

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

**This meeting
may be filmed.***



**Central
Bedfordshire**

please ask for Helen Bell
direct line 0300 300 4040
date 28 August 2014

NOTICE OF MEETING

COUNCIL

Date & Time

Thursday, 11 September 2014 6.30 p.m.

Venue at

Priory House, Monks Walk, Shefford

Richard Carr
Chief Executive

To: The Chairman and Members of the COUNCIL

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

***Please note that phones and other equipment may be used to film, audio record, tweet or blog from this meeting. No part of the meeting room is exempt from public filming.**

The use of arising images or recordings is not under the Council's control.

AGENDA

Prayers

Senior Chaplain Michael Campbell, Luton Town Centre Chaplaincy will take prayers.

1. **Apologies**

Apologies for absence to be received.

2. **Minutes**

To approve the minutes of the Council meeting held on 12 June 2014.

(Attached pages 7 to 13)

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. (This session will be held at the Chairman's discretion and will normally last no longer than 15 minutes.)

5. **Petitions**

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

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 up to three Executive Members on recent matters of interest and ask questions on matters contained within the reports.

Reports are anticipated from Councillors Hegley and Young.

9. **Recommendations from the Executive**

To consider recommendations from the meeting of the Executive held on 19 August 2014 and answer questions asked under Rule No. 13.1.

(i) Superfast Broadband Extension Programme
(Attached page 15)

(ii) Gypsy and Traveller Local Plan
(Attached page 17)

10. **Recommendations from the General Purposes Committee**

To consider recommendations from the meeting of the General Purposes Committee held on 17 July 2014 and answer questions asked under Rule No 13.1.

(i) Constitution Update – Monitoring the Constitution
(Attached page 19)

(ii) Constitution Update in respect of Capital Project Management and Asset related Delegations
(Attached pages 21 to 31)

11. **Treasury Management Outturn Report**

To consider a report of Councillor Maurice Jones, Executive Member for Corporate Resources on Managing Treasury Management Outturn.

(Attached pages 33 to 53)

12. **Motions (if any)**

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

13. **Written Questions**

To answer written questions from Members of the Council under Rule No. 13.2.

14. **Webcasting**

To consider a report of Councillor Maurice Jones, Executive Member for Corporate Resources to establish an approach for implementing webcasting and draft protocols on filming, recording and use of social media in Council meetings.

(Attached pages 55 to 63)

15. **Independent Remuneration Panel: Membership**

To consider a report of Councillor Maurice Jones, Executive Member for Corporate Resources proposing the re-appointment of two existing members of the Panel.

(Attached pages 65 to 67)

16. **Open Questions**

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

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CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **COUNCIL** held in the Priory House, Monks Walk, Shefford on Thursday, 12 June 2014.

PRESENT

Cllr D Bowater (Vice-Chairman in the Chair)

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

Apologies for Absence

Cllrs	I Dalgarno	Cllrs	M R Jones
	P Hollick		Ms C Maudlin
	D J Hopkin		R B Pepworth
	D Jones		N Warren

Officers:	Miss H Bell	–	Committee Services Officer
	Mrs M Clampitt	–	Committee Services Officer
	Mr R Carr	–	Chief Executive
	Ms D Clarke	–	Director of Improvement and Corporate Services
	Mrs M Clay	–	Chief Legal and Democratic Services Officer
	Mrs E Grant	–	Deputy Chief Executive/Director of Children's Services
	Mrs J Ogle	–	Director of Social Care, Health and Housing
	Mr C Warboys	–	Chief Finance Officer

In the absence of the Chairman the Vice Chairman took the chair.

C/14/12. **Prayers**

Prayers were taken by Father Frank.

C/14/13. **Minutes**

RESOLVED

That the minutes of the meeting held on 1 May 2014 be confirmed and signed by the Chairman as a correct record.

C/14/14. **Members' Interests**

(a) **Personal Interests:-**

None.

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

None.

C/14/15. **Questions, Statements and Deputations**

No questions, statements or deputations were received.

C/14/16. **Petitions**

No petitions were received.

C/14/17. **Chairman's Announcements and Communications**

The Chairman welcomed Councillors Egan and Woodward to the meeting following their absence due to ill health.

The Chairman announced that he intended to vary the order of business and consider item 12 prior to item 10 recommendation from the General Purposes Committee.

The Chairman made the following announcements:

- The Chairman's charity for municipal year 2014/15 was the Alzheimer's Society;
- Recent civic events he had attended, including the Armed Forces Sunset evening.

C/14/18. Leader of the Council's Announcements and Communications

The Leader reported upon:

- the opening of Center Parcs, Woburn Forest on 6 June 2014;
- launch of the Academy of Children's Social Workers;
- the commencement of works on the A1/M5 link and Woodside Link;
- Regional awards covering Building Control.

C/14/19. Executive Member Presentations

Councillor Mrs Turner, Executive Member for Economic Partnerships reported on work within her portfolio including:

- The Bedfordshire and Milton Keynes Healthcare Review. The Bedfordshire Clinical Group and others were involved in a wide ranging review;
- The Better Care Fund. Funding had been allocated which would enable 4 agreed projects within the model to deliver services to residents.

Councillor Mrs Turner responded to questions.

Councillor Versallion, Executive Member for Children's Services reported on work within his portfolio including:

- The challenges facing the care of children.
- The creation of an Academy, one of the first of its kind, which would assist in the recruitment, retention and training for children's social workers.

Councillor Versallion responded to questions.

C/14/20. Recommendations from the Executive**(a) Development Strategy – Revised Pre-Submission Version**

The Council considered recommendations from the meeting of the Executive held on 27 May 2014 concerning the Development Strategy – Revised Pre Submission Version. The Strategy was an overarching planning policy document that set out the overall approach to new development in Central Bedfordshire for the period up to 2031, including new homes, job and infrastructure and detailed policies to guide decisions on planning applications. The Strategy had been revised following comments received from the public consultation and a changed policy context.

RESOLVED

1. **that the draft revised Pre-Submission Development Strategy attached at Appendix A to the Executive report be approved for the purposes of Publication and Submission to the Secretary of State; and**
 2. **that the Director of Regeneration and Business, in consultation with the Executive Member for Regeneration be authorised, to make any minor amendments to the Development Strategy:**
 - (i) **prior to Publication;**
 - (ii) **after Publication but before Submission; and**
 - (iii) **during the Examination process.**
 3. **that the draft revised Pre-submission Development Strategy, be endorsed for Development Management guidance purposes for use in the south of Central Bedfordshire prior to its formal adoption.**
- (b) Superfast Broadband Extension Programme**

The Council considered a recommendation from the meeting of Executive held on 27 May 2014 proposing that Central Bedfordshire participate fully in the Broadband Delivery UK (BDUK) Superfast Extension Programme.

RESOLVED

that an additional £500,000 capital funding to fully match Broadband Delivery UK allocations for the delivery of superfast broadband infrastructure be approved.

C/14/21. Notice of Motion

Notice had been received from Councillor Smith of a Motion under Procedure Rule No 17 as follows:

“With local council elections occurring in 2015, Central Bedfordshire Council wishes to attract the widest cross-section of candidates to stand for election. Currently, overview and scrutiny meetings are held during the day. This policy prevents those in employment from fully participating in the democratic processes of the Council. The majority of meetings in our neighbouring authorities commence between 6 and 7pm.

Commencing January 1, 2015 my motion to Council is that all Overview and Scrutiny meetings should take place after 6pm in the evening.”

In accordance with paragraph 21.5 of Part B5 of the Council's Constitution 'Full Procedure Rules', a recorded vote was requested and granted.

Upon being put to the vote, those in favour of the motion were:

Councillors: Aldis, Egan, Goodchild, Graham, Murray, Shingler, Smith, Williams and Zerny.

Those against the motion were:

Councillors: Barker, Bastable, Berry, Birt, Blair, Bowater, Brown, Chapman, Clark, Clarke, Collins, Costin, Dodwell, Drinkwater, Duckett, Gurney, Hegley, Jamieson, Janes, D Lawrence, J Lawrence, Matthews, McVicar, Mustoe, Nicols, B Saunders, J Saunders, Shadbolt, Sheppard, Sparrow, Spurr, Stay, A Turner, P Turner, Versallion, Wells, Wenham, Woodward and Young.

Councillor Coleman abstained from voting.

The motion was lost.

C/14/22. **Recommendations from the General Purposes Committee**

Revised Calendar of Meetings

The Council considered a recommendation of the General Purposes Committee seeking approval of the proposed revisions to the Calendar of Meetings 2014/15 as set out at Appendix A.

RESOLVED

that the revised Calendar of Meetings 2014/15 as set out at Appendix A, to the submitted report, be approved.

C/14/23. **Report of the Bedfordshire Fire and Rescue Service**

The Council received and considered a report of the Bedfordshire Fire and Rescue Service following its meeting held on 2 May 2014.

RESOLVED

that the report of the Bedfordshire Fire and Rescue Service be noted.

C/14/24. **Written Questions**

No written questions were received.

C/14/25. **Annual Report of the Overview and Scrutiny Committees**

The Council received the Overview and Scrutiny Annual report 2013/14 which summarised the activities of the Overview and Scrutiny Committees during the last twelve months.

RESOLVED

that the Overview and Scrutiny Annual report 2013/14 be noted.

C/14/26. **Audit Committee Activity Report - Annual Report**

The Council received the annual report from the Audit Committee for 2013/14 which presented a summary of the Committee's activities during the last twelve months.

RESOLVED

that the Audit Committee Annual Report 2013/14 be noted.

C/14/27. **Open Questions**

The Chairman invited Minority Group Leaders to ask a question each prior to the consideration of questions that had been placed in the open questions receptacle.

1. Councillor Murray sought assurance about new council houses being built.

The Executive Member for Social Care Health and Housing reported on the housing schemes that were in construction or planned.

