



Epping Forest District Council

MEMBER REMUNERATION PANEL SUPPLEMENTARY AGENDA Monday, 11th February, 2008

Place: Group Room, Civic Offices, High Street, Epping

Time: 5.00 pm

Committee Secretary: Graham Lunnun, Research and Democratic Services
Email: glunnun@eppingforestdc.gov.uk Tel 01992 564244

Members:

D Jackman and S A Lye

5. MEMBER REMUNERATION SCHEME - REVIEW (Pages 3 - 48)

Appendices attached.

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APPENDIX 1

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PART 6

MEMBERS' ALLOWANCES SCHEME

SCHEME OF MEMBERS' ALLOWANCES

STATEMENT ON IMPLEMENTATION 2006/7

**The following scheme has been agreed for the period
1 April 2007 to 31 March 2008
(subject to annual review)**

The Council decided at its meeting in February 2007 to continue with the payment of 90% of the amount of Basic Allowance set out in the scheme (i.e. a sum of £2,835 per annum per Councillor). At the Council meeting on 13 December 2005, the Council approved a supplementary basic allowance of £500 per newly-elected Councillor to assist with the cost of electronic connections to the Council's Extranet. In subsequent years this supplementary allowance will reduce to £250 per annum.

The full amounts set out in the scheme in respect of Special Responsibility Allowance (SRA) have been implemented at the 50% level as follows.

DUTY	ANNUAL AMOUNT OF SRA
Leader	£3,150
Deputy Leader	£394
Cabinet members (9)	£3,150 p.a. each
Chairman, District Development Control Committee	£1,575 p.a.
Chairman of Area Plans Sub Committees "A", "B", "C" and "D"	£1,181 p.a. each
Chairman of Overview and Scrutiny Co-ordinating Committee	£3,150 p.a.
Chairman of Complaints, Licensing, Staff Appeals, Housing Appeals Panels	£787 p.a. each
Leader of each political group (as defined in the Local Government and Housing Act 1989) on the Council	A sum equivalent to £21.11 for each member of the political group concerned.

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

EPPING 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 1 April 2004 to 31 March 2006.

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 who is not an elected councillor;

"year" means the 12 months ending with 31 March.

3. **Basic Allowance**

Subject to paragraph 7, £3150 shall be paid to each Councillor. An annual supplementary basic allowance per Councillor shall be payable in accordance with the Annex 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 except in the case of political group leaders. There is no restrictions 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**

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

(2) Payments may be claimed up to the maximum set by the Local Government Allowances regulations set by the Secretary of State with effect from 1 April 2000 and shown on the reverse of the claim form.

6. **Dependant Carers' Allowance**

(1) The maximum rate for this allowance shall be set at a rate equivalent to the National Minimum Wage for the time being (£4.20 per hour in October 2002).

(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 National Minimum Wage.

(4) 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 Head of the Policy Unit 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 working day 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.

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.
- 31.2 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.

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	£6300
Deputy Leader of Council	£787.50
Cabinet members (10)	£6300 (each)
Chairmen, District Development Control Committee	£3150
Chairmen of Area Plans Sub Committees "South", "West" and "East"	£2362.50 p.a. (each)
Chairman of Overview and Scrutiny Committee	£6300
Chairmen of Joint Consultative Committee	£2362
Chairmen of Complaints, Licensing, Staff Appeals, Housing Appeals	£1575 (each)
Standing Scrutiny Panels on Housing; Constitutional Affairs; Finance, Performance Management; Customer Services and ICT and Environmental and Planning Services	£1575 (each)

2. The following additional special responsibilities are also specified for the purpose of paying special responsibility allowances:

DUTY	ANNUAL AMOUNT OF S.R.A.
Leader of each political group (as defined in the Local Government and Housing Act 1989) as set out opposite): namely 2 or more members.	£315 for each five members of the Group.

SCHEDULE 2 APPROVED DUTIES

1. The following are specified as an approved duty for the purpose of the payment travelling and subsistence expenses, attendance at any of the following:
 - (a) a meeting of the authority or as a member of the Cabinet, a Cabinet Committee or of any committee or sub-committee, working group, special committee or Board of the authority together with the Standards Committee and the Independent Remuneration Panel.
 - (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 conferences 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, a Corporate Director or the Finance Director or the appropriate Head of Service 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 of 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 as Leader on behalf of the Council or the Cabinet or as a Chairman on behalf of a Committee at an official function.

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 the Council, Committee, Sub-Committee or Board 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 the Council, Committee, Sub-Committee or Board 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:	£700 per annum
Independent Members of the EFD Standards Committee:	£350 per annum
Co-opted independent members of an Overview and Scrutiny Committee	£350 per annum
Co-opted members of an Audit and Governance Committee	£350 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, Subcommittees 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 Research and Democratic Services (RDS) on 2(ii) above;
 - (iv) A paper copy of the agenda to members of Council, each Committee, Subcommittee 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 new Councillor for the first year following their election to office entering into this agreement quarterly in arrears. In each subsequent year any Councillor who has signed this agreement shall qualify for an annual payment of £250 per annum, payable in the same way.

4. Councillors entering into this agreement prior to 19 December 2005 will receive the full first year allowance for 2005/06 in January 2006.

5. 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: 18 November 2005
Ian Willett Head of Research and Democratic Services	

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 in your first year of office and £250 per annum in each subsequent year of your term of office as a Councillor (payable normally quarterly in arrears) 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.

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 members 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 ;

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- (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 RDS 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's 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 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 supports its applications. It 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 a executive decision made by a member of the Cabinet

RDS – Research and Democratic Services at EFDC

Remote working – is another ways 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.

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 the Council or any of its Committees and Sub-Committees 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 procedures manual. 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 member per annum (first year) and £250 (subsequent years of office) 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 attached).

3. SPECIAL RESPONSIBILITY ALLOWANCE

- 3.1 This is a special allowance payable to the Leader and Deputy, Cabinet members certain Chairmen and to Group Leaders. 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 maximum fixed by the Secretary of State which must not be exceeded. 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 regularly updated by the government in line with inflation.

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 5.6 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 Head of the Policy Unit 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.

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 The following conferences adopted by the Council on 11 July 1995 constitute the approved list of members' conferences:

Conference/Organisation (Relevant Committee)	Approved No of Representative(s)
Local Government Association (Annual Conference)	3 Members
Chartered Institute of Public Finance and Accountancy	1 Member
Rating and Valuation Association	1 Member
Institute of Environmental Health Officers	1 Member
National Society for Clean Air	1 Member
Institute of Waste Management	1 Member
Institute of Civil Engineers (Municipal Engineering Conference)	1 Member
Institute of Leisure and Amenity Management	1 Member
National Sports Council (Recreation Conference)	1 Member
Institute of Housing	1 Member
Royal Town Planning Institute (Summer School and Annual Conference)	1 Member
Town and Country Planning Association (Annual Conference)	1 Member

- 6.2 Appointments for these conferences are made by the appropriate committee or by urgent action.
- 6.3 Attendance at Conferences and payment of allowances and expenses other than those listed above are subject to prior approval by the appropriate committee in all cases.
- 6.4 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

- 6.5 For conferences involving one or more night's absence, subsistence rates are subject to the overall maximum set for each 24-hour period. These vary accordingly to the following categories:

- (a) conferences held in London or which are convened by a local authority association – these attract a higher maximum amount;
- (b) other conferences – where the maximum 24-hour rate is set at a lower level.

These maxima are set by the Secretary of State and may not be exceeded. They are updated on a regular basis in line with inflation.

Claims for Subsistence

- 6.6 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 Chief Executive with claims.

Travel Claims

- 6.7 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 Finance Director.

8. ALTERATION OF CLAIMS

- 8.1 All claim forms submitted by members are checked by Committee and members' Services Section. The Head of Policy Unit (or the Committee and Member Services' Manager 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 9.1 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.



Data Release

Friday, 23 March 2007

Members' Allowances the latest figures according to a Local Government Analysis and Research survey

- In winter 2006, the survey of all 388 local authorities in England was conducted and a total of 257 authorities responded (66.2%).
- The survey collected information on basic allowance, special responsibility allowances, dependant/carers allowance, travel allowance, bike allowance, subsistence allowance and 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.
- All data are ungrossed and relate to the figures reported by authorities. Response rates for individual questions vary.

Key findings

All 19,689 councillors in office in 2006 are entitled to a basic allowance and those councillors who hold offices of special responsibility, as set by their authority, are also entitled to a special responsibility allowance. Authorities also have the discretion to pay additional allowances such as dependant/carers allowance, travel allowance and subsistence allowance, and to allow councillors access to pension schemes.

Where the cost of living is highest, so are the allowances. Where the responsibilities and time taken to do the job are greatest, so are the allowances. Strong public service elements are incorporated into the rates and, again, variations take into account distinctions between types of authority and geographical location.

Basic allowance:

- Overall, councillors' basic allowance for 2006 averaged £5,648 per annum, ranging from £3,991 in shire districts to £9,512 in metropolitan districts. There was also wide variation regionally, from £4,729 in the East Midlands to £9,227 in London.

Special responsibility allowance:

- The average leaders' allowance was £16,356, ranging from £11,065 in shire districts to £31,784 in London boroughs. Regionally, the average allowance ranged from £12,632 in the East Midlands to £21,685 in Yorkshire and Humberside.
- Cabinet/executive members received an average allowance of £9,243, ranging from as little as £5,994 in shire districts to £17,634 in London boroughs. There were also regional variations, ranging from £6,273 in the North East to £12,262 in Yorkshire and Humberside.
- Overall, the average number of cabinet/executive members per authority was 6.9; it was highest in metropolitan districts, unitary authorities and authorities in the North East (7.9, 7.8 and 8.3 respectively) and lowest in shire districts and the East of England (6.4 and 5.9).
- The overall average allowance for Chairs of Overview and Scrutiny was £5,686, ranging from as little as £3,721 in shire districts to £10,738 in London boroughs. There were also regional variations, ranging from £4,299 in the South East to £9,967 in Yorkshire and Humberside.
- Overall, the average number of Chairs of Overview and Scrutiny per authority was 2.6; it was highest in unitary authorities, metropolitan districts and authorities in the North West (3.8, 3.7 and 3.5 respectively) and lowest in shire districts and the East of England (2.1 and 1.6).
- Chairs of planning committees receive an average allowance of £5,172, ranging from £3,824 in shire districts to £9,978 in London boroughs, and Chairs of licensing committees receive an average allowance of £4,064, ranging from £3,034 in shire districts to £8,066 in London Boroughs.

Other allowances:

- 84.0% of authorities offered dependent carers' allowance and 64.2% offered childcare allowance. The overall average hourly rate was £6.84 and £5.96 respectively.
- The majority of authorities also offered both travel (92.6%) and subsistence allowance (87.9%); however, fewer authorities offered a bike allowance (54.1%).
- Less than half of authorities (42.4%) offered their councillors access to a pension scheme.

