



Epping Forest District Council

MEMBER REMUNERATION PANEL ***Monday, 9th November, 2009***

Place: Civic Offices, High Street, Epping

Room: Group Room, Room 1.19, First Floor

Time: 5.00 pm

Democratic Services Officer Graham Lunnun, The Office of the Chief Executive
Email: glunnun@eppingforestdc.gov.uk Tel 01992 564244

Members:

D Jackman and S A Lye

1. CHAIRMAN

To elect a Chairman for the meeting.

2. APOLOGIES FOR ABSENCE

3. MINUTES OF THE LAST MEETING (Pages 3 - 6)

To approve as a correct record and sign the minutes of the meeting held on 27 March 2008 (attached).

4. TERMS OF REFERENCE

(Assistant to the Chief Executive) The Panel is established to advise on the payment of allowances and expenses to District Councillors.

5. MEMBER REMUNERATION SCHEME - REVIEW (Pages 7 - 78)

(Assistant to the Chief Executive) To consider the attached report.

6. MEMBERSHIP OF THE PANEL

(Assistant to the Chief Executive) To consider what further steps can be taken to fill the vacancy on the Panel.

A member of the Panel cannot also be a member of the District Council or a member of a committee or sub-committee of the Council. In addition a member of the Panel must not be disqualified from being or becoming a member of an authority.

7. DATE OF NEXT MEETING

To agree a date for another meeting, if required.

EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

Committee: Member Remuneration Panel **Date:** Thursday, 27 March 2008

Place: Group Room, Civic Offices, High Street, Epping **Time:** 5.00 - 5.55 pm

Members Present: D Jackman and S A Lye

Other Councillors:

Apologies:

Officers Present: I Willett (Assistant to the Chief Executive) and G Lunnun (Democratic Services Manager)

9. CHAIRMAN

RESOLVED:

That S Lye be elected Chairman for the meeting.

10. TERMS OF REFERENCE

The Panel noted that at its meeting on 12 November 2007, the Cabinet had requested the Panel to undertake a comprehensive review of the current Members' Remuneration Scheme and to make recommendations for changes to be implemented at the commencement of the 2008-09 municipal year.

11. MINUTES OF THE LAST MEETING

RESOLVED:

That the minutes of the meeting held on 11 February 2008 be taken as read and signed by the Chairman as a correct record.

12. MEMBER REMUNERATION SCHEME - REVIEW

The Panel considered a draft report to be submitted to the Council following their review at the last meeting of the District Council's Remuneration Scheme.

Members discussed further the proposals for withholding or clawing back part of the Basic Allowance for councillors who failed to perform their role adequately. They determined in the light of comments made in the report of the Councillors' Commission "Representing the Future" that there was doubt about the legal authority to operate such arrangements. In coming to this conclusion they took account of the fact that the former attendance allowance paid prior to 2000 had been abolished by the Government and that the re-introduction of an attendance element into the

allowance would be contrary to that decision. They also noted that withholding an element of the Basic Allowance to certain members would contradict the requirement that the allowance be paid to all members in an equal amount.

The Panel also drew attention to the need for personal performance standards, targets and development plans for councillors in order to implement such a scheme.

In the light of these issues the Panel decided not to recommend proposals for withholding or clawing back part of the Basic Allowance. However, they decided that this possibility should be considered again when the Council's Scheme is next reviewed by which time the recommendations of the Councillors' Commission might have been adopted by the Government and become a legal requirement. The Panel further agreed that the Council should be advised of the Panel's current ideas for withholding part of the allowance if this were to be introduced. The Panel decided to recommend that in order to maintain public confidence in the performance of councillors, the Council should publish once a year the attendance records of all members.

Following a discussion on the Special Responsibility Allowances for Cabinet members, the Chairman of the meeting agreed to expand that section of the report by explaining ways in which different amounts could be determined.

The Panel gave further consideration to the recommendation formulated at their previous meeting for Special Responsibility Allowances for the Chairmen of Area Plans Sub-Committees in the light of the Council's decision to schedule meetings on a three week cycle instead of a four week cycle resulting in an increase of approximately five meetings per annum for each Sub-Committee. Taking account of the number of applications determined by the Sub-Committees during the last few years, the Panel concluded that the three week cycle would not result in a greater workload and was being introduced in an effort to improve performance. As such the Panel determined that the introduction of the three week cycle did not justify an increased Special Responsibility Allowance for the Chairmen of the Sub-Committees.

The Panel considered and agreed revised allowances for co-opted members.

RESOLVED:

That the officers amend the draft report to incorporate the further views of the Panel.

13. REMUNERATION PANEL - ANNUAL REPORT(S)

The Assistant to the Chief Executive advised that annual reports of the Member Remuneration Panel and the Parish Remuneration Panel were being prepared for submission to the Annual meeting of the Council.

14. BRIEFING FOR COUNCILLORS

The Panel agreed that it would be beneficial to brief councillors on the contents of their report reviewing the Member Remuneration Scheme prior to the report being considered at the Annual Council meeting.

RESOLVED:

- (1) That the officers arrange for:
 - (a) a briefing session for the Leader of the Council; and
 - (b) a briefing session for all Group Leaders, Deputy Group Leaders and unaffiliated members of the Council;
- (2) That the members invited to the briefing sessions be provided with a copy of the Panel's final report prior to those briefings on the understanding that the report is to be regarded as confidential until it is published as part of the business to be transacted at the Annual Council meeting; and
- (3) That the officers prepare some slides to aid the Panel in presenting their report at the briefing sessions.

CHAIRMAN

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Report to the Independent Remuneration Panel

Date of meeting: 9 November 2009



**Epping Forest
District Council**

Subject: Members' Allowances Scheme - Review

Officer contact for further information: Graham Lunnun (01992 – 564244)

Recommendation:

To review the Members' Allowances Scheme and make recommendations for changes to be implemented at the commencement of the 2010/11 municipal year.

Report:

Introduction

1. The Local Government Act 2000 and the Local Authorities (Members' Allowances)(England) Regulations 2003, require local authorities to review their allowances schemes and to appoint independent remuneration panels to consider and make recommendations on new schemes. The Government's "Guidance on Consolidated Regulations on Local Authority Allowances" outlines the main statutory provisions and gives non-statutory guidance. A summary is given below:
 - (a) **Basic Allowance:** each local authority must make provision for a basic, flat rate allowance payable to all members; the allowance must be the same for each councillor and can be paid as a lump sum or in instalments.
 - (b) **Special Responsibility Allowances (SRAs):** each authority may make provision for the payment of special responsibility allowances for those councillors who have significant responsibilities; the Panel recommends the responsibilities and levels of allowances.
 - (c) **Co-optees' allowance:** each authority may make provision for the payment of an allowance to co-optees for attending meetings, conferences and seminars.
 - (d) **Childcare and dependent carers' allowances:** local authorities may make provision for the payment of an allowance to those councillors who incur expenditure for the care of children or dependent relatives whilst undertaking particular duties.
 - (e) **Travel and subsistence:** each authority may determine the levels of travel and subsistence allowances and the duties to which they should apply.
 - (f) **Pensions:** each local authority may specify which councillors, if any, should be eligible for inclusion in the Local Government Pension Scheme and which allowances (basic and/or special responsibility) should be pensionable.
 - (g) **Indexation:** each local authority may determine that allowances should be increased in accordance with a specified index and can identify the index and set the number of years (not exceeding four) for which it should apply.

(h) **Backdating:** each local authority may determine that, where amendments are made to an allowances scheme, the allowances as amended may be backdated.

2. The Council's Members' Allowances Scheme was initially approved by Council in December 2002 following consideration of a report of the Independent Remuneration Panel. The Panel last reviewed the scheme in 2008 following which the Council amended the scheme for the year 2008/09.
3. Since 2002 the Council for budget reasons has not paid the full amounts of allowances recommended by the Panel. At its meeting in May 2008 the Council adopted the revised remuneration scheme proposed by the Panel but decided to implement payment of a Basic Allowance of £3150 per councillor (£4300 in the adopted new scheme). In addition as recommended by the Panel, members who have entered into an agreement under the Council's Connectivity Scheme receive an allowance of £500 per annum in their first year of office and £250 per annum in each subsequent year of their term of office. Special Responsibility Allowances are also currently being paid at amounts less than that set out in the scheme.
4. When last reviewing the scheme the Panel took account of a survey undertaken in winter 2006 by Local Government Analysis and Research on behalf of the Local Government Association. All 388 local authorities in England were invited to participate and a total of 257 authorities, including this Council, responded (66.2%). The survey collected information on basic allowance, special responsibility allowances and other allowances paid to members.
5. A further survey was conducted in spring/summer 2008 on behalf of the Local Government Association and the Improvement and Development Agency. A total of 324 (83.9%) of 386 authorities responded.
6. The following sections set out the elements of the current scheme and comparisons with others as shown in the 2008 survey.

Current Scheme

7. The Council's current scheme is attached as Appendix 1.
8. The key elements of the current scheme include all those categories the current regulations allow, including admission of councillors to the Local Government Pension scheme, child and carers' allowances, travel and subsistence expenses.

Benchmarking

9. A summary of the 2008 survey is attached as Appendix 2. Comparisons with other authorities' schemes taken from that survey are attached as Appendix 3.

NB. It should be noted that the EFDC figures used in the survey are the amounts actually being paid at the time and not the full amounts recommended by the Remuneration Panel and included in the current scheme.

Basic Allowance

10. Basic allowance is payable to all members to reflect the time and effort required to attend meetings, site visits and to deal with constituent problems and queries. It should also cover any incidental costs e.g. telephone calls, paper, envelopes. It should also be borne in mind that the allowance recognises that there is a voluntary element to the work undertaken by members and that it does not set out to fully recompense all work undertaken.

11. The Government's advice to panels is that they should consider the following variables:
 - (a) what is the time requirement to fulfil the role of an ordinary councillor?
 - (b) how much of that time should be seen as public service and not remunerated?
 - (c) what is the remunerated time of a councillor worth?
12. A national census of local authority councillors was carried out in 2008 by the Local Government Association and the Improvement and Development Agency. Replies were received from 385 (99.7%) of the 386 local authorities in England and from 8,895 (45.3%) councillors in office. This research showed that councillors spent, on average, 22 hours per week on council/political business, with the largest proportion (21.4%) spending between 16 and 20 hours and 7.8% spending more than 40 hours. There were variations between types of authority, with the average number of hours per week spent on council and political business in shire districts amounting to 19 hours. Councillors were asked to estimate the amount of time in a week that they spent on attending meetings, engaging with constituents and on other council business, such as training events. Fewer councillors were able to provide accurate information resulting in a discrepancy with the total average hours spent per week. It emerged that the greatest average time was spent on attending council meetings or committees (10 hours). Slightly less time on average (8 hours) was spent engaging with constituents, conducting surgeries and answering enquiries and other activities (external meetings, training events and seminars) accounted for 6 weeks of the week.
13. It is generally considered that the time spent on council and political business should be 'discounted' by between 25-50% in recognition of the public service element. Anything beyond 50% and councillors are giving most of their time as public service, i.e. unremunerated, while anything less than 25% gives the impression that councillors are reluctant to recognise the public service element. District councils tend to discount closer to the higher end of the spectrum, 40-50%. To then arrive at an hourly rate, some panels look to the Local Government Association's guide that suggests that a councillor's time is worth at least the equivalent of the average male non-manual daily salary but there are local variations.
14. The attached appendices show that the averages for basic allowance (2008) figures were:
 - (a) Average - £6,099 per annum (ranging from £4,194 in shire districts to £9,978 in shire counties and with regional variations (from £5,040 in the East of England to £9,739 in Greater London) (appendix 2);
 - (b) Average for the 36 of the 37 similar councils in the same region as Epping Forest District Council which completed the survey - £4,505 per annum (appendix 3);
 - (c) Epping Forest District Council – Adopted scheme - £4,300 per annum (payment currently being paid = £3,150) – in addition members signing an agreement under the Member Connectivity Scheme receive £500 per annum in their first year of office and £250 in subsequent years.
15. Originally when recommending a basic allowance of £3150 per annum in 2002, the Panel took account of the sums being paid by other similar authorities at that time and applied the then minimum adult weekly wage of £4.10 per hour to a 15 hour week. The survey undertaken in 2006 supported the basis of the Panel's original calculation. Applying the current minimum adult weekly wage of £5.80 per hour to a 15 hour week gives a figure of £4524 per annum.

