

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



please ask for Leslie Manning
direct line 0300 300 5132
date 3 July 2014

NOTICE OF MEETING

GENERAL PURPOSES COMMITTEE

Date & Time

Thursday, 17 July 2014 10.00 a.m.

Venue at

Room 15, Priory House, Monks Walk, Shefford

Richard Carr
Chief Executive

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

Clrs P Hollick (Chairman), R C Stay (Vice-Chairman), A L Dodwell,
J G Jamieson, D Jones, M R Jones, Mrs J G Lawrence, D J Lawrence,
K C Matthews, J Murray, R B Pepworth and M A G Versallion

[Named Substitutes:

P N Aldis, D Bowater, N B Costin, D J Hopkin, A Shadbolt, I Shingler and
J N Young]

All other Members of the Council - on request

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

AGENDA

1. **Apologies for Absence**

To receive apologies for absence and notification of substitute Members.

2. **Minutes**

To approve as a correct record the minutes of the meeting of the General Purposes Committee held on 29 May 2014 (copy attached).

3. **Members' Interests**

To receive from Members any declarations of interest.

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

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

5. **Petitions**

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

6. **Questions, Statements or Deputations**

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

Reports

Item	Subject	Page Nos.
7.	Webcasting To consider a proposed approach for implementing webcasting in key Council meetings, including draft protocols on filming and the use of social media.	* 29 - 38
8.	Standards Complaints - Annual Report To consider the annual report on ethical standards complaints and related issues.	+ To Follow

9. **Constitution Update - Maintaining the Constitution** * 39 - 42
- To consider an amendment to the Constitution to enable it to be maintained as an up to date document.
10. **Constitution Update in Respect of Capital Programme Management and Asset Related Delegations** * 43 - 56
- To seek Members' views on proposed amendments to the Constitution in respect of capital programme approval limits and asset related delegation.
11. **General Purposes Committee - Work Programme for 2014/15** * 57 - 60
- To consider the Committee's proposed work programme for 2014/15.
12. **Exclusion of Press and Public**
- To consider whether to pass a resolution under section 100A of the Local Government Act 1972 to exclude the Press and Public from the meeting for the following item of business on the grounds that the consideration of the item is likely to involve the disclosure of exempt information as defined in Paragraph 1 of Part I of Schedule 12A of the Act.

Exempt Paper

<i>Item</i>	<i>Subject</i>	<i>Exempt Para.</i>	<i>Page Nos.</i>
13.	Standards Complaints - Annual Report	* 1	+ To Follow
	To receive the exempt appendix to the annual report on ethical standards complaints and related issues.		

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CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **GENERAL PURPOSES COMMITTEE** held at Council Chamber, Priory House, Monks Walk, Shefford on Thursday, 29 May 2014

PRESENT

Cllr R C Stay (Vice-Chairman)
(in the Chair)

Cllrs J G Jamieson
D Jones
D J Lawrence
Mrs J G Lawrence

Cllrs K C Matthews
J Murray
R B Pepworth
M A G Versallion

Apologies for Absence: Cllrs A L Dodwell
P Hollick
M R Jones

Substitutes: Cllrs D Bowater (In place of P Hollick)
A Shadbolt (In place of A L Dodwell)

Members in Attendance: Cllrs P N Aldis
R D Berry

Officers in Attendance: Ms D Clarke – Director of Improvement and Corporate Services
Mrs M Clay – Chief Legal and Democratic Services Officer
Mrs C Jones – Chief People Officer (Acting)
Mr G Jones – Assistant Director Children's Services Operations
Mr R Gould – Head of Financial Control
Mr P Howard – HR Business Partner – Children's Services
Mr L Manning – Committee Services Officer

GPC/14/2. **Minutes**

RESOLVED

that the minutes of the meetings of the General Purposes Committee held on 20 January 2014 and 1 May 2014 be confirmed and signed by the Chairman as a correct record.

GPC/14/3. **Members' Interests**

Item 7 – Local Government Pension Scheme Update

- a) The following Members declared an interest as members of the Local Government Pension Scheme:

D Bowater
J G Jamieson
A Shadbolt
R C Stay

(Note: The above declarations were made as a precautionary measure. A general dispensation has been approved for all members of the Council under section 33 of the Localism Act 2011 allowing them to participate and vote at meetings when an item of business relating to an allowance, payment or indemnity given to all Members is under discussion. Schedule 1 of Part F1 of the Constitution refers);

- b) Councillor D J Lawrence declared an interest as the Deputy Chairman of the Pension Fund Committee (administered by Bedford Borough Council);
- c) Councillor D Jones declared an interest as a member of the Pension Fund Committee (administered by Bedford Borough Council);
- d) Councillor J G Jamieson declared an interest as a member of the of Local Government Pensions Committee (a body of the Local Government Association/Welsh Local Government Association/Convention of Scottish Local Authorities).

Item 8 – Local Government Pension Scheme – Discretions Policy

- a) The following Members declared an interest as members of the Local Government Pension Scheme:

D Bowater
J G Jamieson
A Shadbolt
R C Stay

(Note: The above declarations were made as a precautionary measure. A general dispensation has been approved for all members of the Council under section 33 of the Localism Act 2011 allowing them to participate and vote at meetings when an item of business relating to an allowance, payment or indemnity given to all Members is under discussion. Schedule 1 of Part F1 of the Constitution refers);

- b) Councillor D J Lawrence declared an interest as the Deputy Chairman of the Pension Fund Committee (administered by Bedford Borough Council);
- c) Councillor D Jones declared an interest as a member of the Pension Fund Committee (administered by Bedford Borough Council);
- d) Councillor J G Jamieson declared an interest as a member of the of Local Government Pensions Committee (a body of the Local Government Association/Welsh Local Government Association/Convention of Scottish Local Authorities).

GPC/14/4. **Chairman's Announcements and Communications**

None.

GPC/14/5. **Petitions**

No petitions were received from members of the public in accordance with the Public Participation Procedure as set out in Annex 2 of Part A2 of Part A4 of the Constitution.

