

## **PART 3C – PART 3D - DELEGATIONS TO JOINT COMMITTEES**

Delegations to joint committees are set out in the following table:-

<b>Description of Joint Arrangements</b>	<b>Delegations</b>
<b>Biggleswade Joint Committee</b>	<ol style="list-style-type: none"><li data-bbox="691 521 1449 1205">1. Purpose<ol style="list-style-type: none"><li data-bbox="794 577 1449 835">1.1 To serve as a forum for all those involved in initiatives impacting on Biggleswade town and parish to consult with each other and co-ordinate their activities so as to realise their aspirations for the Parish and the town centre.</li><li data-bbox="794 869 1449 1059">1.2 To guide the broad direction of the town centre taking into account the needs of the town centre's customers, employees, residents, visitors, traders, property owners and developers.</li><li data-bbox="794 1093 1449 1205">1.3 Advise the principal decision makers as to the impact of decisions that affect the two wards of Biggleswade.</li></ol></li><li data-bbox="691 1238 1449 1888">2. Objectives<ol style="list-style-type: none"><li data-bbox="794 1294 1449 1395">2.1 Work towards improving the economic, social, environmental and cultural vitality of Biggleswade.</li><li data-bbox="794 1429 1449 1585">2.2 Ensure the implementation of the Town Centre Masterplan to help and encourage appropriate town centre and town development.</li><li data-bbox="794 1619 1449 1731">2.3 Work in partnership with relevant bodies to achieve the delivery of new infrastructure.</li><li data-bbox="794 1765 1449 1888">2.4 Identify appropriate funding opportunities for the furtherance of town initiatives.</li></ol></li></ol>

	<p>2.5 As appropriate, consider transport issues, where these are not covered by existing transport strategies including the Local Transport Plan and the Local Area Transport Plan.</p>
--	--

	<p>3. Membership:</p> <p>3.1 4 named councillors from Central Bedfordshire Council. Councillors must be elected representatives of wards in Biggleswade or hold Executive responsibility.</p> <p>3.2 4 Biggleswade Town Council appointed councillors.</p> <p>3.3 2 named substitutes from each Council will be permitted to attend meetings as full Committee representatives; the Central Bedfordshire named substitutes will hold Executive responsibility.</p> <p>3.4 Members should serve up to the period of the next local election.</p> <p>3.5 All councillors should have the interests of the Biggleswade area as a priority, not their own wards.</p> <p>4. Meetings and Quorum:</p> <p>4.1 At least 3 Members from each Council must be in attendance for the meeting to be quorate.</p> <p>4.2 Meetings will take place at least quarterly or as otherwise directed by the Chairman.</p> <p>5. Notes:</p> <p>5.1 This group has the power to co-opt up to 10 representatives of local interest groups to attend its meetings.</p>
--	--

	<p>5.2 A councillor appointed by Central Bedfordshire Council will take on the role of Chairman and a councillor appointed by the Town Council will take on the role of Vice-Chairman.</p>
	<p>5.3 Biggleswade Town Council administers the Committee which is governed by the Town Council's Standing Orders except that where the Standing Orders are in conflict with the Joint Committee's Terms of Reference, the Joint Committee's Terms of Reference shall prevail.</p> <p>5.4 Only members of the Committee can vote.</p> <p>5.5 The Committee is not a replacement for any decision making structures regarding planning applications and will not duplicate the work of the Planning Authority.</p> <p>5.6 In an attempt to engage with local town centre stakeholders, the Biggleswade Joint Committee may co-opt up to ten additional Committee Members from local town centre representative groups.</p> <p>Representative groups could be from the retail, banking, property, transport or any other relevant sectors. However, any co-opted Member must be able to demonstrate how they can add value to the work of the Committee. <b>Each co-opted Member will be able to engage fully in all discussions but will not have any voting rights.</b> Co-opted Members will serve a term on the Committee equivalent to the electoral term of elected Council Members.</p>

