

COUNCIL SUPPLEMENTARY AGENDA

23 May 2018

9 APPOINTMENT OF THE COMMITTEES OF THE COUNCIL AND SCHEME OF DELEGATION

Deemed motion on behalf of the Administration

That the report be adopted and its recommendations carried into effect.

Amendment on behalf of the Independent Residents' Group

Council agrees the abolition of the Rainham and South Hornchurch Working Party and creation of Joint Venture Working Party should be referred to Governance Committee to fully consider the reasons and implications for the proposed changes and, if approved, presented and determined at a future Council meeting.

10 APPOINTMENT OF THE CHAIRMAN AND VICE-CHAIRMEN OF COMMITTEES
(Pages 1 - 14)

To consider motions concerning appointment of the Chairmen and Vice-Chairmen of Committees.

The following clarifications are shown for Members' information:

Vice-Chairman of Strategic Planning Committee:
Nominees are Councillor Keith Darvill and Councillor Linda Hawthorn.

Chairman of Health Overview and Scrutiny Committee:
This is a contested position, nominees are Councillor Nisha Patel and Councillor Nic Dodin.

These clarifications are shown in italics on the attached tables.

12 MEMBERS' ALLOWANCES SCHEME (Pages 15 - 26)

To consider a report of the Chief Executive on the Members' Allowances Scheme.

See attached.

**Andrew Beesley
Head of Democratic Services**

Annual Council, 23 May 2018, Agenda Item 10, Nominations of Committee Chairmen and Vice-Chairmen

Motion on behalf of the Conservative Group

Committee	Chairman Councillor	Vice-Chairman Councillor
Adjudication and Review (2 Vice-Chairmen)	Maggie Themistocli	1. Tim Ryan 2. Ray Best
Audit		Matt Sutton
Governance	Michael White	Robert Benham
Highways Advisory		Ciaran White
Licensing (3 Vice-Chairmen)	Philippa Crowder	1. Bob Perry 2. Christine Vickery 3. Christine Smith
Pensions	John Crowder	Melvin Wallace
Planning	Robby Misir	Carol Smith
Strategic Planning	Melvin Wallace	
Joint Venture Working Party	Michael Deon Burton	
Overview and Scrutiny Board		
Children and Learning Overview and Scrutiny Sub-Committee	Judith Holt	
Crime & Disorder Sub-Committee	Bob Perry	
Environment Overview and Scrutiny Sub-Committee	John Mylod	
Health Overview and Scrutiny Sub-Committee	Nisha Patel	
Individuals Overview and Scrutiny Sub-Committee	Ray Best	

Towns and Communities Overview and Scrutiny Sub-Committee		
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Sub-Committee of the Governance Committee:

Appointments	Damian White	Robert Benham
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Motion on behalf of the North Havering Residents Group

Committee	Chairman Councillor	Vice-Chairman Councillor
Adjudication and Review (2 Vice-Chairmen)		1. 2.
Audit	Martin Goode	
Governance		
Highways Advisory	Brian Eagling	
Licensing (3 Vice-Chairmen)		1. 2. 3.
Pensions		
Planning		
Strategic Planning		
Joint Venture Working Party		
Overview and Scrutiny Board	Darren Wise	
Children and Learning Overview and Scrutiny Sub-Committee		
Crime & Disorder Sub-Committee		
Environment Overview and Scrutiny Sub-Committee		

Health Overview and Scrutiny Sub-Committee		
Individuals Overview and Scrutiny Sub-Committee		
Towns and Communities Overview and Scrutiny Sub-Committee		

Sub-Committee of the Governance Committee:

Appointments		
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Motion on behalf of the Independent Residents' Group

Committee	Chairman Councillor	Vice-Chairman Councillor
Adjudication and Review (2 Vice-Chairmen)		1. 2.
Audit		
Governance		
Highways Advisory		
Licensing (3 Vice-Chairmen)		1. 2. 3.
Pensions		
Planning		
Strategic Planning		
Joint Venture Working Party	David Durant	
Overview and Scrutiny Board		
Children and Learning Overview and Scrutiny Sub-Committee		

