



Herbert Warehouse
The Docks
Gloucester
GL1 2EQ

Wednesday, 14 January 2015

TO EACH MEMBER OF GLOUCESTER CITY COUNCIL

Dear Councillor

You are hereby summoned to attend a **MEETING OF THE COUNCIL** of the **CITY OF GLOUCESTER** to be held at the Civic Suite, North Warehouse, The Docks, Gloucester, GL1 2EP on **Thursday, 22nd January 2015** at **19:00** hours for the purpose of transacting the following business:

AGENDA

1. **APOLOGIES**

To receive any apologies for absence.

2. **MINUTES (Pages 9 - 22)**

To approve as a correct record the minutes of the Council Meeting held on 20 November 2014.

3. **DECLARATIONS OF INTEREST**

To receive from Members, declarations of the existence of any disclosable pecuniary, or non-pecuniary, interests and the nature of those interests in relation to any agenda item. Please see Agenda Notes.

4. **PUBLIC QUESTION TIME (15 MINUTES)**

The opportunity is given to members of the public to put questions to Cabinet Members or Committee Chairs provided that a question does not relate to:

- Matters which are the subject of current or pending legal proceedings or
- Matters relating to employees or former employees of the Council or comments in respect of individual Council Officers.

5. **PETITIONS AND DEPUTATIONS (15 MINUTES)**

A period not exceeding three minutes is allowed for the presentation of a petition or deputation provided that no such petition is in relation to:

- Matters relating to individual Council Officers, or
- Matters relating to current or pending legal proceedings

6. **ANNOUNCEMENTS (COUNCIL PROCEDURE RULE 2(VII))**

To receive announcements from:

- a) The Mayor
- b) Leader of the Council
- c) Members of the Cabinet
- d) Chairs of Committees
- e) Head of Paid Service

ISSUES FOR DECISION BY COUNCIL

7. **SUSPENSION OF COUNCIL PROCEDURE RULES**

To waive Council Procedure Rules to allow the representative of the Members' Allowances Panel to address the Council in respect of item 8 on the agenda.

8. **2015 REVIEW OF MEMBERS' ALLOWANCES (Pages 23 - 66)**

To receive the report of the Members' Allowances Panel concerning the 2015 Review of Members' Allowances and the Panel's recommendations for a scheme of payment for 2015-16.

9. **DEVELOPING TRADE LINKS WITH CHINA (Pages 67 - 70)**

To receive the report of the Cabinet Member for Regeneration and Culture concerning work undertaken to strengthen the City's links with China and provide business opportunities for local companies, through helping them to gain access to Chinese markets.

10. **LOCAL DEVELOPMENT FRAMEWORK UPDATE (Pages 71 - 112)**

To receive the report of the Cabinet Member for Regeneration and Culture which updates the range of documents the Council is obliged to keep and maintain consistent with its legal obligations as the local planning authority and which seeks approval to use the Joint Core Strategy Submission Plan (the JCS) as a material consideration in future planning decisions.

11. **PROGRAMME OF MEETINGS, MAY 2015-NOVEMBER 2017 (Pages 113 - 142)**

To receive the report of the Head of Legal and Policy Development concerning the two-year programme of meetings for the period of May 2015-April 2017.

12. **QUESTIONS BY MEMBERS (COUNCIL PROCEDURE RULE 12)**

a) Written questions to Cabinet Members

No written questions have been received.

b) Leader and Cabinet Members' Question Time (45 minutes)

Any member of the Council may ask the Leader of the Council or any Cabinet Member any question without prior notice, upon:

- Any matter relating to the Council's administration
- Any matter relating to any report of the Cabinet appearing on the Council's summons
- A matter coming within their portfolio of responsibilities

Only one supplementary question is allowed per question.

c) Questions to Chairs of Meetings (15 Minutes)

MOTIONS FROM MEMBERS

13. **NOTICES OF MOTION**

(1) MOVED BY COUNCILLOR HILTON

"This Council thanks Gloucestershire Fire and Rescue Service for putting out the fire at on one of the warehouses at Bakers Quay.

This Council raises concern about the condition of the listed warehouses at this site, noting that they are adjacent to Gloucester Quays and are subject to plans for regeneration.

This Council requests that the Leader of the Council considers taking action to instigate a Compulsory Purchase Order for the redundant warehouses at Bakers Quay so that they can be made secure ahead of their regeneration."

(2) MOVED BY COUNCILLOR HAIGH

"This Council notes that it has agreed in the past mass incineration is not the right solution to the disposal of waste in the County.

After the unanimous decision of the County Council Planning Committee to reject the plan this Council is dismayed by the Secretary of State's decision to approve the building of such an incinerator at Javelin Park. We believe he has failed to give proper weight to the views of the residents of the City or the detrimental effect that its construction and operation will have on the City and the Severn Vale.

This Council is further dismayed that the City's MP has not been a strong voice for the City against this disastrous scheme and instructs the Leader to write to him expressing our disappointment.

This Council instructs the Leader to support the call for a judicial review of the decision. It also instructs him to write to the Leader of the County Council expressing the views of this Council and the residents of Gloucester and to ask him to renegotiate the contract with UBB to use an alternative technology solution.”

Yours sincerely



.....
Martin Shields
Corporate Director of Services and Neighbourhoods

NOTES

Disclosable Pecuniary Interests

The duties to register, disclose and not to participate in respect of any matter in which a member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011.

Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as follows –

<u>Interest</u>	<u>Prescribed description</u>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made or provided within the previous 12 months (up to and including the date of notification of the interest) in respect of any expenses incurred by you carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between you, your spouse or civil partner or person with whom you are living as a spouse or civil partner (or a body in which you or they have a beneficial interest) and the Council (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land	Any beneficial interest in land which is within the Council's area. For this purpose "land" includes an easement, servitude, interest or right in or over land which does not carry with it a right for you, your spouse, civil partner or person with whom you are living as a spouse or civil partner (alone or jointly with another) to occupy the land or to receive income.
Licences	Any licence (alone or jointly with others) to occupy land in the Council's area for a month or longer.
Corporate tenancies	Any tenancy where (to your knowledge) – (a) the landlord is the Council; and (b) the tenant is a body in which you, your spouse or civil partner or a person you are living with as a spouse or civil partner has a beneficial interest
Securities	Any beneficial interest in securities of a body where – (a) that body (to your knowledge) has a place of business or land in the Council's area and (b) either – i. The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or ii. If the share capital of that body is of more than one class, the

total nominal value of the shares of any one class in which you, your spouse or civil partner or person with whom you are living as a spouse or civil partner has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

For this purpose, "securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

NOTE: the requirements in respect of the registration and disclosure of Disclosable Pecuniary Interests and withdrawing from participating in respect of any matter where you have a Disclosable Pecuniary Interest apply to your interests and those of your spouse or civil partner or person with whom you are living as a spouse or civil partner where you are aware of their interest.

Access to Information

Agendas and reports can be viewed on the Gloucester City Council website: www.gloucester.gov.uk and are available to view five working days prior to the meeting date.

For further details and enquiries about this meeting please contact Tanya Davies, 01452 396125, tanya.davies@gloucester.gov.uk.

For general enquiries about Gloucester City Council's meetings please contact Democratic Services, 01452 396126, democratic.services@gloucester.gov.uk.

If you, or someone you know cannot understand English and need help with this information, or if you would like a large print, Braille, or audio version of this information please call 01452 396396.

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Any recording must take place in such a way as to ensure that the view of Councillors, Officers, the Public and Press is not obstructed. The use of flash photography and/or additional lighting will not be allowed unless this has been discussed and agreed in advance of the meeting.

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- You should proceed calmly; do not run and do not use the lifts;
- Do not stop to collect personal belongings;
- Once you are outside, please do not wait immediately next to the building; gather at the assembly point in the car park and await further instructions;
- Do not re-enter the building until told by a member of staff or the fire brigade that it is safe to do so.



COUNCIL

MEETING : Thursday, 20th November 2014

PRESENT : Cllrs. Llewellyn (Mayor), Noakes (Sheriff & Deputy Mayor), James, Dallimore, Norman, Organ, Porter, Haigh, Hilton, Gravells, Tracey, McLellan, Smith, Hobbs, Lugg, C. Witts, Hanman, Lewis (part), Wilson, Ravenhill, Bhaimia, S. Witts, Field, Williams, Brown, Dee, Taylor, Beeley, Hansdot, Gilson, Mozol, Patel, Randle, Toleman, Chatterton and Pullen

Others in Attendance

Martin Shields, Corporate Director of Services and Neighbourhoods

Sue Mullins, Head of Legal and Policy Development

Tanya Davies, Democratic and Electoral Services Manager

53. MINUTES

53.1 **RESOLVED** – That the minutes of the Council meeting held on 25 September 2014 be approved and signed by the Mayor as a correct record.

54. DECLARATIONS OF INTEREST

54.1 Councillors Hilton, Gravells and Brown declared a personal interest in agenda item 8, a joint report of the Corporate Director Services and Neighbourhoods and the Chief Executive of Gloucestershire County Council concerning a joint proposal for a shared Managing Director and Commissioning Director, as they were also Gloucestershire County Councillors.

54.2 Councillors Hilton, Lugg and Taylor declared a disclosable pecuniary interest in agenda items 10A and 12, reports of the Cabinet Member for Regeneration and Culture concerning the Terms of Reference for the Shareholder Forum for Gloucestershire Airport and progress being made with the governance arrangements, as they were Directors of Gloucestershire Airport Board. Councillors Hilton, Lugg and Taylor would move to the public gallery during consideration of item 10A and withdraw from the meeting during consideration of item 12 if the Council resolved to exclude members of the press and public from the meeting.

54.3 Councillor Dallimore declared a personal interest in agenda item 14(2), a notice of motion from the Liberal Democrat Group concerning Sky Lanterns, as she was an employee of Richard Graham MP.

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55. PUBLIC QUESTION TIME (15 MINUTES)

- 55.1 Mr Jonathan Hoad asked the Cabinet Member for Environment if he would undertake to encourage Redrow Homes to properly maintain the former Civil Service Club hedge line along Denmark Road and Stagecoach to hedgerow at the back of the bus depot.
- 55.2 Councillor Porter (Cabinet Member for Environment) undertook to write to both Redrow Homes and Stagecoach.

56. PETITIONS AND DEPUTATIONS (15 MINUTES)

- 56.1 There were no petitions or deputations.

57. ANNOUNCEMENTS (COUNCIL PROCEDURE RULE 2(VII))

Mayor

- 57.1 The Mayor noted that 24 November 2014 was the deadline for RSVPs for the Children's Christmas Party and asked Members to return any unused invitations.
- 57.2 The Mayor advised that the Charity Giving Tree would be situated in the Eastgate Shopping Centre until 21 December 2014 and that donated presents would be distributed by One Church.
- 57.3 The Mayor thanked Members for their attendance at the recent Remembrance Sunday service.

Chair of Overview & Scrutiny Committee

- 57.4 Councillor Lugg (Chair of the Overview & Scrutiny Committee) invited all Members to attend the Overview & Scrutiny Committee meeting on 1 December 2014, during which the Committee would scrutinise the budget proposals for 2015-16.

58. SUSPENSION OF COUNCIL PROCEDURE RULES

- 58.1 Moved by Councillor James (Leader of the Council and Cabinet Member for Regeneration and Culture) and seconded by Councillor Dallimore (Deputy Leader of the Council and Cabinet Member for Communities and Neighbourhoods) –
- 58.2 **RESOLVED** - That Council Procedure Rules be suspended to allow the relevant officers to address the Council in respect of agenda item 12 (Update on Governance Arrangements for Gloucestershire Airport Limited).

59. JOINT PROPOSAL FOR A SHARED MANAGING DIRECTOR & COMMISSIONING DIRECTOR FOR GLOUCESTER CITY COUNCIL & GLOUCESTERSHIRE COUNTY COUNCIL

- 59.1 The Council considered a joint report of the Leaders of the City Council and Gloucestershire County Council concerning proposals to jointly appoint a Managing Director for the City Council and Commissioning Director for the County Council.

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- 59.2 Councillor James moved the recommendations set out in the report and advised that, in determining the appropriate senior management structure for the Council, all options had been considered and that a shared post with County Council was the right choice for both authorities; the shared post would help achieve efficiencies through increased joint working and would give the City Council the opportunity to influence policy. He thanked Opposition Group Leaders for supporting the ground-breaking proposals.
- 59.3 Councillor Dallimore seconded the motion.
- 59.4 Councillor Hilton (Leader of the Liberal Democrat Group) stated that the proposals for a shared post were innovative and would amount to a 'partnership of equals' between the two local authorities. He emphasised the importance of wide advertisement of the post in order to attract the desired standard of candidates.
- 59.5 Councillor Haigh (Leader of the Labour Group) stated that the Council had been through a challenging period of organisational change and that the proposals would provide the City Council with the appropriate management arrangements with significant benefits for both local authorities, while retaining separate democratic structures. She stated that communication between Members and officers must improve in the proposals were to succeed and that proper democratic oversight be put in place.
- 59.6 Councillor Smith raised concerns that the proposals were not widely tested and that more detailed was required to fully understand how the joint post would operate, particularly in the event of a dispute between the two local authorities. She stated that staff morale was low and communication with Members was poor.
- 59.7 Councillor Wilson advised that he was supportive of the proposals, but highlighted concerns about resilience. He emphasised the need to recruit to the vacant Corporate Director of Resources post quickly, along with the joint post.
- 59.8 Councillor Tracey questioned the impact of the proposals on staff across the both the City and County Councils and urged senior Members and officers to improve communication with staff.
- 59.9 Councillor C. Witts echoed the need to improve staff morale and communication across the City Council.
- 59.10 Councillor S. Witts asked how conflicts of interest would be dealt with and what would happen when the joint postholder took leave.
- 59.11 Councillor Norman (Cabinet Member for Performance and Resources) advised that a number of similar arrangements were operating successfully across the country and that extensive research and consultation had been undertaken. He confirmed that appropriate scrutiny arrangements would be established and stated that the proposals would enable the City Council to move forward with strength and purpose.

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59.12 Councillor Lugg commented that Members should have been provided with more detail on how the arrangements would work in practice.

59.13 Councillor Dallimore stated that many significant projects were in progress, but that the appropriate senior management structure was required to deliver the Council Plan objectives. She stated that the proposals would encourage collaborative working, while increased opportunities for shared services would deliver savings. She noted that the County Council was keen to benefit from the City Council's community engagement mechanisms.

59.14 Councillor James stated that the Council had welcomed the LGA Peer Challenge and that much had changed since the exercise was undertaken. He explained that the joint postholder would spend the majority of their time on Gloucester matters and cover arrangements would be identical to arrangements if the post were not to be shared. He reported that staff morale was not low and this was evidenced at the recent Staff Event and by the warm praise for the Corporate Director of Services and Neighbourhoods. He stated that recruitment to the shared post would happen first in order that the appointed individual could help guide the appointment of the Corporate Director of Resources.

59.15 **RESOLVED** –

- (1) The post of Managing Director for the City Council and Commissioning Director for the County Council to be advertised and recruited to.
- (2) The Head of Paid Service role for the City Council to be assigned to the Managing Director role from the date of appointment.
- (3) Both roles be shared equally (18.5hrs per week).
- (4) Gloucester City Council be the employing authority.
- (5) All costs associated with the roles to be split equally between both organisations, now and in the future.

60. REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA) - REVIEW OF PROCEDURAL GUIDE

60.1 The Council considered a report of the Cabinet Member for Performance and Resources concerning the review of the Regulation of Investigatory Powers Act 2000 (RIPA) Procedural Guide.

60.2 Councillor Norman moved the recommendation set out in the report.

60.3 Councillor James seconded the motion.

60.4 Councillor Norman explained that there was a requirement to review the Procedural Guide annually and that the only changes proposed were to named personnel.

60.5 **RESOLVED** - that the changes to the Procedural Guide at Appendix 1 be approved.

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61. REVIEW OF POLLING DISTRICTS AND POLLING PLACES 2014

- 61.1 The Council considered a report of the Returning Officer concerning the 2014 Polling District and Polling Places Review.
- 61.2 Councillor Taylor (Chair of the Constitutional and Electoral Working Group) moved the recommendation set out in the report.
- 61.3 Councillor Field (Vice Chair of the Constitutional and Electoral Working Group) seconded the motion.
- 61.4 Councillor Taylor explained that two responses to the consultation had been received and that in respect of the use of Tredworth Junior School as a polling station, there were no suitable alternative venues available. He noted that the Council was required to approve any changes to polling districts or polling places, but that the location of polling stations was a matter for the Returning Officer and that alternative venues would be considered at any time.
- 61.5 Councillor C. Witts noted that schools often objected to being used as polling stations and requested that consideration be given to using marquees as an alternative.
- 61.6 Councillor Taylor undertook to discuss the request with the Constitutional and Electoral Working Group.
- 61.7 **RESOLVED -**
- (1) That no changes be made to polling districts or polling places at this time.
 - (2) That the Returning Officer's decision to move the polling station for L2 (Kingsway) to Kingsway Community Centre be endorsed.

62. UPDATE ON GOVERNANCE ARRANGEMENTS FOR GLOUCESTERSHIRE AIRPORT LIMITED

Note: Councillors Hilton, Lugg and Taylor withdrew to the public gallery during consideration of this agenda item.

- 62.1 The Council considered a report of the Cabinet Member for Regeneration and Culture concerning the Terms of Reference for the Shareholder Forum for Gloucestershire Airport and progress being made with the governance arrangements.
- 62.2 Councillor James moved the recommendation set out in the report.
- 62.3 Councillor Dallimore seconded the motion.
- 62.4 Councillor James explained that the proposals for a Shareholder Forum followed the recommendations of the recent governance review to strengthen the governance arrangements for the Airport and would help to ensure that the policy

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positions of both the City Council and Cheltenham Borough Council (CBC) as shareholders was aligned, to help guarantee the Airport's success. He welcomed the continuation of a constructive working relationship with the Airport company.

- 62.5 Councillor Wilson questioned whether the proposals would improve the Council's relationship with the Airport company and raised concerns about the circulation of the report.
- 62.6 Councillor Field sought confirmation that the Airport Board and CBC would have sight of the Terms of Reference.
- 62.7 Councillor Porter emphasised the need for the governance matters to be resolved quickly in order for the Airport to successfully move forward.
- 62.8 A number of Members reported that they had not had sight of either the public or the exempt version of the report until the start of the meeting.
- 62.9 The Head of Legal and Policy Development confirmed that the requirements of the Access to Information Procedure Rules had been complied with.
- 62.10 Councillor Haigh questioned why the Council's representatives on the Airport Board had been prevented from accessing the exempt report.
- 62.11 Councillor James noted that the public version of the report had been accepted as a supplementary agenda item on the day of the meeting and that the exempt report was circulated by email; the requirement for two separate versions of the report was due to the conflicts of interest of the Councillors who were also Members of the Airport Board. He advised that the Terms of Reference had been drafted jointly with CBC and would be made available to the Airport Board if approved by the both shareholder authorities. He confirmed that the Constitution would be amended accordingly.
- 62.12 **RESOLVED –**
- (1) That progress on implementation of the approved governance arrangements be noted;
 - (2) That the draft Terms of Reference for the Shareholder Forum at Appendix 1 be approved;
 - (3) That authority be delegated to the Leader, in consultation with the Head of Finance, the Head of Regeneration and Economic Development and the Head of Legal and Policy Development, to make decisions on behalf of the Council as shareholder, on all matters within the Terms of Reference for the Shareholder Forum, except any decisions which are not within the Council's approved Budget or which are inconsistent with the Council's Money Plan.

63. QUESTIONS BY MEMBERS (COUNCIL PROCEDURE RULE 12)

Written questions to Cabinet Members

63a.1 No written questions had been received.

Leader and Cabinet Members' Question Time

63b.1 Councillor Haigh asked the Leader of the Council and Cabinet Member for Regeneration and Culture if he was proud of the City's indoor market and prepared to invest in a sustainable solution to the accommodation issues.

63b.2 Councillor James advised that options were actively being explored by a cross-party working group and that the right decision was required in order for the market to thrive. He noted recent confusion among the traders in respect of rents and service charges and the uncertainty due to the sale of the Eastgate Shopping Centre, but stated that the Council was committed to retaining an indoor market as part of the City's retail offer and would be in discussion with the new owner of the shopping centre.

63b.3 Councillor Haigh asked the Leader if the Council should have undertaken regular maintenance work to prevent a culmination of repair work.

63b.4 Councillor James stated that the Council has always been committed to the indoor market and keeping trading affordable for the traders. He added that scaremongering would not help the traders or attract customers.

63b.5 Councillor Hilton asked the Leader of the Council and Cabinet Member for Regeneration and Culture why the cafe at the City Museum was open but not selling food.

63b.6 Councillor James stated that a review of the commercial operations at the Guildhall and museums was almost complete and that one element would be looking at outsourcing the catering operations in order to improve the offer.

63b.7 Councillor Hilton asked what was being done in terms of the income being lost from not selling food while the cafe remained open.

63b.8 Councillor James advised that the cafe was currently still selling food and that he would need details of the specific instances in order to investigate.

63b.9 Councillor Haigh asked the Leader of the Council and Cabinet Member for Regeneration and Culture if he would reconsider proposals to close the staff kitchen and keep the service running.

63b.10 Councillor James explained that the proposals were for consultation and that the Organisational Development Committee would make the final decision. He stated that the kitchen was valuable to staff, but that it could not continue to be subsidised; any options that were guaranteed to prevent the need for subsidisation would be considered.

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- 63b.11 Councillor Haigh asked if the kitchen would be included in the proposals to outsource the Council's other catering services.
- 63b.12 Councillor James reiterated that all options would be considered.
- 63b.13 Councillor Hilton asked the Leader of the Council and Cabinet Member for Regeneration and Culture for an update on the sale of the Gloucester Prison site.
- 63b.14 Councillor James reported that the Council and the City MP had been in frequent contact with the Ministry of Justice, but that no information of the preferred bidder had been divulged.
- 63b.15 Councillor Hilton asked the Leader of the Council if he agreed that the sooner the decision was made, the better it would be for the City.
- 63b.16 Councillor James agreed that a swift decision was desirable because the regeneration of the Blackfriars area was of huge importance to the City. He advised that master plan documents for the whole area would be published shortly and that the Council was keen for the new owner of the prison site to be part of the vision.
- 63b.17 Councillor McLellan asked the Cabinet Member for Environment if he shared his concerns that many small organisations could not afford to pay the bond required in order to stage an event on the Council's land.
- 63b.18 Councillor Porter advised that the requirement for a bond had been in place for some time in order that the Council could recover any costs of making good the land after an event. He explained that the level on bond would depend on the type of event and likely level of damage.
- 63b.19 Councillor McLellan asked the Cabinet Member if he would look at the policy again because a number of groups had been required to pay a bond when they had not be required to do so in the past.
- 63b.20 Councillor Porter advised that he was not aware of any change in policy, but undertook to check and provide a further written response.
- 63b.21 Councillor Chatterton asked the Leader of the Council and Cabinet Member for Regeneration and Culture if he would commit to beginning the research and work required in order to add the names of all Gloucester persons lost in military action since 1945.
- 63b.22 Councillor James advised that he had received a number of similar requests and that he intended to use any resources that could be identified to update the War Memorial.
- 63b.23 Councillor Ravenhill asked the Leader of the Council and Cabinet Member for Regeneration and Culture to comment on the success of the Christmas lantern procession and lights switch on.

