policy Frameworks, others which are recommended for inclusion and that the Council may also add plans at its discretion.**

(b) Leader's Announcements at Council

The Council considered a recommendation from the meeting of the Constitution Advisory Group held on 1 April 2010 which sought the approval of the variation to Part B5 of the Council Procedure Rules to provide for Leader's Announcements and Communications to be an agenda item at meetings of Council.

RESOLVED

that the variation of Part B5 of the Council Procedure Rules to provide for Leader's Announcements and Communications to be an item at meetings of Council, be approved.

C/10/13

Appointment of Members, Chairmen and Vice-Chairmen to Committees and Other Council Bodies 2010/11

The Council received and considered a report of the Monitoring Officer outlining the requirements for Member appointments to Committees and other Council bodies, including taking account of political proportionality.

As a supplement to the report, Members had received the nominations for membership of Committees and for Chairmanships and Vice-Chairmanship of Committees for 2010/11 from the Group Leaders, an update on the overall number of seats to which the Groups were making appointments, particularly relating to the General Purposes Committee, and amendments to the intended size and membership of the Corporate Parenting Panel for 2010/11.

The revised recommendations 1 – 4 relating to the appointments as set out in the supplementary paper dated 20 April 2010 were moved en bloc and were duly seconded.

During debate Councillor Peter Snelling indicated that he considered as a matter of principle, that at least one chairman of an overview and scrutiny committee should be drawn from an opposition political Group. Given that this was not the case, he felt it appropriate to resign his position as Chairman of the Development Strategy Task Force. Members urged him to reconsider his position.

RESOLVED

- 1. that the Council confirms for the municipal year 2010/11:-**
 - (a) the structure, size and terms of reference of the committees, sub-committees and joint committees set out in sections D1 of the Constitution (the Overview and Scrutiny Committees as amended, set out in Appendix D to the report), E2 and J2;**

(b) the allocation of seats and substitutes to these and other bodies as listed in Appendix A to the submitted report, in accordance with the political balance rules where they apply, subject to:-

(i) the revised allocation of seats on General Purposes Committee as show below:-

Total no seats	Conservative	Liberal Democrat	Independent
7 (3)	6 (3)	0	1

(ii) the adjustment of the "Total" line ("Ordinary Committees") (Proportional) to read:-

	Total no Councillors (substitutes in brackets)	Conservative	Liberal Democrat	Independent
Total	93 (49)	76 (40)	16 (9)	1 (0)

(iii) The correction of the number of seats for Corporate Parenting Panel to read:-

Total no seats	Conservative	Liberal Democrat	Independent
8 (0)	7 (0)	1 (0)	0 (0)

2. that the appointment of individual Members and substitutes to committees and other bodies in accordance with nominations submitted by the political groups, as set out in Appendix B to the supplementary report, be approved;
3. that the appointment of Chairman and Vice-Chairmen of committees for the municipal year 2010/11 as set out in Appendix C to the supplementary report, be approved;
4. that it be noted that the following persons have been appointed to the Children's Services Overview and Scrutiny Committee as co-opted members with voting rights on education matters until 31 March 2013:-
 - (a) Mr Doug Landman, Parent Governor Representative;
 - (b) Ms Heather Copley, Parent Governor Representative;
 - (c) Mr Ben Sear, Parent Governor Representative;

- (d) **Mrs Frances Image, Roman Catholic Diocesan Representative;
and**
- (e) **Jon Reynolds, Anglican Diocesan Representative.**

[Note: A comprehensive list of appointments is attached at Appendix A to these Minutes.]

C/10/14

Composition of the Executive

The Council received a report from the Leader of the Council setting out the composition of the Executive for the coming year, including the names of the Councillors appointed to the Executive. It was noted that no amendments were proposed to the Scheme of Delegation of Executive Functions beyond those previously approved by the Leader of the Council (Executive procedure Rule no 1.2) (Part C4 and H3 of the Constitution refers). The Deputy Leader presented the report in the absence of the Leader of the Council.

A query was raised about the impact of the composition of the Executive for the coming year on the payment of Members' allowances and an undertaking was given that a written answer would be provided.

A question was put seeking confirmation from the Leader of the Council that if a Member of the Executive did not deliver the responsibilities of their office they would cease to be a Portfolio Holder. In the absence of the Leader the Deputy Leader responded that he believed that this would be the case.

RESOLVED

To note:-

- 1. the composition of the Executive and allocation of portfolios, as set out at Appendix B to these minutes;**
- 2. the scheme of delegations of Executive functions, set out at Parts C3 and H3 of the Constitution; and**
- 3. that Councillor Mrs Anita Lewis will continue to be the lead member for Children's Services.**

C/10/15

Scheme of Delegation

Members noted the Scheme of Delegation set out in Part H3 of the Constitution and also noted that it was subject to change following the conclusion of the Senior Management Review. Members recalled that the Monitoring Offer had been authorised by Council at the meeting on 25 February 2010 (minute C/09/76 (e) resolution (3) refers) to make the consequential changes to the Constitution in consultation with the Constitution Advisory Working Group.

RESOLVED

to agree the Scheme of Delegation.

C/10/16

Annual Report of the Leader of the Council

In the absence of the Leader, the Deputy Leader presented the Leader's report outlining policy priorities for the forthcoming year.

The report was noted.

(Note: The meeting commenced at 6.30 p.m. and concluded at 7.40 p.m.)

Chairman

Dated

CENTRAL BEDFORDSHIRE COUNCIL

**Committees etc Chairmen, Vice-Chairmen, Deputy Chairmen
and Members 2010/11**

Council

Chairman: Cllr P Hollick
Vice-Chairman: Cllr Mrs C F Chapman MBE

**Executive
(10 Members)**

Leader of the Council and Chairman of the Executive: Cllr Mrs P E Turner MBE

Deputy Leader of the Council and Portfolio holder for Policy & Performance Cllr R C Stay

Members:

Customer & Central Services:

Portfolio holder for Finance, Governance & People Cllr M R Jones
Portfolio holder for Customers, Systems and Assets Cllr S Male

Sustainable Communities:

Portfolio holder for Economic Growth, Skills and Regeneration Cllr K C Matthews
Portfolio holder for Safer Communities and Healthier Lifestyles Cllr D McVicar
Assistant Portfolio holder for Safer Communities and Healthier Lifestyles Cllr B Wells
Portfolio holder for Sustainable Development Cllr T Nicols

Children's Services:

Portfolio holder for Children's Services Cllr Mrs A M Lewis
Assistant Portfolio holder for Children's Services Cllr Mrs C Turner

Social Care, Health and Housing:

Portfolio holder for Social Care and Health Cllr Mrs C Hegley
Portfolio holder for Housing Cllr Mrs R J Drinkwater

**Children' Services Overview & Scrutiny
(10 Members)**

Chairman: Cllr J Street
Vice-Chairman: Cllr Mrs D Gurney

Members: Cllr Mrs A Barker
Cllr P Blaine
Cllr D Bowater
Cllr N Costin
Cllr Dr R Egan
Cllr P Hollick
Cllr K Janes
Cllr A J Shadbolt

Substitutes:
Conservative: Cllr I Dalgarno, Cllr J Jamieson, Cllr Mrs M
Mustoe & Cllr A Turner
Liberal Democrat: Cllr Mrs S Goodchild

Co-Opted Members

Ms H Copley
Ms F Image
Mr D Landman
Mr J Reynolds
Mr B Sear

**Customer & Central Services Overview & Scrutiny
(9 Members)**

Chairman: Cllr J Jamieson
Vice-Chairman: Cllr D Hopkin

Members: Cllr J Clarke
Cllr P Duckett
Cllr A Fahn
Cllr M Gibson
Cllr R Johnstone
Cllr D Jones
Cllr Ms J Nunn

Substitutes:
Conservative: Cllr A Bastable, Cllr L Birt, Cllr A Brown & Cllr N
Young
Liberal Democrat: Cllr P Snelling

**Social Care, Health & Housing Overview & Scrutiny
(9 Members)**

Chairman: Cllr Miss A Sparrow
Vice-Chairman: Cllr A Turner

Members: Cllr Mrs J Freeman
Cllr P Freeman
Cllr Mrs R B Gammons
Cllr Mrs S Goodchild
Cllr Ms A Graham
Cllr J Kane
Cllr P R Rawcliffe

Substitutes:
Conservative: Cllr R Baker, Cllr Mrs D Gurney, Cllr P Hollick &
Cllr B Spurr
Liberal Democrat: Cllr Dr R Egan

**Sustainable Communities Overview & Scrutiny
(9 Members)**

Chairman: Cllr N Young
Vice-Chairman: Cllr A R Bastable

Members: Cllr D J Gale
Cllr Mrs R B Gammons
Cllr J Kane
Cllr Ms C Maudlin
Cllr Mrs M Mustoe
Cllr P J Snelling
Cllr P Williams

Substitutes:
Conservative: Cllr Mrs C F Chapman MBE, Cllr M J Gibson, Cllr
J Jamieson & Cllr A Shadbolt
Liberal Democrat: Cllr Ms A M W Graham

**Regulation Committee
(12 Members & 6 Substitutes)**

Chairman: Cllr L Birt
Vice-Chairman: Cllr T Green

Members: Cllr D Bowater
Cllr I Dalgarno
Cllr A Fahn
Cllr M J Gibson
Cllr K Janes
Cllr H J Lockey
Cllr J Nunn
Cllr A A J Rogers
Cllr G Summerfield
Cllr P F Vickers

Substitutes:
Conservative: Cllr R Berry, Cllr Ms C Maudlin, Cllr D McVicar,
Cllr B J Spurr, Cllr Mrs C Turner
Liberal Democrat: Cllr P N Aldis

**Licensing Committee
(12 Members & 6 Substitutes)**

Chairman: Cllr L Birt
Vice-Chairman: Cllr T Green

Members: Cllr D Bowater
Cllr I Dalgarno
Cllr A Fahn
Cllr M J Gibson
Cllr K Janes
Cllr H J Lockey
Cllr J Nunn
Cllr A A J Rogers
Cllr G Summerfield
Cllr P F Vickers

Substitutes:
Conservative: Cllr R Berry, Cllr Ms C Maudlin, Cllr D McVicar,
Cllr B J Spurr, Cllr Mrs C Turner
Liberal Democrat: Cllr P N Aldis

**Licensing Sub Committee
(3 Members)**

Members: Any member of the Licensing Committee

**General Purposes Committee
(7 Members)**

Chairman: Cllr Mrs J Lawrence

Vice-Chairman: Cllr A Fahn

Members: Cllr J A E Clarke
Cllr J Murray
Cllr P R Rawcliffe
Cllr R C Stay
Cllr Mrs P E Turner MBE

Substitutes:

Conservative: Cllr Mrs C F Chapman MBE, Cllr M J Gibson, Cllr
K C Matthews

**Development Management Committee
(18 Members)**

Chairman: Cllr A Shadbolt

Vice-Chairman: Cllr P Vickers

Members: Cllr P N Aldis
Cllr A R Bastable
Cllr R Berry
Cllr D Bowater
Cllr T D Brown
Cllr D J Gale
Cllr Mrs R B Gammons
Cllr K Janes
Cllr D Jones
Cllr H J Lockey
Cllr K C Matthews
Cllr Ms C Maudlin
Cllr T Nicols
Cllr T Northwood
Cllr Mrs C Turner
Cllr N Young

Substitutes:

Conservative: Cllr R A Baker, Cllr Mrs C F Chapman MBE, Cllr I
Dalgarno, Cllr P A Duckett, Cllr M J Gibson, Cllr R
Johnstone, Cllr B J Spurr, Cllr J Street

Liberal Democrat: Cllr P J Snelling, Cllr G Summerfield

**Audit Committee
(7 Members)**

Chairman: Cllr D Bowater
Vice-Chairman: Cllr R A Baker

Members: Cllr Mrs A Barker
Cllr T Green
Cllr A J Shadbolt
Cllr P J Snelling
Cllr B J Spurr

Substitutes:
Conservative: Cllr R Berry, Cllr P Freeman, Cllr A Turner
Liberal Democrat: Cllr P A Blaine

**Appeals Panel
(minimum 5 Members)**

Members: Cllr R A Baker
Cllr Mrs C F Chapman MBE
Cllr Mrs R J Drinkwater
Cllr Dr R Egan
Cllr H J Lockey
Cllr K C Matthews
Cllr A A J Rogers
Cllr P Williams
Cllr N Young

Substitutes:
Conservative: Cllr Mrs D B Gurney, Cllr J G Jamieson, Cllr Mrs
M Mustoe, TBA
Liberal Democrat: Cllr Mrs S A Goodchild

**Corporate Parenting Panel
(8 Members)**

Members: Cllr D Bowater
Cllr N Costin
Cllr P Freeman
Cllr Mrs S A Goodchild
Cllr Mrs D B Gurney
Cllr Mrs A M Lewis
Cllr B Spurr
Cllr Mrs C Turner

**Standing Advisory Council on Religious Education (SACRE)
(5 Members)**

Members: Cllr Mrs A Barker
Cllr Mrs C F Chapman MBE
Cllr D Jones
Cllr D J Lawrence
Cllr J Street

**Wixams Joint Development Control
(9 Members)**

Members: Cllr P N Aldis
Cllr Mrs A Barker
Cllr A R Bastable
Cllr P A Duckett
Cllr D J Gale
Cllr H J Lockey
Cllr K C Matthews
Cllr T Northwood
Cllr A M Turner

Substitutes:
Conservative: Cllr L Birt, Cllr M J Gibson, Cllr J Kane, TBA
Liberal Democrat: Cllr P J Snelling

**Standards Committee
(5 Members)**

Chairman: To be elected at
May meeting
Deputy Chairmen (Ind): To be elected at
May meeting
Deputy Chairman (Elected): Cllr P R Rawcliffe

Members: Cllr Mrs J G Lawrence
Cllr A A J Rogers
Cllr J Street
Cllr G Summerfield

Independent Persons: Mr J Dann
Mr K Frazer
Mr M Jones
Mr K Ford
Miss D Maggs

Town & Parish Members: Mr B Collier
Dr J Eilbeck
Mrs J Hughes
Mr J H Lewis
Mr A B Saunders

**Houghton Regis Town Centre Management Committee
(4 Members)**

Members: Cllr Mrs S A Goodchild
Cllr D Jones
Cllr T Nicols
Cllr P Williams

**Dunstable Town Centre Management Committee
(5 Members)**

Members: Cllr T Green
Cllr Mrs C Hegley
Cllr J Kane
Cllr Miss A J Sparrow
Cllr N Young

**Leighton Lincolne Town Centre Management Committee
(5 Members)**

Members: Cllr R Berry
Cllr R Johnstone
Cllr A J Shadbolt
Cllr K Sharer
Cllr B Spurr

**Luton and South Bedfordshire Joint Committee
Section 29 Committee
(6 Members)**

Members: Cllr Mrs C Hegley
Cllr K C Matthews
Cllr D McVicar
Cllr T Nicols
Cllr A J Shadbolt
Cllr N Young

Substitutes: Cllr D Bowater, Cllr Mrs R J Drinkwater, Cllr
M R Jones, Cllr S F Male, Cllr Mrs P E
Turner MBE, Cllr P F Vickers

**Luton and South Bedfordshire Joint Committee
Section 101 Committee
(3 Executive Members)**

- Members: Cllr K C Matthews
Cllr D McVicar
Cllr T Nicols
- Substitutes: Cllr Mrs P E Turner MBE (for Cllr Matthews)
Cllr M R Jones (for Cllr Nicols)
Cllr Mrs C Hegley (for Cllr McVicar)

**Constitution Advisory Group
(6 Members)**

- Members: Cllr Mrs C F Chapman MBE
Cllr D Jones
Cllr M R Jones
Cllr D J Lawrence
Cllr S F Male
Cllr A J Shadbolt

**Member Development Champions
(4 Members)**

- Members: Cllr P N Aldis
Cllr Mrs C F Chapman MBE
Cllr K Janes
Cllr A Turner

**Joint Adoption Panel
(1 Member)**

Cllr Mrs D B Gurney

**Fostering Panel
(1 Member)**

Cllr Mrs C Turner

**Fostering Permanence Panel
(1 Member)**

Cllr Mrs C Turner

Appointments Panel

<i>Appointments Panel (5 members appointed by General Purposes Committee)</i>	Cllr P A Blaine Cllr M R Jones Cllr Mrs J G Lawrence Cllr R C Stay Cllr Mrs P E Turner
Substitutes:	
Conservative:	Cllr R A Baker, Cllr P R Rawcliffe
Liberal Democrat:	Cllr P J Snelling

Staff Consultative Committees

Employee Partnership (7 members + substitutes)	Cllr L Birt Cllr P A Blaine Cllr Mrs C F Chapman MBE Cllr I Dalgarno Cllr Mrs R J Drinkwater Cllr D J Hopkin Cllr Mrs J G Lawrence
Substitutes:	
Conservative:	Cllr Mrs C Hegley, Cllr P Hollick, Cllr J Street
Liberal Democrat:	Cllr P J Snelling

JCNC for Primary and Secondary Education (7 members + substitutes)	Cllr A R Bastable Cllr N B Costin Cllr Mrs R J Drinkwater Cllr Dr R Egan Cllr P Hollick Cllr Mrs A M Lewis Cllr Mrs C Turner
Substitutes:	
Conservative:	Cllr I Dalgarno, Cllr A J Shadbolt, Cllr B J Spurr
Liberal Democrat:	Cllr P A Blaine

COUNCIL MEETING – 24 JUNE 2010

Recommendations to Council from the Executive meeting held on 4 May 2010

1. Minute No E/10/8 - Climate Change Strategy

The Executive considered a report from Councillor Tom Nicols, Portfolio Holder for Sustainable Development proposing a Climate Change Strategy that would provide the framework on which the Council could take action to cut carbon, be more energy and fuel efficient, cut costs and be prepared for the impacts of a changing climate

(NOTE: A copy of the report had been circulated with the Executive agenda to all Councillors.)

