

1 December 2011

Dear Councillor

COUNCIL - TUESDAY, 6TH DECEMBER 2011

I am now able to enclose, for consideration at the above meeting of the Council, the following reports that were unavailable when the agenda was printed.

- | Agenda No | Item |
|------------------|--|
| 6. | <u>Executive Cabinet</u> |
| | b) <u>General report of the meeting held on 24 November 2011 (enclosed).</u> (Pages 69 - 72) |
| 11. | <u>Review of Members' Allowances - Independent Remuneration Panel</u> (Pages 73 - 90) |
| | To consider a report of the Independent Remuneration Panel recommending a revised Members Allowances Scheme (enclosed). |
| 14. | <u>To consider the Notices of Motion given in accordance with Council procedure Rule 10</u>
(Pages 91 - 92) |
| | To consider the enclosed four notices of motion submitted by Councillor Peter Wilson. |

Yours sincerely



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Chief Executive

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ان معلومات کا ترجمہ آپ کی اپنی زبان میں بھی کیا جاسکتا ہے۔ یہ خدمت استعمال کرنے کیلئے براہ مہربانی اس نمبر پر ٹیلیفون

01257 515823 کیجئے:

REPORT OF EXECUTIVE CABINET**GENERAL REPORT - 24 November 2011**

1. The Cabinet's recommendations on the reports that require Council decisions appear as separate items on the agenda.

Funding the Independent Domestic Violence Advocacy (IDVA) Service

2. The Chair of the Overview and Scrutiny Committee, Councillor Adrian Lowe, presented a report outlining the results of the Committee's scrutiny of the Independent Domestic Violence Advocacy Service for Chorley and South Ribble.
3. The scrutiny aims to understand the value of the service to residents of Chorley and South Ribble and to look at future delivery of the service. The Committee has heard from a number of partners from the Community Safety Partnership.
4. The Committee found that the IDVA service is highly valued not only in supporting victims of domestic abuse but also in preventing repeat cases. In doing so it is of benefit to all partners and will, in the long term, mean savings within each organisation.
5. There is no clear commitment on funding from partners. We discussed the value of the service and supported the recommendations to consider making some provision for funding for the Independent Domestic Violence Advocacy Service for Chorley and South Ribble in the 2012/13 budget and that Chorley lead the way in seeking funding from the other key partners who benefit from the service, namely the Police, South Ribble Borough Council, Lancashire County Council, the PCT and CCH and other social landlords.
6. Secondly we agreed to consider a three year commitment to fund the service from March 2012 to March 2015 (with annual review) during the budget process, and that a similar commitment be sought from other partners through the Community Safety Partnership.

Planning Review - Fees

7. The Executive Member for Partnerships and Planning presented a report requesting approval to amend and introduce new changes to the planning fee schedule.
8. The majority of the fee proposals relate to commercial developers and those relating to householders are optional services. This means that the impact on Chorley residents will be minimal.
9. We approved the proposed changes and additions to the planning fee model for implementation from 1 January 2012.

Safeguarding Policy - Review and Update

10. The Executive Member for People presented a report advising of a review of the Council's child protection policy and arrangements for dealing with safeguarding issues that might arise through contact with children and young people.
11. The Council's current Policy was drafted in 2009 and the arrangements for dealing with safeguarding issues have altered due to senior management restructures in late 2010.
12. A future Members Learning Hour will be arranged to provide detailed information on the policy and procedures as well as Members' responsibilities with regard to safeguarding. Training for frontline staff will be provided to ensure they are fully conversant with their responsibilities and understand the procedures for raising safeguarding concerns arising from their work activities.

Update on London 2012 progress in Chorley

13. The Executive Member for People introduced a report which highlights current progress of initiatives and work to promote and link Chorley to the London 2012 Olympic and Paralympics Games.
14. The report includes an update on the implications for the Olympic Torch Relay passing through Chorley centre, Euxton and Croston. The Council has the responsibility for facilitating the Olympic Torch's safe arrival; ensuring the Olympic Torch Relay Route is dressed for the occasion; encouraging local people to get involved including lining the route and liaising with local partner agencies, such as the police, to enable the Olympic Torch to pass through the borough.
15. In response to queries from Members a further report will be presented outlining the detailed costs of this. We approved a budget provision of £40,000 to support the activities and initiatives planned for the Torch Relay and Olympiad period.

