



Epping Forest District Council

MEMBER REMUNERATION PANEL **Monday, 30th October, 2017**

Place: Committee Room 2, Civic Offices, High Street, Epping

Time: 6.30 pm

Committee Secretary: S. Tautz Tel: (01992) 564180
Email: democraticservices@eppingforestdc.gov.uk

Members:

D Jackman, Ms R Kelly and S Lye

1. ELECTION OF CHAIRMAN

(Director of Governance) To elect a Chairman of the Panel for the duration of the meeting.

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

(Director of Governance) To declare interests in any item on the agenda for the meeting, pursuant to the Council's Code of Member Conduct.

4. MINUTES OF PREVIOUS MEETING (20.7.17) (Pages 3 - 6)

(Director of Governance) To confirm the minutes of the meeting of the Panel held on 20 July 2017.

5. MEMBERS' ALLOWANCES SCHEME - ANNUAL REVIEW 2018/19 (Pages 7 - 82)

(Director of Governance) To consider the attached report.

6. ANY OTHER BUSINESS

(Director of Governance) To consider any additional items of business for the meeting.

7. DATE OF NEXT MEETING

(Director of Governance) To consider arrangements for future meetings of the Panel, if required.

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EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

Committee:	Member Remuneration Panel	Date:	Thursday, 20 July 2017
Place:	Committee Room 2, Civic Offices, High Street, Epping	Time:	6.30 - 8.10 pm
Members Present:	Ms R Kelly and Mr S Lye		
Other Councillors:	Councillors R Bassett, J Lea, B Sandler, M Sartin, D Stallan		
Apologies:	Mr D Jackman		
Officers Present:	S Hill (Assistant Director (Governance)), S Tautz (Democratic Services Manager)		

18. ELECTION OF CHAIRMAN

RESOLVED:

That Ms. R. Kelly be elected as Chairman of the Remuneration Panel for the duration of the meeting.

19. DECLARATIONS OF INTEREST

No declarations of interest were made by members of the Panel, pursuant to the Council's Code of Member Conduct.

20. MINUTES OF PREVIOUS MEETING (28.9.16)

RESOLVED:

That the minutes of the meeting of the Panel held on 28 September 2016, be taken as read and signed by the Chairman as a correct record.

21. CHAIRMAN & VICE-CHAIRMAN OF COUNCIL - SPECIAL RESPONSIBILITY ALLOWANCE

The Panel was reminded that, at its meeting in December 2015, the Council had agreed that consideration of the amount of Special Responsibility Allowance (SRA) applied to the positions of the Chairman and Vice-Chairman of the Council, be added to the responsibilities of the Remuneration Panel from the 2017/18 municipal year. The Director of Governance reported that the Panel had requested an opportunity to gain an understanding of the current application of SRA in terms of the responsibilities of the Chairman and Vice-Chairman of the Council, in order that the level of SRA could be considered as part of the review of the Members' Allowances Scheme for 2018/19 and subsequent years.

The current Chairman (Councillor D. Stallan) and Vice-Chairman (Councillor R. Bassett) of the Council attended the meeting to assist the Panel to gain an understanding of their roles and responsibilities, alongside a number of serving past-Chairmen of the Council who were able to contribute first-hand experience with

regard to the current level of SRA for the positions. Members advised that Panel that chairmanship of the Council was an honoured position, reserved to councillors that had earned the respect of their colleagues across the authority.

Members were advised that the Chairman was formally appointed to office at the first meeting of the Council in each municipal year and had a number of specific roles and responsibilities, including:

- chairing meetings of the Council so that the business of the authority was carried out efficiently and with regard to the rights of all Councillors and the interests of the community;
- ensuring that Council meetings were a forum for the debate of matters of concern to the local community and for promoting public involvement in the Council's activities;
- being the First Citizen of the District and attending civic and ceremonial functions to promote the Council and act as a focal point for the community;
- hosting functions in order to promote the Council and its interests; and
- promoting a charity appeal during their term of office.

The Panel was advised that the Vice-Chairman of the Council played an important part in supporting the Civic Ceremonial role of the Chairman and that custom and practice had dictated that, in most instances, the Chairman of Council had previously served a year as Vice-Chairman. The past-Chairmen in attendance all considered that the experience gained during their year as Vice-Chairman had been invaluable preparation for their term of office as Chairman. It was also noted that, at times, the role of the Vice-Chairman could take on additional prominence where, for example, the Chairman became unavailable due to illness or family commitments.

The Director of Governance reported to the Panel with regard to the background to the current level of SRA for the Chairman and Vice-Chairman of the Council, which had last been reviewed by the Governance Select Committee in December 2015. The Panel noted that appropriate benchmarking had been undertaken in respect of the levels of SRA applied by other district local authorities in Essex and the Council's 'family group' of comparable authorities. The Panel noted that, in a number of instances, such SRA levels in other areas were based on multipliers of the Basic Allowance made to members.

Several of the past-Chairmen of the Council in attendance at the meeting felt that the current application of SRA did not adequately meet the expenses incurred in undertaking duties as Chairman, particularly in relation to travel and clothing arrangements. Most of the past-Chairmen also indicated that they had incurred personal financial expenditure during their term of office, for which they had not been recompensed by the Council (or had not sought such recompense).

The Panel was advised that recompense for transport costs incurred by the Chairman and Vice-Chairman in relation to official duties, had been addressed by Governance Select Committee in its earlier review of allowances. The Director of Governance reported that, in addition to the individual SRA for the Chairman and Vice-Chairman, ongoing annual budget provision was made to directly support their work, covering matters such as hire cars and taxis, civic hospitality and miscellaneous expenses such as the annual Civic Awards Reception, Christmas Carol Service and Chairman's Lunch. It was noted however, that the scope and volume of other engagements for the Chairman and Vice-Chairman varied from year to year depending on the number and type of invitations accepted. Members emphasised that external factors such as family, work and voluntary commitments had an impact upon the time that the Chairman could devote to civic ceremonial

duties and that each Chairman adopted their own personal approach to the Chairman's Charity, with different levels of commitment and support from external organisations.

As the current Chairman and Vice-Chairman of the Council and a number of the past-Chairmen in attendance had also held executive positions with the authority, the Panel was keen to understand how the duties of the Chairman compared with those of other positions such as Portfolio Holder, chairmen of committees and sub-committees etc., specifically in terms of responsibility and time commitment, and whether these positions could be subject to a 'ranking' for the purposes of SRA. Many of the members present at the meeting considered that the duties of the Chairman were much more time consuming than other positions, particularly in terms of attendance at civic and ceremonial functions whilst also maintaining a constituency role for the local communities they represented.

Some members felt that, unlike most other roles within the Council, the civic ceremonial role of the Chairman was defined to a large extent by the character and interests of the individual Chairman, as each brought their own personality and style to the role, with varying degrees of personal capacity and resources.

On behalf of the Panel, the Chairman expressed appreciation for the valuable contribution of the current Chairman and Vice-Chairman of the Council and those serving past-Chairmen of the Council that attended the meeting, in increasing its understanding of the role and responsibilities of the Chairman and Vice-Chairman of the Council.

RESOLVED:

- (1) That the background to the level of Special Responsibility Allowance currently applied to the positions of the Chairman and Vice-Chairman of the Council, be noted; and
- (2) That the Director of Governance be requested to submit the following additional information to the next meeting of the Panel, in order that the current level of Special Responsibility Allowance can be considered as part of the review of the Council's Members' Allowances Scheme for 2018/19:
 - (a) general information regarding the type and number of events and functions typically attended or supported by the Chairman and/or Vice-Chairman of the Council during a municipal year;
 - (b) the 'information pack' produced for the Chairman for each municipal year; and
 - (c) if possible, the views of those serving past-Chairmen of the Council that were unable to attend the meeting, with regard to the current level of Special Responsibility Allowance for the positions of the Chairman and Vice-Chairman of the Council.

22. ANY OTHER BUSINESS

The Director of Governance reported that there was no other business for consideration at the meeting.

23. DATE OF NEXT MEETING

The panel agreed that its next meeting be arranged on a date to be agreed during October 2017.

CHAIRMAN

Report to Member Remuneration Panel

Date of meeting: 30 October 2017

Subject: Members' Allowances Scheme – Annual Review 2018/19

Democratic Services Officer: S. Tautz (01992) 564180

Recommendations/Decisions Required:

- (1) That the Panel consider the issues set out in this report and agree any recommendations to be made to the Council in connection with the review of the Members' Allowances Scheme for 2018/19; and**
- (2) That the Panel agree arrangements for the presentation of its report and recommendations with regard to the review of the Members' Allowances Scheme to the Council, at its meeting to be held on 21 December 2017.**

Report:

1. (Director of Governance) As the Panel will be aware, it traditionally commences the annual review of Epping Forest District Council's Members' Allowances Scheme each September, in order to ensure that any recommendations for revision to elements of the Scheme can be considered alongside the preparation of the authority's budget for the following financial year. The current Members' Allowances Scheme, for the 2017/18 municipal year, was adopted by the Council at its meeting on 15 December 2016 and is attached as Appendix 1 to this report.

Members' Allowances Scheme

2. In considering the recommendations of the Panel in December 2016, the Council agreed that no change be made to the payment of the full amount of Basic Allowance of £4,300.00 per member per annum to be included in the Members' Allowances Scheme for 2017/18. An increase in Basic Allowance was introduced from 2016/17 in line with the recommendations of the Panel over a number of years, that the authority should implement 100% of the amount of Basic Allowance for each member, rather than the level of 80% previously applied. To date, one member has continued to request that their payment of Basic Allowance remain at the lower level applied by the Council up to the end of the 2015/16 municipal year.
3. As the Panel will be aware, the Council agreed in December 2015 that, from the 2016/17 municipal year, consideration of the amount of Special Responsibility Allowance (SRA) applied to the positions of the Chairman and Vice-Chairman of the Council be added to the responsibilities of the Remuneration Panel. Whilst no recommendations in this regard were made for 2017/18, the level of such SRA should therefore be considered as part of the Panel's review of the Members' Allowances Scheme for 2018/19. This element of the Scheme is covered later in this report.
4. As part of the review process for 2018/19, a general invitation has been extended to all elected members on behalf of the Panel, to express any suggestions or concerns with regard to the current operation of the Members' Allowances Scheme. Representations as a result of such invitation have been received from one member (Councillor G.

Chambers) and are attached as Appendix 2. The issues raised in Councillor Chambers' submission are addressed in the following paragraphs of this report, together with the comments of the Director of Governance.

5. The Democratic Services Manager will report to the meeting in connection with any other matters submitted for consideration by the Panel, subsequent to the publication of this agenda.

(a) Independent Members

6. Councillor Chambers has suggested that independent members of the Council's Standards Committee spend a lot of time talking to officers and that the level of SRA currently applied to such members (£250.00pa) should be brought into line with the allowance currently applied to independent members of the Audit and Governance Committee (£500.00pa). Councillor Chambers has also proposed that the allowance applied to members of the Remuneration Panel also be increased to £500.00pa.

In response to this suggestion, the Director of Governance would advise the Panel that the Audit and Governance Committee is scheduled to meet on five occasions during the current municipal year. In comparison, the Standards Committee is currently convened to meet only when there is business to be transacted and has so far met once in the current year, as many standards matters are now handled by the Monitoring Officer. The Remuneration Panel considered the appropriate level of remuneration for the Chairman of the Standards Committee in 2016 and SRA is currently applied on a 'per-meeting' basis (rather than quarterly). The Remuneration Panel itself generally only meets on up to two occasions each year.

(b) Special Responsibility Allowance – Vice-Chairmen of Committees

7. Councillor Chambers has suggested that SRA should be applied to the position of Vice-Chairman, particularly where such members have had to chair a meeting. Councillor Chambers has proposed that this could either be a standard payment or be taken from the allowance for the relevant Chairman when the Vice-Chairman chairs a meeting.

In response to this suggestion, the Director of Governance would remind the Panel that SRA is currently only paid to those Councillors who hold the special responsibilities identified in the Members' Allowances Scheme and is designed to reflect the additional responsibilities of these office holders. The general application of SRA to the Vice-Chairmen of Committees would have implications for the Council's budget for members' allowances. The payment of SRA according to whether the Chairman or Vice-Chairmen actually chaired a particular meeting is clearly possible, although this arrangement would require additional time on the part of officers to process the payment of SRA. In accordance with the application of SRA on other 'per-meeting' arrangements, payment would be made at year-end, rather than on a quarterly basis.

(c) Area Plans Sub-Committees

8. Councillor Chambers has suggested that the SRA applied to the position of Chairman of the Area Plans Sub-Committees should be reviewed, as these can be long and difficult meetings to chair each month.

In response to this suggestion, the Director of Governance would advise the Panel that each of the three Area Plans Sub-Committees currently meet on 12-13 occasions during the municipal year. Although no analysis has been made of the average length of such meetings, from recent experience it has been necessary to bring forward the start time of some meetings to ensure the efficient transaction of business. SRA is currently only paid to those Councillors who hold the special responsibilities identified in the Members' Allowances Scheme and is designed to reflect the additional responsibilities of these office holders, rather than the frequency or duration of

meetings. Any increase in the application of SRA would need to be consistent with other similar additional responsibilities and would have implications for the Council's budget for members' allowances.

(d) Travelling and Subsistence

9. Councillor Chambers has suggested that the process for claiming the reimbursement of travel (car mileage) costs incurred on the Council's business should be reviewed, as he considers this to be a time consuming process. Councillor Chambers has also suggested that the current process for claiming the reimbursement of public transport costs incurred on the business of the authority, should be reviewed, particularly as he considers that the use of 'contactless' methods of payment on the London Underground do not provide evidence of travel and encourage the use of public transport.
10. Councillor Chambers has additionally suggested that the current system for the payment of travel costs should be abandoned and be replaced with a one-off annual average travel allowance linked to actual attendance at meetings, which would generate savings in officer time for the administration of claims.

In response to these suggestions, the Director of Governance would advise that the Council's administrative processes for the reimbursement of travel costs incurred by members are outside the scope of the responsibilities of the Panel.

The use of 'contactless' methods of payment on the London Underground can provide evidence of travel that satisfy the Council's requirements for the validation of claims, when debit/credit cards and 'Oyster' cards are registered for use on services provided by Transport for London. The introduction of an annual average travel allowance linked to actual attendance at meetings would vary according to the number of approved duties attended by each member. Such arrangement would require additional time on the part of officers to process the payment of claims, payment for which would need to be made at year-end, rather than on a quarterly basis.

11. The Panel is requested to consider the representations made by Councillor Chambers.

Chairman and Vice-Chairman of Council - Special Responsibility Allowance

12. As members will recall, the current Chairman and Vice-Chairman of the Council attended its meeting in July 2017 to assist the Panel to gain an understanding of the roles and responsibilities of these positions, alongside a number of serving past-Chairmen who were able to contribute first-hand experience with regard to the application of SRA.
13. At its last meeting, the Panel requested that the following information be made available to support its review of the level of SRA currently applied to the Chairman and Vice-Chairman of the Council:

(a) General information regarding the type and number of events and functions typically attended or supported by the Chairman and/or Vice-Chairman of the Council during a municipal year

Taken over the last ten years, the Chairman of the Council has accepted between 120 and 145 invitations each year (some more and some less). These 'community' engagements are in addition to civic duties such as chairmanship of meetings of the Council (at least seven meetings each year) and the Local Councils Liaison Committee (two meetings each year).

