

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

**This meeting may  
be filmed.\***



**Central  
Bedfordshire**

**please ask for** Leslie Manning  
**direct line** 0300 300 5132  
**date** 30 November 2016

## **NOTICE OF MEETING**

### **GENERAL PURPOSES COMMITTEE**

Date & Time

**Thursday, 8 December 2016 10.00 a.m.**

Venue at

**Room 14, Priory House, Chicksands, Shefford**

Richard Carr  
**Chief Executive**

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

Cllrs Mrs J G Lawrence (Chairman), G Perham (Vice-Chairman), L Birt,  
Mrs C F Chapman MBE, Mrs A L Dodwell, P Hollick, J G Jamieson,  
M R Jones, K C Matthews, N Warren, R D Wenham and A Zerny

[Named Substitutes:

Cllrs D Bowater, E Ghent, Ms A M W Graham, D J Lawrence, B Saunders,  
M A G Versallion and J N Young]

All other Members of the Council - on request

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

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# 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 27 October 2016 (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

<b>Item</b>	<b>Subject</b>	<b>Page Nos.</b>
7.	<b>Pay Policy Statement 2017/18</b>  To recommend to Council the proposed Pay Policy Statement for 2017/18.	* 11 - 18
8.	<b>Wixams Joint Development Control Committee - Quorum</b>  To recommend to Council a minor amendment to the terms of reference previously agreed by Council for the Wixams Joint Development Control Committee in order to reflect a	* 19 - 24

minor change to the quorum agreed by Bedford Borough Council.

9. **Update on Amendments to the Constitution** \* 25 - 28

To receive an update on amendments to the Council's Constitution.

10. **Work Programme** \* 29 - 32

To consider the Committee's work programme.

**CENTRAL BEDFORDSHIRE COUNCIL**

At a meeting of the **GENERAL PURPOSES COMMITTEE** held at Room 15, Priory House, Chicksands, Shefford on Thursday, 27 October 2016

**PRESENT**

Cllr Mrs J G Lawrence (Chairman)  
Cllr G Perham (Vice-Chairman)

Cllrs L Birt  
Mrs C F Chapman MBE  
P Hollick  
M R Jones

Cllrs K C Matthews  
R D Wenham  
A Zerny

Apologies for Absence: Cllrs Mrs A L Dodwell  
J G Jamieson  
N Warren

Substitutes: Cllrs E Ghent  
D J Lawrence

Officers in Attendance: Mr Q Baker – Assistant Director Legal and  
Monitoring Officer  
Ms M Damigos – Corporate Lawyer  
Mr B Dunleavy – Democratic Services Manager  
Ms M Peaston – Committee Services Manager

GPC/16/13. **Apologies for Absence**

Apologies for absence were received from Cllrs Jamieson, Dodwell and Warren.

GPC/16/14. **Minutes**

The minutes of the meeting held on 30 June 2016 were approved as a correct record and signed by the Chairman.

GPC/16/15. **Members' Interests**

There were no declarations of interest.

GPC/16/16. **Chairman's Announcements and Communications**

There were no Chairman's announcements or matters of communication.

**GPC/16/17. Petitions**

There were no petitions.

**GPC/16/18. Questions, Statements or Deputations**

There were no questions, statements or deputations from members of the public.

**GPC/16/19. The 2018 Review of Parliamentary Constituencies**

The Committee received a report setting out the initial proposals by the Boundary Committee for England on the current review of the Parliamentary constituencies for England. Illustrative maps were included and large copies were tabled at the meeting to enhance understanding of the proposals.

Points and comments were made, as follows:

- although not ideal the proposals were considered acceptable as they currently stood
- ideally, Elstow should be within the Mid Bedfordshire boundary and Kempston Rural within the North East Bedford constituency
- representations could be made seeking the inclusion of Elstow within the Mid Bedfordshire boundary.

