

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

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



**Central  
Bedfordshire**

**please ask for** Leslie Manning

**direct line** 0300 300 5132

**date** 12 June 2017

## **NOTICE OF MEETING**

### **GENERAL PURPOSES COMMITTEE**

Date & Time

**Thursday, 22 June 2017 10.00 a.m.**

Venue at

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

Richard Carr  
**Chief Executive**

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

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

[Named Substitutes:

Cllrs R D Berry, D Bowater, N B Costin, E Ghent, Ms A M W Graham,  
D J Lawrence and M A G Versallion]

All other Members of the Council - on request

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

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## AGENDA

1. **Apologies for Absence**

To receive apologies for absence and notification of substitute Members.

2. **Minutes**

To approve as a correct record the minutes of the meetings of the General Purposes Committee held on 30 March 2017 and 18 May 2017 (copies attached).

3. **Members' Interests**

To receive from Members any declarations of interest.

4. **Chairman's Announcements and Communications**

To receive any announcements from the Chairman and any matters of communication.

5. **Petitions**

To receive petitions from members of the public in accordance with the Public Participation Procedure as set out in Annex 2 of Part A4 of the Constitution.

6. **Questions, Statements or Deputations**

To receive any questions, statements or deputations from members of the public in accordance with the Public Participation Procedure as set out in Annex 1 of Part A4 of the Constitution.

### Reports

<b>Item</b>	<b>Subject</b>	<b>Page Nos.</b>
7.	<b>Market Rate Supplement Payments - Annual Update</b>  To consider an update on the current application of market rate supplements to posts across Central Bedfordshire Council.	* 11 - 20
8.	<b>Corporate Style of Minutes</b>  To consider the corporate minute style used for meetings at Central Bedfordshire Council.	* 21 - 28

9. **Reordered Constitution** + To Follow  
To consider the reordered version of the Council's Constitution.
10. **Work Programme** \* 29 - 32  
To consider the Committee's work programme.

**CENTRAL BEDFORDSHIRE COUNCIL**

At a meeting of the **GENERAL PURPOSES COMMITTEE** held at Room 15, Priory House, Chicksands, Shefford on Thursday, 30 March 2017

**PRESENT**

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

Cllrs Mrs A L Dodwell  
P Hollick  
K C Matthews

Cllrs N Warren  
R D Wenham

Apologies for Absence: Cllrs Mrs C F Chapman MBE  
J G Jamieson

Substitutes: Cllrs D J Lawrence (In place of Mrs C F Chapman MBE)  
J N Young (In place of J G Jamieson)

Members in Attendance: Cllr R D Berry

Officers in Attendance: Mr Q Baker – AD Legal Services (Monitoring Officer)  
Mr L Manning – Committee Services Officer

GPC/16/33. **Minutes**

**RESOLVED**

**that the minutes of the meeting of the General Purposes Committee held on 8 December 2016 be confirmed and signed by the Chairman as a correct record.**

GPC/16/34. **Members' Interests**

None.

GPC/16/35. **Chairman's Announcements and Communications**

None.

**GPC/16/36. Petitions**

No petitions were received from members of the public in accordance with the Public Participation Procedure as set out in Annex 2 of Part A4 of the Constitution.

**GPC/16/37. Questions, Statements or Deputations**

No questions, statements or deputations were received from members of the public in accordance with the Public Participation Procedure as set out in Annex 1 of Part A4 of the Constitution.

**GPC/16/38. Reordering and Indexing of the Constitution - Indication of Proposals**

Consideration was given to a report which provided the Committee with an update on the progress made on re-ordering and indexing the Constitution.

Points and comments included:

- an explanation by the Chairman as to why the Constitution had arisen in its current format and, in particular, how the Constitution had been envisaged as a transitional document. A Member who had worked on drafting the Constitution also advised of the circumstances which had led to the current format being adopted.
- confirmation by the Assistant Director of Legal Services (Monitoring Officer) that there were no changes to the substance of the document. He added that the aim of the proposed re-ordering was to bring the organisation of the Constitution in-line with the standard template modular form already adopted by the vast majority of local authorities. Those users of the re-ordered Central Bedfordshire Constitution would, therefore, find the change advantageous if they needed to refer to the constitutions of other councils. In addition, the standardisation of the order of contents would make the Central Bedfordshire Constitution far easier to use by anyone with prior experience of other councils' constitutions.
- the possible provision of a glossary at the end of the re-ordered document and the inclusion of the rules for Licensing. The Assistant Director of Legal Services (Monitoring Officer) undertook to provide the glossary and incorporate the rules for Licensing under Part 5 of the re-ordered Constitution which would be renamed 'Codes and Protocols'.

**RESOLVED**

- 1 that the proposed re-ordered Constitution be approved;**
- 2 that the Assistant Director Legal Services (Monitoring Officer) be authorised to finalise the re-ordering of the Constitution and make**

**consequential or incidental changes to the Constitution necessary to finalise the re-ordering in consultation with the Chairman of the General Purposes Committee.**

GPC/16/39. **Report on the Arrangements for Ethical Standards**

The Committee received a report which summarised the Council's ethical governance and arrangements since March 2016.

