

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 5783

date 7 June 2018

NOTICE OF MEETING

GENERAL PURPOSES COMMITTEE

Date & Time

Thursday, 21 June 2018 10.00 a.m.

Venue at

Council Chamber, Priory House, Monks Walk, 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 A L Dodwell, J G Jamieson, D J Lawrence, K C Matthews, B J Spurr,
N Warren, S Watkins, R D Wenham and A Zerny

[Named Substitutes:

Cllrs Mrs C F Chapman MBE, F Firth, E Ghent, I Shingler, A M Turner 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 29 March 2018 and 17 May 2018 (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 Part 4G 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 Part 4G of the Constitution.

Reports

Item Subject

7. **Market Rate Supplement Payments - Annual Update**

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

8. **Traffic Regulation Orders - Amendments to the Constitution**

To consider proposed amendments to the Constitution with regard to the process for dealing with Traffic Regulation Orders (TROs).

9. **Review of Urgent and Minor Updates to the Constitution**

To consider changes made to the Constitution during the period 1 November 2017 - 31 May 2018.

10. **Work Programme**

To consider the Committee's work programme.

CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **GENERAL PURPOSES COMMITTEE** held at Council Chamber, Priory House, Monks Walk, Shefford on Thursday, 29 March 2018

PRESENT

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

Cllrs Mrs C F Chapman MBE
J G Jamieson
K C Matthews

Cllrs B J Spurr
N Warren
R D Wenham
A Zerny

Apologies for Absence: Cllrs R W Johnstone
S Watkins

Substitutes: Cllr D Lawrence for S Watkins

Members in Attendance: Cllr K M Collins

Officers in Attendance: Mrs V Chapman – Assistant Director People
Ms M Damigos – Corporate Lawyer
Mr B Dunleavy – Democratic Services Manager
Mrs S Hobbs – Senior Committee Services Officer
Mrs C Jagusz – Committee Services Administrator

GPC/17/34. **Minutes**

RESOLVED

that the Minutes of the meeting of the General Purposes Committee held on 7 December 2017 be confirmed and signed by the Chairman as a correct record.

GPC/17/35. **Members' Interests**

Item 7 - Community Governance Review

It was noted that a number of members of the committee were also a member of a town or parish council.

GPC/17/36. **Chairman's Announcements and Communications**

The Chairman had no announcements or communication.

GPC/17/37. **Petitions**

No petitions were received from members of the public in accordance with the Public Participation Procedure as set out in Part 4G of the Constitution.

GPC/17/38. **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 Part 4G of the Constitution.

GPC/17/39. **Community Governance Review**

The Committee considered a report that set out the draft recommendations in relation to the Community Governance Review for Central Bedfordshire. The outcome of the submissions to the stage 1 consultation, including the review of parish and parish ward boundaries and the consequential changes to electoral arrangements, were attached to the report.

The committee considered the draft recommendations and in particular considered the following areas:

- Ampthill – the draft recommendations were approved.
- Biggleswade – redraw the boundary to encompass the built up area to include Sainsbury's, the tidy tip and the flats.
- Blunham – the draft recommendations were approved.
- Caddington – redraw the boundary to include the Holiday Inn Hotel.
- Clifton – the draft recommendations were approved.
- Cranfield – the draft recommendations were approved.
- Dunstable – recommendation 2.5 'that the view of the Sewell residents be considered before a final decision is taken on the proposal to incorporate the hamlet into the parish of Dunstable' be removed. The boundary change for Portland Ride be redrawn to include the houses in Houghton Regis, but the playing field to remain in Dunstable.
- Henlow – the draft recommendations were approved. It was noted that the number of the electorate in the Camp ward was low due to a number of unoccupied properties.
- Houghton Conquest – the draft recommendation were approved.

- Houghton Regis – the draft recommendations were approved.
- Leighton-Linslade – the draft recommendations were approved.
- Marston Moretaine – the draft recommendations were approved. It was noted that if the parish name was to be changed to Marston Moreteyne it would be expected that the parish council cover the cost of changing signs etc.
- Moggerhanger – the draft recommendations were approved.
- Sandy – the draft recommendations were approved.
- Southill – the draft recommendations were approved.
- Totternhoe – the draft recommendation were approved.
- Westoning – the draft recommendations were approved.