Crime & Disorder Sub-Committee		
Environment Overview and Scrutiny Sub-Committee		
Health Overview and Scrutiny Sub-Committee		
Individuals Overview and Scrutiny Sub-Committee		
Towns and Communities Overview and Scrutiny Sub-Committee		

Sub-Committee of the Governance Committee:

Appointments		
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Motion on behalf of the Residents' Group

Committee	Chairman Councillor	Vice-Chairman Councillor
Adjudication and Review (2 Vice-Chairmen)		1. 2.
Audit		
Governance		
Highways Advisory	Barry Mugglestone	
Licensing (3 Vice-Chairmen)		1. 2. 3.
Pensions	Stephanie Nunn	
Planning		
Strategic Planning	Reg Whitney	<i>Linda Hawthorn</i>
Joint Venture Working Party		

Overview and Scrutiny Board		
Children and Learning Overview and Scrutiny Sub-Committee		
Crime & Disorder Sub-Committee		
Environment Overview and Scrutiny Sub-Committee		
Health Overview and Scrutiny Sub-Committee	Nic Dodin	
Individuals Overview and Scrutiny Sub-Committee		
Towns and Communities Overview and Scrutiny Sub-Committee		

Sub-Committee of the Governance Committee:

Appointments	Ray Morgon	
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Motion on behalf of the Labour Group

Committee	Chairman Councillor	Vice-Chairman Councillor
Adjudication and Review (2 Vice-Chairmen)		1. 2.
Audit		
Governance		
Highways Advisory		
Licensing (3 Vice-Chairmen)		1. 2. 3.
Pensions		

Planning		
Strategic Planning		Keith Darvill
Joint Venture Working Party		Paul McGeary
Overview and Scrutiny Board		Keith Darvill
Children and Learning Overview and Scrutiny Sub-Committee		
Crime & Disorder Sub-Committee		
Environment Overview and Scrutiny Sub-Committee		
Health Overview and Scrutiny Sub-Committee		
Individuals Overview and Scrutiny Sub-Committee		
Towns and Communities Overview and Scrutiny Sub-Committee	Keith Darvill	

Sub-Committee of the Governance Committee:

Appointments		
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Motion on behalf of the Upminster & Cranham Residents' Associations Group

Committee	Chairman Councillor	Vice-Chairman Councillor
Adjudication and Review (2 Vice-Chairmen)		1. 2.
Audit	Clarence Barrett	Clarence Barrett (unless elected as Chairman)
Governance		Ron Ower

Highways Advisory		Chris Wilkins
Licensing (3 Vice-Chairmen)		1. 2. John Tyler 3.
Pensions		Ron Ower
Planning		
Strategic Planning		Linda Hawthorn
Joint Venture Working Party		
Overview and Scrutiny Board		Gillian Ford
Children and Learning Overview and Scrutiny Sub-Committee	Gillian Ford	Gillian Ford (unless elected as Chairman)
Crime & Disorder Sub- Committee		John Tyler
Environment Overview and Scrutiny Sub- Committee		Clarence Barrett (unless elected as Leader of the Council)
Health Overview and Scrutiny Sub- Committee		Gillian Ford
Individuals Overview and Scrutiny Sub- Committee		Linda Hawthorn
Towns and Communities Overview and Scrutiny Sub- Committee	Linda Hawthorn	Chris Wilkins

Sub-Committee of the Governance Committee:

Appointments		Gillian Ford
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ANNUAL COUNCIL 23 May 2018

EXPLANATORY NOTE

APPOINTMENT OF THE CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES

For ease of reference, the tables that follow indicate the nominations that are unopposed, and those upon which votes will be required.

