

Economy, Communities and Corporate

Geoff Hughes - Director

TO: ALL MEMBERS OF THE COUNCIL

Our Ref: Council - 22 May 2015

Please ask for: Governance Services

Direct Line / Extension: (01432) 260249

E-mail: councillorservices@herefordshire.gov.uk

14 May 2015

Dear Councillor,

YOU ARE HEREBY SUMMONED to attend the meeting of the Herefordshire Council to be held on **Friday 22 May 2015** at The Shire Hall, St Peter's Square, Hereford HR1 2HX at **10.30 am** at which the business set out in the attached agenda is proposed to be transacted.

Yours sincerely

Bill Norman

**BILL NORMAN
ASSISTANT DIRECTOR GOVERNANCE**

AGENDA

Council

Date: **Friday 22 May 2015**

Time: **10.30 am**

Place: **The Shire Hall, St Peter's Square, Hereford HR1 2HX**

Notes: Please note the **time, date** and **venue** of the meeting.

For any further information please contact:

Governance Services

Tel: 01432 260239

Email: councillorservices@herefordshire.gov.uk

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Agenda for the Meeting of the Council

Membership

Chairman

Councillor J Stone

Councillor PA Andrews
Councillor JM Bartlett
Councillor TL Bowes
Councillor CR Butler
Councillor MJK Cooper
Councillor PGH Cutter
Councillor PJ Edwards
Councillor DW Greenow
Councillor J Hardwick
Councillor EPJ Harvey
Councillor JA Hyde
Councillor JF Johnson
Councillor JLV Kenyon
Councillor MD Lloyd-Hayes
Councillor RI Matthews
Councillor PJ McCaull
Councillor SM Michael
Councillor PD Newman
Councillor CA North
Councillor GJ Powell
Councillor PD Price
Councillor AR Round
Councillor NE Shaw
Councillor D Summers
Councillor LC Tawn
Councillor DB Wilcox

Councillor BA Baker
Councillor WLS Bowen
Councillor H Bramer
Councillor ACR Chappell
Councillor PE Crockett
Councillor BA Durkin
Councillor CA Gandy
Councillor KS Guthrie
Councillor DG Harlow
Councillor EL Holton
Councillor TM James
Councillor AW Johnson
Councillor JG Lester
Councillor MN Mansell
Councillor RL Mayo
Councillor MT McEvilly
Councillor PM Morgan
Councillor FM Norman
Councillor RJ Phillips
Councillor AJW Powers
Councillor P Rone
Councillor A Seldon
Councillor WC Skelton
Councillor EJ Swinglehurst
Councillor A Warmington
Councillor SD Williams

AGENDA

Pages

(The meeting will be preceded by prayers.)

- | | | |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 1. | ELECTION OF CHAIRMAN | |
| | To elect the Chairman of the Council | |
| 2. | APPOINTMENT OF VICE-CHAIRMAN | |
| | To appoint the Vice-Chairman of the Council. | |
| 3. | APOLOGIES FOR ABSENCE | |
| | To receive apologies for absence. | |
| 4. | DECLARATIONS OF INTEREST | |
| | To receive any declarations of interest by Members in respect of items on the Agenda. | |
| 5. | MINUTES | 9 - 20 |
| | To approve and sign the Minutes of the meeting held on 6 March 2015. | |
| 6. | CHAIRMAN'S ANNOUNCEMENTS | 21 - 22 |
| | To receive the Chairman's announcements and petitions from members of the public. | |
| 7. | ELECTION OF LEADER OF THE COUNCIL | |
| | To elect the Leader of the Council. | |
| 8. | APPOINTMENTS TO COUNCIL COMMITTEES AND OUTSIDE BODIES | 23 - 28 |
| | To make appointments to the committees of the Council and outside bodies in line with the rules of political proportionality. | |
| | Please note that the Council will be asked under this item to approve alternative arrangements to strict political proportionality for appointments to Committees and other bodies in accordance with Regulation 20 of the Local Government (Committees and Political Groups) Regulations 1990. | |
| 9. | COUNCILLORS ALLOWANCES SCHEME | 29 - 44 |
| | To approve the councillors' allowances scheme, having regard to the recommendations of the independent remuneration panel. | |
| 10. | DATES OF FUTURE MEETINGS | |
| | To approve the ordinary meetings of Council for 2015/16: | |
| | 17 July 2015 | |
| | 25 September 2015 | |
| | 18 December 2015 | |
| | 5 February 2016 | |
| | 4 March 2016 | |
| | 20 May 2016 | |

All meetings will start at 10:00 am except for the annual meeting in May which will start at 10:30 am.

The Public's Rights to Information and Attendance at Meetings

YOU HAVE A RIGHT TO: -

- Attend all Council, Cabinet, Committee and Sub-Committee meetings unless the business to be transacted would disclose 'confidential' or 'exempt' information.
- Inspect agenda and public reports at least five clear days before the date of the meeting.
- Inspect minutes of the Council and all Committees and Sub-Committees and written statements of decisions taken by the Cabinet or individual Cabinet Members for up to six years following a meeting.
- Inspect background papers used in the preparation of public reports for a period of up to four years from the date of the meeting. (A list of the background papers to a report is given at the end of each report). A background paper is a document on which the officer has relied in writing the report and which otherwise is not available to the public.
- Access to a public register stating the names, addresses and wards of all Councillors with details of the membership of Cabinet and of all Committees and Sub-Committees.
- Have a reasonable number of copies of agenda and reports (relating to items to be considered in public) made available to the public attending meetings of the Council, Cabinet, Committees and Sub-Committees.
- Have access to a list specifying those powers on which the Council have delegated decision making to their officers identifying the officers concerned by title.
- Copy any of the documents mentioned above to which you have a right of access, subject to a reasonable charge (20p per sheet subject to a maximum of £5.00 per agenda plus a nominal fee of £1.50 for postage).
- Access to this summary of your rights as members of the public to attend meetings of the Council, Cabinet, Committees and Sub-Committees and to inspect and copy documents.

Public Transport Links

- The Shire Hall is a few minutes walking distance from both bus stations located in the town centre of Hereford.

Recording of meetings

- Anyone is welcome to record public meetings of the council using whatever, non-disruptive, methods you think are suitable. Please note that the meeting chairman has the discretion to halt any recording for a number of reasons including disruption caused by the recording, or the nature of the business being conducted. Recording should end when the meeting ends, if the meeting is adjourned, or if the public and press are excluded in accordance with lawful requirements.
- Anyone filming a meeting is asked to focus only on those actively participating.
- If, as a member of the public, you do not wish to be filmed please make a member of the governance team aware.