**RESOLVED:-**

- 1. to note the initial proposals for the new Parliamentary constituency boundaries in England; and**
- 2. to accept the initial proposals, however to establish whether an amendment could be incorporated, such that Elstow would remain in the Mid Bedfordshire constituency and Kempston Rural be removed and included in the North East Bedford constituency.**

**GPC/16/20. Report on the Arrangements for Ethical Standards**

The Committee received a report summarising the Council's ethical governance and arrangements since March 2016. The report included explanations relating to the following:

- the Council's Code of Conduct, including the sanctions available when a breach is found
- an update on the maintenance of the Register of Interests
- the maintenance of an appropriate number of Independent Persons
- a proposal to publish the outcomes of decisions following complaints against Council members

- training of Clerks to parish and town councils in respect of ethical matters.

Points and comments were made, as follows:

- the range of information included in published decisions following a complaint against a member of Central Bedfordshire Council could vary, depending on the circumstances, but would generally include the name of the Council member and the person who made the complaint with brief details of the complaint and the decision.
- a recommendation should be made to Council to amend the Constitution to enable the Monitoring Officer to publish such decisions
- A reduction in the number of Independent Persons from seven to four was appropriate and the proposal to extend the appointment of four existing Independent Persons to 2020 should be the subject of a recommendation from this Committee to Council.

**RESOLVED:**

- 1. to note how the Council has complied with its obligations in respect of ethical standards under the Localism Act for the eight months since March 2016;**
- 2. that the number of Independent Persons maintained on the Panel be reduced from seven to four.**

**RECOMMENDED TO COUNCIL**

- 1. that the outcome of reports relating to complaints made under the Councillor Code of Conduct be published, and that the Constitution be amended to enable the Monitoring Officer to publish such decisions;**
- 2. to extend the appointment of four Independent Persons to 2020.**

**GPC/16/21. Review of Policy and Procedure under the Regulation of Investigatory Powers Act 2000**

The Committee received a report of the Monitoring Officer apprising the Committee of a review of the Council's Policy and procedures to promote the terms of the Regulation Of Investigatory Powers Act 2000 (RIPA) following an inspection by the Office of Surveillance Commissioners at the end of April 2016. The Committee was reminded that as covert surveillance may infringe the rights of individuals, it must be carried out in accordance with RIPA.

Points and comments included:

- concern by a minority of members of the Committee that the words "shall" or "must" replaced the term "should" in the revised Policy, as those Members considered that the revised wording was disproportionately directive; a vote indicated that the majority of members

of the Committee were in favour of the revised wording as it related to compliance requirements.

- the wording of the beginning of paragraph 4.9.3 required amending to make it grammatically correct
- endorsement that the designation of three additional Authorising Officers, as recommended by the Office of Surveillance Commissioners to bring the total number up to five, was acceptable
- that the proposed annual review to be brought to the Committee should include a summary of covert surveillance that had been undertaken by the Council.

## **RESOLVED**

- 1. to endorse the updated Policy and Procedure Guide on the use of covert surveillance and covert human intelligence sources by the Council, subject to the grammatical amendment of paragraph 4.9.3;**
- 2. to endorse the designation of three additional Authorising Officers by the Senior Responsible Officer;**
- 3. that an annual review of the Council's Policy and Procedure Guide informed by RIPA be brought to this Committee to ensure it remains fit for purpose;**
- 4. that the annual review include summaries of the Council's covert intelligence activities governed by the Policy.**

## **GPC/16/22. Work Programme**

The Committee received a report setting out details of its work programme.

Points and comments included:

- due to the required publication framework, the Council's Pay Policy Statement must be considered at the Committee's meeting on 8 December 2016
- it would be helpful to have an indication of the proposals for the re-ordering and indexing of the Constitution at the December meeting, prior to the work being brought in draft to the Committee
- the work programme for 2017/18 would include an annual review of the Council's covert surveillance policy informed by RIPA (minute GPC 16/21 above refers).

