

RECORD OF EXECUTIVE DECISION TAKEN BY AN EXECUTIVE MEMBER

This form **MUST** be used to record any decision taken by the Elected Mayor or an individual Executive Member (Portfolio Holder).
 The form must be completed and passed to the Service Director for Governance (Monitoring Officer) no later than NOON on the second working day after the day on which the decision is taken. No action may be taken to implement the decision(s) recorded on this form until 7 days have passed and the Service Director for Governance (Monitoring Officer) has confirmed the decision has not been called in.

1. Description of decision

(1)	That, following consultation with Political Groups on the Council, the following appointments be made with immediate effect for a period of 12 months until the next corresponding decision of the Mayor in June 2027, unless the body concerned has requested a longer period, as indicated:	
(a)	<u>Advisory Forum</u>	
	Organisation	Representatives
	Bedford Borough Admissions Forum	Councillors Walker (Portfolio Holder, Valuing Families: Children's Services)
	Bedford Borough Schools Forum	Councillor Frost (Portfolio Holder for Financial Services & Financial Resilience) and Councillor Walker (Portfolio Holder: Valuing Families: Children's Services)
	Treasury Management Advisory Panel	The Mayor, Councillor Frost as Portfolio Holder for Financial Services & Financial Resilience and Members of the Budget and Corporate Services Overview & Scrutiny Committee
(b)	<u>Other Groups</u>	
	Organisation	Representatives
	Corporate Parenting Panel Partnership Group	Councillors Edmonds, Hendrickx, Valentine, Walker (Portfolio Holder: Valuing Families: Children's Services) and Wheeler
(c)	<u>Outside Bodies</u>	
	Organisation	Representatives
	Bedford and District Citizens Advice Bureau Management Committee	Councillor Nawaz
	Bedford & Milton Keynes Waterways Consortium	The Mayor
	Philharmonia Orchestra in Bedford Trust	Councillor Wheeler
	Bedfordshire Rural Communities Charity	Councillors Foster, Gallagher, Gribble and Towler
	Caldwell Community Association's Management Committee	Councillors Atiq and Thapar (only 1 voting)
	Cecil Higgins Art Gallery Board	Councillors Spice and Wheeler
	Church Lane Community Association's Management Committee	one vacancy

Forest of Marston Vale Trust - Award Panel
Groundwork Luton and Bedfordshire
Kempston Hammers Sports & Social Club
Local Government Association (General Assembly)
Priory Water Sports Association
Queens Park Community Association's Management Committee
Southfields Community Association's Management Committee

Councillor Wheeler
Councillor Gribble
Councillors Meader and Valentine
The Mayor
Councillor Wheeler
Councillors Akhtar and Masud
Kempston Town Councillor Shaun Bowman and one vacancy

(2) That the following outstanding vacancies be noted:

Church Lane Community Association's Management Committee
Southfields Community Association's Management Committee

(3) That all appointments be made for a period of 12 months until the next corresponding decision of the Mayor in June 2027, unless the body concerned has requested a longer period, as indicated.

(4) That it be noted that where vacancies in the Council's representation on outside bodies arising during the course of the year, in order to minimise any delay in filling these, the Mayor will approve appointments, in such cases, following the submission of nominations from Group Leaders.

(5) That, where a Portfolio Holder appointment is required, the Monitoring Officer be authorised to make arrangements for a replacement appointment should the Portfolio Holder change.

(6) That Members appointed to represent the Council on external bodies be reminded of the need to update their entries in the Register of Interests to reflect changes in their appointments and of the requirements relating to the disclosure of interests at meetings in the Code of Conduct for Members.

(7) That copies of the Charity Commission's guidance on the responsibilities of Trustees be provided to those Members who have been appointed to Trustee positions.

2. Date of decision

11 June 2026

3. Reasons for decision

(1) It is necessary for Members or other individuals to be appointed to represent the Council on various outside bodies, joint bodies, advisory fora and other groups.

(2) To enable decisions on the filling of vacancies to be dealt with as speedily as possible in the interests of both the organisations concerned and the Council.

(3) To assist Members of the Council to meet their obligations under the Council's Code of Conduct for Members.

(4) To ensure that Councillors appointed to Trustee positions are provided with information about their obligations as Trustees.

(5) To ensure that all relevant appointments have been identified.

(6) To ensure that the Council is represented on Outside Bodies as necessary.

4. Alternatives considered and rejected

It is necessary for appointments to be made to Outside Bodies therefore there was no alternative.

5. How decision is to be funded

There are no resource implications in making this decision.

6. Conflicts of interest

Name of all Executive members who were consulted AND declared a conflict of interest.	Nature of interest	Did Standards Committee give a dispensation for that conflict of interest? (If yes, give details and date of dispensation)	Did the Chief Executive give a dispensation for that conflict of interest? (If yes, give details and the date of the dispensation).
None			

The Mayor has been consulted on this decision

Not Applicable

Signed 

Date:

11 June 2026

Name of Decision Taker:

Mayor Tom Wootton

This is a public document. A copy of it must be given to the Service Director for Governance (Monitoring Officer) as soon as it is completed.

Date decision published: 12June2026.

