

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



**please ask for** Helen Bell  
**direct line** 0300 300 4040  
**date** 16 January 2013

## **NOTICE OF MEETING**

### **CENTRAL BEDFORDSHIRE COUNCIL**

Date & Time

**Thursday, 24 January 2013 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

The Chairman's Chaplain, Reverend Cllr Dean Henley, Rector for Campton, Clophill & Haynes and Assistant Rural Dean for Ampthill & Shefford Deanery will take prayers.

1. **Apologies**

Apologies for absence to be received.

2. **Minutes**

To approve the minutes of the Council meeting held on 29 November 2012.

(Attached pages 5 to 16)

3. **Members' Interests**

To receive from Members any declarations of interest.

4. **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.

5. **Petitions**

To receive and discuss petitions, in accordance with the Public Participation Procedure as set out in Annex 2 of part A4 of the Constitution.

Petition – Roads in Dunstable.

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

The Chairman to announce any matters of communication.

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

The Leader of the Council to announce any matters of communication.

8. **Executive Member Presentations**

To receive reports from two Executive Members on recent matters of interest and ask questions on matters contained in the reports.

9. **Recommendations from the Executive**

To consider recommendations from the meeting of the Executive held on 8 January 2013 and answer questions asked under Rule No. 13.1

- (i) Council Tax Support Scheme
- (ii) Treasury Management Strategy and Treasury Policy
- (iii) Community Safety Partnership Plan 2013-2014.

(Attached pages 17 to 22)

10. **Recommendations from General Purposes Committee**

To consider the recommendations from a meeting of the General Purposes Committee held on 6 December 2012 and answer any questions under Rule No 13.1.

- (i) Pay Policy Statement 2013/14
- (ii) Changes to the Council's Constitution to reflect The Planning Reform
- (iii) Transfer of Public Health Functions to the Council

(Attached pages 23 to 36)

11. **Recommendation from Licensing Committee**

To consider a recommendation from a meeting of the Licensing Committee held on 9 January 2013 and answer questions under Rule No 13.1.

The Gambling Act '2005' Policy

(Attached pages 37 to 38)

12. **Motions (if any)**

To consider motions by Members of the Council under Rule No.17 in the order received.

13. **Written Questions**

Written questions have been received under Rule No. 13.2 from

- (i) Councillor Julian Murray (attached page 39 to 40)
- (ii) Councillor Dr Rita Egan (attached pages 41 to 42)
- (iii) Councillor Dr Rita Egan (attached pages 43 to 44)

14. **Open Questions**

To answer Open Questions asked by Members of the Council under Rule No. 13.7.

15. **Calendar of Meetings**

To consider a report of Cllr Maurice Jones, Executive Member for Corporate Resources seeking approval of the Calendar of Meetings for the Municipal Year 2013-2014.

(Attached pages 45 to 48)

16. **Independent Remuneration Panel - Special Responsibility Allowances**

To consider a report of Cllr Maurice Jones, Executive Member for Corporate Resources, on Special Responsibility Allowances for Minority Group Leaders.

(Attached pages 49 to 52)

**CENTRAL BEDFORDSHIRE COUNCIL**

At a meeting of the **CENTRAL BEDFORDSHIRE COUNCIL** held in the Council Chamber, Priory House, Monks Walk, Shefford on Thursday, 29 November 2012.

**PRESENT**

Cllr Mrs A Barker (Chairman)  
Cllr Ms C Maudlin (Vice-Chairman)

Cllrs	P N Aldis	Cllrs	Ms A M W Graham	Cllrs	J A G Saunders
	A R Bastable		Mrs D B Green		A Shadbolt
	R D Berry		Mrs D B Gurney		N J Sheppard
	L Birt		Mrs C Hegley		I Shingler
	M C Blair		P Hollick		M A Smith
	D Bowater		D J Hopkin		Miss A Sparrow
	A D Brown		J G Jamieson		B J Spurr
	Mrs C F Chapman MBE		K Janes		R C Stay
	Mrs S Clark		R W Johnstone		A M Turner
	Mrs G Clarke		D Jones		Mrs P E Turner
	N B Costin		M R Jones		MBE
	I Dalgarno		D J Lawrence		M A G Versallion
	A L Dodwell		Mrs J G Lawrence		N Warren
	Mrs R J Drinkwater		K C Matthews		B Wells
	P A Duckett		J Murray		R D Wenham
	Dr R Egan		Mrs M Mustoe		P Williams
	Mrs R B Gammons		T Nicols		T Woodward
	C C Gomm		R B Pepworth		J N Young
	Mrs S A Goodchild		B Saunders		A Zerny

**Apologies for Absence**

Cllr D McVicar

Officers:	Mr G Alderson	–	Director of Sustainable Communities
	Miss H Bell	–	Committee Services Officer
	Mr R Carr	–	Chief Executive
	Ms D Clarke	–	Assistant Chief Executive (People & Organisation)
	Mr A Emerton	–	Managing Solicitor Planning, Property, Highways & Transportation
	Mr A Fleming	–	Service Director - Business Services
	Mrs E Grant	–	Deputy Chief Executive/Director of Children's Services
	Mrs J Ogley	–	Director of Social Care, Health and Housing
	Ms M Peaston	–	Committee Services Manager
	Mr C Warboys	–	Chief Finance Officer

C/12/17 **Prayers**

Prayers were taken by Reverend Dean Henley, Rector for Campton, Clophill and Haynes and Assistant Dean for Ampthill & Shefford Deanery.

C/12/18 **Minutes**

**RESOLVED**

**that the minutes of the meeting held on 13 September 2012 be confirmed and signed by the Chairman as a correct record subject to :**

- **the recording of Councillors Murray, Mustoe and Wenham as being present**
- **an amendment to Minute No C/12/15, Question 5, to read: “Music service tuition fees were initially raised by 69% in April 2011. Upon Councillor Versallion’s appointment as Portfolio Holder in May 2011, this was reviewed and the increase was reduced to a 23% rise.” If Members required details of the actual cost per lesson instrument type, Councillor Versallion would provide this in writing.**

C/12/19 **Members' Interests**

There were none.

C/12/20 **Chairman's Announcements and Communications**

The Chairman indicated that in view of public interest in item 5(2), the order of business would be varied to move Item 5 (2), prior to consideration of Item 5 (1).

Council stood in silent tribute to the memory of former Councillor Tony Northwood.

The Chairman advised that a petition had been received in relation to Planning Application CB/12/03433/FULL, which sought permission to provide a care home for children with emotional and behavioural difficulties, aged 0-18, at the Bungalow, 21 Potton Road, Everton. The Constitution provided that petitions relating to planning applications or development plan documents could not be considered by Council and would be passed to the Development Management Team as part of the correspondence relating to the Planning Application.

The Chairman welcomed Councillor Alison Graham and Councillor Tim Woodward, who had been elected on 15 November 2012 to represent the wards of Silsoe and Shillington and Biggleswade South respectively.

The Chairman thanked Members who had attended her civic reception on Friday 5 October 2012 and recorded her thanks to Officers who had helped in making the event a success.

The Chairman commented on her recent engagements including the laying of wreaths at the Remembrance Services in Leighton Buzzard and Linslade.

The Chairman reminded Members that her Civic Service would be held on Sunday, 27 January 2013.

C/12/21

### **Leader of the Council's Announcements and Communications**

The Leader of the Council reported on:

- a recent Ofsted report which had placed primary schools in Central Bedfordshire in the top 10% nationally
- awards to the Council for Road Safety, Digital Communications and Race Equalities
- award of a £2.8 million heritage grant for the Swiss Gardens; restoration work to the gardens would commence in 2013
- the success of a recent Town and Parish conference which had received positive feedback from attendees.