(b) The ‘information pack’ produced for the Chairman for each municipal year

This is attached (Appendix 3) and is intended to clarify the role of the Chairman of the Council as First Citizen of the District.

(c) The views of those serving past-Chairmen of the Council that were unable to attend the meeting, with regard to the current level of Special Responsibility Allowance for the positions of the Chairman and Vice-Chairman of the Council

In order to ensure that the Panel captured the views of members in a consistent manner, a short questionnaire was prepared to highlight the issues identified at its last meeting. The questionnaire responses of serving past-Chairmen of the Council are attached (Appendix 4).

14. The Panel is requested to consider the level of SRA to be applied to the positions of the Chairman and Vice-Chairman of the Council for 2018/19.

Benchmarking

15. As a result of the implementation of the full amount of Basic Allowance from the commencement of the 2016/17 municipal year, no further benchmarking has been undertaken in respect of the comparable levels of Basic Allowance and SRA amongst other district local authorities. The results of the benchmarking exercise undertaken in September 2015 have been updated to reflect the increase in the level of Basic Allowance and are attached as Appendix 5 to this report for the information of the Panel.

Travelling and Subsistence (Mileage Claims)

16. It has come to light over the course of the last year, that at least one member of the Council does not drive and that their spouse usually drives them to and from the Civic Offices to attend meetings or for other approved duties etc.
17. There is currently no specific provision within the Members’ Allowances Scheme that covers this issue and the Scheme doesn’t state that a member has to have driven themselves to a meeting or other duty in order for a claim to be considered valid. A pragmatic approach has therefore been taken to the reimbursement of mileage claims from the member concerned and these have been honoured, particularly as any claim for taxi travel would be likely to be at a greater cost to the Council.
18. To ensure consistency in the consideration of claims, it is suggested that the following addition be made to Section 5 (Travelling and Subsistence) of the Members’ Allowances Scheme, to be numbered paragraph 5.4:

‘Claims for the payment of business and/or home to office mileage may be made by members that have been driven to the approved duty giving rise to the claim, other than by way of taxi or other form of public transport, subject to the Council’s usual checks and controls and the provision of appropriate VAT receipts’.

19. The Panel is asked to consider this matter.

Recommendations

20. The Panel is requested to consider the issues set out in this report and to agree the general matters to be subject of its recommendations to the Council in connection with the review of the Members’ Allowances Scheme for 2018/19.

21. It is intended that the report of the Panel will be made to the Council at its meeting on 21 December 2017. The Panel is also therefore requested to agree which of its membership will present the report to the Council.

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MEMBERS' ALLOWANCES SCHEME

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. Scheme

- 1.1 This scheme may be cited as the Epping Forest District Council Members' Allowance Scheme and shall have effect for the period from 26 May 2017 to 25 May 2018.

2. Definition

- 2.1 In this scheme:

"business mileage" means mileage incurred for journeys by Councillors between their homes and business venues or between the Civic Offices, Epping and business venues;

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

"home to office mileage" means mileage incurred for journey by Councillors between their homes and the Civic Offices in Epping;

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

"year" means the period ending with 25 May 2018.

3. Basic Allowance

- 3.1 Subject to Paragraph 7, £4,300 shall be paid to each Councillor. Payments are subject to deductions for tax and national insurance dependant on the circumstances of individual councillors.

4. Special Responsibility Allowances

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

- 4.2 Subject to Paragraph 7, the amount of each allowance shall be the amount specified against that special responsibility in Schedule 1 for the year.

- 4.3 The Council has decided not to implement payment of the full Special Responsibility Allowance amounts and to restrict these to a percentage of each allowance as set out in an annual statement of implementation.

5. Travelling and Subsistence (including Cycle Allowance)

- 5.1 These expenses may be claimed by members of the Council in connection with the carrying out of approved duties specified in Schedules 2, 3 and 4 of this scheme.
- 5.2 Payments may be claimed up to the maximum casual user rate set for officers of the Council as adjusted annually by the National Joint Council for Local Government Services (travel expenses) and the East of England Regional Assembly (subsistence expenses).
- 5.3 Payment of home to office car mileage will be subject to deduction of tax and national insurance contributions, dependant on the circumstances of individual councillors. Business mileage incurred by councillors will not be subject to such deductions if the mileage rate claimed does not exceed 45 pence per mile.

6. Child Care and Dependant Carers' Allowances

- 6.1 The maximum rate for this allowance shall be set at a rate equivalent to the National Living Wage introduced in April 2016, which will commence at £7.20 per hour.
- 6.2 A member of the Council or and independent person 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.
- 6.3 The rate applicable shall be subject to automatic increases on an annual basis in line with uprating of the National Living Wage.
- 6.4 The allowance is not payable in respect of carers who are members of the member's immediate and close family i.e. parents, children, spouses, co-habitees or members of the same household as the member.
- 6.5 All claims shall be subject to Audit checks and no claim in excess of the maximum level will be payable, whatever the circumstances.

7. Renunciation

- 7.1 A councillor or independent person may by notice in writing given to the Director of Governance, elect to forego any part of his/her entitlement to an allowance under this scheme.

8. Part-year Entitlements

- 8.1 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.
- 8.2 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; and
 - (c) 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.
- 8.3 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.
- 8.4 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.
- 8.5 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.
- 8.6 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

- 9.1 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.
- 9.2 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.
- 9.3 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

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

11. Co-optees' Allowance

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

12. Withholding/Recovery of Payments

- 12.1 Where any councillor or independent member has already received a payment in respect of any period during which they have been:
- (a) ceased to be a member of the Authority; or
 - (b) 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 Epping Forest District Council under this scheme shall only be entitled to pensionable status in accordance with a scheme made under Section 7 of the Superannuation Act 1972, if the member opted in to the Essex Superannuation Scheme before 1 April 2014.
- 13.2 For the purposes of a Paragraph 13.1 above basic allowance and special responsibility allowance will be treated as amounts in respect of which such pensions are payable in accordance with a scheme under that Act.
- 13.3 The Local Government Pension Scheme (LGPS) (Transitional Provisions, Savings and Amendment) Regulations 2014 removed access to the LGPS for Councillors from 1 April 2014, with the exception of those who were members of the Scheme on 31 March 2014, who retain access to the LGPS up to the end of their current term of office only (or to age 75 if earlier).

14. Further Guidance

- 14.1 Further guidance on this scheme can be found in Appendix 1.

SCHEDULE 1

SPECIAL RESPONSIBILITY ALLOWANCES

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 TOTAL AMOUNT OF SRA
Leader of the Council	£10,750.00
Cabinet members (9)	£6,450.00 (each)
Chairman of the District Development Management Committee	£3,225.00
Chairmen of the Area Plans Sub-Committees (3)	£3,225.00 (each)
Chairman of the Overview and Scrutiny Committee	£4,300.00
Chairman of the Licensing Committee	£500.00
Chairmen of the Licensing Sub-Committees (6)	£2,225.00 (allocated according to the number of meetings chaired each year)
Chairman of the Staff Appeals Panel	£110.00 per meeting held each year
Chairman of the Audit and Governance Committee	£2,150.00
Chairmen of the Select Committees (4)	£2,150.00 (each)
Chairman of the Standards Committee	£110.00 per meeting held each year
Chairman of the Constitution Working Group	£500.00

SCHEDULE 2

APPROVED DUTIES

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

- (m) site visits arranged by Area Plans Sub-Committees or the District Development Management Committee;
 - (n) informal site visits by individual councillors in respect of their duties as members of an Area Plans Sub-Committee;
 - (o) attendance at a meeting concerning joint working or partnership arrangements to represent the Council's interests; and
 - (p) attendance at any civic event to which the Chairman or Vice-Chairman is attending in that capacity (or representative) for which Council funded transport is not provided.
2. There is specified as an approved duty for the purpose of paying travelling and subsistence expenses attendance at any of the outside organisations shown in Schedule 4.
 3. Attendance by members of the Council at meetings of outside organisations not shown in Schedule 4 shall NOT qualify for payment of travelling and subsistence expenses.

SCHEDULE 3

CONFERENCE AND MEETINGS

Conference and meetings organised by any person or body who is not doing so by way of trade nor whose objects are wholly or partly political, attendance at which is authorised by or on behalf of the authority and which does not involve an absence overnight from the councillors normal place of residence.	Appropriate subsistence and travelling expenses (second class return rail fare or car mileage at the appropriate rates whichever is the less if travel outside the Epping Forest District is required).
Conferences and meetings organised by any person or body who is not doing so by way of trade, nor whose objects are wholly or partly political, attendance at which is authorised by or on behalf of the authority and which involves an absence from the councillor's normal place of residence of one or more nights.	Appropriate subsistence and travelling expenses (second class return rail fare or car mileage at the appropriate rate 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-OPTEEES' ALLOWANCE

Independent Persons affiliated to the Standards Committee	£250.00 per annum
Independent Members of the Remuneration Panel and Parish Remuneration Panel	£250.00 per annum
Co-opted members of the Audit and Governance Committee	£500.00 per annum
Co-opted independent members of an Overview and Scrutiny Committee	£500.00 per annum

MEMBER REMUNERATION SCHEME

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

1. INTRODUCTION

- 1.1 A Councillor is eligible for the payment of attendance allowances and for reimbursement of travel and subsistence expenses in respect of approved duties carried out on behalf of the Council. An approved duty is one which has been authorised by or on behalf of the Council in advance.
- 1.2 The Council has a formal scheme for allowances which is updated from time to time. A copy of the scheme is set out in the Constitution. 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

- 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. The full amount of the Basic Allowance is £4,300.00 per member, per annum.
- 2.2 The Council requires each of its elected councillors to be registered as a data controller in accordance with the provisions of the Data Protection Act 1998. Although members are responsible for their individual compliance with the data protection principles of the Act, the Council coordinates the registration (and annual renewal) process on behalf of members and an amount of £35.00 is therefore withheld from the Basic Allowance each year to meet the registration fee imposed by the Information Commissioner.

3. SPECIAL RESPONSIBILITY ALLOWANCE

- 3.1 This is a special allowance payable to the Leader, Cabinet members and certain Chairmen. It is designed to reflect the additional responsibilities of these office holders. This amount is paid in quarterly instalments during the year and does not have to be claimed.
- 3.2 The Special Responsibility Allowance applicable to the chairmen of the Standards Committee and the Staff Appeals Panel is applied on a 'per-meeting' basis and is paid in a single instalment at year-end.
- 3.3 The Council has decided not to implement payment of the full Special Responsibility Allowance amounts and to restrict these to a percentage of each allowance set out in the Scheme.

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 as defined in the scheme (Schedule 2).

Car Travel

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

Shortest Distance

- 4.3 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.

Travel Direct from Place of Employment etc

- 4.4 For claims involving direct travel from a Councillor's place of employment (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.

Travel outside the District – Limit on Amount Claimable

- 4.5 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) second 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.
- 4.6 This is subject to consideration of any special circumstances as set out in 4.7 below.

Travel over Long Distances – Special Circumstances

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

Use of Public Transport within Epping Forest District

- 4.8 The rate for travel by public transport must not exceed the ordinary fare (or any available cheap fare). 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.

Cycle Allowance

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

Child and Dependant Carer's Allowance

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

5. SUBSISTENCE EXPENSES

- 5.1 Subsistence expenses (covering refreshments and meals etc paid for by a member) are claimable by councillor in respect of making attendances connected with approved duties on behalf of the Council. The rates for such expenses are set out (by reference to meal time and periods of absence) on the reverse of the form which is supplied to members on a quarterly basis. These rates may not be exceeded. Periods of absence will be calculated on the basis of departure from home or place of work if it is not possible to return home in the time available.
- 5.2 All claims for subsistence must be accompanied by receipts in respect of meals etc as evidence of expenditure actually having been incurred. No claims will be allowed in the absence of such evidence.
- 5.3 Special arrangements exist in respect of subsistence expenses in respect of duties involving an absence overnight from a councillor's normal place of residence. These are outlined under Section 7 relating to conferences.
- 5.4 A Councillor may not claim subsistence expenses in respect of a single duty from more than one body.

6. CONFERENCES

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

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

Subsistence - Nights Away from Home

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

Claims for Subsistence

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

Travel Claims

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

7. TAXATION AND NATIONAL INSURANCE IMPLICATIONS

7.1 Details of the tax and national insurance implications of allowance payments and expenses claimed are available through Democratic Services. In such matters, members are advised to seek advice from their tax office in the event of any concerns.

7.2 Supplementary Note Regarding Treatment of Claims for Travel Expenses by Car for Tax and National Insurance Purposes.

(a) Travel by Car – Councillors’ Homes to Civic Offices Expenses (“Home to Office Mileage”)

7.3 Her Majesty’s Revenue and Customs (HMRC) deems a councillor’s workplace for the purposes of their role as an elected representative to be the Civic Offices, Epping. From April 2016, ‘Home to Office Mileage’ is no longer subject to tax and national insurance deductions, provided that the distance between a councillor’s home and the Civic Offices is no more than 20 miles.

7.4 If the upper rate of mileage is also claimed (any amount above 45p per mile) this part of the payment will be treated as a taxable benefit and national insurance will be deducted. A petrol/diesel VAT receipt will be required to be submitted with all claims before payment can be made, which must predate the first date of mileage on the submitted claim. The receipt must also be dated within a reasonable timeframe of the first journey for which a claim is made.

(b) Travel by Car – Councillors’ Homes to Other Venues or Civic Offices to Other Venues for the Purposes of Council Business (“Business Mileage”)

7.5 HMRC has determined that such travel shall not be subject to tax or national insurance deductions except where the rate of reimbursement exceeds 45 pence per mile. Travel to any meetings of the Council or its subordinate bodies which are held at a location other than the Civic Offices is deemed to be business mileage.

(c) Second Journeys

7.6 Second journeys will be subject to taxation and National Insurance deductions depending on whether the journey constitutes home to office or business mileage.

