



Please ask for Rachel Appleyard
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The Chair and Members of Cabinet

23 September 2019

Dear Councillor,

Please attend a meeting of the CABINET to be held on TUESDAY, 1 OCTOBER 2019 at 10.30 am in Committee Room 1, Town Hall, Rose Hill, Chesterfield, the agenda for which is set out below.

AGENDA

Part 1(Public Information)

1. Declarations of Members' and Officers' Interests relating to items on the Agenda
2. Apologies for Absence
3. Minutes (Pages 3 - 6)

To approve as a correct record the Minutes of the Cabinet meeting held on 10 September, 2019.

4. Forward Plan

Please follow the link below to view the latest Forward Plan.

[Forward Plan](#)

Items Recommended to Cabinet via Cabinet Members

Chesterfield Borough Council, Town Hall, Rose Hill, Chesterfield S40 1LP

Telephone: 01246 345 345, Text: 07960 910 264, Email: info@chesterfield.gov.uk

www.chesterfield.gov.uk

Cabinet Member for Governance

5. Review of members' allowances: arrangements for the independent remuneration panel (Pages 7 - 26)
6. Exclusion of the Public

To move "That under Regulation 21(1)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972."

Part 2 (Non Public Information)

Cabinet Member for Business Transformation and Customers

7. Outstanding debt for write off (Pages 27 - 30)

Cabinet Member for Economic Growth

8. Commercial Business Units (Pages 31 - 62)

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Randy', written in a cursive style.

Local Government and Regulatory Law Manager and Monitoring Officer

CABINET

Tuesday, 10th September, 2019

Present:-

Councillor P Gilby (Chair)

Councillors Serjeant
Blank
T Gilby
Ludlow

Councillors Holmes
J Innes
Mannion-Brunt
Sarvent

*Matters dealt with under the Delegation Scheme

27 **DECLARATIONS OF MEMBERS' AND OFFICERS' INTERESTS
RELATING TO ITEMS ON THE AGENDA**

No declarations of interest were received.

28 **APOLOGIES FOR ABSENCE**

No apologies for absence were received.

29 **MINUTES**

RESOLVED –

That the minutes of the meeting of Cabinet held on 16 July, 2019 be approved as a correct record and signed by the Chair.

30 **FORWARD PLAN**

The Forward Plan for the four month period 1 October, 2019 to 31 January, 2020 was reported for information.

***RESOLVED –**

That the Forward Plan be noted.

31 **DELEGATION REPORT**

Decisions taken by Cabinet Members during June to August, 2019 were reported.

***RESOLVED –**

That the Delegation Report be noted.

32 MINUTES OF THE SHEFFIELD CITY REGION MAYORAL COMBINED AUTHORITY BOARD

Minutes of the meetings of the Sheffield City Region Mayoral Combined Authority Board held on 3 June and 29 July, 2019 were reported for information.

***RESOLVED –**

That the Minutes be noted.

33 COMMUNITY INFRASTRUCTURE LEVY - EXPENDITURE AND INSTALMENTS POLICY

The Assistant Director – Economic Growth submitted a report to advise members on the progress with the Community Infrastructure Levy (CIL) and sought approval for a revised CIL instalments policy.

The policy had been amended to address the difficulties that developers had experienced in meeting payment deadlines which created administrative challenges for the council in pursuing late payments. As a result, the threshold for offering the ability to pay in instalments had been lowered to offer greater flexibility to developers.

***RESOLVED –**

That the revised Community Infrastructure Levy Instalments Policy be approved for publication under Regulation 69(2) of the Community Infrastructure Levy Regulations 2010 (as amended).

REASON FOR DECISION

To help facilitate sustainable development growth and Chesterfield's continued vitality through Community Infrastructure Levy investment.

34 **HOUSING STRATEGY - PERMISSION TO CONSULT**

The Assistant Director – Housing presented to members the draft Housing Strategy 2019-2023 and sought approval to begin wider consultation on the document.

The strategy provides a framework for the delivery of housing related programmes and initiatives where the council can play an active role. The consultation process will include council departments, tenants and local stakeholders to ensure that all relevant activity the authority is planning over the next four years is included.

The strategy will be presented to Cabinet and Full Council for adoption following the consultation.

***RESOLVED –**

1. That the draft Housing Strategy 2019-2023 be approved for wider consultation.
2. That, following the completion of the consultation, the Housing Strategy 2019-2023 be revised and brought back to Cabinet and Full Council for adoption.

