

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** 11 January 2017

## **NOTICE OF MEETING**

### **COUNCIL**

Date & Time

**Thursday, 19 January 2017 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**

**\*This meeting may be filmed by the Council for live and/or subsequent broadcast online at**

**<http://www.centralbedfordshire.gov.uk/modgov/ieListMeetings.aspx?Committeeld=576>.**

**You can view previous meetings there starting from May 2015.**

**At the start of the meeting the Chairman will confirm if all or part of the meeting will be filmed by the Council. The footage will be on the Council's website for six months. A copy of it will also be retained in accordance with the Council's data retention policy. The images and sound recording may be used for training purposes within the Council.**

**By entering the Chamber you are deemed to have consented to being filmed by the Council, including during any representation you might make, and to the possible use of the images and sound recordings made by the Council for webcasting and/or training purposes.**

**Phones and other equipment may also be used to film, audio record, tweet or blog from this meeting by an individual Council member or a member of the public. No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session. The use of images or recordings arising from this is not under the Council's control.**

# AGENDA

## Prayers

The Reverend Dr Bernard Minton, Team Vicar of Linslade will take prayers.

1. **Apologies**

Apologies for absence to be received.

2. **Minutes**

To approve the minutes of the Council meeting held on 17 November 2016.

(attached pages 7 to 15)

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 Hegley and Spurr.

9. **Recommendation from the Executive**

To consider a recommendation from the meeting of the Executive, 6 December 2016 and answer questions asked under Rule No. 13.1.

Council Tax Support Scheme 2017/18

(attached page 17)

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

To consider recommendations from the meeting of the General Purposes Committee, held on 8 December 2016 and answer questions asked under Rule No. 13.1.

(i) Pay Policy Statement 2017/18

(attached pages 19 to 27)

(ii) Wixams Joint Development Control Committee – Quorum

(attached pages 29 to 33)

11. **Recommendations from Audit Committee**

To consider recommendations from the meeting of Audit Committee, at its meeting held on 9 January 2017 and answer questions asked under Rule No. 13.1.

Review of Confidential Reporting Provisions in the Constitution

(to follow).

12. **Calendar of Meetings**

To consider the proposed Calendar of Meetings for the municipal year 2017/18.

(attached pages 35 to 40)

13. **Motions**

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

(i) Notice of Motion received from Councillor Zerny:

This Council recognises the importance of local ward Councillors and Parish Councillors because of their knowledge of the local community and the particular needs of their local area. As such it is important to facilitate their input to important decisions affecting the local areas such as choices relating to benefits sought to be provided through S.106 Planning Agreements.

In order to promote this local involvement, this council **resolves to ask the Chief Executive to explore options and develop proposals for improving the process for consulting Parish Councillors and CBC ward Councillors as regards proposed S.106 agreements affecting sites within their areas.**

**Further, to report these proposals to the General Purposes Committee for consideration at its next scheduled meeting in 2017.**

(ii) Notice of Motion received from Councillor Young

This Council understands that research carried out at a national level demonstrates that bank branch office closures have an adverse effect on local economies and communities. Accordingly, such proposals are likely to run contrary to this Council's ambitions to support the economic growth of our market towns.

This Council notes that Nat West bank has indicated that it is intending to close its branch in Ampthill – the last bank branch remaining open in the town.

This Council believes that although the use of conventional banks may be on the decline, they remain a vital element of the local economies in our market towns, not only because of the service they provide directly, but because of the draw they create to our town centres. Their presence has a positive impact on many of our smaller independent businesses.

National evidence supports this view, with a House of Commons report on banking closures suggesting that lending growth for SMEs is significantly dampened by closures – by up to 104% in areas where the last bank in town is lost.

Additionally, the loss of these services will also disadvantage our older residents and those with disabilities, a significant proportion of whom are known to be less confident with on-line services.

This Council **resolves to call on the Leader, with the support of the Chief Executive, to engage with Nat West and other financial institutions to encourage them to retain a presence in the major towns within Central Bedfordshire.**

14. **Written Questions**

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

15. **Open Questions**

To answer Open Questions asked by Members of the Council under Rule No. 13.7.

**CENTRAL BEDFORDSHIRE COUNCIL**

At a meeting of the **COUNCIL** held in the Council Chamber, Priory House, Monks Walk, Shefford on Thursday, 17 November 2016.

