

CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **CENTRAL BEDFORDSHIRE COUNCIL** held in the Priory House, Monks Walk, Shefford on Thursday, 19 April 2012.

PRESENT

Cllr P Hollick (Chairman)
Cllr Mrs R B Gammons (Vice-Chairman)

Cllrs	P N Aldis	Cllrs	C C Gomm	Cllrs	B Saunders
	Mrs A Barker		Mrs S A Goodchild		J A G Saunders
	A R Bastable		Mrs D B Green		N J Sheppard
	R D Berry		Mrs C Hegley		I Shingler
	L Birt		J G Jamieson		M A Smith
	M C Blair		D Jones		Miss A Sparrow
	D Bowater		M R Jones		B J Spurr
	A D Brown		D J Lawrence		R C Stay
	Mrs C F Chapman MBE		Mrs J G Lawrence		A M Turner
	Mrs S Clark		I A MacKilligan		Mrs P E Turner MBE
	J A E Clarke		K C Matthews		M A G Versallion
	N B Costin		Ms C Maudlin		N Warren
	I Dalgarno		D McVicar		B Wells
	A L Dodwell		J Murray		P Williams
	Mrs R J Drinkwater		Mrs M Mustoe		J N Young
	P A Duckett		T Nicols		A Zerny
	Dr R Egan		R B Pepworth		

Apologies for Absence

Cllrs	Mrs D B Gurney	Cllrs	R W Johnstone	Cllrs	R D Wenham
	D J Hopkin		A Shadbolt		
	K Janes		P F Vickers		

Officers:	Mr J Atkinson	–	Head of Legal and Democratic Services
	Miss H Bell	–	Committee Services Officer
	Mr R Carr	–	Chief Executive
	Ms D Clarke	–	Interim Assistant Chief Executive (People & Organisation)
	Mr P Dudley	–	Assistant Director Children's Services (Learning & Strategic Commissioning)
	Mr A Fleming	–	Project Director - Business Services
	Mrs S Hobbs	–	Committee Services Officer
	Mr T Keaveney	–	Assistant Director Housing Services
	Ms M Peaston	–	Committee Services Manager
	Mr C Warboys	–	Chief Finance Officer & Section 151 Officer

Prayers

Prayers were taken by Reverend Martin Hathaway.

C/12/1 **Election of Chairman (only if the current Chairman and Vice-Chairman are absent)**

As the Chairman of the Council was present, this item was withdrawn.

C/12/2 **Election of Chairman 2012/13**

The Chairman invited nominations for the office of Chairman of the Council for the municipal year 2012/13. Councillor Mrs A Barker was duly proposed and seconded. There were no other nominations.

RESOLVED

that Councillor Mrs A Barker be elected to the office of Chairman of the Council for the municipal year 2012/13.

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

Thereafter the newly-elected Chairman thanked Members for their support for electing her as Chairman.

It was moved, seconded and

RESOLVED

to place on record the Council's sincere thanks for the services rendered by Councillor P Hollick, the out-going Chairman, in the discharge of the important and exacting duties of the office over the period from 22 April 2010 to 19 April 2012 and to thank Councillor Miss Sparrow for her invaluable support to Councillor P Hollick during this period.

Councillor P Hollick was then presented with a certificate and thereafter thanked Members for their support. During his term of office he had raised in the region of £10,000 for distribution to local organisations. Councillor Hollick placed on record his thanks to the Chairman's Personal Assistant, Councillor Miss Sparrow and the out-going Vice-Chairman, Councillor Mrs R Gammons.

C/12/3 **Election of Vice-Chairman 2012/13**

The Chairman invited nominations for the office of Vice-Chairman of the Council for the municipal year 2012/13. Councillor Ms C Maudlin was duly proposed and seconded. There were no other nominations.

RESOLVED

that Councillor Ms C Maudlin be elected to the office of Vice-Chairman of the Council for the municipal year 2012/13.

Councillor Ms C Maudlin then read out and signed the Declaration of Acceptance of Office.

Thereafter the outgoing Vice-Chairman thanked Members for their support and congratulated the incoming Vice-Chairman.

C/12/4 **Minutes**

RESOLVED

that the minutes of the meeting held on 23 February 2012 be confirmed and signed by the Chairman as a correct record.

C/12/5 **Members' Interests**

(a) **Personal Interests:-**

None.

(b) **Personal and Prejudicial Interests:-**

None.

