

**Minutes****COUNCIL****27 February 2025**

**HILLINGDON**  
LONDON

**Meeting held at Council Chamber - Civic Centre, High Street, Uxbridge UB8 1UW**

Councillor Colleen Sullivan (Mayor)  
Councillor Philip Corthorne MCIPD (Deputy Mayor)

	<b>MEMBERS PRESENT:</b> Councillors: Naser Abby Shehryar Ahmad-Wallana Kaushik Banerjee Labina Basit Adam Bennett Kishan Bhatt Jonathan Bianco Wayne Bridges Tony Burles Keith Burrows Farhad Choubedar Peter Curling Darran Davies Nick Denys Jas Dhot	Ian Edwards Scott Farley Elizabeth Garelick Narinder Garg Tony Gill Martin Goddard Ekta Gohil Henry Higgins Mohammed Islam Rita Judge Kamal Preet Kaur Eddie Lavery Richard Lewis Heena Makwana Gursharan Mand	Kelly Martin Stuart Mathers Douglas Mills Richard Mills June Nelson Barry Nelson-West Susan O'Brien Jane Palmer Sital Punja John Riley Raju Sansarpuri Jagjit Singh Peter Smallwood OBE Jan Sweeting Steve Tuckwell
	<b>OFFICERS PRESENT:</b> Tony Zaman, Richard Ennis, Dan Kennedy, Sandra Taylor, Matthew Wallbridge, Lloyd White, Matt Davis, Andy Goodwin, Mark Braddock, Morgan Einon, Alice Pringault and Nikki O'Halloran		
46.	<b>APOLOGIES FOR ABSENCE</b> <i>(Agenda Item 1)</i>  Apologies for absence had been received from Councillors Reeta Chamdal, Roy Chamdal, Gardner, Haggard, Lakhmana and Money.		
47.	<b>MINUTES</b> <i>(Agenda Item 2)</i>  <b>RESOLVED: That the minutes of the meeting held on 16 January 2025 be agreed as a correct record.</b>		
48.	<b>DECLARATIONS OF INTEREST</b> <i>(Agenda Item 3)</i>  Mr Lloyd White, Head of Democratic Services, declared a non-pecuniary interest in Agenda Item 5.iii) Appointment of Statutory Officer, as it related to his appointment and stayed in the room during consideration thereof.		
49.	<b>MAYOR'S ANNOUNCEMENTS</b> <i>(Agenda Item 4)</i>  The Mayor had attended a range of events such as the Hillingdon Business Awards, Forget Me Not lunch and the Youth Offer launch. She had also attended the Compass Theatre and raised the Ukraine Flag on the forecourt at the Civic Centre to		

	mark the third anniversary of the outbreak of war. A number of groups had also visited the Mayor's Parlour including Lady Bankes School and children involved in a Safer Transport initiative.
50.	<p><b>REPORT OF THE HEAD OF DEMOCRATIC SERVICES</b> (<i>Agenda Item 5</i>)</p> <p><b>i) Urgent Implementation of Decisions</b></p> <p>Members noted the urgent decisions taken since the Council meeting in January 2025, as detailed in the report.</p> <p><b>ii) Amendment to Cabinet Portfolios</b></p> <p>Members noted the amended Portfolios as notified by the Leader of the Council.</p> <p><b>iii) Appointment of Statutory Officer</b></p> <p>Councillor Edwards moved, and Councillor Bianco seconded, the motion as set out on the Order of Business and it was:</p> <p><b>RESOLVED: That:</b></p> <ul style="list-style-type: none"> <li>a) Mr Lloyd White be appointed to the statutory role of Monitoring Officer of the Council.</li> <li>b) It be noted that Mr Daniel Toohey has been appointed to the post of interim Head of Legal Services and that the Head of Democratic Services be authorised to make any necessary alterations to the roles and responsibilities of the above posts contained in the Constitution.</li> </ul> <p><b>iv) Members' Allowances 2025/26</b></p> <p>Councillor Edwards moved, and Councillor Bianco seconded, the motion as set out on the Order of Business and it was:</p> <p><b>RESOLVED: That the current Members' Allowances Scheme be revoked as of 31 March 2025 and the new Scheme for 2025/26, as shown in the Appendix, be approved for implementation from 1 April 2025.</b></p>
51.	<p><b>LOCAL DEVELOPMENT SCHEME</b> (<i>Agenda Item 6</i>)</p> <p>Councillor Tuckwell moved, and Councillor Edwards seconded, the motion as set out on the Order of Business and it was:</p> <p><b>RESOLVED: That:</b></p> <ul style="list-style-type: none"> <li>a) the revised Local Development Scheme be adopted with effect from 27 February 2025.</li> <li>b) delegated authority be given to the Director of Planning and Sustainable Growth, in consultation with the Cabinet Member for Planning, Housing &amp; Growth to make minor and technical updates only to timetables within the Local Development Scheme, if necessary.</li> </ul>
52.	<p><b>GENERAL FUND REVENUE BUDGET, HOUSING REVENUE ACCOUNT AND CAPITAL PROGRAMME 2025 / 2026</b> (<i>Agenda Item 7</i>)</p> <p>Councillor R Mills moved, and Councillor Gohil seconded, the suspension of Council procedure rule 14.4 to allow unlimited speaking time for the mover and seconder of the motion.</p>

