

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

**This meeting
will be filmed.***



please ask for Sandra Hobbs
direct line 0300 300 5257
date 6 July 2017

NOTICE OF MEETING

COUNCIL

Date & Time

Thursday, 20 July 2017 at 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 Lucy Davis will take prayers.

Page Nos.

1. **Apologies**

Apologies for absence to be received.

2. **Minutes**

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To approve the minutes of the Council meeting held on 18 May 2017.

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:

- Councillor Wenham, Deputy Leader and Executive Member for Corporate Resources; and
- Councillor Dalgarno, Executive Member for Community Services.

9. **Recommendations from the Executive**

To consider a recommendation from the meeting of the Executive, 20 June 2017 and answer questions asked under Rule No. 13.1.

- (i) March 2017 Capital Budget Monitoring Provisional Outturn Report. 27 - 28

10. **Audit Committee Activity - 2016/17 Annual Report** 29 - 34

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

11. **Questions on the Functions of the Bedfordshire and Luton Combined Fire Authority** 35 - 44

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

12. **Motions (if any)**

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

13. **Written Questions**

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

14. **Open Questions**

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

CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **COUNCIL** held in the Council Chamber, Priory House, Monks Walk, Shefford on Thursday, 18 May 2017.

PRESENT

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

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

Apologies for Absence

Cllrs	Mrs J Freeman	Cllrs	Ms C Maudlin	Cllrs	G Tubb
	C C Gomm		P Smith		B Walker
	Mrs D B Gurney		B J Spurr		T Woodward
	R W Johnstone		R C Stay		

Officers:	Mr Q Baker	–	AD Legal Services (Monitoring Officer)
	Mr R Carr	–	Chief Executive
	Mr M Coiffait	–	Director of Community Services
	Mr D Galvin	–	Head of Financial Performance
	Mrs S Hobbs	–	Senior Committee Services Officer
	Mr G Jones	–	Deputy Director Safeguarding and Early Help
	Mr T Keaveney	–	Assistant Director Housing Services
	Mr L Manning	–	Committee Services Officer
	Mrs C Shohet	–	Assistant Director of Public Health

C/17/1 **Prayers**

Prayers were taken by the Reverend Dr Bernard Minton, Team Vicar of Linslade.

C/17/2 Election of Chairman 2017/18

The outgoing Chairman invited nominations for the office of Chairman of the Council for the municipal year 2017/18. Councillor Fiona Chapman was duly proposed and seconded. There were no other nominations.

RESOLVED

that Councillor Mrs Chapman be elected to the office of Chairman of the Council for the municipal year 2017/18.

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

The newly-elected Chairman thanked Members for their support.

The outgoing Chairman thanked Councillor Mrs Chapman for her support in her role as Vice-Chairman, the Chairman's Personal Assistant, Mrs Bowater and the Governance Services Team for their help during his time as Chairman. He had been proud to represent the Council and to have raised funds for his chosen charities, in particular Diabetes UK.

It was moved, seconded and

RESOLVED

to place on record the Council's sincere thanks for the services rendered by Councillor David Bowater, the outgoing Chairman, in the discharge of the important and exacting duties of the office over the period from 21 May 2015 to 18 May 2017.

Councillor Bowater was then presented with a certificate.

C/17/3 Election of Vice-Chairman 2017/18

The Chairman invited nominations for the office of Vice-Chairman of the Council for the municipal year 2017/18. Councillor Brian Saunders was duly proposed and seconded. There were no other nominations.

RESOLVED

that Councillor Saunders be elected to the office of Vice-Chairman of the Council for the municipal year 2017/18.

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

Thereafter the Vice-Chairman thanked Members for their support.

C/17/4 Minutes**RESOLVED**

that the minutes of the meeting held on 20 April 2017 be confirmed and signed by the Chairman as a correct record.

C/17/5 Members' Interests

None were declared.

C/17/6 Chairman's Announcements and Communications

The Chairman announced that her chaplain would be Reverend Stephen Nuth, St Mary Parish Church, Woburn. Her chosen charities for the upcoming year would be:

- Army Benevolent Fund (ABF) The Soldiers' Charity
- Bedfordshire Crime Beat
- Multiple Sclerosis Society

The Chairman then read out a short prayer.

C/17/7 Leader of the Council's Announcements and Communications

The Leader thanked Councillor Bowater for his excellent work during his term of office as Chairman. He also congratulated Councillors Mrs Chapman and Saunders on being elected as the new Chairman and Vice-Chairman of the Council.

C/17/8 Questions, Statements and Deputations

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

Middle School Places and School Transport

Mr Adams raised concerns about school places planning serving the Fairfield Park area. He was concerned that the recent problems relating to middle school provision would continue through to the allocation of upper school places. He also enquired whether there were any plans to convert the schools in the area from three to two tiers.

