



## Houghton Regis Town Council

### Committee Functions & Terms of Reference

Date of Approval:	Town Council 20 <sup>th</sup> May 2015
Date of Review:	18 <sup>th</sup> May 2016; 24 <sup>th</sup> May 2017 (amendments to HRNPSG approved 9 <sup>th</sup> October 2017); 3 <sup>rd</sup> July 2018; 15 <sup>th</sup> May 2019; 5 <sup>th</sup> May 2021, 18 <sup>th</sup> May 2022, 17 <sup>th</sup> May 2023; 15 <sup>th</sup> May 2024; 14 <sup>th</sup> May 2025

#### 1. Introduction

- 1.1 Meetings of Houghton Regis Town Council are to be conducted in accordance with the approved Standing Orders of Houghton Regis Town Council.
- 1.2 Legislation requires certain statutory functions of Houghton Regis Town Council to be discharged by the council itself. Houghton Regis Town Council cannot delegate responsibility to a committee or sub-committee for:
  1. levying or issuing a precept,
  2. borrowing money,
  3. approving the council's annual accounts,
  4. considering an auditor's report made in the public interest,
  5. confirming (by resolution) that it has the statutory criteria to exercise the power of general competence or
  6. adopting or revising the council's code of conduct.
- 1.3 The days and times of meetings will be set as far as possible on the following basis:
  - Town Council & Standing Committees – Mondays or Tuesdays, at 7pm
  - Annual General Meeting (AGM) - Wednesdays
  - Partnership – Tuesdays at 7pm
  - Sub Committees – Mondays, or the next available working day following a Bank Holiday, at 7pm
  - Working groups – Monday to Thursday to start no earlier than 9.30am and to conclude no later than 6.30pm
  - Inhouse Member training, open sessions, briefings – Mondays or Tuesdays at 6pm

<b>2. Committee Overview Houghton Regis Town Council</b>		
<b>Department</b>	<b>Areas of Responsibility</b>	<b>Democratic Management</b>
<b>Corporate Services</b>	Policy review & development Financial management Democratic management Health & safety matters	Corporate Services Committee
<b>Environment &amp; Leisure Services</b>	Facilities management Leisure services Recreation management Cemetery & churchyard management Allotments	Environment & Leisure Committee
<b>Community Services</b>	Community services Youth services Communications Events Mayoral services Community grants Community safety	Community Services Committee Community Engagement Sub-Committee Pride of Houghton Awards Working Group Combating Crime Working Group
<b>Planning</b>	Planning applications Planning policy Strategic development Highways consultations	Planning Committee Neighbourhood Plan Implementation Sub Committee
<b>Staffing</b>	Non legislative policy review and development Personnel matters	Staffing Committee Disciplinary, Grievance and Appeals Sub-Committee
<b>Town</b>	Town Centre Town development	Town Council Town Partnership Committee New Cemetery Sub Committee Complaints Sub Committee Complaints Appeals Sub Committee

### **3. Functions & Terms of Reference**

#### **Town Council**

##### *Terms of Reference*

At the Annual meeting to conduct business in accordance with Standing Orders as follows:

- a. The first business conducted at the annual meeting of the council shall be the election of the Chairman and Vice-Chairman of the Council.
- b. Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting, the business shall include:
  - i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
  - iii. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - iv. Review of the terms of reference for committees;
  - v. Appointment of members to existing committees;
  - vi. Appointment of any new committees in accordance with standing order 6
  - vii. Review and adoption of appropriate standing orders and financial regulations;
  - viii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
  - ix. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

At other meetings of the Council:

- To annually review the Standing Orders, Financial Regulations, Health & Safety Policy, Equality & Diversity Policy, Banking Arrangements/Investment Policy, and the Committee Functions & Terms of Reference
- Before the end of January to determine the Council's overall budget for the forthcoming financial year and to set the precept accordingly.
- To receive auditors' reports and other comments and make recommendations to

Corporate Services as to any policy matters arising from them.

- To receive reports from committees and recommendations made therein.
- To receive the Town Mayors' announcements.
- To consider and approve any short or long-term borrowing requirements including interest rates and borrowing period.
- To approve a 4-year rolling programme of policy review
- To receive conclusions drawn at any meeting of the Complaints and Complaints Appeals Sub-Committees.
- Monitor and review risk management issues.
- To approve the appointment of the Town Clerk.

### *Functions*

- The Town Council consists of all councillors.
- The quorum shall be one third of all councilors (five)
- In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.
- In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.
- If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.