**RESOLVED: That the mover and seconder of the budget motion be allowed unlimited speaking time on this item.**

Councillor Goddard moved, and Councillor Edwards seconded, the seventeen budget recommendations as set out on the Order of Business.

Councillor Mathers moved, and Councillor Curling seconded, the following objection amendment:

*“In accordance with the Council Constitution, the Labour Group are moving an amendment to the Cabinet's budget recommendations in the form of an Objection.*

*“This objection is because the Cabinet's budget estimates are not sufficiently robust for the purposes of the budget calculations, as stated in the S151 Officer's 'Section 25' statement.*

*“This objection is specifically in regard to, but not exclusive to, the proposed scale / challenge of the savings programme and the proposal to introduce charges for the collection of Green Waste.*

*“Therefore, in accordance with the Conflict Resolution Procedure as set out in the Constitution, I move that Council resolves to object to this element of the proposed budget and instructs the Cabinet to reconsider the relevant plans or strategies.”*

Those speaking in support of the Objection, thanked the officers for their support in scrutinising the proposed budget. The amendment had been put forward as the Labour Group had been unable to determine whether or not the budget was achievable as they did not have full access to the accounts. The Labour Group did not want to see the Council go bankrupt but the proposed savings targets seemed unachievable when the authority had only achieved an average of £13m in savings per year since 2016.

The £2.5m income generation figure for green waste collection seemed to have been plucked out of the air. The Conservative Group had voted in July 2023 to retain weekly collections and not charge for green waste. This proposal had followed the Administration's decision last year to reduce the frequency of green waste collections at certain times of the year. It was queried how Cabinet could have got it so wrong between December and now that they were having to rush through proposals to charge for green waste.

Although the Section 151 Officer had stated that the Council's reserves were adequate, they were not ample. It was suggested that the green waste proposal had not been properly thought out and, as such, Council agreeing to the amendment / objection would mean that the Cabinet would have to re-examine the budget proposals before bringing them back to Council again. The budget did not appear sufficiently transparent or robust.

The Conservative administration might try to blame the current Labour Government, but they were the ones that had set the previous budgets. It was suggested that they should not have focussed so much on trying to keep fees and charges below those of neighbouring authorities as this had left black holes in the budget. Although Council

Tax might be lower in Hillingdon than some other local authorities, the cost of parking permits and green waste collection would push up the overall cost of services. It would be difficult for the Council to avoid a Section 114 notice in the future.

Those speaking against the Objection stated that the demand on Council services continued to increase without being fully funded by the Government. The 'Objection' did not offer up any suggestions on what Cabinet could have proposed differently. Previous Labour amendments would have left the Council's reserves at £6.8m lower than current levels. The Council had reduced costs by taking action such as relocating Uxbridge Library and renegotiating the management of the Beck Theatre, both of which had been opposed by Labour.

It was suggested that the Labour Group would have called for a referendum to raise Council Tax above the 4.99% limit to help balance the budget. Many councils were struggling with 30 of them around the country requesting exceptional financial support.

The amendment, in the form of an Objection, was put to a recorded vote:

Those voting for: Councillors Abby, Basit, Burles, Curling, Dhot, Farley, Garelick, Garg, Gill, Islam, Judge, Kaur, Mand, Mathers, Nelson, Nelson-West, Punja, Sansarpuri, Singh and Sweeting.