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- 63b.24 Councillor James stated that it had been a very successful event that continued to improve each year and that it was good to see so many people in attendance.
- 63b.25 Councillor Smith asked the Leader of the Council and Cabinet Member for Regeneration and Culture to consider the including of paid postage return envelopes with electoral registration reminder letters.
- 63b.26 Councillor James advised that it was a matter for the Electoral Registration Officer, who would provide a written response.
- 63b.27 Councillor Field asked the Leader of the Council and Cabinet Member for Regeneration and Culture for an update on issues relating to charity donation collectors, or 'chuggers'.
- 63b.28 Councillor James explained that the site agreement remained in place and the new City Centre Manager was now tackling the enforcement issues. He was awaiting the results of a recent survey on the activity of chuggers and would consider tightening the terms of the agreement if it was deemed necessary.
- 63b.29 Councillor Field asked when the results of the survey would be available.
- 63b.30 Councillor James undertook to share the results with Councillor Field as soon as they became available.
- 63b.31 Councillor Lugg asked the Leader of the Council and Cabinet Member for Regeneration and Culture whether Marketing Gloucester Limited (MGL) had been advised of the necessary protocols for the organisation of civic events.
- 63b.32 Councillor James advised that the selected civic events had not yet transferred to MGL and that MGL staff were taking time to learn from Council officers. He noted that not all events in the City were civic events with a specific role for Councillors to play.
- 63b.33 Councillor Randle asked the Leader of the Council and Cabinet Member for Regeneration and Culture for an update on the former Job Centre unit on Southgate Street.
- 63b.34 Councillor James advised that a planning application had been submitted, which included proposals for a high quality finish. He welcomed the opportunity to bring the building back into use.
- 63b.35 Councillor Mozol asked the Leader of the Council and Cabinet Member for Regeneration and Culture for an update on units in Northgate Street.
- 63b.36 Councillor James advised that the former Dragon's Rest building was occupied, but that the owner lived abroad; the site next door was part of the plans for King's Quarter and an announcement was anticipated shortly.
- 63b.37 Councillor Tracey asked the Leader of the Council and Cabinet Member for Regeneration and Culture for an update on the empty retail units in the City centre.

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- 63b.38 Councillor James advised that the number of empty units was on a sustained downward trend and by December it would have reduced from 48 to 29. The Council would continue its efforts to continue bringing units back into use.
- 63b.39 Councillor Williams asked the Leader of the Council and Cabinet Member for Regeneration and Culture for all update on footfall in the City's two museums.
- 63b.40 Councillor James reported that both the City and Folk Museum had had a very successful October and that both had also exceeded targets set for the first six months of the year.
- 63b.41 Councillor Hobbs asked the Leader of the Council and Cabinet Member for Regeneration and Culture when the automatic bollards installed in the City's gate streets would be operational.
- 63b.42 Councillor James advised that highways matters were the responsibility of the County Council, but that the City Council was continuing to press the County to make them operational as soon as possible.
- 63b.43 Councillor Tracey asked the Leader of the Council and Cabinet Member for Regeneration and Culture what role Marketing Gloucester Limited (MGL) played in the Victorian Market held at Gloucester Quays.
- 63b.44 Councillor James explained that Gloucester Quays may seek support from MGL, but that they were the organisers of the event. He stated that the Victorian Market was very successful and important for the City; it also resulted in revenue through use of City Council-owned car parks. He noted that Gloucester Quays had brought in consultants to assist with the management of the traffic issues caused by their popular events.
- 63b.45 Councillor Lewis asked the Leader of the Council and Cabinet Member for Regeneration and Culture to comment on the announcement the Gloucester was welcome a sculpture trail ahead of and to celebrate the 2015 Rugby World Cup.
- 63b.46 Councillor James welcomed the news and noted that he hoped that the 'Scrumpty' trail would bring many visitors to Gloucester, and benefit local traders.
- 63b.47 Councillor Patel asked the Cabinet Member for Environment if he agreed that robust action was required to tackle the waste disposal issues in Vauxhall Terrace.
- 63b.48 Councillor Porter advised that during a visit to Vauxhall Terrace officers found that the majority of the problem waste was in fact trade waste; domestic waste bins had been put in place to help, however the trade waste issue remained and he would be pressing for a programme of robust enforcement action.

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64. NOTICES OF MOTION

(1) Notice of Motion from the Labour Group

64.1 Moved by Councillor Haigh and seconded by Councillor Chatterton:

“This Council notes that we are committed to be a Living Wage Council and to pay employees the current national Living Wage rate of £7.85 an hour. Not only is this the right thing to do as an employer but as a council we can show leadership and encourage our partners, public and private, to deliver services and do business that also acts in the interests of our residents.

There are, however, 25 employees in roles which are not suitable for fixed hours and these workers are paid below the living wage at £6.56 per hour.

In order that we can continue to show leadership and fairness as an employer this Council agrees to draw up a standardised worker agreement for these roles with term and conditions agreed with the Trade Unions, in line with other Council staff. These workers are to be paid at a minimum of the living wage.”

64.2 Councillor Norman moved an amendment, which was seconded by Councillor James.

64.3 Councillor Haigh accepted the amendment and made a further amendment:

“This Council notes that we are committed to be a Living Wage Council and to pay employees the current national Living Wage rate of £7.85 an hour. Not only is this the right thing to do as an employer but as a council we can show leadership and encourage our partners, public and private, to deliver services and do business that also acts in the interests of our residents.

There are, however, 25 employees in roles which are not suitable for fixed hours and these workers are paid below the living wage at £6.56 per hour.

In order that we can continue to show leadership and fairness as an employer this Council agrees to ~~draw up a standardised worker agreement for these roles with term and conditions agreed with the Trade Unions, in line with other Council staff. These workers are to be paid at a minimum of the living wage~~ **investigate the implications of paying those staff currently on zero hours contracts the living wage and to bring a report to the appropriate committee *with the intention of addressing this anomaly and with appropriate consultation.***

64.4 The motion, as amended, was put to the vote and was carried.

(2) Notice of Motion from the Liberal Democrat Group

64.5 Moved by Councillor Field and seconded by Councillor Wilson:

“Sky lanterns (also known as Chinese lanterns) are much like miniature hot air balloons that are constructed of tissue paper with a heat source at the base of the lantern such as a wad of cotton fabric soaked with a combustible material. Once

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released the hot air produced by the fuel source can lift the lantern to extreme heights. It can then drift for long distances until the fuel is depleted, at which point the lantern falls to the ground.

Sky lanterns pose a serious fire safety hazard due to their uncontrolled and unpredictable flight path. These products could land in trees, on rooftops or other combustible properties while still ignited and potentially cause a fire. A sky lantern was probably the cause of the massive fire at Croft Farm Water Park site near Hardwick Gloucestershire, which destroyed 60 caravans in November 2013.

Sky lanterns can also cause damage to the environment. When the device falls to the ground it becomes a hazard to pets, wildlife and livestock as they may ingest the remains of the lantern. Additionally the sky lanterns pose a serious threat to agriculture; an ignition source landing on a crop ready for harvest could cause significant economic hardship for farmers and also other businesses.

This Council resolves therefore to recognise the fire hazard associated with the use of sky lanterns (also known as Chinese lanterns), which can potentially lead to loss of life (human and animal), damage to property and increase the pressure on the Fire Service, Police and medical emergency services.”

64.6 Councillor Chatterton moved an amendment, which was seconded by Councillor Haigh.

64.7 Councillor Field accepted the amendment:

“Sky lanterns (also known as Chinese lanterns) are much like miniature hot air balloons that are constructed of tissue paper with a heat source at the base of the lantern such as a wad of cotton fabric soaked with a combustible material. Once released the hot air produced by the fuel source can lift the lantern to extreme heights. It can then drift for long distances until the fuel is depleted, at which point the lantern falls to the ground.

Sky lanterns pose a serious fire safety hazard due to their uncontrolled and unpredictable flight path. These products could land in trees, on rooftops or other combustible properties while still ignited and potentially cause a fire. A sky lantern was probably the cause of the massive fire at Croft Farm Water Park site near Hardwick Gloucestershire, which destroyed 60 caravans in November 2013.

Sky lanterns can also cause damage to the environment. When the device falls to the ground it becomes a hazard to pets, wildlife and livestock as they may ingest the remains of the lantern. Additionally the sky lanterns pose a serious threat to agriculture; an ignition source landing on a crop ready for harvest could cause significant economic hardship for farmers and also other businesses.

~~This Council resolves therefore to recognise the fire hazard associated with the use of sky lanterns (also known as Chinese lanterns), which can potentially lead to loss of life (human and animal), damage to property and increase the pressure on the Fire Service, Police and medical emergency services.~~

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This Council accepts the recommendations as contained in the guidance issued by Trading Standards Institute, 'Industry Code Of Practice – Sky Lanterns', and resolves to encourage all retailers of these products in the City to sign up to the Code of Practice.

The Council further resolves to write to the MP for Gloucester, asking him to introduce legislation in the House, to investigate ways to produce sky lanterns that are safer, and biodegradable.”

64.8 The motion, as amended, was put to the vote and was carried.

65. EXCLUSION OF PRESS AND PUBLIC

65.1 Moved by Councillor James and seconded by Councillor Dallimore –

65.2 **RESOLVED** that the press and public be excluded from the meeting during the following item of business on the grounds that it is likely, in view of the nature of business to be transacted or the nature of the proceedings, that if members of the press and public are present during consideration of these items there will be disclosure to them of exempt information as defined in Schedule 12A of the Local Government Act 1972 as amended.

Minute No.	Description of Exempt Information
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66	Paragraph 1: information relating to any individual;
----	--

and

	Paragraph 3: information relating to the financial or business affairs of any particular person (including the Authority holding that information).
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66. UPDATE ON GOVERNANCE ARRANGEMENTS FOR GLOUCESTERSHIRE AIRPORT LIMITED

66.1 The Council considered a report of the Cabinet Member for Regeneration and Culture concerning the Terms of Reference for the Shareholder Forum for Gloucestershire Airport Limited (GAL) and progress being made with the governance arrangements.

66.2 Councillor James moved the recommendation set out in the report.

66.3 Councillor Dallimore seconded the motion.

66.4 **RESOLVED** –

(1) That progress on implementation of the approved governance arrangements be noted;

(2) That the draft Terms of Reference for the Shareholder Forum at Appendix 1 be approved.

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- (3) That authority be delegated to the Leader, in consultation with the Head of Finance, the Head of Regeneration and Economic Development and the Head of Legal and Policy Development, to make decisions on behalf of the Council as shareholder, on all matters within the Terms of Reference for the Shareholder Forum, except any decisions which are not within the Council's approved Budget or which are inconsistent with the Council's Money Plan.

Time of commencement: 19:00 hours

Time of conclusion: 21:40 hours

Chair

Gloucester City Council

Meeting:	Council	Date:	22 January 2015
Subject:	2015 Review of Members' Allowances		
Report Of:	Members' Allowances Panel		
Wards Affected:	All		
Key Decision:	No	Budget/Policy Framework:	No
Contact Officer:	Tanya Davies, Democratic and Electoral Services Manager		
	Email: tanya.davies@gloucester.gov.uk	Tel: 39-6125	
Appendices:	1. Report of the Members' Allowances Panel		

FOR GENERAL RELEASE

1.0 Purpose of Report

- 1.1 To report the recommendations of the independent Members' Allowances Panel with regard to the Council's Members' Allowances Scheme and seek a decision on an appropriate scheme for the payment of allowances in 2015-16.

2.0 Recommendations

- 2.1 Council is asked to **RESOLVE** that

- (1) The recommendations of the Member's Allowances Panel be noted and the proposed Members' Allowances Scheme attached at Annex 2 to the Report of the Members' Allowances Panel be approved for the payment of allowances in 2015-16.
- (2) The next four yearly detailed review of Members' Allowances be scheduled to report in January 2019.
- (3) The civic allowances payable to the Mayor and Sheriff/Deputy Mayor be set at £6,000 and £3,500 respectively.

3.0 Background and Key Issues

Members' Allowances Scheme

- 3.1 The last detailed review of Members' allowances took place in 2010 when a small increase to the Basic Allowance was proposed by the Panel and agreed by the Council, along with a small number of other minor amendments. Since that time the Panel has recommended that allowances be frozen at the 2010/11 levels each year and the Council has accepted the Panel's recommendations on each occasion.
- 3.2 The Panel began its work in December 2013 and has met 9 times in the course of review, including a training session and three sessions of Member interviews. A

significant amount of correspondence has also taken place via email and, supported by Democratic and Electoral Services Manager, the Panel considered data and methodologies from a number of sources.

- 3.3 All Members were asked to complete a questionnaire and a response rate of 58% was achieved, which is an improvement on previous years' response levels. The Panel would like to take the opportunity to strongly encourage all Members to respond to the questionnaire in future years as the responses have a significant influence on the proposals and it is important that all Members have a say in their allowances.
- 3.4 All 19 of those Members currently in receipt of a Special Responsibility Allowance (SRA) were invited to attend an interview with the Panel and those who were unable to attend were sent a further questionnaire to complete. Two Members chose not to engage in the process therefore information was sought from other relevant Members and officers in respect of those SRAs.
- 3.5 Following agreement of a methodology for the calculation of the Basic Allowance (BA) based on the number of hours required, an appropriate voluntary service reduction and a suitable hourly rate, all Members were asked an additional question about the hours they spent on 'ordinary' Council duties ie. those not related to any SRA. The information received directly informed the calculation for the level of BA proposed.
- 3.6 The Panel would like to thank Members for their involvement in the review, in particular those who took the time to attend an interview.
- 3.7 In making their recommendations and writing their report the Panel took into account all of the evidence received from Members and, where appropriate, drew comparisons with other local authorities. The full details of the Panel's research, findings and recommendations, along with the proposed Scheme, can be found in the Report of the Members' Allowances Panel at Appendix 1.
- 3.8 The draft recommendations in respect of the BA and SRAs were shared with Group Leaders in November 2014 and feedback was requested; however, the Panel did not receive any views or counter proposals that persuaded them to alter their original recommendations.

Civic Allowances

- 3.9 The civic allowances payable to the Mayor and Sheriff/Deputy are intended to compensate the office holders for the costs incurred during their term of office. They do not form part of the Members' Allowances Scheme and are set separately by Council.
- 3.10 During the course of the review a number of Members commented on the personal costs incurred as result of holding the office of Mayor or Sheriff/Deputy Mayor and the Panel noted that the costs significantly outweighed the allowances paid. Given that these are allowances paid to Members, the Panel agreed to provide a recommendation for the Council to consider.

- 3.11 While the Panel acknowledge that Members are honoured to hold these positions and that the allowance is not a deciding factor, they consider that in order not to prevent others from putting themselves forward for the roles, a fair level of allowance is required. The Panel therefore recommends the following:
- That the civic allowance paid to the Mayor be increased from £5,337 to £6,000.
 - That the civic allowance paid to the Sheriff/Deputy Mayor be increased from £3,200 to £3,500.

Quedgeley Parish Council

- 3.12 The Panel acts as the Parish Members' Allowances Panel for Quedgeley Parish Council (QPC), making recommendations to the Parish Council as it does to the City Council. QPC must have regard to the Panel's recommendations, but is ultimately entitled to agree its own scheme.
- 3.13 All Members of QPC were asked to complete a questionnaire and the Chair was asked to complete a further questionnaire as he was unable to attend an interview with the Panel.
- 3.14 Details of the Panel's findings and recommendations in respect of allowances for QPC Members can be found in the Report of the Members' Allowances Panel at Appendix 1.

4.0 Alternative Options Considered

- 4.1 The Panel conducted a thorough and detailed review, considering a number of options for different parts of the Scheme. The recommendations and Scheme proposed represent the Panel's view on the appropriate level of allowances having disregarded the other options.
- 4.2 The Panel does not recommend making no changes to the current Scheme as they consider that it does not accurately reflect the time commitment and responsibilities of Members, nor does it provide sufficient detail in relation to the administration of the Scheme.

5.0 Reasons for Recommendations

- 5.1 When agreeing a Members' Allowances Scheme, the Council is required to have regard to the recommendations of an independent Members' Allowances Panel. The recommendations in the attached report represent the views of the Council's appointed Panel in light of the evidence reviewed.

6.0 Future Work and Conclusions

- 6.1 If the proposed Scheme is approved, it will take effect from 1 April 2015. The new Scheme will be published on the Council's website and advertised in the local press, as required by the Regulations.
- 6.2 It is proposed that the next detailed review be scheduled to report to Council in January 2019, which is in line with the four-yearly cycle. The Panel acknowledges that a review will be required when the outcome of the electoral boundary review

takes effect in May 2016, but considers that there is no need to depart from the existing review timetable because it provides the opportunity for a sufficient settling in period for the new arrangements.

- 6.3 In the intervening years a short exercise will be undertaken to identify whether there have been any significant changes that require the Panel to consider recommending any changes to the Scheme.

7.0 Financial Implications

- 7.1 The total cost of the proposed Members' Allowances Scheme is £295,680 per year, which represents an increase of £7,285 per annum on the cost of the current Scheme.
- 7.2 As part of the electoral boundary review currently taking place, the Local Government Boundary Commission for England have advised that they are minded to accept the Council's proposal to increase the number of Councillors from 36 to 39. Should this decision be confirmed in the statutory instrument, budgetary provision will need to be made from May 2016 for the payment of a Basic Allowance to three additional Members. This additional provision amounts to £16,800 per annum.
- 7.3 If approved, the total cost of the revised civic allowances for the Mayor and Sheriff/Deputy Mayor will be £9,500, which represents an increase of £963 per annum.
- 7.4 The additional costs can be managed through existing provisions within the budget for pay awards. The 2015-20 Money Plan to be approved by Council in February assumed an increase in line with employee pay awards.

(Financial Services have been consulted in the preparation this report.)

8.0 Legal Implications

- 8.1 The review of Members' Allowances meets the Council's obligations under the Local Authorities (Members' Allowances) (England) Regulations 2003, which require the Council to make and publish a Scheme of Allowances each year that makes provision for the payment of a Basic Allowance; the Scheme may also make provision for the following allowances if the Council authority intends to make such payments:
- (a) special responsibility allowance;
 - (b) dependants' carers' allowance;
 - (c) travelling and subsistence allowance; and
 - (d) co-optees' allowance.
- 8.2 The Council is required to maintain an independent panel which makes recommendations to Council on the matter of Members' allowances. The Council must have regard to the recommendations of the Panel when agreeing its Scheme.

(Legal Services have been consulted in the preparation this report.)

9.0 Risk & Opportunity Management Implications

9.1 The Panel are satisfied that their recommendations do not present any risk to the Council.

10.0 People Impact Assessment (PIA):

10.1 During the PIA Screening Stage issues around age, gender and socio-economic factors were identified, however, the Panel considered that the impact on these areas was neutral as the scheme actively seeks to remove barriers by offering an appropriate level of remuneration, having taken into account time given on a voluntary basis. Any impact is further mitigated by offering payment towards the cost of engaging carers.

10.2 The Screening Stage was completed and did not identify any potential or actual negative impact, therefore a full PIA was not required.

11.0 Other Corporate Implications

Community Safety

11.1 There are no community safety implications arising directly from this report.

Sustainability

11.2 There are no sustainability implications arising directly from this report.

Staffing & Trade Union

11.3 There are no staffing or trade union implications arising directly from this report.

Background Documents: None

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Report of the Members' Allowances Panel: 2015 Review of Members' Allowances

January 2015

Paul Corcoran
Laurence King
Madeleine Townley
Dorothy Smith

Supported by Tanya Davies

Recommendations

Basic Allowance

1. That the Basic Allowance be set at £5,600.
2. That the Members' Scheme of Allowances makes provision for the Basic Allowance to cover all incidental costs incurred by Councillors in the performance of their duties, unless they are claimable elsewhere under the scheme.
3. That the Members' Scheme of Allowances makes provision for an annual adjustment of allowances indexed to the local government staff pay award.
4. That the Members' Scheme of Allowances makes provision for a voluntary pay back clause and that the Council agrees to publish attendance statistics on an annual basis.

Special Responsibility Allowances

1. That the multiplier for the Special Responsibility Allowance for the Leader of the Council be increased from 3.25 to 3.5.
2. That the multiplier for the Special Responsibility Allowance for the Leader Chair of the Planning Committee be increased from 0.6 to 0.8.
3. That the multiplier for the Special Responsibility Allowance for Deputy Group Leaders of the Council be reduced from 0.5 to 0.25.
4. That the multiplier for the Special Responsibility Allowance for Chairs of the Licensing and Enforcement Committee, the Audit and Governance Committee and the Overview and Scrutiny Committee be reduced from 0.6 to 0.5.
5. That the Special Responsibility Allowance for Vice Chairs of the Licensing and Enforcement Committee, the Audit and Governance Committee and the Overview and Scrutiny Committee be removed.
6. That no changes be made to the multipliers for the following Special Responsibility Allowances:

▪ Deputy Leader of the Council	2.25
▪ Cabinet Member	1.75
▪ Group Leader	1
▪ Vice Chair of Planning Committee	0.2
▪ Mayor	0.6
▪ Sheriff	0.2

Internet Service Provider Allowance

- 1. That the Internet Service Provider Allowance be removed from the Scheme.**

Approved Duties

- 1. That the list of Approved Duties be revised as per the proposed list.**

Travel and Subsistence Allowances

- 1. That the reimbursement of travel and subsistence costs should only be payable where approved duties necessitate travel beyond the Gloucester City Council boundaries.**
- 2. That mileage rates be paid in accordance with the rates payable to staff and increase or decrease in line with any changes agreed in the staff rates.**
- 3. That the actual costs of public transport and parking incurred in the performance of approved Council duties be payable on the production of receipts and that rail travel and accommodation should ordinarily be arranged in advance through Democratic and Electoral Services.**
- 4. That the Members' Scheme of Allowances makes provision for subsistence allowances payable at the following rates:**

Breakfast	£6.29 (payable for absence from home of more than 4 hours before 11.00am)
Lunch	£8.72 (payable for absence from home of more than 4 hours which includes the hours of 12 noon-2.00pm)
Evening Meal	£15.10 (payable for absence from home of more than 4 hours ending after 6.00pm)

Dependents' Carers Allowance

- 1. That the Members' Scheme of Allowances makes provision for dependents' carers allowances payable at the following rates:**
 - £7.50 per hour for the provision of care of a single child**
 - £9.00 per hour for the provision of care for two or more children**
 - £9.00 per hour for the provision of care for children with severe disabilities and dependent adult relatives**
- 2. That the Members' Scheme of Allowances requires that dependents' carers allowance will only be payable providing that the prescribed process has been followed and on production of a completed claim form signed by both the claimant and the care provider.**

Quedgeley Parish Council

- 1. That Quedgeley Parish Council Members' allowances be set at the following levels:**
 - **7.5% of the City Council Basic Allowance to Members of QPC (£420)**
 - **15% of the City Council Basic Allowance to the Chair of QPC (£840)**
- 2. That the Scheme of Allowances makes provision for the payment of travel allowances for journeys that necessitate travel beyond the Quedgeley Parish Council boundaries.**

Introduction

Membership

The Gloucester City Council (GCC) Members' Allowances Panel was established pursuant to the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003. The current Panel was appointed on 27 February 2011 and membership will be reviewed following completion of this review, which coincides with the end of the statutory four year term of appointment. The Panel membership is:

Mr Paul Corcoran
Mr Laurence King
Mrs Dorothy Smith
Mrs Madeleine Townley

Terms of Reference

Pursuant to the 2003 Regulations, the terms of reference for the Panel are to make recommendations on the following:

- (a) as to the responsibilities or duties in respect of which the following should be available -
 - (i) special responsibility allowance;
 - (ii) travelling and subsistence allowance; and
 - (iii) co-optees' allowance;
- (b) as to the amount of such allowances and as to the amount of basic allowance;
- (c) as to whether dependants' carers' allowance should be payable to members of an authority, and as to the amount of such an allowance;
- (d) as to whether, in the event that the scheme is amended at any time so as to affect an allowance payable for the year in which the amendment is made, payment of allowances may be backdated in accordance with regulation 10(6);
- (e) as to whether adjustments to the level of allowances may be determined according to an index and if so which index and how long that index should apply, subject to a maximum of four years, before its application is reviewed;

Recent history of Members' allowances

The last detailed review of Members' allowances took place in 2010 when a small increase to the Basic Allowance was proposed by the Panel and agreed by the Council, along with a small number of other minor amendments. Since that time the Panel has recommended that allowances be frozen at the 2010/11 levels each year and the Council has accepted the Panel's recommendations on each occasion. The scheme of allowances is currently linked to the Local Government staff pay award. Due to an error, Members were not awarded the 1% pay increase that was awarded to staff in 2013-14, and Group Leaders subsequently agreed to forego that increase and await the outcome of this review. The 2.2% staff pay award agreed for 2014-15 was automatically applied to Members' allowances from 1 January 2015 as per the rules within the scheme and the current scheme is attached at Annex 1. It should be noted that this review was conducted before the staff pay award was agreed; however the report has been updated in order to compare the proposed new scheme with the scheme effective from 1 January 2015.