National Census of Local Authority Councillors in England 2006 – extracts from the Executive Summary:

- 86.9% of councillors cited wanting to serve the community as their reason for wanting to become a councillor and 93.5% thought that listening to local views was the most important thing for them to do.
- Councillors spent an average of 21.9 hours per week on council/political business, with the largest proportion (20.7%) spending between 16 and 20 hours and the smallest (1.4%) spending between 41 and 45 hours. There were variations between types of authority, with the average number of hours per week spent on council and political business varying from 17.8 hours in shire districts to 29.3 hours in metropolitan districts.
- Councillors holding a position of leading responsibility spent on average 25.1 hours per week, compared to 18.1 hours for those not holding a senior position
- 53.7% of councillors held one or more positions of leading responsibility within the council. Of those, most were Cabinet/Executive members (15.1%), Chair/Vice-Chair of Overview and Scrutiny (12.6%) and Chair/Vice-Chair of Regulatory (10.6%).
- 49.5% of councillors reported that they received a special responsibility allowance. The figure ranged from 44.8% in shire districts to 57.7% in shire counties. Regionally, the proportion of councillors receiving a special responsibility allowance varied from 46.2% in the South West to 54.5% in the North East.

Notes:

1. The Survey was conducted by Local Government Analysis and Research on behalf of the Local Government Association and Improvement and Development Agency.
2. Full survey results are available:
www.lgar.local.gov.uk
3. For further details, please contact Jonathan Evans: jonathan.evans@lgar.local.gov.uk
4. Further reading:

National Census of Local Authority Councillors in England 2006:
<http://www.lgar.local.gov.uk/lgv/core/page.do?pagelid=23372>

Independent Members' Remuneration Panels and the Basic Allowance:
<http://www.laria.gov.uk/content/features/70/feat8.htm>

Key questions and answers about councillor allowances:
<http://www.lga.gov.uk/Briefing.asp?lsection=761&id=SX3D65-A780DDA5&ccat=120>
5. Summary results:

Summary Table

Type	Sample size	Average allowance:													
		Basic		Leader of the authority		Cabinet/Executive members		Chair of Overview and Scrutiny		Chair of Planning Committee		Chair of Licensing Committee			
		£pa	No.	£pa	No.	£pa	No.	Avg. No.	£pa	No.	Avg. No.	£pa	No.		
	No.	%	£pa	No.	£pa	No.	Avg. No.	£pa	No.	Avg. No.	£pa	No.	£pa	No.	
London Borough	22	67%	£9,227	£31,784	21	£17,634	22	7.3	£10,738	22	3.4	£9,978	21	£8,066	17
Met District	19	53%	£9,512	£25,690	18	£12,161	19	7.9	£8,394	19	3.7	£7,787	18	£6,001	17
Shire County	23	68%	£8,941	£25,665	23	£14,912	23	7.4	£9,929	22	3.2	£6,070	17	£4,074	2
Shire District	165	69%	£3,991	£11,065	153	£5,944	132	6.4	£3,721	160	2.1	£3,824	157	£3,034	144
Unitary	28	60%	£7,406	£20,338	26	£11,748	26	7.8	£7,853	27	3.8	£6,962	27	£5,818	27
Region															
East Midlands	28	62%	£4,729	£12,632	27	£7,181	21	6.8	£4,481	27	1.8	£3,936	27	£2,816	22
East of England	37	69%	£4,917	£13,709	34	£8,593	31	5.9	£5,181	37	1.6	£4,702	35	£4,227	30
London	22	67%	£9,227	£31,784	21	£17,634	22	7.3	£10,738	22	3.4	£9,978	21	£8,066	17
North East	13	52%	£5,777	£14,409	11	£6,273	12	8.3	£4,892	12	2.9	£3,772	13	£3,295	11
North West	37	80%	£5,720	£17,052	37	£8,126	35	7.8	£4,775	37	3.5	£4,604	35	£3,682	31
South East	50	68%	£4,824	£13,751	49	£7,884	43	6.5	£4,299	48	2.5	£4,256	43	£2,778	40
South West	33	65%	£5,263	£15,369	28	£9,368	25	6.9	£5,636	31	2.7	£4,500	32	£3,596	24
West Midlands	27	71%	£5,526	£15,141	25	£8,486	24	6.6	£6,021	26	2.6	£6,088	25	£4,695	23
Yorkshire & Humberside	10	45%	£8,164	£21,685	9	£12,262	9	7.1	£9,967	10	2.7	£7,952	9	£6,628	9
Grand Total	257	66%	£5,648	£16,356	241	£9,243	222	6.9	£5,686	250	2.6	£5,172	240	£4,064	207

Summary Table Cont.

	Dependent carers'		Childcare		Other allowances:			Pension scheme	
	No.	£/hr	No.	£/hr	Travel	Bike	Subsistence		
Type									
London Borough	18	£5.75	10	£5.56	18	9	20	14	
Met District	14	£5.27	10	£5.17	17	8	13	13	
Shire County	22	£7.15	19	£5.84	22	17	22	13	
Shire District	136	£6.96	104	£6.05	155	89	146	56	
Unitary	26	£7.40	22	£6.07	26	16	25	13	
Region									
East Midlands	21	£6.82	21	£5.89	28	12	26	13	
East of England	33	£7.38	27	£6.22	36	29	31	14	
London	18	£5.75	10	£5.56	18	9	20	14	
North East	10	£6.38	6	£5.77	12	5	12	4	
North West	29	£6.09	23	£6.15	35	17	33	19	
South East	46	£7.97	34	£5.72	46	33	45	16	
South West	30	£6.09	24	£6.38	30	16	29	11	
West Midlands	20	£5.97	14	£5.47	25	13	23	13	
Yorkshire & Humberside	9	£7.14	6	£6.18	8	5	7	5	
Grand Total	216	£6.84	165	£5.96	238	139	226	109	

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ALLOWANCES 2006/07 (£ PER ANNUM)

	Epping Forest	Basildon	Bedford	Braintree	Breckland	Broadland	Colchester	Dacorum	East Herts
Basic	2,835	5,352	4,770	4,224	4,728	3,591	5,158	4,510	5,274
Leader	3,150	16,056	-	12,672	18,910	7,221	14,192	12,840	26,370
Deputy Leader	394	12,042	-	10,560	10,046	-	8,941	-	15,822
Cabinet Member	3,150	10,704	3,709	8,448	10,046	4,806	8,515	8,490	13,185
Chair O.S.	3,150	8,028	2,649	4,224	10,046	2,418	5,677	3,990	7,911
Chair Area Ctee/Forum	1,181	-	-	4,224	-	-	-	-	2,637
Chair Planning	1,575	8,028	2,120	4,224	10,046	3,418	4,967	4,240	7,911
Chair Licensing	788	8,028	2,120	4,224	10,046	-	4,697	4,240	7,911
Chair Standards	350	-	1,030	1,056	4,137	531	-	-	1,318

ALLOWANCES 2006/07 (£ PER ANNUM)

	Huntingdonshire	Ipswich	Kings Lynn and West Norfolk	South Beds	South Cambs	South Norfolk	St Edmundsbury
Basic	3,923	3,469	3,750	2,997	4,404	3,300	4,875
Leader	12,497	10,408	10,970	8,991	11,091	6,850	9,750
Deputy Leader	9,359	7,289	5,490	-	8,319	-	5,610
Cabinet Member	7,566	6,939	4,960	4,496	7,394	3,425	5,365
Chair O. S.	5,660	3,469	1,640	2,997	3,167	3,425	3,900
Chair Area Ctee/Forum	-	-	-	-	-	1,710	-
Chair Planning	5,660	3,469	2,750	4,496	4,223	3,425	3,900
Chair Licensing	2,660	3,469	2,750	4,496	3,075	1,710	975
Chair Standards	2,522	3,469	430	749	410	685	975

ALLOWANCES 2006/07 (£ PER ANNUM)

	Suffolk Coastal	Tendring	Welwyn Hatfield	Babergh	Brentwood	Fenland	Forest Heath	Hertsmere
Basic	2,916	4,707	4,520	3,354	6,427	3,303	4,633	5,150
Leader	8,745	18,828	8,740	-	12,092	14,775	5,765	22,580
Deputy Leader	5,832	-	6,120	-	8,879	5,910	-	-
Cabinet Member	2,916	11,061	5,240	-	-	8,133	-	12,024
Chair O.S.	2,187	8,238	3,700	3,354	5,665	7,389	2,470	2,606
Chair Area Ctee/Forum	-	-	-	-	5,665	-	-	-
Chair Planning	2,916	2,070	3,500	3,354	5,665	5,910	2,470	1,503
Chair Licensing	2,916	6,402	3,500	3,354	5,665	1,479	1,648	3,745
Chair Standards	1,458	-	5,240	1,677	5,665	1,479	824	155

ALLOWANCES 2006/07 (£ PER ANNUM)

	Maldon	Mid Suffolk	Rochford	Stevenage	Three Rivers	Uttlesford	Watford	Average
Basic	3,100	2,982	3,800	7,066	4,165	4,760	7,209	4,363
Leader	7,750	7,452	2,908	16,390	8,330	7,140	-	11,552
Deputy Leader	3,100	3,354	323	9,948	-	2,380	-	6,986
Cabinet Member	-	2,982	-	9,948	4,165	-	18,024	7,428
Chair O.S.	2,235	2,982	1,520	7,900	2,000	3,570	15,139	4,623
Chair Area Ctee/Forum	2,325	-	-	4,682	-	2,142	10,093	3,851
Chair Planning	3,100	2,982	1,520	9,948	3,124	3,570	15,139	4,556
Chair Licensing	-	372	1,520	9,948	3,124	3,570	15,139	4,261
Chair Standards	-	2,238	1,520	1,362	300	3,570	-	1,726

Enhancing Accountability – A Hierarchy of Accountability

104. The Panel was keen to explore the impact of abolishing the Attendance Allowance. In particular, would the abolition of the Attendance Allowance cause some problems in that it could highlight inequitable workloads and become a 'Charter for lazy Councillors'? The Panel wanted to know if there was a need to ensure that Members are more accountable for their allowances in the future.
105. Generally speaking the evidence the Panel received indicated that the issue of Members being accountable for their allowances would not be a major issue in Dacorum. Members did not join the Council to make money and it was clear from the interviews (including both Members and Officers) that the vast majority of Councillors were diligent in the performance of their duties even to the point of personal cost at times. The £14 Attendance Allowance could hardly be considered a financial driver. Furthermore, the political mathematics of the authority meant that Members would not miss too many meetings lest their group lost a vote in committee. However, it would be remiss of the Panel to not account for potential problems by pointing out mechanisms of accountability are available and utilised elsewhere. Thus the Panel has laid out the range of mechanisms that are available if accountability became a more pressing issue in the future. It is presented as a hierarchy that the authority could plug into depending on the degree to which non-performance became an issue.
106. The Panel proposes that the adoption of its scheme could be dependent upon the adoption of mechanisms through which Councillors can properly be held to account. However, it will be up to the Council to decide which mechanism is appropriate in the particular circumstance it finds itself in.
107. At present, the Council is required to publish every year the total sum paid by it to each Councillor in respect of basic allowance, special responsibility allowance and attendance allowance. The Panel believes that enhanced remuneration could involve a degree of sharpened accountability. At the simplest level there could be included in the annual publication of allowances not only the remuneration paid, but also a report, in accordance with some appropriate indicators, on the contribution made by each Councillor to the effective operation of the council. The indicators could capture the qualities reflected in the old attendance allowance, such as the committee meetings that each Councillor could have attended and the actual rate of attendance. They could also include activities such as representing the council or their community on other bodies, and a note of other activities in the community.
108. A particular idea that had some support in interview was to publish attendance records against possible attendance in an appropriate forum on a regular basis. This should indicate the amount of meetings a Councillor should have attended against what that Member has attended. It could also include a column for excused absences.
109. Councillors could also submit their own statement of activities, and their own assessment of their effectiveness, as part of this annual publication. This could provide a sensible basis for informing electors what they are getting from their Councillor.
110. The Council could also develop Member Role Profiles that could form the basis of a role and accountability statement. In other words, members could be asked to sign these Member Role Accountability Statements. They are ultimately difficult to enforce but it makes an explicit link between allowances received and a specific set of tasks. Councillors cannot claim they did not know what they are supposed to do and moreover it provides moral leverage for the rest of the Council to utilise.
111. Next in the hierarchy would be a "clawback" scheme. For legal reasons it has to be adhered to voluntarily. However, it is utilised elsewhere, notably Leicester, and administered by the group whips. Essentially, this mechanism "fines" a member each time they miss an approved duty without good reason.
112. Finally, members' allowances and the issue of accountability for receiving them can be assigned to the Standards Committee to oversee. If members are abusing the allowances system the Standards Committee may be able to censure members, unless the abuse of the system is serious enough to warrant national attention.

