

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

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



**Central  
Bedfordshire**

**please ask for** Helen Bell  
**direct line** 0300 300 4040  
**date** 7 July 2016

## **NOTICE OF MEETING**

### **COUNCIL**

Date & Time

**Thursday, 21 July 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. **Minutes**

To approve the minutes of the Council meeting held on 19 May 2016.

(attached pages 7 to 30)

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 Mrs Hegley and Spurr.

9. **Extension of appointment of Independent Persons**

To consider the extension of the appointment of the Independent Persons for Central Bedfordshire Council until September 2020.

(to follow)

10. **Recommendations from the Executive**

To consider recommendations from the meeting of the Executive, 7 June 2016 and answer questions asked under Rule No. 13.1.

(i) Housing Strategy 2016-2021

(attached page 31)

(ii) 2015/16 Capital Financial Outturn Report

(attached page 33)

(iii) Maintaining a Sustainable Land Holding

(attached page 35)

11. **Recommendations from the Audit Committee**

To consider a recommendation from the meeting of the Audit Committee, 27 June 2016 and answer questions asked under Rule No. 13.1.

(i) Appointment of the Council's External Auditors following the expiry of the current contract

(to follow)

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

To consider recommendations from the meeting of the General Purposes Committee, 30 June 2016 and answer questions asked under Rule No. 13.1.

(i) Amendments to the Council's Constitution

(to follow)

(ii) Proposed revisions to the Wixams Joint Development Control Committee's Terms of Reference

(to follow)

13. **Audit Committee Activity – 2015/16 Annual Report**

To receive a report from the Chairman of the Audit Committee on the Committee's activities.

(attached pages 37 – 42)

14. **Report of the Bedfordshire Fire and Rescue Authority**

To receive and consider a report of the Bedfordshire Fire and Rescue Authority and answer questions asked under Rule No. 13.1.

(attached pages 43 to 52)

15. **Bedfordshire Police and Crime Panel Activity Report 2015-16**

To note the activities of the Police and Crime Panel in 2015-16 as set out in Appendix A.

(attached pages 53 to 64)

16. **Motions**

To consider the following motion by Cllr Tracey Stock under Rule No. 17:-

**“We at Central Bedfordshire believe that building strong local communities is crucial for all. Such communities bring together people of all ages, backgrounds and ethnicities. This diversity creates resilience, with people supporting each other and working together to make Central Bedfordshire a great place to live and work. Hate crimes have no place here, and our Council has been and will continue to be active in tackling such incidents across our patch.”**

17. **Written Questions**

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

18. **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 May 2016.

**PRESENT**

Cllr D Bowater (Chairman)

Cllr Mrs C F Chapman MBE (Vice-Chairman)

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

**Apologies for Absence**

Cllrs	Mrs A Barker	Cllrs	A D Brown	Cllrs	M R Jones
	L Birt		Mrs A L Dodwell		A M Turner

Officers:	Mr Q Baker	–	Monitoring 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
	Mrs S Hobbs	–	Committee Services Officer
	Mr J Longhurst	–	Director of Regeneration and Business
	Mrs J Ogle	–	Director of Social Care, Health and Housing
	Ms M Peaston	–	Committee Services Manager
	Mrs M Scott	–	Director of Public Health
	Mr C Warboys	–	Chief Finance Officer

**C/16/1. Election of Chairman 2016/17**

Due to his expected nomination for the position for 2016/17, the Chairman relinquished the Chair and the Vice-Chairman presided for this item.

The Vice-Chairman invited nominations for the office of Chairman of the Council for the municipal year 2016/17. Councillor David Bowater was duly proposed and seconded. There were no other nominations.

**RESOLVED**

**that Councillor Bowater be elected to the office of Chairman of the Council for the municipal year 2016/17.**

Councillor Bowater then read out and signed the Declaration of Acceptance of Office.

**C/16/2. Election of Vice-Chairman 2016/17**

The Chairman invited nominations for the office of Vice-Chairman of the Council for the municipal year 2016/17. Councillor Mrs Fiona Chapman was duly proposed and seconded. There were no other nominations.

**RESOLVED**

**that Councillor Mrs Chapman be elected to the office of Vice-Chairman of the Council for the municipal year 2016/17.**

Councillor Mrs Chapman then read out and signed the Declaration of Acceptance of Office.

Thereafter the Vice-Chairman thanked Members for their support in electing her as Vice-Chairman for a second term of office.

**C/16/3. Minutes****RESOLVED**

**that the minutes of the meeting held on 14 April 2016 be confirmed and signed by the Chairman as a correct record.**

**C/16/4. Members' Interests**

None were declared.



**C/16/5. Questions, Statements and Deputations**

The Chairman varied the order of the Agenda and took item 8 'Questions, Statements and Deputations' after Agenda item 5 'Members' Interests'.

The Chairman invited the public speaker to make her statement in accordance with the Public Participation Scheme.

**Gypsy and Traveller Site, Potton**

Ms Sherland spoke on behalf of the residents at the gypsy and traveller site at Potton, explaining that there was uncertainty about the allocation arrangements for new pitches created at the site and in particular, whether these would be available to existing residents who were experiencing overcrowding.

The Executive Member for Social Care and Housing thanked Ms Sherland for addressing the Council with her concerns and indicated that she would investigate with Officers the proposed allocation of these pitches, and respond accordingly.

The two ward Members for Potton requested that they be kept updated on the outcome of the Executive Members' investigations.

**C/16/6. Chairman's Announcements and Communications**

Councillor Bowater thanked Members for re-electing him for a second term of office. He placed on record his thanks to the Vice-Chairman, the Chairman's Personal Assistant, his Chaplain, his wife and also Committee Services for their support during 2015/16. He summarised his experience in office and thanked all the members of the 'chain gang' (chairmen and mayors of nearby Councils) for their support and friendship throughout the year.

The Chairman announced that he would be supporting Youth United and two ex-servicemen groups, Post Traumatic Stress Disorder (PTSD) and Soldiers, Sailors, Airmen and Families Association (SSAFA) with their own fundraising. He would also be supporting a family in Leighton Buzzard, as their son suffered a series on-going effects of meningitis, on a personal level, but as Chairman would raise funds for Meningitis Research Foundation.

**C/16/7. Leader of the Council's Announcements and Communications**

The Leader deferred any announcements and communications to item 10 'Leader of the Council's Annual Report'.

C/16/8.

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

The Council considered a report outlining the requirements for Member appointments to committees and other Council bodies, including taking account of political proportionality.

**RESOLVED**

1. that the Council confirms 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 the 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 the nominations submitted by the political groups, as attached at Appendix A to the minutes;
3. that the appointment of at least 1 Member of the Council to the Central Bedfordshire Health and Wellbeing Board be approved, as attached at Appendix B to the minutes;
4. that the appointment of the Chairmen and Vice-Chairmen of committees for the municipal year 2016/17 be approved in accordance with nominations as set out at Appendix C to the minutes;
5. to note that the following persons had 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 Annual Council Meeting 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.

**C/16/9. Composition of the Executive and Scheme of Delegation of Executive Functions**

The Council noted a report from the Leader of the Council setting out the composition of the Executive, including the names of the Councillors appointed to the Executive. The Leader amended the responsibility for tourism as this would be a joint responsibility between the Executive Members for Regeneration and Community Services. The Executive Member for Community Services would have the delegated powers for decision-making purposes.

The report also confirmed that the Scheme of Delegation of Executive functions was set out at Part C3 of the Council’s Constitution.

**RESOLVED**

- 1. that Councillor Carole Hegley remain the designated Lead Member for Children’s Services, be noted;**
- 2. that the composition of the Executive and the allocation of portfolios, as attached at Appendix D to the minutes, be noted; and**
- 3. that the scheme of delegation of Executive functions, as set out at Part C3 of the Council’s constitution, be noted.**

**C/16/10. Leader of the Council's Annual Report**

The Leader presented his annual report celebrating successes over recent years and outlining plans for the future.

(Note: The meeting commenced at 6.30 p.m. and concluded at 7.30 p.m.)

Chairman .....

Dated .....