## **Corporate Services Committee**

### *Terms of Reference*

- To consider any matters referred to it by the Council or other Committees.
- To respond on behalf of the Council to initiatives from other organisations relating to matters under the Committee's jurisdiction.
- To exercise management of health and safety issues in respect of all the services of this Committee.
- To consider and determine any new contracts and any renewals of existing contracts under the jurisdiction of this committee.
- Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
- Review of the Council's and/or employees' memberships of other bodies.
- To consider the suitability of the current office provision and the requirements of future office provision.
- To manage and maintain the Council Offices including office equipment and furniture.
- Reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018 (DPA 2018) and to take action to comply.
- To receive information relating to the number of Freedom of Information requests

received by the Clerk

- Reviewing policies of the Council as required by legislation.
- To oversee and manage the financial obligations of the Council, including:
  - To receive quarterly reports on investments containing a forecast of capital expenditure, investment opportunities and a recommendation for further investment including where, length and amount
  - To receive bank and cash reconciliation statements.
  - To receive an annual report (based on the previous financial year) on loans taken out, repayments made and outstanding liability.
  - To confirm the use of direct debits, standing orders, BACS, CHAPS
- Review and confirmation of arrangements for insurance cover in respect of all insured risks.
- To recommend to Council the writing off of irrecoverable amounts.
- To assemble and submit to the Town Council estimates of income and expenditure for each financial year in respect of all the services of this Committee no later than 30<sup>th</sup> November each year.
- To review annually (Spring / Summer) the staffing structure and staffing forecast in relation to this Committee for consideration by the Staffing Committee late Autumn to feed into the budget process.
- To monitor periodically the income and expenditure of the Committee.
- To consider and determine any proposed expenditure or reduction in income for which no provision has been made in the approved budget.
- To set the level of charges for facilities in respect of all the services of this Committee.

### *Functions*

- The Corporate Services Committee shall function and operate in accordance with the Council's approved Standing Orders.
- The Corporate Services Committee shall consist of seven Councillors. The quorum shall be half of its members (four).
- To appoint sub-committees or working groups as necessary including setting out membership and terms of reference.

## **Environment & Leisure Committee**

### *Terms of Reference*

- To consider any matters referred to it by the Council or other Committees.
- To respond on behalf of the Council to initiatives from other organisations relating to matters under the Committee's jurisdiction.
- To exercise management of health and safety issues in respect of all the services of this Committee.
- To consider and determine any new contracts and any renewals of existing contracts under the jurisdiction of this committee.

- To assemble and submit to the Town Council estimates of income and expenditure for each financial year in respect of all the services of this Committee no later than 30<sup>th</sup> November each year.
- To review annually (Spring / Summer) the staffing structure and staffing forecast in relation to this Committee for consideration by the Staffing Committee late Autumn to feed into the budget process.
- To monitor periodically the income and expenditure of the Committee.
- To consider and determine any proposed expenditure or reduction in income for which no provision has been made in the approved budget.
- To set the level of charges for facilities in respect of all the services of this Committee and to control the collection of revenues thereof.
- Reviewing policies of the Council as required by the Policy Document Review Schedule
- Annually review its inventory of land and assets including buildings.
- To provide and maintain all recreation grounds and pavilions, open spaces and play areas in the control of the Council.
- To manage and maintain sports provision including football pitches, the bowls green and cricket table.
- To manage and maintain the Houghton Regis Town Cemetery and All Saints Churchyard.
- To provide and maintain seats, noticeboards, litterbins and dog waste bins.
- To purchase and maintain such vehicles and equipment as may be required to carry out the Council's duties in connection with the facilities under the control of the Committee.
- To monitor all matters relating to leases and bye-laws in connection with the facilities under the control of the Committee.

### *Functions*

- The Environment & Leisure Committee shall function and operate in accordance with the Council's approved Standing Orders.
- The Environment Committee shall consist of seven Councillors. The quorum shall be half of its members (four).
- To appoint sub-committees or working groups as necessary including setting out membership and terms of reference.

## **Community Services Committee**

### *Terms of Reference*

- To consider any matters referred to it by the Council or other Committees.
- To respond on behalf of the Council to initiatives from other organisations relating to matters under the Committee's jurisdiction.
- To exercise management of health and safety issues in respect of all the services of this Committee.
- To assemble and submit to the Town Council estimates of income and expenditure for each financial year in respect of all the services of this Committee no later than

30<sup>th</sup> November each year.