## **RESOLVED**

- 1. to note the Work Programme;**
- 2. to add a report to the 8 December meeting setting out proposals for the re-ordering and indexing of the Constitution;**



- 3. to add to the work programme for 2017/18 an annual review of the Council's covert surveillance policy informed by RIPA, including examples of work the Council had undertaken governed by the Policy.**

(Note: The meeting commenced at 10.00 a.m. and concluded at 10.55 a.m.)

Chairman .....

Dated .....

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**Central Bedfordshire Council**

**General Purposes Committee**

8 December 2016

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**Pay Policy Statement 2017/18**

Report of Charles Warboys, Director of Resources  
([charles.warboys@centralbedfordshire.gov.uk](mailto:charles.warboys@centralbedfordshire.gov.uk))

Advising Officer:  
Catherine Jones, Assistant Director - People  
([catherine.jones@centralbedfordshire.gov.uk](mailto:catherine.jones@centralbedfordshire.gov.uk))

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**Purpose of this report**

This report sets out the details of the Pay Policy Statement for 2017/18 which is a requirement for the Council to adopt by 31 March 2017.

**RECOMMENDATIONS**

The Committee is asked to:

1. Approve the attached Pay Policy Statement for 2017/18
2. Recommend to Full Council that the Pay Policy be adopted and published on the Council's website with effect from 1 April 2017.

**Overview and Scrutiny Comments/Recommendations**

1. None.

**Background**

2. The Localism Act sets out requirements for all Local Authorities to publish a comprehensive Pay Policy Statement which is reviewed and updated annually.
3. The legislation further extends the existing requirements under the Code of Transparency to publish Chief Officer remuneration on the website and ensure that Full council has the opportunity to approve senior appointments or severance arrangements outside of existing approved policies and pay arrangements.

4. The attached draft Pay Policy Statement 2017/18 (Appendix A) reflects existing terms and conditions that have been secured at the appropriate level through the Council's governance arrangements.
5. The Constitution sets out that all Chief Officer level senior appointments must be made by the Appointments panel and this provides the necessary checks within the Council to ensure that salary packages are appropriate and proportionate to the roles and responsibilities held, and relevant market forces and existing pay arrangements already in place are taken into account.
6. The Pay Policy Statement also sets out that in the event of an exceptional discretionary payment being proposed as part of a severance package, which is outside of our statutory or contractual arrangements, General Purposes Committee would need to make a recommendation to Full Council for approval.

### **Issues**

7. The Pay Policy Statement 2017/18 reflects the existing pay arrangements following the national pay award that was implemented in April 2016. Although it was a two year pay award the Pay Policy Statement only reflects the pay award to March 2017. A further 1% cost of living pay award for all employees covered by the NJC terms and conditions of employment has been agreed to be effective from 1 April 2017. However the pay points in the attached draft Pay Policy Statement do not yet include these figures as they have not been implemented and checked through. It is likely that the draft document at Appendix A will be updated to include these figures before the Pay Policy Statement is presented to Full Council in January 2017.
8. As the government are proposing to introduce a cap on Public Sector Termination payments and a requirement to make a Recovery of Exit Payments to high earning employees in particular circumstances, the attached Pay Policy Statement will need to be amended to reflect the details of the Regulations when finalised. This is likely to be during April 2017. Any revised Pay Policy Statement will be brought to General Purposes Committee for consideration prior to being presented to Full Council.

### **Responsibility for decision on remuneration**

9. The provisions of the Localism Act bring together accountability, transparency and fairness in setting local pay. Councillors are required to take a greater role in determining pay ensuring that decisions are taken by those who are directly accountable to local people.
10. Under the existing terms of reference for the General Purposes Committee the attached Policy Statement would be approved by the Committee and no further consideration would be required.

11. However one of the requirements of the Localism Act is that the Pay Policy Statement and any subsequent amendments must be approved by Full Council and this should be in time for publication from 1 April each year.
12. The recommendations set out in this report deal with this requirement.
13. The Act ensures that policies and decisions on the pay and reward of the most senior staff are set clearly within the context of the pay of the wider workforce.