The Executive Member for Education and Skills explained the situation that had arisen within the Etonbury Academy catchment area and the reason why this had happened. He apologised that this situation had occurred and confirmed that the Council was working to ensure those children that were unable to secure a place at Etonbury Academy were appropriately accommodated.

The schools within the BEST Trust had a different admissions criteria and the Council were working towards having a consistent admission criteria for the area to allow better planning. The Council would continue to liaise with parents and schools within the area.

C/17/9

Appointment of Members, Chairmen and Vice-Chairmen to Committees and other Council Bodies 2017/18

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

RESOLVED

1. that the Council confirms for the municipal year 2017/18:
 - (a) the structure, size and terms of reference of the committees, sub-committees and joint committees set out in sections D1, E2 and J2 of the Council's Constitution; and
 - (b) the allocation of seats and substitutes to these and other bodies, as listed in Appendix A to the report, in accordance with the political balance rules where they apply.
2. that the appointment of individual Members and substitutes to committees and other bodies be approved in accordance with the nominations submitted by the political groups, as attached at Appendix A to the minutes;
3. that the appointment of at least 1 Member of the Council to the Central Bedfordshire Health and Wellbeing Board be approved, as attached at Appendix B to the minutes;
4. that the appointment of the Chairmen and Vice-Chairmen of committees for the municipal year 2017/18 be approved in accordance with nominations as set out at Appendix C to the minutes;
5. to note that the following persons had been appointed to the Children's Services Overview and Scrutiny Committee as co-opted members with voting rights on education matters for the period May 2015 to the Annual Council Meeting in May 2019:
 - (a) Debbie Main, NORES (supporting Catholic education)
 - (b) David Morton, Church of England Diocesan
 - (c) Stephen Court, School Parent Governor
 - (d) Gillian Deans, School Parent Governor
 - (e) Emily Rowlands, School Parent Governor

C/17/10

Composition of the Executive and Scheme of Delegation of Executive Functions

The Council noted a report from the Leader of the Council setting out the composition of the Executive, including the names of the Councillors appointed to the Executive.

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

RESOLVED

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

C/17/11

Leader of the Council's Annual Report

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

(Note: The meeting commenced at 6.30 p.m. and concluded at 7.39 p.m.)

Chairman

Dated

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Appendix A

NOMINATIONS FOR MEMBERSHIP OF COMMITTEES 2017/18

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

<p>Social Care, Health & Housing Overview & Scrutiny Committee (9 members + 5 substitutes)</p>	<p>Cllr Angela Barker (C) Cllr Paul Downing (C) Cllr Paul Duckett (C) Cllr Ken Ferguson (C) Cllr Susan Goodchild (LD) Cllr Doreen Gurney (C) Cllr Peter Hollick (C) Cllr Gordon Perham (C) Cllr Andrew Turner (C)</p> <p>Substitutes Cllr Ray Berry (C) Cllr John Chatterley (C) Cllr Alison Graham (I) (for Cllr Goodchild) Cllr Roy Johnstone (C) Cllr Mark Versallion (C)</p>
<p>Sustainable Communities Overview & Scrutiny Committee (9 members + 5 substitutes)</p>	<p>Cllr David Bowater (C) Cllr Paul Downing (C) Cllr Alison Graham (I) Cllr John Kane (C) Cllr Mark Liddiard (C) Cllr Ken Matthews (C) Cllr David McVicar (C) Cllr Robert Morris (C) Cllr Brian Saunders (C)</p> <p>Substitutes Cllr Angela Barker (C) Cllr Charles Gomm (C) Cllr Roy Johnstone (C) Cllr Ian Shingler (I) Cllr Nigel Warren (C)</p>
<p>Audit (7 members + 4 substitutes)</p>	<p>Cllr Mike Blair (C) Cllr David Bowater (C) Cllr Paul Downing (C) Cllr David Lawrence (C) Cllr Robert Morris (C) Cllr David Shelvey (C) Cllr Adam Zerny (I)</p> <p>Substitutes Cllr Ray Berry (C) Cllr Jane Lawrence (C) Cllr Ian Shingler (I) Cllr Nigel Warren (C)</p>

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

<p>Licensing (12 members + 7 substitutes)</p>	<p>Cllr Ray Berry (C) Cllr David Bowater (C) Cllr John Chatterley (C) Cllr Kevin Collins (C) Cllr Ian Dalgarno (C) Cllr Amanda Dodwell (C) Cllr Ken Janes (C) Cllr Tom Nicols (C) Cllr Peter Smith (C) Cllr Tony Swain (L) Cllr Nigel Warren (C) Cllr Richard Wenham (C)</p> <p>Substitutes Cllr Angela Barker (C) Cllr Frank Firth (C) Cllr Doreen Gurney (C) Cllr Antonia Ryan (L) Cllr Brian Spurr (C) Cllr Mark Versallion (C)</p>
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A2. Joint Committee	Councillors
<p>Wixams Joint Development Control (9 members + 4 substitutes)</p>	<p>Cllr Angela Barker (C) Cllr Mike Blair (C) Cllr Fiona Chapman (C) Cllr Sue Clark (C) Cllr Paul Downing (C) Cllr Paul Duckett (C) Cllr James Jamieson (C) Cllr Ken Matthews (C) Cllr Andrew Turner (C)</p> <p>Substitutes Cllr Frank Firth (C) Cllr Charles Gomm (C) Cllr Robert Morris (C)</p>

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

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

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

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Appendix B

Health and Wellbeing Board Nominations and Membership

This body is not required to be politically proportionate.