C/12/22

### **Executive Member Presentations**

Councillor Stay, Executive Member for External Affairs reported recent developments and successes including:

- ongoing work to ensure the regulation of scrap metal merchants. The Bill had now passed all stages in The House of Commons and was now being considered by The House of Lords
- his membership of the Board of Experience Bedfordshire, a community interest group which was committed to maximising the potential for tourism
- working closely with Ministers in order to support Service Directors and Executive Members.

Councillor Stay responded to questions.

Councillor M Jones, Deputy Leader and Executive Member for Corporate Resources reported on recent activities within his portfolio area including:

- the successful delivery of the Police and Crime Commissioner election and Council by-elections held on 15 November 2012. Councillor Jones recorded his thanks to the Democratic Services team for this work
- the Boundary Review and the Community Governance Review of Stotfold area which would see the creation of a new parish council in 2013
- the completion prior to the deadline of the Final Accounts for the second successive year

- the progress of the Customer First Programme
- work in preparation for Council Tax Support.

Councillor M Jones responded to questions.

C/12/23

### **Questions, Statements and Deputations**

A member of the public made a statement under the Public Participation provisions set out at Annex 1 of Part A4 of the Constitution.

Mr Stonnell spoke on behalf of the Campaign to Protect Rural England (CPRE) and raised concern about the loss of Green Belt in the context of the Council's proposed Development Strategy.

The Executive Member for Sustainable Communities Strategic Planning and Economic Development explained the approach being taken through the proposed Strategy.

C/12/24

### **Petitions**

In accordance with the Scheme of Public Participation set out at Annex 2 of Part A4 of the Constitution, the Council received notification of two petitions.

In view of public interest the Chairman varied the order of business so that petition number 2 would be considered prior to petition number 1.

#### **Petition to oppose the opening and existence of a Sexual Entertainment Venue in Ampthill Town Centre, and deplore Central Bedfordshire Council's granting of an SEV in ignorance of its own policy on the matter.**

Councillor Duckett, Ampthill Ward Member presented the petition which contained approximately 2,261 signatures. He asked the Council to use any influence available to it to review the decision taken and for stringent enforcement of the licence and conditions attached to the licence.

The Chairman permitted members of the public who had indicated their intention to speak under the provisions of Annex 1 of Part A4 of the Constitution in respect of the Sexual Entertainment Venue in Ampthill to speak upon this item of business 5(2).

Councillor Smith and Councillor Blair, ward representatives for Ampthill, made representations in support of the petition, particularly emphasising the need for the monitoring and enforcement of the licence conditions.



Mrs Woodward, a member of the public, spoke about the granting of the Sexual Entertainment Licence in Ampthill and concerns about its existence, its locality and effects upon the community. She asked how any breaches of conditions would be dealt with and how members of the public would be appraised about the outcome of inspections.

Mr Dear, a member of the public, spoke about the decision made to grant the Sexual Entertainment Venue Licence and suggested that the decision was contrary to the Council's Licensing Policy. Mr Dear emphasised strong feelings of opposition from residents of Ampthill in terms of the existence and opening of the club.

Councillor Bowater, Chairman of the meeting of the Licensing Sub-Committee held on 30 July 2012, explained the process followed by the Sub Committee and alluded to the evidence available to it when considering the licensing application.

Cllr Brian Spurr, Executive Member for Sustainable Communities - Services emphasised that the premises would be rigorously monitored and the terms of the licence enforced. He thanked members of the public for attending the meeting.

**Petition in respect of Traffic Lights to be installed on the Twin Bridges on the Tempsford Road between Tempsford and Blunham.**

Mr Summers, the lead petitioner, presented a petition which contained approximately 500 signatures. Mr Summers advised of accidents that had occurred on the Twin Bridges, Tempsford Road despite road improvements already being made. He spoke about the need for the installation of traffic lights.

The Executive Member for Sustainable Communities - Services advised that the petition would be referred to the Traffic Management Committee to be held on 7 January 2013, to which AMEY, the Council's Highways contractor / agency, could contribute.

C/12/25

**Recommendations from the Executive**

**(i) Capital Programme Review**

The Council considered recommendations from Executive held on 6 November 2012 concerning the Capital Programme Review.

A report of the Executive Member for Children's Services was attached which provided the background to a proposed amendment to include an additional proposal concerning the Central Bedfordshire alternative provision free school (APFS) development procurement.

**RESOLVED**

1. that the changes to the Capital Programme 2012/13 to 2015/16, as outlined in the report submitted to Executive on 6 November 2012 at paragraphs 33 to 37, tables 3 and 4, be approved;
2. that a maximum of £35m to support the Bedfordshire Energy and Recycling (BEaR) Project from 2013/14 to 2015/16 as outlined in the exempt Appendix B to the report submitted to Executive on 6 November 2012, be included in the Capital Programme. It is anticipated this would be funded by Prudential Borrowing, with its associated revenue implications as set out in the report;
3. that the estimated receipts for the periods 2016/17 and 2017/18, be earmarked to repay any Prudential Borrowing undertaken in respect of the BEaR project;
4. that the Woodside Link scheme be included in the Capital Programme from 2012/13 to 2017/18 with the consequential impact for prudential borrowing and associated revenue implications as set out in the report, whilst noting that officers continue working to confirm the extent of external contributions to the scheme;
5. that the addition of the Central Bedfordshire Alternative Provision Free School Scheme within the Capital Programme in 2013/14 at a cost of £3 Million be confirmed on the basis that this was being externally funded.

**(ii) Development Strategy**

The Council considered recommendations from the Executive held on 6 November 2012 concerning the Development Strategy for Central Bedfordshire.

**RESOLVED**

1. that the draft Pre-Submission Development Strategy, attached at Appendix A to the report of the Executive 6 November 2012, be approved for the purposes of Publication and Submission to the Secretary of State;and
2. that the Director of Sustainable Communities, in consultation with the Executive Member for Sustainable Communities-Strategic Planning and Economic Development be authorised to make minor amendments to the Development Strategy, including any saved policies from the adopted North Core Strategy;
  - (i) prior to publication;
  - (ii) after publication but before submission; and
  - (iii) during the examination process.

C/12/26

## **Recommendations from General Purposes Committee**

The Council considered recommendations from the General Purposes Committee held on 13 November 2012 concerning the review of Parliamentary Constituencies – Eastern Region.

An amendment was proposed, duly seconded, to add the words highlighted below:-

“the Council supports the introduction of a Bedford North constituency and a Bedford South constituency to replace the proposed North Bedfordshire and Bedford Parliamentary constituencies (Bedford North taking in that part of the town of Bedford and other communities north of the river Ouse whilst Bedford South would take in that part of Bedford, Kempston and those communities to the south of the river Ouse **together with Turvey and Great Barford**) subject to the outcome of an analysis of the electoral impact of the two constituencies by the Democratic Services Manager which confirms that their creation would comply with all statutory requirements.”

The amendment, upon being put to the vote, was carried.

Whilst supporting recommendation (a) the Executive Member for Sustainable Communities Strategic Planning and Economic Development, together with Dunstable Ward representatives, expressed concern at the outcome of the boundary changes and its affect on Dunstable.

### **RESOLVED**

**that whilst the revised proposals for the new Parliamentary constituency boundaries in England are noted, the Council makes the following observations to the Boundary Commission for England:**

- a) **the Council remains fully supportive of the proposal put forward by the Leader of the Council in the first consultation to retain the wards in Dunstable in the Parliamentary constituency of South West Bedfordshire. It therefore regrets the outcome of the proposed revised boundary changes, as such affect the town of Dunstable to be joined with the present constituency of Luton North, for the following reasons:**
  - **Dunstable is a market town with its own traditions and customs and Luton is an aspiring city with a very different set of traditions and customs;**
  - **A market town has more in common with the rural areas of South West Bedfordshire than with Luton. A continuous urban area is itself not a valid argument for joining two disparate communities;**

- There is minimal support from the constituents of Dunstable to join with Luton North;
- b) the Council welcomes the revised proposals in that the administrative area of Central Bedfordshire will be served by four Members of Parliament and not six as was originally proposed by the Boundary Commission for England, that there is only one cross-county boundary constituency and that the constituency of Mid Bedfordshire has been retained;
- c) the Council supports the introduction of a Bedford North constituency and a Bedford South constituency to replace the proposed North Bedfordshire and Bedford Parliamentary constituencies (Bedford North taking in that part of the town of Bedford and other communities north of the river Ouse whilst Bedford South would take in that part of Bedford, Kempston and those communities to the south of the river Ouse together with Turvey and Great Barford) subject to the outcome of an analysis of the electoral impact of the two constituencies by the Democratic Services Manager which confirms that their creation would comply with all statutory requirements.

