

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



**please ask for** Leslie Manning  
**direct line** 0300 300 5132  
**date** 2 May 2013

## NOTICE OF MEETING

### GENERAL PURPOSES COMMITTEE

Date & Time

**Thursday, 16 May 2013 10.00 a.m.**

Venue at

**Room 15, Priory House, Monks Walk, Shefford**

Richard Carr  
**Chief Executive**

To: The Chairman and Members of the GENERAL PURPOSES COMMITTEE:

Cllrs P Hollick (Chairman), R C Stay (Vice-Chairman), P N Aldis,  
Mrs C F Chapman MBE, A L Dodwell, J G Jamieson, M R Jones,  
D J Lawrence, Mrs J G Lawrence, J Murray, B Saunders and N Warren

[Named Substitutes:

K Janes, D Jones, K C Matthews, A Shadbolt, I Shingler, M A G Versallion  
and J N Young]

All other Members of the Council - on request

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

## AGENDA

1. **Apologies for Absence**

To receive apologies for absence and notification of substitute Members.

2. **Minutes**

To approve as a correct record the minutes of the meetings of the General Purposes Committee held on 14 March and 18 April 2013 (copies attached).

3. **Members' Interests**

To receive from Members any declarations of interest.

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

To receive any announcements from the Chairman and any matters of communication.

5. **Petitions**

To receive petitions from members of the public in accordance with the Public Participation Procedure as set out in Annex 2 of Part A4 of the Constitution.

6. **Questions, Statements or Deputations**

To receive any questions, statements or 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.

### Reports

Item	Subject	Page Nos.
7	<b>Capital Programme Management</b>  To seek the Committee's views on a number of proposed amendments to the Constitution in respect of the management of the Council's Capital Programme.	* 17 - 28
8	<b>Review of Member/Officer Protocol</b>  To consider a review of the Protocol for Member/Officer Relations.	+ To Follow

- 9 **General Purposes Committee - 2013/14 Work Programme** \* 29 - 32

To consider the Committee's work programme for 2013/14.

- 10 **Exclusion of Press and Public**

To consider whether to pass a resolution under section 100A of the Local Government Act 1972 to exclude the Press and Public from the meeting for the following item of business on the grounds that consideration of the item is likely to involve the disclosure of exempt information as defined in Paragraphs 1 and 2 of Part I of Schedule 12A of the Act.

**Item Likely to be Considered Following the Exclusion of the Press and Public**

<i>Item</i>	<i>Subject</i>	<i>Exempt Para.</i>	<i>Page Nos.</i>
	<b>Market Rate Supplement Payments - Update</b>	* 1, 2	33 - 36

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

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**CENTRAL BEDFORDSHIRE COUNCIL**

At a meeting of the **GENERAL PURPOSES COMMITTEE** held at Council Chamber, Priory House, Monks Walk, Shefford on Thursday, 14 March 2013

**PRESENT**

Cllr R C Stay (Vice-Chairman)  
(In the chair)

Cllrs P N Aldis  
J G Jamieson  
D J Lawrence  
Mrs J G Lawrence

Cllrs K C Matthews  
J Murray  
B Saunders  
N Warren

Apologies for Absence: Cllrs Mrs G Clarke  
P Hollick  
M R Jones

Members in Attendance: Cllr D Jones

Officers in Attendance: Mr L Manning – Committee Services Officer  
Mr J Atkinson – Head of Legal and Democratic Services  
Mr P Fraser – Head of Partnerships & Community Engagement  
Ms M Peaston – Committee Services Manager

GPC/12/1 **Minutes**

**RESOLVED**

**that the minutes of the meeting of the General Purposes Committee held on 28 January 2013 be confirmed and signed by the Chairman as a correct record.**

GPC/12/2 **Members' Interests**

None.

GPC/12/3 **Chairman's Announcements and Communications**

None.

**GPC/12/4 Petitions**

No petitions were received from members of the public in accordance with the Public Participation Procedure as set out in Annex 2 of Part A4 of the Constitution.

**GPC/12/5 Questions, Statements or Deputations**

No questions, statements or deputations were received from members of the public in accordance with the Public Participation Procedure as set out in Annex 1 of Part A4 of the Constitution.

