


Council



St Edmundsbury
BOROUGH COUNCIL

Title:	Agenda
Date:	Tuesday 20 December 2016
Time:	7.00 pm
Venue:	Conference Chamber West Suffolk House Western Way Bury St Edmunds IP33 3YU
Membership:	<p>All Councillors</p> <p>You are hereby summoned to attend a meeting of the Council to transact the business on the agenda set out below.</p>  <p>Ian Gallin Chief Executive 12 December 2016</p>
<p>The Meeting will be opened with Prayers by the Mayor's Chaplain, the Very Reverend Canon Mark Hackeson of St Edmunds' Church, Bury St Edmunds. (<i>Note: Those Members not wishing to be present for prayers should remain in the Members' Breakout Area and will be summoned at the conclusion of prayers.</i>)</p>	
Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.
Committee administrator:	<p>Claire Skoyles Democratic Services Officer Tel: 01284 757176 Email: claire.skoyles@westsuffolk.gov.uk</p>

Public Information



St Edmundsbury
BOROUGH COUNCIL

Venue:	Conference Chamber West Suffolk House Western Way Bury St Edmunds Suffolk IP33 3YU	Tel: 01284 757176 Email: democratic.services@westsuffolk.gov.uk Web: www.westsuffolk.gov.uk
Access to agenda and reports before the meeting:	Copies of the agenda and reports are open for public inspection at the above address at least five clear days before the meeting. They are also available to view on our website.	
Attendance at meetings:	The Borough Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public.	
Public questions:	<p>Members of the public may ask questions of Members of the Cabinet or any Committee Chairman at ordinary meetings of the Council. 30 minutes will be set aside for persons in the public gallery who live or work in the Borough to ask questions about the work of the Council. 30 minutes will also be set aside for questions at special or extraordinary meetings of the Council, but must be limited to the business to be transacted at that meeting.</p> <p>A person who wishes to speak must register at least fifteen minutes before the time the meeting is scheduled to start. This can be done online by sending the request to democratic.services@westsuffolk.gov.uk or telephoning 01284 757176 or in person by telling the committee administrator present at the meeting.</p> <p>Written questions, detailing the full question to be asked, may be submitted by members of the public to the Service Manager (Democratic Services) no later than 10.00 am on the previous working day to the meeting of the Council. Email: democratic.services@westsuffolk.gov.uk Phone: 01284 757176</p>	
Disabled access:	<p>West Suffolk House has facilities for people with mobility impairments including a lift and wheelchair accessible WCs. However in the event of an emergency use of the lift is restricted for health and safety reasons.</p> <p>Visitor parking is at the car park at the front of the building and there are a number of accessible spaces.</p>	
Induction loop:	An Induction loop is available for meetings held in the Conference Chamber.	
Recording of meetings:	<p>The Council may record this meeting and permits members of the public and media to record or broadcast it as well (when the media and public are not lawfully excluded).</p> <p>Any member of the public who attends a meeting and objects to being filmed should advise the Committee Administrator who will instruct that they are not included in the filming.</p>	

Agenda

Procedural Matters

Page No

1. Minutes

1 - 14

To confirm the minutes of the meetings held on 27 September 2016 and 21 November 2016 (extraordinary meeting) (copies attached).

2. Mayor's announcements

3. Apologies for Absence

To receive announcements (if any) from the officer advising the Mayor (including apologies for absence)

4. Declarations of Interests

Members are reminded of their responsibility to declare any pecuniary or local non pecuniary interest which they have in any item of business on the agenda **no later than when that item is reached** and, when appropriate, to leave the meeting prior to discussion and voting on the item.

Part 1 – Public

5. Leader's Statement

15 - 18

Paper No: **COU/SE/16/020**

(Council Procedure Rules 8.1 – 8.3) Members may ask the Leader questions on the content of both his introductory remarks and the written statement itself.

A total of 30 minutes will be allowed for questions and responses. There will be a limit of five minutes for each question to be asked and answered. A supplementary question arising from the reply may be asked so long as the five minute limit is not exceeded.

6. Public Participation

(Council Procedure Rules Section 6) Members of the public who live or work in the Borough are invited to put one question of not more than five minutes duration. A person who wishes to speak must register at least fifteen minutes before the time the meeting is scheduled to start.*

(Note: The maximum time to be set aside for this item is 30 minutes, but if all questions are dealt with sooner, or if there are no questions, the Council will proceed to the next business.

Each person may ask **one** question only. A total of **five minutes will be allowed for the question to be put and answered.** One further question will be allowed arising directly from the reply, **provided that the original time limit of five minutes is not exceeded.**

Written questions may be submitted by members of the public to the Service Manager (Democratic Services) **no later than 10.00 am on Monday 19 December 2016.** The written notification should **detail the full question** to be asked at the meeting of the Council.)*

*For further information, see Public Information Sheet attached to this agenda.

7. Referrals report of recommendations from Cabinet

19 - 34

Report No: **COU/SE/16/021**

(A) Referral from Cabinet: 18 October 2016

1. Arrangements for Appointment of External Auditors
Portfolio Holder: Cllr Ian Houlder

(B) Referral from Cabinet: 1 November 2016

1. Investing in our Leisure Provision in West Suffolk and Establishing a Long Term Strategic Partnership Approach and Reduced Management Fee with Abbeycroft Leisure
Portfolio Holder: Cllr Joanna Rayner

(C) Referrals from Cabinet: 8 December 2016

1. Barley Homes – Five Year Business Plan
Portfolio Holder: Cllr Sara Mildmay-White

(Note: Due to the length of the document and to save on printing costs, Exempt Appendix A attached to the Overview and Scrutiny Committee Report No: OAS/SE/16/028, which was the five year business plan, is not contained in this Council agenda pack. Members can access the document electronically on the West Suffolk Intranet, or request a paper copy from Democratic Services.

Members are reminded that should they wish to discuss the specific content of Exempt Appendix A at the meeting, the appropriate motion must be carried to exclude the press and public and move into private session.)

2. Delivering a Sustainable Budget 2017/2018
Medium Term Financial Strategy 2017-2020
Portfolio Holder: Cllr Ian Houlder
3. Mid Year Treasury Management Performance
Report and Investment Activity
(April – September 2016)
Portfolio Holder: Cllr Ian Houlder
4. Training Requirement for Hackney Carriage and
Private Hire Vehicle Drivers
Portfolio Holder: Cllr Alaric Pugh
5. Local Council Tax Reduction Scheme and Council
Tax Technical Changes 2017/2018
Portfolio Holder: Cllr Ian Houlder
6. Council Tax Base for Tax Setting Purposes
2017/2018
Portfolio Holder: Cllr Ian Houlder
7. Exempt: Investing in our Commercial Asset
Portfolio
Portfolio Holders: Cllrs Alaric Pugh and Peter Stevens

(Note: As this referral from Cabinet is exempt, it is attached separately to the agenda for consideration in private session (see Item 14 below)

8. Report of the West Suffolk Joint Independent Remuneration Panel - Members' Scheme of Allowances

35 - 74

Report No: **COU/SE/16/022**

9. Questions to Committee Chairmen

Members are invited to ask questions of committee Chairmen on business transacted by their committees since the last ordinary meeting of Council on 27 September 2016.

Committee	Chairman	Dates of meetings
Overview and Scrutiny Committee	Cllr Diane Hind	4 October 2016 9 November 2016
Performance and Audit Scrutiny Committee	Cllr Sarah Broughton	21 September 2016 24 November 2016
Development Control Committee	Cllr Jim Thorndyke	6 October 2016 3 November 2016
Licensing and Regulatory Committee	Cllr Frank Warby	11 October 2016

10. Motion on Notice

Councillor David Nettleton has given notice under paragraph 9.1 of the Council Procedure Rules of the following motion:

St Andrews Car Park, Bury St Edmunds

'The St Andrews short-stay car park is half-empty Monday to Friday, whereas the long-stay section is often close to capacity. The reason is that the current pricing policy encourages shoppers to occupy spaces in the long-stay section intended for town centre workers. By making minor adjustments to the tariffs in both sections of this car park, a more even spread of parking can be achieved for the benefit of our customers and without compromising income streams designed to meet revenue budget targets previously agreed by the Council. The anticipated date of implementation is Monday 3 April 2017.

I therefore propose that the tariffs are revised to the following: (changes highlighted in bold):-

*Short-stay section: 30 minutes 60p: 1 hour £1.10 (no change to either): **3 hours £2**. At present, there is a 2 hour option at £2 and a 3 hour option at £2.70. Our customers clearly don't like paying more than £2 for a short-stay of up to 3 hours in this car park, as the number of events per tariff band indicates.*

*Long-stay section: **Daily £4** (up from £3). The current difference between 3 hours in the short-stay section and the daily tariff is 30p. The proposed difference would be £2. A few shoppers will pay but the majority will migrate to the short-stay section.*

***Weekly Tickets £10** (down from £11.50) **Low Emissions £8** (down from £10). Many shop and office workers are not highly paid but they are key to the continued success of the town centre economy. Weekly tickets are 24/7. There are no changes planned for tariffs in either section at weekends.*

In addition, I propose restoring the pedestrian path between the residential streets of Bishops Road/Blomfield Street and the Springfield/Tayfen area beyond, which was arbitrarily truncated last summer without consultation with either local ward members or the community which it served as a link to Wilko and the arc shopping centre. Most importantly, open discussions with West Suffolk College and Suffolk County Council to accommodate students Monday to Friday during term time in the long-stay section. Here also, the implementation date would be Monday 3 April 2017.'

Paragraph 9.5 of the Council Procedure Rules states:

'Any motion under paragraph 9.1 of these Rules, on being moved and seconded, will usually, without discussion, be referred to the appropriate forum for consideration. The Mayor may, if he/she

considers it appropriate, allow the motion to be dealt with at the meeting at which it is moved and seconded provided that the motion, if carried, would not involve the Council in expenditure not included in the Council's approved revenue or capital budget.'

11. Urgent Questions on Notice

The Council will consider any urgent questions on notice that were notified to the Service Manager (Democratic Services) by 11am on the day of the meeting.

12. Report on Special Urgency

Part 4, Access to Information Procedural Rules, of the Constitution (paragraph 18.3) requires the Leader of the Council to submit quarterly reports to the Council on the Executive decisions taken (if any) in the circumstances set out in Rule 17, Special urgency in the preceding three months.

Accordingly, the Leader of the Council reports that no executive decisions have been taken under the Special Urgency provisions of the Constitution.

13. Exclusion of Press and Public

To consider whether the press and public should be excluded during the consideration of the following items because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the items, there would be disclosure to them of exempt categories of information as prescribed in Part 1 of Schedule 12A of the Local Government Act 1972, and indicated against each item and, in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Part 2 – Exempt

14. Exempt Appendix: Referrals Report of Recommendations from Cabinet

75 - 86

Exempt Appendix 1 to Report No: **COU/SE/16/021**

(C) Referral from Cabinet: 8 December 2016

7. Exempt: Investing in our Commercial Asset Portfolio (para 3)
Portfolio Holders: Cllrs Alaric Pugh and Stevens

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Council



St Edmundsbury
BOROUGH COUNCIL

Minutes of a meeting of the **Council** held on
Tuesday 27 September 2016 at 7.00 pm in the **Conference Chamber,**
West Suffolk House, Western Way, Bury St Edmunds IP33 3YU

Present: **Councillors**

Mayor Julia Wakelam

Sarah Broughton	John Griffiths	Karen Richardson
Simon Brown	Paul Hopfensperger	David Roach
Tony Brown	Ian Houlder	Angela Rushen
Carol Bull	Margaret Marks	Barry Robbins
John Burns	Betty Mclatchy	Richard Rout
Bob Cockle	Ivor Mclatchy	Andrew Speed
Jason Crooks	Jane Midwood	Clive Springett
Robert Everitt	Sara Mildmay-White	Peter Stevens
Jeremy Farthing	Clive Pollington	Peter Thompson
Paula Fox	Alaric Pugh	Anthony Williams
Susan Glossop	Joanna Rayner	

180. **Prayers**

The Mayor's Chaplain, the Very Reverend Canon Mark Hackeson of St Edmunds' Church, opened the meeting with prayers.

181. **Minutes**

The minutes of the meeting held on 28 June 2016 were confirmed as a correct record and signed by the Mayor.

182. **Mayor's announcements**

The Mayor reported on the civic engagements and charity activities which she and her Consort, and the Deputy Mayor and Mayoress had attended since the last meeting of Council held on 28 June 2016.

183. Apologies for Absence

Apologies for absence were received from Councillors Terry Buckle, Patrick Chung, Terry Clements, Wayne Hailstone, Diane Hind, Beccy Hopfensperger, David Nettleton, Sarah Stamp, Jim Thorndyke, Frank Warby and Patsy Warby.

The Interim Service Manager (Legal and Democratic Services) then informed that as Councillor Paula Wade had formally resigned from the Council with effect from 26 September 2016, she was not in attendance at this meeting.

184. Declarations of Interests

Members' declarations of interests are recorded under the item to which the declaration relates.

185. Leader's Statement

Councillor John Griffiths, Leader of the Council, presented his statement as contained in Paper No: COU/SE/16/014.

In addition to his statement, Councillor Griffiths formally thanked former Councillor Paula Wade for her contribution to the Council since first elected to represent Bardwell Ward in 2013, and wished her every success for the future.

Councillor Griffiths then updated Members on the Council's role in supporting various key projects, which involved new ways of working and joint team efforts between several partners to achieve common project objectives. Examples of such projects included the provision of a third generation artificial football pitch in Haverhill; the refurbishment of the Guildhall in Bury St Edmunds; and individual schemes in St Edmundsbury's rural villages.

In response to a question, Councillor Griffiths informed Members that in order to meet the challenges of the changing financial landscape regarding local government funding, the Council was needing to work differently and respond accordingly and appropriately to support future service delivery.

186. Public Participation

No members of the public in attendance wished to speak.

187. Referrals report of recommendations from Cabinet

Council considered the Referrals report of Recommendations from Cabinet contained within Report No: COU/SE/16/015.

(A) Referrals from Cabinet: 6 September 2016

1. Annual Treasury Management Report 2015/2016

Approval was sought for the Annual Treasury Management Report for 2015/2016.

Councillor Ian Houlder, Portfolio Holder for Resources and Performance, drew relevant issues to the attention of Council.

On the motion of Councillor Houlder, seconded by Councillor Sarah Broughton, and duly carried, it was

RESOLVED:

That the Annual Treasury Management Report for 2015/2016, attached as Appendix 1 to Report No: TMS/SE/16/003, be approved.

2. West Suffolk Joint Pay Policy Statement: 2016/2017

Approval was sought for the West Suffolk Joint Pay Policy Statement for 2016/2017.

Councillor Ian Houlder, Portfolio Holder for Resources and Performance, drew relevant issues to the attention of Council.

On the motion of Councillor Houlder, seconded by Councillor John Burns and duly carried, it was

RESOLVED:

That the West Suffolk Joint Pay Policy Statement for 2016/2017, as contained in Appendix 1 to Report No: CAB/SE/16/041, be approved.

3. Land at Cavendish Road, Clare: Development Brief

Approval was sought for a Development Brief that had been prepared by consultants acting on behalf of Land Charter Homes, for Land at Cavendish Road, Clare.