**PRESENT**

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

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

**Apologies for Absence**

Cllrs	Mrs A Barker L Birt Mrs S Clark	Cllrs	Mrs J Freeman C C Gomm J Kane	Cllrs	B Walker T Woodward
-------	---------------------------------------	-------	-------------------------------------	-------	------------------------

Officers in Attendance:	Miss H Bell	– Committee Services Officer
	Mr R Carr	– Chief Executive
	Mr M Coiffait	– Director of Community Services
	Mrs S Harrison	– Director of Children's Services
	Mr J Longhurst	– Director of Regeneration and Business
	Ms M Peaston	– Committee Services Manager
	Mr Q Baker	– AD Legal Services (Monitoring Officer)
	Mr S Mitchelmore	– Assistant Director, Adult Social Care
	Mrs C Shohet	– Assistant Director of Public Health
	Ms S Griffin	– Committee Services Officer
	Mr C Warboys	– Director of Resources

C/11/41 **Prayers**

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

C/11/42 **Minutes**

**RESOLVED**

**that the minutes of the meeting held on 22 September 2016 be approved and signed by the Chairman as a true and correct record.**

C/11/43 **Members' Interests**

Councillor Bowater declared a personal interest in item 10. 'Recommendations from the General Purposes Committee', as one of the Independent Persons to be appointed for a further term was an acquaintance.

Councillor Hollick declared a personal interest in item 9(i) 'Recommendations from the Executive, Passenger Transport Strategy', as a trustee of South Beds Dial-a-Ride.

Councillor Mrs Chapman declared a personal interest in item 9(i) 'Recommendations from the Executive, Passenger Transport Strategy', as she represented the Council on the Mid Beds Link-a-Ride Community Transport.

Councillor Duckett declared a personal interest in item 9 (i)'Recommendations from the Executive, Passenger Transport Strategy' as he was a Member of the Link a Ride Board.

Councillor Matthews declared a personal interest in item 9(i)'Recommendations from the Executive, Passenger Transport Strategy' as he had met and spoken With Link a Ride operators.

C/11/44 **Questions, Statements and Deputations**

The Council noted that a member of the public, Mr Hamilton, had indicated a wish to speak to express his concerns about a CQC report on the residential care home Rosewood Court, Dunstable. Mr Hamilton was invited to make his representations.

The Executive Member for Social Care and Housing responded to the question and statements made by Mr Hamilton.

The Council noted that two members of the public had indicated a wish to speak on item 9, Recommendations from the Executive, (i)Passenger Transport Strategy. The speakers, Mr Givertz and Mrs Dixon, were invited to make their representations.

The Executive Member for Community Services responded to concerns expressed by Mr Givertz and Mrs Dixon.



C/11/45 **Petitions**

No petitions were received.

C/11/46 **Chairman's Announcements and Communications**

The Chairman made the following announcements:

- he reported on his attendance at a Remembrance Day ceremony in Leighton Buzzard and Bedfordshire Girl Guides Awards ceremony
- an invitation from the High Sheriff to put forward nominations for the Crime Beat Awards
- Leighton Linslade had won the Anglia In Bloom Competition in the town and small city category and would be competing at national level.

C/11/47 **Leader of the Council's Announcements and Communications**

The Leader made the following announcements:

- he reported on the gas outage in Ampthill, Maulden and Clophill, which had effected 6,000 homes, who were without gas, following the rupture of a high pressure pipe. The recovery operation was being led by National Grid involving other agencies, including the Council. The Leader expressed his gratitude to all involved in rectifying the problem.
- On England's Economic Heartland, the National Infrastructure interim report on the Cambridge, Milton Keynes and Oxford Corridor, the East of England LGA and continued work with SEMLEP.

C/11/48 **Executive Member Presentations**

Councillor Wenham, Executive Member for Corporate Services reported on recent developments within his portfolio including:

- transformation of IT systems, including, improving the robustness of the infrastructure, continued monitoring of security, enhancing the user experience, improving the services available, simplifying and improving residents' access.
- investment in IT infrastructure to maintain compliance with the Public Sector Network requirements
- modification of the systems to facilitate new working arrangements
- transfer of applications to the Cloud
- changes to internal systems, including Citrix
- benefits to users arising from the planned changes
- upgrades to telephony.