FIRE AND EMERGENCY EVACUATION PROCEDURE

In the event of a fire or emergency the alarm bell will ring continuously.

You should vacate the building in an orderly manner through the nearest available fire exit and make your way to the Fire Assembly Point in the Shire Hall car park.

Please do not allow any items of clothing, etc. to obstruct any of the exits.

Do not delay your vacation of the building by stopping or returning to collect coats or other personal belongings.

The Chairman or an attendee at the meeting must take the signing in sheet so it can be checked when everyone is at the assembly point.

HEREFORDSHIRE COUNCIL

MINUTES of the meeting of Council held at The Shire Hall, St Peter's Square, Hereford HR1 2HX on Friday 6 March 2015 at 10.00 am

Present: Councillor J Stone (Chairman)
Councillor R Preece (Vice Chairman)

Councillors: PA Andrews, CNH Attwood, JM Bartlett, CM Bartrum, PL Bettington, AJM Blackshaw, WLS Bowen, H Bramer, ACR Chappell, EMK Chave, PGH Cutter, PJ Edwards, DW Greenow, KS Guthrie, J Hardwick, EPJ Harvey, JW Hope MBE, MAF Hubbard, JA Hyde, TM James, JG Jarvis, AW Johnson, Brig P Jones CBE, JLV Kenyon, JF Knipe, JG Lester, MD Lloyd-Hayes, RI Matthews, RL Mayo, PJ McCaull, SM Michael, JW Millar, PM Morgan, C Nicholls, FM Norman, J Norris, CA North, RJ Phillips, GJ Powell, AJW Powers, PD Price, SJ Robertson, P Rone, A Seldon, P Sinclair-Knipe, GR Swinford, DC Taylor, GA Vaughan-Powell and DB Wilcox

61. APOLOGIES FOR ABSENCE

Apologies were received from Councillors AM Atkinson, AN Bridges, BA Durkin, NP Nenadich, R Preece and TL Widdows.

62. DECLARATIONS OF INTEREST

Agenda item 7: Review of the Implementation of the Licensing Policy and Special Cumulative Impact Policy.

Councillors H Bramer, MAF Hubbard, JG Jarvis, JLV Kenyon, RL Mayo and P Rone declared disclosable pecuniary interests as holders of licenses with the authority. All these Councillors left the meeting for the duration of this item.

63. MINUTES

RESOLVED: That the Minutes of the meeting held on 6 February 2015 be confirmed as a correct record and signed by the Chairman.

64. CHAIRMAN'S ANNOUNCEMENTS

Council noted the Chairman's announcements as printed in the agenda papers.

The Chairman added the following:

- He congratulated Councillor Robertson's daughter on her award as coach of the year at the Herefordshire Sports Awards for her work on women's cricket.
- He reported on the forthcoming meeting of the Herefordshire Rural and Business Communities Crime Prevention Forum which would provide an opportunity for the public to ask questions about local policing.

- Councillor Seldon, as Mayor of Bromyard, was to undertake a tandem skydive in aid of charity.

65. QUESTIONS FROM MEMBERS OF THE PUBLIC

A copy of the public questions and written answers, together with the supplementary question asked at the meeting and its answer, is attached to the Minutes at Appendix 1.

66. COUNCIL TAX SETTING

Council was asked to approve the council tax amounts for each category of dwelling in Herefordshire for 2015/16, including precepts from West Mercia Police, Hereford and Worcester Fire Authority and parishes.

The Leader of the Council presented the report and moved the recommendations which were seconded.

A named vote was held. All Members present voted for the recommendations as follows: For (50) Councillor PA Andrews, CNH Attwood, JG Bartlett, CM Bartrum, PL Bettington, AJM Blackshaw, WLS Bowen, H Bramer, ACR Chappell, EMK Chave, PGH Cutter, PJ Edwards, DW Greenow, KS Guthrie, J Hardwick, EPJ Harvey, JW Hope, MBE, MAF Hubbard, JA Hyde TM James, JG Jarvis, AW Johnson, Brig P Jones CBE, JLV Kenyon, JF Knipe, JG Lester, MD Lloyd-Hayes, RI Matthews, RL Mayo, PJ McCaull, SM Michael, JW Millar, PM Morgan, C Nicholls, FM Norman, J Norris, CA North, RJ Phillips, GJ Powell, AJW Powers, PD Price, SJ Robertson, P Rone, A Seldon, P Sinclair-Knipe, J Stone; GR Swinford, DC Taylor, GA Vaughan-Powell and DB Wilcox.

RESOLVED UNANIMOUSLY:

- That
- (a) **the net budget requirement for 2015/16, excluding parishes, be approved as £141,773,000;**
 - (b) **the council tax requirement for the council's own purposes for 2015/16 (excluding parishes) be approved as £83,963,000;**
 - (c) **the precepting authority details incorporated in appendices 1 to 5 to the report, relating to parishes, West Mercia Police and Hereford and Worcester Fire Authority be approved in accordance with sections 30(2), 34(3), 36(1) and section 40 of the Local Government Finance Act 1992 (as amended);**
 - (d) **it be noted that the tax base used for setting the budget requirement for 2015/16:**
 - 1) **for the whole council area is calculated as 65,848 band D equivalent properties;**
 - 2) **is allocated to band D equivalent dwellings per precept area as shown in appendix 1 to the report; and**
 - (e) **the following amounts be approved for the year 2015/16 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992, Regulation 6 (as amended by the Localism Act 2011) :**
 - (i) **£335,050,945 being the estimated aggregate expenditure of the council in accordance with section 31A (2) of the act, including all precepts issued to it by parish councils;**
 - (ii) **£248,028,469 being the estimated aggregate income of the council for the items set out in section 31A (3) of the act (including revenue support grant);**

(iii) £87,022,476 being the amount by which the aggregate at (b)(i) above exceeds the aggregate at (b)(ii) calculated by the council in accordance with section 31A(4) of the act, as its council tax requirement for the year (including parish precepts);

(iv) £1,321.56 being the amount at b(iii) above divided by the amount of the council tax base calculated by the council, in accordance with section 31B of the act, as the basic amount of its council tax for the year (including parish precepts);

(v) £3,059,321 being the aggregate amount of all special items (parish precepts) referred to in section 34(1) of the act; and

(vi) £1,275.10 being the amount at (iv) above less the result given by dividing the amount at (v) above by the amount of the council tax base calculated by the council, in accordance with section 34(2) of the act, as the basic amount of its council tax for the year for dwellings in those parts of its area to which no parish precept relates (Herefordshire Council band D council tax, excluding parishes).

