

Democratic Services Floor 4 Riverside,  
High Street, Keynsham. BS31 1LA.  
Telephone (01225) 477000 main switchboard  
Direct Line: Tel 01225 394358  
Email: [democratic\\_services@bathnes.gov.uk](mailto:democratic_services@bathnes.gov.uk)  
Web site: <http://www.bathnes.gov.uk>

11 May 2011

**To: All Members of the Council**  
Chief Executive and other appropriate officers  
Press and Public

Dear Member

**Annual and Ordinary Meeting of the Council: Thursday, 19th May, 2011**

You are invited to attend the Annual and Ordinary meeting of the **Council**, to be held on **Thursday, 19th May, 2011 at 6.30 pm** in the **Council Chamber - Guildhall, Bath.**

The agenda is set out overleaf.

Sandwiches and fruit and tea/coffee/cold drinks will be available for Councillors from 5pm in the Aix-en-Provence Room (next to the Banqueting Room) on Floor 1.

Yours sincerely

Jo Morrison  
Democratic Services Manager  
for Chief Executive

**Please note the following arrangements for pre-group meetings:**

<b>Conservative</b>	<b>Brunswick Room, Ground Floor</b>
<b>Liberal Democrat</b>	<b>Kaposvar Room, Floor 1</b>
<b>Labour</b>	<b>Small Meeting Room, Floor 2</b>
<b>Independent</b>	<b>Performance and Improvement Team Office, Floor 1</b>

## NOTES:

1. **Inspection of Papers:** Any person wishing to inspect minutes, reports, or a list of the background papers relating to any item on this Agenda should contact Jo Morrison who is available by telephoning 01225 394358.
2. **Details of Decisions taken at this meeting can** be found in the minutes which will be circulated with the agenda for the next meeting. In the meantime details can be obtained by contacting as above. Papers are available for inspection as follows:-

**Public Access points** - Guildhall - Bath, Riverside - Keynsham, Hollies - Midsomer Norton, and Bath Central, Keynsham and Midsomer Norton public libraries.

**For Councillors and officers** papers may be inspected via Political Group Research Assistants and Group Rooms/Members' Libraries

3. **Spokespersons:** The Political Group Spokespersons for the Council are the Group Leaders.
4. **Attendance Register:** Members should sign the Register which will be circulated at the meeting.
5. **Public Speaking at Meetings**

The Council has a scheme to encourage the public to make their views known at meetings. They may make a statement relevant to what the meeting has power to do. They may also present a petition or a deputation on behalf of a group. They may also ask a question to which a written answer will be given. If an answer cannot be prepared in time for the meeting it will normally be sent out within five working days afterwards. **Advance notice of all public submissions is required not less than two full working days before the meeting. This means that for meetings held on Tuesdays notice must be received in Democratic Services by 5.00pm the previous Thursday.** Further details of the scheme can be obtained by contacting Jo Morrison as above.

6. THE APPENDED SUPPORTING DOCUMENTS ARE IDENTIFIED BY AGENDA ITEM NUMBER.

## 7. Emergency Evacuation Procedure

When the continuous alarm sounds, you must evacuate the building by one of the designated exits and proceed to the named assembly point. The designated exits are sign-posted.

Arrangements are in place for the safe evacuation of disabled people

8. **Presentation of reports** Officers of the Council will not normally introduce their reports unless requested by the meeting to do so. Officers may need to advise the meeting of new information arising since the agenda was sent out.

**COUNCIL MEETING: THURSDAY, 19TH MAY, 2011 AT 6.30 PM IN THE COUNCIL CHAMBER - GUILDHALL, BATH**

**AGENDA**

**1. EMERGENCY EVACUATION PROCEDURE**

The Chairman will draw attention to the emergency evacuation procedure as set out under Note 7.

**2. ELECTION OF CHAIR(MAN)**

It is a legal requirement that the first formal business at the Annual General meeting shall be the election of a Councillor to be the Chair(man) of the Council. The term of office of the Chair(man) expires on the election of his/her successor at the Annual meeting of the Council in 2012.

**The present Chair(man) of the Council is Councillor Sarah Bevan who will preside over the election of her successor.**

**Once the new Chair(man) is elected, he will make and sign the Declaration of Acceptance of Office, and receive the Chain of Office from the former Chair(man), after which he may address the Council.**

**The newly elected Chair(man) will preside from this point in the proceedings.**

**3. APPOINTMENT OF VICE-CHAIR(MAN)**

The Council will be invited to appoint a Councillor to be the Vice-Chair(man) of the Council. The term of office of the Vice-Chair(man) expires on the election of his/her successor at the Annual meeting of the Council in 2012.

**Once the new Vice-Chair(man) is elected, he/she will make and sign the Declaration of Acceptance of Office, and receive the Badge of Office from the Chair(man), after which he/she may thank the Council for the appointment.**

**4. MINUTES (Pages 7 - 18)**

To approve as a correct record the minutes of the previous meeting held on Tuesday 15<sup>th</sup> February 2011.

