At a meeting of the **General Purposes Committee** held in Room 15, Priory House, Chicksands, Shefford SG17 5TQ on Thursday 20 June 2019, 10:00 AM — 11.23 AM

Present:

Cllr R Berry (Chair)
Cllr G Perham (Vice-Chair)

Members:

Cllrs  J Baker
       N Bunyan
       S Dixon
       A Dodwell
       S Ford

Cllrs  E Ghent
       J Jamieson
       P Snelling
       R Wenham
       A Zerny

Apologies:

None

Absent:

None

Members in Attendance:

Cllrs  D Bowater
       T Wye

Cllr  D McVicar

Officers in Attendance:

Mrs V Chapman  Assistant Director - People
Mrs C Gurney  Head of Housing Solutions
Mrs C Jagusz  Committee Services Officer
Mrs R King  HR Programme & Improvement Manager
Ms E Morris  Chief Information Officer
Mr J Partridge  Head of Governance
Mr S Rix  Monitoring Officer
Mr C Warboys  Director of Resources

1. Minutes

RESOLVED

that the minutes of the meeting held on 28 March 2019 and the Special meeting held on 16 May 2019 be confirmed as a correct record and signed by the Chairman.

2. Members’ Interests

None.

3. Chairman’s Announcements and Communication

The Chair welcomed all to the meeting.
4. Petitions

None were received.

5. Questions, Statements or Deputations

None were received.


The Committee considered the outstanding vacancies for the Appointments Panel and the Electoral Working Group.

A Member of the Committee asked if the Electoral Working Group would be open to all Members to attend, particular those who represented wards in which there was significant housing growth. Whilst it was noted that the working group was not a public meeting, officers would be asked to make the meeting dates available to all Members.

RESOLVED

1. that Cllr J Baker be added to the Appointments Panel with Cllr S Ford as the Substitute; and
2. that Cllr R Berry and Cllr S Dixon be added as Substitutes to the Electoral Working Group.

7. Market Rate Supplement – Annual Update

The Committee received a report from the Director of Resources providing the annual update on the Market Rate Supplements (MRS).

Points and comments included:

- The Assistant Director for People informed the Committee that the application of the MRS was used to evaluate grades and the ‘market’ rate of pay for specific roles which were key to the delivery of services.
- It was noted that there had been reduction in the MRS for more senior roles but an increase was noted for lower grade roles and this was in part due to the success in recruiting social workers and the move away from using temporary contracts.
- A trend had also been identified in the property and construction fields and it had been anticipated that this would continue into the next update.
NOTED

the annual update on the Market Rate Supplements (MRS) for posts across Central Bedfordshire Council.

8. Proposed Changes to the Director of Social Care, Health and Housing’s Delegated Powers on Housing Functions

The Committee considered the joint report from the Executive Member for Adults, Social Care and Housing Operations and the Executive Member for Corporate Resources regarding the proposed changes to the delegations of the Director of Social Care, Health and Housing.

It was noted that the proposed changes were required in order to update references to current legislation within the Constitution and to identify and address any areas where clarification was needed.

RECOMMENDED to Council

that the proposed changes to the Director of Social Care, Health and Housing’s delegated powers, as set out in Appendix A to the report, be approved and the Constitution be updated accordingly.

9. Parental Leave Policy for Elected Members

The Committee considered the report of the Director of Resources on the proposal to adopt a formal parenting leave policy for elected Members.

Points and comments included:

- It was noted that currently the Council did not have a formal policy in place.
- Discussion included the need for the policy as part of a modern, forward looking organisation which is a step toward encouraging more women into politics.
- The Committee agreed that a working group of 6 Members would be set up to further consider this policy, with political proportionality waived and nominations sought from all elected Members.
- It was proposed that Cllr Dodwell would chair this group and, working with the Group Leaders, determine the membership.
- It was noted that the working group would benefit from the experience of those with young families and consideration would be given to holding the meetings in the evening to facilitate this.
- It was agreed that the working group would bring an update/report to the October meeting of this Committee.
RESOLVED

1. that a working group be formed of 6 Members with Cllr Dodwell as Chair, and the membership to be determined by Cllr Dodwell and the Group Leaders;
2. that the strict rules on political proportionality be waived for this working group to enable a member from the Liberal Democrat group to participate;
3. that the working group consider meeting in the evening; and
4. that the first update report of the Working Group be taken to the October meeting of this Committee.

10. Proposal to Reconfigure the Council’s Overview and Scrutiny Committees

The Committee considered the report of the Director of Resources on the proposal to reconfigure the Council’s Overview and Scrutiny Committees.

Points and comments included:

- Currently there were four Overview and Scrutiny Committees and an Overview and Scrutiny Co-ordination Panel.
- In response to identifying the challenges of the current function, discussions and research had taken place to look at how other Local Authorities addressed these challenges and how best to implement changes that would benefit the Council.
- It was proposed that a Working Group be formed to better consider the outcomes of this research and to look at the options in more detail.
- The Committee agreed that the Working Group should be formed of 9 Members who were not Members of General Purposes but would be determined by the Group Leaders on a politically proportionate basis.

RESOLVED

that Option 2, as detailed in the report, be chosen and a cross party Working Group be formed of 9 Members, on a politically proportionate basis, as agreed by the Group Leaders.