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Appendix A

**NOMINATIONS FOR MEMBERSHIP OF COMMITTEES 2016/17**

<b>PROPORTIONAL BODIES</b>	
<b>A1. 'Ordinary' Committees</b>	<b>Councillors</b>
<p>Corporate Resources Overview &amp; Scrutiny Committee (9 members + 5 substitutes)</p>	<p>Cllr Fiona Chapman (C) Cllr John Chatterley (C) Cllr Norman Costin (C) Cllr Paul Duckett (C) Cllr Roy Johnstone (C) Cllr John Kane (C) Cllr David McVicar (C) Cllr Tony Swain (L) Cllr Tim Woodward (C)</p> <p>Substitutes Cllr Angela Barker (C) Cllr Charles Gomm (C) Cllr Antonia Ryan (L) Cllr Brian Saunders (C) Cllr Mark Versallion (C)</p>
<p>Children's Services Overview &amp; Scrutiny Committee (10 members + 6 substitutes)</p>	<p>Cllr John Chatterley (C) Cllr Paul Duckett (C) Cllr Jeannette Freeman (C) Cllr Doreen Gurney (C) Cllr Peter Hollick (C) Cllr Antonia Ryan (L) Cllr Brian Saunders (C) Cllr David Shelvey (C) Cllr Ben Walker (C) Cllr Mark Versallion (C)</p> <p>Substitutes Cllr Ray Berry (C) Cllr David Bowater (C) Cllr Ken Janes (C) Cllr Jane Lawrence (C) Cllr Peter Smith (C) Cllr Tony Swain (L)</p>

<p>Social Care, Health &amp; Housing Overview &amp; Scrutiny Committee (9 members + 5 substitutes)</p>	<p>Cllr Angela Barker (C) Cllr Norman Costin (C) Cllr Paul Downing (C) Cllr Paul Duckett (C) Cllr Susan Goodchild (LD) Cllr Doreen Gurney (C) Cllr Peter Hollick (C) Cllr Gordon Perham (C) Cllr Ben Walker (C)</p> <p>Substitutes Cllr Ray Berry (C) Cllr Fiona Chapman (C) Cllr John Chatterley (C) Cllr Alison Graham (I) (for Cllr Goodchild) Cllr Mark Versallion (C)</p>
<p>Sustainable Communities Overview &amp; Scrutiny Committee (9 members + 5 substitutes)</p>	<p>Cllr David Bowater (C) Cllr Alison Graham (I) Cllr John Kane (C) Cllr Ken Matthews (C) Cllr Caroline Maudlin (C) Cllr David McVicar (C) Cllr Robert Morris (C) Cllr Gordon Perham (C) Cllr Brian Saunders (C)</p> <p>Substitutes Cllr Fiona Chapman (C) Cllr Peter Hollick (C) Cllr Roy Johnstone (C) Cllr Ian Shingler (I) Cllr Mark Versallion (C)</p>
<p>Audit (7 members + 4 substitutes)</p>	<p>Cllr Mike Blair (C) Cllr Paul Downing (C) Cllr Frank Firth (C) Cllr David Lawrence (C) Cllr Robert Morris (C) Cllr David Shelvey (C) Cllr Adam Zerny (I)</p> <p>Substitutes Cllr Ray Berry (C) Cllr David Bowater (C) Cllr Jane Lawrence (C) Cllr Ian Shingler (I)</p>

<p>Development Management Committee (13 members + 7 substitutes)</p>	<p>Cllr Ray Berry (C) Cllr Mike Blair (C) Cllr Sue Clark (C) Cllr Kevin Collins (C) Cllr Steven Dixon (C) Cllr Frank Firth (C) Cllr Eugene Ghent (C) Cllr Charles Gomm (C) Cllr Ken Janes (C) Cllr Ken Matthews (C) Cllr Tom Nicols (C) Cllr Ian Shingler (I) Cllr Nigel Young (C)</p> <p>Substitutes Cllr David Bowater (C) Cllr Anthony Brown (C) Cllr Fiona Chapman (C) Cllr Ian Dalgarno (C) Cllr Roy Johnstone (C) Cllr Caroline Maudlin (C) Cllr Tony Swain (L)</p>
<p>General Purposes (12 members + 7 substitutes)</p>	<p>Cllr Lewis Birt (C) Cllr Fiona Chapman (C) Cllr Amanda Dodwell (C) Cllr Peter Hollick (C) Cllr James Jamieson (C) Cllr Maurice Jones (C) Cllr Jane Lawrence (C) Cllr Ken Matthews (C) Cllr Gordon Perham (C) Cllr Nigel Warren (C) Cllr Richard Wenham (C) Cllr Adam Zerny (I)</p> <p>Substitutes Cllr David Bowater (C) Cllr Eugene Ghent (C) Cllr Alison Graham (I) Cllr David Lawrence (C) Cllr Brian Saunders (C) Cllr Mark Versallion (C) Cllr Nigel Young (C)</p>

<p>Licensing (12 members + 7 substitutes)</p>	<p>Cllr Angela Barker (C) Cllr John Chatterley (C) Cllr Kevin Collins (C) Cllr Ian Dalgarno (C) Cllr Amanda Dodwell (C) Cllr Ken Janes (C) Cllr Tom Nicols (C) Cllr Ian Shingler (I) Cllr Peter Smith (C) Cllr Tony Swain (L) Cllr Nigel Warren (C) Cllr Richard Wenham (C)</p> <p>Substitutes Cllr Ray Berry (C) Cllr David Bowater (C) Cllr Eugene Ghent (C) Cllr Antonia Ryan (L) Cllr David Shelvey (C) Cllr Mark Versallion (C) Cllr Adam Zerny (I)</p>
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<b>A2. Joint Committee</b>	<b>Councillors</b>
<p>Wixams Joint Development Control (9 members + 5 substitutes)</p>	<p>Cllr Angela Barker (C) Cllr Mike Blair (C) Cllr Fiona Chapman (C) Cllr Sue Clark (C) Cllr Paul Downing (C) Cllr Paul Duckett (C) Cllr Ken Matthews (C) Cllr Ian Shingler (I) Cllr Andrew Turner (C)</p> <p>Substitutes Cllr Charles Gomm (C) Cllr James Jamieson (C) Cllr Nigel Young (C)</p>



<b>A3. Other Council Bodies</b>	<b>Councillors</b>
<p>Appeals Panel (9 members + 5 substitutes)</p>	<p>Cllr Lewis Birt (C) Cllr Fiona Chapman (C) Cllr Norman Costin (C) Cllr Ian Dalgarno (C) Cllr Peter Hollick (C) Cllr Ken Matthews (C) Cllr Tony Swain (L) Cllr Nigel Warren (C) Cllr Richard Wenham (C)</p> <p>Substitutes Cllr Angela Barker (C) Cllr Antonia Ryan (L) Cllr Brian Spurr (C) Cllr Mark Versallion (C) Cllr Budge Wells (C)</p>
<p>Corporate Parenting Panel (8 members + 5 substitutes)</p>	<p>Cllr Angela Barker (C) Cllr Norman Costin (C) Cllr Amanda Dodwell (C) Cllr Susan Goodchild (LD) Cllr Carole Hegley (C) Cllr Tracey Stock (C) Cllr Mark Versallion (C) Cllr Budge Wells (C)</p> <p>Substitutes Cllr Ray Berry (C) Cllr David Bowater (C) Cllr Doreen Gurney (C) Cllr Gary Tubb (C) One drawn from the list of substitutes above for Cllr Susan Goodchild</p>
<p>Standing Advisory Council for Religious Education (SACRE) (5 members + 3 substitutes)</p>	<p>Cllr Angela Barker (C) Cllr Frank Firth (C) Cllr Charles Gomm (C) Cllr Doreen Gurney (C) Cllr Antonia Ryan (L)</p> <p>Substitutes Cllr Mark Versallion (C) Cllr Tony Swain (L) Cllr Nigel Warren (C)</p>

<b>B. NON-PROPORTIONAL BODIES</b>	
<b>B1. Other Committees and Sub-Committees</b>	<b>Councillors</b>
Licensing Sub-Committee (3 members drawn from the pool of the Licensing Committee)	Cllr Angela Barker (C) Cllr John Chatterley (C) Cllr Kevin Collins (C) Cllr Ian Dalgarno (C) Cllr Amanda Dodwell (C) Cllr Ken Janes (C) Cllr Tom Nicols (C) Cllr Ian Shingler (I) Cllr Peter Smith (C) Cllr Tony Swain (L) Cllr Nigel Warren (C) Cllr Richard Wenham (C)
<b>B2. Joint Committees</b>	<b>Councillors</b>
Biggleswade Joint Committee (4 members + 2 subs)	Cllr Maurice Jones (C) Cllr David Lawrence (C) Cllr Jane Lawrence (C) Cllr Tim Woodward (C)  Substitutes Cllr James Jamieson (C) Cllr Richard Wenham (C)
Dunstable Joint Committee (5 members)	Cllr John Chatterley (C) Cllr Eugene Ghent (C) Cllr Carole Hegley (C) Cllr Nigel Warren (C) Cllr Nigel Young (C)
Houghton Regis Partnership Committee (4 members)	Cllr Susan Goodchild (LD) Cllr John Kane (C) Cllr Antonia Ryan (L) Cllr Tony Swain (L)
Leighton-Linslade Partnership Committee (5 members)	Cllr David Bowater (C) Cllr Amanda Dodwell (C) Cllr Brian Spurr (C) Cllr Gary Tubb (C) Cllr Ben Walker (C)

<b>B3. Other Panels and Informal Bodies</b>	<b>Councillors</b>
Joint Adoption Panel (1 member)	Cllr Angela Barker (C)
Fostering and Permanence Panel (1 member)	Cllr Amanda Dodwell (C)

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Appendix B

**Health and Wellbeing Board Nominations and Membership**

This body is not required to be politically proportionate.