The Executive was advised that the Portfolio Holder had withdrawn his recommendation proposing the Carbon Management Plan (CMP) at this stage, pending further clarification of some of the cost information. It was confirmed that the CMP would be brought back to a future meeting of the Executive for approval.

Introducing the report in the Portfolio Holder's absence, Councillor Richard Stay, Portfolio Holder for Policy and Performance explained that the proposed Strategy was a high level framework that would enable the Council to embrace the climate change agenda. The Strategy acknowledged that action needed to be taken now to avoid substantial costs later, both in inefficiencies, increased fuel and energy costs and in fines.

The Strategy proposed that the Council:

- Aim for a 35% reduction in its' own carbon footprint by 2015 and work towards an overall 60% reduction by 2020 (from the 2008/09 baseline).
- Work towards achieving level 4 (top level) of NI188 in relation to preparing for the impacts of a changing climate by 2012/13.
- Continue to work towards the current LAA area emissions target of a 10.7% by 2011 and future targets.

Members were advised that the Strategy would be delivered through the implementation of three supporting plans: the Carbon Management Plan (to be considered at a future meeting of the Executive); the Central Bedfordshire Area CO₂ Emissions Reduction Plan; and the Climate Change Adaptation Plan (both to be developed by the end of 2010/11).

Reason for decision: To enable the Council to fulfil legislative requirements; realise potential efficiency savings from taking action to reduce its carbon footprint and to prepare and protect the Council and its area from the impacts of a changing climate.

RECOMMENDED

that the Climate Change Strategy, attached at Appendix A to the submitted report, be adopted.

Please note that a copy of the original report can be found on the Central Bedfordshire Council web site at the following link:

[http://www.centralbedfordshire.gov.uk/modgov/Published/C00000577/M00003030/AI00017714/\\$100504ClimateChangeStrategyExecutivereportv10.docA.ps.pdf](http://www.centralbedfordshire.gov.uk/modgov/Published/C00000577/M00003030/AI00017714/$100504ClimateChangeStrategyExecutivereportv10.docA.ps.pdf)

COUNCIL MEETING – 24 JUNE 2010

Recommendations to Council from the Executive meeting held on 4 May

2. Minute No E/10/3 - Central Bedfordshire Council's Draft Single Equality and Diversity Scheme

The Executive considered a report from Councillor Richard Stay, Portfolio Holder for Policy and Performance proposing a draft Single Equality and Diversity Scheme for Central Bedfordshire Council.

(NOTE: A copy of the report had been circulated with the Executive agenda to all Councillors.)

The Portfolio Holder explained that public authorities had statutory duties to eliminate unlawful discrimination and promote equality of opportunity in respect of race, disability and gender. In recent years, anti-discriminatory legislation had been extended to include age, religion or belief and sexual orientation. The government intended to streamline this legislation later in the year by introducing a single Equality Bill which would also include provisions on age and access to services.

Members were advised that the draft Single Equality Scheme, which complied with the requirements of the new legislation, had three main dimensions:

- Central Bedfordshire Council's vision and approach
- An Action Plan
- A toolkit of evidence and guidance to support managers in identifying issues and measuring outcomes.

Responding to comments, Councillor Stay explained that whilst the Council had already made good progress in setting the foundations for tackling inequality, further action would be taken, once the draft Scheme was approved, to articulate it to partners, stakeholders, local communities and employees to ensure the policy direction and actions were delivered throughout the whole organisation and beyond. The Portfolio Holder clarified that any actions over and above the legal requirements would have cost implications and would have to come back to the Executive for consideration.

During the ensuing discussion the Executive noted a concern about an inconsistency in life expectancy between men and women.

Reason for decision: To ensure that the Council complies with its statutory obligations.

RECOMMENDED

that the Draft Single Equality and Diversity Scheme for Central Bedfordshire, as set out in the submitted report, be adopted.

Please note that a copy of the original report can be found on the Central Bedfordshire Council web site at the following link:

[http://www.centralbedfordshire.gov.uk/modgov/Published/C00000577/M00003030/AI00017090/\\$100504DraftEqualityandDiversityScheme.docA.ps.pdf](http://www.centralbedfordshire.gov.uk/modgov/Published/C00000577/M00003030/AI00017090/$100504DraftEqualityandDiversityScheme.docA.ps.pdf)

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Recommendation to Council	From:	On:
24 June 2010	Constitution Advisory Group	1 June 2010
CONSULTATION STRATEGY WITHIN THE COUNCIL'S POLICY FRAMEWORK		
1.	Council is asked to approve the following recommendation:- <i>that Part B2 section 1.1.3.8 of the Constitution be amended by the removal of the words "Consultation Strategy".</i>	
Background		
2.	The Constitution Advisory Group at its meeting on 1 April 2010 noted that the Council's Policy Framework included a requirement for a Consultation Strategy. Members were aware that although consultation guidance was provided in other documents there was no separate Consultation Strategy. The Group requested that a report be brought on the matter to its next meeting.	
3.	At its meeting on 1 June 2010 the Constitution received a report detailing the strategic documents which provided guidance on internal and external consultation. Members were reassured that the Community Engagement Strategy, which was listed in the Council's Policy Framework, provided clear guidance on consultation. Comments were made that addressing consultation in one document only, rather than having an additional separate consultation strategy, would avoid any duplication and possible confusion. It was considered that the current arrangements provided through the Community Engagement Strategy were sufficient.	
Reason for Recommendation		
4.	The Constitution Advisory Group considered that the Community Engagement Strategy provided full guidance on consultation requirements and that there was no need for a separate consultation strategy.	
5	In view of this, the Advisory Group was of the view that listing a consultation strategy as a separate strategy in the Council's Policy Framework was misleading and it should be removed.	
6.	The proposed change to the Constitution is shown in Appendix A attached.	

Please note that a copy of the original report can be found on the Central Bedfordshire Council web site at the following link:
[http://www.centralbedfordshire.gov.uk/modgov/Published/C0000651/M0003430/AI00019586/\\$100601item9ConsultationStrategy.docA.ps.pdf](http://www.centralbedfordshire.gov.uk/modgov/Published/C0000651/M0003430/AI00019586/$100601item9ConsultationStrategy.docA.ps.pdf)

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Central Bedfordshire Council's Constitution

Appendix A

B2 THE BUDGET AND POLICY FRAMEWORK

1. Policy Framework: Definition

1.1 The policy framework means the following plans, policies and strategies and such others as may be added by the Council. (Note: all other plans and policies shall be the responsibility of the Executive)

1.1.2 Required Plans

- 1.1.2.1 Children and Young People's Plan
- 1.1.2.2 Crime and Disorder Reduction Strategy
- 1.1.2.3 Local Transport Plan
- 1.1.2.4 Plans with Development Plan Document status which together comprise the Local Development Framework and the Waste and Minerals Development Framework
- 1.1.2.5 Sustainable Community Strategy
- 1.1.2.6 Statement of Licensing Policy under Section 5 of the Licensing Act 2003
- 1.1.2.7 Licensing Authority Policy Statement under Section 349 of the Gambling Act 2005

1.1.3 Recommended/Discretionary Plans

- 1.1.3.1 Revenue and Capital Budget and the Capital Programme
- 1.1.3.2 Corporate Strategic Plan (including Directorate Development Plans)
- 1.1.3.3 Older People's Strategy
- 1.1.3.4 Cultural Strategy (including the Leisure Strategy)
- 1.1.3.5 Housing Strategy
- 1.1.3.6 Climate Change Strategy
- 1.1.3.7 Customer Service Strategy, Communication Strategy, and Community Engagement Strategy
- 1.1.3.8 Local Area Agreement
- 1.1.3.9 Regional Spatial Strategies including the MKSM sub-regional strategy (including Luton and South Bedfordshire growth area strategy documents, unless formally delegated by the Council to a joint committee)
- 1.1.3.10 Equality and Diversity Strategy
- 1.1.3.11 Joint Economic Development Strategy for Bedfordshire

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1.2 The title of the plans, policies and strategies described above may, from time to time, be varied. Notwithstanding any change in title, these plans, policies and strategies will be deemed to be still part of the policy framework until expressly removed by the Council.

2. Budget: Definition

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2.1 The budget includes:-

- 2.1.1 the allocation of financial resources to different services and projects;
- 2.1.2 proposed contingency funds;
- 2.1.3 setting the Council Tax;
- 2.1.4 the Medium Term Financial Strategy;
- 2.1.5 the setting of virement limits;
- 2.1.6 formulating a plan or strategy for:
 - 2.1.6.1 the control of the Council's borrowing (including prudential indicators);
 - 2.1.6.2 investments (including Annual Treasury Management Strategy and Treasury Management Policy Statement (reviewed on a periodic basis));
 - 2.1.6.3 capital expenditure; or
 - 2.1.6.4 determining the authority's minimum revenue provision,
- 2.1.7 Fees and Charges (as part of the annual budget setting at full Council).
- 2.1.8 The setting of virement limits.

(Amendments to either the revenue or capital budgets which are made in accordance with the provisions of the Code of Finance Governance and Code of Procurement Governance set out at Part I of this constitution shall be deemed to be made within the budget).

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<p>Recommendation to Council</p> <p>24 June 2010</p>	<p>From:</p> <p>Constitution Advisory Group</p>	<p>On:</p> <p>1 June 2010</p>
<p>CALL-IN OF PLANNING APPLICATIONS BY MEMBERS TO DEVELOPMENT MANAGEMENT COMMITTEE</p>		
<p>1.</p>	<p>Council is asked to approve the following recommendation:-</p> <p><i>that Part H section 4.3.95.1 of the Constitution be amended by the insertion of the words “and supported by the planning reason(s)” after the words “on an agreed pro forma” .</i></p>	
<p>2.</p>	<p>The relevant section of the Constitution showing the proposed amendment is set out at Appendix A.</p>	
<p>Background</p>		
<p>2.</p>	<p>The Constitution Advisory Group at its meeting on 1 June 2010 considered a proposal to require the planning reason(s) to be provided when a ward councillor called-in a planning application to Development Management Committee.</p>	
<p>3.</p>	<p>The Advisory Group noted that Members tended to do so but that there was currently no requirement for this stated in the Constitution. Providing the reason(s) enabled members of the Committee to have regard to them when considering the application.</p>	
<p>Reason for Recommendation</p>		
<p>4.</p>	<p>Development Management Committee can only take into account issues based on planning reasons when determining an application. Providing the reason(s) as a matter of course would provide enable them to be taken into account.</p>	

Please note that a copy of the original report can be found on the Central Bedfordshire Council web site at the following link:
[http://www.centralbedfordshire.gov.uk/modgov/Published/C0000651/M00003430/AI00019309/\\$100601item5PlanningReasonsDMCReferral.docA.ps.pdf](http://www.centralbedfordshire.gov.uk/modgov/Published/C0000651/M00003430/AI00019309/$100601item5PlanningReasonsDMCReferral.docA.ps.pdf)

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Appendix A

Proposed amendment to Part H3 of the Constitution

4.3.95.1	A ward member of the Council requests in writing, on an agreed pro forma and supported by the planning reason(s) , within 3 weeks of it being registered, for it to be referred to a meeting of the Development Management Committee. The Member making a call-in is required to speak about the reasons for the call-in at the Committee where the application may be considered ¹
	1. A Member may withdraw a request by notifying the Assistant Director Development Planning no later than six clear working days before the date of the Committee meeting.

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Recommendation to Council 24 June 2010	From: Constitution Advisory Group	On: 1 June 2010
ADOPTION OF THE COUNCIL'S PETITION SCHEME AND CONSEQUENTIAL CHANGES TO THE CONSTITUTION		
1.	Council is asked to approve the following recommendations:-	
	1. that for the purposes of the Petitions Scheme, the Chief Executive and all the Directors be nominated as the senior officers who would be subject to the requirement to give evidence at a meeting of the relevant Overview and Scrutiny Committee in response to a petition;	
	2. that the Council's e-petitions facility, subject to satisfactory testing, be introduced with effect from 1 October 2010;	
	3. that the Petitions Scheme as set out at Appendix A to this report be approved;	
	4. That the consequential amendments to the Constitution set out in Appendix B and Appendix C to this report be approved.	
	Background	
2.	The Constitution Advisory Group at its meeting on 1 June 2010 considered a report recommending a Petitions Scheme and consequential amendment of the Constitution to comply with the Local Democracy, Economic Development and Construction Act 2009.	
3.	The Statutory Guidance in relation to petitions schemes requires that a Council's Petitions Scheme must be approved at a meeting of full Council. Whilst the Constitution Advisory Group reviewed the need for consequential changes to be made to the Constitution, the Central Bedfordshire Petition Scheme is before Council for approval.	
6.	Whilst the existing provisions in the Constitution were originally drafted to reflect the anticipated legislation, some details still need to be addressed in order to comply with the Statutory Guidance which has now been made available and are the subject of the first 2 recommendations above.	
7.	The reasons for the recommendations are set out below.	

	Reasons for Recommendations
4.	<p>Recommendation 1:</p> <p>The Local Democracy, Economic Development and Construction Act 2009 requires that a “senior officer” must give evidence at a meeting of the relevant Overview and Scrutiny Committee in response to a petition when a certain threshold number of signatures is met. It is therefore necessary to determine who will be considered a “senior officer” for the purposes of the scheme.</p>
5.	<p>The Constitution Advisory Group considered that the Chief Executive, Deputy Chief Executive and Directors should be designated as the Senior Officers and has recommended accordingly.</p>
6.	<p>Recommendation 2:</p> <p>The duty contained in the Local Democracy, Economic Development and Construction Act 2009 for an e-petition facility comes into force on 15 December 2010.</p>
7.	<p>Council is asked to approve the introduction of the e-petitions facility to comply with the requirements of the legislation.</p>
8.	<p>Recommendation 3:</p> <p>Statutory Guidance requires that the Petitions Scheme must be approved by a meeting of the full Council before it comes into force. It also requires that the Scheme is published on the Council’s website to enable it to be brought to the attention of those who live, work or study in the area.</p>
9.	<p>The Scheme is before Council to enable compliance with the statutory guidance, attached at Appendix A.</p>
10.	<p>Recommendation 4:</p> <p>Adoption of the Central Bedfordshire Petition Scheme leads to the need for consequential changes to be made to the Constitution. These are set out in the proposed amendments to part A4 Citizens and the Council and part D2 Overview and Scrutiny Procedure Rules attached at Appendix B and Appendix C to this report.</p>

Please note that a copy of the original report can be found on the Central Bedfordshire Council web site at the following link:
[http://www.centralbedfordshire.gov.uk/modgov/Published/C00000651/M00003430/AI00019243/\\$Item10100517petitionsschemereporttoCAGv1.docA.ps.pdf](http://www.centralbedfordshire.gov.uk/modgov/Published/C00000651/M00003430/AI00019243/$Item10100517petitionsschemereporttoCAGv1.docA.ps.pdf)

Appendix A

CENTRAL BEDFORDSHIRE PETITION SCHEME

Petitions

The Council welcomes petitions and recognises that petitions are one way in which people can let us know their concerns. All petitions sent or presented to the Council will receive an acknowledgement from the Council within 3 clear working days of receipt. This acknowledgement will set out what we plan to do with the petition. We will treat something as a petition if it is identified as being a petition, or it seems to us that it is intended to be a petition.

Paper petitions can be sent to:-

The Monitoring Officer
Central Bedfordshire Council
Priory House, Monks Walk
Chicksands
Beds SG17 5TQ

or be created, signed and submitted (with effect from 1 October 2010) online by following this link [*insert link*].

Petitions can also be presented to a meeting of the Council. These meetings take place on a 8 weekly basis. Dates and times can be found here: <http://www.centralbedfordshire.gov.uk/modgov/mgCalendarMonthView.aspx?bcr=1> If you would like to present your petition to the Council, or would like your Councillor or someone else to present it on your behalf, please contact Democratic Services on 0300 300 4032 at least 7 clear working days before the meeting and they will talk you through the process. If your petition has received 1,250 (approximately 0.5% of the population of Central Bedfordshire) signatures or more it will also be scheduled for a Council debate [*Link to section on Full Council debates*] and if this is the case we will let you know the date of the Council meeting at which the petition will be discussed.

What are the guidelines for submitting a petition?

Petitions submitted to the Council **must** include:-

- a clear and concise statement covering the subject of the petition. It should state what action the petitioners wish the Council to take; and

- the name and address and signature of any person supporting the petition.

The petition should contain at least 10 signatures and if it is an e-petition, at least 100 signatures. Higher thresholds apply to petitions requiring a debate in full Council [*insert link to "Full Council Debates"*] or to require a Senior Officer to give evidence [*insert link to "Officer Evidence"*].

The petition should concern a matter for which the Council is responsible or relate to an improvement in the economic, social or environmental well-being of the Council's area to which any of our partners could contribute.

Petitions should be accompanied by contact details, including an address, for the petition organiser. This is the person we will contact to explain how we will respond to the petition. The contact details of the petition organiser will **not** be placed on the website. If the petition does not identify a petition organiser will contact signatories to the petition to agree who should act as the petition organiser.

Petitions which are considered to be vexatious, abusive or otherwise inappropriate will not be accepted.