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

- transport and logistics
- numbers employed in transport and logistics in Central Bedfordshire and associated salaries

- details of major logistic employers in Central Bedfordshire, including, Amazon, Prologis and Gazeley
- details of skilled workers in the transport and logistics sector in Central Bedfordshire
- development and investment at Stratton Park Biggleswade
- a members seminar on logistics to be held on 9 January 2017.

C/11/49

**Recommendations from the Executive****(i) Passenger Transport Strategy**

The Council considered a recommendation of the Executive arising from its meeting held on 11 October 2016 concerning the Passenger Transport strategy.

**RESOLVED**

**that the Passenger Transport Strategy for Central Bedfordshire, as set out at Appendix 1 to the Executive report, be adopted.**

**(ii) Fees and Charges 2017**

The Council considered recommendations arising from a meeting of the Executive held on 11 October 2016, concerning the proposed fees and charges for 2017.

**RESOLVED**

- 1. that the prices for the fees and charges for 2017, as set out in Appendix A to the Executive report, be approved;**
- 2. that the new fees and charges to be introduced for 2017, as set out in Appendix B to the Executive report, be approved;**
- 3. that the fees and charges for Social Care, Health and Housing (including HRA) be considered by the Executive on 7 February 2017 and Council on 23 February 2017;**
- 4. that whilst some statutory charges had been left at the 2016 rate currently, these would be amended to the new charges once the Council had been advised of the rates applicable to 2017;**
- 5. that the progress of the fees and charges cyclical review process, as set out in Appendix C to the Executive report, be noted;**
- 6. that the fees and charges that deliver the most income for the highest volume usage, as set out in Appendix D to the Executive report, be noted; and**

- 7. that the comments from the Overview and Scrutiny Committees, as set out in Appendix F to the Executive report, be noted.**

**(iii) Traded Services to Schools and Academies – Proposed Charges for 2017/18**

The Council considered recommendations from the meeting of the Executive held on 11 October 2016 that set out the proposed revised charges for 2017/18 for traded services to schools and academies for non statutory services.

**RESOLVED**

- (1) that the charges for 2017/18 for non statutory services to Schools and Academies, as set out in the Executive report, be approved; and**
- (2) that the comments from the Overview and Scrutiny Committees, as set out in Appendix C to the Executive report, be noted.**

**(iv) Stratton Street Railway Bridge**

The Council considered recommendations from the meeting of the Executive held on 11 October 2016 concerning Stratton Street Railway Bridge.

**RESOLVED**

- (1) that the allocation of an additional £800k in 2016/17 of capital funding for the Stratton Street Railway Bridge be approved, to complete the works; and**
- (2) that an additional allocation of £50k be approved, as a risk potential for 2016/17.**

C/11/50

**Recommendations from General Purposes Committee**

The Council considered recommendations from the General Purposes Committee held on 27 October 2016 seeking an amendment to the Constitution.

The Chairman of the Committee reminded Council that a revised report and appendix had been circulated.

Council was advised that four Independent Persons had agreed to serve for the next 4-year period, namely Mr John Jones, Mr Chris Fogden, Dr Vasco Fernandez and Mrs Maureen Briggs.

**RESOLVED**

- 1. That the amendment to the Constitution to enable the Monitoring Officer to publish decisions relating to complaints against Council Members, as set out at Appendix B to the report, be approved; and**
- 2. that the extension of the contract for four Independent Persons until 2020 be approved.**

C/11/51

**Treasury Management Outturn Mid Year Report 2015/16**

The Council considered a report from the Executive Member for Corporate Resources that provided a review of Treasury Management activities for the six month period ending 30 September 2016.

**RESOLVED**

**that the Treasury Management activities report and the prudential indicators for the 6 month period ending 30 September 2016 be noted.**

C/11/52

**Overview & Scrutiny Annual Report (2015/16)**

The Council received the Overview and Scrutiny Annual Report 2015/16 which summarised the activities of the Overview and Scrutiny Committees during the last twelve months and anticipated activity in 2016/17.

**RESOLVED**

**that the Overview and Scrutiny Annual Report 2015/16 be noted.**

C/11/53

**Independent Remuneration Panel: Scheme of Allowances**

The Council considered a report of the Executive Member for Corporate Resources, setting out the recommendations of the Independent remuneration Panel (IRP) about the scheme of allowances for Members and membership of the IRP.

