



General Purposes Committee

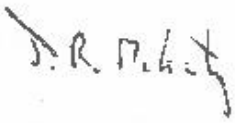
Meeting: Tuesday, 16th January 2018 at 6.00 pm in Civic Suite, North Warehouse, The Docks, Gloucester, GL1 2EP

Membership:	Cllrs. Williams (Chair), H. Norman (Vice-Chair), Hilton, Hanman, Taylor, Coole and Pullen
Contact:	Parvati Diyar Democratic and Electoral Services Officer 01452 396192 parvati.diyar@gloucester.gov.uk

AGENDA

1.	APOLOGIES To receive any apologies for absence.
2.	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.
3.	MINUTES (Pages 5 - 10) To approve as a correct record the minutes of the meeting held on 17 October 2017.
4.	PUBLIC QUESTION TIME (15 MINUTES) To receive any questions from members of the public provided that a question does not relate to: <ul style="list-style-type: none">• 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) To receive any petitions and deputations provided that no such petition or deputation is in relation to: <ul style="list-style-type: none">• Matters relating to individual Council Officers, or• Matters relating to current or pending legal proceedings

6.	REVIEW OF MEMBERS' ALLOWANCES 2018 (Pages 11 - 28) To consider the report of the Chair of the Independent Remuneration Panel (IRP) which reports on the recommendations of the IRP with regard to the Council's Members' Allowances Scheme and to seek a decision on an appropriate scheme for the payment of allowances in 2018-19.
7.	DATE AND TIME OF NEXT MEETING Tuesday, 13 March 2018 at 6.00pm.



Jon McGinty
Managing Director

Date of Publication: Monday, 8 January 2018

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 Parvati Diyar, 01452 396192, parvati.diyar@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.

Recording of meetings

Please be aware that meetings may be recorded. There is no requirement for those wishing to record proceedings to notify the Council in advance; however, as a courtesy, anyone wishing to do so is advised to make the Chair aware before the meeting starts.

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.

FIRE / EMERGENCY EVACUATION PROCEDURE

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by council staff. It is vital that you follow their instructions:

- 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.



GENERAL PURPOSES COMMITTEE

MEETING : Tuesday, 17th October 2017

PRESENT : Cllrs. Williams (Chair), H. Norman (Vice-Chair), Hilton, Taylor, Coole, Pullen and Morgan

Others in Attendance

Jon McGinty, Managing Director
Tanya Davies, Policy and Governance Manager
Parvati Diyar, Democratic and Electoral Services Officer

APOLOGIES : Cllr. Hanman

1. APPOINTMENT OF CHAIR AND VICE-CHAIR

The Committee noted the appointments made by Annual Council of Councillor Williams as Chair and Councillor H Norman as Vice-Chair of the Committee.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES

The minutes of the meeting held on 14 March 2017 were confirmed and signed by the Chair as a correct record.

4. PUBLIC QUESTION TIME (15 MINUTES)

There were no public questions.

5. PETITIONS AND DEPUTATIONS (15 MINUTES)

There were no petitions and deputations.

6. AMENDMENTS TO COUNCIL PROCEDURE RULES

The Committee considered the report of the Head of Paid Service which proposed options for amendments to the council's Council Procedure Rules, which formed part of the Constitution.

GENERAL PURPOSES COMMITTEE
17.10.17

The report had been produced at the request of the Chair, following feedback from a number of Members regarding the length of the Council meeting held on 20 July 2017 and provided options to assist with the effective management of Council meetings.

The Chair advised that the proposed options were designed to assist with efficient management of Council meetings and the recommendations put forward by the Committee would be presented to Council for approval.

Meeting Start Time

The Chair advised the Committee that the Conservative Group had met and agreed to propose that the start time for meetings of Council be changed to 6.30pm (Rule 5).

She noted that some political Groups met prior to the day of the Council meeting and that there was adequate time for all Group meetings to take place further in advance.

Councillor Hilton advised that he had consulted with the Liberal Democrats Group and they would object to the proposal of an earlier start time. He explained that members of the Group would have difficulties attending Council meetings at an earlier start time due work commitments and travel time. He added that an earlier start time would not allow Members adequate time to have food/refreshments prior to the meeting. He suggested that the option of providing sandwiches, through a deduction from Members' allowances could be explored.