The Review

Scope of review

The scope of the review was to consider all aspects of the scheme and specifically:

- *To consider whether the impact of any changes to the role of Members over the last four years and any changes anticipated during the next four years justify a change to the level of Basic Allowance.*
- *To identify what the Basic Allowance is expected to cover in respect of consumable office supplies.*
- *To review the appropriateness of linking allowances to the Local Government staff pay award.*
- *To consider the duties, responsibilities and accountabilities of each role that currently attracts a Special Responsibility Allowance (SRA) and determine whether each role justifies the payment of an SRA and, where an SRA is justified, whether the current multiplier used to set the level of allowance correctly reflects the significance of the role.*
- *To review the Internet Service Provider Allowance in light of changes to the provision of IT equipment to Members.*
- *To provide a clear documented scheme to ensure the appropriate payment of Travel and Subsistence Allowances, without creating unnecessary barriers to claiming.*
- *To provide a clear documented scheme to ensure the appropriate payment of claims for Dependents' Carers Allowances, without creating unnecessary barriers to claiming.*
- *To review the list of Approved Duties for the payment of expenses with the aim of providing a clear and appropriate list that reflects the duties that Members are required to undertake.*
- *To provide a Scheme that is clear and easy for Members and members of the public to understand, and is simple to administer and monitor.*

Support to the Panel

The Panel was assisted by Tanya Davies, Democratic and Electoral Services Manager.

Basic Allowance (see Annex 2, Section 3)

The Basic Allowance (BA) is currently £5,365.50. We have been unable to determine from historical documentation how the original figure was arrived at and therefore, whether the basis for the calculation remains sound. As a result we have decided to identify a new formula for the calculation and in doing so had regard to methods used by other local authorities and information obtained from Councillor interviews and questionnaires.

Data

The Panel reviewed the methodology used by a number of other local authorities and compared data with district councils in Gloucestershire and throughout the South West region, as well as Gloucester City Council's 'Nearest Neighbours' as identified by the Chartered Institute of Public Finance and Accountancy for benchmarking purposes.

Taking the comparative data at face value, Gloucester City is at the higher end of the BA payable within the County, the region and among the Nearest Neighbours. Although the current figure is not significantly higher than the average in the County, it is approximately 22% higher than the average of the Nearest Neighbours and 16% higher than the average in the region.

We have noted that an electoral boundary review is currently taking place, prompted by under-representation in some areas of the City. We therefore looked at population data and have found that, when considering the number of Councillors per resident taken across the City as a whole, Gloucester City Councillors have the highest number of residents per Councillor in the County, the region and among the Nearest Neighbours, and this figure is approximately 1000 more than the average amongst each of these comparative groups.

DISTRICT COUNCILS IN GLOUCESTERSHIRE

Name	Basic Allowance	Estimated Population mid-2013	No of Councillors	Residents per Councillor
Tewkesbury	7200	84,256	38	2217
Gloucester	5365.50	124,562	36	3460
Cheltenham	5066	115,900	40	2898
Stroud	5000	113,920	51	2234
Forest of Dean	4250	82,937	48	1728
Cotswold	4000	84,079	44	1911
AVERAGE	5147	100,942	43	2408

DISTRICT COUNCILS IN THE SOUTH WEST

Name	Basic Allowance	Estimated Population mid-2013	No of Councillors	Residents per Councillor
Tewkesbury	7200	84,256	38	2217
South Somerset	6225	163,943	60	2732
Gloucester	5365.50	124,562	36	3460
Cheltenham	5066	115,900	40	2898
Stroud	5000	113,920	51	2234
Teignbridge	4969	126,001	46	2739
Weymouth and Portland	4939	65,134	36	1809

West Dorset	4938	100,026	48	2084
North Devon	4570	93,825	43	2182
Torridge	4568	65,089	36	1808
Purbeck	4524	45,411	24	1892
Exeter	4474	121,800	40	3045
North Dorset	4421	69,883	33	2118
East Devon	4360	134,898	59	2286
South Hams	4343	83,850	40	2096
Taunton Deane	4301	112,116	56	2002
Forest of Dean	4250	82,937	48	1728
Sedgemoor	4215	117,544	48	2449
East Dorset	4072	87,899	36	2442
Christchurch	4035	48,368	24	2015
Cotswold	4000	84,079	44	1911
Mid Devon	3655	78,670	42	1873
Mendip	3605	110,181	47	2344
West Devon	3558	53,919	31	1739
West Somerset	2733	34,320	28	1226
AVERAGE	4535	92741	41	2213

CIPFA NEAREST NEIGHBOURS

Name	Basic Allowance	Estimated Population mid-2013	No of Councillors	Residents per Councillor
Rugby	6289	101,373	42	2414
Gloucester	5365.50	124,562	36	3460
Cheltenham	5066	115,900	40	2898
Kettering	5039	95,748	36	2660
Wyre Forest	4900	98,421	42	2343
Carlisle	4780	107,949	52	2076
Rushmoor	4650	94,971	39	2435
East Staffordshire	4540	114,922	39	2947
Lincoln	4,525	95,623	33	2898
Worcester	3990	100,405	35	2869
Ipswich	3745	134,693	48	2806
Gravesham	3447	103,752	44	2358
Wellingborough	3440	75,958	36	2110
Redditch	3350	84,521	29	2915
Pendle	3000	90,131	49	1839
Burnley	2700	86,894	45	1931
AVERAGE	4302	101614	40	2560

Working hours

We acknowledge that it can be very difficult to estimate the time commitment required to be an effective Councillor and that the amount of time spent varies greatly from individual to individual. In particular, Councillors who are in full time employment effectively carry out their duties in significantly less time than Councillors who are not in full time employment, who tend to spend more time on council work simply because they have more time available. The BA must be offered equally to all Councillors, therefore, the level must be set with all of the circumstances in mind.

The 'Census of Local Authority Councillors 2013', which is the most recent LGA report on Members allowances, found that on average Members spend 22 hours per week on councillor duties. However, we agreed that this figure could not form the basis of our calculation because it did not draw any distinctions between a Councillor with no Special Responsibility and those with at least one Special Responsibility, and in order to calculate the BA it is essential to understand the average amount of time spent on 'ordinary' councillor duties. We instead chose to have regard to the responses given by Members at interview and by email.

Members were asked how many hours per week they spent on council duties and, where appropriate, to identify the split between 'ordinary' councillor duties, and those pursuant to any Special Responsibility/ies that they held. The amount of hours spent on 'ordinary' councillor duties was generally significantly higher for those councillors that did not also hold a Special Responsibility. We acknowledge that in some wards, 'backbench' councillors take on more casework if their colleague/s hold/s a Special Responsibility; consequently we agreed that, to determine the average number of hours spent on 'ordinary' Council duties, it was appropriate to use the responses from all Members who responded and take a straight average. We wish to express our disappointment that 12 Members did not respond despite receiving two reminders. ***The average time spent on 'ordinary' council duties was 15 hours per week.***

Voluntary reduction

85% of Members interviewed agreed that part of their time was given on a voluntary basis.

Government guidance to Members' Allowances Panels states:

"It is important that some element of the work of members continues to be voluntary – that some hours are not remunerated. This must be balanced against the need to ensure that financial loss is not suffered by elected members, and further to ensure that, despite the input required, people are encouraged to come forward as elected members and that their service to the community is retained.

As such, the application of a voluntary public service reduction remains a standard practice across many authorities and the figure varies between 25 and 50%. ***We agreed that a voluntary public service reduction of 33% was appropriate and fair.***

Calculation of Basic Allowance

Taking into account the comparative data and the statutory guidance we have considered two methods for calculating the basic allowance:

1. A benchmarked Basic Allowance

To calculate this figure we took an average of the BAs payable to district councils in Gloucestershire. We discounted the data from the Nearest Neighbours and the South West region for this calculation because neither sufficiently takes into account local conditions. We accepted that the benchmarked figures already include a voluntary public service reduction.

Benchmarked Basic Allowance = **£5,128**

2. A recalculated Basic Allowance

This is the method set out in the statutory guidance and uses the working hours data obtained directly from Members. In the past local authorities have been recommended to use the LGA Daily Rate to determine the hourly rate for Members' Allowances; however, since the LGA stopped publishing this information, many councils have instead used the gross median hourly pay for all full time employees for their area, taken from the Annual Survey of Hours and Earnings (ASHE), published by the Office of National Statistics. The 2014 provisional results give a figure of £10.77 per hour for employees resident in the City of Gloucester. The local information is inserted into the following calculation:

(average hours per week) minus (33% voluntary public service discount) multiplied by (weeks per year) multiplied by (hourly rate)

Recalculated Basic Allowance = $(15 - 33\%) \times 52 \times 10.77 = \mathbf{£5,600.40}$.

We considered both calculations and agreed that the recalculated Basic Allowance more accurately reflected the specific conditions affecting Councillors at Gloucester City. We considered adding a percentage uplift to take account of the high number of residents per Councillors, but ultimately decided that the number of hours spent by Councillors on ordinary Council duties already reflected this and therefore decided that an uplift would not be appropriate. We have noted that the Council is currently involved in an electoral boundary review and that the Local Government Boundary Commission for England is minded for the Council size to be increased in from 36 Councillors to 39 in May 2016. If this is confirmed in the statutory instrument and if, when the Panel sits again, and the level of representation has decreased as a result of the three additional Councillors, it is likely that we will, taking into account all matters relevant at the time, give consideration to lowering the level of BA. We consider it appropriate to round the figure to the nearest whole number. This represents an increase of £234.50 to the current figure of £5,365.50.

Recommendation: That the Basic Allowance be set at £5,600.

What is included in the Basic Allowance?

The current scheme does not set out what Councillors should expect to purchase or provide for themselves from their BA and this can be a source of uncertainty both for Councillors and for budgeting purposes. The recognised guidance states that the BA is intended to compensate Councillors for the time commitment required and to cover any *incidental costs*; it is not intended to be a salary. The Council provides Councillors with the necessary IT and telephone equipment to perform their role, therefore we consider that it is reasonable for Councillors to cover incidental costs from their BA; this should include all costs that are not claimable elsewhere under the scheme (eg. travel, subsistence and dependents' carers allowances), including stationery and other office supplies, printer cartridges and any telephone costs incurred from the use of a private telephone. As formal business cards and headed paper must use the Council's official crest, these should be provided on request at no cost to Councillors.

Recommendation: That the Members' Scheme of Allowances makes provision for the Basic Allowance to cover all incidental costs incurred by Councillors in the performance of their duties, unless they are claimable elsewhere under the scheme.

Indexation

57% of Members interviewed felt that the scheme should remain linked to the local government staff pay award.

In light of the omission in 2013-14 to apply the appropriate increase to Members' allowances, we have considered both the appropriateness and workability of linking the scheme to the staff pay award and whether there should be any type of indexation at all. We have had regard to the views of Councillors attending interviews and while, a significant number believed that allowances should not be changed without a recommendation from the Panel, more than half indicated that a mechanism that provided for annual adjustment without the requirement of a Council decision was fair and just. There was a strong feeling amongst Councillors that the local government staff pay award was the appropriate index because it would ensure that Councillors were not awarded a pay increase higher than that of the Council's staff. We acknowledge that there is a significant distinction between Councillors and local government staff; however, the sentiment behind linking the allowances scheme to the staff pay award is one that we accept. In terms of workability, we are confident that the error that occurred in 2013-14 was a one-off and that there are no practical problems associated with linking the scheme to a specified index.

It should be noted that, should the Panel's recommendations be approved, the new Scheme will apply from April 2015 at the levels stated in this report. Any staff pay awards applied from April 2015 onwards will be automatically applied to the Scheme if the Panel is not called upon to sit again prior to those awards being made.

Recommendation: That the Members' Scheme of Allowances makes provision for an annual adjustment of allowances indexed to the local government staff pay award.

Voluntary pay back clause

We received a number of comments from Councillors regarding the attendance and contribution made by individuals and were asked to consider how this could be tackled within the Scheme of Allowances. While we believe that each political Group has a responsibility to ensure that workloads are shared reasonably and to take action against Councillors who fail to make a fair contribution to the work of the Council, we also consider that Councillors have a duty to represent their constituents by attending meetings and that poor attendance should be highlighted.

We recommend that the Scheme of Allowances includes a voluntary pay back clause, whereby a Councillor who does not attend at least two-thirds of the combined total number of scheduled meetings of the Council, Cabinet, and Committees of which he/she is a Member, he/she will be invited to pay back an appropriate percentage of his/her BA up to a maximum of 25% of the BA. Additionally, if a Councillor is absent from Council business for more than one continuous month (other than on illness grounds) the Member concerned should be invited to pay back a sum equivalent to the amount of Basic and Special Responsibility Allowances paid during that period of absence.

The clause should be administered by the Democratic and Electoral Services Manager in consultation with the Head of Paid Service and Councillors in danger of falling below the minimum attendance requirement will be informed in advance. Poor attendance should also be highlighted to the relevant Group Leader. The clause should not apply to the Mayor and Sheriff as we acknowledge that the significant demands of those roles mean that they are not able to meet all attendance requirements.

We would also like the Council to consider publishing attendance statistics on an annual basis, as is common practice in many authorities.

Recommendation: That the Members' Scheme of Allowances makes provision for a voluntary pay back clause and that the Council agrees to publish attendance statistics on an annual basis.

Special Responsibility Allowances (see Annex 2, Section 4 and Schedule 1)

Special Responsibility Allowances (SRAs) are currently based on a multiplier of the BA. This is the approach widely adopted by many local authorities and in considering the new Scheme, we found no valid reason to depart from the multiplier system. We also agreed to follow the recommended principles that each Councillor may not receive more than one SRA on top of their BA, and that no more than 50% of Councillors should be in receipt of an SRA; currently 19 Members are entitled to receive an SRA, which equates to 52.8% of all Councillors.

We considered each of the existing SRAs in the context of the time commitment required and levels of personal responsibility and accountability. We were also mindful of local and national trends. All current SRA holders were invited to attend an interview with the Panel and those who were unable to attend were sent a questionnaire to complete. We are grateful to those Councillors who gave up their time to be involved in the review, but are disappointed that two SRA holders chose not to engage in the interview process because, although the purpose of the Scheme is to offer the appropriate level of remuneration for the role irrespective of the incumbent individual, it is difficult to accurately assess the role in question with no information from the current post holder. In the case of these two positions we took information from other Councillors and officers into account.

Part of our approach was to consider whether a particular role resulted in significant additional responsibilities for which an SRA should be paid or whether it should instead be recognised as a time commitment to Council work which is acknowledged within the BA; in other words, do the duties lead to a significant extra workload for any one particular Councillor above another. We balanced the need to remove any barriers preventing individuals from taking up Special Responsibilities due to the time commitment required, with the need to fairly reflect the level of additional workload and responsibility.

Special Responsibility Allowances: recommended increases

Leader of the Council

We heard directly from the Leader of the Council and received comments from a number of other Councillors regarding the time commitment required for this role. In addition to the significant time commitment and workload, we also recognise that changes to the senior management structure at the Council have resulted in additional responsibility for the Leader of the Council. Ultimately we consider that at Gloucester City Council there is an expectation and need for the Leader of the Council to be able to devote full time hours to the role and our view is that, subject to the voluntary service element, it should be made more affordable for the appointed individual to perform the role on a full time basis without detriment to their work/life balance.

We recommend that the multiplier for the Leader of the Council is increased from 3.25 to 3.5 providing an allowance of £19,600, which represents an increase of £2,537.50.

Chair of Planning Committee

We noted the time commitment given by the Chair of the Planning Committee emanating from the frequency of meetings and the workload of the Committee. We also acknowledge the level of in-depth knowledge needed and the quality of the chairing skills required. The Panel also considers that the Chair of the Planning Committee has a significantly higher level of responsibility in comparison to the other Committee Chairs. This is consistent with local and national trends.

We recommend that the multiplier for the Chair of Planning Committee is increased from 0.6 to 0.8 providing an allowance of £4,480, which represents an increase of £1,330.

Special Responsibility Allowances: recommended reductions

Deputy Group Leaders

Taking into account feedback received at interviews, we consider that a large proportion of this role relates to political group management and that the allowance is not designed to provide remuneration for this work. The Panel also considers that in a Council where there is a delicate political balance and Group Leaders often work in a consensual manner, it is necessary to recognise the difference in contributions made to the effective management of the Council by the Minority Group Leaders in comparison with their Deputies, and that the most appropriate way to emphasise this is by reducing the multiplier for the Deputy Group Leaders. We are recommending a reduction in the allowance rather than a total removal because we acknowledge that the appointed persons do have additional responsibilities which require a further time commitment; however, this is over and above local and national trends, as very few district councils offer an allowance to Deputy Group Leaders.

We recommend that the multiplier for Deputy Group Leaders is reduced from 0.5 to 0.25 providing an allowance of £1,400, which represents a reduction of £1282.75, but, when taken with the increase to the Basic Allowance, the overall reduction will be £1048.25.

Chairs of Licensing & Enforcement Committee, Audit & Governance Committee, Overview and Scrutiny Committee

On the basis of the evidence reviewed, we consider that there is a significant difference in the responsibilities of the Chair of the Planning Committee in comparison to the other Committee Chairs. The differences relate generally to a combination of the frequency of meetings and the level of knowledge and skills required; both Audit and Governance Committee and Licensing and Enforcement Committee require a high level of specific technical knowledge, but meet less frequently than the Overview and Scrutiny Committee, which is less technical in terms of the knowledge required. We consider that the most appropriate way to demonstrate the distinction is to increase the multiplier for the Chair of the Planning Committee and apply a small reduction to the multiplier for the three other Committee Chairs.

We recommend that the multiplier for the Chairs of Licensing & Enforcement Committee, Audit & Governance Committee, Overview and Scrutiny Committee be reduced from 0.6 to 0.5 providing an allowance of £2,800. This represents a

reduction of £419.30, but, when taken with the increase to the Basic Allowance, the overall reduction will be £184.80.

Special Responsibility Allowances: recommended removals

Vice Chairs of Licensing & Enforcement Committee, Audit & Governance Committee, Overview and Scrutiny Committee:

We consider that the level of work and responsibilities attributed to these roles are not significantly higher than that required of ordinary Committee members. We also consider that these roles should be seen as developmental opportunities for individuals looking to broaden their knowledge, skills and experience, rather than as positions that garner a financial reward. This is consistent with local and national trends, given that many district councils do not offer an allowance to Vice Chairs of such committees. We consider it appropriate to retain a modest SRA for the Vice Chair of the Planning Committee to acknowledge the level of support provided to the Chair of that Committee and the corresponding technical knowledge required.

This represents a reduction of £1,073.10 for the affected individuals, but, when taken with the increase to the Basic Allowance, the overall reduction will be £838.60.

Special Responsibility Allowances: recommended no change

Having listened to the evidence from existing SRA holders and considering local and national trends, we consider that the multipliers for the following SRAs are set at the appropriate levels to recognise the additional time commitment required and the responsibilities and accountabilities of the posts:

▪ Deputy Leader of the Council	2.25
▪ Cabinet Member	1.75
▪ Group Leader	1
▪ Vice Chair of Planning Committee	0.2
▪ Mayor	0.6
▪ Sheriff	0.2

Please note that each of the unchanged SRAs will benefit from the increase to the Basic Allowance, resulting in the following increases:

▪ Deputy Leader	£527.63
▪ Cabinet Member	£410.38
▪ Group Leader	£234.50
▪ Vice Chair of Planning Committee	£46.90
▪ Mayor	£140.70
▪ Sheriff	£46.90

Recommendations:

- 1. That the multiplier for the Special Responsibility Allowance for the Leader of the Council be increased from 3.25 to 3.5.**
- 2. That the multiplier for the Special Responsibility Allowance for the Leader Chair of the Planning Committee be increased from 0.6 to 0.8.**
- 3. That the multiplier for the Special Responsibility Allowance for Deputy Group Leaders of the Council be reduced from 0.5 to 0.25.**
- 4. That the multiplier for the Special Responsibility Allowance for Chairs of the Licensing and Enforcement Committee, the Audit and Governance Committee and the Overview and Scrutiny Committee be reduced from 0.6 to 0.5.**
- 5. That the Special Responsibility Allowance for Vice Chairs of the Licensing and Enforcement Committee, the Audit and Governance Committee and the Overview and Scrutiny Committee be removed.**
- 6. That no changes be made to the multipliers for the following Special Responsibility Allowances:**
 - Deputy Leader of the Council 2.25**
 - Cabinet Member 1.75**
 - Group Leader 1**
 - Vice Chair of Planning Committee 0.2**
 - Mayor 0.6**
 - Sheriff 0.2**

Internet Service Provider Allowance

The Internet Service Provider (ISP) Allowance was introduced in 2010 to reflect the shift towards reliance on electronic means of communication. Councillors were required to have access to email and other systems from home and as such the Members' Allowances Panel at that time decided that the Council should contribute towards the cost of a broadband connection.

Since the allowance was introduced, reliance on email, and the internet generally, has increased both for the Council, residents and society as a whole. As a result, the vast majority of individuals purchase their own broadband connection, which they pay for monthly. The price of such contracts has also decreased, with many people choosing broadband as part of a package that also provides telephone and television services. Therefore it is likely that the £10 per month allowance is now excessive and that the real cost of broadband may actually be less.

