

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

(i) TIMETABLE OF MEETINGS 2010/11

1. To approve the timetable of meetings for 2010/11 as set out in Appendix A.
2. Members should note that during the course of the year meeting times and dates of some meetings may change or additional meetings may be called in order for the effective conduct of the council's business.

RECOMMENDATION: That the timetable of meetings for 2010/11 in Appendix A be approved and the Head of Democratic Services in consultation with the Chief Whip of the Majority Party be authorized to make any amendments that may be required.

(ii) MEMBERS' ALLOWANCES 2010/11

1. The Council is required to undertake an annual re-adoption of its allowances scheme. The last full review of the scheme was in March 2007. This review had due regard to the recommendations made in the October 2006 report of the Independent Panel on the Remuneration of Councillors in London.
2. The Independent Panel has recently been reconvened and a further report for all London Councils to consider is expected shortly. Until that is received, the Leader of the Council is proposing to Council no change to the nature of the allowances scheme for 2010/11.

RECOMMENDATION: That the current Members' Allowances Scheme be revoked as of 31 March 2010 and the new Scheme for 2010/11 be approved as shown in Appendix B for implementation from 1 April 2010

INFORMATION

3. Regulation 10 Local Authorities (Members' Allowances) (England) Regulations 2003 requires re-adoption of the scheme by 31 March 2010.
4. In previous years Council has delegated authority to the Head of Democratic Services to increase the level of allowances in line with the annual pay award to staff, when agreed. As Members may be aware, it was recently announced that there is to be no annual pay award for staff in 2010/11 and therefore it is not intended that the Scheme of Allowances will be increased from that shown in Appendix B.

FINANCE IMPLICATIONS

5. Provision has been made in the 2010/11 budget for Members' Allowances, although It is important to note this is based upon current posts being held by Members and those who occupy more than one post are only eligible to receive one SRA, normally the higher. It is therefore difficult to accurately estimate the true

cost until after the Annual General Meeting in May when Members are confirmed or re-confirmed into posts receiving an SRA.

LEGAL IMPLICATIONS

6. The current scheme, which has been adopted by the Council, needs to be revoked as of 31 March 2010 and a new scheme, in accordance with the 2003 Regulations, has to be made before the 31 March 2010. If it is not, any allowances paid to Members would not comply with the law and could therefore be challenged.
7. Before making or amending its allowances scheme, the Council is required, by virtue of Regulation 19, to have regard to the recommendations of an Independent Remuneration Panel. As indicated above, the last set of recommendations made by the Panel were back in October 2006 which Members can still have regard to. Therefore, the 2009/10 allowances can legitimately form the basis of the 2010/11 allowances scheme.

(iii) URGENT IMPLEMENTATION OF DECISIONS

RECOMMENDATION: That the Urgency decisions detailed below be noted.

Information

1. The Constitution allows a Cabinet or Cabinet Member decision to be implemented before the expiry of the 5 day call-in provided there is agreement from the Chief Executive and the Chairman of the Executive Scrutiny Committee to waive this. All such decisions are to be reported for information only to the next full Council meeting.
2. Since the last Council meeting the following decisions have been made using these urgency procedures:
 - i. A decision by the Cabinet Members for Education and Children's Services and Finance and Business Services to accept tenders for the Playbuilder project – *call-in waived on 15th January 2010*
 - ii. Decisions by the Leader of the Council and Cabinet Members for Finance and Business Services and Planning and Transportation to release funding and give project approval for the Town Centre Improvements in High Street, Yiewsley and Station Road, West Drayton – *call-in waived on 2 February 2010.*
 - iii. A decision by the Cabinet Member for Education and Children's Services to approve statutory proposals to enable the reorganisation of Rosedale College – *call-in waived on 15th February 2010.*

(iv) CABINET SCHEME OF DELEGATIONS

RECOMMENDATION: That the change to the Cabinet Scheme of Delegations detailed below be noted.

The Leader of the Council can make such new arrangements for the Cabinet Scheme of Delegations at any time on either a temporary or permanent basis, in accordance with the Executive Procedure Rules in Part 4 of the Constitution.

i) Hillingdon Civic Medal Award and Volunteer Pin Scheme

To coincide with the public announcement of two prestigious new award schemes by the Council, the Leader of the Council is proposing a change to the Cabinet Scheme of Delegations (Article 7 of the Constitution) to provide the necessary authority to oversee the operation of these schemes as set out below:

- 1) The Leader of the Council in conjunction with the Chief Executive will be responsible for the operation of the London Borough of Hillingdon Civic Medal Award Scheme.
- 2) The Leader of the Council in consultation with the Mayor will be responsible for the operation of the London Borough of Hillingdon Volunteer Pin Scheme.

ii) Business Improvement Delivery programme

On 28 January 2010, the Leader of the Council provided for a new delegation to the Cabinet Member for Improvement, Partnerships and Community Safety. This delegation allows the Cabinet Member to sign off all approved expenditure on external support, agency and consultancy advice for the Business Improvement Delivery programme.

