

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

**This meeting
will be filmed.***



please ask for Helen Bell
direct line 0300 300 4040
date 13 January 2016

NOTICE OF MEETING

COUNCIL

Date & Time

Thursday, 21 January 2016 6.30 p.m.

Venue at

Council Chamber, Priory House, Monks Walk, Shefford

Richard Carr
Chief Executive

To: The Chairman and Members of the COUNCIL

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MEETING***

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AGENDA

Prayers

The Reverend Paul Niemiec, Community Minister, Leighton Buzzard will take prayers.

1. **Apologies**

Apologies for absence to be received.

2. **Minutes**

To approve the minutes of the Council meeting held on 19 November 2015.

(attached pages 7 to 14)

3. **Members' Interests**

To receive from Members any declarations of interest.

4. **Questions, Statements and Deputations**

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

5. **Petitions**

To receive and discuss petitions 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 Versallion and Jones.

9. **Recommendations from the Executive**

To consider recommendations from the meetings of the Executive and answer questions asked under Rule No. 13.1.

- (i) the meeting of the Executive held on 1 December 2015 and answer questions asked under Rule no. 13.1.

- (a) Council Tax Support Scheme.

- (b) Shared Legal Services.

(attached pages 15 to 18)

- (ii) 12 January 2016

- (a) Proposed Drainage Byelaws for Flood Risk Management.

(To follow)

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

To consider recommendations from the meeting of the General Purposes Committee held on 17 December 2015 and ask questions under rule no 13.1.

- (i) Pay Policy Statement 2016/17.

(attached pages 19 to 26)

11. **Calendar of Meetings**

To consider the proposed Calendar of Meetings for the municipal year 2016/17.

(attached pages 27 to 32)

12. **Webcasting Review**

To consider a report of the Executive Member for Corporate Services on a review of Webcasting.

(attached pages 33 to 38)

13. **Motions (if any)**

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

14. **Written Questions**

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

15. **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 Council Chamber, Priory House, Monks Walk, Shefford on Thursday, 19 November 2015.

PRESENT

Cllr D Bowater (Chairman)
Cllr Mrs C F Chapman MBE (Vice-Chairman)

Cllrs	M C Blair A D Brown J Chatterley Mrs S Clark K M Collins N B Costin I Dalgarno S Dixon Mrs A L Dodwell P A Duckett K Ferguson F Firth Mrs J Freeman E Ghent Mrs S A Goodchild Ms A M W Graham	Cllrs	Mrs D B Gurney C Hegley P Hollick J G Jamieson K Janes R W Johnstone M R Jones J Kane D J Lawrence Mrs J G Lawrence K C Matthews R Morris T Nicols G Perham A Ryan B Saunders	Cllrs	D Shelvey I Shingler P Smith B J Spurr T Stock T Swain G Tubb A M Turner M A G Versallion B Walker N Warren B Wells R D Wenham J N Young A Zerny
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Apologies for Absence

Cllrs	Mrs A Barker R D Berry L Birt P Downing	Cllrs	C C Gomm Ms C Maudlin D McVicar J A G Saunders	Cllrs	R C Stay T Woodward
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Officers:	Miss H Bell	–	Committee Services Officer
	Mr R Carr	–	Chief Executive
	Mrs D Broadbent-Clarke	–	Director of Improvement and Corporate Services
	Mr M Coiffait	–	Director of Community Services
	Mrs S Harrison	–	Director of Children's Services
	Mr J Longhurst	–	Director of Regeneration and Business
	Mr C Warboys	–	Chief Finance Officer
	Mrs M Clampitt	–	Committee Services Officer

C/15/43. Silent Tribute

Council stood in silent tribute to the memory of the people who had lost their lives in the recent terrorist attacks in Paris.

C/15/44. **PRAYERS**

Prayers were taken by Reverend Paul Niemiec, Community Minister, Leighton Buzzard.

C/15/45. **Minutes**

RESOLVED

that the minutes of the meeting held on 17 September 2015 be confirmed and signed by the Chairman as a correct record subject to recording Charles Warboys in the list of officers in attendance.

C/15/46. **Members' Interests**

None were declared.

C/15/47. **Questions, Statements and Deputations**

Mrs Gloria Martin, Dunstable Town Council made a statement about the possible effects that the proposal to increase parking fees from 50p for two hours to £1.00 would have upon the economy in Dunstable and asked Council to reconsider the proposed increase.

C/15/48. **Petitions**

No petitions were received.

C/15/49. **Chairman's Announcements and Communications**

The Chairman announced that he had attended The Young Person of the Year awards.

C/15/50. **Leader of the Council's Announcements and Communications**

The Leader reported upon:

- the redevelopment of Flitwick Leisure Centre which was now near completion
- the progress being made on the M1/A5 Link Road
- a meeting with the Minister at the Department of Business to discuss how improvements to the local economy could be made.

C/15/51. **Executive Member Presentations**

Councillor Hegley, Executive Member for Social Care and Housing reported on work within her portfolio area including:

- progress being made on the developments of Independent Living schemes
- 29 sites had been allocated for parking schemes throughout Central Bedfordshire
- work underway on the Empty Homes initiative
- attendance at the Foster Care Celebration event and Children in Care awards.

