

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

**This meeting  
will be filmed.\***



**Central  
Bedfordshire**

**please ask for** Sandra Hobbs  
**direct line** 0300 300 5257  
**date** 10 May 2016

## **NOTICE OF MEETING**

### **COUNCIL**

Date & Time

**Thursday, 19 May 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

***MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THIS  
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. **Election of Chairman 2016/17**

To elect the Chairman of the Council for the municipal year 2016/17. The retiring Chairman will call for nominations for Chairman and each nomination must be seconded. Members may speak in support of nominations.

(Note: In accordance with Council Procedure Rule No. 21.7, if more than one nomination is received, a vote by show of hands will be conducted.)

The elected Chairman to sign and read out the Declaration of Acceptance of Office.

### 3. **Election of Vice-Chairman 2016/17**

To elect the Vice-Chairman of the Council for the municipal year 2016/17. The Chairman will call for nominations for Vice-Chairman and each nomination must be seconded. Members may speak in support of the nominations.

(Note: In accordance with Council Procedure Rule No. 21.7, if more than one nomination is received, a vote by show of hands will be conducted.)

The elected Vice-Chairman to sign and read out the Declaration of Acceptance of Office.

### 4. **Minutes**

To approve the minutes of the Council meeting held on 14 April 2016.

(Attached pages 5 to 11)

### 5. **Members' Interests**

To receive from Members any declarations of interest.

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

To receive any questions, statements and deputations from members of the public in accordance with the Public Participation Procedure as set out in Annex 1 of part A4 of the Constitution. (This session will be held at the Chairman's discretion and will normally last no longer than 15 minutes.)

9. **Appointment of Members, Chairmen and Vice-Chairmen to Committees and other Council Bodies 2016/17**

The report outlines the requirements for appointments to committees and other Council bodies, including political proportionality. Nominations from Group Leaders will be circulated separately.

(Attached at pages 13 to 26)

10. **Composition of the Executive and Scheme of Delegation of Executive Functions**

The Leader of the Council to report any changes to the composition and responsibilities of the Executive for the forthcoming year and to agree the scheme of delegation as set out at parts E2 and H3 of the Constitution. Appendix A - Portfolio Roles and names of the Executive and Deputy Executive Members will be circulated separately.

(Attached at pages 27 to 29)

11. **Leader of the Council's Annual Report**

To receive an annual report from the Leader of the Council outlining policy priorities for the coming year.

**CENTRAL BEDFORDSHIRE COUNCIL**

At a meeting of the **COUNCIL** held in the Council Chamber, Priory House, Monks Walk, Shefford on Thursday, 14 April 2016.

**PRESENT**

Cllr D Bowater (Chairman)

Cllr Mrs C F Chapman MBE (Vice-Chairman)

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

**Apologies for Absence**

Cllrs	L Birt	Cllrs	Mrs D B Gurney	Cllrs	Ms C Maudlin
	P Downing		R W Johnstone		P Smith

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Officers:	Mr T Keaveney	–	Assistant Director Housing Services
	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
	Ms M Peaston	–	Committee Services Manager
	Mr Q Baker	–	Assistant Director Legal and Democratic Services and Monitoring Officer (Interim)
	Mrs M Scott	–	Director of Public Health
	Mr C Warboys	–	Chief Finance Officer

C/15/81. **Minutes**

**RESOLVED**

**that the minutes of the meeting held on 25 February 2016 be approved and signed by the Chairman as a correct record.**

C/15/82. **Members' Interests**

None were declared.

C/15/83. **Questions, Statements and Deputations**

No questions, statements and deputations were made.

C/15/84. **Petitions**

No petitions were received.

C/15/85. **Chairman's Announcements and Communications**

The Chairman explained that changes had been made to the agenda which had been re published on the web site. The changes included the insertion of an electronic link to the minutes and draft policies of the Licensing Committee and the report at item 10 which was a report of the report of the Leader, summarising an urgent decision taken by the Director in accordance with the Constitution.

The Chairman reminded the Council that he was hosting an event at the Grove Theatre, Dunstable on 24 April 2016 called 'It takes two'.

