

## Minutes

### COUNCIL

25 February 2021

### VIRTUAL



HILLINGDON  
LONDON

Councillor Teji Barnes (Mayor)  
Councillor Roy Chamdal (Deputy Mayor)

	<p><b>MEMBERS PRESENT:</b> Councillors: Shehryar Ahmad-Wallana Scott Farley John Morgan Lynne Allen Duncan Flynn John Morse Simon Arnold Janet Gardner June Nelson Jonathan Bianco Martin Goddard Susan O'Brien Mohinder Birah Raymond Graham John Oswell Lindsay Bliss Becky Haggar Jane Palmer Wayne Bridges John Hensley Kerri Prince Nicola Brightman Henry Higgins Sir Ray Puddifoot MBE Keith Burrows Vanessa Hurhangee Devi Radia Alan Chapman Allan Kauffman John Riley Farhad Choubedar Kuldeep Lakhmana Paula Rodrigues Judith Cooper Eddie Lavery Raju Sansarpuri Philip Corthorne Richard Lewis Scott Seaman-Digby Peter Curling Heena Makwana David Simmonds CBE Nick Denys Michael Markham Jagjit Singh Alan Deville Stuart Mathers Brian Stead Jazz Dhillon Carol Melvin Colleen Sullivan Jas Dhot Ali Milani Jan Sweeting Janet Duncan Douglas Mills Steve Tuckwell Ian Edwards Richard Mills David Yarrow Tony Eginton Peter Money</p>
	<p><b>OFFICERS PRESENT:</b> Fran Beasley, Paul Whaymand, Dan Kennedy, Perry Scott, Mike Talbot, Raj Alagh, Andy Evans, Lloyd White, Andy Goodwin, Iain Watters, Mark Braddock, Morgan Einon, Beth Rainey and Nikki O'Halloran</p>
45.	<p><b>APOLOGIES FOR ABSENCE</b> (<i>Agenda Item 1</i>)</p> <p>There were no apologies for absence.</p>
46.	<p><b>MINUTES</b> (<i>Agenda Item 2</i>)</p> <p><b>RESOLVED:</b> That the minutes of the meeting held on 14 January 2021 be agreed as a correct record.</p>
47.	<p><b>ROLL CALL &amp; DECLARATIONS OF INTEREST</b> (<i>Agenda Item 3</i>)</p> <p>The Head of Democratic Services asked each Member in alphabetical order to declare that they were present and whether they had any declarations of interest in any matter before Council. There were no declarations of interest.</p>

48. **REPORT OF THE HEAD OF DEMOCRATIC SERVICES** (*Agenda Item 4*)

**i) Temporary Suspension of Council Procedure Rules for the Virtual Council Meeting Only**

Councillor Edwards moved, and Councillor Bianco seconded, the recommendation subject to an amendment to allow for three speakers from each Group (in addition to the mover and seconder) on the debate on the budget only (Item 6).

**RESOLVED: That, under Standing Order 26.1, Council agrees to temporarily suspend the specific Standing Orders set out in the report, as amended above, for the purposes of holding this virtual Full Council meeting, with immediate effect.**

**ii) Urgent Implementation of Decisions**

The recent urgent decisions taken were noted.

**iii) Members' Allowances 2021/22**

Councillor Edwards moved the recommendation with an amendment to delete reference to the in-year increase in line with the annual local government pay settlement thereby freezing Members' allowances at the existing rate for 2021/2022. Councillor Bianco seconded the amended recommendation and it was put to a recorded vote:

Those voting for: The Mayor (Councillor Barnes), the Deputy Mayor (Councillor Chamdal), Councillors Ahmad-Wallana, Allen, Arnold, Bianco, Birah, Bliss, Bridges, Brightman, Burrows, Chapman, Choubedar, Cooper, Corthorne, Curling, Denys, Deville, Dhillon, Dhot, Duncan, Edwards, Eginton, Farley, Flynn, Gardner, Goddard, Graham, Haggart, Hensley, Higgins, Hurhangee, Kauffman, Lakhmana, Lavery, Lewis, Makwana, Markham, Mathers, Melvin, Milani, D Mills, R Mills, Money, Morgan, Morse, Nelson, O'Brien, Oswell, Palmer, Prince, Puddifoot, Radia, Riley, Rodrigues, Sansarpuri, Seaman-Digby, Simmonds, Singh, Stead, Sullivan, Sweeting, Tuckwell and Yarrow.