8. ALTERATION OF CLAIMS

8.1 All claim forms submitted by members are checked by Democratic Services. The Director of Governance (or the Assistant Director (Governance and Performance Management) acting on their behalf) is authorised to reduce incorrect claims in the following circumstances:

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

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

9. INTERPRETATION

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

10. DOCUMENT HISTORY

Prepared/Revised	Written by	Agreed/Authorised	Details of Change(s)
November 2015	S. Tautz (Democratic Services Manager)	Remuneration Panel (17/11/15) Council (15/12/15)	Review of Scheme for 2016/17 municipal year
October 2016	S. Tautz (Democratic Services Manager)	Remuneration Panel (28/9/16) Council (15/12/16)	Review of Scheme for 2017/18 municipal year

SCHEME OF MEMBERS' ALLOWANCES - STATEMENT CONCERNING IMPLEMENTATION 2017/18

**The following scheme has been agreed for the period
26 May 2017 to 24 May 2018**

The Council decided at its meeting on 15 December 2016 to implement the amount of Basic, Special Responsibility and Co-optees Allowances provided in the scheme as set out below:

BASIC ALLOWANCE	ANNUAL BASIC ALLOWANCE	IMPLEMENTATION OF BASIC ALLOWANCE
All Councillors	£4,300.00	£4,300.00 (100%)

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

DUTY	ANNUAL SPECIAL RESPONSIBILITY ALLOWANCE	IMPLEMENTATION OF SPECIAL RESPONSIBILITY ALLOWANCE
Leader of the Council	£10,750.00	£7,875.00 (73%)
Cabinet members	£6,450.00 (each)	£6,300.00 (each) (98%)
Chairman of the District Development Management Committee	£3,225.00	£2,362.00 (73%)
Chairmen of the Area Plans Sub-Committees (3)	£3,225.00 (each)	£2,362.00 (each) (73%)
Chairman of the Overview and Scrutiny Committee	£4,300.00	£3,150.00 (73%)
Chairman of the Licensing Committee	£500.00	£500.00
Chairmen of the Licensing Sub-Committees (6)	£2,725.00 (allocated according to the number of meetings each year)	£1,862.00 (allocated according to the number of meetings each year) (73%)

Chairman of the Staff Appeals Panel	£110.00 (per meeting)	£110.00 (per meeting)
Chairman of the Audit and Governance Committee	£2,150.00	£2,150.00
Chairmen of the Select Committees (4)	£2,150.00	£2,150.00 (each)
Chairman of the Standards Committee	£110.00 (per meeting)	£110.00 (per meeting)
Chairman of the Constitution Working Group	£500.00	£500.00

The amounts payable during the year for independent and co-opted members are:

Independent Persons affiliated to the Standards Committee	£250.00
Independent Members of the Remuneration Panel and Parish Remuneration Panel	£250.00
Co-opted members of the Audit and Governance Committee	£500.00
Co-opted independent members of an Overview and Scrutiny Committee	£500.00

A copy of the full scheme is available on request from Democratic Services, Civic Offices, High Street, Epping, CM16 4BZ.

From: Gavin Chambers
To: [Stephen Tautz](#)
Subject: Comments
Date: 31 August 2017 15:20:25

Dear Mr Tautz,

These are my comments below for the remuneration panel to consider.

Independent members from the standards spend a lot of time talking to officers and I would like to see them brought in line with the audit and governance co-opted members.

Therefore they should have annual payment of 500 pounds a year not 250. I would also advise that members of the remuneration panel is also brought into line.

I would also like to see a basic payment to Vice Chairman made especially where they have actually had to chair a meeting. This could either be a standard payment or money taken from the Chairman allowance when they do have to chair . An example of this is in 2016 I chaired three out of four meetings as vice chairman !

Plan south is a long and difficult meeting to chair once a month and on average a vice chairman will chair 2 meetings a year. Planning allowance for chairs should also be reviewed.

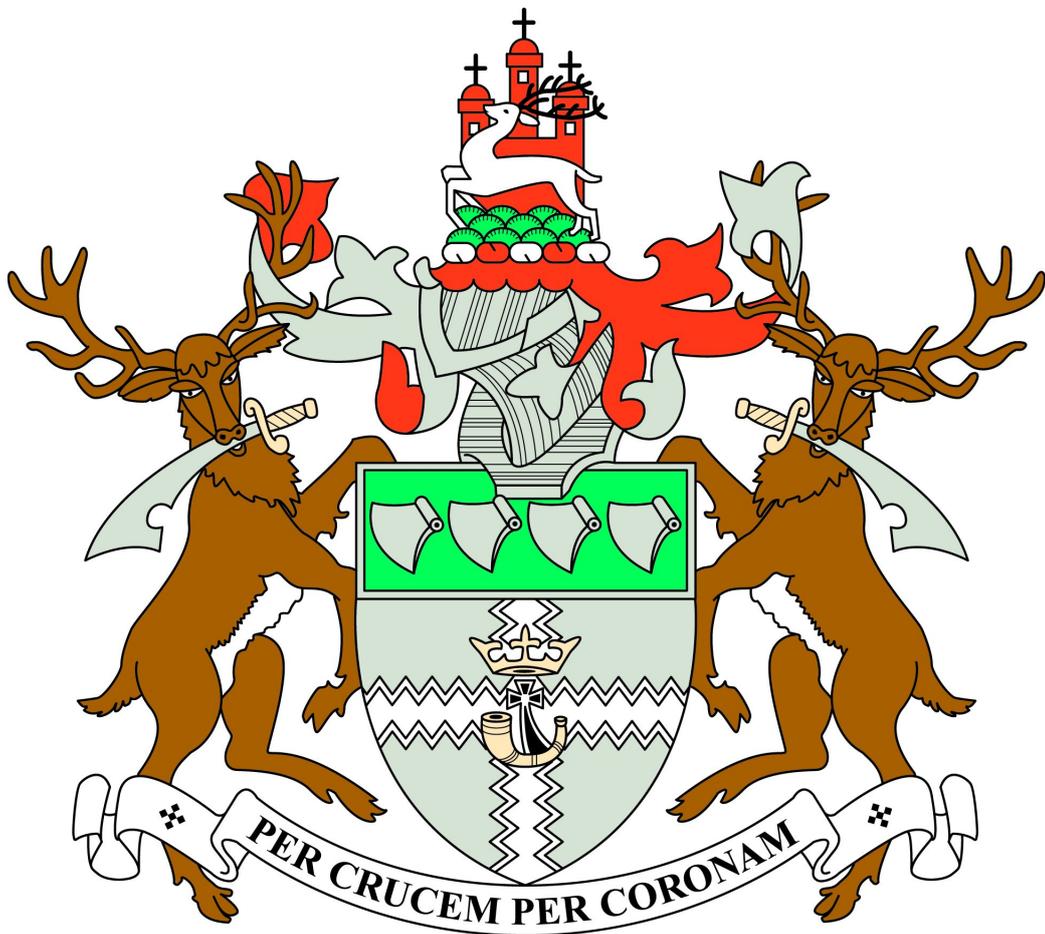
I have not claimed mileage for a number of years and many members find the process long and time consuming . Public transport claiming should look at being easier. I now use my bank card to swipe on the tube and not a ticket or oyster as this is cheaper. However I have no real way of claiming this back! This does not encourage use of public transport.

I would give some thought again about scrapping this system and paying everyone a one off average travel allowance which would also free up officers time in working this out. For example members could be given a annual 600 pound for travel which was linked to actual attendance at meetings.

Kind Regards

Cllr Gavin Chambers (Buckhurst hill west)

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INFORMATION PACK

FOR THE CHAIRMAN OF COUNCIL

(or How to be Chairman of Council - the easy read guide)

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Introduction

Can I be the first to welcome you to the position of Chairman of the District Council. We hope that you will find it a memorable year.

We have designed this Information Pack to answer some questions about your year as Chairman and to clarify certain aspects of your role as First Citizen of the District.

We realise that the role of Chairman is a demanding one and that you may feel that you have only mastered it just as your year finishes! Officers are here to help and advise you. Never hesitate to ask if you are unsure about any of the processes or your duties as Chairman. We will do our best to help and make sure you enjoy your time as Chairman.

I hope you have a very successful year.

Simon Hill

Simon Hill
Assistant Director – Governance and Performance Management

Role, Duties and Precedence

The Role of the Chairman

The Chairman has an important role to fulfil as the Civic symbol of the District. The Chairman is distinct from the political leadership of the Authority and this separation is sometimes not obvious to the public. For example, you will often receive letters of complaint (for which Officers have a standard procedure).

The Chairman with his/her Insignia and traditions of office acts as a figurehead and a symbol of continuity and has the prestigious role of representing the whole District during the civic year. As its representative he/she can influence public perception and enhance the image of the Council.

While fulfilling the many engagements that crowd the official Diary, the Chairman has the opportunity to act as a link between the various groups and organisations visited and the Council and has a unique overview of the needs and concerns of the community he/she serves. The Chairman is also in a position to take out to the community the message and aims of the Council.

The Dignity of the Office

The attached (see Guidance Section, Annex 1 page 17) Article 5 of the Constitution covers the Chairing of Council.

The Chairman should, at all times, act in a way consistent with the dignity of the office of Chairman and the policies of the Council which transcends party politics.

The Chairman of Council as first citizen in the district always takes precedence (unless Royalty or the Lord-Lieutenant in his official capacity representing the Queen is present). If the Chairman is invited to a function he/she is always the Guest of Honour. It must be remembered that during Royal Visits special rules apply and on such occasions the Council will be advised by the Lieutenancy of the appropriate procedure.

It should also be noted that the Vice-Chairman assumes the precedence of the Chairman when he/she is deputising for him/her.

There may be occasions when the Chairman of the Council or Vice-Chairman of the Council cannot attend functions. In these circumstances, the Chairman of the Council normally nominates a past Chairman of the Council or other appropriate Member to act on his or her behalf at any such event (a good example of this procedure is Remembrance Day in November each year).

Separate arrangements have been agreed with Loughton Town Council for events in premises owned by that Council. Further information is available on this from the Chairman's Officer.

The Legal Position and Council Meetings

The main 'Council' duty of a Chairman is to preside over meetings of the Full Council; if present at a meeting, he/she must preside. If not present then the Vice-

Chairman must preside. In your absence the Vice-Chairman has all the responsibilities and powers which you exercise as Chairman. These meetings are scheduled in February each year for the following municipal year (May to April). You should ensure that you are available for all these dates.

The article also covers how you should conduct yourself in the Council meetings and Officers from Democratic Services will be able to brief you fully before each meeting often Chairman have chosen to have both a private briefing (one with only the Chairman and officers present) and a formal briefing with group representatives present. This part of the role is often daunting at the beginning of the year but officers are here to help you. The rules governing meetings of the Council are contained within the Constitution (Rules of Procedure) but are complex. You should familiarise yourself with these (again) before meetings.

Neutrality of the Chairman and Public Perception

It should be emphasised that the Chairman should, during his/her term of office, be as near as humanly possible impartial on all matters, in particular in party politics. It may therefore be seen that the Chairman must be willing to pretend to be non-political for 12 months! The distinction between Civic Head and Political Leadership should be maintained at all times. This is not to say that in your role of Ward Member that you cannot be seen to hold views about individual subjects and issues but that caution should be exercised to ensure that public statements make this distinction clear. The Public Relations and Marketing Officer can advise about dealing with press and communication matters if you have any doubts or concerns.

The Office of Chairman is a busy one and you can expect that you will be required to attend a number of events in addition to your current commitments as a Ward Councillor. Your year in office may lead you to consider how ward business can be kept up to date during the year. You should discuss this with your Group Leader and/or fellow Ward Councillors (if it is a multi-member ward).

Election Purdah

Senior members of the Council such as the Chairman, Leader and Portfolio Holders are all assisted by the Public Relations Office in providing comments and quotes to the media. Public Relations can also assist with the preparation of speeches. Any such quotes or speeches issued through the Public Relations Office are always associated with the Member in his or her official Civic capacity.

Special conditions apply to the issue of publicity in the period leading up to elections. During the period of six weeks or so leading up to an election, the Council must take special care not to issue any publicity that might conceivably be perceived as having the potential to influence the outcome of the poll. Details can be found in the Representation of the People Act 1983, the Local Government Act 1986 and the Local Authority Publicity Code of Recommended Practice published in 2001.

To ensure compliance with the various Acts and Publicity Code, the Council therefore enters a period of Purdah in the six weeks leading up to an election where it will avoid issuing any publicity in the name of or associated directly with any Councillor.

The Chairman is strongly advised to ensure the dates of major Civic events such as the Annual Civic Awards are arranged to ensure there is no conflict with the Purdah period.

Gifts and Hospitality

The National Code of Local Government Conduct states that any offer or gift, favour or hospitality should be treated with extreme caution. The person or organisation making the offer may be doing, or seeking to do business with the Council, or may be applying to the Council for planning permission or some kind of decision.

Chairmen need to exercise great caution in their dealings with other organisations and private companies regardless of whether it is on 'Council' or 'Chairman's Charity' matters.

Generally minor tokens of goodwill or flowers can be accepted as personal gifts.

Guidance on gifts and hospitality is set out in section T of the constitution

Role of the Chairman's Officer

It might be helpful to clarify the role of Chairman's Officer. Pat Seager has admirably filled this role for a number of years and is a huge resource of information for you.

The Chairman's Officer role is to act as Personal Assistant for the Chairman.

The Chairman's Officer is responsible for co-ordinating the Chairman's Diary of Engagements and endeavours to ensure that the Chairman has the information he/she needs to enjoy each event and that hosts are properly briefed.

The Chairman's Officer also organises the Civic events, deals with correspondence and advises on matters of protocol and is responsible for all aspects relating to banking for the Chairman's Charity Account.

Briefing Meetings

From experience, we know that it is necessary that you keep closely in touch with the Chairman's Officer, with at least a regular weekly session in the office to deal with correspondence, events and plans for the future. This, of course, has to be scheduled around the Chairman's civic, work and other commitments but should be on a day that the Chairman's Officer is at work.

Invitations to Events

It cannot be stressed too strongly how essential it is that all who seek the Chairman's presence at their events be referred to the Chairman's Officer and that all invitations (including those that arise internally – from Officers or Councillors!) be sent to the Chairman's Officer to discuss with the Chairman.

This is to ensure that the Diary is properly co-ordinated, all necessary arrangements are made to suit the Chairman's availability and, more obviously, to avoid double booking.

Please ensure that any invitations received at home are brought in to the office for the Chairman's Officer to action properly and that anyone making a verbal approach is asked to contact the Chairman's Officer in the first instance.

On receipt of an invitation, the Chairman's Officer issues a standard form known as the 'Green Form' on behalf of the Chairman. The form provides a check-list of essential information including dates, times, locations, contact telephone numbers, details of the event, other guests and actions required of the Chairman, such as prize giving, speeches and replies to toasts etc. All event organisers are asked to complete the 'Green Form' in full. Nevertheless, extensive time and patience is often required in obtaining all the necessary information from the organising body to ensure that the Chairman is fully briefed. This form is also available from the Chairman's pages on the website. A copy of the form is attached in the Guidance Section together with the notes on completion. This process is designed to keep the Chairman informed of what is expected of them at each event.

Invitations will be discussed at the weekly meetings. Where two or more events coincide, the Chairman decides which to attend. Events within the District take precedence over outside events if possible. If appropriate, the Vice-Chairman can be asked to attend one of the events on the Chairman's behalf.

Types of Events to Attend

Invitations to events are not controlled by the Council and to some degree the Chairman has to be responsive to invites received. The normal expectation is that the Chairman attends as many events as he/she can during his/her year. However, you choose the events you attend.

Some Chairmen have made decisions about visits they might wish to pursue. For instance, school visits may be something you are interested in. If you have a view about this, you should discuss this with the Chairman's Officer at the beginning of the year and she will try to arrange these on your behalf.

Below are three rules of civic engagements.

Every invitation must be routed through the Chairman's Office.

It is essential that all who seek the Chairman's presence at their event are referred to the Chairman's Officer and the temptation to accept invitations "off-the-cuff" must be resisted. Systematic paperwork may sometimes seem excessively bureaucratic but it removes the risk of confusion or duplication.

Do not cancel except in an emergency.