In the period immediately before an election or referendum we may need to deal with your petition differently – if this is the case we will explain the reasons and discuss the revised timescales which will apply. If a petition does not follow the guidelines set out above, the Council may decide not to do anything further with it. In that case, we will write to you to explain the reasons.

What will the Council do when it receives my petition?

An acknowledgement will be sent to the petition organiser within 3 clear working days of receiving the petition. It will let them know what we plan to do with the petition and when they can expect to hear from us again. It will also be published on our website.

If we can do what your petition asks for, the acknowledgement may confirm that we have taken the action requested and the petition will be closed. If the petition is being referred to a meeting of the Council's Executive or a Committee the acknowledgement will advise where and when the meeting will take place. If the petition has enough signatures to trigger a Council debate, or a Senior Officer giving evidence, then the acknowledgement will confirm this and tell you when and where the meeting will take place. If the petition is to be submitted to a meeting of full Council or the Executive you will be able to address the meeting for up to 5 minutes. At other meetings you will be able to speak for up to 3 minutes. If the petition needs more investigation, we will tell you the steps we plan to take.

To ensure that people know what we are doing in response to the petitions we receive, the details of all the petitions submitted to us will be published on our

website, except in cases where this would be inappropriate. Whenever possible we will also publish all correspondence relating to the petition (all personal details will be removed). When you sign an e-petition you can elect to receive this information by email. We will not send you anything which is not relevant to the e-petition you have signed, unless you choose to receive other emails from us.

Are there any matters on which I cannot submit a petition?

If the petition applies to a planning or licensing application, is a statutory petition (for example requesting a referendum on having an elected mayor), or a matter where there is already an existing right of appeal, such as Council tax banding and non-domestic rates, other procedures apply. Please contact Democratic Services [*insert link*] on 0300 300 4032 for more guidance.

We will not take action on any petition which we consider to be vexatious, abusive or otherwise inappropriate and will explain the reasons for this in our acknowledgement of the petition.

How will the Council respond to petitions?

Our response to a petition will depend on what a petition asks for and how many people have signed it, but may include one or more of the following:-

- taking the action requested in the petition
- considering the petition at a Council meeting
- holding an inquiry into the matter
- undertaking research into the matter
- holding a public meeting
- holding a consultation
- holding a meeting with petitioners
- referring the petition for consideration by the Council's relevant overview and scrutiny committee*
- writing to the petition organiser setting out our views about the request in the petition.

*Overview and scrutiny committees are committees of Councillors which are responsible for scrutinising the work of the Council and its Executive – in other words, the overview and scrutiny committees have the power to hold the Council's decision makers to account.

In addition to these steps, the Council will consider all the specific actions it can potentially take on the issues highlighted in a petition.

If your petition is about something over which the Council has no direct control (for example the local railway or hospital) we will consider making representations on behalf of the community to the relevant body. The Council works with a large number of local partners [*link to list of LAA partners*] and

where possible will work with these partners to respond to your petition. If we are not able to do this for any reason (for example if what the petition calls for conflicts with Council policy), then we will set out the reasons for this to you. You can find more information on the services for which the Council is responsible here [link].

If your petition is about something that a different Council is responsible for, we will give consideration to what the best method is for responding to it. This might consist of simply forwarding the petition to the other Council, but could involve other steps. In any event we will always notify you of the action we have taken.

Full Council debates

If a petition contains more than 1,250 signatures it will be debated by the full Council unless it is a petition asking for a senior Council officer to give evidence at a public meeting. This means that the issue raised in the petition will be discussed at a meeting which all Councillors can attend. The Council will endeavour to consider the petition at its next meeting, although on some occasions this may not be possible and consideration will then take place at the following meeting. The petition organiser will be given up to 5 minutes to present the petition at the meeting and the petition will then be discussed by Councillors for a maximum of 15 minutes. The Council will decide how to respond to the petition at this meeting. They may decide to take the action the petition requests, not to take the action requested for reasons put forward in the debate, or to commission further investigation into the matter, for example by a relevant committee. Where the issue is one on which the Council's Executive is required to make the final decision, the Council will decide whether to make recommendations to inform that decision. The petition organiser will receive written confirmation of this decision. This confirmation will also be published on our website.

Officer evidence

Your petition may ask for a senior Council officer to give evidence at a public meeting about something for which the officer is responsible as part of their job. For example, your petition may ask a senior Council officer to explain progress on an issue, or to explain the advice given to elected members to enable them to make a particular decision.

If your petition contains at least 600 signatures (600 is approximately 0.25% of the population of Central Bedfordshire), the appropriate senior officer will give evidence at a public meeting of the Council's relevant overview and scrutiny committee. A list of the senior staff that can be called to give evidence can be found here [insert link]. You should be aware that the overview and scrutiny committee, or its chairman, may decide that it would be more appropriate for another officer to give evidence instead of any officer named in the petition – for instance if the named officer has changed jobs. The committee may also decide to call the relevant Councillor, for example

the appropriate Portfolio holder or ward Councillor, to attend the meeting. Committee members will ask the questions at this meeting, but you will be able to suggest questions to the chairman of the committee by contacting Democratic Services [*insert link*] on 0300 300 4032 up to three clear working days before the meeting.

The lead petitioner can present the petition at the meeting of the overview and scrutiny committee and speak on it for up to 3 minutes.

E-petitions (to be introduced with effect from 1 October 2010)

The Council welcomes e-petitions which are created and submitted through our website [*link*]. E-petitions must follow the same guidelines as paper petitions [*link to guidelines*] although a minimum of 100 signatures is required, instead of 10. The petition organiser will need to provide us with their name, postal address and email address. You will also need to decide how long you would like your petition to be open for signatures. Most petitions run for six months, but you can choose a shorter or longer timeframe, up to a maximum of 12 months.

When you create an e-petition, it may take five working days before it is published online. This is because we have to check that the content of your petition is suitable before it is made available for signature.

If we feel we cannot publish your petition for some reason, we will contact you within this time to explain. You will be able to change and resubmit your petition if you wish. If you do not do this within 10 clear working days, a summary of the petition and the reason why it has not been accepted will be published under the 'rejected petitions' section of the website.

When an e-petition has closed for signature, it will automatically be submitted to Democratic Services. In the same way as a paper petition, you will receive an acknowledgement within 3 clear working days. If you would like to present your e-petition to a meeting of the Council, please contact Democratic Services [*insert link*] on 0300 300 4032 within 7 clear working days of receipt of the acknowledgement.

A petition acknowledgement and response will be emailed to everyone who has signed the e-petition and elected to receive this information. The acknowledgment and response will also be published on this website.

How do I 'sign' an e-petition?

You can see all the e-petitions currently available for signature here [*insert link*].

When you sign an e-petition you will be asked to provide your name, your postcode and a valid email address. When you have submitted this

information an email will be sent to the email address you have provided. This email will include a link which you must click on in order to confirm the email address is valid. Once this step is complete your 'signature' will be added to the petition. People visiting the e-petition will be able to see your name in the list of those who have signed it but your contact details will not be visible.

What can I do if I feel my petition has not been dealt with properly?

The petition organiser will be advised of the outcome of the petition within 2 clear working days of it being considered by Council, the Executive or a committee. If you feel that we have not dealt with your petition properly, the petition organiser has the right to request that the Council's relevant overview and scrutiny committee review the steps that the Council has taken to process the petition. The petition organiser's request should be submitted within 5 clear working days of their being advised of the Council's response. It can improve the prospects for a review if the petition organiser gives a short explanation of the reasons why the Council's response is not considered to be adequate.

The committee will endeavour to consider your request at its next meeting, although on some occasions this may not be possible and consideration will take place at the following meeting. Should the committee determine that the Council has not dealt with your petition adequately, it may use any of its powers to deal with the matter. These powers include instigating an investigation, making recommendations to the Council's Executive and arranging for the matter to be considered at a meeting of the full Council.

Once the appeal has been considered the petition organiser will be informed of the results within 10 clear working days. The results of the review will also be published on our website.

APPENDIX B

A4 CITIZENS AND THE COUNCIL

1. Citizens' rights

1.1 The Council welcomes participation by citizens in its work and has put in place procedures allowing public participation in meetings to enable citizens to influence the Council's decision making process. Citizens have the rights set out below. Their rights to information are explained in more detail in the Access to Information Procedure Rules in Part G.2 of the constitution.

2. Voting

2.1 Citizens on the electoral roll for the area have the right to vote and sign a petition to request a referendum for an elected mayor form of constitution.

3. Information. Citizens have the right to:-

- 3.1 Attend meetings of the Council and its committees except where confidential or exempt information is likely to be disclosed, and the meeting is therefore held in private;
- 3.2 Attend meetings of the Executive when Key Decisions and other matters are being considered (except where confidential or exempt information is likely to be disclosed and part of the meeting is therefore held in private);
- 3.3 Find out from the forward plan what Key Decisions will be taken by the Executive and when;
- 3.4 See reports and background papers, and any records of decisions made by the Council and the Executive;
- 3.5 Inspect the Council's accounts and make their views known to the external auditor;
- 3.6 Receive information held by the Council subject to the Freedom of Information Act 2000; and
- 3.7 Obtain a copy of the constitution.

4. Participation (including petitions). Citizens have the right to:-

4.1 Speak at, submit petitions and e-petitions and make deputations to meetings of the Council, its committees and the Executive in accordance with the Council's Public Participation Procedure as set out at Appendix A to Part A4 of the constitution;

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4.2 Participate in and contribute to investigations by overview and scrutiny committees; and

4.3 Contact their local councillor about any matters of concern to them.

5. Complaints. Citizens have the right to complain to:-

5.1 The Council itself under its complaints procedure and receive a timely response;

5.2 The Council's Standards Committee about a breach of the Councillors' Code of Conduct and receive a timely response;

5.3 The Ombudsman after using the Council's own complaints procedure; and

5.4 Their elected ward members.

6. Citizens' responsibilities

6.1 Citizens must observe the law in their dealings with councillors and officers.

APPENDIX A

PUBLIC PARTICIPATION PROCEDURE

Asking questions, making statements, deputations and presenting petitions at meetings of the Council, the Executive or Committees

1. When Public Participation will Operate

1.1 Members of the public will be able to participate at meetings of:-

- The Full Council;
- The Executive;
- The Overview and scrutiny committees
- Licensing Committee ¹
- Regulation Committee ¹

(¹: where a public hearing is being conducted by the Licensing Committee or its sub committees or the Regulation Committee, public participation shall be considered in accordance with the separate procedure applying to such hearings)

- Development Management Committee²

(²: a separate public participation procedure operates where the Development Management Committee is determining planning or other applications, as set out in Annex 3 of this procedure)

- General Purposes Committee
- Audit Committee
- Standards Committee

by asking questions or making statements at either, or both of, the beginning of the meeting and/or on individual agenda items, by presenting petitions or making a deputation

1.2 At other council forums open to the public but not referred to in 1.1 above, formal or informal means of public participation may be permitted. Please ask the contact officer for the forum you are interested in participating in for more details.

1.3 The arrangements for public participation at the meetings will be as follows:-

Annex 1 Procedure for Public Questions, Statements and Deputations at Meetings

Annex 2 Petitions

Annex 3 Procedure for Public Participation in Development Management Committee Meetings

2. General Principles Governing All Public Participation

2.1 Questions, statements, deputations or petitions are not permitted on:-

2.1.1 Any matter relating to a planning decision (in respect of petitions only this exclusion shall include any matter about a development plan document or the community infrastructure levy)

Deleted: individual planning matters

However participation on planning applications is permitted under the separate public participation scheme that operates where the Development Management Committee is determining planning or other applications, as set out at Annex 3 to this Appendix.

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2.1.2 Any matter relating to an alcohol, gambling or sex establishment licensing decision.

A separate procedure applies for quasi judicial hearings being held by the relevant committee or sub committee and this is available, on request, from the Monitoring Officer.

Deleted: Licensing or regulation issues in respect of which a quasi judicial hearing is being held by the relevant committee or sub-committee.

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2.1.3 Any matter relating to the performance or employment of individual council staff;

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A separate procedure applies to petition for a senior Council officer to give evidence at a public meeting of the Council's relevant Overview and Scrutiny Committee (See paragraph 8 of Annex 2)

2.1.4 Any matter relating to an individual or an entity where that individual or entity has a right of recourse or right of appeal conferred by or under any enactment ;

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2.1.5 Complaints about the conduct of a councillor

(A separate procedure applies for dealing with complaints against councillors)

2.1.6 matters which are "confidential" or "exempt" business.

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2.2 Authority of the chairman

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2.2.1 The chairman will have the right to stop persons from speaking at any time if he/she considers any speech to be defamatory, improper or outside the responsibilities of the Council.

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2.2.2 The chairman may vary or suspend the operation of this procedure in advance of or during the meeting, if he/she considers:-

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2.2.2.1 that it is necessary to do so for the purpose of maintaining order at the meeting; or

2.2.2.2 that it is convenient and conducive to the despatch of business to do so.

(Note: the term "public" also includes town/parish councillors or clerks.)

Annex 1

**PROCEDURE FOR PUBLIC QUESTIONS, STATEMENTS AND DEPUTATIONS
AT MEETINGS**

1. Public Questions, Statements and Deputations at the Beginning of the Meeting

- 1.1 At the beginning of each meeting of the Council (other than annual or extraordinary meetings, except at the discretion of the chairman), the Executive and committees, a period of up to 15 minutes will be allowed for public questions or statements, deputations and responses.
- 1.2 The Chairman of the Council, executive or committee will have discretion to extend this period.
- 1.3 Questions, statements or deputations should be relevant to the functions of the body to which they are addressed and relate to matters over which the Authority has powers or duties, including where the Council shares delivery responsibilities, or which affect the area of the Authority.
- 1.4 Normally no more than three speakers will be allowed to speak at a meeting on any one subject, with each individual speaker being restricted to a total of three minutes.
- 1.5 In the case of deputations, or where there are groups of speakers for or against an issue, each group will only have a total of three minutes to speak and, therefore, they will be encouraged to appoint a spokesperson.
- 1.6 Questions, statements and deputations during the 15 minute period will also be subject to the principles set out at paragraphs 3 below and to the general principles governing public participation at paragraph 2 of Appendix A.

2. Questions, Statements and Deputations on Individual Agenda Items

- 2.1 Questions, statements or deputations on an individual agenda item will be allowed immediately after it has been introduced by the report author, another officer, relevant member or the chairman of the Council, Executive or committee.
- 2.2 Normally no more than three speakers will be allowed to speak on any one subject, with each individual speaker being restricted to a total of three minutes.
- 2.3 In the case of deputations, or where there are groups of speakers for or against an issue, each group will only have a total of three minutes to speak and, therefore, they will be encouraged to appoint a spokesperson.

- 2.4 After members of the public have been able to speak, the chairman may invite the relevant member (or, at a meeting of the Executive or a committee, the relevant officer) to comment and/or clarify matters.
- 2.5 The item will then be considered by members of the Council, executive or committee.
- 2.6 Questions, statements and depositions on individual agenda items will also be subject to the principles set out at paragraphs 3 below and to the general principles and exceptions governing public participation at paragraph 2 of Appendix A.

3. Principles Governing Public Questions and Statements

- 3.1 Advance Notice:-
 - 3.1.1 Advance notice of questions, statements or depositions need not be submitted in writing but if notice has been given, it will be easier to give a more detailed reply;
 - 3.1.2 However persons wishing to speak must arrive no later than 15 minutes before the start of the meeting and complete a form indicating their wish to speak; and
 - 3.1.3 Where a speaker has given advance notice, it is recommended that he/she be present at the start of the meeting, since the timing of individual agenda items cannot be predicted.
- 3.2 The order of speaking will be in the order in which requests are received.
- 3.3 Questions should be directed to the chairman, who may request the appropriate member (or at a meeting of the Executive or a committee, the relevant officer), to reply.
- 3.4 Each question will be put and answered without discussion, although the chairman may allow:-
 - 3.4.1 Further clarification or supplementary questions, including the Chairman asking questions of the member of the public; and
 - 3.4.2 A Member to request that an issue raised be included on the agenda of a future meeting.
- 3.5 Any question which does not receive a response through lack of time or notice will be given a written reply within 5 working days after the meeting on the condition that the questioner has completed and handed in a form containing full details of the question and his/her name and address.

Annex 2

PETITIONS SCHEME

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1. Submission and Content of Petitions

1.1 Members of the public may present the Council, or the Executive, or a committee with petitions, upon giving at least 7 clear working days notice in writing of the petition to the Monitoring Officer. If, following consideration of the petition as provided in paragraphs 4 or 5 below, the petition organiser is not satisfied with the response, he/she may request that the response be reviewed by the relevant overview and scrutiny committee in accordance with the procedure in paragraph 6.

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1.2 The petition shall:-

1.2.1 be addressed to the Monitoring Officer of the Council;

1.2.2 contain a clear and concise statement covering the subject of the petition and what action the petitioner wishes the Council to take.

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1.2.3 be validly signed by at least 10 persons, and in the case of e-petitions 100 persons. who live, work or study in the Authority's area (a written petition shall be deemed to be "validly signed" if the person has signed it and the petition states the person's name and address and the date of signature)

1.2.4 Designate one of the persons who has validly signed it as the person with whom the Council may deal in relation to the petition (Where no lead petitioner is identified, the Council will contact signatories to the petition to agree who shall act as the petition organiser).

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1.3 Petitions should be relevant to the forum to which they are addressed and:-

1.3.1 concern a matter which relates to a function of the Authority; or

1.3.2 whilst not relating to a function of the Authority, relate to an improvement in the economic, social or environmental well-being of the Authority's area to which any of its partner authorities could contribute.