- To review annually (Spring / Summer) the staffing structure and staffing forecast in relation to this Committee for consideration by the Staffing Committee late Autumn to feed into the budget process.
- To monitor periodically the income and expenditure of the Committee.
- To consider and determine any proposed expenditure or reduction in income for which no provision has been made in the approved budget.
- To set the level of charges for facilities in respect of all the services of this Committee.
  - To consider and determine any new contracts and any renewals of existing contracts under the jurisdiction of this committee.
- Reviewing policies of the Council as required by the Policy Document Review Schedule
- To encourage and regulate activities and events at Council properties, venues and locations.
- To advise Environment & Leisure Committee of events using land / buildings
- To award financial grants to local organisations within an overall budget approved by the Town Council
- To review the grant application process as necessary
- To oversee and manage the promotion of the Town and the Council, including the council's newsletter and website, Christmas lights, Pride of Houghton, events
- Consider community service provision provided by outside organisations
- To provide community support to enhance community service provision
- To liaise with other organisations on community issues
- To provide support and promotion of the Town centre and the retail offer

### *Functions*

- The Community Services Committee shall function and operate in accordance with the Council's approved Standing Orders.
- The Community Services Committee shall consist of seven Councillors. The quorum shall be half of its members (four).
- To appoint sub-committees or working groups as necessary including setting out membership and terms of reference.

## **Planning Committee**

### *Terms of Reference*

- To consider any matters referred to it by the Council or other Committees.
- To respond on behalf of the Council to initiatives from other organisations relating to matters under the Committee's jurisdiction.
- To exercise management of health and safety issues in respect of all the services of this Committee.
- To assemble and submit to the Town Council estimates of income and expenditure for each financial year in respect of all the services of this Committee no later than 30<sup>th</sup> November each year.

- To review annually (Spring / Summer) the staffing structure and staffing forecast in relation to this Committee for consideration by the Staffing Committee late Autumn to feed into the budget process.
- To monitor periodically the income and expenditure of the Committee.
- To consider and determine any new contracts and any renewals of existing contracts under the jurisdiction of this committee.
- To consider and determine any proposed expenditure or reduction in income for which no provision has been made in the approved budget.
- Reviewing policies of the Council as required by the Policy Document Review Schedule
- To consider all planning related applications within the Parish and to make representations to the appropriate authority on behalf of the Town Council.
- To consider matters surrounding the growth proposals, including strategic development proposals and documents from local authorities and other agencies and bodies.
- To consider highways proposals from local authorities and other agencies and bodies and to make representations to the appropriate authority on behalf of the Town Council.
- To oversee the development and introduction of a Neighbourhood Plan for Houghton Regis.

#### Delegated Powers to Officers – Planning

- Delegated applications include all applications received for consultation purposes including all planning applications, advertisement and signs.
- All delegated decisions, which are recommended for approval, will be provided in writing, to Members of the Planning Committee.
- A list of proposed delegated decisions (relating to new or proposed listed buildings, conservation areas, tree preservation orders, building preservation orders, highways, byways, bridleways and footpaths) will be circulated to all Councillors. If a Councillor wishes an application to be decided by the Committee, a written request must be made to the Town Clerk prior to the meeting.
- No applications will be delegated that fall into the following categories:
  - a) To which a written objection from a member of the public has been received by the Town Council
  - b) Any application for more than five dwellings (including flats, apartments and maisonettes)
  - c) Any application for retail or employment space
- The Town Clerk or their nominated officer, must be fully aware of the location and possible planning considerations of an application.

#### *Functions*

- The Planning Committee shall function and operate in accordance with the Council's approved Standing Orders.
- The Planning Committee shall consist of seven Councillors. The quorum shall be half of its members (four).
- To appoint sub-committees or working groups as necessary including setting out



membership and terms of reference.

## **Staffing Committee**

### Terms of Reference

- To establish and keep under review the staffing structure and staffing forecast in consultation with the Standing Committees.
- To make recommendations on staffing related expenditure to Town Council ahead of the annual budget setting process
- To draft, implement, review, monitor and revise policies for staff, that fall outside of legislative requirements
- To note salary payscales based on job evaluation outcomes for all tiers of staff and to be responsible for their administration and annual review.
- Succession plan for key staff who may wish to retire.
- To oversee the recruitment and appointment (including the provision of signed contracts of employment) of staff to ensure that processes have been carried out in accordance with council policies.
- To determine any substantial changes to contracts (beyond the scope of point 61 in the Scheme of Delegation).
- To oversee any process leading to the dismissal of staff employed for longer than 2 years, including redundancy.
- To keep under review staff working conditions.
- To monitor sustained staff absence and to ensure that sickness management processes have been carried out in accordance with council policies.
- To note the outcome of a grievance or disciplinary matter and any appeal.
- To supervise and performance manage the Clerk's work, to administer their leave requests and monitor their absences.
- To appoint one of its members as the day-to-day contact to support the Clerk.
- To consider an appeal against a decision in respect of pay.
- To appoint two members of the committee to conduct staff appraisal of the Clerk.

