

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 3 November 2016

NOTICE OF MEETING

COUNCIL

Date & Time

Thursday, 17 November 2016 6.30 p.m.

Venue at

Council Chamber, Priory House, Monks Walk, Shefford

Richard Carr
Chief Executive

To: The Chairman and Members of the COUNCIL

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MEETING***

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AGENDA

Prayers

The Reverend Paul Niemiec, Community Minister for 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 22 September 2016.
(attached pages 7 to 11)

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 Young and Wenham.

9. **Recommendations from the Executive**

To consider recommendations from the meeting of the Executive, held on 11 October 2016 and answer questions asked under Rule No. 13.1.

(i) Passenger Transport Strategy

(attached pages 13 to 14)

(ii) Fees and Charges 2017

(attached page 15)

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

(attached page 17)

(iv) Stratton Street Railway Bridge

(attached page 19)

10. **Recommendations from General Purposes Committee**

To consider recommendations from the meeting of the General Purposes Committee, held on 27 October 2016 and answer questions asked under Rule No. 13.1.

(attached pages 21 to 28)

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

To consider a report of Councillor Wenham, Executive Member for Corporate Resources on Monitoring Treasury Management.

(attached pages 29 to 50)

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

To receive the Overview and Scrutiny Committees Annual report.

(attached pages 51 to 62)

13. **Independent Remuneration Panel: Scheme of Allowances**

To consider a report of Councillor Wenham, Executive Member for Corporate Resources on the scheme of allowances for Members.

(attached pages 63 to 82)

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

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

(attached pages 83 to 87)

15. **Motions**

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

Notice of Motion received from Councillor Collins:

Mobile Phone Use Whilst Driving

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.

16. **Written Questions**

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

17. **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, 22 September 2016.

PRESENT

Cllr D Bowater (Chairman)

Cllr Mrs C F Chapman MBE (Vice-Chairman)

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

Apologies for Absence

Cllrs	Mrs S Clark	Cllrs	Mrs C Hegley	Cllrs	G Tubb
	N B Costin		P Hollick		T Woodward
	F Firth		R W Johnstone		Mr J Longhurst
	Mrs D B Gurney		Ms C Maudlin		

Officers:	Mr Q Baker	–	Assistant Director Legal and Democratic Services and Monitoring Officer
	Miss H Bell	–	Committee Services Officer
	Mr R Carr	–	Chief Executive
	Mrs M Clampitt	–	Committee Services Officer
	Mr M Coiffait	–	Director of Community Services
	Mrs S Harrison	–	Director of Children's Services
	Mrs J Ogle	–	Director of Social Care, Health and Housing
	Mrs M Scott	–	Director of Public Health

C/16/28. **Minutes**

RESOLVED

that the minutes of the meeting of Council held on 21 July 2016 be approved and signed by the Chairman as a correct record.

C/16/29. **Members' Interests**

(a) **Personal Interests:-**

None.

(b) **Personal and Prejudicial Interests:-**

None.

C/16/30. **Questions, Statements and Deputations**

There were none.

C/16/31. **Petitions**

A petition stating "We the undersigned are against the proposed cuts to bus services 188 & 190" containing 128 signatures was delivered to the Council by Mrs Gibson. The Chairman confirmed that the petition would need to be validated by the Monitoring Officer and, if accepted, could be considered at the Sustainable Communities Overview and Scrutiny Committee as part of the Transport Strategy review on Monday 26 September 2016.

The Executive Member for Community Services confirmed that no decisions had yet been made and the recommendations from the Overview and Scrutiny Committee would be considered by the Executive where future bus services would be determined.

C/16/32. **Chairman's Announcements and Communications**

The Chairman informed the Council that he had:

- attended the memorial services for Tracy Houghton, an officer of the Council, along with staff
- attended the recent visit to Keech Cottage by the Duke and Duchess of Cambridge
- attended the High Sheriff's Service for the Judiciary

C/16/33. **Leader of the Council's Announcements and Communications**

The Leader of the Council reported on the following:

- SEMLEP, including the forthcoming merger with Northamptonshire Economic Partnership
- Heart of England's emerging plans for infrastructure, including roads, electricity capacity and broadband. In part, this was in response to the National Infrastructure Commission's interest in the Oxford to Cambridge Arc

- Progress with the Legacy project in Houghton Regis.

C/16/34. **Executive Member Presentations**

Councillor Jones, Executive Member for Health reported on the work within Health, including:

- Heath and Social Care integration
- the Better Care Fund which for 2016/17 would focus on:
 - Out of hospital services
 - Prevention
 - Social Services Support
- A Task Force being set up by the Social Care, Health and Housing Overview and Scrutiny Committee to help develop the strategy for integration. Members were urged to register their interest in participating in the Task Force.

Councillor Dixon, Executive Member for Education and Skills reported on the work within Childrens Services including:

- Performance on school readiness and collaboration across many services
- Provisional 'A' levels results which appeared to have remained level with last year and possibly higher
- the refreshing of the All Age Skills Strategy
- GCSEs - 5 or more A* to C grades: provisional results suggested that that CBC performance was up by 4 points compared to the national trend which was down 2 points

Locality workshops were being held with headteachers as part of the refreshing of the Partnership Vision for Education.

C/16/35. **Recommendations from the Executive**

That the Council considered a recommendation from the Executive concerning the A421 Dualling Project – Memorandum of Understanding and Compulsory Purchase Order.

RESOLVED

That the £3m be added to the Capital Programme for this scheme.

C/16/36. **Treasury Management Outturn 2015/16**

The Council considered a report from the Executive Member for Corporate Resources that provided a review of Treasury Management activities for the year ended 31 March 2016, in compliance with relevant codes of practice adopted by Central Bedfordshire Council.

RESOLVED

that the Treasury Management and the Prudential Indicators' performance for the year ended 31 March 2016 be noted.

C/16/37. 2015/16 Capital Programme End of Year Report

The Council considered a report from the Leader of the Council that reflected on the progress made with capital projects approved in February 2015 and their impact on the Council's priorities.

A presentation showing delivered capital projects was made.

RESOLVED

that the wide range of capital projects delivered and underway in 2015/16 and their impact on the priorities of the Council be noted.

C/16/38. Motions (if any)

There were no Motions received under Procedure Rule No. 17.

C/16/39. Written Questions (if any)

No written questions were received.

C/16/40. Open Questions

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

1. Councillor Zerny asked if the Planning Department was sufficiently resourced?

The Executive Member for Regeneration and Business confirmed that some difficulties were being experienced with the recruitment and retention but undertook to look into the specific issues raised by Councillor Zerny.

2. Councillor Goodchild asked about the state of the cycle paths in Houghton Regis?

The Executive Member for Community Services agreed to provide a written response from the Director for Community Services.

- 3. Councillor Goodchild asked about the deployment of a grant to increase exercise in care settings.

The Deputy Executive Member for Community Services confirmed that there were staff within the Leisure team who would be overseeing this. He agreed to provide a written response which would include a full list of activities available.

(Note: The meeting commenced at 6.30 p.m. and concluded at 7.37 p.m.)

Chairman

Dated

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COUNCIL MEETING – 17 NOVEMBER 2016

**Recommendation to Council from the Executive meeting held on
11 October 2016**

E/16/52. **Passenger Transport Strategy**

The Executive considered a report from the Executive Member for Community Services that set out the draft Passenger Transport Strategy for Central Bedfordshire. The Strategy referred to users of road based public transport, such as commercially operated local bus routes and community transport, as well as fleet transport for the provision of home to school transport and home to day setting transport for vulnerable children and adults.

The Chairman invited the lead petitioner for the petition against proposals affecting the 188 and 190 bus services to speak. Mrs Gibson expressed concern about the proposed changes to bus services within the rural areas and the impact this would have on communities in Central Bedfordshire.

The Deputy Executive Member for Community Services explained that a decision on the bus routes would not be considered until the Council had adopted the Passenger Transport Strategy. Following the adoption of the Strategy each route would be assessed before decisions were made.

The Chairman invited the two members of the public to speak:-

- Mr Barrett spoke on behalf of South Beds Dial-a-Ride and referred to the recommendation from the Sustainable Communities Overview and Scrutiny Committee (OSC) proposing a delay in changes to the Community Transport element of the Strategy, specifically the Dial-a-Ride service, in order to allow further discussions to take place; and
- Dr Egan explained that she was a trustee of Dial-a-Ride and supported the recommendation from the Sustainable Community OSC Committee. She also expressed concerns about the consultation process.

The Deputy Executive Member explained that the continuation of the existing grants for the Dial-a-Ride Service might lead to a breach of procurement legislation. By adopting the proposed tender process, the operators would have some certainty in relation to future funding. A delay of 1 year from April 2018 was not required as discussions were already taking place with the Service and other interested parties to find solutions.

The Head of Public Protection and Transport described the various consultation processes that had been carried out.

In response to questions, the Deputy Executive Member explained that the Council had to consider ways in which to make savings by delivering services in different ways to avoid making cuts. The Director of Community Services reiterated that the delay of 18 months in the community transport element was not necessary as discussions with providers were ongoing and there remained several months within which these could be concluded.

Reason for decision: To ensure that the Council has a Strategy that delivers transport services that are safe, effective and fit for purpose.

RECOMMENDED to Council

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

COUNCIL MEETING – 17 NOVEMBER 2016

**Recommendation to Council from the Executive meeting held on
11 October 2016**

E/16/53. Fees & Charges 2017

The Executive considered a report from the Executive Member for Corporate Resources that:

- set out the proposed fees and charges for 2017;
- identified the new fees and charges to be introduced for 2017; and
- identified those charges where proposed increases were significantly different from the 1% advisory increase, as per the 2017/18 Budget Strategy.

In response to questions, the Executive Member for Corporate Resources confirmed that the proposal to move to pre-payment arrangements based on a debit/credit card service via the website would be implemented during the next financial year.

RECOMMENDED to Council

- 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. to note 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.***

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COUNCIL MEETING – 17 NOVEMBER 2016

**Recommendation to Council from the Executive meeting held on
11 October 2016**

**E/16/54. Traded Services to Schools and Academies – Proposed Charges for
2017/18**

The Executive considered a report from the Executive Member for Corporate Resources that set out the proposed revised charges for 2017/18 for traded services to schools and academies for non statutory services.

The Department for Education was consulting on changes to school funding arrangements but the outcome of this would not be known until the end of 2016 at the earliest.

Reason for decision: To enable the Council to agree the charges as part of delivering a balanced budget for 2017/18.

RECOMMENDED to Council

- 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.***

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COUNCIL MEETING – 17 NOVEMBER 2016

**Recommendation to Council from the Executive meeting held on
11 October 2016**

E/16/58. **Stratton Street Railway Bridge**

The Executive considered a report from the Executive Member for Community Services that sought additional capital funding to complete the reconstruction of Stratton Street Railway Bridge. Adverse weather had extended the works programme.

Reason for decision: To ensure that the reconstruction of Stratton Street Railway Bridge was completed.

RECOMMENDED to Council

- 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 pot for 2016/17.***

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Central Bedfordshire Council

COUNCIL

17 November 2016

Recommendations from General Purposes Committee

Report of Cllr Mrs Jane Lawrence, Chairman of General Purposes Committee

Advising Officers: Chief Finance Officer, Charles Warboys

charles.warboys@centralbedfordshire.gov.uk

Mel Peaston, Committee Services Manager,

mel.peaston@centralbedfordshire.gov.uk

Purpose of this report

1. The report sets out the recommendations agreed by General Purposes Committee to refer to Council, together with some background explanation.

RECOMMENDATIONS

Council is asked to:

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

Overview and Scrutiny Comments/Recommendations

1. The matters detailed below, which are the subject of recommendation to Council, fall within the remit of the General Purposes Committee rather than overview and scrutiny.

Consideration by General Purposes Committee of ethical standards

2. At its meeting on 27 October, 2016 the General Purposes Committee considered a report on the Council's arrangements for ethical standards.

Publication of reports on the outcome of complaints against Councillors

3. General Purposes Committee noted that currently the Council does not make public any details of complaints against Council Members. The Committee considered that publication of the outcome of complaints made against Members would demonstrate that there is a robust procedure to deal with such complaints and also enable transparency. It was also noted that the name of the person making the complaint would be included in the decision.
4. It was considered that making decisions made under the Council's Code of Conduct easily accessible to the public would be in accordance with the Nolan Principles of openness and transparency and would also enhance the public confidence in the ethical governance arrangements within Central Bedfordshire Council.

