Annual Council

Schedule
Thursday 16 May 2019, 6:30 PM — 8:30 PM BST

Venue
Council Chamber, Priory House, Monks Walk, Chicksands, Shefford, SG17 5TQ

Description
To Chairman and Members of the Council

Notes for Participants
This meeting may be filmed by the Council for live and/or subsequent broadcast online and can be viewed at https://centralbedfordshire.public-i.tv/core/portal/home. At the start of the meeting the Chairman will confirm if all or part of the meeting will be filmed by the Council. Any footage will be on the Council’s website, a copy of it will also be retained in accordance with the Council’s data retention policy. By attending the meeting, you are deemed to have consented to being filmed by the Council. Full details on the use of recordings is provided via the link above.

Hard copies of the papers for this meeting are not routinely made available to those in attendance. Should you require a copy of please download this from the Council website beforehand.

Prayers will be taken before the meeting by Venerable Dave Middlebrook.

For further information on this meeting contact sandra.hobbs@centralbedfordshire.gov.uk.

Organiser
Sandra Hobbs

Agenda

1. Apologies for Absence

To receive apologies for absence.
2. **Election of Chairman 2019/20**

   To elect the Chairman of the Council for the municipal year 2019/20. Nominations will be sought for the Chairman and each nomination must be seconded. Members may speak in support of nominations.

   (Note: In accordance with Council Procedure Rule No. 21.7, if more than one nomination is received, a vote by show of hands will be conducted.)

   The appointed Chairman to sign and read out the Declaration of Acceptance of Office.

3. **Election of Vice-Chairman 2019/20**

   To elect the Vice-Chairman of the Council for the municipal year 2019/20. The Chairman will call for nominations for Vice-Chairman and each nomination must be seconded. Members may speak in support of the nominations.

   (Note: In accordance with Council Procedure Rule No. 21.7, if more than one nomination is received, a vote by show of hands will be conducted.)

   The appointed Vice-Chairman to sign and read out the Declaration of Acceptance of Office.

4. **Election of Leader of the Council for 2019 - 2023**

   In accordance with Part 4A Council Procedure Rule No. 2.3 and Part 2 Article 7 paragraph 3.1, the Chairman to invite nominations for the election of the Leader of the Council for the period until the day of the first post-election annual meeting following the election of the Leader.

5. **Minutes**

   To approve as a correct record, the Minutes of the meeting of Council held on 18 April 2019.

   Minutes of the Previous Meeting - 18 April 2019.pdf
6. Members' Interests

To receive from Members any declarations of interest.

7. Chairman's Announcements

To receive any matters of communication from the Chairman.

8. Leader of the Council's Announcements

To receive any matters of communication from the Leader of the Council.

9. 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. (This session will be held at the Chairman's discretion and will normally last no longer than 15 minutes.)

Reports

10. Appointment of Members, Chairmen and Vice-Chairmen to Committees and other Council Bodies for 2019/20

To outline the requirements for appointments to committees and other Council bodies, including political proportionality. Appendices to follow.

- 190516 Appointments to Committees v3.docx
- Appendix A - Appointment Numbers on Cttees 2019.20 v1.doc
- Appendix B - Membership of Committees 2019.20.doc
- Appendix C - Appointments HWB 2019.20 v1.doc
- Appendix D - Chairmen and Vice Chairmen 2019.20 v1.doc
- Additional Recommendation.docx
11. Composition of the Executive and Scheme of Delegation of Executive Functions

The Leader of the Council to report regarding the composition and responsibilities of the Executive and to draw Members' attention to the Scheme of Delegation of Executive Functions.

- Composition of Executive and Scheme of Delegation v2.docx
- Appendix A - Composition of the Executive AGM 2019.doc

12. Appointment to the Bedfordshire Police and Crime Panel and the Bedfordshire Fire and Rescue Authority

To appoint Members to the Bedfordshire Police and Crime Panel and the Bedfordshire Fire and Rescue Authority for the period 2019-2023.

- Appointment to PCP & BFRS v3.docx

13. Appointment to Outside Bodies

To report the process for appointments to be made to the list of outside bodies.

- 190516 Outside Bodies - Final.docx
- Appendix A - Outside Bodies requiring Member Appointment 2019 - 2023.docx


To appoint Councillors to fill the vacancies on Arlesey Town Council and to make an Order under Section 91 of the Local Government Act 1972.

- Section 91 Local Government Act 1972 - Arlesey Town Council.docx
- Appendix A - Section 91 Local Government Act 1972 - Arlesey Town Council.docx
1. Apologies for Absence

To receive apologies for absence.
2. Election of Chairman 2019/20

To elect the Chairman of the Council for the municipal year 2019/20. Nominations will be sought for the Chairman and each nomination must be seconded. Members may speak in support of nominations.

(Note: In accordance with Council Procedure Rule No. 21.7, if more than one nomination is received, a vote by show of hands will be conducted.)

The appointed Chairman to sign and read out the Declaration of Acceptance of Office.
3. Election of Vice-Chairman 2019/20

To elect the Vice-Chairman of the Council for the municipal year 2019/20. The Chairman will call for nominations for Vice-Chairman and each nomination must be seconded. Members may speak in support of the nominations.

(Note: In accordance with Council Procedure Rule No. 21.7, if more than one nomination is received, a vote by show of hands will be conducted.)

The appointed Vice-Chairman to sign and read out the Declaration of Acceptance of Office.
4. Election of Leader of the Council for 2019 - 2023

In accordance with Part 4A Council Procedure Rule No. 2.3 and Part 2 Article 7 paragraph 3.1, the Chairman to invite nominations for the election of the Leader of the Council for the period until the day of the first post-election annual meeting following the election of the Leader.
5. Minutes

To approve as a correct record, the Minutes of the meeting of Council held on 18 April 2019.
CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the COUNCIL held in the Council Chamber, Priory House, Monks Walk, Shefford on Thursday, 18 April 2019.

PRESENT

Cllr Mrs C F Chapman MBE (Chairman)
Cllr B Saunders (Vice-Chairman)

Cllrs
M C Blair
D Bowater
A D Brown
J Chatterley
Mrs S Clark
K M Collins
I Dalgarno
S Dixon
P Downing
K Ferguson
Mrs J Freeman
C C Gomm
Mrs S A Goodchild
Ms A M W Graham

Cllrs
Mrs D B Gurney
Ms C Hegley
P Hollick
J G Jamieson
J Kane
D J Lawrence
Mrs J G Lawrence
K C Matthews
Ms C Maudlin
R Morris
T Nicols
G Perham
A Ryan
J A G Saunders
D Shelvey

Cllrs
Mrs A Barker
R D Berry
Mrs A L Dodwell
P A Duckett

Cllrs
F Firth
K Janes
R W Johnstone

Cllrs
I Shingler
P Smith
B J Spurr
R C Stay
Mrs T Stock
T Swain
G Tubb
A M Turner
M A G Versallion
N Warren
S Watkins
B Wells
J N Young
A Zerny

Apologies for Absence

Cllrs
Mrs A Barker
R D Berry
Mrs A L Dodwell
P A Duckett

Cllrs
F Firth
K Janes
R W Johnstone

Cllrs
D McVicar
R D Wenham

Absent

Cllr
Costin

Cllr
Walker

Officers:
Mr R Carr – Chief Executive
Ms C Frost-Bryant – Head of Strategic Growth
Ms S Griffin – Committee Services Officer
Ms T Harris (Waste) – Assistant Director - Environmental Services
Mrs S Harrison – Director of Children’s Services
Mrs S Hobbs – Senior Committee Services Officer
Mrs J Ogley – Director of Social Care, Health and Housing
Ms J Piper – Strategic Manager for Domestic Abuse
Mr S Rix – Monitoring Officer
Mrs M Scott – Director of Public Health
Mr C Warboys – Director of Resources
RESOLVED

that the minutes of the Council meeting held on 21 February 2019 be approved as a correct record.

No declarations of interest were received.

The Chairman invited the public speakers to make their statements in accordance with the Public Participation Scheme.

Gypsy and Travellers

A Parish Councillor from Kensworth spoke about the range of issues associated with gypsy and travellers in the area which had escalated over time. She hoped that Councillors would take action to address the issues.

A Parish Councillor from Stanbridge raised concerns about gypsy and travellers encampments on greenbelt land and the problems this was having on the settled and the established traveller communities. She referred to a Working Group that had been initiated to address these problems. The Working Group had met on three occasions and priorities were being established. The Parish Councillor acknowledged that the Council was now taking action to improve the situation. An advisor on behalf of the Secretary of State had visited the area twice and taken away evidence of the issues occurring. She raised concerns with the Local Plan and its reliance on windfall sites to accommodate gypsy and travellers. The Council needed to ensure that these situations do not occur again and community cohesion was secured.

A local resident spoke about the negative impact of anti-social behaviour and criminality on business around the Dunstable and Leighton Buzzard area. She also raised concerns that the Local Plan was relying on windfall sites to accommodate gypsy and travellers. Local residents in this area were living in fear of crime and felt intimidated. She urged the Council to take account of police crime and disorder data when considering planning applications.

A local resident, who spoke on behalf of Billington Parish Council, explained that people in the area were too scared to speak out in public. The gypsy and traveller sites in the area had become so large that they were merging together. She referred to the impact that this was having on local farmers.
The Executive Member for Community Services acknowledged residents’ concerns. The Council had made provision to invest £9m in improvements to gypsy and travellers sites in Billington. The Council was committed to strengthening its enforcement capacity to help tackle issues. The Council was working with local residents and the Working Group mentioned and actions were already in train, including to address problems with utilities on sites. Enforcements notices had been served in Billington and these had been appealed and would be considered by the Planning Inspector.

The Executive Member for Regeneration noted the concerns raised about the approach to provision for gypsy and traveller sites within the Local Plan and the comments made about the use of crime and disorder data when considering planning applications.

C/18/80

**Petitions**

No petitions had been received.

C/18/81

**Chairman's Announcements and Communications**

The Chairman had exercised her discretion to vary the order of business covering item 12 ‘Domestic Abuse’. This item would ordinarily have been the last item on the agenda but she felt that it was appropriate to take it before Motions, Written and Open Questions. She had also specifically requested that the Strategic Manager for Domestic Abuse deliver the presentation.

The Chairman took the opportunity to thank those Members, who were retiring in May, for their service and wished them well on behalf of the Council.

The Chairman’s activities had included attending:

- the 25th anniversary of the Citizens Advice Bureau in Leighton Buzzard in the presence of the Princess Royal
- the installation of the new High Sheriff, Meryl Dolling
- the induction of the new Archdeacon of Bedford
- the launch of the Youth Parliament’s manifesto
- the bi-annual parade of the Sea Cadets in Flitwick
- the Mayor of Dunstable’s Civic Service.

C/18/82

**Leader of the Council's Announcements and Communications**

The Leader congratulated Stephen Rix on being appointed as the Council’s Monitoring Officer.