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2. Rejection of Petitions

2.1 The Monitoring Officer may reject any petition which :-

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2.1.1 does not meet the criteria set out in paragraphs 1.2 and 1.3 above in the case of written petitions or the criteria set out in paragraphs 1.2.2 – 1.2.3 and 1.3 in the case of e-petitions; and/or

2.1.2 relates to a matter which is excluded under the provisions of paragraph 2.1 of Appendix A; and/or

2.1.3 is, in his/her reasonable opinion, vexatious, abusive or otherwise inappropriate to be dealt with under the Council's Petitions Scheme; and/or

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2.1.4 is the same as, or has a substantially similar effect to a petition which has been made to the Council within a period of six months ending with the date on which the petition was made to the Council; and/or,

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2.15 in the case of e-petitions, breaches data protection, libel or the Authority's statutory requirement, as a public body, to comply with equalities and anti-discrimination legislation.

3. Acknowledgement of Petitions

3.1 The Monitoring Officer will send a written acknowledgment to the petition organiser within 3 clear working days of the date of receipt. The acknowledgement will give information about what the Council proposes to do in response to the petition, including the date and time at which the petition will be considered by the Council, Executive or relevant committee and will advise the petitioners of their rights to speak under the provisions of this procedure.

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4. E Petitions

4.1 Members of the public may also submit e-petitions through the Council's website.

4.2 The petition organiser shall provide their name, postal address and email address and indicate for how long the petition should be open to signature.

4.3 E-petitions shall also comply with the provisions of paragraphs 1.2.2 – 1.2.3 and 1.3 above.

4.4 The Monitoring Officer shall be authorised to determine whether to host an e-petition and may reject any petition which he/she deems inappropriate. The decision on whether to host an e-petition will be made within 5 working days of submission of the original petition.

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- 4.5 If the Monitoring Officer determines not to host an e-petition, he/she will notify the petition organiser within 3 clear working days of such decision. The petition organiser may, within 10 clear working days, change and resubmit the petition. In the event the petition organiser does not do this, a summary of the petition and the reason why it has not been accepted will be published under the "rejected petitions" section of the Council's website.
- 4.6 Members of the public signing an e-petition will be required to provide their name, postcode and a valid email address. On submission of this information, an email will be sent to the email address provided with a link to confirm the email address is valid. Upon completion of this step, the signature will be added to the petition.
- 4.7 When an e-petition has closed for signature, it will be submitted to the next available meeting of the Executive or relevant committee of the Council having regard to the subject matter concerned. The Monitoring Officer will send a written acknowledgement of the petition as provided in paragraph 3. If the petition organiser wishes to present the e-petition to the Council, they shall notify the Monitoring Officer within 10 working days of receipt of the acknowledgement.

5. Petitions presented at full Council

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- 5.1 At meetings of full Council (other than annual or extraordinary meetings, except at the discretion of the chairman), a period of up to 30 minutes per meeting shall be allowed for the receipt and discussion of petitions.

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- 5.2 Petitions will be considered in the order that they are received on the basis of the following procedure:-

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- 5.2.1 Petitions should be presented by either:-

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- 5.2.1.1 The lead petitioner; or

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- 5.2.1.2 An individual nominated by the lead petitioner; or

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- 5.2.1.3 A member of the Council on behalf of the lead petitioner.

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- 5.2.2 who shall be entitled to speak for no more than 5 minutes to summarise the contents of the petition.

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- 5.3 Petitions shall normally be discussed by the Council for up to 10 minutes;-

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- 5.4 Petitions containing more than 1,250 signatures **must** be debated by the Council and will be discussed for up to 15 minutes.

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5.5 Petitions calling for evidence from an officer under paragraph 8 are excluded from the requirement for debate by the Council.

5.6 The Council will take one of the following steps in relation to the petition:-

5.6.1 Giving effect to the request in the petition; or

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5.6.2 Holding an inquiry; or

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5.6.3 Commissioning research; or

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5.6.4 Holding a public meeting; or

5.6.5 Giving a written response to the petition organiser setting out the Council's views about the request in the petition; or

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5.6.6 Referring the petition to the Executive or relevant committee or to an overview and scrutiny committee.

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5.6.7 Referring a petition which relates to a traffic regulation order to a meeting of the Portfolio holder for Safer and Stronger Communities convened to deal with traffic regulation orders and highways related matters.

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5.7 Where the issue is one on which the Executive is required to make the final decision, the Council will decide whether to make recommendations to inform that decision.

5.8 The chairman shall have discretion to extend the period allowed for the receipt and discussion of petitions, in the event that any petitions of which notice has been given remain to be received.

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5.9 The Monitoring Officer shall within 2 clear working days of the date of the Council agreeing its response to the petition:-

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5.9.1 Notify the petition organiser in writing of the steps the Council has taken or proposes to take in response to the petition and the reason for doing so; and

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5.9.2 Publish that notification on the Council's website, unless in his/her reasonable opinion, in all circumstances, it would be inappropriate to do so.

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5.10 Where a petition has been referred to the Executive, the relevant committee, an overview and scrutiny committee or the Portfolio holder for Safer and Stronger Communities, the notification shall include the date and time of the meeting at which the petition will be considered and details of the petitioners' rights to speak under the provisions of this procedure.

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6. Petitions presented at or referred to the Executive or Committees

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6.1 Where petitions are presented directly to the Executive or a committee, or referred to the Executive or a committee from the Council, they will be considered in the order that they are received on the basis of the following procedure:-

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6.1.1 Petitions should be presented by either:-

6.1.1.1 The lead petitioner; or

6.1.1.2 An individual nominated by the lead petitioner; or

6.1.1.3 A member of the Council on behalf of the lead petitioner

who shall be entitled to speak for no more than 3 minutes, or in the case of the Executive 5 minutes, to summarise the contents of the petition.

6.2 The Executive or committee will take one of the following steps in relation to the petition:-

6.2.1 Giving effect to the request in the petition; or

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6.2.2 Holding an inquiry; or

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6.2.3 Commissioning research; or

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6.2.4 Holding a public meeting; or

6.2.5 Giving a written response to the petition organiser setting out the Executive's or committee's views about the request in the petition; or

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6.2.6 Referring the petition to an overview and scrutiny committee; or

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6.2.7 Referring the petition to the full Council.

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6.2.8 Referring a petition which relates to a traffic regulation order to a meeting of the Portfolio holder for Safer and Stronger Communities convened to deal with traffic regulation orders and highways related matters.

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6.3 The Monitoring Officer shall within 2 clear working days of the date of the Executive or relevant committee agreeing its response to the petition:-

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6.3.1 Notify the petition organiser in writing of the steps the Executive or committee has taken or proposes to take in response to the petition and the reason for doing so; and

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6.3.2 Publish that notification on the Council's website, unless in his/her reasonable opinion, in all circumstances, it would be inappropriate to do so.

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6.4 Where a petition has been referred to the Council, an overview and scrutiny committee or the Portfolio holder for Safer and Stronger Communities, the notification shall include the date and time of the meeting at which the petition will be considered and details of the petitioners' rights to speak under the provisions of this procedure.

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7 **Petitions referred to meetings of the Portfolio holder for Safer and Stronger Communities**

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7.1 Where petitions are presented directly to a meeting of the Portfolio holder for Safer and Stronger Communities, or referred to the Portfolio holder from the Council or Executive, they will be considered in the order that they are received on the basis of the following procedure:-

7.1.1 Petitions should be presented by either:-

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7.1.1.1 The lead petitioner; or

7.1.1.2 An individual nominated by the lead petitioner; or

7.1.1.3 A member of the Council on behalf of the lead petitioner.

Who shall be entitled to speak for no more than 3 minutes to summarise the contents of the petition.

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7.2 The Portfolio holder shall take one of the following steps in relation to the petition:-

7.2.1 Giving effect to the request in the petition; or

7.2.2 Holding an inquiry; or

7.2.3 Commissioning research; or

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7.2.4 Holding a public meeting: or

7.2.5 Giving a written response to the petition organiser setting out the Portfolio holder's views about the request in the petition; or

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7.2.6 Referring the petition to an overview and scrutiny committee; or

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7.2.7 Referring the petition back to the Executive where the Portfolio holder considers it appropriate having regard to the circumstances relating to the petition in question.

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7.3 The Monitoring Officer shall within 2 clear working days of the date of the Portfolio holder agreeing his response to the petition:-

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7.3.1 Notify the petition organiser in writing of the steps the Portfolio holder has taken or proposes to take in response to the petition and the reason for doing so; and

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7.3.2 Publish that notification on the Council's website, unless in his/her reasonable opinion, in all circumstances, it would be inappropriate to do so.

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7.4 Where a petition has been referred to the Executive or an overview and scrutiny committee, the notification shall include the date and time of the meeting at which the petition will be considered and details of the petitioners' rights to speak under the provisions of this procedure.

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8. Officer Evidence

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8.1 Petitions may ask for a senior council officer to give evidence at a meeting of the relevant overview and scrutiny committee about something for which the officer is responsible as part of their job.

8.2 Such petitions must contain at least 600 signatures. Save as provided in paragraph 8.3 below, the relevant senior officer will give evidence at a meeting of the relevant overview and scrutiny committee. A list of which senior officers can be called to give evidence can be found on the Council's website.

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8.3 The relevant overview and scrutiny committee, or its chairman, may request that another officer of the Council should attend before the committee where the committee and/or chairman considers that, for the purposes of addressing the concerns raised by the petition, it would be more appropriate for that officer to attend.

9. Review by Overview and Scrutiny of Adequacy of Response to Petition

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- 9.1 The petition organiser may, by giving notice in writing to the Monitoring Officer within 5 working days of being advised of the Council's response, request that the relevant overview and scrutiny committee review the adequacy of the response to the petition (ie: the overview and scrutiny committee shall review the steps taken by the Council to process the petition). Deleted: 7
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- 9.2 Where such a request is received, the Monitoring Officer shall arrange for the request, together with the response to the petition to be included on the agenda for the next scheduled meeting of the relevant overview and scrutiny committee. Deleted: 7
- 9.3 The overview and scrutiny committee has four options having reviewed the adequacy of the response to the petition:- Deleted: 7
- 9.3.1 To agree with the steps taken or proposed to be taken in response to the petition; Deleted: 7
- 9.3.2 To call upon the Executive, relevant committee or the Council to reconsider the matter; or Deleted: 7
- 9.3.3 To make recommendations to the Executive, committee or the Council to pursue a particular course of action; or Deleted: 7
- 9.3.4 To refer the matter for consideration by the full Council. Deleted: 7
- 9.4 The Monitoring Officer shall within 10 clear working days of the date of the overview and scrutiny committee completing its review of the response to the petition:- Deleted: 7
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- 9.4.1 Notify the petition organiser in writing of the results of the review; and Deleted: 7
- 9.4.2 Publish that notification on the Council's website, unless in his/her reasonable opinion, in all circumstances, it would be inappropriate to do so. Deleted: 7
- 9.5 The presentation of petitions will also be subject to the general principles governing public participation set out at paragraph 2 of Appendix A. Deleted: 7

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Annex 3

**PROCEDURE FOR PUBLIC PARTICIPATION IN DEVELOPMENT MANAGEMENT
COMMITTEE MEETINGS WHEN DETERMINING
PLANNING OR OTHER APPLICATIONS**

Applicants, agents, representatives of parish/town councils, councillors who have a personal and prejudicial interest and members of the public, who have already submitted comments in writing prior to the despatch of the Agenda, will be entitled to speak (but will not be entitled to question officers or members) during the consideration of a planning or other application at any meeting of the Development Management Committee. Such entitlement to speak should be in accordance with the following provisions:

1. Any person (meeting the qualifications above) who wishes to speak must notify the Director of Sustainable Communities by letter, telephone, e-mail or fax by close of business on the day before the meeting at which the application in which he/she has an interest is to be considered.
2. The following procedure will apply in respect of each item:-
 - 2.1 Introduction of item by officers and/or chairman;
 - 2.2 Representations by parish/town council representative(s);
 - 2.3 Representations by objector(s) or representative for all objectors;
 - 2.4 Representations by applicant and/or any supporters;
 - 2.5 Representations by a councillor with a personal and prejudicial interest;
 - 2.6 Opportunity for officer(s) to comment/clarify; and
 - 2.7 Consideration of application by members, beginning with representations by ward member(s);

- (*Note
1. In view of the limited time available to each speaker, persons wishing to make representations will not be permitted to make formal presentations using visual display equipment.
 2. Any information to be considered by the committee should be presented to officers by midday 3 working days prior to the meeting to allow for the information to be considered. No new information may be presented during the meeting.
 3. Any other councillor (not being a member of the committee) may also be permitted to speak on an item.)

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3. The total time allowed for speeches in respect of each of the following groups of speakers will not exceed three minutes:-
 - 3.1 Parish/town council representatives for each parish/town council that may have been consulted on an application who will be authorised, in writing, to speak by the clerk or chairman of the parish/town council on that council's behalf;
 - 3.2 Objectors;
 - 3.3 Applicants and/or supporters; and
 - 3.4 Councillors with a personal and prejudicial interest.
4. Where an application affects more than one town/parish, the chairman will have discretion to vary the requirements of 3.1 to 3.4 above where he/she considers it conducive to the despatch of business and will not cause prejudice to the parties involved.
5. In the event of there being no spokesperson appointed to speak on behalf of a group of speakers referred to under either category 3.2 and/or 3.3 above, the order of speaking shall be the same as the order in which the requests were received until the time limit has expired.
6. Where consideration of a planning or other application is deferred, public participation shall be permitted on each occasion that such an application is reconsidered provided that the notice requirements at 1 above have been complied with.
7. In relation to any matter which is on the agenda or to be discussed at Development Management Committee which is not a planning application within the scope of this Procedure, the provisions of the general Public Participation Procedure above will apply with the exception of paragraph 1. of Annex 1 (Procedure for Public Questions, Statements and Deputations at Meetings) and paragraph 2.1.4 (General Principles Governing All Public Participation) of Appendix A).
8. This scheme provides members of the Council with the only opportunity to be able to speak where they have declared a personal and prejudicial interest in the planning application. Such members must withdraw from the meeting after speaking under this scheme.
9. For interpretation purposes, parish/town council shall be taken to include a parish meeting.
10. This procedure applies only in respect of applications in relation to which the Council is the statutory planning authority and has the power of determination. Any application in respect of which the Council is acting as a consultee is subject to the provisions of 7 above.

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11. The chairman will have the right to stop persons from speaking at any time if he/she considers the question or statement to be defamatory, improper or outside the responsibilities of the committee.
12. The chairman of the committee may vary the order in which applications are to be considered if he/she considers that it is convenient and conducive to the despatch of the business and will not cause any prejudice to the parties involved.
13. The chairman may vary or suspend the operation of this procedure in advance of or during the meeting, if he/she considers:-
 - 13.1 That it is necessary to do so for the purpose of maintaining order at the meeting; or
 - 13.2 That it is convenient and conducive to the despatch of business to do so and that it will not cause prejudices to the parties involved.

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- 2.2 In the case of any petition that relates to a consultation (statutory or otherwise) being conducted by the Council (eg: on a planning or licensing matter), the petition will be treated as a representation in respect of that consultation and its report and consideration will be the same as that determined for all other such representations received.

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APPENDIX C

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8. Members and Officers giving Account

8.1 An overview and scrutiny committee (or task group) may scrutinise and review decisions made or actions taken in connection with the discharge of any Council function or other matter that is within its terms of reference. As well as reviewing documentation an overview and scrutiny committee (including any task group) may, in fulfilling the scrutiny role or responding to a public petition calling for a senior Council officer to give evidence, require any member of the Executive, the Head of Paid Service and/or any Director to attend before it to explain, in relation to matters within their remit:-

8.1.1 Any particular decision or series of decisions;

8.1.2 The extent to which the actions taken implement Council policy; and/or

8.1.3 Their performance.

8.2 In respect of a public petition calling for a senior officer to give evidence, an overview and scrutiny committee or its Chairman, acting on the committee's behalf, may request that another officer of the Council attend instead, where it considers that, for the purposes of addressing the concerns raised by the petition, it is more appropriate for that officer to attend.

8.3 The overview and scrutiny committee, or its Chairman may also wish to invite the relevant portfolio holder with responsibility for the service area concerned.

~~8.4 An overview and scrutiny committee may also require any Council member who has been granted local ward member powers (for instance a delegated budget) under Section 236 of the Local Government and Public Involvement in Health Act 2007 to attend before it to answer questions on any function which the member has power to exercise.~~

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~~8.5 Save as provided in Rule 8.2, it is the duty of those persons described in Rules 8.1 and 8.2 to attend if so required.~~

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- 8.6. Where any member or officer is required to attend an overview and scrutiny committee or a task group under this provision, the committee administrator will inform that member or officer in writing, giving at least 5 clear working days notice of a meeting of the overview and scrutiny committee meeting at which he/she is required to attend. The notice will state the nature of the item on which he/she is required to attend to give account and whether any papers are required to be produced for the committee. Deleted: 4
- 8.7. Where the account to be given to the committee will require the production of a report, then the member or officer concerned will be given at least 7 clear working days notice to allow for preparation of that documentation. Deleted: 5
- 8.8. Where, in exceptional circumstances, the member or officer is unable to attend on the required date, then the overview and scrutiny committee shall, in consultation with the member or officer, arrange an alternative date for attendance, which shall be no later than the next scheduled meeting. Deleted: 6



CENTRAL BEDFORDSHIRE COUNCIL

24TH June 2010

1. MEETING

The Authority last met on 21 May 2010 which was the AGM

Set out below are some of the issues discussed

2. ELECTION OF CHAIR AND VICE CHAIR 2010/11

The Authority has re - elected Peter Conniff as the Chair and the Authority has appointed Linda Hockey as the new Vice Chair

3. ANNUAL POLICING PLAN 2010/11

The 2010/11 Policing Plan was published on 31 March 2010. The plan represents a joint commitment between the Authority and Police Force to build on the improvements made over the last few years.