The draft recommendations would go forward to stage 3 for further consultation with stakeholders, interested parties and residents. This would take place between the 14 May 2018 and 6 July 2018. Any submissions submitted during this stage would be considered by the Committee at its meeting on 23 August 2018.

RESOLVED

- 1. that the publication of the Draft Recommendations as set out in Appendix A, as amended above, be approved for consultation with interested parties, stakeholders and residents.**

GPC/17/40. Gender Pay Gap Statement - 31 March 2017

The Committee considered a report that set out the details of the Central Bedfordshire Council's Gender Pay Gap that was due to be published by 30 March 2018. It was noted that the gender pay gap was different to equal pay and the Committee requested that this was highlighted when publishing it to the Council's website.

NOTED

- 1. the contents of the report and appendix.**

GPC/17/41. Update Report on the Recording of Meetings

The Committee received a verbal update setting out the latest position regarding the recording of meetings at the Council.

The contract with Public-I had been extended for a further year until February 2019 to allow the continuation of live streaming of meetings and the opportunity to include additional meetings at an extra cost.

Currently, the Development Management Committee, Council, the Executive and all four Overview and Scrutiny Committees were webcast. The Committee gave consideration to which additional meetings it thought should also be webcast. It was suggested that the Traffic Management Meeting should be webcast but it was noted that this meeting was often held at alternative venues which may not have the facility to webcast. It was agreed to consult the Executive Member for Community Services for his views.

It was considered to be beneficial for Audit Committee meetings to be webcast to enable greater transparency. It was agreed that this would be considered for inclusion in the list of Committees currently being webcast.

A suggestion was also made for the Beds Police and Crime Panel and the Beds Fire and Rescue Authority to be included but, in line with Bedford Borough Council, with only the audio being recorded. It was noted that this would incur additional cost and significant change to the current service.

The Committee were asked to consider if they would like historic webcasts to be made available online at an additional cost of around £7k. Currently the Council's website displays the last six months for viewing but have received enquiries in the past to view older webcasts via Freedom of Information requests. The Committee agreed to include these historic webcasts at the additional cost.

It was noted that in providing more detailed minutes for the Development Management Committee, there was increased pressure on resources and it was asked if webcast meetings could return to a more succinct form of minutes. It was agreed that those committees webcast could return to this form of minute but that Development Management Committee was a special case and would continue to be webcast alongside the provision of detailed minutes, but they would not need to include names or reference to who made what statement.

The Committee was advised of a possible move towards webcast meetings having only one officer present to clerk the meeting and also run the webcast. Currently there were cost implications due to all webcast meetings currently having two officers present (one to clerk the meeting and one to run the webcast). The Committee considered the implications such as Members arriving late and having to be logged in to speak. The suggestion was made that Members receive additional training to be able to log on to the microphones themselves.

The Committee also discussed the implications for this with regards to managing speakers. It was noted that Council and the Development Management Committee would continue to have two officers in attendance and that other webcast meetings would trial using only one officer.

It was also suggested that a wide angle shot of the Council Chamber be used instead of microphones cutting to each Member throughout the meeting which would remove the use of ID cards. It was noted that this could lead to confusion as to who was speaking, and the Committee decided not to support this proposal.

RESOLVED

- 1. to webcast Audit Committee meetings and to consult the Executive Member for Community Services with a view to webcasting Traffic Management Meetings;**
- 2. that historic webcast be made available on the website;**
- 3. that the minutes of webcast meetings be succinct with the exception of Development Management Committee which would be detailed, but not include names or reference to who made what statement;**
- 4. that webcast meetings would only have one officer in attendance with the exception of Council and Development Management Committee whereby two officers would be required; and**
- 5. that webcasts would not adopt the fixed wide shot of the Council Chamber but continue to use the microphones and ID cards as currently in place.**

GPC/17/42. Report on the Arrangements for Ethical Standards

The Committee considered a report that provided a summary of the Council's ethical governance and arrangements since October 2017.