The Leader thanked Councillors Stay, J Saunders, Hollick and Costin for their long service and wished them well on behalf of the Council, given that they were not standing for re-election in May.
Executive Member Presentations

Councillor Ghent, Executive Member for Assets and Housing Delivery highlighted some of the activities undertaken within his portfolio, including:

- Work with schools to increase school places
- Ensuring school premises were safe
- Improved leisure facilities across Central Bedfordshire
- Refurbished and new Household Waste Recycling Centres
- The construction of two new Highways depots
- The maintenance of the corporate buildings including new lighting and solar panels
- Investing in new housing schemes such as Priory View, Dunstable and The Brook, Houghton Regis
- Future projects being invested in such as the proposed new Crematorium, new pre-school at Pix Brook Academy opening in September and the development of Integrated Health and Care Hubs; and
- £71m of capital receipts had been achieved from the sale of land.

Councillor Dalgarno, Executive Member for Community Services provided an update covering:

- The new and refurbished leisure facilities in Central Bedfordshire
- Enhanced library services
- Integration of Customer Services within libraries
- The investment in Houghton Hall Visitors’ Centre
- The investment in highways and footpaths
- Addressing gypsy and traveller issues; and
- The tendering of a new waste collection contract.

In response to questions, the Executive Member for Community Services explained that modifications had been made to Customer Services within Shefford library to help improve customer confidentiality. He would provide a written response to the relevant Member regarding customer confidentiality at Biggleswade library.

Recommendation from the General Purposes Committee

The Council considered a recommendation from the meeting of the General Purposes Committee held on 28 March 2019 that proposed changes to the Director of Children’s Services’ delegated powers relating to education and maintained schools.

RESOLVED

that the proposed changes to the Director of Children’s Services’ delegated powers, as set out in Appendix A to the minutes, be approved and incorporated into Part 3E of the Constitution.
The decision was unanimous.

C/18/85  Bedfordshire Fire and Rescue Authority

The Council received a report from the Bedfordshire Fire and Rescue Authority from its meeting on 7 February 2019 and its Information Bulleting for the period October to December 2018.

RESOLVED

that the report of the Bedfordshire Fire and Rescue Authority be noted.

C/18/86  Independent Remuneration Panel

The Council considered a report from the Deputy Leader and Executive Member for Corporate Resources that proposed the reappointment of an existing member of the Independent Remuneration Panel.

RESOLVED

that Dr R Tipping be reappointed to the Independent Remuneration Panel until 31 March 2022.

The decision was unanimous.

C/18/87  Domestic Abuse

The Council received a presentation from the Executive Member for Families, Education and Children and the Strategic Manager for Domestic Abuse that provided an insight into Domestic Abuse. Members were urged to support measures to tackle this issue and unanimously signalled their agreement.

NOTED the presentation.

C/18/88  Motions

No motions were received.

C/18/89  Written Questions

No written questions were received.
Open Questions

The Chairman invited the Minority Group Leaders to ask a question, prior to the consideration of questions that had been placed in the Open Question receptacle.

(1) Councillor Zerny asked about the funding and delivery of Silsoe Leisure Centre.

The Leader explained that funding for Silsoe Leisure Centre had been secured through a Section 106 Agreement and the role of the Parish Council in the delivery of the Centre.

Councillor Zerny asked a supplementary question that referred to a leaflet which had made claims about the delivery of the Leisure Centre. He also commented on references to the provision of roads in the Sandy area.

The Leader explained that Central Bedfordshire Council had contributed and supported the development of Silsoe Leisure Centre. The Council had made improvements in Sandy that included extra car parking and improvements to the Winchester Road Estate.

(2) Councillor Ryan confirmed that the Labour Group did not have any questions.

(3) Councillor Downing referred to the 40mph speed limit on the A6 and B530 in the direction of Bedford and the reasons for this.

The Executive Member for Community Services explained that this section of the road was maintained by Bedford Borough Council.

(4) Councillor Matthews noted that 4,000 council houses had been built nationally and asked how many Central Bedfordshire Council had built?

The Leader advised that the Council was committed to building housing for all residents. The Council had built around 62 homes a year for each of the last 4 years. The Council’s aim was to increase this number to 300 a year now that the Housing Revenue Account debt cap had been removed.

Councillor Matthews asked a supplementary question about the comparative performance of neighbouring authorities?

The Leader explained that the total number of houses built by Milton Keynes, Bedford and Luton Borough Councils combined was about the same as Central Bedfordshire Council.

(5) Councillor Wells asked about the Council’s financial outturn against budget for 2018/19.

The Leader anticipated a small underspend.
Councillor Wells asked a supplementary question about suggestions concerning the need for an emergency budget.

The Leader explained that the Council was in a robust financial position and the services over the last four years had been maintained.

(6) Councillor Stay referred to a comment made by the Chief Operating Officer at LGSS Law regarding the public sector.

The Leader would raise this issue with the Deputy Leader and Executive Member for Corporate Resources.

(7) Councillor Blair asked what percentage of primary school children were offered their first choice of school?

The Executive Member for Families, Education and Children advised that 95% of school children had received their first choice place at a primary school. In 2018, the Council had achieved the best performance in the country, together with Northumberland, for allocating students to their first choice of secondary school.

(8) Councillor Nicols referred to an article written by the Campaign to Protect Rural England (CPRE) that suggested that housing growth could have been accommodated on brownfield sites.

The Executive Member for Regeneration explained that there had already been a significant development of brownfield sites in the north of Central Bedfordshire. New homes were needed in the south of the area and green belt land had been released to allow for this. All brownfield sites in Central Bedfordshire had been assessed and they had either already been built on or planning permission had been granted for them.

(9) Councillor Maudlin asked about affordable housing and support to local people wishing to purchase their first homes.

The Executive Member for Regeneration explained that over the last 5 years 8,300 homes had been built in Central Bedfordshire, with 32% of these being affordable through Help to Buy and shared ownership.

(Note: The meeting commenced at 6.30 p.m. and concluded at 8.20 p.m.)

Chairman .....................................

Dated ...........................................
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6. Members' Interests

To receive from Members any declarations of interest.
7. Chairman's Announcements

To receive any matters of communication from the Chairman.
8. Leader of the Council's Announcements

To receive any matters of communication from the Leader of the Council.
9. 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. (This session will be held at the Chairman's discretion and will normally last no longer than 15 minutes.)
Reports
10. Appointment of Members, Chairmen and Vice-Chairmen to Committees and other Council Bodies for 2019/20

To outline the requirements for appointments to committees and other Council bodies, including political proportionality. Appendices to follow.
Central Bedfordshire Council

Appointment of Members, Chairmen and Vice-Chairmen to Committees and other Council Bodies 2019/20

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

Purpose of this report

The report outlines the requirements for appointments to committees and other Council bodies, including political proportionality. Nominations from Group Leaders will be circulated separately.

RECOMMENDATIONS

Council is asked to:

1. confirm for the municipal year 2019/20:
   (a) the structure, size and terms of reference of the committees, sub-committees and joint committees set out in Parts 3B, 3C and 3D of the Council's Constitution; and
   (b) the allocation of seats and substitutes to these and other bodies, as listed in Appendix A to this 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 to be submitted by the political groups (Appendix B);

3. that the appointment of at least 1 member of the Council to the Central Bedfordshire Health and Wellbeing Board, nominated by the Leader, be approved (Appendix C);

4. that the appointment of Chairmen and Vice-Chairmen of committees for the municipal year 2019/20 be approved in accordance with nominations to be submitted by the political group leaders (Appendix D);
5. To note that the following persons have been appointed to the Children’s Services Overview and Scrutiny Committee as co-opted members with voting rights on education matters for the period May 2019 to the AGM in May 2023:

(a) Debbie Main – Catholic Diocesan Representative
(b) Dr David Morton – CoE Diocesan Representative
(c) Jessica Andrews – Academy Representative
(d) Kate Minor – Maintained School Representative
(e) Vicky Hopkinson – Special School Representative

Overview and Scrutiny Comments/Recommendations

1. Making the appointments is the responsibility of the full Council and does not fall within the remit of the overview and scrutiny process.

Principles of Proportionality

2. The principles set out in the Local Government and Housing Act 1989, in relation to bodies that are required to be proportional, are:

a. that not all the seats on the body may be allocated to the same political group
b. that the majority of seats be allocated to the majority group (see Note below)
c. that subject to (a) and (b) above, the total number of seats on all “ordinary” committees must be proportional to the overall balance of political groups on the Council;
d. that subject to (a), (b) and (c) above, the allocation of seats on individual bodies should also reflect the overall balance of political groups on the Council.

3. Note: Seats reserved for education co-opted members (see paragraphs 18-21 below) are to be taken into account for the purpose of determining how many seats constitute a majority.

4. In the context of the Act, the term ‘ordinary’ committees includes only committees that have delegated powers to discharge the Council’s statutory functions, and does not include informal bodies that are not committees.

5. A ‘political group’ is constituted when two or more Members sign a written notice, delivered to the Proper Officer, declaring their wish to be treated as a political group and giving the name of the group and of the group’s leader.

6. Where there are Members who do not belong to any political group, a proportionate number of the available seats will not be allocated to any political group; and the Council is required to appoint to those seats from among the Members who do not belong to any political group, according to its discretion.
Thus a single independent Member cannot constitute a political group but should be taken into account for the purpose of the overall allocation of available seats.

**Appointment of Councillors to Committees, etc**

7. It is necessary to appoint Members to serve on the various committees, joint committees and other Member forums listed in Appendix A for the municipal year 2019/20. Also shown are the legal and/or constitutional requirements relating to each committee, etc., including the agreed constitutional requirements for some joint bodies.

8. Appendix A shows the calculations for each of the ‘ordinary’ committees, joint committees and other Council bodies where the political balance rules apply, as listed under section ‘A. Proportional Bodies’.

9. These calculations are based on the overall balance of political groups on the Council which is as follows:

<table>
<thead>
<tr>
<th></th>
<th>Conservative</th>
<th>Independent</th>
<th>Liberal</th>
<th>Labour</th>
<th>UKIP</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>no + % of Cllrs</td>
<td>41</td>
<td>13</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>59</td>
</tr>
<tr>
<td></td>
<td>69.49</td>
<td>22.03</td>
<td>5.08</td>
<td>1.69</td>
<td>1.69</td>
<td>100</td>
</tr>
</tbody>
</table>

The total number of seats allocated proportionally

To be confirmed

10. Applying a simple proportional basis to each proportional body individually (without reference to overall balance) would produce an allocation of seats on each body as set out below.

<table>
<thead>
<tr>
<th>No of seats</th>
<th>Conservative</th>
<th>Independent</th>
<th>Liberal Democrat</th>
<th>Labour</th>
<th>UKIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>14</td>
<td>5</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>19</td>
<td>14</td>
<td>4</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
11. **Appendix A** shows how individual committee memberships could be constituted on this basis. Group leaders have been apprised of this approach and the proposed membership is set out at **Appendix B**.

12. The number of substitutes is shown in brackets, where they may be appointed. Under the constitution, these will be half the number of seats that each political group holds on the particular committee, being a minimum of one and rounded up in the case of odd numbers. Each independent Member not belonging to a political group within the Council is entitled to nominate a substitute to attend in his/her place.