Those voting against: The Mayor (Councillor Sullivan), the Deputy Mayor (Councillor Corthorne), Councillors Ahmad-Wallana, Banerjee, Bennett, Bhatt, Bianco, Bridges, Burrows, Choubedar, Davies, Denys, Edwards, Goddard, Gohil, Higgins, Lavery, Lewis, Makwana, Martin, D Mills, R Mills, O'Brien, Palmer, Riley, Smallwood and Tuckwell.

Those abstaining: None.

The amendment was lost.

Those speaking in support of the original motion noted that local government financial pressures had been unprecedented and had been exacerbated by things such as increases in National Insurance (NI) and inflation. There had been a promise that the Government would cover the increased cost of NI for local government but, in reality, this had only covered 80% of the additional cost. Government funding was not enough - choices had to be made such as reforming the operating model, but councils were still facing increased challenges in relation to homelessness, increasing energy costs, etc. That said, the Council had continued to invest in housing, highways and leisure services for its residents.

Health and Social Care had been facing significant financial challenges and an increased demand for services. Despite these pressures, Adult Social Care (ASC) had been rated as 'Good' in a recent CQC inspection. Hospital discharge and reablement were working well and the teams were well respected in North West London. The ASC service provision had been developed and improved, digital technology had been introduced to help residents, and partnerships had been strengthened.

In January 2025, Early Years Foundation took over the early years nurseries in the Borough which had released Council buildings for long term leases. New collaborations had been established in the South Ruislip, Hayes & Harlington and

Uxbridge Family Hubs and the next generation Youth Offer had been launched. The Family Hubs were also being used to provide online services and a second new youth bus was currently on order.

Consideration was being given to the exorbitant cost of placements and a new foster care package had been introduced. Action was being taken to provide high quality learning environments and to look at school sufficiency as there were around 71k children and young people under 18 years of age in Hillingdon.

It was noted that the Council was spending residents' money so it was important to charge as little as possible. It had been the decision made by the Labour Chancellor that had put the Council in such a difficult position. Despite this, the Council had continued to invest in parks and libraries, the Chrysalis fund had been used for local initiatives and a new leisure centre had been developed in Yiewsley and West Drayton.

The Council had bought or developed more than 200 homes and had completed major SEND projects. The Hayes Regeneration Scheme would be due for completion in the next financial year and would include more than 100 homes in the first phase. Kitchens, bathrooms, fire doors and windows had been replaced in hundreds of Council properties. Gas checks had been undertaken in 8,613 Council properties, almost 1,400 boilers had been replaced and 248 adaptations had been completed (comprising 317 elements). £1m had also been spent on fixing the roofs of five schools.

It was noted that Merton had the largest deficit in relation to the Dedicated Schools Grant (DSG). Members were reminded that they were talking about taxpayers' money, not their own money – Labour would have increased taxes if they had been in power and would have hoarded residents' money rather than investing it in services. Although Cabinet had proposed a balanced budget, tough decisions had been made and plans had been put in place to ensure that reserve levels could be doubled. The Administration had chosen not to request financial support from Government as this would have resulted in priorities being shelved.

Hillingdon had the second lowest Council Tax in outer London, some of the lowest fees and charges, new libraries, free waste and recycling every week, more award-winning open spaces than other councils and reports of fly tipping were usually dealt with within a day. It was questioned whether the Labour Members were the unhappy residents that they referred to and queried why they spoke so favourably about Ealing where they would pay more in Council Tax.

Whilst concerns about the Council's financial position were understood, action was being taken to ensure financial stability whilst providing the same or better services at a lower cost. The responsibility for budget accountability was being delegated to Directors and financial accounting would deliver insight. The world was currently an uncertain place with no idea how changes would impact on the European economy or on local government funding.

The 2025 Government spending review would highlight local authority funding and distribution amongst councils but the funding model was fundamentally broken. Although other boroughs had a higher core spending power than Hillingdon, Ealing had been given £21.798m in Revenue Support Grant, Hounslow has been given £12.177m and Hillingdon had been given £8.66m (despite having 10% more residents than Hounslow). Contingency provisions had been included in the Council's budget to

mitigate risk but the authority would still need to build its reserves.

There had been an 82% increase in demand for care home places since 2015/16 and a 30% increase in demand for temporary accommodation. About a quarter of employers were planning to make redundancies which would then result in additional costs to the Council from the increased demand on its services that this would create. There were also concerns that suppliers might have to hand back contracts to the Council.