The Terms of Reference of the Health and Wellbeing Board, in accordance with the Health and Social Care Act 2012, provide for the following membership:

<p>Nominations (must be at least one) by the Leader of the Council for appointment to the Central Bedfordshire Health and Wellbeing Board, in accordance with the Health and Social Care Act 2012, s194.</p>	<ul style="list-style-type: none"> <li>• Cllr Maurice Jones, Deputy Leader and Executive Member for Health</li> <li>• Cllr Carole Hegley, Executive Member for Social Care and Housing</li> <li>• Cllr Steven Dixon, Executive Member for Education and Skills</li> </ul>
<p>Members of the Board who are officers of Central Bedfordshire Council, statutorily required by reason of their office</p>	<ul style="list-style-type: none"> <li>• Director of Adult Social Services, Central Bedfordshire Council (Julie Ogley)</li> <li>• Director of Children's Services, Central Bedfordshire Council (Sue Harrison)</li> <li>• Director of Public Health, Central Bedfordshire Council (Muriel Scott)</li> </ul>
<p>Representative from Healthwatch, statutorily required</p>	<ul style="list-style-type: none"> <li>• Diana Blackmun Chief Executive of Healthwatch Central Bedfordshire</li> </ul>
<p>Representatives from the Bedfordshire Clinical Commissioning Group, statutorily required</p>	<ul style="list-style-type: none"> <li>• Alison Lathwell</li> <li>• Matthew Tait</li> <li>• Dr Alvin Low</li> </ul>
<p>Such other persons, or representatives of such other persons, as the Council thinks appropriate</p>	<ul style="list-style-type: none"> <li>• Richard Carr, Chief Executive, Central Bedfordshire Council</li> <li>• Chris Ford, Finance Director, Hertfordshire &amp; South Midlands Area Team, NHS England</li> <li>• Marcel Coiffait, Director of Community Services, Central Bedfordshire Council (non-voting observer)</li> </ul>

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**Appendix C**

**NOMINATIONS FOR CHAIRMANSHIP / VICE-CHAIRMANSHIP OF  
STANDING COMMITTEES 2016/17**

<b>Committee</b>	<b>Chairman</b>	<b>Vice-Chairman</b>
Corporate Resources Overview & Scrutiny	Cllr Paul Duckett	Cllr John Chatterley
Children's Services Overview & Scrutiny	Cllr Mark Versallion	Cllr Doreen Gurney
Social Care, Health & Housing Overview & Scrutiny	Cllr Peter Hollick	Cllr Paul Downing
Sustainable Communities Overview & Scrutiny	Cllr David McVicar	Cllr Brian Saunders
Audit	Cllr Mike Blair	Cllr David Lawrence
Development Management	Cllr Ken Matthews	Cllr Ray Berry
General Purposes	Cllr Jane Lawrence	Cllr Gordon Perham
Licensing	Cllr Tom Nicols	Cllr Kevin Collins
Central Bedfordshire Health and Wellbeing Board	Cllr Maurice Jones	To be elected at the first meeting of the HWB on 27 July 2016

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**COMPOSITION OF THE EXECUTIVE 2016/17**

Members of the Executive	Deputies to Members of the Executive	Responsibility	Director
<p><b>Leader</b></p> <p><i>Cllr James Jamieson</i></p>		<ul style="list-style-type: none"> <li>• Vision &amp; Strategy</li> <li>• External Relations</li> <li>• National, Regional and Sub-Regional Partnerships</li> <li>• Overview and Scrutiny policy</li> <li>• Communications and Corporate Reputation</li> <li>• Consultation &amp; Engagement</li> <li>• Emergency Planning and Business Continuity Planning</li> </ul>	<p>Richard Carr, Chief Executive</p> <p>Deb Broadbent-Clarke, Director of Improvement and Corporate Services</p> <p>Quentin Baker, Monitoring Officer</p>
<p><b>Deputy Leader and Executive Member for Health</b></p> <p><i>Cllr Maurice Jones</i></p>		<ul style="list-style-type: none"> <li>• NHS Liaison</li> <li>• Improving health &amp; wellbeing of Central Bedfordshire</li> <li>• Public Health Services</li> <li>• Health and Well-being Board</li> </ul>	<p>Sue Harrison, Director of Children’s Services</p> <p>Julie Ogle, Director of Social Care, Health and Housing</p> <p>Muriel Scott, Director of Public Health</p>

Members of the Executive	Deputies to Members of the Executive	Responsibility	Director
<p><b>Executive Member for Education and Skills</b></p> <p><i>Cllr Steven Dixon</i></p>	<p>Cllr Gary Tubb</p>	<ul style="list-style-type: none"> <li>• Schools support</li> <li>• Educational Standards &amp; Achievement</li> <li>• School organisation</li> <li>• Understanding businesses' skills requirements</li> <li>• Adult learning and skills</li> <li>• Joint responsibility for Property and Asset Management with the Executive Member for Corporate Resources, although only Cllr Wenham has delegated powers for decision-making purposes.</li> </ul>	<p>Sue Harrison, Director of Children's Services</p> <p>Jason Longhurst, Director of Regeneration and Business</p>
<p><b>Executive Member for Social Care and Housing</b></p> <p><i>Cllr Carole Hegley</i></p>	<p>Cllr Amanda Dodwell (including Community Safety)</p> <p>Cllr Eugene Ghent</p> <p>Cllr Caroline Maudlin</p>	<ul style="list-style-type: none"> <li>• Statutory Lead Member for Children's Services</li> <li>• Adult Social Care Services</li> <li>• Child Protection/Children in Need</li> <li>• Adoption &amp; Fostering</li> <li>• Early Years &amp; Child Care</li> <li>• Children and Young People's Engagement</li> <li>• Looked-After Children &amp; Young People Leaving Care</li> <li>• Integrated Youth Services</li> <li>• Family Support</li> <li>• Independent Living &amp; Direct Payments</li> <li>• Carers' Support</li> <li>• Adult Protection</li> </ul>	<p>Julie Ogley, Director of Social Care, Health and Housing</p> <p>Muriel Scott, Director of Public Health</p> <p>Sue Harrison, Director of Children's Services</p>

Members of the Executive	Deputies to Members of the Executive	Responsibility	Director
		<ul style="list-style-type: none"> <li>• Adult Health Improvement &amp; Housing Services and Operational Policies including Housing Needs Assessment</li> <li>• Homelessness</li> <li>• Supporting People, Special Needs Housing</li> <li>• Housing Stock Management</li> <li>• Volunteering</li> </ul>	
<p><b>Executive Member for Regeneration</b></p> <p><i>Cllr Nigel Young</i></p>	<p>Cllr Sue Clark</p>	<ul style="list-style-type: none"> <li>• Planning and Development Strategy</li> <li>• Housing Strategy and RSL liaison</li> <li>• Development Management</li> <li>• Economic Development and Physical Regeneration</li> <li>• Business Growth, Inward Investment and Employment</li> <li>• Building Control</li> <li>• Environment and Climate Change</li> <li>• Transport Strategy</li> <li>• Joint responsibility for Tourism with the Executive Member for Community Services and only Cllr Young has delegated powers for decision-making purposes</li> </ul>	<p>Jason Longhurst, Director of Regeneration and Business Julie Ogle, Director of Social Care, Health and Housing</p>
<p><b>Executive Member for Community Services</b></p> <p><i>Cllr Brian Spurr</i></p>	<p>Cllr Budge Wells Cllr Anthony Brown (including Transport Strategy)</p>	<ul style="list-style-type: none"> <li>• Community Safety and Public Protection</li> <li>• Waste Management</li> <li>• Highways &amp; Transportation</li> <li>• Leisure, Sport and Recreation</li> </ul>	<p>Marcel Coiffait, Director of Community Services</p>

<b>Members of the Executive</b>	<b>Deputies to Members of the Executive</b>	<b>Responsibility</b>	<b>Director</b>
	Cllr Ian Dalgarno	<ul style="list-style-type: none"> <li>• Libraries, Museums and Culture</li> <li>• Countryside Access and Archives</li> <li>• Joint responsibility for Tourism with the Executive Member for Regeneration, and only Cllr Young has delegated powers for decision-making purposes.</li> </ul>	

Members of the Executive	Deputies to Members of the Executive	Responsibility	Director
<p><b>Executive Member for Corporate Resources</b></p> <p><i>Cllr Richard Wenham</i></p>	<p>Cllr Kevin Collins</p> <p>Cllr Tracey Stock</p>	<ul style="list-style-type: none"> <li>• Corporate Performance Management</li> <li>• Diversity &amp; Social Cohesion</li> <li>• Customer Relations</li> <li>• Efficiencies Programme</li> <li>• Medium Term Financial Plan</li> <li>• Annual Revenue Budgets</li> <li>• Capital Investment</li> <li>• Treasury Management</li> <li>• Budget Monitoring &amp; Financial Performance</li> <li>• Financial Control</li> <li>• Revenues and Benefits</li> <li>• Human Resources, Learning and Development</li> <li>• Legal Services, Committee Services, Democratic Services</li> <li>• Property and Asset Management (jointly with the Executive Member for Education and Skills, although only Cllr Wenham has delegated powers for decision-making purposes)</li> <li>• Corporate Procurement</li> <li>• Audit</li> <li>• ICT</li> <li>• Customer Services</li> <li>• Coroner and Registrars</li> <li>• Town and Parish Council</li> <li>• Community Resilience</li> <li>• Community Engagement</li> <li>• Stronger Communities</li> </ul>	<p>Richard Carr, Chief Executive</p> <p>Deb Broadbent-Clarke, Director of Improvement and Corporate Services</p> <p>Charles Warboys Chief Finance Officer</p> <p>Marcel Coiffait, Director of Community Services</p>

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**COUNCIL MEETING – 21 JULY 2016**

**Recommendations to Council from the Executive meeting held on  
7 June 2016**

**E/16/7. Housing Strategy 2016-2021**

The Executive considered a report from the Executive Member for Regeneration that explained the purpose of the Housing Strategy. The proposed Strategy set out the strategic framework that would shape planning and housing policies and help deliver the Council's housing priorities. The Council was strongly committed to providing affordable housing to meet local need and work with partners to increase the amount and quality of new housing.

