



Public Document Pack

North Devon Council
Brynsworthy Environment Centre
Barnstaple
North Devon EX31 3NP

K. Miles
Chief Executive.

To: All Members of the Council
and Chief Officers

ANNUAL COUNCIL MEETING

YOU ARE HEREBY SUMMONED to attend a annual meeting of **NORTH DEVON COUNCIL** to be held in the Virtual - Online meeting on **WEDNESDAY, 7TH APRIL, 2021** **at 7.00 pm (approximately, immediately following the ordinary meeting of Council).**

A handwritten signature in black ink, appearing to read 'K. Miles', is written over a light blue horizontal line.

Chief Executive

AGENDA

1. Election of Chair of Council for 2021/22
The Chair will then take the Declaration of Acceptance of Office.

(NOTE: Article 5.8 of the Constitution states that “Neither the Chair of the Council nor the Vice-Chair shall be a Member of the Strategy and Resources Committee”.)
2. Election of Vice-Chair of Council for 2021/22
The Vice-Chair will then take the Declaration of Acceptance of Office.

(NOTE: Article 5.8 of the Constitution states that “Neither the Chair of the Council nor the Vice-Chair shall be a Member of the Strategy and Resources Committee”.)
3. Apologies for absence
4. Declarations of Interest
(NB. Members only need to re-declare any interests previously declared at Committee and Sub-Committee meetings if the item is discussed at Council).
5. To agree the agenda between Part 'A' and Part 'B' (Confidential Restricted Information).

PART A

6. **Appointment of Leader of the Council for 2021/22**

To consider the appointment of Leader of the Council for the 2021/22 municipal year.

7. **Appointment of Deputy Leader of the Council for 2021/22**

To consider the appointment of Deputy Leader of the Council for the 2021/22 municipal year.

8. **Appointment of Committees** (Pages 7 - 12)

Report by Chief Executive (attached).

It is RECOMMENDED:

(a) Appointment of Committees and Joint Committees

“That the Council appoints Committees and Joint Committees each with the total number of voting Members and Group allocations as shown in Tables 1 and 2 for the 2021/22 municipal year with the terms of reference set out in the Council’s constitution.”

(b) Appointment of Councillors to Committees and Joint Committees

“That, as required by section 16(1) of the Local Government and Housing Act 1989, Members be appointed to Committees and Joint Committees in accordance with the names notified to the Chief Executive by each of the Political Groups represented on the Council, to give effect to the approved allocation of seats as determined at (a) above, as set out for the time being in Table 3 circulated at the meeting.”

(c) Appointment of Chairs and Vice-Chairs to Committees and Joint Committees

“That the Council appoints Chairs and Vice-Chairs to the Committees and Joint Committees as set out in Table 4 circulated at the meeting for the 2021/22 municipal year.”

(d) Appointments to the Local Government Association and South West Regional Chamber

“That the Council appoints Members to the Local Government Association and South West Regional Chamber for the period 2021/22 as set out in Table 5 circulated at the meeting and that these appointments be approved duties.”

(e) Appointment of Members to the Appointments Committee

“That alternative arrangements be made for the appointment of Members to the Appointments Committee in accordance with the powers set out in

Section 17 of the Local Government and Housing Act 1989 and the provisions of the Local Government (Committees and Political Groups) Regulations 1990 and that the alternative arrangements provide that the membership of the Appointments Committee be not politically balanced”.

9. **Scheme of Members Allowances 2021/22** (Pages 13 - 26)
Report by the Chief Executive (attached).
10. **Outside Bodies appointment - Barnstaple Town Centre Management Team**
To consider appointing one Member to the Barnstaple Town Centre Management Team for the life of Council, following the resignation of Councillor Leaver from the Team in 2020.
11. **To determine the Scheme of Delegations for Full Council functions for the year 2021/22**
It is RECOMMENDED that the Scheme of Delegations (as amended) for the discharge of functions for the year 2021/22 as set out in Part 3 of the Constitution be adopted.