REASON FOR DECISIONS

To progress the adoption of the Housing Strategy 2019-2023.

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For publication

Review of members' allowances: arrangements for the independent remuneration panel

Meeting: Cabinet

Date: 1 October, 2019

Cabinet portfolio: Governance

Report by: Senior Democratic and Scrutiny Officer

For publication

1.0 Purpose of report

1.1 To enable Cabinet to consider issues to be raised with the Independent Remuneration Panel (IRP) on the forthcoming review of member allowances in accordance with the protocol on arrangements for consulting on the review.

2.0 Recommendations

2.1 That the arrangements for consulting members on the review of the members' allowances scheme in line with the agreed Protocol be noted.

2.2 That members consider whether it wishes to raise any further issues with the IRP.

3.0 Members interests (code of conduct)

- 3.1 Under the Council's Members Code of Conduct introduced under the Localism Act 2011, the receipt of members allowances is not a Disclosable Pecuniary Interest. Members are free to debate and decide the allowance scheme despite it being a matter which affects their financial wellbeing.
- 3.2 This is because members' allowances are not a disclosable pecuniary interest under the legislation: members are not employed by the council nor carry on their office, trade, profession or vocation for profit or gain. Legislation specifically provides for the members allowances scheme to be adopted and amended by Full Council, having regard to the recommendations of the IRP.
- 3.3 Therefore members do not need to disclose an interest nor are they prevented from taking part in the meeting.

4.0 Background

- 4.1 The Local Authorities (Members Allowances) (England) Regulations 2003 require the Council each year to make a scheme of members' allowances having regard to the recommendations of the IRP. The scheme must be approved before 1 April each year. A copy of the current scheme is attached at Appendix A.
- 4.2 A report recommending approval for membership of the IRP for 2019-2023 was submitted to Standards and Audit Committee on 25 September, 2019.

5.0 Arrangements for the IRP

- 5.1 Under the Local Authorities (Members Allowances) (England) Regulations 2003, an authority may pay the expenses incurred by an IRP in carrying out its functions and may pay the

members of the panel such allowances or expenses as the authority decides.

- 5.2 It is proposed that existing arrangements for payment of a reasonable allowance to the IRP members for their time, as agreed in 2015, should continue. The allowance paid in respect of the most recent review was calculated based on a daily rate of £525. During the last review in 2015/16, a total of £4,244.71 was paid in expenses to the IRP members.

6.0 Protocol for consultation

- 6.1 At the meeting of Council on 28 September, 2011 members approved a written protocol for the IRP to consider member representations to the Panel at times of future reviews of members' allowances scheme. A copy of the protocol is attached at Appendix B.

- 6.2 In summary, the protocol provides that:

6.2.1 Consultees can make written representations and, if appropriate, oral representations to the IRP about any aspects of the Council's members' allowances scheme;

6.2.2 Any comments made to it will be considered by the IRP before finalising their report.

6.2.3 The Chair of the IRP may discuss matters further with the Leader of the Council, the Leader of the Opposition and the Monitoring Officer if appropriate.

- 6.3 A meeting of the IRP has been arranged for 21 October, 2019 and all consultees will be invited to submit written comments and indicate if they wish to make oral comments to the Panel. The deadline for them to do so is 14 October, 2019.

- 6.4 The protocol also provides that a report shall be submitted to Cabinet in advance of the IRP meeting to enable any relevant issues to be raised.

6.5 The following preliminary issues have been raised:

6.5.1 SRA for Deputy Leader of the Opposition.

7.0 Risk management

7.1 Risk management will be considered in the report to Full Council with the recommendations of the IRP.

8.0 Financial implications

8.1 There will be a small financial expenditure in respect of a daily rate payable to each of the IRP members. This expenditure will depend on the detail of the scoping of the IRP review. It is anticipated that this cost can be met from within existing budgets.

8.2 Decisions on the review of the members' allowances scheme will be considered by Full Council after the final report and recommendations of the IRP are received.

9.0 Alternative options

9.1 This report is to advise Cabinet of a Protocol previously adopted and to provide an opportunity for Cabinet to consider raising any additional issues with the IRP.

10.0 Recommendations

10.1 That the arrangements for consulting members on the review of the members' allowances scheme in line with the agreed Protocol be noted.

10.2 That members consider whether it wishes to raise any further issues with the IRP.

11.0 Reasons for recommendations

- 11.1 To improve the quality and transparency of the Independent Remuneration Panel and its work.