13. Non-proportionate bodies are listed in Section B of **Appendix A**.

14. The Appointments Panel, from which individual Appointments Sub-Committees will be selected, will need to be appointed at a special meeting of the General Purposes Committee following the Council meeting. Each Sub-Committee will appoint its own Chairman for the meeting.
15. The Health and Wellbeing Board, a statutory Committee of the Council from April 2013, must, under S194 of the Health and Social Care Act 2012, include at least one member of the Council nominated by the Leader and appointed by the Council, plus certain Council officers with particular statutory responsibilities, a representative of the Local Healthwatch organisation and a representative of each relevant clinical commissioning group. The Council may also appoint such other persons as it thinks appropriate. The recommended nominations by the Leader are set out in Appendix C.

16. There is a separate report on the agenda on the appointment of the Executive, which is not required to be proportionate, by the Leader of the Council.

Appointment of Chairmen and Vice-Chairmen

17. The Council is also requested to appoint Chairmen and Vice-Chairmen of the Council’s ‘ordinary’ committees, nominations for which are submitted in Appendix D. The nomination for the Health and Wellbeing Board is also included in Appendix D. In the event of more than one nomination being received for the chairmanship or vice-chairmanship of a committee, each nomination in respect of that office will need to be put to the vote. The Vice-Chairman of the Health and Wellbeing Board shall be appointed by the Board at its first meeting in 2019/20, on 10 July 2019.

18. Due to the cross-cutting nature of the work of the overview and scrutiny committees (OSCs) it is important that the Chairmen of each of the Committees attend the other OSCs where there is an item that would be of relevance to their committee in order to represent the interests of their committee. For example, Members of the Children’s Services OSC might have an interest in a health item being considered by the Social Care, Health and Housing OSC that has an impact on the health and wellbeing of children and young people. Additionally, as the Corporate Resources OSC receives the quarterly budget and performance information on behalf of each of the overview and scrutiny committees, the Chairmen of the other OSCs must attend the Corporate Resources OSC meetings to engage in scrutiny of the quarterly budget monitoring information for their area.

Appointment of Co-opted Members for Education Matters

19. The Local Government Act 2000 and associated Regulations made under it require certain representatives to be co-opted onto any overview and scrutiny committee whose functions relate wholly or partly to any education functions which are the responsibility of the authority’s Executive. That committee is the Children’s Services Overview and Scrutiny Committee. The co-opted members have a vote on education matters only.

20. The statutory co-optees as set out in the Constitution are:

   a. four parent governor representatives (two of whom must be appointed following an election among parent governors of schools maintained by the local education authority, one of whom will represent an academy and one of whom will represent special schools) and may serve for up to four years; and...
b. two church representatives, to be nominated respectively by the Church of England Diocesan Board and the Roman Catholic Diocesan Bishop for the area.

21. At its meeting on 14 April 2011, Council determined that the period of appointment should be for a 4-year term in line with the 4-year term of the Council. Where vacancies have arisen, replacement appointments have been made for the remaining period of the term.

22. As at May 2019 there is currently one vacancy for a parent governor representative of a local authority-maintained school, nominations for which will be sought in July 2019.

Council Priorities

23. The appointment of members to Committees enables the Council’s priorities to be addressed through the decision-making processes and will contribute to the proper running of the Council, enabling it to meet its priorities and ambitions, as set out in the Council’s 5-Year Plan:
http://www.centralbedfordshire.gov.uk/council/five-year/plan.aspx

Corporate Implications

Legal Implications

24. The rules for the allocation of seats are set out in Sections 15 and 16 of the Local Government and Housing Act 1989 and Local Government (Committees and Political Groups) Regulations 1990. A summary of the rules are set out in paragraph 2 above. The appointment of elected Members to certain committees must comply with these proportionality requirements.

25. Section 194 of the Health and Social Care Act 2012 sets out the statutory membership requirements of the Health and Wellbeing Board as referenced in paragraph 15 above.

26. In respect of Overview and Scrutiny Committees which deal with education functions (Children’s Services OSC), paragraph 7 of Schedule A1 to the Local Government Act 2000 (‘LGA2000’) requires the appointment of at least one voting co-optee nominated by the Diocesan Board for Education if the area contains at least one Church of England maintained school and at least one voting co-optee nominated by the Bishop for the Diocese if the area contains at least one Roman Catholic maintained school. Paragraph 8 of Schedule A1 to the LGA2000 and the Parent Governor Representatives (England) Regulations 2001 requires the appointment of between two and five voting parent governor representatives elected by the parent governors of maintained schools. This is referenced in paragraphs 18-21 above.
27. The Council’s Constitution at Part 3B contains the delegations to regulatory and other committees including their composition and terms of reference. It is the responsibility of full Council to appoint the Chairman and Vice-Chairman to most of these committees. Part 3C contains the terms of reference of the Overview and Scrutiny Committees. Part 3D contains the delegations to Joint Committees and includes their purpose, objectives and composition.

**Financial and Risk Implications**

28. There are no financial implications.

**Equalities Implications**

29. There are no equalities implications in making the appointments to the committees.

**Conclusion and next Steps**

30. Further to the membership of committees being set, meetings will take place in accordance with the Calendar of Meetings 2019/20 – 2020/21, agreed by Council on 17 January 2019.

**Appendices**

Appendix A – Member Appointments required by Annual meeting of Council (To follow)

Appendix B – Nominations for Membership of Committees, etc. 2019/20 (To follow)

Appendix C – Nominations from the Leader of the Council for Councillors to be members of the Health and Wellbeing Board in 2019/20 (To follow)

Appendix D – Nominations for Chairmanship and Vice-Chairmanship of Committees 2019/20 (To follow)

**Background Papers**

None

**Report author(s):** Sandra Hobbs

Senior Committee Services Officer

sandra.hobbs@centralbedfordshire.gov.uk
## MEMBER APPOINTMENTS REQUIRED BY ANNUAL COUNCIL ON 16 MAY 2019

<table>
<thead>
<tr>
<th>Committee, Sub-Committee, Panel, etc.</th>
<th>Total No. of Councillors (substitutes in brackets)</th>
<th>Conservative</th>
<th>Independent Network</th>
<th>Liberal Democrat</th>
<th>Labour</th>
<th>UKIP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>41</td>
<td>13</td>
<td>3</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

### A. PROPORTIONATE BODIES

#### A1. ‘Ordinary’ Committees (proportionate)

<table>
<thead>
<tr>
<th>Committee</th>
<th>Total</th>
<th>Conservative</th>
<th>Independent Network</th>
<th>Liberal Democrat</th>
<th>Labour</th>
<th>UKIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate Resources OSC</td>
<td>9 (5)</td>
<td>6 (3)</td>
<td>2 (1)</td>
<td>1 (1)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Children’s Services OSC</td>
<td>10 (5)</td>
<td>8 (3)</td>
<td>1 (1)</td>
<td>0</td>
<td>1 (1)</td>
<td>0</td>
</tr>
<tr>
<td>Social Care, Health &amp; Housing OSC</td>
<td>9 (5)</td>
<td>6 (3)</td>
<td>2 (1)</td>
<td>1 (1)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sustainable Communities OSC</td>
<td>9 (5)</td>
<td>6 (3)</td>
<td>2 (1)</td>
<td>1 (1)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Audit</td>
<td>7 (4)</td>
<td>5 (3)</td>
<td>2 (1)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Development Management</td>
<td>13 (8)</td>
<td>9 (5)</td>
<td>3 (2)</td>
<td>0</td>
<td>0</td>
<td>1 (1)</td>
</tr>
<tr>
<td>General Purposes</td>
<td>12 (7)</td>
<td>8 (4)</td>
<td>3 (2)</td>
<td>1 (1)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Licensing</td>
<td>12 (6)</td>
<td>8 (4)</td>
<td>4 (2)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>81</strong></td>
<td><strong>56 (28)</strong></td>
<td><strong>19 (11)</strong></td>
<td><strong>4 (4)</strong></td>
<td>1 (1)</td>
<td>1 (1)</td>
</tr>
</tbody>
</table>

**Notes:**

1. **Overview and Scrutiny Committees (OSCs)** **must not** include in their membership (a) any Executive Members; or (b) any Deputy Executive Members if the particular OSC’s terms of reference cover any portfolio with which he/she assists.

2. Unless the Council were to decide otherwise, with no Member voting against, the **Conservative Group** will require a majority of all the seats. Where seats are reserved for education co-opted members, Children’s Services Overview and Scrutiny Committee, these are to be taken into account for the purpose of determining how many seats constitute a majority.
3. The Audit Committee membership **may not** include (a) any Executive Member; or (b) any Deputy Executive Member, or (c) any member of the Corporate Resources OSC.

4. The General Purposes Committee **must** include at least three Executive Members.

### A2. Joint Committee (proportionate but not part of the overall seat allocation)

<table>
<thead>
<tr>
<th></th>
<th>Total seats</th>
<th>Conservative</th>
<th>Independent Network</th>
<th>Liberal Democrat</th>
<th>Labour</th>
<th>UKIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wixams Joint Development Control</td>
<td>6 (3)</td>
<td>4 (2)</td>
<td>2 (1)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Note: Appointments to the Wixams Joint Development Control Committee are, as far as practicable, to reflect political balance within the Council. The Chairman of the Development Management Committee shall normally be included in the membership and shall act as a Co-Chair. Up to 3 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.
### A3. Other Council Bodies (proportionate but not part of the overall seat allocation)

<table>
<thead>
<tr>
<th>Panel</th>
<th>Total seats</th>
<th>Conservative</th>
<th>Independent Network</th>
<th>Liberal Democrat</th>
<th>Labour</th>
<th>UKIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appeals Panel (see note 1)</td>
<td>9 (5)</td>
<td>6 (3)</td>
<td>2 (1)</td>
<td>1 (1)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Appointments Panel (appointed by General Purposes Committee) (see note 2)</td>
<td>5 (3)</td>
<td>4 (2)</td>
<td>1 (1)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Corporate Parenting Panel (see note 3)</td>
<td>8 (5)</td>
<td>5 (3)</td>
<td>2 (1)</td>
<td>1 (1)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Standing Advisory Council for Religious Education (SACRE) (see note 5)</td>
<td>5 (3)</td>
<td>4 (2)</td>
<td>1 (1)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Electoral Review Working Group (see note 6)</td>
<td>4-6</td>
<td></td>
<td></td>
<td>To be confirmed at the Special General Purposes Committee meeting following Annual Council</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**

1. Members of the Appeals Panel will be appointed as required to individual Appeals Committees, each comprising 3 - 5 councillors appointed in accordance with political balance.

2. In addition all Executive Members are on the Appointments Panel to enable the relevant Executive Member to attend an Appointments Sub-Committee. The Panel forms the body from which members will be drawn to form individual Appointments Sub-Committees. A Sub-Committee will be composed of 3 – 5 Members (normally 2 – 4 Conservative and 1 Independent, including at least 1 Executive Member). Members will be appointed to a Sub-Committee by the Monitoring Officer.