Points and comments included:

- the return rate for completed town and parish councillor register of interest forms stood at 97%. The Assistant Director Legal Services (Monitoring Officer) praised the contribution made by the Administrative Support Officer (Governance Services) in attaining this figure.
- the appointment of the then seven Independent Persons expired at the end of March 2017. The Council had, however, confirmed the extension of the appointment of four Independent Persons until September 2020. This number was sufficient to avoid any conflict of interest arising during the investigation of a complaint made under the Code of Conduct.
- the number of new complaints made under the Code of Conduct had fallen substantially in comparison with the same period in 2016 (down from 10 to 2) and was spread across two town and parish councils. This reflected the overall historic downward trend in the number of new complaints received.
- since August 2014 there had been an ongoing discussion with town and parish council Clerks on ethical matters. Such training meant that queries were dealt with at the earliest opportunity and this had helped prevent complaints developing. Members expressed their appreciation of the major contribution made by training towards the reduction in the number of Code of Conduct cases.
- with regard to the reference in paragraph 6 of the report to a list of sanctions available to the Standards Sub-Committee for application in the event of a breach of the Code of Conduct, the Committee noted that the list could actually be found in paragraph 34 of Appendix A and not paragraph 11 as was stated. Following comment on the restricted nature of the sanctions available the Chairman reminded Members that the action which could be taken by local authorities was the result of the change in rules introduced by central government.

**NOTED**

**how the Council has complied with its obligations in respect of ethical standards under the Localism Act 2011 for the five months since October 2016.**

**GPC/16/40. Review of Updates to the Constitution: January - February 2017**

The Committee considered the report of the Executive Member for Corporate Resources which set out the changes made under the Monitoring Officer's delegated powers to the Council's Constitution between January and February 2017.

**NOTED**

**the changes made under the Monitoring Officer's delegated powers to maintain the Council's Constitution, as set out in Appendices A and B to the report.**

**GPC/16/41. Work Programme**

Members considered a report which set out the Committee's work programme.

Points and comments included:

- the small number of reports due to be considered by the Committee at its meeting on 24 August 2017.

**RESOLVED**

- 1 that, at his discretion, the Assistant Director Legal Services (Monitoring Officer) submit his next update on the Council's arrangements for ethical standards to the General Purposes Committee on either 22 June or 26 October 2017;**
- 2 that, subject to no urgent need arising, the meeting of the Committee scheduled to be held on 24 August 2017 be cancelled.**

(Note: The meeting commenced at 10.00 a.m. and concluded at 10.25 a.m.)

Chairman .....

Dated .....



**CENTRAL BEDFORDSHIRE COUNCIL**

At a meeting of the **GENERAL PURPOSES COMMITTEE** held at Council Chamber, Priory House, Monks Walk, Shefford on Thursday, 18 May 2017

**PRESENT**

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

Cllrs	Mrs C F Chapman MBE	Cllrs	K C Matthews
	Mrs A L Dodwell		N Warren
	P Hollick		S Watkins
	J G Jamieson		R D Wenham
	D J Lawrence		A Zerny

Apologies for Absence: Cllr B J Spurr

Substitutes: Cllr D Lawrence for B Spurr

Members in Attendance:	Cllrs	Mrs A Barker	Mrs C Hegley
		R D Berry	K Janes
		M C Blair	J Kane
		D Bowater	M Liddiard
		A D Brown	D McVicar
		J Chatterley	R Morris
		Mrs S Clark	T Nicols
		K M Collins	A Ryan
		N B Costin	B Saunders
		I Dalgarno	J A G Saunders
		S Dixon	D Shelvey
		P Downing	Mrs T Stock
		P A Duckett	I Shingler
		K Ferguson	T Swain
		F Firth	A M Turner
		E Ghent	B Wells
		Mrs S A Goodchild	J N Young
		Ms A M W Graham	

Officers in Attendance:	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  
Mrs C Shohet

- Committee Services Officer  
- Assistant Director of Public Health

GPC/17/1. **Membership of the Appointments Panel**

The Committee received nominations from the Group Leaders in relation to the appointment of Members to the Appointments Panel.

**RESOLVED**

1. **that Members be appointed to the Appointments Panel, as attached at Appendix A to the minutes; and**
2. **to note that the Appointments Sub-Committee will be appointed by the Monitoring Officer and will be composed of 3-5 Members (normally 2-4 Conservatives and 1 Independent, including at least 1 Executive Member) plus 3 substitutes (normally 2 Conservatives and 1 Independent).**

(Note: The meeting commenced at 7.39 p.m. and concluded at 7.41 p.m.)

Chairman .....

Dated .....

Central Bedfordshire Council

GENERAL PURPOSES COMMITTEE

22 June 2017

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**Market Rate Supplement Payments – Annual Update**

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

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

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**Purpose of this report**

To receive an update about the current application of market rate supplements to posts across Central Bedfordshire Council.

**RECOMMENDATIONS**

The Committee is asked to:

To note the annual update about the current application of market rate supplements to posts across Central Bedfordshire Council

**Background**

1. Since 2013 the Committee has requested an annual update regarding the application of market rate supplements (MRS) to posts across the Council to inform and help the Committee's understanding of the use and value of the market rate supplement policy.
2. This report provides information covering:
  - The number of MRS payments against salary bands
  - The number of MRS payments by MRS band
  - The percentage cost of MRS payments against the total salary bill by directorate
  - Staff turnover in the service areas in receipt of MRS.
3. The application of an MRS is an attempt to bridge the gap between the Council's salary levels and the current 'market' rate of pay for professionals who are key to the delivery of Council services.
4. The basic annual salary applied to any individual post is determined by the job evaluated grade in accordance with the application of the appropriate job evaluation scheme. The Council has two separate job evaluation schemes, the NJC scheme (National Joint Council for local government employees) and the Hay job evaluation scheme for posts above approximately £29.5k (CBG 10).