GPC/14/6. **Questions, Statements or Deputations**

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

GPC/14/7. **Local Government Pension Scheme Update**

The Committee considered a report by the Chief Finance Officer which provided an update on recent developments in respect of the Local Government Pension Scheme, explained the governance arrangements in place and outlined the latest financial position of the Fund.

Brief discussion followed.

NOTED

the Local Government Pension Scheme Update.

GPC/14/8. **Local Government Pension Scheme - Discretions Policy**

Members considered a report by the Director of Improvement and Corporate Services regarding the requirements of the Local Government Pension Scheme Regulations for each employer to issue a written policy statement on

how it would exercise the discretions provided by the Scheme as well as to keep them under review and to revise them as necessary.

Members were reminded that in 2012 the Committee had approved the discretions to be applied by Central Bedfordshire Council as a Scheme employer. However, the new Pension Scheme rules which applied from 1 April 2014 required the Council to publish an up to date statement by 30 June 2014 with regard to how it would respond to the discretionary aspects of the Scheme's rules and regulations. To this end the Employer Policy Statement attached at Appendix A to the Director's report set out all of those discretions where the Council was required to have a written policy as advised by Bedfordshire Pension Fund. The document reflected the current discretions which were still required and additional discretions not previously included in the Council's policy that also required a policy decision by the Council as a Scheme employer.

The Chief People Officer (Acting) drew Members attention to a proposed amendment to Appendix A with regard to Regulation R16 (2)(e) & R16 (4)(d).

The 2008 Policy Statement on Employing Authority Discretions, attached at Appendix B to the report, had been annotated to reflect the 2014 amendments.

RESOLVED

that the Local Government Pension Scheme 2014 Employer Policy Statement, attached at Appendix A to the report of the Director of Improvement and Corporate Services, and the Policy Statement on Employing Authority Discretions (with 2014 Amendments), as attached at Appendix B to the report, be approved and adopted subject to the following amendment to Appendix A:

Regulation R16 (2)(e) & R16 (4)(d) - the Council's policy to be amended by adding the words 'or an administrative body requirement to do so' to the end of the sentence 'Central Bedfordshire Council will contribute to a shared cost Additional Pension Contribution contract where there is a statutory duty to do so.'

GPC/14/9. **Children's Social Worker Recruitment**

The Committee considered a presentation by the Assistant Director Children's Services Operations entitled 'Children's Social Worker Recruitment'. The presentation provided essential background on the issues surrounding the recruitment of social workers by local authorities, including the attractions offered by agency employment, and the local efforts being made to increase the in-house recruitment and retention of social workers by Central Bedfordshire Council. The slide pack for the presentation was circulated at the meeting.

A copy of the slide pack is attached at Appendix A to these minutes.

Full discussion followed. Whilst some confidence was expressed at the measures being implemented by the Council to recruit and develop newly qualified social workers it was also suggested that a monitoring report be submitted to the Committee in six months so that Members were aware of whether or not the aspirations set out within the presentation had been met. In view of the October recruitment intake the Assistant Director suggested that the report be submitted to the December meeting.

NOTED

the presentation by the Assistant Director Children's Services Operations entitled 'Children's Social Worker Recruitment'.

RESOLVED

that a monitoring report be submitted to the General Purposes Committee on 4 December 2014 to enable a comparison between the level of progress made on the recruitment and retention of children's social workers and that envisaged in the presentation made by the Assistant Director Children's Services Operations.

GPC/14/10. Recruitment and Retention of Children's Social Workers

The Assistant Director Children's Services Operations informed the Committee that this item had been withdrawn.

GPC/14/11. Market Rate Supplement Payments - Annual Update

The Committee considered a report by the Director of Improvement and Corporate Services which set out an update on the current application of Market Rate Supplements (MRS) to posts across Central Bedfordshire Council. The report provided information covering:

- The percentage of cost of market rate supplements against the total salary bill by directorate
- The number of MRS payments against salary bands
- Staff turnover in the service areas in receipt of MRS.

The meeting was reminded of the difficulties that arose in recruiting experienced, skilled professionals in certain service areas and how MRS payments were required to bridge the gap between the Council's salary levels and the current 'market' rate of pay. In particular Members were aware from a previous item (minute GPC/14/9 refers) of the important role played by MRS payments in social worker recruitment and this was mirrored by the main area for MRS payments being Children's Services.

The meeting noted that the majority of MRS payments were made to front line staff in the middle range and very few were made to those at a managerial level.

RESOLVED

that the annual update on the current application of market rate supplements to posts across Central Bedfordshire Council be received and endorsed.

GPC/14/12. Constitution Update

Members considered a report by the Executive Member for Corporate Resources regarding a number of proposed minor amendments to the Constitution. The meeting noted that the amendments were required to reflect recent internal changes in the internal structure of the Council, to provide greater clarity on certain matters and to reflect changes in the law. In addition there were some typographical errors which required correction.

The meeting was advised of errors that had occurred in Appendix A to the report, which set out the proposed changes referred to above. A replacement second page for the Appendix, which corrected the errors, was circulated for Members' information.

Members were aware that paragraph 2.3 of Part A5 of the Constitution provided that the Monitoring Officer, after consultation with the General Purposes Committee, make any urgent amendments to give effect to any decision of the Council, or changes in the law, and minor amendments such as to correct errors or to ensure that the Constitution was up to date. All of the proposed changes fell within the criteria described in the Constitution so there was no requirement for the Committee to approve them.

NOTED

that, following consultation with the General Purposes Committee as required under paragraph 2.3 of Part A5 of the Constitution, the minor changes to the Constitution as set out in the schedule attached at Appendix A to the report, as amended, will be made.

GPC/14/13. Revised Calendar of Meetings - Eight Week Cycle

The General Purposes Committee considered a report by the Chief Legal and Democratic Services Officer which set out the proposed revisions to the Council's adopted Calendar of Meetings for the Municipal Year 2014-15.