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

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

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Appendix C

**NOMINATIONS FOR CHAIRMANSHIP / VICE-CHAIRMANSHIP OF
STANDING COMMITTEES 2017/18**

Committee	Chairman	Vice-Chairman
Corporate Resources Overview & Scrutiny	Cllr Paul Duckett	Cllr John Chatterley
Children's Services Overview & Scrutiny	Cllr Ken Ferguson	Cllr David Shelvey
Social Care, Health & Housing Overview & Scrutiny	Cllr Peter Hollick	Cllr Paul Downing
Sustainable Communities Overview & Scrutiny	Cllr David McVicar	Cllr Brian Saunders
Audit	Cllr Mike Blair	Cllr David Lawrence
Development Management	Cllr Ken Matthews	Cllr Ray Berry
General Purposes	Cllr Jane Lawrence	Cllr Gordon Perham
Licensing	Cllr Tom Nicols	Cllr Kevin Collins
Central Bedfordshire Health and Wellbeing Board	Cllr Brian Spurr	To be elected at the first meeting of the HWB on 12 July 2017

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COMPOSITION OF THE EXECUTIVE 2017/18

Members of the Executive	Deputies to Members of the Executive	Responsibility	Director
<p>Leader</p> <p><i>Cllr James Jamieson</i></p>		<ul style="list-style-type: none"> • Vision & Strategy • External Relations • National, Regional and Sub- Regional Partnerships • Overview and Scrutiny policy • Communications and Corporate Reputation • Consultation & Engagement • Emergency Planning and Business Continuity Planning 	<p>Richard Carr, Chief Executive</p> <p>Charles Warboys, Director of Resources</p> <p>Sue Harrison, Director of Children’s Services</p>
<p>Deputy Leader and Executive Member for Corporate Resources</p> <p><i>Cllr Richard Wenham</i></p>	<p>Cllr Kevin Collins</p>	<ul style="list-style-type: none"> • Corporate Performance Management • Diversity & Social Cohesion • Customer Relations • Efficiencies Programme • Medium Term Financial Plan • Annual Revenue Budgets • Capital Investment • Treasury Management • Budget Monitoring & Financial Performance • Financial Control • Revenues and Benefits • Human Resources, Learning and Development • Legal Services • Governance Services • Corporate Procurement 	<p>Richard Carr, Chief Executive</p> <p>Charles Warboys, Director of Resources</p> <p>Quentin Baker, Assistant Director Legal Services (Monitoring Officer)</p> <p>Julie Ogle, Director of Social Care, Health and Housing</p>

Members of the Executive	Deputies to Members of the Executive	Responsibility	Director
		<ul style="list-style-type: none"> • Audit • ICT • Customer Services • Coroner and Registrars • Town and Parish Council* • Community Resilience* • Community Engagement* • Stronger Communities* *See Cllr Stock	
<p>Executive Member for Health</p> <p><i>Cllr Brian Spurr</i></p>	<p>*Cllr Tracey Stock (including Town and Parish Council matters, Community Resilience, Community Engagement and Stronger Communities)</p>	<ul style="list-style-type: none"> • NHS Liaison • Improving health & wellbeing of Central Bedfordshire • Public Health Services • Health and Well-being Board 	<p>Sue Harrison, Director of Children’s Services</p> <p>Julie Ogle, Director of Social Care, Health and Housing</p> <p>Muriel Scott, Director of Public Health</p>
<p>Executive Member for Education and Skills</p> <p><i>Cllr Steven Dixon</i></p>	<p>Cllr Gary Tubb</p>	<ul style="list-style-type: none"> • Schools support • Educational Standards & Achievement • School organisation • Understanding businesses’ skills requirements • Adult learning and skills • Property and Asset Management 	<p>Sue Harrison, Director of Children’s Services</p> <p>Jason Longhurst, Director of Regeneration and Business</p> <p>Marcel Coiffait, Director of Community Services</p>