**GPC/12/6 Houghton Regis Town Centre Management Committee: Amended Terms of Reference**

The Committee considered a report by the Deputy Chief Executive/Director of Children's Services which advised Members that the Houghton Regis Town Centre Management Committee had recently undergone an exercise to review its Terms of Reference with the aim of it becoming a joint/partnership committee in line with those that already existed for Dunstable, Biggleswade and Leighton-Linslade.

It was noted that, at its full Council meeting on 28 January 2013, Houghton Regis Town Council had endorsed the revised Terms of Reference and resolved that Central Bedfordshire Council be advised that the Town Council would welcome the replacement of the Management Committee with a Houghton Regis Partnership Committee to consider and act on issues relating to Houghton Regis.

To this end the Committee's support was sought regarding the adoption of the revised Terms of Reference and their incorporation into the Council's Constitution.

Local ward Members spoke in support of the revised Terms of Reference and, in particular, commented positively to the extension of the Partnership Committee's remit to include the town as a whole and not just its centre.

Debate then took place on a suggestion that a requirement for named substitutes be included within the new Terms of Reference, as was found in the Terms of Reference for Biggleswade Joint Committee. Whilst Members noted the reasons for this suggestion it was noted that not all of the other joint/partnership committees incorporated a similar requirement. A proposed amendment to the recommendation before Members regarding the inclusion of a reference to named substitutes was, therefore, defeated. It was acknowledged that the issue could be reviewed at a future meeting of the General Purposes Committee should this be necessary.

## **RECOMMENDED TO COUNCIL**

**that the revised Terms of Reference for the Houghton Regis Town Centre Management Committee , as set out in Appendix A to these minutes, be approved and adopted and the Committee become the Houghton Regis Partnership Committee.**

GPC/12/7

### **Business at Council Meetings**

The Committee considered a report by the Monitoring Officer which advised of the concern expressed by a Member that due to the budget setting Council meeting being followed by the annual Council meeting, at neither of which could the minority groups raise issues through notices on motion and written questions, there was no opportunity over a lengthy period for minority groups to raise issues at Council meetings. A request had therefore been made by the Member that the position be reviewed.

The Monitoring Officer reminded the meeting of the existing provisions within the Constitution which allowed Members to raise issues at ordinary meetings of Council; these being through written questions, notices of motion and ward presentations. He also reminded the Committee that the annual meeting of the Council could not include written questions, notices of motion or ward presentations on its agenda whilst the budget setting meeting could not include written questions or notices of motion, although ward presentations were permitted.

The Committee noted that attempts had been made in the past to include an ordinary meeting of the Council following the budget setting meeting, without increasing the overall number of Council meetings throughout the year, but this had proved to be impractical. The revised timetable would not be conducive to the cycle of Executive meetings which, in turn, needed to mesh with overview and scrutiny committee meeting dates.

Members noted that while ward presentations could provide information to a meeting of the Council no debate was permitted nor was there opportunity to ask questions and no motions could arise for the Council to vote on. Written questions provided a means of drawing a matter to the Council's attention but a reply could be secured from the relevant Executive Member outside of the Council meeting. The Committee was advised that of the mechanisms available it was motions on notice that allowed full debate at a meeting and a resolution to undertake specific action.

It was suggested that the Constitution could be amended to allow a limited number of notices on motion to be considered at the budget setting meeting and the annual Council meeting subject to their meeting certain provisions such as the agreement of the Chairman in consultation with the Monitoring Officer and the issues raised being time critical and significant in nature.

Members also considered introducing consistency between the budget setting meeting and the annual meeting by removing the provision for ward presentations at the former.

**RESOLVED**

**that the Monitoring Officer be authorised to draft wording to amend the Constitution, reflecting the Committee’s views as detailed below, for recommendation to Council.**

**RECOMMENDED TO COUNCIL**

- 1 that the Constitution be amended to include provision for up to two motions on notice at the budget setting meeting of the Council and up to two motions on notice at the annual meeting of the Council subject in both cases to the matter being significant or time critical and to the Chairman’s agreement, after consultation with the Monitoring Officer, being secured at least 7 clear working days in advance of the meeting to include the motions in the business of the meeting;**
  
- 2 that paragraph 15.1 of Part B5 of the Constitution be amended to remove the provision for ward presentations at the budget setting meeting of the Council.**

(Note: The meeting commenced at 10.00 a.m. and concluded at 10.27 a.m.)