C/12/6 **Chairman's Announcements and Communications**

The Chairman explained that it would be an honour to represent Central Bedfordshire Council during 2012/13, especially with the Queen's Diamond Jubilee celebrations closely followed by the Olympics. She also expressed her best wishes to those employees taking part in the London Marathon.

The Chairman announced that her nominated charity would be the East Anglian Air Ambulance. She was looking forward to meeting residents, organisations and businesses in Central Bedfordshire.

The Chairman reported on the continuing success of the Council in delivering much-needed affordable housing for local people in Central Bedfordshire. Working closely with partners the Council had helped to deliver some 373 new affordable homes within 2011/12 which was considerably above the Council's target for the year. She thanked the Planning and Housing teams and the Executive Members responsible for those areas for helping make this happen.

The Chairman also announced that on 2 and 3 May 2012, Central Bedfordshire Council would be hosting a zoo training seminar at Cranfield University. The seminar would enable other local authorities to learn from Central Bedfordshire's experience.

C/12/7 Leader of the Council's Announcements and Communications

The Leader congratulated Councillors Mrs A Barker and Ms C Maudlin on their election to the roles of Chairman and Vice-Chairman. He also thanked the outgoing Chairman, Councillor P Hollick and Vice Chairman, Councillor Mrs R Gammons for their hard work.

C/12/8 Questions, Statements or Deputations

There were none.

C/12/9 Recommendations from the Executive

The Council considered the recommendations from the meeting of the Executive held on 27 March 2012. The Leader moved the recommendations for the following items en bloc and these were duly seconded:

- (a) New School Places Programme 2012/13 – 2016/17;
- (b) Central Bedfordshire University Technical College – Premises Procurement; and
- (c) Community Safety Partnership Plan 2012 – 2013.

RESOLVED

(a) New School Places Programme 2012/13 – 2016/17

that the rolling Capital Programme for New School Places as set out in the Executive report be approved, noting the required amendments to the Council's approved Capital Programme 2012/13 to 2015/16.

(b) Central Bedfordshire University Technical College – Premises Procurement

that the addition of the Central Bedfordshire University Technical College premises scheme within the Capital Programme be approved and the commencement of expenditure be authorised.

(c) Community Safety Partnership Priorities and the Community Safety Partnership Plan for 2012 – 2013

that the adoption of the Community Safety Partnership Plan 2012 – 2013, as attached at Appendix A to the Executive report, be approved.

C/12/10

Recommendations from the Constitution Advisory Group

i) Filming, Blogging, Tweeting and Recording by the Public at Meetings

The Council considered a recommendation from the meeting of the Constitution Advisory Group held on 27 January 2012, seeking the approval of the draft protocol on audio/visual recording and photography at Council meetings and amendment of the Council's constitution to make reference to these.

RESOLVED

- 1. that the draft protocol on audio/visual recording and photography at Council meetings, a copy of which was attached at Appendix A to the report, be approved and adopted as the Council's formal guidance on the matter; and**
- 2. that the Constitution be amended to refer to the availability of the protocol within the Access to Information Procedure Rule at paragraph 3 of Part G2 of the Constitution, as set out in Appendix B to the report.**

ii) Biggleswade Joint Committee

The Council considered a recommendation from the meeting of the Constitution Advisory Group held on 27 January 2012, seeking the approval of terms of reference for a Biggleswade Joint Committee.

RESOLVED

that section J2 of the Constitution be amended by the addition of the provision for a Biggleswade Joint Committee with the terms of reference as set out in Appendix A to the report.

iii) Amendments to the Ethical Handbook – Site Visit Requests by Members

The Council considered a recommendation from the meeting of the Constitution Advisory Group held on 27 January 2012, to amend the Ethical Handbook in relation to Member requests for site visits on planning applications being considered by the Development Management Committee.

RESOLVED

that paragraph 10.2.3 of Part 2 of the Ethical Handbook, relating to site visits by Members, be amended as set out in Appendix A to the report.

iv) Reports of Executive Members and Order of Business at Ordinary Meetings of the Council

The Council considered a recommendation from the meeting of the Constitution Advisory Group held on 27 January 2012, seeking to amend the Constitution:

- to include Executive Member reports as part of the business at ordinary meetings of the Council
- to introduce a provision to allow questions on the reports or minutes of the Executive or Committees
- restricting the time allocation for open questions at each ordinary meeting of the Council from 45 minutes to 30 minutes.