Allotments Update

16. The Executive Member for People presented a report relating to The Common, Adlington element of the allotments project.
17. The Common is one of three sites identified to be taken forward for development of new allotments.
18. Initial consultation with 37 neighbouring properties was undertaken in May 2011. Further consultation was carried out as part of the planning application for the provision of a car park on the site. Opposition had been expressed by local ward councillors, Adlington Town Council, and residents including a 52 signature petition and 179 letters of objection.
19. Other local potential sites have been identified, including Harrison Road. All of the sites present further issues including access, ecological impact and/or do not offer good value for money.
20. We agreed to defer delivery of allotments at The Common, Adlington, withdraw the planning application for on site car parking and requested that officers identify alternative sites in the Borough for allotment plots.

Waste Contract Update

21. The Executive Member for Places introduced a report on the performance of the waste contract and making recommendations on how the Council introduce food waste collections. LCC no longer require separate food waste collections from all properties as part of the current cost sharing agreement.
22. Veolia has continued to meet their monthly performance targets and Chorley achieved a recycling rate of 48.55% in 2010/11, which is the best in Lancashire.
23. It is proposed to start collections of co-mingled food and garden waste from all properties with a brown bin from March 2012. Other than initial publicity costs, there are no additional costs for vehicles or containers. As the Farington Waste Technology Park (WTP) only passed the acceptance tests for food waste in September it is prudent to wait until after the winter period before fully introducing comingled food and garden waste collections. Introducing the new changes in March 2012, at the start of the growing season, will ensure that residents have significant amounts of garden waste to mix their food waste with and the service is unlikely to be disrupted by severe winter weather.
24. Officers clarified that residents retained the option to dispose of food waste in their domestic bin.

25. We also agreed to defer separate food waste collections from properties without gardens (8,500) for the duration of the contract (2019) which would save £70,000 per year. This follows the results of the trials collecting food waste separately from terraced properties undertaken by South Ribble Borough Council and Preston City Council. The participation rate was 35% for South Ribble and 40% for Preston City Council. As participation rates are lower when compared to properties with gardens the cost per tonne of food waste collected is significantly more expensive for these property types. Pendle Council suspended their separate food waste in October 2011 to 7,000 terraced properties partly because of the high cost of collection.

Second Quarter Council Performance Report 2011/2012

26. The Chief Executive introduced a report setting out the performance of the Council against the delivery of the Corporate Strategy and key performance indicators during the second quarter of 2011/2012, 1 July to 30 September 2011.
27. Overall performance of key projects remains good, with the vast majority of the projects either completed, or on track. The timescales to deliver the project to refresh the Council's website has slipped for several reasons. However, the live site is expected to go live in quarter 4.
28. Overall performance on the key measures in the Corporate Strategy and key performance indicators is strong, with 83% of the Corporate Strategy measures performing above target or within the 5% tolerance. Two key performance indicators within the Corporate Strategy are below target: % of health checks resulting in a referral and the % of 16-18 year olds who are not in education, Employment or training (NEET).
29. The health checks service team are planning to take the health checks into communities and work with employers going forward. On the NEET indicator the figures follows a national trend, but the Council is looking at ways to reverse this trend.
30. One of the key service delivery measures is below target, namely the number of families owed a statutory duty in temporary accommodation. In this case, an action plan has been developed to outline what action will be taken to improve performance.

Second Quarter Chorley Partnership Performance Report 2011/2012

31. The Chief Executive presented a report on the performance of the Chorley Partnership during the second quarter of 2011/2012, from 1 July to 30 September 2011.
32. Performance is assessed on the delivery of partnership projects, against measures in the delivery plan and key service delivery measures. Performance in achieving the key performance targets remains good, although overall crime in quarter two has increased by 3% compared to this period last year, the year to date figure shows a reduction of 4.6%. Accidental Dwelling Fires figures are lower than anticipated.
33. Generally performance on the key projects / priorities in the Chorley Partnership delivery plan is strong, with 89% rated green as is performance on the key projects of the Chorley Partnership, with all five of the projects currently rated 'green'.
34. Member raised concerns about the impact of cuts within the Police force on levels of crime in Chorley going forward.

Grant of a lease - land at Balshaw Lane, Euxton

35. The Executive Member for People introduced a report seeking approval for the terms agreed for the grant of a 25 year lease to Euxton Parish Council on land at Balshaw Lane, Euxton for the creation of a skate park.
36. The Council owns land at Balshaw Lane Euxton. The land currently provides car parking, amenity open space and access to Yarrow Valley Country Park. A consultation exercise carried out by Euxton Parish Council identified a lack of leisure facilities and activities for young people in the

village of Euxton. As a result, further public consultation was carried out and it has been suggested that a skate park will meet the needs of young people in Euxton.

37. Terms have been proposed, and accepted for the grant of a 25 year lease to enable the creation of a skate park by Euxton Parish Council.
38. We also agreed to authorise Liberata Property Services to instruct the Head of Governance (Legal Services) to proceed with the drafting of the Lease, with the Lease to be signed once the Parish Council has secured full funding for the project.