In 2012, the provision of IT equipment to Councillors was reviewed and as part of that exercise it was identified that the vast majority of Councillors have their own broadband connections for personal use.

Given that most Councillors have broadband connections for their own personal use and that the associated costs have significantly decreased since the allowance was first introduced, it is our view that the allowance should no longer be offered. It should be noted that only one Councillor regularly claims the allowance, therefore the impact of withdrawing this allowance will be minimal.

Recommendation: That the Internet Service Provider Allowance be removed from the Scheme.

Approved Duties (see Annex 2, Schedule 2)

We considered the existing list of approved duties and noted that it was lengthy and that some of the language was outdated or unnecessarily complicated. We were advised that a number of the duties had not been utilised for the purposes of claiming travel, subsistence or dependents' carers allowances for a number of years and we considered it appropriate for the list to reflect reality in Gloucester City.

We reviewed the approved duties of a number of other local authorities and have proposed a simplified and shortened list.

1. Current List of Approved Duties

- attendance at meetings of the Council;
- attendance at other formal meetings (e.g. Groups, Boards, Committees, Panels, etc.);
- attendance at meetings at the outside bodies referred to in the list incorporated in Schedule 1 provided that attendance is for the purpose of, or in connection with, the discharge of a function of the Council;
- attendance (under the Open Door Protocol) at County Council meetings (sanctioned by the Chief Executive) on matters of importance to the District or of Local (Ward) interest;
- attendance at Quedgeley Parish Council meetings in a Members' Ward when they are not a Member of that Parish Council;
- attendance at meetings of other bodies including courses, seminars and conferences provided that there is a Council or, where appropriate a meeting resolution authorising attendance on the basis that the attendance is for the purpose of, or in connection with the discharge of a function of the Council (the Chief Executive, Corporate Directors are authorised, in consultation with the Council or appropriate Cabinet Member, to sanction attendance provided adequate financial provision is available);
- elections and other duties undertaken on behalf and at the express request of the Council and other meeting.

2. Proposed Revised List of Approved Duties

- Attendance, by right of membership or express invitation, at meetings of the Council, Cabinet, Committees, Sub-Committees, Working Groups, Panels and Task and Finish Groups.
- Attendance, by right of membership or express invitation, at meetings of any joint Committees, Sub-Committees, Working Groups, Panels, Steering Groups to which the Council has appointed.
- Attendance, by right of appointment, at meetings of approved Outside Bodies.
- Attendance at Member training courses facilitated by the Council
- Attendance at a meeting of any association of authorities of which the authority is a member;
- Attendance at meetings, Member training courses, conferences or any other events facilitated by external bodies, provided that authorisation has been given in advance and in writing by the Head of Paid Service, in consultation with the relevant Political Group Leader, where appropriate.

Recommendation: That the list of Approved Duties be revised as per section 2 above.

Travel and Subsistence (see Annex 2, Schedule 2)

We noted from comments made during interviews with Councillors and subsequent confirmation by the supporting officer, that relatively few claims are made by Gloucester City Councillors for the reimbursement of travel and subsistence costs incurred during the performance of approved Council duties. The majority of Councillors were aware that they could claim and of the process to follow, but it became clear that most simply chose not to do so. We consider that it is important to state that provision within the scheme for claiming reimbursement of travel and subsistence costs is included in order to help ease the financial burden on Councillors and that individuals should not be dissuaded from submitting legitimate claims.

Those who utilise the process reported that they find it simple to follow, but advised that they submitted claims infrequently due to the small number of claims they wished to obtain reimbursement for.

In considering the current scheme and comparing it to equivalent schemes from other local authorities we are of the view that it lacks sufficient detail in respect of what costs may be claimed and the terms under which claims will be processed. We therefore undertook to revise the Scheme in order to provide improved clarity without creating unnecessary barriers to claiming.

Application of the scheme

The supporting officer advised that claims for travel and subsistence expenses over recent years had been limited to duties that took Councillors outside of the City boundaries and that Councillors were choosing not to claim for duties within the City even though it was permitted within the current Scheme. It is the Panel's view that the scheme should reflect what is actually happening and also that it is reasonable for the costs of travel and subsistence within the City boundaries to be met from the Basic Allowances.

Recommendation: That the reimbursement of travel and subsistence costs should only be payable where approved duties necessitate travel beyond the Gloucester City Council boundaries.

Mileage allowance

The supporting officer explained that, due to an oversight which was identified during an internal audit of Members' allowances in 2014, Councillors had been paid at a rate of 50p per mile instead of the rate of 45p stated within the Scheme. The oversight occurred when the mileage rate for officers was increased from 45p to 50p from 1 February 2012 and the rate for Councillors was automatically increased through the payroll system. Due to the automated nature of the payroll system and to ensure administrative workability, we consider that mileage rates for Councillors should be aligned with the rates payable to officers.

Recommendation: That mileage rates be paid in accordance with the rates payable to staff and increase or decrease in line with any changes agreed in the staff rates.

Public transport and parking

The current scheme is largely silent on the matter of reimbursement for the specific costs of travel by public transport and parking, but it has been custom and practice to repay the actual costs incurred on the production of receipts or tickets. We therefore propose that the present situation be reflected in the scheme and emphasis be placed on the production of receipts.

In respect of rail travel and overnight accommodation, it has been general practice for Councillors to arrange these in advance through Democratic and Electoral Services. This is essential for ensuring that best value rates are achieved, although the Council should recognise that there are other factors to take into account, particularly in respect of the location of accommodation. Again, we propose that the present customs are stated in the scheme.

Recommendation: That the actual costs of public transport and parking incurred in the performance of approved Council duties be payable on the production of receipts and that rail travel and accommodation should ordinarily be arranged in advance through Democratic and Electoral Services.

Subsistence allowances

The current scheme states that subsistence allowances will be payable in line with the agreed scheme for officers. While we are comfortable with the concept of the scheme for Councillors being consistent with the scheme for officers, we note that the rates have not been reviewed since 2009 and one Councillor commented that the evening meal rate was particularly low when compared with the actual cost of purchasing a meal.

In order to allow a degree of flexibility until such time as the officer scheme is reviewed, we propose a separate scheme for Councillors. The rates proposed for breakfast and lunch remain equal to the officer rates, however, we propose combining the separate tea and evening meal allowances into one single evening meal allowance of £15.10.

Recommendation: That the Members' Scheme of Allowances makes provision for subsistence allowances payable at the following rates:

Breakfast	£6.29 (payable for absence from home of more than 4 hours before 11.00am)
Lunch	£8.72 (payable for absence from home of more than 4 hours which includes the hours of 12 noon-2.00pm)
Evening Meal	£15.10 (payable for absence from home of more than 4 hours ending after 6.00pm)

Dependents' Carers Allowance (see Annex 2, Schedule 2)

In parallel with claims for travel and subsistence allowances, we noted from comments made during interviews with Councillors, which were subsequently confirmed by the supporting officer, that very few claims are made by Gloucester City Councillors for the reimbursement of the costs of providing care for dependent children and adults while they perform approved Council duties. Once again, we consider that it is important to encourage eligible take of the financial assistance that is legitimately available to support them in the performance of their approved Council duties.

The supporting officer advised that the current scheme stated a single hourly rate payable for the care of dependent children and adults, but did not provide sufficient detail on the terms under which a claim could be submitted or set out a clear process for claiming.

We considered the schemes operated by a number of other local authorities and agreed that clearly defined terms and a documented process were required, including a simple claim form to be completed by the Councillor and the Carer for processing and audit purposes.

In the case of both child and dependents' care, the Council should only reimburse the actual costs incurred, but it is necessary to also set a maximum claimable hourly rate.

Childcare

On the basis of the research conducted into local rates for childcare, we concluded that the rates vary considerably depending on the type of childcare and the time of day that it is required. Consequently, we agreed that the current rate of £7.64 was within the range of reasonable costs. However, a Councillor who had claimed under the current scheme stated that the rate payable did not take into account Councillors who had more than one child requiring care, where the cost of care was likely to increase. We consider that it is appropriate to make provision for Councillors with multiple children and therefore propose two levels of hourly rate: £7.50 per hour for a single child; or up to a total of £9.00 per hour for two or more children.

Dependent care

Obtaining reliable data on the costs of providing care for children with severe disabilities and dependent adult relatives has proved challenging because it can vary greatly depending on the needs of the individual being cared for, however, it is clear that the hourly rate is higher than the equivalent rate for ordinary childcare. We are advised that there are no documented claims under this part of the scheme and as such we propose that the hourly rate be set at the higher rate of £9.00 per hour at the present time. Should a Councillor wish to make a claim under this part of the scheme, we would be happy to work with them to review the allowance available.

Recommendations:

- 1. That the Members' Scheme of Allowances makes provision for dependents' carers allowances payable at the following rates:**
 - **£7.50 per hour for the provision of care of a single child**
 - **£9.00 per hour for the provision of care for two or more children**
 - **£9.00 per hour for the provision of care for children with severe disabilities and dependent adult relatives**

- 2. That the Members' Scheme of Allowances requires that dependents' carers allowance will only be payable providing that the prescribed process has been followed and on production of a completed claim form signed by both the claimant and the care provider.**

Quedgeley Parish Council

The Members' Allowances Panel acts as the Parish Members' Allowances Panel for Quedgeley Parish Council (QPC), making recommendations to the Parish Council as it does to the City Council. QPC must therefore have regard to our recommendations, but is ultimately entitled to agree its own scheme. It is important to note that not all Members of QPC are in receipt of an allowance because a number have been co-opted.

QPC currently pays allowances to their Members at the level agreed in 2006, namely 7.5% of the City Council Basic Allowance to Members of QPC and 15% to the Chair of QPC.

All Members of QPC were asked to complete a questionnaire and the Chair was asked to complete a further questionnaire as he was unable to attend an interview with the Panel. The comments received indicated that QPC Members are generally happy with the level of allowance and that it is not an influencing factor in the decision to stand for election. As such, we consider that the current Scheme is operating well and do not see any need to amend the percentage levels applicable. Should our recommendations be approved by the City Council and QPC, QPC Members will benefit from the increase in the City Council Basic Allowance.

We noted that a number of comments were made about mileage costs. We consider that it is important for Schemes of Allowances to make sufficient provision for the payment of appropriate expenses and therefore would recommend that QPC ensures that its Members are able to claim for travel expenses, but, in line with the approach proposed for the City Council, that claims should be limited to journeys that necessitate travel beyond the parish boundaries.

Recommendations:

- 1. That Quedgeley Parish Council Members' allowances be set at the following levels:**
 - **7.5% of the City Council Basic Allowance to Members of QPC (£420)**
 - **15% of the City Council Basic Allowance to the Chair of QPC (£840)**
- 2. That the Scheme of Allowances makes provision for the payment of travel allowances for journeys that necessitate travel beyond the Quedgeley Parish Council boundaries.**

Guidance utilised and evidence reviewed

Primary Research

Questionnaires to Members of Gloucester City Council

Interviews with selected Members of Gloucester City Council

Data gathered from local authorities

Secondary Research

Local Authorities (Members' Allowances) (England) Regulations 2003

'New Council Constitutions: Guidance on Regulation for Local Authority Allowances', Department for Communities and Local Government (2006)

'Guidance on members' allowances for local authorities in England', Department for Communities and Local Government (2001)

'Census of Local Authority Councillors 2013', Kettlewell, K. and Phillips, L. (2014). (LGA Research Report)

The Office of National Statistics Annual Survey of Hours and Earnings (ASHE): 2014 Provisional Results

Members' Scheme of Allowances

In force 1 April 2014 – 31 March 2015

(Approved by the City Council – 9 June 2014; revised – 1 January 2015)

Gloucester City Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) Regulations 2003, hereby makes the following Scheme, to come into effect on 1 April 2014 unless otherwise stated:

(NB. The allowances shown come into effect on 1 April 2014 and will be increased annually in line with the Local Government staff pay award unless the Members' Allowances Panel sits again.)

The Scheme was revised to reflect the Local Government staff pay award for 2014-15 and the revised Scheme came into force on 1 January 2015.

Revised Members' Scheme of Allowances 2014/15

	Allowances	Rate																																							
1.	<p>Basic Allowance</p> <p>All Councillors are entitled to this general allowance which is paid automatically on a monthly basis (unless written notice to the contrary is given).</p>	£5,365.50 p.a. per Councillor																																							
2.	<p>Special Responsibility Allowances</p> <p>These are special allowances paid to Councillors who hold positions with significant responsibilities over and above the general duties of a Councillor. This additional entitlement is paid automatically (unless written notice to the contrary is given) to the relevant Councillors on a monthly basis. (N.B. Members are restricted to one special responsibility allowance only.)</p> <p>The affected position and the sums payable are as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Leader of the Council</td> <td style="width: 20%; text-align: center;">(3.25 x basic allowance)</td> <td style="width: 20%;"></td> </tr> <tr> <td>Deputy Leader of the Council</td> <td style="text-align: center;">(2.25 x basic allowance)</td> <td></td> </tr> <tr> <td colspan="3">Cabinet Members</td> </tr> <tr> <td>Regeneration & Culture.....</td> <td style="text-align: center;">(1.75 x basic allowance)</td> <td></td> </tr> <tr> <td>Environment.....</td> <td></td> <td style="text-align: right;">£9,389.63 p.a.</td> </tr> <tr> <td>Housing, Health & Leisure.....</td> <td></td> <td style="text-align: right;">£9,389.63 p.a.</td> </tr> <tr> <td>Performance & Resources.....</td> <td></td> <td style="text-align: right;">£9,389.63 p.a.</td> </tr> <tr> <td>Communities & Neighbourhoods</td> <td></td> <td style="text-align: right;">£9,389.63 p.a.</td> </tr> <tr> <td colspan="3">Chairs</td> </tr> <tr> <td>Planning Committee.....</td> <td style="text-align: center;">(0.6 x basic allowance)</td> <td style="text-align: right;">£3,219.30 p.a.</td> </tr> <tr> <td>Licensing and Enforcement Committee.....</td> <td></td> <td style="text-align: right;">£3,219.30 p.a.</td> </tr> <tr> <td>Overview and Scrutiny Committee.....</td> <td></td> <td style="text-align: right;">£3,219.30 p.a.</td> </tr> <tr> <td>Audit and Governance Committee.....</td> <td></td> <td style="text-align: right;">£3,219.30 p.a.</td> </tr> </table>	Leader of the Council	(3.25 x basic allowance)		Deputy Leader of the Council	(2.25 x basic allowance)		Cabinet Members			Regeneration & Culture.....	(1.75 x basic allowance)		Environment.....		£9,389.63 p.a.	Housing, Health & Leisure.....		£9,389.63 p.a.	Performance & Resources.....		£9,389.63 p.a.	Communities & Neighbourhoods		£9,389.63 p.a.	Chairs			Planning Committee.....	(0.6 x basic allowance)	£3,219.30 p.a.	Licensing and Enforcement Committee.....		£3,219.30 p.a.	Overview and Scrutiny Committee.....		£3,219.30 p.a.	Audit and Governance Committee.....		£3,219.30 p.a.	
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Environment.....		£9,389.63 p.a.																																							
Housing, Health & Leisure.....		£9,389.63 p.a.																																							
Performance & Resources.....		£9,389.63 p.a.																																							
Communities & Neighbourhoods		£9,389.63 p.a.																																							
Chairs																																									
Planning Committee.....	(0.6 x basic allowance)	£3,219.30 p.a.																																							
Licensing and Enforcement Committee.....		£3,219.30 p.a.																																							
Overview and Scrutiny Committee.....		£3,219.30 p.a.																																							
Audit and Governance Committee.....		£3,219.30 p.a.																																							

	Allowances	Rate
	Vice Chairs: (0.2 x basic allowance) Planning Committee Licensing and Enforcement Committee Overview and Scrutiny Committee Audit and Governance Committee	£1,073.10 p.a. £1,073.10 p.a. £1,073.10 p.a. £1,073.10 p.a.
	Minority Group Leaders (1 x basic allowance) Deputy Group Leader (0.5 x basic allowance) Mayor * (0.6 x basic allowance) Sheriff and Deputy Mayor * (0.2 x basic allowance)	£5,365.50 p.a. £2,682.75 p.a. £3,219.30 p.a. £1,073.10 p.a.
3.	Carer's Allowance All Councillors are entitled to a Childcare and Dependant Carer's Allowance when they are responsible for meeting the costs of the care of dependant children or relatives whilst undertaking approved duties as defined at the end of this scheme. The payment of basic, special responsibility and other allowances will be suspended for the duration of any suspension from duties in connection with Standards matters.	£7.64 per hour (based on Scale Point 11 of the Local Government pay spine)
4.	Travel and Subsistence Allowances Travel and subsistence allowances are paid in respect of approved duties as defined at the end of this scheme. Travel allowances are based on the Inland Revenue approved rate of 45p per mile (with a rate of 24p per mile for motorcycles and 20p per mile for bicycles)	Subsistence allowances are based on the latest approved scheme for Officers.
5.	Internet Service Provider Charges A maximum payment of up to £10 per calendar month may be claimed by Councillors who do not accept the broadband service provided by the Council.	£10 p.c.m

* The Mayor and the Sheriff also receive allowances separate from the Allowances Scheme to meet costs associated with the holding of their respective offices (Mayor £5,337) (Sheriff £3,200).

1. **Approved Duties for Payment of Allowances**

Allowances can be paid in respect of the following duties which are specified in legislation:

- (a) a meeting of the Authority, or a Committee or Sub-Committee of the Authority;
- (b) a meeting of some other body to which the Authority makes appointments or nominations, or a Committee or Sub-Committee of the body;
- (c) a Committee or Sub-Committee of the Authority or a Joint Committee of the Authority and one or more other Authorities, or a Sub-Committee of a Joint Committee and to which representatives of more than one political group have been invited or to which two or more Councillors have been invited (if the Authority is not divided into political groups);
- (d) a meeting of a Local Authority Association of which the Authority is a member;
- (e) duties undertaken on behalf of the Authority in pursuance of any Standing Order requiring a Member or Members to be present while Tender documents are opened;
- (f) duties undertaken on behalf of the Authority in connection with a discharge of any function of the Authority conferred by or under any enactment empowering or requiring the Authority to inspect or authorise the inspection of premises.

2. **The following is a list of approved duties accepted by the Council for payment of travel, subsistence and carer's allowances:**
- (a) attendance at meetings of the Council;
 - (b) attendance at other formal meetings (e.g. Groups, Boards, Committees, Panels, etc.);
 - (c) attendance at meetings at the outside bodies referred to in the list incorporated in Schedule 1 provided that attendance is for the purpose of, or in connection with, the discharge of a function of the Council;
 - (d) attendance (under the Open Door Protocol) at County Council meetings (sanctioned by the Chief Executive) on matters of importance to the District or of Local (Ward) interest;
 - (e) attendance at Quedgeley Parish Council meetings in a Members' Ward when they are not a Member of that Parish Council;
 - (f) attendance at meetings of other bodies including courses, seminars and conferences provided that there is a Council or, where appropriate a meeting resolution authorising attendance on the basis that the attendance is for the purpose of, or in connection with the discharge of a function of the Council (the Chief Executive, Corporate Directors are authorised, in consultation with the Council or appropriate Cabinet Member, to sanction attendance provided adequate financial provision is available);
 - (g) elections and other duties undertaken on behalf and at the express request of the Council and other meeting.
3. **It should be noted that allowances are not paid to non-Members of meetings who attend meetings except in the following circumstances:**
- (a) the Mayor and the Leader of the Council and Chair of Overview and Scrutiny Management Committee (and their Vice-Chair in their absence) where they are ex-officio Members (with no vote) of a Group of which they are not a Member (does not apply to Boards, Panels, Sub-Committees and Working Parties);
 - (b) when Members attend a meeting to explain a motion (of which they have given notice at Council) which has been referred to that meeting by the Council;
 - (c) when Members attend a meeting to speak on an item they have requested to be placed on the agenda;
 - (d) when the local Ward Members attend site visit meetings of any meeting of which they are not a Member;
 - (e) when Members are expressly invited to attend meetings.

GLOUCESTER CITY COUNCIL**MEMBERS' ALLOWANCES SCHEME**

The Gloucester City Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) Regulations 2003, hereby makes the following Scheme:

1. Citation

- 1.1 This scheme may be cited as the Gloucester City Council Members' Allowances Scheme and shall have effect on and from 1 April 2015 until the scheme is amended or a new scheme is adopted.

2. Interpretation

- 2.1 In this Scheme,

'the Council' means the Gloucester City Council;

'Councillor' means a Member of Gloucester City Council who is a Councillor.

'co-opted member' means a member of a committee or sub-committee of the Council who is not a member of the authority.

'year' means a period beginning 1 April and ending on 31 March.

3. Basic Allowance

- 3.1 Subject to paragraphs 9 and 10, for each year a Basic Allowance of £5,600.00 shall be paid to each Councillor.
- 3.2 All incidental costs incurred by a Councillor in the performance of their duties are to be covered by the Basic Allowance unless they are claimable elsewhere under this Scheme. This includes, but is not limited to, stationery and other office supplies, printer cartridges and any telephone costs incurred from the use of a private telephone.
- 3.3 The printing of business cards and headed paper are excluded from paragraph 3.2 above and will be provided on request.
- 3.4 The Council will offer and provide Councillors with the necessary IT equipment required to perform the role. The details of this provision are the subject of a separate policy.

4. Special Responsibility Allowances

- 4.1 For each year a Special Responsibility Allowance shall be paid to those Councillors who hold the special responsibilities in relation to the Council that are specified in Schedule 1 to this Scheme.
- 4.2 Subject to paragraphs 10 and 15, the amount of each such allowance shall be the amount specified against that special responsibility in that Schedule.

- 4.3 Where a Councillor holds more than one position of responsibility, only one Special Responsibility Allowance shall be paid, such an allowance being the higher or the highest of the relevant allowances.

5. Attendance at meetings

- 5.1 If a Councillor does not attend at least two-thirds of the total number of scheduled meetings of the Council, or of the Cabinet, or of Committees of which he/she is a Member, the Councillor concerned should be invited to pay back an appropriate percentage of his/her Basic Allowance up to a maximum of 25% of the Basic Allowance.
- 5.2 If a Member is absent from Council business for more than one continuous month (other than on illness grounds) the Member concerned should be invited to pay back a sum equivalent to the amount of Basic and Special Responsibility Allowances paid for any single period of absence which exceeds one month.
- 5.3 For periods of long term absences due to illness the Council should review its position on a case by case basis.
- 5.4 Paragraph 5.1 does not apply to the Mayor or Sheriff/Deputy Mayor holding Civic Office during the year in question.

6. Attendance Allowances

- 6.1 No attendance allowance shall be payable.

7. Pensions

- 7.1 Councillors are not eligible to join the Local Government Pension Scheme.

8. Travel, Subsistence and Dependants' Carers Allowances

- 8.1 Travel, Subsistence and Dependants' Carers Allowances shall be paid to Councillors in accordance with Schedule 2 to this Scheme.

9. Renunciation

- 9.1 A Councillor may, by notice in writing given to the Democratic and Electoral Services Manager elect to forego any part of his/her entitlement to an allowance under this Scheme.

10. Part Year Entitlements

- 10.1 If the Term of Office or duties undertaken by a Councillor begin or end part way through a financial year, or amendment of the Scheme during the financial year changes the amount to which a Councillor is entitled, then calculation of the allowance payable shall be on a pro-rata basis having regard to the proportion that the Term of Office, period of duty or relevant periods of the Scheme bear to the month in the financial year in which they occur based on the number of days in that month.