<p><b>Dunstable Joint Committee</b></p>	<ol style="list-style-type: none"> <li>1. To serve as a partnership forum for all those involved in town centre initiatives to consult with each other and co-ordinate their activities so as to realise their aspirations for the town centre.</li>   <li>2. To set the broad direction of the partnership, taking into account the needs of the town centre's customers, employees, residents, visitors, traders, property owners and developers. This to include devising and updating a recommended Joint Committee Action Plan. The Committee will consider issues relating to: <ul style="list-style-type: none"> <li>• the economic, social and environmental well being of the town</li> <li>• transport issues</li> <li>• community safety issues</li> <li>• leisure and recreational issues</li> <li>• the development and implementation of the Dunstable Town Centre Master Plan</li> </ul> <p>All such issues will be considered in the context of the development and ongoing review of the Joint Committee Action Plan.</p> </li>   <li>3. Membership: <ul style="list-style-type: none"> <li>• 5 named councillors from Central Bedfordshire Council. All named councillors must be elected representatives of wards in Dunstable.</li> <li>• 5 Dunstable Town Council appointed councillors</li> <li>• Named substitutes from each Council will be permitted to attend meetings as full Committee representatives.</li> </ul> </li> </ol>
---	--

	<p>4. Quorum:</p> <p>At least 3 Members from each Council will have to be in attendance for the meeting to be quorate.</p>
	<p>5. Notes:</p> <p>5.1 This group has the power to invite representatives of local interest groups to attend its meetings.</p> <p>5.2 A Councillor appointed by Central Bedfordshire Council will take on the role of Chairman and a Councillor appointed by the Town Council will take on the role of Vice-Chairman.</p> <p>5.3 Dunstable Town Council administers the committee which is governed by the Town Council's Standing Orders.</p> <p>5.4 Only members of the Committee can vote.</p> <p>5.5. The Committee is not a replacement for any decision making structures regarding planning applications and will not duplicate the work of the Planning Authority.</p> <p>5.6 In an attempt to engage with local town centre stakeholders, the Committee will co-opt up to fifteen additional Committee Members from local town centre representative groups. Representative groups could be from the retail, banking, property, transport or any other relevant sectors. However, any co-opted Member must be able to demonstrate how they can add value to the work of the Committee. <b>Each co-opted Member will be able to engage fully in all discussions but will not have any voting rights.</b> Co-opted Members will serve a term on the Committee equivalent to the electoral term of elected Council Members.</p>

<p><b>Houghton Regis Partnership Committee</b></p>	<p>1 Purpose</p> <p>1.1 To serve as a partnership committee that sets the broad direction for all those involved in initiatives impacting on the town (e.g. the town centre’s customers, employees, residents, visitors, traders, property owners and developers) and to co-ordinate their activities so as to realise our aspirations for the town and town centre.</p> <p>1.2 To inform and advise the relevant committees of the local authorities on all aspects of their responsibilities for the town centre and its environs.</p> <p>2. Objectives</p> <p>2.1 Work towards improving the economic, social, environmental and cultural vitality of Houghton Regis.</p> <p>2.2 Encourage appropriate town centre and town development for approval by the Town Council and Central Bedfordshire Council.</p> <p>2.3 Recognise and deliver the context of the Local Development Framework and related planning processes including:</p> <ul style="list-style-type: none"> <li>• informing and advising the relevant committees of the local authorities on all aspects of their responsibilities for the town centre and its environs</li> <li>• consulting, co-ordinating and communicating the infrastructure needs of Houghton Regis to the relevant local authorities; and</li> <li>• working in partnership with relevant bodies to achieve the delivery of new infrastructure.</li> </ul> <p>2.4 Co-ordinate the activities of the various town centre service providers and those responsible for meeting the needs of the Town Centre, including:</p> <ul style="list-style-type: none"> <li>• identifying appropriate funding opportunities for the furtherance of town initiatives; and</li> <li>• undertaking and co-ordinating marketing and promotional work for the town centre.</li> </ul>
--	--