#### **Reason for decision**

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

#### **Council Priorities**

15. This report and the attached Pay Policy Statement do not directly support the Council's priorities but meets the requirements of the Localism Act. The 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**

16. The attached Pay Policy complies with Sections 38-43 of the Localism Act which requires that all authorities publish a Pay Policy Statement to enable greater transparency towards Chief Officer pay.

#### **Financial Implications**

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

#### **Equalities Implications**

18. 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.

19. 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.
20. 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.

### **Appendices**

Appendix A – Draft Pay Policy Statement 2017/18

**Background Papers** (open to public inspection)

None

## **CENTRAL BEDFORDSHIRE COUNCIL PAY POLICY STATEMENT 2017/18**

### **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<sup>st</sup> March 2017.

### **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 . This is currently paid as a spot salary.

The decision to award any salary 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**

All Directors are paid on a spot salary. 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 £63,311 to £92,871. 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 £48,720 to £53,151 or £59,057 to £63,487. Each grade has 3 incremental points.

### **Section 151 Officer and Monitoring Officer**

The post of the Council's Chief Finance (Section 151) Officer is held by the Director of Resources who is paid on a spot salary.

As the Council's legal services are provided by LGSS Law Ltd, the role of Monitoring Officer is carried out by a Director of LGSS.

Currently 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. 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 £14,514 to £47,254. All employees are paid on or above the National Living Wage except Level 2 Apprentices in their first year of their apprenticeship for which the National Apprenticeship Wage is paid.

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 2017 has a salary range of £14,514 to £14,771.

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 2017/18, the ratio of pay of the Chief Executive to that of the median earner is 7.2:1. Both 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 2018/19 and will be submitted to Full Council for approval by 31 March 2018.

Should it be necessary to amend this 2017/18 Statement during the year that it applies, an appropriate resolution will be made by Full Council.

As the government are proposing to introduce a cap on Public Sector Termination payments and a requirement to make a Recovery of Exit payments to high earning employees in particular circumstances, this Pay Policy Statement will need to be amended to reflect the details of the Regulations when finalised. This is likely to be during 2017. Any revised Pay Policy Statement will be presented to Full Council for review.

Central Bedfordshire Council

GENERAL PURPOSES COMMITTEE

8 December 2016

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**Wixams Joint Development Control Committee - Quorum**

Report of Executive Member for Corporate Resources  
([richard.wenham@centralbedfordshire.gov.uk](mailto:richard.wenham@centralbedfordshire.gov.uk))

Advising Officers: Director of Resources  
([charles.warboys@centralbedfordshire.gov.uk](mailto:charles.warboys@centralbedfordshire.gov.uk)) and  
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. To recommend to Council a minor amendment to the quorum requirements in the terms of reference of Wixams Joint Development Control Committee, to bring them into line with those agreed by Bedford Borough Council.

**RECOMMENDATIONS**

The Committee is asked to **RECOMMEND TO COUNCIL:**

1. **an amendment to the Terms of Reference of Wixams Joint Development Control Committee to provide that within the quorum requirements, there is an additional requirement that there must be present at least one representative from each participating Council (Bedford Borough Council and Central Bedfordshire Council) as shown at Appendix A.**

**Overview and Scrutiny Comments/Recommendations**

1. Amendments to the Council's constitution do not fall within the remit of overview and scrutiny.

**Recently Updated Terms of Reference**

2. The terms of reference of Wixams Joint Development Control Committee were the subject of consideration by the General Purposes Committee on 30 June 2016 which made recommendations to full Council on 21 July 2016 to amend the Constitution. Council agreed the recommendations from the General Purposes Committee.

3. As this is a joint committee, the terms of reference in Bedford Borough Council's constitution should be the same as those in Central Bedfordshire Council's. The terms of reference have not so far been updated within Central Bedfordshire Council's constitution pending formal approval by Bedford Borough Council.