C/12/27

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

A report of the Bedfordshire and Luton Fire Authority held on 25 September 2012 was submitted.

**RESOLVED**

that the report of the Bedfordshire and Luton Fire Authority be noted.

C/12/28

**Motions**

There were none.

C/12/29

**Written Questions**

There were none.

C/12/30

**Open Questions**

1. Councillor Goodchild asked a question about when Councillors would receive training on current Welfare Reform.

The Deputy Leader and Executive Member for Corporate Resources indicated that he would undertake to seek appropriate training for Members.

2. Councillor Pepworth asked a question about the outcome of meetings held between the Executive Member for Children's Services, Officers and Head Teachers in south Dunstable.

The Executive Member for Children's Services indicated that meetings had been helpful and the role of the Council in encouraging schools to adopt approaches was designed to secure improvement, where this was necessary.

3. Councillor Murray referred to two collisions between vehicles that had occurred in his ward at the same location on a particular day and sought reassurance about the safety of children walking to and from school.

The Executive Member for Sustainable Communities Services undertook to look into the traffic movements at the particular location and confirmed the commitment to safe routes to school.

4. Councillor Egan asked about the Council's policy for the replacement and funding of vandalised bus shelters in her ward.

The Executive Member for Sustainable Communities Services explained the approach to replacing vandalised facilities and confirmed that the cost involved would have to be met by Council taxpayers.

5. Councillor Matthews asked a question about the Government's recent proposals to extend and relax Permitted Development Rights and its effects on planning policies and the Council's response to the proposals.

The Executive Member for Sustainable Communities Strategic Planning and Economic Development advised that he had written to the Secretary of State outlining concerns with the proposals.

6. Councillor Zerny asked a question about the recent staff survey.

The Deputy Leader and Executive Member for Corporate Resources advised that all questions in the survey were optional.

7. Councillor Smith asked a question about the new Council Tax Support Scheme and sought assurance that the introduction of future reforms such as Universal Credit would be taken into account.

The Deputy Leader and Executive Member for Corporate Resources confirmed that this would be considered alongside the results of the consultation into the proposed Council Tax Support Scheme.

8. Councillor Aldis asked a question about guidelines covering advertising posters in local libraries.

The Executive Member for Sustainable Communities indicated that he would provide a written response.

9. Councillor Maudlin asked for an update on the BEaR Project.

Councillors Matthews, Young, Mrs Hegley and Stay declared an interest in this item and withdrew from the meeting.

The Deputy Executive Member for Sustainable Communities - Services advised that the project was at the final tender stage.

Those Members who had withdrawn from the meeting, returned.

10. Councillor Mrs Turner asked a question about the sustainability of the progress in primary schools in Central Bedfordshire. Councillor Mrs Turner congratulated pupils and staff on the results reflected in the recent Ofsted report.

The Executive Member for Children's Services explained the emphasis being placed upon Governor training, early intervention and sharing best practice in order to achieve continuing high standards.

C/12/31

### **Managing Treasury Management Outturn**

The Council considered a report of the Deputy Leader and Executive Member for Corporate Resources, providing a review of Treasury Management activities for the year ending 31 March 2012 and the six months to 30 September 2012.

#### **RESOLVED**

- 1. that the CIPFA Prudential Code and the Code of Practice and Cross-Sectoral Guidance Notes for Treasury Management in the Public Services be adopted;**
- 2. that the satisfactory performance in the Treasury Management and Prudential Indicators for 2011/12 and the six months ended 30 September 2012 be acknowledged.**

C/12/32

**Independent Remuneration Panel: Membership**

The Council considered a report of the Deputy Leader and Executive Member for Corporate Resources recommending the appointment of Ms Helen Orme to the Independent Remuneration Panel until 31 March 2015.

**RESOLVED**

**that Ms Helen Orme of Cranfield be appointed to fill the current vacancy on the Independent Remuneration Panel for the period ending 31 March 2015.**

(Note: The meeting commenced at 6.30 p.m. and concluded at 8.54 p.m.)

Chairman .....

Dated .....

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**COUNCIL MEETING – 24 JANUARY 2013**

**Recommendation to Council from the Executive meeting  
held on 8 January 2013**

**E/12/105 Council Tax Support Scheme**

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that provided an overview of the outcomes from the public consultation and set out the proposed local Council Tax Support Scheme that, if agreed, would come into effect from 1 April 2013.

The Deputy Leader and Executive Member for Corporate Resources confirmed that the Council Tax Base had not changed since he wrote to town and parish councils in December 2012, but that it was proposed that town and parish councils would receive a grant from the Council to assist them with the reduction in their tax base. It was proposed that the funding be distributed on a proportionate basis, dependent upon the forecast level of Council Tax Support discounts to be awarded in each parish.

On the Council Tax Support scheme generally, the intention was to provide training for Members on its operations.

Reason for decision: To enable the Council to endorse the Central Bedfordshire Council local Council Tax Support Scheme. If the Scheme was not approved by 31 January 2013, the Council would have to award local Council Tax Support in accordance with the Government's default scheme which would result in the cost of the scheme exceeding the Government grant to the Authority for local Council Tax Support.

**RESOLVED**

- 1. that the findings and outcomes from the Council Tax Support scheme consultation carried out with residents and stakeholders as set out in Sections 33 to 46 of the report and the Consultation report be noted; and**
- 2. that the estimated financial implications arising from the recommended scheme for the Council's local Council Tax Support scheme with effect from 1 April 2013 be noted.**

***RECOMMENDED to Council***

- 1. that the local Council Tax Support Scheme as set out in the Executive report be approved;***
- 2. that the Council Tax Discretionary Discounts policy attached as Appendix D to the Executive report be approved; and***
- 3. that the payment of a Council Tax Support Grant to each parish as proposed in sections 67 to 71 of the Executive report be approved.***

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**COUNCIL MEETING – 24 JANUARY 2013**

**Recommendation to Council from the Executive meeting  
held on 8 January 2013**

**E/12/106 Treasury Management Strategy and Treasury Policy**

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that summarised the proposed changes to the Treasury Management Policy and the Treasury Management Strategy. The revised Strategy recognised a greater focus on risk in the Treasury Management Code of Practice and the Prudential Code for Capital Finance in Local Authorities.

Reason for decision: To ensure that an effective and appropriate treasury management framework be in place for the Council.

***RECOMMENDED to Council***

- 1. that the Treasury Management policy statement January 2013 to January 2016 as set out in the Executive report be approved;***
- 2. that the Treasury Management Strategy 2013/14 to 2015/16, the Investment Strategy 2013/14, detailed counterparty criteria 2013/14 and the capital, treasury and borrowing Prudential Indicators contained within Appendix B to the Executive report be approved; and***
- 3. that the Minimum Revenue Provision (MRP) statement contained within Appendix B (section 11) to the Executive report which sets out the Council's policy on MRP be approved.***

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**COUNCIL MEETING – 24 JANUARY 2013**

**Recommendation to Council from the Executive meeting  
held on 8 January 2013**

**E/12/113 Community Safety Partnership Plan 2013 - 2014**

The Executive considered a report from the Executive Member for Sustainable Communities – Services that set out the proposed Community Safety Partnership Plan for endorsement by the Executive and adoption by Council on 24 January.