	<p>2.5 Establish task and finish groups to progress/deliver specific proposals in town development strategies where applicable.</p> <p>2.6 Encourage the regeneration of deprived areas of Houghton Regis through effective neighbourhood improvement strategies.</p>
	<p>3. Membership:</p> <p>3.1 The core membership to comprise:</p> <ul style="list-style-type: none"> <li>• 4 Central Bedfordshire Council appointed Councillors</li> <li>• 4 Houghton Regis Town Council appointed Councillors</li> </ul> <p>3.2 Representatives of the local community, local interest groups etc will be invited to attend its meetings as non-voting members when applicable.</p> <p>3.3 Central Bedfordshire Councillors should be from wards within Houghton Regis.</p> <p>3.4 All councillors should have the interests of the town as a priority, not their own wards.</p> <p>4. Chairman</p> <p>4.1 The Chairman (a CBC councillor) and Vice-Chairman (a HRTC councillor) shall be elected from and by the Partnership Committee's core membership.</p> <p>4.2 The elected Chairman and Vice-Chairman will hold their post for a period of one year, after which they may stand for re-election.</p> <p>5. Secretariat</p> <p>5.1 Houghton Regis Town Council administers the Partnership Committee, which is governed by the Town Council's Standing Orders. These can be viewed at Houghton Regis Town Council offices at Council Offices, Peel Street, Houghton Regis, Beds LU5 5EY tel: (01582 708540). They are also available online at <a href="http://www.houghtonregis.org.uk/infopage.asp?infoid=1182">www.houghtonregis.org.uk/infopage.asp?infoid=1182</a></p> <p>6. Decision-making Arrangements</p>

	<p>6.1 The Partnership Committee will make decisions at its meetings. Decisions will be made by consensus whenever possible. However, if no consensus can be reached, a majority vote, based on one vote per core member, will carry the decision, with the Chair having a casting vote if the vote is equal.</p> <p>6.2 The Partnership Committee will delegate operational decision-making to smaller working groups as necessary and appropriate.</p>
	<p>7. Frequency of meetings</p> <p>7.1 The Partnership Committee will meet a minimum of four times a year.</p> <p>8. Quorum</p> <p>8.1 In order for the Partnership Committee to operate, a quorum of 50% of the membership of the Committee must be present.</p>



<p><b>Leighton-Linslade Partnership Committee</b></p>	<ol style="list-style-type: none"> <li>1. Purpose           <ol style="list-style-type: none"> <li>1.2 To serve as a partnership forum for all those involved in initiatives impacting on the Parish to consult with each other and co-ordinate their activities so as to realise their aspirations for the Parish and the town centres.</li> <li>1.3 To set the broad direction of the partnership, taking into account the needs of the town centre's customers, employees, residents, visitors, traders, property owners and developers.</li> </ol> </li> <li>2. Objectives           <ol style="list-style-type: none"> <li>2.1 Work towards improving the economic, social, environmental and cultural vitality of Leighton Buzzard and Linslade.</li> <li>2.2 Prepare and maintain a Town Centre Strategy and Action Plan to help and encourage appropriate town centre and town development, for approval by the Town Council and Central Bedfordshire Council (CBC).</li> <li>2.3 to deliver the Big Plan recognising the context of the Local Development Framework and related planning proposals including:               <ul style="list-style-type: none"> <li>• informing and advising the relevant committees of the local authorities on all aspects of their responsibilities for the town centre and its environs;</li> <li>• Consulting, co-ordinating and communicating the infrastructure needs of Leighton Buzzard and Linslade to the relevant local authorities; and</li> <li>• working in partnership with relevant bodies to achieve the delivery of new infrastructure.</li> </ul> </li> <li>2.4 Co-ordinate the activities of the various town centre service providers and those responsible for meeting the needs of the town centre including:</li> </ol> </li> </ol>
---	--