Before agreeing the priorities and strategic objectives for the future, the Authority has consulted widely with local communities, businesses, partners and the Police Force, to ensure that the things that matter most to people are being addressed.

In Luton, the priorities have been agreed as:

- Tackling Serious Violent Crime
- Tackling Serious Acquisitive Crime (including burglary, robbery and vehicle crime)
- Addressing perceptions and local concerns regarding Anti-Social Behaviour
- Reducing re-offending by prolific, priority and young offenders
- Reducing repeat incidents of domestic abuse

For Bedford and Central Bedfordshire the priorities are

- Tackling Serious Acquisitive Crime (including burglary, robbery and vehicle crime)
- Addressing re-offending rates
- Reducing the number of repeat incidents of domestic abuse
- Increasing the number of drug users in effective treatment

4. **VALUE FOR MONEY OPERATION QUEST – A PROCESS IMPROVEMENT PROGRAMME**

The Authority has received an evaluation of a six month intensive process improvement programme. The Programme known as Operation Quest is a Home Office sponsored programme and has been delivered with the support of advisors from KPMG.

Operation QUEST aims to undertake process improvement work and deliver sustained benefits in the form of officer time savings, increased performance and improved customer satisfaction.

The programme began in July 2009 and through consultation with staff and a data gathering exercise it was clear that a number of potential improvements could be achieved in the areas of Incident Management, Crime Management and Defendant Management. The County Division was selected as the pilot BCU to implement the changes and these are now embedding across the Force.

There have been clear improvements in the timeliness and quality of policing services through this programme. In particular the feedback from customers in relation to the introduction of an appointment system for dealing with incidents has been particularly positive. The timelines from recording of crime to investigation have been shortened, as has the average time it takes to investigate a crime.

Also the introduction of Restorative Justice has been welcomed as a return to “common sense policing” by officers, our partners and the majority of the members of the public who have engaged in the process.

Restorative Justice gives victims the chance to tell offenders the real impact of their crime, to get answers to their questions and to receive an apology. It gives the offenders the chance to understand the real impact of what they’ve done and to do something to repair the harm. Restorative Justice holds offenders to account for what they have done, personally and directly, and helps victims to get on with their lives. Restorative Justice can take place when the offender has already been sentenced, in prison or in the community. It can take place when an offender has pleaded guilty in court, but before the judge passes sentence. It can be used as an alternative to prosecution

for less serious crimes. The impact on the performance data from the implementation of Restorative Justice are referred to later in my report

Already there are £1.2m of benefits that have been released through the programme and the release of benefit in a full year will be in the region of £3.1m. However not all of these are true cash savings but instead time savings which are being utilised to realise the significant service benefits.

As a result of the implementation of the QUEST programme this has allowed the reinvestment into Serious and Organised Crime, Protecting Vulnerable People and a permanent core QUEST team to enable the continuation of both service and cash benefits across other areas of the organisation

Building upon the work of Quest a new initiative known as Programme 2011

has commenced which aims to design a policing model which will, in a most cost effective way, deliver improvements to police performance and increase public confidence. The Programme will be delivered in 5 phases over a 2 year period and cashable savings of £4.5 M are anticipated. As with Operation Quest the Authority will closely monitor the progression of the project.

5. ANNUAL REVIEW OF PERFORMANCE

The Authority has considered the final end of year data in relation to its performance against the targets set for the year 2009/10.

Challenging crime reduction targets set by Bedfordshire Police Authority have helped to drive a reduction in overall crime across Bedfordshire and Luton of eight per cent in the year ending March 31st 2010. That means there were 3530 fewer crimes reported compared to the previous year.

As a result, over the last three years, crime has fallen by 27%, thereby significantly reducing the number of victims of crime in Bedfordshire and Luton.

The Authority's Performance Committee scrutinised the year's performance closely, welcoming the reductions in key areas such as burglary, vehicle crime, robbery and criminal damage.

In comparison to the same period in 2008/09 the data indicated reductions in the following crime areas

- Robbery – down 30%, meaning 300 fewer incidents
- Domestic Burglary – down 16%, equating to 632 fewer incidents
- Other Burglary – down 14%, with 488 fewer incidents
- Theft from a motor vehicle – down 19% with 966 fewer incidents

- Theft of a motor vehicle – down 26%, leading to 362 fewer incidents
- Criminal damage – down 8%, 691 less incidents

However violence against the person has increased by 6% (399 Incidents) in comparison to 2008/09 and a detailed briefing on the strategies and initiatives introduced to tackle all violent crime will be presented to Members at the next Performance Committee.

Detection levels had fallen slightly over the past year and an overall rate of 25.6%, just short of the target set for the year of 26%.

However, since the introduction of Restorative Justice(RJ) in the last quarter, 230 incidents have been dealt with via that means, which cannot be included in the overall detection rates and without which the target would have been met.

Approximately 40% of RJ's relate to incidents of theft from shops, 30% relate to minor assaults and 17% relate to incidents of criminal damage. As proven in other parts of the country, the use of Restorative Justice leaves victims more satisfied with the outcomes and reduces the re-offending rate and the Authority will continue to drive this process forward in the coming year.

Disappointingly detections in priority areas for the Authority, such as vehicle crime, robbery and criminal damage had not met the targets set for the year and Members have asked for urgent action to increase the number of crimes detected.

Overall this year's performance has seen significant strides in the right direction and focus for the forthcoming year will to reduce violent crime and increase detections."

PETER HOLLICK
REPORT OF THE BEDFORDSHIRE POLICE AUTHORITY



BEDFORDSHIRE AND LUTON COMBINED FIRE AUTHORITY

REPORT OF THE BEDFORDSHIRE AND LUTON COMBINED FIRE AUTHORITY FROM ITS MEETING ON 5 FEBRUARY 2010 TO CENTRAL BEDFORDSHIRE COUNCIL

MEETINGS

Bedfordshire and Luton Combined Fire Authority (CFA) held a meeting on 5 February 2010 at Dunstable Community Fire Station. The major issues discussed at the meeting are summarised below:

1. THE FIRE AND EMERGENCY SUPPORT SERVICE (FESS)

Members received a presentation by the British Red Cross on FESS, which was delivered by trained volunteers, using a specially adapted vehicle, to provide practical help and emotional support to vulnerable people affected by a domestic fire or similar incident.

A Memorandum of Understanding to formalise the partnership between the Red Cross and the Fire and Rescue Service was signed after the meeting.

2. PERFORMANCE ACHIEVEMENT SCRUTINY GROUP: 13 JANUARY 2010

Members agreed a draft Anti Fraud Statement, Policy and Fraud Response Plan for consultation with employee representative bodies and the Authority's Standards Committee.

3. COMMUNITY RISK MANAGEMENT PLANNING SCRUTINY GROUP: 20 JANUARY 2010

All Members agreed to act as 'Sprinkler Champions' to encourage colleagues involved in the provision of education services to ensure sprinkler systems are installed in schools.

Following a review of the Service's Flood Contingency Arrangements Members urged Government to make a decision on whether response to flooding should be a statutory duty of the fire and rescue service and, if so, to provide the necessary funding to ensure a national response capability.

4. REVENUE BUDGET AND CAPITAL PROGRAMME MONITORING – 2009/10

Members noted their fourth monitoring report on the management of the 2009/10 Revenue Budget and Capital Programme.

5. BUDGET 2010/11 TO 2012/13

Members' Budget Workshops held on 11 December 2009 and 26 January 2010 had considered the detail of the proposed Budget which was set out in the Budget Book 2010/11 and the Medium Term Financial Plan 2010/11 – 2012/13.

The agreed Revenue Budget of £28,498,725 involved an increase in Council Tax for 2010/11 of 1.0% for all properties.

6. CALENDAR OF MEETINGS 2010/11

Members considered a calendar of meeting dates for the Fire Authority and its associated Committees and Groups in 2010/11.

In view of the local government elections to be held in May 2011, Members agreed that the calendar should be agreed up to and including the CFA meeting on 12 April 2011, with any further meetings being considered at a later date.

7. INFORMATION BULLETIN

The Combined Fire Authority received a Bulletin containing information on various matters relating to the Fire and Rescue Service, including incidents of note and compliments.

Amongst the items reported were:

Kempston White Watch and Harrold received thanks from a family in Turvey:
.....'To the gallant firemen who rescued our old pony from a pond (last year).

We had a terrible fatal accident at the farm in October but Harrold came out and were a huge help - Bedfordshire and Luton Fire and Rescue Service are magnificent.'.....

Station Commander Mark Barter received an expression of thanks from the Deputy Manager, First Place (Bedfordshire):

.....'I am writing to thank you for arranging the visit to the Fire Station for a group of our young learners.

The learners thoroughly enjoyed themselves and appreciated all the time and effort the staff at the Fire Station gave to them all. One of the learners is hoping to pursue a course in Public Services when she has finished her programme with us. On behalf of everyone at First Place may we please extend our thanks and gratitude to all the staff that gave us such an enjoyable experience. We very much hope that you will be able to arrange further visits for our young people'

The Managing Director, London Luton Airport thanked personnel involved in an exercise at the airport:

.....'I would like to take this opportunity to thank you for your participation in Exercise Redkite at London Luton Airport. Your contribution helped us to make the emergency exercise as realistic as it can be and contributed to what was undoubtedly a great success. We look forward to a continued partnership with you to make future events equally successful.'.....

Thanks were sent to Firefighter Ryan Grant, Kempston Blue Watch:

.....'Just a card to say a big thank you to the off duty fireman who witnessed our car accident on Ampthill Road on Wednesday 11 November. Everyone involved was shaken and dazed, but this individual immediately took charge of the situation, checking everyone was ok and calling the fire station and generally holding the fort until the police and fire engine arrived.

We were too dazed to say a proper thank you at the time, but we really appreciated his help and that of his colleagues who arrived shortly afterwards. Thank you!'.....

Crime Scene Supervisor Claire Firth, Bedfordshire Police expressed thanks to the crew from Leighton Buzzard:

.....'On Tuesday 24 November 2009 I was the on duty Bedfordshire Police Crime Scene Supervisor when I was notified by the Forensic Resource Management Unit of a fatal fire in Leighton Buzzard.

This was an extremely demanding and challenging investigation in which I would like to pass on to each and every attending officer my enormous thanks and appreciation for their professionalism and conscientious approach to what was a highly complicated scene to examine under a set of very sad circumstances. All of the officers were a credit to their organisation and I was particularly impressed with their dedication and unquestionable commitment.

I would further like to pass my particular thanks to Mark Barter and Steve Allen for their consistent hard work, dedication, resilience and extensive knowledge and support in investigation fire scenes. This particular incident involved many added complications and demands which required collective and structured thinking.

The attending fire crews are also to be commended for their role in this investigation. They had to negotiate a highly cluttered, hazardous environment with little or no visibility in order to carry out their duties. The depth of debris alone could have caused some serious injuries. Fantastic and admirable actions.

This incident is a key example to highlight the importance of inter agency team working. Each individual excelled in their specific abilities but at the same time maintained team work which shared and valued others' inputs and advice. I feel very privileged to have been part of this team and wish to commend you all for your extremely hard work and professionalism. I believe your actions have led to a thoroughly competent investigation being carried out, which is to be praised with the utmost compassion based on the complicated and added pressures this case posed.'.....

Kempston Blue Watch, received a letter of thanks from Mark Thompson, Chief Inspector, RSPCA:

.....'I would like to extend my sincere gratitude to you and your team for your very valued assistance in the removal of the 200+ Koi Carp and the draining of the 25ft pond at the address in Kempston on the 25 November 2009. I understand from RSPCA Officer Jane Folly that it really was a hard, arduous task and without your team's help would have been certainly much more difficult and possibly even unachievable given our limited resources.

I would be very grateful if you could pass on my thanks to your team who certainly showed that the Fire and Rescue Service in Kempston are as resilient as they are professional.

I have requested that you and your team receive an RSPCA Certificate of Merit to formally recognise your efforts on that day.'.....

**COUNCILLOR J STREET
EXECUTIVE MEMBER OF THE COMBINED FIRE AUTHORITY**

Meeting: Central Bedfordshire Council
Date: 24 June 2010
Subject: Overview & Scrutiny Annual Report 2009/10
Report of: Overview & Scrutiny Coordination Panel
Summary: This report presents a summary of the activities undertaken by Overview & Scrutiny in the municipal year 2009/10.

Contact Officer: Bernard Carter, Overview & Scrutiny Manager
Public/Exempt: Public
Wards Affected: All
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

The activities of the overview and scrutiny function, its committees and task forces contribute directly to the achievement of all five council priorities.

Financial:

n/a

Legal:

n/a

Risk Management:

n/a

Staffing (including Trades Unions):

n/a

Equalities/Human Rights:

n/a

Community Safety:

n/a

Sustainability:

n/a

RECOMMENDATION:

1. **that Council notes the contents of the Overview & Scrutiny Annual Report for the municipal year 2009/10.**

1. Part D1 (paragraph 6.1.2) of the Council's constitution requires that the Overview & Scrutiny Coordination Panel (OSCP) report annually to full Council on the workings of the overview and scrutiny function.
2. Attached at Appendix A is said report, which has been approved by the OSCP for presentation to full Council.
3. The report reflects the Overview and Scrutiny Committee (OSC) structure pertaining to the 2009/10 municipal year i.e. five OSCs supported by the OSCP. As Members will be aware, this structure was revised for the 2010/11 municipal year and now consists of just four OSCs as follows: Children's Services; Customer & Central Services; Social Care, Health & Housing and Sustainable Communities.
4. Council is asked to note the contents of the Annual Report.

Appendices:

Appendix A – Overview and Scrutiny Annual Report (2009/10)

Background Papers: none

Location of papers: Priory House, Chicksands

Overview and Scrutiny Annual Report (2009/10)



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If you have any comments on this report, or would like to see any of the papers that are referred to, please contact Bernard Carter, Overview and Scrutiny Manager on **0300 300 4175** or bernard.carter@centralbedfordshire.gov.uk



Foreword by Councillor Mike Gibson, Chairman, Overview and Scrutiny Coordination Panel

It gives me great pleasure in presenting this Annual Report to full Council regarding Overview and Scrutiny (O&S) activities in 2009/10 and to reflect upon how Central Bedfordshire, as a new local authority, has embraced this democratic process over the last year.

The success of the O&S process does not manifest itself only in the number of reviews it undertakes but in the meaningful contribution the recommendations of these reviews make to local governance and the people of Central Bedfordshire. Unless all Members can see value in the contribution O&S makes in support of the Council, its partners and the community at large, issues will arise over 'ownership' of what we, as Councillors, seek to achieve on behalf of our electorate, who after all have entrusted us with the authority to act on their behalf to improve the quality of their lives. It has long been my belief that all Members have a duty and responsibility to show leadership in this respect and become fully and constructively involved in the O&S process.

Our ability to carry out this task depends however on some important fundamental principles, not least of which is independence. O&S Members are independent of the Council's decision makers, the Executive. Through our impartial, objective testing of policies and service delivery, and in monitoring improvement, we provide the people of Central Bedfordshire with the assurance of energetic probing and questioning on their behalf. We must maintain not only this independence but a vibrant work programme tackling key issues which matter to our constituents.

In this report you will find a summary of some of the key pieces of work which my O&S colleagues and I have carried out this year, or intend to begin shortly. As always, this work has been supported by our small but dedicated O&S officer team who undertake independent research on behalf of O&S Committees and Task Forces to ensure the production of objective, evidence-based conclusions and recommendations. It is essential that we continue to work towards continuous improvement in our scrutiny systems, with the overriding aim of providing strong, responsible, challenging and influential input into policy making at Central Bedfordshire in a way that is instantly acknowledged, respected and recognised by both officers and Executive Members alike.

Looking forward, and as an example of how O&S continues to improve its own systems and structures, in the new municipal year the function will be supported by just 4 Committees. This revised structure (a reduction of one Committee) follows a recent review, which looked at ways in which O&S could streamline its processes. In the new year, O&S Chairs & Vice Chairs will also review how best to structure its Coordination Panel to provide better management of individual Committees, deal effectively with cross-cutting issues and work collaboratively with the Executive.

Finally, I would like to extend my thanks to all those officers and Members who have contributed throughout the year, and also to those individuals and organisations outside of the Council for their valuable input into O&S at Central Bedfordshire Council during 2009/10. I hope you find the report interesting. In summary, it is a straightforward way in which we can be accountable to the Council for the work we do.

1. What is Overview & Scrutiny?

Overview & Scrutiny – A Quick Explanation

Overview & Scrutiny (O&S) is part of the political process introduced in 2000 by the government to modernise the way local authorities conduct their business. It plays a vital role in the decision-making and policy development processes at the Council and is an innovative development in the democratic process because it gives an independent view.

Effectively, the Scrutiny process is like the Council having its own 'watchdog'. It is a process that provides a chance to get a second opinion on key decisions made by the Council's Executive. It can also be used to inform and review any of the Council's plans, policies or strategies or question existing practices of the Council or any other public services causing concern.

Overview & Scrutiny Committees (OSCs) make recommendations and scrutinise the policies, decisions and performance of the Executive. The Executive in turn consults with and responds to Overview & Scrutiny Committee recommendations.