2. Councillor Aldis invited the Executive Member for Sustainable Communities to comment on the problem of grass cutting being undertaken on waste collection day in his ward.

The Executive Member for Sustainable Communities commented that it was not common practice for services to be scheduled on the same day and that he would undertake to look into this incident.

3. Councillor Sparrow asked a question about the level of Blue Badge fraud prosecution in Central Bedfordshire.

The Executive Member for Sustainable Communities advised that to date there had been no prosecutions relating to Blue Badge fraud in Central Bedfordshire.

4. Councillor Sparrow referred to the planned programme of events to mark the 100th anniversary of World War 1, including an invitation to local authorities to turn off their lights for one hour, 22.00 – 23.00 on 4 August 2014.

The Leader of the Council advised that the Council would be publicising and supporting this event to include the turning off of lights where appropriate.

5. Councillor Murray referred to the Dunstable Master Plan and asked when a new shopping centre would be built.

The Executive Member for Sustainable Communities, Strategic Planning and Economic Development advised that issues relating to the ownership of the current shopping centre had to be resolved prior to moving forward with the plan.

6. Councillor Murray asked a question about the UTC which had been assessed as failing.

The Deputy Member for Children’s Service’s provided a detailed response setting out measures in place.

7. Councillor Egan asked a question about a number of outstanding works on the Luton, Houghton Regis and Dunstable Busway.

The Executive Member for Sustainable Communities commented that the works referred to were not the responsibility of Central Bedfordshire Council.

8. Councillor D Lawrence asked a question about the viability of a holistic study of Biggleswade being undertaken in respect of transport, parking and planning.

The Executive Member for Sustainable Communities, Strategic Planning and Economic Development commented that comprehensive studies in respect of transport, parking and planning in Biggleswade were being undertaken and that the ward representatives would be consulted.

(Note: The meeting commenced at 6.30 p.m. and concluded at 8.35 p.m.)

Chairman

Dated

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COUNCIL MEETING – 11 SEPTEMBER 2014

**Recommendation to Council from the Executive meeting
held on 19 August 2014**

E/14/48. Superfast Broadband Extension Programme

The Executive considered a report from the Executive Member for Regeneration that proposed that the Council funds an additional £350,000 capital, over the £1.5 million already approved to further extend superfast broadband coverage as part of the Council's participation within the Broadband Delivery UK Superfast Extension Programme. This would be matched by £300,000 Broadband Delivery UK to allow approximately an additional 1,200 premises to be supported. It was estimated that spend would be undertaken in 2016/17 and 2017/18 financial years.

In response to questions, the Deputy Executive Member for Corporate Resources agreed that the Sustainable Communities Overview and Scrutiny Committee would be provided with an opportunity to consider the superfast broadband extension programme. The Deputy Executive Member acknowledged that some of the smaller villages in Central Bedfordshire were having difficulties accessing broadband. The aim was to ensure that all premises in Central Bedfordshire had access to the infrastructure to be able to provide at least 2 Megabits per second. Towns and villages not in the existing programme would be considered as part of the January/February 2015 programme.

Reason for decision: To secure additional external resources and put in place the necessary infrastructure at the earliest opportunity to accelerate and extend the delivery of superfast broadband to Central Bedfordshire residents and businesses in line with achieving the Council's Medium Term Plan Objectives and Joint Local Broadband Plan.

RECOMMENDED to Council

that an additional £350,000 capital funding to secure additional external funding, and to extend coverage of superfast broadband infrastructure be approved.

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COUNCIL MEETING – 11 SEPTEMBER 2014

**Recommendation to Council from the Executive meeting
held on 19 August 2014**

E/14/57. Urgent item of business - Gypsy and Traveller Plan

By virtue of the authority vested in the Chairman in accordance with Section 100(b)(4)(b) of the Local Government Act 1972, he had agreed to allow this additional item to be considered at the meeting as a matter of urgency as consideration of this item could not be delayed to the next scheduled meeting of the Executive and therefore needed to be considered as a matter of urgency.

The Executive considered a report from the Executive Member for Regeneration that proposed the withdrawal of the Gypsy and Traveller Local Plan from the Examination process, in light of the matters raised by the Planning Inspector.

In response of questions, the Executive Member for Regeneration explained that the Council required the Plan to be withdrawn from the Examination process to allow Officers time to respond to the issues raised by the Inspector in relation to the Plan. The Head of Development Planning and Housing Strategy explained that the Council had requested an adjournment to the Hearings, but unfortunately this request had been refused. The Executive Member was now seeking permission to withdraw the Plan to allow Officers adequate time to clarify matters and to decide the best way forward. Formal legal advice was being sought on any impact that the withdrawal would have on the Development Strategy, informal advice to date had been that as the Development Strategy set out how the Council was providing for the accommodation needs of Gypsies and Travellers there would be no repercussions for the Strategy by a decision to withdraw the Gypsy and Traveller Plan.

Reason for decision: To enable the Council to address the matters raised by the Inspector.

RECOMMENDED to Council

the withdrawal of the Gypsy and Traveller Local Plan from the Examination process.

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Recommendation to Council on 11 September 2014	From: General Purposes Committee on 17 July 2014	Item 10(i)
	Constitution Update – Maintaining the Constitution	
1.	Council is asked to approve the following recommendation:-	
	that the Monitoring Officer be authorised to make urgent amendments to the Constitution to give effect to any decision of the Council or changes in the law, minor amendments such as to correct errors or to ensure that the Constitution is up to date, by amending the Constitution at Part A5, paragraph 2.3 through the deletion of the words “after consultation with the General Purposes Committee”.	
	Background	
2.	At its last meeting the General Purposes Committee considered a report of the Executive Member for Corporate Resources which set out a proposed amendment to the Constitution to enable it to be maintained as an up to date document in a more efficient manner.	
3.	Members were aware that the Constitution provided for the Monitoring Officer to make urgent amendments to that document to give effect to any decision of the Council, or changes in the law, or minor amendments such as correcting errors, or to ensure that the Constitution was up to date, but only following consultation with the General Purposes Committee (paragraph 2.3 of Part A5 of the Constitution refers). The report suggested that the requirement for the Monitoring Officer to first consult the Committee before making the amendments of a type which did not require Members’ discernment or evaluation, for example, spelling or typographical errors, resulted in unnecessary delay. In contrast, authorising the Monitoring Officer to make such amendments without needing to undertake consultation with the Committee would enable corrective action to be taken more quickly.	
4.	Members noted that it was suggested that the changes would be brought together and made on a monthly basis to enable the updating process to be managed in a timely way. It was also noted that an audit trail would be maintained through the Monitoring Officer’s personal sign-off of the amendments and the retention of the document on file. In addition, it was proposed that a schedule of the changes would be prepared and submitted to the Committee on a six monthly basis so that Members were able to maintain an overview of the Constitution as it evolved.	

5.	The Committee indicated its full support for the proposed amendment to the Constitution and related action regarding the submission of update reports.	
Appendices	None	

Recommendation to Council on 11 September 2014	From: General Purposes Committee on 17 July 2014	Item 10 (ii)
	Constitution Update in Respect of Capital Programme Management and Asset Related Delegations	
1.	Council is asked to approve the following recommendation:-	
	that Parts I2 and H3 of the Constitution be amended, as set out at Appendices A and B to this report.	
	Background	
2.	The General Purposes Committee considered a report of the Executive Member for Corporate Resources which set out proposed amendments to the Constitution in respect of capital programme approval limits and asset related delegations which were found in Part I2 (Code of Financial Governance) and Part H3 (Scheme of Delegation by the Council and the Executive to Directors and other officers) of the Constitution respectively.	
3.	The meeting noted that the current approval requirements for virements were the same for both revenue and capital budgets (paragraph 4.7 of the Code of Financial Governance refers). The proposed change would introduce higher values for capital virements, with cumulative values in excess of £500,000 requiring the approval of the Executive in place of the current figure of £200,000.	
4.	The meeting then noted that variations in cost of capital detailed business cases were approved in line with the values set out in the Code (paragraph 4.10.18 refers) and that it was proposed to increase the current limits in line with the threshold for Key Decisions with variations in excess of £150,000 requiring Executive approval and £500,000 requiring Council approval.	
5.	Members were aware that the Code (paragraph 5.7.1 refers) indicated that the Chief Finance Officer had responsibility for the production of an Asset Management Plan. The report stated that this responsibility rested more appropriately with the relevant Directors as was already set out in the Council's detailed Financial Procedures. The Chief Finance Officer's responsibilities (as set out in paragraphs 5.7.2 and 5.7.3) were to ensure that Council procedures provided for the sound stewardship of all assets, including the disposal or acquisition of interests in land and buildings.	
6.	The Committee next considered the proposed amendments to Part H3 of the Constitution which set out the Scheme of Delegation. The delegations to the Director of Improvement and Corporate Services	

	(paragraph 4.2 refers) included delegations specific to property and asset management and the report proposed amendments to remove duplication, align value limits with the existing criteria for Key Decisions and update references to specific asset plans and protocols.	
7.	Last, the Corporate Property Assets Disposal protocol guided the identification of assets surplus to service requirements. Council approval was required for individual disposals of land and property assets with an estimated receipt value in excess of £500,000. Any significant assets identified as being surplus to service requirements would be identified within the capital Programme and Budget which was recommended annually to Council. It was proposed to amend Part I2 (paragraph 4.10.2 refers) which detailed the components of the Capital Programme to include any surplus assets available for disposal.	
8.	A Member referred to the proposed changes to Part I2 and expressed concern over what he viewed as a further reduction in Member influence. In response the Executive Member for Corporate Resources reminded the meeting that the original approval limits had been adopted prior to the Council's creation in 2009. Further, from 2009 until the present, there had been few capital related issues so the need for any Constitutional change in this area had not been required. This situation had now altered and the Constitution required updating to ensure the current limits were in line with the threshold for Key Decisions. Another Member reminded the meeting that the limits had been set at a level below that of the former County Council and that experience indicated that these were too restrictive as Central Bedfordshire matured as a unitary authority.	
Appendices	Appendix A	Tracked Changes Between the Existing and Proposed Code of Financial Governance (Part I2 of the Constitution).
	Appendix B	Tracked Changes Between the Existing and Proposed Scheme of Delegation by the Council and the Executive to Directors and Other Officers (Part H3 of the Constitution).