Chairman .....

Dated .....



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

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

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Updated: May 2012

Part J2 / Page 7

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**CENTRAL BEDFORDSHIRE COUNCIL**

At a meeting of the **GENERAL PURPOSES COMMITTEE** held in the Council Chamber, Priory House, Monks Walk, Shefford on Thursday, 18 April 2013

**PRESENT**

Cllr P Hollick (Chairman)  
Cllr R C Stay (Vice-Chairman)

Cllrs	P N Aldis	Cllrs	D J Lawrence
	Mrs C F Chapman MBE		Mrs J G Lawrence
	A L Dodwell		J Murray
	J G Jamieson		B Saunders
	M R Jones		N Warren

Members in Attendance:	Cllrs	A R Bastable	D Jones
		R D Berry	K C Matthews
		L Birt	Ms C Maudlin
		M C Blair	D McVicar
		D Bowater	Mrs M Mustoe
		A D Brown	T Nicols
		Mrs S Clark	R B Pepworth
		Mrs G Clarke	J A G Saunders
		N B Costin	N J Sheppard
		I Dalgarno	I Shingler
		Mrs R J Drinkwater	M A Smith
		P A Duckett	Miss A Sparrow
		Dr R Egan	B J Spurr
		Mrs R B Gammons	A M Turner
		C C Gomm	Mrs P E Turner MBE
		Mrs S A Goodchild	M A G Versallion
		Ms A M W Graham	B Wells
		Mrs D B Green	R D Wenham
		Mrs D B Gurney	P Williams
		Mrs C Hegley	J N Young
		D J Hopkin	A Zerny

Officers in Attendance:	Mr J Atkinson	–	Head of Legal and Democratic Services
	Mr R Carr	–	Chief Executive
	Ms D Clarke	–	Assistant Chief Executive (People & Organisation)
	Mrs E Grant	–	Deputy Chief Executive/Director of Children's Services
	Ms C Harding	–	Corporate Policy Advisor (Equality & Diversity)
	Mrs S Hobbs	–	Committee Services Officer
	Mr T Keaveney	–	Assistant Director Housing Services

- Ms M Peaston – Committee Services Manager
- Mr T Saunders – Assistant Director Planning
- Mr C Warboys – Chief Finance Officer

GPC/13/1 **Membership of the Appointments Panel and the Employee Partnership Committee**

The Committee considered a schedule tabled by the Monitoring Officer outlining the nominations from the Group Leaders in relation to the appointment of Members to the Appointments Panel and the Employee Partnership Committee.

The Committee was advised that the membership of the two existing Appointments Sub-Committees would remain unaltered whilst they carried out their allotted functions.

**RESOLVED**

**that the membership of the Appointments Panel and the Employee Partnership Committee be appointed as indicated on the schedule attached as Appendix A to these minutes.**

**NOTED**

**that the Appointments Sub-Committee will be appointed by the Monitoring Officer and will be composed of 3-5 Members (2-4 Conservatives and 1 Independent, including at least 1 Executive Member) plus 3 substitutes (2 Conservatives and 1 Independent), as necessary.**

(Note: The meeting commenced at 9.50 p.m. and concluded at 9.51 p.m.)

Chairman .....

Dated .....