Table 1: Unopposed nominations

Committee	Chairman Councillor	Vice-Chairman Councillor
Adjudication and Review (2 Vice-Chairmen)	Maggie Themistocli	1. Tim Ryan 2. Ray Best
Audit	Position contested – see table 2.	Position contested – see table 2.
Governance	Michael White	Position contested – see table 2.
Highways Advisory	Position contested – see table 2.	Position contested – see table 2.
Licensing (3 Vice-Chairmen)	Philippa Crowder	1. Bob Perry 2. Position contested – see table 2. 3. Christine Smith
Pensions	Position contested – see table 2.	Position contested – see table 2.
Planning	Robby Misir	Carol Smith
Strategic Planning	Position contested – see table 2.	Position contested – see table 2.

Joint Venture Working Party	Position contested – see table 2.	Paul McGeary
Overview and Scrutiny Board	Darren Wise	Position contested – see table 2.
Children and Learning Overview and Scrutiny Sub-Committee	Position contested - see table 2.	Gillian Ford (unless elected as Chairman)
Crime & Disorder Sub-Committee	Bob Perry	John Tyler
Environment Overview and Scrutiny Sub-Committee	John Mylod	Clarence Barrett (unless elected as Leader of the Council)
Health Overview and Scrutiny Sub-Committee	<i>Position contested – see table 2.</i>	Gillian Ford
Individuals Overview and Scrutiny Sub-Committee	Ray Best	Linda Hawthorn
Towns and Communities Overview and Scrutiny Sub-Committee	Position contested – see table 2.	Chris Wilkins

Sub-Committee of the Governance Committee:

Appointments	Position contested – see table 2	Position contested – see table 2.
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Table 2: Opposed nominations where there are two nominees

A. Chairman of Audit Committee

North Havering Residents Group nominee Councillor	Upminster & Cranham Residents' Associations Group nominee Councillor
Martin Goode	Clarence Barrett

B. Vice-Chairman of Audit Committee

Conservative Group nominee Councillor	Upminster & Cranham Residents' Associations Group nominee Councillor
Matt Sutton	Clarence Barrett (unless elected as Chairman).

C. Vice-Chairman of Governance Committee

Conservative Group nominee Councillor	Upminster & Cranham Residents' Associations Group nominee Councillor
Robert Benham	Ron Ower

D. Chairman of Highways Advisory Committee

North Havering Residents Group nominee Councillor	Residents' Group nominee Councillor
Brian Eagling	Barry Mugglestone

E. Vice-Chairman Chairman of Highways Advisory Committee

Conservative Group nominee Councillor	Upminster & Cranham Residents' Associations nominee Councillor
Ciaran White	Chris Wilkins

F. Vice-Chairman of Licensing Committee

Conservative Group nominee Councillor	Upminster & Cranham Residents' Associations Group nominee Councillor
Christine Vickery	John Tyler

G. Chairman of Pensions Committee

Conservative Group nominee Councillor	Residents' Group nominee Councillor
John Crowder	Stephanie Nunn

H. Vice-Chairman of Pensions Committee

Conservative Group nominee Councillor	Upminster & Cranham Residents' Associations Group nominee Councillor
Melvin Wallace	Ron Ower

I. Chairman of Strategic Planning Committee

Conservative Group nominee Councillor	Residents' Group nominee Councillor
Melvin Wallace	Reg Whitney

J. Vice-Chairman of Strategic Planning Committee

Labour Group nominee Councillor	Residents' Group nominee Councillor
Keith Darvill	<i>Linda Hawthorn</i>

K. Chairman of Joint Venture Working Party

Conservative Group nominee Councillor	Independent Residents' Group nominee Councillor
Michael Deon Burton	David Durant

L. Vice-Chairman of Overview and Scrutiny Board

Labour Group nominee Councillor	Upminster & Cranham Residents' Associations Group nominee Councillor
Keith Darvill	Gillian Ford

M. Chairman of Children and Learning Overview and Scrutiny Sub-Committee

Conservative Group nominee Councillor	Upminster & Cranham residents' Associations Residents' Group nominee Councillor
Judith Holt	Gillian Ford