**RESOLVED**

- 1. that the Scheme of Members' Allowances be approved as recommended by the IRP set out at Appendix A to the report, and that Part K of the Council's Constitution be amended accordingly;**
- 2. that Mr Geoff Lambert and Mr Chris Bell be re-appointed to the IRP for the periods to 31 March 2021 and 31 March 2022 respectively, and the term of office for the IRP vacancy be approved for the period to 31 March 2020;**
- 3. to increase the size of the IRP membership from four to five members and that the new appointment be until 31 March 2021;**

- 4. that the delegated authority for the appointment process to fill vacancies on the IRP be amended from the Assistant Director Legal service (Monitoring Officer) to the Head of Governance.**

C/11/54

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

The Council received a report of the Bedfordshire Fire and Rescue Authority following its meeting held on 19 October 2016.

**RESOLVED**

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

C/11/55

**Motions**

Councillor Collins proposed and Councillor Zerny seconded the following motion:

This Council notes the recent conviction of Tomasz Kroker on four counts of causing death by dangerous driving and one count of causing serious injury by dangerous driving. The tragic consequences of this crime have particular resonance in Central Bedfordshire as the four victims were resident in one of our towns and, more personally, one of those victims was a long-serving and well respected member of staff within this authority.

This Council resolves:

- (a) to formally acknowledge and support the public statement, made on behalf of the family following the court case, condemning the use of mobile phones whilst driving under any circumstances and
- (b) to call upon the Police and Home Office respectively to ensure that this dangerous and irresponsible crime is eliminated as far as possible through rigorous enforcement of the law and appropriate sentencing for those convicted.

In introducing the motion, Councillor Collins spoke about the devastating affects caused by the use of mobile phone whilst driving.

In seconding the motion Councillor Zerny sought the insertion of the words "hand held devices" in place of the words "mobile phones". The adjustment was accepted by Councillor Collins who had moved the motion.

**RESOLVED**

**This Council notes the recent conviction of Tomasz Kroker on four counts of causing death by dangerous driving and one count of causing serious injury by dangerous driving. The tragic consequences of this crime have particular resonance in Central Bedfordshire as the four victims were resident in one of our towns and, more personally, one of those victims was a long-serving and well respected member of staff within this authority.**

- (a) to formally acknowledge and support the public statement, made on behalf of the family following the court case, condemning the use of hand held devices whilst driving under any circumstances, and;
- (b) to call upon the Police and Home Office respectively to ensure that this dangerous and irresponsible crime is eliminated as far as possible through rigorous enforcement of the law and appropriate sentencing for those convicted.

C/11/56 **Written Questions**

No written questions were received.

C/11/57 **Open Questions**

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

1. Councillor Zerny asked a question about the number of care homes in Central Bedfordshire that had been rated as inadequate and require improvement by CQC.

The Executive Member for Social Care and Housing indicated that she would provide a written response, having provided some contextual information at the meeting.

2. Councillor Downing asked a question about the disruption to rail services, including cancellations on the Thameslink Bedford to Brighton route, in particular the provision used by commuters between London and Flitwick and Harlington stations, and the lack of access for people with mobility problems at stations in Central Bedfordshire.

The Leader of the Council advised that he would write to the Minister for Transport on this issue.

3. Councillor Goodchild referred to the rising numbers of homeless people and sought assurance that support and training was provided to the volunteers who assisted those vulnerable people through church-related schemes..

The Executive Member for Social Care and Housing advised that she would fully support voluntary initiatives to help homeless people.

- 4. Councillor Blair referred to the gas outage in Ampthill, Clophill and Maulden and sought assurance that the Council would encourage National Grid to allocate sufficient resources to restore the gas supply as soon as possible.

The Leader referred to the complexity of restoring the gas supply and provided reassurance that National Grid was dedicating appropriate resources into rectifying the problem.

- 5. Councillor Duckett asked a question about how the most vulnerable people were being supported during the gas outage in Ampthill, Clophill and Maulden.

The Leader advised that a number of agencies, additional to the Council, were involved in the operation and were supporting vulnerable people.

- 6. Councillor Maudlin asked a question about Community Plans and how the Council would take account of the views of local communities.

The Executive Member for Regeneration advised that Community Plans were progressing well and that views of the communities would be taken into account.

(Note: The meeting commenced at 6.30 p.m. and concluded at 9.15 p.m.)

Chairman .....

Dated .....