Glossary of Terms	
IRP	Independent Remuneration Panel

Decision information

Key decision number	N/A
Wards affected	All wards
Links to Council Plan priorities	Providing value for money services

Document information

Report author	Contact number/email
Rachel Appleyard	01246 345277 rachel.appleyard@chesterfield.gov.uk
Background documents These are unpublished works which have been relied on to a material extent when the report was prepared. <i>This must be made available to the public for up to 4 years.</i>	
Appendices to the report	
Appendix 1	Current members' allowances scheme
Appendix 2	Protocol for consulting members

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Protocol For Independent Remuneration Panel Arrangements for Consulting Members

1. The Independent Remuneration Panel (IRP) will produce a draft report and a final report.
2. At least three weeks before the date of the IRP's first meeting, the Senior Democratic and Scrutiny Officer, or a Democratic and Scrutiny Officer nominated by the Senior Democratic and Scrutiny Officer (SDSO), will (by email if possible) notify the following people (the Consultees) of the date of that meeting, and of Consultees' right to have the IRP consider their written or oral comments on any aspect of the Council's Scheme of Members' Allowances:

Consultees:

- a. each elected member of Chesterfield Borough Council
- b. the Council's Monitoring Officer

The SDSO will also prepare a report for consideration by Cabinet in this period to enable any relevant issues to be raised.

3. Any written consultation response must be received by the SDSO at least one week before the IRP's first meeting.
4. Any Consultee wishing to make an oral comment to the IRP must tell the SDSO of their wish to do so at least one week before the IRP's first meeting.
5. The SDSO will arrange for the IRP at the IRP's first meeting to consider all Consultees' written comments that are received in accordance with this protocol.
6. The SDSO will arrange for the IRP at the IRP's first meeting to consider all Consultees' oral comments that have been requested in accordance with this protocol, subject to the IRP's rulings as to procedure and as to time and content of Consultees' oral comments.

7. The SDSO will send the IRP's draft report to all Consultees, by email where possible.
8. Any comments from any Consultee on the IRP's draft report, which are received within one week of that draft being sent to all Consultees, will be considered by the IRP.
9. The SDSO will send the IRP's final report to all Consultees, as soon as practicable after the SDSO has received that final report.
10. Once the full Council has considered the IRP's final report, the SDSO will notify all Consultees and the IRP of the outcome of Council's consideration of that report, and of the outcome of the full Council's review of its Scheme of Members' Allowances.
11. At the request of:
 - the Chair of the Panel or
 - the Leader of the Council or
 - the Leader of the Council's Opposition Group or
 - the Council's Monitoring Officerthose persons will meet to discuss any item of concern, following any review of the Scheme of Members' Allowances.
12. The content of any Consultee's written or oral comment to the IRP including the name of the Consultee, may be made publicly available. The IRP will consider keeping the identity of any Consultee or the content of any comment confidential only if requested in advance by that Consultee and only if the IRP considers that there are legitimate grounds for such confidentiality.

Part 6

Chesterfield Borough Council Members' Allowances Scheme

1. This scheme was made by Chesterfield Borough Council ("the Council"), in accordance with the Local Authorities (Members' Allowances) Regulations 2003

2. Title

The Scheme shall be known as the Chesterfield Borough Council Members' Allowance Scheme.

3. Amendment and Revocation

3.1 This scheme may be amended at any time, but may only be revoked with effect from the beginning of a year

3.2 Where an amendment is made which affects an allowance, the entitlement to such allowance as amended shall apply with effect from the beginning of the year in which the amendment is made unless the council otherwise decides

4 Interpretation

In this Scheme the following expressions have the following meanings :

'Councillor': an elected member of Chesterfield Borough Council

'year' the 12 months ending with the 31st March

'Regulations' The Local Authorities (Members' Allowances) Regulations 2003, as amended.