The Committee noted that the revisions would introduce an eight week cycle for the Executive and Overview and Scrutiny Committees with the aim of reducing the overall number of meetings without giving rise to a negative impact on effectiveness or efficiency. Discussions on the proposed eight week cycle had been held with senior officers and Members and by the Overview and Scrutiny Co-ordination Panel and support for the proposal had been given.

If adopted, the proposed revisions would be introduced from September 2014. This would allow the full range of changes arising from an eight week cycle to

take effect from the beginning of the September/October cycle of meetings. Members were advised that, as a result of adopting the new cycle, it would also be necessary to reschedule meetings of the Audit and the General Purposes Committees (22 September from the morning to the afternoon, . and 12 March to 5 March respectively). In addition a second meeting of the General Purposes Committee would need to be rescheduled (from 4 December to 20 November) to enable the Chairman to attend in view of his commitments in the December period. A draft revised Calendar of Meetings showing the proposed new meeting dates and those dates previously agreed by Council in January 2014 was attached at Appendix A to the report.

During discussion on the impact of the proposed revisions, reference was made to the presumption that all members of the Development Management Committee, together with nominated substitutes, would attend that Committee's site visits. Concern was expressed that, despite recent amendment to the site visit schedule, clashes remained in the revised Calendar between the site visit dates and those dates proposed for some Overview and Scrutiny Committee meetings. A request was made that officers ensure that such clashes did not arise when drafting the Calendar of Meetings for 2015-16. Further discussion then took place on the possible impact of the revised meeting cycle on the management of the Council's business.

In response to the concerns raised the Chairman assured Members that their comments had been noted and would be fully considered.

RECOMMENDED TO COUNCIL

that the proposed revisions to the 2014-15 Calendar of Meetings, as set out at Appendix B to these minutes, be approved and adopted.

GPC/14/14. General Purposes Committee - Work Programme for 2014/15

Members considered a report by the Chief Legal and Democratic Services Officer setting out the Committee's proposed work programme for the 2014/15 municipal year.

The meeting noted that a report on revisions to the Constitution would be submitted to the next meeting on 17 July.

In response to Members' queries the Chief Legal and Democratic Services Officer, in her role as the Council's Monitoring Officer, briefly outlined aspects of the content of her forthcoming report on standards complaints to the Committee in July. She referred to the challenges being experienced at some local parish councils and the constraints imposed by the Localism legislation on the sanctions available.

Members were aware that they had recommended the adoption of a revised Calendar of Meetings (minute GPC/14/13 above refers) and that, if the revised dates were approved by Council the Committee's meeting dates in December 2014 and March 2015 would be changed.

RESOLVED

that the proposed General Purposes Work Programme for the 2014/15 municipal year, as attached at Appendix B to the report of the Chief Legal and Democratic Services and, be approved subject to the following amendments:

17 July 2014 – add Revisions to Constitution

4 December 2014 – add Children’s Social Worker Recruitment Update.

(Note: The meeting commenced at 10.00 a.m. and concluded at 11.37 a.m.)

Chairman

Dated



APPENDIX A

Children's Social Worker Recruitment

Gerard Jones Assistant Director Children's
Services - May 2014

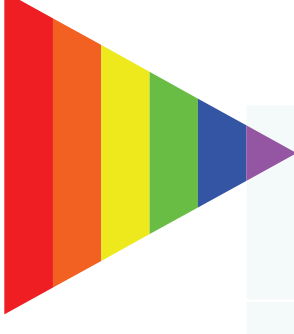
Social Workers

- Since 2005 Social Workers must have Degree/Masters & be registered with Health & Care Professionals Council (HCPC)
- Social Worker is a ‘Protected Title’
- Specialisms working with Adults or Children
- Children’s sub specialisms:
 - Child Protection
 - Looked After Children
 - Fostering
 - Adoption
 - Children with Disabilities

The National Picture for Social Work Recruitment



- There is a national skills shortage for Social Workers
- There is increasing demand for Social Workers in all sectors but particularly LA Children's Services
- We need 'qualified and experienced' Social Workers to meet our statutory responsibilities to children in need in CBC.
- Many LA's are struggling to recruit Social Workers



A Mixed Picture of Vacancies

	Assessment Teams	Family Support Teams	Children in Care 0-12 Teams	Disabled Children Teams	Fostering Teams	Adoption Teams
Establishment	20	33	27	11	11	6
Agency	13	18	17	3	1	0
Employed	7	15	10	8	10	6
Vacancy rate	65%	55%	63%	27%	10%	0