Reason for decision: Central Bedfordshire Council is a responsible authority of the Community Safety Partnership under the Crime and Disorder Act 1998. The Act places a statutory duty on the local authority to work with other responsible authorities to develop and implement a strategy for reducing crime and disorder. The strategy must cover a district, borough or unitary area.

**RESOLVED**

**that the Strategic Assessment and the Community Safety Partnership Priorities be endorsed.**

***RECOMMENDED to Council***

***that the Community Safety Partnership Plan 2013-2014 be adopted.***

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<b>Recommendation to Council on 24 January 2013</b>	<b>From: General Purposes Committee on 6 December 2012</b>	<b>Item 10 (i)</b>
	<b>Pay Policy Statement 2013/14</b>	
1.	Council is asked to approve the following recommendations:-	
	<p><b>1 that the draft Pay Policy Statement 2013/14, as set out at Appendix A, be approved and adopted;</b></p> <p><b>2 that, following approval and adoption, the Pay Policy Statement 2013/14 be published on the Council's website.</b></p>	
	<b>Background</b>	
2.	The Committee considered a report by the Assistant Chief Executive (People & Organisation) which set out the draft Pay Policy Statement for 2013/14. Members noted that sections 38-43 of the Localism Act 2011 required all local authorities to publish a comprehensive Pay Policy Statement before 31 March every year.	
3.	It was further noted that the Localism Act had further extended the existing requirements under the Code of Transparency to publish Chief Officer remuneration on council websites and that Central Bedfordshire already complied with this requirement.	
4.	The Head of HR Policy and Development advised the meeting that the draft Pay Policy Statement reflected existing policies and terms and conditions previously agreed and represented an updated version of the Pay Policy Statement adopted for 2012/13.	
5.	Members were reminded that the Localism Act required that the Policy be approved by full Council.	
<b>Appendices</b>	Appendix A	Central Bedfordshire Council Pay Policy Statement 2013/14

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## **CENTRAL BEDFORDSHIRE COUNCIL**

### **PAY POLICY STATEMENT 2013/14**

#### **1. INTRODUCTION**

This Pay Policy Statement is produced in accordance with Chapter 8 of the Localism Act 2011 and with regard to the guidance issued by the Secretary of State under Section 40 of the Act.

It is made available on the Council's website. The Council's website also includes separately published [salary information](#) relating to Chief Officers as part of the Transparency Code.

#### **2. SCOPE**

The Localism Act sets out the posts that are considered to be Chief Officers. In terms of Central Bedfordshire this will cover the Chief Executive as Head of Paid Service, Directors and Assistant Chief Executive, the Monitoring Officer, Section 151 Officer and a number of Assistant Directors/Chief Officers and Heads of Service who are regarded as Deputy Chief Officers.

In accordance with the Act, the Pay Policy Statement provides information about the remuneration paid to the Council's Chief Officers and other prescribed categories of employee. It covers all employees of Central Bedfordshire Council irrespective of legacy terms and conditions where they remain.

This policy does not apply to staff employed by local authority schools as the Localism Act does not include them.

#### **3. REMUNERATION OF CHIEF OFFICERS**

The Chief Executive and Directors Terms and Conditions are in line with the National Conditions of Service for Chief Executives and Chief Officers.

##### **Chief Executive**

The Chief Executive is the Council's Head of Paid Service. As at 31 March 2013, the annual FTE range for the grade of this post is £161,700 - £186,200. There are 5 incremental points in the grade.

Incremental progression for Chief Officers is not automatic but is awarded following the achievement of set performance objectives. The decision to award an incremental increase to the Chief Executive is made by the Leader.

The starting salary paid to the Chief Executive will be that determined by the Appointments Committee, taking in to consideration guidance from the NJC National Framework and market forces.

The Head of Paid Service is additionally the Council's Returning Officer. The responsibility of this role is one of a personal nature distinct from duties as an employee of the council. The fee paid to the Returning Officer is determined by legislation and the recovery of the costs of the Returning Officers' services and expenses at a UK or European Parliamentary election is met from Central Government funds and so does not constitute a cost to the Council. Where local elections occur a scale of fees and charges, approved by the Council, determines the total overall amount the Returning Officer may expend in connection with an election. The fees paid to staff who undertake election duties are broadly in line with central government rates.

### **Directors**

The salary scale for the Council's Directors is £115,461 - £140,561. There are 6 incremental points within this grade. The starting salary will be that determined by the Appointments Committee, taking in to consideration guidance from the NJC National Framework and market forces.

Incremental progression for Chief Officers is not automatic but is awarded following the achievement of set performance objectives and the authorisation of the Chief Executive.

The Director of Children's Services is entitled to an additional duties allowance of £13,051.56 per year as the Council's Deputy Chief Executive and to a business mileage related lump sum allowance of £375. This amount is as determined under the Council wide scheme.

The Council's Assistant Chief Executive People & Organisation is employed as an interim via Carlisle Managed Solutions and is not directly employed by the Council.

### **Assistant Directors/Chief Officers and Heads of Service**

Terms and Conditions for Assistant Directors and Heads of Service are in accordance with the National Joint Council (NJC) conditions of service for Local Government Services.

The Council's pay scales for these posts are as follows:

Assistant Directors/Chief Officers - the salary scale is determined by job evaluated grade for the post but will be within the range £60,728 - £89,082. These are across 4 separate pay bands each with 3 incremental points.

Heads of Service - the salary scale is determined by job evaluated grade for the post but will be within the range of £46,733 - £50,982, or £56,646 - £60,896, Each grade has 3 incremental points.

## **Section 151 Officer and Monitoring Officer**

The Council's Chief Finance (Section 151) Officer and Monitoring Officer are graded at £83,154 - £89,082 and £56,646 - £60,898 respectively. The Monitoring Officer also receives an annual allowance £5,000 for additional responsibilities as the Council's Monitoring Officer.

Currently the Council does not have any performance related pay systems or bonus schemes in place for any Chief Officers

## **4. REMUNERATION OF OTHER EMPLOYEES**

Terms and Conditions for Assistant Directors/Chief Officers, Heads of Service and remaining officers are in accordance with the National Joint Council (NJC) conditions of service for Local Government Services.

The pay spine used by the Council is aligned but not directly comparable to the national pay spine, following a 2% reduction to pay implemented in October 2011. In order to protect lowest earners, salaries at or below £21,519 were exempted from this reduction.

Pay rates are negotiated at a national level through the NJC, therefore the Council will apply any cost of living pay awards to the revised pay scales.

All posts up to spinal column point (scp) 37 are evaluated under the NJC job evaluation scheme. Posts on and above scp 37 are evaluated under the Hay job evaluation scheme. The pay scale ranges from £12,145 - £45,325.

The Council does not have any performance related pay systems or bonus schemes in place for any employees.

Any Market Supplement that is paid for specifically identified posts will be in accordance with the Council's Market Rate Supplement policy.

Employees may be eligible for a business mileage related lump sum car allowance in accordance with the published scheme.

## **5. PAY COMPARISONS**

For the purposes of the Pay Policy Statement, the Council's pay scales define the lowest paid employees as those whose salary falls within the lowest grade which at 31 March 2013 has a salary range of £12,145 - £12,489pa.

The current pay relationship between the highest paid employee who is the Chief Executive (Head of Paid Service) and the Council's median earner and the mean average salary has been measured.

For the period 2013/14, the ratio of pay of the Chief Executive to that of the median earner is 1:8

For the period 2013/14, the ratio of pay of the Chief Executive to that of the mean average salary is 1:6.75

Both these ratios are below the expected multiples of 8.1-12.1 for the public sector as identified in the Hutton Review of Fair Pay in the Public Sector (March 2011) Report.

It is the Council's policy that the salary of the Chief Executive will be no greater than 8x the median earner of the Council's workforce.