Member training took place in January 2018 on the Code of Conduct and was well attended. Any queries that were raised at this training session would be followed up and a response circulated to Members.

Full Council had approved the amendment to the Constitution in relation to complaints being made under the Councillor Code of Conduct being published. The Committee confirmed that all complaints received should be published on the website.

RESOLVED

- 1. that the Council had complied with its obligations in respect of ethical standards under the Localism Act 2011 for the 6 months since March 2017; and**
- 2. that 'no case to answer' complaints would be published anonymously.**

GPC/17/43. **Work Programme**

The Committee considered the work programme and noted that if there were no additional items for the meeting scheduled for the 21 June 2018 then this meeting would be cancelled and the Market Rate Supplement Payments – Annual Update would be rescheduled for 23 August 2018.

NOTED

the General Purposes Committee Work Programme.

(Note: The meeting commenced at 10.00 a.m. and concluded at 12.20 p.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, 17 May 2018

PRESENT

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

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

Apologies for Absence: Cllrs R W Johnstone
D Shelvey
R C Stay
G Tubb
T Woodward

Substitutes: Cllrs D Bowater (In place of R W Johnstone)

Members in Attendance: Cllrs Mrs A Barker
R D Berry
M C Blair
A D Brown
J Chatterley
Mrs S Clark
K M Collins
N B Costin
I Dalgarno
S Dixon
P Downing
P A Duckett
K Ferguson
F Firth
Mrs J Freeman
E Ghent
C C Gomm
Mrs S A Goodchild
Ms A M W Graham
Mrs D B Gurney
Mrs C Hegley
K Janes
J Kane
Cllr M Liddiard
Ms C Maudlin

D McVicar
R Morris
T Nicols
A Ryan
B Saunders
J A G Saunders
I Shingler
P Smith
Mrs T Stock
T Swain
A M Turner
M A G Versallion
B Walker
B Wells
J N Young

Officers in Attendance:

Mr R Carr	– Chief Executive
Mr M Coiffait	– Director of Community Services
Mrs S Harrison	– Director of Children's Services
Mrs S Hobbs	– Senior Committee Services Officer
Mrs C Jagusz	– Committee Services Officer
Mr J Longhurst	– Director of Regeneration and Business
Mrs J Ogley	– Director of Social Care, Health and Housing
Mr S Rix	– Deputy Monitoring Officer
Mrs M Scott	– Director of Public Health
Mr C Warboys	– Director of Resources

GPC/18/1. **Membership of the Appointments Panel**

The Committee received the 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 7.18 p.m. and concluded at 7.21 p.m.)

Chairman

Dated

Central Bedfordshire Council

GENERAL PURPOSES COMMITTEE

21 June 2018

MARKET RATE SUPPLEMENT PAYMENTS – ANNUAL UPDATE

Report of
Cllr Richard Wenham, Deputy Leader and Executive Member for
Corporate Resources
Richard.Wenham@centralbedfordshire.gov.uk

Advising Officers:
Charles Warboys, Director of Resources
Charles.Warboys@centralbedfordshire.gov.uk
Vikki Chapman, Assistant Director -People
Vikki.Chapman@centralbedfordshire.gov.uk

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:

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 received 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. The basic annual salary level of any individual position is determined by a

robust job evaluation scheme that helps minimise the risk of equal pay claims.

4. However, when applying the job evaluated grade to the Council's salary scales the salary for certain posts does not necessarily equate to the current market rate. For these situations, the Council has an MRS policy that requires roles to be benchmarked against more than one reliable source that forms the basis of a robust business case. The decision to apply an MRS and at which value is made by Directors and is reviewed generally every three years.
5. 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. Consequently, MRS payments continue to be needed and in some instances the value of the MRS has had to be increased.
6. The introduction of a new tax reforms (IR35) in April in 2017 directly impacted a number of our areas where we have previously relied on locums to cover vacancies, often long term. Prior to these reforms, locums were able to trade through a limited company and were able to work and generate an income with the added benefits of being a limited company. The changes meant that the organisation paying them were responsible for ensuring they were paying the correct taxes in line with a directly employed employee. Therefore, locums operating through limited companies often saw their monthly income significantly reduce, meaning that it can be more attractive to be directly employed. We have been able to convert a number of these long-term locums to employees, reducing our costs and vacancy rates, albeit increasing the number of MRS payments.