5. The application of job evaluation ensures that all staff undertaking work of equal value receive the same level of pay and therefore we avoid generating inequality issues regarding pay and work of equal value and minimise the risk of equal pay claims.
6. However when applying the job evaluated grade to the Council's salary scales the salary for certain posts does not equate to a current market rate.
7. Despite the high levels of investment both nationally and locally to increase the number of employees with the skills required for the economy, there is still a high demand for experienced, skilled professionals in certain service areas across the Council and consequently MRS payments continue to be needed and in some instances the value of the MRS has had to be increased.
8. In recent years we have really focused on strengthening our in-house social worker team in Children's Services reducing reliance on agency interims and recruiting permanent staff. Recognising the challenge with the market we implemented an initiative to differentiate the level of MRS payment made to different teams so that the social workers in the teams that have the most demanding roles are provided with a higher level of MRS and the MRS to newly qualified social workers was reduced. This approach has been successful in attracting and retaining experienced social workers and has enabled the Council to compete in the competitive market but overall manage our costs. We have increased our staffing compliment achieving a good mix of social workers whilst continuing to 'grow our own'. The Children's Social Worker Academy continues to be an important part of our overall recruitment and retention strategy. Despite the increased costs of some of the MRS payments, it is still a better use of our resources to fund an MRS payment to a permanent member of staff rather than long term use of an agency/ interim worker to cover the vacancy. There continues to be a steady decline in the level of agency workers used which enables us maximise the chances of a child building a long term relationship with their social worker, rather than frequent changes of locums.
9. Even with the introduction of MRS payments for qualified practitioners 3 years ago, Adult Social Care continues to face recruitment and retention difficulties. The requirements of the Care Act and the amendment to the Mental Capacity Act resulting in the marked increase in Deprivation of Liberty Safeguards assessments, has resulted in an increase in demand for adult social workers. The benchmarking data evidenced that CBC was paying less than neighbouring local authorities for experienced qualified Adult Social Workers, Senior Practitioners and Team Managers. This impacted on the data provided for 2015/16.
10. The cost of MRS in Adult Social Care has increased slightly despite the staff numbers receiving MRS decreasing slightly. This is due to the increase in MRS and the inclusion of 2 new posts (headcount 4) as approved by senior management last year, rather than due to the recruitment of qualified staff eligible for an MRS. A 12 month hard to

fill recruitment campaign for qualified posts that are eligible for MRS started in March 2017, so it is anticipated that the cost of MRS will increase in 2017/18 but this will be more than off set by the significant reduction in the use and cost of locum agency workers.

11. The MRS payments for Planning and Building Control are currently under review. In the current buoyant private market it is difficult to recruit to experienced planners and building control officers and we have had to rely on agency interims filling gaps. In view of the market it is envisaged that the MRS payments will continue but we may need to reassess the value of these.
12. There are some legacy contractual entitlements that remain in place, and are protected under TUPE in Community Services.
13. There continues to be a requirement to pay MRS for posts for specialist IT and experienced qualified Finance posts. Regular reviews of the MRS paid to the Finance posts will be undertaken. The 1 post within IT which is paid an MRS will end in 2018 with the ending of a fixed term contract.

#### **Number of MRS payments across salary bands**

14. The graphs on Appendix A show that MRS payments are mainly paid to staff in the middle salary bands and not senior managers. However as evident from Appendix B, over the past two years the value of individual MRS have had to be increased, so a greater number of supplements are now paid in the higher pay bands. The data in both these appendices is based on the actual payment of MRS to individuals, it does not reflect the actual number of posts at that level which may be currently vacant and if filled will attract an MRS payment.

#### **Market Rate Supplements as a percentage of the total pay bill.**

15. In previous years members of the committee have also wished to understand what percentage of each Director's budget is used to fund the cost of MRS payments.
16. The attached Appendix C shows that the percentage of the total pay bill (excluding on-costs) for each directorate for 2014/15, 2015/16 and the most recent year, 2016/17. Due to the impact of staff restructures and staff turnover the data for the annual cost of market rate supplements is taken from a date in time and then annualised.
17. The figures in Appendix C shows slight variations across the Directorates, partly due to the changes referred to above but also arising from the movement of services across the directorates last September. The reduction in percentage spend in Adult Social Care from 2015/2016 reflects the recent reliance on agency interims with fewer staff receiving an MRS. However with the current recruitment campaign we envisage that this will increase as permanent staff are appointed with MRS payments attached to those specialist posts.