- Different pressures
- Will be similar differences in all Councils

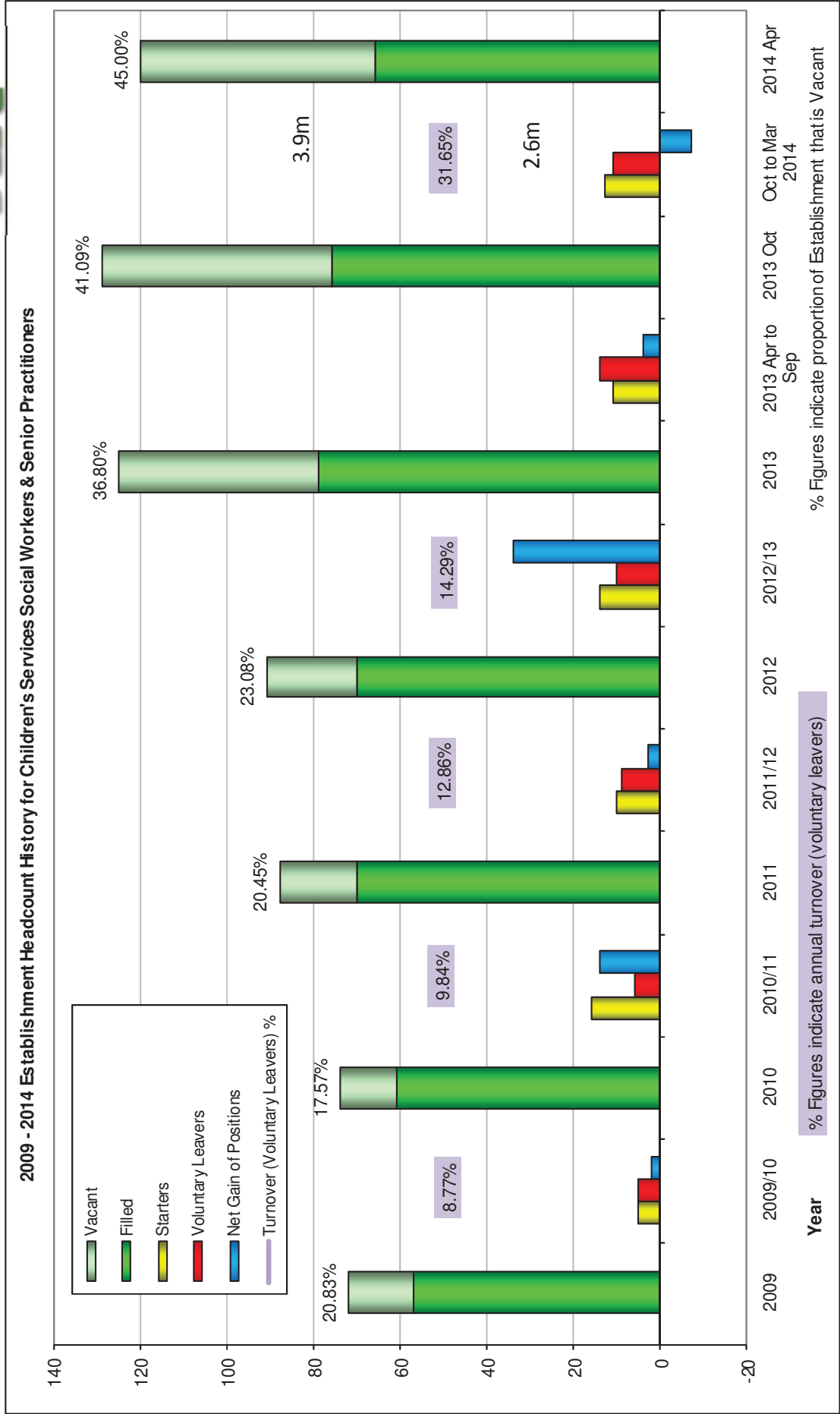
Attractions of Agency Employment for Social Workers



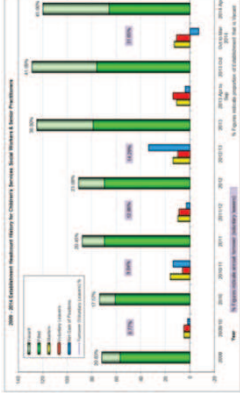
- Earn £57-69K vs employees £34-38K
- Cost us £70-83K vs employee £45-50K
- Advantages for Social Workers;
 - freedom of movement
 - earn more for the same work
 - choice of long term or short term contracts
 - opportunity to broaden experience
 - Pay differential compensates for lack of pension & sick pay



Our Progress



Background



- A low base and poor performance from the legacy authority Beds.CC
- Increased statutory responsibilities – care leavers, children in care, safeguarding children.
- Public concern about high profile cases such as Baby P.
- The Munro Review of Children’s Social Work
- Rising public expectations about service standards
- A new demanding OFSTED framework and a name and shame approach

Context & Impact in CBC

- Significant increase in the Social Work establishment since 2012 to ensure safe caseload levels.
- Rising demand for Social Workers nationally is heating up an already difficult recruitment market.
- Some of our neighbours have encountered performance difficulties leading them to launch competitive recruitment campaigns.
- A focus on performance in 2013 led to a period of increased staff turnover.

What We Are Trying To Achieve



- Increase the % of experienced Social Workers to manage complex cases.
- Promote more professional practice opportunities for Social Workers.
- Reduced our vacancy rate
- Improve the stability of our Social Care Workforce
- Provide safe caseloads and good standards of practice
- We need to improve our position because of the impact of too many temporary staff upon the most vulnerable children and families.
- It is a performance issue for the Council with Central Govnt.

Recruitment Sources



- **Experienced People**
 - ✓ Other Councils – local, national
 - ✓ Other partners e.g. Children and Family Court Advisory & Support Services (CAFCASS)
 - ✓ From Agencies – conversion.
- **Inexperienced People - ASYE year (Assessed & Supported Year in Employment)**
 - ✓ Direct from Universities
 - ✓ Step Up to Social Work Programme
 - ✓ Grow our own
 - ~~✗ Overseas~~

Current Campaign



- *'Love Your Job Again'* [Microsite](#)
- Concept – Authentic messages about what it's like to work here
- Continuous advertising
- Monthly pre-scheduled recruitment panels
- Two national recruitment awards
- Equal 11th most successful campaign
- Dedicated HR support

Developing our Newly Qualified Social Workers (ASWE's)



Recruit & Develop:

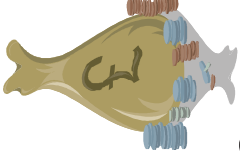
- Spring 2014 – 10 recruits (67 applicants)
- Autumn 2014 – 20 recruits
- These in addition to recruiting
 - 5 x Step Up Graduates
 - 3 x Grow your own
- Phase out Agency Staff safely.
- Provide dedicated support from two Practice Educators within the Social Work Academy

Inspire! - The Social Work & Early Intervention Academy

- Recruitment to our 'Step Up' Scheme
- Recruitment to our 'Tier' Scheme
- Provide Practice Placements for students
- Delivery of our ambitious ASYE Programme
- Continuing Professional Development (CPD) for experienced staff
- Masters Qualification
- Practice Excellence & Research
- Management Development