Those voting against: None.

Those abstaining: None.

The motion was carried and it was:

**RESOLVED: That the current Members' Allowances Scheme be revoked as of 31 March 2021 and the new Scheme for 2021/22, as amended, be approved for implementation from 1 April 2021 as shown in Annex A to these minutes.**

**iv) Programme of Meetings 2021/22**

Councillor Edwards moved, and Councillor Bianco seconded, the recommendation with the amendments as set out in the Order of Business and it was:

**RESOLVED: That the timetable of meetings for 2021/22 as set out in Annex B to these minutes, be approved and the Head of Democratic Services, in consultation with the Chief Whip of the Majority Party, be authorised to make any amendments that may be required throughout the course of the year**

49. **MAYOR'S ANNOUNCEMENTS** (*Agenda Item 5*)

The Mayor encouraged all ethnic minority communities to attend their COVID-19 vaccination appointment when they received their invitations, just as she would be doing when she received hers. She noted that the vaccination was safe, had been thoroughly tested and had been given medical approval. The vaccine did not include any animal products so was suitable for all faiths. It was the best way to protect yourself and your loved ones and save lives.

The vaccination centres were extremely efficient, and the clinicians could support residents if they had any questions. By having the vaccination, residents would be playing their part in protecting everyone so that they could eventually return to a life where they could safely mix with their friends and loved ones without fear.

The Mayor thanked everyone involved in administering the vaccine and thanked those residents, especially those in her own community, who had already received their vaccinations.

Statement from the Leader of the Council

The Leader stated that the Prime Minister had announced his roadmap for ending the lockdown. It was a cautious plan that was expected to prevent future lockdowns and would see the country moving together. The temptation was to believe that the battle had been won and the danger was that residents would begin to ignore the restrictions that remained necessary to ensure that the country stayed on track to achieve the ending of all restrictions on 21 June 2021 or thereafter. Members continued to have an important role to play through their own observance of the regulations as well as by influencing their communities to continue to follow the rules and encouraging residents to get vaccinated.

Since the last Council meeting on 14 January 2021, the situation in Hillingdon had improved considerably. The seven-day moving average infection rate per 100,000 residents had fallen from 799 to 120. The positivity rate (the percentage of residents that had tested positive for COVID-19) had been 22.3% in January 2021 but had now fallen to 6.4% (the London average was 4.8%). Hillingdon, Hounslow and Ealing continued to have the highest infection rates in London and were amongst the highest rates across the country. Although good progress had been made, this needed to continue.

Recently, an additional 9,788 residents had been included on the list of those that were shielding, which had taken the total to 27,464. With shielding expected to end at the end of March 2021, the additional burden on the Council would be limited. The Council was required to contact everyone on the list although this had not typically resulted in requests for additional support. The Government had provided additional funding for the Council to write to all shielding adult residents, inviting them to apply for a postal vote ahead of the GLA election.

North West London had been amongst the best performers with regard to vaccinations. The target to vaccinate the top four cohorts (those aged 70 or above, care workers and the clinically vulnerable) had been achieved with more than 87% of each age group vaccinated. Vaccine coverage (those who had received one dose) had reached 30% of the Borough's current eligible population (those over the age of 50, care workers and the clinically vulnerable). Hillingdon was on target to meet the second target date in May 2021.

Joint working had been undertaken with success in persuading the hesitant to be vaccinated. A strong network of community groups and leaders had been engaged to spread the message of the importance of being vaccinated. Videos in second languages had been made by community leaders and Members had offered to help in this endeavour.