PART B (CONFIDENTIAL RESTRICTED INFORMATION)

Nil

If you have any enquiries about this agenda, please contact Corporate and Community Services, telephone 01271 388253

23.03.21

GUIDANCE NOTES FOR RULES OF DEBATE AT MEETINGS OF COUNCIL

Part 4, Council Procedure Rules of the Constitution

The basics

At a meeting of Full Council, Members shall stand when speaking unless unable to do so and shall address the Chair.

While a Member is speaking, other Members shall remain seated unless rising for a point of order, a point of information or in personal explanation.

No speeches may be made after the mover had moved a proposal and explained the purpose of it until the motion has been seconded.

Unless notice of motion has already been given, the Chair may require it to be written down and handed to him before it is discussed.

When seconding a motion or amendment, a member may reserve their speech until later in the debate.

Speeches must be directed to the question under discussion or to be personal explanation or point of order.

A speech by the mover of a motion may not exceed 5 minutes without the consent of the Chair.

Speeches by other Members may not exceed 3 minutes without the consent of the Chair, unless when the Council's annual budget is under discussion, the leader of each political group on the Council may speak for up to 5 minutes or such longer period as the Chair shall allow.

The rules of Question Time

At a meeting of the Council, other than the Annual meeting, a Member of the Council may ask the Leader or the chair of a committee any question without notice upon an item of the report of a committee when that item is being received or under consideration by the Council.



North Devon Council protocol on recording/filming at Council meetings

The Council is committed to openness and transparency in its decision-making. Recording is permitted at Council meetings that are open to the public. The Council understands that some members of the public attending its meetings may not wish to be recorded. The Chairman of the meeting will make sure any request not to be recorded is respected.

The rules that the Council will apply are:

1. The recording must be overt (clearly visible to anyone at the meeting) and must not disrupt proceedings. The Council will put signs up at any meeting where we know recording is taking place and a reminder will be issued at the commencement of virtual meetings.
2. The Chairman of the meeting has absolute discretion to stop or suspend recording if, in their opinion, continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules.
3. We will ask for recording to stop if the meeting goes into 'part B' where the public is excluded for confidentiality reasons. In such a case, the person filming should leave the room ensuring all recording equipment is switched off. In a virtual meeting the public will be excluded from the meeting while in Part B.
4. Any member of the public has the right not to be recorded. We ensure that agendas for, and signage at, Council meetings make it clear that recording can take place – anyone not wishing to be recorded must advise the Chairman at the earliest opportunity. Public contributions to virtual meetings will be recorded, unless, at the Chair's discretion, recording is deemed inappropriate in accordance with point 2 above.
5. The recording should not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or in a way that ridicules or shows a lack of respect for those in the recording. The Council would expect any recording in breach of these rules to be removed from public view.

Notes for guidance:

Please contact either our Corporate and Community Services team or our Communications team in advance of the meeting you wish to record at so we can make all the necessary arrangements for you on the day.

For more information contact the Corporate and Community Services team on **01271 388253** or email **memberservices@northdevon.gov.uk** or the Communications Team on **01271 388278**, email **communications@northdevon.gov.uk**.

Meeting Etiquette Reminder for Members

Members are reminded to:

- Join the meeting at least 10-15 minutes prior to the commencement to ensure that the meeting starts on time.
- Behave as you would in a formal committee setting.
- Address Councillors and officers by their full names.
- Do not have Members of your household in the same room.
- Be aware of what is in screen shot.
- Mute your microphone when you are not talking.
- Switch off video if you are not speaking.
- Only speak when invited to do so by the Chair.
- Speak clearly (if you are not using video then please state your name)
- If you're referring to a specific page, mention the page number.
- Switch off your video and microphone after you have spoken.
- The only person on video will be the Chair and the one other person speaking.

Virtual attendance by members of the public

If members of the public wish to attend virtually, please contact Corporate and Community services on 01271 388253 or memberservices@northdevon.gov.uk by 12pm on the Monday preceding the meeting.