Reason for decision: To enable the Council to set out the housing vision for Central Bedfordshire. The Housing Strategy would be used to inform the housing policies in the Local Plan and deliver affordable housing.

***RECOMMENDED to Council***

- 1. that the Central Bedfordshire Housing Strategy, attached at Appendix 1 to the Executive report, be endorsed; and***
- 2. to authorise the Director of Regeneration and Business, in consultation with the Executive Member for Regeneration, to make any future minor amendments that may be required to the Housing Strategy.***

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**COUNCIL MEETING – 21 JULY 2016**

**Recommendations to Council from the Executive meeting held on  
7 June 2016**

**E/16/13. 2015/16 Capital Financial Outturn Report**

The Executive considered a report from the Executive Member for Corporate Resources that set out the capital provisional outturn for 2015/16 (subject to audit). The provisional gross outturn position was a spend of £94.2M which was below the budget by £45.1M.

There was an overspend on the Stratton Street Railway Bridge scheme due to the requirement for additional works necessitated by inclement weather and the need to access a railway line.

In response to a question, the Director for Community Services explained that the income from safety cameras was retained by the Police, but negotiations were taking place to redirect some of this funding for the maintenance of the cameras themselves.

Reason for decision: To facilitate effective financial management and planning.

**RESOLVED**

- 1. that the capital gross provisional outturn position which was a spend of £94.2M demonstrating significant capital investment by Central Bedfordshire to support its community, be noted;**
- 2. that the net overspends between £150K and £500K, as listed at Appendix B to the report, be approved; and**
- 3. that the proposed deferred gross spend of £41.8M (£33.2M net) from 2015/16 to 2016/17, as detailed at Appendix C to the report, be approved.**

***RECOMMENDED to Council***

- 1. that the net overspend on the Stratton Street Railway Bridge scheme of £1.3M be approved.***

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**COUNCIL MEETING – 21 JULY 2016**

**Recommendations to Council from the Executive meeting held on  
7 June 2016**

**E/16/17. Maintaining a Sustainable Land Holding**

The Executive considered a report from the Executive Member for Corporate Resources that set out a proposed policy for land acquisition to enable the Council to replenish its estate through judicious purchases.

Reason for decision: Currently over 200 acres of ex-agricultural land was being sold and whilst disposing of this land made good financial and business sense it meant that the Council's agricultural asset base was shrinking significantly. Including funding within the capital programme would allow, as and when appropriate, the Council to replenish its estate.

***RECOMMENDED to Council***

***that a new item be added to the Capital Programme to cover land purchases up to a maximum combined total of £8M for the financial year 2016/17, subject to the revenue impact being containable within the existing budget and the completion and sign off of a suitable business case.***

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**Central Bedfordshire Council**

**Council**

**21 July 2016**

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**Audit Committee Activity – 2015/16 Annual Report**

**Report of Chairman of the Audit Committee, Cllr Mike Blair**

Contact Officer: Kathy Riches, Head of Internal Audit and Risk

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**Purpose of this report:**

This report to Council summarises the activities of the Audit Committee during the 2015/16 financial year, as required under the Audit Committee's Terms of Reference.

**RECOMMENDATIONS**

1. That the Council notes the work activity of the Audit Committee.

**Overview and Scrutiny Comments/Recommendations**

1. This report is not scheduled to be considered by Overview and Scrutiny, as the Constitution requires a report direct to full Council.

**Background**

2. Central Bedfordshire Council has within its Constitution a requirement to have in place an Audit Committee. Paragraph 4.2.2 of the Audit Committee's Terms of Reference requires an annual report to be made by the Chairman of the Audit Committee to Council on the Committee's activities. This report covers the Committee's activity during 2015/16.
3. Throughout the year the Committee has continued to make a positive contribution to the Council's overall governance and control arrangements, including risk management.

### **Membership and Meetings**

4. There are seven members of the Audit Committee. During 2014-15, the Committee was chaired by Councillor Mike Blair, and Councillor David Bowater served as vice chairman.
5. The Audit Committee normally meets formally on a quarterly basis. This report summarises the activity of the three meetings held during the 2015/16 calendar year, along with the meeting for the fourth quarter, which was held on 4<sup>th</sup> April 2016.

### **Internal Audit Activity**

6. The Committee has continued to monitor the work of Internal Audit. During the year, the Audit Committee:
  - Considered the Internal Audit Annual Report 2014/15, prepared by the Head of Internal Audit and Risk, which presented an opinion on the effectiveness of Central Bedfordshire Council's internal control environment and summarised the internal audit activity upon which that opinion was based. The report concluded that, in general, the key controls in place continued to be adequate and effective such that reasonable assurance could be placed on the operation of the Council's function.
  - Received regular internal audit progress reports setting out progress against the delivery of the Internal Audit Plan. The progress reports have included Internal Audit opinions given for individual reviews.
  - Received regular reports monitoring the progress made against the implementation of high risk recommendations arising from Internal Audit inspections. The Committee has noted that the number of high risk recommendations that remain outstanding has continued to reduce during the course of the year.
  - Approved the 2016/19 (3 Year) Internal Audit Plan at the April 2016 meeting.

7. In addition, the Committee considered the outcome of the external assessment of Internal Audit by CIPFA against the Public Sector Internal Audit Standards (PSIAS), which was undertaken during January 2016. The standards require periodic self-assessments and an assessment by an external person every five years. The independent external assessment should be undertaken by an appropriately qualified assessor who is independent of the organisation. CIPFA is one of the professional bodies who sets internal audit standards for public bodies and provides professional guidance on the standards as well as other aspects of internal audit, and has experience in conducting such reviews. The opinions of both the Chair and Vice Chairman of the Audit Committee were sought as part of this comprehensive review. This assessment concluded that the work of Internal Audit was in compliance with the required professional standards.

### **Activity relating to Financial Reporting**

8. During the year, the Audit Committee:
- Received a presentation on the draft 2014/15 Statement of Accounts at the June 2015 meeting. All council members were invited and many took the opportunity to pose questions relating to the financial statements
  - Considered the 2014/15 final Statement of Accounts at the September 2015 meeting, and the Letter of Representation, following the external audit. These were subsequently approved and signed by the Chair of the Audit Committee.
  - Considered, at the January 2016 meeting, a report by the Chief Finance Officer which summarised key changes in the Statement of Accounts for 2015/16.

### **External Audit Issues**

9. The Committee has monitored the work of the Council's external auditors. During the year, the Audit Committee:
- Received and considered regular external audit progress reports
  - Received and considered the Audit Fee Letter from Ernst and Young, setting out the audit and certification fees for 2015/16
  - Considered the Certification of Claims and Returns Annual Report 2014/15, and
  - At the April 2016 meeting considered a report on the approach to the delivery of the 2015/16 audit.

10. Ernst and Young's Annual Results Report was also received by the Committee in September 2015. This report summarised the key findings from their audit, and provided the Committee the opportunity to consider the issues arising. The report indicated that the accounts would receive an unqualified opinion and this was confirmed in the Annual Audit Letter presented to the Committee in January 2016. This also confirmed that the Council had made proper arrangements to secure economy, efficiency and effectiveness – Value for Money - in its use of resources.

### **Public Interest Disclosure**

11. The National Audit Office received concerns from a whistle blower over the approach the Council took to the recent procurement of Legal Services. As a result, the external auditors have undertaken a review of those procurement arrangements. They have engaged with the Chair of the Audit Committee in undertaking this review, and the Committee has received update reports on the progress of the investigation. The external auditor provided a verbal update to the April 2016 meeting and confirmed that correct procedures had been followed but his review had identified some areas for improvement with regard to documentation. The April 2016 Committee made arrangements to receive the final response from the external auditors at its June 2016 meeting.

### **Annual Governance Statement**

12. The Committee considered the draft Annual Governance Statement at its meeting in June, and approved it as a basis for submission to the Leader and Chief Executive to be formally signed. This statement is intended to demonstrate how the Council has achieved the principles contained in the Code of Corporate Governance. The final Annual Governance Statement was presented to the Committee alongside the 2014/15 Statement of Accounts in September 2015.

### **Risk Management Activity**

13. The Committee has received and considered regular risk management summary reports during the year, enabling it to discharge its responsibilities in this area.

### **Anti Fraud and Corruption Activity**

14. Details of the outcomes of special investigations undertaken by Internal Audit have regularly been reported to the Committee, along with progress made in the investigation of queries arising as a result of the National Fraud Initiative (NFI) data matching exercise.
15. During 2015/16 the Committee has considered two reports updating the Committee on the progress of the Corporate Fraud Team. These updates have included examples of several recent investigations to illustrate the work undertaken.