Appendix A

General Purposes Committee Nominations

<p>Appointments Panel</p> <p>(5 Members + 3 substitutes, plus all the Executive Members with specific portfolios)</p> <p>4 (2) Conservatives 1 (1) Independent</p>	<p>Cllr Fiona Chapman (C) Cllr Peter Hollick (C) Cllr Mrs Jane Lawrence (C) Cllr Richard Stay (C) Cllr Julian Murray (I)</p> <p><i>plus Executive Members as below:</i> Cllr James Jamieson Cllr Maurice Jones Cllr Mrs Carole Hegley Cllr Brian Spurr Cllr Nigel Young Cllr Mark Versallion</p> <p>Subs: Cllr Brian Saunders (C) Cllr Nigel Warren (C) Cllr Ian Shingler (I)</p>
<p>Appointments Sub-Committee</p>	<p>Appointed by the Monitoring Officer as needed from the membership of the Appointments Panel.</p> <p>To comprise 3-5 members (2-4 Conservative and 1 Independent, including at least 1 Executive Member)</p>
<p>Employee Partnership Committee</p> <p>(7 members + 4 substitutes)</p> <p>7 (4) Conservatives</p>	<p>Cllr Peter Hollick (C) Cllr James Jamieson (C) Cllr Maurice Jones (C) Cllr Mrs Jane Lawrence (C) Cllr Ken Matthews (C) Cllr Richard Stay (C)</p> <p>Subs: Cllr Fiona Chapman (C) Cllr Brian Saunders (C) Cllr Nigel Warren (C)</p>

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**Meeting:** General Purposes Committee  
**Date:** 16 May 2013  
**Subject:** Capital Programme Management  
**Report of:** Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources  
**Summary:** The report seeks the General Purposes Committee's views on a number of proposed amendments to the Constitution in respect of the management of the Council's Capital Programme.

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**Advising Officer:** Charles Warboys, Chief Finance Officer  
**Contact Officer:** Mel Peaston, Committee Services Manager  
**Public/Exempt:** Public  
**Wards Affected:** All  
**Function of:** Council

#### **CORPORATE IMPLICATIONS**

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

This proposal supports the Central Bedfordshire Council priority of providing value for money by ensuring that the Council manages the investments made by means of the capital programme in an efficient and effective manner.

##### **Financial:**

1. There are no financial implications arising from this report. The aim of the amendments is to simplify the approval of capital schemes, in order that the Capital Programme can operate more efficiently.

##### **Legal:**

2. The Constitution sets out how the Council will conduct its business. It is the responsibility of the General Purposes Committee to make recommendations to the Council on any proposed significant changes to the Constitution.

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

3. Not Applicable.

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

4. Not Applicable.

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

5. There are no Human Rights/Equalities implications.

##### **Public Health**

6. Not Applicable.

**Community Safety:**

7. Not Applicable.

**Sustainability:**

8. Not Applicable.

**Procurement:**

9. Not applicable.

**RECOMMENDATION:**

**That the General Purposes Committee consider recommending to Council that the Constitution be amended as set out in Appendices A and B.**

**Background**

10. Over recent months officers have been developing the Council's capital programme management procedures and processes with an emphasis on:
  - (a) creating a capital strategy clearly linked to the MTP, MTFP and directorate service plans,
  - (b) improving the procedures for revising the capital programme,
  - (c) identifying a long-list of capital projects for inclusion in the corporate capital programme,
  - (d) supporting improvements in the management and delivery of capital projects, and
  - (e) enhancing the monitoring procedures for capital projects.
11. This Committee on 28 January 2013 recommended to Council an amendment to the Constitution (para 4.10.9 on Appendix A) to allow the inclusion in the capital programme of specific reserve list items, previously approved by Council.
12. Corporate project documentation has been revised and tested to support the approval and management of all revenue and capital projects across the Council. The documentation relevant to project approval largely reflects the existing requirements of the Constitution and aims to clearly advise services on the requirements for scheme approval, the appropriate content of business cases and the need to identify and consult relevant stakeholders.

**Proposal**

13. In order to align the Constitution and the project approval guidance, Appendix A sets out the capital programme related clauses that are included in the Code of Financial Governance (Constitution part I2 section 4.10) with suggested minor revisions as agreed with the Chief Finance Officer and summarised below.