67. REVIEW OF THE IMPLEMENTATION OF THE LICENSING POLICY AND SPECIAL CUMULATIVE IMPACT POLICY

(Councillors H Bramer, MAF Hubbard, JG Jarvis, JLV Kenyon, RL Mayo and P Rone declared interests and left the meeting for the duration of this item.)

Council was asked to approve the Licensing Act Policy and Special Cumulative Impact Policy.

Councillor A Seldon, Chairman of the Regulatory Committee, presented the report.

RESOLVED: That the Licensing Act Policy and Special Cumulative Impact Policy as appended to the report be approved.

68. A REVISED STATEMENT OF PRINCIPLES UNDER THE GAMBLING ACT 2005.

Council was asked to approve the Gambling Act Policy Statement of Principles.

Councillor A Seldon, Chairman of the Regulatory Committee, presented the report.

RESOLVED: That the Gambling Act Policy Statement of Principles as appended to the report be approved.

69. ADOPTION OF SCHEDULE 3 OF THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982 AS AMENDED AND APPROVAL OF THE LICENSING OF SEX ESTABLISHMENTS POLICY

Council was asked to approve the adoption and date for adoption of Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 as amended and approve the Licensing of Sex Establishments Policy.

Councillor A Seldon, Chairman of the Regulatory Committee, presented the report.

RESOLVED:

- That**
- (a) Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 as amended by Section 27 of the Policing and Crime Act 2009 be adopted on the 42nd day after the agreement by Council; and**
 - (b) the Licensing of Sex Establishments Policy as appended to the report be approved.**

70. LEADER'S REPORT

The Leader presented his report on the activities of Cabinet since the meeting of Council in December 2014 and for the period of the administration.

He added the following comments:

- The overall borrowing figure was £170m to date. Some 88% of this sum was financing invest to save projects including road maintenance, sports facilities operated by HALO Leisure, and the Rotherwas industrial estate. The borrowing was to the benefit of all residents and cost effective. Interest rates were low and at fixed rates. If interest rates were to rise the borrowing strategy would be reviewed.
- In relation to the Hereford football club talks with the Phoenix Group were progressing and they had indicated they would have the necessary funds available to proceed. He wished the Club every success.
- Discussions were taking place about expansion of the Courtyard Centre for the Arts and he would keep Members informed.
- In conclusion he thanked all Members for their contribution to the Council's work. He considered that there had been many achievements whilst acknowledging that many things remained to be done. In particular he noted that a funding gap of £50m had been bridged at a time of rising costs and reduced income, with the Adult Social Care budget also expected to be within budget at the end of the financial year. The general reserve had also been replenished and Council tax increases kept at less than 2%, whilst maintaining essential services. He also noted the successful relocation of the council's head office, the fact that the Core Strategy was almost completed, and the improvement in Children's Safeguarding.

In discussion the following principal points were made:

- A number of comments were made in relation to the finance section of the report.

Clarification was sought on how the Council had failed on two grounds in a contractual dispute because papers had not been served correctly. The Leader undertook to provide a briefing note to all Members.

It was questioned why no provision had been made in the Council's budget set in February 2015 to meet the potential cost of an award against the Council in its dispute with a former contractor and whether the absence of such provision made the budget invalid. The Chief Financial Officer replied that the budget approved by Council in February had been based on the position as it was understood. There had been no expectation of additional revenue or capital expenditure beyond that set out in the report. As S151 officer he had a statutory responsibility to certify the robustness of the estimates and risks contained within the budget and he had done so. The budget did not set out in detail every potential risk but quantified overall risk. In the instance referred to, the potential cost of losing the dispute with the contractor had been high but the risk of losing it had been low.

Concern was expressed about the state of repair of road signage within the County. It was suggested that removal of damaged signs was preferable to them being left in a poor state. The Cabinet Member - Transport and Roads acknowledged that mischievous vandalism and defacement of signs was a concern and there was scope for improvement. He encouraged all Members to report matters to the locality stewards in the first instance.

- (Paragraph 7 of the report) It was suggested that whilst staff should be congratulated on the improvements in Children's Safeguarding there was no room for complacency. The Cabinet Member – Young People and Children's Wellbeing commented that it was expected that the Department for Education would shortly confirm that it was taking the Council out of intervention measures. It was recognised that service improvement remained a longer term goal with a view to the service being rated "good" by the end of 2016/17.

He thanked Councillor JA Hyde – Cabinet Support Member, noting that the areas of adoption and fostering that she oversaw had consistently been rated good.

The Leader complimented Councillor CNH Attwood for his work as Chairman of the Health and Social Care Overview and Scrutiny Committee, and as a fellow ward Councillor, and reiterated his thanks to all Chairmen and members of Committees,

- (Paragraph 11) – In relation to Colwall Primary School the Leader commented that the investigation of the reasons for the problems affecting the school site had been inconclusive. The suggestion was that the water table was rising. A technical study was being undertaken to consider whether a new school could be constructed on the existing site or if relocation would be a better option.
- (Paragraph 15) A Member expressed concern about the quality of training home care providers gave to staff mindful of the implementation of the provisions in the Care Act. The Cabinet Member – Health and Wellbeing commented that care homes were subject to quality standards and external inspection. He requested that if any Member had a specific concern at any time that this should be brought to his attention or that of the Director immediately.
- (Paragraphs 17/18) - The Leader acknowledged the importance of the Butter Market Development and its role in linking High Town, Hereford with the Old Market Development. The tendering process for the development was underway and he therefore could not comment further at this stage. However, he was able to confirm that the developer of the Old Market site was not on the short list of tenderers.

The Leader added that evidence of the effect of the Old Market Development on trade in High Town was anecdotal but it appeared to have been beneficial. He wanted to see the whole of the City flourish.

- (Paragraph 19) - The Leader acknowledged that the environmental and social aspects of development formed part of the Core Strategy in addition to the economic aspect mentioned in his report.

It was questioned what implications the latest population figures released by the Government would have on the Core Strategy noting that they suggested a lower population increase than that projected by the Herefordshire Information and Research Network. The Cabinet Member - Infrastructure commented that the latest figures, which related to population growth not housing demand, would be taken into account in responding to the modifications requested by the Inspector following the examination in public of the Core Strategy. It was expected that all the required

modifications would be completed within some 3 weeks and a 6 week consultation period would then follow.

He added that delay in adopting the Core Strategy would present a risk, inhibiting the County's ability to manage development.

Some concern was expressed about the appropriateness of undertaking this consultation exercise during the election period. The Assistant Director, Governance commented that the consultation exercise had been required by the Planning Inspector as part of a statutory process. He did not consider that the exercise infringed the guidance issued in relation to the pre-election period.