Councillor Hegley responded to questions.

Councillor Spurr, Executive Member for Stronger Communities reported on work within his portfolio area including:

- remedial work that had been undertaken on vandalised play equipment and fencing
- the Biggleswade tidy tip was due to re open in January 2016 and work was planned for the Ampthill tidy tip
- work in progress on the Safer Routes to School initiative
- the success of the reporting pot holes dedicated telephone hotline
- the success of the Building Control Team at a recent national awards ceremony and associated fund raising.

Councillor Spurr responded to questions.

C/15/52.

Recommendations from the Executive

The Leader announced that item (2) fees and Charges 2016 would be considered prior to item (1)

(2) Fees and Charges 2016

The Council considered recommendations from the Executive that proposed the fees and charges for 2016.

Additional recommendations were tabled at the meeting as follows:

5. that for car parks where the current charge for up to two hours car parking is 50p, the charge is increased to £1.
6. that until pay on exit technology is introduced, a trial of two hours free parking is implemented once a week in Ashton Square (Dunstable) and Duncombe Drive (Leighton Buzzard) during low footfall periods to support footfall increases in the towns. The timing of free parking in these car parks will be discussed with stakeholders through the Partnership Committee.
7. that an evaluation of the effectiveness of the free parking trial is completed once pay on exit technology is installed, the results of which will inform further discussions on continuation of free parking subject to stakeholder funding.

RESOLVED

1. that the Fees and Charges prices for 2016/17 be agreed and introduced with the exception of charges for the Music Service which should be brought back to Council with the 2016/17 Medium Term Financial Plan;
2. that Fairer Charging be brought in line with Residential Care charging, and that charging commence from the point when the care started with effect from 1 January 2016, as set out in paragraphs 11 and 12 in the Executive report;
3. that whilst some statutory charges have been left at the 2015 rate currently, these would be amended to the new charges once the Council had been advised of the rates applicable to 20116;
4. the progress of the Fees and Charges cyclical review process, as set out at Appendix D to the Executive report, be noted;
5. that for car parks where the current charge for up to two hours car parking is 50p, the charge is increased to £1;
6. that until pay on exit technology is introduced, a trial of two hours free parking is implemented once a week in Ashton Square (Dunstable) and Duncombe Drive (Leighton Buzzard) during low footfall periods to support footfall increases in the towns. The timing of free parking in these car parks will be discussed with stakeholders through the Partnership Committee;
7. that an evaluation of the effectiveness of the free parking trial is completed once pay on exit technology is installed, the results of which will inform further discussions on continuation of free parking subject to stakeholder funding.

With regard to the Sustainable Communities Overview & Scrutiny Committee recommendation 2.

Charges proposed to be held at zero increase are largely where:

- ***They are statutory and the Council has not yet been notified of the charges for 2016. Once notification is received, the charges will be amended accordingly;***
- ***The value of the charge is low, and once rounded a 1% increase would still result in the same charge; and***
- ***The volume of transactions is so low that it is not economically viable to increase the charge in line with inflation.***

(3)Central Bedfordshire's Five Year Plan 2015-2020

The Council considered a recommendation from the Executive concerning the proposed Five Year Plan 2015-2020, following engagement with the Overview and Scrutiny Committees and stakeholders.

An amendment was proposed to paragraph 2 on page 9, as follows:

“Key components of this will be providing appropriate housing, particularly for the elderly and moving care to focus more on prevention rather than cure, with services and support provided in the right place at the right time. This will require working closely with the National Health Service, to provide services locally seven days a week. Social care will continue to be developed to help people to live independently for as long as possible, either in their own homes with support or in specialist accommodation.”

RESOLVED

that the Five Year Plan 2015-2020 for Central Bedfordshire be approved, subject to the above amendment to the second paragraph on page 9 of the Plan.

(3)Appointment of Proper Officer under Public Health Legislation

The Council considered a recommendation from the Executive setting out proposals for the appointment of all medical Consultants in Communicable Disease Control and other suitably medically qualified deputising officers in the Public Health East of England area as Proper Officers as required by Public Health legislation.

RESOLVED

- 1. all the Medical Consultants in Communicable Disease Control (CCDCs) and other equivalently medically qualified deputising officers** in Public Health East of England (the Public Health England centre responsible for the East of England area) be designated as Proper Officers under the Public Health (Control of Disease) Act 1984 (as amended)*;**
- 2. Central Bedfordshire Council's Director of *Public Health*, or successor titles, employed by Central Bedfordshire Council with the duty to safeguard public health as a Proper Officer under the Public Health (Control of Disease) Act 1984 (as amended)* be so designated;**
- 3. Central Bedfordshire Council's Director of Community Services, being the lead officer for Environmental Health employed by Central Bedfordshire Council with the duty to safeguard public health as a Proper Officer under the 1984 Act (as amended)* be so designated; and**

4. that the Directors identified in 2 and 3 above, be empowered to authorise officers to carry out particular functions or exercise particular powers for the purpose of safeguarding public health.
- * Act amended by the Health and Social Care Act 2008 and regulations made under it and the Public Health Acts of 1936 and 1961.
- ** Defined as a person suitably qualified in the field of health protection and registered with an appropriate body such as the Faculty of Public Health, and the Chartered Institute of Environmental Health and/or the Nursing and Midwifery Council or the General Medical Council.