Amendment of the Constitution

5. To enable the Monitoring Officer to publish decisions following the conclusion of a complaint about a Town, Parish or Central Bedfordshire Council member, it is necessary to amend the Constitution. The proposed amendment is set out in **Appendix B**, attached.

Independent Persons

6. The Council is required to appoint at least one Independent Person for the purposes of consultation as part of the process for investigating a complaint against a member of the Council. A Member who is the subject of a complaint may also consult an appointed Independent Person.
7. The Council has in the past worked in collaboration with other bodies such as neighbouring local authorities and fire and rescue services, and previously appointed seven Independent Persons to serve them. The period of the appointments was extended to March 2017 and a permanent extension to September 2020 is now required.
8. New arrangements provide that the Council is working in collaboration with four bodies, that is Luton Borough Council, Milton Keynes Council, Buckinghamshire County Council and Milton Keynes Fire Authority. In view of the reduced number of complaints being made, and a reduction in the use of Independent Persons, it is appropriate to reduce the number of Independent Persons from seven to four. This would also reduce the associated costs.
9. Council is therefore asked to approve the extension of the appointment of four Independent Persons until September 2020. The names will be provided at the I meeting.

Council Priorities

10. The proposed action supports the Council's priorities as follows:
 - a. publication of reports arising from the investigation of complaints against council members (including town and parish councils): this would enable stronger communities by ensuring transparency about complaints.
 - b. the extension of the appointment of four Independent Persons: this would enable a more efficient and responsive Council by reducing the costs but maintaining the appropriate level of service.

Corporate Implications

Legal Implications

11. The proposed arrangements support the legal and ethical frameworks within which the Council is required to operate.

Financial and Risk Implications

12. A reduction in the number of Independent Persons would reduce the costs of retaining Independent Persons with no loss to the service provided.

Equalities Implications

13. To ensure that any decision does not unfairly discriminate, public authorities must be rigorous in reporting to Members the outcome of an equality impact assessment and the legal duties.
14. Public Authorities must ensure that decisions are made in a way which minimises unfairness, and without a disproportionately negative effect on people from different ethnic groups, disabled people, women and men. It is important that Councillors are aware of this duty before they take a decision.
15. When decisions are made, decision makers must have the relevant data, including the results of equality impact assessment, and of consultation and involvement, to ensure they reach an informed decision.
16. Enabling the Monitoring Officer, through powers set in the Constitution, to publish the outcome of investigations following allegations about

conduct, would enable transparency and encourage fair rather than disproportionate levels of complaints.

17. The extension of the appointment of appropriate numbers of Independent Persons is in line with the duty to ensure fairness of investigations into allegations of breach of the Code of Conduct.

Implications for Work Programming

18. There are no implications for work programming.

Conclusion and next Steps

19. Further to the agreement of the recommendations by Council, the next steps are as follows:
 - a. amendment of the Constitution to enable the Monitoring Officer to publish decisions relating to the outcome of allegations of breach of the Code of Conduct
 - b. the extension of the appointment of four, rather than seven, Independent Persons, from March 2017 to September 2020.

Appendices

The following Appendices are attached:

- (i) **Appendix A** - The relevant draft minute of General Purposes Committee 27 October 2016 relating to the matters addressed in this report (page 25)
- (ii) **Appendix B** - The proposed amendment to the Constitution (page 27)

Background Papers

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

CENTRAL BEDFORDSHIRE COUNCIL

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

PRESENT

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

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

Cllrs K C Matthews
R D Wenham
A Zerny

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

Substitutes: Cllrs E Ghent
D J Lawrence

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

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

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

- the Council's Code of Conduct, including the sanctions available when a breach is found
- an update on the maintenance of the Register of Interests
- the maintenance of an appropriate number of Independent Persons
- a proposal to publish the outcomes of decisions following complaints against Council members
- training of Clerks to parish and town councils in respect of ethical matters.

Points and comments were made, as follows:

- the range of information included in published decisions following a complaint against a member of Central Bedfordshire Council could vary, depending on the circumstances, but would generally include the name

of the Council member and the person who made the complaint with brief details of the complaint and the decision.

- a recommendation should be made to Council to amend the Constitution to enable the Monitoring Officer to publish such decisions
- A reduction in the number of Independent Persons from seven to four was appropriate and the proposal to extend the appointment of four existing Independent Persons to September 2020 should be the subject of a recommendation from this Committee to Council.

RESOLVED:

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

RECOMMENDED TO COUNCIL

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

**F2 ARRANGEMENTS FOR DEALING WITH STANDARDS
ALLEGATIONS UNDER THE LOCALISM ACT 2011**

1. Context

These “Arrangements” are made in accordance with section 28 (6) and (7) of the Localism Act 2011. They set out how to make a complaint that an elected or co-opted member of this Council or of a parish council within its area has failed to comply with the relevant authority’s Code of Conduct. They also set out how the Council will deal with any complaints about such failures.

2. The Code of Conduct

Central Bedfordshire Council has adopted a Code of Conduct for Members, and this Code is available for inspection on the Council’s website or on request from the Monitoring Officer at Priory House, Chicksands.

Each town and parish council in the area is also required to adopt a Code of Conduct. Copies of these Codes are available on the relevant council’s website or on request from the town or parish clerk.

3. The Independent Person

The Council is required to appoint at least one Independent Person. The Council must consult an independent person and take his/her views into account before making a decision on a complaint that it has investigated.

The Independent Person may be consulted by the Council at various stages in the complaints process and can also be consulted by a Member who is the subject of a complaint.

4. Making a complaint

A complaint that a member of Central Bedfordshire Council or of a town or parish council in the District has failed to observe the Council’s Code of conduct should be submitted to:

The Monitoring Officer
Central Bedfordshire Council
Priory House
Monks Walk
Chicksands
Shefford
Bedfordshire
SG17 5TQ

The Monitoring Officer is a senior officer of the authority who has statutory responsibility for maintaining the register of Members' interests and who is responsible for administering the arrangements for complaints about Member misconduct.

In order to ensure that the Monitoring Officer has all the information needed to process complaints, they should be submitted using the model complaint form which also explains the process and the relevant referral criteria at initial assessment. The complaint form can be downloaded from the Council's website. A copy of the form is also available on request from the Monitoring Officer.

Complainants must provide their name, postal address and, where possible, their email address. The Council will not normally investigate an anonymous complaint, unless there is a clear public interest in doing so.

The Monitoring Officer will acknowledge receipt of the complaint and will notify the Member against whom the complaint is directed by providing a copy of the complaint to them within 5 working days of receiving it, and will keep both the complainant and the Member informed about the progress of the complaint.

[At the conclusion of the complaint process a notice detailing the decision will be placed on the relevant page on the Council's website.](#)

Central Bedfordshire Council

COUNCIL

17 November 2016

Treasury Management Mid-Year Report 2016/17

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

Advising Officer: Charles Warboys, Chief Finance Officer and Section 151
Officer
(charles.warboys@centralbedfordshire.gov.uk)

Contact Officer: Ralph Gould, Head of Financial Control
(ralph.gould@centralbedfordshire.gov.uk)

This report relates to a non-Key Decision

The purpose of this report is to provide a review of the performance of the Treasury Management activities for the six month period ending 30 September 2016 in compliance with relevant codes of practice adopted by Central Bedfordshire Council.

1. The Council's treasury management activities are underpinned by the adoption of the Chartered Institute of Public Finance and Accountancy's (CIPFA) *Treasury Management in the Public Services: Code of Practice (2011 Edition)*, which includes the requirement for the Council to receive two treasury and prudential indicator performance reports in respect of each financial year, addressing the first six months and the outturn position. This mid-year report explains performance for the six months to 30 September 2016 and ensures that the Council has adopted best practice in accordance with CIPFA's recommendations.

RECOMMENDATIONS

The Council is asked to:

1. Acknowledge the satisfactory performance on treasury management and prudential indicators for the 6-month period ending 30 September 2016.

Overview and Scrutiny Comments/Recommendations

1. Local arrangements require the Corporate Resources Overview and Scrutiny Committee to receive, on a quarterly basis, treasury management performance reports as part of the ongoing budget monitoring process and every year to scrutinise the revised strategy. This activity is scheduled for the Committee's meeting on 24 January 2017.

Background

2. Treasury management is defined by the CIPFA Code of Practice for Treasury Management in the Public Services as:
"The management of the local authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."
3. The Council's Treasury Management Strategy has been underpinned by the adoption of the CIPFA Code of Practice on Treasury Management (2011 Edition), which includes the requirement for determining a treasury strategy on the likely financing and investment activity for the forthcoming year.
4. The Code also recommends that all Members are informed of treasury management activities at least twice a year. This report therefore ensures this Authority has adopted best practice in accordance with CIPFA's recommendations. Local arrangements require the Corporate Resources Overview & Scrutiny Committee to receive, on a quarterly basis, treasury management performance reports and every year to scrutinise the proposed revised strategy.
5. Overall responsibility for treasury management remains with the Council. No treasury management activity is without risk; the effective identification and management of risk are integral to the Council's treasury management objectives.
6. This report provides Members with a summary of the treasury management activity during the six months ending 30 September 2016. The Council has complied with its prudential indicators and a prudent approach has been taken in relation to investment activity with priority being given to security and liquidity over yield.

Treasury Activities for the period 1 April 2016 to 30 September 2016

Borrowing

7. The Council's underlying need to borrow as measured by its Capital Financing Requirement (CFR) was £475.8M at 31 March 2016. Given external borrowing of £353.8M (inclusive of a £15.7M PFI outstanding liability), deferred borrowing was £122.0M at 31 March 2016 using internal resources to fund the capital programme. In line with the approved treasury strategy, the Council used internal resources in lieu of borrowing to the full extent as this has continued to be the most cost effective means of funding capital expenditure. The CFR is expected to increase to £520.9M at 31 March 2017, with deferred borrowing estimated to be £110.2M (assumes £10M estimated reduction in working capital and no increase in usable reserves).
8. At 30 September 2016, the Council had £53M of short term borrowing from other local authorities obtained at an average "all in" fixed rate (inclusive of brokerage fees) of 0.4%. This source of finance is preferential to the traditional route of borrowing from the Public Works Loan Board (PWLB), where the lowest rate available to the Council is currently around 0.9% in respect of a 1-year fixed interest rate.
9. The amount of borrowing required will be dependent on the actual cash flows experienced and it is currently estimated that around £85M of short term borrowing will be required as at 31 March 2017.
10. The Council has £165M of borrowing relating to the Housing Revenue Account (HRA) which was arranged as part of HRA Self Financing, introduced by Central Government in the 2011/12 financial year.
11. Most of the Council's long term borrowing (95%) is from the PWLB, a borrowing facility provided to local authorities by Central Government. This borrowing was taken out by predecessor authorities. The rate at which local authorities can borrow from this facility is determined by the market rate of interest on UK Gilts. An economic summary for the period 1 April – 30 September 2016 is included in Appendix A.
12. Over the next two quarters the Council plans to maintain minimal cash levels for operational purposes to minimise investment counterparty risk and source its borrowing needs from other local authorities on a short term rolling basis. This strategy is expected to achieve significant revenue cost savings over the more traditional route of long term fixed rate borrowing from the PWLB. This borrowing strategy assumes that interest rates will continue to remain low for longer than previously envisaged, in line with advice from the Council's treasury advisers, Arlingclose Ltd. However, the Council will continue to monitor long term rates with a view to fixing a portion of its borrowing if rates are favourable.

13. As anticipated, no opportunities for debt rescheduling (early repayment of existing debts) materialised during the six-month period ending 30 September 2016 given that present discount rates make the costs involved unattractive.
14. Debt management activities for the period are outlined in Appendix B.

Investments

15. The Council only places funds with counterparties of high creditworthiness and restricts time periods for investments. Priority is given to security and liquidity over yield.
16. At 30 September 2016, the Council held £16.6M in investments. Forecast investment income is £0.3M for the current financial year which is in line with budget, with short term money market rates very low and forecast to remain low over the medium term.
17. Criteria to determine suitable investment counterparties for the Council are approved annually by Council as part of the Treasury Management Strategy. Investment activities for the period are detailed in Appendix C.