Results of a joint insurance procurement exercise in conjunction with South Ribble Borough Council

39. We considered a confidential report which outlined that at the June meeting we approved a joint procurement exercise, in conjunction with South Ribble Borough Council, for the renewal of the current insurance covers in place at both Councils under existing Long Term Agreements (LTAs) that are due to expire on 31/12/2011.
40. We also approved the contract award procedure and tender evaluation criteria and agreed that South Ribble Borough Council would act as the lead body for the joint procurement and conduct the exercise in compliance with its Contract Procedure Rules and Procurement Guidance.
41. The joint exercise has now been undertaken and a detailed Tender Evaluation Report had been provided by the Councils' common insurance brokers.
42. We agreed that Risk Management Partners (RMP), Zurich Municipal (ZM) and ACE European Group Limited be appointed to provide insurance cover for the respective classes of insurance noted in the report.

Planning review and restructure

43. The Director of Planning, Partnerships and Policy presented a confidential report detailing the results of an in-depth review of the planning service which has been carried out during the last six months.
44. The review has already resulted in numerous process improvements in the service, which can be measured through improved performance in planning processing times and more improvements are planned.
45. In addition to these improvements the review has identified areas where the service can be improved and strengthened through restructuring.
46. We approved the proposed structure, as detailed in the report, for consultation and granted delegated authority to the Executive Member for Partnerships and Planning to approve the final structure.

Recommendation

47. That the report be noted.

COUNCILLOR PETER GOLDSWORTHY
Executive Leader

RR



Report of	Meeting	Date
The Independent Remuneration Panel	Council	6 December 2011

MEMBERS' ALLOWANCES SCHEME

PURPOSE OF REPORT

1. To consider the recommendations of the Independent Remuneration Panel to the Council in relation to Members' Allowances.

RECOMMENDATION(S)

2. That the attached revised Members' Allowances Scheme be approved, with effect from 15 May 2012, which includes the following detailed changes:
 - 1) To define a medium Group as between 6 and 12 Members and to propose an Allowance of £1848.30 for their Leader (previously the amount was not specified).
 - 2) To define a small Group as between 2 and 5 Members and to propose an Allowance of £924.15 for their Leader (previously £1848.30).
 - 3) Secretary allowances: to delete all secretary allowances as these are viewed as a political role.
 - 4) Chair of the Equalities Forum: not to pay this allowance where it is held by an Executive Member (previously £1414.40).
 - 5) Vice-Chair of the Overview and Scrutiny Committee: To reduce to £1414.40 in line with other Vice-Chair allowances.
 - 6) To continue to increase allowances in line with any annual officer pay increases.
 - 7) To continue to increase travel and subsistence allowances in line with officer payments.
 - 8) To introduce a dependant carers allowance based on the following conditions:
 - To be payable when a Councillor is undertaking "Council approved duties" according to Chorley Council guidance notes on approved duties:
 - For the independent care of a child, who is resident with the Councillor, aged 15 years and under
 - For the professional care of a dependant relative.
 - A dependant relative is defined as where the Councillor is the main carer and one of the following categories apply:
 - Elderly relative requiring constant care,
 - Disabled relative requiring constant care,
 - Relative with learning disabilities requiring constant care
 - Qualifying Situation
 - The child or foster child of a Councillor (one payment per household in the case of a spouse or partner)
 - Dependant relative of a Councillor (one payment per household in the case of a spouse or partner)
 - Rates of Payment
National Minimum Wage, unless there were specific circumstances.
 - 9) To recommend that Members should not be able to join the Local Government Pension Scheme.
 - 10) To suggest that Members consider the potential for the Overview and Scrutiny Committee and the Audit Committee to be merged. If Overview and Scrutiny Committee was merged with Audit Committee the allowance for the Chair of the Overview and Scrutiny Committee should remain at the same level.

EXECUTIVE SUMMARY OF REPORT

3. The current Members Allowances Scheme was agreed in 2007 and the Local Authorities (Members Allowances) (England) Regulations 2003 state that schemes should be reviewed as a minimum every four years. Minor changes to the current scheme were agreed in 2008 to reflect changing Committee roles but a full review is now due. The process is that the Independent Remuneration Panel meet and make recommendations which are then put forward for full Council's consideration. A revised scheme has been drawn up and is before Councillors for their consideration. Councillors are not required to agree with Independent Remuneration Panel recommendations, just take them into account.