16. At its April 2016 meeting, the Committee considered an update on the operation of the Risk Based Verification (RBV) Policy for Housing Benefit and Local Council Tax Support Assessments. The 2016/17 Policy was approved.

### **Impact of New Developments and Legislation**

17. The Committee has been updated throughout the year by finance staff, and both the internal and external auditors on other matters relevant to the role of the Committee. These matters include economic and public sector issues, accounting, auditing and regulatory matters such as the economic forecast, National Living Wage, the Care Act 2014, and financial reporting changes, including accounting for Transport Infrastructure Assets and accounting and reporting by Pension Funds. Where appropriate, the Committee has sought responses on key issues for the Council identified from these updates. During another year of significant change in matters requiring scrutiny by the Audit Committee, such guidance has proved invaluable, and the respective officers and the external auditors are to be thanked for their various contributions.
18. At its June 2015 meeting, the Committee received an update on recent developments in respect of the Local Government Pension Scheme, which provided an update on the governance arrangements and outlined the Fund's position. A further update was presented to the January 2016 Committee. These updates provided details of the performance of the fund, along with governance and regulatory changes, such as the introduction of Local Pension Boards.

### **Council Priorities**

19. An effective Audit Committee is an integral part of the internal control and governance arrangements of the Council. As such it supports all the Council's priorities.

### **Corporate Implications**

#### **Legal Implications**

20. None directly from this report.

#### **Financial Implications**

21. None directly from this report.

#### **Equalities Implications**

22. None directly from this report.

### **Conclusion**

23. Through its work the Audit Committee has:
- provided independent assurance on the adequacy of the risk management framework and associated control environment
  - provided independent scrutiny of the Council's financial and non financial performance to the extent that it affects the Council's exposure to risk and weakens the control environment, and
  - Has overseen the statutory financial reporting process.
24. In discharging its role, the Committee has been supported by Internal Audit and Risk, the external auditors, and Finance staff.

**Appendices**

None.

**Background Papers**

None.



## **BEDFORDSHIRE FIRE AND RESCUE AUTHORITY**

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### **REPORT OF BEDFORDSHIRE FIRE AND RESCUE AUTHORITY FROM ITS MEETING ON 19 APRIL 2016 TO CENTRAL BEDFORDSHIRE COUNCIL**

Bedfordshire Fire and Rescue Authority (FRA) held a meeting on 19 April 2016 at Dunstable Community Fire Station. The major issues discussed at the meeting are summarised below:

#### **1. COMMUNICATIONS**

##### **Community Risk Management Plan**

The Chairman reminded Members that they had all been sent a draft of the Community Risk Management Plan (CRMP) in its refreshed format of a fold-out leaflet. Members were asked to forward any comments they had on the format to Officers before the deadline.

##### **Statement of Assurance**

The Chairman commented on a letter he had received from the Home Office requesting a copy of the Authority's Statement of Assurance.

Members were advised that the Authority had approved its Statement of Assurance and that it was available on the Authority's website. A link to the relevant page of the Authority's website would be sent to the Home Office.

##### **LGA Conference**

The Chairman reported on the LGA Fire Conference and Exhibition which he attended on 8 and 9 March 2016 in Bristol with the Chief Fire Officer, Deputy Chief Fire Officer and Assistant Chief Officer.

#### **2. CORPORATE SERVICES POLICY AND CHALLENGE GROUP 7 MARCH 2016**

Councillor Brown submitted the draft Minutes of the meeting of the Corporate Services Policy and Challenge Group held on 7 March 2016. He reported that performance had been very good against the current performance indicators and the targets for 2016/17 had been set at the meeting. The Policy and Challenge Group had also received the internal audit report of Governance that had been awarded a substantial assurance rating.

Councillor Brown reported that a paperless trial at Central Bedfordshire Council had been very successful. The number of printed pages had decreased from 689,000 to 463,900 and resulted in savings of £36,500. He suggested that the paperless trial for Authority meetings be extended slowly so that Members could receive the required equipment and training. One to one ICT training was available for Members should they require it.

It was agreed that the forecast year-end underspend of £458,000 be allocated to a joint working/collaboration earmarked reserve and the updated versions of the Treasury Management Statement, Minimum Revenue Provision Policy and Annual Investment Strategy and Treasury Management Practices were approved.

### **3. SERVICE DELIVERY POLICY AND CHALLENGE GROUP 10 MARCH 2016**

Councillor Mingay submitted the draft Minutes of the meeting of the Service Delivery Policy and Challenge Group held on 10 March 2016. He drew Members' attention to the recent positive peer review of the Service's fire special operations team.

In relation to the further delays in the completion of the Replacement Mobilising System project, Members were advised that a meeting with the service provider, Essex Fire and Rescue Service and representatives of this Service had been rearranged and was now being held on 5 May 2016. Significant progress on the project had been made since the service provider had been held to contract by Essex Fire and Rescue Service.

A review of the Service's involvement in the project was being commissioned through the Service's internal auditors to provide assurance to Members of the Authority and DCLG, which had provided the grant funding for the project, that the Service acted responsibly throughout and could not be held accountable for the delays.

A report was being prepared for submission to the next Authority meeting seeking approval for additional funds to assure the successful completion of the project. The final cost would depend on the solution but Members noted that the original grant funding was awarded on the basis that this was a joint project with Essex Fire and Rescue Service.

Councillor Mingay reported that there had been no complaints received via the customer satisfaction process. The Policy and Challenge Group had also considered a report on complaints received on driving and parking of service vehicles from 1 April 2014 - 31 October 2015. Fifteen complaints had been received during that period of which 6 had been upheld. This was in the context of the Service responding to approximately 7000 incidents per year.

**4. HUMAN RESOURCES POLICY AND CHALLENGE GROUP 15 MARCH 2016**

Councillor Mingay submitted the draft Minutes of the meeting of the Human Resources Policy and Challenge Group held on 15 March 2016, which he chaired in Councillor Downing's absence.

In response to a comment on the performance against EQ2 (recruitment of Black and Minority Ethnic Staff across the whole organisation), the Assistant Chief Officer advised that the Service had a positive action plan covering the whole organisation. It was hoped that performance against the indicator would improve in the fourth quarter.

The Firefighter Pension Scheme discretions for the 1992, 2006 and 2015 Schemes and the 2006 Firefighter Compensation Scheme were approved. It was noted that the Chief Fire Officer would be managing the discretions under existing delegations.

Councillor Mingay referred to the Policy and Challenge Group's consideration of the implications of increasing the hourly rate of an employee currently receiving a salary under the forecast National Living Wage for 2020. This would require the Service to remove itself from the national pay bargaining structure for Green Book staff and would also have an impact on the pay differentials between the various spinal column points. As such, the Policy and Challenge Group had agreed that this should not be pursued.

**5. AUDIT AND STANDARDS COMMITTEE 17 MARCH 2016**

Councillor Headley submitted the draft Minutes of the meeting of the Audit and Standards Committee held on 17 March 2016 and drew Members' attention to the recommendations made by the Committee in relation to the replacement of the Standing Orders relating to Contracts with the consolidated Procurement Policy and Contract Procedures and the 2015/16 Review of Effectiveness and Action Plan for 2016/17.

Members agreed that the Standing Orders relating to Contracts be replaced with the consolidated Procurement Policy and Contract Procedures and approved the 2015/16 Review of Effectiveness and Action Plan for 2016/17 to be fed into the Fire Authority's Annual Governance Statement.

**6. DISPOSAL OF ASSETS UNDER THE SCHEME OF DELEGATED AUTHORITY**

Area Commander Ball introduced his report and advised that there were three assets; one Special Rescue Unit and two cars, which may achieve income over the £10,000 threshold set out in the scheme of delegated authority and required Member approval.

The Service had generated £4,311 from the sale of assets during the 2015/16 financial year. A number of items had been donated to the Onset Trust for use in Meru, Kenya and a rescue pump had been donated to the voluntary fire service at Old Warden.

The Chairman advised that the Onset Trust covered the cost of transporting the donated equipment to Kenya.

Members were assured that the costs of leasing versus purchasing vehicles were regularly evaluated and at the present time, and following the advice of Capita, the Authority's treasury management advisers, the Service was purchasing vehicles.

The disposal of the three assets detailed in the report which individually had the potential to achieve income over the £10,000 threshold under the scheme of delegated authority was authorised.

## **7. EMERGENCY SERVICES COLLABORATION**

The Chief Fire Officer provided an update on the ongoing work to explore opportunities for further collaboration with other local emergency services.

A Collaboration Working Group had been set up, which was jointly chaired by the Deputy Chief Fire Officer and the Deputy Chief Constable of Bedfordshire Police. It had been agreed that it would be beneficial to have Member representation on the Group and the Authority approved the appointment of Councillor Downing to the Group due to his extensive experience and strategic role within the Police Service.

It was noted that, although Bedfordshire Police had been unsuccessful in its bid for Police Innovation Funding from the Home Office to support this work, a number of workstreams were being progressed and there were other funding streams that could be explored.

Members requested update reports following meetings of the Collaboration Working Group.

## **8. INFORMATION BULLETIN**

Councillor Atkins expressed her gratitude to the firefighters involved in the recent rescue of three men from the roof of a building in Harpur Street, Bedford.