	<ul style="list-style-type: none"> <li>• identifying appropriate funding opportunities for the furtherance of town initiatives</li> <li>• undertaking and co-ordinating marketing and promotional work for the town centre; and</li> <li>• leading on all matters relating to the physical environment of the Town e.g. Christmas lights, floral displays, hanging baskets etc.</li> </ul> <p>2.5 Establish sub-committees and task groups to progress/deliver specific proposals in town development strategies.</p> <p>3. Membership:</p> <p>3.1 The core membership to comprise:</p> <ul style="list-style-type: none"> <li>• 5 Central Bedfordshire Council appointed Councillors</li> <li>• 5 Leighton-Linslade Town Council appointed Councillors</li> </ul> <p>3.2 Representatives of local interests groups will be invited to attend its meetings as non-voting members.</p> <p>3.3 CBC Councillors should be from wards within Leighton-Linslade, or immediately adjacent to.</p> <p>3.4 All Councillors should have the interests of the town as a priority, not their own wards.</p> <p>4. Chairman</p> <p>4.1 The Chairman and Vice-Chairman shall be elected from and by the Committee's core membership.</p> <p>4.2 The elected Chairman and Vice-Chairman will hold the post for a period of one year, after which they will stand for re-election.</p> <p>5. Secretariat</p> <p>5.1 Leighton-Linslade Town Council administers the Committee, which is governed by the Town Council's Standing Orders.</p>
--	---

	<p>6. Decision-making arrangements</p> <p>6.1 The annual budget shall be developed by the Committee and recommended to the Town Council and Central Bedfordshire Council for approval only where Central Bedfordshire Council makes funding available in any financial year.</p> <p>6.2 Thereafter, the Committee will make decisions at its meetings. Decisions will be made by consensus wherever possible. However, if no consensus can be reached, a majority vote, based on one vote per core member, will carry the decision, with the Chairman having the casting vote if the vote is equal.</p> <p>6.3 The Committee will delegate operational decision-making to smaller working groups as necessary and appropriate.</p>
--	--

**Wixams Joint Development Control Committee (with Bedford Borough Council)**

1. To exercise the development control powers and duties of the Bedford Borough and Central Bedfordshire Councils under the Town and Country Planning legislation in relation to the Wixams (Elstow New Settlement) (the area as defined in the Planning and Development brief) (figure 2) as specified below:-
2. Determination of: -
  - 2.1 Outline planning applications for development relating to the settlement.
  - 2.2 Full / reserved matter\* applications for sites that straddle the boundaries of the constituent Authorities.

*\*reserved matters relating to the original outline planning permissions (reference CB/11/02182/VOC & 11/01380/M73) comprise any applications for approval of reserved matters for Sub Areas, Strategic Infrastructure Works and Strategic Landscaping Applications.*
3. The heads of terms of any joint legal agreements relating to the proposed development.
4. Any other planning issues / applications relating to the development of the settlement as may be referred to the Committee from time to time from either Authority in respect of their own area.
5. All other matters as set out in Standing Order 14 below will be dealt with in accordance with that delegation.
6. Membership:
  - 9 Central Bedfordshire councillors
  - 9 Bedford Borough councillors
  - See Standing Orders 2 and 12 below in respect of composition of the joint committee and substitutes
7. Full terms of reference are set out below.

## Standing Orders of the Wixams Joint Development Control Committee

NB: These were not previously (prior to January 2017) included in the Constitution but for the sake of transparency and ease of reference, are set out below.

### **Standing Order 1 - Meetings**

#### **Ordinary Meetings**

- i. Ordinary meetings of the Joint Committee will take place on such days and at such times and frequency as the Committee may agree.

#### **Special Meetings**

- ii. A special meeting of the Joint Committee may be called at any time by its Co-Chairs.

#### **Summons and Agenda**

- iii. A summons and full agenda will be provided to each member of the Joint Committee at least five clear days before the meeting.

#### **Items of Business**

- iv. Only items of business appearing on the agenda will be considered at a meeting, unless an item is deemed by the Co-Chair presiding at the meeting to be urgent.

#### **Rotation of Meeting**

- v. Meetings of the Joint Committee will rotate between Bedford and Chicksands, Shefford.

### **Standing Order 2 – Size of Joint Committee**

The Joint Committee will comprise 18 Councillors, that is 9 representing Bedford Borough Council and 9 representing Central Bedfordshire Council. The Chairman of each Council's Development Management Committee or Planning Committee shall normally be included in the membership. Up to 4 named substitutes may also be appointed by each authority. Each Council shall appoint its Members to the Joint Committee in accordance with the requirements of Section 15 of the Local Government and Housing Act 1989.