(4) Plan Making Programme for Central Bedfordshire

The Council considered a recommendation from the Executive proposing that the authority withdraw the Development Strategy and discontinue legal proceedings.

RESOLVED

that the Development Strategy be withdrawn and the legal proceedings be discontinued.

C/15/53.

Recommendations from the Licensing Committee

The Council considered recommendations from the meeting of the Licensing Committee held on 5 November 2015 which sought adoption of The Gambling Act 2005 Policy.

RESOLVED

- (1) that the Gambling Act 2005 Policy as set out at Appendix A to the report be adopted;**
- (2) that the Head of Public Protection & Interim Head of Passenger Transport, in consultation with the Executive Member for Community Services, be given delegated authority to make any necessary minor amendments to the policy prior to publication.**

C/15/54.

Appointment to Deputy Executive Member Vacancy - Social Care and Housing

The Council received and considered a report of the Leader advising of the appointment of a Deputy Executive Member for Adult Social Care.

RESOLVED

- 1. that Councillor Eugene Ghent be appointed to the vacancy of Deputy Executive Member for Adult Social Care**

2. that in view of Councillor Ghent's appointment to the vacancy of Deputy Executive Member for Adult Social Care, Councillor Paul Downing be appointed as Vice Chairman of the Social Care, Health and Housing Overview and Scrutiny Committee.
3. that in view of recommendation 2 above, Councillor Berry be appointed as a member of the Social Care, Health and Housing Overview and Scrutiny Committee.

C/15/55. Treasury Management Outturn Mid Year Report 2015/16

The Council considered a report from the Executive Member for Corporate Resources that provided a review of Treasury Management activities for the six month period ending 30 September 2015.

RESOLVED

that the Treasury Management and the prudential indicators for the 6 month period ending 30 September 2015 be noted.

C/15/56. Overview & Scrutiny Annual Report 2014/15

The Council received the Overview and Scrutiny Annual Report 2014/15 which summarised the activities of the Overview and Scrutiny Committees during the last twelve months.

RESOLVED

that the Overview and Scrutiny Annual Report 2014/15 be noted.

C/15/57. Report of the Bedfordshire Fire and Rescue Authority

The Council received and considered a report of the Bedfordshire Fire and Rescue Authority following its meeting held on 21 October 2015.

RESOLVED

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

C/15/58. Motions (if any)

No motions were received.

C/15/59. Written Questions

No written questions were received.

C/15/60. **Open Questions**

The Chairman invited the 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 Zerny asked a question of the Leader of the Council about devolution and Central Bedfordshire's plans for strengthening working with neighbouring authorities.

The Leader of the Council advised of discussions that were underway with neighbouring authorities.

2. Councillor Goodchild asked a question about what steps Central Bedfordshire Council was taking to ensure that low cost homes would be built to meet the needs of the most vulnerable members of the community.

The Executive Member for Regeneration advised that The Housing Bill was currently going through Parliament and that he would keep Members closely informed on schemes throughout Central Bedfordshire.

(Note: The meeting commenced at 6.30 p.m. and concluded at 7.45 p.m.)

Chairman

Dated

COUNCIL MEETING – 21 January 2016

**Recommendation to Council from the Executive meeting
held on 1 December 2015**

E/15/64. Council Tax Support Scheme

The Executive considered a report from the Executive Member for Corporate Resources that set out the review of the Council's Local Council Tax Support Scheme and addressed the requirement to recommend to Council the approach for 2016/17. It was proposed that the current scheme be readopted for 2016/17 with no changes.

In response to a question, the Executive Member for Corporate Resources explained that there was a risk with the Support Scheme as it was dependant on the number of employment opportunities available in Central Bedfordshire.

Reason for decision: To enable the Council to endorse the Central Bedfordshire Council Local Council Tax Support Scheme. If the scheme was not approved by 31 January 2016, the Council would have to award the Local Council Tax Support in accordance with the Government's default scheme which would result in the cost of the scheme exceeding that of the local Council Tax Support Scheme.

RECOMMENDED to Council

that the extension of the current scheme for a further year (2016/17), with no changes, be approved.

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COUNCIL MEETING – 21 January 2016

**Recommendation to Council from the Executive meeting
held on 1 December 2015**

E/15/67. Shared Legal Services

The Executive considered a report from the Executive Member for Corporate Resources that set out the existing provision of legal services and proposed a move to a shared services model. The report explained the variants of shared services and set out the benefits and potential risks of each option.

The report also considered the practicalities of moving to a shared service model in the context of this Council and made recommendations as to the particular variants most likely to deliver savings and service benefits in the shortest timescales.

