

Luton and South Bedfordshire Joint Committee

Sub-Committee

TERMS OF REFERENCE

The Luton and South Bedfordshire Joint Committee has resolved to establish a sub-committee to exercise certain functions on its behalf. The sub-committee is to be known as “The Luton and South Bedfordshire Sub-Committee” and is referred to in the Terms of Reference which follow as “the Sub-Committee”.

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 or Local Plan 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 or Local Plan; 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; and

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.

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. Notice

1. Notice of the date and time of each meeting of the Sub – Committee shall be given to each representative at least 5 clear days prior to the date of the meeting.
2. Notice of a Special General Meeting shall be given to each representative at least 7 clear 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 one member from each of the two participating authorities of the Sub-Committee are present.

H. Administration of the Sub-Committee

The Sub-Committee shall be administered on an alternating basis by the Committee Services teams of the two authorities (Central Bedfordshire Council and Luton Borough Council).

I. Agenda for Meetings

1. The Chair, in consultation with the Authorised Person and the Vice-Chair, will be responsible for agenda planning.
2. Reports must be published at least 5 clear days before the date of the meeting and must be with the appropriate Committee Services team at least 7 clear days before the meeting.
3. 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 or Local Plan. 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 and the meeting shall elect a Chair to preside for the duration of the meeting.

K. Voting

1. The Sub-Committee will act to progress the delivery of a Local Development Framework or Local Plan 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 shall be no casting vote and the proposal will fall. The minutes shall record this accordingly.

L. Agendas

Officers of the two participating Councils 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.

M. 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.

(Dated 26 September 2011)