He also highlighted his view that a number of individuals had stood as candidates on the understanding that Council meetings would take place at 7.00pm.

Councillor Pullen commented that the Labour Group would also not support the proposal of an earlier start time. He added that a number of Members did not finish work until 5.30pm and an earlier start time would not be practical for his Group.

Councillor H Norman pointed out that all other Committees had an earlier start time and individuals would have been aware of this when they had been elected.

The Chair acknowledged Councillor Hilton's comments.

It was agreed that the Policy and Governance Manager would investigate the costs for refreshments to be deducted from Members' allowances.

Councillor Hilton pointed out that the County Council held a Chair's briefing and suggested that Group Leaders and the Mayor discuss items on the agenda prior to the meeting.

The Committee agreed to recommend that the start time for ordinary meetings of Council be changed to 6.30pm.

GENERAL PURPOSES COMMITTEE
17.10.17

Length of meeting

The Chair advised that the Conservative Group had proposed that the length of Council meetings be limited to 3 hours, with the option to vote to extend the time if necessary.

Councillor Pullen commented that the majority of Council meetings were approximately 3 hours and the previous meeting was exceptionally long due to the contributions made by Members. He added that in order to manage the process of Council meetings, some areas could be condensed. He commented that announcements took a substantial amount of time and questioned whether this was necessary.

He further suggested that the content of the agenda could be better managed if Group Leaders met with the Mayor to discuss agenda items before the meeting.

Councillor Hilton echoed Councillor Pullen's comments and stated that all 3 political parties had a responsibility to ensure major issues were given sufficient time to debate.

Councillor H Norman believed a guillotine approach would improve the meeting and ensure Members focused on appropriate Council business on the agenda. She commented that the Mayor could bring the guillotine to Members' attention after 2 hours.

Councillor Coole commented that a guillotine was in place for Overview and Scrutiny Committee, while Councillor Taylor believed a guillotine approach would shorten the meeting.

The Managing Director commented that any Member could propose that the debate be moved on by moving a motion that 'the question be now put'.

Councillor Taylor suggested a guillotine should be extended by resolution of the meeting, with a two thirds majority required to close the meeting.

It was noted that the Mayor could propose to move to the vote if an item had been sufficiently debated.

Following discussions, the Committee recommended that the length of Council meetings be limited to 3 hours, with two thirds of those present required to close the meeting.

Substantive Agenda Items

The Committee agreed to recommend that a 'callover' be added to the order of business for ordinary meetings of Council (Rule 2.02), to enable routine items to be agreed with debate.

GENERAL PURPOSES COMMITTEE
17.10.17

Notices of Motion

The Chair advised that she would be recommending for each political Group to submit 2 motions, with a provision for emergency motions to be considered.

Councillors Pullen and Hilton commented that both the Labour Group and the Liberal Democrat Group would not support restrictions on motions which would subsequently limit debate.

Councillor Hilton said he had examined this and advised that there had been no more than 4 motions submitted to Council in recent times. He added that if Council meetings were to be limited to 3 hours, announcements taken out and the draft agenda circulated to Members in advance, the number of motions submitted and debated should be manageable.

Councillor Coole shared his concerns and said this would create fewer opportunities for the political Groups to present their debate on important issues.

The Managing Director suggested the Committee consider an alternative option of reducing speech time limits. At present the length of speeches were 5 minutes, but could be limited to 3 minutes.

The Committee discussed this option and agreed to recommend that with the exception of the proposer and seconder of a motion or amendment, speech times be limited to 3 minutes, except at the Annual Budget meeting.

Amendments to Notices of Motion

The Chair advised that the current practice in respect of amendments to Notices of Motion was that, through an informal arrangement, these are presented to Democratic and Electoral Services 2 hours before the start of the meeting to ensure sufficient copies are made.

Councillor Hilton commented that at present, simple verbal amendments such as factual corrections, can be presented as an amendment to a motion at any time.

The Committee noted that it would be necessary to differentiate between amendments to Notices of Motion and amendments to other motions.

Councillor H Norman commented that some flexibility would be required for Groups to discuss amendments and the Managing Director advised that the Chair would be able to use his/her discretion to accept amendments received after the deadline.