16. **If the Panel consider there should be a change to basic allowance and that there should be an increase, options include:**
- (a) an increase to the average for similar authorities in the East of England (as per the survey results) ie £4,500;**
 - (b) an increase reflecting the current minimum adult wage of £5.52 per hour – applying this figure to a 15 hour week results in an allowance of approximately £4,524 – so again say £4,500;**
 - (c) a % increase (related to staff APT&C increase or some other figure); the Panel could look at regional salaries as a benchmark; further work would be necessary on this option to arrive at a figure.**
17. The Panel has previously discussed the possibility of withholding an element of the basic allowance if a member failed to achieve a set % attendance in relation to meetings/training sessions.
18. Some authorities have introduced voluntary claw back arrangements if members fail to achieve a set percentage of attendance. The Councillors' Commission was established in 2006 with the task of finding ways of encouraging able, qualified and representative people to come forward for election. The Commission reported in 2007 and one of their recommendations was to authorise local Standards Committees to suspend and claw back part of the Basic Allowance where members fail to fulfil their role. However, this recommendation was rejected by the Government.
19. When the Panel last reported in 2008 it recommended that in order to maintain public confidence in the performance of councillors, the attendance records of members be published. Attendance records for meetings are available for public inspection on the Council's website. The current statistics do not indicate a major problem in relation to attendance with 33 members having an attendance record of 80% or above. Training attendance is poor in comparison but only certain courses are defined as obligatory.
20. Recently some of the Council's members met with representatives of the Improvement and Development Agency (IDeA), including Kent County Councillor Kevin Lynes, to discuss member development in the light of the poor response to member training. The discussion included steps which could be taken to make members more accountable and Councillor Lynes spoke enthusiastically about the Members' Annual Report system introduced by Kent County Council in recent years. This scheme requires each council member to produce an annual report (example attached as Appendix 4). These reports are initially signed off by Group Leaders after a one to one appraisal between the appropriate Group Leader and each member. Poor performance is addressed at these sessions which remains confidential between the Group Leader and the member. The reports are then submitted to the Remuneration Panel and the Standards Committee and the latter includes reference to them in its annual report to the full Council. Clawback of allowances has never been considered and is not proposed. It is considered that publication of the reports is sufficient to show a degree of accountability. Kent County Council officers have confirmed that some officer input is required but that most of the report has to be completed by the members themselves including their actual attendance records. Pro-formas are sent to members in February each year and the whole process is completed by the time of the annual meeting. Apparently this year the Standards Committee insisted that all members of the County Council had to attend a training course on the Code of Conduct and this is expected to be achieved.
21. **The Panel may wish to consider something similar if it is felt this would increase member accountability**

Special Responsibility Allowances

22. The Council's scheme identifies SRAs in common with other authorities e.g. for Leaders, Cabinet portfolio holders, chairmen of committees, panels. These are listed in the scheme at appendix 1). The amounts recommended by the Panel in 2008 resulted from multipliers being applied to the recommended amount of the basic allowance.

(a) Leader of the Council

23. The 2008 comparisons from those who completed the survey give the following for a Leader of the Council:

(a) average - £17,753 (ranging from £11,490 in shire districts to £37,486 in Greater London) (across the regions, the average Leader's allowance varied from £13,481 in the East of England to £37,486 IN Greater London)(appendix 2);

(b) average for 33 of the 37 shire district/borough councils in the same region as Epping Forest District Council - £11,547 (appendix 3);

(c) Epping Forest District Council – Adopted scheme - £10,750 per annum (basic allowance x 2.5) (amount currently being paid = £7,875). It should be noted that this Council's scheme recognises that the Leader has a specific portfolio in addition to her role as Leader of the Council and is entitled therefore to the Leader's allowance and a cabinet member allowance. It is apparent that in many authorities the Leader only receives one allowance which is reflected in the figures in (a) and (b) above.

(b) Deputy Leader of the Council

24. The Panel, having taken account of the views of Group Leaders in 2008 have previously recommended that that no provision be made for a SRA for the Deputy Leader of the Council. This recommendation was adopted by the Council in May 2008 and the role of the Deputy Leader has not changed since that time.

(c) Cabinet Members

25. The 2008 comparisons from those who completed the survey give the following for Cabinet members/Portfolio Holders:

(a) average - £9,710 ranging from £6,083 in shire districts to £22,028 in Greater London (this allowance differed across the regions ranging from £7,684 in the North East to £22,028 in Greater London);

(b) average for 31 of the 37 shire district/borough authorities in the same region as Epping Forest District Council paying a Cabinet member's allowance - £7,388;

(c) Epping Forest District Council – Adopted scheme - £6,450 per annum (basic allowance x 1.5) (amount currently being paid = £6,300).

26. There are currently eight portfolio holders on the Council. The portfolios have changed since the Panel last reviewed the scheme and the Panel may wish to consider tiering the allowances for Cabinet members based on current workload and responsibilities. When the Panel discussed this previously it was felt that three portfolios appeared to justify a higher amount than the others.

27. If the Panel wish to pursue tiering, further information will need to be obtained in relation to - Proposed Paired Comparison Role Evaluation/Members' SRA Role Description/Budget Summary Sheets/Manpower Summary.

(d) Overview and Scrutiny Committee Chairman

28. The 2008 comparisons from those who completed the survey give the following for Overview and Scrutiny Committee Chairmen:
- (a) average - £6,159 ranging from £2,454 in shire districts in Yorkshire and Humberside to £14,358 in Greater London;
 - (b) average for 36 of the 37 shire district/borough authorities in the same region as Epping Forest District Council - £4,500;
 - (c) Epping Forest District Council – Adopted scheme - £4,300 per annum (same as basic allowance) (amount currently being paid = £3,150).
29. In addition, the Council's scheme provides for the payment of allowances to the Chairmen of the five Overview and Scrutiny Standing Panels – adopted scheme - £2,150 per annum each (amount currently being paid = £2,150 each).

(e) Chairmen of Area Plans Sub-Committees

30. There are no direct comparisons in the survey. The survey did include allowances paid to chairmen of area committees and forums but these are not necessarily responsible for planning issues alone. Comparing this Council's Area Plans Sub-Committees with those allowances results in the following:
- (a) average - £4,269 ranging from £1,000 in a unitary authority to £7,470 in Greater London;
 - (b) average for the 7 shire district/borough authorities in the same region as Epping Forest District Council paying area committee/forum allowances - £3,097;
 - (c) Epping Forest District Council – Adopted scheme - £3,225 per annum (basic allowance x 0.75) (amount currently being paid = £2,362).

(f) Chairman of District Development Control Committee

31. The survey includes comparisons for a Chairman of a Planning Committee. The survey does not define the responsibilities of a planning committee and it is likely that some of the figures under this heading are more closely aligned to this Council's Area Plans Sub-Committees which consider the majority of planning applications. The District Development Committee does consider some routine applications but is also responsible for proposals of major importance to the Council or whole District.
32. Comparing the District Development Control Committee with the survey figures for Planning Committees results in the following:
- (a) average - £5,623 ranging from £3,054 in shire districts in the North East to £12,137 in Greater London;
 - (b) average for the shire district/borough authorities in the same region as Epping Forest District Council - £4,445;
 - (c) Epping Forest District Council – Adopted scheme - £3,225 per annum (basic allowance x 0.75) (amount currently being paid = £2,362).

(g) Chairman of Licensing Committee and Chairmen of Licensing Sub-Committees

33. No SRA is currently being paid to the Chairman of the Licensing Committee as it only meets twice a year. Following the Panel's last report it was agreed that the payment of SRAs for the Chairmen of Licensing Sub-Committees which meet on a monthly basis be reviewed if the Council changes the arrangements for the election of chairmen by electing them at its Annual meeting. The Council has not made any such change to date.

(h) Group Leaders

34. No SRAs are currently being paid to Group Leaders and the Council has decided that payment of these allowances be reviewed in the future if and when the Council becomes balanced again.

Other Committees/Panels

35. The Council's current scheme provides for allowances for the Chairman of the Complaints Panel, Staff Appeals Panel and Housing Appeals and Review Panel of £1,075 each. The amounts currently being paid are Chairman of the Complaints Panel - £270; Chairman of the Staff Appeals Panel - £270; Chairman of the Housing Appeals and Review Panel - £1,075. There have been no meetings of the Complaints Panel and one meeting of the Staff Appeals Panel in the last year. Meetings of the Housing Appeals and Review Panel normally take place once a month. There are no direct comparisons for these bodies in the survey.
36. The Council's current scheme provides for an allowance of £2,150 for the Chairman of the Audit and Governance Committee and this amount is being paid.

Options for Change

37. **If the Panel consider there should be a change to Special Responsibility Allowances and that there should be increases, options include:**
- (a) an increase to the average of authorities (as per the survey results);**
 - (b) an increase to the average for shire districts in the East of England (as per the survey results);**
 - (c) a multiplier of the basic allowance;**
 - (d) a simple percentage increase.**

Co-optee Allowances

38. The allowances for co-optees are currently £1,000 for the Chairman of the Standards Committee and £500 for the other of the Standards Committee, the Independent Members of the Overview and Scrutiny Committee, and Audit and Governance Committee.
39. The survey provides comparisons for the Chairman of the Standards Committee.
- (a) average - £2,077 ranging from £1,578 in shire districts to £3,938 in metropolitan districts;**
 - (b) average for the 25 of the 31 shire district/borough authorities in the same**

region as Epping Forest District Council - £1,726;

(c) Epping Forest District Council – as set out above. Not all co-optees have not been claiming their allowance.

40. **The Panel may wish to consider whether there is any need to review the co-optee allowances.**

Travelling Allowance

41. The Council has chosen to apply the same rates as those paid to officers, in common with other authorities. These are reviewed nationally on an annual basis. At present the rates are 42.9p per mile for use of a vehicle not exceeding 999cc; 47.7p per mile for use of a vehicle not exceeding 1199cc; and 60.1p per mile for use of a vehicle exceeding 1199cc. The Council also has provision for a bicycle allowance of 60.1p per mile. The 2008 survey showed that 92.6% of authorities offered travel allowance and 54.1% offered a bicycle allowance. Thirty five of the 37 shire districts/boroughs in the same region as this Council pay travel allowance and 25 pay bicycle allowance. Some authorities keep to a rate of 40p per mile – as this is the level above which members are liable to tax. The Council's scheme also provides for the payment of some extra pence per mile for carrying passengers.
42. Travelling allowance is payable in respect of 'approved' duties which are defined in the scheme.
43. The Council has established a Local Highways Panel. This Panel set up at the suggestion of the County council enables local members to become more involved in the delivery of local Highway Services. The Panel comprise 11 District Councillors and three representatives of Parish/Town Councils appointed by the Epping Forest Branch of the Essex Association of Local Councils. Attendance at meetings of the Panel by District Council appointed members is deemed an approved duty for payment of travelling expenses to and from meetings. A question has arisen over the payment of travelling expenses to the Parish/Town Council representatives. As the three members appointed by the Epping Forest Branch of the Essex Association of Local Councils represent all of the Parish/Town Councils in the District and not just the Parish/Town Council to which they are elected it has been suggested that it would be more appropriate for provision for payment to be made in the District Council's Remuneration Scheme. There is a similar situation with the District Council's Standards Committee which includes three members appointed by the Epping Forest Branch of the Essex Association of Local Councils. Travelling expenses are paid to those members under the District Council's Scheme.
44. **The Panel are asked to consider amending the scheme to include payment for Parish/Town council representatives at meetings of the Local Highways Panel.**

Subsistence Allowance

45. Thirty-five of the shire districts/boroughs in the same region as this Council offer subsistence.
46. The Council's current rates mirror the rates paid to officers which are currently – not exceeding £6.72 for breakfast; not exceeding £9.28 for lunch; not exceeding £3.67 for tea; not exceeding £11.49 for evening meal. These officer rates are reviewed annually and changes are reflected in the Council's scheme.

47. **The Panel may wish to consider whether there is any need to amend the scheme.**

Carers' and Childcare Allowances

48. The scheme also provides a childcare/dependent carers' allowances payable at a rate equivalent to the current adult National Minimum Wage (currently £5.80 per hour) with a maximum of four hours imposed on any one claim. Allowances are not payable in respect of carers who are members of the councillor's immediate and close family, i.e. parents, children, spouses, co-habitees or members of the same household as the councillor.
49. The survey of all councils showed that 89.5% of authorities offer carers' allowance at an average hourly rate of £7.83 and that 73.2% offer a childcare allowance at an average hourly rate of £7.03:
- (a) the average for dependent carers' allowance for the shire district /borough authorities in the same region as Epping Forest District Council is £9.82 per hour (31 of the 37 authorities making provision).
- (b) the average for childcare allowance for the shire district /borough authorities in the same region as Epping Forest District Council is £8.13 per hour (25 of the 37 authorities making provision).
50. To date no member of Epping Forest District Council has received this allowance.
51. **The Panel may wish to review the amounts in the light of payments made by others.**

Pensions

52. The current scheme also enables members to join the Local Government Pension Scheme (as do 11 other shire district/borough councils in the same region as Epping Forest District in the survey) and this is currently taken up by very few members. The Council agreed to this following a previous recommendation of the Panel. This is not a decision that the Panel is able to review.