5. Basic Allowance

Subject to this scheme, a Basic Allowance of **£5,880** each year shall be payable to each councillor. The Basic Allowance shall be the same for each councillor

6. Special Responsibility Allowances

6.1 A Special Responsibility Allowance shall be paid each year to councillors who hold the special responsibilities in relation to the Authority that are specified in Schedule 1 to this Scheme

6.2 A Councillor can only receive one Special Responsibility Allowance at any given time.

- 6.3** If a Councillor is entitled to more than one Special Responsibility Allowance the higher allowance only shall be paid.
- 6.4** A special responsibility allowance shall be paid to at least one person who is **not** a member of the controlling group and has special responsibilities described in paragraph (1)(a) or (f) of the regulationsⁱ

7. Dependants' Carers' Allowance

Councillors are entitled to a Dependants' Carers' Allowance of **£8.25 per hour** (up to a maximum of £10 per hour in appropriate circumstances) in respect of such expenses of arranging for the care of their children or dependants as are necessarily incurred in carrying out any of the specified and approved duties in Schedule 3 to this scheme

8. Travelling and Subsistence Allowance

Councillors and co-optee members shall be entitled to allowances in respect of travelling and subsistence subject to the conditions and at the rates specified in Schedule 2 to this Scheme and undertaken in connection with or relating to the duties specified at Schedule 3 to this scheme

9 Claims and Payment of Allowances

9.1 Time Limit for Claims

Claims for Dependants' Carers' Allowance and Travelling and Subsistence allowance shall be made within two months of the date when an entitlement to an allowance arises. But this shall not prevent the council from making a payment where an allowance is not claimed within that periodⁱⁱ

9.2 Monthly Payments

Payments of allowances shall be made monthly and shall be made by bank credit transfer.

9.3 Certifying Spending

Each member must certify that he or she has necessarily incurred expenditure on travelling and subsistence for the purpose of enabling them to perform approved duties as a member of Chesterfield Borough Council or as a co-opted member of one of its committees

9.4 Receipts

Members must, wherever practicable, provide receipts in respect of subsistence allowance. Tax may be payable on the difference between the amount of the receipt and the amount of the allowance paid. If no receipts are provided, the whole of the allowance paid may be taxable.

10 **Repayment of Allowances**

Where payment of any allowance has already been made in respect of any period during which the member concerned is

- ◆ suspended or partially suspended from his or her responsibilities or duties as a member of the authority in accordance with Part 3 of the Local Government Act 2000 or regulations made under that Part; or
- ◆ ceases to be a member of the authority; or
- ◆ is in any other way not entitled to receive the allowance in respect of that period,

the authority may require that such part of the allowance as relates to any such period be repaid to the authority.

11 **Annual Index-related Adjustments to Allowances**

11.1 The following allowances shall be changed annually in line with the average level of change in the NJC staff pay award for spinal column points 35-40, and these changes shall apply from the effective date of that change as an adjustment to the allowances as permitted by Regulation 10 (4):

- ◆ Basic Allowance
- ◆ Special Responsibility Allowance
- ◆ Subsistence Allowances

11.2 The following allowance rates shall be changed annually in line with each change in the NJC staff mileage rates (including passenger supplements):

- ◆ *Rates per mile shown in the Tables at Schedule 2 to this Scheme (Travelling Allowances)*

11.3 The use of these adjustment indices shall not be valid after 31st December 2019, unless the Council has before then has sought a further recommendation from its independent remuneration panel on their application in this schemeⁱⁱⁱ.

12 Electing to Forgo Allowances

A person may by giving written notice to the Monitoring Officer forgo his or her entitlement or any part of his or her entitlement to any allowance.

13 Part-Year Entitlement to Allowances

13.1 Basic Allowance

Where the term of office of a councillor begins or ends otherwise than at the beginning or end of a year, that councillor's entitlement shall be to payment of such part of the basic allowance as bears to the whole the same proportion as the number of days during which that councillor's term of office as a councillor subsists bears to the number of days in that year^{iv}

13.2 Special Responsibility Allowance

Where a councillor does not have throughout the whole of a year any such special responsibilities as entitle that councillor to a special responsibility allowance, his or her entitlement shall be to payment of such part of the special responsibility allowance as bears to the whole the same proportion as the number of days during which that councillor has such special responsibilities bears to the number of days in that year.

14 Suspension or Partial Suspension of a Member

Where a member or a co-optee member is suspended or partially suspended from his or her responsibilities as a member or co-optee member in accordance with Part 3 of the Local Government Act 2000 or regulations thereunder (ethical framework), then:

- ◆ the part of a basic allowance payable to an elected member in respect of the period for which that member is suspended or partially suspended may be withheld;
- ◆ the part of a special responsibility allowance payable to an elected member in respect of the duties or responsibilities from which that member is suspended or partially suspended may be withheld;
- ◆ any co-optees' allowance payable to a co-optee member in respect of the duties or responsibilities from which that member is suspended or partially suspended may be withheld
- ◆ any travelling and subsistence allowance to a co-optee or elected member in respect of the duties or responsibilities from which that member is suspended or partially suspended may be withheld

15 Councillors who are members of more than one authority

No councillor who is also a member of another authority (as defined by the Regulations^v) may receive any allowance from more than one authority in respect of the same duties.