14. The definition of the capital programme is revised to make clear that it includes the current year and three future years. (Para 4.10.1)
15. The capital scheme groupings have been rationalised from four to three groups. Currently the categories are; Rolling Programme, Major scheme (over £500,000 Whole Life Cost), Intermediate (£60,000 to £500,00 Whole Life Cost) and Minor (under £59,999 Whole Life Cost). Although all the financial implications of a scheme are evaluated at the stage of options appraisal and business case development, the Council's annual financial governance process follows a rolling four year plan and approved budgets. The Constitution's governance requirements for Key Decisions are based on capital budget values of £500,000 and annual revenue budgets of £200,000. The approval thresholds and requirements for the implementation of capital schemes remain unchanged.
16. The scheme approval guidance referred to in paragraph 12 of this report follows the governance thresholds and requirements for Key Decisions. The three categories proposed are; Rolling Programme, Capital Scheme (budget £60,000 and above), Minor Capital scheme (budget £59,999 and below). There is no change to current approval levels as any schemes that have an estimated capital cost of £500,000 or above, that have not been approved through the annual budget process, must be approved by full Council. It is also proposed that elsewhere in the Constitution where the term Whole Life is currently used (Part C3 section 3) it should be amended to gross expenditure as set out in Appendix B to this report.
17. The amount of a capital scheme budget that can be approved for the development of a detailed Business Case is proposed to be increased from 5% to 10% (4.10.7 on Appendix A). Experience has indicated that the cost of design of certain schemes can require an allocation higher than 5% the approved capital budget.
18. Council on 21 February 2013 approved amendments to the Constitution (para 4.10.9 on Appendix A) to allow the inclusion in the capital programme of specific reserve list items, previously approved by Council. A minor change to this particular clause is proposed to make it clear that some items on the reserve list may reflect an expansion of an existing capital scheme not necessarily be a new scheme.
19. The amendments approved by Council on 21 February also allowed for the Executive to approve the inclusion in the capital programme of new schemes that cost less than £500,000 and all schemes that are to be funded in full from external sources. Amendments are proposed to make clear that Executive approval is required where the gross expenditure cost of a fully externally funded scheme exceeds £500,000. The amendment to para 4.10.11 on Appendix A allows for fully externally funded schemes below the £500,000 gross expenditure threshold to be included in the Capital Programme following the approval of the relevant Executive Member in consultation with the relevant Director, Executive Member for Corporate Resources and the Chief Finance Officer, subject to the production of Outline and Detailed Business Cases.
20. The procedures that apply where variations from the Detailed Business Case occur (4.10.12 on Appendix A) are proposed to be amended to make them clearer without changing the existing financial thresholds for approval.

**Conclusion and Next Steps**

21. The Committee is asked to consider these matters and determine the appropriate way forward.

**Appendices:**

Appendix A - Proposed amendment to Part I2 section 4.10 of the Constitution

Appendix B – Proposed amendments to Parts Part C3 section 3 of the Constitution

**Background Papers:** None

APPENDIX A

I2 CODE OF FINANCIAL GOVERNANCE

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4.10	<b>Capital Programme:</b>	Formatted Table
4.10.1	Investment in capital assets shapes future service delivery and creates future financial commitments. The Capital Programme is a <u>four</u> -year programme, <u>including the current budget year</u> , of estimated capital expenditure and associated funding. The Full Council will approve a Capital Programme each year, recognising that approving initial estimates is the first stage in the process of progressing a proposed scheme to implementation. Estimates produced at this stage will be liable to change.	Deleted: three
4.10.2	The Executive will receive budgetary proposals for inclusion in the Council's Capital Programme and will submit a proposed programme to the Full Council for approval. The programme will include all capital schemes including those proposed to be financed from revenue resources or external funding sources.	
4.10.3	Capital Schemes will be grouped into <u>three</u> main categories: <ul style="list-style-type: none"> <li>Rolling Programmes;</li> <li>Capital Schemes (<u>gross expenditure budget £60,000 and above</u>);</li> <li>Minor Capital Schemes (<u>gross expenditure budget, £59,999 and below</u>).</li> </ul>	Deleted: four Deleted: Major Deleted: over Deleted: 50 Deleted: Whole Life Cost
4.10.4	Outline Business Case  All categories of capital projects will require an Outline Business Case in order to be considered for inclusion in the proposed Capital Programme. An Outline Business Case will normally have best estimates of capital and revenue costs, timescales, and deliverables. Outline Business Cases will be approved by the relevant <u>Executive Member</u> in consultation with the relevant Director, the <u>Executive Member Corporate Resources</u> and the Chief Finance Officer.	Deleted: <#>Intermediate Capital Schemes (between £60,000 - £500,000 Whole Life Cost)¶ Deleted: under Deleted: Whole Life Cost  Deleted: Portfolio Holder Deleted: Portfolio Holder Finance, Governance and People