## **6. PENSIONS PROVISIONS**

The Local Government Pension Scheme (LGPS) is open to all employees up to 75 years of age and with a contract of more than 3 months' duration. Details are set out on the [LGPS website](#)

No additional pension payment to the Local Government Pension Scheme is made to Chief Officers

## **7. SEVERANCE PROVISIONS FOR ALL EMPLOYEES INCLUDING CHIEF OFFICERS**

The Council will normally pay severance in redundancy situations based upon the Statutory Redundancy Payment Scheme using actual weekly salary where this is greater than statutory redundancy pay. Any council employee with 2 years' continuous service, including Chief Officers, irrespective of hours worked, is eligible for a redundancy payment should he or she be dismissed by reason of redundancy.

Any request for early retirement on the grounds of efficiency of the service must receive member approval.

## **8. REVIEW**

The Localism Act 2011 requires relevant authorities to prepare a Pay Policy Statement for each subsequent financial year. Our next Statement is scheduled to be for 2014/15 and will be submitted to Full Council for approval by 31 March 2014.

If it should be necessary to amend this 2013/14 Statement during the year that it applies, an appropriate resolution will be made by Full Council.

<b>Recommendation to Council on 24 January 2013</b>	<b>From: General Purposes Committee on 6 December 2012</b>	<b>Item 10 (ii)</b>
<b>Changes to Council's Constitution to Reflect Planning Reform</b>		
1.	Council is asked to approve the following recommendation:-	
	<b>that the proposed changes to Part B2, Part D1 and Part H3 of the Council's Constitution, required to comply with changes under the Localism Act 2011, the Town and Country Planning (Local Planning) (England) Regulations 2012 and the Neighbourhood Planning (General) Regulations 2012 in relation to development planning, as set out at Appendix A, be approved and adopted.</b>	
	<b>Background</b>	
2.	The Committee considered a report by the Director of Sustainable Communities which proposed amendments to Parts B2, D1 and H3 of the Council's Constitution. Members noted that the changes were necessary in order to comply with recent legislative changes in relation to development planning as contained in the Localism Act 2011, the Town and Country Planning (Local Planning) (England) Regulations 2012 and the Neighbourhood Planning (General) Regulations 2012.	
<b>Appendices</b>	Appendix A	Extract from Constitution

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## Extract from Constitution

### Part B2/Page 1

#### 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 policies and strategies shall be the responsibility of the Executive)
- 1.1.1 Crime and Disorder Reduction Strategy
  - 1.1.2 Local Transport Plan
  - 1.1.3 Plans with ~~Development Plan Document~~ Local Plan status which ~~together comprise the Local Development Framework~~ includes the Development Strategy and the Waste and Minerals Local Plans ~~Development Framework~~
  - 1.1.4 Sustainable Community Strategy
  - 1.1.5 Statement of Licensing Policy under Section 5 of the Licensing Act 2003
  - 1.1.6 Statement of Licensing Authority Policy under Section 349 of the Gambling Act 2005
  - 1.1.7 Corporate Strategic Plan / Medium Term Plan
  - 1.1.8 Older People's Strategy
  - 1.1.9 Housing Strategy
  - 1.1.10 Climate Change Strategy
  - 1.1.11 Equality and Diversity Strategy
  - 1.1.12 Joint Economic Development Strategy for Bedfordshire
- 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 remain part of the policy framework until expressly removed by the Council.

### Part D1 Page2

<p>Sustainable Communities Overview and Scrutiny Committee</p>	<p>Policy development and review and scrutiny of sustainable communities issues including strategic planning, <u>neighbourhood planning</u>, housing strategy, transportation and infrastructure; economic growth, regeneration and tourism; development control and building control; highways and parking; waste and recycling; community safety including public protection, trading standards, emergency planning and licensing; leisure, culture and libraries; and adult and community learning; and any other matters that fall within the remit of the Directorate. To</p>
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Appendix A

	exercise the functions of the crime and disorder committee in pursuance of Section 19 of the Police and Justice Act 2006, as amended by Section 126 of the Local Government and Public Involvement in Health Act 2007.
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**Part H3 - Scheme of delegation by the Council**

**Page 38-39 Planning and Development Strategy**

Paragraph Number			Notes
4.4.62	To conduct surveys under Section 13 of the Planning and Compulsory Purchase Act 2004.	In consultation with the relevant Executive Member	
4.4.63	To prepare and approve <del>Local Development Framework</del> <u>development planning</u> documents (including <del>Development Plan Documents</del> <u>local plans</u> , technical documents, background papers and the Sustainability Appraisal/Strategic Environmental Assessment) for the purposes of public consultation and to vary such documents in the light of the outcome of public consultation.	In consultation with the relevant Executive Member	<i>Changes to reflect Town and Country Planning (Local Planning)(England) Regulations 2012</i>
4.4.64	To vary <del>Local Development Framework</del> <u>development planning</u> documents in the light of technical advice.	In consultation with the relevant Executive Member	<i>Changes to reflect Town and Country Planning (Local Planning)(England) Regulations 2012</i>
4.4.65	To make minor inconsequential changes to all <u>development planning</u> <del>Local Development Framework</del> documents which do not affect the substance or meaning of those documents.	In consultation with the relevant Executive Member	<i>Changes to reflect Town and Country Planning (Local Planning)(England) Regulations 2012</i>



Appendix A

4.4.66	To carry out the strategic functions of the Council as Planning Authority, <del>including such functions as are from time to time delegated to it by the Regional Planning Body.</del>	None	<i>Regional planning authorities are no longer in existence</i>
4.4.67	To respond to the development plans local development <u>documents</u> of regional and local planning authorities outside the authority.	None	<i>Regional planning authorities are no longer in existence</i>
4.4.68	To agree the text of draft supplementary planning <u>documents and technical</u> guidance, including planning and development briefs <u>and frameworks</u> , for the purpose of public consultation.	Following consultation with the relevant Executive Member and relevant ward members (where site specific briefs produced).	<i>Changes for clarity</i>
4.4.68.1	To prepare the Authority's Monitoring Report for the purposes of <del>consultation</del> ; <u>publication</u>	In consultation with the relevant Executive Member	<i>Changes to reflect Town and Country Planning (Local Planning)(England) Regulations 2012 Part 8</i>
4.4.68.2	<del>To amend the draft Report as appropriate following the consultation; and</del>	In consultation with the relevant Executive Member	
4.4.68.3	To approve the final Report for formal submission to the Secretary of State	In consultation with the relevant Executive Member	
<u>4.4.68.2</u>	<u>To designate Neighbourhood Planning Areas for the preparation of Neighbourhood Plans and Orders.</u>	<u>In consultation with the relevant Executive Member</u>	<i>Changes to reflect Neighbourhood Planning (General) Regulations 2012</i>