11. Withholding of allowances

11.1 Where payment of any allowance is due or has already been made in respect of any period during which the member concerned is

(a) suspended or partially suspended from his/her responsibilities or duties as a member of the authority in accordance with Part III of the Local Government Act 2000, or regulations made under that Part; or

(b) ceases to be a member of the authority; or

(c) is in any other way not entitled to receive the allowance in respect of that period, the authority may withhold the payment of an allowance for that period or, as the case may be, require that such part of the allowance already paid as relates to any such period be repaid to the authority.

12. Overpayment

12.1 If a Councillor is paid any allowance under this scheme with respect to any period and it subsequently becomes apparent that the Councillor was not entitled to that payment for that period for any reason then the Council may recover the overpayment from that Councillor.

13. Annual Adjustment of Allowances

13.1 This scheme makes provision for an annual adjustment of allowances indexed to the Local Government staff pay award.

14. Co-optees

14.1 Co-opted members will not receive an allowance but will be fully reimbursed for any travel expenses incurred in attending meetings.

15. Membership of more than one authority

15.1 Where a Councillor is also a member of another authority that Councillor shall ensure that he/she does not receive allowances from more than one authority in respect of the same duties.

16. Claims and Payments

16.1 Payments shall normally be made by bank transfer:

(a) in respect of Basic and Special Responsibility Allowances, subject to paragraph 15.2, in instalments of 1/12th of the amounts specified in this Scheme on the 27th day of each month (or the last working day before that day if it is not a working day) and for which Councillors will not be required to submit a claim.

(b) in respect of Travel, Subsistence and Dependents' Carers allowances, on the 27th day of each month (or the last working day before that day if it is

not a working day) where the claim is received by the Democratic and Electoral Services Manager by not later than the 1st day of that month.

- 16.2 Where a payment of 1/12th of the amount specified in this Scheme in respect of a Basic or Special Responsibility Allowance would result in the Councillor receiving more or less than the amount to which, by virtue of paragraph 10, he or she is entitled, the payment shall be restricted to such amount as will ensure that no more or less is paid than the amount to which he or she is entitled.
- 16.3 Claims for Travel, Subsistence and Dependents' Carers allowances must be submitted on the appropriate form within six months of the date in respect of which the claim is being made. The payment of any claims not meeting this deadline will be at the discretion of the Head of Paid Service.

SCHEDULE 1
Special Responsibility Allowances

The following are specified as the special responsibilities in respect of which Special Responsibility Allowances are payable, and the amounts of those allowances:

Responsibility	Multiplier of BA	SRA £pa
Leader of the Council	3.5	19,600
Deputy Leader of the Council	2.25	12,600
<i>Cabinet Members</i>		
Communities and Neighbourhoods	1.75	9,800
Environment	1.75	9,800
Housing, Health and Leisure	1.75	9,800
Performance and Resources	1.75	9,800
Regeneration and Culture	1.75	9,800
<i>Chairs of Committees</i>		
Planning Committee	0.8	4,480
Audit and Governance Committee	0.5	2,800
Licensing and Enforcement Committee	0.5	2,800
Overview and Scrutiny Committee	0.5	2,800
<i>Deputy Chairs of Committees</i>		
Planning Committee	0.2	1,120
<i>Other positions of additional responsibility</i>		
Minority Group Leader	1	5,600
Minority Group Deputy Leader	0.25	1,400
Mayor	0.6	3,360
Sheriff and Deputy Mayor	0.2	1,120

Notes:

1. Where a Councillor holds more than one position of responsibility, only one Special Responsibility Allowance shall be paid, such an allowance being the higher or the highest of the relevant allowances.
2. A maximum of two Minority Group Leaders and two Minority Group Deputy Leaders are payable under the Scheme. An amendment to the Scheme may be required in the event of there being more than two Minority Groups.

SCHEDULE 2

Approved Duties

The following are deemed to be approved duties for the purposes of claiming travel, subsistence and dependants' carers allowances. Travel and subsistence expenses will only be paid where the duties necessitate travel beyond the Gloucester City Council boundaries:

- (a) Attendance, by right of membership or express invitation, at meetings of the Council, Cabinet, Committees, Sub-Committees, Working Groups, Panels and Task and Finish Groups.
- (b) Attendance, by right of membership or express invitation, at meetings of any joint Committees, Sub-Committees, Working Groups, Panels, Steering Groups to which the Council has appointed.
- (c) Attendance, by right of appointment, at meetings of approved Outside Bodies.
- (d) Attendance at Member training courses facilitated by the Council.
- (e) Attendance at a meeting of any association of authorities of which the authority is a member;
- (f) Attendance at meetings, Member training courses, conferences or any other events facilitated by external bodies, provided that authorisation has been given in advance and in writing by the Head of Paid Service, in consultation with the relevant Political Group Leader, where appropriate.

Payments in respect of the above approved duties shall be paid in accordance with the following rates:

A. Travel and Subsistence Allowance

Claims for travel and subsistence allowances must be submitted to the Democratic and Electoral Services Manager either electronically or in writing on Expenses Claim Form EC5.

(a) Travel Allowances

Mileage allowances

Motor mileage within the City boundaries is deemed to be covered within the Basic Allowance. Motor mileage for attendance at approved duties, as defined above, is payable where the duties necessitate travel beyond the Gloucester City Council boundaries only.

Full addresses must be provided for all starting locations and destinations. Distances will be checked against the quickest route identified by AA Route Planner and any discrepancies will be raised with the Councillor so that details of the actual route taken can be recorded and reimbursed.

Mileage rates will be paid in accordance with the rates paid to staff and will increase or decrease in line with any changes agreed in the staff rates. The current rates are:

Use of private motor vehicle	50p per mile
Use of bicycle	£16 flat rate per month or 15p per mile

Public Transport and Parking

Bus travel	Actual fares reimbursed. Tickets or receipts must be provided.
Rail travel	Train tickets should be arranged in advance through Democratic and Electoral Services in order to achieve value for money and to take advantage of early booking discounts. Where, in exceptional circumstances, a Councillor must purchase their own train ticket, the amount reimbursed will not exceed the amount of an ordinary fare or any available cheap fare; first class travel will not be reimbursed. Councillors purchasing their own train tickets should provide their receipt or ticket when claiming reimbursements.
Taxi and Private Hire Vehicles	Fares will only be reimbursed if travel by taxi is required due to the urgency of the approved business or if public transport is not reasonably available. Receipts must be provided.
Toll fees, ferry, garaging and parking charges	Actual fees or charges reimbursed. Receipts must be provided.

Accommodation

If a Councillor is required to stay overnight for attendance at approved duties, they should contact Democratic and Electoral Services who, following discussion with the Councillor about their requirements, will make the necessary accommodation arrangements in order to ensure that the Council achieves value for money.

(b) Subsistence Allowances

Subsistence within the City boundaries is deemed to be covered within the Basic Allowance. Subsistence for attendance at approved duties, as defined above, is payable for duties outside Gloucester City Council boundaries only. All claims for subsistence must be supported by receipts. Where claims can be made, eligibility is based on the time of day meals are taken and time away from home, as follows:

Breakfast	£6.29 (payable for absence from home of more than 4 hours before 11.00am)
Lunch	£8.72 (payable for absence from home of more than 4 hours which includes the hours of 12 noon-2.00pm)
Evening Meal	£15.10 (payable for absence from home of more than 4 hours ending after 6.00pm)

B. Dependents' Carers Allowance

Councillors may claim reimbursement of care expenses when a Councillor attends any of the approved duties defined in Schedule 2 to this Scheme and incurs costs for the provision of care for children and adult dependants.

When travelling away from home to an approved duty which may involve an overnight stay, care expenses may be claimed in respect of the total duration of the duty, less any period during which a dependent is cared for at no cost to the Councillor.

In order to claim the for reimbursement of care expenses, a Dependants' Care Expenses claim form must be completed and signed by both the claimant and the carer before submission to the Democratic and Electoral Services Manager.

(a) Childcare

Eligible Councillors may claim for the reimbursement of actual amount paid for childcare provision, up a maximum of £7.50 per hour for a single child, or up to a total of £9.00 per hour for two or more children.

Up to a total of one hour travelling time may be added to the claim, where applicable, to enable the Councillor to travel to and from meetings, provided the child/children remain with the carer for the duration.

Childcare costs may be claimed for children aged 15 or under and for or any new claims, evidence of eligibility must be provided e.g. birth certificate. The child must normally live with the claimant as part of the family.

A carer can be any responsible mature person who does not normally live with the claimant as part of the family, but should not be a parent. The claimant bears sole responsibility for making appropriate care arrangements.

(b) Dependant Care

Eligible Councillors may claim for the reimbursement of actual amount paid for care provision, up to a maximum of £9.00.

Up to a total of one hour travelling time may be added to the claim, where applicable, to enable the Councillor to travel to and from meetings, provided the child/children remain with the carer for the duration.

Dependant care costs may be claimed for children with severe disabilities and dependent adult relatives living in the Councillor's home and for whom the Councillor is directly responsible.

A carer can be any responsible mature person who does not normally live with the claimant as part of the family. The claimant bears sole responsibility for making appropriate care arrangements.

EC5

Expenses Claim Form



Introduction

This form is to be completed by the employee claiming mileage and expenses. Once this form has been completed, and has been approved by an authorised signatory, please send directly to PST. If this form is submitted incomplete or with errors, it will be returned at a risk of non payment. Please contact PST on 01452 396230 for any additional support on completion if required.

Section A - Employee Details

Name		Service	
Personnel Number		Month and Year	
Cost Centre (If not standard)			

Section B - Mileage

Date	Details of journey	Business/Training Miles	Cycle Miles	Motorcycle Miles
Total				

Section C - Expenses

		With VAT					Without VAT					
Date	Details of journey	Accom Allowance	Misc Expenses	Subsist	Phone/ Calls	Travelling Expenses	Accom Allowance	Misc Expenses	Subsist	Phone/ Calls	Travelling Expenses	Med Cert
Total												

Section D - Approval

Claimant Name		Service/Department	
Signature		Date	
Approver Name		Service/Department	
Signature		Date Approved	
Checked by PSST - Initials and Date		Initials:	Date:

🔒 Data Protection Act. The information you give us will be used for employee payments and related purposes. It may also be used for management information and statistics. We may need to provide some details to other organisations for legal reasons. All your information is treated with respect and in accordance with the Data Protection Act 1998. If you would like more information please contact HR.

For BSC use Only:		Input By:		Date:	
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**GLOUCESTER CITY COUNCIL
DEPENDANTS' CARE EXPENSES CLAIM FORM**

DETAILS OF CLAIMANT

Councillor.....
 Address.....
Postcode.....

DETAILS OF DEPENDANT

Name.....DOB.....
 Relationship to Councillor making claim.....

DETAILS OF CARE PROVIDED

Date	Time	Approved Duty
.....to.....
.....to.....
.....to.....
.....to.....
.....to.....

Total number of hours care provided
 Amount charged per hour £.....
 Total amount paid to carer for provision of care £.....

DECLARATION OF CARER

I CONFIRM that I do not normally live at the same address as the person submitting this claim
 I CERTIFY that I have received the amount stated above for providing the care on the dates and times specified above.

Name (Print).....Telephone No.....
 Address.....
Postcode.....

Signed.....(Carer) Date.....

DETAILS OF CLAIM

Total amount claimed £.....

DECLARATION OF CLAIMANT

I CERTIFY that I have necessarily incurred expenditure on carer's expenses for the purpose of enabling me to perform approved duties as a Member of Gloucester City Council.
 I CONFIRM that I have actually paid the amount claimed and that the amount claimed is strictly in accordance with the Scheme determined by Gloucester City Council.

Signed.....(Councillor) Date.....

Checked by		Date:
Authorised by		Date:

Gloucester City Council

Meeting:	Council Cabinet	Date:	22 January 2015 28 January 2015
Subject:	Developing Trade Links with China		
Report Of:	Cabinet Member for Regeneration & Culture		
Wards Affected:	All		
Key Decision:	No	Budget/Policy Framework:	No
Contact Officer:	Anthony Hodge		
	Email:	anthony.hodge@gloucester.gov.uk	Tel: 39-6034
Appendices:	None		

FOR GENERAL RELEASE

1.0 Purpose of Report

- 1.1 To advise Members of work that is being undertaken to strengthen the City's links with China and provide business opportunities for our local companies, through helping them to gain access to the vast Chinese markets.

2.0 Recommendations

- 2.1 Council is asked to **RESOLVE** that

(1) The report be noted and the principles contained therein be endorsed

- 2.2 Cabinet is asked to **RESOLVE** that

(1) A strategy be prepared identifying how the City can develop its international links with other global locations including India and South Korea, in a manner that brings solid economic benefits to the City's businesses and citizens;

(2) Subject to any comments Council may wish to make, a friendship agreement with Guangzhou Municipality be signed by the Mayor of Gloucester, on such terms as may be agreed by the Cabinet Member for Regeneration and Culture.

3.0 Background and Key Issues

- 3.1 Officers have been working with Join in China to explore ways that the City Council can assist businesses in the City to access the vast Chinese market. This work is being undertaken jointly with Gloucestershire County Council and GFirst. Join in China are a multi-service agency based in Gloucestershire that are dedicated to helping UK businesses establish themselves in China. To date this work has been done at no cost to the City Council, other than Officer time.

- 3.2 Developing links with China is still very much in its early stages. However this work aims to deliver the following clear objectives:
- To provide a portal through which Gloucester Businesses can access the Chinese market
 - Understand existing trade relations and how these can be developed further
 - To promote Gloucester in China
 - To attract Chinese investors
- 3.3 Join in China has successfully been working with GFirst to promote Gloucestershire by bringing Chinese government delegations to the county. The purpose of these visits is for them to meet with our businesses, the local authority and experience the county and City first hand. It is also about establishing contacts and business relationships.
- 3.4 City Council Officers have participated in two recent visits by officials from the Guangzhou Municipality and Shanghai Pudong. Discussion was orientated around government structures and regeneration activity, not least reusing heritage assets for modern uses. Opportunities were discussed about potential Chinese investment within the City, although this was very strategic and process driven.
- 3.5 Guangzhou officials were particularly impressed with the City and proposed that the two Cities enter into a friendship agreement. The principle of this agreement would be to develop a relationship of cooperation to promote objectives of mutual benefit. The agreement would not be legally binding and is intended as an expression of friendship.
- 3.6 Guangzhou is the capital and largest city of Guangdong province in South China. It has a population of nearly 12 million. Guangzhou serves as an important national transportation hub and trading post and is one of five National Central Cities.
- 3.7 Establishing links with Guangzhou is a good opportunity for the City. By signing this agreement does provide a statement of intent and is a first step for establishing greater links. However it is important that this delivers tangible benefits for the City's businesses. As a consequence Officers are working with Join in China, the County and GFirst, to identify a programme of activity, including real outputs and milestones to ensure a structured and manageable programme that is focused on delivery, as we move forward through the business development process.
- 3.8 This is not the first example of such an agreement in the County. Join in China have already facilitated the signing of an agreement between GFirst and the Wuhou District of China. This creates an investment, trade and business cooperation partnership between Gloucestershire and a district in China. As a consequence Officers are working closely with GFirst to avoid duplication and ensure a coordinated approach that achieves real benefits.

4.0 Alternative Options Considered

- 4.1 The do nothing option would retain the status quo and would not support local business to gain access to the vast markets in China. Join in China does present us with the opportunity to consider, uniquely, how the City can provide these

opportunities. The City could allow GFirst and the County to be the primary drivers for this initiative and that would be a wholly acceptable solution. But as the County town and a major economic driver, it is considered important that the City Council actively participates in this opportunity, working closely with the County and GFirst.

5.0 Reasons for Recommendations

5.1 To ensure Members are aware of and agree to establishing greater links with China and to facilitate opportunities for local businesses to exploit. The objective being for the public sector to undertake much of the process issues, freeing up the private sector to exploit opportunities created.

6.0 Future Work and Conclusions

6.1 The proposed Agreement would be drafted to the satisfaction of both parties and in consultation with the Head of Legal and Policy Development. A further strategy would be developed as to how the agreement can be turned into quantifiable benefits. Without the Agreement a strategy would have little chance of success as there would be no relationship to develop. The door has essentially been opened. This strategy would then lead on to work with local companies ensuring they can benefit from opportunities that the City would look to set up with its links to China, most likely through Join in China. Although working with Join in China would be subject to public procurement processes.

7.0 Financial Implications

7.1 There are no financial implications to the report or subsequent Agreement.

(Financial Services have been consulted in the preparation of this report)

8.0 Legal Implications

8.1 Under Section 33 of the Local Government and Housing Act, local authorities are empowered to take such steps as they consider appropriate for promoting the economic development of their area. The final format of the Agreement needs to be carefully drafted to ensure that it does not create any legal or financial obligations for the City Council. The Head of Legal and Policy Development will therefore be consulted and advise on the proposed terms of the agreement.

(Legal Services have been consulted in the preparation of this report)

9.0 Risk & Opportunity Management Implications

9.1 Resources committed to creating and delivering the Agreement must lead to real benefits for the City's businesses and citizens. A defined programme will be developed that will set out how these benefits will be secured. It will also form part of a larger review and strategy, identifying a number of international relationship initiatives the City Council is currently tentatively engaged in including South Korea and India.

9.2 There also needs to be coordination with other bodies looking to promote international investment, not least UKTI.

10.0 People Impact Assessment (PIA):

10.1 The PIA Screening Stage was completed and did not identify any potential or actual negative impact, therefore a full PIA was not required.

11.0 Other Corporate Implications

Community Safety

11.1 None.

Sustainability

11.2 None.

Staffing & Trade Union

11.3 None.

Background Documents: None



Meetings:	Cabinet Council	Date:	10 December 2014 22 January 2015
Subject:	Local Development Framework Update		
Report Of:	Cabinet Member for Regeneration and Culture		
Wards Affected:	All		
Key Decision:	No	Budget/Policy Framework:	Yes
Contact Officer:	Anthony Wilson, Head of Planning		
	Email: anthony.wilson@gloucester.gov.uk	Tel:	39-6850
Appendices:	1. Local Development Scheme 2. Statement of Community Involvement		

FOR GENERAL RELEASE

1.0 Purpose of Report

1.1 To update the range of documents the Council is obliged to keep and maintain consistent with its legal obligations as the local planning authority and to seek approval to use the Joint Core Strategy Submission Plan (the JCS) as a material consideration in future planning decisions.

2.0 Recommendations

2.1 Cabinet is asked to **RECOMMEND** that:

- (1) The Local Development Scheme (the LDS) at Appendix 1 be approved;
- (2) The revised Statement of Community Involvement (SCI) at Appendix 2 be approved for consultation purposes; and
- (3) The Joint Core Strategy (JCS) be endorsed for use as a material consideration in all future planning decisions.

2.2 Council is asked to **RESOLVE** that:

- (1) The LDS at Appendix 1 be approved;
- (2) A public consultation on the SCI be conducted and that authority be delegated to the Head of Planning, in consultation with Head of Legal and Policy Development, to make any minor changes to this statement arising from comments received during the consultation period;

- (3) The continued use of the Second Stage Deposit Draft Local Plan (2002) and other local planning policy, including the Joint Core Strategy Submission document (the JCS), as a material consideration in future planning decisions.

3.0 Background and Key Issues

- 3.1 The Planning and Compulsory Purchase Act 2004 (“the Act”) imposes a number of obligations on the Council in connection with its land use planning function. The legislation imposes various obligations on the Council to prepare a Local Development Framework (LDF). In summary, this framework comprises the suite of documents that the Council will rely on for decision making in land use planning matters.

Local Development Scheme

- 3.2 Within the LDF, the Council is obliged under section 15 of the Act to prepare and maintain a scheme of planning documents for their local area. This is known as the Local Development Scheme (LDS). The LDS specifies which local development documents the Council will be preparing over the following three year period. The last LDS was adopted in 2009 and it is now out of date. The updated LDS (shown at Appendix 1) provides a new timetable for the preparation of the JCS which the Council is preparing with Tewkesbury and Cheltenham Borough Councils as well as the emerging Gloucester City Plan. It has also been updated to take account of the work being carried out by the Hempsted Community Forum that may result in the preparation of a Neighbourhood Plan for Hempsted.

Statement of Community Involvement

- 3.3 The Council is also obliged to prepare a Statement of Community Involvement (the SCI) pursuant to Section 18 of the Act. The SCI must explain how the Council will engage with local residents, businesses and statutory bodies in relation to the preparation of new development plan documents and how the Council will consult those persons in connection with planning applications. The Council’s last SCI was adopted in 2005. It is now out-of-date in that the secondary legislation around the preparation of development plan documents has been replaced by the Town and Country Planning (Local Planning) (England) Regulations 2012. The existing SCI does not take account of the Council’s legal obligations under the Localism Act 2011 or other changes in development management practice.
- 3.4 The revised and updated SCI is provided at Appendix 2. The Council is legally obliged to consult on the revisions to this document and seek comment. It is proposed that the SCI will be subject to a six week public consultation running from January to February 2015. This report recommends that the Council delegates authority to the Head of Planning to make any minor changes to the document received as a result of the consultation programme. If major changes are required then the revised document will be referred back to Council for approval.

Progress of the Joint Core Strategy (JCS)

- 3.5 The JCS is a land use plan that sets out the overall development requirements for Gloucester, Tewkesbury and Cheltenham and provides eight strategic allocations for major housing and employment growth as well as a range of strategic

development policies that will be used to determine planning applications. It will, for example, set the three councils' approach towards the delivery of affordable housing. This plan was sent to the Planning Inspectorate for examination on 20 November 2014. It is currently anticipated that the Examination in Public (EiP) into this plan will take place during Spring 2015. The three councils are hopeful that this will be found sound towards the end of the Summer of 2015.

- 3.6 The JCS is the most advanced plan the Council has prepared since the 1983 Local Plan was adopted. It has also been prepared having regard to the latest Government guidance in the National Planning Policy Framework and the National Planning Practice Guidance. As such, some weight should be given to this plan although it will not have legal weight until it has been found sound by the Planning Inspectorate and adopted. The third recommendation in this report asks that the Council resolves to use the JCS as a material consideration in future planning applications. It should be noted that the JCS will replace Gloucester's 2006 Local Development Framework. The JCS is more up to date and is at a more advanced stage of plan production.
- 3.7 The Second Stage Deposit Draft Local Plan (2002) still contains a number of detailed development management policies covering matters such as parking standards and the detailed management of uses (for example, changes of uses within designated shopping centres). These policies will be superseded by the Gloucester City Plan when it is adopted. It is, however, appropriate in the interim to retain this draft Local Plan for the purposes of development management although it is accepted that these policies need to be interpreted in the context of the National Planning Policy Framework and other Government policies.

4.0 Alternative Options Considered

- 4.1 This report is concerned with updating some of the documents which the Council is legally obliged to prepare and maintain in connection with its role as a Local Planning Authority. There are no reasonable alternatives to adopting the LDS and SCI.
- 4.2 The consequence of not adopting a revised LDS or SCI or postponing their publication is that the Council could theoretically be exposed to legal challenge about not maintaining these documents. It is timely that the Council revise both documents as it moves to the next phase of the preparation of the City Plan.