### **Functions**

- The Staffing Committee shall function and operate in accordance with the Council's approved Standing Orders.
- The Staffing Committee shall consist of seven Councillors. The quorum shall be half of its members (four).

To appoint sub-committees or working groups as necessary including setting out membership and terms of reference.

**Houghton Regis Town Partnership**

This is a joint Houghton Regis Town Council and Central Bedfordshire Council committee. See Appendix A, attached, for relevant Committee Functions & Terms of Reference.

**Complaints Sub-Committee (reporting to Town Council)***Terms of Reference*

To act as the Complaints Committee in accordance with the Council's approved Complaints Procedure, including:

- To consider and make recommendations on any complaints received which fall under the approved Complaints Policy;
- To report its deliberations to Town Council;

*Functions*

- The Sub Committee shall comprise 3 councillors;
- Membership of the Sub Committee shall be drawn from Town Council who have not been named within the complaint.
- The quorum shall be three members.

**Complaints Appeals Sub-Committee (reporting to Town Council)***Terms of Reference*

- To consider and make recommendations on any appeals which relate to complaints received which fall under the approved Complaints Policy;
- To report its deliberations to Town Council;

*Functions*

- The Sub Committee shall comprise 3 councillors;
- Membership of the Sub Committee shall be drawn from Town Council who were not members of the original Complaints Sub-Committee and have not been named within the complaint.
- The quorum shall be three members.

**Proposed New Cemetery Sub-Committee (reporting to Town Council)***Terms of Reference*

1. To consider any matters referred to it by the Town Council or any other Committee
2. To consider and determine matters surrounding the development of a new

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- cemetery for Houghton Regis, including but not restricted to:
- Environmental matters
  - Policy matters
  - Visual impact matters
  - Design matters
  - Public consultation matters
  - Future operation and management of the cemetery
3. To commission specialist services such as may be deemed appropriate in progressing options for future cemetery provision.
4. To report and to make such recommendations to Town Council as appropriate.

#### *Functions*

- The Proposed New Cemetery Sub Committee shall function and operate in accordance with the Council's approved Standing Orders.
- The Proposed New Cemetery Sub Committee shall consist of 5 members. The quorum shall be half of its members (three).

#### **Neighbourhood Plan Implementation Sub Committee (reporting to Planning Committee)**

#### *Terms of Reference*

- To monitor the implementation of the Houghton Regis Neighbourhood Plan.
- To keep the NHP under review especially in light of any changes to national and local planning policies and to recommend any updates to the NHP as necessary.
- Review and respond to emerging national and local planning policies for their impact on the NHP
- Review planning application decisions with reference to conformity with the NHP and the responses made by the HRTC Planning Committee
- Monitor progress towards realisation of specific projects and aspirations contained within the NHP
- Review any significant changes to the local area and assess their impact on the NHP's projects and aspirations

#### *Functions*

- The Sub-committee shall function and operate in accordance with the Council's approved Standing Orders.
- The Sub-committee shall consist of five Councillors and shall include the Chair of the HRTC Planning Committee. The quorum shall be half of its members (three)
- The Sub-committee shall meet at least twice each year.
- The Sub-committee shall report to the Planning Committee

- The draft minutes shall be presented to the HRTC Planning Committee to enable the Planning Committee to consider the work of the Sub Committee in a timely fashion.