The second strand of the strategy to exit the lockdown had been to ensure strong local asymptomatic testing capability. Hillingdon had been ahead of others with six testing sites open across the Borough and a seventh opening soon. A local publicity campaign had been started to encourage those without symptoms to be regularly tested. The number of asymptomatic tests conducted daily in Hillingdon was amongst the highest in London, with capacity to ramp up the testing even further should the South African or Brazilian variants be identified in the Borough.

The Council had been working with secondary schools and colleges in the Borough to ensure that they had the equipment and additional staff to allow them to conduct on site testing for their pupils when they reopened.

The Contact Tracing Service provided the third element of the strategy where Hillingdon had been prepared and performing well. The Council had contacted 88% of those residents referred by the NHS Track and Trace service. This performance had been amongst the highest in London.

The Leader assured Members that the immediate financial impact of the pandemic had been contained within the initial Government grants and the £9.1m earmarked COVID reserves. However, there continued to be uncertainties with the latest being a Government delay in the Council's issuing of business rate demands. Although this was unlikely to impact the Council's bottom line, it could have a short-term impact on cash flow which the authority would be comfortably able to withstand. The Leader thanked the Council's partners, community volunteers and staff who had been working tirelessly to help keep everyone safe.

In addition to the update above, the Leader reminded Members that Hillingdon had been in dispute with High Speed 2 over the lack of information that they had been providing in support of their planning applications. A small matter involving a newt pond had gone to the Supreme Court which, on 23 February 2021, had refused to hear an appeal against a decision of the Appeal Court that had ruled in Hillingdon's favour. This meant that the law on High Speed 2 planning applications had been settled once and for all. High Speed 2 Limited would now have to provide the Council with sufficient information in order for the authority to properly determine their applications and which the company had refused to do up until now.

High Speed 2 Limited had been ordered to pay the Council's costs which would be approximately £20k. The Leader thanked the Borough Solicitor and planning officers for securing this ruling which would better enable the Council to mitigate the impact of High Speed 2 on the Borough's residents.

50. **GENERAL FUND REVENUE BUDGET, HOUSING REVENUE ACCOUNT AND CAPITAL PROGRAMME 2021/2022** (*Agenda Item 6*)

Councillor Flynn moved, and Councillor Radia seconded, the suspension of Council procedure rule 14.4 to allow unlimited speaking time for the mover and seconder of the motion and the principal speaker / mover of the amendment and seconder of the amendment from the Labour Group.

**RESOLVED: That the mover and seconder of the budget motion and the principal speaker / mover and seconder of the principal amendment from the Labour Group be allowed unlimited speaking time on this item.**

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

Councillor Mathers moved, and Councillor Dhillon seconded, the following amendment:

**That:**

- a) **the Cabinet be invited to consider the Labour Group's amendments to the Cabinet's budget proposals set out in the Council Tax Resolution and report back to the Council;**
- b) **in relation to the General Fund Revenue Budget, the proposals are based on the budget proposals approved by Cabinet on 18 February 2021, subject to the following amendments:**

	<b>2021/22 £'000</b>	
<b>Council Tax Requirement based on Cabinet Proposals</b>		<b>126,536</b>
<u>One-off Growth Proposals</u>		
Feasibility Study for Solar Panels on Council owned assets	200	
Residents Climate Emergency Forum	100	
Fund a 10% discount of camera-style doorbells and PIR cameras for residents	55	
Urban Tree Challenge	50	
Independent review of universal youth services	7	
Drawdown from Priority Growth Earmarked Reserve	(412)	<b>0</b>
<u>New Revenue Proposals</u>		
25% Gym Discount for Low Income Household	150	
Delay Saving: Review of Adult Education	123	
Remove Saving: Review of Universal Youth Services	100	
Crematorium Fees	93	
Business Support Officer and Implement Purple Flags	54	
Introduce a new Care Leavers Council Tax Discount	50	
Domestic Violence	50	
Mental Health Support for Under 16s	50	
Remove Saving: Introduction of Charges for FIESTA	50	
Ruislip Woods Warden	35	
Outdoor Gym Instructors	20	
Reintroduction of Hillingdon Black History Month and LGBTI Pride events	10	
Mental Health First Aid Training	5	
Borough Wide Selective Landlord Licensing	0	<b>790</b>
<u>Funding for New Proposals</u>		
Utilise Remaining Public Health Growth	(159)	
Reduce Production of Hillingdon People	(40)	<b>(199)</b>
<b>Council Tax Requirement based on Labour Group Proposals</b>		<b>127,127</b>
<b>Change in Council Tax Requirement</b>		<b>591</b>
<b>Increase drawdown from General Balances</b>		<b>(591)</b>