5.0 Reasons for Recommendations

- 5.1 This report has been prepared because Council approval is required to update the LDS and SCI.

6.0 Future Work and Conclusions

- 6.1 There is no substantial work required as a result of this report. The Council will have to consult on the SCI and take account of any comments received before it adopts this document.

7.0 Financial Implications

- 7.1 The Council is obliged to advertise the SCI locally and to write to groups which have previously expressed an interest in planning matters. The costs of this advertisement and mail out will be borne within existing resources.

(Financial Services have been consulted in the preparation of this report)

8.0 Legal Implications

- 8.1 This report sets out clearly the Council's obligations in connection with its LDF and the consequences of not complying with them.

(Legal Services have been consulted in the preparation of this report)

9.0 Risk & Opportunity Management Implications

- 9.1 The risk of being judicially reviewed in connection with the out-of-date LDS and SCI is minimal but it is expedient that these documents are updated before the Gloucester City Plan is progressed.

10.0 People Impact Assessment (PIA):

- 10.1 A PIA screening review was undertaken. It identified that the aim of the SCI is to clarify how the Council will consult the public and how local peoples' views will be taken into account in the plan making and planning application decision processes. The solutions identified are both cost effective and appropriate to the various communities in the city, having built on existing local practice.

- 10.2 The PIA Screening Stage was completed and did not identify any potential or actual negative impact, therefore a full PIA was not required.

11.0 Other Corporate Implications

Community Safety

- 11.1 None.

Sustainability

- 11.2 None.

Staffing & Trade Union

- 11.3 None.

Background Documents:

None.

APPENDIX 1

Gloucester City Council

Local Development Scheme

2014 to 2017

Contents



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1. INTRODUCTION

- 1.1 The City Council must prepare and maintain a Local Development Scheme (LDS) as part of its town planning responsibilities. The purpose of the LDS is to describe the planning documents that the Council will prepare that will be used as the basis for setting the planning vision for the City and determining planning applications.
- 1.2 An LDS must:
- Contain a brief description of all local development documents (LDDs) to be prepared and the content and geographic area to which they relate;
 - Explain how different DPDs relate to each other; and
 - Set out a timetable for producing DPDs, with key milestones.
- 1.3 The Council has prepared two previous LDSs. This latest LDS updates the last version adopted by the Council in April 2011. It explains what work the Council will be doing over the next three years in preparing land use plans for the City.
- 1.4 Copies of this LDS are available to download at the Council's website (www.gloucester.gov.uk/planning) at the Council's main offices in the Docks and at all local libraries.

2. BACKGROUND

- 2.1 The adopted Gloucester Local Plan dates back to 1983. A number of policies in this plan were formally 'saved' by the Secretary of State for Communities and Local Government in 2007 (shown in Annex 1). A draft replacement Local Plan was published in 2001 and updated in 2002. This version of the plan, the second stage deposit was approved by the Council for the purposes of development management decision making.
- 2.2 The Council has adopted a number of Supplementary Planning Documents (SPDs) as 'interim supplementary policy' to support existing policies. A schedule of adopted SPDs is provided at Annex 2. The Council anticipates that these SPDs will be reviewed and updated in the near future. Further updates will be made available on the Gloucester City Council website (www.gloucester.gov.uk/planning).
- 2.3 The Council recognises that it needs to adopt a replacement set of land uses plans and this scheme explains what the Council intends to do to ensure this happens.

Planning regime post-2004

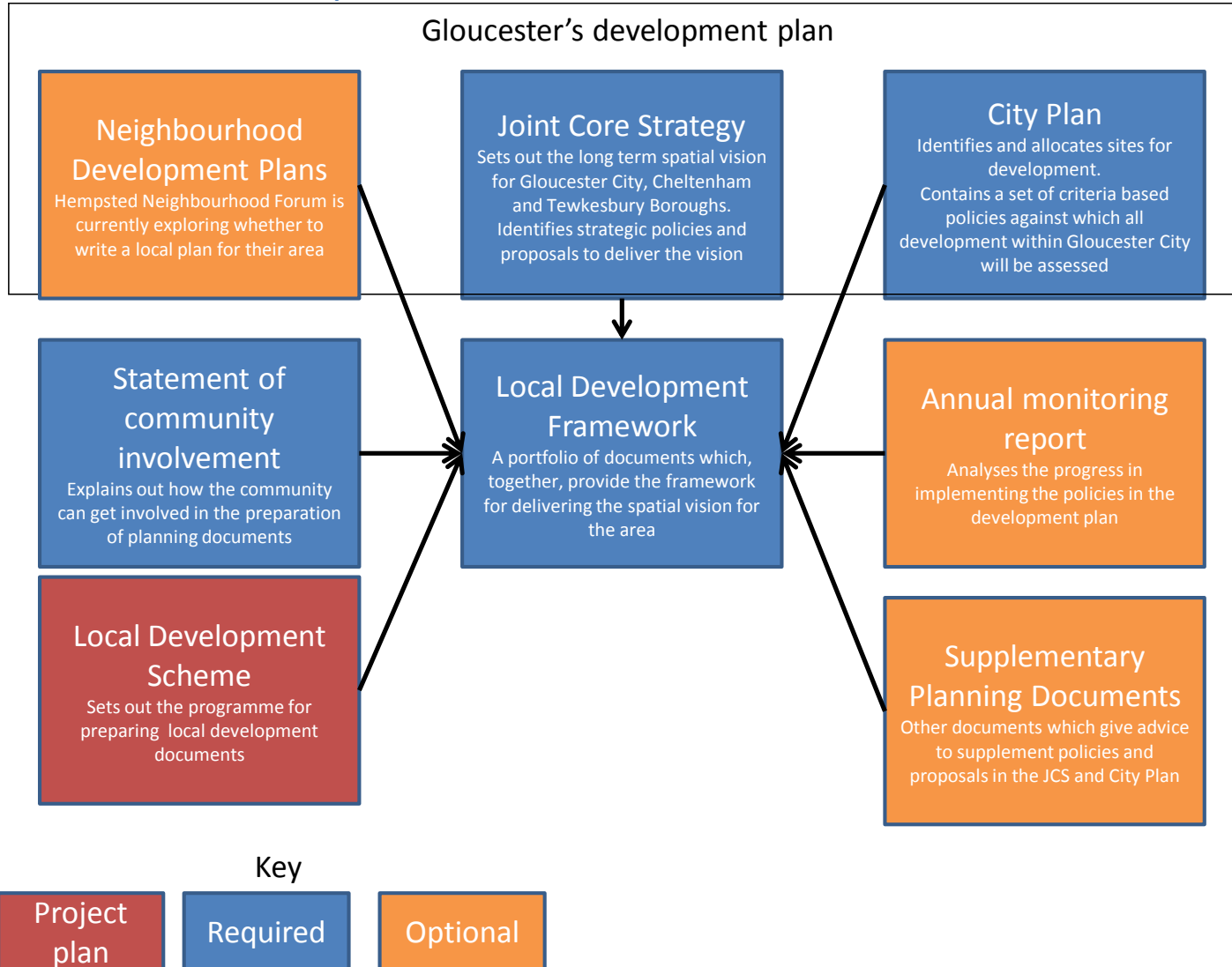
- 2.4 In 2004, the Government introduced the Planning and Compulsory Purchase Act. This law replaced the old system of Local Plans with a new system, called a Local Development Framework (LDF). An LDF is different in form, consisting of a 'portfolio' of local development documents (LDDs) that can be updated more easily. These documents must have a 'spatial' dimension. This means they must not only deal with

the physical use of land, but also consider the wider social and economic implications of developing land too.

- 2.5 There are two types of local development documents (LDDs) that the Council must or may choose to prepare. The first type are Development Plan Documents (DPDs). These documents can only be adopted once have been scrutinised independently. They have what is called “development plan” status. This means the Council and other decision makers must legally have regard to them when assessing planning applications.
- 2.6 The second type of LDDs are called Supplementary Planning Documents (SPDs). These are typically advice notes clarifying how specific types of planning applications will be assessed or suggesting how key sites could be developed. The difference between SPDs and DPDs is that SPDs are not subjected to independent scrutiny. SPDs do not have development plan status but considerable weight should be given to them when determining planning applications. A list of the Council’s current SPDs is set out in Annex 2. The DPDs and SPDs together comprise the LDF.
- 2.7 For Gloucester, the two DPDs that the Council is currently working on are:
 - The Joint Core Strategy with Cheltenham and Tewkesbury Borough Councils; and
 - The Gloucester City Plan.
- 2.8 Together, these two plans will comprise the “development plan” for Gloucester. This means, that all development must be built in accordance with these plans unless there are material considerations that would indicate otherwise.
- 2.9 In preparing these DPDs, the Council must consult the public on these plans in accordance with an agreed Statement of Community Involvement. The Council adopted a Statement of Community Involvement in 2005 and approved a Consultation Statement in 2011 with Cheltenham and Tewkesbury Borough Councils to cover how the three Councils will consult people in connection with the JCS.
- 2.10 Separate from the Council’s work, the Hempsted Neighbourhood Forum is investigating whether it will prepare its own Neighbourhood Development Plan. If it proceeds with a Neighbourhood Development Plan, this too will have to be independently scrutinised. If it is adopted, it will have development plan status too. Other Neighbourhood Development Plans may come forward in time.
- 2.11 Figure 1 explains how the different documents in an LDF relate to one another.

Figure 1

Gloucester's Local Development Framework



The Joint Core Strategy DPD

- 2.12 The Council has been working on this plan with Cheltenham and Tewkesbury Borough Councils since 2008. The Joint Core Strategy (the JCS) will provide a spatial vision for the local authority areas of Gloucester, Cheltenham and Tewkesbury covering up to the year 2031. It will set out in broad terms how many houses and jobs we will need and where these could be accommodated. The JCS must be consistent with the Government policy and backed by local evidence.
- 2.13 The JCS is at an advanced stage of preparation, having gone through the following stages:
- Scoping report published – October 2008
 - Stakeholder engagement – June 2008 to November 2009
 - Developing the preferred option – December 2011 to February 2012
 - Preferred option consultation – October to December 2013
 - Pre-submission consultation - June to August 2014
 - JCS submitted to Planning Inspectorate for independent scrutiny November 2014
- 2.14 The three Councils have jointly considered comments received during the various rounds of consultation and have amended various drafts of the JCS where it has been appropriate and reasonable to do so as a way of ensuring the soundness of this document.

Gloucester City Plan DPD

- 2.15 The Gloucester City Plan (the City Plan) will be a development plan document that sits beneath the JCS. It will explain how the Council will implement the spatial vision and strategic objectives in the JCS up to the year 2031 and provide criteria that it will apply when considering planning applications for different types of buildings or other development. It will identify and allocate land in the City that could accommodate some of our forecast growth in housing, employment and shopping needs. The various proposals in the City Plan will be shown on a comprehensive proposals map.
- 2.16 The Council anticipates the City Plan will have four interlinking parts, as follows:
- Part 1 will set out the overarching development challenges and development principles;
 - Part 2 will set out policies that will be used for assessing planning applications (also called development management policies);
 - Part 3 will set out a locally based approach to places and site opportunities; and
 - Part 4 will deal with site delivery and infrastructure provision.
- 2.17 A number of City Plan consultations have already been undertaken. These include:
- City Plan scope published – March 2011
 - Consultation on City plan scope, that is, the things it must cover - May to August 2011
 - Consultation on City Plan Part 1 – March to April 2012

- Consultation on City Plan Part 3 – May to July 2013

2.18 An indicative timetable for the preparation of the rest of this document is set out below. The Council recognises that any delay in the adoption of the JCS will result in knock on delays to the delivery/ adoption of the City Plan.

3. TIMETABLE FOR DELIVERING THE JCS AND THE CITY PLAN

3.1 The JCS and City Plan timetables are set out below.

Table 1 Timetable for delivering the JCS

Milestone	Date
Adoption of JCS	October 2015

Table 2 Timetable for delivering the City Plan

Milestone	Date
Review and publish comments and responses arising from the 2013 consultation	Spring 2015
Prepare Part 2 (development management policies) and Part 4 (delivery and infrastructure) of the Plan and consult on them	Winter 2015
Prepare and consult on a Draft City Plan (that is, Parts 1-4), including reports that identify representations on previous consultations	Spring 2016
Publish Pre Submission draft of City Plan	Autumn 2016
Submit City Plan to Planning Inspectorate for independent scrutiny	Winter 2016
Adoption of City Plan	Autumn 2017

3.2 The delivery of this indicative City Plan timetable is dependent on achievement of an adopted JCS in October 2015 and there being sufficient resources available. These resources relate to funding of key pieces of evidence to ensure production of a sound City Plan as well as sufficient staff resources.

4 FURTHER INFORMATION AND HOW TO PARTICIPATE IN THE PLAN MAKING PROCESS

4.1 The Council's Planning Policy Team is responsible for maintaining this LDS and for preparing the various documents that form Gloucester's LDF.

4.2 If you have any queries concerning this work, please contact:

Planning Policy Team
Herbert Warehouse
The Docks
Gloucester
GL1 2EQ

Email: spatialplanning@gloucester.gov.uk

Websites:

www.gloucester.gov.uk/planning (for City Plan)

Annex 1 SAVED POLICIES FROM GLOUCESTER LOCAL PLAN 1983



GOVERNMENT OFFICE
FOR THE SOUTH WEST

SCHEDULE

POLICIES CONTAINED IN CITY OF GLOUCESTER LOCAL PLAN 1983

Policy No.	Name
E1	Release of industrial land sufficient for five years requirement
E2	Release of land for office development sufficient for five years requirement
H1	Release of land for residential development to cater for 5 years requirement
H1.c	Provision of additional housing sites to those in H.1a will be encouraged in the city centre
H1.d	H1.d - Presumption against development of other sites except minor infill other than those identified in H.1a and H.1c
H1.e	Density and quality of housing development.
H3	Preservation and revitalization of older housing stock.
H3.f	The conversion of residential properties to non-residential uses will be opposed in certain areas (sites identified)
H4	Housing provision for those whose needs are not met by the private sector
H4.b	Provision of grants for adaptation of homes for the registered disabled
A1.a	Heights of buildings and protection of views
A2	Particular regard will be given to the city's heritage in terms of archaeological remains, listed buildings, and conservation areas
A2.d	Demolition of listed buildings in Conservation Areas
A3.a	Investigation and resolution of environmental problems caused by traffic on Bristol Road and Barton Street
A4.e	Development on or around Robinswood Hill will not be permitted except where there are exceptional circumstances
A5.a	The inclusion of tourist-orientated uses within the comprehensive redevelopment of the Docks area will be encouraged
A5.c	Conservation and maintenance of structures and settings of City's historic fabric (various sites)
A5.d	Redevelopment of Blackfriars as a tourist attraction.
A5.e	Use of Llanthony Priory for leisure uses will be supported
A6.a	Provision of Coach parking facilities at Westgate Street and the Docks
A7	Encourage provision of an adequate level and mix of accommodation to satisfy visitor demand
A7.a	Provision of appropriate self-catering accommodation, Conference Centre and central area hotels

A7.b	Encourage Guest House developments along main radial routes and the city centre
T1.e	Pedestrian priority within traffic management measures
T1.f	Provision for pedestrians in the City Centre outside the main shopping area.
T2.d	Measures to facilitate rear access servicing
T3	Introduction of traffic regulation and control measures along Bristol Road and Southgate Street
T3.a	Access to existing and future industrial premises will be assisted by traffic management or other measures
T3.b	Consideration will be given to traffic management along Bristol Road
T4.a	Differential charging of short and long stay car parks to discourage inappropriate use
T4.k	Provision of car parking at private development in accordance with the Councils car parking standards
T5.b	Early introduction of new bus services with new residential development
T6	Measures will be introduced to encourage cycling
T6.c	Encourage cyclist-only routes
S1	Maintain and strengthen Gloucester's role as a sub-regional shopping centre and concentrate comparison shopping in the City Centre except in special circumstances
S1.a	Major comparison shopping will not usually be permitted outside the main shopping area
S1.e	Conversion of shops to other uses at ground floor level will not normally be allowed in the main shopping area
S2.b	Major convenience shopping facilities will not normally be allowed outside the main shopping area
S3	Continued provision of shopping facilities to meet local needs outside the City Centre will be encouraged
S3.a	Neighbourhood shopping facilities will be encouraged and sometimes required in developing residential areas
S3.b	The City Council will seek to maintain the existing neighbourhood shopping provision in the City
L1	Retain public open space, provision with new development, and attempt provision where a shortfall has been identified
L1.a	Retain existing areas of public open space
L1.c	In new developments new public open space will be provided in accessible, centralised locations. They must be no less than half an acre in size
L1.d	Where public open space already exists or there is a need for recreational facilities other than open space we will consider the provision of alternative leisure facilities at the cost of the developer
L1.e	Financial contributions from developers for maintenance of public open space that has been adopted by the Council
L2.b	Seek to provide additional sports facilities on public open space in new developments
L3.c	Inclusion of leisure facilities within the docks redevelopment and financial contribution towards the cost of transferring the British Waterways museum to Gloucester
L3.d	Maintenance and protection of Robinswood Hill Country Park

Annex 2 SCHEDULE OF SPDs ADOPTED AS INTERIM SUPPLEMENTARY POLICY

The Council has produced a number of SPDs to supplement policies. A schedule of SPDs adopted as 'interim supplementary policy' is set out below. Further information can be found at www.gloucester.gov.uk/planning and clicking on 'Supplementary Planning Documents'.

SPG1: Sustainable Urban Drainage Systems (interim adoption November 2004)
SPG2: Travel Plans (interim adoption November 2004)
SPG3: Standards for the Sub-division of Houses (interim adoption November 2004)
SPG5: Lifetime Homes (interim adoption November 2004)
SPG6: New Housing and Open Space (interim adoption November 2004)
Views of Robinswood Hill and Other High Ground from Hempsted (1996)
Telecommunications Development (interim adoption August 2008)
Development Affecting Sites of the Historic (Archaeological) Environment (interim adoption August 2008)
Home Extension Guide (interim adoption August 2008)
Designing Safer Places (interim adoption August 2008)
Heights of Buildings (interim adoption August 2008)
Gloucester Docks Planning Brief (interim adoption January 2006)
Great Western Road Planning Brief (interim adoption July 2004)
Kwiksave Site (Northgate Street) Planning Brief (interim adoption May 2004)
Industrial Sites (Bristol Road and Tuffley Crescent) (interim adoption March 2003)
Relocation of Court Sites to Great Western Road Planning Brief (interim adoption 2004)
Railway Corridor (interim adoption 2011)
Land East of Waterwells Business Park Planning Brief (interim adoption 2009)
Greater Greyfriars (interim adoption 2010)
Greater Blackfriars (interim adoption 2010)
Fleece Hotel Concept Statement (interim adoption February 2012)
Kings Quarter Concept Statement (interim adoption January 2013)

Gloucester City Council
Statement of Community Involvement
Consultation Draft

January 2015



Gloucester
City Council

Gloucester City Council

Statement of Community Involvement

Consultation Draft

January 2015

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Foreword

Gloucester City Council believes that all those who live, work and enjoy the City should be given the opportunity to engage actively and influence how it will grow and develop.

The City Council is committed to ensuring that all those who wish to be involved in the preparation of development plans and determination of planning applications are able to. This Statement of Community Involvement (SCI) explains who, when and how the Council will consult on planning matters.

The City Council first produced an SCI in January 2005. Much has changed since then, including the replacement of 'Local Development Frameworks' with 'Local Plans' and changes to the regulations which set out the ways in which Government expects plans to be produced. The City Council also takes seriously its commitment to deliver the Government's localism agenda.

This update of the SCI more accurately reflects the new plan production requirements whilst ensuring involvement of all residents, businesses and important groups and organisations in the preparation of the City's Local Plan and in consulting on planning applications. The SCI sets out transparent, accessible and meaningful approaches to community involvement on planning matters.

Many local people will be aware that Gloucester City Council is currently preparing a joint planning document with Cheltenham Borough and Tewkesbury Borough Councils, called the Joint Core Strategy (JCS). A Joint Consultation Statement (November 2011) has been prepared which explains the consultation arrangements for the production of this Plan. This can be found by clicking on the following link: <http://www.gct-jcs.org/PublicConsultation>.



Councillor Paul James

Leader of the Council



1. Introduction

- 1.1 This document is called Gloucester City Council's Statement of Community Involvement (SCI). Its main purpose is to set out how and when Gloucester City Council will engage with communities and key stakeholders during the planning process, which includes: preparation, alteration and continuing review of development plan documents such as the Gloucester City Plan and supplementary planning documents; and consulting on planning applications. The Council is legally required to prepare and adopt a statement of community involvement¹ and once adopted has to comply with it. The revised statement was adopted by the Council on xxxx.
- 1.2 This SCI identifies who, when and how the Council will consult with on planning matters relating to plan/policy preparation and the determination of planning applications.
- 1.3 This SCI will replace the Council's existing SCI which was adopted in 2005. The SCI needs to be revised to reflect changes in the legal requirements for consultation on local plans and in the determination of planning applications. These changes have been made in order to encourage more efficient production of plans and processing of applications.
- 1.4 Plan preparation covers production of **Development Plan Documents** (DPDs) which set out planning strategy, policies and proposals for the City's administrative area. These provide the planning framework for the area and are the main consideration in determining planning applications. The Council's Local Development Scheme sets out the programme for the preparation of planning documents ensuring consultation activities are staggered and that the SCI requirements can be met without undue pressure on resources. The Council is currently involved in the preparation of two development plan documents including the Joint Core Strategy² (JCS) and the City Plan. Collectively these will form the Local Plan for the City. The Regulations set out three main stages of plan production where consultation is required. These are:
- Preparation of a Development Plan Document (Regulation 18).
 - Publication of a Development Plan Document (regulations 19 and 20).
 - Submission of a Development Plan Document to the Secretary of State (Regulation 22).
- 1.5 Section 3 of this SCI sets out the consultation requirements at each stage in more detail.
- 1.6 Gloucester City Council will occasionally produce **Supplementary Planning Documents** (SPDs) to add further detail to the policies contained with its development plan documents. The regulations set out two stages of plan production where some consultation is required. These are:
- Publication stage (Regulation 12).

¹ A statement of community involvement is required under Section 18 of the Planning and Compulsory Purchase Act 2004 as amended by the Planning Act 2008, Localism Act 2011, The Town and Country Planning (Local Planning) (England) Regulations 2012 and is informed by the National Planning Policy Framework 2012

² The JCS is being prepared with Cheltenham and Tewkesbury Boroughs and has its own overarching consultation statement November 2011

- Adoption (Regulation 14).
- 1.7 Section 3 of this SCI sets out the consultation requirements at each stage in more detail.
- 1.8 In the financial year 2014/15, the City Council processed 744 planning applications. The nature and scale of these applications vary from householder and minor applications to large scale major applications for residential, employment, retail developments. The nature, scale and type of application will determine the level of consultation and community engagement undertaken.
- 1.9 In addition to the legal requirements above, Section 110 of the Localism Act 2011 sets out a **'duty to cooperate'**. It is a requirement that Local Planning Authorities engage with neighbouring authorities and other statutory bodies to consider joint approaches to plan making. Gloucester City Council is committed to meeting this duty and intends to work closely with neighbouring authorities and other partner organisations and stakeholders.
- 1.10 This statement of community involvement is divided into five main sections:
- Planning Policy Documents - community engagement.
 - Planning Policy Documents - consultation tables.
 - Gloucester City Council standards for planning applications.
 - Resourcing and management.
 - Monitoring and reviewing.