N. Chairman of Health Overview and Scrutiny Sub-Committee

Conservative Group nominee Councillor	Residents' Group nominee Councillor
Nisha Patel	Nic Dodin

P. Chairman of Towns and Communities Overview and Scrutiny Sub-Committee

Labour Group nominee Councillor	Upminster & Cranham Residents' Association Group nominee Councillor
Keith Darvill	Linda Hawthorn

Q. Chairman of Appointments Sub-Committee

Conservative Group nominee Councillor	Residents' Group nominee Councillor
Damian White	Ray Morgon

R. Vice-Chairman of Appointments Sub-Committee

Conservative Group nominee Councillor	Upminster & Cranham Residents' Group nominee Councillor
Robert Benham	Gillian Ford

ANNUAL COUNCIL, 23 MAY 2018 – SUPPLEMENTARY AGENDA

AGENDA ITEM 12 – MEMBERS' ALLOWANCES SCHEME

Amended recommendation:

That the changes to the Members' Allowances Scheme be implemented as per the report, subject to the addition of paragraph 11 as shown below:

11 Financial Limits

The Chief Operating Officer will arrange for the budget for members allowances to be monitored to ensure that budgetary issues are reported to Members.

(a) Increases in Allowances

Basic Allowances as quoted will be updated for 2018/19 by any 2018/19 increases as agreed under the annual Local Government Pay Settlement of the Joint Negotiating Committee for Chief Officers of Local Authorities or its replacement under the local pay agreement. The amounts so calculated are to be rounded up to be divisible for payment purposes.

The amended basic allowance will be found on the Internet once any annual % uplifts have been agreed.

The Travelling and Subsistence allowances will be increased in line with the increase in officer rates.

Note: As highlighted by the Leader of the Upminster & Cranham Residents' Associations Groups, where, in previous versions of the scheme, there was reference to a power which existed for the Council to disqualify or suspend a member for a breach of the code of conduct or to withhold Members' allowances, these powers were abolished by the Localism Act 2011 and have therefore been removed from the proposed draft scheme.

Questions on behalf of the Residents' Group

1. Given that the same number of opposition groups exist after the recent local elections as before them, would the Leader of the Council provide an explanation as to how the opposition groups have become more diverse and what evidence can he provide to demonstrate that the workload of all the opposition Group Leaders will reduce by half to reflect the proposed 50% reduction in Leaders allowances?

2. Under The Local Authorities (Members') Regulations 2003, it states that before a scheme is amended, the authority shall have due regards to the recommendations made by an Independent remuneration panel, in this case, London Councils. Would the Leader of the Council explain how this due regard was considered in relation to the SRA for the Leader of the Opposition which it is proposed be over 50% less than the recommended MINIMUM by London Councils?
3. Given that the above report from London Councils places in Band two, the Leader of the Opposition and the Chair of the Scrutiny Board, would the Leader of the Council explain why there has been such discrimination in how these roles have been treated in terms of remuneration?
4. Given the generous allowance proposed for the Vice-Chair of Strategic Planning Committee and the limited number of occasions when vice-chairs are used in this council, Would the Leader of the Council confirm how he justifies equating the remuneration of this position with the role and workload performed by the Leader of the opposition.

Deemed motion on behalf of the Administration

That the report be adopted and its recommendations carried into effect.

Amendment on behalf of the Upminster and Cranham Residents' Associations Group

As shown in track changes on the attached document.

Amendment on behalf of the Independent Residents' Group

Council agrees minority group leader SRAs to remain the same @ £4,000

COUNCIL, 23 MAY 2018

REPORT OF THE CHIEF EXECUTIVE

MEMBER ALLOWANCES SCHEME– PROPOSED REVISION

The Local Authorities (Members' Allowances) (England) Regulations 2003 provide that a Local Authority shall make a scheme in accordance with these Regulations in respect of each year. Regulation 10 provides that such a scheme shall be made before the beginning of each year commencing on 1st April. Such a scheme may be amended during the year, but only revoked and replaced with a new scheme with effect from the beginning of a year.