Proposed amendments to Part I2 section 4.7, 4.10 and 5.7 of the Constitution

Central Bedfordshire Council Constitution with tracked revisions

I2 CODE OF FINANCIAL GOVERNANCE

4.10.2 The Executive will receive budgetary proposals for inclusion in the Council’s Capital Programme and will submit a proposed programme to Council for approval. The programme will include all capital schemes including those proposed to be financed from revenue resources, external funding sources **or the realisation of capital receipts from the disposal of surplus assets that have been identified in accordance with the Corporate Property Assets Disposal Protocol.**

4.7 Virements:

4.7.1 Virement is a transfer of budget provision either within or between budget headings. It is an important facility to assist in managing budgets effectively within a cash limit.

4.7.2 The Council scheme of virements is as follows:-

Category	Virement Levels	Approval Power
<u>Within Portfolio Revenue Budgets</u> Within the same cost centre or between cost centres. <u>Capital schemes between projects.</u>	Up to £100,000 cumulative (sum of individual virements)	Budget Managers in consultation with Chief Finance Officer
	<u>Revenue</u> £100,000 to £200,000 cumulative (sum of individual virements) <u>Capital</u> <u>£100,000 to £500,000 per project..</u>	Directors in consultation with the Chief Finance Officer and with the agreement of the Executive Member(s)

Category	Virement Levels	Approval Power
	<u>Revenue</u> Over £200,000 cumulative (sum of individual virements) <u>Capital</u> <u>Over £500,000.</u>	Executive
Between portfolios	<u>Revenue</u> Up to £200,000 cumulative (sum of individual virements) <u>Capital</u> <u>Up to £500,000.</u>	Directors in consultation with the Chief Finance Officer and with the agreement of the relevant Executive Member(s)
	<u>Revenue</u> Over £200,000 cumulative (sum of individual virements) <u>Capital</u> <u>Over £500,000}</u>	Executive

- 4.7.2.1 The scheme will be administered by the Chief Finance Officer within the guidelines approved by Council.
- 4.7.2.2 Budgets may be adjusted to take account of new grants received during the year outside of the Virement Scheme subject to the reporting of any adjustment over £100,000 in the next Budget Monitoring report to the relevant overview and scrutiny committee.
- 4.7.2.3 Virement will only apply to ~~direct expenditure and to a~~ current year's revenue and capital budgets.

4.10 **Capital Programme:**

4.10.18 **Variations from the Detailed Business Case**

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:-

Existing Scheme – net capital budget - Additional Costs	Approval Powers
Up to £150,000 ^{10%} of the approved net scheme budget, subject to a maximum value of £25k	Relevant Executive Member and relevant Director and Chief Finance Officer
Between £150,000 and £500,000 ^{25%} of the approved net scheme budget subject to a maximum of £100,000	Executive
Over £500,000 ^{25%} of the approved net scheme budget or over £100,000	Council

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

4.10.20 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.

5.7 **Asset Management:**

~~5.7.1 The Chief Finance Officer will produce a five-year Asset Management Plan for the purpose of the overall strategic management of the Council's assets.~~

5.7.1 The Chief Finance Officer will ensure that procedures are put in place for the safeguarding and security of the Council's assets, including the keeping of asset registers; a terrier of land and property; inventories of furniture, fittings and equipment; and stores records.

5.7.2 The Chief Finance Officer will ensure that detailed arrangements are put in place for the disposal or acquisition of interests in assets. All disposals or acquisitions of interests in purchases of land and buildings will be undertaken in accordance with the scheme of delegations. Council, in accordance with the Budget and Policy Framework Procedure Rules, must approve any disposals or purchases acquisitions of land and buildings that are outside of the Budget and Policy Framework.

Proposed amendments to Part H3 section 4.2 of the Constitution

H3 SCHEME OF DELEGATION BY THE COUNCIL AND BY THE EXECUTIVE TO DIRECTORS AND OTHER OFFICERS

4. DELEGATIONS TO INDIVIDUAL DIRECTORS AND OTHER OFFICERS

4.2 Director of Improvement and Corporate Services Qualifications (if any)

Property and Asset Management

4.2.54	To undertake routine maintenance and updating of the "Market Conditions and Consent to Trade" document within agreed Council policies and budgets.	None
4.2.55	To take operational decisions within agreed Council policies, budgets and the "Market Conditions and Consent to Trade" document.	None
4.2.56	To have overall responsibility for the management and maintenance of any land or buildings, including agricultural landholdings, held for Council purposes having regard to service objectives and in the interests of the Council as a whole.	None
4.2.57	To manage any land and buildings not currently required for any of the Council's statutory functions.	None
4.2.58	To accept, renew and vary contracts for maintenance and repair of all equipment and services within the annual estimates.	None
4.2.59	To dispose of worn or obsolete plant or equipment in accordance with the Code of Procurement Governance and/or current inventory procedures, as appropriate.	None
4.2.60	To undertake maintenance, repairs and alterations in respect of the Council's operational property.	None
4.2.61	To let Council owned rooms and, where appropriate, waive or reduce charges in respect of Council bookings.	None
4.2.62	To undertake the management of agricultural holdings for which the Council is	None

Appendix B

	responsible. ^[RG1]	
4.2.6 <u>23</u>	To authorise development and appropriation of land and buildings, subject to a maximum value in any case of £200,000 per annum (revenue) or £2500,000 (capital). ^[RG2]	Subject to consultation with the relevant Executive Member and the ward Member(s)
4.2.6 <u>34</u>	To authorise the acquisition, disposal or variation of any estate or interest (together with licences and wayleaves) in any land and buildings subject to a maximum value in any case of £200,000 per annum or £500,000 (capital).	Subject to consultation with the relevant Executive Member and the ward Members(s)
4.2.6 <u>45</u>	In accordance with the <u>Corporate Property Assets Disposal Protocol Surplus Policy</u> and the delegated powers outlined in 4. 23.6413 , to sell land surplus to requirements, which is on the Disposals List.	Subject to approval of the relevant Executive member and after consultation with the ward Member(s)
4.2.66	To approve the terms of the acquisition, disposal or variation of any estate or interest (together with licences and wayleaves) in ^[RG3] any land or buildings.	None
4.2.6 <u>75</u>	To establish and maintain a corporate database of the Council's land and buildings, including details of liabilities, and to perform any responsibilities placed on the Council under the Local Government Planning and Land Act 1980.	None
4.2.6 <u>68</u>	To take appropriate action on behalf of the Council with regard to rating issues, including the conduct of appeals.	In consultation where appropriate with the Monitoring Officer.
4.2.6 <u>79</u>	To determine and issue general guidelines to officers for the management of land resources and the maintenance of buildings. etc.	None
4.2. 7068	To certify or make arrangements for the certification of authorisation and identity cards and passes for officers and Members.	None
4.2. <u>6971</u>	To let land and premises for not more than fifteen years in accordance with the <u>Council's approved</u> Asset Management Plan.	None

Appendix B

4.2.720	To licence land and premises for not more than 364 days.	None
4.2.73	In accordance with the Surplus Policy, to sell land surplus to requirements which is on the Disposals List in accordance with the delegated powers outlined in 4.3.13. [RG4]	Subject to approval of the relevant Executive Member and ward member(s).
4.2.714	To deal with all matters in connection with the management and leasing/licensing of the Council's industrial land and premises in accordance with the Council's current Asset Management Plan.	None
4.2.752	To deal with all matters in connection with the management and leasing of the Council's Managed Workspace in accordance with the Council's current Asset Management Plan.	None
4.2.736	To deal with all matters in connection with the management and leasing of the Council's retail premises in accordance with the Council's current Asset Management Plan.	None
4.2.77	To deal with all matters in connection with the Council entering into wayleaves and easements. [RGS]	In consultation with the Monitoring Officer.
4.2.748	To enter into leases of land where the Council is to construct a public amenity or provide or reacquire the freehold of land.	In consultation with the Monitoring Officer and relevant Executive Member.
4.2.759	To take decisions on applications by electricity, gas, water, telephone, broadcasting or cable companies to place any apparatus in, on, over or under any land or buildings owned by the Council.	In consultation with the Monitoring Officer and ward members.
4.2.8076	To:	
	4.2.8076.1 assess each application for release from restrictive covenants on its own merits;	
	4.2.8076.2 negotiate compensation payable to the Council where such release is requested in order to facilitate speculative development or some other profit making exercise.	