C/15/86. **Leader of the Council's Announcements and Communications**

The Leader of the Council reported on:

- Plans for regeneration of a site in Houghton Regis which was supported by former England and Manchester United footballer, Rio Ferdinand.
- the Cranfield Master Plan which included the Cranfield air space project
- an overview of projects within Central Bedfordshire that were underway including Priory View, Dunstable, the M1/A1 link road, developments in Biggleswade and the East West Rail project
- discussions on devolution which were on going with neighbouring authorities.

C/15/87. **Executive Member Presentations**

Councillor Dixon, Deputy Executive Member for Corporate Resources reported on the work within Assets, including:

- the success of the Ivel Centre, Biggleswade

- the various functions undertaken by facilities management
- the management of retail, libraries, industrial units, industrial land and corporate buildings throughout Central Bedfordshire
- recent asset sales
- the roll out of the Smarter Working Programme.

Councillor Dixon responded to questions.

Councillor Young, Executive Member for Regeneration reported on work within his portfolio area including:

- work on the Local Plans
- the Growth Options Strategy
- Gypsy and Traveller accommodation assessments
- The Local Transport Plan
- viability appraisals.

Councillor Young responded to questions.

C/15/88.

### **Recommendations from the Licensing Committee**

#### **(i) Hackney Carriage and Private Hire Policies and Conditions**

The Council considered recommendations from the Licensing Committee concerning Hackney Carriage and Private Hire Policies and Conditions.

#### **RESOLVED**

- 1. that the Hackney Carriage and Private Hire Policy be adopted; and**
- 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 to publication.**

#### **(ii) Hackney Carriage and Private Hire Driver Conditions**

The Council considered a recommendation from the Licensing Committee concerning Hackney Carriage and Private Hire Driver Conditions.

#### **RESOLVED**

- 1. that the Hackney Carriage and Private Hire Driver Conditions be adopted: and**

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 conditions prior to publication.

**(iii) Criminal Conviction Policy**

The Council considered a recommendation from the Licensing Committee concerning the Criminal Conviction Policy for Hackney Carriage and Private Hire matters.

**RESOLVED**

1. that the Criminal Conviction Policy for Hackney Carriage and Private Hire matters be adopted: and
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 the publication.

**(iv) Code of Good Conduct for Licensed Drivers**

The Council considered a report of the Licensing Committee seeking adoption of a Code of Good Conduct for licensed drivers for Central Bedfordshire Council.

**RESOLVED**

3. that the Code of Conduct for licensed drovers be adopted; and
4. 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 code prior to publication.

**(v) Hackney Carriage Bye laws**

The Council considered a report of the Licensing Committee concerning Hackney Carriage byelaws for Central Bedfordshire Council.

**RESOLVED**

**that the Hackney Carriage byelaws be adopted.**



**(vi) Review of Hackney Carriage Conditions**

The Council received and considered a report of the Licensing Committee concerning Hackney Carriage Conditions for Central Bedfordshire Council.

**RESOLVED**

- 1. that the Hackney Carriage Conditions be adopted; and**
- 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 conditions prior to publication.**

**(vii) Private Hire Vehicle Conditions**

The Council considered a report of the Licensing Committee concerning Private Hire Vehicle Conditions for Central Bedfordshire Council.

**RESOLVED**

- 1. that the Private Hire Vehicle Conditions be adopted; and**
- 2. that the Head of Public Protection & Interim Head of Passenger Transport, in consultations with the Executive for Community Services, be given delegated authority to make any necessary minor amendments to the conditions prior to publication.**

**(viii) Private Hire (Special Event) Vehicle Conditions**

The Council received and considered recommendation concerning the Private Hire (Special Event) Vehicle Conditions for Central Bedfordshire Council.

**RESOLVED**

- 1. that the Private Hire (Special Event) Vehicle Conditions be adopted: and**
- 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 conditions prior to publication.**

**(ix) Conditions attached to a Private Hire Operator Licences**

The Council considered recommendations of the Licensing Committee concerning the conditions attached to Private Hire Operator licences for Central Bedfordshire.

**RESOLVED**

- 1. that the conditions attached to Private Hire Operators licences be adopted; and**
- 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 conditions prior to publication.**

**(x) National inspection Standards for Hackney Carriage and Private Hire Vehicles**

The Council considered recommendations of the Licensing Committee on the National Inspection Standards for Hackney Carriages and Private Hire Vehicles for Central Bedfordshire Council.