Confidential report Please bold as appropriate	Yes	No
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CORPORATE PRIORITIES

4. This report relates to the following Strategic Objectives:

Strong Family Support		Education and Jobs	
Being Healthy		Pride in Quality Homes and Clean Neighbourhoods	
Safe Respectful Communities		Quality Community Services and Spaces	
Vibrant Local Economy		Thriving Town Centre, Local Attractions and Villages	
A Council that is a consistently Top Performing Organisation and Delivers Excellent Value for Money			√

BACKGROUND

5. Allowances can only be paid to Members of local authorities in accordance with the Local Government and Housing Act 1989, as amended by the Local Government Act 2000 and supplemented by the Local Authorities (Members Allowances) (England) Regulations 2003.
6. These statutory provisions require local authorities to make a formal Scheme of Allowances for their Members and to establish and maintain an Independent Remuneration Panel to make recommendations to Councils about their Schemes. The Council is required to have regard to recommendations that have been made by its Independent Remuneration Panel.
7. The members of the Independent Remuneration Panel are: Mr Dennis Benson (Chair), Mr Allan Jones and Mr Tom Waring who were appointed by the Council on 4 April 2011 for a three year term of office.

REQUIREMENTS AND CURRENT SCHEME

8. The Regulations state that each Authority must make a Scheme which includes a Basic Allowance and Special Responsibility Allowances (SRA) for special responsibilities. The current Scheme includes a schedule of allowances which Chorley Council pays to its Elected Members.
9. A scheme may also provide for:
 - Dependants' carers' allowance
 - Travelling and subsistence allowance
 - Co-optees' allowance
 - Pensions

MEETINGS OF THE PANEL

10. The Panel have met four times, on 13 April, 10 June, 30 August and 24 November. Consideration was given to the Regulations which govern Allowances and the current scheme. After reviewing the methodology behind the Scheme we felt it was fit for purpose and should be retained for continuing use. As a whole the Scheme was working well and although there was a need to review certain allowances it had to be expected that roles would change over time. We appreciated the need to bear in mind the current economic climate when considering the level of allowances.
11. We considered comparative information for Lancashire authorities and the bench marking group but noted that it was difficult to compare like with like. We met with the previous Chief Executive to receive her feedback on the scheme.
12. Over the course of the meetings we discussed several issues and a summary of these is set out below.
13. Political groups: We discussed sizes of groups and felt that a medium group should be defined as 6 to 12 Members and a small group as 2 to 5 Members. Previously the allowance for Leader of a medium group was undefined (as there are currently no medium groups) and we considered this should be £1848.30 with the Leader of a small group being £924.15 (half the Leader of a medium group allowance).
14. Group secretaries: only one Authority paid the allowance in Lancashire, whilst none of the benchmarking authorities paid such an allowance. We felt it was inappropriate for the Council to remunerate this role as this was a political role and so have recommended these allowances be deleted.
15. Chair of the Equalities Forum: this allowance had been introduced when the meeting was chaired by a back bench member. As the Chair is now an Executive Member this allowance should be deleted where it is held by an Executive Member.
16. Vice-Chair of the Overview and Scrutiny Committee: the number of meetings has reduced since the allowance was originally set and so we have recommended this allowance should be reduced to be in line with other Vice-Chair allowances.
17. Dependant Carers Allowance: We felt that the Council ought to be encouraging people with caring responsibilities to become Councillors as part of it's commitment to equality. The rate of payment should be the National Minimum Wage, unless there are specific circumstances. Across Lancashire there is no pattern as to the rate payable as payments ranged from £3 per hour to up to a maximum of £750 per year.
18. Mechanism for increasing allowances: the link to the staff pay award scheme for the annual increase and the link to staff rates for travel and subsistence allowances works well. Several other Lancashire Authorities also use this mechanism so no change is recommended here.
19. Pensions: We noted that Council took the decision not to include pensions in their Scheme in November 2005 and there has been no indication of a change in approach.
20. We met with the Group Leaders to receive their feedback on our draft proposals and there was broad agreement. We had considered increasing the allowance for the role of Chair of the Development Control Committee in view of the number of meetings and associated briefing meetings; the responsibilities of the Committee; and the public accountability but agreed with Group Leaders that in the current economic climate an increase is not

appropriate. We also did not wish to add another level of remuneration by recommending a lesser increase.

- 21. Two Group Leaders felt the Chair of the Overview and Scrutiny Committee allowance should be reduced, but one felt strongly that it should remain the same as the Committee has responsibility for providing challenge to the Executive. One Leader supported the proposal to consider the potential for the Overview and Scrutiny Committee and the Audit Committee to be merged and one disagreed. We felt that if, in the future, Overview and Scrutiny Committee was merged with Audit Committee the allowance for the Chair of the new Committee should remain the same.
- 22. The Panel are recommending a number of changes which are detailed in paragraph 2 and a suggested revised Scheme is appended to this report.
- 23. Two additional changes have been included in the revised Scheme to clarify current practice. These are relating to the requirements registration with the Information Commissioner (paragraph 22 of the Scheme) and around claiming car mileage (Appendix C of the Scheme, paragraph 9).