- c) **In relation to the General Fund Capital Budget, the proposals are based on the budget proposals approved by Cabinet on 18 February 2021, subject to**

the following amendments:

	2020/21 £'000	2021/22 £'000	2022/23 to 2025/26 £'000	Total £'000
<b>Capital Programme</b>	23,037	47,243	93,421	163,701
<u>New Items</u>				
Drinking Fountains	0	38	0	38
IT equipment to Low Income Households	0	67	133	200
<u>Items Removed</u>				
New Museum	(50)	(1,275)	(4,307)	(5,632)
Purchase of Uxbridge police station	0	(5,000)	0	(5,000)
Battle of Britain Underground Bunker	(288)	(1,000)	(174)	(1,462)
Youth Provision	0	0	0	0
<b>Council Programme</b>	22,699	40,073	89,073	151,845

- d) In relation to the Housing Revenue Account Budget, the proposals are based on the budget proposals approved by Cabinet on 13 February 2020, subject to the following amendments to the HRA Revenue Budget:

Housing Revenue Account	2021/22 £'000	
<b>Total Resources</b>		<b>58,944</b>
Estate Wardens	130	
Increased Drawdown from Reserves	(130)	0
<b>(Drawdown) / Contribution to Reserves based on Labour Group Proposals</b>		<b>58,944</b>
<b>Change in Total Resources</b>		<b>0</b>

- e) In relation to the Housing Revenue Account Budget, the proposals are based on the budget proposals approved by Cabinet on 13 February 2020, subject to the following amendments to the HRA Capital Programme:

	2021/22 £'000	2022/23 to 2025/26 £'000	Total £'000
<b>Capital Programme</b>	<b>52,478</b>	<b>147,472</b>	<b>199,950</b>
Introducing CCTV cameras to all Council Housing blocks	1,200	4,800	6,000
Burglar Alarms for Council Tenants	100	0	100
<b>Council Programme</b>	<b>53,778</b>	<b>152,272</b>	<b>206,050</b>

Following debate (Councillors Bianco, Eginton, Prince and Sweeting), the amendment was put to a recorded vote:

Those voting for: Councillors Allen, Birah, Bliss, Curling, Dhillon, Dhot, Duncan, Eginton, Farley, Gardner, Lakhmana, Mathers, Milani, Money, Morse, Nelson, Oswald, Prince, Sansarpuri, Singh and Sweeting.

Those voting against: The Mayor (Councillor Barnes), the Deputy Mayor (Councillor

Chamdal), Councillors Ahmad-Wallana, Arnold, Bianco, Bridges, Brightman, Burrows, Chapman, Choubedar, Cooper, Corthorne, Denys, Deville, Edwards, Flynn, Goddard, Graham, Haggar, Hensley, Higgins, Hurhangee, Kauffman, Lavery, Lewis, Makwana, Markham, Melvin, D Mills, R Mills, Morgan, O'Brien, Palmer, Puddifoot, Radia, Riley, Rodrigues, Seaman-Digby, Simmonds, Stead, Sullivan, Tuckwell and Yarrow.

Those abstaining: None.

The amended motion was lost.