### **Community Engagement Sub Committee (reporting to Community Services Committee)**

#### *Terms of Reference*

- To consider any matters referred to it by the Council or other Committees.
- To consider and submit to the Community Services Committee the scope, nature and form of the Council's community activities and council events (Programme of Events) for the following council year no later than 30th November each year.
- To assemble and submit to the Community Services Committee estimates of income and expenditure for each financial year in respect of all the services of this Sub Committee no later than 30th November each year.
- To monitor periodically the income and expenditure relevant to the Sub Committee.
- To consider and refer to the Community Services Committee any proposed expenditure or reduction in income for which no provision has been made in the approved budget.
- To recommend the level of charges for facilities in respect of all the services of this Sub Committee to the Community Services Committee.
- To monitor and review the Council's events.
- To monitor and review the Council's community activities.
- To advise Environment & Leisure Committee of events using land / buildings.
- To monitor and review each event and activity to ensure all areas of the town are covered by the annual programme of events.
- Delegate all operational decision-making and activities to the Head of Environmental and Community Services, Civic & Events Manager and Community Services Manager to take decisions on the arrangements for council events. The Community Engagement Sub Committee is to take a strategic view, and acting as a critical friend to ensure the Council's activities and Events get better.
- To support and promote town wide events and activities to promote the town.
- To report to the Community Services Committee on the outcome of its deliberations.

#### *Functions*

- The Community Engagement Sub Committee shall function and operate in accordance with the Council's approved Standing Orders.
- The Community Engagement Sub Committee shall consist of five Councillors. The quorum shall be half of its members (three).
- To appoint sub-committees or working groups as necessary including setting out membership and terms of reference.

### *Co-option*

- To support engagement with local stakeholders the sub committee can co-opt members from local representative groups, as appropriate, up to a maximum of 5. Each co-opted Member will be able to engage fully in all discussions but will not have any voting rights. Co-opted members can be removed from the sub committee by joint agreement of the Chairman and Vice Chairman.
- The list of co-opted Members should be reviewed annually.

### **Disciplinary, Grievance & Appeals Sub-Committee Group (reporting to Staffing Committee)**

*Due to the sensitive nature of the matters raised under this Sub-Committee, these meetings are not open to the public.*

### *Terms of Reference*

- Delegated powers to hear and action, as appropriate, employee disciplinary, grievance and appeal matters where these are beyond the authority delegated to the Clerk in the Scheme of Delegation;
- To consider and recommend to Town Council any disciplinary, grievance or appeal relating to the Clerk

### *Functions*

- The Disciplinary, Grievance and Appeals Sub-Committee shall consist of 3 Councillors.
- Membership of the Sub Committee shall be drawn from Staffing Committee.
- The quorum shall be three members.

### **Pride of Houghton Awards Working Group (reporting to Community Services Committee) (meetings to be held within normal working hours)**

### *Terms of Reference*

- To consider the nominations put forward from members of the public in relation to the Pride of Houghton Award scheme and determine the award winners.

### *Functions*

- The Pride of Houghton Awards Working Group shall function and operate in accordance with the Council's approved Standing Orders.
- The Pride of Houghton Awards Working Group shall consist of 5 councillors. The quorum shall be three members.
- The Pride of Houghton Awards Working Group shall not comprise of any co-opted members or members of the Community Engagement Sub-Committee.

**Combating Crime Working Group (reporting to Community Services Committee)  
(meetings to be held within normal working hours)**

*Terms of Reference*

- To monitor the Council's Service Level Agreement with Bedfordshire Police for the provision of additional policing within the parish of Houghton Regis known as Operation Hanna
- To receive bi-monthly written reports and monthly verbal reports from Bedfordshire Police on the work completed under Operation Hanna
- To consider the forthcoming months actions by Bedfordshire Police under Operation Hanna
- To monitor the Council's Service Level Agreement with Central Bedfordshire Council for the management of the re-deployable CCTV cameras
- To manage the formulation and implementation of the Council's Community Safety Strategy
- To manage action under the Council's enviro crime project
- To report its decisions to Community Services Committee

*Functions*

- The Combating Crime Working Group shall function and operate in accordance with the Council's approved Standing Orders.
- The Combating Crime Working Group shall consist of five councillors. The quorum shall be half its members (three).

## **APPENDIX A**

### **Houghton Regis Town Partnership Committee <sup>1</sup>**

#### **Purpose**

1. To influence decisions and help shape initiatives and their delivery for the benefit of the whole town taking into account the needs of the town, customers, employees, residents, visitors, traders, property owners and developers.
2. To develop and encourage public participation and engagement and take into consideration the resident voice in the work of the Committee

#### **Objectives**

1. Help improve the economic, social, environmental and cultural vitality of the town
2. Ensure a partnership and collaborative approach to achieve the delivery of town regeneration, including influencing Section 106 funding received for town improvements and community facilities.
3. Opportunities to delegate funding decisions to the Committees should be explored, such as Section 106 received to spend on community facilities.
4. The Committee will make decisions on any joint funding allocated to it.
5. Influence and help shape strategies / plans that impact on the future viability of the town.
6. Provide a forum for briefing Members of the Joint Committee on all key issues affecting the town, at the discretion of the Chairman and Vice Chairman.
7. Make recommendations on strategically significant projects to the relevant Council's decision-making committees, including Committees of the Town Council.
8. Develop and maintain joint branding of communication, agendas and minutes.
9. To enable communities to discuss services and influence decisions at the local level as to how these services are delivered.
10. To provide a forum for two-way communication about public service delivery and the implementation and effectiveness of policies affecting the town.