North Devon Council

Report to: Annual Council

Report Date: 7 April 2021

Topic: Appointment of Committees for 2021/22

Report by: Chief Executive

1. In November 2020, discussions took place with the Group Leaders and the following political balance had been agreed. There have been no changes to Political Groups since this date. This satisfies, so far as possible, the requirements of the Local Government (Committees and Political Groups) Regulations 1990.
2. It should be noted that the below also reflects an agreement between the Group Leaders that the Green and Liberal Democrat groups would each drop a seat on the Planning Committee with the recommendation being that these seats are allocated to the Independent Group. This reflects the fact that those Groups are not able to fill the seats themselves.
3. A table showing the individual Councillors to serve on each Committee will be tabled at Full Council.

Table 1 - Politically Balanced Committees					
	Number of Cllrs	Liberal Democrat	Conservative	Independent	Green Group
Building Control Joint Committee	2	1	1		
Governance Committee (see note below)	9	5	2	2	0
Harbour Board	4	2	1	1	0
Licensing and Community Safety Committee	15	7	4	3	1
North Devon Crematorium Joint Committee	7	4	2	1	0
Planning Committee	15	6	4	5	0
Policy Development Committee (see note below)	10	5	2	2	1
Strategy and Resources Committee (see note below)	11	5	3	2	1
Total	73	35	19	16	3



- Informal discussions are in the process of taking place with Torridge District Council regarding changing the Joint Local Plan Working Group to create a formal Joint Committee. The appointment of a Joint Committee would be subject to a separate report to a future meeting of Council.

Notes on Table 1:

Seats have been allocated to political groups in accordance with the rules laid down in the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990.

Governance Committee

- Cannot include Strategy and Resources Committee Members.

Strategy and Resources Committee:

- The Chair of this Committee shall be the Leader of the Council and membership will include all Group Leaders where political balance allows.

Policy Development Committee

- The Chair of the Committee may not be a Member of the Strategy and Resources Committee.

- In addition 9 appointments are required to a Reserve List of members from which any substitutes required to sit on the Planning Committee shall be drawn, provided that Council will ensure so far as is practicable that the composition of the Reserve List reflects the political balance on Full Council.

Reserve list for Planning Committee substitutions	Number of Cllrs	Liberal Democrat	Conservative	Independent	Green Group
Planning	9	5	2	2	0



Table 3 Group Nominations to Committees:	Liberal	Democrat	Conservative	Independent	Green Group
Building Control Joint Committee	<input type="radio"/>		<input type="radio"/>		
Governance Committee	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>		<input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/>	
Harbour Board	<input type="radio"/> <input type="radio"/>		<input type="radio"/>	<input type="radio"/>	
Licensing and Community Safety Committee	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>		<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/>
North Devon Crematorium Joint Committee	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>		<input type="radio"/> <input type="radio"/>	<input type="radio"/>	



Table 3						
Group Nominations to Committees:	Liberal Democrat	Conservative	Independent	Green Group		
Planning Committee	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>		
	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>		
	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>		
	<input type="radio"/>			<input type="radio"/>		
	<input type="radio"/>					
Policy Development Committee	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>		
	<input type="radio"/>					
	<input type="radio"/>					
Strategy and Resources Committee	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>		
	<input type="radio"/>		<input type="radio"/>			
	<input type="radio"/>					
	<input type="radio"/>					
Planning Committee Reserve List for substitutions	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>		
	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>		
	<input type="radio"/>					
	<input type="radio"/>					
	<input type="radio"/>					

4. Council must also appoint the following Chairs and Vice Chairs.

Table 4	Chair	Vice-Chair
Committee:		
Governance Committee		
Harbour Board		
Licensing and Community Safety Committee		
Planning Committee		
Policy Development Committee (see note below)		
Strategy and Resources Committee (see note below)		

Notes on Table 4:

Policy Development Committee

- The Chair of the Committee may not be a member of the Strategy and Resources Committee.

Strategy and Resources Committee

- The Chair shall be the Leader of the Council.