It was noted that 36 households from the Chagos Islands had been welcomed at Heathrow and had been housed by Hillingdon Council, costing in the region of £880k this year (the full cost of this had been borne by Hillingdon residents). In 2022/2023, the net cost to the Council of Unaccompanied Asylum Seeking Children had been £1.7m. In 2023/24, this had risen to £3.4m. This should be funded by the Government, not by Hillingdon residents. Around one fifth of asylum seekers in London were housed in Hillingdon which was double the limit that had been set by the Home Office. The Council needed a new financial settlement from the Government – the current and previous Governments had failed to pay for this which had forced the Council to look at its legal options.

The proposal to charge for green waste collection would be consulted on but the current situation was not sustainable. There were a lot of residents in the Borough who did not have a garden so did not use the green waste collection service. Should the proposals be introduced, green waste would still be collected weekly and there would be no limit on the amount collected.

The Council had been faced with three options:

1. Request exceptional financial support – this would mean that the Council would have no control over its priorities;
2. Increase Council Tax beyond the maximum – this would have required a referendum; or
3. The Council to solve its own problems – this had been the option that the Administration had chosen.

Those speaking against the original motion believed that the Council had not put proper measures in place to monitor and oversee its financial activity and did not have the high quality information that it needed to improve its financial governance. The authority could not continue to rely on its reserves and needed to develop a culture of not overspending. It was queried whether a CIPFA review would identify more holes in the Council's finances as the Conservative administration had run the authority into the ground.

Concern was expressed that the budget required the Council to make £34m in savings which was more than twice the amount the authority had made in any one year previously. Furthermore, the Council had not achieved any of its savings targets in the last five years. The budget was not thought to be fit for purpose and Hillingdon residents were being faced with cuts. Blame lay with the Conservative Group that had been in power for 27 years.

There had been extreme pressure on the DSG which had been ringfenced until March 2026. Concern was expressed that, if this funding was not extended beyond March 2026, all of the Council's reserves would be swept away. Although the Administration had stated that this was a national issue, only 38 councils had required a bail out and Hillingdon had received the highest bail out in London.

Residents in private rented housing had not been supported by the budget and no consideration had been given to the impact of Houses of Multiple Occupation (HMOs). There were around 2,500 licensed and unlicensed HMOs across the Borough and residents' concern about them and the impact they were having was growing in places such as Heathrow Villages.

It was suggested that the delay in the publication of the budget might have been caused by disagreements amongst the Conservative Group about abandoning its green waste policy and a last minute scramble to patch up legacy issues. Although the Council had spent a lot of money on achieving Green Flags, it had not maintained its green spaces and residents were having to take this role over. It was queried whether, if residents rejected the idea of paying for green waste collection, would the Council still force this change through.

The Council's priorities needed to reflect the needs of residents and build community pride. Despite the hard work of the waste enforcement team, they continued to be underfunded. A really small number of fines had been handed out for fly tipping each month and there had been a 300% increase in littering.

The budget was thought to be short sighted, particularly in relation to the Housing Revenue Account. It was suggested that the Administration had a poor track record of bidding for grant funding when they should have been grasping for opportunities to address issues such as the rising cost of temporary accommodation and increasing the amount of Council housing available. The Administration had not prioritised housing which had meant that residents were being faced with unaffordable options.

Concern was expressed that the move to digital access would leave some residents behind and cause them a lot of stress. There had not been a smooth transition to the digital offer and residents were being failed by the Council. It was important that the digital offer did not exclude residents but no guarantees had been given that residents would not be caught up in the process.

Consultation on the budget had taken place over the busy Christmas period and had showed that 52% of respondents were dissatisfied with the proposals. However, reference was only made to the 38% of residents that had said that they were satisfied with the budget - residents had said that they were happy with the current green waste collection service. There had been concerns raised about torn refuse bags, charging for parking permits, pot holes and trip hazards on pavements. Even though volunteers had taken up activities such as litter picking, it was likely that services were going to deteriorate.

The original motion was put to a recorded vote:

Those voting for: The Mayor (Councillor Sullivan), the Deputy Mayor (Councillor Corthorne), Councillors Ahmad-Wallana, Banerjee, Bennett, Bhatt, Bianco, Bridges, Burrows, Choubedar, Davies, Denys, Edwards, Goddard, Gohil, Higgins, Lavery, Lewis, Makwana, Martin, D Mills, R Mills, O'Brien, Palmer, Riley, Smallwood and Tuckwell.