Overview & Scrutiny – A More Detailed Look

OSCs have two main roles: to help develop new policies and to hold the Executive and its partners to account. They therefore monitor decisions taken by Executive Members and examine the provision of services supplied by Council directorates, contractors and external agencies within the Central Bedfordshire area.

O&S is therefore a common sense approach to informing and reviewing decisions and policies, and considering whether they are right for the area. Not only does it provide a means to review the Council's own achievements against its planned targets but it also enables reviews to be carried out in relation to services provided by other public organisations on issues causing public concern. It does all this with a view to involving local people.

The O&S process also provides the opportunity for Members to examine the various functions of the Council, to ask questions on how decisions have been made, to consider whether service improvements can be put in place and make recommendations to this effect. It can also provide the opportunity for Members to champion issues of local concern to residents and to participate in the development of new policy.

O&S Members decide the areas they wish to review. The OSCs meet in an informal atmosphere and they invite those who they believe can help with their investigations to give "evidence". The public attending are welcome to participate in asking questions of those making submissions.

The Committees' work falls into a number of broad areas:

- **In-Depth Reviews:** Each Committee can undertake detailed, evidence-based assessments of Council services, plans, policies or issues, which affect the lives of local people. At the end of each review the Committee produces a report making recommendations to the Executive and other partner agencies

as to how things could be improved. During the course of a review Members speak to the Executive, Council Officers and external witnesses to assist them in their information gathering. This type of review is normally conducted by a Task Force on behalf of a particular committee.

- **Light-Touch Reviews:** In addition to conducting in-depth reviews, Committees often want to conduct a quick, one-off review of a topic. Typically a Committee will ask Executive Members, Council Officers or external agencies to come and speak to them about a service or issue before making recommendations to the Executive.
- **Call-in:** Each OSC is charged with ensuring that the decisions taken by the Executive are appropriate and within the Council's policy framework. If the Chairman, two members of the Committee or three Members of Council feel that a decision should be reviewed they can 'call the decision in' after it has been made to prevent the decision taking immediate effect (an individual member can also call in a decision if it has particular significance for that Member's ward). They can then interview the Executive Member or Council Officers and make recommendations to the decision-maker suggesting improvements to the decision.
- **Scrutiny of the Council's Performance:** A core role of each Committee's work involves the detailed examination of key performance indicators and the action plans flowing from Council policies and strategies to ensure the Council is meeting, or exceeding, its targets and objectives. The Committees also monitor the Council's budgets on a regular basis to ensure sound financial management.

The Committees conduct their work at regular Committee meetings or alternatively, they can appoint time-limited Task Forces (small, informal Member groups) to undertake work on their behalf. This usually happens when there is a need to review a topic in greater depth.

Why the Council is a strong supporter of the Overview & Scrutiny Process

Central Bedfordshire Council is not only committed to making best use of its resources to meet local needs and priorities, but it is also committed to making sure the decisions made by the Council are the right decisions for Central Bedfordshire and that the process for doing this is seen as an open one.

The Council is also keen to provide the opportunity for local people to contribute and give views on service provision and policies and to be able to challenge decisions made by the Executive.

How Overview & Scrutiny complements the Work of the Council

Whilst the Council's O&S arrangements have been set up to provide an independent process for informing and reviewing Council decisions and policies, 'scrutiny' is not intended to be a confrontational or divisive process. It is not a process that questions every decision the Council makes for example. If it was, clearly this would be counter-productive to Council business and the subsequent delays would win little thanks from our community.

Instead, all those involved in O&S should be aware that its purpose is to complement and add value to the work of the Council.

How Overview & Scrutiny Adds Value

When working well, O&S can add value to the work of the Council by playing an important role in:

- Supporting policy development;
- Raising the quality of debate;
- Improving decisions;
- Teasing out complex issues;
- Engaging the local community and key stakeholders;
- Strengthening accountability;
- Developing new ideas; and
- Monitoring and improving performance.

How Overview & Scrutiny Influences Council policy

Whilst scrutiny, in local government terms, is about reviewing decisions already made, the Council's O&S function also influences the development of new policies or review of old ones to help bring them up to date.

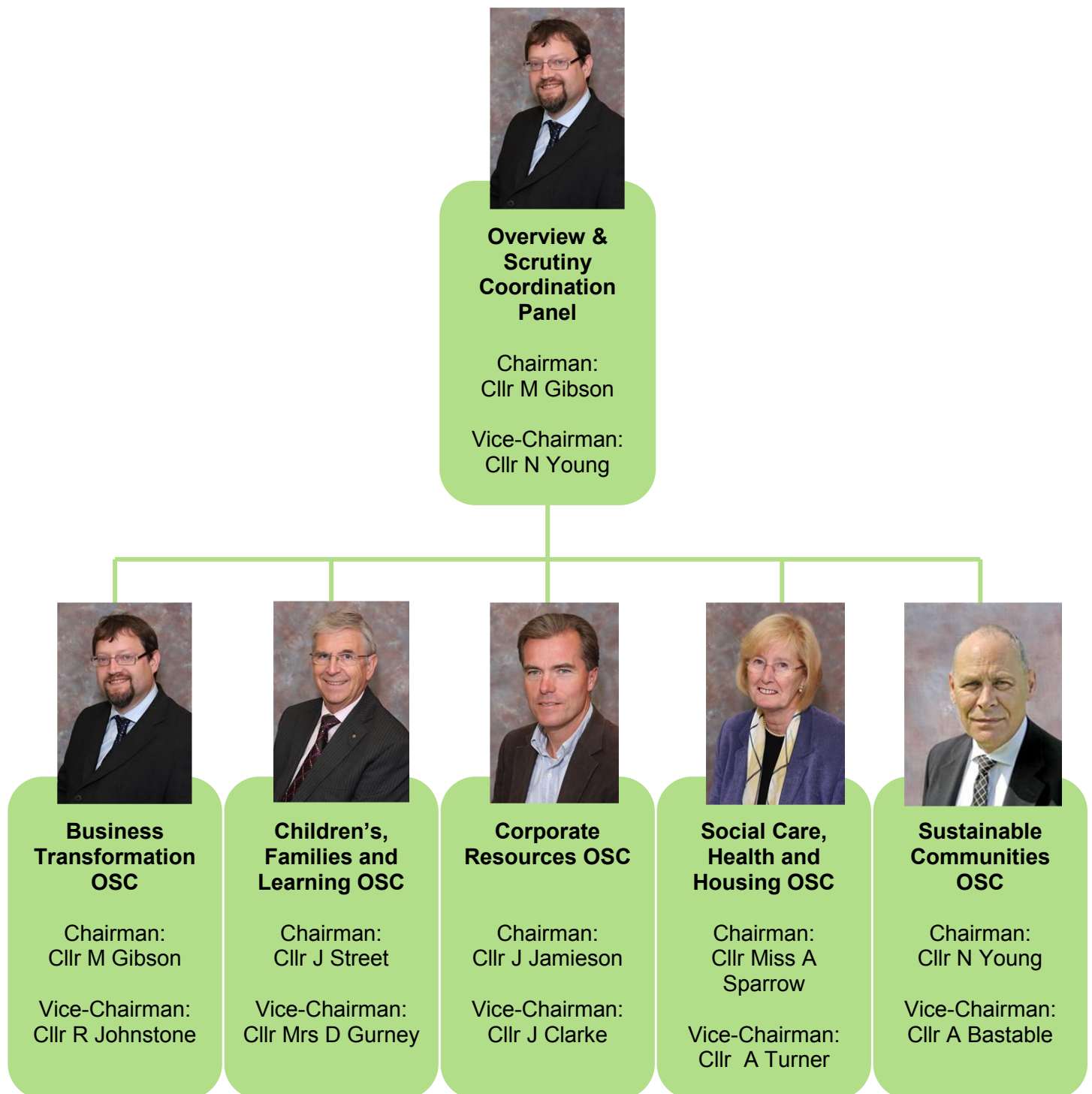
The Council's O&S function might carry out this policy development role at the invitation of the Executive, on its own volition or in response to public pressure (or perhaps also as a result of a Call-In or Councillor Call for Action).

And Finally...

The importance of O&S within a local authority cannot be understated. Those involved with its work are uniquely placed to be **challenging, influencing, and making a difference** because they: -

- Are **independent** of the decision making process
- Can set their **own agenda** according to the needs of the residents of Central Bedfordshire
- Can be asked to investigate issues by the Council, providing independent and objective reviews, with strong, **evidence-based** conclusions and recommendations.

2. Overview and Scrutiny Structure 2009/10



In 2009/2010 the O&S Structure consisted of 5 OSCs aligned to the Directorates of the Council each of which had scheduled 10 meetings, 5 of which were to be considered 'reserve' meetings. There has also been an Overview and Scrutiny Coordination Panel which has met at least on a quarterly basis and is constituted by the Chairmen and Vice-Chairmen of each of the OSCs. In addition to this Committee structure each of the OSCs has been able to appoint Task Forces to conduct in-depth investigations into any matters within its terms of reference.

Full Membership details of these Committees for 2009/10 are included at Section 11 of this report. In addition to the elected Members appointed to the OSCs, there have also been three parent governors and 2 diocesan representatives of the Church of England and Roman Catholic churches appointed to the Children, Families and Learning OSC.

However, it has been agreed that this Committee structure will change in 2010/11. The Business Transformation and Corporate Resources OSCs will be abolished and a new Customer and Central Services OSC will be established. This Committee will manage the areas of responsibility of the two previous Committees.

The remainder of this Annual Report is organised into sections that set out how the work of the OSCs has addressed each of the Council's priorities for 2009 – 11. The report will look at each of the priorities in turn and provide an overview of some of the outcomes achieved by the OSC whilst undertaking detailed investigation of an issue. The report will then set out some of the other major issues that have been considered in OSC meetings during 2009/10 and will provide an indication of some of the work that is intended to be undertaken by OSCs during 2010/11.

3. Supporting and Caring for an Ageing Population

The Council wishes to see a Central Bedfordshire where services for Older People are delivered sensitively and effectively and where people are supported to exercise choice over their care and enjoy independent living. The Social Care, Health and Housing Overview and Scrutiny Committee (SCH&H OSC) has contributed to the Transforming Peoples Lives debate by assisting officers in scoping the way forward towards meeting the challenges of the changing model of care for adult social services.

Bedfordshire and Luton Partnership NHS Trust (BLPT) Tender Process

The proposals relating to the transfer of Bedfordshire and Luton Partnership Mental Health and Social Care Partnership NHS Trust (the Trust) to another NHS organisation were considered by the SCH&H OSC at its meetings on 16 July and 5 November 2009. Both reports provided the Committee with an update on progress from the BLPT Project Handover Board.

The Committee supported the need to develop a common framework for commissioning mental health services in Central Bedfordshire and confirmed that this would need to be in operation for all three participating local authorities operating in the county. South Essex Partnership University NHS Foundation Trust (SEPT) has been selected as the preferred bidder and will be working with the 3 OSCs in the region to ensure the commissioning and delivery of mental health service services are sustainable, reflecting the shifts in the county's demographic, as well as being easily accessible within the community.

Green Paper - Shaping the Future of Care

The SCH&H OSC received a report outlining the Council's proposed approach to delivering the Shaping the Future of Care vision. This sets out changes to the care and support systems, highlighting the challenges faced by the current system and the reasons why the Council would need to think about reforming the current model of care to reflect the proposed development of a National Care System that is fair and affordable for all residents in the region.

The Green Paper proposed a number of questions for consultation with stakeholders and service users which would inform the Care and Support White Paper published on 30 March 2010. Central Bedfordshire Council and its partners carried out local consultation events to obtain the views of local stakeholders. The OSC supported the recommendations of the Executive, in particular the need to consider the proposals made in the Government's Green Paper and the potential impact on the future provision of Adult Social Care in the region.

A Member led Task Force is working with officers and service users to ensure a comprehensive policy will be in place to support the Council's commitment to provide and deliver adult social care services in the Central Bedfordshire area.

Adult Social Care Workforce Strategy

The SCH&H OSC considered a report regarding the proposed Adult Social Care Workforce Strategy 2010 – 2011, prior to being presented to the Executive in July

2010. Although a statutory requirement, the Council needed to produce and implement a strategy from inception as none existed within the legacy authority. The essence of the Workforce Strategy was to understand what skills would be required to deliver adult social care services now and in the future.

The proposed Workforce Strategy is intended to cover all social care staff and the Council is working closely with colleagues from Bedford College as it will be involved in devising a recognised carer's qualification to coincide with the Strategy. There is a recognition that the Council must be proactive and not reactive; especially when defining the journey of care taken by carers and service users.

The Committee recommended that the Executive should be asked to consider the journey of the carer and service user as the strategy becomes more widespread as a result of changes to service delivery. The Committee also advised the Executive to adopt the strategy with a view to reviewing what professional development skills it wants from its staff and what type of monitoring process should be in place to manage the personalisation agenda.

Other Work:-

As well as the issues mentioned above the SCH&H OSC have received a variety of reports considering, amongst other issues; the challenges of the National Dementia Strategy, the Council's approach to reducing health inequalities through the Healthier Communities Strategy, as well as contributing to the debate regarding the Council's provision of Affordable homes in its Housing Strategy.

Looking Forward:-

Throughout 2010 / 2011 the Committee will remain committed to scrutinising the strategies of the Social Care, Health and Housing Directorate as well as consultations from local and regional health providers. It will work in partnership to ensure services are commissioned to reflect the demographic of the locality and will also continue to influence the policy development of the Fairer Access to Care Charges.

4. Educating, Protecting and Providing Opportunities for Children and Young People

The Council wishes to see a Central Bedfordshire where children are better educated and their care and health is improving across the board. This priority involves improving educational attainment in areas of underperformance as well as working with partners to develop the Children's Trust and to develop a Children and Young People's Plan. Several of our reviews this year have focused on scrutinising the Children and Young People's Plan and educational attainment.

Children and Young People's Plan 2009 - 2010

The Children and Young People's Plan sets out the shared vision for children, young people and their families in Central Bedfordshire and those things that are critical for the Council to achieve in order to deliver this vision. Recognising the importance of this Plan, in August 2009 the Children, Families and Learning OSC received a report that set out the priorities that had emerged following consultation with children, young people, families and the Council's partners.

As a result of scrutinising the plan the Committee raised specific recommendations regarding some of the priorities contained in the plan and the detail of some of the targets and how strategic actions would be measured. The Director of Children's Services was asked to address these concerns, which were presented to a meeting of the Executive alongside the plan. Each of the Committee's recommendations were taken into account by the Executive prior to the adoption of the plan. The recommendations to Executive resulted in a new key measure of success being added to provide relevant and meaningful youth provision across Central Bedfordshire on Friday evenings and weekends and references in the plan to developing and promoting play, leisure and culture opportunities for children and young people aged 8 – 13 years being widened to include all age ranges. Further amendments were also made to the plan, which included actions and targets relating to the importance of short break provision for respite and palliative care and the importance of providing opportunities for children and young people to keep fit.

Home to School Transport Policy

Central Bedfordshire Council has a statutory responsibility to provide free home to school transport for certain children of statutory school age. As part of the Council's overall aim to make the most effective use of resources and to ensure they are targeted where they are most needed a review of entitlement to home to school transport was undertaken. A specific proposal in this review involved ending the provision of transport to denominational schools with effect from 1 September 2010, unless that person was entitled to free transport on 'low income' criteria.

Recognising the public interest in this item and the difficulty this might cause for some parents the Children, Families and Learning OSC received several reports in February 2010, initially during the public consultation and then following the consultation period to review the comments that had been received. The Committee received the views of parents, teachers, the Roman Catholic and Church of England diocese and young people at the meetings to inform the debate on a wide range of proposals. Having considered the proposals in the paper and recognising the difficulty that ending free home to school transport from September 2010 might present for families whose

children currently attended denominational schools, the Committee recommended to the Executive that a phased approach be taken to end the provision of transport to denominational schools with the exception of those on the Council's low income policy. The Executive considered this recommendation alongside the proposed home to school transport policy, which was adopted with an agreement to end provision of free transport to denominational schools, with effect from 1 September 2010. However, in recognition of the difficulties that the decision may have caused for certain families, which had been highlighted in the OSC meetings and in petitions to the Executive, it was recommended that officers meet with Diocesan authorities to consider the implementation of the policy in an attempt to minimise those difficulties.

The Future of Special Schools in the East of Central Bedfordshire

In June 2009 the Executive agreed to carry out formal consultation on the options for the future of special schools in the east of Central Bedfordshire. Following a formal consultation between September and October 2009 the options were presented to the Children's, Families and Learning OSC in December 2009 seeking Members' views on proposals to merge Hitchmead and Sunnyside special schools.

The Committee heard from a number of people at the meeting both in person and in writing, including the Headteacher of Hitchmead School, who attended to present their views on the proposals. The Committee discussed various concerns, which included the survey carried out on the options, the level of financial analysis, particularly regarding the cost of adaptation works, that had been made available and the Council's position regarding the provision of a new build school to replace Sunnyside and Hitchmead.

Whilst the Committee resolved to support the proposed merger of Sunnyside and Hitchmead special schools it did so subject to a request that if the Executive subsequently approved the merger a further report was to be received containing the detailed financial implications of the initiative and an outline implementation plan. Having published the statutory notice the Children, Families and Learning OSC received a report in March 2010 regarding the financial implications and the implementation plan prior to the Executive agreeing to discontinue Hitchmead Foundation Special School and make an enlargement to Sunnyside Community Special School. Consideration of this item by the Committee enabled a greater level of public participation in relation to this item and detailed scrutiny of the different options for the future of these particular special schools.