Following discussions, the Committee agreed to recommend that a formal deadline be introduced and that amendments should be circulated at the start of discussion on the motion to which the amendment relates.

GENERAL PURPOSES COMMITTEE
17.10.17

Written Questions to Cabinet Members

The Committee agreed to recommend that no changes were required.

General Purposes Committee **RESOLVED TO RECOMMEND** to Council that:

- (1) That the start time for ordinary meetings of Council be changed to 6.30pm.
- (2) That the length of Council meetings be limited to 3 hours unless extended by resolution of the meeting (2/3 majority required to close the meeting).
- (3) That, with the exception of the proposer and seconder of a motion or amendment, speech times be limited to three minutes. This does not apply to debate on the annual budget.
- (4) That a time limit of 10 minutes be introduced for Announcements.
- (5) That a 'callover' be added to the order of business for ordinary meetings of Council.
- (6) That a formal deadline of two hours prior to the start of the meeting be introduced for the submission of amendments to Notices of Motion (Rule 15.06) and amendments to be circulated at the start the debate on the motion to which the amendment relates. (deadline to administered with some flexibility).

7. DATE AND TIME OF NEXT MEETING

Tuesday, 16 January 2018 at 6.00pm

Time of commencement: 6.00 pm hours

Time of conclusion: 7.05 pm hours

Chair

This page is intentionally left blank



Meeting:	General Purposes Committee Council	Date:	16 January 2017 25 January 2017
Subject:	Review of Members' Allowances 2018		
Report Of:	Chair of the Independent Remuneration Panel		
Wards Affected:	All		
Key Decision:	No	Budget/Policy Framework:	No
Contact Officer:	Tanya Davies, Policy & Governance Manager		
	Email: tanya.davies@gloucester.gov.uk	Tel: 39-6125	
Appendices:	1. Proposed Members' Allowances Scheme 2018-19		

FOR GENERAL RELEASE

1.0 Purpose of Report

1.1 To report the recommendations of the Independent Remuneration Panel (IRP) with regard to the Council's Members' Allowances Scheme and to seek a decision on an appropriate scheme for the payment of allowances in 2018-19.

2.0 Recommendations

2.1 General Purposes Committee is asked to **RESOLVE TO RECOMMEND** to Council that

- (1) Members' Allowances remain unchanged at the levels detailed in the 2017-18 Scheme, subject to the wording of Schedule 2 being amended to reflect the Council's continued commitment to the Living Wage in respect of the Dependents' Carers' Allowance for the reimbursement of childcare costs.
- (2) The Council writes to the Local Government Association asking them to lobby the government in support of making the Dependents' Carers' Allowance exempt from taxation.
- (3) The Scheme of Members' Allowances set out in Appendix 1 be approved for 2018-19.

2.2 Council is asked to **RESOLVE** that

- (1) Members' Allowances remain unchanged at the levels detailed in the 2017-18 Scheme, subject to the wording of Schedule 2 being amended to reflect the Council's continued commitment to the Living Wage in respect of the Dependents' Carers' Allowance for the reimbursement of childcare costs.
- (2) The Council writes to the Local Government Association asking them to lobby the government in support of making the Dependents' Carers' Allowance exempt from taxation.

- (3) The Scheme of Members' Allowances set out in Appendix 1 be approved for 2018-19.