RESOLVED

- 1. that Rule 4.2 of Part B5 of the Constitution, relating to the order of business at every ordinary meeting of the Council, be amended as set out in Appendix A to the report;**
- 2. that Rule 13.1 of Part B5 of the Constitution, relating to questions by Members on reports or minutes of the Executive or Committee, be amended as set out in Appendix B to the report; and**
- 3. that Rule 13.7.1 of Part B5 of the Constitution, relating to open questions and procedures, be amended as set out in Appendix C to the report.**

v) Governance Arrangements

The Council considered a recommendation from the meeting of the Constitution Advisory Group held on 23 March 2012, proposing revised governance arrangements. The proposals were in part a response to the provisions relating to ethical standards contained in the Localism Act 2011, but would also streamline the Council's committee structure.

RESOLVED

- 1.(a) that the terms of reference of the General Purposes Committee be extended to include the following additional functions:**
 - (i) exercising the Council's functions under Chapter 7 (sections 26 to 37) of the Localism Act 2011; and**
 - (ii) oversight of the Council's Constitution, including approving any changes that may be required on the advice of the Monitoring Officer.**
- 1.(b) that the membership of the General Purposes Committee be expanded to 12 members, of which 3 would be Executive Members;**
- 1.(c) that the General Purposes Committee be scheduled to meet during each committee cycle;**
- 2. that the following responsibilities be delegated to the Chief Executive:**
 - (i) determining the award of any discretionary payments to employees under the Local Government Pension Scheme or the Council's severance policy; and**
 - (ii) designating an officer to be the Council's Scrutiny Officer in accordance with section 9FB of the Local Government Act 2000, after consultation with the Chairman of the Overview and Scrutiny Management Panel.**

C/12/11

Recommendations from General Purposes Committee

The Council considered a recommendation from the meeting of the General Purposes Committee held on 11 April 2012 seeking approval of the draft Code of Conduct and the arrangements for dealing with any complaints that Members had failed to comply with the Code.

RESOLVED

- 1. that the draft Code of Conduct, as set out at Appendix A to the report, be adopted with effect from 1 July 2012;**
- 2. that the Monitoring Officer contact the clerks to the town and parish councils in Central Bedfordshire and invite them to consider recommending the Code of Conduct for adoption by their own council; and**

3. **that the General Purposes Committee be authorised to take any decisions necessary to implement the provisions contained in Chapter 7 of the Localism Act 2011, so that arrangements are in place when the relevant provisions take effect on 1 July 2012.**

C/12/12

Appointment of Members, Chairmen and Vice-Chairmen to Committees and Other Council Bodies 2012/13

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

As a supplement to the report, Members noted the proposal to rename the Customer and Central Services Overview and Scrutiny Committee to become the Corporate Resources Overview and Scrutiny Committee. Members also received the nominations for membership of Committees and for Chairmanships and Vice-Chairmanships of Committees for 2012/13 from the Group Leaders. These were proposed en bloc and were duly seconded, subject to:

- Councillor T Brown replacing Councillor K Matthews on the Houghton Regis Town Centre Management Committee; and
- Councillor Mrs P Turner MBE becoming a substitute on the Biggleswade Joint Committee.

A query was raised about the number of substitutes on the Appeals Panel which would be clarified separately.

RESOLVED

1. **that the Council confirms for the municipal year 2012/13:**
 - (a) **the structure, size and terms of reference of the committees, sub-committees and joint committees set out in sections D1, E2 and J2 of the Council's Constitution, subject to the name of the Customer and Central Services Overview and Scrutiny Committee being changed to Corporate Resources Overview and Scrutiny Committee; and**
 - (b) **the allocation of seats and substitutes to these and other bodies, as listed in Appendix A to the report, in accordance with the political balance rules where they apply.**
2. **that the appointment of individual Members and substitutes to committees and other bodies be approved in accordance with nominations, as set out in Appendix B to the report;**
3. **that the appointment of Chairmen and Vice-Chairmen of committees for the municipal year 2012/13 be approved in accordance with nominations as set out in Appendix C to the report;**

4. to note that the following persons had been appointed to the Children's Services Overview and Scrutiny Committee as co-opted members with voting rights on education matters for the period June 2011 to the AGM in May 2015:

- (a) Mrs Frances Image, Roman Catholic Diocesan representative
- (b) Mr Jon Reynolds, Church of England Diocesan representative
- (c) Sara Beattie, School Parent Governor representative
- (d) Heather Copley, School Parent Governor representative
- (e) Douglas Landman, School Parent Governor representative

[Note: A comprehensive list of appointments is attached at Appendix A to these Minutes.]