### **Staff Turnover Rates**

18. The application of an MRS payment is to support retention as well as recruitment, so we have been tracking staff turnover in those service areas where MRS payments are made. The rates quoted in Appendix D reflect voluntary turnover and the evidence is that although there are variances each year overall it appears that MRS has contributed to stability.
19. As the Council's MRS policy provides for a MRS payment to be paid for a period of three years. This also contributes to stability and confidence that the payment is on going and not just a very short term measure.
20. Any request by a Director for an MRS is agreed by senior management in accordance with the guidelines set out in the policy. Detailed reviews and benchmarking are undertaken when MRS payments are being considered by senior management so we ensure we are continuing to pay MRS where it is required and to the appropriate level.
21. When looking at staff turnover figures we need to be aware that turnover can reflect a number of factors not just pay and the most frequent reason generally given for someone leaving are dissatisfaction with the job/pressure of the work.
22. An important part of our approach to retaining our employees is to invest in skills development and this has been successful across the teams as the development opportunities provided are highly valued. We have also strengthened staff engagement and management support to staff to ensure they feel supported and able to work to their maximum potential.
23. The introduction of changes to IR35 by the HMRC in April has led to the conversion of agency workers to permanent contracts. However whilst we have been working very hard to stabilise our Children's social worker groups, we are faced by the challenge of neighbouring Local Authorities investing in recruiting permanent experienced social workers offering enhanced packages to attract staff.
24. There has also been a major regional project over the past 12-18 months focusing on helping to manage the increasing cost of agency workers by developing an agreed 'capped' range of temporary rates for social workers. Managing the rates may also help with reducing the attraction of agency work over and above permanent work. The Directors of Children's Services across the Eastern region have all signed up to support this project.

### **Corporate Priorities**

25. The payment of a market rate supplement supports the Council's commitment to achieving its priorities by ensuring the ability to recruit and retain the skills required to deliver services.

### **Legal Implications**

26. None specifically arising from this report as the payment of a market rate supplement is justified by the evidence of the market information collated and therefore can be defended against any equal pay challenge under equal pay legislation.

### **Financial Implications**

27. None specifically arising from this report. There is coverage within existing budgets where MRS is paid.

### **Equalities Implications**

28. None specifically arising from this report as the payment of a market rate supplement is justified by the evidence of the market information collated and therefore can be defended against any equal pay challenge under equal pay legislation..

### **Conclusion**

29. The information set out in this report and the attached appendices show that there is still a critical requirement to pay MRS in some service areas to enable the council to attract and retain employees with the necessary skills and experience to meet the needs of our services.

### **Appendices**

The following appendices are attached:

Appendix A – Number of recipients of Market Rate Supplements by salary band

Appendix B – Annual Market Rate Supplements by banding

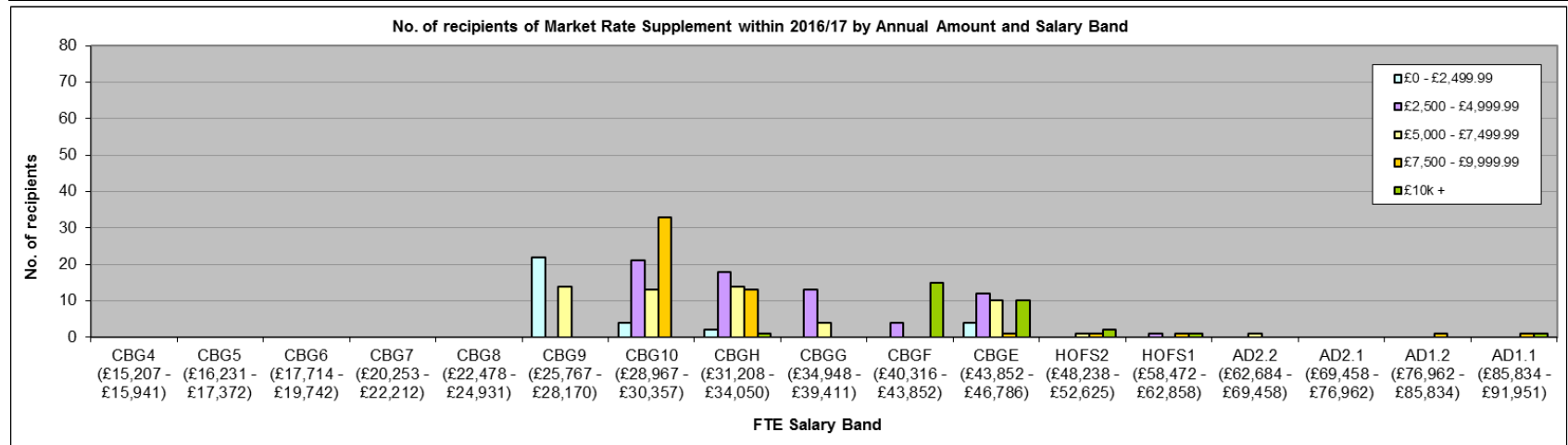
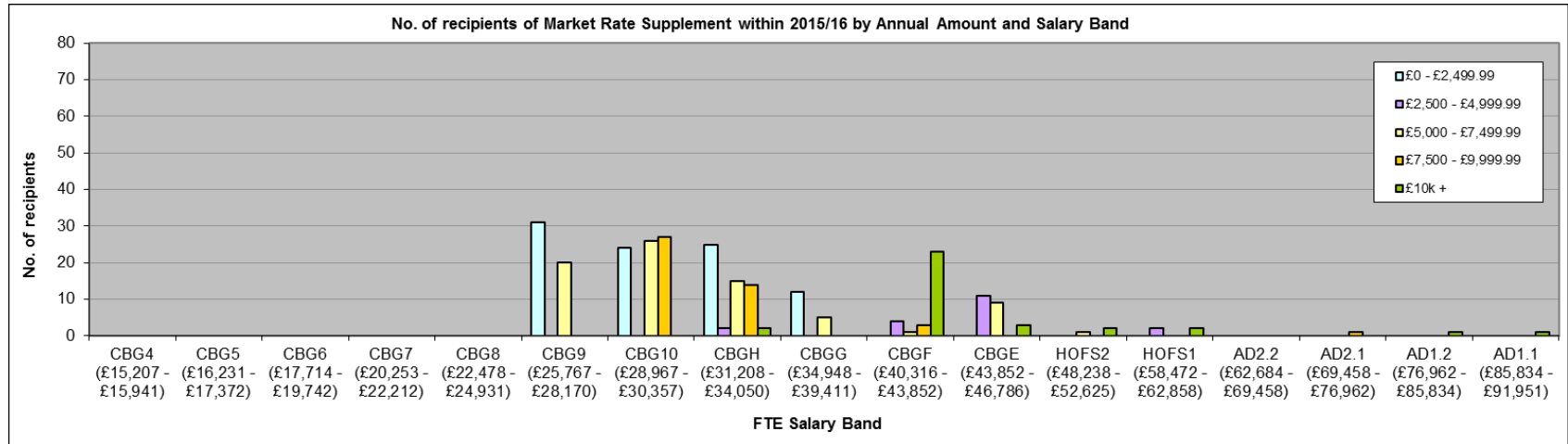
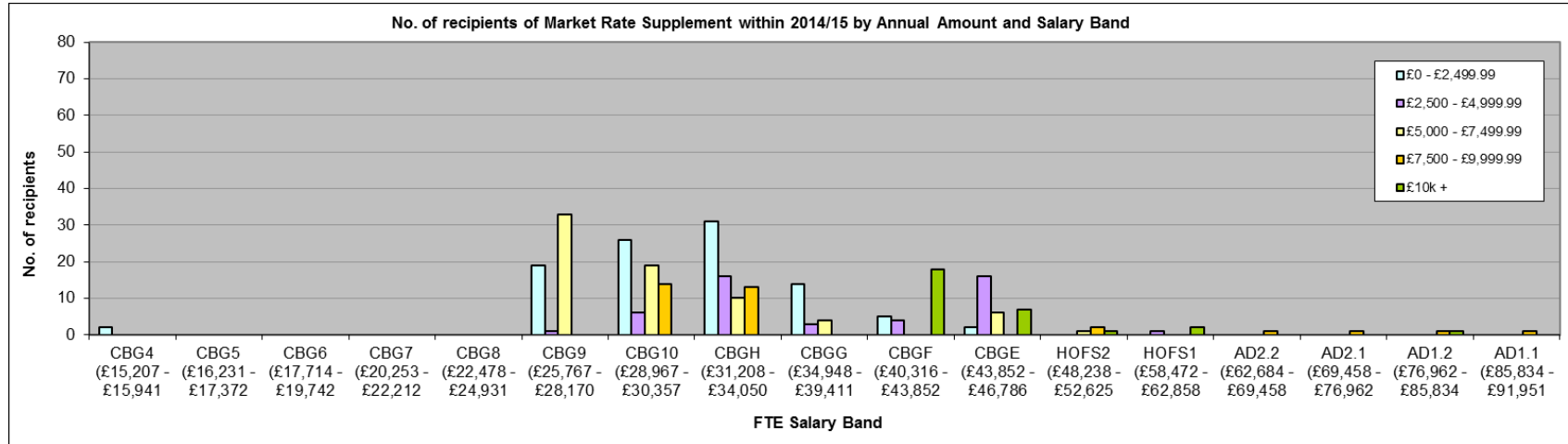
Appendix C – Market Rate Supplements as a percentage of salary costs for 2013/14, 2014/15 and 2015/16

Appendix D - Market Rate Supplement analysis including staff turnover information for 2013/14, 2014/15 and 2015/16.

### **Background Papers**

None.

**Appendix A – Number of recipients of Market Rate Supplements by salary band – 2014/15, 2015/16 and 2016/17**





**Appendix B - Market Rate Supplement Banding Tables - 2014/2015, 2015/2016 and 2016/2017**

<b>2014/15</b>	<b>Annual Market Rate Supplement Banding</b>					
<b>Directorate</b>	<b>£0 - £2,499.99</b>	<b>£2,500 - £4,999.99</b>	<b>£5,000 - £7,499.99</b>	<b>£7,500 - £9,999.99</b>	<b>£10k +</b>	<b>Total</b>
Chief Executive	0	0	0	0	0	0
Children's Services	3	23	63	29	27	145
Community Services	3	0	2	1	0	6
Financial Services	0	0	6	0	0	6
Improvement & Corporate Services	0	0	0	0	1	1
Public Health	0	0	0	0	0	0
Regeneration	5	16	0	3	1	25
Social Care Health & Housing	88	8	2	0	0	98
<b>No. of Recipients in 2014/15</b>	<b>99</b>	<b>47</b>	<b>73</b>	<b>33</b>	<b>29</b>	<b>281</b>

<b>2015/2016</b>	<b>Annual Market Rate Supplement Banding</b>					
<b>Directorate</b>	<b>£0 - £2,499.99</b>	<b>£2,500 - £4,999.99</b>	<b>£5,000 - £7,499.99</b>	<b>£7,500 - £9,999.99</b>	<b>£10k +</b>	<b>Total</b>
Children's Services	14	7	55	44	31	151
Social Care Health & Housing	77	2	10		1	90
Community Services	1		2			3
Financial Services			7			7
Improvement & Corporate Services					1	1
Regeneration		10	3	1	1	15
<b>No. of Recipients in 2015/16</b>	<b>92</b>	<b>19</b>	<b>77</b>	<b>45</b>	<b>34</b>	<b>267</b>