**RESOLVED**

**that the National Inspection Standards be adopted for the testing of Hackney Carriage and Private Hire Vehicles licensed by Central Bedfordshire.**

**C/15/89. Purchase of Multi Functional Devices (Printing)**

The Council received a report of the Leader of the Council advising of an urgent decision that had been taken to purchase replacement print machines.

**RESOLVED**

**that the urgent decision taken by the Director of Improvement Services and Corporate Services, in consultation with the Executive Member for Corporate Resources to award the new contract for print services to Ricoh, be noted.**

**C/15/90. Motions (if any)**

No motions were received.

**C/15/91. Written Questions**

No written questions were received.

C/15/92. **Open Questions**

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

1. Councillor Zerny asked a question about the financial position of the Bedfordshire Clinical Commissioning Group for the year ending 2015/16.

The Executive Member for Health advised of the financial position of the Bedfordshire Clinical Commissioning Group.

2. Councillor Zerny referred to a question that he had asked at a previous Council meeting and asked for clarity as to when he would receive and answer.

The Executive Member for Regeneration undertook to provide a written answer.

(Note: The meeting commenced at 6.30 p.m. and concluded at 7.15 p.m.)

Chairman .....

Dated .....

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Central Bedfordshire Council

Annual meeting of Council

19 May 2016

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**Appointment of Members, Chairmen and Vice-Chairmen to Committees and other Council Bodies 2016/17**

Advising Officers:

Deb Broadbent-Clarke, Director of Improvement and Corporate Services

([deb.broadbent-clarke@centralbedfordshire.gov.uk](mailto:deb.broadbent-clarke@centralbedfordshire.gov.uk))

Quentin Baker, Monitoring Officer

([quentin.baker@centralbedfordshire.gov.uk](mailto:quentin.baker@centralbedfordshire.gov.uk))

Mel Peaston, Committee Services Manager

([mel.peaston@centralbedfordshire.gov.uk](mailto:mel.peaston@centralbedfordshire.gov.uk))

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**Purpose of this report**

1. The report outlines the requirements for appointments to committees and other Council bodies, including political proportionality. Nominations from Group Leaders will be circulated separately.

**RECOMMENDATIONS**

Council is asked to:

1. **confirm for the municipal year 2016/17:**
  - (a) **the structure, size and terms of reference of the committees, sub-committees and joint committees set out in sections D1, E2 and J2 of the Council's constitution; and**
  - (b) **the allocation of seats and substitutes to these and other bodies, as listed in Appendix A to this report, in accordance with the political balance rules where they apply.**
2. **that the appointment of individual Members and substitutes to committees and other bodies be approved in accordance with nominations to be submitted by the political groups (Appendix B);**

3. **that the appointment of at least 1 member of the Council to the Central Bedfordshire Health and Wellbeing Board, nominated by the Leader, be approved (Appendix C);**
4. **that the appointment of Chairmen and Vice-Chairmen of committees for the municipal year 2016/17 be approved in accordance with nominations to be submitted by the political group leaders (Appendix D);**
5. **to note that that the following persons have been appointed to the Children's Services Overview and Scrutiny Committee as co-opted members with voting rights on education matters for the period May 2015 to the AGM in May 2019:**
  - (a) **Debbie Main, NORES (supporting Catholic education) representative (since March 2016 has replaced Frances Image, Roman Catholic Diocesan representative appointed May 2015 but who has now retired)**
  - (b) **David Morton, Church of England Diocesan representative**
  - (c) **Stephen Court, School Parent Governor representative**
  - (d) **Gillian Deans, School Parent Governor representative**
  - (e) **Emily Rowlands, School Parent Governor representative**

### **Overview and Scrutiny Comments/Recommendations**

2. Making the appointments is the responsibility of the full Council and does not fall within the remit of the overview and scrutiny process.

