

Luton and South Bedfordshire Joint Committee

Sub-Committee

TERMS OF REFERENCE

A Purpose

The purpose of the Luton and South Bedfordshire Sub-Committee is to operate the Delegated Authority of the L&SB Joint Committee and to provide such advice to the Authorised Person, the Joint Committee and the latter's constituent Authorities as may be necessary on matters relating to the Local Development Framework of the Luton and south Central Bedfordshire area.

B Powers

In furtherance of their purpose but not otherwise the Sub-Committee will:

- a. Make such decisions as necessary as required under the Delegated Authority.
- b. Instruct the Authorised Person to undertake any actions that the sub-committee considers are necessary to progress the Local Development Framework; provided that such actions are contained within the general intent of the Delegated Authority.
- c. Receive reports from the Authorised Person on all matters intended to be placed before the Joint Committee and to ratify their use; without prejudice to such minor matters as do not conflict with the Delegated Authority.

C Membership

Membership of the Sub-Committee comprises:

1. The Chair and the Vice-Chair of the Joint Committee.
2. One member from each of the constituent Authorities (Central Bedfordshire Council and Luton Borough Council.)
3. Each Member may be substituted by a member from that person's constituent Authority as required by that Member.

Appendix A

4. Members of the Sub-Committee must be prepared to attend a meeting of the Sub-Committee at short notice; where such notice is less than three working days, the Chair of the Joint Committee or the Authorised Person shall provide each Member with a written explanation to be recorded in the minutes of the Meeting.

D. General Meetings

1. General Meetings of the Sub-Committee shall be held at such dates, times and venues as the Sub-Committee itself or the Chair shall determine.
2. In exceptional circumstances, the Authorised Person may convene a General Meeting if he/she considers that it will further the progress of the Local Development Framework
3. The Chair or Authorised Person may alter the dates of meetings in exceptional circumstances.

E. Special General Meetings

1. A Special General Meeting of the Sub-Committee may be called by the Authorised Person if there is a written request to the Chair by at least 3 Members of the Joint Committee stating the business to be considered.
2. The Notice of such a meeting shall set out the business to be considered at that meeting.

F. Notices

1. Notice of the date and time of each meeting of the Advisory Forum shall be given to each representative at least 3 days prior to the date of the meeting.
2. Notice of a Special General Meeting shall be given to each representative at least 7 days prior to the date of the meeting.

G. Quorum

There shall be a Quorum at any General or Special General Meeting when at least 2 representatives of the Sub-Committee are present.

Appendix A

H. Servicing

1. The Sub-Committee shall be serviced by the L&SB Joint Technical Unit.
2. Minutes of any Meeting of the Sub-Committee shall be taken by the Joint Technical Unit.

I. Agenda for Meetings

1. The Chair, in consultation with the Authorised Person and the Vice-Chair, will be responsible for agenda planning. Items for the Agenda of Meetings to be cleared at least 5 days before the date of the meeting; unless there are exceptional circumstances as provided in C.4.
2. The Agenda for a meeting of the Sub-Committee may include any item or report as the Chair, in consultation with the Authorised Person and Vice-Chair, considers necessary to progress the Local Development Framework.
3. The Chair, Vice Chair or the Authorised Person may invite such observers or such other persons who may be invited specifically to contribute to the debate at the meeting as is considered to be helpful to the progress of the Local Development Framework. All Members of the Joint Committee will be invited to attend, though only Members of the Sub-Committee may vote.

J. The Chair

1. The Chair shall preside at all meetings of the Sub-Committee except that
2. In his/her absence the Vice-Chair shall preside except that:
3. In the absence of both Chair and Vice-Chair, their substitutes may attend in their place for that Meeting.
4. All representatives, observers and invited persons shall address the Chair.
5. All representatives, observers and invited persons must respect the authority of the Chair and respond to her/him and act appropriately at all times.

Appendix A

6. The Chair shall rule on all matters affecting the conduct of the meeting.

K. Voting

1. The Sub-Committee is intended to be a working body that progresses the delivery of a Local Development Framework in an expeditious manner and on the principle that a collective accord is reached on all matters placed before it.
2. Where the Chair considers that a vote on any matter is required, each representative present at the Sub-Committee shall be entitled to one vote.
3. In the event of a tied vote, there is no casting vote and the minutes shall record the fact.

Agendas and Reports

Officers of the Council will (as far as possible) take account of the severe time constraints that the Sub-Committee may operate under in the period leading from Submission of a Development Plan Document to the Secretary of State and Adoption of that Plan. Hence agendas should be realistically formulated in order that meetings are able to transact the full business outlined.

Officers' Reports, Agendas, Minutes and verbal reports should be provided in suitable format to expected Council standard.

Allowances

All Sub-Committee members are reimbursed according to the normal arrangements of their constituent Authorities and it is the responsibility of the constituent Authorities to administer those arrangements.

Meeting Arrangements

The Joint Technical Unit will be responsible for the administration of the meetings. Contact can be made with Sally Hicks, Central Bedfordshire Council or the Authorised Person, Mr. Lachlan Robertson here:

Sally.hicks@centralbedfordshire.gov.uk

Tel: 0300 300 8000

Lachlan.robertson@centralbedfordshire.gov.uk

Tel: 0300 300 5253

(Dated 7th June 2011)