Appendix B

4.2.8177	To exercise, at his/her discretion, the provisions of any authorised guarantee agreement, such provisions to always be enforced except where there are commercial or operational reasons not to do so.	None
4.2.8278	To serve, at his/her discretion, the required legal notice (Section 17 Notice) on original tenants where the tenant (Assignee) is in arrears in order to protect the Council's rights to pursue original tenants for the debt if it is considered viable.	None
4.2.8379	To negotiate the grant of wayleaves for the purposes of Town Centre Enhancement Schemes or Closed Circuit Television Schemes.	None
4.2.840	To undertake maintenance, repairs and alterations in respect of the Council's non-operational property.	None
4.2.815	To determine licences to erect and site public notice boards on Central Bedfordshire Council land throughout Central Bedfordshire.	None
4.2.86	To approve and enter into property investments (in accordance with the provisions of the Investment Management Strategy). ^[RG6]	<p data-bbox="1166 1137 1501 1193">Subject to the following criteria:-</p> <ul style="list-style-type: none"> <li data-bbox="1166 1283 1501 1529">(i) decision is required urgently to secure an investment and it is not possible to report to Executive; <li data-bbox="1166 1552 1501 1933">(ii) following consultation with the Leader of the Council, and relevant Executive Member, Chief Executive, Chief Finance Officer and Monitoring Officer; <li data-bbox="1166 1955 1501 2056">(iii) any Key Decision must comply with the

~~provisions of the
Access to
Information
Rules (Record of
an Individual
Decision).~~

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Meeting: Council
Date: 11 September 2014
Subject: Treasury Management Outturn Report
Report of: Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources

Summary: In compliance with relevant codes of practice adopted by Central Bedfordshire Council this report provides a review of Treasury Management activities for the year ended 31 March 2014.

Advising Officer: Charles Warboys, Chief Finance Officer and Section 151 Officer

Contact Officer: Charles Warboys, Chief Finance Officer and Section 151 Officer

Public/Exempt: Public.

Wards Affected: All

Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

Effective management of the Council's financial resources and the associated risks is a cornerstone to the delivery of the Council's priorities

Financial:

1. The Council's Treasury Management Strategy and Prudential Indicators underpin the Medium Term Financial Plan (MTFP). Performance against the Strategy and the Prudential Indicators is explained within the body of this report.
2. Treasury management is defined by the CIPFA Code of Practice for Treasury Management in the Public Services as: "The management of the local authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."

Legal:

3. The Council's treasury management activities are regulated by statute, professional codes and official guidance. The Local Government Act 2003 (the Act) provides the powers to borrow and invest as well as providing controls and limits. Under the Act, the department for Communities and Local Government has issued Guidance on Local Government Investments (revised March 2010) to structure and regulate the Council's investment activities. The Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 – Statutory Instrument (SI) 3146 (plus subsequent amendments), develops the controls and powers within the Act. The SI requires the Council to undertake any borrowing activity with regard to the CIPFA Prudential Code for Capital Finance in Local Authorities. The SI also requires the Council to operate the overall treasury function with regard to the CIPFA Code of Practice for Treasury Management in the Public Services (the Code of Practice).
4. CIPFA revised the Code of Practice in November 2011 to reflect developments in financial markets and the introduction of the Localism Act for English local authorities.

Risk Management:

5. The approved strategy aims to manage the risks to the Council's finances from instability in financial markets.

Staffing (including Trades Unions):

6. Not Applicable.

Equalities/Human Rights:

7. Not Applicable.

Public Health

8. Not Applicable.

Community Safety:

9. Not Applicable.

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Sustainability:

10. Not Applicable.

Procurement:

11. Not applicable.

RECOMMENDATION(S):

The Council is asked to:

1. Note the report on Treasury Management and the Prudential Indicators performance for the year ended 31 March 2014.

Background

- 12 The Council's Treasury Management Strategy has been underpinned by the adoption of the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management 2011, which includes the requirement for determining a treasury strategy on the likely financing and investment activity for the forthcoming financial year.
- 13 The Code also requires that all Members are informed of Treasury Management activities at least twice a year. This report therefore ensures this authority has adopted best practice in accordance with CIPFA's recommendations. Local arrangements require the Corporate Resources Overview and Scrutiny Committee to receive, on a quarterly basis, treasury management performance reports and every year to scrutinise the revised strategy.
- 14 Overall responsibility for treasury management remains with the Council.
15. No treasury management activity is without risk; the effective identification and management of risk are integral to the Council's treasury management objectives.
16. This report provides Members with a summary of the treasury management activity during 2013/14. The Council can confirm a prudent approach has been taken in relation to its investment activities with priority being given to security and liquidity over yield.

Summary of Borrowing and Investment Strategies

17. The Council's strategy over the period can be summarised as :
- i) No external borrowing has been undertaken to finance capital expenditure or re-finance existing maturing debt. These costs have been met by reducing liquid resources.
 - ii) The opportunities for debt rescheduling are regularly monitored but, as anticipated, no opportunities materialised.
 - iii) Given continuing economic uncertainty, the security and liquidity of investments were safeguarded by restricting counterparties to those of high creditworthiness and also restricting time periods for investments.
 - iv) The credit rating of the Council's banking services provider, Natwest, was downgraded in March 2014 by Moodys to a level below the Council's minimum credit criteria for investments. As per the Council's approved Treasury Management Strategy, the Council continued to utilise Natwest for operational and liquidity purposes whilst maintaining a minimal level of overnight balances.

Credit Risk

18. The Financial Services (Banking Reform) Act 2013 gained Royal Assent in December 2013, introducing mandatory bail-in provisions to wind up or restructure failing financial institutions in the UK. The result is that, in the event of failure of an institution such as a bank, Local Authority funds are unsecured creditors and their funds held with that institution would be at risk.
19. Central Bedfordshire Council's minimum criteria for investments is an A3/A-/A-rating based on the assessment of the credit rating agencies Moodys, Standard and Poor's and Fitch. In March 2014 the Council's banker, Natwest, was downgraded by Moodys to Baa1, below the Authority's minimum credit criteria. Following advice from Arlingclose Ltd, and in line with its approved Treasury Strategy, the Council has continued to utilise Natwest for operational and liquidity purposes.
20. Facing an environment of greater credit risk, the Council continues to follow external treasury advice from Arlingclose Ltd when placing investments and seeks to minimise risk in line with its Treasury Strategy. This will involve continuing to diversify investments in 2014/15 utilising banks that are within the approved Treasury Strategy but with which have not been used either previously or in recent years for deposits or fixed term investments , including HSBC and Santander UK. This will also involve utilising a wider range of Money Markey Funds for Council investments.
21. A report of credit risk changes in the wider economy during 2013/14 is at Appendix A.

Treasury Activities

22. Security of capital remains the Council's most important investment objective. The Council's investment income for the year was £0.7m (£0.9m in 2012/13) and the average cash balances were £58.2m (£69.7m in 2012/13). Details of investment activity in 2013/14 are set out in Appendix B
23. Average cash balances were lower in 2013/14 than 2012/13 due to internal borrowing of existing cash in lieu of any new external borrowing to fund the capital programme or replacement of maturing debt.
24. In line with the approved treasury strategy no new borrowing was undertaken in 2013/14. The Council used internal resources in lieu of borrowing and this has continued to be the most cost effective means of funding capital expenditure. Maturing debt of £7.6m was not replaced with new loans. No opportunities for debt rescheduling were identified. Details of investment and borrowing activities are set out in Appendix B

Prudential Indicators

25. The Local Government Act 2003 requires the Council to adopt the CIPFA Prudential Code and produce prudential indicators to support decision making. The Prudential Code was revised in November 2011 and has been adopted by this Council.
26. Prudential indicators for 2013/14 were approved at the 24/1/13 Council meeting. The Council's borrowing has not exceeded the various limits determined within the Treasury Management Strategy and any Prudential Indicators relevant to debt. The full details of the performance in respect of all of the 2013/14 approved Prudential indicators are set out in Appendix C.

Appendices:

Appendix A – Economic Summary and Credit Risk 2013/14
Appendix B – Borrowing and Investment Activities 2013/14
Appendix C – Prudential Indicators 2013/14
Appendix D – Investment and Borrowing Rates 2013/14

Background Papers: (open to public inspection)

The Chartered Institute of Public Finance & Accountancy – The Prudential Code for Capital Finance in Local Authorities (2011 Edition).
The Chartered Institute of Public Finance & Accountancy – Treasury Management in the Public Services, Code of Practice and Cross-Sectoral Guidance notes (2011 Edition).
The Chartered Institute of Public Finance & Accountancy – Treasury Management in the Public Services, Guidance Notes for Local Authorities including Police Authorities and Fire Authorities (2011 Edition).

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Appendix A – Economic Background 2013/14

Source: Arlingclose Ltd

At the beginning of the 2013-14 financial year markets were concerned about lacklustre growth in the Eurozone, the UK and Japan. Lack of growth in the UK economy, the threat of a 'triple-dip' alongside falling real wages (i.e. after inflation) and the paucity of business investment were a concern for the Bank of England's Monetary Policy Committee. Only two major economies – the US and Germany – had growth above pre financial crisis levels, albeit these were still below trend. The Eurozone had navigated through a turbulent period for its disparate sovereigns and the likelihood of a near-term disorderly collapse had significantly diminished. The US government had just managed to avoid the fiscal cliff and a technical default in early 2013, only for the problem to re-emerge later in the year.

With new Governor Mark Carney at the helm, the Bank of England unveiled forward guidance in August pledging to not consider raising interest rates until the ILO unemployment rate fell below the 7% threshold. In the Bank's initial forecast, this level was only expected to be reached in 2016. Although the Bank stressed that this level was a **threshold** for consideration of rate increase rather an automatic trigger, markets began pricing in a much earlier rise than was warranted and, as a result, gilt yields rose aggressively.

The recovery in the UK surprised with strong economic activity and growth. Q4 2014 GDP showed year-on-year growth of 2.7%. Much of the improvement was down to the dominant service sector, and an increase in household consumption buoyed by the pick-up in housing transactions which were driven by higher consumer confidence, greater availability of credit and strengthening house prices which were partly boosted by government initiatives such as Help-to-Buy. However, business investment had yet to recover convincingly and the recovery was not accompanied by meaningful productivity growth. Worries of a housing bubble were tempered by evidence that net mortgage lending was up by only around 1% annually.