<p>Executive Member for Regeneration</p> <p><i>Cllr Nigel Young</i></p>	<p>Cllr Sue Clark</p> <p>Cllr Anthony Brown</p>	<ul style="list-style-type: none"> • Planning and Development Strategy • Housing Strategy and RSL liaison • Development Management • Economic Development and Physical Regeneration • Business Growth, Inward Investment and Employment • Building Control • Environment and Climate Change • Transport Strategy • Joint responsibility for Tourism with the Executive Member for Community Services and only Cllr Young has delegated powers for decision-making purposes 	<p>Jason Longhurst, Director of Regeneration and Business</p> <p>Julie Ogle, Director of Social Care, Health and Housing</p>
<p>Executive Member for Community Services</p> <p><i>Cllr Ian Dalgarno</i></p>	<p>Cllr Budge Wells</p> <p>Cllr Caroline Maudlin (inc. Volunteering)</p>	<ul style="list-style-type: none"> • Community Safety and Public Protection • Waste Management • Highways & Transportation • Leisure, Sport and Recreation • Libraries, Museums and Culture • Countryside Access and Archives • Joint responsibility for Tourism with the Executive Member for Regeneration, and only Cllr Young has delegated powers for decision-making purposes. 	<p>Marcel Coiffait, Director of Community Services</p>

COUNCIL MEETING – 20 JULY 2017

**Recommendation to Council from the Executive meeting held on
20 June 2017**

**E/17/14 March 2017 Capital Budget Monitoring Provisional Outturn Report
(subject to audit)**

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that set out the provisional capital outturn for 2016/17 as at the end of March 2017.

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

RESOLVED

- 1. that the capital gross provisional outturn position, which was a spend of £98.7M (£94.2M in 2016/17) be noted, demonstrating the continued significant capital investment made by Central Bedfordshire to support its community;**
- 2. that the net overspends between £150K and £500K be approved. Only two schemes were over budget by this amount – a) New Highways Contract Mobilisation in Community Services £0.219M (see paragraph 59 in Appendix A to the report) and b) Information Assets £0.329M (see paragraph 96 in Appendix A to the report);**
- 3. that the proposed gross deferred spend of £41.6M (£22.6M net) from 2016/17 to 2017/18, as detailed at Appendix B to the report, be noted. This was approved by the Leader, Deputy Leader, Chief Executive Officer and Director of Resources under a delegated authority given by the Executive on 4 April 2017 due to the accelerated timescale for the accounts closure.**

RECOMMENDED to Council

that the net overspend on the following items be approved:

- Woodside Link £8.01M (see paragraph 55 in Appendix A to the report);***
- New Schools Places £2.32M (see paragraph 21 in Appendix A to the report); and***
- Stratton Park Infrastructure Works £0.70M (see paragraph 37 in Appendix A to the report).***

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Central Bedfordshire Council

COUNCIL

Thursday, 20 July 2017

Audit Committee Activity - 2016/17 Annual Report

Report of: Cllr Mike Blair, Chairman of the Audit Committee
(Mike.Blair@centralbedfordshire.gov.uk)

Responsible Director(s): Charles Warboys, Director of Resources,
(Charles.Warboys@CentralBedfordshire.gov.uk)

Purpose of this report

1. This report to Council summarises the activities of the Audit Committee during the 2016/17 financial year, as required under the Audit Committee's Terms of Reference.

RECOMMENDATIONS

Council is asked to:

1. **note the work activity of the Audit Committee.**

Overview and Scrutiny Comments/Recommendations

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

Background

3. Central Bedfordshire Council has within its Constitution a requirement to have in place an Audit Committee. Paragraph 4.2.2 of the Audit Committee's Terms of Reference requires an annual report to be made by the Chairman of the Audit Committee to Council on the Committee's activities. This report covers the Committee's activity during 2016/17.
4. Throughout the year the Committee has continued to make a positive contribution to the Council's overall governance and control arrangements, including risk management.

Membership and Meetings

5. There are seven members of the Audit Committee. During 2016/17, the Committee was chaired by Councillor Mike Blair, and Councillor David Lawrence served as vice chairman.

6. The Audit Committee normally meets formally on a quarterly basis. This report summarises the activity of the four meetings held during the period June 2016 to April 2017.

Internal Audit Activity

7. The Committee has continued to monitor the work of Internal Audit. During the year, the Audit Committee:
 - a) Considered the Internal Audit Annual Report 2015/16, prepared by the Head of Internal Audit and Risk, which presented an opinion on the effectiveness of Central Bedfordshire Council's internal control environment and summarised the internal audit activity upon which that opinion was based. The report concluded that, in general, the key controls in place continued to be adequate and effective such that reasonable assurance could be placed on the operation of the Council's function.
 - b) Received regular internal audit progress reports setting out progress against the delivery of the Internal Audit Plan. The progress reports have included Internal Audit opinions given for individual reviews.
 - c) Received regular reports monitoring the progress made against the implementation of high priority recommendations arising from Internal Audit inspections.
 - d) Approved the updated 2017-19 (remaining 2 years) Internal Audit Plan at the April 2017 meeting.
 - e) Approved revisions to the Internal Audit Charter in January 2017 to ensure continued consistency with the updated Public Sector Internal Auditing Standards (PSIAS).
 - f) In response to a previous Internal Audit report, considered updates from ICT Management both at the September 2016 and April 2017 meetings setting out the progress made in the development and approval of an IT Disaster Recovery Plan.