In response to questions, the Executive Member for Corporate Resources explained that if Central Bedfordshire Council wanted to take legal action against another council appropriate 'Chinese walls' would be in place within the proposed shared service arrangement. Sharing of services would achieve efficiencies as the Council would be able to use the knowledge of all employees in the partnership rather than paying for specialist external expertise. Central Bedfordshire would become a joint owner within the proposed partnership. Monitoring the performance of the proposed partnership would be carried out by the Corporate Resources Overview and Scrutiny Committee.

Reason for decision: To enable the Council to deliver the financial savings without impacting upon service levels.

RESOLVED

- 1. that the content of the report and its appendices, including the proposal to deliver £240k savings in the service area in 2016/17 financial year, be noted;**
- 2. that the establishment of a shared services arrangement with another local authority(s) for the provision of legal services for CBC, involving the potential TUPE transfer of CBC staff to a separate legal vehicle subject to the necessary staff consultation process being undertaken, be approved in principle; and**
- 3. to authorise the Director of Improvement and Corporate Services, in consultation with the Executive Member for Corporate Resources to:-**

- (a) **devise and undertake a process for selection of a suitable partner for CBC for the purpose of establishing a shared service;**
- (b) **agree the terms on which CBC shall enter into the shared service arrangement with the partner; and**
- (c) **sign off any relevant agreements to formalise the arrangement.**

RECOMMENDED to Council

to authorise the delegation of CBC legal services functions to a shared services provider in order to facilitate a shared legal service arrangement.

Central Bedfordshire Council

COUNCIL

Thursday, 21 January 2016

Pay Policy Statement 2016/17

Report of Cllr Jane Lawrence, Chairman of General Purposes Committee
(jane.lawrence@centralbedfordshire.gov.uk)

Advising Officers: Director of Improvement and Corporate Services,
(deb.broadbent-clarke@centralbedfordshire.gov.uk)

Leslie Manning, Committee Services Officer,
(leslie.manning@centralbedfordshire.gov.uk)

Purpose of this report

This report outlines the discussion held on the draft Pay Policy Statement 2016/17 at the General Purposes Committee on 17 December 2015 and seeks the Council's approval and adoption of the Statement and its publication.

RECOMMENDATIONS

The Council is asked to:

1. approve and adopt the draft Pay Policy Statement 2016/17, as set out at Appendix A;
2. publish the Pay Policy Statement 2016/17 on the Council's website following approval and adoption.

Overview and Scrutiny Comments/Recommendations

1. The report has not been considered by Overview and Scrutiny because, under its existing terms of reference, the General Purposes Committee is authorised to approve strategic employee policies and determine terms and conditions of employment for employees. However, under the Localism Act 2011 the Pay Policy and any subsequent amendments must be approved by full Council.

Background

2. On 17 December 2015 the General Purposes Committee considered a report which set out the draft Pay Policy Statement for 2016/17. Members noted that under the Localism Act 2011 local authorities were

required to publish a comprehensive Pay Policy Statement and that the Statement should be reviewed and updated annually.

3. The Committee noted that the Localism Act had extended the requirements under the Code of Transparency to publish Chief Officer remuneration on the Council website, and also to ensure that full Council had the opportunity to approve senior appointments or severance arrangements outside of existing approved policies and pay arrangements.
4. The Committee was aware that the draft Pay Policy Statement before it reflected existing pay arrangements following the national pay award implemented in January 2015 and covered the period to 31 March 2016. No details of any pay awards after this date were known although there would be a requirement to implement the national living wage.
5. The meeting noted that the provisions of the Localism Act brought together accountability, transparency and fairness in setting local pay. Councillors were therefore required to take a greater role in determining pay to ensure that the decisions were taken by those who were directly accountable to local people. The Localism Act also ensured that communities had access to the information they needed to determine whether remuneration, particularly at a senior level, was appropriate and had also introduced requirements to ensure that a comparison was possible between the policies adopted on the remuneration of Chief Officers and other employees. For the period 2016/17 the ratio of pay of the Chief Executive to that of the median earner was 7.3:1 and the ratio of pay of the Chief Executive to that of the mean average salary was 6.7:1. Both of these ratios were below the expected multiples of 8:1 for the public sector as identified in the Hutton Review of Fair Pay in the Public Sector (2011). The meeting noted that the Council's policy was that the Chief Executive's salary would be no greater than 8x the median earner.

Reason/s for decision

6. To meet the statutory requirement to publish annually a Pay Policy Statement that has been approved by Full Council.

Council Priorities

7. This report and the attached draft Pay Policy Statement does not directly support the Council's priorities but meets the requirements of the Localism Act. The draft Pay Policy sets out how the Council pays and rewards its employees in a fair and equitable manner taking account of market pressures so that the Council is able to attract and retain the resources required to support the delivery of its priorities.

Corporate Implications

Legal Implications

8. The attached draft Pay Policy Statement complies with Sections 38-43 of the Localism Act 2011 which requires that all authorities publish a Pay Policy to enable greater transparency towards chief officer pay.