3. The membership of the Corporate Parenting Panel must include the Executive Member for Families, Education and Children and Lead Member for Children’s Services, a Deputy Executive Member for Children’s Social Care and a member of the Social Care, Health and Housing Overview and Scrutiny Committee.

4. Members appointed to the Standing Advisory Council for Religious Education (SACRE) should have an interest in collective worship and religious education, as required by its constitution.

5. 4-6 Members to be appointed from the General Purposes Committee membership.
### B. NON-PROPORTIONATE BODIES

#### B1. Other Committees and Sub-Committees (non-proportionate)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>3-10 (0)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health and Wellbeing Board</td>
<td>At least 1 member of the Council (see note 2)</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**

1. The Executive does not have to comply with political balance rules. It will comprise the Leader of the Council and other Members appointed by the Leader.

2. The Council is required to appoint at least 1 member of the Council to the Health and Wellbeing Board, on the nomination of the Leader. Under s194 of the Health and Social Care Act 2012, certain officers with statutory responsibilities are also by reason of their office members of the Board, plus a representative of the Local HealthWatch organisation, a representative of each clinical commissioning group, and such other persons as the local authority thinks appropriate.
### B2. Joint Committees (non-proportionate)

<table>
<thead>
<tr>
<th>Committee</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dunstable Joint Committee (see Note 1)</td>
<td>5 (0)</td>
</tr>
<tr>
<td>Houghton Regis Town Centre Management (see Note 2)</td>
<td>4 (0)</td>
</tr>
<tr>
<td>Leighton-Linslade Partnership Committee (see Note 3)</td>
<td>5 (0)</td>
</tr>
<tr>
<td>Biggleswade Joint Committee (see Note 4)</td>
<td>4 (2)</td>
</tr>
</tbody>
</table>

**Notes:**
1. Dunstable Joint Committee (TCMC) **must** comprise **5 elected representatives of wards in Dunstable**. Under the regulations for joint committees whose role covers less than two-fifths of the Council's total area or population, political balance rules do not apply.

2. Houghton Regis Partnership Committee members **must** be members of a Houghton Regis ward. Likewise, political balance rules do not apply.

3. Leighton-Linslade Partnership Committee members **must** be (a) Executive Members or (b) members for a Leighton-Linslade ward. Likewise, political balance rules do not apply.

4. Biggleswade Joint Committee **must** be (a) members for a Biggleswade ward or (b) Executive Members. The named substitutes **must be** Executive members. Likewise, political balance rules do not apply.

### B3. Other Panels and Informal Bodies requiring Council Appointments (non-proportionate).

<table>
<thead>
<tr>
<th>Panel</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adoption Panel</td>
<td>1 (0)</td>
</tr>
<tr>
<td>Fostering and Permanence Panel</td>
<td>1 (0)</td>
</tr>
</tbody>
</table>
### B.4 Other Committees & Sub-Committees to be appointed as needed (for information only)

Joint Health Overview and Scrutiny Committees are to be appointed by the Monitoring Officer as required from the membership of the Health and Social Care Overview and Scrutiny Committee, in consultation with the Chairman and the Vice-Chairman of that Committee. Appointments are subject to (a) the political balance rules if more than 2 members are appointed; and (b) subsequent report to Council for information in any event.

### B5. Other Bodies (for information only)

The Executive Member for Families, Education and Children and Lead Member for Children’s Services by reason of their office serves on the following bodies:

- Schools Forum (non-voting)
- Safeguarding Children Board
- Corporate Parenting Panel.
### NOMINATIONS FOR MEMBERSHIP OF COMMITTEES 2019/20

#### PROPORTIONAL BODIES

<table>
<thead>
<tr>
<th>A1. ‘Ordinary’ Committees</th>
<th>Councillors</th>
</tr>
</thead>
</table>
| Corporate Resources Overview & Scrutiny Committee (9 members + 5 substitutes) | Cllr Ian Bond (C)  
Cllr John Chatterley (C)  
Cllr Paul Duckett (C)  
Cllr Charles Gomm (C)  
Cllr Gareth Mackey (IN)  
Cllr Edward Perry (C)  
Cllr Brian Saunders (C)  
Cllr Peter Snelling (LD)  
Cllr Tracey Wye (IN)  
Substitutes  
Cllr Ken Ferguson (C)  
Cllr Susan Goodchild (LD)  
Cllr Philip Spicer (C)  
Cllr Mark Versallion (C)  
Cllr Adam Zerny (IN) |
| Children’s Services Overview & Scrutiny Committee (10 members + 5 substitutes) | Cllr Ray Berry (C)  
Cllr David Bowater (C)  
Cllr Mark Foster (C)  
Cllr Antonia Ryan (L)  
Cllr David Shelvey (C)  
Cllr Mark Smith (IN)  
Cllr Johnson Tamara (C)  
Cllr Mark Liddiard (C)  
Cllr Mark Versallion (C)  
Cllr Ewan Wallace (C)  
Substitutes  
Cllr John Chatterley (C)  
Cllr Silvia Collins (IN)  
Cllr Yvonne Farrell (LD)*  
Cllr Frank Firth (C)  
Cllr Charles Gomm (C)  
*Named substitute for Cllr Ryan |
<table>
<thead>
<tr>
<th>Committee Name</th>
<th>Members</th>
</tr>
</thead>
</table>
| Social Care, Health & Housing Overview & Scrutiny Committee (9 members + 5 substitutes) | Cllr David Bowater (C)  
Cllr Philip Crawley (C)  
Cllr Paul Duckett (C)  
Cllr Susan Goodchild (LD)  
Cllr Gladys Sanders (C)  
Cllr Mark Smith (IN)  
Cllr Mark Versallion (C)  
Cllr Ewan Wallace (C)  
Cllr Hayley Whitaker (IN)  
Substitutes  
Cllr John Chatterley (C)  
Cllr Yvonne Farrell (LD)  
Cllr Charles Gomm (C)  
Cllr Victoria Harvey (IN)  
Cllr Gordon Perham (C) |
| Sustainable Communities Overview & Scrutiny Committee (9 members + 5 substitutes) | Cllr Yvonne Farrell (LD)  
Cllr Mark Foster (C)  
Cllr Charles Gomm (C)  
Cllr Alison Graham (IN)  
Cllr Ken Matthews (C)  
Cllr David McVicar (C)  
Cllr Edward Perry (C)  
Cllr Philip Spicer (C)  
Cllr Mary Walsh (IN)  
Substitutes  
Cllr Frank Firth (C)  
Cllr Caroline Maudlin (C)  
Cllr Gareth Mackey (IN)  
Cllr Peter Snelling (LD)  
Cllr Mark Versallion (C) |
| Audit (7 members + 4 substitutes)                  | Cllr John Baker (IN)  
Cllr Mike Blair (C)  
Cllr David Bowater (C)  
Cllr Frank Firth (C)  
Cllr Robert Morris (C)  
Cllr David Shelvey (C)  
Cllr Adam Zerny (IN)  
Substitutes  
Cllr Nicola Harris (C)  
Cllr Gordon Perham (C)  
Cllr Mark Versallion (C)  
Cllr Hayley Whitaker (IN) |
<table>
<thead>
<tr>
<th>Committee</th>
<th>Members</th>
</tr>
</thead>
</table>
| Development Management Committee | Cllr Ray Berry (C)  
Cllr Mike Blair (C)  
Cllr Sue Clark (C)  
Cllr Kevin Collins (C)  
Cllr Frank Firth (C)  
Cllr Patrick Hamill (UKIP)  
Cllr Rebecca Hares (IN)  
Cllr Victoria Harvey (IN)  
Cllr Ken Matthews (C)  
Cllr Caroline Maudlin (C)  
Cllr Ian Shingler (IN)  
Cllr Brian Spurr (C)  
Cllr Nigel Young (C)  
**Substitutes**  
Cllr Ian Bond (C)  
Cllr David Bowater (C)  
Cllr Ian Dalgarno (C)  
Cllr Yvonne Farrell (LD)*  
Cllr Eugene Ghent (C)  
Cllr Charles Gomm (C)  
Cllr Alison Graham (IN)  
Cllr Tracey Wye (IN)  
*Named substitute for Cllr Hamill |
| General Purposes                 | Cllr Ray Berry (C)  
Cllr Neil Bunyan (C)  
Cllr Silvia Collins (IN)  
Cllr Steven Dixon (C)  
Cllr Amanda Dodwell (C)  
Cllr Simon Ford (IN)  
Cllr Eugene Ghent (C)  
Cllr James Jamieson (C)  
Cllr Gordon Perham (C)  
Cllr Peter Snelling (LD)  
Cllr Richard Wenham (C)  
Cllr Adam Zerny (IN)  
**Substitutes**  
Cllr David Bowater (C)  
Cllr Kevin Collins (C)  
Cllr Ken Ferguson (C)  
Cllr Susan Goodchild (LD)  
Cllr Victoria Harvey (IN)  
Cllr Ian Shingler (IN)  
Cllr Mark Versallion (C)  |
| Licensing (12 members + 6 substitutes) | Cllr Ray Berry (C)  
Cllr Tony Brown (C)  
Cllr Neil Bunyan (C)  
Cllr John Chatterley (C)  
Cllr Kevin Collins (C)  
Cllr Silvia Collins (IN)  
Cllr Ian Dalgarno (C)  
Cllr Nicola Harris (C)  
Cllr Ian Shingler (IN)  
Cllr Richard Wenham (C)  
Cllr Tracey Wye (IN)  
**1 Independent Network Vacancy**  
Substitutes  
Cllr David Bowater (C)  
Cllr Frank Firth (C)  
Cllr Caroline Maudlin (C)  
Cllr Mark Versallion (C)  
Cllr Mary Walsh (IN)  
Cllr Adam Zerny (IN) |

<table>
<thead>
<tr>
<th>A2. Joint Committee</th>
<th>Councillors</th>
</tr>
</thead>
</table>
| Wixams Joint Development Control (6 members + 3 substitutes) | Cllr Mike Blair (C)  
Cllr Charles Gomm (C)  
Cllr Rebecca Hares (IN)  
Cllr Robert Morris (C)  
Cllr Ken Matthews (C)  
Cllr Mark Smith (IN)  
Substitutes  
Cllr John Baker (IN)  
Cllr Paul Duckett (C)  
Cllr Frank Firth (C) |
### A3. Other Council Bodies

<table>
<thead>
<tr>
<th><strong>Appeals Panel</strong> (9 members + 5 substitutes)</th>
<th><strong>Councillors</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cllr Ian Dalgarno (C)</td>
</tr>
<tr>
<td></td>
<td>Cllr Eugene Ghent (C)</td>
</tr>
<tr>
<td></td>
<td>Cllr Ken Matthews (C)</td>
</tr>
<tr>
<td></td>
<td>Cllr Brian Saunders (C)</td>
</tr>
<tr>
<td></td>
<td>Cllr Peter Snelling (LD)</td>
</tr>
<tr>
<td></td>
<td>Cllr Brian Spurr (C)</td>
</tr>
<tr>
<td></td>
<td>Cllr Richard Wenham (C)</td>
</tr>
<tr>
<td><strong>2 Independent Network Vacancies</strong></td>
<td></td>
</tr>
</tbody>
</table>

| **Substitutes** | Cllr Steven Dixon (C) |
|                 | Cllr Susan Goodchild (LD) |
|                 | Cllr Mark Liddiard (C) |
|                 | Cllr Nigel Young (C) |
| **1 Independent Vacancy**                    |                |