All engagements are important, no matter how small. Once an invitation has been properly accepted, it should not be cancelled unless there is an emergency. It should be remembered that the particular function to which the Chairman has been invited is often the most important one of the year for the promoters. The Chairman and the office of the Chairman stand to be seen in a bad light if an organiser finds out why the Chairman changed his/her mind.

Ask is it a "quality" engagement'?

Chairmen are asked to consider carefully each invitation they receive with a view to recognising the "value" of each event to the Council and the local community. District

events and engagements always take precedence over engagements outside the District boundary.

It is essential that the Chairman is seen to contribute to the Council's corporate values, priorities and objectives. Therefore each event can be 'scored' depending on the type of activity. All engagement requests to be assigned points for value to the community. This is a standardised, well-tested points system which focuses on activity and allows for more valuable use of the Chairman's time and potentially reduces costs.

Promoting	5 points
Community	4 points
Civic Hosting	3 points
Council/statutory/traditional	3 points
Charities	2 points
Social	1.5 points
Civic Circuit	1 point

Applying the questions and the points system above, supports the Chairman's attendance at events that are of benefit to the local taxpayer and local community.

You will also find that some events illicit annual invites. The Chairman's Officer will advise you about these and on feedback from previous Chairmen (see What Happens after an Event below).

Visits to other Districts

Protocol demands that when invitations are received for the Chairman to attend a function in another District, the Chairman's Officer seeks the consent of the Civic Head of that District and obtains permission for the Chain of Office to be worn. This is, of course, normally only a formality, but a necessary courtesy. Other Authorities will likewise check with the Chairman's Officer before attending events in Epping Forest. At times, it is requested that the Badge of Office be worn on a collaret, rather than on the Chain.

The Chairman's Officer can provide guidance on matters of protocol which affect aspects of the civic duties undertaken and can give background information on the events and activities which have become a traditional feature of the civic calendar.

Speeches

As the range of major civic events has increased, greater emphasis has been placed on the production of professional speeches. Many Chairmen are comfortable to write their own speeches but may require assistance from time to time and especially at major events such as the annual Civic Awards Reception which is normally scripted by Public Relations.

Should you be asked to speak at an engagement and would like assistance in the preparation of the speech, the Chairman's Officer will liaise with the Public Relations and Marketing Officer on your behalf. Any speech will be discussed and cleared with the Chairman prior to the event. In some cases the organising body will supply the basis for a speech with their 'Green Form'.

Past Chairmen have commented that, in their experience, as the 'Civic' guest, the Chairman is often asked to respond to toasts and make impromptu speeches at events even if this is not disclosed on the Green form.

Attending Events – Expectations

The 'Green Form' will give you a good idea of what is expected of you at each function. If this is not clear you should seek more information from the organiser through the Chairman's Officer. In a lot of cases you will be the guest of honour and you should try as much as possible to speak to as many people as is possible at the event.

In turn Officers will try as much as possible to ensure that organisers (including those that are our own Officers) are aware of your expectations as Chairman.

It is worth considering whether there may be a need to have sufficient money on you for things like plate collections, donations and raffle tickets etc.

Use of and Safe Custody of the Civic Regalia

The Regalia, the term that is used to cover the Chain and Badge of Office are the outward and visible sign of the Office and duty of the Chairman. Though there are certain codes of guidance, which the Chairman's Officer can explain as necessary, it is generally left to the Chairman, (within the District boundaries), to choose whether to wear the full Chain of Office or the Badge and ribbon.

The Council has agreed a set of guidelines for the custody and safekeeping of the Civic Regalia. These are set out in the Guidance Section of this document. In essence you should remember that the regalia should at all times be kept in its case and treated with care, not only **when** being worn but giving thought to **where** it's worn.

Photography and Digital Camera

Part of the role of the Chairman includes the promotion of the Council at events etc. Whilst at Civic Functions the Council will arrange for photographs to be taken for press use, at other functions this is not available. The Council may have access to photographs taken at events but useful additions are those taken by the Chairman or of the Chairman (if you can find a willing assistant) using the Public Relations Chairman's camera. This is easy to use and does provide us with useful images for use in press releases and other publicity.

Old news rarely receives the best media coverage. For the best chance of seeing such photographs reproduced in the local newspapers, it is essential to pass the camera back to Public Relations for downloading and transmission with suitable text without delay. Public Relations will discuss text details with you and any quotes you would like to be sent with the pictures.

What happens after an event?

Normally the Chairman's Officer, in consultation with the Chairman, will compose a suitable letter to event organisers to thank them for their event. It is sometimes appropriate to 'de-brief' with the Chairman's Officer on any issues of concern. This enables us to (tactfully) feedback to organisers for subsequent events. Such issues might be that there was no car parking or it was difficult to find etc.

Contacting Officers in Cases of Emergency

The Chairman's Officer works three days per week (Wednesday-Friday). Outside of these times the Chairman should contact either Public Relations (01992 564236) or Tom Carne (07789 372005)

Role of Vice Chairman

Since the creation of Epping Forest District Council in 1974, it has been the practice whenever possible for the Chairman to serve a year as Vice-Chairman first. By deputising for, working with and shadowing the Chairman, this allows for the Vice Chairman to gain valuable experience prior to taking full responsibility.

To clarify the role of the Vice Chairman. If the Chairman cannot accept an invitation it may be appropriate to "pass it down", though this should not be automatic. Invitations to a function should not be sent to the Vice Chairman who would only attend when deputising for the Chairman.

It is appropriate to encourage the Vice-Chairman to have some involvement in the year's projects and planning meetings, in order to give him/her some insight into the demands of the civic year.

Use of a Civic Car

The current practice is to hire the services of a car hire firm for selected civic and high profile events. There is a limited budget for this (see budget section below for current levels) and this must be carefully managed.

The Chairman, guided by the Chairman's Officer agrees in advance on those events that require the use of a car. The Chairman should be aware that the budget provision should not be exceeded without prior discussion with the Spending Control Officer (Tom Carne). The means of transport should reflect the degree of formality/informality of the event.

Events where a car might be used would include:

- Out of District functions;
- Other authority civic functions;
- Functions more than a certain number of miles/time from the chairman's home;
- Functions where it is known that the organiser can provide no parking;
- Functions where there is an expectation that the Chairman will have official transport.

Using Your Own Car/Parking Permit

It is expected that if you use your own car, the cost is met from your allowance. If you are a non-driver you should discuss this with officers at the very start of the year. From previous experience you can expect this element to be quite significant bearing in mind the limited nature of the Civic Car Budget.

You will be provided with a Parking Permit issued the North Essex Parking for you to use while attending events in the capacity as Chairman/Vice Chairman.

The permit is not transferable and is valid for your term in office.

The permit provides for free parking in Pay & Display Car Parks and in on-street designated parking bays (e.g. free bays pay & display bays) across the parking partnership councils, which include Harlow, Uttlesford, Tendring, Colchester and Braintree.

The permit **does not** enable you to:

park on double yellow lines or
park on single lines other than during permitted hours/ times/ days or
park in any other restricted area e.g. bus stops or disabled bays or
park otherwise than permitted within a car park (parking within the marked bays)

Please be aware that you must display the Parking Permit clearly on the front windscreen of you car.

Any queries regarding the issue of this Parking Permit should be made to Kim Durrani, Assistant Director of Neighbourhoods ex.4055.

Guidance notes for use of the Civic Crest on Vehicles

If an engagement is more than 3 miles from home and/or the route requires driving at 40mph or more, do not attach the sign to the car straightaway. Wait until nearing the engagement, find a safe location to stop the car and attach the sign.

The sign should only be displayed on the car when you are travelling below 40mph and must never be displayed on the car whilst driving on the motorway.

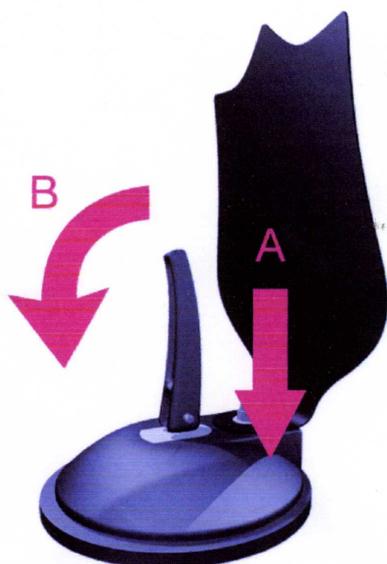
Use your judgement whether it is appropriate to leave the sign attached to the car while parked at an engagement – this will obviously depend on the nature of the engagement and the security of the parking location.

If the sign is attached to the car for more than one hour (including travel to an engagement and any time the sign is attached to the car while parked) and you are travelling to another local engagement, you must check that the sign is properly affixed before driving; continue to check it every two hours if necessary.

If you encounter any problems with the sign, report them as soon as possible to the Chairman's Officer or, in her absence, to Public Relations. If you encounter a problem with the sign not attaching/staying attached to the car, do not use the sign and report the problem immediately.

This guidance is issued for the safety of all road users; the council cannot be held responsible for any damage caused to an individual or individual's car if the above guidelines are not followed.

Vehicle Suction Sign Attachment Instructions



To attach the vehicle sign to the surface, ensure the area is clean, dry and free from oil or grease. Press the suction pad with its seal in the flat relaxed position 'A' firmly onto the surface. Press the lever on the back of the crest from the upright position 'B' down until it is horizontal with the base.

To release the vehicle sign, release the lever. The seal will return to its original position and the Vehicle Sign can be lifted from the surface. If the seal 'sticks' to the surface (which can occasionally happen with brand new seals), lift the side of the seal with your finger or thumb to let some air under the seal.

Civic Budget 2016/17

Overview of Usable Budgets

There are a number of different budgets from which the expenses of the civic year are paid. A brief overview follows and a more detailed explanation can be given later, together with regular reports on expenditure at your weekly meetings.

It is the responsibility of the Chairman's Officer to monitor these budgets. However Ian Willett is the responsible budget spending control officer.

Code	Exp Item	Budget 2016/17
DR140 2310	Vehicle Hire (Chairman's Car)	£2000
DR140 3630 CC01	Chairman's Allowance	£7760
DR140 3630 CC02	Vice Chairman's Allowance	£3040
DR140 3840	Civic Hospitality (Council meetings)	£2620
DR140 3850	Other Expenses	£2270
DR140 3850 CC03	Chairman's Awards	£14000
DR140 5420	Print Operations	£970

Who pays for what?

The expectation is that the Chairman is required to fund a number of things from their allowance and the breakdown between the allowance and the Council Civic Ceremonial budget is shown below:

Paid from the Chairman's Allowance	Paid from Civic Ceremonial Budgets
Mileage and car parking costs	Civic awards reception and some related costs
Church service collections	Other civic events costs (E.G. Carol concert, Civic Faith Concert)
Raffle tickets at events	Catering following Council meetings but not alcoholic drinks
Correct dress for civic events (e.g. this may include the need for new clothing for not only the Chairman but for their lady/consort)	Business cards
Supply of wine following Council meetings	Headed paper
Drinks for players at Charity Events (e.g. Buying Golfers a drink following their round)	Civic Cars (up to the limit of the available budgets)
Personal bouquets of flowers	Remembrance Sunday costs, including wreaths
Private catering/ working lunches	Official lunch meetings
Tickets for other authority Chairman's Charity Events	Special visits (e.g. High Sheriff)
Raffle Prizes for Charitable Fundraising	Members Long Service Awards
Charity Events Costs	Photography for Civic Events, Official Photographs
	Long Service Awards for Councillors

If you are in any doubt as to whether you are expected to pay for something from your allowance ask!!!

Chairman's Allowances

The current levels of Chairman's Allowance are shown in the Budget Section. They are paid normally quarterly in arrears. If you wish to change this arrangement (for instance some Chairmen have asked for this to be in advance) speak to the Chairman's Officer as soon as possible in order that the Director of Resources can be consulted. The Allowance is taxable, on which further advice is available. The allowance is the sole responsibility of the Chairman once received from the Council.

Main Events of Civic Year

Traditionally, the Chairman of Council hosts a number of Civic events during the course of the year. As Chairman you have a degree of discretion in following traditional events and formats or introducing alternatives. Remember – staff and financial resources are finite and you may have to give up or reduce the scale of one event in order to accommodate or expand another.

Timing and early booking can have a bearing on your choice of events. Accommodation availability and civic constraints such as the Election Purdah may need to be taken into account when forming your plans.

Events of the Civic Year are for you to determine. Some events have been going for many years. That is not to say that you can't change them.

Planning

The 5p's apply to our events "Proper Planning Prevents Poor Performance."

Some events have a long lead-in timescale. For instance the location for the Civic Awards Ceremony traditionally held in March/April each year has to be booked almost as your first act as Chairman. Officers are experienced in dealing with these types of events and can guide you about timescales, but it is a matter of personal choice tempered with financial constraint.

Charity Fund raising

It is the tradition of each Chairman to select a charity or charities during his/her year of office. The level of time and resources the Chairman is able to devote to their charities will vary from year to year according to personal circumstances and priorities. The charity is a voluntary commitment with each Chairman seeking help from within the community. It is your responsibility to lead in any fund raising initiative on behalf of your charities. Staff input limited by Audit rules and regulations – see below.

Choosing a Charity to Support

It is normal for the Chairman to have nominated a charity or charities to support early in the municipal year, thus maximising the amount of time to raise money.

Choosing a charity is a matter for the Chairman. Previous Chairmen have supported both local and national bodies. Local bodies may approach you before your formal election to office. You may already have a charity that you support which would benefit from an increased profile for instance. Past Chairmen have arranged meetings with Charities to understand what money would be used for and to seek assistance at charity fund raising events.

It is important that you reach an understanding with your charity that in return for supporting them, raising their profile and money for them during your year, you will expect support in terms of the charitable events throughout the year. If your charity is a local one, do they have sufficient supporters to help at functions, promote their charity at events as necessary. If it is a national charity, do they have a named local organiser and infrastructure?

Officer Support

On advice from audit officers, official officer support must be kept to a minimal level, although in practice many officers from Democratic Services, Public Relations and a variety of other service areas provide additional voluntary support either in their own time or in conjunction with other Council activities.

Increases in charity fundraising have led to greater professional involvement on the part of the Civic Officer. The issues of officer support for the statutory roles of the Chairman and her/his discretionary charitable activity have become blurred. At the basic level, more activities create greater pressure on the Chairman's Diary. Raising the profile of the charity requires the production of press releases and responses to media enquiries. Chairmen have arranged special fundraising events at which officer from Democratic Services and Public Relations assist in a 'semi-professional' capacity.

Charity Accounts

Charity Accounts are outside the responsibility of the Council. The Chairman's Officer and other officers in Public Relations handle all paying in of money raised, keeping records and generally administering charitable accounts. Separate outside accounts are set up each year to allow money to be paid in and out. It is normal that the Chairman and Vice Chairman are co-signatories to the account. Officers will not fulfil this role, but will bank money from events using best practice advice from Audit Section.

Event Management

Over the years the commitment to charitable fundraising has grown. From a base line of some £2,000 - £5,000 per annum up to the mid 1990s, fundraising has grown to a five-figure sum each year. The development of significant charitable demands upon the Civic and Ceremonial Service are over and above the statutory requirements of the Chairman's position and the job descriptions of staff, resulting in additional demands on staff time and resources. This should be borne in mind by the Chairman when suggesting ideas for fund raising.