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<p><b>Recommendation to Council on 24 January 2013</b></p>	<p><b>From: General Purposes Committee on 6 December 2012</b></p>	<p><b>Item 10 (iii)</b></p>
	<p><b>Transfer of Public Health Functions to the Council</b></p>	
<p>1.</p>	<p>Council is asked to approve the following recommendation:-</p>	
	<p><b>that the Monitoring Officer be authorised to:</b></p> <ul style="list-style-type: none"> <li>a) <b>make the required changes to Part H of the Constitution with regard to the appointment of a Director of Public Health, as outlined in the report below, and having regard to any regulations made by the Secretary of State under the Health and Social Care Act 2012;</b></li> <li>b) <b>make the required changes to Part E of the Constitution with regard to the formation of a Health and Wellbeing Board, as outlined in the report below, and having regard to any regulations made by the Secretary of State under the Health and Social Care Act 2012;</b></li> <li>c) <b>make any further changes to the Constitution that may become necessary in the light of developments that arise before the transfer of public health functions takes effect on 1 April 2013, following consultation with the Chairman of the General Purposes Committee.</b></li> </ul>	
	<p><b>Background</b></p>	
<p>2.</p>	<p>The Committee considered a report by the Head of Legal and Democratic Services setting out proposed changes to the Council's Constitution to accommodate the transfer of both strategic and specific public health functions to the Council under the Health and Social Care Act 2012.</p>	
<p>3.</p>	<p>Members noted that the Council, acting with the Secretary of State, was required to appoint a Director of Public Health. As a result it would be necessary to amend Parts H1, H3 and H4 of the Council's Constitution to reflect the new Director's appointment as a statutory chief officer with prescribed responsibilities, any proper officer functions allocated and the arrangements for the officer's appointment within the Officer Employment Procedure Rules.</p>	
<p>4.</p>	<p>The Committee was also advised that the Act required the Council to establish a Health and Wellbeing Board. Although it was anticipated</p>	

	that the statutory requirement to establish a Board would come into effect from 1 April 2013 Members were aware that Central Bedfordshire had already established a Shadow Board in May 2012 and that it had met on several occasions.
5.	Under the Act, the Health and Wellbeing Boards would be ordinary council committees appointed under the Local Government Act 1972. However, the meeting noted that the provisions covering the Boards within the Health and Social Care Act 2012 were incompatible with the law regulating local authority committees set out in the Local Government Act and later local government legislation. As a result the Government was due to make regulations which would allow Boards to function as envisaged in the Health and Social Care Act 2012. The Department of Health had indicated that the regulations would be made in January 2013 and would come into force on 1 April 2013.
6.	The Head of Legal and Democratic Services had drawn up draft Terms of Reference for Central Bedfordshire's Board and, once approved, these would be inserted in Part E2 of the Constitution. However, the Committee was aware that these could require amendment as a result of the Department of Health's regulations. The Committee was further aware that the Committee Procedure Rules contained in Part E3 of the Constitution might need to be amended to ensure the Board's business was conducted in accordance with the regulations.
7.	As a result of the above the Head of Legal and Democratic Services is seeking, in his role as Monitoring Officer, for authority to make changes to the Constitution as required by the regulations and, in addition, to make further changes arising from developments that occur before the transfer of the public health functions take effect on 1 April 2013. The latter to be subject to consultation with the Chairman of the General Purposes Committee.
<b>Appendices</b>	None

**COUNCIL MEETING – 24 January 2013**

**Recommendation to Council from the Licensing Committee meeting  
held on 9 January 2013**

**L/12/27 The Gambling Act '2005' Policy**

The Licensing Committee considered the report from Gary Alderson, Director of Sustainable Communities that presented the proposed Central Bedfordshire Gambling Policy.

The policy sets out the approach Central Bedfordshire Council will take towards any application for a gambling licence, and will last, subject to revisions, for a period of 3 years.

Members noted the report, and attached policy, which is largely the same as the previous gambling policy adopted by the Council, and moved and approved the recommendations of the report.

***RECOMMENDED to Council***

- 1. that the draft Gambling Policy, attached at Appendix A to the report, be adopted; and**
- 2. that the Assistant Director Community Safety and Public Protection, in consultation with the Portfolio Holder for Safer and Stronger Communities, be given delegated authority to undertake any necessary minor amendments to the policy prior to publication**

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**Agenda Item No 13 (i)**

**Written question received from Councillor Julian Murray**

“How many conferences and other meetings have senior officers attended and will attend during 2012/13?”

What has been the total cost to the Council in attendance fees, travel, employee time spent away from their posts, accommodation, subsistence, entertainment and any other costs?”

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**Agenda Item No 13 (ii)**

**Written Question received from Councillor Rita Egan**

**Central Bedfordshire Council Meeting January 24<sup>th</sup>**

**Question to Portfolio Holder for the Leisure Strategy –Councillors Spurr and Dalgarno**

Can I ask the portfolio holders responsible for the Leisure Strategy why, on page 346, Agenda Item 16 of the Executive Papers, 8<sup>th</sup> January, 2012, the words, “new 6 lane 25 meter pool” appear in paragraph 24.

On numerous occasions I have questioned why Houghton Regis should be given a 6 lane pool when Flitwick is to have a proposed 8 lane pool. I was given an assurance at the last meeting I attended that an 8 lane pool would be considered for Houghton Regis. I feel as if my comments have been completely ignored, even when I have given cogent arguments for changing the number of lanes in the projected pool. I will reiterate again my reasons for seeking a larger pool:

- The growth area north of Houghton Regis is much larger than any planned growth at Flitwick. It makes no sense whatsoever to build a small facility in Houghton Regis and a large one in Flitwick.
- Houghton Regis is an area of significant deprivation. Many residents do not lead healthy lifestyles. Providing great local facilities encourages poor families to participate in healthy activities. Houghton Regis should be provided with the best facility that can be provided on social and health grounds alone.
- It is unhelpful to suggest that swimmers should go to the Luton Inspire Pool to swim. Stopsley is hardly accessible to residents of Houghton Regis. The same could be said for the other pools that are available in Luton. It also might surprise some members to know that the bus fare to Dunstable from the top of Parkside coupled with the cost of swimming is beyond the capacity of some residents to pay. Around one quarter of Parkside residents do not own a car.
- An 8 lane pool would provide much needed training time for a swimming club. At the moment, there is no club in Houghton Regis, partly due to the closure of the Houghton Regis pool and also because this pool was never suitable for competition. I think it is important that we plan for a new Swimming Club to be formed in the new facility and provide the appropriate space for members to train. Some of South Beds Masters Swimming Club's top swimmers are ex members of the Houghton Regis Swimming Club and these swimmers are some of the best in the UK.
- My own club, the South Beds Masters, has already requested that an 8 lane pool be built to accommodate competitive swimming such is the shortage of pool time in the region. Training times in local pools are already allocated and oversubscribed.
- 8 lane pools afford much greater opportunity for concurrent swimming activities. It is possible to hold two or three different activities in one session. Clubs and individual swimmers can train at the same time as alternative

activities such as aquasize or fun swims. More income would be generated because more activities could take place in a session.

- If an 8 lane pool were provided, there would be income generating opportunities as the pool could be rented out for competition. Competitions are income generators for swimming clubs and for the facility that hosts them.
- We have already heard how the Olympic legacy is struggling to deliver on its promise. This is especially so with disabled athletes. If we built an 8 lane pool we could become model for encouraging both able bodied and disabled swimmers to take up lifelong swimming both for leisure and for competition.

These are only some of the reasons I have given for in the past for proposing an 8 lane pool. I hope, this time, that my comments might be taken on board and that the figure "6" be changed to the figure "8" in the leisure strategy document.

Cllr Dr. Rita Egan. Parkside.

**Agenda Item No 13 (iii)**

**Written Question received from Councillor Rita Egan**

**Central Bedfordshire Council Meeting January 24<sup>th</sup>**

**Question to Councillor Spurr  
Kirton Way, Houghton Regis Play Area**

It is almost two years since I asked that the play area in Kirton Way, Parkside, Houghton Regis, be demolished. I have attached my oral question to Council in September 2011. To date this monstrosity still scars the landscape. Can I ask when Central Bedfordshire Council plans to do the right thing and provide an appropriate facility for the area.



### ORAL QUESTIONS AT COUNCIL MEETINGS

Members can address **oral** questions to the Leader, Deputy Leader, the Portfolio Holders, the Chairman of a Committee, the member representing the Bedfordshire Police Authority or Bedfordshire and Luton Combined Fire Authority, and they must be relevant to matters for which the Council has powers or duties or which affect Central Bedfordshire or its residents.

Questions must not:

- relate to an item elsewhere on the agenda
- exceed two minutes in length
- be incapable of being adequately answered in three minutes
- divulge or require to be divulged confidential or exempt information.