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Attendance 06-07

APPENDIX 5

Councillor	Expected	Present (% of expected)	In Attendance	Absent (% of expected)	Apologies (% of absences)
Councillor Kenneth E Angold-Stephens	30	24 (80%)	14	6 (20%)	6 (100%)
Councillor Stephen Barnes	1	1 (100%)	0	0	0
Councillor Richard Bassett	0	0	0	0	0
Councillor David Bateman	37	20 (54%)	1	17 (46%)	15 (88%)
Councillor Maureen Boatman	0	0	0	0	0
Councillor Daphne Borton	48	42 (88%)	8	6 (12%)	6 (100%)
Councillor Patricia Brooks	49	35 (71%)	2	14 (29%)	14 (100%)
Councillor Kewal Chana	6	6 (100%)	2	0	0
Councillor Reg Chidley	0	0	0	0	0
Councillor Robert Church	37	36 (97%)	4	1 (3%)	1 (100%)
Councillor Susan Clapp	26	18 (69%)	1	8 (31%)	8 (100%)
Councillor Mitchell Cohen	46	35 (76%)	0	11 (24%)	11 (100%)
Councillor Matthew Colling	55	50 (91%)	8	5 (9%)	5 (100%)
Councillor Diana Collins	55	48 (87%)	28	7 (13%)	7 (100%)
Councillor Antoinette Cooper	43	33 (77%)	10	10 (23%)	7 (70%)
Councillor Ryan D'Souza	42	29 (69%)	0	13 (31%)	3 (23%)
Councillor Joan Davis	1	1 (100%)	1	0	0
Councillor Jimmy Demetriou	28	17 (61%)	0	11 (39%)	9 (82%)
Councillor Terence Farr	12	7 (58%)	0	5 (42%)	5 (100%)
Councillor Ken Faulkner	0	0	1	0	0
Councillor Roland Frankel	23	23 (100%)	10	1 (4%)	1 (100%)
Councillor Tony Frankland	0	0	0	0	0
Councillor Ricki Gadsby	52	37 (71%)	0	15 (29%)	13 (87%)
Councillor Robert Glozier	1	1 (100%)	0	0	0

Councillor	Expected	Present (% of expected)	In Attendance	Absent (% of expected)	Apologies (% of absences)
Councillor Peter Gode	26	20 (77%)	1	6 (23%)	5 (83%)
Councillor Robert Goad	12	11 (92%)	2	1 (8%)	1 (100%)
Councillor Andrew Green	34	28 (82%)	7	6 (18%)	6 (100%)
Councillor Anne Grigg	61	54 (89%)	16	7 (11%)	5 (71%)
Councillor Ann Haigh	41	31 (76%)	6	10 (24%)	9 (90%)
Councillor Richard Haines	15	7 (47%)	0	8 (53%)	1 (12%)
Councillor Heather Harding	48	36 (75%)	2	12 (25%)	12 (100%)
Councillor James Hart	31	22 (71%)	3	9 (29%)	9 (100%)
Councillor Janet Hedges	3	2 (67%)	0	1 (33%)	1 (100%)
Councillor Peter House	38	34 (89%)	4	4 (11%)	4 (100%)
Councillor Derek Jacobs	38	32 (84%)	4	6 (16%)	5 (83%)
Councillor Doug Kelly	35	35 (100%)	3	0	0
Councillor John Knapman	52	45 (87%)	7	7 (13%)	7 (100%)
Councillor Rodney Law	25	19 (76%)	4	6 (24%)	6 (100%)
Councillor Jeanne Lea	35	25 (71%)	3	10 (29%)	8 (80%)
Councillor Tony Lee	30	22 (73%)	4	8 (27%)	8 (100%)
Councillor Fergus Maclaine	0	0	0	0	0
Councillor John Markham	41	31 (76%)	1	10 (24%)	10 (100%)
Councillor Len Martin	1	1 (100%)	0	0	0
Councillor Maggie McEwen	26	19 (73%)	0	7 (27%)	7 (100%)
Councillor Leo McKnight	0	0	0	0	0
Councillor Peter McMillan	37	34 (92%)	9	3 (8%)	3 (100%)
Councillor Stephen Metcalfe	48	36 (75%)	6	12 (25%)	12 (100%)
Councillor Gagan Mohindra	28	19 (68%)	0	9 (32%)	7 (78%)
Councillor Richard Morgan	62	53 (85%)	13	9 (15%)	9 (100%)
Councillor Stephen Murray	19	17 (89%)	11	2 (11%)	2 (100%)
Councillor Susan Perry	29	28 (97%)	4	1 (3%)	1 (100%)

Councillor	Expected	Present (% of expected)	In Attendance	Absent (% of expected)	Apologies (% of absences)
<u>Councillor Caroline Pond</u>	33	30 (91%)	8	3 (9%)	3 (100%)
<u>Councillor Glyn Pritchard</u>	0	0	0	0	0
<u>Councillor Pat Richardson</u>	71	56 (79%)	0	15 (21%)	12 (80%)
<u>Councillor Tom Richardson</u>	10	10 (100%)	0	0	0
<u>Councillor Brian Rolfe</u>	0	0	0	0	0
<u>Councillor P. Kay Rush</u>	45	41 (91%)	2	4 (9%)	4 (100%)
<u>Councillor Brian Sandler</u>	31	23 (74%)	6	8 (26%)	8 (100%)
<u>Councillor Mary Sartin</u>	37	35 (95%)	15	2 (5%)	2 (100%)
<u>Councillor Barry Scrutton</u>	0	0	0	0	0
<u>Councillor Penny Smith</u>	79	74 (94%)	11	7 (9%)	7 (100%)
<u>Councillor Peter Spencer</u>	25	24 (96%)	4	1 (4%)	1 (100%)
<u>Councillor Don Spinks</u>	20	4 (20%)	0	16 (80%)	14 (88%)
<u>Councillor David Stallan</u>	45	42 (93%)	26	3 (7%)	2 (67%)
<u>Councillor Syd Stavrou</u>	31	28 (90%)	14	3 (10%)	2 (67%)
<u>Councillor Gavin Stollar</u>	15	6 (40%)	0	9 (60%)	6 (67%)
<u>Councillor Peter Turpin</u>	37	31 (84%)	1	6 (16%)	4 (67%)
<u>Councillor Haluk Ulkun</u>	0	0	0	0	0
<u>Councillor Lesley Wagland</u>	42	31 (74%)	3	11 (26%)	11 (100%)
<u>Councillor Antony Watts</u>	0	0	0	0	0
<u>Councillor Elizabeth Webster</u>	1	0	0	1 (100%)	1 (100%)
<u>Councillor Chris Whitbread</u>	51	48 (94%)	18	3 (6%)	3 (100%)
<u>Councillor Janet Whitehouse</u>	54	52 (96%)	16	2 (4%)	2 (100%)
<u>Councillor Jon Whitehouse</u>	42	30 (71%)	6	12 (29%)	12 (100%)
<u>Councillor M Woollard</u>	29	17 (59%)	2	12 (41%)	10 (83%)
<u>Councillor Keith Wright</u>	41	34 (83%)	6	7 (17%)	7 (100%)
<u>Councillor John Wyatt</u>	46	42 (91%)	2	4 (9%)	4 (100%)

Attendance 07 to present

Councillor	Expected	Present (% of expected)	In Attendance	Absent (% of expected)	Apologies (% of absences)
Councillor Kenneth E Angold-Stephens	24	19 (79%)	7	5 (21%)	5 (100%)
Councillor Richard Bassett	29	26 (90%)	1	3 (10%)	3 (100%)
Councillor David Bateman	25	17 (68%)	0	8 (32%)	8 (100%)
Councillor Daphne Borton	0	0	0	0	0
Councillor Patricia Brooks	26	18 (69%)	0	8 (31%)	7 (88%)
Councillor Kewal Chana	29	24 (83%)	3	6 (21%)	3 (50%)
Councillor Robert Church	27	25 (93%)	4	2 (7%)	2 (100%)
Councillor Susan Clapp	15	12 (80%)	0	3 (20%)	3 (100%)
Councillor Mitchell Cohen	29	26 (90%)	4	3 (10%)	3 (100%)
Councillor Matthew Colling	33	33 (100%)	0	0	0
Councillor Diana Collins	32	29 (91%)	15	3 (9%)	3 (100%)
Councillor Antoinette Cooper	18	12 (67%)	6	6 (33%)	6 (100%)
Councillor Ryan D'Souza	36	19 (53%)	0	17 (47%)	13 (76%)
Councillor Jimmy Demetriou	17	4 (24%)	0	13 (76%)	7 (54%)
Councillor Terence Farr	5	3 (60%)	0	2 (40%)	2 (100%)
Councillor Roland Frankel	24	21 (88%)	2	3 (12%)	3 (100%)
Councillor Tony Frankland	7	6 (86%)	2	1 (14%)	1 (100%)
Councillor Ricki Gadsby	34	26 (76%)	0	9 (26%)	9 (100%)
Councillor Peter Gode	14	8 (57%)	0	6 (43%)	4 (67%)
Councillor Robert Goold	0	0	0	0	0
Councillor Andrew Green	21	16 (76%)	4	5 (24%)	5 (100%)
Councillor Anne Grigg	30	29 (97%)	13	1 (3%)	1 (100%)
Councillor Ann Haigh	29	19 (66%)	0	10 (34%)	10 (100%)
Councillor Richard Haines	0	0	0	0	0
Councillor Heather Harding	26	22 (85%)	1	4 (15%)	4 (100%)