Charity Events have the dual purpose of involving people from the community in an enjoyable activity and raising money for the Charity. It is obvious that, if a large amount of money for the benefit of local charities is the prime objective, then it is necessary to consider which activities will realise the most for the least amount of time and effort. Each Chairman will have their own ideas and priorities.

Chairman's Charity - A Cautionary Note

The role of the Chairman is a civic and not a fund-raising one and any charitable work should be regarded as an incidental and not a major function of the Chairmanship. A Chairman may choose to nominate a charity (or sometimes two) to receive civic support during the year but it must be remembered that the Civic Services staff should not be asked to assist with the organisation of any charitable events. However, the Chairman's Officer should be informed of fund-raising events organised by the Chairman's charity.

The Chairman would be well advised to form a small working group with the charity to organise various fund-raising events using his/her name.

Guidance Section

Civic Regalia – Safe Custody Guidelines

The Council has agreed the following guidelines for the safekeeping of the Civic Regalia. You should read these carefully and adhere to them. If you have any doubts, please contact one of the Support Officers.

Responsibilities:

1. The Council will:
 - (i) Maintain insurance cover for all civic regalia under the Corporate 'All Risks' Insurance Policy;
 - (ii) Be responsible for the maintenance of the regalia including any damage or wear and tear, etc as set out in the exclusions section 2 to the Corporate all risks policy.
2. The Chairman and Vice Chairman will:
 - (i) Ensure the specific conditions of the Council Insurance are followed as outlined in the guidance below; and
 - (ii) As far as is practical follow the other guidelines as to the safe custody of the regalia.
3. Specific Conditions of the Insurance:
 - (i) The regalia **must not** be left in an unattended vehicle **unless** all the doors, windows and other means of access have been secured and locked and all keys of the vehicle removed to a place of safety **and** the regalia is placed in the boot of the vehicle or is otherwise out of sight.
4. Other practical measures:
 - (i) The regalia, unless being worn, should be kept in the case provided by the Council. The jewellery roll should only be used when storing the regalia in a home safe or on the way to or from a function.
 - (ii) If the regalia is not required over a period of two weeks, it should be returned to Public Relations for safekeeping.
 - (iii) During any holiday periods or when it is likely that the member will be away from home, the regalia should be returned to Public Relations for safekeeping.
 - (iv) The Chairman/Vice Chairman should normally only wear the regalia on arrival at a function. In any event the regalia should be kept covered in public areas. They should seek advice from Public Relations if this arrangement is not convenient.

- (v) The regalia should not be left unattended in its case or roll.
- (vi) Members should not attempt to clean the regalia other than with a soft cloth. Any damage or wear and tear should be reported to Public Relations as soon as possible.
- (vii) Regalia should not be loaned or placed in the custody of any other person other than the Chairman's Officer/Public Relations.
- (viii) The Chairman and Vice Chairman should inform Public Relations immediately if their Chains of Office are lost, mislaid, stolen or otherwise missing in order that the Council's insurers can be informed.

Article 5 – Chairing the Council

ARTICLE 5 - CHAIRING THE COUNCIL

Introduction

1. This article sets out the role, responsibilities and duties of the Chairman of the Council. The role, responsibilities and duties fall to the Vice-Chairman in the absence of the Chairman.

Election of Chairman of the Council

2. The convention of the Council is to elect the Vice-Chairman to the office of Chairman of Epping Forest District Council in the year following immediately their term as Vice-Chairman. However, the individual elected to the office of Chairman of the Council shall always be elected on merit by the Council at its Annual meeting.

Appointment of Vice-Chairman of Council

3. The appointment of the Vice-Chairman of the Council shall be undertaken by the Council on the basis of merit in accordance with the following provisions:
 - (a) nominees for the office of Vice-Chairman of the Council are required to submit a nomination form supported and signed by no fewer than 15 serving Councillors on the date when the Appointments Panel holds its first meeting in any municipal year;
 - (b) nominees for Vice Chairman of the Council may be a Councillor from any political group on the Council or any independent or unaffiliated Councillor;
 - (c) the nomination of candidates for the position of Vice-Chairman and the expression of support for any nomination may be notified to the co-ordinating member by electronic mail;
 - (d) all nominations shall be considered by the Appointments Panel for onward recommendation to the Annual Council meeting;
 - (f) If for any reason, a Vice-Chairman is unable to be elected as Chairman of the Council following their year as Vice Chairman, the procedure outlined in (a) to (c) above shall also apply to the election of a new Chairman. If it is not possible to submit a supported and signed nomination form by the date on which the Appointments Panel holds its first meeting in any municipal year, nominees for the office of Chairman of the Council are required to submit to the Proper Officer, a nomination form supported and signed by no fewer than 15 serving Councillors, by the date of the Annual Council meeting; and
 - (g) the Council may suspend the operation of the appointment process set out above at an Annual Council meeting by motion.

Chairing the Council Meeting

4. The Chairman shall undertake the following duties:
 - (a) to determine that meetings of the Council are properly constituted and that a quorum of members is present;
 - (b) to be informed as to the business and objects of meetings;
 - (c) to preserve order in the conduct of those present;
 - (d) to confine discussion within the limits required by the business to be determined and within a reasonable period of time;
 - (e) to rule on:
 - (i) the admission of any business raised as urgent business in accordance with Section 100B(4) of the Local Government Act 1972; and
 - (ii) the admissibility of motions and amendments put in debate by the Members' of the Council;
 - (f) to formulate summaries of those issues arising in debate for the consideration of the meeting;
 - (g) to adjudicate on points of order and personal explanation raised at meetings and other incidental issues;
 - (h) to determine the proper and most appropriate method of voting on any question before the Council;
 - (i) to put relevant questions to the meeting, secure orderly votes thereon and declare the result;
 - (j) to inform the Council whether he or she will vote on any matter to be determined;
 - (k) to give, if appropriate, a second vote or a casting vote in order to deal with an equality of votes in the circumstances set out in this Article;
 - (l) to adjourn any meeting of the Council should the circumstances justify or require it, having first of all taken such steps to establish that Members' of the Council support such action;
 - (m) to read out any motion to exclude the press and public from meetings and to seek the consent of the Council; and
 - (n) to sign the Minutes of Council meetings as a correct record, following approval by the Council.

5. In carrying out these duties, the Chairman shall at all times act in accordance with legal requirements as advised by the Chief Executive and/or the Monitoring Officer, shall take care to ensure that the rights of individual members shall at all times be protected and, in the conduct of meetings shall disregard considerations arising from political affiliation and shall always have regard to the civic dignity of the Council and the office of Chairman.

Casting Vote

6. If there are equal numbers of votes for and against, the Chairman will have a second or casting vote. There will be no restriction on how the Chairman chooses to exercise a second or casting vote.

Civic/Ceremonial Role

7. In the carrying out of civic duties on behalf of the Council, the Chairman shall at all times behave in a way consistent with the dignity of the office of Chairman and the policies of the Council.

The Chairman of Council as first citizen in the district and the representative of the Queen will take precedence in the absence of firstly the Lord Lieutenant of Essex and secondly the Chairman of Essex County Council. If the Chairman is invited to a function organised by or within the District he/she is always the Guest of Honour.

8. When the Chairman of Council is invited to carry out duties at an official Council function the following people should be invited to attend:

- (i) the Chairman of the Committee or member of the Executive responsible for the function and if unavailable, the Vice-Chairman of the Committee shall deputise;
- (ii) the Leader of the Council or a member of the Executive nominated by him;
- (iii) members of the Council for the ward in question;
- (iv) the Director responsible for the function;
- (v) Parish Chairman or Town Mayor;
- (vi) other members and officers agreed by the Chairman of Council, and
- (vii) the Public Relations Manager or nominated officer will attend appropriate functions when the press are invited.

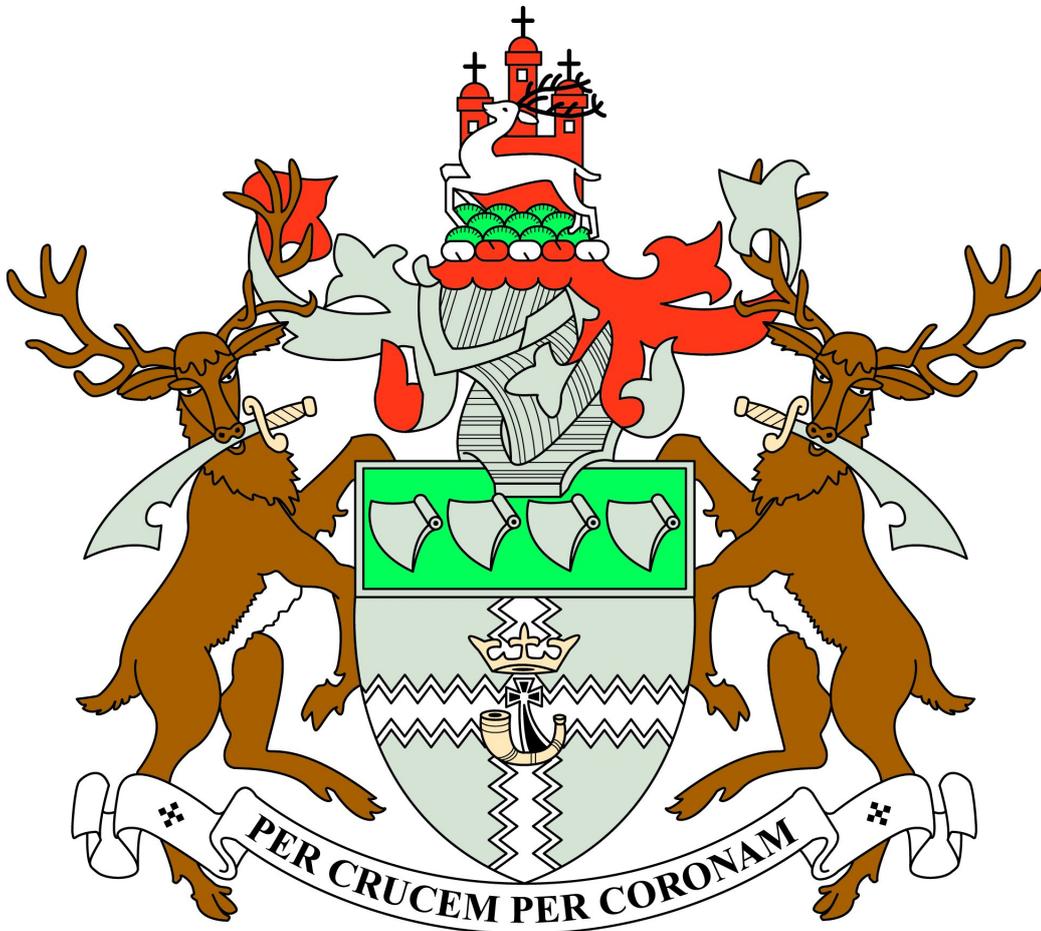
Absence of Chairman and Vice-Chairman at functions

9. There may be occasions when the Chairman of the Council and Vice-Chairman of the Council cannot attend functions. In these circumstances, the Chairman of the Council shall nominate a past Chairman of the Council or other member to act on his/her behalf at any such event.



Epping Forest District Council

CHAIRMAN'S ENGAGEMENTS



Guidelines

The Chairman and escort would find it helpful if you could supply some information about your function by completing and returning the attached form. The Chairman would also find it useful to have some background notes on your organisation, especially if you wish the Chairman to make a speech. The sort of information which is useful is: when your organisation was started; its aims and activities; membership; notable successes and achievements, etc., and anything else which is special about the organisation or which you think would interest the Chairman.

It is hoped that the following notes on receiving the Chairman will be helpful. These notes are only fairly general as there are so many types of function, but do not hesitate to telephone the Chairman's Officer if you wish to discuss your function, ask questions or seek advice. **(Telephone: 01992 564427)**

Precedence

The Chairman is First Citizen of the District and has precedence in all places in the District (except in very exceptional circumstances, such as when royalty is present). Therefore, the place to be reserved for the Chairman should be in the Chair on the immediate right of the person presiding. The Chairman's escort should be seated on the immediate right of the Chairman or the left of the person presiding.

Timing

If your function is a dance: then half to three quarters of an hour after the start would probably be appropriate for the Chairman's arrival. If a dinner is involved: then five minutes before the dinner would be right in order to avoid any unnecessary waiting on the part of the Chairman and lady/escort and enabling them to go directly with the host to the reserved places. With a sports meeting, for example, if the event is likely to be lengthy, it is suggested that you invite the Chairman to arrive in time for the finals and prize presentations. It frequently occurs that there are several events on one date and, with fetes for instance, the Chairman might try to look in at two or three - so, in addition to giving time of starting and finishing, please also give the time of anything special happening during the event when you would particularly like the Chairman to be present.

Arrival

The Chairman and escort **must** be met immediately upon arrival by some responsible person, escorted to their places, and appropriate introductions be made. Somebody in your organisation should take care to look after the Chairman and lady/escort throughout their stay.

Toast Lists, Agenda, etc.

If the function is a dinner, or meeting, a copy of the toast list or agenda showing the order of proceedings should be supplied as soon as the details are settled and in any case at least ten days before the function.

If you wish the Chairman to propose or respond to any toast or speak on any subject at the function, please do not leave it until the evening to ask. The person making arrangements should send, about a fortnight before the function, the name of the toast or the subject on which the Chairman is required to speak together with appropriate details, points you specially wish the Chairman to refer to, and the names of any people to whom reference should be made.

All the above notes also apply to the Vice-Chairman or Past Chairman of the Council when attending on behalf of the Chairman and should be accorded the same precedence and courtesies.

Address Correspondence should be sent to:

Chairman's Officer, Epping Forest District Council, Civic Offices High Street, Epping Essex, CM16 4BZ

Chairman of Epping Forest District Council – Invitation to an Event:

Please read in conjunction with explanatory notes. Return Form to: Chairman's Officer, Public Relations, Epping Forest District Council, Civic Offices, High Street, Epping, CM16 4BZ Tel: 01992 564427 Fax: 01992 564488 Email: pseager@eppingforestdc.gov.uk

PLEASE COMPLETE IN BLOCK CAPITALS

Title of Function:			
Date of Function:		Time:	From: To:
Time Chairman should arrive			
Name of Organising Body:			
Organiser:	Name: Address:		Postcode:
	Phone:	Mobile:	
	Email address:		
Function Location:	Address:		Postcode:
	Parking Available for Chairman:		Yes/No*
Contact at Function:	Name:		
	Phone:	Mobile:	
Duties to be undertaken by the Chairman:			
Is Speech required, if so please give details:	Yes/No*		
Notable Guests/Persons to be introduced to the Chairman:			
Is the Chairman's Lady/Escort included in the invitation?			Yes/No*
Should the Chairman wear?		Chain of Office/ Badge of Office*	
Other Information you wish to add:			
Signed for Organising Body:		Date:	

* Delete as appropriate

Office Use only:

Accept?	Yes/No	V/C Yes/No	Ack sent:
Car required	Yes/No	Car Ordered:	
Thanks sent:	Yes/No	Date:	

Background Briefing Information

Some History of the District

The Epping Forest District covers a part of England where history runs deep, a part of England that is crowded with reminders of that history of prehistoric encampments; of Iceni and Trinobante warriors; of Roman battles, Saxon saints and Norman builders; of Tudor huntsmen; of infamous highwaymen; of labourers who fought for their rights in the forest. Through hundreds of years the forest lands then known as Waltham were owned and ruled by the monarch and administered by the monks of the great abbey built on the banks of the Lea.