#### **Consideration by Bedford Borough Council**

4. Bedford Borough Council's General Purposes Committee recently agreed the terms of reference as recommended by Central Bedfordshire Council, subject to one amendment. The amendment provides that at least one representative from each participating council must be present to fulfil the requirements of the quorum for the Joint Committee.
5. Bedford Borough Council will be considering the Joint Committee's proposed terms of reference, amended to reflect the provision described above, at its meeting on 7 December 2016 which is the day before the meeting of this Committee.

#### **Updating of Terms of Reference in Central Bedfordshire Council's Constitution**

6. The Chairman of Central Bedfordshire Council's Development Management Committee, and Co-Chair of Wixams Joint Development Control Committee, has indicated that he is content for this amendment to be incorporated into the terms of reference.
7. As the amendment represents a change to the Joint Committee's Terms of Reference in Central Bedfordshire Council's Constitution, it is necessary to seek Council's approval.

#### **Council Priorities**

8. The proposed action will enable the Joint Committee to support the following Council priorities:
  - Enhancing Central Bedfordshire
  - Creating stronger communities

#### **Corporate Implications**

#### **Legal Implications**

9. The Council's constitution sets out the terms of reference of committees and joint committees, which should be fit for purpose. The constitutions of both councils should contain identical terms of reference of a joint committee.
10. The proposed amendment would give rise to the potential for either council to veto any decision by not attending a meeting. The terms of

reference as unamended currently provide that as long as one quarter of the membership is present (ie 5; out of 9 from Central Bedfordshire Council and 9 from Bedford Borough Council), the meeting can go ahead. So theoretically, decisions could be taken affecting a council's residents and future residents in the absence of any representation from that council. However this represents a positive voting position as opposed to a veto which blocks something.

### **Financial and Risk Implications**

11. There are no financial implications. The proposed amendment reduces the risk that a meeting of this joint committee could make decisions without reference to the interests of Central Bedfordshire Council residents.

### **Equalities Implications**

12. When decisions are made, decision makers must have the relevant data, including the results of equality impact assessment, and of consultation and involvement, to ensure they reach an informed decision.
13. Providing for a Central Bedfordshire member within the quorum reduces the risk that data relating to Central Bedfordshire Council residents will not be taken into account.

### **Implications for Work Programming**

14. There is no impact on the work programme of the Overview and Scrutiny Committee.

### **Conclusion and next Steps**

15. The Committee is asked to make a recommendation to Council, as set out above, to enable the Wixams Joint Development Control Committee terms of reference to be updated and reflect identical provisions in the constitution of each participating council.

### **Appendices**

Appendix A, Proposed amendment to quorum requirements of Wixams Joint Development Control Committee, is attached.

### **Background Papers**

There are none.

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## Appendix A

**Proposal to amend the Wixams Joint Development Management Committee terms of reference to require that a representative of each participating authority (Bedford Borough Council and Central Bedfordshire Council) is present at any meeting.**

### Standing Order 4 – Quorum

- i. The quorum at a meeting is one quarter of the joint committee's membership, with at least one member drawn from each authority. If the meeting lacks a quorum at any stage, its business shall be adjourned to an agreed date and time or to the next ordinary meeting.

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Central Bedfordshire Council

GENERAL PURPOSES COMMITTEE

8 December 2016

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**Update on Amendments to the Constitution**

Report of Cllr Richard Wenham, Executive Member for Corporate Resources  
([richard.wenham@centralbedfordshire.gov.uk](mailto:richard.wenham@centralbedfordshire.gov.uk))

Advising Officers:  
Charles Warboys, Director of Resources  
([charles.warboys@central.bedfordshire.gov.uk](mailto:charles.warboys@central.bedfordshire.gov.uk))

Sharon Griffin, Committee Services Officer  
([sharon.griffin@centralbedfordshire.gov.uk](mailto:sharon.griffin@centralbedfordshire.gov.uk))

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**Purpose of this report**

1. This report sets out the changes which have been made to the Constitution between June 2016 and November 2016.

**RECOMMENDATIONS**

**The Committee is asked to note the changes made to maintain the Council's Constitution, set out in Appendix A.**

**Overview and Scrutiny Comments/Recommendations**

2. Oversight of the Constitution falls within the remit of the General Purposes Committee rather than overview and scrutiny.