Directorate Overviews

Children's Services

7. We have continued to focus on strengthening our in-house social worker team in Children's Services reducing reliance on agency interims and recruiting permanent staff. One of the strategies implemented differentiated 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. The MRS to newly qualified social workers was reduced. This approach has been successful in attracting and retaining experienced social workers, focusing them on the particularly demanding areas and has enabled the Council to compete in the market.
8. We have increased our staffing complement achieving a good mix of social workers whilst continuing to 'grow our own'. The 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 remains a more cost-effective solution than long term use of an agency / interim workers.

9. There continues to be a decline in the level of agency workers used which enables us to maximise the chances of a child building a long-term relationship with their social worker, rather than frequent changes of agency social workers.
10. Children's Services are currently running with a 15% vacancy rate which is a significant improvement over recent years.

Social Care, Health and Housing

11. MRS payments apply to qualified social care roles within Adult Social Care. There remain ongoing challenges to recruit to vacancies in senior social work and occupational therapy roles where we are competing with many other authorities for a small number of high quality candidates. MRS payments will be reviewed in summer 2018 when new market data will be obtained, and recommendations made in relation to rates.
12. In the meantime, the focus is moving towards 'growing our own' with changes in structure to differentiate between qualified and non-qualified activities. The Social Work Academy that has previously been solely focused on Children's social workers and has proven successful in tackling the issues, is adapting its model to also apply to Adults. The benefits of this model take some time to be fully realised but it is foreseen that this will help reduce the requirement for agency workers in these posts.

Regeneration and Business

13. The current MRS payments for Planning and Building Control were reviewed in 2017. It continues to be difficult to recruit experienced planners and building control officers in the current buoyant private market which was reflected within the market data.

Community Services

14. Although CBC's policy is to review MRS payments at least every three years, that was not the case for all legacy authorities. Within Community Services, there is one contractual entitlement that remains in place and is protected under TUPE.
15. Within IT, there is an existing MRS applied to a fixed term post.
16. Following the changes within the Assets structure, a small number of MRS payments were applied in 2017/18 to professionally qualified posts to reflect the demand for the scarce property and construction skills required to generate the capital and revenue income derived from property & land assets.

Resources

17. Despite well promoted attempts, it did not prove possible to recruit to team management roles in Revenues & Benefits. Analysis indicated market rates were an influencing factor resulting in the application of a new MRS for these posts in order to enable the effective management of the Council's Revenue Stream.
18. There remains a handful of MRS payments in Finance that were agreed in the very early days of CBC. These were open ended and are contractual. These payments to the Senior Finance Managers are scheduled for a review in 2018 which will include both rates and the options for addressing the contractual implications.

Public Health and Chief Executive area

19. There are no MRS payments within these Directorates.

MRS Data

Number of MRS payments across salary bands

20. It can be seen from the graphs within Appendix A 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 payments have had to be increased, hence a greater number of supplements are now paid in the higher pay bands.
21. The data in both of these appendices is based upon the actual payment of MRS to individuals and only highlights the MRS requirements of filled positions, it does not reflect the overall number of positions at that level of which some will be vacant and if filled will attract an MRS payment.

MRS as a percentage of the total pay bill.

22. 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. The attached Appendix C shows MRS as percentage of the total pay bill (excluding on-costs) for each directorate for 2015/16, 2016/17, 2017/18. The percentage for CBC has increased by 0.1% since 16/17 driven by the increased number of MRS payments in higher bandings.
23. It should be noted that service areas can move between Directorates and this can impact the ability to make meaningful comparisons throughout the years within individual Directorates.

Staff Turnover Rates

24. With a view to supporting retention as well as recruitment, the MRS policy provides for an MRS to be paid for a period of up to three years contributing to stability and confidence that the payment is on-going rather than a short term measure.
25. Appendix D details the percentage rate of voluntary staff turnover in those service areas where MRS payments have been paid over the last 3 financial years. The higher turnover rates reflect the competitive nature of the market for these hard to fill posts. Staff turnover figures can reflect a number of factors not just pay; including a move for personal reasons, dissatisfaction with their role, work pressure, frustration with work life balance and desire for progression. Turnover rates can also be impacted by the relative size of the team. It is not therefore possible to state with certainty that MRS directly improve retention rates; merely that it can be a contributing factor.