### **Principles of proportionality**

3. The principles set out in the Local Government and Housing Act 1989, in relation to bodies that are required to be proportional, are:
  - a. that not all the seats on the body may be allocated to the same political group
  - b. that the majority of seats be allocated to the majority group (see Note below)
  - c. that subject to (a) and (b) above, the **total number of seats** on all "ordinary" committees must be proportional to the overall balance of political groups on the Council;

- d. that subject to (a), (b) and (c) above, the allocation of seats on **individual bodies** should also reflect the overall balance of political groups on the Council.
4. **Note:** Seats reserved for education co-opted members (see paragraphs **20-21** below) are to be taken into account for the purpose of determining how many seats constitute a majority.
5. In the context of the Act, the term 'ordinary' committees includes only committees that have delegated powers to discharge the Council's statutory functions, and does not include informal bodies that are not committees.
6. A 'political group' is constituted when two or more Members sign a written notice, delivered to the Proper Officer, declaring their wish to be treated as a political group and giving the name of the group and of the group's leader.
7. Where there are Members who do not belong to any political group, a proportionate number of the available seats will not be allocated to any political group; and the Council is required to appoint to those seats from among the Members who do not belong to any political group, according to its discretion. Thus a single independent Member cannot constitute a political group but should be taken into account for the purpose of the overall allocation of available seats.

#### **Appointment of Councillors to Committees, etc**

8. It is necessary to appoint Members to serve on the various committees, joint committees and other Member forums listed in **Appendix A** for the municipal year 2016/17. Also shown are the legal and/or constitutional requirements relating to each committee, etc., including the agreed constitutional requirements for some joint bodies.
9. **Appendix A** shows the calculations for each of the 'ordinary' committees, joint committees and other Council bodies where the political balance rules apply, as listed under section 'A. Proportional Bodies'.

10. These calculations are based on the overall balance of political groups on the Council which is as follows:

	Conservative	Independent	Labour	Liberal Democrat	Total
no + % of Cllrs	53 89.83	3 5.08	2 3.39	1 1.69	59 100
allocation of all proportional seats	72.76	4.12	2.75	1.37	80

11. Applying a simple proportional basis to each proportional body individually (without reference to overall balance) would produce an allocation of seats on each body as set out below.

No of seats	Conservative	Independent Group	Labour	Liberal Democrat
20	18	1	1	0
19	17	1	1	0
18	16	1	1	0
17	15	1	1	0
16	14	1	1	0
15	14	1	0	0
14	13	1	0	0
13	12	1	0	0
12	11	1	0	0
11	10	1	0	0
10	9	1	0	0
9	8	1	0	0
8	7	1	0	0
7	6	1	0	0
6	6	0	0	0
5	5	0	0	0
4	4	0	0	0

12. **Appendix A** shows how individual committee memberships could be constituted on this basis. Group leaders have been apprised of this approach and the proposed membership is set out at **Appendix B**.
13. The number of substitutes is shown in brackets, where they may be appointed. Under the constitution, these will be half the number of seats that each political group holds on the particular committee, being a minimum of one and rounded up in the case of odd numbers. Each independent Member not belonging to a political group within the Council is entitled to nominate a substitute to attend in his/her place.



14. Non-proportionate bodies are listed in Section B of **Appendix A**.
15. The Appointments Panel, from which individual Appointments Sub-Committees will be selected, will need to be appointed at a special meeting of the General Purposes Committee following the Council meeting. Each Sub-Committee will appoint its own Chairman for the meeting.
16. The Health and Wellbeing Board, a statutory Committee of the Council from April 2013, must, under S194 of the Health and Social Care Act 2012, include at least one member of the Council nominated by the Leader and appointed by the Council, plus certain Council officers with particular statutory responsibilities, a representative of the Local Healthwatch organisation and a representative of each relevant clinical commissioning group. The Council may also appoint such other persons as it thinks appropriate. The recommended nominations by the Leader are set out in **Appendix C**.
17. There is a separate report on the agenda on the appointment of the Executive, which is not required to be proportionate, by the Leader of the Council.

#### **Appointment of Chairmen and Vice-Chairmen**

18. The Council is also requested to appoint Chairmen and Vice-Chairmen of the Council's 'ordinary' committees, nominations for which are submitted in **Appendix D**. The nomination for the Health and Wellbeing Board is also included in **Appendix D**. In the event of more than one nomination being received for the chairmanship or vice-chairmanship of a committee, each nomination in respect of that office will need to be put to the vote. The Vice-Chairman of the Health and Wellbeing Board shall be appointed by the Board at its first meeting in 2016/17, on 27 July 2016.