CBC – A Competitive Offer



- Paying a Market Rate Supplement (MRS) in key teams until the vacancy rate drops
- Being ‘Best in Class’ Recruiters.
- Making CBC a great place to be a Social Worker.
- Having a Great Reputation
 - Improving our national and regional profile as an employer.
 - Letting our front line staff ‘sell’ our service
 - Giving great professional development opportunities

**CENTRAL BEDFORDSHIRE COUNCIL
CALENDAR OF MEETINGS 2014 – 2015 (PART)**

PROPOSED EIGHT WEEK CYCLE

Thur	11 Sep	Council	6.30pm	Mon	2 Feb	CPP	10.30am
Tues	16 Sep	CS OSC (was 02/09)	10.00am	Thur	5 Feb	HWB	1.00pm
Thur	18 Sep	SC OSC (was 04/09)	10.00am	Tues	10 Feb	Executive (budget)	9.30am
Mon	22 Sep	SCHH OSC		Wed	11 Feb	DMC	10.00am
		(was 08/09)	10.00am	Thur	26 Feb	Council (budget)	6.30pm
Mon	22 Sep	Audit (was 10.00am)	14.30pm	Mon	2 Mar	Council (R)	
Tues	23 Sep	CR OSC (was 09/09)	10.00am			(Police precept)	5.00pm
Wed	24 Sep	DMC	10.00am	Wed	4 Mar	Licensing	10.00am
Thur	2 Oct	General Purposes	10.00am	Thur	5 Mar	Gen Purp (was 12/03)	10.00am
Thur	2 Oct	HWB	1.00pm	Tues	10 Mar	CS OSC (was 17/02)	10.00am
Mon	13 Oct	CPP	10.30am	Wed	11 Mar	DMC	10.00am
Tues	14 Oct	Executive (was 23/09)	9.30am	Thur	12 Mar	SC OSC (was 19/02)	10.00am
Tues	21 Oct	CR OSC	10.00am	Mon	16 Mar	SCHH OSC (was 02/03)	10.00am
Wed	22 Oct	DMC	10.00am	Tues	17 Mar	CR OSC (was 03/03)	10.00am
				Mon	23 Mar	CPP	10.30am
(Tues	4 Nov	Executive deleted – not		Mon	30 Mar	Audit	10.00am
required under 8 week cycle)				Tues	31 Mar	Executive (was 17/03)	9.30am
Tues	11 Nov	CS OSC (was 14/10)	10.00am	(Tues	31 Mar	CS OCS deleted – not required	
Wed	12 Nov	Licensing	10.00am	under 8 week cycle)			
Thur	13 Nov	SC OSC (was 16/10)	10.00am	(Thur	2 Apr	SC OSC deleted – not required	
Mon	17 Nov	SCHH OSC		under 8 week cycle)			
		(was 20/10)	10.00am	Thur	2 Apr	HWB	1.00pm
Wed	19 Nov	DMC	10.00am	Wed	8 Apr	DMC	10.00am
Thur	20 Nov	Gen Purp (was 04/12)	10.00am	Thur	9 Apr	Council	6.30pm
Thur	27 Nov	Council	6.30pm	(Mon	13 Apr	SCHH OSC deleted – not required	
Mon	1 Dec	CPP	10.30am	under 8 week cycle)			
Thur	4 Dec	HWB	1.00pm	(Tues	14 Apr	CR OSC deleted – not required	
Tues	9 Dec	Executive	9.30am	under 8 week cycle)			
Thur	11 Dec	SC OSC	10.00am	(Tues	21 Apr	Executive deleted – not	
Fri	12 Dec	CS OSC	10.00am	required under 8 week cycle)			
Mon	15 Dec	SCHH OSC	10.00am	Thur	7 May	ELECTIONS	
Tues	16 Dec	CR OSC	10.00am	Thur	14 May	Induction Event	
Wed	17 Dec	DMC	10.00am	Thur	21 May	Council	
Mon	12 Jan	Audit	10.00am			(Annual Meeting)	6.30pm
Tues	13 Jan	Executive		Wed	27 May	DMC	10.00am
		(draft budget)	9.30am				
Wed	14 Jan	DMC	10.00am				
Thur	15 Jan	General Purposes	10.00am	GP – per cycle if needed			
Tues	20 Jan	CS OSC	10.00am	DMC – 4 weekly			
Thur	22 Jan	SC OSC	10.00am	Licensing – quarterly			
Mon	26 Jan	SCHH OSC	10.00am	Audit - quarterly			
Tues	27 Jan	CR OSC	10.00am	HWB – quarterly or as needed			
Thur	29 Jan	Council	6.30pm				

Key:

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

(R) - Reserve

Venues:

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

DRAFT

Meeting: General Purposes Committee
Date: 17 July 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 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. Central Bedfordshire is committed to community and public engagement and the broadcasting of its democratic processes 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. Subject to Member agreement a soft market testing and tender exercise will be conducted. From research with others it is anticipated that annual revenue costs of approximately £50,000pa will be required which will represent a budget pressure from 2015/16 onwards. Start up costs for the first year of use will be higher and the financial requirements for this phase of execution can be met from earmarked reserves, subject to Executive approval on 15 July 2014.

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. Constitutionally, the minutes of meetings will continue to be the formal record the meeting.
3. Protocols are also envisaged that will protect the Council from potential legal challenges relating to the Human Rights Act and/or Data Protection requirements.

Risk Management:

4. 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):

5. Not applicable.

Equalities/Human Rights:

6. 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.
7. This proposal is likely to increase access to and awareness of our democratic processes to all members of our community.

Public Health

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

Community Safety:

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

Sustainability:

10. Not Applicable.

Procurement:

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

RECOMMENDATIONS:

The Committee is asked to:

1. **Review and agree the proposed approach to implement webcasting;**
2. **Review and agree the new draft protocol for filming council meetings;**
3. **Review and agree the new draft protocol for using social media in council meetings.**

Introduction

12. Webcasting is a process that allows anyone to view democratic processes online, either through live transmission or watching later after the event.