Those voting against: Councillors Abby, Basit, Burles, Curling, Dhot, Farley, Garelick, Garg, Gill, Islam, Judge, Kaur, Mand, Mathers, Nelson, Nelson-West, Punja, Sansarpuri, Singh and Sweeting.

Those abstaining: None.

The original motion was carried and it was:

**RESOLVED: That:**

1. The General Fund revenue budget proposals made by Cabinet be approved, resulting in a Council Tax requirement for 2025/26 of £154,125,910;
2. It be noted that, at its meeting on 16 January 2025, the Council calculated the amount of 105,422 as its Council Tax Base for the year 2025/26 This was calculated in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, as its Council Tax Base for the year *(Item T in the formula in Section 31B (3) of the Local Government Finance Act 1992)*;
3. The Hillingdon element of Council Tax be set at £1,462.00 for a Band D property. Taking into account the precept levied by the Greater London Authority, this results in an overall Band D Council Tax of £1,952.37 for the borough;
4. The following amounts have been calculated by the Council for the year 2025/26, in accordance with Sections 32 to 36 of the Local Government Finance Act 1992 (the Act):
  - a) £974,250,324 being the aggregate of the amounts that the Council estimates for the items set out in Section 31A (2) (a) to (f) of the Act. *(Gross Expenditure including the amount required for additions to working balances)*
  - b) £820,123,360 being the aggregate of the amounts that the Council estimates for the items set out in Section 31A (3) (a) to (d) of the Act. *(Gross Income including reserves to be used to meet Gross Expenditure)*
  - c) £154,125,910 being the amount by which the aggregate at 4 (a) above exceeds the aggregate at 4 (b) above. This is calculated by the Council in accordance with Section 31A (4) of the Act, as its Council Tax requirement for the year. *(Item R under Section 31B of the Act)*
  - d) £1,462.00 being the amount at 4 (c) above divided by Item T (2 above). This is, calculated by the Council in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year. *(Council Tax at Band D for the Council)*

The London Borough of Hillingdon Council Tax (£)			
Band A	Band B	Band C	Band D
974.67	£1,137.11	£1,299.56	£1,462.00
Band E	Band F	Band G	Band H
£1,786.89	£2,111.78	£2,436.67	£2,924.00

being the amounts given by multiplying the amount at 4



(d) above by the number which, in the proportion set out in Section 5 (1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation B and D. This is calculated by the Council in accordance with Section 36 (1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands;

5. It be noted that for the year 2025/26 the Greater London Authority and its functional bodies have stated the following amounts in precepts. These have been issued to the Council, in accordance with Section 40 of the Act, for each of the categories of dwellings shown below:

The Greater London Authority Precept (£)			
Band A	Band B	Band C	Band D
£326.92	£381.41	£435.89	£490.38
Band E	Band F	Band G	Band H
£599.35	£708.33	£817.30	£980.76

6. The Council has calculated the aggregate in each case of the amounts at 4 (e) and 5 above. The Council in accordance with Section 30 and 36 of the Local Government Finance Act 1992 hereby sets the Council Tax for the year 2025/26 for each category of dwelling below:

Total Council Tax 2025/26 (£)			
Band A	Band B	Band C	Band D
£1,301.59	£1,518.52	£1,735.45	£1,952.38
Band E	Band F	Band G	Band H
£2,386.24	£2,820.11	£3,253.97	£3,904.76

7. The Council Tax Discount for Older People be retained for 2025/26 with a 1.43% discount on Hillingdon's element of the Council Tax for those who joined the scheme on or after 1 April 2020, 3.27% for those who joined the scheme before or on 31 March 2019 and 6.98% for those who joined before or on 31 March 2018, with the scheme closed to new applicants from 1 April 2021;
8. The General Fund Capital Programme for 2025/26 to 2029/30 as set out in Appendix A8 of the background report to Cabinet be approved;
9. The Housing Revenue Account budget proposals, HRA Capital Programme and housing rents set out in Appendix B of the background report be approved;
10. The proposed amendments to Fees and Charges set out in Appendix C of the background report to Cabinet be approved;
11. Capital Investment Strategy, Treasury Management Strategy, Investment Strategy, Minimum Revenue Provision Statement for 2024/25 to 2029/30 as set out in Appendix D of the background report to Cabinet be approved;
12. The London Borough of Hillingdon Pay Policy Statement for 2025/26 as set