Prudential Indicators

18. The CIPFA Prudential Code for Capital Finance in Local Authorities requires performance against specified key indicators to be measured and reported. The purpose of these indicators is to demonstrate prudence, affordability and sustainability.
19. The Council has complied with its prudential indicators for the period 1 April 2016 to 30 September 2016. Explanations of the prudential indicators and performance against these is included in Appendix D. Key points include:
 - The Council has remained within its authorised and operational borrowing limits;
 - Borrowing is less than the Capital Financing Requirement (CFR), demonstrating that all long term borrowing has been undertaken for capital purposes in line with the Prudential Code;
 - The Council is within its limits regarding the maturity profile of its fixed rate borrowing, ensuring that debt maturities are spread over many years in order to control the Council's exposure to refinancing risk;

- The Council is within its limits regarding its exposure to variable interest rates and thus its exposure to interest rate fluctuations.
20. In the six months to 30 September 2016, there were no breaches in the Council's prudential indicators.

Council Priorities

21. The effective management of the combined activities of debt and investments and the associated risks contribute to the Council's financial resources and is a cornerstone to the delivery of the Council's priorities.

Corporate Implications

Legal Implications

22. The Council's treasury management activities are regulated by statute, professional codes and official guidance. The Local Government Act 2003 (the Act) provides the powers to borrow and invest as well as providing controls and limits. Under the Act, Communities and Local Government has issued Guidance on Local Government Investments (revised March 2010) to structure and regulate the Council's investment activities. The Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 – Statutory Instrument (SI) 3146 (plus subsequent amendments), develops the controls and powers within the Act. The SI requires the Council to undertake any borrowing activity with regard to the Chartered Institute of Public Finance and Accountancy's (CIPFA) Prudential Code for Capital Finance in Local Authorities. The SI also requires the Council to operate the overall treasury function with regard to the CIPFA Code of Practice for Treasury Management in the Public Services (the Code of Practice).
23. CIPFA revised the Code of Practice in November 2011 following developments in financial markets and the introduction of the Localism Act for English local authorities. The revised Code was adopted by Council on 29 November 2012.

Financial Implications

24. The Council's Treasury Management Strategy and Prudential Indicators underpin the Medium Term Financial Plan (MTFP). Performance against the strategy and the prudential indicators is explained within the body of this report.

25. A budget underspend of £700K with a further potential upside of £50K is forecasted in 2016/17 in respect of Treasury Management activities reflecting:
- the Bank of England Base Rate cut to 0.25% in August 2016, whereas the budget had been based on an assumption of official interest rate rises to commence in the third quarter of 2016 and an average Base Rate of 0.6% in 2016/17;
 - a budget saving arising from the clearance of early debt repayment premia costs;
 - a budget saving on the Minimum Revenue Provision (MRP) for 2016/17 calculated following the completion of the external audit for 2015/16;
 - Capital Programme slippage which has been higher than originally assumed in the interest payable budget, leading to a lower level of overall borrowing being required than assumed in the 2016/17 budget; and
 - new borrowing being taken out at short-term fixed rates from other public bodies at lower than budgeted rates.

Risk Management

26. The approved strategy aims to manage the risks to the Council's finances from instability in financial markets. The effective identification and management of risk are integral to the Council's treasury management activities, as detailed throughout this report.

Equalities Implications

27. There are no equalities implications to this report.

Implications for Work Programming

28. There are no work programming implications to this report.

Conclusion and next Steps

29. Overall responsibility for treasury management remains with the Council.
30. This report provides Members with a summary of the treasury management performance for the six months to 30 September 2016.
31. The Council can confirm a prudent approach has been taken in relation to its borrowing activities, which were based on market interest rate forecasts, and its investment activities with priority being given to security and liquidity over yield.

32. The Council has applied its Treasury Management Strategy for 2016/17 and there were no breaches in its prudential indicators.

Appendices

- Appendix A – Economic Background
- Appendix B – Debt Management Activities
- Appendix C – Investment Activities
- Appendix D – Compliance with Prudential Indicators

Background Papers

None

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Appendix A

Economic Background 1 April 2016 to 30 September 2016

The UK economy has remained resilient over the last six months. Growth in the UK continues at a relatively healthy year-on-year rate of 2.2% (as at the end of June 2016). Gross Domestic Product (GDP) growth has now increased for fourteen consecutive quarters, breaking a pattern of slow and erratic growth from 2009. The annual Consumer Price Index (CPI) measure of inflation increased to 1.0% as at the end of September 2016, which is well below the Bank of England's Monetary Policy Committee (MPC) target of 2% p.a. However, the Bank of England's projections for inflation continue to expect a gradual increase to around 2% over the coming year. The labour market saw the unemployment rate for the three months to 31 August 2016 remain at 4.9%, an eleven-year low.

The movement in rates at which local authorities can borrow from the Public Works Loan Board (PWLB) is set out in the table below.

Period	1 April 2016	30 September 2016
1 year	1.1%	0.8%
3 year	1.3%	0.9%
5 year	1.6%	1.0%
10 year	2.3%	1.5%
25 year	3.1%	2.3%
50 year	2.9%	2.1%

* These borrowing rates are at the 'Certainty Rate' (0.20% below the PWLB standard rate).

The outlook for the 6-month period ending 31 March 2017 continues to remain muted as uncertainty over the UK's future trade relations with the EU and the rest of the world will weigh on economic activity and business investment, dampen investment intentions and tighten credit availability, prompting lower activity levels and potentially a rise in unemployment.

The rise in inflation is unlikely to prompt monetary tightening by the Bank of England, with policymakers looking through import-led CPI spikes, concentrating instead on the effects of Brexit on economic activity and, ultimately, inflation.

The Council's treasury advisers, Arlingclose Ltd, do not expect the Bank of England to raise its Base Rate from its current level of 0.25% over the next three years with risks weighted to the downside, i.e., there is a possibility of a drop to close to zero.

Appendix B

Debt Management Activities from 1 April 2016 to 30 September 2016

	Balance on 01/04/2016 £M	Debt Maturing £M	New Borrowing £M	Balance on 30/09/2016 £M
Capital Financing Requirement (CFR)	475.8			
Short Term Borrowing ¹	62.5	109.2	106.3	59.6
Long Term Borrowing	275.6	0.0	0.0	275.6
TOTAL BORROWING	338.1	109.2	106.3	335.2
Other Long Term Liabilities	15.7	0.0	0.0	15.7
TOTAL EXTERNAL DEBT	353.8	109.2	106.3	350.9

At 30 September 2016, the Council had in place £350.9M of external borrowing to finance its previous years' capital programmes. With short term interest rates being much lower than long term rates, it continues to be more cost effective in the short term to use a combination of internal resources and short term borrowing, rather than undertake further long term borrowing. By doing so, the Council is able to minimise net borrowing costs and reduce overall treasury risk.

No debt rescheduling has been undertaken during the financial year as present discount rates make the costs involved unattractive.

¹ Loans with maturities less than 1 year.

Budgeted Expenditure and Outturn

A budget underspend of £700K with a further potential upside of £50K is forecasted in 2016/17 in respect of Treasury Management activities reflecting:

- the Bank of England Base Rate cut to 0.25% in August 2016, whereas the budget had been based on an assumption of official interest rate rises to commence in the third quarter of 2016 and an average Base Rate of 0.6% in 2016/17;
- a budget saving arising from the clearance of early debt repayment premia costs;
- a budget saving on the Minimum Revenue Provision (MRP) for 2016/17 calculated following the completion of the external audit for 2015/16;
- Capital Programme slippage which has been higher than originally assumed in the interest payable budget, leading to a lower level of overall borrowing being required than assumed in the 2016/17 budget; and
- new borrowing being taken out at short-term fixed rates from other public bodies at lower than budgeted rates.

Appendix C

Investment Activities from 1 April 2016 to 30 September 2016

The Council gives priority to security and liquidity and aims to achieve a yield commensurate with these principles.

	Balance on 01/04/2016 £M	Investments Made / Capital Appreciation £M	Investments Repaid / Capital Depreciation £M	Balance on 30/09/2016 £M
Short Term Investments	3.4	37.0	36.2	4.2
Money Market Funds	5.0	171.3	169.1	7.2
Investments in Pooled Funds (Lime Fund)	5.1	0.1	0.0	5.2
TOTAL INVESTMENTS	13.5	208.4	205.3	16.6

Security of capital has been maintained by following the Council's counterparty policy as set out in its Treasury Management Strategy Statement for 2016/17. New investments were made with the following classes of institutions:

- BBB+ rated banks and building societies;
- AAA rated Money Market Funds.

Counterparty credit quality was assessed and monitored with reference to credit ratings (the Council's minimum long-term counterparty rating of BBB+ or equivalent across rating agencies Fitch, Standard & Poors and Moody's), share prices, credit default swap prices, financial statements, information on potential government support and reports in the quality financial press.

The average cash balance the Council held was £19.6M over the 6-month period to 30 September 2016, compared to £22.7M for the comparable period in the previous year. Currently, the Council has money market funds and bank deposits placed on varying interest rates ranging between 0.2% and 0.8%.

The Council continues to adhere to its long-standing strategy of holding low cash balances to reduce investment counterparty risk and contain its borrowing costs by utilising cash balances in lieu of borrowing externally.

The Council may invest its surplus funds with any of the counterparties in the table below:

Approved Investment Counterparties

Counterparty	
Banks and other organisations and securities whose lowest published long-term credit rating from Fitch, Moody's and Standard & Poor's is:	AAA
	AA+
	AA
	AA-
	A+
	A
	A-
	BBB+
UK Central Government (irrespective of credit rating)	
UK Local Authorities, Police and Fire Authorities (irrespective of credit rating)	
Money market funds and other pooled funds	

In addition, the Council may invest with organisations and pooled funds without credit ratings, following an external credit assessment and advice from its treasury management advisers, Arlingclose Ltd.

Counterparty Investment Limits

The cash limit for any single organisation or any group of organisations under the same ownership is outlined in the following table.

	Cash limit
Any single organisation, except the UK Central Government	£7M each
UK Central Government	unlimited
UK Local Authorities	unlimited
Any group of organisations under the same ownership	£7M per group
Any group of pooled funds under the same management	£10M per manager
Negotiable instruments held in a broker's nominee account	£10M per broker
Foreign countries	£10M per country
Registered Providers	£10M in total
Unsecured investments with Building Societies	£10M in total
Loans to small businesses	£10M in total
Money Market Funds	70% in total

Budgeted Income and Outturn

The investment interest receivable in the year is forecast to be in line with the budget at £0.3M.

Appendix D

Compliance with Prudential Indicators

The Council has complied with its prudential indicators during the period 1 April – 30 September 2016. The indicators were set in February 2016 as part of the Council's Treasury Management Strategy Statement.

Borrowing in Comparison to the Capital Financing Requirement

Estimates of the Council's cumulative maximum external borrowing requirement for 2016/17 to 2018/19 are shown in the table below.

	31/03/2016 Actual £M	31/03/2017 Estimate £M	31/03/2018 Estimate £M	31/03/2019 Estimate £M
Gross CFR	475.8	520.9	533.6	547.9
Less: PFI liabilities	(15.7)	(15.3)	(14.6)	(13.6)
Borrowing CFR	460.1	505.6	519.0	534.3
Less: Existing profile of long term borrowing	(275.6)	(275.6)	(275.6)	(275.6)
Gross Borrowing Requirement/Internal Borrowing	184.5	230.0	243.4	258.7

These forecast borrowing figures are based on the full Capital Programme being achieved.

(a) Estimates of Capital Expenditure

This indicator is set to ensure that the level of capital expenditure remains within sustainable limits. The Council's planned capital expenditure and financing, as approved by Council in February 2016, can be summarised as follows.

Capital Expenditure and Financing	2015/16 Actual £M	2016/17 Estimate £M	2017/18 Estimate £M	2018/19 Estimate £M
General Fund	95.1	105.4	92.2	68.8
HRA	16.7	11.3	19.3	16.3
Total Expenditure	111.8	116.7	111.5	85.1
Capital receipts	(5.1)	(14.5)	(13.5)	(11.7)
Government Grants	(52.9)	(55.4)	(9.9)	(34.4)
Reserves	(3.9)	(2.2)	(11.5)	(10.1)
Revenue contributions	(12.1)	(5.1)	(2.4)	(2.0)
Minimum Revenue Provision (MRP) / PFI	(8.9)	(8.5)	(10.1)	(10.9)
Borrowing	(28.9)	(31.0)	(14.1)	(16.0)
Total Financing	(111.8)	(116.7)	(111.5)	(85.1)

(b) Estimates of Capital Financing Requirement

The Capital Financing Requirement (CFR) measures the Council's underlying need to borrow for a capital purpose.