Other factors to consider in this review - 'Representing the Future' – The Councillors Commission

53. The Council asked the Panel to consider any relevant recommendations of the Commission adopted by the Government when it next reviews the scheme.
54. The Council adopted a recommendation of the Panel included in its last report to review in due course Member Role Accountability Statements in order to reflect the changing roles of members. The Government has accepted that people need to know exactly what their councillors do and has welcomed the Improvement and Development Agency's commitment to develop model role descriptions which can be adapted by local authorities. The IDEA website currently refers to good practice and directs authorities to the Kirklees Council site. Examples of role descriptions for Epping Forest District councillors based on the Kirklees models are attached at Appendix 5.
55. The Government has also accepted that councillors should be appropriately compensated for the time and costs of their role. They have acknowledged the value local flexibility and independence provided by remuneration panels but feel it is important that panel decisions are informed by good practice elsewhere. They welcome the Local Government Association's proposal to collect and share data on average allowances etc.

Conclusions

56. The Panel are invited to review each aspect of the Member Allowances Scheme as set out above and to recommend if and how any increases should be made and also whether to link allowances to Member Development.

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APPENDIX 1

PART 6

MEMBERS' ALLOWANCES SCHEME

SCHEME OF MEMBERS' ALLOWANCES

STATEMENT CONCERNING IMPLEMENTATION 2009/10

**The following scheme has been agreed for the period
21 May 2009 to 24 May 2010**

The Council decided at its meeting on 15 May 2008 to implement the amount of Basic, Special Responsibility and Co-optees Allowances provided in the scheme as set out below:

Basic Allowance: £3,150 per annum per Councillor plus a supplementary basic allowance of £500 (for first year in office) and £250 (in subsequent years) for Member Connectivity (see Appendix 1).

The amounts set out below show the amounts of Special Responsibility Allowance (SRA) payable during the year:

DUTY	ANNUAL AMOUNT OF SRA
Leader	£7,875
Cabinet members (8)	£6,300 each
Chairman of District Development Control Committee	£2,362
Chairmen of Area Plans Sub-Committees	£2,362 each
Chairman of Overview and Scrutiny Committee	£3,150
Chairmen of Complaints and Staff Appeals Panels	£ 270 each
Chairman of Housing Appeals and Review Panel	£1,075
Chairman of Audit and Governance Committee	£2,150
Chairmen of Standing Scrutiny Panels	£2,150 each

The amounts payable during the year for independent members are:

Chairman of the Standards Committee	£1,000
Co-opted members other than the Chairman of the Standards Committee	£ 500

In addition the Council has resolved to pay the sum of £500 per annum to the three Independent Members of the Remuneration and Parish Remuneration Panels equivalent to the co-optees allowance.

A copy of the full scheme is available on request from Democratic Services, Civic Offices, Epping.

EPHING FOREST DISTRICT COUNCIL - REMUNERATION AND EXPENSES SCHEME

The Epping Forest District Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) Regulations 1990 and the Local Authorities (Members' Allowances) (England) Regulations 2001, hereby makes the following scheme:

1. This scheme may be cited as the Epping Forest District Council Members' Allowance Scheme and shall have effect for the period 21 May 2009 to 24 May 2010.

2. **In this scheme:**

"Councillor" means a member of the Epping Forest District Council who is a Councillor;

"independent member" means (a) a member of the Standards Committee who is not an elected councillor or (b) a co-opted member of an Overview and Scrutiny Committee, or the Audit and Governance Committee who is not an elected councillor;

"year" means the 12 months ending with 24 May 2010.

3. **Basic Allowance**

Subject to paragraph 7, £4,300 shall be paid to each Councillor. An annual supplementary basic allowance of £500 per Councillor (in the first year of office) and £250 per Councillor (for each subsequent year of office) shall be payable in accordance with Appendix 1 to this scheme.

4. **Special Responsibility Allowances**

(1) For each year a special responsibility allowance shall be paid to those Councillors who hold the special responsibilities in relation to the allowances specified in Schedule 1 to this scheme. Special responsibility allowances shall be calculated as multipliers of the Basic Allowance. There is no restriction on the number of separate SRA's which are payable to an individual member.

(2) Subject to paragraph 7, the amount of each allowance shall be the amount specified against that special responsibility in Schedule 1 for the year.

5. **Travelling and Subsistence (including Cycle Allowance)**

(1) These expenses may be claimed by members of the Council in connection with the carrying out of approved duties specified in Schedules 2, 3 and 4 of this scheme.

(2) Payments may be claimed up to the maximum casual user rate set for officers of the Council as adjusted annually by the National Joint Council for Local Government Services (travel expenses) and the East of England Regional Assembly (subsistence expenses).

6. **Child Care and Dependant Carers' Allowances**

(1) The maximum rate for this allowance shall be set at a rate equivalent to the Adult National Minimum Wage (currently £5.73 per hour).

(2) A member of the Council shall be eligible to claim up to four hours of the allowance for the performance of approved duties under this scheme and for the purpose of contributing to the cost of providing personal care to immediate dependants who are in need of care and supervision.

(3) The rate applicable shall be subject to automatic increases on an annual basis in line with uprating of the Adult National Minimum Wage.

(4) The allowance is not payable in respect of carers who are members of the member's immediate and close family i.e. parents, children, spouses, co-habitees or members of the same household as the member.

(5) All claims shall be subject to Audit checks and no claim in excess of the maximum level will be payable, whatever the circumstances.

7. Renunciation

A councillor or independent member may by notice in writing given to the Assistant to the Chief Executive elect to forego any part of his entitlement to an allowance under this scheme.

8. Part-year Entitlements

(1) The provisions of this paragraph shall have the effect of regulating the entitlements of a councillor to basic and special responsibility allowances where, in the course of a year, this scheme is amended or that 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:

(2) If an amendment to this scheme changes and 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:

(a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect; or

(b) 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 end of 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.

(3) 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 to such part of the basic allowance as bears to the whole the same proportion as the number of days during which his term of office subsists bears to the number of days in that year.

(4) Where this scheme is amended as mentioned in sub-paragraph (2), and the term of office of a Councillor does not subsist throughout the period mentioned in such-paragraph (2)(a), 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 sub-paragraph) as bears to the whole of the same proportion as the number of days during which his term of office as a Councillor subsists bears to the number of days in that period.

(5) 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 of the same proportion as the number of days during which he/she has such special responsibilities, bears to the number of days in that year.

(6) Where this scheme is amended as mentioned in sub-paragraph (2), and a Councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph (2)(a) 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 sub-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.

9. Claims and Payments

(1) Payments shall be made in respect of basic and special responsibility allowances, subject to subparagraph (2), in instalments of one quarter of the amount specified in this scheme on the last Wednesday of each third month;

(2) Where a payment of one-quarter 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 8(1), he or she is entitled, the 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.

(3) Claims must be made within a period of one year of the duty being carried out. Payments after that period will only be made in exceptional circumstances.

10. Uprating for Inflation

There will be no inflationary adjustment to the allowances set out in this scheme except those relating to travel, subsistence and child and dependant carers.

11. Co-optees' Allowance

Co-optees' allowance will be payable to independent members as set out in Schedule 5 to this scheme.

12. Withholding/Recovery of Payments

- 12.1 If any councillor or independent member is wholly suspended or partially suspended under Part III of the Local Government Act 2000, or regulations made under that part, the Council shall be entitled to withhold any payments of Basic and Special Responsibility or Travelling and Subsistence Allowances in respect of that period of suspension or partial suspension.

- 12.2 Where any councillor or independent member has already received a payment in respect of any period during which they have been:
- (a) suspended or partially suspended from their responsibilities or duties as a member of the Authority in accordance with Part III of the Local Government Act 2000 or regulations made under that part; or
 - (b) ceased to be a member of the Authority; or
 - (c) not entitled in any other way to receive the allowance in respect of that period, the Council may require that such part of the allowance as relates to the period in question shall be repaid to the Authority.

13. Pensionable Status

- 13.1 Remuneration payable to councillors of the Epping Forest District Council under this scheme shall be entitled to pensionable status in accordance with a scheme made under Section 7 of the Superannuation Act 1972, if they opt in to the Essex Superannuation Scheme.
- 13.2 For the purposes of a Paragraph 13.1 above basic allowance and special responsibility allowance will be treated as amounts in respect of which such pensions are payable in accordance with a scheme under that Act.

14. Further Guidance

Further guidance on this scheme can be found in Appendix 2.

SCHEDULE 1

1. The following are specified as the special responsibilities in respect of which special responsibility allowances are payable and the amounts of those allowances.

DUTY	ANNUAL AMOUNT OF SRA
Leader of Council	£10,750
Cabinet members	£6,450 (each)
Chairman, District Development Control Committee	£3,225
Chairmen of Area Plans Sub-Committees	£3,225 (each)
Chairman of Overview and Scrutiny Committee	£4,300
Chairmen of Complaints, Staff Appeals and Housing Appeals and Review Panels	£1,075 (each)
Chairman of Audit and Governance Committee	£2,150
Chairmen of Standing Scrutiny Panels	£2,150 (each)

SCHEDULE 2

APPROVED DUTIES

1. The following are specified as an approved duty for the purpose of the payment of travelling and subsistence expenses, attendance at any of the following:
- (a) a meeting of the authority, the Cabinet, a Cabinet Committee, the Overview and Scrutiny Committee and its Panels, the Standards Committee and its Sub-Committees, or as a member of any other Committee or sub-committee, panel, working group, special committee or board of the authority;
 - (b) any other meeting held by the Authority provided that:
 - (i) where the authority is divided into two or more political groups, it is a meeting to which members of at least two such groups have been invited; or
 - (ii) if the authority is not so divided, it is a meeting to which at least two members of the authority have been invited;
 - (c) duties relating to the supervision of tender opening as required by the Council's Standing Orders;
 - (d) attendance as representative of the Council at any approved conference or meeting of the outside organisations set out in Schedules 3 and 4;
 - (e) attendance at any meeting or other official function at the request of the Chief Executive, Deputy Chief Executive or a Service Director including meetings between group representatives for a particular Committee and officers;
 - (f) any other duty approved by the Council or the Cabinet or any other committee, sub-committee, special committee or Board or Panel or any duty of a class so approved, for the purpose of, or in connection with, the discharge of functions or the body, or of any of its committees or sub-committees;
 - (g) attendance by a Councillor at a meeting of which he or she is not a member for the purpose of explaining a motion referred from the Council;
 - (h) attendance as a Councillor at the invitation of the Local Government Commissioner for Administration for the purpose of investigating a complaint against this Council of maladministration;
 - (i) attendance as an appointed representative of Epping Forest District Council at any meeting of Essex County Council or any of its committees or sub-committees for the purpose of formal consultations on any matter affecting the powers or duties of this Council or the district or any part thereof;
 - (j) attendance on behalf of the Council or the Cabinet or as a Chairman on behalf of a Committee at an official function;
 - (k) attendance at seminars and training courses arranged by the authority;
 - (l) consultation meetings arranged by the authority where the member's attendance is required or where the business directly affects the member's ward;

(m) site visits arranged by Area Plans Sub-Committees or the District Development Control Committee;

(n) informal site visits by individual Councillors in respect of their duties as members of an Area Plans Sub-Committee.

2. There is specified as an approved duty for the purpose of paying travelling and subsistence expenses attendance at any of the outside organisations shown in Schedule 4.

3. Attendance by members of the Council at meetings of outside organisations not shown in Schedule 4 shall NOT qualify for payment of travelling and subsistence expenses.

SCHEDULE 3 CONFERENCE AND MEETINGS

Conference and meetings organised by any person or body who is not doing so by way of trade nor whose objects are wholly or partly political, attendance at which is authorised by or on behalf of the authority and which does not involve an absence overnight from the councillors normal place of residence.

Appropriate subsistence and travelling expenses (first class ordinary return rail fare or car mileage at the appropriate rate whichever is the less if travel outside the Epping Forest District is required).

Conferences and meetings organised by any person or body who is not doing so by way of trade nor whose objects are wholly or partly political, attendance at which is authorised by or on behalf of the authority and which involves an absence from the Councillors normal place of residence of one or more nights.

Appropriate subsistence and travelling expenses (first class rail fare or car mileage, whichever is the less if travelling outside the Epping Forest District is required).

SCHEDULE 4 OUTSIDE ORGANISATIONS

Attendance as appointed representative of the Council on any outside organisations, such attendances being deemed approved duty for the purpose of paying subsistence and travelling expenses.