#### **Appointment of Co-opted Members for Education Matters**

19. The Local Government Act 2000 and Regulations made under it require certain representatives to be co-opted onto any overview and scrutiny committee whose functions relate wholly or partly to any education functions which are the responsibility of the authority's Executive. That committee is the Children's Services Overview and Scrutiny Committee. The co-opted members have a vote on education matters only.

20. The statutory co-optees are:
  - a. between two and five parent governor representatives who must be appointed following an election among parent governors of schools maintained by the local education authority and may serve for up to four years; the Central Bedfordshire constitution requires three such parent governors; and
  - b. two church representatives, to be nominated respectively by the Church of England Diocesan Board and the Roman Catholic Diocesan Bishop for the area.
  
21. At its meeting on 14 April 2011, Council determined that the period of appointment should be for a 4-year term in line with the 4-year term of the Council, starting at the beginning of the term of the newly-elected Council in 2011 and ending at the Council's AGM in 2015. Appointments for a further 4-year term were made at the Annual Meeting in 2015 and the period will end at the Council's AGM in 2019. Where vacancies have arisen, replacement appointments have been made for the remaining period of the term.

#### **Council Priorities**

22. The appointment of members to Committees enables the Council's priorities to be addressed through the decision making processes.

#### **Legal Implications**

23. The appointment of elected Members must comply with the proportionality requirements in sections 15 and 16 of the Local Government and Housing Act 1989.
24. The appointment of co-opted members to the Children's Services Overview and Scrutiny Committee must comply with paragraphs 7 and 9, Schedule 1 of the Local Government Act 2000 and The Parent Governor Representatives (England) Regulations 2001 (S.I. 2001/478).

#### **Financial Implications**

25. There are no financial implications.

#### **Equalities Implications**

26. There are no equalities implications in making the appointments to the committees.

### **Conclusion and next Steps**

27. Further to the membership of committees being set, meetings will take place in accordance with the Calendar of Meetings 2016/17, agreed by Council on 21 January 2016.

### **Appendices**

Appendix A – Member Appointments required by Annual meeting of Council

Appendix B – Nominations for Membership of Committees, etc. 2016/17

Appendix C – Nominations from the Leader of the Council for Councillors to be members of the Health and Wellbeing Board in 2016/17

Appendix D – Nominations for Chairmanship and Vice-Chairmanship of Committees 2016/17

### **Background Papers**

28. 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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## Appendix A

### MEMBER APPOINTMENTS REQUIRED BY ANNUAL COUNCIL ON 19 May 2016

Committee, Sub-Committee, Panel, etc.	Total No. of Councillors (substitutes in brackets)	Conservative 53	Independent 3	Labour 2	Liberal Democrat 1	
<b>A. PROPORTIONATE BODIES</b>						
<b>A1. 'Ordinary' Committees (proportionate)</b>						
Corporate Resources OSC	9 (5)	8 (4)	0	1(1)	0	
Children's Services OSC	10 (6)	9 (5)	0	1(1)	0	
Social Care, Health & Housing OSC	9 (5)	8(4)	0	0	1(1)	
Sustainable Communities OSC	9 (5)	8(4)	1(1)	0	0	
Audit	7 (4)	6 (3)	1(1)	0	0	
Development Management	13 (7)	12(6)	1(1)	0	0	
General Purposes	12 (7)	11(6)	1(1)	0	0	
Licensing	12 (7)	10(5)	1(1)	1(1)	0	
<b>Total</b>	<b>81</b>					
<p>Notes:</p> <ol style="list-style-type: none"> <li>1. Overview and Scrutiny Committees (OSCs) <b>must not</b> include in their membership (a) any Executive Members; or (b) any Deputy Executive Members if the particular OSC's terms of reference cover any portfolio with which he/she assists.</li> <li>2. Unless the Council were to decide otherwise, with no Member voting against, the Conservative group will require a majority of all the seats, including co-opted member seats, on the Children's</li> </ol>						

Services Overview and Scrutiny Committee.

3. The Audit Committee membership **may not** include (a) any Executive Member; or (b) any Deputy Executive Member, or (c) any member of the Corporate Resources OSC.
4. The General Purposes Committee **must** include at least three Executive Members.

**A2. Joint Committee (proportionate but not part of the overall seat allocation)**

	Total seats	Cons	Ind	Lab	LD	
Wixams Joint Development Control	9 (5)	8 (4)	1 (1)	0 (0)	0	

Note: Appointments to the Wixams Joint Development Control Committee are, as far as practicable, to reflect political balance within the Council.