Other Work:-

In addition to these specific items the OSCs have reviewed a wide range of reports regarding this priority which include Transforming Teaching and Learning: the Educational Vision for Central Bedfordshire, the Single Children's Workforce Strategy, Strategic Commissioning Framework for Children and Young People, and the Council's response to the recommendations of the Lord Laming report on protection of children.

Looking Forward:-

The Children and Young People's Plan is key to delivering this priority and in recognition of that the Committee receives regular reports throughout the year on each

of the key Every Child Matters outcomes “to be healthy, to stay safe, to enjoy and achieve, to make a positive contribution and to achieve economic well being.” The Committee will continue receiving these reports in 2010 / 2011 and further items are currently scheduled on the Child Poverty Strategy and integrated and targeted youth support services.

5. Managing Growth Effectively

The Council aims to ensure that growth in Central Bedfordshire is handled sensitively for the benefit of local people and that the quality of the local environment is maintained or improved. This priority includes giving residents a voice in shaping the future of Central Bedfordshire, maximising the proportion of affordable new homes that are available and encouraging and supporting opportunities for creating and facilitating sustainable living and tackling climate change. Many of our reviews this year have focused on growth in Central Bedfordshire.

Development Strategy Task Force (Site Allocations and Gypsy and Traveller Development Plan Documents)

Recognising the importance of managing the growth process effectively and engaging Members in this process, the Sustainable Communities OSC agreed to establish a Development Strategy Task Force, responsible for considering all 'non-strategic' matters in relation to the local development framework, housing strategy and local transport policy.

Task Force meetings have provided the opportunity to engage elected Members on behalf of their residents as well as Town and Parish Council representatives to debate growth proposals, primarily relating to the site allocations and gypsy and traveller development plan documents (DPDs).

Prior to consideration by the Task Force the Sustainable Communities OSC had supported, and the Executive had approved, two sets of assessment criteria for determining suitable sites to be contained in these DPDs. The site allocations DPD identified sites to meet the requirement for 17,950 new homes and 17,000 new jobs between 2001 and 2026. The gypsy and traveller site DPD identified sites to accommodate an additional 40 gypsy and traveller pitches, a transit site and a travelling show people site in the former Mid Bedfordshire area.

The Task Force held three meetings to consider in detail the proposed site allocations DPD and invited other local ward Councillors and Town and Parish Council representatives to present their views on the proposed sites. The Task Force also received information from the previous Vision Twentyone consultation. Following full debate the Task Force approved a list of sites it felt was appropriate to be included in the DPD, which was submitted to the Sustainable Communities OSC in October 2009 where the list of proposed sites was approved for submission to the Executive, subject to further information being made available to the Executive on the proposed site in Shillington.

The recommendations of the Committee were subsequently received by the Executive in November 2009 where it was approved subject to the removal of the site in Wrestlingworth. The DPD was received by Council in January 2010 where it was approved by Members for public consultation and submission to the Secretary of State for examination.

The gypsy and traveller DPD was received by the Task Force on two occasions in December 2009 where Members debated potential sites and reviewed scores associated with different sites against the agreed criteria. The Task Force also received views from 24 elected Members and Town and Parish Councillors regarding

the proposed sites prior to approving a short-list of sites for presentation to the Sustainable Communities OSC in January 2010 where over 80 members of the public and Parish Council representatives attended, four of whom spoke to make their views known. The Committee supported an amended short-list of sites for submission to the Executive but following further consideration of one of these sites a further amended shortlist was considered by the Committee in February 2010 prior to its approval for public consultation.

Local Transport Plan 3

The Local Transport Plan 3 is a statutory document that the Council is required to produce, which sets out the strategies and programmes of local transport authorities for transport in their areas up to 2021. The Plan also sets out how transport will contribute to a number of key goals such as tackling climate change, supporting economic growth and improving quality of life. The Council was required to agree how best to produce a new local transport plan, consistent with the local area and taking into account the geographical position of the Council and its neighbouring Councils.

The Sustainable Communities OSC received a presentation and report at its meeting on 7 October that set out two different approaches to developing the plan, asking Members to support a preferred approach for submission to the Executive. The Committee received views in person from an officer of Luton Borough Council regarding the proposals and debated the advantages and disadvantages of both proposed approaches and the impact a decision might have on neighbouring authorities. The Committee recommended that a single local transport plan should be produced and that a formally constituted transport planning body should be maintained with Luton Borough Council. Members were mindful of the importance of partnership working and also recommended that the process should develop stronger partnership links with all neighbouring authorities. These recommendations were endorsed by the Executive.

The Council has now approved the way in which the Local Transport Plan will be developed and the Development Strategy Task Force has continued to debate in detail the structure of the plan, its detailed objectives and priorities and the key strategies that will be included within it, particularly in relation to the freight strategy.

Town Centre Management

As a result of the legacy arrangements of the previous South Bedfordshire District Council, Central Bedfordshire has three Town Centre Management Committees (TCMCs). The Sustainable Communities OSC received a report in September 2009 examining the constitutional arrangements for the three TCMCs and proposals to create consistency across Central Bedfordshire in relation to Town Centre Management. Local ward Councillors from the area and an additional 8 public speakers and representatives of Parish and Town Councils and TCMCs attended the meeting to present their views. Whilst some of the proposals in the report received support, the overwhelming expression was one of opposition. Concerns were expressed that changes could lead to Central Bedfordshire taking an undue level of involvement in Town Council matters whilst failing to have regard to the individuality of local towns.

The Committee did not accept the reports recommendations but instead proposed new recommendations which it felt would create consistency within the Central Bedfordshire Constitution with regard to town centre management as well as further involve communities as partners and thereby prevent an environment of exclusion. It was recommended that the TCMCs in Houghton Regis, Leighton-Linslade and Dunstable remain incorporated within the Constitution and that officers be asked to incorporate a similar formally constituted structure for the other larger towns in Central Bedfordshire, following proper consultation with those towns. It was also recommended that membership of the proposed Town Centre Partnership Panel be enlarged to include the Chairmen of the TCMCs. These recommendations were received by the Executive in November 2009 where they also received a summary of the evidence that was received by the Committee. Whilst the Executive resolved to defer this item, detailed discussion by the OSC allowed a range of views to be presented on the proposals and informed the discussion that took place at the Executive meeting.

Other Work:-

In addition to these specific items the OSCs have reviewed various reports regarding activities that support this priority including; the Bedfordshire Energy and Recycling Project (BEaR), Luton and Dunstable Busway, the Congestion Strategy, the Core Strategy and Development Management Policies DPD, the Waste Core Strategy Preferred Options document and the policy approach to Enforcement of legislation relating to Environmental Protection.

Looking Forward:-

Managing growth effectively will continue to be a key priority for the Council over the next 12 months. OSCs have already scheduled further items regarding the site allocations and gypsy and traveller development plan documents to provide an opportunity to discuss proposals in light of public consultation and prior to an external examination. Further items will also be received on major Council projects relating to this priority including the Waste Management Strategy and the Minerals and Waste Core Strategy.

The Development Strategy Task Force will also continue to operate to consider non-strategic matters relating to the Local Development Framework, housing strategy and local transport policy as necessary.

6. Creating Safer Communities

Creating safer communities involves making sure that Central Bedfordshire is safe and that people feel safe. This priority involves working with partners to reduce crime and the fear of crime and also working with communities in priority estates to tackle crime and anti-social behaviour. OSCs have considered two key elements of work in relation to making Central Bedfordshire a safer place.

Community Safety Partnership Priorities 2010 - 2012

Under the Crime and Disorder Act the Council is required to do all that it reasonably can to reduce crime and disorder in its area, and along with other partners is required to produce an annual strategic assessment, which identifies crime and disorder priorities for the area. There is also a duty for the Council and other 'responsible authorities' to work together to develop and implement strategies to tackle crime and disorder via a Community Safety Partnership. The scrutiny of local crime and disorder matters was also set out in the Crime and Disorder (Overview and Scrutiny) Regulations 2009 and the Sustainable Communities OSC is the designated Crime and Disorder Committee with the power to scrutinise decisions or actions taken by 'responsible authorities' in relation to their crime and disorder functions

The Sustainable Communities OSC received a report in January 2010, which outlined to Members the six strategic priorities that had been identified by stakeholder consultation to be included in the Community Safety Plan. These priorities included the reduction of serious acquisitive crime, reducing anti-social behaviour and casualty reduction. The Committee also received the Community Safety Strategic Assessment for the area, which had been used to identify the appropriate priorities for Central Bedfordshire.

In addition to written evidence, Superintendent Neil Wilson of Bedfordshire Police attended to provide additional information, clarification and answer questions from Members regarding the adequacy of the priorities. The Committee fully debated the proposals and whilst they supported the priorities for adoption by the Executive they also raised comments which they requested be taken into consideration by the Community Safety Partnership (CSP). These recommendations included matters relating to communication with the public and informing residents of the work of the CSP and the priorities on which it had chosen to focus. It was also commented that the CSP needed to take a lead in making available to residents, the Council and Town and Parish Councils information regarding its performance. The Executive adopted the Community Safety Plan 2010 / 2012 in April 2010.

Empty Dwelling Management Orders (EDMOs)

The Social Care, Health and Housing OSC considered the draft copy of the Private Sector Housing Renewal Policy 2010 – 2012 at its meeting on 16 July 2009, which incorporated the Council's provision for dispensing Empty Dwelling Management Orders (EDMOs). The Committee worked closely with the Head of Private Sector Housing to ensure its comments were appropriate to the development of the policy. The objective of the policy was to deliver the best use of resources based on the funding available, a key priority being to determine the current condition and affordability of the Council's housing stock.

In light of the financial climate the Council is currently facing, the Committee requested officers review the current policy for paying smaller types of assistance to residents in need of financial aid for repairs to a privately owned property. The previous approach allowed those in receipt of aid not to have any repayment conditions. The OSC requested that officers actively review the financial impact to the Council and ensure recovery of financial aid. As a result of OSC involvement in this aspect of the policy in particular, the Executive received and adopted an amended policy incorporating these changes at its meeting held on 9 March 2010.

Other Work:-

In addition to these specific items, the OSCs have reviewed a number of other reports which have had regard to matters of reducing crime and anti-social behaviour including the Safeguarding Vulnerable Adults Annual Report and the policy approach to enforcement of the Environmental Protection Act (1990), Clean Neighbourhoods and Environment Act (2005) and other associated legislation.

Looking Forward:-

Looking forward to next year the OSCs will consider various matters relating to the reduction of crime and the fear of crime including a review of the Community Safety Plan.

7. Promoting Healthier Lifestyles

The Council wishes to see a Central Bedfordshire where children are healthier and the gap between the healthiest communities and others is narrowing. This priority involves working in partnership with a range of partners, particularly NHS Bedfordshire, to ensure care services reflect the changing demographic profile of the area and that care services work effectively together.

Cultural Strategy Task Force

The Children, Families and Learning OSC identified the development of a Cultural Strategy for Central Bedfordshire as a priority and therefore established a Task Force to undertake such development in August 2009. The purpose of the Task Force was to ensure the development of a cohesive strategy for developing cultural services in Central Bedfordshire and the development of a clear and deliverable action plan for enhancing local cultural services.

The Task Force met on several occasions during 2009 to receive briefings on different cultural services including adult community learning, leisure facilities, sports development and countryside access. The Task Force scrutinised the vision and objectives of some of these services and considered a possible framework for the development of a Cultural Strategy for Central Bedfordshire.

However, due to a Senior Management Review of Council services during 2009/10 it was agreed by Members that the scheduled meetings of the Task Force should be suspended pending the completion of the review. The Task Force had undertaken some good work and provided recommendations to officers, which will be reconsidered in light of the Senior Management Review and whatever course the Council decides to follow in relation to the development of a Cultural Strategy. As a result of the Senior Management Review the Task Force will now report to the Sustainable Communities OSC.

Scrutiny of "A Healthier Bedfordshire", NHS Bedfordshire's Strategic Plan for 2009 to 2013.

Early in 2009, a Joint Health Scrutiny Committee was established by Bedford Borough Council and Central Bedfordshire Council to scrutinise A Healthier Bedfordshire, NHS Bedfordshire's Strategic Plan for 2009 to 2013.

The 5 year plan contained proposals for addressing three strategic priorities, these being:

- Mental Health;
- Planned Care; and
- Staying Healthy.

The committee met 4 times and scrutinised the various elements of the strategy in depth. The Joint Scrutiny Committee produced a final report with 62 recommendations. NHS Bedfordshire responded positively to the Committee's recommendations and overall Members welcomed the response. Additionally, NHS Bedfordshire advised that considerable work had taken place on the Strategy since the

Joint Committee had provided its report and added that work with both local authorities would be ongoing. A timetable was developed with the Overview and Scrutiny Managers of the constituent Councils to ensure that each Council received for consideration the refreshed strategy and progress reports thereafter at future meetings. Member's received their first update in February 2010. For the forthcoming Municipal Year and as a result of the joint Committee's work, the following matters will be considered for inclusion on the Work Programmes of the respective Councils' Health Overview and Scrutiny Committees:-

- (i) An annual update regarding the Strategy's implementation by NHS Bedfordshire
- (ii) An approach for securing the issue of a fair NHS funding allocation for NHS Bedfordshire being reconsidered in Whitehall;
- (iii) Monitoring of progress on planned care provision based in the community;
- (iv) An explanation of the Choose and Book system and evaluation of the success of its implementation;
- (v) Consideration of the benefits to patients of being treated at a centre of expertise;
- (vi) Review of the payment arrangements for medical and social care of patients in light of Government changes

Other work:-

In addition to these specific items the OSCs have considered the implications of the Council's approach to promoting healthier lifestyles, as referred to in a number of other reports, which have included the Local Transport Plan, the development of Luton and Dunstable Busway and Shaping the Future of Adult Social Care.

Looking Forward:-

Promoting healthier lifestyles will continue to be a core aspect of the Council's work and various items will be considered by the OSCs in 2010/11 that will impact on its development in Central Bedfordshire.

8. Cross-Cutting Issues

Complementary to the work O&S has undertaken during the year in helping to support delivery of the Council's five key priorities, the function has also played a significant part in reviewing strategically important issues that cut across the whole organisation and beyond. Much of this work has been undertaken by the Business Transformation and Corporate Resources Overview & Scrutiny Committees, and detailed below are some examples of each Committee's work.

Single Equality & Diversity Scheme (2010 – 2013)

Reflecting the importance Members place upon promoting equality of opportunity for all residents, in October 2009 the Business Transformation OSC held a single issue meeting to consider an early draft of the Council's Equality & Diversity Scheme. This early sight of the Scheme allowed Members the opportunity to review and influence its policy direction, objectives and action plans prior to wider public consultation. During the meeting, Members received a comprehensive presentation covering the challenges facing Central Bedfordshire in addressing equality and diversity and the Council's statutory equality duties, and questioned officers extensively about the subject matter.

As a result, Members recommended a number of changes to the draft Scheme prior to public consultation and its submission to the Executive. In summary, these changes related to the need for the Scheme to incorporate in sufficient detail:-

- the provision of targeted training and development for both Members and officers to assist in the practical achievement of the Scheme;
- a phased staff training approach, which concentrated limited resources on frontline staff in the first instance;
- the provision of a succinct 1 or 2 page awareness raising document for all employees & Members, which would distil the draft Scheme into key action points;
- the integration of equality and diversity awareness raising into the staff appraisal scheme;
- information regarding how Members could feedback equality & diversity issues encountered whilst undertaking their duties as ward representatives;
- the responsibility of the individual to strive for self-reliance;
- legal compliance;
- the importance of striking the right balance between the costs and benefits arising from particular initiatives (a judgment call would be required to ensure any actions outlined within the draft Scheme were proportionate, i.e. actions did not deliver a disproportionate benefit to the few to the detriment of the many);
- an acknowledgement that, whilst achieving Level 3 of the new Equality Framework may well be an aspiration, the Council should not commit itself to such an aspiration without first knowing the implications (financial or otherwise) thereof.

The final draft of the Scheme, incorporating the above recommendations, was approved by the Executive in May 2010.

Web Development

During the latter part of 2009, the Business Transformation OSC agreed to establish a Task Force to work with officers to improve and develop the Council's web presence. This undertaking reflected concerns from both Members and officers alike regarding the effectiveness and usability of the existing website, which had been constructed in a short period of time from legacy content to meet the Central Bedfordshire vesting day timetable.

From the outset, Task Force Members adopted a collaborative approach, working closely with officers to tease out the key issues, identify best practice and consult widely, before producing an overarching Strategy, supported by a practical implementation plan and robust "invest to save" financial case. The Strategy and implementation plan has been designed to focus on five core strands of activity, as follows:-

- getting the basics right;
- doing it better online;
- personalising;
- getting involved in online conversations; and
- bridging the digital divide.

In addition to delivering greater choice and an improved customer experience, it is expected that the Strategy and implementation plan will generate significant savings of up to £2.5M over 5 years for an initial investment of £550,000. However, Task Force Members were also keen to ensure the Strategy also recognised the fact that nationally, approximately 30% of the population do not have access to the internet. The Strategy's final core strand "bridging the digital divide" therefore addresses this point and makes recommendations on how identified non-internet users in Central Bedfordshire can be reached effectively.

Corporate Commissioning and Procurement Strategy

The Corporate Resources OSC established a Task Force to review the Corporate Commissioning and Procurement Strategy. As recommended in the National Procurement Strategy, the Strategy sets out broadly what is required of the Council in order to achieve best value in all of its commissioning and procurement activity. It also serves as a main platform for the delivery of the Council's Strategic Plan. The strategy would be disseminated throughout the organisation with a Commissioning and Procurement Steering Group set up to report progress quarterly to Central Bedfordshire Management Team and annually to the Executive.