**SCHEDULE 5
CO-OPTEE'S ALLOWANCE**

Chairman of the EFD Standards Committee:	£1,000 per annum
Independent Members of the EFD Standards Committee:	£ 500 per annum
Co-opted independent members of an Overview and Scrutiny Committee	£ 500 per annum
Co-opted members of the Audit and Governance Committee	£ 500 per annum

Member Remuneration Scheme

Members Connectivity Scheme – Agreement between Epping Forest District Council and Members of the Council

Basic Allowances paid to Councillor by Epping Forest District Council ("the Council") are made in accordance with Section 18 of the Local Government and Housing Act 1989 as amended by Section 99 of the Local Government Act 2000.

Relevant regulations applied in formulating this agreement are The Local Authorities (Members Allowances)(England) Regulations 2003.

Grants in respect of the Member Connectivity Scheme have been considered and agreed by the Council's Independent Remuneration Panel on 12 October 2005, as being a supplement to the Basic Allowance.

Terms and Conditions of Agreement

1. In signing this agreement the Councillor undertakes to:
 - (i) provide IT equipment to enable them to view agenda and minutes documents, forward plan and such other documents that may be put on the Council's extranet or internet site;
 - (ii) abide by the Connectivity Scheme (Annex 1) and Standards Committee Guidance on the use of ICT (Annex 2); the Council's other adopted ICT related policies including the security of any data and remote working policies; and the provisions of the Local Government Act 1972 regarding the transmission of Exempt Business as defined in Schedule 12A (or other exemption categories that may be enacted) outside of the Council and any internal meeting, all of which should be considered confidential until published for public consumption;
 - (iii) treat any contact information relating to officers and members that does not appear on the Council's public website as confidential;
 - (iv) cease to receive paper copies of minutes and agenda for those Committees, Sub-committees and Panels **of which he/she is not a member.**
2. The Council undertakes to provide:
 - (i) An 'extranet' (a private intranet) connection to the Council's IT network using a 'token' scheme to control access and a user name and password for each member;
 - (ii) Training on the use of the system;
 - (iii) ICT support relating to 2(i) above and advice from Democratic Services (DS) on 2(ii) above;
 - (iv) A paper copy of the agenda to members of Council, each Committee, Sub-committee or Panel (unless the member indicates in writing otherwise);

- (v) Email notification of publication of agenda and minutes to all members;
- (vi) Headed paper and envelopes for use by members for Councillor correspondence.

Payment of Allowances

3. The addition to the Basic Allowance will be paid to each Councillor entering into this agreement quarterly in arrears (currently £500 per annum for the first year in office and £250 per annum for subsequent years).

4. The Council may review the payment of such allowances from time to time as necessary and may change or cease payment upon resolution at Full Council.

Acceptance

I confirm that I have read and accepted the terms and conditions of this agreement.

Signed by Councillor:	Dated:
Name (Please print):	
Signed on behalf of the Council:	Dated:
Ian Willett Assistant to the Chief Executive	

Member Connectivity Scheme

This document provides information on the Member Connectivity Scheme.

Introduction

The Connectivity Scheme has been introduced to enable members to receive electronic notification of and Internet access to papers for Council meetings and associated information. The scheme has been made possible following the introduction of the Committee Management System (CoMS) which publishes our publicly available agenda to the Internet via the Council's website. The Connectivity Scheme will, however, provide members with access to a wider range of information including agenda planning, up-to-date notification of publication, call-in and portfolio holder decision-making.

The Agreed Scheme

The Connectivity Scheme provides members with an additional allowance (payable as part of the existing Scheme of Members Allowances) towards acquiring computer equipment and to use this equipment to access information on the Council's Agendas and Minutes via the Internet.

Members would be expected to use this system to access all agenda and minutes information **and** cease to receive hard copy agenda (except for those of which they are a member or required to attend by virtue of a position).

Under the scheme you will receive £500 per annum (payable normally quarterly in arrears) in your first year of service as a Councillor from which members will be expected to assist with the cost of a Personal Computer (PC) (if necessary); Internet connection and any consumables. This sum will be subject to tax and National Insurance. After the first year, the payment will be £250 per annum as it is designed to assist you with the cost of consumable items for your personal computer.

Equipment Specification

The minimum specification required for PC equipment is:

- (i) A PC that can access the Internet;
- (ii) A broadband connection to your home;
- (iii) A valid email account;
- (iv) Internet Browser software; and
- (v) A printer capable of printing A4 pages.

Data and Equipment Security and Use Guidance

The equipment is the individual member's property and can be used for non-council activities. Members must adhere to:

- (i) The User Policy Statement for the CoMS system;
- (ii) Issued Standards Committee Guidance on the Use of IT by Members;
- (iii) The Council's other adopted ICT related policies including the security of any data and remote working policies;
- (iv) The provisions of the Local Government Act 1972 regarding the transmission of Exempt Business as defined in Schedule 12A outside of the Council.

What the Council will provide:

The Council will:

- (i) Provide an 'extranet' (a private intranet) connection using a 'token' scheme to control access and a user name and password for each member;
- (ii) Training on the use of the system;
- (iii) ICT support relating to (i) above and advice from DS on (ii) above;
- (iv) A paper copy of the agenda to members of each Committee (unless the member indicates in writing otherwise);
- (v) Email notification of publication of agenda and minutes to all members;
- (vi) Headed paper and envelopes for use by members for Councillor correspondence.

What the Council will not provide:

The Council will **not**:

- (i) Provide ICT support for PC's or any peripherals purchased by members under the scheme;
- (ii) Advise on purchase of equipment or choice of ISP.
- (iii) Provide a paper copy of agenda for other Committees if you are not a member. Paper copies of Agenda will be available at the meeting in small quantities.
- (iv) Plain paper and print cartridge consumables.

Glossary of Terms used in this document

Broadband – a system of connecting to the Internet that allows voice, data, and video to be broadcast over the same medium at the same time. They may also allow multiple data channels to be broadcast simultaneously. It is much faster than traditional dial-up methods of connection.

Browser – Software that allows a computer user to find and view information on the Internet.

Committee Management System – A computer system used by EFDC to publish and archive all Agenda and Minutes of Council meetings and publish these to the Internet and Intranet.

Email account – An account provided by your ISP by which you can receive email. Your current or chosen ISP will be able to provide details of how you can set an account up.

Extranet - An extension of the Council's Intranet giving authorised people controlled access to the Intranet from outside of the Council's network.

Exempt Business – Items of business on an agenda that are confidential to the Council and should not be disclosed to third parties.

Internet – A network that links computer networks all over the world by satellite and telephone, connecting users with service networks such as e-mail and the World Wide Web.

Internet Browser – See Browser.

ISP - Internet service provider. A company that provides Internet connection services

IT helpdesk – The Council provides a helpdesk to support its applications. Its contact number is 01992 564321

Password – In this case means a word that when entered on the password screen allows access to the extranet

Peripherals – A piece of computer hardware such as a printer or a disk drive that is external to but controlled by a computer's central processing unit.

Personal Computer (PC) – A computer with its own operating system and a wide selection of software, intended to be used by one person.

Portfolio holder decision-making – Means an executive decision made by a member of the Cabinet

DS – Democratic Services at EFDC.

Remote working – Is another way of describing someone accessing the Council's network from outside of the building i.e. remotely.

Token – A piece of equipment that provides a secondary form of identification when accessing the Council's extranet.

User name – In this instance means your name on the system. Normally a combination of your initials and your surname.

Extract from the protocol on use of Council Facilities by members:

Guidance on the Use of IT by Councillors

1. Purpose of Guidance

- 1.1 The Council provides Councillors with an allowance towards the costs of providing and maintaining equipment, software or other consumables necessary to allow them to access the Committee Management System. This protocol gives advice on use of computer equipment in order to minimise risks to both the Council and to individual Councillors.

2. Security

- 2.1 Under the terms of the Connectivity Scheme, Councillors are responsible for:
- (i) ensuring that their password and secondary authentication equipment remain accessible only by themselves;
 - (ii) abiding by the Council's published ICT policies and standards relating to security of systems and data and remote working;
 - (iii) meeting the requirements of the Local Government Act 1972 and any subsequent Act in relation to exempt and confidential information; and
 - (iv) adhering to specific user policies for systems they are given access to.

3. Use of Equipment

- 3.1 Councillors should be mindful of the onus placed upon them under 2 above. They should ensure that any material down-loaded via the Intranet is kept securely at any remote location. Councillors should ensure that if the computer is shared, proper arrangements are made to limit access to materials stored by the member, that fall into exempt and confidential categories. Such material will be routinely endorsed "Restricted".
- 3.2 Councillors should not store or download any material which:
- (i) causes the Council to be brought in to disrepute;
 - (ii) contravenes the Access to Information or Data Protection Acts or similar legislation;
 - (iii) is illegal or inconsistent with the high standards expected of those in public office;
 - (iv) is defamatory; or
 - (v) breaches the Council's Code of Conduct (including confidentiality).

- 3.3 If a Councillor uses their computer for the preparation of any material of a personal or political nature, he/she must make it clear that such material is published in a private capacity and not by or on behalf of the Council, and that no costs have been incurred by the Council as a consequence of its publication. Similarly, a Councillor should not express views on any matter relating to the Council without expressly indicating that the views are personal and not those of the Authority.
- 3.4 Councillors should be aware that the internet is a completely unregulated medium and they are not protected in any way from viruses etc.
- 3.5 The Council accepts no responsibility for Councillors' use of IT equipment.

For more information see the Member Connectivity Scheme and related ICT Policies.

MEMBER REMUNERATION SCHEME

**EPPING FOREST DISTRICT COUNCIL
GUIDANCE NOTE ON ALLOWANCES AND EXPENSES FOR MEMBERS**

1. INTRODUCTION

- 1.1 A Councillor is eligible for the payment of attendance allowances and for reimbursement of travel and subsistence expenses in respect of approved duties carried out on behalf of the Council. An approved duty is one which has been authorised by or on behalf of the Council in advance.
- 1.2 The Council has a formal scheme for allowances which is updated from time to time. A copy of the scheme is set out elsewhere in the Constitution binder. This note is of a more informal nature and is designed to assist members in dealing with their claims and explaining the arrangements to the public.

2. BASIC ALLOWANCE (INCLUDING SUPPLEMENTARY BASIC ALLOWANCE)

- 2.1 This is a flat rate allowance payable to all members of the Council. This annual amount is paid in quarterly instalments. Members do not have to claim this amount.
- 2.2 A grant of £500 per annum per member (first year of service) and £250 per annum (second and subsequent years) as a supplement to the basic allowance will be payable to assist members in receiving electronic notification of and Internet access to papers for Council meetings and associated information subject to the member signing an agreement to undertake to meet the terms and conditions set out in the Members' Connectivity Scheme (set out in Appendix 1 attached).

3. SPECIAL RESPONSIBILITY ALLOWANCE

- 3.1 This is a special allowance payable to the Leader, Cabinet members and certain Chairmen. It is designed to reflect the additional responsibilities of these office holders. This amount is paid in quarterly instalments during the year and does not have to be claimed.

4. TRAVEL EXPENSES

- 4.1 Members may re-claim reasonable travel expenses (including public transport tickets, taxi fares, parking costs where appropriate subject to submission of evidence of expenditure) in respect of approved duties.

4.2 Car Travel

The normal rates for car travel are the same as the higher rates paid to officers classed as casual users. Claims must be fixed on the rates applicable at the time of the journey. These rates are set out on the reverse of the claim form and are reviewed annually.

4.3 Shortest Distance

Claims for car travel should be by reference to the shortest distance from home to the Council offices or other venue for the approved duty concerned. No claim for

additional expenses will be entertained unless there is a valid reason for incurring the additional mileage.

4.4 Travel Direct from Workplace etc

For claims involving direct travel from a Councillor's place of work (or other departure point) for an approved duty, the distance claims shall be limited to the home to meeting venue element of the journey. All such claims must be endorsed "CLAIM LIMITED" on the form.

4.5 Travel Outside the District – Limit on Amount Claimable

For journeys to approved meetings outside the District or by members resident outside the district, claims irrespective of mode of travel must not exceed the lower of:

- (a) first class return rail fare plus underground and other fares from station to destination at each end of the journey; or
- (b) the appropriate car mileage.

This is subject to consideration of any special circumstances as set out in 4.6 below.

4.6 Travel over Long Distances – Special Circumstances

If, for any reason, a councillor undertakes travel over long distances or from outside the District, members are advised to contact the Assistant to the Chief Executive in advance for advice on what would constitute a reasonable claim in the circumstances.

4.7 Use of Public Transport within Epping Forest District

The rate for travel by public transport must not exceed the ordinary fare (or any available cheap fare). Where more than one class of fare is available, the first class fares may be claimed. A member may not claim travelling expenses in respect of a single duty from more than one body. In all such claims evidence of expenditure (i.e. tickets or other receipts) MUST be provided. No claim will be allowed without such evidence.