Capital Financing Requirement	31/03/2016 Actual £M	31/03/2017 Estimate £M	31/03/2018 Estimate £M	31/03/2019 Estimate £M
General Fund	310.8	355.9	370.1	385.9
HRA	165.0	165.0	163.5	162.0
Total CFR	475.8	520.9	533.6	547.9

The CFR is forecast to rise by £72.1M over the next three years as capital expenditure financed by debt outweighs resources put aside for debt repayment.

(c) Gross Debt and the Capital Financing Requirement

This is a key indicator of prudence. In order to ensure that over the medium term debt will only be for a capital purpose, the Council should ensure that debt does not, except in the short term, exceed the total of Capital Financing Requirement (CFR) in the preceding year plus the estimates of any additional CFR for the current and next two financial years.

The Council has had no difficulty meeting this requirement nor are any difficulties envisaged for future years. This view takes into account current commitments, existing plans and the proposals in the approved budget.

	31/03/2016 Actual £M	31/03/2017 Estimate £M	31/03/2018 Estimate £M	31/03/2019 Estimate £M
CFR	475.8	520.9	533.6	547.9
Borrowing	338.1	395.4	408.6	432.2
PFI liabilities	15.7	15.3	14.6	13.6
Gross Debt	353.8	410.7	423.2	445.8
Difference	122.0	110.2	110.4	102.1
Borrowed in excess of CFR? (Yes/No)	No	No	No	No

(d) Authorised Limit and Operational Boundary for External Debt

The Local Government Act 2003 requires the Council to set an affordable borrowing limit, irrespective of their indebted status, referred to as the Authorised Limit. It is the maximum amount of debt that the Council can legally owe. This is a statutory limit which should not be breached.

The Operational Boundary is based on the same estimates as the Authorised Limit but reflects the most likely, prudent but not worst case scenario without the additional headroom included within the Authorised Limit for unusual cash movements.

The Council confirms that there were no breaches in either the Authorised Limit or the Operational Boundary during the first six months of 2016/17, where the maximum extent of external borrowing was £357.6M (as at 6 April 2016).

	Authorised Limit for 2016/17 £M	Operational Boundary for 2016/17 £M	Actual External Debt as at 30/09/2016 £M
Borrowing	540.7	530.7	335.2
Other long-term liabilities	16.3	15.8	15.7
Total	557.0	546.5	350.9

(e) Ratio of Financing Costs to Net Revenue Stream:

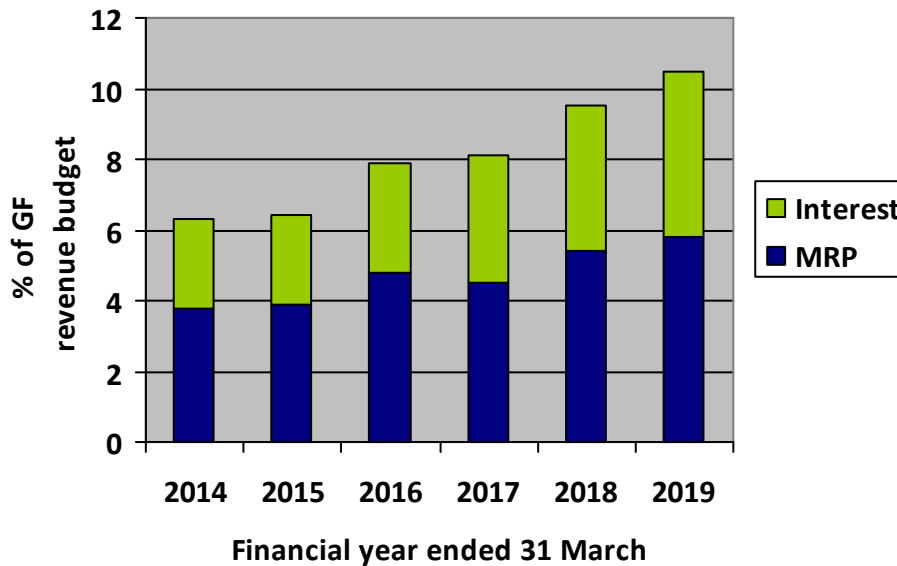
This is an indicator of affordability and highlights the revenue implications of existing and proposed capital expenditure by identifying the proportion of the revenue budget required to meet financing costs, net of investment income.

Ratio of Financing Costs to Net Revenue Stream	2015/16 Actual %	2016/17 Estimate %	2017/18 Estimate %	2018/19 Estimate %
General Fund	7.9	8.1	9.5	10.5
HRA	13.8	13.8	14.5	15.3

It measures the proportion of the revenue budget that is required to meet the ongoing financing costs of past capital expenditure which was funded from borrowing. Future year estimates incorporate the additional financing costs of planned capital expenditure to be funded from borrowing. It is important that the total capital investment of the Council remains within sustainable limits. However, the level of capital investment that can be supported will be a matter for local decision.

Central Bedfordshire's ratio is expected to increase given the Council's significant commitment to capital investment over the next few years.

The growing impact of borrowing to fund new capital expenditure is shown below, with Minimum Revenue Provision (MRP) and interest costs taking up an increasingly greater proportion of the Council's net revenue budget over time:



* 2015/16 includes a Voluntary Revenue Provision of £0.7M within the Minimum Revenue Provision figure

The figures in the above chart are based on the current Medium Term Financial Plan. The Council will need to carefully consider this increasing cost when determining its future plans for capital expenditure.

(f) Incremental Impact of Capital Investment Decisions:

This is an indicator of affordability that shows the incremental impact of new capital investment decisions included in the current approved capital programme on Council Tax and housing rent levels.

Incremental Impact of Capital Investment Decisions	2016/17 Estimate £	2017/18 Estimate £	2018/19 Estimate £
General Fund – increase in annual band D Council Tax	14.91	30.87	51.12
HRA – increase in average weekly rents	0.11	0.17	0.15

(g) Adoption of the CIPFA Treasury Management Code

This indicator demonstrates that the Council has adopted the principles of best practice.

Adoption of the CIPFA Treasury Management Code
The Council adopted the Chartered Institute of Public Finance and Accountancy's <i>Treasury Management in the Public Services: Code of Practice 2011 Edition</i> at its Full Council meeting on 29 November 2012.

(h) Housing Revenue Account (HRA) Debt

The purpose of this limit is to report the level of debt imposed on the Council at the time of the implementation of self-financing by the Department for Communities and Local Government (CLG).

	31/03/2016 Actual £M	31/03/2017 Estimate £M	31/03/2018 Estimate £M	31/03/2019 Estimate £M
HRA Debt Cap (as prescribed by the DCLG)	165.0	165.0	165.0	165.0
HRA CFR	165.0	165.0	163.5	162.0
Difference	0.0	0.0	1.5	3.0

(i) Interest Rate Exposures

This indicator is set to control the Council's exposure to interest rate risk. The upper limits on fixed and variable rate interest rate exposures, expressed as the proportion of net principal borrowed, are outlined in the table below.

The Council confirms that there were no breaches to either of the upper limits during the first six months of 2016/17, where the upper limit of variable rate exposure was 32.6% (as at 6 April 2016).

	2016/17 %	2017/18 %	2018/19 %
Upper limit on fixed rate exposure	100	100	100
Actual exposure as at 30/09/2016	68.8		
Upper limit for variable rate exposure	50	50	50
Actual exposure as at 30/09/2016	31.2		

(j) Maturity Structure of Fixed Rate Borrowing

This indicator is to limit large concentrations of fixed rate debt needing to be replaced at times of uncertainty over interest rates.

Maturity Structure of Fixed Rate Borrowing	Upper Limit %	Lower Limit %	Actual Fixed Rate Borrowing as at 30/9/2016 %	Compliance with Set Limits?
Under 12 months	20	0	6	Yes
12 months - 24 months	20	0	0	Yes
24 months - 5 years	60	0	0	Yes
5 years - 10 years	100	0	13	Yes
10 years - 20 years	100	0	54	Yes
20 years - 30 years	100	0	0	Yes
30 years - 40 years	100	0	20	Yes
40 years - 50 years	100	0	7	Yes
50 years and above	100	0	0	Yes

(The 2011 revision to the CIPFA Treasury Management Code requires the Prudential Indicator relating to Maturity of Fixed Rate Borrowing to reference the maturity of LOBO loans to the earliest date on which the lender can require payment, i.e., the next call date).

(k) Principal sums invested for periods longer than 364 days

The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments. The limits on the total principal sum invested to final maturities beyond the period end are outlined in the table below.

The Council confirms that there was no breach in the £10M limit during the first six months of 2016/17, given that no investments for a period of longer than 364 days were entered into.

	2016/17 £M	2017/18 £M	2018/19 £M
Upper limit for total principal sums invested over 364 days	10	10	10
Actual as at 30 September 2016	0		

*

- * The Council holds an investment in Aviva Investors' Lime Property Fund Unit Trust (valued at £5.2m as at 30 September 2016). This investment has delivered a reasonably stable income return of around 5% p.a. over recent years and the Council intends to retain this investment for the long term. However, it does not feature in the above Actual column on the basis that it does not have a specified maturity date and could be liquidated within an estimated 3-month timescale if necessary.

Central Bedfordshire Council

COUNCIL

Thursday, 17 November 2016

Overview & Scrutiny Annual Report (2015/16)

Report of (Cllr David McVicar, Chairman of the Overview and Scrutiny Coordination Panel)

Advising Officers: Jonathon Partridge, Head of Governance,
jonathon.partridge@centralbedfordshire.gov.uk,

Purpose of this report

1. To summarise the activities undertaken by Overview & Scrutiny in the municipal year 2015/16 and outline the activity anticipated in 2016/17

RECOMMENDATION:-

That the Council notes the contents of the Overview and Scrutiny Annual Report for the municipal year 2015/16.

Overview and Scrutiny Comments/Recommendations

2. This report is a summary of the Overview and Scrutiny Committee activity over the previous year. It has not been submitted to each of the Overview and Scrutiny Committees but it has been approved by the Chairmen and Vice-Chairmen of those Committees.

Background

3. Part D1 (paragraph 6.1.2) of the Council's constitution requires that the Overview and Scrutiny Co-ordination Panel (OSCP) "report annually to full Council on the workings of the overview and scrutiny function and make recommendations for future work programmes and amended working methods if appropriate."
4. The attached report has been approved by the OSCP for presentation to full Council.
5. The report reflects the outcomes of the Overview and Scrutiny Committees during the 2015/16 municipal year in addition to outlining the activity that we currently envisage being undertaken throughout 2016/17.

Council Priorities

6. The work programme of the Overview & Scrutiny Committees contributes indirectly to each of the Council priorities. Whilst there are no implications arising directly from this report the implications of proposals are detailed in full in each report submitted to the Committees.

Corporate Implications

Legal Implications

7. The presentation of this report to Council meets the requirement under the Council's Constitution (Part D1) to present an annual report. There are no other legal implications arising from this report.

Financial and Risk Implications

8. There are no financial implications arising directly from this report.

Equalities Implications

9. There are no equalities implications arising directly from this report. The overview and scrutiny function provides a forum to engage residents from across Central Bedfordshire and from a range of different cultural backgrounds. Proposals to proactively engage with local communities will take into account the importance of engaging with a range of communities in a proportionate manner.