Members approved the 2018/19 Member Allowances Scheme at Full Council in February 2018

Revisions to the Allowances Scheme

As a consequence of the proposed changes to the Council's Planning regime, revised arrangements are proposed for the award of special responsibility allowances to the Strategic Planning and Planning Committees.

As detailed elsewhere on the Council agenda it is proposed that the Rainham & South Hornchurch Party be replaced by the Joint Venture Working Party. The special responsibility allowance afforded to the revised working party is to remain unchanged.

~~It is also proposed to amend the special responsibility allowance levels for the Leaders of the Principal Opposition and Minority Opposition Groups. The changes are to reflect the diverse political make up of the Council and the accompanying workload expected to be placed upon those Group Leaders.~~

In order to reflect the fundamental importance this Council places on the democratic principle of holding the administration to account through strong and constructive opposition, it is recommended that:

- The Special Responsibility Allowances (SRAs) for Leaders of Minority Opposition Groups and the Leader of the Principle Opposition remain as agreed by Full Council on 21st February 2018, and;
- A substantial review of SRAs is undertaken at the earliest opportunity to more accurately reflect the level of payments with the associated workload and responsibilities of positions so that Value for Money is clearly demonstrated to Havering Council Tax Payers.

The proposed revisions to the Member Allowances Scheme do not affect the budgetary position. Any savings arising from the proposals will be reinvested into support services.

The revised list of members' allowances, if agreed, would be as follows:

Category of Allowance	Amount Per Member £	Previously agreed Scheme
<u>Basic Allowance</u>	10,208	10, 208
Special Responsibility Allowances:		
Leader of the Council	45,048	45,048
Deputy Leader of the Administration	31,420	31,420
Cabinet Members	28,780	28,780
Leader of Principal Opposition	7,650 14,418	14,418
Leader of Minority Opposition Groups	2,000 4,000	4,000
Mayor	12,000	12,000
Deputy Mayor	4,000	4,000
Overview and Scrutiny Board Chairman	14,418	14,418
Overview and Scrutiny Sub-Committee Chairmen	7,650	7,650
Strategic Planning, Planning and Licensing Committee Chairmen	14,418	14,418
Strategic Planning Committee Vice Chairman	7650	n/a
Planning Committee Vice-Chairman	2,000	2,000
Licensing Committee Vice Chairmen	+117	+117
Audit, Pensions, Highways and Governance Committees Chairmen	7,650	7,650
Adjudication & Review Committee Chairman	2,000	2,000
JV Working Party Chairman	7,650	7,650

+ per meeting chaired

Note:

In accordance with paragraph 4(c) of the Members' Allowance scheme, when a Councillor would otherwise be entitled to more than one special responsibility allowance, then the entitlement shall be to only one, that being the one attracting the higher rate

Under Regulation 19 of the 2003 Regulations, before an authority amends a scheme, it shall have regard to the recommendations made in relation to it by an independent remuneration panel.

The Council uses the London Council's Independent Review Panel in this regard and that panel has published a report, "*The Remuneration of Councillors in London 2018*", in January 2018. This report discusses the role of councillors and sets out recommended allowance levels. This includes special responsibility allowances.

Special Responsibility Allowances (SRAs) are presented in 5 bands determined by the types of role a Member may have. The allowance levels for each band are shown in a range and as a percentage of the remuneration package for a Council

Leader. This gives flexibility and takes into account the different level of complexity similar roles may have between Councils.

Due regard should be given to the Independent Review Panel report (attached as Appendix B) in determining the proposed scheme and comparisons between the proposed SRA levels and the recommendations of the Independent Panel.

Recommendation:

That the changes to the Member Allowances Scheme be implemented in the manner set out above and that a substantial review of SRAs is undertaken at the earliest opportunity-

Members' Allowances Scheme

Agreed at the meeting of the Council on 21 February 2018:

The new Scheme is agreed with effect from 1st April 2018 and the revocation of the Members' Allowance Scheme (2017) is effective from 31st March 2018.