Corporate Priorities

26. 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

27. 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

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

Equalities Implications

29. 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

30. 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

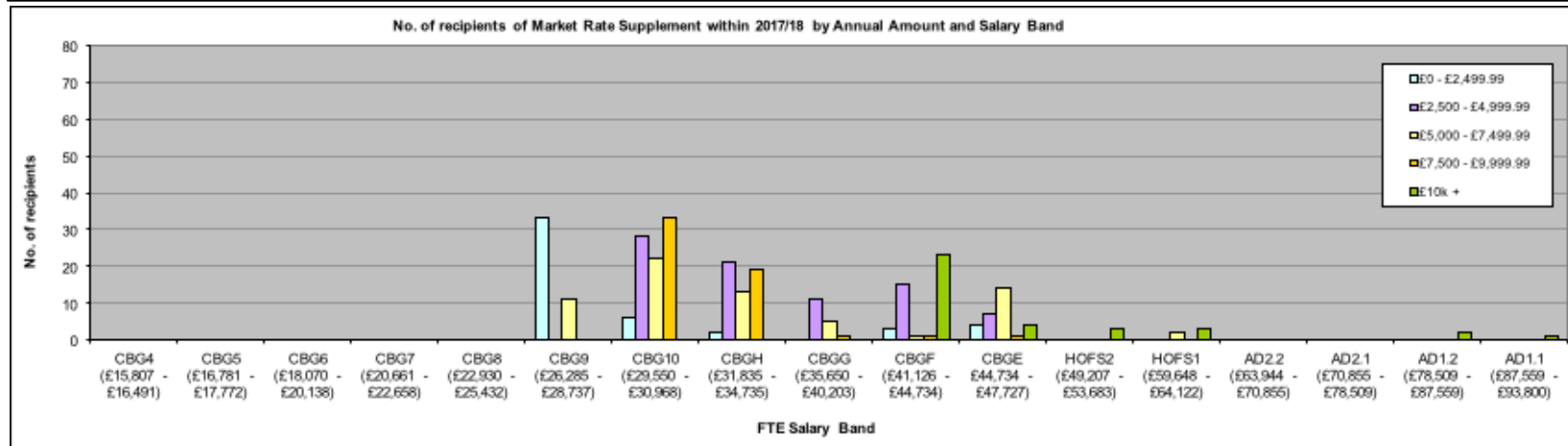
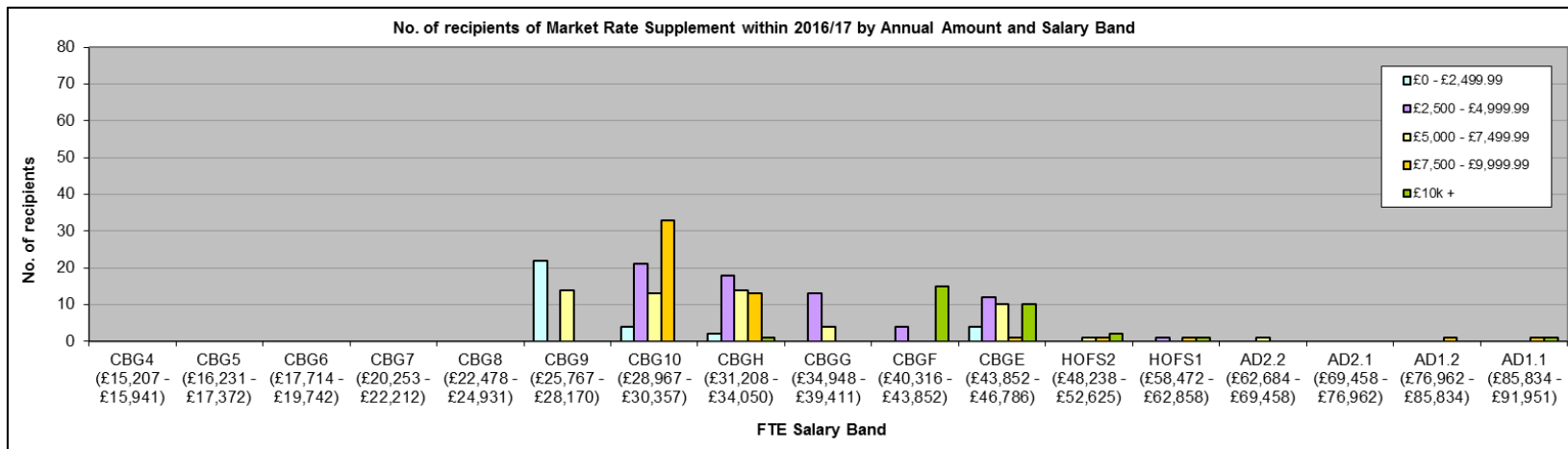
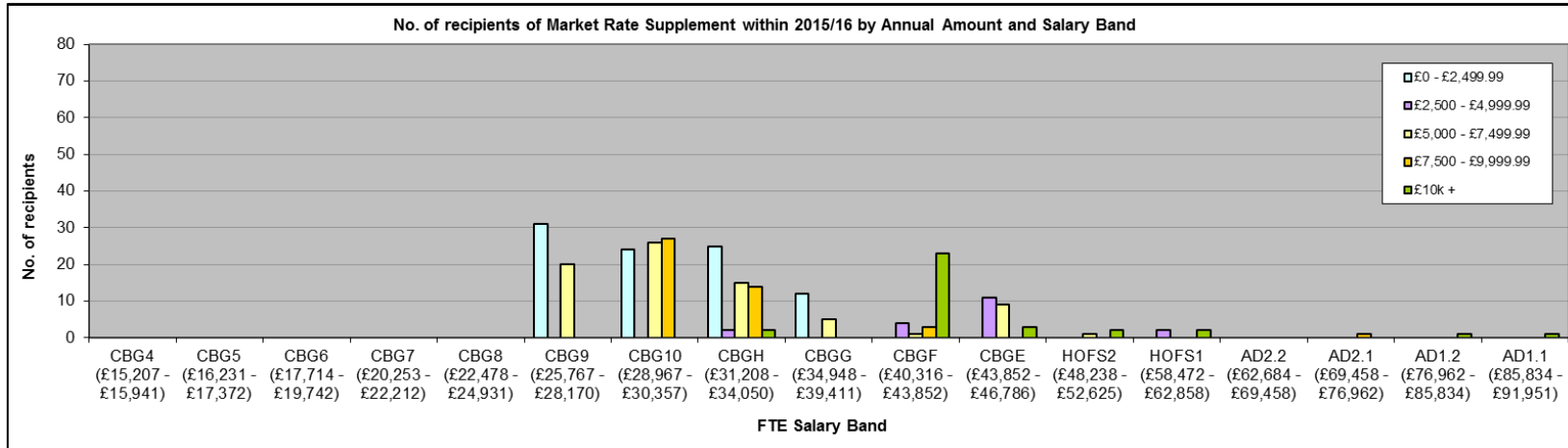
The following appendices are attached.