- (Paragraph 20) The development of the County's economy, the Enterprise Zone, the need for the provision of well paid jobs in the County and the need for investment from companies outside the County was raised. The Leader commented that infrastructure was being provided at the Enterprise Zone that would attract companies. However, the aim was not solely to attract businesses from outside the County but also to provide the opportunity for existing companies to expand. He undertook to recirculate a recent report submitted to the Marches Local Enterprise Board which outlined progress in developing the Enterprise Zone.
- (Paragraph 25/26) – The Cabinet Member – Contracts and Assets confirmed that the projected reduced costs of £41m over the life of the energy to waste plant compared to doing nothing related solely to Herefordshire.

It was asked when the Council's external auditors would sign off the Council's 2013/14 accounts noting that they had not done so pending the outcome of a value for money investigation into the energy from waste contract. The Leader stated that a written response would be sent to all Members.

It was questioned whether there was sufficient healthcare infrastructure within the County to meet the need that would arise from the projected healthcare growth. The Leader commented that this issue was not within the Council's control. However, as a general point the Council was working with health partners.

It was requested that consideration should be given to the provision of dedicated accommodation for key workers such as medical staff.

- Councillor Powers, speaking as It's Our County Group Leader, thanked the Leader and officers for their work during a difficult period, which he noted was not at an end. He acknowledged that the Leader's report was not intended to be comprehensive. However, he suggested there were a number of issues identified in the key issues and long term challenges section of the publication "Understanding Herefordshire" where further action was clearly needed. The economic masterplan to which reference was made at paragraph 19 did not exist. There was also no reference to the development of the Business Improvement District. In relation to the Core Strategy he asserted that at the public examination it had been demonstrated that the Council's evidence base was not up to date in many aspects.

The Leader reiterated that his report was not intended to be comprehensive. He again acknowledged that many issues remained to be addressed, whilst noting the difficult financial constraints within which the administration had had to operate.

- Councillor Norman, speaking as Green Group Leader, thanked officers for their work. She expressed concerns about the Core Strategy including the planned consultation exercise during the pre-election period and about progress in developing the Enterprise Zone and Broadband provision.

RESOLVED: That the report be noted.

71. ANNUAL REPORTS FROM COMMITTEES

Council was invited to note the annual reports from Committees.

The Chairman of each Committee thanked Members of their Committees and all those who had supported the Committees in their work.

The following additional observations were made:

- It was suggested that it would be helpful if briefing notes produced for Members of Committees were made available to all Councillors.
- Reassurance was sought that the recommendations of the Scrutiny Review of Children's Safeguarding would not be overlooked.
- It was requested that consideration be given to involving Members of the Planning Committee in consideration and development of planning policy in a more proactive way.

RESOLVED: That the annual reports from Committees be noted.

72. FORMAL QUESTIONS FROM COUNCILLORS TO THE CABINET MEMBERS AND CHAIRMEN UNDER STANDING ORDERS

A copy of the Member questions and written answers, together with the supplementary question asked at the meeting and its answer, is attached to the Minutes at Appendix 2.

The meeting ended at 12.07 pm

CHAIRMAN

Public questions to Council – 6 March 2015

Question from Mr A Lee, Herefordshire

Question 1

Top ten footpath problems

You will have probably read items in the press regarding Herefordshire Ramblers Top Ten footpath problems in the county, and a copy of these ten issues has been provided to you.

Herefordshire Council is the statutory authority regarding public rights of way issues and, as you are cabinet member responsible, could you please explain what action you and the council propose to make to resolve these issues?

I have had a conversation with Balfour Beatty Living Places regarding this, but would value your comments and the possibility for partnership working to help resolve these issues.

Answer from Councillor P Rone, Cabinet Member Transport & Roads

Answer to question 1

I understand that Mr Lee has now received an update on progress in relation to Herefordshire Ramblers' 'top ten' footpath problems; I am sorry for the time taken to respond to his original request for information. However, as Mr Lee will know from that update, a substantial amount of work has either been completed or is underway which should result in many of these issues being resolved during 2015/16.

Herefordshire Council and our contractors Balfour Beatty Living Places are committed to working with landowners, the Ramblers Association and other voluntary organisations or community groups to ensure that residents and visitors alike can continue to access our beautiful county.

Supplementary Question

An article in the Hereford Times of 5 March highlights one of the footpaths in the Ramblers top ten list of issues. A walk is being led by a visually impaired person as part of the Hereford River Carnival on 3 May. What is the Cabinet member proposing to do to resolve the issue on BT1 Wellington to Breinton or will he facilitate a meeting of all interested parties to resolve the issues.

Answer by Councillor Rone

A meeting may be useful to provide a solution. I will discuss the matter with Mr Lee after the meeting.

Members' questions at Council – 6 March 2015

Question from Councillor D Taylor

South Wye relief road

Question 1

- a) In the event that the people of Herefordshire elect a party to run this Council that does not support the building of the Relief Road from the A49 to the A465/B4349, will the £27m funding that has been allocated have to be returned to Government, or given to the other partners with in the Local Enterprise Partnership: Shropshire and Telford and Wrekin to spend on a project that they may have or can this Council retain the funding that has been allocated to be spent as they wish without reference to the two other Councils?

- b) Could you please advise when the planning application for the link Road is to be submitted for consideration by the Council's Planning Committee.

Answer from Councillor PD Price Cabinet Member Infrastructure

Answer to question 1

The funding allocation has been secured via the Marches Local Enterprise Partnership (LEP) specifically to support delivery of a link road between the A49 and A465, as part of a wider package of transport improvement measures planned for South Wye. That funding would be retained by government if the project did not go ahead, and would not be available either to Herefordshire Council or the Marches LEP for any other use.

A planning application is being finalised in light of pre-application guidance and will be submitted shortly.

Supplementary Question

Could you confirm if the roundabout has been moved from the line shown at the public consultation held at the Three Counties Hotel.

Could you arrange to meet the owners of Pickways, Clehonger who are not content with the proposal to take a corner of their land to build the new link road from the A465 to the B4349 as there is a meadow of approximately 4 acres which be could be used by moving the road to the east.

Answer from Councillor Price

The location of the roundabout has been moved very slightly to improve the junction. The line of the road has not changed since the consultation was undertaken. Moving the road to the east would make it difficult to comply with the required national design standards. Officers will meet the owners of Pickways.

