

Report of	Meeting	Date
Independent Remuneration Panel	Council	22 July 2014

PROPOSED CHANGES TO THE MEMBERS ALLOWANCES SCHEME AND CONSTITUTION

PURPOSE OF REPORT

1. To make recommendations to Council from the Independent Remuneration Panel about the Members Allowances Scheme and some consequential changes required to the Constitution.

RECOMMENDATION(S)

2. To confirm the allowance paid to the role of Member Responsible (formally Portfolio Champions) at £714.27.
3. To confirm the creation of a role for Council Champions with an allowance of £314.44.
4. To agree that the definition of a Portfolio Champion be maintained and renamed as Member Responsible and the consequential Constitutional changes be approved.
5. To agree the definition of a Council Champion, as set out in this report, and the consequential Constitutional changes be approved.
6. To agree the proposals of the IRP in relation to reviewing support for Councillors with disabilities/health issues.

Confidential report Please bold as appropriate	Yes	No

CORPORATE PRIORITIES

7. This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all		A strong local economy	
Clean, safe and healthy communities		An ambitious council that does more to meet the needs of residents and the local area	✓

BACKGROUND

8. In line with the requirements of the Local Authorities (Members Allowances) (England) Regulations 2003 the Council is required to request the Independent Remuneration Panel make recommendations on any changes to the Members Allowances Scheme for determination by a full Council meeting.

9. A letter was sent to the Members of the Independent Remuneration Panel on 12 June 2014 to consider two items and this report contains their recommendations. The Council do not necessarily need to accept their findings as long as they have given them appropriate consideration.

MEMBER RESPONSIBLE

10. At the Annual Meeting a proposal was made to change the current "Portfolio Champion" post to become a "Member Responsible" post.
11. The current scheme had **nine Portfolio Champions** with an Annual Allowance of £714.27. The proposal was to have **seven Member Responsible** posts with an Annual Allowance of £714.27.
12. The aim was to give Councillors the opportunity to work within Portfolios, some of which were quite large, and be more involved in decision-making. This would build knowledge, experience and be a development opportunity for Councillors who aspire to become an Executive Member.
13. The Panel agreed with the proposal as it gave Members development opportunities and noted that the Member Responsible posts were appointed by the Executive Leader.

ROLE OF MEMBER RESPONSIBLE (FORMERLY PORTFOLIO CHAMPION)

14. Members Responsible do not have the decision making powers of an Executive Member and cannot sit on Executive Cabinet even in a substitute capacity but they should attend and present to Portfolio Exchange meetings and other meetings to deputise for Executive Members in a substitute capacity. The expectation is that they will stay informed about the work and responsibilities of the portfolio. The change from Portfolio Champions to Member Responsible does not change these responsibilities but may be specific to a project or subject/area within a portfolio. Work will be undertaken with direct responsibility and reporting back to the relevant Executive Member or the Executive Leader.
15. It is suggested that the Constitution be revised (Appendix 2 – Responsibility for Functions) with the following definition of the role of Member Responsible.

In relation to a portfolio of functions and/or matters assigned to them by the Executive Leader, Member Responsible will be responsible for:

- 1) Maintaining knowledge and awareness of those functions or matters and of current activities and developments in relation to them
- 2) Liaising with the corresponding Executive Member and the responsible Chief Officer
- 3) Communicating and representing to the Executive, the views of non-Executive Councillors on all matters to the Portfolio
- 4) Assisting the Executive Member in promoting the efficient and effective delivery of the relevant services and the achievement of all relevant Council policy objectives in compliance with the approved budgets and providing all such other assistance, advice and support as the Executive Member may from time to time require
- 5) Responding to and assisting the Overview and Scrutiny Committee or Task Groups as required
- 6) In the absence of the Executive Member, deputising for him or her at meetings of the Council and responding to questions
- 7) In the absence of the Executive Member, or when otherwise requested by the Executive Member, representing the Executive Member and leading for the Council politically and publicly in external dealings and relationships, including the media.
- 8) Reporting to Portfolio Exchange meetings on specific agreed projects undertaken and delivered by them as directed by the Executive Leader/Executive Member.