BACKGROUND PAPERS :none

APPENDIX A

London Borough of Hillingdon – Programme of Meetings 2010/2011v5

MEETING (and start time)	May	June	July	Aug	Sept'r	October	November	December	January	February	March	April	May
COUNCIL (7.30pm)	13*		1		9		4		13	24	(3)		12
CABINET (7pm)	27	24	15		23	14	18	16	20	17	17	14	
Central & South Planning Committee (7pm)	25	8,29	21	10	7,21	12	2,23	16	6,25	17	8,29	19	
North Planning Committee (7pm)	20*	1,22	15	5,26	16	5,27	18	7,21	11	3,22	15	7,28	19
Environmental Improvements Panel (3pm)		29			23			7			9		
Whips Meeting (5pm)	11*	29			7		2		11	22	(1)		10
Pensions Committee (5.30pm)		23			22			14			29		
Audit Committee (5pm)		28			21			15			10		
Domestic Violence Action Forum (2pm)			14			13			12			13	
Domestic Violence Steering Executive (10am)		tba			tba			tba			tba		
Petition Hearings with the Cabinet Member for Planning and Transportation	26	16	14		15	13	17	15	26	23	23	20	25
Licensing Committee (10am)			1		30				18			21	
Licensing Sub-Committee A (10am)	28		9	19		1	24		7	16		7	27
Licensing Sub-Committee B (10am)		11	21		1	15		10	19		4	15	
Licensing Sub-Committee C (2pm)		23		5	17	27	12			4	16	27	
Registration & Appeals Committee (6pm) (Home-School Travel)					tba								
Executive Scrutiny Committee (at the rising of Cabinet)		24	15		23	14	18	16	20	17	17	14	
Social Services, Health & Housing Policy Overview Committee (7pm)		15	8		1	13	16	9	27	15	24	21	11
Residents' & Environmental Services Policy Overview Committee (7pm)		15	27		14	7	16	14	18	15	9	12	
Education and Children's Services Policy Overview Committee (7pm)		9	7		8	21	25		26	10	22	26	
Corporate Services and Partnerships Policy Overview Committee (7.30pm)		8	22		7	13	11		19	22	16	20	
External Services Scrutiny Committee (6pm)		16	14		22	28	24		11	23	30	26	
Policy Overview Committee Working Group (6pm)		2	6		13								5
Hillingdon Standing Advisory Council on Religious Education (7.30pm)		16					9				23		
Standards Committee (7pm)		2			9		30				1		
All Councillors Seminars (10am-9pm)	10*,18					tba							

*Dates with an asterisk * are dates approved in the 2009/10 programme first column*

Dates in brackets are reserve dates for the budget process

NB. Times may occasionally vary from those shown in

= New Members' Induction Day

Council Meeting – 25 February 2010

MEMBERS' ALLOWANCES SCHEME 2010/11

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 2009/10 an allowance of **£10,481.53** will be payable to all Councillors. This figure will be increased each subsequent year in line with the annual Local Government Pay Settlement and it will be paid in equal monthly instalments. The basic allowance includes intra borough travel and subsistence costs.

1. Special Responsibility Allowances

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

	(£)
Mayor	21,287.91
Deputy Mayor	8302.20
Leader of the Council	52,670.23
Deputy Leader of the Council	44,368.03
Chief Whip of Largest Party	21,287.91
Leader of 2 nd Party	21,287.91
Deputy Leader of 2 nd Party	5,474.22
Chief Whip of 2 nd Party	5,474.22
Cabinet Member	37,103.66
Chairman of Scrutiny and Policy Overview Committee	21,287.91
2 nd Party Lead on Scrutiny and Policy Overview Committee	5,474.22
Chairman of Planning Committee	21,287.91
Party Lead on Planning Committee	5,474.22
Chairman of Licensing Committee	7,783.28
Chairman of Licensing Sub-Committee	5,474.22
Chairman of Standards Committee*	2854.07
Vice-Chairman of Standards Committee*	1037.78
Independent member of Standards Committee*	1037.78
Chairman of Audit Committee*	2854.07
Champion	5,474.22
Cabinet Assistant	8302.20

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

Special Responsibility Allowances will be increased each subsequent year in line with the annual Local Government Pay Settlement.

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 & Resources.

6. Part-Year Entitlements

(a) This paragraph regulates Councillors' entitlement to allowances where the scheme is amended during the course of 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
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(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
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(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
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(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
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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 Department for 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 Chairman of the Standards or Audit Committee, an annual entitlement allowance of £2,750 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 Member of the Standards Committee an annual entitlement allowance of £1,000 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 £400 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 15th 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. Pensions

Councillors, under the age of 75 years, shall be entitled to admission to the Local Government Pension Scheme and both basic and special responsibility allowances shall be deemed pensionable pay.

12. 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.

13. Records of Allowances and Publicity

In accordance with the new 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.

14. 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.