<table>
<thead>
<tr>
<th><strong>Corporate Parenting Panel</strong> (8 members + 5 substitutes)</th>
<th><strong>Councillors</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cllr Sue Clark (C)</td>
</tr>
<tr>
<td></td>
<td>Cllr Silvia Collins (IN)</td>
</tr>
<tr>
<td></td>
<td>Cllr Amanda Dodwell (C)</td>
</tr>
<tr>
<td></td>
<td>Cllr Susan Goodchild (LD)</td>
</tr>
<tr>
<td></td>
<td>Cllr Carole Hegley (C)</td>
</tr>
<tr>
<td></td>
<td>Cllr Gareth Mackey (IN)</td>
</tr>
<tr>
<td></td>
<td>Cllr Gladys Sanders (C)</td>
</tr>
<tr>
<td></td>
<td>Cllr Tracey Stock (C)</td>
</tr>
</tbody>
</table>

| **Substitutes** | Cllr Ray Berry (C) |
|                 | Cllr David Bowater (C) |
|                 | Cllr Yvonne Farrell (LD) |
|                 | Cllr Mark Versallion (C) |
|                 | Cllr Tracey Wye (IN) |

<table>
<thead>
<tr>
<th><strong>Standing Advisory Council for Religious Education (SACRE)</strong> (5 members + 3 substitutes)</th>
<th><strong>Councillors</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cllr Frank Firth (C)</td>
</tr>
<tr>
<td></td>
<td>Cllr Charles Gomm (C)</td>
</tr>
<tr>
<td></td>
<td>Cllr Johnson Tamara (C)</td>
</tr>
<tr>
<td></td>
<td>Cllr Mary Walsh (IN)</td>
</tr>
<tr>
<td><strong>1 Conservative Group Vacancy</strong></td>
<td></td>
</tr>
</tbody>
</table>

| **Substitutes** | Cllr Gareth Mackey (IN) |
|                 | Cllr Tracey Stock (C) |
|                 | Cllr Mark Versallion (C) |
### B. NON-PROPORTIONAL BODIES

#### B1. Other Committees and Sub-Committees

<table>
<thead>
<tr>
<th>Licensing Sub-Committee</th>
<th>Councillors</th>
</tr>
</thead>
</table>
| (3 members drawn from the pool of the Licensing Committee) | Cllr Ray Berry (C)  
Cllr Tony Brown (C)  
Cllr Neil Bunyan (C)  
Cllr John Chatterley (C)  
Cllr Kevin Collins (C)  
Cllr Silvia Collins (IN)  
Cllr Ian Dalgarno (C)  
Cllr Nicola Harris (C)  
Cllr Ian Shingler (IN)  
Cllr Richard Wenham (C)  
Cllr Tracey Wye (IN)  
1 Independent Network Vacancy |

#### B2. Joint Committees

<table>
<thead>
<tr>
<th>Biggleswade Joint Committee</th>
<th>Councillors</th>
</tr>
</thead>
</table>
| (4 members + 2 subs)        | Cllr Ian Bond (C)  
Cllr Mark Foster (C)  
Cllr Steve Watkins (C)  
Cllr Hayley Whitaker (IN)  
Substitutes  
Cllr Steven Dixon (C)  
Cllr Tracey Stock (C) |

<table>
<thead>
<tr>
<th>Dunstable Joint Committee</th>
<th>Councillors</th>
</tr>
</thead>
</table>
| (5 members)               | Cllr John Chatterley (C)  
Cllr Carole Hegley (C)  
Cllr Gladys Sanders (C)  
Cllr Nigel Young (C)  
1 Local Ward Cllr Vacancy |

<table>
<thead>
<tr>
<th>Houghton Regis Partnership Committee</th>
<th>Councillors</th>
</tr>
</thead>
</table>
| (4 members)                           | Cllr Yvonne Farrell (LD)  
Cllr Susan Goodchild (LD)  
Cllr Pat Hamill (UKIP)  
Cllr Antonia Ryan (L) |

<table>
<thead>
<tr>
<th>Leighton-Linslade Partnership Committee</th>
<th>Councillors</th>
</tr>
</thead>
</table>
| (5 members)                             | Cllr Ray Berry (C)  
Cllr Amanda Dodwell (C)  
Cllr Victoria Harvey (IN)  
Cllr Peter Snelling (LD)  
Cllr Brian Spurr (C)  
Cllr Ewan Wallace (C)  
There are 6 nominations for 5 places – a vote will be required. |

There are 6 nominations for 5 places – a vote will be required.
<table>
<thead>
<tr>
<th>B3. Other Panels and Informal Bodies</th>
<th>Councillors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joint Adoption Panel</td>
<td>Cllr Amanda Dodwell (C)</td>
</tr>
<tr>
<td>(1 member)</td>
<td></td>
</tr>
<tr>
<td>Fostering and Permanence Panel</td>
<td>Cllr Amanda Dodwell (C)</td>
</tr>
<tr>
<td>(1 member)</td>
<td></td>
</tr>
</tbody>
</table>
Health and Wellbeing Board Nominations and Membership 2019/20

This body is not required to be politically proportionate.

The Terms of Reference of the Health and Wellbeing Board, in accordance with the Health and Social Care Act 2012, provide for the following membership:

<table>
<thead>
<tr>
<th>Nominations (must be at least one) by the Leader of the Council for appointment to the Central Bedfordshire Health and Wellbeing Board, in accordance with the Health and Social Care Act 2012, s194.</th>
<th>• Cllr Sue Clark, Executive Member for Families, Education and Children • Cllr Carole Hegley, Executive Member for Adults, Social Care and Housing Operations • Cllr Tracey Stock, Executive Member for Health &amp; Wellbeing and Communities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members of the Board who are officers of Central Bedfordshire Council, statutorily required by reason of their office</td>
<td>• Director of Adult Social Services, Central Bedfordshire Council (Julie Ogley) • Director of Children’s Services, Central Bedfordshire Council (Sue Harrison) • Director of Public Health, Central Bedfordshire Council (Muriel Scott)</td>
</tr>
<tr>
<td>Representative from Healthwatch, statutorily required</td>
<td>• Chief Executive of Healthwatch Central Bedfordshire (Diana Blackmun)</td>
</tr>
<tr>
<td>Representatives from the Bedfordshire, Luton and Milton Keynes, Clinical Commissioning Group (statutorily required)</td>
<td>• Joint Accountable Officer (Patricia Davies)</td>
</tr>
<tr>
<td>Representatives from the Bedfordshire Clinical Commissioning Group, statutorily required</td>
<td>• Deputy Clinical Chair (Chris Marshall) • Clinical Chair (Heather Moulder)</td>
</tr>
<tr>
<td>Such other persons, or representatives of such other persons, as the Council thinks appropriate</td>
<td>• Richard Carr, Chief Executive, Central Bedfordshire Council • Marcel Coiffait, Director of Community Services, Central Bedfordshire Council (non-voting observer) • Chief Executive, Luton and Dunstable Hospital (David Carter) • Chief Executive, Bedford Hospital Trust (Stephen Conroy) • East London NHS Foundation Trust (Dr K Corlett) • East London Foundation Trust (Dr N Evans)</td>
</tr>
</tbody>
</table>
### Appendix D

**NOMINATIONS FOR CHAIRMANSHIP / VICE-CHAIRMANSHIP OF STANDING COMMITTEES 2019/20**

<table>
<thead>
<tr>
<th>Committee</th>
<th>Chairman</th>
<th>Vice-Chairman</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate Resources Overview &amp; Scrutiny</td>
<td>Councillor Duckett</td>
<td>Councillor Chatterley</td>
</tr>
<tr>
<td>Children’s Services Overview &amp; Scrutiny</td>
<td>Councillor Shelvey</td>
<td>Councillor Liddiard</td>
</tr>
<tr>
<td>Social Care, Health &amp; Housing Overview &amp; Scrutiny</td>
<td>Councillor Versallion</td>
<td>Councillor Bowater</td>
</tr>
<tr>
<td>Sustainable Communities Overview &amp; Scrutiny</td>
<td>Councillor McVicar</td>
<td>Councillor Foster</td>
</tr>
<tr>
<td>Audit</td>
<td>Councillor Blair</td>
<td>Councillor Morris</td>
</tr>
<tr>
<td>Development Management</td>
<td>Councillor Matthews</td>
<td>Councillor Maudlin</td>
</tr>
<tr>
<td>General Purposes</td>
<td>Councillor Berry</td>
<td>Councillor Perham</td>
</tr>
<tr>
<td>Licensing</td>
<td>Councillor Brown</td>
<td>Councillor Collins</td>
</tr>
<tr>
<td>Central Bedfordshire Health and Wellbeing Board</td>
<td>Councillor Stock</td>
<td>To be elected at the first meeting of the HWB on 10 July 2019</td>
</tr>
</tbody>
</table>
Appointments of Members, Chairmen and Vice-Chairmen to Committees and other Council Bodies 2019/20

**Paragraph 9 of the Report – Updated table**

<table>
<thead>
<tr>
<th></th>
<th>Conservative</th>
<th>Independent Network</th>
<th>Liberal Democrat</th>
<th>Labour</th>
<th>UKIP</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>no + % of Cllrs</td>
<td>41</td>
<td>13</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>59</td>
</tr>
<tr>
<td></td>
<td>69.49</td>
<td>22.03</td>
<td>5.08</td>
<td>1.69</td>
<td>1.69</td>
<td>100</td>
</tr>
<tr>
<td>The total number of seats allocated proportionally</td>
<td>56.29</td>
<td>17.85</td>
<td>4.12</td>
<td>1.37</td>
<td>1.37</td>
<td>81</td>
</tr>
</tbody>
</table>

**Additional Recommendation**

6. that the Monitoring Officer be authorised, in consultation with the Leaders of the Political Groups and individual members not part of a Group where appropriate, to make the necessary appointments where there are any vacancies following the Council meeting.
11. Composition of the Executive and Scheme of Delegation of Executive Functions

The Leader of the Council to report regarding the composition and responsibilities of the Executive and to draw Members' attention to the Scheme of Delegation of Executive Functions.
Central Bedfordshire Council

Composition of the Executive and Scheme of Delegation of Executive Functions

Report of: Cllr James Jamieson, Leader of the Council (james.jamieson@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 composition of the Executive and also draws Members’ attention to the Scheme of Delegation of Executive Functions.

RECOMMENDATIONS

The Council is asked to:

1. note that Cllr Sue Clark is the designated Lead Member for Children’s Services;
2. note the composition of the Executive and the allocation of portfolios, as set out at Appendix A;
3. note the scheme of delegation of Executive functions, as set out at Part 3A of the Council’s Constitution.