Councillor Alaric Pugh, Portfolio Holder for Planning and Growth, drew relevant issues to the attention of Council.

On the motion of Councillor Pugh, seconded by Councillor Peter Stevens and duly carried, it was

RESOLVED:

That the Development Brief for Land at Cavendish Road, Clare, as contained in Appendix A to Report No: SDW/SE/16/007, be adopted as non-statutory planning guidance.

(B) Referral from Cabinet: 20 September 2016

1. Consideration of: Approach to Delivering a Sustainable Medium Term Financial Strategy 2016-2020; Four-Year Settlement Offer from Central Government; and Economic Development and Growth Funding Requests

Members noted that the recommendations contained in Section (B)(1) had been reproduced in Report No: COU/SE/16/015 and published before the Cabinet had met on 20 September 2016. The Mayor confirmed that the recommendations from Cabinet remained as printed in the report, which included the typographical amendment to Recommendation (3) which had been amended to read:

That the Council's existing Medium Term Financial Strategy (MTFS) document and the approach paper be recognised as the Council's Efficiency Plan, for the purposes of accepting any four-year Finance Settlement under ~~(1)~~ (2) above.

Approval was sought for a number of recommendations relating to:

- (a) seeking support for the Councils' approach to delivering a medium term financial strategy 2016-2020;
- (b) whether the Councils should accept the Government's offer of a four-year finance settlement; and
- (c) whether funding requests should be allocated to projects being worked on by the Economic Development and Growth service.

Councillor Ian Houlder, Portfolio Holder for Resources and Performance, drew relevant issues to the attention of Council.

Questions were asked in respect of the funding sought from St Edmundsbury Borough Council (SEBC) towards the development of the Bury St Edmunds Town Centre Masterplan and the potential contribution from the Town Council.

On the motion of Councillor Houlder, seconded by Councillor Alaric Pugh and duly carried, it was

RESOLVED:

That

- (1) The approach to delivering a sustainable medium term financial strategy 2016 -2020 as set out in Report No: OAS/SE/16/022, be supported.
- (2) Government's offer of a four-year Finance Settlement be accepted, and the Head of Resources and Performance (Chief Financial Officer) be authorised to advise Government of Council's decision.

- (3) The Council's existing Medium Term Financial Strategy (MTFS) document and the approach paper (Report No: OAS/SE/16/022) be recognised as the Council's Efficiency Plan, for the purposes of accepting any four-year Finance Settlement under (2) above.
- (4) Approval be given to an allocation of £250,500 from its Strategic Priorities and MTFS Reserves, as SEBC's share towards funding the in-year (and in some cases future years) Economic Development and Growth funding requests outlined in Appendix 2 to Report No: CAB/SE/16/045.

188. Notice of Motion: Local Government Act 1972: Section 249 Honorary Freedom of the Borough

Council considered a narrative item, which provided details of a motion, notice of which had been given pursuant to Council Procedure Rule 9.1.

In accordance with the Freedom of the Borough Protocol, approval was sought for convening a special meeting for the purpose of conferring upon HMS Vengeance and TS St Edmund (Mayor's Own) Sea Cadet Corps, the Honorary Freedom of the Borough of St Edmundsbury.

The Commanding Officer and Chief Petty Officer of TS St Edmund (Mayor's Own) Sea Cadet Corps, were in attendance and were welcomed to the meeting.

Councillor John Griffiths, Leader of the Council, drew relevant issues to the attention of Council, which included background and reasons for the proposal. He reminded Members that the TS St Edmund (Mayor's Own) Sea Cadet Corps had been active in St Edmundsbury for more than 70 years, with the many volunteers of this organisation providing a significant and valuable contribution to numerous civic events held in the Borough.

The crew of HMS Vengeance had also supported the Council's civic events on several occasions, which together with working with local charities and organisations for the benefit of the local community for a considerable number of years, demonstrated the commitment these representatives of the Royal Navy had shown to the Bury St Edmunds.

In previous years, Councillors had bestowed the Honorary Freedom of the Borough to units which had represented the Royal Air Force and the Army, and Members considered that it was fitting to formally recognise the extensive contribution of the Royal Navy through HMS Vengeance and the local efforts of the TS St Edmunds (Mayor's Own) Sea Cadets.

Should the motion be carried, Members noted that a special meeting was anticipated to be held on 18 May 2017, alongside the Mayor Making ceremony and Annual Meeting of Council.

On the motion of Councillor John Griffiths, seconded by Councillor Margaret Marks, and duly carried, it was

RESOLVED:

That in recognition of the eminent services rendered to the area by HMS Vengeance and TS St Edmund (Mayor's Own) Sea Cadet Corps, a special meeting of the Council be convened for the purpose of conferring upon said HMS Vengeance and TS St Edmund (Mayor's Own) Sea Cadet Corps, the Honorary Freedom of the Borough of St Edmundsbury.

189. **Members' Allowance Scheme and the West Suffolk Joint Independent Remuneration Panel**

Council considered a narrative item which sought approval for an extension to the current Members' Allowance Scheme.

Councillor Ian Houlder, Portfolio Holder for Resources and Performance, drew relevant issues to the attention of Council, including that the West Suffolk Joint Independent Remuneration Panel was presently undertaking a full review of both Forest Heath District Council's and St Edmundsbury Borough Council's Members' Allowance Schemes. The Panel's work was anticipated to be completed in advance of 30 November 2016, when the current Members' Allowance Scheme also ended; however there was no ordinary meeting of Council scheduled to consider the results of the review before this date of expiry.

Consideration was given to extend the current Scheme to 31 December 2016, which would enable the findings and recommendations of the review to be presented to Council on 20 December 2016, and also would allow sufficient time following that meeting to implement a new Members' Allowance Scheme to be effective from 1 January 2017.

On the motion of Councillor Houlder, seconded by Councillor John Burns, and duly carried, it was

RESOLVED:

That the current St Edmundsbury Borough Council Members' Allowance Scheme be extended until 31 December 2016.

190. **Magna Carta Trust**

(Councillors Robert Everitt, Paul Hopfensperger, Joanna Rayner, Richard Rout, Andrew Speed, Clive Springett and Peter Thompson declared local non-pecuniary interests as Members of Bury St Edmunds Town Council. All of the aforementioned Members remained in the meeting for the consideration of this item.)

Council considered Paper No: COU/SE/16/016, which sought approval for St Edmundsbury Borough Council to resign from the Magna Carta Trust and for this membership to be transferred to Bury St Edmunds Town Council.

The Magna Carta Trust was a national charity which promoted and co-ordinated activities to raise the profile of the Magna Carta nationally and internationally. As well as national bodies, trustees of the charity included council representatives of towns with a direct connection to Magna Carta, which included Bury St Edmunds.

Membership of the Trust, which was outlined in paragraph 2 of the paper, was always evolving and, therefore, there had been local consideration of whether this should be reviewed in relation to Bury St Edmunds, and whether Bury St Edmunds Town Council would be better placed to take on any local authority role, as detailed in paragraph 4. In June 2016, the Town Council resolved to ask the Borough Council to relinquish its role and seek permission to transfer it to the Trust itself (which was in the gift of the Trust itself).

Councillor Joanna Rayner, Portfolio Holder for Leisure and Culture, drew relevant issues to the attention of Council, including the resource implications, as set out in paragraph 5 of the paper, and that should the request be approved, the Borough Council would still be involved in the organisation of local Magna Carta events irrespective of its role on the Trust.

On the motion of Councillor Rayner, seconded by Councillor John Griffiths, and duly carried, it was

RESOLVED: That the Borough Council:

- (1) resigns, by no later than 1 April 2017, its own membership of the Magna Carta Trust and therefore no longer performs the nominating role for trustees from the St Edmundsbury area; and
- (2) proposes to the Trust that this role passes to Bury St Edmunds Town Council, as requested by the Town Council itself.

191. **Questions to Committee Chairmen**

Council considered a narrative item, which sought questions of Committee Chairman on business transacted since the last ordinary meeting of Council on 28 June 2016, as outlined below:

Committee	Chairman	Dates of meetings
Overview and Scrutiny Committee	Cllr Diane Hind	20 July 2016 14 September 2016
Performance and Audit Scrutiny Committee	Cllr Sarah Broughton	21 September 2016
Development Control Committee	Cllr Jim Thorndyke	7 July 2016 4 August 2016 1 September 2016

In the absence of Councillors Hind and Thorndyke, Members were reminded to ask questions of the respective Vice-Chairmen instead; however, no questions were asked on this occasion.

192. Urgent Questions on Notice

No urgent questions on notice had been received.

193. Use of Chief Executive's Urgency Powers

Council received and noted Paper No: COU/SE/16/017, which provided details of a matter that had necessitated the exercising of the Chief Executive's urgency powers, as provided under Part C(a) of the Scheme of Delegation to Officers in Part 3, Functions and Responsibilities of the Constitution.

The matter related to an amendment to the adopted Freedom of the Borough Protocol, as contained in the Constitution, to remove unnecessary restriction and ambiguity. It was considered that should sufficient support for a nomination for the honour of Freedom of the Borough to be bestowed, be demonstrated through the number of signatories sought for any nomination and the criteria adequately met, then the decision to recommend any such nomination to Council should not be prevented if *unanimous* agreement between the Group Leaders and Mayor had not been obtained.

Further details were provided in the paper, together with the reasons for the urgency.

194. Report on Special Urgency

Council received and noted Paper No: COU/SE/16/018, which provided details of an executive decision taken under the Special Urgency provisions of the Constitution.

Paragraph 18.3 of Part 4, Access to Information Procedural Rules of the Constitution required the Leader of the Council to submit quarterly reports to the Council on the executive decisions taken in the circumstances set out in Rule 17, Special Urgency in the preceding three months.

Accordingly, the Leader of the Council reported of one such circumstance, which related to an executive decision taken on the Norfolk and Suffolk Devolution Agreement at an extraordinary meeting of Cabinet held on 28 June 2016. The paper set out the details of the decision, which was with the agreement of the Chairman of the Overview and Scrutiny Committee, and why it could not reasonably be deferred.

195. Late Urgent Item: Councillor Terry Buckle - Review of Dispensation

(The Mayor had agreed that this item could be considered as a matter of urgency, in accordance with Section 100B(4) of the Local Government Act 1972, in order that the matter could be resolved within the necessary timescale.)

Council considered a narrative item, tabled at the meeting, which sought a review of the dispensation previously granted by Council to Councillor Terry Buckle.

Owing to illness, Councillor Buckle had been unable to attend Council meetings since 23 February 2016. Section 85(1) of the Local Government Act 1972 provided that failure to attend for six consecutive months would lead to the Councillor ceasing to be a member of the authority unless, before the end of that six-month period, the authority approved the reason for non-attendance.

On 28 June 2016, Council resolved the granting of a dispensation for the non-attendance of Councillor Terry Buckle at meetings for a period in excess of six consecutive months and that the situation would be reviewed at the next ordinary meeting of Council on 27 September 2016 (minute 176 refers).

Councillor John Griffiths, Leader of the Council, drew relevant issues to the attention of Council, including that Councillor Buckle's health had improved to a degree whereby he had hoped to attend this meeting of Council; however, despite offers of support to assist him at the meeting, he had not in the end been able to attend.

Members sympathised with Councillor Buckle's situation, wished him a speedy recovery and looked forward to his return; however, the responsibilities required towards ensuring the residents located in his Moreton Hall Ward were sufficiently represented were also acknowledged. It was therefore considered that the length of time by which the dispensation was granted should be extended until the next ordinary meeting of Council on 20 December 2016; however, if Councillor Buckle was unable to attend any council meeting up to and including 20 December 2016, he would cease to be a member of the authority by the end of that day (subject to approval of any extenuating circumstances).

Councillor Buckle would be informed accordingly.

On the motion of Councillor Griffiths, seconded by Councillor Peter Thompson, and duly carried, it was

RESOLVED: That

- (1) the previously approved dispensation in respect of the non-attendance of Councillor Terry Buckle at meetings for a period in excess of six consecutive months be extended beyond the agreed date of 27 September 2016 until the next ordinary meeting of Council on 20 December 2016, by reason of ill health, in accordance with Section 85(1) of the Local Government Act 1972; and
- (2) Councillor Buckle should make every effort to attend any meetings of the Council on or before 20 December 2016, and subject to any other extenuating circumstances being considered and approved by Council on 20 December 2016, no further dispensation will be granted and Councillor Buckle would cease to be a member of St Edmundsbury Borough Council at midnight on 20 December 2016.

The meeting concluded at 8.08 pm

Signed by:

Mayor

Council



St Edmundsbury
BOROUGH COUNCIL

Minutes of an extraordinary meeting of the **Council** held on
Monday 21 November 2016 at 6.30 pm at the **Conference Chamber,**
West Suffolk House, Western Way, Bury St Edmunds IP33 3YU

Present: **Councillors**

Mayor Julia Wakelam
Deputy Mayor Terry Clements

Sarah Broughton	Beccy Hopfensperger	David Roach
Simon Brown	Paul Hopfensperger	Angela Rushen
Tony Brown	Ian Houlder	Barry Robbins
Carol Bull	Margaret Marks	Richard Rout
John Burns	Betty Mclatchy	Andrew Smith
Patrick Chung	Ivor Mclatchy	Andrew Speed
Bob Cockle	Jane Midwood	Sarah Stamp
Jason Crooks	Sara Mildmay-White	Peter Stevens
Robert Everitt	David Nettleton	Peter Thompson
Paula Fox	Clive Pollington	Jim Thorndyke
Susan Glossop	Alaric Pugh	Frank Warby
John Griffiths	Joanna Rayner	Patricia Warby
Diane Hind	Karen Richardson	Anthony Williams

196. **Remembrance**

A minute's silence was held in remembrance for the late former Councillors and Past Mayors of St Edmundsbury, Brian Bagnall, Robert Clifton-Brown and Honorary Freeman James Ronald Hartley.

197. **Introduction**

The Mayor paid tribute to former Councillor and Past Mayor of St Edmundsbury, Terry Buckle, who had recently felt it was the right time to resign from the Council following ongoing health issues.

The Mayor then welcomed Councillor Andrew Smith to his first meeting of Council following his recent uncontested election to the Bardwell Ward.

(Councillor Andrew Speed joined the meeting during the consideration of this item.)

198. Apologies for Absence

Apologies for absence were received from Councillors Jeremy Farthing, Wayne Hailstone and Clive Springett.

199. Declarations of Interests

Declarations of interest are recorded under the item to which the declaration relates.

200. Public Participation

No members of the public were in attendance.

201. Norfolk and Suffolk Devolution Agreement

(Councillors Tony Brown, John Burns, Terry Clements, Beccy Hopfensperger, David Nettleton and Sarah Stamp declared local non-pecuniary interests as Members of Suffolk County Council and remained in the meeting for the consideration of this item.)

Council considered Report No: COU/SE/16/019, which presented the next steps required to establish a Mayoral Combined Authority for Norfolk and Suffolk.

The Mayor advised Members that tabled before them were revised recommendations for consideration, the reasons for which would be explained by the Leader of the Council.