The Council of the London Borough of Havering in exercise of the powers conferred by the Local Authorities (Members Allowances) (England) Regulations 2003 hereby makes the following scheme:

- 1 This scheme may be cited as the Havering London Borough Council Members' Allowance Scheme. The new scheme shall have effect from 1st April 2018.
- 2 In this scheme, "councillor" means a councillor of the London Borough of Havering and "year" means the period ending on 31st March 2019 and any period of 12 months ending on 31st March in any year after 2019.
- 3 **Basic allowance (Schedule 1)**
Subject to paragraphs 7 and 11, for each year a basic allowance of £10,208 shall be paid to each councillor.
- 4 **Special responsibility allowance (Schedule 1)**
 - (a) For each year a special responsibility allowance shall be paid to those councillors who hold the special responsibilities in relation to the Council that are specified in schedule 1 to this scheme.
 - (b) Subject to paragraph 7, the amount of each such allowance shall be the amount specified against that special responsibility in that schedule.
 - (c) When a councillor would otherwise be entitled under the scheme to more than one special responsibility allowance, then the entitlement shall instead be only to one of them, being the one attracting the higher rate.
 - (d) Where a Member is also a member of another authority, that Member may not receive allowances from more than one authority in respect of the same duties.
- 5 **Child and dependent care allowance**
These expenses are expected to be met from the Basic Allowance.
- 6 **Renunciation**
A Councillor may, by notice in writing given to the Chief Finance Officer, elect to forego any part of his/her entitlement to an allowance under this scheme.

7 **Part-year entitlements**

- (a) The provisions of this paragraph shall have effect to regulate the entitlements of a councillor to basic and special responsibility where, in the course of a year, this scheme is amended or that a councillor becomes, or ceases to be, a councillor, or accepts or relinquishes a special responsibility in respect of which a special responsibility allowance is payable.
- (b) If an amendment to this scheme changes the amount to which a councillor is entitled by way of a basic allowance or a special responsibility allowance, then in relation to each of the periods:
 - (i) beginning with the year and ending with the day before that on which the first amendment in that year takes effect, or
 - (ii) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year.

The entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of the days in the period bears to the number of days in the year.

- (c) Where the term of office of a councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that councillor to a basic allowance shall be to the payment of such part of the basic allowance as bears to the whole the same proportion as the number of days during which his/her terms of office subsists bears to the number of days in that year.
- (d) Where this scheme is amended as mentioned in paragraph 7(b), and the term of office of a councillor does not subsist throughout the period mentioned in paragraph 7(b)(i), the entitlement of any such councillor to a basic allowance shall be to the payment of such part of the basic allowance referable to each such period (ascertained in accordance with that paragraph) as bears to the whole the same proportion as the number of days during which his/her term of office as a councillor subsists bears to the number of days in that period.
- (e) Where a councillor has, during part of, but not throughout, a year such special responsibilities as entitle him or her to a special responsibility allowance, that councillor's entitlement shall be to payment of such part of that allowance as bears to the whole the same proportion as the number of days during which he or she has such special responsibilities bears to the number of days in that year.
- (f) Where this scheme is amended, as mentioned in paragraph 7(b), and a councillor has, during part, but does not have throughout, the whole of any period mentioned in paragraph 7(b)(i) of that paragraph any such special responsibilities as entitle him or her to a special

responsibility allowance, that councillor's entitlement shall be to payment of such part of the allowance referable to each such period (ascertained in accordance with that paragraph) as bears to the whole the same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.

8 Travelling and Subsistence (Schedule 2)

- (a) Members can claim travelling expenses for travelling outside of the Borough on official Council business as set out in Schedule 2.
- (b) Members can claim subsistence expenses on official Council business when outside of the Borough as set out in schedule 2.