Activity relating to Financial Reporting

8. During the year, the Audit Committee:
 - a) Received a presentation on the draft 2015/16 Statement of Accounts at the June 2016 meeting. All Council Members were invited and many took the opportunity to pose questions relating to the financial statements.

- b) Considered the 2015/16 final Statement of Accounts at the September 2016 meeting, and the Letter of Representation, following the external audit. These were subsequently approved and signed by the Chair of the Audit Committee.
- c) Considered, at the January 2017 meeting, a report by the Chief Finance Officer which summarised key changes in the Statement of Accounts for 2016/17.

External Audit Issues

- 9. The Committee has monitored the work of the Council's external auditors. During the year, the Audit Committee:
 - a) received and considered regular external audit progress reports
 - b) received and considered the Audit Fee Letter from Ernst and Young, setting out the audit and certification fees for 2016/17
 - c) considered the Certification of Claims and Returns Annual Report 2015/16, and
- 10. Ernst and Young's Annual Results Report was also received by the Committee in September 2016. This report summarised the key findings from their audit, and provided the Committee the opportunity to consider the issues arising. The report indicated that the accounts would receive an unqualified opinion and this was confirmed in the Annual Audit Letter presented to the Committee in January 2017. This also confirmed that the Council had put in place proper arrangements to secure value for money in its use of resources.
- 11. Considered changes to the arrangements for the appointment of External Auditors following the closure of the Audit Commission and the end of the transitional arrangements together with the options available for arranging the first appointment of an External Auditor by 31 December 2017. The Committee unanimously supported the officer recommendation to opt in to procurement of external audit services through a Sector Led Body and recommended that approach to Council for approval.

Public Interest Disclosure regarding the Partnership the Council has entered into for Legal Services

- 12. Further to previous verbal updates to the Committee, at the June 2016 meeting the external auditors formally reported the findings from their investigation which concluded that there had been no unlawful actions. Some weaknesses in some aspects of the Council's written documentation and evidence to support the decision making process were identified.

Recommendations were made to address these weaknesses for any similar future procurement which have been accepted and implemented.

Revised Local Code of Corporate Governance

13. Considered and approved an updated Local Code of Corporate Governance at the April 2017 meeting to ensure continuing adherence to best practice following a revision to CIPFA's Delivering Good Governance in Local Government Framework in 2016 which defines the principles that should underpin the governance of every council.

Annual Governance Statement

14. The Committee considered the draft Annual Governance Statement at its meeting in June, and approved it as a basis for submission to the Leader and Chief Executive to be formally signed. This statement is intended to demonstrate how the Council has achieved the principles contained in the Code of Corporate Governance. The final Annual Governance Statement was presented to the Committee alongside the 2015/16 Statement of Accounts in September 2016.

Risk Management Activity

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

Anti Fraud and Corruption Activity

16. Considered an update on the work of the Corporate Fraud Team which included some examples of several recent investigations to illustrate the work undertaken.
17. At its April 2017 meeting, the Committee considered an update on the operation of the Risk Based Verification (RBV) Policy for Housing Benefit and Local Council Tax Support Assessments. The 2017/18 Policy was approved.

Revised Confidential Reporting Code

18. Considered and approved revisions to the Confidential Reporting Code (Whistle Blowing Policy) at the January 2017 meeting.

Impact of New Developments and Legislation

19. The Committee has been updated throughout the year by finance staff, and both the internal and external auditors on other matters relevant to the role of the Committee.

These matters include economic and public sector issues, accounting, auditing and regulatory matters such as the economic forecast, the accelerated deadlines regarding the closure and auditing of financial statements for 2017/18, accounting and reporting by Pension Funds, accounting for Transport Infrastructure Assets for which the Committee was informed of the initial delay and then cancellation of the requirement to amend accounting for these assets. Where appropriate, the Committee has sought responses on key issues for the Council identified from these updates. During another year of significant change in matters requiring scrutiny by the Audit Committee, such guidance has proved invaluable, and the respective officers and the external auditors are to be thanked for their various contributions.

20. At its June 2016 meeting, the Committee received an update on recent developments in respect of the Local Government Pension Scheme, which provided an update on the governance arrangements and outlined the Fund's position. A further update was presented to the January 2017 Committee. These updates provided details of the performance of the fund along with governance and regulatory changes.

Council Priorities

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

Corporate Implications

Legal Implications

22. None directly from this report.

Financial and Risk Implications

23. None directly from this report.

Equalities Implications

24. None directly from this report.

Conclusion and next Steps

25. Through its work the Audit Committee has:
 - a) provided independent assurance on the adequacy of the risk management framework and associated control environment;
 - b) provided independent scrutiny of the Council's financial and non financial performance to the extent that it affects the Council's exposure to risk and weakens the control environment; and

c) has overseen the statutory financial reporting process.