She also referred to an incident which had taken place in her Ward on the previous Friday and stated that she was very pleased with the way she had been kept informed of progress.

The view was expressed that the Authority should consider holding all its future meetings at Service Headquarters in Kempston and Members agreed to consider the venue for meetings of the full Authority at the Authority's next meeting.

**COUNCILLOR McVICAR  
CHAIRMAN OF BEDFORDSHIRE FIRE AND RESCUE AUTHORITY**



## **BEDFORDSHIRE FIRE AND RESCUE AUTHORITY**

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### **REPORT OF BEDFORDSHIRE FIRE AND RESCUE AUTHORITY FROM ITS MEETING ON 26 MAY 2016 TO CENTRAL BEDFORDSHIRE COUNCIL**

Bedfordshire Fire and Rescue Authority (FRA) held a meeting on 26 May 2016 at Fire and Rescue Headquarters, Southfields Road, Kempston. The major issues discussed at the meeting are summarised below:

#### **1. MEMBERSHIP**

There were no changes in membership from the previous year.

#### **2. ELECTION OF CHAIR 2016-17**

Councillor McVicar was duly elected as Chair of the Fire and Rescue Authority for 2016-17.

#### **3. ELECTION OF VICE CHAIR 2016-17**

Councillor Atkins was duly elected as Vice Chair of the Fire and Rescue Authority for 2016-17.

#### **4. COMMUNICATIONS**

##### **Blue Light Services Collaboration**

The Authority received an update on the Home Secretary's speech on fire service reform on 24 May 2016 which outlined her plans to reform firefighters' conditions of service, to address the perceived lack of diversity in the service and to bring forward plans for blue light services collaboration, particularly between the police and fire and rescue services. She had acknowledged that fire and rescue services were in a more advantageous position than the Police had been when she implemented the Police reforms.

The Home Secretary had stated that there would be no mandate for Police and Crime Commissioners to take over local fire and rescue services unless there was a strong local business case to do so and that these decisions should be made at a local level.

She also referred to the Thomas Review of firefighter conditions of service which had not yet been published and praised Fire and Rescue Authorities, including Bedfordshire, which had already implemented shift change.

**Letter from the Right Honourable Mike Penning, MP**

Correspondence had been received from the Fire Minister regarding the four year budget settlement deal. This was subject to the submission of a relevant efficiency plan being submitted to the Home Office.

**Peer Review of Fire Special Operations Team**

Members received an update on the recent review of the Service's special operations team. Of the eight areas of assessment, the team achieved 'established' in all areas, with three areas of 'notable practice' identified. These were organisational culture, regional working and the use of the PDRPro system to maintain the relevant competencies.

A thank you letter had been sent on the behalf of the Service to the members of the team and the Members of the Authority recognised the effort involved in maintaining this capability to such a high standard and wished to record its thanks to the team and to the Deputy Chief Fire Officer.

**Alarm Awards 2016**

The insurance pool that the Service was part of had been shortlisted for two Alarm Risk awards: the Partnership Award and Product of the Year. The awards ceremony would take place on 27 June 2016.

**5. AUTHORISATION OF MEMBERS TO REPORT TO THE CONSTITUENT COUNCILS ON MEETINGS OF THE FIRE AND RESCUE AUTHORITY**

Councillors McVicar, Mingay and Waheed were authorised to report to their respective Constituent Councils on meetings of the Fire and Rescue Authority during 2016-17.

**6. REPRESENTATION ON THE AUDIT AND STANDARDS COMMITTEE, POLICY AND CHALLENGE GROUPS, ETC. IN 2016-17**

Members were appointed to serve on the following Groups/Committees for 2016/17:

Audit and Standards Committee	Councillor Ayub Councillor Chapman (Chair) Councillor Chatterley Councillor Franks Councillor Headley Councillor Waheed
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Corporate Services Policy and Challenge Group	Councillor Brown Councillor Chapman Councillor Headley (Chair) Councillor McVicar Councillor Riaz Councillor Waheed
Human Resources Policy and Challenge Group	Councillor Atkins Councillor Ayub Councillor Downing Councillor Mingay Councillor Waheed (Chair)
Service Delivery Policy and Challenge Group	Councillor Atkins Councillor Brown Councillor Chatterley Councillor Downing Councillor Franks Councillor Mingay (Chair) Councillor Riaz

Membership of the Local Strategic Partnerships for 2016/17 was confirmed as follows:

Bedford	Councillor Mingay
Central Bedfordshire	Councillor Downing
Luton	Councillor Waheed

It was agreed that there was no longer a need to appoint a Member Diversity Champion to the Service Corporate Equality Group, as the Chair of the Human Resources Policy and Challenge Group provided sufficient Member representation on that Group.

**7. DECISION MAKING BETWEEN MEETINGS, BRIEFINGS ETC.**

Members agreed that the Fire and Rescue Authority (FRA) Chair and Vice Chair, together with the three Chairs of the FRA's Policy and Challenge Groups for 2016-17, be appointed as an Executive Panel for the purposes of Authority decision making between meetings, involvement in briefings, Selection Panels, hearing collective grievances/collective disputes and other related matters for 2016-17.

It was also reaffirmed that a quorum of three Members be present for the hearing of collective grievances/collective disputes.

It was agreed that, if in future years, a party or a constituent authority was not represented on the Executive, a named observer from that party/constituent authority would be invited to attend all meetings and briefings of the Executive.

**8. REPRESENTATION ON LOCAL GOVERNMENT ASSOCIATION (LGA) MATTERS 2016/17**

The Fire and Rescue Authority agreed its representation on Local Government Association bodies and at the LGA Annual Fire Conference in March 2017.

**9. LOCALISM ACT 2011- REVIEW OF DISPENSATIONS IN RELATION TO DISCLOSABLE PECUNIARY INTERESTS (DPI)**

Members agreed that no dispensation was required to enable them to participate and vote at meetings when the setting of Council Tax or a precept were under discussion.

The Authority reaffirmed its procedure for dealing with requests for specific delegations.

**10. REVIEW OF SPECIAL RESPONSIBILITY ALLOWANCES**

Arising from a request from a Member at the previous meeting, the Authority received a report reviewing the Special Responsibility Allowances (SRAs) payable to the Chairs of the Policy and Challenge Groups and the Audit and Standards Committee. The report recommended that the Members' Allowances Scheme be amended so that the SRAs payable to Chairs of the Policy and Challenge Groups and the Audit and Standards Committee were based on 10 and 6 days' work respectively and that the SRAs be increased accordingly.

It was noted that any proposed change to the Members' Allowances Scheme would have to be submitted to the Independent Remuneration Panels of the three constituent authorities before implementation.

Members requested that the SRAs paid to the Chair and the Vice-Chair also be reviewed prior to a referral to the Independent Remuneration Panels.

**11. MEMBER DEVELOPMENT**

The Authority approved a programme of Member Development, including station visits, Member Development days and Budget Workshops.

It was agreed that the Members of the Executive be nominated to attend the full Combined Fire Authorities' conference in Wyboston on 27 October 2016, with all Members of the Authority able to attend the day event.

**12. VENUE FOR FUTURE FRA MEETINGS**

Members agreed that meetings of the Fire and Rescue Authority should continue to be held at Dunstable Community Fire Station with the exception of the Annual Meeting which will continue to be held at Fire and Rescue Services Headquarters.

**13. INFORMATION BULLETIN**

Members considered the Information Bulletin covering the period 1 January-31 March 2016.

In response to a comment about the number of cell fires at Bedford Prison that the Service had responded to during the reporting period, the Deputy Chief Fire Officer confirmed that the Service had specific procedures in place when responding to fires at Bedford Prison due to the increased risks.

The Deputy Chief Fire Officer reported that a suspected fire death discussed at a previous Authority meeting had not been caused by the fire and, as such, would not be recorded as a fire death.

**COUNCILLOR McVICAR  
CHAIRMAN OF BEDFORDSHIRE FIRE AND RESCUE AUTHORITY**

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**Central Bedfordshire Council**

**COUNCIL**

Thursday, 21 July 2016

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**Bedfordshire Police and Crime Panel Activity Report 2015-16**

Report of Cllr Mrs C Fiona Chapman MBE, Chairman of the Bedfordshire Police and Crime Panel ([Fiona.Chapman@centralbedfordshire.gov.uk](mailto:Fiona.Chapman@centralbedfordshire.gov.uk))

Advising Officers:

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

Marcel Coiffait, Director of Community Services  
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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 note the activities of the Police and Crime Panel in 2015/16 as set out in Appendix A.

**RECOMMENDATIONS**

Council is asked to note the activity report of the Bedfordshire Police and Crime Panel for 2015/16.

**Overview and Scrutiny Comments/Recommendations**

1. Noting the activity report of the Police and Crime Panel falls within the remit of Council, rather than the overview and scrutiny function.

**Police and Crime Panel Activity Report**

2. Central Bedfordshire Council forms the majority of the membership of the Bedfordshire Police and Crime Panel. Bedford Borough and Luton Borough Councils complete the Panel's membership. The current Chairman is Central Bedfordshire Councillor Mrs Fiona Chapman, MBE.

3. The activity report of the Bedfordshire Police and Crime Panel for 2015/16 is attached at **Appendix A**.
4. Council is asked to note the report.