The Executive considered the comments and recommendations from the Corporate Resources OSC meeting held on 2 November 2009. The Portfolio Holder accepted the recommendations in their entirety and the Executive agreed that monitoring implementation of the Strategy should be incorporated as part of the overall quarterly performance report to the Committee, the first of which will be received by the newly constituted Customer & Central Services OSC in the new municipal year.

Community Engagement (Councillor Support)

In September 2009, the Business Transformation OSC agreed to establish a Member Task Force to work with officers in formulating a robust and practical action plan to deliver principle two of the Council's draft Community Engagement Strategy. This principle related specifically to the need for the organisation to enable Councillors to be leaders in and for their communities.

The Task Force met on a number of occasions between November 2009 and January 2010, working closely with officers to identify the key issues and develop action plans to effectively support Councillors in their ward based, community champion role. The Task Force exerted significant influence over the final Action Plan produced, which consisted of eight individual themes, as follows:-

- Provide Councillors with relevant ward-based intelligence, information and customer insight
- Provide individual Councillor budgets
- Offer support for scrutiny, Councillor Call for Action and response to petitions
- Establish greater role and involvement in partnerships
- Establish links with Third Sector organisations
- Procure a Case Management system for Councillors
- Provide Member Development of community engagement skills
- Provide dedicated officer support

Each theme was supported by a number of specific, time-bound actions, all designed to provide effective support to Councillors and deliver principle two of the Community Engagement Strategy.

The Community Engagement Strategy and associated Action Plans were approved by the Executive in May 2010.

Other Work:-

In addition to these specific items the OSCs have also reviewed many other cross-cutting issues during the course of the year. These have included; the Customer Services Strategy; the Communications Strategy; support to the Third Sector; the remodelling of customer services; the ICT & Accommodation Strategies and the Treasury Management Strategy; as well as monitoring performance and budgets on a quarterly basis.

Looking Forward:-

As mentioned in the Chairman's Forward, much of the cross-cutting work previously undertaken by the Business Transformation and Corporate Resources OSCs will now be delivered by the new Customer & Central Services OSC. The new Committee will therefore manage a full and demanding work programme during 2010/11, with early work including significant reviews of; shared services; the budget setting process and the Sustainable Community Strategy.

9. Executive Call-in and Petitions

OSCs have a statutory power under the Local Government Act (2000) to review an Executive decision that has been made but not yet implemented (known as Call-In). Any decision of the Executive, an individual Member of the Executive or a committee of the Executive or a key decision made by an officer under delegated authority is subject to call-in. Call-ins can be made by; an individual Member where that decision has particular significance for that's Member's ward; the Chairman of the relevant OSC; any two Members of the relevant OSC; or any three non-Executive Members of the Council. Where a valid call-in is received it is added to the agenda of the next meeting of the relevant OSC.

In addition to Call-ins OSCs can also review and scrutinise the adequacy of a response of the Council, the Executive or a Committee to a petition following a request for a review by the lead petitioner. Where a request for a review is received it is added to the agenda of the next meeting of the relevant OSC.

Executive Call-in: Supported Local Bus Services

The Sustainable Communities OSC considered a report on Supported Local Bus Services relating to the estimated level of overspend for 2009/10 for this service. The Committee's views were sought on various options for the ways in which savings could be achieved and the Committee was provided with the various impacts and risks relating to each option. The Committee resolved to recommend to the Executive that poor performing services be withdrawn based on objective weighted criteria but that, prior to the withdrawing of any supported bus services, a full review be carried out in order to ascertain the impact on users of withdrawing the subsidised services and any alternative, more cost-effective means of delivering the services provided by the Council.

The Executive considered these options and the recommendations of the OSC and resolved to withdraw support from a selected number of poorer performing bus services in order to bring spending in line with the budget. The Chairman of the Sustainable Communities OSC subsequently called-in the item as it had been taken in the absence of a full review of bus services (as recommended by the Sustainable Communities OSC), which considered the impact of the proposed cuts on residents and the use of alternative transport.

On 29 September 2009 the OSC considered the call-in and due to a full review of bus services not having been completed the OSC put forward two alternative recommendations to the Executive; (1) that a decision to cut bus services wait until the outcome of a full review of public transport; or (2) that the Executive consider a reduction in the number of supported bus services that were to be cut. The Executive considered the concerns raised by the Committee but felt it was not possible to defer making a decision until the outcome of the full review of bus services was available, which would take 12 to 18 months to complete.

Whilst the Executive still agreed to withdraw funding to some supported bus services it was felt that the OSC had effectively raised some important matters of concern and in light of the need to make financial savings within the current financial year the OSC had reached a suitable compromise that attempted to minimise the disruption to service users as well as make efficiency savings.

Review of the Adequacy of Response to Petitions:

(1) Weight Limit on Poynters Road, Dunstable: November 2009

The Sustainable Communities OSC was requested to consider the adequacy of the response to a petition requesting the implementation of a weight limit on Poynters Road, Dunstable, which claimed that HGVs were travelling in excess of speed limits and caused disturbance to residents and damage to the road and properties. The petition had been considered by a Traffic Management Meeting in October 2009 where it was agreed that subject to adoption of the Freight Strategy by Central Bedfordshire Council, the proposal for a weight limit on Poynters Road be included in the 5 year Traffic Management Programme.

The Sustainable Communities OSC reviewed the response to the petition at its meeting in November 2009 where it received a copy of the request for the decision to be reviewed, the decision of the Traffic Management Meeting and a copy of the report submitted to the Traffic Management Meeting regarding the petition.

The Committee received the views of the Portfolio Holder for Safer Communities and Healthier Lifestyles and the petitioner and whilst they requested that the Portfolio Holder consider how additional signposting might be erected in the vicinity of Poynters Road to encourage HGV drivers not to use the road and consider what other action could be taken to assist residents, the Committee agreed with the steps taken in response to the petition.

(2) Home to School Transport to Denominational Schools: March 2010

The Children, Families & Learning OSC was requested to consider the adequacy of the response to a petition submitted to the Executive in March 2010 with regard to the Home to School Transport Policy, requesting the Council to maintain free school transport to denominational schools. In response to this petition the Executive approved the Home to School Transport Policy but mindful that the policy could cause difficulties for certain families it was agreed that the Diocesan authorities and parents would be invited to meet with the Authority to consider how best families affected could be supported during the implementation of the policy.

The Children, Families and Learning OSC considered the response to the petition at its meeting on 30 March 2010 where Members reviewed the process through which the petition had been considered and the response provided by the Executive. In light of the process that had been followed and the opportunities that had been provided for the petitioner and various other parents and representatives to speak in meetings it was agreed that the petition had been dealt with appropriately and that every opportunity had been made available to allow people to make their views known at the OSC and Executive meetings. It was resolved by the Committee that the steps taken in response to the petition were adequate and that no further action be taken.

Councillor Call for Action

Within their terms of reference OSCs also receive and consider any Councillor Calls for Action as necessary. There have not been any Councillor Calls for Action in 2009/10.

10. How to Get Involved

The residents of Central Bedfordshire are Overview and Scrutiny's most useful resource for finding out what the key issues are. Residents, community groups, local businesses and others that live or work in the area can make valuable contributions to much of the work Overview and Scrutiny does.

The work programme of Overview and Scrutiny can be flexible so if there is an issue that you would like to see tackled or if you would just like to find out more about Overview and Scrutiny at Central Bedfordshire Council please contact the Overview and Scrutiny team.



Telephone: 0300 300 8000



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Details on forthcoming meetings, including copies of the reports and a list of future meeting dates can be obtained from the Overview and Scrutiny website at the following link:

<http://www.centralbedfordshire.gov.uk/council-and-democracy/performance/scrutiny/default.aspx>

All OSC meetings are open to the public and a list of future meeting dates is available from the above website.

11. Further Information and 2009/10 Membership:

Agenda papers, reports and the Minutes of the meetings of each Committee can be viewed on the Central Bedfordshire Council Website at the link provided below or on request from the officers whose contact details are provided below:

<http://www.centralbedfordshire.gov.uk/modgov/mgListCommittees.aspx?bcr=1>

Business Transformation Overview and Scrutiny Committee

Councillors	<p>M Gibson (Chairman) R Johnstone (Vice-Chairman) R Barker J Jamieson Mrs A Barker Mrs J Nunn J Clarke D Hopkin</p>	Councillors:	<p>Substitutes N Aldis R Berry J Kane Mrs J Lawrence N Young</p>
Contact:	<p>Bernard Carter, Overview and Scrutiny Manager Central Bedfordshire Council, Priory House, Monks Walk Chicksands, Shefford, Bedfordshire, SG17 5TQ Email: bernard.carter@centralbedfordshire.gov.uk Telephone: 0300 300 4175</p>		

Children, Families and Learning Overview and Scrutiny Committee

Councillors	<p>J Street (Chairman) Mrs D Gurney (Vice-Chairman) P Blaine Dr R Egan D Bowater P Hollick N Costin K Janes I Dalgarno A Shadbolt</p>	<p>Co-opted Voting Representatives Ms Copley (Parent Governor) D Landman (Parent Governor) B Sear (Parent Governor) Ms Image (Roman Catholic Diocese) Mr Reynolds (Church of England Diocese)</p>
Councillors	<p>Substitutes Mrs A Barker Mrs M Mustoe Mrs S Goodchild</p>	
Contact:	<p>Jonathon Partridge, Overview and Scrutiny Officer Central Bedfordshire Council, Priory House, Monks Walk Chicksands, Shefford, Bedfordshire, SG17 5TQ Email: jonathon.partridge@centralbedfordshire.gov.uk Telephone: 0300 300 4634</p>	

Corporate Resources Overview and Scrutiny Committee

Councillors	<p>J Jamieson (Chairman) J Clarke (Vice-Chairman) I Dalgarno D Jones P Duckett Mrs J Lawrence D Hopkin J Street R Johnstone</p>	Councillors:	<p>Substitutes A Bastable L Birt D Bowater M Gibson P Snelling</p>
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Contact: Cheryl Powell, Overview and Scrutiny Officer
 Central Bedfordshire Council, Priory House, Monks Walk Chicksands,
 Shefford, Bedfordshire, SG17 5TQ
 Email: cheryl.powell@centralbedfordshire.gov.uk
 Telephone: 0300 300 4559

Social Care, Health and Housing Overview and Scrutiny Committee

Councillors	<p>Miss A Sparrow (Chairman) A Turner (Vice-Chairman) Mrs J Freeman Ms A Graham Mrs R Gammons J Kane Mrs S Goodchild P Rawcliffe</p>	Councillors:	<p>Substitutes R Baker Dr R Egan Mrs D Gurney P Hollick B Spurr</p>
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Contact: Cheryl Powell, Overview and Scrutiny Officer
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 Shefford, Bedfordshire, SG17 5TQ
 Email: cheryl.powell@centralbedfordshire.gov.uk
 Telephone: 0300 300 4559

Sustainable Communities Overview and Scrutiny Committee

Councillors	<p>N Young (Chairman) A Bastable (Vice-Chairman) D Gale Mrs M Mustoe Mrs R Gammons P snelling J Kane P Williams Ms C Maudlin</p>	Councillors:	<p>Substitutes Mrs F Chapman MBE P Duckett M Gibson A Graham A Shadbolt</p>
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 Central Bedfordshire Council, Priory House, Monks Walk Chicksands,
 Shefford, Bedfordshire, SG17 5TQ
 Email: jonathon.partridge@centralbedfordshire.gov.uk
 Telephone: 0300 300 4634

Meeting: Council

Date: 24 June 2010

Subject: Designation of Statutory Officers

Report of: Portfolio holder for Finance, Governance and People

Summary: The report requests the Council to designate posts to fulfil the following statutory officer roles:-

- (a) Chief Finance/Section 151 Officer;
- (b) Monitoring Officer; and
- (c) Scrutiny Officer.

Additionally to consider action which potentially may be necessary to designate a post as Monitoring Officer on an interim basis.

Contact Officer: Richard Ellis

Public/Exempt: Public

Wards Affected: Not applicable

Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

The statutory officers contribute to the delivery of all of the Council's objectives by the provision of professional support.

Financial:

There will be a small cost associated with any appointment of an Interim Monitoring Officer, but this will be met within existing budgets.

Legal:

The Council is required to designate posts to fulfil the following statutory officer roles:-

- (a) a Chief Finance Officer to administer arrangements for the financial affairs of the Authority under Section 151 of the Local Government Act 1972 and Section 6 of the Local Government and Housing Act 1989;
- (b) A Monitoring Officer to ensure lawfulness and fairness of Council decision making under Section 5 of the Local Government and Housing Act 1989; and

- (c) A Scrutiny Officer to promote the role of the Council's overview and scrutiny committees and to provide support and guidance to those committees, under Section 31 of the Local Democracy, Economic Development and Construction Act 2009.

Risk Management:

Should it prove necessary, the appointment of an Interim Monitoring Officer will ensure the effective management of any risk that may arise pending appointment to the post of Assistant Director, Governance.

Staffing (including Trades Unions):

None specifically.

Equalities/Human Rights:

Due regard was had to all equal opportunities duties in carrying out the recruitment processes for the posts of Assistant Director, Financial Services and Assistant Director, Governance.

Community Safety:

None specifically.

Sustainability:

None specifically.

RECOMMENDATION(S):

1. That the post of Assistant Director, Financial Services be designated as Chief Finance Officer (Section 151 Officer).
2. (a) That the post of Assistant Director, Governance be designated as Monitoring Officer following recruitment to the post.

(b) That, the principle of appointing an Interim Monitoring Officer from among the existing Deputy Monitoring Officers at the point that the position of Monitoring Officer becomes vacant, be approved.

(c) That the Director of Customer and Shared Services, after consultation with the Leader of the Council, accordingly be authorised to designate one of the existing Deputy Monitoring Officers as Interim Monitoring Officer, should this prove necessary.
3. That the post of Assistant Director, Strategy and Performance be designated as Scrutiny Officer.
4. That the Chief Executive, after consultation with the Constitution Advisory Group, be authorised to make the necessary amendments to paragraph 2 of Part H1 of the Constitution to reflect the new statutory officer designations proposed above.

1. A comprehensive review of the Council's senior management arrangements has taken place, taking account of the need to reduce the Council's costs and to deliver customer-focused services.
2. Following a period of consultation upon the draft proposals with the staff concerned and with the recognised trade unions and professional associations, the Executive received details of the final senior management structure at its meeting on 9 March 2010.
3. In the light of the revised senior management structure, it is now necessary designate posts to fulfil the various statutory officer roles as follows:-

3.1 *Chief Finance Officer/Section 151 Officer*

- 3.1.1 It is necessary to designate a post as Chief Finance Officer to exercise the functions under Section 151 of the Local Government Act 1972 and Section 6 of the Local Government and Housing Act 1989 in respect of the administration of the Authority's financial affairs.
- 3.1.2 The Chief Finance Officer must be financially qualified and of sufficient status to undertake the duties associated with this statutory role.
- 3.1.3 It is proposed to designate the post of Assistant Director, Finance as the Council's Chief Finance Officer/Section 151 Officer.
- 3.1.4 Following a recent Member selection process, Matt Bowmer has been appointed to the post of Assistant Director, Finance.

3.2 *Monitoring Officer*

- 3.2.1 The Council is required to appoint a Monitoring Officer under Section 5 of the Local Government and Housing Act 1989.
- 3.2.2 The Monitoring Officer is responsible for ensuring the lawfulness and fairness of Council decision-making, statutory compliance, compliance with Codes and Protocols and promoting good governance and high ethical standards.
- 3.2.3 Neither the Head of Paid Service nor the Chief Finance Officer may be the Monitoring Officer.
- 3.2.4 It is proposed that the post of Assistant Director, Governance should be designated as the Council's Monitoring Officer.

3.2.5 No appointment was made to the post of Assistant Director, Governance following a recent Member selection process. It is therefore proposed that at the point at which the position of Monitoring Officer becomes vacant, one of the existing Deputy Monitoring Officers should be designated as the Interim Monitoring Officer pending the permanent appointment to the post of Assistant Director, Governance. The Council is asked to authorise the Director of Customer and Shared Services, after consultation with the Leader of the Council, to designate an Interim Monitoring Officer, should this prove necessary.

3.3 *Scrutiny Officer*

3.3.1 There is a new requirement under Section 31 of the Local Democracy, Economic Development and Construction Act 2009 upon unitary and county councils to appoint a "Scrutiny Officer".

3.3.2 The functions of the Scrutiny Officer are to:-

- promote the role of the Authority's overview and scrutiny committees;
- provide support to the overview and scrutiny committees and members of those committees;
- provide support and guidance to Members and officers on the functions of the overview and scrutiny committees.

3.3.3 The post cannot be held by the Head of Paid Service, Monitoring Officer or Chief Finance Officer.

3.3.4 It is proposed that the post of Assistant Director, Strategy and Performance should be designated as the Council's Scrutiny Officer.

4. No amendments are required in respect of other required statutory officer roles. The Council's Director of Children, Families and Learning is designated as the statutory Chief Education Officer and Director of Children's Services. The Director of Social Care, Health and Housing is designated as the Council's statutory Director of Adult Social Services.

5. The Council is requested to authorise the Chief Executive, after consultation with the Constitution Advisory Group, to make the necessary consequential amendments to paragraph 2 of Part H1 of the Constitution arising from the new designations referred to in paragraph 3 above.

Appendices: None

Background Papers: (open to public inspection)

None

Location of papers: N/A