Thus, Waltham Abbey throughout the earlier years exerted enormous influence over the whole forest area and the later decline of the abbey coincided with the shrinking of the forest. Although a settlement existed in the very earliest times in the Lea Valley it was Earl Tovi, standard bearer to King Canute, who founded the town. He formed a community here and built a church to serve it a church that was said to have housed a fragment of the True Cross of Christ, a sacred relic that drew pilgrims from far and wide. After Tovi's death, the Waltham property went to the crown and Edward the Confessor bestowed it on Harold who built a minster church served by a dean and eleven canons and supported by tithes from manors throughout Essex and East Anglia. Legend has it that following the death of King Harold at the Battle of Hastings, his body was brought here and buried in the choir of his beloved church a part of the building now gone but the spot where his body supposedly lays is clearly marked.

The Normans gave the manors supporting Waltham to followers of William and the church itself went to the see of Durham. But in 1177 this was changed when the secular canons were dissolved and Henry II re-vested the tithes of the manors in the Abbey and re-established it as a house of Augustinian canons a house that officially became an abbey seven years later. The church was divided into two the nave being used by local parishioners as their parish church, the east end and transepts belonging to the abbot and monks. Extensive new buildings were erected at the eastern end in a contrasting style to the great Norman nave and for many decades the Abbey exerted a powerful influence, had many noble associations and was often visited by monarchs who came to hunt in the Royal Forest. One of the most distinguished guests was Cranmer, Archbishop of Canterbury who here originated one of the main movements that led to the Reformation.

Throughout the Middle Ages Waltham Abbey continued in favour and both it and the settlement clustered around it were places of importance. Rights to hold a market and fairs were granted during the reign of Richard I and the fairs became great trading events with the September fair the annual time for hiring servants. Monarchs were frequent visitors to both town and abbey and their visits became more numerous. The Dissolution, however, saw the first major changes in forest life, for the Abbey lands passed to Sir Anthony Denny and the monastic buildings were pulled down leaving only the original Norman nave. Denny later built Abbey House on the north side of the churchyard and this was a feature of the town until it too was demolished in the 18th Century. The constant passing of monarchs to and from hunting forays in the forest ceased at the time of the Commonwealth and great inroads were made into the forest itself, trees being felled in great numbers to provide timber for ships.

Although Waltham Abbey may have been in these earlier years the most important place in this corner of Essex, other places too were growing. At the northern end of the forest, on a high windy ridge was the village of Eppingheth, later called Epping Street. Here Elizabeth I granted the institution of a market previously held at Epping Upland and this became a meeting place for the villagers from settlements for miles around.

Epping, however, traces its story back to even earlier times long before the Romans, several of whose villas have been excavated near the town. Legend has it that in AD 61 Queen Boudicca made a gallant last stand against the Romans at Ambresbury Banks, an ancient British camp. The Saxons first settled the area and gave the place its name or rather, variations of names that included, at different times, Ippying, Ipping, Eppingheth and Eppingthorpe. The parish was then divided into eight manors and the church was at Epping Upland, and it was here, in Henry III's reign, that the market first functioned.

Throughout its history Epping has been important as a market and fair town and as a place of importance on one of the main routes from London into East Anglia.

As a main road town Epping had many coaching inns 16 at one time saw many travellers (Samuel Pepys in 1660; Charles II in 1684 and Queen Anne in 1705 and 1707) - and was also a haunt for highwaymen. Dick Turpin supposedly operated here (he is said to have shot a forest keeper in 1737) but was unflatteringly described as a male of only average height and much marked by smallpox. The last recorded highway robbery took place in 1837 when a local solicitor was robbed by three men. The coming of the Great Eastern Railway in 1865 virtually put an end to both main road prosperity and thoughts of highway robbery and the road itself was toll-free in 1870. Epping gradually grew as a favoured town of residence for those who worked in London.

Waltham Abbey was close to a station on the Great Eastern Railway main line to Cambridge (Waltham Cross station, opened in 1840) and the building of branches of the GER saw the development of Epping, Chigwell, Loughton and Buckhurst Hill, places that not only grew up as residential areas but eventually formed one administrative area. Yet here too, history traces a long story, for the Iron Age people had a hill-top camp at Loughton. The Romans chose the fertile Roding Valley in which to settle and build their Suffolk Way, the main road from London through Chigwell to Dunmow. Near Woolston Hall at Chigwell a large Romano-British cemetery still remains to be excavated.

Loughton first appeared, as 'Lukintone' in a charter of 1062 and was 'Lochetuna' in the Domesday Book in which Chigwell also found mention as 'Cinghvella'. In 1135 reference was made to 'La Bocherste' (Buckhurst Hill), an area referred to in much later years as Bucket Hill, meaning a hill covered with beech trees. The three communities remained as small forest clearings through the centuries, but with only Chigwell and Loughton having churches, the former certainly being in existence as far back as the 12th Century. In the great days of the forest as a Royal hunting ground, visits from monarchs were frequent. Henry VIII often stayed at a hunting lodge known as Poteles at Buckhurst Hill and Kings Avenue today perpetuates the memory of his visits with Anne Boleyn. James I was entertained at Loughton Hall in 1605.

As well as monarchs, this part of the forest perhaps because of its proximity to London drew numerous literary and military figures during the 17th to 19th Centuries. Tennyson, John Clare and Edward Thomas are associated with High Beach; Sotheby rented a house called Fairmead Lodge. Loughton was quite an artistic and literary area in the late 19th Century and early 20th Century. Amongst those who have lived there were writers Arthur Morrison and W.W. Jacobs, lexicographer Robert Hunter and sculptor Sir Jacob Epstein; Kipling was also a visitor. Admiral George Cockburn who ferried Napoleon into exile on St Helena, lived at High Beach where, ironically, that emperor's nephew, Prince Louis Lucien Bonaparte also lived in a house less than three hundred yards distant! Another famous admiral, Sir Elias Harvey, who fought alongside Nelson on the Temeraire at Trafalgar, had his home at Chigwell. The town's famous grammar school also had celebrated pupils and visitor's William Penn, the Quaker, was a scholar here and James Smith, the poet, wrote about the District when revisiting Chigwell in later years. The famous cartoonist F. Carruthers Gould lived at Buckhurst Hill.

Although this part of the District has seen great changes since 1920, there are plenty of reminders of the past. Victorian taverns such as the Robin Hood, The Royal Standard and The Plume of Feathers remain in Loughton, along with numerous weatherboarded cottages. Chigwell has a number of fine Georgian houses and Loughton the 17th Century North Farm and Alderton Hall. Buckhurst Hill development dates from the coming of the railway in 1856 and returns some superb stucco and brick Victorian villas. The King's Head at Chigwell stands to remind us of what a great Tudor coaching inn looked like.

Chipping Ongar dates back to Saxon and Norman times and in its church are to be found Roman bricks, reminders that the Roman road from London to Dunmow passed nearby.

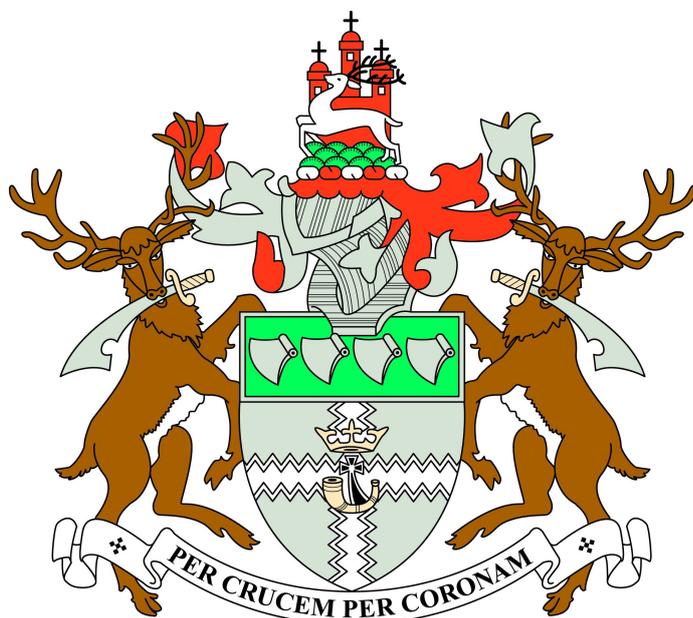
William the Conqueror granted the manor here to Count Eustace of Boulogne with other extensive lands of which Ongar became the governing centre under a feudal lord. He built a fortified house here on a site that had been used by the Saxons for defensive purposes. In 1162 Richard de Lucy, Chief Justice of England, built a 'great' castle here and 14 years later after the barons' rebellion, Henry II seized and held it to prevent a repetition of this uprising. The castle was eventually demolished in the 16th Century and the mansion built on the site suffered a similar fate in 1744. Little is known of the castle's story but it is recorded that Edward II stayed there for some days in 1321.

The town itself takes its prefix from the Saxon words 'cheape' or 'cheppyng' meaning a market, and this suggests it was quite important from earliest times. It became the 'capit' of the Hundred to which it gave its name and served a wide area as a market town through many hundreds of years. Today it still retains the air of an ancient town.

In later years Chipping Ongar became one of the parishes of Epping and Ongar Rural District and the Urban areas to the west were formed into four Urban Districts Epping, Loughton, Buckhurst Hill and Waltham Holy Cross. Chigwell, Loughton and Buckhurst Hill were merged in 1933 and since 1974 all boundaries have gone and the area is sited in the present Epping Forest District.

In the more rural areas there are numerous other sites linked to history, Abbess Roding with its 14th century church which provides a focal point to the community with a number of listed buildings dating from the 16th century. Abridge has provided an important crossing point for many centuries for the London to Ongar coaching route. The historic core of the village is evident on the Chapman and Andre Map of 1777. Roydon to the northwest of the District dates from around the 12th century and hosted the Marriage of Thomas More to Anne Colte.

Council Crest



The Coat of Arms for **Epping Forest District Council** was researched and designed by Mr A Ellis Tomlinson in collaboration with Sir William Addison. The Arms were granted by the College of Heralds in 1974.

This was at the same time as the Council itself was formed. It takes representative items from the four authorities that merged to form Epping Forest District Council - **Chigwell Urban Council, Epping Urban Council, Epping and Ongar Rural Council, and Waltham Holy Cross Urban Council.**

Composition

The design comprises a complete Achievement of Arms: shield crest with helm and mantling, supporters, badge and motto. The symbolism is related to the name of the District and its historical associations, with reference to the individual constituent areas. It is executed in a current College of Arms style.

A wooden carving of the armorial bearings was made in 1977 and is on display in the Council Chamber at the Civic offices in Epping.

Blazon

The arms may be blazoned or technically described as:

Arms: Argent a cross engrailed sable, over all a bugle horn ensigned with an ancient crown of fleurs-de-lys or on a chief vert four axe-heads bentwise argent.

Crest: On a wreath argent and gules, upon a mount vert, in front of a castle of three towers, each domed and ensigned with a crossley all gules, a stag courant proper.



Supporters: On either side a stag guardant proper, holding in the mouth a seax argent, the hilt and pommel inwards.

Badge: A stags head caboshed proper, holding in the mouth a seax argent, the hilt and pommel to the dexter.

Interpretation

The shield represents the historic institutions which may be said to have been the precursors of the area's local government. The black cross on white is that of Waltham Abbey, which held most of the area in medieval times, was the mother church of the Forest parishes and exercised many of the functions of a local authority.

The cross is seen in the arms of Waltham Holy Cross U.D.C. The rest of the shield indicates the jurisdiction of the Forest. Overlying the cross is the hunting horn which was the symbol of office of the Master Keepers, an office commonly held in later centuries by the lords of the Forest manors. The horn is seen in the Chigwell U.D.C. arms, may be taken as a felicitous reference to Sir Robert Hunter, who, as a solicitor to the Commons Preservation Society, gave valuable advice to the Corporation of London, in the action which brought the Forest under the Corporations control, to be maintained in perpetuity as an open space for the benefit of the public.

The ancient crown denotes that this was a Royal Forest, subject to the Forest laws. The axe-heads represent the authority of the four Verderers, who were originally judicial officers appointed by the Crown to administer the Forest laws and are now elected by the commoners. The axes also represent the lopping rights enjoyed by the villagers of Loughton which figured in the famous Willingale case.

Above the shield is the closed helm proper to civic arms with its twisted crest-wreath and decorative cloak or mantling. The colours are red and white, the principal colours of the arms of Essex and also the livery colours of London. The crest itself refers particularly to the Epping and Ongar areas. The grassy base signifies the 'aungre' or grazing ground which gives Ongar its name and also commemorates the historic struggle of the commoners to preserve their grazing rights. Upon this stands a stylised castle with domed towers, each topped with a crosslet. This represents the castle built by Richard de Lucy, chief justiciar to Henry II, who obtained for the town rights for a market and fair. His castle is coloured red, like his shield, and its domes bear three crosslets therefrom, which also appear in the arms of Waltham Abbey. In front of the castle is the leaping stag of Epping U.D.C.

The supporters are derived from the crest of Waltham Holy Cross. They are royal stags and fallow bucks because this was a Royal Forest. They hold in their mouths seaxes, or Saxon swords, from the Countys arms. The simple badge is one of the stag's heads with a seax in the mouth, again illustrating the Councils name.

The motto **Per Crucem Per Coronam** (Through the Cross Through the Crown) - summarises succinctly the history of the region. The cross brought the Abbey, the last to be dissolved under Henry VIII; the Abbey was the centre of social life throughout the days of the Royal Forest; if there had been no Royal Forest the special rights of the Commoners would not have survived into the 19th Century, and it was on the unique nature of these rights that the issue turned by which Epping Forest was won for the people.

Ceremonial Officers in Essex

Lord Lieutenant of the County

The office of Lord Lieutenant dates back to the sixteenth Century and has its origins in the military when the holder became responsible for local military defence and the maintenance of order. By the eighteenth century, the militia was reorganised under control of the Lord Lieutenants but direct control of the militia was lost by virtue of the Regulation of the Forces Act 1871.

The office of Lord Lieutenant has, throughout its history, been associated with the work of the Magistracy and the Lord Lieutenant appointed the Clerk of the Peace until the nineteenth century.

The Local Government Act 1972 required Her Majesty to appoint a Lord Lieutenant for each county in England and Wales and for Greater London. Lord Lieutenants are appointed by the Crown on the recommendation of the Prime Minister and retire at the age of 75.

The Lord Lieutenant, subject to the non-disapproval of the Queen, may appoint Deputy Lieutenants. A person may only be appointed, however, if he or she is shown to have rendered worthy service in connection with the armed forces or such service as makes a person suitable for appointment. Deputy Lieutenants are required to have a place of residence in the county or within seven miles of the county boundaries.

The Office of the Lord Lieutenant

The fundamental principle concerning the Office of Lord Lieutenant is that he or she is Her Majesty's representative in a county and consequently it is his/her first and foremost duty to uphold the dignity of the Crown.