4.8 Cycle Allowance

This allowance is payable at the highest of the higher casual rates paid to officers classed as casual users.

4.9 Child and Dependant Carer's Allowance

This allowance may be claimed at a rate equivalent to the current rate for the Adult National Minimum Wage. Certain conditions are set out in the Scheme.

5. **SUBSISTENCE EXPENSES**

- 5.1 Subsistence expenses (covering refreshments and meals etc paid for by a member) are claimable by councillor in respect of making attendances connected with approved duties on behalf of the Council. The rates for such expenses are set out (by reference to meal time and periods of absence) on the reverse of the form which

is supplied to members on a quarterly basis. These rates may not be exceeded. Periods of absence will be calculated on the basis of departure from home or place of work if it is not possible to return home in the time available.

- 5.2 All claims for subsistence must be accompanied by receipts in respect of meals etc as evidence of expenditure actually having been incurred. No claims will be allowed in the absence of such evidence.
- 5.3 Special arrangements exist in respect of subsistence expenses in respect of duties involving an absence overnight from a councillor's normal place of residence. These are outlined under Section 7 relating to conferences.
- 5.4 A Councillor may not claim subsistence expenses in respect of a single duty from more than one body.

6. CONFERENCES

- 6.1 Attendance at Conferences and payment of allowances and expenses are subject to prior approval by the Council, Cabinet, appropriate committee, Leader or Deputy Leader in all cases.
- 6.2 All conferences deemed to be approved duties shall, in accordance with statutory requirements, be relevant to the District and not wholly or partly commercial or political in their objectives.

Allowances for Attendance at Conferences (Involving An Absence from Home)

Subsistence - Nights Away from Home

- 6.3 For conferences involving one or more night's absence, claims can be made for reasonable day or overnight expenses that are necessarily and exclusively incurred in the attendance as an authorised representative of the Council at a meeting, conference or seminar that it held outside of the Epping Forest District.

Claims for Subsistence

- 6.4 These claims should cover such items as hotel bills, refreshments, meals (other than free meals which should be discounted) and similar items. No claims will be allowed unless evidence is provided of all expenditure being claimed. All relevant bills and receipts should be forwarded to the Assistant to the Chief Executive with claims.

Travel Claims

- 6.5 The guidance outlined under paragraph 4.5 will apply to all conferences.

7. TAXATION AND NATIONAL INSURANCE IMPLICATIONS

- 7.1 Details of the tax and national insurance implications of allowance payments and expenses claimed are available from the Director of Finance and ICT.

8. ALTERATION OF CLAIMS

- 8.1 All claim forms submitted by members are checked by Democratic Services. The Assistant to the Chief Executive (or the Assistant Director - Democratic Services

acting on his behalf) is authorised to reduce incorrect claims in the following circumstances:

- (a) where a member does not attend at a claimed meeting;
- (b) where a claimed meeting is not approved;
- (c) where an incorrect amount of allowance is claimed; and
- (d) where a correct date has not been claimed.

8.2 Any changes under paragraph 8.1 will be notified to members after the claim form has been processed. Any other problems with members' claims will be referred back for the claimant and processing of the claim will not take place until the query has been clarified.

9. INTERPRETATION

9.1 These guidelines are subject to the overall interpretation of the Chief Executive as to what constitutes a reasonable claim in any individual circumstances.

Members' Allowances Survey 2008

The Members' Allowances survey draws together in one place information on member allowance schemes across councils in England. The 2008 survey is the latest such survey and received responses from 324 authorities (84%). It requested details of the basic allowance, special responsibility allowances, dependent carers allowance, childcare allowance, travel allowance, bicycle allowance, subsistence allowance and access to pension schemes.

All councillors are entitled to receive a basic allowance and, where they hold offices of special responsibility as set by their council, they are also entitled to a special responsibility allowance. Authorities also have the discretion to pay additional allowances such as dependent / carer's allowances, travel allowance and subsistence allowance, and to allow councillors access to pension schemes.

All local authorities in England have independent remuneration panels that review their allowances and provide advice on authorities' schemes. Allowances are intended to recompense properly the time necessary and the level of responsibility of the roles of councillors, whilst incorporating a strong public service discount.

Some of the main findings are summarised below:

- Councillors' basic allowance in 2008 averaged £6,099 per annum and ranged from and average of £4,194 in shire districts to £9,978 in shire counties. It also varied regionally from £5,040 in the East of England to £9,739 in London.
- The average leader's allowance was £17,753 and ranged from £11,490 in shire districts to £37,486 in London boroughs. Across the regions, the average leaders' allowance varied from £13,481 in the East of England to £37,486 in London.
- Among cabinet / executive members, the average allowance was £9,710 and ranged from £6,083 in shire districts to £22,028 in London boroughs. This allowance also differed across the regions ranging from £7,684 in the North East to £22,028 in London.

- 89.5 per cent of authorities offered a dependent carers' allowance at an average hourly rate of £7.83. 72.2 per cent offered a childcare allowance and the average hourly rate offered was £7.03.

- Around half of authorities (52.2 per cent) offered councillors access to a pension scheme.

ALLOWANCES 2008 (£ PER ANNUM)**APPENDIX 3**

	Epping Forest	Basildon	Braintree	Brentwood	Castle Point	Colchester	Harlow
Basic	3,150	5,484	4,224	6,612	3,550	6,000	3,685
Leader	7,875	16,452	12,672	12,455	14,200	18,000	6,844
Cabinet Member	6,300	10,968	8,448	—	7,100	10,800	—
Chair OS	3,150	8,226	4,224	5,835	3,550	6,300	1,579
Chair Area Committee/Forum	2,362	—	4,224	—	—	—	—
Chair Planning	2,362	8,226	4,224	5,835	3,550	6,300	1,579
Chair Standards	1,000	1,649	1,056	—	1,775	3,600	—

	Maldon	Rochford	Bedford	Mid-Beds	South Beds	Cambridge	East Cambs
Basic	3,485	4,250	4,888	6,450	3,426	2,782	3,520
Leader	8,712	8,500	—	9,675	10,278	10,433	2,700
Cabinet Member	—	3,125	3,801	4,838	6,852	8,346	—
Chair OS	3,485	3,125	2,715	4,838	3,426	1,113	1,350
Chair Area Committee/Forum	—	2,125	—	—	—	1,252	—
Chair Planning	3,485	2,125	2,172	4,838	5,139	2,782	2,160
Chair Standards	—	2,125	1,055	1,814	857	1,113	1,000

	Fenland	Huntingdonshire	South Cambs	Great Yarmouth	North Norfolk	South Norfolk	Kings Lynn & West Norfolk	Babergh
Basic	4,022	4,235	4,627	3,483	4,478	4,460	5,086	3,649
Leader	15,231	14,009	10,300	9,583	15,223	8,920	14,600	–
Cabinet Member	8,418	8,394	6,868	5,328	10,925	4,460	6,530	–
Chair OS	7,572	6,310	3,495	3,483	7,702	3,568	1,980	3,649
Chair Area Committee/Forum	–	–	–	–	–	–	–	–
Chair Planning	7,572	6,310	4,437	3,483	7,702	4,460	5,000	3,649
Chair Standards	1,515	2,778	443	–	3,224	1,115	750	1,824

	Forest Heath	Ipswich	Mid Suffolk	St Edmundsbury	Suffolk Coastal	Waveney	Broxbourne	Dacorum
Basic	4,748	3,650	3,684	4,995	4,000	3,500	4,000	4,830
Leader	5,908	10,960	9,210	9,990	12,000	8,750	9,930	13,820
Cabinet Member	–	3,650	3,684	5,496	4,000	5,250	4,000	9,140
Chair OS	2,531	3,650	3,684	3,000	4,000	4,655	–	4,290
Chair Area Committee/Forum	–	–	–	–	–	–	–	–
Chair Planning	2,531	3,650	3,684	3,996	2,000	4,655	4,605	4,560
Chair Standards	844	–	2,763	999	2,000	4,900	–	1,220

	East Herts	Hertsmere	North Herts	St Albans	Stevenage	Watford	Welwyn/ Hatfield
Basic	5,405	–	3,622	5,435	6,933	7,209	4,630
Leader	27,023	–	7,202	13,310	17,333	–	8,960
Cabinet Member	13,511	12,024	4,364	9,475	9,533	18,024	5,370
Chair OS	8,107	3,100	2,946	2,905	9,533	15,139	3,790
Chair Area Committee/Forum	2,702	–	2,946	–	6,066	–	–
Chair Planning	8,107	1,548	3,647	3,045	9,533	7,930	3,590
Chair Standards	–	–	2,946	530	1,537	300	5,370

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Elected Member Annual Report and Review – 2008/09



**PLEASE READ THE ACCOMPANYING GUIDANCE NOTES BEFORE
COMPLETING THIS FORM**

Member Name: Kevin Lynes
Electoral Division: Tunbridge Wells East
Year first elected: 2001
Telephone Number: 01892 890922 **e-mail:** kevin.lynes@kent.gov.uk

Are you in paid employment in any capacity in addition to your role as a County Councillor (excluding membership of other authorities)? **Yes**

If yes, please give details in the box below

I undertake my Cabinet role at KCC on almost a full time basis. In addition, this year I have continued to accept work from the IDeA as a Member Peer; from both South East and South West Employers as a Regional Assessor for the Elected Member Development Programme, and I will also be paid a retainer from the LGA as a member of the Safer Communities Board.

Section 1: Attending County Council Meetings: Please list all meetings including how many meetings you attended of your Local Board

Name of Board or Committee	Number of Meetings attended	Number of Meetings each year	Position on Board or Committee and nature of responsibility
County Council	7	7	Member
Cabinet	9	9	Member
Adult Services Policy Overview	2	4	Cabinet Member
Selection Committee	3	3	Member
Personnel Committee	3	4	Vice Chairman
Supporting People Commissioning Body	2	2	Chairman (elected by the Body yearly)
Tunbridge Wells Local Board	4	4	Member
Environment & Regeneration Policy Overview Committee	3	3	Cabinet Member

Section 2: Liaising with your Electoral Division

Please list here any organisations within the community with which you have contact. What are you doing in your division? (Please specify if you are acting as a member of the body or as a KCC representative)

Tunbridge Wells Borough Council – I meet regularly with the Conservative Borough Councillors in my division, with whom I hold a regular monthly joint surgery. Sadly I have never received any communication from the two Liberal Democrat Borough Councillors in St James.

Pembury Community Partnership – This is a regular partnership group which combines the main organizations in Pembury – school, scouts and guides, Parish Council, Police, health, churches etc. I attend around five meetings a year of this group.

Pembury Primary School – I meet quarterly with both the Head Teacher and the Chair of Governors, and am always available to assist with school problems and issues, as well as attending assemblies and visiting during Local Democracy Week and Reading Festival.

Sherwood Park Primary School – I hold a surgery at the "Little Foresters" Children's Centre on the same site, and visit the school regularly. Last year I became a Community Governor and take an active interest in the school.

St Barnabas Primary School – I make contact with the Head Teacher from time to time, and this year invited Years 5 and 6 to visit County Hall as part of Local Democracy Week. I receive regular e-mail updates on school issues, and brought a meeting of the Tunbridge Wells Local Board to the school hall this year. I also attended the school play.

St Barnabas Church – Next to the school is St Barnabas Church, and I have become a member of the St Barnabas Community Centre Steering Group, which is seeking to raise the funding to build a Community Centre. This year I launched the "Barna-Bus" preschool nursery by planting an apple tree with some of the children.

Pembury Parish Council – as County Councillor for Pembury, I am automatically a Co-opted Member of the Parish Council, and as such I attend regularly and input on matters of KCC service provision.

Sherwood TN2 Trust – Having been instrumental in getting the new Community Centre built (I was the original Chairman of the project group with local residents), I attend the meetings of the Trustees, and usually find time to drop in at weekends for a coffee and a chat.

Community of Oak Road Estate (CORE) – I attend meetings of this community action group whenever asked, and also find time to attend their events for local residents.

Pepenbury – Pepenbury is a charitable trust providing residential accommodation for adults with learning disabilities, as well as social enterprise facilities and day care. In summer 2009 I hope to launch a motorbike trials club from the Pepenbury site, which will engage local youth alongside Pepenbury residents.

Section 3: Assisting Constituents

Please set out here how you contact your constituents, if you have made a contribution in advising and assisting constituents, and/or resolving problems in the delivery of KCC services:

In Touch – I write and produce regular “In Touch” newsletters for the wards of Pembury, Sherwood and St James. These are well received and have a consistent branding and perceived value among locals.