The Leader explained that as a result of the decision by King's Lynn and West Norfolk Borough Council not to consent to being included in a draft Order to be laid before Parliament to create a Mayoral Combined Authority for Norfolk and Suffolk to implement the Norfolk and Suffolk Devolution Deal, it was strongly anticipated that the Government would take the Norfolk and Suffolk Devolution Deal 'off the table'. Consideration of the proposals set out in Report No: COU/SE/16/019 and its appendices, therefore no longer applied.

Accordingly, the tabled revised recommendations sought authorisation for the Leader and Chief Executive to seek a meeting with the Secretary of State to establish the Government's intentions with regard to devolution and to seek an alternative devolution deal as soon as possible.

The Leader expressed his regret and disappointment that the deal that had been negotiated was now not going to happen, particularly as the challenges that faced local authorities still existed, as did the array of opportunities that could be delivered in West Suffolk. He believed that devolution and future deals were still in the Council's strong interests and urged Members to support the set of revised recommendations, as tabled.

During their debate and questions on the revised recommendations, Members formally acknowledged the work previously undertaken by the Leader and officers in negotiating the Norfolk and Suffolk Devolution Agreement. However, it was recognised that subject to approval of the revised

recommendations and the position of Central Government and the Secretary of State, a better deal for Suffolk (and West Suffolk in particular) could now potentially be achieved in any future negotiations.

On the motion of Councillor John Griffiths, seconded by Councillor Alaric Pugh, and duly carried it was,

RESOLVED:

That the Council agrees:

- (1) to reiterate the commitment, given at its June meeting, to Devolution as a means of delivering accelerated growth in the local and national economy and helping local people and places fulfil their potential;
- (2) to authorise the Leader and Chief Executive to:
 - (a) seek an urgent meeting with the Secretary of State to discuss the Government's intentions around devolution; and
 - (b) work with the Government and local partners to agree an alternative devolution deal as soon as possible.
- (3) For further reports to be presented to the Authority, as appropriate, as the Devolution process progresses.

The meeting concluded at 6.57 pm

Signed by:

Mayor

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Council



St Edmundsbury
BOROUGH COUNCIL

Title:	Leader's Statement	
Paper No:	COU/SE/16/020	
Paper to and date:	Council	20 December 2016
Documents attached:	None	

1. Firstly, I would like to thank everyone involved in the very lengthy Suffolk, Norfolk and Cambridgeshire devolution saga and negotiations. While the latest development is disappointing for the many who welcomed the prospect of such significant additional funding for Suffolk and Norfolk, there is still a chink of light as we know that Suffolk's record for collaborative, and indeed innovative, working is recognised by the Government. While actually securing the deserved results for this – and negotiating a different deal with Government for our residents and businesses – may now take further time and work we have learned a tremendous amount over the past year or so. I have no doubt this experience will help us greatly as we work on a new proposal. Meanwhile, I pay tribute to the considerable efforts by so many West Suffolk staff and councillors to date and remain both hopeful and confident that our work will not be wasted.

2. I would also like to say a huge 'thank you' to all of those involved over very many years in a project which is finally coming to fruition and is being hailed as 'a flagship scheme for the east'. I refer, of course, to the opening of the first stage of the Eastern Relief Road, on the edge of Bury St Edmunds. This success, one we should truly celebrate, is due to the foresight of both former and current councillors and officers who saw the potential of the Suffolk Business Park and knew that this road was needed to make it a reality. Getting it built has been a long, hard road of a different kind and our thanks must go to many at St Edmundsbury, again over many years, who have battled through labyrinthine administrative, lobbying, legal and funding processes. This road, when it is finally completed next year, is crucial to delivering many new homes, inward investment, and thousands of jobs

(amongst so many other good things) so I am not surprised the Anglia LEP Managing Director Chris Starkie referred to it as a 'flagship scheme'.

3. You will recall that both Suffolk Business Park and Haverhill Research Park were accepted as Enterprise Zones. The Department for Business, Innovation and Skills (BIS) has recently announced it is seeking bids, through Local Enterprise Partnerships, for commercial support grants which could be used for advice on operational land and property use, marketing and financial research. We are exploring what benefits this could bring for West Suffolk.
4. This council's agenda has us considering a number of items which are further examples of the excellent way that St Edmundsbury, alongside our Forest Heath neighbour, is working. In these challenging times – and I'm sure that word 'challenging' will describe our working environment for the foreseeable future – we must continue to look at different ways to maintain, and indeed improve, services for the communities we serve. While uncertain times continue, we do at least have certainty about our Revenue Support Grant (and how it will be reducing!) as the Government has agreed a four-year settlement. This means we can now confidently focus on a sustainable medium term and the best possible position to face both the opportunities and challenges ahead (including business rates retention). Behaving more commercially and exploring new funding models so that we can continue to invest in our communities will remain our key financial themes to help secure the future wellbeing and prosperity of our residents.
5. One example of this is our changing, but still very close, relationship with Abbeycroft Leisure, set up by St Edmundsbury in 2005 to run our leisure centres along with outreach and sport development programmes. Under the excellent leadership of Warren Smyth Abbeycroft has thrived, building confidence in its ability to deliver West Suffolk's required outcomes and to create its own income-generating schemes. It now operates 12 facilities attracting in excess of 1.6 million visits, employs 450 staff and has successfully run a number of very high profile local and international events. We pay a management fee each year to Abbeycroft to help deliver our objectives around sport and leisure. The investment we will be considering during this council meeting could pave the way for substantially reducing that fee while delivering these objectives – indeed, I hope eventually that we, and our Council Tax payers, will not have to pay any management fee at all.
6. I am extremely pleased to see the Barley Homes business plan on our agenda – another step on our journey towards getting our new housing company up and running swiftly and successfully. The business plan should show that the concept is viable and will provide both a source of income for the council as well as new – and the right kind of – homes. It's a starting point, with full details further down the line going to the councillors who will be representing the interests of the two West Suffolk councils, and those we serve, on the shareholder group. Councillors will remember that we approved the housing company's governance last year and, if we agree to the proposal

before us, the council's role in future years will be to receive annual reports, as with any business in the commercial world.

7. Not on this council agenda, but very much in our minds, is how we can help our residents and town centre users as they battle the increasing nuisance of illegal and inconsiderate parking (often, for example, forcing people with pushchairs or wheelchairs into traffic on the road to get past). Sadly there is very little at present that we, as a council, can do about this because we do not have the legal powers. These currently rest with the police, although they no longer receive any funding for it from the Government and focus their resources on their perceived areas of highest risk. The Suffolk Public Sectors Leaders (SPSL) Group has been working on a countywide solution to this problem. We can take on that police responsibility, Civil Parking Enforcement (CPE), but it is a lengthy technical, legal and costly process. That said, and following our last SPSL meeting, I am now confident that we have all agreed how to finance this. We expect to get through all the democratic and legal processes and have CPE in place by April 2019. In the meantime I hope that drivers will give some more thought for those put at risk by their illegal behaviour (and that the police will enforce this), especially at this time of year when our streets are busy with Christmas shoppers.
8. Finally, I would like to take this opportunity to thank every councillor and member of staff for their commitment and hard work over this past year. I hope you have an enjoyable and relaxing Christmas break and send you every best wish for a happy, prosperous and successful New Year....you certainly deserve it!

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Council



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Referrals Report of Recommendations from Cabinet	
Report No:	COU/SE/16/021	
Report to and date:	Council	20 December 2016
Documents attached:	Exempt Appendix 1: Exempt Referral of Recommendations from Cabinet – 8 December 2016: Investing in our Commercial Portfolio	

(A) Referral from Cabinet: 18 October 2016

1. Arrangements for Appointment of External Auditors

Portfolio Holder: Cllr Ian Houlder

Report No:
[CAB/SE/16/049](#)

Performance and Audit Scrutiny Committee
Report No:
[PAS/SE/16/021](#)

RECOMMENDED:

That Option 3, to 'opt-in' to the sector led body (Public Sector Audit Appointments Limited (PSAA)) for the independent appointment of the Council's External Auditor, beginning with responsibilities for the financial year 2018-2019, as set out in Report No: PAS/SE/16/021, be approved.

- 1.1 Following the closure of the Audit Commission, and the end of the transitional arrangements, it is now the Council's statutory responsibility to appoint, by 31 December 2017, a local external auditor to audit its 2018/2019 accounts. In meeting this statutory responsibility the Council can choose one of the following options, each of which have been considered in detail by the Performance and Audit Scrutiny Committee:

Option 1: Establish a stand-alone Auditor Panel to make the appointment on behalf of the Council;

Option 2: Commence work on exploring the establishment of local joint procurement arrangements with neighbouring authorities; or

Option 3: Use an existing independent panel of the Authority (this would only be applicable where a suitably constituted plan already existed).

1.2 Report No: PAS/SE/16/021 presented to the Performance and Audit Scrutiny Committee sets out in detail the advantages and disadvantages for each of the above three options; risk management; legal and financial implications.

1.3 Of these three options, the Cabinet supported the recommendations of the Performance and Audit Scrutiny Committee and has recommended that Option 3 be approved, as this is considered to provide better economies of scale in keeping audit fees down, with the added benefit having a Suffolk-wide auditor.

(B) Referral from Cabinet: 1 November 2016

1. Investing in our Leisure Provision in West Suffolk and Establishing a Long Term Strategic Partnership Approach and Reduced Management Fee with Abbeycroft Leisure

Portfolio Holder: Cllr Joanna Rayner

Report No:

[CAB/SE/16/055](#)

and

[CAB/SE/16/055](#)

[\(AMENDED\)](#)

RECOMMENDED: That

- (1) the creation of a strategic investment fund of £5m, as set out in Section 3 of Report No: CAB/SE/16/055, be approved, funded from the strategic priorities and medium term financial strategy reserve, across West Suffolk (£3.5m FHDC and £1.5m SEBC) with delegated authority given to Cabinet (for sums of £500,000 or more), and delegation to the Portfolio Holder for Leisure and Culture, in conjunction with a Director and the Head of Resources and Performance (for sums of less than £500,000), to draw down from this fund subject to satisfactory business case for each investment proposal for investment in the Council's leisure facilities; and**
- (2) due to the urgency of an initial funding request, an additional £177,582 (ex VAT) funding be approved, as set out in Section 4 of Report No: CAB/SE/16/055, from unallocated capital receipts for the 3G pitch at Skyliner Sports Centre to meet the additional cost incurred to deliver a 3G pitch facility to meet FA and community requirements.**

- 1.1 In addition to recommending the above, on 1 November 2016, the Cabinet resolved that:
- (1) *the development of a long-term leisure partnership agreement (supported by a business plan) be approved, for consideration at a future Cabinet meeting that must address:*
 - *the principles of the Council's Medium Term Financial Strategy and value for money considerations;*
 - *the outcomes of the Promoting Physical Activity Framework;*
 - *the planned utilisation of the investment (established in recommendation (1)) to achieve the reduction in the management fee payable by the Council to zero;*
 - *the optimum duration of the agreement; and*
 - *the principles set out in Section 2.1 of Report No CAB/SE/16/055; and*
 - (2) *an investment of £240,000 (ex VAT) into equipment for the Skyliner Sports Centre be approved, from the Council's approved capital invest to save fund.*
- 1.2 In recognition of the continued financial challenges in the public sector and that the pressure in the longer term could be worsened with the uncertainty of local government finances, the Cabinet supports the approach for bringing the Council's leisure services provider in line with its longer term strategic planning approach regarding striving towards self-sufficiency and has agreed that a new long term partnership agreement should be developed, which needs to address the specific issues outlined above.
- 1.3 In line with the above, the Cabinet supports the creation of an investment fund of £5m (of which SEBC's proportion would be £1.5m) and has recommended its approval to Council so that it can act as an enabler for delivering a zero management fee in the medium to longer term, through schemes that will provide new capacity or upgraded facilities.
- 1.4 In respect of issues that need addressing in the shorter term, the Cabinet has approved an immediate allocation of £240,000 (ex VAT) on an 'invest to save' basis for provision of new gymnasium equipment at Skyliner Sports Centre, which will in turn provide a reduction in management fee of £40,000 from 2017/18 onwards and represents a return on investment of 16.67%. In addition, the Cabinet has recommended to Council, approval for an additional contribution of £177,582 (ex VAT) to ensure the 3G pitch at Skyliner Sports Centre is to a size and standard acceptable to meet FA and local club requirements. This will ensure the pitch is commercially viable and will ultimately contribute to a reduction in management fee for Abbeycroft Leisure.
- 1.5 Members may view the full detailed report on the Council's website via the above link or may request a paper copy from Democratic Services.

(C) Referrals from Cabinet: 8 December 2016

1. Barley Homes – Five Year Business Plan

(Note: Due to the length of the document and to save on printing costs, Exempt Appendix A attached to the Overview and Scrutiny Committee Report No: OAS/SE/16/028, which was the five year business plan, is not contained in this Council agenda pack. Members can access the document electronically on the West Suffolk Intranet, or request a paper copy from Democratic Services.

Members are reminded that should they wish to discuss the specific content of Exempt Appendix A at the meeting, the appropriate motion must be carried to exclude the press and public and move into private session.)

Portfolio Holder: Cllr Sara Mildmay-White

Report No:

[CAB/SE/16/059](#)

**Overview and Scrutiny
Committee Report No:**

[OAS/SE/16/028](#)

RECOMMENDED: That

- (1) the five year Business Plan, attached at Exempt Appendix A to Report No: OAS/SE/16/028, be approved;**
- (2) a £3m revolving investment facility, to be added to the Council's capital programme, financed from the reallocation of the "Housing Company" pending capital budget of £2.35m and an additional £0.65m from the Strategic Priorities and the Medium Term Financial Strategy reserve, be approved;**
- (3) delegation be given to the S151 Officer and Monitoring Officer, in consultation with the Portfolio Holders for Resources and Performance and Housing to issue equity and loan funding from the revolving investment facility (set out in (2) above), subject to state aid requirements;**
- (4) the S151 Officer and Monitoring Officer, in consultation with the Portfolio Holder for Resources and Performance, be authorised to negotiate and agree the terms of such loans with Barley Homes and the funding and necessary legal agreements, taking into consideration the Council's loans policy and state aid requirements;**

Continued over....

(5) the sale of Council owned land as detailed in the five year Business Plan (Exempt Appendix A to Report No: OAS/SE/16/028), with outline planning permission, subject to approval by the planning authority and with Section 123 best value obligations, with the costs of planning permission being approximately £35,000 being funded from the Strategic Priorities and Medium Term Financial Strategy reserve, be noted; and

(6) approval of the Business Plan will constitute consent for Barley Homes to issue shares and enter into debt financing, in line with the Business Plan, be noted.

- 1.1 In November 2015 the Council approved the establishment of a Housing Development Company, limited by shares for the purpose of developing housing for sale, private and affordable rent.
- 1.2 In principle, approval was given for the Council to provide the Company (Barley Homes (Group) Limited) with funding through state aid compliant loans in line with the Council's Loans Policy. This in principle funding was subject to the approval of a Business Plan by the Shareholders (Forest Heath District Council's full Council, St Edmundsbury Borough Council's full Council and Suffolk County Council's Cabinet).
- 1.3 The primary function of Barley Homes is to generate profits through the development of new housing for sale and rent, on land owned by one of the Councils initially in west Suffolk. The establishment of the housing company is one of the many ways that the Council is looking to become self-sufficient through new income generation activities, as central government grants are reduced and eventually removed.
- 1.4 Report No: OAS/SE/16/028 sets out key issues, which include initial development sites; investment opportunities and financial returns; monitoring of progress and future development decisions; delivery of the business plan; legal implications and the next steps. Members may view this full detailed report on the Council's website via the above link or may request a paper copy from Democratic Services.
- 1.5 On 9 November 2016, the Overview and Scrutiny Committee scrutinised the content of the initial Barley Homes five year Business Plan and subsequently put forward the above recommendations which have been endorsed by Cabinet. Council is now asked to consider the Business Plan, attached as Exempt Appendix A to Report No: OAS/SE/16/028, and approve the funding mechanism required to deliver the plan.