Councillor James Hart	26	19 (73%)	0	8 (31%)	7 (88%)
Councillor Janet Hedges	21	18 (86%)	0	3 (14%)	3 (100%)
Councillor Peter House	19	15 (79%)	6	4 (21%)	3 (75%)
Councillor Derek Jacobs	26	21 (81%)	11	5 (19%)	4 (80%)
Councillor Doug Kelly	25	23 (92%)	0	2 (8%)	2 (100%)
Councillor John Knapman	23	16 (70%)	3	7 (30%)	7 (100%)
Councillor Rodney Law	16	12 (75%)	0	4 (25%)	4 (100%)
Councillor Jeanne Lea	24	18 (75%)	0	6 (25%)	6 (100%)
Councillor Tony Lee	13	7 (54%)	2	6 (46%)	6 (100%)
Councillor John Markham	23	19 (83%)	2	4 (17%)	4 (100%)
Councillor Maggie McEwen	24	17 (71%)	0	7 (29%)	6 (86%)
Councillor Peter McMillan	23	17 (74%)	2	6 (26%)	4 (67%)
Councillor Stephen Metcalfe	0	0	0	0	0
Councillor Gagan Mohindra	28	15 (54%)	0	13 (46%)	10 (77%)
Councillor Richard Morgan	41	33 (80%)	7	8 (20%)	8 (100%)
Councillor Stephen Murray	11	9 (82%)	7	2 (18%)	2 (100%)
Councillor Susan Perry	0	0	0	0	0
Councillor Caroline Pond	18	14 (78%)	4	4 (22%)	4 (100%)
Councillor Glyn Pritchard	20	18 (90%)	0	2 (10%)	2 (100%)
Councillor Pat Richardson	43	33 (77%)	0	11 (26%)	10 (91%)
Councillor Tom Richardson	15	14 (93%)	0	1 (7%)	1 (100%)
Councillor Brian Rolfe	28	23 (82%)	4	5 (18%)	5 (100%)
Councillor P Kay Rush	34	34 (100%)	0	0	0
Councillor Brian Sandler	22	14 (64%)	0	8 (36%)	8 (100%)
Councillor Mary Sartin	32	26 (81%)	8	6 (19%)	6 (100%)
Councillor Penny Smith	39	35 (90%)	7	4 (10%)	4 (100%)
Councillor Peter Spencer	15	12 (80%)	1	3 (20%)	3 (100%)
Councillor Don Spinks	0	0	0	0	0
Councillor David Stallan	35	29 (83%)	8	6 (17%)	6 (100%)
Councillor Syd Stavrou	21	15 (71%)	6	6 (29%)	6 (100%)

<u>Councillor Peter Turpin</u>	20	15 (75%)	0	5 (25%)	4 (80%)
<u>Councillor Haluk Ujkun</u>	24	22 (92%)	1	3 (12%)	0
<u>Councillor Lesley Wagland</u>	24	21 (88%)	1	5 (21%)	3 (60%)
<u>Councillor Antony Watts</u>	22	15 (68%)	2	7 (32%)	5 (71%)
<u>Councillor Elizabeth Webster</u>	15	4 (27%)	0	11 (73%)	11 (100%)
<u>Councillor Chris Whitbread</u>	32	30 (94%)	13	2 (6%)	2 (100%)
<u>Councillor Janet Whitehouse</u>	27	26 (96%)	9	3 (11%)	3 (100%)
<u>Councillor Jon Whitehouse</u>	22	18 (82%)	10	4 (18%)	4 (100%)
<u>Councillor M Woollard</u>	16	6 (38%)	1	10 (62%)	10 (100%)
<u>Councillor Keith Wright</u>	0	0	0	0	0
<u>Councillor John Wyatt</u>	34	32 (94%)	3	2 (6%)	2 (100%)

APPENDIX 6

**PROPOSED PAIRED COMPARISON ROLE EVALUATION
FOR MEMBERS' SPECIAL RESPONSIBILITY ALLOWANCES**

The Evaluation Technique

Paired comparison is a “statistical” technique (comparing each role with each other role) used to produce a role ranking. Paired comparison is not a “scientific” points based system but rather is based on “*felt fair*” judgement. This judgement is made by Panel members who, after discussion about the roles with the benefit of “role descriptions”, allocate points to the role pairs:

- two points if it is considered to be of higher value
- one point if it is regarded as equal worth
- no points if it is less important.

The scores are aggregated and then an overall ranking can be produced. Thereafter the overall consensus rank order may be examined to see where the Panel consider a natural gap to occur between the worth of roles in the rank order (creating different bands of value). The Panel may then, on advice from Officers, apply benchmarks from other authorities in order to determine the relative “worth” of these bands.

[To illustrate the technique....if asked to list a rank order of preference for the fruits Orange, Apple, Plum, and Pear the paired comparison table might look like this:

Orange	0	Apple	2
Orange	2	Plum	0
Orange	2	Pear	0
Apple	2	Plum	0
Apple	1	Pear	1
Plum	0	Pear	2

Each fruit has been compared directly with each other fruit the same number of times (three in this case) and by aggregating the the points the following rank order results:

Apple	5
Orange	4
Pear	3
Plum	0

....and this rank order might indicate a natural gap between the least favoured Plum and the other fruits.]

The Judgement Criteria

It is proposed the Panel use the following general judgement criteria in comparing roles:

- *Knowledge, experience and skills* – required to manage the complexity of the member’s role including the length of time required to be fully capable in the role.
- *Unique contribution* – with consideration of how success is measured and the consequences when the role is not performed well.
- *Team leadership* – the level of responsibility, number of people (members and officers) and value of resources managed.

....and that these be drawn out in the “role description” (master attached).

APPENDIX 6**MEMBERS' SPECIAL RESPONSIBILITY ALLOWANCE ROLE DESCRIPTION**
ONE PAGE ONLY

1. **Role:** *Title?*
2. **Knowledge, Experience and Skills Required:** *Particular skills and training necessary /required, length of time to acquire to become fully effective etc? Differentiate between "essential" and "desirable"? Include technical knowledge, time served experience and specific skills (aptitude for figures, leadership, chairmanship, interpersonal etc)? DO NOT BASE ON CURRENT ROLE HOLDER'S SKILLS.*
3. **Unique Contribution and Success Measures:** *What are the outcomes unique to this role and how is performance measured?*
4. **Position in Organisation:** *Show reporting relationships.....peers/subordinates in members' structure and influence on council employees? WE COULD DROP THIS IF AN OVERVIEW GOVERNANCE CHART COULD BE GENERATED.*
5. **Other Relevant or Significant Facts:** *To include main customers, suppliers/ contractors....budget responsibility (heads, spend etc)? What is the scope for independent action, judgement, decision making, problem solving, organising, planning, creativity etc.? Does the role require versatility/flexibility...if so how? What are the consequences if this role is not performed well?*

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MANPOWER SUMMARY	APPENDIX 6				
ORIGINAL 2008/2009					
FTE	PORTFOLIO	CODE		TOTALS	
0100					
				MANPOWER	
COST CENTRE					
DESIGN DIVISION-BLDG. SERVICES	CEM	35011		6.00	
-CIVIL ENG.	CEM	35013		7.00	
BUILDING CONTROL GROUP	CEM	35500			
PARKING	CEM	35008		4.00	
VEH. MGT. - FLEET OPERATIONS	CEM	TO100		6.66	
GROUND MAINT.	CEM	85500		33.00	56.66
PRINTING HOLDING ACCOUNT	FPM&CC	25100		4.00	
TELEPHONES	FPM&CC	28001			
OFFICE SUPERINTENDANT	FPM&CC	28020		3.00	
DUTY OFFICERS	FPM&CC	28021		3.70	
SECRETARIAL SERVICES	FPM&CC	32020		6.00	
LEGAL & ADMIN ADMINISTRATION	FPM&CC	32030		3.84	
P.R. & INTERNET	FPM&CC	32041			
LEGAL SERVICES	FPM&CC	32060		9.50	
LEGAL & ADMIN GROUP	FPM&CC	32075		10.00	
HUMAN RESOURCES	FPM&CC	31010		7.00	
FINANCE GENERAL ADMIN.	FPM&CC	33010		1.69	
PAYROLL	FPM&CC	33090		2.11	
OFF.ACCOM. - 323 HIGH ST. EPPING	FPM&CC	27050			
- 25 HEMNALL ST. EPPING	FPM&CC	27060		0.56	
- WALTHAM ABBEY	FPM&CC	27080			
- DEBDEN BROADWAY	FPM&CC	27110		0.19	
- TRAPPS HILL	FPM&CC	27120			
- COPPERFIELD	FPM&CC	27130		0.06	
DEPOTS - TOWNMEAD	FPM&CC	23130			
- EPPING TOWN	FPM&CC	23140		0.17	
- LANGSTON ROAD	FPM&CC	23170		0.69	
- BURTON ROAD	FPM&CC	23180			
ESTATES & VALUATION	FPM&CC	37011		7.50	
FINANCIAL POLICY	FPM&CC	33015		5.00	
CASHIERS	FPM&CC	33020		7.00	
- DEBT MGT.	FPM&CC	33030			
ACCOUNTANCY	FPM&CC	33060		12.17	
HOUSING BENEFITS GROUP	FPM&CC	33055		31.50	
INSURANCE & CREDIT CONTROL	FPM&CC	33070		4.00	
REVENUE GROUP	FPM&CC	33075		25.40	
COMPUTER SERVICES	FPM&CC	33080		28.67	
INVOICES	FPM&CC	33095		3.00	
INTERNAL AUDIT	FPM&CC	33050		5.34	
PERFORMANCE MANAGEMENT UNIT	FPM&CC	40059		4.00	186.09
POLICY UNIT GRP	CW	32080		8.75	8.75
ENVIRONMENTAL SERVICES ADMIN.	EP	35200		14.56	
ENVIRONMENTAL COMMERCIAL GRP	EP	36300		36.36	
ENVIRONMENTAL CONTROL GROUP	EP	36400			
WASTE MANAGEMENT	EP	35007		8.00	
HACKNEY CARRIAGE LICENCING	EP	EH150			58.92
HOUSING POLICY GROUP	H	36100		4.00	
HOUSING ADMIN	H	36200		6.32	
HOUSING CLIENT	H	36250		11.74	
HOUSING NEEDS	H	36500		19.50	
HOUSING SPECIAL NEEDS	H	36600		24.08	
HOUSING MAINTENANCE	H	36650		12.01	
HOUSING REPAIRS	H	36700		9.50	
HOUSING MANAGEMENT	H	36900		17.43	104.58
AGED PERSONS - ALL UNITS	HRA	YB500		3.78	
SPECIAL ITEMS	HRA	YB120		7.85	
NORWAY HOUSE	HRA	YB620		1.59	
AREA WARDNEN MANAGEMENT	HRA	YB540		0.18	
HEMNALL HOUSE	HRA	YB350		0.18	
CARELINE	HRA	YB520		0.07	
HOUSING D.L.O.	HRA	78001		63.69	
STORES - HOUSING	HRA	24100		2.61	79.95
LEISURE SERVICES ADMIN.	LH	38200		9.86	
LEISURE CONTRACTS	LH	38300		5.35	
COMMUNITY & CULTURE	LH	38400		15.72	
LOUGHTON SWIMMING POOL	LH	RS100			
WALTHAM ABBEY SWIMMING POOL	LH	RS120			
EPPING SPORTS CENTRE	LH	RS200			