2. Planning Policy Documents - Community Engagement

Who do we consult?

- 2.1 The Local Planning Regulations set out who must be consulted at key stages of plan production. These are known as the specific consultees and an indicative list is provided at Appendix A.
- 2.2 The Council also identifies a number of other bodies who it may wish to consult at key stages. These are known as general consultation bodies and an indicative list is provided at Appendix B.
- 2.3 In addition the Council is committed to involving a wide range of other individuals and organisations including members of the Community and hard to reach groups. The Council will use a range of consultation techniques in seeking to engage with different groups to establish the most effective means of enabling all the City's communities to make their views known and help shape planning decisions in their area. Some people will prefer direct contact with the council, either face-to-face or over the phone. Others may prefer communicating through the web, emails or text messaging. Some may need directly targeted communication because of disability, culture, language or literacy factors. In preparing our planning documents we will go further than consulting with the required consultees by trying to engage groups such as young people, ethnic minority groups, people with disabilities, elderly people, people in disadvantaged neighbourhoods and/or people with special housing or employment needs.
- 2.4 The Council will maintain an address database for consultation purposes and will seek to update this.

How do we consult?

- 2.5 The legal requirements concerning 'how' the Council must consult on Planning documents are set out in the Town and Country Planning (Local Planning)(England) Regulations (2012)(The Regulations).
- 2.6 A significant challenge for all local planning authorities is ensuring that all stakeholders are involved early enough in planning processes to enable them to have meaningful input. Early involvement can help to resolve any initial conflicts and can generate a sense of ownership. The Council will ensure that any consultation activities associated with the planning process will be coordinated with other Council services including the Neighbourhood Management Team.
- 2.7 To address this issue and engage effectively over a range of planning documents the Council will use a combination of transparent, accessible and meaningful consultation methods appropriate to the resources available, the policy area being prepared and its stage of preparation. Table 1 sets out a range of formal and informal community involvement methods and techniques which are considered most appropriate for use.

- 2.8 There is no significance in the order of the various methods and it is not anticipated that every one of these methods need be used. The list should be regarded as a menu from which to choose.

Table 1 - Community Involvement Methods

Method	Main Considerations
Council website	Information can be provided quickly and efficiently and accessed by the public from their own home or office at a time which is convenient to them. It should be user friendly and is also a useful means of providing feedback for those taking part in consultation exercises.
Email	This is a minimum requirement - information and responses can be provided quickly and efficiently. Where groups and individuals have an email address, information will normally be sent electronically.
Formal advertisements e.g., statutory notices	This is a minimum requirement - Statutory requirements to publish notices advertising planning applications and to invite representations during preparation of planning documents.
Media coverage - press releases, adverts, radio	Local newspapers/radio stations can be requested to carry articles about planning proposals/documents to raise awareness. It is cost effective in terms of bringing local issues into the local arena. Items may only be reported if they are considered newsworthy.
Consultation documents available for sale or CD or inspection at deposit locations including Council offices and libraries, by post and on the Internet	This is a minimum requirement. Traditional means of consultation and the information supplied can be in detail. Information needs to be in plain English with simplified formats. Council offices and documents should be accessible to those with disabilities. For those whose first language is not English a translation service is available if required.
Leaflet, newsletters and brochures	Can publicise and explain in simple language and invite comment. Newsletters can be sent to all residents; however, may be viewed as junk mail and disregarded. Can be expensive to distribute.
Formal written letter	Minimum requirements to consult statutory and other relevant consultation bodies by letter. High postage and administration costs.
Public exhibitions, public meetings and presentations	Can be used to circulate information, seek views and endorse proposals. Gives residents some flexibility in deciding when to visit and can encourage feedback. However, people attending may not be representative of the whole community. It does take planning issues to the people and provides an opportunity for people to discuss local issues directly with planning officers in an environment which local people will be familiar and therefore comfortable with. High staff costs in producing display material and manning the exhibition with no guarantee of turn out. Displaying information in local shops where people frequent should also be considered where appropriate.
Notices displayed	Direct and local notification of proposals to those around a site,

Method	Main Considerations
on a site	however notices can be vandalised or removed before the consultation period and this method is impractical for general development proposals and wider issues.
Through partnership organizations and focus groups, existing forums and panels	Useful for topic based discussions and to find out what specific groups feel. Provides opportunity to discuss issues in depth and to have ongoing dialogue. However high direct costs of facilitating. Important to build on existing networks rather than reinvent.
Councillor networks	Councillors play a very important role in terms of community engagement. They are a recognised point of contact for the local community to go to with regard to Council matters. It is vital to ensure that Councillors are kept well briefed.
One to one meetings and briefings	Useful for seeking views from targeted groups/individuals however they are time consuming and impracticable to use on a comprehensive basis.
Parish and Local Strategic Partnership (LSP)	Involve Quedgeley Parish Council and LSP with consultation exercises. They provide an invaluable contact with local communities. Also opportunity to assist in the preparation and distribution of consultation material (for example, on local notice boards and other appropriate locations).
Questionnaires and surveys	Enables quantifiable information to be collected. Questionnaires need to be well designed. No guarantee of likely response rate. Time consuming and costly.
Workshops and focus groups	Organised discussion based event to present and gather information. Can be targeted at key stakeholders. Requires skilled facilitators to ensure objectives are achieved.

- 2.9 The Council will maintain a record of consultation responses received during the preparation of planning documents and will present a transparent decision making process to the community. Consultation responses are one of the matters to be taken into account by the Planning Policy Sub-Committee and Full Council when making decisions on plan making. A Consultation Statement will be produced for every planning document which will include summaries of all consultation responses received as well as officers' responses which will identify where the document has been amended in light of responses received. The Statement will be reported to members no later than the date that they consider making decisions on planning documents. The comments received will be made publicly available so they can be viewed by others with an interest in the matter.

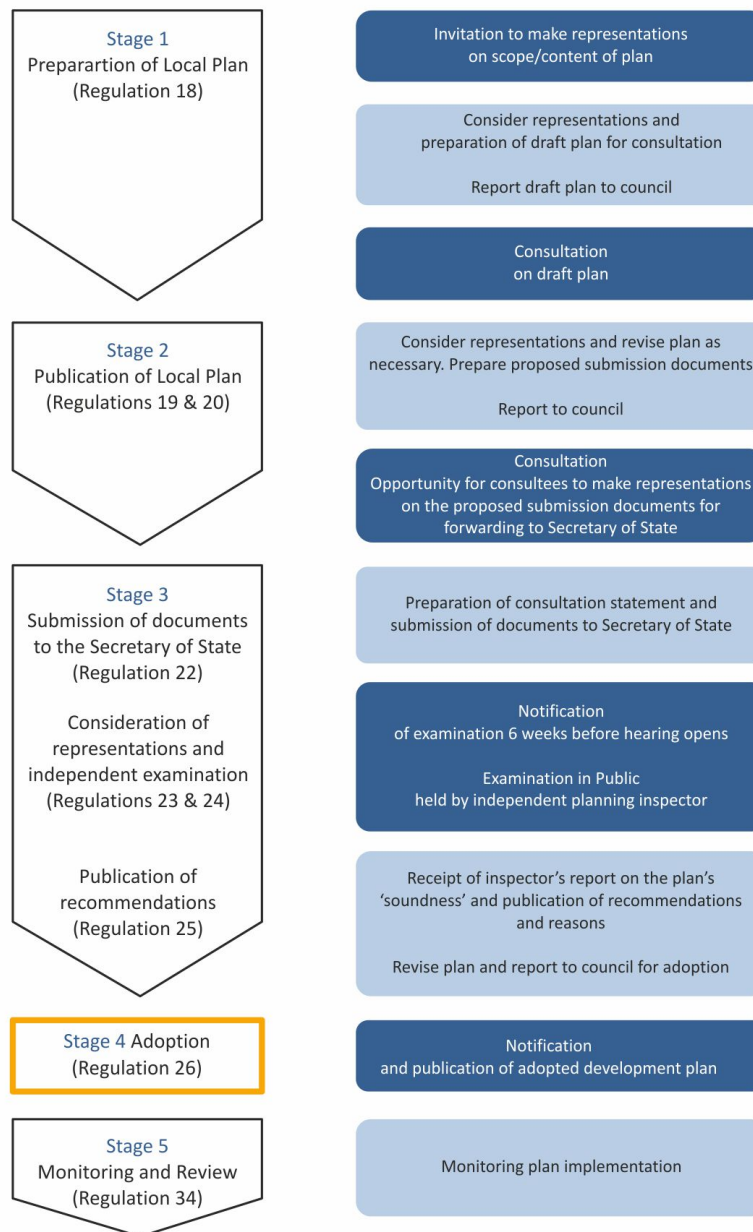
When do we consult?

- 2.10 This section identifies when the Council will consult on emerging planning documents. It sets out the legal requirements governing development plan documents (DPDs) and supplementary planning documents (SPDs).

Development Plan Documents (DPDs)

- 2.11.1 The process for Development Plan preparation is provided at Figure 1. There are three main stages:
- (a) Preparation of a Local Plan (Regulation 18): consultation bodies are invited to make representations about what a Local Plan ought to contain.
 - (b) Publication of a Local Plan (Regulations 19 and 20): copies of a proposed Local Plan and associated documents are made available for inspection for 6 weeks. The Council invites interested parties to make formal representations at this stage. This is the final stage when formal representations can be made.
 - (c) Submission of a Local Plan to the Secretary of State (Regulation 22): a copy of the proposed plan and associated documents is submitted to the Secretary of State for examination. An independent inspector is subsequently appointed to examine soundness of the plan. The Council provides the Inspector with the formal representations made at previous stages. At this stage the Council cannot consider new representations, although opportunities exist for additional statements to be made to support those previously made.
- 2.12 The Local Plan is then examined by the Inspector to ensure that it is sound and has met legal and procedural requirements including whether it has been prepared in accordance with the SCI. The inspector will consider all duly made representations and may invite the Council to make modifications to its Plan in order to make it sound. Further consultation is normally required in relation to these modifications. Consultation responses at this stage are considered by the Inspector and not the Council.
- 2.13 Subject to a receiving a satisfactory Inspector's report that the Local Plan is sound, the Council will be in a position to adopt the DPD.
- 2.14 All DPDs require a Strategic Environmental Assessment (SEA) and Sustainability Appraisal (SA) which are produced with the Plan and assess the environmental, economic and social impact of its policies and proposals. These appraisals are usually consulted on and examined at the same time as consultation on the DPD.

Figure 1: Development Plan Document Preparation Stages
Town and Country Planning (Local Planning)(England) Regulations 2012



Supplementary Planning Documents (SPDs)

- 2.15 Gloucester City Council will occasionally produce Supplementary Planning Documents (SPDs) to add further detail to the policies contained with its development plan documents. SPDs can be area or topic based.
- 2.16 There are two main stages of SPD production where some form of consultation is required by the regulations. These are:
- Publication stage (Regulation 12): This involves making a copy of the proposed SPD available for inspection and representations are invited.

- Adoption (Regulation 14): This is when the Council will be in a position to adopt the SPD once it has considered any representations that have been made at publication stage.

2.17 The Council may if necessary include an additional preliminary stage to seek comments as part of the preparation of the SPD.

3. Planning Policy Documents Consultation Tables

3.1 Tables 2 and 3 identify consultation arrangements for the production of Development Plan Documents and Supplementary Planning Documents identifying who will be consulted, when and how.

Table 2 Consultation on Development Plan Documents³

Stage	Preparation	Who	How
Preparation of a local plan (Regulation 18)	Evidence gathering Scope of the plan	<ul style="list-style-type: none"> • Specific and general consultees • Any other residents wishing to make representations, or other persons carrying out business in the area that the Council considers appropriate 	Letter, email, internet, forums press releases, deposit locations, workshops
Publication of a local plan (Regulations 19 and 20)	Consult on proposed submission document	<ul style="list-style-type: none"> • Specific and general consultees • Those registered on Council's database • Any other residents wishing to make representations, or other persons carrying out business in the area that the Council considers appropriate 	Letter, email, internet, press releases, exhibitions, questionnaires, forums, events, deposit locations
Submission of documents and information to the Secretary of State (Regulation 22)	Submission of Local Plan and all associated documents in accordance with Regulation 22	<ul style="list-style-type: none"> • Specific and general consultees • Those registered on the Council's database • Any other residents wishing to make representations, or other persons carrying out business in the area that the Council considers appropriate • Those who have responded previously/asked to be notified of submission 	Letter, email, internet, deposit locations
Independent examination (Regulation 24)	Independent examination of plan by an appointed Inspector	<ul style="list-style-type: none"> • All those who made representations 	Letter, email, internet, press releases, deposit locations

³ Please note that this table contains an overview of consultation methods available for each stage of Local Plan preparation. Not all methods will be used in each case, but those most suitable and appropriate given the scale and nature of the consultation will be used.

Adoption (Regulation 26)	Adoption of the plan by the Local Planning Authority	<ul style="list-style-type: none"> • All those involved in the process 	Letter, email, internet, press releases, deposit locations
Monitoring	After adoption of the plan	<ul style="list-style-type: none"> • Specific consultees • Any other residents or other persons carrying out business in the area that the Council considers appropriate 	Letter, email, internet

Table 3 Consultation on Supplementary Planning Documents⁴

Stage	Preparation	Who	How
Preparation stage	Evidence gathering Preparing Draft SPD	<ul style="list-style-type: none"> • Any relevant consultees, residents wishing to make representations or other persons carrying out business in the area that the Council considers appropriate 	Letter, email, Internet, meetings
Public participation stage (Regulation 12)	Consult on Draft SPD	<ul style="list-style-type: none"> • Specific and general consultees • Those registered on the Council's database • Any other residents wishing to make representations or other persons carrying out business in the area that the Council considers appropriate 	Letter, email, internet, press releases, exhibitions, questionnaires, forums, deposit locations
Adoption (Regulation 14)	Adoption of the plan by the Local Planning Authority	<ul style="list-style-type: none"> • All those involved in the process 	Letter, email, internet, press releases, deposit locations
Monitoring	After adoption of the plan	<ul style="list-style-type: none"> • Specific consultees • Any other residents or other persons carrying out business in the area that the Council considers appropriate 	Letter, email, internet

Neighbourhood Plans

- a. The Localism Act 2011 introduced the ability for qualifying communities to draw up neighbourhood plans for their areas which are consistent with the Council's development plans. The preparation of neighbourhood development plans is subject to separate regulations (The Neighbourhood Planning (General) Regulations 2012).

⁴ Please note that this table contains an overview of consultation methods available for each stage of the plan preparation process. Not all methods will be used in each case, but those most suitable and appropriate given the scale and nature of the consultation will be used.

- b. Neighbourhood groups - forums - are required to undertake pre-submission consultation themselves as set out in the regulations. The role of the local planning authority is largely one of notification and formal submission consultation (the processes being prescriptively set out in the regulations and the methods used will follow the notification processes set out in Table 2). The plan is then examined by an independent person and a referendum of the local neighbourhood is held. Gloucester City Council will provide support to groups in producing neighbourhood documents where qualifying bodies come forward.

- c. At the time of writing, Gloucester City Council is collaborating with the Hempsted Community Forum on the preparation of its Neighbourhood Plan.

4. Gloucester City Council Standards for Planning Applications

- 4.1 Gloucester City Council places great importance on public involvement in the planning application process. This section explains how the Council will encourage the community to become involved in this process and also explains the Council's expectations of applicants. Finding out what local residents and businesses think about new development is a fundamental part of the Council's Development Management Service and Gloucester City Council undertakes its legal obligations in a proactive manner. It accepts that local people have local knowledge and can provide a useful insight into local matters.
- 4.2 Gloucester City Council handled 744 planning applications in the financial year 2013/14. Thirty three of these were classified as 'major' applications, that is, developments of 10 or more homes or developments of more than 1,000m² of commercial floorspace.
- 4.3 In terms of carrying out consultation, the Council is chiefly guided by the provisions of the Town and Country Planning (Development Management Procedure)(England) Order 2010(as amended). Procedures for planning applications that are related to Listed Buildings or Conservation Areas are covered by the Planning (Listed Buildings and Conservation Areas) Act 1990.
- 4.4 Gloucester City Council ensures that every planning application with a level of publicity that is commensurate with the size and nature of the proposal. In many instances, however, Gloucester City Council goes beyond what is legally required. For example, the Council undertakes consultation in relation to Reserved Matters applications (i.e. approval of details following the granting of outline permission) despite the fact that this is not a statutory requirement. Similarly, when amended plans are submitted with significant changes, the Council will re-consult with neighbours and relevant consultees if it is considered that an objection can be overcome. Change of use applications are also given site notices, which few authorities do.
- 4.5 Gloucester City Council will also seek to consult an appropriate range of statutory and non-statutory consultees. For example, officers will send copies of applications to organisations such as the Environment Agency, English Heritage and Severn Trent Water. Officers will also use their judgement and consult an appropriate range of non-statutory consultees. Over and above this, the Council will consult Quedgeley Parish Council on applications within that area.
- 4.6 Neighbour notification letters are sent to residents that are likely to be affected by a proposed development. As part of this process, a list of material considerations is enclosed to ensure that any representations that the neighbour wishes to submit are kept solely to planning issues and not with regard to any personal matters.
- 4.7 Other measures adopted by Gloucester City Council include the application of a 40m consultation radius in respect of applications that involve a change of use to hot food takeaway. In addition, where objections are received and the Council is recommending that permission be granted the application cannot be dealt with by Officers under delegated powers, in other words it must be taken to planning committee in order to ensure that it is subject to an appropriate level of debate and scrutiny.

- 4.8 The City Council keeps a register of all current planning applications which can be viewed on the public access system. In addition, a 'weekly list' of planning applications is prepared and can be viewed on the Council's website.
- 4.9 The Council operates a system of public speaking at Planning Committee allowing individuals the opportunity to make their views about specific proposals known. This is supplemented by high-quality PowerPoint presentations on all Planning Committee items including plans and colour photographs.
- 4.10 In its drive towards a more transparent and accountable planning system and in the spirit of localism, the Government is encouraging local authorities when considering *significant* development proposals, to build on minimum consultation requirements and in particular to encourage more pre-application discussions and early community consultation.
- 4.10.1 For the purposes of this SCI, Gloucester City Council considers development to be *significant* if it meets any of the following criteria:
- Applications which constitute a significant departure from the most up to date Local Plan that is formally approved by the Council for Development Control purposes.
 - Applications for 50 or more homes.
 - Proposals which entail more than 1,000m² of gross floorspace.
 - Buildings or structures which exceed 15m in height.
 - Applications which are accompanied by an Environmental Statement.
- 4.12 This schedule is based on the Council's Delegation Scheme under which certain applications must go to the Planning Committee and cannot be dealt with under Delegated Officer Powers⁵.
- 4.13 There may also be occasions when applications are submitted that do not necessarily fall into any of the above categories but for various reasons may be considered to fall into the *significant* category. Officers will use their discretion in such instances and will advise applicants accordingly.
- 4.14 In dealing with applications that meet any of the above criteria, officers will normally:
- Publish a newspaper advertisement, put up a site notice and notify an appropriate number of neighbouring properties.
 - Publish details of the application on the Council's website.
 - In accordance with the Town and Country Planning (Consultation)(England) Direction 2009 the Council will consult the Secretary of State before granting planning permission for certain types of development.
 - Report to the Planning Committee any representations that may have been received following the publication of the report.
- 4.15 For major developments, Gloucester City Council strongly encourages applicants before the application is submitted to arrange a public meeting or exhibition at a suitable location such

⁵ Gloucester City Council's constitution can be viewed online. Go to <http://www.gloucester.gov.uk/council/more/Pages/council-constitution.aspx>

as a local hall in close proximity to the application site, in order to allow the proposal to be more fully understood by the local community prior to submission.

- 4.16 When they submit their application, Gloucester City Council also encourages them to:
- Submit a brief statement as part of the application submission outlining how the results of the Pre-application Consultation Exercise have been taken into account in the final application documentation.
 - Attend meetings with local groups that are likely to have an interest in the application proposal.
- 4.17 Although there is no legal obligation for applicants to undertake any of the above steps, failure to consult properly is likely to lead to objections being made by interested parties such as neighbouring residents, which could be material to the determination of the application.
- 4.18 Gloucester City Council aims to encourage discussions to take place before any major application is submitted in order to try and achieve a degree of consensus and/or at least a clearer understanding of what the proposal is trying to achieve. The City Council has introduced a pre-application service to provide applicants with guidance prior to the submission of an application. There is a reasonable charge for this service.

5. Resourcing and Managing the Process

- 5.1 In preparing this approach to community consultation and to ensure that it is deliverable consideration has to be given to the resources available to manage the process. The Local development Scheme (LDS) sets out the resources the Council has at its disposal to prepare the City's Development Plan documents. Officer time is a key resource issue. A balance has to be struck between consultation and the various production and management issues associated with the range of planning documents that are to be prepared.
- 5.2 The budget for Development Plan preparation will need to meet the costs of the legal requirements for community involvement in plan making. The Council's Local Development Scheme sets out a phased programme for the preparation of Development Plan Documents, ensuring that consultation activities are staggered and that the SCI's requirements can be met without undue pressure on staff resources. Resources for the Development Plan Programme are assessed through the Council's budget review process, which will include consultation requirements. Where possible, consultations will be coordinated with other departments, external stakeholders and local communities to lever in more resources.
- 5.3 In addition, as a Development Plan is being prepared particular issues may arise which may require additional community involvement work and the approach needs to be sufficiently flexible to enable this to be incorporated in the Plan preparation process.

6. Monitor and Review

- 6.1 This SCI will be monitored whilst planning documents are being prepared and as planning applications are determined in order to assess its effectiveness. In addition the SCI will be reviewed in response to any future change in regulation or other legislation.

Appendix A - Specific Consultees

Specific consultation bodies are:

- (a) Coal Authority.
- (b) Environment Agency.
- (c) English Heritage.
- (d) Marine Management Organisation.
- (e) Natural England.
- (f) Network Rail Infrastructure Limited.
- (g) Highways Agency.
- (h) A relevant authority any part of whose area is in or adjoins the local planning authority's area (a local planning authority, a county council, a parish council, a local policing body).
- (i) any person:
 - i. to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003
 - ii. who owns or controls electronic communications apparatus situated in any part of the local planning authority's area
- (j) If it exercises functions in any part of the local planning authority's area:
 - i. a Primary Care Trust established under section 18 of the National Health Service Act 2006 or continued in existence by virtue of that section
 - ii. a person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989
 - iii. a person to whom a licence has been granted under section 7(2) of the Gas Act 1986
 - iv. a sewerage undertaker
 - v. a water undertaker
- (k) Homes and Communities Agency

Appendix B - General Consultation Bodies

General consultation bodies are:

- (a) Voluntary bodies some or all of whose activities benefit any part of the local planning authority's area.
- (b) Bodies which represent the interests of different racial, ethnic or national groups in the local planning authority's area.
- (c) Bodies which represent the interests of different religious groups in the local planning authority's area.
- (d) Bodies which represent the interests of disabled persons in the local planning authority's area.
- (e) Bodies which represent the interests of persons carrying on business in the local planning authority's area.