3.0 Background and Key Issues

- 3.1 The allowance scheme at the Council is based on a multiplier system. The Special Responsibility Allowances (SRAs) are a multiple of the Basic Allowance (BA), which is currently £5,713, and only one SRA is paid. The format of the scheme was adopted in 2015 with the aim of ensuring that the Council had in place a simple and transparent scheme that was easily understood by Members and members of the public. It is also in line with best practice and government guidance. The established approach at Gloucester City is to hold a detailed review of allowances every four years and a minor review in the intervening years.
- 3.2 In order to revise or maintain its Members' Allowances Scheme, the Council is required to have regard to the recommendations of the IRP. The Council appointed a new IRP in September 2017 for a period of three years. Three Members of this IRP had overseen that previous review and the appointment in September sought to formalise their appointment for defined period and add an additional panel member to diversify the panel's membership.
- 3.3 The Council's IRP currently consists of Mr Peter Jones (Chair), Mrs Wynn Bartlett, Mr Stewart Dove and Mr John Smith.
- 3.4 In line with the established process, this year a minor review of the scheme was due. With this in mind, the IRP asked all Members if there were any areas of the scheme that required attention and invited them to submit any other comments they had about the scheme or its operation. In inviting comments, the Panel reiterated a principle that they followed the previous year, namely that they did not intend to consider any individual SRAs in isolation, with the exception of any new positions that had been created, and that SRAs would be considered in detail as part of the next detailed review.
- 3.5 25 out of 39 Members responded to the questionnaire, which represents a response rate of 64%. The IRP would like to thank those Members who took the time to respond and also 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; this will be particularly important for the detailed review scheduled to take place next year.
- 3.6 Of those Members who responded to the survey, 84% indicated that they were happy with the scheme or had no comments. However, when the IRP took into account the number of non-respondents, the percentage of all Members with no comments was 90%.
- 3.7 Four points were raised and these are considered below.

Findings of the Panel

- 3.8 One Member noted that the membership of the Council may not be entirely representative of the City's diverse communities, but conceded that this was unlikely to be solely due to the Members' Allowances Scheme. The Panel noted that this was an issue for most Councils, but that as the Council did not collect equalities data from Councillors, it was impossible to draw any specific conclusions. They suggested that, as political parties were responsible for selecting candidates for election, they may be well placed to provide some information to the Panel on the perceived barriers as part of the detailed review in 2019, so that the Panel may consider whether changes to the scheme could help remove some of those barriers.
- 3.9 Two Members stated that the level of BA was not sufficient for the amount of time Councillors spent on their ordinary Councillor duties, with one citing the level of allowance as a barrier to young people becoming involved in local government. The Panel recognised the various demands on Councillors, but noted that it was difficult to pitch the BA at a level that was reflective of how each individual Councillor chose to exercise their duties. The Panel discussed the elements that made up the original BA calculation in 2015 and noted that the Panel at the time had taken an average of the number of hours that Councillors said they spent on their ordinary duties. The Panel indicated that, as part of the detailed review next year, they would review the methodology and basis for the BA calculation, but that, based on the level of satisfaction with the current scheme, no changes would be recommended to the main parts of the scheme at the present time.
- 3.10 One Member noted that the dependents' carers' allowance was classed as income and therefore subject to tax and that as a result, it reduced amount that a Councillor could pay for childcare. It was also noted that as most meetings were held in the evening, when childcare costs increased, Councillors requiring childcare in order to undertake their duties were further disadvantaged. The Panel explored this issue and looked at how other local authorities in the South West operated the allowance by considering comparative data compiled by South West Councils.
- 3.10.1 The majority of Councils follow the same approach as Gloucester by reimbursing actual costs incurred up to a maximum rate per hour; unlike Gloucester, some add a further cap either on the total number of hours claimable in a given timescale or the total amount claimable for the year. A small number of Councils reimburse actual costs with no limit on the amount payable per hour.
- 3.10.2 Of those paying an hourly rate, Gloucester's rates (a maximum of £8.45 per hour for a single child, or up to a total of £9.00 per hour for two or more children) are the highest among the responding Councils, with one exception. Exeter City Council reimburses a rate of £8.25 per hour, but applies an uplift of 20% to offset the income tax deduction increasing the hourly rate to £9.91 per hour.
- 3.10.3 Having considered the matter, the Panel were supportive of the concerns raised and how the current arrangements disadvantaged Councillors with young children, creating a potential barrier for those interested in standing for election. They considered that a maximum hourly rate was essential to provide an appropriate level of control, but that the issue of the allowance being classed as taxable income was one of national significance that should not be addressed by seeking to circumvent national taxation arrangements. Therefore, the Panel is not suggesting

any changes to the general approach, but is recommending that the Council asks the Local Government Association to lobby the government in support of making the Dependents' Carers' Allowance exempt from taxation.