26. In discharging its role, the Committee has been supported by Internal Audit and Risk, the external auditors, and Finance staff.

Appendices

None

Background Papers

None

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BEDFORDSHIRE FIRE AND RESCUE AUTHORITY

REPORT OF BEDFORDSHIRE FIRE AND RESCUE AUTHORITY FROM ITS MEETING ON 27 APRIL 2017 TO CENTRAL BEDFORDSHIRE COUNCIL

Bedfordshire Fire and Rescue Authority (FRA) held a meeting on 27 April 2017 at Dunstable Community Fire Station. The major issues discussed at the meeting are summarised below:

1. **COMMUNICATIONS**

Correspondence from the Rt Honourable Brandon Lewis, MP

Members were advised that correspondence from the Policing and Fire Services Minister had been received relating to the application of the representation model to fire and rescue authority combination schemes governing the 26 Combined Fire and Rescue Authorities in the country. The Minister had now confirmed that variation of the combination schemes would be required to enable the Police and Crime Commissioner to be granted voting rights on combined authorities.

As a general election had recently been called for 8 June 2017 with a period of purdah commencing on 3 May 2017, it was unlikely that any change would be implemented before that date.

Members were advised that this was a separate process from that set out in the Policing and Crime Act to enable the Police and Crime Commissioner to develop a business case to assume responsibility for the governance arrangements of fire and rescue services.

Visit from Police Workforce and Capability Unit

The Service had recently hosted a visit from staff from the Home Office's Police Workforce and Capability Unit. The Unit had recently been given responsibility for fire and rescue services and had visited both Bedfordshire Police and the Service Headquarters. Particular interest was expressed in the Service's LearnPro and PDRPro training management and recording systems.

Emergency Services Hubs

Positive publicity had been generated at recent events in Bedford and Ampthill highlighting partnership use of the Service's Fire Stations. Events in Bedford with the Road Victims Trust, The Police and Midlands Search and Rescue in Ampthill with Bedfordshire Police had been covered by the local press.

It was recognised that the local community in Ampthill welcomed the return of a police presence in the town.

CIPFA Innovation Award

The fire and risk indemnity company, of which the Authority was a part, had been entered into the inaugural CIPFA Public Finance Innovations Awards under the category of alternative service delivery model. The company had been shortlisted at the awards ceremony held in London on 20 April 2017.

Due to the timing of the application process, the company had not been able to submit its first year's operating accounts. The company had generated a surplus in its first year of operation and this surplus would be held in reserve rather than providing a profit to a private insurance company.

2. CORPORATE SERVICES POLICY AND CHALLENGE GROUP 14 MARCH 2017

Councillor Headley submitted the draft Minutes of the meeting of the Corporate Services Policy and Challenge Group held on 14 March 2017 and drew Members' attention to the recommendation to the Fire and Rescue Authority to adopt the updated Treasury Management Strategy Statement, the Minimum Revenue Provision Policy and Annual Investment Strategy and the Treasury Management Practices. There had been no material changes to the documents and these were agreed by the Fire and Rescue Authority.

He highlighted the discussion around the performance of IM1 (the number of mission critical services resolved within 1 hour), where the small numbers involved meant that the target had been missed as the result of one incident. This had informed the consideration of the targets for 2017/18, as the target for this indicator had been reduced from 98% to 80% using the rationale that if one incident took longer than an hour to resolve, the target would be missed.

3. AUDIT AND STANDARDS COMMITTEE 16 MARCH 2017

Councillor Chapman submitted the draft Minutes of the meeting of the Audit and Standards Committee held on 16 March 2017. The Committee had recommended that the amended financial regulations and the 2016/17 Annual Review of Effectiveness and associated Action Plan for 2017/18 be approved and had also requested that consideration be given to amending the key recording Member attendances attached as an appendix to the Review of Effectiveness to decrease the level of detail included.

Members were reminded that the key had increased in complexity as a result of a desire to account for absences at meetings, as Members of the Fire and Rescue Authority were in receipt of allowances that were based upon a prescribed number of days' work that were commensurate with their individual roles on the Authority and there had been Members in the past whose attendance was not satisfactory.

Members recognised the importance of recording absences that were the result of Member commitments with their constituent councils.

The view was also expressed that a number of Members held roles within the Authority that required them to attend briefings and meetings which were not currently being recorded in the record of attendance included in the annual Review of Effectiveness. A more accurate record would be produced if these commitments were also included.

The Fire and Rescue Authority's annual Review of Effectiveness and the associated Action Plan for 2017/18 was approved for incorporation into the Annual Governance Statement, with the key for Member attendances being amended to identify absences as being either notified (N), notified – constituent council commitment (N-C) or un-notified (U).

4. HUMAN RESOURCES POLICY AND CHALLENGE GROUP 21 MARCH 2017

Councillor Waheed submitted the draft Minutes of the meeting of the Human Resources Policy and Challenge Group held on 21 March 2017.