13. 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.
14. 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.
15. 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.
16. 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.

Proposed approach

17. It is proposed that Central Bedfordshire Council installs and operates webcasting equipment in the Council Chamber at Priory House.

This would enable residents to view the following regular meetings:

- Full Council
- Executive
- Development Management Committee
- Traffic Management Meetings

Although Overview and Scrutiny meetings are not routinely held in the Chamber, should the Chairman decide that an agenda item is likely to attract public interest, if the relevant meeting were relocated to the Chamber it could be webcast.

18. Approval is also sought for new protocols 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 should it be necessary.
 - Ensure that the Council complies with its own constitutional and wider statutory requirements.

Proposed timetable

19. Formal consideration through General Purposes Committee in July and, subject to the decisions of that Committee, recommendations to Full Council in September 2014.
20. Initiation of procurement in October 2014.

21. Preparation phase for Members and Officers through briefing sessions and notes – November 2014.
22. Implementation of system by December 2014.

Appendices:

Appendix A – Draft protocol for use of social media and recording of Central Bedfordshire Council meetings.

Appendix B – Draft protocol for webcasting Central Bedfordshire Council meetings.

Background Papers:

None.

Appendix A

Central Bedfordshire Council Protocol on the use of social media and recording at the Council's meetings

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. To support this, the Council has wifi available for those visiting the building. You can receive the details from reception or, if you ask at least 15 minutes before the meeting starts, the Committee Services Officer supporting the meeting can help you.

Council Members attending any of the Council's meetings may use social media except when an exempt matter is under consideration. 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 using social media should be raised with the Chairman before or after the meeting.

Using Mobile Technology

You may use mobile technology at meetings provided that it does not interfere with the PA or induction loop system. As a courtesy to others and to avoid disruption to the meeting, all mobile technology should be on silent mode during meetings.

Webcasting

In line with our commitment to openness and transparency, we webcast Full Council, Executive, Development Management Committee and Traffic Management meetings. Other meetings may also be webcast where there is expected to be significant public interest in the discussion, but initially this will only be possible if the meeting is held in the Council Chamber in Priory House. All webcasts are available to view online live and for 6 months after each meeting at www.?????????.

Other recording or broadcasting of meetings

No form of photography, filming, recording or broadcasting of meetings (other than webcasting for the Council's purposes) shall take place except with the express permission given in advance of the meeting by the Chairman at his or her discretion. To arrange this, please liaise with the Committee Services Officer listed on the front sheet of the agenda prior at least 15 minutes before the start of the meeting so that the Chairman can be consulted and give their consent, and those attending the meeting can be made aware of any filming taking place.

Filming should be limited to the formal meeting area and not record anyone in the public seating area.

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Appendix B

Central Bedfordshire Council protocol for the webcasting of the Council's meetings

Introduction

The Council has agreed that certain meetings should be transmitted live on the internet ('webcasting'), or recorded for subsequent transmission. Fixed cameras are located within the Council Chamber at Priory House for this purpose.

This Protocol has been agreed to assist the conduct of webcast meetings and to ensure that in doing so the Council meets 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 may use their 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. All archived webcasts will be available to view online for a period of 6 months. Meetings are recorded onto DVD, which will be stored in accordance with records management procedures.
 4. Archived webcasts or parts of webcasts shall only be removed from the website during the period given above 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, for example Data Protection and Human Rights legislation or provisions relating to confidential or exempt information; or would cause prejudice to a person at the meeting or to the Council. It is anticipated that the need to exercise this power will occur only on an exceptional basis.
 5. Any Council 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:

Appendix B

Webcasting Notice

This meeting may be filmed for live and/or subsequent broadcast online at www.????. 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 6 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 XXXXXXXXX

Traffic Management 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 the Council's meetings may be filmed for live or subsequent broadcast online. If you do not wish the hearing of the application with which you are concerned to be filmed, please contact the Committee Services Officer at least 15 minutes in advance of the meeting to discuss arrangements.

Conduct of meetings

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

I would like to remind everyone present that this meeting will be 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.

Appendix B

Other recording or broadcasting of meetings

No form of photography, filming, recording or broadcasting of meetings (other than webcasting for the Council's purposes) shall take place except with the express permission given in advance by the Chairman in his/her discretion.

Please contact the Committee Services Officer named on the front sheet of the agenda at least 15 minutes in advance of the meeting to arrange this.

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 6 months.

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.

Council 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. Video sharing websites (e.g. Youtube, Google Video) state under their terms and conditions that you must be 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.

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Meeting: General Purposes Committee
Date: 17 July 2014
Subject: Constitution Update – Maintaining the Constitution
Report of: Cllr Maurice Jones, Executive Member for Corporate Resources
Summary: The report proposes an amendment to the Constitution to enable it to be maintained as an up to date document.

Advising Officer: Melanie Clay, Monitoring Officer
Contact Officer: Mel Peaston, Committee Services Manager
Public/Exempt: Public
Wards Affected: All
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

The action proposed in the report supports the following Council priority

- Value for money – freezing council tax

by ensuring that the Council's Constitution is maintained as an up to date and fit for purpose document to inform the carrying out of the Council's business.

Financial:

1. There are no financial implications arising from the report.

Legal:

2. The legal implications are addressed within the report.

Risk Management:

3. The purpose of the Constitution is to provide a framework of rules governing the way the Council exercises its functions and takes decisions (Constitution, Part A2, paragraph 1.1). If the Constitution is not up to date, there is a risk that decisions may not be clear and transparent, which could leave the Council open to challenge.