The following list will be updated in response to requests for changes or additions once they arise. The full list will be monitored and updated annually (where necessary).

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Meeting:	Council	Date:	22 January 2015
Subject:	Programme of Meetings, May 2015-November 2017		
Report Of:	Corporate Director of Services and Neighbourhoods		
Wards Affected:	All		
Key Decision:	No	Budget/Policy Framework:	No
Contact Officer:	Tanya Davies, Democratic and Electoral Services Manager		
	Email: tanya.davies@gloucester.gov.uk	Tel:	39-6125
Appendices:	1. Draft Programme of Meetings, May 2015-April 2017		

FOR GENERAL RELEASE

1.0 Purpose of Report

- 1.1 To approve a two-year programme of ordinary meetings of Council and calendar of other meetings for the period of May 2015 to April 2017.

2.0 Recommendations

- 2.1 Council is asked to **RESOLVE** that

- (1) Subject to any further changes, the two-year programme of ordinary meetings of Council and calendar of other meetings for the period of May 2015 to April 2017 be approved.

3.0 Background and Key Issues

- 3.1 The Council is required to agree a programme of meetings on an annual basis and the draft programme is attached as Appendix 1.

- 3.2 A two-year programme is proposed in order to provide the Council and Councillors with adequate notice of meetings. As such, this programme contains six months of dates that have previously been approved and 18 months of new dates. Each future two-year programme will contain one year of dates that formed part of the previous programme and one year of new dates.

- 3.4 It is important to retain the flexibility to amend the first year of a two-year programme, because dates for events and meetings of other organisations that impact on the Council's own programme are often not available until 12 months in advance. As such, a number of changes are proposed to the period of May 2015-October 2015, which had previously been approved by Council; these changes are highlighted in Appendix 1 using deletions and underlined insertions and are also listed below:

- Group Leaders moved from Wednesday 10 June to Monday 8 June
- Overview and Scrutiny Committee moved from Monday 22 June to Monday 15 June
- Cabinet moved from Wednesday 24 June to Wednesday 17 June
- Audit and Governance Committee moved from Monday 15 June to Monday 22 June
- Cabinet Briefing moved from Wednesday 1 July to Wednesday 24 June
- Group Leaders moved from Monday 13 July to Wednesday 1 July
- ICT Working Group moved from Wednesday 29 July to Wednesday 8 July
- Overview and Scrutiny Committee moved from Monday 20 July to Monday 13 July
- Cabinet moved from Wednesday 22 July to Wednesday 15 July
- ICT Working Group added on 9 September
- Overview and Scrutiny Committee moved from Monday 12 October to Monday 19 October

4.0 Alternative Options Considered

- 4.1 All available options for the scheduling of meetings were considered when compiling the programme.
- 4.2 Observations and comments were invited from all Members and senior officers and were, where possible, incorporated.

5.0 Reasons for Recommendations

- 5.1 To agree the programme of ordinary meetings of Council and calendar of other meetings for the period of May 2015 to April 2017.

6.0 Future Work and Conclusions

- 6.1 By approving an two-year programme of ordinary meetings several months in advance of the start of the timetable, Members and other interested parties can plan ahead and the business of the Council can be transacted more efficiently and effectively.
- 6.2 Following approval, the programme of meetings will be communicated to partner organisations and the dates added to the Council's website.

7.0 Financial Implications

- 7.1 There are no financial implications arising from this report.

(Financial Services have been consulted in the preparation this report.)

8.0 Legal Implications

- 8.1 By approving the programme of ordinary meetings the Council is fulfilling a constitutional requirement.

(Legal Services have been consulted in the preparation this report.)

9.0 Risk & Opportunity Management Implications

9.1 There are no risks arising from this report.

10.0 People Impact Assessment (PIA):

10.2 The PIA Screening Stage was completed and did not identify any potential or actual negative impact, therefore a full PIA was not required.

11.0 Other Corporate Implications

Community Safety

11.1 There are no community safety implications.

Sustainability

11.2 There are no sustainability implications.

Staffing & Trade Union

11.3 There are no staffing or trade union implications.

Background Documents: None

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Gloucester **City Council**

DRAFT PROGRAMME OF MEETINGS

1 MAY 2015 – 30 APRIL 2017

MAY 2015				
Monday	Tuesday	Wednesday	Thursday	Friday
				1
4 BH	5	6	7 Combined Elections	8
11 Page 116 2.00 pm Gloucester Historic Buildings**	12 6.00pm Planning Committee	13 6.00pm Gloucester City Homes Board** 2.00 pm Regeneration Advisory Board*	14	15 10.00am Gloucester Charities Trust**
18	19	20	21 3.00pm Annual Council	22
25 BH	26 SH	27 SH	28 SH	29 SH 10.00am Gloucestershire Airport Board**

*not open to the public

**Outside Body meeting, by invitation only

JUNE 2015				
Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3 6.00pm Gloucester City Homes Board** 6.5.00 pm Cabinet Briefing*	4	5
8 6.30 pm Group Leaders*	9 6.00 pm Planning Committee	10 6.30 pm Group Leaders*	11 <i>2.00 pm Employee Forum*</i>	12
15 6.30 pm Overview and Scrutiny Committee 6.30 pm Audit and Governance Committee	16 6.30 pm Licensing and Enforcement Committee	17 6.00 pm Cabinet	18 <i>Start of Ramadan (ends 17/7/15)</i> 6.00 pm Planning Policy Sub-Committee	19 10.00am Gloucester Charities Trust**
22 6.30 pm Audit and Governance Committee 6.30 pm Overview and Scrutiny Committee	23	24 5.00 pm Cabinet Briefing* 6.00 pm Cabinet	25 6.00pm Aspire Board**	26 10.00am Gloucestershire Airport Board**
29 6.00 Organisational Development Committee	30			

*not open to the public

**Outside Body meeting, by invitation only

JULY 2015				
Monday	Tuesday	Wednesday	Thursday	Friday
		1 6.00pm Gloucester City Homes Board** 6.30 pm Group Leaders*6.00 pm Cabinet Briefing*	2 6.00 pm Environment and Ecology Forum**	3
6 6.00 pm Gloucester Historic Buildings**	7 LGA Conference 6.00 pm Planning Committee	8 LGA Conference 6.00 pm ICT Working Group*	9 LGA Conference	10
Page 3 16 6.30 pm Overview and Scrutiny Committee 6.30 pm Group Leaders*	14 6.00 pm Constitutional and Electoral Working Group*	15 6.00 pm Cabinet	16 2.00 pm Regeneration Advisory Board* 6.00 pm Grants and Community Services Forum	17 End of Ramadan 10.00am Gloucester Charities Trust**
20 6.30 pm Overview and Scrutiny Committee	21 SH	22 SH 6.00 pm Cabinet	23 SH 7.00 Council	24 SH
27 SH 6.00pm GCH Customer Forum**	28 SH	29 SH 6.00 pm ICT Working Group*	30 SH	31 SH 10.00am Gloucestershire Airport Board**

*not open to the public

**Outside Body meeting, by invitation only

AUGUST 2015				
Monday	Tuesday	Wednesday	Thursday	Friday
3 SH	4 SH 6.00pm Planning Committee	5 SH	6 SH	7 SH
10 SH	11 SH	12 SH	13 SH	14 SH
17 SH	18 SH	19 SH	20 SH	21 SH <u>10.00am Gloucester Charities Trust**</u>
24 SH	25 SH	26 SH <u>65.00 Cabinet Briefing*</u>	27 SH	28 SH <u>10.00am Gloucestershire Airport Board**</u>
31 BH				

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*not open to the public

**Outside Body meeting, by invitation only

SEPTEMBER 2015				
Monday	Tuesday	Wednesday	Thursday	Friday
	1	2 6.00pm Gloucester City Homes Board** 6.30 pm Group Leaders*	3 6.00 pm Environment and Ecology Forum**	4
7 6.00 pm Gloucester Historic Buildings**	8 6.00pm Planning Committee	9 6.00 pm ICT Working Group*	10 6.00pm Aspire Board** 2.00 pm Employee Forum	11
14 6.30 pm Overview and Scrutiny Committee	15 6.30 pm Licensing and Enforcement Committee	16 6.00 Cabinet	17 2.00 pm Regeneration Advisory Board* 6.00 pm Planning Policy Sub-Committee	18 Start of Rugby World Cup (ends 31/10/15) 10.00am Gloucester Charities Trust**
21 Lib Dem Party Conference 6.30 pm Audit and Governance Committee	22 Lib Dem Party Conference	23 Lib Dem Party Conference <i>RWC Fixture at Kingsholm</i>	24 7.00 pm Council	25 10.00am Gloucestershire Airport Board** <i>RWC Fixture at Kingsholm</i>
28 Labour Party Conference 6.00 pm Organisational Development Committee	29 Labour Party Conference	30 Labour Party Conference 6 5.00 pm Cabinet Briefing*		

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*not open to the public

**Outside Body meeting, by invitation only

OCTOBER 2015				
Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5 Conservative Party Conference	6 Conservative Party Conference 6.00pm Planning Committee	7 Conservative Party Conference <u>6.00pm Gloucester City Homes Board**</u> <i>6.30 pm Group Leaders*</i>	8	9
12 Page 121 <u>6.30 pm Overview and Scrutiny Committee</u>	13 <i>6.00 pm Constitutional and Electoral Working Group*</i>	14	15	16 <u>10.00am Gloucester Charities Trust**</u>
19 <u>6.30 pm Overview and Scrutiny Committee</u>	20	21 6.00pm Cabinet	22 SH	23 SH
26 SH <u>6.00pm GCH Customer Forum**</u>	27 SH	28 SH <u>6.00 pm Cabinet Briefing*</u>	29 SH	30 SH <u>10.00am Gloucestershire Airport Board**</u>

*not open to the public

**Outside Body meeting, by invitation only

NOVEMBER 2015				
Monday	Tuesday	Wednesday	Thursday	Friday
2 <u>6.00 pm Gloucester Historic Buildings**</u> <u>6.30 pm Group Leaders*</u>	3 <u>6.00pm Planning Committee</u>	4 <u>6.00pm Gloucester City Homes Board**</u>	5 <u>6.00 pm Environment and Ecology Forum**</u>	6
9 <u>6.30 pm Overview and Scrutiny Committee</u>	10	11 <u>6.00pm Cabinet</u>	12	13
16	17	18 <u>5.00 pm Cabinet Briefing*</u>	19	20 <u>10.00am Gloucester Charities Trust**</u>
23 <u>6.30 pm Audit and Governance Committee</u>	24	25 <u>2.00 pm Regeneration Advisory Board*</u> <u>6.30 pm Group Leaders*</u>	26 <u>7.00 pm Council</u>	27 <u>10.00am Gloucestershire Airport Board**</u>
30 <u>6.30 pm Overview and Scrutiny Committee (Budget)</u>				

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*not open to the public

**Outside Body meeting, by invitation only

DECEMBER 2015				
Monday	Tuesday	Wednesday	Thursday	Friday
	1 6.00pm Planning Committee	2 6.00pm Gloucester City Homes Board** 6.00 pm ICT Working Group*	3	4
7 6.30 pm Overview and Scrutiny Committee	8 6.30pm Licensing and Enforcement Committee	9 6.00pm Cabinet	10 6.00pm Aspire Board** 2.00pm Employee Forum*	11 10.00am Gloucester Charities Trust**
Page 123	15	16 5.00pm Cabinet Briefing*	17 6.00 pm Planning Policy Sub-Committee	18
21 6.00 Organisational Development Committee	22	23 6.30pm Group Leaders*	24	25 BH
28 BH	29 SH	30 SH	31 SH	

*not open to the public

**Outside Body meeting, by invitation only

JANUARY 2016				
Monday	Tuesday	Wednesday	Thursday	Friday
				1 BH
4	5	6	7	8
Page 124 <u>6.30 pm Overview and Scrutiny Committee</u>	<u>6.00pm Planning Committee</u>	<u>13</u> <u>6.00pm Gloucester City Homes Board**</u> <u>2.00 pm Regeneration Advisory Board*</u> <u>6.00pm Cabinet</u>	<u>14</u> <u>6.00 pm Environment and Ecology Forum**</u>	15
18 <u>6.30 pm Audit and Governance Committee</u>	19 <u>6.00 pm Constitutional and Electoral Working Group*</u>	20 <u>5.00pm Cabinet Briefing*</u>	21 <u>6.00 pm Grants and Community Services Forum</u>	22
25 <u>6.00pm GCH Customer Forum**</u>	26	27 <u>6.30pm Group Leaders*</u>	28 <u>7.00 pm Council</u>	29 <u>10.00am Gloucestershire Airport Board**</u>

*not open to the public

**Outside Body meeting, by invitation only

FEBRUARY 2016				
Monday	Tuesday	Wednesday	Thursday	Friday
1	2 6.00pm Planning Committee	3	4	5
8 6.30 pm Overview and Scrutiny Committee	9	10 6.00pm Cabinet	11	12
15 SH	16 SH	17 SH 5.00pm Cabinet Briefing*	18 SH	19 SH
22	23 6.00 pm Constitutional and Electoral Working Group*	24 6.30pm Group Leaders*	25 6.00 pm Council (Budget)	26 10.00am Gloucestershire Airport Board**
29				

*not open to the public

**Outside Body meeting, by invitation only

MARCH 2016					
Monday	Tuesday	Wednesday	Thursday	Friday	
	1 <u>6.00pm Planning Committee</u>	2 <u>6.00 pm ICT Working Group*</u>	3 <u>6.00 pm Environment and Ecology Forum**</u> <u>6.00pm Aspire Board**</u>	4	
7 <u>6.30 pm Overview and Scrutiny Committee</u>	8	9 <u>6.00pm Cabinet</u>	10 <u>2.00pm Employee Forum*</u>	11	
14 <u>6.30 pm Audit and Governance Committee</u>	15 <u>6.30pm Licensing and Enforcement Committee</u>	16	17 <u>6.00 pm Planning Policy Sub-Committee</u>	18	
21 <u>6.00 Organisational Development Committee</u>	22 <u>6.00 pm Constitutional and Electoral Working Group*</u>	23 <u>6.30pm Group Leaders*</u>	24 <u>7.00 pm Council</u>	25 <u>10.00am Gloucestershire Airport Board**</u>	BH
28 BH	29 SH	30 SH	31 SH		

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*not open to the public

**Outside Body meeting, by invitation only

APRIL 2016				
Monday	Tuesday	Wednesday	Thursday	Friday
				1 SH
4 SH	5 SH 6.00pm Planning Committee	6 SH	7 SH	8 SH
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29 10.00am Gloucestershire Airport Board**

*not open to the public

**Outside Body meeting, by invitation only

MAY 2016				
Monday	Tuesday	Wednesday	Thursday	Friday
2 BH	3	4	5 Local Elections	6
9	10 6.00pm Planning Committee	11	12	13
16	17	18	19	20
23 3.00 pm Annual Council	24	25	26	27 10.00am Gloucestershire Airport Board**
30 BH	31 SH			

*not open to the public

**Outside Body meeting, by invitation only

JUNE 2016				
Monday	Tuesday	Wednesday	Thursday	Friday
		1 SH 5.00pm Cabinet Briefing*	2 SH	3 SH
6 <i>Start of Ramadan (ends 5/7/16)</i> 6.30pm Group Leaders*	7 6.00pm Planning Committee	8	9	10
13 6.30 pm Overview and Scrutiny Committee	14 6.30pm Licensing and Enforcement Committee	15 6.00pm Cabinet	16	17
20 6.30 pm Audit and Governance Committee	21	22 5.00pm Cabinet Briefing*	23	24 10.00am Gloucestershire Airport Board**
27 6.30pm Group Leaders*	28	29 6.00 pm ICT Working Group*	30 6.00 pm Planning Policy Sub-Committee	

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*not open to the public

**Outside Body meeting, by invitation only

JULY 2016				
Monday	Tuesday	Wednesday	Thursday	Friday
				1
4 <u>6.30 pm Overview and Scrutiny Committee</u>	5 <i>Ramadan ends</i> <u>6.00pm Planning Committee</u>	6 <u>6.00pm Cabinet</u>	7 <u>6.00 pm Environment and Ecology Forum**</u> <u>2.00pm Employee Forum*</u>	8
Page 130	12 <u>6.00 pm Constitutional and Electoral Working Group*</u>	13	14 <u>6.00 pm Grants and Community Services Forum</u>	15
18 <u>6.00 Organisational Development Committee</u>	19	20 <u>6.30pm Group Leaders*</u>	21 <u>7.00 pm Council</u>	22
25 SH	26 SH	27 SH	28 SH	29 SH <u>10.00am Gloucestershire Airport Board**</u>

*not open to the public

**Outside Body meeting, by invitation only

AUGUST 2016				
Monday	Tuesday	Wednesday	Thursday	Friday
1 SH	2 SH 6.00pm Planning Committee	3 SH	4 SH	5 SH
8 SH	9 SH	10 SH	11 SH	12 SH
15 SH	16 SH	17 SH	18 SH	19 SH
22 SH	23 SH	24 SH	25 SH	26 SH 10.00am Gloucestershire Airport Board**
29 BH	30 SH	31 SH 5.00pm Cabinet Briefing*		

*not open to the public

**Outside Body meeting, by invitation only

SEPTEMBER 2016				
Monday	Tuesday	Wednesday	Thursday	Friday
			1 <u>6.00 pm Environment and Ecology Forum**</u>	2
5 <u>6.30pm Group Leaders*</u>	6 <u>6.00pm Planning Committee</u>	7 <u>6.00 pm ICT Working Group*</u>	8 <u>2.00pm Employee Forum*</u>	9
12 <u>6.30 pm Overview and Scrutiny Committee</u>	13 <u>6.30pm Licensing and Enforcement Committee</u>	14 <u>6.00pm Cabinet</u>	15 <u>6.00 pm Planning Policy Sub-Committee</u>	16
19 <u>6.30 pm Audit and Governance Committee</u>	20	21 <u>5.00pm Cabinet Briefing*</u>	22	23
26 <u>6.00 Organisational Development Committee</u>	27	28 <u>6.30pm Group Leaders*</u>	29 <u>7.00 pm Council</u>	30 <u>10.00am Gloucestershire Airport Board**</u>

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*not open to the public

**Outside Body meeting, by invitation only

OCTOBER 2016				
Monday	Tuesday	Wednesday	Thursday	Friday
3	4 6.00pm Planning Committee	5	6	7
10 6.30 pm Overview and Scrutiny Committee	11	12 6.00pm Cabinet	13	14
17 Page 133	18 6.00 pm Constitutional and Electoral Working Group*	19 5.00pm Cabinet Briefing*	20 SH?	21 SH?
24 SH	25 SH	26 SH	27 SH	28 SH 10.00am Gloucestershire Airport Board**
31 6.30pm Group Leaders*				

*not open to the public

**Outside Body meeting, by invitation only

NOVEMBER 2016				
Monday	Tuesday	Wednesday	Thursday	Friday
	1 <u>6.00pm Planning Committee</u>	2	3 <u>6.00 pm Environment and Ecology Forum**</u>	4
7 <u>6.30 pm Overview and Scrutiny Committee</u>	8	9 <u>6.00pm Cabinet</u>	10	11
Page 134	15	16 <u>5.00pm Cabinet Briefing*</u>	17	18
21 <u>6.30 pm Audit and Governance Committee</u>	22	23 <u>6.30pm Group Leaders*</u>	24 <u>7.00 pm Council</u>	25 <u>10.00am Gloucestershire Airport Board**</u>
28 <u>6.30 pm Overview and Scrutiny Committee (Budget)</u>	29	30 <u>6.00 pm ICT Working Group*</u>		

*not open to the public

**Outside Body meeting, by invitation only

DECEMBER 2016				
Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5 6.30 pm Overview and Scrutiny Committee	6 6.00pm Planning Committee	7 6.00pm Cabinet	8 2.00pm Employee Forum*	9
12 Page 135	13 6.30pm Licensing and Enforcement Committee	14 5.00pm Cabinet Briefing*	15 6.00 pm Planning Policy Sub-Committee	16
SH 6.00 Organisational Development Committee	20 SH	21 SH 6.30pm Group Leaders*	22 SH	23 SH
26 BH	27 SH	28 SH	29 SH	30 SH

*not open to the public

**Outside Body meeting, by invitation only

JANUARY 2017				
Monday	Tuesday	Wednesday	Thursday	Friday
2 BH	3	4	5	6
9 <u>6.30 pm Overview and Scrutiny Committee</u>	10 <u>6.00pm Planning Committee</u>	11 <u>6.00pm Cabinet</u>	12 <u>6.00 pm Environment and Ecology Forum**</u>	13
Page 136	17 <u>6.00 pm Constitutional and Electoral Working Group*</u>	18 <u>5.00pm Cabinet Briefing*</u>	19 <u>6.00 pm Grants and Community Services Forum</u>	20
23 <u>6.30 pm Audit and Governance Committee</u>	24	25 <u>6.30pm Group Leaders*</u>	26 <u>7.00pm Council</u>	27 <u>10.00am Gloucestershire Airport Board**</u>
30	31			

*not open to the public

**Outside Body meeting, by invitation only

FEBRUARY 2017				
Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6 6.30 pm Overview and Scrutiny Committee	7 6.00pm Planning Committee	8 6.00pm Cabinet	9	10
13 SH	14 SH	15 SH	16 SH	17 SH
	6.00 pm Constitutional and Electoral Working Group*	5.00pm Cabinet Briefing*		
	21	22 6.30pm Group Leaders*	23 6.00pm Council (Budget)	24 10.00am Gloucestershire Airport Board**
27	28			

*not open to the public

**Outside Body meeting, by invitation only

MARCH 2017				
Monday	Tuesday	Wednesday	Thursday	Friday
		1 <u>6.00 pm ICT Working Group*</u>	2 <u>6.00 pm Environment and Ecology Forum**</u>	3
6 <u>6.30 pm Overview and Scrutiny Committee</u>	7 <u>6.00pm Planning Committee</u>	8 <u>6.00pm Cabinet</u>	9 <u>2.00pm Employee Forum*</u>	10
13 <u>6.30 pm Audit and Governance Committee</u>	14 <u>6.00 pm Constitutional and Electoral Working Group*</u>	15 <u>5.00pm Cabinet Briefing*</u>	16 <u>6.00 pm Planning Policy Sub-Committee</u>	17
20 <u>6.00 Organisational Development Committee</u>	21 <u>6.30pm Licensing and Enforcement Committee</u>	22	23 <u>7.00pm Council</u>	24
27	28	29 <u>6.30pm Group Leaders*</u>	30	31 <u>10.00am Gloucestershire Airport Board**</u>

*not open to the public

**Outside Body meeting, by invitation only

APRIL 2017				
Monday	Tuesday	Wednesday	Thursday	Friday
3 SH	4 SH 6.00pm Planning Committee	5 SH	6 SH	7 SH
10 SH	11 SH	12 SH	13 SH	14 BH
17 BH	18	19	20	21
24 SH 6.30 pm Overview and Scrutiny Committee	25	26 6.00pm Cabinet	27	28 10.00am Gloucestershire Airport Board**

*not open to the public

**Outside Body meeting, by invitation only

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