- 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 2015/16, 2016/17 and 2017/18.
- Appendix D - Market Rate Supplement analysis staff turnover information for 2015/16, 2016/17 and 2017/18.

Background Papers

None.

Appendix A – Number of recipients of Market Rate Supplements by salary band – 2015/16, 2016/17 and 2017/18



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Appendix B - Market Rate Supplement Banding Tables – 2015/16, 2016/2017 and 2017/2018

2015/2016	Annual Market Rate Supplement Banding					Total
Directorate	£0 - £2,499.99	£2,500 - £4,999.99	£5,000 - £7,499.99	£7,500 - £9,999.99	£10k +	
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
No. of Recipients in 2015/16	92	19	77	45	34	267
2016/17	Annual Market Rate Supplement Banding					Total
Directorate	£0 - £2,499.99	£2,500 - £4,999.99	£5,000 - £7,499.99	£7,500 - £9,999.99	£10k +	
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
No. of Recipients in 2016/17	32	70	56	51	30	239
2017/18	Annual Market Rate Supplement Banding					Total
Directorate	£0 - £2,499.99	£2,500 - £4,999.99	£5,000 - £7,499.99	£7,500 - £9,999.99	£10k +	
Chief Executive	0	0	0	0	0	0
Children's Services	18	8	41	55	33	155
Community Services	0	1	3	0	1	5
Public Health	0	0	0	0	0	0
Regeneration & Business	1	13	8	0	2	24
Resources	0	0	6	0	0	6
Social Care Health & Housing	29	60	10	0	0	99
No. of Recipients in 2017/18	48	82	68	55	36	289

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Appendix C - Market Rate Supplements as a percentage of salary costs 2015/16, 2016/17 and 2017/18

Directorate	2015/16 Cost of Market Rate Supplements	2016/17 Cost of Market Rate Supplement	2017/18 Cost of Market Rate Supplement
Children's Services	£975,884	£1,023,160	£1,068,552
Social Care Health & Housing	£151,143	£207,332	£225,050
Chief Executive	£0	£0	£0
Community Services	£13,158	£8,186	£21,706
Improvement & Corporate Services	£14,166	-	-
Public Health	£0	£0	£0
Financial Services	£33,360	-	-
Regeneration	£69,288	£68,428	£86,309
Resources	-	£35,775	£35,136
Chief Executive's Team	-	£14,166	-
TOTAL	£1,256,999	£1,357,047	£1,436,753

Directorate	2015/16 Salary Costs	MRS as % Salary Costs 2015/16	2016/17 Salary Costs	MRS as % Salary Costs 2016/17	2017/18 Salary Costs	MRS as % Salary Costs 2017/18
Children's Services	£12,634,508	7.72%	£13,033,789	7.85%	£13,891,728	7.69%
Social Care Health & Housing	£18,440,277	0.82%	£20,562,981	1.01%	£19,987,288	1.13%
Chief Executive	£209,470	0.00%	£211,565	0.00%	£853,625	0.00%
Community Services	£9,905,454	0.13%	£10,318,636	0.08%	£12,149,305	0.18%
Improvement & Corporate Services	£9,970,131	0.14%	-	-	-	-
Public Health	£710,406	0.00%	£672,394	0.00%	£635,913	0.00%
Financial Services	£4,050,142	0.82%	-	-	-	-
Regeneration	£5,366,210	1.29%	£6,221,654	1.10%	£6,321,614	1.37%
Resources	-	-	£8,309,610	0.43%	£8,703,735	0.40%
Chief Executive's Team	-	-	£2,350,504	0.60%	-	-
TOTAL	£61,286,598	2.05%	£61,681,132	2.20%	£62,543,208	2.30%

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Appendix D – Market Rate Supplement Analysis Turnover Information for 2015/16, 2016/17 and 2017/18

Area	2015/16	2016/17	2017/18
	Voluntary Turnover Rate	Voluntary Turnover Rate	Voluntary Turnover Rate
CBC	13.41%	12.30%	12.08%
<i>Public Protection & Transport</i>		12.31%	13.60%
<i>CS, PP, W&L</i>	16.10%		
<i>Highways & Tran</i>	14.62%		
<i>Financial Services</i>	7.81%	9.87%	15.73%
<i>Community Services</i>			50.00%**
<i>Information Technology</i>	26.25%	10.87%	2.04%
<i>Safeguarding (was Child Serv Ops)</i>	12.44%	17.97%	9.07%
<i>Commissioning</i>	15.79%	12.28%	
<i>School Improvement</i>		10.53%	
<i>Children's Serv</i>			56.25%**
<i>Transformation</i>			3.67%
<i>Adult Social Care</i>	15.04%	13.62%	14.94%
<i>Social Care H&H*</i>		0.00%	8.33%
<i>Business & Investment</i>			16.28%
<i>Development Infrastructure</i>	8.86%	7.88%	21.92%

*Social Care H&H includes a small number of employees. In 15/16, there were no MRS recipients, hence no turnover calculation. A staff member within this area began to receive an MRS during 16/17. Given the small number of staff, a turnover of 0% is highly probable and a small number of leavers causes a noticeable turnover rate.