C/12/13 **Scheme of Delegation**

Council received a report from the Monitoring Officer which requested Members to note that the Constitution had been amended during the course of 2011/12 and had been updated and published on the Council's website.

RESOLVED

that the Council notes that the scheme of delegation contained within Part H3 of the Constitution is up to date and published on the Council's website.

C/12/14 **Composition of the Executive and Scheme of Delegation of Executive Functions**

The Council received a report from the Leader of the Council setting out the composition of the Executive for the coming year, including the names of the Councillors appointed to the Executive.

The Leader advised Members of the following changes to the Executive:

- Councillor N Young would replace Councillor K Matthews as the Executive Member for Sustainable Communities – Strategic Planning and Economic Development;
- Councillors A Dodwell and Mrs S Clark would replace Councillors Mrs A Barker and T Brown as the Deputy Executive Members for Children's Services; and
- Councillor T Brown would replace Councillor N Young as the Deputy Executive Member for Sustainable Communities – Strategic Planning and Economic Development.

Members took the opportunity to thank Councillors K Matthews, Mrs A Barker and T Brown for their hard work during their time on or supporting the Executive.

RESOLVED

that the Council notes:

1. the composition of the Executive and allocation of portfolios, as set out in the revised Appendix A to the report;
2. the scheme of delegation of Executive functions, set out at Part C3 of the Constitution;
3. that Councillor M Versallion would continue to be the Lead Member for Children's Services.

[Note: A list of details of the portfolios and the names of the Executive Members are set out at Appendix B]

C/12/15

Appointments to the Joint Selection Committee (for Bedfordshire Police Authority) and the Bedfordshire and Luton Combined Fire Authority 2012

The Council considered a report from the Monitoring Officer outlining the requirements for reaffirming the Member appointments to Bedfordshire Police Authority, the Joint Selection Committee (for Bedfordshire Police Authority) and the Bedfordshire and Luton Combined Fire Authority.

RESOLVED

1. that the Council:
 - (a) re-affirms the appointment of five Members i.e. Councillors Mrs F Chapman MBE, Mrs D Gurney, P Hollick, R Johnstone and I Mackilligan to serve on the Joint Selection Committee, as agreed at the meeting on 19 May 2011, which was responsible for appointing Members of the Bedfordshire Police Authority; and
 - (b) re-affirms the nomination of four Members i.e. Councillors Mrs F Chapman MBE, Mrs D Gurney, P Hollick and I Mackilligan, as agreed at the meeting on 19 May 2011, to continue to serve as Members of the Bedfordshire Police Authority for the period until the proposed Police and Crime Commissioner takes office, reflecting the requirement so far as practicable for political balance across all three constituent Councils as a whole (Central Bedfordshire, Bedford Borough and Luton Borough).
2. that the Council re-affirms the appointment of five Members, Councillors Mrs R Drinkwater, D McVicar, J Saunders, A Shadbolt and P Williams, as agreed at the meeting on 19 May 2011, to continue to serve on the Bedfordshire and Luton Combined Fire Authority in 2012/13, reflecting the political balance within Central Bedfordshire Council.

C/12/16 **Leader of the Council's Annual Report**

The Leader presented his annual report outlining policy priorities for the forthcoming year. A copy of the report is attached at Appendix C to the minutes.

Members of the Council raised questions on the report to which the Leader responded.

RESOLVED

that the annual report of the Leader outlining policy priorities for the forthcoming year be noted.

C/12/17 **Audit Committee Activity - Annual Report**

The Council received an annual report from the Chairman of the Audit Committee on the Audit Committee's activity during 2011/12.

RESOLVED

that the work activity of the Audit Committee during 2011/12 be noted.

C/12/18 **Independent Remuneration Panel: Membership**

The Council considered a report from the Deputy Leader and Executive Member for Corporate Resources recommending the appointment of Dr R Tipping to the Independent Remuneration Panel for the period to 31 March 2016.

RESOLVED

that Dr R Tipping of Blunham be appointed as the fourth member of the Independent Remuneration Panel for the period ending 31 March 2016.

(Note: The meeting commenced at 6.30 p.m. and concluded at 8.00 p.m.)

Chairman

Dated