This page is intentionally left blank



**COUNCIL MEETING – 19 JANUARY 2016**

**Recommendation to Council from the Executive meeting held on  
6 December 2016**

**E/16/71. Council Tax Support Scheme 2017/18**

The Executive considered a report from the Executive Member for Corporate Resources that set out the proposed Local Council Tax Support Scheme for 2017/18. It was proposed that the current scheme be readopted with no changes.

Reason for decision: To enable the Council to endorse the Central Bedfordshire Council Local Council Tax Support Scheme. If the Scheme was not approved by 31 January 2017, the Council would have to award Local Council Tax Support in accordance with the Government's default Scheme which would result in the cost of the Scheme significantly exceeding that of the Local Council Tax Support Scheme.

***RECOMMENDED to Council***

***that the current Council Tax Support Scheme be extended for a further year for 2017/18 with no changes.***

This page is intentionally left blank

**Central Bedfordshire Council**

**COUNCIL**

19 January 2017

---

**Pay Policy Statement 2017/18**

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

Advising Officers:

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

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

---

**Purpose of this report**

This report sets out the recommendations of the General Purposes Committee arising from its deliberations on 8 December 2016, seeking full Council's approval for the adoption and publication of the Council's draft Pay Policy Statement 2017/18.

**RECOMMENDATIONS**

The Council is asked to:

1. approve and adopt the draft Pay Policy Statement 2017/18, as set out at Appendix A;
2. publish the Pay Policy Statement 2017/18 on the Council's website following approval and adoption.

**Overview and Scrutiny Comments/Recommendations**

1. This matter has not been taken through the overview and scrutiny function as it falls within the General Purposes Committee's remit.

**Background**

2. On 8 December 2016 the General Purposes Committee considered a report setting out the draft Pay Policy Statement for 2017/18.
3. The Committee noted that the Localism Act had extended the requirements under the Code of Transparency to publish Chief Officer remuneration on the Council website, and also to ensure that full

Council had the opportunity to approve senior appointments or severance arrangements outside of existing approved policies and pay arrangements.

4. The Committee was aware that the draft Pay Policy Statement reflected existing pay arrangements, following the national pay award implemented in April 2016. However the award would take effect over a 2-year period, so the Pay Policy Statement only reflected 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 had already been agreed, to be effective from 1 April 2017. The pay points in the attached draft Pay Policy Statement do not include these figures as they have not been checked or implemented as yet. It is likely that the draft document may be updated to include these figures before the Council meeting takes place. The attached pay Policy Statement would also be amended in due course to reflect the detailed Regulations currently being drafted on the proposed cap on public sector termination payments, and a requirement to make a recovery of exit payments to high-earning employees in particular circumstances.
5. The meeting noted that the provisions of the Localism Act brought together accountability, transparency and fairness in setting local pay. Councillors were therefore required to take a significant role in determining pay. The Localism Act also ensured that communities had access to the information they needed to determine whether remuneration, particularly at a senior level, was appropriate, and it had also introduced requirements to ensure that a comparison was possible between the policies adopted on the remuneration of Chief Officers and other employees. For the period 2017/18 the ratio of pay of the Chief Executive to that of the median earner is 7.2:1 and the ratio of pay of the Chief Executive to that of the mean average salary was 6.7:1. Both of these ratios were below the expected multiples of 8:1 for the public sector as identified in the Hutton Review of Fair Pay in the Public Sector (2011). The meeting noted that the Council's policy provided that the Chief Executive's salary would be no greater than 8 times the median earner.

#### **Reason/s for decision**

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

#### **Council Priorities**

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

## **Corporate Implications**

### **Legal Implications**

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

### **Financial and Risk Implications**

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

### **Equalities Implications**

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

### **Conclusion and next Steps**

13. Council is asked to approve and adopt the attached draft Pay Policy Statement and publish the adopted Statement on the Council's website by 1 April 2017.

### **Appendices**

Appendix A – Draft Pay Policy Statement 2017/18

### **Background Papers**

None

This page is intentionally left blank

## **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.

The role of Monitoring Officer is undertaken by Quentin Baker, the Executive Director of LGSS Law Ltd which provides legal services to the Council. Mr Baker is an employee of another local authority which seconds him to Central Bedfordshire Council pursuant to s.113 of the Local Government Act 1972 in order to fulfil this role.



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 and to that of the mean average salary is 6.4:1.

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 is 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

Appendix A

during 2017. Any revised Pay Policy Statement will be presented to Full Council for review.