COUNCIL CHAMPION

16. At the Annual Meeting a proposal was made to create four posts entitled Council Champion. These would have an Annual Allowance of £314.44 (the same amount as the Chair of a Scrutiny Task Group).
17. The aim of the role was to support an Executive Member. This would build knowledge, experience and be a development opportunity for Councillors who aspired to become an Executive Member or Member Responsible.
18. Whilst a reduced role from that of a Member Responsible, a Council Champion will still be assigned a portfolio of functions and/or particular projects by the Executive Leader.
19. The Panel agreed with the proposal as it gave Members development opportunities and noted that the Council Champion posts were appointed by the Executive Leader.

ROLE OF COUNCIL CHAMPIONS

20. It is suggested that the Constitution be revised (Appendix 2 – Responsibility for Functions) to contain the following duties for the position of Council Champion..

Whilst a reduced role from that of a Member Responsible, a Council Champion will still be assigned a portfolio of functions and/or particular projects by the Executive Leader. A Council Champion will be responsible for:

- 1) Maintaining knowledge and awareness of those functions or matters and of current activities and developments in relation to them
- 2) Liaising with the corresponding Executive Member/Member Responsible and the responsible Chief Officer
- 3) Communicating and representing to the Executive, the views of non-Executive Councillors on all matters to the Portfolio
- 4) Assisting the Executive Member in promoting the efficient and effective delivery of the relevant services and the achievement of all relevant Council policy objectives in compliance with the approved budgets and providing all such other assistance, advice and support as the Executive Member may from time to time require
- 5) In the absence of the Executive Member, deputising for him or her at meetings of the Council and responding to questions
- 6) In the absence of the Executive Member, or Member Responsible when otherwise requested by the Executive Member, representing the Executive Member and leading for the Council politically and publicly in external dealings and relationships, including the media.

SUPPORT FOR COUNCILLORS WITH DISABILITIES

21. In April this year the IRP considered a request from a Councillor to revise the travel scheme for Members to provide greater support for councillors with disabilities or health issues - including the impact on their ability to drive or use public transport.
22. In considering the request, the IRP has asked the Member Support Working Group to undertake a wider piece of work to look at whether the Council provides adequate support to councillors with disabilities or long term health issues. A report was agreed at the Working Group in June which will generate a survey to all councillors to ask about their particular circumstances.
23. As an interim measure, the IRP did recommend that the travel scheme should allow for the claiming of “double journeys” where councillors cannot drive and need to be dropped off and picked up from meetings by family/friends and also that Development Control Committee should be included as a meeting which all councillors can claim travel for if they attend – irrespective of whether they are a full member of the committee..

IMPLICATIONS OF REPORT

24. 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

19. The financial implications of these proposals will be contained within the existing approved budget for Members Allowances in 2014/15.

COMMENTS OF THE MONITORING OFFICER

20. Executive Members may delegate functions within their role but may not delegate decision making functions which are Executive functions. There are no legal restrictions upon this arrangement. The appointment of a Member Responsible and Council Champion is a function of the Executive Leader, pursuant to the Constitution.

MEMBERS OF THE INDEPENDENT REMUNERATION PANEL

Background Papers			
Document	Date	File	Place of Inspection
Members Allowances Scheme	September 2013	Online	http://chorley.gov.uk/Documents/Appendix%209%20(Members%20Allowances%20Scheme)%2015.10.13%20v1.pdf
The Local Authorities (Members' Allowances) (England) Regulations 2003	2003	Online	http://www.legislation.gov.uk/ukSI/2003/1021/contents/made

Report Author	Ext	Date	Doc ID
Ruth Rimmington/Carol Russell	515118	9 July 2014	IRP report