

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

(i) PROGRAMME OF MEETINGS 2011/12

1. To approve the timetable of meetings for 2011/12 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 2011/12 in Appendix A 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.

(ii) MEMBERS' ALLOWANCES 2011/12

1. The Council is required to undertake an annual re-adoption of its allowances scheme and, in doing so give due regard to the recommendations made by the report of the Independent Panel on the Remuneration of Councillors in London whose latest report was published in April 2010.
2. Having given due regard to the contents of that report, which has not recommended any significant changes to the Scheme of Allowances approved in its last report in 2006, the Leader of the Council is proposing to Council no change to the nature of the allowances scheme for 2011/12 with the exception of an allowance to be paid to the Council appointed representative of the Adoption and Permanency Panel as a reflection of the amount of time and effort that role requires.

RECOMMENDATION: That the current Members' Allowances Scheme be revoked as of 31 March 2011 and the new Scheme for 2011/12 be approved as shown in Appendix B for implementation from 1 April 2011

INFORMATION

3. Regulation 10 Local Authorities (Members' Allowances) (England) Regulations 2003 requires re-adoption of the scheme by 31 March 2011.
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, there will be no annual pay award for staff in 2011/12 and therefore it is not intended that the Scheme of Allowances will be increased from that shown in Appendix B.
5. The regulations governing the adoption of a Scheme of Allowances provides that a Special Responsibility Allowance may be paid, inter alia, to a Member acting as a member of an adoption panel within the meaning of the Adoption Agencies Regulations 1983(1). Currently the Council does not make such an allowance

and it is proposed that, in recognition of the significant additional commitment this role requires, one be included in the Scheme for 2011/12 in the sum of £12,000

FINANCE IMPLICATIONS

6. Provision has been made in the 2011/12 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

7. The current scheme, which has been adopted by the Council, needs to be revoked as of 31 March 2011 and a new scheme, in accordance with the 2003 Regulations, has to be made before the 31 March 2011. If it is not, any allowances paid to Members would not comply with the law and could therefore be challenged.
8. 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 latest recommendations made by the Panel in April 2010 have been taken into account when making these recommendations.

(iii) APPOINTMENT OF CHAMPION

Members will be aware that currently the Council has appointed the following Champions:

- Older Persons - the Leader of the Council
- Disabled People & Equalities – Councillor Kemp
- Carers - Councillor Major
- Heritage and Built Environment – Councillor Routledge
- Environment – Councillor Jenkins

In accordance with Article 4 of the Constitution, Council is asked to consider the appointment of Councillor Judy Kelly as Council Champion with responsibility for the Arts under the generic Terms of Reference approved by full Council on 29 June 2006, (revised February 2009) with additional guidance approved by the Leader of the Council to reflect specific responsibilities.

RECOMMENDATION: That Councillor Kelly be appointed Council Champion for the Arts.

(iv) 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. Recently the following decisions have been made using the urgency procedures:
 - A decision by the Cabinet Member for Improvement, Partnerships and Community Safety in relation to a tender for the refurbishment of the Charville Community Centre – *call-in waived on 17 September 2010.*
 - A decision by the Cabinet in relation to the Deanesfield Children’s Centre – *call-in waived on 14 October 2010.*
 - A decision by the Leader of the Council and the Cabinet Member for Culture, Sport and Leisure in relation to the tender for the Civic Centre Ice Rink – *call-in waived on 27 October 2010.*
 - Various decisions by the Leader of the Council and the Cabinet Member for Finance and Business Services in relation to the financing and tenders for the Deanesfield Children’s Centre – *call-in waived on 28 October 2010.*
 - A decision by the Cabinet Member for Finance and Business Services for the provision of an Adizone at Fassnidge Park – *call-in waived on 3 November 2010.*
 - A decision by the Cabinet Member for Finance and Business Services for the provision of architectural and other services in relation to the Stables, Manor Farm and Winston Churchill Hall – *call-in waived on 3 November 2010.*
 - A decision by the Cabinet in relation to the Eastbury Road Day Centre – *call-in waived on 18 November 2010.*

BACKGROUND PAPERS :none

London Borough of Hillingdon – Proposed Programme of Meetings 2011/2012

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

Dates with an asterisk * are dates approved in the 2010/11 programme
 Dates in brackets are reserve dates for the budget process

NB. Times may occasionally vary from those shown in first column

MEMBERS' ALLOWANCES SCHEME 2011/12**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 2011/12 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.

3. 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	8,302.20
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*	2,854.07
Vice-Chairman of Standards Committee*	1,037.78
Independent member of Standards Committee*	1,037.78
Chairman of Audit Committee*	2,854.07
Champion	5,474.22
Council representative on Adoption and Permanency Panel	12,000.00
Cabinet Assistant	8,302.20

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.