Date decision can be implemented if not called in:23 June 2026.....

(Decision to be made exempt from call in.....NO.....)

Bedford Borough Council – Report to the Mayor

Date of Report: 11 June 2026

Report by Democratic and Electoral Services Manager and Statutory Scrutiny Officer

Subject: APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

1. EXECUTIVE SUMMARY

It is necessary to appoint Members (or other individuals, where appropriate) to represent the Council on various outside bodies, joint bodies and advisory forums.

2. RECOMMENDATIONS

2.1 To appoint to the bodies listed at Appendix A following the nominations received from Group Leaders or to re-appoint where no change has been requested.

2.2 That, following the appointments made as a consequence of 2.1 above, the Mayor to also note the following outstanding vacancies:

**Church Lane Community Association’s Management Committee – 1 place
Southfields Community Association’s Management Committee – 1 place**

2.3 That all appointments be made for a period of 12 months until the next corresponding decision of the Mayor in June 2027, unless the body concerned has requested a longer period.

- 2.4 That it be noted that where vacancies in the Council's representation on outside bodies arise during the course of the year, in order to minimise any delay in filling these, the Mayor will approve appointments, in such cases, following the submission of nominations from Group Leaders.
- 2.5 That, where a Portfolio Holder appointment is required, the Monitoring Officer be authorised to make arrangements for a replacement appointment should the Portfolio Holder change.
- 2.6 That Members appointed to represent the Council on external bodies be reminded of the need to update their entries in the Register of Interests to reflect changes in their appointments and of the requirements relating to the disclosure of interests at meetings in the Code of Conduct for Members.
- 2.7 That copies of the Charity Commission's guidance on the responsibilities of Trustees be provided to those Members who have been appointed to Trustee positions.

3. REASON FOR RECOMMENDATIONS

To ensure that the Council is represented on Outside Bodies as necessary.

4. ALTERNATIVES CONSIDERED AND REJECTED

- 4.1 It is necessary for appointments to be made to represent the Council on Outside Bodies, therefore there is no alternative to consider/reject.

5. KEY IMPLICATIONS

- 5.1 Legal Issues: There are no legal issues in making this decision.
- 5.2 Policy Issues: It is a policy of the Council to make appointments to represent the Council on outside bodies.

- 5.3 Resource Implications: There are no resource implications in making this decision.
- 5.4 Risk Implications: There are no risk implications in making this decision.
- 5.5 Environmental Implications and contribution to achieving a net zero carbon Council by 2030: There are no environmental implications arising from the making of these appointments and no contribution is required to achieving a net zero carbon Council by 2030.

5.6 Equalities Impact

In preparing the report, due consideration has been given to the Borough Council's Statutory Equality Duty to eliminate unlawful discrimination, advance equality of opportunity and foster good relations, as set out in Section 149(1) of the Equality Act 2010. A relevance test for equality has been completed. The test determined that the activity has no relevance to Bedford Borough Council's statutory equality duty to eliminate unlawful discrimination, advance equality of opportunity and foster good relations. An equality analysis is not needed.

- 5.7 Impact on Families: There is no Impact on Families arising from the Mayor in making these appointments.
- 5.8 Community Safety and Resilience: There are no Community Safety and Resilience implications for a community, or part of a community, arising from the Mayor in making these appointments.
- 5.9 Impact on Health and Wellbeing: There are no impacts on the health and wellbeing of residents arising from the Mayor in making these appointments.

6. DETAILS

- 6.1 Appendix A to this report lists the various outside bodies, joint bodies and advisory forums to which it is necessary for the Council to make appointments. The list also shows nominations received from the political Group Leaders.

Interim Vacancies

- 6.2 Occasionally, vacancies in the Council's representation on outside bodies arise during the course of the year. In order to minimise any delay in filling these, the Mayor has in previous years been authorised to approve appointments in such cases following the submission of nominations from Group Leaders. It is suggested that this practice continue.

- 6.3 Where a Portfolio Holder is required, it is suggested that the Monitoring Officer continue to be authorised to make arrangements for any necessary replacement appointments should there be a change in the Portfolio Holder.

Register of Interests

- 6.4 It is also proposed that Members appointed to represent the Council on external bodies be reminded of the need to update their entries in the Register of Interests to reflect changes in their appointments, and be reminded of the requirements relating to the disclosure of those interests in writing.

Charity Commission Guidance

- 6.5 It is also suggested that copies of the Charity Commission's guidance on the responsibilities of Trustees continue to be provided to those Members who are appointed to Trustee positions.

- 6.6 It is established practice that:

- (1) organisations should identify any criteria or skills requirements, although the Mayor will not be bound by this; and
- (2) Where the work of an outside body relates in whole or in part to a particular geographic area or Ward(s) then, when the Ward Member(s) for that area has expressed a willingness to serve and has the relevant experience, the Mayor will give priority consideration to those Member(s).

- 6.7 The need for representation on Outside Bodies generally, is reviewed every four years prior to Borough Council elections taking place. Where a Council representative is no longer required, the organisation is removed from the list of appointments.