The Lord Lieutenant is expected to give encouragement to voluntary service and benevolent organisations and to the industrial and social life of the county. However, as her Majesty's representative, the Lord-Lieutenant will stand aloof from local politics.

Main Duties of a Lord Lieutenant

The main duties of the Lord-Lieutenant have generally been classified under five headings:-

1. Visits of members of the Royal Family to the county.
2. Civic and Social - including encouragement of voluntary organisations.
3. Royal Navy, Army and Royal Air Force - carry out a variety of duties connected with the armed forces of the Crown, such as the inspection of troops on parade, presenting colours, etc.

4. Presentation of medals and awards on behalf of Her Majesty. This includes the presentation of the Queen's Awards to Industry, which always takes place at the factory or other establishment concerned.
5. Keeper of the Rolls and leadership of the local magistracy. The Office of Keeper of the Rolls is usually held by the Lord Lieutenant and as such the Lord Lieutenant is the Chief Magistrate in the County. The Lord Lieutenant has a general duty to ensure that all Justices of the Peace observe the correct standard of conduct. Justices of the Peace are appointed by the Lord Chancellor on the recommendation of advisory committees, which are commonly chaired by the Lord Lieutenant.

The Expenses of the Office of Lord Lieutenant are usually borne by the Council by whom the Clerk to the Lord Lieutenant is employed.

The High Sheriff of Essex

It is believed that the Sheriff occupies the very earliest secular office in the Country, other than the Crown, and can be traced back to early Saxon times. The word "Sheriff" comes from the Anglo-Saxon word "Seri-Gerfa" or "Shire-Reeve" which in simple translation means Bailiff or Manager of the Shire. This term eventually was expressed as Shirreve and then, ultimately, Sheriff. In the tenth Century he was responsible for the collection of the King's revenue and for the maintenance of the King's peace. He also had certain judicial functions.

The power of the Sheriff increased up to the end of the thirteenth Century by which time the Sheriff had achieved a position of very great power and influence. At the beginning of the fourteenth Century steps were taken to reduce their field of influence by removing some of the Sheriff's responsibilities to new appointments.

It was at this time that the post of High Constable was created to have care of the army and that office was eventually transferred to the title known as Lord-Lieutenant.

For the first time, the Office was limited to one year only and it is interesting to note that the Crown at that time had difficulty in finding subjects who were willing to undertake the arduous and frequently expensive requirements of the Office. It is even more interesting that it became necessary to make refusal of the Office an Offence!

In the nineteenth Century the Office of the High Sheriff was restructured. The High Sheriff is still the Principal Executive Officer of the Crown within his Shrievalty. He is the officer charged with execution of most of the Judgements and Orders of the High Court.

It would be impractical in modern times to expect that a Sheriff appointed for one year only would acquire sufficient expertise to be able to undertake processes involved in the execution of High Court Judgements. He therefore is entitled to appoint an Under-Sheriff and sufficient Officers to carry out the Sheriff's duties.

In Essex the Under-Sheriff is a Partner in Messrs. Gepp & Sons, Solicitors of Chelmsford and the Gepp family have a well-known record of approximately 100 years of service as Under-Sheriff to the County High Sheriff through many generations.

During the course of the Sheriff's year of Office one of his/her duties is to ensure that there is a suitable candidate available to take Office at the conclusion of his/her own period of duty. The High Sheriff is therefore obliged to submit the name of one person fit and qualified to serve the Office of High Sheriff in the County and that is added to the names of those persons who were nominated in previous years.

At the Royal Courts of Justice in London, there is held the Ceremony of the Nomination of High Sheriff at which the Queen's Remembrancer reads out each County in turn followed by the names of the three persons nominated for the Shrievalty of that County.

It is the practice of the Queen at her Privy Council Meeting in March each year, to "prick" the first of the three names on the nomination roll for each County and the remaining two names are carried forward to head the list for the next year.

High Sheriff - Current Duties

The role of the modern High Sheriff was set out in the Sheriff's Act of 1887. He or she is appointed by the Queen and is charged with maintaining the Queen's peace and the loyalty of subjects to the Crown. Various duties are conferred by the Crown through Warrant from the Privy Council, including the wellbeing and protection of Her Majesty's High Court Judges when on Circuit in the County during the legal terms.

High Sheriffs undertake duties to improve and sustain the morale of personnel of voluntary and statutory bodies engaged in the maintenance and extension of law and order. The Office is independent and non-political and enables the holder to bring together a wide variety of individuals and office holders for the good of the community, particularly in the field of the reduction of crime and the development of community safety.

Notes for the Incoming Vice-Chairman

The Chairman's Officer is also available to support the Vice Chairman to provide assistance and guidance whenever necessary.

First of all it may be helpful to clarify the role of a Vice Chairman.

- ◆ All invitations to attend community events are of course addressed to the Chairman. If he/she is unable to accept for any reason, an invitation may be passed down to the Vice Chairman, who would normally only attend functions to deputise for the Chairman and not in his/her own right.
- ◆ The Chairman, as First Citizen of the District, is entitled to precedence on all occasions within the District boundaries and while deputising for the Chairman, the Vice Chairman should expect to be accorded the same precedence.
- ◆ It is probably unnecessary to state that the Vice Chairman may, in the absence of the Chairman, preside over meetings of the Council. In that position you have the same rights to run the meeting as the Chairman including any casting vote.
- ◆ The Vice Chairman's Chain of Office is for wearing when attending functions as the Chairman's representative.
- ◆ It is generally expected that the Vice Chairman attend all Civic Events during the year and support the Chairman's Charity fund raising events.

It may be helpful to the Vice Chairman to attend the weekly meetings between the Chairman and the Chairman's Officer, perhaps once a month, to ensure that the Vice Chairman can keep up to date with the planning process for events (and give them an insight for their own year) and diary events.

The Vice Chairman has a Personal Allowance to cover the expenses of the civic year. This is paid quarterly in arrears. The Allowance is taxable.

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MEMBER REMUNERATION PANEL

**REVIEW OF SPECIAL RESPONSIBILITY ALLOWANCE –
CHAIRMAN & VICE-CHAIRMAN OF COUNCIL 2018/19**

QUESTIONNAIRE

FROM: Councillor Brian Rolfe Chairman 2012-2013.....

1. Please give an approximate indication of the number of hours you spend/spent each month on the following duties of the Chairman of the Council:

(a) attendance at civic and community events and functions etc.:

62

(b) attending diary meetings and briefings with the Chairman's Secretary;

10

(c) preparation and chairing of Council meetings (including pre-briefing);

6

(d) other activities (please specify)

Occasional meetings/receptions at Council Offices for groups or individuals for the purpose of presentations, hand bell ringing, in the Olympics, discussions with charities, editor of guardian etc

3/4

2. Please give an approximate indication of the number of hours you spend/spent each month on your 'normal' member role and casework activities, in addition to your duties as Chairman of the Council:

40/50

40/50

DEMOCRATIC SERVICES

04 SEP 2017

EFDC

3. How do you feel that the duties of the Chairman of the Council compare with those of other positions that you may have held (e.g. Portfolio Holder, chairman of committees and sub-committees etc.), specifically in terms of responsibility and time commitment?

Having...been...a...Portfolio...Holder...and...Chairman...of...various...committees
I...speak...from...experience...when...I...say...that...the...role...of...Chairman...
of...Council...was...far...more...time...consuming...and...carried...more...
responsibility...than...any...other...duties.....
.....
.....
.....
.....

4. How do you feel that the responsibilities of the Chairman of the Council 'rank' with other positions such as Portfolio Holders or the chairmen of committees and sub-committees?

Portfolio...Holder.../...Committee...Chairman...normally...have...a...pattern...to...
...follow...and...officers...on...hand...to...give...advice....As...Chairman...of.....
...Council,...when...attending...an...event...(which...is...most...of...the...time)...
...you...are...the...Council....You...have...to...react...to...questions...and.....
...situations...immediately....You...cannot...say..."I...will...refer...back...and.....
...let...you...know"...You...are...on...your...own.....
.....
.....
.....

5. Do you feel the current application of Special Responsibility Allowance adequately meets/met the expenses you incur/incurred in undertaking your duties as

2

Chairman of the Council:

YES

NO

6. If you answered 'No' to Question 5, please explain why you feel that the current level of Special Responsibility Allowance is/was inadequate to meet the expenses incurred in performing your duties as Chairman of the Council:

Money... was... not... the... driving... force... in... undertaking... these... duties... ..
... and... it... would... not... have... stopped... me... carrying... out... the... role... ..
... However... I... was... £506... in... deficit... based... on... known... expenditure... ..
... from... records... kept... The... true... figure... was... greater... due... to... incidentals
... such... as... collections, ... donations, ... raffle... tickets, ... parking... etc... This... was
... all... before... mileage... allowances... were... payable... so... the... 3606... miles... I
... drove... to... events... throughout... the... year... would... not... now... come... out...
... of... the... allowance... Wear... and... tear... on... clothes... is... difficult... to... ..
... quantify, ... but... the... chain... does... an... awful... lot... of... damage... to... lapels...
... for... example... my... 2year... old... DJ... had... to... be... replaced... after... my... ..
... year... of... office... ..
.....

7. During your time as Chairman of the Council, have/did you incurred/incur personal financial expenditure for which you have not been/were not recompensed by the authority (even if you did not seek such recompense)?

YES

NO

8. If you answered 'Yes' to Question 7, please quantify (approximately) the amount and nature of any such personal expenditure that you incurred:

..... I... believe... I... have... covered... this... in... my... answer... to... question... 6... ..
.....
.....
.....
.....
.....

9. Are there any other comments that you would like the Remuneration Panel to take into consideration with regard to its review the application of Special Responsibility Allowance for the Chairman and Vice-Chairman of the Council for 2018/19?

I... consider... it... a... great... honour... to... have... been... elected... Chairman... and... I.....
would... have... done... it... with... or... without... remuneration.... However,... I... was.....
... fortunate... that... I... did... not... have... to... worry... about... the... money... but... not.....
... everyone... is... in... the... same... position... and... my... answers... to... the... questions...
... are... intended... to... help... not... criticize.....
.....
.....
.....

Please return your completed questionnaire by no later than 30 August 2017, to:

S. Tautz
Democratic Services Manager,
Epping Forest District Council,
Civic Offices,
Epping,
Essex, CM16 4BZ.

MEMBER REMUNERATION PANEL

REVIEW OF SPECIAL RESPONSIBILITY ALLOWANCE –
CHAIRMAN & VICE-CHAIRMAN OF COUNCIL 2018/19

QUESTIONNAIRE

FROM: Councillor Caroline Pond

1. Please give an approximate indication of the number of hours you spend/spent each month on the following duties of the Chairman of the Council:

(a) attendance at civic and community events and functions etc.:

35

includes travel time

(b) attending diary meetings and briefings with the Chairman's Secretary;

8

(c) preparation and chairing of Council meetings (including pre-briefing);

5

(d) other activities (please specify)

Charity Training

2

Arrangements for EFAC civic events

1

2. Please give an approximate indication of the number of hours you spend/spent each month on your 'normal' member role and casework activities, in addition to your duties as Chairman of the Council:

~~15~~ 50

3. How do you feel that the duties of the Chairman of the Council compare with those of other positions that you may have held (e.g. Portfolio Holder, chairman of committees and sub-committees etc.), specifically in terms of responsibility and time commitment?

More hours than a PFH but not as much as Leader.
As responsible as a PFH as the CM has to represent the council as the face of the council.
(2011-12-15)

4. How do you feel that the responsibilities of the Chairman of the Council 'rank' with other positions such as Portfolio Holders or the chairmen of committees and sub-committees?

As above as a PFH but not Leader.

5. Do you feel the current application of Special Responsibility Allowance adequately meets/met the expenses you incur/incurred in undertaking your duties as Chairman of the Council:

YES NO
in my time 2007-8

6. If you answered 'No' to Question 5, please explain why you feel that the current level of Special Responsibility Allowance is/was inadequate to meet the expenses incurred in performing your duties as Chairman of the Council:

.....
.....

7. During your time as Chairman of the Council, have/did you incurred/incur personal financial expenditure for which you have not been/were not recompensed by the authority (even if you did not seek such recompense)?

YES

NO

8. If you answered 'Yes' to Question 7, please quantify (approximately) the amount and nature of any such personal expenditure that you incurred:

.....
.....
.....
.....
.....

9. Are there any other comments that you would like the Remuneration Panel to take into consideration with regard to its review the application of Special Responsibility Allowance for the Chairman and Vice-Chairman of the Council for 2018/19?

.....
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Please return your completed questionnaire by no later than 30 August 2017, to:

S. Tautz
Democratic Services Manager,
Epping Forest District Council,
Civic Offices,
Epping,
Essex, CM16 4BZ.

MEMBER REMUNERATION PANEL
QUESTIONNAIRE

From Councillor Liz Webster.

Question 1. Time Spent.

- a. This is impossible to answer on a monthly basis. The time spent comes in waves, or tranches. In Spring, from May to the end of June the calendar can be extremely busy, sometimes on a daily basis. July seemed to level out. Throughout August and September again steady. From September onwards there was a steady progress running up to the Christmas period which was very busy with Carol services and Christmas celebrations. January onwards to March was also busy with Civic ceremonies etc.
- b. At least once a week, but extra meetings were arranged with the secretary for organising our own Civic functions, plus civic duties at the Offices ie flag raising, plus speech preparation.
- c. Around 1-2 hours inc pre-briefing every time we have a Council meeting.
- d. Please note that on many occasions the Chairman has to "Go shopping" for raffle prizes, tombola prizes, collecting items for events etc etc.

Question 2. Member Role

I did not attend many meetings whilst Chairman, however, I spent the normal amount of time on casework activities probably around 30 – 35 hours every week.

Question 3 and 4.

In my opinion there is no comparison between the roles on the Cabinet v Chairman. I have played both roles. On the Cabinet side you have mainly set meetings, briefings, Officer meetings etc.....and you have some idea of the Council calendar.

As Chairman, every week is different bringing with it a new challenge. Many of the Civic duties are held on a week-end or Bank holiday. Secondly you have to prepare yourself for readiness, including speeches, depending upon the function, plus drive yourself there and back.

I found the responsibility as Chairman far exceeds any other role at EFDC. The commitment needs to be 100%.

Your home life is also disrupted because you must be fully committed to your duties.

I had the privilege of playing a part in this role twice, way back when my husband Don Spinks was Chairman, and of course my own Chairmanship more recently.

Question 5 and 6.

This is difficult to answer. On one hand the position is an honour, but in all honesty I feel the current SRA does not reflect the responsibility involved.

I would add at this stage it was helpful to receive a petrol allowance.

Question 7 and 8.

One tends to forget all the small incidentals incurred such as raffle tickets, Church donations, clothes, general wear and tear including vehicle expenses due to long journeys etc. I would say that I gave out around £500.00 in Church donations and the such like.

Question 9.

I feel that as every individual person has a different income level and way of life they may feel they were unable to fulfil the role of Chairman. This should not be the case. Also please remember that an incoming Chairman is unaware of the challenges the role brings.

I would like you to consider somehow, that an incoming Chairman is given a briefing of the onerous but rewarding position they are taking on. This would give them some understanding about their 12 months in that role. That said I must applaud the Officers involved in supporting the Chairman, nothing was too much trouble for them.