Following further debate (Councillors Corthorne, Duncan, Lavery, Morse and O'Brien), the original motion was put to a recorded vote:

Those voting for: The Mayor (Councillor Barnes), the Deputy Mayor (Councillor Chamdal), Councillors Ahmad-Wallana, Allen, Arnold, Bianco, Birah, Bliss, Bridges, Brightman, Burrows, Chapman, Choubedar, Cooper, Corthorne, Curling, Denys, Deville, Dhillon, Dhot, Duncan, Edwards, Eginton, Farley, Flynn, Gardner, Goddard, Graham, Haggar, Hensley, Higgins, Hurhangee, Kauffman, Lakhmana, Lavery, Lewis, Makwana, Markham, Mathers, Melvin, Milani, D Mills, R Mills, Money, Morgan, Morse, Nelson, O'Brien, Oswell, Palmer, Prince, Puddifoot, Radia, Riley, Rodrigues, Sansarpuri, Seaman-Digby, Simmonds, Singh, Stead, Sullivan, Sweeting, Tuckwell and Yarrow.

Those voting against: None.

Those abstaining: None.

The original motion was carried and it was:

**RESOLVED: That the Cabinet budget recommendations as set out below, be approved.**

- 1. The General Fund revenue budget proposals made by Cabinet be approved, resulting in a Council Tax requirement for 2021/22 of £126,539,460;**

**Council note that at its meeting on 14 January 2021 the Council calculated the amount of 102,071 as its Council Tax Base for the year 2021/22. 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*);**

- 2. The Hillingdon element of Council Tax be set at £1,239.72 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 £1,603.38 for the Borough.**
- 3. The following amounts have been calculated by the Council for the year 2021/22, in accordance with Sections 32 to 36 of the Local Government Finance Act 1992 (the Act):**

- a) £472,322,600** 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) £344,320,600 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) £126,539,460 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) £1,239.72 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)*

e)

The London Borough of Hillingdon Council Tax			
Band A	Band B	Band C	Band D
826.47	964.22	1,101.97	1,239.72
Band E	Band F	Band G	Band H
1,515.20	1,790.71	2,066.19	2,479.44

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 Council note that for the year 2021/22 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
242.44	282.85	323.25	363.66
Band E	Band F	Band G	Band H
444.47	525.29	606.10	727.32

- 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 2021/22 for each category of dwelling below:

Total Council Tax 2021/22			
Band A	Band B	Band C	Band D
1,068.91	1,247.07	1,425.22	1,603.38
Band E	Band F	Band G	Band H
1,959.67	2,316.00	2,672.29	3,206.76

- 7 The Council Tax Discount for Older People be retained for 2021/22 with a 1.67% discount on the Hillingdon's element of the Council Tax for those joining the scheme on or after 1 April 2020, 3.82% for those who joined the scheme before or on 31 March 2019 and 8.21% for those who joined before or on 31 March 2018;
- 8 The proposed amendments to Fees and Charges set out in Appendix 8 of the background report to Cabinet be approved;
- 9 The Capital Programme for 2021/22 to 2025/26 as set out in Appendix 9 of the background report to Cabinet be approved;
- 10 The Housing Revenue Account budget proposals and housing rents set out in Appendix 10 of the background report be approved;
- 11 The Treasury Management Strategy Statement, Annual Investment Strategy, Capital Strategy and Minimum Revenue Provision Statement for 2021/22 to 2025/26 as set out in Appendix 12 of the background report to Cabinet be approved;
- 12 The London Borough of Hillingdon Pay Policy Statement for 2021/22 as set out in Appendix 13 of the background report to Cabinet be approved;
- 13 Council note the Corporate Director of Finance's comments regarding his responsibilities under the Local Government Act 2003;
- 14 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 or approve virements between the General Fund budget, Housing Revenue Account budget or Capital budgets during the MTF financial years 2021/22 to 2025/26 in respect of those functions which have been reserved to the Cabinet in Article 7 of the Constitution;
- 15 Council confirm that the Council's relevant basic amount of Council Tax for 2021/22 is not excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992 and therefore a referendum will not be triggered.