GENERAL FUND ESTIMATE SUMMARY

APPENDIX 6

2006/07 Actual	2007/08			2008/09 Budget			
	Original Estimate	Revised Estimate		Gross Expenditure	Gross Income	Net Expenditure	
£000	£000	£000		Annex no.	£000	£000	£000
2,872	2,937	2,854	Leader's Portfolio	2	2,904	22	2,882
1,518	1,718	1,707	Community Wellbeing	3	1,965	248	1,717
97	833	1,370	Finance & Performance Management	4	38,686	37,508	1,178
617	1,690	2,078	Housing	5	2,929	988	1,941
3,802	3,560	3,571	Leisure & Young People	6	5,237	1,668	3,569
592	846	909	Civil Engineering & Maintenance	7	2,587	1,706	881
2,468	2,725	2,733	Planning & Economic Development	8	4,326	1,446	2,880
7,032	6,942	7,731	Environmental Protection	9	7,911	1,348	6,563
(1,097)	(317)	(756)	Other Income		0	87	(87)
17,901	20,934	22,197	Net Cost of Services		66,545	45,021	21,524
(2,834)	(2,680)	(3,540)	Interest and Investment Income		0	3,069	(3,069)
1,762	1,761	2,207	Interest Payable (Inc. HRA)		2,050	0	2,050
0	0	0	Transfer from the HRA		0	0	0
567	639	416	Pensions Interest/Return		4,079	3,663	416
0	0	0	Revenue Contributions to Capital		0	0	0
17,396	20,654	21,280	Net Operating Expenditure		72,674	51,753	20,921
(1,572)	(2,540)	(3,265)	Depreciation Reversals & Other adj		100	2,701	(2,601)
305	(321)	116	Contribution to/(from) Other Reserves		219		219
150	0	0	Contribution to/(from) Insurance Reserves		0	0	0
174	(559)	(963)	Contribution to/(from) DDF			1,078	(1,078)
(661)	(575)	(509)	FRS 17 Adjustment			414	(414)
15,792	16,659	16,659	To be met from Government Grants and Local Taxpayers		72,993	55,946	17,047
13,951	16,842	16,706	Continuing Services Budget				17,172
2,219	374	504	CSB - Growth				1,085
(833)	(236)	(667)	CSB - Savings				(1,429)
1,386	138	(163)	Total Growth (Net)	10			(344)
15,337	16,980	16,543	Total Continuing Services Budget				16,828
1,987	1,264	2,752	DDF - Expenditure				1,600
(2,161)	(705)	(1,789)	DDF - One Off Savings				(522)
(174)	559	963	Total District Development Fund	11			1,078
629	(880)	(847)	Appropriations to/(from) other Reserves				(859)
15,792	16,659	16,659					17,047

Leaders

General Fund Estimate Summary

2006/07		2007/08		2008/09		
Actual	Original	Revised		Gross	Gross	Net
£000	Estimate	Estimate		Expend	Income	Expend
	£000	£000		£000	£000	£000
Direct Services						
304	317	308	Elections	348	22	326
1,471	1,524	1,511	Corporate Activities	1,424	0	1,424
891	894	844	Member Activities	932	0	932
30	34	41	Other Activities	46	0	46
176	168	150	Customer Services	154	0	154
2,872	2,937	2,854	Total (Transferred to GF Summary)	2,904	22	2,882
Support and Trading Services						
320	350	354	Democratic Services	363	0	363
306	365	334	Public Relations and Information	382	0	382
(183)	(209)	(201)	Recharged to this Portfolio	(218)	0	(218)
(443)	(506)	(487)	Recharged to other Portfolio's	(527)	0	(527)
0	0	0	Total	0	0	0
2,872	2,937	2,854	Portfolio Total	2,904	22	2,882
2,920	2,896	2,795	Continuing Services Budget			2,916
42	10	10	Continuing Services Budget - Growth			65
(79)	(12)	(96)	Continuing Services Budget - Savings			(134)
2,883	2,894	2,709	Total Continuing Services Budget			2,847
25	43	145	District Development Fund - Expenditure			35
(36)	0	0	District Development Fund - Savings			0
(11)	43	145	Total District Development Fund			35
2,872	2,937	2,854	Portfolio Total			2,882

Community Wellbeing

General Fund Estimate Summary

2006/07 Actual £000	2007/08			2008/09		
	Original Estimate £000	Revised Estimate £000		Gross Expend £000	Gross Income £000	Net Expend £000
Direct Services						
123	150	157	Emergency Planning	175	0	175
376	395	394	Voluntary Sector	413	10	403
314	337	303	Safer Communities	438	0	438
705	836	853	Travel Schemes	939	238	701
1,518	1,718	1,707	Total Direct	1,965	248	1,717
1,518	1,718	1,707	Total (Transferred to GF Summary)	1,965	248	1,717
1,113	1,718	1,698	Continuing Services Budget			1,726
533	0	15	Continuing Services Budget - Growth			115
(7)	0	(27)	Continuing Services Budget - Savings			(133)
1,639	1,718	1,686	Total Continuing Services Budget			1,708
0	0	74	District Development Fund - Expenditure			244
(121)	0	(53)	District Development Fund - Savings			(235)
(121)	0	21	Total District Development Fund			9
1,518	1,718	1,707	Portfolio Total			1,717

Finance, Performance Management and Corporate Support Services

General Fund Estimate Summary

2006/07 Actual £000	2007/08			2008/09		Net Expend £000
	Original Estimate £000	Revised Estimate £000		Gross Expend £000	Gross Income £000	
Direct Services						
835	754	804	Housing Benefits	36,228	35,483	745
1,074	1,082	1,154	Local Taxation	1,686	544	1,142
(850)	(829)	(782)	Land & Property	300	1,081	(781)
(962)	(174)	194	Other Activities	472	400	72
97	833	1,370	Total (Transferred to GF Summary)	38,686	37,508	1,178
Support and Trading Services						
1,364	1,425	1,412	Finance Support Services	1,566	104	1,462
1,079	1,208	1,079	Legal & Administration Services	1,290	74	1,216
1,612	1,676	1,630	Accommodation Services	1,944	18	1,926
3,665	3,958	4,085	Other Support Services	4,437	10	4,427
(2,489)	(2,665)	(2,646)	Recharged to this Portfolio	(2,978)	(66)	(2,912)
(5,231)	(5,602)	(5,560)	Recharged to other Portfolios	(6,259)	(140)	(6,119)
0	0	0	Total	0	0	0
97	833	1,370	Portfolio Total	38,686	37,508	1,178
434	747	1,223	Continuing Services Budget			593
113	71	75	Continuing Services Budget - Growth			349
(393)	(100)	(188)	Continuing Services Budget - Savings			(305)
154	718	1,110	Total Continuing Services Budget			637
333	282	447	District Development Fund - Expenditure			541
(390)	(167)	(187)	District Development Fund - Savings			0
(57)	115	260	Total District Development Fund			541
97	833	1,370	Portfolio Total			1,178

Housing

General Fund Estimate Summary

2006/07	2007/08			2008/09		
Actual	Original	Revised		Gross	Gross	Net
£000	Estimate	Estimate		Expend	Income	Expend
	£000	£000		£000	£000	£000
Direct Services						
320	701	562	Private Sector Housing	1,568	612	956
240	222	213	Homeless	457	215	242
45	45	45	Housing Strategy	47	0	47
12	722	1,258	Affordable Housing Grants	696	0	696
0	0	0	Leasehold Services Administration	161	161	0
Portfolio Total				Portfolio Total		
617	1,690	2,078	(Transferred to GF Summary)	2,929	988	1,941
550	1,486	1,908	Continuing Services Budget			1,556
41	178	145	Continuing Services Budget - Growth			361
0	0	0	Continuing Services Budget - Savings			0
591	1,664	2,053	Total Continuing Services Budget			1,917
26	26	25	District Development Fund - Expenditure			24
0	0	0	District Development Fund - Savings			0
26	26	25	Total District Development Fund			24
617	1,690	2,078	Portfolio Total			1,941

Leisure & Young People

General Fund Estimate Summary

2006/07	2007/08			2008/09		
Actual	Original	Revised		Gross	Gross	Net
£000	Estimate	Estimate		Expend	Income	Expend
	£000	£000		£000	£000	£000
Direct Services						
2,255	1,853	1,924	Leisure Facilities	1,979	220	1,759
742	773	740	Arts, Museum & Library	857	66	791
640	695	713	Parks & Grounds	761	4	757
(452)	(458)	(512)	North Weald Centre	849	1,296	(447)
617	697	706	Sports Development & Other Miscellaneous Amenities	791	82	709
3,802	3,560	3,571	Total (Transferred to GF Summary)	5,237	1,668	3,569
Support and Trading Services						
405	416	371	Leisure Services Administration	357	7	350
179	183	176	Leisure Contracts	180	0	180
(412)	(423)	(390)	Recharged to this Portfolio	(381)	(7)	(374)
(172)	(176)	(157)	Recharged to other Portfolio's	(156)	0	(156)
0	0	0	Total	0	0	0
3,802	3,560	3,571	Portfolio Total	5,237	1,668	3,569
3,506	3,502	3,442	Continuing Services Budget			3,600
0	10	6	Continuing Services Budget - Growth			0
(216)	(60)	(24)	Continuing Services Budget - Savings			(36)
3,290	3,452	3,424	Total Continuing Services Budget			3,564
528	208	279	District Development Fund - Expenditure			5
(16)	(100)	(132)	District Development Fund - Savings			0
512	108	147	Total District Development Fund			5
3,802	3,560	3,571	Portfolio Total			3,569

Civil Engineering & Maintenance

General Fund Estimate Summary

2006/07 Actual £000's	2007/08 Original Estimate £000's	2007/08 Revised Estimate £000's		Gross Expend £000's	2008/09 Gross Income £000's	Net Expend £000's
			Direct Services			
421	431	441	Highways	577	143	434
(412)	(440)	(315)	Car & Lorry Parking	1,218	1,557	(339)
583	855	783	Land Drainage & Sewerage	792	6	786
592	846	909	Total (Transferred to GF Summary)	2,587	1,706	881
			Support and Trading Services			
293	346	286	Building Services	304	0	304
957	1,057	1,026	Grounds Maintenance	1,219	124	1,095
260	281	307	Civil Engineering	308	5	303
209	227	226	Fleet Operations	461	229	232
(478)	(468)	(511)	Recharged To This Portfolio	(675)	(106)	(569)
(1,241)	(1,443)	(1,334)	Recharged To Other Portfolio's	(1,617)	(252)	(1,365)
0	0	0	Total	0	0	0
592	846	909	Portfolio Total	2,587	1,706	881
491	576	600	Continuing Services Budget			789
42	80	137	Continuing Services Budget - Growth			32
0	(45)	(61)	Continuing Services Budget - Savings			(30)
533	611	676	Total Continuing Services Budget			791
161	285	333	Development Fund - Expenditure			90
(102)	(50)	(100)	Development Fund - Savings			0
59	235	233	Total District Development Fund			90
592	846	909	Portfolio Total			881

Planning and Economic Development

General Fund Estimate Summary

2006/07 Actual £000	2007/08 Original Estimate £000	2007/08 Revised Estimate £000		Gross Expend £000	2008/09 Gross Income £000	Net Expend £000
Direct Services						
83	101	135	Economic Development	182	0	182
19	20	21	Bus Shelters	23	0	23
187	200	206	Countrycare	248	21	227
199	224	180	Conservation Policy	209	0	209
454	627	477	Forward Planning	761	73	688
85	113	144	Town Centre Enhancements	135	4	131
1,027	1,285	1,163	Total Direct Services	1,558	98	1,460
Regulatory Services						
260	253	232	Planning Appeals	243	3	240
520	613	573	Development Control Enforcement	523	2	521
506	412	596	Development Control	1,152	669	483
0	0	0	Building Control Fee Earning	674	674	0
155	162	169	Building Control Non Fee Earning	176	0	176
1,441	1,440	1,570	Total Regulatory Services	2,768	1,348	1,420
2,468	2,725	2,733	Total (Transferred to GF Summary)	4,326	1,446	2,880
Support and Trading Services						
527	511	632	Planning Administration	632	72	560
(496)	(481)	(595)	Recharged to this Portfolio	(595)	(68)	(527)
(31)	(29)	(36)	Recharged to other Portfolios	(37)	(4)	(33)
(0)	(0)	(0)	Total	(0)	0	(0)
2,468	2,725	2,733	Portfolio Total	4,326	1,446	2,880
2,310	2,371	2,326	Continuing Services Budget			2,460
19	14	105	Continuing Services Budget - Growth			20
(19)	(9)	(100)	Continuing Services Budget - Savings			(27)
2,310	2,376	2,331	Total Continuing Services Budget			2,453
286	364	490	District Development Fund - Expenditure			627
(128)	(15)	(88)	District Development Fund - Savings			(200)
158	349	402	Total District Development Fund			427
2,468	2,725	2,733	Portfolio Total			2,880