Conclusion and next Steps

10. The Council is asked to note the report and its contents.

Appendices

Appendix: Overview and Scrutiny Annual Report (2015/16)

Background Papers

The Minutes of all of the Overview and Scrutiny Committees undertaken in 2015/16 are available online and can be viewed via the following link:-

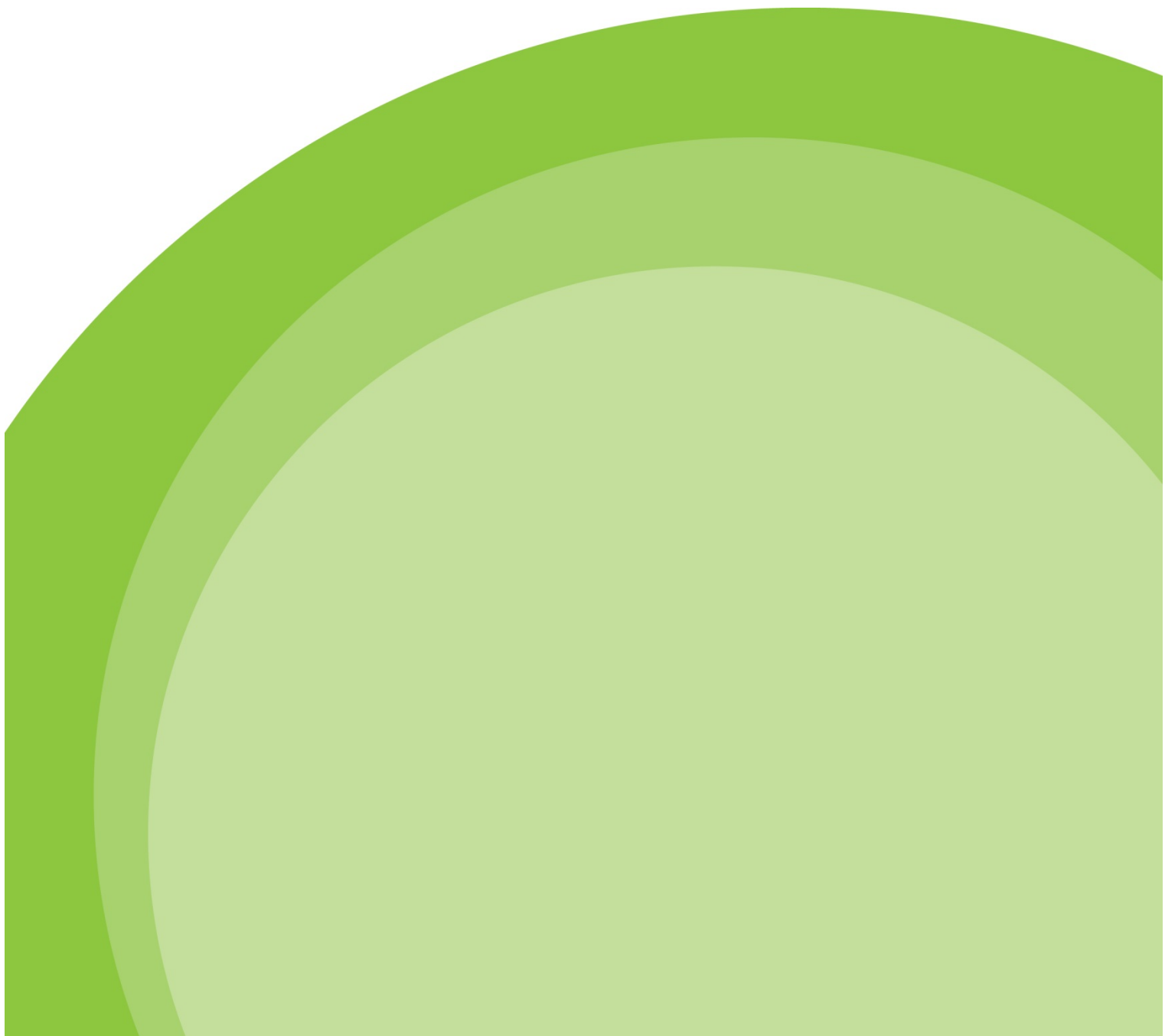
<http://www.centralbedfordshire.gov.uk/council/committees-meetings-agendas/landing.aspx>

Appendix



Overview and Scrutiny annual report (2015/16)

The Central Bedfordshire Overview and Scrutiny Committee annual report for 01 May 2015 to 30 April 2016



Introduction

Foreword

During 2015/16 as Chairmen of the Council's Overview & Scrutiny Committees we have continued to encourage OSCs to provide a critical friend challenge and use briefing sessions for elected Members as an alternative means of sharing information on topics of interest. OSCs provide the opportunity to engage all Members in policy development activity critical to the delivery of the Five-Year Plan and opportunities continue to be provided for all Members to engage in discussions that are cross-cutting in nature.

Over the course of the next 12 months the OSCs have expressed an aspiration to lead their work programmes and have embarked on a process of engaging residents to help us determine the items that we should consider with their involvement. Residents are an important resource for the OSCs to develop our agendas and the challenge for us is to encourage more engagement both in our formal meetings and informally in the community in a way that encourages residents to be engaged in policy development.

The OSCs are also trying to engage in conversations on strategies much earlier in their development. During the next 12 months the OSCs will work proactively with the Executive and directorates to identify those areas of interest which would support the Council's direction of travel and delivery of the Five-Year Plan.



Councillor David McVicar
Chairman of the Overview and Scrutiny Coordination Panel

Contents

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Introduction	1
What is overview & scrutiny?	2
Overview and scrutiny activity for 2015/16	3
Engaging the public and partners	6
Planned activity for 2016/17	7
Getting involved	8

If you have any comments on this report, or would like to see any of the papers that are referred to, please contact Jonathon Partridge, Head of Governance on **0300 300 4634** or jonathon.partridge@centralbedfordshire.gov.uk

What is Overview and Scrutiny?

Overview and Scrutiny provides an opportunity for elected Councillors and residents to discuss and comment on the Council's policies, plans and strategies before they are implemented. Meetings are normally held in public and residents are encouraged to attend to ask questions and make comments on the reports on the agenda. Overview and Scrutiny Committees (OSCs), made up of non-Executive Councillors and co-opted parent governor representatives and diocesan representatives are held throughout the year to consider proposals and whilst they do not make decisions they provide recommendations to the Executive or full Council. These recommendations will be considered before the Council makes any final decisions.

If committee members feel it is necessary they can also "call-in" decisions of the Executive. During a call-in an OSC re-considers a decision that has been taken to determine whether the decision should be implemented straight away or referred back to the decision maker to be reconsidered.

Scrutiny committees can consider a wide range of issues but they also have statutory responsibilities in relation to scrutiny of health and crime and disorder matters. Issues relating to crime and disorder are considered at least once a year and substantial changes to health services within Central Bedfordshire must be reviewed by one of the OSCs before implementation.

Overview and scrutiny adds value in the following ways:-

1. Providing briefings and quarterly updates on matters relating to finance and performance
2. Engaging non-Executive Councillors and co-opted members in the process of developing plans and strategies or reviewing the outcomes of decisions and undertaking call-ins.
3. Providing a forum for discussion in which the public and partners can ask questions and contribute to the decision making process
4. Reviewing performance and tracking the progress of recommendations as well as encouraging the use of best practice and research from elsewhere

The Council's Overview and Scrutiny Committees

There are four OSCs in Central Bedfordshire, each of which meet approximately 8-weekly and are aligned to the Councils services as follows:-

- Children's Services OSC
- Corporate Resources OSC
- Social Care, Health and Housing OSC
- Sustainable Communities OSC

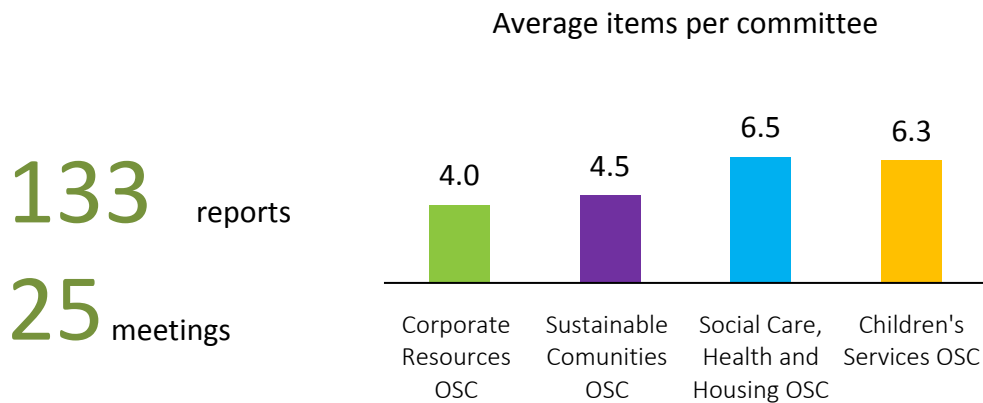
There is also a Co-ordination Panel (OSCP) consisting of the Chairmen and Vice-Chairmen of the OSCs, which co-ordinates the function and matters that are relevant to more than one OSC.

In addition to the elected Members appointed to the OSCs, there are three parent governors and two diocesan representatives, one for each of the Church of England and Roman Catholic churches, appointed to the Children's Services OSC. A representative of Central Bedfordshire Healthwatch also attends meetings of the Social Care, Health and Housing OSC as an observer.

The remainder of this annual report sets out more detailed information regards the activity of the OSCs during 02 May 2014 to 30 April 2015.

Overview and Scrutiny activity 2015/16

Overview of items and activity



There were 25 OSC meetings during 2015/16. The highest numbers of items were received by the Social Care, Health and Housing OSC, which has responsibility not only for adult social care and housing but also many aspects of public health and undertakes the Council's statutory responsibilities of considering substantial changes to health services.

Overview of outcomes and recommendations

OSCs facilitate the engagement of non-Executive Councillors and co-opted members in the process of developing plans and strategies or reviewing the outcomes of decisions and undertaking call-ins. During 2015/16 the outcomes of the OSC meetings were as follows:-

Outcome	2014-15		2015-16	
	No.	%	No.	%
Noted	33	31%	39	29%
Endorsed	28	26%	9	7%
Comment/recommendation	43	40%	85	64%
Deferred	3	3%	0	0%

Throughout 2015/16 Members have placed particular focus on increasing the number of reports that result in specific comments or recommendations that will inform the Council's future approach. Throughout the year the focus that has been placed on this activity has resulted in a significant increase in number of items where OSCs have been influenced decisions (an increase of 24%).

Examples of specific activity

OSCs are encouraged to focus their efforts on those items that will support the Council's delivery of the 5-Year Plan or that provide the opportunity for Members and residents to engage on an area of particular concern. Where the OSC provides specific comments or recommendations these are tracked by the scrutiny team to understand how the committee has influenced the decisions of the Council. Outlined below are some specific examples where the Committees have been able to influence the activity of the Council and an external organisation:-

In August 2015 the Sustainable Communities OSC invited **Anglian Water to attend a meeting to respond to complaints of residents in Moggerhanger**. The meeting provided the opportunity for

residents to feedback to Anglian Water on low and very poor water pressure, sewage problems and a lack of sustainable infrastructure for water provision. It also provided the opportunity for Councillors to express concerns on the extent of liaison with the Council's planning department when housing developments were under consideration. As a result of the meeting Anglian Water undertook to make several service improvements to address the Council's and residents frustrations and following a trial period the level of engagement and relations between the Council and Anglian Water has improved as a result. Feedback from Ward Members and residents has been very positive and many have formally expressed their gratitude at the attention the issue was afforded and the support given by the committee to their cause, with improved outcomes as requested.

In January 2016 the Social Care Health and Housing OSC reviewed proposals to **improve care home provision for older people in Central Bedfordshire**. The Committee recognised the need to offer improved accommodation for clients and supported the proposals but requested that account be taken of the effect of the closure on staff and recommended the need to explore further how the relocation of the day care centre was to take place. In light of these recommendations further work has been undertaken with staff to support them in the future enabling some staff to transfer to be redeployed into similar roles. Further work has also been undertaken with customers of the day centre following which it will transfer to Priory View in June 2016.

In March 2016 the Children's Services OSC received the **Children's Services Transformation Programme mandate** at which Members of the Committee were invited to provide their views on the future direction of children's services in Central Bedfordshire. In light of the OSC views were provided to inform a consultation process and further engagement will be undertaken with Members to help define a report on transforming children's services that will be presented to the OSC and the Executive later in the year.

In March 2016 the Corporate Resources OSC received the **Acquisitions Policy** following a request to review the speed with which the Council could acquire strategic sites. In light of the report the Committee recommended to General Purposes an amendment to the Constitution that if a specific budget for the purpose of strategic land acquisition had been approved by full Council, a decision to purchase land could be delegated to a specified group of Members and Officers following the production of a detailed business case for each purchase. In addition, pending amending the Constitution as recommended, the Executive Member for Corporate Resources consider using the protocols of the Constitution for a decision to be taken on the grounds of urgency in order to expedite a decision where supported by a valid business case, should the need arise. The proposals were adopted by Council following consideration by General Purposes which it is anticipated will enable the Council to acquire sites as the need arises to the benefit of Central Bedfordshire residents and businesses.

Additional activity in 2015/16

Throughout the year the OSCs have fulfilled their statutory obligations by receiving statutory reports relating to substantial changes in health services (such as IVF services) and significant annual reports relating to the Children and Young People's Plan, Local Safeguarding Children's Board, Schools Resilience Board, Adoption and Fostering Service and the Safeguarding Adults Board.