Chairman's Announcements – 22 May 2015

Forthcoming Events

Diamond Awards Ceremony – Tuesday 9th June 2015

Armed Forces Day Flag Raising Ceremony – Monday 22nd June 2015

Three Choirs Festival Opening Service – Saturday 25th July 2015

Three Choirs Festival Chairman's Reception – Friday 31st July 2015

Events Attended since Council on 6th March 2015

Commonwealth Flag Raising Ceremony – Monday 9th March 2015 – Chairman hosted

Hereford Mock Trials – Saturday 14th March 2015 – Chairman attended

Chairman's Civic Service – Sunday 22nd March 2015 – Chairman hosted

(The Civic Service raised £99.93 towards the Chairman's chosen charity – St Michael's Hospice)

St Michael's Hospice Opening of New Build – Tuesday 31st March – Chairman attended

Declaration of the new High Sheriff – Thursday 9th April 2015 – Chairman attended

Powys County Council Civic Dinner – Friday 10th April 2015 – Chairman attended

SSAFA AGM – Thursday 23rd April 2015 – Chairman attended

Mayor of Hereford's Thanksgiving Service – Sunday 26th April 2015 – Chairman attended

Opening Ceremony of the May Fair – Tuesday 5th May 2015 – Vice Chairman attended

Herefordshire Poppy Appeal Awards – Thursday 7th May 2015 – Vice Chairman attended

(Herefordshire Council received a Certificate of Appreciation for the excellent work carried out in support of the Poppy Appeal, and two Council employees Sheila Hemming and Lindsay Lord were given a Certificate of Appreciation for the money they raised knitting poppies).

VE Day 70th Anniversary Beacon Lighting – Friday 8th May 2015 – Chairman hosted

Installation of the Mayor of Hereford – Monday 18th May 2015 – Chairman attended



MEETING:	Council
MEETING DATE:	22 May 2015
TITLE OF REPORT:	Appointments to council committees and outside bodies
REPORT BY:	Assistant director governance

Classification

Open

Key decision

This is not an executive decision.

Wards affected

County-wide

Purpose

To exercise those powers reserved to Council at its annual meeting:

- (a) To confirm its committees and the number of seats on each, including terms of reference and functions of those committees;
- (b) To approve the allocation of seats to political groups for the coming year;
- (c) To make appointments to the positions of chairmen and vice-chairmen of committees; and
- (d) To make arrangements for such appointments to committees and other bodies as may be necessary, including co-optees.

Recommendations

THAT:

- (a) **the list of ordinary committees listed at paragraph 8 be confirmed with their current terms of reference;**
- (b) **the number of seats on each committee and the allocation of those seats to political groups as set out at appendix 2 (to follow) be approved;**

Further information on the subject of this report is available from Annie Brookes, governance manager on Tel (01432) 260605

- (c) the allocation of seats on outside bodies to political groups as set out at appendix 3 (to follow) be approved;
- (d) it be noted that all other representation on outside bodies be decided by the chief executive, following consultation with the group leaders, in accordance with the provisions of the constitution;
- (e) the appointment of five co-opted members of general overview & scrutiny committee be approved as follows:
 - one representative as nominated by the diocese of Hereford
 - one representative as nominated by the archdiocese of Cardiff
 - one parent governor as elected from the primary school sector
 - one parent governor as elected by the secondary school sector
 - one parent governor as elected by the special school sector;
- (f) the suspension of the rules of proportionality in respect of the regulatory sub-committee, the River Lugg Internal Drainage Board, the Wye Valley AONB Joint Advisory Committee and the Buchanan Trust, be approved; and
- (g) the appointment of committee chairmen and vice chairmen as set out at appendix 4 (to follow) be approved.

Alternative options

- 1 To draw up a different set of committees of a different size and composition with different terms of reference; this is not recommended in advance of a review of the council's constitution.

Reasons for recommendations

- 2 Council is required to review its political composition and how this is applied to appointments to committees and sub-committees of the council at each annual meeting of Council. Similarly, the constitution requires Council to review its ordinary committees at the annual meeting and make appointments to them.
- 3 The constitution requires the annual appointment of members to outside bodies.

Key considerations

- 4 Following the elections on 7 May, the number of Herefordshire councillors reduced from 58 to 53. At the time of publication of this agenda the formalities for formation of political groups are still ongoing; the final numbers will be published as appendix 1 in due course.
- 5 Council is under a duty to ensure membership of those committees and outside bodies covered by the relevant rules reflects the political composition of the council, as far as practicable, by allocating seats on the committees to the political groups in proportion to their numerical strength on the council, whilst also maintaining a similar proportional balance of overall seat numbers. Once Council has approved the allocation of seats to political groups, it is a matter for the relevant political group leaders to confirm which of their members will take up any seats allocated to their

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group. Cabinet (as the executive) and the Health & Wellbeing Board (with a membership set out by statute) are both exempt from the requirements of political proportionality.

- 6 These rules of political proportionality should also be applied when allocating seats on outside bodies to which the council makes three or more appointments.
- 7 It is open to Council to suspend the rules of political proportionality in relation to allocation of seats on any particular body. To do so requires approval by Council with no member voting against the proposal; this is known as a *nem con* vote. Abstentions do not invalidate such a vote.
- 8 Council has previously agreed to establish committees of council as listed in the table below. The terms of reference for these committees are set out within the functions scheme of the constitution (available on the website at: <http://councillors.herefordshire.gov.uk/documents/s50025395/Contents%20Updated%202022-Apr-15.pdf>). There are no proposals at this stage to amend the terms of reference.

Committee
Audit and governance committee
Employment panel
General overview and scrutiny committee
Health and social care overview and scrutiny committee
Planning committee
Regulatory committee
Total Seats

- 9 Appendix 2 (to follow) details the allocation of seats on the above committees based on the political proportionality of the council set out in appendix 1.
- 10 Those outside bodies to which three or more appointments are currently made on a politically proportionate basis, are detailed in the table below.

Body	Seats
Fire & rescue authority	6
Standing advisory council for religious education	3

- 11 Appendix 3 (to follow) details the allocation of seats on the above outside bodies based on the political proportionality of the council set out in appendix 1.
- 12 The council is required to appoint certain education representatives onto the scrutiny committee at which educational matters are considered; in Herefordshire's case this is the General Overview & Scrutiny Committee. Specifically the council must co-opt representatives from parent governors and relevant diocesan representatives (Church of England and Roman Catholic). There is a statutory election process by which the parent governor representatives are selected, with one representative being sought from each of the primary, secondary and special school sectors. Each relevant diocese has been asked to nominate their diocesan representative.
- 13 In line with previous practice, it is proposed to suspend the rules of political proportionality in relation to a small number of specified bodies. These are detailed in the table below together with the reason for seeking the suspension.