<b>2016/17</b>	<b>Annual Market Rate Supplement Banding</b>					
<b>Directorate</b>	<b>£0 - £2,499.99</b>	<b>£2,500 - £4,999.99</b>	<b>£5,000 - £7,499.99</b>	<b>£7,500 - £9,999.99</b>	<b>£10k +</b>	<b>Total</b>
Chief Executive	0	0	0	0	0	0
Chief Executive's Team	0	0	0	0	1	1
Children's Services	10	8	37	49	29	133
Community Services	0	0	1	0	0	1
Public Health	0	0	0	0	0	0
Regeneration	1	10	3	2	0	16
Resources	0	0	7	0	0	7
Social Care Health & Housing	21	52	8	0	0	81
<b>No. of Recipients in 2016/17</b>	<b>32</b>	<b>70</b>	<b>56</b>	<b>51</b>	<b>30</b>	<b>239</b>

**Appendix C - Market Rate Supplements as a percentage of salary costs 2014/15, 2015/16 and 2016/17**

<b>Directorate</b>	<b>2014/15 Cost of Market Rate Supplements</b>	<b>2015/16 Cost of Market Rate Supplements</b>	<b>2016/17 Cost of Market Rate Supplement</b>
ACE - Resources	-	-	-
Children's Services	£702,424	£975,884	£1,023,160
Social Care Health & Housing	£133,307	£151,143	£207,332
Sustainable Communities	-	-	-
Chief Executive	£0	£0	£0
Community Services	£21,467	£13,158	£8,186
Improvement & Corporate Services	£5,810	£14,166	-
Public Health	£0	£0	£0
Financial Services	£34,632	£33,360	-
Regeneration	£82,570	£69,288	£68,428
Resources	-	-	£35,775
Chief Executive's Team	-	-	£14,166
<b>TOTAL</b>	<b>£980,210</b>	<b>£1,256,999</b>	<b>£1,357,047</b>

<b>Directorate</b>	<b>2014/15 Salary Costs</b>	<b>MRS as % Salary Costs 2014/15</b>	<b>2015/16 Salary Costs</b>	<b>MRS as % Salary Costs 2015/16</b>	<b>2016/17 Salary Costs</b>	<b>MRS as % Salary Costs 2016/17</b>
ACE - Resources	-	-	-	-	-	-
Children's Services	£11,460,657	6.13%	£12,634,508	7.72%	£13,033,789	7.85%
Social Care Health & Housing	£16,362,619	0.81%	£18,440,277	0.82%	£20,562,981	1.01%
Sustainable Communities	-	-	-	-	-	-
Chief Executive	£209,145	0.00%	£209,470	0.00%	£211,565	0.00%
Community Services	£8,095,816	0.27%	£9,905,454	0.13%	£10,318,636	0.08%
Improvement & Corporate Services	£11,780,002	0.05%	£9,970,131	0.14%	-	-
Public Health	£746,190	0.00%	£710,406	0.00%	£672,394	0.00%
Financial Services	£4,017,166	0.86%	£4,050,142	0.82%	-	-
Regeneration	£5,380,490	1.53%	£5,366,210	1.29%	£6,221,654	1.10%
Resources	-	-	-	-	£8,309,610	0.43%
Chief Executive's Team	-	-	-	-	£2,350,504	0.60%
<b>TOTAL</b>	<b>£58,052,085</b>	<b>1.69%</b>	<b>£61,286,598</b>	<b>2.05%</b>	<b>£61,681,132</b>	<b>2.20%</b>

Appendix D – Market Rate Supplement Analysis Turnover Information for 2014/15, 2015/16 and 2016/17

Area	2014/15	2015/16	2016/17
	Voluntary Turnover Rate	Voluntary Turnover Rate	Voluntary Turnover Rate
<b>CBC</b>	<b>12.32%</b>	<b>13.41%</b>	<b>12.30%</b>
<i>Public Protection &amp; Transport</i>			12.31%
<i>CS, PP, W&amp;L</i>	7.76%	16.10%	
<i>Highways &amp; Tran</i>	13.53%	14.62%	
<i>Financial Services</i>	2.56%	7.81%	9.87%
<i>Information Technology</i>	12.33%	26.25%	10.87%
<i>Child Serv Ops</i>	14.10%	12.44%	17.97%
<i>Commissioning</i>	11.39%	15.79%	12.28%
<i>School Improvement</i>	7.94%		10.53%
<i>Adult Social Care</i>	18.89%	15.04%	13.62%
<i>Social Care H&amp;H</i>			0.00%
<i>Development Infrastructure</i>	8.39%	8.86%	7.88%

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**Central Bedfordshire Council**

**GENERAL PURPOSES COMMITTEE**

Thursday, 22 June 2017

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**Corporate Style of Minutes**

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

Responsible Director(s): Charles Warboys, Director of Resources,  
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**Purpose of this report**

1. To allow Members to discuss the corporate style of Minutes in light of the concerns raised by a Member at Council on 20th April 2017.