In addition to the specific examples above the OSCs have also scrutinised a wide range of issues including the following:-

- Allocations Policy for independent living
- BCCG finance recovery plan
- Caddington Hall Older People's homes
- Children and Adolescence Mental Health Service (CAMHS) service provision
- Central Bedfordshire SEND Preparing for Adulthood Strategy (14-25)
- Council assets and investment or sale of land assets
- East of England Ambulance Trust performance
- Fees and Charges and the Council's budget and Medium Term Financial Plan
- Five-Year Plan
- IT Strategy and plans to mitigate financial pressures
- Key Stage 3-4 exam results
- Local Council Tax support scheme
- Nature Conservation Strategy
- Parking Strategy
- Proposals to amalgamate schools
- Proposals to partner the Council's legal service
- Proposals to recommission primary specialist provision for Autistic Spectrum Condition in Dunstable
- Refresh of Foster Carer Fees and Allowances Scheme
- Strategy for Provision of SEN places in Central Bedfordshire
- Superfast Broadband
- Tenant Scrutiny Panel recommendations

Overview and scrutiny enquiries

OSCs can also undertake in-depth reviews of particular topics. These reviews involve a small number of committee members who will review the issue in more detail and consider evidence from various sources to provide a report and recommendations.

In August 2015 the Sustainable Communities OSC undertook an enquiry following a request from a Member to review the Planning Enforcement Service. The evidence considered by this enquiry highlighted the need to review the existing service in light of the number of concerns raised in order to ensure that the Council delivered a robust service that supported effective communication between the Council, Members and residents. The enquiry provided several recommendations relating to improving communication channels, information sharing and providing notification of incidents and progress to ward Members. Many of these recommendations were implemented immediately and a regular reporting mechanism has been implemented to monitor the application of the recommendations.

The OSCs were also engaged in two further task forces during 2015/16 that are yet to produce final reports, these were reviews of engaging in council decision making and a joint health OSC on the proposals to review health services in Bedfordshire and Milton Keynes. It is envisaged that reports will be provided on both of these matters during 2016/17.

Engaging the public and partners

Each OSC agenda has a standing item for “questions, statements and deputations” and residents are encouraged attend meetings to ask questions and contribute to discussions during the meeting. In summary this year the OSCs engaged with the public and partners in the following ways:-

48 residents (compared to 195 in the previous year) attended meetings for various items, there were no petitions or call ins during 2015/16.

14 questions, statements and deputations (compared to 20 in the previous year), by registering to speak residents can influence the decisions of the council and other organisations decisions. During the year questions were raised on several items that resulted in recommendations on the following:-

- the production of detailed reports on the provision of a specialist nurse for people living with neurological conditions in Bedfordshire;
- a reduction in parking fees in Dunstable;
- service improvements within Anglian Water in response to concerns from residents, many of which were integrated and trialled throughout early 2016; and
- a delay of any decision in relation to Downs Road, Dunstable until after the de-trunking of the A5 and a full traffic assessment had been undertaken.

8 organisations attended meetings (compared to 15 in the previous year), the OSCs can also invite specific witnesses and professionals to attend meetings where they feel it would be helpful to receive additional information. During 2015/16 representatives of the following attended meetings:-

- Anglian Water
- Bedfordshire Clinical Commissioning Group
- Bedfordshire Fire Service
- Bedfordshire Police
- East London Foundation Trust
- Healthwatch Central Bedfordshire
- Police and Crime Commissioner
- Tenant Scrutiny Panel

Planned activity in 2016/17

Throughout 2016/17 Members have indicated a preference to encourage more overview and policy development activity, whilst also encouraging the use of detailed task and finish enquiries where it provides an opportunity to influence the principles of a policy early in its development.

In early 2016 the Council also undertook a public consultation to gather the views of residents on the matters that should be considered by the Committees during the course of the year. Each of the Committees will be encouraged to prioritise these items within their work programmes for the remainder of the year.

To support the delivery of the Council's priorities it is currently envisaged that the following items will be included for consideration by the Committees during this year:-

- Central Bedfordshire's Policy for Housing Assistance 2016-2020
- children's community health services
- Council's Debt Collection Process
- Education Partnership Vision
- Improving the Council's Day offer for vulnerable and older people
- Integrated health and care hubs
- Ofsted Joint Targeted Area Inspection
- The Local Plan
- HMI Ofsted Schools Performance Letter and Council's Response
- Parking Strategy
- Passenger Transport
- Review of children's disability provision
- Schools trading
- School transport
- Strategy for the Provision of SEND places in Central Bedfordshire
- Transforming Care Plan

If you would like to get involved in any of these items please get in touch with the team using the contact details in this report.

Getting involved

The residents of Central Bedfordshire are Overview and Scrutiny's most useful resource for finding out what the key issues are. Residents, community groups, local businesses and others that live or work in the area can make valuable contributions to much of the work Overview and Scrutiny does.

The work programme of Overview and Scrutiny can be flexible, so if there is an issue that you would like to see tackled or if you would just like to find out more about Overview and Scrutiny at Central Bedfordshire Council please contact the Overview and Scrutiny team at the following address:-

Overview and Scrutiny
Central Bedfordshire Council
Priory House
Monks Walk
Chicksands
Shefford
SG17 5TQ

0300 300 4634

scrutiny@centralbedfordshire.gov.uk

Alternatively you can suggest an item via the Council's website at the following address:-

<http://www.centralbedfordshire.gov.uk/council/consultations/overview-scrutiny-survey.aspx>

Details regarding forthcoming meetings, including copies of the reports and a list of future meeting dates can be obtained from the Overview and Scrutiny website at the following link:

<http://www.centralbedfordshire.gov.uk/council/overview-scrutiny/overview.aspx>

All OSC meetings are open to the public and a list of future meeting dates is available from the Council's website. Residents are also welcome to come and speak and provide their views at meetings. If you would like to attend a meeting and speak please contact us in advance.



A great place to live and work

Contact us...

by telephone: 0300 300 8301

by email: scrutiny@centralbedfordshire.gov.uk

on the web: www.centralbedfordshire.gov.uk

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

Central Bedfordshire Council

Council

17 November 2016

Independent Remuneration Panel

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

Advising Officer: Jonathon Partridge, Head of Governance
(jonathon.partridge@centralbedfordshire.gov.uk)

This report does not relate to a key decision

Purpose of this report

This report sets out the recommendations of the Independent Remuneration Panel (IRP) relating to the Scheme of Allowances for Members, proposes re-appointing two existing IRP members, suggests a term of office for the Panel vacancy, proposes increasing the Panel membership from four to five and updates the procedure for filling vacancies on the IRP.

RECOMMENDATIONS

Council is asked to:

1. approve the Scheme of Members' Allowances for Central Bedfordshire as recommended by the IRP at Appendix A for a period up to 12 months in accordance with the recommendations of its IRP and to amend Part K of the Council's Constitution accordingly
2. re-appoint Mr Geoff Lambert and Mr Chris Bell to the IRP for the periods to 31 March 2021 and 31 March 2022 respectively and to approve the term of office for the Panel vacancy to 31 March 2020
3. increase the size of the size of the Panel membership from four to five members, the period of the new appointment being until 31 March 2021
4. amend the delegated authority relating to the appointment process to fill vacancies on the Panel from the Head of Legal and Democratic Services to the Head of Governance

Overview and Scrutiny Comments/Recommendations

1. These matters were not referred to the Overview and Scrutiny Committee as the matter is a function of Council.

Legal Background

2. The Local Authorities (Members' Allowances) (England) Regulations 2003 require that a local authority may not adopt or amend a Scheme of Members' Allowances without first having regard to recommendations made to it by an Independent Remuneration Panel.
3. The Regulations also require that each local authority must establish an independent remuneration panel consisting of at least three members who must not be a member of a committee or sub-committee of the authority or disqualified from being a member of an authority.
4. Statutory Guidance on the 2003 Regulations stipulate that

“The local authority will need to consider the term of office of members of the panel.... The panel may become more effective as its knowledge and understanding of members' allowances is increased.....Accordingly, local authorities may wish to consider appointing members of the panel for a term of office of several years, perhaps 3-5 years. Local authorities may also wish to consider phasing appointments to ensure that there is always one member of the panel who has some experience.....This could be achieved by differing lengths of appointment”

and that

“A local authority will need to consider the appropriate size for its Panel to discharge its functions effectively given the particular local circumstances. Councils should avoid unduly large Panels which would be unable to be an effective and publicly accountable source of clear recommendations”.

Report and recommendations of the Independent Remuneration Panel

5. The Panel met on 26 October 2016 to carry out a review of the current Scheme of Allowances for Members which was last reviewed in November 2011. A note of the IRP's meeting is attached as Appendix B.
6. The Panel recommended ratification of the current scheme and agreed to meet within the next 12 months to examine whether allowances should be subject to some form of indexation.

Panel Membership

7. Due to a recent resignation the present Panel membership arrangements are as follows:

Name of Member	Period of Appointment
Mr G Lambert	Expires 31 March 2017
Mr C Bell	Expires 31 March 2018
Dr Roy Tipping	Expires 31 March 2019
Vacancy	Expired – Council to approve

Mr Lambert and Mr Bell have both served on the Panel for a number of years and have expressed a wish to extend their membership period. It is proposed that the period of appointment for the vacancy be to 31 March 2020.

8. The Panel has made a recommendation to increase its size from 4 to 5 members as it believes that an additional member will assist the Panel with succession planning and continuity and to combat instances where Panel members are unavailable. The request complies with the statutory Guidance in paragraph 4 above. The quorum would remain at 3 as agreed by Council on 24 November 2011. If the recommendation for an additional member is approved, it is proposed that the appointment be for the period expiring 31 March 2021.
9. Should Council support the recommendation, there would be a financial implication as Panel Members receive an allowance for each meeting attended which is at the same level as allowances paid to co-opted members. However, it is anticipated that this can be met from existing budget provision.
10. There would no cost attached to the recruitment process as it would be undertaken at the same time as filling the vacancy referred to in paragraph 5 above.

Appointment Process for filling IRP vacancies

11. Under current arrangements which were approved by Council on 13 September 2012, the Head of Legal and Democratic Services has delegated authority on specific matters relating to filling vacancies on the Panel. As a result of changes to the Council's Management structure since then, it is now appropriate for this delegated authority to pass to the Head of Governance.

Council Priorities

12. The effectiveness of an Independent Remuneration Panel contributes to the Council priorities 'creating stronger communities' and 'a more efficient and responsive Council'.

Legal Implications

13. The Council is required to establish and maintain an IRP under the Local Authorities (Members' Allowances) (England) Regulations 2003

Financial and Risk Implications

14. Members of the Panel receive an allowance for each meeting attended which is at the same level as allowances paid to co-opted members. The allowances are currently £75 where a meeting lasts up to 4 hours and £150 where it is over 4 hours. Historically the Panel has never met on more than 3 occasions in a financial year.
15. There would also be a cost of approximately £2,500 as a result of the recruitment process to fill the IRP vacancy referred to in paragraph 5.
16. These costs will be absorbed within the total Members Allowances Budget for the current year.

Equalities Implications

17. An Independent Remuneration Panel is necessary in relation to the provision of a fair scheme of Members' Allowances which is essential to the democratic process in ensuring an equal opportunity to all to become a Councillor.
18. The Scheme of Members' Allowances includes allowances for Dependants' Carers' to provide equality for any Member with caring responsibilities.

Appendices

Appendix A: Existing scheme of Members allowances (Schedule K of the Constitution)

Appendix B: Note of the IRP meeting held on 26 October 2016.

Background Papers

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

Previous full report of the Independent Remuneration Panel (Minute 60 refers)
<http://centralbeds.moderngov.co.uk/ieListDocuments.aspx?CId=576&Mid=3697>

PART K

Members' Allowances

Scheme for the years commencing

1 April 2013

1 April 2014

1 April 2015

1 April 2016

MEMBERS' ALLOWANCES SCHEME

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CENTRAL BEDFORDSHIRE COUNCIL

MEMBERS' ALLOWANCES SCHEME

The Central Bedfordshire Council, in exercise of the powers conferred by The Local Authorities (Members' Allowances) (England) Regulations 2003, hereby makes the following scheme:

1. **The Scheme**

This scheme may be cited as the Central Bedfordshire Council Members' Allowances Scheme, and shall have effect as from 1 April 2011.