### **Standing Order 3 – Chairing of Meetings**

- i. The joint committee shall at the first meeting after the four-yearly election of its constituent councils elect as Co-Chairs of the committee, one member of each of the constituent authorities, which shall normally be the Chairman of the Development Management Committee and the Planning Committee, respectively

- ii. Each meeting of the Joint Committee shall be chaired by the Co-Chair of the authority hosting the meeting, save that in the absence from a meeting of any one of the Co-Chairs, the other Co-Chair shall preside.
- iii. In the absence of both Co-Chairs, the joint committee shall elect a person from among their number to preside at the meeting.
- iv. The person presiding shall be entitled to a second or casting vote where there is an equality of any votes on the matter.

#### **Standing Order 4 – Quorum**

- i. The quorum at a meeting is one quarter of the joint committee's membership with at least one member from each authority. If the meeting lacks a quorum at any stage, its business shall be adjourned to an agreed date and time or to the next ordinary meeting.

#### **Standing Order 5 – Decisions and recommendations**

- i. Minutes of the proceedings of meetings of the Joint Committee shall be recorded formally and signed at the next meeting by the person presiding.
- ii. No discussions shall take place on the minutes except where their accuracy is challenged by a motion before they are signed.
- iii. The Joint Committee shall have full delegated powers to act within its Terms of Reference. If it wishes to make a recommendation on any matter, this will be placed before the Council of each of the two Local Authorities for a decision.

#### **Standing Order 6 – Rights of non-members of the Joint Committee**

- i. Every Member of each of the two constituent councils shall have the right to attend meetings of the Joint Committee. Such a Member will be entitled to speak once on any item and may, with the consent of the person presiding, contribute further, but shall not vote.

#### **Standing Order 7 – Public participation**

- i. Public participation in meetings of the Joint Committee shall operate on the basis of the scheme set out in Appendix A to these Standing Orders.

#### **Standing Order 8 – Rules of Debate**

##### Motions and Amendments

- i. A motion or amendment may only be discussed if it has been proposed and seconded and, if required by the person presiding, put into writing.

## Amendments

- ii. An amendment must be relevant to the motion and shall be either:
  - (a) to leave out words
  - (b) to leave out words and insert or add others
  - (c) to insert or add words.but no amendment may be moved which shall have the same effect as voting against the motion.
- iii. Only one amendment may be moved or discussed at a time and no further amendment shall be moved until the amendment under discussion has been disposed of. However the person presiding may permit two or more amendments to be discussed (but not voted on) together if s/he considers that this would be a convenient way to proceed.
- iv. If an amendment is lost then other amendments may be moved upon the original motion. If an amendment is carried, then further amendments may be moved to the revised motion.

## Alteration or withdrawal of a motion

- v. With the consent of the person presiding, a Member may alter or withdraw a motions/he has moved.

## Right of reply

- vi. The proposer of a motion has a right of reply at the close of the debate on a motion or upon amendment to their motion immediately before either is put to the vote. The mover of an amendment also has a right of reply. Neither reply should exceed one minute in length.

## **Standing Order 9 – Admission to meetings**

- i. Meetings of the Joint Committee shall be open to the public and the press unless the statutory powers of exclusion have been exercised.

## **Standing Order 10 – Interest of Members in contracts and other matters**

### Financial interests

- i. If any Member has any financial interest, direct or indirect, within the meaning of Section 95 of the Local Government Act 1972 in any matter, h/she will withdraw from the meeting while the matter is under consideration unless:-
  - i. The disability to discuss that matter has been removed by the Secretary of State; or
  - ii. The Joint Committee invite him or her to remain.

## Non-financial interests

- ii. Any Member who has a personal, non-financial interest in any matter must promptly disclose that interest but may remain, speak and vote unless the interest is clear and substantial, in which case the Member must withdraw (subject to paragraph iii below) .
- iii. Members shall have regard to the provisions of the National Code of Local Government Conduct. Involvement in the affairs of a public body or voluntary association, etc, by a Member who has been appointed as a representative of a constituent Council will not, in the absence of any other relevant constraints, be construed as a clear and substantial interest and in that situation the Member should disclose the interest, but may remain and participate fully in the meeting.