4.10.5 Detailed Business Case

A Detailed Business Case will have fully validated costs (including ongoing revenue costs), timescales, deliverables and where necessary an exit strategy. The process for approving capital schemes for subsequent implementation will be different according to their category and is explained in paragraphs 4.10.6 to 4.10.11, below.

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4.10.6 Rolling Programmes

Rolling programmes in the Council's Capital programme are largely concentrated on infrastructure and asset improvement and maintenance.

After a Rolling Programme has been approved by the Council for inclusion in the Capital Programme, a single Detailed Business Case will be produced for the whole programme before it proceeds. [The detailed Business Case should be updated annually.](#)

The Detailed Business Case and release of capital expenditure will be approved by the relevant [Executive Member](#) in consultation with the relevant Director, the [Executive Member for Corporate Resources](#) and the Chief Finance Officer.

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4.10.7 [Capital Schemes \(gross expenditure budget £60,000 and above\)](#)

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After a Capital Scheme has been approved by the Council for inclusion in the Capital Programme, a Detailed Business Case will be produced for the scheme. Executive [approval to implement](#) will be required for [schemes with a gross expenditure budget exceeding £499,999. Schemes with a gross expenditure budget above £59,999 but below £500,000 can proceed with the approval of the relevant Executive Member in consultation with the relevant Director, Executive member for Corporate Resources and the Chief Finance Officer.](#)

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For Capital Schemes, some further costs may need to be incurred to take a project up to Detailed Business Case stage. The relevant Executive Member in consultation with the relevant Director, the Executive Member Corporate Resources and the Chief Finance Officer can authorise expenditure up to a level of 10% (not to exceed £60,000) of the approved gross expenditure budget at this stage to enable a Detailed Business Case to be produced. The revenue budget of the applicable directorate will meet these costs if ultimately the scheme does not proceed for any reason.

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4.10.8 Minor Capital Schemes (gross expenditure budget £59,999 and below)

A Detailed Business Case is not required for these schemes and Minor Capital Schemes in this range can proceed with the approval of the relevant Executive Member in consultation with the relevant Director, Executive Member for Corporate Services and the Chief Finance Officer.

4.10.9 In year, the Executive may approve expenditure on Capital Schemes that have not previously been included in the Capital Programme, but which were included in the Reserve list approved by Council when setting the Capital Programme or are schemes with gross expenditure budgets exceeding £499,999 which are to be funded in full from external sources. Approval is subject to the production of Outline and Detailed Business Cases and confirmation that the revenue cost of such schemes can be accommodated from within the approved revenue budget for the Capital Programme in the relevant financial year, as confirmed by the Chief Finance Officer and the Executive Member for Corporate Resources.

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- Deleted:** Intermediate Capital Schemes (between £60,000 and £500,000 Whole Life Cost)
- Deleted:** After an Intermediate Capital Scheme in this range has been approved by the Council for inclusion in the Capital Programme, a Detailed Business Case will be produced before it proceeds.
- Deleted:** The Detailed Business Case and release of capital expenditure will be approved by the relevant Portfolio Holder in consultation with the relevant Director, the Portfolio Holder Finance, Governance and People and the Chief Finance Officer.
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4.10.10 In year, the Executive may approve expenditure on new Capital Schemes estimated to cost less than £500,000 net of external funding that have not previously been included in the Capital Programme, subject to the production of Outline and Detailed Business Cases. New Capital Schemes estimated to cost more than £500,000 net of external funding must be approved by Full Council if not previously included on the Reserve List.

4.10.11 Schemes that are fully externally funded and where the gross expenditure budget is less than £500,000 can be included in the Capital Programme with the approval of the relevant Executive Member in consultation with the relevant Director, Executive Member for Corporate Resources and the Chief Finance Officer subject to the production of Outline and Detailed Business Cases.