Staffing (including Trades Unions):

4. Not applicable.

Equalities/Human Rights:

5. Not applicable.

Public Health

6. Not applicable.

Community Safety:

7. Not applicable.

Sustainability:

8. Not applicable.

Procurement:

9. Not applicable.

RECOMMENDATIONS:

The Committee is asked:

1. **TO RECOMMEND TO COUNCIL 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, and minor amendments such as to correct errors or to ensure that the Constitution is up to date, by amendment of the Constitution at Part A5 paragraph 2.3 through the deletion of the words “after consultation with the General Purposes Committee”.**
2. **to agree to receive a report twice per year updating the Committee on any amendments which have been made to the Constitution by the Monitoring Officer.**

Keeping the Constitution up to date

10. The Constitution provides that where urgent amendments are needed to be made to it to give effect to any decision of the Council or changes in the law, or minor amendments such as to correct errors or to ensure that the Constitution is up to date, the Monitoring Officer may make these changes but only after consultation with the General Purposes Committee. (Part A5 paragraph 2.3 of the Constitution refers.)
11. Under section 37 of the Local Government Act 2000 the Council is required to have, and maintain as up to date, a constitution, and the Monitoring Officer has a duty under section 5 of the Local Government and Housing Act 1989 to ensure the Council operates appropriately and in compliance with the law. It follows that the Monitoring Officer must be satisfied that the Constitution is up to date and most local authorities delegate powers to the Monitoring Officer to enable them to give effect to this. This Council included the wording given at paragraph 10 above in its Constitution when it came into being in 2009, and also included the following wording within the terms of reference of the General Purposes Committee:

12. Part E2 Oversight of the Council's constitution, including approving paragraph 5.1.9 any changes that may be required on the advice of the Monitoring Officer.
13. It is suggested that to keep the document up to date and fit for purpose, urgent or minor amendments should be made as soon as possible. The requirement to consult the Committee builds in delay.
14. Changes of the nature described in paragraph 10 above do not require Members' discernment or evaluation, such as to correct a spelling or typographical error or to quote the correct piece of legislation. For example, the last meeting of General Purposes Committee was consulted on amending an incorrect number at Part K, which stated that the Special Responsibility Allowance for Deputy Executive Members was in the sum of 6,6,267.48 – clearly a typographical error, but the Monitoring Officer did not have the power to amend it without prior consultation with the Committee.
15. Authorising the Monitoring Officer to make such amendments without requiring consultation with the Committee would enable corrective action to be taken more quickly.

Maintaining the Committee's awareness of amendments

16. It is suggested that changes should be gathered together and made on a monthly basis, where necessary, enabling updating the Constitution to be managed in a timely way.
17. An audit trail would be maintained through the Monitoring Officer's personal sign-off of the amendments to be made. This document would be retained on file as a matter of record. A compendium of the changes which have been made, set out as a schedule in the format currently provided when the Committee is consulted, would be attached to a report to the Committee on a six-monthly basis to enable the Committee to maintain an overview of the document as it evolved.

The Constitution as a dynamic document

18. The Constitution was drafted at a time when there was less familiarity with electronic documents and a more general reliance on paper documents. Now that it is customary for documents of many kinds to be accessed electronically, there is no longer a need for numerous paper copies of the Constitution to be circulated following any amendments, which has a cost, and for individuals to maintain their own individual copy. This is done for them now by keeping the electronic document on the Council's website up to date, and the public as well as Members and Officers are advised to use that one.
19. Arrangements which enable the electronic document to be kept current should therefore be more rigorous than in the past.

Business of General Purposes Committee

20. In order to use the Committee's time to best effect, an attempt has previously been made to confine consideration of all amendments to the Constitution to only two meetings per year. This has built in delay to updating the Constitution.
21. Asking the Committee to consider proposed amendments to the Constitution at every meeting would not make best use of the Committee's time, as most of the amendments are minor, and fall into the category which the Constitution currently provides can be carried out by the Monitoring Officer following consultation with the Committee.

Conclusion

22. In view of the reasons set out above, it is suggested that the Monitoring Officer should be authorised to carry out urgent and minor amendments to the Constitution without the need for prior consultation with the Committee.
23. This would be effected by deleting the words "after consultation with the General Purposes Committee" at Part A5 paragraph 2.3.
24. Any other proposed changes to the Constitution would be brought to the Committee for consideration, in accordance with the current practice.

Appendices:

None

Background Papers: (open to public inspection)

None

Meeting: General Purposes Committee

Date: 17 July 2014

Subject: Constitution Update in Respect of Capital Programme Management and Asset Related Delegations

Report of: Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources

Summary: The report seeks the General Purposes Committee's views on a number of proposed amendments to the Constitution in respect of capital programme approval limits and asset related delegations.

Advising Officer: Charles Warboys, Chief Finance Officer

Contact Officer: Mel Peaston, Committee Services Manager

Public/Exempt: Public

Wards Affected: All

Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

This proposal supports the Central Bedfordshire Council priority of providing value for money by ensuring that assets and capital schemes are managed in efficient and effective manner.

Financial:

1. There are no financial implications arising from this report. The aim of the amendments is to revise the limits used for capital virements and the approval of any capital project additional expenditure so that they are in line with existing Constitution key decision and budget framework requirements. The proposed amendments to asset management delegations are intended to eliminate any unnecessary repetition and ensure references to relevant strategies and policies are consistent.

Legal:

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

Risk Management:

3. Not Applicable.

Staffing (including Trades Unions):

4. Not Applicable.

Equalities/Human Rights:

5. There are no Human Rights/Equalities implications.

Public Health

6. Not Applicable.

Community Safety:

7. Not Applicable.

Sustainability:

8. Not Applicable.

Procurement:

9. Not Applicable.

RECOMMENDATION:

That the General Purposes Committee RECOMMEND TO COUNCIL that the Constitution be amended as set out in Appendices A and B to this report.

Background

10. To develop the Council's asset and capital management processes a number of amendments to the Constitution have been proposed to this Committee. In 2013 this Committee recommended to Council amendments to part I2 of the Constitution, the Code of Financial Governance, to streamline capital project approval requirements within the existing financial limits for Council Key decisions and the Budget framework. This report recommends further amendments to the Code of Financial Governance to ensure that the approval requirements for capital budget virements and additional expenditure are set at an appropriate level.
11. Both the Asset Management Plan and the Corporate Property Assets Disposal Protocol are approved by the Executive Committee and inform corporate asset management. Minor revisions to part H3 of the Constitution, Scheme of Delegations, are proposed to ensure references to the Asset Management Strategy and the protocol are consistent. Further minor revisions to the delegations are also proposed reduce some elements of repetition.