## Standing Order 11 – Voting

- i. All decisions shall be taken by a majority of Members present and voting by show of hands.
- ii. In the case of an equality of votes the person presiding may give a second or casting vote.
- iii. Immediately after a vote is taken, the request of any Member for a record of the way in which his/her vote was cast shall be met and included in the minutes of the meeting.

## Standing Order 12 – Changes in membership and substitutes

- i. Any changes in the membership or substitute members of the Joint Committee shall be notified to the relevant Chief Executive for report to the next meeting of the relevant Council for information. Such notice shall be given to the Chief Executive or his/her nominee prior to the commencement of the meeting of the Joint Committee from which it is likely to have effect.
- ii. Each political group on either authority represented on the Joint Committee shall be entitled to nominate substitute members, the number of which shall not exceed 50% of the total seats held by that group on the joint committee with a minimum of one substitute per group.
- iii. Each Independent Member on the Joint Sub-Committee not belonging to a constituted political group within a Council shall be entitled to nominate another Independent Member (who does not belong to a constituted political group within the relevant Council) as a substitute member on the Joint Committee.



- iv. A Councillor who wishes a substitute Member to attend a meeting in his/her place shall so inform one of the substitute Members as soon as practicable before the date of the meeting and the substitute Member shall at the meeting concerned inform the relevant Chief Executive or his/her representative of his/her appointment as a substitute. In the event that no named substitute is able to act in that capacity for any given meeting, then any other member of the political group concerned shall be entitled to act as a substitute provided that the relevant Chief Executive or his/her representative is so informed before the commencement of the meeting and that the status of the substitute Member is declared at the start of the meeting.
- v. Any Member for whom a substitute is attending shall cease to be a member of the Joint Committee for the duration of the meeting, including any adjournment, and the substitute Member shall be a full member of the Joint Committee for the same period.

### **Standing Order 13 – Codes of Conduct**

- i. Members shall observe their own Council's code of conduct for councillors dealing with planning matters except that any member of the Joint Committee who expresses a fixed view on an application prior to its determination by the Joint Committee shall be required *either*:
  - (a) To declare an interest in that application and withdraw from the meeting during consideration and determination thereof; *or*
  - (b) To appoint a substitute Member for the meeting at which the application is to be considered, in which case the Member who has expressed a fixed view may speak on the application from the public gallery prior to the formal discussion of the item.

### **Standing Order 14 – Delegations to Officers**

Officers of each Authority, authorised in accordance with their particular scheme of delegations, shall have delegated authority to deal with and determine the following matters:

- a) Applications for planning permission solely within their Council's boundary.
- b) Applications to develop land without compliance with conditions subject to which a previous planning permission was granted (section 73) for all sites (in this Standing Order meaning those within each Authority boundary and those that straddle the boundaries)
- c) Applications for planning permission for development carried out before the date of the application (section 73A) for all sites
- d) Applications for non-material amendments following a grant of planning permission (Section 96A of the 1990 Act) for all sites.

- e) Applications for Reserved Matters Approval pursuant to any outline planning permission granted previously on sites solely within the Authority boundary.
  - f) Applications to approve details pursuant to and discharge conditions attached to any planning permission granted previously for all sites
  - g) Applications for replacement planning permission subject to a new time limit on sites solely within the Authority boundary.
  - h) In relation to parts 1, 3, 4, 6, 7, 11, 14, 15, 16, 17 and 18 of Schedule 2 of the GPDO 2015 (as amended) (i) approval or agreement required for any element of a proposal or (ii) for determination as to whether or not prior approval or agreement to any element of a proposal is required and, where such prior approval is required by the Council, determination of details of that element for all sites.
  - i) Applications for express consent for the display of advertisements and related powers and duties for all sites.
- All other relevant parts of the schemes of delegation to authorised officers of Bedford Borough Council and Central Bedfordshire Council are deemed to apply in respect of planning applications considered by the Joint Committee.