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Body	Seats	Reason for exemption
Regulatory sub committee	3	This sub-committee is formed on an ad hoc basis as and when needed; its membership is drawn from the membership of the regulatory committee which is itself politically proportionate.
River Lugg Internal Drainage Board	7	This is a geographically focused body therefore it is appropriate to nominate members from relevant wards.
Wye Valley AONB Joint Advisory Committee	4	This is a geographically focused body therefore it is appropriate to nominate members from relevant wards.
Buchannan Trust	6	The governance arrangements for this trust are in the final stages of transformation and it is appropriate to retain the existing nominees (regardless as to whether they remain elected councillors) to ensure continuity while this process is completed. Council representatives will not be required in the future.

- 14 Council is required to appoint the chairmen and vice chairmen of committees listed at paragraph 8 above. Appendix 4 (to follow) sets out the nominations for each post; in the event of there being more than one nominee for any one post a vote will be held in accordance with council procedure rules.

Community Impact

- 15 There are no implications.

Equality and Human Rights

- 16 There are no implications

Financial Implications

- 17 Budgets are in place to cover allowances for any appointments made.

Legal Implications

- 18 The council is required to ensure that the allocation of seats to committees is compliant with relevant rules contained in the Local Government and Housing Act 1989 and regulations made under that act.
- 19 In summary these regulations require that in determining the allocation of seats the council must apply the following four principles as far as reasonably practicable:
- a. that not all the seats on the body are allocated to the same political group;

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- b. that the majority of the seats on the body is allocated to a particular political group if the number of persons belonging to that group is a majority of the authority's membership;
- c. subject to paragraphs (a) and (b) above, that the number of seats on the ordinary committees of a relevant authority which are allocated to each political group bears the same proportion to the total of all the seats on the ordinary committees of that authority as is borne by the number of members of that group to the membership of the authority; and
- d. subject to paragraphs (a) to (c) above, that the number of the seats on the body which are allocated to each political group bears the same proportion to the number of all the seats on that body as is borne by the number of members of that group to the membership of the authority.

20 The proposals in this report comply with these requirements as far as is reasonably practicable.

Risk Management

21 Failure to appoint to committees and outside bodies could render them inquorate or unlawful; failure to obey the rules of political proportionality could similarly render a committee or body unlawful. The recommendations in this report mitigate these risks.

Consultees

22 None.

Appendices

Appendix 1 – Political group sizes (to follow)

Appendix 2 – Allocation of committee seats to political groups (to follow)

Appendix 3 – Allocation of seats on outside bodies to political groups (to follow)

Appendix 4 – Nominees for appointment as chairmen or vice chairmen of council committees (to follow)

Background Papers

- None identified.



Meeting:	Council
Meeting date:	22 May 2015
Title of report:	Councillors' allowances scheme
Report by:	Assistant director governance

Classification

Open

Key decision

This is not an executive decision.

Wards affected

Countywide

Purpose

To approve the councillors' allowances scheme, having regard to the recommendations of the independent remuneration panel.

Recommendations

THAT:

- a) **the independent remuneration panel be thanked for its report; and**
- b) **having regard to the report of the panel, the following recommendations be approved:**
 - 1) **that the current method of calculating basic allowance be retained;**
 - 2) **a lower rate basic allowance be payable to all members unless all relevant mandatory training has been completed by 1 September, as set out in the draft councillors' allowances scheme at appendix B;**
 - 3) **the lower rate basic allowance be calculated using the estimated monthly average hours worked of 90, less a public service discount of 50%, multiplied by the Herefordshire median hourly earnings, multiplied by 12 (months);**
 - 4) **the assistant director governance be requested to develop a report, following consultation with group leaders, on options for implementing a system of annual performance appraisal for elected members for consideration by the audit & governance committee;**

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- 5) the special responsibility allowance for vice chairmen of overview and scrutiny committees be set at band 5;
 - 6) delegated authority be given to the assistant director governance, following consultation with the chairmen of general overview & scrutiny committee and health & social care overview and scrutiny committee, to establish and publicise a set of criteria against which eligibility for a special responsibility allowance of £500 for chairing a task and finish group would be assessed when the committee appoints any such chairman;
 - 7) the remaining special responsibility allowances, as set out at appendix B, continue unchanged;
 - 8) basic and special responsibility allowances be updated annually in line with the national joint council for local government services pay award for a period of not more than four years;
 - 9) the current schemes of travel and subsistence, and childcare and dependants' carers' allowances be retained;
 - 10) the current childcare and dependent carer allowance scheme be extended to parish councils if they wish to adopt such a scheme; and
- c) taking account of the above recommendations, the revised councillors' allowances scheme at appendix B be adopted.

Alternative options

1. The council relies on an index for the annual adjustment of allowances. Regulations state that where a council does rely on an index, it must not do so for more than four years before seeking a further recommendation from the independent remuneration panel on the application of the scheme. The panel could recommend:
 - the adoption of a different index – this is not recommended because other indices do not provide a natural link to local government pay restraints.
 - no index link at all – this is not recommended because it would require an annual assessment of the allowance levels in place of the automatic adjustment.
2. The single tier basic rate of allowance could be retained; however this would not provide any incentive for the completion of essential training.

Reasons for recommendations

3. To comply with the statutory requirement that, where an authority has regard to an index for the purpose of annual adjustment of allowances it must not rely on that index for longer than a period of four years before seeking a recommendation from the independent remuneration panel established in respect of that authority on the application of an index to its scheme.
4. To consider whether it would be appropriate to amend any other elements of the scheme taking account of any issues that have been raised since the last review of the scheme.

Key considerations

5. The Local Authorities (Members' Allowances) (England) Regulations 2003 (the Regulations) require councils to appoint independent remuneration panels to make recommendations about the level of allowances for councillors. A local authority must have regard to the recommendations of the independent remuneration panel.
6. The Herefordshire panel, appointed in accordance with the decision of Council on 23 May 2014, currently comprises:
 - Will Lindesay – chief executive, Herefordshire Voluntary Organisation Support Service
 - Peter Brown – chief executive, Herefordshire Housing
 - Rob Garner – director, New Leaf Sustainable Development Ltd
7. The regulations require the panel to produce a report making recommendations as to:
 - The amount of basic allowance;
 - Whether special responsibility allowances should be paid, and if so, the duties to which they should apply and the amounts of those allowances;
 - Whether an allowance relating to the expense of arranging for the care of children or dependants should be available (carers' allowance) and, if so, the amount of that allowance;
 - Whether travelling and subsistence allowances should be paid, and, if so, the duties for which they should be payable and the amounts of those allowances;
 - Whether a basic allowance should be paid to co-opted members, and, if so, the amount of that allowance.
8. The councillors' allowances scheme was last reviewed in 2012.
9. Parish councils may decide to pay allowances to their members and, should they chose to adopt an allowance scheme must have regard to the recommendations of the independent remuneration panel in setting the level of any allowances. Since November 2005 parish councils have been able to adopt a travel and subsistence scheme using the same rates as Herefordshire Council elected members.
10. The report of the independent remuneration panel is attached at appendix A.
11. The mandatory training elements to be completed by 1 September are listed below. Where attendance at a session is a mandatory requirement more than one opportunity to attend will be provided.
 - Adult safeguarding - online training module
 - Code of conduct – attendance at session
 - Corporate parenting - attendance at session
 - Diversity and the public sector equality duty – online training module
 - Information governance – online training module
 - Planning & regulatory decision making – attendance at session
 - Safeguarding children – online training module

Community impact

12. The council's code of corporate governance seeks to ensure the council meets high ethical standards in everything it does; complies with legal requirements; serves the

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people of Herefordshire well; and uses public money economically, efficiently and effectively, accounting fully for its actions. The adoption and publication of a scheme of allowances ensures there is transparency regarding the remuneration of elected members.