2. **Definitions**

In this scheme,

2.1 "Councillor" means a member of Central Bedfordshire Council who is a Councillor;

2.2 "Co-opted Member" means a person appointed by Central Bedfordshire Council to serve as a member of a Committee, Sub-Committee or Panel.

3. **Basic Allowance**

Subject to paragraphs 5, 6 and 7, there shall for each year be a basic allowance of £10,995.60 paid to each Councillor.

4. **Special Responsibility Allowances**

4.1 A special responsibility allowance shall be paid to those Councillors who hold a position of special responsibility in relation to the Authority as specified in Schedule 1 to this Scheme.

4.2 Subject to paragraphs 5, 6, and 7 the amount of each such allowance shall be the amount specified against the special responsibility in Schedule 1.

4.3 Other than for the exception noted below, no Councillor may receive more than one special responsibility allowance:

- the Deputy Leader of the Council may be paid one additional special responsibility allowance, if appointed to any other position included within Schedule 1 to this Scheme.

5. **Renunciation**

A Councillor may by notice in writing, given to the Monitoring Officer, elect to forego any part of his or her entitlement to an allowance under this Scheme.

6. **Part-year Entitlements**

6.1 The provisions of this paragraph shall have effect to regulate the entitlements of a Central Bedfordshire councillor to basic, and special responsibility, allowances where in the course of the year commencing 1 April 2012 this Scheme is amended or that Councillor becomes, or ceases to be, a Councillor, or accepts or relinquishes a special responsibility in respect of which a special responsibility allowance is payable.

6.2 If an amendment to this Scheme changes the amount to which a Councillor is entitled by way of a basic allowance or a special responsibility allowance, then in relation to each of the periods

6.2.1 beginning with the year and ending with the day before that on which the first amendment in that year takes effect, or

6.2.2 beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year,

the entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under the scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of the days in the period bears to the number of days in the year.

6.3 Where the term of office of a Councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that Councillor to a basic allowance shall be to the payment to such part of the basic allowance as bears to the whole the same proportion as the number of days during which his or her term of office subsists bears to the number of days in that year.

6.4 Where this Scheme is amended as mentioned in sub-paragraph 6.2 and the term of office of a Councillor does not subsist throughout the period mentioned in sub-paragraph 6.2.1, the entitlement of any such Councillor to a basic allowance shall be to the payment of such part of the basic allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days during which his or her term of office as a Councillor subsists bears to the number of days in that period.

- 6.5 Where a Councillor has during part of, but not throughout, a year such special responsibilities as entitle him or her to a special responsibility allowance, that Councillor's entitlement shall be to payment of such part of that allowance as bears to the whole the same proportion as the number of days during which he has such special responsibilities bears to the numbers of days in that year.
- 6.6 Where this Scheme is amended as mentioned in sub-paragraph 6.2 and a Councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph 6.2.1 of that paragraph any such special responsibilities as entitle him or her to a special responsibility allowance, that Councillor's entitlement shall be to payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.

7. Suspension/Repayment of Allowances

- 7.1 The Monitoring Officer, in consultation with the Chairman of the Council is authorised:-
- 7.1.1 to withhold payment of allowances to any Councillor who is suspended or partly suspended in accordance with the provisions of Part III of the Local Government Act 2000;
- 7.1.2 to seek repayment of allowances paid to a Councillor in respect of any period during which the Councillor concerned is suspended, partly suspended, has ceased to be a Councillor, or is in any other way not entitled to receive the allowance paid to him or her.

8. Claims and Payments

- 8.1 A claim for any travelling, subsistence or dependants' carers' allowances under this scheme shall be made in writing within two months of the date of the meeting in respect of which the entitlement to the allowance arises.
- 8.2 A claim for an allowance under paragraph 8.1 above shall include, or be accompanied by, a statement signed by the claimant that he or she has not made and will not make any other claim in respect of the matter to which his or her claim relates.

9. Payment of Allowances

9.1 Payments shall be made:-

9.1.1 in respect of basic and special responsibility allowances, subject to sub-paragraph 9.2, in instalments of one-twelfth of the amount specified in this Scheme on the same day of each month as that on which salary is paid to staff;

9.1.2 in respect of travelling, subsistence and dependants' carers' allowances, on the same day of each month as that on which salary is paid to staff, in respect of claims received on or before the third working day of that month.

9.1.3 In respect of ICT allowances, subject to sub-paragraph 9.2 below, in instalments over a 4-year Council term as set out in Schedule 5, subject to the provision of appropriate receipts.

9.2 Where a payment of one-twelfth of the amount specified in this Scheme in respect of a basic allowance or a special responsibility allowance would result in the Councillor receiving more than the amount to which, by virtue of paragraph 6, he or she is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.

10. Travelling and Subsistence

Details of, and entitlement to, travelling and subsistence payments in respect of approved duties are set out in Schedules 2 and 3.

11. Dependants' Carers' Allowances

Details of, and entitlement to, dependants' carers' allowances are set out in Schedule 4.

12. Co-opted Members' Allowance

Each person appointed to a committee or sub-committee or panel of Central Bedfordshire Council, as a co-opted Member, shall be paid in respect of each meeting or training event attended each year an allowance, as shown below:

- | | |
|--|------|
| (a) where the meeting or training event is of up to 4 hours | £75 |
| (b) where the meeting or training event is for more than 4 hours | £150 |

13. ICT Allowances

Details of, and entitlements to, ICT allowances are set out in Schedule 5.

14. Annual Review

This scheme will be in force until such time as the Council decides to request the Panel to make further recommendations regarding allowances, and/or updates the scheme.

SCHEDULE 1

SPECIAL RESPONSIBILITY ALLOWANCES

The following are specified as the special responsibilities in respect of which special responsibility allowances are payable from the date shown, and the amounts of those allowances:-

	From	£		From	£
Leader of the Council	1.4.11	32,986.80		1.12.11	31,337.40
Deputy Leader of the Council	1.4.11	4,948.02		1.12.11	5,013.98
Executive Members	1.4.11	19,792.08		1.12.11	18,802.44
Deputy Executive Members	19.5.11	6,267.48		1.12.11	6,267.48
Executive Members without Portfolio	19.5.11	10,654.72		1.12.11	10,654.72
Overview and Scrutiny Committee Chairmen	1.4.11	10,721.20		1.12.11	10,654.72
Development Management Committee Chairman	1.4.11	13,194.72		1.12.11	13,161.71
Development Management Committee Vice-Chairman	1.4.11	2,474.50		1.12.11	2,506.99
Audit Committee Chairman	1.4.11	10,721.20		1.12.11	10,654.72
General Purposes Committee Chairman	1.4.11	4,948.02		1.12.11	5,013.98
Licensing Committee Chairman	1.4.11	2,474.50		1.12.11	2,506.99
Minority Group Leader (see notes 1 and 2)	1.4.11	2,474.50		1.12.11	2,506.99

Note 1: The allowance will be payable to the Leader of any duly constituted minority group that has 7 or more members. In the event of no minority group having 7 or more members, and no other special responsibility allowance being paid to a member of a duly constituted minority group, the allowance shall be paid to the leader of the largest minority group.

Note 2: The election in November 2011 resulted in two minority groups with an equality of membership. On the recommendation of the Independent Remuneration Panel it was agreed (Council 24.01.13) that while that balance remained, each of the two minority group leaders would receive the special responsibility allowance payable to the minority group leader.

SCHEDULE 2

APPROVED DUTIES

- A. Attendance at meetings of the forums below is an approved duty for the purpose of the payment of travelling and subsistence allowances:

Council

Executive, committees, sub-committees, joint committees and panels
site meetings where duly authorised

Task Forces and similar bodies

in-house seminars and training sessions

meetings (when representing the Council) with other Authorities, organisations etc or specific visits arranged by the Executive, a committee, sub-committee or Task Force in respect of its functions

meetings with the External Auditor concerning management matters

- B. The following shall be approved duties for the purpose of paying travelling and subsistence allowances:-

- (a) meetings of Group Leaders
- (b) meetings of Chairmen, Vice-Chairmen, Leader and Deputy Leader and Executive Members
- (c) Chairman's Briefing meetings for Council, Executive, committees, sub-committees, Task Forces etc for Chairmen and Vice-Chairmen, Executive Members, Deputy Members of the Executive, Lead or Deputy Lead Members (or their representatives)
- (d) Individual or joint formal meetings between the Members holding the following offices:- Chairmen, Vice-Chairmen, Leader, Deputy Leader, Executive Members, and Group Leaders with the Chief Executive, Deputy Chief Executive, Directors, senior officers or their representatives to discuss official Council business
- (e) Attendance at any training course, seminar or conference approved by or on behalf of the Member Development Champions
- (f) Attendance at the Council Offices for newly elected Members for such matters as the signature of Declaration of Acceptance of Office and having photographs taken
- (g) Undertaking civic visits as Chairman or Vice-Chairman of the Council (or substituting for either office holder)
- (h) Absence overnight (except in London) from usual place of residence – up to £36.70 per night (this allowance includes accommodation and breakfast).

- (i) No overnight expenses to be paid for daily approved duty visits to London
 - (j) Attendance by Councillors for the purpose of meeting officers up to an average, calculated over the Council year, of four visits per month (travel only).
- C. Attendance at all outside bodies where the Member is attending as the Council's duly appointed representative (whether appointed for a fixed term or authorised on an ad hoc basis), subject to no such allowances being claimed by the Member from the outside body concerned.

SCHEDULE 3

TRAVELLING AND SUBSISTENCE

Travel Allowances

With effect from 1 December 2011, the car mileage rate per mile for Members be based on the same rates that apply to the officers of the Council (i.e. the HRMC rate) with the exception of the training mileage rate where Members be allowed to continue to claim mileage for attending training courses at the rate of 45p per mile subject to exclusion of the business mileage lump sum.

The rates to apply are set out below:

Car Mileage Allowances	Rate per mile
Business Mileage up to 10,000 miles	45p
Business Mileage over 10,000 miles	25p
Motor Cycle Allowances	Rate per mile
Motor cycle rate	24p

- VAT receipts for fuel purchases that cover the journeys undertaken by Members on 'approved duties' must accompany claims in all cases;
- mileage allowances to be indexed to the same rates that are applicable to officers;
- car parking permits allowing free parking on approved duties in Council operated car parks be withdrawn from 1 December 2011;
- Councillors be reimbursed the cost of car parking fees whilst on approved duties, subject to appropriate receipts accompanying claims in all cases.

Travel by Public Transport or Rail

The ordinary or any concessionary fare may be claimed. Advantage should be taken of cheap or concessionary rates whenever reasonably practicable.

Travel by Other Means – Taxi, Hire Car, Pedal Cycle etc.

Claims for taxi journeys shall not exceed:-

- (a) in cases of urgency, or where no public transport is reasonably available, the amount of the actual fare and any reasonable gratuity paid; and
- (b) in any other case, the amount of the fare for travel by appropriate public transport.

Where journeys are by pedal cycle, the allowance will be at the rate of 20p per mile.

Subsistence Allowances (from 1 October 2013)

Subsistence Allowances and conditions by which they can be claimed by Councillors undertaking approved duties be based and indexed to the same rates that apply to Officers of the Council.

Allowance	Rates (£)	Condition
Breakfast	4.50	before 10.00am
Lunch	6.25	10.00am – 4.30pm
Evening meal	7.64	after 5.00pm

Payments will only be made upon the production of receipts in all cases.

SCHEDULE 4

DEPENDANTS' CARERS' ALLOWANCES

A Councillor may claim a Dependants' Carers' Allowance in accordance with the provisions set out below:-

1. The rate payable for Dependants' Carers' Allowance shall be decided upon the following criteria:-
 - (a) where care is required for children or is of a non-specialist nature for dependant relatives; at the rate set and from time to time amended by the Department for Business , Innovation and Skills or its successor as the national minimum wage for workers aged 22 years and over;
 - (b) where specialist care services are required, and the Monitoring Officer is satisfied that such care is necessary, the hourly rate will be up to three times the rate for non-specialist care,
2. Councillors shall be reimbursed up to a maximum of 52 hours per month, in respect of provision of care for any of the following who are at the time part of the claimant's household living with him/her and would normally be looked after by him/her, whilst the claimant is undertaking an approved duty*.