2. Delivering a Sustainable Budget 2017/2018 Medium Term Financial Strategy 2017-2020

Portfolio Holder: Cllr Ian Houlder

Report No:
[CAB/SE/16/061](#)

**Performance and Audit
Scrutiny Committee
Report No:**
[PAS/SE/16/029](#)

RECOMMENDED: That

- (1) the proposals, as detailed in Section 5 and Table 2 at paragraph 5.1 of Report No: PAS/SE/16/029, be included, in securing a balanced budget for 2017-2018;**
- (2) the items, as detailed in paragraph 5.3 of Report No: PAS/SE/16/029 are treated as pending budgets that will require the necessary approvals before they can be committed;**
- (3) the items as detailed in paragraph 5.5 and Table 3 of Report No: PAS/SE/16/029, be removed from the capital programme; and**
- (4) the reserve transfers as detailed in paragraph 5.7 and Table 4 of Report No: PAS/SE/16/029, be approved.**

- 2.1 St Edmundsbury Borough Council continues to face considerable financial challenges as a result of increased cost and demand pressures and constraints on public sector spending.
- 2.2 The following proposals have been scrutinised by the Performance and Audit Scrutiny Committee and are now subsequently recommended for approval by Cabinet for inclusion in the budget setting process, in order to progress securing a balanced budget for 2017/2018 and a sustainable budget in the medium term.

Extract from Report No: PAS/SE/16/029

5. Budget proposals for 2017-2020

- 5.1 *The Performance and Audit Scrutiny Committee is asked to support and recommend to Cabinet the **inclusion of the following proposals**, as detailed in Table 2 below in order to progress securing a balanced budget for 2017/18;*

Table 2: Budget proposals for 2017-2020

	2017/18 Pressure/ (Saving) £000	2018/19 Pressure/ (Saving) £000	2019/20 Pressure/ (Saving) £000
Budget Gap	1,028	1,483	1,649
Current proposals:			
Income Assumptions:			
Business Rates Income - revised figures based on latest ARP data	(21)	(54)	(96)
Local Land Charges Income, budget reinstated following removal from MTFS due to legislative changes	(164)	(164)	(164)
Car Park Income: volume increases based on current levels allowing for increased demand	(365)	(500)	(639)
Trade Waste Income: Revise budget assumption based on historical actuals	(168)	(196)	(225)
Current Property Portfolio income assumption changes, following initial income review	86	(73)	(69)
Investment Income revisions resulting from interest rate reductions and capital programme changes	161	256	407
Planning & Building Regulation Fees - revised based on current levels	(39)	(24)	(11)
Community Energy Plan revised budget assumptions based on current levels	(67)	(119)	(119)
Council tax income - revised figures based on updated taxbase	31	96	164
Expenditure Assumptions:			
Waste Tipping Charges - increased gate fees	55	55	55
Leisure Management Fee Reductions as approved by Cabinet	(40)	(40)	(40)
Projects:			
Continuation of the Small Business Support Grants Scheme	30	30	30
Other:			
Other Budget Assumptions, pressures, income and contracts	(82)	(131)	(114)
Remaining Budget Gap	445	619	828

- * *The budget gap as reported in the table above is still subject to ongoing work as part of the budget setting process, and an updated position will be presented to this committee at its January meeting.*
- 5.2 *The introduction of the Garden Waste Collection Service in April has proved to be relatively successful. New processing contracts are working well, levels of participation are broadly as we had anticipated and supporting technology has been adopted within the operations teams. However, it is still early days and the full impact of this change in terms of waste collection and disposal are still to be fully understood. We will be reviewing data over the medium term to test the budget assumptions at county level and within our own MTFS. Members will recall that the financial arrangements that underpin these changes have been fixed for up to three years to provide sufficient time to fully understand the full impact of this change.*

Pending Project Proposals and Capital Programme 2017-2020

- 5.3 *The projects and review of capital programme work package has identified that St Edmundsbury have a number of projects in the pipeline, such as the Leisure Partnership Agreement, Housing Company projects and, Western Way Development, where full business cases have not yet been approved. Both the Leisure Partnership Agreement and Housing Company projects have business cases planned to be considered at December Council, at which point the capital and revenue returns will be included in the budgets going forward and the budget gap currently shown in table 1 above will be revised.*
- 5.4 *However, in order to plan over the medium term, provision should be also be made in the revenue and capital budget projections for those projects we are aware of but are yet to approve. The January committee report will therefore propose to add these as pending budgets which will require the necessary approvals before they can be committed.*
- 5.5 *A review of the capital programme has identified that there were some projects that required no further capital allocation. It is therefore proposed that the following projects are removed from the capital programme:*

Table 3: Capital programme – projects to be removed

Project Description	2016/17 Residual Budget £000s	Notes
Cattle Market Cycle Stands	5	Current scheme complete
Risbygate Street Environmental Works	72	Current scheme complete
St Andrews Street South Access arrangements	25	Current Scheme complete
Feasibility Studies	100	Move to Revenue, continued to be funded from the MTFs and Strategic Priorities
Haverhill Railway Walks	27	Current scheme complete
Millfields Way Housing Scheme, Haverhill	85	Current scheme complete

5.6 The project support, skills and capacity work package review identified some skills and capacity challenges in supporting our exciting, but complex, range of services and growth projects, both for in terms of current and future projects. The leadership team is therefore working to increase capacity and skills where it is needed and will seek to do so within the overall salary budget. It's critical that we ensure the right capacity and skills are in place to go beyond the 'planning' and into the 'delivery' phase in order to achieve the financial expectations in our Medium Term Financial Strategy and to deliver our sustainable, self-sufficient future.

5.7 As a result of the MTFs review, the following transfers between earmarked reserves have been proposed:

Table 4: Earmarked reserves – proposed transfers

Reserve Name	2016/17 Forecast Closing Balance £	Adjustment Proposed £	New balance £	Notes
Invest to Save	1,181,691	888,145	2,069,836	From Office Equipment & HB Equalisation
Office Equipment	458,598	(81,246)	377,352	To Invest to Save
HB Equalisation	1,400,953	(700,953)	700,000	To Invest to Save
Building Maintenance - Leisure	107,857	65,279	173,136	From Museums - Other
Museums - Other	65,279	(65,279)	0	To Building Maintenance - Leisure
The Apex	18,651	(18,651)	0	To Office Equipment - earmarked for Apex
Local Land Charges	87,295	(87,295)	0	To Invest to Save
	3,320,324	0	3,320,324	

The following is therefore asked to be considered, that:

- (1) the items, as detailed in paragraph 5.3 (above) are treated as pending budgets that will require the necessary approvals before they can be committed;
- (2) the items as detailed in paragraph 5.5 (above) (Table 3) be removed from the capital programme; and
- (3) the reserve transfers as detailed in paragraph 5.7 (above) (Table 4) be approved.

3. Mid Year Treasury Management Performance Report and Investment Activity (April - September 2016)

Portfolio Holder: Cllr Ian Houlder

Report No:
[CAB/SE/16/062](#)

**Treasury Management
Sub-Committee
Report No:**
[TMS/SE/16/004](#)

RECOMMENDED: That

- (1) **the Mid-Year Treasury Management Report 2016-2017, attached at Appendix 1 to Report No: TMS/SE/SE/004, be approved; and**
- (2) **the addition of Enhanced Cash Funds to the authorised investments list in the St Edmundsbury Borough Council Treasury Management and Investment Strategy and Code of Practice, attached as Appendices 2 and 3 to Report No: TMS/SE/16/004, be approved.**

Mid-Year Treasury Management Report 2016-2017

- 3.1 Following the Treasury Management Sub-Committee's and Performance and Audit Scrutiny Committee's consideration of Report No: TMS/SE/16/004, which included a summary of the investment activities for the first six months of 2016/2017 at Appendix 1, Cabinet concurs with the Committees' examination of this report and has recommended approval of the mid-year treasury management report 2016/2017.

Use of Chief Executive Urgency Powers: Increases in Investment Counterparty Limits

- 3.2 With the recent reduction in the Bank of England base rate, it has become increasingly difficult to find suitable investment counterparties, with many withdrawing from the market and others offering less than base rate in return. To achieve reasonable rates of return on investments the Treasury team sought approval to increase the Council's counterparty limits in order

to be able to secure more favourable rates with the banks and investments houses still in the market place.

- 3.3 Due to the significant effect on the Council's investments and need to act quickly, following consultation between the Chief Executive; Head of Resources and Performance (Section 151 officer); Vice Chairman of the Overview and Scrutiny Committee (in the absence of the Chairman); Portfolio Holder for Resources and Performance; Chairman of the Performance and Audit Scrutiny Committee; the Treasury Management Sub-Committee; and Capita, the council's treasury advisors; the Chief Executive exercised his urgency powers, in accordance with Part C(a) of the Scheme of Delegation to Officers in Part 3, Functions and Responsibilities of the Constitution, to approve the increase in counterparty limits.
- 3.4 The Treasury Management Code of Practice 2016/17 (Appendix 3 to Report No: TMS/SE/16/004); and sections 22, 23, and 26 of the Annual Treasury Management and Investment Strategy Statements 2016/17 (Appendix 2) have been amended to reflect this change accordingly.
- 3.5 The above use of Chief Executive Urgency Powers have been reported to and noted by the Treasury Management Sub-Committee, Performance and Audit Scrutiny Committee and Cabinet.

Enhanced Cash Funds

- 3.6 In addition, and in an attempt to mitigate some of the lost return on investments due to the current low Bank of England base rate, the Cabinet considers it appropriate to recommend to Council approval of the use of Enhanced Cash Funds as an alternative investment vehicle to the more traditional fixed term deposits with banks and building societies. If approved, this will also be added to the authorised investments list in the Treasury Management and Investment Strategy and Code of Practice, attached as Appendices 2 and 3 to Report No: TMS/SE/16/004.

Continued over....

4. Training Requirement for Hackney Carriage and Private Hire Vehicle Drivers

Portfolio Holder: Cllr Alaric Pugh

Report No:
[CAB/SE/16/063](#)

**Licensing and
Regulatory Committee
Report No:**
[LIC/SE/16/005](#)

RECOMMENDED: That

- (1) the results of the recent consultation with Hackney Carriage/Private Hire Vehicle Drivers and customers on the proposal to adopt a BTEC Level 2 Certificate 'Introduction to the role of Professional Taxi and Private Hire Driver', as detailed in Report No: LIC/SE/16/005, be noted;**
- (2) the change in requirements for all new drivers to complete the BTEC Level 2 Certificate be adopted; and, additionally**
- (3)**
 - (a) existing drivers be required to attend half-day training covering specific issues of concern including safeguarding vulnerable people, assisting customers with disabilities and customer care provided at no cost to attendees; and**
 - (b) the Disciplinary Code for Hackney Carriage/Private Hire Vehicles be amended to reflect that should existing drivers fail to comply with (3)(a) above, this would constitute a contravention of this Code, and as a consequence, he/she will be required to obtain the full BTEC Level 2 Certificate referred to in (2) above.**

4.1 The Local Government (Miscellaneous Provisions) Act 1976 places a duty upon the Council as the Licensing Authority to ensure that an applicant for a driver's licence was a 'fit and proper person' to hold such a licence and that existing drivers acted in a way as to satisfy the Council that they continued to be 'fit and proper' to hold a licence. Listed in paragraph 1.4 of Report No: LIC/SE/16/005 were the existing requirements of the Council's 'fit and proper' test. Whilst there were many extremely competent and professional drivers in West Suffolk there was statistical and anecdotal evidence to support the need for improved standards and knowledge. The Department of Transport in a publication 'Taxi and Private Hire Vehicle Licensing: Best Practice Guidance' March 2010 had endorsed the introduction of qualifications in licensing authority regimes. Appendix 1 of Report No: LIC/SE/16/005 listed other local authorities nationally that had introduced a requirement for formally recognised qualifications or in house tests as a prerequisite to the grant of a licence. When considering this matter at its meeting on 17 May 2016 the Committee had accepted that

the appropriate form for the qualification would be based on BTEC Level 2. The proposed syllabus for this qualification was contained as Appendix 2.

- 4.2 External consultation with the taxi trade and the general public, as users, had been carried out on the proposal over July and August 2016. 26 out of a potential 600 registered drivers across West Suffolk and 78 members of the public completed respective surveys. A summary of the responses was included as Appendix 3 to Report No: LIC/SE/16/005. Generally, from the responses received it was apparent that drivers disagreed with the proposal that the BTEC qualification should apply to existing drivers because of concerns about their livelihoods whereas the indications from customers were overwhelmingly supportive of such a requirement.
- 4.3 The Cabinet considers it acceptable to require new Hackney Carriage and Private Hire Vehicle drivers to undertake the complete BTEC Level 2 training course; however, the Licensing and Regulatory Committee and Cabinet considers it is too onerous to place the expectation on existing drivers to undertake this full course, particularly if they have held their licence for a long period of years without incident or complaint.
- 4.4 To address some of the concerns raised by the public during the consultation on this matter but considering the potential disproportionate requirement placed on existing drivers, the Cabinet supports the additional recommendation put forward by the officers, whereby existing drivers will instead be asked to attend a half-day training course, which would cover safeguarding of vulnerable people, customer care and assisting customers with disabilities.

5. Local Council Tax Reduction Scheme and Council Tax Technical Changes 2017/2018

Portfolio Holder: Cllr Ian Houlder

Report No:
[CAB/SE/16/065](#)

RECOMMENDED:

That no change be made to the current Local Council Tax Reduction Scheme or Council Tax Technical changes levels for 2017/2018, as detailed in Section 5 of Report No: CAB/SE/16/065.

- 5.1 The Cabinet was provided with background to the Local Council Tax Reduction Scheme (LCTRS) which was introduced from 1 April 2013, together with a summary of the previous year review (2015/2016) in respect of the behavioural, administrative and financial impacts of the LCTRS and council tax technical changes levels.
- 5.2 Continuing the current LCTRS and approach to technical changes would create a 'cost neutral scheme' for the council, notwithstanding reductions in the Local Council Tax Support Grant, which would have to be absorbed elsewhere in the Council's 2017/2018 budget setting process.

- 5.3 Changes could be made to the maximum benefit amount and technical changes, however, both of these would carry with them significant behavioural impacts which could affect overall yield.
- 5.4 National research shows that any further increase in the amount payable for working age LCTRS customers could increase administration costs and have a detrimental effect on collection rates.
- 5.5 Similarly, any changes to the discounts offered under the technical changes would have a direct impact on the council's tax base for council tax setting purposes.
- 5.6 As both the LCTR scheme and council tax technical changes are discount and exemption based, any proposed changes have a direct impact on the Council's Tax Base for Council Tax setting purposes. These proposals will therefore feed into the Tax Base setting process during the autumn 2016.