** Particularly small staff grouping making turnover appear disproportionately high.

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Central Bedfordshire Council

GENERAL PURPOSES COMMITTEE

21 June 2018

Review of urgent and minor updates to the Constitution

Report of: Cllr Richard D Wenham (Richard.wenham@centralbedfordshire.gov.uk)

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

Purpose of this report

This report sets out the changes which have been made to the Constitution during the period 01 November 2017 to 31 May 2018.

RECOMMENDATION

The Committee is asked to note the changes made to the Council's Constitution as appended.

Background

1. The Monitoring Officer has been granted delegated powers to make minor amendments to correct any errors and to ensure that the Constitution is maintained and up to date as set out in Part 2 Article 14 of the Constitution and is required to report to the Committee on a quarterly basis on any such amendments that have been made.
2. A schedule of the amendments which have been made by the Monitoring Officer under their delegated powers, since the last report to the Committee, is appended for the Committee to note.

Council Priorities

3. Maintenance of the Constitution contributes to the Council priority 'a more efficient and responsive Council.

Legal Implications

4. There are no legal implications arising directly from this report.

Financial and Risk Implications

5. There are no financial or risk implications arising from this report.

Equalities Implications

6. There are no equality implications arising from this report.

Conclusion and next Steps

7. Members are requested to note the updates to the Constitution, which have been published on the Council's website.

Appendices

Appendix A: Schedule of minor amendments to the Constitution

Background Papers

None

Report author(s): Jonathon Partridge, Head of Governance
(Jonathon_partridge@centralbedfordshire.gov.uk)

Minor amendments to the Constitution
For the period: 01 November 2017 – 31 May 2018

Appendix A

Section of the Constitution	Proposed Change(s)	Reason	Date approved by Monitoring Officer
Part 3E – Scheme of Delegation by the Council and by the Executive to Directors and to other Officers	Changes to publication dates in section 4.2.27	Change of publication dates as per national decision to accelerate financial year end closure for Local Government.	12/01/18
Part 3A – Allocation of Responsibility for Functions – Full Council and Executive	Change to Page 9 – Executive Member title	Change from Executive Member for Education & Skills to Executive Member for Families, Education & Children.	15/1/18
Part 3E – Scheme of Delegations to Directors and other Officers	Change to page 53 (section 4.5.12) – Executive Member title	Change from Executive Member for Education & Skills to Executive Member for Families, Education & Children.	15/1/18
Part 4G – Public Participation Procedures (including Petitions Scheme)	Change to page 12 – (sections 5.6.7, 5.10 & 6.2.8) Executive Member title	Change from Executive Member for Sustainable Communities to Executive Member for Community Services	15/1/18
Part 2, Article 14 – Decision Making	Change to paragraph 2.3	Minor amendment to correct an error (substituting “and” with “or”)	23/5/18
Part 3E – Scheme of Delegations to Directors and other Officers	Change to page 30 (section 4.5.30) – Trading Standards	Changes to wording to include “explosives, petroleum, road traffic” – removing the words “performing animals, Licensing, safety of sports grounds...”.	23/5/18

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Central Bedfordshire Council

GENERAL PURPOSES COMMITTEE

21 June 2018

Work Programme

Advising Officer:

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

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

General Purposes Committee Work Programme

2018/19 Municipal Year	
21 June 2018	<ul style="list-style-type: none"> • Market Rate Supplement Payments – Annual Update (VC) • Traffic Regulation Orders – Amendments to the Constitution (SH) • Review of Urgent and Minor Updates to the Constitution (JP) • Work Programme (LM)
23 August 2018	<ul style="list-style-type: none"> • Consultation on the Community Governance Review (BD) • Work Programme (LM)
25 October 2018	<ul style="list-style-type: none"> • Arrangements for Ethical Standards (Standards Complaints) (QB) • Review of Urgent and Minor Updates to the Constitution (JP) • Work Programme (LM)
13 December 2018	<ul style="list-style-type: none"> • Pay Policy Statement 2019/20 (VC) • Work Programme (LM)

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