<b>A3. Other Council Bodies (proportionate but not part of the overall seat allocation)</b>						
	<b>Total seats</b>	<b>Conservative</b>	<b>Independent</b>	<b>Labour</b>	<b>Lib Dem</b>	
Appeals Panel (see note 1)	9 (5)	8(4)	0	1(1)	0	
Appointments Panel (appointed by General Purposes Committee) (see note 2)	5 (3)	4(2)	1(1)	0	0	
Corporate Parenting Panel (see note 3)	8 (5)	7(4)	0	0	1(1)	
Standing Advisory Council for Religious Education (SACRE) (see note 5)	5 (3)	4(2)	0	1 (1)	0	

Notes:

1. Members of the Appeals Panel will be appointed as required to individual Appeals Committees, each comprising 3-5 councillors appointed in accordance with political balance.
2. In addition all Executive Members are on the Appointments Panel to enable the relevant Executive Member to attend an Appointments Sub-Committee. The Panel forms the body from which members will be drawn to form individual Appointments Sub-Committees. A Sub-Committee will be composed of 3 – 5 Members (normally 2 – 4 Conservative and 1 Independent, including at least 1 Executive Member). Members will be appointed to a Sub-Committee by the Monitoring Officer.
3. The membership of the Corporate Parenting Panel **must** include the Executive Member for Children’s Services, a Deputy Executive Member for Children’s Services **and** a member of the Social Care, Health and Housing Overview and Scrutiny Committee.
4. Members appointed to the Standing Advisory Council for Religious Education (SACRE) should have an interest in collective worship and religious education, as required by its constitution.

**B. NON-PROPORTIONATE BODIES**

**B1. Other Committees and Sub-Committees (non-proportionate)**

Executive	3-10 (0)	
Health and Wellbeing Board	At least 1 member of the Council (see note 2)	

Notes:

1. The Executive does not have to comply with political balance rules. It will comprise the Leader of the Council and other Members appointed by the Leader.
2. The Council is required to appoint at least 1 member of the Council to the Health and Wellbeing Board, on the nomination of the Leader. Under s194 of the Health and Social Care Act 2012, certain officers with statutory responsibilities are also by reason of their office members of the Board, plus a representative of the Local HealthWatch organisation, a representative of each clinical commissioning group, and such other persons as the local authority thinks appropriate. (Please see separate report)



<b>B2. Joint Committees (non-proportionate)</b>		
Dunstable Joint Committee (see Note 1)	5 (0)	
Houghton Regis Town Centre Management (see Note 2)	4 (0)	
Leighton-Linslade Partnership Committee (see Note 3)	5 (0)	
Biggleswade Joint Committee (see Note 4)	4 (2)	
South East Midlands Local Transport Board	1(1)	

Notes:

1. Dunstable Joint Committee (TCMC) **must** comprise **5 elected representatives of wards in Dunstable**. Under the regulations for joint committees whose role covers less than two-fifths of the Council's total area or population, political balance rules do not apply. (The DJC currently comprises 5 Conservatives)
2. Houghton Regis Partnership Committee members **must** be members of a Houghton Regis ward. Likewise, political balance rules do not apply.
3. Leighton-Linslade Partnership Committee members **must** be (a) Executive Members or (b) members for a Leighton-Linslade ward. Likewise, political balance rules do not apply. (The LLPC currently comprises 5 Conservatives.)
4. Biggleswade Joint Committee **must** be (a) members for a Biggleswade ward or (b) Executive Members. The named substitutes **must be** Executive members. Likewise, political balance rules do not apply. (The Biggleswade Joint Committee currently comprises 4 Conservatives and 2 Conservative substitutes.)
5. South East Midlands Local Transport Board comprises 1 member plus 1 substitute member of each of the following councils: Central Bedfordshire Council, Milton Keynes Council, Luton Borough Council and Bedford Borough Council. (These are currently the Executive Member for Regeneration, the substitute being the Deputy Executive Member for Regeneration.)