Pembury Village News – this is a quarterly, A5 full colour glossy magazine distributed by the Parish Council to every house in the village of Pembury. I take a regular page of “News from your County Councillor” editorial, which enables me to strengthen my personal profile as well as disseminating information on KCC matters to local residents.

Surgeries – I hold regular surgeries at Pembury Village Hall (jointly with Borough Councillors); at Little Forest Children's Centre in Sherwood; and more recently I have begun to hold monthly surgeries at Elizabeth Garlick Court in St James' Ward, which is a warden-assisted residential facility.

How did you recommend your £15,000 allocation be spent (£10k + £5k Tunbridge Wells Second Homes money)?

Recipient	Amount	Project
Sherwood Park Primary School	£ 500.00	Daily tooth-brushing project
Little Forest Children's Centre	£ 1,500.00	Play Bubble Project
Pembury Athletic Youth Football Club	£ 2,000.00	Pavilion fittings
Pembury Baptist Church	£ 500.00	inflatable fun at Fun Day
Pembury Baptist Church	£ 1,000.00	stage & PA at Fun Day
Glenda Ratcliffe - St Phillips Church	£ 806.00	Parenting Courses
Community of Oak Road Estate (CORE)	£ 1,500.00	Bouncy Castle purchase
Pembury Primary School	£ 800.00	Buddy Bench
Pembury Primary School	£ 2,000.00	Contribution to multi-sports pitch
TN2 Community Trust	£ 250.00	Football kit - balls & pumps
Pembury Networking Evening	£ 250.00	Contribution to costs of evening
Camden Road production?	£ 1,300.00	
Pembury Scouts and Guides	£ 1,398.00	Hall
- flooring for clubhouse areas	£ 416.00	Ladies
	£ 332.00	Mens
	£ 198.00	Disabled
	£ 250.00	Office
	£ 15,000.00	

How do you make it easier for constituents to contact you?

My website – www.kevinlynnes.com – presents my activities in my division, and has over the last year given me an excellent opportunity to experiment with online polls and e-petitions on various local issues.

I organize public meetings on local concerns – most recently on roads and pavements in St James' ward, and on a proposed withdrawal of bus services in Sherwood.

I have also for the past two years run a blog site – www.kevinlynnes.wordpress.com – which attracts a large number of hits daily.

Surgeries – my various surgeries are mentioned above. In addition, I have recently tried for the first time a joint surgery with my Borough Council colleagues using the mobile Gateway sited in the car park of Tesco in Pembury, which went really well.

How else have you made a contribution?

Through regular speaking opportunities both within my constituency, as well as regionally and occasionally on national platforms, I take every opportunity to speak about the innovation, drive and success which typifies Kent County Council.

Section 4: Representing the County Council on outside bodies

Please set out here any bodies to which you have been appointed by the Council or which you attend in your role as a County Member, in order to promote joint working and improved service delivery to the public.

(List any involvement with Parish Councils and membership of schools governing bodies)

Name of Organisation	Number of Meetings Attended	Number of Meetings each year	Nature of responsibility
Sherwood Park Primary School	3	5	Community Governor since March 2007
Pembury Parish Council	9	10	Co-opted member
TN2 Community Trust	5	10	Advisory Member
Pembury Community Partnership	5	5	KCC representative
County Councils Network	1	1	KCC representative on the CCN Executive
Local Government Association	3	3	Member of Safer Communities Board

Section 5: Special Responsibilities

Please itemise here any Special Responsibility for which you receive SRA

Responsibility	Nature of your duties
Cabinet Member for Kent Adult Social Services	Older People, Physical Disability, Learning Disability, In-house Provision, Supporting People, TeleHealth, Gypsies and Travellers, Occupational Therapy, Commissioning and Contracting, Day Services, Supported Employment.
Cabinet Member for Regeneration and Economic Development	<p>In September 2008 the Leader asked me to change portfolios, taking over the Regeneration and Economic Development role.</p> <p>I greatly enjoy this new challenge, which has involved forging a strong relationship with the new management team, and taking over several external directorships.</p> <p>My first challenge was to work alongside the Leader, Cabinet colleagues and senior officers to rewrite and launch the Kent Regeneration Strategy, which was successfully done at the beginning of 2009. I have visited all the Borough and District councils and attended the Kent Partnership and various other partnerships to discuss the Framework, building relationships at the same time.</p> <p>I devised and launched the "Backing Kent Business" campaign to assist Kent businesses, and have formed a steering group with external partners to oversee delivery of this programme.</p> <p>More recently I have launched "Backing Kent People" as a package of measures to assist citizens in difficult circumstances.</p> <p>I attend various regeneration partnerships - Ashford's Future, Swale Forward, and Kent Thameside Delivery Partnership, of which I am Chairman. In this last case, I also sit on the main Thames Gateway Delivery Partnership.</p> <p>I have taken the deliberate decision to prioritise my responsibilities, and have made use of both Richard Long and Sarah Hohler to deputise for me on one or two boards, notably Visit Kent, the Rural Board, Produced in Kent and the Margate Renewal Partnership.</p> <p>I also present awards, launch events and give keynote speeches at numerous KCC conferences and seminars across the county, as well as speaking often at events held by our partner agencies, and in addition, have written articles in national local government media on various issues, and conducted numerous interviews in both local and national TV, radio and press.</p>

Section 6: Learning & Development

Please set out in this box specific training courses which you have attended to further develop your role in the previous year

The main learning and development opportunity for me over the last eighteen months has been my attendance on the Kent Leadership Programme, alongside a cohort of public and private sector colleagues. This course has proved to be immensely useful, looking at the specifics of leadership across various sectors.

Section 7: Supplementary Information

Please feel free to add any information you feel may assist in defining your role as an Elected Member, or indeed any additional information you wish to add:

Surprisingly, my new Cabinet role has proved to take up even more time than my Social Services responsibility, although I am trying hard to manage my time efficiently.

However, my enthusiasm for public service has not diminished in the slightest, and I still feel extremely fortunate to have been elected to Kent County Council. It's both a pleasure and a honour to serve my constituents and the wider population of Kent.

Ensure that the section below is signed and dated both by you and your Group Leader.

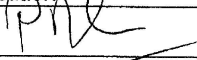
Signature of Member:

Date:

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Signature of Leader:

Date:

	1/05/09
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MEMBER ROLE ACCOUNTABILITY STATEMENT

Role Title: Member of the Council

Responsible to: The Council

Contact with: Members, Officers, media, external organisations and representatives, Members of Parliament and community

Principal Accountabilities:

Leadership at Ward Level

- (a) To lead and champion and interests of the local community and effectively represent the interests of the ward and its constitutions.
- (b) To meet and liaise regularly with local interested parties and involve and consult them on key council decisions.
- (c) To support and promote citizenship locally and empower the community to participate in the governance of the area.
- (d) To undertake case work for constituents and act as an advocate in resolving concerns or grievances.
- (e) To communicate with local people and answer enquiries:
 - about decisions that affect them
 - about opportunities in the community
 - regarding the rights of constituents within the ward
 - as to why decisions are taken

Localism

- (f) To participate constructively in the good governance of the area.
- (g) To use influence as a councillor to develop links between groups and communities in the ward and local area.

Representation

- (h) To inform the debate at full Council meetings and contribute to the effectiveness of the Council meeting as the focus of visible leadership.
- (i) To contribute to the formation and scrutiny of the Council's policies, budget, strategies and service delivery.

- (j) To contribute to the scrutiny of decision-making and review of policies/services of the Council.
- (k) To participate in non-executive Boards, Panels, Committees and Sub-Committees as appointed by the Council.
- (l) To represent the Council to the community and the community to the Council.
- (m) To develop and maintain knowledge of how the Council works and develop working relationships with its officers.
- (n) To participate in the activities of any political group of which the Councillor is a member.
- (o) To represent the Council on outside bodies to which the member is appointed by the Council or Leader.

Other

- (p) To fulfil the legal (in accordance with the Members' Code of Conduct and local requirements placed on a Councillor).
- (q) To be responsible for personal development and undergo appropriate development and continuous improvement for any role undertaken.

Leadership Skills

- Ability to lead and champion the interests of the local community

Chairing Skills

- Ability to chair meetings in the community and facilitate discussions.

Organisational Skills and Personal Effectiveness

- Manage casework (including the use of information technology (IT) to support the process).
- Basic administration skills.

Team Working & Relationship Building

- Ability to develop relationships with key Council officers and representatives from partner agencies.
- Ability to build effective relationships with all sections of the community (in order to be able to represent their needs to the Council).

Communication Skills

- Community engagement skills.
- Influencing, persuading and negotiation skills.
- Managing conflict and mediation skills.
- Ability to work with the media and to identify when additional support from public relations specialists is required, to ensure the Council is positively represented.
- Ability to communicate with a range of audiences, including partners.
- Active listening and questioning skills.
- Ability to make an effective presentation and public speaking skills.

Other Skills and Abilities

- Ability to use IT to access agendas, minutes, reports, etc.
- Ability to interpret Council budgets and accounts.

Knowledge

- Understanding of national policies and their impact on the ward.
- Knowledge of the issues within the ward and the wider locality.
- An understanding of how the Council works.
- Knowledge of the Council structure, key contact officers and services procedures and eligibility criteria (in relation to schemes and services administered by the Council).
- Knowledge of the political decision-making structures of the Council and partners.
- Understanding of the Members' Code of Conduct including ethics and standards.
- Knowledge of the strategic priorities and key policies of the Council.
- Understanding of legislation and Council policies to which Councillors must adhere.
- Basic understanding local government finances and audit processes.
- Knowledge of the Council's standards of customer care and complaints procedure.
- Knowledge of partner agencies in the context of the ward.

Date: October 2009

Note: This Role Accountability Statement is issued as a guide to the duties of this position. It may be varied from time to time to meet new working requirements.

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MEMBER ROLE ACCOUNTABILITY STATEMENT

Role Title: Leader
Responsible to: The Council
Contact with: Members, Officers, media, external organisations and representatives, Members of Parliament and community, other Councillors.
<p>Principal Accountabilities:</p> <p>This role profile identifies the responsibilities, skills and knowledge required of the Leader of the Council, which are in addition to those set out for a Cabinet member.</p> <ul style="list-style-type: none"> (a) To undertake the role of 'community leader', building a vision for the area and leading the Council and its partners towards that vision. (b) To represent the Council and provide leadership of the Local Strategic Partnership and other key local partnerships. (c) To chair the Cabinet meetings and to take responsibility for its performance, individually and collectively. (d) To represent the authority, and be accountable for, discussions and negotiations with the community and with regional, national and international organisations. (e) To undertake political executive responsibility for proposing and directing the overall strategy, budget, policy arrangements and service reviews. (f) To provide the principal point of contact to all forms of media on areas of Executive activity, as well as the wider Council, to ensure appropriate information is provided on Council activity. (g) To provide the principal link between the Executive and the Chief Executive/Head of Paid Service. (h) To ensure the work of the Cabinet is conducted in accordance with the Council's Constitution and with due regard for any statutory provisions set out in legislation. (i) To facilitate good communication so that people within and outside the authority are able to contribute constructively to the decision-making processes of the Council. (j) To main effective liaison with the Chairman of Overview and Scrutiny. (k) To work with the Deputy Leader on matters affecting relevant portfolios. (l) To exercise powers in relation to the nominated portfolio area, within the scheme of delegation operated by the Council. (m) To serve on non-executive Committees, Sub-Committees, Panels, Boards and Working Groups as appointed. (n) To be responsible for personal development and undergo appropriate development and continuous improvement for any role undertaken.

Leadership Skills

- Advanced leadership skills.
- Ability to develop a vision for the District and drive the Council and its partners towards achieving that vision.
- Advanced 'ambassadorial' skills (to be able to represent the Council both within and outside the Council, particularly at the sub-regional, regional and national level).
- Ability to lead the Council towards continuous improvement.
- Ability to provide political leadership for their Group.
- Ability to, when necessary, discipline members of their political Group.

Chairing Skills

- Advanced chairing skills.

Organisational Skills and Personal Effectiveness

- Ability to plan and prioritise the business of Council, Cabinet and its committees (having regard to the terms of reference and the key challenges facing the Council).

Knowledge

- A detailed understanding of the strategic role of the Leader of the Council.
- Detailed understanding of the legally defined role of the Chief Executive and other senior officers.
- Detailed knowledge of the work of national, regional and sub-regional bodies and the role of the Leader and Council within them.
- Detailed understanding of the national policy framework and its impact on local policy development.
- Detailed knowledge of the role of local partners and the services they deliver.
- Detailed understanding of the Council's Constitution, Code of Conduct, budget and audit processes and key internal policies.
- Understanding of the relationship between national policies and local political leadership.