Environmental Protection
General Fund Estimate Summary

2006/07 Actual £000's	2007/08			2008/09		
	Original Estimate £000's	Revised Estimate £000's		Gross Expend £000's	Gross Income £000's	Net Expend £000's
1,372	1,385	1,322	Direct Services			
			Environmental Health	1,523	70	1,453
5,553	5,386	6,332	Waste Management	6,052	1,039	5,013
79	99	91	Environmental Initiatives	91	0	91
7,004	6,870	7,745	Total Direct	7,666	1,109	6,557
			Regulatory Services			
31	58	5	Licensing and Registrations	114	96	18
(3)	14	(19)	Hackney Carriages Licensing	131	143	(12)
28	72	(14)	Total Regulatory	245	239	6
7,032	6,942	7,731	Total (Transferred to GF Summary)	7,911	1,348	6,563
			Support and Trading Services			
551	558	527	Environmental Administration	568	0	568
(379)	(362)	(362)	Recharged To This Portfolio	(391)	0	(391)
(172)	(196)	(165)	Recharged To Other Portfolio's	(177)	0	(177)
0	0	0	Total	0	0	0
7,032	6,942	7,731	Portfolio Total	7,911	1,348	6,563
5,399	6,931	6,973	Continuing Services Budget			7,144
1,354	11	11	Continuing Services Budget - Growth			143
(262)	0	(51)	Continuing Services Budget - Savings			(758)
6,491	6,942	6,933	Total Continuing Services Budget			6,529
703	56	854	Development Fund - Expenditure			34
(162)	(56)	(56)	Development Fund - Savings			0
541	0	798	Total District Development Fund			34
7,032	6,942	7,731	Portfolio Total			6,563

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PART 1

Rates of Travelling Allowances, and Provisions Relating Thereto

1. (1) The rate for travel by public transport shall not exceed the amount of the ordinary fare or any available cheap fare, and where more than one class of fare is available the rate shall be determined, in the case of travel by ship by reference to first class fares, and in any other case by reference to second class fares unless the body determines, either generally or specifically, that first class fares shall be substituted.

(2) The rate specified in the preceding sub-paragraph may be increased by supplementary allowances not exceeding expenditure actually incurred:

(a) on supplements, reservation of seats and deposit or portage of luggage; and

(b) on sleeping accommodation engaged by the member for an overnight journey, subject, however, to reduction by one-third of any subsistence allowance payable for that night.

2. (1) The rate for travel by a member's own solo motor cycle or one provided for his/her use, shall not exceed:

(a) for the use of a solo motor cycle of cylinder capacity not exceeding 150cc, 8.5p a mile;

(b) for the use of a solo motor cycle of cylinder capacity exceeding 150cc but not exceeding 500cc 12.3p a mile;

(c) for the use of a solo motor cycle of a cylinder capacity exceeding 500cc 16.5p per mile.

(2) The rate for travel by a member's own private motor vehicle, or one belonging to a member of his/her family or otherwise provided for his use, other than a solo motor cycle, shall not exceed:

(a) for the use of a motor car of cylinder capacity

(i) not exceeding 999cc, 40.5p a mile; (ii) but not exceeding 1199cc, 44.2p a mile;

(iii) exceeding 1199cc, 55.8p a mile;

(3) The rates specified in sub-paragraphs (1) and (2) may be increased

(a) in respect of the carriage of passengers, not exceeding 4, to whom a travelling allowance would otherwise be payable under any enactment by not more than 3.0p a mile for the first passenger and 2.0p per mile for the second and subsequent passengers;

(b) by not more than the amount of any expenditure incurred on tolls, ferries or parking fees, including overnight garaging;

(4) For the purpose of this paragraph, the cylinder capacity shall be that entered in the vehicle registration book or document by the Secretary of State under the Vehicles (Excise) Act 1971.

3. The rate for travel by taxi-cab or cab shall not exceed:

(a) in cases of urgency or where no public transport is reasonably available, the amount of the actual fare and any reasonable gratuity paid; and

(b) in any other case, the amount of the fare for travel by appropriate public transport.

4. The rate for travel by a hired motor vehicle other than a taxi-cab shall not exceed the rate which would have been applicable had the vehicle belonged to the member who hired it:

Provided that where the body so approves the rate may be increased to an amount not exceeding the actual cost of hiring.

5. The rate for travel by air shall not exceed the rate applicable to travel by appropriate alternative means of transport together with an allowance equivalent to the amount of any saving in attendance

allowance or financial loss allowance, and subsistence allowance consequent on travel by air:

Provided that where the body resolves, either generally or specifically, that the saving in time is so substantial as to justify payment of the fare for travel by air, there may be paid an amount not exceeding:

(a) the ordinary fare or any available cheap fare for travel by regular air service; or

(b) where no such service is available or in case of urgency, the fare actually paid by the member.

PART 2

Rates of Subsistence Allowance, and Provisions Relating Thereto

1. (1) The rate of subsistence allowance shall not exceed:

(a) in the case of an absence, not involving an absence overnight from the usual place of residence:

(i) Breakfast allowance (more than 4 hours or, where the authority permits, a lesser period, before 11 am) £4.92;

(ii) Lunch allowance (more than 4 hours or, where the authority permits, a lesser period, including the lunchtime between 12 noon and 2pm) £6.77;

(iii) Tea allowance (more than 4 hours or, where the authority permits, a lesser period, including the period 3pm to 6pm) £2.67;

(iv) Evening meal allowance (more than 4 hours or, where the authority permits, a lesser period, ending after 7pm) £8.38.

(b) in the case of an absence overnight from the usual place of residence, £79.82 and for such an absence overnight in London or for the purposes of attendance at an annual

conference (including or not including an annual meeting) of the Local Government Association or such other association or body as the Secretaries of State may for the time being approve for the purpose, £91.04.

(2) For the purposes of this paragraph, London means the City of London and the London boroughs of Camden, Greenwich, Hackney, Hammersmith and Fulham, Islington, Kensington and Chelsea, Lambeth, Lewisham, Southwark, Tower Hamlets, Wandsworth and Westminster.

2. Any rate determined under paragraph 1 (b) above shall be deemed to cover a continuous period of absence of 24 hours.

3. The rates specified in paragraph 1 above, shall be reduced by an appropriate amount in respect of any meal provided free of charge by an authority or body in respect of the meal or the period to which the allowance relates.

4. When main meals (i.e. a full breakfast, lunch or dinner) are taken on trains during a period for which there is an entitlement to day subsistence, the reasonable cost of meals (including V.A.T.) may be reimbursed in full within the limits set out below. In such circumstances reimbursement for the reasonable cost of a meal would replace the entitlement to the day subsistence allowance for the appropriate meal period.

(i) for breakfast, absence of more than 4 hours or, where the authority permits, a lesser period, before 11 am;

(ii) for lunch, absence of more than 4 hours or, where the authority permits, a lesser period, including the lunchtime between 12 noon and 2pm;

(iii) for dinner, an absence of more than 4 hours or, where the authority permits, a lesser period, ending after 7p.m.

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APPENDIX 8

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**MEMBER ROLE
ACCOUNTABILITY
STATEMENTS**

MEMBER ROLE ACCOUNTABILITY STATEMENT

Role Title: Chairman of the Council

Responsible to: The Council

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

Purpose of role: To provide civic representation on behalf of the Council at internal and external functions. To chair the Council. To promote the Council and its work. To provide information to the Council and the Cabinet on the views of the community.

Principal Accountabilities:

1. Represent the Council on a non-political basis and fulfil role as the Epping Forest District's first citizen to maintain the civic standing of the Authority and to represent and promote the Council within the community.
2. Attendance at appropriate civic functions as well as community events to fulfil the role of first citizen.
3. Act as non-political chair of meetings of the Council to ensure that order is preserved and that matters are considered effectively.
4. Maintain, develop and build upon good relationships between political and managerial processes to maximise the benefit gained by the community.
5. Provide a point of contact with the community on civic matters to ensure appropriate information is provided on Council activity.
6. To provide the principal link between the Council's civic functions and the Chief Executive/Head of Paid Service, the Cabinet, the Leader of the Council, with particular emphasis on the feedback of views of the community as raised through the conduct of civic functions.
7. To serve on non-executive Committees Sub-Committees Working Groups, Panels Working Groups and Boards as appointed by the Council.

Date: February 2001

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: Vice-Chairman of the Council

Responsible to: The Council

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

Purpose of role: To deputise for the Chairman of the Council. In conjunction with the Chairman of the Council, to promote the Council and its work.

Principal Accountabilities:

1. Represent the Council as Vice-Chairman of the Council on a non-political basis and assist the Chairman of the Council in the role as the Epping Forest District's first citizen to maintain the civic standing of the Authority and to represent and promote the Council within the community.
2. Attendance at appropriate civic functions as well as community events to fulfil the role of Vice-Chairman.
3. Act as non-political chair of meetings of the Council (in the absence of the Chairman) to ensure that order is preserved and that matters are considered effectively.
4. Maintain, develop and build upon good relationships between political and managerial processes to maximise the benefit gained by the community.
5. Provide a point of contact with the community (in the absence of the Chairman) on civic matters to ensure appropriate information is provided on Council activity.
6. To support and deputise for the Chairman of the Council in providing a link between the Council's civic functions and the Chief Executive/Head of Paid Service, the Cabinet and the Leader of the Council with particular emphasis on the feedback of views of the community as raised through the conduct of civic functions.
7. To serve on non-executive Committees Sub Committees Working Groups, Panels Working Groups and Boards as appointed by the Council.