**RECOMMENDATIONS**

The Committee is asked to consider and comment on the report and the Council's corporate approach to Minute taking at formal Committee meetings.

**Background**

2. At the Council meeting on 20 April 2017 a Member raised a concern regarding the level of detail contained in the Minutes of the previous meeting and the extent to which the preamble and debate had been captured in the note of the meeting. It was also queried whether the Minutes adhered to statutory requirements.

**Statutory requirements**

3. The Council must comply with the Local Government Act (2000) in respect of recording executive decisions at meetings, which states that as soon as practicable after any meeting of a decision-making body a written statement for every executive decision must be produced including:-
  1. a record of the decision and date it was made;
  2. the reasons for the decision;
  3. details of any alternative options considered and rejected; and
  4. any conflicts of interest.
4. The Council is obliged to retain a written record of a meeting for a minimum of 6 years, although copies of Minutes are retained for a far longer period. There is some flexibility over the format of that record being mindful of the principles of openness and transparency.

### **Current approach**

5. There is no right or wrong way to prepare Minutes provided that Councils meet the statutory requirements outlined above. The form adopted by any particular local authority is a matter of individual choice. Minutes are not a verbatim record but a summary of the proceedings of a meeting that includes only the main threads of a discussion and the decision.
6. The Council's current approach is that Minutes should be selective and capture a sense of the meeting, that they are not an attempt to reproduce what everyone said. Things are recorded as briefly as possible generally utilising the following framework:-
  1. a statement of the matter under consideration;
  2. a few bullet points that provide a brief and concise summary of the main points made in discussion;
  3. the summation by the Chairman (where appropriate); and
  4. the conclusion of the item.
7. The Constitution also requires that the Minutes contain all motions and amendments presented to meetings in the exact form and order as put to the meeting.
8. In following this framework it is often convenient to summarise into one paragraph a point raised by one person that is taken up by others during the course of a debate.
9. Whilst this approach is generally applied to most meetings a slightly different style is often appropriate depending on the nature of the meeting. For example there are often a greater number of motions at Council meetings therefore they are often recorded in full in the Minutes. At Overview and Scrutiny meetings there is often more debate over the items on the agenda and therefore the concise summary of the debate is often longer than other meetings.
10. It is also important that the Minutes of a meeting do not repeat information that is enclosed within the body of the report being considered at the meeting. Therefore the preamble will often be succinct as the detail is contained elsewhere in the body of the report.

### **Webcasting meetings**

11. As part of our approach to openness and transparency in 2015 we started to webcast some of our meetings. Webcasts are currently available online to the public for a period of 6 months. Papers of the meetings are available for a period of 6 years on the Modern.Gov portal. It would be feasible to also share webcast recordings via Box for a longer period up to at least 6 years.
12. For those meetings that took place during 1 April 2016 and 31 March there have to date been more than 4,000 views of the webcasts.

13. The use of webcasting has led us to further consider our approach to the Minutes that we take at meetings in order to maximise the benefit of webcasts. At present staff administer meetings, facilitate webcasts and take formal notes, but Minutes vary in the level of detail provided depending on the nature of the meeting.
14. At present in some cases there is also duplication in the record of the meeting that is produced. For example for Executive meetings there is a decision digest, webcast and Minutes of the meeting (giving us three records of the same meeting).
15. Although we have experienced technical difficulties with some of our webcasts it is a rare occurrence that we are unable to produce a verbatim record of the meeting in the form of a video recording, such as occurred with the Council meeting in February 2017.
16. Our approach therefore has been to ensure that where a (verbatim) webcast record is available the written record of the meeting ought to be as succinct as possible. In those circumstances where a webcast recording is not available for a meeting or there is an item that attracts a lot of public interest a more detailed written record is made available.

#### **Options for consideration**

17. Given the duplication that is referred to in paragraphs 13-14 above it is proposed that we amend our approach to Minute taking at those meetings where a verbatim record of the meeting is provided via the webcast.
18. The principles at Appendix A propose that where a meeting is webcast the written Minutes of the meeting will only include a summary of any outcomes; the date of the meeting; the reasons for the decision; the details of any alternative options considered and rejected, either detailed in the written report or proposed and seconded during the discussion of the report at the meeting; and any conflicts of interest. The Minutes will still form the formal record of the meeting in line with statutory requirements but no further detailed Minutes of that meeting, including a summary of the key points raised in discussion, will be provided.
19. As required by the Council's Constitution the written Minutes will contain a record of all motions and amendments presented to meetings in the exact form and order as put to the meeting.
20. Members are invited to consider the existing principles for writing Minutes appended to the report and comment on whether this provides greater clarity for the future.
21. Members are also invited to consider whether the proposal to further reduce the written record of those meetings that are webcast is acceptable.

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

22. The principles appended aim to provide greater clarity on the content of Minutes and enable us to maximise the full benefit of webcasting meetings.

### **Council Priorities**

23. The publication of Minutes and webcasts of meetings supports the council in promoting openness and transparency and in particular will support the Council to be more efficient and responsive to residents.