<b>Name:</b>	<b>Cllr. Dr. Rita Egan</b>	<b>Date:</b>	22/09/11
<b>Question addressed to:</b>	<b>Cllr. Carol Hegley. Cllr. Ken Matthews</b>		
<b>Question:</b>	<p>In July of this year I alerted the Council to the condition of a playground area in Kirton Way, Houghton Regis. Attached to my initial report were 8 graphic pictures of this concrete monstrosity. Although this is private land owned by a well known local property developer there are many Central Bedfordshire tenants living in houses he built. Hence my request for the Executive member for Housing to become involved. I have already walked around this area with officers from Highways thus, the Executive Member for Sustainable Communities - Strategic Planning and Economic Development should also be aware that this particular developer, once having built his houses and pocketed his profits, appears to have had no further concern for the environment he created. The concrete playground area is in a parlous state and a health and safety hazard. In September I met with the Director of Adult Social Care and Housing to see if an officer could meet with this developer to deal with this playground and to negotiate an understanding as to his responsibilities as a developer. To date I have heard nothing. What discussions have taken place with the gentleman concerned regarding the upkeep of amenity land owned by him in Parkside? Who within the Council should be taking responsibility for ensuring that developers do not abandon their developments once housing is completed.</p>		

Cllr. Dr.Rita Egan. Parkside.

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**Meeting:** Council  
**Date:** 24 January 2013  
**Subject:** Calendar of Meetings 2013-2014  
**Report of:** Executive Member for Corporate Resources  
**Summary:** To seek approval of the Calendar of Meetings for the Municipal Year 2013-2014.

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**Advising Officer:** Mel Peaston, Committee Services Manager  
**Contact Officer:** Leslie Manning, Committee Services Officer  
**Public/Exempt:** Public  
**Wards Affected:** All  
**Function of:** Council

#### **CORPORATE IMPLICATIONS**

##### **Council Priorities:**

Having in place effective leadership and political management arrangements of the Authority is critical to the delivery of the Council's vision and all its strategic priorities.

##### **Financial:**

1. Not Applicable.

##### **Legal:**

2. Not Applicable.

##### **Risk Management:**

3. Not Applicable.

##### **Staffing (including Trades Unions):**

4. Not Applicable.

##### **Equalities/Human Rights:**

5. Not Applicable.

**Public Health:**

6. Not Applicable.

**Community Safety:**

7. Not Applicable.

**Sustainability:**

8. Not Applicable.

**Procurement:**

9. Not Applicable.

**RECOMMENDATION:**

**that Council approves the draft Calendar of Council and Committee meetings for the period May 2013 – June 2014 as set out at Appendix A to this report.**

**Background**

10. Preparing a Calendar of Meetings for the municipal year ahead enables effective planning of Council business and preparation of the Executive's Forward Plan. In addition the Constitution specifies that citizens have the right to attend meetings of the Council, the Executive and its committees and the Calendar enables citizens to be aware in advance of meeting dates.
11. Set out in Appendix A is a draft Calendar of Meetings for the period 1 April 2013 – 30 June 2014. The period covered extends just beyond the proposed Annual Council meeting on 1 May 2014.
12. The draft Calendar has been circulated for comment to the Leader and Deputy Leader of the Council, Group Leaders, Executive Members and Deputies and the Chairmen of all committees. In addition the Chief Executive and all Chief Officers have also been consulted. Wherever possible suggested amendments have been incorporated into the draft.
13. It should be noted that the draft Calendar only lists those meetings which can or need to be programmed (for constitutional, financial or other reasons). Meetings of other Council bodies, such as the Licensing Sub-Committee and Appointments Sub-Committee, will be arranged as and when required.

**Appendices:** Appendix A – Draft Calendar of Meetings 2013-14

**Background Papers:** None



**CENTRAL BEDFORDSHIRE COUNCIL  
CALENDAR OF MEETINGS 2013 - 2014**

Mon	8	Apr	Audit	9.30am	Thur	3	Oct	General Purposes	10.00am
Tues	16	Apr	CPP	11.00am	Mon	7	Oct	CPP	11.00am
<b>Thur</b>	<b>18</b>	<b>Apr</b>	<b>Council (AGM)</b>	<b>6.30pm</b>	Wed	9	Oct	DMC	10.00am
Tues	23	Apr	CS OSC	10.00am	Tues	15	Oct	CS OSC	10.00am
Wed	24	Apr	DMC	10.00am	Thur	17	Oct	SC OSC	10.00am
Thur	25	Apr	SC OSC	10.00am	Mon	21	Oct	SCHH OSC	10.00am
Mon	29	Apr	SCHH OSC	10.00am	Tues	22	Oct	CR OSC	10.00am
Tues	30	Apr	CR OSC	10.00am	Thur	24	Oct	HWB	1.00pm
Wed	8	May	Licensing	9.30am	<b>Tues</b>	<b>5</b>	<b>Nov</b>	<b>Executive</b>	<b>9.30am</b>
Thur	9	May	HWB	1.00pm	Wed	6	Nov	DMC	10.00am
<b>Tues</b>	<b>14</b>	<b>May</b>	<b>Executive</b>	<b>9.30am</b>	Wed	13	Nov	Licensing	9.30am
Thur	16	May	General Purposes	10.00am	<b>Thur</b>	<b>28</b>	<b>Nov</b>	<b>Council</b>	<b>6.30pm</b>
Wed	22	May	DMC	10.00am	Mon	2	Dec	CPP	11.00am
Mon	3	June	CPP	11.00am	Tues	3	Dec	General Purposes	10.00am
Tues	4	June	CS OSC	10.00am	Wed	4	Dec	DMC	10.00am
Thur	6	June	SC OSC	10.00am	<b>Tues</b>	<b>10</b>	<b>Dec</b>	<b>Executive (draft budget)</b>	<b>9.30am</b>
Mon	10	June	SCHH OSC	10.00am	Thur	12	Dec	SC OSC	10.00am
Tues	11	June	CR OSC	10.00am	Fri	13	Dec	CS OSC	10.00am
<b>Thur</b>	<b>13</b>	<b>June</b>	<b>Council</b>	<b>6.30pm</b>	Mon	16	Dec	SCHH OSC	10.00am
Wed	19	June	DMC	10.00am	Tues	17	Dec	CR OSC (draft budget)	10.00am
Mon	24	June	Audit	9.30am	Thur	19	Dec	HWB	1.00pm
<b>Tues</b>	<b>25</b>	<b>June</b>	<b>Executive</b>	<b>9.30am</b>	Wed	8	Jan	DMC	10.00am
Wed	17	July	DMC	10.00am	Mon	13	Jan	Audit	9.30am
Thur	18	July	General Purposes	10.00am	<b>Tues</b>	<b>14</b>	<b>Jan</b>	<b>Executive</b>	<b>9.30am</b>
Thur	18	July	HWB	1.00pm	Mon	20	Jan	General Purposes	10.00am
Mon	22	July	CPP	11.00am	Tues	21	Jan	CS OSC	10.00am
Tues	23	July	CS OSC	10.00am	Thur	23	Jan	SC OSC	10.00am
Thur	25	July	SC OSC	10.00am	Mon	27	Jan	SCHH OSC	10.00am
Mon	29	July	SCHH OSC	10.00am	Tues	28	Jan	CR OSC (budget update)	10.00am
Tues	30	July	CR OSC	10.00am	<b>Thur</b>	<b>30</b>	<b>Jan</b>	<b>Council</b>	<b>6.30pm</b>
Wed	7	Aug	Licensing	9.30am	Mon	3	Feb	CPP	11.00am
<b>Tues</b>	<b>13</b>	<b>Aug</b>	<b>Executive</b>	<b>9.30am</b>	<b>Tues</b>	<b>4</b>	<b>Feb</b>	<b>Executive (Budget)</b>	<b>9.30am</b>
Wed	14	Aug	DMC	10.00am	Wed	5	Feb	DMC	10.00am
Tues	3	Sep	CS OSC	10.00am	Thur	13	Feb	HWB	1.00pm
Thur	5	Sep	SC OSC	10.00am	<b>Thur</b>	<b>20</b>	<b>Feb</b>	<b>Council (Budget)</b>	<b>6.30pm</b>
Thur	5	Sep	HWB	1.00pm	Tues	25	Feb	CS OSC	10.00am
Mon	9	Sep	SCHH OSC	10.00am	Thur	27	Feb	SC OSC	10.00am
Tues	10	Sep	CR OSC	10.00am	<b>Fri</b>	<b>28</b>	<b>Feb</b>	<b>Council (R)</b>	
Wed	11	Sep	DMC	10.00am				<b>(Police precept)</b>	<b>5.00pm</b>
<b>Thur</b>	<b>12</b>	<b>Sep</b>	<b>Council</b>	<b>6.30pm</b>					
Mon	23	Sep	Audit	9.30am					
<b>Tues</b>	<b>24</b>	<b>Sep</b>	<b>Executive</b>	<b>9.30am</b>					