### **Council Priorities**

5. The report indicates how the Bedfordshire Police and Crime Panel's activities can contribute to Central Bedfordshire Council's priorities:
  - a. Enhancing Central Bedfordshire
  - b. Providing great resident services
  - c. Protecting vulnerable people and improving wellbeing
  - d. Creating stronger communities.

### **Legal Implications**

6. There are no legal implications to noting the Police and Crime Panel's activities.

### **Financial and Risk Implications**

7. There are no financial implications to noting the Police and Crime Panel's activities.

### **Equalities Implications**

8. There are no equalities implications to noting the Police and Crime Panel's activities.

### **Implications for Work Programming**

9. There are no implications for work programming.

### **Appendices**

The following Appendix is attached:

10. Activity report of the Bedfordshire Police and Crime Panel for 2015/16.

### **Background Papers**

11. The following background papers, not previously available to the public, were taken into account and are available on the Council's website:  
None



Bedford Borough Council and Central Bedfordshire and  
Luton Borough Council

# **Bedfordshire Police and Crime Panel**

## **Activity Report 2015/16**

Issued: April 2016

## Bedfordshire Police and Crime Panel Activity Report 2015/16

### 1.1 Foreword from the Chair

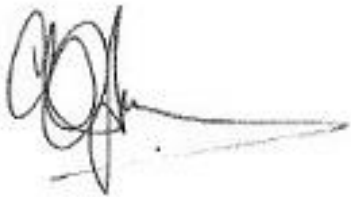
The purpose of this report is to provide the three Unitary Councils in the Bedfordshire Police Force Area, with summary information on the activity of the Bedfordshire Police and Crime Panel over 2015/2016 municipal year.

During the first few meetings of the Panel dating back to the introduction of Police and Crime Commissioners in 2012 there was considerable uncertainty about the role of the Panel and how the duties of challenging and supporting the Commissioner would be carried out in practice. Therefore I would like to thank the Panel's host Authority (Bedford Borough Council) and Central Bedfordshire and Luton Councils for their support for the Panel's work. This appreciation also extends to the Community Safety Partnerships in the County.

Likewise I thank the Panel Members who, with the support of the Commissioner's office, have applied themselves with great vigour to the planning and execution of their duties.

As we come to the end of the period of office of the first Commissioner, I can say with confidence that Bedfordshire Police and Crime Panel is, within its restricted powers, well embedded into its role and the delivery of its responsibilities of holding the Commissioner to account thereby helping to deliver the best possible Police service to the people of Bedfordshire.

As a Panel we will review and develop as necessary the work required following the Police and Crime Commissioner's election on 5 May 2016.



Cllr Fiona Chapman MBE  
Chair, Bedfordshire Police and Crime Panel



1.2 Introduction:

The Bedfordshire Police and Crime Panel comprised the following Members in 2015/2016:

Bedford Borough Council

Councillor Alison Foster  
Councillor Sarah-Jayne Holland  
Councillor Mohammad Yasin

Central Bedfordshire Council

Councillor Fiona Chapman (Chair)  
Councillor Amanda Dodwell  
Councillor Paul Downing  
Councillor Peter Hollick

Luton Borough Council

Councillor David Agleby  
Councillor Mohammed Farooq (Vice-Chair)  
Councillor Ayesgul Gurbuz

Co-opted Independent Members

Mr Paul Cain  
Ms Rose Parkes

The following table details the Panel meetings/Panel related activities that have taken place during the 2015/2016 municipal year.

Activity	May 2015 to March 2016
1. Formal Panel meetings	5
2. Confirmation Hearings for senior staff of the Office of the Police and Crime Commissioner	2
3. Panel training/workshop sessions	2
4. External conferences	3

Arrangements, Procedures, Strategies and Plans

The Panel has a series of arrangements, procedures and strategies/plans which are in place in order to help the Panel operate in a smooth and efficient way. These are monitored on a regular basis to ensure they continue to meet requirements and the following were reviewed during the period covered by this report:

[Bedfordshire Police and Crime Panel Arrangements](#)

At the 18 November 2015 meeting the Panel agreed that no changes were necessary to the Arrangements, save to update references to post titles.

### Bedfordshire Police and Crime Panel Procedure Rules

Also at the 18 November 2015 meeting the Panel agreed that no changes were necessary to the Procedure Rules, save to update references to post titles and revised wording to reference all senior appointments in the confirmation hearing process.

### Protocol Governing the relationship between the Police & Crime Commissioner and the Police & Crime Panel, including the Information Sharing Protocol and Media Protocol

At the 2 September 2015 meeting these Protocols were reviewed and it was agreed that they be adopted and be reviewed again after a further year of operation.

## 1.3 Panel Development

Members decided to carry out an informal Induction Day in July 2015 in order to review the effectiveness of the Panel's work to date and to work on how to deliver a more successful work programme for the future. This was attended by existing and newly appointed Panel Members and provided a good basis for the new Members in performing and developing their role.

The Panel decided to scrutinise the Police and Crime Plan by focussing on particular commitments of the Commissioner, asking him to report on progress against these commitments through the year.

This Induction Day was facilitated by a representative from Frontline Consulting who have worked with more than half the Police and Crime Panels in England and Wales.

A questionnaire was also circulated to Panel Members to identify training requirements and areas of interest for the future work programme. As a result training on the Complaints Procedure and Panels' Role and Responsibilities is scheduled for June 2016, and details on the progress of the Domestic Abuse Action Plan was planned for inclusion in a Panel report for the meeting in March 2016.

Panel Members visited the Force Headquarters in October 2015. In addition to receiving a briefing on the Budget process Members were able to see the temporary custody suite and the control centre. They found the visit thought provoking and useful in helping to understand the day to day operation of the Force, and hope to be able to repeat the experience in the future.

Frontline Consulting have also facilitated the formation of a regional Police and Crime Panel network, which Bedfordshire PCP has now joined.

A Panel Member reported on his attendance at the trial meeting of the Eastern Region Network for Police and Crime Panels at the 4 February 2016 meeting of the Panel. The network would share information and experience, problem solve and collaborate as appropriate. Agendas would be created by the participants and would include a regional update based upon information provided and 'hot topics' of challenges to address across the Force areas.

He regarded the network as excellent and all seven Panels in the Eastern Region had agreed that they would like to join. However, not all Panels in the Region had formally approved their membership.

The first full meeting took place in early March 2016 and discussions took place on the recently completed Budget and Precept Scrutiny process, the Home Office Consultation on handling complaints against PCCs, and the Emergency Services Collaboration possibilities from the Policing and Crime Bill.

#### 1.4 Panel Reports and Recommendations to the Commissioner

At every meeting the Panel receives an update report from the Commissioner on his activity, including the reporting of any strategic decisions made. This gives the Members an opportunity to scrutinise and challenge the Commissioner as he carries out his regular duties.

At the [20 July 2015](#) meeting the Panel received the **Commissioner's Annual Report**

The report provided an overview of how the Force had delivered against the Commissioner's Police and Crime Plan in 2014/15 and highlighted some of the challenges which faced policing in Bedfordshire over the coming years. The report also detailed activity and work undertaken by the Commissioner and his office to realise the ambitions of the Police and Crime Plan and deliver an effective and efficient police service to the people of Bedfordshire, preventing crime, supporting victims and increasing confidence.

In view of the Commissioner not having a Deputy Commissioner, the Panel expressed concern over who would take on the role of Commissioner should Commissioner Martins become incapacitated and unable to fulfil his elected role.

At the same meeting the Panel also noted the refreshed Police and Crime Plan, and received an update on the progress of the Estates Strategy.

A Panel Member expressed concern that there had been very little consultation with the Central Bedfordshire Community Safety Partnership (CSP) prior to the publication of the draft refreshed Plan. It was suggested that the Commissioner should communicate more widely than only with the CSP Chairs.

In response, the Commissioner stated that this was a draft document for consultation. He advised that he attended most of the CSP Executive meetings and met with their Chairs on a regular basis and his refreshed Plan was based on discussions with them.

A Panel Member expressed his concern that the Estates Strategy had been approved in November 2013 and yet to date the only progress made had been the new custody suite and the closure of the cells in Greyfriars, Bedford (which had come about as a result of an inspection by her Majesty's Inspector of Constabulary (HMIC)). He pointed out that Greyfriars had a value in the region of £1.7 million and cost in the region of £600k per annum in upkeep.

Two Panel Members participated in the Home Office visit to Bedfordshire Police to look at the challenges faced by the Force and its funding position. The point had been made clearly that even if the review of central Government funding was favourable to Bedfordshire Police there would probably be less funds to allocate nationally. The Panel Members had responded that Bedfordshire Police should receive a fair share of the available budget.

At the [2 September 2015](#) meeting the Commissioner provided a follow up report relating to the Panel's Task and Finish Group review of "Creating Confident Communities". He detailed how he has addressed the ten recommendations made in the report, many of which centred around communications issues. The Panel noted that the development of the Bedfordshire Police Communications Strategy for 2015/2016, which provides strategic direction and accountability for the Force.

At the [18 November 2015](#) meeting the Panel challenged the Commissioner over his proposals to permanently switch on speed cameras along the Bedfordshire stretch of the M1 motorway. He responded that this was not his preferred way of raising revenue but he felt he had been put in a position where he had very little alternative other than to consider approaches such as the use of speed cameras.