Proposal

12. The Code of Financial Governance in paragraph 4.7 sets out the approval requirements in respect of revenue and capital budget virements. Currently specific approval requirements for virements are the same for revenue and capital budgets. The proposed change set out in Appendix A section 4.7 would introduce higher values for capital virements, with cumulative values in excess of £500,000 requiring the approval of the Executive Committee. Currently capital virement values over £200,000 require Executive approval.
13. Variations in the cost of capital detailed business cases are approved in line with the values set out in paragraph 4.10.18 of the Code of Financial Governance. It is proposed to increase the current limits in line with the thresholds for Key Decisions with variations in excess of £150,000 requiring Executive Committee approval and £500,000 requiring Council approval.
14. The Code of Financial Governance at paragraph 5.7.1 indicates that the Chief Finance Officer has responsibility for the production of an Asset Management Plan. This responsibility rests more appropriately with the relevant Directors applying Council assets to deliver services as is currently set out in the Council's detailed Financial Procedures. The Chief Finance Officers' responsibilities, as set out in paragraphs 5.7.2 and 5.7.3 of the Code of Financial Governance, are to ensure that Council procedures provide for the sound stewardship of all assets, including the disposal or acquisition of interests in land and buildings.
15. Part H3 of the Constitution set s out the Scheme of Delegation by the Council and by the Executive to Directors and other officers. Section 4.2 of H3 sets out delegations to the Director of Improvement and Corporate Services and includes delegations specific to property and asset management. At Appendix B are proposed amendments to the existing property and asset management delegations to reduce elements of duplication (4.2.62, 66,73,77 and 86), align value limits with the existing criteria for Key Decisions (4.2.63) and to update references to specific asset plans and protocols (4.2.65 and 71).
16. The Corporate Property Assets Disposal protocol guides the identification of assets surplus to service requirements. Council approval is required for individual disposals of Land and Property assets with an estimated receipt value in excess of £500,000. Any significant assets identified as surplus to service requirements will be identified within the Capital Programme and Budget which is recommended annually to Council. It is proposed to amend paragraph 4.10.2 of part I2, the Code of Financial Governance, which details the components of the Capital Programme to include any surplus assets available for disposal.

Conclusion and Next Steps

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

Appendices:

Appendix A - Proposed amendment to Part I2 sections 4.7, 4.10 and 5.7 of the Constitution

Appendix B – Proposed amendments to Part H3 section 4.2 of the Constitution

Background Papers:

None

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>Subject to the following criteria:-</p> <ul style="list-style-type: none"> (i) decision is required urgently to secure an investment and it is not possible to report to Executive; (ii) following consultation with the Leader of the Council, and relevant Executive Member, Chief Executive, Chief Finance Officer and Monitoring Officer; (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: General Purposes Committee

Date: 29 May 2014

Subject: General Purposes Committee - Work Programme for 2014/15

Report of: Chief Legal and Democratic Services Officer

Summary: This report sets out the proposed work programme for the General Purposes Committee for 2014/15.

Advising Officer: Mel Peaston, Committee Services Manager

Contact Officer: Leslie Manning, Committee Services Officer

Public/Exempt: Public

Wards Affected: All

Function of: General Purposes Committee

CORPORATE IMPLICATIONS

Council Priorities:

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

Financial:

1. Not Applicable.

Legal:

2. Not Applicable.

Risk Management:

3. Not Applicable.

Staffing (including Trades Unions):

4. Not Applicable.

Equalities/Human Rights:

5. Not Applicable.

Public Health

6. Not Applicable.

Community Safety:

7. Not Applicable.

Sustainability:

8. Not Applicable.

Procurement:

9. Not Applicable.

RECOMMENDATION:

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

Background

10. To assist the General Purposes Committee in discharging its responsibilities during the 2014/15 Municipal Year a proposed work programme has been drawn up.
11. The work programme is attached at Appendix A to this report and contains the known agenda items that the Committee will need to consider during the year.
12. Additional items will be identified as the Municipal Year progresses and the work programme is therefore subject to change.

Appendices:

Appendix A - General Purposes Committee Work Programme.

Background Papers:

None

Location of papers:

N/A

Appendix A

General Purposes Committee Work Programme

2014/15 Municipal Year	
29 May 2014	<ul style="list-style-type: none"> • Market Rate Supplement Payments – Annual Update (CJ) • Local Government Pension Scheme – Discretions Policy (CJ) • Local Government Pension Scheme Update (RG) • Children’s Social Worker Recruitment (presentation) (EG/CJ) • Children’s Social Work Recruitment and Retention Proposals (CJ) • Constitution Update (MP) • Revised Calendar of Meetings – Eight Week Cycle (LM) • Work Programme (LM)
17 July 2014	<ul style="list-style-type: none"> • Webcasting (KA) • Standards Complaints – Annual Report (MC) • Constitution Update – Maintaining the Constitution (MP) • Constitution Update – Capital Programme Management and Asset Related Delegations (RG) • Work Programme (LM)
2 October 2014	<ul style="list-style-type: none"> • Work Programme (LM)
20 November 2014	<ul style="list-style-type: none"> • Constitution – Proposed Amendments (if any) (MP) • Social Worker Recruitment Update (GJ) • Local Government Pension Scheme Update (RG) • Work Programme (LM)
15 January 2015	<ul style="list-style-type: none"> • Pay Policy Statement 2015/16 (CJ) • Standards Complaints – Six Month Update (submitted only if exceptional circumstances arise) (MC) • Work Programme (LM)
5 March 2015	<ul style="list-style-type: none"> • Work Programme (LM)

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