**Appendix A –  
Wixam’s Joint Development Control Committee Scheme for Public Participation**

Applicants, agents, representatives of Parish/Town Councils, members of Bedford Borough Council and Central Bedfordshire Council (in respect of any application falling within their ward) and members of the public, who have already submitted comments in writing prior to the publication of the agenda, are entitled to speak (but not to question Officers or Members of the constituent councils) during the consideration of a planning application at any meeting of the Joint Committee at which the application is to be determined. Such entitlement to speak shall be in accordance with the following provisions:

- |     |   |
|-----|---|
| (a) | Any person meeting the above qualification who wishes to speak must notify the nominated officer of their Local Authority by telephone or e-mail by close of business on the day before the meeting at which the application in which s/he is interested is to be considered. |
| (b) | The following procedures will apply in respect of each item:  |
|     | <ul style="list-style-type: none"> <li>• Introduction of an item by officers and or the Co-Chair</li> </ul>   |
|     | <ul style="list-style-type: none"> <li>• Representations by Parish/Town Council representative(s)</li> </ul>  |
|     | <ul style="list-style-type: none"> <li>• Representations by objector(s) or representative for all objectors</li> </ul>  |
|     | <ul style="list-style-type: none"> <li>• Representations by applicant and/or any supporters</li> </ul>  |
|     | <ul style="list-style-type: none"> <li>• Representations by a councillor with a personal and prejudicial interest</li> </ul>  |

	<ul style="list-style-type: none"> <li>• Opportunity for officers to comment/clarify</li> </ul>
	<ul style="list-style-type: none"> <li>• Representations by Ward Members</li> </ul>
	<ul style="list-style-type: none"> <li>• Any other councillor (not being a member of the committee) may also be permitted to speak on an item.</li> </ul>
	<ul style="list-style-type: none"> <li>• Consideration of the application by the Joint Committee.</li> </ul>
	NOTE:
1.	In view of the limited time available to each speaker, persons wishing to make representations will not be permitted to make formal presentations using visual display equipment.
2.	Any information to be considered by the Joint Committee should be presented to officers by midday 3 working days prior to the meeting to allow for information to be considered. No new information may be presented at the meeting.

<p><b>Joint Waste Disposal Project Board</b>  <b>(Joint Officer arrangement established under Section 101(5) of the Local Government Act 1972)</b></p>	<ol style="list-style-type: none"> <li>1. To facilitate the joint procurement of, and the subsequent operation and management of, facilities for the treatment and (subject to the agreement of the partner authorities) the disposal of residual waste in pursuance of the current and future waste disposal functions arising under Section 51 of the Environmental Protection Act and to secure the continuing improvement in the effective discharge of those functions by the authorities.</li> <li>2. Membership: <ol style="list-style-type: none"> <li>2.1 An officer appointed by each of the authorities as the Authority Lead Officer for that Authority. One such officer to be appointed by each of Bedford Borough Council, Central Bedfordshire Council and Luton Borough Council. Unless there are over-riding reasons to the contrary each authority shall appoint the officer with responsibility for waste functions as the Authority Lead Officer (voting members);</li> <li>2.2 The Project Director, if he/she is an employee of one of the authorities (non-voting);</li> <li>2.3 The Project Manager, if he/she is an employee of one of the authorities (non-voting);</li> <li>2.4 An officer of one of the authorities agreed by the authority officers to be the Financial Adviser to the Project Board (non-voting);</li> <li>2.5 An officer of one of the authorities agreed by the Authority Lead Officers to be the Legal Advisor to the Project Board (non-voting);</li> <li>2.6 The Executive Member of each authority with responsibility for waste functions as an observer; and</li> <li>2.7 The appropriate officer of the Department for Environment, Food and Rural Affairs as an observer.</li> </ol> </li> </ol>
--	---

	3. A copy of the Joint Working Agreement and the constitution for the Project Board approved by the Shadow Executive at its meeting on 30 September 2008, is available on request from the Monitoring Officer.
--	--

<b>South East Midlands Local Transport Board</b>	1.	Purpose:  To serve as a Joint Committee of the Executives of Central Bedfordshire Council, Milton Keynes Council, Luton Borough Council and Bedford Borough Council, as set out in the Assurance Framework
--	----	--