11. Amendments to Members Scheme of ICT Allowances

The Committee considered the report of the Executive Member for Corporate Resources which proposed that Members be appropriately equipped with IT to carry out their role in a fashion that maintained the integrity and security of the Councils systems, complying with legal responsibilities in respect of residents and service users.

Points and comments included:

- It was clarified that Members had two options:
  1. to purchase their own IT equipment and mobile phones either through Central Bedfordshire Council or an alternative supplier using their own allowance, but complying with the list of devices included in the report and
for this equipment to have the appropriate security software installed by CBC; or
2. for CBC to provide the device(s) i.e. iPhone and a laptop or tablet, with security already installed but that the Member will not be entitled to the IT equipment or phone allowance. A Member could have a CBC laptop or tablet and use their own phone, or vice versa, and the allowance would be adjusted accordingly. All devices would need the appropriate security software installed.

- It was confirmed that Appendix B listed the devices that CBC could provide but Members would be encouraged to discuss their needs with IT when purchasing from an alternative supplier if they wanted to purchase a device(s) not on this list to ensure it complied with the Council security policies.
- Concern was raised that the security installed by CBC would enable the device to be fully wiped at the end of a 4-year Council term, should that member not be re-elected. It was clarified that this security would be in place to ensure that should a device be lost or stolen, data could be removed by IT as soon as possible. In addition locally stored data would be the responsibility of Members under GDPR.
- It was noted that data should not be located in cloud storage as the Council could not guarantee the security of that data.
- Concern was expressed that the implications of applying the Council’s security software should have been made clear earlier.
- It was noted that Members appreciated the support of the IT team.
- It was agreed by Members that clarification was needed on the use of the Council’s security software and the manner in which devices the removal of information from those devices should a Member not be re-elected would be managed.
- It was also agreed that the scheme be amended to reflect that Members could choose to have a CBC owned computer but use their own phone and vice-versa; and that the wording of Option 2 be amended to remove the word ‘these’ and replace with the words ‘Council owned’.
- A Member also proposed a further change to the recommendations that any equipment would come with the appropriate data and telephone contracts.

RESOLVED

that a further report be presented a future meeting of General Purposes in relation to the use of the Council’s mobile device management software for wiping data on Member devices.

RECOMMENDED to Council

that the revised scheme of Member ICT Allowances be approved as set out but with the following amendments:
(a) to make it clear that any equipment comes with the appropriate data and telephone contracts;
(b) that Members can choose to have a CBC owned computer but use their own phone and vice-versa; and
(c) that the wording of Option 2 be amended to remove the word ‘these’ and replace with the words ‘Council owned’.
(d) that it be clarified that the equipment listed in Appendix B was such that the Council could purchase on behalf of a Councillor, it was not an exhaustive list of all the devices that Members could use.

12. Review of Urgent and Minor Updates to the Constitution

The Committee considered the report of the Executive Member for Corporate Resources which set out the changes made under the Monitoring Officer’s delegated powers to the Council’s Constitution between October 2018 to May 2019.

NOTED

the changes made under the Monitoring Officer’s delegated powers to maintain the Council’s Constitution, as set out in Appendix A to the report.

13. Work Programme

The Committee considered a report which set out the Committee’s Work Programme and it was noted that there was a requirement for the report on Joint Committees – Terms of Reference to go to the August committee as Town and Parish Councils would also be considering their terms of reference at the same time.

RESOLVED

1. to note the Work Programme for 29 August 2019; and

2. to note that the first update of the Parental Leave Policy Working Group be included for the October meeting of this Committee.

Chairman …………………………………………

Dated ……………………………………………
## Nominations

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<tr>
<th>Appointments Panel</th>
<th>Cllr J Baker (IN)</th>
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<tr>
<td>(5 Members + 2 substitutes, plus all the</td>
<td>Cllr Ray Berry (C)</td>
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<td>Executive Members with specific</td>
<td>Cllr Amanda Dodwell (C)</td>
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<td>portfolios)</td>
<td>Cllr Ghent (C)</td>
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<td>Cllr Gordon Perham (C)</td>
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<td>Plus Executive Members as below:</td>
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<td>Cllr Sue Clark (C)</td>
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<td>Cllr Ian Dalgarno (C)</td>
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<td>Cllr Steven Dixon (C)</td>
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<td>Cllr Eugene Ghent (C)</td>
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<td>Cllr Carole Hegley (C)</td>
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<td>Cllr James Jamieson (C)</td>
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<td>Cllr Nigel Young (C)</td>
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<td>Cllr Neil Bunyan (C)</td>
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<td>Cllr S Ford (IN)</td>
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<td>Cllr Mark Versallion (C)</td>
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<tr>
<th>Appointments Sub-Committee</th>
<th>Appointed by the Monitoring Officer, or Chief Executive as appropriate, as needed from the membership of the Appointments Panel.</th>
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<td>To comprise 3-5 members (2-4 Conservative and 1 Independent, including at least 1 Executive Member)</td>
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<tr>
<th>Electoral Review Working Group</th>
<th>Cllr John Baker (IN)</th>
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<tr>
<td>(4 to 6 Members)</td>
<td>Cllr Ian Dalgarno (C)</td>
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<td>Cllr Eugene Ghent (C)</td>
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<td>Cllr Tracey Wye (IN)</td>
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