Consumer Prices Index (CPI) of inflation fell from 2.8% in March 2013 to 1.7% in February 2014, the lowest rate since October 2009, helped largely by the easing commodity prices and discounting by retailers, reducing the pressure on the Bank to raise rates. Although the fall in unemployment (down from 7.8% in March 2013 to 7.2% in January 2014) was faster than the Bank of England or indeed many analysts had forecast, it hid a stubbornly high level of underemployment. Importantly, average earnings growth remained muted and real wage growth (i.e. after inflation) was negative. In February the Bank stepped back from forward guidance relying on a single indicator – the unemployment rate – to more complex measures which included spare capacity within the economy. The Bank also

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implied that when official interest rates were raised, the increases would be gradual – this helped underpin the ‘low for longer’ interest rate outlook despite the momentum in the economy.

The Office of Budget Responsibility’s 2.7% forecast for economic growth in 2014 forecast a quicker fall in public borrowing over the next few years. However, the Chancellor resisted the temptation to spend some of the proceeds of higher economic growth. In his 2013 Autumn Statement and the 2014 Budget, apart from the rise in the personal tax allowance and pension changes, there were no significant giveaways and the coalition’s austerity measures remained on track.

The Federal Reserve’s then Chairman Ben Bernanke’s announcement in May 2013 that the Fed’s quantitative easing (QE) programme may be ‘tapered’ caught markets by surprise. Investors began to factor in not just an end to QE but also rapid rises in interest rates. ‘Tapering’ (a slowing in the rate of QE) began in December 2013. By March 2014, asset purchases had been cut from \$75bn to \$55bn per month with expectation that QE would end by October 2014. This had particular implications for global markets which had hitherto benefited from, and got very accustomed to, the high levels of global liquidity afforded by QE. The impact went further than a rise in the dollar and higher US treasury bond yields. Gilt yields also rose as a consequence and emerging markets, which had previously benefited as investors searched for yield through riskier asset, suffered large capital outflows in December and January.

With the Eurozone struggling to show sustainable growth, the European Central Bank cut its main policy interest rates by 0.25% to 0.25% and the deposit rate to zero. Markets were disappointed by the lack of action by the ECB despite CPI inflation below 1% and a looming threat of deflation. Data pointed to an economic slowdown in China which, alongside a weakening property market and a highly leveraged shadow banking sector, could prove challenging for its authorities.

Russia’s annexation of the Crimea in March heightened geopolitical tensions and risk. The response from the West began with sanctions applied against Russia, the second largest gas producer in the world supplying nearly 30% of European natural gas needs and a significant supplier of crude oil. Any major disruption to Russian oil and gas supplies could have serious ramifications for energy prices.

Gilt Yields and Money Market Rates: Gilt yields ended the year higher than the start in April. The peak in yields was during autumn 2013. The biggest increase was in 5-year gilt yields which increased by nearly 1.3% from 0.70% to 1.97%. 10-year gilt yields rose by nearly 1% ending the year at 2.73%. The increase was less pronounced for longer dated gilts; 20-year yields rose from 2.74% to 3.37% and 50-year yields rose from 3.23% to 3.44%.

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3-month, 6-month and 12-month sterling money market rates (Libid rates) remained at levels below 1% through the year.

Credit Risk Summary

The debt crisis in Cyprus was resolved by its government enforcing a 'haircut' on unsecured investments and bank deposits over €100,000. This resolution mechanism, in stark contrast to the bail-outs during the 2008/2009 financial crisis, sent shockwaves through Europe but allowed banking regulators to progress reform which would in future force losses on investors through a 'bail-in' before taxpayers were asked to support failing banks.

The Financial Services (Banking Reform) Act 2013 gained Royal Assent in December, legislating for the separation of retail and investment banks and for the introduction of mandatory 'bail-in' in the UK to wind up or restructure failing financial institutions. EU finance ministers agreed further steps towards banking union, and the Single Resolution Mechanism (SRM) for resolving problems with troubled large banks which will shift the burden of future restructurings/rescues to the institution's shareholders, bondholders and unsecured investors.

Proposals were also announced for EU regulatory reforms to Money Market Funds which may result in these funds moving to a VNAV (variable net asset value) basis and losing their 'triple-A' credit rating wrapper in the future.

The material changes to UK banks' creditworthiness were (a) the strong progress made by the Lloyds Banking Group in strengthening its balance sheet, profitability and funding positions and the government reducing its shareholding in the Group to under 25%, (b) the announcement by Royal Bank of Scotland of the creation of an internal 'bad bank' to house its riskiest assets (this amounted to a material extension of RBS' long-running restructuring, further delaying the bank's return to profitability) and (c) substantial losses at Co-op Bank which forced the bank to undertake a liability management exercise to raise further capital and a debt restructure which entailed junior bondholders being bailed-in as part of the restructuring.

In July Moody's placed the A3 long-term ratings of Royal Bank of Scotland and NatWest Bank and the D+ standalone financial strength rating of RBS on review for downgrade amid concerns about the impact of any potential breakup of the bank on creditors. As a precautionary measure the Council reduced its duration to overnight for new investments with the banks. In March Moody's downgraded the long-term ratings of both banks to Baa1. NatWest is the Council's banker and will continue to be used for operational and liquidity purposes.

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The Co-op's long-term ratings were downgraded by Moody's and Fitch to Caa1 and B respectively, both sub-investment grade ratings. The Co-op Bank's capital raising plans to plug a capital shortfall include a contribution from the Co-op Group which is committed to injecting £313m in 2014. However, in order to cover future expected losses and to meet the Prudential Regulation Authority's capital targets, a further £400m is being sought from shareholders, of which Co-operative Group's share is approximately £120m. Given the Co-op Group's own financial position, payment of these sums is by no means certain, leaving the bank with a precarious capital position.

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Appendix B - Borrowing and Investment Activities

The Borrowing Requirement and Debt Management

The Council's capital expenditure is financed by external funding, revenue contributions or capital receipts. The Council is allowed to borrow to fund any shortfall in financing, provided the level of borrowing is prudent and sustainable. The Council increases its borrowing requirement when incurring any capital expenditure which is not financed by grants, contributions, capital receipts or revenue contributions. In addition to paying interest on debt, local authorities are required to set cash aside annually to repay the principal General Fund debt balance by means of a Minimum Revenue Provision (MRP). The borrowing requirement is reduced by the amount of any in year MRP

Borrowing Activity in 2013/14

	Balance on 01/04/2013 £m	Debt Maturin g £m	Reclassificati on	Balance on 31/03/2014 £m
CFR	399.4			418.2
Short Term Borrowing ¹	7.6	(7.6)	16.4	16.4
Long Term Borrowing	308.0	0	(16.4)	291.6
TOTAL BORROWING	315.6	(7.6)	0	308.0
Other Long Term Liabilities	17.5	(0.7)	0	16.8
TOTAL EXTERNAL DEBT	333.1	(8.3)	0	324.8

The Council's underlying need to borrow as measured by the Capital Financing Requirement (CFR) as at 31/3/2014 was estimated at £418.2m.

The Council did not repay any debt prematurely in the 2013/14 financial year.

The Council did not fund any of its capital expenditure through new borrowing in 2013/14. All borrowing requirements were met by internal resources. The PWLB remains the Council's preferred source of borrowing given the transparency and

¹ Loans with maturities less than 1 year and excludes short term borrowing for cash flow purposes borrowed and repaid in year.

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control that its facilities continue to provide. The Council has access to borrowing at the PWLB certainty rate which was introduced by the PWLB in November 2012, allowing the authority to borrow at a reduction of 20bps on the Standard Rate.

Internal Borrowing

Given the significant cuts to local government funding putting pressure on Council finances, the strategy followed was to minimise debt interest payments without compromising the longer-term stability of the portfolio. The differential between the cost of new longer-term debt and the return generated on the Council's temporary investment returns was significant, between 2% - 3%. The use of internal resources in lieu of borrowing was judged to be the most cost effective means of funding capital expenditure. This has, for the time being, lowered overall treasury risk by reducing both external debt and temporary investments. Whilst this position continued in 2013/14, it will not be sustainable with reducing cash balances. It is estimated that there will be a need to borrow externally for capital purposes during 2014/15

Lender's Option Borrower's Option Loans (LOBOs)

The CIPFA Treasury Management Code requires the prudential indicator relating to Maturity of Fixed Rate Borrowing to reference the maturity of LOBO loans to the earliest date on which the lender can require payment, i.e. the next call date. This change is reflected in Appendix C, paragraph (c). LOBO loans with a principal of £13.5m are disclosed as reaching maturity in less than 12 months.

Debt Rescheduling / Restructuring

No debt rescheduling or restructuring was undertaken in 2013/14.

Investment Activity

CLG's Investment Guidance requires local authorities to focus on security and liquidity, rather than yield.

Investment Activity in 2013/14

Investments	Balance on 01/04/2013 £m	Investments Made / Capital Appreciation £m	Maturities/ Investments Sold £m	Balance on 31/03/2014 £m
Short Term Investments*	36.7	578.3	594.9	20.1
Long Term Investments	0	0	0	0
Investments in Pooled Funds	4.7	0.2	0	4.9
TOTAL INVESTMENTS	41.4	578.5	594.9	25.0

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*includes liquidity account and cash equivalents.

Security of capital remained the Council's main investment objective. This was maintained by following the Council's counterparty policy as set out in its Treasury Management Strategy Statement for 2013/14. Investments during the year included:

- Investments in AAA-rated Constant & Variable Net Asset Value Money Market Funds
- Call accounts and deposits with Banks and Building Societies systemically important to the UK's banking system.

Credit Risk

Counterparty credit quality was assessed and monitored with reference to credit ratings; credit default swaps; GDP of the country in which the institution operates; the country's net debt as a percentage of GDP; any potential support mechanisms and share price. The minimum long-term counterparty credit rating determined for the 2013/14 treasury strategy was A-/A-/A3 across rating agencies Fitch, S&P and Moody's.