(*NOTE: "Approved duty" is a duty defined in Schedule 2 of this Scheme of Members' Allowances)

 - Children under the age of 14
 - Elderly persons (aged 60 or over)
 - People with disabilities
 - People with learning disabilities
3. In addition to living as part of the claimant's household, the dependant must be unable to be left unsupervised by the carer.
4. Only one claim may be allowed per household for any given period of time.
5. The rates referred to in 1 above shall be the **total** maximum payable per hour and not payable **per** dependant.
6. The claimant must produce a receipt for payments he/she has made and must sign a form to state that the costs were properly and necessarily incurred in the course of, or to permit, him/her undertaking his/her duties as a Councillor.

SCHEDULE 5

ICT ALLOWANCES

The following allowances may be paid following the purchase of ICT equipment/support for Council-related use on production of appropriate receipts, to be concluded within a 4-year Council term.

Where a Council Member does not remain a Member for the full term the purchased equipment or the value of the allowance paid for that equipment must be returned to the Council.

Nature of allowance	Monthly amount	Total 4-year cost (48 payments)
Equipment allowance	£12.50	£600
PC support and consumables allowance	Initial payment of £19.80 and 47 payments of £16.60	£800
Fixed line and Broadband allowance	Initial payments of £34.90 and 47 payments of £33.30	£1,600
Mobile phone allowance	£25	£1,200
Total	Up to a maximum of an initial payment of £92.20 and 47 payments of £87.40 over a 4-year Council term.	£4,200

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CENTRAL BEDFORDSHIRE COUNCIL

**Meeting of the Independent Remuneration Panel held on 26 October 2016 –
12.30pm**

PRESENT:

Panel Members: Chris Bell, Geoff Lambert and Dr Roy Tipping

Officers: Brian Dunleavy, Norman Eighteen and Jonathon Partridge

1. APPOINTMENT OF PANEL

Chris Bell was appointed Chairman of the Panel.

2. PANEL MEMBERSHIP

The Panel was advised that Helen Orme had recently resigned and that the current terms of membership were as follows:

Name of Member	Period of Appointment
Mr G Lambert	Expires 31 March 2017
Mr C Bell	Expires 31 March 2018
Dr Roy Tipping	Expires 31 March 2019
Vacancy	

Mr Lambert and Mr Bell, both long serving members, expressed a wish to extend their membership period.

The Panel also considered it would be beneficial to increase Panel membership from four to five as it believes that an additional member would assist the Panel with succession planning and continuity and combat instances where Panel members are unavailable. The Panel noted that this request complies with the Statutory Guidance issued in relation to the 2003 Regulations on Members' Allowances.

The Panel RECOMMENDED that

- Mr Geoff Lambert and Mr Chris Bell be re-appointed to the Panel for the periods to 31 March 2021 and 31 March 2022 respectively;
- the term of office for the Panel vacancy be until 31 March 2020;
- the size of the Panel membership be increased from four to five (with three remaining the quorum), the period of the new appointment being until 31 March 2021

3. APPOINTMENT PROCESS FOR FILLING PANEL VACANCIES

The Panel was advised that under current arrangements approved by Council on 13 September 2012, the Head of Legal and Democratic Services has delegated authority on specific matters relating to filling vacancies on the Panel. As a result of changes to the Council's Management structure since then, it is now appropriate for this delegated authority to pass to the Head of Governance.

The Panel RECOMMENDED that the delegated authority relating to the appointment process to fill vacancies on the Panel be transferred from the Head of Legal and Democratic Services to the Head of Governance.

4. REVIEW OF MEMBERS' ALLOWANCES

Officers advised of the need for a review of the Scheme and the Panel discussed the current level of allowances which were last reviewed in November 2011. The Panel also took into account the views of the Leader of the Council who had been invited to input into the meeting. Although the Panel was satisfied with the current level of allowances it agreed that it would examine whether allowances should be subject to some form of indexation.

The Panel RECOMMENDED that the current Scheme of Members' Allowances for Central Bedfordshire be ratified and adopted for the financial years up to and including 2018/19.

5. NEXT MEETING

The Panel agreed to hold its next meeting at Chicksands on Monday 20 February 2017 at 9.30am to consider issues relating to the possible indexation of allowances.

The meeting ended at 1.40pm



BEDFORDSHIRE FIRE AND RESCUE AUTHORITY

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

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

1. COMMUNICATIONS

New FRA Member

The Chairman welcomed Councillor Paul Duckett of Central Bedfordshire Council to his first meeting of the Fire and Rescue Authority. Councillor Duckett had been appointed by Central Bedfordshire Council to fill the vacancy arising from the resignation of Councillor Tony Brown.

Ceremonial Events

The High Sheriff and his wife had recently visited Fire and Rescue Headquarters and representatives of the Authority had attended the annual Fire Service Memorial in London.

The Chief Fire Officer, Chairman and Vice Chair had attended the Fire Commission in London on 14 October 2016.

Bedfordshire Asian Business Association (BABA) Award

The Fire Safety Department had received an award from the Bedfordshire Asian Business Association (BABA) for its fire prevention work with local Asian businesses.

Black History Month

The Service was running a number of awareness raising exercises, such as quizzes and special menus in the canteen, during Black History month. This was part of a wider equality and diversity educational programme.

2. PUBLIC PARTICIPATION

Kathryn Holloway, the Police and Crime Commissioner for Bedfordshire, attended the meeting and addressed the Members of the Fire and Rescue Authority.

The Commissioner emphasised her support of the large amount of collaborative work that was taking place between Bedfordshire Police and Bedfordshire Fire and Rescue Service, including the co-location of both services in premises currently owned by the Fire and Rescue Service.

The Commissioner suggested that, given the Government's direction of travel, it would be prudent to further strengthen the working relationship between herself and the Authority. She expressed an interest in attending meeting of the Collaboration Working Group and meetings of the Fire and Rescue Authority.

3. AUDIT AND STANDARDS COMMITTEE 7 SEPTEMBER 2016

Councillor Chapman submitted the draft Minutes of the meeting of the Human Resources Policy and Challenge Group held on 7 September 2016.

Since that meeting, the Statement of Accounts 2015/16 and the Annual Governance Statement had been externally audited and approved.

Members were asked to note the streamlined procedure for reviewing the Fire Authority's effectiveness that had been agreed at the meeting.

4. CORPORATE SERVICES POLICY AND CHALLENGE GROUP 14 SEPTEMBER 2016

Councillor Headley submitted the draft Minutes of the meeting of the Service Delivery Policy and Challenge Group held on 14 September 2016.

The Group had made recommendations relating to the introduction of standardised charges for the Service's community facilities.

It was noted that Dunstable had been built as a Community Fire Station and it was primarily this station that hosted charity and other groups. The proposed charges were based on cost-recovery and would not be used to generate income for the Service. Further information on the usage of facilities could be provided to a future meeting of the Authority.

The Chief Fire Officer reported that the lease of fire station premises by St John's Ambulance was being renegotiated separately and was not part of the proposals submitted.

The charges for use of meeting rooms as detailed in the table below were adopted:

Station	Standing Charge for each hire £	Plus hourly fee (part hour charged as one) £	Use of kitchen	Tea and coffee can be provided	Refreshments when available
Dunstable					
Small meeting Room	15	9	N	Y	85 pence per head for tea, coffee and biscuits.
Large meeting Room	20	9	N	Y	85 pence per head for tea, coffee and biscuits.
Lecture Theatre	40	9	N	Y	85 pence per head for tea, coffee and biscuits.
Luton	15	9	N	Y	85 pence per head for tea, coffee and biscuits.
Amphill	15	9	Y	N	85 pence per head for tea, coffee and biscuits.

A reduced rate for charities and local groups (first hour free) and a higher levy for businesses (50% increase to standing charge and hourly fee) was approved and the Chief Fire Officer was permitted discretion on charging under the Scheme of Delegation.

5. SERVICE DELIVERY POLICY AND CHALLENGE GROUP 15 SEPTEMBER 2016

Councillor Mingay submitted the draft Minutes of the meeting of the Service Delivery Policy and Challenge Group held on 15 September 2016.

Members received an update on the Replacement Mobilising System. Essex Fire and Rescue Service had been operating the 4i system since 21 September 2016. The 'go live' date for Bedfordshire Fire and Rescue Service had been delayed due to technical issues with the Integrated Command and Control System (ICCS). It was anticipated that these could be resolved by the end of the week. This would be followed by 10 days of testing, after which Bedfordshire Fire and Rescue Service would be able to go live with the new system.

Councillor Mingay drew Members' attention to the performance report and commented on the high level of performance that had been achieved in relation to the new, more stretching targets that had been agreed for the current performance year. The target for PI28 (Automatic Fire Detectors false alarms in non-domestic properties) had been missed and the Authority was receiving a report recommending the adoption of a new Automatic Fire Alarm Mobilising Policy to address this issue.

The similarity in competencies between Fire Investigation Officers and Police Scene of Crime Officers was discussed. The Deputy Chief Fire Officer reported that this matter was being considered by the Collaboration Working Group.

Councillor Mingay advised that the Service had recently recruited 26 firefighters. 19 of these were new recruits, 4 of whom were women.

Members were advised that Luton had had an all-female crew and that as part of the positive action campaign, an all women crew had crewed a fire appliance which visited the retained stations located in the villages of Bedfordshire.

The Service was in discussion with the Police to identify learning points from the Police's recent recruitment campaign that had resulted in a high percentage of applicants from black and minority ethnic backgrounds.

Councillor Mingay highlighted the high level of customer satisfaction with the Service. In the most recent quarterly customer survey, the Service had achieved a 99.6% satisfaction rate. The continuing high level of customer satisfaction with the Service and the hard work undertaken to achieve this was acknowledged.

6. HUMAN RESOURCES POLICY AND CHALLENGE GROUP 21
SEPTEMBER 2016

Councillor Waheed submitted the draft Minutes of the meeting of the Human Resources Policy and Challenge Group held on 21 September 2016.

The Group had received an update on the iTrent HR and payroll system and the annual health and safety report that detailed the management of health and safety throughout the Service.

Members had been assured during the discussions on first quarter performance that performance against the indicators measuring the percentage of wholetime staff who were women and from black and minority ethnic backgrounds would improve during the second and third quarters.

Councillor Waheed reported that the Service was taking part in MIND's national campaign against stress at work. The support provided to firefighters by the Service had been mentioned positively by firefighters at the recent station visit to Stopsley.

7. RESPONSE AND ATTENDANCE LEVELS FOR AUTOMATIC FIRE
ALARMS

Members received a report on proposals to change the mobilising arrangements to premises where unconfirmed reports of fire had been initiated by an automatic fire alarm (AFA) system.

It had been acknowledged that performance against the indicator measuring Automatic Fire Detectors false alarms in non-domestic properties would not improve significantly unless a change in policy was adopted by the Authority.

In 2015, 1,995 AFAs were mobilised to. In 97.1% of cases, there was no fire situation. Not only did this have a significant impact on the work carried out by firefighters on a day to day basis and diverted resources from other more serious emergencies, it created unnecessary risk to fire crews and the public by increasing blue light movements, impacted on employers who released retained staff for operational duties and was an additional financial burden to the Service. The proposals were:

- No BFRS attendance will automatically be made to commercial premises during the hours where it is reasonably expected that they are occupied, unless a fire situation is confirmed.
- For commercial, (non-sleeping) premises, during the hours where it is reasonably expected that they are unoccupied, unless a fire situation is confirmed, a reduced attendance will be mobilised.
- Those premises considered a sleeping or heritage risk receive an attendance 24/7 and that attendance is a minimum of two pumps.

Members were assured that these proposals did not affect mobilisations to domestic or high risk premises or in circumstances when fire situations had been confirmed.

These proposals were approved as Members recognised the need for the Service to change its mobilising arrangements to Automatic Fire Alarms.

Members were advised that support and assistance were offered to 'repeat offenders' in premises where the alarm systems were not managed as well as would be expected.

The Service would be running a publicity campaign to inform businesses and members of the public of the change in policy prior to the proposals being implemented.

8. INFORMATION BULLETIN

Members considered the Information Bulletin.

The Chief Fire Officer reassured Members that the Service had not installed any defibrillators of the make that had been the subject of recent news articles.

Reference was made to the recent water death in Bedford, the road traffic collision on a guided busway in Luton and the sample of co-responding incidents when the Service had assisted the Ambulance Service.

It was agreed that extracts of the Information Bulletin be appended to the narrative report submitted after every Authority meeting to the constituent authorities. Members supported this on the proviso that it was made clear that the information bulletin contained only a sample of the incidents attended by the Service.

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

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