Proposals for 2017/2018 scheme

- 5.7 Based on the overall findings of the scheme review outlined above in sections 2 and 3, the recommendation is to continue the LCTR scheme in its current form, including applying the current level of applicable amounts¹ within the LCTRS, for 2017/2018.
- 5.8 It is also recommended to continue with the 2016/2017 levels for second homes and empty properties, as set out in table 1 below.
- 5.9 Due to the fact that the LCTRS is not changing this year there is no requirement to undertake specific consultation.

Table 1

Discounts	2012/13	2013/14 & 2014/15	2015/16 & 2016/17
Class A, empty, unfurnished and undergoing major repairs to render habitable	100% exemption for 12 months maximum	10% discount for a twelve month period	10% discount for a twelve month period
Class C, empty, substantially unfurnished	100% exemption for 6 months maximum	10% discount for a six month period	1 week Exemption then 100% charge
Second homes	10% discount	5% discount	No discount
Empty homes premium (property empty for more than 2 years)		Pay 150%	Pay 150%

¹ An applicable amount is the amount that the Government says that a family needs to live on each week. When a person's applicable amount has been calculated it is then compared with his/her income to work out the council tax reduction entitlement for which s/he is eligible.

6. Council Tax Base for Tax Setting Purposes 2017/2018

Portfolio Holder: *Cllr Ian Houlder*

Report No:
[CAB/SE/16/066](#)

RECOMMENDED: That

- (1) the tax base for 2017/2018, for the whole of St Edmundsbury is 36,257.27 equivalent Band 'D' dwellings, as detailed in paragraph 1.4 of Report No: CAB/SE/16/066; and**
- (2) the tax base for 2017/2018 for the different parts of its area, as defined by parish or special expense area boundaries, are as shown in Appendix 2.**

- 6.1 The Council Tax Base of the Council is the total taxable value at a point in time of all the domestic properties in its area, projected changes in the property base and the estimated collection rate.
- 6.2 The total taxable value referred to above is arrived at by each dwelling being placed in an appropriate valuation band determined by the Valuation Office, with a fraction as set by statute being applied in order to convert it to a Band 'D' equivalent figure. These Band 'D' equivalent numbers are then aggregated at a district wide level and are also sub totalled for parishes. This has to be done by the Council responsible for sending the bills out and collecting the council tax ('the billing authority'). In two tier areas, district councils fulfil this function.
- 6.3 The Council Tax Base is used in the calculation of Council Tax. Each authority divides its total Council Tax required to meet its budget requirements by the Tax Base of its area to arrive at a Band 'D' Council Tax.
- 6.4 The Tax Base for Council Tax collection purposes has been calculated as 36,257.27 for 2017/2018, which is an increase of 520.19 on the previous year.
- 6.5 The calculations applied to reach this figure are detailed in Report No: CAB/SE/16/066. Members may view the full detailed report on the Council's website via the above link or may request a paper copy from Democratic Services.

7. Exempt: Investing in our Commercial Asset Portfolio (para 3)

Portfolio Holders:
Cllrs Alaric Pugh and Peter Stevens

Exempt Report No:
[CAB/SE/16/069](#)

(Note: As this referral from Cabinet is exempt, it is attached separately as Exempt Appendix 1 for consideration in private session under Agenda Item 14.)

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Council



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Report of the West Suffolk Joint Independent Remuneration Panel – Members’ Scheme of Allowances	
Report No:	COU/SE/16/022	
Report to and date:	Council	20 December 2016
Chairman of the West Suffolk Joint Panel	Karen Forster	
Lead officers:	<p>Steven Boyle Interim Service Manager (Legal) Tel: 01284 757165 Email: steven.boyle@westsuffolk.gov.uk</p> <p>Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: Christine.brain@westsuffolk.gov.uk</p>	
Purpose of report:	<p>The purpose of this report is to recommend to Council the allowances to be paid to Members.</p> <p>In accordance with the requirements of the Local Authorities (Members’ Allowances) (England) Regulations 2003, the Council at its meeting on 11 May 2016 set up a West Suffolk Joint Independent Remuneration Panel and endorsed the membership of the Panel for a four year term of office, expiring on 21 May 2020.</p> <p>The Council is required to observe, as part of the legislation, the following; <i>‘before an authority makes or amends a scheme, it shall have regard to the recommendations made in relation to it by an independent remuneration panel’.</i></p> <p>The findings and recommendations of the Joint Panel are detailed in this report.</p>	

Recommendations:	It is <u>RECOMMENDED</u> that: <ol style="list-style-type: none"> (1) subject to the deletion or amendment of any of the 35 specific recommendations of the West Suffolk Joint Independent Remuneration Panel contained in Appendix A to Report No COU/SE/16/022, the new Members' Allowance Scheme for St Edmundsbury Borough Council devised by the Panel, as set out in Appendix C to Report No: COU/SE/16/022, be adopted; (2) the new Members' Allowance Scheme be applied to cover the four year period of 1 April 2017 to 31 March 2021, subject to the inclusion of any revisions to the Scheme following an interim "light touch" review undertaken by the Panel in 2018 (date to be agreed); (3) as a consequence of the new Scheme being implemented from 1 April 2017, the existing Members Allowance Scheme for St Edmundsbury Borough Council be extended until a date of expiry of 31 March 2017; and (4) the Constitution be amended to reflect the newly adopted Scheme accordingly.
Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>
Consultation:	<ul style="list-style-type: none"> • See main body of report
Alternative option(s):	<ul style="list-style-type: none"> • See main body of report
Implications:	
<i>Are there any financial implications? If yes, please give details</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> • It will be a matter for Council to determine any additional costs or savings in relation to the Scheme when considering and deciding on the adoption of recommended changes.
<i>Are there any staffing implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> •
<i>Are there any ICT implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> •
<i>Are there any legal and/or policy implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> •

<p>Are there any equality implications? If yes, please give details</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>The principal issue arising from the review that has equality and diversity implications concerns the recommendation in relation to the Carers' Allowance. The Joint Panel was of the opinion that the proposed uplift in this allowance and the associated discretion would have marginal financial implications and would help to reduce potential barriers to existing Members' full participation and may encourage future prospective candidates to come forward, where they have caring responsibilities.</p>
<p>Risk/opportunity assessment:</p>	<p>The main risk associated with the review of the Members' Scheme of Allowances is reputational in nature.</p> <p>When considering the findings and recommendations of the Joint Independent Remuneration Panel, Members should evaluate them in the spirit intended and the context to the report of the Joint Independent Remuneration Panel.</p> <p>It is still a matter for the Council to decide whether it adopts the associated recommendations in full or part.</p>
<p>Ward(s) affected:</p>	<p>All wards</p>
<p>Background papers:</p>	<p>New Council Constitutions – Guidance on Regulation for Local Authority Allowances</p> <p>Statutory Instrument 2003 No 1021 – The Local Authorities (Members Allowances) (England) Regs 2003</p>
<p>Documents attached:</p>	<p>Appendix A – Joint IRP Recommendations</p> <p>Appendix B – Joint IRP Proposals Financial Allowances</p> <p>Appendix C – Proposed Revisions to SEBC Members' Allowances Scheme</p>

1. Introduction

- 1.1 The West Suffolk Joint Independent Remuneration Panel (the Panel), was appointed for a four- year term from 1 June 2016, and consists of four members:

Sandra Cox; Karen Forster; Clive MacLeod and John (Don) Watson.

The Chairman of the Panel was selected by its members at the start of the first meeting where it was agreed that Karen Forster would be Chairman.

- 1.2 The Panel met on 3 June; 21 July; 15 August; 25 August; 15 September; 5 October, 21 October, 2 November and 25 November 2016 to consider the available evidence before making the recommendations being put to Council and was assisted by the Monitoring Officer and the Democratic Services Officer (Scrutiny).
- 1.3 The Panel noted the Terms of Reference as outlined in section 3 of this report and that the Members' Allowances for both St Edmundsbury Borough Council and Forest Heath District Council to remain as two separate schemes in their own right. The Panel were also appraised of the full range of roles covered by Members in carrying out their duties as District/Borough Councillors in relation to the current Scheme of Members' Allowances.
- 1.4 Consideration was given to the Council's Committees and the frequency they meet as per the published calendar of meetings.
- 1.5 Comparative data on Members' Allowances Schemes throughout Suffolk and Norfolk were also studied to help set a contextual benchmark for Forest Heath Scheme and the St Edmundsbury Scheme.
- 1.6 Consideration was given to the survey responses submitted by Members regarding their workload; ward duties; meeting attendance and any additional duties.
- 1.7 The Panel interviewed a number of members and acknowledges the help received.

2. Terms of Reference

- 2.1 The Regulations provide that the Panel can make recommendations to the Council on the following matters:

To make recommendations to Forest Heath District Council and St Edmundsbury Borough Council on Members' Allowances as set out in the Local Authorities (Members' Allowances) (England) Regulations 2003.

To consider the existing scheme of allowances for Members and to prepare a report for submission to the District and Borough Councils recommending a scheme of allowances encompassing:

1. Basic allowance of Members.
2. Special responsibility allowances for Members who have special responsibilities.
3. Travel and subsistence allowances.
4. Child Care and Dependent Carers' allowances.
5. Co-optees allowances.
6. Annual adjustment/increase of allowances.
7. Any other issues that the Panel deem to be appropriate.

In addition, the Panel may wish to consider the following criteria when taking into account the review the allowances:

1. Comparisons with allowances paid by other Suffolk Authorities and other local authorities with a similar size in East Anglia.
2. Workload and level of responsibility.
3. Affordability.

Note: The Members' Allowances for both Forest Heath District Council and St Edmundsbury Borough Council to remain as two separate schemes.

3. Issues Considered and the Joint Panel's Conclusions

3.1 The issues under consideration and the Panel's conclusions were as follows:

3.2 Basic Allowance

The "New Council Constitution: Guidance on Regulation for Local Authority Allowances", sets out what allowances can be paid to members:

- Basic allowance
- Special responsibility allowance
- Dependents' carers' allowance
- Travelling and subsistence allowance.

Within the Guidance there was no mention of a separate allowance for Broadband or IT and therefore the Panel understands that it must be included in the basic allowance.

The current scheme for St Edmundsbury provides for a payment of a basic allowance, in the sum of £5,405.00 per annum (pa) and was currently ranked fourth in Norfolk and Suffolk.

The Basic Allowance is intended to reflect time committed for all councillors for ward work; meetings with officers; and attendance at committee meetings, training and group meetings. It is also a contribution towards the expenses incurred for the use of home and IT and communications.

The aim of the Panel was to ensure that Members were achieving the hourly rate that was appropriate. The Panel used the current living wage as a one-off benchmark. They calculated the hourly rate and incorporated 40% voluntary which provided a broad brush rate for comparison.

After receiving evidence in respect of both committee and ward roles and reviewing comparative data schemes across Suffolk and Norfolk, the Panel concluded that the current basic allowance was achieving our benchmark, when incorporating a 40% voluntary element.

The Panel agreed that it would also be helpful to allocate some of the basic allowance to specific areas such as "use of home; including IT and communications expenses" and "training engagement". Once an agreed amount was allocated to these areas, the remaining amount would provide an indication of what was voluntary and what Members would receive an allowance for.

It was agreed that £1,500 pa be allocated for the "use of home; including IT and communications", and £500 pa be allocated for training engagement.

	Proposed
Use of home; including IT and communications expenses	£ 1,500.00
Training engagement	£ 500.00
Councillor Duties (30% of remainder)	£ 1,075.50
Ward Duties (70% of remainder)	£ 2,509.50
Total	£ 5,585.00 (incorporates £180 broadband payment)
12 hours p.w.	
624 hours p.y	
hourly rate	£ 5.75
% Voluntary of 40%	£ 8.04

This proposal equates to a "no net increase" in the basic allowance as the figure of £5,585.00 incorporates the £180 into the basic allowance. (*Current basic allowance £5,405 + £180 = £5,585.00*).

It was hoped that by allocating £500 towards training engagement, it reflected the Panel's recognition of the need for ongoing training, and the attendance and effort required by councillors. This is linked to the Council's current Member Development Charter.

The Panel was not specifically recommending courses; but is suggesting training on diversity and equality; a broad overview of planning and licensing and an understanding of financial documents for all councillors.

The Panel further recommends that as part of the established Member Development Programme, Members continue to develop their own personal development plans with their Group Leaders and officers, which will be resourced from within the existing budget for Member Development and monitored by officers.

The Panel discussed IT provision and support for Members, as well as the current payment of a Broadband allowance, in the sum of £180 pa. The Act did not allow for this payment, therefore, the Panel agreed that this allowance should be incorporated within the full allowance.

The proposed £1,500 being allocated for use of home expenses should include the £180 broadband payment, and other items such as the cost of printing, additional communications, utilities, office furniture and wear and tear.

The Panel agreed that it was appropriate that Members' allowances remained index linked to the staff National Joint Council (NJC) pay award.

Recommendations:

- 1) That the basic allowance should incorporate the £180 broadband payment as stipulated by the statutory regulations, resulting in a Basic Allowance of £5,585.00 pa;
- 2) That as part of the established Member Development Programme, Members continue to develop their own personal development plans with their Group Leaders and officers, which will be resourced from within the existing budget for Member Development and monitored by officers.
- 3) That the scheme should remain index linked to officers' National Joint Council (NJC) pay awards.

3.3 Special Responsibility Allowances

The Panel developed a methodology for evaluating Members Allowances, taking into account the member role for the various positions.

Using a scoring criteria on a spreadsheet (from 0 – 5) the Panel came to a collective score for each of the Special Responsibility Allowances.

SRAs are calculated as a multiplier of the basic allowance. The Panel considered this to be an appropriate way to calculate SRAs and concluded that it should continue.

SRAs can be paid to those members of the Council who have significant additional responsibilities over and above the generally accepted duties of a councillor.

Due to the broadband allowance being incorporated within the basic allowance using the multiplier system the SRAs have marginally increased.

The Panel considered the full range of responsibilities that could attract the payment of an SRA under executive arrangements.

3.3.1 Leader of the Council

The Leader currently received a special responsibility allowance of £10,809.02. The Panel noted the role of the Leader and the importance of the role.

Recommendation:

That the SRA for the Leader of the Council should be calculated by way of a multiplier of x2 the basic allowance, resulting in a special responsibility allowance of £11,170.00.

3.3.2 Deputy Leader of the Council

The Deputy Leader currently received a special responsibility allowance of £6,486.22.

Recommendation:

That the SRA for Deputy Leader of the Council should be calculated by way of a multiplier of x1.20 the basic allowance, resulting in a special responsibility allowance of £6,702.00.

3.3.3 Cabinet Member with Portfolio

Cabinet Members with portfolio currently received a special responsibility allowance of £5,948.90. The Panel had regard to the roles and responsibilities of Cabinet Members.

Recommendation:

That the SRA for Cabinet Members with Portfolio should be calculated by way of a multiplier of x1.10 the basic allowance, resulting in a special responsibility allowance of £6,143.50.

3.3.4 Chairmanship of Committees – Overview and Scrutiny; and Performance and Audit Scrutiny

Currently, these members received a special responsibility allowance of £3,246.14.