COST IMPLICATIONS

- 24. The Panel have drawn up with the recommendations set out in paragraph 2 the following cost implications relating to the recommendations:

Allowance	£ currently	£ proposed	Cost implication £
Leader of a Small Group	1848.30	924.15	Reduction of 924.15 x 2
Secretary allowances	1655.81 x 2, 537.31 x 2	0	Reduction of 4386.24
Equalities Forum	1414.40	0	Reduction of 1414.40
Vice-Chair of the Overview and Scrutiny Committee	2594.44	1414.40	Reduction of 1180.04
Total			8828.98

Proposal	Cost implication
To increase allowances in line with officer pay increases	No change
To increase travel and subsistence allowances in line with officer payments	No change
To introduce a dependant carers allowance	Dependant on uptake
Members should not be able to join the Local Government Pension Scheme.	No change

IMPLICATIONS OF REPORT

- 25. This report has implications in the following areas and the relevant Directors' comments are included:

Finance	√	Customer Services	
Human Resources		Equality and Diversity	
Legal	√	Integrated Impact Assessment required?	√
No significant implications in this area		Policy and Communications	

COMMENTS OF THE STATUTORY FINANCE OFFICER

26. The savings, should the new Scheme be adopted, are £8828.98 as shown in paragraph 24. This figure will be added to future budget forecasts.

COMMENTS OF THE MONITORING OFFICER

27. The report complies with the relevant Regulations and takes a reasonable approach to the remuneration for Members’.

DENNIS BENSON
CHAIR OF THE INDEPENDENT REMUNERATION PANEL

Background Papers			
Document	Date	File	Place of Inspection
Local Authorities (Members Allowances) (England) Regulations 2003	2003		Democratic Services
Current Members Allowances Scheme	2010		Council Constitution

Report Author	Ext	Date	Doc ID
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Appendix 9

Members' Allowances Scheme

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Chorley Borough Council Members' Allowances Scheme

The Chorley Borough Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) Regulations 1991, as amended by the Local Authorities (Members' Allowances) (Amendment) Regulations 1995 and the Local Authorities (Members' Allowances) (England) Regulations 2001, hereby makes the following Scheme:

Citation

1. This scheme may be cited as the Chorley Borough Council Members' Allowances Scheme and shall have effect from 23 September 2008 until amended or revoked.

Interpretation

2. In this scheme,
 - "councillor" means a member of the Chorley Borough Council who is a councillor;
 - "year" means the 12 months ending with 31 March;
 - and a reference to a Regulation is a reference to the relevant numbered Regulation of the Local Authorities (Members' Allowances) Regulations 1991 as amended by the Local Authorities (Members' Allowances) (Amendment) Regulations 1995 and the Local Authorities (Members' Allowances) (England) Regulations 2001.

Basic Allowance

3. Subject to paragraph 8, for each year a basic allowance of the amount specified in the Schedule to this scheme shall be paid to each councillor. The basic allowance contains an element for publicising their availability to constituents.

Special Responsibility Allowances

4. For each year a special responsibility allowance shall be paid to those councillors who hold the special responsibilities in relation to the Council that are specified in the Schedule to this scheme.
5. Subject to paragraph 8, the amount of each such allowance shall be the amount specified against that special responsibility in that Schedule.

Attendance Allowances

6. No payments shall be made to Councillors as attendance allowances under Regulation 10 or in the nature of attendance allowance under Section 175 of the Local Government Act 1972 (conferences etc).

Financial Limits

7. Any payment under this scheme shall be subject to such of the conditions specified in Regulation 12 as may be applicable.

Renunciation

8. A councillor may by notice in writing given to the Chief Executive of the Council elect to forego any part of his or her entitlement to an allowance under this scheme.

Part-Year Entitlements

9. The provisions of this paragraph shall have effect to regulate the entitlements of a councillor to basic and special responsibility allowances where, in the course of a year, this scheme is amended or that councillor becomes, or ceases to be, a councillor, or accepts or relinquishes a special responsibility in respect of which a special responsibility allowance is payable.