Building Control Joint Committee and North Devon Crematorium Joint Committee

- As these are Joint Committees with other Local Authorities, appointment of Chair and Vice Chair will be made at the first meeting of the Joint Committee.

5. Council can also appoint to the Local Government Association for 2021/22

Table 5	
Local Government Association:	
General Assembly (1 Councillor)	
South West Branch (1 Councillor)	
Coastal Issues Group (2 Councillors)	
District Council's Network Assembly (1 Councillor + Chief Executive)	

6. EQUALITIES ASSESSMENT

6.1 There are not any equalities implications anticipated as a result of this report.

7. CONSTITUTIONAL CONTEXT

7.1 Part 2, Article 4, paragraph 4.5.6

7.2 Council power.

8. STATEMENT OF CONFIDENTIALITY

8.1 This report contains no confidential information or exempt information under the provisions of Schedule 12A of 1972 Act.

Author: Ken Miles/Bev Triggs

Date: 23 March 2021

Reference: T:\Democratic\Committee\Reports\Council\2021.04.07\2021.04.07 Appointments Council.doc



North Devon Council

Report To: Annual Council

Report Date: 7 April 2021

Topic: Scheme of Members Allowances

Report by: Chief Executive

1. INTRODUCTION

- 1.1. Each year all local authorities are required to set a scheme of allowances for Councillors.
- 1.2. In accordance with the Local Authorities (Member Allowances) Regulations 2003, the Independent Remuneration Panel consisting of independent people has met and made recommendations on the scheme of allowances for Councillors.
- 1.3. This report recommends the adoption of a Scheme of Members Allowances for 2021/22.

2. RECOMMENDATIONS

- 2.1. That Council considers the adoption of the Scheme of Members Allowances for 2021/22 as shown in Appendix B and C.
- 2.2. That Council consider backdating the uplifting of allowances to the 2020/21 financial year.

3. REASONS FOR RECOMMENDATIONS

- 3.1. To set Councillor allowances for 2021/22.

4. REPORT

- 4.1. The Local Authorities (Member Allowances) Regulations require an annual scheme of Councillors' allowances to be adopted that takes into account the advice of a panel of independent people (known as the Independent Remuneration Panel).
- 4.2. At the Annual Council meeting on 16 May 2019, Council requested that the Independent Remuneration Panel review the special responsibility allowance for Vice-Chair of Committees, co-opted Harbour Board Members and Lead Members. The views of appointed Members were sought in February 2020 and presented to the Panel.
- 4.3. In March 2020, one Councillor advised that he was using an electric vehicle. The current scheme does not include any reference to electric vehicles and the Panel was therefore requested to consider and make a recommendation regarding the use of electric vehicles.
- 4.4. Therefore, the Independent Remuneration Panel has met and a copy of the Panel's report is attached as Appendix A. In accordance with the Local



Authorities (Member Allowances) Regulations requires Council to take into account the advice of the panel.

4.5. The Panel is recommending the following:

4.5.1. The Basic Allowance should be updated annually on the basis of any headline percentage increase agreed by the National Joint Council (NJC) for Local Government as the pay award for staff on the national pay scale (Green Book).

4.5.2. The Special Responsibility Allowances for Vice- Chairs of Committees, co-opted Board Members and Lead Members should remain as recommended in the full Independent Remuneration Panel Report 2019/20.

4.5.3. Mileage payments for fully electric cars should be made in line with the HMRC Advisory rate (currently 4p per mile).

4.6. Due to the Covid 19 pandemic, an Annual Council meeting was not held during 2020/21. Therefore the Scheme of Members Allowances remained the same for 2020/21. The Panel has advised that other Local Authorities have taken the decision to backdate the uplifting of allowances to 2020/21. The pay offer to local authority staff for 2020/21 was 2.75%, therefore it is recommended that the new Basic Allowance rise to £4,884.74 and be backdated for 2020/21 year. The Chancellor has announced in his Budget a planned pay freeze across the Public Sector and therefore this would remain at the base level of £4,884.74 for the 2021/22 year.