Mon	3	Mar	SCHH OSC	10.00am
Tues	4	Mar	CR OSC	10.00am
Wed	5	Mar	DMC	10.00am
Wed	12	Mar	Licensing	9.30am
Thur	13	Mar	General Purposes	10.00am
<b>Tues</b>	<b>18</b>	<b>Mar</b>	<b>Executive</b>	<b>9.30am</b>
Mon	24	Mar	CPP	11.00am
Mon	31	Mar	Audit	9.30am
Tues	1	Apr	CS OSC	10.00am
Wed	2	Apr	DMC	10.00am
Thur	3	Apr	SC OSC	10.00am
Thur	3	Apr	HWB	1.00pm
Mon	7	Apr	SCHH OSC	10.00am
Tues	8	Apr	CR OSC	10.00am
<b>Tues</b>	<b>22</b>	<b>Apr</b>	<b>Executive</b>	<b>9.30am</b>

<b>Thur</b>	<b>1</b>	<b>May</b>	<b>Council (AGM)</b>	<b>6.30pm</b>
Tues	6	May	CS OSC	10.00am
Wed	7	May	DMC	10.00am
Thur	8	May	SC OSC	10.00am
Mon	12	May	SCHH OSC	10.00am
Tues	13	May	CR OSC	10.00am
Wed	21	May	Licensing	9.30am
Thur	22	May	General Purposes	10.00am
<b>Tues</b>	<b>27</b>	<b>May</b>	<b>Executive</b>	<b>9.30am</b>
Thur	29	May	HWB	1.00pm
Mon	2	June	CPP	11.00am
Wed	4	June	DMC	10.00am
Tues	17	June	CS OSC	10.00am
Thur	19	June	SC OSC	10.00am
Mon	23	June	SCHH OSC	10.00am
Tues	24	June	CR OSC	10.00am
Mon	30	June	Audit	10.00am

**Key:**

CPP – Corporate Parenting Panel  
 CR OSC – Corporate Resources OSC  
 CS OSC – Children’s Services OSC  
 DMC - Development Management Committee  
 HWB – Health & Wellbeing Board  
 SCHH OSC – Social Care, Health & Housing OSC  
 SC OSC – Sustainable Communities OSC

(R) - Reserve

**Venues:**

Licensing Sub-Committees will be arranged at local venues as and when required. All other meetings will normally be at Priory House unless otherwise agreed by the committee or body concerned.



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**Meeting:** Council  
**Date:** 24 January 2013  
**Subject:** Special Responsibility Allowances – Minority Group Leaders  
**Report of:** Cllr Maurice Jones , Executive Member for Corporate Resources  
**Summary:** This report recommends the payment of a special responsibility allowance to the Leader of the Independent Group.

Contact Officer: John Atkinson, Head of Legal and Democratic Services

Public/Exempt: Public

Wards Affected: All

Function of: Council

#### **CORPORATE IMPLICATIONS**

##### **Council Priorities:**

The provision of a fair scheme of Members' Allowances is essential to the democratic process in ensuring an equal opportunity to all to become a Councillor.

##### **Financial:**

The recommendation, if approved, will increase the Members' Allowances budget by around £1,050 in the current year and by £2,506.99 in 2013/14. This can be absorbed from within the Members' Allowances budget because of savings on superannuation.

##### **Legal:**

The Local Authorities (Members' Allowances) (England) Regulations 2003 require local authorities to make a scheme of allowances for their members.

##### **Risk Management:**

None resulting from this report

##### **Staffing (including Trades Unions):**

None resulting from this report

##### **Equalities/Human Rights:**

The Members' Allowances Scheme is an essential part of the democratic process in ensuring that Membership of the Council is not limited by reason of financial considerations.

##### **Community Safety**

n/a

##### **Sustainability:**

n/a

**Summary of Overview and Scrutiny Comments:**

- Not applicable

**RECOMMENDATIONS:**

1. That the Leader of the Independent Group be paid a special responsibility allowance equal to that of the Leader of the Liberal Democrat Group with effect from 22 November 2012;
2. That the Allowances Scheme in Schedule 1 of the Constitution be amended so that in the event of there being no largest minority group, the Leaders of the minority groups with the largest equal numbers each receive a SRA allowance equivalent to that normally payable to the Leader of the largest minority group;
3. That SRAs for minority group leaders be included in the next review of Members' Allowances.

**Statutory Background**

1. Under the Local Authorities (Members' Allowances) (England) Regulations 2003, where one political group is in control, and where an authority has decided to pay special responsibility allowances, the authority must make provision for the payment of a special responsibility allowance to at least one member of a minority group.

The Regulations also require that a local authority must have regard to the advice given by its independent remuneration panel on the Council's scheme and the amounts to be paid.

**Minority Group SRA**

2. As a consequence of the by-election in November the political balance of the Council has changed. The balance is now Conservatives 48, Liberal Democrat 5, Independent 5 and Labour 1. Prior to the by-election, Liberal Democrats were the largest minority group and the prescribed annual SRA of £2,506.99 was paid to its Leader. We now have a situation where there is no largest minority group as there are two groups with an equal number of members.
3. In November 2011, the IRP set the SRA of the Minority Group Leader at 8% of that of the Leader (£2,506.99). This was subsequently approved by Council. The Council's Constitution provides for the SRA to be paid to the Leader of the largest minority group - a situation that no longer prevails.
4. A suggestion was put to the Leader of the Liberal Democrat Group that the SRA should be shared between the two Leaders but he has objected to this stating that his role has not diminished in any way by the Independents gaining another member. He points out that he will still have to attend the same number of meetings to obtain a broad perspective of developments in Council business and he does not think that it is appropriate to only receive 50% of the allowance.

5. The relevant part of the Council's Constitution relating to the Members' Allowances Scheme states that

*'An allowance will be payable to the Leader of any duly constituted minority group that has 7 or more members. In the event of no minority group having 7 or more members, and no other special responsibility allowance being paid to a member of a duly constituted minority group, the allowance shall be paid to the Leader of the largest minority group.'*

#### **Views of the IRP**

6. Members of the IRP were consulted by email on the issue and were asked to consider whether
- the SRA of £2,506.99 should be divided equally between each minority group Leader or
  - an SRA of £2,506.99 be awarded to each minority group Leader.
7. Panel members make the point that email consultation has not enabled them to conduct face to face discussion and receive input, particularly from the minority group leaders. However, the Panel is concerned that, if the allowance is paid for a responsibility, it should not be withdrawn as a result of a change in the size of another minority group.
8. The Panel recommends that
- both minority leaders receive a SRA of £2506.99;
  - the Allowances Scheme be amended so that in the event of there being no largest minority group, the Leaders of the minority groups with the largest equal numbers each receive a SRA allowance equivalent to that normally payable to the Leader of the largest minority group;
  - the subject of minority group leader allowances is reconsidered at its next review of members allowances, and certainly before the next Council elections.

**Background Papers:** (open to public inspection) None

**Location of papers:** Not applicable

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