**Maintenance of the Constitution**

3. The Monitoring Officer has been granted delegated powers to make urgent and minor amendments to the Constitution as set out in Part A5 paragraph 2.3 of the Constitution, and is required to report to the Committee at intervals on any amendments which have been made.
4. A schedule of the amendments which have been made since the last report to the Committee is attached at **Appendix A**, for the Committee to note.

### **Council Priorities**

5. Maintenance of the Constitution, as the Council's rule-book, contributes to the Council priority 'a more efficient and responsive Council'.

### **Legal Implications**

6. The Constitution should be maintained in an up-to-date state and the action taken complies with this duty.

### **Financial and Risk Implications**

7. There are no financial or risk implications.

### **Equalities Implications**

8. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
9. Amendments to the Constitution have been considered in light of this statutory duty.

### **Implications for Work Programming**

10. There are no implications for overview and scrutiny work programming.

### **Conclusion and next Steps**

11. The Constitution has been updated and is published on the Council's website.

### **Appendices**

The following appendix is attached:

Appendix A: Schedule of Changes to the Constitution June – November 2016.

### **Background Papers**

None

**Amendments to the Constitution  
For the period: June – November 2016**

Appendix A

<b>Remove pages</b>	<b>Insert pages</b>	<b>Section of the Constitution</b>	<b>Proposed Change</b>	<b>Reason</b>	<b>Date approved by Monitoring Officer</b>
Part C3 Pages 1-5	Part C3 Pages 1-6	Part C3 new paragraph 4 (previous paragraph 4 is re-numbered paragraph 5)	Insert section on delegation and exercise of shareholder rights in LGSS Law Ltd. Re-number the following paragraph.	In view of the Council's arrangements with LGSS Law Ltd, to set this out in the Constitution as is properly required and directed by the Monitoring Officer.	16/6/16
Part H1 Pages 1-14	Part H1 Pages 1-14	Part H1 section 3 tabular row 12	Change from "Director of Improvement and Corporate Services" to "Head of Governance".	Currently the Director of Improvement and Corporate Services is designated as the Council's statutory Scrutiny Officer. In view of the Director leaving and the post not being replaced as yet, the Chief Executive as Head of Paid Service has designated the Head of Governance for this role from 1 July 2016.	16/6/16
As above	As above	Part H1, section 4, tabular rows 85-88 inclusive	Change from "Chief Legal and Democratic Services Officer" to "Head of Governance"	The designations of Proper Officer for the Registration Service is currently outdated as the postholder has left. The Chief Executive as Head of Paid Service has designated this from 1 July 2016 as the Head of Governance.	16/6/16
Part H1	Part H1	Section 2 para 2.1.5	Delete "Director of Improvement and Corporate Services" and replace with "Director of Resources"	The postholder has left the Council and alternative arrangements have been made for carrying out the delegations previously ascribed to that post.	22/11/16

<b>Remove pages</b>	<b>Insert pages</b>	<b>Section of the Constitution</b>	<b>Proposed Change</b>	<b>Reason</b>	<b>Date approved by Monitoring Officer</b>
Part H3	Part H3	Various throughout the document	Updating of the allocation of delegations to Directors in line with instructions from the Head of Paid Services (Chief Executive).	The Chief Executive reviewed the allocation of delegations to Directors after the Director of Improvement left the Council, and issued a corporate communication revising them. The Constitution has been amended to take account of these revisions.	22/11/16

**Central Bedfordshire Council**

**GENERAL PURPOSES COMMITTEE**

8 December 2016

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**Work Programme**

Advising Officers:

Mel Peaston, Committee Services Manager  
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**Purpose of this report**

The purpose of this report is to assist the General Purposes Committee in discharging its responsibilities by providing a proposed work programme for consideration.