4.7. Appendix B details the Scheme of Allowances for 2021/22 incorporating all recommendations of the Independent Remuneration Panel.

4.8. Appendix C details the Councillors' Expenses Policy which forms part of the Scheme of Members Allowances. No changes are proposed to the policy as adopted in 2019/20.

5. RESOURCE IMPLICATIONS

5.1. If Council approve the backdating the uplifting of Members Allowances for 2020/21 this will have a cost implication of £6,890 for that financial year and there will be an ongoing cost implication of £6,890 to the 2021/22 base budget. The recommended increase and backdating from 2020/21 onwards can be funded from within the existing revenue budget.

6. EQUALITIES ASSESSMENT

6.1. There are no equalities implications anticipated as a result of this report.

7. CONSTITUTIONAL CONTEXT

7.1. Part 2, Article 4, Paragraph 4.5.8 of the Constitution

7.2. Council function.



8. STATEMENT OF CONFIDENTIALITY

8.1. This report contains no confidential information or exempt information under the provisions of Schedule 12A of 1972 Act.

9. BACKGROUND PAPERS

9.1. No reports that aren't in the public domain were used in the preparation of this report.

10. STATEMENT OF INTERNAL ADVICE

10.1. The author (below) confirms that advice has been taken from all appropriate Councillors and Officers: Chief Executive, Head of Resources, Monitoring Officer, Accountancy Services Manager and Exchequer and Technical Services Manager.

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NORTH DEVON COUNCIL: INDEPENDENT REMUNERATION PANEL

UPDATE REPORT ON MEMBERS' ALLOWANCES 2021/22

Introduction

1. The Local Government Act 2000 requires local authorities to make a Scheme of Allowances over which they can exercise local discretion as to the amounts being paid. Local authorities must also establish and maintain an independent Panel to make recommendations. North Devon Council agreed to the appointment of the Panel members in January 2018. The composition of the Panel is:
 - Jeremy Filmer-Bennet: former Chief Executive, Devon & Cornwall Business Council
 - Bryony Houlden (Chair) – Chief Executive of South West Councils
 - Veronica Wilson –NHS Professional (*left the Panel in November 2020 but was party to the discussions and recommendations in this Report*).
2. The Scheme of Allowances is required to be subject to a fundamental review every four years. The last fundamental review was for the year 2019/20 and was signed off by the Panel in May 2019. In the years between a fundamental review the Panel, if satisfied that the Scheme remains relevant and current, may undertake an annual 'light touch' review which can be undertaken via email sign off, this is what has taken place for the recommendations in this Report. The Panel was once again grateful for officer support from Bev Triggs for the light touch review.
3. In this light touch review the Panel considered:
 - Whether they were still satisfied that the measure for inflationary uplift remained appropriate;
 - Requests from the Council that:
 - the Panel review the special responsibility allowances for Vice-Chair of Committees, co-opted Harbour Board Members and Lead Members;
 - The Panel consider the allowance made for electric cars.

Inflationary Uplift

4. In the 2019 Report the Panel recommended: *in future years the Allowance should continue to be tied to any percentage increase agreed for NJC Local Government Staff.*

5. The Panel remains of the view that this continues to be the appropriate measure for uplifting the Basic Allowance and thereby all the Special Responsibility Allowances (SRAs) which are multiplies of the Basic. The Panel does recognise that sometimes different percentages are applied to different salary scales so have refined the recommendation as set out below:

RECOMMENDATION 1: The Basic Allowance should be uprated annually on the basis of any headline percentage increase agreed by the National Joint Council (NJC) for Local Government as the pay award for staff on the national pay scale (Green Book).

Vice-Chairs of Committees, co-opted Harbour Board Members and Lead Members

6. The Panel reviewed the additional evidence provided by officers at the request of Councillors. The Panel particularly noted the points made around the experience and expertise of some Councillors undertaking these roles. However, the Panel was clear that their assessment of Allowances has to be based on the role not the person undertaking that role.
7. The Panel would wish to reconsider these roles in their next full Review when there might be more evidence to warrant revising the current recommendation but for the moment the Panel does not find compelling evidence for change.