**ANNEX A: MEMBERS' ALLOWANCES 2021/2022**

**ANNEX B: PROGRAMME OF MEETINGS 2021/2022**

The meeting, which commenced at 7.30 pm, closed at 9.40 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 01895 556743. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

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## **MEMBERS' ALLOWANCES SCHEME 2021/22**

### **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 2021/22 an allowance of **£11,798.36** will be payable to all Councillors. This figure 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. Mayor	23,725.26
2. Deputy Mayor	9,252.71
3. Leader of the Council	58,700.29
4. Deputy Leader of the Council	49,447.58
5. Chief Whip of Largest Party	23,725.26
6. Cabinet Member	41,351.55
7. Chairman of Scrutiny and Policy Overview Committee	23,725.26
8. Chairman of Planning Committee	23,725.26
9. Chairman of Licensing Committee	10,030.32
10. Vice Chairman of Licensing Committee	6,686.93
11. Chairman of Standards Committee	3,343.46
12. Standards Committee Independent Person	1,674.73
13. Chairman of Audit Committee*	3,180.83
14. Champion	6101.08
15. Council representative on Adoption and Permanency Panel	13,373.87
16. Cabinet Assistant	9,252.71
17. Leader of 2 <sup>nd</sup> Party	23,725.26
18. Deputy Leader of 2 <sup>nd</sup> Party	6101.08
19. Chief Whip of 2 <sup>nd</sup> Party	6101.08
20. 2 <sup>nd</sup> Party Lead on Scrutiny and Policy Overview Committee	6101.08
21. Party Lead on Planning Committee	6101.08

\* Where a non-Councillor is Chairman or Vice Chairman 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
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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 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 Chairman of the Audit Committee, an annual entitlement allowance of £3,180.83 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 annual entitlement allowance of £1,674.73 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.

	2021					2022							
MEETING (and start time)	May	June	July	Aug'	Sept'	Oct'	Nov'	Dec'	Jan'	Feb'	Mar'	April	May
Council (7.30pm)	13 (AGM)*		15		9		18		13	24			12 (AGM)
Whips Meeting (5pm)			13		7		16		11	22			
Cabinet (7pm)	20	17	8		2	14	11	16	6	17	24	21	19
Petition Hearings with the Cabinet Member for Public Safety and Transport (7pm)	5	2	14	11	1	20	3	8	5	9	9	13	11
Petition Hearings with the Cabinet Member for Environment, Housing and Regeneration (7pm)		9			30		10		4		23		
Petition Hearings with other Cabinet Members (dates & times tbc)													
Central & South Planning Committee (7pm)	4	22	13	4	1,30		2	7	11	15	10	6	10
North Planning Committee (7pm)	19	24	21	18	16	14	16	15	19	23	29	26	18
Major Applications Committee (6pm)	19	24	21	18	16	14	16	15	19	23	29	26	18
Major Applications Sub-Committee (HS2) (dates & times tbc)													
Pensions Committee (5pm)		10			28			1			23		
Audit Committee (5.10pm)			29		29		9			1		28	
Health & Wellbeing Board (2.30pm)		15			14		30				8		
Licensing Committee (10am)			7			5			26			5	
Licensing Sub-Committee (10am) (dates tbc)													
Executive Scrutiny Committee (7.15 pm or at the rising of Cabinet)	20	17	8		2	14	11	16	6	17	24	21	19
Social Care, Housing and Public Health Policy Overview Committee (7pm)		1	28		8	26	30		4	2	31	19	
Corporate Parenting Panel (5.30pm)	27		1		7		24		25		3		25
Residents, Education & Environmental Services Policy Overview Committee (7pm)		8	22		14	13	25		20	16	16	14	
Corporate Services, Commerce & Communities Policy Overview Committee (7.30pm)		3	6		7	12	24		12	2	2	20	
External Services Select Committee (6.30pm)		16	20		15	7	23		27	22	22	27	
Standards Committee (7pm)		30			1			7			1		
Registration & Appeals Cttee (dates / times tbc)													
Hillingdon SACRE (5.30pm)		17					4				29		

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