Financial and Risk Implications

9. There are no direct implications from this report or the attached draft Pay Policy Statement.

Equalities Implications

10. The Pay Policy will apply to all employees regardless of age, disability, gender, race, sexual orientation, religion/belief (or any other protected characteristic) as appropriate to their level in the organisation and the relevant terms and conditions of their employment.
11. The Pay Policy brings together information from existing policies and documents. These documents have previously been scrutinised to ensure that they comply with the council's equalities duties and equality impact assessments carried out as appropriate.
12. Where the recommendations under the Localism Act regarding the disclosure of data relates to individuals, this is permitted by Article 8 (2) of the Human Rights Act and Section 35 (1) of the Data Protection Act. The Council will not publish more data than is required to comply with the legislation.

Conclusion and next Steps

13. Council is asked to approve and adopt the attached draft Pay Policy Statement and publish the adopted Statement on the Council's website on 1 April 2016.

Appendices

The following Appendix is attached:

Appendix A – Draft Pay Policy Statement 2016/17

Background Papers

The following background papers, not previously available to the public, were taken into account and are available on the Council's website:

None

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CENTRAL BEDFORDSHIRE COUNCIL PAY POLICY STATEMENT 2016/17

1. INTRODUCTION

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

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

Salary ranges published in this policy are correct as at 31 March 2016.

2. SCOPE

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

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

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

3. REMUNERATION OF CHIEF OFFICERS

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

Chief Executive

The Chief Executive is the Council's Head of Paid Service. The Council has set the salary range for this post and as at 31 March 2016, the annual FTE range for the grade of this post is £161,700 - £186,200. There are 5 incremental points in the grade.

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

The starting salary paid to the Chief Executive is determined by the Appointments Sub-Committee, taking in to consideration guidance from the JNC National Framework and market forces and subject to it being within the published salary range

Any appointment proposed above this published salary range would require a recommendation from General Purposes Committee to Full Council.

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

Directors

When the Council was first established an incremental salary scale was created for all Directors. However to reflect the new Directorate structure now in place, the Council has moved to pay 'spot salaries' for all new appointments. The range in which the spot salary is determined is decided by the Appointments Sub-Committee, taking into consideration guidance from the JNC National Framework and market forces.

The Council will apply JNC nationally agreed cost of living pay awards to the salaries of Directors.

Assistant Directors/Chief Officers/Group Managers and Heads of Service

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

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

Assistant Directors/Chief Officers/Group Managers - the salary scale is determined by the job-evaluated grade for the post but will be within the range £62,684 to £91,951. These are across 4 separate pay bands each with 3 incremental points.

Heads of Service - the salary scale is determined by the job-evaluated grade for the post but will be within the range of £48,238- £52,625 or £58,472- £62,858. Each grade has 3 incremental points.

Section 151 Officer and Monitoring Officer

The Council's Chief Finance (Section 151) Officer is paid on a spot salary. The Chief Legal and Democratic Services (Monitoring) Officer is graded at £76,962 - £85,834; this role is currently covered by an interim.

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

4. REMUNERATION OF OTHER EMPLOYEES

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

The pay spine used by the Council is aligned but not directly comparable to the national pay spine, following a 2% reduction to pay implemented in October 2011. In order to protect lowest earners, salaries at or below £21,519 (scp 25) were exempted from this reduction.

Pay rates are negotiated at a national level through the NJC; therefore the Council will apply any cost of living pay awards to the revised pay scales and any one off non consolidated payments as determined by the national pay awards.

All posts up to spinal column point (scp) 37 are evaluated under the NJC job evaluation scheme. Posts on and above scp 37 are evaluated under the Hay job evaluation scheme. The pay scale ranges from £13,614 - £46,786.

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

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

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

5. PAY COMPARISONS

For the purposes of the Pay Policy Statement, the Council's pay scales define the lowest paid employees as those whose salary falls within the lowest grade which at 31 March 2016 has a salary range of £13,614 to £13,871.

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

For 2016/17, the ratio of pay of the Chief Executive to that of the median earner is 7.3:1 whilst the ratio of pay for the Chief Executive to that of the mean average salary is 6.7:1.

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

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

6. PENSIONS PROVISIONS

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

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

7. SEVERANCE PROVISIONS FOR ALL EMPLOYEES INCLUDING CHIEF OFFICERS

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

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

The Council will meet its statutory and contractual obligations in respect of any severance package, and does not make discretionary payments. However, if in exceptional circumstances a discretionary payment is proposed, the details of the full package would require a recommendation by General Purposes Committee to Full Council for approval.

8. REVIEW

The Localism Act 2011 requires relevant authorities to prepare a Pay Policy Statement for each subsequent financial year. Our next Statement is scheduled to be for 2017/18 and will be submitted to Full Council for approval by 31 March 2017.

If it should be necessary to amend this 2016/17 Statement during the year that it applies, an appropriate resolution will be made by Full Council.

Central Bedfordshire Council

COUNCIL

21 January 2016

CALENDAR OF MEETINGS 2016-17

Report of Councillor Richard Wenham, Executive Member for Corporate Resources (richard.wenham@centralbedfordshire.gov.uk)

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Purpose of this report

The purpose of this report is to seek Council's approval of the draft Calendar of Meetings for 2016-17.

RECOMMENDATION

Council is asked to approve the draft Calendar of Meetings for 2016–17 as set out at Appendix A to this report.