- 6.8 The Mayor is invited to make appointments to the bodies listed in accordance with the nominations received from Group Leaders and to consider the appointments to the bodies where more nominations than places have been received.

7. SUMMARY OF CONSULTATIONS AND OUTCOME

- 7.1 Group Leaders were invited to submit nominations for appointments and these have been set out in **Appendix A**.

8. **WARD COUNCILLOR VIEWS**: Not applicable.

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File Reference: OB/1/1

Previous Relevant Minutes: None

Background Papers: None

Appendix: A – Schedule of Appointments to be made

APPOINTMENTS TO BE MADE BY THE MAYOR JUNE 2026

(SEPARATE TO APPOINTMENTS MADE AT THE ANNUAL COUNCIL MEETING)

**** = vacancy**

	Outside Bodies	<u>Representation</u>	<u>Current Membership</u>	<u>GROUP NOMINATIONS</u>			
				<u>Conservative Group Nominees</u>	<u>Independent / Green Nominees</u>	<u>Labour Group Nominees</u>	<u>Liberal Democrats Group Nominees</u>
1.	Bedford and District Citizens Advice Bureau Management Committee	One	Councillor Nawaz			Cllr Nawaz	
2.	Bedford & Milton Keynes Waterway Consortium	One	Mayor	Mayor			
3.	Philharmonia Orchestra in Bedford Trust	One	Councillor Wheeler	Cllr Wheeler			
4.	Bedfordshire Rural Communities Charity	Four	Councillors Foster, Gallagher, Gribble and Towler	Cllrs Foster, Gallagher, and Towler	Cllr Gribble		

Appendix A

** = vacancy

	Outside Bodies	<u>Representation</u>	<u>Current Membership</u>	<u>GROUP NOMINATIONS</u>			
				<u>Conservative Group Nominees</u>	<u>Independent / Green Nominees</u>	<u>Labour Group Nominees</u>	<u>Liberal Democrats Group Nominees</u>
5.	Cauldwell Community Association's Management Committee	One	Councillors Atiq and Thapar (only one voting)			Cllrs Atiq and Thapar	
6.	Cecil Higgins Art Gallery Board	Two	Councillors Gallagher and Spice	Cllrs Wheeler and Spice			
7.	Church Lane Community Association's Management Committee ** one vacancy	One	**one vacancy				
8.	Forest of Marston Vale Trust – Award Panel	Executive Member	Councillor Gallagher	Cllr Wheeler			
9.	Groundwork Luton and Bedfordshire	One	Councillor Gribble		Cllr Gribble		
10.	Kempston Hammers Sports and Social Club	Two (from Kempston)	Councillors Meader and Valentine			Cllrs Meader and Valentine	
11.	Local Government Association (General Assembly)	One	The Mayor	Mayor			
12.	Priory Water Sports Association	One	Councillor Gallagher	Cllr Wheeler			

** = vacancy

	Outside Bodies	<u>Representation</u>	<u>Current Membership</u>	<u>GROUP NOMINATIONS</u>			
				<u>Conservative Group Nominees</u>	<u>Independent / Green Nominees</u>	<u>Labour Group Nominees</u>	<u>Liberal Democrats Group Nominees</u>
13.	Queens Park Community Association's Management Committee	Two	Councillors Akhtar and Masud			Cllrs Akhtar and Masud	
14.	Southfields Community Association's Management Committee ** (one vacancy)	Two	Kempston Town Cllr Shaun Bowman and one vacancy			Kempston Town Cllr Shaun Bowman	

Appendix A

<u>Panels / Advisory/ Panels</u>		<u>Representation</u>	<u>Current Membership</u>	<u>GROUP NOMINATIONS</u>			
				<u>Conservative Group Nominees</u>	<u>Independent / Green Nominees</u>	<u>Labour Group Nominees</u>	<u>Liberal Democrats Group Nominees</u>
a.	Corporate Parenting Panel Executive Group	Five (Portfolio Holder and one from each group)	Councillors Edmonds, Hendrickx, Valentine, Walker (Portfolio Holder Valuing Families: Children's Services) and Wheeler	Cllrs Walker and Wheeler	Cllr Edmonds	Cllr Valentine	Cllr Hendrickx
b.	Treasury Management Advisory Panel (Mayor, Finance Portfolio Holder and Budget & Corporate Services Overview and Scrutiny Committee Members)	Nine	The Mayor, Councillor Frost and Budget & Corporate Services Overview and Scrutiny Committee Members	Mayor and Cllr Frost Cllrs Coombes, Simmons and Sira		Cllrs Layne and Oliver	Cllrs Headley and McHugh
c.	Bedford Borough Admissions Forum	Portfolio Holder for Children's Services	Councillor Walker Portfolio Holder Valuing Families: Children's Services	Cllr Walker			

Appendix A

d.	Bedford Borough Schools Forum	Portfolio Holders Finance and Children's Services	Councillor Frost (Portfolio Holder for Finance) and Councillor Walker (Portfolio Holder: Valuing Families: Children's Services) Note (i)	Cllrs Walker and Frost			
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(i) Note: Cllr. John Wheeler is already on the Schools Forum as an elected Governor representing lower and primary schools (maintained).