10. If an amendment to this scheme changes the amount to which a councillor is entitled by way of a basic allowance or a special responsibility allowance, then in relation to each of the periods:
 - a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect; or
 - b) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year,
 - c) the entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of the days in the period bears to the number of days in the year.
11. Where the term of office of a councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that councillor to a basic allowance shall be to the payment of such part of the basic allowance as bears to the whole the same proportion as the number of days during which his or her term of office subsists bears to the number of days in that year.
12. Where this scheme is amended as mentioned in sub-paragraph (2), and the term of office of a councillor does not subsist throughout the period mentioned in sub-paragraph (2)(a), the entitlement of any such councillor to a basic allowance shall be to the payment of such part of the basic allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days during which his or her term of office as a councillor subsists bears to the number of days in that period.
13. Where a councillor has during part of, but not throughout, a year such special responsibilities as entitle him or her to a special responsibility allowance, that councillor's entitlement shall be to payment of such part of that allowance as bears to the whole the same proportion as the number of days during which he or she has such special responsibilities bears to the number of days in that year.
14. Where this scheme is amended as mentioned in sub-paragraph (2), and a councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph (2)(a) of that paragraph any such special responsibilities as entitle him or her to a special responsibility allowance, that councillor's entitlement shall be to payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.

Payments

15. Payments in respect of basic and special responsibility allowances shall, subject to sub-paragraph (2), be made in instalments of one-twelfth of the amount specified in this scheme on the seventeenth day of each month or, if not a working day, on the nearest working day to the seventeenth day of each month.
16. Where a payment of one-twelfth of the amount specified in this scheme in respect of a basic allowance or a special responsibility allowance would result in the councillor receiving more than the amount to which, by virtue of paragraph 8 he or she is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.

17. *The amounts payable as part of the Scheme are updated on an annual basis at the same rate as the officer annual pay increase and will be implemented with effect from 1 April each year.*

Record of Allowances

18. It is a legal requirement that the Council shall keep records of payments of allowances to Councillors and that these shall be open to public inspection, and be publicised annually.

Suspension of Allowances

19. The right to basic allowance, special responsibility allowance and travel and subsistence allowance will be removed whilst a Councillor is suspended from the Council for breach of the member code of conduct.
20. Whilst a Councillor is partially suspended from the Council as a result of a breach of the member code of conduct the right to a special responsibility allowance and travel and subsistence will be removed in respect of duties and responsibilities from which the Councillor is suspended.

Equipment and Stationary

21. All Councillors are offered a laptop computer, printer, broadband connection and telephone line. Business cards and letter headed paper is available on request from the Democratic Services section.

Annual registration with the Information Commissioner

22. *The schedule of allowances allows for the annual registration fee with the information commissioner which is applicable to all Councillors.*

Gary Hall
Chief Executive

Appendix A – Basic and Special Responsibility Allowances

1. The basic allowance is £4242.14.
2. The following are specified as the special responsibilities in respect of which special responsibility allowances are payable and the amounts of those allowances:

A payment is made for each Special Responsibility position held	Annual Amount of Allowance £
Executive Leader of the Council (assumed to be also a Leader of a large Group (over 12 Members))	12800.87
Leader of Opposition	6570.06
Leader of a Large Group (who is not the Executive Leader or the Leader of the Opposition)	N/A
Leader of a Medium Group (<i>between 6 and 12 Members</i>)	1848.30
Leader of a Small Group (<i>between 2 and 5 Members</i>)	924.15
Deputy Leader of a Large Group	1848.30
Deputy Executive Leader	3963.51
Secretary of a Large Group (12 or more Members)	4655.84
Secretary of a Medium Group (6–11 Members)	N/A
Secretary of a Small Group (less than 6 Members)	537.34
Executive Member for any one or more specified portfolios	4242.14
Chair of the Development Control Committee	2871.35
Chair of the Licensing and Safety Committee	2871.35
Lead Member for any one or more specified portfolio other than Development Control and Licensing	1414.40
Vice-Chair of the Development Control Committee and Licensing and Safety Committee	1414.40
Chair of the Audit Committee	1414.40
Chair of the Equalities Forum (<i>not to be paid where this post is held by an Executive Member</i>)	1414.40
Chair of the Overview and Scrutiny Committee	4242.14
Vice-Chair of the Overview and Scrutiny Committee	1414.40
Chair of the Overview and Scrutiny Task Groups	311.33
Independent Chair of the Chair of the Standards Committee	1696.22

The foregoing Scheme was made by the Council on 3 July 1990 and has been subsequently amended. *The most recent amendments were authorised by the Council on 6 December 2011, effective from 15 May 2012.*

Notes: The last annual uplift amendments were completed in October 2009.