Communication Skills

- Ability to facilitate effective communication within and across the Council and to ensure the community are able to engage in the Council's decision making processes.
- Advanced skills in working with the media and an ability to identify when additional support from public relations specialists is required, to ensure the Council is positively represented.
- Advanced listening and questioning skills.
- Advanced presentation skills.
- Advanced public speaking skills.

Team Working & Relationship Building

- Tact and diplomacy to be able to work across the full range of Council services, partners and political groups, to the benefit of the community.
- Ability to build effective relationships with other parts of the political management structure e.g. full Council, Overview and Scrutiny, and other political Groups.
- Political sensitivity to be able to address difficult issues across all Groups.

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| <ul style="list-style-type: none">• Understanding of the wider, national issues facing Councillors and the practical implications for the District's Councillors.• An understanding of project management principles. |
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Date: October 2009

Note: This Role Accountability Statement is issued as a guide to the duties of this position. It may be varied from time to time to meet new working requirements.

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MEMBER ROLE ACCOUNTABILITY STATEMENT

Role Title: Deputy Leader

Responsible to: Leader of Council, Executive and the Council

Contact with: Members, Officers, media, external organisations and representatives, Members of Parliament and community, other Councillors.

Principal Accountabilities:

- (a) To assist the Leader of the Council in the formal processes and matters of leadership of the authority (specifically set out in the Role Profile of the Leader of the Council).
- (b) To work with the Leader of the Council on the budget and policy development.
- (c) To ensure that appropriate developmental steps are taken to equip them with the knowledge and skills to carry out the role of the Leader when called upon.
- (d) To deputise for the Leader in his/her absence and undertake the above mentioned duties set out in the Role Profile for the Leader of the Council.
- (e) To exercise powers delegated by the Leader in relation to the nominated portfolio area, within the scheme of delegation operated by the Council.
- (f) To serve on non-executive Committees, Sub-Committees, Panels, Boards and Working Groups as appointed.
- (g) To be responsible for personal development and undergo appropriate development and continuous improvement for any role undertaken.

Leadership Skills

- Advanced leadership skills.
- Ability to develop a vision for the District and drive the Council and its partners towards achieving that vision.
- Advanced 'ambassadorial' skills (to be able to represent the Council both within and outside the Council, particularly at the sub-regional, regional and national level).
- Ability to lead the Council towards continuous improvement.
- Ability to provide political leadership for their Group.
- Ability to, when necessary, discipline members of their political Group.

Chairing Skills

- Advanced chairing skills.

Organisational Skills and Personal Effectiveness

- Ability to plan and prioritise the business of Council, Cabinet and its committees (having regard to the terms of reference and the key challenges facing the Council).

Knowledge

- A detailed understanding of the strategic role of the Leader of the Council.
- Detailed understanding of the legally defined role of the Chief Executive and other senior officers.
- Detailed knowledge of the work of national, regional and sub-regional bodies and the role of the Leader and Council within them.
- Detailed understanding of the national policy framework and its impact on local policy development.
- Detailed knowledge of the role of local partners and the services they deliver.
- Detailed understanding of the Council's Constitution, Code of Conduct, budget and audit processes and key internal policies.
- Understanding of the relationship between national policies and local political leadership.

Communication Skills

- Ability to facilitate effective communication within and across the Council and to ensure the community are able to engage in the Council's decision making processes.
- Advanced skills in working with the media and an ability to identify when additional support from public relations specialists is required, to ensure the Council is positively represented.
- Advanced listening and questioning skills.
- Advanced presentation skills.
- Advanced public speaking skills.

Team Working & Relationship Building

- Tact and diplomacy to be able to work across the full range of Council services, partners and political groups, to the benefit of the District.
- Ability to build effective relationships with other parts of the political management structure e.g. Full Council, Overview and Scrutiny, and other political Groups.
- Political sensitivity to be able to address difficult issues across all Groups.

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| <ul style="list-style-type: none">• Understanding of the wider, national issues facing Councillors and the practical implications for Epping Forest District Councillors.• An understanding of project management principles. |
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Date: October 2009

Note: This Role Accountability Statement is issued as a guide to the duties of this position. It may be varied from time to time to meet new working requirements.

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MEMBER ROLE ACCOUNTABILITY STATEMENT

Role Title: Member of the Executive (Portfolio Holder)
Responsible to: Leader of Council, Executive and Council
Contact with: Members, Officers, media, external organisations and representatives, Members of Parliament and community, other Councillors.
Principal Accountabilities: <ul style="list-style-type: none"> (a) To have the strategic responsibility for, and provide a lead on, a named portfolio of services. (b) To have the responsibility for, and provide a lead on, the initiation of policy in respect of the relevant portfolio. (c) To contribute to the development of strategic policy as part of the cabinet collective. (d) To decide the executive action to be taken in implementing those matters of Council policy allocated to them within their portfolio, seeking advice from Directors of Service, where appropriate. (e) To be a member of, and attend, Cabinet meetings and to share the collective responsibility for decisions taken by Cabinet. (f) To take personal responsibility, and to be held accountable, for any decisions taken, and to share with the appropriate service managers responsibility for the performance of services within their portfolio. (g) To respond to or deal with any issues arising at Council meetings relating to their portfolio, to include reporting on progress made against portfolio priorities. (h) To act as spokesperson or advocate within and outside the authority on those services and functions within their portfolio. (i) To provide regular reports on progress and to undertake consultation on decisions as required. (j) To attend Overview and Scrutiny Committee and Scrutiny Panels to share priorities, discuss decisions taken and/or support the policy formulation process. (k) To develop partnership working with other agencies and contribute as a key player to delivering a partnership agenda. (l) To represent the Council on outside bodies, as appointed and provide feedback as appropriate. (m) To consult ward councillors and other stakeholders as part of the development and review of policy. (n) As part of the Cabinet, to be involved in: <ul style="list-style-type: none"> - leading the community planning process for the Council; - the consultation on, and drawing up of, the revenue and capital budgets, and monitoring budget under/over spends. - leading the search for continuous improvement; - taking decisions on resources and priorities to deliver the strategies and budget approved by Full Council; - promoting and participating in Councillor Development. (o) To serve on non-executive Committees, Sub-Committees, Panels, Boards and Working Groups as appointed. (p) To be responsible for personal development and undergo appropriate development and continuous improvement for any role undertaken.

Leadership Skills

- Advanced leadership skills for areas of individual responsibility and, the ability to work with the Leader of the Council and Deputy Leader as an executive team.
- High level decision-making.
- Ability to challenge the status quo and deal with complex strategic issues and problems.
- Ambassadorial skills to be able to represent the Council both within and outside the Council.

Chairing Skills

- Intermediate chairing skills to be able to chair meetings relating to their portfolio and local public service boards.

Team Working & Relationship Building

- Relationship building - with other Cabinet colleagues, senior officers, Overview and Scrutiny, Partners etc.
- Ability to work as part of an executive team to drive forward the continuous improvement of the Council.

Knowledge

- Knowledge of the key areas relating to their Cabinet portfolio and its relationship with other portfolios within the Cabinet.
- A detailed understanding of the strategic role of Cabinet within the Council.
- Understanding of the role of a portfolio holder as part of the executive team.
- Detailed understanding of Council strategy, policies and operations.
- Understanding of the legally defined role of certain senior officers.
- Detailed knowledge of the challenges facing local government.
- Understanding of the national policy framework and its impact on local policy development.
- Knowledge of the work of national, regional and sub regional bodies and the role of the Council within them.
- Knowledge of community needs and their priorities for action.

Communication Skills

- Advanced communication skills to be able to work constructively with officers, councillors and partners.
- Advanced listening, questioning and negotiation skills.
- Advanced presentation and advanced public speaking skills.
- Advanced skills in working with the media and an ability to identify when additional support from public relations specialists is required, to ensure the Council is positively represented.

Organisational Skills

- Ability to manage a busy and complex workload, often to tight timescales and deadlines.

Other Skills and Abilities

- Research skills and policy development skills.
- Ability to assimilate and analyse complex information.

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| <ul style="list-style-type: none">• Knowledge of the role of local partners and the services they deliver.• Understanding of the Council's Constitution, Code of Conduct, budget and audit processes and key internal policies.• Understanding of the principles and importance of making sound, evidenced-based decisions.• An understanding of project management principles. |
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Date: October 2009

Note: This Role Accountability Statement is issued as a guide to the duties of this position. It may be varied from time to time to meet new working requirements.

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MEMBER ROLE ACCOUNTABILITY STATEMENT

Role Title: Chairman of Overview and Scrutiny Committee
Responsible to: The Council
Contact with: Members, Officers, media, external organisations and representatives, Members of Parliament and community.
<p>Principal Accountabilities:</p> <p>Leading and Promoting the Overview and Scrutiny Function</p> <ul style="list-style-type: none"> (a) To maintain effective liaison with the Leader of the Council, the Chief Executive and the Deputy Chief Executive to ensure that overview and scrutiny contributes to effective decision-making. (b) To represent overview and scrutiny in Council and be accountable to Council for the actions of overview and scrutiny. (c) To ensure that overview and scrutiny is publicised and communicated to build understanding of its role both within and outside the Council. (d) To represent the Council at regional and national forums concerned with overview and scrutiny. (e) To be responsible for the constitutional arrangements relating to the waiving of call-in where decisions are 'urgent' and/or not on the forward plan. <p>Managing and Co-ordinating the Overview and Scrutiny Function</p> <ul style="list-style-type: none"> (f) To Chair the meetings of the Overview and Scrutiny Committee. (g) To ensure that scrutiny work is properly co-ordinated. (h) To maintain an overview of the work of all the panels in order to ensure effective co-ordination and progress of all work. (i) To monitor progress of all scrutiny reviews and ensure that they are completed in reasonable time. (j) To support and advise the Chairmen of the Overview and Scrutiny Panels. (k) To receive all requests for scrutiny and ensure initial investigation to inform consideration at the Committee. (l) To monitor the use of 'call-in' procedures to advise on whether the procedure is being used appropriately. <p>Development of Overview and Scrutiny</p> <ul style="list-style-type: none"> (m) To maintain an overview of scrutiny and to learn from practice elsewhere. (n) To ensure the continuing development of overview and scrutiny through improving both practice and how it is organised. (o) To encourage the involvement of all interested parties and stakeholders, individuals, voluntary and community groups in overview and scrutiny matters. (p) To be responsible for personal development and undergo appropriate development and continuous improvement for any role undertaken.

Leadership Skills

- Leadership of the scrutiny function within and outside the Council.
- Ambassadorial skills through the representation and championing of the scrutiny function inside and outside the authority.
- Objective setting and progressing those objectives on behalf of the scrutiny function.

Chairing Skills

- Advanced chairing skills.

Team Working & Relationship Building

- Relationship building with senior officers, Panel Lead Members, Cabinet, partners etc.
- Building effective relationships with other parts of the political management structure e.g. Cabinet, Full Council, etc.
- Ensuring effective contributions from each member of the Committee.

Knowledge

- A detailed awareness of the strategic importance of the scrutiny function within the Council.
- A detailed awareness of the constitutional arrangements relating to the scrutiny function and particularly those of the Chairman of the Committee.
- A detailed awareness of the Council's approach to overview and scrutiny and its relationship with the other parts of the Council's decision-making structures.
- Detailed knowledge of the challenges facing the scrutiny function and the role of the Chairman in addressing them.
- An awareness of changes facing local government and an understanding of how these might impact on the Council's scrutiny function.
- An understanding of project management principles.

Communication Skills

- Advanced listening skills and questioning skills.
- High standard of communication skills with officers, councillors, co-optees, partners, external bodies and members of the public.
- Advanced presentation skills.
- Advanced public speaking skills.

Organisational Skills and Personal Effectiveness

- Assimilating and analysing complex information.
- Overseeing and prioritising scrutiny work, taking account of available resources.
- Planning and co-ordinating the work of the Overview and Scrutiny Committee and its agenda.
- Co-ordinating the work of Standing and Task and Finish Scrutiny Panels.

Other Skills and Abilities

- Ability to deal with complex strategic issues and problems on behalf of the Committee and the scrutiny function as a whole.
- Ability to obtain and weigh up evidence and make decisions and recommendations based on that evidence.

Date: October 2009

Note: This Role Accountability Statement is issued as a guide to the duties of this position. It may be varied from time to time to meet new working requirements.

MEMBER ROLE ACCOUNTABILITY STATEMENT

Role Title: Member of Overview and Scrutiny Committee

Responsible to: The Council

Contact with: Members, Officers, media, external organisations and representatives, Members of Parliament and community.