This page is intentionally left blank

Central Bedfordshire Council

COUNCIL

19 January 2017

---

**Recommendation from the General Purposes Committee:  
Wixams JDCC**

Report of Cllr Mrs Jane Lawrence, Chairman of General Purposes Committee  
[jane.lawrence@centralbedfordshire.gov.uk](mailto:jane.lawrence@centralbedfordshire.gov.uk)

Advising Officers: Quentin Baker, Monitoring Officer  
[quentin.baker@centralbedfordshire.gov.uk](mailto:quentin.baker@centralbedfordshire.gov.uk) ;  
and  
Mel Peaston, Committee Services Manager,  
[mel.peaston@centralbedfordshire.gov.uk](mailto:mel.peaston@centralbedfordshire.gov.uk).

---

**Purpose of this report**

1. This report sets out a recommendation of the General Purposes Committee to amend the quorum provisions of the Wixams Joint Development Management Committee. As this would constitute an amendment to the Council's Constitution, this is a matter for full Council's determination.

**RECOMMENDATIONS**

**It is recommended that Full Council:-**

- i) **approves the wording of the proposed amendment to the standing orders for the Wixams Joint Development Control Committee contained with the Council's constitution, to include the requirement that at least one representative of each participating Council (Bedford Borough Council and Central Bedfordshire Council) be present at any meeting, as set out in Appendix A (attached).**
- ii) **authorises the Monitoring Officer to make the necessary amendments to the Council's published constitution.**

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

1. This matter has not been through the overview and scrutiny function as it falls within the General Purposes Committee's remit.

### **Terms of Reference of the Wixams Joint Development Control Committee (JDCC)**

2. The terms of reference of the Wixams Joint Development Control Committee were recently considered by the General Purposes Committee which made recommendations to full Council on 21 July 2016. Council resolved to approve the revised terms of reference.
3. As these are the terms of reference for a joint committee, of which Bedford Borough Council is a constituent authority, they were the subject of consideration by Bedford Borough Council's General Purposes Committee. That committee approved them but in recommending them for adoption to Bedford Borough Council, asked that subject to Central Bedfordshire Council's agreement, the quorum provisions be amended to include a requirement that at least one representative of each constituent council be present at meetings.
4. The Chairman of this Council's Development Management Committee, and Co-Chairman of the Wixams JDCC, was consulted and he indicated that he was content for the amendment to be incorporated into the terms of reference.
5. The Committee noted that incorporating such an amendment would enable a constituent Council to prevent business being transacted by not attending a meeting. Notwithstanding this, the prevailing view of committee members was that it was desirable that no decisions should be taken in the absence of representation from all member authorities.

### **Reason for decision**

6. To make provision in the Constitution that meetings of the Wixams JDCC may only take place if there is present representation from both constituent Councils.

### **Council Priorities**

7. The proposed action will enable Wixams JDCC to support the following Council priorities:
  - Enhancing Central Bedfordshire
  - Creating stronger communities

## **Corporate Implications**

### **Legal Implications**

8. The Council's constitution sets out the terms of reference of committees and joint committees, which should be fit for purpose. The recommendation arising from the General Purposes Committee does not prevent the Wixams JDCC terms of reference remaining fit for purpose.

### **Financial and Risk Implications**

9. There are no financial implications. The proposed amendment reduces the risk that a meeting of Wixams JDCC could make decisions without reference to the interests of Central Bedfordshire Council residents.

### **Equalities Implications**

10. General Purposes Committee noted that providing for a Central Bedfordshire Council member within the quorum reduces the risk that data relating to Central Bedfordshire residents will not be taken into account.

### **Implications for Work Programming**

11. There are no implications for work programming.

### **Conclusion and next Steps**

12. Full Council is asked to approve the proposed amendment, which will be incorporated into the Council's, and Bedford Borough Council's, constitution.

### **Appendices**

Appendix A shows how the Constitution will be amended.

### **Background Papers**

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

This page is intentionally left blank



## **APPENDIX A**

### **Constitution - Part J2 Wixam's Joint Development Control Committee (with Bedford Borough Council)**

#### **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.

This page is intentionally left blank

**Central Bedfordshire Council**

**Council**

19 January 2017

---

**Calendar of Meetings 2017-18**

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

Advising Officers:

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

Leslie Manning, Committee Services Officer  
([leslie.manning@centralbedfordshire.gov.uk](mailto:leslie.manning@centralbedfordshire.gov.uk))

---

**Purpose of this report**

The purpose of this report is to seek Council's approval of the draft Calendar of Meetings for 2017-18.