Recommendation:

That the SRA for the Chairmanship of the Overview and Scrutiny Committee and the Performance and Audit Scrutiny Committee should be calculated by way of a multiplier of x0.80 the basic allowance, resulting in a special responsibility allowance of £4,468.00.

3.3.5 Vice-Chairmanship of Committees – Overview and Scrutiny; and Performance and Audit Scrutiny

Currently, the Vice-chairman of these committees received a special responsibility allowance of £1,624.08.

Recommendation:

That the SRA for the Vice-Chairmanship of the Overview and Scrutiny Committee and the Performance and Audit Scrutiny Committee should be calculated by way of a multiplier of x0.40 the basic allowance, resulting in a special responsibility allowance of £2,234.00.

3.3.6 **Chairman of Development Control Committee**

Currently, the Chairman of Development Control receives a special responsibility allowance of £4,324.82.

The Panel acknowledges that this committee had a heavier workload than the others due to the meeting schedule which included pre-meetings and site visits. The length of the meetings together with the amount of time the Chairman spent on reading documents and liaising with planning officers meant that they had a much heavier workload than other committee chairmen.

Recommendation:

That the SRA for the Chairman of the Development Control Committee should be calculated by way of a multiplier of x1 the basic allowance, resulting in a special responsibility allowance of £5,585.00.

3.3.7 **Vice-chairmen (x2) of the Development Control Committee**

The Development Control Committee has historically appointed two vice-chairmen to the Committee. Each vice-chairman currently receives a special responsibility allowance of £1,624.08. The Panel considered these to be unusual arrangements, and that it also has budgetary implications.

The Panel agreed that there should only be one payment to a vice-chairman of any Committee. However, if a Committee wanted two or more vice-chairmen, then the SRA should be split between the vice-chairmen, equally.

Recommendation:

That the SRA for the two Vice-Chairmen of the Development Control Committee should be calculated by way of a multiplier of x0.50 the basic allowance, resulting in a special responsibility allowance of £2,792.50, split equally (£1,396.25 each).

3.3.8 **Chairmanship and Vice-Chairmanship of Committees – Licensing and Regulatory; and Standards**

Currently, the chairman of these two committees received a special responsibility allowance of £1,078.68

The Panel was advised of the significant reduction in workload for both Committees due to changes in Government Legislation. The Panel therefore proposed to reduce the multipliers to reflect this.

Currently the vice-chairmen of these committees do not receive an SRA. This is inconsistent with other vice-chairmen of other committees. Consequently the Panel recommends an amount be paid at the same ratio to other committees.

Recommendations:

- 1) That the SRA for the Chairmanship of the Licensing and Regulatory Committee and the Standards Committee should be calculated by way of a multiplier of x0.20 the basic allowance, resulting in a special responsibility allowance of £1,117.00.
- 2) That a new SRA for the Vice-Chairmanship of the Licensing and Regulatory Committee and the Standards Committee be applied and calculated by way of a multiplier of x0.10 the basic allowance, resulting in a special responsibility allowance of £558.50.

3.3.9 Chairman of Sustainable Development Working Party

Currently the Chairman of the Sustainable Development Working Party received a special responsibility allowance of £2,161.40.

The Panel noted that SRAs were not paid to chairmen of other Working Parties and that it was also the intention for this Working Party to be disbanded in the near future. Therefore the Panel agreed that the SRA payment for the Chairman of the Sustainable Development Working Party should be removed at the end of the 2016-2017 financial year.

The Panel also agreed that in future the Chairman of any Working Party should not receive an SRA, which was in line with other local authorities.

Recommendation:

That the SRA for the Chairman of the Sustainable Development Work Party should be removed at the end of the 2016-2017 financial year.

3.3.10 Mayor and Deputy Mayor of the Council

The Panel was informed that Mayor had a budget which was used to fund expenses for this ceremonial role, but did not receive an SRA for chairing meetings of Full Council on a regular basis. Likewise the Deputy Mayor does not receive an SRA.

The Panel felt that the role of the Mayor in chairing meetings of Full Council or the Deputy Mayor should be acknowledged.

Recommendations:

- 1) That an SRA for the Mayor of the Council be applied, and calculated by way of a multiplier of x0.50 the basic allowance, resulting in a new special responsibility allowance of £2,792.50.
- 2) That an SRA for the Deputy Mayor of the Council be applied, and calculated by way of a multiplier of x0.25 the basic allowance, resulting in a new special responsibility allowance of £1,396.25.

3.3.11 **Group Leaders with 10 or more Members**

A Leader of a political group with 10 or more members currently received a special responsibility allowance of £3,246.14.

Recommendation:

That the SRA for Group Leaders with 10 or more members should be calculated by way of a multiplier of x0.60 the basic allowance, resulting in a special responsibility allowance of £3,351.00.

3.3.12 **Group Leaders with between 5 to 9 Members**

A Leader of a political group with between 5 to 9 members currently received a special responsibility allowance of £1,624.08.

Recommendation:

That the SRA for Group Leaders with between 5 to 9 members should be calculated by way of a multiplier of x0.30 of the basic allowance, resulting in a special responsibility allowance of £1,675.50.

3.3.13 **Co-opted members**

Co-opted members of the Standards Committee would currently receive an allowance of £213.11, although there are no co-opted members at present.

The Panel recommends that co-opted members to any committee should receive an SRA which should be determined by each committee as the need arises to a maximum of x0.015 the basic allowance per meeting attended.

In the current scheme there is no reference in relation to co-opted members being able to claim a subsistence allowance or travelling allowance to the meeting venue.

The Panel felt that all co-opted members should be able to claim expenses for travel; subsistence; carer's allowance, and that a new Schedule 6 should be created.

Recommendations:

1. That the SRA for Co-opted Members of Committees to be determined by each Committee as the need arises to a maximum of x0.015 the basic allowance per meeting attended;
2. That a new a Schedule 6: "Subsistence and Travelling Expenses for Co-opted members", be created to include:

Committee and other Council Meetings

- Attendance at Committee Meetings of which they are a member and other Council / Committee meetings (if required to do so):

- No subsistence allowance payable
- Travelling allowances payable to meeting venue from home address and also from Council Offices back home.

Meetings/Conferences outside of the St Edmundsbury Borough Council Area

- Provided attendance at the meeting / conference is expressly agreed by the Monitoring Officer beforehand and is both appropriate and necessary for the Co-opted Committee Member concerned, travelling and subsistence allowances may be claimed. Travelling allowances may be claimed from the Member's home address to the meeting/conference and for the return journey.
- All co-opted members shall be paid and able to claim expenses for travel; subsistence; carers allowance, and that a new Schedule 6 should be created.

The current subsistence and travelling allowances payable are set out in Schedule 4.

3.4 **Carer's Allowance**

The Panel considered the different caring roles and agreed that these should be reflected in the payments. For example, the rate for child care should be lower than that for specialist care. The Panel agreed that these payments would not include a family member or neighbour looking after a dependent. They also reiterated that receipts should be provided for all claims for care.

Recommendations:

1. To recommend that the carers' allowance should be uplifted and set at two levels:
 - £10 per hour for child care;
 - £20 per hour for specialist care.
 - (These payments would not include a family member or neighbour looking after a dependent).
2. To recommend that the payment of a carers' allowance should only be paid on provision of a receipt.
3. The carers' allowance be monitored against market led increases.

3.5 **Travel Allowance**

The current scheme is based upon nationally set rates that are payable in respect of meetings and attendance in relation to rightful responsibilities or representation of views, for example, meetings of the Council; site visits; outside organisations.

The Panel reviewed all of the travel allowances currently in place:

Form of Transport	Current Travel Allowances
Private Vehicle	45.0 pence a mile
Train or Bus	Actual standard fare incurred
Taxi	Actual fare incurred plus gratuity
Motor Cycles	24.0 pence a mile
Bicycle	20.0 pence a mile
Car parking fees	Actual expenditure incurred

The Panel agreed that these payments should be simplified, and also reiterated that receipts should be provided for claims, where possible.

Recommendations:

1. Private vehicle to be reworded to "All cars". No change to the current payment of 45.0 (pence) a mile.
2. To recommend the inclusion of:
"Carriage of passengers" (carriage of councillors in car for the same purpose): 5.0p per mile
3. Motor cycles and bicycles to be combined and reworded "Motor cycles and bicycles: 28.0p per mile"
4. Train or Bus to be reworded "actual standard fare incurred with receipt"
5. Taxi to be reworded "actual expenditure incurred on receipt. (*Taxi to be used in exceptional circumstances*)".
6. Car parking fees – No change.

3.6 **Subsistence**

The Panel reviewed the existing subsistence allowance, which is outlined below:

Breakfast (before 11 am)	£6.88
Lunch (11am to 3pm)	£9.50
Tea (3pm to 6pm)	£3.76
Evening meal (including a period ending after 7pm)	£11.77

The Panel agreed that payments for breakfast should be removed.

Regarding lunch payments, the Panel agreed that lunch was usually provided if Members were attending a conference or lengthy meeting. However, they did not want Members to lose out financially so it was agreed to increase the lunch payment to a maximum of £10 on production of a receipt, where a lunch was not provided.

The Panel agreed that the payment for tea should be removed as refreshments were usually provided at meetings.

It was felt that the current payment for an evening meal was too low and that it should be increased to reflect the price that a Member may have to pay in a restaurant. It was agreed that the allowance for an evening meal should be raised to a maximum of £20, on provision of a receipt.

It was also agreed that all bookings for conferences and accommodation will be organised by Council officers, in order to maximise any discounts that could be achieved.

Recommendations:

1. That the current allowance of £6.88 for breakfast be removed.
2. That the current allowance of £9.50 for lunch be removed and replaced with:

In exceptional circumstances, subject to the agreement of the Assistant Director (HR, Legal and Democratic Services), lunch to be paid to a maximum of £10 on the production of a receipt.
3. That the current allowance of £3.76 for tea be removed.
4. That the current allowance of £11.77 for evening meal be increased to a maximum of £20, on production of a receipt.

3.7 Overnight subsistence

The Panel reviewed the overnight subsistence allowance and felt the current payment was adequate. However, it was agreed that reference should be included that officers should book overnight accommodation in order to maximise any discounts.

The Panel reviewed the allowance for "meals provided free of charge" (paragraph 2.7) and "meals on trains" (paragraph 2.8) and felt these should be removed from the scheme.

Recommendations:

1. That accommodation be booked by officers in order to maximise any discounts that could be achieved, except in exception circumstances.
2. That paragraph 2.7 "meals provided free of charge" to be removed.
3. That paragraph 2.8 "meals on trains" to be removed.

3.8 Approved Duties (Schedule 2)

During the interview of members, the Panel noted that St Edmundsbury members were not paid mileage to attend Parish Council meetings as a Ward Member.

The Panel felt that so as to align the scheme with other District Councils who did pay mileage, that an additional paragraph should be included within Schedule 2 – Approved Duties of the St Edmundsbury Member’s Allowance Scheme.

Recommendation:

That attendance at Parish Council meetings in the capacity of a Ward Member (but not where they are attending a Parish Council of which they are a Member, except when seconded by the Borough Council in special circumstances).

3.9 **Renunciation of Allowances**

The Regulations state that there can only be one rate of basic allowance paid.

The Panel strongly agreed that all Members should be paid the full amount of the basic allowance and that renunciation of either part or whole of the allowance should no longer occur.

Recommendations:

- 1) That all Members will receive the same basic allowance.
- 2) That reference to renunciation to be removed from the Scheme of Allowances.

3.10 **Provision of Pensions**

The Panel were advised that a change in legislation in 2014 had resulted in the removal of the option for Members to have access to the Local Government Pension Scheme. In light of this information, it was agreed that no changes were required to the current position.

Recommendation

That reference to the Local Government Pension Scheme be removed from the Members’ Scheme of Allowances.

3.11 **Implementation Date of the Scheme**

The existing scheme expires on 31 December 2016. The Panel decided to recommend that the proposed scheme be implemented from 1 April 2017, and would not be back dated.

Recommendation:

That the proposed scheme be implemented from 1 April 2017, and would not be back dated.

4. **Future Reviews**

The Panel recognised that there is potential imminent change due to government legislation and other local issues, which might result in increased workloads.

Therefore it was agreed that a 'light touch' review should be undertaken in two years' time to ensure that the allowances fully reflected the workload and commitments of Members.

Recommendation:

That a further review of Members' allowances should be undertaken in 2018.

5. Appendices

- 5.1 Attached to the report at **Appendix A** are the West Suffolk Joint Independent Remuneration Panels recommendations.
- 5.2 Attached to the report at **Appendix B** are the West Suffolk Joint Independent Remuneration Panels financial proposals. Appendix B sets out the current allowances paid; proposed allowances and the variance for each allowance.
- 5.3 Attached to the report at **Appendix C** are the proposed revisions to the St Edmundsbury Borough Councils Members' Allowances Scheme.

(St Edmundsbury Borough Council)

West Suffolk Joint Independent Remuneration Panel

Recommendations of the Panel that:

- (1) The Basic Allowance should incorporate the £180 broadband payment as stipulated by the statutory regulations, resulting in a Basic Allowance of £5,585.00 pa;
- (2) As part of the established Member Development Programme, Members continue to develop their own personal development plans with their Group Leaders and officers, which will be resourced from within the existing budget for Member Development and monitored by officers.
- (3) The scheme should remain index linked to officers' NJC pay awards;
- (4) The SRA for the Leader of the Council should be calculated by way of a multiplier of x2 the basic allowance, resulting in an SRA of £11,170.00;
- (5) The SRA for the Deputy Leader of the Council should be calculated by way of a multiplier of x1.20 the basic allowance, resulting in an SRA of £6,702.00
- (6) The SRA for Cabinet Members with Portfolio should be calculated by way of a multiplier of x1.10 the basic allowance, resulting in an SRA of £6,143.50;
- (7) The SRA for the Chairman of Overview and Scrutiny should be calculated by way of a multiplier of x0.80 the basic allowance, resulting in an SRA of £4,468.00;
- (8) The SRA for the Vice-Chairman of Overview and Scrutiny should be calculated by way of a multiplier of x0.40 the basic allowance, resulting in an SRA of £2,234.00;
- (9) The SRA for the Chairman of Performance and Audit Scrutiny should be calculated by way of a multiplier of x0.80 the basic allowance, resulting in an SRA of £4,468.00;
- (10) The SRA for the Vice-Chairman of Performance and Audit Scrutiny should be calculated by way of a multiplier of x0.40 the basic allowance, resulting in an SRA of £2,234.00;
- (11) The SRA for the Chairman of Development Control should be increased to x1 the basic allowance to reflect the workload and demands on the role, resulting in an SRA of £5,585.00;

- (12) The SRA for the Vice-Chairman of Development Control should be calculated by way of a multiplier of x0.50 the basic allowance, resulting in an SRA of £2,792.50, to be divided equally between the two Vice-Chairmen;
- (13) The SRA for the Chairman of the Licensing and Regulatory Committee should be calculated by way of a multiplier of x0.20 the basic allowance, resulting in an SRA of £1,117.00;
- (14) A new SRA of x0.10 the basic allowance for the Vice-Chairman of the Licensing and Regulatory Committee be introduced, resulting in an SRA of £558.50;
- (15) The SRA for the Chairman of Standards should be calculated by way of a multiplier of x0.20 the basic allowance, resulting in an SRA of £1,117.00;
- (16) A new SRA of x0.10 the basic allowance for the Vice-Chairman of Standards be introduced, resulting in an SRA of £558.50;
- (17) The SRA for the Chairman of Sustainable Development Working Party should be removed at the end of 2016-2017 financial year;
- (18) A new SRA of x0.50 the basic allowance for the Mayor of the Council be introduced to reflect the demands of the role in chairing Full Council, resulting in an SRA of £2,792.50;
- (19) A new SRA of x0.25 the basic allowance for the Deputy Mayor of the Council be introduced, resulting in an SRA of £1,396.25;
- (20) The SRA for the Group Leader with 10 or more Members should be calculated by way of a multiplier of x0.60 the basic allowance, resulting in an SRA of £3,351.00;
- (21) The SRA for the Group Leader with between 5 to 9 Members should be calculated by way of a multiplier of x0.30 the basic allowance, resulting in an SRA of £1,675.50;
- (22) The SRA for Co-opted Members of Committees to be determined by each Committee as the need arises to a maximum of x0.015 the basic allowance per meeting attended;
- (23) A new Schedule 6 to be created for "Subsistence and Travelling Expenses for Co-opted members, to include:

Committees and other Council Meetings

- Attendance at Committee Meetings of which they are a member and other Council / Committee meetings (if required to do so):
- No subsistence allowance payable

- Travelling allowances payable to meeting venue from home address and also from Council Offices back home.