Overview and Scrutiny Comments/Recommendations

1. This report is not scheduled to be considered by Overview and Scrutiny because full consultation is undertaken on the draft Calendar of Meetings during the course of its preparation, including with the chairmen of all the overview and scrutiny and other committees, followed by consideration and approval by Council.

Background

2. The draft Calendar sets out the proposed meeting schedule for the municipal year 2016-17, together with dates of meetings which occur immediately before and after that period.
3. Preparing a Calendar of Meetings for the municipal year ahead enables effective planning of Council business and preparation of the Executive's Forward Plan. In addition the Constitution specifies that citizens have the right to attend meetings of the Council, the Executive and its committees and the availability of a Calendar enables citizens to be aware in advance of meeting dates.

4. Set out at Appendix A is a draft Calendar of Meetings for the period 5 May 2016 - 5 June 2017 which extends just beyond either side of the municipal year. Members are advised that it continues with the use of a two month cycle for the Council, Executive and Overview and Scrutiny Committees which was introduced in 2015-16.
5. The draft Calendar has been circulated for comment to the Leader and Deputy Leader of the Council, Group Leaders, Executive Members and Deputies and the chairmen of all committees. In addition the Chief Executive and all Chief Officers have also been consulted. Whenever possible any suggested amendments have been incorporated into the draft.
6. It should be noted that the draft Calendar only lists those meetings which can or need to be programmed (for constitutional, financial or other reasons). Meetings of other Council bodies, such as the Licensing Sub-Committee and Appointments Sub-Committee, will be arranged as and when necessary.

Council Priorities

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

Corporate Implications

Legal Implications

8. The submission of the draft Calendar of Meetings for approval annually by Council complies with the requirements of the Council's Constitution.

Financial Implications

9. Administration of the proposed meetings can be met within existing budgets.

Equalities Implications

10. Central Bedfordshire Council has a statutory duty to promote equality of opportunity. The availability of a Calendar enables citizens to be aware in advance of meeting dates and to make arrangements to participate in the democratic process.

Conclusion and next Steps

11. Approving the draft Calendar will assist the Council and its Members to undertake their duties and enable citizens to attend and participate in the democratic process.
12. Following approval of the draft Calendar the dates will be published on the Council's website and paper copies of the Calendar will be made widely available.

Appendices

The following Appendix is attached:

Appendix A – Draft Calendar of Meetings 2016–2017

Background Papers

None

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Appendix A

**CENTRAL BEDFORDSHIRE COUNCIL
CALENDAR OF MEETINGS 2016 – 2017**

2016				Mon 10 Oct	DMC Site Visits	10.00am
				Tues 11 Oct	Executive	9.30am
				Wed 12 Oct	DMC	10.00am
Thur 5 May	PCC ELECTION			Tues 18 Oct	CS OSC	10.00am
Mon 9 May	CPP	10.00am		Wed 19 Oct	HWB	2.00pm
Mon 9 May	DMC Site Visits	10.00am		Thur 20 Oct	SC OSC	10.00am
Wed 11 May	DMC	10.00am		Mon 24 Oct	SCHH OSC	10.00am
Thur 19 May	Council			Tues 25 Oct	General Purposes	10.00am
Mon 23 May	DMC Site Visits	10.00am		Thur 27 Oct	General Purposes	10.00am
Wed 25 May	DMC	10.00am				
				Mon 7 Nov	DMC Site Visits	10.00am
Tues 7 June	Executive	9.30am		Wed 9 Nov	DMC	10.00am
Wed 15 June	Licensing	10.00am		Mon 14 Nov	CPP	10.00am
Mon 20 June	DMC Site Visits	10.00am		Thur 17 Nov	Council	6.30pm
Tues 21 June	CS OSC	10.00am		Tues 22 Nov	CS OSC	10.00am
Wed 22 June	DMC	10.00am		Thur 24 Nov	SC OSC	10.00am
Thur 23 June	SC OSC	10.00am		Mon 28 Nov	SCHH OSC	10.00am
Mon 27 June	SCHH OSC	10.00am		Tues 29 Nov	CR OSC	10.00am
Mon 27 June	Audit	2.00pm		Wed 30 Nov	HWB (dev. session)	2.00pm
Tues 28 June	CR OSC	10.00am				
Thur 30 June	General Purposes	10.00am		Mon 5 Dec	DMC Site Visits	10.00am
				Tues 6 Dec	Executive	9.30am
Mon 4 July	CPP	10.00am		Wed 7 Dec	DMC	10.00am
Mon 18 July	DMC Site Visits	10.00am		Thur 8 Dec	General Purposes	10.00am
Wed 20 July	DMC	10.00am		Wed 14 Dec	Licensing	10.00am
Thur 21 July	Council	6.30pm				
Wed 27 July	HWB	2.00pm		2017		
				Tues 3 Jan	DMC Site Visits	10.00am
Tues 2 Aug	Executive	9.30am		Wed 4 Jan	DMC	10.00am
Mon 15 Aug	DMC Site Visits	10.00am		Mon 9 Jan	Audit	10.00am
Tues 16 Aug	CS OSC	10.00am		Tues 10 Jan	Executive	
Wed 17 Aug	DMC	10.00am			(draft budget)	9.30am
Thur 18 Aug	SC OSC	10.00am		Thur 12 Jan	SC OSC	10.00am
Mon 22 Aug	SCHH OSC	10.00am		Mon 16 Jan	CPP	10.00am
Tues 23 Aug	CR OSC	10.00am		Tues 17 Jan	CS OSC	10.00am
Thur 25 Aug	General Purposes	10.00am		Thur 19 Jan	Council	6.30pm
				Mon 23 Jan	SCHH OSC	10.00am
Mon 5 Sep	CPP	10.00am		Tues 24 Jan	CR OSC	10.00am
Wed 7 Sep	Licensing	10.00am		Wed 25 Jan	HWB	2.00pm
Mon 12 Sep	DMC Site Visits	10.00am		Mon 30 Jan	DMC Site Visits	10.00am
Wed 14 Sep	DMC	10.00am				
Thur 22 Sep	Council	6.30pm		Wed 1 Feb	DMC	10.00am
Mon 26 Sep	Audit	10.00am		Tues 7 Feb	Executive (budget)	9.30am
Wed 28 Sep	HWB (dev. session)	2.00pm		Wed 22 Feb	HWB (dev.session)	2.00pm
				Thur 23 Feb	Council (budget)	6.30pm
				Mon 27 Feb	DMC Site Visits	10.00am
				Tues 28 Feb	Council (R)	
					(Police precept)	5.00pm