**RECOMMENDATION**

**That the Committee considers the proposed work programme attached at Appendix A.**

**Overview and Scrutiny Comments/Recommendations**

1. This report is not scheduled to be considered by Overview and Scrutiny because the General Purposes Committee has full delegated powers to deal with all non-Executive functions which are not reserved to the full Council or are not otherwise delegated.

**Background**

2. To assist the General Purposes Committee a work programme is attached at Appendix A to this report. The work programme contains the known agenda items that the Committee will need to consider.
3. Additional items will be identified as the municipal year progresses. The work programme is therefore subject to change.

**Council Priorities**

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

### **Corporate Implications**

#### **Legal Implications**

5. There are no legal implications.

#### **Financial Implications**

6. There are no financial implications.

#### **Equalities Implications**

7. 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.
8. Report authors will be encouraged to work with the Corporate Policy Advisor (Equality & Diversity) in order to ensure that relevant equality implications are identified.

#### **Conclusion and next Steps**

9. This report will assist the General Purposes Committee in discharging its responsibilities. Any amendments approved by the Committee will be incorporated in the work programme.

#### **Appendices**

Appendix A – General Purposes Committee Work Programme

#### **Background Papers**

None

Appendix A

**General Purposes Committee Work Programme**

<b>2016/17 Municipal Year</b>	
30 June 2016	<ul style="list-style-type: none"> <li>• Amendments to the Council's Constitution (QB/MD)</li> <li>• Market Rate Supplement Payments – Annual Update (CJ)</li> <li>• Revisions to the Terms of Reference for the Wixams Joint Development Control Committee (MP)</li> <li>• Member Development Programme (AP)</li> <li>• Work Programme (LM)</li> </ul>
25 August 2016 <b>CANCELLED</b>	<ul style="list-style-type: none"> <li>• Standards Complaints – Annual Report (QB)</li> <li>• Work Programme (LM)</li> </ul>
27 October 2016	<ul style="list-style-type: none"> <li>• 2018 Review of Parliamentary Constituencies (BD)</li> <li>• Arrangements for Ethical Standards (Standards Complaints) (QB)</li> <li>• Review of Policy and Procedure under RIPA 2000 (QB)</li> <li>• Work Programme (LM)</li> </ul>
8 December 2016	<ul style="list-style-type: none"> <li>• Pay Policy Statement 2017/18 (CJ)</li> <li>• Wixams Joint Development Control Committee – Quorum (MP)</li> <li>• Update on Amendments to the Constitution (SG)</li> <li>• Work Programme (LM)</li> </ul>
30 March 2017	<ul style="list-style-type: none"> <li>• Code of Conduct Matters – Six Month Update (QB)</li> <li>• Reordering of Constitution (QB)</li> <li>• Review of Updates to the Constitution (MP)</li> <li>• Work Programme (LM)</li> </ul>
22 June 2017 (date subject to confirmation)	<ul style="list-style-type: none"> <li>• Amendments to the Council's Constitution (QB/MD)</li> <li>• Market Rate Supplement Payments – Annual Update (CJ)</li> <li>• Work Programme (LM)</li> </ul>
24 August 2017 (date subject to confirmation)	<ul style="list-style-type: none"> <li>• Arrangements for Ethical Standards (Standards Complaints) (QB)</li> <li>• Work Programme (LM)</li> </ul>
26 October 2017 (date subject to confirmation)	<ul style="list-style-type: none"> <li>• RIPA – Annual Review of Council's Policy and Procedure (inc. summaries of covert intelligence activities) (QB)</li> <li>• Work Programme (LM)</li> </ul>

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