RECOMMENDATION 2: The SRAs for Vice- Chairs of Committees, co-opted Board Members and Lead Members should remain as recommended in the full Independent Remuneration Panel Report 2019/20.

Electric Vehicles

8. The Panel are very supportive of the use of electric vehicles. The Panel is mindful of the fact that other travel allowances are based on HMRC Rates and that to vary from these rates could bring tax liabilities. The current advisory electricity rate for fully electric cars is 4 pence per mile. Hybrid cars are treated as either petrol or diesel cars for advisory fuel rates.
9. The Panel would like to undertake more detailed work into electric cars at the next full Review when it is hoped more evidence might be found from other Council schemes, at there is very little evidence of anything other than the use of HMRC rates.

RECOMMENDATION 3: Mileage payments for fully electric cars should be made in line with the HMRC Advisory rate (currently 4p per mile).

March 2021

NORTH DEVON COUNCIL

SCHEME OF MEMBER ALLOWANCES AND EXPENSES POLICY 2021/22

1. A **Basic Allowance** in the sum of £4,884.74 will be payable to all Members of the Council.
2. **Special Responsibility Allowances** will be payable to the following Council positions (Note: Members are only eligible to claim one Special Responsibility Allowance):

Position	Multiplier of Basic Allowance	Amount per annum
Single person positions		
Leader	2.5	£12,211.85
Deputy Leader	1	£4,884.74
Chair of Planning Committee	1	£4,884.74
Chair of Licensing and Community Safety Committee	1	£4,884.74
Chair of Harbour Board	0.5	£2,442.37
Chair of Governance Committee	0.5	£2,442.37
Chair of Policy Development Committee	1	£4,884.74
Chair of Strategy and Resources Committee	0	0
Chair of Appointments Committee	0	0
Multiple person positions		
Lead Members (maximum of 6)	0.5	£2,442.37
Group Leader (there are 3)		£222 per group member with a minimum of £500
Parish Council co-optees to Governance Committee	2	0
Independent Member (for consultation on complaints)		£200
Co-opted Board Members (there are 4)		£200

3. **Carer's Allowance**

- (a) When a carer for a dependent has been engaged to allow a member to carry out an approved duty an allowance may be claimed that is equivalent to the national living wage relevant to the carer's age or national minimum wage if under the age of 25;

(b) A carer will be any responsible adult who does not normally live with the member as part of his/her family;

(c) An allowance will be payable if the dependent being cared for:

(i) is a child under the age of 14; or

(ii) is an elderly person; or

(iii) has a recognised physical or mental disability who normally lives with the member as part of that member's family and should not be left unsupervised

4. **Travelling Allowance** for approved duties

(a) For car travel the single rate of 45 pence per mile will apply to all engine sizes (this is the HMRC approved mileage rate). For fully electric cars the single rate of 4 pence per mile will apply (this is the HMRC advisory rate)

(b) If passengers are carried to whom a travelling allowance would otherwise be payable, an additional 5 pence per mile will be paid.

(c) The motorcycle mileage rate is 24 pence per mile (this is the HMRC approved mileage rate).

(d) The cycle mileage rate is 20 pence per mile (this is the HMRC approved mileage rate).

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

(f) In cases of urgency or where no public transport is reasonably available, the amount of the actual fare and any reasonable gratuity will be paid.

5. **Subsistence Allowances** for approved duties will not exceed:

(a) In case of an absence, not involving an absence overnight, from the Councillor's usual place of residence:

i. Breakfast Allowance of £6.61 if more than 4 hours away from normal place of residence before 11.00 am

ii. Lunch Allowance of £9.12 if more than 4 hours away from normal place of residence, including the lunchtime between 12 noon and 2.00 pm

iii. Tea Allowance of £3.57 if more than 4 hours away from normal place of residence including the period 3.00 pm to 6.00 pm

iv. Evening Meal Allowance of £11.30 if more than 4 hours away from the normal place of residence ending after 7.00 pm

(b) Out of pocket allowances for residential courses

i. £5.04 per night, or

ii. £20.24 per week

(c) Absence overnight from the Councillor's usual place of residence will lead to reimbursement of reasonable receipted expenditure.