SCHEDULE 1
SPECIAL RESPONSIBILITY ALLOWANCES

Special Responsibility:	<u>Annual Amount £</u>
Executive Leader and also Chair of Cabinet.	27,785
Deputy Leader and also Vice Chair of Cabinet.	15,285
Executive Member with portfolio.	7,626
Assistant Executive Member with portfolio.	3,812
Leader of the minority political group within the Council	8,686
Chair of the Planning Committee.	4,660
Vice Chair of Planning Committee	2,330
Chair of the Appeals & Regulatory Committee when that office is held by the same councillor as the office of Chair of the Licensing Committee.	4,660
Chair of the Appeals & Regulatory Committee.	no separate allowance provided
Chair of Licensing Committee	no separate allowance provided
Vice-Chair of Appeals and Regulatory Committee when that office is held by the same councillor as the office of Vice-Chair of the Licensing Committee.	2,330
Chair of the Employment and General Committee	3,495
Chair of the Community, Customer & Organisational Scrutiny Committee	4,660
Vice-Chair of the Community, Customer & Organisational Scrutiny Committee	2,330
Chair of Enterprise and Wellbeing Scrutiny Committee	4,660
Vice-Chair of Enterprise and Wellbeing Scrutiny Committee	2,330
Chair of Standards and Audit Committee	2,330

SCHEDULE 2
RATES FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

A TRAVELLING ALLOWANCES

1 Public Transport including Travel by Bus, Train, Taxi, Ship or Air

- 1.1 The rate for travel by public transport shall not exceed the ordinary fare or any available cheap fare. Advance tickets should be obtained where possible, and bus vouchers may be issued to members for local travel.
- 1.2 Where more than one class of fare is available, members shall travel by second class unless the council decides otherwise in any case.
- 1.3 Travel by ship may be by first class at the choice of the member.
- 1.4 Additional allowances are payable for the following, only if the total allowance is no more than the actual expense incurred by the member:
- ◆ Sleeping accommodation for an overnight journey, provided that any subsistence allowance for that night is reduced by a third
 - ◆ Pullman car or similar supplements, seat reservation and deposit or portage of luggage
- 1.5 Air travel costs may be reimbursed if the Council decides it is justified. The ordinary or cheap rate will be reimbursed unless the council decides otherwise.
- 1.6 The allowance for travel by taxi is the amount of the fare by the most appropriate means of public transport. But in cases of urgency or where no other form of public transport is readily available, the amount of the actual taxi fare plus a reasonable tip will be reimbursed.

2 Travel by private or hired vehicle

- 2.1 The rates for travel by
- ◆ a member's own vehicle, or
 - ◆ a vehicle belonging to a member of his or her own family, or
 - ◆ a vehicle provided for a member's own use
- shall not exceed the following rates (subject to these conditions):

By Car:		
<i>Miles per annum</i>	<i>Under 10,000 miles per annum</i>	<i>10,000 and over miles per annum</i>
Rate per mile not to exceed	45.0 pence	25.0 pence
By Motor Cycle:		
Rate per mile not to exceed	24.0 pence	
By Bicycle:		
Rate per mile not to exceed	20.0 pence	

- 2.2 Where a member carries **one or more** passengers each of whom who would otherwise be entitled to claim a travelling allowance, the relevant rate in the table is increased by **5 pence** per mile
- 2.3 The cost of any necessary parking (including overnight parking), tolls and ferries is reimbursable
- 2.4 The rate for travel by a hired vehicle (other than a taxi) shall not exceed the rate that would have been payable if the member had owned the vehicle. But the actual cost of hire may be reimbursed if the Council approves that.
- 2.5 Members shall:
- ◆ Ensure that their vehicle insurance policy covers them for use on council business, and
 - ◆ Be personally responsible for any parking or traffic offence fines incurred while on council business.