### **Corporate Implications**

#### **Legal Implications**

24. The Council must comply with the Local Government Act (2000) in respect of recording executive decisions at meetings in the manner set out in paragraph 8 of this report. The principles appended to this report will enable the Council to deliver on its statutory obligations under the Local Government Act 2000.
25. The Minutes of the meeting will continue to be the formal record of the meeting under the requirements of the Local Government Act (2000).
26. Furthermore, Openness of Local Government Bodies Regulations (2014) has strengthened the rights of the public and press to film, audio record, photograph, blog, tweet or use any other type of social media to report any public meetings of their councils, including committees, subcommittees and joint committees. Although these Regulations do not require Councils to webcast meetings it may be beneficial for the Council to have and make available one audio visual recording of some public meetings through webcasting.
27. Where there exists both a full and detailed written record of a meeting and a webcast recording of that meeting there is the potential for those records to be interpreted differently, it is considered therefore that where a verbatim record exists the written record of a meeting should be kept brief.
28. All footage from our webcasts is the copyright of Central Bedfordshire Council. The people featured in webcasts agree to appear only on the Council's official webcast site. Residents are not permitted to download any footage nor upload it (whether in part or in full) to another website without the written permission of Central Bedfordshire Council and those featured in the webcast. Also, video sharing websites (e.g. Youtube, Google Video) state under their terms and conditions that you must be the copyright owner and have the permission of all those involved in order to upload videos to their sites.

#### **Financial and Risk Implications**

29. There are no financial implications arising from this report. Enhancing access to webcasts for a period of at least 6 years can be met from within existing budgets.



### **Equalities Implications**

30. 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.

31. The production of a written record of a meeting and a verbatim webcast of a meeting supports the Council in providing openness and transparency to all residents of Central Bedfordshire and is likely to increase awareness of our democratic processes.

### **Conclusion and next Steps**

32. Subject to any comments from Members the approach to Minute taking at meetings, specifically those that are webcast will be implemented with immediate effect.

### **Appendices**

Appendix A: Principles for minute taking at meetings

### **Background Papers**

None

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## Appendix A

### **Central Bedfordshire principles for webcasting and producing a written record of Council meetings**

#### **Introduction**

Central Bedfordshire Council must comply with the Local Government Act (2000) in respect of recording executive decisions at meetings. Minutes are produced as soon as practicable after any meeting as the formal written record of all formal Council meetings and will be available for a minimum period of 6 years.

#### **Principles of Minutes where no webcast is available:**

As soon as practicable after any meeting a written statement of the proceedings at that meeting will be published that will provide the following:-

1. a statement of the matter under consideration;
2. a few bullet points that provide a concise summary of the main points made in discussion, incorporating all motions and amendments presented to meetings in the exact form and order as put to the meeting;
3. a summation of the item as provided by the Chairman (where applicable); and
4. a record of the decision and date it was made including the reasons for the decision, the details of any alternative options considered and rejected, either detailed in the written report or proposed and seconded during the discussion of the report at the meeting; and any conflicts of interest.

#### **Principles of Minutes where webcast is available:**

Where a verbatim record of the meeting is provided through a webcast recording a summary of the decision only and date it was made including the reasons for the decision, the details of any alternative options considered and rejected, either detailed in the written report or proposed and seconded during the discussion of the report at the meeting; and any conflicts of interest will be provided alongside that verbatim record. No further detailed Minutes of that meeting will be provided.

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**Central Bedfordshire Council**

**GENERAL PURPOSES COMMITTEE**

22 June 2017

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**Work Programme**

Advising Officer:

Leslie Manning, Committee Services Officer  
(leslie.manning@centralbedfordshire.gov.uk)

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**Purpose of this report**

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

**RECOMMENDATION**

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

**Overview and Scrutiny Comments/Recommendations**

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

**Background**

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

**Council Priorities**

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

### **Corporate Implications**

#### **Legal Implications**

5. There are no legal implications.

#### **Financial Implications**

6. There are no financial implications.

#### **Equalities Implications**

7. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
8. Report authors will be encouraged to work with the Corporate Policy Advisor (Equality & Diversity) in order to ensure that relevant equality implications are identified.

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

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

#### **Appendices**

Appendix A – General Purposes Committee Work Programme

#### **Background Papers**

None

Appendix A

**General Purposes Committee Work Programme**

<b>2016/17 Municipal Year</b>	
30 March 2017	<ul style="list-style-type: none"> <li>• Code of Conduct Matters – Update (QB)</li> <li>• Reordering and Indexing of the Constitution – Indication of Proposals (QB)</li> <li>• Review of Updates to the Constitution: January – February 2017 (MP)</li> <li>• Work Programme (LM)</li> </ul>
<b>2017/18 Municipal Year</b>	
22 June 2017	<ul style="list-style-type: none"> <li>• Market Rate Supplement Payments – Annual Update (CJ)</li> <li>• Corporate Style of Minutes (JP)</li> <li>• Reordered Constitution (QB/MD)</li> <li>• Work Programme (LM)</li> </ul>
24 August 2017	<ul style="list-style-type: none"> <li>• Work Programme (LM)</li> </ul>
26 October 2017	<ul style="list-style-type: none"> <li>• RIPA – Annual Review of Council’s Policy and Procedure (inc. summaries of covert intelligence activities) (QB)</li> <li>• Arrangements for Ethical Standards (Standards Complaints) (QB)</li> <li>• Work Programme (LM)</li> </ul>
7 December 2017	<ul style="list-style-type: none"> <li>• Pay Policy Statement 2018/19 (CJ)</li> <li>• Update on Changes to the Constitution (JP)</li> <li>• Work Programme (LM)</li> </ul>

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