6. Payment of Allowances to Suspended Members

The payment of any Basic Allowance or Special Responsibility Allowance to any Member shall be withheld should that Member be suspended from attending meetings of the Council or any of its Committees as a result of a ruling of a breach of the Members Code of Conduct.

7. Approved duties for which travelling and subsistence allowance will be paid:

- Formal meetings, Locality Forums and Member Briefings.
- Lead Member task groups.
- Chairman of Committee duties, including Chairman's agenda meetings.
- Leader of Council duties.
- Members' Training and other Member events arranged by the Council, including conferences.
- Meetings authorised by the Chief Executive, attendance at which is to discharge Council functions.
- Joint meetings with other Local Authorities.
- Attendance at meetings of outside bodies identified as approved duties for the purpose of payment of travelling and subsistence.
- Town or Parish Council meetings within the Member's Ward.
- The opening of tenders where a Member's attendance is required by the Constitution.

8. Indexation

The levels of the basic allowance and special responsibility allowances listed in paragraphs 1 and 2 of this Scheme can be varied with effect from the beginning of the year in accordance with the percentage change in the levels of the Council's staff's remuneration for that year.

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COUNCILLORS' EXPENSES POLICY

1 POLICY OBJECTIVES

- 1.1 This policy sets out the Council's arrangements for the control, accountability for, and reimbursement of, expenses incurred during the course of Council business.
- 1.2 The Council will reimburse actual expenses incurred in relation to approved duties in accordance with the terms of this Policy.
- 1.3 All expenses are subject to the Council's normal checking and signatory procedures before reimbursement is made.

2 COUNCILLOR'S RESPONSIBILITIES

- 2.1 It is a Councillor's responsibility to ensure that s/he is familiar with the content of this Policy.
- 2.2 Before committing to a journey or other expenditure a Councillor must ensure that it relates to an approved duty.
- 2.3 A Councillor must always:
 - Select the most appropriate option to meet their requirements in order to keep overall costs to the Council taxpayer to a minimum
 - Only submit legitimate expense claims, and supply VAT receipts or invoices in order to validate their claims
 - Claim any expenses incurred within the financial year in which they are incurred
 - Sign the claim form and pass it to the Corporate and Community Services Team
- 2.4 It is worth noting that claims made by the first Tuesday of a month will be paid by the 25th of that month, although this is likely to differ in December.

3 THE CORPORATE AND COMMUNITY SERVICES TEAM'S RESPONSIBILITIES

- 3.1 It is the Team's responsibility to ensure that they are familiar with the content of this Policy and the Constitution's Financial Procedure Rules. In addition they will:
 - provide Councillors with details of the applicable expenses rates
 - arrange any bookings
 - provide verbal and written advice to Councillors on this Policy. This includes explaining why a claim might not be payable
 - encourage Councillors to arrange journeys so as to minimise expenses such as mileage
- 3.2 The Team will only authorise legitimate and compliant claims. They will check that:
 - the expense relates to an approved duty
 - the expense claim is accurate
 - all invoices or receipts are attached to it

4 AUDIT TRAIL

- 4.1 HMRC require a VAT invoice to evidence, as a minimum, that sufficient fuel was purchased to cover the journey being reimbursed. It should be for fuel purchased on or before the journey being claimed. It is accepted that not all claims will have a

VAT receipt where, through low usage, a tax receipt may cover more than one claim.

- 4.2 In general, appropriate VAT receipts must be obtained for all expenses incurred. Where it is impossible to obtain an appropriate receipt, the claim form must include the reasons. Reimbursement of the VAT element, or the entire sum may be withheld in cases where there is no receipt. Approval to pay such a claim must be approved by the Chief Executive or their nominated representatives.
- 4.3 Council resources including cash can only be spent within certain limits of authority and amount. Councillors are expected only to claim for expenses legitimately incurred on approved duties, and only up to approved limits. Any allegation that a Councillor's claim was fraudulent or broke the rules governing such claims will be investigated and, may be referred to the Governance Committee. If a criminal offence is suspected the Council will also report the allegation to the police. Depending on the circumstances the Council's internal fraud procedures may be invoked.