**B3. Other Panels and Informal Bodies requiring Council Appointments (non-proportionate)**

Joint Adoption Panel	1 (0)	
Fostering Panel	1 (0)	
Fostering Permanence Panel	1 (0)	

**B.4 Other Committees & Sub-Committees to be appointed as needed (for information only)**

Joint Health Overview and Scrutiny Committees are to be appointed by the Monitoring Officer as required from the membership of the Health and Social Care Overview and Scrutiny Committee, in consultation with the Chairman and the Vice-Chairman of that Committee. Appointments are subject to (a) the political balance rules if more than 2 members are appointed; and (b) subsequent report to Council for information in any event.

**B5. Other Bodies (for information only)**

The Executive Member for Education and Skills by reason of their office serves on the following bodies:

- Admissions Forum
- Schools Forum (non-voting)
- Children's Trust Board
- Local Safeguarding Children Board
- Corporate Parenting Panel.

Central Bedfordshire Council

Council

19 May 2016

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**Composition of the Executive and Scheme of Delegation of Executive Functions**

Report of Cllr Jamieson, the Leader of the Council

Advising Officers:

Deb Broadbent-Clarke, Director of Improvement and Corporate Services  
([Deb.Broadbent-clarke@centralbedfordshire.gov.uk](mailto:Deb.Broadbent-clarke@centralbedfordshire.gov.uk))

Quentin Baker, Monitoring Officer (Interim)  
([quentin.baker@centralbedfordshire.gov.uk](mailto:quentin.baker@centralbedfordshire.gov.uk))

Mel Peaston, Committee Services Manager  
([mel.peaston@centralbedfordshire.gov.uk](mailto:mel.peaston@centralbedfordshire.gov.uk))

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**Purpose of this report**

1. This report sets out the composition of the Executive for the coming year. The report also draws Members' attention to the Scheme of Delegation of Executive Functions.

**RECOMMENDATIONS**

**The Council is asked to:**

1. **note that Cllr Carole Hegley remains the designated Lead Member for Children's Services;**
2. **note the composition of the Executive and the allocation of portfolios, as set out at Appendix A;**
3. **note the scheme of delegation of Executive functions, as set out at Part C3 of the Council's Constitution;**

**Overview and Scrutiny Comments/Recommendations**

1. The composition of the Executive and the scheme of delegation of Executive functions do not form part of the business of the overview and scrutiny committees.

### **Constitutional Requirement**

2. The Council's Constitution requires the Leader of the Council to report at the annual meeting of the Council following an election on the composition of the Executive and the proposed scheme of delegation of Executive functions (Part C4 Executive Procedure Rules, paragraph 1.2). Thereafter only changes are required to be reported at the annual meeting. Nonetheless, setting out the full details provides an up-to-date record, and so this report sets out the full composition.

### **Composition of the Executive**

3. The Executive will continue to comprise the Leader plus 7 Councillors, including a Deputy Leader. The names of the Executive Members and the details of the portfolios are set out in **Appendix A** (to follow).
4. Under the terms of Part C1 paragraph 6.2 of the Constitution, the Leader is required to designate a member of the Executive as Lead Member for Children's Services under section 19(1) of the Children Act 2004. Cllr Carole Hegley continues to hold this position.

### **Scheme of Delegation of Executive Functions**

5. The Scheme of Delegation of Executive Functions is set out at Part C3 of the Council's constitution.

### **Deputy Executive Members**

6. The Leader of the Council has previously appointed Deputy Executive Members to support the Executive Members in carrying out their role and is continuing this practice. The Deputies are not members of the Executive as the Executive is restricted to comprising the Leader plus at least two, but no more than nine, Executive Members.

### **Council Priorities**

7. The appropriate structure of the Executive will contribute to the proper running of the Council, enabling it to meet its priorities and ambitions, as set out in the Council's 5-Year Plan  
<http://intranet.centralbedfordshire.gov.uk/vision-values/default.aspx>.

### **Legal Implications**

8. The composition of the Executive and its scheme of delegations are in line with legal and constitutional requirements.

### **Financial Implications**

9. There are no additional budgetary implications.

### **Equalities Implications**

10. There are no equalities implications relating to the appointment of the Executive or the Executive's Scheme of Delegations.

### **Conclusion and next Steps**

11. The Executive Members will continue to carry out their work in the ensuing year.

### **Appendices**

Appendix A – Portfolio Roles and names of the Executive and Deputy Executive Members.

### **Background Papers**

12. 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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