Equality duty

13. In support of delivery of the public sector equality duty the current childcare and dependants' carers' allowance scheme already seeks to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; the proposals within this report will enable parish councils to adopt such a scheme.

Financial implications

14. If adopted, the recommended allowances can be accommodated from within the available budget.

Legal implications

15. The council has a duty to appoint an independent remuneration panel who must make recommendations to the council in accordance with the Local Authorities (Members Allowances) (England) Regulations 2003. Council is required to have regard to the recommendations of the panel but is not required to follow them. Members should give reasons for moving away from the recommendations if they take this course of action.
16. In addition, government guidance notes: "Regulations do not limit the number of special responsibility allowances which may be paid, nor do the regulations prohibit the payment of more than one special responsibility allowance to any one member. However, these are important considerations for local authorities. If the majority of members of a council receive a special responsibility allowance the local electorate may rightly question whether this was justified. Local authorities will wish to consider very carefully the additional roles of members and the significance of these roles, both in terms of responsibility and real time commitment before deciding which will warrant the payment of a special responsibility allowance."

Risk management

17. If allowances are not established in an open and transparent way the reputation of the council and public service in general may be brought into disrepute.
18. Failure to appropriately remunerate elected members for the responsibilities they take on and the expenses they incur may act as a disincentive to stand for public office.

Consultees

19. The views of the independent remuneration panel have informed the recommendations in this report.
20. Parish councils were surveyed in 2012 and 2014 and no interest was expressed in adopting schemes of allowances for their members other than having a continued ability to adopt the travel and subsistence allowance scheme and a request to have the option to adopt the childcare and dependants' carers' allowance scheme.

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Appendices

Appendix A – Report of the independent remuneration panel: April 2015

Appendix B – Revised councillors' allowances scheme 2015/16

Background papers

- None identified.

Report of the independent remuneration panel

April 2015

Membership of the panel

The members of the panel are:

- Will Lindesay – chief executive, Herefordshire Voluntary Organisation Support Service
- Peter Brown – chief executive, Herefordshire Housing
- Rob Garner – director, New Leaf Sustainable Development Ltd

Background

The panel were advised that significant variations to the current scheme of allowances for members were not being considered at this time for the following reasons:

- With the changes brought about by the recent boundary commission review being implemented in May 2015, time was needed to assess any impact of those changes on average ward member workloads before reviewing the method of calculation for the basic allowance; and
- It would be prudent to await the outcome of a review of the model of governance planned during 2015/16 before reviewing appropriate levels of remuneration for posts eligible to attract a special responsibility allowance.

A report was submitted to the panel setting out a number of considerations, and the panel's conclusions and recommendations are set out below.

Basic allowance

The panel noted that it was not proposed to change the method of calculation, being an estimated monthly average hours worked of 90, less a public service discount of 33.3%, multiplied by the Herefordshire median hourly earnings, multiplied by 12 (months), for the basic allowance. This method of calculation was in line with that adopted by other similar authorities. The panel noted that further work would be undertaken during 2015/16 to assess the impact of the changes to warding arrangements on average member workloads.

Panel members recognised the challenges associated with setting a realistic rate of allowance in a county with lower than average wage levels and at a time of continuing public sector financial constraint. It was noted that alternative options for calculating basic allowance could be assessed when a more fundamental review of allowances was next undertaken.

Recommendation to Council:

- a) that the current method of calculating basic allowance be retained;**

The panel were advised that, following discussion at the health and social care overview and scrutiny committee and with group leaders, the council had requested that consideration be given to adopting a system of basic allowance which incentivised completion of mandatory training by councillors. It was noted that councils were not permitted to withhold allowances,

but could adopt a system whereby receipt of the higher level of allowance was conditional on certain criteria being met.

Panel members supported the proposal to set a lower rate basic allowance for all members with the higher rate only to be payable on completion of specified mandatory training, and proposed that the method for calculating the lower rate should be to increase the public service discount multiplier to 50%.

Clarification was sought regarding the time limit within which all mandatory training should be completed and it was suggested that this should be 1 September (ie allowing three months), with an extension being granted only in exceptional circumstances. If a member completes all relevant mandatory training by the due deadline the higher rate of basic allowance would be payable for the whole of the municipal year. However, it was also proposed that backdating payment of the higher rate allowance should not apply if mandatory training was completed after this date.

The panel observed that in addition to requiring completion of training it may be helpful to provide a mechanism for assessing the impact of such training, and suggested that Council consider implementing a form of annual performance appraisal for elected members. It was also noted that members training records would be published online, and that it was open to the Council to apply other sanctions in respect of those members not completing mandatory training such as removal from committee seats.

Recommendations to Council:

- b) a lower rate basic allowance be payable to all members unless all relevant mandatory training has been completed by 1 September;**
- c) the lower rate basic allowance be calculated using a monthly average of 90 hours less a public service discount of 50%, multiplied by the Herefordshire median hourly earnings, multiplied by 12 (months);**
- d) Council considers implementing a system of annual performance appraisal for elected members;**

Special responsibility allowances

The panel noted that no fundamental changes to the structure and levels of special responsibility allowances were currently proposed.

The panel was asked to consider the current arrangements for remuneration when chairing a task and finish group established by an overview and scrutiny committee. The arrangements were:

- Vice chairmen of overview and scrutiny committees would be entitled to claim a band 4 allowance if they chaired 40% or more of task and finish reviews, otherwise they would be entitled to a band 5 allowance.
- For others chairing a task and finish review (and not in receipt of any other special responsibility allowance) an allowance of £500 would be available if certain criteria were met.

It was observed that these arrangements were not as readily transparent as they could be as it was difficult to assess a percentage given that task and finish groups varied hugely in complexity, timescale and profile. It was also observed that little or no use had been made of the £500 allowance since its introduction, but that doing so would enable chairmen to be selected on the basis of skills and interest and enable the involvement of a wider range of members in the important work of the overview and scrutiny committees.