Overview and Scrutiny Comments/Recommendations

1. The composition of the Executive and the scheme of delegation of Executive functions do not form part of the business of the overview and scrutiny committees.
Constitutional Requirement

2. The Council’s Constitution requires the Leader of the Council to report at the annual meeting of the Council following an election on the composition of the Executive and the proposed scheme of delegation of Executive functions (Part 4C Executive Procedure Rules, paragraph 1.2).

Composition of the Executive

3. The Executive will comprise the Leader plus 9 Councillors, including a Deputy Leader. The names of the Executive Members and the details of the portfolios are set out in Appendix A.

4. Under the terms of Part 2, Article 7, paragraph 6.2 of the Constitution, the Leader is required to designate a member of the Executive as Lead Member for Children’s Services under section 19(1) of the Children Act 2004. Cllr Sue Clark will hold this position.

Scheme of Delegation of Executive Functions

5. The Scheme of Delegation of Executive Functions is set out at Part 3A of the Council’s Constitution.

Deputy Executive Members

6. The Leader of the Council has previously appointed Deputy Executive Members to support the Executive Members in carrying out their role and is continuing this practice. The Deputies are not members of the Executive as the Executive is restricted to comprising the Leader plus at least two, but no more than nine, Executive Members.

Council Priorities

7. The appropriate structure of the Executive will contribute to the proper running of the Council, enabling it to meet its priorities and ambitions, as set out in the Council’s 5-Year Plan: http://www.centralbedfordshire.gov.uk/council/five-year/plan.aspx

Reason for Urgency

8. The reason for urgency is that the Constitution requires the Leader of the Council to report at the annual meeting as detailed in paragraph 2.
Corporate Implications

Legal Implications

9. All references to legislation and the Constitution stated in this report are correct. The proposed composition of the Executive and its scheme of delegation is in accordance with legal and constitutional requirements.

Financial and Risk Implications

10. There is no change in the spend (in a full year) to the Special Responsibility Allowance budget.

Equalities Implications

11. There are no equalities implications relating to the appointment of the Executive or the Executive’s Scheme of Delegations.

Conclusion and next Steps

12. The Executive Members will continue to carry out their work in the ensuing year.

Appendices

Appendix A – Portfolio Roles and names of the Executive and Deputy Executive Members

Background Papers

None

Report author(s): Sandra Hobbs
Senior Committee Services Officer
sandra.hobbs@centralbedfordshire.gov.uk
## COMPOSITION OF THE EXECUTIVE 2019/20

<table>
<thead>
<tr>
<th>Members of the Executive</th>
<th>Deputies to Members of the Executive</th>
<th>Responsibility</th>
<th>Director</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Leader</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Cllr James Jamieson      |                                     | • Vision & Strategy  
• External Relations  
• National, Regional and Sub- Regional Partnerships (joint)  
• Overview and Scrutiny policy  
• Emergency Planning and Business Continuity Planning | Richard Carr, Chief Executive  
Charles Warboys, Director of Resources |
| **Deputy Leader and Executive Member for Corporate Resources** |                                     |                |          |
| Cllr Richard Wenham      |                                     | • Corporate Performance Management  
• Diversity & Social Cohesion  
• Medium Term Financial Plan  
• Annual Revenue Budgets  
• Capital Investment  
• Treasury Management  
• Budget Monitoring & Financial Performance  
• Financial Control  
• Revenues and Benefits  
• Human Resources, Learning and Development  
• Legal Services  
• Governance Services  
• Audit  
• ICT  
• Coroner and Registrars | Richard Carr, Chief Executive  
Charles Warboys, Director of Resources  
Stephen Rix, Legal Services (Monitoring Officer)  
Marcel Coiffait, Director of Community Services |
<table>
<thead>
<tr>
<th>Members of the Executive</th>
<th>Deputies to Members of the Executive</th>
<th>Responsibility</th>
<th>Director</th>
</tr>
</thead>
</table>
| **Executive Member for Health & Well-being and Communities** | Cllr Tracey Stock Cllr Brian Spurr | • NHS Liaison  
• Improving health & wellbeing of Central Bedfordshire  
• Public Health Services  
• Health and Well-being Board  
• Town and Parish Council  
• Community Resilience  
• Community Engagement  
• Stronger Communities | Richard Carr, Chief Executive  
Julie Ogley, Director of Social Care, Health and Housing  
Muriel Scott, Director of Public Health |
| **Executive Member for Families, Education and Children** | Cllr Sue Clark Cllr Amanda Dodwell | • Statutory Lead Member for Children’s Services  
• Schools support  
• Educational Standards & Achievement  
• School organisation  
• Understanding businesses’ skills requirements  
• Adult learning and skills  
• Child Protection/Children in Need  
• Adoption & Fostering  
• Early Years & Child Care  
• Children and Young People’s Engagement  
• Looked-After Children & Young People Leaving Care  
• Integrated Youth Services  
• Family Support  
• SEND Education Delivery | Sue Harrison, Director of Children’s Services  
Jason Longhurst, Director of Regeneration and Business |
<table>
<thead>
<tr>
<th>Members of the Executive</th>
<th>Deputies to Members of the Executive</th>
<th>Responsibility</th>
<th>Director</th>
</tr>
</thead>
</table>
| **Executive Member for Adults, Social Care and Housing Operations (HRA)** |                                      | • Adult Social Care Services  
• Independent Living & Direct Payments  
• Carers’ Support  
• Adult Protection  
• Adult Health Improvement & Housing Services and Operational Policies including Housing Needs Assessment  
• Supporting People, Special Needs Housing  
• Ageing population, including Learning Disabilities  
• Housing Operations (HRA)  
• Housing List  
• Private Sector Housing  
• Empty Homes  
• Housing Solutions (front line/homelessness)  
• Volunteering  
• Customer Relations  
• Customer Services                                                                 | Julie Ogley, Director of Social Care, Health and Housing  
Muriel Scott, Director of Public Health                                                                 |
<table>
<thead>
<tr>
<th>Members of the Executive</th>
<th>Deputies to Members of the Executive</th>
<th>Responsibility</th>
<th>Director</th>
</tr>
</thead>
</table>
| Executive Member for Planning & Regeneration | Cllr Kevin Collins | • Planning and Development Strategy  
• Housing Strategy and RSL liaison  
• Development Management  
• Economic Development and Physical Regeneration  
• Business Growth, Inward Investment and Employment  
• Building Control | Jason Longhurst, Director of Regeneration and Business  
Julie Ogley, Director of Social Care, Health and Housing |
| Executive Member for Community Services | Cllr Ian Dalgarno  
Cllr Steven Watkins  
Cllr Brian Spurr | • Community Safety and Public Protection  
• Waste Management  
• Highways & Transportation  
• Strategic Transport  
• Leisure, Sport and Recreation  
• Libraries, Museums and Culture  
• Countryside Access and Archives  
• Tourism | Marcel Coiffait, Director of Community Services |
| Executive Member for Assets and Housing Delivery | Cllr Eugene Ghent | • Property and Asset Management  
• Delivering Homes/Independent Living/Learning Disabilities Accommodation / other HRA and Council Delivered Housing  
• Housing Company delivery | Marcel Coiffait, Director of Community Services  
Julie Ogley, Director of Social Care, Health and Housing |
<table>
<thead>
<tr>
<th>Members of the Executive</th>
<th>Deputies to Members of the Executive</th>
<th>Responsibility</th>
<th>Director</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Executive Member for Transformation and External Relations</strong>&lt;br&gt;<strong>Cllr Steven Dixon</strong></td>
<td></td>
<td>• Transformation Agenda&lt;br&gt;• Efficiencies Programme&lt;br&gt;• Communications and Corporate Reputation&lt;br&gt;• Consultation &amp; Engagement&lt;br&gt;• Corporate Procurement&lt;br&gt;• Advisory role in Property and Assets Management&lt;br&gt;• National, Regional and Sub-Regional Partnerships (joint)&lt;br&gt;• Portfolio Management&lt;br&gt;• Climate Change</td>
<td>Richard Carr, Chief Executive&lt;br&gt;All Directors</td>
</tr>
<tr>
<td><strong>Executive Member for Highways Delivery and Innovation</strong>&lt;br&gt;<strong>Cllr Nigel Young</strong></td>
<td></td>
<td>• Highways Reactive Maintenance Delivery Strategy&lt;br&gt;• Parking strategy and Enforcement&lt;br&gt;• Rural Match Funding&lt;br&gt;• Highways Innovation&lt;br&gt;• Cycling/Walking strategy &amp; Missing Links programme&lt;br&gt;• Reporting Systems development</td>
<td>Marcel Coiffait, Director of Community Services</td>
</tr>
</tbody>
</table>
12. Appointment to the Bedfordshire Police and Crime Panel and the Bedfordshire Fire and Rescue Authority

To appoint Members to the Bedfordshire Police and Crime Panel and the Bedfordshire Fire and Rescue Authority for the period 2019-2023.
Appointments to the Bedfordshire Police and Crime Panel and the Bedfordshire Fire and Rescue Authority 2019-2023

Purpose of this report

To make appointments as statutorily required to the Bedfordshire Police and Crime Panel (BPCP) and the Bedfordshire Fire and Rescue Authority (BFRA) until the Council’s annual meeting in 2023.

RECOMMENDATIONS

Council is asked to confirm:

1. that this Council’s appointments to the Bedfordshire Police and Crime Panel are:
   - Cllr Neil Bunyan
   - Cllr Ian Dalgarno
   - Cllr Amanda Dodwell
   - Cllr Alison Graham

2. that this Council’s appointments to the Bedfordshire Fire and Rescue Authority are:
   - Cllr Ray Berry
   - Cllr John Chatterley
   - Cllr Paul Duckett
   - Cllr Simon Ford
   - Cllr David McVicar

3. that the appointments to the BPCP and the BFRA remain in place, unless any resignation is notified to the Monitoring Officer, until the annual meeting of the Council in 2023.
Overview and Scrutiny Comments/Recommendations

1. Making appointments to these bodies does not form part of the business of the overview and scrutiny committees.

Bedfordshire Police and Crime Panel

2. BPCP comprises representation of the three unitary authorities in the area that are within the area of the police force. These councils are Bedford Borough Council, Central Bedfordshire Council and Luton Borough Council.

3. The three unitary authorities in Bedfordshire and Luton must agree an allocation of seats on the BPCP between them which meets the following requirements.

4. Each constituent Council must appoint at least one member to the Panel and collectively the appointments made must, as far as reasonably practical, meet the “balanced appointment” objective. This means that, taken together, the Local Authority appointments must:
   a. represent all parts of the Police Force’s area
   b. represent the political make-up of the constituent authorities both individually and collectively
   c. have the skills, knowledge and experience necessary for the Panel to discharge its functions effectively.

5. The constituent authorities agreed when the BPCP was established in 2012 that the allocation of seats (in terms of numbers) between the Authorities should be determined with reference to the relative population figures of each local authority area.