**MEMBER REMUNERATION PANEL
 REVIEW OF SPECIAL RESPONSIBILITY ALLOWANCE --
 CHAIRMAN & VICE-CHAIRMAN OF COUNCIL 2018/19**

QUESTIONNAIRE

FROM: Councillor.....*Mary Sartin*.....

1. Please give an approximate indication of the number of hours you spend/spent each month on the following duties of the Chairman of the Council:

(a) attendance at civic and community events and functions etc.:
Impossible to put into ~~month~~ hours pr month but would have appeared to have attended an average of 15 events/functions pr month

(b) attending diary meetings and briefings with the Chairman's Secretary; *Usually once a week - average minimum of 2hrs pr. meeting*

(c) preparation and chairing of Council meetings (including pre-briefing); *Time spent reading and annotating Council agenda plus Chairman's own briefing and pre-council briefing with group leaders, etc. Also responsibility for chairing Local Councils' liaison meetings*
 (d) other activities (please specify)

.....

2. Please give an approximate indication of the number of hours you spend/spent each month on your 'normal' member role and casework activities, in addition to your duties as Chairman of the Council:

Attendance at four weekly Area Planning Committee plus Safer, Cleaner, Greener Scrutiny Panel and Constitution and Members' Services Scrutiny Panel. I could not quantify time spent on local issues four years ago - the amount of work varies from year to year



3. How do you feel that the duties of the Chairman of the Council compare with those of other positions that you may have held (e.g. Portfolio Holder, chairman of committees and sub-committees etc.), specifically in terms of responsibility and time commitment?

I would see the role of Chairman of Council as being the public face. As a portfolio holder there is a high level of responsibility for decisions taken and areas to have knowledge of. In terms of time commitment regular meetings with officers were necessary as were the attendance of regular outside meetings.

4. How do you feel that the responsibilities of the Chairman of the Council 'rank' with other positions such as Portfolio Holders or the chairmen of committees and sub-committees?

See above

5. Do you feel the current application of Special Responsibility Allowance adequately meets/met the expenses you incur/incurred in undertaking your duties as Chairman of the Council:

YES

NO

6. If you answered 'No' to Question 5, please explain why you feel that the current level of Special Responsibility Allowance is/was inadequate to meet the expenses incurred in performing your duties as Chairman of the Council:

Not sure whether mileage is now able to be claimed as a separate expense but this was not the case when I was Chairman which took the amount paid out over the allowance. Purchase of outfits also add to the overall² figure, be it suits, shirts and ties for men or dresses, etc for women.

-
.....
7. During your time as Chairman of the Council, have/did you incurred/incur personal financial expenditure for which you have not been/were not recompensed by the authority (even if you did not seek such recompense)?

YES

NO

8. If you answered 'Yes' to Question 7, please quantify (approximately) the amount and nature of any such personal expenditure that you incurred:

With costs of travel coming out of the allowance and covering approximately 5000 miles during the year this could be costed at £2250 on a 45p pr mile figure or £3250 at 65p pr mile

9. Are there any other comments that you would like the Remuneration Panel to take into consideration with regard to its review the application of Special Responsibility Allowance for the Chairman and Vice-Chairman of the Council for 2018/19?

It should be remembered that most chairman will be paying tax at around 20% on the allowance so reducing the amount available to spend by that percentage

Please return your completed questionnaire by no later than 30 August 2017, to:

S. Tautz
Democratic Services Manager,
Epping Forest District Council,
Civic Offices,
Epping,
Essex, CM16 4BZ.

Stephen Tautz

From: Richard Bassett <richard.d.bassett@gmail.com>
Sent: 11 September 2017 15:22
To: Stephen Tautz
Subject: RE: Chairman & Vice-Chairman of Council - Special Responsibility Allowance

Hi Stephen

I cannot add any more than was discussed at the meeting. It was useful to position things and acknowledge the importance of the role.

Regards
Richard

From: Stephen Tautz [mailto:STautz@eppingforestdc.gov.uk]
Sent: 04 September 2017 09:53
To: 'Councillor David Stellan' <dave.stellan@tesco.net>; 'Councillor Richard Bassett' <richard.d.bassett@ntlworld.com>; 'Councillor Jeane Lea' <cllrjeanelea@gmail.com>; 'Councillor Brian Sandler' <bpsandler@aol.com>; 'Councillor Mary Sartin' <marysartin@yahoo.com>
Cc: 'Councillor Anne Grigg' <annegrigg@live.co.uk>; 'Councillor Elizabeth Webster' <cllr.liz.webster@gmail.com>; 'Councillor Richard Morgan' <richardmorgan26@outlook.com>; 'Councillor John Knapman' <jknapman@msn.com>
Subject: Chairman & Vice-Chairman of Council - Special Responsibility Allowance

Dear Councillor,

Unfortunately I have received only a very limited response to the request of the Remuneration Panel for your completion of the attached questionnaire in relation to the current application of Special Responsibility Allowance for the Chairman and Vice-Chairman of the Council.

The Panel wishes to ensure that it captures the views of members in a consistent manner. If you would like to discuss this matter, please do not hesitate to contact me. Thanks.

Steve

Stephen Tautz
Democratic Services Manager

Epping Forest District Council,
Civic Offices,
High Street,
Epping,
Essex, CM16 4BZ.

☎ (01992) 564180

✉ democraticservices@eppingforestdc.gov.uk

🌐 www.eppingforestdc.gov.uk



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FAMILY GROUP AUTHORITIES

ALLOWANCE	BROXBOURNE BOROUGH COUNCIL	BRENTWOOD BOROUGH COUNCIL	EAST HAMPSHIRE DISTRICT COUNCIL	EAST HERTS DISTRICT COUNCIL	EPHING FOREST DISTRICT COUNCIL	GUILDFORD BOROUGH COUNCIL	HERTSMERE BOROUGH COUNCIL	HORSHAM DISTRICT COUNCIL
Basic Allowance	£4,545.00	£5,950.80	£4,500.00	£5,218.00	£4,300.00	£4,773.00	£5,435.00	£4,665.00
Special Responsibility Allowances								
Leader	£15,056.00	£13,086.25	£16,000.00	£19,176.00	7,875.00	£5,019.00	£22,580.00	£11,475.00
Cabinet Members (Portfolio Holders)	£5,228.00	N/A	£4,150.00	£9,588.00	£6,300 each	£3,765.00	£12,024.00	£7,460.00
Chairman of District Development Management Committee (or equivalent)	N/A	£3,545.83	£4,150.00	£7,191.00	2,362.00	£3,765.00	£4,976.00	£3,575.00
Chairmen of Area Plans Sub-Committees (or equivalent)	No equivalent in Scheme	No equivalent in Scheme	£1,383.00	£4,976.00	2,362.00	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme
Chairman of Overview and Scrutiny Committee (or equivalent)	£5,228.00	£3,545.83	£2,767.00	£3,595.50	3,150.00	£3,137.00	£6,634.00	£4,975.00
Chairmen of Staff Appeals Panel (or equivalent)	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	£110 (per meeting)	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme
Chairmen of Licensing Committee (or equivalent)	£2,092.00	Not identifiable from Scheme	£692.00	Not identifiable from Scheme	£500.00	£3,137.00	£1,587.00	£3,575.00
Chairmen of Licensing Sub-Committee (or equivalent)	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	£1,862.00 (divided by number of meetings)	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme
Chairman of Audit and Governance Committee (or equivalent)	£2,092.00	£3,545.83	£2,767.00	£4,794.00	£2,150.00	£1,045.75	£1,025.00	£795.00
Chairmen of Select Committees (or equivalent)	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	£2,397.00	£2,150.00	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme
Chairman of Standards Committee	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	£500.00	Not identifiable from Scheme	£500.00	£3,575.00
Chairman of Constitution Working Group	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	£500.00	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme
Independent Persons affiliated to the Standards Committee	£0.00	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	£250.00	Not identifiable from Scheme	£164.00	Not identifiable from Scheme
Independent Members of the Remuneration and Parish Remuneration Panels	£0.00	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	£250.00	Not identifiable from Scheme	£164.00	Not identifiable from Scheme
Co-opted Members of the Audit & Governance Committee	£0.00	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	£500.00	Not identifiable from Scheme	£164.00	Not identifiable from Scheme

FAMILY GROUP AUTHORITIES (CONT)

ALLOWANCE	MID-SUSSEX DISTRICT COUNCIL	REIGATE & BANSTEAD BOROUGH COUNCIL	SEVENOAKS DISTRICT COUNCIL	SPELTHORNE BOROUGH COUNCIL	ST. ALBANS CITY & DISTRICT COUNCIL	TANDRIDGE DISTRICT COUNCIL	THREE RIVERS DISTRICT COUNCIL	WAVERLY BOROUGH COUNCIL
Basic Allowance	£4,501.00	£5,298.00	£5,140.00	£3,938.00	£5,535.00	£3,894.00	£4,581.00	£4,573.00
Special Responsibility Allowances								
Leader	20,596.00	£13,152.00	£15,422.00	£9,037.00	£13,575.00	£2,789.00	£9,162.00	£13,433.00
Cabinet Members (Portfolio Holders)	8,238.00	£8,769.00	£6,426.00	£3,012.00	£9,485.00	Not identifiable from Scheme	£4,581.00	£6,200.00
Chairman of District Development Management Committee (or equivalent)	£4,501.00	Not identifiable from Scheme	£3,085.00	£3,012.00	£3,105.00	£2,789.00	£3,436.00	Not identifiable from Scheme
Chairmen of Area Plans Sub-Committees (or equivalent)	£4,501.00	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	£3,105.00	No equivalent in Scheme	No equivalent in Scheme	£3,100.00
Chairman of Overview and Scrutiny Committee (or equivalent)	£3,862.00	£2,939.00	£2,057.00	£3,012.00	£2,965.00	£2,789.00	Not identifiable from Scheme	£3,100.00
Chairmen of Staff Appeals Panel (or equivalent)	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme
Chairmen of Licensing Committee (or equivalent)	£977.00	£409.00	£2,057.00	£3,012.00	£100 per meeting	Not identifiable from Scheme	£2,290.00	£3,100.00
Chairmen of Licensing Sub-Committee (or equivalent)	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme
Chairman of Audit and Governance Committee (or equivalent)	£1,930.00	Not identifiable from Scheme	£2,057.00	£3,012.00	£2,965.00	Not identifiable from Scheme	£2,290.00	£2,320.00
Chairmen of Select Committees (or equivalent)	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme
Chairman of Standards Committee	£475.00	£0.00	£1,029.00	£1,000.00	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	£1,820.00
Chairman of Constitution Working Group	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme
Independent Persons affiliated to the Standards Committee	£713.00	£0.00	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	£206.00
Independent Members of the Remuneration and Parish Remuneration Panels	Not identifiable from Scheme	£550.00	Not identifiable from Scheme	Not identifiable from Scheme	£335.00 (Chairman) £280.00 (Others)	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme
Co-opted Members of the Audit & Governance Committee	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme

ESSEX AUTHORITIES

ALLOWANCE	BASILDON DISTRICT COUNCIL	BRAINTREE DISTRICT COUNCIL	CASTLE POINT BOROUGH COUNCIL	CHELMSFORD CITY COUNCIL	COLCHESTER BOROUGH COUNCIL	HARLOW DISTRICT COUNCIL	MALDON DISTRICT COUNCIL	ROCHFORD DISTRICT COUNCIL
Basic Allowance	£5,877.00	£4,635.00	£3,550.00	£5,598.00	£6,572.98	£4,270.00	£4,590.45	£4,250.00
Special Responsibility Allowances								
Leader	300% of BA	£13,905.00	£14,200.00	£21,954.00	£19,718.94	£6,840.00	£11,476.13	£21,250.00
Cabinet Members (Portfolio Holders)	175% of BA	£9,270.00	£7,100.00	£10,977.00	£11,831.37	£2,850.00	Not identifiable from Scheme	£12,750.00
Chairman of District Development Management Committee (or equivalent)	150% of BA	£4,635.00	£3,550.00	£7,242.00	£6,901.62	£1,500.00	£4,590.45	£2,125.00
Chairmen of Area Plans Sub-Committees (or equivalent)	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme
Chairman of Overview and Scrutiny Committee (or equivalent)	125% of BA	£4,635.00	£1,775.00	£5,487.00	£6,901.62	£1,500.00	£3,442.84	£3,125.00
Chairmen of Staff Appeals Panel (or equivalent)	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme
Chairmen of Licensing Committee (or equivalent)	150% of BA	£4,635.00	£1,775.00	£2,745.00	£5,915.68	£1,500.00	£4,590.45	Not identifiable from Scheme
Chairman of Constitution Working Group	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme
Chairmen of Licensing Sub-Committee (or equivalent)	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme
Chairman of Audit and Governance Committee (or equivalent)	75% of BA	£4,635.00	£1,775.00	£1,098.00	Unknown	Not identifiable from Scheme	£3,442.84	£2,125.00
Chairmen of Working Groups (or equivalent)	No equivalent in Scheme	£4,635.00	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme
Chairman of Standards Committee	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	£1,098.00	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	£2,125.00
Independent Persons affiliated to the Standards Committee	20% of BA	Not identifiable from Scheme	£355.00	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	£425.00
Independent Members of the Remuneration and Parish Remuneration Panels	20% of BA	£579.47	£355.00	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	£425.00
Co-opted Members of the Audit & Governance Committee	20% of BA	Not identifiable from Scheme	£355.00	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme

ESSEX AUTHORITIES (CONT)

ALLOWANCE	TENDRING DISTRICT COUNCIL	UTTLESFORD DISTRICT COUNCIL						
Basic Allowance	£5,122.00	£5,000.00						
Special Responsibility Allowances								
Leader	£18,438.00	£12,250.00						
Cabinet Members (Portfolio Holders)	£10,832.00	£6,000.00						
Chairman of District Development Management Committee (or equivalent)	£6,268.00	£3,750.00						
Chairmen of Area Plans Sub-Committees (or equivalent)	No equivalent in Scheme	No equivalent in Scheme						
Chairman of Overview and Scrutiny Committee (or equivalent)	£4,300.00	£3,500.00						
Chairmen of Staff Appeals Panel (or equivalents)	No equivalent in Scheme	No equivalent in Scheme						
Chairmen of Licensing Committee (or equivalent)	£4,300.00 £2,029.00	£3,750.00						
Chairmen of Licensing Sub-Committee (or equivalent)	No equivalent in Scheme	No equivalent in Scheme						
Chairman of Audit and Governance Committee (or equivalent)	£4,300.00	Not identifiable from Scheme						
Chairmen of Select Committees(or equivalent)	No equivalent in Scheme	No equivalent in Scheme						
Chairmen of Working Groups (or equivalent)	No equivalent in Scheme	No equivalent in Scheme						
Chairman of Standards Committee	Not identifiable from Scheme	£2,000.00						
Independent Persons affiliated to the Standards Committee	Not identifiable from Scheme	£500.00						
Independent Members of the Remuneration and Parish Remuneration Panels	Not identifiable from Scheme	£500.00						
Co-opted Members of the Audit & Governance Committee	Not identifiable from Scheme	£500.00						