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<sup>1</sup> These were considered by the Partnership Committee at its meeting on 30<sup>th</sup> April. The Terms of reference remain to be formally approved by Central Bedfordshire Council.

11. Promote resilience by encouraging communities to do more for themselves and champion local solutions.
12. Consider the ways in which proposals and initiatives can help to advance equality of opportunity, eliminate discrimination and foster good relations.

### **Membership**

1. Four Councillors from Central Bedfordshire Council and four Councillors from Biggleswade Town Council (Biggleswade Joint Committee).
2. Four Councillors from Central Bedfordshire Council and four Councillors from Houghton Regis Town Council (Houghton Regis Partnership Committee).
3. Five Councillors from Central Bedfordshire Council and five Councillors from Leighton-Linslade Town Council (Leighton-Linslade Partnership Committee).
4. Five Councillors from Central Bedfordshire Council and five Councillors from Dunstable Town Council (Dunstable Joint Committee).

*Who must be elected representatives of the wards.*

5. Two substitutes from each Council will be permitted to attend meetings as full Committee representatives. A Councillor who sits on both CBC and the Town Council can substitute. Central Bedfordshire Council Councillors shall not substitute a Town Councillor on the Committee and vice versa.
6. Substitutes for Central Bedfordshire Council Members on the Joint Committee must be a ward councillor in the town in the first instance or if not available a substitute must be an Executive Member. Substitutes for the Town Council Members of the Joint Committee will be a ward town councillor.
7. Members are appointed annually.
8. All Members of the Committee should have the interests of the town as a priority, not their own wards.

### **Meetings and Quorum**

1. At least 3 Members from each Council must be in attendance for the meeting to be quorate.
2. Meetings will be held a minimum of once per year and up to 4 per year and take place at venues in the area
3. The Committee may also organise extra ordinary meetings at the discretion of the Chairman and Vice Chairman.
4. In addition to the Committee meetings, the Committee can organise other forms of engagement to take place such as themed discussions / task and finish groups and community conferences, including joint meetings or events with other Joint Committees in Central Bedfordshire.
5. All meetings will be open to the public unless exempt items are discussed



**Chairman and Vice Chairman**

1. The Chairman and Vice-Chairman shall be appointed from and by the Joint Committee's core membership; each Council must be represented in either role.
2. The appointed Chairman and Vice-Chairman will hold their post for a period of one year, after which they may stand for re-election.
3. The Vice Chairman will preside in the absence of the Chairman. If neither is present, the Committee members in attendance will appoint a Chairman from amongst them for the duration of that meeting.
4. The Chairman and Vice Chairman will be responsible for the content of the Committee agendas and will allow committee members and other stakeholders to submit agenda topics which will be included unless the proposed agenda item is not relevant to the Purpose and/or Objectives of the Joint Committee.

**Secretariat**

1. Either Council can administer the Joint Committee, according to their own Standing Orders. The Committee will decide annually which Council is to administer the Committee.
2. Agendas, minutes and press releases will be issued under joint branding.
3. The secretariat will prepare, monitor and keep up to date an annual work plan to set the broad direction and priorities for the Committee.

**Decision making arrangements**

1. Only members of the Committee can vote. Co-opted Members have no voting rights.
2. The Committee will not have any decision-making powers regarding planning applications and will not seek to duplicate or hinder the work of Central Bedfordshire Council as the Local Planning Authority.
3. The Committee will reach decisions by a simple majority. The Chairman will have the casting vote in the case of a tie.

**Co-option**

1. To support engagement with local stakeholders the Committee can co-opt members from local representative groups, as appropriate up to a maximum of 15. Each co-opted Member will be able to engage fully in all discussions but will not have any voting rights. Co-opted members can be removed from the Committee by joint agreement of the Chairman and Vice Chairman.
2. The list of Co-opted Members should be reviewed annually.

## **Governance**

1. The Minutes and action log for the Joint Committee will be presented to Central Bedfordshire Council. The detail of where this will be presented will be determined by Central Bedfordshire Council and reported back to the Joint Committee.