She advised that the new HR and payroll system, i-Trent, had been successfully implemented in February 2017. The Policy and Challenge Group had recognised the amount of hard work carried out within existing resources to enable a smooth transition to the new system.

There had been an Improvement in performance against the indicator measuring recruitment of minority ethnic staff across the whole organisation (EQ2) from the previous quarter but it was still under the target level. Work was being undertaken to raise awareness of vacancies within the Service amongst local community groups and the Service was also working with the Police to strengthen its positive action plan.

The Policy and Challenge Group had agreed the performance targets and the Corporate Health and Safety Objectives for 2017/18. It had also received an update on progress made against the 2016/17 Corporate Health and Safety Objectives and, in its review of the Corporate Risk Register, had noted that the 12 new whole time firefighters would be undertaking a Foundation Training course in June and were expected to attend stations in September 2017.

In response to a comment, it was confirmed that the Service was liaising with the Police to share lessons learnt from the implementation of i-Trent and to learn from the Police's successful recruitment campaign that had resulted in 34% of new recruits being from Black and Minority Ethnic backgrounds.

5. SERVICE DELIVERY POLICY AND CHALLENGE GROUP 23 MARCH 2017

Councillor Mingay submitted the draft Minutes of the meeting of the Service Delivery Policy and Challenge Group held on 23 March 2017.

He advised that there had been four confirmed fire fatalities during the year but that this might rise to five subject to the result of a Coroner's inquest. The Service target level for fire fatalities was fewer than three.

Performance against the indicators measuring arson was varied, with arson fires still reporting as amber, but deliberate building fires had achieved 50% better than its target. The Policy and Challenge Group had identified that this was an area that would benefit from closer collaboration with the Police.

Councillor Downing, the Authority's representative on the Joint Collaboration Working Group, advised that he had suggested the introduction of an Arson Task Force at the most recent Working Group meeting.

Arson was now listed on the Collaboration Action sheet and that it would be considered further by the Working Group.

The new Automatic Fire Alarm policy had been implemented at the beginning of the month and the Service was now not responding to calls from occupied commercial properties during office hours unless the fire has been confirmed. This was monitored daily and any impacts of the policy would be reviewed by the Policy and Challenge Group.

Councillor Mingay reported on the wide range of collaborative work in which the Service was involved. The forced entry pilot had been successful, and the Service had been the first emergency service in attendance on 63 of the 220 incidents attended. Service personnel also provide medical response within the corresponding scheme. All fire fighters were First Person on the Scene (FPoS) qualified to enable them to assist individuals in life threatening situations.

It was noted that the customer satisfaction with the Service had increased from 98% in the previous period to 99%.

6. DISPOSAL OF ASSETS UNDER THE SCHEME OF DELEGATED AUTHORITY

Members received a report setting out the assets disposed of during 2016/17 and assets due to be disposed of during 2017/18 under the Scheme of Delegation for Members' information and requesting authorisation for the disposal of two assets over the £10,000 threshold set out in the Authority's Scheme of Delegation. Income generated from the disposal of assets was placed in a reserve to purchase replacement equipment.

The Chief Executive of the Office of the Police and Crime Commissioner for Bedfordshire requested that Bedfordshire Police be offered first refusal of assets before they were disposed of to other parties as the Force may find them of use or be able to prevent equipment being obtained by organised crime groups.

It was acknowledged that the Service was restricted in how it could dispose of its assets and that the vast majority of disposals were of equipment that was at the end of its usable life. Closer liaison with the Police on disposals could be considered.

The Fire and Rescue Authority authorised the disposal of two assets over the £10,000 threshold set out in the Authority's Scheme of Delegation.

7. INFORMATION BULLETIN

Members received the information bulletin for the period 1 January-31 March 2017 and noted that there were a number of incidents involving bariatric patients. They were advised that the Service had a special bariatric unit based in Dunstable and this provided sufficient coverage for the whole of the county.

The Chairman passed on compliments received from an ASDA regional manager relating to the conduct and professionalism displayed by the fire fighters and Officers attending the recent fire at the ASDA in Stopsley.

It was suggested that the record of member attendance be sent to leaders of the constituent councils so that they could hold the Members of their authorities to account in relation to fulfilling their duties as an appointed Members to the Fire and Rescue Authority.

**COUNCILLOR MCVICAR
MEMBER OF BEDFORDSHIRE FIRE AND RESCUE AUTHORITY**

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BEDFORDSHIRE FIRE AND RESCUE AUTHORITY

REPORT OF BEDFORDSHIRE FIRE AND RESCUE AUTHORITY FROM ITS MEETING ON 25 MAY 2017 TO CENTRAL BEDFORDSHIRE COUNCIL

Bedfordshire Fire and Rescue Authority (FRA) held a meeting on 25 May 2017 at Fire and Rescue Headquarters, Southfields Road, Kempston. The major issues discussed at the meeting are summarised below:

1. MEMBERSHIP

There had been two changes to the membership from the previous year. Luton Borough Council had appointed Councillors Khan and Saleem in the place of Councillors Ayub and Riaz.