**RECOMMENDATION**

**Council is asked to approve the draft Calendar of Meetings for 2017–18 as set out at Appendix A to this report.**

**Overview and Scrutiny Comments/Recommendations**

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

**Background**

2. The draft Calendar sets out the proposed meeting schedule for the municipal year 2017-18, together with dates of meetings which occur immediately before and after that period.
3. Preparing a Calendar of Meetings for the municipal year ahead enables effective planning of Council business and preparation of the Executive's Forward Plan. In addition the Constitution specifies that citizens have the right to attend meetings of the Council, the Executive and its committees and the availability of a Calendar enables citizens to be aware in advance of meeting dates.

4. Set out at Appendix A is a draft Calendar of Meetings for the period 8 May 2017 - 4 June 2018 which extends just beyond either side of the municipal year. Members are advised that it continues with the use of a two month cycle for the Council, Executive and Overview and Scrutiny Committees which was introduced in 2015-16.
5. The draft Calendar has been circulated for comment to the Leader and Deputy Leader of the Council, Group Leaders, Executive Members and Deputies and the chairmen of all committees. In addition the Chief Executive and all Chief Officers have also been consulted. Whenever possible any suggested amendments have been incorporated into the draft.
6. It should be noted that the draft Calendar only lists those meetings which can or need to be programmed (for constitutional, financial or other reasons). Meetings of other Council bodies, such as the Licensing Sub-Committee and Appointments Sub-Committee, will be arranged as and when necessary.

#### **Council Priorities**

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

#### **Corporate Implications**

#### **Legal Implications**

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

#### **Financial Implications**

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

#### **Equalities Implications**

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

### **Conclusion and next Steps**

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

### **Appendices**

The following Appendix is attached:

Appendix A – Draft Calendar of Meetings 2017–2018

### **Background Papers**

None

This page is intentionally left blank

**CENTRAL BEDFORDSHIRE COUNCIL  
CALENDAR OF MEETINGS 2017 – 2018**

<b>2017</b>					Mon 9 Oct	DMC Site Visits	10.00am
				<b>Tues 10 Oct</b>	<b>Executive</b>		<b>9.30am</b>
Mon 8 May	CPP	10.00am	Wed 11 Oct	DMC			10.00am
Mon 15 May	Special SCHH OSC (Quality Accounts)	10.00am	Wed 18 Oct	HWB			2.00pm
<b>Thur 18 May</b>	<b>Council</b>	<b>6.30pm</b>	Thur 26 Oct	General Purposes			10.00am
	<b>(Annual Meeting)</b>		Mon 6 Nov	DMC Site Visits			10.00am
Mon 22 May	DMC Site Visits	10.00am	Wed 8 Nov	DMC			10.00am
Tues 23 May	CS OSC	10.00am	Mon 13 Nov	CPP			10.00am
Wed 24 May	DMC	10.00am	<b>Thur 16 Nov</b>	<b>Council</b>			<b>6.30pm</b>
Thur 25 May	SC OSC	10.00am	Tues 21 Nov	CS OSC			10.00am
			Thur 23 Nov	SC OSC			10.00am
Thur 1 June	CR OSC	10.00am	Mon 27 Nov	SCHH OSC			10.00am
Mon 5 June	SCHH OSC	10.00am	Thur 30 Nov	CR OSC			10.00am
<b>Tues 6 June</b>	<b>Executive</b>	<b>9.30am</b>	Mon 4 Dec	DMC Site Visits			10.00am
Wed 14 June	Licensing	10.00am	<b>Tues 5 Dec</b>	<b>Executive</b>			<b>9.30am</b>
Mon 19 June	DMC Site Visits	10.00am	Wed 6 Dec	DMC			10.00am
Wed 21 June	DMC	10.00am	Thur 7 Dec	General Purposes			10.00am
Thur 22 June	General Purposes	10.00am	Wed 13 Dec	Licensing			10.00am
Thur 29 June	Audit	10.00am					
Mon 3 July	CPP	10.00am	<b>2018</b>				
Tues 11 July	CS OSC	10.00am	Tues 2 Jan	DMC Site Visits			10.00am
Wed 12 July	HWB	2.00pm	Wed 3 Jan	DMC			10.00am
Thur 13 July	SC OSC	10.00am	Mon 8 Jan	Audit			10.00am
Mon 17 July	DMC Site Visits	10.00am	<b>Tues 9 Jan</b>	<b>Executive</b>			<b>9.30am</b>
Wed 19 July	DMC	10.00am		<b>(draft budget)</b>			
<b>Thur 20 July</b>	<b>Council</b>	<b>6.30pm</b>	Thur 11 Jan	SC OSC			10.00am
Mon 24 July	SCHH OSC	10.00am	Mon 15 Jan	CPP			10.00am
Thur 27 July	CR OSC	10.00am	Tues 16 Jan	CS OSC			10.00am
			<b>Thur 18 Jan</b>	<b>Council</b>			<b>6.30pm</b>
<b>Tues 1 Aug</b>	<b>Executive</b>	<b>9.30am</b>	Mon 22 Jan	SCHH OSC			10.00am
Mon 14 Aug	DMC Site Visits	10.00am	Wed 24 Jan	HWB			2.00pm
Wed 16 Aug	DMC	10.00am	Thur 25 Jan	CR OSC			10.00am
Thur 24 Aug	General Purposes	10.00am	Mon 29 Jan	DMC Site Visits			10.00am
Mon 4 Sep	CPP	10.00am	Wed 31 Jan	DMC			10.00am
Wed 6 Sep	Licensing	10.00am					
Mon 11 Sep	DMC Site Visits	10.00am	<b>Tues 6 Feb</b>	<b>Executive (budget)</b>			<b>9.30am</b>
Tues 12 Sep	CS OSC	10.00am	<b>Thur 22 Feb</b>	<b>Council (budget)</b>			<b>6.30pm</b>
Wed 13 Sep	DMC	10.00am	Mon 26 Feb	DMC Site Visits			10.00am
Thur 14 Sep	SC OSC	10.00am	Wed 28 Feb	DMC			10.00am
Mon 18 Sep	SCHH OSC	10.00am					
Thur 21 Sep	CR OSC	10.00am					
Wed 27 Sep	Audit	10.00am					
<b>Thur 28 Sep</b>	<b>Council</b>	<b>6.30pm</b>					

<b>Wed</b>	<b>1 Mar</b>	<b>Council (R) (Police precept)</b>	<b>5.00pm</b>	<b>Venues:</b>
Mon	5 Mar	CPP	10.00am	All meetings will be at Priory House unless otherwise agreed. Licensing Sub-Committees will be arranged at local venues as and when required.  <b>Key:</b>  CPP – Corporate Parenting Panel CR OSC – Corporate Resources OSC CS OSC – Children’s Services OSC DMC - Development Management Committee HWB – Health & Wellbeing Board SCHH OSC – Social Care, Health & Housing OSC SC OSC – Sustainable Communities OSC  (R) – Reserve
Tues	13 Mar	CS OSC	10.00am	
Wed	14 Mar	Licensing	10.00am	
Thur	15 Mar	SC OSC	10.00am	
Mon	19 Mar	SCHH OSC	10.00am	
Wed	21 Mar	HWB	2.00pm	
Thur	22 Mar	CR OSC	10.00am	
Mon	26 Mar	DMC Site Visits	10.00am	
Wed	28 Mar	DMC	10.00am	
Thur	29 Mar	General Purposes	10.00am	
<b>Tues</b>	<b>3 Apr</b>	<b>Executive</b>	<b>9.30am</b>	
Mon	9 Apr	Audit	10.00am	
<b>Thur</b>	<b>19 Apr</b>	<b>Council</b>	<b>6.30pm</b>	
Mon	23 Apr	DMC Site Visits	10.00am	
Wed	25 Apr	DMC	10.00am	
Mon	30 Apr	CPP	10.00am	
Mon	14 May	Special SCHH OSC (Quality Accounts)	10.00am	
<b>Thur</b>	<b>17 May</b>	<b>Council (Annual Meeting)</b>	<b>6.30pm</b>	
Mon	21 May	DMC Site Visits	10.00am	
Tues	22 May	CS OSC	10.00am	
Wed	23 May	DMC	10.00am	
Thur	24 May	SC OSC	10.00am	
Wed	30 May	Audit	10.00am	
Thur	31 May	CR OSC	10.00am	
Mon	4 June	SCHH OSC	10.00am	