Arlingclose Ltd's Credit Risk Summary enclosed in Appendix A, details issues impacting the credit risk environment for Local Authorities. One of the key issues faced by Central Bedfordshire Council has been the downgrading of the Council's banker in March 2014 to Baa1 by Moody's, a credit rating below the Council's minimum credit criterion of A-. As per the approved Treasury Management Strategy, the Council has continued to utilise Natwest for operational and liquidity purposes.

Liquidity

In keeping with the CLG's Guidance on Investments, the Council has maintained a sufficient level of liquidity through the use of Money Market Funds/overnight deposits/call accounts.

Yield

The Council sought to optimise returns commensurate with its objectives of security and liquidity. The UK Bank Rate was maintained at 0.5% through the year.

The Council considered an appropriate risk management response to uncertain and deteriorating credit conditions in Europe was to shorten maturities for new investments. Short term money market rates also remained at very low levels (as shown in table 1 in Appendix C which had a significant impact on investment income, as investments were placed overnight or for short periods .

The Council's investment income for the year was £0.7m with the Council's long term investment in the Lime Fund providing some cushioning against the low interest rate environment.

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The average cash balances representing the Council's reserves, contributions/grants in advance, and working balances, were £58.2m during the period.

Compliance

To support financial strategic planning and decision making the Council approves annually a series of prudential indicators which are regularly monitored. The Council did not exceed any of the various limits determined by the Treasury Management Strategy and specific Prudential Indicators. Full details of performance in respect of all of the prudential indicators for 2013/14 are set out in Appendix C.

In compliance with the requirements of the CIPFA Code of Practice this report provides members with a summary report of the treasury management activity during 2013/14. The council can confirm it has taken a prudent approach in relation to investment activity with priority being given to security and liquidity over yield.

The Authority can confirm that during 2013/14 it complied with its **Treasury Management Policy Statement** and **Treasury Management Practices**.

Other Items

Training: The needs of the Authority's treasury management staff for training in investment management are assessed annually as part of the staff appraisal process, and additionally when the responsibilities of individual members of staff change.

During 2013/14 staff attended training courses, seminars and conferences provided by Arlingclose Ltd.

Additionally training was provided to Overview and Scrutiny in 2013 on Treasury Management.

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Appendix C - Prudential Indicators

Capital Financing Requirement (CFR)

Estimates of the Council's cumulative maximum external borrowing requirement for 2013/14 to 2015/16 are shown in the table below:

	31/03/2014 Approved £m	31/03/2014 Actual £m	31/03/2015 Estimate £m	31/03/16 Estimate £m
General Fund CFR	269.5	254.1	308.1	341.4
HRA CFR	163.9	164.1	165.0	165.0
Gross CFR	433.4	418.2	473.1	506.4
Less: Other Long Term Liabilities	(16.8)	(16.8)	(16.3)	(15.7)
Borrowing CFR	416.6	401.4	456.8	490.7
Less: Existing Profile of Borrowing	(308.0)	(308.0)	(291.6)	(282.2)
Gross Borrowing Requirement/Internal Borrowing	108.6	93.4	165.2	208.5
Usable Reserves	70.8	103	96.4	99.6
Net Borrowing Requirement	37.8	0	68.8	108.9

* Based upon estimated 2013/14 usable reserves

In the Prudential Code Amendment (November 2012), it states that the Chief Finance Officer should make arrangements for monitoring with respect to gross debt and the capital financing requirement such that any deviation is reported to him/her, since any such deviation may be significant and should lead to further investigation and action as appropriate.

	31/03/2014 Approved £m	31/03/2014 Actual £m	31/03/2015 Estimate £m	31/03/16 Estimate £m
CFR	433.4	418.2	473.1	506.4
Gross Debt	324.8	324.8	291.6	282.2
Difference	108.6	93.4	181.5	224.2
Borrowed in excess of CFR? (Y/N)	N	N	N	N

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Prudential Indicator Compliance

(a) Authorised Limit and Operational Boundary for External Debt

- The Local Government Act 2003 requires the Council to set an Affordable Borrowing Limit, irrespective of their indebted status. This is a statutory limit which should not be breached.
- The Operational Boundary is based on the same estimates as the Authorised Limit but reflects the most likely, prudent but not worst case scenario without the additional headroom included within the Authorised Limit.
- The Chief Finance Officer confirms that there were no breaches to the Authorised Limit and the Operational Boundary during the year.

	Operational Boundary (Approved) as at 31/03/2014 £m	Authorised Limit (Approved) as at 31/03/2014 £m	Actual External Debt as at 31/03/2014 £m
Borrowing	442.4	452.4	308
Other Long-term Liabilities	19.8	22.3	16.8
Total	462.2	474.7	324.8

(b) Upper Limits for Fixed Interest Rate Exposure and Variable Interest Rate Exposure

- These indicators allow the Council to manage the extent to which it is exposed to changes in interest rates.
- The upper limit for variable rate exposure allows for the use of variable rate debt to offset exposure to changes in short-term rates on our portfolio of investments.

	Approved Limits for 2013/14 %	Maximum during 2013/14 %
Upper Limit for Fixed Rate Exposure	100	74.5
Compliance with Limits:	Yes	Yes
Upper Limit for Variable Rate Exposure	40	25.5
Compliance with Limits:	Yes	Yes

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(c) Maturity Structure of Fixed Rate Borrowing

This indicator is to limit large concentrations of fixed rate debt needing to be replaced at times of uncertainty over interest rates.

Maturity Structure of Fixed Rate Borrowing	Upper Limit %	Lower Limit %	Actual Fixed Rate Borrowing as at 31/03/2014 £m	Fixed Rate Borrowing as at 31/03/2014 %	Compliance with Set Limits?
under 12 months	20	0	13.5	5.9	Yes
12 months and within 24 months	20	0	0	0	Yes
24 months and within 5 years	60	0	0	0	Yes
5 years and within 10 years	100	0	1.6	0.7	Yes
10 years and within 20 years	100	0	133.1	57.7	Yes
20 years and within 30 years	100	0	20	8.7	Yes
30 years and within 40 years	100	0	40.3	17.5	Yes
40 years and within 50 years	100	0	22.0	9.6	Yes
50 years and above	100	0	0	0	Yes

(The 2011 revision to the CIPFA Treasury Management Code requires the prudential indicator relating to Maturity of Fixed Rate Borrowing to reference the maturity of LOBO loans to the earliest date on which the lender can require payment, i.e. the next call date)

(d) Capital Expenditure

This indicator is set to ensure that the level of proposed capital expenditure remains within sustainable limits, and, in particular, to consider the impact on Council tax and in the case of the HRA, housing rent levels.

Capital Expenditure	2013/14 Approved £m	2013/14 Actual £m	31/03/2015 Estimate £m	31/03/16 Estimate £m
Non-HRA	94.6	74.5	89.6	112.0
HRA	8.6	7.6	17.2	12.1
Total	103.2	82.1	106.8	124.1
Compliance with Set Limits		Yes		

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Capital expenditure has been and will be financed or funded as follows:

Capital Financing	2013/14 Approved £m	2013/14 Actual £m	31/03/2015 Estimate £m	31/03/16 Estimate £m
Capital receipts	4.2	2.9	8.2	11.9
Government Grants	49.6	44.6	35.7	59.5
Major Repairs Allowance		6.6		
Revenue contributions	8.4	2.3	16.5	11.4
Total Financing	62.1	56.4	60.4	82.7
Borrowing*	41.1	25.7	46.5	41.4
Total Funding	103.2	82.1	106.8	124.1

* Internal borrowing for 2013/14 and whilst balances permit in 2014/15

The table shows that the capital expenditure plans of the Council could not be funded entirely from sources other than external borrowing. The Council was able to meet the 2013/14 borrowing requirement from internal resources.

(e) Ratio of Financing Costs to Net Revenue Stream

- This is an indicator of affordability and highlights the revenue implications of existing and proposed capital expenditure by identifying the proportion of the revenue budget required to meet financing costs.
- The ratio is based on costs net of investment income.

Ratio of Financing Costs to Net Revenue Stream	2013/14 Approved %	2013/14 Actual %	31/03/2015 Estimate %	31/03/16 Estimate %
Non-HRA	6.6	6.3	7.2	8.2
HRA	13.9	14.0	13.9	13.6
Total	7.6	7.3	8.1	9.0

(f) Adoption of the CIPFA Treasury Management Code

This indicator demonstrates that the Council has adopted the principles of best practice.

Adoption of the CIPFA Code of Practice in Treasury Management
The Council approved the adoption of the CIPFA Treasury Management Code at full Council meeting on 29 th November 2012.

(g) Upper Limit for Total Principal Sums Invested Over 364 Days

Annual Treasury Report 2012/13

The purpose of this limit is to contain exposure to the possibility of loss that may arise as a result of the Authority having to seek early repayment of the sums invested.