Appendix B – Approved Duties

Travel and Subsistence Allowances can be claimed for the following approved duties:

- A meeting of the executive,
- a meeting of a committee of the executive,
- a meeting of the authority,
- a meeting of a committee or sub-committee of the authority,
- attendance at briefings for committee and sub-committee meetings if you are chair or vice-chair,
- a meeting of any other body to which the authority makes appointments or nominations, or a meeting of a committee and sub-committee of any other body to which the authority makes appointments or nominations,
- a meeting which has *both* been authorised by the authority, a committee and 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),
- A meeting of a local authority association of which the authority is a member
- 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
- 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

Notes: As you can see from the above, you cannot claim travelling or subsistence allowance for ward duties (unless covered by the above) or for unofficial visits or meetings at Council Offices. If you are at any time unclear about whether you are entitled to claim travel and subsistence, then contact the Head of Governance

Source: Guidance on Members' Allowances for local authorities in England – Department for Communities and Local Government.

Appendix C – Travel and Subsistence Allowances

Policy Objective

1. All Chorley Borough Council Elected Members are entitled to reimbursement of approved additional expenses incurred in the course of their duties, in relation to travel, meals or overnight accommodation. This policy sets out the allowances and guidelines.

Chorley Borough Council's Responsibility

2. *This policy details the allowances that will be increased annually in line with the employees pay award, and provides guidelines to help Elected Members claim expenses.*
3. Chorley Borough Council will make all reimbursements through the payroll system to satisfy our Income Tax arrangements with the Inland Revenue.

Elected Members' Responsibilities

4. Elected Members must provide original receipts when making claims. All claims must be made on the appropriate form and authorised by Democratic Services. Claims should be submitted each month but will be accepted up three months in arrears, however, claims must not cross over financial years.

Outcomes

5. The policy sets out a standard procedure for Elected Members to follow, which will prevent fraudulent claims being processed.

Subsistence Allowances

6. Payable up to the maximum amounts shown below:

Breakfast up to £6.22. This allowance is only payable when the Elected Member's work or journey to the work or training commences before 7.00 am.

Lunch up to £8.42. This allowance is only payable when the location of the work or training makes it impractical for the Elected Member to return to the normal place of work for lunch.

Evening meal up to £10.61. This allowance is payable where the Elected Member's work or journey home from the work or training continues beyond 7.00 pm.

Conferences

7. For attendance at conferences the reasonable out of pocket expenses which are actually incurred will be reimbursed. You should seek further clarification on which expenses will or will not be re-imbursed from Democratic Services before attending a conference.

Notes: Subsistence allowances are not payable if meals are provided to the Elected Member. Actual expenditure will be re-imbursed subject to this not exceeding the maximum amounts. (Re-imburement of expenditure cannot be made in cases where an original receipt is not produced).

Travelling Allowances

8. Travelling expenses incurred by Elected Members in the performance of their official duties will be re-imbursed.

Travel by Car

9. Mileage allowances, as agreed nationally by the National Joint Council for Local Government Services, will be paid to Elected Members, subject to the conditions below.
- An appropriate car mileage claim form must be completed with full details of the journey undertaken, and authorised by Democratic Services.
 - *The Member has a current driving licence, a valid MOT certificate (where applicable) and has checked they have the required business motor insurance in place for their Council work.*
10. If more than one Elected Member is travelling to/from the same location then they should travel in the same car.
- If journeys are 60 miles or over (round-trip) and Elected Members choose to use their car rather than public transport they will only be re-imbursed the cost of a second class rail fare, unless:
 - (a) an early start/late finish would necessitate an overnight stay if public transport was used;
 - (b) more than one Elected Member is travelling in the same car, thereby saving a second rail fare;
 - (c) heavy/bulky items need to be transported;
 - (d) there are special circumstances that have been agreed in advance with the Chief Officer.
11. The rates agreed from 1 April 2010 are:
- | | | |
|-------------|---------------|---------------|
| 451 – 999cc | 1000 – 1199cc | 1200 – 1450cc |
| 46.9p | 52.2p | 65.0p |

Travel by Public Transport

12. The maximum amounts which will be re-imbursed are:

Second Class Rail Fare

Bus Fare

Taxi Fares (where it is not possible or practicable to start or finish the journey by public transport).

Other Fares Fares will be paid at standard rates, for other suitable modes of public transport, eg London underground, trams.

Hotel Accommodation

13. If an Elected Member requires overnight accommodation this will normally be booked in advance and paid for direct. In these cases the Elected Member will be required to pay for any personal expenditure when checking out.
14. Any arrangements which differ from the above should be agreed in advance.

Appendix D – Other Allowances

Dependant Carers Allowance

A Dependant Carers Allowance is payable based on the following conditions:

When a Councillor is undertaking “Council approved duties” according to Chorley Council guidance notes on approved duties:

- *For the independent care of a child, who is resident with the Councillor, aged 15 years and under*
- *For the professional care of a dependant relative.*

A dependant relative is defined as where the Councillor is the main carer and one of the following categories apply:

- *Elderly relative requiring constant care,*
- *Disabled relative requiring constant care,*
- *Relative with learning disabilities requiring constant care*

Qualifying Situation

- *The child or foster child of a Councillor (one payment per household in the case of a spouse or partner)*
- *Dependant relative of a Councillor (one payment per household in the case of a spouse or partner)*

Rates of Payment

National Minimum Wage, unless there were specific circumstances.