5 EXPENSES

5.1 Mileage

Mileage rates will be paid at the rate shown in the Scheme of Members' Allowances, which is agreed annually.

For each journey the expenses form should detail the Councillor's:

- Vehicle registration number
- The mileage and route taken (including all places visited)

Please note in order to make a legitimate claim for mileage, vehicles must have an up to date MOT and be taxed and insured (see the note below).

A note on motor insurance:

Failure to buy the correct type of motor insurance can mean you will be unable to make business trips, but more importantly in the event of an accident your insurers are quite entitled not to pay out on a claim. It could also harm your future renewals if they consider that you have given wrong information.

The most basic cover (social domestic and pleasure with commuting) may not cover you for any form of business activities or travelling during the day. Instead, you will need at least class one business use (this may be referred to in your policy documents as "in connection with your employers business" or similar). If business use of a vehicle is very occasional (once or twice a year), you are advised to speak with your insurer to determine if occasional business use can be included, rather than taking out class one cover.

Class one business use will cover your vehicle in connection with your approved duties, such as driving to different sites.

In all cases you are advised to double check with any potential or current insurer the precise terms of cover your policy holds. This includes if you are a named driver and/or the policy is in the name of your partner/spouse. Remember, at first glance the lowest price for your insurance may not be the best for you.

5.2 Car Parking

If a Councillor travelling on an approved duty uses public car parks (that their Council car parking permit does not include) they must buy a ticket. This cost can be claimed back. The ticket should be attached to the claim form whenever possible. The Council will not cancel any excess charges, or reimburse a Councillor for them.

5.3 Rail Travel

Tickets should be purchased through the Corporate and Community Services Team. Doing this as far in advance as possible enables significantly cheaper tickets to be purchased to minimise costs. All tickets will be standard class, and Councillors should use any discounts available to them.

The procedure for doing this is as follows:

1. The Councillor should contact the Corporate and Community Services Team with their travel request details.
2. The Councillor should provide as much notice as possible. The minimum amount of time being seven working days. This is to allow time for the tickets to arrive.
3. When the ticket arrives the Corporate and Community Services Team will contact the Councillor to arrange collection.

If tickets cannot be purchased in this way at least seven days in advance, Councillors might have to purchase the ticket themselves. They may then claim the cost back from the Council as long as they can demonstrate that they had purchased the cheapest ticket available at that time.

5.4 Subsistence

Subsistence is reimbursement from the Council to a Councillor in respect of actual food and drink costs they have incurred during their approved duty. Expenses will not be paid where a suitable meal is provided as part of the event (e.g. at a course or conference).

The maximum amount payable will be same as paid to Officers, and as shown in the annually agreed Scheme of Members' Allowances.

In exceptional circumstances, if a Councillor must stay away from home overnight on an approved duty, then dinner, bed and breakfast (at a reasonably priced rate with full supporting receipts) may be claimed.

5.5 Hotel accommodation

Where hotel accommodation is essential it will be in a reasonably priced hotel (e.g. Travel Inn or 3 star hotel), and will normally be booked in advance by the Corporate and Community Services Team.

Where possible, arrangements should be made for the account to be sent directly to the Corporate and Community Services Team.

Where a Councillor pays the hotel bill and seek reimbursement for the accommodation costs, such claims will need to be supported by a receipt.

5.6 Air travel

This must be specifically agreed by the Corporate and Community Services Team before booking because of tight budgetary constraints.

5.7 Taxis

In rare cases of urgency, for example a medical emergency, or where no public transport is reasonably available the amount of the actual fare and any reasonable gratuity will be paid.

In any other case, the amount of the fare for travel by appropriate public transport will be paid.