Date: February 2001

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: Leader
Responsible to: The Council
Contact with: Members, Officers, media, external organisations and representatives, Members of Parliament and community, other Councillors.
Purpose of role: To provide executive leadership of the Council, to maximise available resources and to provide appropriate strategic and operational direction.
Principal Accountabilities: <ol style="list-style-type: none">1. Direct the overall activities of the Executive to ensure that decisions made are well informed, appropriate and fulfil the agreed objectives of the Council and subject to consultation with other members of the Council where appropriate.2. Develop, implement and review the Executive strategy to fulfil the agreed objectives of the Council.3. Maintain, develop and build upon good relationships between political and managerial processes to maximise the benefit gained by the community.4. Provide 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.5. Develop policy and budget priorities for the consideration of the Executive and for recommendation to the Council as a whole in line with strategic objectives.6. Develop role as principal Executive voice at meetings of the Council to provide a response to questions from Members of the Council and the public.7. To exercise powers delegated by the Executive in relation to the nominated portfolio area within the scheme of delegation operated by the Council, consulting other Councillors as appropriate.8. Act as the focus for community leadership issues to assist the local economy and the community.9. To provide the principal link between the Executive and the Chief Executive/Head of the Paid Service.10. To Chair meetings of the Executive.11. To Chair meetings of allocated Executive Committees.12. To work with the Deputy Leader on matters affecting relevant portfolios.13. To represent the Executive at meetings of Overview and Scrutiny Committees in connection with Cabinet decisions and on allocated portfolios.14. To serve on non-executive Committees, Sub-Committees, Panels, Boards and Working Groups as appointed.
Date: February 2001

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: 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.
Purpose of role: To assist the Leader of the Council in providing executive leadership of the Council and appropriate strategic and operational direction.
Principal Accountabilities: <ol style="list-style-type: none">1. Assist the Leader of the Council in directing the overall activities of the Executive to ensure that decisions made are well informed, appropriate and fulfil the agreed objectives of the Council.2. Assist the Leader in the role of developing, implementing and reviewing the Executive strategy to fulfil the agreed objectives of the Council.3. Maintain, develop and build upon good relationships between political and managerial processes to maximise the benefit gained by the community.4. Support the Leader as 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.5. Support the Leader in developing policy and budget priorities for the consideration of the Executive and for recommendation to the Council in line with strategic objectives.6. Deputise for the Leader in the role as principal Executive voice at meetings of the Council to provide a response to questions from Members of the Council and the public.7. Exercise powers delegated by the Executive in relation to the nominated portfolio area, within the scheme of delegation operated by the Council.8. Act as the focus for community leadership issues to assist the local economy and the community.9. To provide the principal link between the Executive and the Chief Executive/Head of the Paid Service.10. To Chair meetings of the Executive in the absence of the Leader of the Council.11. To Chair meetings of allocated Executive committees.12. To work with and support the Leader on matters affecting relevant portfolios.13. To represent the Executive or the Leader at meetings of Overview and Scrutiny Committees both in connection with Executive decisions or allocated portfolios.14. To serve on non-executive Committees, Sub-Committees, Panels, Boards and Working Groups as appointed.
Date: February 2001

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 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.

Purpose of role: Contribute to decisions made by the Executive on all areas within its remit. Oversee and implement activities within specific portfolio areas.

Principal Accountabilities:

1. Contribute to the overall activities of the Executive to ensure that decisions made are well informed, appropriate and fulfil the agreed objectives of the Council.
2. Contribute to the development, implementation and review of the Executive strategy to fulfil the agreed objectives of the Council.
3. Maintain, develop and build upon good relationships between political and managerial processes to maximise the benefit gained by the community.
4. Provide principal point of contact to media on appropriate portfolio areas to provide a clear, well-informed response as required.
5. Provide leadership on agreed key portfolio area of responsibility to establish clear strategy for implementation of areas under consideration, in line with Council objectives and consulting other Councillors as appropriate.
6. Establish role as key spokesperson on issues relating to portfolio area both internally and externally to ensure that responses are informed, and up to date.
7. As directed in legislation to exercise powers delegated by the Executive in relation to the nominated portfolio area, within the scheme of delegation approved by the Council and consulting other Councillors as appropriate.
8. Provide the link between the Executive and appropriate officers for the specified portfolio.
9. To represent the Executive at Overview and Scrutiny Committees on matters relating to allocated portfolio.
10. To Chair Executive Committees as allocated.
11. To serve on non-executive Committees, Sub-Committees, Panels, Boards and Working Groups as appointed.

Date: February 2001

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: Group Leader

Responsible to: Political Group

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

Purpose of role: To lead political groups as notified to the Council

Principal Accountabilities:

1. In addition to their role of elected Councillor and to the duties attaching to any other position of office to which they are appointed by the Council or the Executive:
 - (a) to chair meetings of the relevant political group.
 - (b) to provide leadership and act as spokesperson for the political views of that group.
 - (c) to be responsible for matters of internal group discipline and the conduct and behaviour of individual members.
 - (d) to act as the point of contact for the group with the Chief Executive on matters relating to Council business.
 - (e) to act as the point of contact for the group with the Monitoring Officer on all matters relating to the conduct of individual members of that group in relation to the National Code.
 - (f) to act as spokesperson for the group in consultations with other political groups and officers regarding matters covered by the Council protocol covering appointment of the Cabinet, Committees, and the Chairmen of those and similar bodies together with arrangements for representation on outside bodies.
 - (g) to keep the Executive and Chief Executive informed of group policy and views on specific issues.

Date: February 2001

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 Overview and Scrutiny Committee

Responsible to: The Council

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

Purpose of role: To chair meetings of appropriate Overview and Scrutiny Committee and facilitate the call in, service review and monitoring role of that Committee

Principal Accountabilities:

1. Chair meetings of an Overview and Scrutiny Committee to which appointed to ensure that they operate in an efficient and effective manner.
2. Ensure that the five-year service review programme for Best Value purposes is agreed, monitored and achieved within the agreed timescales.
3. Ensure that proper arrangements exist for the Overview and Scrutiny Committee to review performance, scrutinise cabinet decisions, facilitate the "call in" procedure when activated in accordance with the Council's constitution and statutory requirements.
4. Act as focus for liaison with appropriate Executive members, the full Executive or the Leader/Deputy Leader in respect of matters within the terms of reference of the Overview and Scrutiny Committee concerned.
5. To act as a point of contact in respect of all non-executive Councillors in respect of all aspects of the Overview and Scrutiny Committee's brief.
6. To consult with the Leader of the Council in relation to any proposal of the Executive to make a key decision on grounds of urgency which affects the terms of reference of the Overview and Scrutiny Committee.
7. To act as spokesperson for the Overview and Scrutiny Committee with the media, taking officer advice as necessary.
8. To liaise with relevant officers concerning the work of the Overview and Scrutiny Committee.

Date: February 2001

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: Vice-Chairman of Overview and Scrutiny Committee

Responsible to: The Council

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

Purpose of role: To deputise for the Chairman of the appropriate Overview and Scrutiny Committee in all aspects of its work including the call in, service review and monitoring role of that Committee

Principal Accountabilities:

1. To chair meetings of an Overview and Scrutiny Committee in the absence of the Chairman to which appointed to ensure that they operate in an efficient and effective manner, and deputise for the Chairman in the following aspects of the Committee's responsibilities.
 - (a) the five-year service review programme for Best Value purposes is agreed, monitored and achieved within the agreed timescales.
 - (b) arrangements for the Committee to review performance, scrutinise Executive decisions, facilitate the "call in" procedure when activated in accordance with the Council's constitution and statutory requirements.
 - (c) liaison with appropriate Executive members, the full Cabinet or the Leader or Deputy Leader in respect of matters within the terms of reference of the Overview and Scrutiny Committee concerned.
 - (d) acting as a point of contact in respect of all non-executive Councillors in respect of all aspects of the Overview Committee's brief.
 - (e) consultation with the Leader of the Council in relation to any proposal of the Executive to make a key decision on grounds of urgency which affects the terms of reference of the Committee.
2. To act as spokesperson (in the absence of the Chairman) for the Overview and Scrutiny Committee with the media, taking officer advice as necessary.
3. To liaise with relevant officers concerning the work of the Committee.

Date: February 2001

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/Committee/Board/Area Plans Sub-Committees

Responsible to: The Council

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

Purpose of role: To chair effectively meetings of appropriate Boards Panels and Committees

Principal Accountabilities:

1. Responsible for efficient conduct of Board/Panel Committee meetings etc ensuring that decisions are properly taken, and are in accordance with the Council's Standing Orders and statutory requirements.
2. Provide the opportunity for effective and appropriate contributions to be made by Board/Panel/Committee members on all approved subject areas under consideration within the Panel/Committee remit.
3. Act as Lead Member for the Group where appointed on the subject area of Panel/Committee.
4. Respond to consultation on matters, which are the subject of the Panel/Committee between meetings to provide a speedy resolution to urgent matters.
5. Discuss with officers matters which are being researched and developed to ensure that appropriate recommendations are achieved.
6. Maintain, develop and build upon good relationships between political and managerial processes to maximise the benefit gained by the community.
7. Provide a point of contact to media on areas within the remit of the Panel/Committee to provide a clear well-informed response as required.
8. Provide a link with the Head of Paid Service in relation to the work of the Panel/Committee.

Date: February 2001

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: Vice-Chairman of Panel/Committee/Board/Area Plans Sub-Committee

Responsible to: The Council

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

Purpose of role: Deputise for Chairman of Board, Panel, Committee or Sub-Committee concerned.

Principal Accountabilities:

1. In the absence of the Chairman be responsible for efficient conduct of Panel/Board/Committee or Sub-Committee meetings ensuring that decisions are properly taken, in accordance with the Council's Standing Orders and statutory requirements.
2. In the absence of the Chairman provide the opportunity for effective and appropriate contributions to be made by Board/Panel/Committee members on all approved subject areas under consideration within the Board/Panel/Committee/Sub-Committee remit.
3. In the absence of the Chairman, respond to consultation on matters, which are the subject of the Panel/Committee between meetings to provide a speedy resolution to urgent matters.
4. In the absence of the Chairman to discuss matters with officers which are being researched and developed to ensure that appropriate recommendations are achieved.
5. Maintain, develop and build upon good relationships between political and managerial processes to maximise the benefit gained by the community.
6. Provide, in the absence of the Chairman of the Board, Panel, Committee or Sub-Committee concerned, a point of contact with the media on areas within the remit of the Panel/Committee etc to provide a clear well-informed response as required.
7. In the absence of the Chairman provide a link with the paid service in relation to the work of the Panel/Committee.

Date: February 2001

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 the Council

Responsible to: The Council

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

Purpose of role: To participate in the decision making of the Council and represent the interests of the local community within the ward.

Principal Accountabilities:

1. To contribute to the discussion and determination of Council policies and the budget.
2. To represent the interests of the community at meetings of the Council and its constituent bodies to ensure that decisions taken take account of community views.
3. Develop effective systems for communication, liaison and consultation with the local community and individuals within it.
4. Assist constituents with matters concerning services provided by the Council.
5. Act as the Council's appointee on outside bodies to ensure that the needs of the community are considered and to provide linkages with the Council.
6. Maintain, develop and build upon good relationships between political and managerial processes to maximise the benefit gained by the community.
7. Provide a point of contact to media on appropriate ward issues to provide a clear well-informed response as required.
8. Provide the link with the officers on constituency matters.
9. To participate in Overview and Scrutiny Committees and other non-executive Boards, Panels and Committees, Sub-Committees and Working Groups as appointed by the Council.

Date: February 2001

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.

John et al. (2007) identify a lack of understanding amongst council officers as to why traditionally under represented councillors leave the role and recommend that exit interviews should be used to facilitate a firmer grasp as to why they stand down and how they may be retained. This suggestion is also made by respondents to the Commission's call for evidence.

Recommendation 56

In order to develop a clear understanding of the profile of councillors:

- a) **the census of local authority councillors should be continued;**
- b) **the LGA/IDeA should reinstate their national exit survey;**
- c) **a census of parish and town councillors should be introduced;**
- d) **the survey of candidates standing for election should be continued.**

An explanation of this recommendation is provided in the main report.

Recommendation 57

A national framework of guiding principles for members' allowances schemes should be developed. It should specify a national minimum basic allowance for each type and size of authority. Councils should have regard to the national framework in framing their own schemes but should be able to opt to appoint their own local or regional independent remuneration panel. The framework should also make recommendations in respect of parish and town councillors.

The present legislative framework for members' allowances is contained in the Local Authorities (Members' Allowances) (England) Regulations 2003 ('the Regulations'). These provide a consolidated regime for members' allowances. Councils have to establish and have regard to the recommendations of local remuneration panels in setting their allowances scheme. There are no national limits set.