Meetings/Conferences outside of St Edmundsbury Borough Area

- Provided attendance at the meeting / conference is expressly agreed by the Monitoring Officer beforehand and is both appropriate and necessary for the Co-opted Committee Member concerned, travelling and subsistence allowances may be claimed. Travelling allowances may be claimed from the Members' home address to the meeting/conference and for the return journey.
 - All co-opted members shall be paid and able to claim expenses for travel; subsistence; carers allowance.
 - The current subsistence and travelling allowances payable are set out in Schedule 4.
- (24) The Carers Allowance should be set at £10 per hour wage for general care and £20 per hour wage for specialist nursing care. (These payments would not include a family member or neighbour looking after a dependent
- (25) The payment of a Carers' Allowance should only be paid on production of receipts.
- (26) The Carers' Allowance be monitored against market led increases.
- (27) The Travelling Expenses scheme should be simplified and reworded to:
- All cars: 45.0 pence a mile;
 - Carriage of passenger (councillor) in car for the same purpose: 5.0 pence a mile;
- Motor cycles/bicycles: 28.0 pence a mile;
- Train or Bus: actual standard fare incurred with receipt;
 - Taxi: actual expenditure incurred on Receipt. (Taxi to be used in Exceptional circumstances);
 - Car parking fees: actual expenditure incurred.
- (28) The Subsistence Expenses scheme should be adjusted with the allowance for breakfast, lunch and tea removed, and replaced with:
- In exceptional circumstances, subject to the agreement of the Assistant Director (HR, Legal and Democratic Services), lunch to be paid to a maximum of £10 on the production of a receipt.

- (29) The allowance for evening meal should be increased to a maximum of £20 on production of a receipt.
- (30) The overnight subsistence (deemed to cover a 24 hour period)" to be amended to:
- Include an additional paragraph, to read;
"Accommodation to be booked by officers in order to maximise any discounts that could be achieved, except in exceptional circumstances".
 - Paragraph 2.7 "meals provided free of charge" to be removed
 - Paragraph 2.8 "meals on trains" to be removed.
- (31) Schedule 2 – Approved Duties to include an additional paragraph:
- Attendance at Parish Council meetings in the capacity of a Ward Member (but not where they are attending a Parish Council of which they are a member, unless they have been seconded by the Borough Council in exceptional circumstances)
- (32) Reference to "renunciation" to be removed from the Allowance Scheme;
- (33) Reference to the Local Government Pension Scheme be removed from the Members' Scheme of Allowances.
- (34) The proposed scheme to be implemented from 1 April 2017, and would not be back dated.
- (35) A further review of Members' allowances should be undertaken in 2018.

St. Edmundsbury
IRP Proposals

16/12/16

Item	This Year				Proposed				Variance (Revised Appendix B)			
	Multiplier	Per Allowance	Qty (Actual)	Total	Multiplier	Per Allowance	Qty	Total	Multiplier	Per Allowance	Qty	Total
Basic Allowance		£ 5,405.00	45	£ 243,225.00		£ 5,585.00	45	£ 251,325.00		£ 180.00	0	£ 8,100.00
Broadband Allowance		£ 180.00	45	£ 8,100.00		£ -	45	£ -		-£ 180.00	0	-£ 8,100.00
Leader of Council	2.00	£ 10,809.02	1	£ 10,809.02	2.00	£ 11,170.00	1	£ 11,170.00	0.00	£ 360.98	0	£ 360.98
Deputy Leader	1.20	£ 6,486.22	1	£ 6,486.22	1.20	£ 6,702.00	1	£ 6,702.00	0.00	£ 215.78	0	£ 215.78
Cabinet Members (Up to 8)	1.10	£ 5,948.90	7	£ 41,642.30	1.10	£ 6,143.50	8	£ 49,148.00	0.00	£ 194.60	1	£ 7,505.70
Mayor/Chairman of Council					0.50	£ 2,792.50	1	£ 2,792.50	0.50	£ 2,792.50	1	£ 2,792.50
Deputy Mayor/Vice-Chairman of Council					0.25	£ 1,396.25	1	£ 1,396.25	0.25	£ 1,396.25	1	£ 1,396.25
Chairman Overview & Scrutiny	0.60	£ 3,246.14	1	£ 3,246.14	0.80	£ 4,468.00	1	£ 4,468.00	0.20	£ 1,221.86	0	£ 1,221.86
Vice Chair Overview & Scrutiny	0.30	£ 1,624.08	1	£ 1,624.08	0.40	£ 2,234.00	1	£ 2,234.00	0.10	£ 609.92	0	£ 609.92
Chairman Performance & Audit Scrutiny	0.60	£ 3,246.14	1	£ 3,246.14	0.80	£ 4,468.00	1	£ 4,468.00	0.20	£ 1,221.86	0	£ 1,221.86
Vice Chair Performance & Audit	0.30	£ 1,624.08	1	£ 1,624.08	0.40	£ 2,234.00	1	£ 2,234.00	0.10	£ 609.92	0	£ 609.92
Chairman Development Control	0.80	£ 4,324.82	1	£ 4,324.82	1.00	£ 5,585.00	1	£ 5,585.00	0.20	£ 1,260.18	0	£ 1,260.18
Vice Chairman Development Control	0.30	£ 1,624.08	2	£ 3,248.16	0.50	£ 2,792.50	1	£ 2,792.50	0.20	£ 1,168.42	-1	-£ 455.66
Chairman Licensing & Regulatory	0.20	£ 1,078.68	1	£ 1,078.68	0.20	£ 1,117.00	1	£ 1,117.00	0.00	£ 38.32	0	£ 38.32
Vice Chairman Licensing & Regulatory					0.10	£ 558.50	1	£ 558.50	0.10	£ 558.50	1	£ 558.50
Chairman Standards	0.20	£ 1,078.68	1	£ 1,078.68	0.20	£ 1,117.00	1	£ 1,117.00	0.00	£ 38.32	0	£ 38.32
Vice Chairman Standards					0.10	£ 558.50	1	£ 558.50	0.10	£ 558.50	1	£ 558.50
Chairman Sustainable Dev. Working Party	0.40	£ 2,161.40	1	£ 2,161.40	0.00	£ -	1	£ -	-0.40	-£ 2,161.40	0	-£ 2,161.40

St. Edmundsbury
IRP Proposals

16/12/16

Item	This Year				Proposed				Variance (Revised Appendix B)			
Leader of group with 10 or more members	0.60	£ 3,246.14	1	£ 3,246.14	0.60	£ 3,351.00	1	£ 3,351.00	0.00	£ 104.86	0	£ 104.86
leader of Groups between 5 - 9 members	0.30	£ 1,624.08	1	£ 1,624.08	0.30	£ 1,675.50	1	£ 1,675.50	0.00	£ 51.42	0	£ 51.42
Co-optee of Standards committee	0.04	£ 213.11	1	£ 213.11	0.00	£ -	0	£ -	-0.04	-£ 213.11	-1	-£ 213.11
TOTAL				£ 336,978.05				£ 352,692.75		£ -	0	£ 15,714.70
Co-optee of Committee to be determined as need arises												

Percent increase

4.7%

Use of home; including IT and communications expenses	Current	Proposed	
	£ 1,500.00	£ 1,500.00	
Training engagement	£ 500.00	£ 500.00	
Councillor Duties (30% of remainder)	£ 1,021.50	£ 1,075.50	
Ward Duties (70% of remainder)	£ 2,383.50	£ 2,509.50	
Total	£ 5,405.00	£ 5,585.00	£ 180.00
12 hours p.w.			
624 hours p.y			
hourly rate	£ 5.46	£ 5.75	
% Voluntary of 40%	£ 7.64	£ 8.04	

SEBC

Proposed Revisions

**PART 6
MEMBERS' ALLOWANCES SCHEME**

Key:

Red - Wording to be removed from the scheme.

Blue - New / Revised wording to be included

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1. Background

- 1.1 St Edmundsbury Borough Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2001 and the Local Authorities (Members' Allowances) Regulations 1991 made a new Scheme on ~~23 July 2002~~ 20 December 2016 after consideration of the advice and recommendations from the West Suffolk Joint Independent Remuneration Panel.
- 1.2 The Scheme was based on the rates recommended by the Panel, which came into effect on ~~1 September 2002~~ 1 April 2017. ~~The Scheme was subsequently been reviewed by the Panel to take into account the implications of the new modernised decision making structure to enable a revised Scheme to come into effect on 1 April 2003.~~ The Scheme has been regularly reviewed by the Panel.
- 1.3 The Scheme may be cited as the St Edmundsbury Borough Council Members' Allowances Scheme and shall be reviewed ~~every four years or earlier, if resolved by Council annually~~ by the West Suffolk Joint Independent Remuneration Panel.

2. Basic Allowance

- 2.1 Subject to Section ~~7 8 or 9~~, for each year, a basic allowance is to be paid to each Councillor as set out in Schedule 1 to the Scheme. ~~This is intended to cover a notional £350 a year (2011/2012) for telephone calls related to Council activity on the part of elected Members, and other incidental expenses, such as stationery and computer peripherals, such as print cartridges.~~
- 2.2 In accordance with the Council's resolution on 28 June 2005 (Minute 30 (1) refers) and subsequently regularly endorsed, including on 13 December 2011 (Minute 70 refers), it is still considered appropriate that these allowances continue to be updated each year in line with the annual Pay Award made to officers.
- 2.3 The basic allowance is paid in equal monthly instalments, payable on the 23 day of each month or if that day is a weekend/Bank Holiday, then the previous Friday.

3. Special Responsibility Allowances (SRA)

- 3.1 Subject to Section ~~7 8 or 9~~, for each year, an SRA shall be paid to those Councillors who hold the special responsibilities that are set out in Schedule 1 to this Scheme.
- 3.2 A Councillor may hold more than one position, but only one SRA shall be paid to any Member. ~~Where two SRAs are applicable the higher rate will be applied.~~

3.3 SRA are also paid in equal monthly instalments, payable on the 23 day of each month or if that day is a weekend/Bank Holiday, then the previous Friday.

4. Travel and Subsistence Allowances

4.1 Members are able to claim travel and subsistence allowances in respect of their travel to and from:-

- (a) meetings covered by the list of approved duties referred to in Schedule 2;
- (b) meetings of outside bodies, organisations to which they have been appointed by the Council, as set out in Schedule 3;
- (c) meetings with the Chief Executive, Directors and/or Service Managers, subject to such meetings having been pre-arranged and not relating specifically to a Member's ward work or activities.

4.2 Details of the rates for travel and subsistence allowances are set out in Schedule 4 to this Scheme.

4.3 ~~In accordance with the Council's resolution on 28 June 2005 (Minute 30(2) refers) and regularly endorsed, it is still considered appropriate that the subsistence allowances be directly linked to the rates payable to the officers and, therefore, be amended as and when the officers scheme is amended.~~

5. Childcare and Dependant Carers' Allowance

5.1 This allowance is divided into two parts; namely childcare and ~~elderly/disabled~~ specialist care.

5.2 For reimbursement of childcare costs (for general care), ~~£6.08~~ £10 an hour is the maximum rate payable for reimbursement of costs, on production of a receipt. If paying less than this rate then the rate actually paid should be claimed.

5.3 For dependents or specialist nursing ~~elderly/disabled~~ care, ~~£12.10~~ £20 an hour is the maximum rate payable for reimbursement of costs. If paying less than this rate then the rate actually paid should be claimed. Both allowances to be monitored against market led increases.

5.4 The care allowance is payable in respect of:-

- (a) children aged 14 or under;
- (b) elderly relatives requiring full time care; and
- (c) relatives with disabilities or nursing requirements who require either temporary or permanent full time care.

In each case the dependant must normally live with the claimant as part of the family and be unable to be left unsupervised.

~~5.5 A carer can be any responsible mature person who does not normally live with the claimant as part of the family. The allowance should not be payable in respect of carers who are members of the Councillor's immediate and close family, i.e. parents, children, spouses, cohabitees or members of the same household as the Councillor.~~

5.5 Schedule 5 provides full details on the operation of the Scheme.

6. Disability or Special Need

6.1 The Council will make necessary reasonable adjustments to allow a Councillor with a disability or a special need to carry out their role. The assessment of the adjustments will be on an individual basis.

6.2 Where appropriate, a Councillor's Carer costs will be eligible for reimbursement at the same rate as detailed in the Childcare and Dependent Carers' Allowance Scheme detailed in Schedule 5 of the Members' Allowance Scheme.

6.3 If a Councillor's disability prevents them from using ~~a bicycle or~~ private transport ~~car~~ then the Travel Allowance Scheme will allow for the use of taxis or specialised transport arrangements.

6.4 The Assistant Director ~~Head of~~ (HR, Legal and Democratic Services) be authorised to approve the reimbursement of costs for Councillors with a disability or special need that are not specified within the Members' Allowance Scheme, to include items such as the provision of specialist IT equipment or the availability of a wheelchair for use in the Council's buildings.

~~7. Pensions~~

~~7.1 From 1 April 2004, Members have been eligible to join the Local Government Pension Scheme.~~

7. Absence

7.1 No Special Responsibility Allowance be paid to the absent Member when the responsibility is undertaken and the allowance is paid to another Member.

7.2 A Member should receive 100% of the Basic Allowance for the first six months of absence, from the date on which they last attended a meeting, and, subject to full Council granting dispensation, from six to twelve months absence 50% of the Basic Allowance. No allowance be payable after one year's absence.