**5. APOLOGIES FOR ABSENCE**

**6. DECLARATIONS OF INTEREST**

At this point in the meeting declarations of interest are received from Members in any of the agenda items under consideration at the meeting. Members are asked to complete the green interest forms circulated to groups in their pre-meetings (which will be announced at the Council Meeting) to indicate:

(a) The agenda item number in which they have an interest to declare.

(b) The nature of their interest.

(c) Whether their interest is **personal and prejudicial** or **personal**.

Any Member who needs to clarify any matters relating to the declaration of interests is recommended to seek advice from the Solicitor to the Council and Monitoring Officer before the meeting to expedite dealing with the item during the meeting.

7. **ANNOUNCEMENTS FROM THE CHAIRMAN OF THE COUNCIL OR FROM THE CHIEF EXECUTIVE**

These are matters of information for Members of the Council. No decisions will be required arising from the announcements.

**During this item, the Chair(man) will present Councillor Sarah Bevan with a Badge to mark her year in office as the Chair(man) of the Council. Councillor Bevan may then address the Council.**

8. **TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN**

If there is any urgent business arising since the formal agenda was published, the Chairman will announce this and give reasons why she has agreed to consider it at this meeting. In making her decision, the Chairman will, where practicable, have consulted with the Leaders of the Political Groups. Any documentation on urgent business will be circulated at the meeting, if not made available previously.

**Note: Agendas for Council meetings are structured so as to identify those matters on which the Council may make a decision and those where its powers are limited to comment or recommendation to the Cabinet or other bodies.**

**The order of agenda business is prescribed in the Council's Constitution. The Chairman or the meeting may vary this.**

9. **REPORT OF URGENT DECISIONS TAKEN BY CHIEF EXECUTIVE**

**Urgent decision by Chief Executive**

On 7<sup>th</sup> March 2011, the Chief Executive was asked to consider a report on the terms of a proposed restructure of the House of Fraser lease, including the acquisition of 8-10 John Street, under rule 3 of the urgency provisions in the Constitution.

He subsequently approved that;

1.1 Prudential borrowing can be used to facilitate the purchase of 8-10 John Street.

## **Urgent decision by Chief Executive**

The Chief Executive, in consultation with the Political Group Leaders, and exercising his power under rule 3 of the Council's Urgent Business and Absence Procedure Rules decided that Bath & North East Somerset adopt the Joint Waste Core Strategy for the West of England as part of the Bath & North East Somerset Local Development Framework and for it to come into effect on 25th March 2011.

### **10. NOTIFICATION OF MEMBERS ELECTED ON 5TH MAY (Pages 19 - 20)**

### **11. APPOINTMENT OF LEADER**

1. The Council is required to elect a Councillor to be the Leader of the Council for the 4 year term 2011 – AGM of 2015; and
2. The Council is asked to note that all decisions regarding the appointment of a Deputy Leader, Cabinet Members and portfolios, executive delegation scheme and frequency of Cabinet meetings are decisions solely for the Leader to make and publicise in due course.

### **12. APPOINTMENT OF COMMITTEES AND PANELS AND OTHER ANNUAL BUSINESS (Pages 21 - 66)**

This report sets out recommendations on the decision making structure for 2011/12 which the Council needs to consider and determine.

### **13. QUESTIONS, STATEMENTS, PETITIONS AND DEPUTATIONS FROM THE PUBLIC**

Explanation: A Member of the public who has given prior notice may under this item make his/her views known at a Council meeting by making a statement, presenting a petition or a deputation on behalf of a group or asking a question.
--

The Democratic Services Manager will announce any submissions received under the arrangements set out in note 5 above. The Council will be invited to decide what action it wishes to take, if any, on the matters raised in these submissions. As the questions received and the answers given will be circulated in written form there is no requirement for them to be read out at the meeting. The questions and answers will be published with the draft minutes.

### **14. PLEDGE TO CHILDREN IN CARE (Pages 67 - 74)**

The Council's pledge to Children in Care has been updated to reflect new regulations and guidance which came into force on April 1<sup>st</sup> 2011. The new Council is invited to affirm its commitment to the updated pledge.

### **15. QUESTIONS, STATEMENTS, PETITIONS AND DEPUTATIONS FROM**

## COUNCILLORS

Explanation: A Member of the Council who has given prior notice may under this item make his/her views known at a Council meeting by making a statement, presenting a petition or a deputation on behalf of a group or asking a question.

The Democratic Services Manager will announce any submissions received. The Council will be invited to decide what action it wishes to take, if any, on the matters raised in these submissions. As the questions received and the answers given will be circulated in written form there is no requirement for them to be read out at the meeting. The questions and answers will be published with the draft minutes.

*This Agenda and all accompanying reports are printed on recycled paper*

**If you need to access this agenda or any of the supporting reports in an alternative accessible format please contact Democratic Services or the relevant report author whose details are listed at the end of each report.**