- 3.10.4 In exploring this matter, the Panel noted that the maximum hourly rate per hour for a single child was increased for 2017-18 to reflect the Council's commitment to being a Living Wage Council, but that as of 6 November 2017 the UK Living Wage had increased from £8.25 to £8.75. The current wording of the scheme does not enable the Council to react to such a change in real time, therefore the Panel is recommending that the wording of Schedule 2 be amended to reflect the Council's continued commitment to the Living Wage.
- 3.11 One Member, who was otherwise content with the scheme, stated that the Council should publish attendance data for Council committees and Outside Bodies. The Panel was advised that attendance data for Outside Bodies was not readily available to the Council, but that attendance data for individual committee meetings was available on the Council's website. The Panel considered that attendance information was of interest to the public and would be supportive if the Council decided to publish the composite statistics on an annual basis.

Parish Councillor Allowances

- 3.12 The Panel acts as the Members' Allowances Panel for Quedgeley Town Council (QTC), making recommendations to the Town Council as it does to the City Council. QTC must have regard to the Panel's recommendations, but are ultimately entitled to agree their own scheme.
- 3.13 QTC did not adopt an increase in 2015 when the Council increased its Basic Allowance. It subsequently approved a 2.2% increase in 2016 resulting in Members of QTC being paid £402.41 (7.1% of the City Council Basic Allowance) and the Chair of QTC being paid £804.82 (14.2% of the City Council Basic Allowance). The allowance rates remain payable at these rates at the present time.
- 3.14 The IRP did not specifically consider changes to the allowances scheme for Quedgeley Town Councillors as part of the minor review.

4.0 Alternative Options Considered

- 4.1 The Council is required to set a Scheme of Allowances each year, and in approving a Scheme Members must have regard to the recommendations of the IRP.

5.0 Reasons for Recommendations

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

6.0 Future Work and Conclusions

- 6.1 Should the Panel's recommendations be agreed by the Council, the Scheme set out in Appendix 1 will apply for one year with effect from 1st April 2018.

6.2 The Scheme continues to be indexed to the Local Government staff pay award therefore, any award made for the 2018-19 financial year will be applied to the Scheme and backdated as appropriate.

6.3 The next review of allowances will take place in Autumn 2018, for implementation in 2019-20, and this will be a detailed review of the scheme.

7.0 Financial Implications

7.1 Based on the appointments made at Annual Council in May 2017 the actual cost of the scheme from 1 April 2018 is estimated to be £324,784, but is subject to variation following appointments at Annual Council in May 2018. This does not include any travelling, subsistence or carers' costs.

7.3 The estimated costs will be provided for in the 2018-23 Money Plan to be approved by Council in February 2018; the Money Plan will also include provision for an increase in line with any staff pay award.

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

8.0 Legal Implications

8.1 The City Council is required to maintain an independent panel which makes recommendations to Council on the matter of Members' allowances. It is good practice to conduct an annual review.

(One Legal 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 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

This page is intentionally left blank

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 2018 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 £5,713.00 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	19,996
Deputy Leader of the Council	2.25	12,854
<i>Cabinet Members</i>		
Communities and Neighbourhoods	1.75	9,998
Culture and Leisure	1.75	9,998
Environment	1.75	9,998
Housing and Planning	1.75	9,998
Performance and Resources	1.75	9,998
Regeneration and Economy	1.75	9,998
<i>Chairs of Committees</i>		
Planning Committee	0.8	4,570
Audit and Governance Committee	0.5	2,857
Licensing and Enforcement Committee	0.5	2,857
Overview and Scrutiny Committee	0.5	2,857
General Purposes Committee	0.3	1,714
<i>Deputy Chairs of Committees</i>		
Planning Committee	0.2	1,143
<i>Other positions of additional responsibility</i>		
Minority Group Leader	1	5,713
Minority Group Deputy Leader	0.25	1,428
Mayor	0.6	3,423
Sheriff and Deputy Mayor	0.2	1,143

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

Upon its implementation, Members are invited to make use of the Green Travel Policy for identifying the most sustainable and cost effective means of travel. In order to do so, Members should inform the Democratic and Electoral Services Manager (or the Corporate Support Team in the case of Cabinet Members) of their need to travel.

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 the actual amount paid for childcare provision at the following rates:

Single child	up a maximum hourly rate equivalent to the current UK Living Wage
Two or more children	up to a maximum of £9.00 per hour

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
Page 26												
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:	
-------------------	--	-----------	--	-------	--

**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:

This page is intentionally left blank