9. ~~Renunciation~~

- ~~9.1 A Councillor may by notice in writing given to the Proper Officer elect to forego any part of their entitlement to an allowance under this Scheme.~~
- ~~9.2 Any Councillor foregoing an allowance under these provisions may elect for all or part of their renounced gross entitlements to be transferred into the Mayor of St Edmundsbury's Official Charity Fund. Any such foregone entitlements must then be used for one off grants to one or more of the chosen charities of the Mayor for the municipal year in which the renouncement is made.~~

8. Part-Year Entitlements

- 8.1 When the term of office of a Councillor begins or ends then the entitlement of that Councillor to the basic and/or special responsibility allowance will be in the same proportion as the number of days during the term of office to the number of days in that year.
- 8.2 When an amendment to this Scheme changes the amount to which a Councillor is entitled then the existing rates are payable ending with the day before the amendment takes effect.

9. Claims

- 9.1 ~~Annual claims for allowances under this Scheme shall be made in writing, using the prescribed form, within two months of the commencement of the financial year or within two months of a revision to the Scheme.~~ Annual allowances under this Scheme shall be paid automatically through the payroll system. No claims for basic or SRA allowances are necessary.
- 9.2 ~~The annual claim forms will include the details of mileage to attend meetings in Bury St Edmunds. A claim for travelling expenses will be initiated by a Member signing the relevant meeting attendance sheet.~~ Allowances are subject to tax and national insurance contributions in accordance with HMRC Regulations.

10. Payments shall be made

- 10.1 The basic allowance and special responsibility allowances are paid in equal instalments, payable on the 23 day of each month or if that day is a weekend/Bank Holiday, then the previous Friday in which they are entitled to a basic or special responsibility allowance.
- 10.2 Expense claims should be made regularly throughout the year using the Council's on-line expenses system ~~on the appropriate claim form~~, which will detail the mileage and expenses incurred, and claimed, by the Member. Any claim for expenses must be made by the person to whom they are payable, in accordance with the Local Authorities (Members Allowances) (England) Regulations 2003.

**Schedule 1 – ~~Schedule of Members' Allowances~~
Basic Allowance and SRAS
(Updated: 1 April 2017)**

~~Set out below are details of the amounts of Members' Allowances payable under the Scheme with effect from May 2013 and including pay increases index linked to officers' pay increases.~~

Basic Allowance

All Members £5,585.00

Special Responsibility Allowance (SRA)

These SRA use a multiplier of the basic allowance.

Special Responsibility	Amount	Multiplier
Leader of the Council	£11,170.00	2
Deputy Leader of the Council	£6,702.00	1.20
Portfolio Holders (Cabinet Members)	£6,143.50	1.10
Mayor/Chairman of Council	£2,792.50	0.50
Deputy Mayor/Chairman of Council	£1,396.25	0.25
Chairman of Overview and Scrutiny Committee	£4,468.00	0.80
Vice-Chairman of Overview and Scrutiny Committee	£2,234.00	0.40
Chairman of Performance and Audit Scrutiny Committee	£4,468.00	0.80
Vice-Chairman of Performance and Audit Scrutiny Committee	£2,234.00	0.40
Chairman of Development Control Committee	£5,585.00	1
Vice-Chairman of Development Control Committee	£2,792.50	0.50
Chairman of Licensing and Regulatory Committee	£1,117.00	0.20
Vice-Chairman of Licensing and Regulatory Committee	£558.50	0.10
Chairman of Standards Committee	£1,117.00	0.20
Vice-Chairman of Standards Committee	558.50	0.10
Chairman of Sustainable Development Working Party	£	0
Co-opted Members Standards of Committees (As determined by each Committee as the need arises to a maximum of x0.015 the basic allowance)		0.015
Leader of a Political Group with 10 or more Members	£3,351.00	0.60

Leader of a Political Group between 5 to 9 Members	£1,675.50	0.30
Exceptional Responsibility Allowance` A special meeting of the Independent Remuneration Panel be convened by the Assistant Director Head of (HR, Legal and Democratic Services) to consider the payment of an exceptional responsibility allowance if considered necessary.		
Childcare and Dependent Carers' Allowance Other Allowance	Amount	
Carer's allowance (contribution to cash incurred):		
1. General care (on production of receipt);	£10 per hour	--
2. Specialist nursing care (on production of receipt)	£20 per hour	--

The basic allowance to be index linked to officers pay. This will automatically calculate the SRAs using the multipliers.

The Allowances listed above relate to a *full year*

Schedule 2 – Approved Duties

The duties are specified in the Local Authorities (Members' Allowances) England Regulations 2003 as follows:-

- (a) a meeting of the executive;
- (b) a meeting of a committee of the executive;
- (c) a meeting of the authority;
- (d) a meeting of a committee or sub-committee of the authority;
- (e) a meeting of any other body to which the authority makes appointments or nominations;
- (f) a meeting of a committee or sub-committee of any other body to which the authority makes appointments or nominations;
- (g) a meeting which has *both* been authorised by the authority, a committee or sub-committee of the authority or a joint committee of the authority and one or more other authorities, or a sub-committee of a joint committee *and* to which representatives of more than one political group have been invited (if the authority is divided into several political groups) or to which two or more Councillors have been invited (if the authority is not divided into political groups);
- (h) a meeting of a local authority association of which the authority is a member;
- (i) duties undertaken on behalf of the authority 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;
- (j) duties undertaken on behalf of the authority 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; and
- (k) duties undertaken on behalf of the authority in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of section 342 of the Education Act 1996.

In Addition

Attendance at Parish Council meetings in the capacity of a Ward Member (but not where they are attending a Parish Council of which they are a Member unless they have been seconded by the Borough Council in exceptional circumstances)

Schedule 3 – Representation on Outside bodies/organisations 2015-2019

~~Abbeycroft Leisure Trust Board~~

Association for Suffolk Museums Management Committee

Abbey of St Edmund Heritage Trust

Barley Homes (Group) Ltd (Wholly-owned commercial company) Shareholder Advisory Group

~~Bid 4 Bury Board of Directors~~

~~Brecks Partnership—Core Management Group~~

Breaking New Ground – HLF Management Committee

Bury St Edmunds and District Volunteer Centre - Management Committee

~~Choose Suffolk~~

~~Clare Country Park Joint Advisory Panel~~

Dedham Vale and Stour Valley Advisory Committee

District Councils Network

East of England Local Government Association (EELGA)

George Savage Trust

Gerhom Parkington Memorial Trust

~~Greater Cambridge/Greater Peterborough Local Enterprise Partnership~~

Guildhall Feoffment Trust

~~Havebury Housing Partnership: Exercise of Borough Council's Voting Rights~~

~~Havebury Housing Partnership Management Board~~

~~Haverhill Volunteer Centre Management Board~~

~~Health and Wellbeing Board~~

King Edward VI Grammar School Bury St Edmunds Foundation

~~Local Government Association~~

Local Government Association General Assembly

~~Local Government Association Rural Commission~~

Magna Carta Trust

New Anglia Local Enterprise Partnership (LEP) Board

ONE Haverhill Board

OurBuryStEdmunds (Bid 4 Bury) Board Directors

Our Greenest County Board (Suffolk County Council)

Rural Services Network (SPARSE)

Smith's Row Art Gallery Trust

~~St Edmund and Waveney YMCA (Services) Ltd~~

Southgate Community Partnership

St John's Centre Trustees, Bury St Edmunds

Stiff's Almshouses Charity Trustees, Rougham

Suffolk County Council Health and Wellbeing Board

Suffolk County Council: Suffolk Flood Management Joint Scrutiny Committee

Suffolk County Council: Health ~~Overview &~~ Scrutiny Committee

Suffolk Joint Emergency Planning Policy Panel

~~Suffolk Joint Municipal Waste Management Members' and Directors' Group~~

Suffolk Police and Crime Panel

Suffolk Waste Partnership

~~Suffolk Rail Policy Group~~

~~Suffolk Sport~~

Suffolk West Citizens' Advice Bureau

Theatre Royal Board of Management

Verse Facilities Management Ltd (Wholly-owned commercial company)

West Stow Anglo Saxon Village Trust

Western Suffolk Community Safety Partnership

~~West Suffolk Strategic Group (West Suffolk Partnership)~~

Schedule 4 – Travel and Subsistence Allowances

1. Travel Allowance

- ~~(a) Private Vehicle Allowance : 45.0 pence a mile~~
- ~~(b) Train or Bus : actual standard fare incurred~~
- ~~(c) Taxi : actual fare incurred plus gratuity~~
- ~~(d) Motor Cycles : 24.0 pence a mile~~
- ~~(e) Bicycle Allowance : 20.0 pence a mile~~
- ~~(f) Car parking fees : actual expenditure incurred.~~

Vehicle Class	Rate Payable per mile (p)
All cars:	45.00
Carriage of passenger (councillor) in car for the same purpose	05.00
Motor cycles/bicycles	28.00
Train or Bus	Actual standard fare Incurred with receipt
Taxi (<i>taxi to be used in exceptional circumstances</i>)	Actual expenditure incurred on Receipt
Car parking fees	Actual expenditure incurred

2. ~~Day~~ Subsistence Allowances

- 2.1 The subsistence rates listed below are with effect from ~~1 January 2010~~ **1 April 2017**. ~~and the allowance will be the same as, and linked to, the rates payable to officers.~~
- 2.2 ~~Day~~ Subsistence expenses will be payable to a Member who is prevented by official duties from taking a meal at home or the place where they normally take their meals and thereby incurs additional expenditure.
- 2.3 The payment of subsistence allowances is subject to the principle that expenditure on meals has actually been incurred. Members will be reimbursed **for** the actual expenditure incurred up to the maximum rates set

out in the scheme. All claims must be supported by receipts or third party documentation.

2.4 ~~Day Subsistence is as follows: - payable if absent for more than four hours~~

~~(a) Breakfast Allowance
(More than 4 hours away from normal place of residence before 11.00 am) £6.88~~

~~(b) Lunch Allowance
(More than 4 hours away from normal place of residence including lunchtime between 12.00 noon and 2.00 pm) £9.50~~

~~(c) Tea Allowance
(More than 4 hours away from normal place of Residence ending after 6.30 pm) £3.76~~

- In exceptional circumstances, subject to the agreement of the Assistant Director (HR, Legal and Democratic Services), lunch to be paid to a maximum of £10.00, on production of a receipt

- Evening Meal Allowance
(More than 4 hours away from normal place of Residence ending after 8.30 pm) ~~£11.77~~
£20.00

- Subsistence can not be claimed for drinks/food brought from home, alcoholic drinks or tips.

~~2.5 Either a tea or evening meal can be claimed but not both.~~

2.5 **Overnight Subsistence (deemed to cover a 24 hour period)**

Outside London £80.00

For such an absence in London, or for attending one of the conferences approved by the Secretary of State £100.00

The overnight subsistence allowance may be exceeded on the authorisation of the Assistant Director (HR, Legal and Democratic Services) ~~a Head of Service~~, for example in order for a Member to stay in a hotel associated with a particular conference.

Accommodation to be booked by officers in order to maximise any discounts that could be achieved, except in exceptional circumstances.

~~2.7~~ **Meals provided free of charge**

~~The rate shall be reduced by an appropriate amount in respect of any meal provided free of charge by an authority or body in respect of the meal for the period to which the allowance relates.~~

~~2.8~~ **Meals on Trains**

~~If Members are away for a period of over four hours and take a meal on a train they can claim the cost of the meal. If they do so the subsistence band is reduced by three hours for each meal taken.~~

~~If absent for 4-8 hours, Members may claim 1 main train meal.~~

~~If absent for 8-12 hours, Members may claim 2 main train meals.~~

~~If absent for over 12 hours, Members may claim 3 main train meals.~~

Schedule 5 – Childcare and Dependant Carers’ Allowance

- 1.** Full Council at its meeting on 23 July 2002 approved the principle of reimbursement of dependants care expenses which have actually been incurred, and are reviewed annually by the Independent Remuneration Panel.
- 2. Persons Eligible to Claim and Duties for which they may claim**
 - 2.1 Borough Councillors may claim reimbursement of care expenses in respect of any approved duty. The duties are specified in the Local Authorities (Members’ Allowances) England Regulations 2001 as follows:-
 - (a) a meeting of the executive;
 - (b) a meeting of a committee of the executive;
 - (c) a meeting of the authority;
 - (d) a meeting of a committee or sub-committee of the authority;
 - (e) a meeting of any other body to which the authority makes appointments or nominations;
 - (f) a meeting of a committee or sub-committee of any other body to which the authority makes appointments or nominations;
 - (g) a meeting which has *both* been authorised by the authority, a committee or sub-committee of the authority or a joint committee of the authority and one or more other authorities, or a sub-committee of a joint committee *and* to which representatives of more than one political group have been invited (if the authority is divided into several political groups) or to which two or more Councillors have been invited (if the authority is not divided into political groups);
 - (h) a meeting of a local authority association of which the authority is a member;
 - (i) duties undertaken on behalf of the authority 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;
 - (j) duties undertaken on behalf of the authority 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; and

(k) duties undertaken on behalf of the authority in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of section 342 of the Education Act 1996.

2.2 When travelling away from home to an approved duty (conference, seminar etc) which may involve an overnight stay, **actual** care expenses may be claimed in respect of the total duration of the duty less any period during which e.g. a child/children may be at school.

3. Maximum Rate Per Hour Payable and for how long payable

3.1 ~~£6.08~~ **£10.00** an hour is the maximum rate payable for reimbursement of childcare costs and ~~£12.10~~ **£20.00** an hour for dependant carers' allowance (**on production of a receipt**). If paying less than this rate you should claim the rate actually paid. If you have to pay more, you can only claim the maximum. **Both allowances to be monitored against market led increases.**

3.2 The time claimed for should normally equate to the period from leaving home to attend the meeting etc to returning home afterwards.

4. Definition of 'Dependant' and 'Carer'

4.1 The care allowance is payable in respect of:-

- (a) children aged 14 or under;
- (b) elderly relatives requiring full time care; and
- (c) **relatives dependents** with disabilities or nursing requirements who require either temporary or permanent full time care.

in each case the dependant must normally live with the claimant as part of the family and be unable to be left unsupervised.

~~4.2 A carer can be any responsible mature person who does not normally live with the claimant as part of the family. The allowance should not be payable in respect of carers who are members of the Councillor's immediate and close family, i.e. parents, children, spouses, cohabitees or members of the same household as the Councillor.~~

5. Method of Claim

5.1 A receipt in the standard format should be obtained from the carer for each amount paid. A proper business paid invoice or receipt would be acceptable in place of the standard receipt if this is provided.

- 5.2 A reimbursement claim detailing the duties carried out and supported by the appropriate receipt(s) should be forwarded to the **Payroll Officer Committee Services Manager** at the end of each month. Reimbursement will be included in the next payment of Councillors' allowances.

Schedule 6 – Subsistence and Travelling Expenses for Co-opted Members

1. Committees and other Council Meetings

- Attendance at Committee Meetings of which they are a Member and other Council/Committee Meetings (if required to do so):
 - No subsistence allowance payable.
 - Travelling allowances payable to meeting venue from home address and also from Council Offices back home.

2. Meetings/Conferences outside the St Edmundsbury Borough Area

- Provided attendance at the meeting/conference is expressly agreed by the Monitoring Officer beforehand and is both appropriate and necessary for the Co-opted Committee Member concerned, travelling and subsistence allowances may be claimed. Travelling allowances may be claimed from the Members' home address to the meeting/conference and for the return journey.
- All co-opted members shall be paid and able to claim expenses for travel; subsistence, carers allowance.

3. The current subsistence and travelling allowances payable are as set out in Schedule 4.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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