Upper Limit for total principal sums invested over 364 days	2013/14 Approved £m	2013/14 Actual £m	31/03/2015 Estimate £m	31/03/16 Estimate £m
	25.0	0.0	25.0	25.0

(h) **HRA Limit on Indebtedness**

	2013/14 Approved £m	2013/14 Actual £m	31/03/2015 Estimate £m	31/03/16 Estimate £m
HRA Debt Cap (as prescribed by CLG)	165.0	165.0	165.0	165.0
HRA CFR	165.0	164.1	165.0	165.0
Difference	0	0.9	0	0

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Appendix D Investment and Borrowing Rates 2013/14

Source: Arlingclose Ltd

The average, low and high rates correspond to the rates during the financial year and rather than only those in the tables below

Table 1: Bank Rate, Money Market Rates

Date	Bank Rate	O/N LIBID	7-day LIBID	1-month LIBID	3-month LIBID	6-month LIBID	12-month LIBID	2-yr SWAP Bid	3-yr SWAP Bid	5-yr SWAP Bid
01/04/2013	0.50	0.40	0.50	0.40	0.44	0.51	0.75	0.59	0.68	0.97
30/04/2013	0.50	0.50	0.47	0.40	0.44	0.51	0.75	0.57	0.64	0.91
31/05/2013	0.50	0.38	0.42	0.40	0.44	0.51	0.75	0.68	0.82	1.15
30/06/2013	0.50	0.43	0.38	0.40	0.44	0.51	0.75	0.78	0.99	1.52
31/07/2013	0.50	0.42	0.50	0.40	0.44	0.51	0.75	0.68	0.86	1.39
31/08/2013	0.50	0.43	0.41	0.41	0.44	0.51	0.76	0.81	1.10	1.71
30/09/2013	0.50	0.38	0.38	0.41	0.44	0.51	0.76	0.83	1.12	1.73
31/10/2013	0.50	0.38	0.38	0.42	0.45	0.53	0.80	0.79	1.07	1.66
30/11/2013	0.50	0.38	0.36	0.42	0.45	0.54	0.81	0.80	1.11	1.76
31/12/2013	0.50	0.35	0.35	0.42	0.45	0.54	0.81	1.00	1.43	2.13
31/01/2014	0.50	0.36	0.41	0.42	0.45	0.55	0.82	0.94	1.34	1.95
28/02/2014	0.50	0.36	0.40	0.42	0.45	0.60	0.83	0.98	1.34	1.95
31/03/2014	0.50	0.35	0.39	0.42	0.46	0.56	0.84	1.05	1.45	2.03
Minimum	0.50	0.30	0.35	0.40	0.44	0.51	0.75	0.55	0.62	0.87
Average	0.50	0.40	0.41	0.41	0.45	0.53	0.78	0.81	1.08	1.63
Maximum	0.50	0.50	0.50	0.45	0.53	0.65	0.84	1.05	1.47	2.17
Spread	--	0.20	0.15	0.05	0.09	0.14	0.09	0.5	0.85	1.29

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Table 2: PWLB Borrowing Rates – Fixed Rate, Maturity Loans (Standard Rate)

Change Date	Notice No	1 year	4½-5 yrs	9½-10 yrs	19½-20 yrs	29½-30 yrs	39½-40 yrs	49½-50 yrs
02/04/2013	125/13	0.02	0.51	1.62	2.72	3.05	3.13	3.09
30/04/2013	166/13	0.04	0.49	1.52	2.59	2.94	3.01	2.96
31/05/2013	208/13	0.14	0.73	1.82	2.84	3.16	3.24	3.21
30/06/2013	248/13	0.10	1.07	2.29	3.16	3.39	3.44	3.42
31/07/2013	293/12	0.09	0.95	2.22	3.16	3.37	3.40	3.38
31/08/2013	335/12	0.16	1.25	2.53	3.30	3.42	3.42	3.41
30/09/2013	377/12	0.18	1.23	2.46	3.23	3.37	3.38	3.36
31/10/2013	423/13	0.17	1.16	2.36	3.14	3.30	3.30	3.28
30/11/2013	465/13	0.22	1.31	2.58	3.34	3.45	3.43	3.41
31/12/2013	503/13	0.26	1.67	2.89	3.47	3.52	3.49	3.47
31/01/2014	044/13	0.24	1.47	2.58	3.26	3.37	3.33	3.31
28/02/2014	084/14	0.25	1.49	2.60	3.26	3.37	3.35	3.33
31/03/2014	126/13	0.34	1.60	2.65	3.29	3.41	3.39	3.37
	Low	0.02	0.48	1.51	2.56	2.89	2.96	2.92
	Average	0.18	1.19	2.38	3.18	3.35	3.36	3.34
	High	0.34	1.70	2.92	3.50	3.59	3.60	3.59

Table 3: PWLB Variable Rates

	1-M Rate	3-M Rate	6-M Rate	1-M Rate	3-M Rate	6-M Rate
	Pre-CSR			Post-CSR (Standard Rate)		
02/04/2013	0.5700	0.5600	0.5500	1.4700	1.4600	1.4500
28/06/2013	0.5600	0.5600	0.5600	1.4600	1.4600	1.4600
30/09/2013	0.5700	0.5700	0.5700	1.4700	1.4700	1.4700
31/12/2013	0.5700	0.5700	0.5700	1.4700	1.4700	1.4700
31/03/2014	0.5500	0.5600	0.5700	1.4500	1.4600	1.4700
Low	0.5500	0.5500	0.5400	1.4500	1.4500	1.4400
Average	0.5653	0.5641	0.5630	1.4653	1.4641	1.4630
High	0.5800	0.5700	0.5800	1.4700	1.4700	1.4800

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Meeting: Council
Date: 11 September 2014
Subject: Webcasting
Report of: Cllr Maurice Jones, Executive Member for Corporate Resources

Summary: This report proposes an approach for implementing webcasting in key council meetings, and includes new draft protocols on filming, recording and use of social media in council meetings.

Advising Officer: Deb Clarke, Director of Improvement and Corporate Services
Contact Officer: Georgina Stanton, Chief Communication Officer
Public/Exempt: Public
Wards Affected: All
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

Webcasting has been introduced in many authorities to demonstrate openness and transparency in democratic processes. Central Bedfordshire is committed to community and public engagement and the broadcasting of its meetings will enable both residents and organisations to connect with these.

Financial:

1. It is envisaged that the webcasting services will be procured from a specialist third party supplier at an annual estimated cost of £21,000. Year one costs are expected to be higher (at £27,000) to cover set up costs. An earmarked reserve has been agreed to initiate the system but on going costs will represent a budget pressure.

Legal:

2. Whilst there is no statutory requirement to webcast Council meetings it is recommended best practice by the Department for Communities and Local Government.
3. This year Central Government has also published regulations; Openness of Local Government Bodies Regulations 2014, which will strengthen the rights of the public and press to film, audio record, photograph, blog, tweet or use any other type of social media to report any public meetings of their councils, including committees, sub-committees and joint committees.
4. Whilst webcast recording will be publically available the minutes will continue to be the formal record of the meeting.

5. Protocols have also been developed that will protect the Council from potential legal challenges relating to the Human Rights Act and/or Data Protection requirements.

Risk Management:

6. As with all technologies, there are risks for potential failure. These would be mitigated through contract arrangements with the third party supplier which would address contingency and recovery arrangements.

Staffing (including Trades Unions):

7. Not applicable.

Equalities/Human Rights:

8. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
9. This proposal is likely to increase access to and awareness of our democratic processes to all members of our community.

Public Health

10. This proposal is likely to increase access to and awareness of our democratic processes in relation to public health decisions.

Community Safety:

11. This proposal is likely to increase access to and awareness of our democratic processes in relation to community safety decisions.

Sustainability:

12. Not Applicable.

Procurement:

13. A procurement exercise will be undertaken before commissioning a provider.

RECOMMENDATIONS:

The Committee is asked to:

- 1. review and agree the proposed approach for implementing webcasting;**
- 2. approve the provisions suggested to prepare Members and Officers for the implementation of webcasting**
- 3. approve the approach to review the new system, to assess the extent to which the equipment, procedures and officer support are meeting operational requirements**

4. review and agree the new draft protocol for webcasting, recording and using social media in council meetings.

Introduction

14. Webcasting is a process that allows anyone to view democratic processes online, either through live transmission or watching later after the event.
15. A number of other councils have been webcasting meetings for some fifteen years and BBC Parliament broadcasts continued, unedited live webcasts of national democratic processes.
16. The reach of webcasts is dependent upon the nature of debates, promotional activity and the amount of time that the system has been in operation. Bristol City Council has been webcasting meetings for many years and their meetings are viewed on line approximately 22,000 times per year.
17. Evidence suggests that the uptake of video is only likely to increase. Film is increasingly popular as a communication method, as shown by the growth in online video websites such YouTube, which is now the third most viewed website after Google and Facebook.
18. As a council we frequently use video to communicate with residents about our services, consultations and policies. To date, more than 26,000 people have viewed the Council's videos online.
19. The Government's Openness of Local Government Bodies Regulations 2014 give the public and press rights to film or use any type of social media to report any public meetings of their Councils. Although these Regulations do not require Councils to webcast meetings in the context of the new regulations it may be beneficial for the Council to have and make available one complete true record of meetings via a webcast.

Proposed approach

20. A cross Council officer working group has been considering the technological and operational implications of introducing webcasting. A procurement expert has also supported the group.
21. The working group have explored the feasibility of using the current audio visual equipment for webcasting. The current provider of the equipment is not able to deliver webcasting themselves.
22. It is, therefore proposed, that the Council contracts with an expert third party supplier and explore the possibility of using our existing equipment. There are several such companies currently working with local authorities. A provider will be selected following a robust procurement exercise. Whilst value for money will be important in the evaluation of potential providers so too will experience and successful delivery of similar services elsewhere.
23. It is proposed that we enable webcasting from both the Priory House Council Chamber and Watling House Committee Room 1.

24. Occasionally we may hold a public meeting in a community venue. If we want these meetings to be filmed we will commission a local filming professional to film the meeting and make the film available online for public viewing within 24 hours of the meeting. The Council has used this approach successfully before and it offers the best value for money option.
25. It is proposed to implement webcasting from December 2014 for the following meetings:
- Full Council
 - Executive
 - Development Management Committee.
26. Although other meetings are not proposed for webcasting in the first instance, should the Chairman decide that an agenda item is likely to attract public interest, the relevant meeting could be webcast.
27. The technical, operational and procedural implications of the system will be closely monitored.
28. Feedback from a range of stakeholders will inform a formal review, which is envisaged following the first six months of operation and then on an annual basis thereafter.
29. The review reports and any recommendations for change/amendment will be presented to the General Purposes Committee in the first instance and, if necessary, to future Full Council meetings.