Research for the Commission (Hands et al., 2007) reveals a popular perception that many councillors are corrupt, and specifically that they take advantage of the allowances and expenses they receive. This perception is formed almost exclusively by stories printed in the local press. When prompted by our researchers with figures on typical remuneration for councillors grassroots activists, in particular, were surprised that the level is so modest. Activists accept that councillors with extra responsibilities deserve to earn higher remuneration. Most feel that average levels of remuneration for council leaders (£16,356) and cabinet/executive members (£9,243) are not unreasonable. However, it was noted that allowances for backbenchers are not high enough to enable someone currently working full-time to give up their job in order to become a councillor.

The English model of members' remuneration differs from that in the other UK countries. Responsibility for remuneration of councillors in Wales, Scotland and Northern Ireland is devolved from Westminster. In these countries there is more central prescription, less discretion and more consistency in the setting of allowances. In these countries there are, however, a relatively small number of authorities with identical powers.

The English model has the advantage that it provides maximum local choice within the legislative framework, itself not restrictive. The local authority has the responsibility for setting its own allowances but can rely on the recommendations of its panel. Those recommendations are required to be publicised, a requirement more extensive than in the remainder of the UK. It enables the local economic context to be taken into account.

There are also disadvantages to the English model. It results in substantial disparities of remuneration for councillors in similar authorities undertaking similar responsibilities. The degree of public accountability of panels can be variable: in some councils the local authority leads the panel to its conclusions. And, despite the recommendations of an independent panel, some councillors can be uncomfortable in setting their own allowances, particularly where this is contentious either politically or through the interest of the local media.

The creation of a London-wide panel in the capital has overcome some of these disadvantages. It provides a uniform structure for the framing of members' allowances schemes. London boroughs' allowances schemes are, over time, converging in many areas.

What the National Framework should cover within its remit

The National Framework of Councillors' allowances would be established by an independent body. The framework would be expected to take into account key differences in size and types of authorities. This framework would inform the decisions made at local and where relevant, regional level, by remuneration panels.

It should specify a national minimum basic allowance for each type and size of authority. Councils should be required to have regard to the recommendations of the national panel in framing their own schemes and would have the option of appointing their own local independent remuneration panel should they need further guidance. The National Framework would be expected to make recommendations for members' allowances schemes for the joint authorities in the same way as it makes recommendations for local authorities.

In framing its advice on special responsibility allowances, the national panel should recognise that it is difficult for those carrying major responsibilities to undertake a 'normal' full-time job in addition to council responsibilities, but that councillors should not be expected to work full-time on council duties.

The National Framework should be based on a generic role description for councillors, as agreed with the LGA, recognizing the additional responsibilities held by Executive members, Leaders and others holding significant roles, as well as the core ward related roles of all councillors.

The National Framework should include a scheme of "parachute payments" for elected mayors, leaders and executive portfolio-holders who lose office through the action of the electorate. The payments should be equivalent to at least statutory redundancy pay and linked to time served in office.

The Commission considered some general issues that the National Framework should cover. It was agreed that the current system of basic and special responsibility allowances should continue, but that Members' allowances schemes should have explicit regard to the workload involved in different roles.

In authorities with political administrations, there should be a requirement to pay a special responsibility allowance to not fewer than two opposition members (the group leader and one other) in order to resource a healthy opposition so as to ensure critical scrutiny.

In cases of prolonged sickness and maternity or paternity leave, councils should be enabled to make two special responsibility payments in respect of the same office.

It was also felt that the National Framework should include the following points:

Parish Councils

- i) A national framework should also be established for parish councils, including a minimum parish basic allowance for active parish councils.
- ii) The national parish framework should make recommendations for special responsibility allowances for parish councillors.
- iii) Parish Councils should be enabled to pay the dependants' carers' allowance.
- iv) Each county association of local councils should establish an independent remuneration panel to provide specific advice on local application of the national framework.

Co-optees in principal authorities

- i) The national framework should include clarification on which co-optees should be entitled to co-optees' allowances.
- ii) The national framework should specify for each type of authority a minimum co-optees' allowance for chairs of standards committees.

Carers allowances

- i) Councillors should be offered access to the national childcare salary sacrifice scheme.
- ii) Guidance should ensure that the dependants' carers' allowance should not be restricted to childcare.
- iii) The dependants' carers' allowance should be extended to permit councillors requiring care to claim an allowance for their carers when on approved duties.
- iv) Standards committees should have the ability to extend the dependants' carers' allowance in appropriate cases in order to avoid significant financial disadvantage.
- v) Joint authorities should be empowered to pay dependants' carers' allowances to their members.
- vi) Firmer guidance should be provided on the minimum package of support that each councillor should expect to receive.

Travel and subsistence

- i) Where a council pays for travelling and subsistence within council boundaries as a lump sum or as a identifiable sum factored into the basic allowance, the payment should be free from tax and national insurance liability up to a nationally set minimum.
 - ii) In framing a national scheme, the approach of the Republic of Ireland should be considered. This approach to travelling and subsistence allowances has built-in penalties for non-attendance at meetings.
 - iii) Councillors should be able to claim mileage rates up to officer casual user rate with no tax liability.
 - iv) Although local flexibility should be maintained in order to have regard to local circumstances, the national framework should give guidance on the overall rates payable for travelling and subsistence.
 - v) In authorities with tightly-drawn boundaries and where it is reasonable to do so, travelling and subsistence allowances should be subsumed in the basic allowance. Alternatively the approach in the Republic of Ireland – as described above – should be adopted and promoted.
 - vi) Where appropriate, allowances schemes should make special provision for travel by disabled people. Schemes should permit standards committees to make exceptional provision for travel in special circumstances.
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Recommendation 58

All councillors should be entitled to access to the local government pension scheme, and any allowances for serving on joint authorities should also be taken into account.

Since 2003 councillors in England have been eligible to join the local government pension scheme on the recommendation of the local independent remuneration panel. No councillor can have access to the scheme unless it is recommended by the independent panel. If a panel does recommend access, it can stipulate whether it applies to the basic allowance, the special responsibility allowances (or some of them), or both. A council is not bound to grant access.

A survey of authorities carried out by the Local Government Pension Committee in 2004 showed that less than half (42.4 per cent) of authorities offered their councillors access to the scheme and that there was a substantial difference between types of authority that were offering access to the scheme. Of respondents to the survey, 24 of 28 metropolitan authorities' panels offered access to the scheme. Of the 127 respondent district councils, less than half of the panels (57) offered full or partial access. 23 out of 24 metropolitan authorities had adopted their panels' recommendation. Only 35 of the 57 district councils had taken up the offer of access to the scheme. In 2004 4,311 councillors had been offered membership of the scheme and 912 had opted to join it, less than 5 per cent of the almost 20,000 English councillors (Brooke and Hall, 2007).

Many panels and councils who deny access to the scheme are influenced by two factors: cost and public opinion. The scheme is a defined benefit scheme (as opposed to a defined contribution scheme). The pension and related benefits are set by a formula linked to salary and length of service. Panels and councils are often reluctant to grant access to a defined benefit scheme when there is a general trend in the private sector to close such schemes to new employees.

The main advantage of the scheme for councillors is that it offers a predictable benefit guaranteed by the council. It needs no set up costs and only marginal administrative costs, as the scheme is already in place for local government employees. The main perceived disadvantage – cost to the council – is relatively minor as a part of the overall cost of the scheme.

At present the councillor contribution is pegged at six per cent of pensionable allowances. The employers' contribution is usually in the range of 12-15 per cent, though can be substantially higher. The scheme is generally organised on a county-wide basis. Each employer will make a different contribution to the scheme dependent upon the demography of its pensioners and the success of the scheme's investment policy.

Granting access to the scheme is intended to remove one more barrier to service as a councillor. Councillors of working age may lose pension rights in respect of their employment, either by working part-time or by loss of promotion prospects. Access to the scheme can make good this loss. It is argued that service as a councillor ought not to impose any further financial disadvantage. If a substantial part of a councillor's working time is devoted to council duties at the expense of their job or promotion prospects, then it seems reasonable that they should be able to treat their allowances as pensionable.

Evidence to the Commission suggests strong support for allowing councillors access to the scheme, as is the position in Scotland.

Recommendation 59

The Department for Work and Pensions should review the earnings disregard for benefits in respect of members' allowances, and in particular move to disregard renounced members' allowances for benefits purposes.

The situation regarding members' allowances and benefits is complicated. It depends upon the benefits a member (and family member) receives and the level of household income, including any allowances received (see LGiU Councillors' Tax and Benefits – 2006 Update, April 2006). Benefits differ in each case and it is very difficult to draw generalisations.

As a rule the Department for Work and Pensions (DWP) does not disregard any councillor remuneration. Even if members renounce their allowances, they are treated as income by the DWP, unlike the regimes for taxation and national insurance.

Recommendation 60

The National Framework for members' allowances (see recommendation 57) should not preclude small allowances being made available to councillors to communicate with their electorate, including where content is explicit about their political allegiance and activities.

An explanation of this recommendation is provided in the main report – see also recommendation 10.

Recommendation 61

In order to maintain confidence in local councillors, Local Authority Standards Committees should be empowered to suspend and claw back part of the basic allowance on the limited occasions where councillors are measurably failing to fulfil their role description.

An explanation of this recommendation is provided in the main report.

Effectiveness

There is no foolproof test of councillors' effectiveness, and individuals perform the role in different ways; in addition, councillors are not employees. Any question of introducing performance related pay would raise difficult issues and we do not seek to do so. Several authorities have, however, introduced voluntary clawback schemes under which councillors may be liable to forfeit parts of allowances if they fail adequately to perform their role. Some comparison can be made with police authorities, which have the right to withhold allowances if members do not attend meetings, although determining a councillor's performance clearly raises more complicated issues than purely attendance at meetings.

Since we have proposed the development of a defined role for councillors, we believe that there is justification for a clawback scheme in those exceptional cases where a councillor demonstrably fails to fulfil specified duties; we would expect such cases to be rare. This proposal could introduce a potential for political dispute or abuse which it would be necessary to avoid. We are satisfied that such abuse could be prevented provided the route to any clawback, as we say in **recommendation 61**, is through the standards committee of the council.

Postscript

"When I joined the town hall 52 years ago the surnames of half the councillors were on the 1892 foundation stone outside the town hall. They were the grandfathers and great-grandfathers of the present councillors. Their money came from the mills and that money had built the town hall. It was part of their lifestyle to be on the council.

The newer Labour members worked in the nationalised industries – mostly down the pit. They were able people who had left school at 13 and discharged their considerable abilities on the council. They enjoyed time-off and were compensated by the financial loss allowance. Better to be in the town hall than down the pit.

On the county council were the grandees, whose ancestors had run quarter sessions before the county councils took over in 1888. They inherited a family commitment in public service. They did not use the title 'councillor' because they already had titles – Viscount, Major-General etc.

These classes of councillor have disappeared. The mills are now flatted factories or are run from London – or abroad. The nationalised industries have been denationalised. The able manual workers now go to university and are on a career treadmill. The aristocrats have returned to their stately homes."

This elegantly descriptive opening to a submission to our forum is a pertinent reminder that the days when distinct social and occupational groups despatched representatives to the service of local government almost automatically are gone. Communities are more diverse, social groupings and identities are more fluid. Local authorities and political parties now face the tougher task of persuading individuals to offer their time. In doing this, they find themselves in competition with all other community organisations that rely on the time commitment of volunteers.

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