Principal Accountabilities:

- (a) To be responsible for supporting the Chairman of the Overview and Scrutiny Committee to ensure effective scrutiny in the Council.
- (b) To lead, with the Chairman of Overview and Scrutiny, the overview and scrutiny function in the Council.
- (c) To ensure that Overview and Scrutiny is publicised and communicated to build understanding of its role both within and outside the Council.
- (d) To manage and co-ordinate the Overview and Scrutiny work programme and forward plan.
- (e) To maintain an overview of the work of all the panels, in order to ensure effective co-ordination and progress of all work.
- (f) To monitor progress of all scrutiny reviews and ensure completion in reasonable time.
- (g) To support and advise the Chairmen of Scrutiny Panels.
- (h) To be responsible for the continuing development of both the organisation and practice of overview and scrutiny learning from the experience both in the District and elsewhere.
- (i) To encourage the involvement of all interested parties and stakeholders, individuals, voluntary and community groups in overview and scrutiny matters.
- (j) To provide a quality check on the outcome of reviews.
- (k) To develop and maintain constructive relationships with Cabinet.
- (l) To be responsible for personal development and undergo appropriate development and continuous improvement for any role undertaken.

<p>Leadership Skills</p> <ul style="list-style-type: none"> • Leadership of the scrutiny function within and outside the Council including sharing and learning from best practice. • Objective setting and progressing those objectives on behalf of the scrutiny function. <p>Team Working & Relationship Building</p> <ul style="list-style-type: none"> • Relationship building within the Committee context - with senior officers, Panel Chairmen, the Executive etc. • Effective relationship building with other parts of the political management structure e.g. Cabinet, Full Council etc. • Ensuring an effective contribution from each Panel Chairman. 	<p>Communication Skills</p> <ul style="list-style-type: none"> • Advanced listening and questioning skills. • High standard of communication with officers, councillors, partners and co-optees. • Intermediate presentations skills. • Intermediate public speaking. <p>Organisational Skills and Personal Effectiveness</p> <ul style="list-style-type: none"> • Overseeing and prioritising scrutiny work taking account of available resources. <p>Other Skills and Abilities</p> <ul style="list-style-type: none"> • Ability to assimilate and analyse complex information. • Ability to deal with complex strategic issues and problems. • Ability to obtain and weigh up evidence and make decisions and recommendations based on that evidence.
<p>Knowledge</p> <ul style="list-style-type: none"> • An awareness of the strategic importance of the scrutiny function within the Council. • A detailed awareness of the Epping Forest approach to Overview and Scrutiny and its relationship with the other parts of the Council's decision-making structures. • An awareness of changes facing local government and an understanding of how these might impact on the Council's scrutiny function. • An awareness of the changes facing the Council and an understanding of how these might impact on the scrutiny function. • Detailed knowledge of the challenges facing the scrutiny function and the role of Committee in addressing them. • An awareness of project management principles as relevant to the Panel. 	
<p>Date: October 2009</p>	

Note: This Role Accountability Statement is issued as a guide to the duties of this position. It may be varied from time to time to meet new working requirements.

MEMBER ROLE ACCOUNTABILITY STATEMENT

Role Title: Chairman of Area Plans Sub-Committee

Responsible to: The Council

Contact with: Members, Officers, media, external organisations and representatives, Members of Parliament and community.

Principal Accountabilities:

- (a) To chair the Plans Sub-Committee in accordance with its terms of reference.
- (b) To foster and maintain a disciplined approach by the councillors involved having regard to high standards of behaviour and ethics including the Planning Protocol.
- (c) To ensure that contributions by the public to meetings are facilitated and controlled in accordance with the agreed procedure.
- (d) To represent the Council in all dealings with the public, media and other bodies in respect of the work of the Sub-Committee.
- (e) To be responsible for personal development and undergo appropriate development and continuous improvement for any role undertaken.

<p>Leadership Skills</p> <ul style="list-style-type: none"> • Ability to represent the Plans Sub-Committee to the community and the media. <p>Team Working & Relationship Building</p> <ul style="list-style-type: none"> • Relationship building particularly with senior officers involved in the Planning function. <p>Organisational Skills</p> <ul style="list-style-type: none"> • Ability to plan and prioritise the business of the Plans Sub-Committee, having regard to its terms of reference and key challenges facing the Planning function. 	<p>Communication Skills</p> <ul style="list-style-type: none"> • Advanced listening, questioning and negotiation skills. • Communication skills - particularly with councillors, officers and the public involved with the Plans Sub-Committee. • Advanced presentations skills. • Advanced public speaking. • Advanced skills in working with the media and an ability to identify when additional support from public relations specialists is required, to ensure the Plans Sub-Committee and the Council are positively represented. <p>Chairing Skills</p> <ul style="list-style-type: none"> • Advanced chairing skills, including the ability to manage conflict. • Impartiality and objectivity.
<p>Knowledge</p> <ul style="list-style-type: none"> • In-depth understanding of Planning issues and Planning Protocol. • Understanding of the role of ward councillors in the Planning process and how to handle conflicts of interest. • Understanding of the role of Planning Officers. 	
<p>Date: October 2009</p>	

Note: This Role Accountability Statement is issued as a guide to the duties of this position. It may be varied from time to time to meet new working requirements.

MEMBER ROLE ACCOUNTABILITY STATEMENT

Role Title: Chairman of Panel

Responsible to: The Council

Contact with: Members, Officers, media, external organisations and representatives, Members of Parliament and community.

Principal Accountabilities:

- (a) To chair meetings of the Panel in accordance with the relevant terms of reference.
- (b) To foster and maintain a disciplined approach by the members of the Panel, having regard to high standards of behaviour and ethics.
- (c) To represent the Council in all dealings with the public, media and other bodies in respect of the work of the Panel.
- (d) To respond to consultation on matters, which are the subject of the Panel between meetings to provide a speedy resolution to urgent matters.
- (e) To discuss with officers matters which are being researched and developed to ensure that appropriate recommendations are achieved.
- (f) To maintain, develop and build upon good relationships between political and managerial processes to maximise the benefit gained by the community.
- (g) To be responsible for personal development and undergo appropriate development and continuous improvement for any role undertaken.

<p>Team Working & Relationship Building</p> <ul style="list-style-type: none"> Relationship building particularly with senior officers supporting/advising on the processes of the Council and Panel members. <p>Chairing Skills</p> <ul style="list-style-type: none"> Advanced chairing skills. Impartiality and objectivity. <p>Organisational Skills and Personal Effectiveness</p> <ul style="list-style-type: none"> Ability to plan and prioritise the business of the Panel having regard to its terms of reference. 	<p>Communication Skills</p> <ul style="list-style-type: none"> Advanced listening and questioning skills. Communication skills - particularly with councillors and officers involved with the Panel. Intermediate presentations skills. Intermediate public speaking. <p>Other Skills and Abilities</p> <ul style="list-style-type: none"> Ability to obtain and weigh up evidence to reach conclusions and make recommendations based on that evidence.
<p>Knowledge</p> <ul style="list-style-type: none"> In-depth understanding of the process applicable to the Panel. 	
<p>Date: October 2009</p>	

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MEMBER ROLE ACCOUNTABILITY STATEMENT

Role Title: Group Leader

Responsible to: Political Group

Contact with: Political group members, officers, Members of Parliament

Principal Accountabilities:

- (a) To establish and represent the views of the Group on issues of policy and priority, and develop group policies that are credible and could be implemented by the Council.
- (b) To lead an Opposition Group within the Council.
- (c) To manage the work of councillors within the Group, and the overall co-ordination of opposition spokespersons and the business of the Group.
- (d) To shadow and scrutinise the Leader of the Council and the Cabinet in their duties.
- (e) To act as the principal spokesperson for an Opposition Group of which he/she is leader and as a representative of the authority to external bodies and organisations as appropriate.
- (f) To comment on, challenge and review the Council's administration performance in the co-ordination and implementation of its policies and procedures.
- (g) To champion and participate in Councillor Development to ensure the smooth running of the Group and the personal development of its councillors.
- (h) To advise the Leader of the Council of the Group's position on issues relating to external relationships.
- (i) To represent the Group on relevant formal and informal working groups.
- (j) To maintain effective liaison with the Chairman of the Overview and Scrutiny Committee.
- (k) To participate in the development of corporate strategies and policies.
- (l) To be responsible for personal development and undergo appropriate development and continuous improvement for any role undertaken.

Leadership Skills

- Ability to provide political leadership of their Group and manage the tensions between the political demands and expectations of the Group, and the needs of the Council.
- Ability to hold Cabinet to account.
- Ambassadorial skills to be able to represent the Council both within and outside the Council including at regional and national level.
- Ability to discipline members of their political Group, when necessary.
- Political sensitivity to be able to address difficult issues with other Groups.

Team Working & Relationship Building

- Tact and diplomacy to be able to work across the full range of Council services, partners and political groups, to the benefit of the District.
- Ability to build effective relationships with other parts of the political management structure e.g. full Council, Overview and Scrutiny, and other political Groups.
- Political sensitivity to be able to address difficult issues across all Groups.

Knowledge

- Understanding of the roles of the Leader of the Council, Cabinet members and the Leader of an Opposition Group within the Council.
- Understanding of the legally defined role of certain senior officers.
- Detailed knowledge of the work of national, regional and sub-regional bodies and the role of the Council within them.
- Detailed understanding of the national policy framework and its impact on local policy development.
- Detailed knowledge of the challenges facing local government.
- Understanding of Council strategy, policies and operations.

Communication Skills

- Ability to facilitate effective communication within and across the Council and ensure the community is given the opportunity to engage in policy development of the opposition Group.
- Advanced skills in working with the media and an ability to identify when additional support from public relations specialists is required, to ensure the Council is positively represented.
- Advanced listening and questioning and negotiation skills.
- Advanced presentation and public speaking skills.

Organisational Skills and Personal Effectiveness

- Ability to plan and prioritise the business of the Group.

Other Skills and Abilities

- Ability to assimilate and analyse complex information.
- Research skills and policy development.

- Knowledge of the role of local partners and the services they deliver and their relationship with the Council.
- Detailed understanding of the Council's Constitution, Code of Conduct, budget and audit processes and key internal policies.
- Detailed knowledge of community needs and their priorities for action.
- Understanding of the relationship between national politics and local political leadership.
- Understanding of the wider, national issues facing councillors and the practical implications for the councillors in their Group.

Date: October 2009

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MEMBER ROLE ACCOUNTABILITY STATEMENT

Role Title: Chairman of Standards Committee (a role not undertaken by an elected councillor but by a person who is independent from the Council).

Responsible to: The Council.

Contact with: Members (District and Parish/Town and members of the Standards Committee), Chief Executive, Monitoring Officer, Deputy Monitoring Officer and other officers supporting the Committee, media, members of the community.

Principal Accountabilities:

- (a) To chair the Standards Committee in accordance with its terms of reference.
- (b) To chair panels as appointed dealing with allegations of breach of the Council's Code of Conduct.
- (c) To foster and maintain a disciplined approach by the Members involved having regard to high standards of behaviour and ethics.
- (d) To work with the Council's Monitoring Officer in promoting and supporting standards of behaviour and ethics among all Councillors on the District and parish and town councils in the area.
- (e) To represent the Council in all dealings with the public, media and other bodies in respect of the work of the Committee.
- (f) To ensure that all matters referred to it are dealt with promptly and in accordance with local and national guidance and on an entirely apolitical basis.
- (g) To act as a spokesperson for the Standards Committee.
- (h) To present any reports or findings to the relevant bodies within the Council.
- (i) To establish and maintain the necessary knowledge and understanding of the Council's structures and processes to facilitate this role.

<p>Leadership Skills</p> <ul style="list-style-type: none"> • Ability to represent the Standards Committee to Members, the community and the media. <p>Chairing Skills</p> <ul style="list-style-type: none"> • Advanced chairing skills. <p>Organisational Skills</p> <ul style="list-style-type: none"> • Prioritising and managing the work of the Standards Committee including the deployment of available resources. <p>Other Skills</p> <ul style="list-style-type: none"> • Assimilating and analysing complex and contradictory information. • Obtaining and weighing up evidence and making decisions based on that evidence. 	<p>Team Working & Relationship Building</p> <ul style="list-style-type: none"> • Relationship building - with the Council's Monitoring Officer, members of the Standards Committee, other councillors, including parish and town councillors, senior officers. <p>Communication Skills</p> <ul style="list-style-type: none"> • Advances listening and questioning skills. • Intermediate presentation skills. • Intermediate public speaking. • Ability to work with the media and to identify when additional support from public relations specialists is required, to ensure the Council is positively represented.
<p>Knowledge</p> <ul style="list-style-type: none"> • Broad knowledge of the role and functions of the Council and its members and of its structures and procedures. • Broad knowledge of the role and function of town and parish councils. • A detailed awareness of the national and local importance and role of the Standards Committee, and the role of the Standards Board for England. • An understanding of the Council's Code of Conduct and the constitutional arrangements relating to the Standards Committee. 	
<p style="text-align: right;">Date: October 2009</p>	

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