New Protocol

30. Approval is also sought for the draft protocol (attached at Appendix A) which will:
- Allow external participants in the meetings to be given sufficient information about the webcasting process.
 - Empower the Chairman of any meeting that is being webcast to suspend the process in specific circumstances such as when exempt information was under consideration.
 - Ensure that the Council complies with its own constitutional and wider statutory requirements.

Preparation Arrangements

31. In advance of the implementation of the webcasting service, work on operational preparedness will include:
- Extensive briefing and training sessions for both officers and Members who will be affected by the new model.
 - Such training will include exposure to the experience of a webcast meeting, ahead of the launch of the public facing service.
 - Engagement with the in house IT team to ensure compatibility with the Council's IT systems and particularly its web presence.

Proposed timetable

32. Commission a provider by end of September 2014.
33. Preparation phase for Members and Officers during October– November 2014.
34. Implementation of system in December 2014.
35. Six monthly review report prepared and presented to General Purposes Committee July 2015.

Appendices:

Appendix A – Draft protocol for webcasting, recording and using social media in council meetings.

Background Papers:

None

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Central Bedfordshire Council protocol for webcasting, recording and use of social media in council meetings.

Webcasting

The Council will transmit live on the internet ('webcasting'), and record for subsequent transmission some of its public meetings. Fixed cameras are located within the Council Chamber at Priory House which will be used for this purpose.

This Protocol has been agreed to assist the conduct of webcast meetings and to ensure that in doing so the Council is compliant with its obligations under the Data Protection Act 1998 and the Human Rights Act 1998.

Accordingly the following will apply to all meetings to be webcast by the Council.

Main Provisions

1. The Chairman of the meeting has the discretion to terminate or suspend the webcast if continuing to webcast would prejudice the proceedings of the meeting.

This may include, but is not restricted to:

- (i) during the management of public disturbance
 - (ii) when the proceedings of the meeting were suspended for any reason
 - (iii) during consideration of exempt matters when the public and press had been excluded from the meeting.
2. No exempt or confidential agenda items shall be webcast.
 3. Any elected Member who is concerned about any webcast should raise their concerns with the Monitoring Officer.

Agenda front sheets and signage at meetings

On the front of each agenda for meetings that will be webcast, and on signs inside and outside of the Council's Chamber, there will be the following notice:

Webcasting Notice

This meeting may be filmed by the Council for live and/or subsequent broadcast online at [www.address to be confirmed](#). At the start of the meeting the Chairman will confirm if all or part of the meeting will be filmed. The footage will be on the website for six months. A copy of it will also be retained in accordance with the Council's data retention policy. The images and sound recording may be used for training purposes within the Council.

If you make a representation to the meeting you will be deemed to have consented to be filmed. By entering the Chamber you are also consenting to be filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes.

**If you have any queries regarding webcasting of meetings, please contact
XXXXXXXXXX**

Development Management Committee Meetings

In any correspondence notifying supporters or objectors of the meeting date on which a proposal will be heard, the following advice will be included:

Please note that Council meetings may be filmed for live or subsequent broadcast online by the Council.

Conduct of meetings

At the start of each meeting to be filmed by the Council, the following announcement will be made by the Chairman:

I would like to remind everyone present that this meeting will be filmed by the Council and broadcast live on the internet and will be capable of repeated viewing.

If you are seated in the Chamber it is likely that the cameras will capture your image. By your presence, you are deemed to consent to be filmed and to the use of those images and sound recordings for webcasting and/or training purposes. If you address the Committee your contribution will be recorded and broadcast unless this is during a period when the meeting is in private session, as permitted by the Access to Information provisions.

As the Chairman of the meeting, I can, at my discretion, terminate or suspend filming, if in my opinion, continuing to do so would prejudice the proceedings of the meeting or if I consider that continued filming might infringe the rights of any individual or breach any statutory provision.

Cessation of webcasting for private sessions

No part of any meeting will be webcast after Members have resolved to exclude the press and public because there is likely to be disclosure of exempt or confidential information. The Committee Services Officer will check that filming and/or recording of the meeting has ceased and will confirm this to the Chairman of the meeting before any discussion of exempt or confidential matters is commenced.

Storage and retention of webcasts

Webcast meetings will be recorded and broadcast on the internet. All archived webcasts will then be available to view for a period of six months. Meetings will be recorded onto DVD, which will be stored in accordance with records management procedures.

Archived webcasts shall only be removed from the website if the Monitoring Officer considers that it is necessary because all or part of the content of the webcast is or is likely to be in breach of any statutory provision, for example Data Protection and Human Rights legislation or provisions relating to confidential or exempt information. It is anticipated, however, that meetings will be conducted lawfully and that the need to exercise this power will occur only on an exceptional basis.

Council Members and lay-members will be notified by the Monitoring Officer if such action is taken.

Copyright notice

All footage from our webcasts is the copyright of Central Bedfordshire Council. The people featured in our webcasts have agreed to appear ONLY on the Council's official webcast site. You are not permitted to download any footage nor upload it (whether in part or in full) to another website without the written permission of Central Bedfordshire Council and those featured in the webcast. Also, video sharing websites (e.g. Youtube, Google Video) state under their terms and conditions that you must be

APPENDIX A

the copyright owner and have the permission of all those involved in order to upload videos to their sites.

You can, however, share a link to the official webcast video.

Other filming or recording of meetings by the public or press

The press and public are entitled to film, photograph, audio-record or any public meetings of the Council.

Those undertaking these activities must not act in a disruptive manner; this could result in expulsion from the meeting. Essentially, this could be any action or activity which disrupts the conduct of the meeting. Examples can include:

- moving to areas outside the areas designated for the public/press without the consent of the Chairman
- excessive noise in recording or setting up or re-setting equipment during the debate/discussion
- intrusive lighting and use of photography and
- asking people to repeat statements for the purposes of recording.

Oral commentary during the meeting is not permitted as this would be disruptive.

No recording is permitted and no recording equipment, other than the Council's own equipment, may be left in the room where a private meeting will be held or where, confidential or exempt items are being discussed. Recording will be suspended if a resolution is passed to exclude the public or if the Chairman suspends the meeting due to disorderly conduct.

Reporting using social media at meetings

Anyone attending one of the Council's meetings is welcome to report on the proceedings by making use of social media (e.g. to tweet or blog), provided that this does not disturb the business of the meeting.

There is no need to secure permission before using social media.

Council Members and lay-members attending any of the Council's meetings may use social media except when an exempt matter is under consideration. Members and lay-members are reminded that they must take account of all information presented before making a decision, particularly when a planning application is under consideration, and should actively listen and be courteous to others.

Again, using social media should not disturb the business of the meeting.

Any concerns about a Member or lay-member using social media should be raised with the Chairman before or after the meeting.

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Meeting: Council
Date: 11 September 2014
Subject: Independent Remuneration Panel: Membership
Report of: Cllr Maurice Jones, Executive Member for Corporate Resources
Summary: This report proposes re-appointing two existing members to the Panel.

Advising Officer: Melanie Clay, Chief Legal and Democratic Services Officer
Contact Officer: Brian Dunleavy, Democratic Services Manager
Public/Exempt: Public
Wards Affected: All
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

The recommendation supports the Council priorities:

- Enhancing the local community.
- Value for money.

Financial:

Members of the Panel receive an allowance for each meeting attended which is at the same level as allowances paid to co-opted members. The allowances are currently £75 where a meeting lasts up to 4 hours and £150 where it is over 4 hours. Historically the Panel has never met on more than 3 occasions in a financial year.

Legal:

The Council is required to establish and maintain an IRP under the Local Authorities (Members' Allowances) (England) Regulations 2003

Risk Management:

None resulting from this report.

Staffing (including Trades Unions):

None resulting from this report.

Equalities/Human Rights:

The Panel is required to make recommendations to the Council concerning a Scheme of Members' Allowances, and the 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

RECOMMENDATION:

- That Dr R Tipping and Mr C Bell are offered further appointments to the Independent Remuneration Panel for the periods ending 31 March 2019 and 31 March 2018 respectively.**

1. Background

The Local Authorities (Members' Allowances) (England) Regulations 2003 require that a local authority may not adopt or amend a Scheme of Members' Allowances without first having regard to recommendations made to it by an Independent Remuneration Panel.

- The Regulations also require that each local authority must establish an independent remuneration panel consisting of at least three members who must not be a member of a committee or sub-committee of the authority or disqualified from being a member of an authority.

3. Panel Membership – Renewal appointments

The most recent Panel membership arrangement is as follows:

Name of Member	Period of Appointment
Mr C Bell	Expires 31 March 2014
Dr R Tipping	Expires 31 March 2015
Mrs H Orme	Expires 31 March 2016
Mr G Lambert	Expires 31 March 2017

Dr Tipping, who was first appointed in 2012 and Mr Bell, who served on the Panels of the legacy authorities, have been consulted on their continued membership of the Panel and both have indicated that they wish to do so.

4. Statutory Guidance on the 2003 Regulations stipulates that

“The local authority will need to consider the term of office of members of the panel.... The panel may become more effective as its knowledge and understanding of members’ allowances is increased.....Accordingly, local authorities may wish to consider appointing members of the panel for a term of office of several years, perhaps 3-5 years. Local authorities may also wish to consider phasing appointments to ensure that there is always one member of the panel who has some experience.....This could be achieved by differing lengths of appointment”.

5. Dr Tipping has served less than 3 years on the Panel in his initial period and it is proposed that he be offered a further appointment to the Panel for the period expiring on 31 March 2019. There would be benefits of continuity in the panel’s membership by re-appointing Mr Bell who has extensive knowledge of members’ allowances.

Background Papers: (open to public inspection) None

Location of papers: Not applicable

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