6. Based on this approach and using the most up to date population estimates (that is the 2017 mid-year estimates rounded to the nearest 1,000), the allocation of seats between the three Authorities is as follows:

<table>
<thead>
<tr>
<th>Authority</th>
<th>2017 ONS estimate (in 000s)</th>
<th>Number of PCP seats (rounded)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bedford Borough</td>
<td>170</td>
<td>2.56 (3)</td>
</tr>
<tr>
<td>Central Bedfordshire</td>
<td>280</td>
<td>4.21 (4)</td>
</tr>
<tr>
<td>Luton Borough</td>
<td>215</td>
<td>3.23 (3)</td>
</tr>
<tr>
<td>Totals</td>
<td>665</td>
<td>10.00 (10)</td>
</tr>
</tbody>
</table>
7. In view of the requirement for the PCP as far as practicable to reflect the balance of the political groups across the three councils as a whole as well as their individual make-up, the political balance calculations for the PCP are as follows:

<table>
<thead>
<tr>
<th>Authority</th>
<th>Conservative</th>
<th>Green</th>
<th>Independent</th>
<th>Labour</th>
<th>Liberal Democrat</th>
<th>UKIP</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bedford</td>
<td>11</td>
<td>2</td>
<td>1</td>
<td>11</td>
<td>15</td>
<td>0</td>
<td>40</td>
</tr>
<tr>
<td>Central Bedfordshire</td>
<td>41</td>
<td>0</td>
<td>13</td>
<td>1</td>
<td>3</td>
<td>1</td>
<td>59</td>
</tr>
<tr>
<td>Luton</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>32</td>
<td>12</td>
<td>0</td>
<td>48</td>
</tr>
<tr>
<td>Totals</td>
<td>56</td>
<td>2</td>
<td>14</td>
<td>44</td>
<td>30</td>
<td>1</td>
<td>147</td>
</tr>
<tr>
<td>% of total seats</td>
<td>38.10%</td>
<td>1.36%</td>
<td>9.52%</td>
<td>29.93%</td>
<td>20.41%</td>
<td>0.68%</td>
<td>100%</td>
</tr>
<tr>
<td>PCP of 10 LA seats</td>
<td>3.81(4)</td>
<td>0.14(0)</td>
<td>0.95(1)</td>
<td>2.99(3)</td>
<td>2.04(2)</td>
<td>0.07(0)</td>
<td>10</td>
</tr>
</tbody>
</table>

8. This achieves the following scheme for the allocation of seats which satisfies the balanced appointment objective:

<table>
<thead>
<tr>
<th>Group and Total Number of Places on BPCP</th>
<th>Bedford Borough</th>
<th>Central Bedfordshire</th>
<th>Luton Borough</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conservative - 4</td>
<td>1</td>
<td>3</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Green</td>
<td>- 0</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Independent - 1</td>
<td>1</td>
<td>1</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Labour - 3</td>
<td>1</td>
<td></td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Democrat - 2</td>
<td>1</td>
<td></td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>UKIP</td>
<td>- 0</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Totals - 10</td>
<td>3</td>
<td>4</td>
<td>3</td>
<td>10</td>
</tr>
</tbody>
</table>
9. The above allocation has been agreed between the three Authorities, giving this Council an allocation of 4 seats overall allocated as follows:

<table>
<thead>
<tr>
<th>Party</th>
<th>Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conservative</td>
<td>3</td>
</tr>
<tr>
<td>Independent</td>
<td>1</td>
</tr>
<tr>
<td>Liberal Democrat</td>
<td>0</td>
</tr>
<tr>
<td>Labour</td>
<td>0</td>
</tr>
<tr>
<td>UKIP</td>
<td>0</td>
</tr>
</tbody>
</table>

10. There are no restrictions preventing any constituent council member from sitting on a PCP, that is PCP members may also be members of their Executive and/or other committees. The constituent Councils should be aware of the potential for conflicts of interest in the case of Executive Members and particularly the Executive Member with the portfolio for Community Safety. This office holder is more likely to be in discussion with the Police and Crime Commissioner about local crime and disorder issues and may not be well-placed to scrutinise the PCC on arrangements they may have reached. No such conflicts of interest have arisen to date.

**Bedfordshire Fire and Rescue Authority**

11. Bedfordshire Fire and Rescue Authority is the independent body for fire and rescue services across the areas of Central Bedfordshire, Bedford Borough and Luton Borough Councils. It comprises up to 25 members, of whom 12 are drawn from the membership of the relevant Councils.

12. The 1996 Order establishing the authority (as amended to reflect the local government reorganisation in April 2009) requires that appointments should be made by each of the councils in proportion to its electorate, as follows:

- Bedford Borough Council – 3 seats
- Central Bedfordshire Council – 5 seats
- Luton Borough Council – 4 seats.
13. Appointments should as far as practical reflect the political balance within each appointing authority. The 5 seats have been allocated as follows:

<table>
<thead>
<tr>
<th>Party</th>
<th>Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conservative</td>
<td>4</td>
</tr>
<tr>
<td>Independent</td>
<td>1</td>
</tr>
<tr>
<td>Liberal Democrat</td>
<td>0</td>
</tr>
<tr>
<td>Labour</td>
<td>0</td>
</tr>
<tr>
<td>UKIP</td>
<td>0</td>
</tr>
</tbody>
</table>

Reason for Urgency

14. The reason for urgency is to appoint members to the Bedfordshire Police and Crime Panel and the Bedfordshire Fire and Rescue Authority to ensure that the first meetings are not inquorate and that Central Bedfordshire is represented.

Council Priorities

15. This report supports the Council priority of enhancing Central Bedfordshire, through its contribution to arrangements for the safety, security and confidence of those who live and work in Central Bedfordshire.

Corporate Implications

Legal Implications


17. The Bedfordshire Combined Fire Authority was established in April 1997, now the BFRA. The BFRA core functions are set out in the Fire and Rescue Services Act 2004.

Financial and Risk Implications

18. There are no additional budgetary implications.

Equalities Implications

19. The membership of the PCP is required as far as is reasonably practical to meet the ‘balanced requirement objective’. This means that the persons appointed should meet the following criteria:
i. represent all parts of the police force’s area
ii. represent the political make-up of the constituent authorities individually and collectively
iii. have the skills, knowledge and experience necessary for the PCP to discharge its functions effectively.

Appendices

None

Background Papers

None

Report author(s): Sandra Hobbs
Senior Committee Services Officer
Sandra.hobbs@centralbedfordshire.gov.uk
13. Appointment to Outside Bodies

To report the process for appointments to be made to the list of outside bodies.
Central Bedfordshire Council

Appointments to Outside Bodies

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

Purpose of this report

The report outlines the process for appointments to be made to the list of outside bodies, as attached at Appendix A.

RECOMMENDATIONS

Council is asked to:

1. approve the list of outside bodies to which Council appointments may be made, attached to this report at Appendix A; and

2. that the Monitoring Officer be authorised, in consultation with the appropriate members of the Council, and where required in accordance with their wishes, to make the necessary appointments to them and to inform the Members and organisations concerned.

Overview and Scrutiny Comments/Recommendations

1. Making the appointments is the responsibility of the full Council and does not fall within the remit of the overview and scrutiny process.

Introduction

2. The Council has traditionally appointed Member representation to outside bodies. An outside body is defined as either an incorporated or an unincorporated body which is not part of the Council’s own governance structure but whose work helps in some way towards fulfilling the Council’s own responsibilities and/or improving community life in Central Bedfordshire.

3. The term embraces a diverse range of organisational purposes and structures. Outside bodies are categorized as either strategic, locality / ward-based or general in nature.
4. The General Purposes Committee on 28 March 2019 reviewed the list of outside bodies and approved those outside bodies that required the appointment of a Member representative following the Elections in 2019, as well as those that no longer required an appointment.

5. Following the review the Council will appoint Members to 52 Outside Bodies, which are diverse in terms of their role and purpose.

6. In general, Members who are appointed to charities, community associations or other voluntary / community sector bodies (whether incorporated or not) should:

a. understand clearly the organisation’s purpose and main objectives and their own role in the organisation;

b. attend meetings regularly and take an active, informed and supportive role in the body’s affairs;

c. take care always to act in the best interests of the organisation and in accordance with its rules or governing document, while contributing their knowledge and experience as a councillor;

d. satisfy themselves that the organisation has transparent governance arrangements, regular reports on its activities and sound financial management, with accounts regularly monitored; and that annual reports and accounts are submitted in timely fashion;

e. seek to protect the body’s assets and manage its affairs prudently;

f. be aware of the main risks the body faces (including funding risks) and the steps to be taken to deal with them;

g. ensure it maintains its membership, so that the work of running the organisation and any financial obligations continue to be shared by a reasonable number of people;

h. behave ethically in accordance with the organisation’s own code of conduct, if they have one, or otherwise the Council’s Code of Conduct for Members;

i. not gain or seek to gain from their appointment any benefit or remuneration (beyond any travel or other allowances formally approved by the body);

j. ensure the organisation has appropriate health and safety and equal opportunities policies and adequate insurance arrangements;

k. seek to safeguard the Council’s interests on those bodies which are funded by or through the Council, to the extent that this does not conflict with their duties towards the organisation; and

l. seek advice from the Monitoring Officer or other relevant Council officer if they have concerns about the running of the body.
7. Because of this potential liability the Council should avoid appointing voting members to unincorporated associations such as local community associations or sports clubs where there is a significant risk of personal liability.

8. Members appointed by the Council to an outside body will, when sitting on that body, often have duties to the organisation which take precedence over their duties to the Council. This will depend on the type of organisation on which they serve. Members will therefore wish to consider, at any time when it appears that the organisation’s interests may conflict with the Council’s interests, whether that conflict prevents them from taking part in decision-making either at the organisation’s meeting or at the Council’s meeting. In such circumstances the Member should seek advice from the Monitoring Officer.

Council Priorities

9. Representation on outside bodies helps towards fulfilling the Council’s own responsibilities and priorities and improving community life in Central Bedfordshire.

10. Appointing Members to Outside Bodies will primarily support being a more efficient and responsive Council, ensuring that the list of outside bodies aligns to our corporate priorities.

Corporate Implications

Legal Implications

11. The Council’s Constitution, Part 4A paragraph 2.2.2.14 requires Council to make appointments to outside bodies in the year following an election of all councillors.

12. Part 3E paragraph 4.2.79 of the Constitution delegates the following power to the Monitoring Officer: “After consultation with appropriate members of the Council, and where required in accordance with their wishes, to make appointments, removals or replacements to any Member body in the Council’s Constitution and to outside bodies (including school governing bodies); and to fill casual vacancies on any such bodies in accordance, where required, with Sections 15-17 of the Local Government and Housing Act 1989.

13. A Member appointed to a corporate outside body must when attending meetings of the body act in that body’s best interests, which may not necessarily be the same as the Council’s. Members may of course bring to bear their own experience and knowledge as a Councillor, and may have regard to the Council’s interests, but have a duty to exercise independent judgement when making decisions. Members should not claim to act or give the impression that they are acting under a Council mandate.