4.10.12 Variations from the Detailed Business Case

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Where there are variations in the net costs of capital schemes compared with the provision in the Detailed Business Case, additional costs will be approved in accordance with the following conditions:-

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<b>Existing Scheme - net capital budget - Additional Costs</b>	<b>Approval Powers</b>
Up to <u>10% of the approved net scheme budget subject to a maximum value of £25k</u>	Relevant Executive Member and relevant Director <u>and Chief Finance Officer</u>
Up to <u>25% of the approved net scheme budget subject to a maximum of £100,000</u>	Executive
<u>Over 25% of the approved net scheme budget or over £100,000</u>	Council

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Where additional costs are agreed, the relevant Executive Member in consultation with the relevant Director will seek compensatory savings.

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4.10.13 The Chief Finance Officer will report to the Executive on the monitoring of the approved Capital Programme, including: expenditure and income to date; projected expenditure and income and approved variations.

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C3 EXECUTIVE FUNCTIONS

3. Functions delegated to all Executive Members and individual portfolio holders

Responsibility	Functions	Qualifications (if any)
The relevant Executive Member	To authorise savings or expenditure between £200,001 and £500,000 inclusive (revenue per annum, <del>capital</del> , <del>gross</del> expenditure or total contract value)	In consultation with the relevant Director or Assistant Chief Executive, the Executive Member for Corporate Resources and the Chief Finance Officer and subject to compliance with Paragraph 19 of the Access to Information Procedure Rules.
The Executive Member for Corporate Resources	To authorise savings or expenditure between £200,001 and £500,000 inclusive (revenue per annum or capital <del>gross</del> , expenditure or total contract value)	In consultation with the relevant Executive Member and Monitoring Officer

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**Meeting:** General Purposes Committee  
**Date:** 16 May 2013  
**Subject:** General Purposes Committee Work Programme for 2013/14  
**Report of:** Head of Legal and Democratic Services  
**Summary:** This report sets out the proposed work programme for the General Purposes Committee for 2013/14.

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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:** General Purposes Committee

#### **CORPORATE IMPLICATIONS**

**Council Priorities:**

The activities of the General Purposes Committee are crucial to the governance arrangements of the organisation.

**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:**

**The Committee is asked to agree its proposed work programme as attached at Appendix A to this report.**

**Background**

10. To assist the General Purposes Committee in discharging its responsibilities during the 2013/14 Municipal Year a proposed work programme has been drawn up.
11. The work programme is attached at Appendix A to this report and contains the known agenda items that the Committee will need to consider during the year.
12. Additional items will be identified as the year progresses and the work programme is therefore subject to change.

**Appendices:**

Appendix A - General Purposes Committee Work Programme 2013/14.

**Background Papers:**

None

**Location of papers:**

N/A

Appendix A

**General Purposes Committee Work Programme 2013/14**

Date	Agenda Item
16 May 2013	<ul style="list-style-type: none"> <li>• Capital Programme Management (RG)</li> <li>• Review of Member/Officer Protocol (JA)</li> <li>• Market Rate Supplement Payments – Annual Update (CJ)</li> <li>• Work Programme (LM)</li> </ul>
18 July 2013	<ul style="list-style-type: none"> <li>• Standards Complaints – Annual Report (JA)</li> <li>• Work Programme (LM)</li> </ul>
3 October 2013	<ul style="list-style-type: none"> <li>• Work Programme (LM)</li> </ul>
3 December 2013	<ul style="list-style-type: none"> <li>• Annual Report of the Leader – Proposed Change to the Constitution (MP)</li> <li>• Pay Policy Statement 2014/15 (CJ)</li> <li>• Work Programme (LM)</li> </ul>
20 January 2014	<ul style="list-style-type: none"> <li>• Work Programme (LM)</li> </ul>
13 March 2014	<ul style="list-style-type: none"> <li>• Work Programme (LM)</li> </ul>
<b>2014/15 Municipal Year</b>	
22 May 2014	<ul style="list-style-type: none"> <li>• Market Rate Supplement Payments – Annual Update (CJ)</li> <li>• Work Programme (LM)</li> </ul>

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