Pensions

Members of Chorley Council are not eligible to join the Local Government Pension Scheme.

Appendix E – How do I Claim My Allowances?

Allowances (Basic and Special)

1. The Basic and Special Responsibility Allowances are paid automatically each month via the payroll without the need to claim.

Claim Form

2. To claim all other allowances you must complete a "Claim for Member's Travel & Subsistence Allowance Form". This form must be fully completed, paying particular emphasis to accuracy, and attaching receipts if applicable. Copies of the form are available from Democratic Services and on theloop under My Place, Members, Member Forms,
3. Please note alternative forms/letters etc will not be accepted for processing in place of the claim form.

Claim Form Submission Deadline

4. To avoid any delays in payment please submit your claim form, to the Democratic Services at least **every three months, for payment on the seventeenth of the next month. It cannot be guaranteed that claims made across financial years will be met.**

Advance Of Travel And Subsistence Allowances

5. It may be possible to make an advance payment of your travel/subsistence and overnight allowances (for attending a conference) where you need reimbursement urgently. To apply for this advance please direct your written request to Democratic Services. Note - unless it is an emergency please refrain from claiming your expenses in this manner.
6. If an Officer or another Member paid for any meals, sundry expenses etc on your behalf you must identify this on the claim form (and reduce your claim accordingly). If this is not identified on the claim form and an Officer subsequently claims for expenses that were paid on your behalf, they will be recovered via the payroll.

Notes: Please do not request a personal cheque payment of allowances - or balance of allowances, from Directorates. Arrangements must be made via Democratic Services.

Appendix F - The Effect on Taxation, National Insurance Contributions and Benefit Entitlement

1. Your allowances (Basic and Responsibility) are taxable, and subject to National Insurance contribution in certain circumstances. Allowances are also classed as income when some benefits are claimed such as Income Support, Housing and/or Council Tax Benefit. Therefore you must declare allowances received to the relevant agencies if this applies to you.
2. Expenses for travel, subsistence and miscellaneous items defined in this guide are covered by an Inland Revenue dispensation and do not need to be declared for tax purposes. However, if there is any element of profit arising from your claim (i.e. amount claimed is greater than the amount actually spent) then this is taxable.
3. Please note that since the introduction of Self Assessment it is your responsibility to keep records to support your tax liability.

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The following four Notices of Motion have been received from Councillor Peter Wilson

1. Youth Unemployment

This council recognises the growing problem of youth unemployment within the borough of Chorley. The council expresses alarm at the 243% increase in long term youth unemployment since January this year. In response to this trend the council pledges to invest £400,000 to create employment and training opportunities for young people within the borough.

2. Free School Proposal

This council recognises the excellence of Primary, Secondary, Sixth Form, Further and Adult Education together with the comprehensive Vocational Training supplied by schools and colleges both within, and specifically sited on the boundaries of the Borough for the young people of Chorley.

This is evidenced by the significantly above average exam and inspection results obtained by our local education providers. This Council will write to the Secretary of State for Education asking him to identify which of these existing facilities he believes is failing and which would necessitate the requirement for a free school in Chorley, which by its very nature will take valuable and scarce resources away from the existing establishments and threaten their future.

3. BBC Radio Lancashire

This council recognises the importance of regional radio broadcasting and pays tribute to the work done by BBC Radio Lancashire in providing quality local news throughout our county, actively helping to identify and express our local identity. The council expresses concern over the proposed budget cuts in local radio and in particular the job cuts proposed at BBC Radio Lancashire. Therefore the council pledges to write to BBC Radio Lancashire in support of their objections to the extent of the cuts being imposed and express clearly our support for this valuable media outlet.

4. NHS Re-organisation

Chorley Council expresses alarm at the decision taken by the Tory-led government to impose NHS re-organisation through the Health and Social Care Bill which will cost Central Lancashire Primary Care Trust £29,591,614. The council recognises that this money has to be drawn from existing budgets and therefore would be better spent on patient care rather than a top-down re-organisation which the government promised it would not carry out.

The council notes that since May 2010 the number of patients in the Central Lancashire PCT area waiting for 18 weeks or more for NHS treatment has increased by 56%.

Therefore the Council supports the campaign backed by the British Medical Association to drop the Health and Social Care Bill in order to protect our NHS and ensure that scarce resources are directed towards patient care rather than unnecessary and damaging reorganisations.

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