

**London Borough of Hillingdon Members' Code of Conduct –
Investigation into complaint by Councillor Janet Duncan against
Councillor Anita MacDonald**


**Note of interview with Councillor David Allam at 2.18 pm on Monday 15th August
2011 at Hillingdon Civic Centre**

Mr Revell (TJR) introduced himself and said that at the request of the Monitoring Officer for the London Borough of Hillingdon (LBH) following a complaint received from Councillor Duncan he was conducting an investigation into the allegations she had made against Councillor MacDonald. Councillor Allam (DA) confirmed that he had received TJR's letter of 10th August 2011. TJR ran through the contents of the letter. DA confirmed that he had chosen not to be accompanied at the interview. TJR reiterated the need to keep the contents of the interview confidential. He outlined the procedure he was intending to follow. DA had no questions at this stage.

TJR asked DA about the arrangements for taking minutes at meetings of the Labour group and for remunerating the person carrying out this task. DA indicated that this matter had been discussed in the Labour group and it had been decided that a paid minute taker should be engaged as this would free up the group secretary to participate more actively in the meetings. DA indicated that he was in favour of this proposal. The Chief Whip would deal with the arrangements for engaging a minute taker and they would be paid from group funds. There had been several minute takers including staff from the group secretariat and more recently former Councillor Oswald. DA indicated that about a year ago an issue was raised in the group about whether it was appropriate to pay the minute taker in cash without deduction of tax and national insurance. At the time DA advised that if it were required he could suggest a company to deal with this through a payroll arrangement as they had carried out similar work for a voluntary organisation with which he was associated. However, although this was potentially an issue it became clear that the hours worked and the amounts paid did not require a payroll scheme so it was permissible to pay in cash.

The interview concluded at 2.35 pm.

I certify this note is a true record of the interview conducted with Tim Revell on 15th August 2011.


Signed

15/8/2011
Date