14. A Member appointed to a non corporate outside body will be acting as the Council’s representative and contributing to that body’s purposes while taking account of the best interests of Central Bedfordshire and its residents.
15. An unincorporated association, has no separate legal existence, and is no more than a group of individuals who agree to pursue a common purpose. Members may be asked to make a financial contribution, for example in the form of a subscription, and to sign a membership agreement which can include an agreement to contribute to liabilities incurred by other members.

16. When a member acts on behalf of the unincorporated association, for example in buying equipment to be used by the association, he/she incurs a personal liability for the cost of that equipment and then seeks to recover that expenditure from the funds of the association or from the other members of the association. In particular cases, the association may be regarded in law as a partnership in which case each member may be personally liable for any debts incurred by any member of the association.

17. Because of this potential liability the Council should avoid appointing voting members to unincorporated associations such as local community associations or sports clubs where there is a significant risk of personal liability.

Financial and Risk Implications

18. There are no financial implications arising directly as a result of this report

19. Risk implications arise if the legal implications described above are compromised. The Council’s Indemnity for Members and Officers (at Part 6 of the Ethical Handbook at the back of the Constitution) provides indemnity cover in connection with any liability the member may incur by reason of any action, or failure to act, which has been authorised by the Council or which forms part of, or arises from, any duties or functions placed upon the Member. This includes functions arising from the Member’s service on an outside body, where the Member has been officially appointed by the Council and the outside body itself does not provide its own cover. The indemnity cover is only provided, however, when either the Member is sitting on the outside body purely to represent the Council, or the body on which the Member sits is acting only in the interests of the Council.

Equalities Implications

20. 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.

21. The Outside bodies support a diverse range of statutory voluntary and community interests which address specific issues fostering good relations and supporting community life in Central Bedfordshire.
22. The outside bodies help to deliver social impact and engage with a range of issues – from flood management to Citizens Advice. Many outside bodies achieve their aims through a wide range of activities, such as providing services or other forms of direct support and advice to the groups they help.

**Conclusion and next Steps**

23. That the Monitoring Officer be authorised, in consultation with the appropriate members of the Council, and where required in accordance with their wishes, to make the necessary appointments to them and to inform the Members and organisations concerned.

**Appendices**

**Appendix A: List of Outside Bodies**

**Background Papers**

None

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**Report author(s): Sandra Hobbs**

**Senior Committee Services Officer**

[Email](mailto:sandra.hobbs@centralbedfordshire.gov.uk)
Appendix A – List of Outside Bodies requiring Member Appointment – 2019/2023

<table>
<thead>
<tr>
<th>Outside Body</th>
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<tbody>
<tr>
<td>1. Anglian (Central) Regional Flood and Coastal Committee (RFCC)</td>
<td></td>
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<tr>
<td>2. Bedford &amp; Milton Keynes Waterway Partnership Board</td>
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<tr>
<td>3. Bedford Borough Council Pensions Committee</td>
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<tr>
<td>4. Bedfordshire &amp; Luton County Sports Partnership (Team Beds &amp; Luton)</td>
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<td>5. Bedfordshire &amp; Luton Joint Access Forum</td>
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<td>6. Bedfordshire Rural Communities Charity</td>
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<td>7. Chiltern AONB Conservation Board</td>
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<tr>
<td>8. Community Safety Partnership (Executive Group)</td>
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<td>9. Community and Voluntary Service</td>
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<tr>
<td>10. County Councils Network – CCN Council</td>
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<tr>
<td>11. East London NHS Foundation Trust (ELFT)</td>
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<tr>
<td>12. East &amp; North Herts NHS Trust</td>
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<tr>
<td>13. East Anglia Reserve Forces &amp; Cadets Association</td>
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<td>14. East of England Chairmen of Health O &amp; S Committees</td>
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<td>15. East of England Regional Assembly</td>
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<td>16. England’s Economic Heartland Strategic Alliance</td>
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<td>17. Groundwork Trust for South Beds &amp; Luton Advisory Panel</td>
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<td>18. Local Government Association – General Assembly</td>
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<td>19. Luton Enterprise Zone</td>
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<td>20. Luton &amp; Dunstable Hospital Council of Governors</td>
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<tr>
<td>21. Milton Keynes Reference Group</td>
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<tr>
<td>22. Bedfordshire &amp; Rival Ivel Internal Drainage Board</td>
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<tr>
<td>23. Bedfordshire Local Nature Partnership</td>
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<tr>
<td>24. Buckingham &amp; River Ouzel Board</td>
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<td>25. Broom Quarry Liaison Group South</td>
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<td>26. Dunstable Citizens Advice Bureau</td>
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<td>27. Leighton Linslade Citizens Advice Bureau</td>
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<tr>
<td>28. London Luton Airport Consultative Committee</td>
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<td>29. Luton Law Centre Management Committee</td>
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<td>30. Upper Great River Ouse Partnership (formerly Marston Vale Surface Waters Group)</td>
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<td>31. Marston Vale Trust</td>
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<td>32. Marston Vale Community Fund</td>
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<td>33. Mid Beds Citizens Advice Bureau</td>
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<tr>
<td>34. Relate (Bedfordshire and Luton)</td>
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<td>35. RIGHTS Luton</td>
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<td>36. Swiss Gardens Management Advisory Committee</td>
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<td>37. Barton le Clay Educational Trust</td>
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<td>38. Beecroft Community Association Management Committee</td>
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<td>39. Chew’s Foundation</td>
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<td>40. Henlow School Foundation</td>
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<tr>
<td>41. Langford &amp; Biggleswade Windfarm Community Fund Panel</td>
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<tr>
<td>42. Leighton Buzzard Narrow Gauge Railway Society</td>
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<tr>
<td>43. Leighton Linslade Ouzel Valley Park Steering Group</td>
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<td>44. Sandpit Steering Strategy Group</td>
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<td>Name of the Body</td>
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<td>45.</td>
<td>East of England Heartland Sub Regional Transport Forum</td>
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<td>46.</td>
<td>East West Rail Board Central Section</td>
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<td>47.</td>
<td>East West Rail Board Western Section</td>
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<td>48.</td>
<td>A1 Consultative Forum</td>
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<td>49.</td>
<td>Bedfordshire Pension Fund</td>
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<td>50.</td>
<td>Eggington Community Fund</td>
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<td>51.</td>
<td>Case Community Trust</td>
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<tr>
<td>52.</td>
<td>London Luton Airport Regional Forum</td>
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To appoint Councillors to fill the vacancies on Arlesey Town Council and to make an Order under Section 91 of the Local Government Act 1972.
Central Bedfordshire Council

Local Government Act 1972 – Section 91 – Inquorate Council

Report of: Cllr Richard Wenham
Deputy Leader and Executive Member for Corporate Resources
(Richard.wenham@centralbedfordshire.gov.uk)

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

Purpose of this report

The purpose of this report is to make an Order under Section 91 of the Local Government Act 1972.

RECOMMENDATIONS

The Council is asked to:

1. make the Order attached at Appendix 1 to appoint Parish Councillors at Arlesey Town Council to ensure that the Town Council is quorate and can continue to act.

Overview and Scrutiny Comments/Recommendations

1. Making the Order is the responsibility of full Council and does not fall within the remit of the overview and scrutiny process.

Background

2. A Town or Parish Council must be quorate in order to operate. A quorate is defined as being one third of its membership, but no less than three.
3. Section 91 of the Local Government Act 1972 (as amended) allow the Council to appoint a sufficient number of Parish Councillors on a temporary basis, to enable the work of the Parish Council to continue until it has co-opted or elected sufficient Councillors to be quorate.

4. Following the elections of 2 May 2019, four Councillors of Arlesey Town Council (out of a possible twelve) were elected. On the 7 May 2019, we were advised by the Clerk that one of the elected councillors is refusing to sign the acceptance of office making the Parish inquorate. At the point that the Parish becomes inquorate the Parish Council is unable to hold meetings/make decisions on the business of the Council. In such circumstances, the Central Bedfordshire Council can act under section 91 and appoint individuals to act as Parish Councillors, until or unless the Parish has held an election or co-opt sufficient Councillors on to the Parish.

Options for consideration

5. Option 1 – to adopt the recommendations in this report to deal with the current situation at Arlesey Town Council so that the Parish Council can continue to operate and facilitate elections or co-option of new members.

6. Option 2 – Council could choose not to appoint anyone to a parish council. However, that parish council would be unable to make any decisions due to being inquorate. It is possible that this situation could continue for some considerable time and the parish council may not be able to use its precept as a consequence. This course of action is not recommended.

Reason for decision

7. At present Arlesey Town Council is inquorate and the current three councillors are unable to make any decisions and may not co-opt any councillors, even on a temporary basis.

Reason for urgency

8. The reason for urgency is that the elections to Arlesey Town Council which took place on 2 May 2019 did not attract sufficient candidates to administer the business of the Parish Council and is unable to meet. Until the Order is in place business cannot be transacted and this matter therefore needs to be considered as a matter of urgency.

Council Priorities

9. This report contributes to the Council’s priority of creating stronger communities and a more efficient and responsive Council.

Legal Implications

10. Legal implications are set out in the report.
Financial and Risk Implications

11. The anticipated costs for the review are minimal and relate only to the cost of the external correspondence with stakeholders. This will be managed within existing budgets.

Equalities Implications

12. 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 partnerships, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

13. There are no direct equalities implications that have been identified as relevant to this report.

Conclusion and next Steps

14. Approving an Order under Section 91 (1) will enable Arlesey Town Council to carry out its normal functions.

Appendices

Appendix A: Order made under Section 91(1) of the Local Government Act 1972

Background Papers

None

Report author(s): Brian Dunleavy
Democratic Services Manager
brian.dunleavy@centralbedfordshire.gov.uk
Appendix A

Order made under Section 91(1) of Local Government Act 1972: Arlesey Town Council (Temporary Appointment of Members) Order 2019

THIS ORDER is made on the day of two thousand and nineteen by CENTRAL BEDFORDSHIRE COUNCIL (“The Council”)

1. WHEREAS following the resignation of a newly elected member to Arlesey Town Council, three councillors are required to give a minimum number required for a quorum.

2. Under section 91 of the Local Government Act where there are so many vacancies in the office of Parish Councillor that the Parish Council is no longer able to act, Central Bedfordshire Council may, by order, appoint persons to fill all or any of the vacancies until other councillors are elected to take office.

Now in pursuance of the Power conferred upon it by Section 91 of the Local Government Act 1972 the Council hereby appoints the following persons to act as Members of Arlesey Town Council until an election has been held and to fill such vacancies as shall constitute and re-establish a quorum in the respective Parish Council whereupon such appointments and this Order shall cease.

Ian Dalgarno of 172 High Street, Arlesey, Bedfordshire SG15 6TB

David Shelvey of 49 Park Lane, Henlow, Bedfordshire SG16 6AT

Richard Wenham of 2 Jordan Close, Henlow, Bedfordshire SG16 6PH

The COMMON SEAL of Central Bedfordshire Council

Was hereunto affixed in the presence of

Authorised Signatory