Also at this meeting the Panel started to scrutinise the Commissioner's new Police and Crime Plan by asking for a report on several of the commitments contained in the Plan. The Panel noted the progress the Commissioner had made against six of his commitments.

The Panel also received a report on the Commissioner's reaction to the latest HMIC report on Police Effectiveness, Efficiency, and Legitimacy which rated the Force as requiring improvement. The Commissioner reported that there was a delay in the HMIC publishing their Inspection findings and by the time the reports were received they were often out of date. The Force had introduced its new operating model in June 2015 and this report did not reflect that fact as it still referred to the previous model.

The Panel continued the Budget Scrutiny process by receiving a presentation at the 18 November meeting. This followed an informal briefing for Members given when they visited the Force HQ in October. The Chief Officer – Finance and Business Support, Office of the Police and Crime Commissioner, reported that the 'old' funding formula had been in place between 2002 and 2013. It had not been properly implemented and Bedfordshire had suffered from the operation of damping in respect of that formula. This formula was extremely complex and the general consensus across Chief Constables and Police and Crime Commissioners was that it needed to change.

The major item considered at the [4 February 2016](#) meeting was the **Commissioner's Proposed Budget and Precept for 2016/17**. Representatives from the Community Safety Partnerships (CSPs) in Bedfordshire were invited to participate in the discussions. Both Central and Luton CSPs expressed concern over the effect that the proposed savings would have on the funding provided by the Commissioner to CSPs.

The Commissioner expressed his frustration at the competing need to protect the level of policing and vulnerable victims of crime and the need to make in excess of £11m savings across the term of the medium term financial plan.

The Panel supported the Commissioners proposals, and also resolved that the Commissioner be recommended to share with the three Bedfordshire Chairs of the Community Safety Partnerships (CSP) further details around the savings proposals for the coming years as referred to in the Commissioner's report and;

- (a) the extent to which these will impact on the partnership working with CSPs (and with their constituent members) and;
- (b) the resources to be applied to community policing activities and the protection from harm of the vulnerable (particularly missing and absent children, victims of domestic abuse and children at risk of sexual exploitation).

Two of the Commissioner's commitments from the Police and Crime Plan involve holding the Chief Constable (CC) to account. As a result the CC was invited to the 4 February 2016 meeting to give a report on the progress against these two commitments, thereby continuing the Panel's strategy of holding the Commissioner to account by scrutinising progress against a selection of his Crime Plan commitments at each of the Panel's meetings.

The Chief Constable reported that the level of Government funding for Bedfordshire Police was inadequate, and after a detailed discussion the Panel noted the progress made by Bedfordshire Police against Commitments 3 and 10 within the Police and Crime Plan.

Also at the February meeting the Commissioner reported on his reaction to and his proposed actions as a result of the assessment by the HMIC on 'how effective is the Force at protecting from harm those who are vulnerable and supporting victims' published in December 2015, which judged the Force as inadequate. He advised that the inspection had taken place shortly after the Force had introduced its new operating model in June 2015 and then described the processes and activities which had been put in place to address the issues highlighted in the report. The Panel supported the action taken to date.

At the [21 March 2016](#) meeting the Panel received an "end of term" report from the Commissioner covering his period of office from 2102 to 2016. He placed on record his appreciation of the support given to him by the Chief Constable and the Force as a whole, explaining that the level of service delivered during his tenure had been quite remarkable given that the Force had been reduced by 200 officers during that time.

Members questioned him over various aspects of his report, including:

- whether the interview process was a factor in few Black and Minority Ethnic applicants being appointed as police officers;
- market towns, as well as villages, needing to have a greater visible Police presence to reassure communities;
- incident response performance had been declining;
- the Force's response to victims when they first contact the Police;
- the lack of information in the report on progress towards the use of the Force's estate and facilities;
- why the Force was not performing in line with national figures.

The Panel noted the report.

At this meeting the Panel also received a report on the Commissioner's reaction to three further HMIC reports:

- "The depths of dishonour: Hidden voices and shameful crimes" (HMIC judgement: Not yet prepared);
- PEEL: Police effectiveness 2015 (HMIV overall judgement: Requires improvement);
- PEEL: Police legitimacy 2015 (HMIV overall judgement: Good).

Members noted that Thames Valley Police had written to all GPs in its area to raise awareness of honour based violence and the Commissioner undertook to do the same in Bedfordshire.

Members questioned whether areas of need had been examined closely and were informed that the Deputy Commissioner had written recently to all police officers regarding child sexual exploitation training.

In relation to effectiveness, a Member referred to the HMIC comment that the Force had some good examples of public engagement but needed to do more to understand and engage with communities across Bedfordshire and asked the Commissioner about the steps he was taking to engage more with rural communities. The Commissioner replied that there still some way to go to meet the expectations of those communities and that there simply were not enough officers to deliver community policing in the way that he would want.

Members asked what the Community Policing Team would look like under the new policing model. The Commissioner explained that he was unable confirm at this stage. Acknowledging that the public would not be reassured by that, he reminded Members that the low number of officers was the main reason for the inadequate community policing at present.

The Panel noted all the reports.

At this meeting the Panel also received reports on the provisional outturn Panel Budget to 31 March 2016, showing how the Home Office Grant was allocated, and on the recruitment process for the Co-opted independent Members, which the Panel agreed could progress over the summer period.

The Panel continues to monitor the progress of their recommendations made to the Commissioner. In the period from January 2015 to March 2016 the Commissioner has accepted 17 out of the total of 19 recommendations made to him by the Panel.

## 1.5 Complaints

The Panel has a responsibility to informally resolve non-criminal complaints about the conduct of the Police and Crime Commissioner and Deputy Police and Crime Commissioner as well as criminal complaints or conduct matters that are referred back to it by the Independent Police Complaints Commission. It has delegated responsibility for the handling of complaints to the Monitoring Officer of the host Authority (Bedford).

A Complaints Sub-Committee of the Panel has been established to consider any complaints that are referred to it by the Monitoring Officer

During the period covered by this report there have been no complaints that were referred to this Sub-Committee, and as a result it has not met.

## 1.6 Communications Strategy

The [Panel's Communication Strategy](#) was reviewed by the Panel at the 20 July 2015 meeting, and continues to be progressively implemented.

The objectives of the Communications Strategy are two-fold:

- ⇒ To raise the level of key stakeholder and general public awareness of the Bedfordshire Police and Crime Panel, its role in the new governance arrangements for policing and community safety and its membership.
- ⇒ To publicise the ongoing work of the Panel and the recommendations it makes to the Commissioner so that the public and partners know what the Panel is doing and the opportunities that are available for them to contribute to and help shape its work.

The following Communications Tools are being used by the Panel:

⇒ [Panel webpages](#)

As host authority Bedford Borough Council provides dedicated web pages which provide information for the public on:

- The role of the Police and Crime Panel
- Panel Membership and contact details
- Panel meetings and agendas, reports and minutes
- Panel reports to the Commissioner
- Panel Press Releases
- The role of the Police and Crime Commissioner
- Complaints

The Panel's website, [www.bedford.gov.uk/bedspcp](http://www.bedford.gov.uk/bedspcp), is maintained regularly to ensure it is an up to date knowledge base for the public to access. There is close co-operation and links with the PCC's office to ensure consistent channels of communication with the public.

Links to the Panel's website are also available from [Central Bedfordshire](#) and [Luton Borough](#) Councils' websites as follows:

<http://centralbeds.moderngov.co.uk/mgOutsideBodyDetails.aspx?ID=836>

[http://www.luton.gov.uk/Community\\_and\\_living/crime-and-community-safety/Pages/default.aspx](http://www.luton.gov.uk/Community_and_living/crime-and-community-safety/Pages/default.aspx)

⇒ **Panel Reports to the Commissioner**

The Police Reform and Social Responsibility Act 2011 requires the Panel to make written reports and recommendations to the Commissioner on the following:

- The proposed precept for any year
- The proposed Police and Crime Plan and any proposed variations
- The Commissioner's Annual Report
- The outcome of Confirmation Hearings for the positions of Deputy Police and Crime Commissioner, Chief Executive, Director of Finance and Chief Constable.

Details of the Panel reports to the Commissioner are contained in section 1.4 of this report.

⇒ **Press releases**

Press releases are a key means of making the public aware of the Panel and its work and the activity of the Panel is publicised with Press releases as appropriate.

In support of the Press Releases, the social media website "Twitter" is used for additional publicity.

There is good liaison between the PCC's office and the Panel in ensuring that communication material is consistent from both bodies, and that where appropriate it is issued simultaneously.

## 1.7 Conclusion

The Bedfordshire Police and Crime Panel continues to work in close co-operation with the Police and Crime Commissioner.

The Panel is being pro-active in carrying out the statutory roles of effectively scrutinising the budget and precept, and the Commissioner's Annual Report as well as holding the Commissioner to account over the various reports on the performance of Bedfordshire Police from Her Majesty's Inspectorate of Constabulary.

This co-operation continues to add real value to the role of the Panel in working closely with the Commissioner in order to assist in providing the best possible Policing Service to the people of Bedfordshire.