B SUBSISTENCE ALLOWANCES

- 3 The rates for subsistence allowance are as follows, provided that a member is away from his or her usual home for **more than four hours:**

Absences not involving overnight stays			
absence before 11 a.m.	absence between 12 noon and 2 p.m.	absence between 3 p.m. and 6 p.m.	absence after 7 p.m.
£5.59	£7.72	£3.03	£9.53
Absences involving overnight stay (outside London)			
£90.84			
Absences involving overnight stay in London (or attending either the Annual Conference of the Local Government Association or the Association of British Market Authorities)			
£103.61			

- 4 Members travelling abroad are entitled to reasonable rates of subsistence to be determined by the Head of Finance.
- 5 Where any meal is provided free of charge to a member, the value of the meal must be deducted from any allowance claimed.
- 6 If sleeping car accommodation is charged to travel allowances, the amount of any overnight allowance payable is reduced by one third.
- 7 Where a conference or course fee is paid by the Council and includes provision of accommodation and meals, the value of the accommodation and meals will be deducted from the rate of allowance.

SCHEDULE 3
SPECIFIED AND APPROVED DUTIES FOR PAYMENT OF DEPENDANT
CARERS' TRAVELLING AND SUBSISTENCE ALLOWANCES^{vi}

1 the attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body;

2 the attendance at any other meeting, the holding of which is authorised by the authority, or a committee or sub-committee of the authority, or a joint committee of the authority and one or more local authority within the meaning of section 270(1) of the Local Government Act 1972, or a sub-committee of such a joint committee 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;

3. the attendance at a meeting of any association of authorities of which the authority is a member. This includes councillors appointed by their political groups to committees of the Local Government Association^{vii}.

4. the attendance at a meeting of the Cabinet (executive) or a meeting of any of its committees

5. the performance of any duty in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;

6. the performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises;

7. the carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or of any of its committees or sub-committees.^{viii}

Such duties approved to date under this scheme are:

- ◆ Attending any Cabinet Member meeting as Cabinet Member or as consultee member or support member
- ◆ Attending any informal meeting with officers in connection with a Committee, Cabinet or Cabinet Member meeting
- ◆ Appearing as a witness or adviser to a Scrutiny Panel meeting
- ◆ Attending a training event arranged by the authority.

Other Help for Members not Part of the Statutory Scheme of Allowances

For information, the following help for elected members is also available:

Telecommunications

The following expenses are payable by the Council:

- ◆ The cost of installing a private telephone in a councillor's home
- ◆ Telephone re-connection charge where a member moves home and the original connection charge was not paid by the council
- ◆ A telecommunications allowance of up to £10 per month towards telephone rental and call charges (paid by monthly instalments).

Personal Computers

Councillors are provided with an iPad at the council's expense.

Members' Surgeries

The Council will pay councillors' expenses of advertising and holding one Ward "surgery" per month.

Conferences etc.

The cost of some conferences, meetings and training including meals and accommodation etc. is often payable direct by the council, so there is no need for a member to claim an allowance.

Mayoral Allowance

Allowances are payable to the Mayor of the Council under sections 3(5) and 5(4) of the Local Government Act 1972.

An allowance of £5696, comprising one payment of £1,500 in May with the Civic Office then holding the 'purse' for the remainder of the allowance. This is provided for The Mayor as expenses which are incurred in undertaking mayoral duties.

ⁱ These responsibilities are (a) acting as leader or deputy leader of a political group within the authority; and (f) acting as the spokesman of a political group on a committee or sub-committee of the authority;

ⁱⁱ Reg. 14 requires a time to be put in the scheme but does not specify what the period should be - two months is the period in the current scheme guide.

ⁱⁱⁱ Reg. 10(5)

^{iv} Reg. 4(2)(b)

^v Reg. 3(1): Any reference in this Part and Parts 2 and 3 of these Regulations to an **authority** shall, unless otherwise specified be construed as a reference to a body of one of the following descriptions - (a) a district council; (b) a county council; (c) a London borough council; (d) the Council of the Isles of Scilly; (e) a fire authority constituted by a combination scheme under the Fire Services Act 1947; (f) a joint authority established by Part IV of the Local Government Act 1985; (g) the London Fire and Emergency Planning Authority; (h) the Broads Authority; (i) a National Park authority; and (j) a conservation board of an area of outstanding natural beauty;

^{vi} Reg. 8(1)

^{vii} Clarification approved by Cabinet 5th Feb. 2004

By virtue of
Regulation 21(1)(A) of the Local Authorities (Executive
Arrangements) (Access to Information) (England)
Regulations 2000.

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