2. ELECTION OF CHAIR 2017/18

Councillor Atkins was duly elected as Chair of the Fire and Rescue Authority for 2017/18.

3. ELECTION OF VICE CHAIR 2017/18

Councillor Downing was duly elected as Vice Chair of the Fire and Rescue Authority for 2017/18.

4. COMMUNICATIONS

Manchester Arena Terror Attacks

The Fire and Rescue Service had participated in the nationwide minute of silence to remember the victims of the terror attack at Manchester Arena which had taken place on 22 May 2017.

Former Councillor Richard Baker

Former Councillor Richard Baker, who had previously been a long-standing County Councillor and Member of the Fire and Rescue Authority, as well as a Station Commander at Potton Station, had recently passed away at the age of 93.

The Fire and Rescue Service had written a letter of condolence to his family and it was likely that there would be a Service presence at his memorial service.

Code of Practice for the Flammability of Children's Dress Up Clothing

The British Retail Consortium had recently issued new codes of practice relating to the flammability of children's dress up clothing which increased the current standard by 30%. The Service had been very active in the campaign and this had been recognised by the Bedfordshire Fire and Rescue Service logo being placed on the Code of Practice in the list of contributors.

Launch of Replacement Special Rescue Unit

This had taken place on 4 May 2017 and had been very successful. A number of Authority Members had attended and positive feedback had been received.

Lord Lieutenant's Service of Thanksgiving

The Chief Fire Officer had attended the event and Keiron Stephenson, the Lord Lieutenant's Fire Service Cadet, had given a reading at the Service of Thanksgiving held on 7 May 2017. Positive feedback had been received on his representation of both the Service and the Authority.

Annual Service of Thanksgiving at the National Arboretum

The Chief Fire Officer and former Chairman had attended the annual International Service of Thanksgiving held on 14 May 2017 at the National Arboretum.

Police and Crime Commissioner

Councillor McVicar reported that he had written a letter on behalf of the Members of the Authority wishing Kathryn Holloway a speedy recovery. She had responded and had requested that her thanks and best wishes be passed on to the Members of the Authority.

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

Councillors Downing, Mingay and Waheed were authorised to report to their respective Constituent Councils on meetings of the Fire and Rescue Authority during 2017/18.

6. REPRESENTATION ON THE AUDIT AND STANDARDS COMMITTEE, POLICY AND CHALLENGE GROUPS, ETC. IN 2017-18

Members were appointed to serve on the following Groups/Committees for 2017/18:

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

Membership of the Local Strategic Partnerships for 2017/18 was confirmed as follows:

Bedford	Councillor Mingay
Central Bedfordshire	Councillor Downing
Luton	Councillor Waheed

It was agreed that Councillor Downing continue in his role as the Member representative on the Blue Light Collaboration Group.

7. DECISION MAKING BETWEEN MEETINGS, BRIEFINGS ETC.

Members agreed that the Fire and Rescue Authority (FRA) Chair and Vice Chair, together with the three Chairs of the FRA's Policy and Challenge Groups for 2017/18, be appointed as an Executive Panel for the purposes of Authority decision making between meetings, involvement in briefings, Selection Panels, hearing collective grievances/collective disputes and other related matters for 2017/18.

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

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

The Police and Crime Commissioner for Bedfordshire, Ms Kathryn Holloway, was invited to attend all meetings of the Executive as an observer.

8. REPRESENTATION ON LOCAL GOVERNMENT ASSOCIATION (LGA) MATTERS 2017/18

The Fire and Rescue Authority agreed its representation on Local Government Association bodies and at the LGA Annual Fire Conference in March 2018.

9. MEMBER DEVELOPMENT

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

Councillors Duckett and Khan were nominated to attend the LGA Fire Leadership Essentials Programme on 18 and 19 October 2017 at Warwick Conference Centre, Coventry.

It was agreed that the Chair and Vice Chair be nominated to attend the full Combined Fire Authorities' conference in Wyboston on 12 October 2017, with all Members of the Authority able to attend the day event.

10. INFORMATION BULLETIN

Members considered the Information Bulletin covering the period 1 January-31 March 2017. There had been no fire fatalities during the reporting period.

In response to a comment on the number of leavers during the reporting period, Members were advised that the Service kept its recruitment profile under review to respond to fluctuations. The Service had also recruited a small number of transfers-in from other fire and rescue services.

The majority of leavers during the reporting period had been retained staff or support staff. It was acknowledged that the recruitment and retention of retained staff was an ongoing issue. For operational staff, the Service had a non-predicted level of turnover of 4%, which compared extremely favourably to the average retention figures collected by the Chartered Institute of Professional Development (CIPD).

**COUNCILLOR DOWNING
MEMBER OF BEDFORDSHIRE FIRE AND RESCUE AUTHORITY**