

## 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 Chief Officer Assessment, Application and Business Support 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 Chief Officer Assessment, Application and Business Support 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 2026, unless the body concerned has requested a longer period, as indicated:

(a) Advisory Forum

Organisation	Representatives
Bedford Borough Admissions Forum	Councillor Walker Portfolio Holder: Valuing Families: Children's Services
Bedford Borough Schools Forum	Councillor Frost (Portfolio Holder for Finance & Corporate Services) and Councillor Walker (Portfolio Holder: Valuing Families: Children's Services)
Treasury Management Advisory Panel	The Mayor, Councillor Frost as Portfolio Holder for Finance & Corporate Services and Members of the Budget and Corporate Services Overview and Scrutiny Committee

(b) Other Groups

<u>Organisation</u>	<u>Representatives</u>
Corporate Parenting Panel Partnership Group	Councillors Edmonds, Hendrickx, Valentine, Walker (Portfolio Holder: Valuing Families: Children's Services) and Wheeler.

(c) Outside Bodies

<u>Organisation</u>	<u>Representatives</u>
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

Bedfordshire & River Ivel Internal Drainage Board	Councillor Simmons (to June 2027) (and one vacancy)
Cauldwell Community Association's Management Committee	Councillors Zamir Atiq and Thapar (only 1 voting)
Cecil Higgins Art Gallery Board	Councillors Gallagher (Portfolio Holder: Customer Experience (inc. Leisure, Recreation & Culture)) and Spice
Church Lane Community Association's Management Committee	(one vacancy)
Forest of Marston Vale Trust – Award Panel	Councillor Gallagher
Groundwork Luton and Bedfordshire	Councillor Gribble
Kempston Hammers Sports & Social Club	Councillors Meader and Valentine
Local Government Association (General Assembly)	The Mayor
Priory Water Sports Association	Councillor Gallagher
Queens Park Community Association's Management Committee	Councillors Akhtar and Masud
Southfields Community Association's Management Committee	Kempston Town Cllr Shaun Bowman (and one vacancy)

(2) That the following outstanding vacancies be noted:

Bedfordshire & River Ivel Internal Drainage Board  
Church Lane Community Association's Management Committee  
Southfields Community Centre Management Committee

- (3) That all appointments be made for a period of 12 months until the next corresponding decision of the Mayor in June 2026, 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.

- (8) That the Section 151 Officer be appointed as the Council's representative for the Border to Coast Pensions Partnership Limited, until further notice, in order to fulfil the role of shareholder on behalf of the Council, and in decision making involving shareholders within its Memorandum and Articles of Association.

**2. Date of decision**

9 July 2025

**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 Tom Wootton

Date: **9 July 2025**

Name of Decision Taker:

**Mayor Tom Wootton**

**This is a public document. A copy of it must be given to the Chief Officer Assessment, Application and Business Support as soon as it is completed.**

Date decision published: .....9July2025.....

Date decision can be implemented if not called in: .....18July2025.....

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

**Bedford Borough Council – Report to the Mayor**

**Date of Report: 9 July 2025**

**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 Centre Management Committee – 1 place  
Bedfordshire & River Ivel Internal Drainage Board – 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 2026, 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.
- 2.8 That the Section 151 Officer be re-appointed as the Council's representative for the Border to Coast Pensions Partnership Limited, until further notice, in order to fulfil the role of shareholder on behalf of the Council, and in decision making involving shareholders within its Memorandum and Articles of Association.

### **3. REASONS 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 JULY 2025****(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 Gallagher	Cllr Wheeler			
4.	Bedfordshire & River Ivel Internal Drainage Board (to June 2027) ** one vacancy	7	Councillors Gribble, McMurdo, Rigby, Spice, Towler and Weir (appointed to June 2027) one vacancy	Cllr Simmons			
5.	Bedfordshire Rural Communities Charity	Four	Councillors Foster, Gallagher, Gribble and Towler	Cllrs Foster, Gallagher, and Towler	Cllr Gribble		
6.	Border to Coast Pensions Partnership Limited (to fulfil the role of shareholder representative)	One	Section 151 Officer (Note: it is suggested that appointment be made until further notice)	n/a	n/a	n/a	n/a

## 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>
7.	Cauldwell Community Association's Management Committee	One	Councillors Zamir Atiq and Thapar (only one voting)			Cllrs Zamir Atiq and Thapar	
8.	Cecil Higgins Art Gallery Board	Two	Councillors Gallagher (Portfolio Holder for Leisure and Culture) and Spice	Cllrs Gallagher and Spice			
9.	Church Lane Community Association's Management Committee ** one vacancy	One	**one vacancy				
10.	Forest of Marston Vale Trust – Award Panel	Executive Member	Councillor Gallagher	Cllr Gallagher			
11.	Groundwork Luton and Bedfordshire	One	Councillor Weir		Cllr Gribble		
12.	Kempston Hammers Sports and Social Club	Two (from Kempston)	Councillors Meader and Valentine			Cllrs Meader and Valentine	
13.	Local Government Association (General Assembly)	One	The Mayor	Mayor			
14.	Priory Water Sports Association	One	Councillor Gallagher	Cllr Gallagher			

## 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>
15.	Queens Park Community Association's Management Committee	Two	Councillors Akhtar and Masud			Cllrs Akhtar and Masud	
16.	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 Coombes (Cllr Frost temp. Apr 25) and Budget & Corporate Services Overview and Scrutiny Committee Members	Mayor and Cllr Weir (Cllr Frost temporarily covering). Cllrs Coombes and Sira	Cllr Foley	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 Coombes (Cllr Frost temp. Apr 25) (Portfolio Holder for Finance) and Councillor Walker (Portfolio Holder: Valuing Families: Children's Services) (i)	Cllrs Walker and Weir (Cllr Frost temporarily covering)			
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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).