Wed	1 Mar	DMC	10.00am
Mon	6 Mar	CPP	10.00am
Tues	14 Mar	CS OSC	10.00am
Wed	15 Mar	Licensing	10.00am
Thur	16 Mar	SC OSC	10.00am
Mon	20 Mar	SCHH OSC	10.00am
Tues	21 Mar	CR OSC	10.00am
Mon	27 Mar	DMC Site Visits	10.00am
Wed	29 Mar	DMC	10.00am
Wed	29 Mar	HWB	2.00pm
Thur	30 Mar	General Purposes	10.00am
Mon	3 Apr	Audit	10.00am
Tues	4 Apr	Executive	9.30am
Thur	20 Apr	Council	6.30pm
Mon	24 Apr	DMC Site Visits	10.00am
Wed	26 Apr	DMC	10.00am
Wed	26 Apr	HWB (dev. session)	2.00pm
Mon	8 May	CPP	10.00am
Thur	18 May	Council (Annual Meeting)	6.30pm
Mon	22 May	DMC Site Visits	10.00am
Tues	23 May	CS OSC	10.00am
Wed	24 May	DMC	10.00am
Thur	25 May	SC OSC	10.00am
Tues	30 May	CR OSC	10.00am
Mon	5 June	SCHH OSC	10.00am

Venues:

All meetings will be at Priory House unless otherwise agreed. Licensing Sub-Committees will be arranged at local venues as and when required.

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

Central Bedfordshire Council

COUNCIL

Thursday, 21 January 2016

Webcasting Review

Report of Cllr Richard Wenham, Executive Member for Corporate Services,
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This report relates to a non-key decision.

Purpose of this report

1. This report summarises the review of webcasting and recommends improvements and next steps to further increase transparency and participation in council decision making.

RECOMMENDATIONS

The Committee is asked to:

1. Review feedback from a range of stakeholders on the initial phase of Central Bedfordshire Council's webcasting.
2. Agree to the extension of webcasting to all Overview and Scrutiny Committee meetings with appropriate additional Member and Officer support and training.

Overview and Scrutiny Comments/Recommendations

1. Not applicable. The recommendations have been agreed by General Purposes Committee.

Introduction

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

2. Central Bedfordshire Council introduced webcasting of the following meetings earlier this year:
 - Development Management Committee
 - Executive Committee
 - Full Council
3. As part of the implementation plan we committed to review webcasting after six months and report recommendations to General Purposes Committee.

Review summary

4. In conducting the review, feedback was sought from the following key audiences/ exercises:
 - All Members of the Council
 - The public (who have viewed previous webcasts)
 - Central Bedfordshire Council staff
 - Officers directly involved with the implementation and operation of webcasting including officers from Facilities Management, Committee Services, IT and the Communications Team.
5. Generally, the feedback received has been positive. Since launch, more than 1,200 views of webcasts have taken place and some members of the public have suggested that the Council should consider extending the range of meetings that are webcast. A range of suggestions for improvement of the service have also been proposed.
6. The stability of the webcasting equipment has been an issue at times. However, as part of a more comprehensive upgrade of the Council's audio/visual facilities, this will be improved.
7. During the initial phase of webcasting, meetings have been broadcast from venues other than the Council chamber and these have worked well. In order to extend the range of venues from which webcasting is possible the council will need to ensure that such facilities have good enough internet connections to enable webcasting.
8. Members have raised concerns about how they are perceived by the public. In particular, because the filming is not intrusive, it is easy for Members to forget they are being filmed. This is particularly true when Members feature in the webcast because they are sitting close to a speaker, rather than contributing directly to a debate. To address this, some amendments to the scope of the image recorded have been made. Some Members have also suggested that the Council provide further awareness raising sessions on webcasting.
9. It is proposed that such sessions are arranged and resourced through the Member training budget.