	<p>out in Appendix E of the background report to Cabinet be approved;</p> <p>13. The transformation plan, as set out in Appendix G of the background report to Cabinet, and the use of £17m of capital receipts for this purpose, subject to Government confirmation on utilising receipts for this purpose for a further year be noted;</p> <p>14. The Corporate Director of Finance's comments regarding his responsibilities under the Local Government Act 2003 as set in his Section 25 Statement accompanying the Budget Report recommended by Cabinet be noted;</p> <p>15. Council (as set out in Schedule G of the Constitution - Budget and Policy Framework Procedure Rules) resolves that Cabinet may utilise the general reserves or balances during 2025/26 in support of functions designated to the Cabinet in line with Part 4 of the Constitution;</p> <p>16. Council confirm that the Council's relevant basic amount of Council Tax for 2025/26 is not excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992 and therefore a referendum will not be triggered; and</p> <p>17. Council approve the charging of a 100% premium on second homes (<i>Dwellings Occupied Periodically</i>). To commence for the financial year 2026/27.</p>
	<b>MINUTE ANNEX A</b>
	The meeting, which commenced at 7.30 pm, closed at 10.06 pm.

These are the minutes of the above meeting. For more information on any of the resolutions please contact Lloyd White, Head of Democratic Services on [democratic@hillingdon.gov.uk](mailto:democratic@hillingdon.gov.uk). Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

### **MEMBERS' ALLOWANCES SCHEME 2025/26**

#### **1. Introduction**

In accordance with Local Authorities (Members Allowances) England Regulations 2003 No. 1021 (as amended) the London Borough of Hillingdon makes the following scheme: -

#### **2. Basic Allowance**

For 2025/26 an allowance of **£12,793** will be payable to all Councillors and will be paid in equal monthly instalments. The basic allowance includes intra borough travel and subsistence costs.

#### **3. Special Responsibility Allowances**

Special responsibility allowances of the following amounts shall be paid in equal monthly instalments to Councillors holding the following responsibilities:

		(£)
1.	Leader of the Council	60,167.80
2.	Deputy Leader of the Council	50,683.77
3.	Chief Whip of Largest Party	24,318.39
4.	Cabinet Member	42,385.34
5.	Chair of Select Committee	24,318.39
6.	Chair of Planning Committee	24,318.39
7.	Chair of Licensing Committee	24,318.39
8.	Chair of Standards Committee	3,427.05
9.	Standards Committee Independent Person	512.50 (per meeting)
10.	Chair of Audit Committee*	8,000.00
11.	Chair of Pensions Committee*	8,000.00
12.	Champion	6,253.61
13.	Council representative on Adoption and Permanency Panel	13,708.22
14.	Cabinet Assistant	9,484.03
15.	Leader of 2 <sup>nd</sup> Party	24,318.39
16.	Chief Whip of 2 <sup>nd</sup> Party	6,253.61
17.	2 <sup>nd</sup> Party Lead on Select Committee	6,253.61

*\* Where a non-Councillor is Chair or Vice Chair a co-optees' allowance is payable as set out in the Scheme under section 9.*

#### **4. Limit on Payment of Special Responsibility Allowances**

Individual Councillors may not claim a special responsibility allowance for more than one position for which they qualify.

#### **5. Renunciation**

Councillors may elect to forego any of their entitlement to an allowance under the scheme by giving written notice to the Corporate Director of Finance.

## 6. Part-Year Entitlements

- (a) This paragraph regulates Councillors' entitlement to allowances where the scheme is amended during the year or where an individual ceases to be a Councillor or accepts or relinquishes a position of special responsibility.
- (b) If an amendment to this scheme is made during the year to which it refers and changes the amount which a Councillor may claim in basic allowances the annual entitlement shall be calculated using the following method: -

Annual entitlement to basic allowance	=	Days at unamended rate divided by 365	X	Annual payment at unamended rate	+	Days at amended rate divided by 365	X	Annual payment at amended rate
---------------------------------------	---	---------------------------------------	---	----------------------------------	---	-------------------------------------	---	--------------------------------

- (c) Where the term of office of a Councillor begins or ends part way through the year the annual entitlement to basic allowance shall be calculated using the following method:

Annual entitlement to basic allowance	=	Days as a Councillor divided by 365	X	Annual rate of allowance
---------------------------------------	---	-------------------------------------	---	--------------------------

- (d) Where this scheme is amended during the year to which it refers the annual entitlement to basic allowance of Councillors beginning or ending their term of office part way through the year shall be calculated using the following method:

Annual entitlement to basic allowance	=	Days as a Councillor during unamended scheme divided by 365	X	Annual payment at unamended rate	+	Days as a Councillor during amended scheme divided by 365	X	Annual payment at amended rate
---------------------------------------	---	---	---	----------------------------------	---	---	---	--------------------------------

- (e) Where Councillors hold positions of special responsibility during part of the year their annual entitlement to special responsibility allowance shall be calculated using the following method:

Annual entitlement for special responsibility allowance	=	Days holding position of special responsibility during unamended scheme divided by 365	X	Annual payment at unamended rate	+	Days holding position of special responsibility during amended scheme divided by 365	X	Annual payment at amended rate
---	---	--	---	----------------------------------	---	--	---	--------------------------------

## 7. Out of Borough Travelling and Subsistence Allowances

Councillors shall be entitled to claim for out of borough travelling allowances incurred in undertaking approved duties as agreed in advance by the Council.

The out of borough car mileage allowance for Councillors shall be paid at the same rate as those paid to officers for the Standard Mileage User Allowance.

The amounts paid for out of borough subsistence shall be in accordance with the maximum levels laid down from time to time by the Ministry for Housing, Communities and Local Government, but claims may only be made for approved duties.

## **8. Dependent / Carers Allowance**

A dependent / carers allowance shall be payable at the National Minimum Wage for Adults hourly rate based on the following criteria:

- payments should be subject to a maximum weekly payment, equivalent to seven-and-a-half hours of care per week;
- the maximum rate should be set locally to reflect local costs, in accordance with social service departments levels;
- payment should be claimable in respect of children aged 15 or under or in respect of other dependants where there is medical or social work evidence that care is required;
- only one weekly payment should be claimable in respect of the household of each Member, except in special circumstances to be judged by the Council's Standards Committee;
- the allowance should be paid as a reimbursement of incurred expenditure against receipts;
- the allowance should not be payable to a member of the claimant's own household and;
- any dispute as to entitlement and any allegation of abuse should be referred to the Council's Standards Committee for adjudication.

## **9. Co-optees' Allowances**

Where a co-optee and non-Councillor is the Chair of the Audit Committee, an annual entitlement allowance of £8,000.00 may be paid. This will be paid on a pro-rata basis if the appointment of the co-optee begins or ends otherwise than at the beginning or end of a year. Where a co-optee is an Independent Person on the Standards Committee an entitlement allowance of £500 per meeting required and attended may be paid. Where a co-optee is one of the three statutory education co-optees on the Executive Scrutiny Committee, an annual entitlement allowance of £445.80 may be paid. This will be paid on a pro-rata basis if the appointment of the co-optee begins or ends otherwise than at the beginning or end of a year. These allowances will cover expenses, such as travel and subsistence, related to the duties of the postholder.

## **10. Claims and Payments**

- (a) All claims for out of borough travelling and subsistence and carers allowances must be submitted within two months of the date of the approved duty to which they relate, made on the standard form as used by officers and returned to the Head of Democratic Services.
- (b) Payments shall be made in respect of basic and special responsibility allowances subject to sub-paragraph (c) below in Instalments of one twelfth of the amount specified in this scheme on or before the 15<sup>th</sup> of the month direct to each Member's bank or building society account.
- (c) Where the payment of allowances in one-twelfth instalments would result in a Councillor receiving more than he or she is entitled to because of a part year effect (as defined in paragraph 9 above) the payment shall be restricted to the annual entitlement.

## **11. Withholding Members' Allowances**

Where there has been an adjudication, which suspends or partially suspends a Councillor from office following a breach of the Code of Conduct, the Council may withhold all allowances paid to that Councillor with immediate effect.

## **12. Records of Allowances and Publicity**

In accordance with the 2003 regulations a detailed record will be kept of the name of the recipient and the amount and nature of each payment made. This will be available for public inspection at all reasonable times or copies supplied following the payment of a reasonable fee.

As soon as is reasonably practicable after the end of the municipal year to which the scheme relates the total sum paid to each recipient in respect of basic allowances, special responsibility allowance, dependant carers allowance and out of borough travelling and subsistence allowance will be published on the Council's website and local newspaper.

## **13. Independent Remuneration Panel**

Hillingdon Council has had regard to the recommendations made by the Independent Panel for the Remuneration of Councillors in London in developing its Members' Allowances Scheme.