9 Claims and payments

- (a) Payments shall be made in respect of basic and special responsibility allowances, subject to paragraph 8(b), in instalments of one-twelfth of the amount specified in this scheme on the last working day of each month.
- (b) Where a payment of one-twelfth of the amount specified in this scheme in respect of a basic allowance or a special responsibility allowance would result in the councillor receiving more than the amount to which, by virtue of paragraph 7, he or she is entitled, then payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.
- (c) Payments in respect of Travel and Subsistence shall be made to the councillor on receipt of a claim form with supporting receipts/vouchers. Claims must be made within three months of the claim arising.

10 Pension Scheme

No Member in the scheme is entitled to apply for inclusion in the Pension Scheme.

11 Mayor and Deputy

The Mayor and Deputy Mayor's allowance covers the cost of all Mayoral activities such as clothing, personal expenses and sundry expenses – including items such as attendance at dinners, raffle tickets, sponsorship and donations.

The Mayor and Deputy Mayor will be responsible for all such payments via the SRA, which will be taxed. The Council will meet the cost of:

- Havering Civic receptions, award pins and certificates at the civic award ceremony;

- Medals, certificates and frames in the event of there being any ceremony associated with Honorary Alderman/Freeman of the Borough awards;
- Gifts given on behalf of the Council in reciprocation or gifts initiated by the Council for promotional purposes;
- Maintaining and provisioning the beverage machine in the Parlour;
- Postage costs and all costs associated with the Mayoral transport, robes etc.

12 **Co-Optees and Independent Persons' Allowances**

The standard rate of allowance for statutory co-optees is £117 per meeting attended.

The Independent Person for standards of Members' Conduct will be paid an annual allowance of £1,000, in monthly instalments.

Co-optees and Independent Persons will be reimbursed for all travel costs in accordance with the above, whether the travel is within or outside the Borough, but will not be paid subsistence.

13Note

- (a) The Council is required to keep a record of the payments made by it in accordance with this scheme.
- (b) The record is required to be available for inspection at all reasonable times free of charge by any local government elector for the borough who may make a copy of any part of it.
- (c) The Council is also required to arrange publication of the total sums paid in each year to each member in respect of basic and special responsibility allowances.
- (d) The Council is required to arrange publication of the Scheme when approved.

Schedule 1: Members' Allowances

Category of Allowance	Amount Per Member £
<u>Basic Allowance</u>	10,208
Special Responsibility Allowances:	
Leader of the Council	45,048
Deputy Leader of the Administration	31,420
Cabinet Members	28,780
Leader of Principal Opposition	7,650
Leader of Minority Opposition Groups	2,000
Mayor	12,000
Deputy Mayor	4,000
Overview and Scrutiny Board Chairman	14,418
Overview and Scrutiny Sub-Committee Chairmen	7,650
Strategic Planning, Planning and Licensing Committee Chairmen	14,418
Strategic Planning Committee Vice Chairman	7,650
Planning Committee Vice-Chairman	2,000
Licensing Committee Vice Chairmen	+117
Audit, Pensions, Highways and Governance Committees Chairmen	7,650
Adjudication & Review Committee Chairman	2,000
JV Working Party Chairman	7,650

+ Per meeting chaired

NOTES: The basic allowance will be uplifted each year in accordance with paragraph 11.

Schedule 2: Travel and Subsistence

Travelling expenses can only be claimed for travel outside of the borough on official Council business. The rules and entitlements for reimbursement of travel outside the Borough are the same as those for officers.

Subsistence allowances are only payable for official Council business outside the borough where the duties entail an overnight stay or working outside 'normal office hours'. Members will be reimbursed actual expenditure incurred up to the maximum of the rates set for officers.

Allowances are payable on the basis of expenditure incurred and receipts must be submitted to support claims for subsistence allowances and travel costs.

Travel and subsistence arrangements for key events will be set in line with the above. Taking account of the practicalities of arrangements however, these will be set out and documented by the Chief Finance Officer, prior to each event and be agreed with the Cabinet Member for Financial Management.

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