10. In view of the fact that members of the public who have watched a webcast have found it useful, it is proposed that more proactive marketing and promotion of the service is now undertaken to increase public involvement with it.
11. There is general support from the public and Members to for extending webcasting to other meetings.
12. It is therefore proposed to extend webcasting to all Overview and Scrutiny Committee meetings.

Council Priorities

13. Increasing webcasting will increase transparency and participation in our decision making.

Corporate Implications

14. As with all technologies, there are risks for potential failure. These are mitigated as much as possible through contract arrangements with a third party supplier which address contingency and recovery arrangements. Also, plans to upgrade the conferencing equipment in the Council Chamber at Priory House will also reduce the risk of technical failure as webcasting and conferencing equipment are linked.
15. The council has already been through a competitive tender exercise to select the provider.
16. If the recommendation to extend webcasting to all Overview and Scrutiny Committee meetings is agreed, the Overview and Scrutiny/ Corporate Policy Officers who support these committees will need to be trained to operate the webcasting system and may need additional support for the first few meetings.

Legal Implications

17. Whilst there is no statutory requirement to webcast Council meetings, it is recommended best practice by the Department for Communities and Local Government.
18. Last year Central Government published new regulations; Openness of Local Government Bodies Regulations 2014, which strengthened 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. In this context, it is beneficial for the Council to have and make available its own complete and accurate record of meetings via webcasting.

19. The minutes of meetings continue to be the formal record of the meeting.
20. Protocols are already in place to protect the Council from potential legal challenges relating to the Human Rights Act and/or Data Protection requirements.

Financial Implications

21. The cost associated with the recommendations in this report are covered by existing revenue budgets.

Equalities Implications

22. 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.
23. The proposal to extend webcasting to all Overview and Scrutiny Committee meetings is likely to increase access to and awareness of and involvement in our democratic processes to all members of our community.

Conclusion and next Steps

24. Subject to the approval of the recommendation to extend webcasting to Overview and Scrutiny Committees arrangements will be put in place to:
 - Support Democratic Services colleagues to operate the webcasting equipment
 - Brief and train Chairmen of the meetings
 - Update the agenda front sheets and signage at meetings to include a note about being filmed
 - Ensure all public speakers are aware they will be filmed
 - Promote the webcasts

Appendices

Appendix A: webcasting Review Background Information.

Background Papers

None.

Appendix 1: Webcasting review background information

Webcasting viewer statistics

Date	Meeting	Live views	Archived views	Total views
21 May	Council	6	82	88
23 July	Council	1	40	41
17 Sept	Council	17	149	166
Total for full council		24 8%	271 92%	295 100%
27 May	Development Management Committee	6	104	110
24 June	Development Management Committee	8	78	86
22 July	Development Management Committee	1	49	50
19 Aug	Development Management Committee	35	104	139
16 Sept	Development Management Committee	55	129	184
Total for Development Management Committee		105 24%	464 76%	569 100%
07 July	Executive Committee	3	103	106
04 Aug	Executive Committee	42	168	210
06 Oct	Executive Committee	30	63	93
Total for Executive Committee		75 18%	334 82%	409 100%
Grand total		204 16%	1,069 84%	1,273 100%

All three meetings we are currently webcasting are equally popular.

The viewing figures for all three meetings are generally increasing, with the exception of the October Executive Committee.

75%+ of viewings are after the meeting has finished.

Comparison to other Councils

The following councils viewing figures are based on a similar time period and volume of meetings webcast. The figures are similar to those for Central Bedfordshire Council.

Council	Live views	Archived views	Total views
Stoke on Trent City Council	310 22%	1,071 78%	1,381 100%
Trafford Borough Council	393 31%	886 69%	1,279 100%
Wiltshire Council	825 43%	1,096 57%	1,921 100%
Aylesbury Vale Council	183 21%	671 79%	854 100%

Public Feedback

13 members of the public gave us feedback; 3 of these had not watched a webcast but thought it was a good idea.

6 people had never attended a council meeting in person but had watched a webcast.

Most found experience of watching a webcast positive (scored average of 4 out of 5, with 5 being the most positive score).

The public suggested we promote webcasting more and they support extending it to other meetings (9 people). Overview and Scrutiny Committees and any meetings discussing Planning issues were specifically mentioned.

Employee Feedback

Council staff have also found the webcasts useful. They have used the webcasts to view the Member debate about subjects related to their work. Some Officers have also used the webcast to remind themselves of a specific debate.

Staff also suggested extending webcasting to Overview and Scrutiny Committees and making webcasting easier to find on the website.

Member Feedback

There were no comments about improvements to the current webcasting or extending webcasting to other meetings.

However, one Member said that they found speaking or engaging in debate at Committees or Council intimidating.

Local media

The political correspondent from the BBC has welcomed the initiative. He and other journalists have viewed the webcasts for a true account of the debate and decisions at our meetings.