The panel were supportive of making greater use of the £500 one-off allowance, but emphasised the need for the council to develop clear and transparent criteria for determining which task and finish group activity would qualify the chairman to receive the allowance.

Recommendations to Council:

- e) the special responsibility allowance for vice chairmen of overview and scrutiny committees be set at band 5;**
- f) Council considers establishing and publicising a set of criteria against which eligibility for a special responsibility allowance of £500 for chairing a task and finish group would be assessed when the committee appoints any such chairman;**
- g) the remaining special responsibility allowances continue unchanged;**

Index for the purpose of annual adjustment of allowances

The panel noted that the national joint council pay award for local government index was one used by many councils as an index for the purposes of uplifting allowances.

Recommendation to Council:

- h) basic and special responsibility allowances be updated annually in line with the national joint council for local government services pay award for a period of not more than four years;**

Expenses

The panel noted that there was no longer a requirement for a one off allowance of £1,000 to be available to members in the year of an election given that computer equipment and support was now to be provided corporately.

The panel noted that continued use of the Her Majesty's Revenue & Customs mileage rates remained appropriate and recommended retention of the existing schemes for travel and subsistence, and childcare and dependants' carers' allowances.

Recommendation to Council:

- i) the current schemes of travel and subsistence, and childcare and dependants' carers' allowances be retained;**

Parish Councils

The panel noted that, following consultation with parish councils in both 2012 and 2014, no interest had been expressed in adopting allowances for members other than a request that parish councils be able to adopt the Herefordshire Council scheme of childcare and dependants' carers' allowances should they choose to do so.

Recommendation to Council:

- j) the current childcare and dependants' carers' allowance scheme be extended to parish councils if they wish to adopt such a scheme.**

PART 6

COUNCILLORS' ALLOWANCES SCHEME

6.1.1 The councillors allowances scheme has been agreed following consideration of the recommendations of an independent remuneration panel. The scheme was reviewed in April 2015.

6.1.2 The main features of the scheme are:

- a basic allowance for all 53 members payable at the following levels:
 - a) £5,438 (if all relevant mandatory training has not been completed by 1 September)
 - b) £7,254 (for the whole year if all relevant mandatory training has been completed by 1 September, otherwise payable from the date mandatory training is completed)
- a scheme of special responsibility allowances as shown below:

Band	Role	£
Band 1	Leader of the council	28,839
Band 2	Cabinet members Chairmen of overview and scrutiny committees	11,750
Band 3	Chairman of council Chairman of planning committee Chairman of regulatory committee	9,078
Band 4	Chairman of audit and governance committee	4,540
Band 5	Vice chairman of council Vice chairmen of overview and scrutiny committees Group leaders (and £124 per group member) – provided group membership exceeds 10% of the council's total membership.	1,602
Cabinet member support team	An allowance is payable for these posts up to 50% of the band 2 allowance (cabinet members allowance) subject to the total budget currently allocated for individual cabinet members not being exceeded.	Up to 5,875
Scrutiny task and finish groups	An allowance is payable to chairmen of any special scrutiny task and finish groups appointed by the relevant overview and scrutiny committee, subject to appropriate criteria being met.	500

- Special responsibility allowance to be in addition to basic allowance. Excluding group leaders' allowance, only one special responsibility allowance is payable per elected member.

- A childcare and dependants' carers' scheme: allowances payable for eligible duties where costs are incurred in the care of children aged 16 or under, and in respect of other dependants where there is medical or social work evidence that care is required, and where the work claimed for has been undertaken by persons other than family members resident in the household; all claims must be evidenced by receipts and will be paid at the current market hourly rates.
 - All allowances to be updated annually in line with the national joint council for local government services pay award.
 - The decision to make a payment available for chairing a special task and finish review would be identified at the outset as part of the scoping of the review and be subject to: the scope of the review being agreed by the relevant overview and scrutiny committee; the timescale being met; and the quality of the review meeting the criteria to be determined and published by the assistant director governance.
- 6.1.4 In addition attendance whether as an appointed member or at the invitation of a director, cabinet member or chairman of the relevant body at any of the following will entitle a councillor to claim for travel and subsistence:
- a Council meeting
 - b Council committee and sub-committee meeting
 - c Any of the other bodies described in this constitution including cabinet meetings;
 - d A working group established by any one of the above bodies;
 - e Official briefing session called by the chairman of Council, leader, cabinet member, chairman of a committee, sub-committee, working group, or by a group leader or his/her substitute - such attendance being limited to one councillor from each group per session;
 - f Meeting of any other approved body.
- 6.1.5 The undertaking by any of those listed below of any duty associated with the council or its committees and other bodies approved for such purposes by the chief executive or monitoring officer in consultation with the leader:
- a The chairman/vice chairman of council
 - b A cabinet member
 - c The chairman/vice chairman of any committee, sub-committee or working group
 - d The leaders of the political groups
- 6.1.6 Attendance on site visits approved by the relevant committee or body.
- 6.1.7 Attendance at cabinet by political group leaders;
- 6.1.8 Attendance at a meeting of any scrutiny committee by the chairman of the general overview and scrutiny committee and/or the chairman of the health and social care overview and scrutiny committee.
- 6.1.9 Attendance at cabinet by the chairman or in the absence of the chairman and with his/her permission the vice chairman of a scrutiny committee where cabinet is addressing matters within that committee's terms of reference.
- 6.1.10 Attendance at any conference by any councillor authorised by the relevant director.

- 6.1.11 Any other attendance for which prior approval has been given by the chief executive or monitoring officer after consultation with the leader.
- 6.1.12 In general allowances will not be payable for meetings of outside bodies. A list of appointments to outside bodies, which shall be approved by the chief executive or monitoring officer following consultation with group leaders, will be maintained by the monitoring officer. This list will also identify those appointments to outside bodies where allowances are payable.
- 6.1.13 **Notes:** The single rate at which travel may be claimed for all vehicles including electric vehicles shall be at the rates used by Her Majesty's Revenues and Customs Service (Members are entitled to choose between claiming mileage allowance for bicycle travel, or claiming for an annual service for their bicycle instead.)

A subsistence allowance for councillors is paid for meetings held out of the county and on the basis of actual reasonable expenditure and where overnight accommodation is necessary, this will be for three star accommodation or equivalent, evidenced by receipts. If no suitable accommodation is available Members may, with the approval of the monitoring officer, book accommodation to the value of £120.00 per night, evidenced by receipts.

Co-opted and other non-elected members are entitled to claim travel, subsistence and dependants' carers' allowances on the same basis as members of the council.

